

Local Listing Guidance

North Warwickshire is home to an abundance of buildings, landscapes and structures that are of great importance to local communities.

In order to acknowledge this local appreciation a system is in place to allow Local Authorities to assess identified assets and include them on a 'Local List'.

Creating a Local List

North Warwickshire Borough Council have committed to developing a Local List in order to better understand and protect the rich heritage of the Borough. We know that increasing our knowledge will help us make robust decisions and also provide people with accessible information about the places they live and how to care for them. It is hoped that by encouraging people to get involved with the nomination process we will utilise the remarkable knowledge that is out there and also perhaps inspire more people to get involved with their historic environment.

We are inviting local communities to nominate the following for consideration:

- **Buildings**
- **Monuments**
- **Sites, places and areas**
- **Parks and gardens**
- **Landscape features**

This leaflet will help you understand what can be added to the Local List and why it is important to add to the Borough's enjoyment of its rich heritage traditions.



Listing – what is it?

In actual fact, there are two ways that our historic environment is listed, through listing of **designated assets** and **non-designated assets**.

- **Historic England** is a public body that maintains a register of heritage assets (which can be individual items such as a post box, to groups of buildings such as town centre Conservation Areas), this register is known as the National Heritage List for England, or 'The List'. Included assets are 'Listed' and are '**designated heritage assets**'. There is a rigorous procedure for listing an asset and ultimately Historic England advise the Secretary of State for its inclusion on the register or not, based on selection criteria which require national significance to have been achieved.

- **Local Councils** often also maintain a list of heritage assets in their areas. They are obliged to set out a "positive strategy for the conservation and enjoyment of the historic environment" in their local plans, and one way of ensuring that we meet this requirement is to continue to protect and enhance heritage assets through the production of a Local List. The assets registered on the Local List are not included on Historic England's Listing and are usually of local, rather than national significance. Locally listed assets are of great importance in decision making, and although known as '**non-designated heritage assets**' they receive protection from harm in national and local polices. The route to Local Listing is outlined below.

Adding to the Local List – why?

Many people feel strongly about local landmarks; these can be buildings or features in the landscape which they are familiar with, perhaps having grown up passing or visiting all their lives, giving a place a special meaning to them and their families. These places often have attractive architectural and landscape interest and most will have a long history connecting them to their environment.

Some places are important because they have a special historic meaning, or played an important role in the development of a place. They may show us how a settlement evolved and gives us insight into how people lived in decades or centuries gone by.

When we gather information about these special places and record them, we help future generations understand what we thought was important in our local area and teach them about their past which we hope they will protect and care for as part of their cultural heritage.

How to add to your Local List of non-designated heritage assets

A form has been created that offers guidance on the criteria for selection and space to fill out details of your nomination.

Filling out this form, either online or on paper (which can be sent in to the address below), will help us to assess your nominations for inclusion on the Local List.

After an initial assessment process and consultation, nominations are brought before Members of the Council for discussion and, if found in accordance with the criteria set out in the form, they will be formally added to the Council's register. This register will be published on our website and Warwickshire's Historic Environment Record will be updated to include the non-designated assets.

The nomination form

North Warwickshire Local List of Heritage Assets Nomination Form

1. NAME, LOCATION and GENERAL DESCRIPTION

if possible please provide photographs and map showing its location (space is provided at the back of this form to place digital pictures and location plan)

2. WHAT IS IT?

	A building or group of buildings or a stand-alone architectural feature of some size
	A monument or site (an area of archaeological remains or a structure other than a building)
	A place (a street, park, garden or open space)
	A landscape (an area defined by a visual feature, village, suburb, field system, sunken lane)

WHY SHOULD IT BE LOCALLY LISTED?

We decide if a heritage asset should be listed by looking at its **significance**. This is a 2 stage process. First we look at the facts – what is the **heritage interest** of the asset? Then we consider the importance of that interest to work out the extent of its value – why an asset is of value is its significance.

The heritage interest of an asset is made up of 4 key interests: **Historic**, **Architectural**, **Artistic** and **Archaeological**. On the following page in section 3, space is made available to describe these, with a short explanation of the meaning of each interest.

In section 4 space is made available to describe the value of the asset by asking you to consider what makes the asset special; such as, is it **old**, **rare**, **characteristic** of the Borough, form part of a **group**, have **landmark** qualities or other less physical attributes.

The nomination form

3. HERITAGE INTEREST

HISTORIC: *a documented association with a person (including an architect or builder), event, episode in history or local industry.*

ARCHITECTURAL: *an exceptional example of an architectural style, an unusual example of a building with a particular use, an uncommon technique of construction or use of materials.*

ARTISTIC: *Use of design to express artistic meaning or enhance the appearance a place (including landscapes).*

ARCHAEOLOGICAL: *potential to reveal more about the human past through further study - above ground or below.*

The nomination form

4. VALUE OF THE INTERESTS – WHY IS THE HERITAGE ASSET SIGNIFICANT?

AGE: *Is it old, or does it have a significant date?*

RARITY: *Is it unusual in the area? Or an only surviving example?*

IDENTITY: *Does it have a particular character that is typical of North Warwickshire?*

GROUP IMPACT: *It is part of a group of assets?*

LANDMARK QUALITY: *Does it have a visual prominence in the townscape/landscape?*

NON-PHYSICAL ATTRIBUTES: *Does the asset have special meaning to the community or relate to a particularly important event that gives the area character or unique meaning?*

The nomination form

CONTACT DETAILS

Please provide your contact details so we can contact you to deal with any queries or to find out any additional information in relation to this nomination.

We will not provide this information to a 3rd party.

Name:.....

Telephone:.....

Email:.....

Please tick this box if you would like your details to be added to the Local Plan mailing list to be kept informed of planning policy work by the Borough Council.

(The Privacy Notice and how your data will be used can be found on the Council's website – www.northwarks.gov.uk.)

RETURNING THIS FORM

By email: planningpolicy@northwarks.gov.uk

By post: Heritage and Conservation Officer,
Forward Planning Team,
NWBC,
The Council House,
South Street,
Atherstone
CV9 1DE

If you have any questions about the listing process or selection criteria, please contact Jennifer Leadbetter on 01827 719475 or email jenniferleadbetter@northwarks.gov.uk

The nomination form

Additional information – location plan and pictures

Location Plan – a ‘snip’ from Google Earth would be adequate as long as the image is zoomed-in sufficiently to identify the asset, preferably the asset should be encircled or otherwise identified.

Photographs



Example nomination form

North Warwickshire Local List of Heritage Assets Nomination Form

1. NAME, LOCATION and GENERAL DESCRIPTION

The Parish Rooms, Welcome Street, Atherstone. CV9 1DU.

Victorian, red brick single storey detached building.

Covered entrance of double doors alongside glazed gable comprising 3 large windows in timber. Steps to entrance. Original red brick with segmental arch openings. Arched part glazed doors.

Apparently original brickwork and timber windows/doors.

2. WHAT IS IT?

✓	A building or group of buildings or a stand-alone architectural feature of some size
	A monument or site (an area of archaeological remains or a structure other than a building)
	A place (a street, park, garden or open space)
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WHY SHOULD IT BE LOCALLY LISTED?

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The heritage interest of an asset is made up of 4 key interests: **Historic**, **Architectural**, **Artistic** and **Archaeological**. On the following page in section 3, space is made available to describe these, with a short explanation of the meaning of each interest.

In section 4 space is made available to describe the value of the asset by asking you to consider what makes the asset special; such as, is it **old**, **rare**, **characteristic** of the Borough, form part of a **group**, have **landmark** qualities or other less physical attributes.

The nomination form

3. HERITAGE INTEREST

HISTORIC: *a documented association with a person (including an architect or builder), event, episode in history or local industry.*

Former church hall. Now local community asset (Citizens Advice Bureau).

Late Victorian/Edwardian (old maps – National Library of Scotland 1901).

Key building to development in the town? Workhouse in close proximity.

ARCHITECTURAL: *an exceptional example of an architectural style, an unusual example of a building with a particular use, an uncommon technique of construction or use of materials.*

Red brick, clay tile roof.

Segmental arches above many paned timber casement windows. Canted brick/moulded brick cills.

Double gable frontage.

Arched door (part glazed) Arts and Crafts?

Dentil course of brick at verge.

Buttresses between windows adds depth to other relatively plain elevation.

Largely intact fabric and design.

ARTISTIC: *Use of design to express artistic meaning or enhance the appearance a place (including landscapes).*

Arts and Crafts cover to arched door way.

Unobtrusive detailing, compact design – aimed at particular population (work house nearby)??

ARCHAEOLOGICAL: *potential to reveal more about the human past through further study - above ground or below.*

None known.

The nomination form

4. VALUE OF THE INTERESTS – WHY IS THE HERITAGE ASSET SIGNIFICANT?

AGE: *Is it old, or does it have a significant date?*

Circa 1901.

RARITY: *Is it unusual in the area? Or an only surviving example?*

Largely unchanged externally.

Interiors appear intact. Screens/doorways and carpentry survive.

Windows are timber, glazing good.

Rare item in the town (and in the Borough possibly)

IDENTITY: *Does it have a particular character that is typical of North Warwickshire?*

Local bricks likely to have been used considering unassuming status and design – red/orange, smooth in good condition.

Same for roof tiles.

GROUP IMPACT: *It is part of a group of assets?*

Not part of a group.

Terraces to South are older but similar materials.

Buildings opposite are 60s or 70s.

LANDMARK QUALITY: *Does it have a visual prominence in the townscape/landscape?*

Stands out as a different scale and style of building.

Quality is good and despite modest size stands out in the streetscene.

NON-PHYSICAL ATTRIBUTES: *Does the asset have special meaning to the community or relate to a particularly important event that gives the area character or unique meaning?*

Community importance to be evidenced – newspaper and local archive research to be undertaken.

Likely community asset based on current use and historic use.

The nomination form

CONTACT DETAILS

Please provide your contact details so we can contact you to deal with any queries or to find out any additional information in relation to this nomination.

We will not provide this information to a 3rd party.

Name:....[Jen Leadbetter](#).....

Telephone:..... [01827 719475](#).....

Email:.....jenniferleadbetter@northwarks.gov.uk

Please tick this box if you would like your details to be added to the Local Plan mailing list to be kept informed of planning policy work by the Borough Council.

(The Privacy Notice and how your data will be used can be found on the Council's website – www.northwarks.gov.uk.)

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The nomination form

Additional information – location plan and pictures

Location Plan – a ‘snip’ from Google Earth would be adequate as long as the image is zoomed-in sufficiently to identify the asset, preferably the asset should be encircled or otherwise identified.



Photographs



Guidance on filling in the form

Introduction

A 'Heritage asset' is an umbrella term which can refer to buildings, monuments, sites, places, areas and landscapes; in fact many of our man-made environments have some heritage interest which could be considered valuable to some degree.

What we are trying to do is acknowledge **key** assets that are particularly important to communities that are NOT already designated, but if lost for whatever reason, would result in a significant loss of our rich historic environment. (See information on designation on page 2).

When considering which assets to put forward for local listing it is important to check that they are not already listed on the National Heritage List for England. You can access the list [HERE](#) if you are viewing this document online, or go to <https://historicengland.org.uk/listing/the-list/> or use a search engine like Google to search "Historic England Listed Buildings" and use the results to find their web pages on how to search for listed buildings.

Once you have established that the site is not nationally listed, check our website to see if it has already been registered or is in the process of being considered for addition. Links are available [HERE](#) to our 'Local List' pages where you can download the nomination form and find other guidance. Alternatively you can go to https://www.northwarks.gov.uk/info/20028/forward_planning/1085/heritage_and_conservation or use Google to search "Local List for NWBC".

If in doubt give the department a call on 01827 719475 where someone will be able to tell you the status of a building or asset.

Section 1 – Name, Location and General Description

Not all nominations will be buildings or have an address, so please be as accurate as possible with the location and description so we can identify it easily. The last sheet of the nomination form is a space to copy and paste photographs and a location plan, which will be really helpful to us. Should you have difficulty in explaining where your site is please say so and ensure you leave your details so we can contact you for clarification.

The description does not have to be extensive, but an overview would help to get an initial understanding of the asset. For example, if it's a building – how many storeys is it? What is the style of the building? What is the material used? Or if it's a area of man made landscape like a garden, park or lane – what are its general dimensions and what are the main features? Wooded, hedges, walls, fields or water?

Extra guidance can be found on our Heritage and Conservation web pages (links above) to help with identifying architectural elements that may be of interest to you, but you do not have to go into exceptional detail – a picture is worth a thousand words!

Guidance on filling in the form

Section 2 – What is it?

Use your best guess if an asset doesn't easily fall into one of the categories.

- *A building....* Examples might be fairly straight forward like a building (residential or commercial, agricultural or industrial), or a small group that have an importance because of their proximity or historic association.
- *A monument....* Other built forms might be a monument, marker, earth works or places where there is a high likelihood of archaeological interest still to be uncovered (but is evidenced and demonstrably significant).
- *A place....* Places might include an unusual garden or space that is clearly identifiable but its 'host' building has disappeared. A place can be an open space or an enclosed space or larger groups of buildings.
- *A landscape....* Landscapes tend to be larger areas, designed by people to meet a need or conform to an artistic design. Landscapes may incorporate an old footpath or road that now is part hidden but with a history of use going back centuries.

Section 3 – Heritage Interest

We have laid out the page to include the 4 key interests that are considered when assessing the heritage interest of an asset. By separating them from each other we hope to help focus attention on them individually, but there may well be important links between each interest that need to be noted. In each box we have summarised the meaning of an interest to provide a little guidance.

Setting out the key interests in this way provides the opportunity to note the FACTS about an asset before evaluation takes place and their individual importance is assessed.

There are several sources of information about a building. But as a starting point the following could be reviewed and the results listed in this section:

- The Historic Environment Record accessed through the [Heritage Gateway](#).
- Architectural guides, including the Pevsner Architectural Guides, available in local history sections of public libraries.
- Historic maps from the National Library of Scotland, available online [HERE](#), though there are other sites offering free access to online mapping also easily searchable through Google.

Guidance on filling in the form

Section 4 – Value of the Interests

This section helps us dig beyond the facts into the ‘why’ something is important.

- *Age*: Date stones can be very useful, but the detailing and design of the asset will probably give the clearest indication of the period it was constructed. Caution has to be used because many architectural elements may be recent reproductions (relatively) but it is usually difficult to do this with the skill or detail that reflects an original; furthermore, the materials (weathering, fabric type etc) will not align with the ‘apparent’ age. It is a detective game to gather evidence to identify the age of an asset. Old maps found online or in the library are also a great source for dating your site, they can give a lot of information about the area generally which may add substance to the nomination; for example the building may have formed part of a wider group, now long gone but identified clearly on an old map.
- *Rarity*: The older the asset often the rarer it will be, especially where great changes have occurred in the area. Rare objects have more value generally and as an irreplaceable resource, a rare heritage asset should be conserved where possible. Rarity identified alongside other points in this section will add great weight to a nomination.
- *Identity*: North Warwickshire has a distinctive character, one that is derived from its landscape and the materials available to builders from the past. For the majority of structures, construction knowledge and techniques would have largely been locally held till the advent of the railways and mass movement of people and materials giving settlements typical features. This character is important to recognise and preserve.
- *Group Impact*: Groups of similar assets have a wider impact on the spaces around them and often feature designed landscapes or gardens. They are particularly susceptible and vulnerable to ill considered development or loss, which fragments the influence of the group and diminishes their value. More importance can be given to a group of buildings (for example) where they are largely intact and retain their historic association, compared to a lone example which no longer serves a purpose or remains part of a wider setting.
- *Landmark Quality*: Visual prominence of an asset means that it is likely that generations of people have seen it and associate it with a particular place, event in their life or a period of time in history. This link with the past is important to retaining the character of communities. Conspicuous buildings or landmarks form a focal point which when paired with quality of design, material and construction present an important role model to future development as well as connecting generations of families through this shared experience.
- *Non-physical Attributes*: This aspect can be more difficult to express than more obvious attributes listed above, however often a place derives its importance from how people use it, for example when places have hosted community or religious events they often have no lasting structure to commemorate them, but many years of familiarity and tradition give meaning and significance to a site which provides a social and communal meaning that all other interests and values cannot reflect. It is beneficial to have information and images which show how a place is meaningful to a community to support a nomination.

Guidance on filling in the form

Contact Details

Please let us have your contact details so we can get in touch for any clarification needed about the nominated site.

We will NOT pass on your details to a 3rd party and we will not add your name to any mailing list without your consent.

Returning the form

You can return a physical copy of this form to:

Heritage and Conservation Officer
Forward Planning Team
NWBC
The Council House
South Street
Atherstone
CV9 1DE

Or email a digital version to:

planningpolicy@northwarks.gov.uk

Alternatively, if you go to our Local Listing pages in our Heritage and Conservation section on the Council's website [HERE](#) you will find an online form that can be filled in and submitted online.

Further Information

If you have any questions about the form, the listing process or selection criteria, please contact Jennifer Leadbetter on 01827 719475 or email jenniferleadbetter@northwarks.gov.uk

What happens next?

Assessment of nominations

The Heritage and Conservation Officer will review the nominations and visit the sites.

The information provided will be assessed and the value of the assets described in section 4 of the nomination form reviewed to establish the significance of the asset.

If further information is needed then the nominator will be contacted (or a researcher who has volunteered to dig deeper into the history of an asset) to ask if more evidence is available.

The local listing project is hoped to widen the understanding of heritage in the Borough. By gathering as much evidence as possible we will add to the data made available for everyone. This will also provide important information to Officers at the Council so they can use it to better protect the significance of heritage assets when making decisions about development proposals or emerging policies.

Consultation

When an asset is found to meet the level of significance to enable it to be proposed for addition to the local list, a consultation will take place with the owners/occupiers of the asset and other interested parties (such as local Civic or Historical Societies and the relevant Parish or Town Council).

Their views will be added to a report which summarises the findings of the Heritage and Conservation Officer.

The report will be placed before Councillors for discussion and if agreement is reached the asset will be added to the local list.

Consultation ensures an opportunity for meaningful discussion about the process.

Publication of the local list

The local list of heritage assets of North Warwickshire will be published on the Council's website on the Heritage and Conservation pages, and updated to reflect new additions as they are approved. Only approved nominations will be listed.

A photograph, address and short summary of the asset, including its significance will be available to view.