

## APPENDIX 4 – SUVEY SHEETS AND ATTRIBUTE DESCRIPTIONS

### Survey Sheets

Allotment Assessment Criteria	33
Allotment Score Card	35
Community Hall Assessment Criteria	36
Score Card for Community Halls	38
Built Sports Facility Assessment Criteria	39
Score Card Built Sports Facility	41
Open Spaces Assessment Criteria	42
Score card Open Spaces	45
Quantitative Proforma	46

#### **A4.1 This note was at the bottom of all survey forms**

Note: The qualitative element of the PPG17 Audit is to act as a guide to assessing the quality of a site. It has been noted that an assessment of quality is subjective and can be distorted by many variables. The same officer, where possible, has carried out the surveys at similar times of day using exactly the same criteria to judge. The scores that are given will be used to give a value judgement of the site at the time of its survey

## Qualitative Assessment for Allotments

Attribute	Description	Score
Main Entrance	• Easy to find, with a welcome/advisory sign, appropriate size, clear, clean, tidy, well maintained and inviting	5
	• Appropriate size, clear, clean, tidy, well maintained and inviting	4
	• Obvious, open inviting and clean	3
	• Apparent as an entrance and clean	2
	• Inappropriate location and poorly maintained	1
Boundaries (including hedges and gates etc)	• All clearly defined and well maintained	3
	• All clearly defined – maintenance ‘patchy’	2
	• All clearly defined – maintenance needed	1
Roads, Paths, Cycle ways and Accesses	• Suitable materials, level for safe use, edges well defined, surfaces clean and debris and weed free, good disabled access throughout	6
	• Suitable materials, level for safe use, edges well defined, disabled access in most areas	5
	• Suitable materials, level for safe use, some disabled access	4
	• Suitable materials but with some faults, slopes, disabled access is poor	3
	• Path in correct place, but in need of obvious repair, disabled access poor and very restricted	2
	• Paths inappropriate in location and maintenance	1
Bins	• Numerous and in good conditions	5
	• Numerous and in average condition	4
	• Adequate number in good/average condition	3
	• Insufficient number in good condition	2
	• Insufficient number in poor condition	1
Ambient Noise	• Noise levels are unobtrusive	4
	• Noise levels are noticeable	3
	• Noise levels significantly reduce the amenity value of the site	2
	• Noise levels seriously undermine the sites amenity value	1
Seats	• Numerous for the size of the site and in good condition	5
	• Numerous and in average condition	4
	• Adequate number in good/average condition	3
	• Insufficient number in good condition	2
	• Insufficient number in poor condition	1
Toilets	• Provide within the site, easy to access, signed and well maintained	5
	• Provided within or adjacent within the site, difficult to find, maintenance/condition is average	4
	• Provided within or adjacent to the site , visible but not well cared for and generally uninvited	3
	• Provided within the site or adjacent to it, but in very poor condition and generally avoided by site users	2
	• None or temporary provision	1
Parking	• Parking provided integral to, or adjacent to the site, adequate space at visit, clean, tidy, in good condition, well signed	5
	• Parking provided integral to, or adjacent to the site, adequate space at visit, maintenance could be improved	4
	• Parking provided integral to, or adjacent to the site, limited space,	3

	<ul style="list-style-type: none"> <li>• maintenance good or reasonable</li> <li>• Parking provided integral to, or adjacent to the site, limited space and poor maintenance</li> <li>• Parking provision very limited</li> </ul>	<p>2</p> <p>1</p>
Composting Bay and Water Facilities	<ul style="list-style-type: none"> <li>• Both are available on site</li> <li>• One is available on site</li> </ul>	<p>2</p> <p>1</p>
On Site Information	<ul style="list-style-type: none"> <li>• Information available for locals and visitors in some detail</li> <li>• Limited information made available</li> <li>• No information</li> </ul>	<p>3</p> <p>2</p> <p>1</p>
Information Available Before the Visit	<ul style="list-style-type: none"> <li>• There was information available on the council web site and council produced leaflet regarding where the site is, what is on site, accessibility, opening hours, events and staff contact details</li> <li>• There was information available into the site location only</li> <li>• No information could be found</li> </ul>	<p>3</p> <p>2</p> <p>1</p>
Cleanliness	<ul style="list-style-type: none"> <li>• No evidence of litter, dog fouling or graffiti</li> <li>• Very limited evidence of litter, dog fouling or graffiti</li> <li>• Litter, dog fouling or graffiti highly noticeable</li> <li>• Unacceptable levels of litter, dog fouling or graffiti</li> </ul>	<p>4</p> <p>3</p> <p>2</p> <p>1</p>
Appearance	<ul style="list-style-type: none"> <li>• No evidence of derelict sheds, neglected plots or vandalism</li> <li>• Very limited evidence of derelict sheds, neglected plots or vandalism</li> <li>• Derelict sheds, neglected plots and vandalism have a serious detrimental effect on the site</li> <li>• Unacceptable levels</li> </ul>	<p>4</p> <p>3</p> <p>2</p> <p>1</p>
The Site is Part of a Network	<p>Bus route</p> <p>Cycle way</p> <p>Pedestrian route</p> <ul style="list-style-type: none"> <li>• It has all of the above</li> <li>• It has two of the above</li> <li>• It has one of the above</li> </ul>	<p>3</p> <p>2</p> <p>1</p>

## Score Card – Allotments

		1	2	3	4	5	6
<b>Site Name</b>							
<b>Site Ref</b>							
<b>Surveyor</b>							
<b>Time/Date of Survey</b>							
1. Main Entrance							
2. Site Boundary							
3. Roads, Paths and Access							
4. Basic Facilities	i. Litter Bins						
	ii. Seats						
	iii. Toilets						
	iv. Parking						
5. Ambient Noise							
6. Composting Bay and Water Facilities							
7. On Site Information							
8. Information Available from the Council Before the Visit							
9. Cleanliness of the Site							
10. Appearance							
11. Part of a Network							
Total Score (out of 57)							
As a Percentage							

## Qualitative Assessment for Community Halls

Attribute	Description	Score
Main Entrance	• Easy to find, with a welcome/advisory sign, appropriate size, clear, clean, tidy, well maintained and inviting	5
	• Appropriate size, clear, clean, tidy, well maintained and inviting	4
	• Obvious, open inviting and clean	3
	• Apparent as an entrance and clean	2
	• Inappropriate location and poorly maintained	1
Disabled Accessibility	• Disabled access is prominent	1
	• Disabled access is sufficient	2
	• Disabled access is difficult	3
Seating and Tables	• Numerous and in good condition	5
	• Numerous and in average condition	4
	• Adequate number in good/average condition	3
	• Insufficient number in good condition	2
	• Insufficient number in poor condition	1
Toilets	• Provide within the hall, easy to access, signed and well maintained	5
	• Provided within the hall, maintenance/condition is average	4
	• Provided within the hall, visible but not well cared for and generally uninvited	3
	• Provided within the hall, but in very poor condition	2
	• None or temporary provision	1
Parking	• Parking provided, adequate space at visit, clean, tidy, in good condition, well signed	5
	• Parking provided adequate space at visit, maintenance could be improved	4
	• Parking provided, limited space, maintenance good or reasonable	3
	• Parking provided, limited space and poor maintenance	2
	• Parking provision very limited	1
On Site Information	• Information available for locals and visitors in some detail	3
	• Limited information made available	2
	• No information	1
Information Available Before the Visit	• There was information available on the council web site and council produced leaflet regarding where the site is, what is on site, accessibility, opening hours, events and staff contact details	3
	• There was information available into the site location only	2
	• No information could be found	1
Cleanliness	• No evidence of dirt, rubbish or graffiti both internally and externally	4
	• Very limited evidence dirt, rubbish or graffiti both internally and externally	3
	• Dirt, rubbish or graffiti both internally and externally highly noticeable	2
	• Unacceptable levels of dirt, rubbish or graffiti both internally and externally	1

<p>Additional Facilities</p>	<p>Events Sport Facilities Kitchen Separate meeting rooms</p> <ul style="list-style-type: none"> <li>• It has all of the above</li> <li>• It has three of the above</li> <li>• It has two of the above</li> <li>• It has one of the above</li> </ul>	<p>4 3 2 1</p>
<p>The Site is Part of a Network</p>	<p>Bus route Cycle way Pedestrian route</p> <ul style="list-style-type: none"> <li>• It has all of the above</li> <li>• It has two of the above</li> <li>• It has one of the above</li> </ul>	<p>3 2 1</p>

## Score Card – Community Halls

		1	2	3	4	5	6
<b>Site Name</b>							
<b>Site Ref</b>							
<b>Surveyor</b>							
<b>Time/Date of Survey</b>							
1. Main Entrance							
2. Basic Facilities	i. Seats						
	ii. Toilets						
	iii. Parking						
3. On Site Information							
4. Information Available from the Council Before the Visit							
5. Cleanliness of the Site							
6. Additional Facilitates							
7. Part of a Network							
<b>Total Score (out of 37)</b>							
<b>As a Percentage</b>							

## Qualitative Assessment for Built Sports Facilities

Attribute	Description	Score
Main Entrance	<ul style="list-style-type: none"> <li>• Easy to find, with a welcome/advisory sign, appropriate size, clear, clean, tidy, well maintained and inviting</li> <li>• Appropriate size, clear, clean, tidy, well maintained and inviting</li> <li>• Obvious, open inviting and clean</li> <li>• Apparent as an entrance and clean</li> <li>• Inappropriate location and poorly maintained</li> </ul>	5
		4
		3
		2
		1
Disabled Accessibility	<ul style="list-style-type: none"> <li>• Disabled access is prominent</li> <li>• Disabled access is sufficient</li> <li>• Disabled access is difficult</li> </ul>	3
		2
		1
Toilets	<ul style="list-style-type: none"> <li>• Provide within the hall, easy to access, signed and well maintained</li> <li>• Provided within the hall, maintenance/condition is average</li> <li>• Provided within the hall, visible but not well cared for and generally uninvited</li> <li>• Provided within the hall, but in very poor condition</li> <li>• None or temporary provision</li> </ul>	5
		4
		3
		2
		1
Parking	<ul style="list-style-type: none"> <li>• Parking provided, adequate space at visit, clean, tidy, in good condition, well signed</li> <li>• Parking provided adequate space at visit, maintenance could be improved</li> <li>• Parking provided, limited space, maintenance good or reasonable</li> <li>• Parking provided, limited space and poor maintenance</li> <li>• Parking provision very limited</li> </ul>	5
		4
		3
		2
		1
On Site Information	<ul style="list-style-type: none"> <li>• Information available for locals and visitors in some detail</li> <li>• Limited information made available</li> <li>• No information</li> </ul>	3
		2
		1
Information Available Before the Visit	<ul style="list-style-type: none"> <li>• There was information available on the council web site and council produced leaflet regarding where the site is, what is on site, accessibility, opening hours, events and staff contact details</li> <li>• There was information available into the site location only</li> <li>• No information could be found</li> </ul>	3
		2
		1
Cleanliness	<ul style="list-style-type: none"> <li>• No evidence of dirt, rubbish or graffiti both internally and externally</li> <li>• Very limited evidence dirt, rubbish or graffiti both internally and externally</li> <li>• Dirt, rubbish or graffiti both internally and externally highly noticeable</li> <li>• Unacceptable levels of dirt, rubbish or graffiti both internally and externally</li> </ul>	4
		3
		2
		1
Additional Facilities	Changing Rooms Kitchen Showers Bar Floodlights <ul style="list-style-type: none"> <li>• It has all of the above</li> <li>• It has four of the above</li> <li>• It has three of the above</li> <li>• It has two of the above</li> <li>• It has one of the above</li> </ul>	5
		4
		3
		2
		1

Condition	<ul style="list-style-type: none"> <li>• The facility is well maintained, hard surfaces are have no cracks and are weed free, any buildings are kept to a high standard, boundary features are of a high standard, the facility is not an eyesore, and there is little evidence of vandalism</li> <li>• The facility is maintained some evidence of a deteriorating hard surface such as weeds and cracks, the boundary features are acceptable and any buildings are maintained.</li> <li>• The facility gives the impression of poor maintenance</li> </ul>	<p>3</p> <p>2</p> <p>1</p>
The Site is Part of a Network	<p>Bus route Cycle way Pedestrian route</p> <ul style="list-style-type: none"> <li>• It has all of the above</li> <li>• It has two of the above</li> <li>• It has one of the above</li> </ul>	<p>3</p> <p>2</p> <p>1</p>

## Score Card – Built Sports Facilities

		1	2	3	4	5	6
<b>Site Name</b>							
<b>Site Ref</b>							
<b>Surveyor</b>							
<b>Time/Date of Survey</b>							
1. Main Entrance							
2. Basic Facilities	i. Toilets						
	ii. Parking						
3. On Site Information							
4. Information Available from the Council before Site visit							
5. Cleanliness of the Site							
6. Additional Facilities							
7. Condition							
8. Part of a Network							
Total Score (out of 36)							
As a Percentage							

## Qualitative Assessment for Open Space and Playing Pitches

Attribute	Description	Score
Main Entrance	<ul style="list-style-type: none"> <li>• Easy to find, with a welcome/advisory sign, appropriate size, clear, clean, tidy, well maintained and inviting</li> <li>• Appropriate size, clear, clean, tidy, well maintained and inviting</li> <li>• Obvious, open inviting and clean</li> <li>• Apparent as an entrance and clean</li> <li>• Inappropriate location and poorly maintained</li> </ul>	5
		4
		3
		2
		1
Boundaries (including hedges and gates etc)	<ul style="list-style-type: none"> <li>• All clearly defined and well maintained</li> <li>• All clearly defined – maintenance 'patchy'</li> <li>• All clearly defined – maintenance needed</li> </ul>	3
		2
		1
Roads, Paths, Cycle ways and Accesses	<ul style="list-style-type: none"> <li>• Suitable materials, level for safe use, edges well defined, surfaces clean and debris and weed free, good disabled access throughout</li> <li>• Suitable materials, level for safe use, edges well defined, disabled access in most areas</li> <li>• Suitable materials, level for safe use, some disabled access</li> <li>• Suitable materials but with some faults, slopes, disabled access is poor</li> <li>• Path in correct place, but in need of obvious repair, disabled access poor and very restricted</li> <li>• Paths inappropriate in location and maintenance</li> </ul>	6
		5
		4
		3
		2
Range of Areas on Site	<p>Mature Planted Area Meadow Area Area of Short Mown Grass Wooded Area Formal Planted Area</p> <ul style="list-style-type: none"> <li>• The site contains all of the above</li> <li>• The site contains 4 of the above</li> <li>• The site contains three of the above</li> <li>• The site contains two of the above</li> <li>• The site has predominately one range of planted area</li> </ul>	5
		4
		3
		2
		1
Grassed Areas	<ul style="list-style-type: none"> <li>• Full grass cover, dense, good colour, well maintained,</li> <li>• Full grass cover, dense, good colour, few weeds, maintained,</li> <li>• Grass cover is patchy, some bald areas, adequate colour, maintained,</li> <li>• Poor grass cover, limited or no maintenance</li> </ul>	4
		3
		2
		1
Bins	<ul style="list-style-type: none"> <li>• Numerous and in good conditions</li> <li>• Numerous and in average condition</li> <li>• Adequate number in good/average condition</li> <li>• Insufficient number in good condition</li> <li>• Insufficient number in poor condition</li> </ul>	5
		4
		3
		2
		1
Dog Bins	<ul style="list-style-type: none"> <li>• Numerous and in good conditions</li> <li>• Numerous and in average condition</li> <li>• Adequate number in good/average condition</li> <li>• Insufficient number in good condition</li> <li>• Insufficient number in poor condition</li> </ul>	5
		4
		3
		2
		1
Seats	<ul style="list-style-type: none"> <li>• Numerous for the size of the site and in good condition</li> </ul>	5

	<ul style="list-style-type: none"> <li>Numerous and in average condition</li> <li>Adequate number in good/average condition</li> <li>Insufficient number in good condition</li> <li>Insufficient number in poor condition</li> </ul>	4 3 2 1
Toilets	<ul style="list-style-type: none"> <li>Provide within the site, easy to access, signed and well maintained</li> <li>Provided within or adjacent within the site, difficult to find, maintenance/condition is average</li> <li>Provided within or adjacent to the site , visible but not well cared for and generally uninvited</li> <li>Provided within the site or adjacent to it, but in very poor condition and generally avoided by site users</li> <li>None or temporary provision</li> </ul>	5 4 3 2 1
Parking	<ul style="list-style-type: none"> <li>Parking provided integral to, or adjacent to the site, adequate space at visit, clean, tidy, in good condition, well signed</li> <li>Parking provided integral to, or adjacent to the site, adequate space at visit, maintenance could be improved</li> <li>Parking provided integral to, or adjacent to the site, limited space, maintenance good or reasonable</li> <li>Parking provided integral to, or adjacent to the site, limited space and poor maintenance</li> <li>Parking provision very limited</li> </ul>	5 4 3 2 1
Lighting	<ul style="list-style-type: none"> <li>Good lighting scheme installed and well maintained</li> <li>Reasonable lighting scheme installed</li> <li>Poor lighting scheme</li> </ul>	3 2 1
Ambient Noise	<ul style="list-style-type: none"> <li>Noise levels are unobtrusive</li> <li>Noise levels are noticeable</li> <li>Noise levels significantly reduce the amenity value of the site</li> <li>Noise levels seriously undermine the sites amenity value</li> </ul>	4 3 2 1
On Site Information	<ul style="list-style-type: none"> <li>Information available for locals and visitors in some detail</li> <li>Limited information made available</li> <li>No information</li> </ul>	3 2 1
Information Available Before the Visit	<ul style="list-style-type: none"> <li>There was information available on the council web site and council produced leaflet regarding where the site is, what is on site, accessibility, opening hours, events and staff contact details</li> <li>There was information available into the site location only</li> <li>No information could be found</li> </ul>	3 2 1
Cleanliness	<ul style="list-style-type: none"> <li>No evidence of litter, dog fouling or graffiti</li> <li>Very limited evidence of litter, dog fouling or graffiti</li> <li>Litter, dog fouling or graffiti highly noticeable</li> <li>Unacceptable levels of litter, dog fouling or graffiti</li> </ul>	4 3 2 1
Additional Facilities	Public Art Water Feature CCTV Picnic Benches <ul style="list-style-type: none"> <li>It has all of the above</li> <li>It has three of the above</li> <li>It has two of the above</li> <li>It has one of the above</li> </ul>	4 3 2 1

Fixed Play Facilities	<ul style="list-style-type: none"> <li>• The site has a designated, surfaced, fenced off diversely equipped playground that can be used by a range of different aged children and has natural surveillance</li> <li>• The site has a designated playground but lacks diverse equipment, a boundary fence or surfaced area</li> <li>• The site has a designated playground by is poorly maintained, there is evidence of vandalism and it has few facilities</li> </ul>	3 2 1
The Site is Part of a Network	<p>Bus route Cycle way Pedestrian route</p> <ul style="list-style-type: none"> <li>• It has all of the above</li> <li>• It has two of the above</li> <li>• It has one of the above</li> </ul>	3 2 1

## Score Card – Open Space and Playing Fields

		1	2	3	4	5	6
<b>Site Name</b>							
<b>Site Ref</b>							
<b>Surveyor</b>							
<b>Time/Date of Survey</b>							
1. Main Entrance							
2. Site Boundary							
3. Roads, Paths and Access							
4. Range of Areas on Site							
5. Grassed Areas							
6. Basic Facilities	I. Litter Bins						
	II Dog Bins						
	III Seats						
	IV Toilets						
	V Parking						
	VI Lighting						
7 Ambient Noise							
8. On Site Information							
9. Information available before site visit							
10. Cleanliness of the Site							
11. Additional Facilities							
12. Playgrounds							
13. Part of a Network							
Total Score (out of 76)							
As a Percentage							

**Guildford Borough Council PPG17 Audit – Quantitative Information**

<b>Site Name</b>	
<b>Ref Number (From database)</b>	
<b>Ward</b>	<b>Consultation Responses</b>
<b>Easting and Northing</b>	
<b>Address</b>	
<b>Category (defined by primary use)</b>	<ul style="list-style-type: none"> <li>Open Space</li> <li>School Facility</li> <li>Urban Cemetery/Churchyard</li> <li>Built Sports Facility</li> <li>Allotment</li> <li>Community Hall/Centre</li> <li>Cultural Facility</li> </ul>
<b>Size</b> (floor space and number of people when referring to community halls, when referring to indoor sports facilities number of courts or pitches)	
<b>Ownership</b>	
<b>Charges to Access Site</b> (include hire charges)	
<b>Range of Activities</b>	
<b>Provision for Children/Teenagers? (If yes give a brief description) e.g. fixed equipment playground, skate park</b>	

<b>Number of playing pitches/courts if any</b>	
<b>Qualitative Score</b>	
<b>Notes</b>	
<b>Contact Information</b>	
<b>Further Information/Actions Needed After Site Visit</b>	