

Cheshire East Local Plan

# **First Draft Local List Supplementary Planning Document**

April 2025





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## 1. Introduction

- 1.1 Cheshire East is host to 76 conservation areas, 47 Grade 1 Listed Buildings, 179 II\* Listed Buildings and 2,645 grade II listed buildings. We are proud of our heritage and recognise its value in shaping the character and quality of the borough.
- 1.2 The Cheshire East Local List plays an essential role in building and reinforcing a sense of local character and distinctiveness in the historic environment. It identifies significant local heritage assets and is a material consideration in the determination of planning applications.
- 1.3 This draft Supplementary Planning Document (SPD) seeks to help identify and give appropriate protections to our non-designated heritage assets by providing further guidance on how our Local List will be prepared and maintained.
- 1.4 This SPD provides advice on:
  - The Local Listing process
  - Proposals for Development Involving a Locally Listed Building
  - Guidance on Alterations and extensions
- 1.5 The current Local List SPD contains a list of Non-Designated Heritage Assets in Cheshire East. Buildings marked on conservation area plans as making a positive contribution to the conservation area are also considered to be Non-Designated Heritage Assets. They add to the unique character of Cheshire East, individually and sometimes collectively.
- 1.6 The adopted Local List is currently being updated, and a new approach is being proposed here to enable the council to maintain the list more efficiently. A key focus of this draft document is on establishing the process through which candidate entries for inclusion on the Local List will be considered. It sets out the types of entries that may be identified, the criteria for inclusion and explains how the degree of heritage significance is judged.
- 1.7 This draft SPD does not include the Local List itself. The Local List is hosted separately and is in the process of being reviewed and updated. In the future, only assets that meet the criteria set out in this SPD will be included on the Local List. The proposed approach enables the council to publish a separate Local List document and update the Local List efficiently, outside of the SPD process. The SPD takes account of established best practice in Local Listing, including Historic England's Advice Note 7 on Local Heritage Listing (2nd edition January 2021)<sup>1</sup> and the criteria and general principles used in the selection of Listed Buildings as set

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<sup>1</sup> [Local Heritage Listing: Identifying and Conserving Local Heritage | Historic England](#)



out in the Department for Culture, Media and Sport, 'Principles of Selection of Listed Buildings' (January 2025)<sup>2</sup>.

## 2. Draft SPD Consultation

- 2.1 Consultation on the draft SPD will take place between 11<sup>th</sup> April 2025 and 2<sup>nd</sup> May 2025. Comments must be received by the Council no later than 5pm on 2<sup>nd</sup> May 2025. The consultation documents can be viewed online at: (weblink to be updated)
- 2.2 There is no legal requirement for Supplementary Planning Documents to be accompanied by Sustainability Appraisal, and this is reinforced in national planning guidance. However, "in exceptional circumstances" there may be a requirement for SPDs to be subject to Strategic Environmental Assessment (SEA) where it is considered likely that they may have a significant effect on the environment that has not already been assessed within the SEA of the Local Plan. A screening assessment has been undertaken and concludes that further such assessment is not necessary.
- 2.3 A screening exercise has been carried out to determine whether the document gives rise to the need for Appropriate Assessment (under the Habitats Regulations). This similarly concludes that further such assessment is not necessary. These screening assessments have been published (Appendix 1) and you can give your views on their findings too.

### Submitting your views

- 2.4 By e-mail: To [planningpolicy@cheshireeast.gov.uk](mailto:planningpolicy@cheshireeast.gov.uk)
- 2.5 By post: Strategic Planning (Westfields), C/O Municipal Buildings, Earle Street, Crewe CW1 2BJ
- 2.6 Please make sure that your comments reach us by 5pm on 2<sup>nd</sup> May 2025. We are not able to accept anonymous comments and you must provide us with your name and contact details. Your personal data will be processed in line with our Spatial Planning Privacy Notice, which is available on the council's website ([www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk)). Your name and comments will be published and made available to view on the council's online consultation portal.

### What happens after the consultation?

- 2.7 Following consultation, the council will carefully consider all representations received before deciding whether any amendments to the draft SPD are needed. The final version of the SPD alongside a Consultation Statement summarising the feedback and changes to the SPD will then be published for further comment before the SPD is adopted.

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<sup>2</sup> [Principles of selection for listed buildings - GOV.UK](#)



- 2.8 Once adopted the SPD will be formal planning guidance and will be considered as a material consideration in the Cheshire East area.

### 3. What Are Heritage Assets?

- 3.1 The Government's National Planning Policy Framework (NPPF) defines a heritage asset as 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.
- 3.2 Heritage interest may be archaeological, architectural, artistic or historic. The value of a heritage asset to this and future generations (because of its heritage interest) is referred to as 'significance'. Significance is one of the guiding principles running through the Historic Environment section of the Local Plan and the National Planning Policy Framework.
- 3.3 Heritage assets are divided into two types:
- designated heritage assets; and
  - non-designated heritage assets.
- 3.4 Designated heritage assets are mostly identified nationally under the relevant legislation (listed buildings, registered historic parks and gardens, scheduled monuments and registered battlefields), but also include world heritage sites, which are designated by UNESCO, and conservation areas, which are designated by the Council 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).
- 3.5 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.
- 3.6 Non-designated heritage assets are locally identified buildings, monuments, sites, places, areas or landscapes that do not meet the criteria for designated heritage assets (e.g. as listed buildings) but are considered to hold sufficient heritage interest at a local level to merit consideration in planning decisions. Whilst NDHAs may be identified through the Local List process, they may also be identified outside of this mechanism, through the development management process for example.





## 4. What is a Local List?

- 4.1 Local Listing is an established way for local councils and communities to jointly identify and physically record elements of the historic environment that are valued for their local heritage interest, such that they merit special consideration in the planning process as non-designated heritage assets. It is widely recognised that Local Lists also play a role in building and reinforcing a sense of place within local communities, contributing to local pride and well-being.
- 4.2 Whilst Local Lists are mostly made up of buildings and structures, including those within the boundaries of conservation areas, they can also include other features such as monuments, sites or designed landscapes.
- 4.3 The Local List is a register that provides clarity on the location of each entry and its special heritage interest and the purpose of the Local List is to identify non designated heritage assets so that owners, developers and any organisations or infrastructure providers whose work may affect them, are aware of their status and value; and to aid the Council in its decision making when considering planning applications to ensure that their special heritage interest is given due consideration.

## 5. The Implications of Local Listing

- 5.1 The Local List is a register that provides clarity on the location of each entry and its special heritage interest.
- 5.2 Inclusion on the Local List is not primarily intended to restrict development, but will seek to ensure that any proposals take into consideration the local significance of the building.
- 5.3 Consideration to alter or demolish buildings/structures on the Local List can only be determined if such proposals require or are associated with an application for planning permission. Local List status will be taken into account as a material consideration through the planning processes. Permitted development rights are not affected by this designation. Inclusion in this list does not afford any additional statutory protection or grant aid.
- 5.4 Cheshire East Council is committed to protecting local heritage and as such will always favour the retention of a locally listed building where practicable. Imaginative ideas will be sought by Development Management Officers to ensure elements of the Locally Listed Building are incorporated into any new design proposal.
- 5.5 Where retention proves impracticable, the council will require that a photographic record of the building is made prior to demolition and submitted to the Council for record purposes.



## Requirement for Planning Permission

- 5.6 Inclusion of a heritage asset on the Local List introduces no additional planning controls. It does not automatically affect permitted development rights, i.e. the rights to make certain changes to a building without the need to apply for planning permission.
- 5.7 Where a heritage asset on the Local List is within a conservation area or subject to an Article 4 Direction, there are some additional planning controls already in place.
- 5.8 The Council will monitor the effect of the Local List and, if necessary, consider the introduction of Article 4 Directions to remove certain permitted development rights that would otherwise allow alterations to be made to the heritage asset, or its demolition, without the need for planning permission.
- 5.9 When submitting a planning application that would affect, or have the potential to affect, a building or structure on the Local List, a written Heritage Statement will be required. The statement should describe the heritage interest, both as a whole and the specific parts, and any particular features of interest affected by the proposal. The level of detail should be sufficient to understand the potential impact of the proposal on the significance of the asset.

## 6. Planning Policy Context

- 6.1 The National Planning Policy Framework (NPPF)<sup>3</sup>, Planning Practice Guidance (PPG) and written ministerial statements set out the national approach to heritage in a planning context; and Local Listing is supported and encouraged by Government guidance, Historic England's best practice advice and the Cheshire East Local Plan.

### National Good Practice Advice

- 6.2 Local Lists provide a consistent and systematic method to establish whether elements within the historic environment have sufficient heritage significance to be afforded additional protection as 'non-designated heritage assets'.
- 6.3 National good practice advice issued by Historic England in its Advice Note 7 Local Heritage Listing (2nd edition January 2021)<sup>4</sup> promotes the important role of Local Lists in raising the profile of local heritage, including celebrating heritage that is valued by the community, by providing an opportunity for communities to have their views on local heritage heard. This includes consulting communities on the selection criteria to be used to judge the suitability of candidates for inclusion

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<sup>3</sup> [National Planning Policy Framework](#)

<sup>4</sup> [Local Heritage Listing: Identifying and Conserving Local Heritage | Historic England](#)





on the Local List, along with a role in nomination. The advice note also advocates the proper recording and public access to Local Lists.

## National Policy and Guidance

- 6.4 At para.202, the National Planning Policy Framework (NPPF) (December 2024) sets out that plans should set out a positive strategy for the conservation and enjoyment of the historic environment. Emphasis is placed on sustaining and enhancing the significance of heritage assets and recognising that heritage assets are an irreplaceable resource which should be conserved in a manner appropriate to their significance.
- 6.5 The NPPF defines heritage assets as including those identified by the Council, for example through Local Listing. Entries on the Local List are recognised in local and national planning policy as Non-Designated Heritage Assets. The NPPF advises that the effect of development proposals on the significance (special interest) of all heritage assets should be taken into account in determining planning applications. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the asset.
- 6.6 The National Planning Practice Guidance (NPPG) gives further guidance on non-designated heritage assets (paragraphs: 039-041). In particular, it advocates the production of Local Lists and underlines the need for the selection of Local List entries to be based on sound evidence and up-to date information and for lists to be accessible to the public in order to provide greater clarity and certainty for developers and decision-makers.

## Local Policy

- 6.7 Cheshire East's Local Plan gives significant weight to the preservation and enhancement of non-designated heritage assets in planning decision making.
- 6.8 Cheshire East contains a much valued, varied and unique built heritage. This is a key contributor to the quality of life and economic attractiveness of the borough and has a positive and important role to play in achieving a sustainable community in Cheshire East. The council will expect new developments to respect and promote the distinctive local heritage of the area, including the historic silk industry in Macclesfield, the importance of the rail industry in Crewe and the distinctive qualities of towns and villages across the borough.
- 6.9 Local Plan Strategy policy SE7 'The Historic Environment' sets out the broad approach the council will take toward achieving this. Policies HER1 to HER9 of the Site Allocations and Development Policies Document provide further detail on identifying heritage assets within Cheshire East; managing Heritage at Risk; managing development in conservation areas, managing development that affects listed buildings, parks and gardens and historic battlefields; the approach



to non-designated heritage assets; archaeology and Jodrell /bank Observatory World Heritage Site.

## Policy Implications

- 6.10 Where assets are included on the Local List this means they are formally recognised as ‘non-designated heritage assets’ which gives greater emphasis to protecting the special heritage interest of the asset when any changes are proposed.
- 6.11 Where planning permission is required, the special heritage interest (significance) of the Local List entry will be a ‘material consideration’ in determining the planning application. This means that account will be taken of the impact of the proposal on the special interest of the asset including its setting when making a decision on development proposals. For those assets located within conservation areas, other heritage related planning policies are also relevant.

## Implications for Building Control

- 6.12 Buildings on the Local List are given special consideration in relation to Approved Documents L1B and L2B of the Building Regulations. This effectively means that heritage interest can be taken into account when considering the requirements under the building regulations in relation to the conservation of fuel and power in existing homes and other buildings to ensure that the significance of the heritage asset is better safeguarded.

## 7 Guidance on Works to Locally Listed Buildings

- 7.1 It is hoped that the unique qualities of Locally Important Buildings recognised through inclusion in the Local List will encourage owners to take pride in their care and conservation. Alterations and extensions which respect the character of a property can also add to its value.
- 7.2 Cheshire East Council nevertheless recognises that buildings often need to be altered or adapted for changing needs. Where alterations are proposed, understanding of the buildings architectural or historic interest can help inform the most appropriate approach.
- 7.3 Guidance on policy requirements are set out in the LPS at Policy SE7 Historic Environment and Policies HER1-9 of the SADPD. The Cheshire East Design Guide SPD<sup>5</sup> should also be consulted and the following guidance will also be used as appropriate in the assessment of alterations to a building on the Local List where planning permission is required.

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<sup>5</sup> [Design guide supplementary planning document](#)



## Extensions

- 7.4 Extensions should be designed to conserve or enhance the appearance, scale and character of the building. They should normally be subservient to the host building in height and massing. If traditional approach is adopted then attention to historic detailing, materials and workmanship is important. If a contemporary style is adopted the materials, quality, detailing and design should complement the existing building.

## Roofs

- 7.5 Roofing materials and chimneys all contribute to the character and local distinctiveness of an area. Concrete tiles and slates have different weathering properties and are often heavier, requiring additional strengthening of the roof timbers which may be harmful to the character of the Locally Important Building.
- 7.6 Roof lights and dormer windows can affect the character of the building and may not be appropriate. Roof lights should be kept to a minimum and located on the rear elevation where possible. Special conservation roof lights fitted flush to the roof can reduce the visual impact.

## Joinery

- 7.7 Original joinery details such as windows and doors contribute to the character of the building and the street scene and should be retained wherever possible. Modern details such as UPVC windows and doors with integral glazed fanlights and stained or varnished joinery is not normally appropriate.

## Research

- 7.8 Proposals for alterations should seek to conserve the architectural or historic character of the building, so it is important to identify features which contribute to the character of the building or site. Specialist historic building consultants can help inform future changes and offer sensitive solutions. The Heritage Statement accompanying any application needs to clearly show there is an understanding of the important elements of the building or site, and evidence of how the scheme has been conceived, justifying how the proposals will respect the historic fabric or setting.

## Setting

- 7.9 Consideration should be given to the location and design of new buildings within the grounds of Locally Listed Buildings. The setting of a Locally Listed Building may include land outside the buildings curtilage and could include adjacent land, important views or the wider street scene.

## Boundary Details

- 7.10 Walls, fences and railings can contribute to a building's character and new boundary features should be of an appropriate design. Original features should be retained where possible.



## 8 Nominating Buildings for the Local List

- 8.1 Anyone can nominate a building for inclusion on the Local List, Parish and Town Councils, amenity societies, local history groups, local residents and members of the public. A full review of the Local List will take place every five years. An internal emergency procedure is in place for Officers to include buildings on an ad hoc basis.
- 8.2 Nominations are welcome before the review process is carried out. These will be kept on record.

### Emergency Procedure

- 8.3 In circumstances where a heritage building (or building that could be a potential heritage asset) is at risk of damage or demolition the Local Planning Authority may seek to apply an Article 4 direction to remove permitted development rights and prevent loss or damage to the building.
- 8.4 Alongside this process, a building may be considered of high enough significance for spot listing for statutory protection under the standard process carried out by Historic England<sup>6</sup>.

### Formal Designation of Local List Buildings

- 8.5 Buildings nominated for Local Listing are assessed against the agreed criteria by the Conservation team in the first instance.
- 8.6 All reasonable effort will be made to notify owners when their building has been added to the Local List with an explanation of what this means and how it affects them.
- 8.7 Requests for a building to be removed from the Local List must be supported by evidence to show that the building or structure is no longer of special interest and therefore no longer merits inclusion on the list. A building can only be removed from the list with the agreement of Cheshire East Council.

## 9 Local List Entry Types

- 9.1 Whilst Local Lists are usually made up of buildings, they may also include other structures and features of the historic environment that give local areas their distinctive character.
- 9.2 Local Listing may apply across a wide range types of heritage building/asset, including, but not limited to the following:

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<sup>6</sup> [Apply for Listing | Historic England](#)



Agriculture	Traditional farm buildings including amongst others well-preserved barns, dairies, stables, piggeries, dovecotes and cart sheds.
Public Art and Commemorative	Monuments that show a high level of craftsmanship or artistry, especially if associated with a known artist or local manufacturer. This asset type includes amongst others, public art and sculpture, grave markers, civic monuments, commemorative plaques and war memorials
Commercial	Banks and offices, shops and shopfronts, public houses, inns and hotels.
Cultural and Entertainment	Libraries and reading rooms, museums, assembly rooms and music venues, theatres and cinemas, dance halls, village halls and institutes.
Residential	Examples of vernacular and more contemporary dwellings and ancillary buildings.
Places of Worship or religious sites	Places of worship of all different denominations and faiths including other buildings that have been reused as faith buildings.
Law and Civic, (including Education and Health)	Town halls and government buildings, law courts, police stations and prisons, fire stations, reading rooms, political clubs and institutions, hospitals, schools and technical colleges
Trade and Industry	Assets relating to textiles manufacturing, engineering and machinemaking, coal mining and quarrying amongst others
Utilities and Communication	Power generation or distribution sites, waterworks, pumping stations, water towers and reservoirs, post boxes, telephone boxes and telegraph exchanges.
Leisure, Sports and Recreation	Indoor and outdoor sporting venues including swimming baths, pavilions, and sports grounds.
Public Realm and Street Furniture	Street surfaces, lampposts, boundary markers, street nameplates, signposts, drinking fountains, street furniture, railings.
Transport	Canal and rail infrastructure, bridges, bus and tram depots and sheds, historic trackways and way markers.
Historic designed landscape	Public gardens and parks, cemeteries, recreation grounds, public squares, woodland, deer parks, private gardens.
Archaeological sites and monuments	Buried archaeological remains and upstanding remains or earthworks

## 10 Local List Selection Criteria

- 10.1 To ensure locally listing is applied only to those assets with genuine heritage interest, the it is important that the listing criteria is robust, and based on sound evidence. The table below sets out the heritage significance that must be achieved



in order for assets to be considered for local listing.

- 10.2 Advice within Historic England's Local Heritage Listing: Historic England Advice Note 7 (2nd edition January 2021) the Department for Culture, Media and Sport, 'Principles of Selection of Listed Buildings' (January 2025)<sup>7</sup> sets out best practice approaches to the criteria and general principles used in the selection of Listed Buildings and has formed the basis of the approach here.
- 10.3 Elevating local buildings to be considered formally as 'Heritage Assets' requires that the candidate asset must have architectural, artistic, historic or archaeological interest. This interest underpins the Principal Selection Criteria set out below; entries should meet one or more of these criteria. Entries should also meet one or more of the Secondary Selection Criteria which include authenticity (age, rarity or intactness), social and community interest, group value and townscape/landscape interest.
- 10.4 The criteria are to be used as both a guide for those making a nomination and to inform the selection process. They are intended to set an appropriate standard which can be consistently applied to the assessment of candidates for local listing and to be sufficiently broad in the range of heritage values captured. At the same time, the criteria should ensure the standard is not too low so as to risk including assets of more limited quality which might devalue the status of the Local List.

### Principal Selection Criteria Table

Architectural or Artistic Interest	<p>Architectural interest is an interest in the art or science of the design, construction, materials, craftsmanship and decoration of buildings and structures of all types. Artistic interest is an interest in other creative skills such as sculpture and decoration. This criteria includes:</p> <p>Well preserved examples of particular local building styles/traditions, techniques and materials that are part of the local architectural style (local vernacular) and/or which illustrates local or regional architectural history or design.</p> <p>Good examples of a distinctive architectural style or fashion; or that demonstrates high quality design, including form, proportions, materials, attention to detail and articulation. These assets should be well preserved or affected only by minor reversible alterations.</p> <p>Works of a notable local or national architect, designer or artist.</p>
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<sup>7</sup> [Principles of selection for listed buildings - GOV.UK](#)





	<p>Assets with a high degree of creative skill/craftsmanship in their construction and/or detailing for example stone carving, joinery, metalwork, stained glass. Decorative elements such as finials, roof bosses, door surrounds or signage may also hold a degree of artistic interest.</p> <p>This criteria also covers assets that are important local examples of technological innovation or engineering.</p> <p>Assets nominated under this category for their architectural or artistic interest must meet the secondary criteria for Authenticity (Age, Rarity, Intactness).</p>
Historic Interest	<p>Historic interest is an interest in past lives and events and includes assets that exhibit evidence of an association with an important/valued aspect of local or national history, notable people/families, groups or events, or relate to a key period of building development. This criteria includes:</p> <p>Assets that have well-authenticated historical associations with an individual; company; organisation; groups/movement; or event of local or national importance. For example a birthplace of a notable figure, the meeting place of a notable group or the site of a significant event.</p> <p>Assets that have an important association with key periods of economic development such as agricultural, industrial, commercial, communications or transport.</p>
Archaeological Interest	<p>There will be archaeological interest in a heritage asset if it holds, or potentially holds, evidence of past human activity worthy of expert investigation at some point. Assets can take the form of structural remains, earthwork monuments, archaeological features or deposits. These may date from very early prehistory through to relatively recent sites, for example the remains of structures associated with World War Two.</p>

### Secondary Selection Criteria

Authenticity (Age, Rarity, Intactness)	<p>The older a heritage asset is, and the fewer surviving example of its type, the more likely it is to have heritage significance. Generally, assets will be a good example of their type and survive in or closely to their original form as follows:</p> <p>Pre 1845: Assets that retain a significant proportion of their original fabric, and where the style, form and construction are easily identifiable. Early origins, if not now clearly expressed in the character of the building, would not in</p>
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	<p>themselves justify inclusion. Superficial alterations which may be reversed in the future will not preclude inclusion.</p> <p>1845 to 1945: Assets that are substantially unaltered and retain the majority of their original features, fabric and plan form, having a quality and character that distinguish them from other buildings/structures of the same period locally. Superficial alterations which may be reversed in the future will not preclude inclusion.</p> <p>Post 1945: Assets that are outstanding examples of important architectural styles of their period and unaffected by inappropriate alterations and extensions.</p> <p>Assets nominated for their architectural or artistic interest must meet this secondary criteria.</p>
Social and Communal Interest	Social and communal interest is closely related to historic interest and comprises assets that represent key social or cultural roles in the historical development of the area including associations with activities, events, or traditions that give an area and/or community a sense of local identity or that contributes to the “collective memory” of the area.
Group Values	In addition to the individual qualities of an asset, they may also have special interest through their visual, design or historic functional relationship with other buildings, structures and spaces. Examples include farm groupings, mill complexes, residential terraces or retail parades.
Townscape/Landscape Interest including Landmarks	<p>This criteria includes:</p> <p>Assets or groups of assets which, due to their form, scale, location or appearance, stand out positively in the townscape; landscape; roofscape; or key views.</p> <p>Designed landscapes that make a positive visual contribution to the local distinctiveness of an area, for example public squares, cemeteries, parks and gardens.</p> <p>Assets that make a valued contribution to a distinctive streetscene including boundary treatments (e.g. walls, fences and railings); street surfaces (e.g. cobbles, flags and setts); and street furniture (e.g. signposts, streetlights, benches, post boxes and telephone boxes).</p>

#### Evidence:

- 10.5 Local listing must be underpinned by an appropriate level of evidence which establishes the heritage value of the asset and demonstrates its significance.



Evidence may be derived from a number of different sources and include historic mapping; documentary sources such as local history books, archived newspaper articles, historic building plans and images where they exist; and site surveys. Such data is necessary to describe the location and significance of the asset and will be used to evaluate whether a candidate asset should be included on the Local List.

## 11 Procedure for Adding to or Removing Entries from The Local List

- 11.1 The criteria are to be used as both a guide for those making a nomination and to inform the selection process. They are intended to set an appropriate standard which can be consistently applied to the assessment of candidates for local listing and to be sufficiently broad in the range of heritage values captured. At the same time, the criteria should ensure the standard is not too low so as to risk including assets of more limited quality which might devalue the status of the Local List.
- 11.2 Local Listing requires thorough research and robust assessment to ensure that potential candidates have sufficient heritage significance to be considered as being material considerations in a planning context.

### Identification

- 11.3 The Local List is a dynamic document and assets are likely to be identified in the following ways:
- 11.4 **Nomination:** Members of the public are encouraged to nominate assets that they consider meet the criteria for inclusion on the Local List by using the nomination form on the Council's website and included in Appendix Three of this SPD. A completed nomination form will include as a minimum:
- Street address including postcode and/or a site location plan;
  - Written description of significance identifying which of the Local List criteria are met; and
  - Clear digital photographs taken from public viewpoints giving an overall impression of the asset; the original design intention; any important decorative or structural features; and any dates or inscriptions that contribute to an understanding of the significance of the asset.
- 11.5 **Local Character Appraisals:** The most common type of appraisal undertaken by the Council are Conservation Area Appraisals. During the course of these appraisals, individual assets that meet the selection criteria will be taken through the assessment process.
- 11.6 **Historic Environment Record (HER):** The HER identifies both designated and non-designated heritage assets. Those non-designated heritage assets that meet



the selection criteria will be considered for inclusion on the Local List.

- 11.7 **Development Control Process:** During the determination of planning applications, it may emerge that the proposal relates to a building or structure that meets the selection criteria and will be considered for inclusion on the Local List.

### Local Listing Procedure

- 11.8 The process of Local Listing identifies, assesses and describes a heritage asset against the criteria. The objective is to do so in a robust and consistent manner across the whole borough, distinguishing only those assets which are of the greatest merit or local interest. Once identified, assessed, and described, the proposed listing is consulted on and the asset is recommended for Local Listing. The final decision is taken by the Head of Planning in consultation with the Chair of the Councils Environment and Communities Committee.
- 11.9 The procedure will be overseen by the Environmental Planning Team. Proposed additions to the Local List may be processed in periodic batches or individually and will include the following stages:
- 11.10 **Stage One: Initial Assessment:**
- 11.11 An evaluation of the information submitted will be undertaken to further understand the significance of the asset, and whether the asset is likely to meet the selection criteria. If an asset is not considered to meet the selection criteria, re-assessment will only take place if further information that reveals more about its heritage significance becomes available.
- 11.12 **Stage Two: Further Investigation**
- 11.13 If the asset is considered likely to meet the criteria, further research and evaluation will be carried out including a site visit.
- 11.14 **Stage Three: Consultation**
- 11.15 If the nomination passes stages 1 and 2 above, a draft report outlining the reasons for consideration will be prepared for consultation. At this stage, there is a presumption in favour of including the asset on the Local List.
- 11.16 In some instances candidate assets will be identified through the planning application process, where this occurs the Local Listing process will be instigated alongside the determination of the application.
- 11.17 The owner (where known) will be invited to comment within a 28-day period. The consultation will be undertaken in accordance with the Councils Statement of Community involvement and the local ward member, parish council and relevant



special interest groups will also be invited to make representations for consideration.

11.18 It is important to note that the Council can only consider comments about the asset's heritage interest and cannot consider personal circumstances or current or future development proposals. Any request for an asset not to be added to the list will need to be based on evidence that it fails to meet the requirements of the selection criteria.

11.19 **Stage Four:** Final Assessment and Selection Review:

11.20 Consultation responses will be assessed and summarised as part of the final assessment. Where assets are considered suitable for inclusion on the Local List a final draft report will be prepared. The report will comprise the following information: address and location plan; photographs; the known or believed date of construction; the present use (if relevant); a description of the asset; and the criterion under which it qualifies.

11.21 Reports of this nature would normally be taken to the Council's Environment and Communities committee for final decision. However, consideration is being given to whether final decisions could be delegated to the Head of Planning and the Chair of the Environment and Communities Committee.

11.22 **Stage Five:** Local List Update

11.23 If the asset is agreed for inclusion on the Local List, it will be assigned an identification number and the Local List updated accordingly.

11.24 The Council will refer assets that have strong potential for inclusion on the National List to Historic England so that consideration can be given to whether they should be statutorily listed.

## Notification

11.25 Once a decision has been made by the Council to include an asset on the Local List, or remove it, the owner, where known or identified, will be notified in writing with an explanation of what this means and how it affects them.

11.26 Owners will have the opportunity to challenge the decision to include (or not include) their property on the Local List. Such appeals should be made in writing no later than 28 days from the date of the notification and should demonstrate why the asset does not (or does) meet each of the selection criteria.

11.27 Such appeal cases will be considered by the council's Principal Heritage Officer and a report will be written to summarise the key matters. It is envisaged that appeals will be considered by the Head of Planning in consultation with the Chair



of the Environment and Communities Committee.

11.28 Reasons for removal would be that upon further investigation the significance of the asset was found to be less important than was originally thought. Reasons for addition following a decision not to include, would be that further evidence has been discovered or revealed that proves the asset has greater significance than was originally thought such that it would meet the selection criteria. Future plans for alterations will not be accepted as justification for removal from the Local List.

11.29 Assets added to the Local List will be plotted onto an electronic geographical information system and used for development control purposes.

11.30 The Council will share appropriate information gathered through the assessment and selection process with the Cheshire Historic Environment Record (HER) in accordance with data protection requirements.

## 12 Removing Entries from The Local List

12.1 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.

12.2 Where removal from the Local List is recommended, a report will prepared and considered by the Head of Planning in consultation with the Chair of the Environment and Communities Committee.

## 13 Review and Monitoring

13.1 The Local List will be monitored and updated on an on-going basis to take account of new information that is available about specific assets that would justify its inclusion or removal. This would include information that comes to light when preparing or updating Conservation Area Appraisals and information received through the development control process.

## 14 Viewing the Local List

14.1 The Local List is available to view on the Council's website.

14.2 A brief description of each entry and a summary of the reasons for inclusion on the Local List will be available for every new and updated entry; accompanied by an image of the entry taken from the public highway, where possible.

14.3 The description for each entry may not be exhaustive, and further research may reveal a greater understanding of the site which would meet other selection criteria





## 15 Currently Adopted Local List

- 15.1 The currently adopted local list remains as an SPD and therefore also a material consideration in decision making. Assets currently identified in the Local List will be carried over into the new local list, their status will not change unless reviewed as part of the process outlined above.

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## Glossary

Amenity	A positive element or elements that contribute to the overall character or enjoyment of an area. For example, open land, trees, historic buildings and the inter-relationship between them.
Approved Documents	Approved Documents are official guidance documents published by the UK government to help ensure compliance with building regulations. They provide detailed advice on the performance expected of materials and building work, along with practical examples and solutions for common building situation
Article 4	A tool used by local planning authorities in the UK to control certain types of development that would otherwise be allowed without planning permission. This is particularly important in heritage and conservation areas to preserve their character and appearance.
Conservation Area	A designated region that is protected due to its natural, historical, or cultural significance. These areas are managed to preserve their unique features and biodiversity, often restricting certain activities to maintain their ecological integrity. Conservation areas can include national parks, wildlife reserves, and heritage sites.
Designated Asset	A site, building, or area that has been given legal protection due to its historical, architectural, or cultural significance. This designation ensures that the asset's character and importance are preserved through the planning system.
Development	Defined by the Town and Country Planning Act 1990 as “the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change of use of any building or other land.” Most forms of development require planning permission, unless expressly granted planning permission via a development order.
Development Plan	This includes adopted Local Plans and Neighbourhood Plans and is defined in Section 38 of the Planning and Compulsory Planning Act 2004
Habitats Regulations Assessment	The process that competent authorities must undertake to consider whether a proposed development plan or programme is likely to have significant effects on a European site designated for its nature conservation interest.



Listing	Listing is a process used to identify and protect buildings of special architectural or historic interest, carried out by English Heritage
Listed Building	A structure recognized for its special architectural or historic interest and given legal protection to preserve its character.
Local List	A list of buildings, structures, or sites that are recognized by a local planning authority for their special architectural or historic interest. Unlike nationally designated heritage assets, such as listed buildings, local list entries do not have statutory protection. However, they are considered in the planning process to ensure their significance is taken into account when development proposals are made.
Local Plan	<p>The plan for the development of the local area, drawn up by the local planning authority in consultation with the community.</p> <p>In law this is described as the Development Plan Documents adopted under the Planning and Compulsory Purchase Act 2004.</p> <p>Current core strategies or other planning policies, which under the regulations would be considered to be Development Plan Documents, form part of the Local Plan. This term includes old policies which have been saved under the 2004 Act.</p>
Local Plan Strategy	Development Plan Document setting out the spatial vision and strategic objectives of the planning framework for an area, having regard to the Community Strategy.
Local Planning Authority	The local authority or council that is empowered by law to exercise planning functions. In the case of this SPD, the Local Planning Authority is Cheshire East Council.
Non Designated Heritage Asset	A building, monument, site, place, area, or landscape identified as having heritage significance but does not meet the criteria for formal designation as a listed building, scheduled monument, or other protected status
Site Allocations and Development Policies Document	Part of the Local Plan which will contain land allocations and detailed policies and proposals to deliver and guide the future use of that land.



Supplementary Planning Document

A Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Documents.

Sustainability Appraisal

An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.

Strategic Environmental Appraisal

SEA is a process and a tool for evaluating the effects of proposed policies, plans and programmes on natural resources, social, cultural and economic conditions and the institutional environment in which decisions are made.

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## Appendices

15.2 Please see separate web links to HRA and SEA screenings.

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