



A.P.A.C. Ltd.
Archaeological Perspectives Analysis Consultancy

SPECIFICATION OF WORKS

LEVEL I & LEVEL II BUILDING RECORDING SURVEY

Whitton Court, Whitton, Ludlow, Shropshire

Shropshire County Council

Planning Application No: 17/04607/FUL
Listed Building Consent: 17/04608/LBC



Summary

This document comprises a Works Specification for a level 1 and level 2 building recording to be undertaken at Whitton Court, Ludlow, Shropshire.

The work is being undertaken as a condition of planning and listed building consent prior to a programme of repair, redevelopment and alteration at the site.

As part of the planning process, Shropshire County Council's Historic Environment Team (SCC-HET) advised the planning department that the proposed work at the site would likely impact on archaeological resources and recommended that an archaeological building recording be carried out to create a lasting record of the standing fabric prior to redevelopment.

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General site location map
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Introduction

This Specification has been prepared by C E Smith MCIfA of APAC Ltd. It outlines the methodologies which will be employed by APAC Ltd in carrying out a level 2 (with supplemental level 1) building recording at Whitton Court, Whitton, Ludlow, Shropshire (Fig 1).

A planning application (with associated listed building consent) for works and alterations at the site to include the erection of a two storey extension to rear elevation; a porch to side elevation; (part) underground 6-bay garage; creation of self-contained flat; re-routing of vehicular driveway to include change of use of land; reinstatement of garden terraces, ponds and pavilions; and removal of trees was applied for by Andrew Warner of Hawkes Edwards acting as agent for Mr & Mrs Hoosenally (the clients).

The planning application number is 17/04607/FUL and the listed building consent number is 17/04608/FUL.

The proposed alteration, construction and renovation work will involve changes to the standing fabric of the existing building, all of which may impact on any archaeological resources present.

Shropshire County Council (SCC) were advised on this planning request by Shropshire County Council's Historic Environment Team (SCC-HET) who recommended that any planning approval should include a condition requiring a program of archaeological work.

As a result of this, and in order to preserve through recording the original layout and design of the structure at Whitton Court (as well as a garage structure to its immediate north), a condition has been imposed for a level II (with supplemental level I) building recording survey.

The wording of the condition regarding the building recording is laid out below:

No development approved by this permission shall commence until a photographic survey (Level 2 standard with Level 1 recording for all other fabric that is subject to significant repair, as defined in English Heritage's guidance 'Understanding Historic Buildings: A Guide to Good Recording Practice') of the interior/ exterior of the buildings has been submitted to and approved in writing by the Local Planning Authority.

Reason: This information is required before development commences to record the historic fabric of the building prior to development.

17/04607/FUL

This Specification has been drawn up using information provided by the agent and the SCC planning portal.

Location of the Site

Whitton Court is located approximately 1km to the north of the small village of Whitton, to the east of Ludlow, Shropshire. It is set in a gently undulating landscape characterised by irregularly shaped pastoral fields, narrow lanes and small nucleated settlements.

The site is situated at NGR SO 57825 73496 (Fig 2) and lies at approximately 173m above ordnance datum.

Brief Archaeological and Historical Background

The following information on Whitton Court is taken from Pevsner's 1958 publication, The Buildings of England: Shropshire –

Manor house. Mostly late C16 and early C17, with original core reputed to date from 1140, extended and restored c1862 and again 1883. Early brick with ashlar dressings on stone rubble plinth; painted timber frame with painted



infill panels and stone rubble with ashlar dressings to courtyard walls. Plain-tile roofs with ashlar-coped gables. Projecting brick eaves stacks with upper diagonal and spurred shafts and caps. Original U-shaped plan of main hall to south with cross wings to east and west, now forming 4 sides around small courtyard, 2 sides of which are C19.

EXTERIOR: 2-storey, attic and cellar. South front with cyma-moulded stone string courses at first and attic floors. Central large gabled front block with flanking advanced gabled bays. Central front with stone 2-mullion window with stone surround and hoodmould at attic level; 2 large stone 3-mullion and transom windows in stone surrounds flanked by smaller stone mullion windows at first floor; similar large window at ground floor flanked by smaller stone mullion windows with, to right, projecting rectangular porch with stone mullion window and studded boarded door to side with ashlar doorcase. At each end of central front block are projecting gables of cross wings each with single 2-mullion window in stone surround at attic level, 2-storey canted bay window projection with crenellated ashlar parapet over large canted stone mullion and transom window at each floor. Return walls of projecting gables have single lights at both floors, some with original leaded lights. East return side: central gable with projecting brick stack to left and projecting gabled bay to right. Central gable with 3-light mullion window to left and 2-light to right at both floors with 2-light mullioned window at attic level and to projecting gabled bay. Single-light windows to left of stack. All windows with cyma-moulded cornice over the window head.

West return side: 3 projecting brick and one integral stone stack with gable to right. Gable with 3- and 4-light mullion and transom windows at both floors, one elaborated into a tall staircase window to left, 3-light mullion window at attic level. 4-window range of mullion and transom windows to left with boarded door at ground floor to left.

North side: mostly restored but with ashlar segmental arched door surround with moulded chamfer and stepped hoodmould. South wing courtyard side: stone rubble wall with projecting brick stack flanked by stone 2-mullion and transom windows at first-floor level and stone mullion window with cusped ogee heads at ground floor. Pointed arched doorway to left, and to far left stone mullion windows with cusped ogee heads at first-floor level.

West wing courtyard side: 4 framed-bays of decorative framing. Ground-floor close studded frame consisting of sill, studs with middle rails, and 3 mullion and transom windows in left-hand bays, posts with console brackets supporting jettied moulded bressumer; first-floor square framing with decorative raking-stud framing and 2 mullion and transom windows with moulded sills on brackets set over decorative panels. Large central mullioned dormer window at attic level with jettied bressumer to decorative dormer truss over. Other 2 courtyard walls are mid C19 brick, with opposing wall containing post with console bracket as vestige of original framed wall.

INTERIOR: south wing has arched C15 stone doorway with double-ovolo-moulded arch leading to screens passage. Hall screen on one side and panelled wall opposite with very deeply-set panels with ovolo-moulded heavy ribbed surrounds, all formed from original square-framed partition walls. Hall is oak panelled with deep cornice, and ornamented with C17 paintings of vases of flowers, heraldic shields dated 1682 and a large hunting scene reputed to depict Sir Job Charlton. The hall is reputed to be a former open hall, now with C17 inserted floor with double-ovolo-moulded bridging beam and moulded edged plastered ceiling, with possible minstrels gallery over screens passage. Staircase to west of hall with toad-back moulded oak handrail and low turned balusters, 2 per open tread. 'White Room' to west of hall with complete painted C17 panelling and plastered cornice, fire surround with moulded corniced mantelshelf with brackets and ovolo-moulded Tudor arched fireplace. 'Brown Parlour' to east of hall with C18 oak panelling, double-ovolo bridging and cross bridging beams. Room over hall with C17 panelling and ornate plastered bridging beams and cornice. Room over brown parlour with double-ovolo-moulded bridging beams. West wing: 6-bay double trenched roof. Trusses of straight tie beam, high collar, and twin low vertical struts. Square framed cross walls at lower floors with framed former doorways adjacent to posts. Deep chamfered bridging beams with ogee stops at first floor and ogee chamfered bridging beams at ground floor. Brick south front added in 1621 for Sebastian Harvey, Lord Mayor of London. Sold to Sir John Charlton of Ludford, for his younger brother Sir Job, who is depicted on the painted hall panelling.

Aims and Objectives

The proposed alterations and developments will have a lasting impact on the extant fabric of the Whitton Court structure. Thus, in order to mitigate the effects of any impacts, the building recording will aim to create a detailed and permanent record of the structure prior to this work being carried out.

The above will be realized through a sequence of the following objective strategies;

- Brief documentary research of readily available sources



- A level II (with supplemental level I) building survey
- Production of a detailed, fully illustrated, client report

Scope of the Work

Documentary research:

In order to inform the survey, a limited amount of background research into Whitton Court will be undertaken prior to work commencing on site. This will include consultation of readily available published sources and grey literature as well as online sources (Heritage Gateway) and historic mapping.

A Level 2 building survey

A full definition of building survey 'levels' can be found in Historic England (2016) 'Understanding Historic Buildings: A Guide to Good Recording Practice'. The relevant sections for a level 1 and a level 2 survey are outlined below:

Level 1

Level 1 is essentially a basic visual record, supplemented by the minimum of information needed to identify the building's location, age and type. This is the simplest record, and it will not normally be an end in itself, but will be contributory to a wider study. Typically it will be undertaken when the objective is to gather basic information about a large number of buildings – for statistical sampling, for area assessments to identify buildings for planning purposes, and whenever resources are limited and much ground has to be covered in a short time. It may also serve to identify buildings requiring more detailed attention at a later date.

Level 1 surveys will generally be of exteriors only, though the interior of a building may sometimes be seen in order to make a superficial inspection and to note significant features. Only if circumstances and objectives allow will any drawings be produced, and these are likely to take the form of sketches.

Level 2

This is a descriptive record, made in similar circumstances to Level 1 but when more information is needed. It may be made of a building which is judged not to require a more detailed record, or it may serve to gather data for a wider project. Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.

Procedures

The Building Survey

The survey procedure will be undertaken to record aspects of both the interior and exterior of the building, as a whole. All work will be undertaken in accordance with the Chartered Institute for Archaeologists (2014) standard and guidance: for the archaeological investigation and recording of standing buildings or structures

As per the wording of the condition – Level 2 recording will take place on all areas with additional level 1 recording on those areas subject to repair. This relates to both Whitton Court itself and to the garage located immediately to the north.

Structural features of architectural, archaeological or historic interest will be recorded with descriptions.

Should such features be of sufficient importance they will be drawn at a scale of 1:10 or 1:20: where appropriate.

Photographic recording will include recognised and fully visible scales where possible. All photographs will be taken using a digital camera with 14mp+ capability with images saved as Tiff files.



Measurements will be taken, where appropriate, with a Leica Disto and related to the floor plan supplied by Hawkes Edwards (Agent).

A report will be produced, fully representative of information gathered from implementation of the building survey. Once completed, copies of the report (with all photographs stored digitally on enclosed DVD) will be submitted to the clients and their agent to be forwarded onto planning.

Analysis and Reporting

Within three months of the completion of the fieldwork, a fully illustrated report will be submitted to the client, SCC and sent for inclusion in the Shropshire Historic Environment Record.

The report will contain, as a minimum, the following elements:

- A non-technical summary.
- A table of contents.
- An introduction with acknowledgements, including a list of all those involved in the project and the location and description of the study area.
- A statement of the project aims.
- A brief archaeological and historical background of the site, indicating past and present land use, accompanied by any relevant (and readily available) maps, plans and photographs.
- A summary description of the survey results including any archaeologically significant features.
- A discussion of the results of the building recording survey including analysis of its use, development and, where possible, any phasing.
- Other maps, plans, drawings and photographs as appropriate.
- An interpretation of the results with a statement of the significance of any identified features
- An identification of any research implications arising from the work (with reference to the West Midlands Regional Research Framework where relevant – Watts, 2011).
- A bibliography of sources consulted, and a supplementary bibliography of any sources identified but not available for consultation.
- An index to the project archive and a statement of its location/proposed repository.
- A summary report will be published in a suitable local journal (*West Midlands Archaeology*) and the completed report disseminated online through Scribd

Archive

The project will be designated a project code with all significant documents carrying this code number.

Copies of the report and all building recording photographs will be sent to the regional HER (Shrewsbury).

An OASIS record will be created for the project.

A copy of the report, as well as any physical or digital archive, will be retained and stored by APAC Ltd.

The project archives will consist of all original records, and any documentation that relates to the building recording.

Copies of this Specification and any relevant correspondence will be included.

The archives will be prepared in accordance with both the Chartered Institute for Archaeologists (2014) standard and guidance: for the creation, compilation, transfer and deposition of archaeological archives and English Heritage (2014) Management of Research Projects in the Historic Environment.



Health & Safety:

Those carrying out the on-site recording will operate in accordance with the health and safety procedures as set out in:-

- The Health and Safety Work Act (1974) and related legislation.
- The Standing Conference of Archaeology Unit Managers Health and Safety Manual (2002).

Also, in accordance with the CDM Regulations (2015), a risk assessment in relation to the archaeological works will be drawn up by a CIEH competent risk assessor, prior to the commencement of the building survey.

All necessary protective clothing and equipment will be used as appropriate.

A first aid kit and accident book will be kept on site at all times, with a Health and Safety file.

APAC Ltd holds Public Liability, Employers Liability and Professional Indemnity Insurance through Towergate.

Project Monitoring

APAC Ltd understands that the project may require monitoring involvement. As a matter of courtesy, a copy of this Specification will be sent to the monitoring authority (SCC-HET).

Resources:

- Project Manager: Dr Neil Phillips MCIfA
- Survey Assistant: A.O. Phillips

Bibliography and References:

Chartered Institute for Archaeologists. 2014. Standards and Guidance: For the creation, compilation, transfer and deposition of archaeological archives

Chartered Institute for Archaeologists. 2014. Standards and Guidance: For the archaeological investigation and recording of standing buildings and structures, 2014

English Heritage. 2014. Management of Research Projects in the Historic Environment. 2nd Ed

English Heritage. 2016. Understanding Historic Buildings, A Guide to Good Recording Practice.

Health & Safety Executive. 2015. Construction (Design and Management) Regulations

Pevsner, N. 1958. The Buildings of England: Shropshire.

Standing Conference of Archaeology Unit Managers. 2002. SCAUM Health and Safety Manual

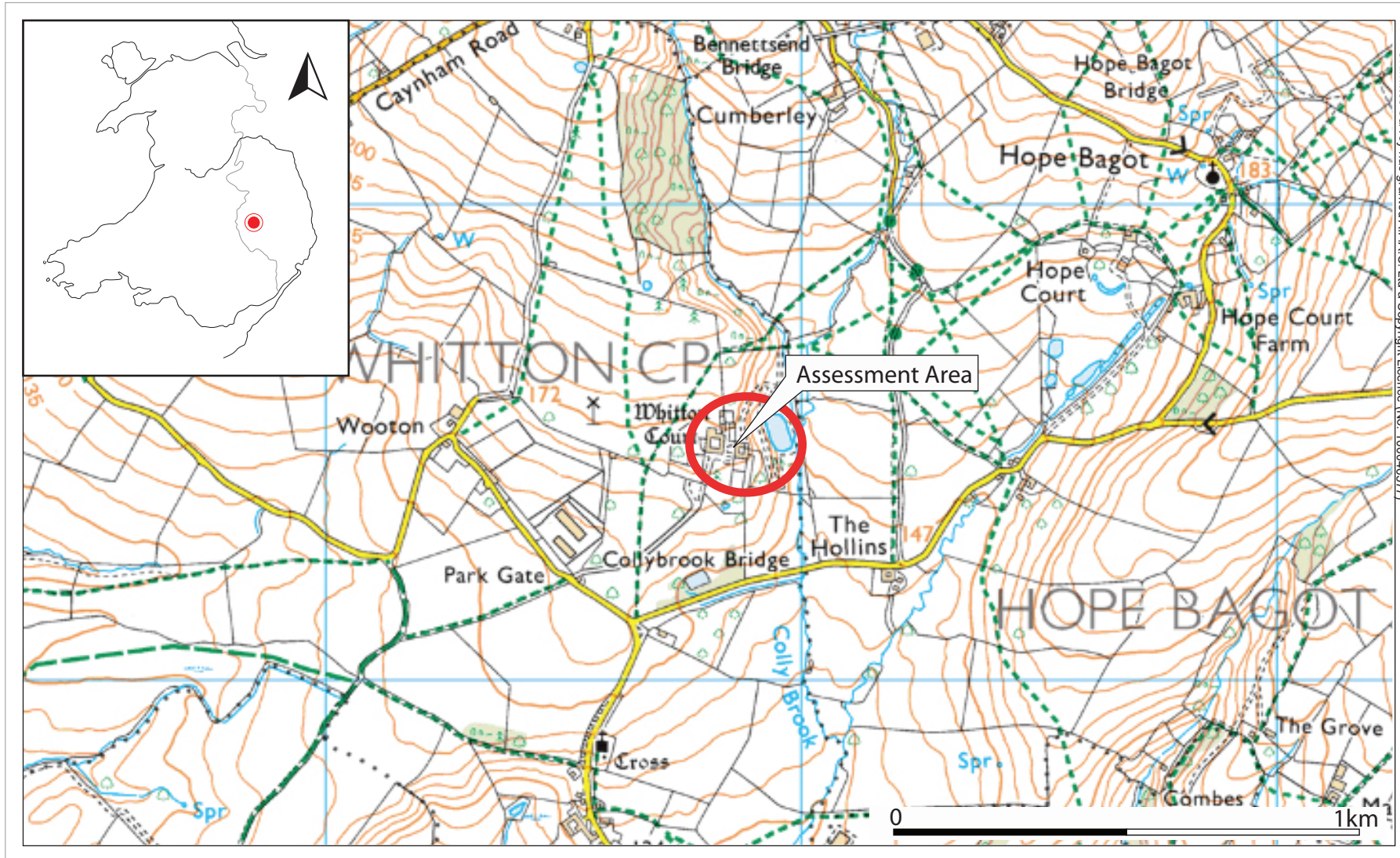
Watt, S. 2011. The Archaeology of the West Midlands. A Framework for Research. Oxford: Oxbow Books.



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Fig 1: Map showing general location of assessment area

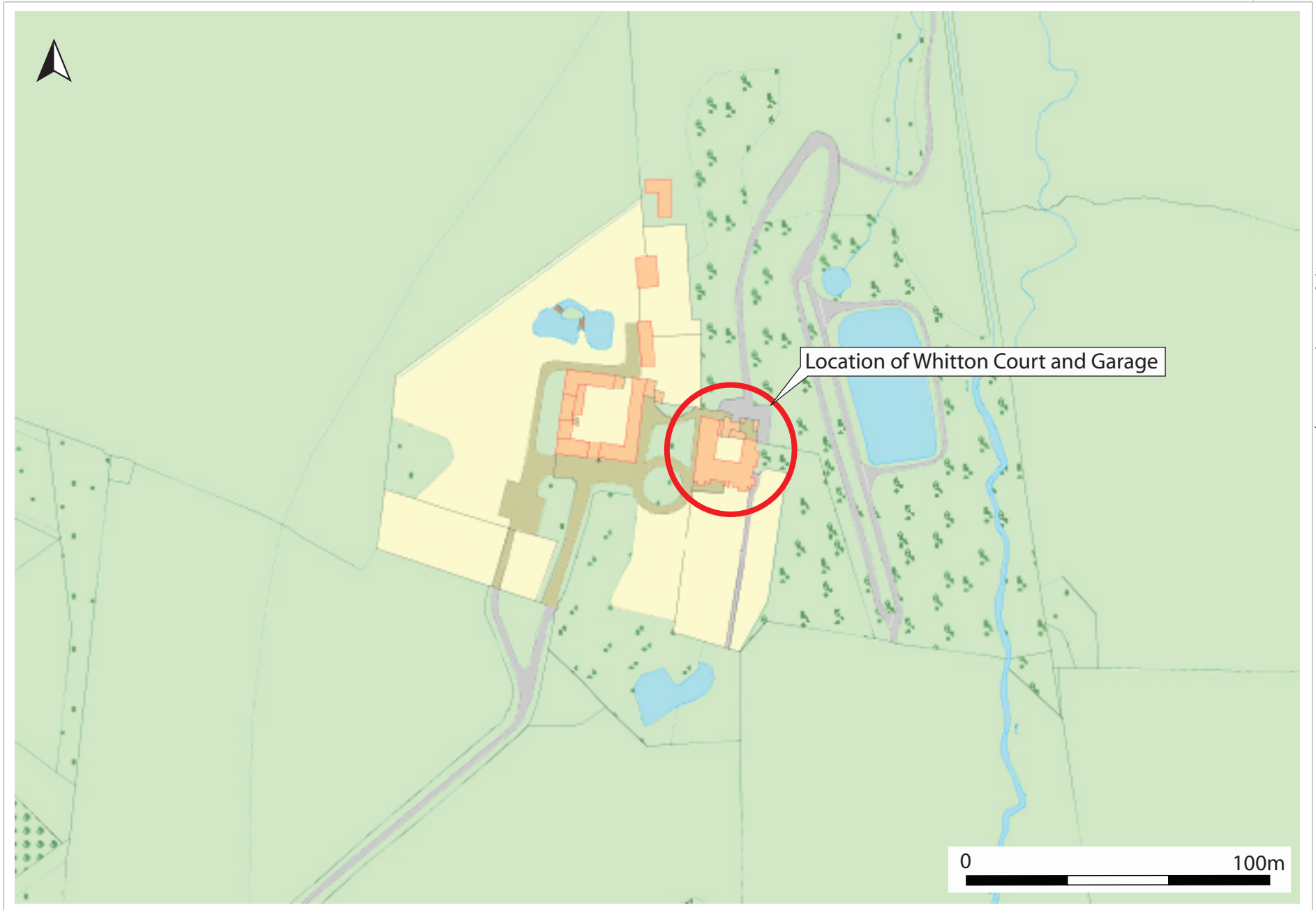


Fig 2: OS Mastermap showing detailed location of Whitton Court and garage to its immediate north