

WRITTEN SCHEME OF INVESTIGATION (WSI)

Programme of Historic Building Recording and Analysis

At

Former Lodematic Premises

Primrose Road

Clitheroe

Lancashire

BB7 1BS

NGR: SD 73788 40692



Sunderland Peacock and Associates Ltd

Hazelmere, Pimlico Road, Clitheroe, Lancashire, BB7 2AG

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Prepared on behalf of: Ribble Valley Property Development Ltd.

Date compiled: February 2020

Author: Matthew Fish *B.Sc (Hons) M.Sc (BldgCons) MCIAT IHBC*

Local Planning Authority: Ribble Valley Borough Council

Planning Application Reference: 3 / 2019 / 0954

Site National Grid Reference: SD 73788 40692



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MATTHEW FISH *B.Sc (Hons) M.Sc (BldgCons) MCIAT IHBC*

On behalf of Sunderland Peacock and Associates Ltd.

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AUTHOR

The author of this document, Matthew Fish B.Sc. (Hons) M.Sc. MCIAT IHBC, of Sunderland Peacock and Associates Ltd, is a Chartered Architectural Technologist (MCIAT) and is a full chartered member of the Chartered Institute of Architectural Technologists (CIAT). Matthew holds a Master's Degree in Building Conservation and Regeneration and is a full accredited member of the Institute of Historic Building Conservation (IHBC) and is an affiliate member of the Chartered Institute of Archaeologists (CIFA) and is experienced in the surveying, analysis and recording of historic buildings as well as the specification of repairs and alterations to historic buildings. Matthew has a specific interest in vernacular dwellings and farm buildings.

RECENT COMMISIONS

Henry Simpsons Barn - Grade II* listed. Production of Conservation Management Plan including level 4 historic building recording and condition survey. Undertaken in June 2019 on behalf of the Yorkshire Dales National Park Authority and Client.

DOCUMENT ISSUE

Issue	Date	Recipient
Issue 01	24/02/2020	Mr R. Evans – Ribble Valley Property Development Ltd.
Issue 02	10/03/2020	Ribble Valley Borough Council Planning Department Mr R. Evans – Ribble Valley Property Development Ltd.
Issue 03	19/03/2020	Ribble Valley Borough Council Planning Department Mr R. Evans – Ribble Valley Property Development Ltd.

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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 Ribble Valley Property Development Ltd detailing the programme of photographic building recording that is proposed at;

Former Lodematic Premises, Primrose Road, Clitheroe, Lancashire, BB7 1BS

- 1.2 This written scheme of investigation will set out the methodology that will govern the implementation of Historic building recording and analysis that is designed to record the former Lodematic premises prior to commencement of the proposed works, throughout the duration of the works and on completion of the proposed works.
- 1.3 The implantation of a programme of historic building recording and analysis has been requested by the Planning Department of Ribble Valley Borough Council (RVBC) on the recommendation of the Archaeology Department of Lancashire County Council in their capacity as regional archaeological consultee and advisor in their letter to RVBC dated the 19th November 2019. This consultation was undertaken by RVBC as part of planning application reference 3/2019/0954.
- 1.4 This document has been produced in accordance with national planning policy, specifically, the National Planning Policy Framework (NPPF), revised in February 2019. 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

2.0 LOCATION AND CURRENT USE

- 2.1 The former mill is located on the southern fringe of the town of Clitheroe, in the Ribble Valley in Lancashire. It is located within the Primrose Business Centre on the southern fringe of the town and approximately 275m to the west of the A671 Whalley Road which is the southern access route in the town. The site can be accessed from the A671 via Primrose Road or via Woone Lane when approaching from the town centre. The complex of buildings is currently not in use and does not currently accommodate for any specific functions.

¹ Ministry of Housing, Communities and Local Government (2019) National Planning Policy Framework (Online) Available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf (Accessed on 19th December 2018)

3.0 SITE DESCRIPTION

- 3.1 The tight arrangement of the buildings which form the Primrose Business Centre has resulted in a relatively compact site. The former Lodematic Ltd premises are located to the north at the south end of Woone Lane. A rough track divides the buildings from a modern housing development located directly to the north. The large former sheds to the south east are now the core of the primrose studios and Primrose Business Park. The Mearley Brook and weir are located to the north east but is separated from the site via Woone Lane and Primrose Road and the tree line that lines it on the east side. Primrose house is sited approximately 20m to the south west, with its former gardens to the rear of the house and a thick tree line to the north and south sides of the grounds.

4.0 GEOLOGY

- 4.1 The underlying geology of the site consists of Clitheroe Limestone Formation and Hodder Mudstone Formation (undifferentiated) - Mudstone. Sedimentary Bedrock formed approximately 337 to 347 million years ago in the Carboniferous Period and is overlain by superficial deposits of Devensian Till - Diamicton. Superficial Deposits formed up to 2 million years ago in the Quaternary Period.²

5.0 PROJECT CONTEXT

- 5.1 The former Lodematic premises are currently vacant and are no longer in use as commercial premises. An application for planning permission (app. Ref: 3/2019/0954) in October 2019 for the demolition of the existing modern workshop buildings and the conversion of the existing mill buildings to provide 25 residential apartments with associated landscaping and parking.
- 5.2 This application for planning permission was granted approval on...and the following condition (condition no. 14) was imposed in order to safeguard the architectural and historical interest of a locally significant building and reads as follows;

“No development shall take place until the applicant, or their agent or successors in title, has secured the implementation of a programme of archaeological works. This must be carried out in accordance with a written scheme of investigation, which shall first have been submitted to and agreed in writing by the Local Planning Authority. The programme of works should include:

- i. The creation of an archaeological record of the buildings to Level 2/3 as set out in the specifications contained in 'Understanding Historic Buildings' (Historic England 2016); and*
- ii. A formal archaeological watching brief during all groundworks required as part of the development.*

² British Geological Survey (2019) Geology of Britain, Available at: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> (Accessed on 4th November 2019)

This work shall be carried out by an appropriately qualified and experienced professional contractor to the standards and guidance of the Chartered Institute for Archaeologists (CIfA). The development shall be carried out in accordance with these agreed details.”

- 5.3 This written scheme of investigation relates only to item (i) of the above-mentioned condition and does not include the methodology for any future archaeological watching brief.

6.0 SUMAMRY OF HISTORICAL AND ARCHAEOLOGICAL CONTEXT

- 6.1 The first mill to be built at Primrose was a cotton spinning mill by J and J Parker in 1787. This mill contained a 26 feet diameter water wheel and contained 14 spinning frames. The water wheel was likely powered by the waters of the Mearley Brook which was dammed to create a reservoir or ‘lodge’ to the east of the mill. A decade later the mill was taken over by Joseph King of Liverpool. Cotton spinning ceased at the mill in 1810 -1811 when the site was acquired by Thomson, Chippendale and Burton for the purposes of Calico Printing.
- 6.2 James Thomson, the managing partner of the company, was born in Blackburn in 1779 and achieved success in a few short years following the acquisition of the Primrose Site. Thomson was committed to the scientific improvement of the calico printing process and was successful in taking out a number of patents regarding his advances in colour application and the printing process itself, all of which contributed to his success at Primrose which eventually allowed him to purchase the estate at which the Primrose Print Works were sited for the sum of £28,000. In 1827, the works was enlarged and was comprised of machine room, bleach croft, three dye houses and two engine houses. At the height of the works success, approximately 500 workers were employed as well as engravers and block cutters and totaled approximately 900 employees at the print works. Thomson only employed the best engravers for cutting the printing patterns as well as the best chemists in his laboratories. In 1840 the works was working 7 printing machines and 284 blocking tables. Much of the cloth that was produced at Primrose Print Works was for the luxury end of the market but when combined with the lack of capital and investment this started the demise of the company, as other firms were producing cheaper fabrics in larger quantities. Thomson died in 1850 as a result of illness, and his sons continued to run the business but failed in 1854 with debts of approximately £120,000. This brought about hardship for the local economy of Clitheroe and its residents.
- 6.3 The works were sold to Richard Fort of Read Hall who divided the property into various enterprises and the Print Works became known as the ‘upper works’ and were taken over in 1859 by John Mitchell and James Bleakley of Bury for paper making. Conversion of the bleaching croft and dye houses took place in 1860 and paper production commenced by the end of the year. One James Bertram paper machine was in use and the ancillary plant was driven by a 60 horse power high- and low-pressure engine by John Christie of Accrington but was eventually replaced by a W. and J. Yates 20” + 30” x 5’ stroke engine. Around 1865, Mitchel and Bleakley would go on to take over the ‘lower works’, also

for paper making, however their partnership was dissolved in 1867 and Carlisle, Son and Company would take over the running of the lower works whilst John Mitchell maintained the running of the upper Works. However, paper making at the upper works ceased in 1887 following a court case regarding the pollution of the River Ribble which was instigated by the Aspinall Family of Standen Hall. Following this, John Mitchell and Sons maintained a presence in Clitheroe, as paper merchants until 1955.

- 6.4 The remaining buildings of the former paper mills were purchased by the Bradford Dyers Association and also commenced with the construction of the large sheds located to the east of the former paper works in 1904-1905 but would be abandoned approximately a year later. The site would be taken over by Gilletts of Chorley and completed the development of the site and commenced with piece bleaching. Bleaching operations would continue until 1963 the business closed. Lodematic Ltd acquired the site in 1965 and no significant alterations or additions were undertaken to the buildings.

7.0 SUMMARY DESCRIPTION OF THE BUILDING

- 7.1 The south range of the mill complex, which is considered to be the principle building within the complex, is a long and narrow structure of three storeys in height, with evidence of a further level below the existing lower ground floor. It is twenty bays long and two bays wide. The external walls are of limestone rubble construction with sandstone dressings to the windows and band courses between the storeys and rock-faced quoins. The five-light window the north east facing gable end of the range is historic in nature and likely to be original and is repeated to the same gable end of the north range, however this particular five-light window has been closed up and is now only decorative in nature. A circular 'port hole' type opening over each of the five-light windows to the gable ends. The gable to the south range conceals two parallel gable roofs. The south west facing elevation of the south range contains a repetitive pattern of windows to all storeys. The window openings are plain in their appearance with stone cills and heads. The timber window frames and glazing are modern replacements with top hung casements. The pattern has been altered at lower ground floor level through the insertion of a loading bay door. The south west gable end is somewhat inaccessible but has a closed-up personnel door and a closed up arched opening. The nature and use of these former openings have not been established.
- 7.2 The north range of the building is sited parallel to the south range and is separated by the central range which has been roofed and is likely to have formerly been a courtyard. The fenestration to the north east gable of the north range resembles that of the south range but with the addition of a large doorway possibly for loading purposes / vehicular access. This particular part of the complex is constructed in squared sandstone as opposed to limestone rubble like the south range. This would suggest that the north range is a later phase of construction or has been substantially rebuilt. The north west elevation of the north range contains a number of windows openings but fewer than that to the south east elevation of the south range. The appearance of the north range may be attributed to possible

remodeling following the significant reduction in size of the north range in the second half of the 19th century.

- 7.3 The central range has a symmetrical stone frontage (north east elevation) built from coursed and squared stone work. The central arched doorway is flanked by a pair of two light windows with simple stone dressings. A central 3 light window is present above the arched doorway, again with simple stone dressings and again flanked with a single window to each side with stone dressings.
- 7.4 The interior of the north range contains little of interest in an architectural and historical sense. The upper floors of the building are now a single space due to the loss of the floor structure at first floor structure. The roof structure consists of pairs of softwood kingpost trusses supported by the masonry walls and centrally by a row of cast iron columns. The ground floor structure consists of 20th century steelwork and concrete. The floor structure to the lower ground floor is of concrete with some stone flagging visible.
- 7.5 The north range was once of two stories but, like the south range the first floor has been removed and again it contains little in terms of architectural and historical interest. The roof construction is comprised of a number of softwood queen post roof trusses with iron rods in the position of the queen posts. This roof structure is likely to be a replacement roof structure likely to have been carried out as part of the remodeling of the building in second half of the 19th century.
- 7.6 The central range is formed from the former external walls of the north and south ranges and has been capped with a roof structure comprised of softwood queen post roof trusses dating from the 19th century.

8.0 PLANNING CONTEXT

- 8.1 The building is not a designated heritage asset i.e. a listed building neither is located within a Conservation Area, Area of Outstanding Natural Beauty, a national park or any other designated area.
- 8.2 The building is however a non-designated heritage asset and has been identified as such by Ribble Valley Borough Council for its historical and architectural interest in a local context.
- 8.3 Non-designated heritage assets are defined as;

“...buildings, monuments, sites, places, areas or landscapes identified by local planning authorities as having a degree of significance meriting consideration in planning decisions but which are not formally designated.”³

³ Historic England (2016) Historic England Advice Note 7: Local Heritage Listing, Pg 2

- 4.1.3 Even though the building is not protected by national planning legislation i.e. listing under the Planning (Listed Buildings and Conservation Areas) Act 1990, they are considered to have enough historical and/or architectural significance to warrant material consideration during the planning process, but none of which is of high enough significance to warrant statutory protection.

9.0 PROJECT SCOPE

- 9.1 The aims of the project are as follows;

- To further the current understanding and knowledge of the building through analysis of the standing structure and documentary sources.
- To mitigate against the loss of further historic fabric and features through the production of a full and formal historic building record of the building.
- To identify, interpret and record the fabric, construction and development of the building.
- To provide a permanent project archive of the existing building and ensure its availability within the public domain through deposition at appropriate archival services.

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

- A desk-based assessment of published and unpublished documentary evidence will be carried out as well as the analysis of existing cartographic evidence.
- An analysis of the existing building will be undertaken in order to determine material types, construction methods, building development, function and relationship with the existing building and natural landscape.
- A formal written, photographic and drawn record of the building will be compiled in accordance with nationally accepted guidance and best practice documents.
- A final report presenting the findings of the above will be compiled.
- Deposition of the completed project archive will be to provide a permanent record of the building that is openly accessible to the public.

10.0 RECORDING STANDARDS

- 10.1 A record of level 2/3 has been requested as per the condition imposed by Ribble Valley Borough Council. Given that the building is not to be demolished and only converted, we consider it appropriate to record the buildings to level 2 standard with the inclusion of more detailed information where considered to be appropriate and necessary. The Historic England guidance document 'Understanding Historic Buildings' (2016), defines a level 2 record as the following;

"This is a descriptive record, made in similar circumstances to Level 1 but when more information is needed. It may be made of a building which is judged to not to require a more detailed record, or it may serve to gather

data for a wider project. Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which the analysis is based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.”⁴

10.2 All recording works undertaken will also be produced in accordance with the standards and guidance provided by the following documents, all of which constitute best practice guidance and nationally accepted guidance for the undertaking, production and archiving of historic building records;

- Chartered Institute of Archaeologists (2017) Standard and Guidance for historic environment desk-based assessments.
- Chartered Institute for Archaeologists (2019) Standard and guidance for the archaeological investigation and recording of standing buildings and structures.
- 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.
- Historic England (2015) Conservation principles, policies and guidance for the sustainable management of the historic environment.

11.0 RECORDING METHODOLOGY

11.1 Desk Based Assessment:

11.1.1 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

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

⁴ Historic England (2016) *Understanding Historic Buildings: A Guide to Good Recording Practice* (Online) Available at: <https://historicengland.org.uk/images-books/publications/understanding-historic-buildings/heag099-understanding-historic-buildings/> (Accessed on 24th February 2020).

- Historic England Online Archive
- Lancashire County Record Office Catalogue
- Lancashire Historic Environment Record
- Clitheroe Library

11.1.3 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.

11.2 **Written Record:**

11.2.1 A written description of the building will be provided and will be firstly carried out on site through the detailed annotation of the existing detailed survey drawings produced by Sunderland Peacock and Associates Ltd. The drawings (plans and elevations) will be annotated with material types, features, plan forms, function, methods of construction, evidence of phasing, architectural style, decoration and 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.

10.2.2 The written description of the building 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 any constraints. The brief for the project design will also be included / appended.
- Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be produced.
- 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) and a critical evaluation of previous records of the building, where they exist.
- An account of the buildings over all form (structure, materials, layout) and of its successive phases of development, together with the evidence supporting this analysis.
- An account of the building's past and present use, and of the uses of its parts, with the evidence of these interpretations. An analysis of a circulation pattern or of a decorative 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.

11.3 Drawn Record:

- 11.3.1 The drawn record will involve the use of existing measured survey drawings produced by Sunderland Peacock and Associates Ltd and their accuracy will be checked through on-site measurement checks.
- 11.3.2 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, masonry jointing, ceiling and floor beams, roof structures and changes in floor level. This will also include any fixtures and fittings of significance.
- 11.3.3 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.
- 11.3.4 Measured elevations will be produced where these are necessary to an understanding of buildings design development or function.
- 11.3.5 All drawings will be created using CAD software and will be provided at a suitable scale, namely 1:50 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 2 recording. All drawings will contain a drawn metric scale bar, drawn north point, name and address of the building / site details, including the National Grid Reference, the name of the person responsible for production of the drawings, date of the survey and the name of the company responsible for carrying out the survey works. All drawings are to be produced in accordance with paragraph 4.3.3 of the Historic England Documents “Understanding Historic Buildings: A Guide to Good Recording Practice” (2016).

11.4 Photographic Record:

- 11.4.1 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 plane of the elevation.

- Any further views that reflect the design intentions of the building or architect where these are known from the 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 contents which have a significant bearing on the building's 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.

11.4.2 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).

11.4.3 The 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.

11.4.4 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.

11.4.5 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.

11.4.6 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.

11.4.7 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.

11.4.8 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

12.0 PROGRAMME AND MONITORING

- 12.1 Planning officers from the planning department of Ribble Valley Borough Council 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 project's commencement.

13.0 LIMITATIONS

- 13.1 An obvious limitation to the undertaking of recording is the ability of record the former cottages present to the north east corner of the complex buildings. This is hindered by the dangerously poor condition of the buildings and the ability to record and measure will be determined on site. It may be that this element of the complex can only be recorded photographically. Any further limitations identified will be fully noted and described within the historic building record.

14.0 HEALTH AND SAFETY

- 14.1 During the programme of on-site recording, the necessary health and safety practices will be observed, adhered to and carried out in accordance with the Health and Safety at Work Act 1974 and all other health and safety legislation and codes of practice. Personal protective equipment 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 also be produced prior to the recording of the building and will take into consideration site specific risks relating to the existing building.

15.0 REPORT PREPERATION

- 15.1 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 page
- List of photographs
- Non-technical summary
- Introduction
- Site location and description
- Project context
- Historical and archaeological context

- Planning context
- Aims and objectives
- Recording standards
- Methodology
- Documentary research
- Discussion and conclusions
- Photographs
- Location of completed project archive and deposition details
- References
- Completed OASIS summary sheet
- Appended written scheme of investigation

16.0 ARCHIVING

16.1 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
- Lancashire County Archives, Bow Lane, Preston, Lancashire, PR1 2RE

16.2 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.

16.3 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.

16.4 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

16.5 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.

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

17.0 TIMETABLE

- 17.1 Recording works will commence as soon as possible following written approval of this written scheme of approval. Further recording works will be undertaken regularly throughout the duration of the works as well as on full completion of the works. Following the completion of recording works a report will be compiled and issued to the Local Planning Authority for approval.

18.0 PERSONNEL

- 18.1 Matthew Fish of Sunderland Peacock and Associates Ltd has been nominated to undertake the recording of the building.
- 18.2 Matthew Fish B.Sc. (Hons) M.Sc. MCIAT IHBC, of Sunderland Peacock and Associates Ltd, is a Chartered Architectural Technologist (MCIAT) and is a full chartered member of the Chartered Institute of Architectural Technologists (CIAT). Matthew holds a Master's Degree in Building Conservation and Regeneration and is a full accredited member of the Institute of Historic Building Conservation (IHBC) and is an affiliate member of the Chartered Institute of Archaeologists (CIFA) and is experienced in the surveying, analysis and recording of historic buildings as well as the specification of repairs and alterations to historic buildings. Matthew has a specific interest in vernacular dwellings and farm buildings.

19.0 INSURANCE

- 19.1 Sunderland Peacock and Associates Ltd maintains professional Indemnity Insurance up to £2, 000, 000 (Two million pounds).