

COUNTING OUR HERITAGE

A Heritage At Risk Survey for High Peak and Staffordshire Moorlands by community volunteers



MoRPHE REPORT

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1 Executive Summary

- 1.1 High Peak Borough Council and Staffordshire Moorlands District Council have delivered an English Heritage pilot project to determine whether it is possible to carry out a Heritage At Risk survey of the condition of all their Grade II listed buildings using community volunteers.
- 1.2 The project appointed Urban Vision North Staffordshire, the architecture and urban design centre, as project manager to engage with interested local community groups and individuals, to train prospective surveyors, to issue project materials and provide ongoing support to volunteers, and to collate and to report on the survey results.
- 1.3 The project was supervised and co-ordinated by a steering group comprising the Regeneration Manager and Conservation Officers from the two local authorities and the Project Manager, who met every two or three weeks to monitor progress and moderate survey results.
- 1.4 Five training events were delivered from April to May 2013 to familiarise the volunteers with the English Heritage Heritage at Risk survey method, including practical applications of the technique, and to ask volunteers to provide nominations for the Local Heritage Register.
- 1.5 50 volunteers attended training events; 45 volunteers were willing to participate in the survey (28 from Staffordshire Moorlands and 17 from High Peak); and survey returns were provided by 41 volunteers (25 from Staffordshire Moorlands and 16 from High Peak).
- 1.6 The survey covered 895 Grade II list entries in Staffordshire Moorlands and 378 list entries in High Peak (1,273 list entries in total); places of worship in use and buildings in the Peak District National Park were excluded from the survey.
- 1.7 The field work extended over an 11 week period, beginning around 25 May and ending around 13 August. In High Peak 367 list entries were surveyed (97.09% of the total) and in Staffordshire Moorlands 462 list entries were surveyed (51.62% of the total). Overall 829 out of a total of 1,273 list entries (65.12%) were surveyed.
- 1.8 The project identified several issues arising from using a volunteer workforce for this task including the need for more lead-in time, to maintain regular contact with volunteers, to provide IT training to increase the proportion of digital returns, to moderate the results, and to be prepared to extend deadlines.
- 1.9 The project proved that it is feasible to use volunteers' survey results and photographs to produce a reliable Heritage At Risk survey, providing there is moderation by the project steering group and anomalies are resolved through a site visit from the Conservation Officer. Staffordshire Moorlands has Buildings At Risk survey data from 1997 which enabled an indication of trends in risk status to be determined for the 51% of list entries that were re-surveyed in 2013. High Peak did not have sufficient base data to enable trends to be determined.
- 1.10 The experience of the project enabled several lessons to be derived around optimising the performance of volunteers, including the average number of list entries that a typical volunteer can be expected to survey (about 20), the need to provide more support to ensure survey records are returned in digital form, and the need for photographic files to be properly labelled.

- 1.11 Further lessons learned include the need to build in a generous timetable with the field work phase spanning the summer months, the need for a rapid response to volunteers' requests for support, the need for local authority follow-up to ensure completeness and accuracy in the survey, and the need to pursue opportunities for strengthening and developing local heritage networks as an outcome of the project.



2 Project Design

2.1 Project name

Counting our heritage – a community-led heritage at risk survey for High Peak and Staffordshire Moorlands

2.2 Summary description

2.2.1 The project aimed to assess the issues arising from using a non-professional resource to survey Grade II listed buildings at risk and to identify potential heritage assets warranting protection through local listing throughout High Peak and Staffordshire Moorlands (outside the National Park).

2.2.2 It aimed to do this by providing professional training and briefing of representatives of town and parish councils and local amenity groups. The representatives were briefed to:

- Undertake a Buildings at Risk survey of as many Grade II listed buildings as possible within the study area to ascertain the same level and accuracy of information as that currently prepared for Grade I and II* buildings and published by English Heritage in its annual *Heritage at Risk* survey
- Identify potential local heritage assets having been informed of the purpose of the exercise and the draft selection criteria

2.2.3 The project was delivered by a Project Team consisting of Conservation and Design Section staff from High Peak Borough Council (HPBC) and Staffordshire Moorlands District Council (SMDC) together with their appointed specialist consultants (Urban Vision North Staffordshire - UVNS) and a Project Assurance Officer allocated to the project by English Heritage. The Project Team prepared, presented and facilitated the briefing workshops and monitored the survey work as it proceeded prior to writing up a report on the outcomes of the study once completed.

2.3 Background

2.3.1 As part of English Heritage's National Heritage Protection Plan, partners and stakeholders were invited to put forward innovative proposals to establish pilot projects to look at how the nationally published Heritage at Risk (HAR) Survey can be extended to include all Grade II listed buildings.

2.3.2 At present, English Heritage publishes the HAR Survey annually which includes Grades I and II* listed buildings, Scheduled Ancient Monuments and Conservation Areas. Grade II listed buildings are monitored by local authorities but this is a non-statutory requirement and so the information is inconsistent across the country. Reduced resources are also taking their toll and, whereas some building at risk surveys of all listed buildings used to be carried out, very few local authorities now do this.

2.3.3 Apart from the technical monitoring of the nation's listed building stock, English Heritage use the annual publication to calculate the national conservation deficit for Grade I and II* buildings but would like to extend the calculation to include all listed buildings. This is understandable given that only 8% of listed buildings are either Grade I or II*, the rest being Grade II.

2.3.4 The number of Grade II listed buildings entries covered by this project is as follows:

High Peak	378
Staffordshire Moorlands	895
Total	1,273

2.4 Research Aims and Objectives

Aim

2.4.1 The overall aim of the project is to nurture a sense of ownership by the local community of some of the issues facing locally and nationally important heritage assets. It will do this by providing professional training and briefing of representatives from town and parish councils and local amenity groups to:

- Undertake a Buildings at Risk survey of all Grade II listed buildings
- Identifying potential heritage assets warranting protection through local listing
- Build capacity with amenity groups, cementing existing and developing new relationships.

(within those parts of High Peak and Staffordshire Moorlands lying outside the Peak District National Park.)

Objectives

2.4.2 Pursuant to this aim, the pilot project will address the following questions:

- What are the logistical and other issues arising from mobilising a large non-professional resource in undertaking the technical assessment process
- Is undertaking an HAR survey based on photographic images accurate and reliable? The proposed field work would be used to corroborate, or otherwise, property/listing reference cards to test its reliability as a survey tool. This would be particularly important as local authorities and other agencies increasingly rely of web-based photographic resources eg Google Street-view.
- What is the rate of decline of buildings? The original SMDC BAR survey was carried out in 1997 and HPBC have a partial survey from the same date; the Images of England Survey was carried out 1999 up to 2006. A survey carried out in 2013 would enable the rates of decline of HAR to be looked at by comparison with the earlier survey.

2.5 Business Case

2.5.1 The project fits into English Heritage's National Heritage Protection Plan which seeks, as its core objective, to make best use of the resources of all relevant agencies to ensure that England's vulnerable historic environment is safeguarded in the most cost-effective way at a time of massive social, environmental, economic and technological change.

2.5.2 The project will directly address the issue of declining professional resources at both a national and regional level (English Heritage) and at a local level (local authority) whereby vital survey and research work is increasingly difficult to deliver. This, combined with the Government's Localism agenda, suggests the need to mobilise voluntary resources. The heritage sector is fortunate in having a willing voluntary sector so that there is little doubt that there is sufficient capacity. Town and parish

councils and amenity societies have the added advantage of a far greater knowledge of heritage assets at a local level including vital information about ownership and recent/relevant issues affecting the assets. However, it is vital that the volunteers are adequately trained and briefed in a project such as this and provided with on-going support so that the data being returned is accurate and consistent.

- 2.5.3 SMDC has already adopted (2008) a Local Heritage Register SPD although the policy has never been populated with a list sitting behind it. The SPD is in need of updating as a consequence of the National Planning Policy Framework and because it needs to be assigned to the emerging Staffordshire Moorlands Core Strategy. A similar SPD is also to be prepared by High Peak Borough Council (HPBC). The output from this pilot project will enable new draft SPDs to be prepared for consultation prior to adoption.
- 2.5.4 The project is entirely publically funded. At a national level, the pilot contributes towards a wider programme of projects that are looking at the practicalities of extending the national Heritage at Risk survey to include 100% of listed buildings at all grades. At a local level, the project will facilitate the ownership of national heritage issues by the wider community. It will also allow them to be directly involved in an initiative to extend the scope of protection of heritage assets at a local level.
- 2.5.5 The project aims, in High Peak and Staffordshire Moorlands, to provide a model for the development of an HAR register, working with locally based volunteers represented from parish and town councils, amenity groups and societies within the two local authority areas. The aspiration is to move from a reactive approach to one based on comprehensive survey, building a complete and comprehensive database to enable us to build a background on all Grade II listed heritage assets and monitor and track trends to ensure a comprehensive approach to ongoing conservation. This will include a framework and toolkit for ongoing surveys on a regular cycle. It is critical that this is something, which can be maintained with minimum input from both local authorities in the future.
- 2.5.6 The project has been designed to contribute to English Heritage's suite of pilot studies exploring options for expanding the national HAR programme to include all Grade II listed buildings.

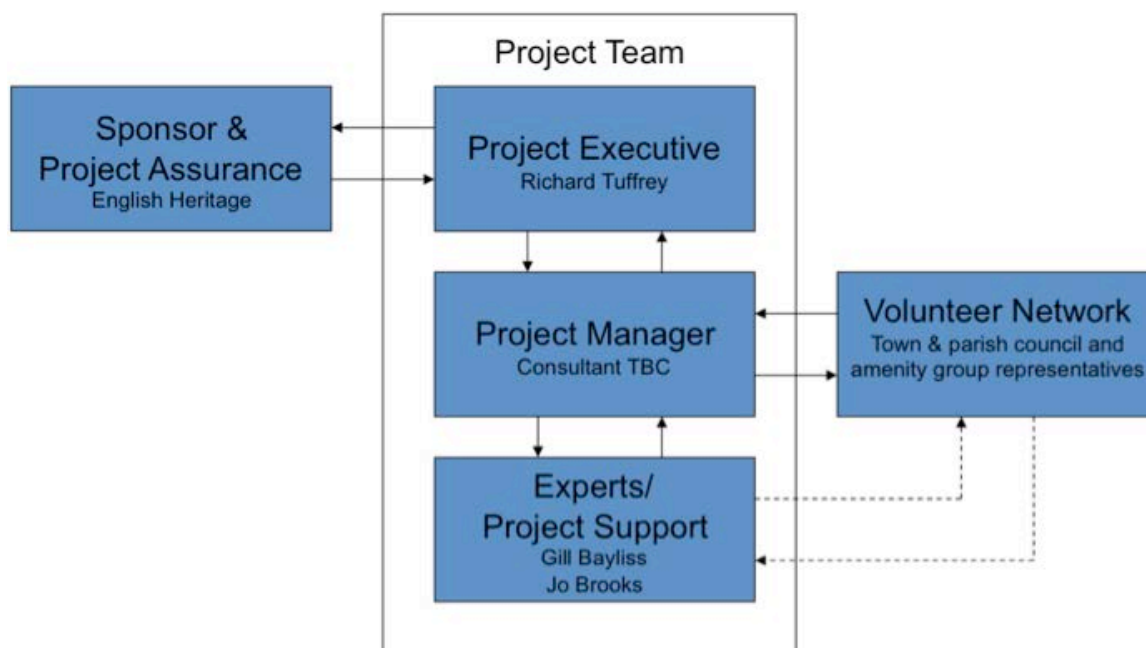
2.6 Project scope

- 2.6.1 The scope of the project is to assess the condition of the grade II listed buildings of High Peak and Staffordshire Moorlands except:
- Any that are located within the Peak District National Park which are under a separate jurisdiction
 - Any place of worship (defined as a building in use for public worship at least six times a year) as these are already surveyed by a separate English Heritage programme
- 2.6.2 The exercise for inviting potential entries to the Local Heritage Register will include any heritage assets that are deemed to meet the adopted criteria in Staffordshire Moorlands or the draft selection criteria in High Peak (again excluding those parts of the districts inside the Peak District National Park).

2.7 Project Team structure

- 2.7.1 The project was delivered by a Project Team consisting of Conservation and Design Section staff from HPBC and SMDC together with their appointed specialist consultants (Urban Vision North Staffordshire - UVNS) and Project Assurance Officers allocated to the project by English Heritage.

Project Executive:	Richard Tuffrey, HPBC & SMDC
Project Manager:	Mick Downs/Hannah Barter, UVNS
Experts/Project Support:	Gill Bayliss, SMDC & Jo Brooks, HPBC
Project Assurance Officers:	Kath Buxton/Sarah Lewis, English Heritage



2.8 Communications

- 2.8.1 As part of the project management and monitoring procedures the consultants produce a highlight report for each meeting. This enables the project group to monitor any issues arising recorded in the issues log, discuss mitigation and address issues that arise. These reports also serve as a minute, monitoring progress and delivery against the project timetable and outcomes.
- 2.8.2 A copy of all of these highlight reports are attached as an appendix to this report. The highlight reports have been used to inform the issues and risks logs as the project has progressed, serving as an ongoing risk management system reviewing issues in highlight reports through traffic light system for unforeseen events, results and discoveries.
- 2.8.3 In addition, meeting as a regular project team (or steering group), it has been possible to monitor the progress of the entire programme and moderate the results of the surveys from volunteers as they have been submitted. These meetings are used to moderate the results of the surveys and identify buildings at risk or vulnerable which are cross-referenced to the original database held by the Local Authorities. This enables the project steering group to monitor the number of new additions or departures to these categories which will inform future action or intervention from the respective LPA.



Project Team Meeting (Consultants; local authority officers)

Highlight Report 03-07-13.docx

HIGHLIGHT REPORT					
Project Title	Counting Our Heritage				
Author	Urban Vision Enterprise CIC	Period:	5 July to 16 July 2013		
Headline (RAG)					
Red: Project will exceed project tolerances and project management cannot influence this to bring back into green without escalation					
Yellow: Risks or issues exist on the project to the extent that the sponsor needs to take action as the project is at risk of going outside of project tolerance					
Green: All on target					
Overall Project	Timescale	Cost	Quality	Risk	Issue
Amber	Green	Green	Green	Green	Amber
Progress to 16 July 2013					
Overall the project 'Counting our Heritage' remains on budget and timetable for delivery.					
Since the last Steering Group meeting on 4 July most of the first tranche of survey results has been returned, the deadline for receipt of surveys has been extended to the end of July, and volunteers have been invited to survey some further buildings.					
At the time of writing survey returns have been received for 616 buildings out of a total of 1273 Grade II list entries (48.4%). It should be noted that the number of list entries surveyed will be lower than the number of buildings surveyed, because some list entries cover more than one building. The final survey results will be presented so as to reflect this distinction.					
To date survey returns have been received for 309 buildings out of a total of 378 list entries in High Peak (81.7%) and for 307 buildings out of a total of 895 list entries in Staffordshire Moorlands (34.3%).					
In High Peak 6 out of 13 parishes have been completely surveyed; in Staffordshire Moorlands 1 out of 29 parishes has been completely surveyed.					
In High Peak 4 buildings have not been surveyed for reasons of access or refusal of permission; in Staffs Moorlands 15 buildings have not been surveyed for these reasons.					
In High Peak seven volunteers have offered to survey further buildings and all the buildings not yet surveyed have been allocated to these volunteers. The extension to the deadline for receipt of surveys should enable a near complete survey to be achieved in High Peak by the end of July.					
In Staffordshire Moorlands 1 volunteer has offered to survey further buildings. A single parish of 18 buildings (Dubbocoe) has been offered to this volunteer.					
The absolute number of surveys carried out for the two areas is very similar – 309 in High Peak and 307 in Stafford Moorlands. If this similarity in the number of surveys continues to the end of the project, then a final return of over 40% should be achievable for Stafford Moorlands by the end of July. This large difference in the proportion of the total buildings surveyed reflects the large difference in the number of listed buildings in the two areas.					
Overall the High Peak volunteers have performed to a very high standard. Out of 17 original volunteers 16 have provided survey results. Only two have not been able to provide the results in electronic form. 7 of this group of volunteers have offered to survey additional buildings.					
In Staffs Moorlands out of 26 original volunteers 17 have provided survey results, although results from two more volunteers are expected. 7 volunteers were unable to provide the results in electronic form. Only one of the Staffs Moorlands volunteers offered to survey additional buildings.					
Actions arising from meeting on 19 June					
At the last meeting some of the survey results were moderated by the Steering Group. Adjustments to the volunteers' At Risk assessments were made as follows:					
<ul style="list-style-type: none"> • Buxton – Judith Hubble – the White Lion should be Vulnerable • Chapel – Jocelyn Street – Market Cross and Churchyard Cross should be Vulnerable 					

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Highlight Report 03-07-13.docx

<ul style="list-style-type: none"> • Chapel – Guy Martin – Bridge south of Whitehall to be checked by Joanne Brooks • Glossop – Linda Newman – War memorial should be Good condition • Hayfield – Phil Ashley – 10 Church Street to be checked by Joanne Brooks; Hazlehurst Farmhouse should be Not At Risk; 34 & 36 High Street should be Not At Risk. • Dubbocoe – Brian Forrester – Sundial at Dubbocoe should be Vulnerable. 				
These changes will be applied with any other moderated changes when all survey results are received and entered into the master spreadsheet.				
The Steering Group also agreed that it would be beneficial to organise a knowledge-sharing event in September following the completion of the English Heritage project as a formal thank you to the people participating, and an opportunity to exchange experiences. Arrangements should be made for this soon so that dates can be reserved and venues booked.				
Risk assessment				
An ongoing assessment against identified risks is provided in the Risk Summary Table below.				
Action All:				
The next meeting of the steering group will focus on further moderation of the surveyors' work.				
Action All: Future dates for Meetings all starting at 11:00am at Moorlands House, Leek:				
<ul style="list-style-type: none"> • Wednesday 17th July • Wednesday 14th August (moved from 7 August) 				
Financial Summary	Budget/Target	Spend to Date	Forecast Spend	Variance
Funding/budget	£16,850 – English Heritage £5,000 – High Peak BC £5,000 – Staffs Moorlands DC £26,850	£3,590.8 (Stage 004 1)	£26,850	0%
First invoice from the consultants is in the process of being processed.				
Milestone	Status	Plan Date	Revised Date	
Please refer to project timetable for complete list of project outputs and dates.				
Issues Requiring Management Action				
1	Allocate buildings not yet surveyed to repeat volunteers			
2	Review buildings 'at risk' identified in recent survey submissions			
3	Identify buildings for local list submitted by volunteers			
Risk Summary				
ID	Risk Description	Mitigation Action	Status	Owner
The following risks were identified in the Project Design Document Appendix 4				

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Sample Highlight Report

2.9 Health and safety

- 2.9.1 All work, including any site work, will be undertaken in accordance with the adopted health and safety policies of High Peak Borough Council and Staffordshire Moorlands District Council. The UVNS were made aware of these policies and that any work arising from the project accords with them.
- 2.9.2 Health and safety issues formed a significant part of the training workshops. A key restriction imposed on the volunteers, for their own safety and in order to comply with the local authority insurance requirements (which were covering the volunteers) was that **they should not venture on to private land**. Adequate personal protective equipment was issued to all personnel undertaking fieldwork.

2.10 Methods Statement

- 2.10.1 The methodology for this project is set out below. All points are covered in detail in the project timetable document which illustrates the outputs and projected timescale, from April to August 2013 (document attached as Appendix 2)

1. Appoint a specialist consultant to act as Project Manager involving:

- (a) Preparing a consultant's brief
- (b) Advertising the tender
- (c) Interviewing and appointing consultant

Notes:

The appointed consultant will act as the Project Manager alongside the local authority officers who will fulfill the roles of Project Executive, Experts and Project Support on the Project Team. Led by the Project Manager, the Project Team will:

- Review and amend the Project Design as necessary
- Agree the form of the output data and where this is to be stored (Issued to English Heritage, Derbyshire HER, Staffordshire HER, internal HPBC/SMDC systems)
- Moderate the results from the field survey work (see below)
- Ensure that all matters such as health and safety risk assessments are undertaken, any necessary PPE equipment is provided, any legal access issues are clarified and that owners of listed buildings are aware of the survey work taking place

2. Arrange training and briefing sessions involving:

- (a) Update existing databases and compile a network of volunteers from town councils, parish councils and local amenity groups
- (b) Preparing and arranging training sessions
- (c) Delivering the training sessions (3 in each district)

Notes:

Volunteers will be invited using existing Town and Parish Council contacts, amenity society networks, U3A contact databases and social media

The aim will be to compile a network of volunteers to cover as much of the study area as possible whilst identifying any gaps in the network, which will have to be filled professionally. If necessary, consider various methods of marketing the

survey to arouse interest including local media coverage. The purpose of the training sessions will be to explain:

- The reasons for undertaking the HAR, the methodology and the anticipated outputs.
- An introduction to HAR and a practical example, identifying where volunteers may need to work in small groups as knowledge exchange and best practice.
- The assessment criteria for local heritage assets (this will be a draft assessment criteria for High Peak) and the output requirements for any potential assets put forward

Attendance will be arranged for each volunteer to attend one of the programme of briefing sessions to ensure that the process is understood and what is expected of them. Briefing sessions are to be based at a selection of key locations throughout High Peak and Staffordshire Moorlands and arranged at varying times (week day in the day-time, week day in the evening, weekend) so as to get maximum coverage

3. Fieldwork involving:

- (a) The Project Manager allocating each volunteer with a list of buildings to be assessed
- (b) Each volunteer to visit an initial sample of 10 buildings and complete a HAR pro-forma for each as well as making a photographic record
- (c) Initial sample to be submitted by each volunteer to the Project Manager for checking and moderating within 48hrs of the survey
- (d) Project Manager to decide whether the initial sample is undertaken to the appropriate standard and the volunteer can carry with the assessment of the rest of the buildings on his/her list or further training is required in which case this is given and stages 3(a)-(d) are repeated.
- (e) Project Manager to allocated field work to officers to undertake assessment not covered by the volunteer network reported at regular steering group meetings
- (f) Lead by the Project Manager, the Project Team to establish processes for on-going moderation work and collating the information being generated by the volunteer network providing feedback from both parties (LA and Volunteer) maintaining the dialogue to ensure volunteers feel valued and generate a sense of civic pride.

Notes:

The Project Manager/Team will use the volunteer's photographic record for moderation purposes and a follow up site visit if necessary

Following on from the training session briefing, each volunteer will also be invited to submit details including a photographic record of any potential entries for the Local Heritage Register for the Project Team to test against the adopted criteria

On any previously identified asset falling into the "vulnerable" or "at risk" categories, Project Team to use photographic archives to corroborate condition trend (early HPBC/SMDC records, Images of England archive and volunteer's photographic record)

The Project Manager is to ensure that the list of contacts in the network is maintained for future surveys. One of the aspects being examined by this project is the level of enthusiasm amongst the volunteers to be engaged on future surveys.

4 Prepare end-of-project and lessons learnt report involving:

- (a) Preparation of draft report for circulation to the full Project Team including the Project Assurance Officer
- (b) Receive and assess any comments received prior to completing the final report for submission to English Heritage, HPBC and SMDC
- (c) Provide a practical 'toolkit' for future delivery of the programme to ensure that the project can continue to run in the future with minimum input from local authority officers.

Notes:

Report to cover all aspects set out in the MoRPHE Project Managers' Guide published by English Heritage. It should also cover the following points:

- Logistical issues
- The practicality of managing a large number of volunteers
- The reliability of the information being submitted back and the level of follow up checking that became necessary
- The level of reliability, or otherwise, that photographic archives such as Images of England, Google Street View, etc can play a role and the issues arising from this.

2.11 Project Finance and Budget

- 2.11.1 A comprehensive financial breakdown including allocation of days indicating which member of staff can be found in Appendix 6 the end of this document. For clarity each day allocation is matched against the tasks outlined in the detailed project timetable for delivery.

3 Project Outcomes and Outputs

3.1 The outputs

3.1.1 The following outputs were anticipated as indicated in the detailed project timetable:

- A completed Grade II HAR survey for High Peak (outside the National Park) available for English Heritage, the Derbyshire HER and HPBC
- A completed Grade II HAR survey for Staffordshire Moorlands (outside the National Park) available for English Heritage, the Staffordshire HER and SMDC
- A list of potential entries for the Local Heritage Register for High Peak. This can be combined with other sources of potential entries (Derbyshire HER) and the entries tested against the draft assessment criteria (in other words, ask whether the assessment criteria captures most of those assets considered to be worthy of inclusion)
- A list of potential entries for the Local Heritage Register for Staffordshire Moorlands. This can be combined with other sources of potential entries (Staffordshire HER) and the entries tested against the draft assessment criteria (in other words, ask whether the assessment criteria captures most of those assets considered to be worthy of inclusion)
- Good practice guidance and lessons learnt report on the adopted process for HAR surveys by non-professional volunteers
- Develop a new volunteer base, instilling a sense of civic pride
- Provide new opportunities for skills and training on heritage assets, raising awareness and understanding

3.1.2 These project outcomes and outputs have been achieved and delivered though the original project programme. For the purpose of this report we shall deal with each outcome and output in turn to demonstrate how each element has been met or delivered:

3.2 A completed Grade II HAR survey for High Peak (outside the National Park) available for English Heritage, the Derbyshire HER and HPBC

3.2.1 This is a key outcome of the project and the programme of delivery was structured to enable a completed Grade II HAR survey for High Peak. This outcome has been met in entirety (see 4.1 below). Any buildings not surveyed (11 in total) were as a consequence of:

- The building not been viewable from public land (5 buildings).
- Surveyor unable to locate building (1 building).
- Consent of owner not given (2 buildings).
- Error in list description (2 buildings).
- Administrative error (1 building).

3.2.2 Whilst the original complete database was filtered to remove all known buildings that were inaccessible for volunteers inevitably a small number were unknown until the volunteer attended the site. However this does prove that volunteers adhered to the volunteer conduct and did not enter onto land that was not public in order to undertake the survey. The limitations of this viewpoint however have given some partial surveys.

3.3 A completed Grade II HAR survey for Staffordshire Moorlands (outside the National Park) available for English Heritage, the Staffordshire HER and SMDC

3.3.1 This is a key outcome of the project and the programme of delivery was structured to enable a completed Grade II HAR survey for Staffordshire Moorlands. However this is a partial survey of 51% due to the following reasons:

- rural nature of this local authority many heritage assets are in remote locations spaced quite significantly apart.
- Significantly larger number of listed buildings.
- Insufficient number of volunteers.
- Shortage of survey time.

3.3.2 All heritage assets in the major town and most larger villages were targeted. However, those heritage assets located in remote rural areas were under-represented in the surveys. This issue could be overcome with the recruitment for additional volunteers and a longer timescale for undertaking the survey work. For further analysis, see 4.1 below.

3.4 A list of potential entries for the Local Heritage Register for High Peak and Staffordshire Moorlands.

3.4.1 This can be combined with other sources of potential entries (Derbyshire HER and Staffordshire HER). Staffordshire Moorlands has already adopted assessment criteria so that entries can be tested against these. In High Peak, the assessment criteria are only at draft stage. Therefore, the criteria will be tested against the proposed entries (in other words, ask whether the assessment criteria captures most of those assets considered to be worthy of inclusion).

3.4.2 All volunteers who undertook the training received a comprehensive pack of information and personal safety equipment. Within the pack was a 'Local List' suggestions form for volunteers. It was anticipated that volunteers who have shown an interest in the programme would be a good source of information to make suggestions for heritage assets they are aware of in their locality that may be appropriate for inclusion in the emerging local lists. The programme has had a very limited response with 2 suggestions in Staffordshire Moorlands and 6 High Peak. However this had been a good opportunity to inform volunteers about the local heritage register and now that this project is completed we hope they will come forward with future suggestions. This will be promoted at the knowledge-sharing event in October 2013.

Below are the suggested nominations for the local lists:

Local Authority	Suggested Local List Heritage Asset
High Peak Borough Council	Whaley Bridge, Market Street Area: Mechanics Institute
High Peak Borough Council	Whaley Bridge, Market Street Area: K6 Telephone kiosk
High Peak Borough Council	Whaley Bridge, Market Street Area: Footbridge at Station
High Peak Borough Council	Whaley Bridge, Market Street Area: Waiting Room at Station
High Peak Borough Council	Whaley Bridge, Market Street Area: Bridge and Milestone
High Peak Borough Council	Whaley Bridge, Market Street Area: Coronation Plaque
High Peak Borough Council	Whaley Bridge, Reservoir Road: Values
High Peak Borough Council	Whaley Bridge, Elnor Lane: Plaque
Staffordshire Moorlands District Council	Black Lion Public House, Hollow Lane, Cheddleton
Staffordshire Moorlands District Council	Canal Warehouse Bridge Structure, Cheadle Road, Cheddleton

(Source: Volunteers)

3.5 Good practice guidance and lessons learnt report on the adopted process for HAR surveys by non-professional volunteers

3.5.1 This document serves as the evaluation and record of the project including the analysis of good practice, methodology, delivery and evaluation including interrogating the lesson learnt from this pilot. These are all discussed in detail and inform this report throughout. A toolkit of templates and materials are included in the electronic version of this report.

3.6 Develop a new volunteer base, instilling a sense of civic pride

3.6.1 This project has successfully developed a new volunteer base to enable the delivery of the HAR surveys, which in turn has created many wider benefits for the participants and local authorities. Some of these additional benefits included:

- CPD training opportunities for volunteers
- Raising the profile of heritage assets in the community
- Raising awareness and increasing membership to local civic societies and amenity groups
- Enabling the communities of High Peak and Staffordshire Moorlands to positively engage as a proactive member of a volunteer network for the protection, conservation and enhancement of the built heritage assets locally
- Instill a sense of civic pride
- Developing a toolkit to enable the delivery of this programme in the future creating a legacy project and on-going support

3.6.2 The process for developing the volunteer network, analysis of results and potential future for the network are highlighted later in this report in Sections 5.1.11, 7.1 and 7.25.

3.7 Provide new opportunities for skills and training on heritage assets, raising awareness and understanding

3.7.1 This project has provided the unique opportunity to pilot the initiative of nurturing a sense of ownership by the local community of some of the issues facing locally and nationally important heritage assets. This was achieved by providing professional training and briefing of representatives from town and parish councils and local amenity groups to enable a collective of volunteers to undertake heritage at risk surveys of Grade II buildings in Staffordshire Moorlands and High Peak.

3.7.2 The training workshops provided the opportunity for potential volunteers to learn about the project, understand the importance and significance of producing a proactive ongoing record of heritage assets and the purpose for undertaking the surveys to inform the conservation, preservation and enhancement.

3.7.3 The training sessions delivered by built environment and conservation professionals was tailored to ensure that each volunteer understood the process and would be capable of competently undertaking the heritage at risk surveys.

3.7.4 The project has also provided the opportunity to contact all listed building owners and raise their awareness of their heritage assets. As a result 2 property owners in Staffordshire Moorlands did not realise their properties were listed.

4 Heritage at Risk Surveys

- 4.1 Having undertaken the HAR survey training, the community volunteers were each issued with details of 10 list entries and a spreadsheet showing additional buildings that they may be asked to survey following completion of the first batch. The two local authorities provided copies of their photographic records of their Grade II listed buildings where these were available, which covered the great majority of cases.
- 4.2 At the outset there were 17 volunteers for High Peak and 28 volunteers for Staffordshire Moorlands. Survey returns were provided by 16 volunteers in High Peak and 25 volunteers in Staffordshire Moorlands.
- 4.3 It was evident when allocating buildings to the volunteers that it would be feasible to survey a high proportion of the 378 list entries in High Peak: to achieve full coverage the 17 volunteers would have to survey around 22 buildings each. In Staffordshire Moorlands the volunteers were faced with a significantly greater task – the 28 volunteers would have to survey 31 buildings each to survey all 895 listed buildings.
- 4.4 In allocating buildings to volunteers priority was given firstly to providing volunteers with batches of buildings that were local to them or in places that they had expressed an interest in, and secondly to the towns and parishes where the listed buildings are concentrated. The reasoning for this was that it would be more efficient and therefore more productive to carry out surveys of buildings that are convenient to get to or that are grouped together.
- 4.5 The first volunteer packs were posted on 20 May 2013 and the final packs were sent by 5 June: the extended period of issue was a result of a slight delay in obtaining copies of the listed building record cards for Staffordshire Moorlands, which meant some of the material for the Staffs Moorlands volunteers could not be sent out immediately.
- 4.6 The first survey results were returned on 17 June and the final return was received on 15 August 2013. In summary 367 out of 378 list entries in High Peak were surveyed (97.09%); and 462 out of 895 list entries in Staffordshire Moorlands were surveyed (51.62%). The combined results are 829 out of a total of 1273 list entries were surveyed in both local authority areas (65.12%). The table below gives details of the final Heritage At Risk survey results.

HERITAGE AT RISK SURVEY RESULTS - HIGH PEAK							
Parish	List Entries	Buildings Surveyed	List Entries Not Surveyed	List Entries Surveyed	At Risk	Vulnerable	Not At Risk
Buxton	94	93	1	93	5	8	80
Chapel-en-le-Friith	56	56	0	56	4	3	49
Charlesworth	7	5	1	6	0	0	5
Chinley,	17	17	0	17	1	0	16
Chisworth	6	5	1	5	0	0	5
Glossop	84	118	0	84	4	11	103
Green Fairfield	1	1	0	1	1	0	0
Hartington UQ	2	2	0	2	2	0	0
Hayfield	25	26	2	23	0	2	24
King Sterndale	1	1	0	1	0	0	1
New Mills	62	56	6	56	1	5	50
Tintwistle	3	7	0	3	0	0	7
Whaley Bridge	20	20	0	20	1	3	16
Totals =	378	407	11	367	19	32	356
				97.09%	4.67%	7.86%	87.47%

HERITAGE AT RISK SURVEY RESULTS - STAFFORDSHIRE MOORLANDS							
Parish	List Entries	Buildings Surveyed	List Entries Not Surveyed	List Entries Surveyed	At Risk	Vulnerable	Not At Risk
Alton	55	25	30	25	2	5	18
Bagnall	17	19	0	17	1	2	16
Biddulph	50	23	27	23	0	2	21
Blore with Swinscoe	4	0	4	0	0	0	0
Bradnop	9	5	5	4	0	1	4
Brown Edge	5	0	5	0	0	0	0
Caverswall	16	0	16	0	0	0	0
Cheadle	71	69	2	69	1	4	64
Checkley	52	0	52	0	0	0	0
Cheddleton	75	54	22	53	8	10	36
Consall	9	6	2	7	1	1	4
Cotton	9	0	9	0	0	0	0
Dilhorne	18	17	1	17	3	4	10
Draycott in the Moors	9	0	9	0	0	0	0
Endon and Stanley	45	47	4	41	3	21	23
Farley	50	0	50	0	0	0	0
Forsbrook	5	0	5	0	0	0	0
Heaton	4	0	4	0	0	0	0
Horton	26	17	9	17	2	3	12
Ipstones	89	56	33	56	4	10	42
Kingsley	48	0	48	0	0	0	0
Leek	134	107	45	89	4	13	90
Leekfrith	4	4	0	4	0	0	4
Longsdon	18	9	9	9	0	0	9
Oakamoor	14	5	9	5	1	0	4
Rushton	27	21	6	21	1	2	18
Tittesworth	6	5	1	5	0	2	3
Waterhouses	19	0	19	0	0	0	0
Werrington	7	0	7	0	0	0	0
Totals =	895	489	433	462	31	80	378
				51.62%	6.34%	16.36%	77.30%
Combined Results =	1273	896	444	829	5.58%	12.50%	81.92%
				65.12%			

4.7 It should be noted that where a list entry includes more than one building volunteers were asked to complete a survey form for each individual building included in the list entry. Not all volunteers complied with this request. Nevertheless many volunteers did provide surveys for each individual building, and as a result the number of surveys returned was greater than the number of list entries surveyed. It should be noted that the figures given above for buildings found to be At Risk, Vulnerable or Not At Risk are based on the number of individual buildings or structures surveyed **not** on the number of list entries surveyed.

4.8 The average number of list entries surveyed by each High Peak volunteer was just under 23, and the average number surveyed by the Staffordshire Moorlands volunteers was just over 18 list entries. The overall average was just over 20 list entries surveyed by each volunteer. This gives an indication of the capacity of an average volunteer surveyor over a 2 month period.

4.9 With regard to the nature of the survey data provided by volunteers, 2 out of 16 High Peak volunteers and 9 out of 25 Staffs Moorlands volunteers returned paper survey forms rather than digital spreadsheets. These 11 sets of paper returns

were transferred to Excel file format by Urban Vision for the project management team.

- 4.10 Most surveyors returned photographs of the buildings they surveyed. There were around 1,300 photographs taken by High Peak volunteers and 1,100 photographs taken by Staffordshire Moorlands volunteers. Only one volunteer provided printed rather than digital photographs.



Mike Plant and Alan Wigley of Cheadle Historical Society

5 Evaluation of research objectives

5.1 Evaluation of Research Objective 1:

What are the logistical and other issues arising from mobilising a large non-professional resource in undertaking the technical assessment process

Training and Monitoring Methodology

5.1.1 Urban Vision North Staffordshire (UVNS) has over nine years experience in scoping, developing and delivering training events and programmes, specifically in North Staffordshire, in the field of the built and historic environment. Each project has been specifically tailored to ensure maximum impact with its target audience, ensuring it is suitable, appropriate and provides new skills, knowledge and understanding in all aspects of the built environment.

5.1.2 Based on this experience, UVNS has applied these skills to generate a training and monitoring methodology that enables the delivery and facilitation of a package that ensures an appropriate legacy programme and inspires local groups, organisations and individuals to positively contribute to the conservation of their heritage assets in both High Peak and Staffordshire Moorlands.

5.1.3 In order to achieve the criteria set out in the consultants brief, UVNS proposed the following methodology, approach and engagement strategy to generate the links, create new partnerships, cement existing relationships and provide an on-going community volunteer network to shape and inform the heritage at risk survey throughout its development and delivery.

5.1.4 Phase 1: Interest Generation and Introduction:

- Pro-active engagement to identify appropriate groups and organisations to work with.
- Contact Parish and Town Councils and known Civic Societies and Amenity groups from UVNS's and Local Authorities' databases.
- Attend meetings of local organisations to introduce the project to deliver face to face contact, adopting a personal approach.
- Front loading the engagement process.
- Facilitate groups, volunteers and organisations to formally commit and sign-up to the programme (This will identify and potential 'gaps' in the coverage of the areas).

5.1.5 Phase 2: Training Sessions:

- Training events in each Local Authority area targeted in Glossop, Buxton, Leek and Cheadle on a variety of week days and weekends. To ensure a variety of options sessions will be available in bite size events in mornings, afternoons and evenings.
- Briefing Sessions: Heritage skills and opportunities training practical advice and hands on training specifically tailored to include local examples.
- Issue a quick reference practical guide and advice booklet including warrant and contact card to participants. This will include an example of a survey including typical photographic images to be collated.

5.1.6 Phase 3: Field Work:

- Provide health and safety training and advice, including PPE equipment where appropriate.
- Knowledge Exchange Events: Deliver targeted events as part of the monitoring methodology to enable volunteers to share experience, highlight potential issues, develop techniques and build wider networks. Please refer to paragraph 7.20 for details of the actual delivery method responding to volunteer need.
- Electronic submissions of survey work to be submitted within 48hrs of visit, this will enable Urban Vision to assess and monitor the quality and completeness of each survey, highlighting any missing information or details. This process will enable Urban Vision to identify any potential field work which is to be referred to Local Authority officers.

5.1.7 The level of activity was considered to be appropriate for a locally and regionally significant programme, ensuring a strong legacy and positive impact on the immediate communities and a lasting impression in the region, seeking to deliver an exemplar programme and positive engagement strategy.

5.1.8 UVNS believed it was essential to ensure continuity throughout the programme and therefore proposed a three phase project activity which would allow the monitoring and scoping of each element maintaining a manageable and deliverable work programme as indicated.

It was apparent that the standard survey form provided by English Heritage had to be adapted to make it fit for purpose (ie capable of being completed by volunteers on the basis of making an external inspection only). The form was adapted to be concise and exclude reference to internal inspection.

Project Programme

5.1.9 To ensure that the detailed project outcomes and outputs identified in the project design were delivered within the project timescale, an initial detailed project delivery programme was prepared and is attached in Appendices identifying key milestones between inception in April 2013 through to final project delivery and report dissemination by August 2013. It is essential, in order to enable efficient and timely delivery, that regular steering group sessions are held to provide an opportunity for reporting, feedback and update, highlighting issues as they may arise so they can be dealt with effectively to ensure the project continues.

5.1.10 The initial detailed project programme has been subdivided into project delivery areas. These include: Initial Project Milestones; Community Engagement Strategy and Delivery; Events; Training Programme; Heritage at Risk Surveys; Project Evaluation Outputs and Reports.

Community Engagement Strategy and Delivery

5.1.11 As part of the initial inception of the project, first and foremost the programme required a volunteer network. Using the local authority and UVNS databases, a direct invitation was sent to the registered parish or town clerk or chair of the local amenity and historical societies and groups. This ensured a wide coverage of volunteers from not only within historical groups and organisations but created a new opportunity for members of parish or town councils to become involved and pro-active members of the project.

5.1.12 The audience development was critical to the project delivery. Databases were updated with correct and relevant contact details and new members or groups were added. These are now electronically updated and held by each respective

local authority for future reference, as are the contact details for the individual registered volunteers, ensuring that information held is stored appropriately and in accordance with data protection legislation.

- 5.1.13 Once the contact databases had been established the initial project marketing and invitations were developed by the steering group for dissemination. Each contact on the database received both a personalised e-mail and attached project programme of forthcoming training events or, where only a postal address was given, a letter and poster advertising the training events.
- 5.1.14 Each contact was sent the information either electronically or via the post and then, in the following week, reminder invites were circulated or groups were telephoned. This ensured that the original material disseminated had reached the targeted audience and that, given the pressing timescale, we were able to encourage an early attendance.
- 5.1.15 Below is a copy of the original poster advertising the training sessions. In collaboration, it was considered initially that 6 events spread geographically across both local authorities would encourage the widest attendance. In addition, as part of the audience development, we understood that not every volunteer would be available perhaps in evenings or during weekdays. Therefore we structured a balanced programme not only geographically but over a 5 week period to cover various days of the week including weekends and a mix of daytime and evening events.

Project Invitation Poster



**Heritage at Risk
Community Surveys**

This project has been developed in partnership with High Peak Borough Council, Staffordshire Moorlands District Council and English Heritage and is facilitated by Urban Vision North Staffordshire, the architecture and urban design centre. Our aim is to provide skills and training opportunities to volunteers who are keen to assist us in carrying out Heritage at Risk surveys of all Grade II listed buildings in the area over this coming summer.

The project is part of a national initiative, which is looking at innovative ways of undertaking these surveys, and they are critical to help both Councils and English Heritage focus their limited resources in the future on those buildings and areas in most need. Your time and interest as a volunteer will help to provide up to date survey information on all our grade II listed buildings. At the same time we will be inviting suggestions for entries on a new register of locally listed buildings to add a degree of protection to those parts of our local heritage that may not qualify for the statutory list.

These free events will provide you with the background, training and practical demonstrations of what we need and how you can directly help. This will include information about Heritage at Risk register, how to survey buildings and other heritage elements.

Event 1: Glossop Thursday 25 th April 2013 19:00 – 21:00	Event 4: Leek Thursday 9 th May 2013 13:00 – 16:00
Event 2: Buxton Wednesday 8 th May 2013 10:00 -13:00	Event 5: Leek Thursday 9 th May 2013 19:00 – 21:00
Event 3: Buxton Saturday 11 th May 2013 10:00 -13:00	Event 6: Cheadle Tuesday 14 th May 2013 13:00 – 16:00

How to Book:
All places are free of charge, however booking is essential. In order to reserve your place simply e-mail hannah.barter@uvns.org, together with the names of all delegates and the council or group you are representing and your chosen session. We shall confirm the booking and send a detailed event programme and location map.

To find out more or for an informal chat contact Hannah Barter on: 01782 790 595 or alternatively at Hannah.barter@uvns.org

5.1.16 The programme of delivery remained the same regardless of the event to ensure continuity throughout the training programme. However, we were able to modify the delivery following questions that were raised at the initial event in Glossop to inform the future training events.

Monitoring Events

5.1.17 For continuity, moderation and evaluation, it is critical that appropriate methods of monitoring were delivered at regular intervals throughout the project. This would enable not only the steering group to moderate and monitor the programme, but also opportunities for the volunteers to engage continuously. By doing this, the volunteers would build a dialogue throughout to raise issues, concerns or key information which may impact on progress. The steering group meetings provided an opportunity for the project co-ordinators in regular contact with the volunteers to report and issues or concerns that required action. Being able to respond effectively to volunteers was a critical element and maintaining open channels of communication ensuring volunteers felt valued and any concerns were addressed, building a strong working relationship.

5.1.18 As a result, the project steering group has met approximately fortnightly throughout the programme to provide a consistent monitoring process. In addition to these timetabled sessions highlight reports were drafted to provide a written record of progress and inform the final evaluation and developing issues log. Further reference to the monitoring process can be found in the 'communications' section of this report (Section 2.8).

Training Sessions

5.1.19 As discussed previously, the training sessions provided a critical start to the programme delivery. The training sessions delivered by built environment and conservation professionals were tailored to ensure that each volunteer understood the process and would be capable of competently undertaking the heritage at risk surveys. It was an important outcome of the project to ensure that the volunteers felt valued members of the volunteer team and understood their vital role in testing the principle of volunteers delivering heritage at risk surveys to support local authorities.



Volunteer Training Event in Cheadle



Volunteers trialing the Heritage At Risk Survey method at training event

5.1.20 Below is a breakdown of the attendance to the training events provided. Out of a total of six events advertised the programme delivered five due to the lack of interest in an event on a Saturday in May. Each of the other respective events took bookings and had interest within 48 hours of sending the initial invitations and programme details.

Training Events Attendance Breakdown

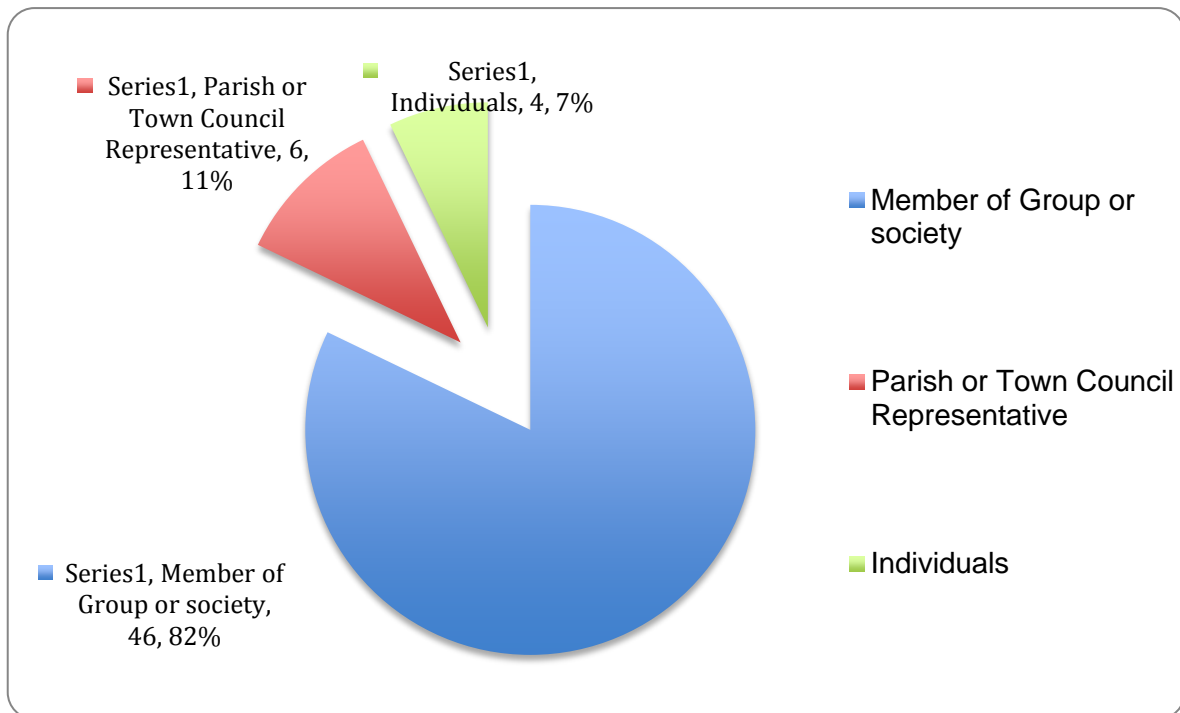
Event	Member of Group or society	Parish or Town Council Representative	Individuals
Event 1: Glossop Thursday 25 th April 2013 19:00-21:00	8	0	0
Event 2: Buxton Wednesday 8 th May 2013 10:00-13:00	4	2	0
Event 3: Buxton Saturday 11 th May 2013 10:00-13:00 Cancelled due to lack of interest in this date	0	0	0
Event 4: Leek Thursday 9 th May 2013 13:00-16:00	13	0	2
Event 5: Leek Thursday 9 th May 2013 19:00-21:00	9	1	0
Event 6: Cheadle Thursday 25 th April 2013 19:00-21:00	6	3	2
Total	40	6	4

5.1.21 We have been able to conclude from the attendance that a significant proportion of volunteers were made up from Town and Parish Councils, local amenity and civic societies. However, through word of mouth a total of four interested individuals have participated in the project, two of whom learnt about the programme as listed building owners. They had been alerted to the fact that the surveys were taking place by the local authority notification letter circulated to all owners of Grade 2 listed buildings.

5.1.22 The inclusion of interested individuals suggests that the potential volunteer market is larger than might have been anticipated.

5.1.23 Below is a pie chart representing the total number of volunteers who initially attended the training sessions and their respective area of representation:

Division of Volunteers Represented



5.1.24 Conclusion of Research Objective 1

- Engage with a broad range of appropriate groups and organisations. Listed Building owners could be approached in the future to increase the volunteer network
- Build in sufficient lead-in time to prepare information packs to volunteers
- Build in sufficient lead-in time to attract the largest number of volunteers (be aware that some groups might meet infrequently)
- Build in local training and briefing sessions, produce clear and informative guidance, and maintain regular contact with volunteers.
- Encourage prompt electronic submission of survey work
- Ensure that the survey forms are fit for purpose
- Build in regular steering group sessions to maintain progress and monitor outputs
- Maintain a database of volunteers and amenity groups for future projects
- Be aware that not all volunteers are computer literate or can use digital cameras
- Moderation of results (by Conservation Officers with local knowledge) is critical to maintaining a reliable result
- Set tight but realistic deadlines but be prepared to build in extensions of time

5.2 Evaluation of Research Objective 2:

Is undertaking an HAR survey based on photographic images accurate and reliable?

- 5.2.1 This objective is particularly important as local authorities and other agencies increasingly rely on web-based photographic resources eg Google Street-view. The objective was extended in practice to assess if a survey based on photographic images and the basic tick box information returned by the volunteer was accurate and reliable.
- 5.2.2 In practice, this objective was tested by the Project Team's moderation of the volunteers' assessments. Moderation took place in order to check consistency between the various volunteers and to check that volunteers were assessing in accordance with the training.
- 5.2.3 Consistency between volunteers was checked by noting whether the pattern of assignment of the buildings was significantly different (that is, an unusually high or low number of buildings identified as being vulnerable or at risk). Of course, this could also reflect the particular batch of buildings being assessed. However, no overall divergent patterns emerged between volunteers.
- 5.2.4 The check on the quality of the assessor was carried out by the Project Team moderating any properties identified as either Vulnerable or At Risk by the volunteers. The process of checking the volunteer's assessments proved to be perfectly possible based on the limited information available. The Project Team amended about 30 assessments by assigning them to a different condition category – this represented about 3.3% of the total number of assessments – an acceptably small number. Within this small sub-set, there tended to be a high number of unoccupiable buildings and structures (milestones, monuments, etc) which are automatically classified as Vacant on the English Heritage form and which, as a consequence, placed the buildings in Vulnerable or At Risk.
- 5.2.5 In a few examples, it was concluded that it would be necessary to make a site visit as the condition could not be assessed from photographs and survey information alone. However, this group of buildings was statistically insignificant.
- 5.2.6 Photography was generally of good quality but occasionally views were blocked because of vegetation, some volunteers did not photograph whole elevations or photographs were not sent. Spring or Autumn would be better times to get better images.
- 5.2.7 Whilst it was concluded that the method is fairly accurate and reliable it should be noted that a complete survey would not be possible due to the need for public access and owner consent. Public access is particularly a problem in rural areas where many buildings are remote and on private land.
- 5.2.8 Conclusion of Research Objective 2:
- Overall the practice advocated by this project has been accurate and reliable provided that there is moderation by the project team
 - It was helpful if at least one member of the project team had knowledge of the building
 - There were occasional problems with photographic quality. Spring/Autumn would be preferable
 - A few volunteers recorded the wrong building
 - The modified survey sheet allowed clear and concise recording
 - Be aware that the English Heritage flow chart readily places unoccupiable structures at risk as they are 'unoccupied'. This can skew the results.
 - The approach will never achieve a complete record due to the presence of buildings inaccessible to the public and owners who did not give permission

5.3.1 Evaluation of Research Objective 3: What is the rate of decline of buildings?

5.3.1 The original SMDC BAR survey was carried out in 1997 and HPBC have a partial survey from the same date; the Images of England Survey was carried out 1999 up to 2006. A survey carried out in 2013 would enable the rates of decline of HAR to be looked at by comparison with the earlier survey.

5.3.2 In the course of undertaking this project, it became clear that this research objective has only been possible in Staffordshire Moorlands, as there is insufficient previous survey data for High Peak. Even for Staffordshire Moorlands it has only been possible to provide a partial picture of the trend, because only just over half of the Grade II list entries were surveyed by the volunteers in 2013.

5.3.3 The previous survey data for Staffordshire Moorlands was gathered in 1997 and is divided into two sets: one for occupiable buildings and one for unoccupiable structures. Using this past data, the trend for Staffordshire Moorlands can be summarised as follows.

- In 1997 46 occupiable listed buildings (including 2 Grade II* buildings) were determined to be At Risk and 14 of these were re-surveyed in 2013. 8 of the 14 re-surveyed buildings remain At Risk and 6 are now Not At Risk.
- In 1997 56 occupiable listed buildings (including 5 Grade II* buildings) were found to be Vulnerable and 25 of these were re-surveyed in 2013. 4 of the 25 re-surveyed buildings are in worse condition and are now At Risk; 4 are still Vulnerable; and 17 are in improved condition and are now Not At Risk.
- In 1997 72 unoccupiable listed structures were found to be At Risk and 40 of these were re-surveyed in 2013. 8 of the 40 re-surveyed unoccupiable structures remain At Risk, 16 are Vulnerable, and 16 are now Not At Risk.
- In 1997 76 unoccupiable listed structures were found to be Vulnerable and 43 of these were re-surveyed in 2013. None of the 43 re-surveyed unoccupiable structures have deteriorated to At Risk status, 14 remain in Vulnerable condition, and 29 are now Not At Risk.

5.3.4 The broad picture for buildings and structures previously found to be At Risk or Vulnerable is of overall improvement. Only 4 buildings and no structures were found to have deteriorated from Vulnerable to At Risk. On the other hand 23 buildings and 45 structures previously At Risk are now Not At Risk, and 17 buildings and 29 structures previously Vulnerable are now Not At Risk. These figures of course do not include buildings and structures which were not re-surveyed in 2013.

5.3.5 The survey data from 1997 is compared with the corresponding survey data from 2013 in the table below.

HERITAGE AT RISK TRENDS IN STAFFORDSHIRE MOORLANDS					
OCCUPIABLE LIST ENTRIES IN 1997					
Total At Risk 1997	Not surveyed in 2013	Surveyed in 2013	At Risk in 2013	Vulnerable in 2013	Not At Risk in 2013
46	32	14	5	0	9
Total Vulnerable in 1997					
56	31	25	4	4	17

UNOCCUPIABLE LIST ENTRIES IN 1997					
Total At Risk 1997	Not surveyed in 2013	Surveyed in 2013	At Risk in 2013	Vulnerable in 2013	Not At Risk in 2013
72	32	40	8	16	16
Total Vulnerable in 1997					
76	33	43	0	14	29

5.3.6 Appendix 5 contains the full list of buildings and structures surveyed in Staffordshire Moorlands in 1997 along with their risk status in 2013, from which the above table was derived. The above figures do not include buildings and structures which were Not at Risk in 1997 but which are now Vulnerable or At Risk.

5.3.7 An overall indication of the rate of deterioration in the condition of listed buildings in Staffordshire Moorlands is given by comparing the number of list entries found to be At Risk in 2013 which were not At Risk in 1997 with the number of list entries that were found to be Not At Risk in 2013 which were At Risk in 1997. This gives a picture of how many list entries are deteriorating in their condition and how many are improving. The following figures of course apply to just the list entries that were covered by the 2013 survey, i.e. 51.62% of the total listed building stock.

5.3.8 The number of list entries considered to be At Risk in 2013 which were Not At Risk or Vulnerable in 1997 is 20. The number of list entries in 2013 which were found to be Not At Risk which were At Risk in 1997 is 25 (9 occupiable buildings and 16 unoccupiable structures). Therefore there are 5 fewer list entries At Risk in 2013 than there were in 1997 (of the 51% re-surveyed), suggesting a slight improvement in list entries formerly in worst condition.

5.3.9 The number of list entries considered to be Vulnerable in 2013 which were Not At Risk in 1997 is 49. The number of list entries in 2013 considered to be Not At Risk which were Vulnerable in 1997 is 46 (17 occupiable buildings and 29 unoccupiable structures). Therefore there has been a slight increase in the number of buildings found to be Vulnerable in 2013 compared to the picture in 1997 (of the 51% re-surveyed).

5.3.10 A caveat should be made against the figures for Vulnerable list entries in 2013. Some of the data suggests surveyor inconsistency between 1997 and 2013. For instance, there are unusual concentrations of 2013 Vulnerable assessments in some parishes associated with certain surveyors (for example, in Endon and Stanley and in Leek). There are also several cases of unoccupiable structures which were considered At Risk in 1997 which were found to be Vulnerable in 2013 apparently without any repair work having been done. To eliminate any anomalies of this nature the HAR survey findings for these list entries should be checked on site by the Conservation Officer.

5.3.7 Conclusion of Research Objective 3

- This objective could not be assessed in the HPBC because of the absence of existing data, however a baseline of information has now been collated through this project to inform future trend monitoring.

- In SMDC it was not possible to assess the objective comprehensively because only 51% of the structures had been re-surveyed
- More time is required to analyse the data, primarily by carrying out selected site visits to corroborate some of the survey results
- The broad picture in the Staffordshire Moorlands is of overall improvement of those structures previously classed as At Risk and Vulnerable
- The overall trend in Staffordshire Moorlands is that between 1997 and 2013 there has been a slight reduction in the number of buildings and structures classified as At Risk and a slight increase in the number of buildings classified as Vulnerable.
- In the future, monitoring the rate of decline (particularly in High Peak) will be possible following updated surveys.

6 Volunteer Network

- 6.1 The project delivery has depended not only on the staff but a collective of pro-active volunteers recruited to undertake the external heritage at risk surveys of all Grade II listed heritage assets in Staffordshire Moorlands and High Peak. The dedication and time given by all these individuals and organisations has been recorded and documented in the training event programmes and by number of heritage at risk surveys completed by volunteers.
- 6.2 Their duties and responsibilities have been identified and each individual has participated in one of the training sessions provided and received a comprehensive volunteer pack together with the details for their heritage at risk surveys.
- 6.3 Furthermore as we understand from delivering previous community focused projects, it is critical to ensure that each volunteer understands the support network and that help and guidance is freely available throughout the project. UVNS have provide one to one support directly to volunteers, answering queries and providing information and guidance. This has included telephone support on using and completing the excel spreadsheet for recording the data through to face to face discussions reviewing images of recent surveys and completed work. We believe in delivering a service that ensures volunteers feel valued maintains commitment from the volunteer network and provides reassurance during the project delivery.
- 6.4 In addition, the aspiration of the pilot is to achieve a volunteer network that may be utilised for future ongoing heritage at risk survey work. Therefore, following the completion deadline in August 2013 and as part of the on-going commitment to volunteers, the project steering group will be inviting all participant volunteers to a knowledge sharing event. Not only will this be to gather critical information to evaluate and inform future projects, but also to recognise the tremendous efforts of the volunteers, instilling a sense of achievement and civic pride. As a thank you, a guided tour will be provided of the Buxton Crescent & Thermal Spa project - a refurbishment project of a Grade I former building at risk.
- 6.5 Through the promotion of the project the following groups and organisations booked into the training sessions advertised:
- Old Glossop Residents Association
 - SOUL (Save Our Unique Library)
 - Glossop Environmental Trust
 - Leek and Moorlands Historic Buildings Trust
 - Glossop Heritage Trust
 - Glossop Archeological Society
 - The Buxton Group
 - Chapel-en-le-Frith Parish Council
 - Whaley Bridge Amenity Society
 - Leek and District Civic Society
 - Swythamley Historical Society
 - North Staffordshire Society of Architects
 - Blore and Swinscoe Parish Council
 - Hartington and Upper Quarter Parish Councils
 - Cheadle Historical Society
 - Listed Building Owners
 - Interested Individuals
 - Biddulph Town Council
 - Cheadle U3A Architecture Group

6.6 This project has succeeded in targeting and recruiting volunteers from a vast network of backgrounds representing many of the local amenity groups and civic societies. In a future delivery programme, greater focus could be placed on individuals and local town and parish councils, enabling them to learn about their heritage assets and the skills required for future conservation.

6.7 As part of the evidence gathering throughout the project, comments have been encouraged from those who participated. Below is a sample of these comments:

6.8 Overall Experience:

“This project gave us a chance to explore places”

“We met a group of interested people and were able to tell them about the project, raising awareness in the community and engagement opportunities”

“We really welcomed the opportunity to be part in a valuable project, instead of just looking in”

“Positive programme in raising public awareness”

“Most people in our group found it interesting”

“Great fun, I enjoyed it”

6.9 What would you change?

“Very often we saw a building that had been unsuitably altered. We did not know whether recent alterations had consent so could be checked. Some alterations to the heritage at risk form to enable such comments may be useful.”

”The ‘Building Owner’ section on the heritage at risk form was often entered as ‘private’ as we could not tell accurately who owned them, we were unsure how useful these assumptions would be, possibly remove this section from volunteer forms for LPA to complete the data”

”Inputting the data often took longer than the survey it was more time consuming than anticipated”

”EH Lists are incomplete these need to be checked prior to the project running again”

”We would recommend that volunteers participate in pairs or a small group, which enables discussions and shared learning, proving useful to self-moderate”

”Timescale for delivery should be longer, foliage in remote locations was quite intrusive when conducting surveys making capturing data such as images difficult”

”Complete list descriptions with other assets details to provide a further aid, background and reference when on site”

6.10 What did you enjoy?

”Gave us an excuse to visit new places”

"Companionship and moral support, great fun to learn more about our buildings"

"Engagement with the community"

"Discovering hidden gems"

"Learning about our heritage assets"

7 Conclusions and lessons learnt

7.1 Reflection on a project such as this is instrumental to shape the future use and interrogation of this method. We have interrogated the results, process and evidence, evaluating the methods and procedures to learn from our project experience. In doing so we have concluded the following lessons learnt:

Volunteer Input:

7.2 A critical and essential part of the process is the volunteer network for conducting the survey work and delivering the results. This can be considered in terms of quantitative and qualitative criteria.

7.3 The total number of volunteers recruited who participated throughout the programme was 41. Of this total figure 16 were in High Peak and 25 in Staffordshire Moorlands. To achieve a complete survey of all 378 Grade II listed buildings in High Peak each volunteer would have to have surveyed 23 buildings; a complete survey of the 895 buildings in Staffordshire Moorlands would have required each of the 25 volunteers to survey 36 buildings.

7.4 In practice it proved feasible for the 16 trained volunteers to survey almost all of the High Peak buildings, 367 out of 378 list entries (97.1%), with some individuals doing 2 and in some cases 3 tranches of surveys. On average each High Peak volunteer surveyed about 23 buildings.

7.5 In Staffs Moorlands the volunteers surveyed 462 out of 895 list entries (51.6%), an average of just over 18 for each volunteer, around half of what is required to achieve a fully comprehensive survey.

7.6 In conclusion it can be said that on average a trained and willing group of volunteers could be expected to complete about 20 surveys each over an 8 to 10 week survey period. The 36 surveys per volunteer required for a full survey in Staffordshire Moorlands appears to be too many.

7.7 With regard to qualitative aspects three issues arose: the IT skills of the volunteers, the presentation of results, and the technical ability to assess condition.

7.8 During the training sessions volunteers were asked to say whether they were comfortable with using Excel spreadsheets to record their survey data. Very few said that this would be a problem. In reality 2 out of 16 High Peak volunteers and 9 out of 25 Staffs Moorlands volunteers returned paper survey forms rather than digital spreadsheets. Overall a quarter of the volunteers, 11 out of 41, used paper survey forms and did not provide a digital return. These 11 sets of paper returns were transferred to Excel file format by Urban Vision for the project management team.

7.9 A further IT issue arose in just one case of a volunteer providing photographs in printed rather than digital form.

7.10 With regard to the presentation of returns volunteers who provided Excel spreadsheets with their survey results produced data that could be relatively easily collated into the master spreadsheet. The quality of paper returns was not as systematic: some volunteers did not provide a single assessment of condition (Good, Fair, Poor or Very Bad) – in some cases they ticked two boxes or no boxes, and it was left to the moderation process to resolve the question using photographs provided.

- 7.11 Some surveyors provided photographs as Jpeg files that were not labeled to enable them to be identified with the relevant building or structure. This was resolved by asking the volunteers in question to provide a list linking their photos with the list entries.
- 7.12 The final qualitative issue arose from the ability of volunteers to assess condition. A few volunteers were equivocal about condition – e.g. by ticking Fair and Poor, or not ticking any box. Occasionally the judgement of volunteers in assessing condition was found during moderation to be awry. In such cases the assessment was adjusted by the Steering Group to what was considered to be a more accurate assessment, based on the Conservation Officers' knowledge of the case and the photographic evidence.
- 7.13 In retrospect greater emphasis should have been given to providing an IT element in the training for volunteers, to ensure that they were familiar with Excel and in the need for and the mechanics of labeling digital files. Such training would have identified individuals who are not sufficiently computer-literate, so that they could be given further guidance on how to present their results.
- 7.14 It was considered that the number of volunteers recruited, trained and who undertook the survey work during the timescale was satisfactory. However from interrogating the results it is evident that additional volunteers should be sought for Staffordshire Moorlands in order to complete the survey profiling.
- 7.15 During the collation of the volunteer feedback and discussions, methods to increase volunteer numbers and members on future programmes were looked at to try and provide a larger support network to enable a capacity delivery of surveys. Some volunteers recruited were listed building owners contacted by the local authorities to notify them of the programme. It could be a simple amendment to include in this correspondence a wider invitation to participate as a volunteer and include the training programme details. This would provide an opportunity to tap into a new potential resource of volunteers as a significant number of listed building owners are interested in learning and raising awareness about the built heritage.

Timescale for Delivery:

- 7.16 The programme of engagement, training and delivery was compact running from April to August 2013. However, during this period, the project has built a network of volunteers, delivered 5 training events, undertaken heritage at risk surveys in 2 local authority areas excluding the Peak District National Park, completing 97% of the buildings in High Peak and covering over 51% of those in Staffordshire Moorlands.
- 7.17 It would be beneficial to the programme's success and achievable outcomes to extend the period for surveying to take into account some external factors of influence such as volunteers on holiday; sickness; poor weather; distance and accessibility. Feedback from the volunteer network has been generally positive, however, most have remarked that the compact nature of the original timescale has limited the number of surveys they have been able to conduct and submit.
- 7.18 This programme is about learning and therefore it is suggested that the training and recruitment element would take place over an 8-week period before starting the field work, to maximize the involvement and recruitment of future and existing volunteers. Commencing the programme at an earlier stage in the year would enable volunteers to undertake the survey work from April to late September. This would enable the programme to monitor progress and encourage a greater participation and number of surveys whilst providing a flexible timescale for volunteers.

- 7.19 In addition, it is essential to acknowledge the efforts of volunteers and dedication throughout. A feedback and evaluation session at the end of the programme provides an opportunity for skills and knowledge exchange whilst providing the opportunity to recognise the efforts of volunteers with a reward such as a heritage tour of a recently refurbished listed building demonstrating best practice conservation. In the case of the Counting Our Heritage project as only 5 of the planned 6 training events were delivered the Steering group has agreed to utilize the final session as a knowledge-sharing and thank you event which will be delivered in October following final completion of the project.

Volunteer Support & Monitoring:

- 7.20 Throughout the programme delivery with volunteers, it became apparent that, although many of the volunteers who have participated are associated with a civic society or organisation, they respond as individuals. As a direct result, the programme of support was adapted to respond to individual requests and queries. The ability to provide one-to-one support has proved successful although time consuming. On reflection it may be more efficient to correspond with volunteers and provide an opportunity for a dedicated session or half day weekly or fortnightly for volunteers to meet the project co-ordinator. Requests have included additional materials; assistance in completing electronic submission form; information of images; suggestions for local lists. It has been a strength of the project having the capacity to respond swiftly to any requests ensuring that volunteers have felt supported and valued participants.

Training and CPD opportunities:

- 7.21 This project should recognise the value of the training and participation of volunteers for those where it may contribute to their CPD profiles. This is an important professional outcome, which may be a resource for recruiting more volunteers in the future. The requirements for CPD for the RIBA and RTPI should be considered and perhaps the regional institutes approached to discuss if they would support this as a CPD initiative and in turn disseminate the information when recruiting volunteers. This would widen the opportunity and scope for developing the volunteer network in the programme.

Continuation with Local Authority Delivery:

- 7.22 The principle of this programme was to test the methodology of developing and engaging a volunteer network, providing training and enabling them to undertake heritage at risk survey work for the local authorities. The aim is to provide in an age of austerity appropriate safeguards and methods for protecting, conserving and enhancing listed heritage assets.
- 7.23 As a support to local authorities already under tremendous pressures this principle of support engages the community in a positive and empowering way whilst providing a vital support to conservation officers.
- 7.24 Whilst the principle of using community volunteers to undertake HAR surveys can be considered proven by the experience in High peak and Staffordshire Moorlands, the volunteers still require training, management and support. These aspects require a skilled resource input either from the Conservation Officer or from a consultant, with a corresponding cost in time and money.

Project Legacy

- 7.25 As part of the on-going commitment to delivering a community led programme of activity beyond 2013, the project team aspire to utilise this learning experience to inform and produce a toolkit and methodology that could be re-applied in principle for the undertaking of heritage at risk surveys within local authorities using a volunteer network to collate the primary data and conduct the surveys themselves, moderated and collated by the local authority.
- 7.26 As a direct result of this pilot project the programme has raised awareness and understanding of heritage assets within the locality and promoted the ongoing conservation of these listed assets. In addition the project has enabled the opportunity to identify potential future heritage assets, which will directly inform the local lists of Staffordshire Moorlands and High Peak. This project has enabled the communities of Staffordshire Moorlands and High Peak to continue to celebrate, engage and learn about their built heritage assets.

APPENDIX 1

Project Timetable

Counting our Heritage' Project Programme

Rev A Dated 26/02/2013

Item	Activity
1	Initial Project Milestones:
1.1	Review and amend the Project Design
1.2	Agree the form of output data and where to be stored
1.3	Undertake appropriate Health and Safety risk assessments
2	Community Engagement Strategy & Delivery:
2.1	Contact Town & Parish Councils & Amenity Societies
2.2	Compile network of volunteers
2.3	Agree protocol for marketing and promotion
2.4	Create Initial project marketing
2.5	Disseminate marketing materials including press releases printed by LA
2.6	Attend meetings of groups (4) to promote and encourage participation agreeing involvement and sign-up as a commitment
2.7	Maintain regular contact with participating groups keeping them informed as the project develops
3	Monitoring Events:
3.1	Project Steering Group: Regular Heritage Participation Project Steering Group Meetings Consultant with High Peak and Staffordshire Moorlands Local Authorities & English Heritage

3.2	Knowledge Exchange Events: Targeted Events to enable volunteers to share experience, highlight potential issues, develop techniques and build wider networks
4	Briefing Sessions:
4.1	Heritage Skills and Opportunities Training: Develop a series of events and programme in partnership with English Heritage and Local Authorities
4.2	Heritage Skills and Opportunities Training: Practical advice and hands on training specifically tailored to include local examples in Glossop. 1 Event on Thursday 19:00-21:00 for all potential volunteers and participants.
4.3	Heritage Skills and Opportunities Training: Practical advice and hands on training specifically tailored to include local examples in Buxton. 2 Events one Saturday 10:00 - 13:00 and one Wednesday Morning 10:00 - 13:00 for all potential volunteers and participants.
4.4	Heritage Skills and Opportunities Training: Practical advice and hands on training specifically tailored to include local examples in Leek. 2 Events on Tuesday 13:00-16:00 and 19:00-21:00 for all potential volunteers and participants.
4.5	Heritage Skills and Opportunities Training: Practical advice and hands on training specifically tailored to include local examples in Cheadle. 1 Event on Tuesday 13:00-16:00 for all potential volunteers and participants.
4.6	Provide Follow-up assistance where appropriate to volunteers, groups or organisations
5	Heritage at Risk Surveys:
5.1	Create and develop electronic heritage at risk survey
5.2	Develop working guide 'How to' for quick reference
5.3	Issue permission and contact survey cards to volunteers

5.4	Allocate field work to volunteer groups and organisations
5.5	Undertake Heritage at Risk Surveys
5.6	Allocate field work to officers where appropriate
5.7	Monitor and moderate electronic Submissions
5.8	Manage Volunteer Network
5.9	Issue any PPE equipment where appropriate
6	Project Evaluation Outputs & Reports:
6.1	Prepare draft report for circulation
6.2	Receive and assess comments
6.3	Make amendments
6.4	Circulate final draft
6.5	Make amendments
6.6	Issue final report

APPENDIX 2 Risk Log

No	Description	Probability	Impact	Countermeasures	Estimated time / cost	Owner	Date updated
1	Failure to recruit sufficient / suitable volunteers	Low	High	Volunteer recruitment is starting early using local authority and other networks. Efforts to recruit can be widened if needed.	Extra consultants' and staff time to undertake recruitment and training	Richard Tuffrey	28/05/13
2	Office work programme conflicts	Medium	Medium	Regular progress meetings to identify programme conflicts.	Potential short-term delay to project programme	Richard Tuffrey	28/05/13
3	Some volunteers unable or unwilling to provide electronic data	High	Low	Data from paper survey forms transferred to spreadsheet by consultancy team.	Additional time required to process returns.	Mick Downs	28/05/13
4	Survey takes longer than anticipated	Medium	Medium	Regular progress meetings should identify timetabling problems early. Either a) recruit additional volunteers, b) extend the project period, or c) not all buildings surveyed within the project timetable.	Extra Civic Society and staff time to undertake recruitment and training. Potential extension to project period.	Richard Tuffrey	28/05/13
5	Sickness of key staff	Low	High	Other members of the project team will take on roles.	Potential delays to project programme	Richard Tuffrey	28/05/13
6	Number of buildings requiring follow-up visits is greater than anticipated	High	Medium	Additional time can be allocated to follow-up visits, potentially using other service staff	Time delays due to programming extra visits.	Richard Tuffrey	28/05/13

7	Volunteers experience Health and Safety issues in undertaking the survey	Medium	Medium	Health and safety issues and appropriate preventative measures highlighted at volunteer training events. Appropriate health and safety materials provided with volunteer pack.	Delays in completing parts of survey.	Richard Tuffrey	28/05/13
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APPENDIX 3

Financial Breakdown of Estimated Project Costs

Appendix 3

Counting our Heritage Project Cost Breakdown

Item	Activity	Day Rate (£)	No of Days	UVNS	HPBC/SMDC	PAO
0	Project set up					
0.1	Prepare consultant's brief		1.0		1.0	
0.2	Advertise tender, interview and appoint consultant		3.0		3.0	
1	Initial Project Milestones:					
1.1	Review and amend the Project Design	400	3.0	1.0	1.5	0.5
1.2	Agree the form of output data and where to be stored (with 1.1)					
1.3	Undertake appropriate Health and Safety risk assessments	400	0.5	0.5		
2	Community Engagement Strategy & Delivery:					
2.1	Contact Town & Parish Councils & Amenity Societies	300	3.5	1.0	2.5	
2.2	Compile network of volunteers (with 2.1)					
2.3	Agree protocol for marketing and promotion (with 1.1)					
2.4	Create Initial project marketing	400	1.0	1.0		
2.5	Disseminate marketing materials including press releases printed by LA	300	0.5	0.5		
2.6	Attend meetings of groups (4) to promote and encourage participation agreeing involvement and sign-up as a commitment	300	4.0	4.0		
2.7	Maintain regular contact with participating groups keeping them informed as the project develops	300	2.0	2.0		
3	Monitoring Events:					
3.1	Project Steering Group: Regular Heritage Participation Project Steering Group Meetings Consultant with High Peak and Staffordshire Moorlands Local Authorities & English Heritage (consultant's costs covered elsewhere)	400	12.0	5.0	5.0	2.0
3.2	Knowledge Exchange Events: Targeted Events to enable volunteers to share experience, highlight potential issues, develop techniques and build wider networks (consultant's costs covered elsewhere)	400	4.5	2.5	2.0	
4	Briefing Sessions:					
4.1	Heritage Skills and Opportunities Training: Develop a sense of events and programme in partnership with English Heritage and Local Authorities	400	0.5	0.5		
4.2	Heritage Skills and Opportunities Training: Practical advice and hands on training specifically tailored to include local examples in Glossop. 1 Event on Thursday 19.00-21.00 for all potential volunteers and participants	400	22.0	13.0	9.0	
4.3	Heritage Skills and Opportunities Training: Practical advice and hands on training specifically tailored to include local examples in Buxton. 2 Events one Saturday 10.00 - 13.00 and one Wednesday Morning 10.00 - 13.00 for all potential volunteers and participants					
4.4	Heritage Skills and Opportunities Training: Practical advice and hands on training specifically tailored to include local examples in Leek. 2 Events on Tuesday 13.00-16.00 and 19.00-21.00 for all potential volunteers and participants					
4.5	Heritage Skills and Opportunities Training: Practical advice and hands on training specifically tailored to include local examples in Cheadle. 1 Event on Tuesday 13.00-16.00 for all potential volunteers and participants					
4.6	Provide Follow-up assistance where appropriate to volunteers, groups or organisations (with 2.5)					
5	Heritage at Risk Surveys:					
5.1	Create and develop electronic heritage at risk survey	400	1.0	1.0		
5.2	Develop working guide 'How to' for quick reference	400	2.0	2.0		
5.3	Issue permission and contact survey cards to volunteers	300	0.5	0.5		
5.4	Allocate field work to volunteer groups and organisations	400	1.0	1.0		
5.5	Undertake Heritage at Risk Surveys (by volunteers)					
5.6	Allocate field work to officers where appropriate (with 3.1)					
5.7	Monitor and moderate electronic Submissions	300	28.0	20.0	8.0	
5.8	Manage Volunteer Network	300	2.0	2.0		
5.9	Issue any PPE equipment where appropriate (with 4.2 - 4.5)					
5.10	Fieldwork not covered by volunteers		16.0		16.0	
6	Project Evaluation Outputs & Reports:					
6.1	Prepare draft report for circulation	400	6.0	6.0		
6.2	Consultation on draft report		2.0		1.5	0.5
6.3	Receive and assess comments					
6.4	Make amendments	400	1.0	1.0		
6.5	Circulate final draft					
6.6	Make amendments	400	1.0	1.0		
6.7	Issue final report					
	Total number of days		114	65.5	45.5	3.0
	Costs		(£)	(£)	(£)	(£)
	30.0 days consultants costs @ £300 day rate		9,000	9,000		
	35.5 days consultants costs @ £400 day rate		14,200	14,200		
	Consultant's expenses (travel, subsistence and ancillary)		2,320	2,020		
	HPBC/SMDC staff costs ¹		0	0		
	Other costs (volunteers travel expenses, room hire, etc)		1,000	1,000		
	Contingency		330	330		
	Total costs		26,850	25,220	1,330	

Notes

¹HPBC/SMDC staff costs are met internally

APPENDIX 4

Highlight Reports

HIGHLIGHT REPORT

Project Title	Counting Our Heritage		
Author:	Urban Vision Enterprise CIC	Period:	April-June 2013

Headline (RAG)

Red: Project will exceed project tolerances and project manager/team cannot influence this to bring back into green without escalation

Amber: Risks or Issues exist on the project to the extent that the sponsor needs to take action as the project is at risk of going outside of project tolerance

Green: All on target

Overall Project	Timescale	Cost	Quality	Risk	Issue
Amber	Green	Green	Green	Green	Amber

Overall the project 'Counting our Heritage' is on budget target and timetable for delivery. However an issue of completing the total number of surveys (1,274 Grade II listed buildings) by Mid-July 2013 is un-realistic with the method of volunteers undertaking the Heritage at Risk survey work. At present 151 buildings have been surveyed since starting in May 2013. We are pleased overall with the response and effort of the volunteer network, however the limited timeframe for surveying on site will have a direct impact on the total number of surveys completed by submission of the final report to English Heritage in late August 2013.

To mitigate this issue as a steering group at the previous meeting on the 4th June 2013 we agreed to extend the closing date from the 8th July for submission of surveys to the end of July. The latest feasible deadline for returning survey results is Monday 12 August. This would allow 14 working days to collate the data, complete the project report, receive feedback from High Peak and Staffs Moorlands, and produce the final report by 30 August. As it is not expected that a comprehensive survey will be completed even with this extension, a further possibility would be to continue the project under local authority supervision until mid-October 2013. This, complemented by HAR surveys on individual buildings by local authority officers, would achieve a complete Grade II survey and record for use by both LAs. As a steering group we recognise this will exceed the English Heritage project end date and we will use the most current figures at this point for the final project monitoring.

Actions Arising from Meeting 4th June 2013:

Action HB: HB to contact Sarah Lewis to circulate future meeting dates. Result: Sarah e-mailed to say that she can only make the 7th August due to other work commitments and annual leave.

Action All: Future dates for Meetings all starting at 11:00am at Moorlands House, Leek:

Wednesday 19th June

Thursday 4th July

Wednesday 17th July

Wednesday 7th August

Action GB: GB to provide MD and HB with copies of remaining parishes to be surveyed.

Action HB: HB to begin draft of MoRPHE Report. Result: HB has begun the draft MoRPHE report feeding in the initial section of the project with the training events, HB will circ a copy at the steering group meeting on the 4th July.

Action MD: MD to circ an updated comparison of buildings that have completed surveys for discussion at next meeting 19th June.

Financial Summary	Budget/ Target	Spend to Date	Forecast Spend	Variance
Expenditure:				

Savings :				

Milestone	Status	Plan Date	Revised Date
Please refer to project timetable for complete list our project outputs and dates.			

Issues Requiring Management Action	
1	Agree and advertise new date for volunteer survey submissions
2	Review buildings 'at risk' identified in recent survey submissions
3	Identify buildings for local list submitted by volunteers

Risk Summary				
ID	Risk Description	Mitigation Action	Status	Owner
	<ul style="list-style-type: none"> • Breakdown of the partnership which could include: <ul style="list-style-type: none"> ◦ The partnership with Urban Vision ◦ The partnership with the funders ◦ The partnership between the volunteers 	Close working partnership with the all parties involved. Delegated responsibility to Urban Vision to manage and grow the relationship with volunteer network, reporting back to LA's and EH.	Open - Low	ALL
	<ul style="list-style-type: none"> • Limited response from volunteers: • Could include incomplete or poor surveys. • Timescale and commitment. • Chosen areas 	Volunteers have identified their chosen areas and allocated buildings accordingly. Surveys are only sent out in batches of 10 not to overwhelm the volunteers and give a sense of achievement when completed. UV maintain open channels of regular communication with volunteers to troubleshoot and issues or concerns as they arise.	Open - Medium	UV

Project Title	Counting Our Heritage		
Author:	Urban Vision Enterprise CIC	Period:	20 June to 3 July 2013

Headline (RAG)

Red: Project will exceed project tolerances and project manager/team cannot influence this to bring back into green without escalation

Amber: Risks or Issues exist on the project to the extent that the sponsor needs to take action as the project is at risk of going outside of project tolerance

Green: All on target

Overall Project	Timescale	Cost	Quality	Risk	Issue
Amber	Green	Green	Green	Green	Amber

Progress to 3 July 2013

Overall the project 'Counting our Heritage' remains on budget and timetable for delivery.

At this stage however it is clear that it will not be possible to complete Heritage At Risk surveys of all 1,274 Grade II listed buildings by the original deadline of 8 July.

To date survey returns have been received for 182 out of a total of 379 list entries in High Peak (48%) and for 140 out of a total of 895 list entries in Staffordshire Moorlands (25%). Combined results for the two local authority areas are 322 list entries surveyed out of a total of 1,274 (25%).

There are 17 volunteer surveyors in High Peak and 26 volunteers in Staffordshire Moorlands. There have been notable differences in the two groups. High Peak volunteers have made 10 survey returns, 9 in electronic form and one in paper form. Staffs Moorlands have made 9 survey returns, 3 electronic and 6 on paper. High Peak volunteers have provided photographs with 7 returns, all in electronic format; Staffs Moorlands have provided photographs with 4 returns, 3 in electronic format. High Peak volunteers have generally been more communicative, more proactive in making sure they are doing the right thing, and more likely to produce material in the form requested.

Actions arising from meeting on 19 July

At the last steering group meeting it was agreed that the deadline for completing surveys should be extended. An email was issued on 3 July thanking volunteers for their contribution to the survey, advising that the deadline is being extended to the end of July, and inviting willing volunteers to survey more buildings.

The steering group also agreed that it would be beneficial to organise a knowledge-sharing event in September following the completion of the English Heritage project as a formal thank you to the people participating, and an opportunity to exchange experiences. This could also be a chance to invite a further extension of the project under the supervision of the local authorities, in order to achieve 100% completion.

Risk assessment

An ongoing assessment against identified risks is provided in the Risk Summary Table below.

Action All:

The next meeting of the steering group will focus on moderating the surveyors' work. Sample buildings (preferably At Risk or Vulnerable examples) will be taken from each surveyor's returns and the surveyor's assessment will be checked by the steering group.

Action All: Future dates for Meetings all starting at 11:00am at Moorlands House, Leek:

- Wednesday 17th July
- Wednesday 7th August – Sarah Lewis to attend this meeting.

Financial Summary	Budget/ Target	Spend to Date	Forecast Spend	Variance
Funding/budget	£16,850 – English Heritage £5,000 – High Peak BC £5,000 – Staffs Moorlands DC £26,850	£9,590.8 (Stage payt 1)	£26,850	0%

First invoice from the consultants is in the process of being processed.

Milestone	Status	Plan Date	Revised Date
Please refer to project timetable for complete list our project outputs and dates.			

Issues Requiring Management Action	
1	Agree and advertise new date for volunteer survey submissions
2	Review buildings 'at risk' identified in recent survey submissions
3	Identify buildings for local list submitted by volunteers

Risk Summary				
ID	Risk Description	Mitigation Action	Status	Owner
The following risks were identified in the Project Design Document Appendix 4				
1	<i>Failure to recruit sufficient / suitable volunteers:</i>	The number of volunteers for High Peak (17) is likely to be sufficient for the number of buildings to be surveyed. The number of volunteers for Staffs Moorlands is good (26) but will be insufficient to achieve full completion of the survey even with the extension to the deadline. Mitigation will not be possible without an extension to the deadline beyond the English Heritage project timetable.	Ongoing	Project Designer
2	<i>Officer work programme conflicts:</i>	This has generally not been a problem. There was a slight delay in obtaining copies of local authority record cards to issue to volunteers, but this has not really affected the number of returns.	Open - Low	HPBC SMDC
3	<i>Some volunteers unwilling or unable to provide electronic data:</i>	To date 1 out of 9 High Peak volunteers provided paper survey returns, whereas 6 out of 9 Staffordshire Moorlands volunteers provided paper returns. This is indicative of the relative effectiveness of the two groups. Mitigation is achieved by the project manager transferring the data from paper to electronic form.	Ongoing	UV

4	<i>Survey takes longer than anticipated:</i>	This has in fact been the case. The time allocated for survey (8 weeks) was quite tight and the issue of survey material and volunteer packs took around 2 weeks overall, which reduced the survey time. As mitigation the deadline for returning survey material has been extended to the end of July.	Ongoing	ALL
5	<i>Sickness of key staff:</i>	This has not happened.	Open - Low	ALL
6	<i>Number of buildings requiring follow-up visits greater than anticipated.</i>	So far around 20 building have been incapable of survey by volunteers, by reason of their inaccessibility or owners refusing permission. With 322 buildings surveyed to date this is not an excessive figure. The Local Authority Conservation Officers will undertake the surveys not able to be carried out for these reasons following completion of the survey phase of the project.	Open - High	HPBC SMDC
7	<i>Volunteer experience health and safety issues in undertaking the survey.</i>	There have been no issues reported so far. Where issues of access have arisen volunteers have been advised to ensure that they do nothing which gives rise to a potential health and safety hazard and omit any survey which may cause this kind of problem.	Ongoing	ALL

HIGHLIGHT REPORT

Project Title	Counting Our Heritage		
Author:	Urban Vision Enterprise CIC	Period:	5 July to 16 July 2013

Headline (RAG)

Red: Project will exceed project tolerances and project manager/team cannot influence this to bring back into green without escalation

Amber: Risks or Issues exist on the project to the extent that the sponsor needs to take action as the project is at risk of going outside of project tolerance

Green: All on target

Overall Project	Timescale	Cost	Quality	Risk	Issue
Amber	Green	Green	Green	Green	Amber

Progress to 16 July 2013

Overall the project 'Counting our Heritage' remains on budget and timetable for delivery.

Since the last Steering Group meeting on 4 July most of the first tranche of survey results has been returned, the deadline for receipt of surveys has been extended to the end of July, and volunteers have been invited to survey some further buildings.

At the time of writing survey returns have been received for 616 buildings out of a total of 1273 Grade II list entries (48.4%). It should be noted that the number of list entries surveyed will be lower than the number of buildings surveyed, because some list entries cover more than one building. The final survey results will be presented so as to reflect this distinction.

To date survey returns have been received for 309 buildings out of a total of 378 list entries in High Peak (81.7%) and for 307 buildings out of a total of 895 list entries in Staffordshire Moorlands (34.3%).

In High Peak 6 out of 13 parishes have been completely surveyed; in Staffordshire Moorlands 1 out of 29 parishes has been completely surveyed.

In High Peak 4 buildings have not been surveyed for reasons of access or refusal of permission; in Staffs Moorlands 15 buildings have not been surveyed for these reasons.

In High Peak seven volunteers have offered to survey further buildings and all the buildings not yet surveyed have been allocated to these volunteers. The extension to the deadline for receipt of surveys should enable a near complete survey to be achieved in High Peak by the end of July.

In Staffordshire Moorlands 1 volunteer has offered to survey further buildings. A single parish of 18 buildings (Dilhorne) has been offered to this volunteer.

The absolute number of surveys carried out for the two areas is very similar – 309 in High Peak and 307 in Staffs Moorlands. If this similarity in the number of surveys continues to the end of the project, then a final return of over 40% should be achievable for Staffs Moorlands by the end of July. This large difference in the proportion of the totals which have been surveyed reflects the large difference in the number of listed buildings in the two areas.

Overall the High Peak volunteers have performed to a very high standard. Out of 17 original volunteers 16 have provided survey results. Only two have not been able to provide the results in electronic form. 7 of this group of volunteers have offered to survey additional buildings.

In Staffs Moorlands out of 26 original volunteers 17 have provided survey results, although results from two more volunteers are expected. 7 volunteers were unable to provide the results in electronic form. Only one of the Staffs Moorlands volunteers offered to survey additional buildings.

Actions arising from meeting on 19 June

At the last meeting some of the survey results were moderated by the Steering Group. Adjustments to the volunteers' At Risk assessments were made as follows:

- Buxton – Judith Hubble – the White Lion should be Vulnerable
- Chapel – Jocelyn Street – Market Cross and Churchyard Cross should be Vulnerable

- Chapel – Guy Martin – Bridge south of Whitehall to be checked by Joanne Brooks
- Glossop – Linda Newman – War memorial should be Good condition
- Hayfield – Phil Ashley – 10 Church Street to be checked by Joanne Brooks; Hazlehurst Farmhouse should be Not At Risk; 34 & 36 High Street should be Not At Risk.
- Ipstones – Brian Forrester – Sundial at Whitehough should be Vulnerable.

These changes will be applied with any other moderated changes when all survey results are received and entered into the master spreadsheet.

The Steering Group also agreed that it would be beneficial to organise a knowledge-sharing event in September following the completion of the English Heritage project as a formal thank you to the people participating, and an opportunity to exchange experiences. Arrangements should be made for this soon so that dates can be reserved and venues booked.

Risk assessment

An ongoing assessment against identified risks is provided in the Risk Summary Table below.

Action All:

The next meeting of the steering group will focus on further moderation of the surveyors' work.

Action All: Future dates for Meetings all starting at 11:00am at Moorlands House, Leek:

- Wednesday 17th July
- Wednesday 14th August (moved from 7 August)

Financial Summary	Budget/ Target	Spend to Date	Forecast Spend	Variance
Funding/budget	£16,850 – English Heritage £5,000 – High Peak BC <u>£5,000</u> – Staffs Moorlands DC £26,850	£9,590.8 (Stage payt 1)	£26,850	0%
First invoice from the consultants is in the process of being processed.				

Milestone	Status	Plan Date	Revised Date
Please refer to project timetable for complete list of project outputs and dates.			

Issues Requiring Management Action	
1	Allocate buildings not yet surveyed to repeat volunteers
2	Review buildings 'at risk' identified in recent survey submissions
3	Identify buildings for local list submitted by volunteers

Risk Summary				
ID	Risk Description	Mitigation Action	Status	Owner
The following risks were identified in the Project Design Document Appendix 4				

1	<i>Failure to recruit sufficient / suitable volunteers:</i>	<p>The number of active volunteers for High Peak (16) is sufficient for the number of buildings to be surveyed.</p> <p>The number of active volunteers for Staffs Moorlands is similar (17) but will be insufficient to achieve full completion of the survey even with the extension to the deadline, because of the significantly higher number of listed buildings in the area.</p> <p>Mitigation will not be possible without an extension to the deadline beyond the English Heritage project timetable.</p>	Ongoing	Project Designer
2	<i>Officer work programme conflicts:</i>	<p>This has generally not been a problem. There was a slight delay in obtaining copies of local authority record cards to issue to volunteers, but this has not really affected the number of returns.</p>	Open - Low	HPBC SMDC
3	<i>Some volunteers unwilling or unable to provide electronic data:</i>	<p>To date 2 out of 16 High Peak volunteers have provided paper survey returns, whereas 7 out of 17 Staffordshire Moorlands volunteers have provided paper returns. This is indicative of the relative effectiveness of the two groups. Mitigation is achieved by the project manager transferring the data from paper to electronic form.</p>	Ongoing	UV
4	<i>Survey takes longer than anticipated:</i>	<p>This has in fact been the case. The time allocated for survey (8 weeks) was quite tight and the issue of survey material and volunteer packs took around 2 weeks overall, which reduced the survey time. As mitigation the deadline for returning survey material has been extended to the end of July.</p>	Ongoing	ALL
5	<i>Sickness of key staff:</i>	<p>This has not happened.</p>	Open - Low	ALL

6	<i>Number of buildings requiring follow-up visits greater than anticipated.</i>	So far 19 buildings have been incapable of survey by volunteers, by reason of their inaccessibility or owners refusing permission. With 616 buildings surveyed to date this is not an excessive figure. The Local Authority Conservation Officers will undertake the surveys not able to be carried out for these reasons following completion of the survey phase of the project.	Open - High	HPBC SMDC
7	<i>Volunteer experience health and safety issues in undertaking the survey.</i>	There have been no issues reported so far. Where issues of access have arisen volunteers have been advised to ensure that they do nothing which gives rise to a potential health and safety hazard and to omit any survey which may cause this kind of problem.	Ongoing	ALL

Resource Plan	2011				2012		Comments
	Sep	Oct	Nov	Dec	Jan	Feb	

Product Summary	Owner	Status	Baseline Date	Forecast/ Actual Date
Not Completed This Period				
To be Completed Next Period				
Initial on-site survey phase of the project completed	MD	G	8 July	
Moderation of surveyors' assessments by Steering Group	All	G	3 July	
Completed Last Period:				
616 out of 1273 list entries surveyed (48.4%) at 16 July 2013	MD	G	3 July	
All of remaining unsurveyed buildings in High Peak allocated to repeat volunteers	MD	G	16 July	
One parish of 18 unsurveyed buildings in Staffs Moorlands allocated to the repeat volunteer	MD	G	16 July	

Status: R – Red, A – Amber, G – Green, B –Blue (Completed)

HIGHLIGHT REPORT

Project Title	Counting Our Heritage		
Author:	Urban Vision Enterprise CIC	Period:	17 July to 13 August 2013

Headline (RAG)

Red: Project will exceed project tolerances and project manager/team cannot influence this to bring back into green without escalation

Amber: Risks or Issues exist on the project to the extent that the sponsor needs to take action as the project is at risk of going outside of project tolerance

Green: All on target

Overall Project	Timescale	Cost	Quality	Risk	Issue
Amber	Green	Green	Green	Green	Amber

Progress to 13 August 2013

Overall the project 'Counting our Heritage' remains on budget and timetable for delivery.

The last meeting on 17 July the Steering Group agreed to extend the deadline for return of survey results to the end of July. This enabled the project team to invite the community volunteers to survey some further buildings. Seven High Peak volunteers and one Staffordshire Moorlands volunteer offered to do a second tranche of buildings.

16 out of 17 trained volunteers have returned surveys in High Peak, and 25 out of 28 trained volunteers have returned surveys in Staffordshire Moorlands.

Based on returns to date and surveys known to be underway the survey of High Peak Grade II listed buildings will be very close to full completion, and the survey of Staffordshire Moorlands buildings will achieve over 50%.

To date 804 out of a total of 1,273 list entries have been surveyed in the two local authority areas (63.2%). 354 out of 378 list entries have been surveyed in High Peak (93.7%) and 450 out of 895 list entries in Staffordshire Moorlands have been surveyed (50.3%). This large difference in the proportion of the totals which have been surveyed reflects the large difference in the number of listed buildings in the two areas.

As the number of unsurveyed buildings in High Peak was small another invitation was issued to the repeat volunteers to try to complete the survey. Four High Peak volunteers offered to do a third tranche of surveys involving the final 3 buildings in Glossop and 16 buildings in New Mills parishes. These surveys are in progress at the time of writing this report, and the results are expected in time to be incorporated into the final spreadsheet which is required by English Heritage on 23 August.

Assuming these surveys are completed, in High Peak it can be anticipated that all 13 parishes will have been surveyed, with the exception of 9 buildings which could not be surveyed because of difficulties of access, owners refusing permission or identification problems. By the end of the project around 369 buildings are expected to have been surveyed in High Peak, 97.6% of the total.

In Staffordshire Moorlands one further batch of survey returns are expected before the deadline, adding around 18 buildings to the current total. This will mean that approximately 468 buildings in Staffordshire Moorlands will have been surveyed, about 52% of the total. Four of the 29 parishes in Staffs Moorlands have been surveyed in total, with the exception of buildings with access or identification difficulties.

The average number of list entry surveys carried out per volunteer is 23 in High Peak and 19.5 in Staffs Moorlands.

Overall the High Peak volunteers have performed to a high standard. Out of 17 original volunteers 16 have provided survey results. Only two have not been able to provide the results in electronic form. 7 of this group of volunteers offered to survey a second tranche of buildings; 4 offered to survey a third tranche.

In Staffs Moorlands the volunteers have had the greater task with over twice the number of list entries to deal compared to High Peak. 25 of the original 28 volunteers have provided survey returns of which 9 were not in electronic form. Only one Staffs Moorlands volunteer offered to survey additional buildings.

Actions arising from meeting on 17 July 2013

At the last meeting some of the survey results were moderated by the Steering Group. Adjustments to the volunteers' At Risk assessments were agreed as follows:

HIGH PEAK

- Whaley Bridge – John Pritchard – 1119771 – change Bridge 42 to Vulnerable

STAFFORDSHIRE MOORLANDS

- Horton – Lee Whittaker – 1037794 – change Cliff Park Hall to Vulnerable
- Ipstones – Alison Lee – 1374641 – change to Not At Risk
- Leek – Faith Cleverdon – 1268622 – change to Vulnerable
- Leek – Liz Rhodes – 1268596 – change Haregate Hall to At Risk
- Leek – Michael Stapleton – 1268572 – change Foxlowe to Vulnerable
- Leek – Michael Stapleton – change Bird In Hand to Fair Condition and Not At Risk
- Leek – Michael Stapleton – change 9-10 Market Place to Fair Condition
- Leek – Michael Stapleton – 21 & 22 Market Place – change to Vulnerable
- Leek – Michael Stapleton – 1268577 – change Garden Wall of Ford House to Not At Risk

Moderated changes to date have been made to the master spreadsheet.

Proposed Knowledge-sharing Event

Dates for the proposed knowledge-sharing and “thank you” event were suggested as Tuesday 8 October or Wednesday 9 October, dependent upon the availability of English Heritage.

The format will be a 2 hour afternoon session (2-4pm) with around one hour of talks and Q&A, followed by a tour of the Crescent led by Richard Tuffrey. The proposed venue is the Old Hall Hotel (Shrewsbury Room).

Arrangements should be made for this as soon as possible so that the venue can be booked and volunteers can be notified.

Local Heritage Register

A few volunteers have made suggestions for buildings to include in the new local lists being compiled by the two local authorities. Chris Hesketh has filled in nomination forms for two buildings in the Cheddleton parish of Staffs Moorlands and John Pritchard has suggested 8 buildings in Whaley Bridge, High Peak.

It is suggested that, following completion of the survey phase, volunteers be invited again to make any nominations for the local lists.

Risk assessment

An ongoing assessment against identified risks is provided in the Risk Summary Table below.

Action All:

The next meeting of the steering group will focus on further moderation of the surveyors' work, the final project report, and finalising the arrangements for the Knowledge-sharing Event.

Action All: Future dates for Meetings all starting at 11:00am at Moorlands House, Leek:

- Wednesday 14th August (moved from 7 August)

Financial Summary	Budget/ Target	Spend Date	to	Forecast Spend	Variance
Funding/budget	£16,850 – English Heritage £5,000 – High Peak BC <u>£5,000</u> – Staffs Moorlands DC £26,850	£9,590.8 (Stage payt 1)		£26,850	0%

First invoice from the consultants is in the process of being processed.

Milestone	Status	Plan Date	Revised Date
Please refer to project timetable for complete list of project outputs and dates.			

Issues Requiring Management Action	
1	Incorporate the final few survey returns and moderated changes into the master spreadsheet
2	Review buildings identified as At Risk and Vulnerable in recent survey submissions
3	Identify buildings for local list submitted by volunteers
4	Re-issue the invitation to volunteers for nominations for the local lists..

Risk Summary				
ID	Risk Description	Mitigation Action	Status	Owner
The following risks were identified in the Project Design Document Appendix 4				
1	<i>Failure to recruit sufficient / suitable volunteers:</i>	The number of active volunteers for High Peak (16) is sufficient for to enable almost all list entries to be surveyed. The number of active volunteers for Staffs Moorlands is greater (22) but will be insufficient to achieve full completion of the survey even with the extension to the deadline, because of the significantly higher number of listed buildings in the area. Mitigation will not be possible without an extension to the deadline beyond the English Heritage project timetable.	Ongoing	Project Designer
2	<i>Officer work programme conflicts:</i>	This has generally not been a problem. There was a slight delay in obtaining copies of local authority record cards to issue to volunteers, but this has not really affected the number of returns.	Open - Low	HPBC SMDC
3	<i>Some volunteers unwilling or unable to provide electronic data:</i>	To date 2 out of 16 High Peak volunteers have provided paper survey returns, whereas 9 out of 22 Staffordshire Moorlands volunteers have provided paper returns. This is indicative of the relative effectiveness of the two groups. Mitigation is achieved by the project manager transferring the data from paper to electronic form.	Ongoing	UV

4	<i>Survey takes longer than anticipated:</i>	This has in fact been the case. The time allocated for survey (8 weeks) was very tight and the issue of survey material and volunteer packs took around 2 weeks overall, which reduced the survey time. As mitigation the deadline for returning survey material has been extended to the end of July. A further extension has been made to 19 August, 4 days before the final English Heritage deadline for return of the final survey spreadsheet (23 August).	Ongoing	ALL
5	<i>Sickness of key staff:</i>	This has not happened.	Open - Low	ALL
6	<i>Number of buildings requiring follow-up visits greater than anticipated.</i>	So far 9 list entries in High Peak and 23 list entries in Staffordshire Moorlands have been incapable of survey by volunteers, by reason of their inaccessibility, difficulties in identification or owners refusing permission. With 793 buildings surveyed to date this is not an excessive figure (4%). The buildings not surveyed for these reasons should be reviewed to determine the precise reason in each case. The Local Authority Conservation Officers will undertake the surveys not able to be carried out for these reasons following completion of the survey phase of the project.	Open - High	HPBC SMDC
7	<i>Volunteer experience health and safety issues in undertaking the survey.</i>	There have been no issues reported so far. Where issues of access have arisen volunteers have been advised to ensure that they do nothing which gives rise to a potential health and safety hazard and to omit any survey which may cause this kind of problem.	Ongoing	ALL

Resource Plan	2011				2012		Comments
	Sep	Oct	Nov	Dec	Jan	Feb	

Product Summary	Owner	Status	Baseline Date	Forecast/ Actual Date
<i>Not Completed This Period</i>				
<i>To be Completed Next Period</i>				
On-site survey phase of the project completed	MD	G	19 Aug	
Moderation of surveyors' assessments by Steering Group	All	G	14 Aug	
<i>Completed Last Period:</i>				
793 out of 1273 list entries surveyed (49.1%) at 13 August 2013	MD	G	13 Aug	
All of remaining unsurveyed buildings in High Peak allocated to repeat volunteers	MD	G	16 July	
One parish of 18 unsurveyed buildings in Staffs Moorlands allocated to the repeat volunteer	MD	G	16 July	

Status: R – Red, A – Amber, G – Green, B –Blue (Completed)

APPENDIX 5

CHANGES IN RISK STATUS IN STAFFORDSHIRE MOORLANDS

STAFFORDSHIRE MOORLANDS LISTED BUILDINGS AT RISK

1997

CATEGORY 1

OCCUPIABLE BUILDINGS IN EXTREME RISK

L.B. No.	BUILDING	PARISH	PROGRESS RISK STATUS IN 2013
4/17	Mayfield, Caldon Canal	Bagnall	Under repair (no recent progress) At Risk
7/33	Prospect Tower	Biddulph	Grade II* Not surveyed
7/20	Engine House	Biddulph	Recent owner. LBC in 2000 for conversion to dwelling. Structural survey Sept 2001. Minor stabilisation to be undertaken. Land ownership dispute. Not surveyed
13/19	Tean Hall	Checkley	Grade 11* For sale Not surveyed
5/24	Basford Bridge Farmhouse	Cheddleton	Roof repairs underway At Risk
5/55	Cartshed, Ashcombe Park	Cheddleton	None At Risk
5/62	Cottage N. Felthouse Lane	Cheddleton	Urgent Works carried out by District Council Sept 2001. Not At Risk
4/81	Cotton College	Cotton	Urgent Works Notice Dec.98/June 99. LBC for conversion to 6 flats. Awaiting planning application for enabling development Not surveyed
2/174	Barn, Summerhill Farm	Dilhorne	Recent enquiry regarding its repair/reuse Not At Risk
4/113	Clay Lake Farmhouse	Endn/Stanley	Not At Risk
4/119	Cottage N of Sutton House	Endn/Stanley	Urgent works required. Extant permission for re-use and repair Not At Risk
8/92	Cliffe Park Lodge	Horton	Minimal repairs carried out At Risk
10018	Former stables,	Ipstones	Part conversion to residential

	Whitehough		Not At Risk
15/181	Village School House	Ipstones	Cannot identify on list
10/269	Stable House Farm, Whiston	Whiston	Not surveyed
10/271	Barn 20m E of Stable House Farm, Whiston	Whilston	Not surveyed
10/279	Stable at Whiston Eaves	Whiston	Not surveyed
10/282	Cottage Farm, Froghall	Kingsley	Recently deteriorated Not surveyed
9/291	Barn at Hollins Farm	Kingsely	Not surveyed
1/4/75	Red Lion Hotel, Leek	Leek	Not At Risk

CATEGORY 2

OCCUPIABLE BUILDINGS IN GRAVE RISK

L.B.No.	BUILDING	PARISH	REMARKS
8/98	Blythe House Farm	Checkley	Not surveyed
4/77	Elm Farmhouse	Cotton	Not surveyed
12/89	Alton Towers	Farley	Maintained as Ruin. Some restoration/repairs completed. Urgent repairs required to East front. Not surveyed
12/92	The Birdcage, Alton Towers	Farley	Not surveyed
6/173	Gazebo 20m W of Whitehough	Ipstones	Cannot identify on list
10/233	Barn at Hermitage	Ipstones	Conversion to dwelling underway Not At Risk
10/254	Leys Farmhouse	Kinglsey	Roof repaired. Vacant Not surveyed
10/256	Barn 10m, Leys Farmhouse	Kingsley	Owner unwilling to undertake repairs due to claims of traffic damage. Not surveyed
10/265	Sringfield Farm, Whiston	Kingsely	Not surveyed
8/196	Donnithorne Case	Waterhouse s	Not surveyed

CATEGORY 3

OCCUPIABLE BUILDINGS AT RISK

L.B. No.	BUILDING	PARISH	PROGRESS
13/57	Stables, White House	Alton	No recent deterioration.

			Not surveyed
	Knypersley Hall Stables	Biddulph	Vacant. New owner Not surveyed
8/29	Crowborough Farmhouse	Biddulph	No contact with owner since December 2000. Not surveyed
11/31	41 Bank Street	Cheadle	Not At Risk
11/82	1-6 Market Place, Cheadle Should this be No 16?	Cheadle	At Risk
13/118	New Tean Hall Mill, Upper Tean	Checkley	Not surveyed
13/69	South Mill, Cheddleton Flint Mill	Cheddleton	Cannot identify on list
7/126	Stables 25 yards NE The Smithy	Farley	Not surveyed
7/129	Stable 15 yards NW The Smithy	Farley	Not surveyed
9/72	Outbuilding 20m N of Rudyard Hall	Horton	Not surveyed
6/168	Sharpcliffe Hall	Ipstones	Cannot identify on list
6/174	Pigsties and bull pen at Whitehough	Ipstones	Not At Risk
10/192	Barn at Stones Farm	Ipstones	Not surveyed
10/225	Barn 30m S of The Leys	Kingsely	Not surveyed
10/293	Barn at Elm Tree Farmhouse	Kingsley	Not surveyed
4/180	Shaws Farmhouse, Caldon	Waterhouse s	Repaired as shell Not surveyed

CATEGORY 4 (VULNERABLE)

OCCUPIABLE BUILDINGS AT RISK

L.B. No.	BUILDING	PARISH	PROGRESS
13/42	Stable to Stone House	Alton	Not surveyed
6/59	Threapwood Lodge, Threapwood	Alton	Not surveyed
7/2	Biddulph Grange	Biddulph	II* Not surveyed
7/51	Coach House to Fairhaven	Biddulph	Not At Risk
10013	Knypersely Hall	Biddulph	II* Not surveyed
3/42	Barn 10m south of Overton Hall	Biddulph	Not At Risk
3/43	Barn 30m south of Overton Hall	Biddulph	Not At Risk

3/1	Biddulph Old Hall	Biddulph	Cannot identify on list
5/16	Hardwick Farmhouse	Caverswall/ Werington	Not surveyed
11/60	67 & 69 High Street, Cheadle	Cheadle	Not At Risk
9/105	Dovecote Rectory Farmhouse	Checkley	Stewardship grant applied for Not surveyed
5/24	Basford Bridge Farmhouse	Cheddleton	This is also recorded as At Risk above
5/27	Basford Hall Farmhouse	Cheddleton	At Risk
13/29	Bridge SJ973 525 Cauldon Canal	Cheddleton	Vulnerable
13/51	Barn Grange Farmhouse	Cheddleton	Not At Risk
5/54	Carriage shed & dairy, Ashcombe Park	Cheddleton	Not surveyed
5/55	Barn at Ashcombe Park	Cheddleton	Not surveyed
5/60	Stable at Ashcombe Park	Cheddleton	Not surveyed
13/68	Slip drying kiln, Flint Mill	Cheddleton	II* Not surveyed
5/72	Felthouse and barn	Cheddleton	At Risk
5/301	Barn at Ivy House Farm	Cheddleton	Not At Risk
10010	St Edwards Hospital	Cheddleton	Not At Risk
9/108	Barn at Lower Farm	Consall	At Risk
5/161	10 & 11 High Street	Dilhorne	
4/141	The Ashes, Gratton	Endon	(II*) New owner, architect appointed Not surveyed
4/142	Barn 25m N of The Ashes	Endon	Not At Risk
4/143	Barn 30m N of The Ashes	Endon	Not At Risk
4/144	Bullpen 60m N of The Ashes	Endon	Vulnerable
4/145	Stable & Cartshed 5m E of The Ashes	Endon	Not At Risk
12/104	The Orangery, Alton Towers	Farley	Not surveyed
5/186	Callowhill Farmhouse	Forsbrook	Under repair Not surveyed
5/54	Fairborough Farmhouse	Heaton	Not surveyed
9/70a	Harracles Mill	Horton	Not surveyed
6/171	Whitehough	Ipstones	II* Not surveyed
8/95	Barn 15m NE of New House Farm	Horton	Not At Risk
8/94	New House Farm	Horton	Not At Risk

6/172	Barn 30m NE of Whitehouse	Ipstones	Not At Risk
10/195	Barn 20m N of Booths Farm	Ipstones	Not surveyed
10/196	Barn 15m E of Booths Farm	Ipstones	Not surveyed
15/228	New House Farm	Ipstones	Not surveyed
10/237	Barn at Gate Farmhouse, Foxt	Ipstones	Not At Risk
15/244	5,7,9 High Street	Ipstones	Vulnerable
6/249	Sexton Farmhouse	Ipstones	Vulnerable
10/258	The Leys, Whiston	Kingsley	Not surveyed
10/260	Barn 25m SE Locker Farm	Kingsley	Not surveyed
10/280	Little Eaves Farmhouse	Kingsley	Not surveyed
10/284	Long Croft Farmhouse	Kingsley	Not surveyed
10/300	Stables at Shawe Hall	Kingsley	Under repair Not surveyed
1/1/17	Fowlchurch Farmhouse	Leek	Not surveyed
1/1/92	Big Mill, Mill Street	Leek	At Risk
1/4/107	19 St Edward Street	Leek	Not surveyed
1/6/121	70/72 St Edward Street	Leek	Not surveyed
1/6/135	Wellington Mill	Leek	Cannot identify on list
1/1/139	Stable Westwood Hall	Leek	Not At Risk
5/115	Oxhay Farmhouse, Meerbrook	Leekfrith	Emergency Works Not At Risk
12/133	Stonelowe Hall	Longsdon	Not At Risk
9/120	Longsdon Grange	Longsdon	Not surveyed
4/181	Cowhouse at Shaws Farm	Waterhouse s	Not surveyed

CATEGORY 1A**UNOCCUPIABLE STRUCTURES – EXTREME RISK**

L.B. No.	STRUCTURE	PARISH	REMARKS 2013 BAR Status
4/16	Well House to Bagnall Springs	Bagnall	Under repair Not At Risk
7/24	Chest Tomb, St Lawrence Church	Biddulph	Not surveyed
12/3	The Egg Well	Bradnop	S.A.M.
12/10	Group of 8 Chest Tombs, St Peter's Church	Caverswall	Also Category 3a Not surveyed
12/11	Group of 3 Chest Tombs, St Peter's Church	Caverswall	Also Category 3a Not surveyed
11/33	Atkinson Memorial, St Giles C of E	Cheadle	Not At Risk
11/35	Grosvenor Memorial, St Giles C of E	Cheadle	Vulnerable
9/103	Woodruff Memorial, St Mary's Church	Checkley	Not surveyed
13/81	Bagnall Memorial, St Edwards Church	Cheddleton	Vulnerable
13/82	Godwin Memorial, St Edwards Church	Cheddleton	Vulnerable
9/104	Consall Forge Lime Kiln	Consall	Vulnerable
5/168	Group of 4 Chest Tombs, All Saints Church	Dilhorne	At Risk
5/169	Group of 5 Chest Tombs, All Saints Church	Dilhorne	At Risk
4/140	Yates Memorial, St Lukes Church	Endon	At Risk
8/81	2 Railed Enclosures, St Michael's Church	Horton	At Risk
6/219	Oulsnam Memorial, St Leonards Church	Ipstones	Vulnerable
6/220	Prince Memorial, St Leonards Church	Ipstones	At Risk
6/221	Scarratt Memorial, St Leonards Church	Ipstones	Vulnerable
6/222	Slack Memorial, St Leonards Church	Ipstones	Vulnerable
10/253	Milepost A52	Kingsley	Broken off Not surveyed
10/275	Donor Reeves Memorial, St Werberghs Church	Kingsley	Not surveyed
10/276	Hempson Memorial, ST Werberghs Church	Kingsley	Not surveyed
10/277	Locker memorial, St Werberghs Church	Kingsley	Not surveyed
1/5/60	Cottages to rear of 53/55 Derby Street	Leek	Derelict when listed Not At Risk
4/173	Memorial 1 yd S of Nave of St Marys Church	Waterhouses	Not surveyed

SUMMARY CATEGORY 1A

TOTAL: 25

CHURCH STRUCTURES: 20
ROADSIDE STRUCTURES: 2

STAFFORDSHIRE MOORLANDS LISTED BUILDINGS AT RISK SURVEY 1997

CATEGORY 3A

UNOCCUPIABLE STRUCTURES – AT RISK

L.B. No.	STRUCTURE	PARISH	REMARKS 2013 BAR Status
13/1	Wall to Church of St John the Baptist	Alton	Vulnerable
7/20	Village Pump & Trough	Alton	Vulnerable
13/30	Gilbert Memorial, St Peters Church	Alton	Not surveyed
13/31	Clarke & Sutton Memorial, St Peters Church	Alton	Not surveyed
13/32	Smith Memorial, St Peters Church	Alton	At Risk
13/133	Lovatt Memorial, St Peters Church	Alton	At Risk
12/52	Lords Bridge	Alton	Not surveyed
4/6	Churchyard Cross, St Chads Church	Bagnall	Not At Risk
4/7	Chest Tomb, St Chads Church	Bagnall	Vulnerable
7/25	Ginders Memorial, St Lawrence Church	Biddulph	Not surveyed
12/10	Group of 8 Chest Tombs, St Peter's Church	Caverswall	Also Category 1a Not surveyed
12/11	Group of 3 Chest Tombs, St Peter's Church	Caverswall	Also Category 1a Not surveyed
12/12	Wilshaw Memorial, St Peters Church	Caverswall	Not surveyed
12/13	Wood Memorial, St Peters Church	Caverswall	Not surveyed
1/25	Milepost at SJ 943 425	Caverswall	Not surveyed
11/34	Copetake Memorial, St Giles C of E Church	Cheadle	Not At Risk
11/36	Hall Memorial, St Giles C of E Church	Cheadle	Not At Risk
11/38	Sundial, St Giles C of E Church	Cheadle	Not At Risk
11/52	Churchyard Walls & Steps, St Giles C of E	Cheadle	Not At Risk
2/71	Milepost at SJ 973 471	Cheadle	Not At Risk
9/102	Row of 5 Memorials, St Marys Church	Checkley	Not surveyed
10/123	Churchyard Wall, St Johns Church, Hollington	Checkley	Not surveyed
5/53	Basin to Walled Garden, Ashcombe Park	Cheddleton	Not surveyed
5/59	Ornamental Pool, Ashcombe Park	Cheddleton	Not surveyed
5/61	Tunnel Entrance, Ashcombe Park	Cheddleton	Not surveyed
13/64	Furnaces at Cheddleton Flint Mill	Cheddleton	II* Not surveyed
5/167	Eddowes Memorial, All Saints Church	Dilhorne	Vulnerable
5/170	Stirrup Memorial, All Saints Church	Dilhorne	Vulnerable
5/171	Whitehurst Memorial, All Saints Church	Dilhorne	Vulnerable
5/180	Hancock Memorial, St Margarets Church	Draycott	Not surveyed
5/181	Hyatt Memorial, St Margarets Church	Draycott	Not surveyed
4/135	Sherratt Memorial, St Lukes Church	Endon	Vulnerable
4/138	Godwin Memorial, St Lukes Church	Endon	Not At Risk

4/139	Group of 3 Chest Tombs, St Lukes Church	Endon	Vulnerable
6/169	Gates Piers & Railings, Sharpecliffe Hal	Ipstones	Not surveyed
6/170	Terrace Garden Walls, Sharpecliffe Hall	Ipstones	Not surveyed
6/176	Walls to Garden, Whitehough	Ipstones	Under repair Vulnerable
10/263	Milepost at SK 016 470	Kingsley	Not surveyed
10/273	Entrance Gates, St Werberghs Church	Kingsley	Not surveyed
10/274	Alcock Memorial, St Werberghs Church	Kingsley	Not surveyed
10/283	Froghall Forge Lime Kilns	Kingsley	Not surveyed

STAFFORDSHIRE MOORLANDS LISTED BUILDINGS AT RISK SURVEY 1997

CATEGORY 3A

UNOCCUPIABLE STRUCTURES – AT RISK

(CONTINUED)

L.B. No.	STRUCTURE	PARISH	REMARKS
1/4/103	Boundary Wall to Friends Meeting House	Leek	Not At Risk
1/5/134	Gates & Gate Piers, Nicholson Institute	Leek	Not At Risk
4/148	Chest Tomb 15m S, St Lawrence Church	Rushton	Not At Risk
4/150	Hall Memorial, 2m E, St Lawrence Church	Rushton	Not At Risk
4/157	Hargreaves Memorial & Enclosure, St Lawrence Church	Rushton	Not At Risk
4/152	Headstone 20m W of St Lawrence Church	Rushton	Not At Risk
8/125	Springhead Cover, Thorncliffe	Tittesworth	Vulnerable

SUMMARY CATEGORY 3A

TOTAL: 48

CHURCH STRUCTURES: 33

ROADSIDE STRUCTURES: 6

STAFFORDSHIRE MOORLANDS LISTED BUILDINGS AT RISK SURVEY 1997

CATEGORY 4A

UNOCCUPIABLE STRUCTURES – VULNERABLE

L.B. No.	STRUCTURE	PARISH	REMARKS
13/7	Wall & Attached outbuilding to N & W, St Johns Church	Alton	Vulnerable
13/8	The Castle	Alton	Ruins S.A.M. Not surveyed
13/11	The Rock Well	Alton	Not surveyed
13/13	The Lock Up, Dimble Lane	Alton	Not surveyed
6/21	Mileplate at SK 480 334	Alton	Not surveyed
6/22	Mileplate at SK 425 432	Alton	Not surveyed
13/28	Churchyard Wall & Gates, St Peters Church	Alton	Vulnerable
13/29	Sundial 20yds S of S. Aisle, St Peters Church	Alton	Vulnerable
4/4	Perimeter Wall, Bagnall Hall	Bagnall	Vulnerable
4/9	Village Cross, Approx 30m N of Bagnall Hall	Bagnall	Vulnerable
7/8	Formal Steps to Biddulph Grange	Biddulph	Not At Risk
7/26	Gosling Memorial, St Lawrence Church	Biddulph	Not surveyed
7/28	Weeping Cross, St Lawrence Church	Biddulph	Not surveyed
7/45	Springhead Basin, Biddulph Grange	Biddulph	Not At Risk
3/44	Shepherds Cross	Biddulph	S.A.M. Not surveyed
12/9	Church Wall, Piers & Gates, St Peters Church	Caverswall & Werrington	Not surveyed
11/28	Churchyard Wall, St Giles RC Church	Cheadle	Not At Risk
11/29	Cross, St Giles RC Church	Cheadle	Not At Risk
11/37	Jeffreys Memorial, St Giles C of E Church	Cheadle	Not At Risk
11/58	Market Cross, High Street	Cheadle	Not At Risk
9/101	Churchyard Wall, St Marys Church	Checkley	Not surveyed
9/106	Walls & Pier to Rectory Farmhouse	Checkley	Not surveyed
9/185	Balustrading Steps, Piers & Gates to Orangery, Heath House	Checkley	Not surveyed
9/136	Planting Trough to E of Orangery, Heath House	Checkley	Not surveyed
9/137	Planting trough to W of Orangery, Heath House	Checkley	Not surveyed
5/38	Canal Milepost at SJ 980 523 Caldon Canal	Cheddleton	Not At Risk
9/46	Milepost at SJ 964 490	Cheddleton	Not At Risk
5/57	Garden Walls, Ashcombe Park	Cheddleton	Not surveyed
5/63	Milepost at SJ 967 505	Cheddleton	Not surveyed
13/79	Churchyard Wall, St Edwards Church	Cheddleton	Vulnerable
13/84	Smith Memorial, St Edwards Church	Cheddleton	Vulnerable
1798/9/ 10011	Milepost at SJ 995 499 Caldon Canal	Cheddleton	Cannot be identified
1798/9/ 10014	Milestone at SJ 995 499 Caldon Canal	Consall	Not surveyed

STAFFORDSHIRE MOORLANDS LISTED BUILDINGS AT RISK SURVEY 1997

CATEGORY 4A

UNOCCUPIABLE STRUCTURES – VULNERABLE (CONTINUED)

L.B. No.	STRUCTURE	PARISH	REMARKS
4/75	Milepost at SK 051 481	Cotton	Not surveyed
4/88	Milepost at SK 064 483	Cotton	Not surveyed
5/166	Churchyard Wall, All Saints Church	Dilhorne	Vulnerable
4/136	Evans Memorial, St Lukes Church	Endon & Stanley	Vulnerable
4/137	Fox Memorial, St Lukes Church	Endon & Stanley	Not At Risk
4/140	Milepost at SK 810 456	Farley	Not surveyed
8/86	Boundary Wall, Horton Hall	Horton	Not At Risk
7/166	Milepost at SK 052 513	Ipstones	Not At Risk
6/175	Sundial, Whitehough	Ipstones	Vulnerable
7/177	Milepost at SK 059 514	Ipstones	Vulnerable
6/178	Milepost at SK 047 524	Ipstones	Vulnerable
6/204	Milepost at SK 039 525	Ipstones	Not surveyed
6/205	Milepost at SK 029 515	Ipstones	Not surveyed
1798/10 /10015	Milestone at Bridge No 53, Caldon Canal	Ipstones	Cannot be identified
10/206	Tramway Terminus, Caldon Canal	Ipstones	Not At Risk
6/217	Ball Memorial, St Leonards Church	Ipstones	Not At Risk
6/218	Fernyhough Memorial, St Leonards Church	Ipstones	Not At Risk
10/262	Milepost SK 002 470	Kingsley	Not surveyed
10/267	Milepost at SK 041 474	Kingsley	Not surveyed
1/1/6	Abbey Ruins, Dieu la Cres	Leek	Ruins S.A.M. Not surveyed
1/1/12	Boundary Stone at SO 987 552	Leek	Not surveyed
1/2/24	Milepost at SJ 551 577	Leek	Not surveyed
1/1/27	Barnfields Aqueduct, Caldon Canal	Leek	Not At Risk
1/1/30	Boundary Stone at SO 987 552	Leek	Not At Risk
1/1/31	Milepost at SJ 987 544	Leek	Not At Risk
1/1/33	Plague Stone at SJ 986 551	Leek	Not At Risk
1/4/37	Cross in Churchyard, St Edwards Church	Leek	S.A.M. Not surveyed
1/4/38	Cross in Churchyard, St Edwards Church	Leek	S.A.M. Not surveyed
1/1/49	Entrance gates Condyliffe Cemetery	Leek	Not At Risk
1/1/51	Entrance Gates Condyliffe Almshouses	Leek	Not At Risk
1/1/74	Boundary Stone at SJ 972 573	Leek	Not At Risk
1/5/88	Garden Wall at Ford House, Market Street	Leek	Not At Risk
1/1/93	Front Wall, Big Mill	Leek	Vulnerable
1/1/94	Boundary Stone at SJ 995 558	Leek	Vulnerable
1/1/96	Milepost at SJ 973 551	Leek	Not At Risk
1/5/132	Garden Wall, Greystones	Leek	Not At Risk
1798/9/ 10016	Bridge No. 7, Caldon Canal	Longsdon	Not surveyed

12/127	Bridge at SJ 962 537, Caldon Canal	Longsdon	Not At Risk
12/135	Gates & Wall, Stonelow Hall	Longsdon	Not At Risk

STAFFORDSHIRE MOORLANDS LISTED BUILDINGS AT RISK SURVEY 1997

CATEGORY 4A

UNOCCUPIABLE STRUCTURES – VULNERABLE (CONTINUED)

L.B. No.	STRUCTURE	PARISH	REMARKS
4/147	Bunion Memorial, St Lawrence Church	Rushton	Not At Risk
4/149	Cross, St Lawrence Church	Rushton	Not At Risk
4/153	Sundial, St Lawrence Church	Rushton	Not At Risk
4/174	Harvey Memorial, St Marys Church	Waterhouses	Not surveyed

SUMMARY CATEGORY 4A

TOTAL:	<u>76</u>
CHURCH STRUCTURES:	23
ROADSIDE STRUCTURES:	28
CANAL STRUCTURE:	8
SAM's:	5

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