

WRITTEN SCHEME OF INVESTIGATION (WSI)

FOR

PROGRAMME OF HISTORIC BUILDING RECORDING AND ANALYSIS

AT

THE WHITE BULL HOTEL

CHURCH STREET

RIBCHESTER

LANCASHIRE

PR3 3XP

1.0 INTRODUCTION

- 1.1 This document constitutes a written scheme of investigation (WSI), prepared and submitted by Sunderland Peacock and Associates Ltd, on Behalf of Mr. T. Jones detailing the programme of historic building recording and analysis that is proposed at;

The White Bull Hotel, Church Street, Ribchester, Lancashire, PR3 3XP

- 1.2 This written scheme of investigation will set out the methodology that will govern the implementation of historic building recording that is designed to record the specified areas of the proposed works prior to commencement of the proposed works and throughout the duration of the works.
- 1.3 The implementation of a programme of historic building recording has been requested by Ribble Valley Borough Council (RVBC), on the recommendation of Sunderland Peacock and Associates Ltd and the representatives from the Lancashire Archaeological Advisory Service (LAAS) acting in their capacity as archaeological advisor to Lancashire County Council, following consultation regarding an application for listed building consent for various internal alterations to The White Bull Hotel (App No. 3/2019/0120). The requirement for a programme of historic building recording and analysis has been made a condition of the approved listed building consent application (Condition No.3). The White Bull Hotel is a Grade II listed building and is located within the Ribchester Conservation Area, both of which are designated heritage assets.
- 1.4 This document has been produced in accordance with national planning policy, specifically, the National Planning Policy Framework (NPPF), revised in July 2018. The relevant national planning policies are contained with chapter 16 of the NPPF in which paragraph 199 states;

*“Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and make this evidence (and any archive generated) publicly accessible, However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted”*¹

¹ Ministry of Housing, Communities and Local Government (2018) National Planning Policy Framework, Available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740441/National_Planning_Policy_Framework_web_accessible_version.pdf (Accessed on 18th November 2018)

2.0 LOCATION AND CURRENT USE

2.1 The White Bull Hotel is located within the village of Ribchester within the central Lancashire borough of the Ribble Valley. The village lies on the northern bank of the River Ribble and is sited approximately halfway between the Irish Sea and the Pennines. Ribchester is most well known as the location of Roman military fort and extra-marital settlement which was first established in the area in the first century AD.

2.2 The White Bull stands at NGR: SD 65048 35208, in a prominent and highly visible location at the intersection between Church Street and Water Street within the south portion of the village. The building was last used as a public house, restaurant and accommodation, but closed in 2016. The current owner purchased the building after this time and seeks to restore the previous use of the building as a public house with a self contained dwelling at first floor level.

3.0 PROJECT CONTEXT

3.1 An application for listed building consent regarding internal alterations form a single self contained dwelling to the first floor of the White Bull Hotel had previously been submitted by Sunderland Peacock and Associates Ltd, on behalf of the applicant, in October 2018 (Application No. 3/2018/0978).

3.2 Ribble Valley Borough Council carried out the necessary statutory consultations regarding the application for listed building consent. Representations were received from the Lancashire Archaeological Advisory Services (LAAS) and the Council for British Archaeology (CBA).

3.3. The Lancashire Archaeological Advisory Service² stated that they agreed that bringing the first floor of the building back into use would be beneficial; however the proposed works appeared to be insufficiently justified. Their concluding remarks stated;

“We would recommend, therefore, that the applicants are asked to provide further information on the heritage significance of the elements of the building to be lost, hidden or altered and that the Heritage Assessment is revised to reflect these significances. It is probable that most of the works proposed can be accommodated with some form of impact mitigation, required by planning condition, but the scale and scope of that mitigation will need to be informed by the impact on significance.”

² Lancashire Archaeological Advisory Service (2018) Consultation Response – Listed Building Consent Application 3/2018/0978, Available at: https://www.ribblevalley.gov.uk/planx_downloads/18_0978-LAAS.pdf (Accessed on 18th March 2019)

3.4 The Council for British Archaeology (CBA)³ raised similar concerns in that the application did not provide clear and convincing justification and as a result the proposals would be harmful to the significance of the building, however they recommended that the production of a level 4 historic building record would be an appropriate degree of mitigation.

3.5 This application was subsequently refused in December 2018 for the following reason (s).

“The proposed works are harmful to the special architectural and historic interest of the listed building because of the loss and alteration of important historic fabric and planform (enclosure and part dismantling of stairs with separation of ground and first floors; removal of walling; en-suite impact to room shape and proportions).”

3.6 A revised application for Listed Building Consent was submitted to Ribble Valley Borough Council in February 2019 in relation to the following works;

“Proposed internal alterations including two new openings, installation of new floor sections, new en-suite and dressing room to first floor accommodation.”

3.7 The application for listed building consent was approved by Ribble Valley Borough Council on the 15th March 2019 to which the following condition was attached;

“No development, site clearance/preparation, or demolition shall commence until the applicant or their agent or successors in title has secured the implementation of a programme of building recording work in accordance with a written scheme of investigation, which shall be submitted to, and approved in writing by, the local planning authority. The programme of works shall include:

(i) The creation of a building record to level 3 as set out in "Understanding Historic Buildings" (Historic England 2016);

(ii) The close supervision of works and recording of the building fabric revealed during the dismantling and demolition required to undertake the works set out as proposals 3.0, 5.0 and 7.0 on SPA drawing 5553-P01C;

and

(iii) The submission of a formal report setting out the results of (i) and (ii) above.

All works shall be undertaken by an appropriately qualified and experienced professional contractor and comply with the standards and guidance set out by the Chartered Institute for

³ Council for British Archaeology (2018) Consultation Response – Listed Building Consent Application 3/2018/0978, Available at: https://www.ribblevalley.gov.uk/planx_downloads/18_0978_CBA.pdf (accessed on 18th March 2019)

Archaeologists (ClfA). The development shall be carried out in accordance with the agreed details.

Reason: To ensure and safeguard the investigation and recording of matters of archaeological/historical importance associated with the development.

4.0 HISTORICAL AND ARCHAEOLOGICAL CONTEXT

4.1 Little appears to be known about the White Bull Hotel and its construction and subsequent development does not appear to be well documented amongst both published and unpublished documentary evidence. The origins of the building are suggested by a date stone of 1707 which is present over a blocked doorway to the front west facing elevation of the building, however no evidence has been found that can substantiate this. A further date of 1777 is noted to the stone lintel above the former stable door to the front west facing elevation of the stable and is suggestive of the time of which the stable was constructed.

4.2 An extract from 'History of the Parish of Ribchester' provides further dating that was present to the building.

*"This house, formerly used as the Court House of Ribchester, has a very ancient look...The four pillars supporting the porch are said to be of Roman date, and to have been dug out of the Ribble. On the spouting is cut: I.A.I, 1747 (James and Jane Alston); and on the face of the stone step: J.H.A, 1750 (John and Ann Hall)."*⁴

The above indicates mid-18th century dates to the mentioned elements of the building and may indicate the times when the people mentioned became associated with the building either through ownership or tenancy. It is unknown as to the location of the inscribed elements of the building or if they are even still present to the building. The above extract also mentions that the building was formerly used as a court house however no further evidence has been found to support this fact.

4.3 A brief description of the building's development is provided within the Historic Town Assessment Report for Ribchester and is as follows;

*"The White Bull, built around 1707 (Openshaw and Ford 1994, 2-5; LUAU 1994), was extended southwards, and a porch extension was built in the mid-eighteenth century, reusing Roman columns (NMR 43636). Part of the roof was of upper cruck construction. A blocked doorway under the roof possibly led to a lost extension to the rear of the building."*⁵

⁴ Smith, T.C & Shortt, J. (1890) *The History of the Parish of Ribchester in the County of Lancaster*, page 264.

⁵ Lancashire County Council and Egerton Lea Consultancy (2006) *Lancashire Historic Town Survey Programme, Ribchester: Historic Town Assessment Report*, page 28.

4.4 The building is expected to be of four phases of construction (not including the stable and barn to the north) the first of which is the northern section of the building expected to be early 18th century in date. The following phase is that present to the south end of the building and is expected to be early to mid-18th century. The construction of the front elevation porch and ante-room followed next around the mid-18th century with the rear extension being a 19th century addition that could have incorporated parts of an earlier pre-existing structure.

4.5 The development of the building is likely to have occurred in order to suit the demands placed on the building as well as the needs of the occupiers. The physical fabric of the building provides evidence of the enlargement of the building which undoubtedly would have been in order to cope with the growth of the public house, which also provides an indication as to the economic circumstances of the business, of which growth often indicates success.

5.0 SUMMARY DESCRIPTION OF THE BUILDING

5.1 This two storey building is of masonry construction with coursed stone to the front west facing elevation and to all elevations of the former stable. The west facing elevation is of 4 bays with a porch / footway constructed to the front of the building to between the second and 3rd bays. The porch is held up with two pairs of stone Doric columns which are suggested to have Roman origins. The porch has prominent stone kneelers and copings to its front facing gable end and gutter corbels which also run along the eaves of the front elevation of the building. A flat segmental cill band is located to below the first-floor windows to the front with a moulded drip course located above, however this is absent from the projecting porch. The roof coverings to the main building and the former stable are of natural slate with concrete coping stones present to the north and south gable ends. Terracotta ridge tiles cap the top of these roof coverings. 3no brick-built chimney stacks with chimney pots are present a ridge level with one to each gable end and a further over an intermediate fireplace.

5.2 7no. replacement timber casement windows which fixed sidelights are present with 4no. to the ground floor and 3no to the first floor. A further timber casement window is present to each elevation of the projecting porch at first floor level. A 6-panel timber door is present to the south side of the front elevation (now blocked off behind) and a timber door with metal surface studding is present to the ground floor within the footway. The door and flanking windows to the south end of the front elevation are not original with the area having been remodeled, including the complete removal of an external door below the 1707 datestone. This area is delineated by areas of walling dichotomy and had been carried out in the early 20th century.

5.3 A circular pitching hole (potentially inserted, now window) is present to the west elevation of the former stable with a closed off door opening below now incorporating a 9 light fixed window.

An inserted door is situated adjacent to the closed off door opening with a timber door with metal surface studs, along with stone jambs and head.

- 5.4 The rear of the building is more modest with a modern render wall finish and consists mostly of an extension / annex constructed during the 19th century.
- 5.5 A brief description of the White Bull has been given within The Buildings of England – Lancashire: North by Nikolaus Pevsner and is as follows;

“Nice village centre with the White Bull, Church Street, dated 1707. Its square off-centre projection is carried by pairs of Doric Columns, supposedly Roman. Coped gable with prominent kneelers, blocked attic windows, below which is a quaintly crude (timber?) representation of a white bull. Bold bracketed cornice, actually gutter corbels, flat sill band. Another datestone of 1777 would be right for the large windows beneath the flat head. A former stable in line with the main building (N) has a circular pitching eye. Inside the main building has been opened out, but the roof structure is reported to incorporate upper crucks, indicating pre-C18 origins, unless they are re-used.”⁶

6.0 PLANNING CONTEXT

- 6.1 The White Bull Hotel is a grade II listed building under the Planning (Listed Buildings and Conservation Areas) 1990 Act 1990 for its special architectural and/or historical interest and was designated as such on the 15th July 1952 with the list description having been updated on the 22nd November 1983 (list entry No 1308491). The list description for the building is as follows;

“Public house, probably early C18th. Squared sandstone rubble with slate roof. 2 storeys, 4 bays, with string course, flat floor drip course, shaped stone gutter brackets and 2-storey porch to the 2nd bay. The windows are modern on the ground floor and sashed on the 1st floor, except for the 1st floor porch windows which are also modern. The windows now have plain reveals with fragments of old surrounds. The right-hand ground-floor bay has been reconstructed, with a door and 2 modern shop windows. To their left is a blocked opening with a lintel dated '1707', possibly re-set. The porch is gabled with coping and kneelers and carried on 4 Tuscan columns said to be Roman. Its 1st floor windows, on the front and return walls, have plain stone surrounds. The blocked attic window has an architrave. The door has a moulded surround. There are brick chimney caps on the gables and between the 3rd and 4th bays. The former stable adjoining to the north has a door with plain stone surround to the right. To its left is a

⁶ Hartwell, C. and Pevsner, N. (2009) *The Buildings of England – Lancashire: North*, page 574, Yale University Press

*door now blocked to form a window with chamfered surround dated '1777' on the lintel. On the 1st floor to the left is a circular pitching hole with plain stone surround.”*⁷

6.2 The White Bull is also located within the defined boundary of the Ribchester Conservation Area. The Conservation Area is designated as such under the provisions of Section 69 of the Planning (listed Buildings and Conservation Areas) Act 1990. The special interest of the conservation area is as follows;⁸

- *Remains of Roman fort and associated outbuildings of settlement (vicus), including granaries and bath house, much of which is protected by Scheduled Monument status;*
- *The architectural and historic interest of the area's buildings, 21 of which are listed;*
- *Two grade I churches: Church of St Wilfred and Church of St Saviour, Stydd;*
- *Church of St Peter and St Paul (grade II), a 'barn church' and one of the earliest Catholic churches in Lancashire;*
- *Stydd Almshouses, listed grade II*;*
- *Narrow, closely developed streets of former handloom weavers' settlement;*
- *Ensemble of St Wilfrid's Church, Rectory, Museum and Churchgates;*
- *Handloom weaver's cottages, including two with cellar loomshops, particularly in Church Street and Water Street;*
- *Good examples of late 19th century terraced houses along Church Street and Blackburn Road;*
- *River Ribble;*
- *The prevalent use of local building stone;*
- *Stydd, a tiny rural hamlet containing two historic churches and 18th century almshouses;*
- *Open space in front of White Bull;*
- *Views of River Ribble and surrounding landscape;*
- *Individual trees and groups of trees.*

6.3 Ribchester is the location of the site of a former Roman Fort which is located in close proximity to the White Bull. Ribchester Roman Fort is an Ancient Scheduled Monument and is scheduled as such under the Ancient Monuments and Archaeological Areas Act 1979 for its national importance.⁹

⁷ *Historic England (2018) National Heritage List for England: The White Bull Hotel and Former Stable Adjoining to the North – List Description. List Entry No. 1308491. Available at: <https://historicengland.org.uk/listing/the-list/list-entry/1308491> (Accessed on 18th November 2018)*

⁸ *The Conservation Studio (2005) Ribchester Conservation Area Appraisal, Page 5.*

⁹ *Historic England (2018) National Heritage List for England: Ribchester Roman Fort (Bremetannacum). List Entry Summary. List Entry No. 1005110. Available at: <https://historicengland.org.uk/listing/the-list/list-entry/1005110> (Accessed on 18th November 2018)*

- 6.4 An enquiry was issued to the Lancashire Archaeological Advisory Service in their capacity of maintaining the Lancashire Historic Environment Record on the 4th April 2018 and the following response was received.

“Ribchester is quite complex archaeologically and there are a significant number of records. Which ones will be relevant to you will depend upon the location and scope of the proposals. The site falls into the area of the Roman civilian settlement at Ribchester and is adjacent to the Scheduled bath house remains. Within 50m of the centre of the building we have 24 HER monument records, and 23 event records (there is some overlap between these). Expanding this to 100m gives 56 monuments and 45 events. There are five specific records for the White Bull itself, which includes three event records. “

Given the nature of the proposals, it was not considered necessary to take any further action regarding the HER enquiry.

7.0 PROJECT SCOPE

- 7.1. The aims of the project are as follows:

- To further the current understanding and knowledge of the building through analysis of the built structure at the location of the specified areas to be recorded.
- To mitigate against the loss and alteration of historic fabric through the production of a formal historic building record.
- To identify, interpret and record the fabric, construction, development of the building at the specified areas.
- To provide a permanent project archive of the existing building and ensure its availability within the public domain through deposition within an appropriate archive.

- 7.2 In order to achieve the above aims, specific objectives must be successfully met and are as follows:

- A desk-based assessment of published and unpublished documentary evidence will be carried out as well as the analysis of cartographic evidence.
- An analysis of the existing building fabric at the locations of the specified areas to be recorded will be undertaken in order to determine material types, construction methods, building development and function. This is to be carried out prior to the commencement of the works.
- A formal written and photographic record of the building will be compiled in accordance with nationally accepted guidelines and best practice.
- The works are to be monitored and supervised on site during the duration of the works with any areas that have been opened up, dismantled or demolished being fully investigated and

recorded prior to works continuing at any affected areas. This is to be done in compliance with item (ii) of planning condition no.3 of listed building consent application no. 3/2019/0120.

- A final report presenting the findings of the above will be compiled.
- Deposition of the completed report and project archive within an appropriate archive to provide long term public access to the record.

7.3 No limitations of specific note have been identified in relation to this written scheme of investigation.

7.4 The recording works will be restricted to the areas that are to be affected by the proposals i.e. first floor level with the addition of the rear staircase.

8.0 RECORDING STANDARDS

8.1 As per the recommendations of Ribble Valley Borough Council and the Lancashire Archaeological Advisory Service, the record will be in the form of a level 3 historic building record and will be compliant with the following professional standards and best practice guidance, namely the Historic England guidance document “Understanding Historic Buildings” (2016), in which a level 3 record is defined as the following;

“Level 3 is an analytical record, and will comprise an introductory description followed by a systematic account of the buildings origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the buildings appearance and structure to support historical analysis.

The information contained in the record will for the most part have been obtained through an examination of the building itself. If documentary sources are used they are likely to be those which are most readily accessible, such as historic Ordnance Survey maps, trade directories, and other published sources. The record will normally not discuss the buildings broader stylistic or historical context ad importance at any length. It may, however, form part of a wider survey – thematic or regional, for example – a group of buildings, in which additional source material contributes to an overall historical and architectural synthesis. A level 3 record may also be appropriate when the fabric of a building is under threat but time and resources are insufficient for detailed documentary research, or where the scope for such research is limited.

8.2 In addition to the guidance issued by Historic England, the recording works will also be undertaken in accordance with the standards set out in the below documents, all of which

constitute best practice and nationally accepted guidelines for the carrying out, production and archiving of historic building records.

- Chartered Institute for Archaeologists (2014) Standard and guidance for the archaeological investigation and recording of standing buildings or structures.
- Chartered Institute of Archaeologists (2017) Standard and guidance for historic environment desk-based assessment.
- Chartered Institute for Archaeologists (2014) Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.
- Historic England (2016) Understanding Historic Buildings: A Guide to Good Recording Practice.
- English Heritage (2005) The Presentation of Historic Building Survey in CAD.
- English Heritage (2008) Conservation Principles, Policies and Guidance for the Sustainable Management of the of the Historic Environment.
- English Heritage (2010) Measured and Drawn.
- Historic England (2015) Digital Image Capture and File Storage.
- Historic England (Metric Survey Specifications for Cultural Heritage).

9.0 RECORDING METHODOLOGY

9.1 The level 3 record will be undertaken to the building in the condition at which it is found at the time of the on-site inspection and will consist of the following;

9.2 Desk Based Assessment:

9.2.1 A desk-based assessment of both published and unpublished documentary evidence relating to the building will be carried out and will consist of:

- Census records
- Trade directories
- Illustrations
- Historic Ordnance Survey maps
- Tithe maps and apportionments
- Local Histories
- Past site investigations

9.2.2 In order to access the above information the following sources will be consulted.

- Historic England Archive
- Lancashire Historic Environment Record
- Lancashire Archives

- Clitheroe Local Studies Library

9.2.3 Exhaustive research will not be possible and cost effective and attention will be focused on those documents which are readily available and those which provide an understanding of the design and development of the building at the specified locations.

9.3 Written Record:

9.3.1 A written description of the building will be provided and will be firstly carried out on site through a detailed annotation of the existing detailed survey drawings produced by TriCAD Ltd on behalf of Sunderland Peacock and Associates Ltd. The drawings, both plans and elevations, will be annotated with material types, features, plan forms, function, methods of construction, evidence of phasing, architectural style, decoration, surface finishes, and any relevant fixtures and fittings. All notes made during the on-site recording will be appended for inclusion within the completed project archive.

9.3.2 The written element of the report will include the following:

- The precise location of the building as an address and in the form of a National Grid Reference.
- A note of any statutory designations (i.e. listing)
- The date when the record was made, the name of the recorder and the location of any archive material.
- A longer summary statement. This account will summarise the buildings form, function, date and sequence of development. The names of architects, builders, patrons and owners will be given if known.
- An introduction, briefly setting out the circumstances, in which the record is made, its objectives, methods, scope, limitations and constraints. The brief for the project design will also be included.
- Acknowledgements to all those who have made a significant contribution to the making of the record, or who given permission for copyright items to be reproduced.
- A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression analysis) and a critical evaluation of previous records of the building, where they exist.
- An account of the buildings overall form (structure, materials, layout) and of its successive phases of development, together with evidence supporting this analysis.
- An account of the buildings past and present use, and of the uses of its parts, with evidence of these interpretations. An analysis of a circulation pattern or of a decorative

feature or liturgical scheme. An account of any fixtures or fittings, plant or machinery, associated with the building, and their purpose.

- Any evidence for the former existence of demolished structures or removed plant.
- Full bibliographic references of the sources used within the record.

9.4 Drawn Record

- 9.4.1 The drawn record will involve the use of the existing measured survey drawings produced by TriCAD Ltd on behalf of Sunderland Peacock and Associates Ltd.
- 9.4.2 The drawn record will involve the production of detailed measured floor plans of the building which indicate the arrangement of the floors and show the location and form of significant historical features including; blocked doors and windows, fireplaces, masonry jointing, ceiling and floor beams and changes in floor level. This will also include any fixtures and fittings of significance.
- 9.4.3. A measured cross section of the building will also be created to supplement the floor plans and provide an indication as to the vertical relationships within the building such as floor and ceiling heights as well as the form and construction of roof structures if possible.
- 9.4.4. Measured elevations will be produced where these are necessary to provide an understanding of the building's design and overall development.
- 9.4.5. All drawings created using CAD software will be provided to a suitable scale, namely 1:20 scale, and will be annotated where appropriate. The drawing conventions provided by Historic England (2016) will be implemented and be in accordance with a level 3 recording. All drawings will a drawn metric contain scale bar, drawn north point and address of the building / site details, including National Grid Reference, the name of the person responsible for the production of the drawings, date of the survey and the name of the company responsible for the carrying out of the survey works. All drawings are to be produced in accordance with paragraph 4.3.3. of the Historic England document "Understanding Historic Buildings: A Guide to Good Recording Practice" (2016).

9.5 Photographic Record:

- 9.5.1 The Photographic record of the building will include the following:
- General Views of the building in its wider setting.
 - The buildings external appearance including a series of oblique views showing all external elevations of the building, and give an overall impression of its size and shape.

- Where individual elevations include complex historical information it may be appropriate to take views at right angles to the plan of the elevation.
- Any further views that reflect the design intentions of the building or architect where these are known from documentary sources or where they can be inferred from the building or its setting.
- The overall appearance of the principal rooms and circulation areas.
- Any external and internal detail, structural or decorative, which is relevant to the building's design development and use.
- Any machinery or other plant, or evidence of its former existence.
- Any dates, inscriptions or signage which provide a contribution to the understanding of the building.
- Any building elements which have a significant bearing on the buildings history. Copies of maps, drawings, views, and photographs present in the building and illustrating its development of that of its site. This will be done with the owners written consent should this be necessary.

9.5.2 All photographs will be taken using a Nikon 3200 DSLR 24 mega pixel camera with a Nikon AF-S DX Zoom – Nikkor Lens with a focal length of 18 – 55mm (f/3.5-5.6G EDII).

9.5.3 All photographs will be taken in focus with the best possible depth of field. All photographs will be taken in natural light in order to produce the best possible results. A tripod will also be used in order to avoid the images being affected by camera shake and distortion.

9.5.4 If further lighting is required the integral camera flash will be utilised if deemed necessary and appropriate at the time of the on-site inspection. In order to provide sufficient lighting of the internal areas, portable lighting will be used if deemed necessary with min 1500 lumens. No back lighting will be used for the purpose of the photographic record and every effort will be made to reduce the amount of backlighting internally produced by natural light from outside the building.

9.5.5 An appropriate metric scale will be provided within each photograph so as to provide an indication of the size and scale of a particular elevation, feature, detail or object. This will be provided mainly through the use of a 2m ranging pole. Where smaller details and features require photographing then a smaller metric scale will be provided as well as a north point.

9.5.6 All photographs will be taken using the RAW picture format to allow for the conversion of each photograph into 8 bit TIFF files for archive purposes.

9.5.7 The location and direction at which each photograph is to be taken will be highlighted on plan drawings to show the relation between the object with the photograph and its location.

9.5.8 A full photographic register will be compiled and included within the completed project archive. And will include the following information:

- Details and location of each photograph
- Orientation and direction of each photograph
- Photograph number
- Feature number
- Description of photograph

10.0 PROGRAMME AND MONITORING

10.1 Officers from the local planning authority may wish to monitor the carrying out of recording works. To facilitate this, they will be informed of the on-site timetable in advance of the commencement of the proposed works. It should be noted that recording works will be undertaken at the earliest opportunity following the approval of this written scheme of investigation.

10.2 Reasonable access, subject to health and safety requirements and site constraints, will be granted to the officer of the local planning authority, the client and any other necessary persons, who wish to be satisfied through site inspections, that the recording works are being carried out in accordance with the approved written scheme of investigation, relevant professional standards and best practice guidance.

10.3 Any changes to this written scheme of investigation, the approved methodology and programme of works will only be made with prior written approval of the local planning authority.

11.0 LIMITATIONS

11.1 Any limitations found to occur on site at the time of recording works will be fully noted and included within the historic building record document.

12.0 HEALTH AND SAFETY

12.1 During the programme of recording, the necessary health and safety practices will be observed and carried out in accordance with Health and Safety at Work Act 1974 and all other relevant health and safety legislation and codes and practice. Personal protective equipment (PPE) will be used if considered necessary at the time of recording. The health and safety policy of Sunderland Peacock and Associates Ltd will be adhered to and is in accordance with statutory regulations and controls. A risk assessment will be carried out and produced prior to building

recording works and will take into consideration any site-specific risks relating to the existing building.

13.0 REPORT PREPERATION

13.1 On completion of the site recording works, a report is to be produced which presents the results of the historic building recording and will contain the following sections:

- Contents
- List of figures
- List of photographs
- List of drawings
- Non-technical summary
- Introduction
- Site location and description
- Project context
- Historical and archaeological context
- Planning context
- Aims and objectives
- Recording standards
- Methodology
- Documentary research
- External and internal description of the building
- Analysis of construction, phasing and development
- Discussion and conclusions
- Photographs
- Drawings
- Supporting illustrations (if any)
- Location of archive and deposition details
- Description of project archive contents
- References
- Completed oasis summary sheet
- Appended written scheme of investigation

14.0 ARCHIVING

14.1 The completed project archive will be submitted to the following depositories:

- Lancashire Historic Environment Record, Planning and Environment Service, PO Box 100, County Hall, Pit Street, Preston, Lancashire, PR1 0LD, courtesy of Lancashire Archaeological Advisory Service (LAAS), 1 Carr House Lane, Lancaster, Lancashire, LA1 1SW.
- Lancashire County Archives, Bow Lane, Preston, Lancashire, PR1 2RE

14.2 Prior to archiving, the intended archival depositories will be contacted in order to determine any specific requirements regarding archiving, depositions, curation and any cost implications for depositing the project archive. All deposition procedures will be fully adhered to.

14.3 The project archive will be submitted to the archival depositories within 12 weeks following written approval of the completed project archive by the local planning authority.

14.4 The project archive will also be made available online via the following methods:

- OASIS (Online Access to the Index of Archaeological Investigations) database
- Archaeology Data Service

14.5 The project archive will be submitted to the above online depositories within 12 weeks following written approval of the completed project archive by the local planning authority.

14.6. It is intended that the completed project archive will be fully indexed and internally consistent with archive depositions.

15.0 TIMETABLE

15.1 Recording works will be carried out immediately following the approval of this written scheme of investigation by the local planning authority and will take approximately 1 day of on - site recording works. The report will then be completed as soon as possible following on-site recording.

16.0 PERSONNEL

16.1 Matthew Fish of Sunderland Peacock and Associates Ltd will be responsible for the carrying out of on-site recording works, report preparation and the compilation of the completed project archive. Matthew is a Chartered Architectural Technologist and a Full Chartered Member of the Chartered Institute of Architectural Technologists (CIAT) and holds a Master's Degree (M.Sc.)

in Building Conservation and Regeneration. Matthew currently holds Affiliate Membership of the Institute of Historic Building Conservation (IHBC) and is working towards full membership of the institute (full membership application decision currently pending) and has specialises in the surveying, analysis and recording of historic buildings.