
BOWLAND SURVEYORS LTD.

Dene Cottage. 9 The Dene, Hurst Green, Lancashire. BB7 9QF.

Written Scheme of Investigation (WSI) for historic building recording.

Ribble Valley Borough Council planning reference: 3/2025/0412 (Householder planning & listed building consent, including application 3/2025/0411).

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For Mr Mark Lincoln

6 October 2025

Reference: 2025-55 | Version 1

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1.0 INTRODUCTION

1.1 The purpose of this written scheme of investigation (WSI) is to outline the proposed scheme of recording as commissioned by the owner of the building, Mr Mark Lincoln. The recording of the building is a condition of planning permission for the refurbishment of the building granted by Ribble Valley Borough Council.

1.2 The building subject of the proposals for alteration and recording is located at National Grid reference SD 68329 37871, where it comprises a GV II listed early C18 cottage. The building is described by Historic England as follows:

House, probably c.1700. Sandstone rubble with modern tile roof. 2 storeys. South wall has chamfered mullioned windows. To the left of the door are 2 of 3 lights, with a chamfered surround to the right of the door with one central mullion remaining. On the 1st floor a surround to a former 3-light window remains at the left. Towards the centre is a former 4-light window with one light blocked. At the right is a former 3-light window with one mullion remaining, the left-hand light having small diamond-leaded panes. The door has a plain stone surround. The north wall, facing The Dene, has openings with plain reveals. The end stacks have brick caps¹.

¹ Historic England. See here: <https://historicengland.org.uk/listing/the-list/list-entry/1308781?section=official-list-entry>

2.0 PROJECT CONTEXT

2.1 An application for planning permission for the *replacement of windows and lintels, enlargement of window openings, infill doorways and windows, demolition of existing lean-to and erection of stone porch, replacement of roof tiles with slates, replacement of cills and mullions, replacement of guttering and downpipes, removal of render and repointing with lime*, was submitted on the 27/06/2025.

2.2 In their consultation response to the application, the Lancashire County Council's Historic Environment team recommended that a phased level 3 building record be produced in the event that the proposals were to be approved. As follows;

Condition: No development including any demolition works shall take place until the applicant or their agent or successors in title has secured the implementation of a programme of building recording, analysis and reporting work. 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. The programme of works should be phased, phase 1 being the creation of a record of the building to level 3 as set out in "Understanding Historic Buildings" (Historic England 2016); and phase 2 being a watching brief during works to the building to record any features or fabric revealed by the work. The final report should combine the results of both phases. The work must be undertaken by an appropriately qualified and experienced professional contractor to the standards and guidance of the Chartered Institute for Archaeologists. A copy of this record shall be submitted to the Local Planning Authority and the Lancashire Historic Environment Record. Reason: To ensure and safeguard the recording and inspection of matters of archaeological/historical importance associated with the site.

2.3 As a consequence, condition number 4 of permission 3/2024/0412 requires that:

No development including any demolition works shall take place until the applicant or their agent or successors in title has secured the implementation of a programme of building recording, analysis and reporting work. 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. The programme of works should be phased, phase 1 being the creation of a record of the building to level 3 as set out in "Understanding Historic Buildings" (Historic England 2016); and phase 2 being a watching brief during works to the building to record any features or fabric revealed by the work. The final report should combine the results of both phases. The work must be undertaken by an appropriately qualified and experienced professional contractor to the standards and guidance of the Chartered Institute for Archaeologists. A copy of this record shall be submitted to the Local Planning Authority and the Lancashire Historic Environment Record. Reason: To ensure and safeguard the recording and inspection of matters of archaeological/historical importance associated with the site.

3.0 PROJECT AIMS

3.1 The proposed development comprises full refurbishment of the listed building. Including re-roofing, replacement doors and windows, masonry repairs, repointing with lime, ground floor replacement and general internal refurbishment. It is intended that all elements of historic importance that contribute to heritage significance are to be retained in situ, as per the grant of listed building consent/ planning permission.

3.2 As per the condition, the building will be recorded in two phases. The first phase will comprise the preparation of a level 3 building record as defined by Historic England (2016) 'Understanding Historic Buildings' as the building exists currently prior to any works being undertaken. The second phase will comprise a number of site visits to inspect and record the building as the works progress, as follows:

- Site visit to photograph and measure the roof timbers, particularly the hewn trusses, once the tile roof covering is removed.
- Site visit to photograph and record any remains of subterranean walls, foundations, prior construction etc, during the removal of the existing bitumen ground floor covering.
- Site visit to photograph and record any alterations to the walls that may be revealed during the works.

4.0 METHODOLOGY

DRAWN RECORD

4.1 A measured survey will be conducted using a Leica Disto laser measuring device that will enable the existing architectural drawings to be checked for accuracy. The drawn record will comprise a site plan, a photographic viewpoint plan, elevations, and sections. The drawings will be produced in AutoCAD LT following the drawing conventions as outlined by Historic England (2016) and drawn in 1:100 scale for plans and elevations and 1:50 for section drawings. Phase plan drawings will also be produced, if applicable.

PHOTOGRAPHIC RECORD

4.2 A photographic record will be produced, consisting of general shots of the building from all angles/ elevations, internally and externally. Within these photographs will be a graduated (at 500mm increments) ranging rod to provide scale. The photographs will consist of images that illustrate the design, significant features, building typology and any historic phasing apparent. The following will be included:

- General views of the building (in their wider setting or landscape)
- The buildings external appearance. Oblique views.
- The overall appearance of the principal rooms or circulation areas.
- Any external or internal detail, structural or decorative.

4.3 Photographs will be taken using a 24.1-megapixel Canon M50 MKII mirrorless camera using a Canon EF-M 15-45mm F3.5-6.3 IS STM lens.

4.4 The photographs will be taken in RAW format and later converted to 8-bit TIFF files and uploaded to two servers. Annotated plan drawings will be produced that will indicate the stances from where the images were captured.

WRITTEN RECORD

4.5 Introductory text will provide the precise location of the building as an address and in the form of a National Grid Reference. An introduction briefly setting out the circumstances in which the record is made, including its objectives, methods, scope and limitations. Following this, the background history of the building will be provided utilising historic OS mapping, archival records, and other published literature/material that will be referred to in a bibliography.

4.6 The written record will comprise a description of the building inside and out and analysis of the building's plan form, design, phasing, construction materials and setting and how these relate to its origins and historic use.

ARCHIVING

4.7 The above information will be collated in a report but may not contain all of the photographs. Copies of the report will be supplied to the local planning authority, the Client and the Lancashire Historic Environment Record team. The report will also be submitted to the OASIS project online.

TIMETABLE

4.8 It is expected that upon approval of this WSI that the phase 1 recording works will commence immediately in October 2025 and phase 2 will be undertaken in the months thereafter, likely throughout 2026 as the works progress and will be undertaken by the author.

5.0. ABOUT THE AUTHOR

5.1 I am a historic building consultant with a B.Sc. (Hons) in building surveying and an M.Sc. in building conservation and adaptation from the University of Central Lancashire. As well as professional qualifications with RICS. I am instructed to provide services relating to around 100 historic buildings per year, advising on condition, repair and heritage planning matters throughout England.

Previous notable projects include:

- Crow Trees GVII* LEN: 1211203. Condition survey to inform refurbishment. 2025.
- Wood Barton GV I LEN: 1106496. Heritage appraisal to support development within the grounds 2024.
- High Oaks GVII* LEN: 1384164. Condition survey to inform refurbishment. 2024.
- Warton Hall Farmhouse GVII LEN: 1146601. Building recording prior to internal alteration. 2024.
- Owens Farm GVII LEN: 1230897. Building recording prior to internal alteration. 2024.

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