Report No: 2014R055

Heritage at Risk: Grade II Listed Buildings Condition Survey, North & South East Cornwall

Contractor's Report

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Cornwall Archaeological Unit

CARADON HILL AREA HERITAGE PROJECT

CORNISH BUILDINGS GROUP

The Cornwall Buildings Preservation Trust

(Cornwall Heritage Trust)

Cornwall Archaeological Society

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Heritage at risk: Grade II Listed Buildings Condition Survey, North & South East Cornwall

Contractor's Report

Client	**Cornwall Council Historic Environment Information & Policy Team**
Report Number	2014R053
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This study was commissioned by Cornwall Council Historic Environment Information & Policy Team and carried out by Cornwall Council Historic Environment Projects (now Cornwall Archaeological Unit). It was funded by the Heritage Lottery Fund (HLF).

The client was Nick Cahill, representing Cornwall Council Historic Environment Service Information & Policy Team (HEIPT). Help with accessing the Historic Environment Record was provided by Emma Trevarthen and Jane Powning; help with administration and recruitment of project volunteers was provided by Janet Lewis, all of HEIPT.

The Project Manager was Jacky Nowakowski. The survey was conducted by volunteers in north and south-east Cornwall, directed and trained by Richard Mikulski and Eric Berry.

Andrew Richards and Nick Cahill (HEIPT) provided expert support and guidance. Representatives of partner organisations on the steering group from the Cornwall Heritage Trust (CHT), Caradon Hill Area Heritage Project (CHAHP), Cornwall Archaeological Society (CAS), Cornish Buildings Preservation Trust (CBPT) and the Cornish Buildings Group (CBG) also gave valuable advice throughout the project.

Liskeard Town Hall kindly provided a venue for the inaugural training days held in October and November 2013.

A small exhibition on the results of the project and a conservation workshop was held at Launceston Town Hall on 23rd July 2014.

The survey took place over the winter 2013 – 2014 and was completed in March 2014.

The views and recommendations expressed in this report are those of Cornwall Archaeological Unit and are presented in good faith on the basis of professional judgement and on information currently available.

Freedom of Information Act

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.

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Cover illustration
Aerial photograph of Liskeard town centre (© HER, Cornwall Council 2005)

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Abbreviations

CAS	Cornwall Archaeological Society
CAU	Cornwall Archaeological Unit
CBG	Cornish Buildings Group
CBPT	Cornwall Buildings Preservation Trust
CHT	Cornwall Heritage Trust
CHAHP	Caradon Hill Area Heritage Project
CPD	Continuing professional development
CRO	Cornwall Record Office
EH	English Heritage
HBSMR	Historic Buildings, Sites and Monuments Record
HE	Historic Environment, Cornwall Council
HEIPT	Cornwall Council Historic Environment Service Information & Policy Team
HEP	Historic Environment Projects (now CAU)
HER	Cornwall and the Isles of Scilly Historic Environment Record
HLF	Heritage Lottery Fund
IT	Information technology
LBCS	Listed Buildings Condition Survey
MCO	Monument number in Cornwall HER
NGR	National Grid Reference
OD	Ordnance Datum – height above mean sea level at Newlyn
OS	Ordnance Survey
RIC	Royal Institution of Cornwall, Truro
SAVE	Save Britain's Heritage
U3A	University of the Third Age

1 Executive Summary

In 2013 Cornwall Council Historic Environment Information & Policy team commissioned a pilot project funded by the Heritage Lottery Fund (HLF) to develop and test the feasibility of undertaking a Heritage at Risk survey of Grade II listed buildings using a network of local volunteers and amenity societies.

The survey area targeted was North and South East Cornwall.

HE Projects were awarded the project in September 2013 following a competitive tendering process.

The aims: to engage with interested local community groups, amenity societies and other interested individuals; to deliver training for volunteers in the assessment of building condition and photographic recording; to develop project materials and provide on-going mentoring support to volunteers; and to collate and to report on the survey results.

The project was overseen by a steering group comprising the Information & Policy Team leader (the client), the HE Projects team and representatives from the partner organisations, who met monthly (excepting January) in order to monitor progress of the survey and provide guidance on its outcomes.

Two training events were delivered between late October and November 2013, in order to introduce volunteers to the aims of the project, explain its scope and to familiarise them with the refined field survey pro forma and method. Both training days included practical sessions, which highlighted the need for careful planning of surveys and the hazards likely to be encountered.

Seventy-seven individuals expressed an initial interest in the project. Fifty-three volunteers attended one or other of the training events, whilst 43 actively participated in the survey; completed surveys were returned by 42 volunteers. One of these individuals along with an additional volunteer not involved in the field survey engaged in data entry with the client team.

A total of 659 Grade II Listed Buildings were included in the final survey sample (278 in North Cornwall and 381 in South East Cornwall), located within a range of pre-selected target areas. Those list entries deemed unlikely to be visible from a public highway or those in more rural, isolated settings were omitted from the survey.

The field survey work was undertaken over a 16 week period between late November 2013 and mid-March 2014. In North Cornwall 267 listed buildings were surveyed (96% of the total for the region) and in South East Cornwall 273 were surveyed (71.6% of the total for the region). Overall 540 of a possible total of 659 listed buildings were surveyed, exceeding the projected target of 500.

While GII buildings and structures have been monitored ad hoc since the Heritage at Risk module has been used, no consistent or comparable set of historic data for a large sample of Cornwall's Grade II listed buildings existed prior to the project.

The results of this project have produced baseline data from which the approximate current state of the remainder of Cornwall's 11,884 Grade II listed buildings can be projected and against which the future preservation of these heritage assets can be measured.

The data for the 416 listed building records updated on the HER so far demonstrate 1% are in very bad condition with a further 3% in poor condition. 19% are in a fair condition and 77% in good condition. A single building's condition was uncertain.

During the course of the survey, and following collation of the completed survey results, volunteers and the HE Projects team noted that the main threat to the majority of listed buildings observed during the project was lack of basic maintenance and repair.

The project identified several issues arising when using a volunteer resource for such a survey in a sense, these issues should be regarded as positive outcomes, since the pilot project has done exactly what it set out to do, and these issues have been successfully teased out:

- The need for more lead-in time (for the informed definition of target survey areas and subsequent production of supporting resources such as mapping and listing information, where volunteers may not have access to and/or the relevant skills and knowledge on how to access the Historic Environment Record)

- The importance of regular communications and feedback with volunteers and partner organisations

- The potential requirement to provide IT training to increase capacity for the use of digital technologies needed to collate and transfer completed survey forms and associated photographic evidence

- The need for sufficient time for collation of returned survey forms and associated photographic evidence

- The need for a dedicated stage of moderation of results following completion of data collection and collation

- The need for flexibility of deadlines

The Project demonstrated it is possible to use volunteers' survey results and photographs to produce a reliable Heritage at Risk survey. Appropriate moderation is recommended, with anomalies or confusion most likely resolved by either a site visit or through further analysis of the photographic evidence or both.

The experience of the project provided insights on how to maximise volunteer performance and potential including identifying:

- The approximate average number of listed buildings a single volunteer can be expected to survey over the course of the survey period (20) and in a single day (10 - 12)

- The need to provide adequate support to ensure survey records are returned in a standardised digital format

- The need for photographic files to be properly labelled, according to a standard format

In addition, further benefits and positive outcomes were observed and experienced by both professional members of the projects team and the volunteers. These included:

- Volunteers enjoyed meeting and working alongside each other in common purpose.

- Working in pairs or small groups allowed participants to socialise, learn more about each other and share their experiences of the survey project.

- Volunteers and project team members shared their wider knowledge and learnt more about the local and wider historic environment and therefore increased knowledge capacity for the future.

- Volunteers and project team members gained different perspectives on built heritage.

- Cornwall Council's Historic Environment Service's public and community profile was raised with participants increasing their knowledge of the role of the service and the content and function of the Cornwall and Scilly Historic Environment Record.

Figures 1-5 Some of the HE team and volunteers (clockwise from top left); Specialist Buildings Consultant Eric Berry; North Cornwall group volunteers discuss the survey at Boscastle; Surveying Bude Castle Heritage Centre; Volunteers, project team & the Cornwall Council HE team attending the exhibition at Launceston Town Hall; Eric Berry and Andrew Richards (HE) field-testing the survey form in Truro.

2 Introduction

2.1 Summary description

The project aimed to assess the practicality and feasibility of using a non-professional volunteer resource to survey a large sample of Grade II listed buildings in North and South East Cornwall to develop a consistent survey methodology and establish if such surveys were a practical option. The project also aimed to assess the nature and scale of issues affecting Grade II listed buildings in the target areas of the survey.

It aimed to do this by providing professional training for the volunteer team and briefing for representatives of the partner groups (Cornwall Archaeological Society, Cornish Buildings Group, Cornish Buildings Preservation Trust, Cornish Heritage Trust and the Caradon Hill Area Heritage Project), for other local groups (e.g. Saltash Heritage, Launceston U3A) and volunteers not affiliated with these groups.

2.2 Project background

Grade II Listed Buildings

There are 11,884 Grade II listed Buildings, 224 Grade I and 590 Grade II* across Cornwall (as of 03/07/2014): the largest number of listed buildings within any English unitary/single tier authority area. In the last 3 years the Historic Environment Information and Policy team has developed a Heritage at Risk module within the HER. The existing 1,034 entries are derived from national registers including those held and maintained by English Heritage, Save Britain's Heritage and informal updating from local sources, such as Council Conservation Officers. The data on this module is not formally published but is available as part of the HER.

To date, approximately 10% of Grade I and Grade II* listed buildings, and Scheduled Monuments, are recorded as at risk in the HER. The degrees of risk, and therefore the solutions, vary enormously from general lack of maintenance, through to more serious threats of collapse and loss. On the basis of existing figures it was possible we could expect a similar percentage of Grade II, which amounts to a staggering 1,180 buildings.

Cornwall Council and English Heritage held no quantitative or qualitative data on the condition of the 11,884 Grade II listed buildings, and therefore there existed no basis to measure the resources needed to address at risk issues, or how to target and prioritise existing available resources. This was therefore a very significant gap in the evidence base used to manage and conserve Cornwall's historic environment.

The project aimed to address this gap through a condition survey of Grade II listed Buildings. The survey would focus on Grade II listed buildings in North and South East Cornwall where there has been significantly less investment in heritage projects and regeneration than in other parts of Cornwall. It aimed to survey a minimum of 500 buildings across a variety of locations including one principal town, Liskeard, and smaller towns and settlements including Bude, Polperro and Port Isaac. The full range of Grade II listed building types were to be included in the survey including milestones and bridges, churches and funerary monuments, industrial structures, domestic houses and commercial premises.

This project's results were intended to help Cornwall Council and local communities learn about the condition of Grade II listed buildings in areas of Cornwall that are sometimes considered remote and have not benefited from as much investment as

other areas, identify possible solutions to those at risk, and develop a method for future surveys to take place.

2.3 Project Aims

This project focussed on a sample of Grade II listed buildings in North and South East Cornwall (see figure 6 and Appendices 4 and 5) and the appraisal of their current exterior condition.

The project was expected to highlight key issues and provide suggested outline solutions to the issue of buildings at risk as well as developing an agreed method for future surveys.

The project would pilot a method of volunteer engagement and delivery under professional guidance and training, to provide volunteers with new practical skills and raise the profile and experience of several groups and societies. It would create a legacy of greater volunteer engagement with managing Cornwall's historic environment and increase the capacity of groups and societies to understand their own heritage the better, with sufficient skills and understanding to undertake more surveys, to work collectively and to recruit more members.

The principal anticipated outcomes from this pilot study were:

- To help a range of audiences (including building owners, heritage organisations, volunteers and communities) learn about the diversity and wealth of historic buildings in Cornwall and the threats facing some of them

- To raise awareness across audiences about how to get involved and participate in monitoring and surveying the condition of historic buildings

- To provide opportunities for up to 25 volunteers to gain practical experience in field surveying techniques, develop new skills and knowledge and increase personal confidence

- To inform future approaches to surveying and monitoring the condition of Cornwall's listed buildings

- To study an under-represented area of Cornwall to determine the condition and threats to Grade II listed buildings and identify trends and possible solutions

- To increase the partnership working between key local groups and Cornwall Council and create a legacy of increased capacity for future volunteering.

2.4 Specific Objectives for Contractor

Within the overall project, specific objectives for the Contractor's team included:

- Liaison with the client to develop and agree a buildings at risk survey methodology
- Liaison with the client to test and consolidate the developing buildings at risk survey methodology
- Provide appropriate training for volunteers (up to an expected 25 individuals)
- Provide mentoring support and quality control for volunteers
- Enter condition data for up to 400 field survey records
- Design and develop digital materials to promote the project and to the support survey work and help develop a tool-kit to support future volunteer-sector and Cornwall Council initiates.
- Produce end of project Report and evaluation.

2.5 Project Scope

The project was a pilot study designed to test both methods for carrying out a condition survey of Grade II listed buildings and the practicality and issues involved in recruiting and supporting a volunteer resource to deliver the field survey and results.

The condition survey was targeted in areas of Cornwall which have traditionally received less attention with regard to the historic environment, specifically north and south east Cornwall. The project focussed on a variety of locations within these two areas and included one large town (Liskeard) and smaller towns and settlements including Bude, Boscastle, Landrake, Marhamchurch, Polperro, Port Isaac, Saltash, St. Germans and Stratton.

The number of Grade II listed buildings included in the final survey sample for this project was as follows:

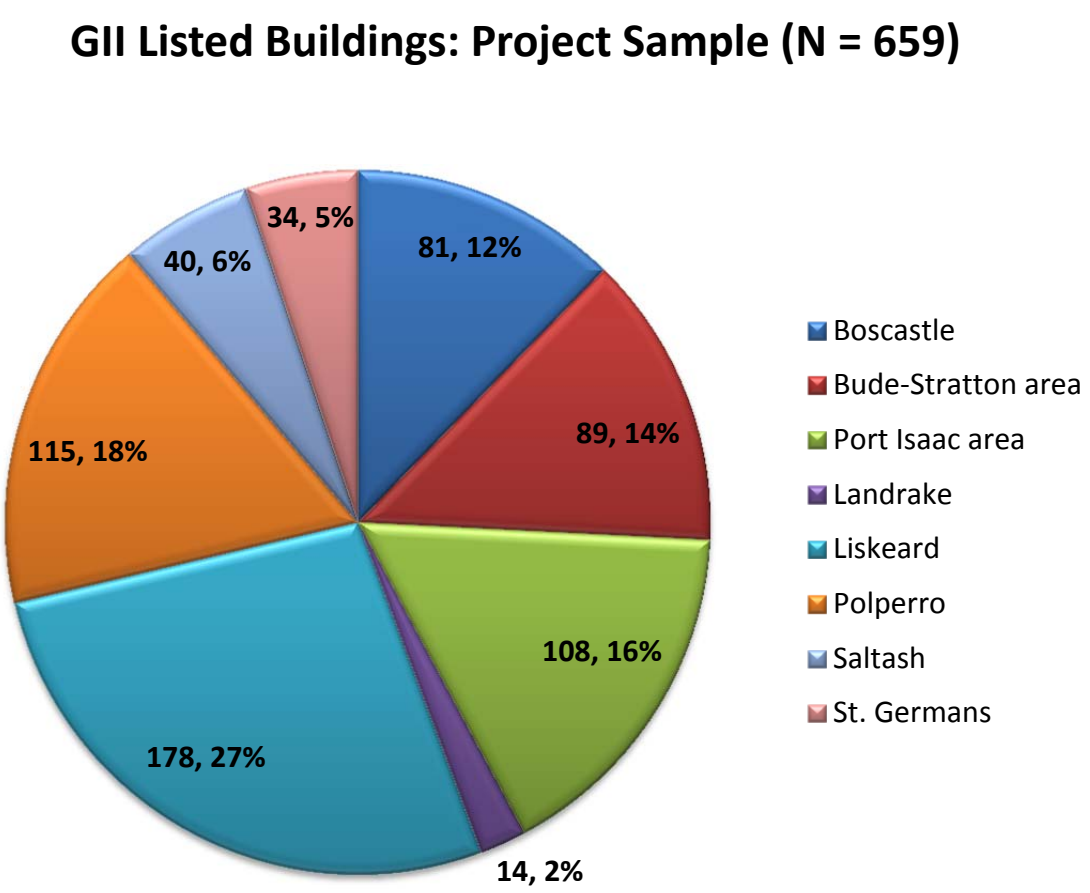

Figure 6 Distribution of Grade II listed buildings included in the final survey sample for the Listed Buildings Condition Survey project in North and South East Cornwall.

The project was set a target of 500 list entries to be surveyed within the timescale; the original, unrevised survey sample included 691 list entries in total, partly a result of the geographic spread of the areas, partly as a deliberate decision by the client to over-allocate, to allow for lack of access to buildings, difficulties with recording or analysis etc.

All listed buildings initially included in the survey sample were selected on their anticipated safe visibility from a public highway. The project did not include internal access or entry to private property, unless volunteers were surveying either their own property (if included in the survey) or a publicly accessible listed building. Listed buildings in remote, rural locations were eventually excluded from the survey for the purpose of maintaining safe-working conditions, producing a final survey sample of 659.

Grade II listed building types included in the survey sample were wide-ranging and included milestones, bridges, churches and associated monuments, funerary monuments, telephone kiosks, industrial structures, domestic houses and commercial premises (see Appendix 5).

2.6 Methods

The project progressed through stages and specific tasks.

2.6.1 Monthly Steering Group Meetings

The project manager attended monthly steering group meetings arranged by the client, including the inception meeting held at the beginning of the project. Prior to these meetings the project manager provided the client with a clear auditable trail of costs and deliverable outcomes to date. At these meetings progress reports prepared by the project manager were delivered. See Appendix 2.

2.6.2 Liaison to agree recording form template

A Technical Panel, separate from the Steering Group, was set up to enable client team and HE Projects staff to develop and review the survey recording form, data entry procedures etc. From this was developed a concise and easy-to-use four page recording form, for use by volunteers, which was compatible with the Cornwall & Scilly HER database. See Appendix 3.

2.6.3 Field-testing of record forms

A member of the client team, Andrew Richards together with Richard Mikulski and Eric Berry of the HE Projects team spent two days in the field, testing the effectiveness and practicality of the survey forms when applied to a cross-section of listed Buildings, in an urban setting (Truro) similar to those likely to be encountered within the survey sample.

2.6.4 Liaison to define survey areas

The client defined draft survey areas based on the following influencing factors:

- Numbers of volunteers expressing interest, their likely ability to contribute and their location

- The accessibility and diversity Grade II listed Building types

Comments and observations made by the HE Projects team and steering group members on the initial survey areas were taken on board and the list revised.

Practical considerations as well as minimal risk factors were taken into account.

2.6.5 Health and safety training & Field Training Exercise

Initially, it was envisaged that the client would recruit 25 volunteers and HE Projects would provide training for them. In the event, interest and enthusiasm for the project was such that many more people expressed an initial desire to be involved, with 43 individuals eventually actively participating in the field survey and 2 in data entry on the HER.

Whilst the original expectation was that each volunteer would attend two formal training days, it became apparent, given the large number of people wishing to attend, their varying time commitments and the need to get the survey up and running, that it was more practical to condense the health and safety and survey training into a single day for two different groups on two different dates. Both of these formal training days took place at Liskeard Town Hall and they were followed up by support visits and mentoring to the various target area groups, once the project was up and running.

Each of the two initial training days included a talk and powerpoint presentation led by the HE Projects team with contributions from Andrew Richards of the client's team, and comprised the following:

- An introduction to the project, its aims and the issue of Heritage at Risk
- An introduction to accessing HER data online (using Heritage Gateway)
- A description of the health and safety risks and importance of producing risk assessments
- Familiarisation with the field survey pro forma and recording process
- A case study which identified potential aspects of listed buildings likely to be encountered
- Advice regarding photographic recording

On each day, the presentation was then followed by a practical session using the field survey pro forma to practice recording listed buildings in the vicinity of the venue, to identify hazards and to mitigate the risks of any harm to volunteers whilst undertaking building surveys.

Each training day was rounded off with a plenary session, which encouraged discussion with volunteers about their initial experiences and addressing any questions or issues arising.

The training sessions were followed up by 12 support field visits carried out by the HE Projects team to the various survey areas (see Table 3).

2.6.6 Monitoring and mentoring of volunteers

The volunteers, alongside volunteer area representatives carried out the field survey of 500 buildings in north and south east Cornwall with support from the HE Projects team.

The volunteers organised themselves, with the support of HE Projects, and facilitated by administrative support from the client team, to identify individuals willing to act as area representatives for each of the target areas in order to coordinate the distribution and collection of survey materials at a local level.

The HE Projects team, supported by the client administration officer (Janet Lewis), provided mentoring support and quality control for the volunteers and area representatives in a number of ways:

- Creation of email distribution lists for each of the target areas to facilitate communication within and between different groups of volunteers and area representatives.
- Development and dissemination of a set of collated volunteer guidance (see Appendix 3)
- Creation and dissemination of additional supporting resources
- Use of social media (e.g. Facebook, Twitter) for dissemination of supporting resources and promotion of the issue of heritage at risk and listed buildings.
- Regular telephone and email communication giving advice and support on:

- Feedback on use of the survey pro forma
- Feedback on use of mapping resources & listing information
- Re-sizing of digital photographs
- Re-naming of digital files
- Coordination of support visits
- Coordination of return/transfer of completed surveys and photographs
- Dissemination and accessibility of volunteer evaluation forms
- Coordination and delivery of support visits to individual survey areas to support volunteers on survey days and boost numbers.

It is estimated that each volunteer on average received the equivalent of at least one day accompanied field survey and/or email/telephone support.

2.6.7 Enter field data into the Cornwall HER

A target of 500 updated records was set. HE Projects were responsible for entering condition data for 400 Grade II listed Buildings into the Cornwall HER database (to be inputted by Krysia Truscoe). A minimum of an additional 100 records was expected to be entered by volunteers following training by the client. This was done using IT facilities at the HER office in Truro.

2.6.8 Produce web based material and presentations

This involved the design and production of web-based materials promoting the project as well as the method, the issue of Heritage at Risk and the provision of a tool-kit to encourage future volunteers and partner organisations to continue the survey. Materials for the tool-kit have been produced in the form of downloadable guidance with both exemplar and blank survey forms. This material has been deposited with the client team, which is responsible for uploading material and retain full editorial rights as well as all intellectual property rights concerning materials produced on the client's behalf.

A series of presentations to local interest groups which outlined the aims, methods and interim results of the project, were held throughout the project life. This included an exhibition in July at Launceston.

2.6.9 Prepare end of project report

Results of the project are presented here. The report includes:

- An analysis of the survey methodology and assessment of its success
- An analysis of the survey data, in particular the identification of any trends, the condition of Grade II listed Buildings in the targeted areas
- A consideration of possible approaches to tackling buildings at risk
- Assessment of increase of engagement and capacity within the voluntary sector
- An assessment of the experience of the volunteers and the degree to which their skills have increased

3 Results & Outcomes

The following objectives have been achieved within the timescale of the project.

3.1 The Grade II Listed Buildings Condition Survey

3.1.1 Survey Progress

The project successfully delivered a completed condition survey of five hundred Grade II listed buildings across north and south east Cornwall. Over 500 buildings were visited, with a minimum of an additional 40 surveyed over the target figure (as of 08/08/2014).

The majority of those buildings within the survey sample remaining unassessed (i.e. 119 of the final survey sample, N = 659), were not surveyed as a result of the time constraints of the project; with a minimal number of buildings unable to be surveyed as they were not visible from a public right of way/highway.

While only two of the eight target areas were completely surveyed, overall numbers remained on target largely because in the Bude-Stratton area the number of building surveys completed (110) actually exceeded the anticipated number (89).

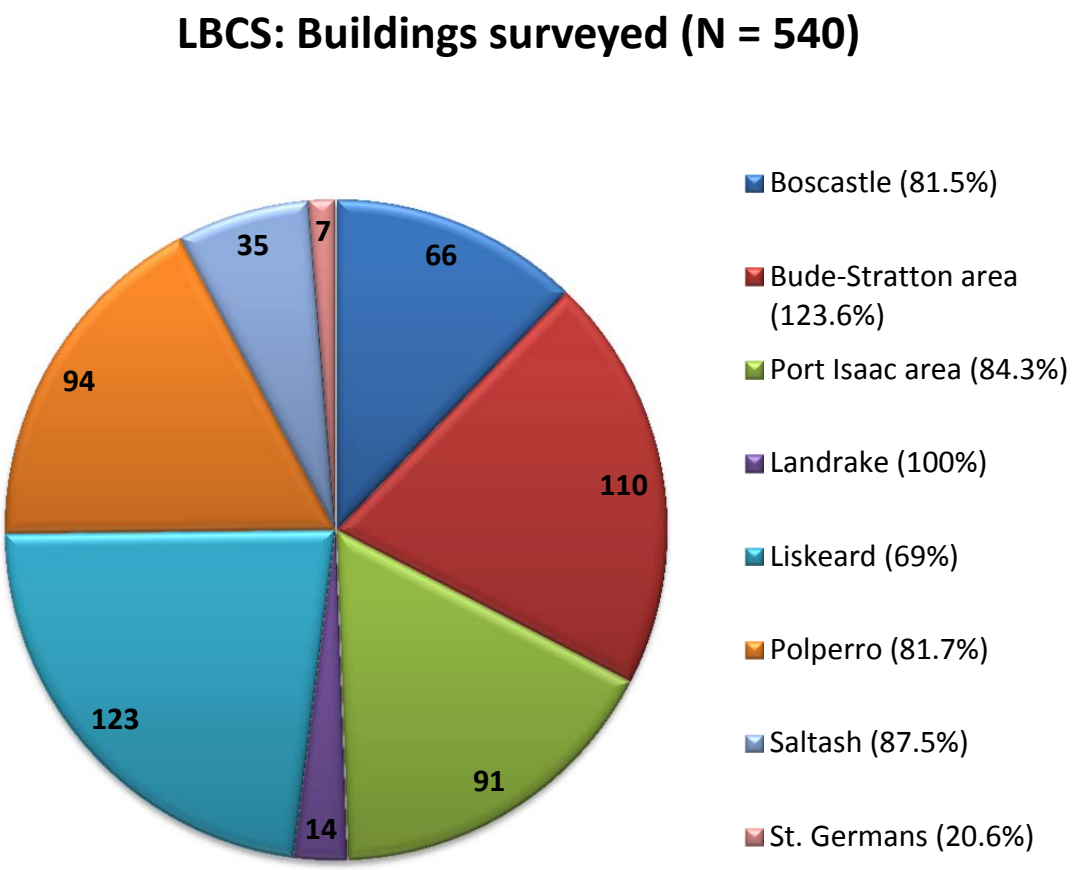

Figure 7 Distribution of Grade II listed building surveys completed during the Listed Buildings Condition Survey project (with % of total sample for each area).

Results of two of the target areas are presented in figures 8 & 9. These show the distribution and condition data for completed building surveys (those that have been updated on the HER) within the target survey areas.

Appendix 4 contains similar figures and data for the remaining target areas.

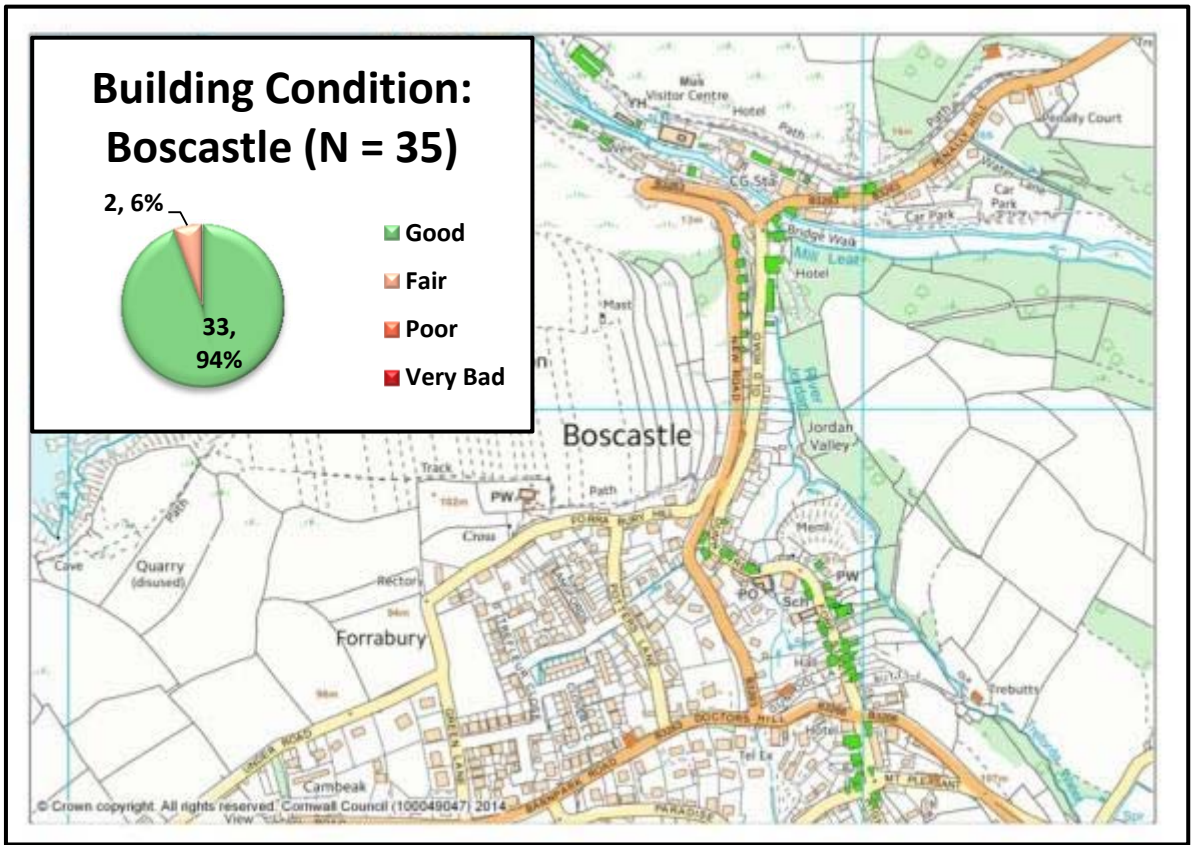

Figure 8 Map of Boscastle showing overall LBCS project progress, with listed buildings surveyed (green) and not surveyed (orange). Inset: Comparative condition data for those buildings for which records have been updated on the Cornwall HER as of 8th August 2014.

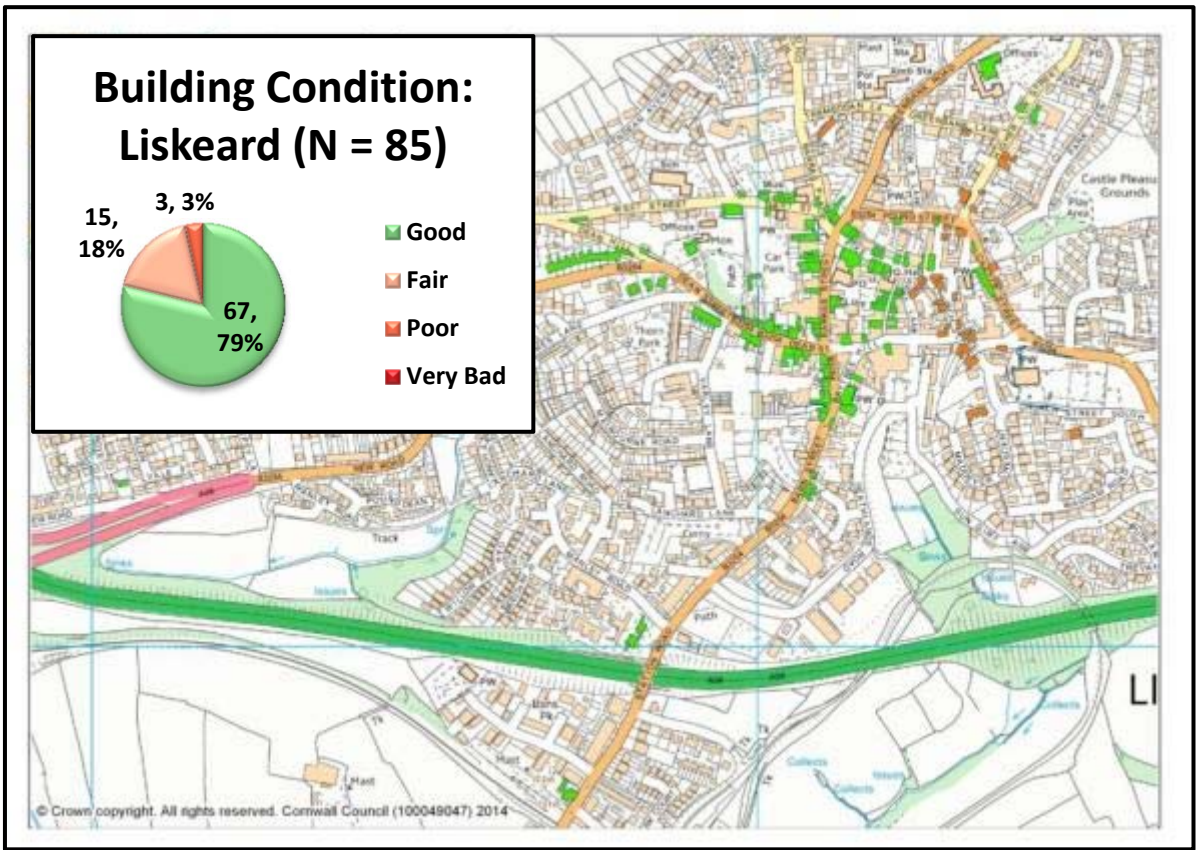

Figure 9 Map of Liskeard showing overall LBCS project progress, with listed buildings surveyed (green) and not surveyed (orange). Inset: Comparative condition data for those buildings for which records have been updated on the Cornwall HER as of 8th August 2014.

3.1.2 Identification of key issues affecting Buildings at Risk

During the course of the survey, and following collation of the completed survey results, volunteers and the HE Projects team noted that the main threat to the majority of listed buildings observed during the project was lack of basic maintenance and repair.

Figure 10 Missing slates, with roof open and rafters exposed.

Figure 11 Vegetation and roosting seagulls on chimney.

Figure 12 Rampant ivy, over-running walls and roof.

Figure 13 Eroding stonework.

Figures 14-16 Deteriorating render & woodwork (left & centre); Blown mortar, with potential impact on structural integrity (right).

In particular, the cleaning out and up-keep of rainwater goods was noted as a significant and widespread problem in all areas where the condition survey took place.

Figure 17 Missing section of gutter.

Figure 18 Accumulating vegetation appears to have resulted in disconnection of the gutter.

Figure 19 Disconnected downpipe.

Figure 20 Substantial vegetation build-up in valley and gutters.

Figure 21 Inadequate downpipe and damage.

The problem of maintenance is naturally exacerbated by a reduction in or lack of occupancy and or use of buildings.

Figure 22 The Great House, Liskeard - announced as one of Mary Portas' pilot towns for her regeneration scheme in 2012.

Figure 23 Damage to bay window (missing render-washed slate), with exposure of internal timber structure.

Figure 24 Lack of full occupancy can result in larger properties in particular falling into disrepair.

As the condition survey progressed, it became clear that many of the issues and threats impacting listed buildings vary widely with the particular context (i.e. urban space) of the buildings. For example, vehicular damage to buildings is much more likely in highly condensed urban areas, where historic buildings are tightly packed together, even if traffic is comparatively light (see figure 25).

Figure 25 Damage to hung slate, reportedly caused by vehicular traffic.

Figure 26 Wiring to building exterior with rusted bracket and insulator hanging free.

The development and proliferation of communications' technologies and infrastructure poses a significant threat to both the character and physical structures of listed buildings, with potential messy accumulations of electrical wiring (see figure 26) to the exteriors (and most likely also within the interiors) of historic buildings which may present electrical and fire safety hazards to buildings and their occupants; as well as being unsightly and detracting from the buildings' historic character.

The survey demonstrated that the main problem affecting funerary and other public monuments was also a general lack of maintenance and upkeep (see figures 27 & 28), due to their remote and infrequently visited locations.

Figure 27 Overgrown chest tomb (unidentified), Church of St. Michael, Landrake.

Figure 28 Collapsed roof of family funerary vault, St. Stephens, Saltash.

If regular maintenance and monitoring is not carried out on these public buildings, there are likely to be several issues arising. These include a loss of information, for example due to erosion/decay of lettering on monuments; movement or removal of grave markers, resulting in a loss of association with grave sites; and potential collapse/destruction of more substantial built monuments such as family mausolea (see figure 28), which once structurally unstable might also pose hazards to the general public.

The threats to some public monuments are context and/or function specific. For example, the function of the Pipewell in Liskeard (see Appendix 5) is directly related to water management, yet potential flood damage represents the greatest threat to it. Similarly, the coastal location of the Storm Tower at Bude (figure 29) is the cause of its greatest threat - coastal erosion. Consequently unusual monuments or built structures may require special consideration.

Figure 29 The Storm Tower, Bude.

However, it is clear that there are wider factors involved in the risk levels affecting the condition of listed buildings, beyond simple maintenance. The socio-economic environment influences building owners' capacity to afford regular maintenance and repairs to buildings. It is also likely to influence the prevalence of heritage crime i.e. theft and vandalism (see figure 30).

Climate change is another major factor linked to Heritage at Risk. As the press reported during the timescale of the survey in winter 2013 - 2014, weather extremes and storm surges directly impacted many aspects of Cornwall's historic environment, not least of which have been its coastal sea and harbour defences, many of which are grade II listed. Many of these listings were included within the survey and remain at threat from rising sea levels, storm surges and climatic extremes (see figure 31).

Figure 30 Graffiti to the memorial bronze relief, Victoria Gardens, Saltash.

Figure 31 Damage to the historic harbour wall following the recent storms, Porthleven (Image: Peter Smith 2014)

3.1.3 Listed Building Condition

It should be noted that the condition data presented below represent only those records which have been updated so far on the Cornwall HER (N = 416), rather than the total number of buildings surveyed during the project. The following statistical analyses have been produced in conjunction with, and from data now held in, the Cornwall and Scilly HER.

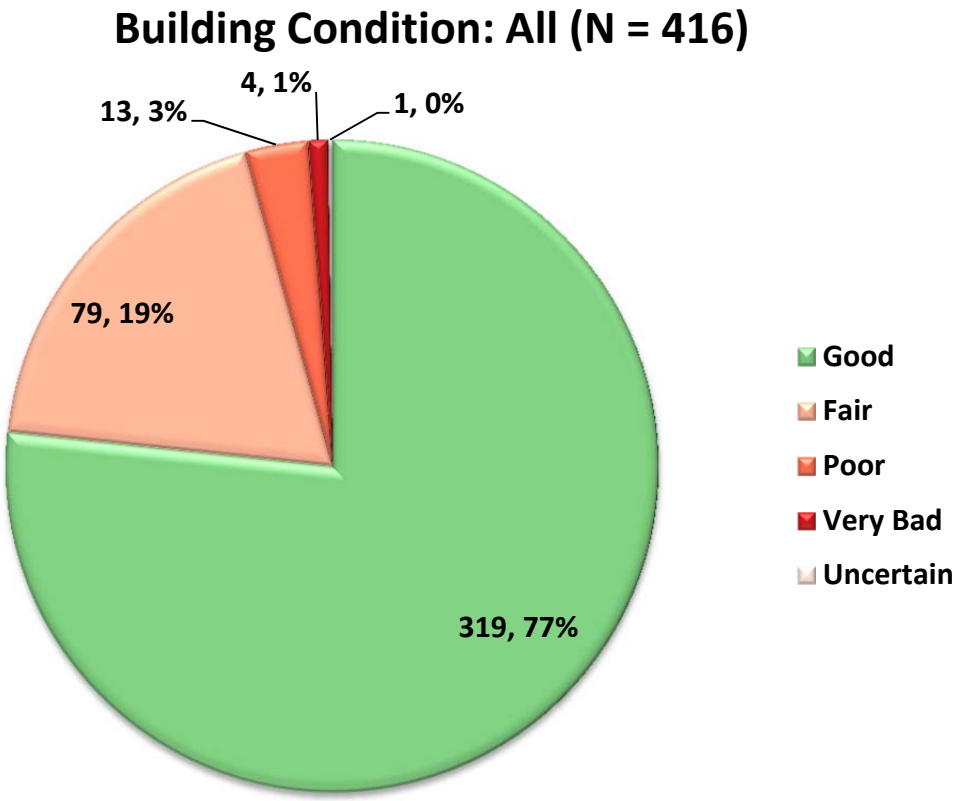

Figure 32 Listed building condition data for updated building records on the Cornwall HER (as of 08/08/2014).

Listed Building Condition: North Cornwall

Listed Buildings Condition Survey Results – North Cornwall						
Area	No. of HER Records Updated	Condition				
		Good	Fair	Poor	Very bad	Uncertain
Boscastle	35	33	2	0	0	0
Bude-Stratton area	124	111	7	4	2	0
Port Isaac area	86	54	27	5	0	0
Totals	245	198	36	9	2	0

Table 1 Number of records for listed buildings in North Cornwall updated on the Cornwall HER (as of 08/08/2014).

Listed Building Condition: South East Cornwall

Listed buildings Condition Survey Results – South East Cornwall						
Area	No. of HER Records Updated	Condition				
		Good	Fair	Poor	Very bad	Uncertain
Landrake	15	13	1	1	0	0
Liskeard	85	67	15	3	0	0
Polperro	42	19	22	0	1	0
Saltash	22	15	5	0	1	1
St. Germans	7	7	0	0	0	0
Totals	171	121	43	4	2	1

Table 2 Number of records for listed buildings in South East Cornwall updated on the Cornwall HER (as of 08/08/2014).

Representations of condition data results for North and South East Cornwall and for the individual target areas are presented in Appendix 4.

3.2 The Field Survey Tool-kit

Materials for a tool-kit (see Appendix 3) have been developed and made available to the client team. This includes a blank survey form, a completed exemplar as well as a volunteer survey manual incorporating guidance on the form, photography and collation of data. This offers the potential for future development of physical and digital resources for related schemes.

The Archaeology Cornwall Facebook community page has already been used to promote and share relevant links and resources with volunteers and the wider community. The **@iDigCornwall** Twitter profile was used to promote the project and the issue of Heritage at Risk.

3.3 Working with volunteers

This project has successfully developed and increased the current volunteer base, already supported by Cornwall Council's Historic Environment Service and the key partner groups involved in the project, to enable the delivery of Heritage at Risk surveys. The planned project activities have in turn produced wider benefits for the participants and local authorities. These benefits included:

- Opportunities to gain continuing professional development (CPD) training for volunteers
- Raising the profile of heritage assets within and beyond their immediate local communities
- Raising awareness and developing membership of local civic societies and amenity groups and levels of co-operation between them
- Enabling the local communities within Bude, Boscastle, Landrake, Liskeard, Polperro, Port Isaac, Saltash and St. Germans to proactively engage as members of a volunteer network facilitating the protection, conservation and enhancement of local built heritage assets
- Instilling a sense of civic pride and facilitating its expression
- Developing a tool-kit to enable the delivery of future Heritage at Risk surveys
- Creating a legacy project (exhibition/conservation workshop) and on-going support and promotion of the survey work, instigated by volunteers themselves

3.3.1 Volunteer feedback

A volunteer evaluation form was designed and distributed to all volunteers who actively participated in the condition survey and related project activities. Fifteen volunteers responded, returning completed evaluation forms and these represent 35% of the 42 volunteers actively involved.

- 100% of responding volunteers found the project stimulating and enjoyable.
- 93% of respondents stated they were keen to be involved in future community projects whether related to listed buildings or the wider historic environment.
- 93% rated their overall experience of the project as either 4 or 5 out of 5 (5 being excellent). Only a single respondent rated their experience as 3 out of 5, with no respondents rating lower than 3.

3.3.2 Selected quotes from volunteers

"I thoroughly enjoyed the experience. I love historic buildings so it was an ideal opportunity and gaining new surveying skills makes me motivated to pursue a career in this field."

"Thoroughly enjoyable - in spite of the weather!"

"This successful project demonstrated the potential gains for the community that can be achieved by involving members of the public with archaeological professionals: demonstrating the importance of historic buildings to local character and culture; complementing the work of a small band of professionals with a large number of volunteers; training amateurs to observe and understand; and offering a community a chance to do something for itself…"

"I found it very interesting and a challenge. I can't think of any improvements."

"Useful & interesting experience - it will be interesting also to see what eventual conclusions are drawn."

3.4 Training & Skills Capacities with Heritage at Risk

This project has developed the concept of nurturing new skills and a sense of ownership within local communities in relation to assessing the condition and managing the care of locally and nationally important heritage assets. This was achieved through the provision of professional training and briefing to all volunteers, who included representatives from the key partner groups as well as individuals belonging to other local amenity groups.

The training sessions provided the opportunity for potential volunteers to learn about the project, its aims and its anticipated outcomes; and also to understand the importance and significance of actively updating the Cornwall and Scilly Historic Environment Record and the function of such surveys to inform the conservation, management, preservation and enhancement of heritage assets.

The training sessions were followed up with moderation of volunteers' survey results and the provision of subsequent mentoring and support to volunteers where appropriate.

The project has also provided opportunities to engage listed building owners (including both those buildings included in the survey sample and those buildings which were not) and raise awareness of their heritage assets.

A total of 14 training and support visits were delivered across all areas of the survey. These are summarised below, along with the numbers of volunteers and professionals in attendance (see table 3 overleaf).

Date	Location	Nature of visit	No. HE Professionals	No. volunteers
30/10/2013	Liskeard	Training Day	4	40+
22/11/2013	Liskeard	Training Day	2	12
22/11/2013	Millbrook	Support Visit	2	1
26/11/2013	Bude	Support Visit	1	3
05/12/2013	Polperro	Support Visit	1	4
10/12/2013	Port Isaac	Support Visit	1	4
12/12/2013	Port Isaac	Support Visit	1	3
17/01/2014	Liskeard	Support Visit	1	3
10/02/2014	Saltash	Support Visit	1	5
12/02/2014	Canworthy Water (Bude)	Support Visit	1	4
05/03/2014	Boscastle	Support Visit	1	1
12/03/2014	Liskeard	Support Visit	2	2
14/03/2014	Boscastle	Support Visit	2	6
20/03/2014	Liskeard	Support Visit	1	2

Table 3 List of training days and support visits delivered as part of the Listed Buildings Condition Survey project.

Following completion of the project, volunteers' evaluation demonstrated that 64% of volunteers agreed the training days were well organised and provided a good introduction to the project, with the remainder (36%) neither agreeing nor disagreeing.

Additional feedback from the volunteer evaluations demonstrates:

- 93% of the respondents agreed the mapping, listing information and other supporting resources were well designed and appropriate
- The same amount of volunteers agreed that they had received a good level of support from the HE Projects team
- 93% of responding volunteers stated they felt more aware of the HER, how it can be used and the issues affecting listed buildings and their care

3.5 Partnership Working

The project successfully engaged volunteers affiliated to and associated with a wide range of different local interest groups.

Of those individuals who returned completed volunteer evaluation forms, 8 (53%) were female, 7 (47%) were male. 67% of these volunteers were aged between 51 and 70, with a further 3 individuals (20%) aged over 70. Only a single respondent (7%) was aged under 31 years (21 – 30).

Seventy-three percent of responding volunteers agreed they had made new acquaintances and friends as a result of being involved with the project, highlighting the social value of such community-based projects.

During the recruitment process, volunteers were asked to inform the client team of their affiliations to relevant local and national interest groups. The volunteer evaluation form also asked for similar data regarding volunteer affiliations. Figure 32 demonstrates volunteer affiliations from a combination of these sources (N.B. Some volunteers belonged to more than one group).

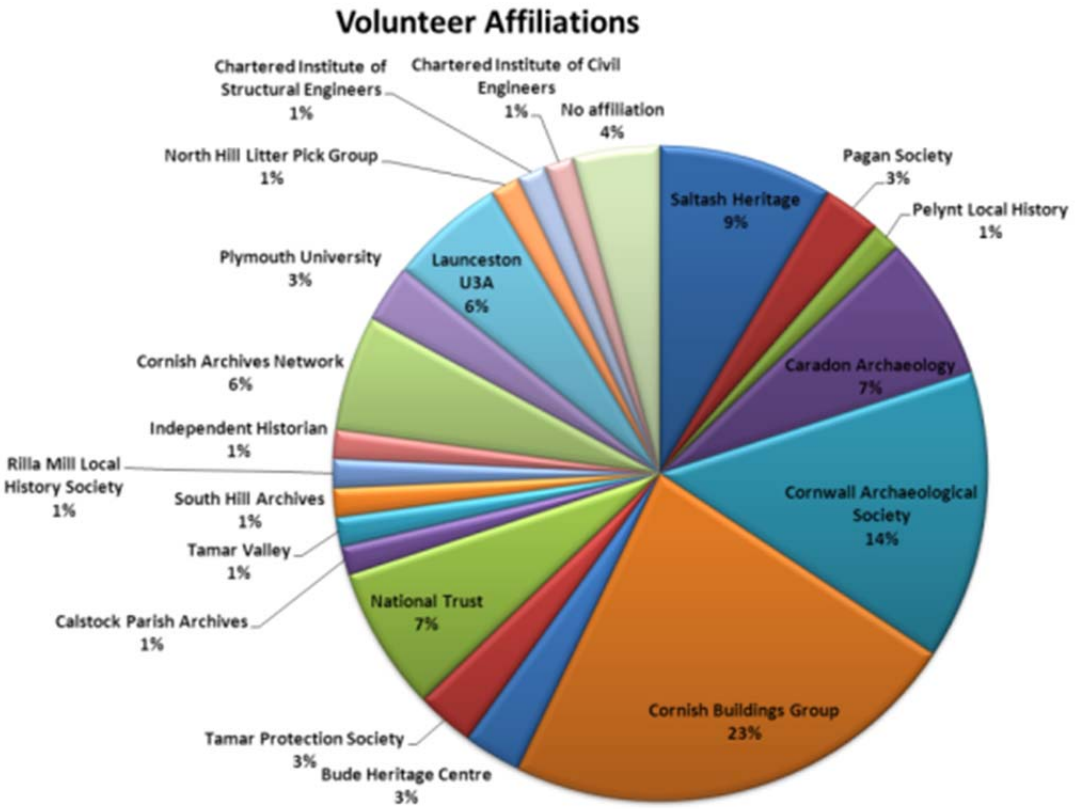

Figure 33 Affiliations of volunteers contributing to the Listed Buildings Condition Survey project, Cornwall.

4 Evaluation

4.1 Monthly Steering Group Meetings

A total of five monthly steering group meetings were held throughout the duration of the project between October 2013 and March 2014. All meetings were hosted and chaired by the client at the Truro office base. Representatives from the majority, if not all of the partner groups attended each meeting alongside the client and HE Projects teams.

The steering group meetings were effective in bringing representatives of the partner groups together with the client and HE Projects teams to monitor and discuss progress of the project, emerging results, volunteer recruitment and any issues arising, and ensure the project remained on track in terms of budget, timescale and anticipated outcomes.

The meetings served well to raise the profile of the individual partner groups with each other and to introduce key representatives of these groups to new staff within the Cornwall Council Historic Environment Service.

(See Appendix 2 for the individual reports to the steering group and technical panel update).

4.2 Liaison to agree recording form template

The HE Projects team successfully liaised with the client through a Technical Panel to produce a simple, effective and easy-to-use paper recording form for volunteers involved in the field survey. This form was developed to maintain the original principles of the English Heritage Heritage at Risk form on which it was based and ensure it was compatible with the Cornwall & Scilly HER database (specifically the Heritage at Risk Module).

The form was also designed in such a way as to limit the amount of paperwork volunteers needed to carry during field survey.

Appendix 3 contains a blank copy of the survey form developed and used during the project, in addition to a completed exemplar.

4.3 Field-testing of record forms

The HE Projects team successfully liaised with the client to field-test the survey form and ensure it was practical and effective for the purposes of the survey and for ease-of-use by volunteers.

One day was spent field-testing the form in Truro on a variety of Grade II listed structures (including a large unoccupied nineteenth century chapel, a series of major leats, a bridge, the Royal Cornwall Museum and a townhouse).

The form was generally found to be effective for assessing the majority of listed buildings encountered and the field-testing day was followed up with discussion of the results between the client and HE Projects team, and refinements to the form were made.

However, whilst the form itself proved effective for recording purposes, it was clear that even amongst professionals, assessment of overall condition could be a difficult area to agree.

This problem might best be demonstrated by distinguishing between condition of character and condition of physical structure. During the field-test, the client's representative, Andrew Richards indicated that character could be at risk, even though the physical structure of a building was not (for instance through use of inappropriately detailed, perhaps PVCu windows).

The form, based as it is on the English Heritage model, does not allow character and condition to be separated easily and generally focusses on the physical elements of the structure. As such, the project team decided it was best to train volunteers to focus on assessing the physical condition of the buildings.

However, the issue of character versus condition highlighted the need for a post-fieldwork phase of moderation of the completed survey forms, potentially followed up by the need for an HE professional to collect and/or collate photographic evidence.

4.4 Liaison to define survey areas

The client initially selected two survey areas, one in north Cornwall and one in south east Cornwall. These survey areas and the samples of Grade II listed buildings within each were selected according to a number of factors such as:

- Accessibility of the listings and/or likely visibility from a public highway
- The need to assess a diverse number of building/structure types
- The short timescale of the project
- The need to investigate under-represented areas of Cornwall

The technical panel, including the HE Projects team, reviewed the draft areas and a decision not to include more rural or isolated listings (e.g. those in the wider St. Endellion region around Port Isaac) was taken by the client with the aim of minimising any risks to volunteers' safety, as well as keeping travel costs to a minimum. Consequently the original survey sample was reduced from 691 list entries to 659.

The short lead-in time between the final definition of survey areas and the start of the project/volunteer training days meant that it was not possible to produce the appropriate supporting mapping resources and listing information in time for the initial volunteer training sessions. A member of the client team (Jane Powning) did manage to produce maps and listing information for the first training day. It became clear however, that these resources needed to be simplified and reduced in size to make them more practical for use in the field by volunteers.

4.5 Training (Health & safety and field survey recording)

A degree of flexibility was necessary in order to deliver the two proposed training sessions at the start of the project, with the two separate training sessions (one on health and safety and a second on field survey recording originally envisaged), eventually being condensed into a single day of training being delivered on two separate occasions to different groups.

The two initial training days held in late October/November 2013 were well attended and successful in introducing the project, the client team and members of the HE Projects team to prospective volunteers who expressed an interest in being involved.

A number of conclusions can be drawn for both the overall project (and any future related initiatives), and for those specific parts of the project that HE Projects were responsible for as contractor. In a sense, these are all positive outcomes, since the pilot project has done exactly what it set out to do, and these issues have been successfully teased out.

The sessions were significant in that they provided the first opportunity for volunteers to meet the professional teams face-to-face, as well as provide an introduction to the issue of built Heritage at Risk and the scope of the survey project. Prior to the first training session, contact between the professionals and volunteers had largely been limited to email and telephone communication, press releases and information shared through volunteer and partner groups.

Whilst a large number of potential volunteers (77) expressed an interest in the project and approximately 30 stated they were available for the first training session, it was uncertain how many individuals would attend. As it transpired 42 people attended the first training day. This number was however too large to manage effectively in a practical session, (mainly due to the poor weather conditions which impacted on the practical session in particular) and the comparatively limited space of the venue.

Unfortunately, the HE Projects team only discovered upon arrival at the venue that the hot water boiler was under repair and the team had to rely on two kettles for tea/coffee. This was inappropriate for the number of volunteers attending the venue and it is felt that this did not support a good first impression.

Despite these challenges, volunteers asked questions and were actively engaged throughout the session. A great deal of enthusiasm was felt for the project and the session also provided a great opportunity for the volunteers to meet one another and identify potential survey partners.

The extremely poor weather conditions severely hampered the delivery of the first practical session:

- Paper forms deteriorated in the heavy rain
- The extremely cold temperature impacted on many, if not all volunteers' capacities for staying outside too long
- Lack of daylight inhibited visibility and subsequently the amount of time for survey

The session did however prove extremely effective in demonstrating many of the health and safety issues and hazards of carrying out a survey at this time of year. (See Appendix 2 - Report to Steering Group dated 19th November 2013).

These lessons were used to inform and develop the second training day, which also benefitted from much improved weather conditions.

Overall, whilst the presentation was generally fit for purpose, in hindsight it might have been more appropriate to break it up more, with less reliance on powerpoint.

Ideally it would be useful to take volunteers through the process of investigating the listings they are to survey prior to embarking on field visits, highlighting the need for correct identification and some of the problems or issues that might arise. In this regard, a network connection and internet access would be essential in order to access online resources likely to be used by volunteers such as the Heritage Gateway website (http://www.heritagegateway.org.uk/gateway/).

A brief introduction to the Historic Environment Record, the many types of information it holds and the ways in which it can be used, would also have been of use to volunteers at an early stage, especially to those unfamiliar with it. Again, computer and internet access would be useful for volunteers to gain a 'hands-on' experience and improve their knowledge and confidence.

Other suggestions for how to improve the volunteer experience might include some sort of quiz or test in relation to the building survey. This could focus on identifying problems in a photo of a building, asking volunteers to name as many different listed building types in their area as they can or perhaps an informal Q & A concerning the identification of architectural features.

At the time of the training days, the survey pro forma was still undergoing minor refinements and the mapping resources, listing information and finalised volunteer guidance had not yet been produced. Certainly these resources would have been useful to volunteers during the training days and finalised examples should be available well in advance of the training and provided as hand-outs in the future.

During training, several volunteers expressed interest in what would happen following completion of the survey, indicating there was some expectation that action would be taken in the case of individual listed buildings found to be at risk. This suggestion was addressed by the client, with the aims of the project being reiterated and emphasised i.e. that the project's purpose was primarily a statistical exercise to gain insight into the scale of any problems or issues affecting Grade II listed buildings across certain areas of North and South East Cornwall and to assess the methods and viability of using volunteer resource to carry out the survey. The project was not about identifying individual cases to pursue.

The training events also allowed the HE Projects team to gain important initial feedback regarding:

- The number of volunteers based in each target area which also helped to identify any likely shortfalls in volunteer engagement which might affect progress of the survey.

- Individual volunteers' willingness to act as area representatives and coordinate the distribution/collection of survey materials (including blank survey forms, clipboards, pre-printed mapping resources and health and safety materials) and completed survey forms and associated photographic evidence.

- Individual volunteers' willingness and capacity to use IT resources for survey data collection (i.e. access to smart phones or tablets)

- Individual volunteers' willingness and capacity to use IT resources for data transfer (e.g. emailing large file size photographs)

However, neither training day provided the opportunity to assess volunteers' IT skills effectively. In hindsight, a practical session allowing the volunteers to access Heritage Gateway and to go through the process of renaming photographic files, sending them via email, would have been beneficial to volunteers and would also have permitted the HE Projects team to identify those needing further support.

The training days also allowed the client's team and HE Projects team to introduce themselves personally to volunteers. This was important as both teams currently act as advocates for Cornwall Council and the training events represented opportunities to show a human face and demonstrate the Council's proactive approach to sourcing funds to support community projects.

4.6 Monitoring and mentoring of volunteers

The volunteers, supported by HE Projects team members, Richard Mikulski and Eric Berry undertook in excess of 500 buildings surveys in north and south east Cornwall.

Following on from the two training days, HE Projects staff distributed supporting resources and provided mentoring support and quality control through the delivery of a total of 12 support visits to the individual areas (see table 3), in addition to support via email and telephone to volunteer area representatives, individual volunteers and through area group email distribution lists.

The HE Projects team also promoted events and disseminated supporting resources through social media channels including the Archaeology Cornwall Facebook community page and the @iDigCornwall Twitter profile.

In excess of 30 days were spent on this task, which exceeded that originally anticipated. Much of the time spent on monitoring and mentoring activities related to supporting volunteers with regard to transfer of digital photos and completed forms and the collation and limited moderation of the completed forms and photos returned.

It was felt that a significant amount of this time and effort might be saved through the development of further training (focussing on IT) for volunteers and area representatives, along with the provision of finalised guidance and resources, from the start of the project.

Whilst monitoring volunteers' efforts, the project team, and the volunteers themselves, became increasingly aware of the need for some sort of closing event. Such an event was important for a number of reasons:

- It provides the opportunity to bring all the volunteers back together again, encouraging further collaboration
- It demonstrates a formal end to the project
- It demonstrates a tangible product or outcome of the project

The last of these appeared particularly important as it was felt by the project team that volunteers would be less likely to engage in future projects if there was no immediate visible or tangible outcome/product.

4.7 Field Data Entry and Update of the Cornwall HER

Krysia Truscoe of HE Projects entered condition data collected by the volunteers for a total of 331 Grade II listed building records into the Cornwall & Scilly HER Heritage at Risk Module.

In addition, 2 volunteers were recruited (trained and monitored by the client team) during the course of the project to enter condition data into the HBSMR. To date, these volunteers have updated records for a total of 119 listed buildings.

In some cases, it took considerable time for volunteers to return forms and for these to be checked and collated with their associated photographs. The subsequent fluctuation in supply of completed survey forms impacted on HE Projects updating of records, resulting in a lowered final total. Consequently, a number of records (50) remain to be updated on the Cornwall HER in order to achieve the target of 500 updated records.

The separate processes of field survey data collection, updating of associated HER records and actual condition data reporting have all produced differing final results numbers. Figure 34 explains the differences in the numbers reported for completed building surveys, updated HER records and condition data:

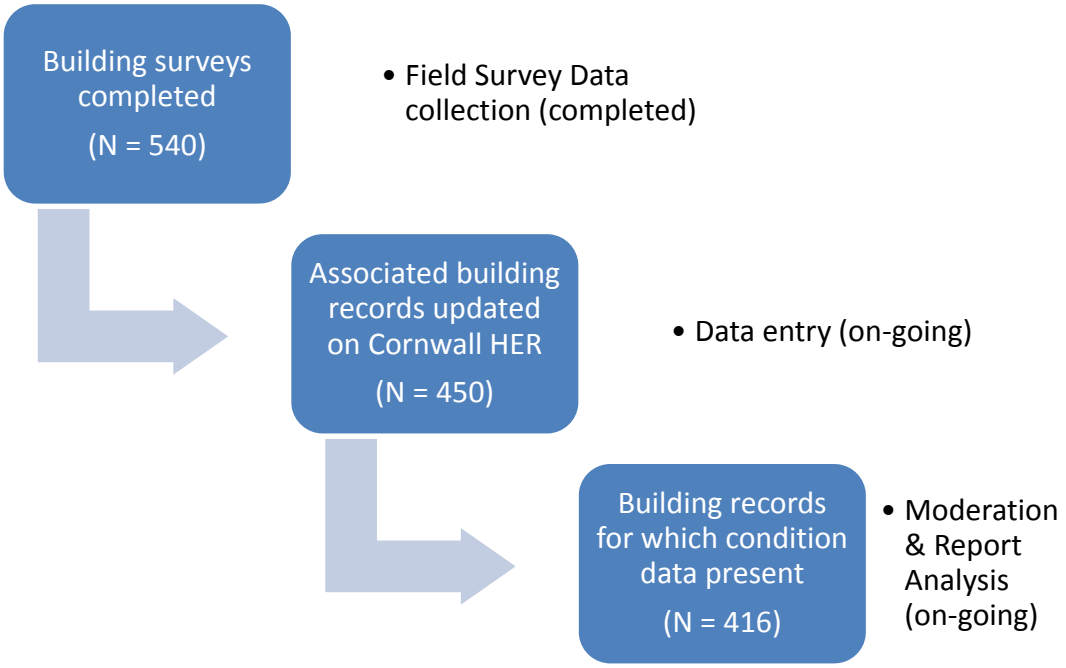

Figure 34 Flow diagram describing results for the different phases of data collection and processing during the Listed Building Condition Survey in North and South East Cornwall.

4.8 Web based material and presentations

The client in liaison with HE Projects staff has produced two press releases promoting the launch of the project and volunteer involvement.

HE Projects have developed materials for a tool-kit which incorporates the newly-developed building condition survey pro forma (see Appendix 3), and a set of collated survey guidance in pdf format. In addition HE Projects have developed an early draft digital survey form format using Formhub and the ODKCollect application.

A report, along with the supporting materials has been made available to the client for future use in any similar projects.

Richard Mikulski has also promoted the project and disseminated information and legacy resources through social media channels including the Archaeology Cornwall Facebook community page and the @iDigCornwall Twitter profile.

On the facebook page, 28 posts related directly or indirectly to listed buildings, were uploaded during the project's lifetime. These had an average reach of 118 (individual posts reaching between 22 and 418 people). On average 59 people engaged with these posts (i.e. individuals either actively liked the post, commented on it or shared it) with engagement for individual posts ranging from 0 to over 700).

Six facebook posts were specific to the Listed Building Condition Survey project and had an average reach of 86 (individual posts reaching between 45 and 118 people). Average engagement was 71, ranging from 0 to 296.

Figure 35 shows reach and engagement on the facebook page throughout the majority of the project timescale.

The regular posting of new content is clearly important in maintaining and developing wider engagement, as demonstrated by the relative lack of activity between March and May when the project team was concentrating on the end of field survey and production of the report in addition to other separate work commitments.

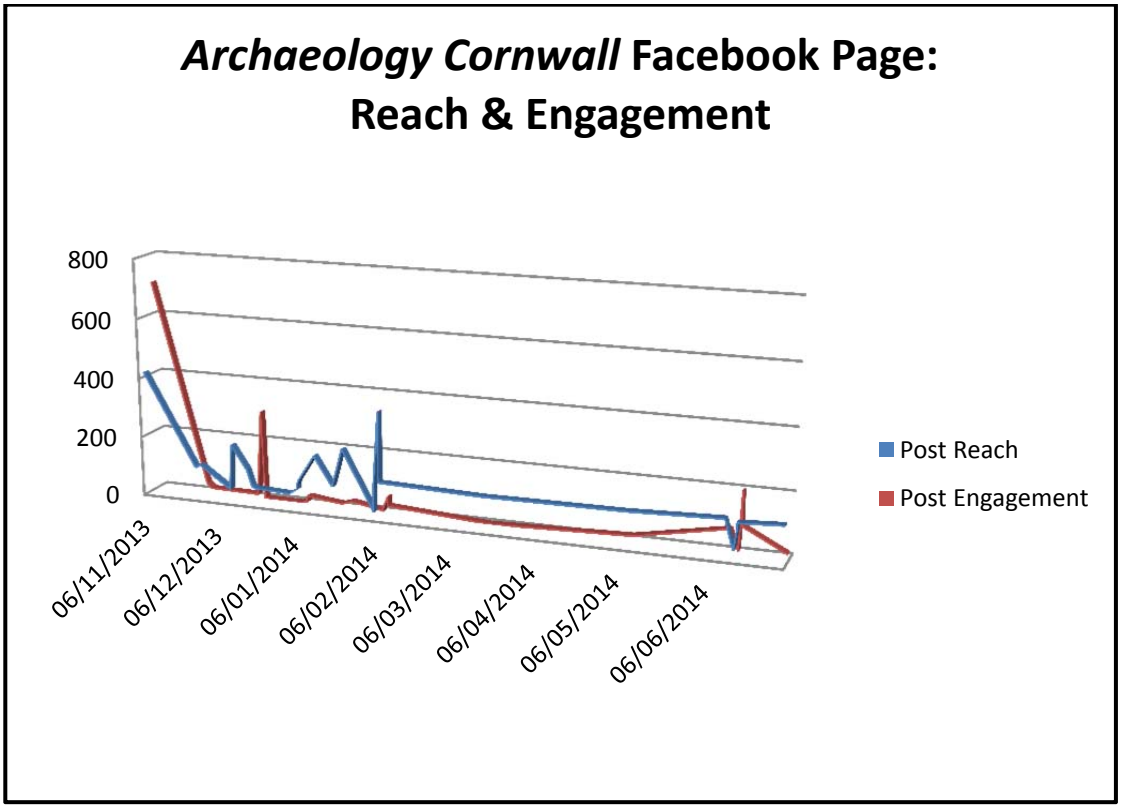

Figure 35 Graph demonstrating outreach and engagement of Archaeology Cornwall Facebook community page posts relating to the Listed Buildings Condition Survey project.

Richard Mikulski has presented talks in two different target areas of the survey to local amenity societies and has also presented the project at a CBA Southwest lecture series (see Appendix 1).

Information concerning the project, the issue of Heritage at Risk and volunteer engagement in community heritage has been made available to the client for use in future presentations and other outreach activities.

5 Conclusions & Discussion

5.1 Listed building condition

Although there are unresolved issues involved in direct comparison (because not necessarily comparing like-for-like assessment processes or criteria or the skills-base of assessors), it appears that the condition of Grade II listed buildings in North and South East Cornwall is comparable with that reported for Grade I and Grade II* buildings by English Heritage.

So far, the local data matches English Heritage national data for Grade I and II* Heritage at Risk (4.1%), if buildings assessed as in either poor or very bad condition are taken to be at risk (see figure 32). However, it is worth reiterating that the local data updates await completion and that compared with the regional (South West) data (2.9%), the current local condition data are significantly higher (4%).

It should be noted however, that many isolated rural buildings were excluded from the survey and only a few assessed. Consequently, the condition of listed buildings at these locations in these areas is unknown and so the overall balance of knowledge is tilted in favour of publicly accessible areas. There is a broad, if so far unproven, assumption based on local knowledge that rural areas will exhibit a higher number of buildings in poor condition and higher risk levels.

5.2 Volunteer input

The volunteer network was essential for conducting the survey work and delivering results. Such a network is important when considering both quantitative and qualitative criteria for the survey.

The total number of volunteers recruited who participated throughout the programme of field survey was 42. The numbers of volunteers active in each target area of the survey is shown in the table below:

Survey Area	No. of volunteers who completed surveys
Boscastle	6
Bude-Stratton area	7
Port Isaac area	6
Landrake	1
Liskeard	12
Polperro	6
Saltash	4
St. Germans	2
Total	42

Table 4 List of survey areas and numbers of contributing volunteers (N.B. some volunteers contributed to more than one area).

On average it was predicted that in order to achieve a completed target of 500 listed buildings surveyed across both North and South East Cornwall, each volunteer would have to survey 11 - 12 buildings.

In practice, when coordinated by a local area representative, it proved feasible for individual teams of volunteers, particularly in areas with a high density of listed buildings included in the sample, to make rapid progress if not complete their surveys within a short space of time, as was the case with Port Isaac and Boscastle, where surveys of 91 and 66 listed buildings were completed within five days and one day respectively.

In conclusion it can be said that on average a trained and willing group of volunteers could be expected to complete approximately 10 - 12 surveys each over a 12 – 14 week survey period during winter (even in poor weather).

As with at least one of the English Heritage Pilot schemes (Urban Vision North Staffordshire & English Heritage 2013), several issues arose in relation to qualitative and quantitative aspects of the project. These included: photographic technique, the IT skills of the volunteers, volunteer's access to IT equipment, the presentation of results and the technical ability to assess condition.

Key issues identified:

- Quality of photographs (file size and format etc.)
- Photographic technique
- Unsuitability of photos in some cases (e.g. with people/vehicles in shot)
- Variation in the way volunteers completed digital forms
- Processing and collation of hard copy forms
- Collation of completed survey forms and photographic files
- Lack of editing of files by volunteers
- Return of completed forms and photos (various options inc. physical handover, post, Dropbox, etc.)

5.3 IT related issues

Volunteers' capacity for accessing and using IT hardware and software varied widely and the area in which this was most significant was the return of completed survey forms following field survey.

Some volunteers were uncertain how to use their digital cameras to best effect, being unfamiliar with the settings of their personal cameras. The HE Projects team was limited in its capacity to help some individuals, given the number and variety of different makes and models of camera used by volunteers.

Volunteers' willingness to commit time to the collation of completed survey forms and digital photographic evidence also fluctuated widely. Some volunteers were extremely conscientious in re-naming jpeg files, whilst some provided unlabelled jpeg files which hindered easy identification and collation. Others felt it was more appropriate to keep filenames brief or to create folders for individual surveyed buildings. Clearly a standardised format is needed at an early stage.

It became apparent, that in every case, a member of the project team (RM) needed to moderate and standardise all filenames following return of completed forms and photos, in order to create a coherent and consistent archive resource for both photographic files and completed forms.

5.4 Presentation of results

The quality of hard copy survey forms returned was not consistent: some volunteers did not provide a single assessment of condition (Good, Fair, Poor, Very Poor) and in some instances two boxes were ticked or none at all. Where the project team was able to moderate during the survey process, these instances were followed up with the individual survey authors, but such moderation has not yet been possible for the whole survey sample. Hence, the differences between the final numbers of completed surveys, updated HER records and condition data (see Figure 34).

5.5 Surveying skills

The final qualitative issue rose from the varying ability of the volunteers to assess condition. A few volunteers were equivocal about condition (e.g. by circling Good and Fair or Fair and Poor; or by not circling any options at all). However, as noted previously (see section 4.3), this ambiguity was also demonstrated during the field-testing of the survey form by professionals, including the HE Projects team and a member of the client team in October 2013.

Only occasionally was the judgement of volunteers in assessing condition found to be misaligned. In cases where this was identified the project team adjusted the assessment of condition either at the time of survey (if present) or during collation and moderation of the returned surveys and photographic evidence.

Moderation of all completed forms and photographs has not been possible within the timescale of the project.

5.6 Volunteer Recruitment

It was considered that the number of volunteers recruited, trained and actively involved in the field survey during the timescale was appropriate.

However, the number of individuals who expressed interest in the project (77) and who attended one or other of the initial training sessions was much higher than the number of individuals who actually went on to take part actively in the survey (42) or data entry (2).

This heavy drop-off of numbers requires further investigation.

The project has also highlighted several other important issues when recruiting and managing volunteer resources for similar survey work:

- The need to build in a generous timetable particularly during the fieldwork phase, which ideally should take place between Spring and early Autumn (to minimise the risk of bad weather impacting on survey progress and avoid busy holiday periods such as Christmas, as well as to maximise the number of daylight hours available for survey).

- The need for timely responses to volunteers' requests for support.

- The need for the Project client/Lead to follow-up queries and provide feedback to ensure completeness, accuracy and compliance in the survey.

- The need to follow-up on the momentum of the project; to identify and pursue future opportunities for strengthening and developing local heritage networks as a planned outcome.

5.7 Volunteer Training

Whilst the training sessions were both successful, it is clear that volunteer training is more effective and manageable when groups are smaller.

The larger number of volunteers attending the first training session also demonstrated the importance of providing a suitable venue with appropriate facilities and this should be taken into account when planning sessions or events. Key aspects to consider include the following:

- Are Tea/Coffee facilities appropriate for the number of volunteers expected?

- Are there welfare facilities?

- What presentation resources are available on-site and what will need to be provided?

5.8 Project Timescale

The schedule of recruitment, training and delivery of the project was very compact and it ran from late October 2013 to March 2014. Over 6 months, the project developed a network of volunteers across a broad geographic area; delivered 2 training events; carried out a condition survey across a range of diverse urban settlements, and exceeded the target of 500 listed buildings surveyed and photographed; delivered three presentations promoting the project and issues of Heritage at Risk; and produced a tool-kit. The foundations have been laid to encourage and support volunteers and partner organisations to continue with similar survey work in the future.

There were implications for both the project as a whole, and the specifics within it managed by the HE Projects team. One aspect of the project, which was not fully appreciated at the project development stage, was adequate resources in terms of preparation of supporting paperwork. Preparation of data (specifically mapping and listing information) in an accessible format was critical before volunteers started fieldwork, with the consequent resources designed to facilitate volunteers in their planning of survey days and to ensure the correct identification of individual listed buildings.

In part this was a result of what had been anticipated as a phased survey programme taking place, effectively, all at the same time - because of compressed timescales and much large numbers of volunteers than anticipated.

The other significant element of the project which was underestimated was the time needed to collate returned survey forms and associated photographs of listed buildings.

It is important to note that further moderation of the photographic evidence is likely required. Some volunteers' photographs included members of the public including children and/or vehicles with legible number-plates. It has not been possible to moderate all photographs in the current timescale.

It is also anticipated that a second phase of moderation of the photographic evidence would yield more detailed information regarding individual built structures and listings. Digital photographs are currently stored on the Cornwall Council secure network R: drive.

Consequently a greater period of time in any future programme allocated for the collation and moderation of completed surveys and photographs would:

- Help to ensure the project complied with the principles of safeguarding children and vulnerable people
- Help to ensure the project complied with the Data Protection Act
- Increase the level of detail of the condition survey
- Provide up-to-date information regarding the nature of listings (e.g. changes in name/sub-division of properties)
- Reinforce the integrity of the collated survey forms and photographic files as a single consistent archive

5.9 Dissemination of Results

Several talks were presented to a number of different audiences in different locations within the duration of project. These presentations were well received with a lot of interest generated in the final results of the survey. Volunteers themselves suggested an exhibition to demonstrate the results of the survey which took place at Launceston as part of a closing event for the project.

The exhibition was very successful and on the day we received several indications of interest regarding the exhibition travelling to different sites with offers of two venues for the exhibition material. This is extremely encouraging and indicates there are considerable future opportunities to maintain the momentum of such community projects. These include:

- Further presentations - disseminating more detailed results of the condition survey and promoting the Heritage at Risk agenda
- Further small exhibitions – providing the opportunity for volunteers from all areas to meet up again and to showcase the results of the survey
- Portable display posters – promoting the project, the work of the volunteers and awareness of Heritage at Risk – to be used at multiple venues around the county

6 Recommendations

6.1 Partnership Working

This project has been a very successful pilot; it has successfully identified a number of issues at both development phase, and delivery phase, addressing all of which will ease the progress of any future scheme. It has identified the true scale of resources required for such a programme and potential shortfalls. Despite this, and because of the successful engagement with partner organisations, and indeed between themselves, and though the hard work of all involved, it actually achieved its specific goals in terms of survey and data gathering, skills and capacity development.

This project has successfully demonstrated the value of partnership working and community outcomes. It would however be pertinent to identify other key partner groups based within the specific target areas, such as parish councils, who may be interested in being involved in future survey projects. Open communication and involvement of such groups is likely to raise the profile and awareness of potential projects, increasing the likelihood of attracting increased numbers of locally-based volunteers and ensuring local residents and building owners are made fully aware of the survey work in advance, thus allaying any potential suspicions.

If continuing with a hard copy format, partner groups or their representatives should ideally take increased responsibility for the collection and collation of completed surveys. The increased contact with volunteers would likely reinforce the contributions and therefore the profiles of the partner groups and potentially result in increased advocacy and promotion about Heritage at Risk issues and its wider social benefits and agenda.

6.2 Volunteer Engagement

Timing of future projects should be given serious consideration, taking account of the varying likelihood of poor weather conditions, ill health and volunteers' commitments during certain times (particularly winter). It is likely that a similar survey, taking place in late Spring through to early Autumn in the future, would garner increased volunteer input and/or speed of survey progress. It is, however, acknowledged that grant-dependent schemes such as this (and current related English Heritage projects) may be limited by the time-table requirements of the funding bodies

Volunteers should be encouraged and supported in their use of digital data recording. This would improve the standardisation of survey data collection and reduce the burden of file re-naming and data collation, as well as facilitating the speedy return of completed surveys and associated photographic evidence. At the same time, the age profile and abilities of likely volunteers should be recognised – digital based programmes may have a negative effect with some volunteer resources.

Volunteers should be encouraged and supported in identifying further opportunities for community projects.

New audiences should be targeted and included in future surveys. Volunteers under the age of 18 were excluded for reasons related to safeguarding. However, similar future surveys have the potential to actively engage young audiences, especially through the use of digital technologies and the inclusion of these age groups in the volunteer resource should certainly be considered. Their inclusion would also have the potential to boost membership of the project partner organisations. Again, we acknowledge that there may be issues here relating to the requirements of various funding bodies.

More detailed evaluation of volunteers' experiences would help to develop an increased variety of effective supporting resources.

Continued evaluation of volunteers and their individual experiences is also likely to yield insights into how to improve similar surveys and community projects in the future.

The value of a 'closing' event is important to the overall structure of a community project and volunteer engagement in a number of ways – particularly when it comes in large measure from the desire of the volunteers themselves. As was seen with the exhibition and workshop in July, such an event can:

- Provide the opportunity to stress the value of volunteers' contributions and their role(s) in a project
- Constitute a tangible outcome and so help to meet volunteer expectations of the project
- Allow additional opportunities for volunteer feedback

6.3 Training

It is clear that a greater emphasis should be given to providing an introduction to the use of IT during the training sessions and to fully explain the collation process to the volunteers so that the importance of good file and data organisation can be emphasised (See section 6.4).

It is recommended that future formal training events for similar surveys are limited to no more than 30 volunteers in a single day, with a minimum of 1 professional available for every 4 - 8 volunteers, depending on the activities involved.

Project teams should ensure presentation resources and amenity facilities available at the venue are appropriate for the numbers of volunteers and the activities envisaged.

Training sessions should be developed to include an IT element with appropriate online supporting resources available to volunteers. It is also suggested that practical sessions being undertaken using both digital forms (necessarily incorporating the use of smart phones or tablets) and paper forms, in order to demonstrate the use and benefits of the digital recording.

Training should also include a greater emphasis on photographic technique, with specific reference to composition and safeguarding principles particularly when taking façade images for identification purposes.

6.4 IT

As set out in section 6.3, introduction to IT and follow-up training is important. This training should focus on the following:

- the need for and process of setting up individual digital cameras at the start of the project
- timely collation of completed forms and associated photographic evidence
- the need for and process of relabelling digital files
- the need for and process of resizing image files
- the use of free software and applications (e.g. Dropbox) to transfer large file sizes and/or large numbers of digital files
- the use of basic image editing software applications to adjust or correct photographs

Such training would help identify those individuals not sufficiently confident with IT, so that they could be provided with further guidance and support.

The further development and implementation of a digital format for the survey pro forma is recommended for a number of reasons. Acknowledging the potential problems for some volunteers with age or skills profiles, use of a digital survey form is likely to:

- Increase the progress rate of survey
- Significantly reduce the time required for collation of completed survey forms and photographic evidence
- Significantly increase the consistency of volunteer data within completed survey forms
- Potentially minimise the materials needed to be carried in the field
- Widen participation by appealing to individuals who have access to and use smartphones/tablets regularly

6.5 Timescale

It is recommended that in future projects, sufficient lead-in time is allocated for the development and production of such resources in order to ensure the project runs smoothly. Alternatively time could be allocated to training volunteers to produce their own mapping, although this would necessitate access to the Cornwall & Scilly HER, or at least Heritage Gateway via an internet connection, with supervision by Historic Environment staff.

It would be beneficial to future projects' success and achievable outcomes to extend the period of time for surveying to take into account external factors of influence including:

- Volunteers on holiday
- Sickness or ill health
- Poor weather
- Distance and/or accessibility
- Volunteers likely commitments/priorities (e.g. Christmas)

It is thought the timing of the survey in the winter months and the extreme weather during the majority of the project timescale may have been a significant factor for those who initially expressed interest but in the event did not take part. Consequently any future survey might be better timed to take place during either Spring or Autumn, given some of the issues highlighted by other pilot surveys (e.g. Urban Vision North Staffordshire & English Heritage 2013).

7 References

7.1 Primary sources

Cornwall and Scilly Historic Environment record: http://www.cornwall.gov.uk/environment-and-planning/historic-environment/cornwall-and-scilly-historic-environment-record/?altTemplate=_Standard

English Heritage 2014 Heritage at Risk South West Summary Leaflet. Available at: https://www.english-heritage.org.uk/publications/har-2013-local-summaries/har-2013-sw-summary.pdf (accessed: 25/08/2014)

Urban Vision North Staffordshire & English Heritage 2013. Counting our heritage: A Heritage at Risk survey for High Peak and Staffordshire Moorlands by community volunteers (MoRPHE report, September 2013, Ref: T2013-006). Available online: http://www.english-heritage.org.uk/publications/counting-our-heritage/counting-our-heritage.pdf (accessed: 04/04/2014)

7.2 Websites

7.2.1 Project resources

Heritage Gateway 2014 (English Heritage's online database of Sites and Monuments Records and Listed Buildings). Available at: http://www.heritagegateway.org.uk/gateway/ (accessed: 03/10/2013)

7.2.2 English Heritage pilot schemes

HELM Heritage at Risk webpages (with 'latest findings' which includes results of the local pilot schemes but few details). Available at: http://www.helm.org.uk/understanding-and-recording/heritage-at-risk/ (accessed: 03/10/2013)

Broadland Listed Building Project facebook page. Available at: https://www.facebook.com/BroadlandListedBuildingPilot (accessed: 03/10/2013)

InghamPinnock/Broadland 2014 Listed Buildings at Risk Project. Available at: http://www.inghampinnock.com/broadland-listed-buildings-at-risk-pilot/ (accessed: 03/10/2013)

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Essex County Council Stour Valley Survey (Grade II Listed Buildings). Available at: https://www.essex.gov.uk/News/Pages/Volunteers-needed-for-Heritage-of-the-Stour-Valley-.aspx (accessed 03/10/2013)

Managing a Masterpiece website (Stour Valley survey). Available at: http://www.managingamasterpiece.org/historic/index.php/volunteer (accessed 03/10/2013)

Worcester City Council Buildings at Risk Survey. Available at: http://www.worcester.gov.uk/index.php?id=1701 (accessed 03/10/2013)

Cotswold Conservation Board (AONB) (Grade II Buildings at Risk Survey). Available at: http://www.bisley-with-lypiatt.gov.uk/documents/AONBSurveyors.pdf (accessed 03/10/2013)

Volunteer Hartlepool (Hartlepool Borough Council & Tees Archaeology) Grade II Buildings at Risk Survey). Available at: http://www.volunteerhartlepool.org.uk/English/News/vhnews/15 (accessed 03/10/2013)

Leeds Civic Trust article re. Grade II Listed Buildings Survey (by Leeds City Council & WYAAS). Available at: http://www.leedscivictrust.org.uk/?idno=1165 (accessed 03/10/2013)

8 Project Archive

The CAU project number is **146305**

The project's documentary, digital, photographic and drawn archive is maintained by Cornwall Archaeological Unit, Cornwall Council, Fal Building, County Hall, Treyew Road, Truro, TR1 3AY.

Appendix 1: Project Chronology

A chronological schedule of key events relating to the project is given below:

Date	Location	Event	Numbers Attending
04/10/2013	Truro	Initial Steering Group Meeting	**10**
30/10/2013	Liskeard	Initial Volunteer Training Session held	**40+**
13/11/2013		Cornwall Council Press Release issued	
19/11/2013	Truro	Second Steering Group Meeting	**8**
22/11/2013	Liskeard	Second Volunteer Training Session held	**12**
22/11/2013	Rame	Mentor visit to Landrake Area rep (RM & EB)	**1**
26/11/2013	Bude	Mentor visit to Bude Area rep & volunteers (RM)	**3**
05/12/2013	Polperro	Mentor visit to Polperro with Area rep & volunteers (EB)	**4**
10/12/2013	Port Isaac	Mentor visit to Port Isaac with Area rep & volunteers (RM)	**4**
12/12/2013	Port Isaac	Mentor visit to Port Isaac with Area rep & volunteers (EB)	**3**
12/12/2013		Second Cornwall Council Press Release issued	
17/12/2013	Truro	Third Steering Group Meeting	**8**
09/01/2014	Truro	Presentation & talk to CAS Area Reps Evening	**40+**
17/01/2014	Liskeard	Mentor visit to Liskeard with volunteers	**3**
17/01/2014	Liskeard	Presentation & talk to CAS Area Reps Evening	**10+**
25/01/2014	St. Newlyn East	Presentation talk @ CBA SW Tony Blackman Memorial Lectures	**30+**
10/02/2014	Saltash	Mentor visit to Saltash with Area rep & volunteers (RM)	**5**
12/02/2014	Canworthy Water (Bude)	Mentor visit to Canworthy Water (Bude) with Area rep & volunteers (inc. recce visit to Boscastle) (RM)	**4**

27/02/2014	Truro	Fourth Steering Group Meeting	**7**
05/03/2014	Boscastle	Mentor visit to Boscastle with volunteers (EB)	**1**
12/03/2014	Liskeard	Mentor visit to Liskeard with volunteers (RM & EB)	**2**
14/03/2014	Boscastle	Mentor visit to Boscastle with volunteers (RM, EB & JAN)	**6**
15/03/2014		Official end of field survey period	
20/03/2014	Truro	Fifth Steering Group Meeting	**8**
31/03/2014		Preliminary Project completion date	
23/07/2014	Launceston	Legacy Exhibition & Conservation Workshop	**25+**
31/08/2014		HLF Project completion deadline	
TBC		Third Cornwall Council Press Release anticipated	

Appendix 2: Reports to Steering Group Meetings & Technical Panel Update

Steering Group Meeting **19th November 2013**

HER Team

AR Andrew Richards
ET Emma Trevarthen
JL Janet Lewis
NC Nick Cahill

HE Projects Team

EB Eric Berry
JAN Jacky Nowakowski
KT Krysia Truscoe
RM Richard Mikulski

Summary Report by Richard Mikulski (Community Archaeologist, HE Projects)

A chronological schedule of key events relating to the project is given below:

Date	Location	Event
04/10/2013	Truro	Initial Steering Group Meeting
30/10/2013	Liskeard	Initial Volunteer Training Session held
13/11/2013		Cornwall Council Press release issued
19/11/2013	Truro	Second Steering Group Meeting
22/11/2013	Liskeard	Second Volunteer Training Session (booked)

Overall, the project is progressing well, despite the short time frame since its confirmed inception.

The survey areas and their individual listings have been identified by the HER team.

The survey form has been adapted and amended several times (with several field tests carried out by RM, EB and AR) and appears now to have been finalised into a much more practical format, thanks to the efforts of the HER team and the HE Projects team.

The HER team has produced and issued a press release.

The vast majority of the mapping resources and listing description reports have now been created and are in the process of being distributed amongst the volunteers by RM and the area representatives.

Volunteers have been identified, contacted and organised into groups according to the areas which they are willing to survey (see detailed section below).

An initial training session has been successfully delivered to in excess of 37 volunteers (see detailed section below).

Issue arising

The impression gained from the volunteers (both at the initial training session and from email communication) has been that they are very eager to start surveying as soon as possible. RM has felt over the past few weeks that he has had to spend significant amounts of time and effort to communicate regularly with volunteers in order to keep them on board whilst the mapping resources were produced.

In the future, it is therefore recommended that as much, if not all, data and resources pertaining to such projects be finalised in advance of any training events. This will avoid any confusion regarding what volunteers have been trained with and the finalised documents/materials.

It is also felt that more needs to be done to reach out beyond the steering group partners, to other local interest groups. This ideally should be carried out by the partner groups, with support from the HER and HE Projects teams.

It is anticipated that the ***Archaeology Cornwall*** facebook page and the **@iDigCornwall** twitter feed might be used to provide support and to facilitate communication between the partner groups and other external interest groups.

In order to collate information on volunteers and local engagement, it is suggested that the creation and distribution of a volunteer profile form might be feasible, in order to obtain more data about volunteers (e.g. their current affiliations) and their interests. This information could then be used to promote local and regional interest groups to a wider audience and to provide interest groups with a better understanding of their members' wider interests.

Actions

Partner groups will attempt to identify and make contact with more local interest groups.

RM and JL will update social media outlets (***Archaeology Cornwall*** facebook page, ***@iDigCornwall*** twitter account) in order to promote the project and share its progress amongst and beyond the initial volunteer base.

RM will complete the production of the mapping resources for the remaining regions (Boscastle) and attempt to identify an area representative, with help from the partner groups.

A second training session will be delivered at Liskeard on Friday 22nd November. During this session, a press photo of volunteers in front of a listed building will be taken.

RM & EB will provide mentoring and support to volunteers, via email and travel to specific survey areas over the coming months, as well as by phone if necessary.

RM and JL will liaise with volunteers and partner groups to identify others who wish to contribute to the data entry phase of the project.

Area representatives, supported by RM, will coordinate the distribution of areas to be surveyed (and accompanying resources) and liaise with regard to collection of completed survey forms.

Initial Training Session

Powerpoint Presentation

The first training session for volunteers was held at Liskeard Town Council on Wednesday 30th October 2013 between 13:30 and 17:30, with NC, AR, EB and RM in attendance.

Turnout for this training event was fantastic with more than the expected number of volunteers attending (>37).

NC provided a brief introduction to the project and its aims, whilst RM described health and safety issues and protocol and explained the survey form and methods incorporating a Powerpoint presentation and handouts, with contributions from EB, NC and AR.

Field exercise

The volunteers were then asked to split into four groups. This worked quite effectively with the volunteers managing to divide themselves up into the groups based on the region they were based in fairly rapidly. NC, EB, AR and RM then each led one group separately to a listed building group within the vicinity of the venue, where the volunteers were taken through a survey of at least one building using the form in the field.

It soon became apparent that the weather was an important factor, with wind and rain hampering all the groups during the exercise. All groups found that the paper forms deteriorated rapidly in the rain and that appropriate clothing and protection were essential for working in the cold and wet conditions.

Outcomes

On the whole, the training session was a success, with a great turnout and the majority of volunteers seemingly satisfied with the presentation and the field exercise.

However, it became clear that this number of people was too large to manage effectively, mainly due to the poor weather and the comparatively limited space of the venue. It is recommended that future training events are limited to a maximum of 30 individuals, with a suitable number of instructors to lead them depending on their activities.

Throughout the session, volunteers asked questions and were actively engaged. A great deal of enthusiasm was felt for the project, although some volunteers clearly wanted more information up front. The session also provided a great opportunity for the volunteers to meet one another and identify potential survey partners.

Whilst the field exercise failed to fully survey any listed buildings, mainly due to the weather (paper forms deteriorating in the rain), cold temperature and lack of daylight; it did however prove extremely effective in demonstrating many of the health and safety issues and hazards of carrying out a survey at this time of year.

The volunteers appeared to find the exercise worthwhile and it helped to reinforce the issues highlighted during the presentation and get them thinking about the practicalities of carrying out the survey.

Volunteers

A total of 34 volunteers have so far been confirmed, following the initial training session on Wednesday 30th October. The following table identifies the numbers of confirmed volunteers for each region:

North Cornwall

Boscastle	1
Bude-Stratton	4
St. Endellion	3

South East Cornwall

Landrake	1
Liskeard	9
Polperro	6
Saltash & St. Germans	10

Email distribution lists have been created for each of the regions and will be updated following the second training session on 22nd November and/or as new volunteers are recruited.

In addition, a number of volunteers have not yet been allocated to survey areas, but RM will confirm allocations for these over the next week.

Area Reps

It is envisaged that area representatives for the volunteers will coordinate the distribution of survey forms and mapping resources as necessary, with support from the HE Projects team (RM & EB).

Area representatives have been appointed for the following regions:

Bude-Stratton	Sue Burrows
Liskeard	Iain Rowe (CHAHP)
Polperro	Nicholas Ritchie & Jill Abbotts (CBG)
Saltash & St. Germans	Pete Nicholas (CHAHP/Saltash Heritage)
St. Endellion	Roger Smith (CAS)

Data Entry

So far a single volunteer, Stuart Fraser (CBG), has put himself forward for the data entry phase of the project. However, it seemed clear at the initial training session that several other individuals were interested, though these need following up. Stuart has also offered to contribute to the production/editing of the online presentation and digital publications.

Once survey data starts to be collated, RM will liaise with ET to arrange for Stuart to come in to HES at Truro and commence HER training and data entry.

Steering Group Meeting **17th December 2013**

HER Team

AR Andrew Richards
ET Emma Trevarthen
JL Janet Lewis
NC Nick Cahill

HE Projects Team

EB Eric Berry
JAN Jacky Nowakowski
KT Krysia Truscoe
RM Richard Mikulski

Summary Report by Richard Mikulski (Community Archaeologist, HE Projects)

A chronological schedule of key events relating to the project is given below:

Date	Location	Event
04/10/2013	Truro	Initial Steering Group Meeting
30/10/2013	Liskeard	Initial Volunteer Training Session held
13/11/2013		Cornwall Council Press Release issued
19/11/2013	Truro	Second Steering Group Meeting
22/11/2013	Liskeard	Second Volunteer Training Session held
22/11/2013	Rame	Mentor visit to Landrake Area rep (RM & EB)
26/11/2013	Bude	Mentor visit to Bude Area rep & volunteers (RM)
05/12/2013	Polperro	Mentor visit to Polperro with Area rep & volunteers (EB)
10/12/2013	Port Isaac	Mentor visit to Port Isaac with Area rep & volunteers (RM)
12/12/2013	Port Isaac	Mentor visit to Port Isaac with Area rep & volunteers (EB)
12/12/2013		Second Cornwall Council Press Release issued
17/12/2013	Truro	Third Steering Group Meeting

Overall, the project is progressing well, despite the run-up to Christmas and the variable weather.

All mapping resources and listing description reports have now been created and have been distributed amongst the volunteers by RM and the area representatives.

A second training session was successfully delivered by EB and RM to a further 10 volunteers. It was felt that the much smaller number of volunteers attending this session was much more manageable and as a result, this session was felt to be more effective than the first training day. The good weather was also a factor and despite it being extremely cold, volunteers, split into two survey groups, succeeded in surveying eight listed buildings within an hour.

A single guidance document, with improved accessibility, has been produced and disseminated to all volunteers.

Several support visits have been made to various survey areas including Bude, Landrake, Polperro and Port Isaac.

These support visits have proved invaluable in maintaining the momentum of the survey, through the injection of extra feet on the ground, thereby allowing volunteers to work more effectively by splitting into multiple groups to cover more ground.

The visits have also provided opportunities to gain active feedback from the volunteers on the ground during the survey about a number of different aspects of the survey (including use of the survey form and resources, any issues such as processing of forms/photos, benefits volunteers have gained from being involved).

RM has noted that several volunteers in the different areas are specifically mentioning the benefits of meeting new people, their enjoyment of the survey itself and having the opportunity to really study and appreciate buildings and the problems affecting them.

RM and JL have identified one further volunteer who wishes to contribute to the data entry phase of the project.

Volunteers

A total of 53 individual volunteers are currently actively engaged in the survey project. The following table identifies the numbers of confirmed volunteers for each region (n.b. some volunteers are contributing to more than one area):

North Cornwall

Boscastle	4
Bude-Stratton	8
St. Endellion	6

South East Cornwall

Landrake	1
Liskeard	15
Polperro	8
Saltash & St. Germans	18

Area Reps

It is envisaged that area representatives for the volunteers will coordinate the distribution of survey forms and mapping resources as necessary, with support from the HE Projects team (RM & EB).

Area representatives have been appointed for the following regions:

Bude-Stratton	Sue Burrows
Liskeard	Iain Rowe (CHAHP)
Polperro	Nicholas Ritchie & Jill Abbotts (CBG)
Saltash & St. Germans	Pete Nicholas (CHAHP/Saltash Heritage)
St. Endellion	Roger Smith (CAS)

Survey Results

Completed surveys are already coming in, as hard copies and via email.

To date a total of [56] completed survey forms have been received, along with photos for the corresponding listed buildings. These represent just over 10% of the target number of 500 listed buildings for the project.

Bude-Stratton	9
Landrake	12
Liskeard	5
Port Isaac	30

The majority of the survey forms received have come from the St. Endellion area, where volunteers have been able to be particularly active, despite the run-up to Christmas. Landrake in the south east has also been completed.

However, it is uncertain at present, how much has been completed in the other areas as volunteers may be holding onto completed surveys until they have completed whole areas allocated to them… Initial feedback from volunteers also indicates that the re-captioning of photograph files and collation with corresponding survey forms, is taking longer than expected and this process may well be delaying the return of completed surveys.

Data Entry

There are now two volunteers who have expressed interest in being involved in the data entry phase: Stuart Fraser (CBG) and Rachel Thompson.

ET is organising Cornwall Council accounts for these volunteers and will arrange for their initial training to commence at Truro in January 2014.

Issues arising

In the course of delivering the training sessions and carrying out support visits, it has been noted by volunteers and staff that there is a need for a way to capture feedback related to the survey, but separate to the survey data itself.

More specifically, RM has observed several instances of positive feedback from the volunteers regarding the social benefits of the survey (e.g. meeting new people; getting out and about; doing something constructive; learning more about the historic environment)

Further to the suggestion of collecting volunteer profile information (see previous Summary report). It is suggested that the creation and distribution of an evaluation & feedback form, incorporating volunteer profile information, would be more beneficial, informing the development of future surveys and providing evidence of impact which might be used to support future funding proposals.

Actions (on-going)

Partner groups will attempt to identify and make contact with more local interest groups (on-going)

RM and JL will continue to update social media outlets (***Archaeology Cornwall*** facebook page, ***@iDigCornwall*** twitter account) in order to promote the project and share its progress amongst and beyond the initial volunteer base (on-going)

Area representatives, supported by RM, will continue to coordinate the distribution of areas to be surveyed (and accompanying resources) and liaise with regard to collection of completed survey forms (on-going)

ET to arrange CC accounts for volunteers carrying out data entry (31/01/2014)

Technical Panel Update 23/01/2014

R. N. R. Mikulski

Survey Progress

Survey has been completed in Landrake and is close to completion in Port Isaac and Polperro. Approximately half of those building surveys included in the Liskeard area have been completed. There has been comparatively little communication from the volunteers in the Saltash and St. Germans areas and consequently we are uncertain at this point how much has been done there.

Overall, progress has been excellent, especially in light of the extreme weather over the last few months and volunteers commitments over the Christmas period.
The pie charts and graph below show overall and comparative progress of the survey in the separate geographic areas, as well as a breakdown of the numbers of listings included in the survey in each area:

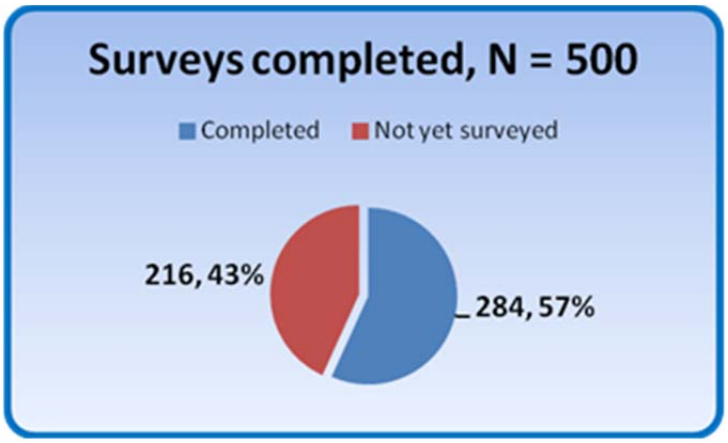
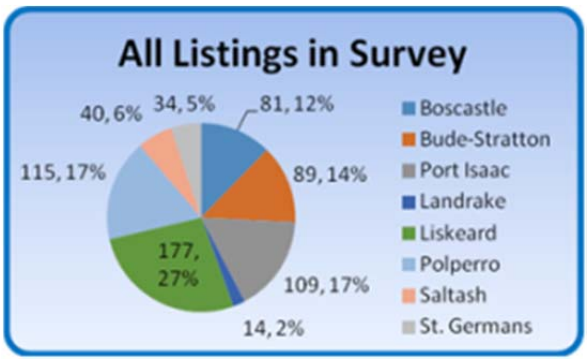
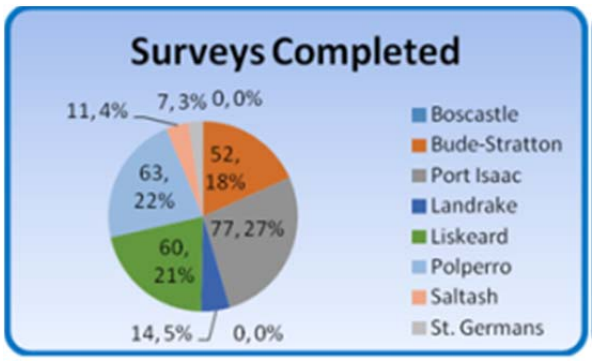


Figure 1: Overall progress of the Grade II Listed Buildings Condition Survey for north and south east Cornwall, 2013-2014





Left: Figure 2 - Pie chart showing the numbers (& percentages of the total) of buildings included in the survey in each geographic area. Right: Figure 3 – Pie chart showing the numbers of surveys completed (& percentages of the total surveyed) in each geographic area.

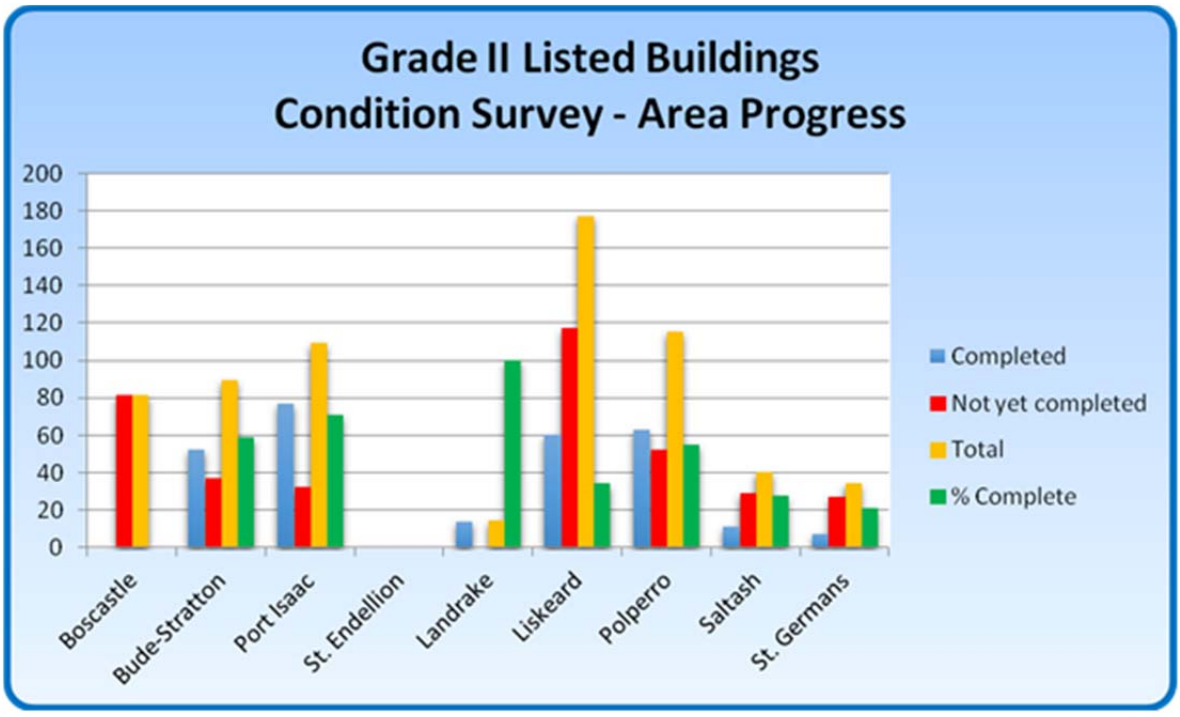


Figure 4: Graph showing numbers of building surveys completed against those yet to be surveyed, total numbers of buildings and completion rates for each area.

Issues Arising

Survey forms

Moderation

RM has, in the process of collating forms, observed several issues, namely:

Different volunteers are completing the forms in different ways/with different formatting of completed forms.

In some cases, the photographs provided with completed survey forms actually show demonstrate additional issues/problems with buildings not recorded in the forms themselves.

Different volunteers are making varying attempts to re-name the photo and/or completed survey form files.

AR and RM met on Thursday 16th January 2013 and discussed a sample of the completed forms and their associated photographs. A sample of the returned completed surveys was moderated in order to assess if the form was working correctly.

This sample, with corrections highlighted in red, is available on the G: Drive via the following path:

G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Information and Policy\H@R\HLF GII b@r project\Completed Surveys\Sample for Moderation (Copies)

Further observations include:

Emphasising to volunteers that where they tick a scoring box – they should also consequently provide a relevant description/explanation in the comments box.

Volunteers should be encouraged to double check photos during the file renaming process in order to identify any additional information/issues not already included in the survey form.

It is recommended that at some point following return of completed surveys and associated photographs, the historic environment service carry out a moderation phase in order to maximise the information able to be gained from the photographs in particular.

In general, the survey forms as finalised at the end of November, appear to have been effective in capturing the essence of the original English Heritage heritage at risk condition assessment forms. Some minor changes are recommended for similar surveys:

Boxes/sections for the following are recommended to be included in the form:

[Location/Area] [FID Number] [ObjectID] [MonumentID]

Ideally, these would be prepopulated on each form. However, this would potentially limit flexibility in delivery of the form and would require substantially more time to produce individualised forms for buildings.

The scoring sections, which form the majority of the survey form, have simple for volunteers to complete and appear to have proved effective in helping volunteers to assess the condition of each building element.

Digital Survey form

Initial work has been carried out to develop a draft digital version of the survey form, following advice and encouragement from HE Planning Advice Officer Dan Ratcliffe. This work has incorporated the set-up and use of an online *formhub* account, along with the download and installation of the related *ODK Collect App* (for Android). The draft digital form has been tested on an Android device and appears to work well, though the addition/linking of multiple photographs is still problematic within the form itself.

The form will continue to be amended as necessary and RM will encourage several volunteers (who have already shown interest in a digital version) to try the form out on their devices and/or on their home computers when transcribing handwritten forms.
The uptake of a digital format will have two key benefits:

It will help standardise the way in which the survey forms are completed, which will aid collation of the data and interrogation of the dataset during the survey itself.

It will facilitate transfer and return of completed survey forms, allowing a much more rapid collection and collation of survey data.

Furthermore, use of a digital form is likely to help familiarise volunteers with the uses and potential of developing digital technologies and build capacity for future survey projects.

A digital form is also more likely to be sustainable in the future, reducing reliance on paper forms as well as the time required to process them.

Organisation of the survey

Mapping Resources

It is clear from feedback from volunteers that the mapping resources provided have been extremely useful. Not only have these resources allowed the rapid coordination of volunteers within areas, but they have also proved useful for the correct identification of buildings included in the survey, especially where buildings' names have changed since being included on the HER.

However, it is noted that as well as taking up a substantial amount of time to produce, the mapping resources required those producing them to have good familiarity with the HBSMR (i.e. professional knowledge); in addition to a substantial amount of professional work having been already carried out to set-up a dedicated layer on the HBSMR (e.g. definition of the survey's target areas, defining which buildings were to be included/excluded, creation of GIS shape files, etc.).

Future surveys, similarly volunteer-led, are therefore likely still to require substantial support from the HER Team.

Area representatives

Just as vital to the rapid and effective coordination of the survey as the mapping resources, have been the area representatives. These volunteers kindly put themselves forward to help organise the different areas and they have been essential in order to help get the survey going. The area representatives have helped to coordinate the delivery of survey resources, as well as identifying a central location within their areas where survey forms can be distributed/collected. This has been particularly evident in Port Isaac, which is the first area to be completed.

The area representatives have also produced/provided a variety of resources to aid in coordinating volunteers and facilitating the distribution/collection of survey forms. Observations of these resources has helped to gain an idea of what types of resources might be provided in advance for area representatives in the future.

However, it is noted that effective coordination has, naturally enough, been heavily reliant on the time area representatives are able to commit.

Steering Group Meeting **27th February 2014**

HER Team

AR Andrew Richards
ET Emma Trevarthen
JL Janet Lewis
NC Nick Cahill

HE Projects Team

EB Eric Berry
JAN Jacky Nowakowski
KT Krysia Truscoe
RM Richard Mikulski

Summary Report by Richard Mikulski (Community Archaeologist, HE Projects)

A chronological schedule of key events relating to the project is given below:

Date	Location	Event
04/10/2013	Truro	Initial Steering Group Meeting
30/10/2013	Liskeard	Initial Volunteer Training Session held
13/11/2013		Cornwall Council Press Release issued
19/11/2013	Truro	Second Steering Group Meeting
22/11/2013	Liskeard	Second Volunteer Training Session held
22/11/2013	Rame	Mentor visit to Landrake Area rep (RM & EB)
26/11/2013	Bude	Mentor visit to Bude Area rep & volunteers (RM)
05/12/2013	Polperro	Mentor visit to Polperro with Area rep & volunteers (EB)
10/12/2013	Port Isaac	Mentor visit to Port Isaac with Area rep & volunteers (RM)
12/12/2013	Port Isaac	Mentor visit to Port Isaac with Area rep & volunteers (EB)
12/12/2013		Second Cornwall Council Press Release issued
17/12/2013	Truro	Third Steering Group Meeting
09/01/2014	Truro	Presentation & talk to CAS Area Reps Evening
17/01/2013	Liskeard	Mentor visit to Liskeard with volunteers
17/01/2013	Liskeard	Presentation & talk to CAS Area Reps Evening
25/01/2013	St. Newlyn East	Presentation talk @ CBA SW Tony Blackman Memorial Lectures
10/02/2014	Saltash	Mentor visit to Saltash with Area rep & volunteers
12/02/2014	Canworthy	Mentor visit to Canworthy Water (Bude) with Area

	Water (Bude)	rep & volunteers (inc. recce visit to Boscastle)
14/03/2014	Boscastle	Proposed mentor visit

Survey Results

To date a minimum of 396 completed survey forms have been received, along with photos for the corresponding listed buildings. These represent 79% of the target number of 500 listed buildings for the project.

Area	**No. of Building surveys completed**
Boscastle	0
Bude-Stratton	108
Landrake	14
Liskeard	69
Polperro	93
Port Isaac	82
Saltash	23
St. Germans	7

Approximately 1760 digital photographs (representing 3.12 GB of data), taken and processed by volunteers, have so far been received and collated by RM.

Further breakdown of the results up to the end of January is available in the volunteer newsletter (dated 31/01/2014: see separate document).

Data Entry

ET has organised & set up Cornwall Council accounts for two volunteers involved in the data entry phase of the project and [ ] records have been updated on the HBSMR so far.

In addition, HE Projects Team member, KT, has updated [ ] records on the HBSMR.

Overall, the data collection is nearing completion. Though progress in Boscastle has been hampered by the extreme weather in January and early February, it is hoped EB and RM will be able to coordinate several support visits in the coming weeks to help volunteers get this densely packed area of listed buildings surveyed rapidly. The lack of an area representative for Boscastle has slowed efforts there.

A technical report (dated 23/01/2014: see separate document) was produced in January in order to assess initial effectiveness of the survey form and mapping resources, as well as to provide information on the progress of the survey project to the technical panel.

A volunteer newsletter (dated 31/01/2014) has been produced and distributed to all volunteers, providing an update on progress in the various areas, as well as informative feedback regarding best practice when using the forms to carry out the survey.

Several talks (with accompanying presentations) have been delivered to partner groups and associated heritage groups, raising awareness of the project and its remit and providing information on the survey process, case studies and related activities.

Multiple support visits have been made to various survey areas including Bude, Liskeard, and Saltash.

These support visits have proved invaluable in maintaining the momentum of the survey, through the injection of extra feet on the ground, thereby allowing volunteers to work more effectively by splitting into multiple groups to cover more ground. They have also helped to maintain communication links, where email communication has been slow/inhibited, as well as provide opportunities to encourage and support volunteers who have greater time commitments and limited capacity to meet up with others.

The visits have also provided opportunities to gain active feedback from the volunteers on the ground during the survey about a number of different aspects of the survey (including use of the survey form and resources, any issues re. processing of forms/photos, benefits volunteers have gained from being involved).

Issues arising

Following previous reference to the possibility of an evaluation form for volunteers, it is anticipated that such a form will distributed to volunteers in early March 2014.

Several volunteers have expressed interest in what happens next, following collation of the survey results. This was reiterated by all those volunteers with whom I met up with in Bude recently. The overall impression is that there is a desire for more information regarding the purpose/function of the condition survey. Sentiments on the day indicated that many volunteers might not be so willing or generous with their time in future, without a clearly defined outcome to such a survey. However, following a discussion of these issues, several of the same volunteers specifically stated again that they had very much enjoyed taking part and contributing.

The recent extreme weather and tidal/storm surges have served to highlight that heritage, including listed buildings is vulnerable to such natural phenomena and is need of regular assessment. Several of those buildings already surveyed, which were assessed as either vulnerable or at risk, are highly likely to have suffered more damage as a result of the recent high winds, heavy rain and storms. Consequently, it is suggested these buildings be surveyed again as soon as possible.

Actions (on-going)

Partner groups will attempt to identify and make contact with more local interest groups (on-going)

RM and JL will continue to update social media outlets (***Archaeology Cornwall*** facebook page, ***@iDigCornwall*** twitter account) in order to promote the project and share its progress amongst and beyond the initial volunteer base (on-going)

EB & RM will coordinate several support visits (e.g. March 14th) to Boscastle and Liskeard in order to help complete areas, where significant numbers of buildings remain unsurveyed.

Area representatives, supported by RM, will continue to coordinate the distribution of areas to be surveyed (and accompanying resources) and liaise with regard to collection of completed survey forms (on-going)

RM will finalise and distribute an evaluation form to volunteers by mid-March.

Steering Group Meeting **20th March 2014**

HER Team

AR Andrew Richards
ET Emma Trevarthen
JL Janet Lewis
NC Nick Cahill

HE Projects Team

EB Eric Berry
JAN Jacky Nowakowski
KT Krysia Truscoe
RM Richard Mikulski

Summary Report by Richard Mikulski (Community Archaeologist, HE Projects)

A chronological schedule of key events relating to the project is given below:

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10/12/2013	Port Isaac	Mentor visit to Port Isaac with Area rep & volunteers (RM)
12/12/2013	Port Isaac	Mentor visit to Port Isaac with Area rep & volunteers (EB)
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17/01/2014	Liskeard	Presentation & talk to CAS Area Reps Evening
25/01/2014	St. Newlyn East	Presentation talk @ CBA SW Tony Blackman Memorial Lectures
10/02/2014	Saltash	Mentor visit to Saltash with Area rep & volunteers (RM)

12/02/2014	Canworthy Water (Bude)	Mentor visit to Canworthy Water (Bude) with Area rep & volunteers (inc. recce visit to Boscastle) (RM)
27/02/2014		Fourth Steering Group Meeting
05/03/2014	Boscastle	Mentor visit to Liskeard with volunteers (EB)
12/03/2014	Liskeard	Mentor visit to Liskeard with volunteers (RM & EB)
14/03/2014	Boscastle	Mentor visit to Boscastle with volunteers (RM, EB & JAN)
15/03/2014		Official end of field survey period
20/03/2014	Truro	Fifth Steering Group Meeting
31/03/2014		Field Survey & collation due to be completed

Survey Results

To date (up to 19/03/2014) a minimum of **482 completed survey forms** have been received, along with photos for the corresponding listed buildings. These represent **96% of the target number of 500** listed buildings for the project.

Area	**No. of Building surveys completed**
Boscastle	51
Bude-Stratton	110
Landrake	14
Liskeard	93
Polperro	93
Port Isaac	91
Saltash	23
St. Germans	7

Approximately 2172 digital photographs (representing 4.71 GB of data), taken and processed by volunteers, have so far been received and collated by RM.

Data Entry

ET has organised & set up Cornwall Council accounts for two volunteers involved in the data entry phase of the project and these individuals have updated 46 records on the HBSMR so far.

In addition, HE Projects Team member, KT, has updated a further 243 records on the HBSMR.

Overall, the field survey is complete, and collation of the completed survey forms and associated photographs is nearing completion.

Multiple support visits have been made to various survey areas including, Liskeard, and Boscastle.

These support visits have proved invaluable in maintaining the momentum of the survey, through the injection of extra feet on the ground, thereby allowing volunteers to work more effectively by splitting into multiple groups to cover more ground. They have also helped to maintain communication links, where email communication has been slow/inhibited, as well as provide opportunities to encourage and support volunteers who have greater time commitments and limited capacity to meet up with others.

The visits have also provided opportunities to gain active feedback from the volunteers on the ground during the survey about a number of different aspects of the survey (including use of the survey form and resources, any issues re. processing of forms/photos, benefits volunteers have gained from being involved).

The final support visit to Boscastle (March 14th) was an extremely positive and productive day, despite the cold weather. Many volunteers reported back that they had been positively engaged by the public, including local residents, tourists and listed building owners, throughout the day. We were also well received by a local public house (which constituted one of the listed buildings to be surveyed), whose landlord allowed us to use a room from which to organise our day's survey. This day in particular demonstrated great opportunities for such community heritage projects to reflect positively back on Cornwall Council and its services.

Issues arising

Return of all evaluation forms from volunteers is unlikely to be completed prior to 31st March. This raises the issue of how they can be incorporated within the final report. It is suggested that exemplar feedback from those forms that have been returned prior to the end of the project be included as testimonial-type quotes.

As per the previous report to the Steering Group (dated: 27.02.2014), following the mentor visit to Boscastle, volunteers have again expressed interest in what happens next, following collation of the survey results. Informal feedback was very positive and volunteers are keen to be involved with an extension of the project should it happen.

The recent extreme weather and tidal/storm surges have served to highlight that heritage, including listed buildings is vulnerable to such natural phenomena and is need of regular assessment. Several of those buildings already surveyed, which were assessed as either vulnerable or at risk, are highly likely to have suffered more damage as a result of the recent high winds, heavy rain and storms. Consequently, it is suggested these buildings be surveyed again as soon as possible.

Actions (on-going)

Partner groups will attempt to identify and make contact with more local interest groups in order to share experiences, results and associated project resources (on-going).

RM and JL will continue to update social media outlets (***Archaeology Cornwall*** facebook page, ***@iDigCornwall*** twitter account) in order to promote the project and share its progress amongst and beyond the initial volunteer base (on-going).

JAN, EB & RM will liaise to produce the final written report.

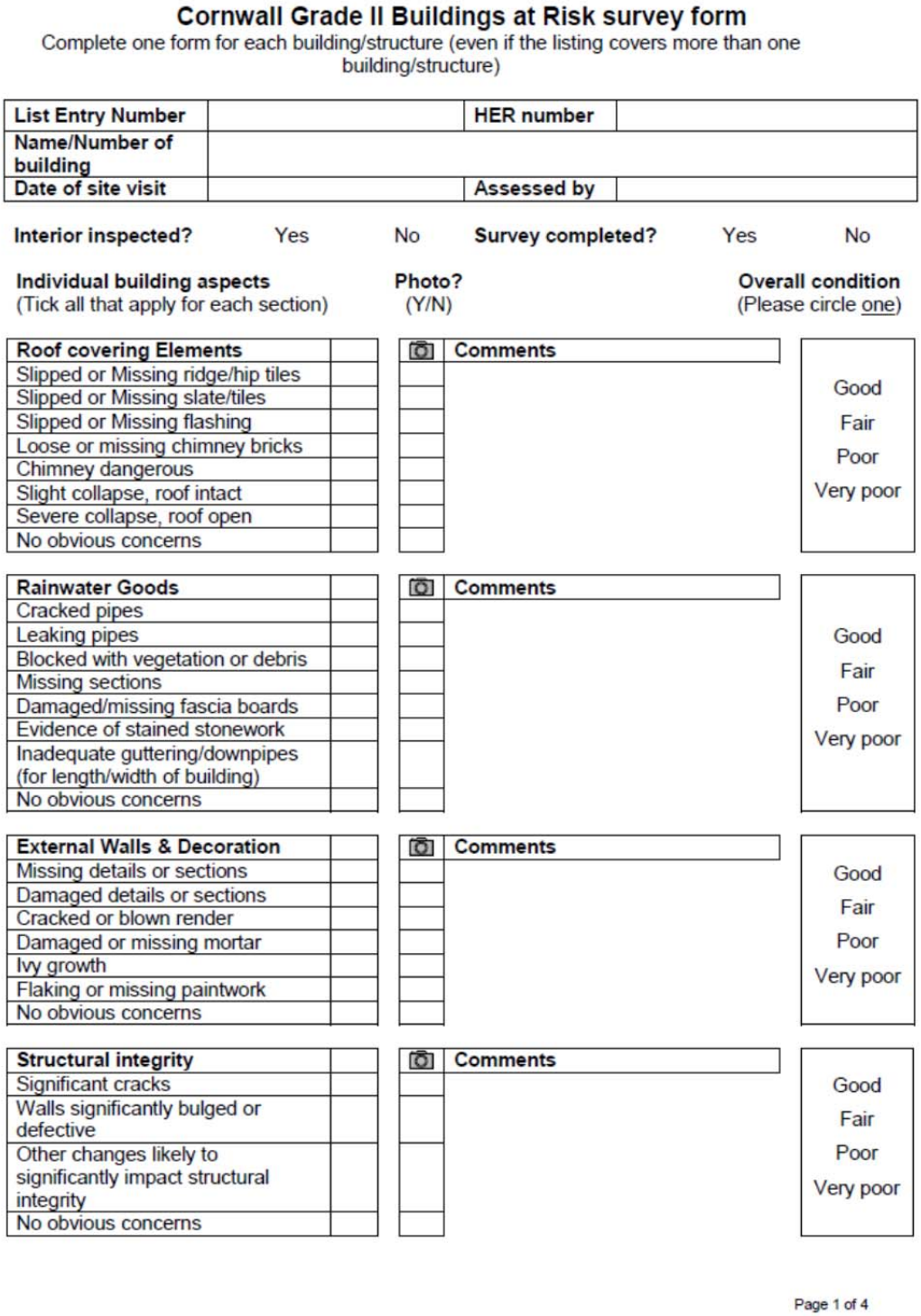
RM will collect and collate completed evaluation forms from volunteers.

A press release announcing completion of the project will be issued by Cornwall Council historic Environment Service's Information & Policy team.

Volunteers and KT to continue updating records on the HBSMR until all records pertaining to completed survey forms have been updated.

Appendix 3: Tool-kit Materials

The Listed Buildings Condition Survey project pro forma



Cornwall Grade II Buildings at Risk survey form

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

List Entry Number		**HER number**	
Name/Number of building			
Date of site visit		**Assessed by**	

Interior inspected? Yes No **Survey completed?** Yes No

Individual building aspects (Tick all that apply for each section)		**Photo?** (Y/N)	**Comments**	**Overall condition** (Please circle one)
Roof covering Elements				Good
Slipped or Missing ridge/hip tiles				Fair
Slipped or Missing slate/tiles				Poor
Slipped or Missing flashing				Very poor
Loose or missing chimney bricks				
Chimney dangerous				
Slight collapse, roof intact				
Severe collapse, roof open				
No obvious concerns				
Rainwater Goods				Good
Cracked pipes				Fair
Leaking pipes				Poor
Blocked with vegetation or debris				Very poor
Missing sections				
Damaged/missing fascia boards				
Evidence of stained stonework				
Inadequate guttering/downpipes (for length/width of building)				
No obvious concerns				
External Walls & Decoration				Good
Missing details or sections				Fair
Damaged details or sections				Poor
Cracked or blown render				Very poor
Damaged or missing mortar				
Ivy growth				
Flaking or missing paintwork				
No obvious concerns				
Structural integrity				Good
Significant cracks				Fair
Walls significantly bulged or defective				Poor
Other changes likely to significantly impact structural integrity				Very poor
No obvious concerns				

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LBCS proforma, page 1 (Blank)

Windows & doors		📷	**Comments**	Good Fair Poor Very poor
Decay or Damage to window frames/door frames				
Missing or broken glass				
Blocked up windows/doors				
Flaking or missing paintwork				
No obvious concerns				

Ventilation		📷	**Comments**	Good Fair Poor Very poor
Grilles, air bricks, louvers, vents blocked or damaged				
Openings not bird-proof				
No obvious concerns				

Boundary walls, gates & railings		📷	**Comments**	Good Fair Poor Very poor
Damaged/eroded brick/stonework				
Missing sections				
Damaged or missing mortar				
Ivy growth				
Cracked or blown render				
Rust or wood decaying				
Flaking or missing paintwork				
No obvious concerns				

Drainage		📷	**Comments**	Good Fair Poor Very poor
Blocked with vegetation or debris				
Below ground drainage impaired by tree roots				
Evidence of stained stonework				
Evidence of water pooling				
Drainage inadequate				
No obvious concerns				

Internal structure & Fabric		📷	**Comments**	Good Fair Poor Very poor
Signs of damp				
Fungal growth				
Leaking roof				
Condensation on windows				
Beetle infestation				
No obvious concerns				

Water supply		📷	**Comments**	Good Fair Poor Very poor
Exposed water tanks				
Pipework cracked				
Insulation of pipes/tanks inadequate or absent				
No obvious concerns				

Page 2 of 4

LBCS proforma, page 2 (Blank)

Building services		📷	**Comments**	Good
Heating malfunctioning or absent				Fair
Lighting malfunctioning or absent				Poor
No obvious concerns				Very poor

Security		📷	**Comments**	Good
Windows or doors open or missing				Fair
Bolts, locks, hinges not secure				Poor
Boundary walls, gates or railings incomplete/not secure				Very poor
Burglar alarm damaged				
No obvious concerns				

Environs		📷	**Comments**	Good
Trees or shrubs close to building				Fair
Litter				Poor
Watercourse close to building				Very poor
Significant pedestrian traffic				
Significant vehicular traffic				
No obvious concerns				

Owner type		**Comments**
Private		
Company		
Local Authority		
Religious Organisation		
Government		
Multiple/mixed ownership		
Charity		
Other (specify)		
Unknown		

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

Are there any inappropriate alterations or materials? (Please circle one) **Yes** **No**

Details	**Photo(s)?**

Page 3 of 4

LBCS proforma, page 3 (Blank)

Overall Condition (circle one): **Good** **Fair** **Poor** **Very poor**

Stability (Please tick one)

Rapid deterioration (Immediate risk of further rapid deterioration or loss of fabric)	
Slow deterioration (Observable deterioration of one or more elements)	
Stable	
Unknown	

Heritage Crime

Has the building suffered from heritage crime? (Please circle one) **Yes** **No**

(Tick all that apply)	Slight	Moderate	Severe
Damage: Arson			
Damage: Graffiti			
Damage: Vandalism			
Environmental (anti-social) *e.g. litter, fly tipping, fly posting, wildlife disturbance*			

Summary *(include brief description of the site, it's condition and summary of the current situation)*:

Risk Assessment (Please circle one only)

Low/not at risk **Vulnerable** **At risk**

Photograph details

Number of photos taken	
Photo names/ numbers	
Date photo(s) taken	
Photo copyright	

Page 4 of 4

LBCS proforma, page 4 (Blank)

Cornwall Grade II Buildings at Risk survey form

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

List Entry Number	185	**HER number**	[redacted] 1355173
Name/Number of building	2, West Street		
Date of site visit	22/11/13	**Assessed by**	[redacted]

Interior inspected? Yes (No) **Survey completed?** Yes No

Individual building aspects (Tick all that apply for each section) **Photo?** (Y)N **Overall condition** (Please circle one)

Roof covering Elements		📷	**Comments**
Slipped or Missing ridge/hip tiles			Newer slate cladding to end gable end – w
Slipped or Missing slate/tiles			Not original slate but
Slipped or Missing flashing			reasonably old so prior
Loose or missing chimney bricks			listing
Chimney dangerous			
Slight collapse, roof intact			
Severe collapse, roof open			
No obvious concerns	✓	✓	

Overall condition: (Good) Fair Poor Very poor

Rainwater Goods		📷	**Comments**
Cracked pipes			Pipes look all
Leaking pipes			original cast iron
Blocked with vegetation or debris			
Missing sections			
Damaged/missing fascia boards			
Evidence of stained stonework			
Inadequate guttering/downpipes (for length/width of building)			
No obvious concerns	✓	✓	

Overall condition: Good Fair Poor Very poor

External Walls & Decoration		📷	**Comments**
Missing details or sections			Looks re-rendered but
Damaged details or sections			original window
Cracked or blown render			surrounds at
Damaged or missing mortar			front elevation
Ivy growth			
Flaking or missing paintwork			
No obvious concerns	✓	✓	

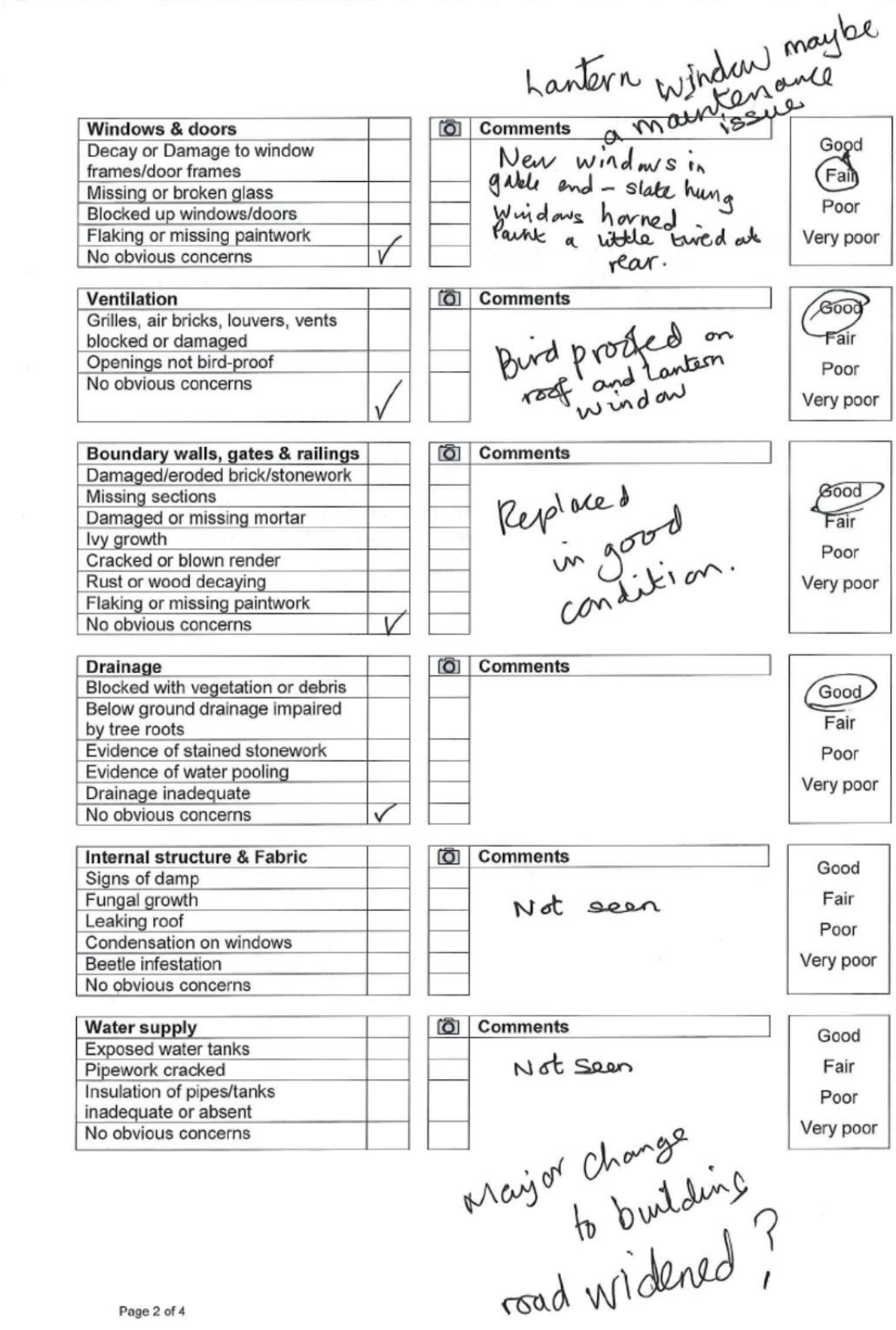
Overall condition: (Good) Fair Poor Very poor

Structural integrity		📷	**Comments**
Significant cracks			
Walls significantly bulged or defective			
Other changes likely to significantly impact structural integrity			
No obvious concerns	✓		

Overall condition: (Good) Fair Poor Very poor

Page 1 of 4

LBCS proforma, page 1 (Completed exemplar)



Windows & doors		Comments	Good / Fair / Poor / Very poor
Decay or Damage to window frames/door frames		Lantern window maybe a maintenance issue. New windows in gable end – slate hung windows horned Paint a little tired at rear.	Fair
Missing or broken glass			
Blocked up windows/doors			
Flaking or missing paintwork			
No obvious concerns	✓		

Ventilation		Comments	Good / Fair / Poor / Very poor
Grilles, air bricks, louvers, vents blocked or damaged		Bird proofed on roof and Lantern window	Good
Openings not bird-proof			
No obvious concerns	✓		

Boundary walls, gates & railings		Comments	Good / Fair / Poor / Very poor
Damaged/eroded brick/stonework		Replaced in good condition.	Good
Missing sections			
Damaged or missing mortar			
Ivy growth			
Cracked or blown render			
Rust or wood decaying			
Flaking or missing paintwork			
No obvious concerns	✓		

Drainage		Comments	Good / Fair / Poor / Very poor
Blocked with vegetation or debris			Good
Below ground drainage impaired by tree roots			
Evidence of stained stonework			
Evidence of water pooling			
Drainage inadequate			
No obvious concerns	✓		

Internal structure & Fabric		Comments	Good / Fair / Poor / Very poor
Signs of damp		Not seen	
Fungal growth			
Leaking roof			
Condensation on windows			
Beetle infestation			
No obvious concerns			

Water supply		Comments	Good / Fair / Poor / Very poor
Exposed water tanks		Not Seen	
Pipework cracked			
Insulation of pipes/tanks inadequate or absent			
No obvious concerns			

Major Change to building road widened?

Page 2 of 4

LBCS pro forma, page 2 (Completed exemplar)

Building services		Comments	Good
Heating malfunctioning or absent		Not	Fair
Lighting malfunctioning or absent			Poor
No obvious concerns			Very poor

Security		Comments	Good
Windows or doors open or missing		Secure and in commercial use	Fair
Bolts, locks, hinges not secure			Poor
Boundary walls, gates or railings incomplete/not secure			Very poor
Burglar alarm damaged			
No obvious concerns	✓		

Environs		Comments	Good
Trees or shrubs close to building			Fair
Litter			Poor
Watercourse close to building			Very poor
Significant pedestrian traffic	✓		
Significant vehicular traffic	✓		
No obvious concerns	✓		

Owner type		Comments
Private		Company
Company	✓	
Local Authority		
Religious Organisation		
Government		
Multiple/mixed ownership		
Charity		
Other (specify)		
Unknown		

Occupancy		Comments
Occupied/in use	✓	Good business use apparant of whole building
Partly occupied/partly in use		
Vacant/not in use		
N/A		
Unknown		

Are there any inappropriate alterations or materials? (Please circle one) **Yes** **(No)**

Details	Photo(s)?

Page 3 of 4

LBCS pro forma, page 3 (Completed exemplar)

Overall Condition (circle one): Good Fair Poor Very poor

Stability (Please tick one)

Rapid deterioration (Immediate risk of further rapid deterioration or loss of fabric)	
Slow deterioration (Observable deterioration of one or more elements)	
Stable	✓
Unknown	

Heritage Crime

Has the building suffered from heritage crime? (Please circle one) Yes No

(Tick all that apply)	Slight	Moderate	Severe
Damage: Arson			
Damage: Graffiti			
Damage: Vandalism			
Environmental (anti-social) *e.g. litter, fly tipping, fly posting, wildlife disturbance*			

Summary *(include brief description of the site, it's condition and summary of the current situation)*:

Good state of repair, in daily use. Attention to detail such as bird perch prevention.

Risk Assessment (Please circle one only)

Low/not at risk Vulnerable At risk

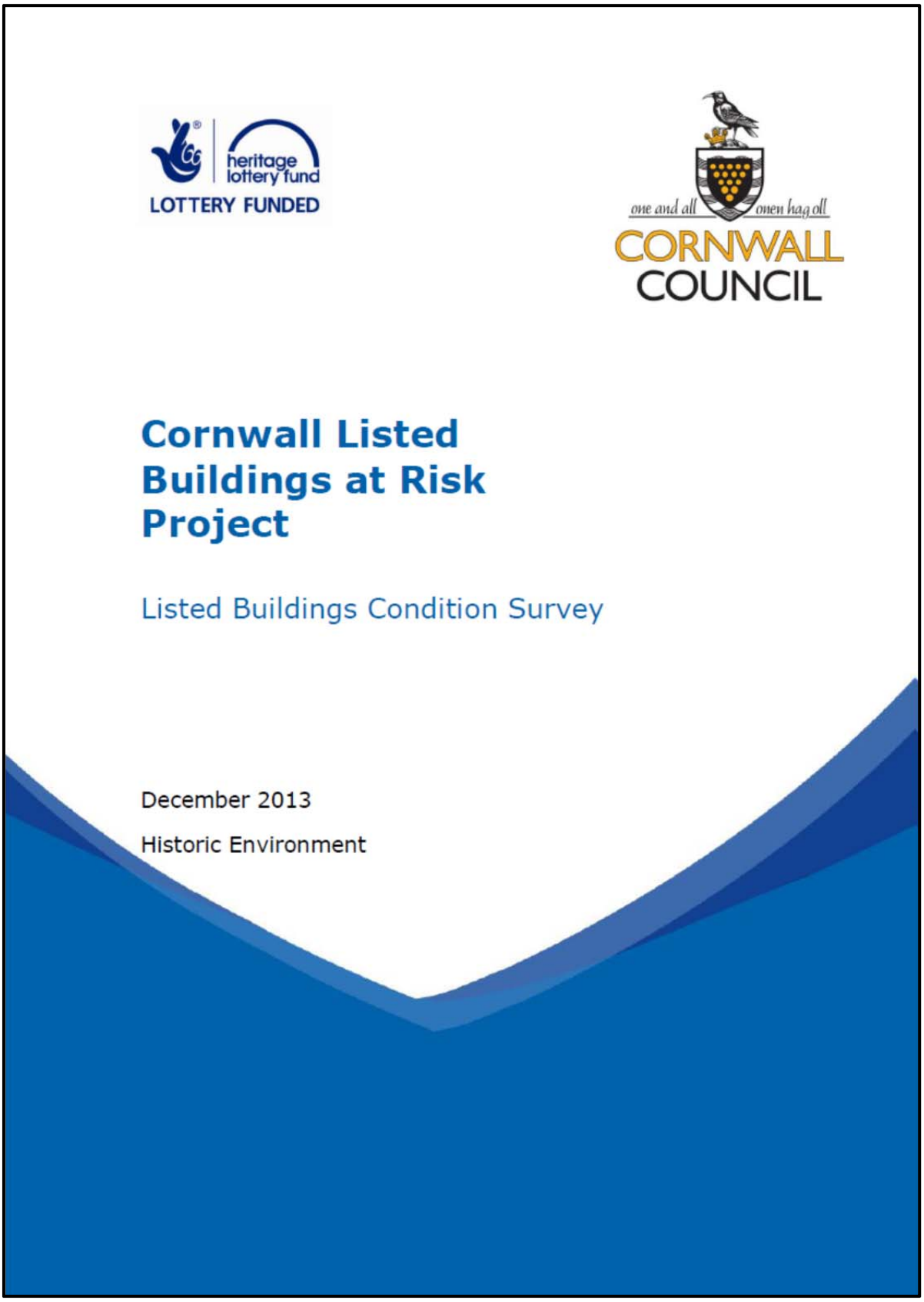
Photograph details

Number of photos taken	7
Photo names/ numbers	
Date photo(s) taken	22/11/13
Photo copyright	

Page 4 of 4

LBCS pro forma, page 4 (Completed exemplar)

The single guidance document developed during the project to accompany the survey form has been made available to the client.


heritage lottery fund
LOTTERY FUNDED
one and all onen hag oll
CORNWALL COUNCIL
Cornwall Listed Buildings at Risk Project
Listed Buildings Condition Survey
December 2013
Historic Environment

An aerial view of Liskeard

Caradon Archaeology

Cornwall Archaeological Society

Cornish Buildings Group

Cornwall Buildings Preservation Trust

Table of Contents

Introduction

Background

There are 11,874 Grade II Listed Buildings, 115 Grade I and 369 Grade II* across Cornwall, the most listed buildings of any unitary/single tier authority area. In the last 12 months Cornwall Council's Historic Environment Service (HES) has developed a new Heritage at Risk element within the Cornwall Historic Environment Record (HER). The existing 944 entries are limited to those on national registers including English Heritage's, SAVE, and spot-entries from Conservation Officers. The data on this module is not formally published but is publicly available as part of the HER.

To date, approximately 10% of Grade I and Grade II* Listed buildings, and Scheduled Monuments, are recorded as at risk in the HER. On this basis we could expect a similar percentage of Grade II which amounts to a staggering 1,180 buildings.

The degrees of risk, and therefore the solutions, will vary enormously from simple lack of maintenance, through to serious threats of collapse and loss. Cornwall Council and English Heritage have no quantitative or qualitative data on the condition of the 11,874 GII Listed buildings, and therefore no basis to measure the resources needed to address this issue, or how to target existing resources. This is a very significant gap in the evidence base used to manage and conserve Cornwall's historic environment.

Aims and outcomes

This project focuses on Grade II Listed buildings in north and south east Cornwall and will help us learn about the condition of Grade II Listed buildings in areas of Cornwall that are sometimes considered remote and have not benefited from as much investment as other parts, identify possible solutions to those at risk, and develop a method for future survey to take place.

This project will give volunteers new practical skills and raise the profile and experience of several groups and societies. It will create a legacy of greater volunteer engagement with managing Cornwall's historic environment and increase the capacity of groups and societies to do more surveys, to work collectively and recruit more members.

The outcomes are:

- To help a range of audiences (including building owners, heritage organisations, volunteers and communities) learn about the diversity and wealth of historic buildings in Cornwall and the threats facing some of them.
- To raise awareness across audiences about how to get involved and participate in monitoring and surveying the condition of historic buildings.
- To provide opportunities for 25 volunteers to have practical experience in field survey, gain new skills and confidence.
- To inform future approaches to surveying and monitoring the condition of Cornwall's Listed buildings.
- To study an under-represented area of Cornwall to determine the condition and threats to Grade II Listed buildings and identify trends and possible solutions.
- To increase the partnership working between key local groups and Cornwall Council and create a legacy of increased capacity for future volunteering.

Survey area and methods

This project focuses on Grade II Listed buildings in north and south east Cornwall. We aim to survey 500 buildings across a variety of locations including one principal town, Liskeard, and smaller towns and settlements such as Bude and Polperro. The survey may include parts of the surrounding setting of the towns, although it is important that the buildings are able to be surveyed safely from the public highway.

The project does not include internal access or entry to private property. For this reason remote rural locations are unlikely to be included in survey areas unless they are located on a public right of way or within an area of Open Access.

The full list of target areas has been drawn up by the Steering Group and is shown below:

North Cornwall

- Boscastle
- Bude
- Marhamchurch
- Port Gaverne
- Port Isaac
- Portquin
- Poughill
- St Endellion
- Stratton

South east Cornwall

- Landrake
- Liskeard
- Polperro
- Saltash
- St Germans

Grade II Listed building types are wide ranging and are likely to include milestones and bridges, churches and funerary monuments, industrial structures, domestic houses and commercial premises.

The project will survey condition. The recording method has taken elements from English Heritage's method for Grade I and II* heritage at risk plus other best practice from across the country.

Health and Safety

There are several hazards which need to be considered when taking part in the survey. Many of these will be everyday hazards encountered regularly by most people. However, the nature and process of carrying out the survey is likely to place volunteers at potentially greater risk.

N.B. We do not recommend working alone.

The main hazards anticipated are:

- **Traffic** - much of the survey is focused on urban or built-up areas.
- **The Public** - volunteers should be aware they will be visible to the public.
- **Slips, trips and falls** - we are asking people to look up, but we'd also like volunteers to keep their eyes on the ground!
- **The weather** - cold and wet weather conditions (likely in winter) mean hypothermia is a potential risk!

Please see the accompanying risk assessment for the survey

Planning your survey

Your area representative will have all the mapping resources and reports for the listed buildings/structures in your area to be surveyed as part of this project. The areas have been broken down into smaller sections or groups of listed buildings to be surveyed by pairs/groups of volunteers. The resources for each group of listed buildings will consist of the following:

- **An area map** - to show where the group of buildings is located
- **A detailed map** - to show the curtilages of the individual Listed buildings in more detail
- **A report** - providing key information on the individual Listed buildings/structures

Volunteers will also be provided with a copy of a letter from Cornwall Council's Historic Environment Service Information & Policy team. This letter is for volunteers to show to the interested public and provides a brief explanation of the project as well as contact details, should the public wish to contact the Council.

Volunteers will also have access to equipment (high visibility jackets, clipboards with copies of the Cornwall Council volunteer letter and Heritage Lottery Fund badges), held by the area representatives. Volunteers will need to return this equipment once they have completed their contribution to the surveying.

It is recommended that volunteers plan their survey before heading out into the field. Try to use the URL link in the report to access and read the full listing description for the buildings/structures you are to survey (N.B. You may have to copy and paste the actual address into your web browser).

Key things to think about include:

- **The weather** - consider the weather conditions and outside temperature. Rainy days are best avoided, as the paper forms will deteriorate quickly. Please be aware you can get very cold, very quickly whilst standing still, completing the survey!
- **Time of day** - during winter, it will start to get dark early (from 3pm onwards), which will make surveying difficult/impossible. Try to avoid surveying/photographing buildings whose façade faces east, in the afternoon, otherwise you will be facing west straight into the sun (assuming it's sunny…) and it will be difficult to get a good photograph.
  Traffic (both vehicular and pedestrian) may be worse at particular times of the day or during specific events.

- **The buildings** - some buildings are very large and may require considerably more time than others. Conversely, some Listed structures such as funerary monuments or milestones may take very little time to survey.
  Identify the locations of the buildings and devise an appropriate route around those you plan to survey at any one time.
  Some buildings may have aspects (i.e. the roof) which are more visible from a vantage point further away e.g. from a nearby hill or viewpoint overlooking a town centre.
  Binoculars will make surveying elements of larger buildings easier in many cases, but **please be aware of traffic hazards and how you may appear to the public.**

The Survey Form

Building Identification Section

Cornwall Grade II Buildings at Risk survey form

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

List Entry Number	102498	**HER number**	FID#18
Name/Number of building	The Fountain Inn		
Date of site visit	22/11/2013	**Assessed by**	SP/RMikulski

Interior inspected?	Yes	No	**Survey completed?**	Yes	No

This section is used to identify the listed building or structure which an individual survey form relates to.

The most important parts to record are the **List Entry Number** (which is the same as the *National Re* number provided on the report for the building under consideration); and the **Name/Number of the building** (again this information will have been provided on the report, but it is important to note that the name of a building may have changed since its Listing information was last updated).

If in any doubt, include the **FID# number** (given in the report and on the detailed maps) as well in an appropriate section.

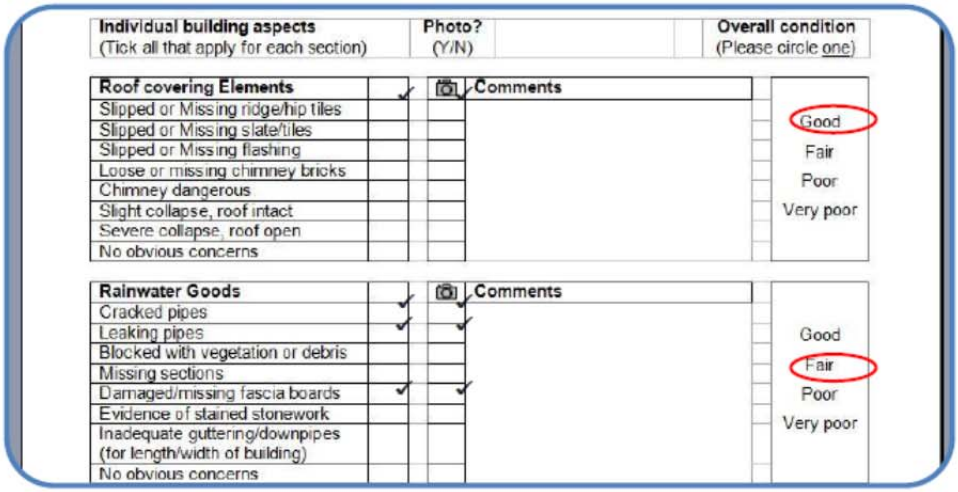
Do not worry too much about filling in the HER number, although this information should be in the full Listing description, available through the Heritage Gateway URL link, provided in the report.

Volunteers should record the date of their site visit and survey and if willing their name or initials in the **assessed by** box.

In the vast majority of cases, the interior will not be able to be inspected by volunteers, so the answer to the first question should normally be no. Some public buildings, such as libraries, town halls, churches or public houses are likely to allow access to the interior, in which case other relevant parts of the survey should be completed where possible (see scoring section).

Always confirm whether or not you were able to complete the survey and if not, please provide some detail as to why it was not possible (you can provide this in the overall description at the end of the scoring section). This data is useful in that it will inform us how to develop or implement similar surveys in the future.

Scoring section



Individual building aspects (Tick all that apply for each section)		Photo? (Y/N)		Overall condition (Please circle one)
Roof covering Elements	✓	✓	**Comments**	Good
Slipped or Missing ridge/hip tiles				Fair
Slipped or Missing slate/tiles				Poor
Slipped or Missing flashing				Very poor
Loose or missing chimney bricks				
Chimney dangerous				
Slight collapse, roof intact				
Severe collapse, roof open				
No obvious concerns				
Rainwater Goods	✓	✓	**Comments**	Good
Cracked pipes	✓	✓		Fair
Leaking pipes				Poor
Blocked with vegetation or debris				Very poor
Missing sections				
Damaged/missing fascia boards	✓	✓		
Evidence of stained stonework				
Inadequate guttering/downpipes (for length/width of building)				
No obvious concerns				

This section is for collecting data on the individual aspects of the Listed building/structure. You do not need to complete all the sections - only those which are relevant to the type of structure you are surveying.

It is best to survey a building from the top down (although you will have to allow for viewing the building/structure from different elevations and revisit sections as appropriate).

Work though the form and the different sections, ticking the boxes for the different issues on the left where you have identified specific problems or issues and ticking the photo box to confirm you have taken a photo of this detail. Please provide any brief comments about these in the comments box provided.

Ensure you circle one of the options on right for each section completed. The number of boxes you have ticked on the left should help you decide which overall condition is appropriate.

If you survey several buildings in one go for the first time, it is recommended that you revisit the earlier buildings surveyed to compare them against the latter, as you are likely to gain a more informed perspective about what is poor and what is very poor as more buildings are surveyed.

N.B. In most cases, you will not have access to the interior and so will not be able to complete the sections on interior fabric, water supply and building services.

Owner and Occupancy

Owner type		Comments
Private	✓	*Building for sale* *Agents: Aldors & Son* *Tel: 01326 278…*
Company		
Local Authority		
Religious Organisation		
Government		
Multiple/mixed ownership		
Charity		
Other (specify)		
Unknown		

Occupancy		C
Occupied/in use		*Ground floor shop unoccupied. First & 2nd floors appear unoccupied also.*
Partly occupied/partly in use	✓	
Vacant/not in use		
N/A		
Unknown		

The occupancy section is very important as occupancy affects the level of risk to the building. Whilst it is ideal to gain information/contacts about the owner, this may not always be possible.

Overall Condition

Overall Condition (circle one):	**Good**	**Fair**	**Poor**	**Very poor**

Stability (Please tick one)	
Rapid deterioration (Immediate risk of further rapid deterioration or loss of fabric)	
Slow deterioration (Observable deterioration of one or more elements)	✓
Stable	
Unknown	

It is important for volunteers to identify the overall condition of the Listed building/structure by circling one of the options. Volunteers should also tick one of the options in the stability section in order to help monitor trends in the condition of buildings.

Alterations

Are there any inappropriate alterations or materials? (Please circle one)	**Yes**	**No**

Detail	Photo(s)?
Plastic/PVC windows to first floor	✓

The alterations section allows you to identify if there are any inappropriate materials or alterations to the Listed building or structure. Examples include: PVC windows where sash windows were originally present; plastic guttering of an inappropriate colour fixed to a Victorian church; a modern boiler flue fixed to the decorative external wall of a much earlier building.

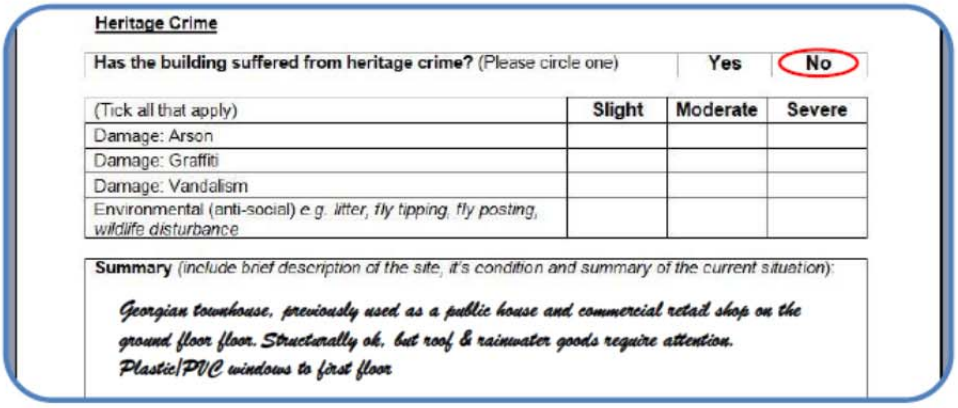
Risk Level

Risk Assessment (Please circle one only)

Low/not at risk	**Vulnerable**	**At risk**

Please ensure you always circle one of the options for the overall level of risk for the building.

Heritage Crime



Heritage Crime

Has the building suffered from heritage crime? (Please circle one) **Yes** **No**

(Tick all that apply)	Slight	Moderate	Severe
Damage: Arson			
Damage: Graffiti			
Damage: Vandalism			
Environmental (anti-social) *e.g. litter, fly tipping, fly posting, wildlife disturbance*			

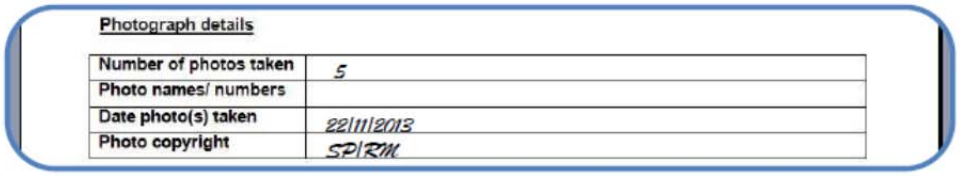
Summary *(include brief description of the site, it's condition and summary of the current situation):*

Georgian townhouse, previously used as a public house and commercial retail shop on the ground floor floor. Structurally ok, but roof & rainwater goods require attention. Plastic/PVC windows to first floor

The Heritage Crime section allows monitoring of criminal activities affecting Listed buildings. Volunteers should indicate if heritage crime has occurred and identify the type(s) of crime by ticking the appropriate boxes.

The summary box is useful for recording the overall impression of the building and its context; and for highlighting specific concerns and/or providing further information which does not fit in any of the scoring sections.

Photos



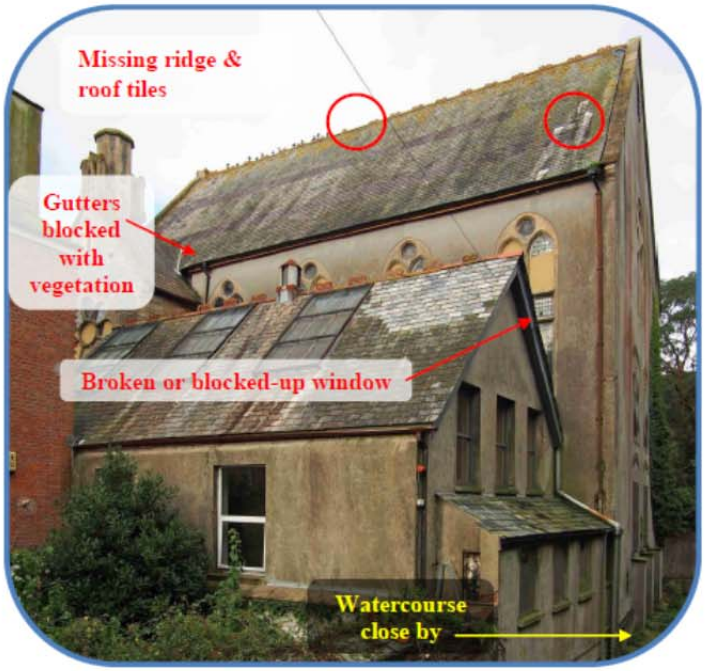
Photograph details

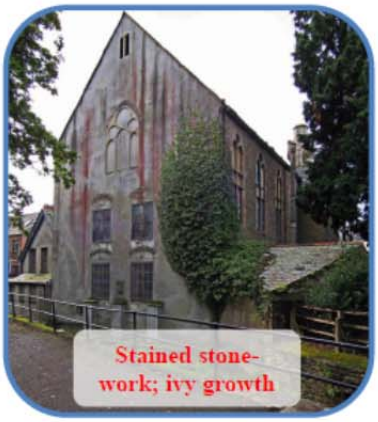
Number of photos taken	5
Photo names/ numbers	
Date photo(s) taken	22/11/2013
Photo copyright	SP/RM

The photo section allows recording of the references for any photographs taken of the building. However, photographs should be renamed as soon as possible after the survey has taken place, in order to avoid any confusion between separate Listed buildings.

Examples of Grade II Listed buildings and structures

Examples of the range of issues affecting the condition of listed buildings





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Listed Buildings Condition Survey Guidance – December 2013

Technical Guidance

The following guidance is intended to set out reasonable standards with respect to equipment requirements for volunteers:

The following equipment will be supplied by the Historic Environment Service:

- Risk assessment
- Reflective jackets
- Clipboards and pens/pencils
- A form (4 sheets) for each listed building to be inspected
- A map of the area to be covered with target buildings identified
- Guidance information

If possible it is desirable to work in pairs (or threes) so that one person can fill in the form whilst another person can take photos. Ideally, volunteers will swop tasks at intervals to maximise experience. Plan ahead, to avoid working in wet weather.

Volunteers will use their own camera equipment to record digital images of reasonable resolution. It must be remembered that the purpose of the record is to show the condition of the building as clearly as possible, but also with **as few images as possible** to avoid excessive storage or post-capture work.

Ideally, cameras should be single-lens reflex (SLR) or compact-system cameras (CSC) each of these types with an interchangeable-lens capability. Most digital cameras of this type are capable of recording images of an acceptable resolution. However, many compact or bridge cameras with integral zoom lenses may also be capable of providing images of an acceptable standard. It is usually easier to frame a subject using an eye-level view-finder than by using the rear viewfinder screen.

Wide-angle lenses are especially useful for photographing buildings in Cornish towns and villages where streets or roads are too narrow to frame the whole frontage with less wide lenses. Longer lenses will often be necessary to photograph details such as rotting joinery, failing gutters, loose slates or areas with missing slates.
Many volunteers will be able to use their own computers to download images prior to delivery to HES.

Basic guidelines with respect to photographic technique

The following advice is intended to encourage good standards and consistent results:

- Check that the camera is set to the correct date and time.
- Set the camera to its highest available resolution for jpeg capture.
- For the main image, wherever possible, photograph the building straight on.
- Select the appropriate focal length for the intended subject matter.
- Assess whether the image is better in portrait format (often necessary to include the top of the building) or landscape format.
- Try to avoid including people (particularly children) in the picture. Photography of children requires the consent of their parents or guardians. Other images will require consent from the subjects if they are to be put on the Cornwall Council website.
- Try to avoid including motor vehicles in front of buildings. If a vehicle appears to be parked for a limited period of time, return to the building later.
- Use manual settings or aperture priority where possible to provide sufficient depth of field.
- Avoid setting the ISO rating above the baseline level of the camera unless lighting conditions are so poor that a higher ISO rating is unavoidable to minimise camera shake.
- Cameras that have an anti-shake facility should be set to this as it is unlikely that tripods will be practical in most situations. This advice is particularly important when using longer focal lengths.
- Check the playback after each image to ensure optimum exposure, or if a camera provides a predicted exposure balance as a live-view image in the viewfinder ensure that this is adjusted to the optimum exposure level. Remember that burnt-out highlights cannot be recovered after the picture is taken!
- Remember to focus on the correct subject distance as many cameras will focus on a foreground subject, particularly if it is near the centre of the frame.
- During sunlit periods plan the photography so that as many of the buildings as possible are lit by sunlight.
- Try to avoid taking pictures that are excessively back-lit by returning to such buildings in more favourable lighting conditions.

- Try to keep the camera level but if tilting the camera upwards to include its upper part is unavoidable remember to include sufficient area above the top of the building to allow for corrective editing.
- To ensure correct captioning, a record will need to be made of the building sequence, in the order of taking the photos.
- Sometimes it is useful to photograph a building in its context as an aid to assessment of the built environment to which the building relates both in terms of condition and quality.
- For security, download and save the images at the first available opportunity.

Photograph Quality and Digital File Size

The ideal file size for any one digital image is between 1 and 2 MB. Larger than this and storage becomes problematic, but images do need to be of a sufficient resolution or quality to show detail clearly. Lower resolution images (i.e. less than 500KB) will not usually stand up to significant enlargement or assessment of detail.

Captioning Photographs

Images **must** be captioned with sufficient information to identify the building in question (town/street name, and number or building name).

Please remember:

Images have no value to the survey unless they are captioned!

The ideal way to caption or rename an image file is demonstrated below:

[*Area name***]_[***National Ref# or FID#***]_[***House#***]_[***StreetName***]_[***Detail of photograph***]**

For instance, a series of photographs for a single Listed building will ideally look like this:

Liskeard_113405_1_WestStreet_01_facade
Liskeard_113405_1_WestStreet_02_missingslate
Liskeard_113405_1_WestStreet_03_gutter
Liskeard_113405_1_WestStreet_04_window

Similarly, photographs for a single funerary monument would be captioned as below:

Landrake_112465_LittletonMonument_01_eastelevation
Landrake_112465_LittletonMonument_02_crackedstonework
Landrake_112465_LittletonMonument_03_erodedlettering

N.B. Although the sets of examples above represent ideal captioning, it does take time (especially if you have a lot of photos) and it is not strictly necessary to provide all the detailed information (although it should be recorded in the form). However, **the area name and the national reference number (or FID number) are essential** and **must** form part of the file name.

Captioned images will need to be sent to HES as jpegs either on CD or DVD, or by attachments to email (limited to 20 MB per message). Individual images may be compressed down to about 2 MB to be able to send several images at a time.

Editing Photographs

Editing images is encouraged provided that the purpose of the editing is simply to improve contrast balance for better clarity or to correct for converging verticals. The use of editing software to remove such visual distractions as lamp-posts, cars and people is not permitted as any criticism of distortion of the evidence must be avoided. Edited images will need to be saved at a reasonable resolution.

FAQs

What is the purpose of the survey?

There are three main aims to this survey:

- To develop and test an effective method for assessing Listed buildings at risk across north and south east Cornwall
- To raise awareness of the threats to Cornwall's Listed buildings
- To increase partnerships between local groups and Cornwall Council's HER Team and build capacity for future volunteer projects.

Who is my area representative?

If you have not already been informed of who your area representative is, please email one of the HE Projects Team (see contacts section).

Where can I get more blank survey forms?

The survey form is available as a pdf and can be printed at home.
You can also contact your area representative, who should have a stock of blank survey forms and arrange to pick up some more at a convenient time/place.

If you do not have access to the survey form pdf, please contact the HE Projects Team (see contacts section) and we will endeavour to email you a copy as soon as possible.

How many photographs should I take?

The number of photographs needed will depend on the size of the building/structure, the number of elevations able to be observed, as well as the actual condition of the building/structure i.e. what, if anything is wrong with it.

Ideally volunteers should try to capture as much information in as few photographs as possible.

Sometimes only the front of a building may be visible/accessible, so a single good photograph may suffice (assuming it is of high enough quality), as it can be enlarged later without losing clarity, to investigate details/problems recorded in the survey form.

With larger buildings or those in poor condition, more photos may be needed to fully record the variety of problems which may be evident. If volunteers are constrained by time or weather conditions, it is advisable to focus on the most significant problems affecting a Listed building.

What size should photographs be?

Digital photographs or images should ideally be no larger than 2MB and no smaller than 500KB.

How do I hand over completed survey forms?

It is best to keep completed survey forms and the corresponding photographs together and ideally to transfer them both at the same time to either your area representative or to one of the HE Projects Team.

If you have completed hard copies of the form, you can drop these off with your area representative or one of the HE Projects Team, ideally with a cd/dvd of the photos or transferring the photos using a usb stick drive.

Though it is time consuming, you may wish to transcribe your paper form onto the digital WORD version of the form and then email it either to your area representative or directly to the HE Projects Team (see contacts section), along with the corresponding photos.

How do I hand over photographs?

There are several options:

- You can attach the photographs to an email(s) to either your area representative or directly to one of the HE Projects Team (see contacts section).
- If you are willing you can burn a cd or dvd with all the images on them, and either post the disc to the HER Team at Truro (see contacts section) along with the completed survey forms or arrange to hand them all over to your area representative or one of the HE Projects Team.
- It is also possible to hand over photos to your area representative or to the HE Projects Team by arranging to meet and transferring the photos to the latter's computer using a usb stick drive.

Please note: It is best to keep completed survey forms and the corresponding photographs together and ideally to transfer them both at the same time to either your area representative or to one of the HE Projects Team.

Can I claim expenses?

Though this is a volunteer project, there is a small budget for travel and parking expenses.

Claims will be a dealt with on a mileage basis, payable at a rate of 40 pence per mile. All claims need to be supported by receipts and anyone wishing to make a claim will therefore need to keep receipts for all relevant travel expenses (i.e. parking receipt, fuel receipt).

Public transport claims will need to be accompanied by a relevant ticket.

Claims can be made up to a maximum of £10 per volunteer, per day, for recording a minimum of 5 Listed Buildings per individual volunteer.

Appendices

Risk Assessment & Contacts

Historic Environment Projects - Health and Safety Risk Assessment Record
Site: Listed Buildings Condition Survey, Various sites

Area: North and south east Cornwall **Date: 03.12.2013**

Persons affected (tick as appropriate)

Category	Under	Over 10	None	Worker	
Employees	X			Experienced	X
Other staff				Inexperienced	X
Volunteer	X			Disabled	
Work					

Identify ALL hazards. Tick if hazard present/requires control. X if no hazard

Physical Injury Hazards		**Physical Agents**		**Manual Handling**	
Buried services		Ionising radiation		Lifting and moving objects	
Gases/fuels		Lasers		**Electrical**	
Unstable ground	X	Ultraviolet light		Buried cables	
Unstable structures		Very hot/cold objects		Overhead cables	
Demolition		Noise		**Miscellaneous**	
Access equipment		Vibration		Poor/absent welfare facilities	X
Slips, trips or falls	X	Arc welding		Lone working	X
Vegetation conditions	X	**Hazardous substances**		Stress	
Boggy ground, etc.		COSHH substances		People	X
Drowning		Soil contamination		Animals	X
Projecting objects		Human remains		Severe weather	X
Mobile plant		Animal remains		Restricted access	X
Dust		Sewage/effluent		Confined spaces	
Moving machine parts		Micro-organisms		Equipment/tools	
Unstable trenches		Vermin/Weils disease	X		
Falls from heights		Stings, bites, etc.	X	Traffic	X
Fire explosion					
Portable tools					

Risk evaluation (see above checklist and enter appropriate score)

Risk	**A: Likelihood of harm**			**B: Severity of injury**			**Risk total**
Score	**Unlikely 1**	**Possible 2**	**Likely 3**	**Slight 1**	**Serious 2**	**Major 3**	**Multiply Columns A x B**
Physical injury		X				X	6
Physical	X					X	3
Hazardous	X					X	3
Miscellaneous		X				X	6

Significant risks identified (risk evaluations over 5)
Ground vegetation and uneven ground
Poor weather conditions
Slips and falls on uneven ground
Traffic

Protective and preventative measures to be taken
HE staff and volunteers will all have weatherproof clothing and daily reviews on working conditions - particularly in poor and extreme weather - will take place. Volunteers will be advised **not** to survey in the rain or when the outside temperature is excessively cold.
In exceptionally hot weather conditions HE staff and volunteers will be advised to wear a sun hat and apply sun factor and/or block and be advised to remain hydrated.
HE staff and volunteers will take care when proceeding through areas of rough vegetation and uneven ground (e.g. across graveyards).
HE staff and volunteers will be advised not to work alone, but in pairs at least.
HE Staff and volunteers will be issued with a limited supply of high visibility jackets.
HE Staff and volunteers will be issued with a limited supply of Heritage Lottery Fund badges with which to identify themselves with the project.
HE Staff and volunteers will be issued with a letter from the Cornwall Council Historic Environment Information & Policy Team, with which to inform the public and any other interested parties about the project.
HE staff and volunteers will remain aware of traffic at all times, particularly when photographing buildings, with one individual supervising whilst the other photographs the building/feature.
HE Staff and volunteers will be advised to wear sturdy footwear at all times during fieldwork.
HE staff and volunteers will wash/use hands – hands sanitizer available before eating.
Practical information to all volunteers will be issued prior to the commencement of the survey.
All staff and volunteers will be responsible for their individual health & safety and be advised to inform the Project teams of any hazards or risks which may affect individuals as well as the team.
This risk assessment will be monitored and reviewed on a weekly basis throughout fieldwork.

HE contacts: **Nick Cahill** (HER Information & Policy) **01872 323623**

Richard Mikulski (HE Projects) **07973 813593**

Jacky Nowakowski (HE Projects) **01872 323605**

Draft safety plan completed (date): 03.12.13

Safety plan reviewed/modified (initials/dates):

Useful contact names and numbers:

Historic Environment office	**01872 323603**
Accident & Emergency departments:	
Derriford Hospital, Derriford Road, Derriford, Plymouth PL6 8DH	**01752 777111**
Royal Cornwall Hospital (Treliske), Truro TR1 3LJ	**01872 253111**
Minor injuries units at Community hospitals:	
Bodmin Hospital, Boundary Road, Bodmin PL31 2 QT	**01208 251577** **01208 251300**
Fowey Hospital, Park Road, Green Lane, Fowey PL23 1EE	**01726 832241**
Launceston Hospital, College Road, Launceston PL15 9JD	**01566 765650**
Liskeard Community Hospital, Clemo Rd, Liskeard PL14 3XD	**01579 335600**
St. Barnabas Hospital, Higher Port View, Saltash PL12 4BU	**01752 857400**
Stratton Hospital, Stratton, Bude EX23 9BR	**01288 320101**

Compiled by: Richard Mikulski - Community Archaeologist Trainee;
Jacky Nowakowski - Archaeologist Team Leader, HE Projects, CC

Further guidance on completing the survey form

A Listed building is a building or structure that has been designated as being of special architectural or historic significance. The older and rarer a building is, the more likely it is to be listed. Buildings less than 30 years old are Listed only if they are of outstanding quality and under threat.

Listed buildings are graded I, II* and II. Grade I and II* are particularly important buildings of outstanding interest; together they amount to 8% of all Listed buildings in England. The remaining 92% are of special interest and are Listed Grade II. In Cornwall, this amounts to a total of 11,883 Grade II Listed Buildings.
A Listed entry may comprise a number of separate buildings such as formal residential terraces under one list entry. Structures can occasionally be both listed as buildings and scheduled as monuments. Complete one form for each building, even if the Listing covers more than one building/structure, e.g. Listed terraces. Each building has been allocated a separate HER Monument record.

List entry number

The number provided here should match the **LBSUID** given in the full description (available through the URL web address found in the reports given to area representatives/volunteers). This is the National Heritage List reference. More about the NHL can be found here: http://www.english-heritage.org.uk/content/imported-docs/k-o/nat-heritage-list-faqs.pdf

HER number

The HER number can be found in the **Associated Monuments/Buildings** section of the full description (available through the URL web address found in the reports given to area representatives/volunteers). This number refers to the record for the site held in the Cornwall and Scilly Historic Environment Record database.

Owner Type

Private	Individuals, private trusts, private schools, private royal estates (including Duchy of Cornwall)
Company	Commercial company
Local Authority	Local planning authorities, town or parish councils, state-funded schools, local health authorities
Religious Organisation	E.g. Church of England, Religious Society of Friends
Government	Includes National Health Authorities, quangos, Crown Estate, Network Rail, Natural England; excludes Local Authority
Multiple/mixed ownership	Tick all relevant if known
Charity	Includes heritage charities e.g. National Trust
Other (specify)	E.g. housing association, community farm

Initial assessment

Condition of main building elements: assess the condition of the main building elements as **Good, Fair, Poor, Very Poor.**

The categories are defined as follows:

Good	Structurally sound; weathertight; no significant repairs needed.
Fair	Structurally sound; in need of minor repair; showing signs of a lack of general maintenance.
Poor	Deteriorating masonry; leaking roof; defective rainwater goods, usually accompanied by rot outbreaks; general deterioration of most elements of the building fabric, including external joinery; or where there has been a fire or other disaster which has affected part of the building.
Very poor	Structural failure or clear signs of structural instability; loss of significant areas of the roof covering, leading to major deterioration of the interior; or where there has been a major fire or other disaster affecting most of the building.

Condition of main building elements

Building elements	Notes
Roofs	Slipped or missing slates/tiles; deteriorated thatch; slate or tile debris around the perimeter of the building; cracked or missing leadwork; general failure of flashings. Internally look for rot outbreaks, water staining and blistered paintwork on walls.
Rainwater goods	Plant growth in gutters and hopper heads; downpipes that are disconnected or detached; water discharging into the walls; blocked drains with plant growth in them. Internally look for rot outbreaks, water staining and blistered paintwork on walls.
Walls	Eroded masonry, cracked or missing pointing, spalling brickwork, failure of render, fallen piece of brick or stone, saturated masonry, vegetation growth.
Structural stability	Significant cracks, bulges or other structural defects in walls, where these appear likely to threaten the stability of the whole or a large part of the structure of the building.
Doors and windows	Problems with glasswork; decayed window frames, signs of vandalism such as broken or boarded-up windows.
Architectural details	Loss of detail through erosion or decay, pollution likely to result in acidic decay.
Interior	Evidence of leaking/water ingress such as staining or bubbling paintwork; damage to interior fixtures and fittings.
Walls, gates and railings	Flaking or missing paintwork, rusting, decaying wood, eroded/spalling brick or stonework.
Other (specify)	
Inappropriate features	UPVC double glazing; cement render/ pointing; synthetic roof coverings

Signs of neglect

Neglect is defined as a failure to care properly for, or give due attention to, a heritage asset and which causes damage over time. Indicators, such as lack of maintenance or broken windows, may reveal neglect, although they do not in themselves indicate the nature of the neglect or the factors that have led to a neglected state. Heavily neglected buildings are vulnerable to becoming at risk if action is not taken to improve the site. In order to capture the level of neglect this should be measured on the scale set out above: **Good, Fair, Poor, Very Poor.**

Heritage crime

Heritage crime is any offence which harms the value of England's heritage assets and their settings to this and future generations (www.english-heritage.org.uk/professional/advice/advice-by-topic/heritage-crime)
Offences include theft, criminal damage, arson and anti-social behaviour.
For the purposes of this survey, **only** those factors which can be readily assessed from a single visit, from a public highway/public land and without the need for research.

Research tools

- http://www.imagesofengland.org.uk/

The Images of England website contains photographs of many, but not all, of the Grade II Listed buildings and structures in the project survey areas. The date of the original Listing, the latest amendment and the date of the accompanying photograph are provided.
However, for the most up to date information including the current List status, use the National Heritage List for England:

- http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england/

or the Heritage Gateway website:

- http://www.heritagegateway.org.uk/gateway/

The HER team has produced a guide for searching the Heritage Gateway which can be provided on request.

List of common building types

ALMSHOUSE	COUNTRY HOUSE	ICEHOUSE	PUMP ROOM
AQUEDUCT	COURT HOUSE	INSCRIBED STONE	PUT ON STONE
ART SCHOOL	COW HOUSE	INSTITUTE	QUAY
ASSIZE COURT	CROSS	LIFEBOAT STATION	RADAR STATION
BANK (FINANCIAL)	CROW	LIGHTHOUSE	RAILWAY
BARK HOUSE	DAIRY	LIME KILN	RAILWAY BRIDGE
BARN	DEER HOUSE	LINHAY	RAILWAY STATION
BARRACKS	DORIC TEMPLE	LITHIC SCATTER	RAILWAY VIADUCT
BASTION OUTWORK	DOVECOTE	LOCK	REFECTORY
BATH HOUSE	DRINKING FOUNTAIN	LOCK KEEPERS COTTAGE	SAND PIT
BATTERY	ENGINE HOUSE	LODGE	SCHOOL
BEE BOLE	FARMHOUSE	LONGHOUSE	SHRINE
BEE HOUSE	FARMSTEAD	LYCH GATE	SIGNPOST
BLACKSMITHS WORKSHOP	FIRE STATION	MALT HOUSE	SLIPWAY
BLOCKHOUSE	FISH CELLAR	MANOR HOUSE	SMELTING HOUSE
BLOWING HOUSE	FODDER STORE	MANSE	STABLE
BOAT HOUSE	FOLLY	MARKET HOUSE	STAMPING MILL
BONE MILL	FOOTBRIDGE	MAUSOLEUM	STEPS
BOUNDARY STONE	FORT	MEETING HALL	STOCKS
BOUNDARY WALL	FOUNDRY	MERCHANTS HOUSE	SUMMERHOUSE
BREAKWATER	FOUNTAIN	MILEPOST	SUNDAY SCHOOL
BREWERY	FREEMASONS HALL	MILESTONE	TEACHERS HOUSE
BRIDGE	FULLING MILL	MILL HOUSE	TECHNICAL SCHOOL
BURIAL VAULT	GARDEN SEAT	MILL POND	TIDE MILL
BUTTER MARKET	GARDEN WALL	MINE	TIMBER YARD
BUTTER WELL	GATE PIER	MODEL FARM	TOLL HOUSE
CANAL	GATEHOUSE	MOORING BOLLARD	TOMB
CANAL WAREHOUSE	GOOSEHOLE	NONCONFORMIST CHAPEL	TOMBSTONE
CARPENTERS WORKSHOP	GRANARY	NONCONFORMIST MEETING HOUSE	TOWN GATE
CEMETERY	GRAVE	OBELISK	TOWN HALL
CHAPEL	GRAVESTONE	OFFICE	TRAP HOUSE
CHEMICAL WORKS	GROTTO	ORANGERY	TROUGH
CHIMNEY	GUARDHOUSE	OUTBUILDING	VICARAGE
CHURCH	GUILDHALL	POLICE STATION	VILLAGE HALL
CHURCH HOUSE	GUN EMPLACEMENT	POST OFFICE	WALLED GARDEN
CIDER MILL	HA HA	POULTRY HOUSE	WAR MEMORIAL
CIDER PRESS	HALL HOUSE	POUND	WAREHOUSE
CLAPPER BRIDGE	HARBOUR	PRIORY	WATCH HOUSE
CLOCK TOWER	HOLY WELL	PRISON	WATCH TOWER
COACH HOUSE	HORSE ENGINE HOUSE	PSYCHIATRIC HOSPITAL	WATER PUMP
COASTGUARD STATION	HOTEL	PUBLIC HALL	WATER WHEEL
COMMEMORATIVE MONUMENT	HOUSE	PUBLIC HOUSE	WELL
CORN MILL	HUT	PUMP	

Glossary of Architectural Terms

Aedicule – a surround to a door, window, or other opening of columns or pilasters supporting a pediment.
Almshouse – charitable housing for the poor.
Applied order – columns or pilasters which appear to be stuck onto the surface of a wall and have no structural function.
Apron – raised panel beneath a window or niche.
Arcade – a series of arches and their supports.
Arch – there are several types:
Semicircular, Segmental, Pointed, Lancet (narrow pointed), Three centre, Four centre, Ogee.
Architrave – moulded frame surrounding a door or window.
Arris – the edge formed by the meeting of two planes.
Arts and Crafts – a movement inspired by William Morris' belief in simplicity, truth to materials and interest in the vernacular.
Ashlar – hewn blocks of squared stone laid in horizontal courses with fine joints.
Attic – room situated within the roof or above the main *cornice.*
Back-to-back – houses with a common rear wall, each under a lean-to roof.
Balcony – projecting platform above ground level.
Balustrade – series of short posts or balusters supporting a rail or *coping.*
Barge-board – also known as verge-boards, board on incline of gable to protect ends of projecting roof timbers, sometimes decorated.
Barbette - a protective circular armour feature around a cannon or heavy artillery gun.
Basement – lowest storey (not the cellar) when partly or entirely below ground.
Battlement (crenellations) – a parapet with indentations. The openings are called **embrasures** or **crenelles** and the raised part are **merlons**.
Bay – a vertical division of an interior or exterior marked not by walls but by windows, roof compartments, columns, etc.
Bay window – projecting window on the ground floor which can rise through more than one storey. On plan can be square or have sloping sides (canted). When curved called a **bow window**.
Belfry – a bell tower. **Bell-cote** – turret to hold bells usually placed at the west end of churches without towers.
Blind window – imitation window used to give symmetry.
Blocked window – as a result of window tax (1696-1851).
Brace – a timber placed diagonally to strengthen a frame.
Bracket – a projection from a wall designed as a support.
Breather – a thin slit-like opening for ventilation.
Bressumer – a massive supporting beam spanning a wide opening and supporting a superstructure.

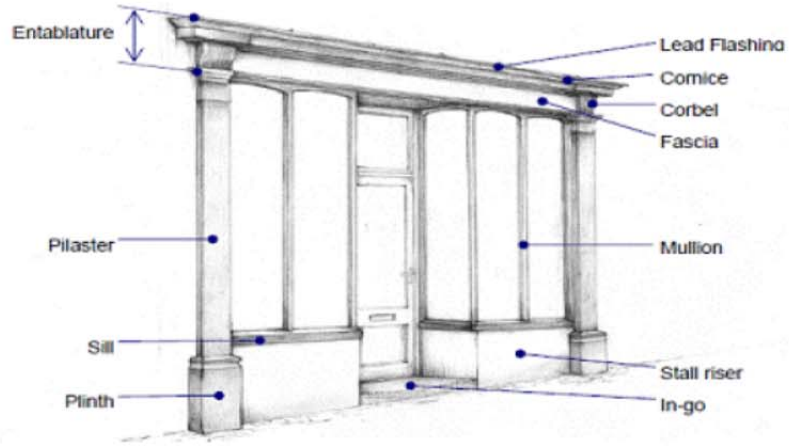
Brickwork – a **Header** brick laid so only its end is visible on the wall face and a **Stretcher** brick is laid so only its side appears. Most common forms of **Bond** (method of laying) – **English, Flemish** and **English Garden Wall**.
Bull's eye window (oeil-de-boeuf) – round or oval window.
Buttress – mass of masonry or brickwork projecting from or built against a wall to give stability.
Came – lead strip holding together small panes of glass or **quarries** in a leaded light window.
Canopy – a projecting cover above a door.
Canted – set at an angle on plan, such as the sides of a bay window.
Capital – the uppermost part of a column, pilaster or pier.
Casement window – a window hinged on one of its edges to open inwards or outwards. In general use until the sash introduced in the late 17th century and continued to be used on some cottages and non-domestic buildings.
Castellated – decorated like a castle with battlements.
Chamfer – surface formed when the edge is cut away at an angle.
Cheek – the side of a feature such as a dormer window.
Chimney-stack – masonry or brickwork structure containing a flue or flues that rises above the roof and ending in **chimney pots. Axial stack** – lying along the axis of a building, **external stack** – stack which projects from a wall, **lateral stack** – one which rises from a side wall.
Cill (Sill) – horizontal base of a door or window frame.
Classicism – architectural style derived from the architecture of ancient Greece and Rome.
Cob – walling material made of earth mixed with straw, gravel and sand.
Column (pier, pillar) – a vertical supporting member circular in plan.
Console – a double-scrolled bracket.
Coping – a protective cap or covering to a wall.
Corbel – a support projecting from a wall often carved or moulded.
Cornice – projecting ornamental moulding along the top of a building.
Coursed rubble – walls of rough unsquared stones built in regular layers or courses of uniform height.
Crenellations – see battlements.
Cresting – ornamental finish along the ridge of a roof.
Cross wing – a range joined to the main range of a house with its roof running at right angles.
Cruck – pair of curved timbers used as principal framing of a house, serving as both posts of the walls and rafters of the roof.
Cutwater – wedge-shaped end of the pier of a bridge.
Diocletian window – semi-circular window divided by two mullions with a taller central section.

Door – hinged element to close a doorway. **Ledged and battened door** – made of planks set vertically and stiffened by pieces of wood set across these. **Panelled door** – standard polite type with panels framed by uprights (**stiles)** and horizontals (**rails).** A **fielded panel** is a raised square or rectangular panel.
Doorcase – woodwork or plasterwork applied to a doorway and standing proud from the surface of the wall or reveal.
Dormer window – a window projecting from the slope of the roof having its own roof. **Full dormer** – entire window above the eaves line, **half dormer** window only partly projecting into the eaves, **eyebrow dormer** – very low dormer over which the main roof lifts and falls without a break, **raking dormer** – window with roof pitched in the same direction as the main roof, but at a shallower angle, **roof dormer** – rising from the pitch of the roof above the eaves.
Dressed stone – blocks of stone which are well finished, but not with the complete precision of **ashlar**, and are laid with wider joints.
Hammer dressed stone – stone which breaks naturally into square or rectangular pieces and has been only roughly dressed.
Dressings – parts of a building around openings (doors, windows) at the angles or any feature that is of a material or finish superior to the main walling.
Drip-mould (label or hood mould) – projecting moulding to throw off rain from the face of a wall or above an opening.
Dutch gable – curved or shaped gable surmounted by a pediment.
Eaves – the underpart of a sloping roof overhanging a wall.
Eclecticism – use of forms from more than one style of architecture.
Elevation – the vertical face of a building.
Façade – the main front of a building.
Fan-light – semi-circular window above a door. A square of rectangular equivalent is an **over-light**.
Fascia – long, flat member or band horizontally articulating a façade, or the flat board covering the ends of rafters under the eaves, or the name over a shop window.
Fenestration – general term for the arrangement of windows in a building.
Fielded panel – a panel with a raised central area.
Finial – ornament at the top of a gable, pinnacle, etc.
Flèche – slender spire or spirelet rising from roof and sometimes covered in lead.
Foil – curved decorative arc used in Gothic-style architecture named according to the number e.g. trefoil, quatrefoil, etc.
Folly – a structure built for a whim for decoration, without a purpose.
French window – a window that opens to the floor like a pair of doors.
Gable – the triangular part of a wall at the end of a pitched roof.
Glazing bar – wooden, occasionally metal, framing to a window pane.
Gothic – general characteristics include pointed arch, rib vault and buttresses. 3 phases in England – Early English (c.1180- late 13th century), Decorated (c.1250- c.1350) and Perpendicular (c.1330- c.1580).

Gothic Revival – 19th century recreation of forms and details of Gothic architecture.
Gauged brickwork (rubbed brickwork) - soft bricks cut to shape, rubbed to a smooth finish and laid with very fine joints (usually to form an arch).
Herringbone – bricks, or thin stones laid in slanting courses, each course slanting in the opposite direction to the course below. In Cornwall known as **Kersey way** or **Jack and Jill**.
Hipped roof – a ridged roof that slopes on all four sides.
Italianate – in the style of an Italian villa (towers, low pitched roofs) or Italian palazzos (big projecting cornices).
Jamb – straight side of an archway, doorway or window.
Jetty – projecting upper storey of a timber framed building.
Joist – parallel beams to which floor boards or ceiling laths are fastened.
Keystone – central wedge-shaped block of an arch.
Lantern – small circular or polygonal turret with windows all round surmounting a roof or dome.
Leaded light – a window or light with **quarries** held by **cames**.
Lean-to roof – roof with a single slope built against a vertical wall.
Lime plaster – traditional wall covering composed of hydrated lime, sand, water and horse hair.
Lintel – horizontal single piece of timber or stone above an opening.
Linhay – a farm building open at the front usually with a lean-to roof.
Longhouse – building of one storey which accommodated animals at one end and people at the other. Entry through a cross passage which served both ends.
Lych-gate – covered gateway at entrance to churchyard, traditionally providing a resting place for a coffin.
Manor house – general term for the principal house of a manor or village, sometimes the house of a steward who collected rents for the lord of the manor.
Mansard roof – roof whose sloping sides have a double incline.
Mitre – in joinery the diagonal joint formed by the meeting of two mouldings, on roofs the junction of hips where slates are cut to achieve weathertight edges.
Modillion – brackets or blocks supporting a cornice.
Mortice – rectangular hole in a piece of timber to receive the **tenon** of another timber to form a **mortice and tenon joint**.
Mouldings – walls with bands of rectilinear curved sections used for ornamentation.
Mullion – vertical post or upright dividing a window.
Muntin – upright division in the framing of a paneled door, screen, etc.
Oculus – small round or oval **window**.
Oriel window – bay window projecting from upper storey supported on brackets.
Ope – Cornish term for a narrow covered passageway between two houses.
Outshut – an extension to a building under a lean-to roof.

Overthrow – ironwork arch between two gate piers for supporting a lantern.
Parapet – low protective wall on a bridge, gallery or cornice.
Pavilion roof – slopes equally on all four sides and has a flat top.
Pebbledash – external render with small washed stones added. Technique used from the early 20th century.
Pediment – low pitched triangular gable above entablatures (horizontal elements in Classical orders), doors, windows, etc.
Pier – a solid support to take the direct load from a beam, arch or lintel.
Pilaster – a rectangular pier projecting slightly from a wall.
Pitched (gabled) roof – a ridged roof with a double slope and with gables at each end.
Plinth – the projecting base or skirting of a wall or structure.
Pointing – the finish to the mortar jointing of brickwork or stonework.
Polite architecture – buildings designed by a professional architect or designer to follow a national or international architectural style. Aesthetic considerations will be the main consideration rather than functional demands.
Polychromy – use of coloured stone or brick for decorative purposes.
Porch – projecting entrance to a building.
Portico – Classical style large porch.
Porte-cochère – a portico large enough for a carriage to enter from the side.
Purlin - a horizontal timber laid parallel with the ridge beam and wall plate, resting on the principal rafters and forming a support for the common rafters.
Quarry – a small piece of square or diamond shaped glass leaded into a window.
Quoin – dressed stone or brickwork that reinforce or emphasise the corners of a building. Sometimes used where the rest of the walling is of poor quality stonework.
Rag slate – large, irregular slabs of slate, usually wider than long, fixed directly to the rafters without battens. Large slates used at the eaves and verges becoming generally smaller moving up the roof slope.
Rain water head (hopper head) – metal container to collect water from a gutter and discharge it into a down-pipe, often decorated.
Rampart – defensive stone or earth wall surrounding a castle.
Random rubble – walls made with rough unsquared stones built without courses (regular layers of uniform height).
Regency – in architecture 1790 – c.1840 which includes the period when George, Prince of Wales was Prince Regent (1811-1820). Includes the features of bow windows, and elegant wrought iron balconies and verandas as well as a wide variety of revivalist styles.
Rendering – plastering of an outer wall.
Reveal – part of a jamb lying between the glass or door and the outer surface.

Ridge – the horizontal line formed by the junction of two sloping surfaces of a roof.
Riser – the vertical part of a step.
Rooflight (skylight) – window set into a roof to provide top-lighting.
Roughcast – external render which includes gravel or stone chippings thrown into a layer of render with a second coat applied over the top. Technique used since the 15th century.
Row – collection of disparately designed buildings attached to each other. When the design is similar or identical they form a **terrace**.
Rustication – masonry cut into blocks separated from each other by deep joints. Types include **banded** where only the horizontal joints are recessed, **chamfered** where stones separated by v joints, **rock faced** where the stones have an irregular surface which appears weathered, **vermiculated** surface gives the impression of being worm-eaten, **diamond faced** surface of each stone cut in the shape of a shallow pyramid.
Sash window – sliding glazed frames that slide up and down due to counterbalanced weights attached to pulleys and cords. In use from the 1670s.
Scantle slate - this term is applied to a variety of roofing techniques that all involve the use of slates in varying size but generally much smaller than rag slates. Larger slates are used at the eaves and on the verges to offer more resistance to wind; the rest of the roof is filled with smaller slates with a general reduction in size towards the ridge. A further characteristic of scantle slating is that the slates are hung onto riven laths using wooden pegs and often, (but not always), bedded on to lime mortar laid on the head of the course below.
Shopfront components – Anatomy of a traditional shopfront



Sized slate – from 19th century production of slate cut to regular sizes.
Slate-hanging – covering of walls with overlapping rows of slates on a timber substructure.

Sleigh roof (cat slide) – West Country term for a lean to roof which continues down from the main roof.
Snecked rubble – walls of rough unsquared rubble built in courses with snecks or small rectangular pieces of stone used to create uniform height where main stones of differing sizes.
Soffit - under-surface of any architectural feature.
Spandrel – the triangular space to either side of an arch.
Splay – sloping surface formed by the cutting away of a wall e.g. the jamb of a window.
String-course – a continuous projecting horizontal band set in the surface of an exterior wall, usually moulded. Called a **plat band** when flat and taller than its projection.
Stucco – render with a hard, smooth surface, used from the 1770s onwards. Sometimes incised to suggest masonry (**lined-out)**.
Terrace – 1. level promenade in front of a building.
2. row of attached houses, similarly designed.
Terracotta – fired unglazed clay used for wall coverings and decorative features. If glazed known as **Faience.**
Thatch – roof covering of straw or reed. Combed wheat reed, is predominantly used in the South West. Despite its name this material is in fact straw.
Toothing (dentilation) – alternate projecting header bricks beneath a cornice or eaves, if the projecting bricks are laid diagonally it is known as **Cogging**.
Tower – a structure whose height is much greater than its breadth. Can be part of a building or a stand-alone structure.
Tracery – the ornamental work in the upper part of a Gothic window or opening.
Transom – a horizontal bar of stone or wood dividing a window.
Tread – the horizontal part of a step.
Tudor – period of the Tudor monarchy (1485-1558). Normally associated with domestic buildings as **Perpendicular Gothic** continued to be the style of ecclesiastical architecture until 1580. Characterised by gables, patterned brick, elaborate chimney stacks, four-centred arches and square-headed mullion windows.
Tudor Revival – early 19th century revival of Tudor style of architecture. Further revival in the early 20th century.
Turret – small tower often forming part of a larger structure and containing a spiral stair.
Tympanum – area between the lintel of a doorway and the arch above, also the area inside a pediment.
Valley – the internal angle where two sloping sides of a roof meet.
Vault – arched roof or ceiling.
Venetian window – a triple opening window with the central opening arched and wider than the flat headed side openings.
Veranda – open gallery or balcony with a roof, often with light metal supports.
Verge – the sloping covering edge of a roof at a gable. **Eaves** are always horizontal.

Vernacular architecture – buildings designed using local materials and construction methods to suit local needs as opposed to **Polite architecture.** Three categories domestic, agricultural and industrial.
Victorian – period of architecture during the reign of Queen Victoria (1837-1901) – sometimes divided into Early Victorian (1837-c.1855), Mid-Victorian (c.1855-c.1875) and Late Victorian (c.1875-1901).
High Victorian refers to a specific style from c.1850-c.1870 of Gothic which later included eclectic details – characterised by bold forms, polychromy and naturalistic forms.
Villa – term used to describe a compact house with a square plan it was later generally used to describe a middle class dwelling.
Vitruvian opening – doorway or windows where the width between the jambs narrows towards the top.
Volute – spiral scroll found on Ionic capitals and used for consoles and brackets.
Voussoir – wedge shaped stones or bricks forming an arch.
Wall plate – timber laid longitudinally on the top of a wall to receive the ends of the rafters.

If you would like this information in another format please contact:

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Email: **enquiries@cornwall.gov.uk**

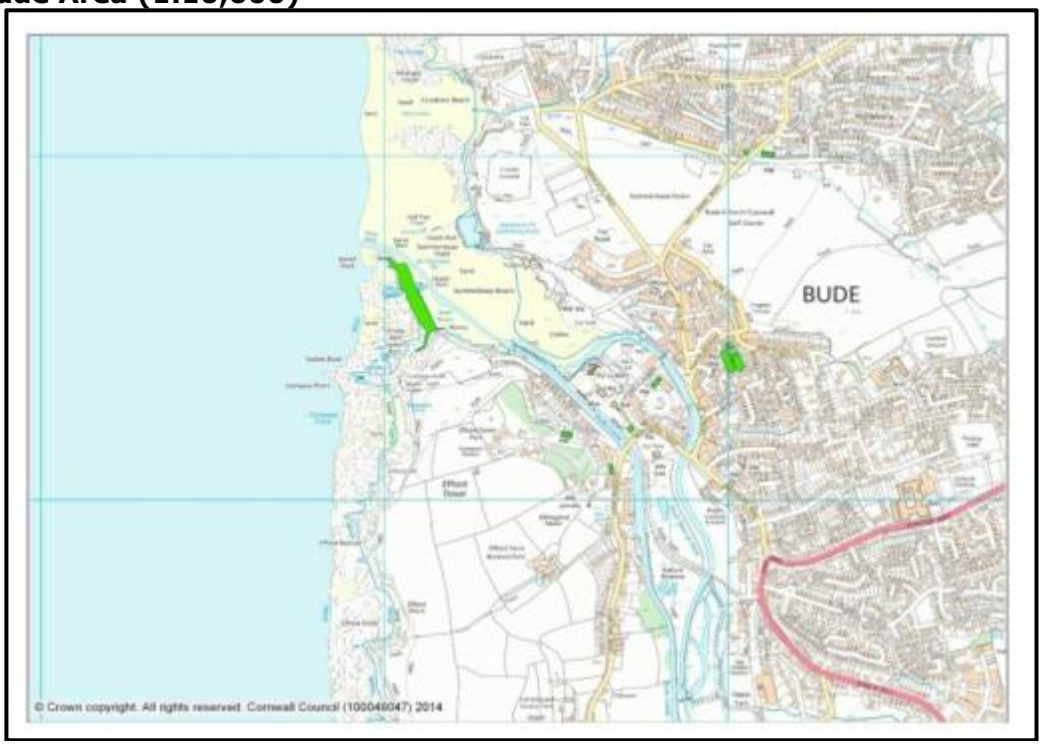
www.cornwall.gov.uk

Appendix 4: Listed Building Condition Survey Results

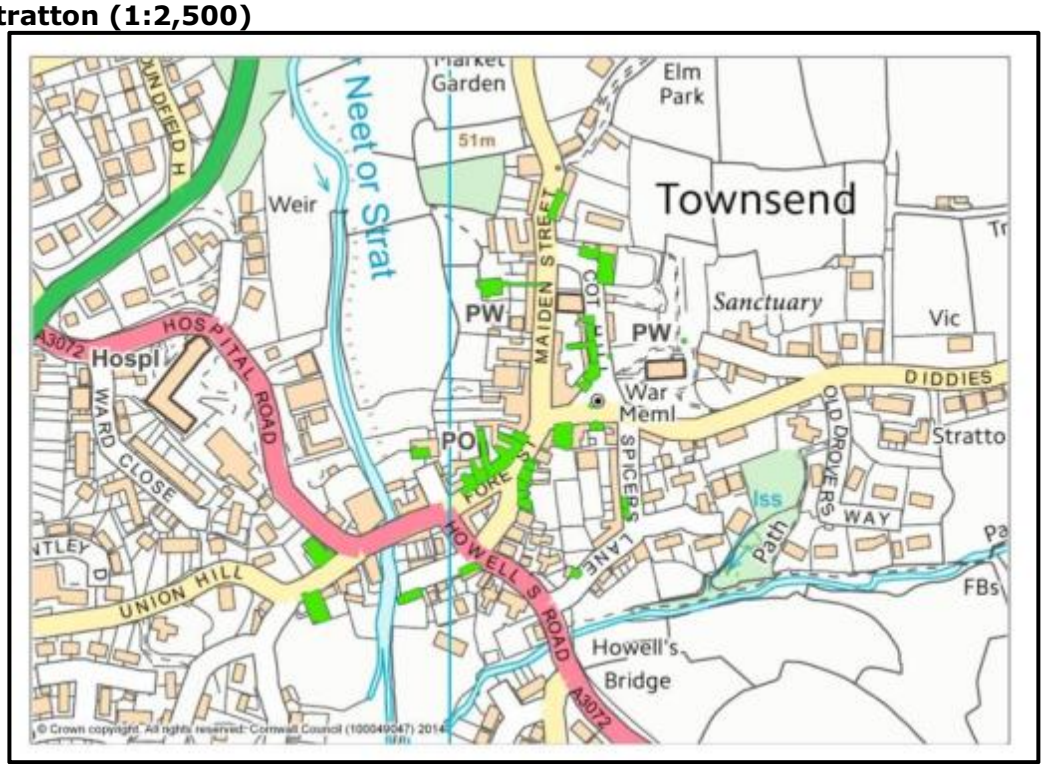
These show the distribution and condition data for completed building surveys (those that have been updated on the HER) within the target survey areas. Listed buildings surveyed (green) and not surveyed (orange).

Survey Progress: North Cornwall

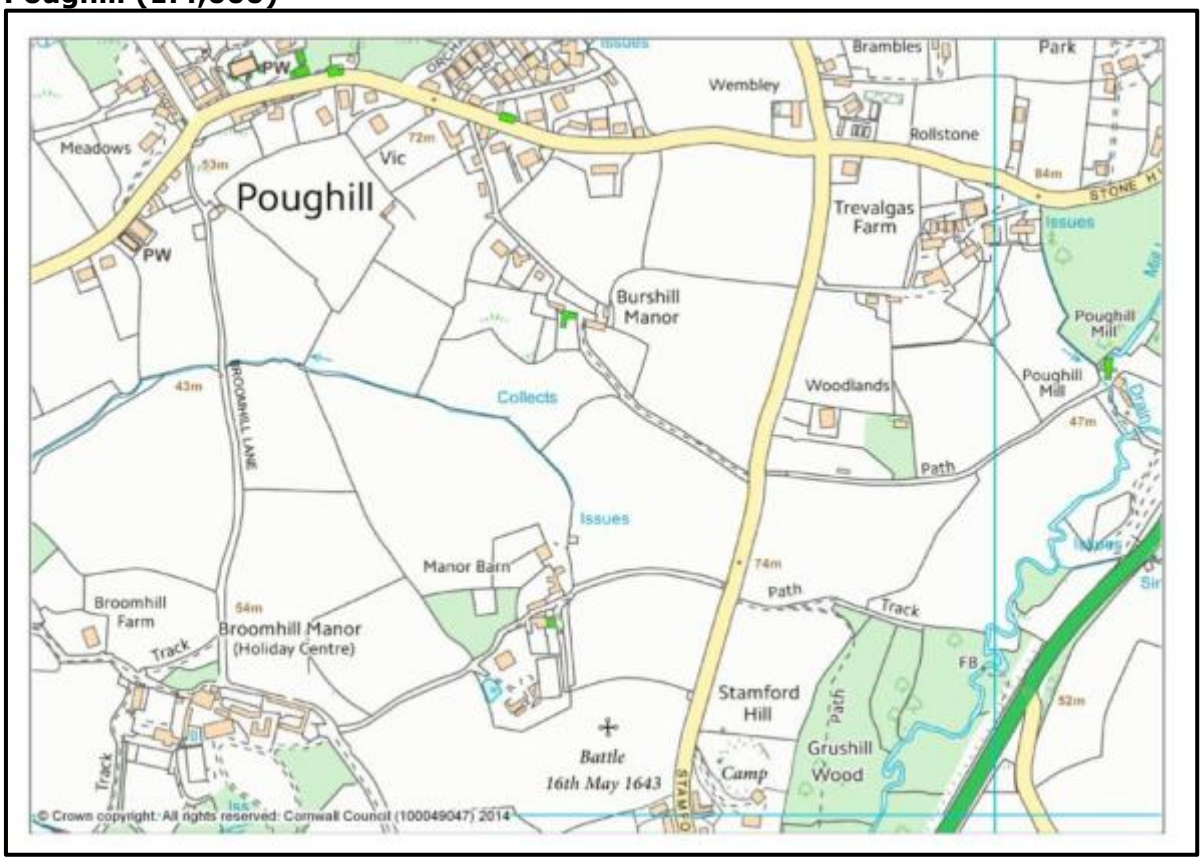
Bude Area (1:10,000)



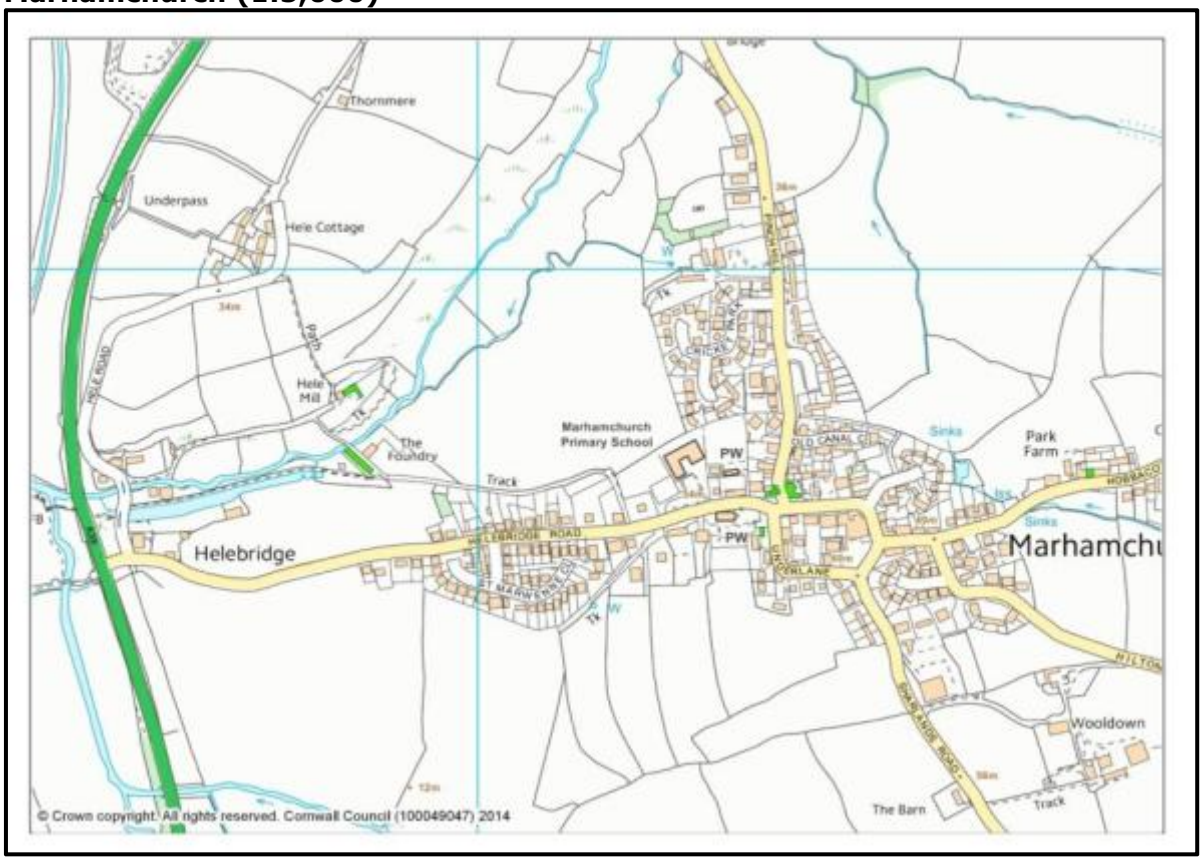
Stratton (1:2,500)



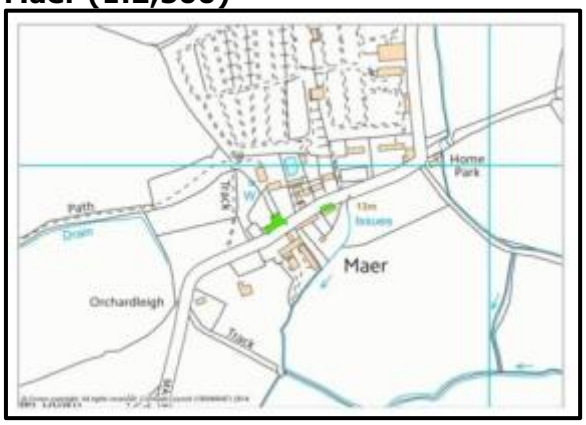
Poughill (1:4,000)



Marhamchurch (1:5,000)

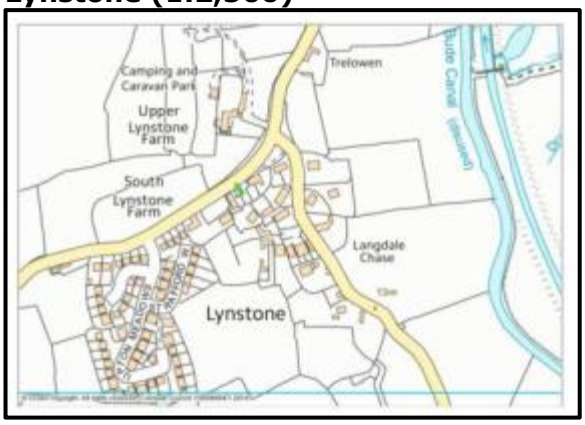


Maer (1:2,500)

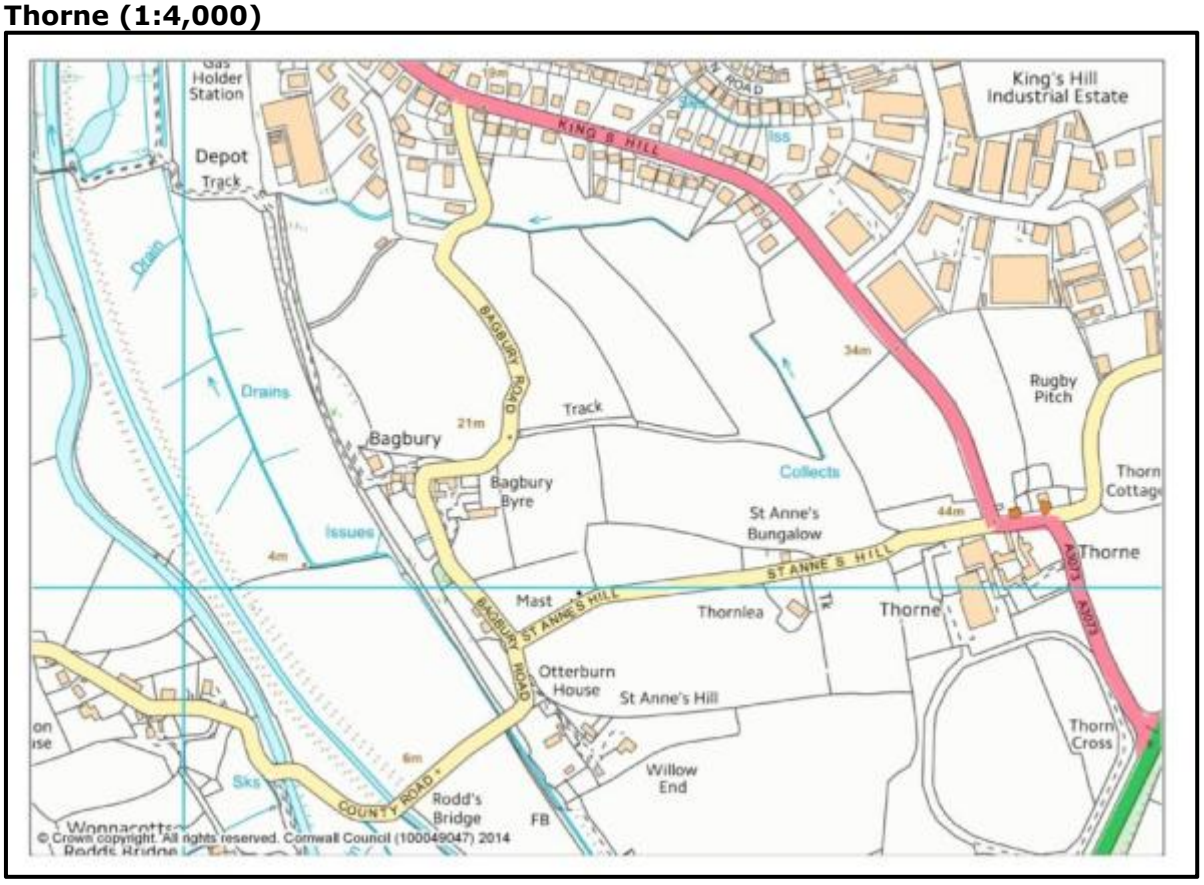


Launcells (1:2,500)

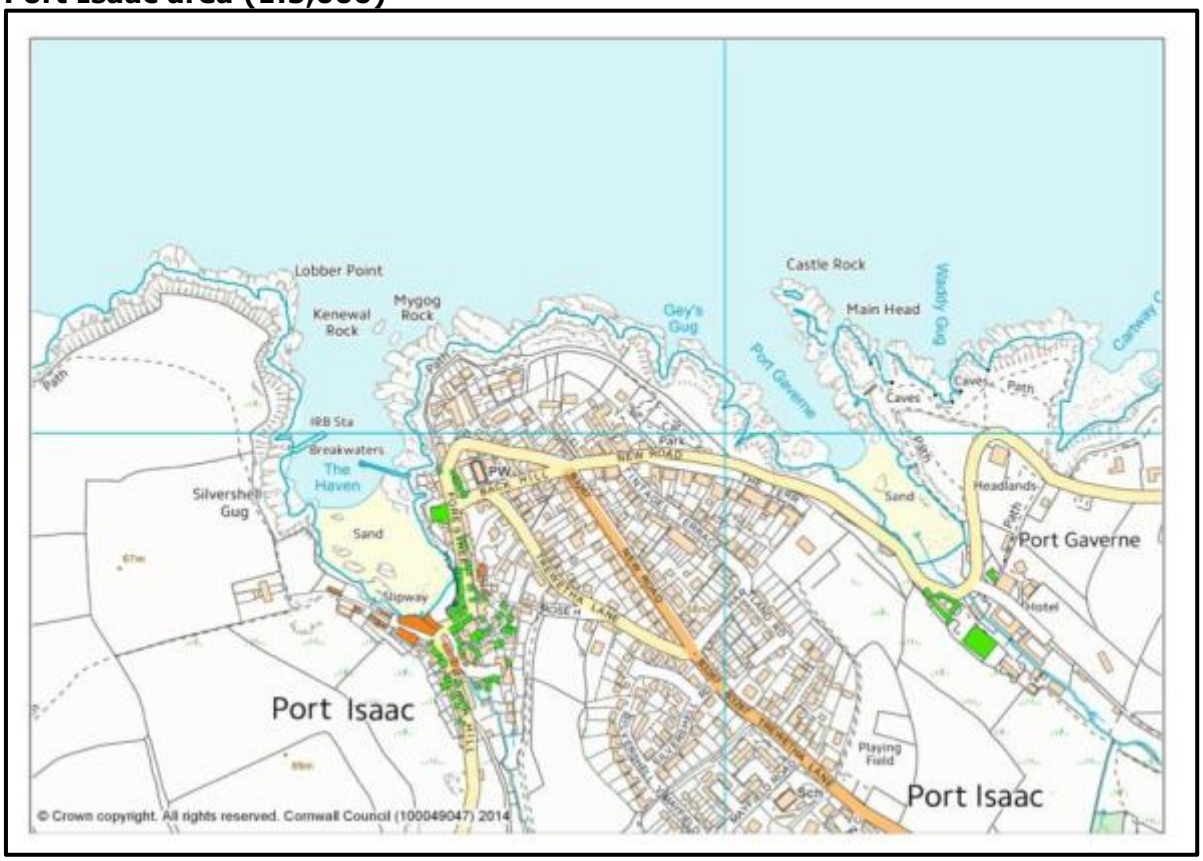
Lynstone (1:2,500)



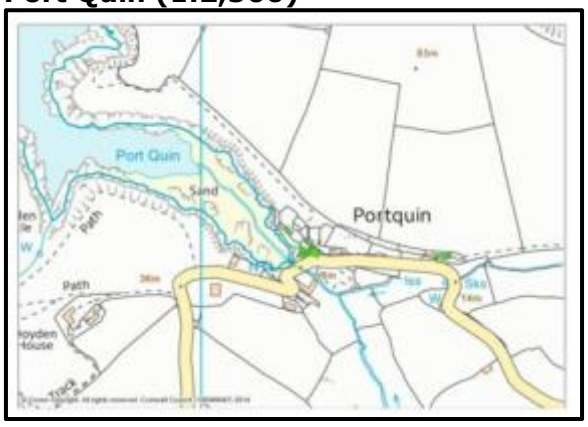
Thorne (1:4,000)



Port Isaac area (1:5,000)

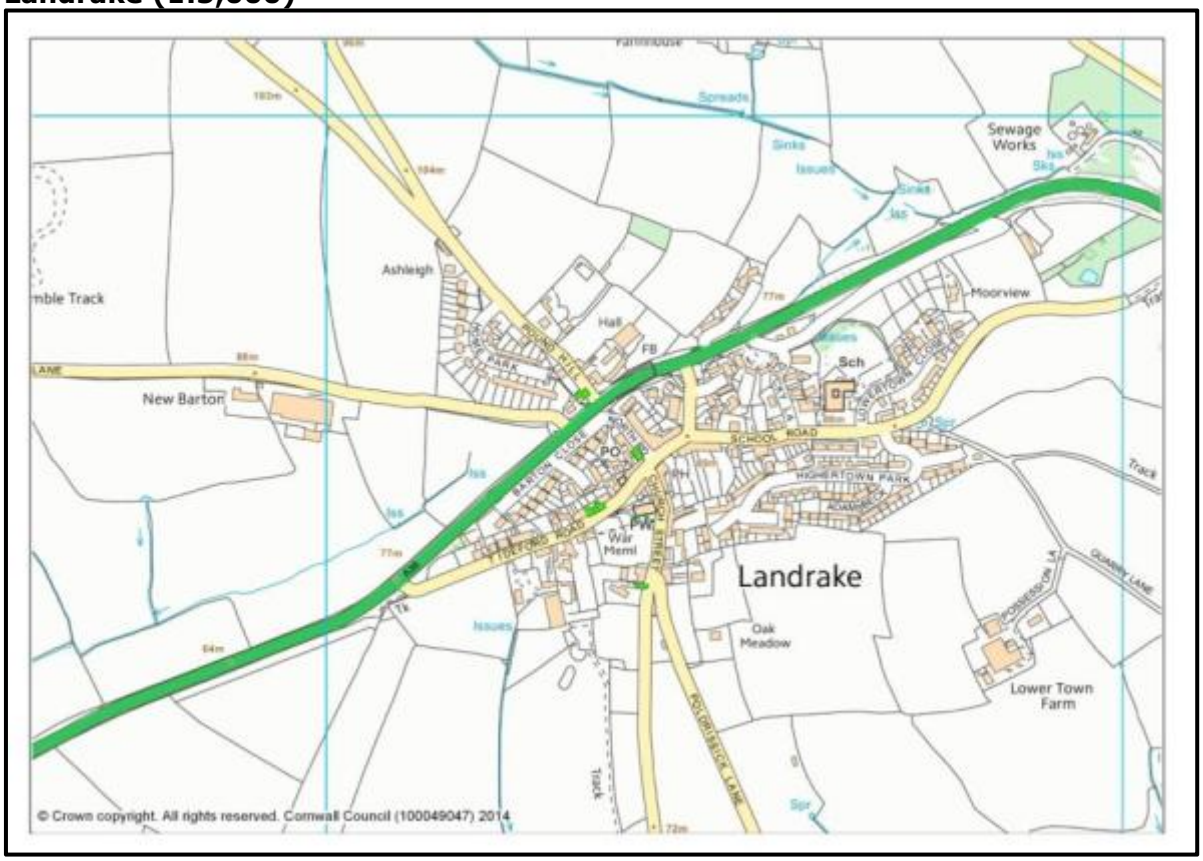


Port Quin (1:2,500)

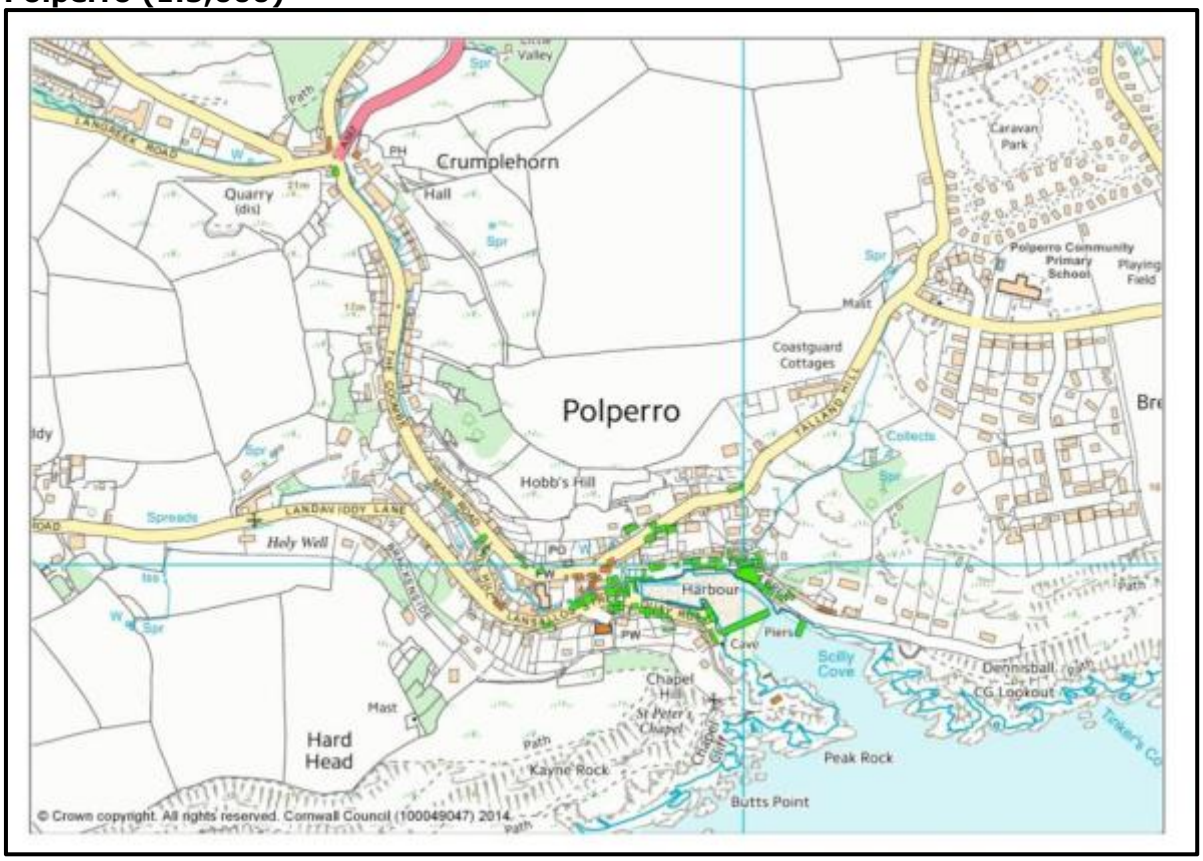


Survey Progress: South East Cornwall

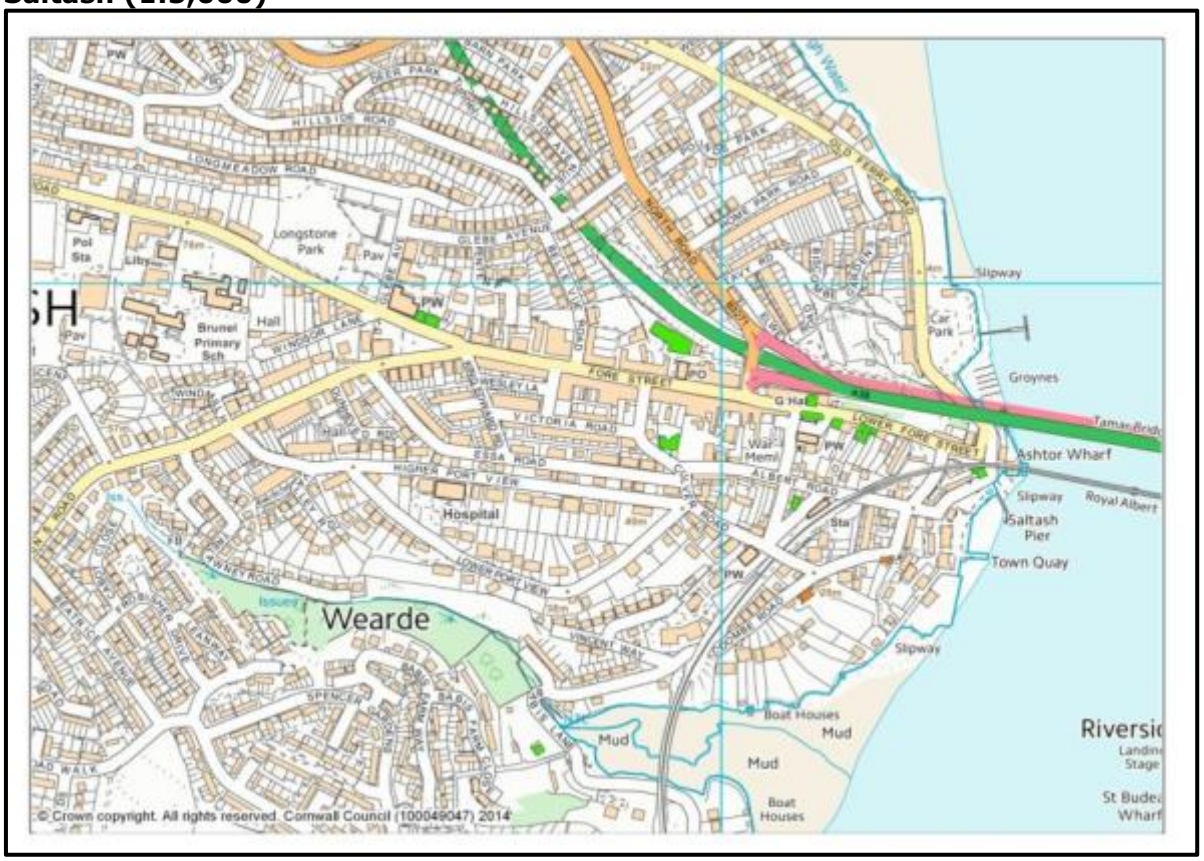
Landrake (1:5,000)



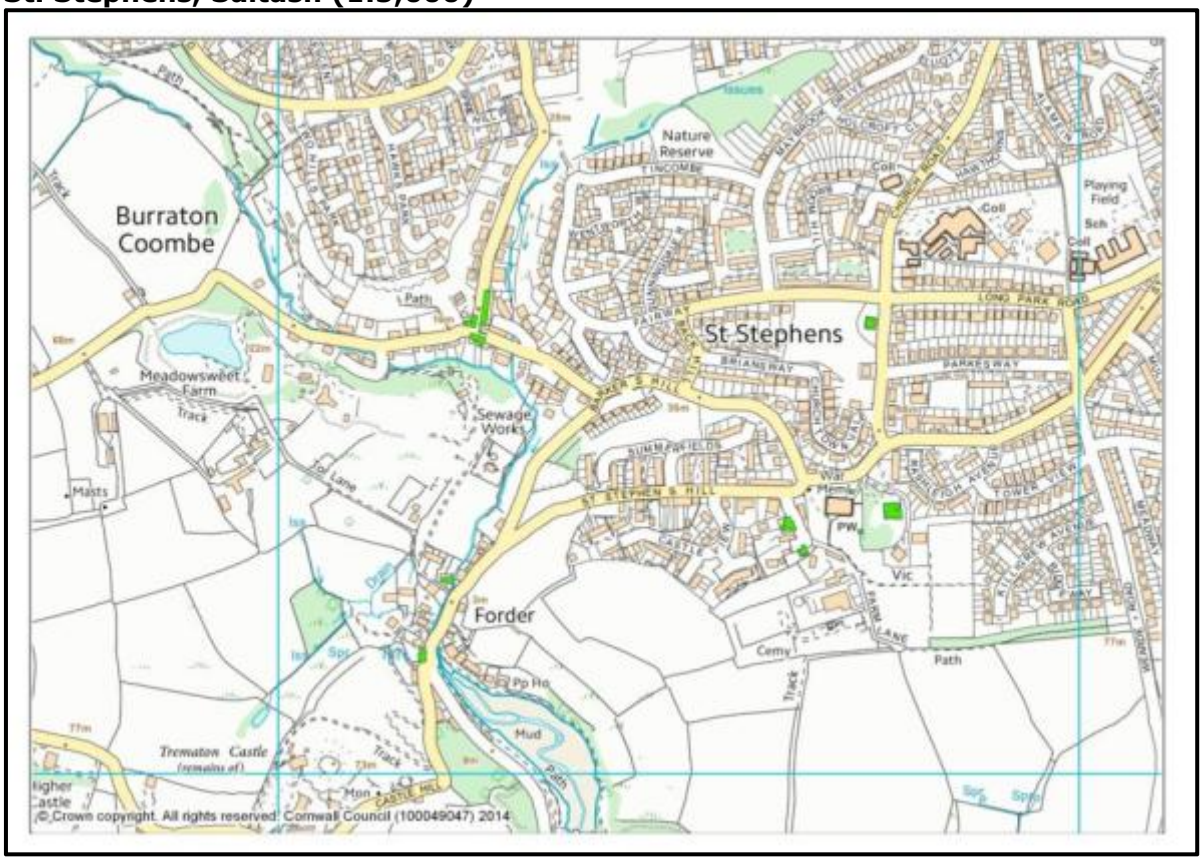
Polperro (1:5,000)



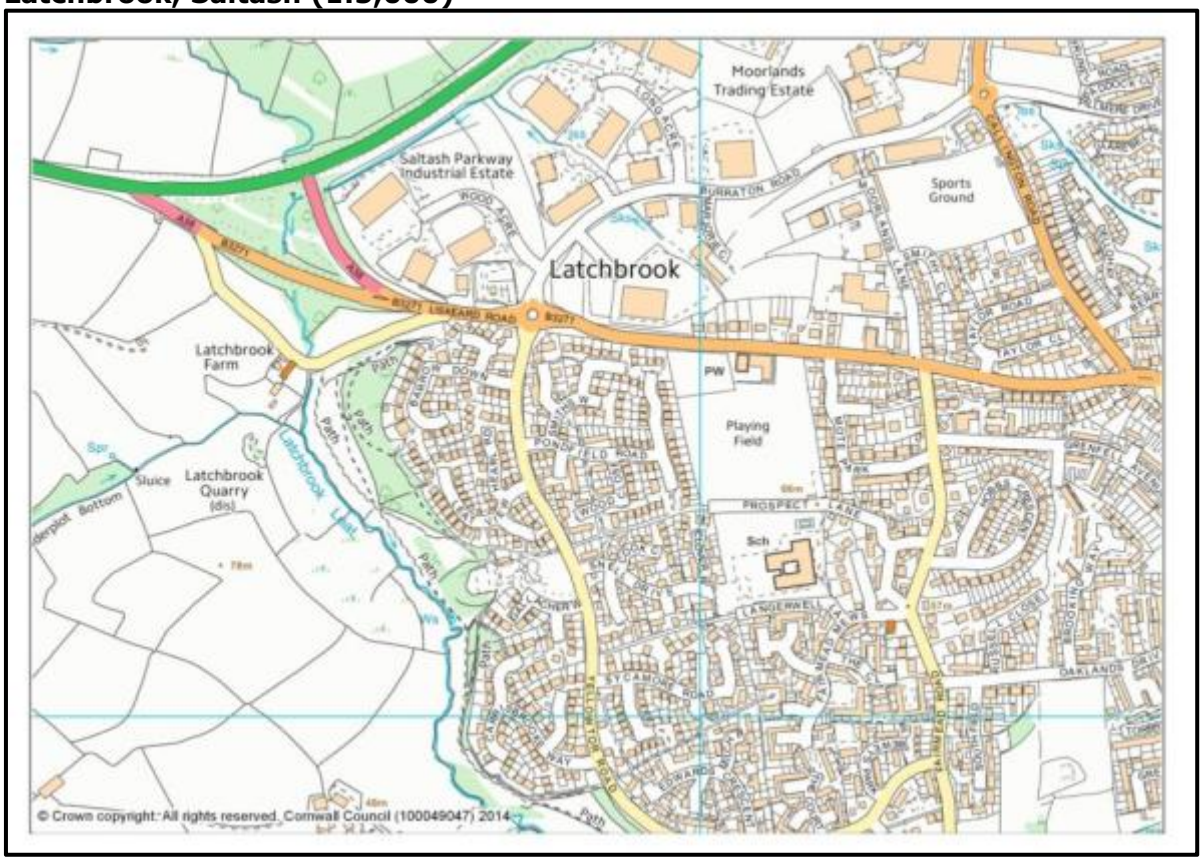
Saltash (1:5,000)



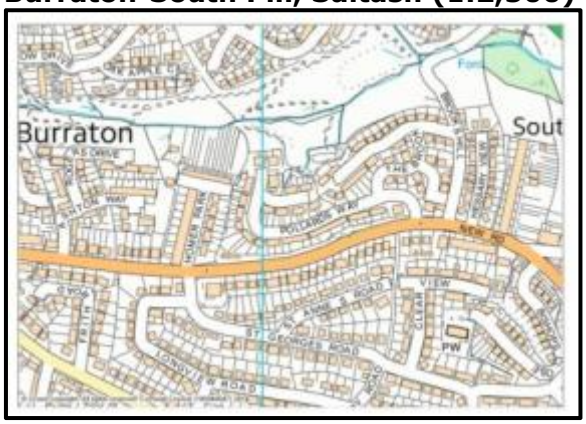
St. Stephens, Saltash (1:5,000)



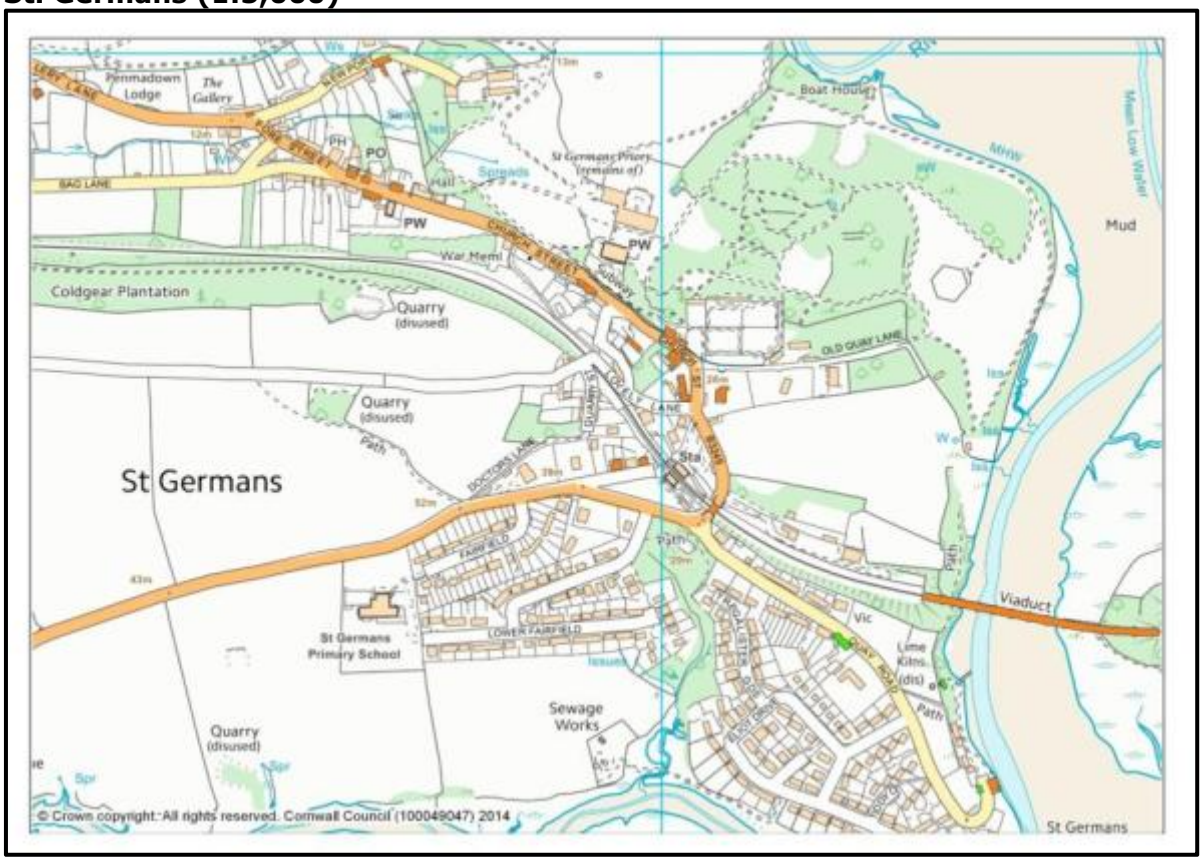
Latchbrook, Saltash (1:5,000)



Burraton-South Pill, Saltash (1:2,500)

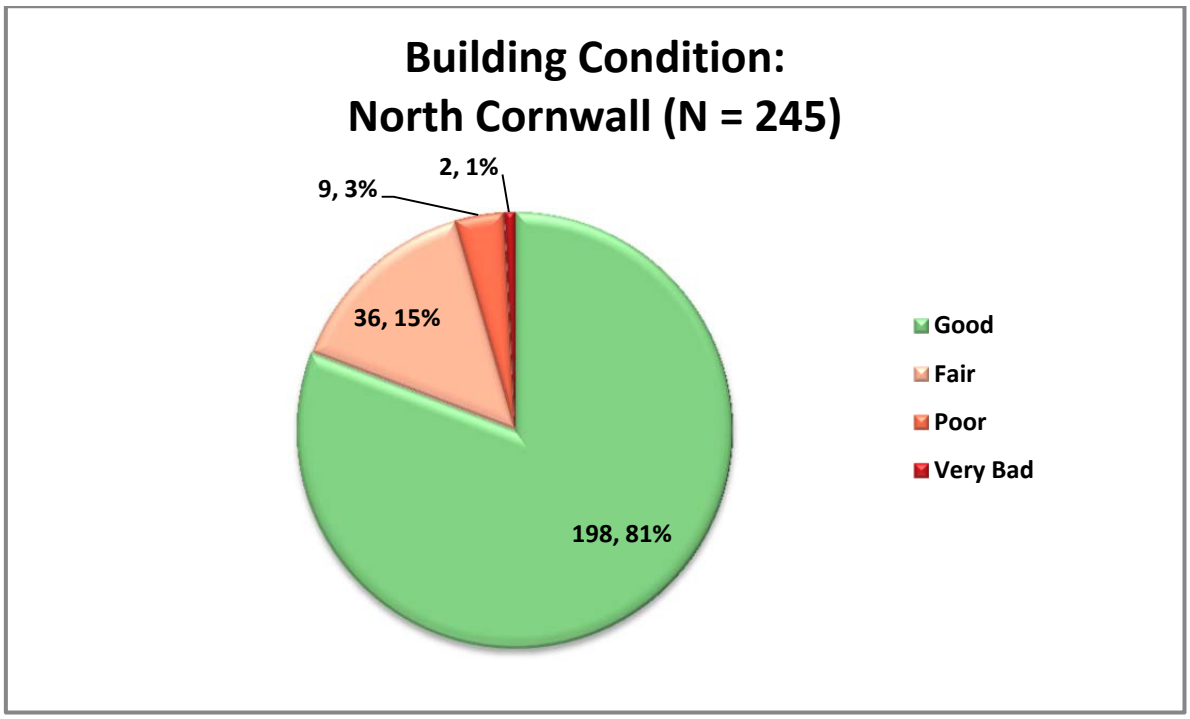


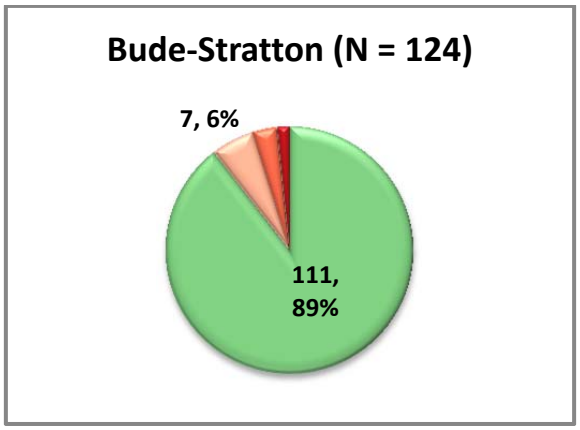
St. Germans (1:5,000)

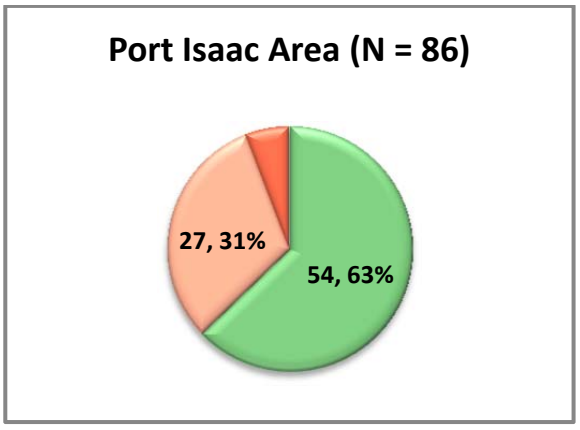


Comparative condition data for those buildings for which records have been updated on the Cornwall HER as of 8th August 2014.

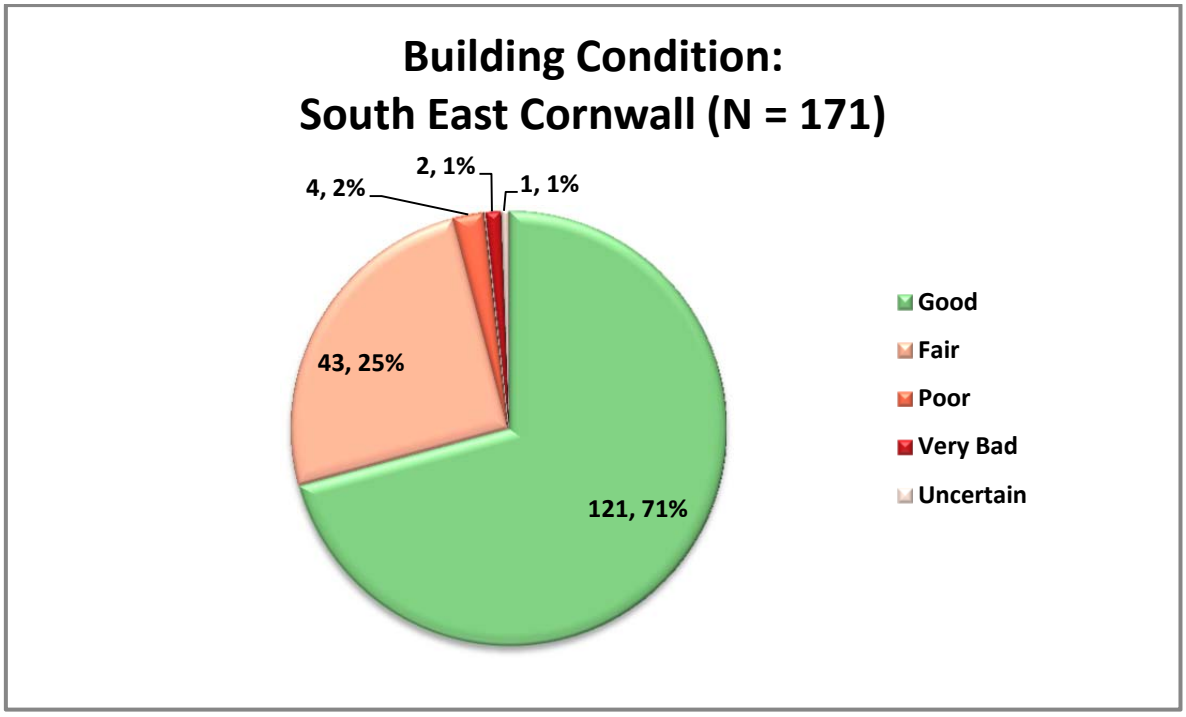
Building Condition: North Cornwall

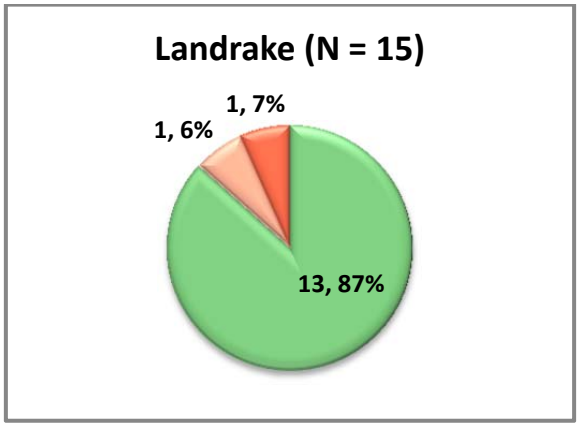


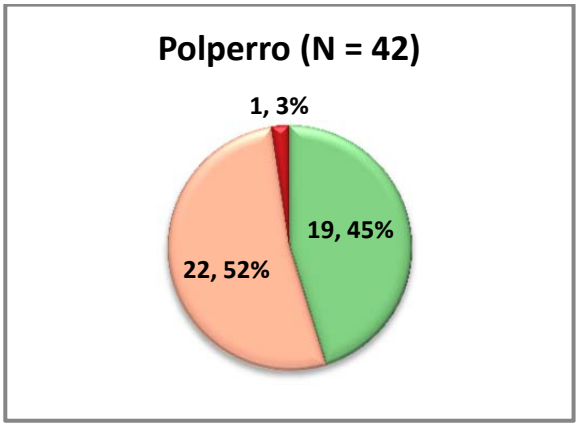


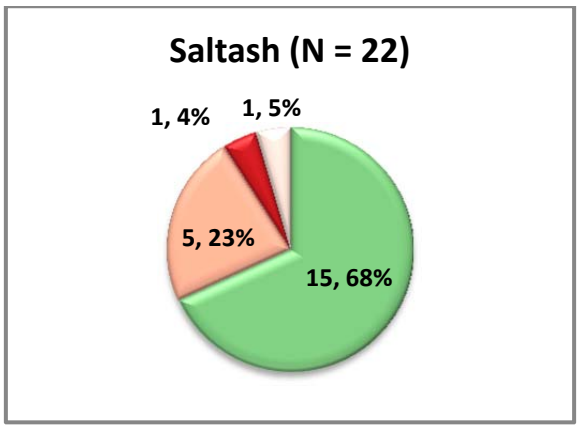


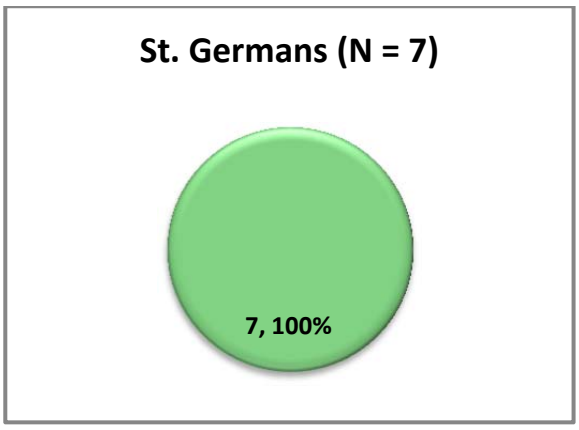
Building condition: South East Cornwall











Appendix 5: Examples of Grade II Listed Buildings surveyed

Domestic Residences

19th century domestic residence, Port Isaac.

Georgian terrace, Liskeard.

Shell House, Polperro.

Late 19th century domestic residence, Boscastle.

18th century count house, Liskeard.

Industrial

18th century warehouse, now the Cobweb Inn, Boscastle.

Fish cellars, Port Gaverne.

Market House, Port Isaac harbour.

Former mid 19th century iron foundry, Marhamchurch.

Lime kiln, Boscastle.

Fish cellars, Port Isaac harbour.

Retail

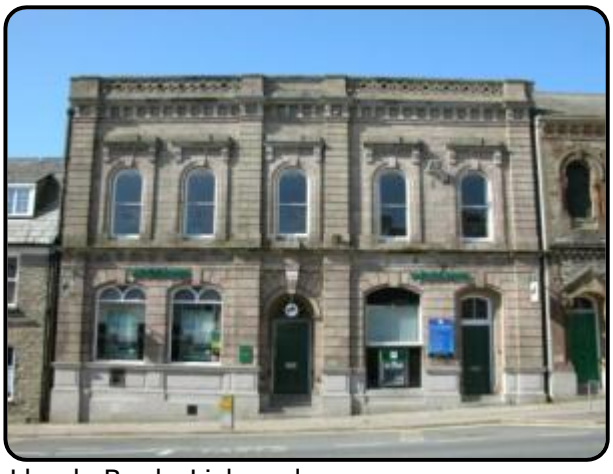
Webb House, The Parade, Liskeard.

Natwest Bank, Liskeard.

Henry Rice-designed Townhouse, Liskeard.

19th century shopfront, Fore Street, Liskeard.

The Boatman Public House, Saltash.



Lloyds Bank, Liskeard.

Infrastructure & Communications

The Pipewell, Liskeard.

Canal bridge, Marhamchurch.

Milestone, Liskeard.

Telephone kiosk, Polperro.

Harbour wall, Polperro.

Breakwater, Bude.

Religious & other communal buildings

Church of St. Michael & All Angels, Bude.

Lychgate, St. Marwenne's, Marhamchurch.

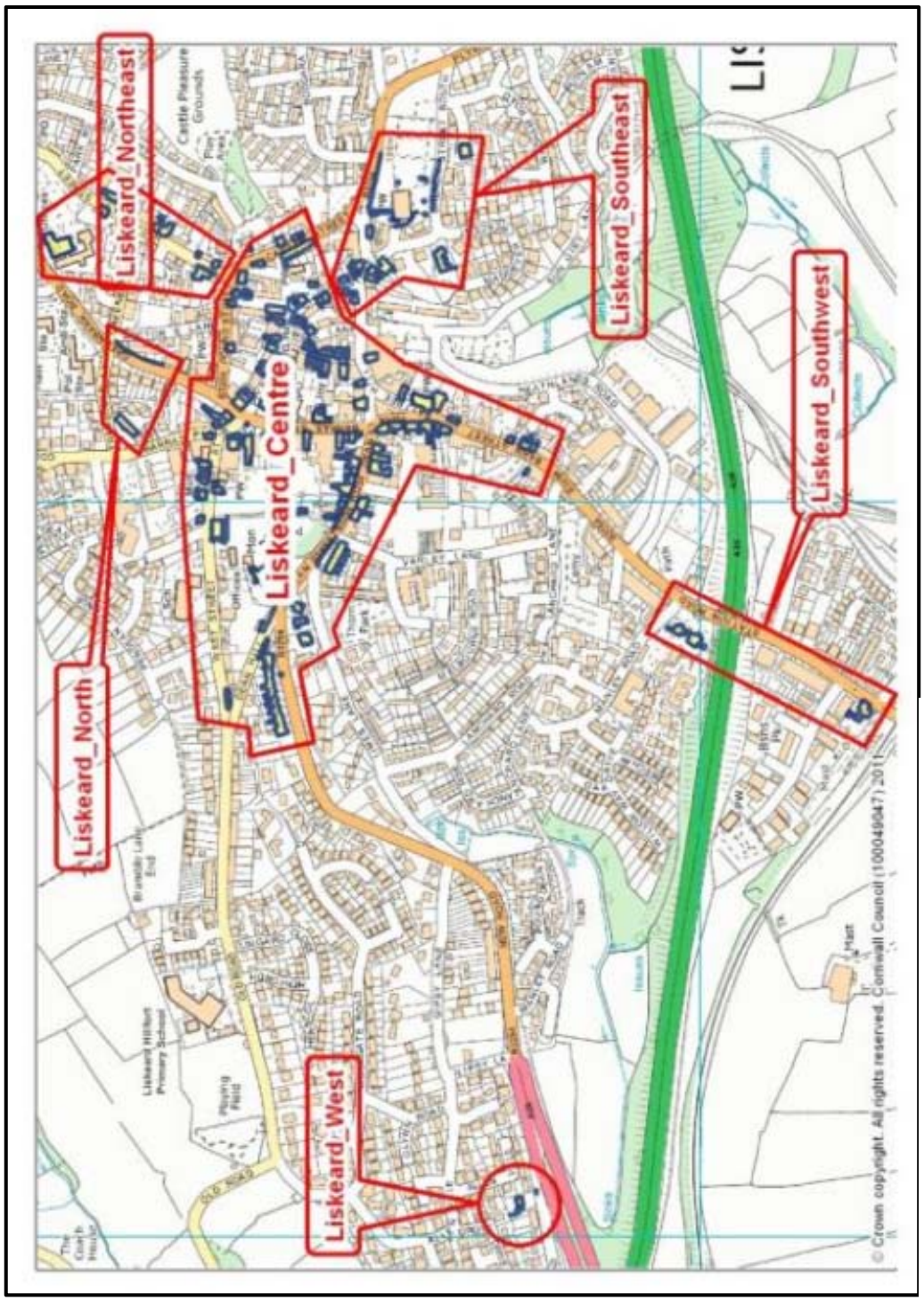
Forester's hall, Pike Street, Liskeard.

Old School, Fore Street, Port Isaac.

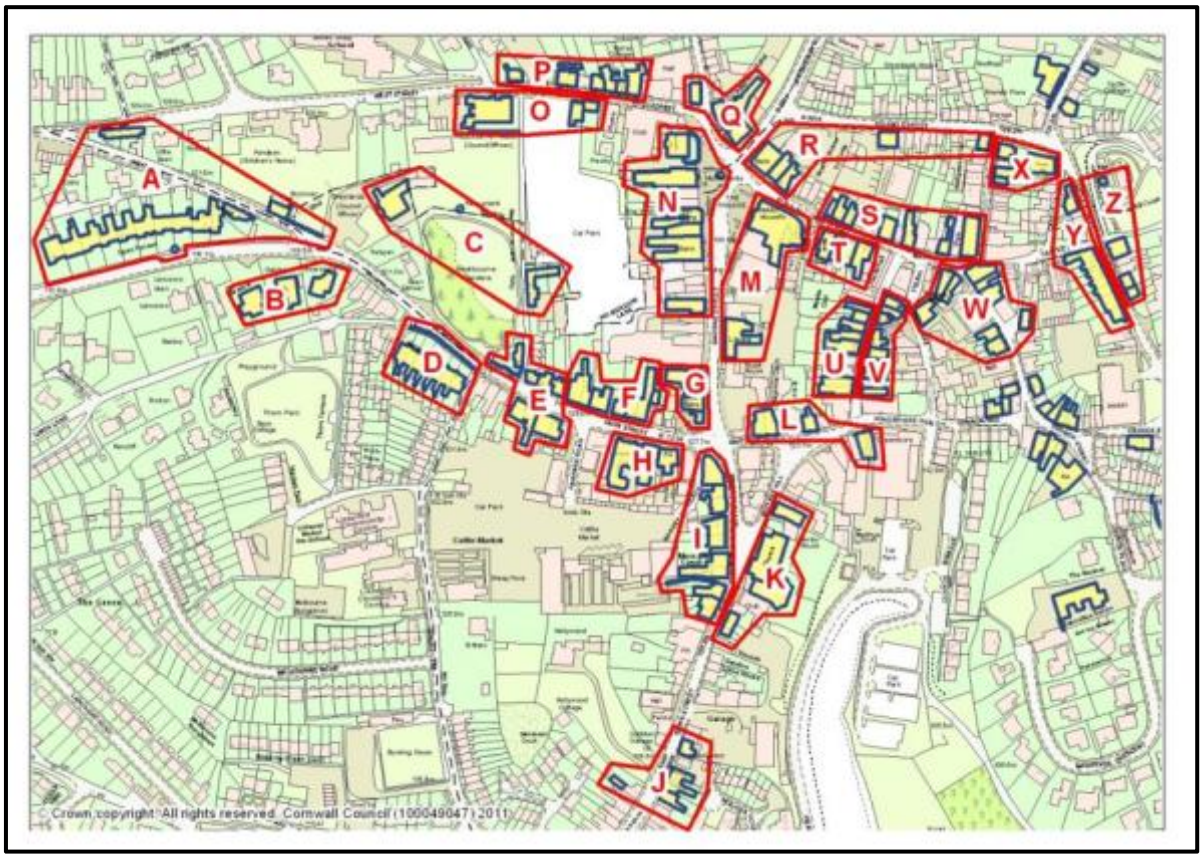
Funerary Monuments & other monuments & built features

Funerary and other monuments (clockwise from top left): Martyn monument, Landrake; Winand memorial, Stratton; Pendean estate doorway, Liskeard; Stamford Hill memorial, Poughill; Animal trough, The Parade, Liskeard; War memorial, Bude; Lyne Family vault, St. Martins Churchyard, Liskeard.

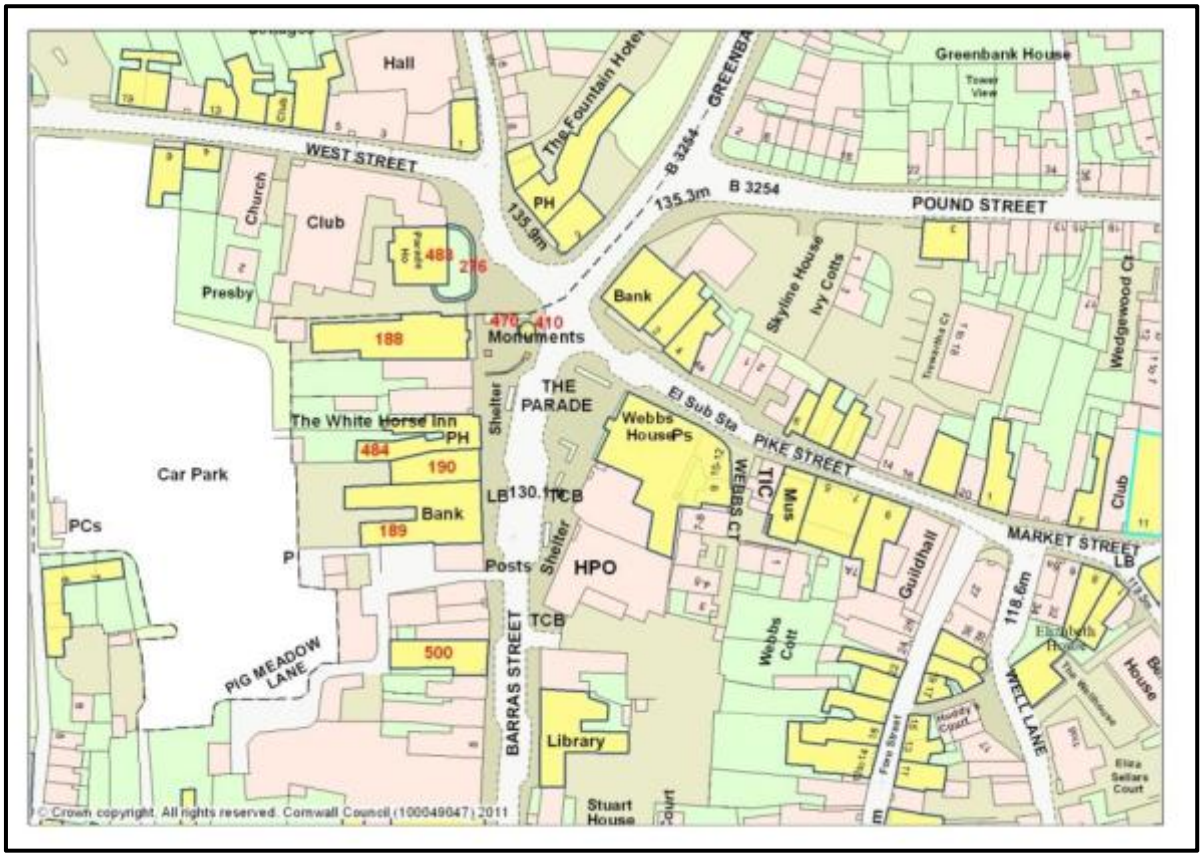
Appendix 6: Survey Mapping Resources



Survey map example: Liskeard (Scale 1:6000)



Survey map example: Liskeard, Centre (Scale 1:2500)



Survey map example: Liskeard, Centre, N (Scale ~1:1000)

GII_All_Liskeard_Centre_N

FID	Name	NationalRe	URL
188	LISKERRIT HOUSE	1024987	http://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1024987&resourceID=5
189	LLOYDS BANK	1203199	http://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1203199&resourceID=5
190	MASONIC HALL	1355192	http://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1355192&resourceID=5
276	PARADE HOUSE AND ATTACHED WALL AND RAILINGS	1281791	http://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1281791&resourceID=5
410	FOUNTAIN	1203197	http://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1203197&resourceID=5
470	HORSE TROUGH	1203198	http://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1203198&resourceID=5
483	PARADE HOUSE AND ATTACHED WALL AND RAILINGS	1281791	http://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1281791&resourceID=5
484	THE WHITE HORSE PUBLIC HOUSE	1298813	http://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1298813&resourceID=5
500	NATIONWIDE BUILDING SOCIETY	1203149	http://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1203149&resourceID=5

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Survey Listing information report example: Liskeard, Centre, N

Appendix 7: Project Team

The project team comprised:

Jacky Nowakowski BA, FSA, MIfA

Archaeology Team Leader with 30 years field experience and considerable experience in project management – design, development, implementation. Has published a number of key excavations: Trethellan Farm, Tintagel, Gwithian, Trelowthas and Trevelgue Head. Since 1985, research and teaching experience at foundation and degree level (extra-mural for University of Exeter). She is a Member of the Institute for Archaeologists, Fellow of the Society of Antiquaries and on council of The Prehistoric Society. She has contributed to the South West Archaeological Research Framework (SWARF) and has lectured widely nationally and abroad. She is a specialist in excavation and post-excavation research, analysis, interpretation and community archaeology projects.

Jacky was the Project Manager for this project. She co-ordinated the project to ensure that it was carried out to the agreed standards, compiled the Risk Register and Assessment, liaised with the client, attended steering group meetings, monitored the project budget and edited the report.

Eric Berry

A freelance Historic Buildings Consultant, with extensive experience of Listing reviews for English Heritage and has surveyed and photographed numerous early buildings in Cornwall and beyond. Eric formerly worked as a Conservation Officer for Carrick District Council and has served on the committee of the Cornish Buildings Group for many years.

Eric helped deliver the Day 1 and Day 2 training, provided mentoring support and quality control for the volunteers and contributed to the report.

Francis Shepherd HND, BA, PGCE, Archaeologist

As an archaeologist with HE Projects since 2004 Francis has worked on various sites throughout Cornwall including Scarcewater, Camelford School, Forrabury, Tremough, Penwith College, St Mary's and St Agnes on Scilly, and several pipelines. He has an HND in Multimedia Design, specialising in animation and digital image manipulation. A qualified teacher he has previously taught various different IT applications, including Microsoft Office and Adobe Photoshop, to students aged from 16 to 70. He now works both in the field and as part of post excavation using AutoCAD, Adobe graphics packages, and ArcGIS. Most recently he has been working on the National Mapping Programme and on the forthcoming A30 and West Penwith publications.
Francis designed and produced the web-based materials for the project.

Krysia Truscoe BA, MA, PIfA, Archaeologist

Krysia's background is in librarianship but she has been working in the heritage sector since 2002. She has extensive experience of inputting information to HER databases in both Durham and Greater London. This involves use of Exegesis databases and mapping features using ArcView. She was trained in NMP procedures in 2005 and carried out a three year NMP project in Somerset. More recently she has worked on the Hampshire Downlands and New Forest Remembers NMP projects.
Krysia entered the field data into the Cornwall HER and assisted Eric in supervising data entry.

Richard Mikulski BSc, MSc, PGCE, Community Archaeologist

Richard is with HE Projects as Community Archaeologist funded by the Council for British Archaeology (CBA) for one year. He has extensive archaeological field experience both in Britain and abroad. He also worked for three years as a curator at the Museum of London, where he was involved in a number of outreach initiatives. He spent five years as a lecturer at Truro and Penwith College which included designing and carrying out various workshops for his students, both in the college and in the field.

Richard has considerable experience in organising volunteer activities and for this project assisted with project management, in addition to developing and field-testing the field survey proforma; preparing and leading the delivery of the Day 1 and Day 2 training; designing, producing and distributing mapping and listing information resources; leading the training and mentoring of volunteers; collating of completed surveys and associated photographic records and report writing. Richard has also given a series of presentations on the project to local interest groups.