

HISTORIC BUILDING  
RECORDING  
OUTBUILDING AT CROSS  
KEYS HOTEL, SAFFRON  
WALDEN

November 2014





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## 1.0 Introduction

1.01 Beacon Planning have been appointed by Melling Ridgeway and Partners, on behalf of Chris Gerard of Innventure to undertake works to fulfil Condition 2 of planning application no. UTT/14/1291/FUL. The consented development comprises the renovation and conversion of the existing outbuilding to the rear of the Cross Keys Hotel (Grade II\*) and 34 King Street (Grade II) to form three additional bedrooms and a meeting room. The proposal includes a spiral staircase on the west external elevation of the structure. Condition 2 of the approval reads.

*No conversion or preliminary groundwork's of any kind shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant, and approved by the planning authority.*

*Reason: The building proposed for conversion lay within an Inn/public house complex within the historic town of Saffron Walden. The building lies within the grounds of the Cross Keys Hotel which is listed grade II\* (EHER 27040) dating to the late fifteenth century. The building is visible on the earlier editions of the early editions of the Ordnance Survey maps. It is therefore recommended that prior to conversion the building is 'preserved by record' with a report detailing the history of the structure and a measured and photographic record in accordance with ULP Policy ENV4 of the Uttlesford Local Plan (adopted 2005).*

1.02 The scope of the work was initially clarified with Senior Historic Environment Record Officer Richard Havis, via telephone on 17 October 2014 and a Written Scheme of Investigation was submitted to Essex Historic Environment Record on 20 October 2014. This was approved by email on 28 October 2014 and it has been agreed that the record should be undertaken according to English Heritage Level 2. The requirements of this level are outlined in their 2006 publication, *Understanding Historic Buildings*.

1.03 This report, as a written record of the site, endeavours to further our understanding of the building in its own right and also contribute to the documentation of the Cross Keys Hotel as a whole.

## 2.0 Context of the site

2.01 The building which is the subject of this report is located on the northwest side of the site of the Cross Keys Hotel in Saffron Walden. It is not a listed building, or locally listed, in its own right.

2.02 The Cross Keys Hotel is located on the north side of King Street at the junction between it and the High Street. The building comprises two distinct parts, the medieval timber-framed Cross Keys Hotel, and 34 King Street to the east, which has a Victorian brick façade. The two buildings appear distinct when viewed externally, but effectively form part of the same building internally.



**Figure 1 Site Plan. Building is indicated with red dot. (Courtesy of Melling Ridgeway and Partners)**

2.03 The timber-framed stable outbuilding in question is one of two ancillary buildings on the Cross Keys Hotel site, the other being a modern timber-framed structure currently serving as the food preparation area. This structure was constructed during recent renovations in 2012. Neither structure is listed in its own right.

2.04 The Cross Keys Hotel section of the building is listed at Grade II\* and 34 King Street is listed Grade II. The outbuilding recorded here is consequently curtilage listed. The building is therefore protected by the provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990.

2.05 The list description for the Cross Keys Hotel reads:

*Former house and shop, now public house. C15, C16 and early C19. Timber-framed, part rendered and parts with original framing exposed. Low pitched slate roof, hipped on SW corner with small gablet. 2 storeys. L plan. Front to High Street is of 2 parts, all with rendering raised above original exposed timber-framed facades. The*

*N part has exposed jetty with 2 brackets and C19 leaded light oriels, on ground and first floors. The S corner block has frieze window of traceried lights (largely a restoration) with panel of original, thin, plank-like chevron bracing. Beneath the exposed jetty are 2 original shop windows and early C20 door opening. The S flank of corner block is jettied (dragon post on corner) with curved arch braces, 2 further drop windows and series of cinquefoil-headed paired windows. A block to the rear, E, is rendered with jetty and 2 exposed brackets and has four 16 paned double hung sashes on the first floor. The ground floor has a 16 paned similar window and 2 paired 12 paned double-hung sashes, a door and a 16 paned casement. Tall C19 stack over E gable end and truncated stack on ridge line, near W end of roof. The SW corner block is a former shop with original entrance from King Street. The N flank originally contained a 'high-end-recess' for former hall bench. The adjoining block to N was an early C16 parlour, open framed to shop and with moulded (recessed ogees), bridging joist and girts. The later S flank wall is of C16 panelling with frieze of fluting, 4 consoles and inserted marquetry panel with arch, date 1569 and initials W.A. The rear wall had a post where mouldings are interrupted by leaf stops framing a contemporary rear stack (now much altered). The front ground floor wall of this block originally contained a door opening (to N) and a very wide oriel taking up the rest of the facade. The S wall on the first floor is thought to have similar panelling. (The Buildings of England: Pevsner N & Ratcliffe E: Essex: London: 1965-: 335; Vernacular Architecture: Stenning DF: Timber-framed Shops, 1300-1600: Comparative plans:16: 1985-: 35-39; Stacey HC: Saffron Walden in Old Photographs: Saffron Walden: 1980-: FIG.45,46).*

2.06 The list description for 34 King Street reads:

*House and shop. C16, c1840 heightening and rear addition. Timber framing plastered and gault brick, slate, peg and pan tiled roofs. Plan rectangular. 3 storeys and cellars. Front S elevation: brick, deep eaves with moulded soffit board, 2 window range, C19 double fronted wooden shop windows of projecting bays under corniced fascia board, each window now of 3 lights with mullion bars, segment headed cellar vents below. Door C19, upper 2 panels glazed, lower bead moulded boarding. First and second floor windows horned sashes with glazing bars, 3x2 panes. Rear N elevation: deep peg-tiled catslide roof of street range and C19 out-shut with short flat roofed extension. Out-shut in brick and flint cobble but W end raised with pantiled roof of lesser pitch, brick walling with rough cast. C20 plain door with upper glazing, 2x3 panes, double casement window with glazing bars, 4x3 panes, 2 smaller metal casement windows 2x2 panes. E end elevation: C20 blank red brick wall. INTERIOR: ground and first floor timber framing partly exposed, jowled posts and wall plate between first and second floor windows. Shop ceiling has boxed bridging and binding joists for 2 bays, jettied to rear with exposed central jetty bracket. Doorway frame visible on first floor through E end.*

2.07 The Cross Keys Hotel also lies within the Saffron Walden Conservation area, designated in 1967 and revised in 1977. The Cross Keys Hotel is identified as one of a number of listed buildings in the Saffron Walden Conservation Area appraisal, but no specific comment on it, or its ancillary buildings, is made. King Street is noted as being part of the C16 medieval core of the town. The Cross Keys undoubtedly contributes to the medieval character of the centre of the town.

## 3.0 Project Aims and Methodology

3.01 The aim of this project is, in accordance with the agreed Written Scheme of Investigation submitted to and approved by Mr Richard Havis of the Essex Historic Environment Record, to undertake a photographic recording of the outbuilding to the northeast of the Cross Keys Hotel and No.34 King Street, and prepare a descriptive historic building recording report.

3.02 The methods employed were:

- A photographic survey using digital and film photography to EH level 2 standard, with 2m scale.
- Desk based research to understand the development of the building's setting and relationship with the Cross Keys Hotel.
- A descriptive report of the building's fabric.

### *Copyright*

3.03 Beacon Planning Ltd shall retain full copyright of this report under the Copyright, Designs and Patents Act 1988, with all rights reserved excepting that it hereby provides an exclusive licence to the client for their use in all matters relating to the project, and to the Essex Historic Environment Record for any curatorial purpose.

### *Access*

3.04 Access to the property was organised through Melling Ridgeway and Partners via email on 17 October 2014.

## 4.0 History of the site

4.01 The Cross Keys Hotel building potentially dates from the late C14 (Everett and Newman 1998, 30; Pole, 1997, 67). Initially the main structure, identified as 32 High Street, was two separate structures. A dividing wall between the two original timber-framed structures can be identified by internal timber posts. It is likely that these separate structures were amalgamated during the C17.

4.02 The earliest map showing the Cross Keys Hotel site, the Eyres Map of 1758 (Basset 1982, 17) (*not reproduced in this report*) clearly indicates the buildings of the hotel itself and the existence of outbuildings or stables in the yard to the rear of the site. At this date the site was known as the Bull's Head, a name which it held for a period of 80 years before being renamed in 1778 after the Cross Keys Inn, originally located in Cross Street (Everett and Newman 1998, 30).

4.03 The outbuilding recorded in this report was one of a larger group of structures clearly visible on the first Ordnance Survey Town Plan of 1877. During the C19 the Cross Keys continued to function as a Public House, small hotel or inn, and the outbuildings to the rear undoubtedly augmented this function. The 1921 OS Map shows the site in some detail, and indicates the stable as comprising three bays at this time, with an additional structure attached on its southwest corner.

4.04 The outbuildings collectively functioned as stabling for horses and continued to serve this purpose into the C20, as indicated on a drainage plan of the site produced in 1943 (James 2011, 14). The plan also shows the protruding element on its southeast corner in more detail, and suggests it is an integral part of the building. This element had been removed by 1970.

4.05 By 1970, the smaller stable buildings to the west of the larger block had been cleared, as seen in the 1970 OS Map. Some elements of the tiled stable floors of these buildings remained until 2012. Over the following twenty years, the area was cleared further and functioned as a beer garden or patio area.

4.06 The narrow entrance to the yard area as seen on earlier mapping, and the 1943 drainage plan, remained unaltered until the mid C20 when the adjoining building of 34 King Street was adapted and truncated to widen the access route. The eastern elevation of 34 King Street provides physical evidence of this in the form of modern brickwork in stretcher bond on that elevation. The change is first evident on the 1970 OS map.

4.07 During the most recent phase of development, the interior of the Cross Keys Hotel and the adjacent 34 King Street were remodelled and renovated, and 34 King Street is now a coffee shop. The outbuilding was not modified during these renovations, and now remains in use as a covered car park and storage.



## 5.0 Building Record

5.01 Only the ground floor of the outbuilding was accessible at the time of this survey, any notes as to the layout of the upper story have been inferred from existing plans.

### *Exterior*

5.02 The outbuilding is a two storey timber-framed structure with a slate covered double hipped roof. It is rectangular in plan and its timber-framed superstructure is supported on a brick plinth base on its west, north and east sides. The ground floor elevation on the south side is partially open, permitting vehicular access.

### South Elevation

5.03 The south elevation of the outbuilding is predominantly comprised of black painted weatherboard panelling, which conceals any interior timber-frame. Two vertical timber board doors punctuate the first floor of the south elevation at different heights, probably providing an access point to the upper level which may have served as a hayloft, the hay being for visitor's horses. The cladding extends across the entire first floor of the elevation, as well as part of the ground floor on the eastern end of the elevation. The full height section does not quite match up to the remainder, suggesting it may have been added to that part of the building at a later date, probably when the protruding section of the building was removed. At ground floor level there is a wide opening on the western side, giving access to the interior of the ground floor. This is separated from the weatherboarded section by a C20 brick pier on the east, whilst another C20 brick pier supports the first floor on the west, keying into an earlier brick and flint wall on the eastern side of the building.

### West Elevation

5.04 Only the southern half of the western elevation was accessible for survey. On the upper storey, this elevation of the building is covered by concrete pebbledash rendering, obscuring any detail of any historic wall covering if it remains. This probably dates from the mid C20, judging by the level of weathering and mix of stone and concrete.

5.05 On the ground floor, three phases of wall construction are evident. The base of the wall is a plinth comprising a mix of flint and red brick. Above this plinth the wall is solely constructed of red imperial brick, set in Flemish bond. On the south side of the elevation, the two earlier phases have been added to using C20 brickwork in stretcher bond. A neighbouring single storey structure with a flat roof adjoins the rear two thirds of the west elevation, obscuring any further external detail.

5.06 The outbuilding has a double span, hipped slate covered roof. The hip rafter is extended on the southeast corner, in contrast to that on the southwest corner.

### Remaining Elevations

5.07 Unfortunately, due to the remaining elevations facing private property not in the ownership of the public house, the north and east facing elevations were not possible to assess.

### Interior

5.08 Access to the upper storey of the outbuilding was not possible during the inspection, so only the ground floor is described in detail.

5.09 The interior of the building on the ground floor is essentially a single space, punctuated by two timber posts, supported on brick piers, which themselves support the floor of the upper storey. The brick piers supporting the main posts are constructed using a large imperial brick, and are therefore probably early C19, or possibly C18. The two piers are not equal in height, and may have

been constructed to replace rotten timber elements. The eastern post supports one of the large timber beams that run across the building from south to north, supporting the floor of the upper storey. The western post, rather than supporting the principal beam, actually appears to support the joists in a form of socket, although the principal beam has been cut away to make room for it. The beams themselves are roughly sawn, displaying no carpentry of high quality.

5.10 On the south side of the building, most of the elevation comprises the opening, with the exception of the eastern side of the building which comprises close stud timber-framing with diagonal bracing. Evidence of lathwork on the lateral facing sides of the studs indicate that this section of wall is likely to have been reconstructed using elements from elsewhere, and this probably happened sometime in the later C20, judging by the protruding element seen on the 1943 drainage plan of the site.

5.11 The western side of the ground floor comprises a number of different features. At the base of the elevation is a brick plinth, constructed in rough coursed brick, some of which are possibly medieval, and much thinner than the brick found further up the wall. Their rough placement suggests they may have been reused from elsewhere. Above this plinth is a blank section of brick wall in Flemish bond. On the southern section of the building, roughly corresponding to the depth of the larger hipped section of the roof, there is a timber wall plate and studwork with brick infill. The wall plate does not extend the full depth of the building, although there are two timber studs evident.

5.12 The rear elevation follows a similar pattern, with the roughly coursed brick plinth supporting a more uniform wall section with imperial sized brickwork set in Flemish bond in 14 course. Above this is a substantial wall plate and the lower elements of stud framing with weatherboard cladding on its outside. The centre and east bays of the stud wall have two timber horizontal sliding sash window frames inserted into them, although both are blocked by weatherboard from the inside. The eastern principal beam intersects the eastern window frame. It is possible that these window openings predate the consolidation of the structure as a single unit, although the window frames themselves are not of any particular age.

5.13 The eastern elevation has a slightly deeper plinth, again of roughly coursed brickwork. Above this is a smaller section of neatly coursed bricks, above which the wall is boarded over and painted. The more neatly coursed brickwork visible on the interior of the east elevation uses imperial sized standard bricks, and therefore appears to date from the C18 or C19, concurrent with the north and east walls. The roughly course section may be earlier in date, or incorporate fabric reused from elsewhere.

5.14 The incongruity of the heavy ceiling beams and supporting posts with the relatively lightweight sections of studwork into which they are inserted certainly suggests that the building was not constructed in its current form, and that the single ceiling is a later addition to the building. It is unclear precisely what the structure's original configuration was.



## 6.0 Conclusions

### *Summary*

6.01 The aim of this report was to provide a photographic and descriptive record of the outbuilding at the Cross Keys Hotel, prior to its conversion to use as bedrooms and a meeting room for the use of the Hotel.

6.02 The project was able to gain access to the exterior elevations on the south and west of the building, and to the entire interior of the ground floor, successfully photographing and surveying these elements. The interior of the first floor, and the north and east elevations of the building were not accessible for the survey.

6.03 The report records that the outbuilding is a two storey timber-framed structure, supported by a brick plinth and wall on the lower sections of the exterior walls, and through the use of brick piers and timber posts in the interior. The building has a double hip slate roof, is weather-boarded on its north and south elevations, and concrete rendered on its west facing elevation. The building appears to have been altered from its original form, judging by the incongruous size and placement of the interior beams, and the presence of blocked windows in the north elevation.

### *Information Presented*

6.04 The report presents a brief written history of the Cross Keys pub and the discovered development of the outbuilding within that context, as well as a description of the building's current fabric. High quality digital photographs of the building were taken, as well as B&W film photographs. The digital photographs and scans of the B&W photographs are presented in the appendix of this report and provided on a gold archival quality DVD, and the B&W photographs and negatives are stored in acid free archival wallets. Plans and elevations of the building are also found in the appendix.

## References

### *Documents*

Basset, S.R. (1982) *Saffron Walden to AD1300*. Chelmsford: Chelmsford Archaeological Trust and Council for British Archaeology.

Everett, M and Newman, H (1998) 'Saffron Walden: A pictorial History'. London: NPI Media Group.

James, E (2011) *The Cross Keys Hotel, 32 High Street-34 King Street, Saffron Walden, Essex*. Hertford: Beams Ltd Unpublished Report.

Pevsner, N (2007) *Essex: Buildings of England Series (Buildings of England) (Pevsner Architectural Guides: Buildings of England)*

Uttlesford District Council (2012) *Saffron Walden Conservation Area Appraisal and Management Proposals, 2012*. Saffron Walden: Uttlesford District Council

### *Maps*

1877 OS Town Plan 1:500

1877 OS County Series 1:2500

1898 OS County Series 1:2500

1921 OS County Series 1:2500

1970 OS National Grid Map 1:2500

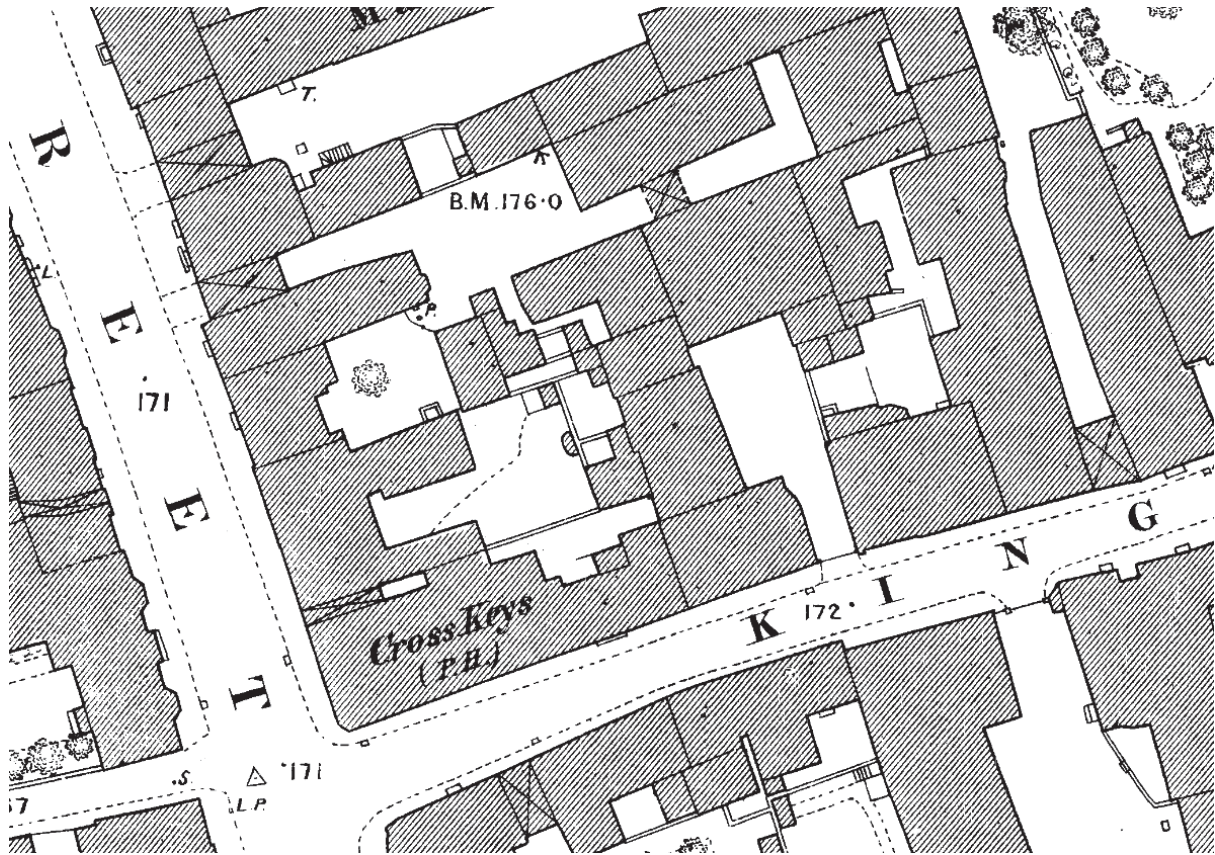
1990 OS National Grid Map 1:2500

### *Websites*

National Heritage List Map Search. <http://list.english-heritage.org.uk/mapsearch.aspx>. Accessed 31/10/2014

## Appendices

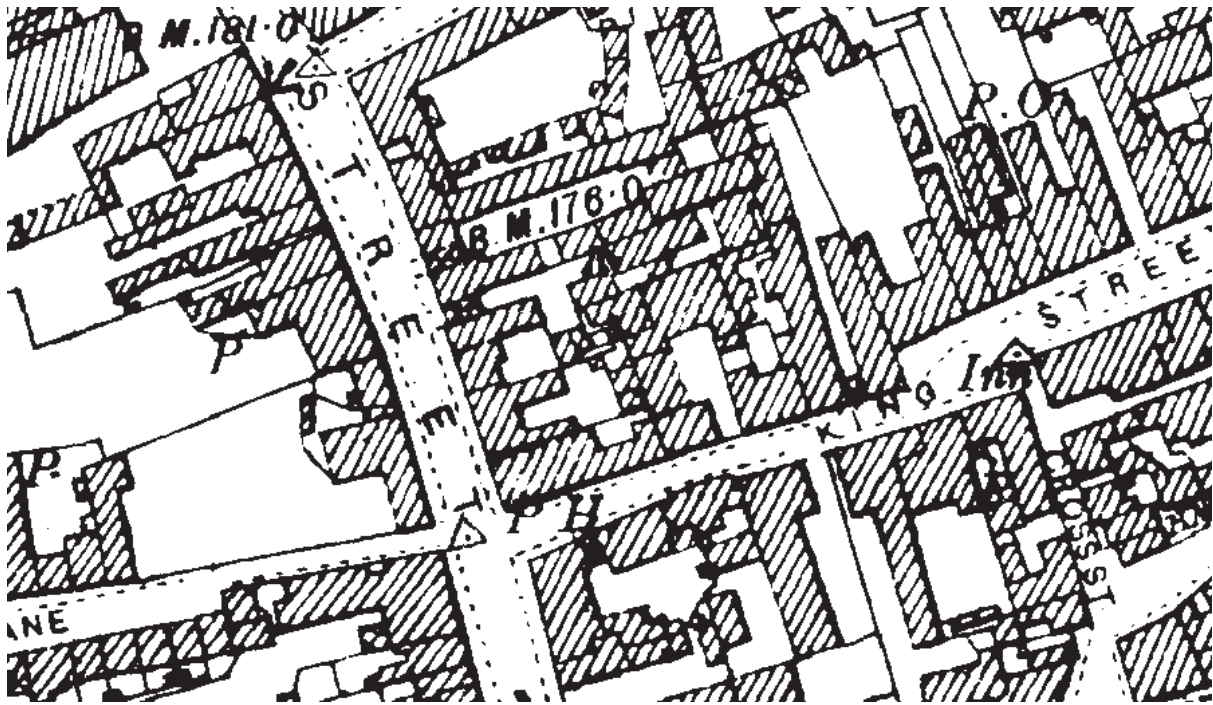
### Appendix 1 - Maps



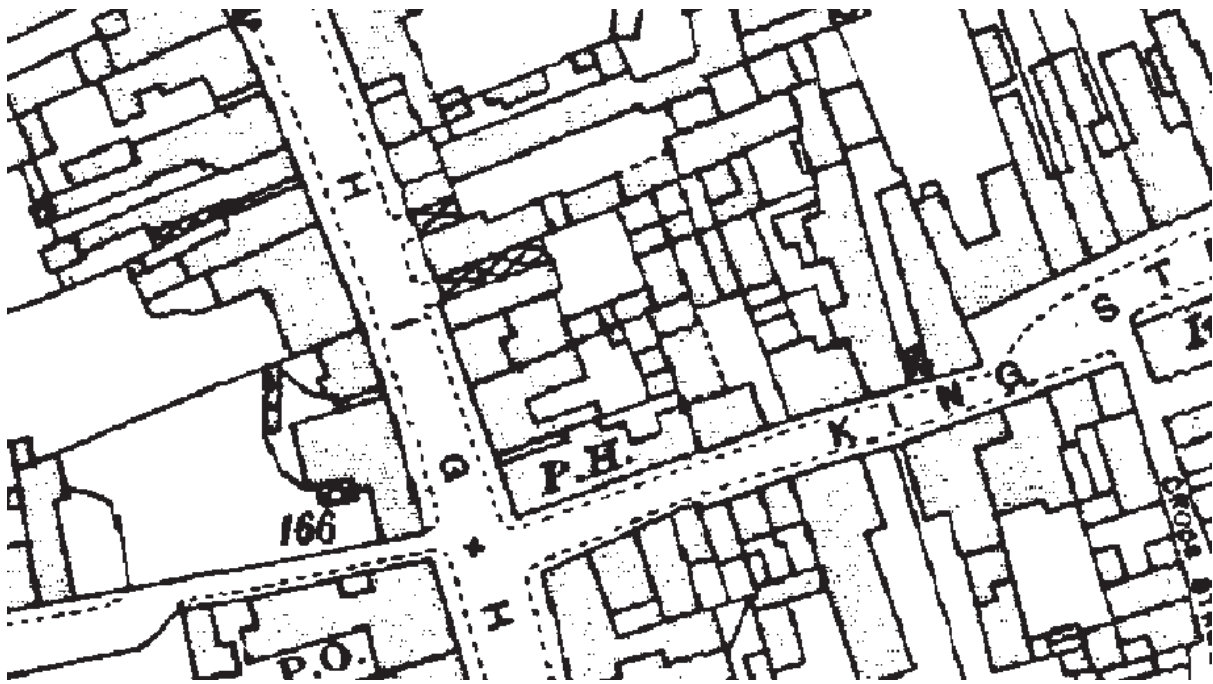
Map 1 - 1877 OS Town Plan (1:500)



Map 2 - 1877 OS Map (1:2500)

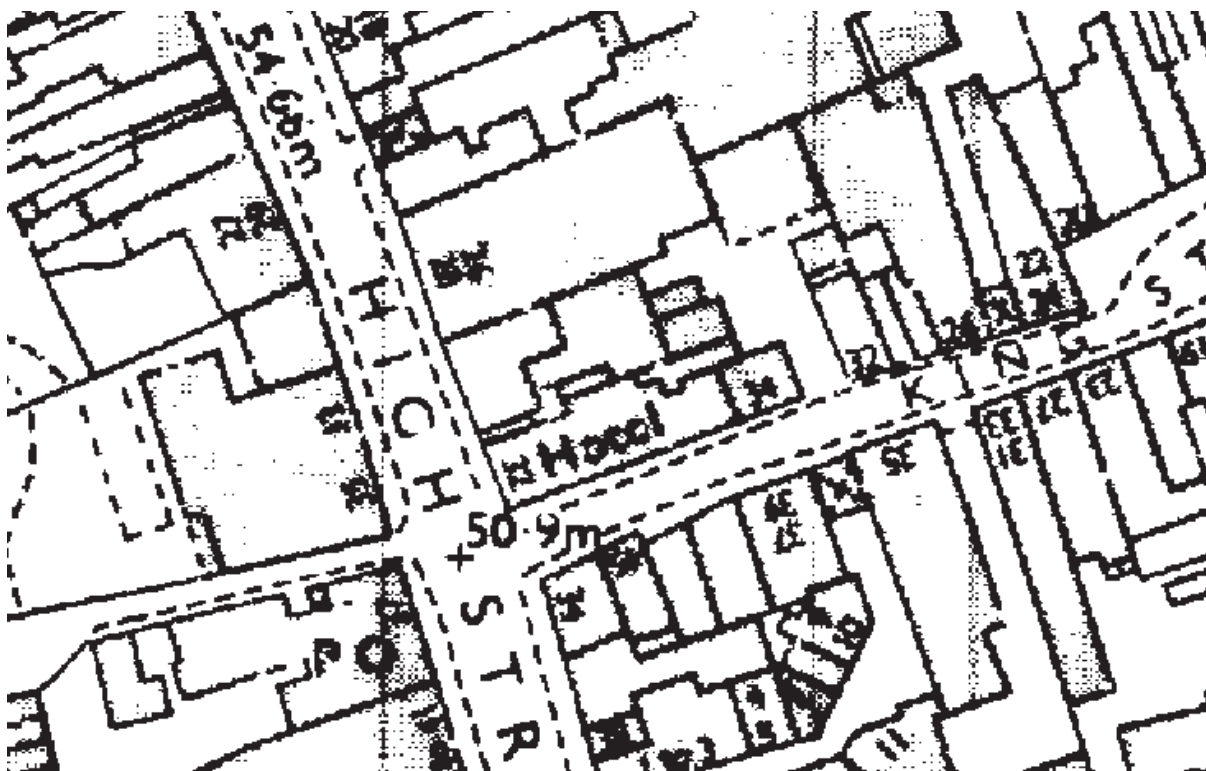


Map 3 - 1898 OS Map (1:2500)

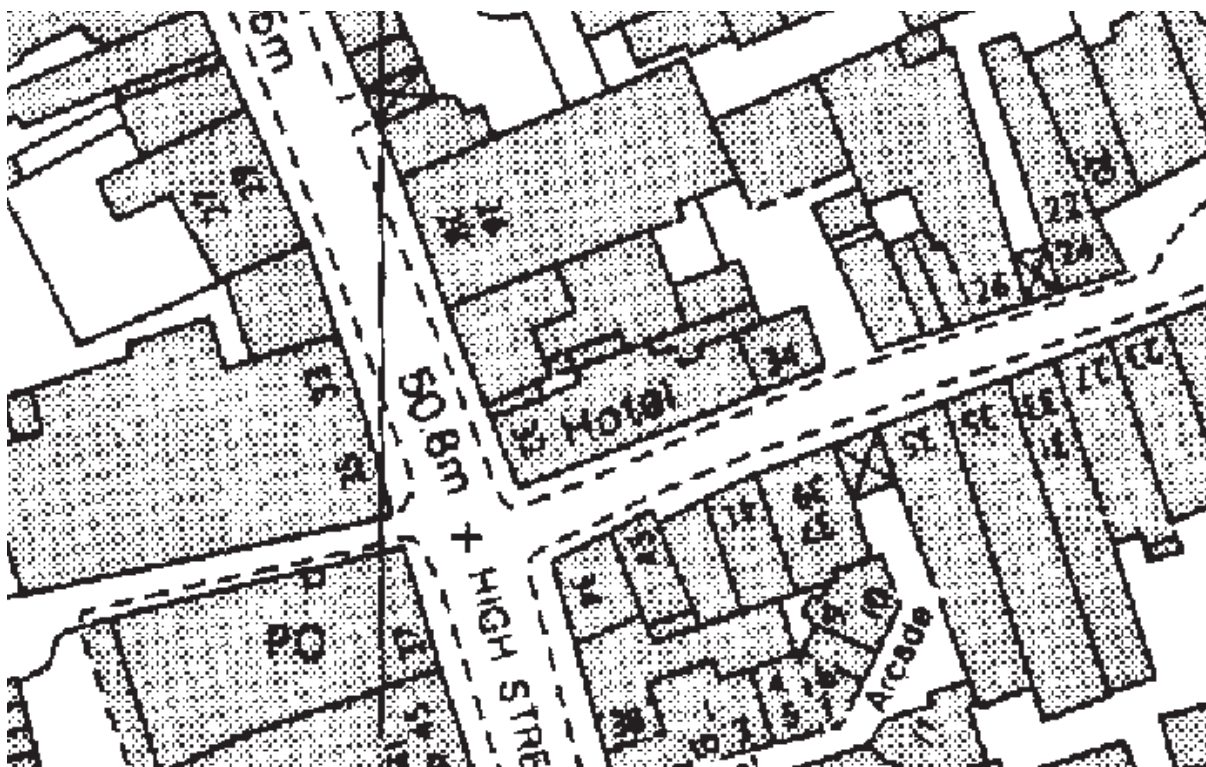


Map 4 - 1921 OS Map (1:2500)





Map 5 - 1970 OS Map (1:2500) © Crown copyright and database rights 2014. Ordnance Survey Licence number 100053298.



Map 6 - 1990 OS Map (1:2500) © Crown copyright and database rights 2014. Ordnance Survey Licence number 100053298.

## Appendix 2 - Plans

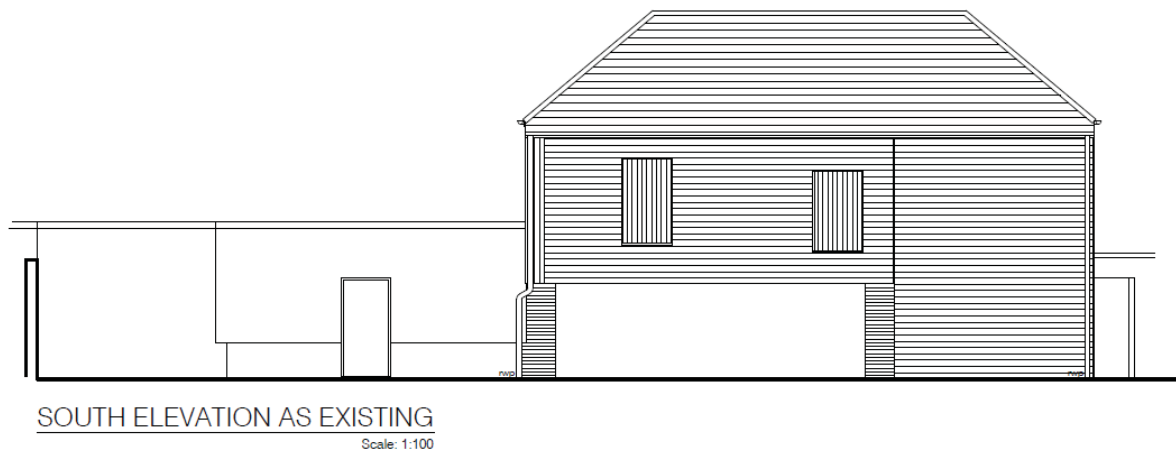


Figure 2 - South Elevation as existing (Courtesy of Melling Ridgeway and Partners)

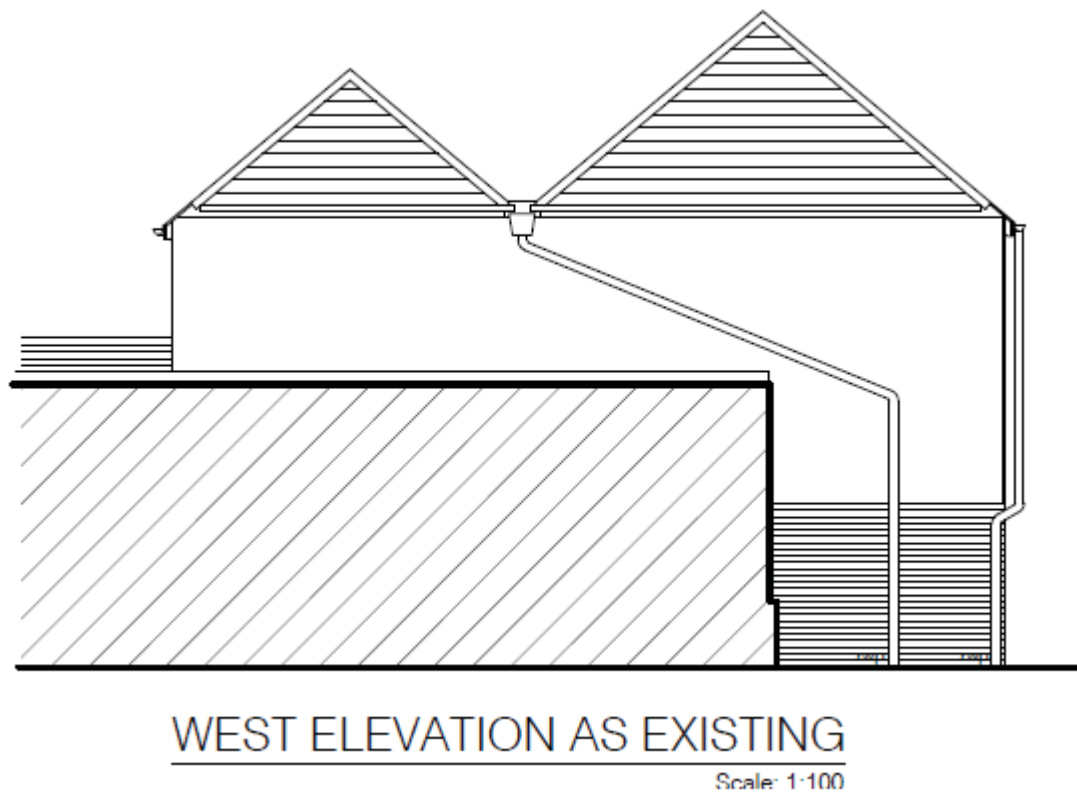
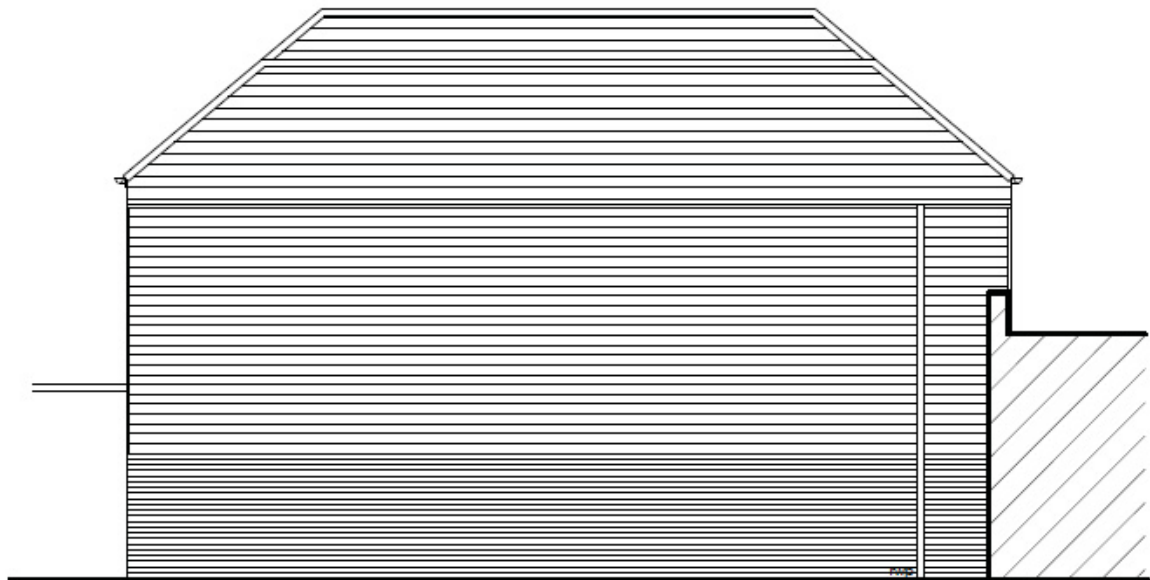


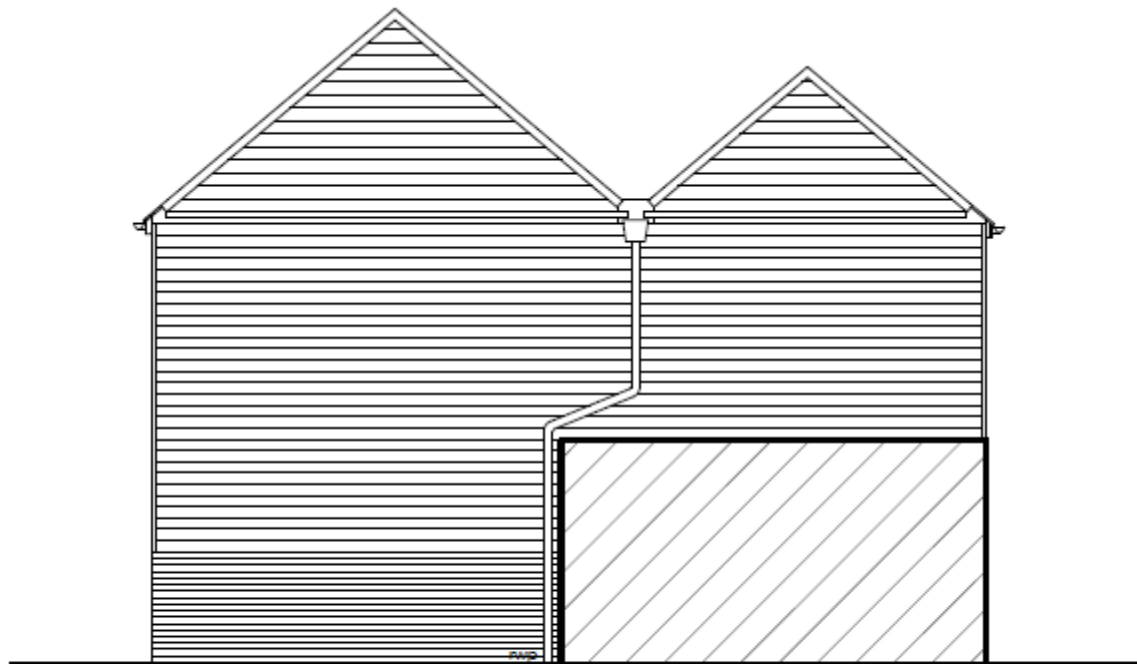
Figure 3 - West elevation as existing.



### NORTH ELEVATION AS EXISTING

Scale: 1:100

Figure 4 - North elevation as existing. (Courtesy Melling Ridgeway and Partners).



### EAST ELEVATION AS EXISTING

Scale: 1:100

Figure 5 - East elevation and existing (Courtesy Melling Ridgeway and Partners).

## Appendix 3 - Photographic Record

### Photo Location Plan



B&W Photograph 1 - Photograph location and orientation plan, adapted from drawings provided by Melling Ridgeway and Partners.



## Digital Photographs



**Photograph 1 - Interior of ground floor, looking northeast.**



**Photograph 2 - Interior of building, looking northwest.**





Photograph 3 - Interior of building, looking west.



Photograph 4 - Interior of building, looking southeast.





**Photograph 5 - Interior of building, looking north.**



**Photograph 6 - Exterior view, looking north.**



Photograph 7 - Exterior view, looking northeast from fire escape of Cross Keys Hotel.





Photograph 8 - Exterior view, looking east.



Photograph 9 - Exterior view from entrance to rear yard of Cross Keys Hotel.



## B&W Photograph Scans



**B&W Photograph 2 – Interior of building looking northeast.**

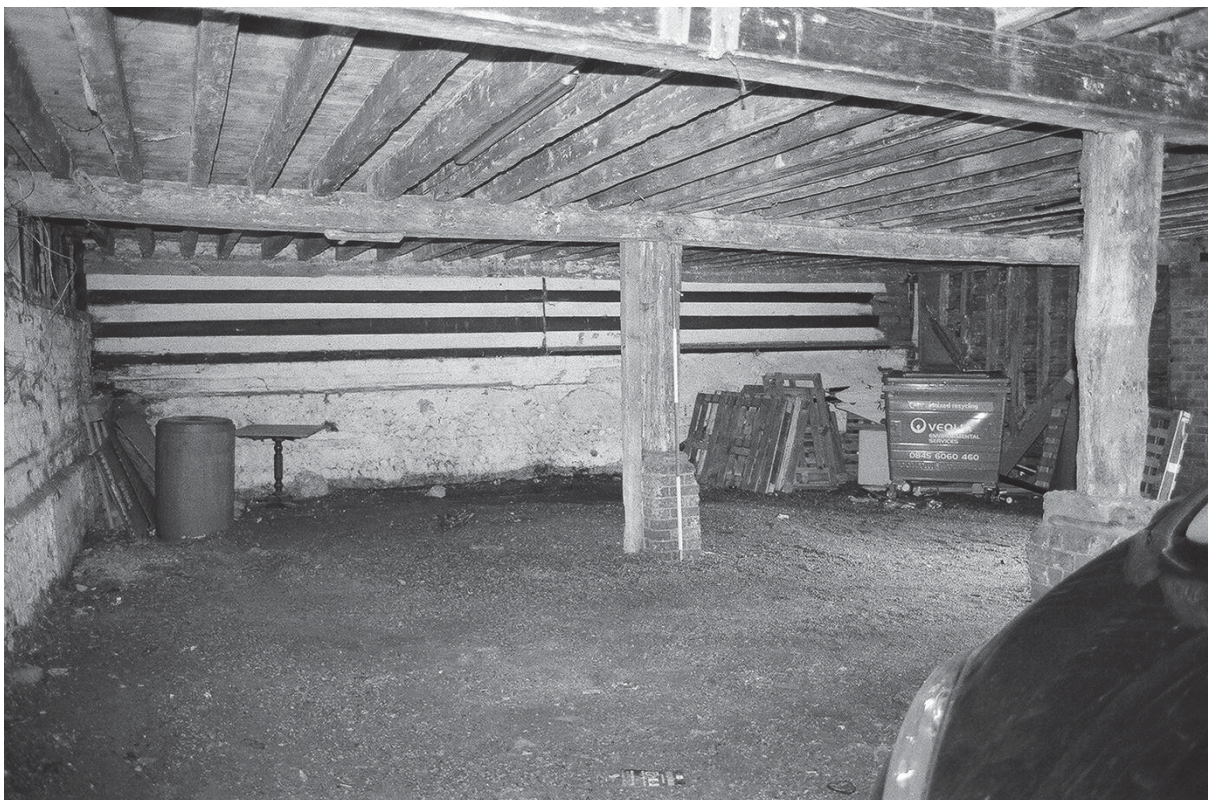


**B&W Photograph 3 - Interior of building looking northwest.**



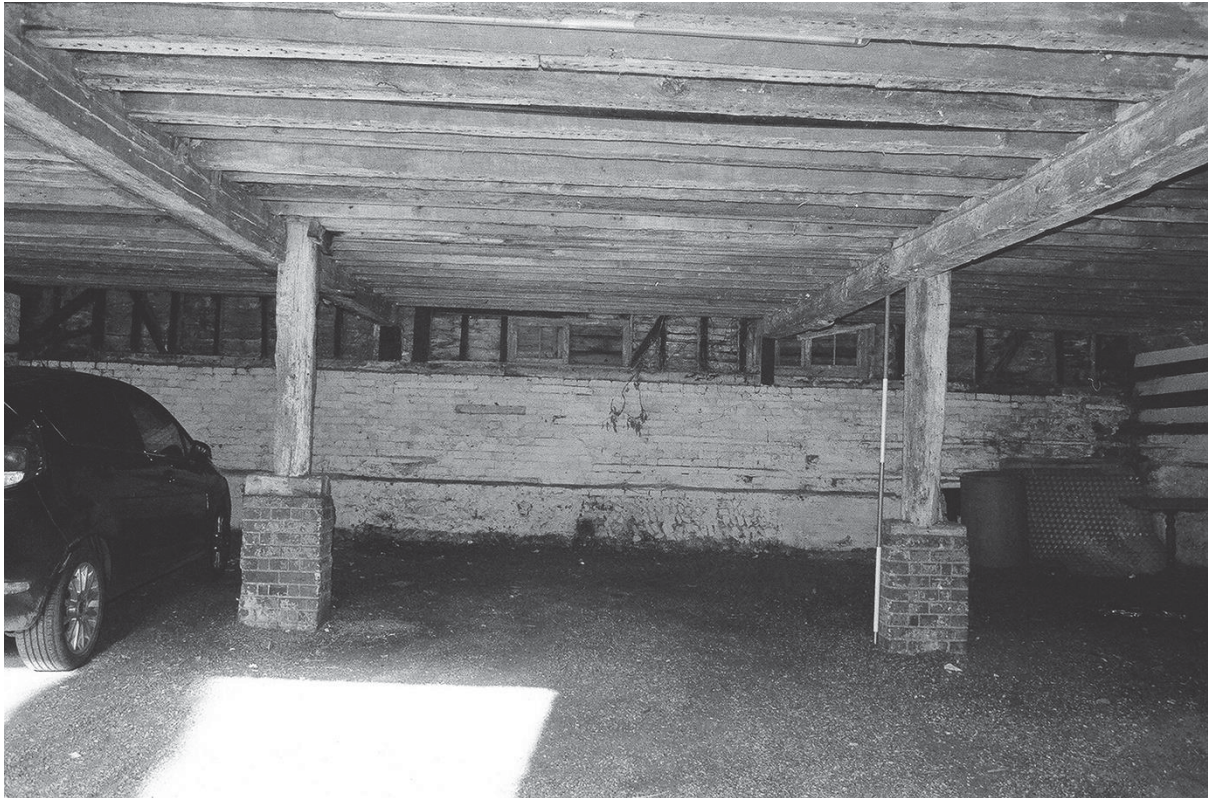


**B&W Photograph 4 - Interior of building looking west.**



**B&W Photograph 5 - Interior of building looking southeast.**





**B&W Photograph 6 - Interior of building looking north.**



**B&W Photograph 7 - Exterior view, looking north.**





**B&W Photograph 8 - Exterior view, looking northeast from Cross Keys Hotel fire escape.**





B&W Photograph 9 - Exterior view looking east.





**B&W Photograph 10 - Exterior view looking north from entrance gate to rear yard of Cross Keys Hotel.**

## *Appendix 4 - Written Scheme of Investigation*

(See Next Page)

WRITTEN SCHEME OF  
INVESTIGATION

OUTBUILDING AT THE  
CROSS KEYS HOTEL,  
SAFFRON WALDEN

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4.0	Methodology
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6.0	Reporting
7.0	Archive Deposition
8.0	Copyright
	References





## 1.0 Introduction

1.01 This document comprises the Written Scheme of Investigation (WSI) or method statement for the historic building recording of the Outbuilding at the Cross Keys, which is a Grade II\* listed building, and therefore a designated heritage asset as defined in the National Planning Policy Framework, Annex 2. The outbuilding itself is not listed, but falls within the curtilage of the heritage asset, and is part of its setting.

1.02 Beacon Planning Ltd have been appointed by Melling Ridgeway and Partners, on behalf of Chris Gerard of Innventure, to undertake the recording of the building in order to fulfil Condition 2 of planning application no. UTT/14/1291/FUL. The scope of the work was clarified with Senior Historic Environment Record Officer Richard Havis via telephone on 17/10/14.

1.03 The Cross Keys Hotel is located on the corner of High Street and King Street, on the west side of Saffron Walden town centre.

1.04 The proposed development comprises the conversion of the existing first floor of the outbuilding to form 3 additional bedrooms for the hotel business at the Cross Keys, as well as a meeting room.

## 2.0 Historical Background and Scope of Work

### *Historical Background*

2.01 Parts of the Cross Keys building date to the C16, although early records indicate that it was initially named 'The Bulls Head' until the C18, and was also historically used as a baker's store. It was renamed The Cross Keys in the later C18, replacing an earlier 'Cross Keys' on Cross Street, and has remained as a public house and hotel ever since. It was most recently renovated in 2012, when a number of C19 and C20 additions to the rear of the building were removed, and the interior was conserved and restored. The building comprises a number of phases of development, and four distinct structures can be identified within the building's historic fabric.

2.02 The outbuilding appears on the 1758 map of Saffron Walden, accompanied by a number of other ancillary structures which have now been demolished, and it is assumed that it performed the role of cart shed and hayloft during its early history. More recently the upper storey of the building has become disused, whilst the ground floor remains in use as a vehicle storage area, although now of the motorised variety.

2.03 A more detailed history will accompany the descriptive section of the building recording report.

### *Scope of Work*

2.04 The recording will be conducted by an appropriately qualified historic building consultant, who will make a recording of the building in its current condition. The following elements will form the principal components of the work:

- Site description
- Drawn record
- Photographic record
- Archive

## 3.0 Aims and Objectives

3.01 The aim of the historic building recording is to further our understanding of it through an examination of its existing fabric, and mitigate against the loss of any of that fabric caused by the renovation works. The results will then be disseminated and stored in the form of a written report and archive.

3.02 The principal aim of the work will be:

- To make a record of the building prior to the conversion works, and record any features which are to be changed or removed as part of the process.

## 4.0 Methodology

4.01 It has been agreed with Senior Historic Environment Officer Richard Havis of Place Services, who administer the Essex Historic Environment Record, that a Level 2 descriptive building recording is an appropriate level for this unlisted building.

4.02 Different levels of recording (1-4) are set out in English Heritage's 2006 publication Understanding Historic Buildings: A guide to good recording practice. Section 6 of this document discusses selecting the most appropriate level of recording and makes clear that the four levels are a guide only, and flexibility is required to ensure that the recording is appropriate to the significance of the building, the level of threat to the historic fabric and the situation in which a record is required.

4.03 Paragraph 6.4 of the English Heritage guidance (2006, 15) highlights that 'in general, recording which is publicly funded, or which is privately funded in fulfilment of planning requirements, should adopt the most economical path consistent with the principal needs which the record is intended to satisfy'. It then references Table 1 (2006, 16), which suggests the kind of record needed in any given situation. It lists 'proposed alterations to a significance building' as one circumstance, and indicates that, subject to expert opinion, the record may 'be variable depending on the significance of the fabric at risk, and both the complexity and current understanding of the building as a whole and of the class to which it belongs (levels 2-4).'

4.04 Given the advice above and the proposed alterations to the buildings, it is thought appropriate that for the outbuilding at the Cross Keys, a descriptive, or Level 2, building recording, is undertaken:

*[Level 2] is a **descriptive** record, made in circumstances similar to those of Level 1 but when more information is needed. It may be made of a building which is judged not to require any fuller record, or it may serve to gather data for a wider project. Both the exterior and the interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.*

## *Desk Based Research*

4.05 This will involve documentary research, using primary and secondary sources, including the interrogation of historic cartography, photographs and illustrations, as well as documentary sources which are relevant to the site's development and history.

## *Photographic Record*

4.06 The photographic survey will be carried out on a site visit using a combination of a Canon 600D DSLR camera, producing high quality digital images in TIFF format, and a Canon A1 35mm film SLR, using Ilford FP4 high quality B&W silver based film.

4.07 The digital images will be provided on a gold archival standard DVD-R, and the 35mm negatives and prints will be supplied in acid free wallets.

4.08 The shooting location and orientation of the photographs will be mapped on existing drawings.

## *Drawings*

4.09 Existing architectural plans and elevations, measured and drawn during the design development phase for the renovations, will be used to record the current form of the building. At a minimum these drawings will include:

- A site plan
- Floor plans of the buildings
- Elevations and Cross Sections where appropriate

## *Written Account*

4.10 The above elements will be drawn together to supplement a written account which will include the location of the buildings, any relevant designations, the date of the record, together with the intended location of the submitted archive. This will be followed by a description of the buildings fabric.



## 5.0 Staffing and Programming

### *Staffing*

5.01 Edward James BA MA (Consultant, Beacon Planning) will run the project on behalf of the client; architectural firm Melling Ridgeway + Partners Limited.

5.02 The photographic survey will be undertaken by Edward James and Eleanor Rule, of Beacon Planning Ltd.

### Communication Paths

5.03 Edward James is to be the main point of contact and can be contacted on 01223 810998, or [edward.james@beaconplanning.co.uk](mailto:edward.james@beaconplanning.co.uk).

5.04 In Edward's absence, secondary point of contact should be Jon Burgess, on 01223 810992, or [Jon.Burgess@beaconplanning.co.uk](mailto:Jon.Burgess@beaconplanning.co.uk).

### *Programming and Resources*

5.05 The work is to be undertaken prior to any works commencing at the site.

5.06 The project costs and fees have been agreed with the client.

### *Health and Safety*

5.07 Whilst carrying out the works Beacon Planning Ltd will operate in accordance with all relevant health and safety legislation and regulation, as well as their own Health and Safety Policy ref. P-0003.

## 6.0 Reporting

6.01 After the completion of the photographic survey a report will be prepared, which will contain the following:

- A non-technical summary
- A table of contents
- Introduction, including description and location of the site.
- Location/Site Plan
- A plan showing the location and orientation of the photographs in the report
- Methodology
- Historical development of the site
- Description of the building
- Colour Photographs printed, 2 to a page.
- Appendices (where necessary).

6.02 An initial draft report will be circulated to the client and Richard Havis for comment, after which any revisions or alterations will be made and final version released.

6.03 An OASIS report will be submitted by Beacon Planning Ltd.

## 7.0 Archive Deposition

7.01 A hard copy of the report, including a DVD of digital images and wallets with negatives and prints of B&W photographs, will be supplied to the Essex Historic Environment Record, as well as a digital copy in PDF format. A second hard copy of the report will be sent to Saffron Walden Museum.

## 8.0 Copyright

8.01 Beacon Planning Ltd will retain copyright to any commissioned reports and any other project documents, under the Copyright, Designs and Patents Act of 1988. This is with the exception that they may be used by Melling Ridgeway & Partners (and their client), the Uttlesford District Council Planning Department, the Essex Historic Environment Record Service and Saffron Walden Town Museum in all matters relating directly to the project, or for educational use.

## References

English Heritage. 2006. *Understanding Historic Buildings: A Guide to Good Recording Practice*. London: English Heritage.

## *Appendix 5 – OASIS Form*

# OASIS DATA COLLECTION FORM:

## England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

### Printable version

**OASIS ID: beaconpl1-194455**

#### Project details

Project name	Outbuilding at Cross Keys Hotel, Saffron Walden, Essex
Short description of the project	A photographic historic building survey and recording prior to conversion and alteration of curtilage listed outbuilding at rear of Grade II*/Grade II listed Cross Keys Hotel complex.
Project dates	Start: 21-10-2014 End: 07-11-2014
Previous/future work	Not known / No
Any associated project reference codes	UTT/14/1291/FUL - Planning Application No.
Type of project	Building Recording
Site status	Listed Building
Site status (other)	Curtilage Listed Building
Current Land use	Other 2 - In use as a building
Monument type	COACHING INN STABLE Post Medieval
Significant Finds	NONE None
Significant Finds	NONE None
Methods & techniques	"Measured Survey","Photographic Survey","Survey/Recording Of Fabric/Structure"
Prompt	Planning condition

#### Project location

Country	England
Site location	ESSEX UTTLESFORD SAFFRON WALDEN Outbuilding to rear of Cross Keys Hotel
Postcode	CB10 1AX
Study area	0 Square metres
Site coordinates	TL 553742 238479 51.8910280382 0.258142607388 51 53 27 N 000 15 29 E Point
Height OD / Depth	Min: 0m Max: 0m



## Project creators

Name of Organisation	Beacon Planning Ltd
Project brief originator	Self (i.e. landowner, developer, etc.)
Project design originator	Beacon Planning Ltd
Project director/manager	Edward James
Project supervisor	Jon Burgess
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Innventure Ltd

## Project archives

Physical Archive Exists?	No
Digital Archive recipient	Essex HER
Digital Contents	"none"
Digital Media available	"Images raster / digital photography","Text"
Paper Archive recipient	Essex HER
Paper Contents	"none"
Paper Media available	"Photograph","Plan","Report","Section"

## Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Historic Building Recording - Outbuilding at Cross Keys Hotel, Saffron Walden
Author(s)/Editor(s)	James, E
Date	2014
Issuer or publisher	Beacon Planning Ltd
Place of issue or publication	Stow-cum-Quy
Description	A4 report.
Entered by	Edward James (edward.james@beaconplanning.co.uk)
Entered on	7 November 2014

# OASIS:

Please e-mail [English Heritage](#) for OASIS help and advice

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