

Archaeological Building Recording Cover Sheet and Project Design

The Site	
Site Name	Lower Reaps Farm, Whinney Lane, Mellor
County	Lancashire
NGR	366114 430198
Listing Status, Level, and number	House Grade II
Brief description of building/buildings to be recorded	Farmhouse, detached barn and farm buildings (see attached location plan)

Client	
Client Name	Christopher Heys
Client's architect	Stanton Andrews
'As existing' drawings available?	Yes

Planning	
Pre-planning?	No
Planning Application No.	3/2022/1165 and 3/2022/1166
Plans (e.g. conversion, extension, demolition)	Refurbishment of farmhouse, conversion of barn to form three dwellings and conversion of outbuildings for associated residential use
Condition number	7
Local Planning Authority	Ribble Valley Borough Council
Planning Archaeologist	Peter McCrone, Lancashire County Council
Level of Building Recording required	Level 3 for house, Level 2-3 for farm buildings

Archiving	
Relevant Record Office(s)/Archive Centre(s)	Lancashire Record Office (Preston)
Relevant HER	Lancashire



1. Introduction

1.1 Project Cover Sheet

1.1.1 All the details specific to this project are set out on the cover sheet of this project design. The project design itself covers all elements that are involved in archaeological building recording (to Historic England Levels 2 and 3).

1.2 Greenlane Archaeology

1.2.1 Greenlane Archaeology is a private limited company based in Ulverston, Cumbria, and was established in 2005 (Company No. 05580819). Its directors, Jo Dawson and Daniel Elsworth, have worked continuously in commercial archaeology since 2000 and 1999 respectively, principally in the north of England and Scotland. Greenlane Archaeology is committed to a high standard of work, and abides by the Chartered Institute for Archaeologists' (CIfA) Code of Conduct. The building recording will be carried out according to the Standards and Guidance of the CIfA (CIfA 2020b).

1.3 Staff

1.3.1 **Dan Elsworth (MA (Hons)), ACIfA, FSA** graduated from the University of Edinburgh in 1998 with an honours degree in Archaeology, and began working for the Lancaster University Archaeological Unit, which became Oxford Archaeology North (OA North) in 2001. Daniel ultimately became a project officer, and for over six and a half years worked on excavations and surveys, building investigations, desk-based assessments, and conservation and management plans. These have principally taken place in the North West, and Daniel has a particular interest in the archaeology of the area. He has managed many recent projects in Cumbria and Lancashire including several archaeological building recordings. He is very experienced at building recording, having carried out numerous such projects, mainly in Cumbria and Lancashire.

1.3.2 **Tom Mace (BA (Hons), MA, MCIfA)** has extensive experience of working on a variety of archaeological projects, especially watching briefs, but also excavations, evaluations, and building recordings, as well as report writing and illustration production. He joined Greenlane Archaeology in 2008 having worked for several previous companies including Archaeological Solutions and Oxford Archaeology North. He currently works on a broad range of projects and is also responsible for the production of all illustrations for reports and publications as well as some post-excavation assessments. He is a Member of the Chartered Institute for Archaeologists.

1.3.3 **Jo Dawson (MA (Hons), ACIfA)** graduated from University of Glasgow in 2000 with a joint honours degree in Archaeology and Mathematics, and since then has worked continuously in commercial archaeology. Her professional career started at Glasgow University Archaeological Research Division (GUARD), following which she worked for Headland Archaeology, in Edinburgh, and then Oxford Archaeology North, in Lancaster. During this time she has been involved in a range of different archaeological projects. She has extensive experience of both planning and pre-planning projects, and has undertaken assessments of all sizes. Since establishing Greenlane Archaeology in 2005 she has managed numerous projects in south Cumbria, including desk-based assessments and evaluations. She currently mainly carries out quality control of reports and post-excavation assessments. She is an Associate member of the Chartered Institute for Archaeologists.

1.3.4 **Dot Boughton (PhD, MPhil, MSt)** graduated from the University of Oxford in 2001 with an MSt and MPhil in Anglo-Saxon Archaeology and in 2015 she completed a PhD on the Earliest Iron Age socketed axes in Britain at the University of Central Lancashire (Preston). Dot's professional career started in 2005 when she became the Portable Antiquities Scheme's Finds Liaison Officer for Lancashire and Cumbria, a position she held until 2017. Dot also worked for Oxford Archaeology (North) as Finds and Archives Project officer, Curator (Archaeology) for Lancashire Museums and Assistant Curator (Tullie House Museum & Art Gallery Trust, Carlisle). Dot's finds specialism lies in metalwork of all periods, but she has also dealt with large Roman and post-medieval pottery assemblages, coins and small finds of other types. Having worked in both museums and commercial units with finds, archives and in general collections management, she understands both environments and is able to efficiently liaise between both to facilitate finds deposition.

2. Objectives

2.1 Desk-Based Assessment

2.1.1 Where an archaeological desk-based assessment has not already been carried out in a previous phase of work, the objective will be to examine early maps of the site and any other relevant primary and secondary sources in order to better understand its dating and development, and set it in its historic context.

2.2 Building Recording

2.2.1 To undertake a programme of archaeological building recording of the building to the level stated on the cover sheet of this project design (Historic England 2016).

2.3 Report

2.3.1 To produce a report detailing the results of the building recording, which will outline the character, form and development of the historic fabric of the building.

2.4 Archive

2.4.1 Produce a full archive of the results of the project.

3. Methodology

3.1 Desk-Based Assessment

3.1.1 Where an archaeological desk-based assessment has not already been carried out in a previous phase of work, an examination of various sources, particularly early maps and plans relating to the site, will be carried out, including other relevant primary and secondary sources. The sources that will be used as part of the desk-based assessment will include:

- **Record Office/Archive Centre:** the majority of original and secondary sources relating to the site are deposited in the relevant Record Office(s) or Archive Centre(s), as specified in the cover sheet of this project design. Of principal importance are early maps of the site. These will be examined in order to establish the development of the site, date of any structures present within it, and details of land use, in order to set the site in its historical, archaeological, and regional context. In addition, any details of the site's owners and occupiers will be acquired where available;
- **Online Resources:** where available, mapping such as Ordnance Survey maps and tithe maps will be consulted online;
- **Greenlane Archaeology:** Greenlane Archaeology's office library includes maps, local histories, and unpublished primary and secondary sources. These will be consulted where relevant, in order to provide information about the history and archaeology of the site and the general area.

3.2 Archaeological Building Recording

3.2.1 The archaeological building recording will be carried out of the buildings shown on the attached plan, to Historic England Level described on the cover sheet (Historic England 2016). This will comprise three types of recording:

- **Drawn Record:** plans of the structures will be produced using a total station coupled to a portable computer running Auto CAD and Theo LT. These will then be printed out and hand-annotated to produce plans of the structures, indicating alterations, phases, and the location of each photographed feature of architectural or historic interest. These plans are then drawn up to produce the final illustrations. In addition, a plan showing the location of the building in relation to other nearby buildings, structures and landscape features will also be produced;
- Where useful in terms of understanding the development of the building elevation drawings will be produced using the same technique. In addition, one or more cross-section will be produced where these will show the details of significant architectural features, such as roof structures, and/or will be useful in explaining the relationship between different elements of the building. These drawings will be drawn up for inclusion as figures in the report;
- **Written Record:** descriptive records of all elements of the building will be made on Greenlane Archaeology standard *pro forma* record sheets. These records will describe the building's plan, form, function, age, and

construction materials. They will then be used to provide an account of the development of the building. In addition, the landscape and historic setting of the building will be described, in particular its relationship with other nearby buildings, streets, settlements and other structures;

- **Photographic Record:** photographs in colour digital JPEG and RAW file format at a size of 12meg, using a Panasonic Lumix DC-FZ82 with a sensor size of over 18 megapixels, will be taken in accordance with the guidance produced by Historic England (2015). These will cover both general and detailed shots of the external elevations, individual rooms and circulation areas, but also scaled photographs of specific features of architectural or archaeological interest. In addition, a record of the associated landscape and nearby buildings will also be made where practical to do so. A selection of these photographs will also be used for illustrative purposes within the report, and a written record will be kept of all of the photographs that are

3.5 Report

3.3.1 The results of the archaeological building investigation will be compiled into a report, which will provide a summary and details of any sources consulted. It will include the following sections:

- A front cover including the appropriate national grid reference (NGR);
- A concise non-technical summary of results, including the date the project was undertaken and by whom;
- Acknowledgements;
- Project Background;
- Methodology, including a description of the work undertaken;
- Results of the building recording;
- Discussion of the results including phasing information, with reference to the relevant *Regional Research Framework* questions as stated on the cover sheet;
- Bibliography;
- Index to the project archive;
- Illustrations at appropriate scales including:
 - a site location plan related to the national grid;
 - a plan showing the location of the buildings recorded in relation to nearby structures and the local landscape;
 - plans of all of the principal floors of the building showing the location of each photographed feature of architectural or archaeological interest, and a phase plan if appropriate;
 - elevations of the building (where 'as existing' elevations are already available);
 - a cross-section or cross-sections showing relevant details such as the roof structure, where appropriate;
 - photographs of the building, features of architectural/historic interest and its landscape, accompanied by appropriate descriptions;
 - a photo location plan showing the position and direction of each shot taken;
 - copies of selected historic maps and plans of the building relevant to understanding its development.

3.4 Archive

3.4.1 The paper archive, comprising the drawn, written, and photographic record of the building formed during the project, will be stored by Greenlane Archaeology until it is completed. Upon completion it will be deposited with the relevant Record Office or Archive Centre, as detailed on the cover sheet of this project design, together with a copy of the report, according to the relevant guidance (LCC 2021). The archive will be compiled according to the standards and guidelines of the ClfA (ClfA 2020c). In addition, any digital elements of the project will be archived with the Archaeology Data Service (ADS). The details of the project will be submitted to the Online AccesS to the

Index of archaeological investigationS (OASIS) scheme. This is an internet-based project intended to improve the flow of information between contractors, local authority heritage managers and the general public.

3.4.2 A paper copy of the report will be provided to the client and a digital copy of the report will be provided for the relevant Historic Environment Record, as detailed on the cover sheet of this project design.

4. Work timetable

4.1 Greenlane Archaeology will be available to commence the project on the date specified on the Order Form, or at another date convenient to the client. It is envisaged that the elements of the project will be carried out in the following order:

- **Task 1:** rapid desk-based assessment (where this has not already been carried out as a previous phase of archaeological work);
- **Task 2:** on-site archaeological building recording;
- **Task 3:** production of draft report including illustrations;
- **Task 4:** feedback on draft report, editing and production of final report;
- **Task 5:** finalisation and deposition of archive.

4.2 Greenlane Archaeology will provide the Planning Officer (Archaeology) at Lancashire County Council with notice of the start date of the project and liaise with them in order to facilitate any site visits that might be required.

5. Other matters

5.1 Access and clearance

5.1.1 Access to the site will be organised through co-ordination with the client and/or their agent(s). In addition, the building will be cleared by the client in order to allow internal photographs to be taken without obstructions. Greenlane Archaeology reserves the right to increase the price if the building has not been cleared at the time of recording, if this results in additional time on site to photograph the building's interior once it has been cleared. This also applies if the exterior is not accessible or obstructed to the extent that it prevents the building recording taking place as required.

5.2 Health and Safety

5.2.1 Greenlane Archaeology carries out risk assessments for all of its projects and abides by its internal health and safety policy and relevant legislation. Health and safety is always the foremost consideration in any decision-making process.

5.3 Insurance

5.3.1 Greenlane Archaeology has professional indemnity insurance to the value of **£1,000,000**. Details of this can be supplied if requested.

5.4 Environmental and Ethical Policy

5.4.1 Greenlane Archaeology has a strong commitment to environmentally and ethically sound working practices. Its office is supplied with 100% renewable energy by Good Energy, and uses ethical telephone and internet services supplied by the Phone Co-op. In addition, the company uses the services of The Co-operative Bank for ethical banking, Naturesave for environmentally-conscious insurance, and utilises public transport wherever possible. Greenlane Archaeology is also committed to using local businesses for services and materials, thus benefiting the local economy, reducing unnecessary transportation, and improving the sustainability of small and rural businesses.

6. Bibliography

ClfA, 2020a *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*, Reading

ClfA, 2020b *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*, Reading

Historic England, 2015 *Digital Image Capture and File Storage: Guidelines for Best Practice*, Swindon

Historic England, 2016 *Understanding Historic Buildings: a Guide to Good Recording Practice*, Swindon (<https://content.historicengland.org.uk/images-books/publications/understanding-historic-buildings/heag099-understanding-historic-buildings.pdf/>)

Lancashire County Council (LCC), 2021 *Guidance for the Deposition of Archaeological Archives*, unpubl

Research Frameworks, 2022 *North West Regional Research Framework*, <https://researchframeworks.org/nwrf/research-agenda/>