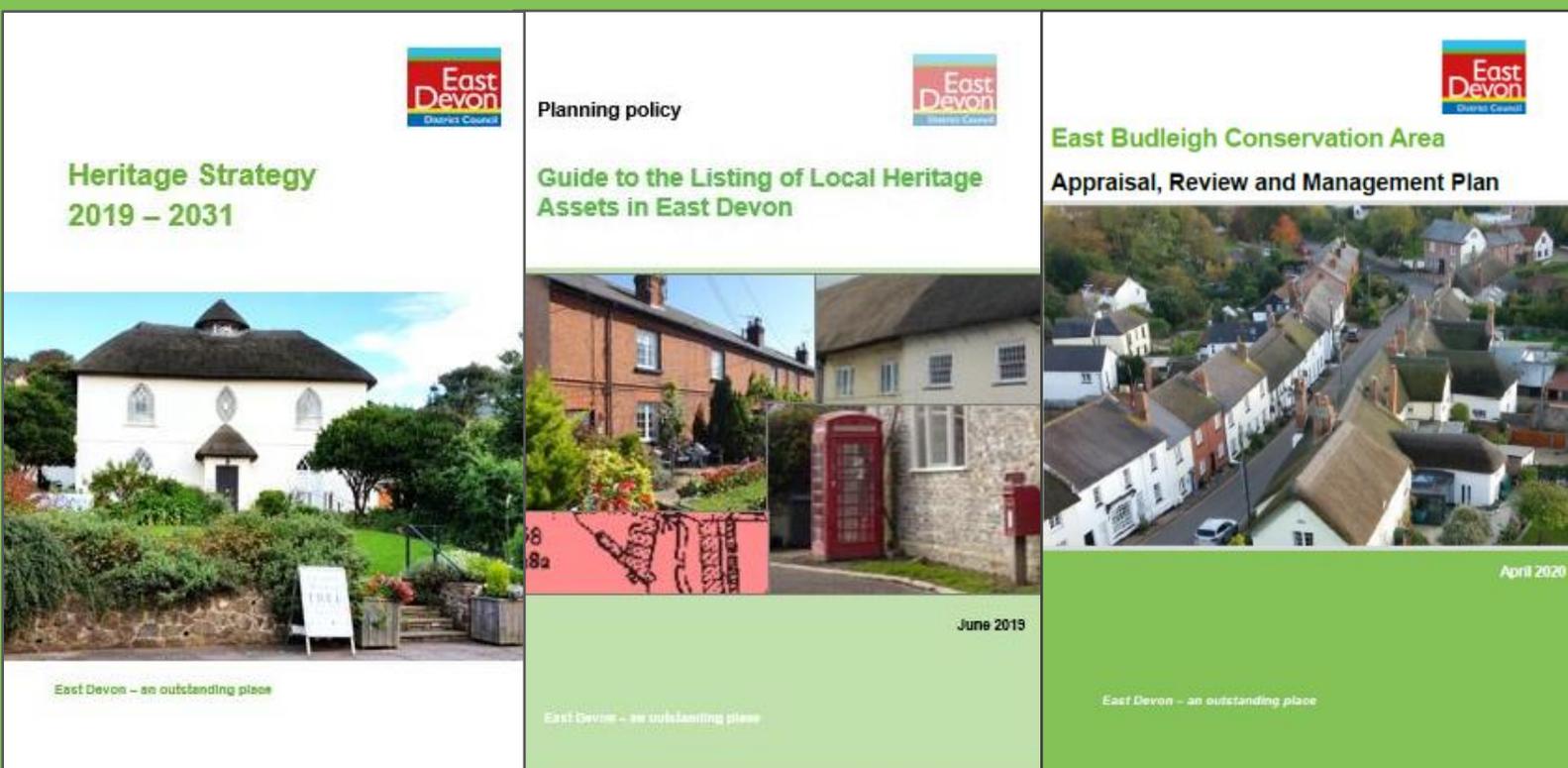


## Planning policy

# East Devon Heritage Strategy

## Monitoring report 2019 - 2020



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## 1 Introduction

- 1.1 The East Devon Heritage Strategy 2019 – 2031<sup>i</sup> was adopted by Strategic Planning Committee in March 2019. It is the first such strategy for East Devon, which provides a summary of the historic environment of the district, its significance and its benefits. It identifies the heritage issues in East Devon and develops objectives for the future with an action plan for the delivery of its recommendations.
- 1.2 Section 1 of the strategy sets out the purpose of the strategy, and provides information on the role of the Council and other organisations, sources of information and a background of legislation and policy.
- 1.3 Section 2 of the strategy addresses the aims and objectives of the strategy through three themes. For each theme, objectives for the future are raised and actions to meet those objectives are recommended:

**Theme A** describes the historic environment of the District and provides information on designated and undesignated heritage assets and their significance.

**Theme B** sets out current policies and programmes relating to development management, conservation areas and heritage assets at risk within the District, including our statutory duties.

**Theme C** looks at the value of our heritage as a part of sustainable development, and the social, economic and environmental benefits it provides for East Devon. The impact and influence of other policies are considered as well as how we work with our communities and partners.

- 1.4 Section 3 presents the actions raised in Section 2 in the form of a 12 year action plan. This section also provides more information on resources, benefits and monitoring.

## 2 Action plan

- 2.1 The Action plan from 2019 – 2031 is divided into three sections representing objectives from the three themes, A (yellow), B (blue) and C (green), see Appendix 1.
- 2.2 For each objective, the proposed actions and tasks are detailed, with information on whether each is a statutory duty. An estimate is made of resources, how actions will be delivered, and timescales, short, medium and long term. Finally, ways of monitoring each action are suggested.

- 2.3 **Short term actions** are planned for delivery between April 2019 and March 2020.  
**Medium term actions** are proposed for delivery between April 2021 and March 2024  
**Long term actions** are proposed for delivery between April 2024 and March 2031
- 2.4 This report describes how the short term and some of the medium term actions have been delivered during 2019 – 2020.

## Action plan tasks 2019 – 2020 (See also Appendix 1: Action Plan)

### 3 Theme A

3.1 Theme A objectives are to:

- Enhance understanding of heritage assets and their significance
- Widen knowledge of the heritage of East Devon and its assets
- Celebrate and promote the heritage of East Devon

3.2 Year 1 actions and tasks:

3.3 Action: Provide information and guidance in the Heritage Strategy

Completed: the Heritage Strategy, adopted in 2019, provides comprehensive information and guidance. Historic England, Devon County Council Historic Environment Team and East Devon AONB amongst other organisations acknowledged and commended the strategy on its comprehensive coverage of the issues.

3.4 Action: Provide links to further guidance through the Council's website

Completed: the new heritage webpage provides links to Historic England advice, national listings and reports, and the Devon County Council Historic Environment Record.

3.5 Action: Develop improved web pages for the provision of information on heritage issues relevant to East Devon, including the Heritage Strategy

Completed: the heritage webpage<sup>ii</sup> has been improved to include information on the heritage strategy, the list of local heritage assets, an on-line form for nominations for local heritage assets, links to further guidance and information on the latest news and projects.

3.6 Action: Promote strategy and web pages; develop a publicity plan to include press and social media

A publicity plan was considered by the Heritage Working Group and implemented with a series of press releases. Articles appeared on Facebook and Twitter and through the press, including the Exmouth Journal, promoting the heritage strategy and its initiatives.

3.7 Action: Support events such as the annual Heritage Open Days and the East Devon AONB Heritage Conference. Promote heritage strategy and website at heritage events.

A Planning Policy Officer (heritage) and Conservation Officer supported events including:

- The East Devon AONB annual conference in April 2019 (short talk / discussion)
- EDDC Neighbourhood Planning forum in October (presentations and discussion)
- EDDC member training (presentation, quiz and discussion)

## 4 Theme B

4.1 Theme B objectives are to:

- Positively manage the heritage assets of East Devon (Conservation Areas, Heritage at Risk and Local List)
- Encourage development which enhances distinctiveness

4.2 Year 1 Actions and Tasks:

### Conservation areas

4.3 Action: Prepare internal procedural guidance for conservation area review and management plans.

This has been completed, to include

- A new template for conservation area appraisal and review, including a process for updating the original (typewritten) text and transferring the hand drawn maps onto GIS.
- A new template for management plans, including updated legislation and policy
- A flowchart of the procedures to complete a conservation area review and management plan, including surveys, consultation, adoption and publication

4.4 Action: Develop a process for communities to help deliver reviews, including training and monitoring. Propose a suitable pilot scheme.

A process was established and criteria were developed for the selection of a suitable pilot scheme. East Budleigh was chosen as a pilot scheme and endorsed by Strategic Planning Committee. The process included

- Developing a programme of options working with a community group
- Working with partners to meet joint objectives.
- Enabling grant funding
- Sourcing a suitable consultant to deliver the main part of the training
- Developing a programme of training to be delivered by a consultant and EDDC staff
- Producing training material including presentations, plans and survey sheets, with feedback forms for participants to complete.

4.5 Action: Deliver a pilot scheme Conservation Area review involving community group/s to include local listed items. Monitor input, output, outcomes and estimate impact to inform future programme. (Medium term – being developed).

The project was delivered earlier than planned, in year one, to include

- Securing partners and funding including the East Devon AONB (Sustainable Development Fund Grant) and the Norman Family Trust.
- Establishing a training programme and material for the volunteers which can be reused in future projects
- Three days of training and workshops delivered by Locus Consulting, a specialist in heritage training and supported by a Planning Policy Officer (heritage) and a Conservation Officer for 14 members of the community.
- Training included the assessment of character and how to record it, understanding historic buildings and recording them in conservation areas and managing change in conservation areas, all of which included on site exercises, with notation of maps and completion of survey sheets to inform the East Budleigh Conservation Area Appraisal, Review and Management Plan.

- Producing a new Conservation Area Appraisal, Review and Management Plan for East Budleigh<sup>iii</sup> which meets all of the latest legislation, policy and guidance.<sup>iv</sup>
- Assessing, ratifying and publishing new items for the List of Local Heritage Assets
- Building skills and knowledge amongst the community to help protect and enhance the heritage assets of their area. All participants reported an improvement in their knowledge and understanding of conservation areas and commented that they found the training enjoyable, informative and inspirational.
- Publicity, including a series of press releases which were published on the EDDC Website, in the Exmouth Journal and on Facebook.

There are many ways in which the project could be taken forward in future years, depending on the availability of staff resources.

- Developing a similar project with another community using the same templates, training material and programme.
- Enabling members of the trained East Budleigh Heritage Project group to review another small conservation area within the Otter Valley area, with guidance.
- Using the training materials for workshops involving neighbourhood planning groups or other representatives from different communities across the district.
- Pursuing a regional 'Capacity Building Grant' to part-fund further staff resources to widen the scope of the project. Such grants may be available for projects "which build up the capacity and commitment of local communities to champion the conservation and enhancement of their own local historic environments."<sup>v</sup>
- Delivering further training for the East Budleigh Heritage Project participants or other groups in a Grade II listed buildings condition survey (so helping to monitor heritage at risk).
- A second stage of the project was planned in March / April to also include training on improving energy efficiency within old buildings, delivered by members of the Heritage Working Group, including Environmental Health, Conservation and Planning Policy Officers. However this further training has not progressed due to lockdown and continued advice on social distancing.

A separate report provides more detail on the input, output and outcomes of the pilot scheme, and on which parts worked well and what could be improved for the future.

4.6 Action: Develop a programme to prioritise reviews over 12 years.

A programme has been considered, giving priorities to reviews based on criteria such as risk from development within Built up Area Boundaries, the condition of assets, the date of last review and the presence of active community groups with an interest in heritage.

Research in June 2019 included an analysis of conservation areas within the historic town centres of East Devon with a view to bidding for Heritage Action Zone Funding.

Information was gathered and assessed in particular for Axminster, Honiton, Ottery St Mary and Seaton conservation areas including heritage assets, empty buildings, traffic flow, active community groups and potential improvements that could be made.

The resources needed to complete a review have also been considered. For example, some reviews may need to only be 'light touch' where not much change has been seen and there may be an active community group that could become involved in helping to update and review an appraisal, following on from the East Budleigh Pilot Scheme.

New templates for Conservation Area Appraisal, Review and Management Plans have been produced to help with future reviews. Work to prioritise reviews is ongoing.

4.7 Conduct an annual review of areas that may merit designation

4.8 In 2009, 12 areas were identified for consideration for conservation area status, including Dunkeswell, which has since been designated.

4.9 There has not been time during 2019 – 2020 to complete a survey of all areas that would potentially merit designation. However the villages previously suggested are those that may be less at risk from development due to not having Built up Area Boundaries and therefore may still be suitable for designation.

4.10 More recently, the following areas have been brought to the attention of the policy and conservation teams and added to this list.

- Lower East Budleigh: This area has been identified as potentially meriting a new conservation area appraisal and a local resident is keen to have this considered.
- Budleigh Salterton: During an assessment of items for the listing of local heritage assets, an area was identified as potentially meriting an extension to the boundary.

## Heritage at Risk

- 4.11 Action: Provide information and a link to the Historic England register of heritage assets at risk on the Council webpage:
- 4.12 A link has been added to the heritage webpage to the Historic England webpage which provides general information on heritage at risk and details of what is at risk locally.
- 4.13 A new action has been considered to deliver training on condition surveys, see 4.5

## Local List

- 4.14 Action: Produce a document advising communities on procedures for a Local List, with guidance on selection criteria. Public consultation and adoption.

Completed: A guide was produced and consulted on. The document was adopted in June 2019 and is published<sup>vi</sup> on the East Devon Heritage and Local heritage Assets webpage.

- 4.15 Action: Following adoption of a guide, receive submissions from communities and historic groups.

Submissions have been received from the Otter Valley Association and the East Budleigh Heritage Project and are being assessed. Some have been ratified and published.

- 4.16 Action: Set up procedures within the Council for assessing, recording and publishing a list of non-designated heritage assets

Detailed procedures have been established, including flowcharts.

- 4.17 Action: Develop and deliver a programme based on items submitted, starting with a pilot scheme. Roll out to other areas subject to available resources.

All pilot scheme nominations for the list have been ratified and published

A programme has been established to assess a proposed list of nominations produced by the Otter Valley Association.

## Encourage development which enhances distinctiveness

- 4.18 Action: Build in heritage and local distinctiveness themes in the emerging Design Guide Supplementary Planning Document, with a link to the Heritage Strategy

These themes have been included in the emerging Design Guide as important characteristics.

## 5 Theme C

5.1 Theme C objectives are to:

- Work with partners and corporately to identify joint projects and maximise funding
- Work with communities

5.2 Year 1 Actions and tasks:

5.3 Action: Increase attendance at meetings or events with partner organisations to work towards common goals

During 2019 the Policy Officer (heritage) and Conservation Officer attended partner meetings including those organised by the East Devon AONB, Devon County Council and Historic England.

5.4 Action: Create Council working group to work towards joint objectives and co-ordinate projects and programmes. Provide website links to regeneration, economy and tourism sectors.

This working group has been created earlier than planned, with much success.

Three working group meetings have been held, in May and October 2019 and in January 2020. A core group of officers from Environmental health (Private Sector Housing and Empty Homes) Regeneration, Conservation and Policy have met, with guest officers including the Property and Estates senior manager.

Issues discussed, coordinated or implemented have included:

- Private sector housing notices and initiatives (including heritage assets)
- Targeted enforcement on specific listed buildings
- Building at risk surveys and managing / sharing heritage data
- Regeneration programmes and targeted action from different departments
- Sources of funding especially for historic town centres and high streets
- Place branding and capacity building
- Conservation areas to prioritise for review
- Publicity plan, including the East Budleigh Pilot Scheme, newsletters

- The List of Local Heritage Assets
- Energy efficiency in listed buildings
- Attending the neighbourhood planning forum and landlords forum

5.5 Action: Work with others to identify projects and sources of funding

Members of the Heritage Working Group have been productive in identifying new projects and funding including

- Heritage Action Zone and town centres funding: exchange of information
- Energy efficiency grants and loans, working with the Empty Homes Officer
- Energy efficiency in older buildings training – promotion of low carbon agenda and health and well-being, proposed for the next stage of the East Budleigh Pilot Scheme but not progressed as yet due to Covid-19 guidelines.

5.6 Action: Facilitate, or advise on, a range of training opportunities especially for neighbourhood planning / community groups with an interest in heritage.

- Information on training opportunities from various sources have been gathered which communities can use. Links are provided on the East Devon Heritage and Local Assets webpage.
- Presentations from the East Budleigh Pilot Scheme are available for future training, for example on heritage significance
- Training material is available for the development of conservation area review and management plans, including notation and survey sheets.
- Training material has been compiled for a Grade II listed building condition survey, based on that developed by Historic England.

5.7 Action: Produce a template to guide neighbourhood planning groups in site assessments in relation to heritage

A template has been produced.

## 6 Conclusions

- 6.1 17 of the 18 'short term' actions for year 1 (2019-20) have been completed as planned
- 6.2 The remaining action, conducting a review of areas that may merit designation as conservation areas has been delayed due to the high workload of conservation officers on other duties. However there is an ongoing list of proposed areas that is not likely to have changed. Two areas have been added to the list during 2020.
- 6.3 Two actions have been completed early:
- Delivery of a pilot scheme conservation area review, including local listing, involving a community group. This fairly major project was completed during the first year and included a new Conservation Area Appraisal, Review and Management Plan (CAAMP) for East Budleigh.
  - Creating a Council working group to work towards joint objectives. This has met three times and been very productive.

## Appendix 1: Heritage Strategy Action Plan

**Timescales:**

**S = Short term 2019 – 2020**

**M = Medium term 2021 – 2024**

**L = Long term 2025 – 2031**

Objectives Theme A	Actions and tasks	Stat. duty	Indicative resources	Delivery: Staff and Partners	Timescale S M L			Notes	Indicative monitoring
<b>Enhance understanding of heritage assets and their significance</b>	Provide information and guidance in the Heritage Strategy.		Produced in-house	Policy team in consultation with conservation team and external partners	X			Most tasks completed	Monitor readership on-line
	Review Heritage Strategy		Moderate staff resources	Policy team			X	Delivery plan monitored annually	
	Provide links to further guidance through the Council's website		Minimal staff resources	Policy and conservation staff	X	X		Ongoing	
<b>Widen knowledge of the heritage of East Devon and its assets</b>	Develop improved web pages for the provision of information on heritage issues relevant to East Devon, including the Heritage Strategy		To be developed in-house, moderate staff resources with ongoing updates	Regular updates from policy and conservation staff. Links to, and input from partners	X	X		Initiate 2019-20, complete 2020-21, with regular updates	Survey on use of website and other programmes
	Encourage local groups / museums to engage with local schools		Moderate staff resources	Policy staff to circulate information		X			
<b>Celebrate and promote the heritage of East Devon (raise the profile)</b>	Promote strategy and web pages; develop a publicity plan to include press and social media		Moderate staff resources	East Devon staff, press office and Heritage Champion	X	X			No. of local groups / partners engaged
	Support events such as the annual Heritage Open Days and the East Devon AONB Heritage Conference. Promote heritage strategy and website at heritage events.		Moderate staff resources	Staff and Lead Councillor for Heritage presence at heritage events	X	X	X		Number of events attended; outcomes recorded
	Host an occasional heritage themed event / workshop for members and community representatives		Use of Council chambers and catering	East Devon staff, Lead Councillor for Heritage and Community Officer. Help from partner organisations		X		First event following first year's delivery plan report	Event feedback survey

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<p><b>Positively manage the heritage assets of East Devon:</b></p> <p><b>Conservation Areas</b></p>	<p><b>Undertake a programme of Conservation Area review:</b></p> <p><b>Yes</b></p>								
	<p>Prepare internal procedural guidance for Conservation Area review and management plans.</p>		<p>Staff resources, policy team.</p>	<p>Policy officer, in consultation with conservation team</p>	X			<p>This work is programmed for 2019 - 20</p>	<p>Completion of guidance</p>
	<p>Develop a process for communities to help deliver reviews, including training and monitoring. Propose a suitable pilot scheme.</p>		<p>Staff resources, policy team</p>	<p>Policy officer, in consultation with conservation team and local amenity group.</p>	X	X			<p>Process developed, pilot scheme proposed.</p>
	<p>Deliver a pilot scheme Conservation Area review involving community group/s to include local listed items. Monitor input, output, outcomes and estimate impact to inform future programme.</p>		<p>Considerable input from staff and community group initially but potential to improve long term resources. Possible external funding / grant.</p>	<p>EDDC staff with assistance from community groups and in consultation with partners</p>		X		<p>Pilot scheme proposed 2020-21</p>	<p>Full criteria to be developed, including impact of community involvement.</p>
	<p>Consider priorities in Conservation Areas within towns and other Built Up Area Boundaries most subject to change and those with active Neighbourhood Planning and Historic Interest Groups.</p>		<p>Staff resources, policy and conservation tem</p>	<p>Policy officer, in consultation with conservation team and other planning staff</p>	X			<p>This work is programmed for 2019-20</p>	<p>Completion of report</p>
	<p>Undertake the programme of reviews, to include full and interim reviews and other methods where appropriate, some involving neighbourhood planning and local history / amenity groups. Prepare appraisals and management plans.</p>		<p>Much input from community and staff initially but potential long term investment. Possible funding, see Theme C</p>	<p>Programme managed by policy staff working with communities with input and sign-off by conservation team. Help from partners, especially if can secure funding for training.</p>		X	X	<p>Long term protection of assets and benefits for the community.</p>	<p>Numbers of reviews and management plans. Other Indicators developed for pilot scheme</p>
	<p>Complete Lympstone C A review boundary extension</p>		<p>Staff resources</p>	<p>Consultation and adoption may be managed by policy staff</p>		X			<p>Adoption</p>

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<b>Conservation Areas</b>	<b>Determine if any parts of the district merit designation as a Conservation Area and if so designate new areas:</b>	<b>Yes</b>							
	Conduct annual review of areas that may merit designation		Staff resources	Annual review by staff	X	X	X		
<b>Heritage at Risk</b>	Provide information and a link to the Historic England register of heritage assets at risk on the Council webpage	<b>Yes</b>	Minimal staff input complete and update	Information supplied by Historic England	X	X		Minimal input with annual updates	
	Liaise with partners and organisations including Building Control, Estate Agents and communities to enable reporting on assets at risk where possible and start a list.		Staff resources, to provide information on website	Policy staff to facilitate in consultation with conservation team		X		Awareness of assets at risk can help to inform programmes and focus action.	Numbers of heritage assets at risk, numbers reported, surveyed or monitored
	Include Grade II condition survey within pilot scheme Conservation Area review, where there is a community desire to do so.		Current Grade II condition survey training material is available through Historic England website. Policy staff to help facilitate.	Policy staff to help facilitate Historic England training for community pilot scheme, if group wish to proceed with this.		X		Potential for long term impact on protection of assets	No. of surveys completed, residents trained, HAR improved
<b>Local List</b>	<b>Establish a local list of non-designated assets:</b>	<b>No</b>							
	Produce a document advising communities on procedures for a Local List, with guidance on selection criteria. Public consultation and adoption.		Policy officer (most work completed)	Document under consultation March 219	X				
	Following adoption of guide, receive submissions from communities and historic groups.		Otter Valley and Sid Vale Associations have submitted items for consideration	Submissions from town or parish councils, ward members, neighbourhood planning groups and local amenity groups.	X			Ongoing subject to available resources	Number of groups submitting items consideration

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<b>Local List</b>	Set up procedures within the Council for assessing, recording and publishing a list of non-designated heritage assets		Policy staff resources	Policy officer in consultation with conservation team	X				
	Develop and deliver a programme based on items submitted, starting with a pilot scheme. Roll out to other areas subject to available resources.		Staff resources; considerable input to set up list but less time needed for annual maintenance	Policy officer working with local group and with input from conservation team.	X			Positive impact on planning process and benefits for local communities	Number of items approved for local list, other pilot scheme criteria
<b>Encourage development which enhances distinctiveness</b>	Provide links to further guidance which address the most common issues, on website, much from Historic England.		Minimal staff resources to provide links on webpages	Policy officer in consultation with conservation team		X			Feedback survey on information provided
	Build in heritage and local distinctiveness themes in emerging Design Guide Supplementary Planning Document, with link to Heritage Strategy		Moderate staff resources	Policy officer with Design Guide working group, followed by public consultation	X			This Guide will carry weight in planning decisions	
	Provide information on the website on sourcing of local materials, in particular a stone quarry guide		Moderate staff resources	Conservation and policy team, available through new webpages		X			Completion of guides, number of guides requested; feedback
	Update and publish shopfront and any other relevant guides relating to heritage		Moderate staff resources	Conservation and policy team, available through new webpages		X			Completion of guides, no. requested; feedback

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<b>Work with partners and corporately to identify joint projects and maximise funding</b>	Increase attendance at meetings or events with partner organisations to work towards common goals		Staff resources, potential to pool resources with partners for maximum benefit	Policy and/or conservation officer working with external partners such as the East Devon and Blackdown Hills AONBs	X	X	X	Ongoing	Meetings attended, outcomes recorded
	Create Council working group to work towards joint objectives and co-ordinate projects and programmes. Provide website links to regeneration, economy and tourism sectors.		Moderate staff resources	Policy and conservation team staff working with other sections such as private sector housing, building control and regeneration.		X		Set up regular meetings and continue according to outcomes	Meetings attended, outcomes recorded
	Work with others to identify projects and sources of funding		Potential to attract grant funding for heritage projects or programmes, especially those involving the community	Policy staff working with external partners and EDDC departments	X	X	X		Projects and funds identified
<b>Work with communities</b>	Facilitate, or advise on, a range of training opportunities especially for neighbourhood planning / community groups with an interest in heritage.		Moderate staff resources to develop training opportunities for pilot scheme. Capacity building within community can provide a valuable long term resource of trained residents.	Policy staff working with external partners and local community groups.	X	X			Criteria to be developed, along with pilot scheme
	Produce a template to guide neighbourhood planning groups in site assessments in relation to heritage		Minimal staff resources	Policy staff	X				

## **Appendix 2: Supporting documents and references**

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- <sup>i</sup> EDDC (2019), Heritage Strategy <https://eastdevon.gov.uk/media/3413423/final-heritage-strategy-2019-2031.pdf>
- <sup>ii</sup> EDDC Heritage and Local Heritage Assets Webpage <https://eastdevon.gov.uk/planning/planning-policy/east-devon-heritage-and-local-heritage-assets/>
- <sup>iii</sup> EDDC (2020), East Budleigh conservation Area Appraisal, Review and Management Plan <https://eastdevon.gov.uk/media/3720586/east-budleigh-conservation-area-appraisal-review-and-management-plan-2020.pdf>
- <sup>iv</sup> Historic England (2019), Advice Note 1: Conservation Area Appraisal, Designation and Management <https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/>
- <sup>v</sup> Historic England Website (September 2020) <https://historicengland.org.uk/services-skills/grants/our-grant-schemes/regional-capacity-grants/>
- <sup>vi</sup> EDDC (2019), Guide to the Listing of Local Heritage Assets in East Devon <https://eastdevon.gov.uk/media/3720585/east-devon-guide-to-the-listing-of-local-heritage-assets2.pdf>
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