

# WRITTEN SCHEME OF INVESTIGATION

Programme of Historic Building Recording and Analysis

At

Back o' Thorn

No. 25 Brookside

Downham

Near Clitheroe

Lancashire

BB7 4BP

NGR: SD 78682 44073



**Sunderland Peacock and Associates Ltd**

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

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**Prepared on behalf of:** The Trustees of the Hon R.C. Assheton's  
Settlement

**Date compiled:** January 2022

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

**Local Planning Authority:** Ribble Valley Borough Council

**Listed Building Consent Reference:** 3 / 2021 / 0039

**Site National Grid Reference:** SD 78682 44073



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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 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.

## **DOCUMENT ISSUE**

<b>Issue</b>	<b>Date</b>	<b>Recipient</b>
Issue 01	January 2022	Client & Ribble Valley Borough Council Planning Department
Issue 02	February 2022	Ribble Valley Borough Council Planning Department

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## **1.0 INTRODUCTION**

- 1.1 This document constitutes a written scheme of investigation (WSI), prepared by Sunderland Peacock and Associates Ltd, on behalf of the Trustees of the Hon R.C. Assheton's Settlement detailing a programme of historic building recording and analysis that is proposed at;

Back o' Thorn, No. 24 Brookside, Downham, Lancashire, BB7 4BP

- 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 dwelling prior to the commencement of the proposed refurbishment works and following internal stripping out works.
- 1.3 The implementation 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 as part of their consultation response on the application for listed building consent ref: 3/2021/0039.
- 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”<sup>1</sup>*

## **2.0 LOCATION AND CURRENT USE**

- 2.1 The application site is in the village of Downham which is approximately 5km to the north east of the nearby town of Clitheroe, the administrative centre of the Ribble Valley District of Lancashire. The village is located in the Pendle Forest Outlier of the Forest of Bowland Area of Outstanding Natural Beauty. No. 24 Brookside is located on Brookside on the east side of Pendle Road, to the south east end of the village. No. 24 Brookside is currently vacant and refurbishment is required in order to bring the property back into occupation.

## **3.0 SITE DESCRIPTION**

- 3.1 To the front of the listed building is a triangular area of land bound by a stone boundary wall with Downham Beck flowing east to west directly to the south side of the wall. To the rear, the ground level is considerably higher with a stone retaining wall forming a walkway along the rear of the former cottages. The higher ground serves as garden space, with an out-house present to the rear boundary presumed to belong to No.25 on account of its location.

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<sup>1</sup> 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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf) (Accessed on 19th December 2018)

## 4.0 GEOLOGY

- 4.1 Clitheroe Limestone Formation and Hodder Mudstone Formation (undifferentiated) - Mudstone. Sedimentary Bedrock formed approximately 337 to 347 million years ago in the Carboniferous Period. Local environment previously dominated by shallow carbonate seas.<sup>2</sup>

## 5.0 PROJECT CONTEXT

- 5.1 No. 24 Brookside is currently vacant and refurbishment is required in order to bring the property back into occupation. An application for listed building consent (app. Ref: 3/2021/0039) in January 2021 for the proposed internal refurbishment and alterations as well as the replacement of existing timber windows.

- 5.2 This application for planning permission was granted approval on the 9<sup>th</sup> December 2021 and the following condition (condition no. 3) was imposed in order to safeguard the architectural and historical interest of the listed 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 work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority.*

*Reason: To ensure and safeguard the recording and inspection of matters of archaeological/historical importance associated with the building.*

- 5.3 Note 4 of the approval provides further clarity regarding what is expected regarding the production of a formal record of the building and states;

*The programme of archaeological recording should comprise the creation of a record of the building to 2-3 as set out in Understanding Historic Buildings (Historic England 2016). It should also include a further visit/s to record any features revealed by the stripping out of the building prior to its refurbishment. This work should be carried out by an appropriately qualified and experienced professional contractor to the standards and guidance of the Chartered Institute for Archaeologists.*

## 6.0 SUMMARY OF HISTORICAL AND ARCHAEOLOGICAL CONTEXT

- 6.1 No's 24 Brookside first appears on the OS map of 1844 but does not distinguish between the building footprints of the dwelling and the adjoining cottages. A projecting structure is shown to the rear however it can't be confirmed if this is to the rear of no.24 or no. 25.

- 5.1.2 The map of 1886 shows that all three former cottages (now no's 24 and 25 Brookside) were extant by this time and is indicated by the close proximity of Downham Beck and the dwelling to the east. However only two footprints are shown, and are approximately the same area. This could suggest that two of the cottages had been merged by this time, but the configuration of which is unknown. A projecting structure to the rear still remains and is likely to be to the rear of no.25.

- 5.1.3 The map of 1912 shows little change to the buildings with the exception of the removal of the projecting rear structure and what appears to be the introduction of a boundary of feature to the rear of no.25.

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<sup>2</sup> British Geological Survey (2020) Geology of Britain, Available at: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> (Accessed on 16th September 2020)

- 5.1.4 The map of 1932 shows not further change to the footprint of the buildings with the exception of the introduction of stepped access to the upper level of the rear garden adjacent to the north west corner of the dwelling to the east of the site.

## 7.0 SUMMARY DESCRIPTION OF THE BUILDING

- 7.1 No 24, Brookside is one of three former single fronted cottages forming a terrace row and is built using coursed and squared limestone. The roof is of gable form and has a covering of sandstone flags. The front elevation has a single doorway, flanked by a window to the right side and a further window directly above this. All have plain squared surrounds and a plain squared central mullion to the windows. A stone flag hood is present over the front door opening. The windows themselves are replacement timber fixed and casement windows. A single stone-built chimney stack is present at ridge level. The rear elevation is built from rubble stonework. A single window is present to both the ground floor and first floor, with plain stone heads and cills. The dwelling has no rear door.
- 7.2 The ground floor of the dwelling consists of one large unit to the south west and a much smaller unit to the north east, both divided by a stone-built wall. The largest unit is likely to have served a combined use of living room and kitchen. This is denoted by the presence of a chimney breast with plain stone fireplace which has since been largely infilled with brickwork and incorporates a coal grate, likely to be a Victorian addition. The kitchen use is denoted by the presence of a brick-built copper (water heater) and slop stone sink immediately adjacent to the chimney breast, again likely to be Victorian interventions. To the north side of the chimney breast are two recesses and with no evidence to suggest their purpose, the reason for these is unknown. The floor of the living room consists of stone flags and the walls are finished with plaster which is cementitious in nature. The entrance to the staircase is present to the north of the unit and is served by a timber plank and batten door and enclosed by a stud and plank partition. The floor above is supported by three hewn timber beams, with sawn timber joists and floorboards present over.
- 7.3 The rear unit is much smaller than the main unit and there is no obvious evidence to denote its use. Given that the main unit likely served the function of both living room and kitchen, suggestions could be made as to its possible uses i.e., as a pantry or scullery. The staircase extends into the north west side of this unit and two small wall recesses are present to the rear and dividing party wall, but their uses are unknown.
- 7.4 The first floor of the property is comprised of a single large unit which is likely to have served as a bedroom which is denoted by the presence of a chimney breast with plain stone fireplace which has been infilled with stonework. The roof structure is visible due to the removal of the ceiling however its presence is denoted by the ends of the timber beams still embedded within the wall. The position of the ceiling would result in a low ceiling. The roof structure appears to be a replacement and is comprised of two sawn timber purlins to each roof slope with sawn timber rafters and a timber ridge beam which is seated on brickwork to one end suggesting later interventions.
- 7.5 A closed off opening is present to the south east wall of the first floor but has been infilled with sawn timber studs and finished with lath and plaster, the reverse side of which is seen from inside the first-floor unit and is possibly of early 20<sup>th</sup> century origin. This would suggest that the opening was formed to join no.24 and the adjoining cottage together to form a larger dwelling. A small infilled opening is also present to the south east wall and would have served as a window providing light to the attic over the first-floor level but has been infilled following the construction of the adjoining cottage.

## 8.0 PLANNING CONTEXT

8.1 No 24 Brookside is a grade II listed building and is designated as such under section 1 (3(a)) of the Planning (Listed Buildings and Conservation Areas) Act 1990. It was formerly designated on the 27<sup>th</sup> April 1984 and forms a group with no. 25, the list entry for the group is as follows;

*“House, formerly cottages, c.1800. Limestone rubble (the right-hand bay sandstone) with stone slate roof. 2 storeys, 3 bays. Windows have plain stone surrounds, those to bays one and 2 being of 2 lights with square mullions. Doors, to the left of each bay, have plain stone surrounds: the right-hand one is now blocked. The 2 doors remaining in use each have a hood of 2 pitched stone slates. To the left of each door is a straight joint, the right-hand one marking a break in the angle of the facade. Chimney to the right of each bay.”<sup>3</sup>*

8.2 The building is also located within the defined boundary of the Downham Conservation Area which is a designated heritage asset and was designated on the 3<sup>rd</sup> March 1978. The special interest of the Conservation Area is derived from the following;

- Hillside location with stunning views of the village and Pendle Hill, especially from the porch of St Leonard’s Church;
- Downham Beck, ducks and stone bridges;
- Downham Hall and parkland to the west;
- Architectural and historic interest of the conservation area’s buildings, including 32 listed buildings;
- Remarkable surviving historic appearance with almost complete lack of 20th century alterations and accretions;
- Historic appearance enhanced by complete absence of TV aerials and overhead wires; Spacious layout devoid of 20th century infill;
- Prevalent use of local building stone;
- Widespread use of timber joinery for windows and doors;
- Rural setting of the village;
- Three grade II\* listed buildings: Downham Hall, St Leonard’s Church and Old Well Hall;
- Trees, both in the surrounding landscape and beside the road;
- Areas of stone floorscape;
- Local details such as the stocks, two old wells, stone boundary walls, GR PO box and telephone kiosk;
- Village green beside the brook.

## 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, prior to the undertaking of refurbishment works and following stripping out works.
- 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:

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<sup>3</sup> Historic England (2020) National Heritage list for England; Back ‘O’ Thorn – List Entry Number 1072134. Available at: <https://historicengland.org.uk/listing/the-list/list-entry/1072134> (Accessed on 16th September 2020)

- 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 refurbished, we consider it appropriate to record the buildings to level 2 standard with the inclusion of more detailed information were 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.”<sup>4</sup>*

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 (updated October 2020) Standard and Guidance for historic environment desk-based assessments.
- Chartered Institute for Archaeologists (updated June 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 (2008) 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:

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<sup>4</sup> 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 24<sup>th</sup> February 2020).

- Census records
- Illustrations
- Historic Ordnance Survey maps
- Tithe maps and apportionments
- Local Histories
- Past site investigations (if present / undertaken)

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

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

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 history, 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 overall 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 up 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 All recording works will be undertaken as soon as possible following the approval of this written scheme of investigation by Ribble Valley Borough Council.

## **13.0 LIMITATIONS**

- 13.1 No obvious significant limitations identified at the time of writing. Any further limitations identified at the time of recording 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
- 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 6 months 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 6 months 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 as and when required following any stripping out works during the refurbishment of the building. 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 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).