

Local Heritage Buildings and Assets

1. Introduction

Local heritage – whether buildings, monuments, archaeological sites, places, areas, historic parks and gardens or other designed landscapes – plays an essential role in creating and reinforcing a sense of local character and distinctiveness. They are key to helping us understand what makes a place special, or important. This guidance looks to recommend buildings and public monuments to be included within the local heritage asset register. We are looking to provide guidance for other heritage assets at a later stage.

Local heritage asset register provide a consistent and accountable way of identifying local heritage assets. The more information that can be provided about the significance of the asset and the reasons for its inclusion on the local heritage asset list, the more effective its identification as a local heritage asset, or a *non-designated heritage asset* (NDHA), as they are referred to under the National Planning Policy Framework (often referred to as the NPPF) will be. This information can then be considered within planning applications, as well as assisting with forming local plans and neighbourhood plans.

We welcome recommendations from the local community to suggest local heritage assets (NDHA) in the Maidstone district. This is not the only method of recognising assets, they can be identified during the Local Plan, Neighbourhood Plan or through the Conservation Area Appraisal.

The purpose of these guidance notes is to provide information on how you, as a member of the community can identify, assess, and nominate non-designated heritage assets.

This guidance will explain what Local Heritage Assets are, why we should record them, what effect this will have and the approval process. The approved lists will be published on our website.

*However, as these are not **designated** heritage assets (ie, listed buildings or conservation areas), under the planning process, they are not covered by the same level of protection as a listed building or scheduled monument. We do not need to consult with the owners prior to recognising them as a NDHA.*

It is also important to recognise that conservation and heritage is the process of managing change to heritage assets in a way that sustains and, where appropriate, enhances their significance. The world around us has consistently changed and evolved, and this change also forms part of the character and significance of a place or building. It is also important to recognise that inclusion on the local list is not intended to prevent change to the asset. Rather it is designed to help assess the significance of the asset and, where appropriate, manage change in a way that sustains and, where appropriate, enhances their significance.

1.1. What is a Local Heritage Asset?

The term 'Local Heritage Asset' is used to describe a building, structure, object, or place that is identified by the local planning authority as having special *significance* for local heritage. This is different to a 'listed building' which is seen to have national significance and is designated via Historic England by the Government (DCMS).

For details on how to get an asset listed, please refer to Historic England's Guidance -

[https://historicengland.org.uk/listing/apply-for-listing/#:~:text=You%20can%20apply%20for%20a,completing%20our%20online%20application%20form.&text=You%20can%20also%20use%20the,List%20for%20England%20\(NHLE\).](https://historicengland.org.uk/listing/apply-for-listing/#:~:text=You%20can%20apply%20for%20a,completing%20our%20online%20application%20form.&text=You%20can%20also%20use%20the,List%20for%20England%20(NHLE).)

The term 'locally listed' has been used for Local Heritage Assets in the past, but under the National Planning Policy Framework (NPPF), they are now referred to as a 'non-designated heritage asset', or a NDHA for short.

1.2. What is significance?

Significance is the guiding principle of heritage-related planning policy, whether the asset is designated or not. The NPPF defines it as

'The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting'.

Setting is a how we appreciate and understand a building or asset and varies between rural and urban areas. The setting may be within the local vicinity or could incorporate long views that were painted by a famous artist or described in detail by a noted author. Setting could also be with historic connections, such as a farmhouse and farm buildings, or with a great country estate.

1.3. Why are we compiling the register?

The NPPF obliges the Council to identify and assess the significance of heritage assets that might be affected by development proposals. The register will help to support planning decisions in your community by clearly identifying important buildings and structures.

1.4. What will inclusion on the Local Heritage Asset register mean?

The Register will acknowledge that these assets have special local significance, but inclusion on the register does not prevent change. At present, we are only considering buildings and public monuments, but will be looking to expand this at a later stage.

Where change is proposed to a heritage asset or its setting, the applicant will be required to demonstrate how their scheme would contribute to an asset's conservation and preserve or enhance its architectural or historical interest.

Where there is substantial impact, such as demolition, the applicant will need to have investigated the possible continued use, restoration, or conversion of the asset in order to preserve or enhance its significance and demonstrate that none of these are viable before permission for significant change or demolition will be granted.

In cases where the destruction of the asset is unavoidable the Council will seek to ensure that appropriate archaeological or building recording is carried out before demolition. Where the proposal is to develop outdoor spaces such as parkland, gardens and paths, the applicant will have to clearly demonstrate that resulting impact on the significance of the asset is justified. A Heritage Statement, including a Heritage Impact Assessment will be required, explaining the importance of the asset and how its destruction will affect the historic environment.

While Local Heritage Assets will have additional consideration within the planning process where a planning application is submitted, they do not have any additional statutory protection, such as that offered to a listed building or conservation area.

1.5. Why we are asking for your help

Compiling a register for the entire district is a mammoth task. It would be difficult to achieve without the enthusiasm and local knowledge of members of the public. The register will also have more weight and legitimacy if it is compiled in partnership with local people and organisations. Who knows your community and area better than you?

This means the greater the public participation, the greater our ability to protect and enhance local heritage.

1.6. How we propose to compile the register

The Heritage, Landscape and Design team are looking at a two-stage approach to break down the scale of the task. The first phase will be looking at buildings and public monuments, with a later phase looking at 'non-buildings'. We have produced a assessment form to help guide and justify the recommendation together with a grading system for recommendations for the inclusion on the register.

We are inviting members of the public, civic groups, local history societies and professional organisations to identify and assess potential Local Heritage Assets using the criteria set out in these notes. The information provided by you will then be reviewed by the Heritage, Landscape and Design team, and then if deemed to be worthy, the asset will formally be adopted onto the register.

1.7. What happens next?

We hope that the register will evolve over time to reflect changes in the historic environment and the views of local people who get involved.

Once an asset has been approved by the Heritage, Landscape and Design team:

- It will be added to the register,
- The register will be made available on the Council website and Local Heritage Assets will be highlighted on the online mapping system,
- The details of the assessment forms will be published, providing information on assets to the public and explaining why they were selected,

- A copy of the information will also be sent to the Historic Environment Record (HER) for Kent (maintained by Kent County Council <http://www.kent.gov.uk/her>)

2. Criteria for inclusion

A list of criteria has been produced to help guide the process. The criteria help to create an understanding of the significance of the asset. It is important to remember that heritage assets are not just the grand buildings, but also the common and everyday assets, including walls and monuments.

<i>Criterion</i>	<i>Description</i>
Asset type	Phase one of the process is focused on buildings and public monuments, with phase two looking to cover all heritage asset types, including archaeological monuments, sites, places, areas, parks, gardens, and designed landscapes may be considered for inclusion.
Age	The age of an asset may be an important criterion, and the age range can be adjusted to consider distinctive local characteristics or building traditions. But the asset does not need to be old to be considered!
Rarity	Appropriate for all asset types, as judged against local characteristics. It could also include types that were once common but which have now been gradually lost.
Architectural and Artistic Interest	The intrinsic design and aesthetic value of an asset relating to local and/or national styles, materials, construction and craft techniques, or any other distinctive characteristics. Designed or constructed by a locally important architect or company could also provide merit.
Group Value	Groupings of assets with a clear visual design or historic relationship.
Archaeological Interest	The local heritage asset may provide evidence about past human activity in the locality, which may be in the form of buried remains, but may also be revealed in the structure of buildings or in a designed landscape, for instance. Heritage assets with archaeological interest are primary sources of evidence about the substance and evolution of places, and of the people and cultures that made them.
Historic Interest	A significant historical association of local or national note, including links to important local figures, may enhance the significance of a heritage asset. Blue Plaque and similar schemes may be relevant.
Social and communal interest	Whilst this may be regarded as a sub-set of historic interest, this does have a special value in local listing. As noted in the PPG: <i>'Heritage assets ... can also provide meaning for communities</i>

	<i>derived from their collective experience of a place and can symbolise wider values such as faith and cultural identity'. It therefore relates to places perceived as a source of local identity, distinctiveness, social interaction, and coherence, contributing to the 'collective memory' of a place.</i>
Landmark Status	An asset with strong communal or historical associations, or because it has especially striking aesthetic value, may be singled out as a landmark within the local scene.

Not all assets will have significance for all criteria, and some will have a higher significance in one area, than another. To allow for this, a grading system has been designed to show the balance of each area of the criteria.

2.1. Grading

A simple assessment form has been created to allow for an open and easily understandable template to record the significance of the building or public monument. The form offers a template with a simple scoring system which provides some flexibility in recognising the individual value and nature of each asset.

The scoring system has allowed for two tiers of recognition: Group A and Group B. Those in the higher scoring Group A will be recognised as heritage assets in their own right whereas those in the lower scoring Group B may not have great significance in themselves but may be recognised for the contribution that they make along with other assets to the local environment (group value).

It is very important that a high standard of assessment is maintained. Our ability to use the Local Heritage Asset register to protect and enhance the historic environment will depend on quality and consistency of the assessments. This means that there will be cases where we must decide that a particular candidate is not valuable enough to be included. If we were too lax in the assessments the overall standard would be watered down; this would undermine the register.

All recommendations, whoever they are made by, will be independently reviewed by the Heritage, Landscape and Design team at Maidstone District Council to ensure that the decision is honest, fair, and justified.

3. Using the Forms

This guide has been put together to help local communities, civic organisations and built heritage professionals to identify and recommend Local Heritage Assets in the district.

It explains how you would go about the process including what research you would need to conduct, suggestions on where to find relevant information and how the information will be used by the Heritage, Landscape and Design team.

3.1. Research

It is important that sufficient information is gathered before an assessment is made, as this will allow for a better understanding of the asset, and why it should be considered important.

Some buildings or structures may be easy to research; they may have been recorded by local historians or the Pevsner Architectural Guide to Kent for example. For others, especially smaller, rural buildings and structures there will be limited information available. It is important to note where research has been undertaken and that no records or information has been found. It is also worth considering that if the asset was connected to a country estate or larger landowner (such as a farm) then the records may be included within the estate records.

Your local library is likely to have some information on local history and some parish councils have archives that can be very useful. The Kent History and Library Centre (<https://www.kentarchives.org.uk/>) has an excellent collection of historical maps and other records.

Other potential sources include:

- Local history groups
- Oral history from long-term residents of the area
- National interest groups (e.g. for specific building types)
- Books written on historic buildings and structures (We have included a short reference list)
- The internet can be very useful, but you need to take care to ensure that the information you find is reliable.
- The Kent Historic Environment Record (<http://www.kent.gov.uk/HER>)

Keep your form simple and succinct. We don't need a very large amount of text or accompanying information. Try to explain clearly why the site is significant. Link it to the criteria in section 2 and tell us where you obtained the information from.

3.2. Walkover survey

If you are considering nominating assets within a community or settlement, then a walkover survey around the settlement will often highlight assets for consideration. The survey could pick up on things we walk past every day, and have got use to, but are important to the settlement.

Private dwellings or assets can be nominated, but the tour should be within the public realm. Please be advised that the Council is not providing authority for a nominator to enter private land and we cannot accept any liability for personal safety whilst researching nominations.

Of course, you can just nominate a single asset, which could be your house, or somewhere you know.

3.3. Local Heritage Asset Assessment Forms

To assist with the nomination of a building or public monument as a non-designated heritage asset, a form has been provided.

The form has various sections, not every asset will have information for each section. The boxes for heritage context, type or age do not have points to put towards the scoring system as these sections give important background information on the proposed asset and must be completed.

The other sections have a scoring system to allow for a simple assessment for recommendation, but please be honest. For example, if the condition of an asset is 'excellent' a score up to a maximum of 35 points can be awarded. If it was deemed to be better than 'good' (max 25 points) but not deserving of full marks, 30 points might be awarded.

The form allows for a simple peer review undertaken by the Council to ensure consistency across the district.

3.4. Further information on Criteria

3.4.1. Heritage Context

This gives a brief understanding of how the asset sits in relation to other recognised heritage assets, such as nearby listed buildings, within a conservation area, or forming part of a wider estate.

Key questions:

- Is the proposed asset in a conservation area or near a listed building or other heritage asset?

The easiest way of checking this would be:

- Listed Buildings – [<https://historicengland.org.uk/listing/the-list/>] – this will only show listed buildings, and will not show curtilage listed buildings or existing Local Heritage Assets
- Conservation Areas – [Maidstone Councils page]
- Known archaeology – [Heritage Gateway]

3.4.2. Asset Type

This first phase of assessment is for buildings and public monuments only. A later phase will look at non-buildings, as described below.

Buildings

These are any built structure, typically formed of walls and roof structure that offers some protection from the weather.

- Domestic – typically cottages, flats and houses
- Religious / community – associated with worship or community congregation
- Agricultural – typically barns, but could include green houses and other structures

- Commercial – typically offices, industrial buildings or warehouses used for commercial activities
- Other – any asset that has not been covered by above.

Non Buildings

These are man-made elements that are not considered to be buildings, and could include:

- Archaeological sites – locations of the remains of human activities in the past. These can be buried beneath the ground eg a Roman house, or standing eg a ruined building.
 - Parks/gardens – this is a designed scheme of parks and gardens either associated with an estate or house, or a public garden
- Transportation – a method to move goods/people from one place to another, so canal, track, road, etc.
- Industrial – this could be a commercial industry, agricultural, cottage industry or any other forms of production
- Related to an estate – any form of asset that is in connection to an asset or settlement, such as a bridge, track, etc.
- Other – any asset that has not been covered by above.

3.4.3. Age

This criterion considers the age of the asset and should be the earliest date of the asset. If important changes to the asset have taken place at different times then include these dates if possible. Some of these later developments may be as significant, or more significant than the original element, such as a change of wealth, the Agricultural Revolution, major change of owner, etc.

A date can be precise, if known, or the approximate age based on other evidence, such as map regression, deeds, or other references. Some buildings have date stones though you must be careful as these can refer to the date on an extension or when major works were undertaken, rather than the construction of the original structure.

Visual evidence: on the building façade, including the overall architectural style, door, window, and roof details. A building can often be dated by the style of architectural detail, but again, this should be treated with caution as a building may have had a substantial ‘make-over’ at some stage in its history.

Buildings and structures can sometimes be older than they look. This especially applies to grander buildings where new features have been added to reflect the fashion of the time. It can also be true of less grand buildings that have been altered and repaired over time (e.g. a 1960s shopfront may have been inserted into an 18th century building).

Internal evidence: if you have access to the inside of the building areas such as the roof space can often give you a good indication of the age of the building as they are less likely to have been affected by alterations and renovations over the years. The spandril (under the stairs) is another area that is less likely to have been altered. It could contain evidence such as original wallpaper, plaster, limewashes or distempers.

3.4.4. Rarity

Rarity could be from use, architectural form, designer, materials, or appearance. It could be an asset that is not common to the area, or it could be a rare survival of something that was once common, but now many have been lost.

To score top marks it should still retain much of the original fabric, appearance, and form of the original structure.

3.4.5. Condition

An honest review of the condition is required. This is not a structural or building survey, but a general impression. Some level of caution should be undertaken as the façade may be well maintained, but the rear of the building may not, or especially in the case of shops, the ground floor is well maintained but the upper floors are not.

If the building has a basic level of maintenance, this may mean that it has limited alteration, but a highly maintained building may result in many alterations and a loss of fabric or floor plan.

- Excellent: the asset still retains the original fabric and form and is generally structurally sound and watertight. It is deemed in a very good state of repair. Maintenance is well maintained
- Good: retains much of the original fabric and is generally structurally sound and watertight. It is deemed as in good state of repair. Maintenance is generally up to date
- Average: the asset retains most of the original fabric, generally in a good state of repair and well maintained
- Poor: the asset has lost over 50% of the original fabric. It is either not structurally sound or watertight. Maintenance has not been kept up to date.

3.4.6. Design/ architectural merit

Not all buildings are designed by architects, many are designed by local companies (developers; contractors or designers), or even by local people (especially in the case of vernacular buildings) and they may have a local interest. The design may be different from the vernacular or may be a good example of a vernacular building. The building may form part of a wider estate or collection of buildings, especially in rural locations.

Visual assessment of the asset and the information that you have compiled on architectural and local history should give you a sound foundation for assessing the design/architectural merit of an asset.

- Important: it has been designed by an architect; or is deemed particularly unusual for area; imaginative; good details; built for a specific purpose; use of a new or ground-breaking material or construction method
- Typical: the design of the building, building material and construction method is typical of the area
- Plain: of limited architectural merit; basic details, standard construction methods and materials.

3.4.7. Use of materials

Materials have evolved and changed over time. The use of local materials on vernacular buildings has seen a resurgence on recent buildings, having been used in earlier periods (for example the use of slate was introduced during the Industrial Revolution). During the late 19th and 20th century, new products were tried and developed, including different cement products. Each of these materials can contribute to the significance of the asset.

Information on vernacular or innovative building types and materials may be found in architectural history books or online. You should be careful to establish that the information regarding vernacular architecture is relevant to the area. Identifying materials such as local stone may be relatively straightforward whereas distinguishing wrought iron from cast iron may be more difficult. Don't make assumptions, but please don't panic or worry if you don't know – please be honest, and highlight on the form that it isn't known.

- Vernacular - very good use of vernacular building materials, in a style that is appropriate for the asset. Material can include stone, locally made bricks.
- Innovation - the asset has been constructed of material that is unique or was ground-breaking at the time of use, such as cast iron, concrete, etc. This could also include new materials that were introduced to the area by canal/ railway/ etc. To achieve full marks the asset should retain most of the material and the detail from its construction (such as good lime pointing in stonework)
- use of the material –

3.4.8. Street scene value

Many things that make an area distractive is the group setting or value, such as a terrace of houses or shops, the open spaces or walls and hedges, the view created by the built form to a landmark building (often a church or statue). It is also worth considering the hierarchy of the street scene, is there a distinction between the higher-class dwellings, retail spaces and the smaller dwellings or between the periods of development?

Is the street scene special because of the range of buildings of different architectural styles, or because they are of a similar scale and design? Is the street scene dominated by an asset or focused on a Green? Are there any specific features such as lamp posts, village pumps, post boxes, villages or building signs?

Is the street scene connected to wider views in and out of the area? Is it connected to the wider landscape or is it closed and focused due to the built form?

- A pivotal/ key/ landmark/ individual asset is one that...
- An important group member in public scene
- An important for historical continuity / interesting structure / view of more than one elevation

- A limited view from public realm

3.4.9. Viability

Many buildings and assets were built for a specific use, and over time this original function could be redundant. Where buildings are built for specific use, sometimes the conversion to an alternative use could result in harm to the asset, such as removing the cells from a Police Station or inserting windows into a Water Tower.

- High: existing beneficial and sustainable use or could be easily altered to ensure a long-term use without major intervention or loss of significance.
- Medium: potential long/ medium term beneficial and sustainable use or could be converted with some intervention or minimal loss of significance. The use/ alteration should be financially viable.
- Low: no obvious beneficial short/ medium term sustainable use. Cannot be converted or rehabilitated without major intervention which would cause loss or major impact on significance. Worthy of retention where practically and financially possible.

3.4.10. Historic association

Some assets have a connection to a particular person or event, which could be known nationally or locally.

- Strong: association with an important element of social history / historical event / identified with famous/historical figures
- Limited: association with an important element of social history / historical event / identified with famous/historical figures

3.4.11. Community value

The value of a particular asset to a community can be judged in several ways. It may have commemorative, symbolic, social, or spiritual value for the community.

For instance, in addition to its historic association (above), a square or green could traditionally be used for recreation and a monument might be used for memorial ceremonies. Either of these might score highly in the community value section whereas a bench might be deemed to have less identifiable community value and score lower.

Archaeological Interest

Archaeological sites are important elements in an area's historic environment. They are places where previous generations lived and worked, often in structures very different from today. Adding archaeological sites to the Register can help protect archaeological sites and monuments and

historic landscape features, thereby allowing them to be used for educational, recreational and tourist purposes through research, public access, management and interpretation.

The best sources of information for archaeological assets are the Kent Historic Environment Record (<http://www.kent.gov.uk/HER>) and the Heritage Gateway (<https://www.heritagegateway.org.uk/gateway/>). These should help you describe the site accurately.

- Age: you may be able to provide a precise date of the earliest use of the site eg AD 1340 or you may have to use a general period eg 'Medieval'
- Type: what was the site used for? The HER or Heritage Gateway will provide this. Otherwise present a simple and straightforward term eg FARM, QUARRY etc
- If you find the site on the HER or Heritage Gateway enter the reference eg 'TQ 75 NE 1'
- Significance: Low, Regional or National.
- History of investigation if known
- Current Land-use: eg agriculture, woodland, parkland

3.5. Submission of nomination for register of Local Heritage Assets

Please submit to the team the completed assessment form along with any photographic or documentary evidence to support the nomination of each asset.

This can be done by email or by hard copy in the post.

The Nomination will be reviewed by a member of the Heritage, Landscape & Design team.

Email:

Appendix 1 – Definitions

National Planning Policy Framework (NPPF)

The NPPF definitions are:

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. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic environment: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Historic environment record: 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.

Setting of a heritage asset: 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 (for heritage policy): The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site's Statement of Outstanding Universal Value forms part of its significance.

Special Areas of Conservation: Areas defined by regulation 3 of the Conservation of Habitats and Species Regulations 2017 which have been given special protection as important conservation sites.

Historic England

Heritage assets are of two types: 'designated heritage assets', and 'non-designated heritage assets'.

Designated heritage assets are largely designated nationally under the relevant legislation (listed buildings, scheduled monuments, registered historic parks and gardens and registered battlefields), but also include world heritage sites, which are designated by UNESCO, and conservation areas, which are designated locally under relevant legislation. Designated heritage assets, with the exception of conservation areas and World Heritage Sites, are listed in the National Heritage List for England (NHLE), the official and up-to-date database of all nationally protected historic buildings and sites in England.

Information about the different designation regimes and how to search the list can be found in the listing pages of the Historic England website. Designated heritage assets receive a greater degree of protection within the planning system than non-designated heritage assets; works to some assets, such as listed buildings and scheduled monuments, are subject to additional consent regimes. Information on conservation areas can be found on local planning authority websites.

Non-designated heritage assets are locally-identified 'buildings, monuments, sites, places, areas or landscapes identified by plan making bodies as having a degree of heritage significance meriting consideration in planning decisions but which do not meet the criteria for designated heritage

assets' (PPG). It is important to note that some non-designated heritage assets are equivalent to designated heritage assets in terms of significance.

Non-designated heritage assets can be identified in a number of ways, including:

- Local heritage lists
- Local and Neighbourhood Plans
- Conservation area appraisals and reviews
- Decision-making on planning applications

Appendix 2 - Books and other Reference Material

- Historic England Guidance:
 - Historic England – Guidance on Local Heritage Listing Advice
<https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/>
 - Historic England – Listing Criteria - <https://historicengland.org.uk/listing/selection-criteria/> Provides a good background information on places and assets via themed research notes.
 - Historic England – Guidance on Conservation Areas - <https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/heag-268-conservation-area-appraisal-designation-management/>
- <https://www.heritagegateway.org.uk/gateway/>
- Civic Voice – additional information on local heritage
<http://civicvoice.org.uk/campaigns/local-heritage-list/>
- Books
 - Period House Fixtures and Fittings 1300-1900 (England's Living History) Linda Hall
 - Kent (Pevsner Architectural Guides: Buildings of England) Jennifer Sherwood and Nikolaus Pevsner
 - Vernacular Architecture: An Illustrated Handbook R.W. Brunskill