

# Local List Supplementary Planning Document

## Introduction

Sevenoaks District contains many historic and modern buildings, structures and open spaces which are of local architectural and historic interest or make a significant contribution to the character and appearance of the District. These assets, while not on the statutory list of buildings (Grade I, Grade II\*, Grade II) that are of national significance and already have legal protections, make a valuable contribution to the distinctiveness of the District.

This Supplementary Planning Document (SPD) is intended to raise awareness and enhance protection of the many unlisted but interesting and locally notable historic assets which make up the historic environment of Sevenoaks District. Historic structures on the List already have the status of 'heritage asset' in planning terms and their conservation is an objective of the National Planning Policy Framework set down by central government. Some buildings on the Local List have however, had an Article 4 Direction applied to them. This requires a planning application to be submitted for demolition or, in the case of Locally Listed boundary treatments, demolition and partial demolition. More information on Article 4 Directions can be found later in this document.

## The Planning Policy Context

### National context

The National Planning Policy Framework (NPPF) provides the national policy context for plan making and decision taking. Paragraphs 126-141 in Section 12 of the NPPF are concerned with conserving and enhancing the historic environment and in particular the importance to be attached to the conservation and enhancement of heritage assets when considering development proposals. The NPPF describes a 'heritage asset' as being;

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

### Local context

At the District level, the Core Strategy development plan document adopted in February 2011 contains Strategic Policy SP1- Design of New Development and Conservation. Policy SP1 includes the paragraph:

*The District's heritage assets and their settings including listed buildings, conservation areas, archaeological remains, ancient monuments, historic parks and gardens, historic buildings, landscape and outstanding views will be protected and enhanced.*

The Allocations and Development Management Plan (ADMP) adopted in February 2015 gives further definition to the conservation and enhancement of Heritage Assets. At paragraph 2.12, Heritage Assets are identified as Locally Listed Buildings.

The first part of Policy EN4 in the ADMP – Heritage Assets states:

*Proposals that affect a Heritage Asset or its settings will be permitted where the development conserves or enhances the character, appearance and setting of the asset.*

*Applications will be assessed with reference to the following:*

- a) the historic and/or architectural significance of the asset;*
- b) the prominence of its location and setting; and*
- c) the historic and/or architectural significance of any elements to be lost or replaced.*

The NPPF requires Local Planning Authorities to keep their Local Plans up to date and a new Local Plan is currently being prepared for Sevenoaks District. This plan will continue to provide the local policy context for protecting the District's heritage assets and, subject to consultation and formal adoption, include policy such as that elaborated by this SPD. Once adopted, the new Local Plan will replace both the Core Strategy and ADMP.

## **Selection Criteria**

The designation of 'local interest' shall apply to a building that meets one or more of the criteria given below provided that its historic form and qualities have not been eroded by unsympathetic alteration or extension. The selection criteria were based on those set out in the Good Practice Guide for Local Heritage Listing by English Heritage in 2012 and reflected in the 2016 edition by Historic England.

### **Architectural Interest**

1. If the building was built before 1840, does it survive in anything like its original external condition?
2. If it was built between 1840-1899 (Victorian), does it retain its original features? Is it of sufficient quality to distinguish it from other buildings of that period locally?
3. If it was built between 1900-1919 (early 20<sup>th</sup> century), does it retain its original features? Is it of sufficient quality to distinguish it from other buildings of that period locally?
4. If it was built between 1920-1938, is it an outstanding example of the style of the period?
5. If it was built between 1939-1945, is it a rare surviving example of a wartime structure?
6. If it was built after 1945, is it a building of exceptional quality and design?
7. Was the building or structure designed by an architect of national or local importance?
8. Has the building received a national award or recognition?
9. Is it an example of a style of building that is unique to the local area?

10. Is it a group of buildings that together are a good surviving example of an historic architectural style, particularly one associated with Kent?
11. Does the building or structure exhibit important characteristics of design, decoration or craftsmanship? For example, a mural, or clock or decorative tile work on an otherwise undistinguished building.
12. Is it a good early example of a particular technological innovation in building type and technique?

### **Historic Interest**

13. Is the building or structure associated with an important national or local historic figure or event?
14. Is it a building, structure or item of street furniture which has an important association with the development of the town or its social or cultural history? For example, schools, churches, public buildings, mileposts, boundary markers and old letter boxes.
15. Is it a building, structure or item of street furniture which has an important association with the history of the area's local economic development? For example, agricultural, industrial, commercial or transport buildings and structures.
16. If a structure such as a wall, terracing or garden building, is it associated with a historic landscape or is it of identifiable importance to the historic design or development of the area?

### **Contribution to townscape**

17. Is it a significant landmark building, folly or curiosity that makes a positive contribution to the streetscape?
18. Does the building or group of buildings contribute significantly to the townscape, street scene or appearance of the area?
19. Is it a rare surviving example of street furniture that contributes positively to the local area?

### **Identifying locally important assets**

The Local List includes a range of buildings, structures and leisure spaces that together make a positive contribution to the character and distinctiveness of the District. The List is launched with assets within the wards of Sevenoaks town because of the extensive survey work that was organised and undertaken by members of the Sevenoaks Society before being considered and approved by Sevenoaks District Council's Cabinet. Owners and occupiers were written to and the Local List was covered in an article in 'InShape' Sevenoaks District Council's magazine which is sent to every home owner. There was a display in Sevenoaks Library and a Saturday surgery was held there to give residents and owners the opportunity to talk through the proposals with officers.

For future additions to the Local List across the wider District it is envisaged that local history groups, local residents and members of the public will survey and nominate buildings and structures that meet the criteria for inclusion on the Local List. Assets nominated for Local Listing are in the first instance checked against the agreed criteria by the Council's conservation team to ensure consistency across the

District. The assessments undertaken by the Sevenoaks Society in Sevenoaks town were carried out to the criteria and subsequently moderated by an external panel of independent specialists arranged by the Sevenoaks Society.

Reasonable effort will be made to contact owners of buildings, structures and leisure spaces that are being considered for Local Listing, with an explanation of what this means and how it affects them. They will be given an opportunity to comment and their comments will be taken into account when the proposals are put forward to Sevenoaks District Council's Cabinet for adoption and inclusion on the Local List. Owners will then be notified if and when their building, structure or leisure space has been added to the Local List.

### **Adding to and removing buildings from the List**

The Council will, as part of the survey and designation of Conservation Areas, also assess and nominate buildings, structures and leisure spaces for inclusion on the Local List. The Council will consider requests to add or remove assets from the Local List as part of a process of review. Buildings, structures and spaces that meet the selection criteria will be subject to formal public consultation.

Requests for an asset to be removed from the Local List must be supported by evidence to show that the asset no longer meets the selection criteria and therefore no longer merits inclusion on the List.

### **Alterations and Extensions**

The inclusion of a building, structure or space on the List will be a material consideration that the Council will need to take into account when considering planning applications. This means that when a planning application is made for a property on the Local List then any proposed alterations or extensions will be looked at with regard to the potential impact of the proposals on the heritage significance of that property.

### **Boundary Treatments – railings and walls**

Some entries on the Local List are for boundary treatments only and do not include property. In this case the description will clearly state that it is the boundary treatment only that is Locally Listed. In other cases the description will clearly state if the boundary treatment is Locally Listed in addition to the property itself.

### **Demolition & partial demolition**

Policy EN4 – Heritage Assets in the ADMP requires that planning permission or other relevant consents, when required, will not normally be granted for the demolition of a building identified on the Local List.

Proposals for the demolition of Locally Listed buildings will normally only be permitted where the applicant is able to demonstrate clear and convincing evidence that the building is no longer of local importance, that it is beyond repair, restoration

or reuse, or that the proposed redevelopment would produce benefits for the community which would decisively outweigh the loss resulting from demolition. Where a planning application proposes demolition of a locally listed building on the grounds that it is beyond repair the supporting evidence will be rigorously assessed.

Where, exceptionally, permission is granted for the demolition of a locally listed building, Sevenoaks District Council may require that provision is made by the developer to accurately record the building prior to demolition.

Where redevelopment is permitted in accordance with the conditions outlined above and Local Planning policies, there will be a requirement that the building is replaced with one that is of an equal or higher standard of design and constitutes sustainable development.

Where a Locally Listed building is demolished without planning permission or the submission of a prior approval application, it will normally be a requirement of any subsequent planning application on the site that the property is rebuilt.

#### **Article 4 Directions**

The Council have considered, and will continue to consider the use of Article 4 Directions to remove specific permitted development rights where a sufficiently strong case for such a measure can be clearly demonstrated. Demolition of Locally Listed buildings outside a Conservation Area and the removal or alteration of Locally Listed boundary treatments do not currently require planning permission and therefore could be specifically considered for Article 4 Directions. Importantly, an Article 4 Direction does not conclude that proposed works are unacceptable but instead simply brings them under the control of the Local Planning Authority by requiring the submission of a planning application. There is no charge for a planning application that results from an Article 4 Direction. There are already restrictions on General Permitted Development rights in Conservation Areas.

#### **Further Information**

It is recommended that owners contact Sevenoaks District Council at an early stage for pre-application discussions. Good Practice Guidance will also be included within the Sevenoaks Town Council's Neighbourhood Development Plan to help provide owners of heritage assets on the Local List with guidance when developing plans for extensions or alterations to those buildings.

The Local List can be viewed on the Sevenoaks District Council website at [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

A hard copy of the Local List will be kept in the reception area at the Council Offices, Argyle Road and at Sevenoaks Library and parish offices within the District.

If you are in any doubt about whether planning permission or any other consent is required for any works you wish to carry out please contact the Development

Management Team on 01732 227 000 or via e-mail at [planning.preapplication.advice@sevenoaks.gov.uk](mailto:planning.preapplication.advice@sevenoaks.gov.uk)

If you would like to nominate a locally important building or structure, please carefully consider the building against the criteria set out within this document. You will need to produce a brief overview of why the building meets this criteria before contacting the Conservation Team at [conservation@sevenoaks.gov.uk](mailto:conservation@sevenoaks.gov.uk)

If you are a local group interested in surveying an area within the District and would like to discuss setting up a Local List Project Team please contact the Conservation Team at [conservation@sevenoaks.gov.uk](mailto:conservation@sevenoaks.gov.uk)

## Appendix 1 The Local List

[See interactive map](#)

## Appendix 2 Case Study – Sevenoaks Society

The Sevenoaks Society supported Sevenoaks District Council in an attempt to save a local public house from demolition and their representations were dismissed by the Planning Inspector on the basis that the building was not locally listed. That decision prompted the Sevenoaks Society to realise that there was a real risk of locally valued buildings being lost unless there was a Local List.

Another local group, Sevenoaks Conservation Council made representations to Sevenoaks District Council that it should deal with local listing and appeared at the public hearing into the Core Strategy to argue that it should contain some provision relating to local listing. Sevenoaks District Council said it would accept the inclusion of an aim to have a local list and thus it was that the Core Strategy, adopted in February 2011, para 5.1.2 an aim to have a local list.

In January 2013 the Sevenoaks Society formed a project team to begin planning the research and format of the Local List. At the outset, significant help was received from the English Heritage document 'Good Practice Guide for Local Heritage Listing'. It contained examples of what some local authorities had done and further information was obtained these projects via their websites. From that information, the Selection Criteria was formulated and a draft proposal to run the project was put together and presented to Sevenoaks District Council. The proposal was accepted together with the Selection Criteria.

Two pilot studies were undertaken and that experience led to some relatively minor changes to the Selection Criteria and gave confidence to proceed with the project. The project team was expanded to include a local historian and a member who could organise the data management. It was agreed with Sevenoaks District Council that the project was expected to take several years and therefore the project would be carried out in two tranches. This would help to keep the volunteers motivated and give publicity to the second tranche, hopefully attracting more volunteers.

Volunteers were recruited to carry out the historical research and to survey the roads within the Sevenoaks Town Council area. Helpful prompt sheets were devised to help the volunteers in their assessments. Over the course of the project at least 20 volunteers were involved and were crucial to the success of the project. Once the assessments of an area were completed the results were presented to the Selection Panel to adjudicate on the proposals. The panel consisted of a representative from English Heritage (now Historic England), Kent County Council, Sevenoaks District Council (Conservation Officer) and Sevenoaks Town Council together with a local architect and a local historian.

Once the first tranche was complete the information was handed over to Sevenoaks District Council to begin the formal process of adoption of the buildings and structures as the start of Sevenoaks District Council's Local List.

Sevenoaks Town Council also supported the project bestowing several grants and the use of a meeting room for the regular Selection Panel meetings.