

I-3 Winton Square, Stoke-on-Trent

Written Scheme of Investigation

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Date: 19.12.2019

Notice

The record will be undertaken during the week of 6th to 10th January 2020. It is anticipated that the date will be Tuesday 7th January 2020 from 10am.

Programme

Following the recording, a draft copy of the report will be submitted to the Planning Archaeologist during the week of 13th – 17th January 2020. The report will be deposited with the various archives and online sources during the following week.

Site Location and Description

The site incorporates three conjoined former dwellings, which were built for the North Staffordshire Railway, as part of a suite of structures built in association with the railway in a purpose-built group in front of Stoke Railway Station, known as Winton Square. The buildings form one side of a roughly symmetrical square and share details with Nos. 4-6 Winton Square and were built at the same time. They are described in the Winton Square Conservation Area Appraisal.

The buildings are listed grade II and the list description dates the buildings to 1848.

Planning Background

The change of use of Nos. 1-3 Winton Square to residential use, for student accommodation, was given planning permission and listed building consent on 29th November 2019, subject to a programme of detailed archaeological building recording. See: applications: 64547/LBC and 64546/FUL.

The buildings had been most recently used as offices for Staffordshire University but were converted to this use from dwellings in the 1980s.

Aims and Objectives

This written scheme of investigation sets out a programme of proposed archaeological building recording of Nos. 1-3 Winton Square, Stoke-on-Trent.

In particular, the recording will investigate the original plan form of each dwelling and identify how this has changed over the centuries, it will set out any architectural detail which survives

and identify where any further investigation would assist in determining the original plan form and alterations, including the two principal 1980s staircases.

Site Investigation - Methodology

Level of Assessment

The recording will be undertaken to a Level 3 Historic England survey. This is set out in the Historic England publication – Understanding Historic Buildings – A Guide to Good Recording Practice.

This comprises a systematic account of the buildings origins, development and use and an account of the evidence on which the analyses is based, allowing the validity of the record to be re-examined in detail. It also includes drawn and photographic records.

This includes a high degree of analytical assessment, utilising comparative examples, where appropriate, to put the building into context. Building investigation involves a detailed examination of the structure, and evidence of phasing, architectural styles, plan elements and decorative schemes, fixtures and fittings.

Map regression and Archival Research

The assessment will include map regression to assist in determining the phasing of the buildings and associated structures. Typically, this will include the Ordnance Survey records from the 19th and early 20th century and earlier maps, if appropriate.

The assessment will also investigate any sale particulars, trade directories, British Newspaper Archive, and census records, to expand on an understanding of development and the use of the buildings at different dates.

Photography

All external elevations will be photographed and where appropriate a steel 2-metre ranging survey pole will be used to enable accurate measurements to be taken.

Internal elevations will be selectively photographed, at the professional surveyor's discretion and judgement, to record the general appearance of rooms and any details of significance.

Photographs will incorporate a steel 2-metre ranging pole where this is feasible, primarily where there are internal elevations. Survey poles are to be used only against flat / vertical or horizontal surfaces, where accurate measurements can be understood from the photographs.

Where there are any historic details, such as fireplaces or internal doors, these will be photographed using a steel 30-cm rule. All existing cornices are being separately recorded by drawing and 'squeeze mould' to fulfil a separate planning condition. The purpose of internal recording is to record both original details and any subsequent phases of work, including the alterations carried out in the 1980s.

Equipment

Steel 2-metre ranging pole to be used in conjunction with photography (internal and external) and steel 30-cm rule to be used to measure any traditional internal architectural detail.

Camera: Canon EOS 5D Mark II

All photographs are taken at the highest resolution for the DSLR camera settings in both RAW and JPEG format, at 21.1 megapixels. Elevational photographs are all taken using a tripod and the camera is mounted at an average height of 1.6 metres. Long exposures record detail and are best-suited for internal photography, to avoid distortion with camera-mounted flash.

Internal photos will be supplemented with off-camera light sources.

All photographs are saved as digital images, at the highest resolution and these are uploaded to the OASIS database at the highest permissible file size.

Exclusions

All photographs will be taken from a safe working height (cf. Working at Height Regulations 2005). Photographs will not be taken from unsupported ladders or unsafe areas, where survey has identified a personnel risk, such as where there is asbestos lagging (e.g. cellars) or attic space where there is no over-boarding.

Archaeological material / finds

There are no historic fixtures or fittings within the building being removed. There is therefore no need to deposit any material, other than the grey literature report and photographs, printed onto archivally permanent paper, with the Museum.

Post Investigation - Methodology

Reporting

The output is a written report, fully-illustrated with colour photographs and any historic documentary material.

The report will include an overview of the significance of the buildings and will put this into a local and national context.

The report will attempt to answer key research questions, such as are there any comparable buildings designed by the same architect/ engineer?

The assessment will use the measured survey prepared by the architect for the detailed analysis of the buildings phasing. This measured survey has been discussed, checked, and corrected with Mel Morris Conservation and is an accurate record for the purposes of carrying out a Level 3 survey.

The assessment will include a summary of phasing, and a diagrammatic overview, with key. The measured survey will also be used to produce a key for the photographic survey.

The assessment will include an analysis of all features of archaeological interest.

The report will be accompanied with a full list of primary, secondary and cartographic sources.

Archive Deposition

The report and photographs will be uploaded to the OASIS Database (Archaeology Data Service) as both a grey literature report and as a series of photographs (see brief 9.1).

The ADS make reports available to the public as free downloads, ensuring wide dissemination, including search facilities. We will ensure that as a record the key research names will include the name of the engineer and the railway station. ADS also notify the HER of all such submitted reports. The report is submitted with an OASIS form.

In addition, the report will be sent as a bound hard printed colour-copy to the Stoke-on-Trent Historic Environment Record, and a nominated local archive at their discretion. This will be submitted printed, with photographs, onto archivally permanent paper at 300dpi. In all other respects the submitted archive will comply with the policies of the Museum or archive and will comply fully with the brief produced by the Planning Archaeologist.

Publication

The grey literature report will be submitted to ADS for publication (see Brief 3.6). The ADS reports are all available to search and download and are published online.

Experience and Qualifications

Mel Morris is experienced in carrying out building recording and has a degree in architectural history (BA Hons) and a post-graduate diploma in Architectural Conservation, which included carrying out extensive measured survey. Mel Morris has also completed a five-day course in building recording and Metric Survey Specification with English Heritage (Summer School). Mel Morris has been recording buildings since 1987. A number of her records for Staffordshire Moorlands have been deposited in the ADS archive and in separate archives, such as the Greater Manchester Archaeological Unit. A list of building recording projects and building analysis reports undertaken by Mel Morris Conservation in the North West is included in the ongoing development of the North West Region Archaeological Research Framework (see Appendix 2).

Code of Conduct and Standards for Members of the IHBC

Members of the Institute of Historic Building Conservation are required to conduct themselves in accordance with the Institute's Code of Conduct, in the interests of the public and the protection of the built heritage. It is therefore the duty of all members of the Institute of Historic Building Conservation to act for and to promote the protection of this built heritage under Article 7.3 of the Articles of Association. These require specific standards of competence, responsibility and ethical behaviour in the pursuit of historic building conservation work.

This includes, but is not exclusively:

- Members shall present historic buildings, areas and landscapes and the conservation and preservation thereof, in a responsible manner and shall avoid and discourage exaggerated, misleading or unwarranted statements about conservation matters.
- Members shall not offer advice, make a public statement or give legal testimony involving the conservation of the built heritage, without being as thoroughly informed on the matters concerned as might reasonably be expected.
- Members shall not undertake work for which they are not adequately and appropriately qualified and experienced.
- Members shall not appropriate credit for work done by others, and shall not commit plagiarism in oral or written communication
- Members shall not make or subscribe to any statements or reports which are contrary to their own bona fide professional opinions and shall not knowingly enter into any contract or agreement which requires them so to do.

Insurance

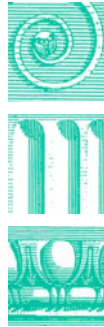
Mel Morris Conservation holds Public Liability Insurance with Allianz Insurance PLC. with a limit of indemnity of £5,000,000 for any one claim and Employers Liability Insurance with a limit of indemnity of £10,000,000.

Mel Morris holds Professional Indemnity insurance with Zurich Insurance PLC. with a limit of indemnity of £2,000,000 (2 million) for any one claim.

Health and Safety

Mel Morris Conservation has an up-to-date Health and Safety Policy (see Appendix I).

Appendix I – Health and Safety Statement



mel morris
conservation

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HEALTH AND SAFETY POLICY STATEMENT

A. STATEMENT OF INTENT

We are committed to providing and protecting the safety and welfare of our employees and third parties who may be affected by work activities associated with the business therefore we operate within a comprehensive Health and Safety Policy.

We are all required to comply with the provisions of Health and Safety at Work Act 1974 and all the statutory regulations passed under that Act. Therefore we will:

1. Establish and implement Health and Safety Management Procedures to manage the risks associated with our premises and activities.
2. Monitor and revise our Health and Safety Management Procedures annually or more frequently, as necessary.
3. Provide sufficient resources to meet the requirements of current Health and Safety legislation.
4. Actively promote an open attitude to Health and Safety issues, encouraging staff and sub-contractors to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
5. Provide adequate training to enable all employees to work safely and effectively, and to ensure that they are competent in the work they carry out.
6. Carry out and regularly review risk assessments to identify hazards and existing control measures.
7. Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
8. Co-operate with other organisations on construction sites to ensure that we are aware of any risks to our employees from their activities, and that we comply with the requirements of relevant legislation.

When at work, it is each individual's responsibility:

- to take reasonable care of his / her own safety
- to take reasonable care of the safety of others who may be affected by what we do or fail to do
- to co-operate so that we can all comply with our legal duties

- to ensure we do not interfere with or misuse anything provided in the interests of health and safety

M L Morris

Signed:.....

Name: Melanie Morris

Position: Proprietor

Date: 28 November 2019

B. HEALTH & SAFETY PROCEDURES

The overall and final responsibility for health and safety lies with Melanie Morris (Proprietor)

1. These procedures apply to all work undertaken by Mel Morris Conservation, including both office-based activities and site survey, which includes photographic surveys, measured surveys, condition surveys and Level 1, Level 2, Level 3 and Level 4 Historic England surveys.

2. Overall responsibility for health and safety lies with Melanie Morris, the proprietor. This includes ensuring that all staff hold appropriate qualifications and are suitably experienced for site survey work, work within the legislative requirements and hold appropriate professional memberships.

3. Sub-Contractors

All sub-contractors shall carry their own Public Liability Insurance to a value of £5 million. All sub-contractors shall comply with the current Health and Safety legislation. They will be made aware of any risks, of which the business is aware, and encouraged to carry out their own risk assessments prior to working on site.

4. Training

All staff will be trained in the correct equipment to wear on demolition or construction sites and to recognise where there is a potential risk from falling masonry or plaster, fragile or unstable building elements.

Staff shall be trained in the safe methods of using ladders and working from scaffolding and taught to recognise whether scaffolding has been safely erected.

All Health and Safety training shall be kept up-to-date and shall be relevant to the nature of our work. This shall include keeping abreast of any changes in health and safety legislation.

5. Office

The office environment shall comply with all Health and Safety in the Workplace requirements under the relevant legislation.

6. Site Work

General

All visits to sites shall be undertaken following an initial risk assessment, if necessary in consultation with the client, to determine the risks and the appropriate clothing, footwear and whether a visit should be accompanied.

All staff shall be issued with and shall wear on construction or demolition sites;

- steel toe-capped and steel midsole boots
- a hard hat which complies with the Health and Safety legislation and is “in-date”, in accordance with the Construction (Head Protection) Regulations 1989.
- a high visibility vest

The following protective clothing may also be required where there is a perceived risk to health and safety;

- Safety goggles
- Gloves
- Masks

Construction sites

Where there is a main contractor on site, always report to the site office and obtain all necessary permits and safety equipment. All staff shall follow the contractors own health and safety requirements for appropriate clothing and comply with their standards and instructions.

Scaffolding

All ladder work shall be undertaken using safe methods of ascending and descending ladders. Any scaffolding which appears to be unsafely erected shall not be used. Never climb a ladder which is not securely fixed. The contractor shall be made aware of any concerns and of the need to comply with HSE legislation.

Construction sites – vacant or derelict buildings

Where there is no contractor present, carry out an initial risk assessment of the site, or clarify with the client the presence of any or all of the following hazards; excavations and voids, rotten sections of flooring, wet areas and holes, any exposed wiring, hazardous materials (e.g. asbestos pipe lagging, gas cylinders, etc.), sharps or broken glass, needles or syringes, flooded basements, rodent evidence or pigeon debris (dead bodies or guano). Do not enter a space where there is any free asbestos fibre.

Each member of staff will identify following an assessment of risk whether it is appropriate to continue a survey.

Highways

All employees shall wear a high visibility vest, when attending any site visits that involve assessment of structures or buildings in the Highway.

Reporting procedures

All accidents at work should be recorded and reported. If any employee or sub-contractor is involved in an accident or incident involving injury or potential injury this must be reported and recorded using the Accident report forms located in the office. These will be used to prevent such instances happening in the future and will inform our review of safety procedures.