

**WRITTEN SCHEME OF INVESTIGATION FOR PHOTOGRAPHIC RECORDING
OF WINDOWS PROPOSED FOR REPLACEMENT OR REPAIR
AT 20-22 TALBOT STREET, CHIPPING, PR3 2QE
(CONDITION 9 OF LBC APPLICATION REF: 3/2020/0763)**

1 Introduction

- 1.1 This written scheme of investigation (WSI) sets out the work proposed for the photographic recording of the four ground floor windows proposed for replacement or repair at 20-22 Talbot Street, as commissioned by the Brabins Trust through their agent JYM Partnership, in order to fulfil condition 9 of planning consent 3/2020/0763.

2 Location and current use

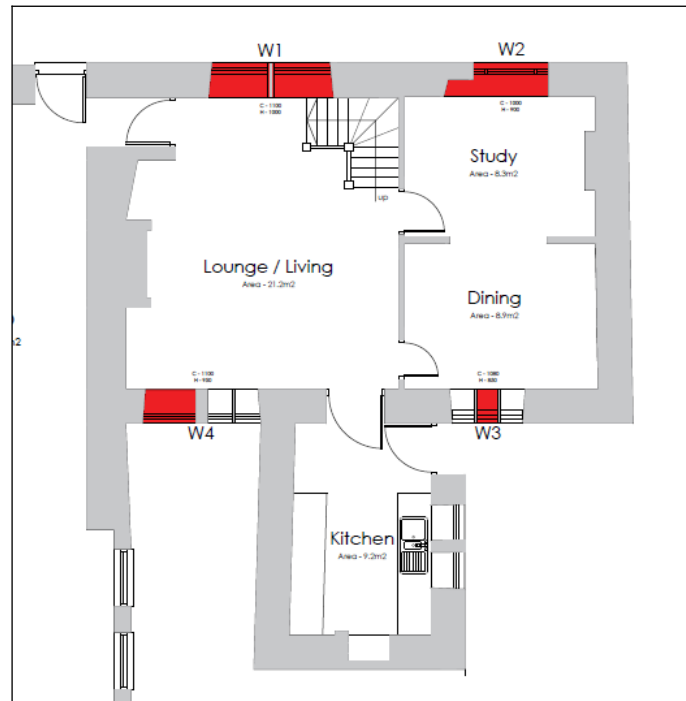
- 2.1 The property concerned (also known as John Brabin's House) is a grade II* listed building, located on the south-east side of Talbot Street within the village of Chipping.
- 2.2 The building contains a Post Office, shop, and cafe at the south-west end of the ground floor, with living accommodation at the north-east end of the ground floor, and throughout the whole of the first floor. All parts are currently occupied and in use.

3 Project context

- 3.1 The property is dated to 1668 and bears the initials of John Brabins.
- 3.2 Listed building consent was granted on 16 April 2021 *"to undertake structural and damp repair works to the building, insertion of replacement windows (like for like), replacement of roof coverings and the erection of new rainwater goods"*.
- 3.3 Condition 9 of the consent requires that: *"No replacement of windows shall take place until the applicant, or their agent or successors in title, has secured the implementation of a programme of photographic recording of the windows as set out in "Understanding Historic Buildings" (Historic England 2016). This must be carried out by an appropriately qualified and experienced professional contractor to the standards set out by the Chartered Institute for Archaeologists and 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 windows shall thereafter be recorded in accordance with the approved written scheme of investigation and submitted to the Local Planning Authority within one month of the completion of the investigation."*

4 Aims of the project

- 4.1 There is consent for four windows to be replaced or repaired, all of which are timber-framed, but appear to be of various dates. They are marked in red on the ground floor plan below.



5 Statement of recording standards

- 5.1 All work which forms part of this project will be undertaken in accordance with the relevant Standards and Guidance issued by the Chartered Institute for Archaeologists.

6 Methodology

- 6.1 The windows will be photographed from both exterior and interior, from both general and more detailed viewpoints.
- 6.2 Detailed photographs will contain appropriately positioned graduated photographic scales.
- 6.3 Photographs will be taken using a digital camera with a resolution of 12 mega pixels, using RAW format files for image capture and converted to 8 bit TIFF files for archive purposes. The locations of all photographs taken will be shown on an annotated floor plan.

- 6.4 Brief written notes concerning the windows will also be made while on site, to supplement the joinery report submitted with the application documents.

7 Timetable

- 7.1 The site work is expected to take place during spring 2021, once the LPA provides written agreement to this WSI.

8 Report preparation

- 8.1 A brief report on the recording will be produced within one calendar month after completion of site work. It will be illustrated appropriately, with full set of photographs taken, and a floor plan. It will be supplied to the client, the local planning authority, and the Lancashire County Historic Environment Record.

9 Personnel

- 9.1 All work will be undertaken personally by Stephen Haigh MA, a buildings archaeologist with many years experience of investigating and recording historic buildings in Lancashire and elsewhere.

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