

METHODOLOGY

The archaeological works will be conducted according to the Chartered Institute for Archaeologists' (CIfA) *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures* (2014), *Standard and Guidance for Historic Environment Desk-based Assessment* (2014).

Building Survey

3.1. The survey will take the form of a Level 3 building survey as defined by English Heritage 2006 *Understanding Historic Buildings: a guide to good recording practice*. This level of survey is intended to create an analytical record of the building, and will include:

- Description and photographic record of the exterior and the interior
- Detailed account of type, construction, form, function
- Phasing
- Past and present use and relationship with setting
- Identification and recording of original fixtures and fittings
- Conclusions regarding the building's development and use

3.2. The drawn record will be created using either conventional measured survey or total station surveying as appropriate. The end result will include:

- Accurate, measured ground plan, elevations and cross-sections as appropriate
- Phase plans showing the development of the structure

Photography

- General views of elevations
- General views of external appearance
- Overall appearance of principal rooms
- Internal and external structural detail
- Fixtures, fittings, machinery, related contents

Report

3.3. Following the on-site work an illustrated report will be prepared containing conventional sections to include:

- Non-technical summary
- Location and NGR
- Statutory designations
- Date of record, recorder and archive deposition
- Introduction
- Site location
- Topography and Geology
- Methodology

- Summary of the form, function, date and development of the building
- Desk-based study, including copies of historic maps and photographs where permitted
- Summary description of the building
- Past and present usage
- Evidence for former existence of demolished structures, removed fittings etc
- Conclusions
- References

3.4. The site archive will be prepared to specifications in English Heritage's Management of Research Projects in the Historic Environment (MoRPHE) system and the ClfA *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2014), to be deposited with the Regional Historic Environment Record (HER). Any artefacts recovered will be deposited with an appropriate museum, subject to the permission of the owner.