

APPENDIX B

TERMS OF REFERENCE FOR LOCAL HERITAGE LIST SELECTION PANEL

Purpose and context

NBC is seeking to update and widen the existing Local List. The current Local List, which relates to assets within the central area was adopted in 1993; a list of candidates for the remainder of the Borough was also developed.

The **National Planning Policy Framework** (para169) requires Local Authorities to have up to date evidence about the historic environment in their area and to use it to assess the significance of heritage assets and the contribution they make to their environment. The Local List will assist in developing this evidence base.

The **West Northamptonshire Joint Core Strategy** recognises the importance of understanding the significance of non-designated heritage assets and the contribution they make to place and therefore the strategy includes a policy which aims to conserve and enhance both designated and non-designated heritage asset and their setting.

The **Northampton Central Area Action Plan** includes policies to preserve and enhance the town's rich heritage and new development which reflects our rich architectural heritage. The forthcoming Local Plan Part 2 will include policies which further strengthen the Council's commitment to its rich heritage.

Conservation Area appraisals and management plans – the Council has a programme of conservation area reviews. As part of this review process buildings, both designated and non-designated, which make a positive contribution to character and appearance of the area are identified. These non-designated heritage assets will be considered for inclusion on the Local List

Aims and objectives

Develop a work plan for the delivery of the project

To invite nominations, via an open consultation process, against the agreed criteria,

To assess the submitted nominations against the selection criteria,

Agree a methodology for inclusion (or not) on the draft list,

To develop a draft list of non-designated buildings and structures, and undertake public consultation on the draft list,

Recommend to Cabinet those buildings and structures that should be included on the adopted Northampton Local Heritage List.

Panel members and mode of operation

The panel shall be made up of no more than 5 individuals, each of whom will bring relevant specialist knowledge which will make a positive contribution to the project. A broad spectrum of knowledge will be advantageous.

The Panel will nominate a Chair person, who will be responsible for arranging and leading meetings, ensuring delivery of the project within the agreed timescales within the work plan.

Each meeting of the panel will be minuted.

Each panel member should make clear if there is any potential for conflict of interest with regard to their appointment to or input into the work of the panel.

The panel will be independent of the Local Authority and shall not have any political affiliation.

Once the nomination period has expired, the panel will need to meet to review the nominations and select the buildings to be included on the draft local list. In cases where the panel are unable to agree on the inclusion of a building, the Chair will have the casting vote.

The panel will be supported by officers of the Council. However, officers will have no voting rights with regard to buildings included on the draft list or otherwise.

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