

South Yorkshire Local Heritage Listing Project – Assessment Process Terms of Reference.

The assessment of heritage assets nominated for inclusion on the South Yorkshire Local Heritage List will be decided based on 7 set criteria (based on those in Historic England’s Advice Note 7, HEAN7: <https://historicengland.org.uk/images-books/publications/local-heritage-listing-advice-note-7/>). Each nominated asset will be assessed by a local panel before submission to the relevant Local Planning Authority for approval. The local panel will consist of Conservation and Archaeology Officers, from the local authorities, and representatives of relevant heritage groups or other local experts. This document sets out how this assessment process will work.

Asset Assessment

Prior to the commencement of the assessment process, a list of nominated heritage assets will be made publicly available and the local community will be invited to offer further comments and additional information on the assets included.

Heritage Assets will then be assessed against relevant criteria relating to Age, Rarity, Architectural & Artistic Interest, Archaeological Interest, Historical Interest - including Social & Communal Value, Landmark Status and Group Value. The extent to which an asset meets each criterion will be judged on whether it clearly meets the criteria, may meet the criteria or does not meet the criteria. The panel will also be mindful of the assets ability to be conserved for future public use or enjoyment. Locally listed status may not be appropriate for assets scheduled for demolition or removal.

Example of assessment against a criterion: if a historic building has a distinctive design, some architectural/ artistic elements that give it merit, it was designed by a known architect, is the work of a known engineer or is distinctive because it uses characteristic local materials or design elements, it would clearly meet the Architectural & Artistic Interest criterion and be marked ‘Yes’. If it has only one of the above characteristics or limited information is supplied, but the asset is thought to meet this criterion through the expertise of the panel members, the asset would be marked as ‘Maybe’. If there is no information supplied or the information does not give evidence for any of the above, it would not meet the Architectural & Artistic Interest criterion and be marked ‘No’.

It is anticipated that all the criteria may not apply to some assets, meaning they could only meet 5 or 6 of the 7 criteria. In order to avoid some assets being disadvantaged, each nominated heritage asset will require a ‘Yes’ or ‘Maybe’ in any 5 of the 7 criteria before it is considered suitable for Local Heritage Listing.

The assessment score will be based on the information submitted as part of the nomination process and from the public consultation, supported by the expertise of members of the assessment panel.

Assessment Panel

The assessment of assets and decisions on candidate status will be carried out by a panel of local heritage specialists and professionals. The panel will include Conservation and Archaeology Officers, representing the four Local Planning Authorities, and relevant local heritage experts for the South Yorkshire area.

Depending on the assets submitted for assessment, local experts will be drawn from a pool of individuals with expertise in local history, industrial history, historic parks & gardens, historic buildings, archaeology and historic landscapes.

It is expected that the panel will usually consist of 7-8 members but will be considered quorate with 5 members. In the rare event that one of the Local Planning Authorities is not represented by a Conservation Officer, an officer from the South Yorkshire Archaeology Service will represent that Authority - having consulted with the absent Conservation Officer before the panel meeting. In the even rarer event of there not being a representative from one of the four Local Planning Authorities, then decisions on candidates for that area will be rolled over to a subsequent panel meeting.

Following discussion by the panel, each asset will be scored to determine its suitability to become a candidate for inclusion on the Local Heritage List. If no clear decision can be reached, the relevant officer from the Local Authority in which the asset is located will have the casting vote on scoring.

The panel will meet (online or in-person) in January 2022 to assess the initial nominations and will meet at regular intervals thereafter, as necessary.

Successful candidates will then be taken to the relevant Local Planning Authority for approval before being officially added to the Local Heritage List. It is hoped that the initial candidates can be brought before the relevant committees for approval in February 2022, with the first Heritage Assets added to the South Yorkshire Local Heritage List after this.

Access to Nomination Submissions

Nominations for Local Heritage Listing will be made online through the Local Heritage List Platform: <https://local-heritage-list.org.uk/south-yorkshire>. This will allow each nomination to use the same format for supporting information, research results and images. Other methods of nomination will not be possible.

In order to view nominations, panel members will be asked to register to use the platform, which will require providing contact details and a brief note on relevant expertise. They will then be assigned *Editor* status, allowing them to view asset nomination submissions. They will not, however, be able to add or remove any heritage assets from the Local Heritage List. This will be done following the outcome of Planning Committee meetings by the LHL Project Officer.

Assessment Process Stages

