



## North Somerset Council's Local Heritage List handbook.



## Contents

<b>1. Introduction</b> .....	3
<b>2. What is a Local Heritage List?</b> .....	3
<b>3. Why is this valuable?</b> .....	4
<b>4. What is the associated legislation?</b> .....	4
<b>5. What are the criteria for the Local Heritage Lis?</b> .....	4
<b>6. How we decide what goes on the Local Heritage Lis?</b> .....	6
<b>7. What does inclusion on the Local Heritage List mean for my property?</b> .....	6
<b>8. What does the Local Heritage List mean in planning?</b> .....	6
<b>9. How can I get involved?</b> .....	7
<b>Appendix 1: Local Heritage List criteria explained.</b> .....	10
<b>Appendix 2: How to nominate an asset online via Know Your Place</b> .....	12

## 1. Introduction

North Somerset Council has a rich and varied historic environment with many heritage assets listed as part of the statutory list by the Department of Culture, Media and Sport (DCMS). However, there are many other heritage assets which are important to the understanding and appreciation of North Somerset's heritage and are of value to the local street scene and wider landscape.

North Somerset Council, with assistance from local interest groups, Town and Parish Councils and the public, is compiling a 'Local List' in order to highlight buildings, structures and archaeological sites which are of local importance.

Heritage helps to provide a sense of local identity, and heritage assets can be added to a Local Heritage List which relate to the distinctiveness of a particular area.

The procedure here sets out why we have a local list, how these heritage assets are characterised for selection and how you can submit a building for consideration to the local list.

A heritage asset as defined by the NPPF as:

*'A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority'*

## 2. What is a Local Heritage List?

A Local Heritage List is a way for local communities and North Somerset Council to celebrate the unique history that makes this area special. This can include historic buildings, archaeological sites or parks and gardens, identifying heritage assets which are not of national significance.

Only nationally important heritage assets are already protected by legislation and these assets are given a protection level related to their significance. These levels are as follows:

Scheduled Monuments

Grade I

Grade II\*

Grade II

North Somerset is rich in historic buildings, structures, archaeological sites and gardens, with more being discovered as a result of new development within the area. Inclusion of these locally important assets on a Local Heritage List will give the Council and communities the opportunity to give these assets consideration within the planning process.

The Local Heritage List will demonstrate what the community and Council feel are important heritage assets in terms of local distinctiveness.

### 3. Why is this valuable?

A Local Heritage List gives the Council and local community the chance to recognise heritage assets that are of importance to the history of their place and that these need to be regarded with care in planning decisions. This will benefit both owners and developers regarding better understanding of opportunities and constraints of the local area.

Local Heritage Lists are now a national priority, with the announcement made on 23<sup>rd</sup> October 2019 by the Secretary of State for Housing, Communities & Local Government Robert Jenrick, through the following press release:

‘Local people will be empowered to nominate heritage buildings which are important to them and reflect their local area and identity in the most ambitious local heritage campaign for 40 years, launched today.’

### 4. What is the associated legislation?

Local Heritage Lists are suggested within the Government’s National Planning Practice Guidance (NPPG) to include non-designated heritage assets which merit consideration within the planning process. This is supported by the National Planning Policy Framework (NPPF) to help recognise local distinctiveness.

North Somerset Council has an adopted policy within the Local Plan which includes non-designated heritage assets to ensure they are taken into consideration within the planning process.

### 5. What are the criteria for the Local Heritage List?

The criteria for the Local Heritage List are based on the four conservation principles laid out by Historic England:

- Aesthetic (Designed and Casual)
  - the visual elements of an asset. It does not have to be ‘beautiful’ to be of value.
- Communal (Commemorative or Social)
  - the meanings of a place, and how people relate to it through experience or memory
- Historical (Associative or Illustrative)
  - how a place in the present can connect us to past people, events and aspects of life
- Evidential
  - the potential of a place to provide evidence about past human activity

The Local Heritage List will include these conservation principles in the criteria for an asset being included on the list. It will also focus on local rather than national importance.

<b>CRITERIA</b>	<b>DESCRIPTION</b>
<b>AGE</b>	The age of an asset helps to distinguish the period in which it was constructed. This can tell us more about how people lived, and what materials and technology were available to them at this time.
<b>RARITY</b>	The asset in question maybe not be nationally rare, therefore not eligible for national listing or scheduling, but it may be rare for the local area and would be valuable to the local list.
<b>VISUAL/AESTHETIC INTEREST</b>	Local areas are often set apart by design that was developed through the use of local materials, giving areas their characteristics and sense of local importance.
<b>GROUP VALUE</b>	Certain assets types or streetscapes are valuable due to their connection with each other or are part of a designed (planned) layout. For example, an historic farmstead and its associated farm buildings have more value as a group, and we can understand more about how these places functioned historically from that group.
<b>ARCHAEOLOGICAL INTEREST</b>	Archaeology can range from buried remains to built structures and can also include some landscapes. These can offer an extraordinary insight into the historic development of a particular area such as why some earlier settlements developed into the towns and villages, we know in North Somerset today, and how others just disappeared.
<b>HISTORICAL ASSOCIATION</b>	Some historic assets are considered important due to their connection with important figures, events or former uses on the site. This is often linked into Blue Plaque schemes. Buildings or assets related to a local person or event of importance may be added to the local list.
<b>DESIGNED LANDSCAPE INTEREST</b>	Designed landscapes such as parks and gardens which are celebrated locally and are of high quality can be added to the local list.
<b>SOCIAL AND COMMUNAL VALUE</b>	Assets which add to the collective memory of a local place can be valuable in understanding the social (public) value and the sense of community in the local area. These can be anything from an important memorial or meeting place for the community.

Help on how to consider which criteria meets the need of the heritage asset you are thinking about nominating is within Appendix 1.

## **6. How we decide what goes on the Local Heritage List?**

All nominations we receive are sent to our independent panel members who have been chosen for their range of expertise. They will review all nominations for Local Heritage Listing.

The panel is entirely voluntary and will meet on a 3-monthly basis for the first year; following this the panel will sit on a 6-monthly basis. This may be reviewed at any time to reflect the amount of nominations to the list we receive from the public.

Once received, the nominations will be collated by North Somerset Council heritage officers and distributed to the panel. Once the panel has made a decision on which heritage assets should become part of the Local Heritage List the heritage officers and serving Heritage and Regeneration Champion will review these and put forward a list for adoption to Executive Members.

## **7. What does inclusion on the Local Heritage List mean for my property?**

Inclusion of any asset onto the Local Heritage List does not remove any permitted development rights and therefore you will be able to carry out these works as before, without additional consent requirements over and above those already required for planning permission or Building Regulation approval. However, they do become a material consideration within the planning system, when any planning application is submitted to North Somerset Council in connection with the Locally Listed asset.

Inclusion on the List does not change the legal status of the building and is not a Local Land Charge and will therefore not feature in any solicitors' property searches.

It is hoped that inclusion on the Local Heritage List will give a sense of pride to owners and encourage them to manage and maintain their buildings sympathetically. However, owners may challenge listing by demonstrating that the assets does not meet any of the selection criteria.

## **8. What does the Local Heritage List mean in planning?**

Heritage assets added to the Local Heritage List will be given the status of a non-designated heritage asset. This makes them a material consideration within the planning system; any planning application which is submitted to North Somerset Council affecting any of these assets will need to have regard to the impact on the significance of these assets, in line with policy DM7 of the North Somerset Council Development Management Policies: Sites and Polices Plan Part 1.

The additional designation does not affect the owners' permitted development rights or for works to the interior of these building. Any planning application will need to be weighed up against the harm to the significance of the asset a balanced judgement will need to be made regarding the overall harm to the significance of the asset and the benefits of the proposed application.

## 9. How can I get involved?

Members of the public can nominate any asset for Local Heritage Listing through the Know Your Place website where they can upload all the relevant information and a photograph of their nomination. Guidance on how to nominate a building using Know Your Place is in Appendix 2.

Know Your Place website: <https://maps.bristol.gov.uk/kyp/?edition=nsom>

They can also fill out the application/nomination form and email it to [DM.Archaeology@n-somerset.gov.uk](mailto:DM.Archaeology@n-somerset.gov.uk)

You can nominate a building you feel is worth to be included on a Local Heritage List by submitting the following information:

- Location – This should include the street address and the Ordnance Survey (OS) grid reference, including details of parish and county.
- Local significance – what make these assets special in regard to the local distinctiveness of this area. This could be due to a type of local architecture/archaeology or it could be tied to an important local event.
- Photographs – these will not only help to positively identify the asset but will also be a visual record of the building and its condition at the time of its nomination; images should concentrate on significant elements.

This will then be analysed by a selection panel which will include our heritage team to see if they meet the criteria to be included on the Local Heritage List. If your nomination is successful and is added to the Local List, it will then be publicly displayed on the Community Layer on Know Your Place North Somerset as well as being placed on North Somerset's Historic Environment Record (NSHER).

## NOMINATION FORM: NORTH SOMERSET

# LOCAL HERITAGE LIST

Please fill out the form below to nominate a heritage asset for Local Heritage Listing, and email the completed form and any supporting photographs or information to: [DM.Archaeology@n-somerset.gov.uk](mailto:DM.Archaeology@n-somerset.gov.uk)

Each asset needs to meet at least one of the criteria, and can represent as many as you feel appropriate, they DO NOT have to meet every criteria advice on each criteria is in Appendix 1 of the Local Heritage List Handbook.

### HERITAGE ASSEST INFORMATION

Name of asset:	
Address or grid reference:	
Type of asset:	
Condition of asset:	

### DESCRIPTON OF HERITAGE ASSET

Which of the criteria/criteria's does the asset meet?	
Detailed description of how this asset meets this criteria.	

## ANY OTHER USEFUL INFORMATION

Known publications about the asset:

Any webpage link which includes information of the asset:

## PHOTOGRAPHS

Please include any photographs or additional information you feel will support your nomination to the Local List, referencing the above criteria.

## YOUR INFORMATION

You can include you email address to allow to contact you if we need more information on the asset:

## Appendix 1: Local Heritage List criteria explained.

The below section includes questions to think about when you are considering nominating a heritage asset under each of the adopted criteria for heritage assets to be considered for Local Heritage Listing:

**Age:** The age of an asset helps to distinguish the period in which it was built. This can tell us more about how people lived, and what materials and technology were available to them at this time.

- Do you know how old the asset is?
- Is the asset viable on the 1840 Tithe map?

**Rarity-** The asset in question maybe not be nationally rare, therefore not eligible for national listing or scheduling, but it may be rare for the local area and would be valuable to the local list.

- How common is this asset in North Somerset - Do you know of any others?
- Is this an asset more common to the North Somerset area but isn't widely seen outside the local area?

**Visual/Aesthetic Interest-** Local areas are often set apart by design that was developed through the use of local materials, giving areas their characteristics and sense of local importance.

- Does the building reflect a local style - containing features known to the local area?
- Does the asset add to the visual character of the area or landscape?
- Is this a rare form of architecture which makes it visually unique for the area?
- Will there be visual harm caused to the area from the loss of this asset?
- Is the asset the work of a known architect, landscape designer or artist either known nationally or locally?
- Is the building revolutionary for its time in its design style or use of materials?
- Does the building have any particular artistic interest in terms of its decoration or use of materials?

**Group Value** - Certain assets types or streetscapes are valuable due to their connection with each other or are part of a designed (planned) layout. For example, an historic farmstead and its associated farm buildings have more value as a group, and we can understand more about how these places functioned historically from that group.

- What is special about the group of assets?
- Do the group of assets add to the visual character or historic significance of the area or landscape?
- What about them being a group makes it important to protect them as a group? For example, are they a terrace or designed by a certain architect?
- Is the asset part of a group design EG Road signs and finger posts?

**Archaeological Interest** - Archaeology can range from buried remains to built structures and can also include some landscapes. These can offer an extraordinary insight into the historic development of a particular area such as why some earlier settlements developed into the towns and villages we know in North Somerset today, and how others just disappeared.

- What archaeological factors makes this site important?

- How much of the site remains?
- What finds have been found here?
- Does it relate to a certain criteria e.g. Roman villa or industrial?

**Historical Association** - Some historic assets are considered important due to their connection with important figures or events. This is often linked into Blue Plaque schemes. Buildings or assets related to a local person or event of importance may be added to the local list.

- Does the asset have a connection with an historic event for the area?
- Is there any evidence seen within the asset of its historical use?
- Does the asset feature in any important historic images or films of the area?
- Does the asset have any military association in the area?

**Designed Landscape Interest** - Designed landscapes such as parks and gardens which are celebrated locally and are of high quality can be added to the local list.

- What is special about this landscape?
- Is the designer a known national or local person?
- Does it commemorate a historic event or person of either national or local importance?

**Social and communal Value** - Assets which add to the collective memory of a local place can be valuable in understanding the social value and the sense of community in the local area.

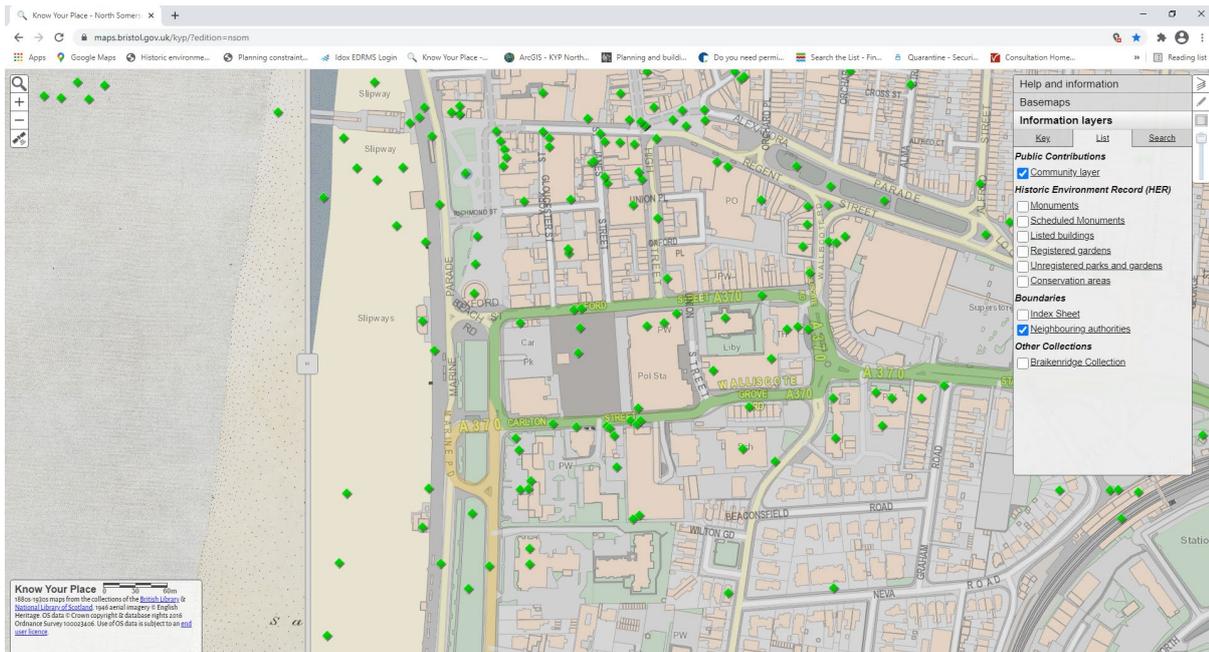
- Is the asset tied to a special feature for the community such as a local fete?
- What collective memory is the asset linked to?
- Is the asset a unique community asset for the area?
- Is the asset tied to the spirit of the area?

## Appendix 2: How to nominate an asset online via Know Your Place

This step by step guide shows you have to nominate building online through the Know Your Place Website, If you would like a guide on how to use the whole website please email [DM.Archaeology@n-somerset.gov.uk](mailto:DM.Archaeology@n-somerset.gov.uk).

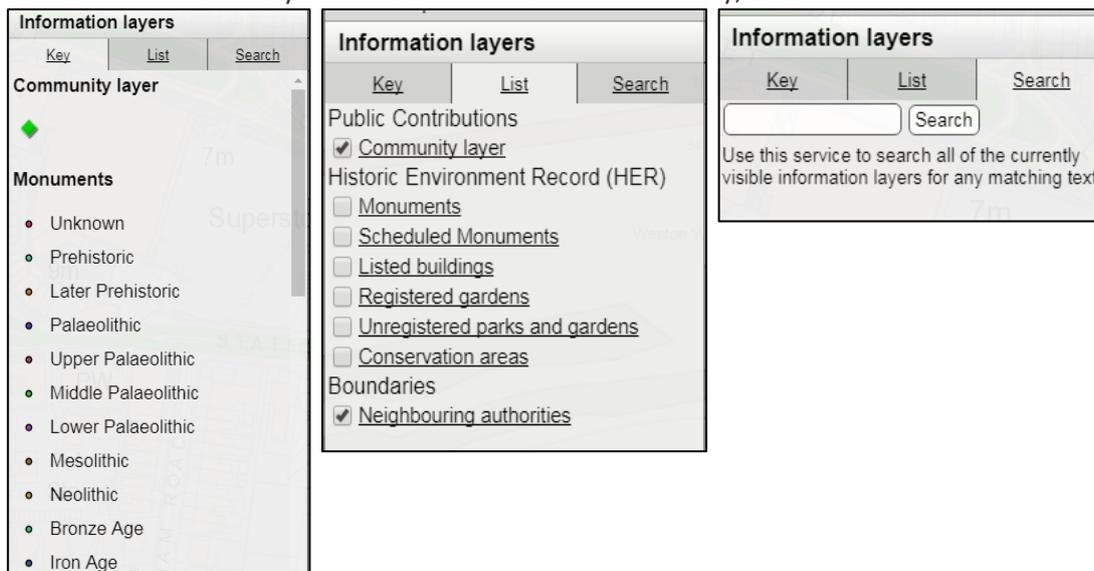
### Navigating the map

When you first open the weblink to the Know Your Place North Somerset you will see the below screen.



### Using the Info Layer

Click on 'Information layers'. You will find three sections: Key, List & Search.



The 'key' is the legend for the map.

The **'list'** shows all layers of maps within Know Your Place. This brings up a list of different types of information available in North Somerset, with a tick box to the left of each. Select a layer from the list that interest you – click on the tick box to open this layer. You may see a clock timer appear in the middle of the page while this information loads. There will be a new tick box added to this to turn on all the nominated building to the Local Heritage List so you will be able to see the building nominated and added to the Local List.

The **'Search'** option allows you to search for any matching text within a currently visible layer.

You must make sure you have the community layer box tick on the **'List'** tab to get started.

## What to think about before nominating a heritage asset for the Local Heritage Listing

Nominating an asset on Know Your Place takes just a few simple steps but deciding on what details to add and preparing the relevant information is a crucial bit of work which will take a little more time.

Firstly, review the material you are thinking of adding to check if it is suitable:

- Does it meet the section criteria on page 5?
- Do you have the evidence ready to show how the asset meets these criteria?
- Is it the best example to showcase your local heritage?
- Are you prepared to publish an image of it?
- Do you hold its copyright, or do you have the copyright holder's permission?

Once you are satisfied with the answers to these questions, you can prepare to add your nomination. To get your material ready before you go online, you will need the following:

- Object Title
- Detailed description
- Object condition
- Contact information
- Any attachments, e.g. jpeg, PDF, etc.
- Have an address or historic location to search for

### Locating where it should go

Search for the location using the Basemaps menu to select and compare historic maps nearest the object's date.

Check and check again to ensure that you have the right location.

*Tip: Before adding your nomination to Know Your Place, it is worth reviewing the information that has already been added to the Community Layer to see if it has already been nominated.*

Now you are ready to nominating your contributions to the Local List.

## Know Your Place – Nominating a heritage asset to the Local Heritage List

### Picking and choosing information

It is important to spend some time looking at the information you have and deciding what you need to include for the nomination or an asset to the Local List. Use the checklist on the previous page to make sure you have reviewed the material before putting it forward for nomination.

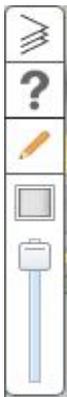
Once you have your information ready, it's time to upload it:

#### ❖ Find your location on the map

- Go to the [Know Your Place Website](#), click on North Somerset to open the map
- Search for the location – Find the map with the date closest to your relevant information. For example, a building from the Victorian period, it should go on the 1844 – 1888 or 1894 – 1903 OS map.
- Make sure you have the correct location
- Is there any other information from the Community Layer in that area? Check that you are not duplicating nominations.

#### ❖ Upload your information

- Zoom right into the location you wish to add information to.
- Select the Pencil icon on the icon bar at the right-hand side of the map. Once clicked it will turn orange, showing that you can now use the **contribute** function.



- Click on the location where you would like to add your information.
- You should see the following option pop up on the screen. Click 'Create a new record here'



#### ❖ Fill in the Record form

- Hover over each box to see more information on what is required for each field
- Type your information into the relevant fields (see the following page for guidance on what to include in each field)
- Don't forget to add your attachments – click on 'Choose file' to browse files on your computer

**Adding to New contributions**

Name of object

Asset type

Description

Condition of object

Your organisation

Local list nominated?

Copyright

Do you consent to your **name** and **contact details** being recorded against your contribution?

Linked resource URL 1

Linked resource name 1

Linked resource URL 2

Linked resource name 2

## Record form details

Field	What it's for	Story text
Name of object	Simple & brief description of item, including where appropriate its date, creator, object no, etc.	Historic photograph *** Organisation Reference no.
Type of object	Indicate the information layer or collection with which this item should be associated	Historic photograph of ***
Description	Detailed description of item including object number, collection and source	Description paragraph... IMAGE COPYRIGHT
Condition of object	Please provide any information on the current state of any asset, such as how well or poorly preserved it is	
Do you consent to your name and contact details being recorded against your contribution?	If you select 'Yes' the following three fields will appear* This information is only used by the moderators, who can contact you regarding your contribution if required	Select Yes or No
*Your contact details	Please include your email address here	This will not show on the webpage.
*Your name	Please enter your name here	
*Do you consent to your <b>name</b> being displayed publicly against your contribution?	You do not have to provide your name if you do not wish for it to appear	
Your organisation	Credit the organisation which holds the item, or has undertaken	Please entre 'Sharing Heritage'

Field	What it's for	Story text
Do you have permission to publish this material?	It is your responsibility as the contributor of this record to seek permission from the copyright holder before publishing information on Know Your Place	
Attachments	Image attachments, ideally jpeg below 2MB size	

### ❖ Confirm your nomination to the Local Heritage List

The screenshot shows a web browser window with the URL [maps.bristol.gov.uk/kyp/?edition=nsom#](https://maps.bristol.gov.uk/kyp/?edition=nsom#). The page title is "Adding to New contributions". The form contains the following fields:

- Name of object
- Asset type
- Description
- Condition of object
- Your organisation
- Local list nominated? (dropdown menu)
- Copyright (radio buttons for Yes and No)
- Linked resource URL 1
- Linked resource name 1
- Linked resource URL 2
- Linked resource name 2

Below the form, there is an "Attachments:" section with a "Choose file" button and a "No file chosen" status. At the bottom, there are "Cancel" and "Submit" buttons. A footer note states: "Relevant information will be accessioned to the HER. Information is retained by Bristol City Council. Personal information is used in accordance to Bristol City Councils [Privacy policy](#)."

One of the fields in the Adding a new contribution is named Local Heritage List nominated when to click on the box next to this you will see drop down menu, you just need to click yes before submitting your nomination.

### ❖ Confirm your copyright

By ticking this box, you confirm you have the permission of the person or organisation who owns the image or file you are uploading, to publish it on Know Your Place.

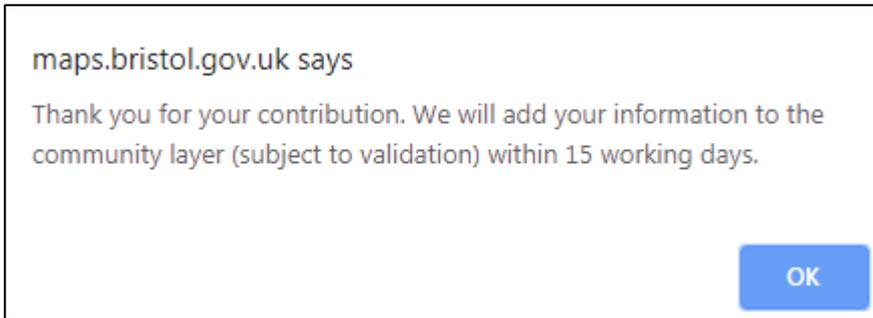
- If it was a photograph or recording taken by yourself then you have copyright.
- If you are copying a historic document from the archives or an illustration from a book, you do not have copyright. Always check with the organisation that holds the object and ensure you have permission before sharing.

### ❖ Submitting your Nomination

When you are happy that your information is ready to be published, you have attached the relevant files, and you have permission (if required), click on the SUBMIT button.

If you wish to delete your entry, click *Cancel* instead.

When you click *Submit*, the following message will appear:



*Please note: due to the amount of nomination received to the Local Heritage List it may take so time for your nomination to be conservation by the panel and then officially adopt by North Somerset Council on to the Local List.*

**You've submitted your nomination!**