

# The Wivenhoe Townscape Forum: a Case Study and Checklist from North-East Essex

*Wivenhoe is an historic riverside town in the borough of Colchester in north east Essex. It has an important maritime history, an adjacent university, a population of circa 10,000 and 73 listed buildings. [The Wivenhoe List was adopted by Colchester Borough Council at a meeting of their Local Development Framework Committee on 26<sup>th</sup> March 2012].*

## Purpose of the Forum

To establish a 'local list' of historic assets in line with other local parishes as recommended by the Heritage White Paper, published in 2007.<sup>1</sup>

## Reasons for Establishing the Forum

The initiative for establishing this project came from the Queens Road Residents' Association (QRRRA) in Wivenhoe. Protecting and enhancing the conservation area that comprised Queens Road and its immediate area has always been one of QRRRA's aims and it had previously carried out work to recover the lost history of the Conservation Area in Wivenhoe, and submitted a representation to the Wivenhoe Conservation Area Appraisal, published in March 2007. In **Spring 2008** Pat Marsden of QRRRA had also sought listing status for the Phillip Road Board School. Although the application was unsuccessful English Heritage (EH) suggested that the local council might wish to add the building to their 'local list'. Inquiries were made to Colchester Borough Council (CBC) but it seemed that no such list was available. However In the **Summer of 2009** the Colchester Historic Building Forum (CHBF) comprised of a number of voluntary specialists was established to prepare a 'local list' for the borough of Colchester. On hearing of this project Pat Marsden contacted Wivenhoe Town Council (WTC) and the Wivenhoe Society (WS) on QRRRA's behalf to suggest that Wivenhoe should also take part in this exercise and a meeting was arranged on **1 October 2009** with Philip Crummy, Director of the Colchester Archaeological Trust (CAT), and one of the key figures responsible for setting up the Colchester group. Unfortunately CHBF made it clear that their group had determined that the parameters of their project should be limited to assets within the old borough of Colchester, not the wider modern borough of which Wivenhoe is part. It was also suggested that Wivenhoe might wait until the Colchester project was completed before it commenced its own project in order that it might have the benefit of following the Colchester template. However when publicity appeared in the local papers on **16 January 2010** about the successful launch of the Colchester consultation stage and CHBF were contacted again by the informal Wivenhoe team it seemed that they had not after all produced a template that Wivenhoe might follow and they would therefore have to establish their own mode of procedure.

## How the Forum was Established

Informal discussions were held with Andrew Rudge, the new Design and Heritage Unit Manager at CBC who made a visit to Wivenhoe on **16 March 2010** and met with Pat Marsden and Sue Glasspool (also from QRRRA), who were to become the two facilitators of the group. In the meantime they had been trying to move things forward by contacting WTC and WS to try and uncover the whereabouts of the original list of Listed Buildings made some decades earlier. They also got in touch with a former WS member, Peter Kay, who had spent some time working on ways of bringing the List up to date by correcting mistakes and making a list of additional historic buildings which should now be included. Sue Glasspool also tried to track down the original Grade III list of Listed Buildings for Wivenhoe which it was thought might provide a useful base for establishing a local list but no one seemed to be able to find this either locally or at CBC. Further background preparation for commencing work on the project was made by reviewing previous work which had looked at Wivenhoe's historic assets such as:

1. The history of its Conservation Area status, formally designated as such on 17 June 1969 as part of the Civic Amenities Act 1967 (Section 1). Wivenhoe was one of a number of Essex towns which were noted as being 'outstanding' in the Council for British Archaeology's list of towns of architectural and historic

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<sup>1</sup> *Heritage Protection for the 21<sup>st</sup> Century*

importance, entitled '**Historic Towns**' 1965. Since that time various amendments have been made to the Conservation Area to include Cook's Shipyard (1980, 1987), and Wivenhoe Station (1994, 1997).

2. The Wivenhoe '**Historic Towns Project**' Assessment Report compiled by Maria Medlycott in May 2006 on behalf of Essex County Council Planning, Archaeology Section. This was part of the **Essex Historic Towns Survey**, an urban survey, defined and funded by English Heritage (1992), of 32 historic settlements in Essex.

3. The **Townscape Characterisation Assessment of Colchester, Tiptree, West Mersea and Wivenhoe** (400pp) prepared by Chris Blandford Associates for Colchester Borough Council in June 2006 on behalf of CBC.

4. The **Heritage Gateway** set up by English Heritage in co-operation with other bodies in 2006/7 which provided a portal for England's local and national historic environment records. This contained records of the 73 listed Wivenhoe buildings and other items of interest.

5. The **Wivenhoe Conservation Area Appraisal** drawn up by Qube of Cambridge in March 2007 with recommendations for further extensions to create a more discrete geographical area. This was published and displayed on Colchester Borough Council's website on 29 October 2008 together with links to a Townscape Analysis Map, a Character Areas Map and a Land Use Map. Colchester Borough Council stated that it wished to adopt and publish the Conservation Area Appraisal to help protect, manage and enhance the Wivenhoe Conservation Area.<sup>2</sup>

6. The **Colchester Borough Historic Environment Characterisation Project** set up with the intention of safeguarding and enhancing the historic environment as an integrated part of development within Colchester Borough, prepared by the Essex County Council Historic Environment Branch in 2009. The report included a section on the Wivenhoe area (2.6 ACA 6).

The facilitators also consulted **Planning Policy Guidelines 15 and 16, Heritage Protection for the 21st Century** published in 2007, and **Planning Policy Statement 5: Planning for the Historic Environment**, published in 23 March 2010 and replacing PPG 15 and 16. It was about this time that publicity appeared stating that the Colchester 'local list' had been completed and was in the process of being reflected in the Local Development Framework's Development Policies document (due to be published in April 2010). This included a policy regarding the 'protection and enhancement of existing buildings and built areas which do not have listed building or conservation area status but have a particular local importance or character which it is desirable to keep'.<sup>3</sup>

All this preparatory work fed into an informal group meeting in Wivenhoe, hosted by the two facilitators, on **13 April 2010**. This was attended by Neil Lodge (The Mayor) and Andrea Luxford-Vaughan from WTC and Tom Roberts, the Chair of WS. It was agreed that Wivenhoe should now follow in the footsteps of the CHBF and pursue the establishment of its own 'local list'. WTC and WS were asked to formally confirm their support for the project at their own forthcoming meetings.<sup>4</sup> Karen Syrett, the Spatial Policy Officer at CBC had also been contacted to sound out her views on the matter and it was suggested that the group should submit a proposal to CBC. A draft proposal was submitted to CBC on **2 June 2010** and discussed at an informal meeting held at Rowan House on **4 June 2010** attended by Andrew Rudge, Beverley McClean, Alistair Day and Pat Marsden. We also heard that another Colchester parish council, Langham, were interested in compiling their own 'local list'. It was noted that Karen Syrett was arranging to meet with Philip Crummy at CAT to sound out the possibility of some of the team who established the Colchester list also working on the local lists for other parishes and possibly being paid to do this. Pat made it clear that the two members of QRRA who had initiated the project were prepared to facilitate the group and they had already done a good deal of basic groundwork such as obtaining an up to date list of listed buildings from listed buildings online<sup>5</sup> and looking through the material on the Heritage

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<sup>2</sup> Still currently waiting adoption by Colchester Borough Council

<sup>3</sup> Taken from a statement by Karen Syrett, the Spatial Policy Manager at CBC at the launch of the consultation stage of the CHBF on 16 January 2010

<sup>4</sup> Confirmed by WTC on 20 May 2010

<sup>5</sup> [lbonline.enquiries@english-heritage.org.uk](mailto:lbonline.enquiries@english-heritage.org.uk)

Gateway and Images of England as well as some of the other preliminary work outlined above. It was agreed that there must be a consistent approach and that all parish lists should be located in one place so they would be immediately accessible for planning purposes – something which the Wivenhoe group had also discussed at its own earlier meeting in April. Andrew Rudge helpfully spelled out some of the criteria we needed to consider in order to develop a robust process. These included:

- Information gathering – written description, historic evidence basis, photographic record, geographical/location information, who and when
- Interpretation of criteria and robustness
- Evidencing
- Achieving consistency
- Templates
- Integration/ support into CBC systems and practice

At a further meeting at CBC held on **12 October 2010** attended by Philip Crummy from CHBF, Tony Ellis and other members from Langham Parish, Sue Glasspool and Tom Roberts (Chair of WS) from Wivenhoe and members of the CBC Spatial Policy Team, CBC agreed to give the Wivenhoe and Langham projects their support. The delay had mainly been caused by the fact that CBC had been working out how to establish procedures for local lists since the Colchester local list was the first in the borough. Phillip Crummy offered advice and outlined some of the criteria and methodology to be used to ensure a consistent approach and the Spatial Policy Team undertook to look into how the work of the parish groups in compiling their local lists could be integrated into CBC's planning process. A set of draft guidelines on preparing local lists were currently being prepared by English Heritage (EH) and CBC said they would pass on details of these so that they could be utilised by the two groups.

Following this meeting and while waiting for the draft guidelines from EH to appear, the facilitators wrote a short article for the Wivenhoe News in **December 2010**, reporting on the plan to establish a local list and inviting local residents to participate. In due course the ten-strong group was established comprising Pat Marsden and Sue Glasspool, the two facilitators, Robert Needham (the forthcoming new Mayor) of WTC, Tom Roberts (Chair) and Joan Sawyer from the Wivenhoe Society, three local architects, Richard Edwards, John Forrest and Bryan Thomas, John Stewart, who held the local history collection for Wivenhoe, and Peter Kay.

## **How the Work of the Group Progressed**

### **4 March 2011**

The first meeting of the Wivenhoe group was held at Pat Marsden's house and the purpose of the group spelled out. This and all subsequent meetings were arranged and organised by the two facilitators who had initiated the project. One of the first items on the agenda was to establish an appropriate name for the group and those present were asked to think about this for the next meeting. Second was the need to establish a *modus operandi*. It had been suggested that the project should cover the two wards of Wivenhoe Cross and Wivenhoe Quay. However it was felt that this was too cumbersome as Wivenhoe Cross ward included land belonging to the University of Essex and also the neighbouring parish of Greenstead. It was decided instead to concentrate on the parish of Wivenhoe and the survey area would be that encompassed by the parish boundary. To spark off the process of establishing a list those present were asked to come to the next meeting with their 'top ten' suggestions for historic assets so that we could get a feel for what might eventually constitute an appropriate list. Pat Marsden said that she would circulate all the various background planning policy and other useful documents together with copies of the existing list of listed buildings in Wivenhoe to every member of the group. This was important because of the recent changes in policy planning and the replacement of PPG 15 and 16 (which had been in place when CHBF first started their project) with PPS5. A copy of the new EH draft guidelines consultation document<sup>6</sup> for compiling a local list was also circulated and it was made clear that although the work of the group would follow in the footsteps of CHBF for the sake of consistency

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<sup>6</sup> Finally published as *Good Practice Guide for Local Listing: Identifying and Managing Significant Local Heritage Assets*, May 2012

as agreed, we would also be observing suggestions made in the new guidelines. It was also agreed that we wanted the process of forming a list of local assets to be as open as possible and that when preparing publicity to draw our project to the attention of local residents we would issue an open invitation to them to come forward with any suggestions for assets which they thought should be included.

### **18 March 2011**

Although as we have previously stated our original intention was to adhere as much as possible to the criteria spelled out by CHBF who had concentrated on historic buildings of architectural significance it was felt that the new EH draft guidelines were encouraging a more community driven approach to selecting assets not just for their architectural and historic value but also for their value to the local community and we decided that we would follow this approach. We therefore decided that the group would be called the **Wivenhoe Townscape Forum** to reflect the fact that we would not just be looking at historic buildings *per se* but at wider assets such as townscape character, vistas, landscape, places and individual items.

We had to find a way to divide the parish into manageable areas so that we could carry out the work and decided (after some discussion)<sup>7</sup> that a geographical division was the best way to do this. A good map of the parish had been obtained and divided quite naturally into six discrete areas. Members of the group agreed to take on particular areas according to their convenience and/or preference and walk methodically around every street to compile lists of historical assets. It soon became apparent that members of the group had varying interests, some for instance being keen on Victorian architecture and others on quite modern buildings, so we decided in the first instance not to restrict choices but to allow people to walk round their chosen area with a completely open mind and to include what seemed important to them. It was agreed that we would draft a paper template to ensure consistent record keeping and also compile an explanatory summary of the work of the Forum which we could show to residents as we walked around to explain the purpose of the group. We also agreed to take our own photographs with digital cameras so they could be incorporated in each record.

Sue Glasspool had been invited to give a talk about the proposed work of the new forum at a local WEA meeting.

### **13 April 2011**

Members began to walk round their areas and start to compile records with the paper templates and accompanying summary which proved very helpful in countering any queries. Although some people asked us what we were doing most of the people we spoke to were friendly and interested in the project. We realised that it was not really practical to complete the paper records while walking round our areas so most people just used them as guidance, made notes and filled in the records on their return. In the meantime further short articles were written for the Wivenhoe News and Wivenhoe Society newsletter to inform residents that the work on the project had commenced and to encourage participation and comments. We kept Beverley McClean at CBC in the loop at all stages and regularly contacted her to make sure that CBC were happy with the way we were proceeding and to ask for advice. One very useful contact was made for instance, when, after discussing with Beverley our failure to find any evidence of the Grade III Listed Buildings list for Wivenhoe, she suggested contacting Laura Belton, Historic Environment Records (HER) Officer at Essex County Council. It turned out that Laura was actually working on a project with English Heritage to show how HERs could be used in the local list process and this led to a fruitful collaboration both with ourselves and between CBC and Essex County Council. Beverley and Laura realised that it would be beneficial for them to collaborate on the local list process and they arranged to meet for this purpose on 5 May 2010.

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<sup>7</sup> It was suggested for instance that we might divide the town up by its historical significance.

## **26 May 2011**

The group met to assess how work was progressing and to resolve any issues with collecting and processing data. We had asked further questions of CBC e.g. how should the project records be presented to CBC and in what format (we were given to understand that the basic information would be acceptable)?; would it be possible for the Wivenhoe material be attached or linked to the purpose-built CHBF web-site or would we need to establish a web-site of our own?; some of our architects were keen on including relatively modern works of architectural merit and would it be acceptable to include these? The group were particularly keen that the material, once completed, should be able to be accessed by the general public. Pat Marsden, one of the group facilitators who was reasonably computer-literate agreed to look into these issues and also agreed to undertake the work to transfer the information from the paper records on to Word where they could then be converted into pdf files for more convenient circulation between members of the group and other interested parties. The group was fortunate in that every member of the group had a computer because without this the process of creating records and disseminating information and work in progress would have been both cumbersome and expensive.

We felt that we were beginning to develop a feel for what the list might look like and discussed the work we had carried out so far to make sure there was general agreement about which assets should be included. We recognised that some areas of the parish were more complicated to record than others i.e. the oldest parts of the village contained more of historic interest than other areas where modern development predominated. However the facilitators and other members of the group stepped in to offer additional assistance where this was required and some areas were revisited where necessary to make sure that no historic assets had been omitted. An embryonic draft list was beginning to take form.

## **9 June 2011**

It had initially been hoped to have a draft list completed by the end of August 2011 with the intention of holding a small exhibition to show residents how we were progressing with the work. However we soon realised that this timescale was too short. It was taking time to digitise the records onto Word and some initial difficulties were encountered because some members of the group were using Apple Mac computers which were not compatible with Word. This was solved by continuing to digitise the records onto Word but then converting them to pdf files which could be read by either PCs or Apple computers. The original paper version of the template was also adjusted slightly at this point to make the record details and criteria clearer and photographs both modern and historical were added to each record.<sup>8</sup>

As we continued with the digitising process we realised that more work need to be done to create complete records. While some members had diligently filled in all the details for the records in their area, others had provided records which were less complete in terms of detail. We realised that in order to make the recording process robust and consistent we needed to thoroughly check all the correct postal addresses and post codes, work out map references and details of which ward the asset was in or whether it was in the conservation area. We also made a decision to only include information which was backed up by written documentation. However by drawing on the individual skills of group members we successfully managed to fill in the gaps in recorded detail. One member for instance had taken some very good photographs, another was particularly good at interpreting historical maps to ascertain when properties were first shown, the member who looked after the local history collection provided invaluable historic and photographic material and the two facilitators additionally scoured Essex Record Office and key local history books etc. for all available historical material about the assets on the list.

Although the question of bringing in historical buildings experts to assess our chosen assets as CHBF had done was raised it was felt that as a group we had sufficient skills and competence between us to provide the basic draft list and if additional expertise was required this could be sought at a later stage.

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<sup>8</sup> More than 600 photographs were looked at as part of the process including photos taken by the group; historical photos and photos from Google and from other sources which required permission before they could be used.

## **14 July 2011**

All the basic records had now been digitised and circulated to members of the group together with an accompanying list of all the assets in each area so that they could get an overall impression of the draft list as it was developing. It was understood that the facilitators were still working hard with other group members to supplement and ensure the accuracy of the descriptive and historical detail but this was an organic as well as a logical process. Completed sample records were sent to CBC to ensure that they were happy with the format. Sue Glasspool also met with Laura Belton, Historic Environment Records Officer at Essex County Council on **13 July 2011** for an informal chat about how much historical data to include on the records. Laura had viewed the work we were doing and indicated that we had covered all possible types of asset well and that modern buildings had their place on the list. She offered her further assistance if required.

It was decided to hold a consultation day on **1 October 2011**. A room at the William Loveless Hall would be booked and some of the work put on display illustrating the different kinds of assets which had been chosen. Display screens would be loaned by the WS. Members of the group would attend to explain the work of the group and answer questions and a comments book would be available. The group decided that they wanted to send a letter to every owner or occupier of the listed assets prior to the consultation. It appeared that CHBF had not done this at this stage; CBC were currently negotiating with them on the form of a draft letter to be sent to Colchester owners. CBC provided a draft copy of this letter but it was decided that although the gist of the Colchester letter should be retained the Wivenhoe letter to occupiers would adopt a more informal and resident-friendly tone. Each letter would be accompanied by a copy of the relevant record. The event would be publicised in Wivenhoe News, the Wivenhoe Society newsletter, on the Wivenhoe Forum and other local websites. CBC, Essex HER and CHBF had been notified. Posters would be displayed at key points and all local town councillors, ward councillors, and other Wivenhoe residents associations' would be notified to achieve maximum coverage. The local library had agreed to make the draft list available for consultation for those people who could not make the consultation day and copies would also be available at the WTC Office.

## **8 September 2011**

All members of the group had been circulated with a revised up-to-date draft list on disks and they were asked to look this over before the meeting. This would be the list which would be made available on the consultation day. Sue Glasspool reported that she had given a brief talk about the project at the WTC meeting held on **5 September 2011** and this had been well received. By **26 September 2011** all letters had been distributed to owners and members of the group were encouraged to make themselves available on the consultation day.

## **1 October 2011**

A very successful day was held with approximately 50 visitors many of whom stayed for up to 30 minutes to look at the complete sets of 77 records which were displayed in three folders for easy access. We also showed enlarged samples of different types of historic assets and a number of historical maps and relevant documents. There were very positive comments made both verbally, in the comments book, and subsequently received by email or telephone calls to the facilitators. Several residents offered to help in the future or said they were willing to lend their deeds for transcription. Only one negative response was received from a resident who was unhappy that photographs had been taken of his property<sup>9</sup> and demanded that we destroyed the record in spite of the fact that most of the recorded information was in the public domain. Gareth Wilson at EH and CBC had been contacted to ask how to proceed in cases such as this and both had suggested that such records could be temporarily set aside rather than cause distress to owners. There was also a feeling that if records appeared on the local list without the owner's permission this might detract from the validity of the list. Copies of the display folders would be left in the Library and the WTC Office until **22 October 2011**.

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<sup>9</sup> The Old Rectory

## **27 October 2011**

An analysis of the comments received at the consultation day was circulated. It was also noted that Wivenhoe Society had been approached with a request for funding and had donated £100 towards defraying some of the costs of the group which including the hire of a room for the consultation day, the purchase of disks, and the cost of folders, photocopying, paper and print cartridges. This was gratefully received although the amount requested had not reflected the true costs of the group which had been mostly borne individually. At a later stage a further contribution of £150 was received from the Mayors Fund via Wivenhoe Town Council. The true cost is estimated to be at least £400 to date.

At this meeting the completed list was looked right through again to obtain a consensus on what should be retained, altered or omitted in the light of comments made at the consultation and the two facilitators agreed to amend records where necessary.

Pat Marsden had also spoken to Gareth Wilson at EH to ask where the completed local list might best be kept from English Heritage's point of view and he had indicated that it might very well be appropriate for it to be added to the Essex HER. This confirmed a suggestion that Laura had made to Sue on her visit to Chelmsford earlier in the year. This was good news for the group as they had not relished the prospect of trying to set up a separate local web-site for the Wivenhoe Townscape Forum since they did not have the expertise to do this and the question of linking into the CHBF web-site had still not been resolved.

## **7 November 2011**

A meeting attended by Pat Marsden, Sue Glasspool, Anthony Ellis (from Langham), Philip Crummy (from CHBF) Beverley McClean and Laura Belton was held at CBC to discuss the Wivenhoe and Langham projects and to answer a number of questions which had arisen, in particular about what would happen to the local lists when they were handed over to CBC and whether they would be made publicly available on the Essex HER. Some concern was also expressed about the new Draft National Policy Framework document which might supersede PPS 5.

Beverley confirmed that the Colchester Local List compiled by the CHBF would be presented to the Local Development Framework (LDF) Committee on 12 December 2011. Wivenhoe and Langham should aim to have their Local Lists completed and adopted by end of March 2012. When this had been done then CBC would send a formal letter of notification to all properties on their lists. Beverley would ensure that the development manager planners at CBC were made aware that the Local List had been adopted. CBC would make the data available on C-MAPS on [www.colchester.gov.uk](http://www.colchester.gov.uk) and the data also would need to be migrated onto the Civica GIS system to ensure that development management planners can access it.

The Wivenhoe and Langham Local List data would need to be verified and it was suggested that Alistair Day at CBC might look over the Wivenhoe data to see if it required any improvement in which case help might be sought from Richard Shackle or James Bettley who had worked on the Colchester list.

In the future the records could be updated in house by the CBC Spatial Policy Team (Mark Edgerley) and the information transferred to Essex HER where it would be available for public viewing via the Heritage Gateway. This might be done annually. Langham might need assistance in digitising their data. Beverley McLean and Laura Belton would discuss and make arrangements for sharing data.

CBC suggested that at the appropriate time a press release or web notice should be published about the local list work carried out in Colchester, Langham and Wivenhoe.

## **14 November 2011**

Alistair Day kindly agreed to look over the draft Wivenhoe list and was sent a disk containing the material with a resume of how the work had been carried out to date and a copy of the earlier version of this case study. In the meantime the two facilitators continued to refine the data and one

of the architects working with the Forum (John Forrest) checked all the architectural descriptions of properties to make sure they were appropriate.

### **7 February 2012**

The facilitators wrote to CBC to ask for details of how the list should be progressed in order to be ready for the Local Development Framework meeting at 26 March 2012. On this same date the facilitators also received feedback from Alistair Day who said that 'The draft Local List of the Buildings of architectural, historic or cultural interest (for Wivenhoe) appears to be a comprehensive and detailed piece of work. The principles for selection broadly follow those used by Colchester Historic Buildings Forum (for Colchester) and reflect the emerging guidance from English Heritage on the preparing Local Lists. The proposed Local List for Wivenhoe will therefore provide a consistent and proportionate system for the identification of local heritage assets. The Wivenhoe Local List will also provide an invaluable tool in identifying the contribution of non-designated heritage assets to the character of the historic environment in this part of the Borough and will ensure that due consideration is given to them when changes are proposed.'

### **8 February 2012**

Beverley McLean confirmed that the Wivenhoe Local List could go to the next LDF committee on the 26 March 2012 and asked for an electronic copy of the Wivenhoe Local List which could be attached to the report for members. She raised the issue of transferring the data onto C-MAPS on the Council's website and said that this could be a very time intensive process since the data need to be migrated into a geospatial record. They were still working on transferring the Colchester Historic Building Forum material which consisted of 600 data entries and it was taking time to properly capture and verify the data. Verification was important as the data will potentially be used in planning appeals therefore it was important that the data is correctly mapped. Once this is done the intention is that the data will also be migrated onto the Civica system in the development management dept. This would mean that when an application gets submitted the Civica system highlights all planning constraints including whether a building is on the Local List or not.

She had spoken to Tim Fountain in the corporate GIS team about how to resolve getting the work done as quickly as possible and he had indicated that for migration purposes the easiest format would be either in Excel or Access. She would be compiling the report for the LDF committee by 28 February.

### **13 February 2012**

The two facilitators were asked if they would like to attend the LDF meeting to present the material. They discussed this but then decided to ask Robert Needham, a member of the Forum but also the mayor of Wivenhoe, if he would like to present the list on their behalf and he agreed to do this.

### **5 March 2012**

After speaking to Tim Fountain about the most suitable format for the data, the two facilitators set up an Access database and began transferring the data from the Local List onto this which took approximately three weeks. A test version was sent through to Tim Fountain who confirmed on 12 March that the data was transferring onto the GIS system as it should.

### **13 March 2012**

A copy of Beverley's report was made available on the CBC web-site and circulated to the members of the Forum. Feedback was received from Beverley in the week prior to the actual LDF meeting that some concern had been expressed about two items on the list, one of which was the subject of a current planning application and another parcel of land which was subject to an application for village green status – there were queries about the historical justification for including it on this list.

### **26 March 2012**

The Wivenhoe local list was adopted at this meeting subject to the removal of the two records noted above. There was subsequently some dismay that these two items had been removed from the list and in May Wivenhoe Town Council commented that they were considering approaching

CBC to see if these two items could be reinstated. This was confirmed in the WTC Council minutes of June 2012.

### **9 May 2012**

A final version of the WTF list was sent to Tim Fountain comprising the information about the 76 records converted into text fields on the Access database, a complete set of pdf records, a complete set of image files, and accompanying lists. Although this material transferred neatly over to the Colchester C-Maps system some problems arose because Colchester wanted to use their own Gazetteer address list and unfortunately there were a number of anomalies between this and the addresses from the Royal Mail web-site which had been used by the Forum. This took some time to clear up and even after the final C-Maps url was made ready for distribution a number of errors came to light because some of the record details appeared to have been changed to fit in with the Colchester address system. A list of amendments was sent to CBC in July and subsequently chased up in September.

### **July 2012**

The Forum was contacted by Gill Telford-Cooke from English Heritage who indicated that they would like to use the Wivenhoe case study as one of the supporting case studies used to exemplify the recently published English Heritage Good Practice Guide for Local Heritage Listing. It was agreed that she should write a summary of the case study and a final draft was completed in September 2012. The study should be available on the HELM web-site.

On 31 July a formal letter notifying occupiers of their inclusion on the Local List was posted out by CBC. As a result of this one person asked for their record to be removed from the list reducing the final list to 75.

### **September 2012**

The Forum contacted Laura Belton, the Historic Environment Consultant at Essex County Council's Heritage Department to let her know that the material had now all been transferred onto C-Maps. Beverley Mclean requested that Tim Fountain should send the definitive Wivenhoe Local List spreadsheet to Laura so that she would be able to arrange to have the information transferred on the Historic Environment Record. Eventually this information will also be made available on the Essex's Past website and the Heritage Gateway.

### **5 October 2012**

The WTF began winding up the work of the Forum. A set of Official Disks were made containing key information about the work of the Forum to be delivered to Wivenhoe Town Council, Wivenhoe Society and Essex Record Office. Two sets of paper records were also made to be handed over the Wivenhoe Town Council and Wivenhoe Library so that the public could access the material locally if they did not have a computer. Two complete sets of all the digital WTF records were copied onto disks to be kept by the two facilitators for safe-keeping and one facilitator agreed to keep a set of the key paper records accumulated during the establishment of the local list.

### **Conclusion**

The work in preparing the Wivenhoe local list was carried out entirely by the voluntary effort of the Wivenhoe Townscape Forum. The group might be said to have an advantage over other groups because the two facilitators had already carried out a great deal of preliminary work while working to establish the history of the Wivenhoe Conservation Area and making representations to the Wivenhoe Conservation Area Appraisal exercise. Peter Kay had also previously carried out work to correct the list of Listed Buildings in Wivenhoe and had already produced a shortlist of additional historic assets. Once permission to go ahead had been confirmed by CBC the whole exercise took just over twelve months.

Several members of the Forum were retired although very active in the community; others were still working and therefore the time they could give was limited but generously given. Costs were small and many of the underlying costs were borne by members of the group and kept to a minimum by meeting in each other's houses for instance which also helped to contribute to a

friendly atmosphere. In spite of individual members having differing priorities we always managed to work together with good humour and a realisation that we must achieve a consensus for the project to have validity. The work of the two facilitators was particularly important in arranging meetings, driving the work forward and maintaining good relations with local residents, the WTC, Essex HER and CBC. At times they were so busy that they both felt that they were engaged in full-time work but their reward is to see the local list for Wivenhoe coming to fruition and to feel that that the group has achieved an important task in helping to identify and hopefully protect and preserve Wivenhoe's heritage assets for posterity.

5 October 2012

Wivenhoe Townscape Forum.

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## Checklist for Compiling a ‘Local List’

1. Contact your local planning authority - a District or Borough Council- to gain their support and to find out if lists have been compiled for other communities in the area, as you may have to follow procedures which have already been laid down. If you are the first in your area to compile a list then look at other lists which can be found online and also English Heritage’s Good Practice Guide for Local Heritage Listing (2012) ([www.englishheritage.org.uk](http://www.englishheritage.org.uk)); these should help you to decide what type of asset can be included and what needs to be done. Throughout the compilation of the list you need to be in discussion with the planning authority as the lists are used within the planning application process. They need to know how you are getting on and that the records will stand up to scrutiny. You may also have to decide with them how the list will be presented and be available to the public after adoption.
2. Spread the word in your community that a group is being formed and ask for volunteers; local civic societies and history groups will usually have members who are very supportive of such a project. Give them an idea of what is involved in the compilation of the list and the skills needed. Ideally your group should have some buildings experts, local historians, people with research and computing skills and at least one person willing to act as a facilitator who will prepare for meetings, write minutes and negotiate with all the relevant organisations. Photographs of every asset will also be required both for reference purposes and the final records.
3. Keep residents informed throughout the process – write a press release for the local press and local societies newsletters and update regularly, use on-line blogs/forums, posters, talks. And ask for suggestions for inclusion on the list. Local lists are about buildings and other heritage assets which are important to a community – so get them involved.
4. Prepare well for the group’s first meeting. Members will need copies of local street maps, extracts from the English Heritage Good Practice Guide, copies of other relevant documents e.g. current Listed Buildings. The Heritage Gateway ([www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)) provides an invaluable resource for these and other records of heritage assets. If you dig deep you will find a wealth of documents produced over the years by your District Council and County Council such as Conservation Area Appraisals, Historic Environment Records, historic characterisation reports etc. Also local history books, pamphlets and the Victoria County Histories can be seen at a local library. All of these can give an idea of historic assets to include on your list. Give members relevant web site addresses such as the Postcode Finder ([www.royalmail.com/postcode-finder](http://www.royalmail.com/postcode-finder)) to get exact addresses and information on how to work out an Ordnance Survey map reference.
5. Your first decision will be the boundary of the area to be covered and how the work can be divided up. You may, for instance, decide to divide the parish or town into suitable manageable areas, appointing one or two members to walk around every street in that area, thus ensuring complete coverage, looking for suitable assets and photographing them as they go along.
6. Give yourselves a notional deadline for the completion of the draft list otherwise the process can drag on e.g. have the draft list compiled for the date of a public consultation day when local residents can look at all the records and comment. The time to complete the draft list will vary considerably depending on how many members are in the group and the time they can devote to the project, the possible number of records to be produced and the time available for historical research.
7. Discuss the funding of the project as there will be costs such as stationery, printer cartridges, disks, preparation of an exhibition and room hire for a consultation day. Keep

- receipts for all purchases and consider approaching local societies, town council etc for an offer of funds.
8. Prepare an explanatory note on the purpose of the list and about the group – to include contact details -which recorders can carry with them in case of query by the public. It is important that all the relevant local bodies such as the local council, police etc know you are going around recording assets. Be particularly sensitive when taking photographs of properties from the highway.
  9. Ensure consistency of recording by using a template (see sample below). These can be updated as more information is found and photographs added. It is advisable for one person to be the custodian of the master set of records (with a back up set). If these are kept on a computer, relevant records can easily be sent on a computer disk to those who need them. Discuss with your local planning authority the most appropriate form of compiling computer records eg Word, Access, Excel so that they can be easily migrated onto their Planning Dept. system and onto the Historic Environment Record.
  10. Historical data should be backed up with systematic references to local history books, old newspapers, documents such as deeds and sale catalogues which can be found at your County Record Office, old maps and photographs. Although people have 'stories' to tell about their property these should not be taken into account without collaborative recorded evidence. All information should be in the public domain and not intrusive.
  11. Once a draft list is compiled invite all residents to a consultation day, and particularly owner/occupiers of assets on the list -send them an explanatory letter and invitation with a copy of their record sheet. Such an event allows people to ask questions about the list and look at the complete range of assets. Owners will often have documents such as old deeds to show you and references from these can be added to the record. Deposit a copy of the draft list at a local council office, library, or community centre for 2 or 3 weeks so that all residents have an opportunity to see the records and comment.
  12. When the draft list is finalised, submit to the local planning authority as it makes the final decision on what is included in the list.
  13. Once adopted, revise the list regularly in co-operation with your local council for additions, deletions and amendments.
  14. Ensure there is a local copy available for the community

sg/pm 31.05.12

# Sample template used by the Wivenhoe Townscape Forum

## WIVENHOE TOWNSCAPE FORUM: LOCAL LIST RECORDING SHEET AREA B

**ADDRESS** Vine Farm House, Colchester Road, Wivenhoe

**POST CODE** CO7 9EU

**WARD**

**Cross**

**Quay**

**CONSERVATION AREA**

**YES**

**NO**

**MAP REFERENCE** TM 042231

**PHOTOGRAPH**

**YES**

**NO**

**DATE OF ASSET** c1860

**TYPE OF ASSET** **Building** Group Landscape Vista Item Other (please specify)

### DESCRIPTION

A well-proportioned brick farmhouse with a Georgian style frontage and a shallow-pitched hip roof, probably on site of former building. A plaque bearing the date 1860 is situated on the northern side of the house.

### HISTORY AND CONNECTIONS

There are references to Vine House Farm from the C17th century onward. In 1771 Vine House Farm and land consisting of 37 acres was sold by the Corsellis family to 'discharge incumbrances'. Cited as being one of the projects which Dan Chapman (1815-1899) the Wivenhoe builder undertook (see Barton below) for the Corsellis estate. 19<sup>th</sup> C farm buildings shown on the second edition of the Ordnance Survey 25ins to the mile map surveyed in 1896 and published in 1897.

### RESEARCH SOURCES

Details of tenants and names of tenements from 1654-1796, ERO D/DEt T22

Private Act for Vesting Part of the estate of Nicholas Corsellis, 1771, ERO D/DU 457/13

Barton, D. *Wivenhoe: Its Attractions, Pleasures and Eccentric Natives*, (1975) p 37



**PHOTOGRAPH BY** Robert Needham May 2011

### CRITERIA: HIGHLIGHT IN BOLD AS APPROPRIATE

#### ARCHITECTURAL VALUE

**A++** Very High **A+** Good  
 T-F (timber-framed i.e. C18th or earlier)  
 ?T-F (timber-framed – needs investigation)

#### HISTORIC VALUE

**H++** **H+**

#### CONDITION

**C++** (complete with no inappropriate alterations/extensions)  
**C+** (largely complete)  
**C** (good or restorable)

#### OTHER VALUES

**I** = iconic value **H** = contribution to the historic area in which it stands  
**P** = prominence **Q** = quirkiness **R** = local rarity **S** = sustainability

Recorded by: Robert Needham

Date: 24 May 2011