



PHOTOGRAPHIC SURVEY

BUILDING IDENTIFICATION & PHOTOGRAPHIC FILE NAME MANAGEMENT

As part of the Buildings Survey we will require a photographic record of each building. In most cases this would be one photo of the building frontage. However in circumstances where particular architectural features are worth recording or where there is a serious case of neglected maintenance this should be photographed as well.

We will need these photographic records to be given the same file reference that has been attributed to each building for the building survey. This has been done by using GIS mapping software to identify each building in the Conservation Area and allocating them a unique reference.

The “master map” has been divided into smaller sections areas to facilitate easy building identification for surveying and photography and keep surveying into manageable batches.

The photographic survey should be completed using the same process as for the building survey. Buildings will be allocated to volunteers in batches of between 15 and 35 buildings per volunteer. This may include garages and sheds. A map of the batch of allocated properties to be surveyed will be provided. This will be an enlarged section of the conservation area map. The area to be surveyed will be outlined with a purple border. The map should be used to identify the property being surveyed and its reference entered into the PHOTOGRAPHIC RECORD SHEET together with the photo file no. and location address.

NOTE:

Buildings have been given their building ref. as if viewed from above. This means that in the case of “Over & Under” buildings eg properties in Norridge Bottom, the map will only show one identifier ref. In such cases you will need to survey/Photograph both properties, entering the building ref. on the record sheet but also adding a numerical ref.

e.g.

Building BRM may be an “Over & Under” building, in which case the ref for each property would be BRM1 for the “Over” and BRM2 for the “Under”.

Cross off each building on the map when it has been surveyed/photographed. There is no need to photograph any building that is difficult to access or is problematic for some other reason. Just leave it unmarked on your map and the office will follow up later.

The photographer will need to record the photo file name against the building ref on the record sheet. This should subsequently be amended to the building identifier. Where there is more than one photo of the same property they would need an alpha suffix. (ie CME^a, CME^b or in the case of the Over & Under example above BRM1^a)

The attached PHOTOGRAPH RECORD SHEET should be completed for each “batch” map.

ADDING PHOTOGRAPHIC FILES TO GOOGLE PHOTOS

Photos will be loaded into Google Photos which is a shared application in the cloud

In order to take advantage of the free cloud storage the maximum photo size for uploading to Google Photos for each image is 16megapixels. This would more than meet our needs.

Uploading can be done by either passing a memory card with the relevant photos and corresponding record sheet to Clem Bacon who will load them into Google Photos for uploading

Or

Sending me a folder with the photos with relevant file names, and naming each folder by survey area. ie Identity area, Section no, batch letter – viz: HCG Area 4 1b This information appears on each allocated survey batch.

Uploading the photos directly into Google Photos is also an option but it can get complicated if a number of us are uploading photos and creating new folders so I would prefer that I do this – at least initially, until we get a feel for it