

**WRITTEN SCHEME OF INVESTIGATION FOR HISTORIC BUILDING RECORDING AT FELLS FARM, SLAIDBURN, LANCASHIRE**

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**Issue 1:** Issued For Approval  
**Local Planning Authority:** Ribble Valley Borough Council  
**Planning Ref:** 3/2025/0750  
**NGR:** SD 7566 5358  
**Site Code:** SFF26

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## CONTENTS

1	INTRODUCTION .....	1
2	METHODOLOGY .....	3
3	REPORTING .....	6
4	ARCHIVE PREPARATION & DEPOSITION.....	6
5	MONITORING AND LIAISON.....	7
6	HEALTH AND SAFETY.....	7
7	PROGRAMME AND RESOURCES.....	7

### Figures

Figure 1: Site Location Plan

Figure 2: Detailed Site Location Plan

## 1 INTRODUCTION

### 1.1 Project Background

1.1.1 Pre-Construct Archaeology Limited (PCA) has been appointed by Tom Pope to carry out historic building recording at Fells Farm, Slaidburn, Lancashire (Figures 1 & 2; SD 7566 5358). The development will comprise: Proposed demolition of existing dwelling house and conversion of attached barn to create replacement dwelling house (self build) with single storey extension on original footprint.

1.1.2 The historic building recording work is to be undertaken on the advice of the Lancashire County Council Archaeology Section in advance of the proposed development.

1.1.3 Although the building does not lie within a Conservation Area and is not registered as a listed building, Lancashire County Council Archaeology Service identified the structure as a non-designated heritage asset of historic interest.

1.1.4 A Historic England-style Level 2/3 building recording has been requested as a condition for the planning application (Planning Ref: **3/2025/0750**). This document is the Written Scheme of Investigation for the Historic Building Recording at Fells Farm, Slaidburn, Lancashire.

1.1.5 This document has been prepared in accordance with the following:

*ClfA 2020a Standard and guidance for the archaeological investigation and recording of standing buildings or structures*

*Historic England, 2015 Management of Research Projects in the Historic Environment*

*Historic England 2016 Understanding Historic Buildings: A Guide to Good Recording Practice*

1.1.6 PCA is a ClfA Registered Archaeological Organisation and is bound by its code of conduct.

## **1.2 Historical Background**

- 1.2.1 A heritage statement has been provided which sets out a summary history of Fells Farm and some map regression (ZMA 2025)
  
- 1.2.2 The farmstead at Fells Farm is depicted on Ordnance Survey maps dating 1850 and 1894. The later map shows more detail of the buildings showing the main barn flanked with other structures to the east , including a two storey cottage. The cottage was abandoned in 1972 and was subsequently demolished.

## **2 METHODOLOGY**

### **2.1 Aims and Research Objectives**

2.1.1 The project is undertaken in advance of a proposed development that will involve conversion of the barn, the demolition of the current dwelling, and the construction of an extension within the original footprint. The aim of the historic building recording is to provide a record of the building, on the advice of Lancashire County Council Archaeology Section, prior to its demolition. This record is to be broadly in accordance with that defined by Historic England's Level 2/3. The aim is to provide a better understanding of the farm, to compile a lasting record, to analyse and to disseminate the results.

2.1.2 Specific research objectives to be addressed by the project have been formulated with reference to an existing archaeological research framework, *The North West Regional Research Framework for the Historic Environment* (<https://researchframeworks.org/nwrf/>) which highlights the importance of research as a vital element of development-led archaeological work. It sets out key research priorities for all periods of the past allowing commercial contractors to demonstrate how their fieldwork relates to wider regional and national priorities for the study of archaeology and the historic environment. The aim of NERRF is to ensure that all fieldwork is carried out in a secure research context and that commercial contractors ensure that their investigations ask the right questions.

2.1.3 In addition to the above, the Council for British Archaeology have indicated that *there is an urgent need for all local authorities to ensure that farm buildings undergoing adaptation are at least considered for recording*, so that a *regional database of farm buildings can be derived and variations across the region examined* (Council for British Archaeology An Archaeological Research Framework for North West England: Volume 2, Research Agenda and Strategy).

2.1.4 specific research objectives of the project are:

- to provide a permanent record of the standing buildings of historical and archaeological interest at the site;
- to provide an appropriate level of analysis of the complex, supported by an appropriate degree of background research;
- to establish, where possible from the work described above, a more precise date of origin for the complex.

### **2.2 Monitoring procedures**

2.2.1 The Curator will be informed seven days before the commencement of works.

2.2.2 Reasonable access, subject to the health and safety requirements at the site, will be granted to representatives of the Local Planning Authority and the client, or their agent, who wish to be satisfied, through site inspections, that the building recording is being conducted to proper professional standards and in accordance with the agreements made.

## **2.3 Access and safety**

- 2.3.1 Reasonable access to the location of the Site will be granted to representatives of the Local Planning Authority, who wish to be satisfied, through Site inspections, that the historic building recording is being conducted to proper professional standards and in accordance with the agreements made.
- 2.3.2 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. The Health and Safety policies of Pre-Construct Archaeology Limited will be followed and in accordance with all statutory regulations. The work will conform to existing site policies and procedures. There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.
- 2.3.3 Any site perimeter hoarding, maintenance of gate access and general site security is the responsibility of the Overall Client or their agent, unless Pre-Construct Archaeology Limited is instructed to the contrary.

## **2.4 Building Recording Methodology**

- 2.4.1 Recording will comprise compilation of a photographic, drawn and written record of the existing buildings at the site to Level 2 standard as defined by English Heritage. The work will also be undertaken in accordance with Standard and guidance for the archaeological investigation and recording of standing buildings or structures (ClfA 2020a).
- 2.4.2 A visual examination will be made of the existing building. A written account will be made giving the precise location of the structures and its features, a summary descriptive statement, building materials, possible dates, a summary of the plan, form, function, age and development sequence.
- 2.4.3 A detailed photographic record of the buildings will be compiled. The photographic record will consist of:
- general views of the building;
  - all external elevations, including details of openings and other features;
  - constructional details, including any details which might help to phase the structure or allow interpretation of its construction;
  - general views of accessible internal parts of the building along with details of structural elements of interest, original fixtures and fittings, etc.

- 2.4.4 A photographic record will be compiled using a digital SLR camera of at least 10 megapixels. The setting, all exteriors, selected interiors and architectural details will be recorded photographically. Photographs will include a legible graduated metric scale, if possible. The photographic record will be accompanied by a photographic register detailing (as a minimum) location and direction of shot.
- 2.4.5 Any plans or elevations of the building that may be provided by the client will be amended/annotated during the HBR as required (Level 2/3 Survey) and will be included in the report at an appropriate scale that shows the general layout with annotated features of interest.
- 2.4.6 The report will include a rapid desk-based assessment and map regression will be undertaken to show the development of the farm.

### **3 REPORTING**

- 3.1.1 A report will be prepared based on the above record, describing historic buildings at Fells Farm and presenting the results of the building recording.
- 3.1.2 The report will be illustrated with elevations, plans (as required) and photographs and will outline the results of the work. The direction of photographs taken will be indicated within the report on a figure showing photo location and their directions of view. There will be a description of the building.
- 3.1.3 The report will have the following contents:
- Author and date
  - Non-technical summary
  - Site location information (including maps) and descriptions
  - Introduction
  - Context of the project
  - Historical background
  - Aims and objectives
  - Methods
  - Building description
  - Discussion and conclusions
  - Archive deposition details
  - Plans
  - List of photographs
  - Oasis form
- 3.1.4 PCA will complete an OASIS form for the project during the compilation of the report on the work. The OASIS reference number will be included in the report. A copy of the report, in an appropriate format, will be uploaded to OASIS within three months of the final report being approved by Lancashire County Council.
- 3.1.5 The report will be prepared as soon as possible after completion of the on-site work and will be submitted to the Client, Tom Pope, the County Planning Archaeologist and Historic Environment Record. Copies will also be lodged in the Local Studies and an appropriate museum or repository agreed with the curator.

### **4 ARCHIVE PREPARATION & DEPOSITION**

#### **4.1 The Site Archive**

- 4.1.1 The Site archive, to include all project records and cultural material produced by the project, will be prepared in accordance with the Chartered Institute for Archaeologists 'Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives' (ClfA 2020b). On completion of the project PCA will arrange for the archive to be deposited in

accordance with Lancashire County Council procedures.

## **5 MONITORING AND LIAISON**

### **5.1 Site Visits**

5.1.1 Arrangements will be made for the County Archaeologist to monitor the progress of the on site recording and compliance with the aims and methodology set out in this document.

## **6 HEALTH AND SAFETY**

### **6.1 Policy**

6.1.1 PCA will conduct the work in compliance with the Health and Safety at Work etc Act 1974.

6.1.2 PCA's own Health and Safety Policy and a procedures manual will be available on Site. Site staff will have an appropriate level of training to enable them to carry out the on site recording safely.

### **6.2 Risk Assessment**

6.2.1 Prior to the commencement of on site recording, PCA will conduct a Site specific risk assessment, if necessary as part of a Health and Safety Method Statement. All staff will be appraised of the Risk Assessment and comply with mandatory requirements set out such as the use of PPE and other measures to avoid risk from hazards that are identified.

6.2.2 PCA will maintain the Site in a safe condition and in order to do this will review and update the Risk Assessment accordingly, taking appropriate measures as necessary to offset risk from new and unexpected hazards as may arise.

## **7 PROGRAMME AND RESOURCES**

### **7.1 Programme**

7.1.1 The on site recording is expected to take one day on site. Its commencement is to be confirmed at a later date.

### **7.2 Resources**

7.2.1 The building recording project will be managed by Daniel Still, Regional Manager at PCA Durham. A PCA Supervisor will carry out the on site recording.

Figure 1 Site Location Plan

Figure 2 Existing site plan