

Supplementary Planning Document
Heritage Impact Assessment

Adopted May 2019



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1. About this guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

2. Introduction

- 2.1** This document offers guidance to landowners, architects, agents and builders on how to produce a heritage impact assessment or HIA. HIA's are commonly required in support of any application affecting a heritage asset such as a listed building, conservation area, scheduled monument or significant archaeology.

3. Policy

- 3.1** This document supplements Local Plan policy HE2 which states as follows:
- 3.2** Proposals that are likely to affect known heritage assets or sites where it comes to light there is potential for the discovery of unrecorded heritage assets will be expected to include a description of the heritage significance of the site and its setting.
- This description will need to include an appropriate but proportionate level of detail that allows an understanding of the significance of the asset but no more than is necessary to understand the impact of the proposal.
 - For sites with significant archaeological potential, a desk based assessment may be required in line with the provisions of Policy HE6.
 - Applications made in outline form will not be accepted for proposals which will affect a conservation area, a listed building or any other designated heritage asset. In such cases, sufficiently detailed plans and drawings to enable an assessment to be made of the likely impact of the development upon the significance of any heritage assets affected will be required.

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National Policy (The National Planning Policy Framework) July 2018

- 3.3** In order to comply with the advice set out in Paragraph 189 of the National Planning Policy Framework (NPPF), applicants are required to provide a description of the significance of the heritage asset and/or its setting. This can be presented in the form of a Heritage Impact Assessment (HIA). This assessment should provide the Planning Authority with enough information to understand the impact of the proposals on the significance of any heritage assets affected. The submission of inadequate information may lead to your application for Planning Permission or Listed Building Consent being made invalid.

4. Statutory Legislation

The Planning (Listed Buildings and Conservation Areas) Act 1990

- 4.1** The Planning (Listed Buildings and Conservation Areas) Act 1990 provides specific protection for buildings and areas of special architectural or historic interest. These (designated) buildings or areas (also known as assets) receive enhanced and legal protection under this act.
- 4.2** It is a criminal offence not to seek consent or permission, and to undertake works, without the required consent to a listed building or for the demolition of a building in a conservation area.

The Ancient Monuments and Archaeological Areas Act 1979

- 4.3** Under the Ancient Monuments and Archaeological Areas Act 1979, scheduled ancient monument consent is required for most works which will affect a scheduled monument.

5. Why is a heritage impact assessment needed?

- 5.1** Understanding the significance of a historic building, a collection of buildings, an area, or archaeology (the 'asset') and the possible impact of the proposed scheme on this significance is the key to good conservation practice. Good information, available from the outset, can speed up the processing of applications, reduce costs and lead to better overall design.
- 5.2** If the significance of a site has been clearly understood from the outset (based on how the site has changed through time and what survives today), then both the applicant and the Planning Authority can better understand the impact of the proposal and seek to minimise this. As such it is important to understand the significance of a heritage asset when considering proposals to alter, demolish or extend the asset or develop within its setting. An early understanding of the significance will inform the direction of an application and help provide a clear and convincing justification of the proposal as required by the NPPF.

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6. When is a heritage impact assessment needed?

- 6.1** A HIA is needed for any application that directly affects a heritage asset or its setting and will always be required for the following types of application:
- Applications for Listed Building Consent;
 - Applications for Planning Permission for development attached to a listed building;
 - Applications for Planning Permission for development clearly within the setting of a listed building;
 - Applications for Planning permission for development inside or clearly within the setting of a Conservation Area;
 - Applications for Planning Permission for development likely to affect a Scheduled Ancient Monument;
 - Applications for Planning Permission for development inside or clearly within the setting of Registered Parks and Gardens;
 - Applications for Planning Permission for demolition in a Conservation Area.
- 6.2** There may also be a requirement for an HIA when a proposal has the potential to impact a non-designated heritage asset or its setting. Non-designated heritage assets may include archaeological sites that have never been assessed or not statutorily designated but have a heritage value. Carrying out a pre-application meeting with the Planning Service will ensure that will ensure that any heritage assets or their setting that are likely to be affected by the proposed development are identified at the earliest stage.

Is there a requirement to include this information as well as a Design and Access Statement?

- 6.3** Yes, where works are directly proposed to a heritage asset or its setting. The HIA may form part of the Design and Access Statement but the Design and Access Statement is not a substitute for it.

7. What information is required?

- 7.1** In accordance with the NPPF, the level of information provided should be appropriate and proportionate to the significance of the heritage asset and the potential impact of the proposal upon that significance. For example, for an application that includes substantial demolition of a heritage asset, it is reasonable to expect an applicant to provide a thorough and detailed understanding of the asset and a thorough explanation of the impact of the demolition on the asset and its setting. An application for a minor alteration to part of the asset is likely only to require information on the affected part of the asset, with only a brief explanation of how the impact relates to the significance of the asset as a whole. However,

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it should be borne in mind that a minor alteration could potentially require a more detailed assessment where it is likely to affect an asset of the highest importance.

Stage 1: Gather known information about the building or site

a) Documents relating to the heritage asset

7.2 Heritage assets, especially when designated, will have some documentary information about them. For example, all listed buildings have a List Description, all Scheduled Ancient Monuments have written schedules and Registered Parks and Gardens have full detailed descriptions that include their historic development.

7.3 The Historic Environment Record (HER) held by the South Yorkshire Archaeology Service should be consulted as part of the information gathering stage. The Conservation Officer at Barnsley MBC will also have information on individual assets and on the historic environment as a whole. Documentary evidence may also be obtained from other external archival sources and Barnsley Archives would be a good starting point for this.

Useful Sources of Information:

- Conservation Officer; 01226 772576,
buildingconservation@barnsley.gov.uk Design & Conservation
Westgate Plaza One
PO Box 603
Barnsley
S70 9FE
<https://www.barnsley.gov.uk/services/conservation/>
- South Yorkshire Archaeology Service (Historic Environment Record); 0114 2736354,
syorks.archservice@sheffield.gov.uk

South Yorkshire Archaeology Service
Development Services
Howden House
1 Union Street
Sheffield
S1 2SH
www.sheffield.gov.uk/syas
- Barnsley Archives and Local Studies; 01226 773950, archives@barnsley.gov.uk
Town Hall
Church Street
Barnsley
South Yorkshire
S70 2TA
- The National Heritage List for England (English Heritage):
<https://historicengland.org.uk/advice/hpg/heritage-assets/nhle/>

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- Heritage Gateway:
www.heritagegateway.org.uk.
- Pastscape:
<https://www.pastscape.org.uk/>
- British Listed Buildings:
<https://britishlistedbuildings.co.uk/>

7.4 Please note that there are numerous other information sources. Please contact the Conservation Officer for details.

b) Photographs, including historic photographs

7.5 A good set of colour photographs showing the proposal site should be included. There may also be historic photographs of the site, which can often reveal information about how the building has changed and can provide justification for proposed alterations or inform the design of an alteration or extension.

Sources for Historic Photographs:

- YOCOCO (Yorkshire Coal Communities) – Barnsley Archives image database
- Tasker Trust - <http://www.taskertrust.co.uk>
- Viewfinder (English Heritage): <http://viewfinder.english-heritage.org.uk>
- Images of England (Listed Buildings): <http://www.imagesofengland.org.uk/>
- Francis Frith: <http://www.francisfrith.com/>
- Parish Councils
- Local History Groups
- Local historic photograph publications

c) Historic maps

7.6 Maps can help in the understanding of the historic layouts of sites and buildings, the relationship with other buildings/structures and surrounding landscapes or gardens. An examination of historic maps may reveal how the site has changed and developed, providing evidence for identifying different building phases. There are many sources of historic and modern maps, such as enclosure and tithe maps, to the more detailed Ordnance Survey maps which were first drawn in the mid- 19th century. The types of maps that you should consult will very much depend on the age of the heritage asset and your proposals. The amount of research should be **proportionate** to proposals.

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Sources of Information:

- Barnsley Archives and Local Studies; 01226 773950, archives@barnsley.gov.uk; <http://www.experience-barnsley.com/archives-and-discovery-centre>
- South Yorkshire Historic Environment Characterisation Study; http://archaeologydataservice.ac.uk/archives/view/syorks_hlc_2012/
- South Yorkshire Archaeology Service (Historic Environment Record); 0114 2736354, syorks.archservice@sheffield.gov.uk; <https://www.sheffield.gov.uk/content/sheffield/home/planning-development/south-yorkshire-archaeology-service.html>
- National Library of Scotland (includes Great Britain): <https://maps.nls.uk/>
- Ordnance Survey (via NLS) maps 1842 – 1952: <https://maps.nls.uk/os/6inch-england-and-wales/>
- Old Maps; <http://www.old-maps.co.uk/index.html>
- Old Maps Online; <http://www.oldmapsonline.org>
- A Vision of Britain: <http://www.visionofbritain.org.uk/maps>
- Magic: <http://www.magic.gov.uk>

7.7 Please note that there are numerous other information sources. Please contact the Conservation Officer for details.

d) Other sources

7.8 Many buildings and areas in the borough are referred to in other sources of information, often published by local historians or history groups. In addition, the council may hold reports on buildings or sites. Where an asset lies within a conservation area, there may be a conservation area appraisal written. Historical directories can be useful sources, especially where the site or building was built for a community purpose, often providing dates of construction, architects and benefactors.

Sources of Information:

- Barnsley Archives and Local Studies; 01226 773950, archives@barnsley.gov.uk
- National Archives: <http://www.nationalarchives.gov.uk/>
- National Monuments Record: <https://historicengland.org.uk/images-books/archive/>
- The British Library: <http://www.bl.uk>

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- Historical Directories: <http://www.historicaldirectories.org>
- Pevsner's Architectural Guides (book);

7.9 Please note that there are numerous other information sources. Please contact the Conservation Officer for details.

Stage 2: Written Description

7.10 A written description should also be provided, although the amount and type of information will depend on the nature of the heritage asset and the scale/type of proposal. If appropriate, you could include copies of any relevant documents discovered as part of Stage 1. The following, to a greater or lesser extent should be included:

- A. A description of the building/structure/site and its setting (this may include important views towards and away from the heritage asset) The description should include information on architectural style, date(s) of construction, materials and notable characteristics generally and specifically in the location of the proposals. Where proposals affect the setting of a heritage asset you may wish to make reference, if appropriate, to other buildings in the grounds/garden, details of landscaping and views towards and away from the application site.
- B. A summary of the building/structure/site's architectural, archaeological or historical significance. Significance is what people value about the heritage asset. This will often be the architectural interest, but can also be social, community, economic or environmental value. Unusual or rare features will usually have a higher level of significance. Significance will often be derived from the age of the fabric of a building. For example, late 20th century extensions to an 18th-century farmhouse will not usually be considered to be as significant as the earlier original fabric. Where a heritage asset has numerous phases of development, or differing levels of significance, plans can be used to show this effectively. Where a heritage asset forms part of a group, consider the group value or cumulative significance i.e. the significance it has by virtue of being in the presence of other assets. Group value could be due to a functional relationship or a fortuitous grouping.

Stage 3: Proposals and Justification

7.11 The Planning Authority must clearly understand your proposals and the reasoning for them. Through a good understanding of the heritage asset, your proposals should be designed to avoid or minimise any harm to the significance of the heritage asset. A written explanation should be provided outlining your proposals and justifying them. Your explanation should answer the following questions:

- Do you understand the heritage asset well enough to make an informed decision?
- Why is the proposed work required?
- Could your requirements be met in a different way?

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- What would the benefits be of the proposed work?
- Could the proposed work harm the heritage asset or put it at risk in any way?
- Will the benefits outweigh any harm?
- Could you avoid (mitigate) any minor impacts on the heritage asset?
- Is the scale, design, materials proposed for any proposed works appropriate?
- Is any proposed work in the least damaging place?

7.12 Where an application site includes, or is considered to have the potential to include, archaeological interest, an appropriate desk based assessment or a field evaluation may be required. It is advisable to discuss the archaeological implications with the South Yorkshire Archaeology Service:

0114 2736354

syorks.archservice@sheffield.gov.uk

South Yorkshire Archaeology Service

Development Services

Howden House

Union Street

Sheffield

S1 2SH

www.sheffield.gov.uk/syas

How Much Detail and who can help?

7.13 The level of detail in the assessment will depend on the heritage asset and the extent of the proposal. The HIA should be written by anyone competent to do so. In some cases, this may be the owner (i.e. householder), but for a complex heritage asset with high levels of significance, it is advisable to employ a heritage professional (i.e. conservation planner, architectural historian or building archaeologist). If using an architect/agent to submit any application on your behalf, they may also be capable of producing an assessment.

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Glossary

Heritage Asset

A building, monument, site, place, area or landscape identified as having a degree of historic Significance

Heritage Impact Assessment (HIA)

The process of establishing the impact of a proposal on the significance of a place and identifying ways of mitigating any adverse impacts.

Historic Environment Record (HER)

Historic Environment Records are information services that provide access to a range of resources relating to the historic environment of a defined geographic area for public benefit and use.

Typically, they comprise databases and / or files linked to a geographic information system (GIS) and associated reference material, together with a dedicated staffing resource.

Mitigation

Action taken to reduce potential damage to significance. This may include avoiding damage, design solutions, options appraisal or seeking further information, as well as, where damage is unavoidable, recording elements that will be destroyed.

Setting

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

The value of a heritage asset to this and future generations because of its heritage interest which may be historic, architectural, archaeological, or artistic.

Contact Us

- Conservation Officer; 01226 772576, buildingconservation@barnsley.gov.uk
Design & Conservation
Westgate Plaza One
PO Box 603
Barnsley
S70 9FE