



**Refurbishment of Block A
County Hall
Taunton
Somerset**

Written Scheme of Investigation for Level 3 Historic Building Recording

for
Heritage Places

BBHC Project: 1814
BBHC Report: 18005

March 2019



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REVISION HISTORY					
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1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) for a programme of Level 3 Building Recording at Block A, County Hall, Taunton, Somerset (centred at NGR: 322450 124356). It has been prepared for Heritage Places on behalf of Willmott Dixon. This document forms the basis upon which further recording work during opening up and refurbishment works will be tendered to suitably qualified Heritage Contractors, an initial phase of pre-development photographic recording having been undertaken by Bristol & Bath Heritage Consultancy Ltd (BBHC) on behalf of Heritage Places in November 2018. The Heritage Contractor will be required to produce a Project Design in response to this WSI, setting out details of their proposal for completing the work in adherence with the relevant industry and local authority standards, and the methodology set out herein, including integration of the BBHC photographic record into their report and project archive.
- 1.2 Listed Building Consent for the refurbishment of the Grade II listed Block A of the Somerset County Council Campus was approved on 6 March 2019 (Application No: 4/38/18/0385/OB) requiring a programme of building recording subject to conditions (Condition 3 specifically, but also Condition 14). The conditions read as follows:

Condition 3

No works shall commence unless a programme of building recording has been secured in accordance with a Written Scheme of Investigation (WSI) which has been submitted and approved in writing by the Planning Authority. The WSI shall include details for a Level 3 Record of the building prior to the works commencing and during ongoing exposure of original or early fabric and building services, publication of the record, and deposition of the archive.

Reason: *To safeguard the identification and recording of any features of architectural, historic and archaeological interest associated with the fabric of the building.*

Condition 14

*Where original building services are revealed during the works they shall be retained in situ unless their removal is required as part of the asbestos removal works, they prohibit the carryout of the approved works, or their removal is agreed in writing by the Local Planning Authority. **All reasonable attempts should be made to record the***

historic building services prior to their removal in line with the approved Written Scheme of Investigation.

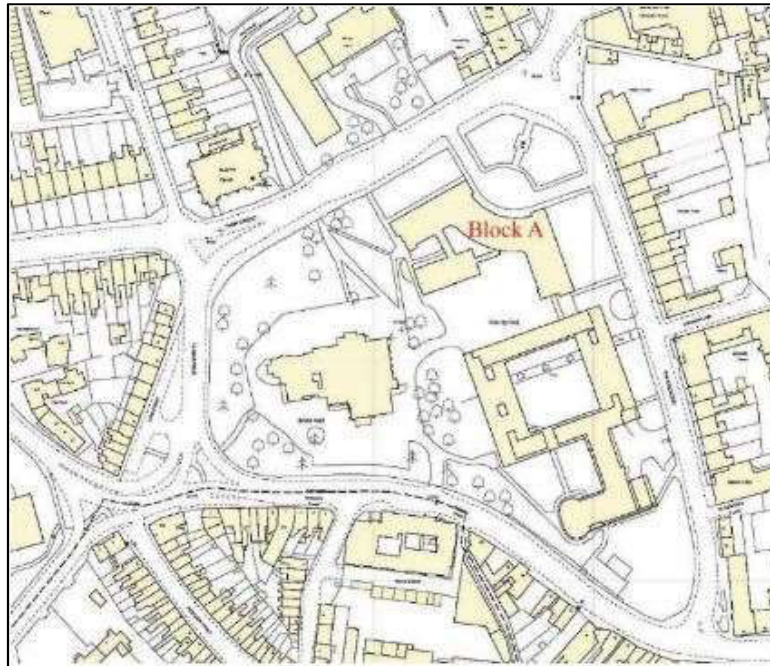
Reason: To safeguard the special architectural or historic interest, character, appearance and integrity of the listed building.

- 1.3 A initial photographic record of the building prior to commencement of the main phase of refurbishment works was undertaken by BBHC, on behalf of Heritage Places, in November 2018. Coverage included general views of the external elevations of the building and interior circulation areas on all floors, together with a record of areas of proposed alterations, including the removal or refurbishment of original doors, light fixings, stairs and balustrades, internal partitions and ceilings, and the numerous scientific laboratories situated on the third floor. Details of the extent of coverage of the BBHC record are included at Appendix 1. The archive from this initial record will be provided to the successful Heritage Contractor for integration into the final report and project archive, and the Contractor's costs should therefore allow for the required work to achieve this. The BBHC archive comprises approximately 7Gb of digital information, mainly comprising approximately 200 colour digital photographs captured by 35mm digital SLR camera in both .raw and .jpeg format, a digital photographic register (in MS Excel) and PDF floor plans annotated with the view direction of each photograph (reproduced at Appendix 1). The physical archive also includes approximately 200 prints and negatives from a total of six 35mm black and white films which provide the same level of coverage as the digital colour images.
- 1.4 This WSI has been guided in its composition by *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England 2016) the *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (ClfA 2014), and the *Somerset Archaeological Handbook* (South-West Heritage Trust 2017).

The site

- 1.5 Block A, County Hall is situated on a large roughly triangular block of land to the south west of Taunton town centre, bordered by Shuttern, Park Street and The Crescent. It shares this 'island' site with the remainder of County Hall and with Shire Hall, a civic building to its west that was completed in 1858 and is now listed. Together, these form a group along with Taunton Police Station across Shuttern, which share a passing

linkage in terms of development history, positioning and function. The island site lies on the very edge of the historic core of Taunton in an urban area and surrounding premises are in use for residential, commercial and institutional uses. The site rises to the west, such that Shire Hall stands at a markedly higher level than Blocks A, B and C, the principal built components of County Hall. The complete site has extensive areas of both hard and soft landscaping. There are a significant number of mature trees, especially around Shire Hall.



- 1.6 The underlying geology of the site is formed of Mercia Mudstone Group, mudstone and halite-stone, a sedimentary bedrock formed approximately 201 to 252 million years ago in the Triassic Period (BGS 2019). There is potential for superficial deposits of colluvium (diamicton – a sediment formed by dry-land erosion) formed up to 2 million years ago in the Quaternary period (ibid.). The island site was once bisected by Gaol Stream, a tributary of the River Tone, although the stream now runs in a conduit below ground. (HP 2018).

2. HISTORICAL BACKGROUND

- 2.1 A Heritage Statement was prepared for the Listed Building Consent application by Heritage Places in September 2018 (HP 2018), to which reference should be made for detailed background information. However, a brief summary of the study is contained in the paragraphs below.

2.2 County Hall was built in two main phases: Block A, the focus of the refurbishment work, was constructed from 1933-35 in the north east corner of the island site. Blocks B and C were built in 1962-63, immediately to its south along The Crescent. Block A is a designated heritage asset, being a Grade II listed building. Built on four floors plus a basement, its classicism is largely, although not entirely, implied. The external walls of the concrete framed building are of Portland stone ashlar for the ground floor storey, while its upper elevations are of a pale brown and pink brick, with Portland dressings. Its roof is of steeply pitched hipped form, clad in Cumberland slates. The County Hall site does not lie in a conservation area, although it is situated in the immediate settings of both The Crescent and the Park Street and Wellington Road Conservation Areas and the slightly more extended setting of the Mount Street/Vivary Park Conservation Area.

2.3 The Heritage Statement (HP 2018) assesses Block A County Hall as being a designated heritage asset of medium approaching high significance due to the following key attributes:

- It is an important public building in the Neo-Georgian style by E Vincent Harris, arguably the most renowned of British civic architects of the interwar period;
- It is one of, if not the best example of landmark interwar architecture in Taunton town centre;
- As the list description identifies, it has distinct architectural quality and presence;
- The building was carefully positioned on its site to provide a symbolically powerful statement and physical manifestation of civic 'might' that directly confronted the viewer leaving the town centre along Corporation Street;
- In addition to being an important focal point structure, it makes a considerable direct and vital contribution within the settings of both The Crescent and Park Street Conservation Areas. Taken together, therefore, it must be seen as a key element in the local townscape immediately to the west of Taunton town centre;
- Harris's Block A provided a new frontage building to a civic quarter for the county town that had been coalescing since the 1750s and which included Shire Hall, the public gardens between the two, and the County Constabulary Headquarters across Shuttern.
- Through highly sensitive site planning, it reflected and, as far as was possible for Harris to achieve, it respected the intimate physical and visual relationship between the

houses in The Crescent and County Hall's site, the former Crescent Field, while at the same time allowing the possibility of continued traditional use of open ground to its south for major public events;

- Harris's layout for the site accentuated the physical and visual connection between Shire Hall and The Crescent. Although that has been significantly compromised by construction of Block B in the early 1960s, a snatched glimpse of the formerly important relationship can still be gained between the two structures;
- Harris purposefully designed a flexible civic office building, dictating key elements within the design, but allowing the County Council to determine the layout of all informal working, office and laboratory spaces at each level within the building. As the listing description indicates, notwithstanding later phases of alterations, internally, the building today contains a considerable quantity of its original fittings and the original Harris/County Council hybrid plan form remains legible despite significant loss of partitioning on the first and second floors. Externally, Harris's architectural scheme retains its coherence and is readily legible, and his simple, yet elegant, forecourt landscaping – a fundamental part of this scheme - remains reasonably intact.

2.4 The building was opened in 1935, and at the time many aspects of its construction were considered state of the art, with key features such as an internal telephone system (HP 2018, 29-30). A basement containing much of the plant necessary to heat and power the building covered approximately one-third of the ground floor footprint. The ground floor was originally occupied by the Treasurer's Department and Local Taxation Department, the first floor entirely by the Clerk of the County Council's Department. The second floor housed the Surveyor's and Education Departments, whilst on the third floor were the Medical Officer's Department and the laboratories of the County Analyst, which at the time were considered to be 'equipped in the most up-to-date manner' (ibid.). An electric passenger lift was installed in anticipation of updates to the electricity supply in the town, and was therefore initially inoperable until that supply came on stream. Heating was by water heated from coke-fired boilers in the basement and carried through pipes embedded in the ceilings of the rooms, known as 'panel heating' (ibid.).

2.5 The building has been subject to numerous updates since its original construction, including the extension of the basement and replacement of the coke-fired boilers in 1963-4 to increase heating output to cater for the newly built Block B, and further replacement of the boilers in 1986 (HP 2018, 35). The central lift was replaced in

1965, and a major refit carried out in 1971-73, along with remodelling of parts of its interior (including some changes to office partitioning) and significant alterations and upgrading of the electrical installation, which included installation of fluorescent lighting in place of Harris's considerably more characterful light fittings (*ibid.*). Lighting throughout the building was further refurbished in the late 1990s.

- 2.6 Alterations carried out in Block A in the later 1970s included the creation of a committee room and members' lounge and the installation of various suspended ceilings, while changes were made to the third floor laboratories of the Scientific Adviser and County Analyst in 1980. A major programme of fire safety improvement work was implemented in 1980-82, including the insertion of Georgian wired-glazed vision panels through internal doors to the many offices at each level in the building and the subdivision of the main corridors with fire doors. Further upgrading of fire safety arrangements took place in the late 1980s, with a new fire alarm system being provided in 1994-95. The water, gas and electrical installations appear to have been variously further altered, upgraded or substantively renewed in 1982/83 and Block A's toilet accommodation was refurbished in phases between 1984 and 1990. The single storeyed annexe in place today to the rear of Block A was added in 1985 or soon thereafter. The main roof was recovered in 1987, replacing the original Cotswold stone tiles with Cumberland slates. Finally and most recently, the greatest transformation to the character of the original County Hall occurred in 2001-02, when open plan office areas were created by demolition of non-loadbearing partitions around the building, following granting of approval by the Secretary of State at appeal for the works (*ibid.*).
- 2.7 On 19-20 November 2018 Bristol & Bath Heritage Consultancy Ltd carried out photographic recording of Block A in its pre-refurbishment condition, albeit some works were being carried out at the time with the insertion of new plant in the basement area. Coverage was limited to general views of the areas of proposed alterations, and sample detail of the typical fixtures and fittings, including the extensive laboratory equipment on Level 3. Colour digital images were captured in both RAW and JPEG format utilising a Canon EOS 200D 24.2mp digital SLR camera equipped with an 18-55mm telephoto lens. Black and White images were captured with a 35mm Minolta X-500 SLR camera, fitted with a Tokina AT-X 28-65mm telephoto lens, on Ilford HP5 400 ASA black and white film. A camera tripod, combined with camera self-timers and/or a Nissin 140 flash gun, were utilised where appropriate. However, natural light was used wherever possible for most of the wider views of circulation area. Uneven artificial lighting was present throughout most of the building at the time

of recording, and natural light levels were relatively low due to the time of year, and cloudy weather conditions at the time of the survey.

2.8 The principal elements of the building proposed for alteration, and therefore recorded in their existing condition by BBHC (detailed at Appendices 1 & 2), included:

Basement

- *Plant Room*

A record was made of works in progress to replace the existing plant.

- *General views of the connecting corridor and heating/service ducts*
- *The bases of the eastern and western chimneys*
- *The redundant original heating ventilation fan (below)*



Figure 1 basement - 1930s heating ventilation fan, scale 1m

Ground Floor

- *Entrance Hall*
- *Corridors*
- *Male and Female Washrooms*
- *Stairs*
- *Open plan office space*
Including partitions and doors proposed for removal or refurbishment
- *Other rooms where alterations are proposed*

First Floor

- *Timber Panelled Rooms*
- *Accessible Unisex WC*
- *Male and Female Washrooms*
- *Stairs*
- *Open plan office space*
- *Timber panelled rooms*
- *Safes*
- *Chimneys*
- *Book cases*
- *Other rooms where alterations are proposed*

Second Floor

- *Male and Female Washrooms*
- *Stairs*
- *Open plan office space*
- *Safes*
- *Chimneys*
- *Other rooms where alterations are proposed*

Third Floor

- *Male and Female Washrooms*
- *Stairs*
- *Corridors*
- *Safes*
- *Chimneys*
- *Open plan office space*

- *Other rooms where alterations are proposed*
- *Laboratories*

General views of the laboratories were recorded, along with a series of representative photographs intended to illustrate typical fixtures and fittings (i.e. not every piece of scientific equipment was recorded in detail (the images below illustrate Room 302 general view and sample detail). Much of the lab equipment dates to the early 1980s.



Figure 2 Room 302 lab - typical general view

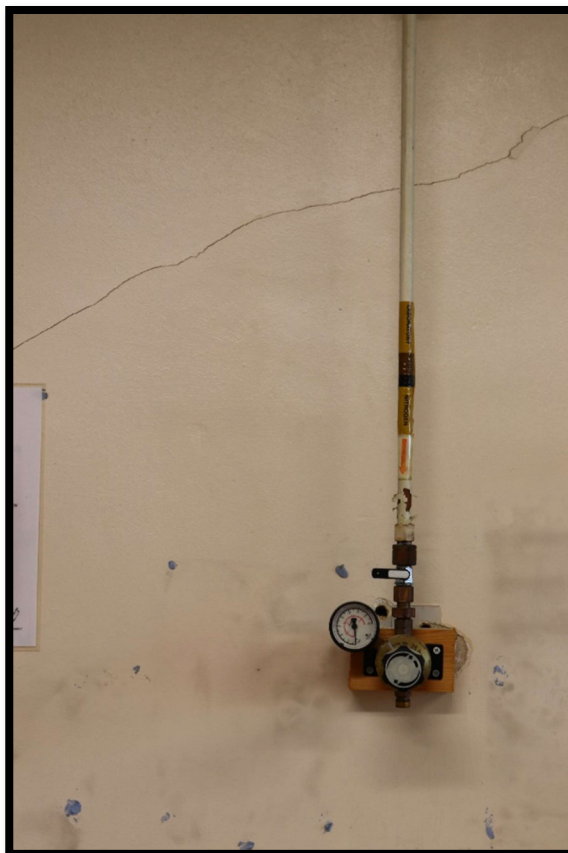


Figure 3 Room 302 scientific equipment - typical selected detail

Exterior – All elevations

- *Included detail of areas of ventilation fans proposed for removal*

2.9 The exterior roof space was not recorded in its existing condition.

3. DEVELOPMENT PROPOSALS

3.1 The current application relates to reconfiguring and refurbishing accommodation within the listed building in order to meet the current and future needs of the Council for modernised offices for its own use. Specifically, the design and access statement within the submission identifies the development proposals as being:

- i) Removal and replacement of all building services;
- ii) Making necessary upgrades to the building's fire strategy to allow for an uplift in building occupancy;
- iii) Removal of non-original sanitary-ware fittings and replacement with new sanitary-ware for all washrooms which are complementary to the original features;
- iv) 2 x additional Female WCs to all floors;
- v) 1 x Accessible unisex WC to all floors;
- vi) Removal of internal partition walls where appropriate to create flexible open plan workspace;
- vii) New suspended ceiling to the Committee rooms;
- viii) Removal of ventilation fans/ducts from external windows;
- ix) Western chimney extended to accommodate 3 x new boiler flues;
- x) New boiler flues terminate approximately 1.8m above flat roof level

3.2 The broad approach to, and justification for, the works is set out in the Design and Access Statement:

- **Removal of unsympathetic adaptations:** *The building was designed with many of its services integrated within its fabric, which was a very modern approach for a building in the 1930s. However, over the years, the building has been adapted to suit changes in working practice, much of which is unsympathetic to the original design. Unsightly surface mounted service cables and trunking will be removed. New services will run within existing risers and within existing floor voids to reinstate the original uncluttered internal environment.*
- **Creation of flexible and adaptable workspace:** *Key to the design response is the creation of flexible and adaptable workspace. The original building was designed by Harris as a concrete frame, which allowed the Council flexibility to place lightweight partitions where they were required. Over time, as working practice has evolved in the Council, these partitions have been removed on some floors. We are seeking to deliver*

flexible adaptable workspace on all floors, which will require the removal of some partitions. This approach, we believe, builds upon Harris's original ethos for the building to be a flexible and adaptable to allow the Council to evolve over time.

- ***Providing a clear definition between original fitting and new ones:*** *Where unsympathetic fitting and alterations are removed, they will be replaced with modern elements that are complementary to the original design but are clear to the observer that they are new elements and not part of Harris's original building. This provides clarity on where alterations to the original building have taken place.*
- ***Enhance legibility of Harris's original layout:*** *In previous alteration works, some extents of the corridor walls have been removed to provide open plan workspace. The spinal corridors on each floor were an important feature of Harris's original 'shell and core' design'. As part of the refurbishment works, we intend of redefine the corridor routes with the addition of new nib walls to the central columns. This will enhance legibility of Harris's original design and provide consistency across all floors.*
- ***Provide a healthy working environment for all staff:*** *Orientation and legibility of the building will be improved with accents of colour on each floor. All windows will be openable, providing fresh air and radiators to replace the now redundant heating panels, which were concealed within the plastered soffits. These improvements will help ensure a healthy working environment is provided for the Council staff.*

3.3 Floor-by-floor, the works are described in the design and access statement as follows:

Basement

- ***Plant Room***

All existing services within the plant room will be removed and replaced, apart from the redundant ventilation fan. The redundant fuel store to the East will remain unused.
- ***Egress Corridor***

The fire performance of all doors that open onto the escape corridor will be tested and upgraded, if required. A new fire door will provide separation from the rest of the basement storage area.
- ***Heating Ventilation Fan***

The redundant heating ventilation fan believed to be from the original 1930s plant equipment and associated ducts will remain *in situ*.

Ground Floor

- *Entrance Hall*

It is proposed to rationalise the public's arrival experience to Block A. The main reception desk will be relocated and replaced with a standing podium for meeting and greeting members of the public. An information plaque will be provided to inform members of the public on the significance of the wall tapestries hanging in the Entrance Hall. A cast of the WW1 memorial plaque from Shire Hall will be mounted to one of the Entrance Hall walls.

- *New Reception*

A new reception space will be provided to the south of the Entrance Hall. This will require the demolition of an existing wall to create space for the new reception desk.

- *Accessible Unisex WC*

A new unisex accessible WC is to be provided next to the male washroom's entrance. This will require opening up of an existing corridor wall.

- *Male and Female Washrooms*

Male and Female washrooms will be refurbished. Unsympathetic non-original fittings will be removed and replaced. Two additional WC cubicles will be added to the female washrooms to comply with BS6465.

- *Stairs*

Non-original light fittings will be removed and replaced. Stair nosings will be repainted and the original light fitting will be refurbished. Stair lobby walls and doors will be upgraded to provide adequate protection in event of fire.

- *Open plan office space*

To the East Wing, all non-load bearing partition walls that run perpendicular to the corridor will be removed to allow flexible open plan workspace required to implement the Council's Smart Desk working system.

- *100 Person Meeting Room*

The non-original suspended ceiling will be removed and replaced. The partition wall will be removed and replaced with a bi-fold wall to allow for the potential expansion of the Luttrell Room.

First Floor

- *Timber Panelled Rooms*

The timber panelling will be cleaned and polished. Carpet will be removed and replaced and the non-original ceiling raft will be removed and replaced.

- *Accessible Unisex WC*

A new unisex accessible WC is to be provided centrally on the plan next to the lift.

- *Male and Female Washrooms*

Male and Female washrooms will be refurbished. Unsympathetic non-original fittings will be removed and replaced. Two additional WC cubicles will be added to the female washrooms to comply with BS6465

- *Stairs*

Non-original light fittings will be removed and replaced. Stair nosings will be repainted and the original light fittings will be refurbished. Stair lobby walls and doors will be upgraded to provide adequate protection in event of fire.

- *Open plan office space*

To the East and West wings, all non-load bearing partition walls that run perpendicular to the corridor will be removed to allow flexible open plan workspaces that are required to implement the Council's Smart Desk working system. New nib walls will be added to columns to redefine the corridor and allow route for high level services to transfer from the corridor bulkhead to supply desk runs.

Second Floor

- *Accessible Unisex WC*

A new unisex accessible WC is to be provided centrally on the plan next to the lift.

- *Male and Female Washrooms*

Male and Female washrooms will be refurbished. Unsympathetic non-original fittings will be removed and replaced. Two additional WC cubicles will be added to the female washrooms comply with BS6465.

- *Stairs*

Non-original light fittings will be removed and replaced. Stair nosing will be repainted and the original light fitting will be refurbished. Stair lobby walls and doors will be upgraded to provide adequate protection in event of fire.

- *Open plan office space*

To the East and West wings, all non-load bearing partition walls that run perpendicular to the corridor will be removed to allow flexible open plan workspaces that are required to implement the Council's Smart Desk working system. Non-original lighting will be removed and replaced. New radiators will be provided along the outer perimeter of the space. New nib walls will be added to columns to redefine the corridor and allow for routing of high level services to transfer from the corridor to desk runs.

Third Floor

- *Accessible Unisex WC*

A new unisex accessible WC is to be provided centrally on the plan next to the lift.

- *Male and Female Washrooms*

Male and Female washrooms will be refurbished. Unsympathetic non-original fittings will be removed and replaced. Two additional WC cubicles will be added to the female washrooms to comply with BS6465

- *Stairs*

Non-original light fittings will be removed and replaced. Stair nosings will be repainted and the original light fittings will be refurbished. Stair lobby walls and doors will be upgraded to provide adequate protection in event of fire.

- *Open plan office space*

To the East and West wings, all non-load bearing partition walls that run perpendicular to the corridor will be removed to allow flexible open plan workspace that are required to implement the Council's Smart Desk working system. Non-original light fittings will be removed and replaced. New radiators will be provided along the outer perimeter of the space. Original non-load bearing wall partitions within the quadrant space have been kept, with new openings formed in walls, to help connect the spaces.

Exterior – Roof Level

- *Equipment/plant*

Existing roof equipment will be removed and replaced. Air vents and duct work servicing the labs via the clerestory glazing will be removed with glazing reinstated.

- *Boiler flues*

Three new boiler flues will exit the building via clerestory glazing which will be in-filled with a solid fire proof panel. The flues minimize visibility from grade.

Exterior – Elevations

- *Ground floor storey*

Several external louvres are located at high level on the ground floor to the north wing. The louvres currently serve the air conditioned conference areas at ground floor. Due to the new ventilation and cooling strategy, several of these existing louvres are no longer required and can will be removed. Glass will be reinstated within the original opening

- *Levels 01-03*

Various window ventilation units have been added to the building over its lifespan. All ventilation units serving the open plan office space will be removed and glass will be reinstated in the original windows.

- *WCs throughout*

Ventilation fans will continue to be used to provide ventilation to the male and female washrooms. New ventilation units will be installed in all washrooms.

3.4 The existing condition of these elements was recorded as far as possible by Bristol & Bath Heritage Consultancy Ltd in November 2018, as set out in Section 2.7-2.9 and detailed at Appendix 1.

4. METHODOLOGY

4.1 Following discussion and correspondence between Heritage Places, Bristol & Bath Heritage Consultancy and Nic Wall, Conservation Officer for Somerset Council, the recording is required to be carried out to Level 3, as detailed in *Understanding Historic Buildings: A Guide to Good Recording Practice* (HE 2016), and the project conducted in accordance with South West Heritage Trust's *Somerset Archaeological Handbook* (SWHT 2017).

4.2 *Understanding Historic Buildings: A Guide to Good Recording Practice* (HE 2016) defines Level 3 as an analytical record, which requires an introductory description followed by a systematic account of the building's origins, development and use, including accessing readily available documentary and cartographic sources. This information has already been provided in considerable detail in the form of the Heritage Places *Heritage Statement* (HP 2018), and the relevant information can thus be drawn upon in the analysis and report on the recording programme. The Level 3 record must also include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It must also include all drawn and photographic records that may be required to illustrate the building's appearance and structure, and to support an historical analysis. The elements of a Level 3 record that are anticipated to be required for this project are drawn from interpretation of the Historic England 2016 guidance, detailed in the following paragraphs:

Drawn record

- 4.3 The completed Level 3 record must comprise, as a minimum the following:
- a) Measured floor plans of each floor (to scale or fully dimensioned). Plans should show the form and location of any structural features of historic significance, and any evidence for fixtures of significance. For the purposes of this project it is proposed that the Architect's floor plans of the building as existing, provided by AWW (see, for example, Appendix 1), will be used by the Heritage Contractor as a base for such drawings, with the drawings to be annotated as appropriate to show relevant features and locations and view directions of the photographic coverage.

The drawn record may also include, if appropriate:

- b) Selected measured drawings, if appropriate, to illustrate significant structural detail, vertical relationships within a building (for example floor and ceiling heights) or the form of any architectural decoration (for example the moulding profiles of door surrounds, beams, mullions and cornices) or small-scale functional detail not easily captured by photography. A measured detail drawing is particularly valuable when the feature in question is an aid to dating.
- c) Measured elevations, where these are necessary to an understanding of the building's design, development or function. Again, it is anticipated that the existing Architect's drawings can be utilised and annotated as appropriate by the Heritage Contractor, and that no new measured elevations will be required.
- d) A site plan relating the building to other structures and to any related topographical and landscape features.
- e) Copies of earlier drawings throwing light on the building's history.

Photographic record

4.4 Record photographs should be monochrome negatives and prints, duplicated by colour digital images in uncompressed Tagged Image File Format (tiff) (SWHT 2017). Digital images should be captured using a digital SLR camera with sensors exceeding a minimum of 10mp. The photographic record must include the following elements:

- a) A general view or views of the building (in its wider setting or landscape if b (below) is also to be adopted).
- b) 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 individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation.
- c) Further views may be desirable to reflect the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting.
- d) The overall appearance of the principal rooms and circulation areas. The approach will be similar to that outlined in b).
- e) Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate.
- f) Any machinery or other plant, or evidence for its former existence.

- g) Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building. A transcription should be made wherever characters are difficult to interpret.
- h) Any building contents which have a significant bearing on the building's history.
- i) Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site. The owner's written consent may be required where copies are to be deposited in an archive.

Written account

4.5 The written account must include, as a minimum:

Introduction

- a) The precise location of the building as an address and in the form of a National Grid reference.
- b) A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area). Information on statutory designations can be found on the Historic England website. Non-statutory designations (local lists) may be added.
- c) The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.
- d) A contents list; a list of illustrations or figures.
- e) A summary statement. This account should summarise the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. Its purpose is to describe the building when no fuller record is necessary. Alternatively it may serve as an introduction to the more detailed body of a record that may follow, for users who may need a summary of the report's findings.
- f) An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended.
- g) Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be reproduced.

Main report

- h) A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.
- i) An account of the building's overall form (structure, materials, layout) and of its successive phases of development, together with the evidence supporting this analysis.
- j) An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations. An analysis of a circulation pattern or of a decorative or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purpose.
- k) Any evidence for the former existence of demolished structures or removed plant associated with the building.

End material

- l) 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 full web address and the date on which the site was consulted should be noted.

The written record may also include, if appropriate:

- m) Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).
- n) Copies of other records of the building, including specialist reports (again with any necessary permissions), or a note of their existence and location.
- o) 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.
- p) An outline of the significance of the building. This can seek to identify both the significance of different features or phases of development in the building relative to each other, and also set important aspects of the building in a regional or national context.

- q) A glossary of architectural or other terms likely to be unfamiliar to readers. If few in number, terms may be explained more economically within the text or in footnotes.

5. SCHEDULE OF ITEMS TO BE RECORDED DURING OPENING UP AND REFURBISHMENT WORKS

- 5.1 The elements of the building recorded by BBHC in November 2018 are set out in Sections 2.7-2.9 above, and in greater detail in Appendices 1 & 2. The successful Heritage Contractor is required to record items of heritage significance that come to light during the opening up and refurbishment works. Following discussions between BBHC, Heritage Places and Nicholas Wall, Senior Conservation Officer at SWHT in February 2019 regarding the scope of the additional recording thus required, a number of items were identified which may need recording during the works. An area of particular interest identified by Mr Wall is the recording of hidden building services. Vincent Harris was progressive with integrated and modern building services, and some of these may come to light as the building is opened up, as the scheme allows for the replacement of all building services. Condition 14 requires preservation *in situ* of such services, where revealed, unless their removal is both unavoidable and approved by the local planning authority. In the case of their removal a record is required, where possible, in accordance with the methodology set out in this WSI. Instances where such a record might not be possible could include asbestos contamination, which could preclude the Heritage Contractor from gaining the required access on safety grounds.
- 5.2 Aspects of the building services which may require recording during the works include elements of the original telecommunications and electrical systems described at Section 2, including associated cabling and equipment, and original heating pipes and ducts set in floor slabs and risers, where these are opened up. The removal of floor coverings around the building may also reveal original or earlier floor treatments and surfaces that merit recording. For example in the reception area there is a chequered stone floor and inlaid dragons to the stair landings (N. Wall *pers. comm.*). Taking all of these items into account, the table below has been prepared to show the potential items that may require recording at each level of the building excluding the basement, which has already been recorded and altered.

Table 1 Schedule of items to be recorded

Typical Across All Levels				
Ref no	Room Name	Room No	Alteration Works	WSI Record Item
001	Offices and Meeting Rooms		Removal of carpet tiles and substrate. Removal of original partitions.	Floor - Original deal timber flooring. Walls - Any original cabling, pipework and equipment.
002	Male and Female WCs		Removal of vinyl flooring. Removal of sanitary ware boxing. Opening up works to create cubicles. Strip out of services from risers.	Floor - Original floor tiles. Walls - Original brick bond wall tiling, light switches, timber dividers and cappings. Risers - Original redundant pipework.
003	Corridors		Removal of original partitions. Removal of ceilings.	Walls - Any original cabling, pipework and equipment. Ceilings - Original redundant pipework, ducting and cabling.
004	East Chimney		Slab opening up for new boiler flues.	Original redundant pipework for underfloor heating.
005	Risers		Slab opening up and strip out works within new risers.	Original redundant building services.
006	Throughout		Storage / relocation of original doors.	All original doors, ironmongery and signage.
Ground Floor				
Ref no	Room Name	Room No	Alteration Works	WSI Record Item
007	Entrance Hall	021	Removal of carpet tiles and adhesive.	Floor - Original stone floor and inlaid dragons to stone steps.
008	100 Person Meeting Room	037	Removal of suspended ceiling.	Concrete beam structure and any original building services.
009	Corridors	022, 023	Opening up works to create access to ACC WC and Interview Room. Installation of new raft ceiling.	Walls - Original corridor partitions. Original coving to central quadrant.
First Floor				
Ref no	Room Name	Room No	Alteration Works	WSI Record Item
010	Timber paneled rooms	116, 117, 120	Installation of new suspended raft ceiling. Strip out of building services.	Ceilings - Ceiling covings. Original building services.
011	Corridor	140	Installation of new raft ceiling.	Ceilings - Original coving to central quadrant.

012	Corridor	150	Reinstatement of openings in centre of bookcase.	Reveals of original bookcases.
Second Floor				
Ref no	Room Name	Room No	Alteration Works	WSI Record Item
013	Corridor	236	Opening up works to create access to ACC WC.	Walls - Original corridor partitions.
Third Floor				
Ref no	Room Name	Room No	Alteration Works	WSI Record Item
014	Offices / Laboratories		Strip out of services and fittings.	Provide a comprehensive record of all of the following (i.e. augment the information recorded by BBHC with detail of all services, fixtures and fittings): Services - Original redundant cabling, ducts, pipework and plant equipment. Fittings - Laboratory desks and fittings. Equipment - Scientific instruments

Extent of additional recording

- 5.3 There is potential for some of the items detailed above to be repetitive across the levels. Where there are abundant examples of, for example, cabling for electrical or telecommunications systems, or extensive heating ducts of similar appearance, a representative photographic record of such services is acceptable. Features of specific interest or historical importance should be photographed, however, such as original switchgear and exchange equipment or ceiling air vents. Items that have already been recorded by BBHC need not be re-photographed, with the exception of the additional comprehensive coverage of lab fixtures and fittings described at 014 above, unless more detailed coverage of specific items is required to assist in the analysis.

6. REPORTING AND ARCHIVING

Analysis and reporting

6.1 The selected Heritage Contractor will receive the archive from the pre-refurbishment photographic recording works undertaken by BBHC, including 7Gb of data including photographs, plans and film registers on a memory stick, along with six sets of black and white film prints and negatives. The contractor will be responsible for assimilating that information into their own analysis and project archive, and will include the results of the BBHC survey within a typescript report detailing the findings and analysis of the Level 3 recording works taken as a whole, in accordance with the specific requirements set out in Section 4. The report must include:

- (i) an abstract containing the essential elements of the results preceding the main body of the report and a summary of the project's background;
- (ii) description and illustration of the site location;
- (iii) a methodology of the works undertaken;
- (iv) include plans and reports of all documentary and other research undertaken;
- (v) a description of the project's results;
- (vi) an interpretation of the results in the appropriate context;
- (vii) a summary of the contents of the project archive and its location (including summary catalogues of drawings and photographs);
- (viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (ix) plans of each floor level or area where historic or architectural features are recognised and recorded. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of features in relation to north, and the locations and view directions of all of the photographs taken, cross-referenced to the photographic registers. Any section or elevation drawing locations will be shown on these plans;
- (x) photographs showing significant features that are referred to in the text, with photographic scales included as appropriate;

6.2 Copies of the draft report must be distributed to Heritage Places for review and approval. Thereafter, copies of the approved report will be issued to Heritage Places, the Client and the SWHT Senior Conservation Officer. Two copies of the report (only) should also be provided to the Somerset Historic Environment Record (HER): one paper copy and one digital copy in .pdf/a format. The selected Heritage Contractor

must email historicensevironment@swheritage.org.uk to deposit or discuss this. A summary of information from the project should also be entered onto the OASIS online database of archaeological projects in Britain, including the upload of a digital (PDF) copy of the final report for the Archaeology Data Service (ADS) website.

Archiving

- 6.3 An ordered, indexed, and internally consistent project archive, including the archive supplied by BBHC for the pre-refurbishment record, should be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and the standards set out in Section 6 of *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England 2016).
- 6.4 Primary physical archive material (notebooks, plans, survey drawings, photographic prints and negatives etc) should be deposited with the Archives and Record Service at the Somerset Heritage Centre, including a copy of the report. The Heritage Contractor must email somersetarchives@swheritage.org.uk to arrange deposition of the physical archive and to discuss requirements for digital preservation.
- 6.5 Digital records should be deposited with a suitable Trusted Digital Repository that specialises in archaeological archives. Currently only the Archaeology Data Service (ADS; <http://archaeologydataservice.ac.uk/>) meets that criteria. The digital deposit should include a copy of all the publications relating to the project to allow the digital archive's stand-alone use. The selected contractor must contact Somerset Archives to discuss requirements for digital preservation in accordance with 6.4 above.

7. HEALTH, SAFETY AND ENVIRONMENT

- 7.1 The Contractor must conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, along with the requirements of the Principal Contractor managing the site at the time of the works.

8. INSURANCES

- 8.1 The selected Heritage Contractor must hold Public Liability Insurance to a limit of £5,000,000 and Professional Indemnity Insurance to a limit of £5,000,000.

9. MONITORING

- 9.1 Advanced notification of the start of site works should be made to South-West Heritage Trust so that there will be opportunities to visit and check on the quality and progress of the work.

10. QUALITY ASSURANCE

- 10.1 The Heritage Contractor's Project Manager and lead Project Officer must hold full Member status within the ClfA, and the Contractor must also endorse the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (ClfA 2014b).

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

- 11.1 It is not envisaged that this project will afford opportunities for public engagement or participation during the course of the work. However, the results should be made publicly available on the ADS in due course, as set out in Section 6.

12. REFERENCES

Archaeological Archives Forum 2007 *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation*

BGS (British Geological Survey) 2019 *Geology of Britain Viewer*
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> Accessed 20 March 2019

ClfA 2014 *Standard and guidance for the archaeological investigation and recording of standing buildings or structures*

CIfA 2014b *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*

Heritage Places 2018 *Refurbishment of Block A, County Hall, Taunton, TA1 4DY: Heritage Statement*

Historic England 2016 *Understanding Historic Buildings: A Guide to Good Recording Practice*

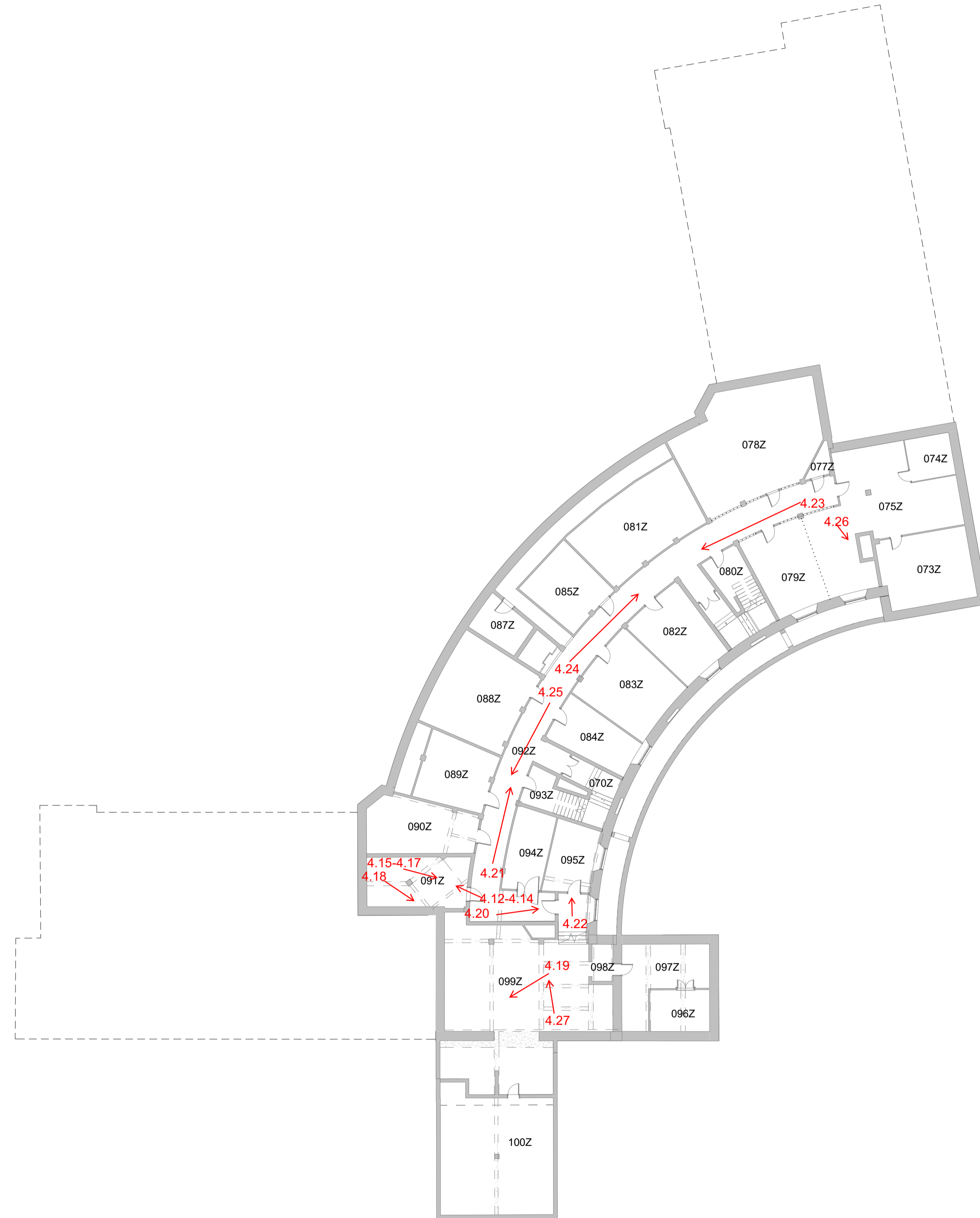
South West Heritage Trust 2017 *Somerset Archaeological Handbook*

APPENDIX 1: EXTENT OF BBHC NOVEMBER 2018 PHOTOGRAPHIC COVERAGE

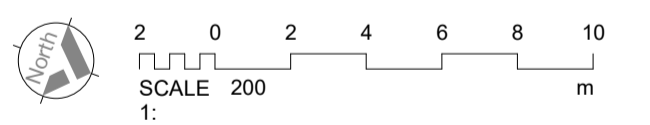
Project:

Notes:

This drawing may be scaled for the purposes of Planning Applications, Land Registry and for Legal plans where the scale bar is used, and where it verifies that the drawing is an original or an accurate copy. It may not be scaled for construction purposes. Always refer to figured dimensions. All dimensions are to be checked on site. Discrepancies and/or ambiguities between this drawing and information given elsewhere must be reported immediately to this office for clarification before proceeding. All drawings are to be read in conjunction with the specification and all works to be carried out in accordance with latest British Standards / Codes of Practice.



Rev	Date	Drawn by - Checked by - Description	Issued by
P01	08.08.18	Draft Planning Issue	PW



Arlington House
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Drawing status - code and description

S2

Project Name

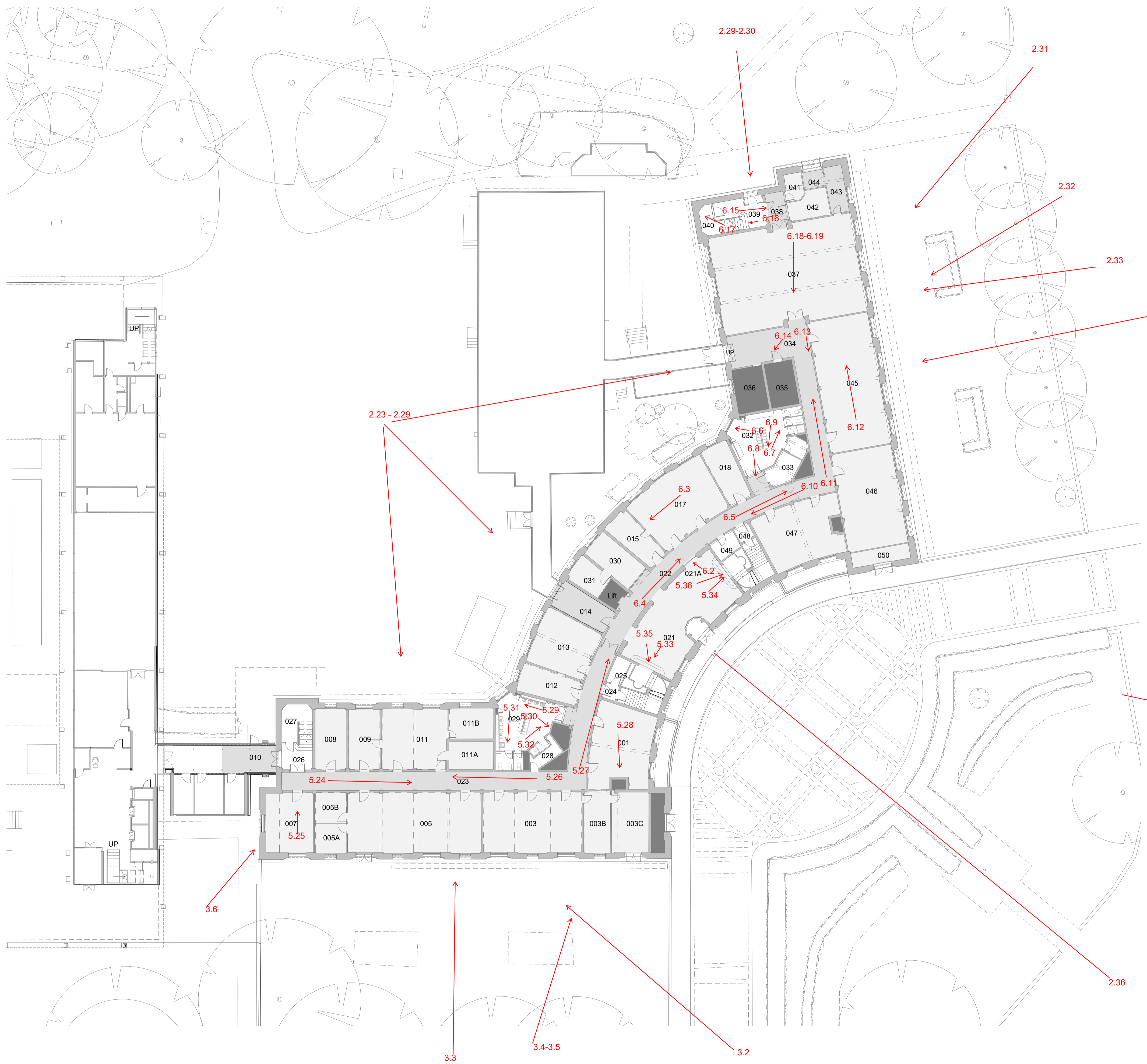
Somerset County Hall

Approved by	Approved Date	Scale
JF	16.07.18	1 : 200

Title Original drawing sheet is A1

Basement Floor Plan - Existing

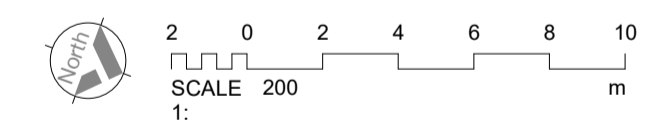
AWW Project Number		3927					
PROJECT	ORIG.	VOLUME	LEVEL	TYPE	DISC.	NUMBER	REVISION
T01582	AWW	VA	B1	DR	A	0103	P01



Project:

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P01	03.09.18	Planning Submission	PW
Rev	Date	Drawn by - Checked by - Description	Issued by
		Revision Schedule	

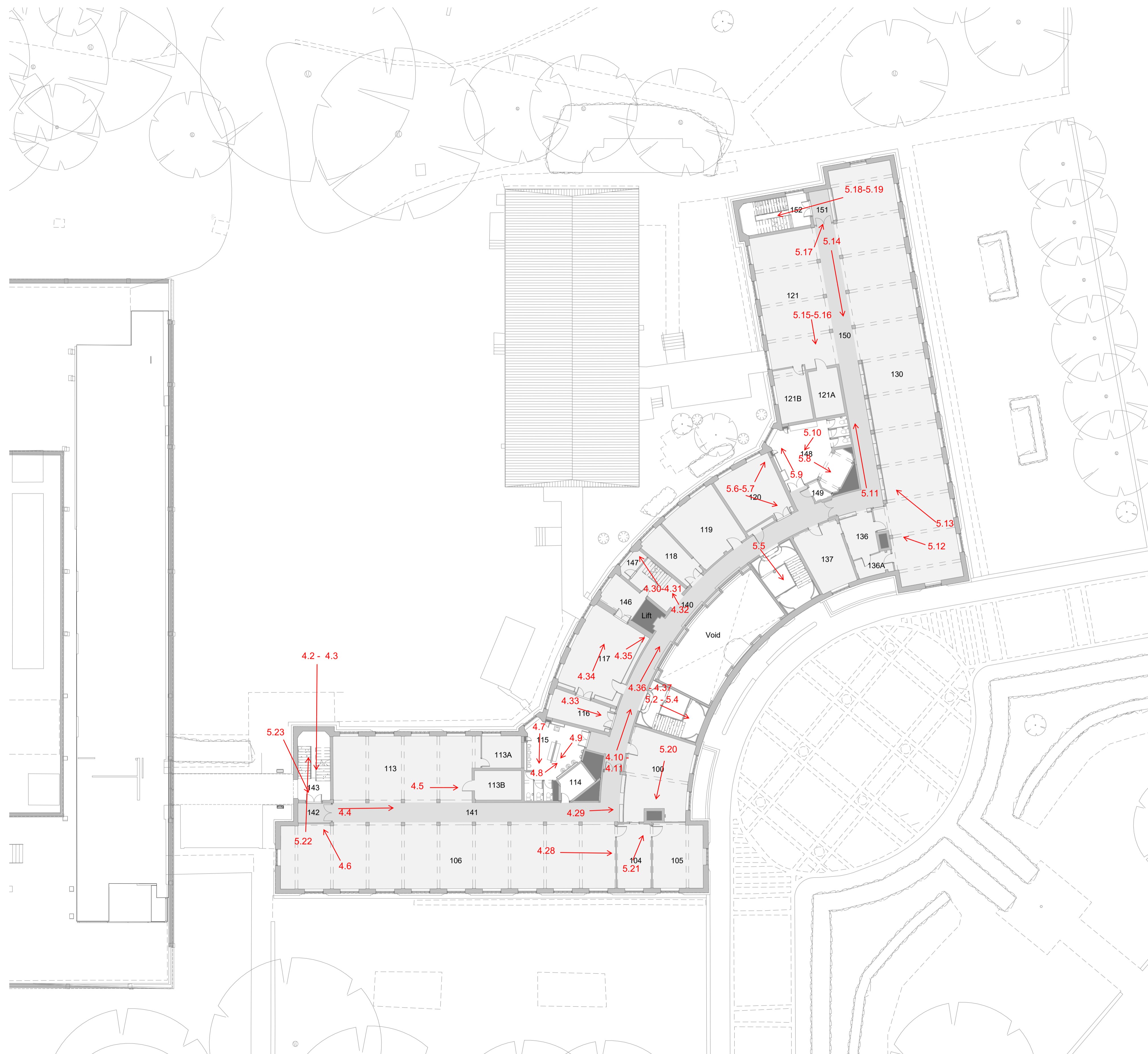


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 www.aww-uk.com

Drawing status - code and description: **S2**
 Project Name: **Somerset County Hall**
 Approved by: JF Approved Date: 16.07.18 Scale: 1 : 200
 Title: Original drawing sheet is A1
Ground Floor Plan - Existing

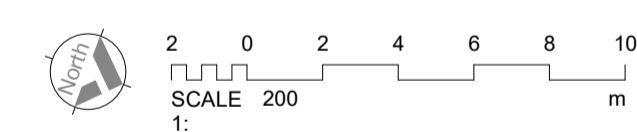
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PROJECT	ORIG.	VOLUME	LEVEL	TYPE	DISC.	NUMBER	REVISION	
T01582	AWW	VA	00	DR	A	0104	P01	



Project:

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Rev	Date	Drawn by - Checked by - Description	Issued by
P01	03.09.18	Planning Submission	PW
Revision Schedule			



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Drawing status - code and description
S2

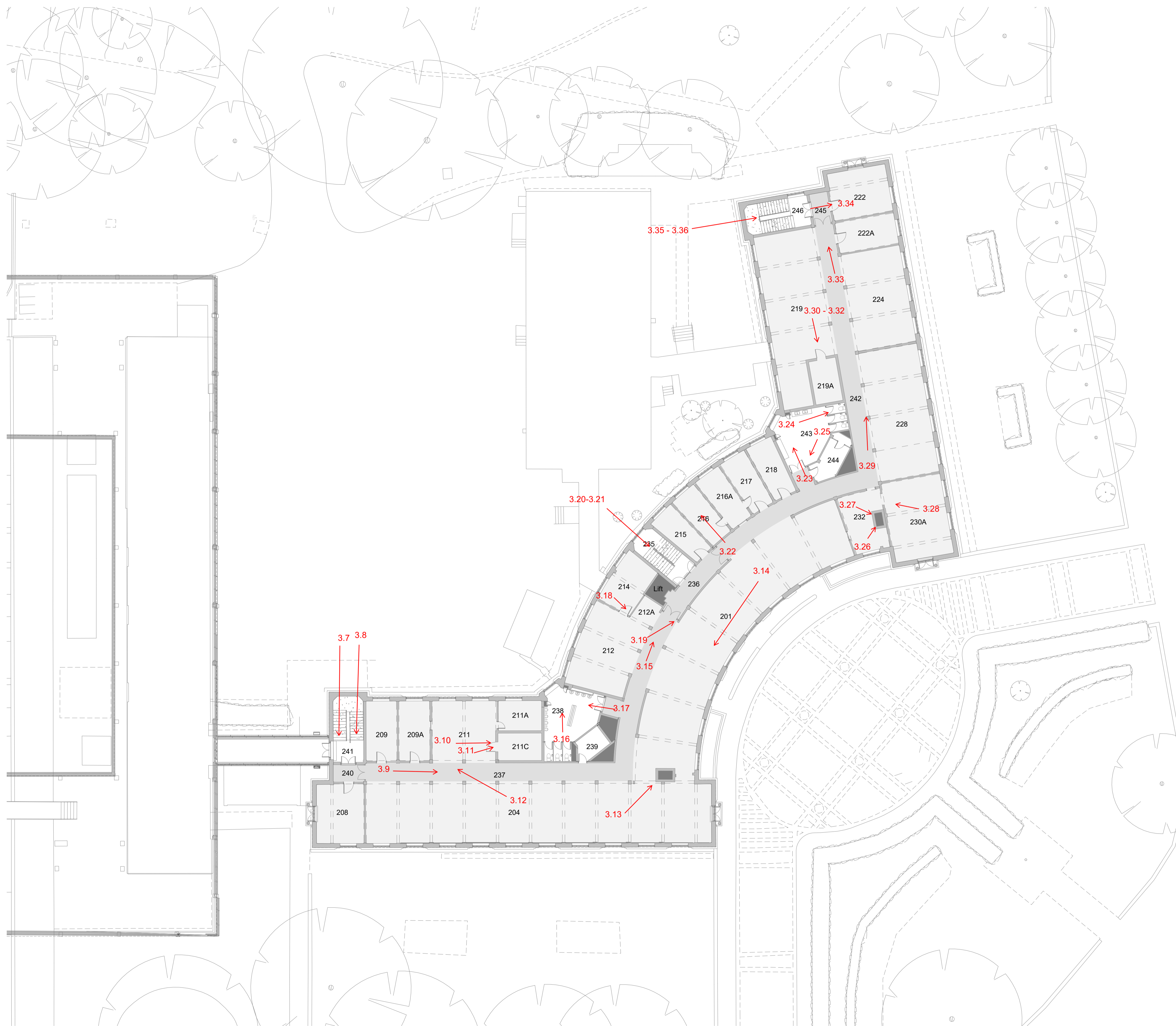
Project Name
Somerset County Hall

Approved by	Approved Date	Scale
JF	16.07.18	1 : 200

Title
Original drawing sheet is A1

First Floor Plan - Existing

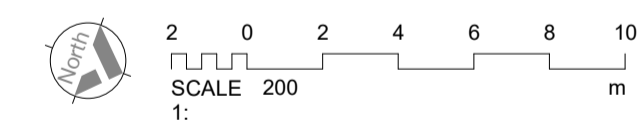
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PROJECT	ORIGIN	VOLUME	LEVEL	TYPE	DISCIPLINE	NUMBER	REVISION	
T01582	AWW	VA	01	DR	A	0105	P01	



Project:

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P01	03.09.18	Planning Submission	PW
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		Revision Schedule	



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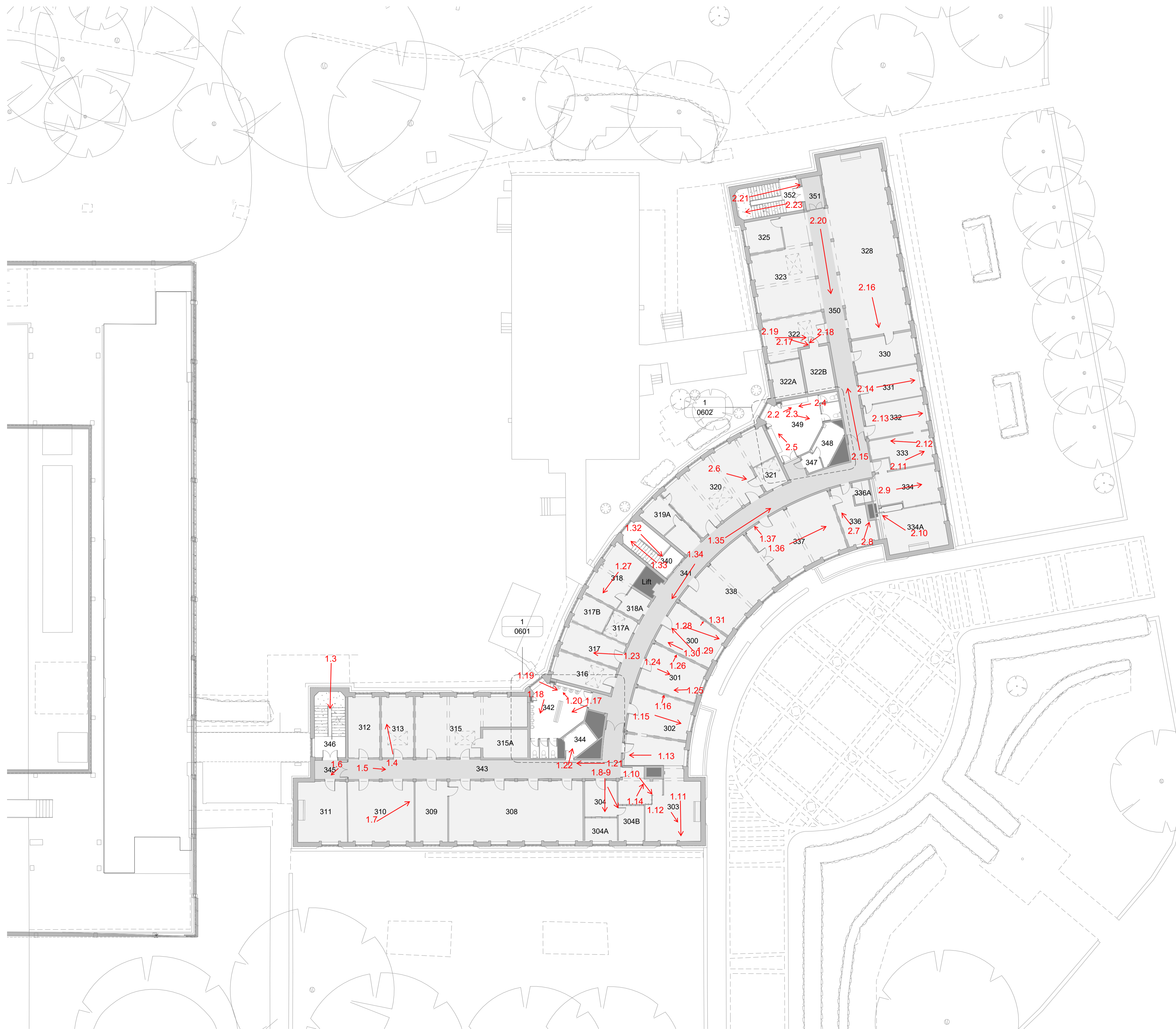
Drawing status - code and description
S2

Project Name
Somerset County Hall

Approved by	Approved Date	Scale
JF	16.07.18	1 : 200

Title
Original drawing sheet is A1
Second Floor Plan - Existing

AWW Project Number		3927						
PROJECT	ORIG.	VOLUME	LEVEL	TYPE	DISC.	NUMBER	REVISION	
T01582	AWW	VA	02	DR	A	0106	P01	

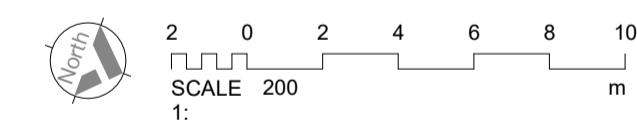


Project:

Notes:
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Always refer to figured dimensions. All dimensions are to be checked on site. Discrepancies and/or ambiguities between this drawing and information given elsewhere must be reported immediately to this office for clarification before proceeding. All drawings are to be read in conjunction with the specification and all works to be carried out in accordance with latest British Standards / Codes of Practice.

Existing rooflight

P01 03.09.18 Planning Submission PW
Rev Date Drawn by - Checked by - Description Issued by
Revision Schedule



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Drawing status - code and description
S2

Project Name
Somerset County Hall

Approved by JF	Approved Date 16.07.18	Scale 1 : 200
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Title
Original drawing sheet is A1
Third Floor Plan - Existing

AWW Project Number		3927						
PROJECT	ORIG	VOLUME	LEVEL	TYPE	DISC	NUMBER	REVISION	
T01582	AWW	VA	03	DR	A	0107	P01	

APPENDIX 2: BBHC NOVEMBER 2018 PHOTOGRAPHIC REGISTERS

Project Number		Site Code	Film Register No. 1		
1814		CHTS18	BW Ilford HP5 400ASA; Colour RAW + JPG		
B &W film and Frame No.	Colour digital file No. IMG_0	Description	View direction	Scales	Date
1.1		Film 1 ID Shot		N/A	19.11.18
1.2	157	L 2 East Wing Stair	SW	N/A	19.11.18
1.3	158	L2-3 East Wing Stair	NE	N/A	19.11.18
1.4	160	L3 Room 313 partition	SW	N/A	19.11.18
1.5	162	L3 Corridor	NW	N/A	19.11.18
1.6	163	L3 Room 311 entrance	E	N/A	19.11.18
1.7	167	Room 310 pigeon holes	W	N/A	19.11.18
1.8	168	Room 304 lab - modern	ENE	N/A	19.11.18
1.9	169	Room 304 lab - modern	N	N/A	19.11.18
1.10	170	Room 303 lab entrance	ENE	N/A	19.11.18
1.11	171	Room 303 lab	E	N/A	19.11.18
1.12	172	Room 303 lab	N	N/A	19.11.18
1.13	173	Room 303/302 Fume Cupboard	ESE	N/A	19.11.18
1.14	174	Room 303 Chimney	ENE	N/A	19.11.18
1.15	175	Room 302 lab	NW	N/A	19.11.18
1.16	176	Room 302 lab - nitrogen tap on west wall	W	N/A	19.11.18
1.17	177	L3 Gents Washroom	Var	N/A	19.11.18
1.18	178	L3 Gents Washroom	Var	N/A	19.11.18
1.19	179	L3 Gents Washroom	Var	N/A	19.11.18
1.20	180	L3 Gents Washroom	Var	N/A	19.11.18
1.21	181	L3 east wing corridor and wall oppo 304/5	SE	N/A	19.11.18
1.22	182	Kitchen oppo 305	W	N/A	19.11.18
1.23	183	Room 317 sample partition for removal	SE	N/A	19.11.18
1.24	184	Room 301 general	N	N/A	19.11.18
1.25	185	Room 301 various fittings	Var	N/A	19.11.18
1.26	186	Room 301 various fittings	Var	N/A	19.11.18
1.27	187	Room 318 partition	E	N/A	19.11.18
1.28	188	Room 300 lab	NW	N/A	19.11.18
1.29	189	Room 300 lab & fittings	Var	N/A	19.11.18
1.30	190	Room 300 lab & fittings	Var	N/A	19.11.18
1.31	191	Room 300 lab & fittings	Var	N/A	19.11.18
1.32	192	L2-3 central stair looking up	N	N/A	19.11.18
1.33	193	L2-3 central stair looking down - re-shot as 407	N	N/A	19.11.18
1.34	194	L3 central corridor	E	N/A	19.11.18
1.35	195	L3 central corridor	W	N/A	19.11.18
1.36	196	L3 Room 337 lab	E	N/A	19.11.18
1.37	197	L3 Room 337 lab fittings	S	N/A	19.11.18

Project Number		Site Code	Film Register No. 2		
1814		CHTS18	BW Ilford HP5 400ASA; Colour RAW + JPG		
B &W film and Frame No.	Colour digital file No. IMG_0	Description	View direction	Scales	Date
2.1		Film 2 ID Shot		N/A	19.11.18
2.2	198	L3 ladies	Var	N/A	19.11.18
2.3	199	L3 ladies	Var	N/A	19.11.18
2.4	200	L3 ladies	Var	N/A	19.11.18
2.5	201	L3 ladies	Var	N/A	19.11.18
2.6	202	Room 321 partition from 320	NW	N/A	19.11.18
2.7	203	Room 336 fume cupboard	S	N/A	19.11.18
2.8	204	Room 336 chimney	W	N/A	19.11.18
2.9	205	Room 334 lab	NW	N/A	19.11.18
2.10	206	Room 334A fume cupboard	S	N/A	19.11.18
2.11	207	Room 333 lab	WNW	N/A	19.11.18
2.12	208	Room 333 lab & partition	SE	N/A	19.11.18
2.13	209	Room 332 lab	WNW	N/A	19.11.18
2.14	210	Room 331 lab & partitions	WNW	N/A	19.11.18
2.15	212	L3 western corridor	SW	N/A	19.11.18
2.16	214	Room 330 partition	NE	N/A	19.11.18
2.17	217	Room 322 safe door	N	N/A	19.11.18
2.18	218	Room 322 safe door	E	N/A	19.11.18
2.19	219	Room 322 partition & lab	SW	N/A	19.11.18
2.20	220	L3 western spine corridor	NE	N/A	19.11.18
2.21	221	L2/3 west stair		N/A	19.11.18
2.22	222	L2/3 west stair		N/A	19.11.18
2.23	224	South central elevation	N	N/A	19.11.18
2.24	226	SW elevation	NE	N/A	19.11.18
2.25	227	SW elevation	NW	N/A	19.11.18
2.26	228	South central elevation	NW	N/A	19.11.18
2.27	225	SE elevation	N	N/A	19.11.18
2.28	229	SE elevation	NE	N/A	19.11.18
2.29	230	West elevation entrance E	NE	N/A	19.11.18
2.30	231	West elevation entrance E - detail	NE	N/A	19.11.18
2.31	232	Long west elevation - oblique	E	N/A	19.11.18
2.32	233	Long west elevation - alteration details	SE	N/A	19.11.18
2.33	234	Long west elevation - alteration details	S	N/A	19.11.18
2.34	235	Long w. elevation square on through trees	S	N/A	19.11.18
2.35	236	North central elevation	S	N/A	19.11.18
2.36	238	North central elevation	S	N/A	19.11.18

Project Number		Site Code	Film Register No. 3		
1814		CHTS18	BW Ilford HP5 400ASA; Colour RAW + JPG		
B &W film and Frame No.	Colour digital file No. IMG_0	Description	View direction	Scales	Date
3.1		ID Shot		N/A	19.11.18
3.2	239	Long east elevation oblique	W	N/A	19.11.18
3.3	240	Long east elevation square on	W	N/A	19.11.18
3.4	241	Long east elevation detail of changes	W	N/A	19.11.18
3.5	242	Long east elevation detail of changes	W	N/A	19.11.18
3.6	243	Short east elevation & link	NW	N/A	19.11.18
3.7	244	L1-2 east stair	W	N/A	19.11.18
3.8	245-246	L1-2 east stair	W	N/A	19.11.18
3.9	247	East spine corridor	NW	N/A	19.11.18
3.10	251	L2 safe, east wing	W	N/A	19.11.18
3.11	248	L2 safe, east wing	W	N/A	19.11.18
3.12	249	East wing partitions & rms 208, 209 & 209a	E	N/A	19.11.18
3.13	252	L2 east wing chimney & corridor	NW	N/A	19.11.18
3.14	253	L2 east wing room overview & chimney	SE	N/A	19.11.18
3.15	254	L2 central corridor ceiling detail	NW	N/A	19.11.18
3.16	255	L2 gents coat racks	NW	N/A	19.11.18
3.17	256	L3 gents overview	N	N/A	19.11.18
3.18	257	Door 213		N/A	19.11.18
3.19	258-259	L2 central corridor & partition 232	W	N/A	19.11.18
3.20	260	L1-2 central stair	N	N/A	19.11.18
3.21	261	L1-2 central stair	N	N/A	19.11.18
3.22	262	Room 216 partition	S	N/A	19.11.18
3.23	263	L2 ladies washroom	var	N/A	19.11.18
3.24	264	L2 ladies washroom	var	N/A	19.11.18
3.25	265	L2 ladies washroom	var	N/A	19.11.18
3.26	266	L2 chimney in room 232	SW	N/A	19.11.18
3.27	267	L2 chimney in room 232	NW	N/A	19.11.18
3.28	268	L2 chimney & cupboards in 230A	E	N/A	19.11.18
3.29	269	L2 west spine corridor incl. partition 224	SW	N/A	19.11.18
3.30	270	Safe door, L2 west wing	NNE	N/A	19.11.18
3.31	271	Safe door, L2 west wing - detail	NNE	N/A	19.11.18
3.32	272-273	Safe, L2 west wing, internal	NNE	N/A	19.11.18
3.33	274	L2 corridor doors & rm 222A entrance	SE	N/A	19.11.18
3.34	275	L2 door/partition rm 222	NW	N/A	19.11.18
3.35	276	L1-2 west stair	NW	N/A	19.11.18
3.36	277	L1-2 west stair	NW	N/A	19.11.18

Project Number		Site Code	Film Register No. 4		
1814		CHTS18	BW Ilford HP5 400ASA; Colour RAW + JPG		
B &W film and Frame No.	Colour digital file No. IMG_0	Description	View direction	Scales	Date
4.1		ID shot		N/A	19.11.18
4.2	278	LG-L1 east stair	NE	N/A	19.11.18
4.3	279	LG-L1 east stair	NE	N/A	19.11.18
4.4	280	L1 east spine corridor	WNW	N/A	19.11.18
4.5	281	Safe door	NW	N/A	19.11.18
4.6	283-284	L1 wall adj 142	SW	N/A	20.11.18
4.7	285	L1 east wing gents	var	N/A	20.11.18
4.8	286	L1 east wing gents	var	N/A	20.11.18
4.9	287	L1 east wing gents	var	N/A	20.11.18
4.10	288-290	L1 central corridor	W	N/A	20.11.18
4.11	291	L1 central corridor	E	N/A	20.11.18
4.12	292	Basement heating fan	var	1m	20.11.18
4.13	293	Basement heating fan	var	1m	20.11.18
4.14	294	Basement heating fan	var	1m	20.11.18
4.15	295	Basement heating fan - rear of	var	1m	20.11.18
4.16	296	Basement heating fan - rear of	var	1m	20.11.18
4.17	297-298	Basement heating fan - rear of	var	1m	20.11.18
4.18	299-300	Heating fan room switch gear		1m	20.11.18
n/a	301-303	Basement heating fan - front of		2 x 1m	20.11.18
4.19	304	Basement - new plant in room 099	SE	N/A	20.11.18
4.20	306	LBSmnt east corridor & doors to 094/095	NW	N/A	20.11.18
4.21	307	LBSmnt east spine corridor & ducting	W	N/A	20.11.18
4.22	308	LBSmnt rm 95 fire door	SW	N/A	20.11.18
4.23	310	LBSmnt west spine corridor (end)	E	N/A	20.11.18
4.24	311	LBSmnt west spine corridor	W	N/A	20.11.18
4.25	313	LBSmnt central spine corridor	E	N/A	20.11.18
4.26	315	Lbsmnt west chimney	N	2 x 1m	20.11.18
4.27	317	Lbsmnt east chimney & plinths	SW	N/A	20.11.18
4.28	319	L1 room 104 partition	W	N/A	20.11.18
4.29	320-321	L1 bookcase next to room 104	W	N/A	20.11.18
4.30	322	L1-2 central stair lights detail	S	N/A	20.11.18
4.31	323	L1-2 central stair lights detail	S	N/A	20.11.18
4.32	324	L1 base of central stair- detail	S	N/A	20.11.18
4.33	325 & 327	L1 room 116 - panelled room	N	N/A	20.11.18
4.34	331	L1 room 117 - panelled room	W	N/A	20.11.18
4.35	332	L1 room 117 - detail of coats of arms	NW	N/A	20.11.18
4.36	335	L1 central corridor from rm 117	W	N/A	20.11.18
4.37	336	L1 stair signage detail	W	N/A	20.11.18

Project Number		Site Code	Film Register No. 5		
1814		CHTS18	BW Ilford HP5 400ASA; Colour RAW + JPG		
B &W film and Frame No.	Colour digital file No. IMG_0	Description	View direction	Scales	Date
5.1		ID Shot			20.11.18
5.2	338	L1 top of east central stair	N	N/A	20.11.18
5.3	339	L1 top of east central stair - King's head	N	N/A	20.11.18
5.4	340	L1 top of east central stair - stain' glass wdw	N	N/A	20.11.18
5.5	341	L1 top of west central stair	N	N/A	20.11.18
5.6	343	L1 rm 120 panels, fireplace & light fittings	W	N/A	20.11.18
5.7	344	L1 rm 120 panels & light fittings	SE	N/A	20.11.18
5.8	345	L1 ladies, recess in wall	N	N/A	20.11.18
5.9	346	L1 ladies	S	N/A	20.11.18
5.10	347	L1 ladies	E	N/A	20.11.18
5.11	350	L1 west spine corridor & bookcases	SW	N/A	20.11.18
5.12	351	L1 back of west chimney & rm 136	SE	N/A	20.11.18
5.13	352	L1 rm 130 area rear of bookcases for openings (11)	S	N/A	20.11.18
5.14	353	L1 west spine corridor, bookcases to left	NE	N/A	20.11.18
5.15	356	L1 121A/B safe and partition	NE	N/A	20.11.18
5.16	357	L1 safe (locked)	NE	N/A	20.11.18
5.17	358	L1 west stair - door detail	NW	N/A	20.11.18
5.18	359	L1 west stair, looking down - lights detail	SE	N/A	20.11.18
5.19	361	L1 west stair balustrade	SE	N/A	20.11.18
5.20	362	L1 east chimney in room 100		N/A	20.11.18
5.21	363	L1 rm 105 partition	W	N/A	20.11.18
5.22	364	L1 east stair lights	SE	N/A	20.11.18
5.23	366	L1 east stair doors	NW	N/A	20.11.18
5.24	367	G - east spine corridor	NW	N/A	20.11.18
5.25	369	G - rm 7 partition	SW	N/A	20.11.18
5.26	370	G - east corridor	SE	N/A	20.11.18
5.27	372	G - east central corridor	W	N/A	20.11.18
5.28	374	G - east chimney	NE	N/A	20.11.18
5.29	375	G - gents	S	N/A	20.11.18
5.30	376	G - gents, shower	E	N/A	20.11.18
5.31	377	G - gents urinals	E	N/A	20.11.18
5.32	378	G - gents, coat hanging rack	W	N/A	20.11.18
5.33	379	G - entrance hall, east side	E	N/A	20.11.18
5.34	380	G - entrance hall, west side	W	N/A	20.11.18
5.35	381	G - entrance hall, east stair	E	N/A	20.11.18
5.36	382	G - entrance hall, base of west stair	W	N/A	20.11.18
5.37		L1 - detail of stair sign in corridor		N/A	20.11.18

Project Number		Site Code	Film Register No. 6		
1814		CHTS18	BW Ilford HP5 400ASA; Colour RAW + JPG		
B &W film and Frame No.	Colour digital file No. IMG_0	Description	View direction	Scales	Date
6.1		ID Shot			20.11.18
6.2	383	Ground - entrance hall non-orig. opening	S	N/A	20.11.18
6.3	384	G - partition 16/15	E	N/A	20.11.18
6.4	385	G - central corridor (middle section)	W	N/A	20.11.18
6.5	387	G - central corridor (west end)	W	N/A	20.11.18
6.6	388-9	G - ladies windows and panel		N/A	20.11.18
6.7	390	G - ladies stalls		N/A	20.11.18
6.8	391	G - ladies doors		N/A	20.11.18
6.9	392	G - ladies disabled loo		N/A	20.11.18
6.10	393	G - central corridor, west end	E	N/A	20.11.18
6.11	394	G - west corridor	SW	N/A	20.11.18
6.12	395	G - partition s. end Wyndham rm	SW	N/A	20.11.18
6.13	396	G - west corridor from partition	NE	N/A	20.11.18
6.14	397	G - safe 035 (locked) & adj. rm	E	N/A	20.11.18
6.15	398	G - west stair door	SW	N/A	20.11.18
6.16	399	G - west stair	NE	N/A	20.11.18
6.17	400	G - L1 - west stair lights detail looking up	NE	N/A	20.11.18
6.18	401	G - Luttrell rm partition	N	N/A	20.11.18
6.19	402	G - Luttrell rm partition	N	N/A	20.11.18

Project Number		Site Code	Film Register No. 7		
1814		CHTS18	Colour RAW + JPG only		
Frame No.	Colour digital file No. IMG_0	Description	View direction	Scales	Date
7.1	403-405	External - re-shoot of long east elevation (orig. img 241)	W		20.11.18
7.2	406	L2.5 lights		N/A	20.11.18
7.3	407	L1-2 - re-shoot of central stair (orig. img 193)		N/A	20.11.18

