

**5 CARLTON CRESCENT
SOUTHAMPTON**

**WRITTEN SCHEME OF INVESTIGATION FOR
PRE-DEVELOPMENT HISTORIC BUILDING RECORDING**

Prepared on behalf of

**Oakdene Construction UK Limited
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By

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1. INTRODUCTION

- 1.1 The Historic Building Advisory Service (HBAS) was commissioned by Oakdene Construction UK Limited to prepare a project design for the archaeological structure recording of the building known as 5 Carlton Crescent, Southampton.
- 1.2 The aim of the work will be to record the architectural, historic or archaeological interest of the buildings on the site in advance of alterations and adaptations in connection with a change of use of the building. The work is required as part of the grant of planning approval of planning application number 14/01795/LBC by Southampton City Council to allow the conversion of the building to flats.

2 AIM

- 2.1 The aim of the building survey programme is to ensure that the recording of a significant structure is initiated at an appropriate point in the development procedure. This is required by condition 5 application number 14/01795/LBC.

3 METHODOLOGY

3.1 Introduction

- 3.1.1 In brief, the methodology will comprise an assessment of the structures based on measured and photographic survey in advance of the demolition of the building and augmented by some documentary research.
- 3.1.2 The survey will, as a minimum standard, be to Level 3 standard as considered appropriate for the site as set out in *UNDERSTANDING HISTORIC BUILDINGS: A guide to good recording practice* (Historic England, 2006).

3.2 Recording

- 3.2.1 The aim of the recording will be to produce a record of the building and its setting at the time of the survey in advance of the commencement of any work. This will be undertaken by a visual examination of the elements that make up the buildings to identify the means of construction and relevant historic details.
- 3.2.2 HBAS will consider the whole of the building as an historical structure with all the idiosyncrasies and foibles that arise with time and the use of what are now generally considered as archaic building methods and styles. Our expertise in dealing with old buildings allows us to consider each part of the structure as an individual element that makes up the whole - rather in the way that it would have been built.
- 3.2.3 This project will be augmented by investigation of the documentary records that may exist to give a greater understanding of the background history of its development. This research will be a trawl of all readily accessible documentary sources relating to the building, but would not necessarily be a definitive research project. It will be sufficient to form a good understanding of the history and development of the building and to do this we will visit the relevant record offices and archives as well as other research sources.
- 3.2.4 Approximate dating on a stylistic basis will be carried out on the fabric as well as phasing the development of the buildings. This will be transferred to the surveyor drawings of the building and site. These annotated appropriately to show general areas, build sequences, etc.
- 3.2.5 A photographic record, consisting of colour slide, digital images or black and white photographs as considered appropriate, will include coverage of all external elevations, with all architectural details separately photographed as well as the setting of the structure within the site. A photographic scale will be used where necessary. The photographic record will be accompanied by a photographic register detailing (as a minimum) location and direction of shot.

- 3.2.6 An historical perspective of the building will be delivered in a report form to show as clearly as possible an account of the site.

3.3 Report

- 3.3.1 On completion of the building recording a written report will be prepared which will collate all the information from this phase of the project. It will address the aims of the building recording will include photographs from the archive as appropriate.
- 3.3.2 Record drawings will be produced to an industry standard for architectural work, within a CAD environment. Subsequently they can be delivered in electronic format (AutoCAD, DXF, etc) as may be agreed with the archive repository in addition to those included as hard copy within the final report.
- 3.3.3 The report will include a summary sheet that will as a minimum contain the following information:
- Site name/address
 - SOU site code (this should also be included on the front cover)
 - Contractor site code
 - HET consultation number
 - Planning application number (if relevant)
 - Grid reference of centre of site - 8 figures, including prefix (eg SU).
 - Fieldwork dates (full start and end dates in form day/month/year)
 - Type of fieldwork
 - Name of surveying organisation
 - Report author
 - Name of client
 - Non-technical summary
- 3.3.4 The content of the report will contain as a minimum:
- Present land use and geology as recorded by the Geological Survey.
 - Historical background with map regression and summary of information in secondary/published sources.
 - Archaeological background of known archaeological sites or find spots in the vicinity, with location plan.
 - Project aims
 - Methodology amended from the WSI as appropriate.
 - Detailed description of result for all parts of the building as specified above with interpretation and dating with particular reference made to any aspect deserving of special attention that will also be cross-referenced to a drawing and / or photograph
 - Conclusion
 - Bibliography
 - Location plan with site location plan based on 1:1250 OS mapping.
 - Other drawings that will be a representative collection of drawings derived from the fieldwork drawings.

- Photographs as a representative selection of resulting from the site recording
 - HER data that is used to compile the historical and archaeological backgrounds obtained from the Southampton HER an is covered by a valid licence agreement.
- 3.3.5 On completion a copy of the report in PDF format will be sent to the HET for approval. Once it has been approved a full-colour paper copy of the report will be sent to the following: the developer; the HET (for the HER); the Special Collections section of Southampton Public Library. The contractor will also deposit a full-colour paper copy of the report as part of the archive (see below).
- 3.3.6 One copy of the approved report will be supplied to the HET in PDF format (for the HER), either by email or on disk as appropriate. The PDF will be text searchable with good quality figures and images. All report drawings and photographs will be included in the PDF file, and the selecting of text and graphics security option will be set at "allowed".
- 3.3.7 HBAS will supply the HER Officer with digital copies of the photographs or other archive items used in the report, and of other archive items uncovered during the research. These will be supplied in TIFF format and at least 600 dpi resolution.

3.4 Archive

- 3.4.1 The archive will be the written, drawn, and photographic data resulting from the survey. It will principally comprise the material specified in *Understanding Historic Buildings*, together with additional material such as is specified in Section 7 of this scheme. Southampton City Council will be the depository of the archive, once the period of post-fieldwork analysis and report-writing is complete.
- 3.4.2 The contractor will prepare a summary of the contents of the archive, which itself will form a part of the archive.
- 3.4.3 HBAS will ensure that the archive is prepared, compiled, and presented in accordance with the standards laid down in "Standards for the Creation, Compilation and Transfer of Archaeological Archives" (Southampton City Council, 2007).
- 3.4.4 The archive will be suitably deposited with an appropriate repository.
- 3.4.5 The written and drawn archive will be copied onto microfiche which satisfies the criteria set out by English Heritage. A master copy will be deposited with the English Heritage Record Centre at Swindon.

4 STANDARDS

- 4.1 The Historic Building Advisory Service is firm of chartered building surveyors and building archaeologists that is regulated by the Royal Institution of Chartered Surveyors (RICS). We endorse the *Code of Practice* and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* of the Chartered Institute for Archaeologists (CIfA).
- 4.2 All building recording work will be carried out in line with the Chartered Institute for Archaeologists '*Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*
- 4.3 All work will be carried out in accordance with the *Health and Safety at Work etc Act* 1974, and the *Management of Health and Safety Regulations* 1992. The Project Manager will compile a Risk Assessment before work commences.
- 4.4 The project will be under the control of a Chartered Building Surveyor who is also a Member of CIfA, or an archaeologist with equivalent experience.

5 MONITORING AND PUBLICITY

- 5.1 Access will be maintained at all times for the recording to be monitored by the project manager or the local authority planning department.
- 5.2 A suitable publicity statement will be produced in conjunction with the client if significant findings are made during this work. This will require the approval of the Client and will be supplied to the local media.

6 PERSONNEL

- 6.1 In all cases the project will be supervised and monitored by the following staff, under the overall direction of the Project Manager
 - Bob Hill, MRICS, MCIfA Project Manager
 - R Sparkes BA hons Building Recorder