



Love Local Landmarks Tool Kit:

A Guide to Reviewing and Enhancing
a Local Heritage List using Volunteers

- x Your Community
- x Your Local Heritage
- x Your Local List



Written by Dr Ann Robey on behalf of The Hackney Society



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1 Truman's Road, E8



*1-65 Sutton Square,
Uxbridge Road, E9*

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Introduction



*Royal Inn on the Park PH,
Lauriston Road, E9*

This Tool Kit is published by the Hackney Society as part of the Love Local Landmarks project, which was part-funded funded by Discover Hackney (Hackney's Built Environment and Heritage Partnership), the London Borough of Hackney and English Heritage. It draws on our experiences of using volunteers to review, revise and expand a local list in London.

Local listing is a concept that is designed to ensure that the historic and architectural significance of buildings that are of local importance but do not meet the exacting criteria for being nationally listed is taken into account during the planning process. Love Local Landmarks, which started in 2010, looked at Hackney's existing local list of heritage assets, surveyed and photographed them and also identified additional buildings that might be added to the list. In December 2012, Hackney adopted the amended list, which now contains 458 entries. About 120 new buildings have been added to the list including many 20th century buildings, which were previously under-represented. Another 110 buildings have been removed from the list because they no longer meet the requirements for inclusion having been demolished, altered or given statutory listing. The project was run by the Hackney Society in association with the London Borough of Hackney and English Heritage.

In English Heritage's *The Good Practice Guide to Local Heritage Listing* [2012], the project has been identified as a case study of good practice in the use of volunteers.

The Tool Kit

The Love Local Landmarks Tool Kit is designed to help councils, heritage groups, amenity societies and other local groups who wish to undertake similar projects using the time and skills of local volunteers. The field-based knowledge of our group of volunteers and the management experiences of the steering group and project manager has ensured that that this Tool Kit is rooted in practical reality. The requirements of end users – most importantly the planning and conservation teams in the local authority or council, amenity societies and local people should be considered from the start. Historic buildings create a focal point that people can relate to and are familiar with – giving a sense of place and continuity.

Having an up-to-date local list compiled by members of the local community and accepted by conservation officers means that buildings and structures that are valued are recognised early in any planning process.

Why deliver a community-led local list?

Using local people to advise local authorities in the identification of heritage assets is one of the best ways of ensuring that these distinctive buildings play an important role in helping to influence planning decisions in a way that conserves and enhances local character and distinctiveness. It really emphasises what makes a community's character unique and what the local population value. Having an up-to-date local list compiled by members of the local community and accepted by conservation officers means that buildings and structures that are valued are recognised early in any planning process. Involving the community can build support for a project, help to avoid opposition later and may result in the discovery of unexpected heritage assets. Buildings on a local list add colour to the local environment.



Top Ten Lessons

- 1. Define the project – scope and resources required**
- 2. Clarify funding and timescales for delivery**
- 3. Identify volunteers, assess skills**
- 4. Be realistic about time requirements**
- 5. Clarify roles and responsibilities**
- 6. Provide structured training to clarify roles and responsibilities**
- 7. Establish clear process from sift to adoption**
- 8. Keep all informed of progress**
- 9. Celebrate input from volunteers and project outcomes**
- 10. Create opportunities for future nominations**



Defining your project: create, enhance or expand?



*Aziziye Mosque,
117 Stoke Newington
Road, N16*

Defining your project

It has been estimated that over half of all local authorities now have local lists of historic buildings and heritage assets, but the quality and amount of information or detail about the buildings on each list varies greatly. In Hackney we were faced with a simple alphabetical list of streets, with each locally listed building identified by a reference number and an address. No one quite knew how the list was created, why buildings were on it, the criteria of choice and whether these buildings still survived in anything like their original state. It was last updated in 1991. This type of list is local listing at its most basic and many other local authorities have more sophisticated lists. Some are accessible to the public and planning teams on their websites, usually illustrated with pictures. Other local authorities do not have lists of local heritage assets at all.

A decision needs to be made from the outset on what type of list you wish your volunteers to create. Working with your local council's conservation and planning team is important if the work that you are going to undertake will be adopted by the council or local authority. A local list of heritage assets is an essential part of any council's on-going commitment to the conservation of the district's distinct historic character. English Heritage's Good Practice Guide for Local Heritage Listing sets out a typical programme for creating a local list, and provides guidance on its content. This is available at www.english-heritage.org.uk.



*Post box, Stoke
Newington Road
(opposite junction with
Prince George Road)*

*A good local list is not
static and to be valuable
it needs to be reviewed
and added to*

A decision then needs to be made on what type of project is to be undertaken by the volunteers for the area.

- x Do you want to create a new local list?** This would involve starting from scratch and identifying suitable buildings in an area and writing selection criteria in association with the local council.
- x Do you want to enhance an already existing list?** This could be by adding photos or writing descriptions of the heritage assets or by reviewing the buildings on the list. It might be an effort to include more buildings associated with a local industry or a search for excellent examples of 20th century buildings.
- x Do you want to expand the local list?** A good local list is not static and to be valuable it needs to be reviewed and added to. Our experience in Hackney with a local list created over 20 years ago in 1991, was that 110 buildings had to be removed from the list, with 120 more being added.

Local lists are most useful when they include both visual and written information. Without both these elements it will be difficult to ensure that care is taken over decisions affecting the future of these buildings, and that their special status is taken fully into account in planning matters. In local authorities with large numbers of locally listed buildings (many have hundreds and some have thousands) it would be difficult to recall locally listed buildings without visual references and good descriptions. It is helpful to look at examples of online local lists from other boroughs or councils before deciding on the way forward. A good local list shows a clear photo of each building, a good description and a clear reason for inclusion in the list.

In Hackney the volunteers also contributed to a website for both public and professional use. This is accessible at www.lovelocallandmarks.org. Designed to archive standards, this online catalogue now contains all the borough's locally listed buildings with architectural descriptions, photographs and maps. It is fully searchable and a valuable asset for the council's officers and the



*74-76 Kingsland High
Street, E8*

general public. It will continue to be updated, with any new buildings that are added to the local list also being added to the database. However, not all groups would want or need such a website.

Sometimes the sheer size of a local authority might be off-putting and the review of a local list might be restricted to a small area – a parish or ward. Our experience in Hackney using volunteers, has shown that a borough-wide approach, although time-consuming, does bring economies of scale and the involvement of volunteers on a project allows them to focus on particular areas near to their homes or workplaces.

Funding your project

Using volunteers to update or write a local list is not necessarily a cheap option. The work may need some funding, especially if there is going to be a part-time project management role, which we in Hackney thought an absolute necessity. Possible sources of support include the Heritage Lottery Fund, English Heritage, local authorities, local charitable trusts and possibly parish councils.

Working with the Local Authority

It is crucial that the Local Authority is involved throughout the lifetime of the project. In our case a steering group was established containing the project manager and representatives of the Hackney Society, the London Borough of Hackney and English Heritage. Regular meetings ensured that the Council was kept informed of project progress and could adopt the revised list with minimal impacts on resources.



Getting your volunteers: who do you need?



1-41 Hadley Court,
Cazenove Road, N16

The most important qualification is a keen interest in heritage and the willingness to spend a good number of days undertaking set roles.

Agreeing to run a local listing project is something that should not to be undertaken lightly. It is likely that it will be an established amenity or civic society, local environmental group or parish-based organisation that will oversee such a project or possibly a group of volunteers recruited by a council conservation team. It is vital that whoever is running the project works in consultation with the conservation officers in the local authority or council, as without their support and ultimate adoption of the list the venture will be in vain.

Identifying assets for addition to the local heritage list is a potentially resource intensive exercise for local authorities. Volunteers are well placed to assist in this exercise, as the Hackney Society proved with Love Local Landmarks. But who are the volunteers – how do you find them and will they be able to undertake the work? The most important qualification is a keen interest in heritage and the willingness to spend a good number of days undertaking their set roles. Harnessing local talent and expertise for recording and identifying heritage is important. Only by attracting individuals who understand and appreciate all local cultures can a community's diverse heritage be

protected, so it is important to attract volunteers that will reflect the diversity of your community. This can sometimes be challenging.

The range and experience of the Hackney volunteers was diverse. Many architects and heritage professionals came forward, as well as young graduates and people with an interest and enthusiasm for local history. Many were members of the local society – the Hackney Society; others were newly retired and seeking different challenges. They surveyed all of the existing local list, providing photographs and written descriptions, as well as nominating approximately 250 buildings as potential new additions. We were fortunate in having a high degree of expertise amongst our volunteers which made the project somewhat easier. It is important to be realistic about potential volunteers in your own area when embarking on a project. Those with little knowledge of buildings may well struggle to write descriptions, identify potential additions and recognise heritage assets that ought to be listed. However those people could well be used for other tasks such as photography or historical research.

Only by attracting individuals who understand and appreciate all local cultures can a community's diverse heritage be protected

It is useful to write 'job' or role descriptions for the different volunteer roles. In Hackney there were surveying roles and photography roles (although some people undertook both). These were submitted to the Hackney Volunteer Centre and other relevant agencies. The Hackney Society also publicised the volunteering opportunities to members of the Conservation Areas Advisory Committees (CAACs), members of the Hackney Society, community groups and to the local press. [See Appendix Two for sample job descriptions]

Briefing for the volunteers: project scope

The volunteers need to be tenacious and dedicated and to be given realistic details on the amount of time that they might be asked to spend on a project. Almost all our volunteers spent well above their anticipated volunteering times on the Love Local Landmarks project. All potential volunteers were invited to an informal introductory session



*Bloom's Pianos Sign,
134 Kingsland Road, E2*

in the basement of a local bar to find out more about the project, where they received more information about Hackney's existing local list and the hopes for project. Most importantly they got to know each other and the project manager. It is important to emphasise that volunteers do not need to be experts, but some prior knowledge of architectural history, including local vernacular architecture in rural areas or industrial history for some locations might well be helpful. Those with a knowledge of historical or archival research would also be useful.

In all about 40 people expressed an interest in volunteering for the Love Local Landmarks project and 28 were trained in surveying techniques, with a further 12 in architectural photography. These volunteers were a mixture of Hackney Society members and people who responded to adverts in the local press and volunteering centre.

Public Nomination of buildings

Not all people have the time or inclination to volunteer. To involve interested others within the local community it is useful to run a public campaign in the local press which invites residents to nominate buildings for inclusion in a new or expanded local list . Public nomination is a key element of the process and should be backed by a nomination form for the general public to send in.



Training your volunteers

Using volunteers well requires time and skill – the Hackney Society employed a part-time project manager, as well as a heritage professional to coordinate and train the volunteers, and liaise with the local authority. The range and experience of volunteers was diverse and to begin with many found writing architectural descriptions and dating buildings daunting and difficult.

Each volunteer received two to three days of training courses on building surveying and architectural history, as well as more practical sessions on photography and uploading content to the website. A rapid survey form was devised for volunteers and they were provided with many copies of these sheets to fill in. Do not skip the training as it is worthwhile for everyone. It gives those with less experience confidence and those that know more can be identified early on.

The structured training programme devised by the Love Local Landmark's project manager Lisa Rigg and the architectural historian Ann Robey for the volunteer surveyors, involved some research on a number of the buildings already on the local list. In addition some basic archival research was undertaken on examples of buildings that might be potential 'new' candidates for addition to the local list. These included some public houses, industrial buildings, 20th century buildings (including Arts and Crafts



8-9 Hoxton Square, N1



41 Pitfield Street, N1

housing) and entertainment buildings such as a Lido and cinema. It is important that volunteers see some local examples of correctly written entries for locally listed buildings in the area on which they can base their entries.

Once the training was completed each volunteer surveyor chose a section of Hackney on which they were to work. They then walked every street in that zone identifying and confirming the existing locally listed buildings that had been plotted on large-scale maps by the local authority and also potential new buildings for adding to the local list. In the depths of winter the volunteers walked nearly every street in Hackney and, despite the cold, seemed to really enjoy and benefit from this experience. They recorded each building on their survey sheets and photographed each structure. Some of our training materials are reproduced in Appendix Two.

Additional training sessions should be held early on in the assessment process to look at the gathered data, compare it with others and to look at draft survey sheets and architectural descriptions of the buildings.

As is always the case, some volunteers were more active than others and some were really outstanding in their abilities and dedication to the task. A core volunteer team quickly established itself and between them surveyed a large percentage of the local list as well as nominating approximately 250 buildings as potential new additions.

For each property a digital photo was required – and training on photography was also given, using a professional architectural photographer, Grant Smith. A picture of the front elevation was taken for all buildings, plus any details that were of particular interest.



Managing the volunteers – access, group meetings and socials



*The Bathhouse Children's
Community Centre,
76 Shacklewell Lane, E8*

If possible it is best to have one project manager, rather than a committee that the volunteers have direct contact with. Volunteers need to know that they can ring or email that person if they have a question or a query about the project. Either operate an 'office hours' system, where they can ring the contact and get a response for several hours each week, or use email.

In the early stages of surveying encourage the less confident volunteers to work in pairs, so that they aid each other in the compilation of data. Once the volunteers get more confident then they can go off and survey and photograph on their own.

It is important to hold regular (monthly or bi-monthly) meetings with the volunteers in a relaxed and social atmosphere. In Hackney we were fortunate to have free access to a downstairs room in a bar, which was ideal. Here volunteers could discuss with the project manager and others all aspects of the project in a convivial setting. Free drinks were provided for the volunteers. Thus although the majority of volunteers were working largely on their own to undertake the survey of locally listed buildings they had



Margett's Corner,
121-125 Dalston Lane, E8

"I took on this project as a volunteer having been put on short-term working by my employer. I have really enjoyed it and I believe it will help me in my future work. The highlights [of the project] are seeing my finished work on the website. The big highlight would be seeing any of my suggested 'Additions to the List' making it onto the Local List."

the opportunity of talking to others doing the survey and they could all learn from each other's experiences.

At the end of the project a large party in the Town Hall was held for all the volunteers, which was paid for by the local authority and where they were all formally thanked for their hard work and efforts. It is important to make volunteers feel valued.

The experiences of the volunteers

Overall the experience of our volunteers was positive. In the depths of winter the volunteers walked nearly every street in Hackney and, despite the cold, seemed to really enjoy and benefit from this experience. Comments from the volunteers included:

"It made me look at the streets around where I live with greater detailed interest and perception than before; the research I have done has also given me a better understanding of some aspects of the history of the area."

Others felt they were discovering the borough for the first time:

"The diversity of assignments has given me an opportunity to visit parts of London I would not have ventured otherwise and to appreciate the wealth of vulnerable local architecture that exists and makes London a more interesting place to live and work."

Our experience of using volunteers has been a positive one with participants really enjoying the surveying – particularly the process of identifying new heritage assets for inclusion.

"I took on this project as a volunteer having been put on short-term working by my employer. I have really enjoyed it and I believe it will help me in my future work. The highlights [of the project] are seeing my finished work on the website. The big highlight would be seeing any of my suggested 'Additions to the List' making it onto the Local List."



Drawing up a new list – removals, additions



*London Fields Lido,
London Fields
West Side, E8*

The Local Heritage List Cycle shown in English Heritage's *Good Practice Guide for Local Heritage Listing* can provide a starting point for planning a programme to draw up a revised list.

The diagram is reproduced overleaf.

Drawing up selection criteria

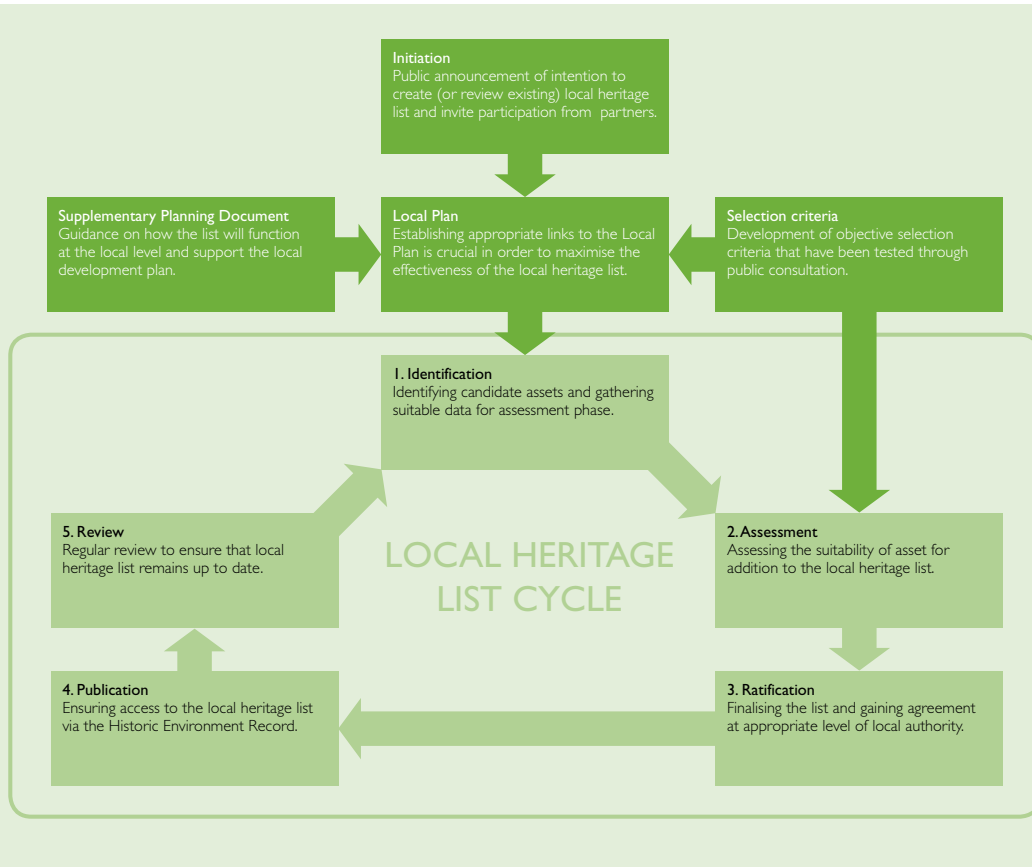
The first task of any local listing project is to review and rewrite the criteria of selection for locally listed buildings. In Hackney the selection criteria was developed in accordance with English Heritage's best practice guidance. The inclusion of buildings on the local list is based upon their ability to satisfy one or more of the following selection criteria:

- ✗ **Historical Interest:** an association with well-known local personalities or events or demonstrates the area's history.
- ✗ **Architectural interest:** the older a building or structure is, or the fewer the surviving examples of its type the more important it is. It might be a good example of a particular style or period or be designed by a well-known architect.
- ✗ **Environmental significance:** a building or feature that makes a special contribution to the environment of a street or locality by being characterful or of group value.
- ✗ **Aesthetic or artistic merit:** a building, mural, a surviving piece of residual painted advertising or 'ghost sign' or a

CREATING A LOCAL HERITAGE LIST

Before creating a new local heritage list, or reviewing an existing one, it may be useful to think about the overarching strategy behind its preparation. The approach taken in practice could be based upon any of the following methods:

- **Historic Theme:** looking at the study area in terms of historic themes that are distinctive to the locality (e.g. industrial, military)
- **Asset Type:** similar to the thematic approach, but structuring the local list based on asset type (e.g. buildings, parks & gardens)
- **Geographic:** breaking down the study area into more manageable geographical units, for instance by parish, ward or neighbourhood; especially applicable to local authorities covering large areas or rich in heritage assets



The Local Heritage List Cycle. © English Heritage



*Lodge, gates and railings
to Jewish Burial Ground,
Lauriston Road, E9*

monument or sculpture that is a testament to the individuality of its designer [See Appendix One for the selection criteria drawn up for London Borough of Hackney by the Love Local Landmarks team].

The establishment of selection criteria should always be done in consultation with the local authority or council as it is important that they are willing to adopt it as part of their policies.

Collaboration with Historic Environment Records

It is crucial to make sure that, at the end of the project, the local list entries are made publicly available as part of the Local Authority's planning evidence base by being uploaded onto the local Historic Environment Record (HER). Once uploaded the data will be quickly accessible through HER data searches alongside a range of historic environment information which is often the starting-point for planning searches relating to heritage.

Consultation with the local Historic Environment Record (HER) prior to the creation of the survey is therefore vital to ensure that the survey data is collected in a format that can be quickly and easily added to the HER. During the length of the project it is advisable to maintain regular contact with Historic Environment Record staff since the survey can produce a large volume of data which will need to be planned for within local authority officer time resources.

Removals, additions

When the survey work has been completed it is time to draw up a new local list in consultation with the council or local authority. This will include the removal and addition of buildings.

In our area we started with a list of 448 locally listed buildings or groups, that had been originally drawn up in 1991. After the survey undertaken by the volunteers, 110 buildings were removed from the original list. The reasons for their removal included demolition, alteration



13-17 Balls Pond Road, N1

to such an extent that they could no longer remain on a local list, change of borough boundaries and upgrading to become statutory listed buildings. It is highly likely that any review of a local list made more than ten years ago will need to have buildings removed from the list for similar reasons.

During the survey the volunteers had identified more than 250 potential additions to the local list. Each surveyor provided a photograph and reason for including each potential addition and all wanted their suggestions added to the new local list! A quick examination of the nominations by the project manager saw that some were simply not good enough and there were far too many nominations. Therefore it was felt that sifting the entries down towards a reasonable number was the way forward. A number of sifts were made:

- ✘ **Volunteer sift** The first was at a sifting meeting of all the volunteers. This allowed everyone who had been involved in the survey to see the potential additions and at this meeting the numbers were whittled down dramatically especially when everyone saw the high quality of some proposed buildings compared to others. It is important to include volunteers in the sifting process, so that they see that their buildings were not arbitrarily rejected for local listing.
- ✘ **Review Panel for Local Listing** The next stage was to invite a group of professionals to form a review panel for local listing. It was agreed that it should be an independent panel and should not include the local authority. It was important to provide a sufficient range of expertise and we included architects, an expert on 20th century buildings, the chair of the Hackney Society and a local historian. At this meeting the list was reduced sufficiently to put what remained up on the local authority website as the Love Local Landmarks proposed additions to the local list.
- ✘ **Internal local authority sift** The conservation and planning teams then further sifted the proposed additions, bringing in advice from the Twentieth Century Society about some proposals. After further



Former LCC Fire Station,
140 Tabernacle Street,
EC2A

consultation and bargaining with the Love Local Landmarks team a new list was agreed on, which included c.120 new additions.

x Consultation with property owners There are no legal or statutory requirements to carry out public consultation with regards to proposed local listings. However, in line with best practice and the Council's *Statement of Community Involvement*, the Council consulted with the owners of the properties identified as new additions to the local list.

The final stage of the process was when the suggested additions to the local list was presented to Cabinet for approval together with the selection criteria. In December 2012, Hackney adopted the amended list, which now contained 458 entries. At the same time provision was made for future additions and removals from the local list to be undertaken on a regular basis, providing that the selection criteria were met and a record kept.

The adopted list is published at the London Borough of Hackney website.

Love Local Landmarks database

Details of the individual entries themselves are held as a searchable database at the Hackney Society website (which can be reached from the Council's website via a hyperlink). The database is maintained and managed by the Hackney Society, and includes information about entries which were not selected, as well as those that were. To view the database please visit please visit hackneybuildings.org and www.lovelocallandmarks.org



Conclusions

Without the hard work of the volunteers this project would not have been achieved. Overall, we feel volunteers can successfully work on the revision of a local list but professional input is needed if the resulting list is going to be robust and useful for planning officers to make informed decisions.

We found that we needed to check and edit volunteers' work, which was time consuming, but in return we benefitted from their 'local' knowledge, passion and desire to be involved in the protection of the historic environment. Many volunteers feel that they had contributed to a worthwhile endeavour that has helped their neighbourhood. As one person stated:

"[I enjoyed] finding some of the unrecorded treasures of my local area (and getting them included in the listing!)"



*Acme Studios,
15-33 Orsman Road, N1*



Appendix One

Locally Listed Buildings: Selection Criteria (Hackney Example)



*Tyrrell's Boathouse,
Spring Hill, E5*

Local listing is a way for the Council to identify heritage assets and set out what it is about them that is important. It means we know where they are and ensures that we think about their heritage significance when considering planning applications that affect them.

The Council locally lists buildings in order to give them the recognition they deserve and to indicate to owners and local people that the building is of local historic value. The purpose of the local list is to ensure that care is taken over decisions affecting the future of these buildings and that their special status is taken into account. The Council will take appropriate action to secure the retention and enhancement of these buildings and structures of local significance.

The inclusion of buildings on Hackney's local list is based upon their ability to satisfy one or more of the following selection criteria which has been drawn up in accordance with the English Heritage Good Practice Guide to Listing:

1. **Historical interest:** an association with well-known local personalities or events and/or demonstrates the Borough's history. These include buildings important for Hackney's social history such as schools, churches, leisure and entertainment, commercial and public buildings.
2. **Architectural interest:** the older a building or structure is, or the fewer the surviving examples of its type the more important it is. It might be a good example



*Formerly Gainsborough
Road Public Baths,
Eastway, E9*

of a particular style or period, and contain notable architectural features and details, or be designed by a well-known architect. It might exhibit an unusual design or an early technological application of building materials or be a particularly evocative example of a locally dominant building type (e.g. a Victorian terrace).

3. **Environmental significance:** a building or feature that makes a special contribution to the environment of a street or locality by being characterful and time-honoured or locally valued. This might be part of a planned layout that has remained substantially intact (e.g. a terrace, square, crescent or estate). Or it might have group value, substantiating local environmental 'grain' (amalgam of scale, density, verticality, materials, colours, textures) that is peculiar to the area and may include informal groups of varied and often very modest buildings. It might also be a piece of street furniture or signage that contributes to the local scene.
4. **Aesthetic or artistic merit:** a building, mural, a surviving piece of residual painted advertising or 'ghost sign' or a monument or sculpture that is a testament to the individuality of its designer and 'arrests the eye'.

The Council will review the Local List from time to time and will include requests to add buildings to it based on the selection criteria. Similarly, buildings may be removed from the list if they no longer meet the selection criteria.

Appendix Two:

Volunteer Role Descriptions & Responsibilities

PROJECT MANAGER, Love Local Landmarks

Job Description

As Project Manager you will work independently to manage and deliver the EH funded project *Love Local Landmarks: Promoting and Protecting Locally Listed Buildings*. You will be responsible for the development of training and resources, managing volunteers and their workload, publicising the project, carrying out research in liaison with the architectural historian and steering group; ensuring survey and data is correct and assisting with the publication of the case study and toolkit.

Key work and responsibility areas

- ✘ To manage the development of HS online catalogue and data for HER
- ✘ To coordinate photography of locally listed buildings
- ✘ To develop links with external partners, for example London Borough of Hackney, The Victorian Society, The Twentieth Century Society and others, in order to maximise the impact of the project
- ✘ To co-ordinate and help deliver a series of training events for volunteers, including uploading content to the website, archive research, photography and building surveys
- ✘ To recruit and manage volunteers
- ✘ To assist with the survey, research and writing of case study and toolkit; to implement quality control measures (particularly with regard volunteers' work)
- ✘ To liaise with LBH with regard the short list of new buildings and to assist with the process of designation



*Hackney Downs Station,
Dalston Lane, E8*



*2 Kingsland
High Street, E8*

- ✗ To be responsible for the recruitment and management of all freelance staff, including architectural historian, website designer(s) and graphic designer
- ✗ To monitor and evaluate resources and activities
- ✗ To work with external partners and EH steering group to ensure that the project is relevant and on target
- ✗ To be an advocate for the value of the historic environment
- ✗ To publicise the project via local and national press
- ✗ To manage the devolved project budget and timetable

Experience and skills required

- ✗ Experience of training volunteers in surveying and archive research
- ✗ Project management inc. financial administration, especially projects funded by the Heritage Lottery Fund/ English Heritage
- ✗ Volunteer recruitment and management
- ✗ Experience of surveying buildings for architectural history purposes
- ✗ Experience of conducting appraisals, evaluation and report writing
- ✗ Exceptional communication and interpersonal skills
- ✗ A genuine passion for the historic environment and a commitment to promoting its value as a learning resource for all
- ✗ Ability to work within a team or under own initiative to achieve results
- ✗ Creative flair and imagination
- ✗ Computer literate



*Cupola with clock,
Hoxton Trust Community
Garden, N1*

Volunteer role descriptions

Role: Building Surveyor

Purpose of role: Local authorities are responsible for the care and conservation of locally listed buildings, but they have little statutory power to protect them from demolition, decay or neglect unless they are located in a conservation area. On a national level these buildings are poorly documented despite the important contribution they make to the character, distinctiveness and identity of our villages, towns and cities. The Hackney Society are looking for volunteers to help survey the borough's 448 locally listed buildings. Little is known about these buildings except that a high proportion date from the Georgian and Victorian periods, and that many of the borough's significant 20th-century buildings are not included. The local list has not been reviewed since 1991 and with little up-to-date information we are unsure about the condition or status of these buildings. Over the next nine months the Hackney Society has been part-funded by English Heritage to do a full survey of the local list, which will include documenting each building by taking photographs, writing short architectural descriptions and assessing condition. The data will then be added to an online catalogue and submitted to the English Heritage's Historic Environment Record. The project will also assess new buildings to be added to the list. The project is supported by Hackney Council.

Main activities and tasks

1. To condition survey locally listed buildings in Hackney
2. To write short architectural descriptions for each building
3. To photograph each building
4. To input data to online catalogue
5. To research individual buildings
6. To assess new buildings for local listing



*Wall to north-west of
1 Stamford Road, N1*

Experience

No direct experience of building surveying is required, but a sound knowledge of building types, materials and architectural details would be an advantage.

Skills, abilities and knowledge

- ✗ Good visual awareness (essential)
- ✗ Interest in architectural and local history (essential)
- ✗ A basic understanding of building types, materials and architectural details (essential)
- ✗ Attention to detail and ability to be methodical (essential)
- ✗ Ability to write clearly and concisely (essential)
- ✗ Computer literate (essential)
- ✗ Basic understanding of computer software and web-based technologies
- ✗ Photoshop or similar photo editing software (desirable)
- ✗ An appreciation of a range of architectural styles and periods, inc. 20th-century architecture (desirable)

Training provision

Volunteers will be funded to attend up to three training courses with building experts to learn

- ✗ Surveying techniques (identifying materials and parts of the building and conducting a condition survey)
- ✗ How to upload content to an online catalogue
- ✗ How to write short architectural descriptions
- ✗ How to research historic buildings

Commitment

12 days (3 days training, 4-6 days surveying, 3 days research and writing) We estimate that each volunteer will be able to survey approx. 15 buildings a day, and overall will assess between 50 to 75 buildings.



*Telephone box, junction
of Amhurst Park and
East Bank, N16*

Please note: the number of days listed above is an estimate. Potential volunteers may want to commit more, or less time, but this will be discussed at your informal interview. Some activities will require a minimum commitment due to training costs that we will incur.

Selection criteria

CV and informal discussion. All volunteers will be given a trial period. This is a description of the role as it is at present constituted.

How to apply

Email a CV to



*109 Homerton
High Street, E9*

Volunteer role description

Role Photographer, Love Local Landmarks project

Purpose of the role: The Hackney Society is looking for approx. eight people to photograph Hackney's locally listed buildings. In November 2010, the project Love Local Landmarks started with people volunteering to survey the buildings on this List. In March 2011 we would like to start photographing some of these buildings. The survey and photographs will result in a case study and toolkit to be used as an exemplar by English Heritage.

This opportunity is for people with a passion for photography. It will be a unique opportunity for Hackney residents to work with and learn from an internationally acclaimed architectural photographer – Grant Smith, a Hackney resident, who has worked in London since 1983 and has an extensive knowledge of London's architecture and historic buildings. Little is known about the local list except that a high proportion of the buildings date from the Georgian and Victorian periods, and that many of the borough's significant 20th-century buildings are not included. The local list has not been reviewed since 1991 and with little up-to-date information we are unsure about the condition or status of these buildings.

As a photographer your role will be fundamental to our understanding of what is on the local list of buildings.

Main activities and tasks

1. To photograph a selection of locally listed buildings in Hackney
2. To photograph buildings that have been shortlisted to join the local list

Experience

No direct experience of architectural photography is required, but a keen interest and a self-evident ability in photography are essential. Candidates will need to demonstrate flair in the subject.



*Stoke Newington School
and Sixth Form College,
Clissold Road, N16*

Skills, abilities and knowledge

- ✗ Excellent visual awareness (essential)
- ✗ Interest in photography and architecture (essential)
- ✗ Attention to detail and ability to be methodical (essential)
- ✗ Computer literate (essential)
- ✗ Good understanding of computer software and web-based technologies, Photoshop or similar photo editing software (desirable)
- ✗ A basic understanding of building types, materials and architectural details (desirable)
- ✗ An appreciation of a range of architectural styles and periods (desirable)

Training provision

Volunteers will be funded to attend up to three to four training courses: **On location I (best to do in space with computers so that students can practice on Photoshop, plan locations with maps).**

Grant will introduce participants to architectural photography with hands-on experience. The session will include: how to research and prepare a shot; identifying the building and what to consider; how to use the equipment; good and bad practice; and processing photographs (3 hours).

On location II

As a team, participants will organise a photo shoot on location with Grant on hand to provide supervision/expertise where necessary (3 hours).

On location III (self-led)

Participants will be set a task by Grant to photograph 10 to 12 buildings/structures on their own.



*Drinking Fountain,
Clissold Park, N4*

Review and exhibit work

The final session will look at the work produced.

Commitment

12 days (3-4 days training, 8 days photographing buildings and processing images)

Location: On location in Hackney

Selection criteria

CV and interview. Please prepare a 5-minute talk outlining why you would like to take part and what you hope to gain from the participating in the project.

How to apply: email a CV

Appendix Three:

Examples of buildings in the Hackney Local List

The Albion PH, 33 Albion Drive, E8

Gillian Symons, Volunteer Surveyor



Description: This two-storey, early Victorian public house has now been converted into a private house. It is constructed from yellow stock brick. The ground floor is white rendered and there are white-painted quoins at the corners and white parapet with string course. The two ground floor sash windows flank a doorway with a decorative light above and a projecting porch with a decorative cornice supported by pillars. The three sash windows on the first floor frontage have decorative stucco surrounds and brackets and the centre window has a triangular pediment and cast iron balcony over the porch. The original free-standing pub sign remains.

Listing recommendation: This is a good example of an early Victorian pub, which has been sensitively converted, retaining original decorative features.

The Plumage House, City Road

Suzanne Waters, Volunteer Surveyor



Description: Late 19th-century commercial building on a corner site. Three storeys, brick construction with a shop front on the ground floor. Sash windows on first and second floors. The building is distinguished by an elaborate roofline of gables, dormers and chimneys in a Northern Renaissance style reminiscent of a 16th-century French chateaux. The building has a rounded corner with a projecting oriel and tall gabled dormer. Giant pilasters frame the window bays. The ground floor has been heavily altered. The building originally housed the Royal Standard Public House and the Albert Saloon. For much of the 20th century a feather merchants business was run from the premises. Mr H Bestimt & Co. Ltd supplied genuine feathers to the theatres and studios of Britain.

Listing Recommendation: Although the ground floor of the building has been heavily altered, it occupies a distinctive corner site amidst post-war housing. It is diagonally opposite the early 19th-century terraces of Shepherdess Walk and gives a glimpse of the earlier character of the area.

No. 2 Stamford Road, N1

Ann Robey, Architectural Historian for
Love Local Landmarks project




Description: This is a detached house of an unusual design for the De Beauvoir Estate that is built on a shallow plot behind iron railings. The house is designed as a small urban 'villa' and is double-fronted and constructed in yellow brick with heavy stucco dressings, including a frieze band architrave. The house is two-storeys above a raised basement. Black and white chequered tiles cover the steps that lead from the boundary gate to the front door, located within a white stucco porch with Ionic capitals. Above the porch is a shallow projecting bay to the first floor. It dates from between 1835 and 1850.

Listing Recommendation: No. 2 Stamford Road is a well preserved and attractively proportioned villa dating from the early Victorian era on the planned De Beauvoir estate that retains particularly attractive original features and detailing.

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LOVE LOCAL LANDMARKS X

Welcome to an online catalogue of Hackney's Local List – a register of buildings, as well as other heritage assets, such as post boxes, gun posts and murals that are of local significance. This website contains historical research and a rich collection of photographs about the local environment.

[Find out more about Hackney's Local List.](#)

DISCOVER HACKNEY'S BUILDINGS




Find a building on the map!

Map Satellite

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Featured buildings

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 <p>The Eagle PH, 2 Shepherdess Walk, N1</p> <p>READ MORE </p>	 <p>Acme Studios, 15-33 Orman Road, N1</p> <p>READ MORE </p>	 <p>Royal Inn on the Park PH, Lauriston Road, E9</p> <p>READ MORE </p>
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Recent buildings

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<p>Remains of infirm wards and administrative offices, St Lukes Workhouse, Shepherdess Walk N1</p> <p>Remains of infirm wards and administrative...</p> <p>READ MORE </p>	 <p>Graham Mansions, Graham Road E8</p> <p>READ MORE </p>	 <p>Sylvester House, Sylvester Road, E8</p> <p>READ MORE </p>
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almshouse Art Deco Arts and Crafts bank Baroque bathhouse Brutalist cattle trough cemetery cinema civic Clapton **Classical** clock cobbles commercial cottage **Dalston** De Beauvoir detached drinking fountain education Edwardian Finsbury Park flat Flemish gate **Georgian** ghostsign Gothic gunpost Hackney Downs Hackney Wick Haggerston health and welfare health and welfare High-tech Hornerton hospital **Hoxton** industrial interwar Italianate lodge London Fields lost Manor House mansion block Modernist mural Neo-Renaissance Ottoman plaque post box Post-modernist Post-war **pub** Queen Anne railings religious building River Lea Romanesque semi-detached sets Shacklewell shop Shoreditch sport and leisure Stamford Hill **Stoke Newington** telephone box **terraced** transport Victoria Park **Victorian** villa wall war memorial Woodberry Down World War 2

COLLECTIONS

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Remove from the List



This is a collection of buildings and other heritage assets that the Hackney Society thinks should be removed from the Local List.

Home About Buildings Collections Contribute an item

18 Manor Road, N16



About this Building

Address:
18 Manor Road, N16

ID no:
204

Description of building:

18A&B: a three-storey industrial warehouse style building. The brick facade features a ghost sign possibly saying 'T HARRY & CO DEPOSITORIES'. There is a mews-style entrance with large black metal gates and a cobbled driveway with stone edging. There are 'shop' style windows either side of the entrance. Three sash windows on first and second floors have fine metal pane dividers and fan-shaped brick lintels. There is a tiled, low-pitched roof and a two-string course of brick under the eaves. 18C: An attached, narrow, four-storey, brick facade building. Ground floor: a mix of original shop front and garish modern fittings. First floor: modern upvc sash windows are surrounded by brick pilasters and (possibly) stucco lintel. Second floor: a pair of narrow modern upvc windows are framed by brick pilasters and arched lintels with continuous stone or stucco cill. Third floor: narrow triple-paned modern upvc window is framed by brick pilasters and arched lintels with continuous stone or stucco cill. Deeply overhanging eaves with two pairs of ornamental brackets. 18D: Three-pane divisions and fan-shaped brick lintels. Stone dressing at edge of building abutting 18C. Stucco string course runs width of facade at level of bottom of second storey window. Deeply overhanging eaves.

Architectural style:
Italianate

Period:
Victorian (1838-1901)

Building type:
Industrial/commercial

Listing recommendation:
Good example of well preserved industrial architecture of the period, ghost advertising.

Tags

commercial, Stamford Hill

Citation

"18 Manor Road, N16," in Hackney Buildings Catalogue, item #19389.
<http://www.hackneybuildings.org.uk/items/show/19389> (accessed July 25, 2013).

Geolocation



DISCOVER HACKNEY'S BUILDINGS

Find a building on the map!



POPULAR TAGS

almshouse Art Deco Arts and Crafts bank Baroque
boathouse Brutalist cattle trough cemetery cinema
civic Clapton Classical clock sobbies commercial
cottage Dalston De Beauvoir detached drinking
fountain education Edwardian Finsbury Park flat
Flemish gate Georgian ghostsign Gothic gunpost
Hackney Downs Hackney Wick Haggerston health and
welfare health and welfare High-tech Homerion
hospital Hoxton industrial interwar Italianate lodge
London Fields lost Manor House mansion block
Modernist mural Neo-Renaissance Ottoman plaque
post box Post-modernist Post-war pub Queen Anne
railings religious building River Lea Romanesque semi-
detached sets Shackwell shop Shoreditch sport and
leisure Stamford Hill Stoke Newington telephone box
terraced transport Victoria Park Victorian villa
wall war memorial Woodberry Down World War 2

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This is a collection of buildings and other heritage assets that the Hackney Society thinks should be removed from the Local List.



Love Local Landmarks Tool Kit:

The Hackney Society/ Love Local Landmarks/ survey sheet

ID No _____

LBH map ref _____

Eastings/Northings _____

Photo ref _____

Street number _____

Street name _____

Post code _____

Unitary authority *London Borough of Hackney*

Building name (if any) _____

Ward _____

Description of building _____

Date of building (if known) _____

Period _____

Architectural Style _____

Building type _____

Architect (if known) _____

Builder (if known) _____

Is the building in its original condition Yes / No

Recommendation (delete as appropriate) Keep on list / Remove from list / Add to list

Status (delete as appropriate) Extant / Part Demolished / Demolished

Monument Type _____

Conservation Area (please specify) _____

Reason for local listing (short description) _____

Date of local listing 1991 / 2011 _____ Date of survey: _____

Reason for local listing (by criteria) _____

Surveyor's name _____

Notes _____

Acknowledgements

Thanks to all the Management Committee of the Hackney Society but especially Tony Gillett, Monica Blake, Kevin Moore and Nick Perry. For designing the website, database and tool kit we appreciate the contribution of Jack Latimer, Pat O’Leary and Glory Hall.

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Volunteers

Andi Hall
Barry Shaw
Brian Longman
Cathy Logan
Elizabeth Pillar
Gerry McNamara
Gillian Symons
Hadyn Scharre
John Digby
Jerry Cooper
John Paton
Julian Harrap
Karen Bewick
Kirsten Foster
Laurie Elks
Linda Fitzgerald-Moore

Lisa Shell
Liz Robinson
Louise Horsfall
Paul Robertshaw
Pauline Moon
Ray Blackburn
Richard Barron
Robin Mallalieu
Rosemary Moore
Sandy Doherty
Sophie Madden
Steph Bosset
Suzanne Waters
Ulrike Wahl
James Wright



*Hackney Peace
Carnival Mural,
15 Dalston Lane, E8*

Useful websites

Love Local Landmarks

www.lovelocallandmarks.org

Hackney Society

www.hackneysociety.org

London Borough of Hackney

www.hackney.gov.uk

English Heritage

www.english-heritage.org.uk

Historic Environment Local Management

www.helm.org

National Heritage List for England

<http://www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england>

Heritage Gateway

<http://www.heritagegateway.org.uk/gateway>

British History Online

<http://www.british-history.ac.uk>

OS national grid identifiers

<http://gridreferencefinder.com>



ENGLISH HERITAGE

