EVALUATING HERITAGE AT RISK

REVIEWS OF PILOT PROJECTS FOR ENGLISH HERITAGE

By
Jura Consultants
Simpson and Brown

Jura CONSULTANTS

December 2013

Jura CONSULTANTS

7 Straiton View
Straiton Business Park
Loanhead, Midlothian EH20 9QZ
T. 0131 440 6750
F. 0131 440 6751
E. admin@jura-consultants.co.uk

www.jura-consultants.co.uk

CONTENTS

Executive Summary

Understanding Heritage at Risk is one of English Heritage's key programme areas. At present, resources and initiatives are in place to monitor the condition of Grade I and II* listed buildings across England however the condition and threat to Grade II listed buildings is only comprehensively assessed in London. Grade II listed buildings account for over 90% of all listed buildings. The lack of any monitoring regime means that English Heritage currently has no evidence upon which to base policy or target intervention to support and inform the discussion on this important part of England's heritage. In order to address this, English Heritage committed to funding 19 projects to test a range of approaches and models to surveying the condition of Grade II listed buildings with the aim of informing debate as to whether a national survey of Grade II listed buildings would be attractive, useful, feasible and financially deliverable.

The projects selected are diverse in nature. This was a conscious choice to allow English Heritage to explore issues associated with a range of methodologies. Models range from surveying work being conducted by one individual building professional, to a variety of models using volunteers from a variety of sources (universities, civic societies, local communities) to one project which focused solely on developing an app with no collection of data.

Evaluation Process

Jura Consultants and our colleagues in Simpson and Brown Architects were commissioned by English Heritage to undertake an evaluation of the 19 pilots funded by English Heritage. Simpson and Brown was tasked with using their expertise as conservation architects and building historians to provide a critical review of the approaches adopted by, and data collected by, pilot projects. Jura Consultants was responsible for all other aspects of the evaluation.

English Heritage provided all Project Managers with a survey pro-forma and a guidance document. Almost all Project Managers revised these documents to make them locally relevant and to reflect that which the Project Manager felt would work best.

A cohort of 8 projects were selected for inclusion in formative, i.e. on-going evaluation. This included meetings with the consultant team at key stages of the process and a site visit with colleagues from Simpson and Brown to discuss completed survey forms at the site of properties surveyed. A webinar was held at the end of the formative stage for all 8 projects to attend.

The summative stage, i.e. towards the end of the process included 3 facilitated workshops (held in London, Bristol and York) to which all Project Managers were invited. These sessions provided the opportunity for Project Managers to describe their experiences and to question each other about how they delivered their projects.

Risk Assessment

In aggregate, the 12 projects included in the analysis surveyed the condition of 4,831 buildings (of all listed status). 4,526 Grade II listed buildings were surveyed during the process (93.7% of all buildings surveyed) The 4,526 buildings relate to 3,543 Grade II list entries, (1.03% of all GII List Entries in England, 1.08% of all GII List Entries in England excluding London). Of these buildings:

- 4.2% (165) of buildings surveyed were at risk,
- 10.1% (397) of buildings surveyed were vulnerable
- 85.8% (3,382) of buildings surveyed were not at risk

Due to the scale and characteristics of the dataset and projects included in the pilot projects, these results should not be considered to be representative of England's Grade II building stock.

Simpson and Brown Architects visited representatives of projects included in the formative evaluation process. A sample of completed building condition surveys was undertaken for each of these projects to assess the accuracy of data being collected. Colleagues from Simpson and Brown reviewed this information at the site, often in consultation with the Project Manager.

Simpson and Brown's review of the quality of data produced found that data was appropriately accurate bearing in mind that there will always be minor differences of opinion with respect to subjective issues. A key finding however is that no one methodology or model provided better data than the rest. The important principle to bear in mind is that it is the process that generates accurate data, not the model.

Survey Form

The research confirmed that the draft survey form issued by English Heritage needs to be significantly revised to ensure that accurate and meaningful data is secured. Issues such as conservation deficit are not appropriate for the survey form. Where possible the survey process should aim to remove subjective opinions and focus on observations. Many areas of the form, including sections on the condition of component parts of the building are subjective in nature, requesting the surveyor to note their opinion on the condition of the structure and its parts. If emphasis was on observation, the form would ask the surveyor to note problems they could see with the structure, e.g. vegetation, cracks, slipped or missing slates etc.The use of an app would help in reducing the cost of the process and could be designed to ensure that accurate results and interpretations are generated.

Principles Underpinning an Extended Model

There appears to be a strategic need and demand within the sector for an enhanced understanding of the condition of Grade II listed buildings. If a wider geographic approach is to be taken, the following principles should be adopted:

1. A flexible approach to recording Grade II buildings should be adopted - a one size fits all approach is not appropriate. The use of volunteers may be appropriate in some areas whilst in others it may be impossible
2. The survey form needs to be significantly revised and refined to ensure that it is fit for purpose, meets the needs of English Heritage and local delivery partners and is accessible to and easily understood by those completing the form
3. Data collected through the process should be easily integrated into existing database systems, such as UNIFORM amongst others.
4. Consistency in data collection and analysis is important to allow a national picture of the condition of Grade IIs to emerge. Many pilot projects altered the survey form. This has led to an inconsistency of approach. If a national model is to be created, it is vital that this is consistent and that all areas are generating the same data in a consistent format. Therefore, it is imperative that the survey form is considered to be appropriate and valuable by all stakeholders including English Heritage, local authorities, and the wider heritage sector that may be involved in delivering the recording projects.
5. It is proposed that data is collected digitally through the creation of an app. This should be used by everyone recording the condition of a building and the findings collected could be uploaded onto the appropriate local and national register
6. Data collected could be distributed to the Conservation Officer within the local area in which the building is surveyed to be checked and added to the appropriate local register if it is agreed by the Conservation Officer that the building is at risk. The final decision on whether the building is at risk or not should rest with the local authority.

Approaches towards National Coverage

Section 12 of this report sets out models that could be adopted to work towards national coverage. This report provides indicative costs based on the experiences of pilot projects. Further, more detailed planning and development work is required to verify or develop these costs. The following provides a summary of the models and resources required for their delivery:

- If English Heritage chooses to commission a consultant to survey all Grade II listed buildings in England it would cost circa £4.5 million
- If English Heritage was to lead on a volunteer project to record all buildings, in collaboration with the Heritage Lottery Fund, the project would cost circa £2.6 million excluding data cleaning costs and £5.3 m inclusive of these costs

- English Heritage could choose to deliver a hybrid model with volunteer projects recording 75% of buildings and professionals 25% (in areas where volunteer projects may not be efficient). The cost of this model would be circa £3.7 million excluding data cleaning costs and £6.6 million inclusive of data cleaning costs.
- English Heritage could choose to set up the infrastructure and provide advice and guidance for others to lead on the survey work. This would cost at least £75,000. However given the current economic climate and constraints on local authority funding it is unlikely that this type of project would be seen by a priority for local authority funding

If a decision is taken to roll the project out on a wider basis, a revised survey form should be piloted, preferably with some Project Managers involved in this process and with some professionals that have not been previously involved.

1.0 INTRODUCTION

1.1 Background

A key English Heritage work programme is Heritage at Risk (HAR) http://www.english-heritage.org.uk/caring/heritage-at-risk/. Launched in 2008, the HAR programme is a way of understanding the overall state of England's historic sites. In particular, the programme identifies those sites that are most at risk of being lost as a result of neglect, decay or inappropriate development. Those assets identified to be most at risk are added to the HAR Register which is used to help identify heritage assets most in need of advice, support and financial assistance.

The HAR Register nationally includes Grade I and Grade II* buildings, Grade II buildings in Greater London, scheduled monuments, registered battlefields, registered parks and gardens, protected wreck sites, listed places of worship and conservation areas. The HAR programme does not, however, systematically include Grade II buildings (c. 90% of listed buildings and approximately 340,000 building entries on the National Heritage List for England). This means that while some Local Authorities have their own HAR registers which include Grade II listed buildings[1], and in London the HAR Register includes Grade II listed buildings at risk (compiled from Local Authority submissions), there is no systematic data on the condition of Grade II buildings across England.

The exclusion of Grade II buildings from the HAR programme is of concern to English Heritage as there is currently no way of systematically understanding the state of England's Grade II listed buildings. However the sheer number of Grade II buildings means it is not possible to collate, analyse and publish data on their condition using existing methods (all existing methods rely on professionals providing information on the condition of heritage assets against a set of fixed criteria).

Therefore in late 2012, English Heritage commissioned 19 pilot projects, all with the explicit aim of collating condition data on Grade II buildings. Running from January 2013 to September 2013 these pilots use a variety of methods to gain information on the condition of Grade II buildings, usually in a fixed geographic area. They are run by a variety of partners including local authorities, building preservation trusts, universities and consultants. Some only involve one partner, others involve the lead partner managing others who will actually collect the information on the condition of the Grade II buildings. However, all have the sign up of the relevant local authority. The budgets and number of buildings to be assessed vary between pilot projects.

It is important to note that it is the means of collating, storing and sharing the information on the condition of assets which differ (for example using volunteers or local authority staff) however the pilots all use the same

1 Among Local Authorities with Grade II Registers there are also some differences in methodology, the regularity of how often the data is collected and how it is published.

standard proforma to collate information on the condition of the Grade II buildings. Some pilots have an extended proforma to capture the threat of heritage crime, in addition to the standard information English Heritage aimed to test the current HAR methodology for assessing buildings and structures at risk to ensure it is capturing the correct level of information and that the methodology is still relevant. Analysis of issues related to heritage crime is provided at 8.7.

1.2 Aims of the Evaluation

The study brief included the following aims for the evaluation:

1. Assess the overall success of the pilot projects in terms of the number of buildings assessed and the quality of the assessments against timescale and the resource/cost of the pilot.

2. Assess the perceived value and cost of extending the pilots to achieve national coverage of Grade IIs. This would involve examining the costs/benefits of scaling the proposed models up to a national level, and the forms of national level coverage that might be available.

1.3 Methodology

Jura Consultants led this evaluation with support and assistance from Simpson and Brown Architects, a practice with considerable expertise in approaches to conservation architecture. Simpson and Brown's role was to provide a professional view on the quality of survey processes put in place by each of the projects included in the formative evaluation process and to review completed survey forms to assess the extent to which collected data reflects the reality of the buildings surveyed.

Formative evaluation, i.e. on-going review whilst activity was being delivered, was undertaken with a cohort of 8 from a total of 19 projects. English Heritage instructed that the 8 pilots selected for inclusion in the formative stage should include one project from each region of England (excluding London) and should offer a range of operating models for consideration.

Jura Consultants reviewed all pilot projects to understand the model proposed for each project and to chart the geographic location within which the project would be delivered.

The operating models that were initially outlined in the study brief were as follows:
- Local authority run pilot with volunteers
- BPT/museum run with volunteers
- Student/ university run with local authority input
- Externally commissioned project
- Private consultant run with use of geo-technology
- Local authority only

- Consultant run with volunteers

On review of the Project Designs (PD) it became clear that the pilot projects did not all fit within the categories as outlined above and that there was some overlap between the categories. For example, none of the projects were classified as "private consultant run with use of geo-technology", but there were examples of geo-technology being used across a number of projects. While there were some projects involving University students (e.g. UCLAN and Lichfield District Council), these were considered to fit more closely within other models rather than being viewed as "student/ university run with local authority input." Having reviewed the PDs, the following categories were therefore used to select pilot projects for inclusion:

- Local authority only
- Local authority with volunteers
- Consultant only
- Consultant with volunteers
- BPT / Civic Trust with volunteers

The sample of projects selected enabled us to understand issues associated with the following:

- A range of models with varying resource input, from models with professional staff undertaking all work to projects with varying numbers of volunteers and expectations on how many buildings can be recorded in a particular time period
- Issues associated with recruitment and training of volunteers, particularly comparing pilots that had identified organisations from which volunteers could be recruited and those that did not
- Issues associated with gaining access to interiors to undertake recording and appraisal
- Opportunities to consider the success of those organisations that benefited from learning from other projects when compared to those that have not

The formative evaluation process included the following:

- Detailed review of Project Designs to identify specific areas of interest
- Initial site visit by Jura Consultants to understand progress and issues encountered with project initiation
- Site visit made by Simpson and Brown Architects when a project had begun the survey process to allow Simpson and Brown to review the process being used and the quality and accuracy of data being produced
- Update telephone conversations when projects were nearing completion of survey work
- Webinar – online seminar session to discuss findings and thoughts on how data could be used

The summative evaluation included the following stages and activities:

- Workshops held in London, Bristol and York to which all Project Managers were invited
- Project Manager survey which aimed to capture information on volunteer input and output, number of buildings surveyed and resources expended
- Online survey of volunteers to identify their experience of engaging in the process and the benefits that they have achieved

Jura Consultants has worked collaboratively with English Heritage and pilot project Project Managers throughout this process.

1.4 Description of the Pilot Projects Selected for Inclusion in the Formative Evaluation

TABLE 1.1
PILOT PROJECTS FOR FORMATIVE EVALUATION

Project	Key Features and Reasons for Selection
West Lancashire Borough Council	
North West	Externally commissioned – to be delivered by THP Associates
Consultant Only	Consultant will carry out survey work using an existing non EH system
	Training provided to LA staff for future surveys
	Will create web-based interface using 'traffic light' system
	Local authority staff to be trained in how to update system
Ingham Pinnock Associates (with Broadland DC)	
East of England	Consultant led approach (with involvement from local authority)
Consultant with Volunteers	Will train volunteers to support data collection
	Various levels of organisation (Assessment Team, Core Team, Scrutiny Panel)
	Aim to develop strategies and 'route maps' to respond to each building at risk
	Refer to coordination with other pilot projects (not referred to by others)
Place Services (Essex and Suffolk CCs)	
East Midlands	Large number of partners (15 organisations)
LA with Volunteers	Developing and testing customisable tools for web-based use
	To be delivered in 2 phases (pilot is first phase)
	Engaging a film-maker to record process
	Linking to an existing HLF project - will this have any impact on their delivery?
North York Moors National Park	
Yorkshire	Led by National Park Authority with volunteers to conduct survey
LA with Volunteers	Using smartphone app developed by Norfolk CC through EU wide partnership "Coast Alive"
	NCC to deliver training to volunteers
	Data collected using iPads inputted directly onto database
	Wide geographic area with challenging topography (including coastline, woodland, farmland)
Gloucester City Council	
South West	Using LA staff only with input from THI Officer
LA only	Using internal resources mainly therefore low budget
	No reference to volunteers
	Useful comparison against those with volunteer base and/or external advice
Worcester City Council	
West Midlands	Using EH pro-forma but with modifications as necessary to reflect their sample

TABLE 1.1 PILOT PROJECTS FOR FORMATIVE EVALUATION	
Project	Key Features and Reasons for Selection
LA with Volunteers	Council recruited volunteers through the Civic Society
	Volunteers working in pairs (20-30)
	Working with young archaeologists to carry out photographic record
	Will make contact with landowners
South Yorkshire BPT - Peak District National Park	
East Midlands	Covering Peak District National Park area
BPT/Civic Trust with Volunteers	Students may be involved as volunteers
	Organising 3 team leaders with 9 volunteers
	Recording against both EH pro-forma and PDNPA pro-forma to identify best way to record information and to compare time / resource required per building recorded
North of England Civic Trust - South Tyneside	
North East	Trust working with LA and University
BPT/Civic Trust with Volunteers	Volunteers will be 80 students and 4 Post Grad students
	Including 25 interiors - only project referring to interior surveys
	Intended that field work would be undertaken as part of evaluated course work
	Project Re-scoped
	Delays in programme meant that fieldwork could not be included in evaluated course work
	New approach – recruit volunteers through relevant University classes

1.5 Summative Evaluation Projects

TABLE 1.2
PROJECTS NOT INCLUDED IN FORMATIVE PROCESS

Project	Description
North of England Civic Trust - Copeland	Work with 5 volunteer coordinators to assist in recruiting volunteers through existing societies
North West (West Cumbria)	Target 5 buildings recorded per volunteer day
BPT/Civic Trust with Volunteers	All recording monitored by a qualified building surveyor against industry standards
	Copeland Borough Council and Furness College are partners
Museum of London with Adur Council	MOLA Staff and volunteers from local societies
Adur Council area	No local list or BAR exists
Museum with Volunteers	All 349 buildings to be recorded incl. Grade I, II and II*
Dorset County Council	Volunteers to be trained to record buildings
County wide coverage	Workshops and field based training to build confidence in volunteers
LA with volunteers	Volunteers will typically be Historic Environment Liaison Officers
	Experienced volunteers will act as mentors
	20% of 1,000 forms will be quality checked by DCC Historic Environment team
Kirklees Council	Trained volunteers to work in pairs
Yorkshire and Humber - Dewsbury & Bately along Bradford Rd	Young people to do a photographic survey
LA with consultant	Conservation deficit to be calculated by a consultant
Leeds City Trust	Volunteers to undertake survey
Yorkshire and Humber - Leeds	GIS to be included
LA with Civic Trust	The survey sheets and photographic record will be monitored for quality assurance and a system of review and feedback will be in place from the start in order to catch any issues and correct them at an early stage in the process.
High Peak Borough Council	Consultant to act as Project Manager
West Midlands outwith National Park	Recruit volunteers through existing societies, parish councils etc
LA with a consultant and volunteers	Each volunteer to visit an initial sample of 3 buildings
UCLAN and Preston City Council	Survey to be conducted by student volunteers
NW - Avenham Conservation Area, Preston and the Tockholes settlement	QA system to be set in place with UCLan staff and partners sampling 10% survey work to ensure practices meet the HAR targets.
LA with University	Trial project was commissioned in the summer of 2012 wherein the grade II listed buildings within the Fishergate Hill Conservation Area were surveyed by students who received up front training by

	Chartered Building Surveyors and heritage specialists on the UCLAN teaching staff.
Bristol City Council	Develop web tool and mobile phone app allowing trained members of amenity groups to carry out surveys (using EH proforma)
SW Bristol City Centre	Link to Know Your Place (BCC historic maps website)
LA with volunteers (volunteer led)	Allowing more active community involvement in maintaining the register
	Training from conservation and HER officers
	Info validated by BCC conservation officers
	Bristol Civic Society and others to continue using methodology
Nottinghamshire County Council	Methodology developed based on best practice examples
Nottingham and 1 rural district	App developed by external contractor
LA with volunteers (+consultant with geo-technology for app development)	Survey using smartphone & tablets for on-site data capture;
	Use University students as volunteers;
Lichfield District Council	Surveyed with handheld devices using App based on EH proforma
West Midlands - Lichfield and Tamworth LA areas	Inputted to existing 'Uniform' LDC database system
LA with students	Creating layer on both local authorities GIS system, accessible on map based website
	Data inputted by council GIS manager
	Project Team to carry out review and regular meetings

2.0 STRATEGIC CONTEXT

2.1 English Heritage - Heritage at Risk Strategy 2011 - 15

English Heritage's focus on Heritage at Risk began over two decades ago. The Strategy notes that the HAR has been successful in raising the profile of heritage at risk and of encouraging the creative and adaptive re-use of historic buildings and sites, generating and supporting jobs, creating new homes, developing an enhanced sense of place and focal points for pride in our urban, rural and marine heritage.

The Strategy sets out the aim and objectives, and priority actions that will be implemented by English Heritage over the plan period 2011 – 2015. This is summarised below.

Aim

To protect and manage the historic environment, in order to reduce the overall number of heritage assets that are 'at risk' or vulnerable of becoming so.

Target

The EH HAR target is to remove, for positive reasons, 25% (1,137) of nationally designated heritage at risk assets from the baseline 2010 Register by April 2015, monitoring and using as evidence:

- the number and percentage of sites removed each year from the Heritage at Risk Register for positive reasons;
- the percentage of assets on the Heritage at Risk Register each year where a solution has been agreed and/or is being implemented; and
- the percentage of assets each year that have been on the Heritage at Risk Register for 2 years; 5 years; and 10 years.

2.2 Heritage At Risk Report 2012

The Heritage At Risk 2012 report concluded that:

- between 2007 and 2012 the total "conservation deficit" for listed buildings and monuments (which is the shortfall between the cost of repairs and how much an owner could recoup from the market value of the repaired property) increased by 28% from £330 million to £423 million and the average conservation deficit per individual heritage site at risk increased by 37% from £267,000 to £366,000. However, while the amount of funding needed has dramatically increased, English Heritage's grants budget has decreased in real terms over the same period by almost 40%

- only 13% of the Grade I and II* buildings on the Register are thought to be economic to repair, indicating the vast scale of public subsidy required if these national treasures are not to vanish forever

- there are now 5,831 listed buildings, monuments, archaeological sites, landscapes, battlefields, protected wrecks, places of worship and conservation areas at risk on the Register
- 318 entries have been saved and removed from the Register since 2011. However, 360 have been added
- 55% of buildings on the 1999 Register have since been rescued and removed
- 1 in 6 of England's 19,759 scheduled monuments is at risk; the largest risks remain arable cultivation (44%) and scrub and tree growth (26%)
- 99 of England's 1,617 registered parks and gardens are at risk
- English Heritage offered £8.2 million in grants to 191 sites at risk last year and has given £75.3 million to Grade I and II* listed buildings at risk and structural scheduled monuments since the Register began in 1998.

Further analysis shows that an increasing proportion of buildings on the Register have become at risk not through any fundamental lack of potential, but simply as temporary victims of the current economic climate.

Source: http://www.english-heritage.org.uk/about/news/gradeII-buildings-at-risk/

2.3 Experience Elsewhere

At present, there is no formal and consistent method for recording the condition of Grade II listed buildings in England. Grade II listed buildings are nationally important and of special interest and account for 92% of all listed buildings. Therefore English Heritage has little understanding of the condition and scale of threat to this important part of our heritage. As a result, a strategic approach to the advocacy for the protection of Grade II listed buildings can not be developed as the scale of the issue and the factors contributing to the condition of Grade II buildings is not known. A better understanding of the condition, and factors influencing condition would enable English Heritage to develop an approach to encourage action at an individual, community, authority and national level to protect and enhance this valuable part of the country's heritage.

2.3.1 Greater London Heritage at Risk

In Greater London, English Heritage asks London Borough Councils to update their buildings at risk registers annually, including all Grade II listed structures. This includes updating buildings already on the HAR Register as well as asking for any additions and removals. English Heritage does not visit any Grade II buildings nor does it get involved in the risk assessment it merely publishes those sites at risk on the Register, with a published local planning authority contact. English Heritage publishes the same amount and type of information for Grade IIs as it does for other buildings at risk.

With local authorities declining resources it would not be feasible to set up a similar agreement with councils outside of London.

2.3.2 Lincolnshire Heritage at Risk

A strategic study undertaken in 2007 by Heritage Lincolnshire concluded that information on the scope and condition of the county's heritage assets was incomplete and where it did exist, it tended to be out of date. A pilot project funded by the HLF in 2009 informed a county wide approach which was rolled out in 2010. The project included the recruitment of three project officers for three years and involved the training of volunteers to record the condition of the county's heritage.

321 volunteers were recruited and trained over the course of the project; these volunteers surveyed 99% of the 9,128 heritage assets in the project database. Overall results show that 14% of Grade I listed buildings are at risk, 5% of Grade II* listed buildings are at risk and 7% of Grade II listed buildings are at risk.

Issues associated with the use of volunteers are summarised below:

- The levels of interest and support for the project far exceeded expectations, on the whole volunteers were extremely dedicated to their role.
- The team put in place a number of procedures to ensure the reliability of results including training, duplications, validation and a 5% check of all surveys completed at the end of the first year.
- Involving volunteers can be an effective way of collecting information on local historic buildings, sites and open spaces. Aside from this main aim there are also many wider benefits to the host organisation, project partners, the volunteers themselves and the wider community which can be achieved.
- It is important to provide all volunteers with some basic training and also to consider ways in which to keep them motivated such as special interest events and social events. It may be necessary to tailor events to specific audience groups such as young people.

The amount of staff time required to provide volunteer training, management and support should not be underestimated; collectively the Lincolnshire Heritage at Risk team spent over 3,000 hours on this.

Source: http://www.lincshar.org/Data/Sites/1/media/otherfiles/lharsummaryofpresentations.pdf

2.3.3 Cadw

As part of its heritage regeneration strategy, Cadw is committed to better understanding and taking action to address buildings in deteriorating condition. Recent work and research has focused on better understanding the type and number of buildings at risk in Wales to inform future strategies and grant giving.

All local authorities in Wales have at risk registers and recent investment from Cadw has encouraged a number of these authorities to update their registers. In 2008, analysis of the data collected confirmed that 10% of all listed buildings in Wales (3,000 buildings) were at risk. The approach and analysis includes buildings of all listed grade. It should be noted that the Cadw approach does not include the use of volunteer surveyors.

The 2008 report allows the reader to understand the rate of decline with details of condition and occupancy by different building types.

Cadw proposes to commission a programme of five-yearly surveys to inform an all Wales building at risk register.

3.0 PROJECT SET UP

3.1 Introduction

Project managers had a variety of reasons or motivations for engaging in this pilot project process. The call for tenders generated a significant number of proposals from a range of organisations including local authorities, building preservation trusts, consultancy companies, museums and civic societies. The following provides a summary of the motivations for participating in this process:

- Local building at risk register required updating and this provided an opportunity to secure assistance
- As a commercial organisation, it offered an opportunity to meet a local need whilst generating revenue for the organisation
- Offered an opportunity to work with existing or new partners
- Offered an opportunity to develop an enhanced understanding of the condition of Grade II listed buildings
- Opportunity to test a process that could be applied to adopt a sustainable approach to maintaining the register
- Make information on buildings at risk more accessible to emergency services (Police and Fire) to help tackle heritage crime

3.2 Partnerships

Pilot projects were designed and delivered by a diverse range of organisations with the involvement of a number of partners and agencies. From the evaluation research undertaken, these partnerships have tended to be most successful where the process of conducting the pilot and potential use of the findings are expected to be useful and of value to both / all parties (subject to other issues being addressed and resolved).

For instance, in Worcester, the City Council and the Civic Society were both interested in working collaboratively to develop enhanced relationships between the Council and the Society. This project offered the opportunity for the organisations to work together on a subject that was of interest to both parties. In these instances, it will be important to identify ways through which the new or enhanced partnership can be continued or continually developed post project.

> *Lesson: Identify partners that share a common goal or aim and identify methods through which both partners can benefit from delivery of the project*

In other areas, such as South Tyneside, the North East Civic Trust developed an initiative with the Universities of Northumbria and Newcastle with the intention to include the recording and analysis of Grade

II buildings as part of evaluated coursework to be conducted by students. Due to delays in approving the project by English Heritage, the project missed the opportunity to include the project within the coursework plan for the semester and as such the opportunity was missed.

> *Lesson: Work collaboratively to fully understand issues associated with timescale and inter-dependencies to ensure that projects as envisaged can be achieved.*

Involvement of partners / contractors at the planning stages of the project is important and can assist in ensuring that the initiative is effectively planned and implemented. In Kirklees, the local authority, as Project Manager had recruited local volunteer groups to assist in undertaking the building condition survey work. This served to save time when implementing the project, however the contractor noted that if they had been involved at the outset they could have contributed to making the recruitment of volunteers more effective.

> *Lesson: Include partners and contractors in the detailed planning of the project to ensure that the initiative benefits from the experience of contractors and organisations and individuals within their professional network.*

3.3 Data Cleaning

All projects reported that ‘data cleaning’ was required to ensure that it was in a usable state prior to being issued to building condition surveyors. This took considerably longer than anticipated. In most instances, data was sent to Project Managers by English Heritage as one Word document with all existing listed building entries included in one file. Project Managers therefore had to extract the data from this document and edit the data into a usable and useful system.

The following observations were made by Project Managers:

- English Heritage data needs to be reconciled with the existing local authority registers before populating databases to verify:
    - Demolished buildings
    - Lost to fire/damage etc
    - Delisted buildings
    - Street names
    - Grid references
    - List numbers
- Each listing should have its own separate file record
- Something needs to be done about extending listing number to identify individual buildings contained within a single listing i.e. a terrace of 30 houses has a single list number 12345 and each house has a suffix 12345a, 12345b, etc.

Lesson: If a national programme of recording is initiated, all data should be cleaned before being issued to partners tasked with recording the condition of buildings

3.4 Project Management

Project Managers were free to develop a project management structure to best meet the aims and aspirations of their project. A number of creative approaches were developed by Project Managers in advance of beginning the recording project, and in some cases interesting project management approaches were implemented during the delivery of the project. Additions or changes were introduced due to issues that were raised during the process or to best utilise the experience of volunteers or partners, recruited to assist in the recording process.

The Broadland Project included three tiers of project management, the Assessment Team of volunteers collected data and reported this to the Core Team (the Project Managers), which in turn reported to the Scrutiny Panel, made up of representatives from the local authority, National Trust and Architectural Heritage Fund. The Scrutiny Panel reviews buildings identified as being at risk.

The Leeds Civic Trust's project was administered by a professional building surveyor in a voluntary capacity. The Project Manager was responsible for coordinating the volunteer workforce and reporting to the management of the Civic Trust.

Lesson: A variety of project management models have been developed and implemented relevant to the local context. Flexibility in the administration of projects is important to recognise the diversity in project areas.

4.0 USE OF VOLUNTEERS

4.1 Introduction

Eleven of the nineteen projects included in this pilot process used volunteers to record the condition of Grade II listed buildings. These were located in the following areas (Project Manager noted in brackets):

- Copeland (North East Civic Trust)
- South Tyneside (North East Civic Trust)
- Peak District National Park (South Yorkshire BPT)
- High Peak (High Peak District Council)
- Worcester (Worcester City Council)
- Blackburn and Preston (UCLAN)
- Broadland (Ingham Pinnock Associates)
- North Yorkshire Moors (North Yorkshire Moors National Park Authority)
- Stour Valley and Dedham Vale (Place Services)
- Leeds (Leeds Civic Trust)
- Dorset (Dorset County Council)
- Kirklees (Kirklees Council)
- Hartlepool (Hartlepool Council)
- Nottinghamshire (Nottinghamshire County Council)

The following sections explore the issues reported by Project Managers delivering activities that involved volunteers.

4.2 Recruitment

Most projects worked through intermediaries with an interest in the subject or heritage to recruit volunteers e.g. civic societies, amenity societies and Universities offering courses in building surveying and associated courses. This approach was very successful with most projects fulfilling their target number of volunteers. Issuing local press releases was also a useful way of raising the profile of the project and encouraging other people to engage in the pilot projects.

Lesson: Recruit volunteers through intermediaries

Project Managers noted that a strategy for using volunteers should be developed. There was concern that if a project recruits too many volunteers, the volunteering experience is adversely affected and the resource cost to manage a larger pool of volunteers increases. A large number of volunteers each recording a small number of buildings was considered to be a less valuable volunteering experience than a smaller number of volunteers recording a greater number of buildings. This offers the volunteer a greater opportunity to get involved and feel part of the process, rather than providing a short period of support.

> *Lesson: A small number of volunteers recording many buildings is usually better than a large number of volunteers each recording a small number of buildings*

This is an important point that may be surprising to some. However, one of the main outcomes of a wider roll out of this process could be the recruitment of local volunteers that monitor buildings and highlight issues to the authorities. This will be easier achieved if volunteers secure a high quality experience in the initial recording process.

Project Managers noted that it is important to be selective when recruiting volunteers and as far as possible, should aim to recruit reliable volunteers that can act on the training provided. Finally, in recruiting volunteers, Project Managers should be cognisant of the fact that some volunteers may say they can do more than they can do.

4.3 Recruitment of Students

Involving students in the process of recording the condition of Grade II listed buildings has the potential to offer significant benefits to students through the provision of work experience whilst studying, but also offers the provision of a ready made volunteer workforce with an understanding of buildings and their condition.

The intention at South Tyneside was for student volunteers to be compelled to undertake this work as it was to be integrated into evaluated coursework. Due to programming issues this was not possible and the involvement of students changed from compulsion to volunteers having a choice. The Project Manager noted that recruiting student volunteers was very difficult even when the benefit of participation was made clear, i.e. useful inclusion on CV etc. This may have been due to the time of year during which work was to be undertaken, i.e. around the Easter period, when students were preparing final coursework and for exams.

The Peak District NPA project was successful in recruiting 11, mostly 3rd year students to work in three small teams to record buildings in the National Park Authority area. All volunteers in the Peak District area were foreign students and were unfamiliar with the Peak District and building types found in the study area.

The following summarises learning points.

> *Lesson: Integrating recording undertaken by students into the evaluated course work programme for a semester will ensure that students are required to undertake this work. In order to make sure that this is possible, the planning process for evaluated course work needs to be understood so that this activity can be written into coursework plans.*

4.4 Management of Volunteers

In the context of recording the condition of buildings, it was reported that managing the input of volunteers can be very time consuming due to the need for on-going monitoring, responding to queries, checking submitted work and addressing other issues or concerns.

Lesson: Provide a series of roles for volunteers and recruit volunteers to meet the demands of initiatives. Roles can be defined for volunteers with experience of building surveying and those with little experience but lots of enthusiasm

Projects in Copeland and Worcester benefitted from the involvement of volunteers that were retired building surveyors who were keen to provide their time and to provide a coordination or monitoring / mentoring role. These volunteers worked like volunteer supervisors providing support to both volunteers and Project Managers and in the case of Worcester a volunteer with considerable experience was asked to join a Review Panel to discuss actions to address identified Buildings at Risk.

It is important to develop and retain the enthusiasm of volunteers. From this research key influences on retaining enthusiasm seem to be:

- Have a clear programme from recruitment of volunteers to completion of the recording process
- Communicate this programme to volunteers and other supporters
- Recording work should start shortly after the completion of training
- Volunteers should be offered support throughout
- Volunteers should have enough work to keep them interested, too little will bore and too much will create stress
- Offer opportunities for volunteers to be involved in the analysis of results and consideration on how data will be used and actioned
- It should be noted that the social element is an important part of the volunteering experience. Associated activities should be programmed and delivered around the recording as payback / reward for contributing their time

The preceding text has described the importance of developing and retaining enthusiasm throughout the process. However, as part of the evaluation process, Project Managers have noted that overly enthusiastic volunteers can act as a disincentive for others to volunteer. These overly optimistic volunteers can appear domineering and can counteract the positive social experience that many wish to have when volunteering.

Deployment of Volunteers - Surveying

In some instances volunteers worked on their own, and in others it was planned that volunteers would work in small groups of volunteers, or in groups with a project appointed mentor or monitor. The benefit of working individually is that the volunteers will record more buildings within a given timeframe, whilst the benefit of group working is that volunteers can ask each other questions and work collaboratively to record the building accurately.

Based on the feedback from the pilot projects, there is no single method of deploying recorders that should be promoted over any other. Indeed, Project Managers in future projects should be provided the flexibility to identify the way of working that would suit both the Project Manager and the volunteers that would be recruited. Even within one project, there should be flexibility to allow some volunteers to work individually, and others to work in a group.

Deployment of Volunteers - Geography Based Deployment

In most areas the buildings stock to be recorded was sorted or mapped geographically and then clustered into work packages. In Worcester, packages of work, estimated to take up to 0.5 days were created to include existing listing descriptions, forms and maps. These were then issued to volunteers to record the cluster.

4.5 Training

4.5.1 Development of Training Materials

Most Project Managers developed and used their own training materials drawing on information provided by English Heritage but adapted to respond to and reflect the local context.

Training needs to be tailored to the types of building that are likely to be found in the study area to ensure that volunteers / surveyors are aware of what to look for and how to assess the condition of buildings.

4.5.2 Types of Training Offered by Pilot Projects

The majority of Project Managers delivered training via presentations / workshops and on-site walking tours to buildings in the vicinity which exhibited the characteristics of being in good or poor condition.

4.5.3 Volunteer Training Issues

Project Managers reported that the following was important when developing and delivering training:

- All documentation and processes need to be as simple to use and clear as possible
- Guidance should include topics such as identifying buildings, assessing risk, how to fill in forms, take photographs, use tablets, problem solving, staying safe and dealing with owners or concerned members of the public
- Training should include the basics such as 'what is a gutter?' and should help volunteers understand the composition of a building
- It would be useful to provide drop in sessions where volunteers can meet a project coordinator to discuss any issues as some volunteers need more support than others

4.6 Benefits of Using Volunteers

One Project Manager at a workshop towards the end of the process noted that volunteers were essential in covering a large area or volume of buildings. However, the evidence collected by this pilot process would suggest the reverse was true. Building recording undertaken by The Handley Partnership in West Lancashire was very efficient with 727 buildings recorded in 6 days.

In some cases, volunteers will know a building very well and will be able to provide information on use, ownership and rate of decline better than a person that is visiting the area to record the building's condition. This is a significant benefit and becomes even more useful when considering how the condition of at risk buildings is monitored on completion of initial recording. These local volunteers can keep an eye on these buildings through living locally.

5.0 PR AND COMMUNICATIONS

5.1 Introduction

This section explores issues concerned with the approach to communications undertaken by these pilot projects.

5.2 Contacting Owners

Most Project Managers decided to contact the owners of Grade II listed buildings that were to be recorded as part of the process. This initial contact explained the context for the research and noted how the surveying work would be conducted. Contacting owners required the preparation of an introductory letter and significant investment of time and money to distribute. In the vast majority of cases, there was no further correspondence or communication between the Project Manager and the owner and surveyors proceeded to record the condition of the building. There were no reported incidents to the best of our knowledge of negative responses from owners, i.e. requesting that their property was not surveyed or confrontational communications between owner and project staff or volunteers. In a few cases, contacting owners led to positive outcomes such as:

- The owner volunteering to undertake survey work
- Offers to survey the interior of buildings
- General interest in the project

One project decided that this was not appropriate and decided to undertake all survey work from public roads and pathways with no engagement with the owners of Grade II listed buildings. During the webinar session and the summative workshops, there were many debates and discussions regarding whether owners should be contacted or not.

Arguments in Favour of Contacting Owners

Contacting owners in advance of undertaking research can provide an:

- Opportunity to raise the profile of the issue of appropriate maintenance and repair of historic buildings
- Opportunity to engage in a discussion on the issues and raise the profile of associated activities or events
- Opportunity to recruit more volunteers
- Opportunity to gain access to interiors to undertake recording of the condition of interiors

Arguments in Favour of Not Contacting Owners

Working without contacting owners can:

- Save a considerable amount of time and money
- Avoid confrontation, suspicion and potential hostility towards surveyors
- Increase efficiency – the majority of buildings wont be at risk therefore issuing the letters wont be of any importance or value to the majority of owners

It was suggested in one workshop that owners of buildings identified as being at risk should be contacted but only after the initial recording and review process has been completed.

5.3 Press

Project Managers suggested that it would be beneficial to include a national and local press release campaign to launch the recording process if a follow on programme is developed. This would assist in developing interest in the issue and contribute to recruiting volunteers.

At a local project level, it was suggested that a forum for Project Managers leading specific recording projects should be established to share experience and expertise.

Finally, it was reported by Project Managers that it is important to engage local councillors in the process to ensure that they are aware of what is going on in their area.

5.4 Communication with English Heritage

Project Managers noted the following comments with regard to the development, selection and administration of the pilot projects:

- Process for submitting an Expression of Interest (EoI) and how this was to be developed into a full MORPHE project design was not clear
- In developing the Project Design following approval of an EoI, many Project Managers when contacting English Heritage with queries were directed to many different members of staff. This was confusing and in some cases there were delays in receiving a response
- The extent to which Project Managers were able to refine or change the survey form or the guidance documents was not clear
- One Project Manager stated that the programme for delivery of the pilots was optimistic from the outset

- Several Project Managers noted that it appeared that the Project Assurance Officer (PAO) was not in a position to advise on the project as the PAO often had to revert to another colleague to ask what advice should be given

Generally speaking, Project Managers noted that English Heritage staff were helpful and supportive during the process. However, there were a number of issues reported concerning clarity of the project scope, reporting and programme.

5.5 Networking

The summative evaluation workshops provided a useful forum for Project Managers and in some cases English Heritage's Project Assurance Officers (PAO) to come together to share experiences of developing and delivering these projects.

6.0 BUILDING CONDITION SURVEY PROFORMA

6.1 Introduction

The pilot process was designed to test a range of approaches to recording the condition of Grade II listed buildings across England. The process should test a range of methodologies and the content and requirements of a draft survey pro-forma designed by English Heritage. This section focuses on the findings of testing the survey pro-forma as reported by Project Managers. It should be noted that most Project Managers changed the form, with English Heritage's permission; therefore the comments provided by Project Managers may reflect the use of the original form or that which was revised. At the summative workshops, representatives of all attending projects were asked to critique the initial draft pro-forma provided by English Heritage. This section focuses on the critique provided by Project Managers.

6.2 General Observations

The following observations on the pro-forma were noted:

- A new title for the process and the form should be agreed – 'Buildings at Risk' survey should be changed to 'Building Condition Survey'
- The form should be designed to be more attractive and less corporate
- Language used on the form should be simplified to be less technical, more specific and allow for more positive statements
- Pro-forma sheets should be pre-populated as much as possible, with surveyors asked to check and confirm that pre-populated data is correct
- List numbers are the unique identifier so should be more prominent
- An option to say N/A should be included as not all issues are relevant
- 'Not visible' should be added to some questions as not all aspects of the building may be visible to the surveyor from the public highway
- An entry should be added to enable surveyors to comment on the condition of chimneys
- Survey form should be combined with guidance notes to enhance usability
- Addition of HER number would assist
- Surveyors should be asked to comment on the condition of render where appropriate
- It should be made clear that a survey needs to be completed for each building, not for each listing entry

6.3 Observation vs Subjective Opinion

The Handley Partnership (THP) has devised and now uses its own process for recording listed buildings. THP reported that from their experience any system to record buildings should focus on capturing objective observations, rather than asking surveyors to provide a subjective opinion within the recording process. This approach enhances consistency and improves the quality of data captured by surveyors.

Survey work is mostly conducted from the public highway and therefore it is important to conduct surveys when buildings will be mostly likely to show the issues affecting them. This will be best achieved by conducting survey work in spring and autumn when trees will have lost their leaves and the weather is likely to be wet.

Photographs identifying difficulties in viewing buildings from the public highway (South Tyneside)

6.4 Unnecessary Questions

There are a number of areas of the form that the study team and the Project Managers felt were inappropriate for inclusion in this type of condition survey process. These are identified below along with the reasons for this.

6.4.1 Analysis (cost): Conservation Deficit

Surveyors were asked to identify what the conservation deficit would be to bring the building back into use. Project Managers, most of whom are experts in historic buildings noted that that would be a difficult question to answer even for experienced conservation professionals. This was deemed impossible to estimate in the absence of considerable additional work.

6.4.2 Analysis: Use Category

Within this question, surveyors were asked to note if they thought that the building could be re-used and to what purpose. The use categories are very broad and vague and again, answering this question would require additional work to be able to answer with any degree of certainty. Critically, answering this question requires a subjective position to be taken which could vary from surveyor to surveyor.

6.4.3 Heritage Crime

The form asked that surveyors note if specific types of heritage crime were visible and to record when this occurred. Although useful to know if heritage crime has taken place, it was reported that it would be very difficult for a surveyor, unfamiliar with the building to know when the crime took place. In practice, graffiti was often reported but the other types of crime were ignored / not reported.

6.4.4 Internal Inspections

In undertaking a mass survey of Grade II listed buildings, all questions relating to internal inspections should be removed. It was felt by many that it was not appropriate to ask surveyors to ask for entry into people's homes. This was considered intrusive and would raise considerable health and safety issues, particularly for lone workers.

Interiors of public buildings, or those in public ownership, could be surveyed if appropriate checks and processes are put in place. To ensure a minimum level of data being captured for all, however, the feedback from Project Managers is that the inspection of interiors should be removed from the process.

6.5 Use of IT

Several projects used IT equipment or apps in the field when surveying buildings. The main reasons for using IT included:

- IT reduces the need for printing out documents and information, thereby saving money and paper
- Software including apps speed up the process
- Software could be developed to be compatible with existing IT systems and databases, thereby minimising administration time
- Costs of using tablets could be minimised by leasing rather than buying

Concerns associated with using IT / software included:

- Not all volunteers were comfortable using tablets or apps
- Tech support is necessary to support volunteers and some staff and this in some cases can increase costs
- Using tablets in open public spaces, which in some cases can be isolated was considered by some to be a security risk

- Issues such as battery life, glare from the sun on screens and availability of Wi-Fi were reported by Project Managers

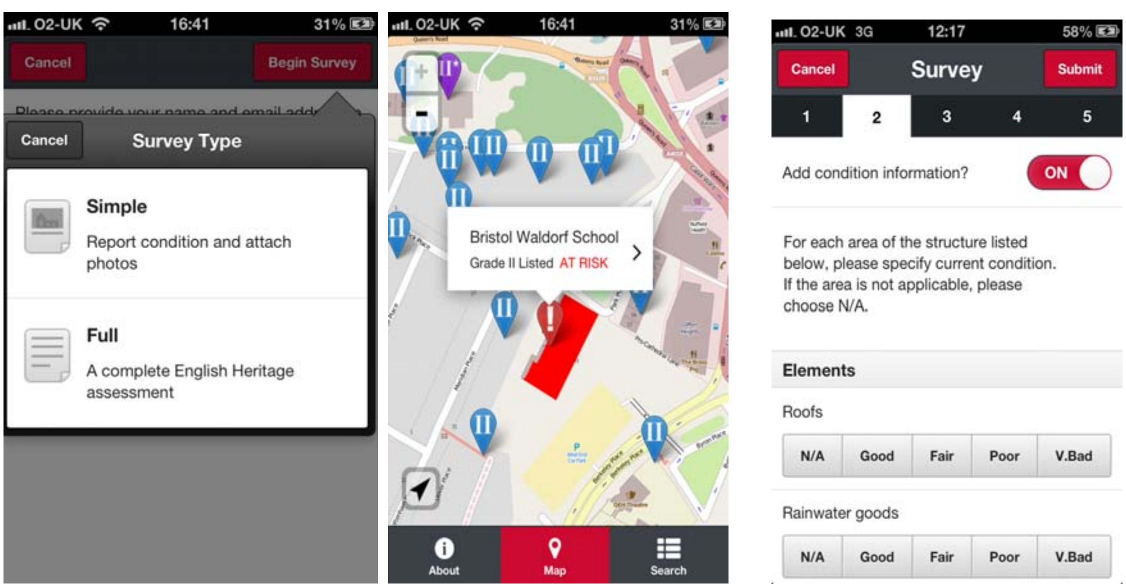
6.5.1 Use of Tablets

Tablets and apps can be effective if they are well developed and are fit for purpose. In West Lancashire, the Handley Partnership used a software based process via a tablet to record the condition of buildings quickly and effectively and for this data to be integrated into a software package.

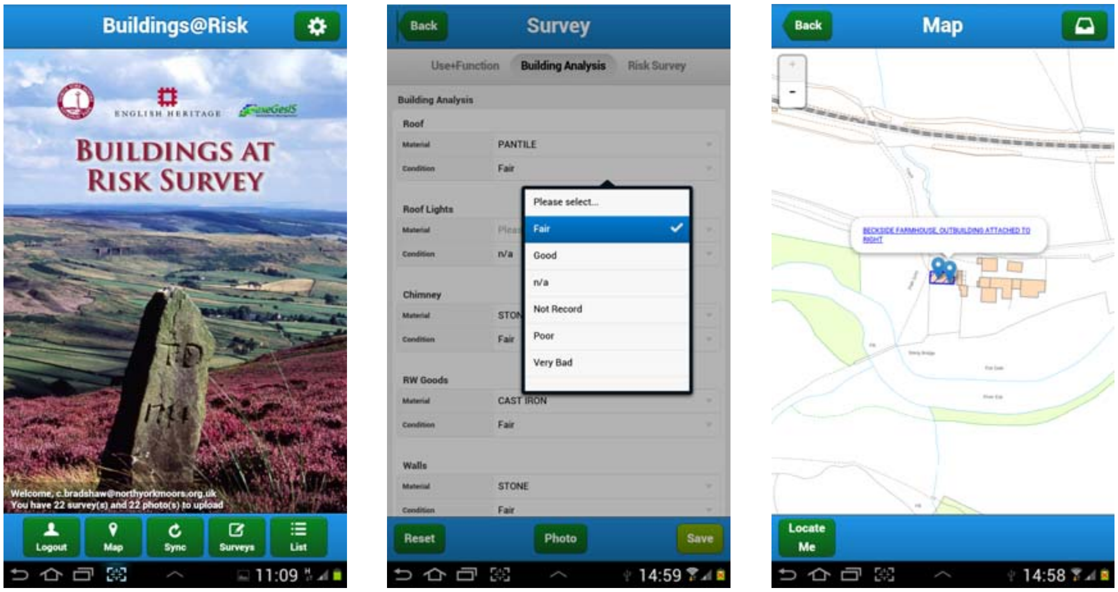
In other areas such as the Peak District National Park, the project attempted to have volunteers complete surveys in Microsoft Excel on a tablet. The spreadsheet had many columns which meant volunteers had to scroll left to right and type on a touch screen. This was not effective and in many cases was aborted in favour of pen and paper.

6.5.2 Use of Apps

The Bristol City Council project focused on developing the process and infrastructure to survey buildings, rather than surveying buildings to create an understanding of the condition of Grade II listed buildings. An app was developed by a specialist IT company to include the English Heritage survey form, and a condensed version that only included the most important questions. This was then tested with representatives from the Bristol City Civic Society and feedback used to inform its further development. Developing a specific app had implications for Bristol City Council. To enable it to launch the app on the istore the Council had to register as a publishing organisation.



Examples from the Bristol City Council App



Examples from the North Yorkshire Moors App

The project in the North Yorkshire Moors developed an app to facilitate the recording of the condition of buildings. The app uses a map based interface to allow buildings to be identified easily. A pop-up menu is then used to input data for each property being surveyed.

The Handley Partnership has an IT based system which is used in the field through the equivalent of an app. All data recorded is held locally on the device and then synced with the master database when a 3G or Wi-Fi connection is available. THP's system is self validating, i.e. the logic within the programme ensures that the output is consistent with the combination of inputs. This is an advantage of an app based system.

There are considerable advantages of using an App to facilitate the efficient and effective collation of data. If an app were to be used in the future for this purpose it must be easily used on a smartphone or tablet to encourage greatest take-up. However, it will be important to also provide a paper based approach, using the same questions as included in the app, so that people that are not comfortable with technology can engage with the project and so that there is a back-up if the app should fail when in the field.

7.0 DATA COLLECTION

7.1 Quality Assurance

The approach taken to 'quality assurance' or validation of results varied across the sample of pilot projects and tended to be informed by the model adopted by the pilot.

- In West Lancashire, surveying was undertaken by a professional building surveyor (The Handley Partnership) and therefore there was no additional validation or re-survey work required
- In Broadland, where surveying was undertaken by volunteers, the Project Managers (consultancy firm Ingham Pinnock Associates) selected a sample of 10% of buildings to re-survey
- In Worcester, buildings flagged at risk are to be considered by a Review Panel to confirm the findings of the research

Given the scale of the task to record all Grade II buildings in a specific area it is sensible and appropriate to develop a sampling framework to verify the accuracy of findings recorded by surveyors. The following principles were suggested by Project Managers:

- Select a sample of all entries, or all buildings identified at risk and re-survey (relevant where volunteers were used)
- Use photographs taken of properties to verify survey conclusions
- Look for standouts – buildings identified at risk that are currently not known to be so
- Check for mis-matches in logic in a survey return

Lesson: Volunteers occasionally exaggerate the level of vulnerability or risk, conservation students are more realistic, although foreign language students may use stronger language than necessary

Lesson: Volunteers working in groups tend to provide more consistent and accurate data

7.2 Simpson and Brown Validation

Conservation architects, Simpson and Brown were included as part of the consultancy team to provide an expert view on the approaches adopted to surveying buildings and the quality and robustness of data generated by volunteers and professional surveyors. This was achieved via a desk based review of data captured by each of the 8 projects included within the formative evaluation stage, followed by visits to a number of buildings in each project area to review and consider the accuracy of data collected by volunteers. Detailed notes and observations were prepared for each site visit and the following provides a summary of the main issues arising from the review process:

Professional vs Volunteer Approach

The varying levels of accuracy are not indicative of any systemic failure of any specific survey group, but representative only of individual tastes, opinions and experience. Whilst the quality assurance programme has disagreed with some individual elements, statistically speaking, there is no cause for concern. Buildings that are genuinely at risk, or are vulnerable, are being recorded and brought to attention.

If a rapid, cost-effective and consistent database is required, it would appear that sub-contracting to professional consultant surveyors to conduct surveys might well be the most cost-effective method.

There is also considerable wider community benefit where volunteers have been involved – although this both extends the survey programme and increases overall costs.

The involvement of student volunteer surveyors might still prove to be useful, but only if programmed into coursework, and only with courses that are directly thematically linked. The potential learning benefit to the students themselves is the focus here.

If using a volunteer resource, training is particularly important, and a considerable portion of the overall cost. This includes training in survey methods, assessment of condition and risk, site safety, lone working, and specific use of IT if applicable. Although the use of apps reduces administrative burden of volunteer-led survey programmes, it does require IT support.

Importance of Local Knowledge

Local knowledge has proven to be invaluable in many areas – particularly in urban areas where external surveys might yield little information. Knowledge about the building type, ownership, likely interiors, use etc has often provided a more in-depth and useful body of information, and this should be considered a potential downside of using contractors who might be unfamiliar with the local building stock.

Process to Collect Data

Paperwork must be minimised – a central database that can be fed either directly from tablet- or phone-based apps, and which can be accessed via a website for volunteers to input data recorded on paper forms would be ideal. The 'host' authority – civic trust, council, national park – should not have to input data on a site-by-site basis.

Where tablets have been used, they have only worked effectively when provided with a suitable custom built application. It is recognised that even if a centrally-procured app is available, not all local authorities will be able to afford either to hire or purchase an adequate number of tablets. A large number of volunteers tend to cover a relatively small number of sites – providing each with a tablet for a short period of time would be ineffective. An app that worked with more readily available smartphones could allow for wider use.

Any app would most likely have to be able to be customised to allow direct entry into not only a central HaR database, but local databases such as HERs. The ability to add custom-fields would need to be considered.

Use of Data Collected

A central database that can be queried and compared with local results is likely to prove useful for quality assurance purposes – especially if survey methods vary - as well as for central strategic purposes.

Typical Buildings at Risk

It is apparent that there is a common thread with the types of buildings that are at risk. Residential buildings that are occupied are less commonly found to be at risk. Farm buildings, unoccupied structures and former places of worship are common building types that are at risk. This suggests that a volunteer-led project could use intelligence gathered from professional surveys in other areas to target key buildings types only. This would obviously have a direct impact on wider HAR statistics.

7.3 Photography

Photographs of buildings and structures are important in complementing the data collected in the survey form. The following issues with photography were reported by Project Managers:

- Training must ensure that surveyors understand how photographs should be taken, i.e. to achieve the correct scale and to take images from the correct angle
- It is important to state how many photographs should be taken
- Surveyors must acknowledge that some people will not want photographs of their property taken – this must be respected

8.0 BUILDING SURVEYS – DATA ANALYSIS

8.1 Introduction

This section presents an analysis of the data created by pilot projects as a result of the recording of the condition of Grade II listed buildings within their project areas. In order to work within the programme for the evaluation, a deadline for the return of completed datasets was confirmed. By the deadline, 13 of 18 projects had returned data (note that the project in Bristol did not include any data capture). Data was received from the following project areas by the deadline:

- Blackburn & Preston (UCLAN)
- Broadlands
- Copeland
- Gloucester
- Hartlepool
- Leeds
- Nottingham
- Peak District
- South Tyneside
- Stour Valley
- West Lancashire
- Worcester

Data received from Tamworth and Litchfield was not provided in the required format and therefore was discounted from consideration leaving 12 useable project returns. It is also important to note that not all projects were consistent in how they filled in the requested information and therefore some questions will not have a full set of answers for all projects.

The following table summarises the total number of returns received from each area. As noted previously, listed buildings are currently recorded under a list entry number. A number of buildings may be recorded under one list entry, e.g. a terrace recorded as one entry may include multiple individual buildings. The following table identifies the average number of buildings per list entry and the maximum number of buildings per list entry for comparison.

TABLE 8.1 SURVEY RETURNS BY AREA					
Pilot Project	Total Completed Records	Total GII Records	Total GII List Entries	Avg buildings/list entry	Max Buildings/ List Entries
Blackburn & Preston	272	272	106	2.57	13
Broadlands	90	85	74	1.13	3
Copeland	426	426	211	2.02	16
Gloucester	591	516	366	1.41	12
Hartlepool	198	198	136	1.46	8
Leeds	427	426	420	1.01	2
Nottingham	764	727	726	1.00	2
Peak District	464	445	364	1.22	6
South Tyneside	107	90	66	1.36	6
Stour Valley	167	167	164	1.02	2
West Lancs	726	575	463	1.24	13
Worcester	599	599	447	1.34	8
CUMMULATIVE	4,831	4,526	3,543	1.28	16

The following key findings are noted from this headline analysis:

- In aggregate, the 12 projects included in the analysis surveyed the condition of 4,831 buildings (of all listed status)
- 4,526 Grade II listed buildings were surveyed during the process (93.7% of all buildings surveyed)
- The 4,526 buildings relate to 3,543 Grade II list entries, (1.03% of all GII List Entries in England, 1.08% of all GII List Entries in England excluding London)
- The highest number of GII returns came from Nottingham – 727
- The lowest number of GII returns came from Broadlands – 85
- Average buildings per list entry – 1.28
- Max number of buildings per list entry – 16

8.2 Owner Type

Surveyors were asked to identify the ownership status for each building reviewed as part of the process. The following provides results for each project included in this analysis and an aggregated row along the foot of the table.

TABLE 8.2
OWNER TYPE

Pilot Project	Charity – Heritage	Charity – Other	Commercial Co	Education – Independent	Education– State	English Heritage	Government	Health	Local Authority	Other Not for Profit	Private	Religious	Unknown	Multiple Owners	Other	Total Responses	Total GII Returns	% of Total GII
Blackburn & Preston	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	272	0.0%
Broadlands	2	1	3	0	0	0	1	0	0	0	10	2	9	0	0	28	85	32.9%
Copeland	0	0	13	0	0	0	0	0	4	1	26	3	1	1	0	49	426	11.5%
Gloucester	5	7	155	10	1	0	4	6	14	1	136	21	145	0	4	509	516	98.6%
Hartlepool	0	14	39	0	3	0	0	0	19	5	110	2	2	0	0	194	198	98.0%
Leeds	0	5	57	2	1	0	1	3	35	2	79	7	33	1	1	227	426	53.3%
Nottingham	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	727	0.0%
Peak District	2	0	12	1	0	0	0	4	12	0	273	10	58	11	9	392	445	88.1%
South Tyneside	2	0	0	0	0	0	0	0	2	0	40	2	3	0	0	49	90	54.4%
Stour Valley	1	1	7	0	0	0	0	0	1	1	118	2	4	3	0	138	167	82.6%
West Lancs	1	0	17	1	3	0	1	0	20	37	460	34	0	0	1	575	575	100.0%
Worcester	0	0	3	0	0	0	2	0	3	0	23	0	4	6	0	41	599	6.8%
CUMULATIVE	13	28	306	14	8	0	9	13	110	47	1,275	83	259	22	15	2,202	4,526	48.7%
	0.6%	1.3%	13.9%	0.6%	0.4%	0.0%	0.4%	0.6%	5.0%	2.1%	57.9%	3.8%	11.8%	1.0%	0.7%	100.0%		

Across the dataset, created by the project, 58% of buildings surveyed are in private ownership, 14% are in commercial ownership and 12% are unknown. Five percent of buildings surveyed are in local authority ownership. Of the 4,526 grade II buildings surveyed, ownership information was only reported for 2,202 buildings, i.e. 48.7%. This reflects the difficulty of accurately reporting the ownership status without further more detailed investigation which was typically out with the scope of the surveying process.

8.3 Signs of Neglect

Surveyors were provided with a detailed list of 23 component parts of a building upon which to comment on the condition of the fabric or the structure. The survey form issued by English Heritage asked surveyors to note the condition of the building as one of the following:

- Not a problem
- Minor problem
- Causing concern

Several Project Managers made changes to the form, including additional building type categories or adding in alternative ways to assess the condition of the building. Significant alterations to the form included:

- Not Applicable (N/A) – this was used where the building component was not relevant to the assessment. For instance, where the Grade II listed structure was a boundary wall, assessing the condition of the roof would not be applicable.
- Not visible – in some circumstances the building fabric was not visible from the public highway.

Detailed analyses have been prepared for each of the 23 component parts of the building for each project area. However, the following table provides a summary of all data received against all building components. When considering all data, the following components were of greatest concern;

- Evidence of leaking roof or gutters
- Fascia boards/doors/windows: external decoration not maintained
- Copings, parapets and external walls: unmaintained vegetation including ivy

TABLE 8.3
CUMULATIVE SIGNS OF NEGLECT

	Not a Problem	Minor Problem	Causing Concern	N/A	Not Visible/ Recorded	Total Responses	Total GII Returns	% Total GII
ROOF- Individual roof covering elements: loss, displacement or damage	2318	312	86	199	124	3038	4,526	67.1%
	76.3%	10.3%	2.8%	6.6%	4.1%	100.0%		
RAINWATER DISPOSAL – Rainwater goods: debris collected /blocked, overflows	2401	282	114	196	42	3034	4,526	67.0%
	79.1%	9.3%	3.8%	6.5%	1.4%	100.0%		
RAINWATER DISPOSAL – Rainwater goods: cracked or leaking	2470	168	107	199	35	2978	4,526	65.8%
	82.9%	5.6%	3.6%	6.7%	1.2%	100.0%		
RAINWATER DISPOSAL – Perimeter drainage channel: debris collected	1740	104	63	208	62	2177	4,526	48.1%
	79.9%	4.8%	2.9%	9.6%	2.8%	100.0%		
RAINWATER DISPOSAL – Below ground drainage: clogged with debris	1457	50	39	305	127	1978	4,526	43.7%
	73.7%	2.5%	2.0%	15.4%	6.4%	100.0%		
EXTERNAL – Copings, parapets and external walls: unmaintained vegetation including ivy	2498	489	151	89	2	3229	4,526	71.3%
	77.4%	15.1%	4.7%	2.8%	0.1%	100.0%		
EXTERNAL – Ventilation grilles, air bricks or louvres: obstructed	2023	60	26	262	38	2408	4,526	53.2%
	84.0%	2.5%	1.1%	10.9%	1.6%	100.0%		
EXTERNAL – Roofs and windows: not bird proof	2159	102	74	196	29	2559	4,526	56.5%
	84.4%	4.0%	2.9%	7.7%	1.1%	100.0%		
EXTERNAL – Windows: broken glass or other damage	2630	153	100	211	2	3095	4,526	68.4%
	85.0%	4.9%	3.2%	6.8%	0.1%	100.0%		
EXTERNAL – Hinges, bolts & locks on windows & doors: do not run easily or are not secure	1438	54	37	176	266	1970	4,526	43.5%
	73.0%	2.7%	1.9%	8.9%	13.5%	100.0%		
EXTERNAL – Fascia boards/doors/windows: external decoration not maintained	1787	518	127	186	6	2624	4,526	58.0%
	68.1%	19.7%	4.8%	7.1%	0.2%	100.0%		
EXTERNAL – Walls/drainage systems: trees/vegetation close to walls, poorly maintained; evidence of root damage to walls or drainage systems	2095	263	94	93	9	2554	4,526	56.4%
	82.0%	10.3%	3.7%	3.6%	0.4%	100.0%		
EXTERNAL – Garden/surrounding area: litter; overgrown vegetation	1688	251	85	194	32	2250	4,526	49.7%
	75.0%	11.2%	3.8%	8.6%	1.4%	100.0%		
INTERNAL – Evidence of leaking roof or gutters	117	17	24	170	156	484	4,526	10.7%
	24.2%	3.5%	5.0%	35.1%	32.2%	100.0%		
INTERNAL – Internal structure and fabric: evidence of damp, fungal growth or dry rot	73	11	23	182	170	459	4,526	10.1%

TABLE 8.3 CUMULATIVE SIGNS OF NEGLECT	Not a Problem	Minor Problem	Causing Concern	N/A	Not Visible/ Recorded	Total Responses	Total GII Returns	% Total GII
	15.9%	2.4%	5.0%	39.7%	37.0%	100.0%		
INTERNAL – Exposed woodwork: signs of beetle infestation	73	7	16	182	175	453	4,526	10.0%
	16.1%	1.5%	3.5%	40.2%	38.6%	100.0%		
INTERNAL – Roof and floor voids: signs of vermin	67	12	3	182	173	437	4,526	9.7%
	15.3%	2.7%	0.7%	41.6%	39.6%	100.0%		
INTERNAL – Building: shows signs of infrequent ventilation /airing	77	9	8	181	170	445	4,526	9.8%
	17.3%	2.0%	1.8%	40.7%	38.2%	100.0%		
INTERNAL – Windows: heavy condensation on windows	91	4	6	182	164	447	4,526	9.9%
	20.4%	0.9%	1.3%	40.7%	36.7%	100.0%		
INTERNAL – Internal decoration: not maintained	66	14	19	209	147	455	4,526	10.1%
	14.5%	3.1%	4.2%	45.9%	32.3%	100.0%		
BUILDING SERVICES – Services (e.g. heating, lighting): evidence services are malfunctioning	203	10	11	191	146	561	4,526	12.4%
	36.2%	1.8%	2.0%	34.0%	26.0%	100.0%		
BUILDING SERVICES – Exposed water tanks, water pipes and heating pipes: no frost protection	166	5	6	209	142	528	4,526	11.7%
	31.4%	0.9%	1.1%	39.6%	26.9%	100.0%		
BUILDING SERVICES – Lack of security: including installed burglar alarm system malfunctioning or inoperative	303	13	13	113	137	579	4,526	12.8%
	52.3%	2.2%	2.2%	19.5%	23.7%	100.0%		

8.4 Condition of Main Building Elements

The following provides a summary of the analysis of main building elements. As is shown below, doors and windows is the area of greatest concern as noted by the largest proportion of buildings classed as being in poor or very bad condition. Rainwater goods, roofs and wall structures are also of concern.

TABLE 8.4
CONDITION OF MAIN BUILDING ELEMENTS

Building Element	Good	Fair	Poor	Very Bad	N/A	Not Visible/ Recorded	Total GII Records
Roofs	57.6%	15.0%	1.6%	1.1%	6.0%	2.4%	3,224
Rainwater Goods	57.4%	15.9%	3.1%	1.2%	5.9%	1.1%	
Wall Structure	62.7%	20.0%	3.3%	1.0%	2.2%	0.0%	
Doors and windows	56.3%	19.2%	3.5%	1.5%	5.9%	0.1%	
Architectural Details	59.7%	10.9%	2.9%	0.7%	2.5%	0.8%	
Interior	5.4%	1.6%	0.8%	0.6%	8.2%	10.9%	
Walls, gates & railings	42.6%	10.9%	2.2%	1.0%	9.9%	0.2%	
Other	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Note, the total number of Grade II buildings included in this analysis is 3,224.

8.5 Problem Building Elements by Project

The main building element data (presented above at 8.4) was also analysed at a project level. The analysis was weighted to reflect the emphasis on building elements in very bad or poor condition.

TABLE 8.5
PROBLEM BUILDING ELEMENTS BY AREA

Pilot Project	ProbE1	ProbE2	ProbE3
Blackburn & Preston	Rainwater Goods	Doors and windows	Roofs
Broadlands	Wall Structure	Roofs	Architectural Details
Copeland	Walls, gates & railings	Doors and windows	Rainwater Goods
Gloucester	Doors and windows	Walls, gates & railings	Wall Structure
Hartlepool	Doors and windows	Architectural Details	Rainwater Goods
Leeds	Rainwater Goods	Doors and windows	Architectural Details
Nottingham	-	-	-
Peak District	Wall Structure	Rainwater Goods	Doors and windows
South Tyneside	Rainwater Goods	Architectural Details	Interior
Stour Valley	Wall Structure	Rainwater Goods	
West Lancs	Window frame & glazing	Architectural Details	Rainwater Goods
Worcester	Wall Structure	Rainwater Goods	Doors and windows

The table above identifies the main building elements of greatest concern in each of the project areas and based on the data captured as part of this process.

8.6 Overall Condition

Surveyors were asked to comment on the overall condition of the building using the indicators, good, fair, poor, very bad. The analysis shows that there is a significant proportion of buildings surveyed in the Broadlands area considered to be in poor or very bad condition. This may be for the following reasons:

- Buildings thought to be in a poor condition were selected for inclusion and therefore the results were skewed by the sample being defined
- Surveyors took an overly pessimistic view of the condition of the buildings
- Surveyors were fair but the random nature of selection meant that they have a higher proportion of at risk buildings

TABLE 8.6
OVERALL CONDITION

Pilot Project	Good	Fair	Poor	Very Bad	N/A	Not Visible/ Recorded	Total Responses	Total GII Returns	% Total GII
	8	193	5	0	0	0	206	272	75.7%
Blackburn & Preston	3.9%	93.7%	2.4%	0.0%	0.0%	0.0%	100.0%		
Broadlands	36	30	14	5	0	0	85	85	100.0%
	42.4%	35.3%	16.5%	5.9%	0.0%	0.0%	100.0%		
Copeland	334	78	8	3	0	0	423	426	99.3%
	79.0%	18.4%	1.9%	0.7%	0.0%	0.0%	100.0%		
Gloucester	408	78	19	4	0	0	509	516	98.6%
	80.2%	15.3%	3.7%	0.8%	0.0%	0.0%	100.0%		
Hartlepool	159	17	15	3	0	0	194	198	98.0%
	82.0%	8.8%	7.7%	1.5%	0.0%	0.0%	100.0%		
Leeds	242	135	31	10	0	1	419	426	98.4%
	57.8%	32.2%	7.4%	2.4%	0.0%	0.2%	100.0%		
Nottingham	258	270	52	9	0	0	589	727	81.0%
	43.8%	45.8%	8.8%	1.5%	0.0%	0.0%	100.0%		
Peak District	282	121	23	11	0	0	437	445	98.2%
	64.5%	27.7%	5.3%	2.5%	0.0%	0.0%	100.0%		
South Tyneside	44	12	4	1	0	0	61	90	67.8%
	72.1%	19.7%	6.6%	1.6%	0.0%	0.0%	100.0%		
Stour Valley	118	24	3	1	0	0	146	167	87.4%
	80.8%	16.4%	2.1%	0.7%	0.0%	0.0%	100.0%		
West Lancs	324	219	24	8	0	0	575	575	100.0%
	56.3%	38.1%	4.2%	1.4%	0.0%	0.0%	100.0%		
Worcester	412	65	12	3	0	0	492	599	82.1%

TABLE 8.6 OVERALL CONDITION									
Pilot Project	Good	Fair	Poor	Very Bad	N/A	Not Visible/ Recorded	Total Responses	Total GII Returns	% Total GII
	83.7%	13.2%	2.4%	0.6%	0.0%	0.0%	100.0%		
CUMULATIVE	2,625	1,242	210	58	0	1	4,136	4,526	91.4%
	63.5%	30.0%	5.1%	1.4%	0.0%	0.0%	100.0%		

Worcester had the highest proportion of buildings in good condition of all areas included in the research.

8.7 Heritage Crime

English Heritage was interested to learn the extent to which Grade II listed buildings had suffered from heritage crime. A break down of data across all projects included in the analysis is provided below. The analysis indicates that 7.4% of buildings had suffered heritage crime and 90.5% had not. For the remaining 2.1% it was not clear if crime had occurred.

TABLE 8.7 HAS THE BUILDING SUFFERED FROM HERITAGE CRIME?						
Pilot Project	Yes	No	Unknown	Total Responses	Total GII Returns	% Total GII
	-	-	-	0	272	0.0%
Blackburn & Preston	-	-	-			
	10	72	0	82	85	96.5%
Broadlands	12.2%	87.8%	0.0%	100.0%		
	13	372	0	385	426	90.4%
Copeland	3.4%	96.6%	0.0%	100.0%		
Gloucester	12	495	0	507	516	98.3%
	2.4%	97.6%	0.0%	100.0%		
Hartlepool	18	176	0	194	198	98.0%
	9.3%	90.7%	0.0%	100.0%		
Leeds	68	347	1	416	426	97.7%
	16.3%	83.4%	0.2%	100.0%		
Nottingham	70	422	58	550	727	75.7%
	12.7%	76.7%	10.5%	100.0%		
Peak District	17	287	4	308	445	69.2%
	5.5%	93.2%	1.3%	100.0%		
South Tyneside	5	26	0	31	90	34.4%
	16.1%	83.9%	0.0%	100.0%		
Stour Valley	3	132	0	135	167	80.8%
	2.2%	97.8%	0.0%	100.0%		
West Lancs	-	-	-	0	575	0.0%

TABLE 8.7 HAS THE BUILDING SUFFERED FROM HERITAGE CRIME?						
Pilot Project	Yes	No	Unknown	Total Responses	Total GII Returns	% Total GII
	-	-	-			
Worcester	8	414	0	422	599	70.5%
	1.9%	98.1%	0.0%	100.0%		
CUMULATIVE	224	2,743	63	3,030	4,526	66.9%
	7.4%	90.5%	2.1%	100.0%		

The most common types of heritage crime reported were:

- Graffiti
- Unauthorised development
- Vandalism

An answer was provided to this question for approximately two thirds of Grade II listed buildings. This question was not answered in UCLAN or in West Lancashire and in other areas it was only partially answered. Issues with answering this question included:

- It was unclear from an inspection from the public highway if a crime had occurred
- A view as to the nature of crime would require background information or an understanding of planning law, i.e. unless very obvious it would be unclear if development was unauthorised or not
- For many of the crimes listed in the form, the surveyor would have to see the crime being committed to be convinced that it had occurred.

8.8 Occupancy

Of the Grade II listed buildings surveyed, approximately 73% were identified as being occupied / in use, 7% partly occupied and 6% vacant / not in use. As in earlier parts of the form / process, pilot projects includeD variations to the form issued by English Heritage with the addition of N/A and unknown.

TABLE 8.8 OCCUPANCY PROFILE								
Pilot Project	Occupied/ In use	Partly Occupied	Vacant/Not in Use	N/A	Unknown	Total Responses	Total GII Returns	% Total GII
Blackburn & Preston	262	0	4	0	1	267	272	98.2%
	98.1%	0.0%	1.5%	0.0%	0.4%	100.0%		
Broadlands	49	10	11	14	1	85	85	100.0%
	57.6%	11.8%	12.9%	16.5%	1.2%	100.0%		
Copeland	340	23	33	23	4	423	426	99.3%
	79.8%	5.4%	7.7%	5.4%	0.9%	100.0%		
Gloucester	396	34	40	28	12	510	516	98.8%
	76.7%	6.6%	7.8%	5.4%	2.3%	100.0%		
Hartlepool	140	6	17	31	0	194	198	98.0%
	72.2%	3.1%	8.8%	16.0%	0.0%	100.0%		
Leeds	284	30	21	79	4	414	426	97.2%
	68.6%	7.2%	5.1%	19.1%	1.0%	100.0%		
Nottingham	316	81	50	142	1	590	727	81.2%
	43.5%	11.1%	6.9%	19.5%	0.1%	100.0%		
Peak District	318	25	23	60	11	437	445	98.2%
	71.5%	5.6%	5.2%	13.5%	2.5%	100.0%		
South Tyneside	42	1	4	16	0	63	90	70.0%
	46.7%	1.1%	4.4%	17.8%	0.0%	100.0%		
Stour Valley	107	9	5	0	4	121	167	72.5%
	88.4%	7.4%	4.1%	0.0%	3.3%	100.0%		
West Lancs	443	14	21	97	0	575	575	100.0%
	77.0%	2.4%	3.7%	16.9%	0.0%	100.0%		
Worcester	354	58	22	41	7	482	559	86.2%
	63.3%	10.4%	3.9%	7.3%	1.3%	100.0%		
CUMULATIVE	3,051	291	251	531	45	4,161	4,486	92.8%
	73.3%	7.0%	6.0%	12.8%	1.1%	100.0%		

The table above provides a profile of responses by project area. The UCLAN project has a very high proportion of buildings in use whilst Broadland has a high proportion of partly occupied or vacant buildings. The reasons for this are unclear but may reflect a specific approach adopted by the Project Managers or simply the characteristics of the areas reviewed.

8.9 Priority Category

Surveyors were asked to indicate the priority category for each building review using the following statements:

A Immediate risk of further rapid deterioration or loss of fabric; no solution agreed
B Immediate risk of further rapid deterioration or loss of fabric; solution agreed but not yet implemented
C Slow decay; no solution agreed
D Slow decay; solution agreed but not yet implemented
E Under repair or fair to good repair, but no user identified; or under threat of vacancy with no obvious new user (applicable only to buildings capable of beneficial use)
F Repair scheme in progress and (where applicable) end use or user identified; functionally redundant buildings with new use agreed but not yet implemented

TABLE 8.9
PRIORITY CATEGORY

Pilot Project	A	B	C	D	E	F	N/A	Total Responses	Total GII Returns	% Total GII
	-	-	-	-	-	-	-	0	272	0.0%
Blackburn & Preston	-	-	-	-	-	-	-			
Broadlands	5	0	19	1	2	1	0	28	85	32.9%
	17.9%	0.0%	67.9%	3.6%	7.1%	3.6%	0.0%	100.0%		
Copeland	3	1	31	3	4	2	0	44	426	10.3%
	6.8%	2.3%	70.5%	6.8%	9.1%	4.5%	0.0%	100.0%		
Gloucester	3	5	25	1	0	1	0	35	516	6.8%
	8.6%	14.3%	71.4%	2.9%	0.0%	2.9%	0.0%	100.0%		
Hartlepool	1	0	2	1	0	1	0	5	198	2.5%
	20.0%	0.0%	40.0%	20.0%	0.0%	20.0%	0.0%	100.0%		
Leeds	12	0	51	0	26	13	118	220	426	51.6%
	5.5%	0.0%	23.2%	0.0%	11.8%	5.9%	53.6%	100.0%		
Nottingham	-	-	-	-	-	-	-	0	727	0.0%
	-	-	-	-	-	-	-			
Peak District	8	1	16	2	22	89	20	158	445	35.5%
	5.1%	0.6%	10.1%	1.3%	13.9%	56.3%	12.7%	100.0%		
South Tyneside	2	0	13	0	0	0	0	15	90	16.7%
	13.3%	0.0%	86.7%	0.0%	0.0%	0.0%	0.0%	100.0%		
Stour Valley	-	-	-	-	-	-	-	0	167	0.0%
	-	-	-	-	-	-	-			
West Lancs	4	1	15	1	1	1	5	28	575	4.9%
	14.3%	3.6%	53.6%	3.6%	3.6%	3.6%	17.9%	100.0%		
Worcester	1	0	8	2	1	1	0	13	599	2.2%
	7.7%	0.0%	61.5%	15.4%	7.7%	7.7%	0.0%	100.0%		

TABLE 8.9 PRIORITY CATEGORY										
Pilot Project	A	B	C	D	E	F	N/A	Total Responses	Total GII Returns	% Total GII
CUMULATIVE	39	8	180	11	56	109	143	546	4,526	12.1%
	7.1%	1.5%	33.0%	2.0%	10.3%	20.0%	26.2%	100.0%		

Across the sample, the most common answer reported was ‘C’, slow decay with no solution agreed. Hartlepool reported the greatest proportion of ‘A’ answers, i.e. immediate risk of further rapid deterioration or loss of fabric Gloucester (where surveys were conducted by heritage professions, 14% of buildings surveyed were categorised as B ‘Immediate risk of further rapid deterioration or loss of fabric; solution agreed but not yet implemented’.

8.10 Risk Assessment

In aggregate the following conclusions can be drawn from the data collected from this process:

- 4.2% of the buildings surveyed are at risk
- 10.1% are considered to be vulnerable
- 85.8% are not at risk

TABLE 8.10 RISK BY PROJECT						
Pilot Project	Low/Not at Risk	Vulnerable	At Risk	Total Responses	Total GII Returns	% Total GII
Blackburn & Preston	177	8	2	187	272	68.8%
	94.7%	4.3%	1.1%	100.0%		
Broadlands	54	18	13	85	85	100.0%
	63.5%	21.2%	15.3%	100.0%		
Copeland	379	37	7	423	426	99.3%
	89.6%	8.7%	1.7%	100.0%		
Gloucester	476	17	18	511	516	99.0%
	93.2%	3.3%	3.5%	100.0%		
Hartlepool	167	14	13	194	198	98.0%
	86.1%	7.2%	6.7%	100.0%		
Leeds	283	113	30	426	426	100.0%
	66.4%	26.5%	7.0%	100.0%		
Nottingham	476	17	18	511	727	70.3%
	93.2%	3.3%	3.5%	100.0%		
Peak District	360	57	18	435	445	97.8%
	82.8%	13.1%	4.1%	100.0%		
South Tyneside	48	10	5	63	90	70.0%

TABLE 8.10 RISK BY PROJECT						
Pilot Project	Low/Not at Risk	Vulnerable	At Risk	Total Responses	Total GII Returns	% Total GII
	76.2%	15.9%	7.9%	100.0%		
Stour Valley	39	7	0	46	167	27.5%
	84.8%	15.2%	0.0%	100.0%		
West Lancs	498	49	28	575	575	100.0%
	86.6%	8.5%	4.9%	100.0%		
Worcester	425	50	13	488	599	81.5%
	87.1%	10.2%	2.7%	100.0%		
CUMULATIVE	3,382	397	165	3,944	4,526	87.1%
	85.8%	10.1%	4.2%	100.0%		

Broadlands reported the greatest proportion of buildings at risk at 15.3% of all Grade II buildings surveyed. It is unclear if this reflects a 'pessimism bias' within surveyors or if the stock of buildings included in the analysis were in poor condition.

In Leeds, 26.5% of buildings surveyed were identified as being vulnerable.

In Blackburn and Preston, the UCLAN project noted that almost 95% of all buildings surveyed were not at risk.

The extent to which data from individual projects and the data when combined is representative of individual areas and the wider English building stock is unclear. It is our understanding that within each project there was no consideration as to how representative of the wider population of buildings, the sample was and also, English Heritage did not undertake any checks to ensure that the proposed sample of buildings to be surveyed was representative. This along with the fact that the sample size is limited means that the findings of this research should **not** be used to provide an estimate of the proportion of all Grade II buildings in England that are at risk.

The findings of this research should be used to illustrate the issues associated with using these types of projects to capture data, not to provide a statistically valid assessment of the proportion of England's Grade II's that are at risk.

9.0 VOLUNTEER SURVEY ANALYSIS

9.1 Introduction

Jura Consultants prepared an online survey to capture the views and experiences of volunteers that participated in the surveying of buildings. The link to the survey was issued to volunteers by Project Managers in some cases and hard copies were distributed to those that don't have easy access to the internet or prefer hard copy surveys. In total, 105 responses were achieved.

- Volunteers from 12 projects contributed to the research with volunteers from High Peak (19 responses), Copeland (16), Broadlands (15) and Leeds (15) being best represented
- The most common way of finding out about the opportunity to volunteer was through being a member of a group approached to participate (45 responses / 43% of all), or responding to a press release (22 responses / 21% of all)
- The vast majority of respondents were white (93%).
- Approximately 51% of participants were retired, however it was interesting to note that 40% of volunteers are currently working (24% full time and 15% part-time)
- Two thirds of volunteers were aged 55 – 74

9.2 Pre-Project Experience

Respondents were asked to indicate how much experience they had of conducting building surveying prior to becoming involved in this project. The table below shows that 27% had no previous experience and 19% were 'not very experienced'. This demonstrates that the pilot projects were successful in engaging a range of people.

TABLE 9.1
PRE-PROJECT EXPERIENCE

	Freq	%
Very Experienced	15	14.3
Some Experience	42	40.0
Not Very Experienced	20	19.0
No Previous Experience	28	26.7
Total Respondents	105	100.0

9.3 Training

Training tended to be focused and delivered within 0.5 – 1 day. Almost all volunteers were happy with the quality of the training with 91% of volunteers indicating that training was effective to some degree (55% noted that training was very effective and 36% somewhat effective).

The following areas of training were identified as being most useful:

1. Involvement in a worked example explaining how to survey a building, what a building in good and poor condition looks like (30 people / 29%)
2. How to identify buildings at risk (28 people / 27 %)
3. Provision of case study examples (15 people / 14%)
4. How to complete the form (11 people / 11%)

9.4 Surveying Buildings

Volunteers were asked to report the number of buildings they surveyed and the amount of time they spent surveying. The results of this analysis vary considerably due to volunteers having different levels of experience, different approaches taken by Project Managers (i.e. expectations of how many buildings a volunteers should survey) and the scope of involvement of different volunteers.

79% of volunteers completing our survey recorded between 1 and 30 buildings. Four volunteers recorded between 106 and 284 buildings.

The average volunteer spent 2.6 days surveying buildings and managed to record 26 buildings, i.e. 10 buildings per day.

If we remove the extreme cases, i.e. recording over 100 buildings, the average drops to 19 buildings over 2.6 days or 7.3 per day.

We were interested to understand if volunteers had to fund their activities out of their own pocket and therefore we asked to state if they had any non re-imbursed expenses from their involvement in the project.

TABLE 9.2 VOLUNTEER NON RE-IMBURSED EXPENSES		
	Freq	%
£6 to £10	16	16.8%
£11 to £15	9	9.5%
£16 to £20	7	7.4%
£21 to £30	7	7.4%
£31 +	2	2.1%
Total Responses	95	100.0%

The average personal expense that was not reimbursed was approximately £8.30.

9.5 Issues with Surveying Buildings

The majority of respondents to our survey noted that surveys were conducted on paper (70%). Approximately 78% of respondents noted that it was easy (49%) or very easy (30%) to record on paper, although it should be noted that these volunteers would not have had the opportunity to use an app or IT based approach.

The most significant issues reported by volunteers in relation to surveying buildings included:

- Gaining sufficient access to buildings (42%)
- Locating / finding the building for survey (29%)
- Difficulties in making a qualified judgement (22%)
- Concerns from owners (20%)
- Difficulties using the pro-forma (18%)

Other issues reported included 'not all external aspects could be seen (11%)', 'confusing paperwork (5%)' and 'software compatibility (3%).

Approximately 62% of respondents stated that they thought the survey form was very clear and they understood clearly what was being asked of them. A further 35% stated that expectations were 'somewhat clear'. It should be noted that almost all projects changed the form issued by English Heritage in some way and therefore this finding does not relate to the form distributed at the outset of the process.

9.6 Use of the Survey Pro-Forma

Volunteers were asked to note their thoughts on the pro-forma. In almost all cases, these observations were made once, or a small number of times. Taken in aggregate the comments provide an indication of the issues that need to be addressed in taking the surveying process forward. The following provides a comprehensive list of observations provided by volunteers:

- Questions favour buildings not other types of Grade II listed structures
- Doesn't allow detailed information to be recorded
- Hard to determine if heritage crime had occurred
- Categories not always clear
- No reference to chimneys
- Forgot definitions while in the field
- Hard to judge roof condition from the ground
- Too much background research necessary to ascertain former use
- List of use options too long
- Annoying to have to complete separate forms for adjoining buildings
- Many sections were not relevant and repetitive
- Too long
- Training said observe and report, form seemed to want value judgements
- Difficult for volunteers to complete technical questions
- Not weatherproof
- More options such as N/A or Don't know would be useful
- Lack of space for detailed descriptions
- More specific details and training on photographs
- More scope to record difficulties encountered
- No location information - post code or grid reference
- Small font size
- Not always clear who owned the building or how many people occupied it
- Not easy to use
- Guidance not detailed enough
- Some wording not clear
- Street names were incorrect
- Building descriptions out of date
- Sometimes 3 different sites were lumped together on a single form
- No space to list areas of concern
- Impact of unauthorised/unsuitable alterations was not an option
- Poorly structured form
- Time consuming inputting into spreadsheet and adding relevant photographs
- Qualifying questions was not an option
- Paper forms are a duplication because they have to be re-entered into an electronic system

9.7 Volunteer involvement post survey period

This surveying project offers an opportunity to engage with a wide range of stakeholders and volunteers both during the actual survey period but also in raising awareness of the importance of monitoring the condition of the historic environment. Wider roll out of surveying work could offer an opportunity to engage volunteer heritage wardens or just encourage wider engagement when considering the condition of the historic environment.

43% of volunteers noted that the findings of the research had been shared with them. Two volunteers have already been involved in devising a strategy to address buildings at risk and a further 25 will do this shortly. Almost 70% of volunteers have not had the opportunity to be involved in considering how the data collected will be used.

Developing follow-on activities, to keep volunteers involved in monitoring and planning to protect and enhance the historic environment could be a real advantage of this project.

9.8 Tracking Volunteer Benefits

Volunteers were asked to note against a list of benefits, those that they expected to gain from involvement in the project, and on completion, those that they actually achieved. The findings are shown below.

TABLE 9.3
VOLUNTEER BENEFITS

	Expected		Achieved		Difference
Have new experiences	58	55.2%	61	58.1%	3
Skills development	39	37.1%	46	43.8%	7
Increase knowledge	78	74.3%	80	76.2%	2
Develop new areas of interest	30	28.6%	33	31.4%	3
Meet new people	17	16.2%	34	32.4%	17
Be part of the local community	47	44.8%	37	35.2%	-10
Improve CV/ boost career options	12	11.4%	11	10.5%	-1
Gain a sense of achievement/ pride	36	34.3%	51	48.6%	15
Have fun/ sense of enjoyment	40	38.1%	59	56.2%	19
Personal development	24	22.9%	23	21.9%	-1
Get out and about	47	44.8%	64	61.0%	17
Increase self esteem/ confidence	7	6.7%	9	8.6%	2
Learn to work as a team	1	1.0%	8	7.6%	7
Opportunity to make a difference	64	61.0%	58	55.2%	-6
Provide the benefit of my personal experience and expertise	42	40.0%	36	34.3%	-6
Total Respondents	105	100.00%	105	100.00%	0

The final column shows the difference between the number of people achieving a specific benefit and those that expected that benefit. Where the figure in the final column is positive, the number of volunteers achieving this benefit was greater than those that expected to report it at the outset of the project.

- More people had fun, being involved than they thought they would
- More people met new people than expected to
- More people got out and about than expected
- More people gained a sense of pride / achievement than they expected to

Volunteers were asked how they thought the experience could be enhanced to deliver more benefits. The following were suggested:

- Better organisation
- Pay travel expenses
- Better/more promotion to make people aware and attract more volunteers
- Network between projects to learn lessons
- Recognise that there are 2 levels of volunteers experienced and non experienced
- Insurance for volunteers
- Use of technology instead of paper
- Group working is more social and allows for debate
- Redesign the pro-forma to be more user friendly
- Pre-populate known data
- Follow up activities to keep interest

9.9 Overall Experience

The majority of volunteers (97%) reported that the project helped them to understand the factors that result in Grade II buildings being at risk. Approximately 77% of these respondents said that the project definitely helped them achieve this and 20% said yes, a little.

72% of respondents stated that they would definitely volunteer for a similar project in the future. A further 25% said maybe, and the last 3% said no, or don't know.

The main reasons for not waiting to volunteer again in the future included:

- Time dependent
- Conflicts with work
- Put off by poor organisation
- Mobility issues
- Might want to try something different
- Unable to see if the whole process was worthwhile

Some of the main reasons why volunteers would participate again include:

- Help protect heritage
- Gain work experience

- Share my expertise with others
- A highly valuable/worthwhile project
- Pride in local area
- Important to understand the state of the historic environment
- Very enjoyable/fun experience
- Learnt a lot about the local area

10.0 PROJECT MANAGER SURVEY ANALYSIS

10.1 Introduction

One of the main aims of this evaluation was to identify the resources required to deliver the pilot projects and to provide a sense of the scale of resource required to undertake a surveying of all Grade II listed buildings across England. At the Project Design stage, Project Managers were asked to prepare a project budget to describe the financial resources to achieve the aims of that specific project. There was no set format within which to prepare the budget, and therefore all Project Managers developed their own budget and format. We were interested in developing a consistent method for comparing projects and therefore we issued a survey to be completed by Project Managers to achieve consistency but also to allow Project Managers to provide information on the actual cost of delivering these projects (acknowledging that Project Designs included best estimates prepared in advance of the project commencing.

10.2 Success in Recruiting Volunteers

English Heritage was interested to understand how successful projects were in recruiting volunteers. Project Managers were asked to report how many they targeted to recruit, how many were actually recruited, trained, completed survey work and also to report how many dropped out after initially noting interest.

TABLE 10.1
SUCCESS IN RECRUITING VOLUNTEERS

		Volunteers					
Project	Target No. of Volunteers	Recruited	Trained	Completed Surveys	Dropped Out	Surveyors as % of Recruited	Drop out as % of Recruited
Copeland	5	40	36	32	8	80.0%	20.0%
South Tyneside	115	20	20	12	8	60.0%	40.0%
High Peak	330	50	50	41	9	82.0%	18.0%
Bristol	n/a	n /a	n/ a	n/ a	n/ a	n/ a	n/ a
Worcester	30	49	46	36	13	73.5%	26.5%
UCLAN	Not defined	13	13	13	0	100.0%	0.0%
SYBPT	9	8	8	8	0	100.0%	0.0%
Broadland	20	50	50	50	0	100.0%	0.0%
North Yorkshire Moors	10	15	11	11	4	73.3%	26.7%
Stour Valley	30			-	-		
Leeds	Not defined	53	53	50	3		5.7%
Dorset	75	34	29	23	11	67.6%	32.4%
West Lancs	Not defined	0	0	0	-		
Lichfield	0	0	0	0	0	Not applicable	
Kirklees	21	21	14	12	9	57.1%	42.9%
Gloucester	0	0	0	0	0		
Hartlepool	9	29	17	13	16	44.8%	55.2%
Nottinghamshire	7	7	1	1	6	14.3%	85.7%
Total	541	389		302	87	77.6%	22.4%
Average		30	0	23	7	78%	22%

Note: Projects shaded in red did not involve volunteers. Survey work in West Lancashire did not include volunteers, but staff volunteered to be trained in how to use the system used in the project area. Bristol City Council aimed to recruit volunteers to test an app, not to conduct research.

The average project that involved volunteers recruited 30 volunteers, of which 23 went on to be trained to conduct building condition surveys. The average project reported that 7 volunteers dropped out between showing an interest and the end of the training process.

78% of volunteers that noted interest in surveying buildings proceeded to undertake survey work

Two projects that involved students reported a 100% conversion rate from recruitment to conducting surveying (UCLAN and South Yorkshire BPT). Although not part of evaluated coursework, there was clearly success in enthusing and motivating volunteer students to get involved and complete the survey work asked of them.

In contrast, the South Tyneside Project, led by North East Civic Trust was designed to engage students as volunteers by connecting the survey of buildings to evaluated coursework. This would mean that all students had to participate to support the project whilst also securing learning benefits. Due to timescale issues it was not possible to formally include the project in coursework and thereafter involvement became completely optional. The targeted 115 volunteers was no longer attainable and efforts were made to recruit 20. In practice 12 volunteers supported the project.

Looking purely at the figures this would seem to be a failure, due to the target being revised down and then not achieved. However when compared to the performance of other projects that involved students we would suggest that the NECT were overly optimistic in their revised target, something that could not have been known until the analysis of similar projects is complete. The UCLAN and SYBPT projects had more modest targets, similar to the number of student volunteers ultimately secured by the NECT.

> *Lesson: When recruiting student volunteers, evidence collated by the evaluation would suggest to work towards a target of circa 10 – 15 unless involvement is mandatory*

10.3 Surveying Buildings – Achievement against Targets

TABLE 10.2 ACTUAL NUMBER OF BUILDINGS RECORDED			
	Target No. of Buildings	No. Recorded	Recorded as % of Total
Copeland	217	428	197%
South Tyneside	74	58	78%
High Peak	1273	829	65%
Bristol	0	0	100%
Worcester	1200	1200	100%
UCLAN	244	244	100%
SYBPT	550	483	88%
Broadland	100	99	99%
North Yorkshire Moors	720	600	83%
Stour Valley	1580	35	2%
Leeds	1000	499	50%
Dorset	1000	56	6%
West Lancs	727	727	100%
Lichfield	300	626	209%
Kirklees	111	105	95%
Gloucester	646	646	100%
Hartlepool	198	291	147%
Nottinghamshire	804	635	79%
Total	10744	7561	70%

Nine projects achieved at least 100% of the target number of buildings they set out to record. Projects in Copeland (Cumbria) and Worcester were very successful in both recruiting volunteers and surveying buildings.

Staff at Lichfield and Tamworth local authorities were also very successful in utilising staff time to exceed expectations.

Stour Valley and Dedham Vale aimed to record 1,500 buildings during the pilot period. However the project was significantly delayed due to redundancy and restructuring at Place Services, the Project Manager, and delays in appointing a consultancy to develop an app for the project. Similarly, Dorset County Council experienced redundancies and re-structuring leading to significant delays.

Museum of London Archaeology was resourced to undertake a pilot project in Worthing and Adur, however at the time of writing this project had not yet begun the survey stage of the process.

10.4 Average Buildings Surveyed Per Day

Project managers were asked to report how many survey days they thought it would take and how many days were actually spent surveying buildings. The following summarises the results.

TABLE 10.3
NUMBER OF BUILDINGS SURVEY

	Estimated no of survey days	Actual number of survey days	No. of building surveyed	Buildings recorded per day
Copeland	30	64	428	6.7
South Tyneside	6	4	58	14.5
High Peak	55	75	829	11.1
Bristol	0	0	0	
Worcester	80	52	1200	23.1
UCLAN	30	25	244	9.8
SYBPT	30	36	483	13.4
Broadland	n/a	38	99	2.6
North Yorkshire Moors	26	34	600	17.6
Stour Valley	-	0	35	
Leeds	92	51	499	9.8
Dorset	0	7	56	8.0
West Lancs	6	6	727	121.2
Lichfield	30	22	626	28.5
Kirklees	2	2	105	52.5
Gloucester	62	84	646	7.7
Hartlepool	90	25	291	11.6
Nottinghamshire	21	50	635	12.7
Total	560	575	7561	13.1

Note: for this analysis, data provided by 16 projects has been included. Bristol did not include the surveying of buildings and Stour Valley and Dedham Vale had only just begun surveying buildings at the time of the analysis.

The average project surveyed 13 buildings per day.

The average number of buildings surveyed per day varies considerably between a high of 121 per day in West Lancashire where work was carried out by a professional surveyor to a low of 2.6 per day in Broadland, where surveys were undertaken by volunteers. Based on the review of the projects included in the pilot process it is clear that the rate of surveying may be influenced by a number of issues including:

- Density of location, i.e. a terrace of 10 buildings will take less time than 10 buildings spread across a town
- Experience of surveyor, an experienced professional or volunteer will be quicker than a novice surveyor with little professional or voluntary experience
- Method used to record the condition of the building – form reduced in length or an app based process is likely to be quicker than the full form with a pen and paper

- Mode of transport used to travel between buildings, with private car likely to be much quicker than walking or using public transport
- Group work as opposed to individual recording – a workforce of volunteers tackling their own workload is likely to be quicker than the same number of volunteers working in pairs. If a pair of volunteers are working on 10 buildings that could be logged as 2 volunteer days recording 10 buildings whereas when working individually 1 volunteer day would result in 10 buildings surveyed

In the planning stages, the level of ambition across the cohort of projects in terms of the number of buildings to be recorded varied considerably and as a result the actual number of buildings actually surveyed varies. The data generated by this evaluation therefore provides an indication of the level of recording that could be undertaken but also identifies the issues that should be considered in assessing the resources required to achieve against expectations.

In considering a wider roll out of surveying, consideration should be given to achieving the most effective use of staff and volunteer resources to maximise the survey rate, i.e. the number of buildings surveyed per day. Based on the review process, survey rates can be influenced and affected by how field work is planned. In looking at a geographic area, buildings should be clustered together and that zone given to one person or a small group of people to survey.

10.5 Estimated vs Actual Number of Buildings Surveyed Per Day

It is useful to compare the number of buildings expected to be surveyed on average by each project with the actual number of buildings recorded through the process. The table below draws this comparison.

TABLE 10.4
ESTIMATED VS ACTUAL NUMBER OF BUILDINGS SURVEYED PER DAY

	Target No. of Buildings	Estimated no of survey days	Expectation No. of Buildings Surveyed Per Day	Actual No. of Buildings Surveyed Per Day
Copeland	217	30	7.2	6.7
South Tyneside	74	6	12.3	14.5
High Peak	1273	55	23.1	11.1
Bristol	0	0		
Worcester	1200	80	15.0	23.1
UCLAN	244	30	8.1	9.8
SYBPT	550	30	18.3	13.4
Broadland	100	n/a		2.6
North Yorkshire Moors	720	26	27.7	17.6
Stour Valley	1580	-		
Leeds	1000	92	10.9	9.8
Dorset	1000	0		8.0
West Lancashire	727	6	121.2	121.2
Lichfield	300	30	10.0	28.5
Kirklees	111	2	55.5	52.5

TABLE 10.4 ESTIMATED VS ACTUAL NUMBER OF BUILDINGS SURVEYED PER DAY				
	Target No. of Buildings	Estimated no of survey days	Expectation No. of Buildings Surveyed Per Day	Actual No. of Buildings Surveyed Per Day
Gloucester	646	62	10.4	7.7
Hartlepool	198	90	2.2	11.6
Nottinghamshire	804	21	38.3	12.7
Total	10744	560	19.2	13.1

In planning projects, on average, Project Managers expected to be able to survey 16.5 buildings per day. This ranges from a low of 19.2 per day in Hartlepool to a high of 121 per day in West Lancashire. In practice, projects recorded 13.1 buildings per day.

10.6 Resources Required

To provide a consistent analysis and to reflect the experience of delivering projects, all Project Managers were asked to complete a survey to report how much time and financial expense as incurred to develop and deliver specific aspects of the project.

10.6.1 Data Cleaning and Database Set-Up

English Heritage sent data to all Project Managers with existing information on listed buildings in specific and targeted project areas. In many cases this data was sent as one Word document which required all data to be extracted and input into a more usable format. For clarity, Project Managers were asked to provide the number of paid and in-kind days and financial costs incurred to "the point of having the data in a format that can be issued to field workers" (surveyors)

The 18 pilot projects that provided information spent a combined 213 days (175.5 paid and 37 in-kind days) making the data more usable. On average, a Project Manager spent 13 days on data cleaning and preparing existing prior to commencing the survey stage.

10.6.2 Recruitment of Volunteers

The average project that included volunteers spent 3.8 days undertaking this activity, with the project in Worcester spending the greatest amount of time (8 days). The project in South Tyneside spent 6 days, High Peak spent 5.5 days, and Broadland and Stour Valley spent 5 days each.

The project in South Tyneside spent the least time recruiting volunteers (1 day) probably due to the fact that the project was delivered with volunteers that could be easily and quickly recruited via partnerships with the University.

10.6.3 Developing Training Materials and Programmes

Project Managers were free to develop project and areas specific training materials to prepare volunteers for surveying buildings. The average project spent 6 days on this activity. Hartlepool spent the most days on this activity (16) and North Yorkshire Moors spent the least (0.5 days).

10.6.4 Delivering Training

Based on the findings of the Project Manager survey, the average project spent 9 days delivering training. This assessment includes 50 in-kind days noted by the Broadland project. It appears that this includes the time spent by volunteers receiving training. If this is removed, the average time spent delivering training is 5.1.

10.6.5 Quality Assurance

The average project spent approximately 6.8 days quality assuring the data returned on the condition of buildings.

The project in South Yorkshire BPT project spent the most time quality assuring data received (21.5 days, 15 of which were paid days and 6.5 were in-kind). Broadland spent 18.5 days on quality assurance (6 paid and 12.5 in-kind) and Worcester spent 15 days (10 paid and 5 in-kind).

10.6.6 Analysis of Completed Surveys

The average projects spent 15.7 days analysing completed survey forms. This calculation includes the 65 paid days reported by Worcester. This is significantly higher than the number of days noted by other projects. If removed, the average number of days spent on this activity falls to 13.

10.6.7 Additional Project Management

Project Managers were asked to state the number of days spent on the project that were not captured in the headings above. The average project spent 10.8 days on general project management. High Peak spent the most time of this activity (22.5 days) followed by Worcester (20) and South Tyneside (18 days).

10.6.8 Summary

The following table provides details of the average time spent per project on specific activities.

TABLE 10.5 SUMMARY	
Activity	Average No. of Days Spent Per Project
Data cleaning and database set up	13
Recruitment of Volunteers	3.8
Developing Training Materials	6
Delivering Training	9
Recording	
Quality Assurance	6.8
Analysis	13
Project Management	11

Data returned in relation to the number of days spent on recording did not reconcile with other information provided. In addition, as the method of recording varied across projects the way in which this information request was interpreted varied. Therefore we have excluded analysis of this within the table above.

11.0 USE OF FINDINGS

11.1 Uses for Data

A comprehensive condition survey of all Grade II listed buildings in a geographic area will provide a snapshot of the 'health' of this important part of our heritage and will provide the information to inform our understanding and develop approaches to address the issues facing Grade II listed buildings. In addition to developing this understanding inclusion of data on a local / national database, the output of surveying Grade II listed buildings include:

- Prioritisation of funding for buildings that require urgent works
- Lobbying to retain grants
- Provide a baseline from which future success can be measured, i.e. removing buildings at risk from the list following action to improve their condition
- Develop policies and strategies to tackle the problem – action groups, route maps etc
- Provide better / targeted advice to owners
- Help to evaluate planning applications
- Assist in identifying buildings to which enforcement notices need to be issued
- Identify trends – possible when a baseline is established
- Link to emergency service data to highlight problem areas

11.2 Audiences for Buildings at Risk Register

Statutory Organisations

The primary audience for a dataset generated from recording the condition of Grade II listed buildings will be statutory organisations such as English Heritage and local government. These organisations will use the information to inform the development of policy and advocacy materials to raise awareness and stimulate action to address challenges faced by these properties and property owners.

Owners of At Risk Properties

Some owners may need to be encouraged to take action to repair or maintain their at risk property. Organisations such as the local authority will be supported by a comprehensive record of the condition of buildings to be able to target specific owners of properties.

Heritage Sector and Civic Organisations

The heritage sector includes trusts, societies and interest groups that may be encouraged to take action if they were aware of the scale of the issue and steps that they could take to address buildings at risk.

Funders

Some funders, such as the Heritage Lottery Fund, are interested to know how urgent projects are when applicants are seeking funding. Therefore the creation of a Grade II buildings at risk register would identify the buildings that are priorities to address due to their condition. This will support both those seeking funding and potential supporters of projects.

11.3 Updating Information

There was a general consensus across all Project Managers that a 5 yearly review cycle for all Grade II buildings was appropriate and that those identified as being 'vulnerable' or 'at risk' should be surveyed every 1 or 2 years.

12.0 NATIONAL MODEL

12.1 Introduction

If there is a strategic requirement and demand within the sector for a national database on the condition of Grade II listed buildings, there are two headline approaches to achieving this and a hybrid approach:

1. Focused and targeted programme to record all buildings resourced to deliver the output within a specific timeframe using professionals, volunteers or a combination of professionals and volunteers
2. Creation of a framework that can be populated over time, as and when organisations within the sector have the resources to update existing or create new records

The alternative course of action would be to do nothing.

Irrespective of which of the two options listed above is selected, the following principles should be considered and where appropriate adopted:

- A flexible approach to recording Grade II buildings should be adopted - a one size fits all approach is not appropriate. The use of volunteers may be appropriate in some areas whilst in others may be impossible
- The survey form needs to be significantly revised and refined to ensure that it is fit for purpose, meets the needs of English Heritage and local delivery partners and is accessible to and easily understood by those completing the form
- Data collected through the process should be easily integrated into existing database systems, such as UNIFORM amongst others.
- Consistency in data collection and analysis is important to allow a national picture of the condition of Grade IIs to emerge
- It is proposed that data is collected digitally through the creation of an app. This should be the preferred method of collecting data and the findings collected should be uploaded onto the appropriate local and national register. Paper based forms should be made available for those less comfortable with IT.
- Data collected could be distributed to the Conservation Officer within the local area in which the building is surveyed to be checked and added to the appropriate local register (in those cases where data is collected by someone not the Conservation Officer)

This section includes indicative cost models for different approaches to surveying Grade II listed buildings. These costs should be reviewed and revised if a decision is made to undertake a national roll out.

12.2 Focused and Targeted Programme

- Retain flexible approach with diverse range of recorders and surveyors being used
- Retain electronic database approach delivered via an app

- English Heritage should consider developing a 'thinking about recording Grade II listed buildings' guide to recording that describes the range of approaches that could be adopted by a local delivery partner, and the issues associated with each type of approach. Case studies from this pilot process could be used to illustrate the merits of particular approaches. The guide could include information on indicative costs and funding streams

- English Heritage could develop a partnership project with support from the Heritage Lottery Fund to record a significant proportion of all Grade II buildings. During the development phase, a call for projects would be issued which would provide a degree of certainty around the number of initiatives that would be delivered through the funded project.

- A targeted effort will require a project team for a specific period of time – typically HLF projects are up to 5 years in length. This may include a Project Manager, IT Manager and a small team of training and engagement staff that could be allocated to specific regions

- A specific EH project team led effort (funded by the HLF project) could be targeted at specific geographic areas that had a significant number of buildings or areas in which engaging volunteers may be particularly challenging

- Data collected could be added to registers held locally and to a national database

12.3 Resource Implications

12.3.1 Consultant Delivered Approach – Record All Buildings

We have assumed that the total number of Grade II listed buildings is circa 372,336m, say 375,000 for simplicity. This has been calculated by applying the average number of Grade II buildings per list entry identified by analysing returns from the pilot projects (1.14 buildings per entry), to the total number of Grade II list entries (344,155).

The cost for a professional surveyor to record 1 building including preparation, expenses, reporting and training (in using a resultant dataset for LPA officers) is in the order of £9 – £15 per building. If we use the mid point of £12 per building, the cost to record, create a database and train local authority staff would be in the order of £4.5 million, an annual cost of £900,000 assuming a five year rolling programme).

If we assume that one professional could record on average 120 buildings per day, this would take 3,125 working days. Assuming a working year of 235 days, (5 days per week, over 47 weeks), it would take one person 13.3 years to complete all recording work if working solely on this exercise. If we allow for the consultant working part time on this process and still assuming that 120 buildings per day are recorded, the process would taken 26.6 years.

If the average number of buildings per day was reduced to 60, this would double the time required to approximately 26.6 years for full time and 53 years for part time.

12.3.2 Volunteer Model – Record All Buildings

The analysis of the volunteer survey identified that the average volunteer recorded 26 buildings over 2.6 days, i.e. 10 per day. To record all 375,000 buildings, English Heritage would require 37,500 volunteer days.

If the project were delivered over a 5 year time period, 7,500 volunteer days would be required each year. If the average volunteer provided 5.2 days per annum, 1,442 volunteers would be required. If we assume a volunteer retention rate of 85% from year to year, the following number of new additional volunteers would be required each year:

1. Year 1 – 1,442
2. Year 2 - 216
3. Year 3 - 216
4. Year 4 - 216
5. Year 5 - 216

In total, 2,308 volunteers would be required.

Cost of developing training materials

The pilot projects have developed and tested a variety of training materials. We would suggest that a centralised database of training materials could be created to minimise duplication and to ensure that all data is captured, as far as possible in a standardised way. A budget of £25,000 should be sufficient to create a bank of training resources that local planning authorities or others could use to facilitate the process. This would include preparation, testing and design.

Cost of delivering training

If we require all volunteers to undergo 1 days training (as identified as the average time spent on training in the volunteer survey) and assume that each session is attended by on average 20 people, approximately 115 sessions would be required. If we assume a budget of £500 per session for venue hire etc, this would equate to a cost of £57,700.

Volunteer Travel Expenses

The volunteer survey noted that the average volunteer was out of pocket to the order of £8.30. If all 2,308 were able to claim an appropriate expenses allowance of circa £10, the cost would be £23,080.

Creation of and Updating of an App

A project specific app would be required. A budget of circa £25 - £50,000 should ensure that the app is fit for purpose and that a resource is available to provide updates throughout the process. Bristol City Council developed an app as part of its project. The cost of the app was circa £12,200 inclusive of VAT. It is prudent to use this cost to inform a budget for the development of an app, however it should be noted that the app to be developed will be used across England and will need to be serviced with updates over the 5 year project period. Therefore, a budget of £25 - £50,000 seems reasonable.

Website Creation

A website to promote the project and to potentially receive and present data would be required. A budget of £20,000 would be appropriate. This website would be used to support the recruitment of volunteers and to encourage action based on the findings of research being undertaken, i.e. encouraging groups and organisations to take action to address the needs of buildings at risk.

Staff Team

If we assume that the surveying of buildings would be undertaken as a project through a concerted effort a project team would be required. If we assume the following:

- 1 x Project Director
- 8 x Regional Staff
- Average salary £35,000
- On costs at 20%
- 5 year project
- Annual budget of £50,000 for travel, consumables etc

The total staff budget would be £2.35 million including expenses. It is assumed that all office costs could be met by English Heritage. It is suggested that staff would be responsible for generating interest in volunteering whilst also undertaking wider role activities such as raising awareness of issues associated with buildings at risk and encouraging action to address the challenges associated with identified buildings.

Marketing and Communications Budget

An allowance of £100,000 would be sufficient. This would be used to generate interest in volunteering in the project and engagement in wider role activities.

Estimated Cost

The total cost of this model would be circa £2.6 million excluding set up costs associated with data cleaning etc.

12.4 Hybrid Approach

Under the hybrid approach, English Heritage would aim to record all Grade II buildings via a partnership project with the Heritage Lottery Fund and other potential funders. Local partners would be identified to record the condition of buildings within specific areas and to then feed data into a local and national database to an agreed standard.

Under this proposal, Project Managers would be asked to bid to be involved in the project. This bidding process would be open to any organisation that could credibly deliver a project. This may range from local authorities, to universities, to organisations with an interest in heritage, community associations amongst many others. If the process put in place is appropriate and is supported by effective materials, it should be very user friendly ensuring that almost any structured organisation could become involved.

The following set-up costs would be incurred irrespective of which model was pursued or the scale of the hybrid model:

- Training materials - £25,000
- Development of an App - £25 - £50,000
- Website and other communication resources - £20,000
- Marketing - £100,000

The initiative will require a team to oversee the management and administration of the project and to monitor project expenditure (given funding from HLF and others), achievements and issues.

We would suggest a team of 10, with 2 Project Managers and 8 staff being designated to specific areas of the country. Two centralised Project Managers would be responsible for general administration with 8 Project Officers being allocated based on demand to deliver projects. It would seem logical to base 2 Officers in the north, 2 in the south and 2 in the midlands, with the final two officers being allocated to the either the area with the greatest level of activity, or widest geographic spread of activity.

If we assume a five year project:

- 10 staff at £35,000 per annum each and 20% on costs results in a staff budget of £2.1 million
- £50,000 expenses budget per annum, resulting in £250,000 over the course of the project

To this point, the cost over a five year period is £2,520,000 million

We will then need to make some assumptions as to the composition of projects that will come together to deliver the surveying of 375,000 buildings. Within the pilot process there were a range of models including University delivered projects, consultant led volunteering projects and professionals conducting surveying with no volunteer input.

If the Heritage Lottery Fund is to be involved in this type of project, it will be most interested in the outcomes for heritage and the outcomes for people. It will be most interested in funding activities and programmes that engage volunteers and the wider community in the heritage and therefore projects that involve volunteers and students will garner more support than those that involve professionals. We would suggest that the emphasis should be on volunteer projects with potentially a small number of projects that solely use professionals to deliver projects in areas that would struggle to recruit volunteers / students.

In order to provide an estimate of the resource required we will assume that 75% of buildings will be recorded by volunteers (either students or members of the general public) and 25% of buildings will be surveyed by professionals.

The aim of the project would therefore be to survey 375,000 buildings. Volunteers would aim to survey 281,250 buildings and if able to survey 10 buildings per day on average, the project would require 28,125 volunteer days. Therefore 5,625 volunteer days would be required per annum on a rolling programme.

In year 1, if the average volunteer provided 5.2 days of input, the project would need 1,082 volunteers. As above, if we assume an 85% retention rate, the following number of additional volunteers would be required for each of the 5 years of the project:

1. Year 1 – 1,082 volunteers
2. Year 2 – 162 volunteers
3. Year 3 – 162 volunteers
4. Year 4 – 162 volunteers
5. Year 5 – 162 volunteers

In total 1,730 volunteers would be required. If we assume 20 volunteers per session, 87 training sessions would be required at a cost of £43,250 (assuming £500 per session).

Professionals would be required to survey the remaining 25% of buildings, i.e. 93,750. If the average cost per building is £12, this would costs circa £1.125 million.

If we assume that 120 buildings can be recorded per day, this would take approximately 781 days or 156 days per annum on a five year rolling programme.

The total cost of this model would be circa £3,688,250.

12.5 Infrastructure Only Approach

Under this option, English Heritage would provide the infrastructure that would allow a wide range of organisations and individuals to undertake the surveying of historic buildings. This would include the provision of the following:

- Training materials - £25,000
- Custom built app - £25 - £50,000
- Project website - £20,000

The total cost of this approach would be circa £70,000 plus data set up costs.

Local planning authorities and others would then be able to undertake projects as and when resources were available and using the English Heritage resources would be able to upload data in the required format

12.6 Cost of Data Cleaning

The preceding cost estimates do not include an allowance for 'cleaning' and verification of data prior to the survey process commencing. As described previously, pilot project managers expended considerable time and effort verifying data held locally and provided by English Heritage.

On average, a pilot project spent 13 days cleaning data and recorded 575 buildings. Therefore:

- 44 building records were verified / cleaned per day
- 375,000 buildings would require 8,523 days of effort
- If we assume a fee of £250 per day this would cost in the region of £2,130,750 million

The process outlined above is manually intensive and requires the physical checking of all records. Verification would be undertaken by local authority officers. Even if the financial resource were available, that is not to say that local authority officers would have the time or capacity to prioritise this activity during a time of budget cuts and competing priorities, therefore data verification may be an unruly and time consuming process.

An alternative would be to use the survey process as a method of verification. If a master list of all listed buildings could be drawn together, the survey process itself would be used to verify the data rather than undertaking this activity in advance of the survey. Therefore, all the project would require would be a list of all known listed buildings. This would reduce the cost and the timeframe within which the initiative could be planned and delivered.

12.7 Summary of Potential Costs

The following provides a summary of the potential costs associated with each option. These costs should be treated as indicative at this stage as further scoping and planning work is required to consider the scale and extent of any resultant project.

TABLE 12.1 SUMMARY OF POTENTIAL COSTS								
Professional Model		All Buildings - Volunteer Model			Professional and Volunteer Hybrid		Infrastructure Only	
		Training materials		£25,000		£25,000		£25,000
375,000 buildings at £12 per building		Delivery of Training	115 sessions at £500	£57,700		£43,250		
		Volunteer expenses		£23,080		£17,300		
		App		£25,000		£25,000		£25,000
		Website		£20,000		£20,000		£20,000
		Staff	10 people * 5 years	£2,100,000	10 people *5 years	£2,100,000		
		Expenses	5 years @ £50000	£250,000	3 years @ £50000	£250,000		
		Marketing		£100,000		£100,000		
		Professional Surveys				£1,125,000		
Total	£4,500,000	Total		£2,600,780		£3,705,550		£70,000

13.0 CONCLUSIONS AND RECOMMENDATIONS

13.1 Introduction

The pilot project process has been successful in delivering a range of operating models to test the viability and issues associated with recording the condition of England's Grade II listed buildings. Project Managers were given considerable flexibility to refine and alter the scope of the recording process. This flexibility has led to creative methodologies and has also ensured that Project Managers were able to respond to unforeseen challenges and to adapt to new opportunities as they arise.

The findings of the operation of these pilot projects should be used to inform an approach, or approaches to surveying Grade II buildings across England. Data returned, (the sample) is not considered to be statistically representative of England's stock of Grade II buildings and therefore the findings should not be considered representative of England's 375,000 or so Grade II listed buildings.

The pilot process evaluation and review has identified interest in a national programme of surveying and recording the condition of England's Grade II listed buildings and a range of methods through which this could be achieved. The next challenge will be finding the resource and support to deliver a wider programme of activity.

13.2 Findings

Collaborative Working

1. Identify partners that share a common goal or aim and identify methods through which both partners can benefit from delivery of the project
2. Work collaboratively to fully understand issues associated with timescale and inter-dependencies to ensure that projects as envisaged can be achieved.
3. Include partners and contractors in the detailed planning of the project to ensure that the initiative benefits from the experience of contractors and organisations and individuals within their professional network.

Data Cleaning

4. If a national programme of recording is initiated, all data should be cleaned before being issued to partners tasked with recording the condition of buildings

Volunteering Issues

5. A variety of project management models have been developed and implemented relevant to the local context. Flexibility in the administration of projects is important to recognise the diversity in project areas.
6. Recruit volunteers through intermediaries
7. A small number of volunteers recording many buildings is usually better than a large number of volunteers each recording a small number of buildings
8. Integrating recording undertaken by students into the evaluated course work programme for a semester will ensure that students are required to undertake this work. In order to make sure that this is possible, the planning process for evaluated course work needs to be understood so that this activity can be written into coursework plans.
9. Provide a series of roles for volunteers and recruit volunteers to meet the demands of initiatives. Roles can be defined for volunteers with experience of building surveying and those with little experience but lots of enthusiasm
10. Recognise that some volunteers will want to work on their own and others in small groups
11. Projects should be provided the flexibility to identify which way of working would suit both the Project Manager and the volunteers that would be recruited
12. Training needs to be tailored to the types of building that are likely to found in the study area to ensure that volunteers / surveyors are aware of what to look for and how to assess the condition of buildings.
13. At a local project level, it was suggested that a forum for Project Managers leading specific recording projects should be established to share experience and expertise.
14. Volunteers occasionally exaggerate the level of vulnerability or risk, conservation students are more realistic, although foreign language students may use stronger language than necessary
15. Local volunteers can be used to provide a condition report which benefits from local knowledge. This may not be achieved through other models of delivery

Quality of Data

16. No single approach provides better data than any other. The key to securing good data is in the planning and delivery of surveying projects

Survey Form

17. The survey form should be condensed to focus on key issues and where possible should be based on observation rather than subjective opinion
18. The form should be able to be completed from the public highway
19. Internal inspection of properties should not be included in the survey process

20. The form should not include questions about conservation deficit, use category or heritage crime. Capturing data on these issues is too challenging within the context of the survey process

Use of Technology

21. Use of tablets and apps speed up the process of surveying properties and can be used to minimise errors or conflicting logic
22. A customised app should be developed which can be integrated with existing data capture processes and software used by the heritage sector

Data Collected

23. In aggregate, the 12 projects included in the analysis surveyed the condition of 4,831 buildings (of all listed status). 4,526 Grade II listed buildings were surveyed during the process (93.7% of all buildings surveyed) The 4,526 buildings relate to 3,543 Grade II list entries, (1.03% of all GII List Entries in England, 1.08% of all GII List Entries in England excluding London)
24. The highest number of GII returns came from Nottingham – 727 and the lowest number of GII returns came from Broadlands – 85
25. Average buildings per list entry – 1.28
26. When considering all data, the following components were of greatest concern;
    a. Evidence of leaking roof or gutters
    b. Fascia boards/doors/windows: external decoration not maintained
    c. Copings, parapets and external walls: unmaintained vegetation including ivy
27. Overall 63.5% of buildings were identified as being in good condition, 30% fair, 5% poor and 1.4% very bad. Projects in Blackburn / Preston and Worcester reported the highest proportion of buildings in good condition and the project in Broadlands reported the highest proportion of buildings in very bad condition
28. 7.4% of building surveyed had suffered from a heritage crime. The most common crimes reported were graffiti, unauthorised development and vandalism
29. 6% of building surveyed were vacant / not in use. The area with the highest proportion of buildings not in use was Broadlands
30. Across the dataset, 4% of buildings were at risk, 10% were vulnerable and 86% were not at risk

Volunteer Feedback

31. 91% of volunteers indicated that training was effective to some degree (55% noted that training was very effective and 36% somewhat effective).
32. Approximately 51% of participants were retired, however it was interesting to note that 40% of volunteers are currently working (24% full time and 15% part-time)

33. The average volunteer spent 2.6 days surveying buildings and managed to record 26 buildings, i.e. 10 buildings per day.
34. The average personal expense that was not reimbursed was approximately £8.30.
35. Developing follow-on activities, to keep volunteers involved in monitoring and planning to protect and enhance the historic environment could be a real advantage of this project.
36. 72% of respondents stated that they would definitely volunteer for a similar project in the future. A further 25% said maybe, and the last 3% said no, or don't know.

Project Manager Survey

37. The average project recruited 30 volunteers, trained 23 and had 7 drop out
38. When recruiting student volunteers, evidence collated by the evaluation would suggest to work towards a target of circa 10 – 15 unless involvement is mandatory
39. 70% of the target number of buildings were recorded by projects
40. According to Project Managers the average project surveyed 13 buildings per day (please note this varies from the findings of the volunteer survey)
41. The average Project Manager spent
    a. 13 days cleaning data
    b. 3.8 days recruiting volunteers
    c. 6 days developing training materials and programmes
    d. 5.1 days delivering training
    e. 6.8 days on quality assurance
    f. 15.7 days analysing completed surveys
    g. 10.8 days on project management

Recommendations

1. Survey work should be conducted in spring and autumn when buildings are most likely to show the issues that are affecting them
2. Consideration should be given as to whether owners of buildings should be directly informed that the survey work is being undertaken. A process of contacting owners would offer the opportunity to raise the profile of the importance of repairs and maintenance, however this would be at a significant cost
3. A flexible approach to recording Grade II buildings should be adopted - a one size fits all approach is not appropriate. The use of volunteers may be appropriate in some areas whilst in others may be impossible
4. The survey form needs to be significantly revised and refined to ensure that it is fit for purpose, meets the needs of English Heritage and local delivery partners and is accessible to and easily understood by those completing the form
5. Data collected through the process should be easily integrated into existing database systems, such as UNIFORM amongst others.

6. Consistency in data collection and analysis is important to allow a national picture of the condition of Grade IIs to emerge
7. It is proposed that data is collected digitally through the creation of an app. This should be used by everyone recording the condition of a building and the findings collected should be uploaded onto the appropriate local and national register
8. Data collected could be distributed to the Conservation Officer within the local area in which the building is surveyed to be checked and added to the appropriate local register (in those cases where data is collected by someone not the Conservation Officer)
9. If English Heritage chooses to commission a consultant to survey all Grade II listed buildings in England it would cost circa £4.5 million
10. If English Heritage was to lead on a volunteer project to record all buildings, in collaboration with the Heritage Lottery Fund, the project would cost at least £2.6 million assuming that data cleaning was delivered as an output of the project rather than to inform the project. English Heritage could choose to deliver a hybrid model with the majority (75%) of buildings being surveyed by volunteers and the remainder being surveyed by professionals (in areas where volunteering projects may be less efficient or effective). The indicative cost of this model would be circa £3.7 million excluding data cleaning costs.
11. English Heritage could choose to set up the infrastructure and provide advice and guidance for others to lead on the survey work. This would cost circa £75,000. However given the current economic climate and constraints on local authority funding it is unlikely that this type of project would be seen by a priority for local authority funding
12. Wider advocacy should be undertaken around repair and maintenance of historic buildings in parallel with survey work

APPENDIX A

SUGGESTED REVISED SURVEY FORM

AS INFORMED BY BRISTOL WORKSHOP SESSION

2BUILDINGS AT RISK SURVEY FORM

Complete one form for each building/structure (even if the listing covers more than one building/structure)

Designated site name*	
Building name*	
Street number*	
Street name *	
Locality*	
Civil parish*	
District / Borough*	
Unitary Authority *	
National Park*	
County*	
Postcode*	
Region*	

Listed Grade *	I		II*		II		Locally listed	
List Entry Number *								
Building type - when designated								
Building type - current/last know use								
Scheduled monument*	Y		SM List Entry No.					
	N							
Conservation Area*	Y		CA name					
	N							
Registered Park and Garden*	Y		Grade			RPG List Entry No.		
	N							

2 * represents data that English Heritage will provide for each nationally designated building that will be surveyed in each pilot

World Heritage Site*	Y		WHS name	
	N			
Name of owner(s)				
Contact details: postal address, postcode; telephone number				
Length of time owned (if known)				

Owner type	Charity - heritage		Charity - other	
	Commercial company		Educational - independent	
	Educational - state sector		English Heritage	
	Government		Health	
	Local Authority		Other not for profit community/ voluntary groups	
	Private		Religious organisation	
	Unknown		Multiple owners (tick all relevant)	
	Other (specify)			

Signs of neglect		**A minor problem**	**Causing concern**
Roof	Individual roof covering elements: loss, displacement or damage		
Rainwater disposal	Rainwater goods: debris collected /blocked, overflows		
	Rainwater goods: cracked or leaking		
	Perimeter drainage channel: debris collected		
	Below ground drainage: clogged with debris		
External	Copings, parapets and external walls: unmaintained vegetation including ivy		
	Ventilation grilles, air bricks or louvres: obstructed		
	Roofs and windows: not bird proof		
	Windows: broken glass or other damage		
	Hinges, bolts and locks on windows and doors: do not run easily or are not secure		
	Fascia boards/doors/windows: external decoration not maintained		

	Walls/drainage systems: trees/vegetation close to walls, poorly maintained; evidence of root damage to walls or drainage systems		
	Garden/surrounding area: litter; overgrown vegetation		
Internal	Evidence of leaking roof or gutters		
	Internal structure and fabric: evidence of damp, fungal growth or dry rot		
	Exposed woodwork: signs of beetle infestation		
	Roof and floor voids: signs of vermin		
	Building: shows signs of infrequent ventilation /airing		
	Windows: heavy condensation on windows		
	Internal decoration: not maintained		
Signs of neglect (cont.)		**A minor problem**	**Causing concern**
Building services	Services (e.g. heating, lighting): evidence services are malfunctioning		
	Exposed water tanks, water pipes and heating pipes: no frost protection		
	Lack of security: including installed burglar alarm system malfunctioning or inoperative		

	Building elements	**Good**	**Fair**	**Poor**	**Very bad**
Condition of main building elements	Roofs				
	Rainwater goods				
	Wall structure				
	Doors and windows				
	Architectural details				
	Interior				
	Walls, gates & railings				
	Chimney				
	Other (specify)				

		Good	**Fair**	**Poor**	**Very bad**
Condition	Overall condition				

Has the building suffered from heritage crime	Yes	
	No	

What was the crime?

Occupancy	Occupied/in use	
	Partly occupied/ partly in use	
	Vacant/not in use	
	N/A	
	Unknown	

Risk Assessment	Low / not at risk	
	Vulnerable	
	At risk	

Include flow chart from guidance

Photo name(s)	
Date photo(s) taken	
Photo copyright	

Was the site visited	Yes		No		
Was the interior inspected?	Yes		No		
Date of site visit					
Date of assessment (if different from above)					
Assessed by					

APPENDIX B

SUGGESTED REVISED SURVEY FORM

AS INFORMED BY YORK WORKSHOP SESSION

BUILDING SURVEY FORM

Start with a map to identify location

Complete one form for each building/structure (even if the listing covers more than one building/structure)

Designated site name*	
Building name*	
Street number*	
Street name *	
Locality*	
Civil parish*	
District / Borough*	
Unitary Authority *	
National Park*	
County*	
Postcode*	
Region*	

Listed Grade *	I		II*		II		Locally listed	
List Entry Number *	**- very important use, list entry number on everything**							
Building type - when designated								
Building type - current/last know use								
Scheduled monument*	Y		SM List Entry No.					
	N							
Conservation Area*	Y		CA name					
	N							
Registered Park and Garden*	Y		Grade		RPG List Entry No.			
	N							

World Heritage Site*	Y		WHS name	
	N			

Signs of neglect		Good Condition	Not a problem	A minor problem	Causing concern	Missing	Not Visible
Roof	Individual roof covering elements: loss, displacement or damage						
Rainwater disposal	Rainwater goods: debris collected /blocked, overflows						
	Rainwater goods: cracked or leaking						
	Perimeter drainage channel: debris collected						
	Below ground drainage: clogged with debris						
External	Copings, parapets and external walls: unmaintained vegetation including ivy						
	Ventilation grilles, air bricks or louvres: obstructed						
	Roofs and windows: not bird proof						
	Windows: broken glass or other damage						
	Hinges, bolts and locks on windows and doors: do not run easily or are not secure						
	Fascia boards/doors/windows: external decoration not maintained						
	Walls/drainage systems: trees/vegetation close to walls, poorly maintained; evidence of root damage to walls or drainage systems						
	Garden/surrounding area: litter; overgrown vegetation						
Internal	Evidence of leaking roof or gutters						
	Internal structure and fabric: evidence of damp, fungal growth or dry rot						
	Exposed woodwork: signs of beetle infestation						
	Roof and floor voids: signs of vermin						
	Building: shows signs of infrequent ventilation /airing						
	Windows: heavy condensation on windows						
	Internal decoration: not maintained						

Signs of neglect		Good Condition	Not a problem	A minor problem	Causing concern	Missing	Not Visible
Building services	Services (e.g. heating, lighting): evidence services are malfunctioning						
	Exposed water tanks, water pipes and heating pipes: no frost protection						
	Lack of security: including installed burglar alarm system malfunctioning or inoperative						

	Building elements	**Good**	**Fair**	**Poor**	**Very bad**
Condition of main building elements	Roofs				
	Rainwater goods				
	Wall structure				
	Doors and windows				
	Doors and windows frames and glass				
	Chimneys				
	Pointing				
	Render				
	Architectural details				
	Interior				
	Walls, gates & railings				
	Other (specify)				

Condition	Overall condition	**Good**	**Fair**	**Poor**	**Very bad**

Has the building suffered from heritage crime	Yes	
	No	
	Don't know	

Nature of crime **To much detail – use options in red**	Theft	Architectural	
		Artefact/cultural	
		Metal	
	Damage	Arson	
		Graffiti	
		Inappropriate use of vehicles	
		Vandalism	
	Unlicensed/ unauthorised works	Unauthorised metal detecting	
		Unauthorised development	
		Unlicensed excavation	
	Anti-social behaviour	Environmental	
		Nuisance	
		Personal	
	Other (specify)		

Occupancy	Occupied/in use	
	Partly occupied/ partly in use	
	Vacant/not in use	
	N/A	
	Unknown	

Trend **Difficult as requires comparison**	Improving	
	Stable	
	Declining	
	Unknown	

Priority category			
A Immediate risk of further rapid deterioration or loss of fabric; no solution agreed		**B** Immediate risk of further rapid deterioration or loss of fabric; solution agreed but not yet implemented	
C Slow decay; no solution agreed		**D** Slow decay; solution agreed but not yet implemented	
E Under repair or fair to good repair, but no user identified; or under threat of vacancy with no obvious new user (applicable only to buildings capable of beneficial use)		**F** Repair scheme in progress and (where applicable) end use or user identified; functionally redundant buildings with new use agreed but not yet implemented	
Positive option required			

Summary (include brief description of the site (taken from the listing description), it's condition and risk status and summary of the current situation):

Risk Assessment	Low / not at risk	
	Vulnerable	
	At risk	

Flow chart to identify risk should be included in the form

Was the site visited	Yes		No		
Was the interior inspected?	Yes		No		
Date of site visit					
Date of assessment (if different from above)					
Assessed by					

Jura CONSULTANTS

QA CHECK	
Checked By	CW
Authorised By	CW
Date	2/12/13
Version	FINAL
REF	

Jura Consultants Limited, 7 Straiton View, Straiton Business Park, Loanhead, Midlothian EH20 9QZ
T. 0131 440 6750 **F.** 0131 440 6751 **E.** admin@jura-consultants.co.uk

www.jura-consultants.co.uk

If you require an alternative accessible version of this document (for instance in audio, Braille or large print) please contact our Customer Services Department:
Telephone: 0870 333 1181
Fax: 01793 414926
Textphone: 0800 015 0516
E-mail: customers@english-heritage.org.uk