

GSBH19



THE OLD GRAMMAR SCHOOL, CHURCH STREET, BROMYARD

HISTORIC BUILDING RECORDING REPORT

PLANNING REF. 16240
EHE NO. 80413

commissioned by Hook Mason Consulting
on behalf of Hydro-Logic Self-Administered Pension Fund

October 2019

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PROJECT INFO:

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PROJECT SUMMARY

Historic building recording was undertaken at the site of The Old Grammar School, Bromyard, Herefordshire prior to redevelopment and conversion of the buildings to residential properties. The survey revealed four phases of development of the structure which Historic mapping suggested the earliest phase dated from 1835. Later development occurred during the Victorian and Modern periods.

Little of the original internal fabric, relating to the building's function as a school remained, modern redevelopment as commercial offices having masked or swept this away. Roofing timbers and frames did survive, with the 1st phase of development suggesting a relatively early post-medieval origin.

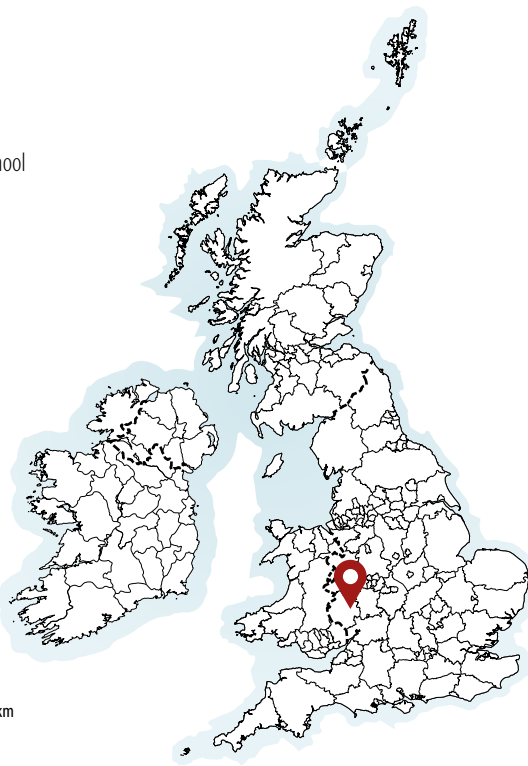
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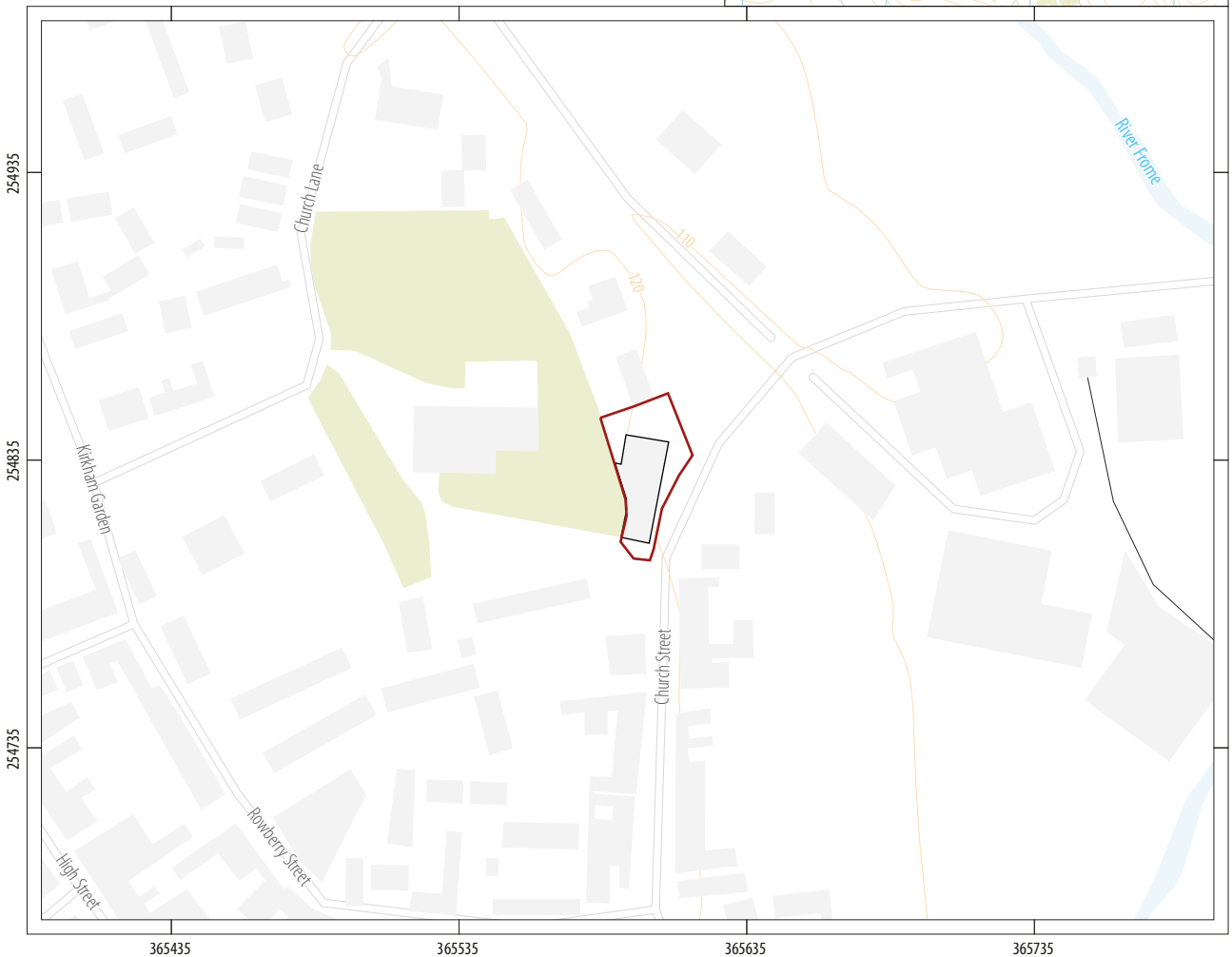
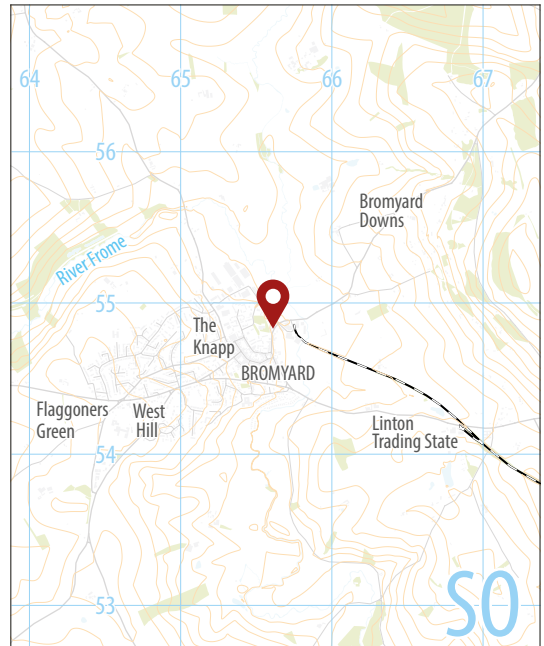
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The Old Grammar School
Church Street
Bromyard
Herefordshire



0 200km
1:12,500,000 @ A4



0 50m
1:2,500 @ A4

development boundary
building layout



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THE OLD GRAMMAR SCHOOL, CHURCH STREET, BROMYARD

HISTORIC BUILDING RECORDING REPORT

1 INTRODUCTION

Headland Archaeology was commissioned by Hydro-Logic Self-Administered Pension Fund (the client), through their agent, Hook Mason Consulting, to undertake Historic Building recording of buildings associated with the Old Grammar School, Bromyard, Herefordshire. This report presents the results of the Building recording programme.

1.1 PLANNING BACKGROUND

Planning consen, ref.: 16240, has been granted to the client for the redevelopment of the site, entailing conversion of the buildings into five residential units, subject to planning condition 5, which states;

No development shall take place until the developer has secured the implementation of a programme of archaeological survey and recording to include recording of the standing historic fabric and any below ground deposits affected by the works. This programme shall be in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the local planning authority and shall be in accordance with a brief prepared by the County Archaeology Service.

Reason: To allow for recording of the building/site during or prior to development and to comply with the requirements of Policy LD4 of the Herefordshire Local Plan – Core Strategy. The brief will inform the scope of the recording action and the National Planning Policy Framework. The commencement of development in advance of such approval could result in irreparable harm to any identified heritage asset.

In response to this condition a Written Scheme of Investigation (WSI) was prepared by Headland Archaeology (Archer 2019) and approved by the archaeological advisor to the planning authority.

1.2 SITE DESCRIPTION

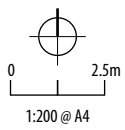
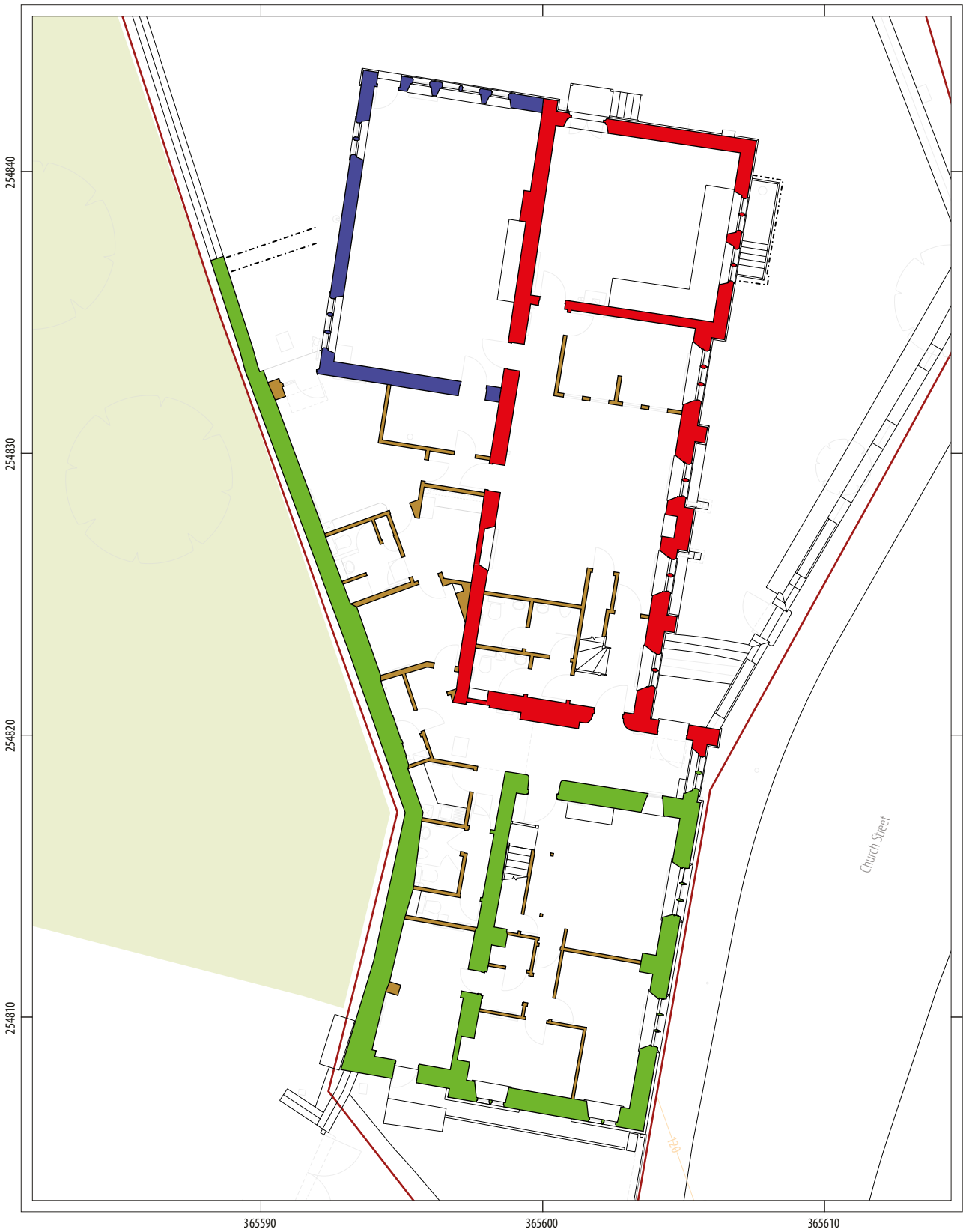
The proposed development is located to the west side of Church Street and east of the parish church of St Peter. Residential properties lie to the south, east and north of the site. The site lies at approximately 120m AOD (above Ordnance Datum) and is located at NGR 365600 258424 (Illus 1).

The building subject to recording is bounded by a stone wall on the west side, defining the extent of the St Peter's church grounds with a small garden, flower bed area on the south end and a tarmac surface around the east and north of the building.

2 AIMS AND OBJECTIVES

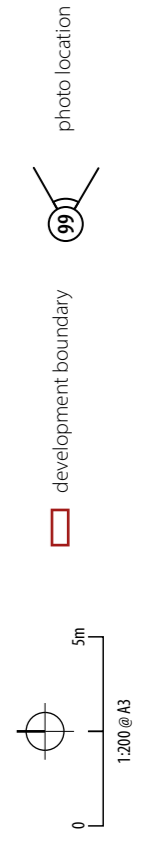
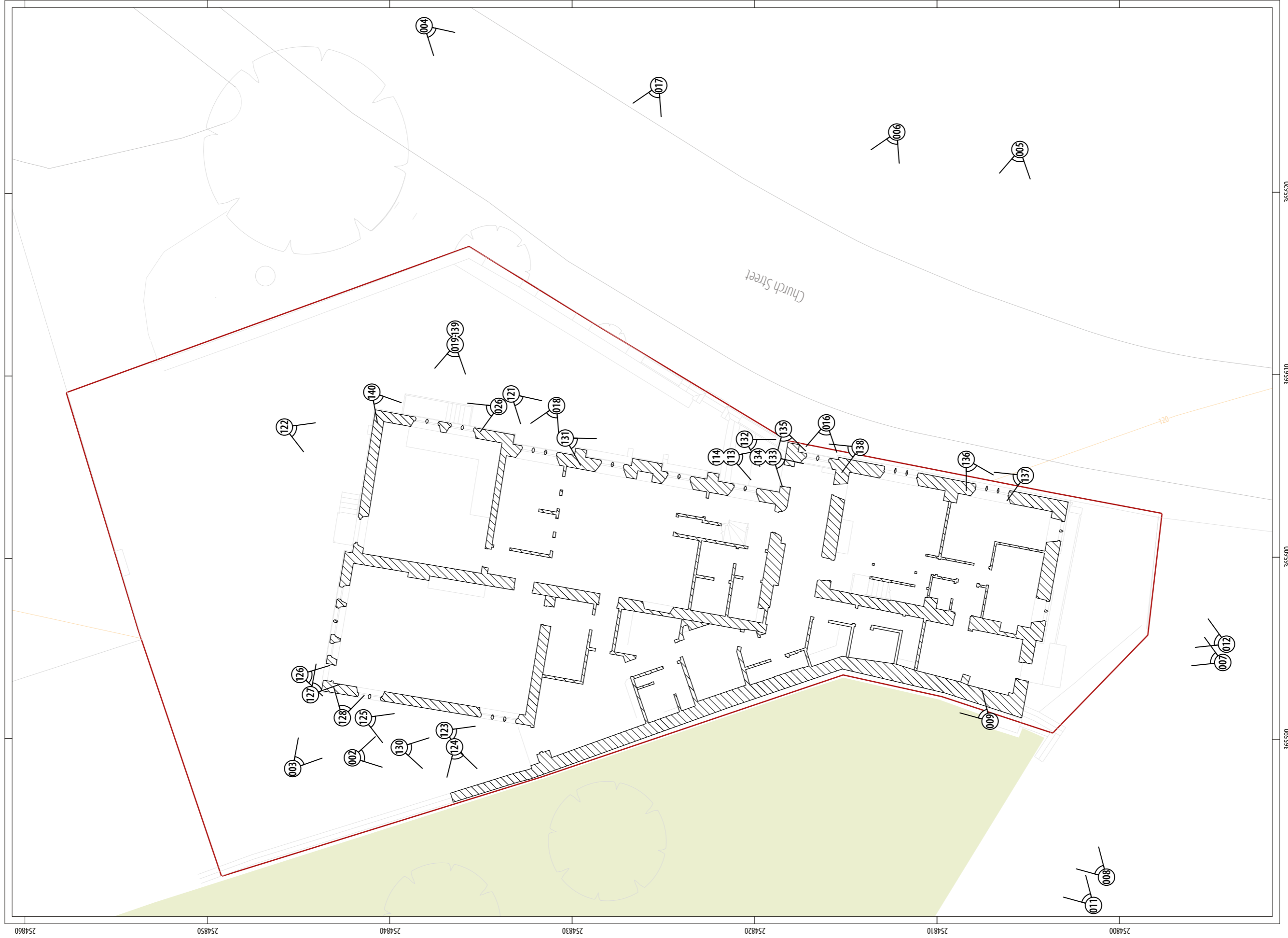
The objectives of the historic building recording were outlined in the WSI and were to record the standing structures that will be modified or destroyed by the development, to record any remains of archaeological significance encountered in the course of the works and to produce a report and deposit the archive with a local repository.

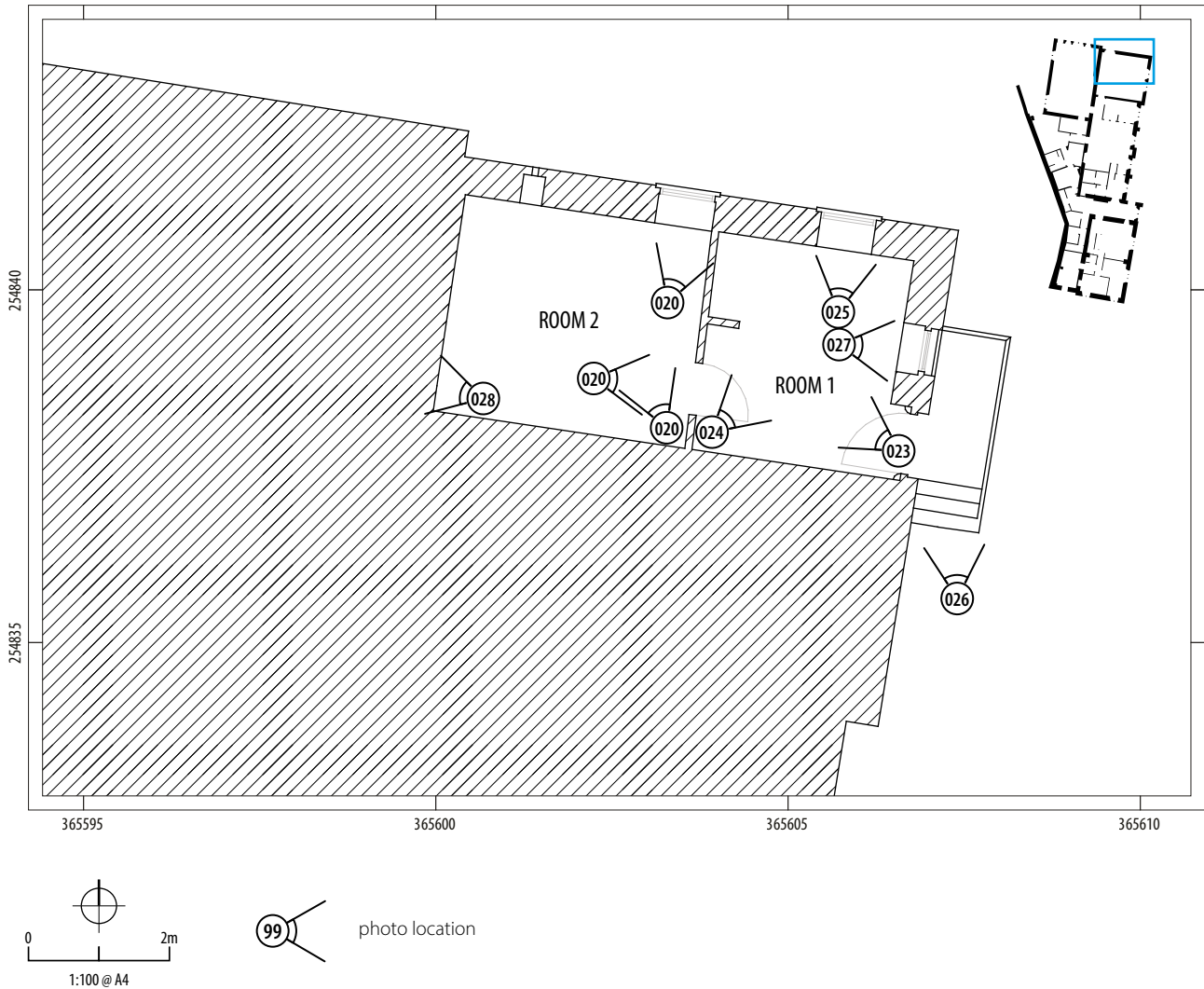
The WSI also incorporated a watching brief element related to any ground disturbance caused by the redevelopment. Whilst it is anticipated that no groundworks will be required, should a watching brief be required this will be the subject of a separate report.



- | | | | |
|---|--|--|---|
| <p> development boundary</p> | <p>PHASING</p> <p> pre-1894</p> <p> 1894 construction</p> | <p> 1894-1923 construction and demolition</p> | <p> 1902-1923 construction</p> <p> post-1954 build and restructuring</p> |
|---|--|--|---|

ILLUS 2 Phase plan





ILLUS 4 Basement photographic location plan

3 METHODOLOGY

The methodology for Historic Building recording was outlined in the WSI.

Herefordshire Council required a level of recording commensurate with Historic England Level 2 (a descriptive record with annotated architectural plans and internal and external photography) for the buildings.

The recording was undertaken in line with guidance contained within "Understanding Historic Buildings" (English Heritage 2016).

Drawn records were produced by annotation of existing architect's plans and elevations, based on measurements taken in the field. Existing drawings were checked for accuracy.

Photographic records were completed digitally using a dSLR camera. Scale bars were used where appropriate.

Photograph locations and facing directions were annotated on copies of architectural floor plans.

Written records were produced on Headland proforma recording sheets.

3.1 WRITTEN RECORD

Written records were completed on site using pro-forma building recording sheets. One sheet was completed for each elevation and one sheet for each internal space. The register of record sheets is given as Appendix 1.1.

Each sheet records details of the form, layout, structure, building materials, surface treatments, fixtures and chattels of the relevant elevation/internal space. This includes brick measurements and bonding descriptions where appropriate, and descriptions of any phasing or visible alterations. An example of a completed record sheet is given as Appendix 3.

Rooms on each floor within the buildings were numbered sequentially and are shown on plans and illustrations.

3.2 DRAWINGS

Architectural floor plans and elevations were provided by Hook Mason Consulting and these were annotated where required and appropriate. Where phasing occurred and was evidenced within the structure, it was recorded and illustrated on the final plans. Sketch drawings of elevations were produced on record sheets to supplement digital photographic records. Copies of the architectural plans are given as Appendices 5.1 to 5.8.

3.3 PHOTOGRAPHY

All photography was undertaken digitally using an 18 megapixel SLR camera shooting in RAW format (at a 50mm lens focal length for external images). RAW files will be converted to uncompressed TIFF for submission to archive. Clearly visible graduated metric scales were used where appropriate.

Photograph locations were recorded on the plans and a photography register and plans of the photo locations have been reproduced in this report (Illus 3 – 6). The photographic register is given as Appendix 2.3. Contact sheets of all digital photographs taken during the survey are also produced as Appendix 4.

4 RESULTS

4.1 ARCHIVE CONTENT

The following represents a gazetteer of the content of the physical archive produced from the HBR survey of the Old Grammar School. This document also includes summary illustrations of the location of photographs and drawings produced as part of the survey. All paper records have been scanned into PDF format and are stored on Headland Archaeology computer servers along with the digital photographic record. Headland maintains a regular backup system whereby a copy of backed up data is retained off-site at all times. A copy of such site records can be provided to the planning authority on request.

The site records comprise:

› Photographic register sheets	6
› Context registers	2
› Context records	27
› Drawing registers	1
› Drawings annotated plans and sketch plans	4
› Digital photographs	140

4.2 DESCRIPTION

Detailed description of elevations and internal floors of the surveyed buildings are provided in the Gazetteer as Appendix 1 to this report.

A summary of the results and outline of the history of the building is given below.

4.3 SUMMARY OF RESULTS

The overall plan of the structure suggested a minimum of four elements or phases of development (Illus 2); three phases of stone build, with a final modern brick built, flat roofed extension on the west side.

The first phase of the structure was represented by the southern end of the building, visible as a rectangular, single storey, gable ended structure with a pitched, slate tile roof. Externally, the building appeared to be of sandstone construction with decorative barge boards at each gable end. Roughly faced sandstones were regularly coursed with ashlar sandstone blocks defining the window frames, the lintels of which were carved creating a small projecting canopy around the upper window frame. These were badly eroded and damaged.

The exposed roof frame within the mezzanine floor of the building suggested a relatively early provenance, suggesting this building could relate to structures recorded on the site before 1835, which, according to historical accounts is when reconstruction of the building took place (see below).

Internally, little in the way of identifiable original fabric and architecture was visible or survived, with no evidence of blockings where doors or windows relating to the western side of the building or original entrances may have been located.

The second phase of construction was represented by a south/south-west to north/north-east extension to the original building, completed in 1894, as confirmed by a date carving above the entrance located on the east side of the building. This appears slightly offset, to the west, from the alignment of the original building.

Internal evidence and external photography evidenced the northern extent of this to be gable ended indicating a probable cross-wing type design. The internal evidence also indicated a brick build to the western gable end and the possibility that the rough faced masonry outer was only a single skin façade, over a brick build.

The second phase was also a single storey, with high ceilings below which part of the roof frame would have been exposed as a feature. It is unlikely any of the 'attic' area would have been utilised other than as storage space. Decorative stonework identified within the corridor area between the two phases of building seem unlikely to be in situ. These may have derived from the first phase or structure, been retained and built into the 1894 construction, though this can only be conjectural. The basement area at the north end of the structure would appear to have been utilised for deliveries, probably such as coal and potentially for location of a heating system, a vent in the basement wall may possibly have been associated with movement of warm air through the building. Noticeably, no evidence of blockings of fireplaces associated with chimneys evidenced on the building were present, likely due to re-plastering and plaster-boarding of the interior walls.



development boundary

photo location

ILLUS 5 Ground floor photographic location plan

The third phase of construction was evidenced by the addition of an extension on the north-west of the second phase of structure. Internal evidence suggests that this may also have been constructed in brick, with an outer stone façade. Ashlar blocks and lintels defined stone-framed windows, with sloping sills. Noticeably, the lintels and sills varied on each phase of construction, with variably decorative catches also found on casement openings in each phase.

Exposed roofing timbers suggested a former lath and plaster ceiling, with part of the roofing frame forming a decorative feature below the ceiling, similar to but in a slightly different style to that of the second phase structure. The roofing timbers also indicated more recent restructuring.

It is potentially at this point that a further structure, built against the church boundary wall was demolished. A wall scar on the church wall, and probably roof scar just beyond the north-east entrance suggest the presence of a former, though potentially more ephemeral building or outhouse.

The final phase of construction involved the creation of offices, washrooms and ancillary rooms built onto the west side of the structure, extending up to the church boundary wall and flat-roofed over. It is highly likely that this was also the point at which the 'mezzanine' floor was added and the building fully converted to modern commercial use. The southern extent of this modern extension appeared to have incorporated a wall from an earlier phase of building, as evidenced by the arched lintel and remnants of blocking of a doorway visible in the south elevation above the modern doorway.

It is possible that earlier phases of construction may be evidenced against the church wall boundary, within the area of modern remodelling and extension, though equally the latter stage of construction may have eradicated any traces of earlier associated buildings. Similarly, blockings or external features associated with the original pre-1984 building may be masked by the final western extension of the structure.

Other than elements of roof structure, window frames and possibly re-used decorative stone in a corridor, little of the original internal architecture of the buildings was evidenced.

4.4 OLD GRAMMAR SCHOOL CONTEXT

A historical summary of the Grammar School is provided, adapted from information held on the Queen Elizabeth High School Website (2019), which is itself largely derived from Phyllis Williams' history of Bromyard (1987).

Bromyard has remained a focus for learning for over 1,000 years, at one time apparently maintaining a college for the training of Anglo-Saxon Priests, which later developed into a Grammar School offering an education based on Latin grammar, the official language of the state, church and professions. At the time of the suppression of Chantries, the Kings Commissioners reported in 1547 that 'a grammer schole hath beene contynually kepte in Bromyarde'.

The Bromyard free Grammar School was initially founded in 1566 by Queen Elizabeth the First and endowed with £16 14s 11½d per annum. The income for the school was augmented in 1656 with a legacy of £20 per annum from Bromyard born and City of London Alderman, John Perrin (or Perryn) who was a member of the Goldsmiths Company. The Goldsmiths Company remained trustees for this benefaction for many years. In 1835 they rebuilt the old Grammar School hall to include more classrooms and at the end of the century a Headmaster's House was constructed.

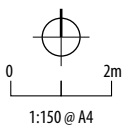
Bromyard Grammar School was a boys only school until 1914 when it merged with Bromyard Girls High School resulting in a co-educational school. In 1961 Herefordshire County Council built a 'Secondary Modern' school at Ashfields in Panniers Lane which was designed to give a suitable education to the children of Bromyard aged over 11 who were not attending the Grammar School. Previously these children had attended St Peters School in Church Lane Bromyard until they left school aged around 14. In 1968, in line with national educational policy, Queen Elizabeth's Grammar School was amalgamated with the Secondary Modern school to form what is now Queen Elizabeth's Humanities College.

The external fabric of the building suggests that both the rear and northern elements of the building relate to its former function as a grammar school, with remodelling largely having erased internal features related to the school, with only an inscribed stone and former statue alcove potentially relating to the former internal fabric.

Historic mapping (National Library of Scotland) would largely appear to reflect the development of the building on site as demonstrated by the potential phasing identified during the building survey. The 1885 Ordnance Survey (OS) shows the pre-1894 building, with a small rectangular structure on the west side of the south end and a further small square structure adjoining the north-west of the building. The 1905 OS suggests extension to the west of the earliest phase to abut the church boundary wall and includes the 1894 building and an additional small structure against the St Peter's Church wall boundary, broadly matching the position of the wall scar identified during the building survey. The latter appears to have been removed by the time of the 1930 OS (surveyed 1923).

The 1963 OS shows the layout of the site, much as it is today but without the final phase of remodelling, roofing and construction into modern offices.

The Ordnance Survey also details, from the 1885 1st edition onwards, a variety of former school buildings in the area lying east of the churchyard boundary, extending to what is now Old School Court. These are likely to be associated with the former St Peter's school, with the headmaster's house associated with the grammar school first depicted on the 1905 OS. An extant former school building survives at Old School Court and is now converted into a number of residential properties. Further new residential builds are found on what had been land formerly occupied by school buildings associated with both the Grammar and St Peter's schools.



development boundary



photo location

ILLUS 6 Mezzanine floor photographic location plan

5 REFERENCES

Chartered Institute for Archaeologists (CIfA) 2014 *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (Reading) http://www.archaeologists.net/sites/default/files/CIfAS&GBuildings_1.pdf accessed September 2019

Archer B (2019) *The Old Grammar School, Church Street Bromyard, Herefordshire Written Scheme of Investigation for Programme of Historic Building Recording and Archaeological Watching Brief [unpublished client document]* Headland Archaeology

The Heritage Directory (2009) *The Heritage Directory* <http://www.theheritagedirectory.co.uk> accessed September 2019

Historic England (2016) *Understanding Historic Buildings: A guide to Good Recording Practice* <http://historicengland.org.uk/images-books/publications/understanding-historic-buildings/> accessed October 2019

National Library of Scotland (NLS) 2019 *National Library of Scotland / Map Images* <http://maps.nls.uk/> accessed October 2019

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Williams P (1987) *Bromyard: Minster, Manor and Town* Bromyard History Society

6 APPENDICES

APPENDIX 1 GAZETTEER

LIST OF PHOTOS

EXTERIOR

ESE ELEVATION

GSBH19-HBR-004

GSBH19-HBR-132

SSW ELEVATION

GSBH19-HBR-007

NNE ELEVATION

GSBH19-HBR-001

GSBH19-HBR-122

GSBH19-HBR-125

WNW ELEVATION

GSBH19-HBR-003

GSBH19-HBR-011

BASEMENT

ROOM 1

GSBH19-HBR-024

ROOM 2

GSBH19-HBR-021

GROUND FLOOR

ROOM 3

GSBH19-HBR-029

ROOM 5

GSBH19-HBR-098

GSBH19-HBR-101

ROOM 8

GSBH19-HBR-120

ROOM 9

GSBH19-HBR-035

ROOM 12

GSBH19-HBR-040

GSBH19-HBR-041

GSBH19-HBR-042

ROOM 15

GSBH19-HBR-050

GSBH19-HBR-057

ROOM 17

GSBH19-HBR-053

ROOM 26

GSBH19-HBR-066

MEZZANINE

ROOM 20

GSBH19-HBR-072

GSBH19-HBR-078

ROOM 22

GSBH19-HBR-083

GSBH19-HBR-092

Exterior / ESE elevation



GSBH19-HBR-004.JPG



GSBH19-HBR-132.JPG

Exterior / SSW elevation



GSBH19-HBR-007.JPG

Exterior / NNE elevation



GSBH19-HBR-001.JPG



GSBH19-HBR-122.JPG



GSBH19-HBR-125.JPG

Exterior / WNW elevation



GSBH19-HBR-003.JPG



GSBH19-HBR-011.JPG

Basement / Room 1



GSBH19-HBR-024.JPG

Basement / Room 2



GSBH19-HBR-021.JPG

Ground Floor / Room 3



GSBH19-HBR-029.JPG

Ground Floor / Room 5



GSBH19-HBR-098.JPG



GSBH19-HBR-101.JPG

Ground Floor / Room 8



GSBH19-HBR-120.JPG

Ground Floor / Room 9



GSBH19-HBR-035.JPG

Ground Floor / Room 12



GSBH19-HBR-040.JPG



GSBH19-HBR-041.JPG



GSBH19-HBR-042.JPG

Ground Floor / Room 15



GSBH19-HBR-050.JPG



GSBH19-HBR-057.JPG

Ground Floor / Room 17



GSBH19-HBR-053.JPG

Ground Floor / Room 26



GSBH19-HBR-066.JPG

Mezzanine / Room 20



GSBH19-HBR-072.JPG



GSBH19-HBR-078.JPG

Mezzanine / Room 22



GSBH19-HBR-083.JPG



GSBH19-HBR-092.JPG

Descriptions of elevations are followed by descriptions of the recorded rooms by floor and their locations shown on illustrations 4 to 6. External photographic locations are given on illustration 3.

Exterior

East/south-east elevation

This formed the principal elevation of the building (Photo 004). The overall structure was single storey and evidenced a minimum of two phases, with two elements, north and south. The southern element comprised a rectangular gable ended structure with decorative barge boards (Photo 132) and a two light awning type window present in the eaves. The gable end was adjoined to the northern element by a flat roofed porch entrance structure which in turn gave way to a southern gable end. The north extent of the structure reflected a cross-wing gable end design.

The outer fabric was of rough faced sandstone, laid in regular courses and bonded with a lime-based cement mortar. The pointing was worn and eroded. Two stone-framed multi-light windows were located on the southern end of the building with moulded stone lintels. Tie bars were also evident on the southern end.

The northern section of the structure was also of sandstone, rough faced and laid in courses with similar cement mortar bonding. Six multi-light windows were located on the elevation, with three arrow slit type openings above the northernmost. A chimney breast, with two small buttresses either side was located broadly centrally to the northern section. A small staircase and rail, for basement access was located at the north end of the elevation.

At the southern gable end of the northern section, a stone built 'bell-housing' was located on the roof apex. The northern gable end projected slightly from the main north-south alignment of the building, with two stone string courses located above the window. A decorative roof finial was located on the apex of the roof.

Iron and plastic guttering, with iron down-pipes and hoppers were visible, the guttering lying below a timber cornice.

South-west elevation

This elevation formed the rear of the building, effectively a gable end in rough-faced sandstone laid in more irregular courses (Photo 007). Two stone-framed multi-light windows were located in the lower area of the elevation with a narrow, single light, hopper or awning type window in the eaves. A decorative, moulded barge board was present with ridge tiles on the apex of the roof. An apparently blocked down-pipe projected down from the roof apex.

On the west side of the gable end, a flat roofed structure abutted the main building and was constructed in a lighter yellow brown coloured sandstone. The stonework was regularly coursed and comprised faced, squared ashlar blocks. A modern fire door was located centrally, above which a former arched lintel, likely for a doorway was evident. In contrast to the regularly coursed stonework, the area above the fire door was irregularly coursed with a variety of shapes and sizes of stones, probably indicating a blocking or repair during creation of the new fire doorway.

North-east elevation

The north-east elevation comprised two phases of building with an east-west oriented section and northern gable end (Photo 001). The eastern section was of roughly faced sandstones, built to regular courses, with a cement string-line, approximately half a metre above the ground, indicating the floor level. A staircase and rail rose to a doorway framed in ashlar sandstones with a two-light, fanlight window with a hopper opening on the west side. At ground level, two single light fixed windows were visible (Photo 122).

The western gable end section was also of sandstone construction in roughly faced, squared blocks laid in courses. The sandstone was of a slightly lighter yellowish colour than the eastern section. The main feature was a Palladian or Venetian style, three paned, multi-light window, set in an ashlar block stone frame. Above the window, were three stone string courses of ashlar stonework. A decorative timber barge board was evident with a finial on the apex of the roof. A modern timber framed door was located at the western end of the elevation.

Lying on the west side of the building, a scar of a former wall and remnant of roof structure were present on the church boundary wall (Photo 125) indicating the presence of a former structure.

North-west elevation

The elevation was only exposed along the northern extent of the structure and included the modern north-facing entrance way (Photo 003). The rest of the elevation being obscured or rendered inaccessible by the church boundary wall (Photo 011).

The northern extent of the elevation was constructed of variably sized sandstone blocks, randomly squared and built to courses, bonded with a gritty lime-based, cement mortar (Photo 003). Two stone-framed, multi-light windows were present, with sloping sills. An iron down-pipe was located centrally, emerging from below the eaves. A chimney was present above the apex of the roof, which was lined with serrated ridge tiles.

The north facing entrance was brick constructed, flat roofed and abutted both the building and church boundary wall. A glass panelled, timber framed fire door afforded access to the building.

Interior

Basement floor (Illus 4)

A small, basement area, subdivided into two rooms, was located at the north-east corner and extent of the structure. A small staircase located on the exterior of the structure provided access to the basement, no former internal access to the basement was apparent or identified.

Room 1 was broadly square in plan, with whitewashed brick walls, generally of stretcher bricks with occasional headers, though no formal bond type was evident (Photo 024). A former chute, probably a delivery or coal chute was located on the north wall, though blocked from the exterior. Above this was located a fixed, single light window in a timber frame. A four light, timber framed casement window was located on the east wall.

An in-swinging timber door provided access to Room 2 (Photo 021) which also evidenced brick, whitewashed walls and a similar blocked chute and fixed light window located on the north wall. A small vent opening was located on the western wall in the south-west corner of the room.

Both rooms were cement floored with no covering. The ceilings were of cement or concrete beams and blocks with modern electrical light fittings.

Ground floor (Illus 5)

Formal access to the ground floor was afforded from entrances on the north-east and east sides of the building, with fire doors also located on the north and south ends of the structure.

From the north-east, entrance to Room 3 (Photo 029) was through an in-swinging glass panelled, timber fire door. The room was polygonal in shape with magnolia painted plasterboard walls and a green carpet tile floor covering. A timber skirting board was visible but partially carpeted over in some areas. Internal walls appeared to be brick partition, with plasterboard covering.

The ceiling comprised whitewashed plasterboard with a broadly central, square skylight. The skylight was recessed suggesting the ceiling was suspended. Modern electrical fittings and electric lighting was also present.

From the south-east corner, a small corridor gave access to Room 4, a small rectangular room with the same character of walls and ceiling as Room 3 and a central skylight lighting the room. The floor was covered with yellow ceramic tiles, 0.15m² which also formed a skirting. An out-swinging door in the north wall lead to Room 5 but was kept locked.

Also located on the west side of the structure, Rooms 9 (Photo 035), 10, 11, 13, 14 and a small closet area, Room 19, all formed part of a modern extension to the structure and functioned as toilets, storage and office space. All of the rooms were of magnolia painted partition walls with a suspended ceiling and recessed skylights. Floors were variably tile carpeted or covered with yellow ceramic tiles as identified in Rooms 3 and 4. No decorative features or elements of any early structures were present.

At the north end of the structure, Room 5 was accessed internally from Room 6 and externally from the north-west corner of the building. The room was a large open rectangular area with plastered and partially painted walls (Photo 101) and a cement floor, with a faded yellow linoleum type covering. No skirtings or other decorative features were present. A small area of exposed brickwork was observed around a doorway in the northern wall, possibly suggesting an inner skin of brick construction. Two stone framed multi-light windows were located on the west wall. With a mix of fixed lights and casement openings. On the north wall a large tripartite, stone framed Palladian or Venetian style window consisted of a combination of fixed lights, casement and hopper openings, with decorative casement catches.

The ceiling was open, exposing the roof timbers which showed an 'A' frame framework with rafters and purlins. The lower section of the

frame was painted in a light blue, with moulded elements on the lower frame indicating it was formerly exposed below the ceiling. The rafters and ceiling joists bore nail or fixing marks indicating the former presence of laths and a lath and plaster ceiling which had been removed (Photo 098).

On the west wall, the exposed brick-built gable end and external chimney breast of a structure was visible, indicating two phases of construction, the Room 5 structure having been built onto a pre-existing building. Brick bonding appeared to be predominantly stretcher bricks, with intermittent headers and no specific brick bond evident. Restructuring and replacement roof timbers were evident and the exposed roof timbers suggested the earlier phase of structure would have been a cross-wing design, associated with the rest of the building continuing to the south.

Room 6 comprised a modern open plan office with carpet tiled floors, timber skirting and magnolia painted plasterboard walls. Two stone framed windows consisting of a combination of fixed lights and casement openings were located on the east wall. No decorative or other architectural features were present. Room 7, represented a sub-division of the office space defined by Room 6, separated by a stud partition wall with fixed lights looking into Room 6. A stone framed window with fixed lights, a central casement and further hopper opening was located in the east wall. Decorative catches and metal stay attachments were present on the casement windows.

Room 8 was also accessed from a narrow corridor extending from Room 6 and was broadly square in shape with an external access door located on the northern wall. The walls were white painted plasterboard and the floor was covered with a light grey, linoleum type material. Two stone framed windows consisting of a mix of fixed lights, with hopper and casement openings were located on the east wall. The casement windows were fitted with stays and a decorative catch (Photo 120).

At the south end of Room 6, was located a stairway and modern toilet area, Room 26. The stairway provided access to the mezzanine floor (Photo 066).

Beyond Room 26, a narrow corridor area, Room 12 (Photo 040) ran across the breadth of the structure, linking the modern extension with the rest of the building. External access was afforded through an in-swinging double timber door on the north side of the eastern end. A two-paned, six-light, stone framed window was located at the east end of the room, with a single-light hopper opening. The window had an arched lintel internally. The floor was of a cement type covering, with the walls a white painted plaster and plasterboard. No skirting or cornice decoration was present. On the south wall, was located a stone carved statue alcove and plinth (Photo 041). The masonry was in a gothic arch style, with two carved stone heads flanking the base of the arch. The plinth was moulded, projecting forward from an ashlar block, with tool marking suggesting a leaf-type pattern, though this was not entirely clear.

On the opposite, north wall, an inscribed stone block was set into the wall. The stone bore a Greek inscription which translated as 'teach a wise man and he will become wiser', taken from the book of Proverbs.

Room 15 was accessed from the centre of the corridor and formed a broadly square space, with a staircase to the mezzanine floor located against the west wall. The floor was carpet tiled and the walls of a white magnolia painted plasterboard. The ceiling was a white painted plasterboard with fluorescent tube light fittings (Photo 050). A stone framed, three-paned, six-light window was located on the east wall, with a central casement opening. The opening mechanism was of iron, with decorative catches (Photo 057).

A doorway on the south wall provided access to a short 'L' shaped corridor with small storage closet. On the east of the corridor, an in-swinging door accessed Room 16, also 'L' shaped in plan in the same décor as Room 15. A three-paned stone framed window was located on the east wall, the opening mechanism of the same form as Room 15.

Room 17 was accessed at the south end of the corridor and was rectangular in plan with the same form of décor as Rooms 15 and 16. A two paned, two-light, stone-framed window was located on the south wall with a west pane casement opening (Photo 053). The catch decoration varied from that in Rooms 15 and 16.

In the south-west corner of the structure, Room 18 was accessed from the west end of the corridor and formed a rectangular shaped room with magnolia painted plasterboard walls and carpet tiled floor. A suspended plasterboard ceiling with a recessed skylight was present and a glass panelled fire door was located in the south wall.

Doors located throughout the floor were of a modern, wooden fire-door specification. All lighting was generally of fluorescent tube, strip lighting with radiators located in the majority of rooms.

Mezzanine floor (Illus 6)

The mezzanine floor existed across two areas of the overall building, north and south, and each was accessed independently via separate stairways.

Room 20 was located in the southern end of the building and ran the full length of the rear building. From the stairwell, two steps lead up to an open plan area with roofing timbers exposed below head height (Photo 072).

The walls were of whitewashed plasterboard, with ceiling and ceiling eaves appearing to be of a similar construction. The upper section of windows identified in the ground floor were visible at floor level. Two double glazed windows were located at the north-end of the room, above the stairway, with narrow, two-light hopper windows at each gable end of the room.

The exposed roof timbers suggested a basic 'A' frame, with a large bottom chord supporting rafters. Truss supports were located at either end of the bottom chord and affixed to both the bottom chord and rafters with probable mortise and tenon jointing (Photo 078). A further chord was located within the ceiling plasterboard, completing the overall roof frame.

The northern mezzanine was accessed from a staircase in Room 26 which opened onto a small landing. On the south of this, an in-swinging door opened into Room 21, a small square room with magnolia painted plasterboard walls and carpet tiled floor. A timber framed, double-glazed awning pivoting window was located on the west wall. Part of the timber roof frame had been incorporated into the northern wall.

On the north side of the landing, an in-swinging door opened into Room 22, a rectangular open space with magnolia painted plasterboard walls, ceiling eaves and ceiling (Photo 083). The floor was carpet tiled and a low timber skirting was present. The upper sections of windows identified at ground floor level were visible on the east wall at floor level.

Roof timbers, of a queen-post style roof truss were exposed and painted in a light blue colour. Curved supports and plinths were present on either side of the frame (Photo 083) and suggested the lower section of the roof truss had acted as a decorative element of the ceiling before construction of the mezzanine floor.

All lighting throughout both areas of the mezzanine floor was of modern fluorescent tube type, with modern fire-doors in rooms 20 and 21.

Attic (Appendix 5.2)

Access to the attic area was not afforded during the survey.

APPENDIX 2 REGISTERS

Appendix 2.1 Record sheet register

RECORD NUMBER	BUILDING AREA	DESCRIPTION
001	Exterior	ESE facing exterior elevation
002	Exterior	SSW
003	Exterior	NNE
004	Exterior	WNW
005	Basement	Room 1 interior
006	Basement	Room 2 interior
007	Ground floor	Room 3
008	Ground floor	Room 4
009	Ground floor	Room 5
010	Ground floor	Room 6
011	Ground floor	Room 7
012	Ground floor	Room 8
013	Ground floor	Room 9
014	Ground floor	Room 10
015	Ground floor	Room 11
016	Ground floor	Room 12
017	Ground floor	Room 13
018	Ground floor	Room 14
019	Ground floor	Room 15
020	Ground floor	Room 16
021	Ground floor	Room 17
022	Ground floor	Room 18
023	Ground floor	Room 19
024	Ground floor	Room 26
025	Mezzanine	Room 20
026	Mezzanine	Room 21
027	Mezzanine	Room 22

Appendix 2.2 Drawings register

DRAWING	DESCRIPTION
001	External photograph location sketch plan
002	Ground floor photograph location plan
003	Mezzanine photograph location plan
004	Basement photograph location plan

Appendix 2.3 Photographic register

PHOTO	DIRECTION FACING	DESCRIPTION
001	SSW	NNE facing elevation
002	SSW	NNE facing elevation
003	ESE	WNW elevation
004	SW	ESE elevation
005	WNW	Rear ESE elevation
006	NW	Front & centre ESE elevation
007	NNW	Rear elevation SSE facing
008	NE	Rear WNW facing elevation
009	NE	View flat rooftop area W sign of rear build
010	NE	View "bell" tower
011	NE	General view WNW facing elevation
012	NNE	View barge board and window rear SSW elevation
013	SW	View doorway entrance – Extension – rear of building
014	SW	Date plate – Extension – rear of building
015	S	Oblique view ESE facing elevation
016	W	Window detail rear ESE elevation
017	NW	Detail north end ESE elevation
018	W	Window detail north end ESE elevation
019	W	Window detail north end ESE elevation
020	NW	Room 2 basement
021	NE	Room 2 'coal chute'
022	E	View from Room 2 to entrance to basement
023	NW	General view Room 1
024	NE	General view Room 1
025	NNE	'Coal chute' Room 1
026	N	Basement entrance
027	E	Window Room 1
028	W	'Vent' Room 2
029	SE	GRD floor Room 3
030	N	Room 3
031	SE	Room 4
032	E	Access/ lobby between Rooms 3, 4 & 6
033	NE	Room 9
034	SW	Room 9
035	N	Room 9

PHOTO	DIRECTION FACING	DESCRIPTION
036	NW	Room 10
037	N	Room 11
038	S	Room 11
039	S	Room 12
040	W	Room 12
041	S	Decorated stone work STH wall Room 12
042	N	Inscribed stone NTH wall Room 12
043	E	Window detail Room 12
044	SE	Plasterboard lower wall Room 12
045	N	Room 19
046	SW	Corridor to Rooms 13 & 14
047	W	Room 13
048	W	Room 14 – Mens toilet
049	W	Room 14 – Female toilet
050	N	Room 15
051	NE	Room 15
052	S	Room 15
053	SSW	Window detail Room 17
054	–	Catch detail window Room 17
055	E	Room 17
056	W	Room 17
057	E	Window mechanism Room 15
058	SE	Room 16
059	SSW	Window STH wall Room 16
060	ESE	Window E wall Room 16
061	ESE	Detail catch – Window E wall Room 16
062	N	Room 16
063	WNW	Access to Room 18
064	NNE	Room 18
065	ESE	Room 18
066	N	View stairway Room 26 – To mezzanine
067	NW	Room 20
068	WNW	Room 26
069	NNE	Stairway & landing 'lights' Room 26
070	NNE	Room 20
071	NNE	Roof timbers Room 20
072	SSW	Roof timbers Room 20
073	ESE	Room 20

PHOTO	DIRECTION FACING	DESCRIPTION
074	NNE	Cut off window Room 20
075	SSW	Pivot window STH wall Room 20
076	NE	Pivot window NTH wall Room 20
077	–	Room timbers jointing detail Room 20
078	–	Room timbers jointing detail Room 20
079	W	Room 21
080	E	Room 21
081	NNE	Roof timbers Nth wall Room 21
082	NNE	Roof timbers Nth wall Room 21
083	NNE	Room 22
084	SSW	Room 22
085	SSW	Roof frame Room 22
086	E	Roof support Room 22
087	NE	Roof frame Room 22
088	NNE	Roofing construction E wall
089	NNE	Roofing construction E wall
090	NNE	Roof frame detail central
091	NNE	Roof frame detail W wall
092	NNE	Roof frame detail W wall
093	E	Room 5
094	E	Room 5
095	NE	Roof frame Room 5
096	SW	Brickwork top E wall Room 5
097	VERT	Chimney breast/rafters Room 5
098	E	Brickwork top E wall Room 5
099	NE	Chimney breast rafters Room 5
100	VERT	Roof joining Room 5
101	SSW	Roof detail Room 5
102	VERT	Roof detail & modern window W wall Room 5
103	W	N window West wall Room 5
104	W	S window West wall Room 5
105	N	Window catches N wall
106	N	Window stay N wall
107	VERT	Roof joining detail Room 5 – Replacement trusses
108	VERT	Replacement truss detail E wall roof
109	VERT	Trusses – Possible marks for laths Room 5
110	VERT	Moulded timber roof frame
111	VERT	Moulded timber roof frame

PHOTO	DIRECTION FACING	DESCRIPTION
112	E	Room 7
113	SSW	Room 6
114	SW	Room 6
115	NW	Room 6
116	NE	Room 8
117	NW	Room 8
118	VERT	Roof beam ceiling Room 8
119	E	Windows E wall Room 8
120	–	Stay & catch E wall window
121	S	Chimney breast & buttresses ESE elevation NTH bid
122	SSW	Basement lights NNE elevation
123	SW	External boundary wall & possible "roof"/building scar
124	W	Possible wall scar
125	SW	External boundary wall & wall scar
126	VERT	View of barge board NNS elevation
127	VERT	View under eaves WNW elevation
128	E	Ridged tiles and finial NTH end building
129	E	Chimney & gable roof from WNW elevation
130	SE	View Of bell 'tower' of central area of roof
131	VERT	Guttering and barge board ESE elevation
132	VERT	View of barge board rear building
133	W	View of date carving rear building
134	VERT	View of date carving and lamp – Doorway rear building
135	VERT	Guttering & eaves ESE elevation
136	VERT	Tie bar STH end ESE elevation
137	VERT	Window moulding ESE elevation
138	VERT	Window moulding ESE elevation
139	VERT	Finial & barge board ESE elevation NTH end
140	VERT	Barge board & roofing detail NNE elevation

APPENDIX 3 RECORDING SHEET EXAMPLE

Headland Archaeology

Level: 2, 3, 4

HBR - Int.

Date	15-10-19	Surveyor	Sat.	Photo Refs.	112	Site Code	GSBH
Description				Bld.	Gr. floor	Rm. No.	7
						Rec. No.	011
Summary	RECTANGULAR SUB-DIVISION OF ROOM 6.						
Type of Room	Function of Room						
	Sinks office space.						

Walls		
Materials/Function		
PLASTERBOARD - PAINTED MAGNOLIA. SOLID PARTITION WITH FIXED LIGHTS SUB-DIVIDES FROM ROOM 6.		
Decorative Features		
Floors		
Materials/Function		
BLUE CARPET TILES ONLY - VISIBLE 0.49M ² .		
Covering/Finish		
Ceiling		
Material	Decorative Features	
WHITE PAINTED PLASTERBOARD.	MODERN TIMBER BEAM IN CEILING.	
Other Decoration		
Skirting	Rails	Corinice
LOW TIMBER - MID BROWN STAIN,	None	None

Details (Location, Type, Material, Photo Ref.)			
Window	EAST WALL - 3 PANE, 9 LIGHT CENTRAL CASSEMENT, LOWER LEFT HOPPER - RIGHT FIXED LIGHTS STONE FRAME.		

Heating
RADIATOR BELOW
Lighting
Major Fluorescent Tubes.

Element References		
Type	No.	Location
/		

Sketches
See Architects Plans for detail

APPENDIX 4 PHOTO CONTACT SHEETS



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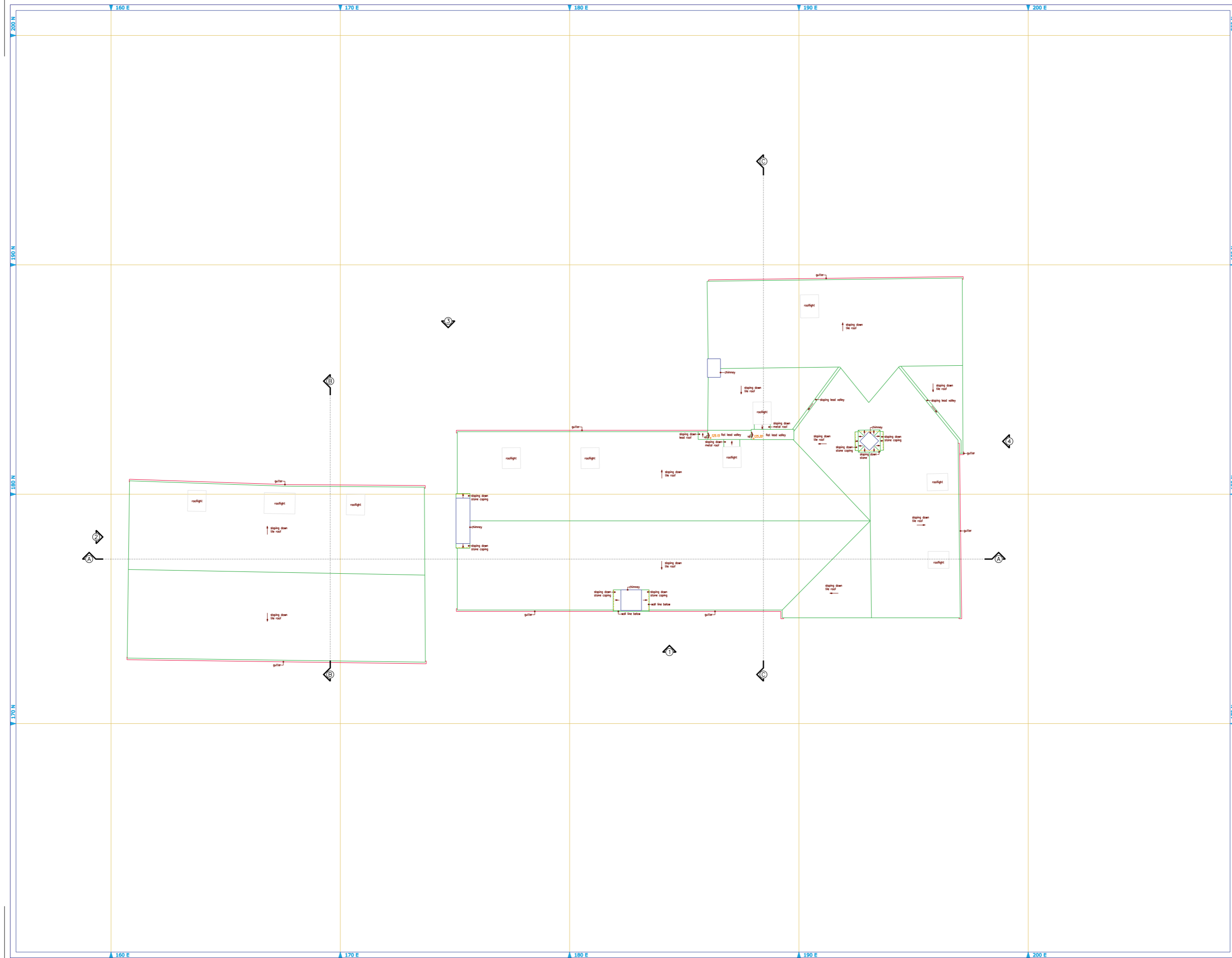


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APPENDIX 5 ADDITIONAL BUILDING PLANS, ELEVATIONS AND SECTIONS

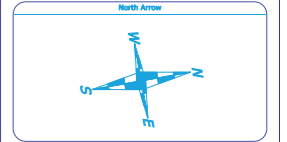


Rev.	Description	Date

Abbreviations			
AV	Air Conditioning	g	Gully
B	Balustrade	HC	Household Waste Compactor
BC	Brick on Edge Cladding	GV	Gas Valve
BT	British Telecom Cover	HC	High Chair
CCFV	Cable TV Cover	IC	Insulation Cover
CL	Close Board	L	Level Line
CF	Coffing Feet	UA	Unlocked Access
CL	Cover Level	UVH	Unlocked Vertical Access
COM	Common	UL	Low Level
CB	Drop Box	LP	Lamp Post
DP	Down Pipe	NA	No Access
BT	Barth Bed	CH	Over Head
PS	Press Air Valve	7/8	7/8" Radiator
FR	Flat roofed roof	HP	Hot Water Pipe
EP	Flower Bed	SC	Structural Ceiling
PC	Pole Ceiling	SP	Ball & Valve Pipe
HP	Hot Water Pipe	WC	Water
MR	Fire Heat Head	WH	Wash Hand Basin

Legend	
-----	Indicates overhead or hidden feature.
--- ---	Indicates centre of steel, handrail or as annotated.
dh, 1000	Door height from finished floor level. (mm)
ch, 2000	Chimney height from finished floor level. (mm)
h, 1500	Head height from cill level. (mm)
ss, 2000	Spring height from cill or finished floor level. (mm)
h, 2000	Height to ceiling/downlight. (mm)
(T)	Trees identified and measured approximately only
Tree species	
d, 0.5m	Trunk diameter in metres
h, 5m	Height in metres
s, 10m	Spread in metres

- Please Note:**
- This survey has been produced in accordance with the RICS specifications for Surveys of Land, Buildings and Utility Services.
 - The accuracy of this survey is dependent upon the scale of the conventional survey. Users must be careful when re-scaling from any plans, using the grid to verify the scale.
 - This survey is on an arbitrary grid, both in origin and orientation. Furthermore, the North arrow is indicative only.



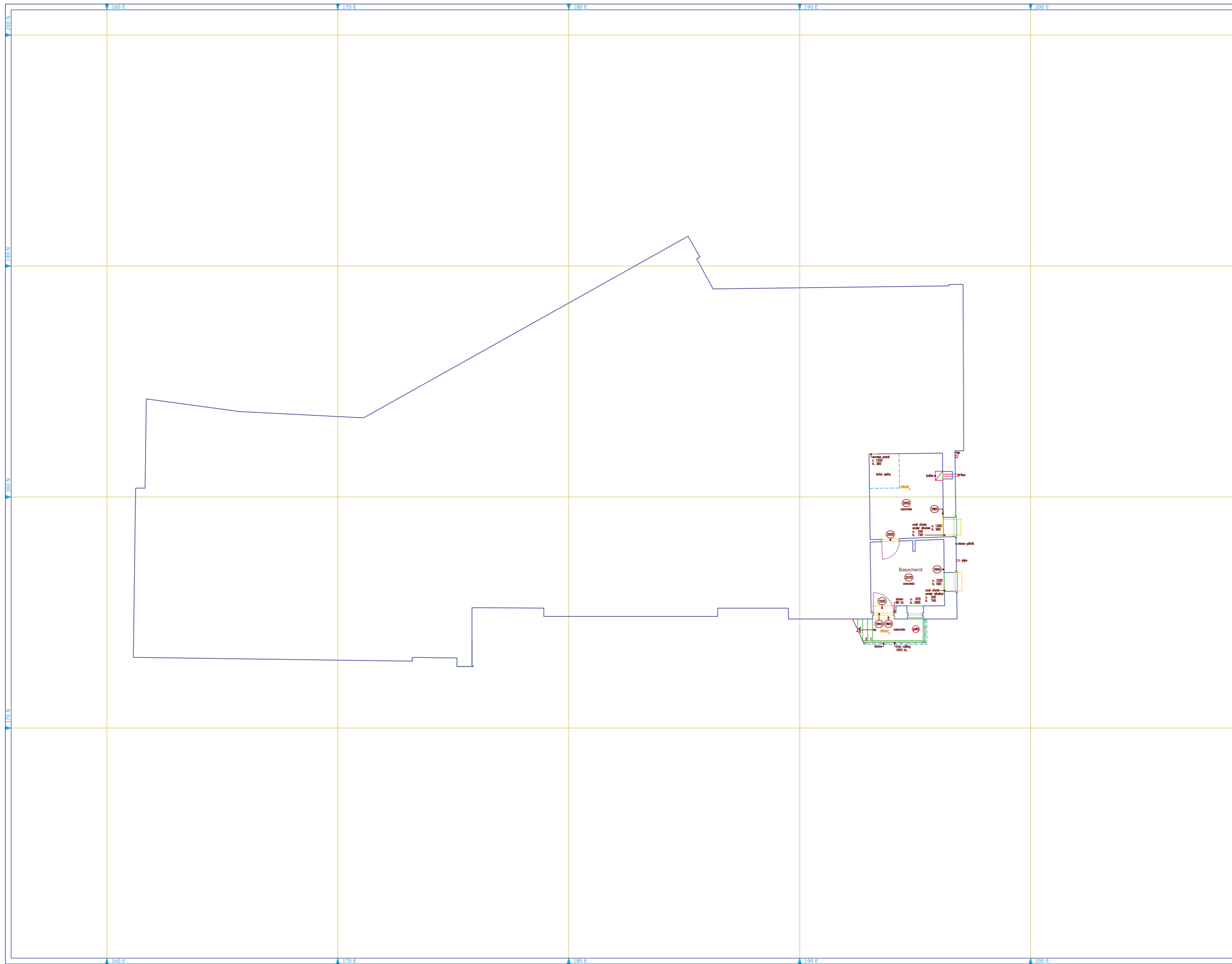
Levels
 All levels are related to an Ordnance Survey Bench Mark.
 Levels are in metres, positions are indicated by a cross or as noted.
 OSBM Level Value 124.63m
 Location: The south corner of the west face of St Peter's Church.

Project Title:	The Old Grammar School, Church Street Bromyard HR9 7DP		
Project No.:	2029		
Drawing Title:	Roof Plan	Revision:	
Drawing No.:	2029-06		
Client:	Hydro-logic Limited		
	c/o Hook Mason Limited		
	41 Widemarsh Street, Hereford HR4 9EA		
Drawn:	D.G.	Checked:	M.A.S.
Scale:	1:50	Sheet Size:	A0
Date:	April 2010		

Southern Office
 2 Jolliffe House,
 Gullford GU24 6AP,
 Tel: 01463 854 740

Highland Office
 Williamson Court,
 2 Farnham Street,
 Worcester WL1 2EQ,
 Tel: 01902 223 85
 Fax: 01902 223 100
www.ngmsurveys.co.uk

Appendix 5.1 Existing roof plans



Rev.	Description	Date

Abbreviations			
ac	Air Conditioning	g	Gully
b	Balford	bt	British Telecom Cover
bc	Brick on Edge Cladding	gv	Gas Valve
bc	Brick Masonry Cover	h	Height
cc	Cable TV Cover	ic	Inspection Cover
cb	Cable Board	l	Lintel Level
cf	Ceiling Fall	la	Lintel Access
cl	Clear Level	lc	Lintel Level Access
cl	Concrete	ll	Low Level
cl	Drop Kerb	lp	Lamp Post
cl	Down Pipe	ra	Rain Access
cl	Drain Rod	rh	Rear Head
cl	French Air Drain	rj	Radiation
cl	Flat Asphalt Roof	rp	Rain Water Pipe
cl	Flower Bed	sc	Structure Ceiling
cl	Floor Ceiling	sb	San & Vent Pipe
cl	Fire Hydrant	st	Stair
cl	Fire Hose Reel	wh	Wash Hand Basin

Legend

- Indicates overhead or hidden feature.
- Indicates centre of steel, handrail or air annotation.
- dh 1900 Door height from finished floor level. (mm)
- ch 900 Cill height from finished floor level. (mm)
- h 1300 Head height from cill level. (mm)
- sh 2000 Spring height from cill or finished floor level. (mm)
- hc Height to ceiling/beam/soffit. (mm)
- ⊙ Trees identified and measured approximately only
- Tree species
- d. 0.5m - Trunk diameter in metres
- h. 5m - Height in metres
- s. 10m - Spread in metres

Notes

- This survey has been produced in accordance with the RICS specifications for Surveys of Land, Buildings and Utility Services.
- The accuracy of this survey is dependent upon the scale of the commissioned survey. Users must be careful when re-scaling from any plans, using the grid to verify the scale.
- This survey is on an arbitrary grid, both in origin and orientation. Furthermore, the North arrow is indicative only.

North Arrow

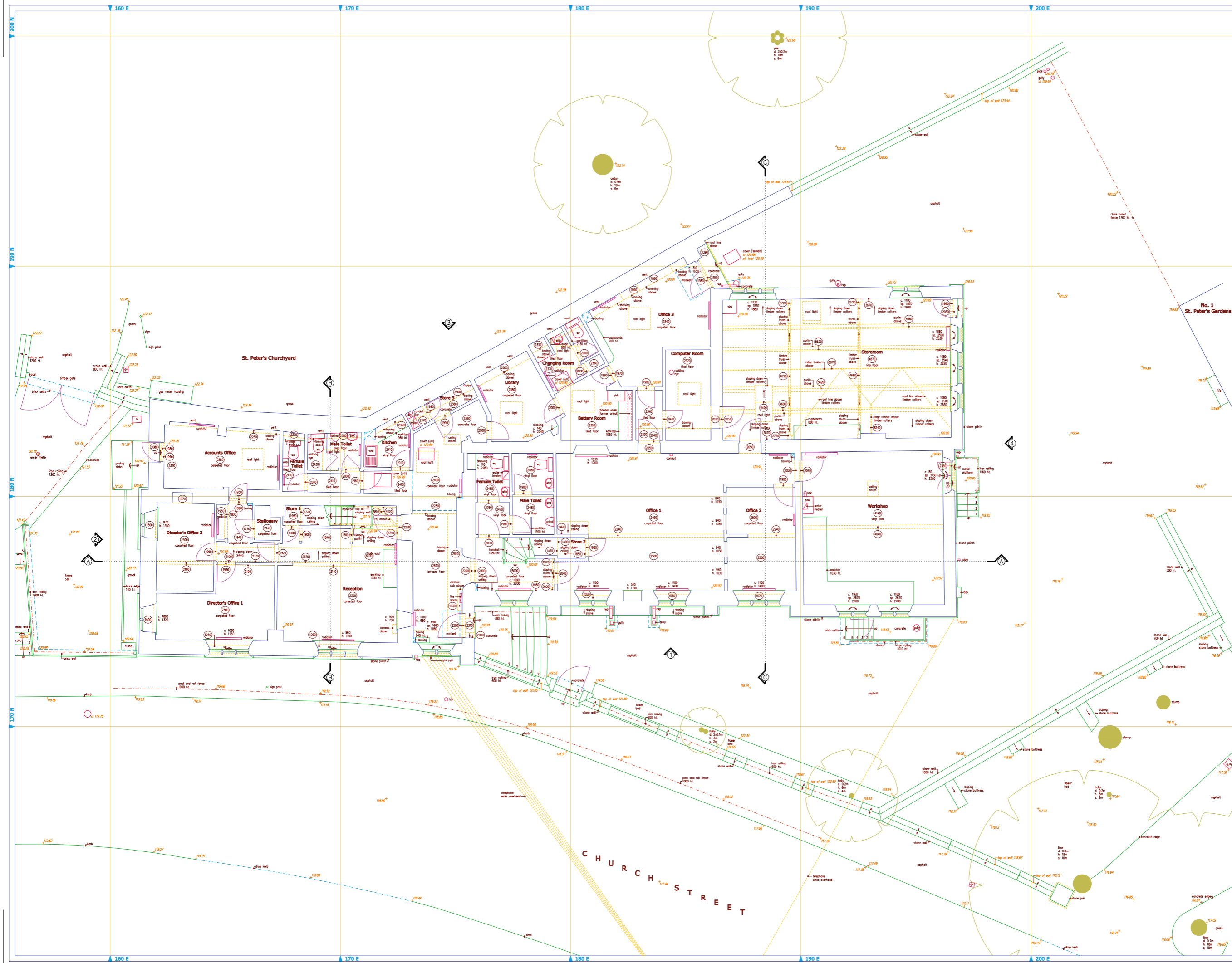
Levels

All levels are related to an Ordnance Survey Bench Mark.
 Levels are in metres, positions are indicated by a cross or as noted.
 OSBM Level Value 124.63m
 Location: The south corner of the west face of St Peter's Church.

Project Title:	The Old Grammar School, Church Street Bromyard HR9 7DP
Project No.:	2029
Drawing Title:	Basement Floor Plan
Drawing No.:	2029-02
Client:	Hydro-Logic Limited 610 Mademason Limited 41 Widemans Street, Hereford HR4 9EA
Drawn:	M.A.R.
Checked:	D.G.
Scale:	1:100
Sheet Size:	A2
Date:	April 2010

 NGM SURVEYORS CHARTERED LAND SURVEYORS LAND & BUILDING SOLUTIONS www.ngmsurveyors.co.uk	Southern Office 2 Jefferys House, Jefferys Parade, Guildford GU1 4AP. Tel: 01483 854 740
	Midlands Office Williamson Court, 2 Foundry Street, Worcester WR1 2BS. Tel: 01905 233 81 Fax: 01905 234 03

Appendix 5.3 Architect's basement plan

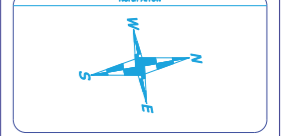


Abbreviation	Description
AB	As Constructed
B	Brick
BR	Brick on Edge Coping
CC	Cast in Concrete
CB	Chimney Breast
CL	Cladding
CLV	Corner Level
CO	Concrete
CP	Down Pipe
CS	Cast in Situ
DA	Down Pipe
DB	Down Pipe
DC	Down Pipe
DD	Down Pipe
DE	Down Pipe
DF	Down Pipe
DG	Down Pipe
DH	Down Pipe
DI	Down Pipe
DJ	Down Pipe
DK	Down Pipe
DL	Down Pipe
DM	Down Pipe
DN	Down Pipe
DO	Down Pipe
DP	Down Pipe
DQ	Down Pipe
DR	Down Pipe
DS	Down Pipe
DT	Down Pipe
DU	Down Pipe
DV	Down Pipe
DW	Down Pipe
DX	Down Pipe
DY	Down Pipe
DZ	Down Pipe

Legend	Description
---	Indicates overhead or hidden features.
---	Indicates centre of steel, handrail or as annotated.
dh	Door height from finished floor level. (mm)
ch	Clear height from finished floor level. (mm)
ch	Ceiling height from finished floor level. (mm)
h	Head height from cill level. (mm)
sh	Spring height from cill or finished floor level. (mm)
h	Height to ceiling/soffit/height. (mm)
T	Trees identified and measured approximately only
d	Tree species
φ	Trunk diameter in metres
h	Tree height in metres
a	Spread in metres

Notes

- This survey has been produced in accordance with the RICS specifications for Surveys of Land, Buildings and Utility Services. The accuracy of this survey is dependent upon the scale of the conventional survey. Users must be careful when re-scaling from any plots, using the grid to verify the scale.
- This survey is on an arbitrary grid, both in origin and orientation. Furthermore, the North arrow is indicative only.



Levels

All levels are related to an Ordnance Survey Bench Mark. Levels are in metres, positions are indicated by a cross or as noted. OSBM Level Value 124.63m. Location: The south corner of the west face of St Peter's Church.

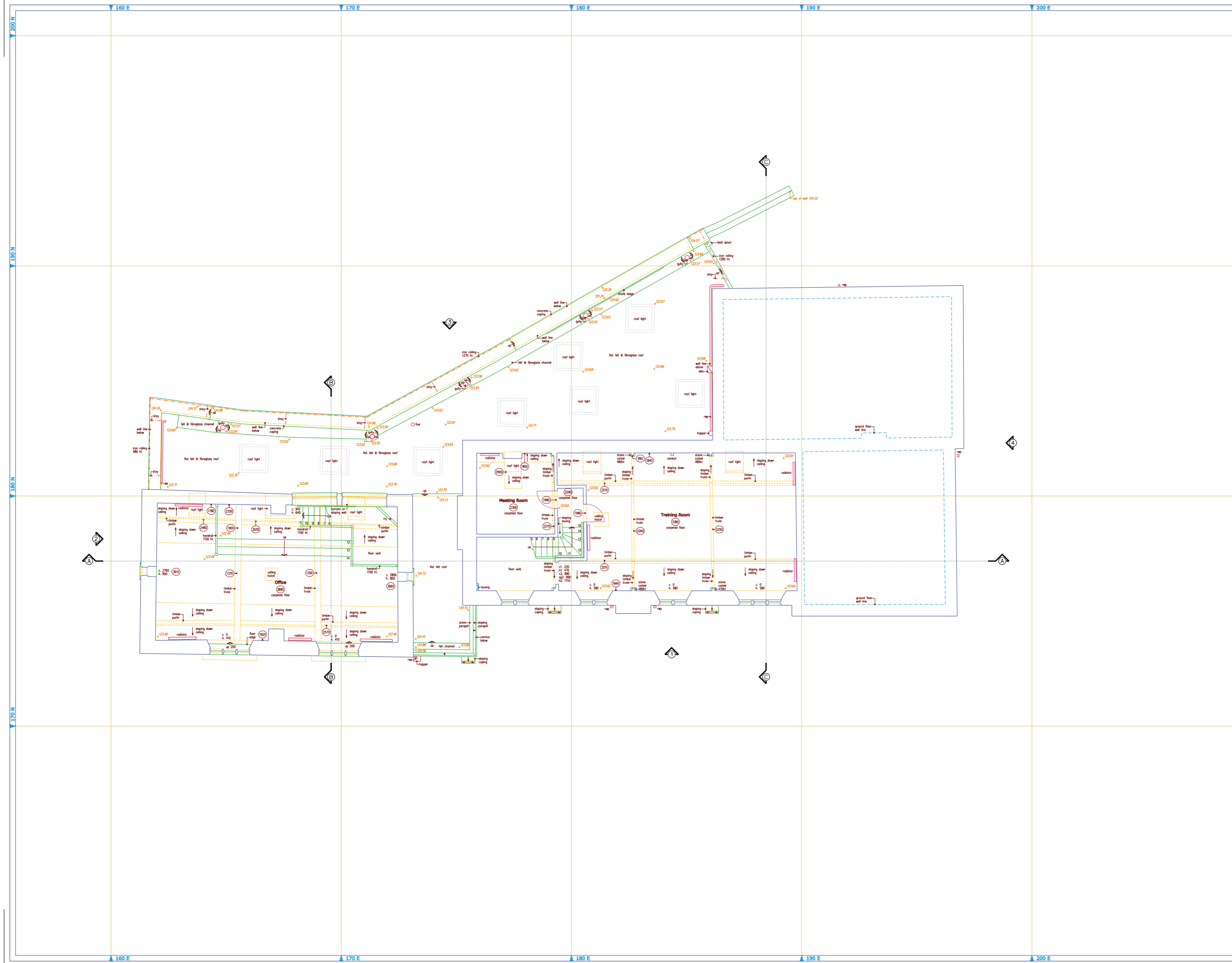
Project Title:	The Old Grammar School, Church Street Bromyard HR9 7DP
Project No.:	2029
Drawing Title:	Ground Floor Plan
Drawing No.:	2029-03
Client:	Hydro-logic Limited 41 Wilmans Street, Hereford HR4 9EA
Drawn:	D.G.
Scale:	1:50
Date:	April 2010
Checked:	M.A.R.
Sheet Size:	A0

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Appendix 5.4 Architect's ground floor plan



Rev.	Description	Date

Abbreviations			
AC	Air Conditioning	AC	Auto
B	Balustrade	BT	British Telecom Cover
BS	Block on Edge Coping	GV	Gas Valve
HT	British Telecom Cover	H	Height
CCP	Cable TV Cover	HC	Horizontal Cover
CD	Chase Board	L	Level
CF	Ceiling Fan	LS	Level Surface
CL	Clear Level	LSA	Level Surface Area
CLM	Concrete	LL	Low Level
CS	Ceiling Sump	LP	Lime Put
CP	Chase Pipe	NA	No Access
CR	Cover Board	OH	Over Head
CR	Cover Board	P	Point
CR	Cover Board	RP	Roof Water Pipe
CR	Cover Board	SP	Structural Ceiling
CR	Cover Board	SP	Sub & Ventr Pipe
CR	Cover Board	T	Tank
CR	Cover Board	WH	Wash Hand Basin

Legend

- Indicates overhead or hidden features.
- Indicates centre of steel, handrail or its associated.
- h. 1000 Door height from finished floor level. (mm)
- c. 800 Cill height from finished floor level. (mm)
- h. 1300 Head height from cill level. (mm)
- s. 2200 Spring height from cill or finished floor level. (mm)
- Height to ceiling/bottom/depth. (mm)
- These identified and measured approximately only
- Tree species
- d. 15.0m - Trunk diameter in metres
- h. 5m - Height in metres
- s. 10m - Spread in metres

Notes

- This survey has been produced in accordance with the NISCS specifications for Surveys of Land, Buildings and Utility Services. The accuracy of this survey is dependent upon the scale of the commissioned survey. Users must be careful when re-scaling from any plots, using the grid to verify the scale.
- This survey is on an arbitrary grid, both in origin and orientation. Furthermore, the North arrow is indicative only.

North Arrow

Levels

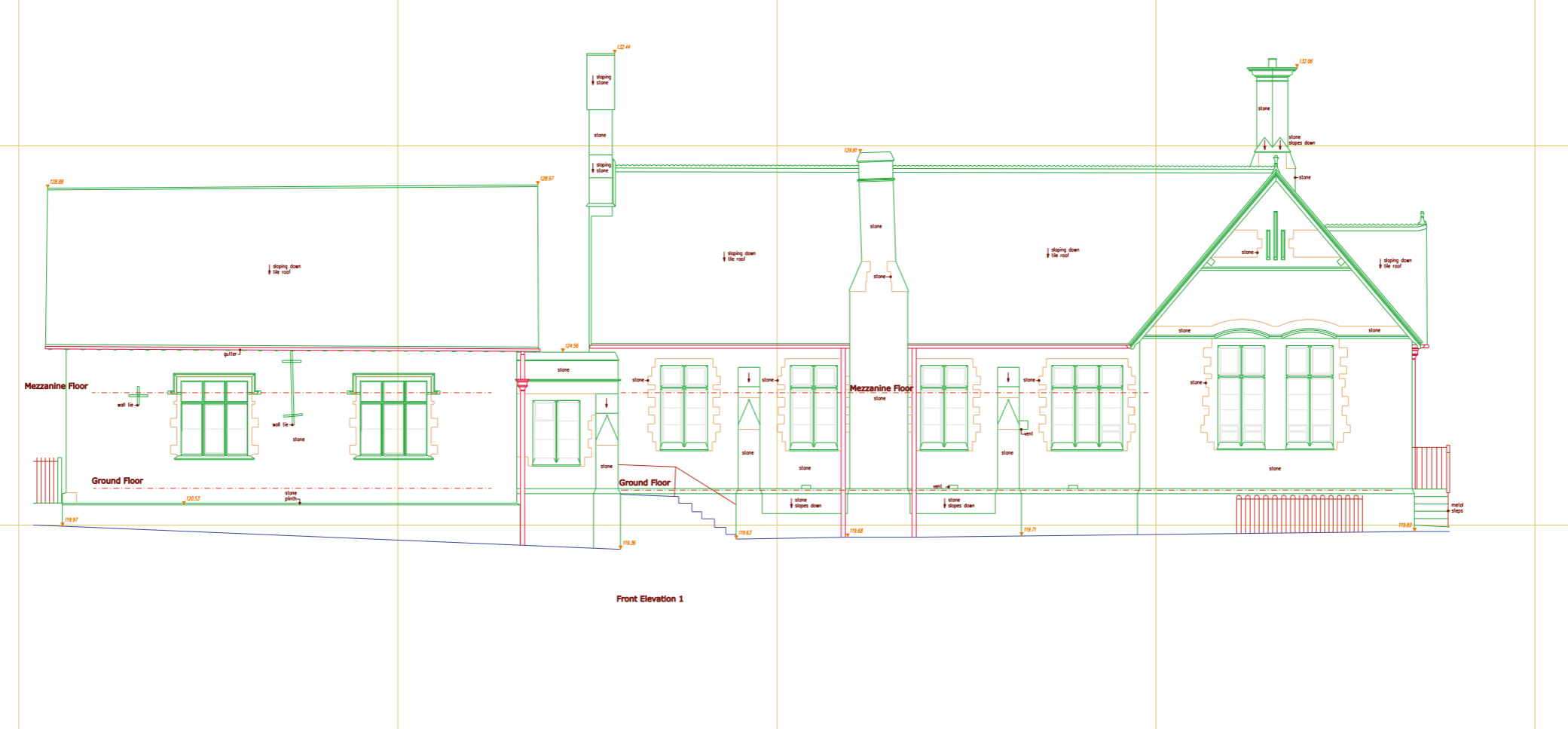
All levels are related to an Ordnance Survey Bench Mark. Levels are in metres, positions are indicated by a cross or as noted. OSBM Level Value 124.63m Location: The south corner of the west face of St Peter's Church.

Project Title:	The Old Grammar School, Church Street Bromyard HR9 7DP
Project No.:	2029
Drawing Title:	Mezzanine Floor Plan
Drawing No.:	2029-04
Client:	Hydro-logic Limited c/o Hook Mason Limited 41 Widemarsh Street, Hereford HR4 9EA
Drawn:	D.G.
Checked:	M.A.R.
Scale:	1:50
Sheet Size:	A0
Date:	April 2010

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	<p>Midlands Office William Court 2 Forestry Square Worcester WR1 2BS Tel: 01905 238 81 Fax: 01905 234 03</p>

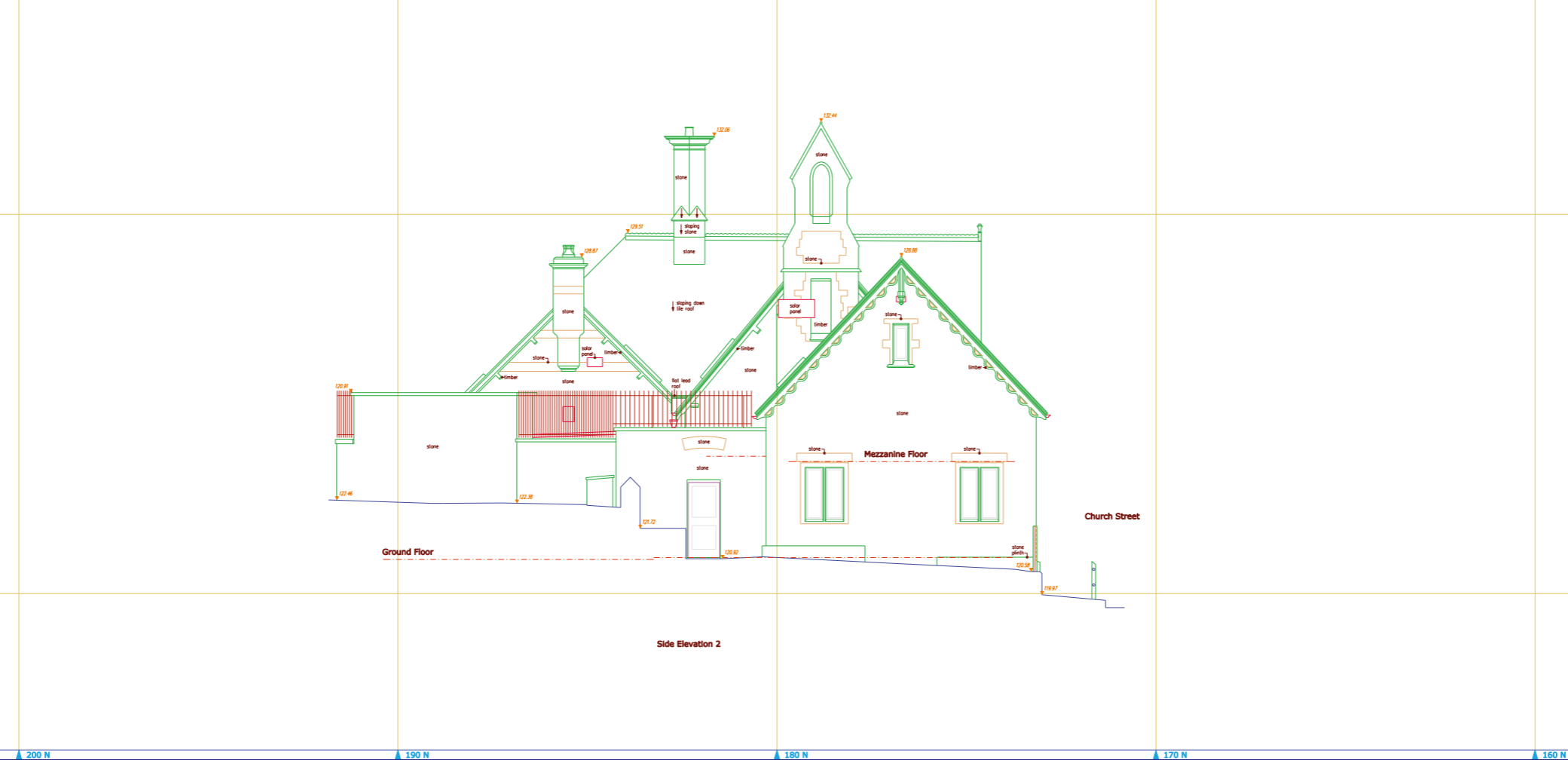
Appendix 5.5 Architect's mezzanine floor plan

160 E 170 E 180 E 190 E 200 E



Front Elevation 1

160 E 170 E 180 E 190 E 200 E
200 N 190 N 180 N 170 N 160 N



Side Elevation 2

200 N 190 N 180 N 170 N 160 N

Rev.	Description	Date

Abbreviations		
AC	As Constructed	8
B	Block	10
BC	Black on Slip Ceiling	11
BT	Brick on Slip Ceiling	12
CC	Cast Concrete	13
CF	Causeway	14
CL	Close Level	15
CLD	Cladding	16
CLF	Close Level	17
CLH	Close Level	18
CLL	Close Level	19
CLM	Close Level	20
CLN	Close Level	21
CLP	Close Level	22
CLQ	Close Level	23
CLR	Close Level	24
CLS	Close Level	25
CLT	Close Level	26
CLV	Close Level	27
CLW	Close Level	28
CLX	Close Level	29
CLY	Close Level	30
CLZ	Close Level	31
CLAA	Close Level	32
CLAB	Close Level	33
CLAC	Close Level	34
CLAD	Close Level	35
CLAE	Close Level	36
CLAF	Close Level	37
CLAG	Close Level	38
CLAH	Close Level	39
CLAI	Close Level	40
CLAJ	Close Level	41
CLAK	Close Level	42
CLAL	Close Level	43
CLAM	Close Level	44
CLAN	Close Level	45
CLAO	Close Level	46
CLAP	Close Level	47
CLAQ	Close Level	48
CLAR	Close Level	49
CLAS	Close Level	50
CLAT	Close Level	51
CLAU	Close Level	52
CLAV	Close Level	53
CLAW	Close Level	54
CLAX	Close Level	55
CLAY	Close Level	56
CLAZ	Close Level	57
CLBA	Close Level	58
CLBB	Close Level	59
CLBC	Close Level	60
CLBD	Close Level	61
CLBE	Close Level	62
CLBF	Close Level	63
CLBG	Close Level	64
CLBH	Close Level	65
CLBI	Close Level	66
CLBJ	Close Level	67
CLBK	Close Level	68
CLBL	Close Level	69
CLBM	Close Level	70
CLBN	Close Level	71
CLBO	Close Level	72
CLBP	Close Level	73
CLBQ	Close Level	74
CLBR	Close Level	75
CLBS	Close Level	76
CLBT	Close Level	77
CLBU	Close Level	78
CLBV	Close Level	79
CLBW	Close Level	80
CLBX	Close Level	81
CLBY	Close Level	82
CLBZ	Close Level	83
CLCA	Close Level	84
CLCB	Close Level	85
CLCC	Close Level	86
CLCD	Close Level	87
CLCE	Close Level	88
CLCF	Close Level	89
CLCG	Close Level	90
CLCH	Close Level	91
CLCI	Close Level	92
CLCJ	Close Level	93
CLCK	Close Level	94
CLCL	Close Level	95
CLCM	Close Level	96
CLCN	Close Level	97
CLCO	Close Level	98
CLCP	Close Level	99
CLCQ	Close Level	100

- Please Note:**
- This survey has been produced in accordance with the RICS specifications for Surveys of Land, Buildings and Utility Services.
 - The accuracy of this survey is dependent upon the scale of the commissioned survey. Users must be careful when re-scaling from any plans, using the grid to verify the scale.
 - This survey is on an arbitrary grid, both in origin and orientation. Furthermore, the North arrow is indicative only.

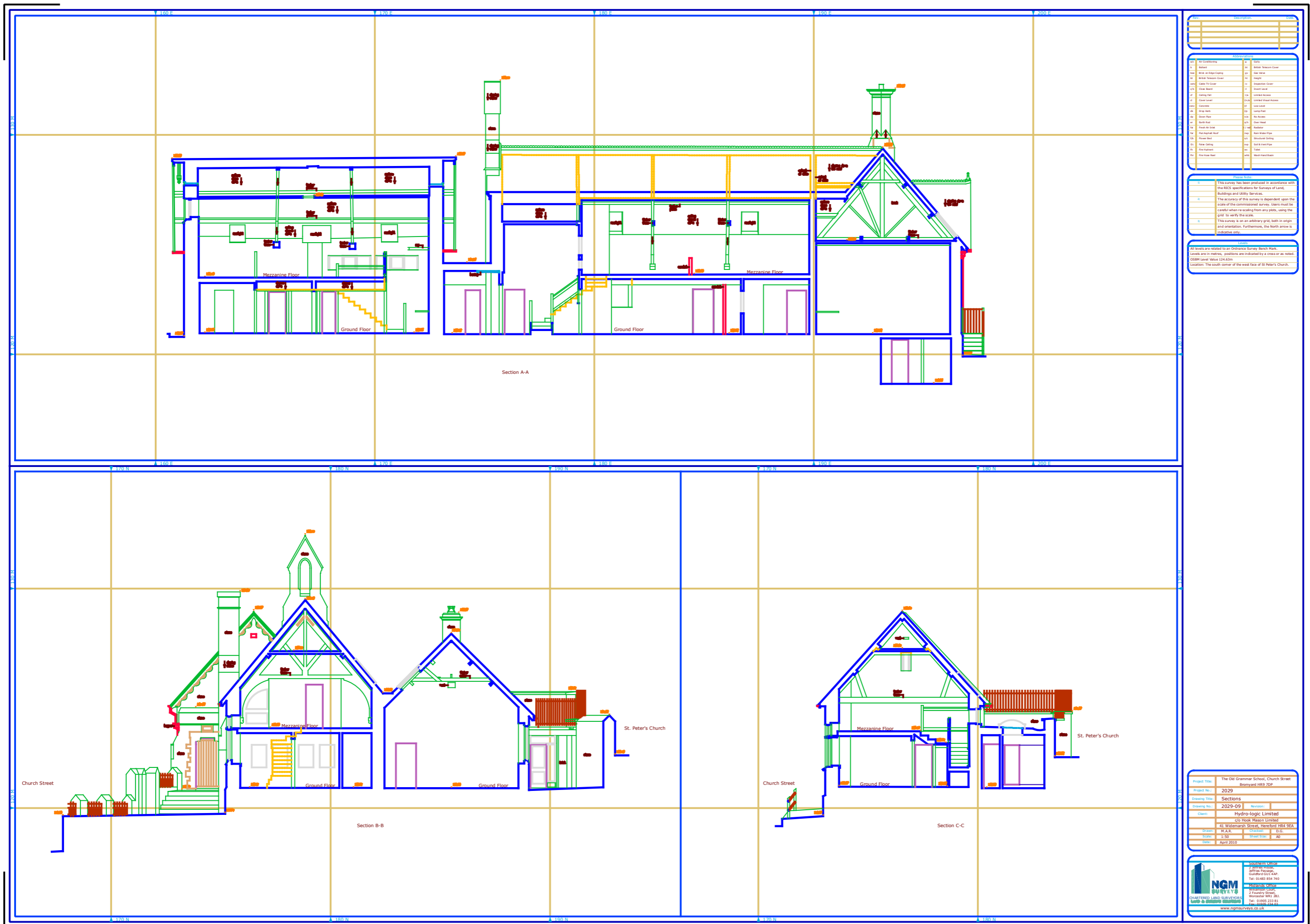
Levels
 All levels are related to an Ordnance Survey Bench Mark. Levels are in metres, positions are indicated by a cross or as noted. OSBM Level Value 124.62m
 Location: The south corner of the west face of St Peter's Church.

Project Title:	The Old Grammar School, Church Street Bromyard HR9 7DP
Project No.:	2029
Drawing Title:	Elevations 1 and 2
Drawing No.:	2029-07
Client:	Hydro-logic Limited c/o Hook Mason Limited 41 Walsingham Street, Hereford HR4 8EA
Drawn:	D.G.
Checked:	M.A.R.
Scale:	1:50
Date:	April 2010
Sheet Size:	A3

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APPENDIX 6 WRITTEN SCHEME OF INVESTIGATION



GSBH19

The Old Grammar School. Church Street, Bromyard, Herefordshire, HR7 4DP.

**Written Scheme of Investigation for Programme of Historic Building Recording and Archaeological
Watching Brief**

Planning Ref: 16240, Condition 5

Client: Hydro-Logic Self Administered Pension Fund

Agent: Hook Mason Limited

07/01/2019

EHE 80413

Brett Archer PCIfA

Draft v1.

1. INTRODUCTION

1.1. This document is submitted by Headland Archaeology (UK) Ltd as the Written Scheme of Investigation for a programme of Historic Building Recording (HBR) and an archaeological watching brief related to The Old Grammar School, Church Street, Bromyard, Herefordshire, HR7 4DP. Planning permission has been granted for conversion (Ref 162480) to five residential dwellings, subject to a set of conditions.

1.2. Condition 5 states:

No development shall take place until the developer has secured the implementation of a programme of archaeological survey and recording to include recording of the standing historic fabric and any below ground deposits affected by the works. This programme shall be in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the local planning authority and shall be in accordance with a brief prepared by the County Archaeology Service.

Reason: To allow for recording of the building/site during or prior to development and to comply with the requirements of Policy LD4 of the Herefordshire Local Plan – Core Strategy. The brief will inform the scope of the recording action and the National Planning Policy Framework. The commencement of development in advance of such approval could result in irreparable harm to any identified heritage asset.

- 1.3. The Local Planning Authority (LPA), has been consulted and following discussion, the requirements of the project have been defined.
- 1.4. The archaeological advisor to the LPA requires structural recording broadly commensurate with Historic England Level 2, as defined by Historic England (Historic England 2016), of the building before any alterations have taken place, and that this has been submitted to and approved by the LPA. No work is permitted to commence until completion to the satisfaction of the LPA is achieved.
- 1.5. The LPA requires that an archaeological watching brief be maintained when work disturbing ground deposits is conducted e.g. stripping, drainage works etc.

2. SCHEDULE

- 2.1. The archaeological watching brief will take place at a date to be confirmed, to be defined by the programme of works supplied by the client. Production of the report will commence upon the completion of groundworks.
- 2.2. The building recording will take place during Autumn 2019, with the report production scheduled to commence upon completion of this.

3. PROJECT TEAM

- 3.1. The project will be managed for Headland Archaeology by Luke Craddock-Bennett MCIfA, who will liaise with the client; the building recording and archaeological watching brief will be undertaken by an appropriately qualified archaeologist (of ACIfA grade or equivalent), plus additional site staff as required. The project team will familiarise themselves with the background to the site and will be aware of the project's aims and methodologies.
- 3.2. Headland Archaeology (UK) Ltd is a Registered Organisation and abides by the Codes of Conduct and Approved Practice and Standards of the Institute for Archaeologists. The company has all the necessary technical and personnel resources for the satisfactory completion of the monitoring.

4. INSURANCE

- 4.1. Headland Archaeology (UK) Ltd is fully indemnified and all necessary insurances can be presented on request.

5. HEALTH & SAFETY

- 5.1. All of Headland's work is undertaken in accordance with current H&S legislation. All of Headland's H&S documentation is prepared by HSE Solutions Ltd. A risk assessment and method statement will be prepared prior to attending site. A site-specific risk assessment will be completed on attendance on site. All staff will wear appropriate PPE, and this will include high-visibility clothing, hard hats and safety footwear. Existing site welfare facilities will be used.

6. ACCESS & SERVICES

- 6.1. This Written Scheme of Investigation is submitted on the understanding that Headland Archaeology (UK) Ltd will be permitted safe access and egress to the site.
- 6.2. All groundworks will be undertaken by the main contractor. Headland Archaeology staff are not present to act as banksmen or to be responsible for the detection and avoidance of underground services in any way.

7. OBJECTIVES AND STRATEGY

- 7.1. The objectives of the historic building recording are to record the standing structures that will be modified or destroyed by the development, to record any remains of archaeological significance encountered in the course of the works and to produce a report and deposit the archive with a local repository.
- 7.2. The objectives of the watching brief are as follows:
 - 7.2.1. To ensure the excavation and recording of any archaeological remains that would be disturbed by the groundworks;
 - 7.2.2. To produce and deposit a satisfactory archive and disseminate the results of the work via grey-literature reporting and publication as appropriate.

8. METHOD – Historic building recording

- 8.1. Herefordshire Council requires a level of recording commensurate with Historic England Level 2 (a descriptive record with annotated architectural plans and internal and external photography) for the buildings.
- 8.2. The recording will be undertaken in line with “Understanding Historic Buildings” (English Heritage 2016).
- 8.3. Drawn records will be produced by annotation of existing architect’s plans and elevations, based on measurements taken in the field. Existing drawings will be checked for accuracy.
- 8.4. Photographic records will be undertaken digitally using a dSLR camera. Scale bars will be used where these can be placed within shot.
- 8.5. Photograph locations and facing directions will be recorded on proforma recording sheets.
- 8.6. Written records will be produced on Headland proforma recording sheets.

9. METHOD – Archaeological watching brief

- 9.1. All ground disturbing works will be monitored by an archaeologist of ACIfA equivalent experience or higher.
- 9.2. Groundworks requiring monitoring will include (but shall not be limited to) the excavation of all foundation trenches and service trenches connected with the development.
- 9.3. Should in-situ archaeological remains be encountered, further excavation of the deposits will be undertaken by archaeological staff until any remains have been appropriately excavated and recorded.
- 9.4. Where complex remains are encountered that require more than 1 hour to excavate (such as human remains, stratified deposits or structures) excavation will cease and the client's agent and the Archaeological Advisor will be informed in order to agree an appropriate strategy for their excavation and recording. Additional site staff will be provided on instruction from the client.
- 9.5. Should human remains be encountered, excavation will cease until such time as a MoJ licence for the excavation of human remains has been issued.
- 9.6. Due to Health and Safety considerations, Headland Archaeology (UK) Ltd staff will not enter unsupported excavations deeper than 1m below ground level.

10. RECORDING – Archaeological watching brief

- 10.1. All recording will follow ClfA Standards and Guidance. All contexts, small finds and environmental samples will be given unique numbers. All recording will be undertaken on *pro forma* record cards. In the event that stratified deposits are encountered, a 'Harris' matrix will be compiled.
- 10.2. 35mm black-and-white prints will be taken; a graduated metric scale will be clearly visible. Digital photographs will be taken for illustrative purposes only and will not form a part of the site archive.
- 10.3. Plans of the areas disturbed during the watching brief will be drawn on pro-forma record sheets at 1:50, with individual features planned at 1:20, sections drawn at 1:10. Drawings will be related to the National Grid and Ordnance Datum.

11. SAMPLES AND ARTEFACTS – Archaeological watching brief

- 11.1. Finds will be hand collected from archaeological contexts; samples will be taken to allow for the recovery of small objects. Finds will be routinely recorded by context and recorded 3-dimensionally where appropriate (i.e. where their position within a context can provide further significant information or the find is of particular significance). Any artefacts retrieved will be cleaned using appropriate techniques and packaged and stored in accordance with *First Aid for Finds* (Watkinson & Neal 1998). All artefacts recovered will be cleaned, marked and catalogued. Headland's in-house finds specialists

will be available to provide advice remotely or on site if necessary. Conservation will be undertaken by Cardiff University.

- 11.2. The terms of the Treasure Act 1996 will be followed with regards to any finds which might fall within its scope. Any finds will be removed to a safe place and reported to the local coroner as required by the procedures laid down in the "Code of Practice". Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft. The find will also be reported to the Portable Antiquities Scheme Finds Liaison Officer at Ludlow Library & Museum Resource Centre (Peter Reavill peter.reavill@shropshirecc.gov.uk tel 01584 813 641).
- 11.3. Deposits identified as archaeologically significant (e.g. fills from negative features such as pits and postholes) will be sampled for environmental material and other finds (e.g. bone, pottery etc.). Bulk samples will be taken from deposits for wet sieving and flotation in order to recover any environmental material. A bulk sample ranges from 40 to 60 litres; however, where large deposits are encountered more than one bulk sample may be taken. Similarly, small deposits such as the fill of postholes may contain less than 10 litres of sediment and will be fully sampled. The number of samples (if any) to be processed and assessed following fieldwork will be agreed with the Curator and instructed by the client.
- 11.4. Where waterlogged deposits are encountered (such as peat) appropriate sampling techniques will be employed to maximise the environmental information gained from such deposits. This may include the taking of monolith or core samples for pollen and non-pollen palynomorphs (e.g. testates and fungal spores) and large specialist samples for plant macrofossil, wood (including waterlogged wood) and insect analyses. Any such approaches will be discussed with the client's agent and the archaeological advisor prior to their implementation

12. MONITORING

- 12.1. Access to the site will be afforded to representatives of the LPA for monitoring purposes.

13. REPORTING AND ARCHIVE

- 13.1. All aspects of reporting and archiving will be undertaken in accordance with guidelines published by the ClfA. The scope of any specialist assessments will be agreed with the Archaeological Advisor and instructed by the Client. Draft reports will be provided within six weeks of the completion of relevant fieldwork stages.
- 13.2. Final report contents and format will be in line with the LPA's requirements and the report contents for the HBR, will be in line with those outlined in the ClfA Standards and Guidance for investigation and recording of standing buildings or structures. The report contents for the archaeological watching brief will be undertaken in accordance with County Archaeological Service requirements and the report contents will be in line with those outlined in the ClfA Standard and Guidance for Archaeological Watching Brief (2014). Copies of the reports will be sent to the client for onward transmission to the

LPA; copies (paper & electronic) will also be submitted to the HER Manager. All reports will be submitted within four months of the completion of fieldwork.

13.3. Headland Archaeology (UK) Ltd actively seeks to encourage landowners to deposit artefacts with an appropriate museum, and agreement will be sought to this effect. Where permission is forthcoming the finds and archive will be deposited with the local Museum in line with its deposition guidelines. Deposition will be undertaken within one year of the completion of fieldwork, arrangements will be put in place prior to commencement of fieldwork.

13.4. An OASIS entry will be completed, and summary publication notes published in Transactions of the Woolhope Club and CBA West Midlands Archaeology.

13.5. If further publication of the results of the watching brief is required, then a specification will be agreed with the Archaeological Advisor and costs will be provided for agreement by the client.

14. HUMAN REMAINS

14.1. All finds of human remains will be reported to the client, the coroner and the Archaeological Advisor. If it is necessary to excavate human remains, a license will be gained from the Ministry of Justice in accordance with Section 25 of the 1857 Burial Act. All excavation and treatment of cremated and inhumed human remains will be undertaken in cognisance of ClfA Technical Paper Number 13 (Brickley & McKinley & 2004) and relevant English Heritage guidelines (2005).

15. COPYRIGHT

15.1. Copyright will be retained by Headland Archaeology (UK) Ltd. Headland will licence the client, LPA and other bodies as necessary for use in matters relating to the project and for use of the project archive by the relevant museum. This licence will also extend to non-commercial use by the Herefordshire HER.

16. PUBLICITY

16.1. No press releases or publicity material will be issued without prior approval of the client. The LPA will be offered the opportunity to be acknowledged in any press release etc.

17. REFERENCES

Brickley M & McKinley J 2004 *Guidelines to the standards for recording human remains* (ClfA Paper No 7).

Chartered Institute for Archaeologists (ClfA) 2014 Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives [online document] available from http://www.archaeologists.net/sites/default/files/CIFAS&GArchives_2.pdf

Chartered Institute for Archaeologists (CIfA) 2014 Standard and guidance for the archaeological investigation and recording of standing buildings or structures [online document] available from www.archaeologists.net/sites/default/files/CIfAS&GBuildings_1.pdf

Historic England 2016 Understanding Historic Buildings; A Guide to Good Recording Practice [online document] available from <https://content.historicengland.org.uk/images-books/publications/understanding-historic-buildings/heag099-understanding-historic-buildings.pdf>

Watkinson D & Neal V *First aid for finds*, (Third Edition 1998).



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