

Scope of work

Written Scheme of Investigation for a Level 2 Building Recording

Site address

Charles Knowle Farm, Rushton Spencer SK11 0RW

Client

Mr Mark Holmes and Ms Lisa Easterby

Report Ref

WSI BR2/charlesknowlefarm/AH688/10/01/22V1

Prepared by

Helen Martin-Bacon, MCIfA

Date

January 2022

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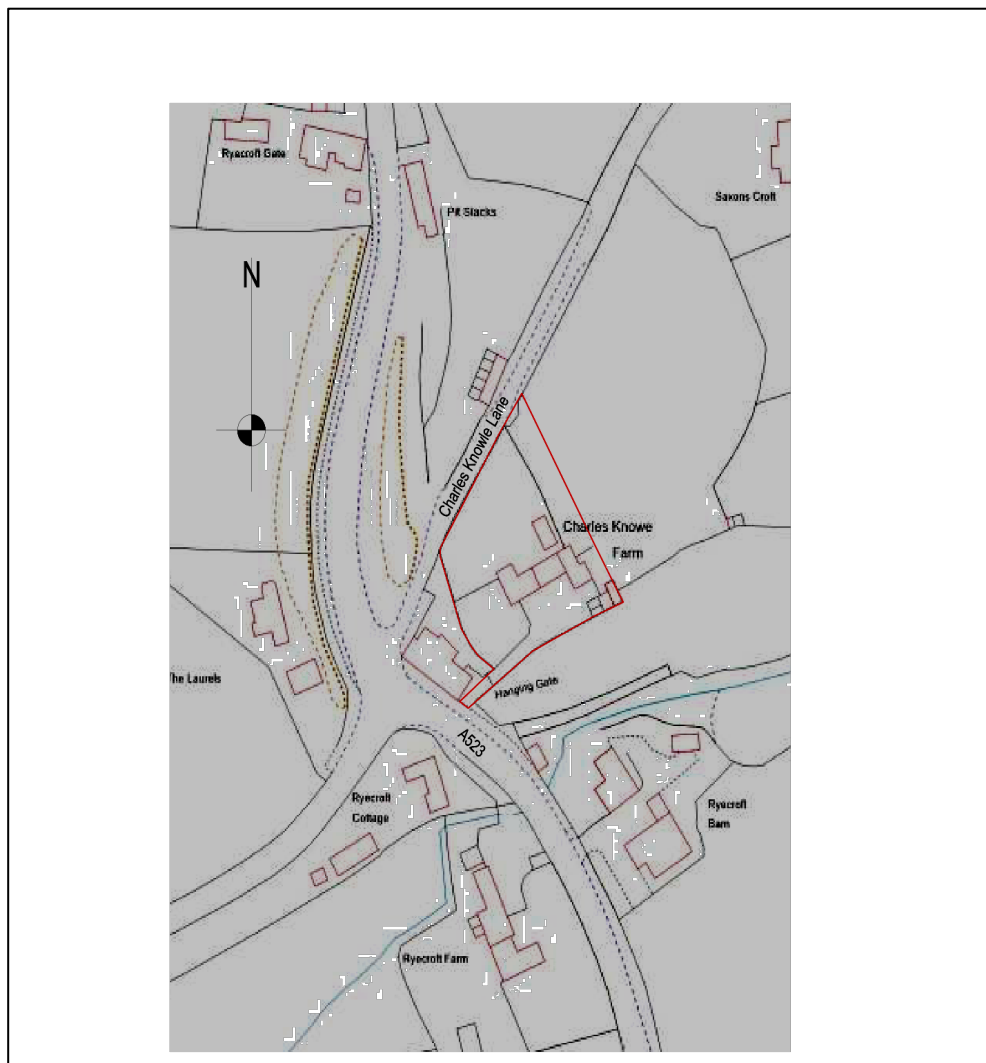
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## 1 INTRODUCTION

### 1.1 Project Summary

**1.1.1** Avalon Heritage Ltd (AHL) has been commissioned by Mr. Mark Holmes and Ms. Lisa Easterby to prepare a Written Scheme of Investigation for a programme of level 2 building recording at Charles Knowle Farm, Charles Knowle Lane, Rushton Spencer Staffordshire SK11 0RW (Figure 1). The Staffordshire County Council Planning Archaeologist (*the curator*) has advised Staffordshire Moorlands District Council (the LPA) that the existing buildings are of heritage value and that they should impose a condition for a level 2 building recording prior to any works being carried out. The archaeological building recording is required to provide a permanent record of the buildings prior to any changes being undertaken.



**Figure 1. Site location.**

**1.1.2** Planning consent was granted by the LPA (Application No: SMD/2021/0432) for renovations to be undertaken on the farmhouse along with the conversion of a number of outbuildings to ancillary residential use.

**1.1.3** Condition 13 of the permission states:

- A) No work shall recommence on the development hereby permitted, until a written scheme of archaeological investigation (the Scheme) has been submitted for the written approval of the Local Planning Authority. The Scheme shall provide details of the programme of archaeological works to be carried out within the site, including post-fieldwork reporting and appropriate publication.*
- B) The archaeological work shall thereafter be implemented in full in accordance with the written scheme of archaeological investigation approved under condition A.*
- C) The development shall not be occupied until the site investigation and post fieldwork assessment has been completed in accordance with the written scheme of archaeological investigation approved under condition A and the provision made for analysis, publication and dissemination of the results and archive deposition has been secured.*

**1.1.4** This WSI has been written in accordance with the Chartered Institute for Archaeologists (CIfA) Code of Conduct and the relevant CIfA Standards and Guidance. The WSI conforms to the guidelines and standards laid down in the following documents:

- Standards and Guidance for the Archaeological Investigation and Recording of Standing Buildings and Structures, Chartered Institute for Archaeologists (CIfA): Reading (2020).
- Understanding Historic Buildings: A Guide to Good Recording Practice: Historic England 2016.

**1.1.5** The approach taken by the LPA is supported by the National Planning Policy Framework (NPPF, 2021) which states that LPAs should require developers to record and advance understanding of the significance of any heritage asset to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible.

## **2 HISTORIC AND PLANNING BACKGROUND**

**2.1.1** The buildings at Charles Knowle Farm are considered to be of heritage significance as non-designated heritage assets by the curator and this was summed up in a letter to the LPA dated 9<sup>th</sup> September 2021:

*A review of the information available on the Staffordshire Historic Environment Record and associated datasets such as historic mapping and the Staffordshire Historic Farmsteads Study, has identified the Charles Knowle*

*Farm as a probable linear farm plan located within the hamlet of Rycroft Gate. Later additions to the linear range give it Z-plan appearance, and whilst the 1830s 1<sup>st</sup> Ordnance Survey appears to show a farmstead in this location, it was certainly extant by the late 19<sup>th</sup> century. The other farmstead in the hamlet contains a grade 2 listed farmhouse which may have been established by the late 17<sup>th</sup> century.*

*Taking the above into account and considering the nature of the proposals which involve the conversion of former agricultural buildings to residential and alterations to the existing farmhouse, it is advised that a programme of historic building recording should be carried out in advance of the conversion/alteration works commencing.*

**2.1.2** A Heritage Statement was prepared by Ian Ankers Architecture in 2021 and this document can be viewed in Appendix 1.

### **3 LEVEL 2 BUILDING RECORDING.**

#### **3.1 Aims and objectives**

**3.1.1** The main aim of the building recording is to provide a permanent record of the extant buildings on site prior to any conversion/alteration works being undertaken with particular emphasis on the barn conversion element of the works. The report will contribute to an understanding of the development of the buildings and their historical use.

**3.1.2** Aims of the building recording include:

- To provide a record of the buildings and of any features of historic interest which will be destroyed by the proposed works.
- To provide a written account of the history and development of the buildings.
- To identify any historic phases of building activity or alteration to the buildings.
- To set the buildings within their historic context.
- To provide a record both photographic, drawn and written of the buildings prior to alteration.
- To disseminate the results of the building recording through an appropriate level of reporting and publication.
- To set the buildings and farm within the wider historic context as contained with the Staffordshire Historic Farmsteads Study.

**3.1.3** The project will produce a high-quality, fully integrated archive suitable for long-term deposition in order to *preserve by record* the building in its current form prior to demolition. The project will secure the analysis, conservation and long-term storage of the project archive.

## **4 METHODOLOGY**

### **4.1 Definition of a Level 2 Building Recording.**

- 4.1.1** In its publication *Understanding Historic Buildings* Historic England defines a level 2 building recording in the following way:

*This is a descriptive record, made in similar circumstances to level 1 when more information is needed. It may be made of a building which is judged not to require a more detailed record, or it may serve to gather data for a wider project. Both the exterior of 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 this 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.*

- 4.1.2** The results of the building recording will be compiled into a single report which will include the following:

- a written account of the building.
- visual analysis including identification and recording of phasing and evidence for historic fixtures and fittings.
- an index of photographs and plans prepared during fieldwork.
- a photographic record of the building.
- a drawn record which will involve the annotation of existing architect's scaled floor plans and elevations checked on site for accuracy.

### **4.2 Photographic Record**

- 4.2.1** The photographic survey will include the following:

- A general view or views of the buildings in their wider setting or landscape.
- The buildings' external appearance including oblique views will show all elevations and give an overall impression of its size and shape. Elevations which reveal complex historical information will be photographed at right angles to the plane of the elevation.
- Overall appearance of the principal rooms and circulation areas.
- Any external or internal detail, structural or decorative which is relevant to the building's design, development or use and which does not show adequately on general photographs.
- Detail shots will include a clearly marked and suitably sized scale next to the subject and parallel to one edge of the photograph.

- Any building contents or ephemera which have a significant bearing on the buildings' history where not sufficiently treated in general photographs.

**4.2.2** A high resolution digital SLR camera at 20MP will be used throughout the course of the building recording.

**4.2.3** An appropriate scale (1m and/or 2m ranging rod) and tripod will be used to support the camera for internal, external and low-light shots as well as artificial lighting where necessary. Photographic record sheets cross-referenced to prints and digital images will be maintained and a scale plan showing the location of shots.

### **4.3 Drawn Record**

**4.3.1** The drawn record will include measured plans to scale as existing and will show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces along with masonry joints, ceiling beams and other changes in floor and ceiling levels. Any historic fixtures and fittings or former machinery will also be recorded.

**4.3.2** A site plan, typically at 1:500 or 1:1250, relating the buildings to other structures and to related topographical and landscape features will be produced.

**4.3.3** Existing architects' plans and elevations will be annotated to show the location of any of the previously listed items, but the plans will be checked for accuracy before commencement of recording. An appropriate scale of not less than 1:100 will be used.

**4.3.4** An annotated plan indicating views and frame numbers will be prepared.

### **4.4 Written Record**

**4.4.1** The written record will seek to interpret the building's phases of development and function. Significant structural details, fixtures and fittings associated with the building will be considered in terms of their purpose and importance and will be cross-referenced to photographic and drawn records.

**4.4.2** The written record should comprise:

- The building's precise location, as a National Grid reference and in address form.
- A note of any statutory designation (listing, scheduling or conservation area).
- Non-statutory designations (historic parks and gardens registers, local lists etc) may be added.
- The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.

- An expanded summary of the buildings' types or purposes, historically and at present, their materials and possible date(s), in so far as these are apparent from a visual inspection.

## **5 REPORTING**

**5.1.1** A report on the buildings should be prepared within six weeks of the completion of all fieldwork. The report should include:

- Supporting text and illustrations providing historical background.
- The key views of the building recorded by the project. All images should be properly orientated within the report.
- An annotated plan indicating views (position from which photos were taken) and frame numbers.

**5.1.2** A draft copy of the report must be submitted to the curator for comment before completion of the final version.

**5.1.3** A digital copy of the final report should be deposited with the Staffordshire Historic Environment Record. A digital copy of the report should also be made available through OASIS.

**5.1.4** Prior to the commencement of fieldwork, an online OASIS form at <http://ads.ahds.ac.uk/project/oasis/> must be opened.

**5.1.5** A report of the project's findings should be submitted, accompanied by appropriate resources, for publication in *West Midlands Archaeology* within six months of the completion of the fieldwork. If appropriate, articles and synopses should also be submitted to the *Transactions of the Staffordshire Archaeological and Historical Society*.

## **6 ARCHIVE CONTENTS AND DEPOSITION**

**6.1.1** The requirements for archive deposition will be addressed at the outset of the project in conjunction with the recipient museum, which, in this case will be The Potteries Museum & Art Gallery (PMAG), Bethesda Street, Hanley, Stoke-on-Trent, ST1 3DW (contact: [localhistory@stoke.gov.uk](mailto:localhistory@stoke.gov.uk)). Archive deposition will take account of the requirements of the PMAG's guidelines for the preparation and presentation of archaeological archives.

**6.1.2** The project archives will be prepared and compiled in accordance with all relevant professional standards and the requirements of the recipient museum, which will be contacted prior to the commencement of any site work. The archive will include all relevant reference material e.g., articles, plans and pictures, all project records and plans, all historical evidence collected and interpretative material.

**6.1.3** All photographs will be clearly numbered and labelled with the subject, orientation, date taken and cross referenced (where applicable) to their film and negative numbers. Digital images will be of a high resolution and copied to archive quality CD. All physical images should be stored in archive-quality wallets or similar storage media.

**6.1.4** The curator should be notified in writing when the site archive has been deposited with the recipient museum.

## **6.2 Dissemination**

**6.2.1** Should the results of the fieldwork not warrant publication a grey literature report will be completed, and a summary provided to a relevant journal. The grey literature report will be submitted to the Staffordshire HER in digital format and uploaded to OASIS.

## **6.3 Monitoring & QA:**

**6.3.1** The work will be monitored by the curator on behalf of the LPA and by AHL on behalf of the client. The building recording will be undertaken by a suitably qualified archaeologist from an archaeological contractor which is a registered organisation or one which is of equal experience and competence.

## **7 HEALTH AND SAFETY**

**7.1.1** All fieldwork will be undertaken in accordance with the Health and Safety at Work Act 1974 and will also follow the guidance set out in *Health and Safety in Field Archaeology* produced by the Standing Conference of Archaeological Unit Managers (SCAUM 1997).

**7.1.2** Site staff will also be required to have an appropriate level of training to enable them to carry out fieldwork safely.

**7.1.3** Site hazards will be identified before the commencement of work and managed during the fieldwork. Hazards include the presence of buried and above ground services and utilities. The client will provide AHL/the appointed archaeological contractor with any relevant information on health and safety risks.

**7.1.4** Once on site, all health safety documentation will be accessible to all staff and identification of additional site hazards which appear as work proceeds will be recorded on a site-specific risk assessment.

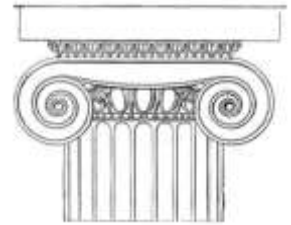
**7.1.5** During the fieldwork appropriate health and safety gear should be worn

**7.1.6** The appointed archaeological contractor will be responsible for all health and safety measures required during the course of the fieldwork.

## **8 REFERENCES**

- Code of Conduct (CIfA): Reading 2014.
- Standards and Guidance for the Archaeological Investigation and Recording of Standing Buildings and Structures, Chartered Institute for Archaeologists (CIfA): Reading (2014b), updated 2019.
- Understanding Historic Buildings: A Guide to Good Recording Practice: Historic England 2016.
- National Planning Policy Framework: Section 16 Conserving and Enhancing the Historic Environment (revised 2021).
- West Midlands Regional Research Framework (Watt 2011).
- Archaeological Archives: A Guide to Best Practice in the Creation, Compilation, Transfer and Curation (Brown, D 2007).
- Standards in the Museum Care of Archaeological Collections (Museum and Galleries Commission 1992).

# APPENDIX 1



## HERITAGE IMPACT STATEMENT

Charles Knowle Farm, Rushton Spencer, SK11 0RW

Planning Ref: SMD/2021/04

### **Conversion of attached 2 storey and single storey outbuildings to form additional living accommodation and associated landscaping**

To be read in conjunction with Drawings CKF-01, 02A, 03A, 04A, 05A.

### **Background**

Charles Knowle Farm is a small farmhouse with outbuildings set on the outskirts of the rural village of Rushton Spencer, Staffordshire. The property is not nationally listed by Historic England, not locally listed by Staffordshire Moorlands Council, or located within a Conservation Area (as set out in SMPD conversation area map). However, given the age of the buildings a Heritage Impact Statement has been requested by the Planning Department.

### **Existing Buildings**

Site Plan form:

The former farmstead comprises of a two storey stone farm house orientated South-East to North-West with single storey lean-to partway along the North-West elevation; an attached two storey stone barn orientated South East to North West and a Single storey stone barn orientated South-West to North East form an L shape Farm stead plan type (fig 1.1). The compact size and scale of the buildings, and barns being attached to the farmhouse would suggest an original use as a stock rearing and dairying farm. The lack of large cart openings would further reinforce this conclusion. The original entrance to the farmstead is served by a steep farm track approaching from the South of the A523. The track is still in use, although an additional entrance off Charles Knowles Lane to the North West was introduced in the 20<sup>th</sup> century and now provides the principle vehicle entrance and access to vehicular parking on the gravel hardstanding to the North of the buildings.

Farmhouse:

Built from local sandstone facing stone with rubble infill, with a Staffordshire plain clay tile roof (figs 1.3 & 1.6) An exact date of construction is not known, however, the farmhouse appears on the OS County Series map of Staffordshire 1879. The plan form comprises two cells to ground floor (Lounge and Kitchen) with bathroom lean-to, and two cells to first floor (bedrooms) accessed via timber staircase. Internal finishes of lime plaster on stone walls and

Two storey barn: Built from local sandstone facing stone with rubble infill, with a Staffordshire plain clay tile roof (figs 1.4 & 1.6). An exact date of construction is not known, however, the barn appears on the OS County Series map of Staffordshire 1879; lack of junctions line within walls and roof would suggest the barn was built at the same time as the farmhouse. The plan form comprises three cells at ground floor, all accessed from the courtyard side, with an addiotnal access to cell 1 from the North West Elevation. Cell one is 2 storey; providing laddered access to the first floor. At first floor there are two cells directly above. Evidence of 20<sup>th</sup> century concrete stalls are present in Cell 2 (fig 1.7). Floors consist of contemporary concrete floors to ground floor and make-shift timber beams and planking to first floor; rafters and roof timbers exposed above (fog 1.8). A mixture of lime and concrete render has been applied to the internal wall face at ground floor. Window and doors are timber; all in poor state of repair.

Single Storey Barn: Built from local sandstone facing stone with rubble infill, with a Staffordshire plain clay tile roof (fig. 1.5). An exact date of construction is not known, however, a building appears in this location on the OS County Series map of Staffordshire 1879 (footprint alters slightly). Floors consist of contemporary concrete floors to ground floor and make-shift timber beams and planking to mezzanine floor; rafters and roof timbers exposed above. A mixture of lime and concrete render has been applied to the internal wall face at ground floor. Window and doors are timber; all in poor state of repair.



Fig 1.1 Site Plan (IAA 25.05.21)



Fig 1.2 View of Former farmyard from South East (*IAA photo 01.10.2020*)



Fig 1.3 Farm house South East Elevation



Fig 1.4 2 Storey Barn South East Elevation (IAA photo 01.10.2020)



Fig 1.5 single storey barn North West Elevation (IAA photo 01.10.2020)



Fig 1.6 Farm house and 2 storey barn North West Elevation (*IAA photo 01.10.2020*)



Fig 1.7 Concrete stalls to 2 storey barn (*IAA photo 01.10.2020*)



Fig 1.8 Exposed roofing timbers to 2 storey barn (IAA photo 01.10.2020)

## Proposals

The proposals seek to extend the existing habitable domestic dwelling into the two storey and single barn, to create a 4 bedroom family home suitable for modern family living. Where possible, the existing building fabric is to be retained.

### Farmhouse:

The proposals seek to retain the existing cell form. At ground Floor, the partitions to the existing Kitchen shall be removed to form the master bedroom (with ensuite to existing bathroom). The steep staircase shall be removed and new vertical access formed within the two storey barn. It is proposed to remove the glazed lean-to to the South East elevation to expose the original doorway; this shall be retained as a full height glazed unit set deep within the recess. The doorway to the west elevation gable end shall be altered to form a new window to the master bedroom. All other windows and doors shall be replaced with slim-line double glazed units in painted timber frames; profiles and recess details to match existing. At first floor a new window is proposed to the North West elevation to provide natural light to the newly formed landing. All new and replacement windows and doors shall be slim-line double glazed units in painted timber frames; profiles and recess details to match existing.

### 2 Storey and Single storey Barns:

Ground Floor: it is proposed to retain cell 1 in its current two- storey form, providing access to ground and first floor of the original dwelling house and converted barn via newly formed stairs. It is proposed to remove the internal cell wall between cells 2 and 3 to form the open plan family/ dining room; with new partitions walls to the North East end of Cell 3 to form the utility and ground floor WC. A new doorway into the single

storey barn shall be formed in the internal South East Wall. The mezzanine floor shall be removed from the single storey barn to form a ovulated ceiling. Revisions are proposed to the openings to the South West Elevation to form a single opening.

**First Floor:** It is proposed to retain all internal cell walls at first floor and create new compartments within the cells using timber stud partitions. A single new pitch-hole style window is proposed to the South East elevation to provide natural light to the bathroom. All existing roof timbers shall be retained and, where possible exposed.

All new and replacement windows and doors shall be either slim-line double glazed units in painted timber frames or timber ledge and brace doors; profiles and recess details to match existing.

All new vertical drainage runs shall be ran internally.

All new ducts shall be cast iron.



Fig 2.1 Proposed Floor Plans (IAA design 21.06.2021)

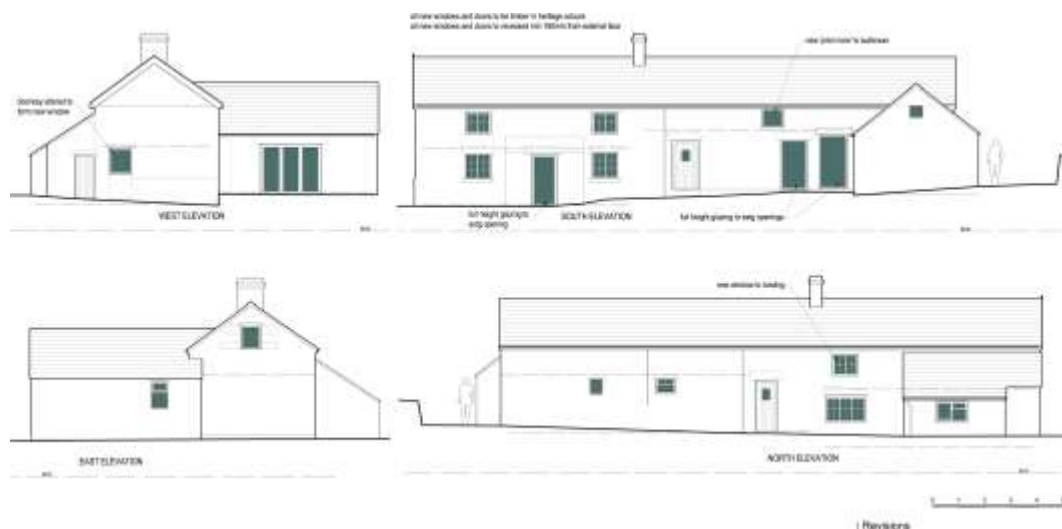


Fig 2.12 Elevations (IAA design 21.06.2021)

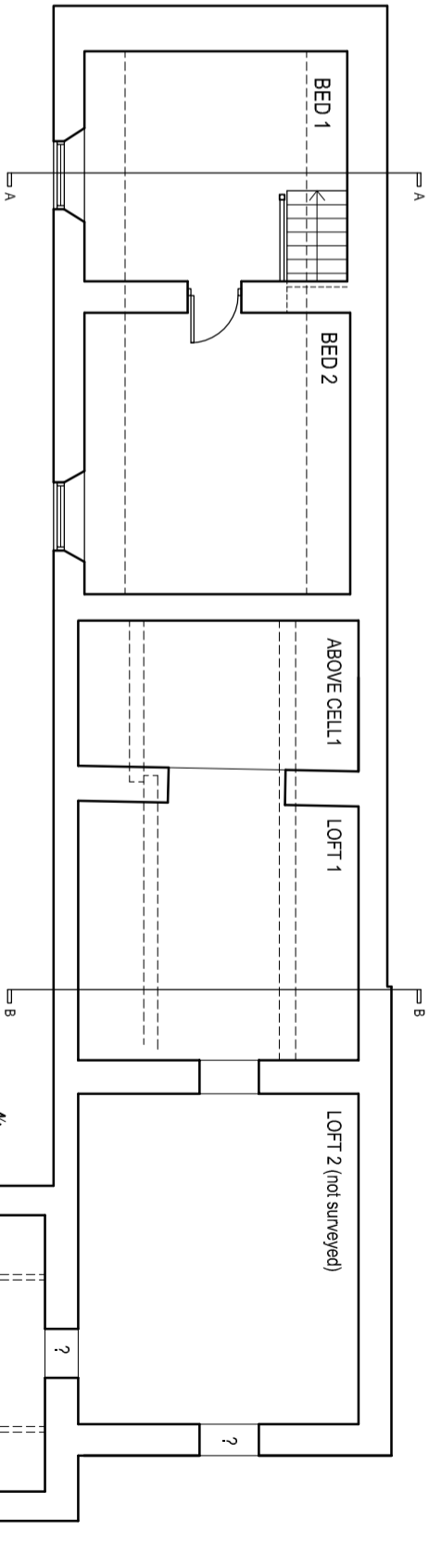
## **Heritage Assessment**

The Farmstead can be considered a heritage asset of local interest. Principally the heritage significance lies in its Historic Interest for the agricultural character, surviving planform, external elevations (stonework, apertures, features etc.); its Architectural Interest - including traditional materials, vernacular form and agricultural character that is evidence of its historic use and function, and a reflection of the development of both farming practices and the local landscape;

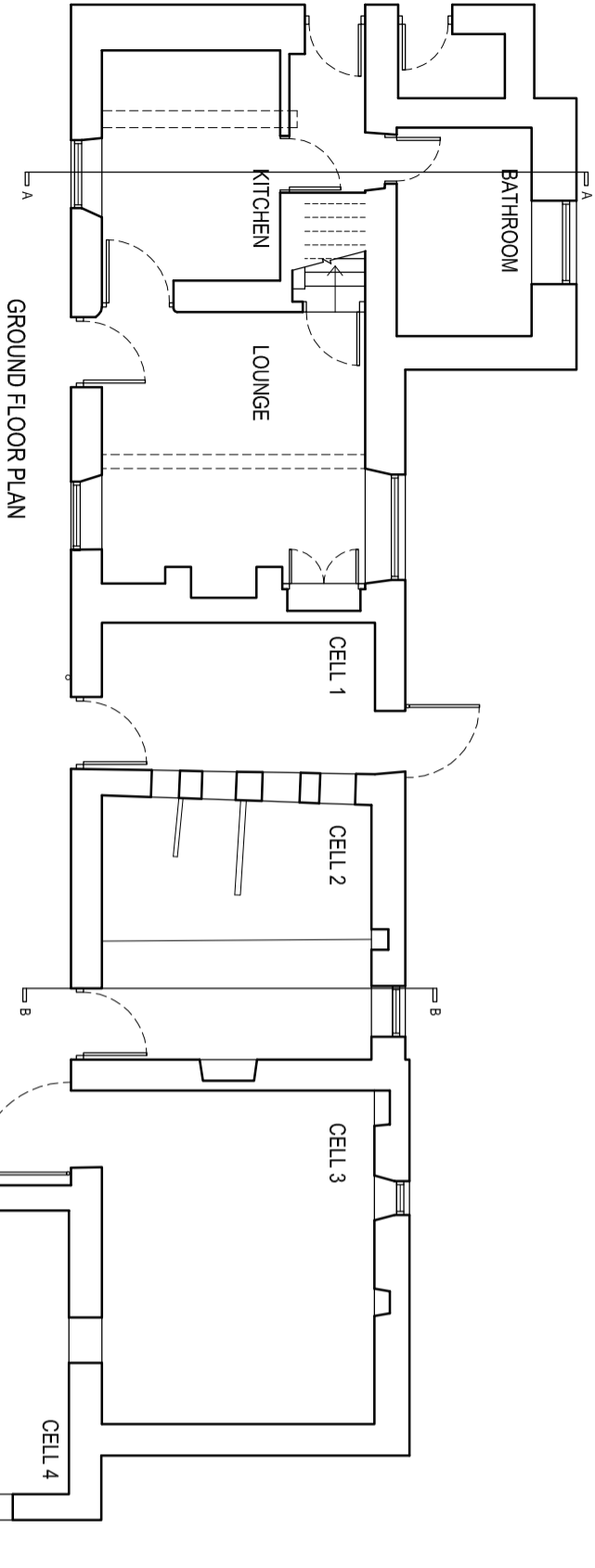
The proposed conversion works seek to retain the plan form, make minimal alterations to the elevations and retain the agricultural feel of the site, through use of traditional materials.

In its current redundant use, the barns are liable to fall into further disrepair. The conversion of the barns to extended domestic dwelling represents a viable future use to secure the building; any minor harm to its significance caused through the changes and alterations associated with the change of use (additional pitch hole to first floor, loss of an internal cell wall and loss of building fabric through new internal openings) must be balanced against the future retention buildings.

# APPENDIX 2



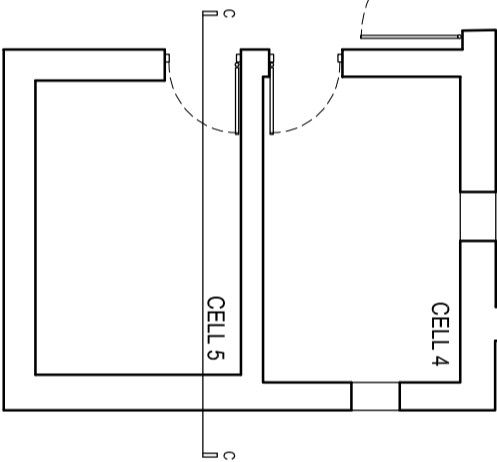
FIRST FLOOR PLAN



GROUND FLOOR PLAN



Revisions	
1.	
2.	



job	Charles Knowle Farm Barn Conversion and alterations to House		
title	Floor Plans as Existing		
date	scale	drawn by	dwg. no.
07.10.20	1/100 @ A3	RA	CKF-01
rev.			.

**Ian Ankers** architecture

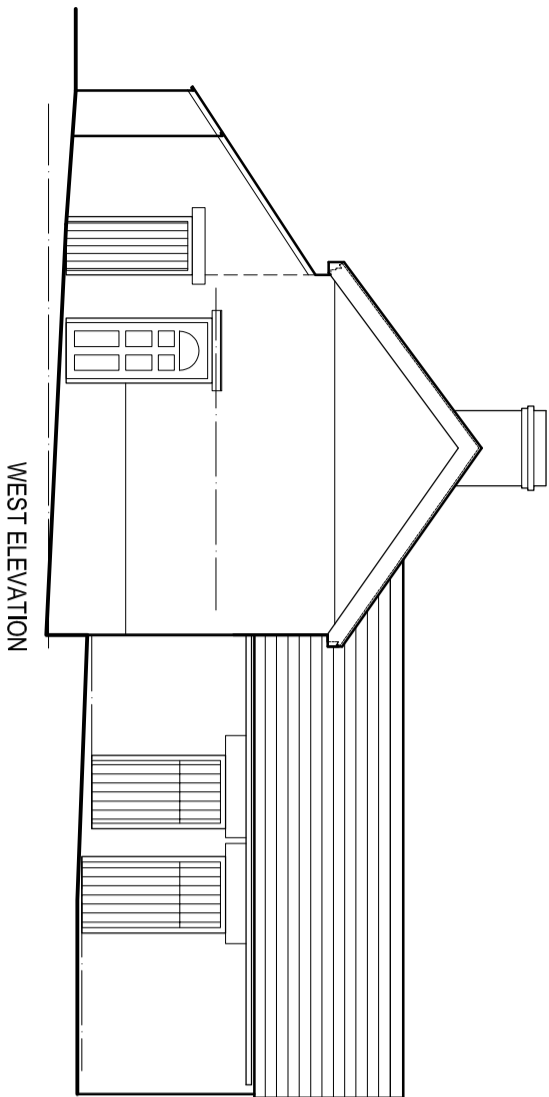
Building and Design Consultants

Ryecroft Farm, Rushton Spencer, Macclesfield, SK11 0RP

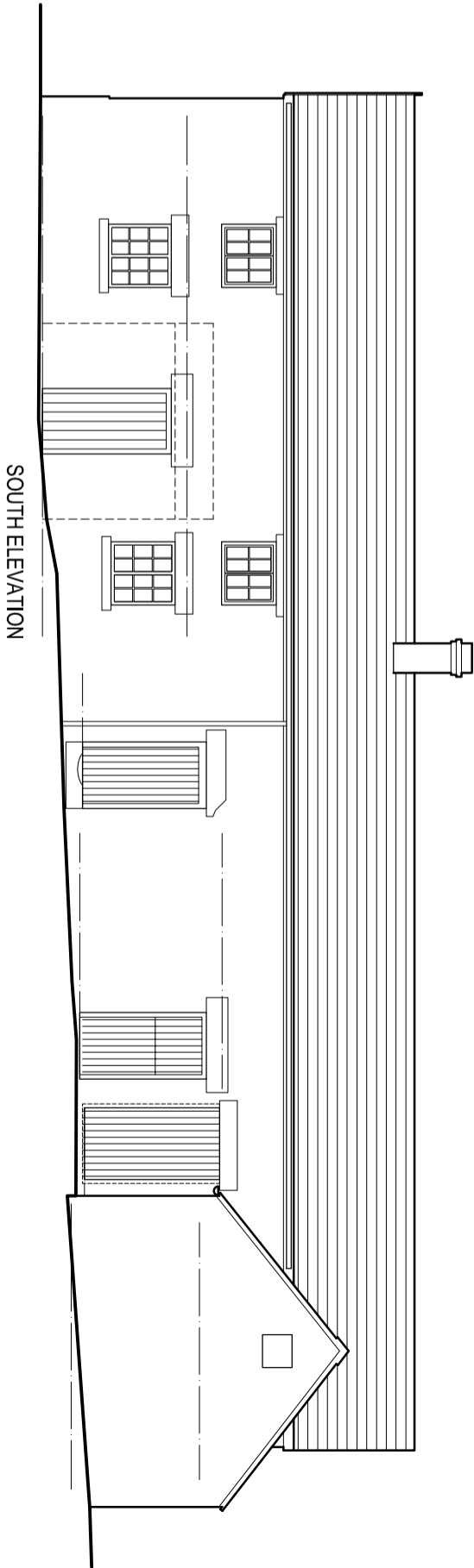
t 01260 546944

e [roses@ianankers.co.uk](mailto:roses@ianankers.co.uk)

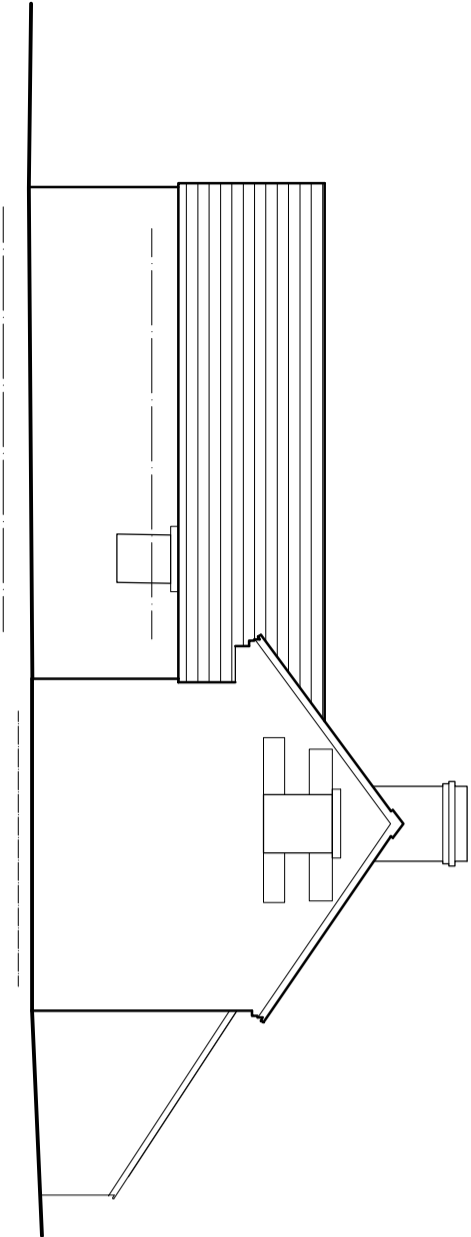
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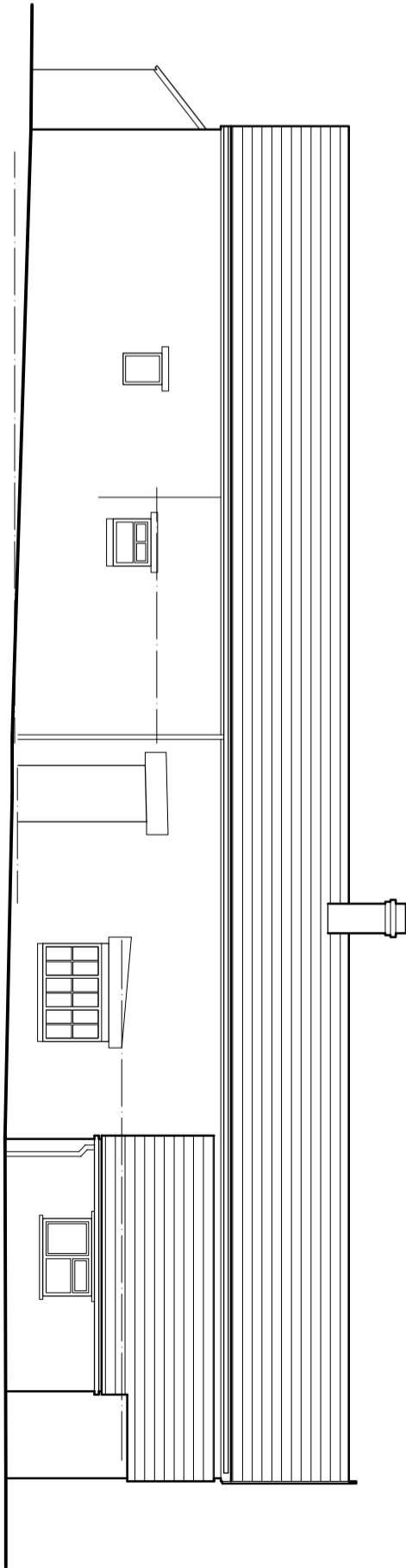
WEST ELEVATION



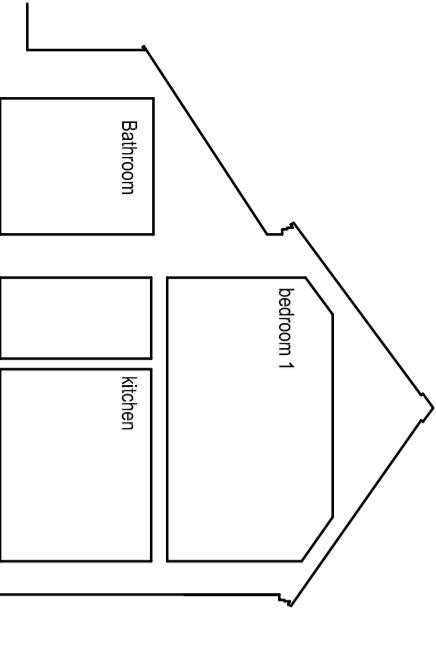
SOUTH ELEVATION



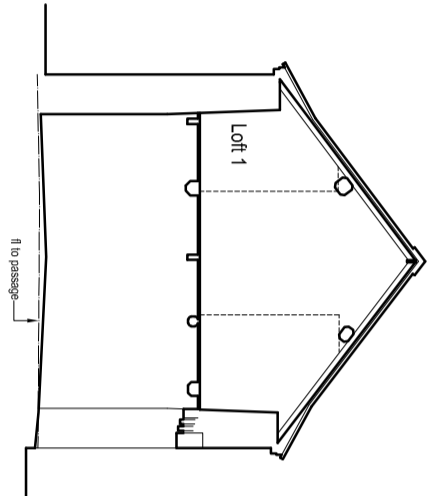
EAST ELEVATION



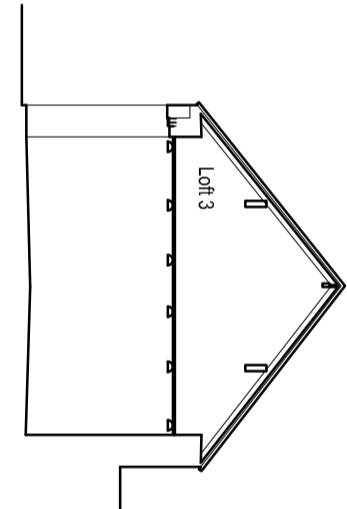
NORTH ELEVATION



SECTION A-A



SECTION B-B



SECTION C-C



Revisions

A	minor revisions	28.05.21
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job	Charles Knowle Farm Barn Conversion and alterations to House				
title	Elevations and Sections as Existing				
date	scale	drawn by	dwg. no.	rev.	
07.10.20	1/100 @ A3	RA	CKF-02	A	

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#### HERITAGE SERVICES.

- Constraints reports and heritage risk assessments for land acquisition.
- Heritage Impact Assessments.
- Statements of Significance.
- Setting Assessments.
- Listed Building Appraisals.
- Historic Building Survey and Recording.
- Places of worship.
- Historic agricultural buildings.
- Desk-Based Assessments.
- Historic Landscape Survey.
- Analysis of historic and designed gardens.

#### ARCHAEOLOGICAL SERVICES.

- Scoping and negotiation with LPAs.
- Preparation of WSIs and mitigation strategies.
- Project Management and set up of archaeological/geophysical surveys.
- Consultancy and advice.
- Co-ordination of fieldwork.
- Procurement.

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