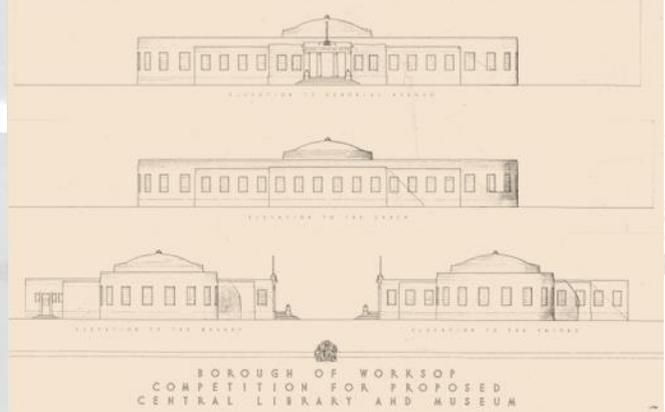


A Guide to Heritage Impact Assessments



The New Central Library and Museum



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

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(October 2013 Update)

Document details

Title: Bassetlaw District Council: A Guide to Heritage Impact Assessments.

Summary: This document provides service users with advice on how to carry out a Heritage Impact Assessment.

Consultation: This document was widely consulted with parish councils, local architects, conservation and archaeology bodies during July and August 2010.

Approved: The document was approved by Bassetlaw District Council Planning Committee on 12th January 2011. This updated version takes into account changes to local and national policy in 2011 and 2012 respectively and changes to legislation in October 2013.

Document availability: Copies of the guidance document are available at Bassetlaw District Council Planning Services and on the Council's website:

www.bassetlaw.gov.uk

A Guide to Heritage Impact Assessments

Introduction

In order to comply with the advice set out in Paragraph 128 of the National Planning Policy Framework (NPPF), applicants are required to provide a description of the significance of the heritage asset and/or its setting. This can be presented in the form of a Heritage Impact Assessment.

A Heritage Impact Assessment should provide the District Planning Authority with enough information to understand the impact of the proposals on the significance of any heritage assets affected. The submission of inadequate information may lead to your application for Planning Permission or Listed Building Consent being made invalid.

Why is a Heritage Impact Assessment needed?

Understanding the significance of an historic building, complex or area (the 'asset') and the possible impact of the proposed scheme on this significance is the key to good conservation practice. Good information, available from the outset, can speed up the processing of applications, reduce costs and lead to better overall design.

If the significance of a site has been clearly understood from the outset (based on how the site has changed through time and what survives today), then both the applicant and the District Planning Authority can better understand the impact of the proposal and seek to minimise the impact of the proposal on that significance. Therefore it is important to understand the significance of a heritage asset when considering proposals to alter, demolish or extend the asset or develop within its setting. An early understanding of the significance will inform the direction of an application and help provide a clear and convincing justification of the proposal (as required by paragraph 132 of the NPPF).

When is a Heritage Impact Assessment needed?

A Heritage Impact Assessment is needed for any application that directly affects a heritage asset or its setting. A Heritage Impact Assessment will always be required for the following types of application affecting **designated** heritage assets:

- Applications for Listed Building Consent;
- Applications for Planning Permission for development attached to a listed building;
- Applications for Planning Permission for development within the setting of a listed building;
- Applications for Planning permission for development inside or within the setting of a Conservation Area;
- Applications for Planning Permission for development within the setting of a Scheduled Ancient Monument;
- Applications for Planning Permission for development inside or within the setting of Registered Parks and Gardens;
- Applications for Planning Permission for demolition in a Conservation Area.

It should be noted that Heritage Impact Assessments should also be submitted for applications for Planning Permission that directly affect a **non-designated** heritage asset or its setting. Non-designated heritage assets are buildings, structures or sites (including archaeological sites) that may never have been assessed or not statutorily designated but have a heritage value.¹ Carrying out a pre-application meeting with the Planning Department will ensure that heritage assets are identified at the earliest stage.

I already have to include a Design and Access Statement. Do I still need a Heritage Impact Assessment?

Yes, where works are directly proposed to a heritage asset or its setting. The Heritage Impact Assessment may form part of the Design and Access Statement but the Design and Access Statement is not a substitute for it.

What should be included in a Heritage Impact Assessment?

In accordance with paragraph 128 of the NPPF, the level of information provided should be appropriate and **proportionate** to the significance of the heritage asset and the potential impact of the proposal upon that significance. For example, for an application that includes substantial demolition of a heritage asset, it is reasonable to expect an applicant to provide a thorough and detailed understanding of the asset and a thorough explanation of the impact of the demolition on the asset and its setting. An application for a minor alteration to part of the asset is likely only to require detailed information on the affected part of the asset, with only a brief explanation of how the impact relates to the significance of the asset as a whole.

Stage 1: Gather known information about the building or site

a) Documents relating to the heritage asset

Heritage assets, especially when designated, will have some documentary information about them. For example, all listed buildings have a Statutory List Description, all Scheduled Ancient Monuments have written schedules and Registered Parks and Gardens have full detailed descriptions that include their historic development.

The Historic Environment Record (HER) at Nottinghamshire County Council should be consulted as part of the information gathering stage. The Conservation Team at Bassetlaw District Council also has a significant amount of information on individual assets and on the historic environment as a whole.

Documentary evidence may also be obtained from other external archival sources, such as Nottinghamshire Archives, The National Archives, The British Library, Worksop Library, Retford Library, The University of Nottingham (Manuscripts and Special Collections) and Trinity College Cambridge (Modern Manuscripts), amongst others.

¹ The Council has produced guidance on non-designated heritage assets – [‘Non-Designated Heritage Assets, Criteria’](#) (approved January 2011 and as later amended).

Sources of Information:

- **Conservation Team, Bassetlaw District Council:**
 - Michael Tagg; 01909 533484, Michael.Tagg@bassetlaw.gov.uk;
 - Simon Britt; 01909 533484; Simon.Britt@bassetlaw.gov.uk;
 - Address: Conservation Team
Bassetlaw District Council
Queens Buildings
Potter Street
Worksop
Nottinghamshire
S80 2AH
 - <http://www.bassetlaw.gov.uk/everything-else/planning-building/conservation-heritage.aspx>;
- **Historic Environment Record (Nottinghamshire County Council):**
 - Address: Building Conservation & Archaeology
Nottinghamshire County Council
Trent Bridge House
Fox Road
West Bridgford
Nottingham
NG2 6BJ
 - Tel: 0300 500 8080;
 - Email: heritage@nottscc.gov.uk;
- **The National Heritage List For England (English Heritage):**
 - <http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/>;
- **Heritage Gateway:**
 - www.heritagegateway.org.uk.

Please note that there are numerous other information sources. Please contact the Conservation Team for details.

b) Photographs, including historic photographs

A good set of colour photographs showing the proposal site should be included. There may also be historic photographs of the site, which can often reveal information about how the building has changed and can provide justification for proposed alterations or inform the design of an alteration or extension.

Sources of Information:

- The Welchman Archive:
 - <http://www.bassetlawmuseum.org.uk/index.asp?page=welchman>;
- North East Midland Photographic Record:
 - <http://www.picturethepast.org.uk>;
- Viewfinder (English Heritage):
 - <http://viewfinder.english-heritage.org.uk/>;

(continued overleaf...)

- Viewfinder (English Heritage):
 - [http://viewfinder.english-heritage.org.uk/;](http://viewfinder.english-heritage.org.uk/)
- Worksop Heritage Trail:
 - [http://www.worksopheritagetrail.org.uk/;](http://www.worksopheritagetrail.org.uk/)
- Worksop & Retford (Denman) Libraries;
- Francis Frith:
 - [http://www.francisfrith.com/;](http://www.francisfrith.com/)
- Parish Councils;
- Local History Groups;
- Local historic photograph publications;
- Bassetlaw District Council's Conservation Area Appraisals:
 - <http://www.bassetlaw.gov.uk/everything-else/planning-building/conservation-heritage/conservation-areas/conservation-area-appraisals.aspx>

Please note that there are numerous other information sources. Please contact the Conservation Team for details.

c) Historic maps

Maps can help in the understanding of the historic layouts of sites and buildings, the relationship with other buildings/structures and surrounding landscapes or gardens. An examination of historic maps may reveal how the site has changed and developed, providing evidence for identifying different building phases. There are many sources of historic and modern maps, such as enclosure and tithe maps, to the more detailed Ordnance Survey maps which were first drawn in the mid- 19th century. The types of maps that you should consult will very much depend on the age of the heritage asset and your proposals. The amount of research should be **proportionate** to proposals.

Sources of Information:

- Nottinghamshire Archives;
- Worksop & Retford (Denman) Libraries;
- Nottinghamshire Insight Mapping:
 - <http://info.nottinghamcity.gov.uk/insightmapping/#;>
- Old Maps;
 - <http://www.old-maps.co.uk/index.html>;
- Old Maps Online;
 - [http://www.oldmapsonline.org/;](http://www.oldmapsonline.org/)
- A Vision of Britain:
 - [http://www.visionofbritain.org.uk/maps/;](http://www.visionofbritain.org.uk/maps/)
- University of Nottingham (Manuscripts and Special Collections):
 - <http://www.nottingham.ac.uk/manuscriptsandspecialcollections/index.aspx>;
- Trinity College Cambridge (Modern Manuscripts):
 - <http://www.trin.cam.ac.uk/index.php?pageid=357>
- Magic: <http://www.magic.gov.uk>;

Please note that there are numerous other information sources. Please contact the Conservation Team for details.

d) Other sources

Many buildings and areas in the district are referred to in other sources of information, often published by local historians or history groups. In addition, the District Council and

County Council may hold investigative reports on buildings or sites. Where an asset lies within a Conservation Area, there may be a Conservation Area Appraisal written. Historical directories can be useful sources, especially where the site or building was built for a community purpose, often providing dates of construction, architects and benefactors.

Sources of Information:

- Nottinghamshire Archives:
 - <http://www.nottinghamshire.gov.uk/learning/history/archives/>;
- National Archives:
 - <http://www.nationalarchives.gov.uk/>;
- Worksop & Retford (Denman) Libraries;
- Nottinghamshire History:
 - <http://www.nottshistory.org.uk/>;
- The Nottinghamshire Heritage Gateway
 - <http://www.nottsheritagegateway.org.uk/>;
- The Thoroton Society:
 - <http://www.thorotonsociety.org.uk/>;
- Victoria County History:
 - <http://www.victoriacountyhistory.ac.uk/counties/nottinghamshire>;
- Worksop Archaeological & Local Historical Society:
 - <http://www.worksohistory.org.uk/society.html>;
- Worksop of Yesterday:
 - <http://myweb.tiscali.co.uk/pressleycom/history/index.htm>;
- Retford & District Historical & Archaeological Society;
- National Monuments Record:
 - <http://www.english-heritage.org.uk/professional/archives-and-collections/nmr/>;
- The British Library:
 - <http://www.bl.uk/>;
- Historical Directories:
 - <http://www.historicaldirectories.org/hd/index.asp>;
- The London Gazette:
 - <http://www.london-gazette.co.uk/>;
- University of Nottingham (Manuscripts and Special Collections):
 - <http://www.nottingham.ac.uk/manuscriptsandspecialcollections/index.aspx>;
- Trinity College Cambridge (Modern Manuscripts):
 - <http://www.trin.cam.ac.uk/index.php?pageid=357>
- Pevsner Architectural Guide (book);
- Parks & Gardens – A Researcher’s Guide to Sources for Designed Landscapes (2006, by D. Lambert, P. Goodchild and J. Roberts);

Please note that there are numerous other information sources. Please contact the Conservation Team for details.

Stage 2: Written Description

A written description should also be provided, although the amount and type of information will depend on the nature of the heritage asset and the scale/type of

proposal. If appropriate, you could include copies of any relevant documents discovered as part of Stage 1. The following, to a greater or lesser extent should be included:

a) A description of the building/structure/site and its setting (this may include important views towards and away from the heritage asset)

The description should include information on architectural style, date(s) of construction, materials and notable characteristics generally and specifically in the location of the proposals. Where proposals affect the setting of a heritage asset you may wish to make reference, if appropriate, to other buildings in the grounds/garden, details of landscaping and views towards and away from the application site.

b) A Summary of the building/structure/site’s architectural, archaeological or historical significance

Significance is what people value about the heritage asset. This will often be the architectural interest, but can also be social, community, economic or environmental value. Unusual or rare features will usually have a higher level of significance.

Significance will often be derived from the age of the fabric of a building. For example, late 20th century extensions to an 18th-century farmhouse will not usually be considered to be as significant as the earlier original fabric. Where a heritage asset has numerous phases of development, or differing levels of significance, plans can be used to show this effectively.



Plan indicating the levels of significance across the ground floor of a building (courtesy of The Prince’s Regeneration Trust, 2009)

Where a heritage asset forms part of a group, consider the group value or cumulative significance i.e. the significance it has by virtue of being in the presence of other assets.

Stage 3: Proposals and Justification

The District Planning Authority must clearly understand your proposals and the reasoning for them. Through a good understanding of the heritage asset, your

proposals should be designed to avoid or minimise any harm to the significance of the heritage asset. A written explanation should be provided outlining your proposals and justifying them. Your explanation should answer the following questions:

- Why is the proposed work required?
- Could your requirements be met in a different way?
- What would the benefits be of the proposed work?
- Could the proposed work harm the heritage asset or put it at risk in any way?
- Do you understand the heritage asset well enough to make an informed decision?
- Will the benefits outweigh any harm?
- Could you avoid (mitigate) any minor impacts on the heritage asset?
- Is the scale, design, materials proposed for any proposed works appropriate?
- Is any proposed work in the least damaging place?

When developing your proposals, it can be useful to set out your impact assessment as a table. It is also a useful way of summarising the proposals and justification.

Proposal	Fabric affected and significance	Potential impact	Mitigation
<i>Example 1</i> Conversion of pumping engine house to residential units	Interior - large open spaces that retain elaborate architectural treatment to walls and open roof.	Loss of scale and integrity of space; small areas of visible detail become meaningless	Abandon residential use and seek a commercial use – more sensitive to interior, avoiding need to extensively sub divide internal space.
<i>Example 2</i> New industrial units	On the edge of but outside the designated boundary of a Registered Park and Garden.	Loss of vistas from within and towards park and garden. Loss of veteran trees.	Redesign layout to ensure vistas are uninterrupted, introduce additional tree screening of appropriate species.
<i>Example 3</i> Replace sash windows with PVC-U in listed house for better insulation.	Grade II listed building – original 18 th century timber windows and much original crown glass.	Loss of original fabric and glass with unacceptable alteration to external appearance of house.	Abandon proposal. Seek restoration and draught-proofing of original windows internal shutters. Investigate installing secondary glazing.
<i>Example 4</i> Large extension to 19 th century house	Largely original Victorian house in Conservation Area. Positively contributes to character of area	Dominates house and detracts from special interest and character of conservation area.	Reduce size and scale of extension and use materials and architectural details and traditional materials to match original house.

Where an application site includes, or is considered to have the potential to include, archaeological interest, an appropriate desk based assessment or a field evaluation may be required. It is advisable to discuss the archaeological implications with the Archaeology Team at Nottinghamshire County Council (Tel: 0300 500 80 80, e-mail: heritage@nottscc.gov.uk).

Who should prepare the Heritage Impact Assessment?

The level of detail in the assessment will depend on the heritage asset and the extent of the proposal. The Heritage Impact Assessment should be written by anyone competent to do so. In some cases, this may be the heritage asset owner (i.e. householder), but for a complex heritage asset with high levels of significance, it is advisable to employ a heritage professional (i.e. conservation architect, architectural historian or building archaeologist). If using an architect/agent to submit any application on your behalf, they may also be capable of producing a Heritage Impact Assessment².

² Heritage professionals are often listed on the Historic Environment Service Provider (HESPR), the Register of Architects Accredited in Conservation (AABC), the Institute for Archaeologists (IFA) and the Institute of Historic Building Conservation (IHBC).

Glossary

Heritage Asset

A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

Heritage Impact Assessment

The process of establishing the impact of a specific proposal on the significance of a place and identifying ways of mitigating any adverse impacts.

Historic Environment Record

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

Mitigation

Action taken to reduce potential damage to a significant place. This may include avoiding damage, design solutions, options appraisal or seeking further information, as well as, where damage is unavoidable, recording elements that will be destroyed.

Setting

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

Significance

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

Further reading

- **Bassetlaw District Council – Core Strategy & Development Management Policies DPD** (Bassetlaw District Council, December 2011);
- **National Planning Policy Framework** (Communities and Local Government, March 2012);
- **Non-Designated Heritage Assets – Criteria** (Bassetlaw District Council, July 2012 Update);
- **PPS 5 Planning and the Historic Environment – Historic Environment Practice Guide** (Communities and Local Government; English Heritage; Department for Culture, Media and Sport, 2010);
- **Understanding Place – Historic Area Assessments: Principles and Practice** (English Heritage, 2010);
- **Understanding Place – Historic Area Assessments in a Planning and Development Context** (English Heritage, 2010);
- **Conservation Principles. Policies and Guidance for the Sustainable Management of the Historic Environment** (English Heritage, 2008);
- **Understanding Historic Buildings: Policy and Guidance for Local Planning Authorities** (English Heritage, 2008);
- **Introduction to Heritage Assets – Animal Management** (English Heritage, May 2011);
- **The Conversion of Traditional Farm Buildings** (English Heritage, September 2006);
- **Good Practice Guide for Local Listing** (English Heritage, May 2012);
- **The Setting of Heritage Assets** (English Heritage, October 2011);
- **How to Write Conservation Reports** (The Prince's Regeneration Trust, 2009).

Contact Us

For further advice on Heritage Impact Assessments or any other issues relating to conservation and heritage, please contact one of the Council's Conservation Officers:

- ❖ Michael Tagg: Michael.Tagg@bassetlaw.gov.uk; (01909) 533484; or
- ❖ Simon Britt: Simon.Britt@bassetlaw.gov.uk; (01909) 533427.

Alternatively, please write to: **Conservation Team, Planning Policy and Conservation, Bassetlaw District Council, Queen's Buildings, Potter Street, Worksop, Nottinghamshire, S80 2AH.**

For help and advice on submitting applications for Planning Permission or Listed Building Consent, please contact Planning Customer Services:

- ❖ Tel: (01909) 533264, (01909) 533220 or (01909) 534430; or
- ❖ Email: planning@bassetlaw.gov.uk.