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EXECUTIVE DECISION RECORD

A1 Service Area	Planning
A2 Title	Heritage Impact Assessment Guidance Notes
A3 Decision Taken By	Deputy Leader and Chief Officer
A4 Chief Officer	Please print name: Sal Khan Please
A5 Leader / Deputy Leader	Please print name: Cllr Jacqui Jones Please sign name:
A6 Date of Decision	25 th /

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Promoting Local Economic Growth) Committee	<input type="checkbox"/>
Scrutiny (Value for Money Council Services) Committee	<input type="checkbox"/>
Scrutiny (Protecting and Strengthening Communities) Committee	<input checked="" type="checkbox"/>
Scrutiny (East Staffordshire Health) Committee	<input type="checkbox"/>

<p>B1 What is the Decision?</p>	<p>Adopt the Heritage Impact Assessment Guidance Notes, as guidance</p>
<p>B2 What are the reasons for the Decision?</p>	<p>The NPPF aims to conserve heritage assets and their settings in a manner appropriate to their significance. The intention of the Heritage Impact Assessment Guidance Notes (Appendix 1) is to give an understanding of the nature, extent and importance of a heritage asset and its setting, so that the potential impact of change on its significance can be properly judged, as well as to help inform successful design.</p> <p>'Heritage Assets' are defined as:</p> <ul style="list-style-type: none"> • Listed Buildings • Conservation Areas • Scheduled Ancient Monuments • Registered Historic Parks and Gardens • Battlefields • Other non-designated sites and buildings of local architectural, historic or archaeological interest as determined by the local authority, such as non-listed farm buildings, chapels, archaeological sites and locally important historic parks and gardens.¹ <p>The Guidance Note explains what information should be submitted as part of an Assessment of Significance which will form part of the Heritage Statement necessary for validation. The Guidance Note is supplemented at the end with useful links to on-line heritage information at a national and local level which will assist applicants in being able to find the relevant information.</p> <p>To assist with structuring an assessment a pro-forma (Appendix 2) has been produced to accompany the guidance notes which can be used when submitting an application. The pro-forma is only intended as a guide and does not have to be used. Where a proposed change is minor an assessment might just be a short paragraph and could be included as part of a Design and Access Statement. For more significant proposals it might need to be a supplementary document with additional reports,</p>

¹ There are nearly 900 Listed Buildings, 25 Conservation Areas, 57 SAM sites, 1 Registered Historic Parks and Gardens and 0 Battlefields in East Staffordshire Borough. Other heritage assets range from the brewing industrial archaeology to the historic castle of Tutbury.

	studies, historic information, photographs and any other information where relevant.
B3 What are the contributions to Corporate Priorities?	<p><i>Protecting and Strengthening Communities:</i> Heritage assets contribute to identity and character which will support community wellbeing.</p> <p><i>Promoting Local Economic Growth:</i> Heritage-led regeneration has the ability to improve the urban environment, create jobs and ultimately restore confidence for residents, commercial occupiers and developers who will themselves invest.</p> <p><i>Value for Money Services:</i> The guidance will improve planning application supporting information which will contribute to an efficient processing of planning applications at validation and during the assessment of information by the planning and conservation officers.</p>
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial implications?	There are no financial issues arising from this decision.
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Revenue	2017/18	2018/19	2019/20
	N/A	N/A	N/A

Capital	2017/18	2018/19	2019/20
	N/A	N/A	N/A

The finance section has been approved by the following member of the Financial Management Unit:	ANYA MURRAY
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	
B6.2 Has it got the appropriate approvals under those provisions?	

B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	Yes/No/NA (please delete as appropriate)
B7.2 Has it got the appropriate approvals under those provisions?	Yes/No (please delete as appropriate)

Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits):
B8.2 Negative (Threats):
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 [

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits):
B9.2 Negative (Threats):
B9. The risks do not need to be entered in the Risk Register.

Legal Considerations

B10 What are the Legal Considerations: There are no significant legal considerations	
This section has been approved by the following member of the Legal Team:	[ANGELA WAKEFIELD]

Sustainability Implications

B11 What are the Sustainability implications:
B11.1
B11.2 Positive (Opportunities/Benefits):
B11.3 Negative (Threats):

Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
B12.2 [
B12.3
B12.3.1 Positive (Benefits)
B12.3.2 Negative (Threats)

Handwritten notes:
a 2nd report is being prepared
to be submitted to the committee

Key Decision

B13 Is this a Key Decision?	No
<p>Note: A Key Executive Decision is one where:</p> <ol style="list-style-type: none"> 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000 2. CAPITAL – Any capital project with a value in excess of £150,000 3. A decision which significantly affects communities living or working in an area comprising two or more wards. 	
B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk