

## READING BOROUGH COUNCIL

### REPORT BY THE EXECUTIVE DIRECTOR OF ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

<b>TO:</b>	<b>PLANNING APPLICATIONS COMMITTEE</b>		
<b>DATE:</b>	<b>2 December 2020</b>		
<b>TITLE:</b>	<b>PROCESS FOR LOCAL LISTING OF BUILDINGS AND STRUCTURES</b>		
<b>LEAD COUNCILLOR:</b>	<b>TONY PAGE</b>	<b>PORTFOLIO:</b>	<b>STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT</b>
	<b>KAREN ROWLAND</b>		<b>CULTURE, HERITAGE AND RECREATION</b>
<b>SERVICE:</b>	<b>PLANNING</b>	<b>WARDS:</b>	<b>ALL</b>
<b>LEAD OFFICER:</b>	<b>JULIE WILLIAMS</b>	<b>TEL:</b>	<b>0118 937 2461</b>
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#### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report seeks approval to revise the process and level of decision making for placing buildings or structures onto the Local List of Reading's important buildings. The current process was agreed by Cabinet on 18 February 2013. A year ago, Planning Applications Committee committed to a review of the process for local listing.
- 1.2 The existing procedure for assessing nominations is made internally by Council staff. However, there is a movement for local community to be more actively involved in the planning process. A Conservation and Urban Design Officer has recently been appointed and the procedure for adding an item onto the local list has been undertaken. Four options are set out below for consideration:
- Option 1: To make the process more inclusive of the community, a sub-committee would assess and decide on local nominations. It would include six representatives: 2 x Councillors (Lead Members for Culture, Heritage and Recreation and Strategic Environment, Planning and Transport); Conservation Officer plus a senior Planning Officer/Manager; 2 x local community representation from Conservation Area Advisory Committee (CAAC). Representations would be invited from landowners, ward Councillors and a relevant local community group prior to decision. Refer to Appendix 3.
  - Option 2: Assessment of the Local Listing nomination application could be done by the Conservation Officer in consultation with CAAC, following a consultation as detailed under Option 1. This would then be reported to PAC for decision. Refer to Appendix 4.
  - Option 3: This would be a combination of Options 1 and 2, in that the panel would make a recommendation for endorsement by PAC.
  - Option 4: The current procedure for listing is set out in Appendix 2. This procedure is handled internally by Council staff, with little input by the local community. which at the moment is conducted by officers and decided by the Lead Councillor for Planning.

#### 2. RECOMMENDED ACTION

- 2.1 That Committee agree the principle of the proposed approach to local listing of buildings and structures in Option 2.

### 3. POLICY CONTEXT

- 3.1 Local listing is a way of recognising the buildings and structures which do not meet the criteria for national listing, but are nonetheless significant to the heritage of the local area. Historic England's website states that:

*“Local lists play an essential role in building and reinforcing a sense of local character and distinctiveness in the historic environment. Local lists can be used to identify significant local heritage assets to support the development of Local Plans. Encouraging the use of local lists will strengthen the role of local heritage assets as a material consideration in the planning process.”...*

*“Local listing provides an opportunity for communities to have their views on local heritage heard. It recognises that the importance we place on the historic environment extends beyond the confines of the planning system to recognise those community-based values that contribute to our sense of place.”  
(Historic England; Local Listing website, 2020).*

- 3.2 The criteria for local listing were first included in the Sites and Detailed Policies Document (SDPD), which was adopted in October 2012, and local listing has operated in Reading since 2013. The criteria were carried forward into the Reading Borough Local Plan, adopted in November 2019. This sets out Reading Borough's approach to heritage assets including locally listing buildings and structures.
- 3.3 Paragraph 4.2.20 of the Local Plan states that *‘The Council has established and maintains a List of Locally Important Buildings. The local significance of assets may become known at any time throughout the duration of this plan and the list will be revised dependent on any new information’*. The criteria against which a local building or structure's significance will be assessed are set out in Appendix 2 of the Local Plan, and paragraph 4.2.20 refers across to these criteria for consideration for inclusion in the list.
- 3.4 Policy EN1 of the Local Plan makes clear that all heritage assets, including assets on the Local List, will be protected and, where possible, enhanced. Policy EN4 then gives more specific guidance on locally-listed buildings and structures, and states that development that causes harm to or loss of a locally-listed building will only be acceptable if the benefits of a development outweigh its significance.
- 3.5 However, appearance on a Local List does not in itself offer any protection against loss or harm. Such protection would generally need to be applied through an Article 4 Direction. An example of this is the Article 4 direction applied to the locally listed building of Dingley House, Craven Road.
- 3.6 There are currently 15 buildings and structures on the local list. The list is available on the Council's website.

### 4. THE PROPOSAL

#### Current Position

- 4.1 Anyone can prepare a nomination using the criteria in Appendix 2 of the Reading Borough Local Plan. However, the nominations form is not currently available on the Council's website, and there is therefore limited potential for members of the public to make a nomination. The nominations form, which has been in place since local listing was introduced, and which is not considered to be in need of significant change, is included at Appendix 5. The current procedure (adopted - 18 Feb 2013), for listing is set out in Appendix 2. Most of this procedure is handled internally by Council officers, with little input by the local community, and the only Councillor

involvement is by the Lead Councillor for Strategic Environment, Planning and Transport.

- 4.2 The procedure is currently very reactive. Buildings are usually nominated in response to a potential development proposal. This is largely because the Council has not so far had the officer resources to undertake proactive assessment of potential additions to the list. With the establishment of the Conservation Area Advisory Committee (CAAC) and the appointment of the Conservation and Urban Design Officer, more resources are potentially available, although resource capacity is always likely to be something of a constraint.

### Options Proposed

- 4.3 The first consideration is how the nominations process should be improved. A number of nominations for local listing have already been received from the CAAC, but this process would need to be enhanced by making the nominations process more accessible to members of the public. The current form needs to be added to the website, and should be added as a webform which can be filled out and submitted online, with provision made for attaching photographs and illustrations as an attachment. A specific effort could be made every 2-3 years, starting when the new process is in place, to publicise the local listing through press releases, social media etc.
- 4.4 In terms of the process for approval, this report sets out four options as to the process and decision making on adding buildings and structures to the Local List, along with the mechanism that will be used to notify owners that their building or structure has been added to this list.
- 4.5 **Option 1:** To make the process more inclusive of the community a sub-committee could be formed to include six members. The six members could be as follows:
- Two Councillors - Lead Councillor for Strategic Environment, Planning and Transport and Lead Councillor for Culture, Heritage and Recreation (or nominated substitutes);
  - Two officers - Conservation and Urban Design Officer and a senior representative of the Planning section; and
  - Two community representatives - nominated by CAAC.
- The sub-committee would have delegated powers to agree the local listing. The sub-committee could meet quarterly to assess nominations, and would consider representations that had been invited from the owner, the relevant ward councillors and the local community organisation (if relevant) during a four week consultation with those groups. Once a decision has been reached, this would be reported to PAC for information, and the relevant consultees (see above) would be informed, and the local list on the website would be updated.
- 4.6 This process would bring together the Council and community organisations in joint decision-making and would draw on a wider pool of expertise, and it would allow for a more focused discussion without putting additional time demands on PAC. It would also make the decision process more transparent than the existing approach. However, it would require the formation of an additional formal body, with some associated additional resource requirements. In addition, if meetings were held quarterly, there would need to be an exceptions procedure for local listing to be considered where there is an immediate threat that cannot wait until a quarterly meeting for resolution.
- 4.7 **Option 2:** A more straightforward process of assessment of the nomination by the Conservation and Urban Design Officer in consultation with the CAAC could be undertaken, with a recommendation then made to PAC to determine. This could build in the consultation elements of Option 1 (with ward Councillors, local groups and the landowner) as required. This would be an equivalent process to how PAC

until recently dealt with Tree Preservation Orders (TPOs). One of the issues with this approach would be the additional burden on PAC to make decisions, at a time when additional delegations have been made on other matters to avoid this happening. However, the advantage of this approach is that it is the most transparent option in terms of how a decision has been reached, and uses an existing forum for decision-making with a wider range of Councillor input than would be the case for the sub-committee.

- 4.8 **Option 3:** This option would be a variation on Option 1, in that the sub-committee would be established as described, but, rather than making the decisions on the nomination, they would make a recommendation that would then need to be endorsed by PAC. This would have the benefit of a more transparent and publicly visible process than Option 1. However, it would represent a significant amount of duplication of process at a time when resources are constrained, and this duplication is considered to be unnecessary.
- 4.9 **Option 4:** This option would be to continue with current process, as set out in paragraph 4.2 above and in more detail in Appendix 2. However, the decision-making on this is somewhat opaque and does not include community representation, and it is not recommended to continue with it.
- 4.10 The recommended approach is to pursue Option 2, i.e. to use PAC as the decision making body for local listing.

#### **Next steps**

- 4.11 Subject to agreement by Committee to pursue Option 2, a more detailed proposed process will need to be brought back to a future Committee meeting for agreement. It is estimated that this could be completed by the February 2021 Committee meeting.
- 4.12 A panel making up the same group as in the sub-committee in Option 1 could still be formulated as a temporary working group to deal with an extensive list of existing suggestions, mainly from the CAAC. This would be established on an informal basis. It is anticipated that there may be a significant number of buildings to consider initially, for which a working group will be valuable, but that after a year or two these would slow down and there would be less need for the group to continue.

## **5. CONTRIBUTION TO STRATEGIC AIMS**

- 5.1 Changes to the local listing process will contribute to achieving the Council's priorities set out in the Corporate Plan through the protection and management of heritage assets that will contribute to 'Keeping the town clean, safe, green and active' and 'Providing infrastructure to support the economy'. It would ensure that the historical and architectural character is preserved and enhanced. It would also ensure that future development, where it does take place, is high quality and that development would not have a detrimental and therefore unsustainable impact.

## **6. ENVIRONMENTAL AND CLIMATE IMPLICATIONS**

- 6.1 The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers). Local listing of buildings and structures, where it leads to the retention of those buildings or structures, can help to address the climate emergency by negating the need for demolition and new development, which are processes that use significant amounts of energy and result in emissions. However, in the long-term, it can be more difficult to achieve high levels of energy performance in older buildings than in new builds. There are therefore potentially either positive or negative effects, and schemes will need to be assessed at the application stage in terms of their compliance with the Council's policies.

## **7. COMMUNITY ENGAGEMENT AND INFORMATION**

- 7.1 Section 138 of the Local Government and Public Involvement in Health Act 2007 places a duty on local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way".
- 7.2 The local listing criteria, and the policies setting out the approach to locally listed buildings, have been subject to several stages of public consultation as part of the Local Plan.
- 7.3 The revision proposed to the assessment procedure in this report is designed to give the local community an involvement in protect buildings and items of local significance, through the involvement of the CAAC and other local community groups in the consultation, and through the ability for members of the public to make nominations for buildings to appear on the local list.

## **8. EQUALITY IMPACT ASSESSMENT**

- 8.1 It is not expected that there will be any significant adverse impacts on specific groups due to race, gender, disability, sexual orientation, age or religious belief as a result of this report, which deals only with the process of deciding on local listing. An equality scoping assessment is included in Appendix 1 of this report.

## **9. LEGAL IMPLICATIONS**

- 9.1 The local listing process is not a statutory function and there are no particular legal implications of the proposed change.
- 9.2 There may be a need to impose Article 4 Directions on Items added to the Local List to help protect them from demolition and ensure a planning application is required for demolition or identified alterations. This will need to go through separate approvals and legal processes as and when required.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 Any amended local listing process will need to be funded from within existing budgets. There will undoubtedly be more resource implications in terms of officer time than the existing process, but with the Conservation and Urban Design Officer having been recently appointed, and the involvement of the CAAC proposed, this could be mitigated to a large extent.

## **11. BACKGROUND PAPERS**

- 11.1 Reading Borough Local Plan (Adopted November 2019).
- 11.2 RBC - Report by Director of Environment, Culture and Sport, (18 Feb. 2013).  
*"Process for producing a list of Locally important Buildings and Structure of Local Heritage Significance"*
- 11.3 Historic England - Local Heritage Listing, (11 May 2016)

## APPENDIX 1: EQUALITY IMPACT ASSESSMENT SCOPING

### Provide basic details

**Name of proposal/activity/policy to be assessed:**

Process for Local Listing

**Directorate:** Economic Growth and Neighbourhood Services

**Service:** Planning

**Name:** Mark Worringham

**Job Title:** Planning Policy Team Leader

**Date of assessment:** 24/11/2020

### Scope your proposal

**What is the aim of your policy or new service?**

To set out a new process for local listing of buildings and structures.

**Who will benefit from this proposal and how?**

The Council will benefit from having an process that is more transparent in locally listing buildings. Stakeholders, including members of the public and the development industry, will benefit from more certainty.

**What outcomes will the change achieve and for whom?**

A new process that is fit for purpose in proactively identifying buildings and structures for local listing and which has transparency for stakeholders to understand how decisions have been made.

**Who are the main stakeholders and what do they want?**

Developers/landowners, the public and community groups. All parties want an Clear process so as to best protect and enhance the historic environment in the area.

### Assess whether an EIA is Relevant

How does your proposal relate to eliminating discrimination; promoting equality of opportunity; promoting good community relations?

Do you have evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others? (Think about your monitoring information, research, national data/reports etc)

Yes  No

Is there already public concern about potentially discriminatory practices/impact or could there be? Think about your complaints, consultation, feedback.

Yes  No

If the answer is **Yes** to any of the above you need to do an Equality Impact Assessment.

If No you **MUST** complete this statement

An Equality Impact Assessment is not relevant because the updated appraisal is not expected to have equality impacts on particular groups. The document seeks to amend processes so that there is greater transparency around how decisions are made.

Signed (completing officer)	Mark Worringham	Date: 24 <sup>th</sup> November 2020
Signed (Lead Officer)	Mark Worringham	Date: 24 <sup>th</sup> November 2020

## APPENDIX 2: EXISTING LOCAL LISTING PROCESS

### LOCAL LISTING PROCESS

In accordance with process agreed by Cabinet - 18 February 2013

- A Planning Officer will act as case officer throughout the process.
- Detailed records of all correspondence, forms and other documentation to be kept by the Case Officer throughout the process.
- N.B. Local Listing offers no additional protection from demolition or alteration. 19<sup>th</sup> July PAC report (Item 6) for 3 Craven Road gives delegated authority to the Head of Planning, Development and Regulatory Services in consultation with the Lead Member for Strategic Environment Planning and Transport to serve an Immediate Article 4 direction to prevent demolition of a LL building, if appropriate.

	ACTION	ACTIONED BY	DATE	NOTE
1.	Complete Nomination Form	Case officer / Councillor/ Member of public/Local Amenity Group		
2.	Check Nomination Form in consultation with RBC Heritage Adviser (Conservation Officer or equivalent)	Case Officer		
3	Heritage Adviser to sign their agreement to Nomination Form and provide additional detailed comments as appropriate.	RBC Heritage Adviser		
4	Team Leader/Planning Manager to sign bottom of Nomination Form confirming agreement to proceed.	Planning Manager/Team Leader		
5	Agreed Form and all associated background documents to be emailed to Head of Planning, Development and Regulatory Services (HPDRS)	Case Officer		
6	HPDRS to consult with Lead Member for Strategic Planning Environment, Planning and Transport (SEPT)	HPDRS to email Case officer requesting that they email the Lead Member on behalf of the HPDRS requesting their opinion on the proposed Local Listing.  Case Officer to forward HPDRS request, the Nomination Form and all background documents to the Lead Member, requesting their opinion.		
7	(Once Lead Member response received.) Delegated decision to add (or not add) building or structure to the List of Locally Important Buildings and Structures of Local Heritage Significance. Email confirmation to case officer.	HPDRS		
8	Carry out Land Registry Search to determine the landowner(s)	Case Officer		
9	Write to owner and occupier and any known applicant/pre-applicant notifying of the local listing. Including: i) standard template letter in Office Manual ii) LL Information Sheet	Case Officer		



	iii) 1:1250 OS plan with LL building outlined in red. A 6 week consultation period follows, for the owner/occupier to notify the local planning authority of any reason why they believe the building or structure should not have been locally listed.			
	<b>NOTE: The building IS LOCALLY LISTED at this point, subject to review/'appeal'.</b>			
10	Email Land Charges - Local Listing MUST be registered as a Land Charge	Case Officer		
11	Email GIS - Local Listing to be marked on GIS system	Case Officer		
12	Email Berkshire Archaeology for decision to be added to the Historic Environment Record	Case Officer		
13	Email Member Services for them to notify all Cllrs	Case Officer		
14	Decision and relevant documents to be added to the Local Listing section of the RBC website - email web team/discuss with Planning Support Team	Case Officer		
---	<b>'Appeal' Process</b>	<b>(Where representations are received from the owner or occupier)</b>	-----	-----
15	Compile the representations received together with the original decision documents (for reference). Send to HPDRS for review.	Case Officer		
16	HPDRS to consult with Lead Member for Strategic Planning Environment, Planning and Transport (SEPT)	HPDRS to email Case officer requesting that they email the Lead Member on behalf of the HPDRS requesting their opinion on the 'appeal'. Case Officer to forward HPDRS request, representations received and the compiled information to the Lead Member requesting their opinion as to whether a revision to the local listing is justified.		
17	Delegated decision to revise or not revise the previous decision to add the building or structure to the List of Locally Important Buildings and Structures of Local Heritage Significance. Email decision to case officer.	HPDRS		
18	Notification of 'appeal' decision to all those originally notified + amendments to records as appropriate - (refer to stages 9 to 13 above).	Case Officer		

### APPENDIX 3: OUTLINE LOCAL LISTING PROCESS UNDER OPTION 1

	ACTION	ACTIONED BY	DATE	NOTE
1.	Complete Nomination Form	Case officer / Councillor/ Member of public/Local Amenity Group		
2.	Check Nomination Form	Conservation and Urban Design Officer		
3.	Conservation and Urban Design Officer or Technical Support Officer to identify owners of building from Land Registry (if necessary)	Conservation and Urban Design Officer/Technical Support Officer		
4.	<p>Consultation to be sent to:</p> <ul style="list-style-type: none"> <li>- Landowner(s)</li> <li>- Ward Councillors</li> <li>- Relevant residents or community association (if any)</li> </ul> <p>Include the following in consultation</p> <ul style="list-style-type: none"> <li>- standard template letter</li> <li>- Local listing nomination sheet (redacted if required)</li> <li>- 1:1250 OS plan with proposed locally listed building outlined in red.</li> </ul>	Conservation and Urban Design Officer/Technical Support Officer		
5.	28-day period for responses to be received	Conservation and Urban Design Officer/Technical Support Officer		
6.	Report prepared for quarterly Local Listing Sub-Committee detailing the nomination, consultations received, an assessment against the agreed criteria and a recommendation (locally list/do not locally list)	Conservation and Urban Design Officer		
7.	Local Listing Sub-Committee meets and decides on listing/local listing.	Sub-Committee		
	<b>NOTE: The building IS LOCALLY LISTED at this point/</b>			
8.	Email Land Charges - Local Listing MUST be registered as a Land Charge	Technical Support Officer		
9.	Email GIS - Local Listing to be marked on GIS system	Technical Support Officer		
10.	Email Berkshire Archaeology for decision to be added to the Historic Environment Record	Conservation and Urban Design Officer		
11.	Email Member Services for them to notify all Cllrs	Technical Support Officer		
12.	Notify landowners	Technical Support Officer		
13.	Decision and relevant documents to be added to the Local Listing section of the RBC website.	Conservation and Urban Design Officer		
14.	Regular Part 1 report to PAC detailing buildings added to Local List	Conservation and Urban Design Officer/Planning Policy Team Leader		

## APPENDIX 4: OUTLINE LOCAL LISTING PROCESS UNDER OPTION 2

	ACTION	ACTIONED BY	DATE	NOTE
1.	Complete Nomination Form	Case officer / Councillor/ Member of public/Local Amenity Group		
2.	Check Nomination Form	Conservation and Urban Design Officer		
3.	Conservation and Urban Design Officer or Technical Support Officer to identify owners of building from Land Registry (if necessary)	Conservation and Urban Design Officer/Technical Support Officer		
4.	<p>Consultation to be sent to:</p> <ul style="list-style-type: none"> <li>- CAAC</li> <li>- Landowner(s)</li> <li>- Ward Councillors</li> <li>- Relevant residents or community association (if any)</li> </ul> <p>Include the following in consultation</p> <ul style="list-style-type: none"> <li>- standard template letter</li> <li>- Local listing nomination sheet (redacted if required)</li> <li>- 1:1250 OS plan with proposed locally listed building outlined in red.</li> </ul>	Conservation and Urban Design Officer/Technical Support Officer		
5.	28-day period for responses to be received	Conservation and Urban Design Officer/Technical Support Officer		
6.	Report prepared for Planning Applications Committee detailing the nomination, consultations received, an assessment against the agreed criteria and a recommendation (locally list/do not locally list)	Conservation and Urban Design Officer		
7.	Planning Applications Committee meets and decides on listing/local listing.	PAC		
	<b>NOTE: The building IS LOCALLY LISTED at this point/</b>			
8.	Email Land Charges - Local Listing MUST be registered as a Land Charge	Technical Support Officer		
9.	Email GIS - Local Listing to be marked on GIS system	Technical Support Officer		
10.	Email Berkshire Archaeology for decision to be added to the Historic Environment Record	Conservation and Urban Design Officer		
11.	Email Member Services for them to notify all Cllrs	Technical Support Officer		
12.	Notify landowners	Technical Support Officer		
13.	Decision and relevant documents to be added to the Local Listing section of the RBC website.	Conservation and Urban Design Officer		

APPENDIX 5: NOMINATIONS FORM FOR LOCAL LISTING

**CRITERIA AND CONSIDERATION FOR LOCALLY LISTING BUILDINGS AND STRUCTURES IN READING BOROUGH COUNCIL**

**Background and explanation:** Heritage assets cannot be replaced once lost. They include both nationally and locally listed buildings. Harm to an asset’s significance can cause a loss of value to society and a loss of public benefit.

**The criteria for assessment of locally listing buildings/ structures** are set out below and are taken from the adopted Sites and Detailed Policies Document. These criteria and the accompanying explanation of how a particular building or structure meets these criteria will be used to assess whether that building or structure merits designation as a locally listed heritage asset.

The assessment will be based purely on the evidence provided with this form (unless the authority has access to further evidence).

**Identification of buildings or structures for local listing:** Buildings or structures worthy of being locally listed will mainly be identified through the process of considering and determining planning proposals and applications.<sup>1</sup>

**Exclusions**

Buildings and structures will not be considered for the Local List when they are already part of a Conservation Area<sup>2</sup>, Scheduled Monument, or subject to an article 4 direction relating to historical or architectural interest.

**Address of building/ structure:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Buildings or structures identified outside the application process will be considered as resources become available.

<sup>2</sup> Buildings that warrant local designation in a conservation area are awarded a ‘Buildings of Townscape Merit’ designation. For the purposes of the National Planning Policy Framework (NPPF, 2012), Buildings of Townscape Merit will be considered to warrant conservation and where appropriate enhancement in accordance with the NPPF.

### Selection for the Local List

For any building, structure or group of buildings to be included in the Local List it **must** clearly meet the relevant age and integrity criteria:

	Please tick relevant box <sup>3</sup>
(a) pre-1840: Any building, structure or group of buildings where its/ their style, form and construction are easily identifiable.	
(b) 1840 - 1913: Any building, structure or group of buildings that is/are substantially complete and unaltered and of definite significance.	
(c) 1914 - 1939: Any building, structure or group of buildings that is/are substantially complete and unaltered and of a high level of significance.	
(d) post 1939: Any building, structure or group of buildings that is/are of exceptional significance and wholly complete and unaffected by inappropriate changes.	

Please provide comments/ further explanation of above:

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*ranges, the original layout of four single-study bedrooms per floor in each 'house' appears to have survived largely unaltered."*

It is considered that the building satisfies criterion (b) as the elements of the building which contribute to its 'substance' or 'essential qualities' which contribute to its heritage significance remain complete and unaltered. The changes that have occurred are generally extensions within the confines of the original collegiate quadrangle/study bedroom model in the case of the additional houses or alterations and remodelling within the existing building envelope in the case of the northern range. The original function, arrangement and ordering of building elements, and character, remain clearly discernible.

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<sup>3</sup> Note - if none of the above boxes are ticked, the building/ structure will not qualify for consideration as a locally listed building.

In addition it must also be shown that it contributes to the character of an area and is valued by local people in accordance with at least one of the criteria detailed below under the headings of historic interest, architectural interest and townscape value.

**Historic interest**

Please tick the relevant box/es

<p><b>(a) Historical Association</b> i. The building or structure has a well authenticated historical association with a notable person(s) or event.</p>	
<p>ii. The building or structure has a prolonged and direct association with figures or events of local interest.</p>	
<p><b>(b) Social Importance</b> The building or structure has played an influential role in the development of an area or the life of one of Reading's communities. Such buildings/structures may include places of worship, schools, community buildings, places of employment, public houses and memorials which formed a focal point or played a key social role.</p>	
<p><b>(c) Industrial Importance</b> The building or structure clearly relates to traditional or historic industrial processes or important businesses or the products of such industrial processes or businesses in the history of Reading or are intact industrial structures, for example bridges</p>	

Comments/ further explanation of this should be provided in the box at the end of this section.

**Architectural interest**

<p><b>(a) Sense of place</b> i. The building or structure is representative of a style that is characteristic of Reading.</p>	
<p><b>(b) Innovation and Virtuosity</b> i. The building or structure has a noteworthy quality of workmanship and materials.</p>	
<p>ii. The building or structure is the work of a notable local/national architect/engineer/builder.</p>	
<p>iii. The building or structure shows innovation in materials, technique, architectural style or engineering</p>	
<p><b>(c) Group Value</b> i. The buildings/structures form a group which as a whole has a unified architectural or historic value to the local area.</p>	
<p>ii. The buildings/structures are an example of deliberate town planning from before 1947</p>	

Comments/ further explanation of this should be provided in the box at the end of this section.

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***Townscape Value***

The buildings/structures have prominence and a landmark quality that is fundamental to the sense of place of a particular locality.	
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Please provide comments/ further explanation of above

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**Recommendation made by (name of Proposer) :**  
**Date :**

General notes and any other relevant information on the building/ structure by Proposer <sup>4</sup> making recommendation for local listing including reasons for recommendation <sup>5</sup>

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<sup>4</sup> The 'Proposer' is anticipated to normally be the Planning Case Officer given that the identification of most buildings or structures will currently be identified through the process of determining planning applications, however, the 'Proposer' could also be a member of the public or another organisation' group.

<sup>5</sup> Failure to meet the requirements for a building or structure to be locally listed at a particular point in time does not rule out future re-consideration of that building or structure if significant new evidence is produced.

Source of all information and details of any supporting document used to support the recommendation to locally list the building or structure <sup>6</sup> .	
Detail of evidence/ document (including photographs)	Source/ reference of information

Continue on separate sheet if necessary

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<sup>6</sup> Any supporting documentation provided cannot be returned and will be kept on file as part of the supporting documentation should the building be locally listed. Please only send photocopies (subject to relevant copyright) should you wish to keep a copy of any documentation.



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**For official use only.**

Recommendation **confirmed/rejected** by Conservation Officer:

**Date:**

Conservation Officer signature confirming recommendation:

**Position:**

**Print name:**

**Reasons that the recommendation for locally listing the building/ structure have been confirmed/ rejected**

**Any additional comments regarding the building/ structure**

**Building/ structure identification :**

**Grid reference:**

**UPRN:**

**Buildings within red line on plan on following page:**

**Signature of Manager accepting recommendation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Print name:** \_\_\_\_\_