

Hinckley and District Hospital Mount Road, Hinckley Leicestershire

*Written Scheme of Investigation for
Historic Building Recording (Level 3)*



Report prepared for:
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CA Project: MK1187

CA Report: MK1187

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Hinckley and District Hospital Mount Road, Hinckley Leicestershire

Written Scheme of Investigation for Historic Building Recording (Level 3)

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signed	
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issue	1

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1. INTRODUCTION

1.1. This document sets out details of a Written Scheme of Investigation (WSI) for a programme of historic building recording of the surviving elements of the Cottage Hospital building at Hinckley and District Hospital, Hinckley, Leicestershire, prior to a scheme of demolition (centred at NGR: SP 42949 93702; hereafter referred to as 'the Site'). The assessment has been commissioned by NHS Property Services to discharge Condition 3 relating to planning permission 25/00461/FUL.

1.2. Full planning permission was granted by Leicestershire Council on 22nd July 2025 for the demolition of former Cottage Hospital and development of new day case surgery building with associated landscaping and parking. Condition 3 attached to the full planning permission is related to built heritage and states that:

"No demolition/development shall take place/commence until a written scheme of investigation (WSI) has been submitted to, and approved in writing, by the Local Planning Authority. For the land and structures that are included within the WSI, no demolition/development shall take place other than in accordance with the agreed WSI, which shall include the statement of significance and research objectives, and:

•The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works

•The programme for post-investigation assessment and subsequent analysis, publication & dissemination and deposition of resulting material. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI"

The "Programme of Work" referred to will in this case be the historic building survey recording during development, in accordance with the Specification to be agreed.

Reason: To ensure a satisfactory historic building survey and to record and advance understanding of the significance of the affected resource prior to its loss in accordance with Policies DM11, DM12 and DM13 of the adopted Site Allocations and Development Management Policies Development Plan Document (2016) and the National Planning Policy Framework (2024)".

1.3. The scope of works outlined below is considered to address the requirement of the above recommended Condition, in relation to the required programme of Historic

Building Recording only and has been formulated in accordance with the requirements of the recommended Condition of the planning permission. The aim of the recording will be to fully understand and record the building to mitigate its loss through preservation by record.

- 1.4. This WSI has also been guided in its composition by the *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures* (ClfA 2020); *Management of Archaeological Projects 2* (English Heritage 1991); *Management of Research Projects in the Historic Environment* (MORPHE) and *The Project Manager's Guide* (HE 2015a). This specification should be read in conjunction with *Understanding Historic Buildings: A guide to good recording practice* (HE 2016). The scope of this WSI does not therefore include any provision for below ground archaeological investigation, recording or post investigation assessment. These works will be covered in a separate WSI for archaeological investigation.

2. BACKGROUND

- 2.1. The building to be recorded is the surviving elements of the Cottage Hospital building at the Hinckley and District Hospital, Hinckley, Leicestershire. Hinckley Cottage Hospital was built as part of and within the context of significant public health improvements made during the latter half of the 19th century. The purpose-built Cottage Hospital within the Site was opened in 1900, built in the Arts and Crafts style, to celebrate Queen Victoria's Diamond Jubilee. Fundraising in the 1920s resulted in a suite of further extensions to the northern part of the hospital in 1928, and in 1938 more extensions for wards and an operating theatre and alterations were constructed.
- 2.2. In 1971 the X-Ray department was built on to the east elevation of the cottage hospital. In 1978 the Site was further developed by the addition of the Health Centre which was joined to the Cottage Hospital via a glazed link corridor. Further development occurred in 1995 with the addition of the Orchard Resource Centre. The Cottage Hospital is considered to hold some limited heritage value and the Leicestershire and Rutland Historic Environment Record (HER) indicates the building is, or has the potential to constitute a heritage asset (or assets) with archaeological and heritage interest.

3. OBJECTIVES

- 3.1. The programme of building recording will encompass the surviving elements of the former Cottage Hospital, as shown on Figure 1. The building will be subject to the Level 3 (analytical) record, as defined in *Understanding Historic Buildings; A guide to good recording practice* (Historic England 2016; see Appendix A).

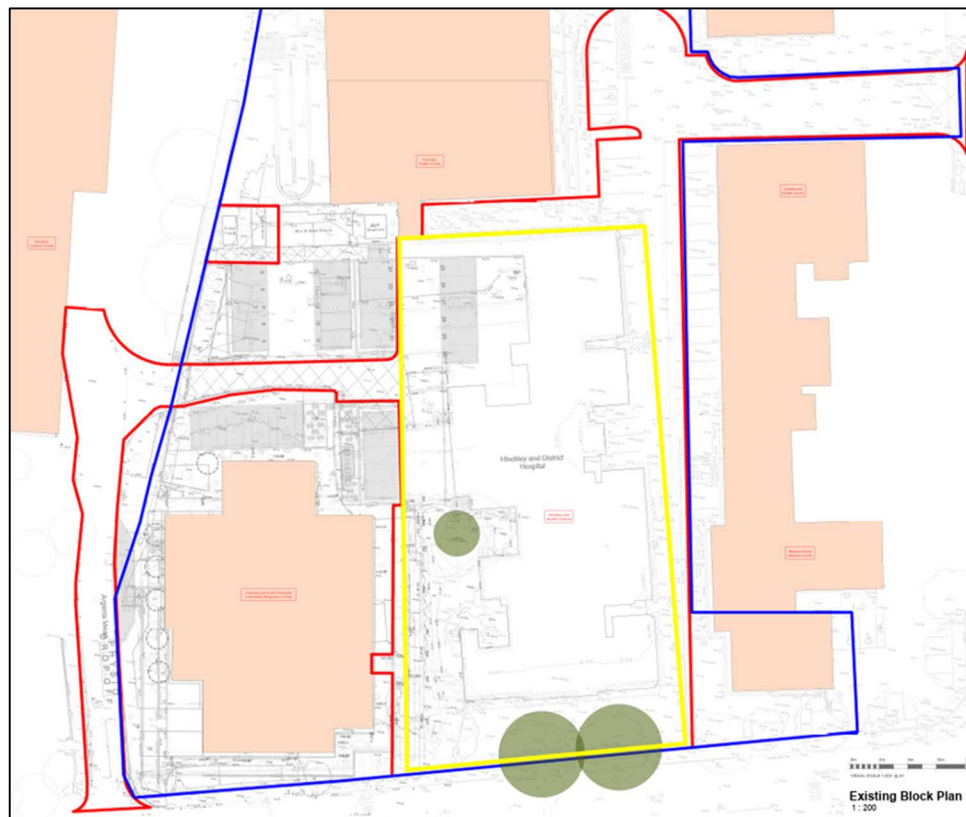


Figure 1: Existing Site Plan of Hinckley and District Hospital showing area to be recorded in yellow.

- 3.2. The objective of the recording is to understand the structural and functional history of the building and provide a clear record of significance. This will be achieved via the production of a record of the building in its current state (both pre and post soft strip), as a form of mitigation where its alteration is proposed. The record will comprise drawings, photographs and a written description.
- 3.3. The survey will be informed by full internal and external access of the building. This includes full access to all internal spaces, including attic spaces where practical. Where dense vegetation obscures visual or physical access to any part of a structure's exterior elevations, recording may not be possible. In any instance where visual or physical access to any part of a structure is not possible during the survey,

this will be omitted from the record and may require recording subsequent to the removal of vegetation. As a minimum the record will include analysis of:

- Layout and organisation;
- Function;
- Materials and method of construction;
- Internal arrangements;
- Original fixtures and fittings;
- Subsequent fixtures and fittings;
- Evidence of use and status, including an overview of the hospital's history in relation to the local community

4. METHODOLOGY

Historic Building Record

- 4.1. The building recording will be undertaken to Level 3 standard (see Appendix A) as defined in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016).

Drawn Record

- 4.2. The drawn record will include annotated plans, sections and elevations as existing (utilising measured surveys where available and any existing plans and elevations produced to accompany the planning application), indicating the form and location of any structural features and/or detail of historic significance including any evidence for fixtures of significance, including former fixtures and fittings; as well as annotated measured elevational sections, showing any form of any architectural decoration and measured elevations to aid the understanding of the building's design, development or function; and a site plan at 1:500 or 1:1250 relating the building to other structures, topographical and landscape features.

Photographic Record

- 4.3. The photographic record will include general views of the building and shots of its external appearance. Specific architectural details that relate to date, alteration, or function will be subject to more detailed photographic recording. The photographic

survey will comprise digital images of the building and specific features of interest and will be created in compliance with Historic England guidance. All record photographs will be taken using a Digital Single Lens Reflex (DSLR) Camera with a sensor of a minimum of 20 megapixels. A compact digital camera may be used for more general shots and working shots. Lenses will be chosen to reflect the requirements of the particular feature/features being recorded.

- 4.4. Appropriate scales will be located in some photographs where appropriate. However, where scaling can be seen from items within the view, or shots that may be used in publications, photographs without scales will also be taken.

Written Record and Reporting

- 4.5. The written account will be analytical in its composition and will include the location of the building; any designations; the date and circumstances of the record and name of recorder; an account of the structures' form, function, date, and development sequence; and the names of architects, builders, patrons and owners will be given, where known. Detail of the site's history, development and use will be informed by content from the Heritage Statement produced by Cotswold Archaeology (May 2023) where relevant and any additional online sources. Due to the archival research undertaken previously and included in the existing report, a visit to the Leicestershire Archives is not included within the offer of service, however in the event that following the submission of the WSI the LPA requires an archive visit this will be arranged.

5. REPORTING

- 5.1. An illustrated report will be compiled presenting the results of the Building Recording. The Leicestershire and Rutland HER will be contacted and an Event UID will be requested and included within the Report. The report will include the following sections:

- Non-technical summary
- Methodology
- Historic Context
- Results of the Historic Building Recording with photographs and annotated drawings
- Conclusions

-
- 5.2. A draft copy will be sent to the Historic and Natural Environment team at Leicestershire County Council for comments and approval. Copies of the report will be deposited with Leicestershire and Rutland Historic Environment Record in PDF(A) format within three months of the recording survey being completed and a digital copy uploaded to the Archaeology Data Service OASIS website.

6. DATA MANAGEMENT PLAN AND ARCHIVING

- 6.1. All born-digital and digitally-transferred project data created during the field survey will be stored by CA. Upon project completion and deposition, the data will be transferred to a secure external server. Data will be selected for inclusion in the final digital archive, as detailed below. It is proposed that data selection will occur following completion of the building recording and subsequent approval of the record report by Leicestershire County Council.
- 6.2. Images will be saved in .jpeg format. Appropriate levels of Metadata will be maintained and included in the digital archive following the approach set out in the Historic England guidance.
- 6.3. Copies of the report will be deposited with Leicestershire and Rutland Historic Environment Record in PDF(A) format within three months of the recording survey being completed. Selected digital files will be transferred to the Archaeology Data Service (ADS), in line with the relevant guidance and standards for both organisations. In adherence to CA's *Guidelines for essential archive tasks and the preparation of archives* (2017), it is proposed that the selected files will include final versions only. Digital photographs will be selected for inclusion in the archive in line with CA's *Guidelines for essential archive tasks and the preparation of archives* (2017) and *Digital Image Capture and File Storage: Guidelines for Best Practice* (Historic England 2015b).

7. STAFF AND TIMETABLE

- 7.1. This project will be under the management of Sacha Hunter, Senior Historic Buildings Consultant, CA.
- 7.2. The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the recording programme. Building Recording will be undertaken

by a Historic Buildings Consultant, under the supervision of the Project Manager. It is envisaged that the Building Recording will require one day on site.

8. HEALTH AND SAFETY

- 8.1. Cotswold Archaeology conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, Cotswold Archaeology Health, Safety and Welfare Policy (2014) and procedures. A risk assessment will be undertaken prior to commencement of the historic building survey, and the scope of works outlined above will be subject to any Health and Safety constraints.
- 8.2. Furthermore, the scope of works will be dictated by any hazardous substances (including asbestos), present on site. A Dynamic Risk Assessment will be undertaken upon arrival on Site. The client's site contamination assessment will be provided to Cotswold Archaeology at the earliest opportunity prior to any site visit in order to inform all RAMS documentation.

9. INSURANCES

- 9.1. Cotswold Archaeology holds Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £10,000,000. No claims have been made or are pending against these policies in the last three years.

10. QUALITY ASSURANCE

- 10.1. Cotswold Archaeology is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, Cotswold Archaeology endorses the Code of Conduct (CIfA 2014) and the Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology (CIfA 2014). All Cotswold Archaeology Project Managers and Project Officers hold either full Member or Associate status within the CIfA.
- 10.2. Cotswold Archaeology operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility for the conduct of all Cotswold Archaeology operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

11. REFERENCES

BARS 2015 Collections Department Policy

English Heritage 1991 The Management of Archaeological Projects 2

Chartered Institute for Archaeologists 2020 Standard and Guidance for the archaeological investigation and recording of standing buildings or structures

Cotswold Archaeology 2017 Guidelines for essential archive tasks and the preparation of archives

Historic England 2015a The Management of Research Projects in the Historic Environment (MORPHE) and the Project Manager's Guide

Historic England 2015b Digital Image Capture and File Storage: Guidelines for Best Practice

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

Cotswold Archaeology 2023 Hinckley and District Hospital Heritage Assessment

APPENDIX A: LEVEL 3 BUILDING RECORDING REQUIREMENTS (HE 2016)

Level 3 is an ***analytical record*** and comprises an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis.

The information contained in the record will for the most part have been obtained through an examination of the building itself. The documentary sources used are likely to be those which are most readily accessible, such as historic Ordnance Survey maps, trade directories and other published sources. The record may contain some discussion of the building's broader stylistic or historical context and importance. It may form part of a wider survey of a number of buildings which will aim at an overall synthesis, such as a thematic or regional publication, when the use of additional source material may be necessary as well as a broader historical and architectural discussion of the buildings as a group. A Level 3 record may also be appropriate when the fabric of a building is under threat, but time or resources are insufficient to allow for detailed documentary research, or where the scope for such research is limited.

The Level 3 record will consist of:

Drawings – item 2 and **sometimes** one or more of items 3-12

2: Measured plans (to scale or fully dimensioned) as existing. These may extend to all floors, or they may be restricted to one or a selection. The latter option may be appropriate, for example, in a town-centre building where an upper floor has been little altered. Buildings with a repetitive structure may also be planned on one floor, but a note or a sketch plan should be made to indicate the arrangement of other floors. Plans should show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance.

3: Measured drawings recording the form or location of other significant structural detail, such as timber or metal framing.

4: Measured cross-sections, long-sections or elevational sections illustrating the vertical relationships within a building (floor and ceiling heights or the form of roof trusses, for example).

5: Measured drawings showing the form of any architectural decoration (the moulding profiles of door surrounds, beams, mullions and cornices, for example) or small-scale functional detail not more readily captured by photography. A measured detail drawing is particularly valuable when the feature in question is an aid to dating.

6: Measured elevations, where these are necessary to an understanding of the building's design, development or function.

7: A site plan relating the building to other structures and to any related topographical and landscape features.

8: A plan or plans identifying the location and direction of accompanying photographs.

9: Copies of earlier drawings throwing light on the building's history.

11: Reconstruction drawings and phased drawings, when these are of value. Since these are by their nature interpretative, the evidence on which any reconstruction or phasing is based must always be given. Successive phases of a building's development may be shown by graded tone (dark to light, with the darker being the earlier), by colour, by sequential diagrams or by annotation. Whenever phased drawings are included in a record, they must be accompanied by the unmarked drawings on which they are based.

12: Diagrams interpreting the movement of materials (process flow) or people (circulation), or the segregation of people or activities (eg permeability diagrams), where these are warranted by the complexity of the subject. As with items 10 and 11, the evidence supporting the interpretations must be provided.

Photography – items 1 to 9

1: A general view or views of the building (in its wider setting or landscape, if the views noted in 2 below are also adopted).

2: The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape. Where an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate.

3: Further views may be desirable to indicate the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting. In the case of building elevations which have been conceived as formal compositions, views at right angles to the plane of the elevation may again be appropriate.

4: The overall appearance of the principal rooms and circulation areas. The approach will be similar to that outlined in 2 above.

5: Any external or internal detail, structural or decorative, which is relevant to the building's design, development or use and which does not show adequately on general photographs. When photographing details it can be helpful to include a clearly marked and suitably sized scale next to the subject and parallel to one edge of the photograph.

6: Any machinery or other plant, or evidence for its former existence.

7: Any dates or other inscriptions, any signage, makers' plates or graffiti which contribute to an understanding of the building or its fixtures or machinery, if not adequately captured by transcription. A contemporaneous transcription should be made wherever characters are difficult to interpret.

8: Any building contents or ephemera which have a significant bearing on the building's history (for example, a cheese press or a malt shovel), where not sufficiently treated in general photographs.

9: Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site. The owner's consent may be required.

Written account - items 1-3, 5-9, 11-13, 15, 17, 18 & 23

1: The building's precise location, as a National Grid reference and in address form.

2: A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area). Information on statutory designations can be found on the Historic England website. Non-statutory designations (local lists) may be added.

3: The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.

5: A contents list; a list of illustrations or figures.

6: A longer summary statement. An alternative to 4. This account should summarise the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. Its purpose is to describe the building when no fuller record is necessary. Alternatively it may serve as an introduction to the more detailed body of a record that may follow, for users who may need a summary of the report's findings.

7: An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended.

8: Acknowledgements to all those who made significant contributions – practical, intellectual or financial – to the record or its analysis, or who gave permission for copyright items to be reproduced.

9: A discussion of published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.

11: An account of the building's overall form (structure, materials, layout) and its successive phases of development, together with the evidence supporting this analysis.

12: An account of the past and present uses of the building and its parts, with the evidence for these interpretations. An analysis of any circulation pattern or decorative, iconographic or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purposes. For an industrial building, a sequential account of the ways in which materials or processes were handled.

13: Any evidence for the former existence of demolished structures or removed plant associated with the building.

15: A discussion of the building's past and present relationship to its setting: its relationship to local settlement patterns or other man-made features in the landscape; its part in a larger architectural or functional group of buildings; its visual importance as a landmark, etc. For more guidance on investigating and recording landscapes see *Understanding the Archaeology of Landscapes* (English Heritage 2007; revised edition forthcoming).

17: A discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status or historical associations.

18: Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).

23: Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to include both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the full web address and the date on which the site was consulted should be noted.

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