Historic Building Record

Albion Mills,
Cooper Street, Burnley, Lancashire

National Grid Reference SD 84031 32175

Prepared by

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September 2008

Contents

1.0 **SUMMARY**

The former Albion Mills, Burnley is a small complex of vacant and derelict industrial buildings dating from the first half of the nineteenth century and situated at the south eastern end of the Weaver's Triangle. Comprising a pair of co-joined structures on the corner of Cooper Street and Exmouth Street to the south side of Finsley Gate and immediately north of the Leeds Liverpool Canal, the buildings are of stone construction, part rendered, beneath slated gable roofs. To the interior of the Exmouth Street building there is a supporting structure of cast iron columns carrying iron beams a brick jack arches which represent an early incarnation of fireproof construction. There is evidence of past alteration and extension and map evidence reveals that a large portion of the building fronting Cooper Street (south of that that remains) has been demolished. More recently an unsafe interior courtyard extension of twentieth century origin, built in the angle of the Cooper Street and Exmouth Street parts, has been demolished. Other parts have also suffered partial collapse.

Now obsolete and incapable of economic repair/reuse, planning permission has recently been granted for demolition and site clearance followed by redevelopment of the plot. In recognition of the building's historical interest as part of Burnley's industrial legacy, it has been made a condition of planning approval that the site is recorded before work commences. This document represents the record, offering written, drawn and photographic depictions of the site together a brief commentary on matters of historical interest relating to past usage and development.

September 2008

2.0 **INTRODUCTION**

2.1 **Purpose and Format**

This Record has been prepared in general accordance with guidelines set down in 'Understanding Historic Buildings: A Guide to Good Recording Practise', published by English Heritage in February 2006, which follows provision made in PPG15 & PPG16 issued jointly by the Department of the Environment and English Heritage. The Record format also responds directly to specifications for recording prepared by Lancashire County Council Archaeology Service (LCCAS) contained later in section appendix 'B' of this document.

2.02 **The Author**

The author is a Chartered Building Surveyor and member of the Royal Institution of Chartered Surveyors (MRICS). With a background in the surveying and repair of historic buildings, the author holds a Masters Degree in Building Heritage & Conservation and is a Senior Lecturer in Architectural Conservation at the University of Central Lancashire

2.03 **Methods of Investigation and Recording**

Visual inspections of the property, carried out in August 2008, were completed with the aid of existing layout plans provided by the owners. Check dimensions were taken to verify the accuracy of these drawings and photographs were taken as a desktop source of reference. Digital photographs and plan drawings are provided within the report for reference purposes: these supplement the text descriptions and, thus, 'triangulate' the information obtained during the recording process.

2.04 **Archiving**

This document forms part of an archive document deposited at Lancashire Record Office, Bow lane, Preston, alongside traditional black and white film (Ilford HP5 Plus) photographs and negatives taken with a Canon EOS 1000F camera. The black and white archive photographs match the digital images contained in this report: a plan showing the location of each photograph is given in section 4.

3.0 **GENERAL DESCRIPTION**

3.1 **Site Location**

The building's National Grid Reference is SD 84031 32175. It is located on the corner of Cooper Street and Exmouth Street to south of Burnley town centre and adjacent to the Centenary Way flyover at Finsley Gate.

3.2 **Site Description**

The mill comprises an L-shaped footprint with the two principal adjoining ranges fronting Cooper Street and Exmouth Street respectively. A linking roof and gate structure connect the two ranges: a former infill extension in the crook of the L to the centre of the site has quite recently been demolished. The Exmouth Street range adjoins buildings to the east and faces the pedestrian pavement with car park opposite to the north. The Cooper Street range also faces the pavement and fronts an area of landscaping to the south. A site layout plan is shown below in figure 1.

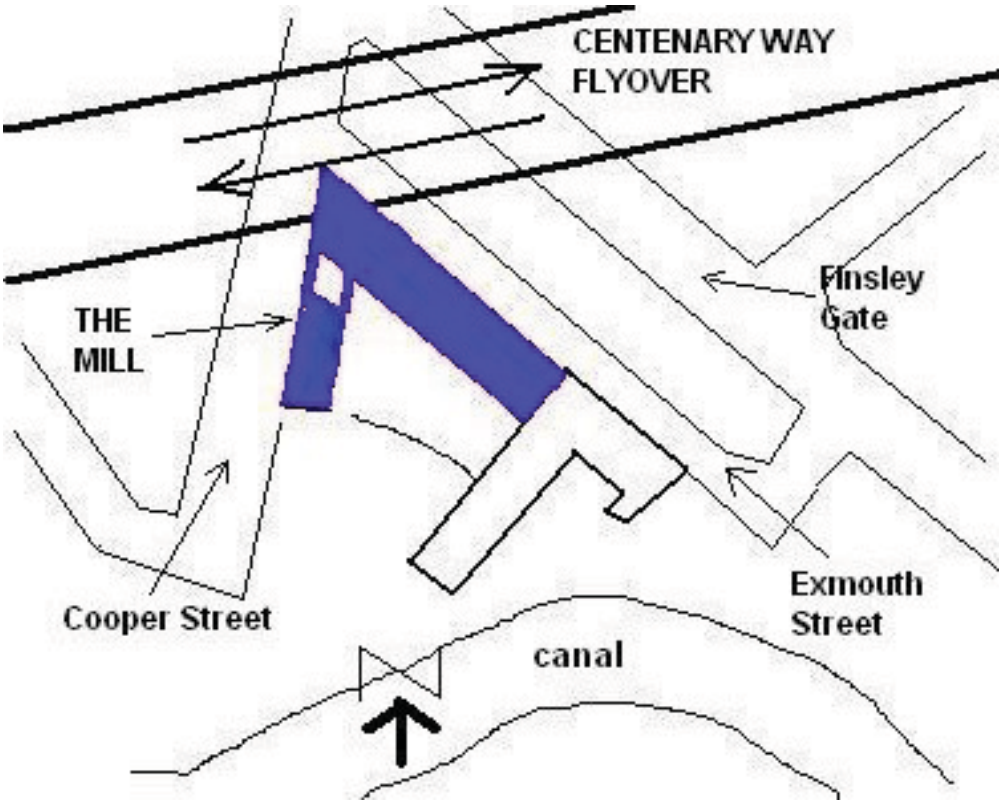


Figure 1. Site plan – the partially shaded part of the mill building represents the gate entrance to the site

3.3 **Topography**

The site sits immediately to the south of Burnley town centre in the Burnley Wood district. It is at the south eastern tip of the area of industrial heritage known as the Weavers Triangle. The Leeds Liverpool canal is at higher level immediately to the south of the building. The building occupies a plot that slopes up gradually to the south. Now somewhat isolated by the twentieth century road system, the building was formerly situated amidst terraced housing and industrial buildings (some of the latter remain).

4.0 **BUILDING RECORD**

4.1 **Orientation**

For the purposes of this record the site will be described as having two distinct parts, namely:

- The Exmouth Street building (this includes the lowered part occupying the street corner frontage)
- The Cooper Street building

The 'front' elevation of each will be described as that facing the road, with the rear, left and right elevations labelled according to this convention.

4.2 **Overview - Building Plan and Materials**

Together the buildings form an L-shaped footprint dictated by the line of the roads on to which they front. At the junction of the Exmouth Street and Cooper Street parts there is a site entry gate over which a roof has been constructed. This effectively connects the buildings, although the roof has been partly demolished, as have former buildings within the courtyard area to the centre of the site.

<u>Exmouth Street building</u>

This building is rectangular in plan (splayed to a point at the road corner) and mainly three storeys in height: the western end (at the corner splay) has been reduced to single storey height, presumably to allow construction of the Centenary Way flyover above. The front elevation (north) faces onto Exmouth Street and the rear (south) faces the open courtyard. The eastern end of the building adjoins another structure that continues the road frontage: the western end terminates at the lowered corner

part. Perimeter walling is of rubble filled masonry with regular rubble coursing to the exterior face. The front and rear elevations are punctuated by regular rows and tiers of upright rectangular window openings. The main roof is gabled with a slate covering over a structure of timber queen post trusses, clasped purlins and rafters. There is a sloping roof over the lowered part at the corner of the plot. The ground floor is solid; the upper floors are of brick jack arch 'fire-proof' construction with iron beams and columns. The interior spaces are principally open plan with some partitioned rooms/spaces formed in parts particularly to the western and eastern ends of the building. Vertical connection is via timber framed staircases in various places.

Cooper Street building

Having the linking gate and roof structure to the northern end, the Cooper Street building is rectangular in plan with a splayed end to the north adjacent to the gate way. A former outshut part to the rear (east) has been demolished, although remnants of this building have been recorded. The building has rendered stone walls beneath a gabled roof. To the interior there are the remains of timber beam, joist and board floors, however this building has lost much of its original structure being in a particularly poor state of repair.

4.3 **Building Record**

There follows a photographic record of the building taken in August 2008. The location of each photograph is as shown below in figure 2. Each photograph has a descriptive caption that comments upon details of particular importance and significance.


Ground Floor
Workshop
Textiles Centre
Workshop
Kitchen
Boiler Room
Boiler Room
Office
Goods Store
Loading Bay
Goods Store
Office
Reception

First Floor

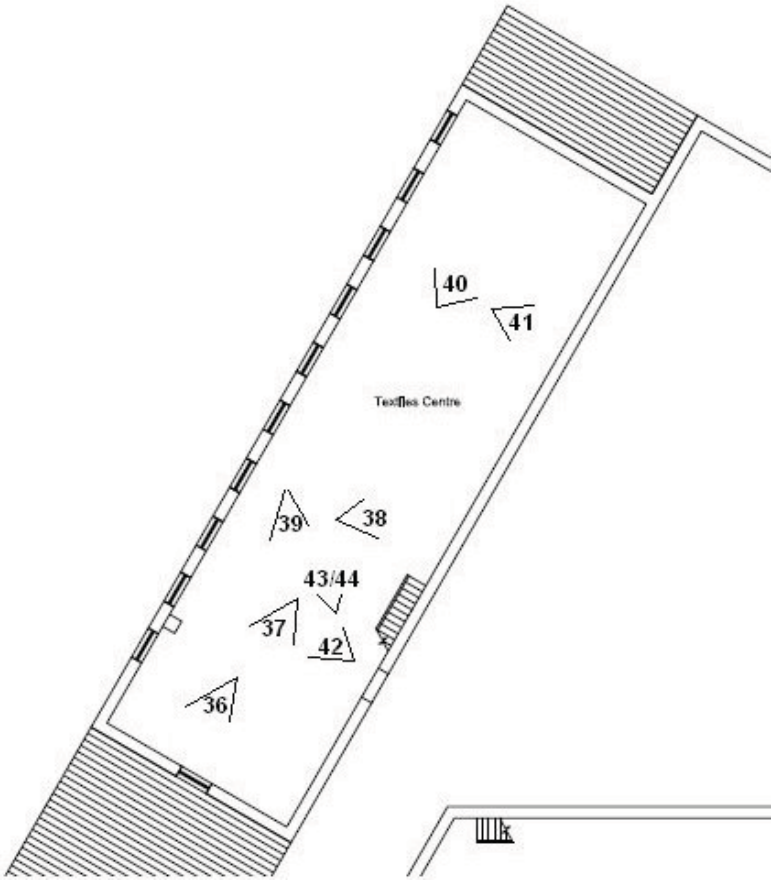


Figure 2. Location Plans of Photographs

3. Cooper Street elevation with site gate access to the extreme left. The wall has been rendered and was formerly exposed masonry. Old maps, as discussed later, show that this building used to extend further south (to the right) along Cooper Street

4. View along Cooper Street from the south. Trees hide the southern elevation.

5. Southern wall of the Cooper Street building hidden by trees and undergrowth

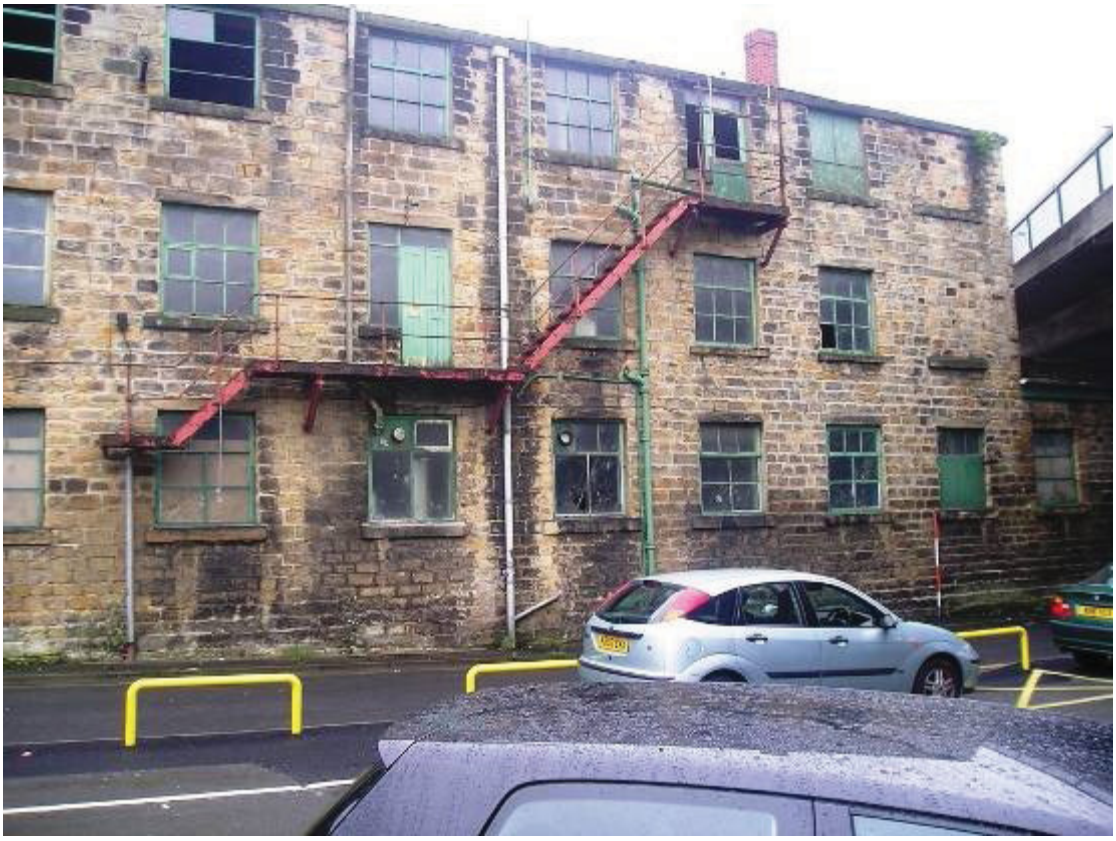
6. Cooper Street elevation viewed from the north. The gate entrance is shown to the left and the sheltering gable roof above is a construction that effectively links the Cooper Street and Exmouth Street buildings.

7. Northern end of Cooper Street showing the western end of the Exmouth Street building which was reduced to a single storey structure to enable the construction of the flyover above. The site gate entrance is to the right of the shot

8. Western end of Exmouth Street elevation with flyover above.

9. Exmouth Street building viewed from the west

10. Exmouth Street elevation showing three storey part and reduced single storey end bay.



11. Exmouth Street elevation – centre west part showing tiers of nine pane lights (some replaced) with some blocked windows and an inserted firer escape stair.

12. Exmouth Street elevation, central part. Note the loading doors to the centre left at first and second floor level which were served by hoist (remains of this shown later)

13. Eastern end of the Exmouth Street elevation showing connection of the subject building to an adjoining rendered structure.

14. Wide view of Exmouth Street elevation viewed from opposite side of Finsley Gate

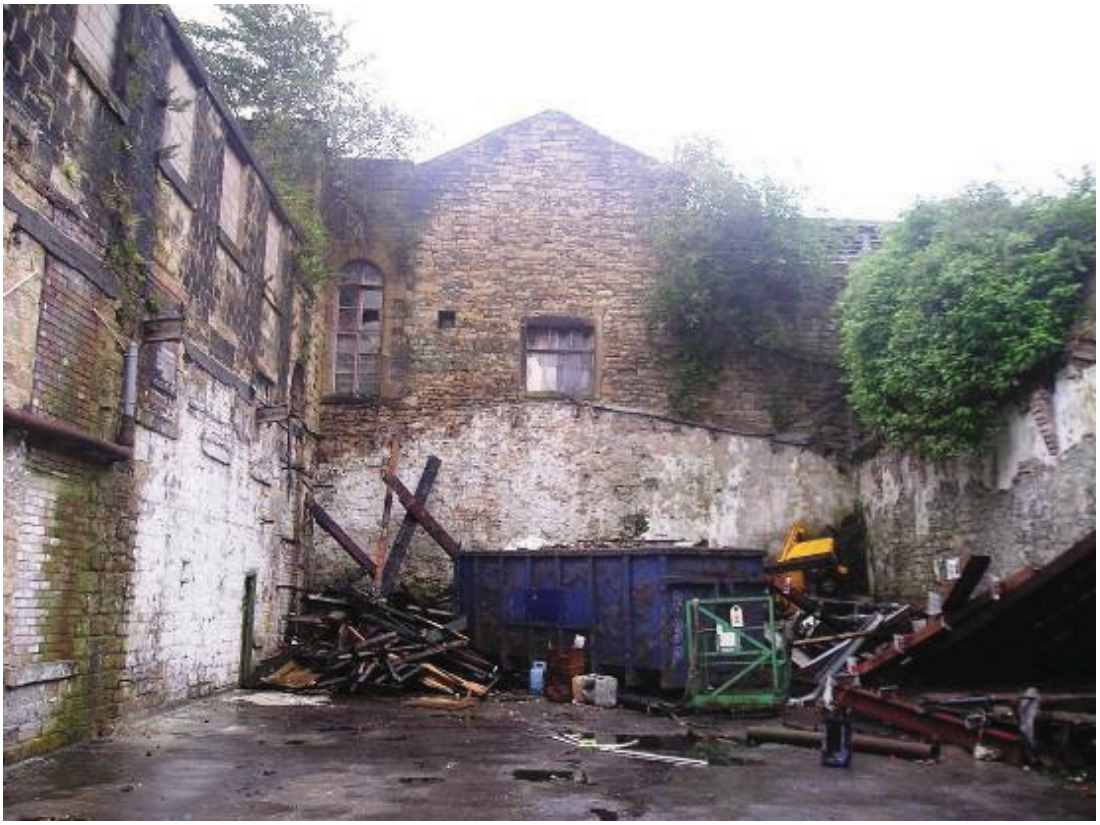
15. View along Exmouth Street elevation form the east

16. Courtyard – view from the east end back to the site gate (central) with Cooper Street building left and Exmouth Street building right (eg. the rear elevatiosn of both buildings).

17. Rear (eastern) elevation of Cooper Street building with rubble of collapsed adjoining structure in the foreground. This structure is believed to have been a twentieth century addition constructed within the courtyard against the back of the Cooper Street building.

18. Remains of rear addition to Cooper Street building showing line of roof and sockets for former first floor joists. The photograph looks to the south.

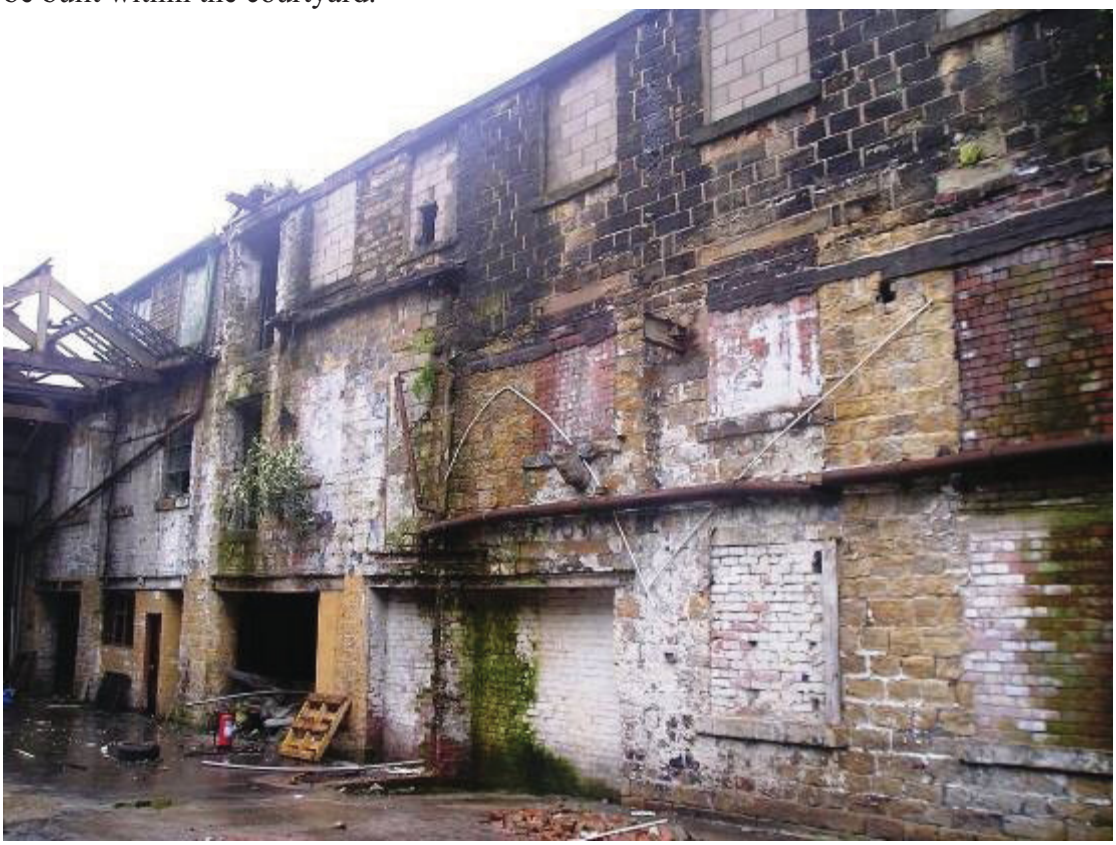
19. Courtyard with remains of demolished building (figure 18) to the right and evidence of former removed additions built against the boundary wall (render and decorations on the boundary wall etc. show the courtyard was formerly entirely developed.



20. View east from site entrance gate into the courtyard – the whitened walls again shown evidence of former development within the courtyard. As discussed later, map evidence suggests such development dates from the mid-twentieth century period.

21. Eastern end of rear elevation to Exmouth Street building (in courtyard). Possible stub of former chimney in the corner angle showing that this was possibly the engine house

22. Exmouth Street building rear elevation within courtyard showing blocked windows. It is likely that the windows were blocked to enable adjoining structures to be built within the courtyard.



23. View towards the western end of the Exmouth Street rear elevation

24. View into the gateway area to the western end of the Exmouth Street building from the courtyard. The wide ground floor openings with steel lintels appear to be enlarged/altered openings with the inserted gate roof above.

25. Exmouth Street building, ground floor interior - view of open plan space showing iron columns and plastered brick jack arches. The brick piers appear to have replaced or encased iron columns

26. As 25

27. Detail of cast iron column with beam spanning onto pier between windows ot exterior wall. Note the camber of the plastered brick vault (jack arch).

28. As 25 & 26 – alternative view

29. Exmouth Street building, first floor of interior, showing iron column and brick jack arch structure with Exmouth Street elevation windows to the right. Note the tie rods to each bay either side of the central column spine (See also 29A below)

29 A. Detail of iron tie bars, with threaded ends, that are clamped and bolted across adjacent pairs of iron beams and act to hold the jack arch in compression. These rods remain only in parts of the building particularly to the underside of the second floor. To the left of the rods a former line-shaft clamp can be seen.

30. Detail of column and beam connection showing partly exposed brick arching. The exposure of the beam suggests that it is of possible I-section or inverted T-section profile. T-section indicates a probable earlier construction date as the first use of I-section profiles is believed to date from the 1830's at Orrell's Mill, Stockport. Tie rods can be seen back from the column as described earlier.

31. First floor (Exmouth Street building) showing columns, vaulting and windows to Exmouth Street elevation

32. As 31, looking to rear wall showing blocked windows. Here exposed upper tie bars of flat section can be seen spanning between the columns

33. First floor (Exmouth Street building) looking to end bay where upper floors were taken down to facilitate construction of the flyover. Note also the stairwell

34. First Floor (Exmouth Street building) – western bay

35. Exmouth Street building – stripped back lean-to roof structure to the corner bay reduced in height to enable flyover construction (background)

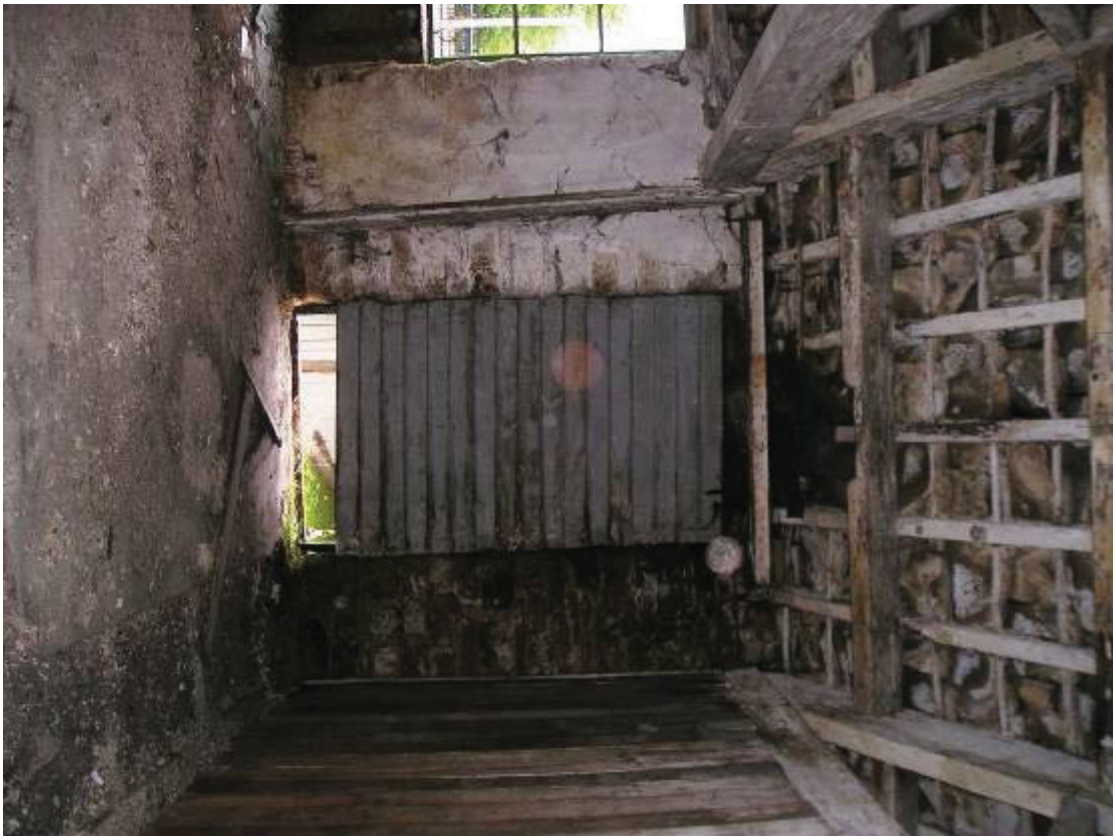
36. Exmouth Street building, second floor level, showing the queen post roof trusses with angle struts and clasped purlins

37. As 36.

38. Second floor (Exmouth Street building) – showing broken up cement/concrete finish to clinker filled floor slab. The fill is compacted over the brick vaults below. It is possible that originally the floor finishes were of stone slab, however the floors in most parts have been dug out to reveal the clinker fill.

39. Second floor – truss bearings to piers between windows to the Exmouth Street elevation. The truss end to the left has been repaired by the attachment of a replacement end piece

40. General view of second floor space (open plan) to Exmouth Street building



41 (> view this way >). Loading door to second floor facing Exmouth Street

42 (<view this way>) View out of rear loading bay to second floor of Exmouth Street building looking out over Cooper Street building

43. (> view this way>) Remains of hoist mechanism with carrier beams serving loading door shown in figure 40.

44. As 43

43. View into ground floor of Cooper Street building showing beam, joist and board first floor structure and staircase. This building was unsafe to enter therefore no other interior shots were possible

5.0 **INTERPRETATION**

Map research reveals that buildings occupied the site of the subject buildings in the 1840's, as shown on the first edition Ordnance Survey map of c.1843 (see figure 44). Documentary research reveals that development on the plot probably originated from the first quarter of the nineteenth century as shown (in part at least) on Fishwick's plan of the town dated 1827[1]. It is unclear as to what extent the buildings that remain on site are those that were present during the earlier part of the nineteenth century. The construction of the Exmouth Street building, with brick jack-arches, iron T or I section beams and iron columns are illustrative of early nineteenth century industrial construction – albeit should the beams be of I-section profile this would suggest

[1] *Burnley Wood Heritage Appraisal*, Burnley Borough Council, March 2004

construction post-1834[2] - therefore there is good cause to believe that this part of the complex does indeed date from the first quarter of the nineteenth century.

Figure 44. Extract of 1840's Os map showing development on the corner plot (circled)

The Ordnance Survey map of c.1892 (twenty five inch scale – see figure 45) depicts the site labelled as 'Albion Mills'. Blocks of terraced housing can also be seen on the map to Exmouth Street and Finsley Gate to the north of the site. To Cooper Street the 'mill's are shown to clearly extend southwards of the extant footprint and it is believed that demolition of the additional range of buildings was carried out c.2000. The plot is now landscaped and includes a path leading up to the canal. Those buildings that now remain on Cooper Street appear on the 1890's map as a block of 3 with an outshut to the rear. This is likely to be the recently demolished structure as shown on the record photographs. The courtyard on the map exists as a narrow continuation from the site gate off Cooper Street with other (now demolished) buildings evident to the eastern end.

[2] Orrell's Mill at Stockport (1834) is reputed to represent the first known use of I-section beam profiles - *European cities & technology : industrial to post-industrial city / edited by David Goodman and Colin Chant*, Routledge 1999

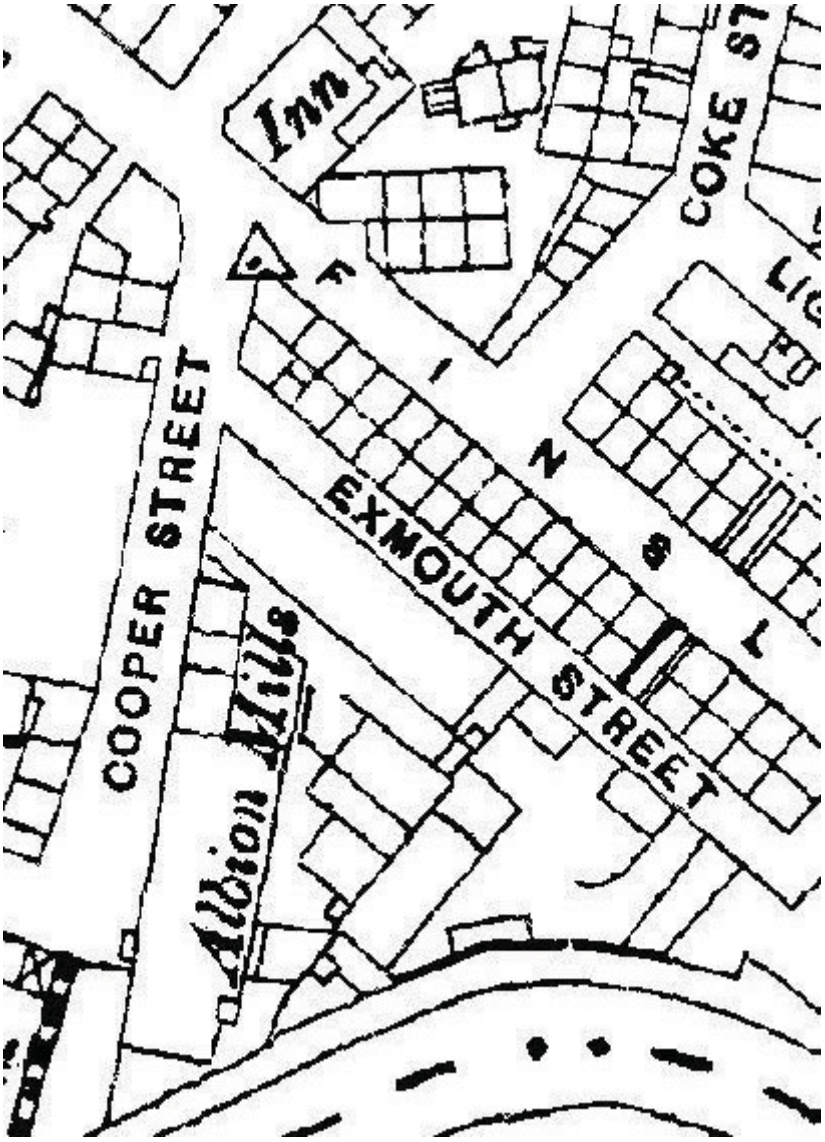


Figure 45. Extract of 1890 OS map showing Albion Mills with the now demolished southern range

The Ordnance Survey map of 1912 (figure 46) shows that the demolished southern range referred to above was a livery and stables block. The map also shows that there was a chimney ('chy') at the eastern end of the Exmouth Street building, which is likely to be the small square shown also in the 1890s. The positioning of the chimney indicates that power delivery (boilers and engine) was probably sited in those demolished buildings at the eastern of courtyard or possibly within the self enclosed bay at the eastern end of the Exmouth Street building (this part was not accessible when the building was recorded). This being the case, it appears almost certain that the Exmouth Street building was a small steam powered mill (probably cotton spinning) and that the Cooper Street building was possibly a storage and/or

administrative space. This would correlate with the physical features of the buildings and principally the high levels of daylight illumination afforded to the Exmouth Street building by the rows of large windows to each open plan floor space.

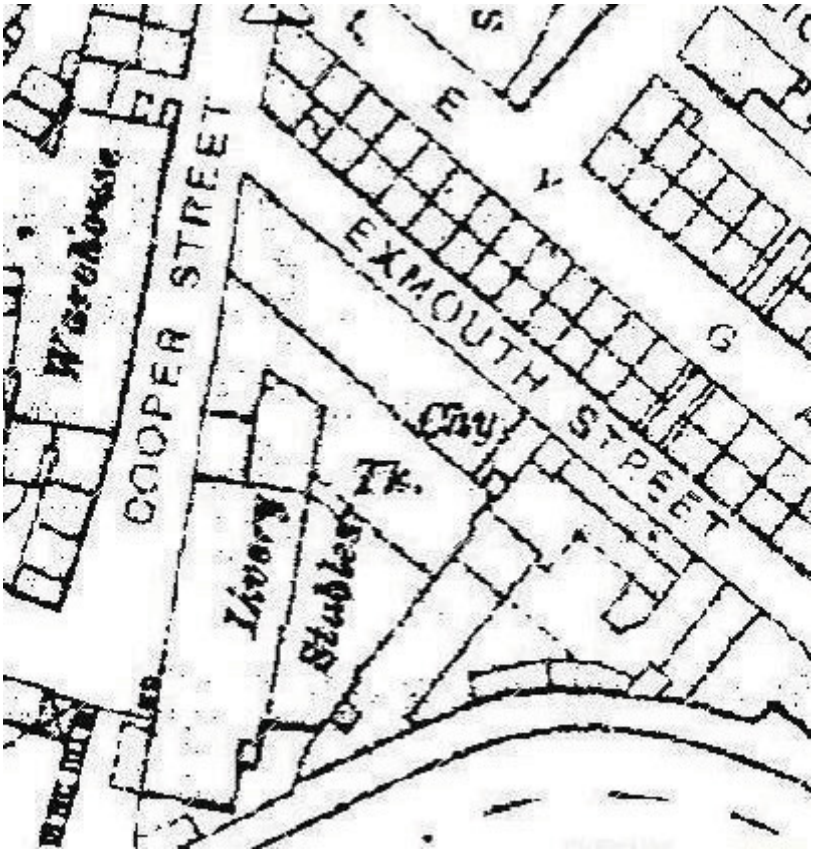
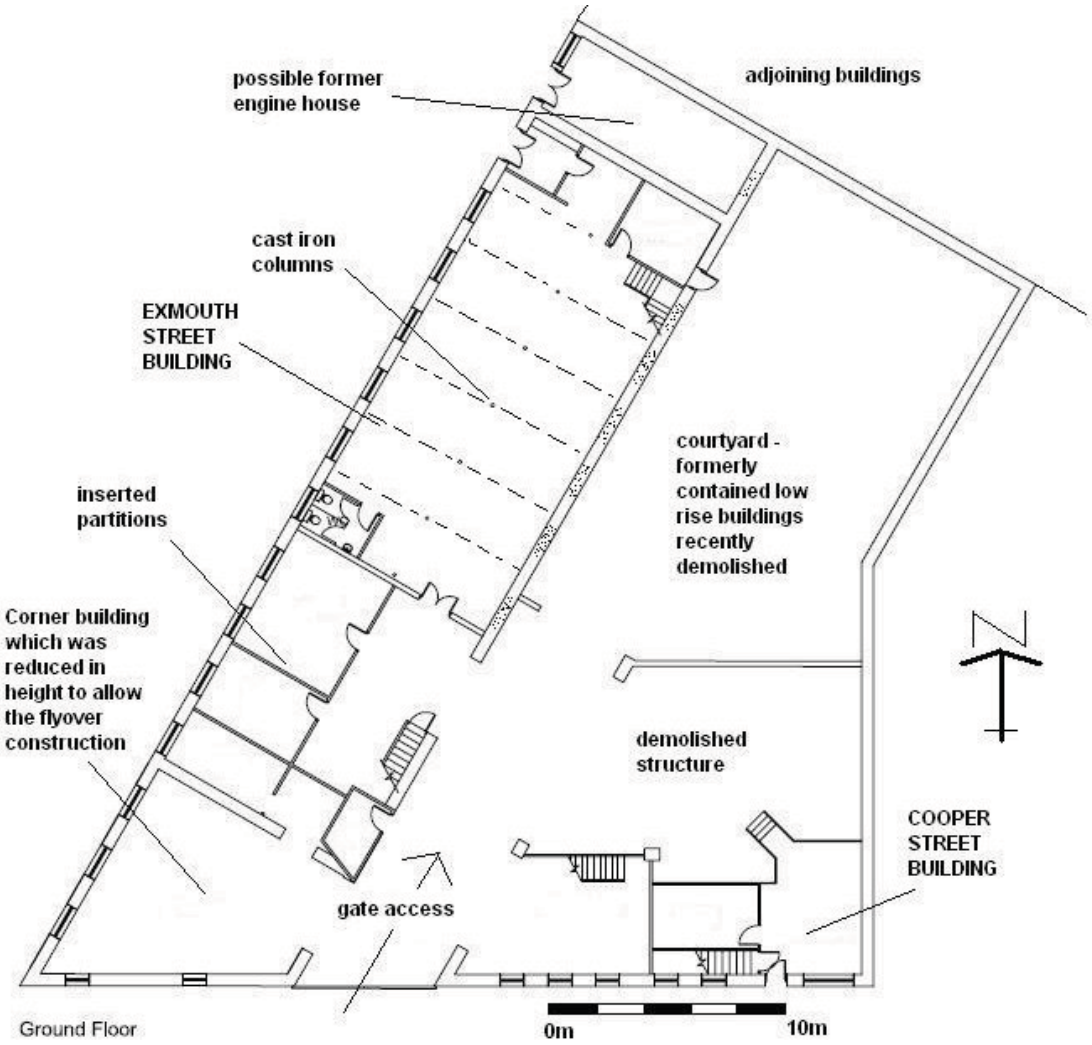
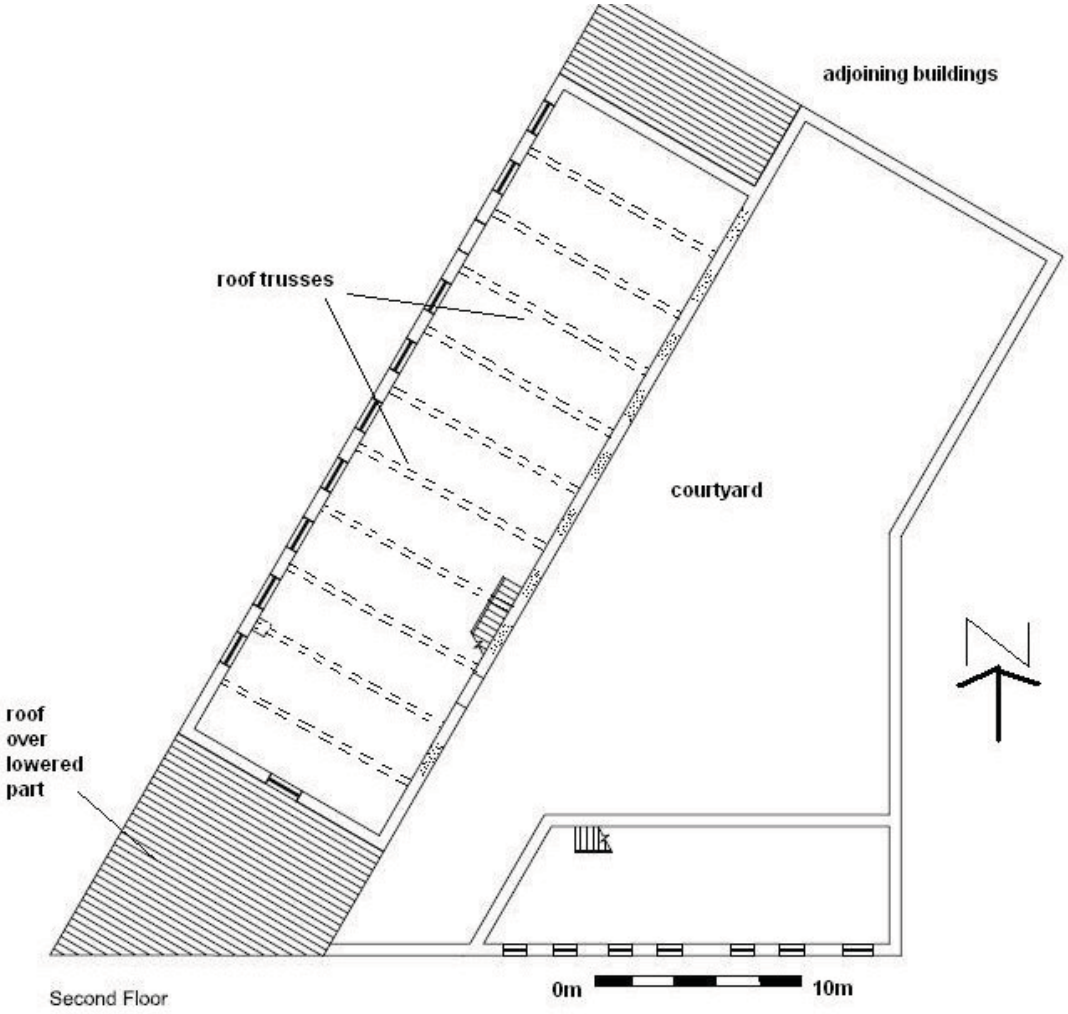


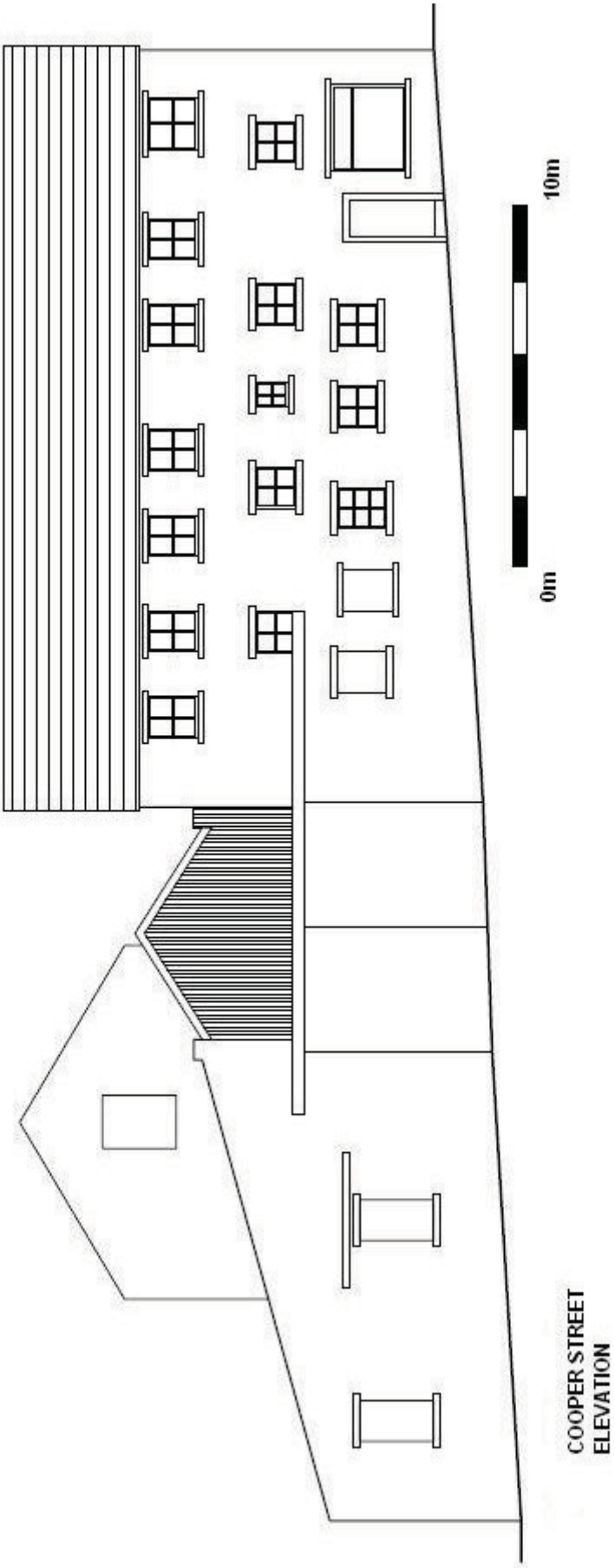
Figure 46. Extract of 1912 OS map

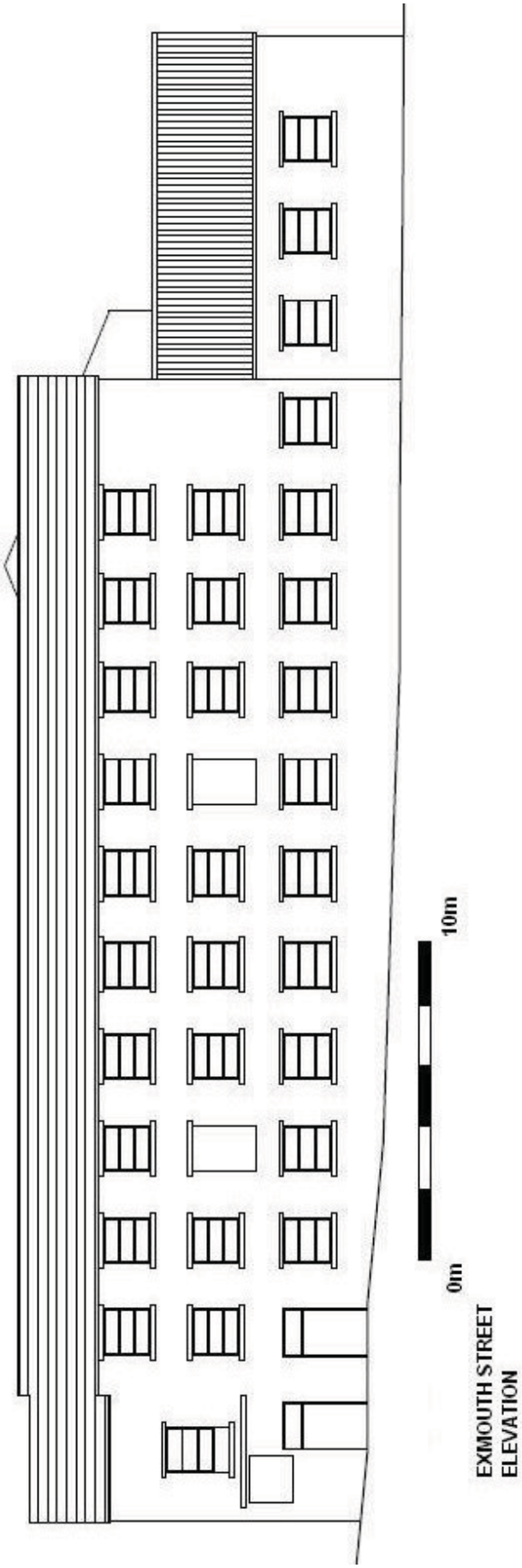
APPENDIX 'A' – Drawn Record

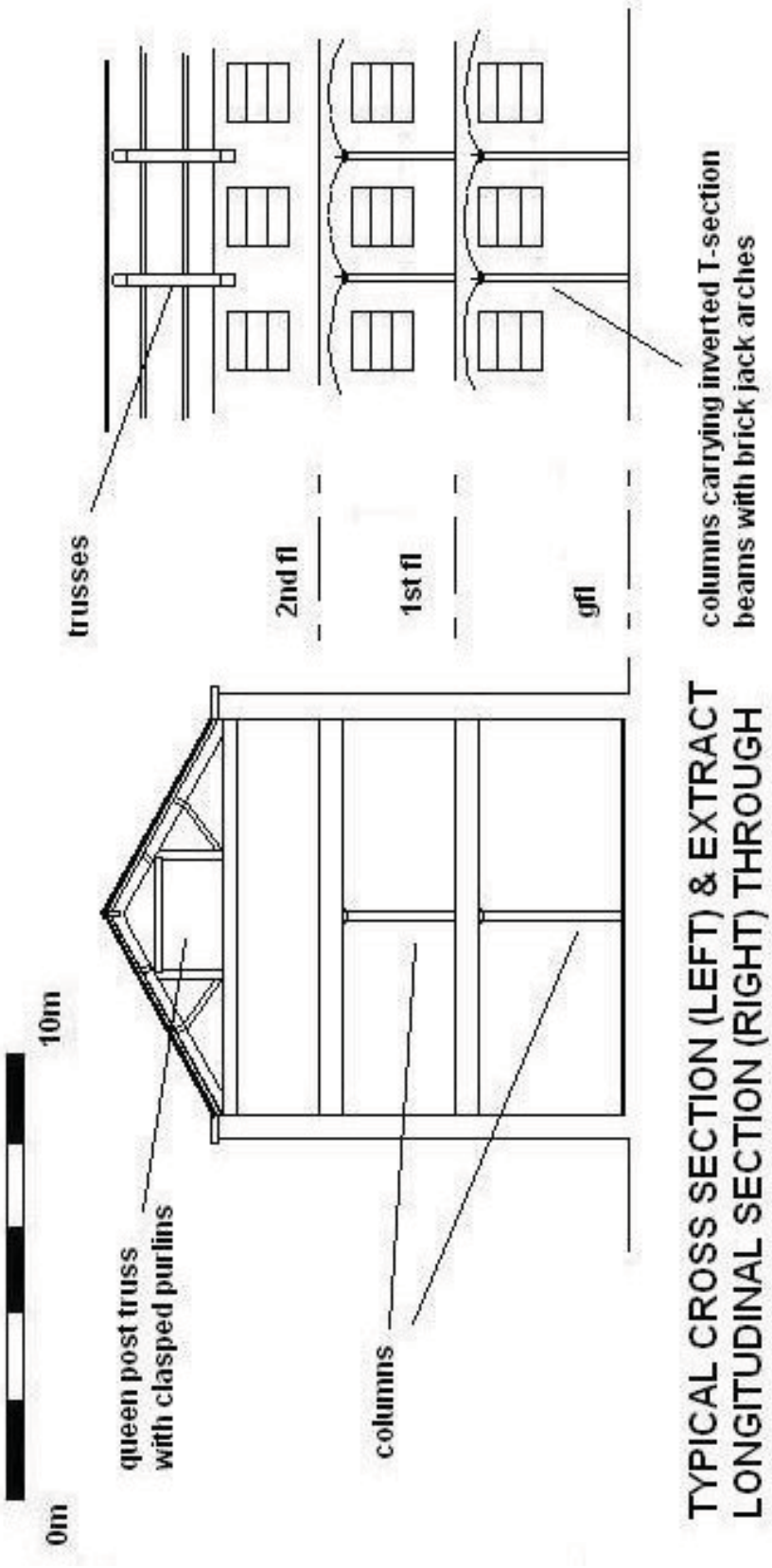



adjoining
buildings
cast iron column
courtyard
First Floor
0m
10m

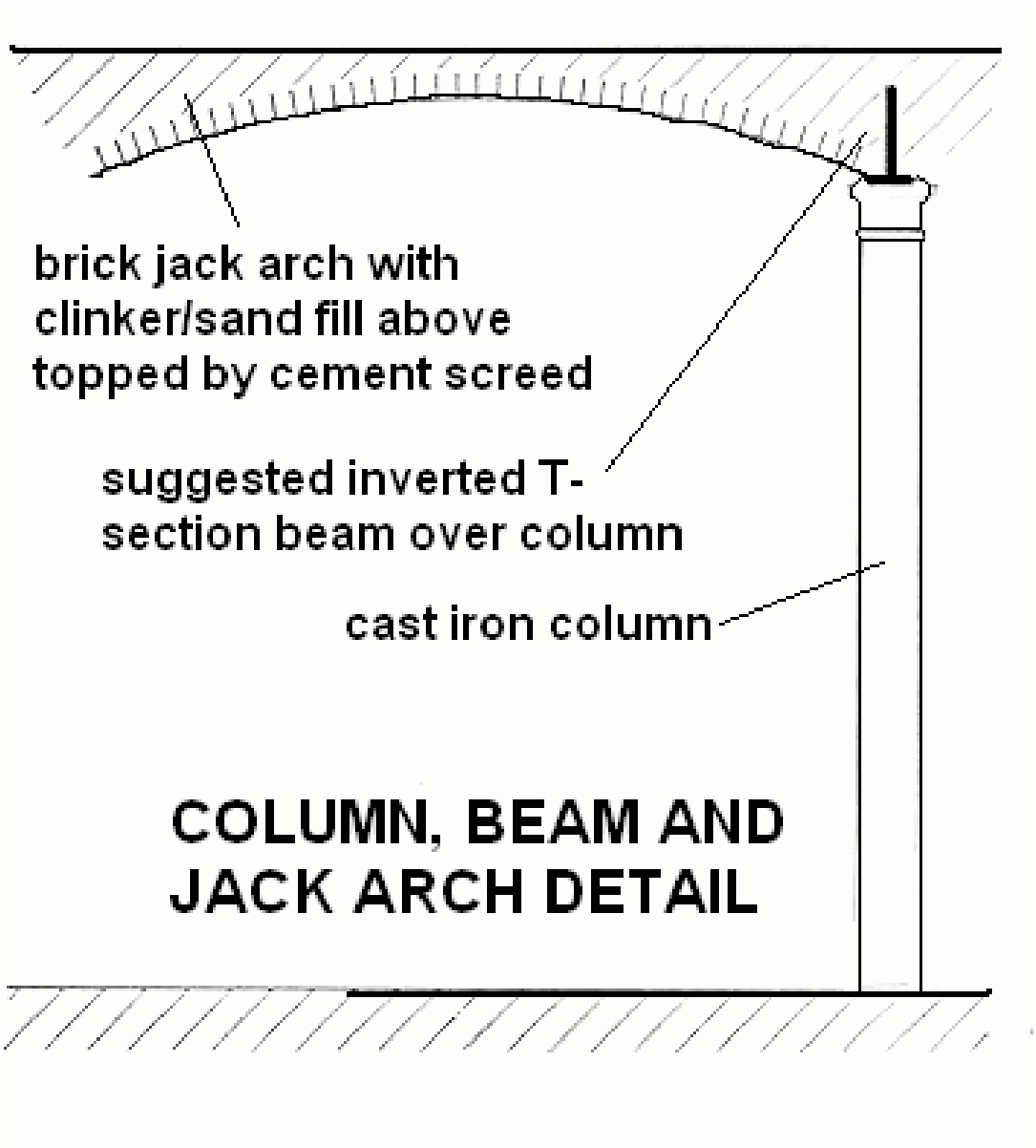

adjoining buildings
roof trusses
courtyard
roof
over
lowered
part
Second Floor
0m
10m


10m
0m
COOPER STREET
ELEVATION


10m
0m
EXMOUTH STREET
ELEVATION



TYPICAL CROSS SECTION (LEFT) & EXTRACT LONGITUDINAL SECTION (RIGHT) THROUGH EXMOUTH STREET BUILDING



APPENDIX 'B' – LCAS Specification

SPECIFICATION FOR ARCHAEOLOGICAL RECORDING OF COOPER STREET MILL, COOPER STREET, BURNLEY (SD 8403 3214)

Prepared on behalf of Burnley Borough for Graeme Slater, owner

1. Summary

1.1 Planning permission (12/05/0564) for the demolition of buildings to facilitate redevelopment of site for housing at Cooper Street Mill, Cooper Street, Burnley has been granted by Burnley Borough Council. Because of the historic nature of the site it has been recommended that an archaeological record of the buildings should be made.

1.2 This recommendation follows the advice given by central government as set out in *Planning Policy Guidance: Planning and the Historic Environment* (PPG 15) and *Planning Policy Guidance: Archaeology and Planning* (PPG 16) issued by the DoE.

2. Site Location and Description

2.1 The site is located at NGR SD 8403 3214, at the junction of Cooper Street and Exmouth Street, immediately below the Centenary Way fly-over. The building is currently vacant, partly derelict and subject to vandalism. Contractors should be aware that there is no electrical supply to the building, and that the southern bay of the main mill building is in a particularly poor state of repair due to a long-standing pigeon problem.

3. Archaeological Background

3.1 Mill buildings (Lancashire Sites and Monuments Record PRN 19786) are shown on the 1st Edition OS (Lancashire Sheet 64) surveyed in 1844, and recorded as *Albion Mills* on the 1st edition Ordnance Survey 1:2500 maps (Lancashire Sheet LXIV.2) surveyed in the early 1890s. They are also recorded on Fishwick's 1827 map of Burnley. The main mill building, fronting Exmouth Street, retains evidence for fire-proofing in the form of flagged floors and segmental brick arches supported on cast-iron columns.

3.2 The textile mills of the north west were of great historical significance, shaping the landscape and the communities within which they were built and which surrounded them. However to date, no systematic study of the mills of the Borough or the County as a whole has been made, and the importance of this particular site remains to be assessed.

4. Requirement for Recording & Aims of the project

4.1 From the time of the Industrial Revolution the North West has held an important position in the industrial development of the country and, as the area that led the cotton-based textile industry and the development of the factory system, contains many buildings of great significance, both locally and nationally. In recent years however many such structures have been lost through demolition or redevelopment with no record of their original form surviving. Buildings are an important part of the historic environment, providing information on historical technology, social structure and lifestyles.

4.2 The first aim of the proposed work is to identify and objectively record by means of photographs and annotated drawings any significant evidence for the original and subsequent historical form and functions of the building.

4.3 The second aim of the proposed work is to analyse and interpret the building as part of an integrated system intended to perform a specialised function. The archaeologist on site should give particular attention to reconstructing as far as possible the functional arrangements and division of the building. The roles of historical plan form, technical layout and process flow should all be considered in this process of interpretation.

5. General Instructions

5.1 Health and Safety - The archaeologists on site will naturally operate with due regard for Health and Safety regulations, and the contractor must ensure that all relevant requirements are met with regard both to site personnel and to members of the public. This work may require the preparation of a Risk Assessment of the site, in accordance with the Health and Safety at Work Regulations prior to submission of the tender. **Lancashire County Archaeology Service (LCAS) and its officers cannot be held responsible for any accidents that may occur to outside contractors engaged to undertake this work while attempting to conform to this specification.**

5.2 Confirmation of Adherence to Specification - Prior to the commencement of *any work,* the archaeological contractor must confirm adherence to this specification in writing to LCAS, or state (with reasons) any proposals to vary the specification. Should the contractor wish to vary the specification, then written confirmation of the agreement of LCAS to any variations is required prior to work commencing. Unauthorised variations are made at the sole risk of the contractor. **Modifications presented in the form of a re-written project brief will not be considered by LCAS.**

5.3 Confirmation of Timetable and Contractors' Qualifications - Prior to the commencement of *any work*, the archaeological contractor should provide LCAS **in writing** with a projected timetable for the site work, and with details regarding staff structure and numbers. The names and c*urriculum vitae* of key project members (the project manager, site supervisor, any proposed specialists *etc.*), along with details of any specialist sub-contractors, should also be supplied to LCAS (if *C.V.s* have not previously been supplied). All project staff provided by the archaeological contractor must be suitably qualified and experienced for their roles. The timetable should be adequate to allow the work to be undertaken to the appropriate professional standard, subject to the ultimate judgement of LCAS.

6. Level of Recording

6.1 The survey shall be based on a Level 2/3 survey, as specified in *Understanding Historic Buildings: A guide to good practice* (English Heritage 2006). The archaeological contractor must ensure that all parts of the buildings are made available for inspection.

7. The Written Record;

7.1 The location of the building, including name or street name and number, town, civil parish, and National Grid Reference.

7.2 The date when the record was made and the names of the recorders and the organisation which employs them (e.g. Unit name) as well as the reason for the record (to meet the requirements of a planning condition) and quoting the relevant planning application reference (see 1. Summary).

7.3. A detailed description of the building. This should describe the building's plan, form, function, age and development sequence. The names of architects, builders, patrons and owners should be included if known. The purpose of this is to describe the building when no fuller record is required or to serve as an introduction to a more detailed record that may follow.

7.4 An account of the building's overall form and its successive phases of development, and of the evidence supporting this analysis.

7.5 An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations. An account of any fixtures or fittings associated with the building.

7.6. Copies of other records of the building, or a note of their existence and location.

7.7 The archaeological contractor will undertake a map-regression exercise based on the readily-available map evidence held by the Lancashire Record Office, Preston and a rapid examination of the available 19th- and 20th-century Trades and Postal directories and all relevant secondary sources. This work is intended to inform the archaeological recording by providing background information with regard to function and phasing. Relevant information from any other readily available sources should be consulted and from other people such as owners, building contractors or architects) who may be familiar with the building. Sources of such information should be given. Please note that this exercise is not intended to be a formal desk-based assessment, and should not represent a disproportionate percentage of the time allowed for the project overall.

7.8 A note of the building's past and present relationship to its setting: for example its relationship to local settlement patterns or its part in a larger functional group of buildings.

7.9 A note of the significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials or status.

7.10 A copy of this specification should be included, as an appendix, in the report on the building.

8. The Drawn Record;

8.1 Plans (to scale or fully dimensioned, usually 1:50 or 1:100) of all main floors as existing. Buildings with a repetitive structure (e.g. many industrial buildings) may be planned on one floor only, but a note or a sketch plan should be made to show the arrangement of other floors. Plans should show the form and location of any structural features of historic significance. Items of interest would typically include:

- all structural elements (including posts, columns, etc)
- truss positions and form
- evidence for power transmission
- original staircases
- original doors and windows, including associated shutters or other fittings
- original and subsequent historical internal partitions
- blocked doors and windows
- masonry joints
- carpenter's marks or Baltic timber marks

8.2 Drawings (to scale or fully dimensioned) recording the form and location of other significant structural details (e.g. timber or metal framing, roofs).

8.3 Sections to illustrate the vertical relationships within a building (e.g., ceiling heights; differing floor heights; roof trusses).

8.4 Drawing conventions should conform to English Heritage guidelines as laid out in *Understanding Historic Buildings: A guide to good recording practice* (English Heritage 2006).

9. The Photographic Record;

9.1 General view or views of the exteriors and interiors of the buildings prior to demolition.

9.2 The overall appearance of principal rooms and circulation areas.

9.3 Detailed coverage of the building's external appearance. In the case of a buildings designed by an architect, or intended to be seen from a certain point of view, it is important to have regard to the builders intentions and to record the effect of the design or of the building's placing.

9.4 Any external detail, structural or decorative, which is relevant to the building's design, development and use and which does not show adequately on general photographs.

9.5 The building's relationship to its setting, to other buildings, or to a significant viewpoint.

9.6 Internal detail, structural and decorative which is relevant to the building's design, development and use and which does not show adequately on general photographs.

9.7 A plan at a suitable scale (1:50 or 1:100), for each floor, showing the location from which the photographs have been taken. The annotation of architects plans for this purpose is acceptable.

9.8 A photographic register listing all photographs taken (b/w prints and colour slides are required for record shots, whilst high quality digital images are acceptable within the report). For ease of use each set of photographs should be numbered sequentially 1, 2, 3, etc.

9.9 General photographs can be taken with a 35mm camera (Medium or Large Format cameras may also be used). Any detail photographs of structural elements should if possible be taken with a camera with perspective control. Other detail photographs may be taken with either a Medium Format or a 35mm camera. All detail photographs must contain a graduated photographic scale of appropriate dimensions (measuring tapes and surveying staffs are not

considered to be acceptable scales in this context). A 2-metre ranging-rod, discretely positioned, should be included in a selection of general shots, sufficient to independently establish the scale of all elements of the building and its structure.

9.10 All record photographs to be black and white, using conventional silver-based film only, such as Ilford FP4 or HP5, or Delta 400 Pro (a recent replacement for HP5 in certain film sizes such as 220). Dye-based (chromogenic) films such as Ilford XP2 and Kodak T40CN are unacceptable due to poor archiving qualities. Digital photography is unacceptable due to unproven archiving qualities.

9.11 Record photographs should be printed at a minimum of 5" x 7" In addition, a small selection of photographs (the best of the exterior setting shots and interior shots) should be printed at 10" x 8". Bracketed shots of identical viewpoints need not be reproduced, but all viewpoints must be represented within the report.

10. Post-Recording Work and Report Preparation

A written report shall be produced. This will include:

10.1 The location of the building, including name or street name and number, town, civil parish, and National Grid Reference.

10.2 The date when the record was made and the names of the recorders and the organisation which employs them (e.g. Unit name) as well as the reason for the record (to meet the requirements of a planning condition) and quoting the relevant planning application reference (see 1. Summary).

10.3 A detailed description of the building. This should describe the building's plan, form, function, age and development sequence. The names of architects, builders, patrons and owners should be included if known. The purpose of this is to describe the building when no fuller record is required or to serve as an introduction to a more detailed record that may follow.

10.4 An account of the building's overall form and of its successive phases of development, and of the evidence supporting this analysis.

10.5 An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations. An account of any fixtures, fittings, plant or machinery associated with the building.

10.6 Any evidence for the former existence of demolished structures or plant associated with the building should be given.

10.7 Copies of other records of the building, or a note of their existence and location.

10.8. Relevant information from other readily available sources and from other people such as owners, building contractors or architects) who may be familiar with the building. Sources of such information should be given.

10.9 A note of the building's past and present relationship to its setting: for example its relationship to local settlement patterns or its part in a larger functional group of buildings.

10.10 A note of the significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials or status.

10.11 The report illustrations should include as a minimum: a location map at not less than 1:2500; a site plan at not less than 1:500 with the building being recorded clearly marked; photographs used to illustrate key points and a complete set of site drawings, at an appropriate scale, executed to publication standard. Extracts from all historic maps studied during the map analysis stage (section 8.8.) are also to be included, where they clearly show changes, within the report with the building/buildings of interest clearly visible. All copyright and Licence agreement numbers should be included where necessary. The photographic record plan and register must also be included.

10.12 A copy of this specification should be bound into the back of the report.

10.13 A fully indexed archive is to be compiled consisting of all primary written documents, plans, photographic negatives and a complete set of labelled photographic prints. Labelling should be in indelible ink on the back of the print and should include: film and frame number; date recorded and photographer's name; name and address of feature/building; national grid reference. Printed adhesive labels are also acceptable. Photographic prints should be mounted in appropriate archival stable sleeves.

11. Deposition of archive

11.1 The ARCHIVE resulting from building recording will be deposited with the Lancashire Records Office, in a format to be agreed with the County Records Officer, and within a timetable to be agreed with the Specialist Advisor (Archaeology) or Planning Officer (Archaeology). A summary record of the building with appropriate illustrations will be deposited with the Lancashire Historic Environment Record and with the National Monuments Record in Swindon.

11.2 The site archive, including finds and environmental material, shall be conserved and stored according to the UKIC *Guidelines for the preparation of excavation archives for long-term storage* (1990) and the Museum and Galleries Commission_*Standards in the Museum Care of Archaeological collections* (1992) *'Standards for the preparation and transfer of archaeological archives'*.

11.3 Copies of the report will be supplied to the Specialist Advisor (Archaeology) or Planning Officer (Archaeology) and to the Lancashire Sites and Monuments Record on the understanding that it will become a public document after an appropriate period (a maximum of 6 months after the completion of the fieldwork unless another date is agreed in writing. This should be provided as an Adobe Acrobat 'pdf' format file on CD-ROM. Paper copies will be supplied to the Local Planning Authority.

11.4 Archaeological contractors must complete the online OASIS form at http://ads.ahds.ac.uk/project/oasis/. Contractors are advised to contact Lancashire Historic Environment record (HER) prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, Lancashire HER may place the information on a web-site. Please ensure that you and your client agree to this procedure in writing as part of the process of submitting the report to the case officer (Ken Davies) at Lancashire HER

12. Further Details

12.1 Any queries about the contents of the specification should be addressed to the Lancashire County Archaeology Service, Lancashire County

Council Environment Directorate, Guild House, Cross Street, Preston PPR1 8RD Tel 01772 531734, fax 01772 533423

13. Valid period of specification

13.1 This specification will remain valid for up to one year from the date of issue. After that time it may need to be revised to take into account new discoveries, changes in policy or the introduction of new working practices or techniques.

Lancashire County Archaeology Service August 2008

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