

SPECIFICATION FOR ARCHAEOLOGICAL BUILDING RECORDING AT Lower Clerk Hill, Clerk Hill Road, Whalley, Lancs.

Prepared on behalf of CFM Consultants to fulfil a Planning Condition by Ribble Valley Borough Council .

1. Summary

1.1 The house at Lower Clerk Hill is of uncertain date but has fenestration that suggests it has may be at least 18th C and could well have undergone several phases of construction and alteration. Plans submitted with the application suggest the building may have originated as a small, double depth house, with the rear rooms being about half the depths of the front, being service rooms for the hall and parlour at the front. .

2. Site Location and Description

2.1 . The farm is located at NGR SD 426 382, standing on the south side of Clerk Hill Road, 1.5 km east of the centre of the village of Whalley. The house is part of a former farmstead, built on terraces cut into the south facing slope

3. Planning Background

3.1 A planning application was submitted to Ribble Valley Borough Council for permitted development on the site in 2016 but after discussions this was withdrawn and an application to demolish the existing house and replace it with a modern dwelling house on a similar footprint was submitted, Application No. 3/2017/0577. Planning permission was granted in August 2017 with a condition requiring an archaeological record of the building be made prior to demolition.

3.2 The house appears on the 1st edition Ordnance Survey, 1:10560 maps, surveyed in the 1840s and may be shown on Yates' map of Lancashire published in 1786, there being what seems to be a building marked just south and east of Clerk Hill which is named on the map and is a few hundred metres from Lower Clark Hill.

3.3 Because of the historic nature of the building and the potential for it being of greater complexity and significance that superficial inspection might suggest, it was recommended that a record of the building should be made. This will to create a permanent record of the structure which holds evidence for changes in the building during its use as a dwelling and may provide information of the development of rural housing in this area and more broadly in Lancashire.

3.4 This recommendation followed the advice given by central government as set out in the *National Planning Policy Framework* (March 2012), paragraphs 126-141, issued by the Department of Communities and Local Government, and that in the Ribble Valley Saved Local Plan, Policy ENV20.

4. Archaeological Background

4.1 The building dates to at least the middle of the 19th century but may contain fabric of a mid-18th C predecessor, appearing on the 1st edition O.S. 1:10560 maps surveyed in the 1840s. There is no known record of the building to give context other than the maps.

5. Requirement for Recording

5.1 Buildings are an important part of the historic environment, providing information on historical technology, social structure and lifestyles. Alterations to such buildings remove evidence for the past uses and occupation of the buildings and make it more difficult for future historians to understand and interpret

the buildings. A drawn and photographic record of the building preserves 'by record' the information which is lost during alteration or when a building is demolished.

5.2

Documentary research

6.1 Prior to the commencement of work on site, the archaeological contractor will undertake a rapid map-regression exercise. Historic Ordnance Survey maps will be examined, and an online search of archives and records office catalogues will be made to identify sources which could provide historical context for the record. This work is intended to inform the archaeological recording by providing background information with regard to the date of construction, use and re-use of the building/structure and a discussion of the significance of the building.

7. Drawn Record

7.1 The building will be carefully examined prior to the commencement of recording, in order to identify all features relevant to the original and subsequent historical uses of the site. These features will then be incorporated into the final drawn record; English Heritage drawing conventions will be followed. The following list should not be treated as exhaustive, but items of interest would typically include:

- all structural elements (including posts, columns, etc)
- all truss positions and form
- original and subsequent historical internal partitions
- any significant changes in construction material, including significant changes in stone type and size and evidence of re-use or repositioning of materials
- any blocked openings
- evidence for phasing, and for historical additions or alterations.
- evidence for construction techniques and sequences. Typical features of interest may include tool marks left over from the preparation of structural timbers, carpenters' marks, peg-holes etc.

With the exception of ephemeral, clearly modern features (e.g. plasterboard partitions), the structures shall be recorded as existing. In the case of Lower Clerk Hill, as the building will be demolished, areas may be opened up by stripping plaster etc. to expose details of changes otherwise hidden or obscure.

7.2 A scale plan of each floor of the building shall be made. The scale to be used will be discussed and agreed with the monitor..

7.4 Drawing conventions should conform to English Heritage guidelines as laid out in *Understanding Historic Buildings – A guide to good recording practice*, English Heritage 2006.

7.5 Final drawings will be hand drawn onto environmentally stable drafting film using stable inks.

8. Photography

8.1 General photographs of the interior and exterior of the building/complex will be taken, along with photographs of the site/setting of the building. These will be taken with a 35mm SLR onto black and white film (Ilford FP4), A Nikon D3000, with a resolution of c.20 megapixels, will be used to make detailed records in colour and in digital format..

8.2 All detailed photographs will contain a graduated photographic scale where possible. Appropriately scaled ranging-rod, discretely positioned, shall be included in a selection of general shots and overviews of, for example, room elevations, sufficient to independently establish the scale of all elements of the building and its structure.

8.3 Photography shall include:

8.3.1 Detailed coverage of the building's external appearance. In the case of buildings designed by an architect, or intended to be seen from a certain point of view, it is important to have regard to the builders' intentions and to record the effect of the design or of the building's placing.

8.3.2 Any external detail, structural or decorative, which is relevant to the building's design, development and use and which does not show adequately on general photographs.

8.3.3 The building's relationship to its setting, to other buildings, or to a significant viewpoint.

8.3.4 Internal detail, structural and decorative which is relevant to the building's design, development and use and which does not show adequately on general photographs. Elements for which multiple examples exist (e.g. each type of roof truss, column or window frame) may be recorded by means of a single representative illustration. **N.B.** Detail photographs must be taken at medium-to-close range and be framed in such a way as to ensure that the element being photographed clearly constitutes the principal feature of the photograph.

8.4 For the purposes of the report, high quality digital images will be used..

8.5 Archive photographs:

8.5.1 Where 35mm SLR, or Medium or Large Format cameras are used, record photographs are to be taken using black and white conventional silver-based film only, such as Ilford FP4 or HP5. Record photographs shall be printed at a minimum of 5" x 7". Bracketed shots of identical viewpoints need not be reproduced, but all viewpoints must be represented within the report. Where colour is important, (e.g. for painted decoration) colour photography should be undertaken in addition to the black and white coverage, but careful consideration should be given to providing the most archivally-stable photographs possible. Such colour photographs should generally include a discrete colour reference bar in addition to the photographic scale noted in 8.2.

8.5.2 Where a digital camera is used, it will have a resolution of c. 20 mega pixels; using RAW format files for image capture; saved as 8 bit TIFFs for archive purposes. The data is to be stored on two separate hard drives or servers, each on different sites and with appropriate back-up and disaster plans in place (The County Council server utilised by the HER could be one of these). In addition hard copies of the images must be created on paper of appropriate archival quality and deposited as part of the paper archive (below). It should be noted that when creating prints from digital files, greater clarity and longevity can be obtained through the use of photographic printing paper. When preparing files for printing, a resolution of 300dpi at the required output size is appropriate.

8.6 A plan at a suitable scale (1:50 or 1:100), for each floor, showing the location from which the photographs have been taken shall be produced. The annotation of architect's plans for this purpose is acceptable.

8.7 A photographic register listing all photographs (b/w prints, colour slide or digital images) taken shall be produced. For ease of use each set of photographs should be numbered sequentially 1, 2, 3, etc.

9. Adherence to specification

9.1 Prior to the commencement of *any work*, the archaeological contractor should confirm in writing adherence to this specification, or state (with reasons) any proposals to vary the specification. Should the contractor wish to vary the specification, then written confirmation of the agreement of LAAS to any variations is required prior to work commencing. The archaeologist carrying out the watching brief should

be appropriately qualified and experienced. Any technical queries arising from the specification detailed below should be addressed to LAAS *without delay*.

10. Monitoring

10.1 LAAS will be responsible for monitoring the contractor's work. The contractor must give a minimum of one week's notice, in writing or by e-mail, of the commencement of fieldwork in order that arrangements for monitoring can be made.

11. Post-Recording Work and Report Preparation

A written report shall be produced. This will include:

11.1 The location of the building, including name or street name and number, town, civil parish, and National Grid Reference. Details of listing or scheduling.

11.2 The date when the record was made and the names of the recorders and the organisation which employs them as well as the reason for the record (e.g. to meet the requirements of a planning condition) and quoting any relevant planning application or Listed Building Consent reference (see 1. Summary).

11.3 A detailed description of the building. This shall describe the building's plan, form, function, age, and development sequence. The names of architects, builders, patrons and owners should be included if known.

11.4 An account of the building's overall form and of its successive phases of development, and of the evidence supporting this analysis.

11.5 An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations. An account of any fixtures, fittings, plant or machinery associated with the building.

11.6 Any evidence for the former existence of demolished structures or plant associated with the building should be given.

11.7 Copies of other records of the building, or a note of their existence and location.

11.8. Relevant information from other readily available sources and from other people such as owners, building contractors or architects) who may be familiar with the building. Sources of such information shall be given.

11.9 A note of the building's past and present relationship to its setting: for example its relationship to local settlement patterns, particularly settlement patterns contemporary with the building, to a field system, to a park, garden, moat, graveyard or other man made landscape; its part in a larger architectural or functional group of buildings, its visual importance as a landmark, etc.

11.10 A note of the significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials or status.

11.11 The report illustrations should include as a minimum: a location map at not less than 1:2500; a site plan at not less than 1:500 with the building(s) being recorded clearly marked; photographs used to illustrate key points and a complete set of site drawings, at an appropriate scale, executed to publication standard. Extracts from all historic maps studied during the map analysis stage (section 6.) are also to be included within the report with the building/buildings of interest clearly visible. All copyright and Licence agreement numbers should be included where necessary. The photographic record plan and register must also be included.

11.12 A fully indexed archive is to be compiled consisting of all primary written documents, plans, photographic negatives and a complete set of labelled photographic prints and/or printed versions of digital images (above). Labelling should be in indelible ink on the back of the print and should include: film and frame number; date recorded and photographer's name; name and address of feature/building; national grid reference. Printed adhesive labels are also acceptable. Photographic prints should be mounted in appropriate archival stable sleeves.

12. Deposition of archive

12.1 The archive resulting from building recording will be deposited with the Lancashire Records Office, in a format to be agreed with the County Records Officer, and within a timetable to be agreed with the Local Planning authority via the LAAS. A summary record of the building with appropriate illustrations and any digital image files will be deposited with the Lancashire HER and with the National Monuments Record in Swindon. This should be provided as an Adobe Acrobat 'pdf' format file on CD-ROM.

12.2 Where a purely digital archive is created (see above) a second copy of the archive will to be supplied to the Lancashire HER for curation on the County Council server.

12.3 The site archive shall be conserved and stored according to the UKIC *Guidelines for the preparation of excavation archives for long-term storage* (1990) and the Museum and Galleries Commission *Standards in the Museum Care of Archaeological collections* (1992) 'Standards for the preparation and transfer of archaeological archives'.

12.4 Copies of the report will be supplied to the LAAS within 12 weeks of the completion of the fieldwork, and on the understanding that it will become a public document after an appropriate period [a maximum of 6 months after the completion of the fieldwork unless another date is agreed in writing with the LAAS. This should be provided as an Acrobat Adobe 'pdf' format file on CD-ROM. Similar copies should also be supplied to the relevant Planning Officer at Ribble Valley District Council if required.

12.5 The online OASIS form at <http://ads.ahds.ac.uk/project/oasis/> will be completed. Lancashire HER will be contacted prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, Lancashire HER may place the information on a web-site.