HOLMFIRTH CONSERVATION AREA APPRAISAL

Appendix F
Survey Methodology

HOLMFIRTH CONSERVATION

SURVEY METHODOLOGY

INTRODUCTION

This appendix provides an overview of how the conservation surveys were designed and undertaken. The principal purpose of this process is to provide the evidence base for the writing of the Conservation Area Appraisal.

It is also intended to give Kirklees Planning, Historic England, Holme Valley Parish Council and other interested bodies confidence in the procedures followed by Holmfirth Conservation Group (HCG).

The following Historic England booklets have been used for advice and guidance of the process:-
Conservation Area Designation, Appraisal and Management.
Understanding Place: Historic Area Assessments in a Planning and Development Context.

THE CONSERVATION AREA

The boundary of the Holmfirth Conservation Area were identified by reference to the Kirklees Planning & Developments webpages.
https://www.kirklees.gov.uk/beta/trees-listing-and-conservation/pdf/conservation-maps/Holmfirth.pdf
HCG then divided the Conservation Area into 7 Character Areas (referred to as the "Identity Area" in the survey form). These Character Areas were defined using the Historic England guidance in *"Understanding Place: Historic Area Assessments: Principles and Practice"* Each Character Area was defined according to its own individual characteristics of style, spaces and function. (see page 5)

BUILDINGS SURVEY

The buildings survey was designed to gain a better understanding of our built heritage and to provide an audit of the authenticity of original features and building condition.

Survey Form

The aforementioned Historic England guidance booklet guided the design of the survey form. Our objectives were to make the survey as comprehensive as possible and to ensure ease of data capture. HCG designed its own survey form because there was little in the public domain, which met our criteria. The forms were scrutinised by both Historic England and Kirklees planning department who expressed their general satisfaction with the documentation. (see pages 6-7 for example of Survey Forms)

Mapping
Using Ordnance Survey mapping, GIS software was used to identify and allocate a unique 3-letter identifier for each building in the Conservation Area. The Conservation Area was then divided into 30 separate survey areas and an enlarged map produced for each one for use by the surveyor.

Training
Following several public meetings at which volunteer surveyors were recruited, training sessions were organised to give guidance on the completion of the survey form. Each volunteer was provided with a training manual (see Appendix 'C')

Prior to undertaking the survey a "flyer " was delivered to each home address and business in the Conservation Area, explaining the background to the project. Each surveyor was issued with an HCG nametag to be worn while surveying.
23 volunteers undertook the survey from late June to mid August 2016. A separate team of 4 volunteers photographed each building.

Data Capture
A spread sheet using Google Sheets was created for input of all the survey data. A Google sheet has the advantage of allowing data to be input simultaneously by more than one person. Each data field was set up with data validation to ensure consistency of input. Data were input from the survey forms from August to early October 2016. There were 67 data entry points for each building, making a total of 50000 entries.

There was a total of 919 buildings identified. In order to make the buildings data analysis meaningful the following data entries were excluded

38	Erroneous data entries
41	Under & Overs i.e. 2 properties occupying one building
52	Building inaccessible or not surveyed
144	Buildings flagged as other structures i.e. Sheds, garages, buttresses etc.
17	Ginnels &
5	Bus Shelters

Leaving a total of 622 buildings for analysis

Authenticity and Condition Scoring
Selected building features for each building were given scores relating to their authenticity and condition.
In the case of authenticity, a percentage score was allocated to each feature according to its degree of authenticity for the date period in which the property was built. A table giving guidance for assessment was provided in the training manual *Note: Guidance for determining authenticity was provided by Bradford City Council.*
Condition scores were allocated on a scale of 1-

Data analysis

Google sheets provide standard spread sheet sorting capabilities, thus providing the opportunity to analyse the building survey data to meet almost any enquiry
Authenticity and condition scoring.
For each building the overall building scores were calculated by expressing the total of the building feature scores as a percentage of the total potential score. i.e. if a particular feature was not visible or not applicable this was not included and was taken into account in calculating the potential score. In the case of the authenticity score an additional weighting was given to the windows, doors & rainwater goods as being the most significant visual features.
The aggregate scores do not necessarily reflect an absolute authenticity or condition score and should be viewed in the context of their relative value to all the buildings surveyed.

Given the scale of the survey and the number of people involved it is not surprising that a number of errors have occurred but a conservative estimate is that this does not exceed 3% and is considered to be within an acceptable tolerance

Data Fields

see pages 8 -9 for list of all data fields.

FOOTPATH SURVEY

Footpaths within the conservation area were identified from the Kirklees website using their footpath identification references - however the link no longer appears to be accessible. (http://map.kirklees.gov.uk/publicrightsofway/map.aspx#)
The survey was carried out by a volunteer using a survey form designed by HCG based on Internet research and with particular guidance from the *Hitchin Forum Footpath Survey Report*
The resulting appraisal chapter has been written based on evidence gleaned from the survey. (see Appendix F Footpath Survey)

TREE SURVEY

A volunteer with expertise in this area carried out a tree survey including a audit of TPOs within the conservation area.
A list of TPOs was provided by Kirklees council and was edited to include only trees within the conservation area. Using this information a series of 5 maps was produced showing the location of each TPO
The surveyor used this documentation to undertake the survey and record trees that have been felled or pollarded and the specimen quality. The draft appraisal chapter has been written using this evidence-based data, as well as making a general observation of the trees in the Conservation Area. The completed checklists are held on file. (see Appendix H List of TPOs)

RIVER SURVEY

A qualified Landscape Architect supervised the river survey.

The survey forms were designed to provide both a quantitative and qualitative assessment of the river corridor. Key headings were Land Use, Access, Level Change, Riverscape, Security/Safety and Bridges & Structures. The survey form extended to 6 pages.

A map of the River area was divided into 5 sections.

Following a training session, 5 teams of two volunteers each undertook the survey using a detailed map for each section.

The draft survey chapter has been written using evidence from the survey. Completed survey forms are held on file.

CHARACTER AREA SURVEY

Two survey forms were designed to assess the <u>streetscape</u> and <u>street features</u> in each Character Area. The conservation area was divided into 28 distinctive streets.

The survey was conducted by 10 teams of two volunteers each and undertaken in two parts.

<u>Streetscape</u>

This consisted of descriptive analysis of the street character observing features that both contributed to, and detracted from the overall character, as well as describing vistas and views. (see page 10 for example of streetscape Survey)

<u>Street Features</u>

This was an audit of positive and negative street features. It was divided into four sections.

- Street furniture and other features:
- Traffic management:
- Road surfacing, pavements and curbs.
- Monuments, public rt and heritage features.

The survey forms were used to inform the writing of the Character Area appraisal chapter.

The completed survey forms are held on file.

(see page 11 for example of Street Feature Survey)

PARKS & OPEN SPACES

The surveying of parks and open spaces was divided into two sections.

<u>Victoria Park</u>

Victoria Park was designated as one of the seven character areas and as such was surveyed separately using a survey form designed for the purpose.
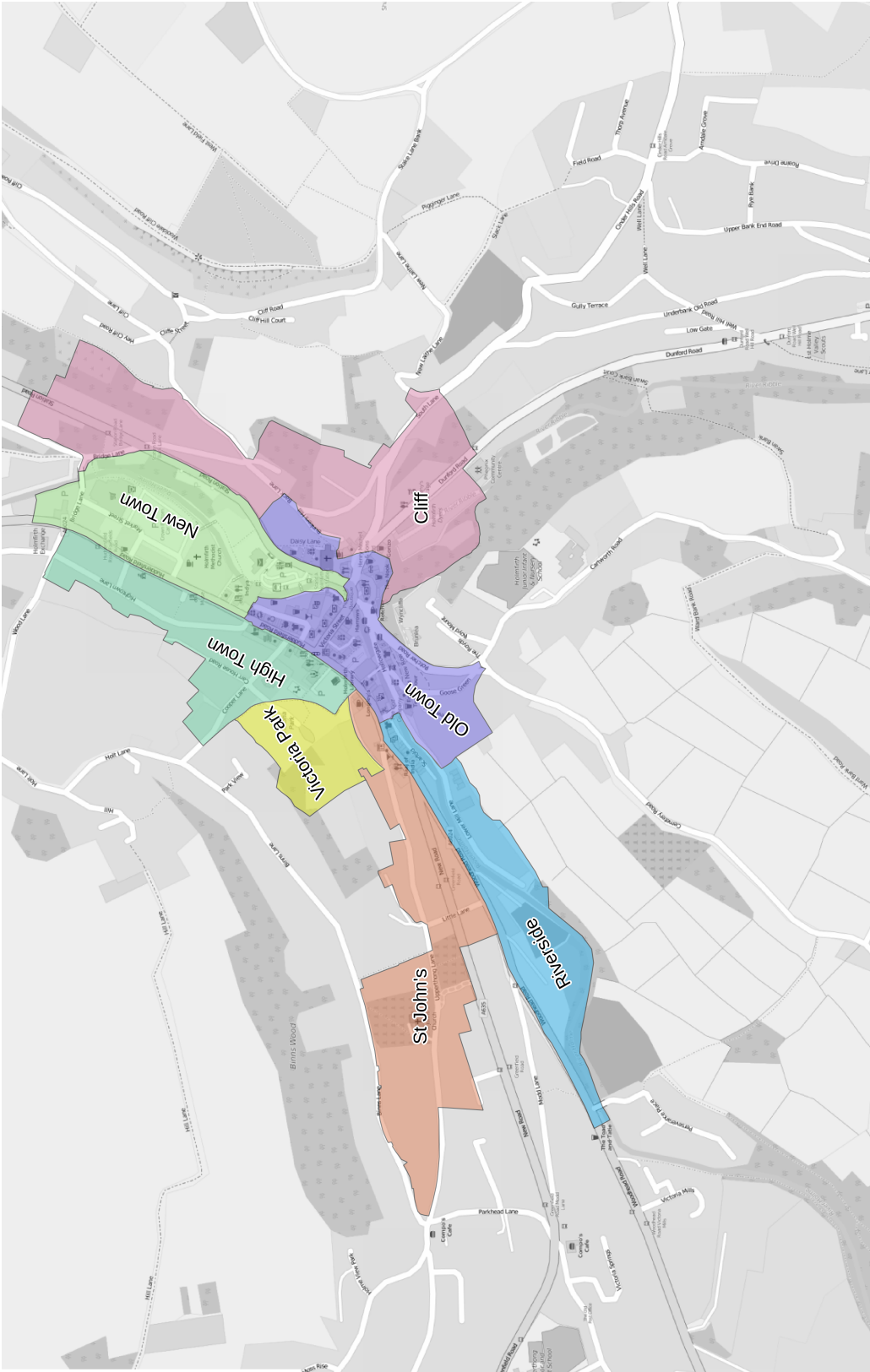
<u>Other Parks, Open Spaces and Car Parks.</u>

A general survey was undertaken for parks and open spaces. Car park details were tabulated. (see Appendix L Car Parks)

SHOPS

All shop fronts & signage were photographed and a general assessment was made based on these as well as reference to details of shop features recorded with the building survey.

CHARACTER AREAS

HOLMFIRTH CONSERVATION GROUP – BUILDINGS SURVEY FORM

1. BUILDING IDENTIFICATION

CONSERVATION AREA	Holmfirth
PARISH	Holme Valley Parish Council
UNITARY AUTHORITY	Kirklees Metropolitan Borough Council

BUILDING and PHOTO REF No.			
COMPLETED BY	Ref No	Name	Date
ENTERED IN DATABASE (Tick)			

2. BUILDING DESIGNATION

BUILDING DESIGNATION						
Identity Area						
Building Name or Number						
Street Name		Post Code **Office Use Only**				
Map Reference **For office use**						
Listed Building or Monument Grade						
Key Unlisted Building. **Tick** Unlisted buildings and structures such as mills, mill workers cottages etc.						
Character Period **Circle**	Pre 1800	1800 - 1850	1851 - 1900	1901 - 1938	1939 - 1957	1957 - Present
Date stone date *(enter under appropriate period)*						
Blue Plaque? Tick						

	Domestic (see building type)	**1**	Monument	**8**
	Shop	**2**	Manufacturing	**9**
Current Building Use	Charity Shop	**3**	Law – police station, solicitors	**10**
	Restaurant/Cafe	**4**	Utility – e.g. BT	**11**
Circle up to 2 (ie Shop & vacant)	Professional services. eg solicitors etc. inc. banks	**5**	Agricultural – barn etc.	**12**
	Recreational (leisure centre, cinema)	**6**	Educational e.g. Library, school etc	**13**
	Religious	**7**	Public House / Inn	**14**

Storage, Garage, Shed	**15**
Health & Welfare e.g. Hospital, dentist	**16**
Ginnel	**17**
Apartment Block	**18**
Civic e.g. fire station, council	**19**
Vacant	**20**
Guest House	**21**

NOTES

Domestic Building Type	Detached	**1**
	Semi-detached	**2**
	Terraced	**3**
Circle up to 2 (i.e. Terraced & Over and Under)	Over and Under	**4**
	Other	**5**

3. BUILDING APPRAISAL (Domestic, Commercial & Shops)

REF	BUILDING MATERIALS & ADDITIONAL FEATURES (Circle one option that best suits the feature)						AUTH SCORE (refer to guidance notes)	BUILDING CONDITION (Tick relevant box. See Guidance notes for further guidelines)	Very Good 4	Good 3	Fair to Good 2	Poor 1	Very Bad 0	Not Visible N/A -
1	Chimneys	Stone	Brick	Rendered	Other	None	Not Clearly Visible		Cracked, poor pointing, cracked pots,						
2	Roof	Stone tiles	Slate	Concrete	Tarred	Other	Not Clearly Visible		Broken tiles, slates, coping stones, parapet						
3	Dormer/ Roof Lights	Dormer	Roof Light	Dormer & Roof Lights	None	Not Clearly Visible	Not Clearly Visible	-	General Condition						
4	Fascia Boards	Wood	PVC	Painted	None				Condition						
5	Rainwater Goods	Cast iron	Plastic	Wood	Lead	None			Rusting, rotting, poor maintenance, leaking						
6	Walls/ Stonework	Stone	Brick	Composite stone	Rendered	Painted	Other		Signs of subsidence, displaced pointing, vegetation						
7	Boundary Wall	Stone	Wood	Brick	Painted	Rendered	Other		Condition						
8	Door Style	Traditional	Other												
9	Window style	Traditional	Other												
10	Door Material	Wood	PVC	Metal	Other				Condition						
11	Window lintels & Mullions	Wood	Stone	Painted Stone	Composite	Other			Signs of wear/deterioration, poor maintenance, painted, cracks						
12	Window frames	Wooden	PVC	Metal	Other				Poor maintenance, signs of rot, splits, flaking paint						
13	Window Glass	Single Glazed	Double Glazed	Leaded	Stained Glass	Plain	Frosted		Broken glass, needing new putty, cracks, mixed styles						
14	Porch	Stone	Other	None					Condition						
15	Garden	Paved, Gravel	Planted	Trees	Grass	Tarmac, Concrete	Other		Condition – litter, overgrown vegetation, general tidiness						
16	Garden gate	Wood	Metal	Other	None				Condition						
17	Refuse Bins	Visible	Not visible						Comment						
18	Solar Panels	Yes	No						Comment						
19	Satellite Dish	Yes	No						Comment						
20	Wind Turbine	Yes	No						Comment						
21	Disabled Access (Shops and Civic Buildings)	Ramp	Railings	No Step (ie easy access)	None apparent				Comment						

DATA FIELDS	CHARACTER AREA						
	Old Town	New Town	High Town	Riverside	Cliff	St Johns	TOTAL
BUILDING DESIGNATION							
Building use							
Domestic							
Shop							
Charity Shop							
Restaurant/café							
Professional services							
Recreational							
Religious							
Monument							
Manufacturing							
Law							
Utility							
Agricultural							
Educational							
Pub							
Storage/garage/shed							
Health and Welfare							
Ginnel							
Apartment block							
Civic							
Vacant							
Guest House							
TOTAL	0	0	0	0	0	0	0
Building Age							
Pre 1800							
1800-1850							
1851-1900							
1901-1938							
1939-1957							
1957 - present							
TOTAL	0	0	0	0	0	00	0
Listing Status							
Listed							
Key							

DATA FIELDS	CHARACTER AREA						
	Old Town	New Town	High Town	Riverside	Cliff	St Johns	TOTAL
BUILDING CHARACTERISTICS							
With Chimneys							
Stone Roof Material							
Dormer?							
Facia Boards							
Rainwater Goods							
Walls & Stonework							
Boundary Wall							
Door Style							
Window Style							
Door Material							
Window Lintels & Mullions							
Window Frames							
Window Glass							
Porch							
Garden							
Garden Gate							
Refuse Bins							
Solar Panels							
Satellite Dish							
Wind Turbine							
AUTHENTICY RANGE							
Less than 50%							
50% - 74%							
75% - 84%							
Over 85%							
TOTAL	0	0	0	0	0	0	0
CONDITION RANGE							
Less than 50%							
50% - 74%							
75% - 84%							
Over 85%							
TOTAL	0	0	0	0	0	0	0

HOLMFIRTH CONSERVATION GROUP

STREETSCAPE CONTRIBUTING A POSITIVE/NEGATIVE IMPACT

CHARACTER AREA	STREET AREA LOCATION	PHOTO REf
Describe what forms the character of the streetscape eg walls, buildings, ,change of level. Unity or variety of scale, material colour	Comments	
Describe what detracts from the streetscape Eg Prominence of detracting feature, lack of consistency (missing railings, bad signage) inappropriate feature or use	Comments	
What contributes to the streetscape? Eg Walls, buildings, ,change of level, unity or variety of scale, material, colour	Comments	
Which vistas contribute (views within the town?) Brief description and mark vistas on the map with an arrow eg Focal Building, focal scene, dominating, dominating materials/artefacts (trough, chimney) hills, roofscape, ,woods	Comments	
Which views contribute? (views out of town?) Brief description and mark view on map with arrow eg focal building, focal scene, dominating materials/artefacts (trough, chimney) hills, roofscape, ,woods	Comments	

HOLMFIRTH CONSERVATION GROUP

STREET FEATURES CONTRIBUTING POSITVE/NEGATIVE IMPACT TO THE AREA

CHARACTER AREA	STREET AREA LOCATION

STREET FURNITURE & OTHER FEATURES

Consider the following:- Seating, Litter Bins, Industrial Waste Bins, Street Nameplates (carved stone or cast iron), Sign Clutter, Street Trees & associated tree grilles, Street lighting (modern or "heritage"), Raised planters, Dog waste bins, Pedestrian signage/Fingerposts, Graffiti

Location	Description	Condition	Positive	Neutral	Negative	Comments Do these contribute or detract from the enjoyment and safety of the street?	Photo ref