

National Heritage Protection Plan

NHPP 5B2 Underpinning Local Planning Processes

Expanding the Neighbourhood plan evidence base – Museums, Records offices,
Archives and HERs

Second Interim Report

Neighbourhood plan Questionnaire Results


Project Number - 6419

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Introduction

As part of the English Heritage Expanding the Neighbourhood Plan Evidence-base Project (6419), this interim report examines the results of questionnaires sent out to communities in the process of undertaking a neighbourhood plan.

This document provides an overview analysis of the questionnaire results and draws some conclusions about how heritage information is being used by communities in the processes of preparing a neighbourhood plan. In a series of 'next steps' the results of this report will be cross analysed against the results of an earlier set of questionnaires investigating the types of heritage information held by Museums, Archives and Historic Environment Records (HERs), and the ways in which that information is made accessible to the public. As such, the project will lead to an understanding of the current and potential ways that heritage information held by local authorities can be used in the process of preparing community-led plans.

Questionnaire format

The majority of questions were multiple choice to help standardise responses where possible, and to enable analysis at later stages. A limited number of questions allowed for free text responses. Draft questionnaires were circulated around the Project Steering Group at English Heritage and comments integrated into a final version.

Questionnaires were structured into three sections:

1. **Background** – The first section provides an understanding of the spatial extent and broad landscape character of a plan area, including key land uses. This section provides a basic but key understanding of how an area was defined or predefined, and what types of heritage information might be useful to the purposes of the project.
2. **Aims and Information** – This section investigated what the principal aims of a plan were, and what types of heritage information were being, could have been, or were not used in preparing neighbourhood plans. The section also investigated where information had been sourced from (including Archives, Museums, HERs or other resources) and the experiences of the plan makers in accessing and interpreting information.
3. **Involvement** – The final section looked at the type of skills amongst people directly involved in producing the plan, as well as the nature of any support received from commercial or not-for-profit organisations.

A final version of the Questionnaire is provided in Appendix 1.

Distribution

A basic distribution list was identified using an 'up-to-date' list of communities undertaking plans sourced at www.planningresource.co.uk. Through a process of internet based research and correspondence with local authorities approximately 450 named contacts and email addresses were identified for each of the neighbourhood plan groups. These were usually the clerk of the respective parish council, however contact addresses included a wide range of people from local councillors, local authority staff, charities and community groups. Questionnaires were circulated on the 29th May, 2013 to any community in the process of undertaking a neighbourhood plan, although in many cases communities appeared to be in very early discussion stages. At the time of distribution only two neighbourhood plans had been formally adopted in England.

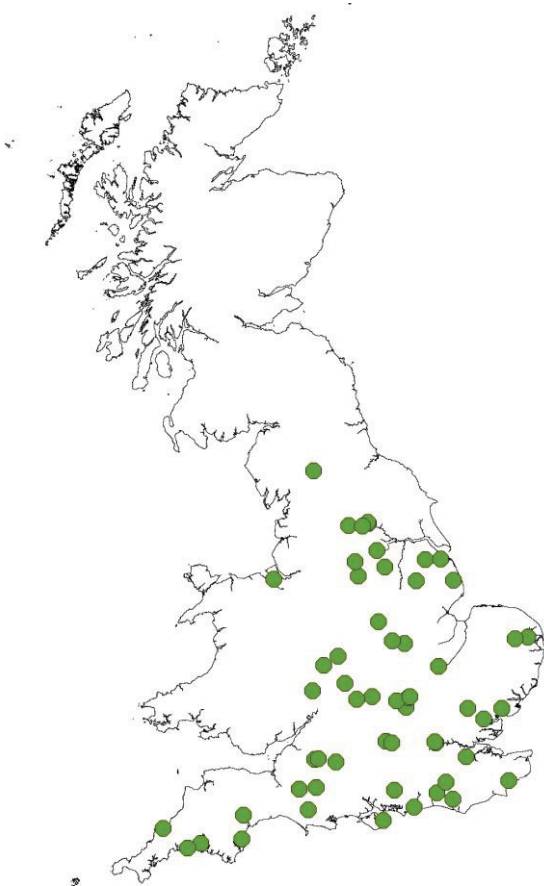
Guidance on how to complete each section of the questionnaire was included with each email sent out, and respondents were encouraged to contact staff at Locus Consulting if they required any further information or advice. A copy of the guidance provided is included in Appendix 2.

Returns

A period of four weeks was allowed for the return of completed questionnaires; however this was extended by a further week to enable a number of tardy responses to be considered. Although most responses were provided by e-mail, several came through the post, and these were transcribed into digital format by Locus staff. After a period of two and half weeks, the questionnaire was forwarded by Civic Voice to their membership to encourage responses, and posted on the internet via the Locus Consulting website (www.locusconsulting.co.uk).

The results of questionnaires were recorded in a Microsoft Excel database to facilitate statistical analysis of the data during analysis and later review stages.

Responses



A total of 56 responses were received. Approximately 30 of the email addresses proved incorrect. Approximately the same number of communities replied indicating that plans were at too early a stage for the questionnaire to be accurately completed. All questionnaires were generally comprehensively completed, although for multiple choice questions answers were often partially blank or not marked. The results were entered into a Geographical Information System (GIS), and the map (left) shows that responses were received from communities across much of England, with slight exception of the North West region of England.

Analysis

The structure of the analysis below broadly follows that of the questionnaires, and is divided into three parts. The initial section discusses the date when plans began, their spatial scope and the types of land uses within their areas. The second section considers the types of heritage information accessed by communities and the way in which that information was sourced and used. The final section then looks at the types of skills available to communities, both amongst the neighbourhood plan group and through support from external organisations, standing frameworks and toolkits. Summary next steps are provided throughout the document. In the final section, an Overall Conclusion considers some of the key results.

Analysis is typically across the total number of responses (i.e. 56 communities), however where specified, analysis may investigate interrelationships between question answers and will therefore relate to a smaller proportion of the overall responses. Analysis of results in this way gives a much clearer and proportionate picture about what information communities are or are not using that would be relevant to their plan area.

**SECTION 1:
BACKGROUND**

SECTION 1: BACKGROUND

1.1 Name and date of plan

As might be expected, all neighbourhood plans included a place name associated with their local area or settlement. Names were typically parishes, but occasionally small towns such as 'Torquay'.

The majority (61%) of plans date to the 6 months either side of the enactment of the Localism Act. A total of 14 of the 56 plans began preparation prior to the Act, which received Royal Assent in November, 2011. However, the 'Front-runner' or 'Vanguard' scheme was introduced by DCLG midway through the same year, explaining the growing number of plans during the second half of 2011 and the first half of 2012. Those plans in preparation prior to the launch of the scheme, the earliest of which dates to 2009, are likely to have been other community-led plans subsequently taken forward as neighbourhood plans.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2009			1										1
2011	1	1	1		2		1	2	3	2	1	1	15
2012	8	4	4	3	3	6					3	2	33
2013	2	2	2			1							7

The range of dates suggests that the results include a good cross-section of neighbourhood plans produced during recent and early stages of the Localism Act and neighbourhood planning coming in to force. As such questionnaires will be based on both advanced and nascent plans, as well as those in intermediate stages.

Nest steps:

- Consider targeting more established/older plans to investigate how heritage information has been applied in the plan-making process.

1.2 Geographic extents of plan

The majority of neighbourhood plans (70%) are being prepared for individual parishes, with a small proportion (5%) being prepared for a group of two or more parishes. Interestingly, 18% of responses indicated that plans were based on areas defined by a neighbourhood forum, rising to 23% taking into account those plans which cover 'Part of town/city'.

Extents of Plan	Number
Parish	39
Own defined local area	10
Group of Parishes	3
Part of Town/city	3
Ward	1

Perhaps unsurprisingly, parishes are the most common size of neighbourhood plan, as the administrative areas and the leading role of their respective parish councils are emphasised in the Localism Act. Analysis of ‘Front-runner’ neighbourhood plans also revealed that designating plan areas in non-parished areas was an initial stumbling block for neighbourhood fora in urban areas ¹. With almost one quarter of plans defined by neighbourhood forums, there could be a significant role for heritage information that can help understand and define ‘places’, such as that relating to the character of places, their vernacular and their sense of identity. However, it is clear that the administrative area of a parish is the prevailing size of neighbourhood plans. This may strongly influence how communities search for, interpret and apply heritage information in the plan-making process. A parish is a recognisable administrative area that dovetails with the structure (e.g. archive catalogue) that much heritage information held in by local authorities, and some information types may be summarised and interpreted by parish (e.g. parish histories). Where plan areas have been defined by a neighbourhood forum, the search area is less established and searching is likely to entail sifting through information for a wider area (e.g. a town/city) except where repositories are able to search spatially (e.g. by post code or by GIS).

Next steps:

- Consider to what extent the definition of a bespoke neighbourhood plan area will affect the ability of communities to search for information
- Understand what information held by repositories is and is not structured according to parish, and consider to what extent this effects its accessibility and interpretation by communities
- Investigate whether there is scope for integrating methods of spatial searching into repository holdings to help provide access to information types not held in parish format, or that would facilitate searching according to user defined areas.

1.3 Main land uses

The results of the questionnaire show that neighbourhood plan areas contain an average of between 3 and 4 broad land use types. These typically include Residential (82%), Farmland (84%) and/or Settlement Centres (79%), and to a lesser extent Woodland (48%) and Industrial (30%) land uses. Other forms of land use occur in between 2-20% of plan areas. The two neighbourhood plans with ‘Other’ land uses’ included ‘Coastline and beaches’ and ‘Airport’.

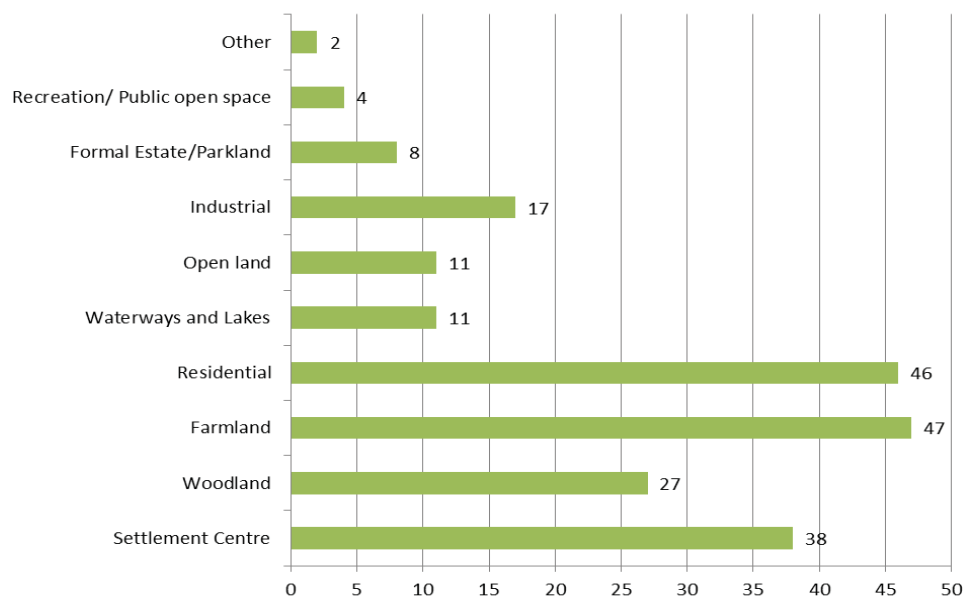
The results of this section are largely intended to aid deeper analysis in latter parts of the project (i.e. what proportion of neighbourhood plans with rural land use have looked at Landscape Characterisation data). However, some overall

No. of Land Uses	No. of Plans	%
1	4	7%
2	8	14%
3	18	32%
4	10	18%
5	6	11%
6	6	11%
7	3	5%
8	0	0%
9	1	2%
Average	3.77	

¹ Neighbourhood Planning: A guide for ward councillors. Planning Advisory Service, May 2011

conclusions can be drawn:

As might be expected, heritage information about settlement centre, residential and rural landscapes is of the greatest relevance to the vast majority of plan areas. The relative predominance of these land uses suggests that investment into making relevant heritage information more accessible and available might do well to focus on these, albeit broad, topics. The data, in particular the average of nearly 4 broad land uses per neighbourhood plan Area, also indicates that there will be an array of relevant heritage information available to communities, and this should be borne in mind when considering the amount and detail of information provided to communities. Land use may also provide an objective and recognisable sub-structure for providing heritage information in complex areas. This is particularly true where plans are hoping to engage with specific issues (e.g. greenfield/brownfield development, urban expansion), as this may promote understanding of the relevance and application of heritage information in the plan-making process. Furthermore, it could empower other sources of heritage information, in particular media such as artwork, film and video, which provide a more generic/representative view of the wider historic landscape.



Next steps:

- According to each community response, cross analyse data from this question against the results of Question 2.4 to understand the extent to which specific types of heritage information about particular land uses are or are not being used in the plan-making process. This will obtain an understanding of where heritage information relevant to a plan area is or is not being accessed
- Investigate to what extent heritage information types from the three repositories could be usefully structured according to land use for the purposes of neighbourhood planning
- Consider the extent to which this process would assist in the interpretation of heritage material across the three types of repository, including what linkages the process would generate
- Consider the extent to which the provision of existing guidance could be undertaken according

to prevailing land uses, and in so doing identify gaps in current guidance.

**SECTION 2:
AIMS & INFORMATION**

SECTION 2: AIMS & INFORMATION

2.1 Heritage Issues

Encouragingly 93% of communities undertaking a neighbourhood plan indicated that their plans would specifically consider issues relating to their area's local heritage. Only one response was negative and three were blank/unanswered. However, in these four cases the answers to Question 2.2 suggest that their plans were engaging with heritage and/or heritage related issues. Consequently, the true proportion of neighbourhood plans specifically considering heritage issues is likely to be nearer 100%, but a small proportion of those communities may not interpret their plans as specifically dealing with the historic environment, although they are. As such, there may be a small but potentially worthwhile investment into raising awareness of the interdisciplinary nature of the historic environment and its links with design, architecture, planning and other topics relevant to neighbourhood planning.

The results clearly show the important and recognised role that the historic environment has to play in neighbourhood planning. Furthermore, it defines the need for communities to be able to access information and expertise about the historic environment for the purposes of taking an evidence-led approach to preparing neighbourhood plans.

Next steps:

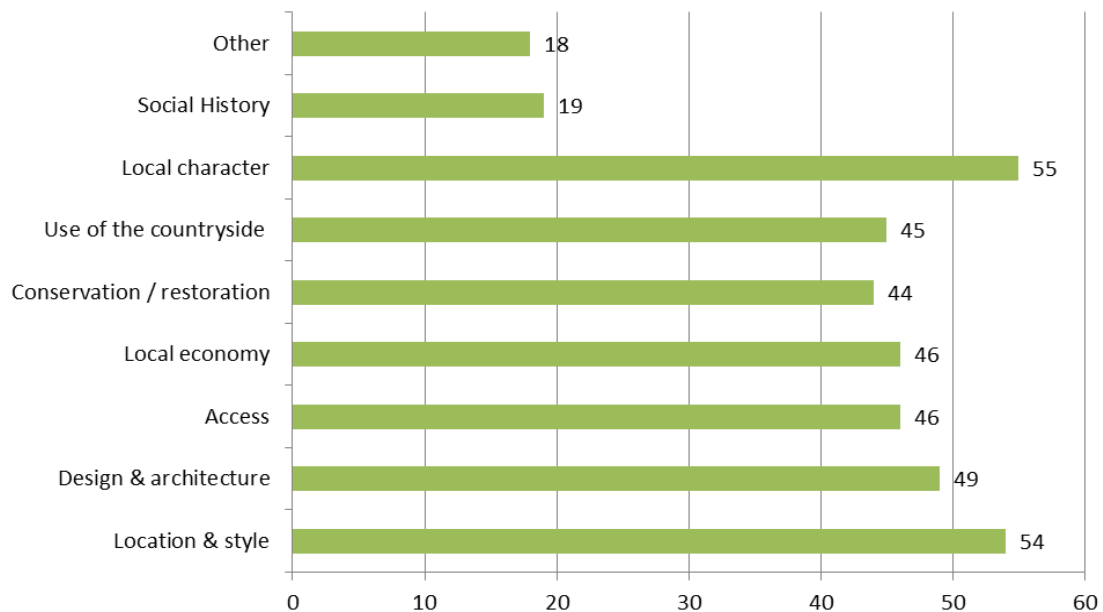
- Identify the main overall issues that neighbourhood plans are considering, highlight the synergies and links that they have with issues of heritage management, and then consider the type and accessibility of heritage information that could enable communities in planning for those issues
- Develop a series of potential applications for heritage information in addressing issues that may not typically be understood as being directly linked to the historic environment (e.g. Business and the economy, design etc.)
- Review existing guidance that is promoting the use of heritage information in the range of issues considered by neighbourhood plans and consider where there is further opportunity (this research could be guided by the results of Section 3)

2.2 Key Topic

The results of the questionnaire showed that in general communities had very similar intentions in terms of the range of broad heritage and heritage-related topics that their plans would engage with. Again, the results highlight the central role that many aspects of the historic environment have to play in the creation and implementation of neighbourhood and other community-led Plans.

Ranging between 79-98%, the number of responses is high across all topics with exception of 'Social History', which received far fewer responses (34%). The results, which suggest that around a third of neighbourhood plans will consider the social history of their areas, are arguably unsurprising, as the Localism Act and much associated guidance at a central level (i.e. DCLG), stresses their role as a way

of influencing the location and style of new development (i.e. physical/material aspects). As such, there is a risk that social history is overlooked in favour of more tangible heritage, potentially de-personifying or dehumanising the fabric of places, and leading to a misunderstanding or undervaluation of their historical significance and social identity, and the heritage assets within them.



Relative analysis of those topics with between 70-98% of responses suggest that plans are most concerned with the 'location and style of new development' (96%) and 'local character' (98%), emphasising a strong role for heritage information concerned with wider areas such as landscapes and townscapes, as well as individual assets. A slightly lower number of responses for 'Design and Architecture' (88%) may possibly reflect the fact that a handful of plans are more concerned with the location of new development than its architectural style. 'Access', 'Local economy', 'Use of the countryside' and 'Conservation/Restoration' all enjoy high levels (79-82%) of responses from communities. Of note is that over three quarters of communities are engaging with issues about conservation and restoration, demonstrating that neighbourhood plans are not only being used to guide future new development, but as a tool to regenerate and conserve the existing historic fabric of places. Similarly, high proportions of communities tackling issues about 'Access' and 'Use of the Countryside' emphasises the scope of plans, which include not just the 'built-up areas' or developing areas, but the nature of the hinterland and movement in and around it. This emphasises the usefulness and importance of heritage information about both urban and surrounding undeveloped areas (e.g. rural) being used in the preparation of neighbourhood plans.

Other topics (32%) included an array of issues, several of which are directly or indirectly related to the historic environment. Most frequently included were issues concerning transport, including sustainable transport, green infrastructure, sustainable energy, health and education. Many of these issues have been the topic of specific heritage guidance, and opportunity might be sought to raise the profile of guidance related to specific topics, and/or distil specialist guidance to make the information accessible to non-expert audiences.

Archaeology was included in two 'Other' responses, however later more detailed figures arising out of Question 2.4 (see below) provide a clearer view of the number of communities considering specific heritage subjects, such as Archaeology.

Next steps:

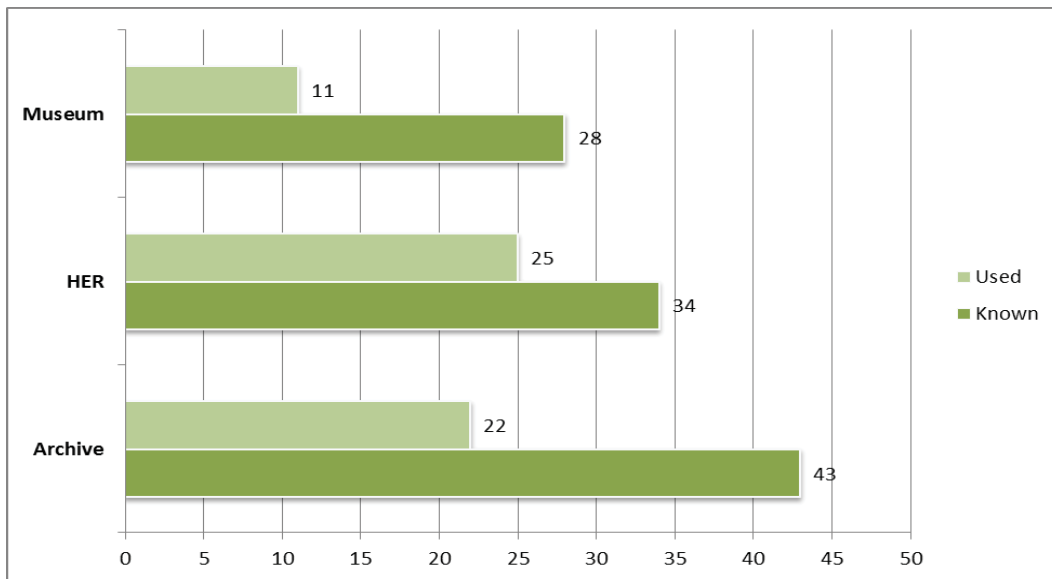
- Review the availability and accessibility of heritage information relevant to each of the key topics, and consider (as in Q2.1) what their potential application may be in respect of each topic
- Review the range of existing guidance available about a range of key heritage management topics (e.g. HELM guidance) and consider how they can be made more accessible for non-professional audiences including communities undertaking neighbourhood plans
- Consider to what extent existing guidance promotes the use and interpretation of social history
- Consider how information holdings about social history could be better integrated with heritage information about more tangible aspects of the historic environment
- Identify and make clear the added value that an understanding of social history can bring to neighbourhood planning, and consider where and how this is best promoted

2.3 Local Authority Resources

Communities were asked if they knew about local authority archive offices, museums, and HERs, and whether or not they had used (or intended to use) information held by them. Where information was used, communities were asked to name the source. Although the question was not comprehensively completed, the results demonstrate that there is very varied understanding of what resources are available to communities, alongside differing attitudes and approaches towards accessing the data.

	Known	Not Known	Blank		Used	Not Used	Blank
Archive	43	2	11		22	10	23
HER	34	5	16		25	5	26
Museum	28	8	19		11	10	35

Proportional analysis of the results suggests that local museums are least known (50% of responses) and were least used (39%) by communities that are aware of them. Archives were known by the highest proportion of respondents (77%), but were only used by 51% of communities that knew about them. HERs were known by 61% of communities, and appeared to be used by the highest proportion (74%) of those that did.



However, as part of the question, communities were asked to provide the name of the respective museum, archive and/or HER. Scrutiny of the results shows that 8 of the communities that suggested that they had used 'HER information' did not name the specific HER, but appear to have interpreted Historic Environment Records as any 'record' about the historic environment, as opposed to the specific type of repository. Taking this into account, only 46% of communities are aware of HERs and only 50% of those that are, chose to access information from them. Instead of naming specific HERs (and in fewer cases Archives), communities most commonly named their own local history society or parish records (4 responses), the EH National Heritage List (2 responses), and a range of other sources such as the CPRE, 'Unknown' and 3rd parties who may or may not have accessed local authority holdings.

Overall, the results suggest that between 43% and 77% of communities are aware of local authority heritage resources, but on average only 50% people who know about a repository are using it to access information. The results suggest that there is a need to promote and publicise museums, archives and HERs, as well as a need to create easier access to information. Use of national resources (such as EH's National Heritage List for England) as well as localised resources (Parish and local history society records) raises the concern that some neighbourhood plan groups are not accessing up-to-date heritage information and/or local authority information specific to their plan areas (e.g. Conservation Areas, Locally Listed Buildings). However, these may provide valuable alternative resources in themselves.

Next steps:

- Identify those HERs, Archives and Museums that were known to communities and examine the results of the initial questionnaire to reveal any reasons why they were not accessed
- Review existing neighbourhood planning guidance from key stakeholders to understand to what extent the use of HERs, Museums and Archives is or is not encouraged, and consider

how the resources could be better promoted

- Consider what information is available through national resources, and evaluate whether or not these are a better method of making some information accessible in the short/medium/long term and, in so doing, define heritage information types that can only be delivered by local authorities. This may help focus resources and provide quicker more direct routes to information
- Understand what information is held in local and parish records, how they are structured and maintained, and what if any the implications are of communities using these in place of local authority resources. This process may also reveal why they are preferred routes of access, and these analysis could be fed into making local authority information more accessible
- Understand the potential level of integration between locally held heritage information (i.e. parish records) and that held by local authorities to see if any relationships can be struck between the two.

2.4 Types of Heritage Information

A key part of the questionnaire, and the main link between the results of the community survey and the survey of Museums, Archives and HERs, was to understand to what extent specific types of heritage information are and are not currently being used in the process of putting neighbourhood plans together. For a series of key heritage information types communities undertaking neighbourhood plans were asked if an information type was:

- or **A: Being used**
- or **B: Not being used, but could have been useful**
- or **C: Not applicable or relevant to the purposes of their plan**

Designated Heritage

DESIGNATED HERITAGE	A: USED	B: COULD	C: N/A	Blank
Listed Buildings	84%	13%	0%	3%
Scheduled Ancient Monuments	43%	11%	39%	7%
Conservation Areas	79%	7%	11%	3%
Registered Parks & Gardens	30%	5%	50%	15%
Registered battlefields	0%	0%	88%	12%
Local designations (e.g. buildings)	52%	27%	14%	7%

The results show how high proportions of communities are using information about Listed Buildings (84%) and Conservation Areas (79%) in preparing neighbourhood plans. Listed Building data is the most commonly used out of all the information types (with the only exception of modern mapping which is not specifically a heritage information type – see below). Other types of designated heritage information are used by considerably fewer communities, with Local Designations being used by just

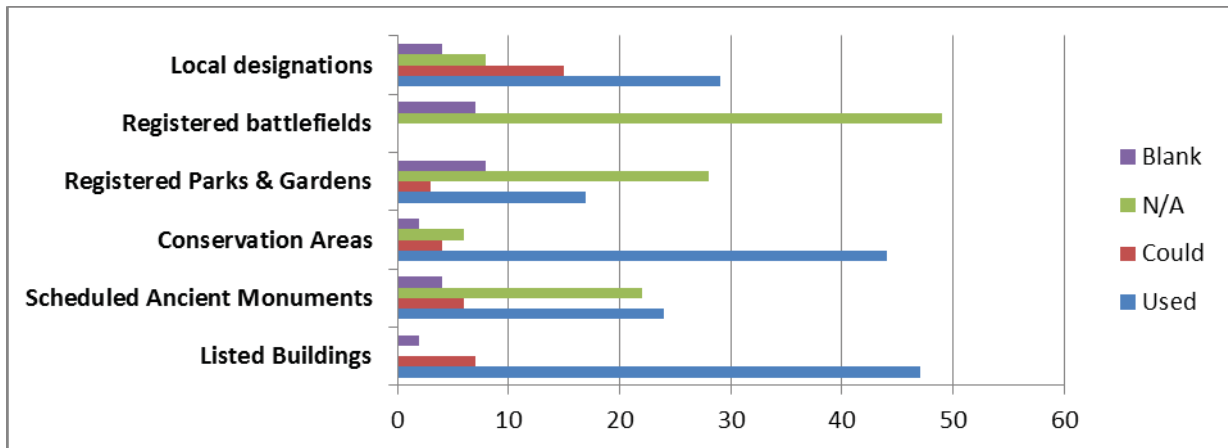
over one in every two communities, and Scheduled Ancient Monuments by 43% of communities. In the majority of instances, information is not used because it is believed to be irrelevant to the purposes of the plan. However, around 1 in 10 communities would have used Listed Building and/or Scheduled Ancient Monument information, and nearly one third of respondents would have used information about locally designated assets.



Maps showing neighbourhood plans with unconsidered RPGs (left) and neighbourhood plans with unconsidered SAMs (Right)

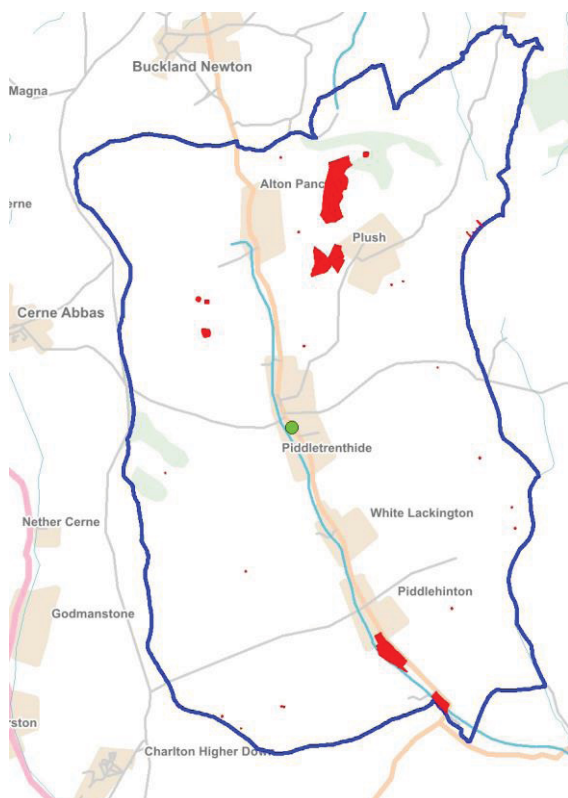
22 respondents stated that SAMs were not considered relevant to their neighbourhood plan. Subsequent spatial analysis indicated that SAMs were present within neighbourhood plan areas in 6 of those cases (27%), suggesting that the respondents overlooked the information either knowingly or unknowingly. A further 6 respondents stated that SAM data would have been useful to them but that it was not used in the preparation of their plan, either because they were unaware of its existence or because they were unable to source the data. Of those, 5 neighbourhood plan areas included one or more SAMs (83%). In one of these cases the plan area included 31 individual SAMs, comprising standing earthwork monuments such as barrows and medieval settlement remains. In this instance it is clear that the lack of SAM data presents a significant exclusion of heritage information in the plan making process.

28 respondents stated that Registered Parks and Gardens were not relevant to their neighbourhood plan. Once again, spatial analysis of the neighbourhood plan areas against the English Heritage RPG dataset showed that in 5 of these cases a RPG was present in the Plan area. 3 respondents stated that they would have used RPG data if they could, and of those one area included a RPG.



Overall, the results demonstrate that the majority of communities are getting hold of information about designated heritage assets. Importantly the results show that high proportions of communities are able to access both nationally designated assets (Listed Buildings) and assets designated by local authorities (Conservation Areas). This suggests that the routes to heritage information are generally open and established, and that the issue is the inconsistent approach amongst communities in sourcing information about designated heritage assets. This is corroborated by the fact that communities believe that some assets are not relevant to their plan areas, yet spatial analysis shows that these assets do exist. Locally designated assets appear to be the main exception to this, with

nearly one in three communities believing that the data would have been of use to their plan.



Map of Piddle Valley neighbourhood plan area (grey) showing nearby SAMs (red)

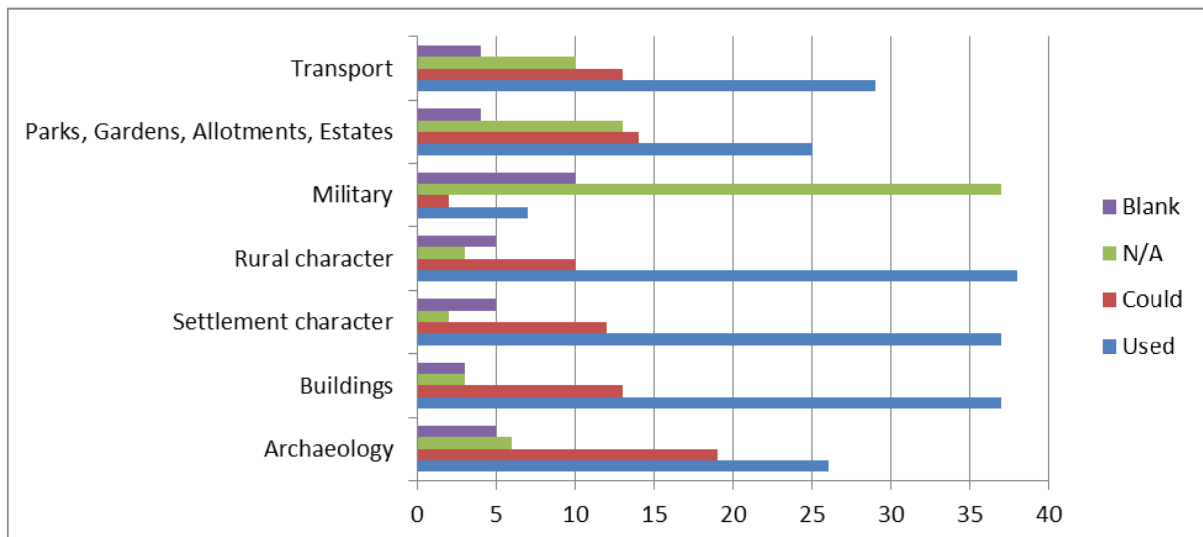
However, the fact that datasets such as Scheduled Ancient Monuments and Registered Parks and Gardens are not being accessed raises the possibility that heritage information about significant heritage assets is being overlooked in the preparation of around one third of neighbourhood plans. Although the assets themselves are statutorily protected, there remains the potential for these assets to enable and enhance place shaping initiatives within neighbourhood plans, and indeed an increased likelihood that development proposed by Plans impacts on the setting and context of these assets. The high proportion of plans that do not consider these issues relevant may therefore represent a risk to the value and significance of heritage assets.

Historic Topics and Features

HISTORIC TOPICS AND FEATURES	A: USED	B: COULD	C: N/A	Blank
Archaeology	46%	34%	11%	9%
Buildings	66%	23%	5%	6%
Settlement character	66%	21%	4%	9%
Rural character	68%	18%	5%	9%
Military	13%	4%	66%	17%
Parks, Gardens, Allotments, Estates	45%	25%	23%	7%
Transport	52%	23%	18%	7%

Responses to the questionnaire show how approximately two thirds of communities sourced and used information about key topics such as buildings, settlement character and rural character. Around 1 in 5 responses relating to these three categories indicated that communities could have made use of the information, with very few suggesting that the information was irrelevant to the purposes of their plan. The results demonstrate a potential use of historic environment information in neighbourhood planning.

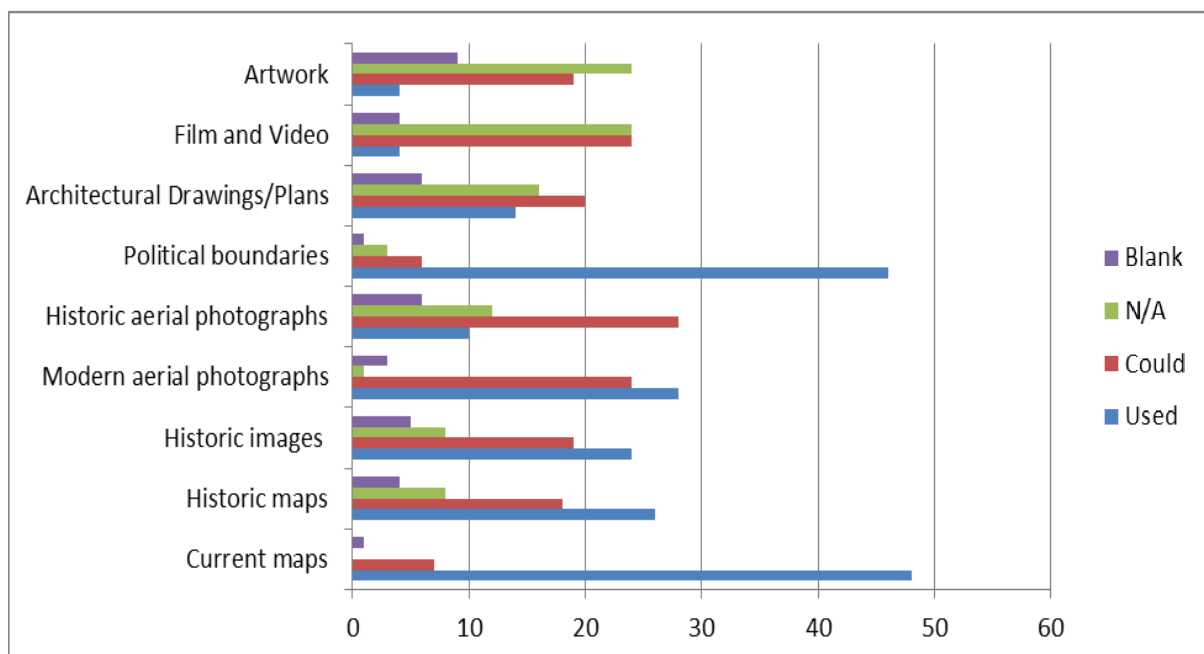
Information about 'Archaeology', 'Transport' and 'Parks, Gardens, Allotments, Estates' was used by around 50% of communities responding to the questionnaire, and the results suggest that the information could have been useful to a further third (Archaeology) and quarter (Transport and Parks, Gardens, Allotments, Estates) of communities. The results show that there is clearly an appetite for information about these key topics, reinforced by low numbers of communities suggesting that the information is not applicable. As with the designated heritage assets, access to these topics of heritage information may be constrained by the awareness and ability of communities as much, if not more, than ability of local authorities to provide access to information.



Maps, Images and Media

MAPS, IMAGES and MEDIA	A: USED	B: COULD	C: N/A	Blank
Current maps (e.g. Ordnance Survey)	86%	13%	0%	2%
Historic maps (e.g. Ordnance Survey, Tithe)	46%	32%	14%	7%
Historic images (e.g. photographs, paintings)	43%	34%	14%	9%
Modern aerial photographs	50%	43%	2%	5%
Historic aerial photographs	18%	50%	21%	11%
Political boundaries (e.g. Parish, ward)	82%	11%	5%	2%
Architectural Drawings & Plans	25%	36%	29%	11%
Film & Video	7%	43%	43%	7%
Artwork (e.g. paintings, sculpture)	7%	34%	43%	16%

Two types of information have been commonly used by over 80% of communities, Current Maps (86%) and Political boundaries (82%), both of which are fundamental for defining the extents of plan areas and understanding aspects of land use, rural/urban fabric etc. Taking these two sources of information away, the results of the questionnaire show a clear demand for a variety of materials related to the historic environment. A third of communities indicated that they could have made use of Historic Maps, Historic Images, Architectural Drawings & Plans and Artwork. Furthermore, between 43-50% of respondents indicated that they could have made use of 'Film & Video', 'Modern aerial photographs' and 'Historic aerial photographs'. The preference for illustrative and visual media suggests that communities have a preference for material that allows them to further research and familiarise themselves with their local areas. This may mean that heritage information could benefit from being provided in a way that uses these types of media – e.g. providing archaeology point data from HERs on historic mapping or aerial photography.



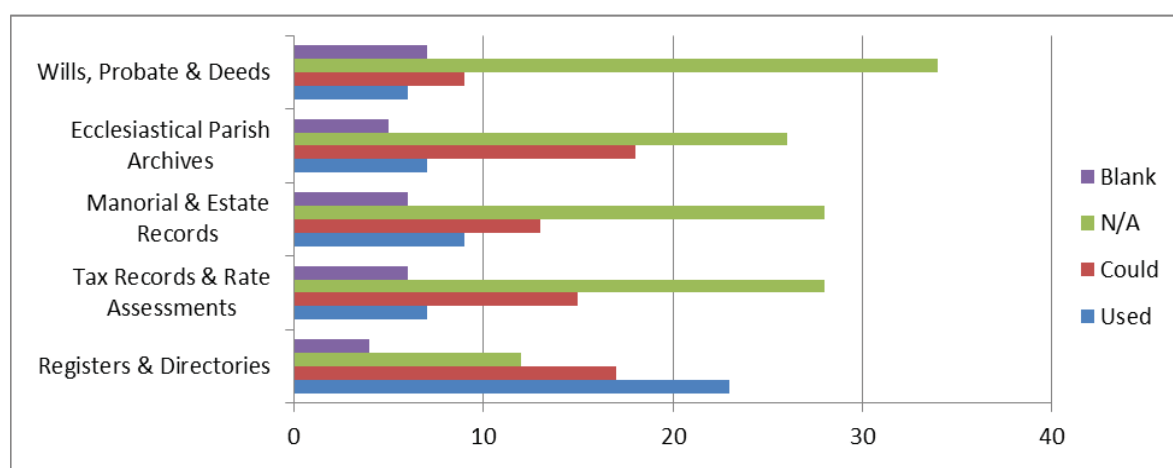
'Film & Video' alongside 'Artwork' are clearly the least used, yet still desirable, forms of media with only 4 of the 56 communities using them. This is most likely due to the limited existence of film and

video about specific local places, however artwork is likely to be available for many local places and therefore may be an underused resource.

Records

RECORDS	A: USED	B: COULD	C: N/A	Blank
Registers & Directories	41%	30%	21%	7%
Tax Records & Rate Assessments	13%	27%	50%	11%
Manorial & Estate Records	16%	23%	50%	11%
Diocesan & Ecclesiastical Parish Archives	13%	32%	46%	9%
Wills, Probate & Deeds	11%	16%	61%	13%

Results of the question reveal low levels of use for many documentary sources typically held by Archives, with between 11-16% of communities using the information. The only exception are 'Registers and Directories', which were used by 41% of communities, and a further 30% could have used them. Despite the low uptake of many documentary records, there is clearly an appetite for the information as around a quarter to a third of communities suggest that they could have made use of it.

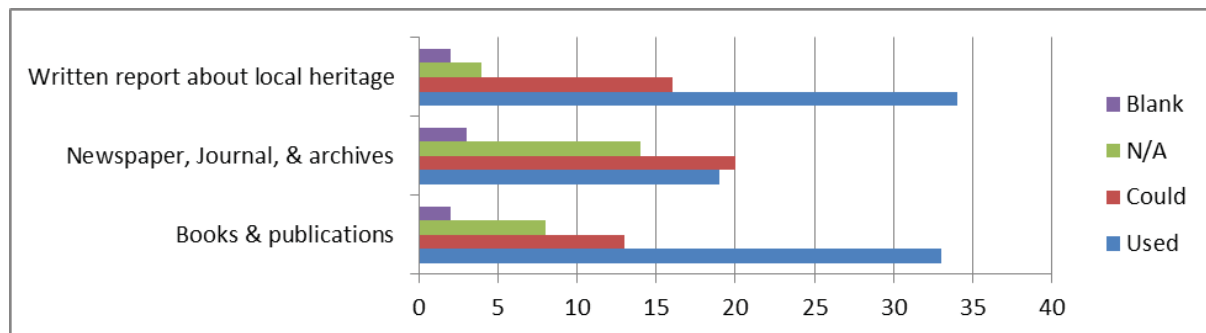


Again, the results show that there is an appetite for this type of information, but either due to poor accessibility or low awareness of its existence and potential application in neighbourhood planning, low levels of communities are using it.

Documents

DOCUMENTS	A: USED	B: COULD	C: N/A	Blank
Books & publications	59%	23%	14%	4%
Newspaper, Journal, & archives	34%	36%	25%	5%
Written report about local heritage	61%	29%	7%	4%

Just short of two thirds of communities preparing a neighbourhood plan appear to be using bibliographic sources, including specific written reports about the heritage of a local area. Newspapers, journals and archived documents are used by comparatively fewer communities, suggesting that they may be less relevant or possibly entail more extensive and time-consuming research. The combined results of those communities that used information with those that could, shows that documentary resources are a popular format of information, and there is scope for them to be increasingly used in the processes of preparing neighbourhood plans. This is emphasised by low numbers of communities considering the information types as irrelevant for the purposes of their plans.

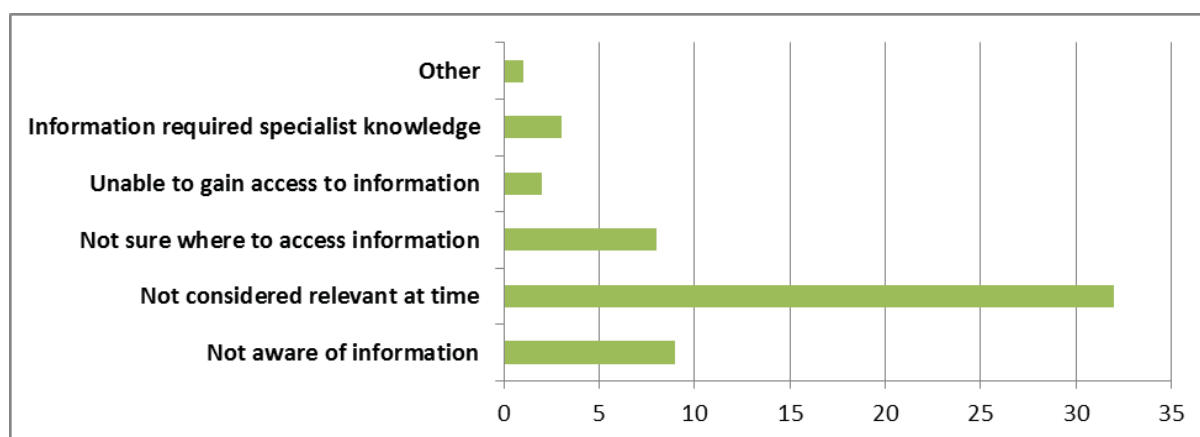


Next steps...consider:

- Compare the results of the two sets of project questionnaires and evaluate the availability of each information type against the extent to which it has been accessed, and identify and try to explain any significant disparities. In so doing, attempt to identify to what extent issues of access relate to the availability of information, or the awareness, ability and understanding of local community groups
- Identify any trends and patterns in the disparities, such as the format of information, and the type of repository holding the information, identifying if particular methods of access are encouraging or discouraging the use of information
- Consider potential methods of making types of information more accessible, and identify where information could be made so in an integrated way between repositories
- Investigate how areas of demand for information can be met by the three repositories, whether there is a shortfall, and whether there is opportunity for the sharing/pooling of resources
- Consider what information types could be provided in a more ways that better enable their use and interpretation in neighbourhood planning.

2.5 Reasons for not using information

Responses to the question suggest that the main reason for heritage information not being used by communities is due to a lack of awareness of its relevance to the preparation of neighbourhood plans. This result seems to be supported by the results of Question 2.4 which suggest that there is an appetite for heritage information, but that communities may be unsure about its relevance and application in the plan-making process. In general, communities seem to be aware of the different types of information, with only 16% unaware of the information, and 14% unsure of where to access information. As such the results suggest that a greater understanding of the applications of heritage information in neighbourhood planning is needed amongst communities.



Next steps:

- Review existing guidance to understand if and how heritage information is being promoted in the processes of preparing neighbourhood plans
- In so doing, identify where opportunities exist to empower and promote the use of heritage information by communities

2.6 Experiences of Accessing and Using information

Communities were asked about their overall experiences of accessing and using information for the purposes of preparing a neighbourhood plan, focussing in particular on access, interpretation and format. The results, which include a total of 38 comments, are discussed according to these three key topics.

N.B. The percentage results below are expressed as a percentage of the 38 communities that provided comments. 9 communities responded that it was too soon in the process to provide a response, and 9 left the question blank. These figures are excluded from the analysis.

Access

Of those communities that responded to the question, very few (c. 10%) appeared to have any problems with accessing information from local authorities. Around 40% of communities suggested

that information was accessed via their local history society, with around half of these clearly suggesting that only the parish records and/or the society's records were consulted and not those held by the local authority. This approach has implications for the type and quality of information accessed, and whether or not it reflects an up-to-date understanding of the historic environment of a plan area. External assistance from local authority staff and external organisations was much valued by 16% and 13% of communities respectively. Latter parts of the questionnaire (see Question 3.3) show this assistance to be more commonly used by communities. A small number of communities suggested that they could not find much information about historic assets that they valued locally. A handful of communities also appear to be accessing very in-depth information about their local areas, researching PhD papers, manorial rolls and national resources such as JSTOR, EH Resources, and EBSCO. This suggests that there is a wide range of interest, expertise and capability accessing and interpreting heritage information.

Next steps:

- Investigate if there is a relationship between the in-house ability of communities and the information that they are accessing for the purposes of their plan (see also Question 3.2)
- Consider what information is available through national resources, and evaluate whether or not these would be a better method of making some information accessible in the short/medium/long term and, in so doing, define heritage information types that can only be delivered by local authorities. This may help focus resources and provide quicker more direct routes to information (see also Question 2.3)
- Look specifically at the ways in which local designations are made available and consider how this provision could be improved.

Interpretation

In general, most communities did not indicate that they had problems with interpreting heritage information. Around 40% of responses indicated that local knowledge and/or in-house expertise was useful, in particular through the use of local history societies. Assistance from local authority staff was also clearly valued, although by fewer communities (c.16%). This may in part reflect the fact that several communities appear to be using local history society and parish resources, as opposed to those available from their local authority. Consequently local authority staff are not on hand to advise when data is accessed.

Three communities responding to the question indicated that the issue was not so much accessing information, but the resources required to arrange and interpret information for the purposes of neighbourhood planning:

“Access to relevant information has not proven to be a problem. The sheer volume of it has! Consequently the ability to derive a concise, pertinent and digestible community profile of heritage information is extremely time consuming.”

With another community going on to suggest that:

“In an ideal world a report of the historic environment at parish level, from a single source, that listed buildings, monuments etc. This would have made life easier and would have ensured that they were not only protected but more actively included in the plan”.

Furthermore, three communities suggested that information about the historic environment was of limited relevance to neighbourhood planning:

“Local people involved include members of Local History and Civic societies and the level of information implied by the questions does not seem particularly relevant to producing a neighbourhood plan.”

And;

“The plan is concerned more with current and future issues faced by the community than with the past. Thus the historic environment is not a main issue for the plan”.

Such responses show that a clear gap exists between the ability to access information and understanding its relevance and application in planning. This is reinforced by a further response:

“However, we have found that developers are not interested in history, and we are having difficulties with getting conservation built into their development plans. Research is one thing, but getting it into the planning system is not proving easy – even with conservation officers on our side. We are an area in danger of losing huge chunks of heritage, which is on the very verge of extinction.”

Significantly, very few communities indicated that interpretative reports were used to help understand the local history of their area. Results from Question 2.4 show that bibliographic resources were commonly used, but the results of this question suggest that the content of such resources are information rather than interpretation based.

Next steps:

- Investigate whether if there is a core group of heritage information types relevant to the needs of planning, both through deeper review of the questionnaire results and through review of existing guidance, as this may assist in providing a more precise and defined portfolio of heritage information useful for neighbourhood planning
- Consider how information can be grouped and sub-divided into more manageable chunks, e.g. by topic or land use (see Question 1.3), making it more relevant and applicable in the plan-making process
- Consider what heritage information can and cannot be provided as a single source, such as according to specific plan areas (e.g. parish). In so doing, set out the research process that communities may have to undertake in order to make certain types of information relevant to their area
- Consider the level of guidance available and whether or not this encourages the use of local

history societies, and whether nor not promoting the use of local authority information could be achieved through these local groups and organisations

- Identify what information, guidance and assistance will not be available to communities via local history societies, and consider how this deficit can be addressed
- Review existing guidance to understand the nature of the current resource, and the potential scope for raising awareness of the application of heritage information in the future management of neighbourhood plan areas.

Format

Responses to the questionnaire show that a range of formats were used, including web based resources, digitally supplied information and hardcopy format. Overall the results suggest that web-based information was the most preferred format in which to obtain information from outside of local history and parish holdings. Several responses revealed the benefits of obtaining information digitally from Local Authorities, not least because it means information was sourced by expert officers, and was accompanied by a level of interpretation and guidance. Hardcopy copy information appears to be the least used format. A small number of responses raised costs as a potential issue, but where prohibitive these were usually sidestepped by the use of digital copies. Information presented on maps was also flagged up as a useful way to understand and interpret information for a local area:

'Maps are important to illustrate key built and natural features, and to show links.'

Next steps:

- Understand, for the short/medium and long term, the actual and potential types and amounts of information that can be provided directly to communities via the internet, both through national and local authority interfaces
- Identify those hardcopy resources that are likely to have prohibitively high cost implications for local communities, and consider the potential for and any added value of making these more economically available (e.g. guidance on how to photograph hardcopy sources using digital cameras)
- Identify the types of heritage information that is, or could potentially be, expressed spatially on maps ,and evaluate the ability of local authority resources to filter and present information in this way
- Consider the issues with providing heritage information directly (e.g. via the internet), in particular the implications of bypassing advice from local authority officers. Understand to what extent guidance is currently overcoming, or could overcome, these issues.

3.1 Approximate size of neighbourhood plan team

The results of the questionnaire show that there is a considerable range of between 5 and 100 in the number of people actively involved in neighbourhood plan teams. However the average number of people involved is c.20, suggesting that a core management/leadership group is typically around this size. This seems in-line with expectations as a minimum of 21 people are required to form a neighbourhood forum in non-parished areas, or in parished areas the Parish Council (usually consisting of between 5 and 15 people) must take lead role. The results of the questionnaire also revealed that where communities had sufficient numbers, teams were often sub-divided into topic groups. Although not specified within the questionnaire, it is likely that topic groups will be concerned with a heritage or a heritage related subject (e.g. design, character, and architecture). This may be important in understanding how heritage information will be picked up and used by elements of a neighbourhood planning team, and how the results of its use will need to integrate with other topics such as local economy, amenities, transport etc. It is possible that the ways in which the interpretation of heritage information is guided and structured, should reflect some of the other key topics considered by communities. In this way, the actual and potential social, environmental and economic roles of the historic environment are most likely to be recognised by communities and integrated into their plans.

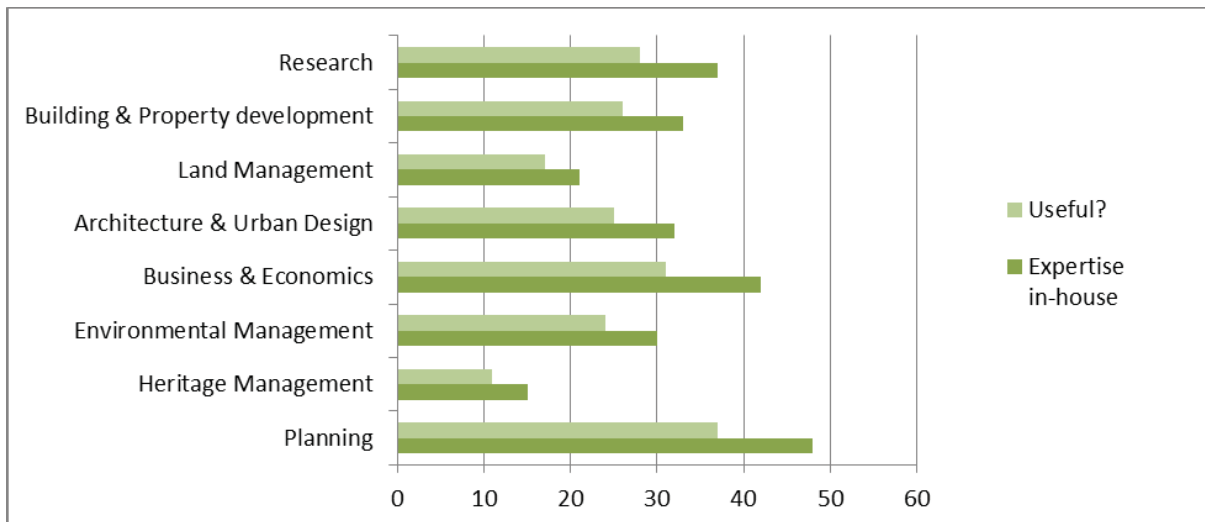
Next steps:

- Investigate the range and structures of topic groups and consider the role of the historic environment in relationship to them
- Review the range of heritage guidance available that is relevant to each topic group, and consider if there are any gaps and whether or not it is suitable for the purposes of community-led planning

3.2 In-house experience

Communities were asked whether or not members of their team had any skills and/or experience in a range of key topics useful to neighbourhood planning, and if so, whether or not a particular skill was useful. The results show that communities have a wide range of skills, with an average number of 4.6 different skills used per neighbourhood plan team.

In-house skills are most common in 'Planning' as well as 'Business & Economics'. However, skills in 'Heritage Management' are notably uncommon amongst local communities with only 27% possessing such skills in-house. Encouragingly, related disciplines/skills such as 'Research', 'Architecture and Urban Design' and 'Environmental Management' are comparatively higher, and therefore the transferrable skills, as opposed to the specific experience, to consider heritage management issues is likely to be high.



Nevertheless, the results show that there is a clear need to raise the ability of communities to consider heritage management issues in order that they can be effectively considered in the process of preparing a neighbourhood plan.

Analysis of the responses also shows that where communities have skills in-house between 73-81% of them found them useful to the process of preparing their neighbourhood plan. As such, any investment into increasing heritage management skills within communities is likely to be met with high benefits in terms of the uptake and use of those skills in production of neighbourhood plans.

Next steps:

- Investigate if those communities with heritage management experience are accessing higher amounts of heritage information by comparing the results with those of Question 2.4
- Evaluate existing guidance about interpreting heritage information and consider how well it makes use of the skill-set typically within local community groups
- Consider raising awareness of the benefits of heritage information in neighbourhood planning according to the skills typically within community groups.

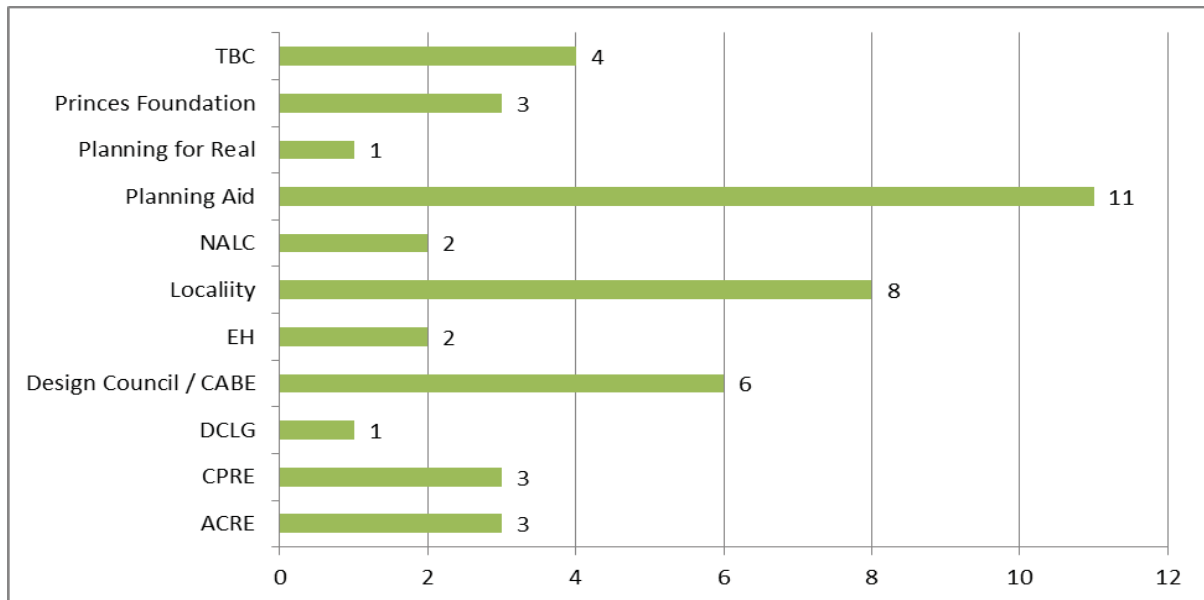
3.3 External support

Overall, 48 out of 56 (86%) of communities sought assistance from their local authorities. Most results suggested that district rather than county councils were contacted. This has implications in terms of the access and use of heritage information as museums, archives and HERs are typically administered by county councils in two-tier authorities.

Answer	Number of Communities
Yes	39
TBC	4
No	3
Blank	10

A total of 41 of the 56 (73%) communities who responded to the questionnaire indicated that they had commissioned (or intended to commission) external support either on a paid basis or through

charitable involvement. The results show how a wide range of organisations were contacted, but that Planning Aid was the most popular, being contacted by approximately 20% of neighbourhood plan groups. Locality and the Design Council/CABE were also used by relatively high levels of communities undertaking plans.



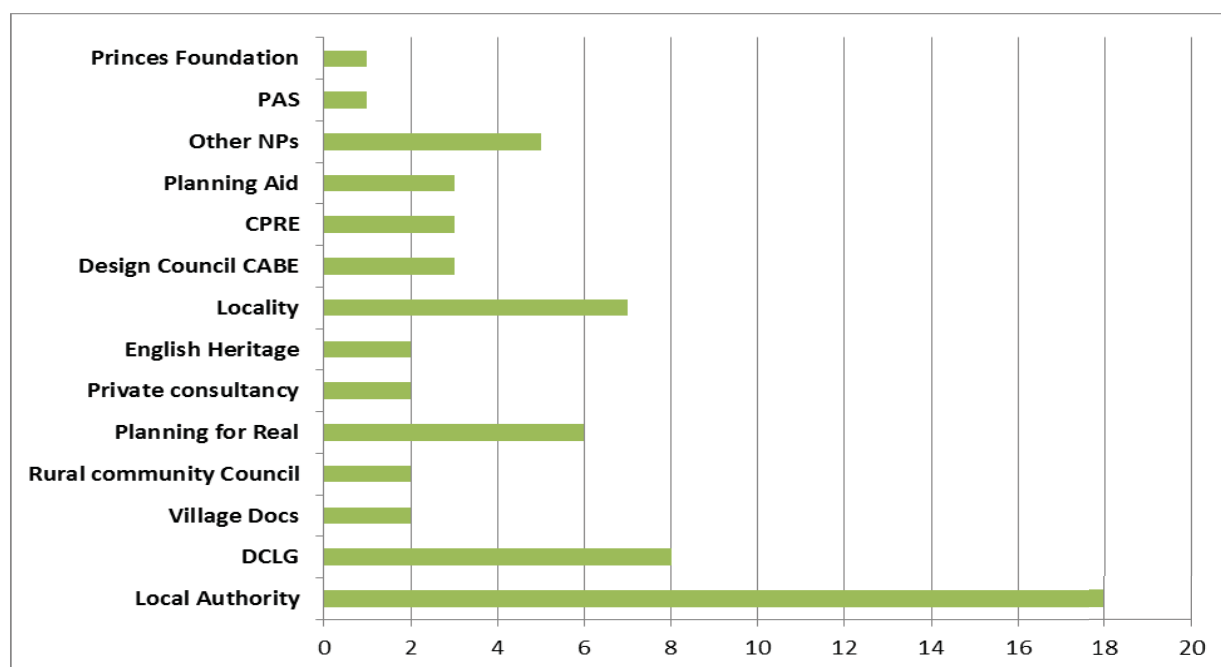
The results are likely to reflect partly the four organisations which received government funding as part of the neighbourhood Plan Front Runner Scheme (Locality, Prince's Foundation, CPRE and the RTP). This question provided for a free text response, and as such it is clear that communities are themselves seeking assistance from organisations that specialise in planning, but also heritage, architecture, design and local distinctiveness. This suggests that communities are receptive and enthusiastic about the historic environment and related disciplines. It is also possible that the results are a consequence of the low levels of in-house heritage management skills, although similar assistance provided by local authorities should not be overlooked in this respect.

Next steps:

- Review neighbourhood planning guidance available from local authorities to understand any deficiencies and opportunities in terms of promoting the use of heritage information
- Investigate whether those communities seeking or not seeking assistance from local authorities have used more or less heritage information in the preparation of their plans
- Identify the number of two-tier local authorities and understand the proportion of communities that will have to access planning advice and heritage information at two different resources. Review the implications of this for obtaining and interpreting information

3.4 Technique/Guidance/Framework Used

Responses to the question demonstrated that a wide range of guidance, toolkits and frameworks were being used by communities preparing neighbourhood plans. Few responses named specific frameworks or toolkits, choosing to focus on the sources of information instead, seemingly because several toolkits or guidance documents were used. Guidance from local authorities appears to be the most commonly used form. This guidance, alongside that produced by DCLG, is likely to be generic in nature, and where specified was often concerned with local planning policies (e.g. Development Plan Documents and other documents). However, as with the results of Question 3.3, the types of organisations that are listed are concerned with planning and heritage or heritage related topics. As such, there are many opportunities for heritage information to integrate with existing toolkits, and the focus of any investment into making local authority heritage information more available and accessible for the purposes of neighbourhood planning should be based on a review of the toolkits available and currently being accessed by communities.



Next steps:

- Review neighbourhood planning guidance available from local authorities to understand any deficiencies and opportunities in terms of promoting the use of heritage information
- Undertake a review of the guidance provided by the main organisations used by communities and understand the extent to which they are promoting the use and interpretation of heritage information, and where such information might support the approach advocated
- Attempt to understand if and how any assistance and/or guidance from organisations has led to the increased use of heritage information in neighbourhood planning
- Investigate whether those communities using specific toolkits have more successfully applied heritage information in the preparation of their plans.

**SECTION 4:
SUMMARY CONCLUSIONS**

SECTION 4: SUMMARY CONCLUSIONS

4.1 Summary Conclusions

Further analysis of the information is clearly now required, in particular to compare the results of the two sets of project questionnaires. However, this section aims to summarise some of the key findings of the community questionnaire, and is so doing will identify a series of key issues that should inform the scope and direction of further analysis. The overall broad findings are summarised according to three key topics: Accessibility, Interpretation and Use/Application.

4.2 Accessibility

High proportions of communities are clearly able to access heritage information, demonstrated by the sourcing of both nationally and locally designated assets. However, access to other designated and non-designated information is highly variable, suggesting that either the information being sought by communities varies as does the ability to access other forms of heritage information. Certain types of heritage information, such as that about social history and archived records, appear to be infrequently accessed by communities undertaking neighbourhood plans. The likely scenario is that both are varied. As such further more detailed comparative investigation of both the project questionnaire results will need to be undertaken to see to what extent the issue lies with the repositories.

What is clear from the results of the questionnaire is that communities are frequently unclear about the potential applications of heritage data, and therefore the reasons why they should source certain types of information are not apparent to them. The high proportions of communities planning to consider issues concerning design, character, and conservation are not balanced by the proportion of communities accessing the relevant heritage information. As such there is clearly a gap between the information accessed and the aspirations of communities, and consequently there is a risk that plans concerning the historic environment will fall short of their mark. This is emphasised by the high number of communities that could have accessed information, but were unsure if it was relevant at the time. A low level of understanding of why particular types of heritage information are useful to planning is accompanied by a moderate awareness of the existence of local authority HERs, museums and archives, with significant proportions of communities choosing to use local heritage society and parish records over those maintained by local authorities. This is also likely to reflect the fact that information from these sources is known and interpreted by members of the community. However for planning purposes there is a risk that evidence-bases are out-of-date and restricted in scope, despite being directly pertinent to the plan area. Other forms of access have included nationally held resources, and it is crucial that these centrally managed and often web-based resources are considered as part of making information more directly accessible to communities.

Methods of accessing information also appear to vary, although there is a clear preference for web-based material. The cost of accessing hardcopy information was raised as a potential barrier by a handful of communities. There is also a preference for map-based and spatially arranged information, and further investigation should be undertaken to understand what proportion of the resource is or could be supplied in this way. This is particularly important, as access may be strongly

influenced by the spatial extents of plans, and those which do not adhere to established administrative areas may find some information less easy to access. Bespoke reports of direct relevance to their plan areas are also likely to be comparably rare.

Overall, awareness is clearly a significant factor in community access to heritage information. Any move to raise awareness should be based on a review of the guidance available to communities to understand where existing opportunities lie. External organisations involved in neighbourhood planning with heritage or heritage-linked agenda are a clear vehicle for this, as most importantly are local authorities. However, there may be implications for two-tier authorities where repositories and planning advice are one step removed from each other.

4.3 Interpretation

Overall, communities indicated that they had few problems interpreting heritage information. Local advice, both from local history societies and from local authority officers, usually at the point of capture, appear to be the most valued sources of assistance. However, bearing in mind some of the low levels of heritage information accessed, the apparent ease with which communities are interpreting information may relate to the amount and the type of information accessed. This observation seems supported by several free text comments relating to the amount and complexity of information available, the need to obtain information relevant to their plan areas and a low awareness amongst some groups of what the potential uses of heritage information in the neighbourhood planning process are.

The results also demonstrated that the make-up of plan areas is also highly complex, and that communities (as supported by the free text comments) are likely to encounter a wide range of information types and heritage management issues. Consequently, sub-structures (e.g. based on land-use) that enable information and guidance to be provided in more manageable chunks, relevant to particular heritage management issues, might be considered.

Analysis of the in-house skills of neighbourhood plan teams also shows that skills in heritage management are markedly lower than other skills typically available within neighbourhood planning teams. This places heavier emphasis on advice from local authorities, local history societies and standing guidance. As such a review of existing guidance and the extent to which it assists in the interpretation of heritage information for the purposes of neighbourhood planning is needed before direct access to information is promoted. The latter is particularly important, as direct access to information via a website may bypass the much valued support and assistance provided by local authority officers, meaning that in such cases it must be sought out retrospectively.

As previously mentioned, the questionnaire demonstrates that communities have many heritage and heritage related aspirations for their plans, and the range of assistance and guidance that they are accessing from organisations is encouraging. However, the precise nature of the guidance and the ways in which it facilitates the interpretation of heritage information and the consideration of the historic environment is unclear. As such a literature review of available guidance, alongside a deeper understanding of if and how guidance and assistance has empowered heritage information in the plan-making process is needed. This could be undertaken as a series of case-studies based on a range of assisting organisations and types of guidance used. What is clear is that the widest potential application of heritage information will require an interdisciplinary approach, and

consideration should be given to how heritage information can reach out and integrate with the key topics and aspirations of community groups, as well as directly promoting the conservation and enhancement of the historic environment.

4.4 Use

With plans at varying stages of production the extent to which heritage information has been effectively used in the plan-making process is unclear and will require further targeted investigation in conjunction with individual neighbourhood plan groups.

Crucially, the results show that historic environment information has a central and multi-disciplinary role in neighbourhood planning. The majority of communities have clear aspirations to use neighbourhood planning as a mechanism to guide future development, but also as a tool to regenerate and conserve the existing historic fabric of places. However, the results suggest that there are low levels of heritage management experience within plan teams, and there is often a lack of understanding of how heritage information is relevant to the preparation of neighbourhood plans. As such it is likely that many neighbourhood plans will not unlock the full potential of heritage information without assistance and guidance. As previously discussed, the range of guidance accessed by communities, and the types of organisations that it and other assistance is sourced from (e.g. CABE, CPRE and Planning Aid) is likely to support the use of heritage information in evidence-led approaches to planning. However, a more in-depth review of guidance used by communities is required in order to understand to what extent it is promoting and enabling the use of heritage information. Importantly, the result show that where heritage management skills were available, over 70% of communities found them useful. As such, any investment into increasing heritage management skills within communities is likely to have positive benefits.

The results of the questionnaire, in particular the issues concerning the accessing of information by communities, suggest that a lack of understanding of the potential applications of heritage information may be constraining its future use. Despite the fact that communities want to use plans to engage with heritage issues in their areas, this lack of understanding is the first and key hurdle to increasing the use of information, as if communities are not accessing information they will not be able to apply it in the process of preparing their plans. Consequently, raising awareness of the potential applications of heritage information in neighbourhood planning will be key in promoting greater access and eventual use of heritage information.

The wide range of potential applications for heritage information demands that it is provided with clear roles in the planning process. The diversity of landscape types in plan areas, the wide-ranging aspirations of communities, and the plethora of information about the historic environment available, means that clear pathways for communities to access, interpret and apply heritage information must be identified. These should take advantage of existing structures, resources, and guidance, in order that the full interdisciplinary potential of heritage information can be met.

APPENDIX 1: QUESTIONNAIRE

COMMUNITY ACCESS TO HERITAGE INFORMATION

Thank you for taking the time to look at this questionnaire, which is part of an English Heritage project titled **Expanding the Neighbourhood Plan Evidence Base**.

The questionnaire is structured into 3 short sections that will help us understand some more information about your neighbourhood plan and its aims, alongside if and how heritage information will be used in its preparation. With over 450 communities now in the process of undertaking a neighbourhood plan, we recognise that plans will be in various stages of preparation. Please tell us as much information as you can, answering questions based on your experiences to date, but also how you propose to approach the following stages of preparing your plan.

The Questionnaire

Please complete multiple choice questions using the letter 'X'. Each of the 13 questions has a short explanatory sentence indicating whether one or multiple boxes should be checked. For free text questions we welcome as much concise detail as you can supply.

We hope you'll find everything straightforward. We've attached some explanatory notes about the questionnaire, which we hope will enable you to complete the questionnaire as fully as possible. However if you do have any problems please don't hesitate to give us a call on the numbers below, and we'll gladly talk things through. Thank you again for sharing your information with us.

Submitting the Questionnaire

Completed questionnaires can be emailed to answers@locusconsulting.co.uk. Or, if you prefer, they can be printed off and sent in the post to:

Community Plan Questionnaire
Locus Consulting
Park Lane House
5 Park Lane,
Donington
Lincolnshire
PE11 4UE

PLEASE SUBMIT YOUR
QUESTIONNAIRE NO LATER
THAN THE
June 28th, 2013

CONTACTING US

Please do not hesitate to contact us using the information below if you require any assistance or advice on filling in the questionnaire.

Email:

adam.partington@locusconsulting.co.uk
alastair.macintosh@locusconsulting.co.uk

Telephone:

01775 821402 (office)
07882109149 (Adam) or 07557375400 (Alastair)

Date Completed:	Your role in producing the plan:
Name:	

SECTION 1: YOUR PLAN

Please provide us with some background information about your neighbourhood plan.

QUESTION 1.1: What is the name of your neighbourhood plan, and what date did you begin to prepare it?

Name	Date (MM/YY)

QUESTION 1.2: What area does your neighbourhood plan cover? Out of the following which best describes the geographical extent of your plan?

- Part of a town/city
- Entire Parish
- Own defined local area
e.g. Neighbourhood
- Ward
- Group of Parishes

Answer:

QUESTION 1.3: Please indicate the main land uses within your plan area. (Please mark one or more boxes with 'X')

Settlement Centre <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/>	Woodland <input type="checkbox"/> Waterways and lakes <input type="checkbox"/> Formal Estate/Parkland <input type="checkbox"/>	Farmland <input type="checkbox"/> Open land (e.g. moors, commons, heaths) <input type="checkbox"/> Other <input type="checkbox"/>
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If 'Other' please provide more information:

SECTION 2: AIMS & INFORMATION

Please help us understand some of the principal aims of your plan and what types of information you have used or plan to use in preparing it.

QUESTION 2.1: Does, or will, your plan specifically consider any issues relating to your area's local heritage (e.g. buildings, local character, archaeology, landscapes and social history)?

YES/NO (Please delete as appropriate)

QUESTION 2.2: Does your plan seek to engage with any of the key topics or issues listed below? (Please mark one or more boxes with 'X')

Location & style of new development	<input type="checkbox"/>	Design & architecture	<input type="checkbox"/>	Access (e.g. footpaths)	<input type="checkbox"/>
Local economy	<input type="checkbox"/>	Conservation and/or restoration	<input type="checkbox"/>	Use of the countryside and open land	<input type="checkbox"/>
Local character	<input type="checkbox"/>	Social History	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please provide more information if 'Other' topics or issues were considered:

QUESTION 2.3: Are you aware that information about the local history of your area can be obtained from the following local authority resources? If 'YES' please indicate if you have used, or plan to use, any information.

(Please mark one or more boxes 'YES' or 'NO', and provide the name of the resource where possible)

Resource	Known?	Use?	Name of Resource
Archive/Record Office			
Historic Environment Record			
Museum			

QUESTION 2.4: The following set of questions will help us understand the types and topics of heritage information that you feel are useful for preparing your neighbourhood plan. Please mark one of the three boxes available for each type or topic of information, indicating if it is:

- A: Being used**
or B: Not being used, but could have been useful
or C: Not applicable or relevant to the purposes of your plan

DESIGNATED HERITAGE	A: USED	B: COULD	C: N/A
Listed Buildings			
Scheduled Ancient Monuments			
Conservation Areas			
Registered Parks & Gardens			
Registered battlefields			
Local designations (e.g. buildings)			

HISTORIC TOPICS AND FEATURES	A: USED	B: COULD	C: N/A
Archaeology			
Buildings			
Settlement character			
Rural character			
Military			
Parks, Gardens, Allotments, Estates			
Transport			

MAPS, IMAGES and MEDIA	A: USED	B: COULD	C: N/A
Current maps (e.g. Ordnance Survey)			
Historic maps (e.g. Ordnance Survey, Tithe)			
Historic images (e.g. photographs, paintings)			
Modern aerial photographs			
Historic aerial photographs			
Political boundaries (e.g. Parish, ward)			
Architectural Drawings and Plans			
Film and Video			
Artwork (e.g. paintings, sculpture)			

RECORDS	A: USED	B: COULD	C: N/A
Registers and Directories			
Tax Records and Rate Assessments			
Manorial and Estate Records			
Diocesan and Ecclesiastical Parish Archives			
Wills, Probate and Deeds			

DOCUMENTS	A: USED	B: COULD	C: N/A
Books and publications			
Newspaper, Journal, and archives			

QUESTION 2.5: Bearing in mind your answer to Question 2.6, please indicate the reason(s) why any information that could be useful to your plan is not being used.

(Please mark one or more boxes with 'X')

Not aware of information	<input type="checkbox"/>	Not considered relevant at time	<input type="checkbox"/>	Not sure where to access information	<input type="checkbox"/>
Unable to gain access to information	<input type="checkbox"/>	Information required specialist knowledge	<input type="checkbox"/>	Other	<input type="checkbox"/>

If 'Other' please provide more information:

QUESTION 2.6: Please tell us about your experiences of accessing and using information about the historic environment for the purposes of your plan. Did you find anything particularly easy or difficult about acquiring and interpreting information? (Please provide a brief written answer)

Answer:

Some key topics might include:

- Access to information (e.g. website, by appointment or by telephone/email)
- Interpretation - whether information was easy to understand or if you had to do more research
- Format – any useful or difficult ways of accessing information (e.g. mapped, digital, paper copy)

SECTION 3: INVOLVEMENT

QUESTION 3.1: Approximately how many members of the local community are involved in putting your neighbourhood plan together?

Answer:

QUESTION 3.2: Are any members of your team experienced in any of the following disciplines? If 'YES' please indicate if their experience is useful to preparing your plan. (Please mark one or more boxes with 'YES' or 'NO')

DISCIPLINE	EXPERIENCE WITHIN TEAM? (Yes/No)	USEFUL? (Yes/No)
Planning		
Heritage Management		
Environmental Management		
Business and Economics		
Architecture and/or Urban Design		
Land Management		
Building and Property development		
Research		
Other (please specify)		

QUESTION 3.3: Did or will you receive or commission any external support in producing your plan? Please answer YES or NO, and provide brief details where possible.

Organisation	Assistance received? (Yes/No)	Name
Local Authority		
Planning Consultancy		
Not for profit organisation		
Heritage/Environmental Consultancy		
Other (please specify)		
Other (please specify)		

QUESTION 3.4: Did you make use of any specific techniques, frameworks and/or guidance in developing your plan? Examples might include guidance given by local authorities and techniques for producing community led plans such as ‘Place-check’, ‘Planning for Real’, and ‘Knowing Your Place’. Please provide brief details (e.g. name of technique or guidance and its source).

Technique/Guidance/Framework Used	Source (e.g. web address, authority or consultancy)

This concludes the questionnaire.

Thank you for taking the time to share your information with us. As part of the Expanding the Neighbourhood Plan Evidence Base Project we will be looking at a number of exemplar community-led plans in a little more detail. If you are willing for us to contact you directly in the near future for a short telephone or email conversation please enter your details below.

Date:	Role:
Author:	Telephone: (optional)
Preferred contact method: Email/Phone (Please delete as appropriate)	Email:

END

APPENDIX 2: GUIDANCE

COMMUNITY ACCESS TO HERITAGE INFORMATION QUESTIONNAIRE - Explanatory Notes

Thank you for taking the time to look at the questionnaire. Below are some basic guidance notes for each of the 12 questions. Please do not hesitate to get in touch if you require further information or assistance.

SECTION 1: YOUR PLAN

QUESTION 1.1: What is the name of your neighbourhood plan, and what date did you begin to prepare it?

Please provide us with the name of your plan (e.g. 'Donington neighbourhood plan') and the approximate date that you began to go ahead with your plan. If you are still deciding whether to undertake a neighbourhood plan then please leave the 'date' box blank.

QUESTION 1.2: What area does your neighbourhood plan cover? Out of the following which best describes the geographical extent of your plan?

This question will help us understand the extents of your plan, and how the area's boundaries are defined. The majority of neighbourhood plans cover entire parishes, but where this is not the case please help us understand how you defined the plan's geographic extents.

QUESTION 1.3: Please indicate the main land uses within your plan area.

This question will help us understand what the main significant land uses are within your area. Please include all land uses that are a significant feature within your area.

SECTION 2: AIMS & INFORMATION

QUESTION 2.1: Does, or will, your plan specifically consider any issues relating to your area's local heritage (e.g. buildings, local character, archaeology, landscapes and social history)?

A simple 'Yes/No' question about whether or not your plan will address (or is addressing) the heritage of your area. This may be to do with your area's social history, built heritage, character, industry and landscape. Please note, that the remainder of the questionnaire is still relevant whether you answer 'yes' or 'no'.

QUESTION 2.3: Are you aware that information about the local history of your area can be obtained from the following local authority resources? If 'YES' please indicate if you have used, or plan to use, any information.

We'd like to know if you are aware that information about the heritage of your local area is held by local authorities, and whether or not you plan to use it. We would be grateful if you could provide the name of the relevant resource where you have obtained, or plan to obtain, information.

QUESTION 2.4: The following set of questions will help us understand the types and topics of heritage information that you feel are useful for preparing your neighbourhood plan.

This question provides a summary list of the types of information typically held by local authorities. There are three options for each information type:

- A. If you have used, or plan to use, any of the types of information please mark 'x' in Column A
- B. If you feel a particular type of information could have been useful in preparing your plan, but for one reason or another it was not, then please mark 'x' in Column B
- C. If you believe that the information is not relevant to the purposes of your plan please mark 'x' in Column C

QUESTION 2.6: Bearing in mind your answer to Question 2.6, please indicate the reason(s) why any information that could be useful to your plan is not being used.

Please help us understand some of the reasons why heritage information was not used for the purposes of preparing your plan.

QUESTION 2.7: Please tell us about your experiences of accessing and using information about the historic environment for the purposes of your plan. Did you find anything particularly easy or difficult about acquiring and interpreting information?

Including as much information as you can we'd like to hear about what was easy and/or difficult about getting hold of information about the heritage of your local area. We'd also like you to tell us if you feel information could be provided in better ways, allowing you to use it more effectively in the preparation of your plan. If you have not yet accessed information, then please tell us if there are any ways that could be usefully provided for your plan.

SECTION 3: INVOLVEMENT

QUESTION 3.1: Approximately how many members of the local community are involved in putting your neighbourhood plan together?

Please tell us the number of people that are currently involved in your neighbourhood plan.

QUESTION 3.2: Are any members of your team experienced in any of the following disciplines? If 'YES' please indicate if their experience is useful to preparing your plan.

We would like to know about some of the skills and experiences of members of your team that may have been useful in preparing your plan, including interpreting and applying heritage information.

QUESTION 3.3: Did or will you receive or commission any external support in producing your plan? Please answer YES or NO, and provide brief details where possible.

Many community groups are seeking external help in preparing their plans. Please tell us if you have sought or commissioned any help from an organisation such as a charity, consultancy, local authority or third sector organisation.

QUESTION 3.4: Did you make use of any specific techniques, frameworks and/or guidance in developing your plan?

There is a wide range of assistance and guidance available to local communities, and it would be helpful to know of you have made use of this guidance. We would be grateful if you could provide us with the name of the guidance and where we can access it.

END

Thank you once again for taking the time to look at the questionnaire. If you have any questions please contact using the detail below:

Submitting your questionnaires

Email it to us at answers@locusconsulting.co.uk or if you prefer, they can be printed off and sent in the post to:

Community Plan Questionnaire
Locus Consulting
Park Lane House
5 Park Lane,
Donington
Lincolnshire
PE11 4UE

**PLEASE SUBMIT YOUR
QUESTIONNAIRE NO LATER
THAN THE
June 28th, 2013**

Any questions?

Please contact us by email at:

adam.partington@locusconsulting.co.uk
alastair.macintosh@locusconsulting.co.uk

Or by telephone on:

01775 821402 (office)
07882109149 (Adam) or 07557375400 (Alastair)

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