

ARCHAEOLOGICAL BUILDING RECORDING SERVICES

Written Scheme of Investigation - Historic Building Inspection and Recording:

Moore's Arms (former) & Outbuildings, Orton Lane, Norton Juxta Twycross, Leicestershire

National Grid Reference: SK 32238 06985

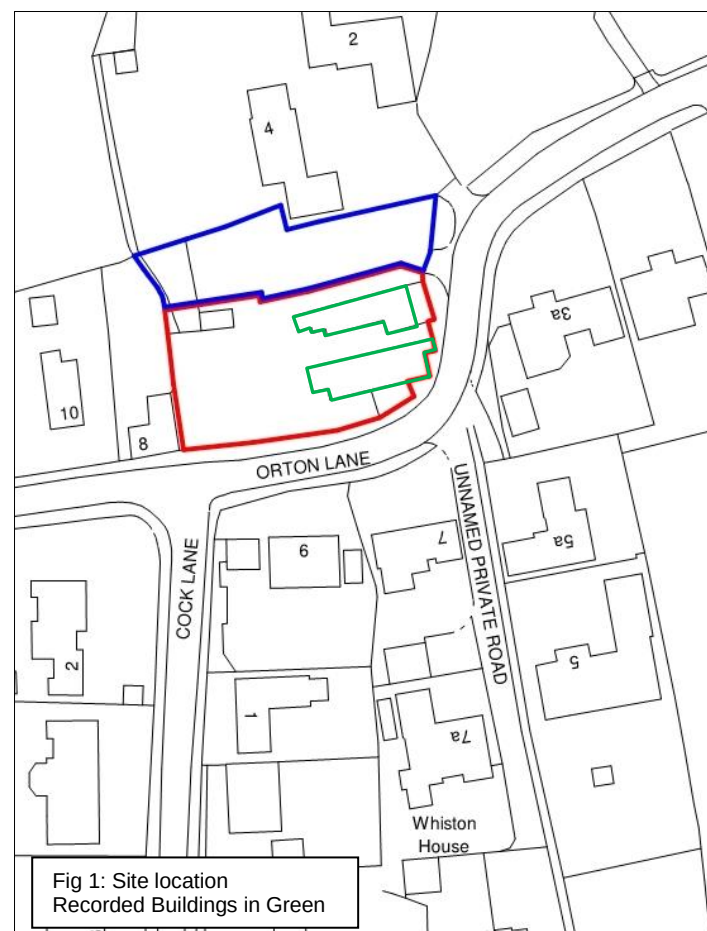
Client: Mr A. Forsythe

Planning Authority: Hinckley & Bosworth Borough Council

Planning Permission: 21/01146/FUL

1 Definition & Scope of the Written Scheme of Investigation

- 1.1 This document is a Written Scheme of Investigation (WSI) for Historic Building Inspection and Recording in advance of the proposed conversion of the former Moore's Arms PH and the demolition of an adjacent outbuilding, Orton Lane, Norton Juxta Twycross, Leicestershire prepared by Archaeological Building Recording Services (ABRS) on behalf of the Client. It has been produced following consultation with the Historic & Natural Environment Team, Leicestershire County Council.
- 1.2 The written scheme of investigation provides details of how ABRS will meet the objectives set out following the emailed advice of the Historic & Natural Environment Team to record the building. It includes proposed methods of working on site, subsequent reporting and archiving procedures, standards, timetable, staffing, health & safety and insurance details.
- 1.3 The result of the project will be a permanent record of the present building(s) affected by the proposed works prepared to standards set out in the Historic England guidelines *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016).



2 Background & Context of the Project

- 2.1 Planning permission and listed building consent has been granted for the conversion of the pub and the demolition of the outbuilding as part of the wider redevelopment site for residential use. The buildings are traditionally built village buildings, north of Orton Lane.
- 2.2 Following advice from the Senior Planning Archaeologist, Leicestershire County Council, planning permission and listed building consent has been granted with a condition for a further programme of historic building inspection and recording. This is to start prior to the commencement of the proposed works. A formal brief for a programme of archaeological work has not been issued, the Senior Planning Archaeologist, Leicestershire County Council has been consulted and a Level 3 survey agreed upon. The survey will be undertaken in accordance with *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016).

3 Archaeological & Historical Background

- 3.1 The village of Norton has an established Saxon and early Medieval history, and is recorded by the Domesday Book as *Nortone*. The Hearth tax of 1564 recorded 16 families in the village. The parish was enclosed during the late 18th century with Charles Jennens being lord of the manor and remained a largely rural parish during the 19th century.

The Moore's Arms is recorded by trade directories from at least the 1860s and is recorded by the 1st edition Ordnance Survey of 1886, but not named, the outbuilding to the north is labelled a Smithy. The building dates to the mid to late 18th century and is listed at Grade II (NHLE 1361350) and recorded by the Leic's HER (MLE12972), the outbuilding is considered curtilage listed and is also recorded by the HER (MLE12973). The buildings are not within a designated Conservation Area.

4 Aims & Objectives

- 4.1 The purpose of the work is to record and advance understanding of the significance of the affected heritage asset prior to its loss or truncation due to the impact of the proposed development.
- 4.2 The objectives of the Historic Building Recording programme are:
- To provide a comprehensive written, drawn and photographic record of the building(s) prior to the permitted conversion, as it represent upstanding archaeological/historical remains of local, regional or national importance.
 - The project report will provide a comprehensive review of the local and regional historical context of the structures recorded by the project, making reference to the appropriate regional research agendas. This will be adequately detailed to place the findings in their context and to be able to inform future conservation decisions and the subsequent management of the structures.
 - The project will produce a high quality, fully integrated archive suitable for long-term deposition in order to 'preserve by record' the building(s) in their current form prior to conversion and/or demolition.

5 General Methodology & Standards

- 5.1 All work will follow the Chartered Institute for Archaeologists (CIfA) Code of Conduct and adhere to their *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures* (2019).
- 5.2 Historic England's guidelines *Understanding Historic Buildings: A guide to good recording practice* (2016) has been used as a basis for defining levels of recording.
- 5.3 The Historic Building Recording programme will involve verification of existing measured survey drawings (if available) or the completion of a full measured survey at an appropriate scale as well as the compilation of photographic and written records to Historic England Level

3. An illustrated summary report will be prepared. An ordered archive will be compiled for deposition with an appropriate body and an Online Access to the Index of Archaeological Investigations (OASIS) record completed and identified within the report.

6 Specific Methodology

6.1 It is understood that the northernmost building is unsafe to enter; work will therefore be limited to external inspection and photographic recording. Available plans will be annotated to add historic features if it is deemed safe to do so.

6.2 Survey Drawings

6.2.1 A measured survey of the buildings including floor plans and external elevations exists. Scaled printouts from this survey will be verified on site for accuracy and amended as necessary with the addition of historic architectural details. These will be transferred to a CAD package and revised to conform to the architectural drawing conventions set out in the Historic England guidelines.

6.2.2 Any additional drawings that are required will be made on drafting film at an appropriate scale, illustrating particular historic architectural details. Again these drawings will be transferred to a CAD package and reproduced in the approved format set out in the Historic England guidelines.

6.2.3 The drawn record will comprise:

- Plans (to scale or fully dimensioned) of the building as existing, showing the form and location of any structural features of historic significance (eg blocked doors/windows)
- Elevations/Profiles (as supplied by Architect) will verified on site for accuracy and amended as necessary with the addition of historic architectural details to illustrate the vertical relationships of the building.
- plans/elevations recording interpretive phasing based upon onsite observations if required.

6.3 Written record

6.3.1 A written record will be maintained on site in the form of field notes and annotations on survey drawings.

6.3.2 The written component of the report will include:

- The precise location of the building, by name or street number, civil parish, town etc and national Grid Reference
- A note on any statutory or non-statutory designations
- The date the record was made, the names of the recorders, and the location of project archive.
- A summary of the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. The purpose of such an expansion is to describe the building when no fuller record is necessary, to serve as an introduction to the more detailed body of the record that may follow, and to satisfy those users who may need no more than a summary of the report's findings.
- A summary of the building's past and present use and of the uses of its parts including fixtures, fittings, plant or machinery with the evidence for these interpretations, in so far as these are apparent from a superficial inspection.
- A note of the building's past and present relationship to its setting
- A table of contents and list of figures or illustrations
- Full bibliographic and other references, or a list of sources consulted

6.4 *Photographic record*

6.4.1 A photographic record of the investigations will be maintained using 35mm monochrome negative and digital format taken as raw image files and converted to TIFFs (Tagged Image File Format (for illustration only)) using Pentax digital SLR 16 megapixel camera. The photographic record will comprise:

- General views of the building in its setting or landscape
- The building's exterior appearance.
- The overall appearance of the principal internal areas
- Any exterior details which are relevant to the building's design, development and use, and which do not show adequately on the general photographic record
- Internal details structural or decorative relevant to the building's design, development and use.
- The buildings' relationship to its setting, to other buildings, or to a significant viewpoint
- Location of published photos will be recorded on an accompanying plan(s).

7. **Selection Strategy and Data Management Plan**

7.1 All digital data arising from the archaeological building recording works will be managed in accordance with ABRS's procedures for secure storage of data and retrieval from site. All data collection equipment (cameras, GPS etc) will be removed from site daily and data backed up routinely in accordance with the in-house file structure. Copies of data will be stored locally for routine retrieval on site and backed up on the ABRS hard drive. File structures and naming conventions will accord with ABRS's standard procedures.

7.2 The selection of digital data for inclusion in the site archive will be undertaken by ABRS. Digital data selected for retention may include (subject to the final nature of the site archive):

- Databases and excel records generated during site archive completion and assessment
- Images: Site photography, scans of site drawings and graphics
- Text: Digital copies of Word documents; including this WSI, assessment reports, updated project designs and site archive completion report;
- Images: Born digital photographs, born digital drawings, digitized drawings and sketches, video, graphs and tables;
- Text: Born digital text files in accessible formats (in-house text in Word).

7.3 Selection strategy reviews will be undertaken at periodic intervals throughout the archive preparation stage, with key hold points following completion of the site work and at the reporting stage.

8 **Report**

8.1 A formal written report summarising the results of the project and appropriately illustrated will be prepared, this will fully address the recording objectives detailed in the preceding sections.

8.2 A draft copy of the report will be submitted to the Senior Planning Archaeologist. The final report will take into account any comments made on the draft report.

8.3 Report copies will be distributed to the Client and their agent as required.

9 **Publication and dissemination of results**

9.1 A digital copy (pdf/A-1a format) will be submitted to Leicestershire Historic Environment Record (HER).

9.2 A summary of the results of the project will be submitted for inclusion in Transactions of the Leicestershire Archaeological and Historical Society.

9.3 The report will be added to the Online Access to the Index of Archaeological Investigations (OASIS) database.

- 9.4 The accession number X.A147.2022 has been allocated by Leicestershire County Council Museums for the fieldwork. A full copy of the archive will be prepared and deposited with Leicestershire County Council Museums. This archive will include all written, drawn photographic and digital records relating directly to the recording work undertaken. Digital format to Archaeology Data Service (ADS).

10 Copyright

- 10.1 The copyright of all original finished documents shall remain vested in ABRS and ABRS will be entitled as of right to publish any material in any form produced as a result of its investigations.

11 Timetable & Staffing

- 11.1 Site recording work will commence when ABRS have been given notice that access to the building is available and that the building is safe to enter. Notice will be given to the LPA when work is due to start and will be undertaken by Gerwyn Richards. Gerwyn Richards has been employed within commercial archaeology for 24 years and has been a specialist historic buildings archaeologist for 19 years. He is a Member of the Chartered Institute for Archaeologists and has been elected a member of the Vernacular Architecture Group.

12 Health & Safety

- 12.1 An appropriate risk assessment will be carried out for all archaeological work. The relevant Health and Safety Executive guidelines will be adhered to as appropriate. The HSE has determined that archaeological investigations are exempt from CDM regulations.
- 12.2 A superficial visual inspection suggests that the building is in a safe state of repair. A Risk Assessment will be completed prior to work commencing on-site and any appropriate safety measures implemented. The Risk Assessment will be updated as necessary during the site works.

13 Insurance

- 13.1 All ABRS work is covered by Public Liability and Professional Indemnity Insurance. The Public Liability Insurance is Policy No. 24765101CHC/UN/000536 while the Professional Indemnity Insurance is Policy No. RG BDX 7059494/TG0035.

14 Monitoring

- 14.1 Unlimited access to monitor the project will be available to the Client and their representatives, the Local Planning Authority and the Senior Planning Archaeologist (LCC) subject to the health and safety requirements of the site. Notice will be given before commencement of the fieldwork in order that monitoring arrangements can be made.
- 14.2 All monitoring shall be carried out in accordance with the ClfA *Standard and Guidance for Investigation and Recording of Standing Buildings or Structures*.

15 References & Sources

- ClfA, 2014 *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives.*
- ClfA, 2019 *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.*
- ClfA, 2014 *Code of Conduct*
- Historic England, 2016 *Understanding Historic Buildings: A guide to good recording practice*

INSURANCE DETAILS

Public Liability Insurance - 24765101CHC/UN/000536

Professional Indemnity Insurance - RG BDX 7059494/TG0035

Your Schedule**Your details**

Mr G Richards T/A Archaeological Building Recording Services
 2-3 Lower Grove
 New Radnor
 Presteigne
 LD8 2SS

Your business details

Archaeological Assessments & Recording

Your premium

Premium:

Insurance Premium Tax (IPT) at the current rate:

Total Amount Due

Your period of insurance

Date this cover starts

16th October 2022

Date this cover expires

15th October 2023

Renewal date

16th October 2023

Your retroactive date

Retroactive date

16 October 2012

Your covers

Section

Limit of indemnity

Excess

Professional indemnity

£100,000

YOUR COMBINED INSURANCE POLICY SCHEDULE

Policyholder: Mr G Richards T/A Archaeological Building Recording Services

Interests Noted:

Correspondence Address: 2-3 Lower Grove
 New Radnor
 Presteigne
 LD8 2SS

The Business: Archaeological Assessments & Recording

Policy Number: 24765101CHC/UN/000536

Effective Date: 16/10/2022

Expiry Date: 15/10/2023

Renewal Date: 16/10/2023

Your Agent: Towergate Insurance

Premium:

Insurance Premium Tax:

Total Premium including Tax:

Identity of Insurers:

The insurers for this policy as referred to in the Policy We/Us/Our are as stated below:

1. In respect of all Sections:

Aviva Insurance Ltd

This Schedule forms part of your policy. The Schedule details are shown in the following pages

AXA Insurance UK plc. Registered in England and Wales No 78950. Registered Office: 20 Gracechurch Street, London EC3V 0BG.
 A member of the AXA Group of Companies. AXA Insurance UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Telephone calls may be monitored and recorded.

Risk Assessment

	Likely	Probable	Possible	Remote	Improbable
Fatal	Intolerable	Intolerable	Substantial	Substantial	Significant to Moderate
Major Injury/Permanent Disability	Intolerable	Substantial	Significant	Moderate To Acceptable	Acceptable
Minor Injury	Moderate	Moderate	Acceptable	Trivial	Trivial
No Injury					

Likely – Occurs repeatedly/to be expected; **Probable** – will occur several times/not surprising; **Possible** – could occur sometimes; **Remote** – unlikely though conceivable; **Improbable** – freak event, so unlikely that probability is close to zero

Risk Levels/Actions

RISK LEVEL	ACTION & TIME-SCALE
Trivial	No action is required to deal with trivial risks and no documentary records need to be kept.
Acceptable	No further preventative action is necessary, but consideration should be given to more cost-effective solutions or improvements that impose no additional cost burden. Monitoring required to ensure that controls are maintained.
Moderate	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within 3 to 6 months depending on the number of people exposed to the hazard.
Significant	If an extremely harmful situation may arise, even if highly unlikely a specific re-evaluation of the task should be undertaken to establish more stringent controls. Work should be closely monitored until the risk has been significantly reduced. This reduction in risk should be achieved in a short time period.
Substantial	Work should not start until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves critical work in progress the problem should be remedied as reasonably practicable but within 1 to 3 months depending on the number of people exposed to the hazard.
Intolerable	Work should not be started or continued until the risk level has been reduced. While the control measure selected should be cost effective, legally there is an absolute duty to reduce the risk. This means that it is not possible to reduce the risk even with unlimited resources then work must not be begun or must remain prohibited.
	Derived from BS8800

Site Name: Moore's Arms, Orton Lane, Norton Juxta Twycross, Leic's. Activity: Building Recording		Completed by: GR Date: 1 Dec 2022	
HAZARDS	RISK	CONTROL MEASURES	Residual Risk
Hazard = A condition or practice with the potential to cause damage, ill health, injury or other loss	Likelihood x Severity = Risk	A short summary of the control measure and standards/guidance.	Likelihood x Severity = Risk
Site Access/Egress Entering/Leaving site and parking vehicles	Substantial	1. Only use designated access onto site/into buildings. 2. Ensure that exits from building are located and identifiable. 3. Only park in designated areas on site parking facilities. 4. Be aware of obvious hazards and take care when entering/exiting gateways.	Moderate
Driving Tiredness driving to and from site	Substantial	1. Limit of 1 ½ hours drive to site on a regular basis before risk is reassessed.	Moderate
Existing Services Contact with service - electrocution, fire, explosion Damage to service	Substantial	1. Be aware of potential live services even derelict buildings.	Moderate
Members of the Public, Visitors & Others Inexperienced people on site, unsuitable clothing, Falling, tripping slipping	Moderate	1. Agreed and supervised visitors only allowed on site. 2. Buildings to be left secured to avoid unauthorised visitors and appropriate actions taken. 3. Client/landowner to be notified by ABRS if building has become insecure.	Acceptable
Slips, Trips & Falls Untidy site Hidden obstacles	Moderate	1. Visual awareness on site 2. Upper floors & stairs to be visually assessed before proceeding 3. Site to be kept tidy 4. Suitable PPE	Acceptable
Manual Handling Musculoskeletal injuries Falling\tripping Trapping toes\ fingers	Substantial	1. Use correct lifting procedures 2. Apply mechanical assistance where possible or tandem lifting.	Acceptable
Noise Excessive noise from machinery, Industrial deafness/tinnitus, Noise pollution, Inability to hear other things	Substantial	1. Use Ear protection. 2. Ear plugs to be available at all times .	Moderate
Infection & Disease From contact with contaminants, water etc. and minor cuts and scrapes.	Significant	1. Adequate washing and toilet facilities available. 2. First aid kit on site 3. PPE esp gloves available if needed	Acceptable
Working Close to Water Proximity of rivers etc, bad weather. Falling into water, drowning, infection	Substantial	1. Keep well clear of water wherever possible and be particularly careful when working close to water sources. 2. Never use still/stagnant water for any purpose. 3. Good personal hygiene -washing hands, carry wet wipes	Acceptable
Weather Cold, hyperthermia, damp.	Moderate	1. Suitable clothing to be worn for conditions. 2. PPE available if required. 3. Drinking water to be available	Acceptable

Human / Animal Remains Contamination and infection – from deer, cattle, pigeons, rats, human remains etc.	Substantial	1. Wear necessary PPE 2. Stay away from any animal remains 3. Be aware of Be aware of Leptospirosis/ psittacosis	Acceptable
Waste Management Damage to health through contact Damage to the environment	Acceptable	1. Place all waste in appropriate waste containers.	Acceptable
Lone Working Risk of illness, accidents, assault	Substantial	1. No Lone working on site unless approved 2. ABRS SSOW Lone working to be followed 3. Mobile phones to be carried & client notified before and after every site visit.	Acceptable
SITE SPECIFIC RISK ASSESSMENT			
Northern Building is Deemed Unsafe	Substantial	1. Northernmost Building Will Not Be Entered 2. External Recording Will Only Be Carried Out If Safe To Do So From A Safe Distance 3. Be Aware Of Falling Debris/Collapse Caused By Weather Conditions	Acceptable

This form is to be checked and kept up to date during time on site.

Form checked by..... Date.....

Amended by:..... Date.....

Accident and Emergency (A&E)

George Elliot Hospital

13.1 miles/25mins

Collage Street

Nuneaton

CV10 7DJ

Speciality: N/A

Nurse in charge: N/A

Telephone: 024 7615 3761 / 024 7615 3762

ABRS SSOW-Lone Working

Guidance used: HSE Leaflet INDG73 (rev). Working alone in Safety

Definition

Lone workers are those who work by themselves without direct supervision. Examples of this type of work include

- Site visits
- Site/building recording
- Walkover surveys
- Some watching briefs
- Office work out of hours
- Starting early/finishing late on site without the team or other contractors.
- Procedures for lone working on site
- No personnel are to work alone on site without their line manager being aware of it.
- A mobile phone and personal first aid kit should be carried at all times on site.

Emergency procedures (e.g. location of nearest A&E, office contacts) should be set out on the risk assessment form.

A risk assessment should be carried out prior to work taking place and hazards identified that might pose a risk to lone workers. Special consideration should be given to

- the use of any substances, goods and heavy objects.
- the risk of violence
- medical conditions of the staff involved
- what training has been given
-

Depending on the circumstances, a system needs to be set up to ensure adequate communication. At the very least this should involve

- knowing when the lone worker is on site (e.g. phone call or text to let the buddy know they are on/off site)
- A failsafe means of regular contact (e.g mobile phone/radio). Mobile phone signal to be confirmed before work commences.
- An emergency procedure for the buddy to follow should the lone worker not make contact at the appropriate time.
- Checks that the lone worker has returned home or to base after completion of the work.

The procedures set up **MUST** be documented either in the risk assessment or as an attachment to the risk assessment.

A mobile phone or land line should be available when working alone and mobile phone signal to be confirmed before work commences.