

**An Archaeological Building Recording at
Scholes Mill Manager's House, Tansley,
Matlock, Derbyshire**



View of the Manager's House, Scholes Mill, Tansley, Matlock

ARS Ltd Report 2010/45
July 2010

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Matlock, Derbyshire**

ARS Ltd Report 2010/45

Archaeological Research Services Ltd

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Executive Summary

In July 2010 Archaeological Research Services Ltd were commissioned by Wardmans (Matlock) Ltd to undertake an Archaeological Building Recording at Scholes Mill Manager's House, Tansley, Matlock, Derbyshire (Grade II Listed Building), prior to proposed development of the site. This development will consist of the refurbishment of the Manager's House situated adjacent to the western side of mill.

The archaeological investigation and building recording established that the Scholes Mill Manager's House might have originally been an earlier mill structure dating from the late 18th century. The present mill range was added later around the early to mid 19th century, incorporating part of the original building (the Manager's House) on the east. The original structure was then modified into a dwelling with heated rooms. The altered structure might have been utilised as the Manager's House of the newly built mill at Tansley.

1 Introduction

Scope of work

- 1.1 A Listed Building application has been submitted for the re-development of Scholes Mill, Tansley, Matlock (Grade II Listed Building LBS number 430118). The application proposes the refurbishment of the former mill Manager's House at Scholes Mill, Tansley, for business use.
 - Application 10/00094/FUL: Change of use of premises from storage use to business use (Use Class B1).
 - Application 10/00014/LBALT: Alterations to listed building – internal/external alterations to facilitate use of premises as business units (Use Class B1).
- 1.2 The Development Control Archaeologist for Derbyshire Dales District Council has advised that a building recording should be undertaken to provide an understanding of the historical development of the standing buildings.
- 1.3 The house dates from around 1782, when the mill was constructed by Samuel Unwin for the manufacture of cotton tapes and shawls, and is a three-storey range of four bays built with gritstone rubble. The referred building was recorded by Archaeological Research Services Ltd in 2007. However the survey of the interior of the house was severely hampered by the advanced state of decay of structural fabric, and little information was gathered.
- 1.4 The Archaeological Building Recording has been carried out in accordance with government guidance on archaeology and planning (PPS 5), 'The Standards and Guidance for Archaeological Building Recording' (Institute for Archaeologists 2008) and a brief produced by the Development Control Archaeologist for Derbyshire Dales District Council.

Location and topography

- 1.5 Scholes Mill lies 2.7km east of Matlock and approximately 13km south-west of Chesterfield, centred at NGR SK 31831 59925 (Fig. 1).
- 1.6 The Derbyshire County Council Historical Landscape Assessment shows that the site of Scholes Mill is located in the north-east in an area of 'wood/scrub surrounding millponds and buildings'. To the west, there is an area of 'large irregular enclosures' which have remained unchanged between 1848 and 1997. To the east is the 'considerable housing development' of Tansley Knoll and to the south lies the reservoir and Brookfield Industrial Estate.

- 1.7 The geology of the area around Tansley consists of an interbedded gritstone of the Millstone grit and Ashover grit, both formed in the Carboniferous period (British Geological Survey 1978).

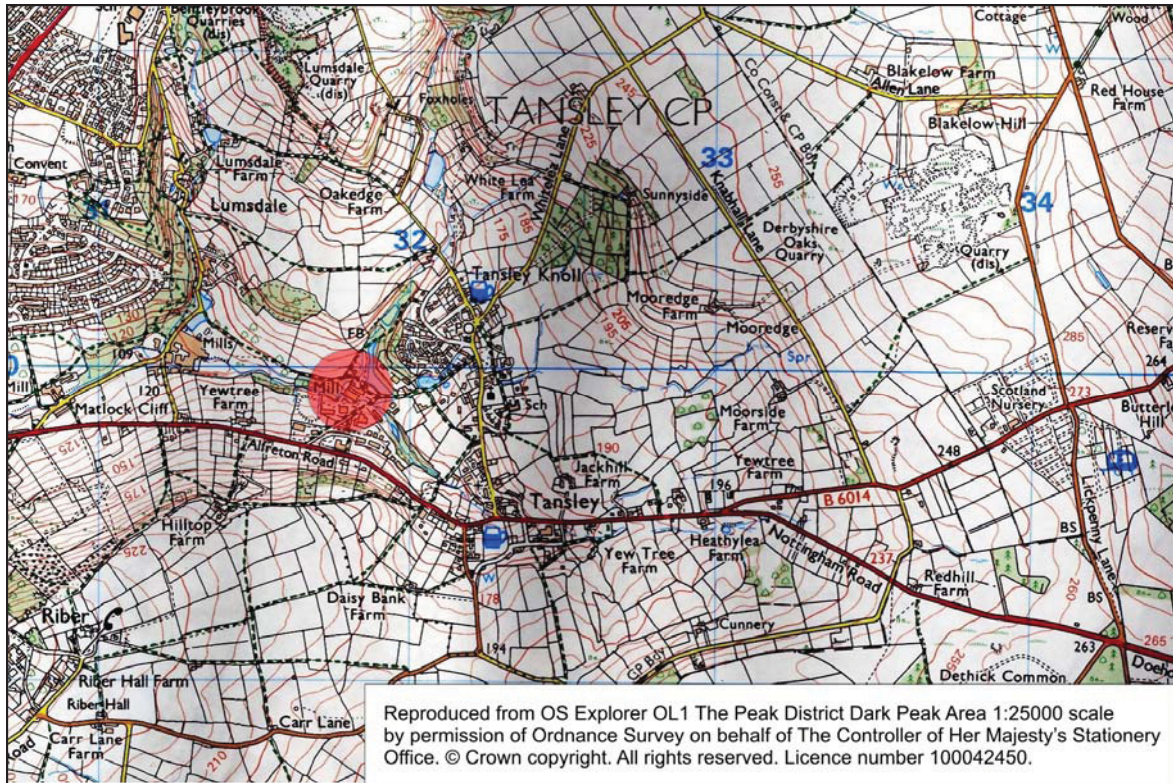


Figure 1: General site location

2 Aims and Objectives

- 2.1 The building survey sought to provide a detailed understanding of the historical development of the standing building. The building and associated structures was carefully examined to identify all features relevant to the original and subsequent historical uses of the site, as well as for any material evidence regarding form, function and phasing. This was to be achieved through a building investigation complemented by a drawn, written and photographic record.
- 2.2 The building recording provided an enhanced understanding of the development of the buildings which allows an informed consideration to be given to any listed building consent application.
- 2.3 All aspects of the Building Recording were conducted according to the guidelines in 'Recording Historic Buildings' published by the Royal Commission on the Historical Monuments of England (1996) and 'A Guide to Good Recording Practice' by English Heritage (2006).

3 Methodology

3.1 A writing scheme of investigation was prepared by Archeological Research Services Ltd. The archaeological building survey was carried out by Alvaro Mora-Ottomano on 4th August 2010. This consisted of the following:

- A written record of the buildings was carried out by annotating plans and elevations and by completing Archaeological Research Services Ltd pro-forma building recording sheets. Descriptions and terms used follow Brunskill (1994 and 2000) and Lynch (1994) wherever possible.
- A metric survey was undertaken, initially based on elevations and plans drawn by the project's architect which were supplied by the client. These were annotated to include archaeological sequences and architectural features. Further measurements were carried out using tapes and a laser distance meter to increase the accuracy of the available drawings. The drawn survey comprised measured floor plans, elevations and sections at 1:50 scale.
- A detailed photographic survey composed of 35mm black and white print (400 Ilford HP5 Plus). Photographic survey of general exterior and interior views was conducted using a high resolution SLR Canon EOS 3000 N SLR camera fitted with a 28-90mm lens and an Olympus 790 SW camera with a 20.1mm lens and a Minolta DIMAGE A1 with a 7.2-50.8mm lens (7.1 megapixels). Where possible, photographs included a graduated scale and cameras were mounted on tripods for extra stability. Details of the photographs were recorded on pro-forma index sheets, which included location, subject and orientation. The location and direction of the photographs were plotted on scaled plans.

4 Results

- 4.1 The exterior and part of the interior of house were recorded during a previous survey. However, a short summary is included here. Moreover the historic building survey attempted to establish the chronological relationship with the adjoining main mill building. Thus a close inspection was undertaken amongst the structures concerned.
- 4.2 Each plan of the building was analysed individually. Room names were coded accordingly with their floor level location, which are indicated on the plans. The survey drawings are included in Appendix I.

Exterior

- 4.3 The building is a three-storey range of four bays with a pitched slated roof and two chimney stacks. The house is built with gritstone square blocks laid to regular courses. The southern elevation has two tripartite sash windows and a doorway (with rectangular overlight) in stone surrounds on the ground floor (Fig. 2). The first floor has a similar arrangement with a central and narrower window opening instead of a doorway between the tripartite windows. The second floor has small window openings with stone surrounds comparable to the openings of the floors below.
- 4.4 There is a large archway with an elliptical head on the western end adjoining the mill. The archway is now blocked up with stones containing a secondary doorway. Above the archway there are two window openings on each floor which are different from their corresponding type on each floor.
- 4.5 The joint between the mill and the house is irregular in places and when the information obtained from the interior of the building is considered (see below) this suggests that the house would have originally extended further east and thus predates the mill (Figs 3 and 4).
- 4.6 The northern elevation is different from the southern elevation and, although it has similar window arrangements, the window openings are different types (Fig. 5). There is a doorway in the second bay from the west which appears to have replaced an original window opening. There is another doorway with stone surrounds which is now blocked with stone and is situated between the central bays. This elevation has an equivalent archway with stone infills and a later doorway within it. The doorway has stone surrounds comparable with the blocked doorway in the centre.
- 4.7 The joint between the mill and house is also slightly irregular and again indicates that the house would have originally extended further east (Figs 6 and 7).



Figure 2: General view of the southern elevation (scale 2m)



Figure 3: Joint between the house and the mill (scale 2m)



Figure 4: Detail of jagged joint above the arched head of the cart way



Figure 5: General view of the northern elevation (scale 2m)



Figure 6: Joint between the house and the mill



Figure 7: Detail of jagged joint on the second floor

Interior: Ground floor

- 4.8 The internal fabrics consist of stone walls, flagstone floors and new timber ceiling unless otherwise stated. The internal fixtures and fittings, such as doors, have been removed.

Room G-1

- 4.9 Room G-1 is a hallway which is accessed from a doorway on the southern elevation. It has a staircase which is currently dismantled as it requires extensive repair. The hallway facilitates access to rooms G-2, G-4 and G-7 through plain doorways. There are two blocked doorways in the northern end of the partition walls adjoining rooms G-2 and G-7. These walls are made of large roughly hewn gritstone blocks which appear to be later additions to the main structure of the house.
- 4.10 There is a quarter-turn stone staircase with winders which leads to a cellar beneath (Figs. 8 and 9). The cellar consists of a small cell underneath the hallway although it extends slightly westwards yielding a total of *c.* 3 metres in width. The cellar has a segmental brick vaulted area adjacent to the main southern wall strengthening a coal chute opening which is now blocked up (Fig. 10). The total height of the cellar is 2.30 metres.

Room G-2

- 4.11 Room G-2 has an inserted brick chimney breast containing a fire place made of sandstone blocks (Fig. 11). The east/west partition wall adjoining room G-4 is built with uncoursed sandstone rubble. This wall appears to be a later insertion as is not properly keyed in and the character of the masonry does not match the main structure of the house. Moreover the wall abuts the north/south partition of the adjacent hallway (Fig. 12). This room has new timber boards over the original flagstones.

Room G-3

- 4.12 Room G-3 also has an inserted chimney breast made of regular sandstone blocks containing a fire place with a timber lintel (Fig. 13). The fire place is currently blocked with stones.
- 4.12 There is a blocked doorway within the partition wall adjoining room G-4. There is sign of repair/rebuild within the northern wall although this may be the result of blocking a former doorway with stones matching the main masonry structure.

Room G-4

- 4.13 Room G-4 has similar fabrics to the adjacent room G-3 including the eastern partition wall adjoining room G-5 which is made of large roughly hewn gritstone blocks (Figs 14 and 15). The north/south partitions appear to be later additions to the main structure of the house. The floor of this room consists of a thin layer of cement over the original flagstone.

Room G-5

- 4.14 Room G-5 has an inserted chimney breast containing a fire place made of dressed sandstone which is currently blocked with stones (Fig. 16). The partition wall adjoining room G-6 consists of a veneer of roughly hewn gritstone blocks facing room G-6 and another veneer of uncoursed rubble facing this room.

Room G-6

- 4.15 Room G-6 is a former north/south passageway with modified original doorways. It has a blocked fire place and a recessed doorway in the eastern wall of the adjacent mill (Fig. 17).

Room G-7

- 4.16 Room G-7 has an inserted chimney breast made of bricks and stones, which contains two blocked fire places built with sandstone lintels (Fig. 18). The room has new floor boards over the original flagstones. The north/south partition walls are made of rectangular roughly hewn sandstone blocks whereas the east/west partition adjoining rooms G-4 and G-5 consists of an uncoursed rubble wall.



Figure 8: Hallway G-1 with stairs down to the cellar



Figure 9: Staircase of the cellar (scale 2m)



Figure 10: General view of the cellar with former coal chute blocked up, looking south (scale 1m)



Figure 11: Fire place in room G-2, looking west (scale 2m)



Figure 12: Room G-2, looking north (scale 2m)



Figure 13: Fire place in room G-3, looking west (scale 2m)



Figure 14: Room G-4, looking north-west (scale 2m)



Figure 15: Room G-4, looking east (scale 2m)



Figure 16: Blocked fire place in room G-5, looking east (scale 2m)



Figure 17: Blocked fire place in room G-6, looking east (scale 2m)



Figure 18: Blocked fire places in room G-7, looking north-east (scale 2m)

Interior: First floor

- 4.17 The internal fabrics consist of stone walls, new floor boards and new timber ceiling unless otherwise stated. The internal fixtures and fittings, such as doors, have been removed.

Room F-1

- 4.18 Room F-1 is a hallway above G-1 containing a timber dog-leg staircase with open strings, moulded newel posts with ball finials and pendants, turned balusters and moulded handrails (Fig. 19). The partition walls and doorway arrangements are equivalent to room G-1 below.

Room F-2

- 4.19 Room F-2 has an inserted chimney breast containing a fire place made of sandstone blocks (Fig. 20). The east/west partition wall adjoining room F-3 is built with uncoursed sandstone rubble. This wall appears to be a later insertion as is not properly keyed in and the character of the masonry does not match the main structure of the house. Moreover the wall abuts the north/south partition of the adjacent hallway.

Room F-3

- 4.20 Room F-3 also has an inserted chimney breast made of sandstone blocks containing a fire place built with dressed sandstone (Fig. 21). The fire place is currently blocked with stones. There is a blocked doorway within the partition wall adjoining room F-4. The partition walls are equivalent to room G-3 below.

Room F-4

- 4.21 Room F-4 is similar to its counterpart G-4 below except that there is a blocked doorway within the partition wall adjoining room F-5 (Fig. 22). The southern wall is in moderate state of disrepair.

Room F-5

- 4.22 Room F-5 has a north/south partition wall adjoining room F-6 which is built with sandstone blocks of which some are regularly laid with roughly square blocks and others are random uncoursed rubble (Fig. 23).

Room F-6

- 4.23 Room F-6 is a north/south passageway which has two recessed openings in the eastern wall of the adjacent mill (Fig. 24). The long north/south partition wall adjoining F-5 and F-7 is built with large roughly hewn gritstone blocks which appear to be a later addition to the main structure of the house.

Room F-7

- 4.24 Room F-7 has an inserted chimney breast made of stone, which contains a blocked fire place with a timber lintel (Fig. 25). The east/west partition wall adjoining rooms F-4 and F-5 is built with uncoursed rubble stones.



Figure 19: Staircase in hallway F-1, looking north-east (scale 2m)



Figure 20: Fire place in room F-2, looking west (scale 2m)



Figure 21: Blocked fire place in room F-3, looking west (scale 2m)



Figure 22: Room F-4, looking east (scale 2m)



Figure 23: Room F-5, looking east (scale 2m)



Figure 24: Room F-6, looking south (scale 2m)



Figure 25: Fire place in room F-7, looking north-west (scale 2m)

Interior: Second floor

- 4.25 The internal fabrics consist of stone walls, new floor boards and new timber ceiling unless otherwise stated. The internal fixtures and fittings, such as doors, have been removed.

Room S-1

- 4.26 Room S-1 is a hallway above F-1 containing the top of the staircase's balustrade (Fig. 26). The partition walls and doorway arrangements are equivalent to room F-1 below. However, there is a blocked doorway in the eastern partition wall of the staircase which would have previously contained a door (Fig. 27). The existence of a doorway in such a place is somewhat abnormal as it would have led to the middle of the present stairwell rather to a landing of the stairs.

Room S-2

- 4.27 Room S-2 is comparable to F-2 below except that it lacks of fire place. However the scars of the chimney breast are partially perceivable (Fig. 28). The east/west partition wall adjoining room S-3 is built with uncoursed sandstone rubble. This wall appears to be a later insertion as is not properly keyed in and the character of the masonry does

not match the main structure of the house. Moreover the wall abuts the north/south partition of the adjacent hallway.

- 4.28 The north/south partition wall extends to the apex of the roof structure, acting as a truss which supports the side purlins.

Room S-3

- 4.29 Room S-3 is comparable to F-3 below except that it lacks a fire place. However the scars of the chimney breast are partially perceivable (Fig. 29).

Room S-4

- 4.30 Room S-4 is similar to its counterpart F-4 below except that there are no blocked doorways within the north/south partition walls. The scars of a former north/south partition wall can be seen in the centre of the southern wall which would have extended further north (Fig. 30).

- 4.31 The north/south partition wall adjoining room S-5 (unlike its counterpart) does not extend up to the roof.

Room S-5

- 4.31 Room S-5 is similar to F-5 below although there is no doorway to the adjoining room on the eastern side (room S-6). There is a timber truss which is a recent replacement of an original one. The truss is set across the entire building and its underside is c. 2 metres high from the floor. The large partition east/west wall adjacent to room S-7 has a slot accommodating the tie-beam through the wall itself (Fig. 31).

Room S-6

- 4.32 Room S-6 is similar to F-6 below and although it has not openings linking the mill, there are various scars of repair/rebuilt along the eastern wall adjoining the mill (Fig. 32). The north/south partition wall adjoining rooms S-5 and S-7 extends upright acting as a truss which supports the side purlins of the roof structure.

Room S-7

- 4.33 Room S-7 is similar to F-7 below however without fire place. There is a chimney breast is situated on the north-east corner of the room which extends up to the roof. The new truss and the slot in the east/west wall which accommodates the tie-beam of the truss are present (Fig. 33).



Figure 26: Top of balustrade, looking north

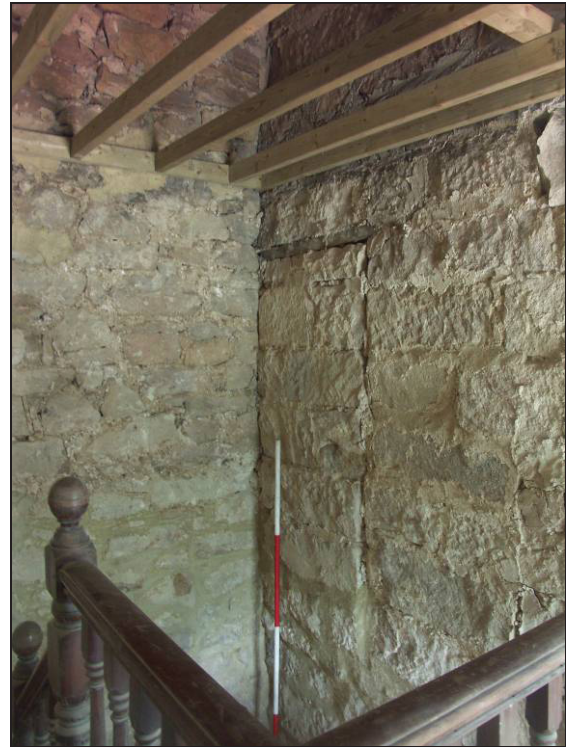


Figure 27: Blocked doorway in staircase S-1



Figure 28: Room S-2, looking west (scale 2m)



Figure 29: Room S-3, looking west (scale 2m)



Figure 30: Room S-4, looking south (scale 2m)



Figure 31: Room S-5, looking south (scale 2m)



Figure 32: Room S-6, looking east (scale 2m)



Figure 33: Room S-7, looking east (scale 2m)

5 Discussion

- 5.1 The result of the historical research undertaken previously by Archaeological Research Services Ltd in 2007, together with the archaeological building survey successfully identified clear evidence of different phases of construction. This is represented mainly by changes in the building plan, and the insertion of building material. The sequential developments of Scholes Mill Manager's House are considered below.
- 5.1 The Journal of Industrial Archaeology (1965) states that the Tansley Mills were built in the 1780s by Samuel Unwin who had a house at Tansley. He had taken out his first patent for a mill in about 1770.
- 5.2 The Bagshaws Directory of 1846 when describing Tansley it states "A cotton mill was erected here at an early period, and there is now an extensive smallware factory and one for candlewicks". The same Directory listed John Hackett and Sons, Smallware manufacturers (owners of Scholes Mill by 1846). This development may relate to the fact that the house appears to have extended further east and a larger building (the present mill) was erected at a later date incorporating the current house.
- 5.3 The Manager's House was certainly modified into a dwelling as all the fire places and partition walls are later insertion as they are not keyed in properly. Some of the windows also appear to have been added later. Thus the original building might have consisted of an outer shell characteristic of a mill structure. Moreover, the present

staircase appears to have been added even later as in order to make it functional, former doorways which would have allowed access through it were blocked up creating a coherent stairwell. This suggests that the original access to the upper floors might have been within the eastern side of the central cartway.

- 5.4 The blocked archway of the Manager's House would have originally been used for loading and unloading supplies carried by a cart. The building survey identified that the current joint between the house and the mill is not straight and instead there are several masonry remains indicating that the wall of the house would have extended towards the mill structure. Therefore, the house itself would have been a larger building with a central cartway whose eastern side was dismantled in order to enable the erection of a new and larger structure, the present mill. The Manager's House thus, might have been an earlier mill built in the late 18th century which was adapted into a house for the manager of a later mill constructed adjacent to it around the early to mid 19th century.
- 5.5 The majority of the inserted doorways and possibly even the tripartite windows on the southern elevation would have also been added around the mid 19th century when the mill was constructed and the current house remodelled.
- 5.6 There are no fixtures and fittings of historical or architectural significance within the Manager's House.

6 Conclusion

- 6.1 The archaeological investigation and building recording established that the Scholes Mill Manager's House might have been an earlier mill structure dating from the late 18th century. The actual mill was added later around the early to mid 19th century, incorporating part of the original building on the east. The original structure was then modified into a dwelling with heated rooms. The altered structure might have been utilised as the Manager's House of the newly built mill at Tansley.

7 Publicity, Confidentiality and Copyright

- 7.1 Any publicity will be handled by the client.
- 7.2 Archaeological Research Services Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

8 Statement of Indemnity

- 8.1 All statements and opinions contained within this report arising from the works undertaken are offered in good faith and compiled according to professional standards. No responsibility can be accepted by the author/s of the report for any errors of fact or opinion resulting from data supplied by any third party, or for loss or other consequence arising from decisions or actions made upon the basis of

facts or opinions expressed in any such report(s), howsoever such facts and opinions may have been derived.

9 Archive Deposition

- 9.1 A digital and paper archive will be prepared by Archaeological Research Services Ltd, consisting of all primary written documents, plans, sections, photographs and electronic data, which will be deposited at Buxton Museum (accession number: DERSB: 2010.42) by September 2010.

10 Acknowledgements

- 10.1 Archaeological Research Services Ltd would like to thank all those involved with the archaeological fieldwork, especially, Gordon Wardman of Wardman's Limited (Matlock).

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APPENDIX I: SURVEY DRAWINGS

Archaeological Research Services Ltd
Angel House
Portland Square
Bakewell
Derbyshire
DE45 1HB

Site Code: Scholes Mill
Drawing Ref:
Date: 11-08-2010
Drawn: RS
Scale: 1:50 @ A3

Drawing 1:
Ground Floor Plan

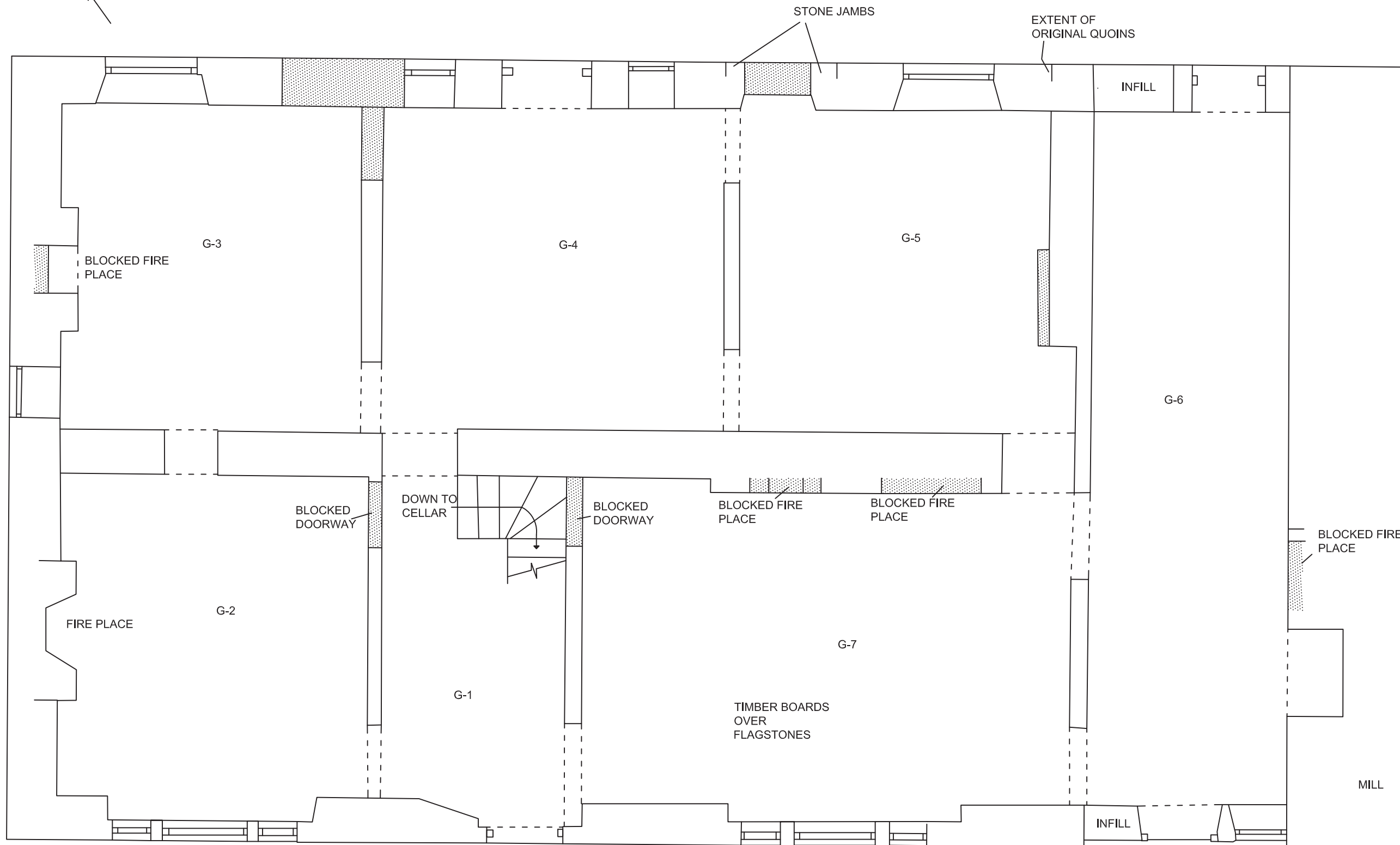
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Drawn: RS
Scale: 1:50 @ A3

Drawing 2:
First Floor Plan

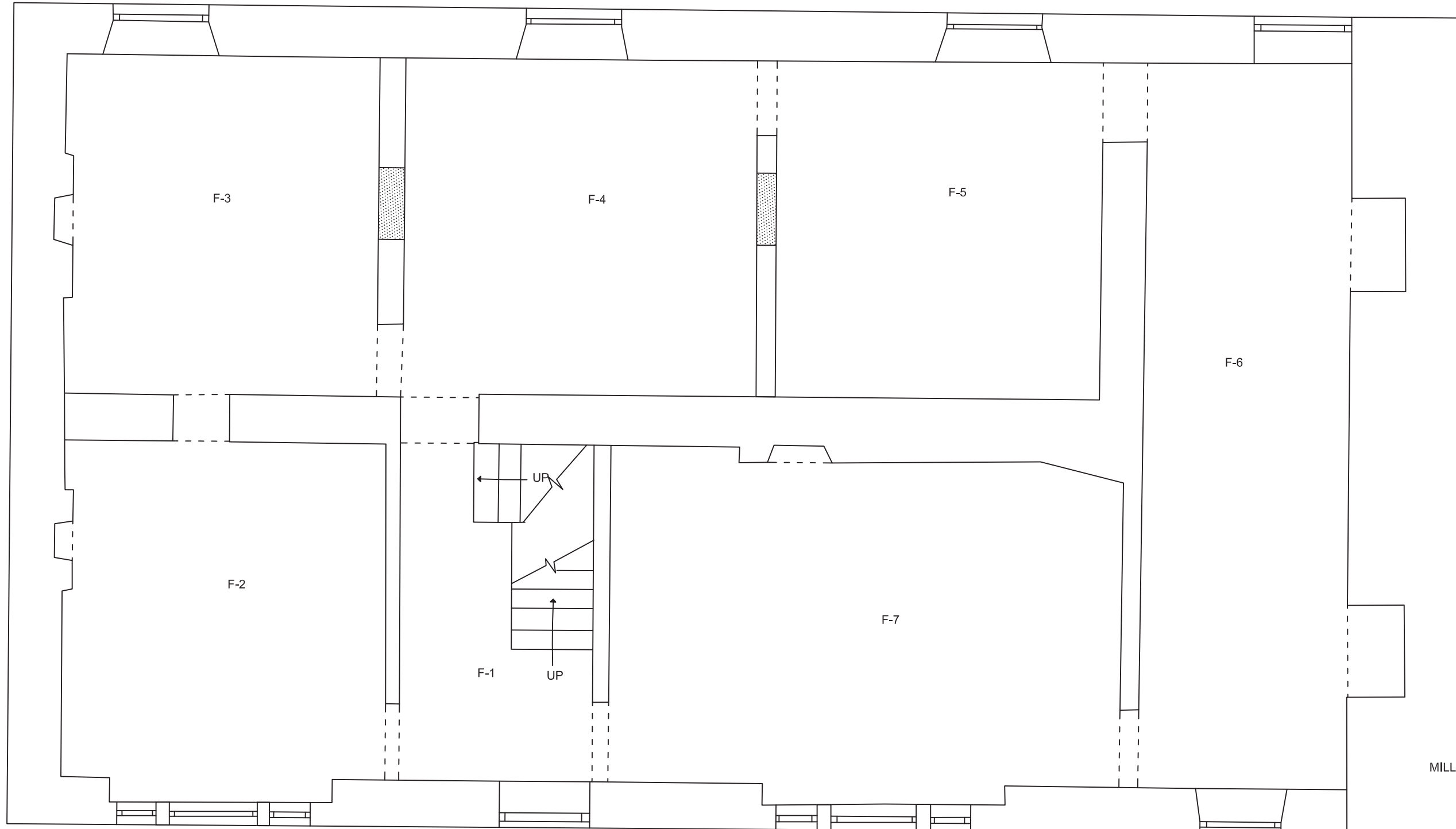
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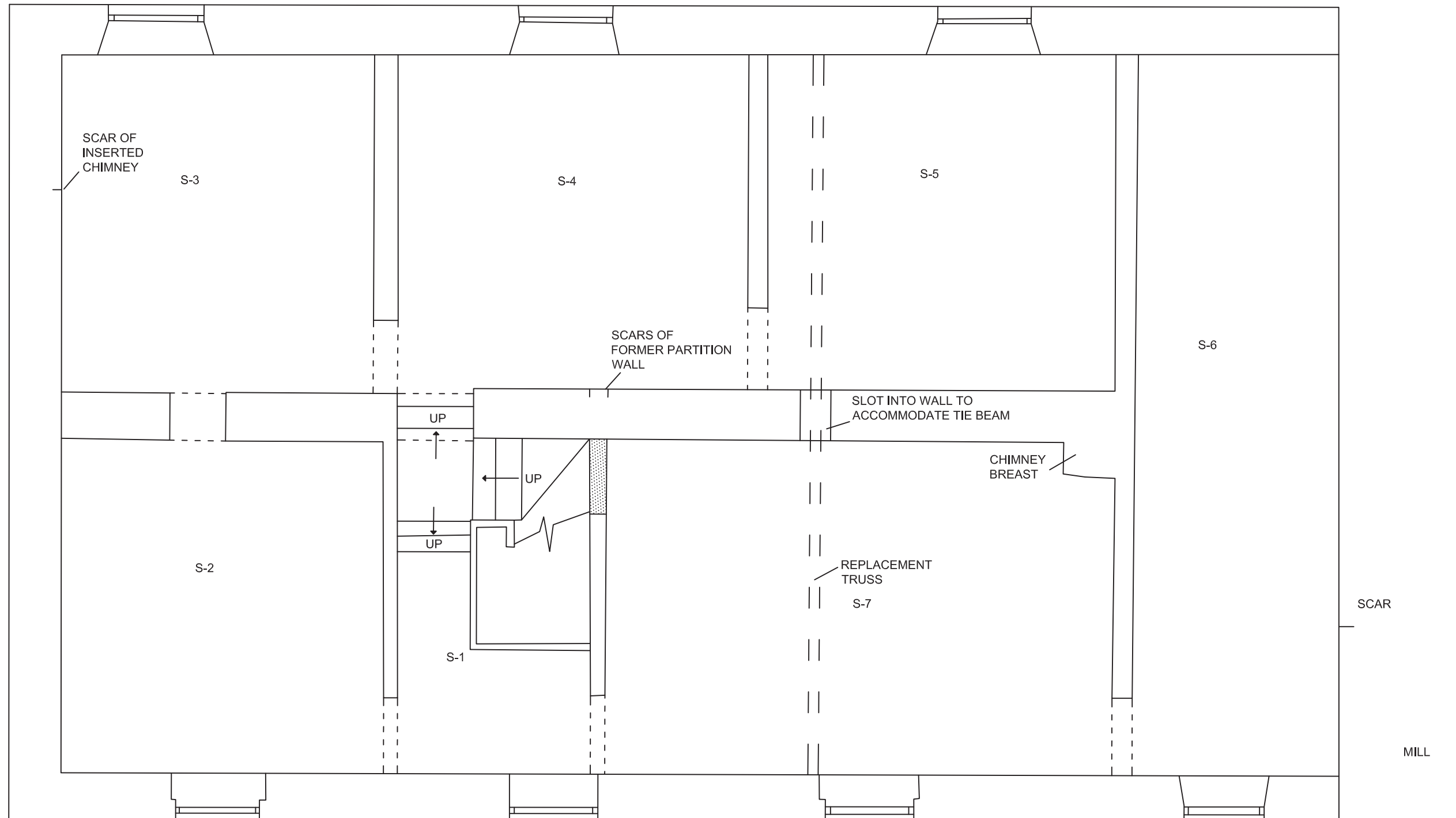
Drawing 3:
Second Floor Plan

Key:

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Jagged joint of later mill
incorporating earlier building
(current Manager's House)

Infill

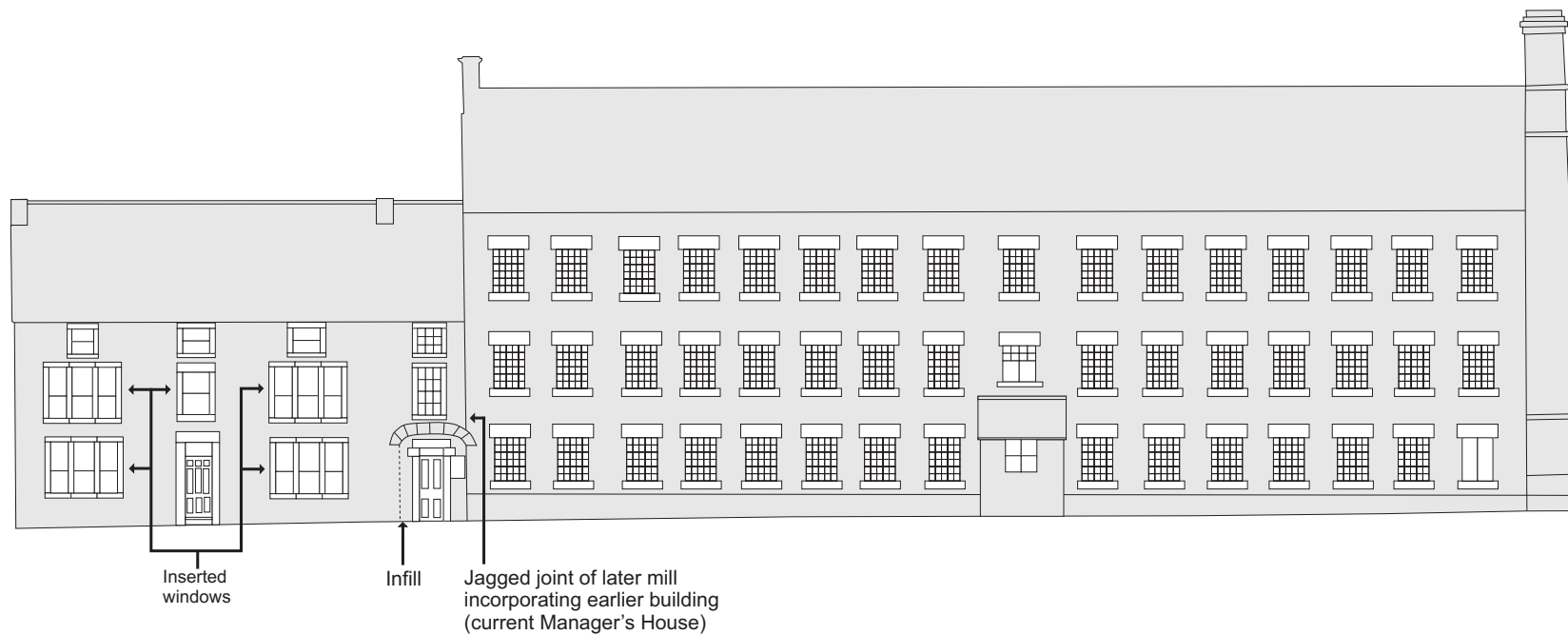


North East Elevation

On behalf of
Wardmans (Matlock) Ltd



1:250



South West Elevation

On behalf of
Wardmans (Matlock) Ltd



1:250

APPENDIX II: SPECIFICATIONS

Archaeological Research Services Ltd
Written Scheme of Investigation
Scholes Mill, Tansley, Matlock

1.0 Introduction

- 1.1 A Listed Building application has been submitted for the re-development of Scholes Mill, Tansley, Matlock (Fig. 1). The application proposes the refurbishment of the former mill manager's house at Scholes Mill, Tansley, for business use.
- Application 10/00094/FUL: Change of use of premises from storage use to business use (Use Class B1).
 - Application 10/00014/LBALT: Alterations to listed building – internal/external alterations to facilitate use of premises as business units (Use Class B1).
- 1.2 The house dates from around 1782, when the mill was constructed by Samuel Unwin for the manufacture of cotton tapes and shawls, and is two-and-a-half storeys high, with a four-window range. The referred building was recorded by Archaeological Research Services Ltd in 2007 however the survey of the interior of the house was severely hampered by the advanced state of decay of structural fabric, and very little information was gathered.
- 1.3 The proposed conversion will bring the manager's house back into use, and is therefore to be welcomed as securing the future of the historic fabric. The proposals are generally sympathetic, although the internal refit of the building will involve some loss of remaining historic fabric and, perhaps of more concern, the loss of the legibility of the building in terms of its chronology and former uses. The current proposals perhaps represent the last possible opportunity to make a building record of the manager's house in terms of its relationship to the neighbouring mill, and to answer some of the outstanding research questions.
- 1.4 There is consequently a requirement under the provisions of PPG16 and Policy NBE24 of the Derbyshire Dales Local Planning Authority for a conditioned programme of archaeological work to provide such a building record. The building recording should be targeted and research-led, and is likely to take place before conversion work begins, perhaps also with elements of buildings watching brief during the conversion process.
- 1.5 The following condition should therefore be attached to any planning consent:
“No development shall take place within the site until the developer has secured the implementation of a programme of historic building recording, to be carried out in accordance with a written scheme of investigation (WSI) submitted by the applicant and approved in writing by the Local Planning Authority. This scheme shall include on-site work, and off-site work such as the analysis, publication, and archiving of the results. All works shall be carried out and completed as approved, unless otherwise agreed in writing by the Local Planning Authority”.
- 1.6 This Written Scheme of Investigation has been requested by the Development Control Archaeologist of the Derbyshire County Council to detail the level of work to be undertaken pursuant to the planning condition.

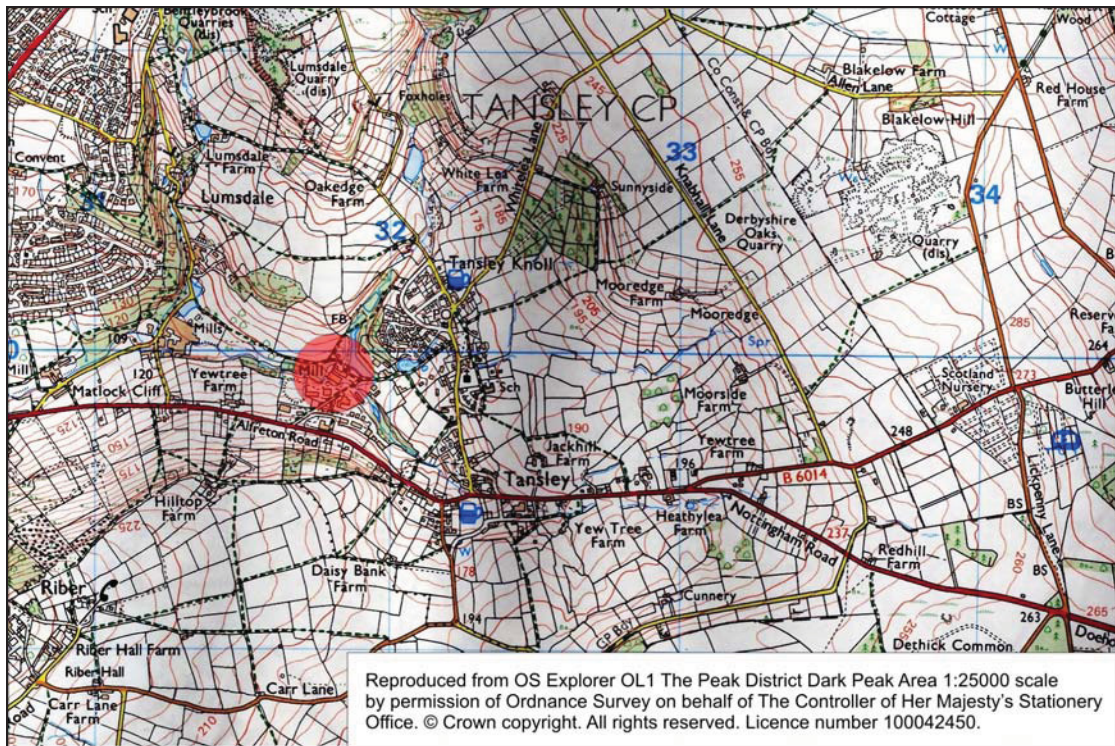


Figure 1: Site location

2.0 Documentary Study

- 2.1 A detailed archaeological desk-based assessment has been produced by Archaeological Research Services Ltd (2007) which will be consulted in order to establish evidence regarding the chronological development of the site.

3.0 Building Survey

- 3.1 The building survey will seek to provide a detailed understanding of the historical importance of the standing buildings. The building and associated structures will be carefully examined to identify all features relevant to the original and subsequent historical uses of the site, as well as for any material evidence regarding form, function and phasing.
- 3.2 A building survey of the interior of the house will be undertaken to Level 2 as outlined in 'Understanding Historic Buildings. A guide to good recording practice' (English Heritage 2006).
- 3.3 The building recording will include a scaled plan of the site showing the location of the buildings with their identification code.
- 3.4 The building recording will include a scaled plan of the floors.

- 3.5 Photographs will be taken principally in 35mm format.
- 3.6 Additional record photographs will be taken with a high quality digital camera. These pictures will be used to record colour and significant architectural features and details.
- 3.7 Additional record photographs will be taken with a high quality digital colour SLR camera (7 megapixel minimum). These pictures will be used to record colour and significant architectural features and details.
- 3.8 A photographic image register detailing location, direction and subject of each shot will be completed. The position and direction of each photographic viewpoint will be recorded on plans of the site.
- 3.9 Each photograph will be assigned a unique reference, and this reference will be used in the text, within image captions within the report, in the photographic image register and in the digital archive.
- 3.10 The function(s) of differing spaces/ areas/ features will, where possible, be identified and related to the history of use of the building.
- 3.11 All fieldwork will be carried out to accepted archaeological standards. Archaeological Research Services Ltd will abide by the Code of Practice of the Institute of Field Archaeologists.

4.0 Report

- 4.1 Upon completion of the building survey a full report will be produced and copies submitted to the Derbyshire County Council. The report will contain the following:
- 4.2 An executive summary.
- 4.3 A location plan at 1: 50,000 and a more detailed OS map.
- 4.4 A description of the site's setting including topography and geology.
- 4.5 A short account of the desk-based work, the history of the building and the complex to which it belongs.
- 4.6 A formal description of the building including its form, materials, design detailing, modification and internal arrangement-including the various fixtures and fittings.
- 4.7 A discussion and analysis of the building, as revealed by the documentary research and the survey including construction history, past uses and purposes.
- 4.8 Record photographs (black and white, colour) will be printed at a minimum of 6" x 4" with a suitable selection of at least laser copier standard being included within the printed report.
- 4.9 All photographs (black and white, colour) will be included on an indexed CD attached to the report.
- 4.10 A fully indexed field archive will be compiled including a copy of the report, all primary documents, plans, photographic negatives and a complete set of labelled photographic prints. All negatives and prints will be mounted in appropriate archive

stable sleeves.

- 4.11 A bibliography and details of any other source material.
- 4.12 A copy of the brief and the Written Scheme of Investigation will be included as an appendix to the report.

5.0 Health and Safety

- 5.1 Archaeological Research Services Ltd will operate at all times with due regard to health and safety regulations.
- 5.2 Archaeological research Services Ltd will undertake a site risk assessment.

6.0 Monitoring

- 6.1 The work will be undertaken by suitably qualified and experienced staff. Details of staff and their relevant experience will be supplied to the Development Control Archaeologist and agreed prior to the commencement of the project.
- 6.2 The Development Control Archaeologist has been given notification of the project and may wish to visit the site and monitor the work.

7.0 Submission and Deposition of Project Archive

- 7.1 Arrangements will be made for the archive, consisting of record sheets, original drawings, drawn plans, photographs, notes, copies of the all reports along with an index to the archive to be deposited in accordance with the procedures set-out in “Procedures for the Transfer of Archaeological Archives” (2003).