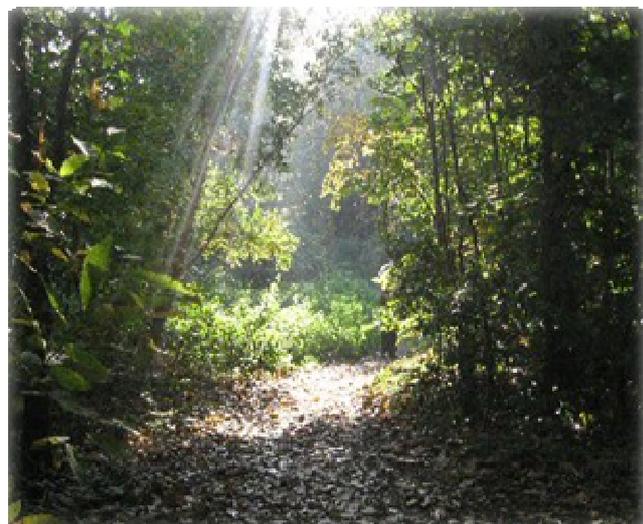


Developing Local List Records in Essex

Project 6018



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With contributions from Alison Bennett and Paul Gilman

Historic Environment

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Front cover images

Top Left: Queens Road, Wivenhoe

A 'vista' which could be nominated for the Local List.

Top Right: Wivenhoe Wood, Wivenhoe

A 'Landscape' which could be nominated for the Local List.

Bottom Left: Thorrington Long Barrow.

An example of an important cropmark that could be added to the local list.

Bottom Left: Pillbox in Tendring.

An example of a military structure that could be added to a local list

Executive Summary

This English Heritage funded project explored how a HER could work with colleagues across a two-tier government structure to compile, develop and manage local lists. It also worked with members of local societies and tested methods of local engagement for compiling local lists. The project was undertaken in partnership with Tendring District Council, Chelmsford Borough Council and Colchester Borough Council, who were each at different stages of local list development.

The first stage of the project assessed the results of a questionnaire which was sent to all Conservation Officers and some planners in Essex (including all District Councils and Unitary Authorities). The results of the questionnaire highlighted a huge variety in local lists, in terms of how they were completed, stored and managed. It also highlighted that most local lists were buildings focussed, but that there was a general appreciation of the benefits of encompassing a range of heritage assets on a local list.

Stage 2 of the project was a pilot study with Tendring District Council, which explored how a HER could help instigate and compile a local list. The results showed that HERs are a hugely important resource at the early stages of local list compilation. Issues surrounding local list criteria were fully explored and assessed. It also explored methods of local engagement, which were used to inform a Toolkit on local list compilation. Stage 3 of the project explored methods for migrating an existing set of local list information onto a HER database, in this case the database used was HBSMR. Stage 4 explored how a local planning authority could adopt a local list into its planning frameworks, in particular when there are a number of different local lists within one Local Authority. It also considered methods for local engagement, and assessed how the HER could be utilised by local groups.

The project showed that the HER is valuable source for all stage of local list development. It identified that poor awareness of the HER by colleagues in Local Authorities and the public is a major issue which prevents it being used successfully.

A toolkit accompanies this report, which uses the results of this report to provide best practice guidance to anyone wishing to develop a local list.

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Contents Table

1	Introduction	7
1.1	Project Description	7
1.1.1	Shape Compliance	8
1.2	Aims and Objectives of project.....	8
1.2.1	Project Aims.....	8
1.2.2	Project Objectives.....	8
1.2.3	Project Team.....	8
1.2.4	Partnerships.....	9
1.2.5	Context	9
2	Project methodology.....	10
2.1	Stage One – Information Gathering	10
2.2	Stage Two – Completion of Three Pilot Studies	11
3	Pilot Study 1: Pilot Project with Tendring Borough Council	12
3.1	Stage 1: Work with Tendring District Council to Devise and Test a Strategy for Compiling a Local List.....	12
3.1.1	Correspondence with Local Groups	12
3.1.2	Initial Strategy	13
3.2	Public Event - Overview.....	13
3.2.1	Feedback on Strategy.....	14
3.2.2	Criteria and Coverage	14
3.2.3	Nomination Forms and Guidelines	15
3.3	Overview of Public Event Feedback	16
3.4	Results of Public Consultation.....	18
	Further Issues.....	19
3.5	Stage 2: Explore how the HER could be used to help Local Authorities develop local lists	19
3.5.1	Assessment of EHER Information	19
3.5.2	Sources of Information held by the EHER.....	20
3.5.3	Sources of information held by Tendring District Council and others.....	27
3.5.4	Additional ways that the HER could be used to help Local Authorities compile local lists.....	28
4	Pilot with Chelmsford Borough Council.....	29
4.1	Stage 1: To develop and test a method to migrate current local list information into HBSMR.....	30
4.1.1	Chelmsford Local List Data	30
4.1.2	Exploration of Data Migration Ideas	33
4.1.3	Assessment of Data Structure	33
4.1.4	Options for migrating to HBSMR	34
4.1.5	Method Used	35
4.1.6	Results/Conclusions	35
4.2	STAGE 2: TO EXPLORE HOW LOCAL LIST DATA CAN BE SHARED BETWEEN CHELMSFORD BOROUGH COUNCIL AND THE EHER.....	36
5	Pilot with Colchester Borough Council.....	37
5.1	Stage 1: Explore how the EHER can be used to expand the coverage of a Local List in Colchester.....	38
5.1.1	Colchester Historic Town Forum Criteria.....	38
5.1.2	Wivenhoe Townscape Forum Criteria.....	39
5.1.3	Expanding Coverage	39

5.2	Using the EHER to expand coverage in Wivenhoe	41
5.2.1	Range of Heritage Assets	43
5.3	STAGE 2 Explore how the local list information provided by Local Groups will be shared between Colchester Borough Council, the EHER and the public.	45
5.3.1	Advantages of holding information on the EHER	45
5.3.2	Governance	45
5.4	Stage 3 Finalise a methodology for adding Colchester Local List data to the EHER.	46
5.4.1	Assessment of Data Structure	46
5.4.2	Options for Migration of Data.....	47
5.4.3	Final Methodology	48
6	<i>Proposals for modification to HBSMR system to accommodate Local List information (PRODUCT 3).....</i>	49
6.1	Consultation from Exegesis	49
6.2	Feedback from HBSMR User Group	49
6.3	Conclusion of consultation with Exegesis and HBSMR User Group	50
7	<i>CONCLUSIONS.....</i>	50
8	<i>Bibliography</i>	53
9	<i>Appendicies.....</i>	55
	Appendix 1 Detailed results of Local List Survey.....	55
	Appendix 2 First nomination form for Local Lists in Tendring.....	62
	Appendix 3 First Guidance Form for making nominations in Tendring.....	66
	Appendix 4 Information on the HER to Local groups in Tendring.....	71
	Appendix 5 SWOT Analysis Tables - Method for making EHER data accessible to Conservation Officers, Planners and the Local Groups.....	72
	Appendix 6 Presentation given by Conservation Officer at the Public Event	74
	Appendix 7 Presentation given by EHER Officer at the Public Event	84
	Appendix 8a Tendring Local List Online Public Consultation (Introduction Page)	96
	Appendix 8b Local List Online Public Consultation (Nomination Form)	98
	Appendix 8c - Local List Online Public Consultation (Scoring Form)	100
	Appendix 8d - Local List Online Public Consultation (Guidance on how to complete the form.)	102
	Appendix 8e Local List Online Public Consultation (Guidance on how to complete the form)..	104
	Appendix 8f Local List Online Public Consultation (Guide to selecting nominations).....	107
	Appendix 8g Local List Online Public Consultation (Frequently Asked Questions)	109
	Appendix 8l – Guide to Historic Period Definitions	113
	Appendix 9 Press Release for Tendring Local List On-Hold	114
	Appendix 10 Wivenhoe Townscape Forum – Case Study	115

Table of Figures

Figure 1 Map showing Distribution of EHER Records in Tendring District.....	20
Figure 2 Site of ruined St Marys Church, Beaumont-cum-Moze, Tendring	21
Figure 3 Aerial Photograph of cropmark at Thorryngdon, Tendring	22
Figure 4 Aerial photograph of cropmark at Little Bentley	22
Figure 5 Industrial Housing at Parkeston Way, Tendring	25
Figure 6 Sunspots Amusements, Jaywick, Tendring.....	25
Figure 7, Pillbox at Lee-over-Sands, Tendring.....	26
Figure 8 Map showing location of Hoffman’s Ball-bearings Factory, now apartments and offices	31
Figure 9 Screenshots showing Chelmsford Local List data on HBSMR	35
Figure 10 Map showing EHER Records in Wivenhoe, Colchester	42

1 INTRODUCTION

1.1 Project Description

This report sets out the results of the 'Developing Local Lists in Essex' project, which was carried out by Essex County Council, with funding from English Heritage, between February 2011 and January 2012. The project explored the role a Historic Environment Record (HER) could have in compiling, **developing** and **managing** local list records by working in partnership with colleagues across a two-tiered local government structure. Working in partnership with heritage and planning professionals, as well as local groups, was essential to the success of the project. To compliment this report, a tool kit has been produced to help other HERs and organisations who are involved in local lists.

Need for the project

The Essex Historic Environment Record (EHER) did not have any records of locally listed heritage. English Heritage are committed to promoting the role of local lists in managing the historic environment as part of the Draft Heritage Protection Bill (Department of Culture Media and Sport, 2008) agenda, which highlights the importance of HERs encompassing the full range of heritage assets that make up the historic environment. This is in line with the Governments overall more integrated approach to protecting different kinds of Heritage Assets.

Local Listing is given specific impetus in Planning Policy Statement 5 (PPS5):
“HE2.3 Local planning authorities should use the evidence to assess the type, numbers, distribution, significance and condition of heritage assets and the contribution that they may make to their environment now and in the future. It should also be used to help predict the likelihood that currently unidentified heritage assets, particularly sites of historic and archaeological interest, will be discovered in the future.”

The PPS 5 is accompanied by a Historic Environment Planning Practice Guide (Department for Communities and Local Government, 2010) which contains the following advice on Local Lists for local authorities:

“In addition to the national and statutory designations, local authorities may formally identify heritage assets that are important to the area, for example through local listing as part of the plan-making process. The process of deciding planning permissions, listed building or conservation area consents may also lead to the recognition that a heritage asset has a significance that merits some degree of protection. Though lacking the statutory protection of other designations, formal identification by the local authority through these processes is material in planning decisions. Local authorities will hold evidence of a wide range of non-designated heritage assets in their areas through the information held on their Historic Environment Records.”

and

“Consider compiling a ‘local list’ of heritage assets in partnership with the local community and on the basis of objective criteria of heritage interest that have been tested through

public consultation. The type of assets included in such a list may be as varied as those designated at the national level. Information on these assets can be included in the relevant HER. “

Draft Guidelines on Local listing published by English Heritage, emphasise a move away from a purely buildings led local list to one that covers a range of heritage assets. It was apparent that as a depository of records relating to the whole of the historic environment, the HER could have a key role in developing local lists.

1.1.1 Shape Compliance

The Project fits into English Heritage SHAPE 2008 corporate objectives:-

4A: Help local authority members and officers develop the capacity to make the most of their historic environment.

This was achieved through the following:

Research Programme F1: Navigating the resource: Developing standards for Historic Environment Records, Sub-programme Systems Research for Historic Environment Records, Sub-programme number 41161.110.

1.2 Aims and Objectives of project

1.2.1 Project Aims

The aims of this project were as follows:

1. To improve EHER knowledge and coverage of Local Lists in Essex and explore how this can be incorporated into a HER dataset.
2. To provide a case study for the development of Local Lists within a two tier local government structure, and between different groups of heritage professionals.
3. To produce guidance on the role a HER can play in compiling, developing and managing Local Lists.

1.2.2 Project Objectives

1. To understand the current state of Local Lists in Essex and learn the main problems that have been experienced to date in their creation and management.
2. To provide a way for Conservation Officers, and planners and the public to utilise the EHER when creating local lists.
3. To migrate existing local listing information onto the EHER.
4. To consider the most effective way of adding new locally listed assets to the HER and sharing with colleagues across a two-tier authority.

1.2.3 Project Team

The project team consisted of Essex Historic Environment Branch staff working in co-

operation with Conservation Officers and Planners from Chelmsford, Colchester and Tendring Councils.

Essex County Council

Laura Belton	Historic Environment Records Officer
Alison Bennett	Historic Environment Records Team Leader
Adam Garwood	Historic Buildings Advisor
Adrian Gascoyne	Senior Historic Environment Officer
Paul Gilman	Historic Environment Records Manager
Richard Havis	Senior Historic Environment Officer

Tendring District Council

Philip Hornby	Heritage & Conservation Manager
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Chelmsford Borough Council

Michael Hurst	Conservation Officer
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Colchester Borough Council

Beverley McLean	Coast and Countryside Planner
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1.2.4 Partnerships

Partnership working was key to the success of the project. Conservation Officers and Planners from each District Council and Unitary Authority in Essex were contacted and invited to take part in a survey. Three pilot studies were carried out with Chelmsford Borough Council, Tendring District Council and Colchester District Council. Conservation Officers, Planners, ExeGesis and Local Authority IT Specialists were involved, as were a number of local groups and members of the public.

1.2.5 Context

The EHER operates in a two-tier administrative structure that covers a diverse geographic area. The nature of two-tier administration means that there are inherent obstacles which affect information sharing about the historic environment between the County Council based EHER and colleagues in District Councils and Unitary Authorities. There are 12 District Councils and 2 Unitary Councils, ranging from Colchester with its important urban centre to Uttlesford, which is mainly rural with small, medieval villages. Each area has at least one Conservation Officer and some contract historic buildings advice from the County Councils Historic Buildings Team. A team of ECC archaeologists maintain the

EHER and provide development control and strategic advice to the Districts, and there is generally a good working relationship between officers in ECC and in the Districts. While the EHER team works well with Conservation Officers and Development Control archaeologists to keep the historic buildings records up to date, there are some gaps in coverage that could be improved with more effective information sharing. There were no local list records on the EHER and this significant gap in coverage of the historic environment means that important heritage assets could be vulnerable to insensitive change and development.

2 PROJECT METHODOLOGY

The project was completed in stages based on the distinct research objectives previously stated.

2.1 Stage One – Information Gathering

Essex Conservation Officers Forum and all stakeholders were informed about the intended project. A questionnaire was then sent to all Conservation Officers, Historic Buildings Advisor's and relevant planners across all Districts and Unitary Authorities in Essex. The questionnaire was designed to help the EHER assess the current state of Local Lists in Essex, and to assess areas where the EHER might be able to meet the needs of those compiling them. The survey was created using Google Documents Survey Maker, which is a free programme that can be sent to a range of people and the results automatically collected in a spreadsheet and summarised. The survey has now closed, but the form can be viewed here <http://bit.ly/tdN9cF> and in [Appendix 1](#).

The questionnaire covered local list compilation, content, usage and technical specifications. The results were as follows:

Local List Coverage

Of those Districts/Unitary Authorities that replied to the survey, 50% currently had a local list and the other 50% did not. Of those that did not have a Local List, 25% were planning to create in the future, while a further 50% did not have any definite plans to do so.

The main reasons stated for not compiling a local list now or in the near future were due to staff resources. Given the current stress on public sector resources, staff needed to limit the time they spent on non-statutory or unfunded projects.

Compilation

Methods of compiling a local list varied considerably. Some local authorities based their local list on earlier surveys of unlisted buildings, others carried out targeted surveys and some local lists were instigated and compiled by local groups. Criteria across Essex were generally based on buildings with historic or architectural significance. However, Chelmsford and Epping Districts had extended coverage to include structures such as pill boxes, statues and cemeteries.

In most cases the Local Authority Conservation Officer had co-ordinated preparation of the

local list. The level of public consultation varied considerably; although most had some level of public consultation while others felt that public consultation was impractical.

In terms of utilising the EHER to compile Local Lists, 50% said that they had contacted EHER staff regarding particular buildings, or used surveys carried out by the Historic Environment Team at Essex County Council. Others contacted ECC Historic Buildings Advisors and considered this to mean they had contacted the EHER. It is clear that the EHER would be a significant benefit to those wishing to extend coverage.

Usage

While Planning purposes were the main reason for adopting a Local List, nearly all respondents stated that education and promoting heritage were also important.

Technical

Local lists across Essex were held in a variety of formats, including paper copies and Planning Databases. 75% of local lists had associated mapping; with 67% using GIS, and 33% on paper maps. Some also had online access.

Content

Local lists in Essex were buildings led, which reflects the fact that Conservation Officers compile them and that they are considered in the same terms as Listed Buildings. Only one respondent noted that coverage extended to World War Two structures, memorials and statues. As stated above, English Heritage Guidance on Local Lists promotes the idea of widening coverage to reflect a range of heritage assets as laid out in PPS5.

2.2 Stage Two – Completion of Three Pilot Studies

In order to explore the role a HER could have in developing, compiling and managing a Local List, three pilot studies were undertaken with three different District Councils within the County.

Tendring District Council

The pilot with Tendring District Council was concerned with establishing a methodology for joint working between the District and EHER for compiling a local list. The main concerns were the scope of coverage, use of EHER data, community engagement and migration onto the EHER. Community engagement was a key issue for developing the Local List, as was demonstrating how the EHER could be utilised effectively.

Chelmsford Borough Council

The pilot with Chelmsford Borough Council was concerned with migrating a local list that is already in place, onto the EHER.

Colchester Borough Council

The pilot with Colchester was concerned with methodologies for compiling a local list, expanding coverage and getting the information onto the EHER. It looked at ways for Conservation Officers, Planners and the public to utilise the EHER when creating local lists and considered the most effective way of adding new locally listed assets to the EHER and sharing with colleagues across a two-tier authority.

3 PILOT STUDY 1: PILOT PROJECT WITH TENDRING BOROUGH COUNCIL

Local Lists in Tendring Borough Council – Background

Tendring District Council was in the early stages of preparing a Local List, and was keen to adopt a strategy that reflected the English Heritage draft Guidance on Local Lists. The Council had not yet taken an active role in leading the creation of local lists, but six Local Groups had already begun to compile a Local List and were keen to get some guidance from the Council on what criteria should be used and how the list would be adopted by the Council. The EHER team was involved in all stages of creating a Local List in Tendring.

Local List Policy in Tendring District Council

Tendring District Council Local Development Framework - Core Strategy Core Policy 9 - The Historic Environment (2010), stated that a Local List would be compiled and maintained:

“The Council will work with its partners including Essex County Council and English Heritage to understand, protect and enhance the district's historic environment by:

Compiling and thereafter maintaining a “Local List” of structures of particular local historic and architectural significance to be protected and enhanced along with their setting.”

Staffing and Resources in Tendring

Tendring District Council had one Conservation Officer; Philip Hornby, Conservation and Design Manager. Like in many Local Authorities, the role of Conservation Officer involves a very busy case load. The task of leading and developing a project to develop a Local Lists would be a huge undertaking for just one person to do alongside their normal workload. The partnership with the EHER was effective in taking some of the work off the Conservation Officer.

3.1 Stage 1: Work with Tendring District Council to Devise and Test a Strategy for Compiling a Local List

3.1.1 Correspondence with Local Groups

Tendring District Council wanted the local list to be a locally driven exercise that reflected the concepts outlined in the English Heritage Draft Guidance on Local Lists, such as involving local people in the decision making process from the outset. Meetings were held with a number of Local Groups from across Tendring who were working on compiling a local list, to fully understand the situation in the District.

Some groups had been highly organised, but strongly felt that lack of direction and guidance on local lists was an obstacle. Other groups were keen to start a local list, but did not have enough resources or guidance. The key concerns raised by the Local Groups included:

- What will the criteria for local listing be?

- When would guidance be available?
- What protection will items on the local list have?
- Can buildings in a Conservation Area be added to the Local List?

The project officer worked closely with the Conservation Officer to understand how the EHER could be of assistance to the District at all stages of compiling a local list, particularly at the beginning. Meetings between the project officer and Conservation Officer from Tendring District Council raised some important issues for consideration, which are addressed below.

3.1.2 Initial Strategy

The following strategy was developed for carrying out the local list project:

- I. Introduce the project to local groups and the public through a public event to be held in Tendring District Council.
- II. Issue nomination forms and guidance at the public event and explain in detail the concept of expanding the coverage of the local list to include a range of heritage assets. The event would also promote the use of the EHER in compiling a local list.
- III. Once nominations have been recorded for all areas in the District, a committee formed by the Tendring Conservation Officer, Planners, EHER staff and members of Local Groups would meet to discuss the final nominations and decide upon a final list.
- IV. Add the list to the EHER and the Tendring Planning database.
- V. Produce a report to outline everything on the list.

3.2 Public Event - Overview

The event was held in Weeley at the Tendring Council Chambers, on 7th March 2011. About 70 people attended the event, mainly from local historical societies and the Parish Councils.

Councillor G V Guglielmi (Portfolio Holder for Planning) opened the event and introduced the local listing initiative, followed by the Head of Planning who introduced the speakers. The Project Officer and Conservation Officer both gave presentations on the topic of local lists, focussing on the strategy and the role of the EHER. Members of local groups also gave presentations, explaining the methods they had used and problems they had encountered in compiling a local list.

The Conservation Officer's presentation outlined the legislation regarding Local Lists, such as PPS5 and the Councils Local Development Plan. He discussed the need for a local list

in Tendring; giving examples of important local buildings that are not eligible for national designation (See [Appendix 12](#)).

The Project Officer gave a presentation (See [Appendix 13](#)) that described what the EHER is, and explained why it is relevant to Local Listing. The presentation also explained how the HER could be used by local people to help develop the local list, and how they could access it. This included a discussion of what a 'heritage asset' is and gave examples of different types of significant heritage assets in Tendring, which could be added to a local list.

3.2.1 Feedback on Strategy

The initial strategy for developing local lists, based on recommendations set out in English Heritage's Draft Local List Guidance, was presented at the event and feedback invited, which is set out below.

3.2.2 Criteria and Coverage

The criteria that would be used to select heritage assets for the local list needed to:

a. Be developed in consultation with local groups.

The public event explained the approach being taken to local lists, outlined how to make nominations, and explained the different types of heritage assets that could be nominated. They would not be given strict criteria to work with as it was envisaged that, once nominations were received, a set of criteria would be devised for each area in consultation with members of the local groups. This would allow each area to have a local list that reflected the historic environment in that area.

Feedback: Local Groups were concerned with the lack of criteria provided to guide them with their nominations. Although this follows best practice as stated in the EH Local Listing Guidance, feedback was quite clear that local groups felt they needed not just guidance, but a set of criteria which they could work from.

b. Reflect the many local variations of the historic environment across Tendring District.

Tendring is a diverse District; with the Victorian seaside town of Clacton, the modernist housing at Frinton and scattered historic villages. English Heritage draft Local List Guidance states that 'Regional variations in the historic environment – such as the age and type of buildings in a given area – mean that selection criteria are best developed at the local level in consultation with the community.' Local groups were encouraged to think about what they considered to be significant in their local area.

Feedback: Many local groups had been trying to compile a local list for two or three years. They were eagerly awaiting English Heritage Guidance, and the go ahead from the Council to formally begin the process. Some were disappointed to find that they were not given specific instructions to go ahead and finalise their work.

c. Encompass a range of heritage assets (not just buildings).

The coverage of Local Lists compiled by local and community groups had focussed on historic buildings, as these had been the traditional coverage for local lists and are also perceived to be 'at risk'. The Council advocated the use of Conservation Management Plans as a basis for selecting assets for a Local List, and these documents focus on 'buildings' and do not reflect the wide range of heritage assets that make up the unique character of the District. Nomination forms were created that would encompass archaeology and landscapes, and the idea of adding these types of heritage assets was explained at the public event.

Feedback: Feedback from local groups on the idea of expanding local list coverage to encompass non-building structures such as World War III structures was very positive. However, feedback on the idea of encompassing below ground archaeology and landscapes was more varied. While some people thought that it was good, others commented that historic buildings were most at threat and therefore needed extra protection.

3.2.3 Nomination Forms and Guidelines

A form for nominating a heritage asset for the local list was designed by the Project Officer (See [Appendix 1](#)); together with guidance on how to complete the nomination form (see [Appendix 2](#)). The rationale behind the form was that only general, descriptive information was essential to record, such as name and location, with an outline of *why* the heritage asset was being nominated. This strategy would allow everyone to make a nomination, regardless of professional knowledge or skills. Essential fields of information included:

- I. Location
- II. Site or Building Name/No:
- III. Street
- IV. Village/Town
- V. Parish
- VI. Asset Type:
- VII. Description:
- VIII. Reasons for inclusion on the Local List

In order to help devise criteria at a later date, a section for supplementary criteria was included in the nomination form. These were largely based on *Principles of Selection for Listing Buildings* (Department for Culture, Media and Sport, 2010) and Conservation

Principles Policies and Guidance for the Sustainable Management of the Historic Environment (English Heritage, 2008). The supplementary criteria included:

<ul style="list-style-type: none"> I. Historic Interest/Historic Association II. Local Value III. Rarity IV. Aesthetic Value V. Group Value (Association) VI. Historic Integrity/Survival/Completeness VII. Social and Communal Value 	<ul style="list-style-type: none"> VIII. Diversity IX. Archaeological potential X. Documentation (historical) XI. Documentation (archaeological)
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The criteria were designed to be applied to all different heritage asset types, with the aim being to simplify the overall selection process.

Feedback: While some details regarding date and history of nominated assets were known, other types of information could only be discovered through research. Some people commented that they did not have the time or expertise to conduct the kind of research required to complete the nominations form, particularly the Supplementary Information section.

Some people commented that they did not have the resources needed to find the information. This gave rise to some concern, given that it was explained that the HER could be used as resource. The presentation by the HER officer could have been better targeted to this particular audience.

Some people commented that it should be up to the Local Authority to carry out the research and that essentially, the Council were using volunteers to carry out their work.

Most people commented that the form was too detailed, and that precise guidance was required on how to carry out the survey, such as filling in forms and where to find maps and other information.

3.3 Overview of Public Event Feedback

The discussion session at the end was very informative and highlighted that although the local list plan in Tendring had been well thought out by Planners and the EHER, better communication with all stakeholders was essential.

Issues Raised:

- Local groups were concerned with the potential responses they could get from home owners.
- They were worried about what owners would say if they were spotted taking

- photographs of people's houses.
- How would they answer home owners concerns if/when they were asked to explain what the local list was and how it would affect their property?

The following issues should have been resolved before the public event took place:

- What did local listing mean for home owners? Did it take away their rights to permitted development?
- What protection does Local Listing really offer?
- How should people actually go about the survey/looking for nominations?

Revised strategy:

A public consultation was initiated to address all the issues and feedback gathered though the public event. The initial strategy described above was amended, with the major change being that criteria for local listing were established.

A set of documents was put on the Tendring District Council website and all those who attended the event were invited to give feedback. The consultation pack included:

- A revised Nomination Form.
- An explanation of the Scoring Form.
- Guidance on How to Complete the Nomination Form.
- Guidance to Local List Criteria.
- Guidance on how to make a nomination.
- Frequently Asked Questions, addressing issues raised during the public event.
- Guide to the Historic Environment Record.
- A list of Heritage Asset types, refers to Section 2 of the Nomination Form 'Asset Type'.
- A list of Historic Period Definitions.

Revised Criteria:

Criteria were created by the EHER Project Officer, in consultation with Adrian Gascoyne from the Historic Environment Management team. The criteria were influenced by national guidance in English Heritage's 'Conservation Principals' document. The difficulties involved in devising criteria were as follows:

- Devising a single set of criteria that could encompass the diversity of the region, as well as the built environment, archaeology and landscapes was complex.
- Nomination forms needed to provide appropriate fields to allow criteria to be assessed.
- Both nomination forms and criteria needed to be accessible to people with different levels of knowledge about the historic environment.

Each nominated heritage asset will be scored by a selection panel who will meet once all nominations have been received. The score for each criterion will be based on the information supplied in the nomination form and given a score from 1 to 3, with three being

the highest.

The following criteria were developed:

- I. Historic Integrity**
- II. Historic Interest/Historic Association**
- III. Local Distinctiveness**
- IV. Rarity**
- V. Aesthetic Value**
- VI. Social and Communal Value**
- VII. Archaeological potential**

3.4 Results of Public Consultation

The consultation period resulted in seven responses. This small number is due to the fact that in some areas one joint response was submitted by the Town Council, and there were very few individual responses from members of the community.

Rather than commenting on the nomination forms and the processes outlined in the consultation documents, feedback focussed on the wider issues surrounding local lists. Many comments reflected the underlying politics of compiling a local list.

Issues raised included:

- There was a strong feeling that local lists would add another layer of bureaucracy to the planning system when the historic environment was already covered by PPS5 and Article 4 Directions.
- At a time when house prices were falling and people were having difficulty selling, there was some concern that local listing could have a negative effect on home-owners.
- Some people were worried about potential loss of property rights for the owners of locally listed buildings.
- Some people commented that there was not enough clarity on the entire local list consultation process. There were some misunderstandings on how the consultation process was being implemented.
- Some respondents commented that local Parish Councils should have the final say on whether a list is compiled and what is on the list. They perceived Tendering District Council and particularly Essex County Council as being 'outsiders' in the process.
- There was still some confusion between statutory listing and local listing, and what it would mean in terms of planning.

- Other responses were very positive and enthusiastic, and communicated that they thought the guidance documents were useful. As some groups had already started gathering information for the local list, they would appreciate some help making their information fit the nomination forms.

Further Issues

When the Consultation period ended, Tendring District Council had a new Head of Planning and were undergoing a Fundamental Service Review which threatened to put the whole project on hold.

In order to maintain the momentum that had built up in compiling local lists, the EHER was identified as a place where local groups could submit their local list nominations; nominations would be recorded as 'proposed Local List Candidate'. The EHER would hold nominations until a suitable point in the future when Tendring District Council were ready to undergo a ratification process to determine the final local list.

3.5 Stage 2: Explore how the HER could be used to help Local Authorities develop local lists

This section of the pilot project showed that a HER could be an important source for compiling local lists, in particular in expanding coverage, through:

- I. An assessment of information on the EHER that could be used to find nominations for the local list.
- II. An assessment of information held only by Local Authorities that could be included on a Local List, such as detailed information on particular buildings that are not on the EHER.
- III. Exploring other additional ways that the EHER could be used to help Local Authorities compile local lists.

3.5.1 Assessment of EHER Information

The EHER has over 34,000 records, which reflect a wide range of heritage assets and should be a particularly useful tool in the creation of Local Lists. Due to problems of accessibility to Conservation Officers within a two-tier system, sharing of EHER information has not fully been explored and therefore the EHER has not been utilised for this purpose. Although the EHER has been available online for a number of years, there is still a lack of appreciation of how it can be accessed and what the EHER actually is.

To demonstrate and promote the use of the EHER as an important tool in creating Local Lists, the pilot project with Tendring District Council highlighted the types of information

held on the EHER that could be used to inform the creation of a Local List. As of March 2011, the EHER contained the following information relating to Tendring District Council:

- A total of **3260** Records.
- **1014** Listed Building Records.
- **89** Scheduled Monument Records.

Undesignated Assets

- **38** Buildings
- **564** Find spots
- **6** Landscapes
- **16** Maritime Sites
- **90** Industrial Sites
- **1553** Monument Records

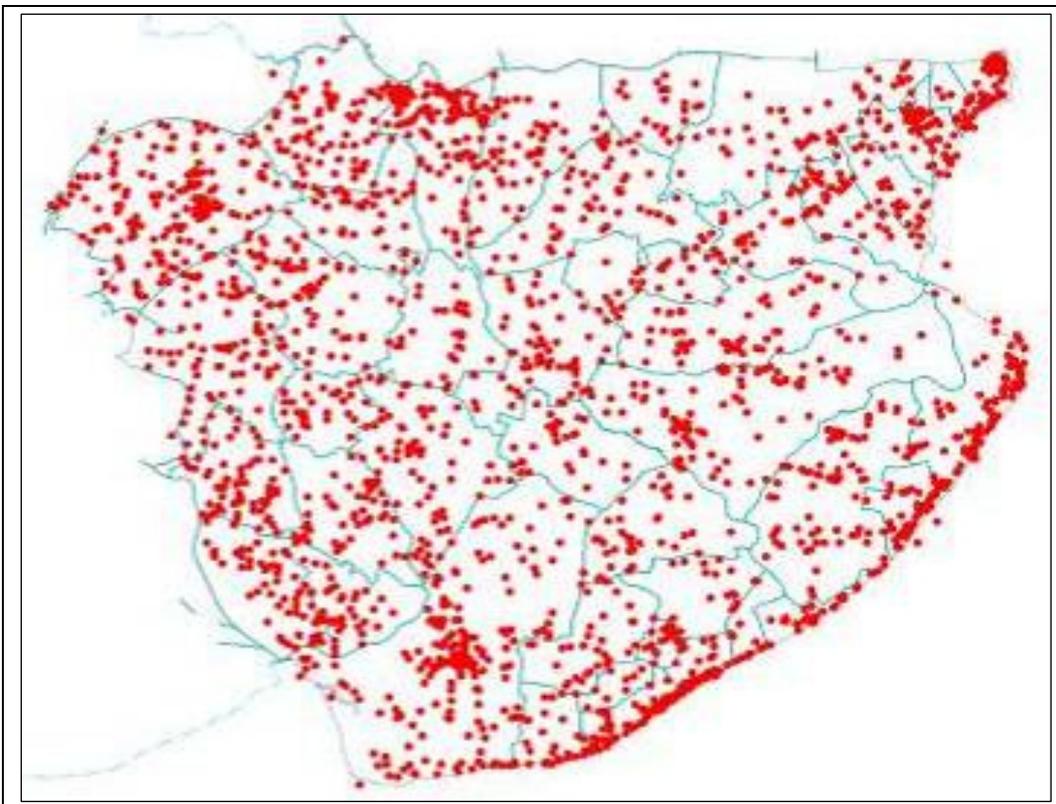


Figure 1 Map showing Distribution of EHER Records in Tendring District

3.5.2 Sources of Information held by the EHER

As shown above, the EHER holds a large volume of material related to Tendring District Council that could be used to compile a Local List. The section below highlights information held on the EHER database that was interrogated to highlight sites of significance that could be added to the Tendring Local List.

Archaeological Sites

Monument Protection Programme

The Monuments Protection Programme (MPP) was carried out by English Heritage, with support from HERs, between 1986-96. One of its principal aims was to score heritage sites, using criteria approved by the Secretary of State to assess significance of non-designated assets. The key to the Monument Protection Programme was the development of a mechanism for characterising the variety of ancient monuments in England and a scoring process for determining their importance. Scores were given for a variety of categories, such as 'survival' and 'group value'. Within each category of site assessed, e.g. cropmarks or churches, the monuments with the top scores were considered for Scheduling or Listing.

Details of monuments and scores are held on the EHER and were extracted for this project. In Tendring, the MPP identified and scored **98** sites in Tendring, of which **52** were not covered by any statutory designation. These could be assessed to determine if they would fit the criteria for local listing. Examples of sites with high scores include EHER 3030 - St Mary's Church (site of), Beaumont-cum-Moze:



The site was assessed under the category of Deserted medieval Villages, for which it scored 26, and Parish Churches, for which it scored 20 out of 70.

Nothing survives above ground, but the historic importance of the site would make it an ideal candidate for local listing.

Figure 2 Site of ruined St Marys Church, Beaumont-cum-Moze, Tendring

Other sites which could be worthy of further example include:

EHER 2364 - Ardleigh Wick. A complete moated site was scored 28 (no picture available).

EHER 2835 – Nun's Wood. An incomplete, irregular moat was scored 28 (no picture available).

Cropmark Assessments

Cropmarks are not often Scheduled as it is difficult to accurately define and date them without excavation. Cropmark sites should be considered for local listing, as often they are the only tangible examples of prehistoric settlement in an area. Often, the visible extent of

cropmarks represents only a fraction of what lies beneath ground surface. As such, they are extremely important archaeological remains which could reveal much about the prehistory of an area. Until archaeological investigations can accurately define the type and/or date of cropmarks, it is unlikely that they will be Scheduled. Adding cropmarks to a local list would therefore be a useful means of ensuring that they are given some extra protection or consideration in the planning process.

The EHER records a large number of cropmark sites that have been surveyed and classified via the National Mapping Programme (which ran in Essex between 1992-2002), and mapped all archaeological sites visible on aerial photographs in Essex, and other Aerial Survey projects which have been completed in Essex.

There are 516 cropmarks sites recorded in Tendring, of which only six are Scheduled Monuments. Many of the remaining non-designated monuments could be nominated for local listing. Two cropmark sites were nominated for designation, but failed to fully meet the criteria. These are locally significant sites, and as such could be added to the local list:

EHER 2211 – Thorringdon Long Barrow.



Like many cropmarks, the one at Thorringdon was put forward for scheduling but was ultimately refused. Cropmarks show a ring ditch with several pits within it and a large dark patch to the south, and an oval enclosure with an entrance to the South West.

Recent photographs have revealed a much clearer picture of what is likely to be a Neolithic burial ground.

Figure 3 Aerial Photograph of cropmark at Thorringdon, Tendring

EHER 3092 – Little Bentley ‘henge’.



Cropmarks at Little Bentley comprising narrow ditched trackways, with a ring ditch and scatter of pits. The site was once thought to be a henge, but is now considered to be the site of a twelfth to thirteenth century windmill.

Figure 4 Aerial photograph of cropmark at Little Bentley

The remaining 508 sites could be assessed to determine if they would fit the criteria for

local listing.

Historic Environment Characterisation Reports

Historic Environment Characterisation Reports have been compiled by the Historic Environment Branch on a District-by-District basis. The reports assess in detail the character of definable zones within the district, and give a concise overview of sites from each of the archaeological and historic periods represented. The sites referred to on the reports have been added to the EHER, and the different character zones added to the GIS as a map layer.

Historic Environment Characterisation reports are a highly important source for understanding archaeology at a local level. They would be a useful source of information for those wishing to identify important non-structural heritage assets to a local list.

The reports can be used by local people to help understand the nature of archaeology and historic buildings in the area, which will help them decide what they feel is significant. The reports outline sites of significance from each archaeological or historic period, for each character 'zone', and as such can be used to identify sites for inclusion on the local list. The descriptions provided within the text of the report can be used to support local list nominations, especially for archaeological sites that people would not necessarily be familiar discussing in terms of significance.

In Tendring District, the Historic Environment Characterisation Report identifies the following significant archaeological sites and areas:

Clacton coast – Palaeolithic scatters.

Tendring District, and in particular the southern coastal area from Clacton to Jaywick is known to contain Palaeolithic deposits of international importance. Over 200 Palaeolithic flint tools known as 'handaxes' were recovered during mineral extraction at the Gants Pit quarry in Dovercourt, the largest assemblage ever recovered in Essex. The deposits in the Clacton area are particularly significant, they have produced a range of flint artefacts and the tip of a wooden spear, the oldest wooden artefact ever recovered from Britain.

Farm Complexes, particularly those with moats.

Moated sites are a characteristic medieval site type for Essex. Nineteen known examples in Tendring (including Gutteridge Hall, which has been excavated) are recorded on the Essex Historic Environment Record.

Earthworks – seawalls along the coast.

Hamford Water is an extensive area of former marshland islands. The landscape is dominated by post medieval remains and is marked by earthworks, including current and former sea walls, enclosures, decoy ponds and the surviving historic structures of the explosives factory on Bramble Island.

Historic Landscape Characterisation Report

The Essex Historic Landscape Characterisation (HLC) report was completed as part of a national programme organised by English Heritage. HLC outlines unique character 'zones' based on historic buildings, ornamental landscapes, archaeological features and other

man made features such as hedges and managed woodland. It recognises that the landscape itself can be historic, in addition to historic features within it.

The Essex HLC is a useful resource for people compiling local lists in rural areas, who want to understand the historic character of their local area. The HLC report can be used successfully to expand the coverage of local lists to include sites such as landscapes, woodlands etc, which have some element of historic importance. Like the Historic Environment Characterisation reports, the text within the HLC report can be used to help discuss the significance of nominated sites.

Rapid Coastal Zone Assessment Surveys

While no Rapid Coastal Zone surveys have been completed in Tendring District, they could prove to be useful sources of information for other Districts.

Buildings and Structures

Sites that were submitted for national listing but were not given listed status.

This information is not exclusively held on the EHER database and there is no particular field for recording such information. The EHER does however have access to and maintains the Greenback folders where all correspondence regarding listing is held, including buildings that did not meet the criteria for listing. This information is also held by Tendring District Council and was not quantified for the purposes of the pilot project. The information within these folders can be checked by EHER staff and communicated to local groups if necessary.

Records created from Development Control-led fieldwork and building recording.

This encompasses the bulk of records on the EHER, and as such would be a very good source of information on buildings that could be added to the local list. As mentioned above, the EHER holds **38** non-designated building records for Tendring District Council. These are available online via [Heritage Gateway](#) and [Unlocking Essex's Past](#), and more detailed information about these records can easily be extracted and provided to members of the public, on request.

Sites identified through Thematic Industrial Surveys.

The EHER has been completing thematic surveys on industrial heritage for more than a decade. Sites assessed during the surveys are added to the EHER database and scored according to importance. The priority grading ranges from:

- * Sites of Local Significance (low)
- ** Sites of Regional/National Significance (med)
- *** Sites of National Significance (med-high)
- **** Sites of Major National/International Significance (high)

By searching the EHER database (HBSMR), those sites that were given high scores can be extracted and considered for inclusion on a local list. Those scoring Grade * or Grade ** or above would be ideal local list candidates.

Through the Industrial thematic Surveys, **90** industrial heritage sites in Tendring are

currently recorded on the EHER.



Figure 5 Industrial Housing at Parkeston Way, Tendring

EHER 40635 Parkeston Way, Industrial Housing

Parkeston was purpose built by industry, in this case the Great Eastern Railway, to provide adequate and local accommodation for its employees.

The housing was awarded Grade * during a survey of Industrial Housing, which was given to 'Sites of local significance with additional factors'.

Seaside Heritage Project

The Seaside Heritage project was undertaken by EHER staff in 2009/10. The project assessed in detail each seaside resort in Essex, and characterised the historic significance of the resort's historic environment based on a scoring system reflecting the Monument Protection Programme scoring. The project aimed to help protect and maintain the unique heritage that seaside resorts offer. Each resort was assessed in detail, and recommendations for protection included a list of sites for local listing.



Figure 6 Sunspots Amusements, Jaywick, Tendring

Sunspots Amusements and Indoor Market, Brooklands, Jaywick

Unlisted 1930s art deco style amusement arcade. Should be considered for local listing.

The build was recommended for local listing as part of the Seaside Heritage Project.

20th Century Defences Surveys.

As a result of surveys into World War One and World War Two heritage over the last 15 years, the EHER contains 365 military defence records recorded in Tendring District, of which two are Listed and three are Scheduled. 272 of the structures are demolished, which leaves 88 military records and 22 of these are recorded as 'extant' buildings. All of the sites have been graded and in Tendring, **6** sites were given the highest score of Grade ****, while a further **2** were given Grade ***.



EHER 10750 Pillbox, Lee-over-Sands

Combined with the long run of extant anti-tank cubes which passes close to the pillbox across its N face, the survival at Lee-over-Sands is impressive. No other site like it exists in Essex and every effort should be made to ensure its continued survival.

The pillbox was awarded a grading of **** after a survey of military heritage in Tendring, 2009.

Figure 7, Pillbox at Lee-over-Sands, Tendring

These sites are particularly important for a local list, as they are a tangible way of expanding coverage away from buildings to other type of heritage asset. Furthermore, the surveys in Tendring were carried out with a strong element of public involvement, with the Clacton Victoria County History Group working with an expert to carry out much of the survey work.

Conservation Area Appraisals.

Conservation Area Appraisals are important sources of information on historic buildings. Tendring District currently has 20 designated Conservation Areas; all of these are recorded on the EHER. 873 buildings within the Conservation Areas are recorded within the EHER, of which 502 are listed buildings leaving the remaining 371 protected only by being in a Conservation Area. Not all buildings mentioned in the Conservation Area Appraisals are on the EHER yet, but the document can be accessed via the EHER. Whether heritage assets in Conservation Areas should be added to a local list is a matter for the Local Authority to decide.

Historic Town Surveys.

Three Historic Town Assessment Reports have been written for Tendring, as part of English Heritage's extensive urban survey programme, covering the towns of St Osyth, Manningtree, and Harwich. Buildings and Monuments identified via the Historic Towns Surveys have been added to the EHER and linked to GIS mapping. They are therefore accessible online, and EHER staff can extract relevant sites based on location for anyone who is interested.

These reports are a useful research tool for Local Groups, as they describe the evolution of the historic town and give an overview of important buildings and archaeological sites. The reports can be used to identify significant, un-designated buildings and archaeological sites which are mentioned within the text. They are also useful for gaining a concise overview of the history of the area, and will help people outline why the site they are nominating is important.

Historic Village Surveys

These followed the same format as the Historic Towns Surveys, but covered villages and

sometimes Parishes. While there are no Historic Village Surveys for Tendring, they would be a useful tool for compiling local lists in other areas.

Other Sources

Other sources of information that may be stored in the EHER office but not necessarily on the EHER databases include:

- Registers of Parks and Gardens of local interest maintained by County Garden Trusts, The Garden History Society and the Association of Gardens Trusts. The current range of reports has not yet covered Tendring District yet, but reports for other Districts are available in the EHER office.
- Heritage trails developed by Local Planning Authorities or volunteer organisations. These sites won't necessarily be recorded on the EHER, but could highlight important sites that could be included on a local list.
- European Route of Industrial Heritage (ERIH). Again, information about sites that are included on the ERIH website could be included on the local list. This is an example of work that the EHER was involved in with external partners, and as such, the EHER can provide information about the sites.
- Secondary sources such as Pevsner Architectural Guides. This would be a valuable source for researching specific buildings, but is not held directly on the EHER database. The book is held in the EHER office and is available for the public to access, and certain sites mentioned in the book will be on the EHER database and could be consulted.

3.5.3 Sources of information held by Tendring District Council and others

The Conservation Officer in Tendring District Council advised that there is not a great deal of information held by Tendring District Council that could be used for a local list that is not already on the EHER. The EHER records are more up to date than the records on the District Council Planning System, and the fact that they are accessible to the public via the Unlocking Essex's Past website as well as through office visits makes the EHER a more preferable source for compiling a local list.

Some reports held by the District Council that the EHER do not have access to currently include:

- Historic Area Assessments.
- Defined Area Surveys.
- Public Realm Strategies.
- Town Plans, Parish Plans and Village Design Statements.
- Townscape and Heritage Appraisals.
- Management Plans –Areas of Outstanding Natural Beauty (AONB).

Most of these reports are available online via the Tendring District Council website. Although the Tendring Conservation Office did not believe they would be a useful resource for compiling local lists, they may be useful background information for people who are

making nominations.

There may be categories of information held by Local Groups and members of the public that are not currently on the EHER. This type of information should always be included in the compilation of a local list if it is important to that local area, and local groups should be made aware that the information they hold is eligible for inclusion.

3.5.4 Additional ways that the HER could be used to help Local Authorities compile local lists

The EHER can also help Local Authorities manage a Local List once it has been produced. A number of issues are outlined below, but the detail involved in managing a local list is explored in more detail below in the reports of the pilot studies with Chelmsford and Colchester.

Where will the Local List be stored?

Tendring District Council uses a UNIFORM Planning Database with a Designations module that could record locally listed buildings. The Council would like the Local List to be stored on the EHER, and it would be favourable if the two systems could be linked together. Ideally, Tendring District Council would have access to the HSMR database on their office computers and all information regarding the historic environment in Tendring could be managed from a central place. This aspect of local list management will be considered more fully in the pilot with Colchester Borough Council (see [Pilot 3](#)).

How changes to the Local List will be updated?

As with listed buildings or scheduled monuments, the EHER must be updated when changes are made to a heritage asset on the local list. For this to happen, the EHER and Tendring District Council Planners need to communicate changes and set up a 6 monthly update email to establish any changes that have not been communicated.

How will the Local List be made accessible to Conservation Officers, Planners and colleagues in ECC Historic Environment Team?

The Tendring Local List will be added to the EHER and as such will be available to the public and planners via the [Unlocking Essex Past](#) website and [Heritage Gateway](#).

How will photographs be stored? They will take up a lot of server space.

People will be asked to submit at least one photograph for each heritage asset that is nominated for the local list. Providing detailed guidance on the file size of digital photographs is difficult, as the IT capabilities of those making nominations varies considerably. Not everyone has access to digital camera and therefore the Council will need to be able to scan those that are in paper format.

Compressing images to store on Council networks will have to lie with the District Council. People will be advised to take photographs that are under 5mb each. If Tendring District Council wishes the EHER to manage the local list, thumbnails will be created for each photograph and stored on ECC networks. This will enable the photograph to be added to the HER database (HBSMR) and eventually become downloadable via the [Unlocking Essex Past](#) website and [Heritage Gateway](#).

Accessibility

At present, access to the EHER is difficult for Conservation Officers as they only have access to the public front end of the EHER via the Unlocking Essex's Past and Heritage Gateway websites. Ideally, Conservation Officers should be able to access the HER database directly, so that they could add information on each Locally Listed record.

Methods of sharing information within a two-tier authority for the benefit of Local lists were explored using SWOT tables, which outline the 'Strengths', 'Weaknesses', 'Opportunities' and 'Threats' for a range of options. The results of the SWOT determined that a combination of approaches were currently best.

The two best options included using Unlocking Essex's Past which provides online access to colleagues and the public, and enabling more use of the EHER office. The final option of setting up a HER point in Tendring District Council was not a feasible option. The SWOT Tables can be seen in [Appendix 5](#).

Issues of accessibility are explored further in the pilot projects with Chelmsford and Colchester, and the issue is given further consideration in the Toolkit.

4 PILOT WITH CHELMSFORD BOROUGH COUNCIL

Local Lists in Chelmsford Borough Council – Background

The Local List covering Chelmsford was compiled by Michael Hurst, Conservation Officer at Chelmsford Borough Council based on expert knowledge of the Borough. This was compiled on a parish-by-parish basis and covers most of the Borough and its rural areas. Following public consultation, this was published 2008 and 2009 as the **Register of Buildings of Local Value**. As well as buildings, the List includes other structures such as World War II pillboxes and statues. Details of the Register including a Guide and the Local Registers can be found at <http://www.chelmsford.gov.uk/index.cfm?articleid=15957>.

Both stages of the Pilot contributed to Product 3 - Proposals for modification to HBSMR system to accommodate Local List information.

Local List Policy in Colchester Borough Council

The Register of Buildings of Local Value comes under Policy CP9 of the adopted Core Strategy for future development. As stated in the Guide to the Register (2008): "Inclusion on the register does not introduce any special planning controls, but in exercising its planning functions the Council will seek to protect locally registered buildings from demolition, unsympathetic alteration or extension and harm to their setting.

The Council's adopted Local Development Framework (LDF) policy documents include policies for the protection and enhancement of local heritage (CP9). In addition in some cases relevant policies will include sympathetic extension of dwellings (DC47), protection of the character of conservation areas (DC17), protecting the setting of listed buildings (DC18), protection of registered parks and gardens (DC20), protection of archaeology (DC21), protection of local facilities (DC37) and achievement of high quality development (DC45). Where buildings are already within a conservation area and are considered to

make a positive contribution to the area’s character, inclusion on the register would introduce no significant additional controls.”

Staffing and Resources in Chelmsford

This project involved partnership working with the Chelmsford Conservation Officer, with input from Chelmsford IT officers. ExeGesis were consulted alongside the IT team at Chelmsford Borough Council, to explore what method would be most appropriate for migrating Local List data onto the EHER and whether any changes might need to be made to the HBSMR system.

4.1 Stage 1: To develop and test a method to migrate current local list information into HBSMR.

4.1.1 Chelmsford Local List Data

The Chelmsford local list is stored on the UNIFORM planning database, which is a commonly used planning system that integrates GIS mapping and textual information. Planning information is stored within a series of modules and sub modules, and this information is made available to the public online. Photographs of locally listed buildings are not integrated into the UNIFORM system and are stored on the Chelmsford Borough Council IT network. Mapping information is stored as a separate shapefile.

Globe House, Chelmsford (EHER 40668) is used as an example to show the type of information held on the Chelmsford Local List. The building is a late nineteenth-century engineering company factory which pioneered the manufacture of ball bearings but has been converted into apartments and offices.

The **UNIFORM database** contains the following fields:

	Example
Reference	CBC/LR/0225
Site Name	Globe House New Street Chelmsford Essex CM1 1TA
Date Listed	11/12/2008
Description (Includes Significance, Building Type)	Remains of the former Hoffmans ball-bearings factory, now flats and offices. Designed by W. Ralph Low, 1897-8, extended 1910-11 and 1997-8. Four storey office block fronting the street and five storey factory building, now mostly 5 storeys, in brick with 42 bays. Front elevation large gabled pediment with dentil cornice, rusticated stone door surround with broken pediment, timber sash windows. Elongated L-plan, to rear ranges small paned metal framed windows with centre pivot

	opening. Significance: An important remnant of Chelmsford industrial heritage. Historic, architectural and townscape value. Group value with the adjacent mill building.
--	---

GIS mapping is recorded as polygon shapefiles, the following data are held in the attribute table:

Shape	Polygon
KeyVal	K9LRZMBR0F900
Date Created	31/10/2008
Date Modified	13/11/2008
Status	1
Area	2694.229
X	571002
Y	207940
LBREFNO	
LISTDD	11/12/2008
Address	Globe House, Brook Street, Chelmsford, Essex, CM1 1TA

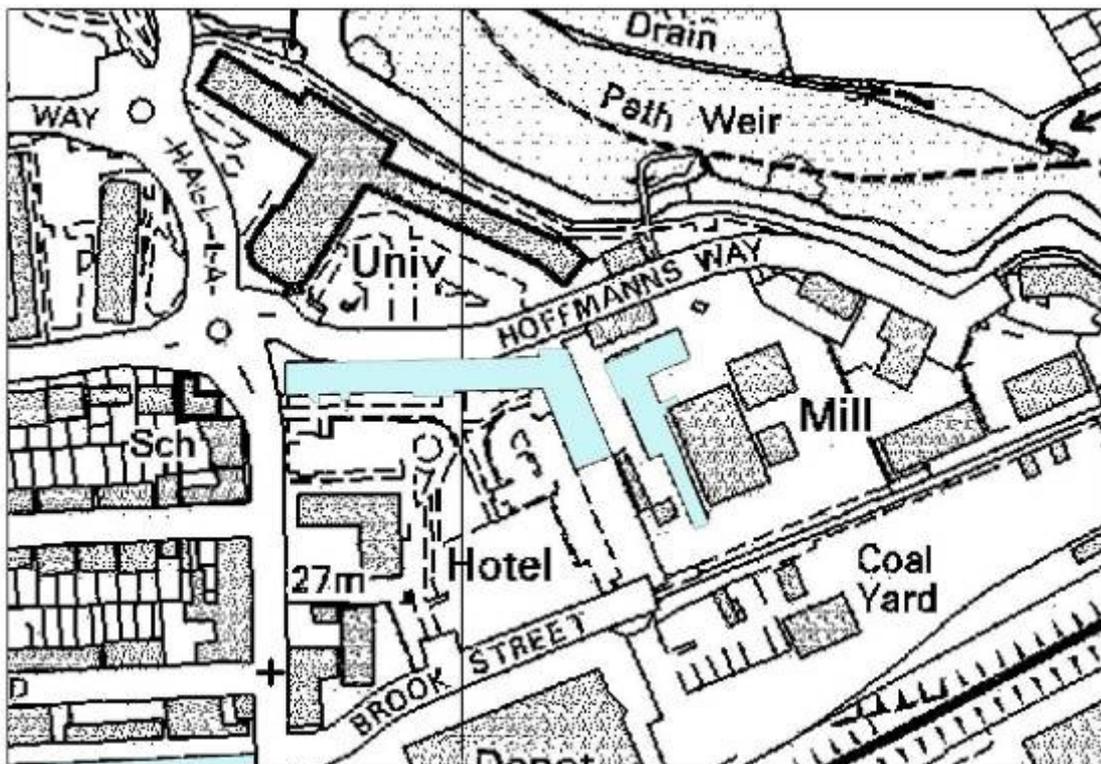


Figure 8 Map showing location of Hoffman's Ball-bearings Factory, now apartments and offices

The final product is a pdf file which is available on the Chelmsford Borough Council website <http://www.chelmsford.gov.uk/index.cfm?articleid=15957>.

Register of buildings of local interest
Unparished urban area of Chelmsford

A photograph of a three-story red brick building with a splayed corner and a gabled roof, identified as Banking Chambers.

New Street, Banking Chambers (corner of Waterloo Lane and High Street)*

Bank, now offices, 1906. Three storeys. Red brick with stone dressings. Splayed corner, gable to New Street front. Hipped slate roof. Modillion cornice. Waterloo Lane elevation with substantial brick chimney stacks.

Significance

A high quality Edwardian building which represent a period of expansion in the town. Architectural, townscape and historic interest. Group value with 1 and 2 High Street (number 2 grade II listed).

.....

New Street, Chelmer Mill – see Hoffmans Way

.....

A photograph of a long, multi-story brick industrial building with a gabled roof, identified as Globe House.

New Street, Globe House

Remains of the former Hoffmans ball-bearings factory, now flats and offices. Designed by W. Ralph Low, 1897-8, extended 1910-11 and 1997-8. Four storey office block fronting the street and five storey factory building, now mostly 5 storeys, in brick with 42 bays. Front elevation large gabled pediment with dentil cornice, rusticated stone door surround with broken pediment, timber sash windows. Elongated L-plan, to rear ranges small paned metal framed windows with centre pivot opening.

Significance

An important remnant of Chelmsford industrial heritage. Historic, architectural and townscape value. Group value with the adjacent mill building.

.....

A photograph of two brick defence posts situated in a wooded area, identified as those adjacent to Hoffmann's.

New Street, Adjacent Hoffmann's, 2 no. home guard defence posts

During WWII Hoffmann's was defended by part of the 6th Essex Battalion Home Guard. Two brick defence posts remain, constructed of fletton brick with concrete floor and roof slabs, each elevation has a loophole for rifle fire.

* Denotes buildings in Conservation Area Page 35

4.1.2 Exploration of Data Migration Ideas

A meeting was held with ExeGesis in order to assess the data structure of the Chelmsford Local List and to discuss the best options for transferring to the County Council's HBSMR database. Local list records could feasibly be held in a Monument Record, a Designation Record or both. The EHER Recording Guidelines outline that Designations records should also be recorded as Monument records, therefore it was decided that this should also apply to Local List records. There are some key differences in Monument and Designation records that mean both records types should be created.

Designation Records

HER Designation records contain metadata about statutory designations, such as Listed Buildings or Scheduled Monuments. They can also hold metadata for non-statutory designations, such as Local Lists, that afford some kind of protective status. Current non-statutory designations on the EHER include the Heritage at Risk designation. A Designation record generally only changes through a defined process such as de-listing or a reassessment of grading etc.

Monument Records

A HER monument record can evolve and change through time as new information is supplied to the HER, through a wide and varied number of sources.

A linked Monument record and Designation record are based on the same information but modelled in a different way. Designations have a many-to-many relationship with monument records; for example, one "Local List" Designation record may cover many monument records and a locally listed 'landscape' feature may relate to many HER Monument records. Likewise, a Monument record referring to a terraced street may contain many separate locally listed buildings.

There are a number of benefits to recording information in both the Monument Record and the Designation record. Having both means that supplementary information that is not part of the Local List description can be recorded in the Monument record fields. More importantly, the monument record is necessary if the information is to be made visible to the public via the Unlocking Essex's Past website and the Heritage Gateway.

GIS mapping will also be linked to both the monument record and the designation record. This will ensure that Local List records are consistent with other Designation records on the EHER, and will ensure that the mapping is visible through Heritage Gateway and Unlocking Essex's Past.

4.1.3 Assessment of Data Structure

The table below is an assessment of where each field of the Chelmsford Local List could be included in the current set up of HBSMR:

	Where this would be recorded in the HBSMR Monuments Module	Best recorded	Where this would be recorded in the HBSMR Designations Module
Reference	Status and Codes	Designations	Pref Ref
Site Name (includes address and post code)	Name	Both	Name/Title
Date Listed	Status and Codes	Designations	Dates Assigned
Description and Significance	Description	Both	Description

The following fields need to be populated in order to create a very basic Monument record:

- I. Record Type
- II. HER Number (Pref ref)
- III. Site name

The following fields should also be completed to further enhance the records:

- I. Summary
- II. Period-gen
- III. Administrative Area
- IV. Monument Type and Period
- V. Status and Codes (auto-fills when the Monument record is linked to the Designation record)

4.1.4 Options for migrating to HBSMR

Chelmsford supplied Local List data in two formats - a .csv file with the data from the UNIFORM database and an accompanying GIS shapefile. Based on consultation with ExeGesis, the following options for migrating the Chelmsford data onto the EHER were considered.

1. Manually create a new EHER record or Designation record (or both) to HBSMR.
2. Perform a batch migration of Local List data into HBSMR.

It was decided that the best option for migrating Local List data onto the EHER was to perform a batch process as this would be less labour intensive.

Importing the data

There were two options for the Batch process:

1. ExeGesis could modify the Chelmsford data to fit the HBSMR structure and supply it back ready to import, together with a GIS layer.
2. ExeGesis could supply detailed instructions for importing the data and setting up the link to the GIS.

It was decided to follow the second option with detailed instructions, as this was felt to offer the best potential if further sets of Locally Listed Assets were supplied to the EHER.

4.1.5 Method Used

The technique for migrating Local List data into HBSMR involved adding the GIS shapefile to the linked GIS project; setting up a geodatabase within the GIS project to hold the layer; importing the data in the .csv file into the Designations module of HBSMR, and setting up the MapLink.

4.1.6 Results/Conclusions

There were some mismatches between the .csv file and the GIS layer, however all the records were successfully imported into the HBSMR Designations module and linked to the GIS.

The procedure was complex and ExeGesis needed to provide advice on certain points of the process. The process was quite time consuming but was very clear to follow. The initial attempt to link the records to GIS failed completely due to the version of MapLink which we have. An alternative procedure was supplied by ExeGesis which was both quick and successful.

A separate exercise will need to be followed to set up linked Monument records.

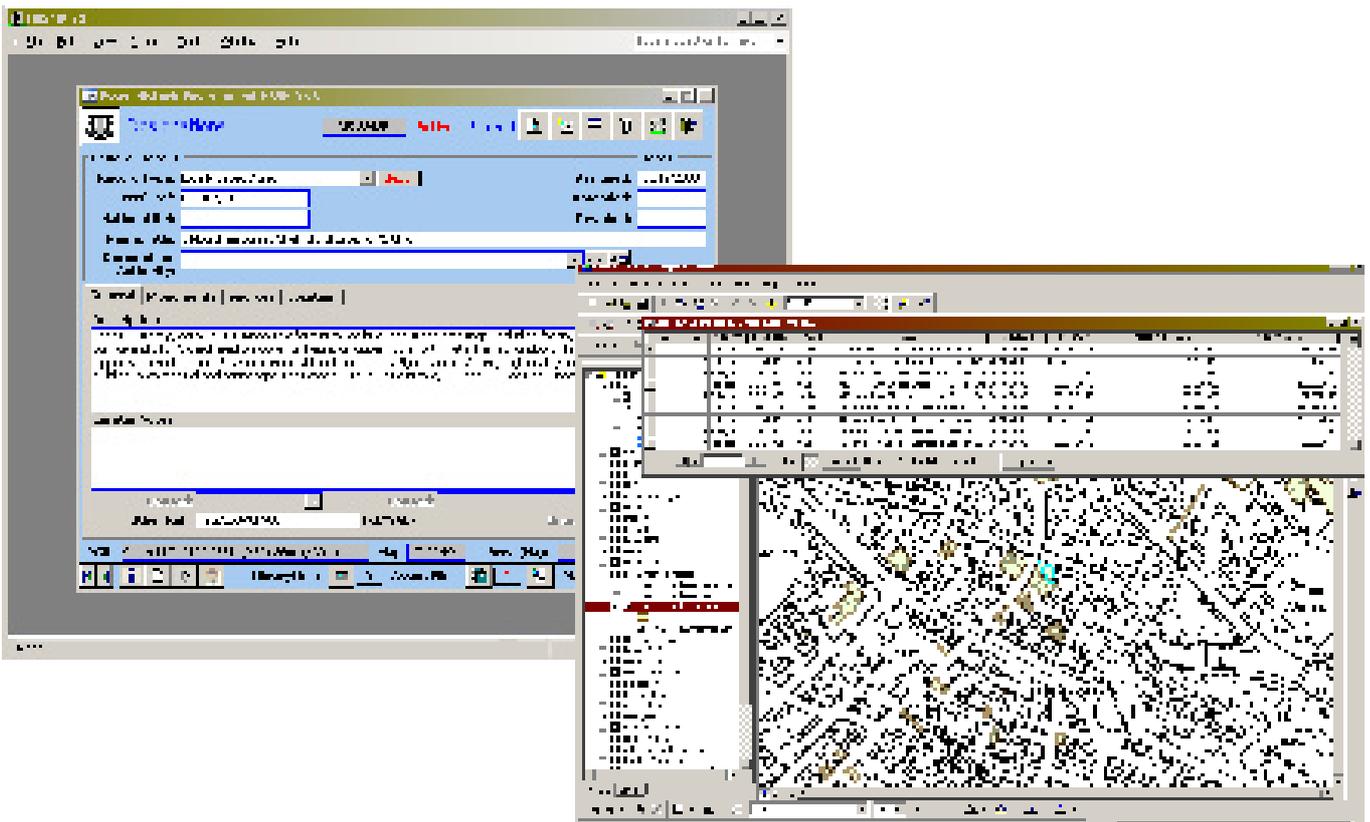


Figure 9 Screenshots showing Chelmsford Local List data on HBSMR

4.2 STAGE 2: TO EXPLORE HOW LOCAL LIST DATA CAN BE SHARED BETWEEN CHELMSFORD BOROUGH COUNCIL AND THE EHER.

Methods for sharing information between the HER and Borough Councils have been explored in the pilot with Tendring District Council (See SWOT Tables, [Appendix 5](#)). Chelmsford Borough Council will continue to hold the Chelmsford Local List in their planning system; however, the Council would like the information to be available on the Essex HER and related websites. Due to this, a method needed to be established that would ensure that the EHER was up to date. The following options were considered:

Option 1: When a change is made to the Chelmsford Local List, Chelmsford Borough Council Conservation Officer will inform the EHER by email and the EHER record will be updated. Chelmsford plan to review the Local List every four to five years.

Option 2: The IT specialist from Chelmsford Borough Council has suggested setting up a system whereby any new records or amendments to records are automatically sent to the EHER, via email. An email would be set up to be sent each month (or quarterly) that would state whether there were any new additions, amendments or simply state 'no change'.

Option 3: Exegesis has developed a system for sharing information between different authorities in a two-tier authority that could be used in Essex. The system was set up as part of the Lincolnshire HER21 project. HER21 projects were funded by English Heritage as part of their strategy to support the development of HERs towards Heritage Protection reform consistency. HER material was digitised and a bespoke website provides Conservation Officers with direct access to all HER records. The website includes HER data on a mapping interface and it allows Conservation Officer to leave feedback, add or edit HER information (Lincolnshire Historic Environment Team, 2011).

Chosen Option: A combination of Option 1 and 2 would be used to ensure that the Chelmsford local list data held on the EHER was up to date. Ideally, a system such as that described in Option 3 would be used if time and resources allowed.

5 PILOT WITH COLCHESTER BOROUGH COUNCIL

Local Lists in Colchester Borough Council – Background

The Colchester Local List was very much a community led project. It was instigated in 2009 by the Colchester Historic Buildings Forum (<http://colchesterhistoricbuildingsforum.org.uk/drupal/>), a voluntary group with expert knowledge of historic buildings and architecture. The process was supported by Colchester Borough Council who set out their intention to prepare and adopt a Local List in their Local Development Framework, under Development Policy DP14 (Historic Environment Assets).

In 2011, local groups in Wivenhoe and Langham also started compiling a local list. They used the same set of criteria that was developed by the Colchester Historic Buildings Forum, but added different categories that reflected the character of the historic environment in their parish.

The pilot with Colchester focussed on how the criteria and coverage of local lists could be expanded and developed through use of the EHER, to reflect range of Heritage Assets as defined by PPS5. It also explored how local list data would be shared between staff in Colchester Borough Council and the EHER, and how it would be migrated onto HBSMR.

Local List Policy in Colchester Borough Council

Colchester Borough Councils policy on local lists is set out in Development Policy DP14 (Historic Environment Assets), which states the Councils intention to adopt a Local List. The following text was written by Beverley McClean, Coast and Countryside Planner at Colchester Borough Council.

‘The conservation value of buildings or historic assets on the Local List and the contribution they make to the setting of the area in which they are located will be a material consideration when planning decisions are being made. Future development proposals affecting properties on Local List will be carefully considered at the planning application stage particularly in terms of the impact of the proposals on the building or features of architectural or historic interest. Inclusion of an historic asset or locally important building on the Local List could also potentially be an important consideration at future appeals where the application/appeal relates to a building/asset on the Local List.’

The Local List is not a static document and the content is likely to change over time. New records may need to be added or it may be necessary to amend existing records as more information becomes available. The Spatial Policy team will be responsible for managing the content of the Local List and alterations will be made annually.’

Staffing and Resources in Colchester

The Local Lists project was coordinated by the Colchester Coast and Countryside Planner and compiled by teams of volunteers in local groups. The EHER Project Officer worked with the Wivenhoe Local Group and the Langham Local Group to help expand the criteria for the local list, to enable a range of heritage assets to be included.

5.1 Stage 1: Explore how the EHER can be used to expand the coverage of a Local List in Colchester

Consistency of criteria has a significant impact on the coverage of local lists. As discussed above, local lists in Colchester were developed by local groups, working in defined geographic areas. Each group had developed criteria reflecting the unique character of their local area. While the Colchester Historic Buildings Forum criteria focussed on the built environment, Wivenhoe Townscape Forum were keen to include a wide range of heritage assets on their local list.

While Wivenhoe were in the early stages of compiling a local list, the Council had approved the criteria used in the town centre and were ready to adopt it into their own planning system. In order to maintain consistency in the planning process, the Council had wanted all local lists to be based on the same criteria. This would have meant that all parishes within the District would have had to use the criteria developed by the Colchester Historic Buildings Forum and was specific to the Colchester Town centre.

The main problem with using one set of criteria in this instance was that it has been designed specifically for Colchester Town centre. The historic character of Colchester town is unique; the centre has functioned as an urban centre since Roman times and encompasses a wide range of architectural styles from different periods. In comparison, Wivenhoe is a small port town with medieval origins and some post-medieval and modern development. Using criteria that was developed to define significance in Colchester Town would therefore not reflect the character of Wivenhoe, and would not reflect the English Heritage draft Guidance on Local Lists (2011), which states 'If an asset is valued by the community and meets one or more selection criteria, it should be considered a legitimate candidate for local listing.'

As a result of discussions between members of the Wivenhoe Townscape Forum and Council Planners, the Council decided that the Wivenhoe group would continue using the criteria they developed, but also include the criteria set by the Colchester Town Forum. The EHER was utilised to help identify heritage assets in Wivenhoe and as a source of information to write descriptions and explain reasons for nomination.

5.1.1 Colchester Historic Town Forum Criteria

The criteria developed by Colchester Historic Buildings Forum were as follows:

A building MUST meet at least one of these criteria:

- 1) The building is earlier than 1840 and is in good or restorable condition.
- 2) The building dates to between 1840-1945 and is largely complete plus is of an architectural and/or historic value which rises from 'good' for the oldest buildings to 'very high' for the younger ones in the date range.
- 3) The building was built after 1945 and is complete with no inappropriate alterations or extensions plus is of highest architectural or historic value.
- 4) The building has group or skyline value.

Guidance on the [Colchester Historic Buildings Forum website](http://www.colchesterhistoricbuildingsforum.org.uk/) states that ‘Additional factors would be taken into consideration to support the inclusion of a building on the local list, such as historic value, iconic value, contribution to the historic character of the area in which it stands, prominence in the townscape or landscape, quirkiness, rarity in Colchester terms, and sustainability (i.e. the building is realistically capable of reuse). None of these factors guaranteed inclusion on the local list ‘but they have been used to tip the balance in marginal cases’.

More details on the Colchester criteria can be found on <http://www.colchesterhistoricbuildingsforum.org.uk/drupal/> and an extract is included in [Appendix 17](#).

5.1.2 Wivenhoe Townscape Forum Criteria

The Wivenhoe group devised their own Local List criteria, which was developed to reflect English Heritage’s Draft Local List Guidance. The Wivenhoe nomination form was designed to capture the most significant information as follows:

TYPE OF ASSET	(Building Group Landscape Vista Item Other)
DESCRIPTION	
HISTORY AND CONNECTIONS	
RESEARCH SOURCES	

The second part of the form records the supplementary information and reflects the additional information used by Colchester Historic Buildings Forum:

ARCHITECTURAL VALUE	(very high) (good) (timber-framed i.e. C18th or earlier) (timber-framed – needs investigation)
HISTORIC VALUE	H++ H+
CONDITION	C++ (complete with no inappropriate alterations/extensions) C+ (largely complete) C (good or restorable)
OTHER VALUES	I = iconic value H = contribution to the historic area in which it stands
	P =prominence Q = quirkiness R = local rarity S = sustainability

5.1.3 Expanding Coverage

Given the differing nature of local lists in Colchester, the approach to expanding local list criteria was approached separately in each area, followed by a joint meeting.

Expanding Local List coverage - Colchester Historic Buildings Forum

Colchester Historic Buildings Forum was consulted about the idea of adding a range of heritage assets to the local list, such as historic landscapes and archaeological sites. However, this did not fit the aim of Colchester Historic Buildings Forum which was to heighten awareness of Colchester's historic buildings, so that they could be given more protection through the planning process.

Archaeological Sites

Buried archaeological remains were not a focus for the group; most of who were experts in the field of historic buildings and architecture, and the group had formed to pursue those interests.

The group firmly believed that the purpose of their local list should be to focus on historic buildings. Historic buildings in Colchester were considered to be highly at risk, as opposed to below ground archaeological features, which they considered to be relatively well protected through various planning systems. While acknowledging the importance of Colchester's archaeological heritage, they felt that the Colchester Urban Archaeological Database gave enough protection to below ground features, through imposition of archaeological planning conditions.

Landscapes

Within the Colchester Historic Buildings Forum local list criteria, historic landscapes are covered to a degree by the concept of 'group value', which is already a factor in planning conservation. The group felt that went some way to protecting historic landscapes.

Further Issues

The Colchester Historic Buildings Forum had identified approximately 1200 buildings in the town centre area that matched their local list criteria. The large number was not manageable through current planning policy, and a process was underway to reduce the number of buildings on the list, through removing those already in a Conservation Area or with Article 4 Directions. Expanding the criteria to encompass even more nominations would lead to even more nominations and was not practicable at the current time.

Conclusion

They felt that their aim of protecting only historic buildings through the local list had a very practical value, which was easy to understand, focus on and implement. Adding archaeological sites to the local list could detract from their objective of protecting the built environment, although they were not against the idea of expanding the local list in the future.

Expanding Local List coverage in Wivenhoe

Wivenhoe Townscape Forum wanted to create a local list that included a wide range of heritage assets, and to include buildings that were not only architecturally significant, but had a significant community or social value.

The approach in Wivenhoe was different to that in Colchester town for a number of reasons. Wivenhoe did not have the same high level of architecturally and historically significant buildings as the Colchester town centre, and did not face the same level of

development pressure. The Wivenhoe Townscape Forum was made up of members with a wide range of skills and interest reflecting the development of Wivenhoe; they formed to promote the heritage of the area, not specifically the buildings.

Wivenhoe Local Group - Local List Process

The work was carried out by ten volunteers with a variety of expertise and skills, with a keen interest in protecting and preserving the historic environment. They divided the parish into six areas and walked up and down every street to make sure they checked every area. The approach was very much driven by local residents and the local community was invited at all stages to offer suggestions or make comments.

Although they used the Colchester Borough Historic Buildings Forum criteria to assess the assets, the group also took on board the changes in policy planning guidance e.g. the replacement of PPG 15 and 16 by PPS 5. They also tried as much as possible to follow the guidelines for creating local lists as laid down by the Draft Local List Guidelines produced by English Heritage.

The group did not look at buildings for their architectural value alone, but also included assets for their historical significance and value to the town. They included some key places and some quite 'modern' buildings that the architects in the group felt had special significance.

A consultation day was held on 1st October 2010 to which all residents were invited and prior to this wrote to all occupiers of properties on the list. Copies of the records were also placed in the local library and at Wivenhoe Town Council offices. About fifty people came to the consultation day, and people were asked to write comments in a comments book. The majority of comments were extremely enthusiastic with only one person demanding to be taken off the list.

5.2 Using the EHER to expand coverage in Wivenhoe

In order to use the EHER to help expand the coverage of the Wivenhoe local list to include a range of Heritage Assets, the project officer met with members of the Wivenhoe group to discuss the EHER and how it could be utilised.

The EHER helped to expand coverage of the local list by:

- a. Assessing sites on the EHER that could be considered for inclusion on a local list.
- b. Identifying if nominated heritage assets were already covered by another designation.
- c. To conduct research to find information that may enhance arguments for nominating particular heritage assets.

a) Assessing sites on the EHER that could be considered for inclusion on a local list

The group were happy to use Unlocking Essex's Past and Heritage Gateway to access EHER records, and to begin the process, they were provided with an overview of the number and nature of sites that are recorded for their study area. The group were shown

an Ordnance Survey map showing the 118 sites in Wivenhoe that were recorded on the EHER (see below), as well a print out of EHER records.

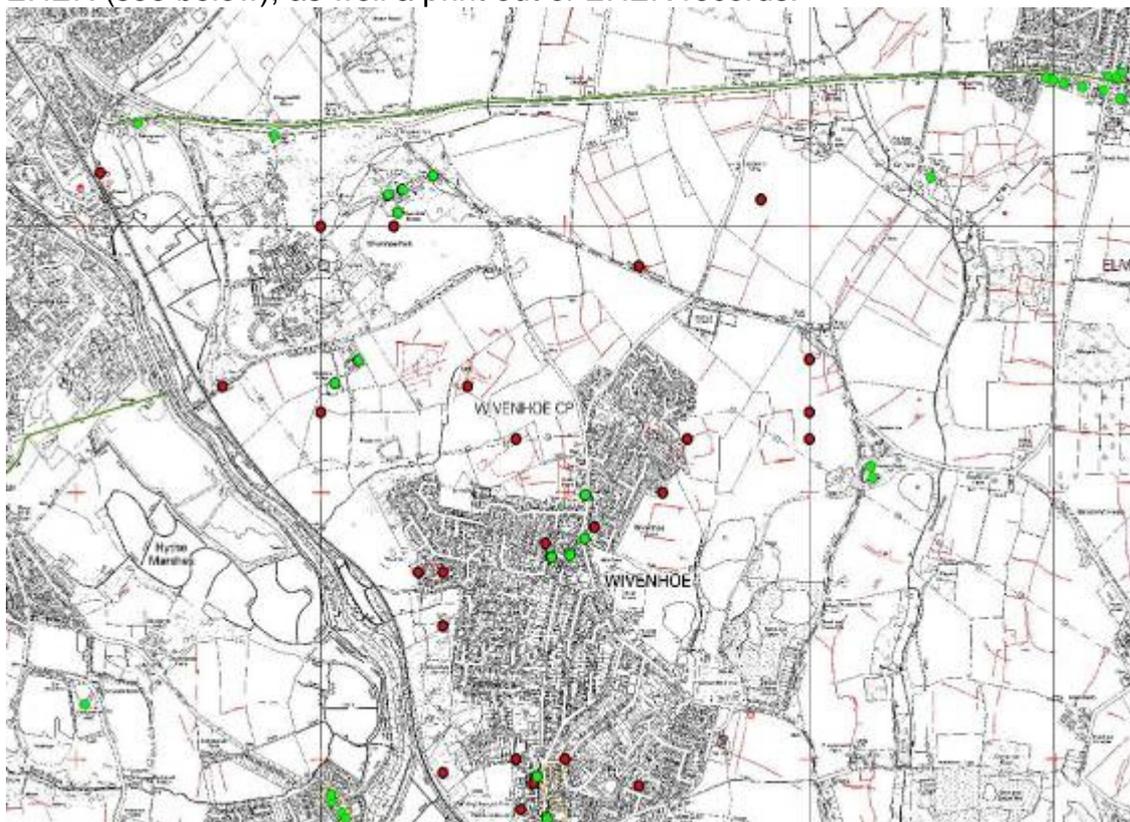


Figure 10 Map showing EHER Records in Wivenhoe, Colchester

Of the 118 EHER records for the Wivenhoe Townscape on the EHER, 71 were listed buildings and there were no Scheduled Monuments. Most of the 47 undesignated sites were find spots, which were unlikely to meet the criteria for local listing. There were also two buildings, two industrial sites and one 'place' record which could potentially be added to the local list. Details of EHER numbers were provided so that the group could use Unlocking Essex's Past or Heritage Gateway to find more information.

b) Identifying if nominated heritage assets were already covered by another designation

The groups had already utilised various sources to check what buildings were already listed, such as The National Heritage List for England (NHLE), Heritage Gateway and Images of England.

c) To conduct research to find information that may enhance arguments for nominating particular heritage assets

The Wivenhoe group compiled a list of assets that they thought should be included on the local list. While they had the expert knowledge within the groups to describe the buildings and architectural details, they were not as comfortable describing the significance of landscapes and archaeological sites. They gave a list of nominated sites to the EHER project officer, who then checked for additional information held on the EHER database and within the EHER office.

The group knew that the field next to Keelars Farm had some interesting archaeological finds and wanted some information, to determine whether it could be added to the local list. A EHER search identified the following sites:

HER 2528: Range of pits and a rectangular enclosure were excavated, possibly modern.

HER 2530: Surface finds from the Iron Age.

HER 2531: Surface finds from the Roman Period.

HER 2532: Surface find from the Bronze Age (flint blade).

HER 2533: Brick and slag.

HER 12735: Bronze Coin.

They were provided with EHER Records for each site plus an extract from the EHER to show the outline of the sites. All the above sites consisted of potentially modern remains or find spots, and as such were not considered as candidates for the local list.

The group were aware of some roman finds from a nearby area, but were not sure where the site was and exactly what it contained. The EHER was used to identify the location (EHER 2420) and provide a map and EHER record, but the site was not considered for nomination as it referred to a find spot and could not arguably fit the criteria.

5.2.1 Range of Heritage Assets

The final Wivenhoe local list was submitted as a draft to the Council, who will begin the process of adopting it in 2012. The final list includes 77 heritage assets. Of these, 66 were buildings, while the rest comprised of structures, landscapes and vistas.

- There were 2 non-building structures on the local list. One letter box and one post box.



Victorian Letter Box, Black Buoy Hill Cottage



Post Office, 50 High Street, Wivenhoe

- There were 6 sites nominated for their importance as historic landscapes.



Wivenhoe
Marshes

- A further 2 sites were included for their important views, and were termed 'vistas'.



Queens Road,
Wivenhoe

Of the 66 buildings on the list, there were a number of industrial sites, including Almshouses, Railway Station and Quay.



The Station,
Station Road,
Wivenhoe.

5.3 STAGE 2 Explore how the local list information provided by Local Groups will be shared between Colchester Borough Council, the EHER and the public.

Local Lists need to be accessible to both planners and to the public. While the EHER provides a good way of doing this, difficulties arise when sharing information between the two tiers of local government, particularly regarding who owns the data and how it is updated. The first step was to decide where the local list data would be held.

5.3.1 Advantages of holding information on the EHER

- The local list will be available on Unlocking Essex's past as well as Heritage Gateway, including the mapping.
- It can be accessed in the EHER office if necessary.
The list would be updated as new information was provided to the EHER.
- Additional information, over and above what is recorded on the Local Listing description can be included, and used to enhance the record.
- It would be accessible to local government staff offering specialist conservation advice.
- Accessibility to archaeological contractors and professionals providing research.

5.3.2 Governance

Due to current changes in Local Government, Colchester Borough Council wanted to maintain responsibility for hosting and managing their local list. The County Council operate a Service Level Agreement (SLA) system with some District Councils, and there is a charge for maintaining the EHER. Colchester Borough Council did not have an SLA set up with the County Council and therefore funding is not available to update the Colchester section of the EHER. The Borough Council was concerned that by allowing the EHER to have full control of Colchester local list data, they could potentially find themselves in the position of having to pay for the information in the future.

It was agreed that under current circumstances, Colchester Borough Council would retain ownership of the various local lists that were compiled within the region, and would share this information with the EHER.

It was agreed by members of the Wivenhoe Townscape Forum, Colchester Borough Council and the EHER that inclusion of local list data on the EHER was imperative to ensuring public accessibility, and in particular for recording sites that were nominated but did not make it onto the final list.

The following governance arrangements were decided:

- Once Colchester Borough Council verifies the local list, it will be formally adopted and added to the Councils Planning database.

- CBC will make data available online via their C-maps system on www.colchester.gov.uk , which enables planning applications and designated sites to be viewed online. The data therefore needs to be migrated onto the Councils GIS system to ensure development management planners can access the data.
- The information will be shared with the EHER, with updates and amendments being communicated to the EHER as they are updated on CBC systems.
- Updating local list records and adding new records will be carried out in house by Colchester Borough Council Spatial Policy team, on an annual basis.

5.4 Stage 3 Finalise a methodology for adding Colchester Local List data to the EHER.

Meetings were held with ExeGesis, to explore the best method to share information between the two local authorities, in a way that reflects the policy arrangements between Colchester Borough Council and the EHER.

The arrangements between Colchester and the EHER were different from the method worked out for sharing information with Chelmsford. Unlike Chelmsford, there was more than one local list in Colchester and each local list could be based on a range of criteria. For the purposes of this pilot, the Wivenhoe draft local list was used as an example of how the data migration could be carried out.

5.4.1 Assessment of Data Structure

Wivenhoe Townscape Forum created a very comprehensive nomination form that recorded the key location details and a description of significance. They also included a photograph within the nomination form, and stored these separately as well. Nominations are recorded in a word document and contain the following fields:

ADDRESS
POST CODE
WARD
Cross Quay
CONSERVATION AREA
MAP REFERENCE
PHOTOGRAPH
DATE OF ASSET
TYPE OF ASSET Building Group Landscape Vista Item Other (please specify)
DESCRIPTION
HISTORY AND CONNECTIONS
RESEARCH SOURCES
CRITERIA: HIGHLIGHT IN BOLD AS APPROPRIATE
ARCHITECTURAL VALUE A++ (very high) A+ (good)
T-F (timber-framed i.e. C18th or earlier)
?T-F (timber-framed – needs investigation)
HISTORIC VALUE H++ H+
CONDITION C++ (complete with no inappropriate alterations/extensions)
C+ (largely complete)
C (good or restorable)
OTHER VALUES I = iconic value H = contribution to the historic area in which it
stands P = prominence Q = quirkiness R = local rarity S =
sustainability
Recorded by:
Date:

5.4.2 Options for Migration of Data

1. Manually create a new EHER record or Designation record (or both) to HBSMR.
2. Perform a batch migration of Local List data into HBSMR, by extracting key points of information from the word document into a spreadsheet.

The system for data migration that was set up as part of the ‘6028 Local Lists: Imaging our Past and Present’ (*forthcoming*) would be an ideal way to ensure that local list records were added to the HER. The system gives local groups online access to edit HER records and is moderated by HER staff. Similarly, in Lincolnshire, the ‘HER21/6016: Extending Professional Access to the Lincolnshire (2011) project gives Conservation Officer online access to HER records and allows them to edit records. These systems could be adapted to enable local groups to directly add new local list records to the database. For the purposes of the Wivenhoe and Colchester local lists, these options were not feasible.

After assessment of the data, Exegesis advised that the data from Wivenhoe could not be batch migrated into HBSMR in the same way as it was for Chelmsford. Due to the document structure, it was not possible to efficiently attach the data to the relevant fields in HBSMR. An automated system would be overly time consuming and prone to failure, due to variation between the documents.

The simplest approach would be to manually create records in HBSMR. At the most basic level, just the name of the asset and its grid reference would suffice to create a monument or designation record, and the word document contain all criteria could be attached via library link as a source record.

Once a basic record is created, the Grid Reference would be converted to coordinates by the HBSMR system, and the procedure to export these along with the name and create points for the GIS records would be simple.

Potential Issues

- There could be issues with ownership of data. Colchester Borough Council wants to maintain ownership of the data and want it to be stored in house. This reflects the current uncertainty over current changes to Local Government.
- Web Access is essential, linked source records may not be suitable for download via Heritage Gateway and Unlocking Essex's Past.
- Personal details, such as name of recorder, would need to be removed from the nominations form.

5.4.3 Final Methodology

Given the difficulties envisaged in performing an automated data import, it was considered more effective to manually create new local list records for Wivenhoe. The new sites would be added as both Designation Records and Monument records, reflecting the format set out in the Chelmsford Pilot. Each local list in the county will be recorded on the EHER in the same format, but will allow variation between regions.

6 PROPOSALS FOR MODIFICATION TO HBSMR SYSTEM TO ACCOMMODATE LOCAL LIST INFORMATION (PRODUCT 3)

The pilot studies with Chelmsford and Colchester helped explore how different structures of local lists could be migrated onto HBSMR. A range of options were explored and for Chelmsford, the local list was successfully migrated onto the database and can be accessed alongside other EHER information.

In order for HBSMR to accommodate local list data, the potential of changing the structure of the HBSMR designations module was explored. ExeGesis were consulted, as were the HER Officers from across the country at the national HBSMR User Group meeting.

6.1 Consultation from ExeGesis

ExeGesis stated that:

'The general idea of the Designation module is that it describes the protection, so it is meant to describe (or be a copy of) the content of the piece of paper, or listing entry, defining the protected asset rather than describing the asset itself. OK, for listed buildings the listing entry does have a more or less extensive description and the Designation module does have extra stuff for Listed Buildings allowing this extra data to be stored. However, we believe that most of the descriptive data and information regarding condition, threats, etc. should be held in an associated Monument record, which then also allows links to any associated events and also other statuses (such as it being in a Conservation Area) and you can add further statuses which may be pertinent to Locally Listed Assets. And don't forget that the new MIDAS concept is that Designation is an event conferring protection and so consists of the Designation type (but all are now assets), Reference, Name, Designating authority and the dates conferred, amended, or revoked.

A number of people have quite happily incorporated Local Lists into the Designations module using Listed Buildings as the model, although their lists have just included buildings (often based on the defunct grade III listing). The Designation module does have seven user definable fields (although most of these are only exposed on the form used for Listed Buildings) which could be used for your own purposes. As with everything else in HBSMR it is possible to add custom data to Designations and build custom tabs to display it. So all-in-all we think that making changes to HBSMR to cover Local Lists is not necessary.'

6.2 Feedback from HBSMR User Group

It was generally considered that no modification to HBSMR was necessary to accommodate local list data. The HBSMR designations module, linking through to monuments, was suitable for the recording of locally listed heritage assets.

While core information for Designation records is stored in the Designations table,

designation records are linked to Monument records as attributes of that record.

6.3 Conclusion of consultation with Exegesis and HBSMR User Group

The current structure of HBSMR was suitable for recording local list records for both Chelmsford and Wivenhoe, despite both local lists being very different in structure and content. Local Lists are best recorded as both a Designation and a Monument Record. The HBSMR Designation Form can easily be adapted to record different designation types. Designation record module contains User Defined Fields that can be labelled, with pick-list values, and displayed on the Designations Page. It is also possible to make additional custom tab forms for each Designation Type (Exegesis, 2009).

7 CONCLUSIONS

This report outlines the results of a project to explore how Historic Environment Records can be utilised when working with partners across a two-tier authority in all aspects of local list development. The project involved working with three Local Authorities in Essex to test methods of local list development, focussing on how the EHER could be useful and each of these stages.

The pilot with Tendring demonstrated the complex issues involved in working in consultation with the local community to develop local lists. It also showed how partnership working between the EHER and Local Authority could lead to positive solutions, in particular using joint expertise to develop local list criteria and nomination forms that would tie into planning frameworks. The pilot with Chelmsford Borough Council, in consultation with ExeGesis, demonstrated how local list records can be imported into HBSMR and linked to GIS mapping. Through the pilot projects with Chelmsford and Colchester, it was determined that the current HBSMR set-up is adequate for storing local list records. Some recommendations will be made in the Toolkit that will help local groups compile and format their records in a way that will enable easy migration onto HBSMR. The pilot with Colchester Borough Council exemplified how local lists can be created using a 'bottom-up' approach, where local groups were the main instigators in compiling local lists and developing local criteria. It explored how the EHER can assist those local groups who want to compile local lists, and in particular, those who want to expand the coverage of a local list to encompass a range of heritage assets. The pilot with Colchester also explored how the Local Authorities could adopt local lists with a range of criteria, into their planning system, and especially looked at how a range of 'heritage assets' can be incorporated.

Given the exploratory nature of pilot studies, the original project design had to be amended in places to encompass new, unforeseen developments. For example, by the time the pilot project with Colchester was carried out, the Wivenhoe group had begun their local list and provided an excellent case study. The pilot with Tendring District also had to be amended, as in practice the initial strategy for creating local lists did not go to plan. This gave the opportunity to test another strategy and show how working in partnership with the EHER could be effective. Before the results of the second strategy could be implemented, a

Fundamental Service Review in Tendring District Council caused the project to come to an end.

The three pilot studies have demonstrated three very different strategies for compiling, developing and managing local lists across the two-tier governmental structure in Essex, and the project was successful in meeting its aims. The EHER now has a system in place for recording local heritage assets in the Designations module of HBSMR and has demonstrated that it is possible to migrate entire local lists into HBSMR quite easily when the correct format and fields are used.

The report has shown that Historic Environment Records are a highly significant repository of information on the historic environment. They hold a wide range of information on all types of heritage assets which do not have any statutory designation. The fact that HERs record detailed location information means that it is possible for local groups to access information which is specific to their local area. Like many HERs across Britain, the EHER is available online, and this further benefits people compiling local lists.

Another benefit of using HERs when compiling local lists is that HER staff have the skills and experience needed to assess the significance of a range of heritage assets. They can assist with tasks such as developing criteria, nominations forms and providing resources and advice on research and field survey skills.

In conclusion, the project shows that HERs can be an extremely useful resource for developing local lists; however it has only touched on some ideas that could be explored in the future. One of the main issues identified is that local groups and the public do not seem to be aware of the EHER and its potential uses. This problem was consistent across all Districts and Unitary Authorities in Essex. It is clear that time needs to be dedicated to informing Conservation Officers and Planners across the county about all the potential uses of the HER and how it is accessible. This will enable them to utilise it themselves, but also to refer members of the public to the HER.

The report highlights the difficulties involved in developing local lists, particularly with expanding coverage to encompass a range of heritage assets. Each of the pilot studies showed that many people believe that below ground archaeology has enough protection through the planning system, and as such do not require protection via local listing as much as buildings do. One of the key conclusions emerging from the online survey which was sent to all Conservations Officers in Essex was the highly varied nature of local lists in Essex. The variety appeared to be due to the way in which local lists were adopted into the planning systems of the Local Authority, and in particular the level of local engagement. This means that any system for integrating local lists onto a HER within a two-tier authority needs to be flexible, and needs to allow for a range of different criteria and asset type. The toolkit which follows the report will highlight areas of best practice for developing local lists, and provides advice for those wishing to compile a local list.

The report also shows that local lists can be very interesting projects and are excellent tools for promoting local heritage. Local lists allow Planning Officers and Conservation Officers freedom to engage with local communities and work with them to help protect heritage assets that are considered locally significant. As they are not a statutory

designation, the lack of clear instructions for compiling and managing local lists can become complex, especially with the potential impacts of Localism.

A Toolkit has been written to complement this report and is based on the experiences and lessons learnt in the completion of the three pilot studies for this report. It outlines the main issues and problems experienced, and outlines how a HER can be utilised for compiling, managing and developing local lists along with a series of recommendations.

Future Work

It would be useful to explore how the local list in Colchester Borough Council progresses and how the council adopt the various local lists with varied criteria and coverage into their planning frameworks. Likewise, the pilot with Tendring District Council ended with uncertainty regarding how the local list would be implemented in the future.

One of most important elements of local lists identified through the pilot studies, was the importance of local engagement. It would be useful to further explore methods of local engagement, in particular at the outset of a local list project. It would also be good to explore methods of local engagement that aimed to engage new audiences. This has been explored by Warwickshire County Council project '6028 Local Lists: Imaging our Past and Present' (*forthcoming*).

It would be useful to use the results of these pilot projects and toolkit, to further explore how the EHER could be used to develop local lists.

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English Heritage	2008	Shape 2008: A strategic framework for historic environment activities and programmes in English Heritage.
English Heritage	2012	Best Practice Guidance for Local Heritage Assets
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Tendring District Council	2010	Tendring District Local Development Framework - Core Strategy Core Policy 9 - The Historic Environment

9 APPENDICIES

Appendix 1 Detailed results of Local List Survey

A. Background

Does your Authority currently maintain a Local List?

Yes	50%
No	50%

Is your Authority planning to create a Local List in the future?

Yes	25%
No	25%
Other	50%

If your Authority does not currently maintain a Local List, and is not planning to, please briefly explain why?

Unknown but I suspect too much work with the listed buildings alone, no desire to add to the workload, particularly in the economic climate.

We have not given it any consideration up till now, however we plan to consider this in the short to medium term.

B. Compilation of Local List

Briefly explain the methods used to compile the Local List:

1. Survey parish by parish. Historic maps, local knowledge, county surveys, WWII study, buildings turned down for listing, Buildings of England, Royal Commission reports, research into specific architects/topics.

2. Criteria agreed by conservation Working Party

To be included on the local list the building must either:

- Demonstrate the Borough's history, particularly during its main period of growth. This includes buildings important for its social history such as schools, churches, public buildings, leisure, entertainment and commercial buildings.
- Have architectural interest - be designed by a well-known architect, be a good example of a particular style or period, contain good architectural features or be important for the townscape.

3. Survey of over 20 buildings post-dating 1850 surveyed by Cecil Hewett in 1979.

Who was involved in compiling the Local List?

Conservation Officer produced draft, followed by consultation leading to additions.

Council officers and members of CWP (members and civic soc reps)

Conservation Officer and Assistant Conservation Officer.

What level of public consultation, if any, took place?

Draft sent to ECC, EH, local history groups, amenity societies, owners of buildings on draft.

Only with Council Members.

No public consultation has taken place for the existing additions however, English Heritage have surveyed some buildings through the statutory process for listing and conservation reviews and appraisals were publicly consulted upon prior to Council approval.

Harlow Council as owners of Mill House, Old Road would have been advised by Colin Endean. The collated list may well have been the subject of public consultation in 1980/81 although Forward Planning records have not survived of that.

Was the Essex Historic Environment record used to help compile the Local List?

Yes	50%
No	50%

Please give details, as appropriate:

County survey report info.

Discussed individual issues with ECC Historic Environment Officers and Historic Buildings Advisors.

Are you aware of the range of information on the EHER that could be used to compile a Local List

Yes	1	17%
No	5	83%

C. Content and Coverage

Is there a set criteria for selecting which heritage assets are added to the Local List?

Yes	38%
No	38%

Please give details, as appropriate:

Age and Rarity - pre 1840, 1840-1880, 1880-1940, 1940 onwards and rare examples of particular building types. Historic interest - associations and social importance Architectural interest - artistic innovation, technical innovation, group value, townscape and sustainability.

To be included on the local list the building must either:

- Demonstrate the Borough's history, particularly during its main period of growth. This includes buildings important for its social history such as schools, churches, public

buildings, leisure, entertainment and commercial buildings.

- Have architectural interest - be designed by a well-known architect, be a good example of a particular style or period, contain good architectural features or be important for the townscape.

Consideration was given to designating six Design or Character Areas in Harlow: short-listed as The Maples, Archers/Keefield/Standingford, Sibneys Green (the last area designed by Harlow DC's in-house architectural team), Old Orchard, and Willowfield. Since this would not have attracted Planning Delivery Grant funding by 2010, these areas of distinctive architectural style have not been so recognised unfortunately.

Are any of the following types of heritage assets included on the Local List?

Historic Buildings	4	100%
Archaeological Sites (e.g. earthworks, monuments)	0	0%
World War II structures (e.g. Pill boxes)	2	50%
Spaces (e.g. parks, gardens, public areas)	0	0%
Memorials or statues	2	50%
Industrial Heritage	1	25%
Other	0	0%

What types of details are recorded for each Locally Listed heritage asset?

A pictures, brief description, explanation of significance, address, background info as researched at time of local listing.

For those on the LL at present: EH survey reports and details in CA review and appraisal documents

Please see Cecil Hewett's exemplary descriptions of the age (where known), architectural features at each level as set out in the still extant copies of the Local List.

D. Local List Usage

Please give details regarding how your Authority use their Local List

How is Local List used?

In planning decisions.

material consideration on planning applications publicity material on heritage assets

With regard to development proposals.

Planning Officers have regard to the proximity of new development proposals to buildings of local architectural or historic interest. In the case of the conversion of Old Harlow Methodist Church to galleried apartments, the form of these reflected original features of the chapel and adjacent meeting room and a front extension echoed the original architectural style in a sympathetic and almost seamless manner.

Is the Local List used for non-planning purposes?

Consideration of grants. Raising awareness of local heritage. To promote understanding.

education

No.

The Local List is available for study by local students researching local history whether at the Civic Centre or at The Museum of Harlow.

How is it intended that the Local List will be used in the future?

No change proposed at present.

same

Inform planning process.

Where buildings entered on the Local List are known to be under threat of possible unsympathetic change e.g. by new owners, Building Preservation Notices are occasionally served as at Bensons, Harlow Common, a possibly unique survival of c.1600 open to roof cottage, added to the Statutory List in 1992.

Please give details of any BENEFITS or PROBLEMS that have been experienced when using the Local List.

Welcomed by owners. Gives material consideration in planning decisions. Recognises local heritage. Improved consultation. - Weak planning controls. Seen as a constraint by some. Additional work.

benefits - adds weight to case for retention and protection of key buildings problems - many requests from members of public and councillors.

None yet.

Old Harlow Post Office has undergone unsympathetic change since 1981 and has been vacant for 12 months since the Post Office re-located to Old Harlow High Street. Confirmation that the building is not listable has left it in a state of limbo.

E. Local List Management**What format is the Local List held in?**

UNIFORM Database, PDF documents.

website list gis paper copy being put onto uniform database - HER

Very basic word document - each building is approved by Council to be added to the LL.

Hard copies remain available in Harlow Council Planning Services incorporated with photographic records of statutory Listed Buildings, all or most pre-dating Elaine Allen's professional photographic records for the National Monuments Record, Swindon.

How is it updated?

It isn't at present. Additional parishes ongoing. May be revised in the future.

as required

Hasn't gone any further as we were awaiting the EH Guidance and your project to get underway.

Oddfellows Terrace, Park Hill, an early 20th Century example of social housing for single tenants has been identified by Michael Munt, Anglia Inspector, English Heritage as being of Local List quality as part of the Old Harlow Conservation Area Character Appraisal process. That has been recognised in the April 2009 Management Plan for the Conservation Area Partnership Scheme prepared by James Ross.

Is there any associated mapping?

Yes	3	75%
No	1	25%

If yes, what format are the maps held in:

GIS Format	2	67%
Paper format	1	33%
Other	1	33%

Who has access to the Local List? (E.g. is available to the public, is it online?)

Online.

online

It is expected that a document will be prepared similar to the Chelmsford BC model.

The Local List is copied on request by members of the public. A re-typed version is likely to be available online shortly.

Are photographs taken of each item on the Local List?

Yes	3	75%
No	1	25%

If yes, are there any rules for their format?

Generally public view with bog standard digital camera.

No.

No.

Have you considered adding Local List information to the Essex HER?

Some had been added.

No Southend is unitary but would not object to adding if desired

Yes.

The original list has been supplied to the HB and Conservation Branch, ECC Planning Services

Is the Local List publicised? If yes, how?

Press release at time of adoption. Local libraries. Web. Public consultation.

website, press articles

No.

Not yet.

Future Local Lists

Please try to answer this section if your Local Authority have not yet compiled a Local List, but plan to in the future.

Do you envisage that there will be any public consultation? If yes, what type?

Yes, involvement with local amenity groups, residents groups and town and parish councils

No, requests are too frequent, not practical. Owners notified after decision.

Yes and community involvement through local amenity societies and parish councils as to what they consider valuable local heritage assets.

Yes, consultation via our website, local newspapers, engaging parish councils. Any more would need to be determined.

Do you envisage that any of the following types of heritage assets will be included on the Local List?

Historic Buildings	4	100%
Archaeological Sites (e.g. earthworks, monuments)	3	75%
World War II structures (e.g. Pill boxes)	4	100%
Spaces (e.g. parks, gardens, public areas)	3	75%
Memorials or statues	4	100%
Industrial Heritage	3	75%
Other	0	0%

How do you envisage the Local List will be managed?

I have no clear view on this yet but there are ongoing discussions with ECC HER Officers

gis, website

It will work with a layer on our GIS system.

The local list will most probably be mapped on our CADCORP constraints maps, maintained by us but with input from the parish council's where appropriate. All of this will still need to be considered in more detail. The local listed items would also need to show up on a land charges search

Have you considered the range of information that exists on the Essex Historic Environment Record (HER) as a basis for compiling a Local List?

I am aware that some useful information exists and this will be used alongside new survey material collected as part of exercise with local groups.

no

No.

Yes

Have you considered adding the Local List to the HER?

I assume the Local List will be added to HER

yes

Yes.

That would be attempted once the original list is re-typed in a format which can be scanned and forwarded to the HER.

Not at this stage, though I could see that there would be items identified that would be worthy of inclusion if not already identified such as milestones, old finger post signs etc

Appendix 2 First nomination form for Local Lists in Tendring

**HERITAGE ASSETS OF SPECIAL LOCAL SIGNIFICANCE
IN TENDRING DISTRICT**

NOMINATION FORM FOR THE TENDRING LOCAL LIST

*Please complete this form for each **heritage asset*** you wish to nominate for inclusion on the local list.*

Further evidence will also be welcomed and considered if you wish to include it separately.

1 Essential Information: *This section must be completed.*

1.1 Location

1.2 Site or Building Name/No.:

1.3 Street

1.4 Village/Town

1.5 Parish

1.6 Asset Type:

1.7 Period or age if known

Choose from one (or more if multi-period asset) from Appendix B.

1.8 Description:

Please provide a description of the asset.....

1.9 Reasons for inclusion on the Local List

2 Supplementary Information

Please fill in as much information as possible, but this is not essential.

Does it have a HER number?

Ordnance Survey Grid Reference (if known):

2.1 Values (potential Criteria for selection) associated with the local asset

It will help determine the suitability of values as future criteria if you could score each value from 1(hard) to 3 (easy) in terms of the ease with which you find you are able to consider the value in relation to the asset.

2.1.1 Historic Interest/Historic Association:

Score (please circle) 1 2 3

2.1.2 Local Value:

Score (please circle) 1 2 3

2.1.3 Rarity:

Score (please circle) 1 2 3

2.1.4 Aesthetic Value:

Score (please circle) 1 2 3

2.1.5 Group Value (Association):

Score (please circle)	1	2	3
-----------------------	---	---	---

2.1.6 Historic Integrity/Survival/Completeness

Score (please circle)	1	2	3
-----------------------	---	---	---

2.1.7 Social and Communal Value:

Score (please circle)	1	2	3
-----------------------	---	---	---

1.1.1 Diversity:

Score (please circle)	1	2	3
-----------------------	---	---	---

2.1.10 Archaeological potential:

Score (please circle)	1	2	3
-----------------------	---	---	---

1. Documentation (historical):

Score (please circle)	1	2	3
-----------------------	---	---	---

2. Documentation (archaeological):

Score (please circle)	1	2	3
-----------------------	---	---	---

PHOTOGRAPHS – You must include at least one photograph of the building which is taken from a public area. You must have permission to take photographs from private property.

Appendix 3 First Guidance Form for making nominations in Tendring.

HERITAGE ASSETS OF SPECIAL LOCAL SIGNIFICANCE IN TENDRING DISTRICT.

NOMINATION FORM FOR THE TENDRING LOCAL LIST – GUIDANCE FORM

1 Essential Information: *This section must be completed.*

1.1. Location

1.2 Site or Building Name/No

1.3 Street

1.4 Village/Town

1.5 Parish

1.6 Asset Type:

Please choose from the following list:

2 *Archaeological site e.g. cropmark, earthwork*

3 *Historic Building e.g. house, agricultural buildings, community building such as a village hall etc*

4 *Historic Structure e.g. industrial structures such as kilns, street furniture, village pumps, milestones, gravestones and memorials, roofless ruined building etc*

5 *Historic Landscape e.g. coastal grazing marsh, ancient woodland*

Further examples of each of the asset types are given in Appendix A.

1.7 Period or age if known

Choose from one (or more if multi-period asset) from Appendix B.

Being strongly representative of a particular historic phase or activity, or where a heritage asset makes a particular contribution to understanding one or more periods of history are likely to be an important claim to special interest.

1.8 Description

Please provide a description of the asset.

1.9 Reasons for inclusion on the Local List

It is important to state what it is about the heritage asset that makes it of special local significance to you. Try to summarise all the aspects of the asset that you believe make it important. Your reasons, together with the values associated with a heritage asset, as set out below, will form the basis for a **Statement of Significance*** for the asset.*

Supplementary Information

Does it have a HER number? Not all Heritage Assets will have a HER, but if it is known to have one, please record it.

Ordnance Survey Grid Reference (if known)

2.1 Values (potential Criteria for selection) associated with the local asset

In order to determine the suitability of a heritage asset for inclusion on the local list it will be necessary to decide on criteria against which the asset can be assessed. The following heritage values are suggested as the basis for possible selection criteria. Consideration of your nominated heritage asset in relation to each of these values, will allow the appropriateness of the values to be assessed so that final criteria can be developed for the local list. In the box provided, please try to explain how and/or to what extent, each of these values is embodied in your nominated heritage asset.

It will help determine the suitability of values as future criteria if you could score each value from 1(hard) to 3 (easy) in terms of the ease with which you find you are able to consider the value in relation to the asset.

2.1.1 Historic Interest/Historic Association:

The historic interest of an asset derives from the way in which past people, events and aspects of life can be connected through the asset to the present. The asset may illustrate aspects of history or prehistory, for example a windmill which illustrates the intentions of its creators very well. Equally, an asset may have an association with a notable person, family or event e.g. the house in Harwich that Christopher Jones (Captain of the Mayflower) lived in.

2.1.2 Local Value:

The local interest of an asset will derive from its local distinctiveness and the contribution it makes to the character of the historic environment of Tendring e.g. vernacular buildings that illustrate the importance of distinctive local building traditions or, for example, how representative an asset is of local industry e.g. archaeological remains of Late Iron and Roman salt making (i.e. red hills); the Victorian Roman Cement industry (e.g. the sites of James Parkers works in Harwich) etc

2.1.3 Rarity:

The fewer the surviving examples there are of a local heritage asset, the more likely it is to have special local significance. Rarity should be judged on your understanding of how many surviving examples there are of assets of the same or similar type and age in Tendring District.*

2.1.4 Aesthetic Value:

The aesthetic value of an asset derives from the way in which people draw sensory and

intellectual stimulation from it. Aesthetic values can be the result of conscious design, such as the design of historic parkland or the architectural design of a historic building. Equally, they can be the outcome of the way in which a heritage asset has evolved or been used over time. Many assets will combine these two aspects – for example where aesthetic value results from the action of nature on an asset, such as lichens growing on a carved stone memorial. The importance of the aesthetic value of an asset can derive from: the variety of its aesthetic forms or features and/or the intrinsic design value of an asset relating to local styles of construction, materials, craftsmanship or other distinctive local characteristics.

2.1.5 Group Value (Association):

This is the importance of the heritage asset as a component of a wider group of heritage assets, including as part of an historic landscape, which have a clear visual, design, historic relationship or archaeological association.

2.1.6 Historic Integrity/Survival/Completeness

This criterion relates to the state of completeness of an asset, its form, its fabric and its related archaeological evidence.

2.1.7 Social and Communal Value:

The Social and Communal value of a heritage asset is its importance as a source of local identity, distinctiveness, social interaction and cohesion, which will often contribute to a communities collective experience or memory of a place e.g.

3. Diversity:

An assets diversity value relates to the variety of its form and significant component parts. The more diverse an asset is, the greater its value for providing evidence about the past is likely to be.

2.1.10 Archaeological potential:

This evidential value of an asset, derives from the potential of its physical remains to yield evidence about past human activity. In the absence of written records, the material record, particularly archaeological deposits and the historic fabric of buildings and structures, provides the only source of evidence about the past. The archaeological potential of an asset will be proportional to its potential to contribute to people's understanding of the local past e.g. a multi-period cropmark complex with evidence for different religious, domestic and industrial structures will have greater archaeological potential than a cropmark of a single prehistoric ring ditch.

1. Documentation (historical):

The importance of a local heritage asset can be enhanced by a significant contemporary or historic written record that represents a gain in our understanding of the asset.

2. Documentation (archaeological):

The importance of a local heritage asset can be enhanced by recorded archaeological studies such as excavations or field surveys that can represent a gain in our understanding of the importance of the surviving remains.

PHOTOGRAPHS – You must include at least one photograph of the building which is taken from a public area. You must have permission to take photographs from private property.

Glossary:

Heritage Asset: A heritage asset is defined as a building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions' (PPS 5)

Statement of Significance: A brief overarching statement that succinctly identifies the significance of the asset in the context of Tendring's historic environment and which provides a reasoned justification for how an asset meets one or more selection criteria.

Appendix A: Asset types

- 6 **Archaeological site** e.g. cropmark, earthwork
- 7 **Historic Building** e.g. house, agricultural buildings, community building such as a village hall etc
- 8 **Historic Structure** e.g. industrial structures such as kilns, street furniture, village pumps, milestones, gravestones and memorials, roofless ruined building etc
- 9 **Historic Landscape** e.g. coastal grazing marsh, ancient woodland

Appendix B: Period definitions

Palaeolithic: The Palaeolithic period covers the time span from the initial colonisation of Britain, c. 700,000 years ago to the end of the last ice age c 10,000 years ago.

Mesolithic: The period following the end of the last ice age and prior to the introduction of farming in the Neolithic.

Neolithic: The period from about 4000BC when farming and pottery manufacture began in Britain, until about 2000BC when metalworking began.

Bronze Age: The period from about 2,000 BC, when bronze-working first began in Britain, until about 700BC when the use of iron begins.

Iron Age: The period from about 700 BC when iron-working arrived in Britain until the Roman invasion of 43 AD.

Roman: The period of Roman occupation from 43AD through to 410AD.

Saxon: The period of Saxon occupation from 410 to 1066.

Medieval: This is the period between the Norman Conquest of England in 1066 and the dissolution of the monasteries in 1538.

Post-medieval: The period from 1538-1900

Modern: The period from 1901 to the present

Periods for buildings can be further divided into the following:

Tudor, Elizabethan, Stuart, Georgian, Victorian, Early Twentieth Century, Modern.

Appendix 4 Information on the HER provided to local groups in Tendring.

Unlocking Essex's Past and the Essex Historic Environment Record (EHER)

[Unlocking Essex's Past \(UEP\)](http://unlockingessex.essexcc.gov.uk) is a website that makes it possible for anyone to search the Essex Historic Environment Record (EHER) online, making information about the heritage of the county more accessible and encouraging exploration and conservation. The EHER is also accessible on the [Heritage Gateway](http://www.heritagegateway.org.uk) alongside information from other Historic Environment Records in the East of England, and from English Heritage's national records.

<http://unlockingessex.essexcc.gov.uk>

<http://www.heritagegateway.org.uk>

The EHER is a database of all known archaeological sites and monuments, historic buildings and parks and gardens in Essex. It is a comprehensive database of all items of historic interest within the current administrative county and Thurrock unitary authority. By collating information from a number of different sources, the EHER simplifies the research process and makes information more accessible.

The EHER is held on a relational database (the SQL Server and MS Access based HBSMR system), which is linked dynamically to a Geographic Information System (GIS) and digital images. The EHER contains over 30,000 records and the database is supported by an extensive library of photographs, national and local publications, and by an archive of other sources, including so called 'grey literature' (unpublished fieldwork reports), dissertations, and card indexes. The components of the EHER are integrated through the use of a Primary Record Number (PRN) as the principal point of information.

The EHER is based in County Hall, Chelmsford, and can be consulted in person during normal office hours, Monday to Friday. To arrange a personal visit, please [contact the Historic Environment Records team](#).

Laura Belton 01245 437613

Essex County Council Historic Environment team
E3
County Hall
Market Road
Chelmsford
CM1 1QH

Appendix 5 SWOT Analysis Tables - Method for making EHER data accessible to Conservation Officers, Planners and the Local Groups

1. ONLINE ACCESS VIA UNLOCKING ESSEX'S PAST	
<p>Strengths</p> <ul style="list-style-type: none"> • All the information is available online to anyone • Can be accessed any time • Accessible to everyone • Doesn't require expert knowledge • Doesn't require a lot of training • Website is already up and running • Would not cost anything • Ties in with making the EHER accessible • Information also available to the public • Can decide how information is displayed – e.g. type of grid reference, how it is displayed • Can impose password controls over sensitive data • They are already aware of the website 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Information is not always updated regularly • UEP website is not fully functional – not accessible in all web browsers • Grid references may not show enough detail • Mapping is not as extensive as mapping on the HBSMR • Conservation Officers and Planners etc. do not already use the UEP site – need some element of training and promotion. • Website may become unavailable • If problems arise, IT does not normally deal with things swiftly. • Making databases and GIS available over the internet is technically complex and can be costly.
<p>Opportunities</p> <ul style="list-style-type: none"> • Enhances profile of UEP • Unique in Essex • Expands outreach opportunities 	<p>Threats</p> <ul style="list-style-type: none"> • Website may need improvements for this option to work effectively – implications would be financial and time

2. ACCESS VIA EHER OFFICE	
<p>Strengths</p> <ul style="list-style-type: none"> • Can see most up to date information • Expert advice • Access to other info that is not on the database, e.g. reports, maps, photos etc. • Promotes professional use of EHER 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Would involve considerable EHER staff time in training and supervising, initially • Would involve a lot of travelling for Tendring DC staff • Would need to book a time for using the EHER office

<ul style="list-style-type: none"> Promotes the EHER in general 	<ul style="list-style-type: none"> IT problems mean the database often does not run smoothly Potentially not good for long term usage Cause a distraction to EHER Office staff, which would affect core activities Not practical options for all Districts – would take too much officer time
<ul style="list-style-type: none"> Opportunities <p>Opportunity to develop working relationship with Conservation officers and District Planners</p>	<p>Threats</p> <ul style="list-style-type: none"> IT not reliable Office not always accessible Not sustainable

<p>3. ACCESS VIA EHER SETUP IN TENDRING</p>	
<p>Strengths</p> <ul style="list-style-type: none"> Direct access. Sharing of up-to-date information. Cuts down on editing costs if Conservation Officers' use database directly. 	<p>Weaknesses</p> <ul style="list-style-type: none"> Technically complex and setting up could be costly. Would require a moderate level of training if a 'user only' system was used. High level of training required for 'administrator' training. Conservation officers and Planners probably wouldn't have time to learn and use the new system
<p>Opportunities</p> <ul style="list-style-type: none"> Constant updates to the EHER Updated with CO information that the EHER would not normally have. 	<p>Threats</p> <ul style="list-style-type: none"> IT not reliable Office not always accessible Not sustainable Inexperienced users may cause problems on the database Inexperienced users may need a lot of assistance, and therefore drain staff time. May cause problems with the current SLA model

Appendix 6 Presentation given by Conservation Officer at the Public Event

Towards a Local List of Heritage
Assets
Tendring District

Workshop

7th March 2011

Introduction by
Phil Hornby
Heritage and Conservation Manager

Local Lists – What are they?
Why do we need them?

Historic buildings are listed by English Heritage and the Government based on strict national criteria. Within Tendring District there are approximately 1300 Listed Buildings. However, many historic buildings and other structures do not fall within the above criteria but are of particular local significance. Such buildings are valued by the local community and there is recognition that many should be protected from demolition or unsympathetic change.

These buildings and other historic features need to be systematically identified using an agreed local criteria and placed on a Local List of Heritage Assets.

Local Lists – Why is this important in Tendring?

Within the District the main Coastal towns and seaside resorts were developed relatively recently from Victorian and Edwardian times. The national Listing criteria tends to exclude almost all buildings later than 1840 unless they are exceptional. On this basis buildings within large areas of our towns will not be accepted for listing.



07/03/11

3

PPS 5 Planning for The Historic Environment March 2010



PPS 5 now offers planning protection for heritage assets whether designated or not. Heritage Assets must be identified by the Local Planning Authority as having a degree of heritage significance meriting consideration in planning decisions. Non-designated assets may be identified by a Local List.

07/03/11

4

English Heritage has now published its Good Practice Guide for Local Listing: Identifying and Managing Significant Local Heritage Assets.

This is a Draft for Consultation
(February 2011 - May 2011)
See English Heritage website for a copy

<http://www.english-heritage.org.uk/caring/listing/local/local-designation/local-list>

07/03/11

5

English Heritage Guidance

“Locally listing a heritage asset does not of itself bring any additional consent requirements..... However, under PPS5, their status as heritage assets will mean that their conservation and contribution to the area will be a material consideration when making planning decisions that directly affect them or their setting.”

07/03/11

6

English Heritage Guidance

Local Development Plan and Local Listing

“For a Local List to be effective as a clear and authoritative statement of the assets in the area that the Local Planning Authority thinks have a degree of significance meriting consideration in Planning decisions, it ought to be part of the development plan”

07/03/11

7

Tendring District Local Development Framework

Core Strategy Core Policy 9 - The Historic Environment

“The Council will work with its partners including Essex County Council and English Heritage to understand, protect and enhance the district's historic environment by:

Compiling and thereafter maintaining a “Local List” of structures of particular local historic and architectural significance to be protected and enhanced along with their setting.”

07/03/11

8

English Heritage Guidance

Selection criteria: the practice guide accompanying PPS 5 underlines the need for Local Lists to be supported by objective criteria tested through public consultation.

To be considered a heritage asset it must be

- a building, monument, site, place, area or landscape, and
- positively identified by the LPA (in partnership with local community) as having a degree of significance meriting consideration in planning decisions.

07/03/11

9

English Heritage Guidance

The advice is to develop local selection criteria reflecting a statement setting out local historic distinctiveness and local variations. The main categories set out in the guidance are :-

Table 1 – Criterion only

Age, Rarity, Aesthetic value, Group value, Evidential value, Historic association, Archaeological interest, Designed landscape, Landmark status, Social and communal value.

07/03/11

10

English Heritage Guidance

"The Value of working in partnership"

"The most robust Local Lists are those built on a strong partnership between local authorities, Community representatives and other interested parties that reflect the breadth of opinion on the historic environment in an area"



07/03/11

11

English Heritage Guidance

"The value of working in partnership"

"A local authority might play a vital part in establishing and ratifying the Local List, while the community takes the lead in the development of selection criteria and the nomination of assets they would like to be considered for Local Listing. By facilitating community involvement, the local authority's role is primarily one of stewardship rather than outright ownership."

07/03/11

12

English Heritage Guidance

- ▲ Identifying assets for Local Listing
- ▲ Surveying existing sources of information
- ▲ Public nomination
- ▲ Collecting information on assets/data standards and HER compliance



07/03/11

13

English Heritage Guidance

- Validating nominated assets
- Selection panels, local representatives
- Specialist knowledge
- Finalising the Lists
- Ratification of Local Lists

07/03/11

14

Informal Contacts and Discussions

Various informal contacts have been developed between the Council and certain local community groups and organisations.

Frinton and Walton Heritage Trust
Frinton Residents Association
Frinton and Walton Town Council

Clacton and District Local History Society

Harwich Conservation Panel
Harwich Society

St. Osyth Parish Council
Manningtree Town Council
Mistley Parish Council



07/03/11

15

Conservation Area Appraisals and Management Plans

English Heritage recognises the usefulness of these documents in providing a starting point for considering locally significant buildings. Some documents have included suggestions for locally listed assets:

- ▲ Frinton, Walton-on-the-Naze, Kirby-le-Soken, Gt. Holland Conservation Area Management Plans,
- ▲ Manningtree and Mistley Conservation Area Management Plan,
- ▲ St. Osyth Conservation Area Appraisal and Management Plan

07/03/11

16

Essex Coastal Resorts Seaside Heritage Project Essex County Council

Individual Studies prepared for:

- ▲ Clacton (including Holland-on-Sea)
- ▲ Jaywick
- ▲ Brightlingsea
- ▲ Dovercourt and Harwich
- ▲ Frinton
- ▲ Walton
- ▲ Mistley

Each contains suggestions for possible Local List buildings

07/03/11

17

World War II Defences Essex County Council/Clacton VCH Group

Comprehensive and systematic survey of parts of Tendring District undertaken to identify all surviving WW II defence structures. This work is on going during 2011.

The results involve identifying and recording structures, some of which due to their importance will be considered for inclusion in the Local List

07/03/11

18

Historic Buildings unsuccessfully proposed for listing which are candidates for Local Listing

Ramsey CP School, Wix Road, Ramsey

49, Colchester Road, Weeley

Royal Hotel, Marine Parade East, Clacton-on-Sea

Chimney, Mistley Maltings, Mistley

Jacques Cottage, Harwich Road, Bradfield

The Gatehouse, Harwich Road, Bradfield

Little Oakley Primary School, Rectory Road, Little Oakley

Duke of Wellington PH, 22 Victoria Street, Brightlingsea

Alresford Railway Station

Frinton Station, Gates and Gatehouse

The Squirrels, Lower Marine Parade, Harwich

Building Nos. 1 and 2, The Abbey, The Maltings, High Street, Mistley

07/03/11

St. Osyth Road Infants School, St Osyth Road, Clacton-on-Sea

19

Thank you

07/03/11

20

Appendix 7 Presentation given by EHER Officer at the Public Event

Historic Environment

The basis for preparing local lists –
guidelines for selection and recording heritage assets



Laura Belton
Essex County Council, Historic Environment Record



Historic Environment

I will talk about....

- What the Local List project is about and our partnership with Tendring District Council
- What the Essex Historic Environment Record (HER) is, why it is relevant to you and how it can help
- How to make nominations for the Local List

The Local Lists Project - Developing Local List Records in Essex

- English Heritage funding to develop Best Practice in compiling a Local List
- Working with Tendring on a pilot study
- Will be used to supplement the English Heritage Guidance on Local Lists
- Exemplar – used throughout the rest of the country to show good practice

The Local List Project - Key Points

- Giving local people authority over their local list
- To include all aspects of the Historic Environment as laid out in Local List Guidance and PPS5
- Use the HER as a resource to compile and manage local lists
- Make it available to the public at all times via our website and our office is open to the public.

What is the Essex Historic Environment Record?

- A database of all known archaeological sites and monuments, historic buildings and parks and gardens in Essex.
- By collating information from a number of different sources, the EHER simplifies the research process and makes information more accessible.
- It is open to the public and available online

The HER and PPS5

HE2.2 Local Planning authorities should either maintain or have access to a historic environment record.

HE6.1As a minimum the relevant historic environment record should have been consulted...

HE7.1 In decision making local planning authorities should seek to identify and assess the particular significance of any element of the historic environment that may be affected by the relevant proposal taking account of:.....
the historic environment record and similar sources of information

HE12.2 The process of investigating the significance of the historic environment, as part of plan-making or development management, should add to the evidence base for future planning and further the understanding of our past. Local planning authorities should make this information publicly available, including through the relevant historic environment record.

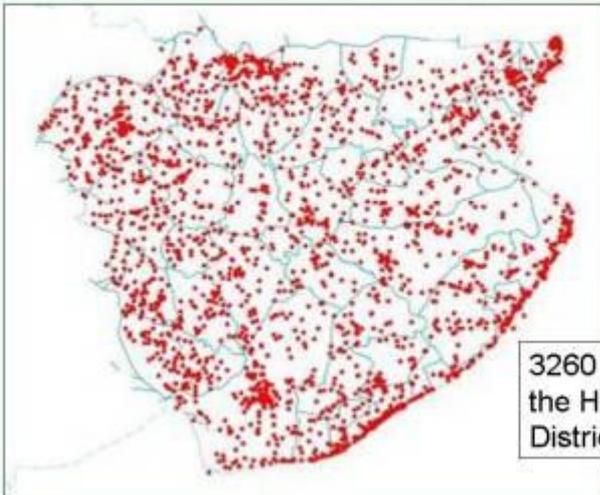
Heritage Assets

A 'heritage asset' is defined as a building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions' (PPS 5)

The elements of the historic environment that are worthy of consideration in planning matters are called 'heritage assets'.

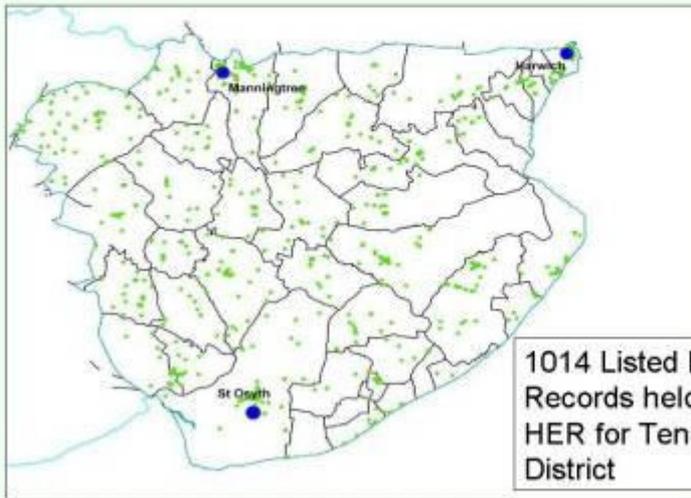
The difference between a heritage asset and other components of the environment is that a heritage asset holds meaning for society over and above its functional utility

The HER for Tendring



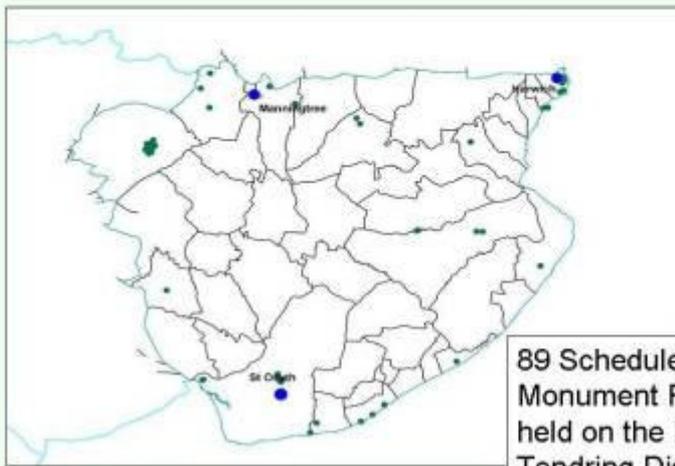
3260 Records held on the HER for Tendring District

Listed Buildings in Tendring



1014 Listed Building Records held on the HER for Tendring District

Scheduled Monuments



89 Scheduled Monument Records held on the HER for Tendring District

Archaeological Sites: Cropmarks



Cropmark Enclosure at Grange Farm, Lawford



Thorrington Long Barrow

Archaeology - Earthworks



Raised causeway, Howlands Marsh



Earthwork plan of Duck Decoy Pond on Horsey island - could be scheduled.

Landscapes

- Hedges
- Woods
- Tracks
- Farms and villages



Cattawade Marsh



Stour Valley

Buildings



No.20 Waltham Way on the Frinton Estate is one of the more unusual examples built by J. T Shelton

Industrial Heritage



Thorringdon Water Mill



Parkeston Road, Ramsey

Military Archaeology



Pillbox, Clacton

Survey of WWII
Defences in
Tendring
Compiled by
Fred Nash and
the Clacton VCH Group.

Historic Structures



Milestone on A604 at Dovercourt

Milestones

War memorials

Industrial Structures

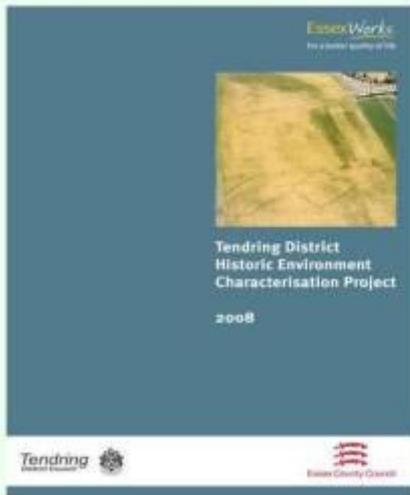
Street Furniture

Sources in the HER

- Records created from Development Control-led fieldwork and building recording.
- Industrial Thematic Surveys.
- Seaside Heritage Project
- 20th century defences surveys.
- National Mapping Programme.
- Conservation Area Appraisals.



Historic Environment Characterisation

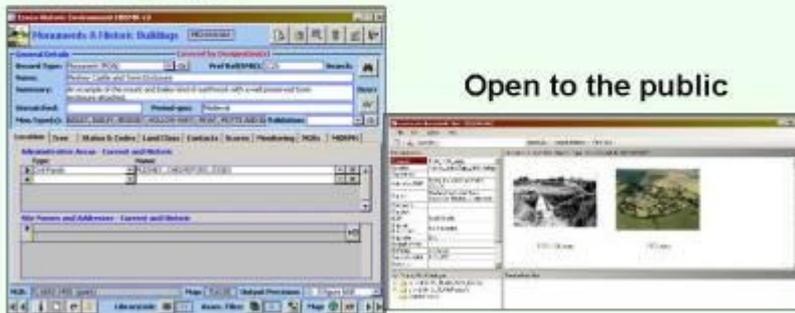


An excellent resource for finding the historic character of your area

Includes buildings, archaeology, landscapes and the natural environment

How you can access the HER

- County Hall, Chelmsford
- You can request for information to be posted or emailed to you



Open to the public

Online via Unlocking Essex's Past



All records are available online

You can search for types of monuments

You can search by location

You can view all sites on an interactive map

Online via Heritage Gateway



Maintained by English Heritage and IHBC

All records are online and can be searched for via a map of search box

Nomination Guidance

- You only need to fill in Location details, a description of the asset and why it is being nominated
- The form is not as scary as it looks!
- Supplementary Information will help form criteria for selection

Nomination Guidance

- Supplementary Information will help form criteria for selection
- The forms are based on English Heritages Conservation Principles Guidance
- The key thing is to establish each heritage assets significance
- More information can be found in English Heritage Guidance, and there will be an opportunity to discuss later.

Appendix 8a Tendring Local List Online Public Consultation (Introduction Page)

Local List Consultation Introduction

Tendring District Council has begun a project to compile a Local List. Keeping in line with English Heritage Guidance on Local Lists, the Council wish for communities to be involved in every stage of compiling the local list. The Local List will represent what you; the community feel is special to your area. We want your views on what you think is important, and we will take measures to ensure that the character of our towns, villages and countryside remain intact for future generations.

The completed Local List will feed into Tendring District Local Development Framework Core Strategy Core Policy 9 - The Historic Environment.

Background

On 7th March 2011 an event was held in Tendring District Council in association with a range of Local History Societies and members of the public. The reasons for compiling a Local Lists were discussed, as was the type of things that could go on the list and how to make a nominations. This consultation is a result of the feedback received at that session.

We would be grateful if you would read through the following Consultation Files and give us any feedback you may have. We are particularly concerned with how easy the Nomination Form is to fill in. Documents include:

- A Nomination Form.
- A Scoring Form.
- Guidance on How to Complete the Nomination Form.
- Guidance to Local List Criteria.
- Guidance on how to make a nomination.
- Frequently Asked Questions
- Guide to the Historic Environment Record.
- Appendix A: List of Heritage Asset types, refers to Section 2 of the Nomination Form 'Asset Type'.
- Appendix B: Historic Period Definitions

Please send your response in by the 5th July 2011.

The opportunity to make an active contribution to the conservation of the character of your

local area is open to everyone.

Appendix 8b Local List Online Public Consultation (Nomination Form)

NOMINATION FORM FOR THE TENDRING LOCAL LIST

This is the nomination form which should be filled in for each nomination for the Local List. It is important that you read the associated guidance before you complete the form.

Please complete this form for each **heritage asset** you wish to nominate for inclusion on the local list. You **MUST** attach at least one good quality photograph with each form.

1. Location Details	
Site or Building Name/No	
Address	
Street	
Village/Town	
Parish	

2. Details	
Asset Type: <i>Examples of each of the asset types are given in Appendix A.</i>	
Period or age if known <i>Choose from one (or more if multi-period asset) from Appendix B.</i>	
Function	
Survival	
Condition	

Description <i>Please provide a description of the asset.....</i>	
Reasons for inclusion on the Local List	

Name of recorder/organisation:	
Date:	
Contact Number:	Contact Address:

Please return form by email to:
Philip Hornby p.hornby@tendringdc.gov.uk
or Laura Belton laura.belton@essex.gov.uk
Alternatively, post to:
Phillip Hornby
Council Office,
Thorpe Road, Weeley,
CO16 9AJ

Appendix 8c - Local List Online Public Consultation (Scoring Form)

Local List Nominations – Scoring Form

Each nomination for the local list will be assessed based on the following scoring system, with one being the lowest and 3 being the highest score. See 'Guidance to Criteria' for an explanation of each section.

Each nominated heritage asset will be scored by a selection panel who will meet once all nominations have been received. The score for each criterion will be based on the information supplied in the nomination form.

1 Historic Integrity

Score (please circle)	1	2	3
-----------------------	---	---	---

2 Historic Interest/Historic Association:

Score (please circle)	1	2	3
-----------------------	---	---	---

Local Distinctiveness:

Score (please circle)	1	2	3
-----------------------	---	---	---

4 Rarity:

Score (please circle)	1	2	3
-----------------------	---	---	---

5 Aesthetic Value:

Score (please circle)	1	2	3

6 Social and Communal Value:

Score (please circle)	1	2	3

7 Archaeological potential:

Score (please circle)	1	2	3

Appendix 8D - Local List Online Public Consultation (Guidance on how to complete the form.)

Nomination Form – Guidance on how to complete the form.

It is important that you fill in each section in as much detail as possible, as the nomination form will be used to judge each asset against the criteria. It is important that you have read the Criteria for selection before you complete the nomination form.

In some cases specialist knowledge will be required to complete the form. In this case, you should contact Tendring District Council or Essex County Council's Historic Environment Team for assistance.

If you are "computer savvy" you will be able to fill in the form by using your word processor. If not, then you should fill in printed copies of the forms by hand.

1. Location Details

It is important that location details are accurate, as it ensures that the heritage asset is called up during Planning. Please give as much detail as possible for each of the following headings:

Site or Building Name/No:

Address:

Street:

Village/Town:

Parish:

Details

Asset Type: Describe what the asset is. A list of different types of heritage asset can be found in Appendix A.

Period or age if known: Please state what period the asset is. A list of periods can be found in Appendix B. If you are unsure you can leave this blank, or you can contact the Historic Environment Record (HER) for advice (See Guide to the Historic Environment Record)

Function: What is the heritage asset currently used for? What was it used for in the past? Is it used for private or public use?

Survival: Does the heritage asset survive well? Are there any notable surviving historic features?

Condition: What condition is the heritage asset in? What does it add to the immediate area?

Description: Please describe the aesthetics of the heritage asset. If you can, describe architectural features, how it appears in the immediate landscape, is it common or rare? Is it a particularly good example of its type?

Reasons for inclusion on the Local List: Please explain, in as much detail as necessary, why you believe a heritage asset should be included on the local list. Please refer to the Criteria for Selection that will be used to assess each nomination.

If possible, at this stage it would be useful to check the EHER to see if there has been any

research carried out on the particular heritage asset which you are nominating. This evidence can be used to support your nomination.

Finally – please complete your contact details.

Appendix 8e Local List Online Public Consultation (Guidance on how to complete the form)

GUIDANCE ON SELECTION CRITERIA

This form outlines and explains the reasoning for each criterion that will be used to judge nominations made for inclusion on the local list.

About the Criteria

In order to determine the suitability of a **heritage asset*** for inclusion on the local list it is necessary to decide on criteria against which the asset can be assessed. The following criteria are based on national guidance from English Heritage's 'Conservation Principals' document. The document states that Heritage values represent a public interest in places, regardless of ownership. The use of law, public policy and public investment is justified to protect that public interest.

Understanding and articulating the values and significance of a heritage asset is necessary to inform decisions about its future. The degree of significance determines what protection is appropriate under law and policy.

Criteria for selection

Each heritage asset will be scored against the values outlined below. Each value will be scored from 1 (low) to 3 (high).

1 Historic Integrity:

This relates to the survival or completeness of an asset, its form, its fabric and its related archaeological evidence i.e. does the heritage asset survive in a substantial and recognisable form? In the case of historic buildings, to what degree is the original form of the buildings and its architectural features still present. For designed landscapes, do the layout and its associated features still survive? For archaeological sites, how much of the original form and fabric have been lost?

2 Historic Interest/Historic Association:

The historic interest of an asset derives from the way in which past people, events and aspects of life can be connected through the asset to the present. The asset may illustrate aspects of history or prehistory, for example a windmill which illustrates the intentions of its creators very well. Equally, an asset may have an association with a notable person, family or event e.g. the house in Harwich that Christopher Jones (Captain of the Mayflower) lived in.

Local Distinctiveness:

The local interest of an asset will derive from its local distinctiveness and the contribution it makes to the character of the historic environment of Tendring e.g. vernacular buildings that illustrate the importance of distinctive local building traditions. Or, for example, how representative an asset is of local industry e.g. archaeological remains of Late Iron and Roman saltmaking (i.e. red hills); the Victorian Cement Industry (e.g. the sites of James Parkers works in Harwich) etc.

4 Rarity:

The fewer the surviving examples there are of a local heritage asset; the more likely it is to have special local significance. Rarity should be judged on how many surviving examples there are of assets of the same or similar type and age in Tendring District. The fewer examples that survive, the higher their Rarity Value e.g. the earthworks of the explosive's factory on Bramble island in Hamford Water are the only example of their kind in Tendring are of the highest rarity value.

5 Aesthetic Value:

The aesthetic value of an asset derives from the way in which people draw sensory and intellectual stimulation from it. Aesthetic values can be the result of conscious design, such as the design of historic parkland or the architectural design of a historic building. Equally, they can be the outcome of the way in which a heritage asset has evolved or been used over time. Many assets will combine these two aspects – for example where aesthetic value results from the action of nature on an asset, such as lichens growing on a carved stone memorial. The importance of the aesthetic value of an asset can derive from: the variety of its aesthetic forms or features and/or the intrinsic design value of an asset relating to local styles of construction, materials, craftsmanship or other distinctive local characteristics.

6 Social and Communal Value:

The Social and Communal value of a heritage asset is their importances as a source of local identify distinctiveness, social interaction and cohesion, which will often contribute to a community's collective experience or memory of a place.

7 Archaeological potential:

This evidential value of an asset, derives from the potential of its physical remains to yield evidence about past human activity. In the absence of written records, the material record, particularly archaeological deposits and the historic fabric of buildings and structures, provides the only source of evidence about the past. The archaeological potential of an asset will be proportional to its potential to contribute to people's understanding of the local past e.g. a multi-period cropmark complex with evidence for different religious, domestic and industrial structures will have greater archaeological potential than a

cropmark of a single prehistoric ring ditch.

PHOTOGRAPHS – You must include at least one photograph of the building which is taken from a public area. You must have permission to take photographs from private property.

Appendix 8f Local List Online Public Consultation (Guide to selecting nominations)

Selecting Nominations – Step-by-step guide.

You may wish to make only one or two nominations, or you may be part of an organisation who is surveying a whole town or parish for possible nominations. In both cases, you may find this step-by-step guide useful.

There are many ways that you could organise a survey to identify nominations for the Local List. It will depend on your resources and time constraints.

Sections 1 To 5 outline just a few methods that you could try.

Sections 6 To 11 outline what to do once you know what you would like to nominate.

Please get in touch if you require advice on carrying out a survey.

1	Decide on what area you would like to cover, whether it's a town, village or whole Parish.
2	It could help to find out what Listed Buildings and Scheduled Monuments already exist in your area. You can do this by checking http://unlockingessex.essexcc.gov.uk . This Essex County Council website has an interactive map with all designations and other sites mapped. If you don't have internet access, get in touch with Laura Belton from the EHER to request an A4 map print out of a particular area.
3	You could look at the EHER online map or search facilities to zone in on a particular area of interest. Using this method, you can see both designated and undesignated assets in the area. Undesignated assets on the EHER may be good candidates for Local Listing, and can include a range of Heritage Asset types (see Appendix A).
4	Alternatively, you could assess an area on a street by street basis. In this case, you could also refer to the Historic Environment Record to help you fill in the nomination form. Examples of different heritage assets that have been graded as 'significant' can be obtained from the Historic Environment Record (HER). You can check through these to see if any are within your area.
5	Finally you're ready to complete your nomination form. To do this you should follow the instructions below.

Guide to making a nomination – when you know what you want to nominate.

6	Download a nomination form and associated guidance from the
---	---

	Tendring District Council website.
7	<p>Look closely at the criteria which will be used to assess each nomination.</p> <p>Together these will give you a good idea of the information to be gathered. When completed, they will also form your report.</p>
8	<p>When you have decided what you want to nominate, please record the location in as much detail as possible on the nomination form.</p> <p>If you need help with this, please check the Historic Environment Record online at Unlocking Essex's Past (See Guide to The Historic Environment Record).</p>
9	<p>Complete the rest of the fields on the nomination form. Write a description of its condition, including any historical features evident and explain why you feel it should be added to the Tendring Local List.</p>
10	<p>Take a digital photograph of the heritage asset and attach to your form.</p>
11	<p>Finally, send your completed nomination form - either in electronic form as an email attachment or by post. The form you have completed will be assessed against the Local List Criteria.</p>

Appendix 8g Local List Online Public Consultation (Frequently Asked Questions)

Frequently Asked Questions

Q. Why develop a Local List in Tendring?

A. Historic buildings are listed by English Heritage and the Government based on strict national criteria. Within Tendring District there are approximately 1300 Listed Buildings. However, many historic buildings and other structures do not fall within the above criteria but are of particular local significance. Such buildings are valued by the local community and there is recognition that many should be protected from demolition or unsympathetic change.

Q. What protection does a Local List give?

A. “Locally listing a heritage asset does not of itself bring any additional consent requirements.....However, under PPS5, their status as heritage assets will mean that their conservation and contribution to the area will be a material consideration when making planning decisions that directly affect them or their setting.”

Although the Local List does not afford statutory protection, the Council will work with owners of LHAs to provide guidance and advice, to ensure their retention and sympathetic enhancement, where appropriate. There will also be an opportunity for owners to appeal against their property being added to the list.

Q. How do I make a nomination?

A. To make a nomination for the Local List, you need to fill in a nomination form. Nomination forms can be downloaded from this website, or requested by email or post.

Please provide us with as much supporting information as possible, including up to one photograph.

Q. How should I deal with building owners if they ask questions about Local Listing?

A. You should not put yourself in a position in which you feel uncomfortable or unsafe. When taking pictures for nominations, make sure you do not trespass on private property. You are legally allowed to take a picture of a property from a public highway. A letter from the Council can be provided explaining that you or your organisation are making a nomination for the Tendring Local List and outline what this will entail.

Q. How can people find out all the information needed to fill in the nomination form?

A. Check the guide to filling in the application form. It is important that you fill in as much information as possible to support your nomination. Information on sites and buildings in your local area can be found on the Historic Environment Record (HER), see Guidance for Using the Historic Environment Record for details.

Q. Will people be able to contest their property being added to the local list?

A. Building owners will have every right to register an objection to their property being put forward for Local Listing. Such objections will be based on the fact that the property does not meet the criteria for selection for Local Heritage Assets. These objections will be taken into account during the consultation stage before the local list is finally ratified by the council.

Q. What happens next?

A. Once we have collated feedback from this consultation, the Local List project will go ahead and we will begin accepting nominations.

Nominations will be assessed in stages, as soon as they arrive.

After all nominations have been received, a panel will meet to finalise the draft list. Nominations will be put through a ratification process, involving a range of people such as Conservation Officers, Archaeologists, Planners and members of local groups.

The draft Local List will be published and will be open to consultation, after which it will be made official, published and added to the County Historic Environment Record.

The Local List will be reviewed and updated every 4 years.

THE ESSEX HISTORIC ENVIRONMENT RECORD (EHER)

The Historic Environment Record (HER) is a record of all the historic and archaeological sites and finds within the county. Accessed through a computer and map based system, the record incorporates a wide range of sources, including aerial photographs, published and unpublished material, and historic and modern maps.

1. What can I use the HER for?

You can use this site to find out about the history and archaeology of your area. You can search for information by place, or type of site, or by time period such as Roman, Medieval etc. Our information has been collected over the last 40 years from many different sources. We record archaeological and historic sites and finds from 500,000 years ago right up to the present day. With nearly 34,000 records, you are bound to find something of interest which could be included on a local list.

2. How can I access the HER?

The HER is available to the public via the internet (<http://unlockingessex.essexcc.gov.uk/uep>), and people are welcome to visit the office to conduct research. You can request for information to be posted or emailed to you.

Follow the link to [search](#). You can use the option "**where**" and select a place from the alphabetical dropdown lists.

Online via Unlocking Essex's Past



All records are available online

You can search for types of monuments

You can search by location

You can view all sites on an interactive map

Where to find this source:

County Hall, Chelmsford

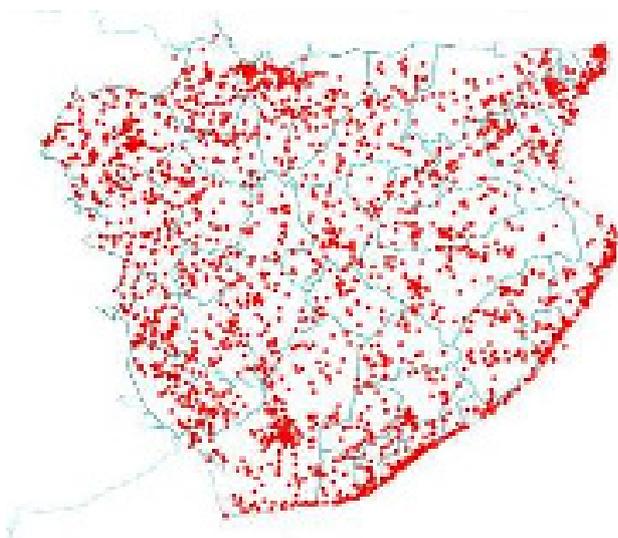
Or contact Laura Belton at laura.belton@essex.gov.uk or 01245 437613

3. How can the HER help to compile a Local List?

The Historic Environment Record (HER) is a good starting point for finding out what historic and archaeological sites have been identified within an area. It can be used to identify relevant secondary sources, and sometimes other primary sources. It may also provide information that is not available elsewhere.

4. What information is held on the HER in relation to Tendring?

For each site or find recorded, the HER provides the location, description, details of any fieldwork done at the site and relevant publications. Information is also held about the status of sites (e.g. whether it a listed building or a scheduled ancient monument). Maps can be produced showing site locations.



3620 Records held for the Tendring District

Useful sources include:

- Records created from Development Control-led fieldwork and building recording
- Industrial Thematic Surveys
- Seaside Heritage Project
- 20th century defences surveys
- National Mapping Programme
- Conservation Area Appraisals



Appendix 8I – Guide to Historic Period Definitions

Appendix B: Historic Period Definitions

Neolithic: The period from about 4000BC when farming and pottery manufacture began in Britain, until about 2000BC when metalworking began.

Bronze Age: The period from about 2,000 BC, when bronze-working first began in Britain, until about 700BC when the use of iron begins.

Iron Age: The period from about 700 BC when iron-working arrived in Britain until the Roman invasion of 43 AD.

Roman: The period of Roman occupation from 43AD through to 410AD.

Saxon: The period of Saxon occupation from 410 to 1066.

Medieval: This is the period between the Norman Conquest of England in 1066 and the dissolution of the monasteries in 1538.

Tudor: 1485 – 1603 Exposed timber framing was still the norm in those areas without easily available building stone. The use of brick increased and windows became larger

Stuart: 1603 – 1714 Timber framing was still common but was generally not exposed from the middle of the century onwards. Windows became larger and more numerous to allow more light into buildings and to show the wealth of the owner.

Georgian: 1714 – 1837 Georgian architecture is distinguished by the symmetry of individual buildings and of complete terraces, crescents and squares and streets. Frontages were often planned as a continuous whole even if several builders were involved in the development. In the countryside it was the golden age of the classical country house set in a landscaped park.

Victorian: 1837 – 1901 Many buildings survive from the Victorian period, which saw an explosion in house building, development of housing estates and suburbs. The Victorians built grand, lavish country houses, churches and public buildings but also numerous terraced houses and smaller villas, with builders moving away from local materials to more mass produced bricks and imported tiles.

Modern: 1901 – present The twentieth century has seen an accelerated amount of change in architectural styles and techniques due in part to the availability of new building materials and techniques.

The period from 1901 to 1914 saw a greater emphasis on returning to traditional crafts and styles of building. Planned residential developments and Garden Suburbs were erected by industrialists and architects based on this style and a desire to recreate rural living in towns.

Appendix 9 Press Release for Tendring Local List On-Hold

WORK ON TENDRING LOCAL HERITAGE LIST SUSPENDED FOR FURTHER INFORMATION

Work on drawing up a Tendring Local Heritage List to identify important historic buildings worthy of protection has been put on hold.

Tendring District Council (TDC) got the process under way earlier this year but has now decided to suspend the initiative until it receives further information from the Government.

Major changes are expected in the national planning system over the coming months and the Council also wants to wait for final guidance from English Heritage on the issue.

The list, once completed, will contain those buildings and features which are considered important to the local community – but which would not qualify for formal Listing by English Heritage.

Carlo Guglielmi, TDC's Cabinet Member for Planning, said that he felt that it was wise to call a halt to the work for the time being.

“The Government's aim is to simplify and streamline the planning system as we know it and right now we do not know exactly what place local lists will have under the changes,” he said.

“We are also waiting for guidance from English Heritage with the publication of its final document and therefore it seems sensible to suspend this initiative until we have a clearer picture from the Government and its agencies.”

Cllr Guglielmi said that local authorities are required to compile a local list to recognise and safeguard built and natural environment assets not listed nationally and the list is to be used as part of day to day decision making.

“We held a workshop in March and invited all town and parish councils, local history organisations and local history recorders,” he said.

“Around 40 people attended and we followed up with a website consultation exercise which ended in August.”

That consultation brought up a number of issues which also need to be resolved before the project can be taken any further.

Cllr Guglielmi said that interested parties will be informed about progress in the future.

17/10/11

NEWSDESKS

For further information on this press release contact Nigel Brown, Tendring District Council's Communications Manager on 01255 686338.

Appendix 10 Wivenhoe Townscape Forum – Case Study

The Wivenhoe Townscape Forum: a Case Study From North-East Essex

Wivenhoe is a historic riverside town in the borough of Colchester in north east Essex. It has an important maritime history, an adjacent university, a population of circa 10,000 and 73 listed buildings.

Purpose of the Forum

To establish a 'local list' of historic assets in line with other local parishes as recommended by the Heritage White Paper, published in 2007.¹

Reasons for Establishing the Forum

The initiative for establishing this project came from the Queens Road Residents' Association (QRRA) in Wivenhoe. Protecting and enhancing the conservation area that comprised Queens Road and its immediate area has always been one of QRRA's aims and it had previously carried out work to recover the lost history of the Conservation Area in Wivenhoe, and submitted a representation to the Wivenhoe Conservation Area Appraisal, published in March 2007. In **Spring 2008** Pat Marsden of QRRA had also sought listing status for the Phillip Road Board School. Although the application was unsuccessful English Heritage (EH) suggested that the local council might wish to add the building to their 'local list'. Inquiries were made to Colchester Borough Council (CBC) but it seemed that no such list was available. However In the **Summer of 2009** the Colchester Historic Building Forum (CHBF) comprised of a number of voluntary specialists was established to prepare a 'local list' for the borough of Colchester. On hearing of this project Pat Marsden contacted Wivenhoe Town Council (WTC) and the Wivenhoe Society (WS) on QRRA's behalf to suggest that Wivenhoe should also take part in this exercise and a meeting was arranged on **1 October 2009** with Philip Crummy, Director of the Colchester Archaeological Trust (CAT), and one of the key figures responsible for setting up the Colchester group. Unfortunately CHBF made it clear that their group had determined that the parameters of their project should be limited to assets within the old borough of Colchester, not the wider modern borough of which Wivenhoe is part. It was also suggested that Wivenhoe might wait until the Colchester project was completed before it commenced its own project in order that it might have the benefit of following the Colchester template. However when publicity appeared in the local papers on **16 January 2010** about the successful launch of the Colchester consultation stage and CHBF were contacted again by the informal Wivenhoe team it seemed that they had not after all produced a template that Wivenhoe might follow and they would therefore have to establish their own mode of procedure.

How the Forum was Established

Informal discussions were held with Andrew Rudge, the new Design and Heritage Unit Manager at CBC who made a visit to Wivenhoe on **16 March 2010** and met with Pat Marsden and Sue Glasspool (also from QRRA), who were to become the two facilitators of the group. In the meantime they had been trying to move things forward by contacting WTC and WS to try and uncover the whereabouts of the original list of Listed Buildings made some decades earlier. They also got in touch with a former WS member, Peter Kay, who had spent some time working on ways of bringing the List up to date by correcting mistakes and making a list of additional historic buildings which should now be included.

Sue Glasspool also tried to track down the original Grade III list of Listed Buildings for Wivenhoe which it was thought might provide a useful base for establishing a local list but no one seemed to be able to find this either locally or at CBC. Further background preparation for commencing work on the project was made by reviewing previous work which had looked at Wivenhoe's historic assets such as:

1. The history of its Conservation Area status, formally designated as such on 17 June 1969 as part of the Civic Amenities Act 1967 (Section 1). Wivenhoe was one of a number of Essex towns which were noted as being 'outstanding' in the Council for British Archaeology's list of towns of architectural and historic importance, entitled '**Historic Towns**' 1965. Since that time various amendments have been made to the Conservation Area to include Cook's Shipyard (1980, 1987), and Wivenhoe Station (1994, 1997).
2. The Wivenhoe '**Historic Towns Project**' Assessment Report compiled by Maria Medlycott in May 2006 on behalf of Essex County Council Planning, Archaeology Section. This was part of the **Essex Historic Towns Survey**, an urban survey, defined and funded by English Heritage (1992), of 32 historic settlements in Essex.
3. The **Townscape Characterisation Assessment of Colchester, Tiptree, West Mersea and Wivenhoe** (400pp) prepared by Chris Blandford Associates for Colchester Borough Council in June 2006 on behalf of CBC.
4. The **Heritage Gateway** set up by English Heritage in co-operation with other bodies in 2006/7 which provided a portal for England's local and national historic environment records. This contained records of the 73 listed Wivenhoe buildings and other items of interest.
5. The **Wivenhoe Conservation Area Appraisal** drawn up by Qube of Cambridge in March 2007 with recommendations for further extensions to create a more discrete geographical area. This was published and displayed on Colchester Borough Council's website on 29 October 2008 together with links to a Townscape Analysis Map, a Character Areas Map and a Land Use Map. Colchester Borough Council stated that it wished to adopt and publish the Conservation Area Appraisal to help protect, manage and enhance the Wivenhoe Conservation Area.¹
6. The **Colchester Borough Historic Environment Characterisation Project** set up with the intention of safeguarding and enhancing the historic environment as an integrated part of development within Colchester Borough, prepared by the Essex County Council Historic Environment Branch in 2009. The report included a section on the Wivenhoe area (2.6 ACA 6).

The facilitators also consulted **Planning Policy Guidelines 15 and 16, Heritage Protection for the 21st Century** published in 2007, and **Planning Policy Statement 5: Planning for the Historic Environment**, published in 23 March 2010 and replacing PPG 15 and 16. It was about this time that publicity appeared stating that the Colchester 'local list' had been completed and was in the process of being reflected in the Local Development Framework's Development Policies document (due to be published in April 2010). This included a policy regarding the 'protection and enhancement of existing buildings and built areas which do not have listed building or conservation area status but have a particular local importance or character which it is desirable to keep'.¹

All this preparatory work fed into an informal group meeting in Wivenhoe, hosted by the two facilitators, on **13 April 2010**. This was attended by Neil Lodge (The Mayor) and Andrea Luxford-Vaughan from WTC and Tom Roberts, the Chair of WS. It was agreed that Wivenhoe should now follow in the footsteps of the CHBF and pursue the establishment of its own 'local list'. WTC and WS were asked to formally confirm their support for the project at their own forthcoming meetings.¹ Karen Syrett, the Spatial Policy Officer at CBC had also been contacted to sound out her views on the matter and it was suggested that the group should submit a proposal to CBC. A draft proposal was

submitted to CBC on **2 June 2010** and discussed at an informal meeting held at Rowan House on **4 June 2010** attended by Andrew Rudge, Beverley McClean, Alistair Day and Pat Marsden. We also heard that another Colchester parish council, Langham, were interested in compiling their own 'local list'. It was noted that Karen Syrett was arranging to meet with Philip Crummy at CAT to sound out the possibility of some of the team who established the Colchester list also working on the local lists for other parishes and possibly being paid to do this. Pat made it clear that the two members of QRRRA who had initiated the project were prepared to facilitate the group and they had already done a good deal of basic groundwork such as obtaining an up to date list of listed buildings from listed buildings online¹ and looking through the material on the Heritage Gateway and Images of England as well as some of the other preliminary work outlined above. It was agreed that there must be a consistent approach and that all parish lists should be located in one place so they would be immediately accessible for planning purposes – something which the Wivenhoe group had also discussed at its own earlier meeting in April. Andrew Rudge helpfully spelled out some of the criteria we needed to consider in order to develop a robust process. These included:

- I. Information gathering – written description, historic evidence basis, photographic record, geographical/location information, who and when
- II. Interpretation of criteria and robustness
- III. Evidencing
- IV. Achieving consistency
- V. Templates
- VI. Integration/ support into CBC systems and practice

At a further meeting at CBC held on **12 October 2010** attended by Philip Crummy from CHBF, Tony Ellis and other members from Langham Parish, Sue Glasspool and Tom Roberts (Chair of WS) from Wivenhoe and members of the CBC Spatial Policy Team, CBC agreed to give the Wivenhoe and Langham projects their support. The delay had mainly been caused by the fact that CBC had been working out how to establish procedures for local lists since the Colchester local list was the first in the borough. Phillip Crummy offered advice and outlined some of the criteria and methodology to be used to ensure a consistent approach and the Spatial Policy Team undertook to look into how the work of the parish groups in compiling their local lists could be integrated into CBC's planning process. A set of draft guidelines on preparing local lists were currently being prepared by English Heritage (EH) and CBC said they would pass on details of these so that they could be utilised by the two groups.

Following this meeting and while waiting for the draft guidelines from EH to appear, the facilitators wrote a short article for the Wivenhoe News in **December 2010**, reporting on the plan to establish a local list and inviting local residents to participate. In due course the ten-strong group was established comprising Pat Marsden and Sue Glasspool, the two facilitators, Robert Needham (the forthcoming new Mayor) of WTC, Tom Roberts (Chair) and Joan Sawyer from the Wivenhoe Society, three local architects, Richard Edwards, John Forrest and Bryan Thomas, John Stewart, who held the local history collection for Wivenhoe, and Peter Kay.

How the Work of the Group Progressed

4 March 2011

The first meeting of the Wivenhoe group was held at Pat Marsden's house and the purpose of the group spelled out. This and all subsequent meetings were arranged and

organised by the two facilitators who had initiated the project. One of the first items on the agenda was to establish an appropriate name for the group and those present were asked to think about this for the next meeting. Second was the need to establish a *modus operandi*. It had been suggested that the project should cover the two wards of Wivenhoe Cross and Wivenhoe Quay. However it was felt that this was too cumbersome as Wivenhoe Cross ward included land belonging to the University of Essex and also the neighbouring parish of Greenstead. It was decided instead to concentrate on the parish of Wivenhoe and the survey area would be that encompassed by the parish boundary. To spark off the process of establishing a list those present were asked to come to the next meeting with their 'top ten' suggestions for historical assets so that we could get a feel for what might eventually constitute an appropriate list. Pat Marsden said that she would circulate all the various background planning policy and other useful documents together with copies of the existing list of listed buildings in Wivenhoe to every member of the group. This was important because of the recent changes in policy planning and the replacement of PPG 15 and 16 (which had been in place when CHBF first started their project) with PPS5. A copy of the new EH draft guidelines consultation document¹ for compiling a local list was also circulated and it was made clear that although the work of the group would follow in the footsteps of CHBF for the sake of consistency as agreed, we would also be observing suggestions made in the new guidelines. It was also agreed that we wanted the process of forming a list of local assets to be as open as possible and that when preparing publicity to draw our project to the attention of local residents we would issue an open invitation to them to come forward with any suggestions for assets which they thought should be included.

18 March 2011

Although as we have previously stated our original intention was to adhere as much as possible to the criteria spelled out by CHBF who had concentrated on historic buildings of architectural significance it was felt that the new EH draft guidelines were encouraging a more community driven approach to selecting assets not just for their architectural and historic value but also for their value to the local community and we decided that we would follow this approach. We therefore decided that the group would be called the **Wivenhoe Townscape Forum** to reflect the fact that we would not just be looking at historic buildings *per se* but at wider assets such as townscape character, vistas, landscape, places and individual items.

We had to find a way to divide the parish into manageable areas so that we could carry out the work and decided (after some discussion)¹ that a geographical division was the best way to do this. A good map of the parish had been obtained and divided quite naturally into six discrete areas. Members of the group agreed to take on particular areas according to their convenience and/or preference and walk methodically around every street to compile lists of historical assets. It soon became apparent that members of the group had varying interests, some for instance being keen on Victorian architecture and others on quite modern buildings, so we decided in the first instance not to restrict choices but to allow people to walk round their chosen area with a completely open mind and to include what seemed important to them. It was agreed that we would draft a paper template to ensure consistent record keeping and also compile an explanatory summary of the work of the Forum which we could show to residents as we walked around to explain the purpose of the group. We also agreed to take our own photographs with digital cameras so they could be incorporated in each record.

Sue Glasspool had been invited to give a talk about the proposed work of the new forum at a local WEA meeting.

13 April 2011

Members began to walk round their areas and start to compile records with the paper templates and accompanying summary which proved very helpful in countering any queries. Although some people asked us what we were doing most of the people we spoke to were friendly and interested in the project. We realised that it was not really practical to complete the paper records while walking round our areas so most people just used them as guidance, made notes and filled in the records on their return. In the meantime further short articles were written for the Wivenhoe News and Wivenhoe Society newsletter to inform residents that the work on the project had commenced and to encourage participation and comments. We kept Beverley McClean at CBC in the loop at all stages and regularly contacted her to make sure that CBC were happy with the way we were proceeding and to ask for advice. One very useful contact was made for instance, when, after discussing with Beverley our failure to find any evidence of the Grade III Listed Buildings list for Wivenhoe, she suggested contacting Laura Belton of the Essex Historic Environment Group (EHER). It turned out that Laura was actually working on a project to show how EHER could be used in the local list process and this led to a fruitful collaboration both with ourselves and between CBC and EHER. Beverley and Laura realised that it would be beneficial for them to collaborate on the local list process and they arranged to meet for this purpose on 5 May 2010.

26 May 2011

The group met to assess how work was progressing and to resolve any issues with collecting and processing data. We had asked further questions of CBC e.g. how should the project records be presented to CBC and in what format (we were given to understand that the basic information would be acceptable)?; would it be possible for the Wivenhoe material be attached or linked to the purpose-built CHBF web-site or would we need to establish a web-site of our own?; some of our architects were keen on including relatively modern works of architectural merit and would it be acceptable to include these? The group were particularly keen that the material, once completed, should be able to be accessed by the general public. Pat Marsden, one of the group facilitators who was reasonably computer-literate agreed to look into these issues and also agreed to undertake the work to transfer the information from the paper records on to Word where they could then be converted into pdf files for more convenient circulation between members of the group and other interested parties. The group was fortunate in that every member of the group had a computer because without this the process of creating records and disseminating information and work in progress would have been both cumbersome and expensive.

We felt that we were beginning to develop a feel for what the list might look like and discussed the work we had carried out so far to make sure there was general agreement about which assets should be included. We recognised that some areas of the parish were more complicated to record than others i.e. the oldest parts of the village contained more of historic interest than other areas where modern development predominated. However the facilitators and other members of the group stepped in to offer additional assistance where this was required and some areas were revisited where necessary to make sure that no historic assets had been omitted. An embryonic draft list was beginning to take form.

9 June 2011

It had initially been hoped to have a draft list completed by the end of August 2011 with the intention of holding a small exhibition to show residents how we were progressing with the work. However we soon realised that this timescale was too short. It was taking time to digitise the records onto Word and some initial difficulties were encountered because some members of the group were using Apple Mac computers which were not compatible with Word. This was solved by continuing to digitise the records onto Word but then converting them to pdf files which could be read by either PCs or Apple computers. The original paper version of the template was also adjusted slightly at this point to make the record details and criteria clearer and photographs both modern and historical were added to each record.¹

As we continued with the digitising process we realised that more work need to be done to create complete records. While some members had diligently filled in all the details for the records in their area, others had provided records which were less complete in terms of detail. We realised that in order to make the recording process robust and consistent we needed to thoroughly check all the correct postal addresses and post codes, work out map references and details of which ward the asset was in or whether it was in the conservation area. We also made a decision to only include information which was backed up by written documentation. However by drawing on the individual skills of group members we successfully managed to fill in the gaps in recorded detail. One member for instance had taken some very good photographs, another was particularly good at interpreting historical maps to ascertain when properties were first shown, the member who looked after the local history collection provided invaluable historic and photographic material and the two facilitators additionally scoured Essex Record Office and key local history books etc. for all available historical material about the assets on the list.

Although the question of bringing in historical buildings experts to assess our chosen assets as CHBF had done was raised it was felt that as a group we had sufficient skills and competence between us to provide the basic draft list and if additional expertise was required this could be sought at a later stage.

14 July 2011

All the basic records had now been digitised and circulated to members of the group together with an accompanying list of all the assets in each area so that they could get an overall impression of the draft list as it was developing. It was understood that the facilitators were still working hard with other group members to supplement and ensure the accuracy of the descriptive and historical detail but this was an organic as well as a logical process. Completed sample records were sent to CBC to ensure that they were happy with the format. Sue Glasspool also met with Laura Belton of EHER on **13 July 2011** for an informal chat about how much historical data to include on the records. Laura had viewed the work we were doing and indicated that we had covered all possible types of asset well and that modern buildings had their place on the list. She offered her further assistance if required.

It was decided to hold a consultation day on **1 October 2011**. A room at the William Loveless Hall would be booked and some of the work put on display illustrating the different kinds of assets which had been chosen. Display screens would be loaned by the WS. Members of the group would attend to explain the work of the group and answer questions and a comments book would be available. The group decided that they wanted

to send a letter to every owner or occupier of the listed assets prior to the consultation. It appeared that CHBF had not done this at this stage; CBC were currently negotiating with them on the form of a draft letter to be sent to Colchester owners. CBC provided a draft copy of this letter but it was decided that although the gist of the Colchester letter should be retained the Wivenhoe letter to occupiers would adopt a more informal and resident-friendly tone. Each letter would be accompanied by a copy of the relevant record. The event would be publicised in Wivenhoe News, the Wivenhoe Society newsletter, on the Wivenhoe Forum and other local websites. CBC, the EHER and CHBF had been notified. Posters would be displayed at key points and all local town councillors, ward councillors, and other Wivenhoe residents associations' would be notified to achieve maximum coverage. The local library had agreed to make the draft list available for consultation for those people who could not make the consultation day and copies would also be available at the WTC Office.

8 September 2011

All members of the group had been circulated with a revised up-to-date draft list on disks and they were asked to look this over before the meeting. This would be the list which would be made available on the consultation day. Sue Glasspool reported that she had given a brief talk about the project at the WTC meeting held on **5 September 2011** and this had been well received. By **26 September 2011** all letters had been distributed to owners and members of the group were encouraged to make themselves available on the consultation day.

1 October 2011

A very successful day was held with approximately 50 visitors many of whom stayed for up to 30 minutes to look at the complete sets of 77 records which were displayed in three folders for easy access. We also showed blown-up samples of different types of historic assets and a number of historical maps and relevant documents. There were very positive comments made both verbally, in the comments book, and subsequently received by email or telephone calls to the facilitators. Several residents offered to help in the future or said they were willing to lend their deeds for transcription. Only one negative response was received from a resident who was unhappy that photographs had been taken of his property¹ and demanded that we destroyed the record in spite of the fact that most of the recorded information was in the public domain. Gareth Wilson at EH and CBC had been contacted to ask how to proceed in cases such as this and both had suggested that such records could be temporarily set aside rather than cause distress to owners. There was also a feeling that if records appeared on the local list without the owner's permission this might detract from the validity of the list. Copies of the display folders would be left in the Library and the WTC Office until **22 October 2011**.

27 October 2011

An analysis of the comments received at the consultation day was circulated. It was also noted that Wivenhoe Society had been approached with a request for funding and had donated £100 towards defraying some of the costs of the group which including the hire of a room for the consultation day, the purchase of disks, and the cost of folders, photocopying, paper and print cartridges. This was gratefully received although the amount requested had not reflected the true costs of the group which had been mostly borne individually. The true cost is estimated to be at least £300 to date.

At this meeting the completed list was looked right through again to obtain a consensus on

what should be retained, altered or omitted in the light of comments made at the consultation and the two facilitators agreed to amend records where necessary.

Pat Marsden had also spoken to Gareth Wilson at EH to ask where the completed local list might best be kept from English Heritage's point of view and he had indicated that it might very well be appropriate for it to be added to the EHER. This confirmed a suggestion that Laura had made to Sue on her visit to Chelmsford earlier in the year. This was good news for the group as they had not relished the prospect of trying to set up a separate local web-site for the Wivenhoe Townscape Forum since they did not have the expertise to do this and the question of linking into the CHBF web-site had still not been resolved.

7 November 2011

A meeting attended by Pat Marsden, Sue Glasspool, Anthony Ellis (from Langham), Philip Crummy (from CHBF) Beverley McClean and Laura Belton was held at CBC to discuss the Wivenhoe and Langham projects and to answer a number of questions which had arisen, in particular about what would happen to the local lists when they were handed over to CBC and whether they would be made publicly available on the EHER. Some concern was also expressed about the new Draft National Policy Framework document which might supersede PPS 5.

Beverley confirmed that the Colchester Local List compiled by the CHBF would be presented to the Local Development Framework (LDF) Committee on 12 December 2011. Wivenhoe and Langham should aim to have their Local Lists completed and adopted by end of March 2012. When this had been done then CBC would send a formal letter of notification to all properties on their lists. Beverley would ensure that the development manager planners at CBC were made aware that the Local List had been adopted. CBC would make the data available on C-MAPS on www.colchester.gov.uk and the data also would need to be migrated onto the Civica GIS system to ensure that development management planners can access it.

The Wivenhoe and Langham Local List data would need to be verified and it was suggested that Alistair Day at CBC might look over the Wivenhoe data to see if it required any improvement in which case help might be sought from Richard Shackle or James Bettley who had worked on the Colchester list.

In the future the records could be updated in house by the CBC Spatial Policy Team (Mark Edgerley) and the information transferred to EHER where it would be available for public viewing via the Heritage Gateway. This might be done annually. Langham might need assistance in digitising their data. Beverley McLean and Laura Belton would discuss and make arrangements for sharing data.

CBC suggested that at the appropriate time a press release or web notice should be published about the local list work carried out in Colchester, Langham and Wivenhoe.

Conclusion

The work in preparing the Wivenhoe local list was carried out entirely by voluntary effort. The group might be said to have an advantage over other groups because the two facilitators had already carried out a great deal of preliminary work while working to establish the history of the Wivenhoe Conservation Area and making representations to

the Wivenhoe Conservation Area Appraisal exercise. Peter Kay had also previously carried out work to correct the list of Listed Buildings in Wivenhoe and had already produced a shortlist of additional historic assets. Once permission to go ahead had been confirmed by CBC the whole exercise took to date nine months. There are still some months to go before the adoption process kicks in so this could extend to a year. Some members of the group were retired but others were still working and therefore the time they could give was limited but generously given. Costs were small and many of the underlying costs were borne by members of the group and kept to a minimum by meeting in each other's houses for instance which also helped to contribute to a friendly atmosphere. In spite of individual members having differing priorities we always managed to work together with good humour and a realisation that we must achieve a consensus for the project to have validity. The work of the two facilitators was particularly important in arranging meetings, driving the work forward and maintaining good relations with local residents, the WTC, EHER and CBC. At times they were so busy that they both felt that they were engaged in full-time work but their reward is to see the local list for Wivenhoe coming to fruition and to feel that that the group has achieved an important task in helping to identify and hopefully protect and preserve Wivenhoe heritage assets for posterity.

Pat Marsden 19 November 2011