

Coach House at the New Inn, 16 Bevois Valley Road, Southampton

SCHEME OF RECORDING

1. INTRODUCTION

- 1.1 Planning permission has been granted for works to the Coach House at the New Inn, 16 Bevois Valley Road, Southampton. The planning number is 08/00913/FUL. The corresponding internal reference number(s) used by Southampton City Council's Historic Environment Team may be obtained from the Historic Environment Record Officer (contact Ingrid Peckham, her email address is ingrid.peckham@southampton.gov.uk).
- 1.2 One of the conditions attached to planning consent requires the recording of the building. The New Inn is on the Southampton list of locally important buildings of architectural or historic interest. It dates from about the 1870s. A typical of small local hostelry constructed of simple brickwork under a slate roof with an attached stable block at rear that still retains most of its original features – roof, windows and large planked door - may well have been a separate structure originally. This record should concentrate on the coach house but must include the history of the New Inn and photographs of the exterior of the New Inn to put the coach house in its context.
- 1.3 This scheme of recording has been approved by the Historic Environment Team on behalf of the Local Planning Authority.
- 1.4 It was prepared on 22 September 2009 and is valid for up to six months. After that, it may be necessary to revise the scheme prior to its re-issue.

2. ON-SITE WORK

- 2.1 The building will be recorded in accordance with the appropriate level specified in the most recent guide to recording historic buildings issued by English Heritage (at the time of writing this is Level 2 of English Heritage's *Understanding Historic Buildings* (2006). This requires the following:
- 2.2 ***Written account***

- 2.2.1 The precise location of the building by name and street number, town, etc; and OS grid reference;
- 2.2.2 The date when the record was made and the name(s) of the recorder(s);
- 2.2.3 A statement describing the building's plan, type or purpose, construction materials, age and development sequence;
- 2.2.4 The names of architects, builders and owners (if known);
- 2.2.5 Evidence supporting the account of the building's past and present use, and of its overall form and phases of development;
- 2.2.6 Copies of other records of the building (if they exist).

2.3 *Drawing*

- 2.3.1 Plans (to scale or fully dimensioned) of all main floors as existing and showing the form and location of any significant features such as blocked doors or windows, masonry joints, and changes in internal levels.

2.3 *Photography*

- 2.4.1 General view(s) of the exterior of the building;
- 2.4.2 The overall appearance of principal rooms and circulation areas;
- 2.4.3 Detailed coverage of the building's external appearance (where necessary having regard to the builder's intentions).

2.5 In amplification of *Understanding Historic Buildings*:

- 2.5.1 It is expected that the developer will make available floor plans and related drawings. If so, where there are no substantive differences between the drawings and the present layout, it will be acceptable to use them as the present record—always provided that this is clearly stated and any omissions or defects in the record are made good by fresh drawings.
- 2.5.2 Where feasible, photographs of any part of the building will include a metric scale. All photographs will be separately numbered; and, where relevant, that number will be included in the photograph. The photographic archive will include a numbered list that has a clear description of what is shown on each photograph, including the scale size, the location of the camera, and the direction it is pointing. (It will almost certainly prove necessary to maintain a drawn record marking the location and direction of the camera, and numbering each photograph.)

- 2.6 The recording contractor will produce a programme of work for what are likely to be the principal stages of the recording and will indicate the likely timescale. This must be approved by the Historic Environment Team before the recording contractor starts work on site. It will form the basis of future monitoring.
- 2.7 The fieldwork may be monitored by the Historic Environment Team.

3. OFF-SITE WORK

- 3.1 Besides the work required to complete the written record, as set out in *Understanding Historic Buildings*, and any off-site work concerned with the production, annotation, or logging of the drawn and photographic record, the recording contractor will carry out the following tasks.
- 3.2 The recording contractor will prepare a summary of the contents of the archive, which itself will form a part of the archive. (The archive is the written, drawn, and photographic archive. It will principally comprise the material specified in *Understanding Historic Buildings*, together with additional material such as is specified in Section 3 of this scheme.)
- 3.3 The recording contractor will ensure that the written and drawn archive is copied onto microfiche which satisfies the criteria set out by English Heritage. The microfiche will itself form part of the archive. (English Heritage can make available its list of approved microfilm bureaux.)
- 3.4 The recording contractor will ensure that the archive is prepared, compiled, and presented in accordance with the standards laid down in *Standards for the Creation, Compilation and Transfer of Archaeological Archives* (Southampton City Council, 2007). Further information on this point can be obtained from Gill Woolrich, Curator of Archaeology (tel 023-8091-5735).

- 3.5 The recording contractor will ensure that the written, drawn, and photographic archive is brought up to a standard that will allow for the publication of a detailed summary report.
- 3.6 Southampton City Council will be the depository of the archive, once the period of off-site analysis is complete. In at most two weeks after the preparation of a report on the building (described below), the recording contractor will ensure the deposition of the archive and will make allowance for the archive-storage costs that will be incurred by Southampton City Council.
- 3.7 Within eight weeks of the end of the fieldwork, the recording contractor will prepare a report on the building. The report will include the following:
- 3.7.1 a copy of the written account specified in *Understanding Historic Buildings*.
 - 3.7.2 a representative collection of drawings, based on the fieldwork drawings specified in *Understanding Historic Buildings* (if necessary these can be reduced to fit the format of the report, provided always that they are legible and accompanied by a bar scale).
 - 3.7.3 a representative collection of photographs, being copies of the photographs specified in *Understanding Historic Buildings* (also some means of identifying where the photographs were taken and what they depict).
 - 3.7.4 a copy of the summary of the contents of the archive.
 - 3.7.5 whatever further material the recording contractor feels may be necessary to an understanding of any part of the report (for example, an explanatory note added to a photograph that calls attention to a particular feature, or the explicit cross-referencing of a drawing and a photograph).
- 3.8 As soon as it is completed, the recording contractor will send two copies of the report to the developer and one copy to the Historic Environment Team, and one copy to the Special Collections section of Southampton Public Library. The recording contractor will also deposit one copy as part of the archive.
- 3.9 At the same time, the archaeological contractor will supply the Historic Environment Team with one copy of the report in Adobe Acrobat format (pdf

file), via email or on disk. All report drawings and photographs are to be included in the Adobe Acrobat file, and the *selecting of text and graphics* security option must be set at *allowed*.