

TO: EXECUTIVE
12 FEBRUARY 2019

ADOPTION OF A LOCAL LIST OF BUILDINGS AND STRUCTURES OF LOCAL ARCHITECTURAL OR HISTORIC INTEREST

Director of Place, Planning and Regeneration

1 PURPOSE OF REPORT

1.1 The purpose of this report is to:

- inform the Executive of the potential to adopt a list of buildings and structures¹ considered to have local architectural or historic interest; to explain the status of a locally listed building and why a local list is important for the conservation strategy of the Borough;
- seek Executive approval for the adoption of a local list which will be a material consideration in the assessment of development proposals as part of the Council's planning policy framework;
- agree, in principle, the first nominations for inclusion on the local list subject to the nominating bodies and individual property occupiers being notified; and,
- agree the process and procedures for making additions to the local list.

2 EXECUTIVE SUMMARY

2.1 A Local List will identify those buildings and structures which are of local architectural or historic interest. The identification of a building or structure on a local list will be important in understanding the constraints and opportunities as part of the new local plan and will be a material consideration in the assessment of development proposals in the context of the existing planning policy framework.

2.2 A call for nomination for buildings and structures to be included on the local list resulted in 95 buildings being nominated by the Bracknell Forest Society and the Parish Councils of Binfield, Crowthorne, Sandhurst and Warfield. It is recommended that 53 of these buildings be included on a local list subject to the nominating bodies and individual property owners being notified and any comments received taken into account before the final list is ratified. Once in place, additions to the local list would be agreed by the Executive Member for Planning and Transport.

2.3 The selection process has been based on agreed criteria. These are based on the age of the building or structure along with consideration of the following factors:

- architectural interest;
- historic interest;
- value as part of a group;
- contribution to local sense of place;
- social importance;
- industrial importance; and,
- townscape value

Further details on the selection process are set out at Appendix B.

3. RECOMMENDATION(S)

3.1 That the Executive:

¹ Building includes any structure or erection, and any part of a building, as so defined, but does not include plant or machinery comprised in a building. (Town and Country Planning Act 1990) (As Amended).

- (i) Approves the principle of a local list to sit alongside the preparation of the Bracknell Forest Local Plan (BFLP). The local list will be a material consideration in the assessment of planning applications.
- ii) Agrees, in principle, the first nominations for inclusion on the local list, as set out in Appendix A subject to the nominating bodies and individual property occupiers being notified;
- iii) Agrees that following the notification of the individual property owners (as set out in section 7 of this report), the final decision in respect of the first buildings and structures to be included on the local list is referred to a later meeting of the Executive for approval.
- iv) Agrees that future additions to the local list be confirmed by the Executive Member for Planning and Transport in consultation with the Director of Place, Planning and Regeneration

4 REASONS FOR RECOMMENDATION(S)

- 4.1 The Council is required to have up to date evidence about the historic environment as part of the evidence base of the new local plan. This includes the identification of the Borough's heritage assets, whether designated (statutorily Listed) or non - designated and the contribution they make to the historic environment. The inclusion of a building or structure on a local list will be a material consideration in decision making.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Not to identify local historic buildings of merit, but to rely upon the provisions of the Planning Listed Buildings and Conservation Areas Act 1990 to protect buildings under threat of demolition or alteration through the issue of a Building Preservation Notice (BPN). However, the NPPF makes it clear that '*Plans should set out a positive strategy for the conservation and enjoyment of the historic environment*'² which is supported by the National Planning Guidance (NPPG) and by Historic England.

6 SUPPORTING INFORMATION

a) Designated and Non Designated Heritage Assets

- 6.1 The conservation of heritage assets in a manner appropriate to their significance is a core planning principle within the NPPF and related NPPG. The NPPF defines a Heritage asset as follows:

'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)'.

- 6.2 Designated assets comprise World Heritage Sites, Scheduled Monuments, Listed Buildings, Protected Wreck Sites, Registered Parks and Gardens, Registered Battlefields or Conservation Areas designated under the relevant legislation.

² National Planning Policy Framework – Paragraph 185 refers

- 6.3 The NPPG defines non-designated assets as buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions but which are not formally designated heritage assets. It is this group of non – designated assets which have the potential as being identified as ‘locally listed’.³ This report specifically relates to local listed buildings but future nominations could include non–designated assets within the wider definition.

b)The Planning Policy Framework

- 6.4 Chapter 16 of the NPPF relates to Conserving and enhancing the historic environment. Paragraph 185 explains that:

‘Plans should set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. This strategy should take into account:

- a) the desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation;*
- b) the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;*
- c) the desirability of new development making a positive contribution to local character and distinctiveness; and*
- d) opportunities to draw on the contribution made by the historic environment to the character of a place.*

- 6.5 Specific advice on developing a strategy for the conservation and the enjoyment of the historic environment is set out within the National Planning Policy Practice Guidance (NPPG). This explains that ‘*conservation is not a passive exercise*’ and further that ‘*In developing their strategy, local planning authorities should identify specific opportunities within their area for the conservation and enhancement of heritage assets. This could include, where appropriate, the delivery of development within their settings that will make a positive contribution to, or better reveal the significance of, the heritage asset*’.

- 6.6 A strong evidence base is therefore necessary to inform the strategy, a point emphasised by Historic England in ‘The Historic Environment and Local Plans’ (Advice Note 1 Published 25th March 2015) which says:

‘When gathering evidence, it is important to bear in mind that this is not simply an exercise in setting out known sites but, rather, in understanding the value to society (i.e. the significance) of sites both known (such as those on the National Heritage List for England) and potential, without which an understanding of the sometimes subtle qualities of the local distinctiveness and character of the local area may easily be lost’. The advice note explains that evidence collecting can ‘help identify parts of a locality that may be worthy of designation as a Conservation Area, or may merit local listing’. Additionally, it may help future proof the plan by ‘assessing the likelihood of currently unidentified heritage assets being discovered, particularly sites of historic and/or archaeological interest’.

- 6.7 The NPPG recognises that a ‘*substantial majority of buildings have little or no heritage significance and thus do not constitute heritage assets. Only a minority have enough heritage interest for their significance to be a material consideration in the planning process*’⁴. In delivering a conservation strategy within Local Plans, the NPPG explains that it is important to consider the relationship and impact of other policies on the delivery of the strategy for conservation.

- 6.8 Although there is no requirement for local planning authorities to identify non-designated assets, they are ‘*encouraged to consider making clear and up to date information on their identified non-designated heritage assets, both in terms of the criteria used to identify*

³ National Planning Practice Guidance – Paragraph: 039 refers.

⁴ National Planning Practice Guidance – Paragraph: 039 refers.

assets and information about the location of existing assets, accessible to the public'. The NPPG explains that the inclusion of information about non-designated assets in Local Plans, along with a published list of the criteria on which the assessment has been based, can be a positive way to assess the impact of a development proposal and the potential for sustainable development.

- 6.9 The importance of non-designated heritage assets is recognised in the emerging Draft Bracknell Forest Local Plan, Policy LP35 – Protection and Enhancement of the Historic Environment Refers. A copy of the policy is attached as Appendix C.
- 6.10 To summarise, national planning policy and advice from Historic England supports the identification of non-designated assets, which includes locally listed buildings and structures, as part of a conservation strategy within local plans and information on designated and non - designated assets should form part of the evidence base in connection with the preparation of local plans.

7.0 THE STATUS OF THE LOCAL LIST IN DETERMINING PLANNING APPLICATIONS

- 7.1 Greater weight can be given to preserving a non-designated heritage asset when supported by adopted planning policy but this does not mean that assets of historic significance cannot be identified as part of the assessment of development proposals. The NPPG states that '*When considering development proposals, local planning authorities should establish if any potential non-designated heritage asset meets the definition in the National Planning Policy Framework at an early stage in the process*'.⁵ At present, assets of historic value are identified in the assessment of a planning proposal in the context of Core Strategy policy CS1 – Sustainable Development Principles. Policy CS1 requires development to protect and enhance '*the historic and cultural features of acknowledged importance*' whilst policy CS7 – Design, requires development proposals to '*build on the urban, suburban and rural local character, respecting patterns of development and the historic environment*'. The inclusion of a building on a local list which has been based upon clear selection criteria gives it greater weight and is a sounder base for decision making.
- 7.2 Whilst the importance of locally listed assets can be referred to within planning policy documents and reinforce local planning policy with respect to heritage matters, it is important to note that:
 - i) Listed building consent would not be required for works to a locally listed building.
 - ii) Locally listed buildings are subject to normal planning controls – works for repair; alteration or an extension may not, subject to the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015, require planning permission.
 - iii) Local listing does not afford any formal legal protection – buildings could still be altered or even demolished. If a building is under threat, a Building Preservation Notice (BPN)⁶ can be used to prevent a locally listed building of special or architectural or historic interest from being demolished or altered in a way that might affect its special character. A BPN must be served on the building owner (or in urgent cases it may be fixed to a building) if the Local Planning Authority considers the building is in danger of demolition or alteration in a way that would affect its special character. BPNs take effect immediately protecting the building for up to 6 months as if it were listed. At the same time, the LPA must make an application to Historic England to list the building. Historic England will then make a recommendation to the Secretary of State. If the SoS decides that the building should not be listed then another BPN cannot be served

⁵ National Planning Practice Guidance – Paragraph:041 refers.

⁶ Section 3 Planning Listed Buildings and Conservation Areas Act 1990 refers.

within 12 months of the decision and the LPA may be liable to pay compensation for any losses sustained as a result of the BCN.

8.0 A Local List for Bracknell Forest

i) Context

8.1 Existing areas of landscape and historic interest within Bracknell Forest, as identified within the local planning policy framework, include 285 listed assets including 5 designated Historic Parks and Gardens.

ii) Call for Nominations for inclusion of a building or structure on a local list

8.3 In June 2018, National, Berkshire and Bracknell Forest amenity bodies and Parish Councils were invited to nominate buildings and structures for inclusion on a new local list. The list of those contacted is attached as Appendix D. The call for nominations was accompanied by a guidance note which included the criteria to be satisfied for a building or structure to be designated as a Locally Listed Heritage Asset. A copy of the guidance note and the local listing criteria is attached as Appendix E. The call for nominations commenced on 7th June 2018 and closed on 17th August 2018.

8.4 A total of 95 nominations were received from the following:

Amenity Society/Parish	Number of Nominations
Bracknell Forest Society	21
Binfield Parish Council	11
Crowthorne Parish Council	12
Sandhurst Parish Council	44
Warfield Parish Council	7

Schedule 1

Total of Nominations received

8.5 The breakdown of the types of potential non-designated heritage asset is as follows:

Potential Non – Designated Asset	Bracknell Forest Society	Binfield	Crowthorne	Sandhurst	Warfield
Church	1	1		1	
House	3	5	4	32	4
Monument	5	1		1	
Other*	4		1		1
Public House	6	3	2	5	2
School	1	1		3	
Structure	1	1		2	
Grand Total	21	11	12	44	7

*Library, Cemetery, Hospital

Schedule 2

Potential Non – Designated Assets by Type

8.6 The list of nominations is attached as Appendix A. The Council's Heritage Consultant has assessed each nomination to identify those buildings or structures suitable for local listing and those which are not suitable for local listing. The assessment has been made by means of a desk-top assessment based upon the selection criteria and the evidence submitted (photographic and historical evidence) in support of the nomination. On the basis of this assessment, it is recommended that a total of 53 buildings and structures as illustrated on the nomination schedule on Appendix A are

identified as ‘Non-Designated’ heritage assets and included on the Local List subject to the nominating body and individual property owners being notified. The breakdown between the Bracknell Forest Societies and Parishes is as follows:

Amenity Society/Parish	Number of Non Designated Heritage Assets Identified
Bracknell Forest Society	10
Binfield Parish Council	7
Crowthorne Parish Council	8
Sandhurst Parish Council	22
Warfield Parish Council	6

Schedule 3
Total of Non Designated Heritage Assets/Amenity Society/Parish

- 8.7 42 nominations have been identified as not being suitable for inclusion on the local list. The number of exclusions is not unexpected having regard not only to the selection criteria but also the advice within the NPPG (as quoted in paragraph 6.9 above) that ‘*Only a minority have enough heritage interest for their significance to be a material consideration in the planning process*’.

iii) Future Nominations

- 8.8 It is clear from the response to the initial call for nominations that there is support for the inclusion of buildings and structures on a local list and it is expected that further buildings and structures will be identified through the assessment of planning applications; through neighbourhood plans and potentially through requests from other amenity societies or individuals. It is important to note that greater weight will be attached to buildings and structures included within a neighbourhood plan if they have been subject to assessment and recommended for inclusion on the list of non-designated heritage assets drawn together by this Council.
- 8.9 In the event of nominations being received, it is recommended that the nominating body is required to complete the nomination form (a copy of which will be available through the Council’s website) and submit this to the Council, with supporting evidence, to enable the proposal to be formally assessed by the Council’s Heritage Adviser. Following the assessment and agreement in principle to the building or structure being included on the local list, it is recommended that the nominating body and individual property owner is notified and any responses recorded before final ratification by the Executive Member for Planning and Transport.

7 Consultation

- 7.1 It is recommended that:

- i) The nominating bodies i.e. Bracknell Forest Society and the Parish Councils of Binfield, Crowthorne, Sandhurst and Warfield are notified of the candidates for inclusion on the local list;
- ii) The owners of properties are informed that their property is to be included on a local list.
- iii) A period of 4 weeks be allowed for comments to be submitted.
- iv) The final list is referred to the Executive for approval.

8 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 8.1 The NPPF contains policies that apply to heritage assets regardless of whether or not they are locally listed. However, local listing provides a sound, consistent and accountable means of identifying local heritage assets to the benefit of good strategic planning for the area and to the benefit of owners and developers wishing to fully understand local development opportunities and constraints.

Chapter 16 of the NPPF (Conserving and enhancing the historic environment) applies to plan-making and decision-taking under the Town and Country Planning Act 1990.

There are no legal implications arising from the recommendations of this report and the recommendations are consistent with the advice provided by Historic England in Advice Note 7.

Borough Treasurer

- 8.2 Both the Heritage consultancy costs incurred to develop the initial list and the costs of Officer time to maintain the list are contained within existing budget. There are no other financial implications arising from the report.

Equalities Impact Assessment

- 8.3 An Equalities Screening Record has been undertaken as included as Appendix F.

Strategic Risk Management Issues

- 8.12 None as a consequence of this report .

Consultation

- 8.13 National, Berkshire and Bracknell Forest amenity bodies and Parish Councils were invited to nominate buildings and structures for inclusion on a new local list. The nominations have been reviewed by the Heritage Consultant who is engaged by the Council to provide advice on heritage matters.

- 8.14 The owners of the individual properties will be notified of the intention to add their property to a local list of non-designated heritage

Background Papers

APPENDIX A List of nominations and candidates for local listing

APPENDIX B Selection Methodology

APPENDIX C Draft Bracknell Forest Local Plan – Policy LP35 – Protection and Enhancement of the Historic Environment

APPENDIX C List of heritage bodies contacted

APPENDIX D Guidance Note and Local Listing Criteria

APPENDIX E List of nominations and candidates for local listing

APPENDIX F Equalities Impact Assessment screening

Contact for further information

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APPENDIX A
List of nominations and candidates for local listing

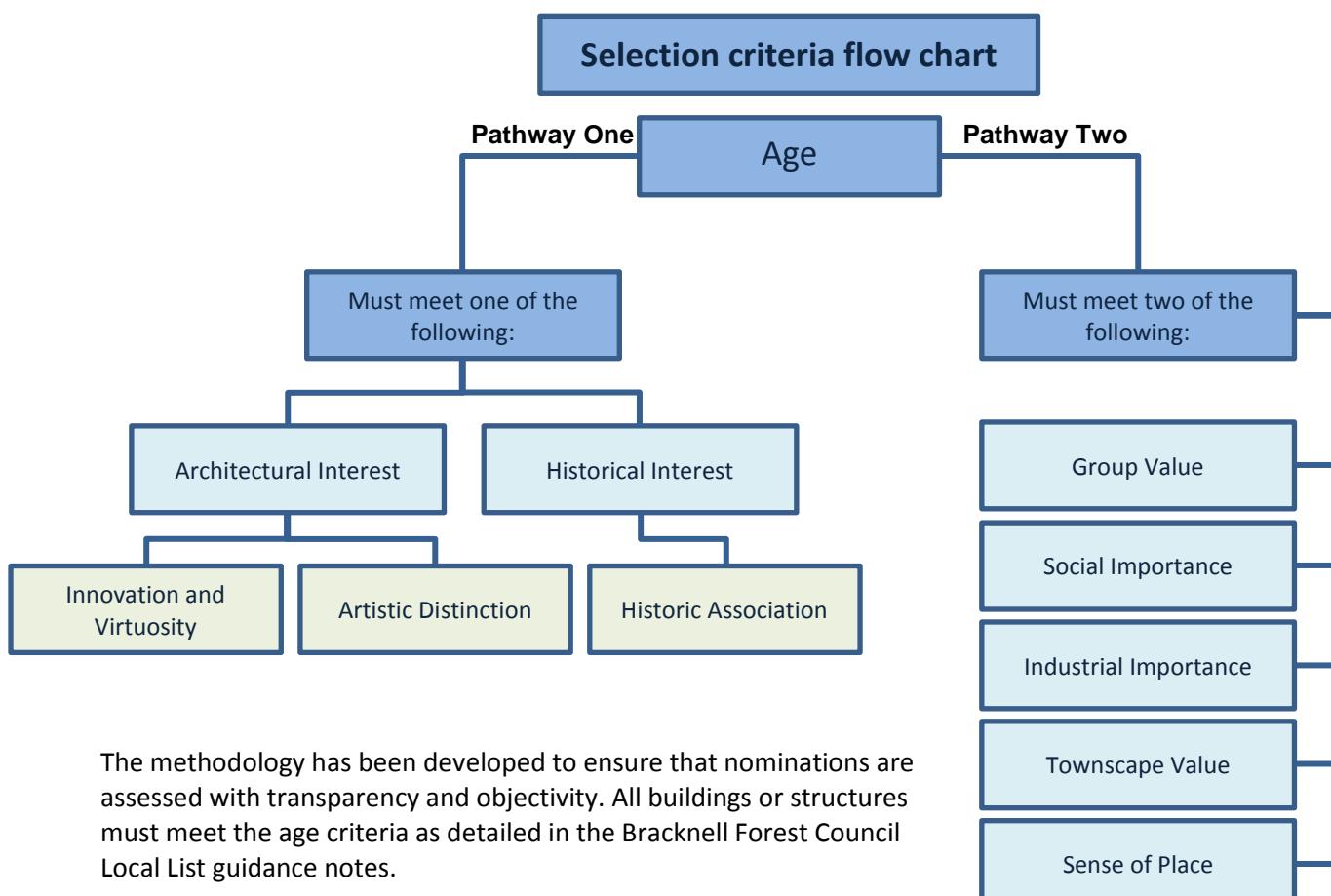
APPENDIX B

Selection Methodology

Locally Listed Buildings: Selection Method

In order for a building or structure to be included as a non-designated locally listed asset it must satisfy the selection criteria developed by Bracknell Forest Council. The methodology has been created to reflect the designation guidance for the National Heritage List for England (NHLE), produced by the Department for Digital, Culture, Media and Sport⁷. This national guidance has then been adapted, as recommended by Historic England⁸, to ensure that heritage assets are included where they retain local community and historical value.

Buildings and structures are assessed according to the following process map. Definitions for all criteria have been included in the Bracknell Forest Council Local List guidance notes.



The methodology has been developed to ensure that nominations are assessed with transparency and objectivity. All buildings or structures must meet the age criteria as detailed in the Bracknell Forest Council Local List guidance notes.

Pathway one reflects the statutory criteria categories used for the NHLE nomination assessments. For local listing, a building or structure needs to satisfy one category to be included.

If neither of these national criteria are met, five further categories have been identified to reflect specifically the local value of site. For a building or structure to be included in the local list through pathway two, the nomination must satisfy two of the defined categories.

⁷ In November 2018 the Principles of Selection for Listed Buildings was updated. This change was reflected in reviewing our own processes. The revised selection criteria can be accessed online:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/757054/Revised_Principles_of_Selection_2018.pdf

⁸ <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/heag018-local-heritage-listing/>

Draft Bracknell Forest Local Plan – Extract**Policy LP35 - Protection and Enhancement of the Historic Environment****A. General**

Development proposals will be expected to avoid harm to, sustain and, where possible, enhance the heritage assets⁽³⁹⁾ and their settings. All development proposals affecting heritage assets or their settings must exhibit sympathetic design in terms of siting, mass, scale and use of materials.

The Council will require development proposals affecting heritage assets or their settings to be supported by a Heritage Statement prepared with appropriate impartial and objective expertise demonstrating a clear understanding of the significance of the heritage assets and how they would be affected.

B. Designated Heritage Assets⁽⁴⁰⁾

There will be a presumption against granting planning permission for development proposals which would cause harm to the significance of designated heritage assets.

Where designated heritage assets would be affected by development proposals applicants will be required to seek sustainable opportunities to enhance and better reveal the significance and legibility of designated heritage assets.

C. Non-Designated Heritage Assets⁽⁴¹⁾

Non-designated heritage assets and their settings including buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions, will be protected from harm. Non-designated heritage assets should be identified early in the design process to ensure that the impact on their significance is addressed in any development proposal. The weight given to the conservation of non-designated heritage assets during the determination of the planning applications will be based on their significance and the magnitude of harm to them.

The retention, repair and re-use of non-designated heritage assets will be encouraged. Development proposals that harm the significance of non-designated heritage assets and/or their settings will not normally be permitted.

D. Archaeological Remains

Where a proposed development site is identified as having archaeological potential, developers will be required to support planning applications with an appropriate archaeological assessment. In relevant cases, no development will be permitted unless the following requirements are satisfied:

- an archaeological evaluation of the site has been undertaken; and
- where archaeological evaluation identifies definite archaeological significance, a programme of archaeological mitigation has been agreed with the Council.

APPENDIX D

List of Heritage bodies contacted

Consultee	Address/Contact Details
National Amenity Societies	
The Gardens Trust	The Gardens Trust 70 Cowcross Street, London EC1M 6EJ
Ancient Monuments Society	Ancient Monuments Society, St Ann's Vestry Hall, 2 Church Entry, London EC4V 5HB
Council for British Archaeology	Council for British Archaeology, Beatrice De Cardi House, 66 Bootham, York, YO30 7BZ
The Georgian Group	The Georgian Group 6 Fitzroy Square London W1T 5DX
Society for the Protection of Ancient Buildings	The SPAB, 37 Spital Square London E1 6DY
The Twentieth Century Society	The Twentieth Century Society 70 Cowcross Street London EC1M 6EJ
The Victorian Society	The Victorian Society 1 Priory Gardens, London W4 1TT.
Berkshire Amenity Societies	
Royal Berkshire History	
Berkshire Archaeological Society	
Berkshire Local History Society	
The Berkshire Record Society	Berkshire Record Society, c/o Berkshire Record Office, 9 Coley Avenue, Reading, Berkshire, RG1 6AF
Bracknell Forest Amenity Societies	
The Bracknell Forest Society	tbfsinfo@gmail.com Telephone: 01344 423440 / 451878
Binfield Village Protection Society	http://www.bvps.org.uk/
Sandhurst Historical Society	http://www.sandhurst-historical-society.org/
Bracknell Forest Parish Councils	
Bracknell	
Binfield	
Crowthorne	
Sandhurst	
Warfield	
Winkfield	

APPENDIX E

Guidance Note and Local Listing Criteria

Bracknell Forest Local List Guidance Notes

The following provides a step by step guide to assist you in nominating a building or structure to receive the designation as a Locally Listed asset.

Step 1: Undertake a desk top assessment to assess the eligibility of buildings and structures based upon the attached Locally Listing Criteria.

Step 2: Undertake site visit to assess the eligibility.

Step 3: Gather evidence such as age of building and structure; details of architect, designer and/or builder; historic significance; ownership; photographic evidence and/or maps.

Step 4: Complete Heritage Asset Nomination Form (one for each asset nominated) and attach relevant evidence.

Step 5: Return completed forms to:

**Development Plan Team, Bracknell Forest Council, Time Square, Market Street,
Bracknell RG12 1JD by 31st July 2018**

Copies can be emailed to: development.plan@bracknell-forest.gov.uk

Local Listing Criteria

The schedule below lists the criteria that will need to be satisfied for a building or structure to be designated as a Locally Listed Heritage Asset.

1.	Buildings and structures will not be considered for the Local List if they are already identified as a Scheduled Monument.
2.	For any building, structure or group of buildings to be included in the Local List it must clearly meet the following relevant age and integrity criteria: <ul style="list-style-type: none">• pre-1840: Any building, structure or group of buildings of local heritage value where its/ their style, form and construction are readily identifiable.• 1840 - 1901: Any building, structure or group of buildings that is/are for the most part complete and of definite heritage value.• 1901 - 1913: Any building, structure or group of buildings that is/are for the most part complete and for the most part unaltered and of definite heritage value.• 1914 - 1939: Any building, structure or group of buildings that is/are for the most part complete and for the most part unaltered and has a high level of heritage value.• post 1939: Any building, structure or group of buildings that is/are of exceptional heritage value and wholly complete and unaffected by inappropriate changes.
3.	It must also be shown that it contributes to the character of an area and is valued by local people in accordance with at least one of the criteria detailed below: a) Architectural interest <ul style="list-style-type: none">• Sense of place<ul style="list-style-type: none">○ The building or structure is representative of an architectural style that is characteristic of Bracknell Forest.

	<ul style="list-style-type: none"> • Innovation and Virtuosity <ul style="list-style-type: none"> ◦ The building or structure has a noteworthy quality of workmanship and materials. ◦ The building or structure is the work of a notable local/regional/national architect/engineer/builder. ◦ The building or structure shows innovation in materials, technique, architectural style or engineering. • Group Value <ul style="list-style-type: none"> ◦ The buildings/structures form a group which as a whole has a unified architectural or historic value to the local area. ◦ The buildings/structures are an example of deliberate town planning from before 1947. <p>b) Historic interest</p> <ul style="list-style-type: none"> • Historical Association <ul style="list-style-type: none"> ◦ The building or structure has a well authenticated historical association with a notable person(s) or event. ◦ The building or structure has a prolonged and direct association with figures or events of local interest. • Social Importance <ul style="list-style-type: none"> ◦ The building or structure has played an influential role in the development of an area or the life of one of Bracknell Forest's communities. Such buildings/structures may include places of worship, schools, community buildings, places of employment, public houses and memorials which formed a focal point or played a key social role. <p>c) Industrial Importance</p> <ul style="list-style-type: none"> ◦ The building or structure clearly relates to traditional or historic industrial processes or important businesses or the products of such industrial processes or businesses in the history of Bracknell Forest or are intact industrial structures, for example bridges. <p>d) Townscape Value</p> <ul style="list-style-type: none"> ◦ The buildings/structures have prominence and a landmark quality that is fundamental to the sense of place of a particular locality.
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APPENDIX F
Equalities Impact Assessment screening

Initial Equalities Screening Record Form

Date of Screening:	Directorate: Environment Culture and Communities		Section:Spatial Policy
1. Activity to be assessed	ADOPTION OF A LOCAL LIST OF BUILDINGS AND STRUCTURES OF LOCAL ARCHITECTURAL OR HISTORIC INTEREST		
2. What is the activity?	<input type="checkbox"/> <input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Max Baker/Hilary Coplestone		
5. Who are the members of the screening team?	Max Baker/Hilary Coplestone		
6. What is the purpose of the activity?	The purpose is to assist in the implementation of planning policy by identifying those buildings and structures which are of local or historic interest and are a material consideration in the assessment of development proposals.		
7. Who is the activity designed to benefit/target?	All residents irrespective of their background, ethnicity gender or physical needs. It will also be relevant to developers and landowners by providing guidance on the Council's requirements for parking from new developments		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality – this can include physical, mental health, learning or sensory disabilities and includes conditions such as dementia as well as hearing or sight impairment.	Y ✓	The impact would be neutral since the designation as a locally listed building would not impact on the ability of the building to be adapted to meet the needs of those with disabilities.	Existing planning and building regulations.

9. Racial equality	Y	N ✓		
10. Gender equality	Y	N ✓		
11. Sexual orientation equality	Y	N ✓		
12. Gender re-assignment	Y	N ✓		
13. Age equality	Y	N ✓		
14. Religion and belief equality	Y	N ✓		
15. Pregnancy and maternity equality	Y	N ✓		
16. Marriage and civil partnership equality	Y	N ✓		
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders, armed forces communities) and on promoting good community relations.	The designation of buildings as warranting local listing would seek to safeguard existing buildings and structures as a non designated heritage asset to be enjoyed by all.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	N/A			

19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Please explain for each equality group
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?			
22. On the basis of sections 7 – 17 above is a full impact assessment required?	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	Full assessment not required as no potentially negative impacts have been identified.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
24. Which service, business or work plan will these actions be included in?	Planning and Transport		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	The SPD provides guidance to secure the creation of safe and accessible environments in terms of built form and spaces		
26. Chief Officers signature.	Signature:		Date: