

**PROCEDURE FOR DESIGNATING
BUILDINGS OF LOCAL INTEREST**

BACKGROUND

The Council recognises the quality of Flintshire's built heritage and the importance of protecting this for future generations, together with its contribution to the landscape and built environment of Flintshire. Throughout the county there are buildings and structures which although not necessarily of listable quality, nonetheless add to the richness of the local built environment and local distinctiveness.

Cadw are responsible for designating Listed Buildings in Wales and they fall within categories I, II* and II. There are currently approximately 1000 designated listed buildings throughout Flintshire, but this is only a small number in relation to the total number of historic buildings in the county. Buildings of historic interest which were not worthy of the grades 1, 2* or 2 but nonetheless had historic interest formerly constituted Grade 3 buildings. This category was removed during the 1990s and former Grade 3 buildings were used to form a Buildings of Local Interest register by the Local Authority. Conservation Areas also give some protection to buildings with historic features but without Article 4 (2) directions this protection can be limited.

To help preserve unlisted but locally distinctive and important buildings from demolition or inappropriate alterations the Council has developed and maintains a list of buildings designated as Buildings of Local Interest (BLI). The Council has also formulated a policy for their protection (HE4) in the adopted Unitary Development Plan and this guidance document supports the implementation of the UDP policy.

When buildings are locally listed, the Council will seek their protection. The procedure contained in this guidance will help preserve these buildings before any historic architectural features or buildings as a whole are lost, and will hopefully bring to the owners' attention the mutual role and responsibility they have in preserving Flintshire's important built heritage. The list is continually updated as buildings are identified, or are deleted from the list if they become listed. Where works have been carried out without consent, when consent is required, and have removed the architectural and historic features the Council will seek reparation to bring them back to their former condition. Most BLIs date from the 17th and 18th century (30% and 40% respectively). There are currently 211 on the list and 22 which have been put forward to be added to the list.

Buildings are added to the list to ensure they are respected and protected because they have good examples of historic and / or architectural details, or are good local examples of a certain type of building that needs to be preserved. Where there is a threat to a building the Council will consider seeking Article 4 directions or spot listing to protect it.



A good example of a restored BLI - St. Winefride's School, Holywell now converted to flats and called Plas Gwenfrewi (carried out using Townscape Heritage Initiative grant money)

PURPOSE OF THE GUIDANCE

The purpose of the guidance is to:

- aid the Council in its decision making process when considering proposals
- raise awareness of the County's historic environment and its importance to local distinctiveness
- inform the public, Council officers and Members about which buildings are locally important and should be retained and protected, bearing in mind that other traditional buildings also contribute to the historic and environment and local distinctiveness
- promote further research and recording of locally important buildings, architects, occupiers and local events
- provide guidance and advice to owners to help protect the character and setting of their buildings
- allow consideration of a building's special character when applying Building Regulations to alterations, extensions and proposed changes of use etc.
- ensure a transparent and consistent approach is taken

A separate document has been produced to accompany this procedural guidance which lists the BLIs and for each BLI provides a brief description and explanation as to why it is significant. Please note that the description doesn't necessarily mention all interesting or important features.

This guidance may be taken into account as a material planning consideration when dealing with an application for the alteration or demolition of a BLI.

POLICY AND GUIDANCE

The following have been taken into account in drawing up this procedure and are a relevant consideration when a building is put forward for designation as a BLI. They are will be used in support of a process when the designation of a building is challenged or when planning applications for demolition, alterations and development are considered.

1. Conservation Principles for the sustainable management of the historic environment in Wales, Cadw 2011

This sets out the 6 conservation principles which inform Cadw's approach to the protection and management of the historic environment as a whole. These six principles are:

- | | |
|-------------|---|
| Principle 1 | Historic assets will be managed to sustain their values |
| Principle 2 | Understanding the significance of historic assets is vital |
| Principle 3 | The historic environment is a shared resource |
| Principle 4 | Everyone will be able to participate in sustaining the historic environment |
| Principle 5 | Decisions about change must be reasonable, transparent and consistent |
| Principle 6 | Documenting and learning from decisions is essential |

2. Welsh Office Circular 61/96 - Planning and the Historic Environment: Historic Buildings and Conservation Areas – Part 3 Listings and Listed Building Controls

Identification of Buildings for Listing (para 48) *"...But many buildings which are valued for their contribution to the local scene, or for local historical associations, will not merit listing. Such buildings will often be protected by conservation area designation (see Part 2.) It is also open to planning authorities to draw up lists of locally important buildings, and to formulate policies for their protection through development control procedures. Policies should make clear that such buildings do not enjoy the full protection of statutory listing..."*

From this a building can be considered worthy of BLI status if it contributes to the local scene, but is not of sufficient architectural or historical interest to warrant statutory listing.

3. Adopted Unitary Development Plan September 2011 Policy HE4

The demolition or alteration of any building or structure that is included on the list of Buildings of Local Interest will only be permitted where the following criteria apply:

- a. in the case of demolition that the building is structurally unsound, it cannot be made safe without extensive alteration or rebuilding and is incapable of refurbishment at a cost which is reasonable in relation to its degree of interest. The design of the replacement building should match or exceed that which has been demolished; or

- b. in the case of alteration and extension that the works do not adversely affect the architectural or historic character of the building.

The full policy and reasoned justification can be found in Appendix 2.

DESIGNATION CRITERIA

Flintshire's designation of buildings is based on Cadw's methodology for listing but with different requirements in relation to architectural interest, style and materials. (The detailed criteria are set out below.)

Based on this, buildings and structures that possess special architectural or historical interest of local relevance but which are currently not listed or do not merit listing may be considered suitable for designating as BLIs. This gives them the recognition they deserve and shows owners, prospective purchasers and decision makers that they are of value to the local area, its character and history. They should satisfy at least one of the criteria below, with these criteria falling into four categories. The scope of what could potentially be a candidate for BLI designation does not just include buildings traditionally recognised as 'buildings', but also includes structures such as boundaries, bridges and landmarks. It could also include archaeological sites and parks, gardens and cemeteries. For ease, they are all referred to as 'buildings' throughout this document. A checklist of the designation criteria can be found in Appendix 3.



BLI structure - Pistyll in Caergwrle

The criteria used to assess designation are grouped under four themes as follows:

Historical Interest

- Buildings associated with well known personalities or events
- Good examples of buildings or other assets that illustrate social or economic history
- Buildings, landscapes, sites and spaces which illustrate part of Flintshire's cultural history, e.g. schools, churches, commercial and public buildings

- The use of building materials of local interest
- The work of architects or designers of local or national significance
- Intact historical structures
- Archaeological interest may be an appropriate reason to designate a locally significant asset if the evidence base is sufficient and if a distinct area can be defined



Bryn Coch Hall

Architectural and Vernacular Interest

- Buildings that are part of a planned layout that has remained substantially intact e.g. a terrace or square
- A group of buildings that together are a good surviving example of an historic architectural style
- Good examples of a particular technological innovation in building type and technique
- Buildings which have received national awards or recognitions
- Examples of a particular local building type, style, craftsmanship, architectural quality or detailing
- Examples of good quality architecture (including modern architecture)

Environmental Significance

- Buildings which contribute to the streetscene, landscape or locality
- Buildings with a 'group' value or part of a group of buildings that provide local distinctiveness and interest
- Structures such as street furniture that contribute positively to the local area
- Buildings that contribute positively to the setting or group value of Listed Buildings
- Significant landmark buildings or structures which can have striking aesthetic value within the local scene

Age and Rarity

- The earliest or unusual examples of a particular type of building
- Buildings built before the start of the Victorian period (1837) where the style, form and construction is easily identifiable and restorable
- Buildings built between 1837 and 1918 which retain original features and are of good quality and are restorable
- Buildings built between 1918 and 1939 which are exceptional examples of the style of the period
- Buildings built between 1939 and 1945 which are rare examples of wartime structures
- Buildings built from 1946 onwards which are of exceptional quality and design

In some instances it is sufficient for one criterion only to be met to warrant a building being put on the list as a BLI. It should be noted that although the date of 1837 is used to identify pre-Victorian buildings, buildings built after this date during the first part of the Victorian era are also considered to be of considerable architectural historical importance due to their age.



ADDING BUILDINGS TO THE LIST

Requests to add a building to the local list can be made by anyone.

This can include:

- Council Officers who become aware of the building following either survey work, enquiries for development or applications for development and are concerned that historic local buildings are going to be lost or inappropriately altered because of proposed demolition/development. Buildings are sometimes identified when site visits are carried out and historic features are identified on adjacent buildings,
- members of the public who want to see buildings preserved,

- County Councillors
- Town and Community Councils
- local community groups, historic societies etc.

It is also envisaged that a visual survey will be carried out in collaboration with Community and Town Councils who will be asked to identify buildings for consideration. There will also be consultation with relevant organisations and local interest groups.

It would help if requests for adding buildings to the list include the following:

- The address and/or location map
- The reasons why it should be added to the list
- Photographs of the main elevations
- Name and contact details of the owner

DESIGNATION AND RECORDING PROCEDURE

1. The Council's Built Conservation Section is informed that a building may warrant protection because it has historic or architectural features that need to be preserved but is not worthy of listing by Cadw. Cadw will be contacted to see if they have previously surveyed the building, and it may be appropriate in some instances to put forward a building for consideration to be statutorily listed.
2. Site visit to inspect the building externally and internally with photographs taken to ascertain if there is enough historic architectural interest in the building to add to the local list
3. Historic maps are looked at to trace the development of the building over time to find out when extensions and features were added.
4. Additional information can also be obtained from the County Record Office in Hawarden who have historic photographs, tithe maps etc.
5. Consult Landmap, which is the national information system, devised by the Countryside Council for Wales, for taking landscape into account in decision-making in relation to the historic / cultural layers and context.
6. Members of the Built Conservation Section study the information and prepare a report, based on the proforma in Appendix 4, with a recommendation as to whether the building should be added to the BLI list and to take to the relevant panel.
7. A panel is convened to assess proposals on a regular basis (although it can also be convened at any time in urgent cases as required). The panel will consist of 5 core members who have a high level of expertise in relevant subjects, along with 3 members of local history and civic groups, and 2 County Councillors. In addition to the panel members, the local Member(s) and community and town councils will be consulted for their views when sites within their areas are being considered.

If at the Panel it is decided to add a building to the BLI list the following process is then undertaken:

1. A form is completed with details of the building location, name of owner and/or agent, description of the historic features,

2. The building details are then added to the BLI database
3. A file is opened and all information/photographs are added
4. The GIS manager is requested to add the building to the mapping constraint layer on Infomap so that when officers are searching for conservation constraints the BLI will be shown outlined in green
5. GIS manager confirms that the building has been added to mapping layer and confirms date added
6. A letter is sent to the owner/occupier of the property, together with a copy of the report, informing them that the building has been designated as a BLI on Flintshire's local list and why, and a contact name and number is given for further information. Notification will also be given to relevant heritage and local groups (which may include local history societies, civic societies, town and community councils and the AONB committee) and to the local Council Member(s). All owners and occupiers will receive an explanatory leaflet which outlines the importance of the designation and explains how it affects them, their responsibilities towards the building, and also shows who to contact for help and advice.
7. An up to date list of Buildings of Local Interest, together with those proposed for adding or deleting from the list will be published and available on the website and from the Conservation Section.

OBJECTIONS

If the Council chooses not to include on the BLI list a building which has been put forward by an outside group or individual, the proposer will be notified of the Council's reason. The Council will not re-open a case for local listing unless new information comes to light which in the opinion of the Planning Strategy Manager would be likely to alter the outcome of second assessment.

For new BLIs, owner's will usually be given advance notification of the designation and the implications of the designation will be explained. However where buildings are considered to be under immediate threat, advance notification will not always be possible, as to do so might occasionally result in pre-emptive demolition or alterations, and in these instances protection measures will be instigated as soon as possible. There is no formal or statutory right of appeal against a building being placed on the list. However following the inclusion of a building on the list and within three months of notification to the owner, the Council will consider objections to a building's inclusion on the list. Objectors will need to challenge the reasons for inclusion of a building on the list bearing in mind that it is the building's architectural or historic interest that is the reason for its inclusion on the list. Grounds for objection will therefore be restricted to the fact that the building does not meet the criteria of the Policy and guidance, or that existing valid planning permissions, or other permissions, are in existence which allow demolition or alteration. For both of these, relevant evidence should be provided. Personal circumstances or other factors will not normally be taken into account. Any such representations received will be taken to the North Wales Conservation Officers' meeting for consideration. This assessment will be final.

REVIEW

The local list will be regularly reviewed and updated to ensure that the information it contains remains relevant. The review will coincide with the nomination of new BLIs in order to make the best use of resources. At other times new information, such as an

updated conservation area appraisal, may trigger a review. A regular 2-3 year monitoring inspection of each BLI will be undertaken and any changes recorded.

WHAT ARE THE IMPLICATIONS OF INCLUSION ON THE BLI LIST?

Development and alteration of buildings

UDP policy HE4 states that the demolition or alteration of any building or structure on the List of Buildings of Local Interest will only be permitted subject to two criteria being met.

The Policy does not mean that the building has to be preserved exactly as it is, but that any alterations should be carried out in a sympathetic manner. Many developments including some external alterations, extensions and changes of use require planning permission. Generally internal alterations and some minor types of external alterations do not need planning permission but owners are encouraged to undertake these in line with the guidance in this document. Where planning permission is required for any proposals which involve the demolition or alteration and extension of buildings on the list, applications will be judged against this Policy, together with other relevant policies. It should be noted that planning permission is now required to demolish any dwelling.

An applicant wishing to demolish a Building of Local Interest will have to show that they have thoroughly investigated all possible means of retention and/or reuse before the Council will consider the merits of a proposed replacement building. When developing schemes for alterations and extensions, applicants should ensure that they that they respect the particular character and interest of the building and proposals show a good understanding of what gives the building its special interest. Planning permission will normally only be granted for alterations and extensions that would preserve the character and appearance of a BLI. In some cases it will appropriate to serve an Article 4(1) Direction on a BLI which removes the Permitted Development Rights (including demolition) granted under the General Permitted Development Order 1995.

Some works may not require planning permission but they should still be carefully considered. The removal of historic features or details not only harms the special interest of the locally listed building but can also reduce its value. Research has shown that buildings which retain their historic features in good condition hold their value better than those which have been unsympathetically altered.

Designation of a building as a BLI provides some benefits to owners and/or occupiers. Help and advice is freely available from the Conservation team to those wishing to carry out alterations and repairs and in some instances there may be a relaxation of Building Regulations.



Old Butcher's Shop, Northop BLI before restoration



Old Butcher's Shop, Northop BLI after restoration

Building Regulations

Guidance on historic buildings and Building Regulations can be found in the document Energy Conservation and Historic Buildings - application of Part L of the Building Regulations to historic and traditionally constructed buildings (published by English Heritage). This guidance has been produced to help prevent conflicts between the energy efficiency requirements in Part L of the Building Regulations and the conservation of historic and traditionally constructed buildings. The advice acts as 'second tier' supporting guidance in the interpretation of Approved Documents L1B and L2B that should be taken into account when determining appropriate energy performance standards for works to historic and traditionally constructed buildings. It covers the following areas:

- the background to the legislation and the need to reduce greenhouse gas emissions
- an interpretation of the regulations themselves as applied to historic and traditionally constructed buildings
- guidance on understanding the building before carrying out upgrading works,

- meeting the requirements of Part L and the thermal upgrading of various building elements

As with Listed Buildings, owners are expected to maintain a building in good condition to preserve its historic interest. 'Maintenance Matters' published by Cadw is a good initial source of information in relation to this. Regular maintenance avoids the need for more costly repairs in the future.

GUIDANCE FOR OWNERS

The issues which need to be taken into account in developing schemes for extensions and alterations, and those that will be taken into account in assessing proposals against Policy HE4 are as follows:

- Historic features should be conserved or restored. Where possible the historic fabric of the BLI should be retained or repaired and traditional materials and methods should be used.
- Extensions should be well designed and preserve the scale, character and setting of the BLI and can be done either by adopting an historic approach or in some cases, a contemporary one may be appropriate. Attention to historic detailing, materials and methods is important. Whether the approach is historical or contemporary in style, the scale, bulk and massing must relate well to the original building and the extension should always remain subordinate to it. The quality of materials and design, design detailing and context will be important in ensuring that extensions integrate well with the often fine quality, craftsmanship, traditional materials and careful detailing of a traditional building.
- The setting of the BLI is important in terms of its character. Proposals for alterations, extensions or even new buildings nearby should take into account the quality and nature of the setting of the building.
- Landscaping, boundaries and external materials e.g. driveways are also important to the setting of a BLI and their positioning, layout and design should preserve or enhance the setting of the BLI.
- New development or extensions should respect, and where appropriate, contribute to traditional building groupings, such as farm courtyards and enhance and protect views into, from and through the site; traditional boundaries; and other minor features of interest using landscape features to screen or enhance buildings as appropriate.
- The demolition of a BLI will only be permitted where the criteria of policy HE4 are met. All proposals for demolition need to be accompanied by a statement and evidence showing that these criteria have been met. In the exceptional circumstance that demolition is allowed, the Council will require that provision is made by the developer to accurately record the original building for archive purposes prior to the commencement of works. A copy of this record shall be provided to the Council. There are four main levels of building recording, along with a photographic recording. The level of building recording required is normally specified by an archaeological curator, as set out in the English Heritage Guidance on Understanding Historic Buildings: A Guide to Good Practice (2006). The Development Control Archaeologist of the Clwyd Powys Archaeological Trust can provide assistance in relation to this. Appendix 6 contains further information on building recording.

- The Council will not grant permission for demolition in the absence of a planning application for a suitable replacement scheme.

SUSTAINABILITY

Balancing greater energy efficiency and the production of renewable energy can present particular challenges in relation to historic buildings, for example in the adaptation of historic buildings and placing renewable energy generating equipment within historic landscapes and on historic buildings.

As stated above, the design and materials used and the detailing are important factors in maintaining the character of historic and traditional buildings. These buildings have single glazed wooden framed windows which are not as energy efficient as newer double glazed ones. However, replacing these traditional windows with Upvc or double glazing can detrimentally affect a building. Owners are therefore encouraged to consider other options when replacing windows and doors, such as secondary glazing or retrofitting draft proofing seals to old windows.

It is important to remember that older houses are different to newer ones and perform very differently. The fabric of traditional buildings usually needs to 'breathe' i.e. to release and absorb moisture. Moisture is able to move through traditional permeable building materials such as lime render and lime plaster until it evaporates, internally and externally. Modern impermeable materials such as concrete render obstruct this process and can cause damp internally.

English Heritage lists five relevant factors to consider before undertaking any energy conservation measures and these are:

- The building's construction
- The importance of moisture movement in historic buildings
- Minimising disturbance to the existing fabric
- Reversing and changes without causing further damage
- Whether the building is of such a quality that it should not be altered

All works should include the use of sustainably sourced materials and owners should consider using traditional natural materials such as sheep's wool and hemp fibre insulation. When extensions are being considered, the design should maximise the energy efficiency potential e.g. larger windows should be on the southern side to maximise passive solar gain.

Cadw has produced guidance on renewable energy technologies in the document 'Renewable Energy and your historic building - Installing micro-generation systems: A Guide to Best Practice'. The Peak District National Park has produced guidance on sustainability and historic buildings and English Heritage has also produced a number of relevant documents. References to these can be found in Appendix 6.

For further information relating to this guidance please contact:

Development Management

Development Management Section.

Environment Directorate,

County Hall,

Mold.

CH7 6NF

01352 703234

Planning Policy

Planning Policy Section,

Environment Directorate,

County Hall,

Mold

CH7 6NF

01352 703212

Conservation

Conservation Section,

Environment Directorate,

County Hall,

Mold

CH7 6NF

01352 703215

Appendix 1

GLOSSARY

Article 4 Direction – a planning tool which removes permitted development rights from buildings/areas (to ensure the retention of traditional details), subject to the consent of the Welsh Government

CADW - Cadw is the historic environment service of the Welsh Government

Conservation Area – an area designated for its special architectural or historic interest

Listed Building – a building or structure, or any other structure within its curtilage, of special architectural or historic interest which is protected by law against unauthorised works. Consent is required for works affecting listed buildings or their settings regardless of the need for planning permission

Permitted Development Rights – development that does not require planning permission as set out in the General Permitted Development Order

Appendix 2

HE4 Buildings of Local Interest

The demolition or alteration of any building or structure that is included on the List of Buildings of Local Interest will only be permitted where the following criteria apply:

- a. in the case of demolition that the building is structurally unsound, it cannot be made safe without extensive alteration or rebuilding and is incapable of refurbishment at a cost which is reasonable in relation to its degree of interest. The design of the replacement building should match or exceed that which has been demolished; or
- b. in the case of alteration and extension that the works do not adversely affect the architectural or historic character of the building.

9.33 This policy is designed to protect buildings or structures which are not currently listed, but which are nevertheless considered worthy of retention because of the significant contribution that they make to the local environment. These might include: buildings or groups of buildings formerly listed at Grade 3 (which afforded no statutory protection); buildings associated with important local historical events, people or activities; and buildings contributing to the setting of a listed building.

9.34 The County Council maintains a list of all such "buildings of local interest", giving reasons for their inclusion. Their demolition will be allowed only if the cost of repair would significantly outweigh their historic or architectural value. The Council will require that the replacement building is of a matching or higher standard and quality of design.

9.35 Where consent is required and alterations are subsequently permitted, care will be taken to ensure that these are not detrimental to the historic character of the building. In particular, attention will be given to ensuring that any features of architectural or historic interest are preserved and that all new work is in keeping with the character of the original building and its setting in terms of design, scale and materials.

9.36 In the exceptional circumstance that demolition is allowed, detailed records must be taken of the building prior to the commencement of works.

NB Please see Appendix 5 for further details on building recording.

Appendix 3

Property Address:

| | Designation Criteria | Tick as appropriate |
|-------------------------------------|--|----------------------------|
| Historical Interest | Buildings associated with well known personalities or events | |
| | Good examples of buildings or other assets that illustrate social or economic history | |
| | Buildings, landscapes, sites and spaces which illustrate part of Flintshire's cultural history e.g. schools, churches, or public buildings | |
| | The use of building materials of local interest | |
| | The work of local architects or designers of national significance | |
| | Intact historical structures | |
| | Archaeological interest may be an appropriate reason to designate a locally significant asset if the evidence base is sufficient and if a distinct area can be defined | |
| Architectural and Vernacular | Buildings that are part of a planned layout that has remained substantially intact e.g. a terrace or square | |
| | A group of buildings that together are a good surviving example of an historic architectural type | |
| | Good examples of a particular technological innovation in building type and technique | |
| | Buildings which have received national awards or recognitions | |
| | Examples of a particular local buildings type, style, craftsmanship, architectural quality or detailing | |
| | Examples of good quality modern architecture (including modern architecture) | |
| Environmental Significance | Buildings which contribute to the streetscene, landscape or locality | |
| | Buildings with a 'group' value or part of a group of buildings that provide local distinctiveness and interest | |
| | Structures such as street furniture that contribute positively to the local area | |
| | Buildings that contribute positively to the setting or group value of Listed Buildings | |
| | Significant landmark buildings or structures which can have a striking aesthetic value within the local scene | |
| Age and Rarity | The earliest or unusual examples of a particular type of building | |
| | Buildings built before the start of the Victorian period (1837) where the style, form and construction is easily identifiable and restorable | |
| | Buildings built between 1837 and 1918 which retain original features, are of good quality and are restorable | |
| | Buildings built between 1918 and 1939 which are exceptional examples of the style of the period | |
| | Buildings built between 1939 and 1945 which are rare examples of wartime structures | |
| | Buildings built from 1946 onwards which are of exceptional quality and design | |

Appendix 4

PROFORMA TEMPLATE FOR THE BLI ASSESSMENT REPORT

PROPERTY ADDRESS:

For each of the designation criteria which apply provide a short statement relating to their significance (see Appendix 3 for the designation criteria)

| | |
|---|--|
| Community | |
| Grid reference | |
| File reference | |
| Brief Description | |
| Designation criteria: | |
| Historical Significance | |
| Age and rarity | |
| Architectural or vernacular interest | |
| Environmental significance | |
| | |
| Site visits (dates, who, why) | |
| Consultation dates and who is consulted | |
| Responses received | |
| Recommendation with reasons | |

Appendix 4

| | |
|---|--|
| Panel decision (including date) | |
| Owner notified (date) | |
| Appeal | |
| Owner | |
| Agent | |
| Proposer (if external) | |
| Any other comments | |
| Request to GIS for mapping (date) | |
| Photos | |

Appendix 5

BUILDING RECORDING

As stated in bullet point 6 of the section ‘Guidance for Owners’ above, there are different levels of building recording which can be carried out. Once it has been established that the relevant information does not already exist, and/or assessing information which is already available, it is necessary to ascertain which level of building recording is required and when it should be carried out.

The English Heritage Guidance: Understanding Historic Buildings – A Guide to Good Recording Practice (2006) contains detailed information on the background to building recording and the methodology that should be used. In summary however, there are four main recording levels, along with a photographic survey. Section 5 of the English Heritage Guidance provides a description of the recording levels which are as follows:

- Level 1 – a basic visual survey
- Level 2 – a descriptive record
- Level 3 – an analytical record
- Level 4 – a comprehensive analytical record
- Photographic survey

It is important to note that the guidance states ‘*No record is ever complete. While the levels specified above cover most eventualities when a building is recorded for historical purposes, there will be circumstances in which more detailed records are desirable...The purpose of the record must always determine its nature and content*’.

The guidance also contains the table below which summarises several circumstances, the principle need for the record, the likely level of record and the form the record should take. Although each building should be considered on its own merits, the table provides a useful guide.

| Circumstance | Principal need | Level of record | Form of record |
|---|--|--|---|
| Strategic heritage planning at national, regional or local level; studies of landscapes, common building types, areas and larger settlements; pilot projects. | Information of distribution, variation, significance and survival of large building populations defined geographically, typologically or chronologically, and an understanding of their evolution, to inform national or local policy initiatives, to underpin heritage-management decisions or as a contribution to academic knowledge. | Generally low-level record. Building-specific information may be highly selective or variable (typically Level 1 or 2, but in some cases 3 or 4). | May make extensive use of external photography, supplemented by written accounts of individual buildings and/or synthetic text, providing background or context. Drawn element may be omitted, simplified, limited to maps or restricted to key examples. |
| Management planning for property portfolios and for individual buildings or sites. | Baseline information on the nature and significance of buildings, providing a foundation for long-term decision-making and identifying where further | For portfolios, a medium-level record (2 or 3), which may vary with the perceived significance of the building; for single buildings or sites the level may be higher (3 | Measured drawings may form an important and cost-effective component, meeting a range of non-historical as well as historical needs. Where |

Appendix 5

| | | | |
|---|--|--|--|
| | information is required. | or 4). | buildings for a tight geographical group, or belong to an historic estate, more extensive research may be practicable. |
| Proposed alterations to a significant building | An understanding of the fabric at risk within the context of the buildings as a whole, and an assessment of its significance, allowing proposals to be formulated and evaluated, and loss minimised; also a record of what is to be lost, where significant. | Variable, depending on the significance of the fabric at risk and both the complexity and current understanding of the building as a whole and of the class to which it belongs (Level 2-4). | An account of the building as a whole (summary for minor alterations, more detailed for a major intervention), with detailed discussion of affected areas. Measured drawings are more likely to be required for major alterations. |
| Extensive repairs or alterations to a significant building with complex stratigraphy. | In addition to the above, detailed information on the nature and development of the building's fabric, in the context of its significance and that of its various parts. | Medium to high (Level 3 or 4) | The drawn record may be more detailed than the norm, to inform step-by-step decision-making. |
| Catastrophic damage to a significant building (a major fire, for example). | Where not a prelude to demolition (see below). An understanding of the nature and development of the building's fabric, in the context of its significance and that of its various parts. | Variable, depending on the significance of the building, the extent of loss and safety considerations. | Attention will focus initially on areas most vulnerable to loss (debris, charred timber, water-damaged plaster etc), which may be recorded in greater detail than normal to assist reconstruction. |
| Dismantling prior to re-erection | Detailed understanding of the fabric of the building, and of the craft processes which shaped it. | Medium to high (Level 3 or 4). | The drawn and photographic record is likely to be extensive and will be made both prior to, and during, dismantling. Any proposed reconstruction, including departures from traditional practices and materials, may also be documented. In special circumstances and where resources permit, it may be appropriate to undertake additional recording (including the application of excavation-derived 'finds' techniques).during dismantling, or to elucidate the site's context or earlier history through excavation. |
| Proposed demolition. | Assessment of the significance of the building and a record of what is to be lost. | Variable, depending on the significance of the building. Other things being equal, the level will be higher than for buildings of comparable significance which are not similarly at risk. | |

Source: English Heritage Guidance: Understanding Historic Buildings – A Guide to Good Recording Practice (2006)

Appendix 6

Further reading:

- English Heritage, **Enabling Development and the Conservation of Heritage Assets**, 1999
- English Heritage, **Energy Conservation and Historic Buildings - Application of Part L of the Building Regulations to Historic and Traditionally Constructed Buildings**,
- Cadw, **Conservation Principles for the Sustainable Management of the Historic Environment in Wales**, 2011
- Cadw, **Maintenance Matters**
- Peak District National Park, **Sustainability and Historic Buildings**
- Changeworks, **A Guide to Improving Energy Efficiency in Traditional and Historic Homes**
- English Heritage, **Energy Efficiency in Traditional Buildings**, 2008
- English Heritage, **Research into the Thermal Performance of Traditional Windows: Sash Windows**, 2009
- English Heritage, **Energy Efficiency in Historic Buildings: draught proofing and secondary glazing**
- English Heritage, **Energy Efficiency in Historic Buildings: draught proofing windows and doors**
- English Heritage, **Micro-generation in the Historic Environment**, 2008
- Energy Saving Trust, **Energy Efficient Historic Homes – case studies**, (CE138)

Appendix 7

Contacts

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| <p>Ancient Monuments Society</p> <p>St Ann's Vestry Hall 2 Church Entry London EC4V 5HB Tel: 020 7236 3934 Email: office@ancientmonumentsociety.org.uk</p> | <p>Bagillt History Club</p> <p>Email: webmaster@bagillt-history.org.uk</p> |
| <p>Cadw</p> <p>Plas Carew Units 5/7 Cefn Coed Parc Nantgarw Cardiff CF15 7QQ Tel: 01443 336000 Fax: 01443 336001 Email: cadw@wales.gsi.gov.uk</p> | <p>Capel</p> <p>Rev. Peter Jennings (Secretary) 5 Cuffnell Close Liddell Park Llandudno LL30 1UX 01492 860 449 obadiah1@btinternet.com</p> |
| <p>Civic Trust for Wales</p> <p>East Wing Windsor House Windsor Lane Cardiff Tel: 02920 343336 Email: post@civictrustwales.org</p> | <p>Clwyd Powys Archaeological Trust</p> <p>41 Broad Street Welshpool Powys SY21 7RR Tel: 01938 553670 Fax: 01938 552179 Email: trust@cpat.org.uk</p> |
| <p>Flintshire Records Office</p> <p>The Old Rectory Rectory Lane Hawarden Flintshire CH5 3NR Tel: 01244 532364 Fax: 01244 538344 Email: archives@flintshire.gov.uk</p> | <p>Flintshire Historical Society</p> <p>Mrs Norma P Parker (Secretary) 69 Pen y Maes Avenue Rhyl LL18 4ED</p> |
| <p>The Georgian Group</p> <p>6 Fitzroy Square London W1T 5DX Tel: 020 7529 8920 Fax: 020 7529 8939 Email: office@georgiangroup.org.uk</p> | <p>Mold and District Civic Society</p> <p>Tel: 01352 759 047 Email: david@davidrowe.co.uk</p> |

Appendix 7

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| <p>Save Britain's Heritage</p> <p>70 Cowcross Street London EC1M 6EJ Tel: 020 7253 3500 Fax: 0207253 3400 Email: office@savebritainsheritage.org</p> | <p>Society for the Protection of Ancient Buildings (SPAB)</p> <p>37 Spital Square London E1 6DY Tel: 020 7377 1644 Fax: 020 7247 5293 Email: info@spab.org.uk</p> |
| <p>The Victorian Society</p> <p>1 Priory Gardens London W4 1TT Tel: 020 8994 1019 Email: admin@victoriansociety.org.uk</p> | |