

Dresden Primary School – Historic Building Recording

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Executive Summary

Ecus Ltd were commissioned by Norder Design Associates Ltd to undertake Historic Building Recording of the former Dresden Primary School Building, Dresden, Stoke-on-Trent (hereafter the 'site'), located at National Grid Reference SJ 91256 42372. The building research and survey was undertaken between 09/09/2014 and 15/09/2014.

*The programme of work was required to discharge a planning condition placed on the planning permission 56751/FUL by Stoke-on-Trent City Council. The proposed development is for the demolition of the former Dresden Primary Infant School Building. The work was carried out in accordance with a Written Scheme of Investigation (WSI) which was prepared in response to a brief issued by the council (**Appendix 4**). The WSI was agreed with the Stoke-on-Trent City Archaeologist prior to the commencement of the project.*

Dresden Infant School is a one storey building with an attic and cellar, possessing a footprint measuring approximately 28.75 x 12.75 m, and situated within the north-eastern corner of the former playground. The associated middle school which would have been situated to the south-west of the infant building opened in 1853 and was demolished in 2006/7. The principal elevation of the infant building faces north-east onto Belgrave Road.

The building was designed in the Domestic Revival style by an unknown architect. The building opened as an infant school on the 5th of January 1914 and remained in use as an infant school building up until 2002. The building was briefly used as a Sure Start centre and finally closed in 2006/7.

The interior of the building in its original form is dictated by functionality. The floor plans reveal a focus upon the movement of children into, through and out of the building in an orderly and easily controlled fashion. Dresden infant school dates from a period when education for all was becoming an increasingly important concern for the country as a whole. In Dresden the sharp increase in population as a result of the highly successful pottery industries in the area meant that the established school became rapidly overcrowded resulting in the need for a new school building. The simplicity of the building was the result of both functionality and frugality, whilst its evenly proportioned principal elevation, coupled with the application of few but high quality details and fixtures, reflects the wider architectural principles of its era.

As the role of schools developed and the requirements of the school changed so did the building, although its simple and practical form as well as the option to share facilities and resources with the junior school building meant that save for the 1950s toilet blocks few structural alterations were ever proposed or effected.

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Abbreviations and Conventions used in the text

ADS	Archaeological Data Service
AOD	Above Ordnance Datum
BGS	British Geological Survey
c.	circa
EH	English Heritage
ha	hectares
HA	Heritage Asset reference
HER	Historic Environment Record
km	kilometres
m	metres
NHLE	National Heritage List for England
NPPF	National Planning Policy Framework
OS	Ordnance Survey

Assumptions and Limitations

This report is compiled using secondary information derived from a variety of sources, only some have been directly examined. The assumption is made that this data, as well as that derived from other secondary sources, is reasonably accurate.

In addition, the records held by HERs represent a record of a wide range of information derived from historical sources and previous archaeological discoveries and does not preclude the subsequent discovery of further elements of the historic environment that are, at present, unknown.

1. Introduction

1.1 Project Background

- 1.1.1 Ecus Ltd were commissioned by Norder Design Associates Ltd to undertake Historic Building Recording of the former Dresden Primary School Building, Dresden, Stoke-on-Trent (hereafter the 'site'), located at National Grid Reference SJ 91256 42372. The building research and survey was undertaken between 09/09/2014 and 15/09/2014.
- 1.1.2 The programme of work was required to discharge a planning condition placed on the planning permission 56751/FUL by Stoke-on-Trent City Council. The work was carried out in accordance with a Written Scheme of Investigation (WSI) which was prepared in response to a brief issued by the council (**Appendix 1**). The WSI was agreed with the Stoke-on-Trent City Archaeologist prior to the commencement of the project.
- 1.1.3 The proposed development is for the demolition of the former Dresden Primary School Building and the construction of a new supermarket within its grounds.

1.2 Site Location

- 1.2.1 The former Dresden Primary School comprises a rectangular building orientated with its long elevation facing north onto Belgrave Road in the Dresden area of Stoke-on-Trent. South-west of the School is the site of the now demolished junior school which dated to 1863. To the south of the site is the Church of the Resurrection, a Grade II Listed Building (NHLE: 1221074) dating to 1853-63.
- 1.2.2 The building is set back from the main road behind a red brick wall, contemporary in date to the construction of school.

2. Building Recording Programme

2.1 Aims

- 2.1.1 The aims of the historic building programme were:
- To make a permanent record of the building on site;
 - To accurately record the structure by means of a combined photographic and drawn record with appropriate interpretation; and
 - To identify and record any significant evidence for the original and subsequent historical form and functions of the building.

2.2 Standards

- 2.2.1 The building recording was undertaken in accordance with the Institute for Archaeologists *Standards and Guidance for the archaeological investigation and recording of standing buildings or structures* (2008), and English Heritage's *Understanding Historic Buildings – a guide to good recording practice* (2006).

2.3 Methodology

- 2.3.1 An analytical record was undertaken in line with English Heritage's Level 2 survey (2006) comprising historic research, and the production of a drawn, written and photographic record.
- 2.3.2 The historic background of the building was established through review of existing sources of publically accessible primary and synthesised information, comprising:
- Conveyance Plans, Maps, School Records and other archives held at Stoke on Trent City Archives and the Staffordshire Record Office; and
 - Relevant primary and secondary data relating to the building and observation in the area around the site were studied.
- 2.3.3 A drawn record of the building was produced on film using hand measuring techniques and drawn up in CAD with the final drawings reproduced as **Figures 3 & 4** in this report, comprising plans of the cellar, ground floor and attic of the site at a scale of 1:50.
- 2.3.4 A photographic record of the site was undertaken comprising both detail and general viewpoint using a 35 mm SLR camera using Ilford HP5 (ISO 400) black and white film. This record is complemented by digital photography taken with a 16 megapixel camera. Graduated photo scales were positioned with in the photos where practical, and the location and subject of each viewpoint was recorded. A selection of the photographic record is reproduced in this report as **Plates 3-27**, and their location and direction illustrated on **Figures 5 -7**.

3. Historical Background

3.1 Origins and Development History

- 3.1.1 Dresden is an ecclesiastical Parish formed in 1853, at that time expanding the city of Stoke. A substantial part of Dresden formed out of the Spratslade Farm Estate which was purchased by the Longton Freehold Land Society in 1850. This society was one of several that formed out of the political movements of the 1840s in which estates were acquired and subsequently divided into 40 shilling plots for members, providing them with the minimum value freehold then required in order to vote in parliamentary elections (City of Stoke on Trent 2008, 7). It is thought the name Dresden is transferred from the German city in light of the ceramic upon which both cities were founded (Horovitz, 2005). Formerly known as Redbank the area had been primarily part of the agricultural land surrounding the city.
- 3.1.2 The Church of the Resurrection (opened 1853) lay at the heart of this parish, and is an impressive church designed by George Gilbert Scott. The school for infants, boys and girls also established in 1853 on land immediately to the north of the churchyard (**Figure 2A**). The school was primarily for children from the poorer classes, middle class children being sent to one of the many private schools in the nearby area.
- 3.1.3 Over the ensuing years the Dresden area saw a rapid increase in population, increasing from approximately 500 in 1853 to approximately 2500 in the course of ten years (Archive Ref D3641/2/1-7), resulting in the Church limiting the number of church attendees to no more than three members per family until funds were secured to enlarge the church in 1863 (Archive Ref D3641/2/1-7). The 1900 OS map demonstrates the rapid population increase and the expansion of the town (**Figure 2B**).

- 3.1.4 It is of no surprise that similar overcrowding could also be found in the school and despite efforts to manipulate the earlier building by the addition of glass partitions to separate classes and ease teaching (**Archive Ref. SD1484**), Her Majesty's Inspectorate of Education often reported habitual overcrowding and the need for alterations and increased accommodation (1906-1908). In 1911 a Conveyance of land between His Grace the Duke of Sutherland to The Vicar and Churchwardens of Dresden in the Parish of Trentham was drawn up (**Archive Ref. D5569/1/24**). This conveyed the land north of the Church and the brook up to Belgrave Road to the Church for the establishment of a school. A bazaar was held on the 3rd and 4th of December 1913 at the school with proceeds contributing towards the building fund (**Archive Ref. SD1484**) and the new infant school finally opened on the 5th of January 1914 (**Archive Ref. SD1484**). Once the infants had been established in the new school building, the girls department moved into the old infants department, creating an infant and segregated middle school. None-the-less overcrowding of the infant school remained an issue and a temporary classroom of wooden construction had been erected in the playground by 1924 (**Figure 2C**). A temporary classroom was reputedly removed from the playground on the 24th of November 1983 (**Archive Ref. SD1484**), although it is unknown if this was a reference to the original temporary classroom erected in the 1920s.
- 3.1.5 The building also saw numerous programmes of maintenance and improvement during its time, all recorded within the Headteacher's Log Books. Earlier references to maintenance and alteration largely refer to the middle school and to the brook which ran through the playground separating the infant and the middle schools. It was noted in early records that the sides of the brook seemed continually at risk of collapse. The brook was first fenced as a temporary measure and eventually culverted, the archives only documenting one incident of a boy falling in the brook prior to this (**Archive Ref. SD1484**).
- 3.1.6 By the 1970s maintenance appeared to be undertaken yearly by City Works and following several incidents of vandalism armour glass plates replaced older windows on the lower floors (**Archive Ref. SD1484**). This was later replaced with double glazing in the Spring Term of 1980 with a view to eliminating noise from Belgrave Road (**Archive Ref. SD1484**). Following a series of break-ins and burglaries a burglar alarm was also installed, although this did not act as a deterrent for long (**Archive Ref. SD1484**). Various improvements to the playground were also made including the addition of netting, in 1974-75, along the perimeter wall 'to prevent balls going onto the main road' (**Archive Ref. SD1484**). The Headteacher of the time often makes reference to subsidence, as a result of the mining to the east, affecting the buildings. The mines are depicted on the 1898 OS map (**Plate 2**). Evidence of subsidence can certainly be seen today in the infant building.
- 3.1.7 Although collectively known as the Dresden National School and presided over by a single headteacher, the separate girls and infants department also had their own headmistresses to oversee day to day running. This remained the case until 1931 when the girls and boys departments were amalgamated to become Dresden Church of England Junior School. It was not until 1972 that the infant school was amalgamated into the Junior School under the headship of a single headteacher, who documented both the problems and successes of the amalgamation (**Archive Ref. SD1484**). The amalgamation of the schools resulted in the continued use of the 1914 building as the infant department but also offered the opportunity for staff and children to share resources such as the dining room of the junior school (the infants had up until that point been taken by coach to a community dining room off the school premises), to create a shared infant and junior staff room within the infant building and to complete the children's medical examinations within the first floor former office of the infant building (**Archive Ref. SD1484**). The infant building remained in use as such until its closure in

2002. Following the closure of the school, the school building was briefly used as a Sure Start centre which closed in 2006/7.

3.2 Design

- 3.2.1 The architect for the building is undocumented, but the building is typical of the 1900-1918 period. The building is constructed in the Domestic Revival style with dormer windows, and a pitched roof. The toilet blocks added to the south-western end of the building are much later than the building, post-dating the production of the 1950 Stoke-on-Trent 1:500 OS map, and are of little architectural merit. It is likely they replaced earlier outdoor toilets which are thought to be represented by two oblong buildings situated to the south-west of the infant school on the 1950, 1:2500 OS Map (**Figure 2D**).

4. Building Description

4.1 Introduction

- 4.1.1 Dresden Infant School is a one storey building with an attic and cellar, possessing a footprint measuring approximately 28.75 x 12.75 m, situated within the north-eastern corner of the former playground. The associated middle school which would have been situated to the south-west of the infant building opened in 1853 and was demolished in 2006/7. The principal elevation of the infant building faces north-east onto Belgrave Road.
- 4.1.2 The building was designed in the Domestic Revival style by an unknown architect, opening as an infant school on the 5th of January 1914 and remaining in use up until 2002. The building was briefly used as a Sure Start centre and finally closed in 2006/7.
- 4.1.3 The building forms two principal structural units, comprising:
- The main body of the 1914 building, which includes rooms B1, G4 through G11 and F1;
 - The later toilet block extension, situated to the south-east comprising rooms G1 through G3.
- 4.1.4 These components are labelled on **Figures 3 & 4**. Floor plans of the building are included as **Figures 3 & 4**. Photographic locations are given in **Figures 5 - 7**.

4.2 Exterior

General

- 4.2.1 The building is constructed in red brick with a slate tiled, pitched roof with hip and valley segments. The building is largely single storey for the exception of a small attic room which faces out onto Belgrave Road, and a small basement which is accessed from an external staircase on the north-east elevation. The building is surrounded by a large playground with access gates points on Belgrave Road, Chaplin Street and Redbank. There is an additional gateway into the playground which leads directly from the churchyard.

North-East Elevation

- 4.2.2 The north-east elevation is the principal façade of the building (**Plates 3 & 4**). It fronts Belgrave Road and as such would have acted as the public face of the school when approaching along

this road. This elevation consists of three principal bays. The central bay (Bay 2, **Plate 4**) consists of a brick lower level and a gable end, with half timbered upper level. The lower level is dominated by a semi-circular brick arch with an ashlar keystone and sill. The arch is not glazed; however metal railings have been installed along the sill which covers approximately three thirds of the arches height. Beyond the arch there is a further brick wall and a single glazed, timber framed window. The window is comprised of five panes of glass (1 over 2x2). Between the archway and the wall are the steps which lead down to the basement of the building. The upper level includes a large, rectangular glazed window, comprising four timber frames of eight panes (2x4). This window has a deep timber surround, timber sill and a timber balustrade along the length of the sill. A plain bargeboard frames the gable end of this bay.

4.2.3 Bays 1 and 3 are symmetrical and consist of a single level constructed in red brick. Both bays have a later brick and timber porch (**Plate 3**) and a total of three original timber framed windows. The first and third windows, of each bay, comprise 3 panes of glass set one on top of another whilst the central second window comprises five panes of glass (1 over 2x2). Both bays include a dormer window and a hip and valley roof.

4.2.4 In addition to the three principal bays part the south-eastern extension also forms part of this elevation (**Plate 3**). This bay consists of a red brick wall with ashlar coping and two steel framed windows comprising two panes of glass (1 over 1). The windows have a simple red brick sill.

North-West Elevation

4.2.5 The north-west elevation consists of two bays (**Plate 5**). The Bay 1 falls under the hip and valley roof and is a plain brick built with no discerning features. Bay 2 is gabled, the lower half is constructed in red brick and the upper level is half timbered and rendered in pebbledash. This bay includes three tall, timber framed windows. The first and third windows comprise 8 panes of glass (2 x 4) whilst the central window extends into the gable end and is comprised of 16 panes of glass (2x8). All of the windows have a red brick sill.

South-West Elevation

4.2.6 The south-west elevation was obscured by dense scrub at the time of survey (**Plate 6**); however it was possible to discern that the elevation primarily consists of three bays. Bays 1 and 3 are symmetrical, one storey in height and include a dormer window on the roofline. Both bays have three timber framed windows comprised of eight panes of glass with red brick sills. The central bay (Bay 2) mirrors the gabled section of the north-west elevation, although comprising of plain brickwork to the full height of the gable.

4.2.7 In addition to the three principal bays part of the south-eastern extension also forms part of this elevation. This bay consists of a red brick wall with ashlar coping and two steel framed windows the first is comprised of four panes of glass (2 x 2), the second of two panes of glass (1 over 1). The windows have a simple red brick sill.

South-East Elevation

4.2.8 The south-east elevation (**Plate 7**) would have originally mirrored the north-west elevation, but has been significantly altered by the addition of a single storey, flat roofed, red brick extension. This single storey extension includes a single door offset from centre to the north. To the south of the door there are three steel framed windows with a continuous red brick sill, the first two consisting of four panes of glass (2 x 2) the third consisting of two panes of glass (1 over 1). To the north of the door are a further three steel framed windows, the first and third consisting of

two panes of glass (1 over 1) and the second of four panes of glass (2x2) and again there is a continuous red brick sill. The single storey extension does extend a half storey in height in front of the original gable end of the building.

- 4.2.9 Behind the extension the original gable end which has been entirely rendered in pebble dash and the hip and valley roof can be seen.

4.3 Interior

Basement

- 4.3.1 The basement comprises a single room (Room B1, **Plate 8**). It is accessed by an external brick staircase which leads down from the north-east elevation of the building, screened by the lower brick wall and archway. A heavy timber door (**Plate 9**) and a timber louvered window are located at the bottom of the stairs. Room B1 measures approximately 3.57 m by 3.69 m. The room has a poured concrete and brick floor with a central recess which holds a boiler. The recess has sump in its eastern corner. There is a centrally located flue with a cast iron ash box (**Plate 10**) and a small cupboard built into a recess in the northern corner of the room. This room had likely been designed to serve as a heating chamber, and would have once contained a coal fired boiler.

Ground Floor

- 4.3.2 The principal entrances to the building are located in the north-east elevation. They are situated on both sides of the central bay and have been covered by later brick and timber, glazed porches. Ramps contemporary to the porches, lead up to the entrances. From the porches access is gained directly to Room G10 of the main building.
- 4.3.3 A secondary entrance is located in the centre of the south-east elevation of the building which enters into Room G1 of the south-east extension.
- 4.3.4 **Room G1** is located in the south-east extension of the building (**Plate 11**). It is small L-shaped corridor providing communication from the exterior with the girls and boys toilets, and the main school via Room G4. The room has a red clay tiled floor, brick walls painted yellow, with bull-nosed corners and a plain, painted concrete plinth rather than traditional skirting boards. The wall between Rooms G1 and G2 is constructed in brick with a glass block upper section and corner which enables light to be shared between Rooms G1 and G2.
- 4.3.5 **Room G2** is located in the south-west extension of the building and is the boys' toilets (**Plate 12**). The room is lit by five windows, three in the south-east elevation and two in the north-east elevation. The room has a red clay tiled floor and brick walls painted blue. Along the south-east wall are four sets of brackets for sinks, along the south western wall is a urinal and in northern corner of the room are two half-size toilet stalls.
- 4.3.6 **Room G3** is located in the south-west extension of the building and is the girls' toilets (**Plate 13**). The room is lit by five windows, three in the south-east elevation and two in the south-west elevation. The room has a red clay tiled floor and brick walls painted pink. At the time of survey the room had been heavily vandalised. Along the south-east wall of the room were four half size toilet cubicles along the north-east wall is evidence of brackets for hand basins. In the eastern corner of the room is a separate toilet stall formed by full brick walls. This has a hand basin and window as well as a more substantial door and may have been a full sized, staff toilet. A small cupboard has been set into a recess between the full sized toilet and the half sized cubicles.

- 4.3.7 **Room G4** is accessed via two steps up from Room G1 (**Plate 11**), it is located in the main building and is a small corridor formed by the wall of Room G6 and an inserted partition. The room has a parquet floor and brick walls which have been painted yellow. There is a hatch in the ceiling which provides access to the attic. The door between rooms G4 and G1 has a bull-nosed return suggesting there was an original external door in this location.
- 4.3.8 **Room G5** is located in the south-east corner of the original building (**Plate 14**). The room is formed by a glazed timber partition which separates it from Room G10 and an inserted partition wall to the south-west which was inserted to create Room G4. Room G5 is lit by three original windows which are located in the north-east elevation of the building. It has a carpeted floor and brick walls which have been painted purple.
- 4.3.9 **Room G6** is located in the south-west corner of the original building and measures approximately 6.24 m by 7.06 m (**Plate 15**). The room is lit by three original windows, located in the south-western elevation. It is thought likely that a further three windows would have also been positioned in the south-east wall, however no blockings could be identified due to a large poster-board which covered the wall in Room G6, and to the damage which had occurred in Room G3 which hindered inspection of the wall. The room has a dormer window in the north-eastern pitch of the roof. It shares this window with room G7. The room has timber floorboards which have been carpeted over, and bare brick walls painted yellow. There is evidence of a number of radiators which have been removed. The original door between room G10 and Room G7 survives. This doorway includes a half timbered, glazed partition which would have enabled inspection of the room without disruption of the class.
- 4.3.10 Room G6 is partitioned off from Room G7 by a glazed sliding partition (**Plates 16 & 17**). This partition is part of the original 1914 design and would have been similar to those inserted into the older school building in 1902. There are a further three partitions which divide the school into a total of 4 classrooms all of which are identical. The partitions themselves consist of eight panels (**Plate 16**), these are hinged and it would have been possible to fully open the partitions to allow the merger of one classroom with another. If all were retracted this would have created one large hall the entire length of the school. The second panel of each of the partitions from the north-west has a door, with original recessed door handle (**Plate 18**) which enables movement directly between classrooms without the removal of the entire partition. All of the partitions have a later poster-board which covers the glazing and prevents the sliding movement of the partition.
- 4.3.11 **Room G7** is located immediately south-west of room G6 (**Plate 19**). It is lit by three original windows situated in the south-east wall. The room shares a dormer window with Room G6 situated in the north-east pitch of the roof. Both the north-west and south-east walls are formed by the aforementioned glazed partitions. The north-east wall has a small window into the classroom from Room G10; access is provided by an original door to the north. The room has timber floorboards which have been carpeted over.
- 4.3.12 **Room G8** is located immediately north-west of room G7. The room measures 4.91 m by 7.06, making it the smallest of the classrooms (**Plate 20**). Archive records suggest that this room was later partitioned to create a headteacher's office and a staffroom for staff from both the infant and junior schools. It is lit by three original windows situated in the south-east wall. The room shares a dormer window with Room G9 situated in the north-east pitch of the roof. Both the north-west and south-east walls are formed by the aforementioned glazed partitions. The original door between room G10 and Room G9 survives. This doorway, like the doorway for Room G6, includes a half timbered, glazed partition which would have enabled inspection of

the room without disruption of the class. The room has timber floorboards which have been carpeted over.

- 4.3.13 **Room G9** is located immediately north-west of room G8 and measures 7.15 m by 7.13 m (**Plate 21**). The room is lit by three original windows, located in the north-western elevation and by a further three original windows in the south-west wall. The room has two dormer windows in the north-eastern and south-western pitch of the roof. The room has timber floorboards which have been carpeted over with the exception of the northern corner of the room which has been covered in lino. The walls are bare brick, painted yellow. There is evidence of a number of radiators which have been removed and a bracket for a sink which would have been located in the northern corner. A king post truss runs the width of the room. Some evidence of how the room would have been used remains, the lino area with sink and a later blackboard at infant height positioned suggests a wet play or craft/art area and an upright piano located in this room suggests music lessons or assemblies.
- 4.3.14 **Room G10** runs almost the entire length of the original school building but with the ends partitioned off at either end creating Rooms G5 and G11, and measures 16.4 m by 3.5 m (**Plates 22 & 23**). The room is lit by five timber framed windows positioned along the length of the north-east wall. Either side of the row of windows are two original doorways, which lead to two later porches. The floor is concrete and shows evidence of the having been a parquet floor. A blocked fire place is located in the centre of the south-west wall of the room (**Plate 22**). Archives from the 1970s describe the room as a narrow corridor with a cloakroom at either end (potentially situated within Rooms G4/G5 and G11). The two original doorways would have been the main access points to the school, enabling the children to enter by class or sex without overcrowding and with direct access to their assigned cloakrooms. The porches are constructed on top of an earlier brick wall. This wall was extended upwards at the time of construction of the porch. The lower portion of the brick walls are depicted on OS mapping from 1924 onwards. These walls would have encouraged the children to queue before entering the school and reduced the amount of space between the school and the playground wall fronting Belgrave Road limiting the children's ability to play in proximity to the road and the exit of the school without surveillance.
- 4.3.15 **Room G11** is situated immediately north-west of Room G10 and is formed by a partition wall which has since been damaged and partially removed. Room G11 has been separated into two rooms by a studwork partition wall. The room includes a countertop and water tank. It is likely that this room was separated off to form a staff room in the later days of the school and would have provided a kitchenette and seating area.

Attic Floor

- 4.3.16 The attic floor is accessed by a timber staircase which leads up from Room G10 (**Plate 24**). The stairway is lit by a large rectangular window which has been glazed with two separate panes of glass. The archives refer to the installation of double glazing to reduce the amount of noise from Belgrave Road in 1980. The staircase leads up to a single room (Room F1, **Plate 25**). This room measures 4.03 m x 3.80 m and is lit by a large rectangular light sharing window situated on the north-east wall overlooking the stairs. The room has timber floorboards, moulded architraves and is the only room within the building with a moulded skirting board (**Plate 26**). There are two gas light fittings (**Plate 27**) situated on the north-east and south-east walls and evidence of a blocked fireplace on the south-east wall. The room was originally used as a headmistress' office and the archives make reference to the room being converted to a storeroom and sick bay in the 1970s including the insertion of extra shelving and a small bed

for the temporary use of any children suddenly taken ill. The room was also used for the medical examinations of children from both the infant and the junior school.

5. Discussion

5.1 Dresden Infant School

- 5.1.1 Dresden infant school is a modest primary school building, constructed predominantly in the Domestic Revival style. The exterior of the building is simple and uses the red brick used throughout the area and matching that of the Church of the Resurrection situated to the south. This exterior reflects the connection the building holds with the church whilst the refrain from the use of ornamentation or lavish detail is evidence of the buildings function as an educational establishment for the children of the poor.
- 5.1.2 The interior of the building in its original form is dictated by functionality. The floor plans reveal a focus upon the movement of children into, through and out of the building in an orderly and easily controlled fashion. This begins with the walls immediately fronting the entrance to the school which would have encouraged the children to queue and to enter the building in single file. Having two entrance ways would have enabled the teachers to split the school, assigning a door and cloakroom to each set of children, thereby halving their entrance and settling time. The possible additional entrance in the south-east elevation, later incorporated to provide access to the toilet block extension, if original may have provided separate access for staff and visitors.
- 5.1.3 A single central fireplace would have heated the corridor but its position away from the cloakrooms and main activity areas would have ensured the safety of the children. From the cloakrooms the corridor would have enabled easy access to each of the four classrooms and the windows into each room would have allowed observance of each class without disruption by either a headteacher or inspector. It is of note that nearly all wall returns of the original building with a limited number of exceptions are bull nosed to approximately 2 metres high. This would have reduced the risk of injury to children who may have fallen or run into them.
- 5.1.4 The glazed partitions are of particular interest as they demonstrate the transition from whole school, hall style teaching to smaller classes and ability grouping. Open halls had been used in the main school building prior to 1902 when glazed partitions were installed and were found to be extremely effective in “checking the interference” with one class with another and as such partitions were incorporated into the new 1914 infant building from the beginning. The ability to fold the partitions would have allowed the classrooms to be opened out into a full hall for the taking of assemblies and for larger group lessons. The hall/classrooms were well ventilated by the overhead vents whilst the large number of windows and dormer windows provided plenty of natural light.
- 5.1.5 The location of the headmistress’s office on the first floor would have provided a quiet space away from the noise of the classrooms in which they could work. It would also have provided a more secure location for the confidential and administrative papers associated with the running of the school.
- 5.1.6 Later alterations to the building are reflective of both changing legislation in regards to education and childcare as well as the amalgamation of the two schools in 1973. The 1944 Education Act introduced the provision of medical inspection and treatment to pupils as well as the provision of milk and meals. Prior to the amalgamation the infant building was ill

equipped for both of these provisions, with no quiet space for medical examinations to take place and no dining facilities. Up until the amalgamation of the schools in 1973 infants requiring meals had to be transported to a nearby community hall with dining facilities every lunch time, which caused much disruption.

- 5.1.7 Following the amalgamation, although the building remained primarily for the teaching of the infants they were able to share resources with the junior building, including use of their dining hall. The conversion of the small classroom (Room G8) into a staffroom and headteacher's office arose from a need to provide a central administrative and rest area for the teachers of both the schools. The conversion of the former headteacher's office into a store room and sick bay occurred following the need for a quiet room to conduct dental and medical examinations for every child across the infant and junior school as well as a rest area for children suddenly taken ill. It is thought likely that the toilet block extension was added to the building replacing the outdoor toilet blocks which can be seen on the 1950, 1:2500 OS map.
- 5.1.8 Later alterations to the building are include the insertion of the partitioned rooms G4, G5 and G11. These additions are not documented within the archives but are likely to have occurred late on in the life of the school building or even during the time of the building's use as a sure start centre. These rooms would have replaced the former cloakrooms once no longer needed and provided additional office space and a more private staff or rest room.

5.2 Summary of Phases

- 5.2.1 The assessment of the building has arrived at the following four phases of development, which are illustrated on **Figures 5 and 6**.
- 5.2.2 Phase 1 (1914): The construction of the building. The original layout of the building would have possessed five rooms on the ground floor, which could have been opened into a larger hall by the folding and retraction of the glazed partitions, and a corridor incorporating cloak rooms at either end. On the attic floor there would have been a single room used as the headmistress's office, whilst the basement would have contained a coal fired heating plant.
- 5.2.3 Phase 2 (1914-1945): Architectural evidence suggests that the covered porches and the increase in height of the external walls occurred during this phase.
- 5.2.4 Phase 3 (1945-1959): Architectural and cartographic evidence suggests that the south-west toilet block extension to the building was added at this time. The flat roof and the steel casement windows are typical of this time period. There is no archival evidence for the addition of the toilet block. It is thought likely that the new heating system and radiators would have been added at this date.
- 5.2.5 Phase 4 (1990-2010): Internal partition walls were added in the later days of the school it is possible that these were inserted when the building came into use as a Sure Start Centre and large cloakrooms were no longer necessary.

5.3 Conclusion

- 5.3.1 Dresden infant school dates from a period when education for all was becoming an increasingly important concern for the country as a whole. In Dresden the sharp increase in population as a result of the highly successful pottery industries in the area meant that the established school became rapidly overcrowded resulting in the need for a new school building. The simplicity of the building was the result of both functionality and frugality.

- 5.3.2 As the role of schools developed and the requirements of the school changed so did the building, although its simple and practical form as well as the option to share facilities and resources with the junior school building meant that save for the 1950s toilet blocks few structural alterations were ever proposed or effected.

6. Archive

6.1 Location and Deposition

- 6.1.1 The project archive has been compiled into a stable, fully cross-referenced and indexed archive in accordance with Appendix 6 of Management of Archaeological Projects (2nd Edition, English Heritage 1991), the Potteries Museum's conditions and guidelines (2009) and Archaeological archives - a guide to best practice in creation, compilation, transfer and curation (Brown 2007). The project archive is currently held at the offices of Ecus Ltd in Sheffield, under the project code 5164 and will be deposited in due course under the accession number **2014.LH.42** with:

**The Potteries Museum and Art Gallery,
Bethesda Street,
Hanley,
Stoke-on-Trent
ST1 3DW**

- 6.1.2 A copy of the paper record, including the report, and digital copies of the photographic archive will also be deposited with the Stoke-on-Trent City Archives Office.

6.2 OASIS

- 6.2.1 In line with best practice, a copy of this report will be made available through the Online Access to Index of Archaeological Investigations (OASIS) Project (<http://ads.ahds.ac.uk/project/oasis/>), reference no. **ecusltd1-190840**. A copy of the OASIS form is reproduced in **Appendix 5**.

7. Bibliography

7.1 References

Brown, D.H. 2007. *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*.

City of Stoke on Trent 2008, *Dresden: Conservation Area Appraisal*.

English Heritage, 1991. *Management of Archaeological Projects*, London; English Heritage.

English Heritage, 2006. *Understanding Historic Buildings: a guide to good recording practice*.

Horovitz D, 2005. *The Place Names of Staffordshire*. Brewood, David Horovitz.

Institute for Archaeologists, 2008a. *Standards and Guidance for the archaeological investigation and recording of standing buildings or structures*.

Museums and Galleries Commission. 1992. *Standards in the museum care of archaeological collections*.

7.2 Primary Sources Consulted

Stoke-on-Trent City Archives

Records of Dresden Church of England Primary School including admission registers (1914-1975, log books (1981-1992); account book (1994-1995- aerial photographs and papers (**Reference SD1484**). Also referenced as - Dresden CE(C) First and Middle School, later Dresden CE(C) Primary School (**Reference CEH/304**) by the Staffordshire Record Office.

Staffordshire Record Office

Copy conveyance with plan re land in Belgrave Road, Dresden, Parish of Trentham as site for a school (**Reference D5569/1/24**).

Draft conveyance with plan re land in Belgrave Road, Dresden, Parish of Trentham as site for a school (**D5569/1/37**).

Draft conveyance with plan re land in Belgrave road, Dresden, Parish of Trentham as site for a school (**Reference D5569/1/38**).

Draft replies to questionnaire concerning Dresden Church of England School probably in connection with application for grant for its enlargement (**Reference D3641/2/6-7**)

7.3 Cartographic Sources Consulted

Longton OS map, 1:500, 1856

Staffordshire 25 inch OS map, 1:2500, 1899-1900

Inland Revenue OS map, 1:1250, 1912-14

Staffordshire 25 inch OS map, 1:2500, 1934-5

Staffordshire 25 inch OS map, 1:2500, 1937

Stoke-on-Trent OS map, 1:500, 1950

Appendix 1: Plates



Plate 1: General view of north-west elevation facing west (Film 1.9).



Plate 2: General view of north-east elevation, Bay 2 (Film 1.10).



Plate 3: General view of north-west elevation (Film 1.4).



Plate 4: General view towards school, note overgrowth to south-west (Film 1.3).



Plate 5: General view of south-east elevation (Film 1.11).

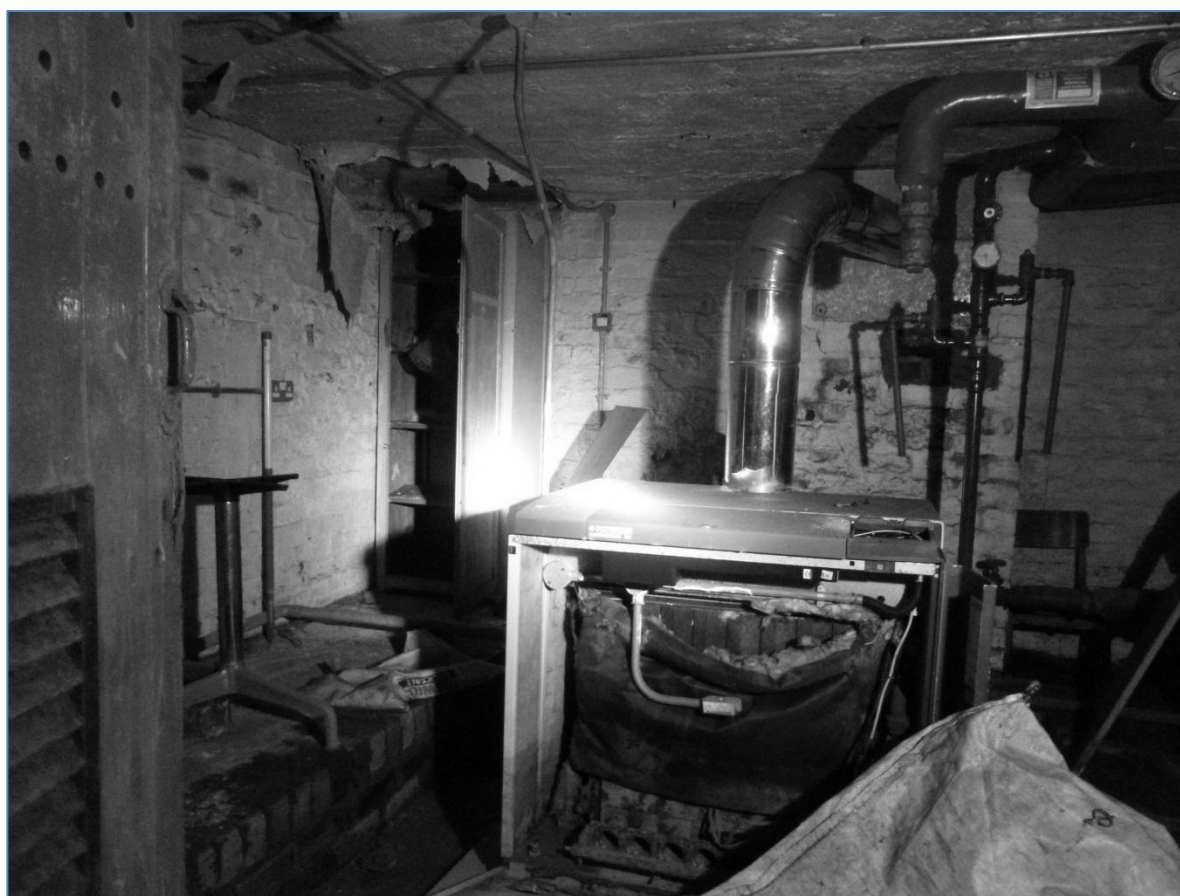


Plate 6: General view of room B1 (Digital 39).



Plate 7: Detail of door to room B1 (Digital 42).



Plate 8: Detail of ash box in room B1 (Digital 46).



Plate 9: General view through room G4 towards room G1 (Film 1.13).



Plate 10: General view of room G3 (Digital 25).



Plate 11: General view of room G2 (Digital 26).



Plate 12: General view of room G5 (Film 1.14).



Plate 13: General view of room G6 (Film 1.31)



Plate 14: Detail of glazed partition panel (Digital 60)

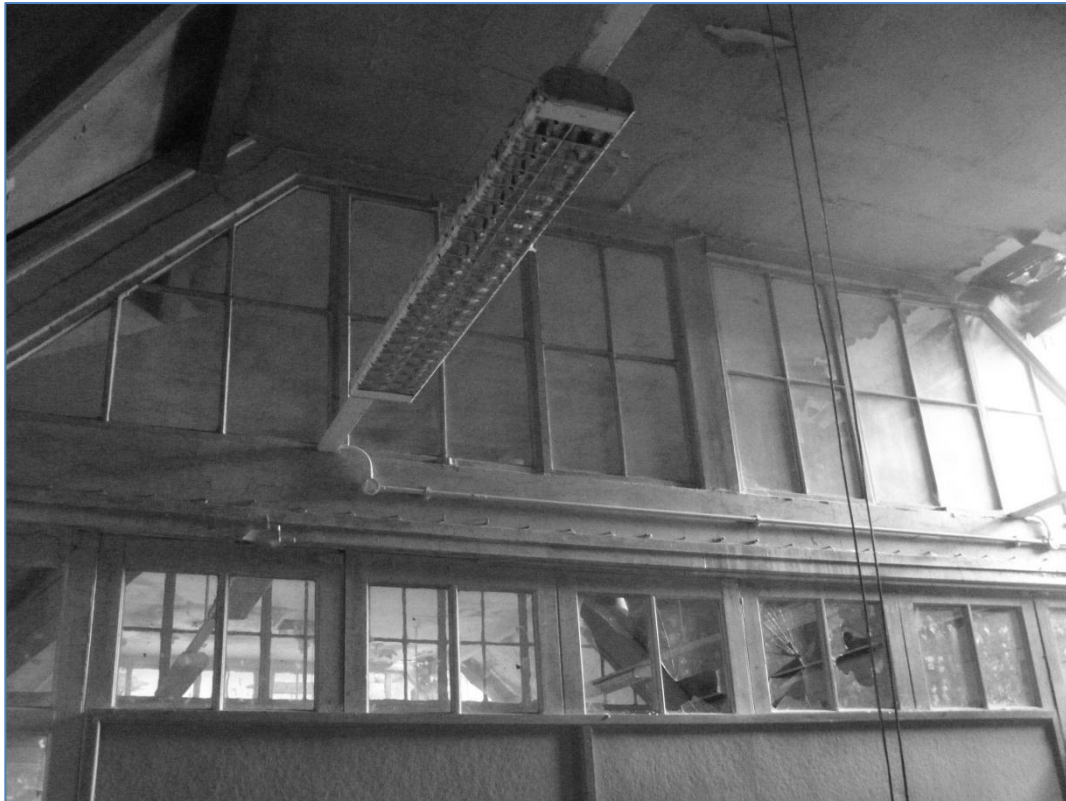


Plate 15: Detail of glazing above glazed partition (Digital 61).



Plate 16: Detail of recessed door handle on glazed partition (Digital 56).



Plate 17: General view of room G7 (Film 1.33).



Plate 18: General view of room G8 (Film 1.28).



Plate 19: General View of room G9 (Film 1.1).



Plate 20: General view of room G10 facing south-east (Film 1.27).



Plate 21: General view of room G10 facing north-west (Film 1.35).



Plate 22: General view of staircase to Room F1 (Digital 10).



Plate 23: General view of room F1 (Film 1.22).



Plate 24: Detail of skirting board in room F1 (Film 1.18)



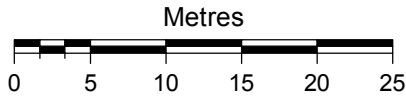
Plate 25: Detail of gas fitting in room F1 (Film 1.21).

Appendix 2: Figures



Legend

 Building Location



Norder

Dresden Primary School
Historic Building Recording

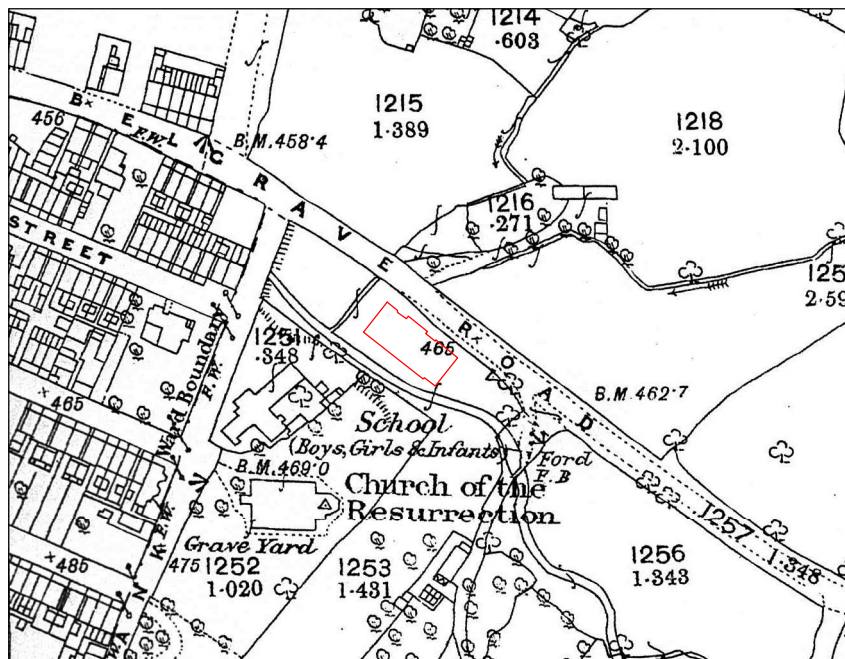
Figure 1 Site Location

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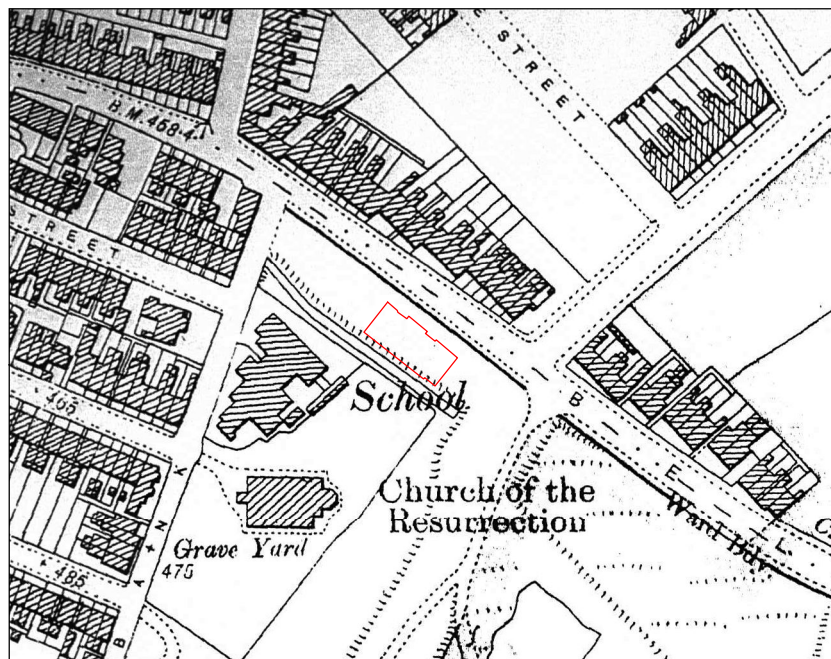
Ordnance Survey data © Crown copyright and database right 2014

Legend

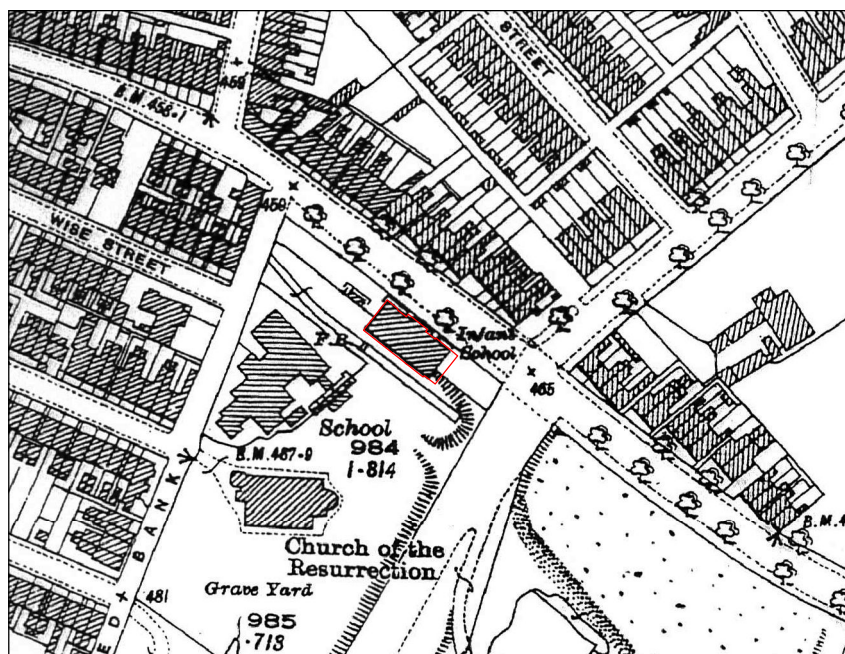
Building Location



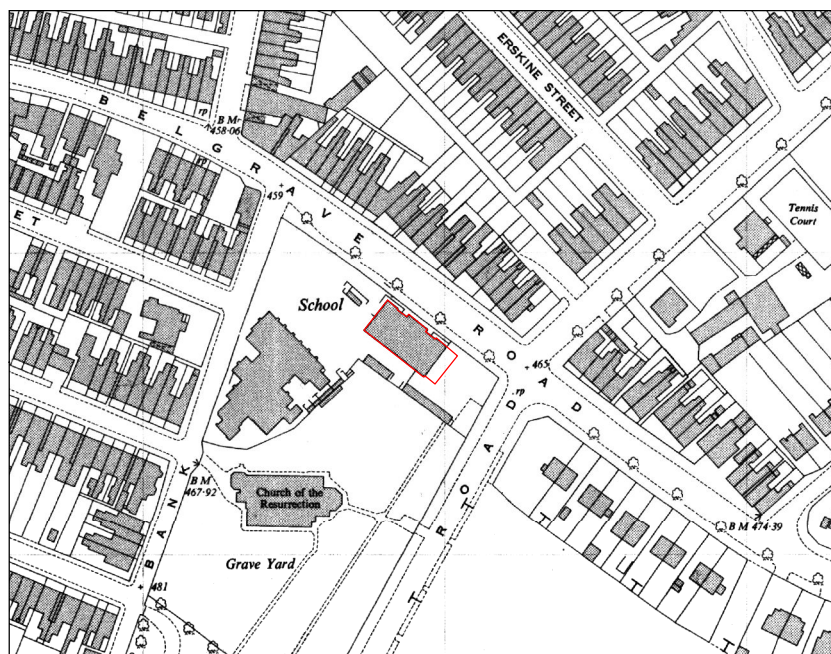
A: 1882 1:2,500 OS map



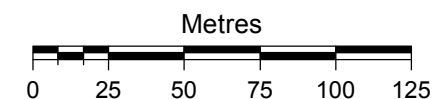
B: 1900 1:2,500 OS map



C: 1924 1:2,500 OS map



D: 1950 1:2,500 OS map



Norder

Dresden Primary School
Historic Building Recording

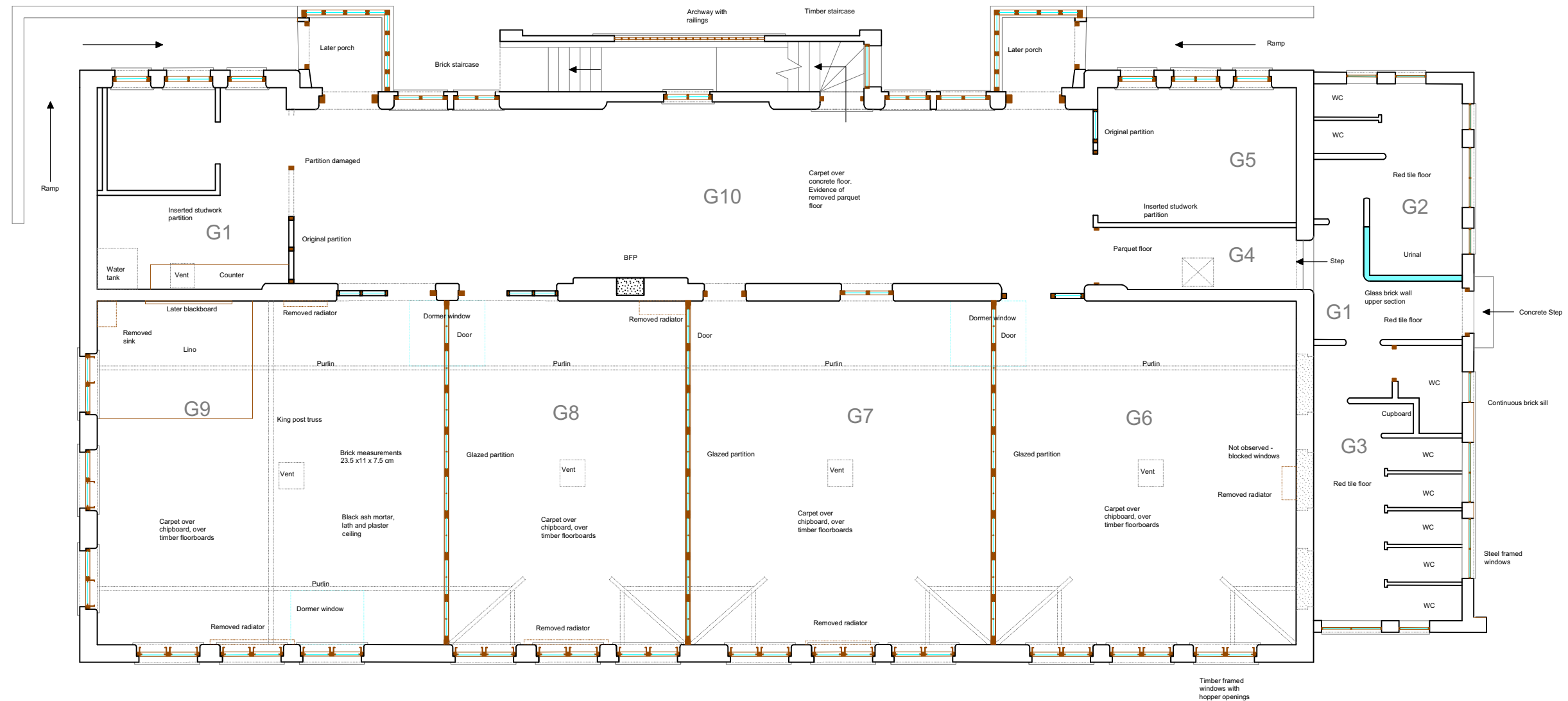
Figure 2 Historic Maps

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Northeast Elevation

Northwest Elevation

Southeast Elevation



Southwest Elevation



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GRAPHIC SCALE



- Key**
- BW Block Window
 - BD Blocked Door
 - BFP Blocked Fireplace
 - Extent of blocking
 - G5 Room number

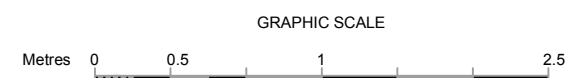
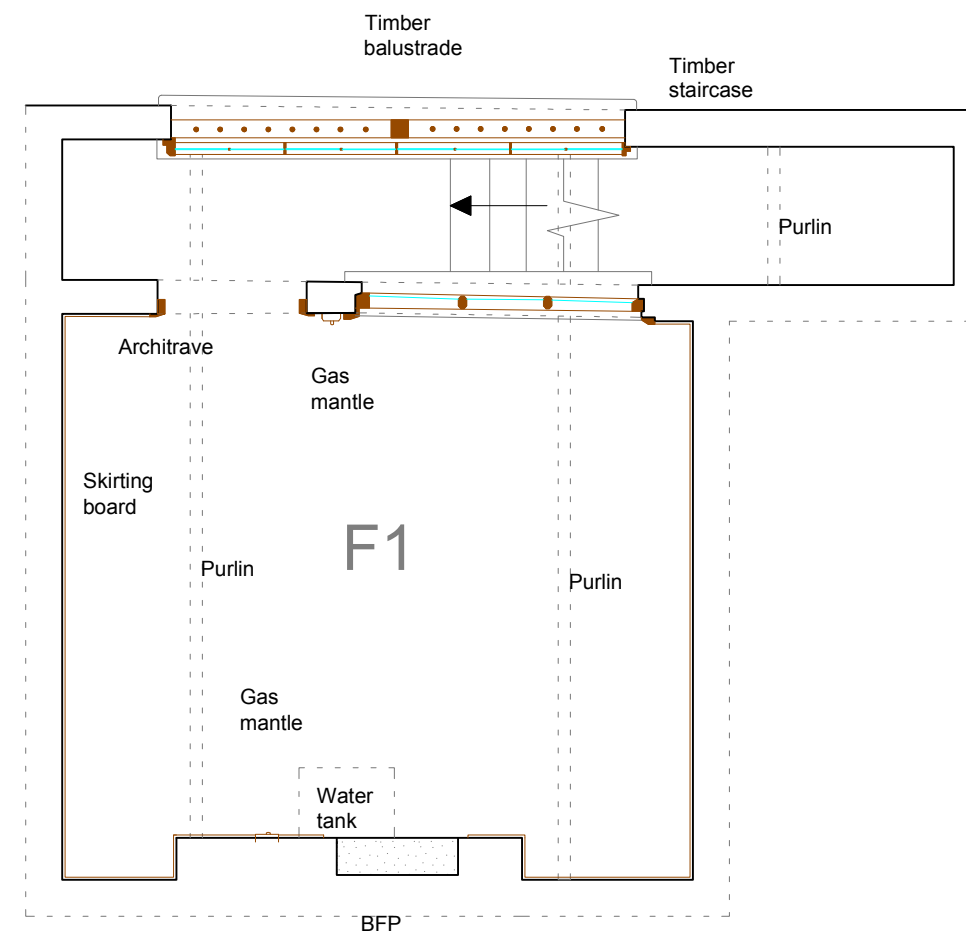
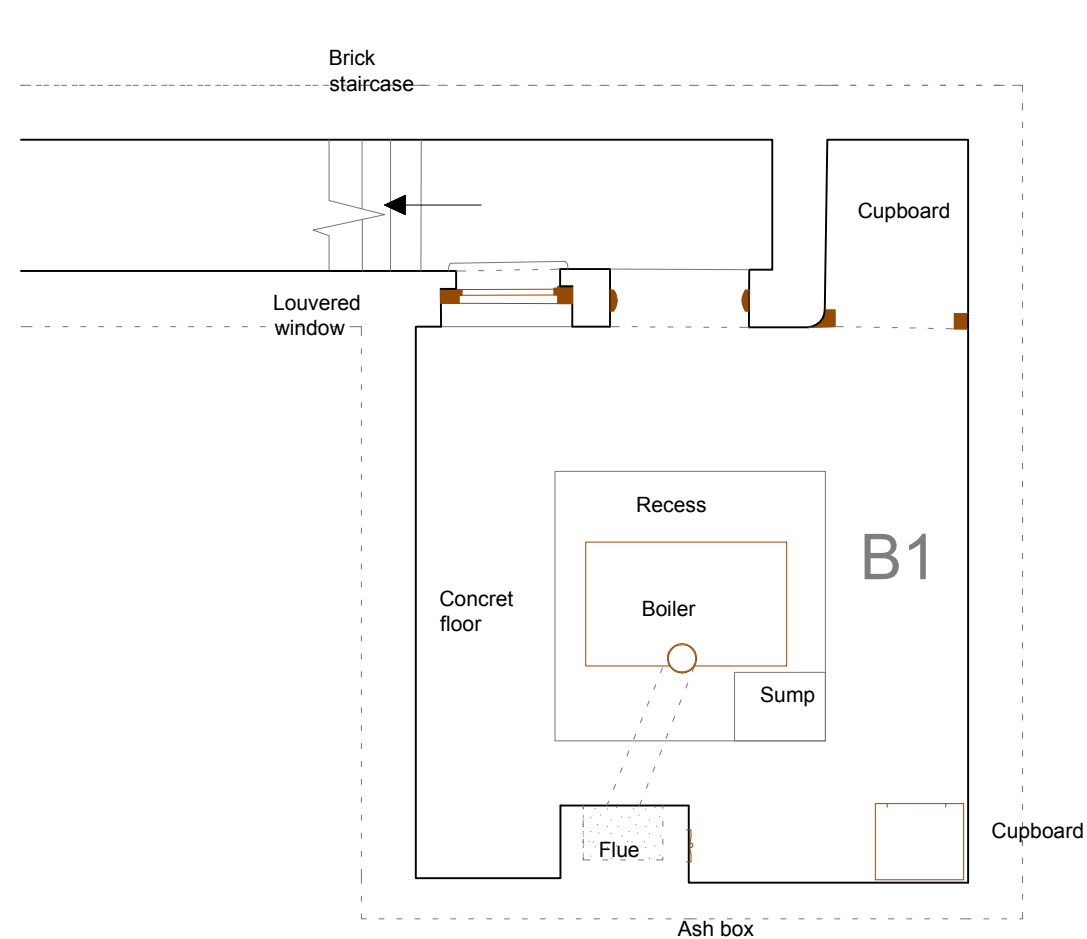
Dresden Primary School
Dresden, Stoke-on-Trent

Ground Floor Plan

Date: September 2014

Scale: 1:100 @ A3

Figure 3



Key

BW Block Window

BD Blocked Door

BFP Blocked Fireplace

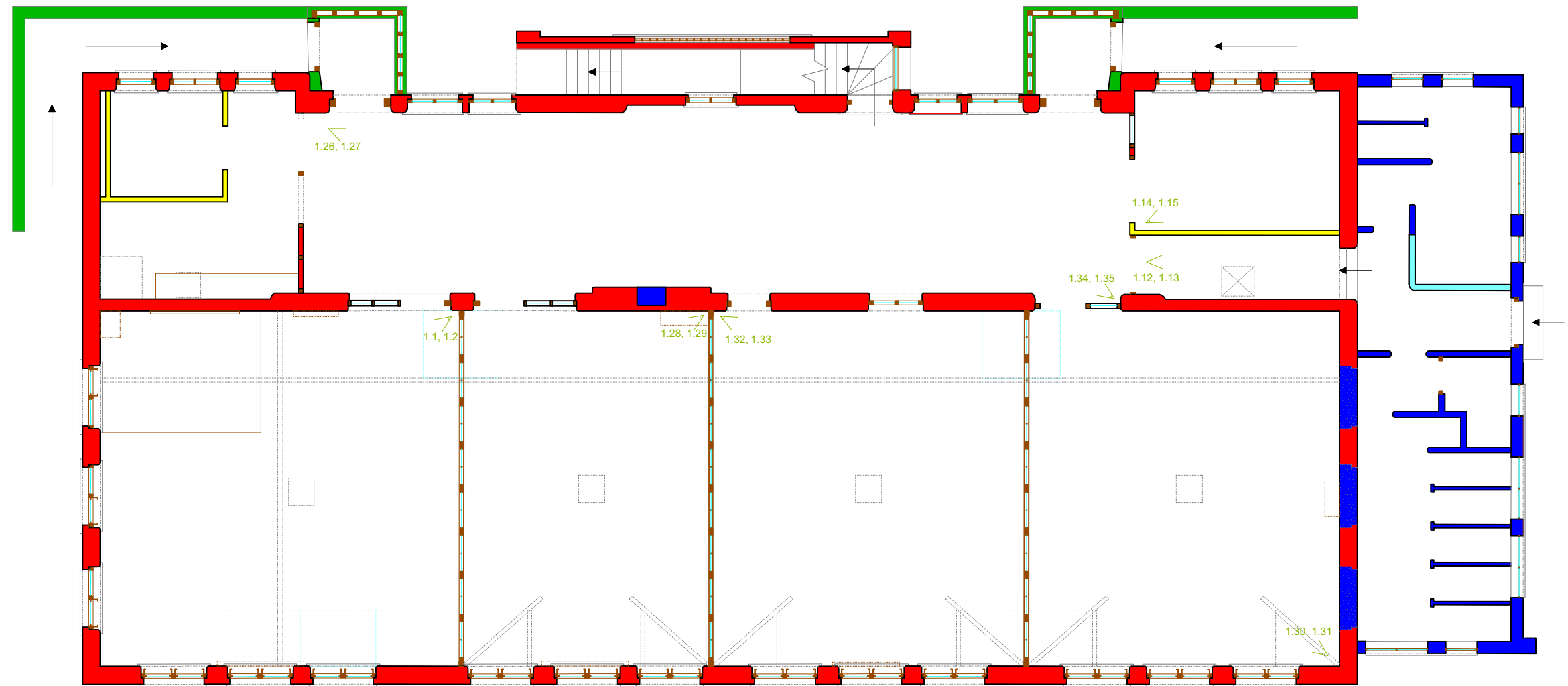
Extent of blocking

G5 Room number

Plate viewpoint reference

Dresden Primary School
Dresden, Stoke-on-Trent

Basement and Attic Floor Plans



Key

BW Block Window
BD Blocked Door
BFP Blocked Fireplace
Extent of blocking
G5 Room number

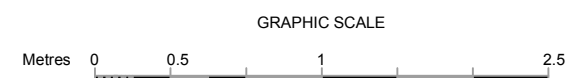
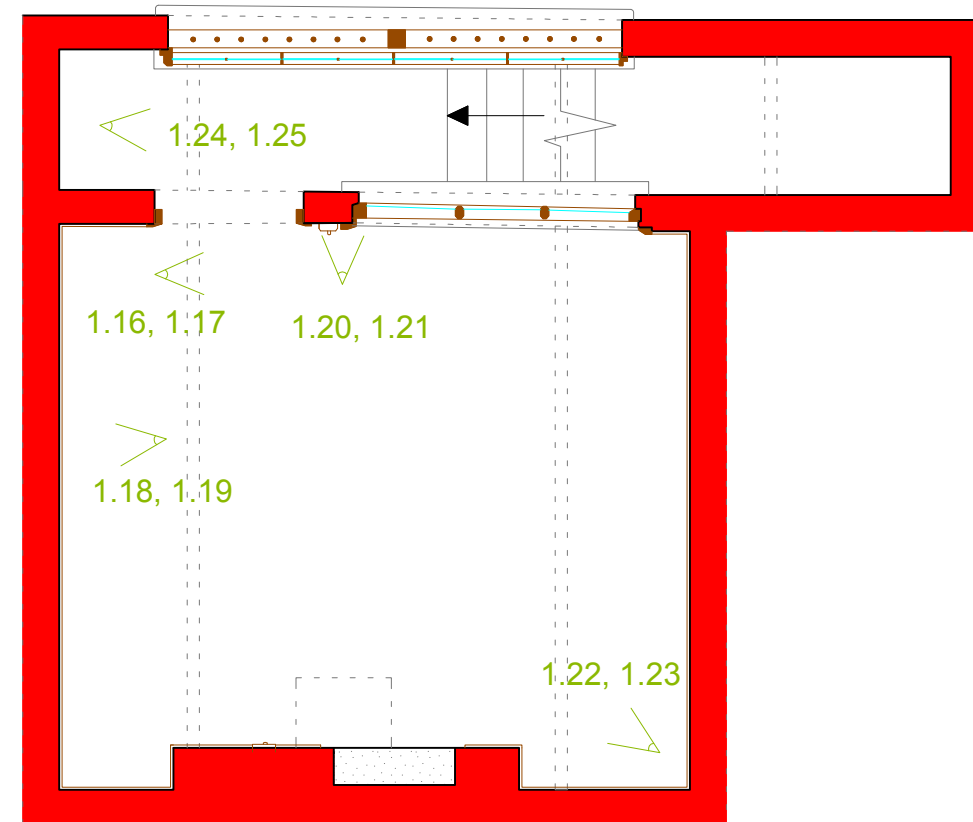
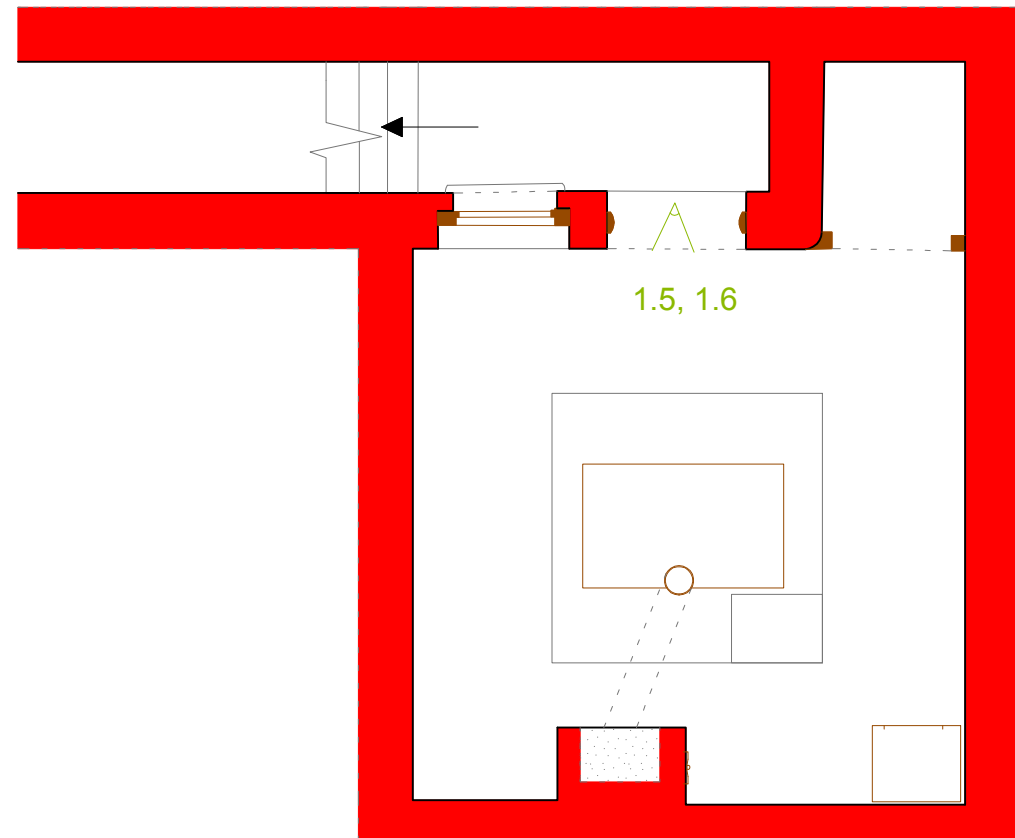
1.24 Plate viewpoint reference

Phase 1
Phase 2
Phase 3

Phase 4

Dresden Primary School
Dresden, Stoke-on-Trent

Phase Plan and Photographic Viewpoints - Ground Floor



Key

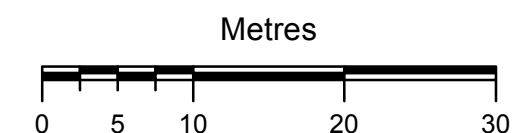
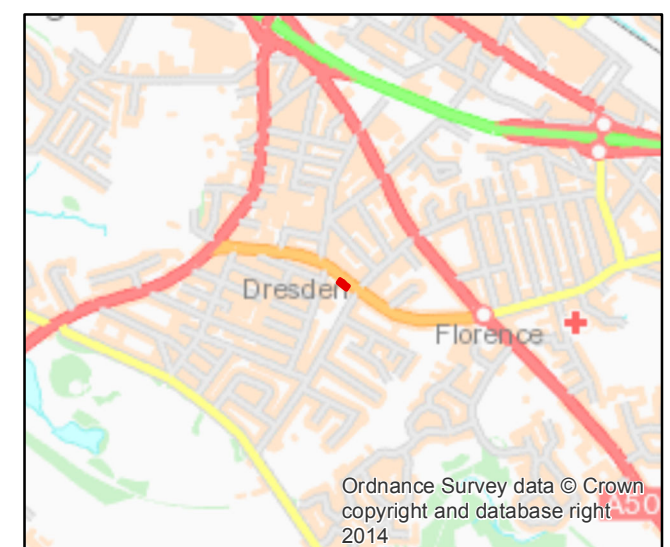
BW Block Window
BD Blocked Door
BFP Blocked Fireplace
Extent of blocking
G5 Room number

1.24 < Plate viewpoint reference
Phase 1 - 1914
Phase 2 - 1914-1945
Phase 3 - 1945-1959

Phase 4 - 1990-2010



- Dresden Primary Infant School Building
- 1.4 A Photographic Viewpoint Reference



Norder Design Associates
Dresden Primary School

Figure 7: External Photographic Viewpoints

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Appendix 3: Photographic Registers

Film and Frame No.	Subject	Description	Scale	View From	Date
1.1	Room G9	General view of Room G9 facing north-west	2 m	South-east	09/09/2014
1.2	Room G9	General view of Room G9 facing north-west	2 m	South-east	09/09/2014
1.3	North-east Elevation	General view of north-east elevation facing south-west	2 m	North-east	09/09/2014
1.4	North-east Elevation	General view of north-east elevation facing south-west	2 m	North-east	09/09/2014
1.5	Room B1	General view of Room B1	1 m	North-east	09/09/2014
1.6	Room B1	General view of Room B1	1 m	North-east	09/09/2014
1.7	Roof	View from Churchyard	None	South	09/09/2014
1.8	North-east Elevation	General view of North-east Elevation facing south-west, oblique	2 m	East	09/09/2014
1.9	North-east Elevation	General view of North-east Elevation facing south-west	2 m	East	09/09/2014
1.10	North-east Elevation	General view of North-east Elevation facing south-west, central bay	2 m	North-east	09/09/2014
1.11	South-east Elevation	General view of South-east Elevation facing north-west	2 m	South-east	09/09/2014
1.12	Rooms G4 & G1	General view of Rooms G4 & G1 facing south-east	2 m	North-west	09/09/2014
1.13	Rooms G4 & G1	General view of Rooms G4 & G1 facing south-east	2 m	North-west	09/09/2014
1.14	Room G5	General view of Room G5 facing east	2 m	West	09/09/2014
1.15	Room G5	General view of Room G5 facing east	2 m	West	09/09/2014
1.16	Room F1 Detail	Detail of door in Room F1	2 m	South-west	09/09/2014
1.17	Room F1 Detail	Detail of door in Room F1	2 m	South-west	09/09/2014
1.18	Room F1 Detail	Detail of skirting in Room F1	10 cm	South-east	09/09/2014
1.19	Room F1 Detail	Detail of skirting in Room F1	10 cm	South-east	09/09/2014
1.20	Room F1 Detail	Detail of gas mantle in Room F1	10 cm	South-west	09/09/2014
1.21	Room F1 Detail	Detail of gas mantle in Room F1	10 cm	South-west	09/09/2014
1.22	Room F1	General View of Room F1 facing north	2 m	South	09/09/2014
1.23	Room F1	General View of Room F1 facing north	2 m	South	09/09/2014
1.24	Staircase	Detail of staircase up to F1	2 m	North-west	09/09/2014

Film and Frame No.	Subject	Description	Scale	View From	Date
1.25	Staircase	Detail of staircase up to F1	2 m	North-west	09/09/2014
1.26	Room G10	General view of Room G10 facing south	2 m	North	09/09/2014
1.27	Room G10	General view of Room G10 facing south	2 m	North	09/09/2014
1.28	Room G8	General view of Room G8 facing south-west	2 m	North-east	09/09/2014
1.29	Room G8	General view of Room G8 facing south-west	2 m	North-east	09/09/2014
1.30	Room G6	General view of Room G6 facing north	2 m	South	09/09/2014
1.31	Room G6	General view of Room G6 facing north	2 m	South	09/09/2014
1.32	Room G7	General view of Room G7 facing south	2 m	North	09/09/2014
1.33	Room G7	General view of Room G7 facing south	2 m	North	09/09/2014
1.34	Room G10	General view of Room G10 facing north	2 m	South	09/09/2014
1.35	Room G10	General view of Room G10 facing north	2 m	South	09/09/2014
1.36	Site ID	Site ID	n/a	n/a	09/09/2014

Film and Frame No.	Subject	Description	Scale	View From	Date
D.1	Room G10	General view of Room G10 facing north-west	2 m	South-east	09/09/2014
D.2	Room G7	General view of Room F7 facing south	2 m	North	09/09/2014
D.3	Room G7	General view of Room F7 facing south	2 m	North	09/09/2014
D.4	Room G6	General view of Room G6 facing north	2 m	South	09/09/2014
D.5	Room G6	General view of Room G6 facing north	2 m	South	09/09/2014
D.6	Room G8	General view of Room G8 facing south-west	2 m	North-east	09/09/2014
D.7	Room G8	General view of Room G8 facing south-west	2 m	North-east	09/09/2014
D.8	Room G10	General view of Room G10 facing south	2 m	North	09/09/2014
D.9	Room G10	General view of Room G10 facing south	2 m	North	09/09/2014
D.10	Staircase	Detail of staircase up to F1	2 m	North-west	09/09/2014
D.11	Staircase	Detail of staircase up to F1	2 m	North-west	09/09/2014
D.12	Room F1	General view of room F1 facing north	2 m	South	09/09/2014
D.13	Room F1	General view of room F1 facing north	2 m	South	09/09/2014
D.14	Room F1 Detail	Detail of gas mantle in Room F1	10 cm	South-west	09/09/2014
D.15	Room F1 Detail	Detail of gas mantle in Room F1	10 cm	South-west	09/09/2014
D.16	Room F1 Detail	Detail of skirting in Room F1	10 cm	South-east	09/09/2014
D.17	Room F1 Detail	Detail of skirting in Room F1	10 cm	South-east	09/09/2014
D.18	Room F1 Detail	Detail of skirting in Room F1	10 cm	South-east	09/09/2014
D.19	Room F1 Detail	Detail of skirting in Room F1	10 cm	South-east	09/09/2014
D.20	Room F1 Detail	Detail of door in Room F1	2 m	South-west	09/09/2014
D.21	Room G5	General view of Room G5 facing east	2 m	West	09/09/2014
D.22	Rooms G4 & G1	General view of Rooms G4 & G1 facing south-east	2 m	North-west	09/09/2014
D.23	Room G2	General view of Room G2 facing north	2 m	South	09/09/2014
D.24	Room G2	General view of Room G2 facing north	2 m	South	09/09/2014
D.25	Room G3	General view of Room G3 facing south-west	2 m	North-east	09/09/2014
D.26	Room G3	General view of Room G3 facing south-west	2 m	North-east	09/09/2014
D.27	South-east Elevation	General view of South-east Elevation facing north-west	2 m	South-east	09/09/2014
D.28	North-east	General view of North-east Elevation facing south-west	2 m	North-	09/09/2014

Film and Frame No.	Subject	Description	Scale	View From	Date
	Elevation			east	
D.29	North-east Elevation	General view of North-east Elevation facing south-west	2 m	East	09/09/2014
D.30	North-east Elevation	General view of North-east Elevation facing south-west	2 m	East	09/09/2014
D.31	Roof	View from Churchyard	None	South	09/09/2014
D.32	Gates	Detail of vehicle entrance gates	2 m	North-west	09/09/2014
D.33	Gates	Detail of pedestrian entrance gates	2 m	North-west	09/09/2014
D.34	Gates	Details of gate posts near Church	2 m	North-west	09/09/2014
D.35	Gates	Detail of gate between Churchyard and School	2 m	South	09/09/2014
D.36	Gates	Detail of gate on Chaplin Street	2 m	South-east	09/09/2014
D.37	School	View south towards school over Belgrave Road	2 m	North	09/09/2014
D.38	Room B1	General view of Room B1	1 m	North-east	09/09/2014
D.39	Room B1 Cupboard	Detail of cupboard in Room B1	1 m	South-west	09/09/2014
D.40	Room B1 Cupboard	Detail of cupboard in Room B1	1 m	South-west	09/09/2014
D.41	Room B1 Door	Detail of door to B1	1 m	North-west	09/09/2014
D.42	Room B1 Door	Detail of door to B1	1 m	North-west	09/09/2014
D.43	Cleaning Access Point	Detail of cleaning access point to flue in Room B1	None	North-west	09/09/2014
D.44	Cleaning Access Point	Detail of cleaning access point to flue in Room B1	None	North-west	09/09/2014
D.45	Cleaning Access Point	Detail of cleaning access point to flue in Room B1	None	North-west	09/09/2014
D.46	Stairs	View of Stairs down to Room B1S	2 m	North-west	09/09/2014
D.47	Stairs	View of Stairs down to Room B1S	2 m	North-west	09/09/2014
D.48	North-west elevation	General view of North-west Elevation facing south-east	2 m	North-west	09/09/2014
D.49	North-west elevation	General view of North-west Elevation facing south-east	2 m	North-west	09/09/2014
D.50	North-west elevation	General view of North-west Elevation facing south-east	2 m	North-west	09/09/2014
D.51	North-west elevation	General view of North-west Elevation facing south-east	2 m	North-west	09/09/2014
D.52	North-west elevation	General view of North-west Elevation facing south-east	2 m	North-west	09/09/2014

Film and Frame No.	Subject	Description	Scale	View From	Date
D.53	Room G9	General view of Room G9 facing north-west	2 m	South-east	09/09/2014
D.54	Room G9	General view of Room G9 facing north-west	2 m	South-east	09/09/2014
D.55	Detail of Partition	Detail of handle on partitions	10 cm	South-east	09/09/2014
D.56	Detail of Partition	Detail of handle on partitions	10 cm	South-east	09/09/2014
D.57	Window	Detail of hopper on window	10 cm	North-east	09/09/2014
D.58	Window	Detail of hopper on window	10 cm	North-east	09/09/2014
D.59	Partition	Detail of partition section	None	South-west	09/09/2014
D.60	Partition	Detail of upper section of partition	None	South-west	09/09/2014
D.61	Partition	Detail of partition section	None	South-west	09/09/2014

Appendix 4: WSI and Project Brief

**Dresden Primary School, Belgrave Road, Longton,
Stoke-on-Trent**

**Written Scheme of Investigation for
Historic Building Recording**

Norder Design Associates

Report prepared by:
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August 2014

ECUS Ltd

Title: Dresden Primary School, Belgrave Road, Dresden, Stoke-on-Trent:
Written Scheme of Investigation for Historic Building Recording

Author(s): ECUS Ltd. Brook Holt, 3 Blackburn Road, Sheffield , S61 2DW

Derivation: Brief for historic building recording – Stoke-on-Trent Council

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Originated By:



James Thomson
Heritage Consultant

Date: 27/08/2014

Reviewed By:



Paul White
Heritage Team Leader

Date: 27/08/2014

Approved By:



Paul White
Heritage Team Leader

Date: 27/08/2014

The report and the site assessments carried out by ECUS on behalf of the client in accordance with the agreed terms of contract and/or written agreement form the agreed Services. The Services were performed by ECUS with the skill and care ordinarily exercised by a reasonable Environmental Consultant at the time the Services were performed. Further, and in particular, the Services were performed by ECUS taking into account the limits of the scope of works required by the client, the time scale involved and the resources, including financial and manpower resources, agreed between ECUS and the client.

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1. Introduction

1.1 Summary

- 1.1.1 This document presents a Written Scheme of Investigation (WSI) for a programme of historic building recording at the former Dresden Primary School, Belgrave Road, Dresden (hereafter 'the site'), to be undertaken in line with a condition for planning permission for a commercial development.
- 1.1.2 The following approach is prepared in accordance with a brief for the project prepared by Stoke-on-Trent Council (**Appendix 1**).
- 1.1.3 The site works and reporting will confirm to current national guidelines as set out in *Understanding Historic Buildings: a guide to good recording practice* (English Heritage 2006) and *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (IfA 1996, revised October 2008).

1.2 Site Location

- 1.2.1 The former Dresden Primary School comprises a rectangular building orientated with its long elevation facing north onto Belgrave Road in the Dresden area of Stoke-on-Trent, located at SJ 91256 42372. Southwest of the School is the site of the now demolished junior department which dated to 1863. To the south of the school is the Church of the Resurrection, a Grade II Listed Building (NHLE: 1221074) dating to 1853-63.

1.3 Planning Background

- 1.3.1 This programme of recording had been requested as a condition of planning permission by the Planning Archaeologist for the Local planning Authority, and commissioned by Norder Design Associates, on behalf of their client Pak Foods.

- 1.3.2 Conditions placed by the Local Planning Authority on planning permission for the '*demolition of existing former school and erection of food store, roller shutter and associated landscaping and parking*' (ref: SOT/56751), comprise:

11. No development shall commence until a programme of archaeological work, including a Written Scheme of Investigation, has been submitted to and approved in writing by the Local Planning Authority. The Written Scheme of Investigation shall include:

- 1 An assessment of significance and research questions;*
- 2 The programme and methodology of site investigation and recording, including any phasing of works;*
- 3 The programme for post investigation assessment;*
- 4 Provision to be made for analysis of the site investigation and recording;*
- 5 Provision to be made for publication and dissemination of the analysis and records of the site investigation; and*

- 6 *Provision to be made for archive deposition of the analysis and records of the site investigation.*

Reason: *In the interests of identifying, investigating and recording features of archaeological interest.*

12. Development of any phase of the works shall only take place in accordance with the Written Scheme of Investigation, as approved by the above Condition. Any part of the development shall not thereafter be brought into use until the site investigation and post investigation report has been completed for that element, in accordance with the programme set out in the approved Written Scheme of Investigation.

Reason: *In the interests of identifying, investigating and recording features of archaeological interest.*

- 1.3.3 These conditions are in line with the national guidelines set out in the National Planning Policy Framework: Section 12 – *Conserving and enhancing the historic environment.*

1.4 Historical Background

- 1.4.1 Dresden Church of England (CE) School started as a mixed all-age school in 1853, benefited under the Betton's Charity. Infants were made a separate department in 1865. The site comprises a latter infant's school which was constructed in 1914 to replace the earlier building which was taken over as a mixed department (Jenkins 1963).
- 1.4.2 Schools throughout Stoke-on-Trent were reorganised in the period between 1929-1932 in line with the Hadrow reports on the reform of education published in the 1920s and 30s. Dresden C.E. School was reorganised in 1931 along with all schools in the Longton area, changing from separate mixed (presumably seniors and juniors) and infant departments to separate mixed junior and infant departments. The school entered voluntary controlled status in 1953, such that costs were met by the state and became under the control of the Local Education Authority (*ibid.*).
- 1.4.3 The school ultimately closed in 2002 following a merger with Belgrave CE Primary. The building was subsequently used as a Sure Start centre, but has now been vacant for a number of years.

2. Methodology for Historic Building Recording

2.1 Project Scope

- 2.1.1 The proposed programme of historic building recording will comprise the research and recording of the extant former Dresden Infant School building, and present conclusions regarding its development and use.
- 2.1.2 The level of recording is commensurate with an **enhanced Level 2** record as described in *Understanding Historic Buildings* (English Heritage 2006).

2.2 Project Aims

- 2.2.1 The principal aim of the historic building recording monitoring is to examine

the former Dresden Primary School in order to seek a better understanding, compile a lasting record, analyse the findings/record, and then disseminate the results.

2.2.2 The general aims of the project are:

- to accurately record the form, character and architectural details of the building as existing,
- to identify and record any evidence of structural features, fixtures or fittings of historic significance;
- to describe the building with interpretation of phases of development and function; and
- to prepare a comprehensive indexed and cross referenced archive from the fieldwork record.

2.3 Methodology for Historic Building Recording

Documentary Record

2.3.1 A historical baseline will be established for the building based on a desk-based review of existing sources of publicly accessible sources of primary and synthesised information, comprising:

- National heritage datasets including The National Heritage List for England (NHLE), Images of England, PastScape, Viewfinder, NMR Excavation Index, and Parks and Gardens UK.
- Historic documents, drawings and maps held at Staffordshire and Stoke-on-Trent Records Office, including as a minimum:
- Original architects plans, as available.
- Longton OS map, 1:500, 1856
- Staffordshire 25 inch OS map, 1:2500, 1899-1900
- Inland Revenue OS map, 1:1250, 1912-14
- Staffordshire 25 inch OS map, 1:2500, 1924-5
- Staffordshire 25 inch OS map, 1:2500, 1937
- Stoke-on-Trent OS map, 1:500, 1950
- Relevant primary and secondary sources including published and unpublished archaeological reports relating to excavations and observations in the area around the site were studied.

Drawn Record

2.3.2 The drawn record will be undertaken using traditional hand surveying techniques using pencil on drafting film. Measurements will be taken using hand tapes and Leica Disto. Drawings will be derived from the measured survey from scans in AutoCAD.

2.3.3 The drawn record will comprise the following elements:

- A site plan at 1:500, derived from Ordnance Survey data and enhanced on site, to relate the building to other structures and related topographical and landscape features;
 - Floor plans at a scale of 1:50 illustrating the form and location of structural features, fixtures and fitting of historic significance in line with English Heritage drawing conventions;
 - Profiles of historically significant architectural decorations where not readily captured by photography and where the feature is of importance to understanding the development or heritage value of the building; and
 - Other measured drawings as deemed necessary to record the form or location of other significant structural details.
- 2.3.4 All drawings will included locations of features, fixture and fittings, and fully annotated with observations.

Photographic Record

- 2.3.5 The photographic survey will be undertaken using 35mm SLR cameras using Ilford HP5 (ISO 400) black and white film. Photographic scales will be used in all photos wherever possible. The film record will be complemented by digital photography taken with a 16 megapixel camera. For interior and low light situations a tripod and artificial lighting will be used.
- 2.3.6 Films will be processed, professionally printed at 5x6" and scanned as JPGs.
- 2.3.7 The photographic record will comprise:
- General external views of the exterior of the building, placing it within its setting;
 - Oblique views of the exterior of the building to demonstrate the scale and design of the building;
 - General views of principal rooms and circulation areas;
 - Detail views of architectural or historical features, and areas of complex structural relationships;
 - Details of building contents or ephemera which have a bearing on the building's history;
 - Photographic registers recording the subject and direction of each photograph; and
 - Photographic location plans, drafted on sketch plans, to record the location and direction of the photographic record.

2.4 Report

- 2.4.1 A written report will be produced providing a descriptive record of the building, with some interpretation of phases of development and function. The record will present conclusions regarding the buildings development and use evidenced by the results of the survey and archive research.
- 2.4.2 Details of the Site will be submitted online to the OASIS (Online Access to the Index of Archaeological Investigations) database.

2.4.3 The report will contain, at a minimum, the following:

1. A non-technical summary.
2. Introduction, including:
 - a. The building's precise location, as a National Grid Reference (NGR) and in address form.
 - b. Planning background including relevant references;
 - c. A note of any statutory designation (listing, scheduling or conservation area). Non-statutory designations (local lists etc.) may be added.
 - d. The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
3. Project aims and objects.
4. A summary of the project methodology.
5. An account of the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known.
6. A brief discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status or historical associations.
7. An account of the past and present uses of the building and its parts, with evidence for these interpretations.
8. Conclusions.
9. Details of the project archive and OASIS form.
10. Copies of historical maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).
11. Contact prints of all photographs taken as part of the project will be included as an appendix in the report produced for the Historic Environment Record and LPA.
12. A photographic location plan.
13. Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of its building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.
14. Full bibliography and other references.

2.4.4 A draft copy of the report will be submitted to the Planning Archaeologist for comment before completion of the final version.

3. Dissemination and Archive

3.1 Dissemination of the Final Report

- 3.1.1 Two bound copies of the report will be supplied to the Planning Archaeologist at Stoke-on-Trent Council for deposition within the HER where they will be made publically accessible.
- 3.1.2 A digital copy of the report will be provided to the client, and to the Planning Archaeologist on request. In addition a copy will be made available through the OASIS (Online Access to the Index of Archaeological Investigations) database.
- 3.1.3 A short report of the project's findings will be submitted, accompanied by appropriate resources, for publication in *West Midlands Archaeology* within 6 months of the completion of the fieldwork.

3.2 Archive contents and deposition

- 3.2.1 The complete fieldwork record will be compiled into a fully indexed archive in accordance with English Heritage (MAP 2), RCHME standards and the Potteries Museum's conditions and guidelines (2009). This will include: all photographs (a complete set of prints and transparencies); any original plans; all relevant reference material (e.g. articles, plans and pictures); all project records and plans; all historical evidence collected and interpretative material.
- 3.2.2 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. All photos and negatives will be stored in archival sleeves. High resolution digital images in tiff and jpg format will be copied to an archive quality CD.
- 3.2.3 The full archive will be deposited under the accession number **2014.LH.42** with:

**The Potteries Museum and Art Gallery,
Bethesda Street,
Hanley,
Stoke-on-Trent
ST1 3DW**
- 3.2.4 A copy of the paper record, including the report, and digital copies of the photographic archive will also be deposited with the Stoke-on-Trent City Archives Office.
- 3.2.5 Notice will be provided in writing to the planning archaeologist at Stoke-on-Trent Council upon deposition of the archive.

4. Timetable, Staffing, and Monitoring

4.1 Timetable

- 4.1.1 It is proposed that the project will commence within one week of receiving approval of the WSI by the Planning Archaeologist. Fieldwork is anticipated to have been completed by 12/09/2014 and the report submitted for comment to the Planning Archaeologist by 19/09/2014.
- 4.1.2 It is anticipated that the finalised archive will be deposited with the recipient archive by 31/10/2014.

4.2 Staffing

- 4.2.1 The proposed project team comprises:

James Thomson BA MA AIFA
Historic Buildings Archaeologist / Heritage Consultant

Jennifer Barnes BA MA AIFA
Historic Buildings Archaeologist / Assistant Consultant

- 4.2.2 All CVs of staff involved in the outlined project will be provided to the Archaeological Advisor prior to the commencement of work onsite.

4.3 Monitoring Procedures

- 4.3.1 A notice period of no shorter than 1 week will be given to the Planning Archaeologist for Stoke-on-Trent Council for the proposed fieldwork date should they wish to organise a site monitoring visit.

5. Health & Safety Arrangements

- 5.1.1 Access to the building will be arranged by and through the client. Security on site will be monitored by the project team and arrangements made as necessary.
- 5.1.2 Ecus will provide all relevant Risk Assessments and Health and Safety Plans to the Client and Principal Contractor as required. Sample Health and safety documentation and all appropriate CSCS cards will be provided as required upon request.

6. References

English Heritage 2006. *Understanding Historic Buildings: a guide to good recording practice*. York: English Heritage.

IfA, 2008 *Standards and Guidance for the archaeological investigation and recording of standing buildings or structures*. Institute for Archaeologists. Reading.

IfA, 2012 *Code of Conduct*, Revised edition, November 2012. Institute for
Archaeologists. Reading

Jenkins, J.G. (ed.) 1963. *Victoria County History: A History of the County of
Stafford*, Vol. 8.

7. Appendix I: Brief

BRIEF FOR HISTORIC BUILDING RECORDING

Site: Former Dresden Primary School, Belgrave Road, Longton ST3 4PJ

Grid reference: SJ 91256 42372

Application number: SOT/56751

Proposed Development: Demolition of existing school building and erection of food store.

1.0 PLANNING AND DEVELOPMENT BACKGROUND

1.1 Planning permission for the redevelopment of this former school site was granted by the Local Planning Authority (LPA), Stoke-on-Trent City Council, on the 27th May 2014 (SOT/56751). As a condition of permission, the LPA requires that a programme of historic building recording be undertaken on the last surviving school block on site (Fig. 1).

1.2 This programme of recording should comprise a photographic, drawn and written survey. This brief has been produced by the LPA's Planning Archaeologist in order to enable a building recording specialist to produce a Written Scheme of Investigation (WSI) for the project. The WSI must state that the requirements of this brief and specification will be fully adhered to. The WSI does not replace this brief and specification, but adds detail to it.

1.3 This brief does not constitute evidence for discharge of a planning condition. A contractor's approved WSI is required to show compliance with a planning condition requiring a scheme of archaeological work (see section **6.0**).

1.4 This brief is valid only for six months. After this period the Planning Archaeologist should be contacted. Any WSI produced in response to this brief will be considered valid only for a similar period.

1.5 The archaeological contractor should confirm all development details directly with the applicant.

1.6 The outlined approach is in line with national guidelines set out in the National Planning Policy Framework: Section 12 - *Conserving and enhancing the historic environment*.

1.7 All archaeological work undertaken should accord with the Institute for Archaeologists' (IfA) *Code of approved practice for the regulation of contractual arrangements in field archaeology* (revised edition, October 2008).

2.0 HISTORICAL BACKGROUND

2.1 A mixed, all-age school was founded on the site in 1853 and stood until 2006/07. Infants were moved into a separate department in 1865 and then into a new, purpose-built block in 1914. This latter structure is the only element of the school that remains on site (Fig. 1), but is earmarked for demolition under the current proposals.

3.0 PROJECT OBJECTIVES

3.1 The recording should be primarily descriptive, but with an appropriate level of analysis and interpretation. The resulting report should contribute to an understanding of the development of the building within its local and regional historical context. The project should include some analysis of floor plans, room use, changes of room use, and relationships of activities within the building, in so far as these can be determined. Alterations to the structure and layout of the buildings should be related to changes/modifications of use or other relevant factors. The documentary context should be included.

3.2 The project should 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 alteration. The project should secure the analysis, conservation and long-term storage of the project archive.

3.3 The project should also secure the appropriate reporting and publication of the results of the project.

4.0 SPECIFIC REQUIREMENTS - SCOPE OF RECORDING

4.1 General guidance documents:

4.1.1 The following documents should be used as guidance throughout the project:

English Heritage *Understanding Historic Buildings; a guide to good recording practice* (2006);

Institute for Archaeologists *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (2008)

4.2 Building Recording Standard

4.2.1 A programme of historic building investigation and recording will determine, as far as is reasonably possible, the nature of the archaeological resource associated with a specified building, structure or complex. It will draw on existing records (both archaeological and historical sources) and fieldwork. It will be undertaken using appropriate methods and practices which satisfy the stated aims of the project, and which comply with the *Code of conduct*, *Code of approved practice for the regulation of contractual arrangements in field archaeology*, and other relevant by-laws of the IfA. The programme will result in the production of drawings, an ordered accessible archive and a report.

4.3 Definition of historic building investigation and recording

4.3.1 The definition of historic building investigation and recording is a programme of work intended to establish the character, history, dating, form and development of a specified building, structure, or complex and its setting, including buried components, on land, inter-tidal zone or underwater.

4.4 Purpose of historic building investigation and recording

4.4.1 The purpose of such an exercise is to examine a specified building, structure or complex, and its setting, in order to inform:

- the formulation of a strategy for the conservation, alteration, demolition, repair or management of a building, or structure, or complex and its setting, or
- to seek a better understanding, compile a lasting record, analyze the findings/record, and then disseminate the results.

5.0 SPECIFICATION FOR RECORDING

5.1 *Photographic Survey*

5.1.1 A photographic survey should be carried out to **Level 2** standard as defined by *Understanding Historic Buildings; a guide to good recording practice* (2006) and should record the following:

1. A general view or views of the building (in its wider setting or landscape, if the views noted in 2 below are also adopted).
2. The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape. Where an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate.
3. The overall appearance of the principal rooms and circulation areas. The approach will be similar to that outlined in 2 above.
4. 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.
5. Any building contents or ephemera which have a significant bearing on the building's history where not sufficiently treated in general photographs.

5.1.2 The photographic survey will be undertaken using the following appropriate techniques and equipment:

- The use of a 35mm or medium format camera for all aspects of the recording work in order to produce a high quality photographic record and to enable significant enlargements. The essential component of the record should be black and white negatives and prints, which should be supplemented with high-resolution digital images
- The use of an appropriate scale in all photographs
- Appropriate artificial lighting where necessary
- A tripod must be used to support the camera for internal and low-light shots
- Full and detailed photographic record sheets cross-referenced to prints, negatives, slides and digital images.

5.2 Drawn Record

5.2.1 The drawn record should be compiled in accordance with **Level 2** of

Understanding Historic Buildings; a guide to good recording practice and should include:

1. Measured plans (to scale or fully dimensioned) as existing. Plans should show the form and location of any structural features of historic significance, such as blocked doors, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance, including former machinery.
2. Measured drawings recording the form or location of other significant structural detail, such as timber or metal framing.
3. Measured drawings showing the form of any architectural decoration (the moulding profiles of door surrounds, beams, mullions and cornices, for example) or small-scale functional detail not more readily captured by photography. A measured detail drawing is particularly valuable when the feature in question is an aid to dating.
4. A site plan, typically at 1:500 or 1:1250, relating the building to other structures and to related topographical and landscape features.
5. A plan or plans identifying the location and direction of accompanying photographs.

5.2.2 Accurate floor plans of the building should be compiled; such drawings may be based upon existing architect's plans if available, but must establish an accurate archaeological record of the structure and should, therefore, be corrected where necessary and drawn at an appropriate scale of not less than 1:50. The completed plans, sections and elevations, should provide a 'baseline' survey of the building upon which all 'area specific' recording can be located. Such illustrations should clearly indicate the position of all features, fixtures, fittings etc. associated with the buildings.

5.3 Written Record

5.3.1 The written report should provide an **enhanced Level 2** description of the building, with some interpretation of phases of development and function. Significant structural details, fixtures and fittings, plant or machinery associated with the building should be considered in terms of their purpose and importance and must be cross-referenced to photographic and drawn records.

5.3.2 The report must provide an *overall* interpretation and phasing of the site and, if appropriate should suggest the function of the building and areas within it. Sufficient background research should be undertaken in order to place the building in its historical context. An attempt should be made to identify any original documents and architects' plans relating to the key constructional phases of the building.

5.3.3 As a minimum the following maps must be consulted:

Longton OS map, 1:500, 1856

Staffordshire 25 inch OS map, 1:2500, 1899-1900

Inland Revenue OS map, 1:1250, 1912-14

Staffordshire 25 inch OS map, 1:2500, 1924-5

Staffordshire 25 inch OS map, 1:2500, 1937

Stoke-on-Trent OS map, 1:500, 1950

5.3.4 The record should comprise:

1. The building's precise location, as a National Grid Reference (NGR) and in address form.
2. A note of any statutory designation (listing, scheduling or conservation area).
Non-statutory designations (local lists etc.) may be added.
3. The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
4. An account of the building's form, function, date and sequence of development.
The names of architects, builders, patrons and owners should be given if known.
5. A brief discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status or historical associations.
6. An account of the past and present uses of the building and its parts, with evidence for these interpretations.
7. Copies of historical maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).
8. Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of its building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.

9. Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to include both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the date on which the site was consulted should be noted.

6.0 WRITTEN SCHEME OF INVESTIGATION

6.1 In accordance with the standards and guidance produced by the IfA this design brief should not be considered sufficient to enable the total execution of the project. A Written Scheme of Investigation (WSI) is required, therefore, in order to provide 'the basis for a measurable standard'.

6.2 The WSI should be prepared by an appropriately qualified historic buildings archaeologist in response to this design brief. This document should conform to the format contained in Appendix 2 of English Heritage's MAP 2 publication. In particular, the WSI should:

- include an archaeological method statement detailing the techniques, materials and recording systems to be employed
- provide a provisional programme for undertaking the fieldwork, the completion of the project archive and the production of a project report (this includes confirmation that the Planning Archaeologist will be provided with adequate notice of the commencement of the on-site recording programme: at least two weeks' notification is normally required)
- show what provision has been made for the long-term deposition of the project archive; an accession number must be obtained for the scheme from the recipient museum and presented in the WSI.
- provide details of the relevant experience of all staff and specialist involved in the project (documentation of previous projects may be requested)
- demonstrate that the proposed work can be undertaken in accordance with all relevant health and safety legislation (e.g. CDM)
- be approved by the LPA before implementation.

7.0 PRESENTATION OF RESULTS

7.1 A comprehensive report on the results obtained should be prepared within 6 weeks of the completion of all fieldwork, unless an alternative timescale is agreed in advance with the Planning Archaeologist. Sufficient funding and resources for a report to be

produced promptly must be committed to the project at the outset. The report should include:

- supporting text and illustrations providing historical background, an interpretation of the development of the site, and detailed interpretation of the individual structures recorded by the project
- the key views of the building recorded by the project - it would be appropriate for the copies of the report produced for the Historic Environment Record (HER) and LPA to include as an appendix contact prints of all films used on the project
- an annotated site plan and elevations indicating views (position from which photos were taken) and frame nos.

7.2 A draft copy of the report should be submitted to the Planning Archaeologist for comment before completion of the final version.

7.3 Two bound copies of the report should be supplied to the Planning Archaeologist (address supplied below). These copies will be deposited in the HER where they will be publicly accessible. A digital copy of the report should also be provided and/or the report made available through OASIS (see section **7.4**). Once a report has become a public document by submission to, or incorporation into the HER, Stoke-on-Trent City Council's Heritage & Design Section (which includes archaeology) 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 Planning Archaeologist. All necessary permissions to publish the information contained within the report in this way should accompany submission.

7.4 The Heritage & Design Section supports the Online Access to Index of Archaeological Investigations (OASIS) project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer-funded fieldwork. The archaeological contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. Contractors are advised to contact the Planning Archaeologist prior to completing the form.

7.5 A report of the project's findings should be submitted, accompanied by appropriate resources, for publication in *West Midlands Archaeology* within 6 months of the completion of the fieldwork.

8.0 ARCHIVE CONTENTS & DEPOSITION

8.1 The requirements for archive deposition must be addressed at the outset of the project. The recipient museum is The Potteries Museum & Art Gallery, Bethesda Street, Hanley, Stoke-on-Trent, ST1 3DW. The recipient museum must be contacted at the beginning of the project (i.e. during the production of the WSI) to obtain an accession number. Project archives must be prepared in accordance with the requirements of the recipient museum and archive deposition must take account of their requirements. A copy of the museum's guidelines for the preparation of archives and conditions for the acceptance of archaeological material from excavations and fieldwork is attached as Appendix 1. Contractors should confirm with the museum all details contained within these guidelines prior to deposition.

8.2 A full project archive should be compiled in accordance with English Heritage (MAP 2) and RCHME standards. This should include: all photographs (a complete set of prints and transparencies); any original plans; all relevant reference material (e.g. articles, plans and pictures); video cassettes; all project records and plans; all historical evidence collected and interpretative material.

8.3 All photographs should be clearly numbered and labelled with the subject, orientation, date taken and cross referenced (where applicable) to their film and negative numbers. Digital images should be of a high resolution and copied to archive quality CD.

8.4 The full use of archive-quality photographic and storage material - all negatives, transparencies and prints should be stored in archival sleeving prior to deposition.

8.5 A copy of the full project archive should also be stored with the City Archives Office.

8.6 The Planning Archaeologist should be notified in writing when the project archive has been deposited with the recipient museum.

If you wish to comment on the contents of this brief or require additional information, then please contact:

Jonathan Goodwin

Archaeologist

Heritage & Design Section

Floor 3, Civic Centre

Glebe St., Stoke-on-Trent ST4 1HH

Tel. 01782 232597

Email: jon.goodwin@stoke.gov.uk

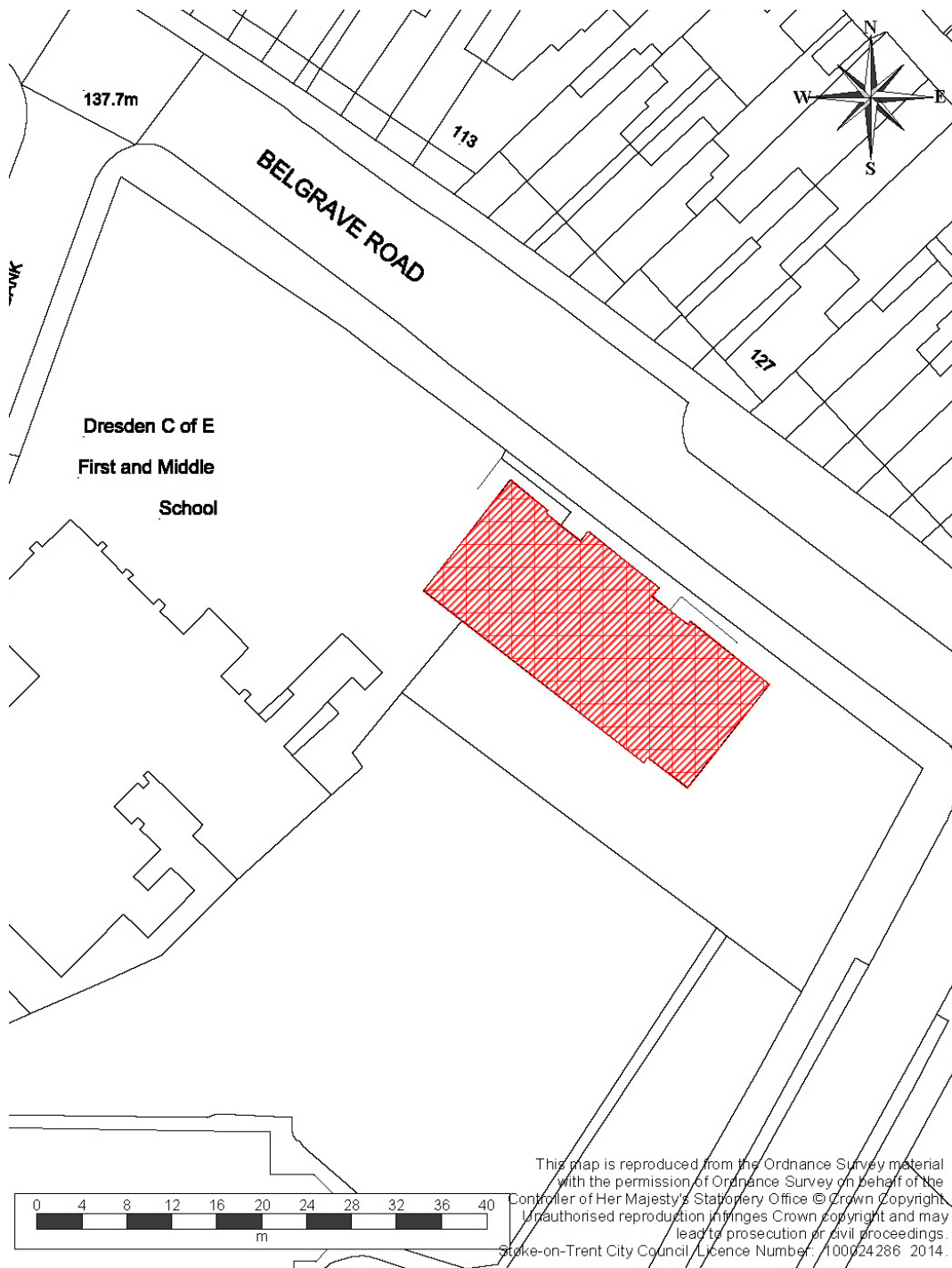


FIG. 1

The infants' block (cross-hatched in red) at the former Dresden Primary School.

APPENDIX 1: CONDITIONS FOR THE ACCEPTANCE OF ARCHAEOLOGICAL MATERIAL FROM EXCAVATIONS AND FIELD WORK

The Potteries Museum & Art Gallery, Stoke-on-Trent, houses the largest and most important collection of archaeological material in the County of Staffordshire, spanning almost 12,000 years of human activity in the area. This collection is professionally curated and includes finds from numerous excavations carried out over the years by diverse bodies and, significantly, substantial archives from HBMC - funded excavations. The Potteries Museum is, therefore, the logical repository for archaeological material from the majority of excavations in the area.

The Potteries Museum & Art Gallery, Stoke-on-Trent, is prepared to accept material from archaeological excavations and fieldwork provided the following conditions are met:

1. The material should have been retrieved within the present day boundaries of the County of Staffordshire, as specified in the Museum's published collecting policy and the interests of neighbouring museums should have been taken into consideration.
2. The whole archive - finds and documentary record - should be presented in accordance with The Potteries Museum's *"Guidelines for the Preparation and Presentation of Archaeological Archives"*.
3. Ownership of the material should be fully documented and title transferred to the City of Stoke-on-Trent in perpetuity.
4. The Potteries Museum must have unrestricted use of the documentary archive. The excavator and contributing specialists will be required to transfer copyright ownership of their work to the Museum, or to grant a license allowing unrestricted use.
5. A grant to cover the costs of long-term storage, conservation and curation of the archive at The Potteries Museum & Art Gallery should be agreed in advance. This grant should accompany the archive at the time of the deposition and is a once-and-for-all payment. The following rates will apply:

Finds storage (per box, 30x30x15cm)	£18.00
Paper archive (per A4 box file)	£9.00
Paper archive (plans, drawings, etc. above A4)	£1.50
Photographic archive (per A4 box file)	£9.00

The provision of the appropriate storage grant is the responsibility of the originator of the archive, unless otherwise agreed with The Potteries Museum & Art Gallery, and should be included in the excavator's tender as an integral part of the project budget. However, in the case of archives from excavations funded by English Heritage, The Potteries Museum & Art Gallery will undertake to obtain any storage grant.

The Potteries Museum & Art Gallery reserves the right to accept any archaeological material which has been retrieved without regard to these conditions.

Prices are effective from 1st April 2008, with a 2.5% increment from 1 April each subsequent year.

GUIDELINES FOR THE PREPARATION AND PRESERVATION OF ARCHAEOLOGICAL ARCHIVES

1.0 Introduction

- 1.1** These Guidelines have been prepared to ensure the smooth transfer of archaeological archives - finds and documentation - from the excavating body to the recipient museum. This can be achieved by early consultation and co-operation between excavator and museum, and by adherence to clearly defined procedures.
- 1.2** The Guidelines are also intended to ensure the long-term well-being of the archive and to ensure that it is accessible to students, scholars and the general public.

2.0 Museum Involvement

- 2.1** It is essential that, as a potential recipient of excavated material, The Potteries Museum & Art Gallery is contacted at the planning stage of any archaeological project.
- 2.2** Agreement should be reached on recording systems to be employed, to ensure compatibility with the Museum's own documentation requirements, upon the manner of storage and presentation of finds, and upon the nature and contents of the written archive.
- 2.3** The Potteries Museum & Art Gallery will assign a unique global museum identify number to all the material from a site, ideally before excavation commences. The nature of this number will depend upon ownership being clarified at an early stage (see below, Section 3).
- 2.4** The Potteries Museum & Art Gallery's documentation system is based upon unique numbers for individual items, or groups of items. To avoid unnecessary re-numbering of finds, The Potteries Museum & Art Gallery will normally require the following classes of finds to be given unique numbers which may be used subsequently:-
- i) plotted finds
 - ii) conserved finds
 - iii) finds referred to specialists
 - iv) finds illustrated in the report
 - v) other "special" finds

All details should be agreed in advance.

3.0 Ownership

- 3.1 The excavating body should undertake to negotiate with landowners on the future of any finds.
- 3.2 Ideally agreement should be reached at the planning stage of a project but, at the very least, the excavating body should be in a position to ensure that title to any finds is transferred to The Potteries Museum & Art Gallery, Stoke-on-Trent, in perpetuity and without conditions, as the time of the deposition of the archive at the latest.
- 3.3 A representative of The Potteries Museum & Art Gallery will participate in negotiations with landowners if appropriate.
- 3.4 There should be a presumption against splitting an archaeological archive. If any part of the excavation collection or archive is to be deposited elsewhere, this should be agreed in advance by The Potteries Museum & Art Gallery, and should be fully documented.

4.0 Material Finds

- 4.1 Good practice must be applied to the handling and storage of all archaeological finds during the post-excavation process.
- 4.2 All finds should be cleaned in an appropriate manner, unless requiring specialist conservation treatment or advice (E.G. unstable metalwork, glass, prehistoric pottery, etc).
- 4.3 The Potteries Museum & Art Gallery can advise you upon the need for referral to a specialist and should agree to this in advance.
- 4.4 In the event of referral to a conservator, full records of all treatment must be made, kept and presented with the archive.
- 4.5 All finds should be labelled or marked with the agreed archival reference, in accordance with acceptable museum standard practice and with the appropriate archival materials.
- 4.6 All ironwork should be x-rayed as part of the post-excavation process, before it is deposited at the Museum.

5.0 Storage

- 5.1 All finds should be bagged, in a manner agreed with The Potteries Museum & Art Gallery, in archival grip-top polythene bags with write-on panels.
- 5.2 Bags should be marked in permanent ink with the agreed archival reference

and a brief indication of contents.

- 5.3 Bags should be perforated with small holes to prevent the build-up of unsuitable micro-climates.
- 5.4 Bags stored in standard boxes (below, Section 6) should be adequately cushioned against damage with acid-free tissue or foam.
- 5.5 Unstable finds of metalwork, glass, etc., should be individually bagged and wrapped in acid free tissue and stored in Stewart polythene boxes.
- 5.6 Silica gel should be introduced into Stewart boxes containing unstable material as appropriate. This should be in a perforated polythene bag, but separated from the finds (by acid free tissue, etc.).
- 5.7 Delicate finds should be packed in archivally-sound foam to cushion them and prevent damage.
- 5.8 All finds should be grouped by material type for separate storage in the appropriate boxes.
- 5.9 All boxes should be labelled with the agreed archival reference and with the appropriate archival material.

6.0 Standard Storage Box Sizes

- 6.1 Stable finds should be presented in storage in boxes of the following standard sizes:

30 x 30 x 15 cm, or
30 x 30 x 7.5 cm

Boxes should have a full depth lid and be made of acid-free material.

- 6.2 Finds within the standard boxes should be easily accessible and not weigh more than 8 kg in total.
- 6.3 Unstable finds should be presented for storage in Stewart polythene boxes of the following standard sizes:

25 x 25 x 7.5 cm, or
30 x 21.5 x 14 cm

7.0 Selection and Retention

- 7.1 It is important that material finds retained for long-term storage are relevant to the interpretation of a site.
- 7.2 In some cases it will be appropriate for the Museum to be selective in deciding what should be retained. Such decisions cannot be taken unilaterally and

should involve Museum staff, excavator, finds staff or other relevant specialists.

7.3 It is anticipated that the question of selection and retention of material finds be addressed continually during the course of an archaeological project. A final agreement should be reached during the handing-over of an archive.

7.4 Environmental samples will normally be retained only if arrangements have been made for analysis at a future date, or if their future usefulness to the interpretation of a site can be justified.

8.0 Archive Documentation

8.1 The archive documentation should conform to the site archive and research archive specifications published in MAP2 ("Management of Archaeological Projects", English Heritage 1991 - Appendices 3 and 6).

8.2 The paper archive should be prepared to an A4 format where possible, and should be presented in rigid box files of archive quality.

8.3 Large format drawings and plans should either be folded to A4 format or should be rolled.

8.4 The photographic archive should be presented in appropriate archivally-sound polyester sleeves or hanging files for flat storage, and should be presented in archivally-sound boxes.

8.5 Hard copy of any information carried in magnetic media must be provided. Computerised records should be accompanied by details of the software and hardware used to generate them.

8.6 The excavator should provide the Museum with two copies of an indexed inventory listing of the excavation archive, the contents of which should be agreed in advance.

D. Klemperer

Collections Officer (Local History)

Any queries may be addressed to the Collections Officers (Local History):

The Potteries Museum & Art Gallery, Bethesda Street, Hanley, Stoke-on-Trent, ST1 3DW.

Tel (01782) 232323.

Appendix 5: OASIS Form

OASIS ID: ecusltd1-190840

Project details

Project name	Former Dresden Primary School		
Short description of the project	<p>The programme of work was required to discharge a planning condition placed on the planning permission 56751/FUL by Stoke-on-Trent City Council. The proposed development is for the demolition of the former Dresden Primary Infant School Building. The work was carried out in accordance with a Written Scheme of Investigation (WSI) which was prepared in response to a brief issued by the council. The WSI was agreed with the Stoke-on-Trent City Archaeologist prior to the commencement of the project. The interior of the building in its original form is dictated by functionality. The floor plans reveal a focus upon the movement of children into, through and out of the building in an orderly and easily controlled fashion. Dresden infant school dates from a period when education for all was becoming an increasingly important concern for the country as a whole. In Dresden the sharp increase in population as a result of the highly successful pottery industries in the area meant that the established school became rapidly overcrowded resulting in the need for a new school building. The simplicity of the building was the result of both functionality and frugality, whilst its evenly proportioned principal elevation, coupled with the application of few but high quality details and fixtures, reflects the wider architectural principals of its era. As the role of schools developed and the requirements of the school changed so did the building, although its simple and practical form as well as the option to share facilities and resources with the junior school building meant that save for the 1950s toilet blocks few structural alterations were ever proposed or effected.</p>		
Project dates	Start:	09-09-2014	End: 23-09-2014
Previous/future work	No / No		
Any associated project reference codes	5164 - Contracting Unit No. 56751/FUL - Planning Application No. 2014.LH.42 - Museum accession ID		
Type of project	Building Recording		
Monument type	INFANT SCHOOL Modern		
Significant Finds	None		
Methods & techniques	"Measured Survey", "Photographic Survey", "Survey/Recording Of Fabric/Structure"		
Prompt	Planning condition		
Project location			
Country	England		
Site location	STAFFORDSHIRE STOKE ON TRENT STOKE ON TRENT Dresden Primary School, Belgrave Road, Dresden, Stoke-on-Trent		
Study area	Null		
Site coordinates	SJ 91256 42372, 52.9783130863 -2.13024015397, 52 58 41 N 002 07 48 W Point		
Project creators			
Name of Organisation	ECUS Ltd		
Project brief	Local Authority Archaeologist and/or Planning Authority/advisory body		

originator

Project design originator ECUS Ltd

Project director/manager James Thomson

Project supervisor Jennifer Barnes

Type of sponsor/funding body Developer

[Project archives](#)

Physical Archive Exists? No

Digital Archive recipient Stoke-on-Trent City Archives

Digital Contents "none"

Digital Media available "Images raster / digital photography","Text"

Paper Archive recipient The Potteries Museum and Art Gallery

Paper Archive ID 2014.LH.42

Paper Contents "none"

Paper Media available "Drawing","Photograph","Plan","Report","Survey ","Unpublished Text"

[Project bibliography 1](#)

Publication type Grey literature (unpublished document/manuscript)

Title Dresden Primary School - Historic Building Recording

Author(s)/Editor(s) Barnes, J

Other bibliographic details 5164

Date 2014

Issuer or publisher Ecus Ltd

Place of issue or publication Sheffield

Entered on 24 September 2014