

**Broadland Buildings At Risk Pilot  
Volunteer Information Pack**

April 2013

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# 1.0 General information

## Introduction

This document is provided to volunteers undertaking the Broadland Buildings At Risk Pilot. It provides all the background information required to undertake the assessments and general guidance on the project.

## Insurance

All volunteers are covered under the Broadland District Council insurance policy during the pilot.

## Contact details

### Barbara Hornbrook, Conservation Manager

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- **Tel:** 01603 430413
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### Iain Soden

- IS Heritage Services
- **Tel:** 01327 843586
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### Kate Pinnock

- Ingham Pinnock Associates
- **Tel:** 0797 436 3991
- **Email:** kate@inghampinnock.com

### Ross Ingham

- Ingham Pinnock Associates
- **Tel:** 07827 240 059
- **Email:** ross@inghampinnock.com

## 2.0 Process for volunteers

The table below provides a simple step by step guide to the stages of the pilot we would like your support with.

Step	Title	Detail	Date
1	Training day	N/A	6 <sup>th</sup> April 2013
2	Buildings allocated	Your mentor will allocate you and your assessment partner with buildings to assess. They will provide you with all the necessary details of the buildings to undertake the assessment.	During April. There may be further allocations during the pilot if more buildings are brought to our attention.
3	Select assessment dates	Establish dates for assessments (during April and May) and let your mentor know when you are undertaking assessments. All assessments are to be completed by the end of May 2013.	April and May 2013
4	Part 1 assessments	Undertake part 1 of the assessment with assessment partner, submit form to mentor	April and May 2013
5	Mentor meeting	Set a date with your mentor to meet, review and finalise your assessments.	April and May 2013
6	Part 2 assessment	If necessary a part 2 assessment of the building's interior might be carried out. This will be undertaken by the BDC conservation team, your mentor might invite you to attend this assessment if appropriate.	May and June 2013
7	Final lecture	Once the assessments are complete and the project is nearing completion, all volunteers will be invited to attend the second lecture given by Ian Lush. At this event the team will also provide feedback on the process.	July 2013

## 3.0 Risk assessment

All volunteers must read and understand this risk assessment prior to undertaking assessments of buildings.

**Organisation name:** Broadland District Council Volunteers for Heritage at Risk

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and Trips	Volunteers could be harmed by tripping off the edges of pavements, falling into pot holes, slipping on rubbish or slippery and icy conditions	N/A	Warn volunteers to check where they are walking, wear appropriate footwear and always be aware of where the edge of the pavement is.	LF	6 <sup>th</sup> April and ongoing	
Vehicles	Volunteers could have various incidents with vehicles such as knocks, hit by debris from open windows and death	N/A	Provide volunteers with high visibility jackets in order that the likelihood of vehicles seeing them is much higher. Advise volunteers that they will be walking on active streets and to take care when stepping into the roadway. Always give way to vehicular traffic.	LF/BJH/KP/RI	6 <sup>th</sup> April and ongoing	
Falling Debris	Volunteers could, on very rare occasions be asked to inspect buildings that are in a very poor state of repair which could have falling masonry	N/A	Volunteers should not enter any buildings. They should be inspected from the pavement or public highway only and from a distance that is safe enough to view the building but far enough away to avoid any falling debris.	LF	6 <sup>th</sup> April and ongoing	
Livestock	On very rare occasions, volunteers could be asked to inspect buildings on farmland where livestock could be grazing	N/A	Volunteers should not place themselves in any situations in which they do not feel comfortable. This should be left up to their own judgement. Volunteers should inspect in pairs and carry a mobile phone with them at all times.	All	6 <sup>th</sup> April and ongoing	
Aggressive Owners	Volunteers could encounter verbal and physical abuse.	N/A	Volunteers should always work in pairs and should not place themselves in uncomfortable situations. On the rare occasion when owners are encountered and they require information, volunteers should provide owners with contacts at either BDC or Ingham Pinnock Associates.	All	6 <sup>th</sup> April and ongoing	
Weather Conditions	Volunteers could encounter adverse weather conditions.	N/A	Volunteers should wear appropriate clothing and if necessary wear sunscreen.	All	6 <sup>th</sup> April and ongoing	

## 4.0 Guide to undertaking assessments

### General guidance/how to get started

- You will be assigned a building(s) to assess by your mentor
- All part 1 assessments are to be carried out during April and May 2013
- Please complete one form for each building you have been assigned (even if the listing covers more than one building/structure, e.g. listed terraces)
- Before you undertake the assessment please ensure you have let your mentor know when you are undertaking the assessment
- **Please ensure you have read and understood the risk assessment prior to undertaking the assessment**
- **Please do not attempt to enter the building or do anything that could put yourself or others in danger**
- Please ensure you wear your high visibility jacket at all times when undertaking assessments
- Volunteers must not work alone, all volunteers must be accompanied by another member of the team
- Please complete the form and return it to your mentor as soon as possible after undertaking the assessment. Where possible, please input the data to the online form and email it to your mentor.

### Where to undertake assessments

- We will ensure that you are only asked to undertake part 1 assessments of buildings where buildings can be accessed from public land, ie pavements, public highways, parks etc. **So there will be no need for you to enter the building or access private land.**

### Completing the form

The below information is set out to help guide assessors when completing the part 1 survey form.

#### Section 1: Building information

***Please note: This information will be provided to you prior to your site visit, when we assign you with your buildings to assess.***

#### Section 2: Designation

***Please note: This information will be provided to you prior to your site visit, when we assign you with your buildings to assess.***

## Section 3: Risk assessment

### Neglect

Neglect is defined as a failure to care properly for, or give due attention to, a heritage asset and which causes damage over time.

Active neglect is the result of conscious decision; this can be a disregard of responsibility by an owner or through third-party damage. Wilful carelessness, including failure to act, sometimes as extreme as demolition by neglect, is pro-active and can manifest through lack of maintenance. Passive neglect is frequently driven by a lack of resources, whether economic or understanding; it can be an owner's oversight of responsibilities to or needs of an asset, or through third-party accidental damage.

Indicators, such as lack of maintenance, or broken windows, may reveal neglect, but in themselves do not indicate the nature (or category) of the neglect, nor the range of factors that have led to a neglected state. Heavily neglected buildings are vulnerable to becoming at risk if action is not taken to improve the site.

In order to capture the level of neglect, this should be measured on a scale as follows: not a problem; a minor problem, causing concern.

Signs of neglect	
Roof	Individual roof covering elements: loss, displacement or damage
Rainwater disposal	Rainwater goods: debris collected/blocked, overflows
	Rainwater goods: cracked or leaking
	Perimeter drainage channel: debris collected
	Below ground drainage: clogged with debris
External	Copings, parapets and external walls: unmaintained vegetation including ivy
	Ventilation grilles, air bricks or louvres: obstructed
	Roofs and windows: not bird-proof
	Windows: broken glass or other damage
	Hinges, bolts and locks on windows and doors: do not run easily or are not secure
	Fascia boards/doors/windows: external decoration not maintained
	Walls/drainage systems: trees/vegetation close to walls, poorly maintained; evidence of root damage to walls or drainage systems
	Garden/surrounding area: litter; overgrown vegetation

## Section 4: Condition

### Condition of main building elements

Assess the condition of the main building elements and as good, fair, poor or very bad.

Condition categories are defined as follows:

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

### **Roofs**

Slipped or missing slates/tiles; deteriorated thatch; slate or tile debris around the perimeter of the building; cracked or missing leadwork; general failure of flashings.

### **Rainwater goods**

Plant growth in gutters and hopper heads; downpipes that are disconnected or detached; water discharging into the walls; blocked drains with plant growth in them.

### **Walls**

Eroded masonry, cracked or missing pointing, spalling brickwork, failure of render, fallen pieces of brick or stone, saturated masonry, vegetation growth.

### **Structural stability**

Significant cracks, bulges or other structural defects in walls, where these appear likely to threaten the stability of the whole or a large part of the structure of the building.

### **Doors and windows**

Problems with glasswork; decayed window frames, signs of vandalism such as broken or boarded-up windows.

### **Architectural details**

Loss of detail through erosion or decay, pollution likely to result in acidic decay.

### **Walls, gates and railings**

Flaking or missing paintwork, rusting, decaying wood, eroded/spalling brick or stonework.

### **Overall condition**

Taking into consideration the evidence collected, assess the condition of the building as a whole as good, fair, poor or very bad.

### **Heritage crime**

Note (if known) if there has been any crime to the heritage asset (or the setting of the site) using the following options:

Theft	Architectural	
	Artefact/cultural	
	Metal	

Damage	Arson	
	Graffiti	
	Inappropriate use of vehicles	Includes off roading
	Vandalism	
Unlicensed/ unauthorised works	Unauthorised metal detecting	
	Unauthorised development	
	Unlicensed excavation	
Anti-social behaviour	Environmental	Includes littering, fly tipping, fly posting, wildlife disturbance
	Nuisance	Includes drug misuse, alcohol misuse, firearm misuse,
	Personal	intimidation
Other (specify)		

## Section 5: Occupancy and trend

### Occupancy

Select one of the following options to best describe how the building is used:

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

### Trend

Based on information gathered, note what is expected to happen to the building's condition: improving, stable, declining or unknown.

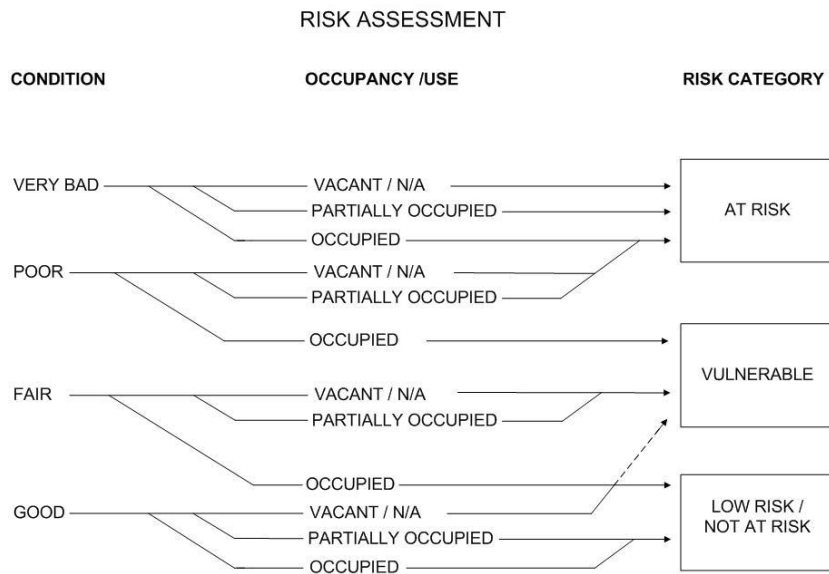
## Section 6: Summary

The summary should include details about the background of the building, why it is at risk, any solutions/end uses that have been agreed for its future, if repair works are planned or underway and if works are being grant-aided. **This part of the summary can be prepared with your mentor at your post assessment meeting.**

Information about the building's background (e.g. date of construction and architect) will be provided to volunteers, but can be found on NHLE (National Heritage List for England) as well.

## Section 7: Overall risk assessment

Overall risk assessment should be calculated by a combination of condition and occupancy, using the table below. Structures which cannot be occupied are assessed on condition alone.



## Section 8: Photographs

Photograph each building to show its condition. Generally photos should be of the exterior, so that the building is recognisable, rather than of specific conservation problems. Photos should be of a high enough resolution to be able to be reproduced in publications. Digital photos should be taken on the highest setting and Jpegs should be at least 3mb when open.

Name of the photo in the same way you have saved it as a jpeg file (include the building name and list entry number), the date it was taken and the copyright holder if appropriate.

## Section 9: Site visit details

Lastly, record the date of the site visit and risk assessment and your name.

## 5.0 Assessment form

### Broadland Buildings At Risk Survey Form: **PART 1**

#### Purpose of **PART 1** survey form:

PART 1 of the survey form should be completed for all buildings considered to be potentially at risk. The assessment is to be carried out without internal access to the buildings and by volunteers. If this initial assessment identifies that the building is likely to be classified at risk a second assessment should be carried out and PART 2 should be completed by a member of the Broadland District Council conservation team.

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

#### Section 1: Building information – **PRE FILLED**

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

#### Section 2: Designation – **PRE FILLED**

Listed Grade	
List Entry Number (LEN)	
Building type - when designated	
Building type - current/last known use	

Scheduled monument (SM)	Y		SM LEN			
	N					
Conservation Area (CA)	Y		CA name			
	N					
Registered Park and Garden (RPG)	Y		Grade		RPG LEN	
	N					
World Heritage Site (WHS)	Y		WHS name			
	N					

### Section 3: Risk Assessment

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

### Section 4: Condition

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

Condition	Overall condition	Good	Fair	Poor	Very bad

Has the building suffered from heritage crime	Yes		When did the crime occur?	Past month	
	No			Past six months	
				Past year	
				Unknown	

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

## Section 5: Occupancy and trend

Occupancy	Occupied/in use		Trend	Improving	
	Partly occupied/partly in use			Stable	
	Vacant/not in use			Declining	
	N/A			Unknown	
	Unknown				

## Section 6: Summary

**Summary** (include a brief description of the site (taken from the listing description), its condition and risk status and a summary of the current situation):

## Section 7: Overall risk assessment

Risk Assessment	Low / not at risk	
	Vulnerable	
	At risk	

## Section 8: Photographs

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

## Section 9: Site visit details

Was the site visited	Yes		No		
Was the interior inspected?	Yes		No	✓	Part 1 assessments do not require interior inspection.
Date of site visit					
Date of assessment (if different from above)					
Assessed by					

## 6.0 Checklist for assessments

Item	
Have you read and understood the risk assessment?	
Digital camera	
Assessment form	
Supporting letter	
Frequently Asked Questions from point of view of the owner	
High visibility jacket	
Appropriate clothing	
Mobile telephone	
Assessment partner!	

You may also wish to take binoculars with you.

## 7.0 Frequently Asked Questions (from the point of view of the property owners)

### **What is the Broadland Listed Buildings at Risk pilot?**

In the autumn of 2012, English Heritage announced that it would be undertaking a series of pilot studies to establish methodologies for creating Grade II Building at Risk registers as an extension to their Heritage At Risk programme. English Heritage already maintains Building at Risk registers for Grade I and Grade II\* Listed Buildings.

English Heritage has chosen 19 pilots that cover a range of areas and locations, types of survey assessment methodology, location, Local Authority register type, number of listed buildings included and data gathering and store. The pilots will help English Heritage to decide whether or not to extend the scheme to national coverage and if so the best methodology for undertaking the surveys.

Broadland District Council and Ingham Pinnock Associates have been selected to undertake one of the pilot studies to establish a Building At Risk register for Grade II Listed Buildings across Broadland District. Although the main emphasis of the pilots will be on establishing a methodology for Grade II Listed Buildings, the Broadland pilot will also identify and assess Grade I and II\* Listed Buildings.

### **Who is leading the pilot and who is paying for it?**

Broadland District Council and Ingham Pinnock Associates will be leading the project. They will be supported by a range of heritage professionals providing specialist advice, these include: Ian Lush (The Heritage Alliance and Architectural Heritage Fund), John

Townsend (Architectural Heritage Fund) and Iain Soden (IS Heritage).

English Heritage is funding the pilots.

### **What area does the pilot cover?**

The pilot covers the Local Authority area of Broadland District Council, extending from Foulsham in the North West to Reedham in the South East of the district.

### **What is a Listed building?**

Listing helps English Heritage acknowledge and understand our shared history. It marks and celebrates a building's special architectural and historic interest, and also brings it under the consideration of the planning system so that some thought will be taken about its future.

The older a building is, the more likely it is to be listed. All buildings built before 1700 which survive in anything like their original condition are listed, as are most of those built between 1700 and 1840. The criteria become tighter with time, so that post-1945 buildings have to be exceptionally important to be listed. A building has normally to be over 30 years old to be eligible for listing.

There are three categories for Listed Buildings, they are as follows:

- Grade I buildings are of exceptional interest, sometimes considered to be internationally important; only 2.5% of listed buildings are Grade I
- Grade II\* buildings are particularly important buildings of more than

special interest; 5.5% of listed buildings are Grade II\*

- Grade II buildings are nationally important and of special interest; 92% of all listed buildings are in this class and it is the most likely grade of listing for a home owner.

In England there are approximately 374,081 Listed Building entries.

### **What is a building at risk?**

Buildings are assessed for inclusion on the basis of condition and, where applicable, occupancy (or use). The condition of buildings on the Register ranges from 'very bad' to 'poor', 'fair' and (occasionally) 'good'. The Register also includes buildings that are vulnerable to becoming at risk because they are empty, under-used or face redundancy without a new use to secure their future. Occupancy (or use) is noted as 'vacant', 'part occupied', 'occupied', or occasionally, 'unknown'; for many structural monuments, occupancy is not applicable.

Assessing vulnerability in the case of a building in fair condition necessarily involves judgement and discretion. A few buildings on the Register are in good condition, having been repaired or mothballed, but a new use or owner is still to be secured. Buildings are removed from the 'at risk' Register when they are fully repaired/consolidated, their future secured, and where appropriate, occupied.

### **What will happen to my building if it is considered to be at risk?**

In the first instance an assessment will be undertaken by a member of the assessment team. The assessment team use series of indicators to establish whether the building is considered at risk. If a building is considered

to be at risk it will be flagged up to the conservation officers at Broadland District Council.

If the building is found to be at risk following an assessment, the team will provide advice, help and guidance to owners on how to secure support and funds for undertaking any necessary repair or restoration works.

### **Where can I get further information or keep up to date with the pilot?**

To keep informed about the project in a number of ways, as follows:

- **Newsletter:** Sign up to the project newsletter by following visiting this webpage: <http://eepurl.com/veoOz>
- **Facebook:** 'Like' the project facebook page:  
<http://www.facebook.com/BroadlandListedBuildingPilot>
- **Website:** Look out for project updates on [www.inghampinnock.com](http://www.inghampinnock.com)
- **Press releases:** Look out for press releases in local and regional newspapers.
- **Contact:** Kate Pinnock at Ingham Pinnock Associates  
[kate@inghampinnock.com](mailto:kate@inghampinnock.com) or 0797 4363991

### **What is the timescale for the pilot?**

The project will be undertaken during the first half of 2013 and should be completed in early August 2013.

### **If I have a general enquiry about Grade II Listed buildings who do I contact?**

Please contact your local conservation team, in Broadland the contact is Lynette Fawkes ([lynette.fawkes@broadland.gov.uk/01603430569](mailto:lynette.fawkes@broadland.gov.uk/01603430569)).

## 8.0 Supporting letter



**Ask for:** Conservation  
**Extension:** 2560  
**Direct Dial:** 01603 430560  
**E-mail:** [conservation@broadland.gov.uk](mailto:conservation@broadland.gov.uk)  
**Fax:** 01603 430591  
**Our ref:** **BAR Pilot Survey**  
**Your ref:**  
**Date:**

Dear Sir/Madam

**Re: Broadland Buildings at Risk Pilot**

I can confirm that \_\_\_\_\_ is working as a volunteer on behalf of Broadland District Council and Ingham Pinnock Associates to carry out a survey of the listed buildings within the District. This survey is being carried out from the public highway and will not involve the volunteer entering your property. The photographs that the volunteer is taking will be for office use only and will not be used in publications without your knowledge.

The survey is being carried out in order to assess whether there are any buildings at risk that may require attention. If a building is identified, then it may be entitled to enhanced levels of funding in order to assist the owner of the property in carrying out repairs or conservation work.

If you have any queries regarding this matter or the identity of the volunteer, please do not hesitate to contact either the Conservation Section at Broadland Council using the above information or Kate Pinnock on 0797 436 3991 or [kate@inghampinnock.com](mailto:kate@inghampinnock.com).

Yours faithfully

**Mrs Barbara Hornbrook**  
Conservation Manager