

Allen Archaeology Ltd

SPECIFICATION FOR AN HISTORIC BUILDING SURVEY (Levels 3) AND WATCHING BRIEF: 1-3 WINDY STREET CHIPPING, LANCASHIRE

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| Planning Reference: | 3/2024/0543 |
| Client: | Lindsey Smith |
| National Grid Reference: | SD 62271 43289 |
| Date: | 5th March 2025 |
| AAL Site Code: | CHWS 25 |

1.0 Summary

This document is the project specification for a programme of historic building recording that has been prepared for Lindsey Smith for *'internal alterations including new staircase and flooring, replace windows, restoration of basement openings and rebuild chimney stack and replace railings. Demolition and replacement of modern outrigger to the rear'* at 1-3 Windy Street, Chipping (3/2024/0543).

The fieldwork and reporting will conform to current national guidelines, as set out in the Historic England document *'Understanding Historic Buildings: A guide to good recording practice'* (HE 2016), and the Chartered Institute for Archaeologists *'Standard and guidance for the archaeological investigation and recording of standing buildings or structures'* (CIfA 2019). All relevant Historic England guidelines on archaeological best practice will also be followed.

2.0 Site Location and Description

Chipping is a village and civil parish in the borough of Ribble Valley, Lancashire, England, within the Forest of Bowland National Landscape, c. 6km north of Longridge. 1-3 Windy Street is located on the junction of Windy Street and Talbot Street and is centred on NGR SD 62271 43289 (Figure 1).

3.0 Planning Background

Listed Building Consent has been granted for *'internal alterations including new staircase and flooring, replace windows, restoration of basement openings and rebuild chimney stack and replace railings. Demolition and replacement of modern outrigger to the rear'* at 1-3 Windy Street, Chipping (3/2024/0543) with condition 4 requiring that:

'No development, demolition or site preparation works shall take place until the applicant, or their agent or successors in title, has secured the implementation of a programme of archaeological investigation and recording 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. This programme of works should comprise:

- (i) *The creation of a level 3 record of the building as set out in 'Understanding Historic Buildings' (Historic England 2016); and*
- (ii) *The holding of a formal watching brief during opening up and alteration works to the extant building.*

These works should be undertaken by an appropriately experienced and qualified professional contractor to the standards and guidance set out by the Chartered Institute for Archaeologists (CIfA). A formal report on the works undertaken and the results obtained shall be compiled and submitted to the Local Planning Authority and the Lancashire Historic Environment Record prior to the buildings consented being first brought into uses or at a date otherwise agreed in writing by the Local Planning Authority.

The development shall be carried out in accordance with the agreed details.

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

The approach adopted is consistent with the guidelines that are set out in the National Planning Policy Framework (NPPF) (Ministry of Housing, Communities and Local Government 2023)'.

4.0 Historical Background

Lancashire County Council Historic Environment Team have noted that: *'The building is recognised as being of historical interest as indicated by its inclusion on the National Heritage List for England (NHLE)' and that 'the proposed works will help to ensure the survival of the building but may result in the loss and/or obscuration of historic fabric and features (the blocked window openings for example represent a phase of the changes in the buildings use).'*

The National Heritage List for England (NHLE) lists the Grade II building (Entry Number: 1365612) as Proctor's Shop, 1 And 3, Windy Street

'Shop, late C18th. Squared sandstone with slate roof. 2 storeys. Chamfered quoins at right-hand end, with moulded stone gutter cornice. 2 bays, the windows being modern with plain stone surrounds. The right- hand ground-floor window is wider. Plain stone door surrounds to the left of each bay, the left-hand one being blocked to form a window. Above this door, on the 1st floor, is a plaque now worn and illegible. Chimney to the right of the 1st bay and at the left of the facade, adjoining No. 2 Talbot Street..' (<https://historicengland.org.uk/listing/the-list/list-entry/1365612?section=official-list-entry>).

5.0 Methodology

Building Survey

The works will be carried out in accordance with the standards and guidance set out in the Historic England document: *Understanding Historic Buildings, A Guide to Good Recording Practice* (Historic England 2016) for a Level 3 survey of the building. The building survey will be undertaken by an experienced buildings archaeologist who will initially record all aspects of the relevant buildings prior to any works.

Watching Brief

Following the initial building survey another recording visit (or more if needed) will be undertaken following the soft strip.

The date of the fieldwork is not currently known.

Photographs will be taken, using high resolution digital photography of at least 12 megapixels and saved as TIF files, of the following: -

- All external elevations
- All internal elevations, including internal walls and subdivisions
- The roof structure of the building, internally and externally, where visible
- The relationship of the structures to their surroundings
- Architectural details, i.e. windows, doors, decorative brickwork, and other significant features, fixtures or fittings. Generally a single representative shot will be taken of particular features such as windows or openings of a single type that occur more than once within the structure
- A general internal photographic record. Photographs will be taken of each room/discrete internal space from sufficient points to show the form, general appearance and methods of

- construction
- Photographs will also be taken of carpenters' marks, timber marks or graffiti etc
- Detailed interior photographs showing close-up views of significant features such as decorative plasterwork, fireplaces, door and window woodwork and surrounds will be provided (*Understanding Historic Buildings* 2016 4.4.8 (5)).
- Photographs will be appropriately framed and focused to highlight the detail being recorded

Metric scales of appropriate length and a tripod will be used when required, with all photos annotated and linked to a floor plan. In addition to the photographic record, a full written description and programme of analysis will be undertaken of the structure. Any identified phasing will also be recorded on the site plans and included in the written narrative.

Measured plan and elevation drawings supplied by the architect will be fully checked on site and where necessary annotated to illustrate all relevant features accordingly. A section showing the roof construction will also be produced using the standard HE drawing conventions.

Map regression and the study of readily available documentary sources will be included to provide a historical context to the site.

Documentary sources noted in *Understanding Historic Buildings* 2016 sections 4.1.1 and 4.1.3 will be consulted as part of the documentary study.

6.0 Post-Fieldwork Methodology

On completion of site operations, the records produced during the historic building recording will be checked and ordered. A fully illustrated report text will then be prepared that will contain the following information:

- A non-technical summary of the results
- Description of the site location including site NGR
- Planning background, including details of the proposed development and the planning application number
- Date of commencement and duration of fieldwork, and field staff involved
- Description of the methodologies used during the site investigations, sources consulted and discussion of the methodologies' effectiveness in the light of the results
- A text describing the results of the building recording, to include discussion of the plan form of the site, materials and method of construction, dates of the structure, current and former functions, internal layout, fixtures and fittings, and a discussion of the extension within the wider landscape.
- Documentary sources noted in *Understanding Historic Buildings* 2016 sections 4.1.1 and 4.1.3 will be consulted as part of the documentary study.
- The report will also consider the research agenda initiatives and questions in The Council for British Archaeology's 2007 'An Archaeological Research Framework for North West England: Volume 2, Research Agenda and Strategy'
- Scale plans showing the layout and distribution of the building on the development site, with locations and orientations of all photographs taken during the survey, accurately located to the OS grid. These will be based on the measured survey plans of the site provided by the client.
- A phased plan of the site, with phases dated where possible, based on the measured survey plans of the site provided by the client.
- Elevations of the building, based on the measured survey plans of the site provided by the client along with a section drawing of the roof construction will be produced to standard HER drawing conventions and will include full descriptions.

- An appendix with a selection of annotated photographs from the building survey, with a full list of all photographs taken as another appendix
- A complete bibliography of all reference materials including those consulted but not referenced in the text

The timescale for completion of the post-excavation works is 3 days. If required, specialists will propose their own timescales during the post-fieldwork stage.

7.0 Curatorial Monitoring

The archaeological advisors to the local planning authority, currently the Lancashire County Council Historic Environment Team will be notified in advance of the commencement of the works. They will be kept informed of developments during the scheme by Allen Archaeology. It is recognised that they may visit the site during the fieldwork element to monitor the archaeological work and confirm that the works are being done to the highest possible standard.

Internal monitoring will be by the author of this specification.

8.0 Archive

The documentation and records generated by the evaluation will be assembled in accordance with the national guidelines in *'Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation'* (AAF 2011). The archive will be prepared in accordance with *'Guidance for the Deposition of Archaeological Archives'* (LCCMS and Lancashire Records Office 2020). LCCMS, however, does not have the facilities to curate digital archives in the long term and therefore the digital archive will be deposited with Archaeology Data Service (ADS) in accordance with guidance issued by ADS.

It is anticipated that the archive for this scheme will be deposited within 12 months of the completion of the project.

9.0 Report Dissemination

Digital copies of the report will be sent to the client, the archaeological advisors to the local planning authority, currently the Lancashire County Council Historic Environment Team and the Lancashire Historic Environment Record. A copy will also be sent to the museum along with the project archive.

10.0 Publication

A digital copy of the report will be submitted to the OASIS Project held at the Archaeological Data Service at York. If the results merit further publication, a short article will be submitted to a regional or period-specific journal.

11.0 Variations to the Proposed Scheme

Variations to the proposed scheme will only be made following written confirmation from the archaeological advisors to the local planning authority, currently the Lancashire County Council Historic Environment Team. Should any further investigation be required beyond the scope of the brief for works, or this specification, then the cost and duration of those supplementary examinations will be negotiated between the client and the contractor.

12.0 Health and Safety

All work will be carried out in a way that complies with the Health and Safety at Work Act 1974 and its related regulations and codes of practice. Employees of Allen Archaeology Ltd will perform their duties in accordance with company safety policy, with senior staff responsible for monitoring compliance with health and safety requirements and legislation.

A site Risk Assessment will be carried out in advance of any archaeological fieldwork.

13.0 Insurances

AAL maintains Employers Liability Insurance to £10,000,000.00, Public Liability Insurance to £5,000,000.00 and Professional Indemnity Insurance to £2,000,000.00. Copies of insurance documentation can be supplied upon request.

14.0 Copyright

AAL shall retain full copyright of any commissioned reports under the *Copyright, Designs and Patents Act 1988* with all rights reserved; excepting that an exclusive license is hereby provided to the client for the use of such documents by the client in all matters directly relating to the project described in this document.

License is also given to the archaeological curator to use the documentary archive for educational, public and research purposes. This license does not cover commercial use of the material by Lancashire County Council or any third party.

In the case of non-satisfactory settlement of account then copyright will remain fully and exclusively with AAL. In these circumstances it will be an infringement under the *Copyright, Designs and Patents Act 1988* for the client to pass any report, partial report, or copy of same, to any third party. Reports submitted in good faith by AAL to any Planning Authority or archaeological curator will be removed from said Planning Authority and/or archaeological curator. The Planning Authority and/or archaeological curator will be notified by AAL that the use of any such information previously supplied constitutes an infringement under the *Copyright, Designs and Patents Act 1988* and may result in legal action.

The author of any specialist contribution to a report shall retain intellectual copyright of their work and may make use of their work for educational or research purposes for further publication.

15.0 Bibliography

AAF, 2011, *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*, Archaeological Archives Forum

CIfA, 2019, *Standard and guidance for the archaeological investigation and recording of standing buildings or structures*. Chartered Institute for Archaeologists, Reading

Historic England, 2016, *Understanding Historic Buildings: A guide to good recording practice*. Historic England

Lancashire County Council Museum Service and Lancashire Records Office, 2020 *Guidance for the Deposition of Archaeological Archives*. LCCMS and Lancashire Records Office

Ministry of Housing, Communities and Local Government, 2021, *National Planning Policy Framework*. London: HMSO

