

Lincolnshire Heritage at Risk Places of Worship help notes



Guidance to completing the places of worship survey form

Abbreviations

HER Historic Environment Record (maintained by Lincolnshire County Council)

LB Listed Building

The website will generate a survey pack for the building selected including the HER description, Listed Building description (if applicable), maps and a survey form. The HER number, name and location of the building and any designations will be automatically filled in on the survey form.

HER MonUID number

This is the unique identifier for the records held by Lincolnshire County Council HER. This field is automatically generated by the system.

Building Name and Address

This field is automatically generated by the system.

Element of record surveyed

If more than one building or structure is described (eg a Listed building description that includes a church and a churchyard wall) then separate forms will need to be completed for each element.

Listed Building Number(s) and Grade(s)

If the building or structure is Listed this field will be automatically filled in. Listed Buildings can be Grade I, Grade II* or Grade II.

Grid reference, Parish and District

These fields are automatically generated by the system.

Any discrepancy between the information provided and what you find during the survey should be recorded in the HER or LB comments boxes as appropriate.

Was the survey completed successfully?

Select Yes or No.

A survey is only deemed to be unsuccessful if no part of the survey can be completed eg access is refused or the site cannot be located. In this case reasons why should be given in the comments box.

If part of the survey was completed then check 'yes', and describe what could not be completed and the reasons in the comments box.

Usage

Each building needs to be assigned one of the following five categories;

full time use	in daily use either for worship or other purpose
frequent use	in use at least once a week on a regular basis for worship or other purpose
regular use	in use at least once a month on a regular basis for worship or other purpose

occasional use	in use more than six times a year, but not on a regular basis
not in use	closed for an indefinite period or in use less than six times a year, on an occasional basis

Entry to the place of worship ought to afford evidence of use of the building. Parish magazines, lists of services and posters or flyers for events will typically be available inside the church, near the entrance. External noticeboards will also provide information on what is going on in the building.

Be careful to record only the activity in the church building itself, not in related parish rooms, church halls etc.

Nature of usage

Each building should be recorded using one of the following terms:

- Worship
- Worship and other
- Other
- None

As above, only activities in the church building itself should be recorded.

Denomination / Faith

A list of the five Christian denominations with the most listed buildings (and therefore most likely to appear in the survey) is given on the sheet:

Baptist Union / Church of England / Methodist Church / Roman Catholic / URC / Shared / Other Christian / Non-Christian

Any other Christian group should be assigned to the ‘ Other Christian’ category. NB In the case of the Baptist Union and Methodist Church in particular, be careful to check that the church is part of the particular denomination. There are other Baptists and Methodists that are not part of the main denominational group.

Is the building normally open?

Select either Yes or No.

Was the interior inspected?

Select either Yes or No.

Original Use

Select from the following list of terms for buildings / structures:

principal use	type of building	principal use	type of building
Agricultural	Barn	Garden landscape	Garden building
	Stable	Health and Welfare	Hospital Workhouse
	Granary		
	Cartshed	Industrial extractive	Mining Quarrying
Dairy	Institutional	Institute	
Dovecote			
Cattle sheds			
Pigsty			
Other			
Ancillary	Outbuilding		

			Law	Courthouse Police station Prison
Civil Hall	Hall Town Hall Government office		Manufacturing and processing	Brewery Maltings Industrial mill
			Military	Fortification
Commercial	Bank Exchange Office Post Office Public House Shop Retail warehouse Residential over shop		Power	Watermill Windmill
			Recreational	Cinema Museum Theatre
			Religious	Church Chapel
			Residential	Hotel
Commemorative	Monument		Storage	Warehouse
Domestic	Terrace House Cottage Lodge Farmhouse Manor House Country House House Flats		Street furniture	Street furniture
			Transport	Bridge Railway building Station Canal
			Utility	Utility
Educational	Library School		Vacant	Repairs being carried out.

Condition

The condition of the building is recorded on a four point scale from very bad to good.

very bad	serious problems which require urgent attention
poor	widespread problems; lack of basic maintenance
fair	one or two minor problems and general wear-and-tear
good	no obvious problems

The survey will be carried out from the ground and, if the building is open, the interior should be inspected as well.

In assessing condition look in particular for the following:

Roof coverings

Go round the exterior of the church and look at the roofs. Are they in good condition? Slipped or missing slates or tiles; slate or tile debris around the perimeter of the building; cracked or missing leadwork; general failure of flashings. Internally look for rot outbreaks, water staining and blistered paintwork on walls.

Drainage systems – gutters, downpipes, ground drainage

Plant growth in gutters and hopper heads; downpipes that are disconnected or detached; water discharging into the walls; blocked drains with plant growth in them. Internally look for rot outbreaks, water staining and blistered paintwork on walls.

High level masonry

Significant areas of badly-eroded masonry at high level, particularly on towers and spires, and fallen bits of stone or brick around the perimeter of the building.

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.

General maintenance. General problems with window glass and stonework; signs of vandalism such as broken windows, graffiti and refuse in the churchyard; paintwork not renewed; widespread failure of external render.

The following check lists will help you decide the overall condition of the building:

area	look at	look for	summary of condition
roof	all roofs and interiors where possible	missing or patched stone / slate / tile / metal / lead /copper If you cannot see all roofs there may be evidence of problems inside the church eg signs of damp / staining / plaster damage on ceilings and walls	very bad /poor /fair /good
high level stonework	high level stone / brick / flint including tower	cracks flaking loose / falling mortar fallen stones/ brick missing decorative elements eg pinnacles	very bad /poor /fair /good
drainage	gutters	detached / damaged gutters are gutters level/ vegetation / leaves blocking gutters signs of water staining on walls	very bad /poor /fair /good
	downpipes	broken downpipes vegetation / leaves blocking hopper heads	
	ground gutters	blocked or damaged ground gutters / gulleys	
general maintenance	building	ivy growing on the walls broken windows / graffiti peeling paint / fallen plaster damp walls signs of bird / bat droppings	very bad /poor /fair /good
	churchyard	is the churchyard tidy? are the monuments damaged? fallen over?	
Overall summary of condition of building		very bad / poor / fair / good	

Score

Once you have assessed the Usage and the Condition use the matrix below to assign a score

eg

if the building is in full time use and fair condition the score will be 6

if the building is in occasional use and poor condition the score will be 14

	condition			
usage	good	fair	poor	very bad
full time	1	6	11	16
frequent	2	7	12	17
regular	3	8	13	18
occasional	4	9	14	19
not in use	5	10	15	20

Risk Category

To be completed by project officer.

Photographs

Take general photographs of the exterior and, if open, the interior. If particular problems are identified eg missing slates, broken guttering, signs of damp include photographs of these.

NB do not trespass whilst taking photographs.

Each photograph submitted should be labelled with a brief description.

eg

front of building;

broken down pipe by porch

missing slates on nave

(If submitting a survey in hard copy, please label your photographs with the MonUID number/ your name/ photo number/ description.)

A photograph record sheet is provided. You may find it useful to keep a record if you are surveying several buildings in one day.

Comments

Use this box to record any additional observations not covered in the other fields or particular problems *eg blocked or missing gutter.*

Comments on HER description

Use this box to make comments on the HER description provided. Note any discrepancies between the description and the building as observed.

Comments on Listed Building description

Use this box to make comments on the Listed Building description provided. Note any discrepancies or changes you observed. The LB description may have been made some time ago and changes may have occurred.

Name of surveyor

Enter your name in full.

Date of survey

Enter the date you visited the site.