

Travis Perkins Site, New Road/Pier Road, Littlehampton, West Sussex

Specification for Standing Building Recording

1. Introduction

1.1 The Environmental Dimension Partnership (EDP) has prepared this Specification on behalf of Travis Perkins Ltd. It sets out a scope of works for the completion of a standing building record at the Travis Perkins site at New Road/Pier Road, Littlehampton, West Sussex.

1.2 The work is required to fulfil Condition 15 of planning permission for the redevelopment of the site, which was granted by Arun District Council (ADC) in November 2008 (LU/175/08). This states that:

"...before development commences for either the builders' merchant site or the retail site an archaeological investigation of the site shall be carried out at the expense of the developer in accordance with a specification for the relevant site and shall be submitted to and agreed by the Local Planning Authority in writing (following the demolition of any existing buildings and) before the commencement of any building works"

1.3 Although this condition appears to require the demolition of the standing buildings before the archaeological work is undertaken, preliminary discussions with Mark Taylor of West Sussex County Council (WSCC), who provides archaeological planning advice to ADC, have confirmed that two stages of investigation and recording will be required to satisfy it.

1.4 The first is the preparation of an appropriate record of the standing buildings, prior to site clearance, whilst the second comprises an archaeological watching brief during groundworks associated with the construction of the new Travis Perkins builders' merchant and Lidl food store. This specification relates solely to the standing building recording, whilst a separate document will be submitted for the watching brief.

2. The Site

2.1 The site is located at the west end of Littlehampton, on the east bank of the River Arun, circa 0.5 kilometres north of its confluence with the English Channel. It is centred on approximately National Grid Reference (NGR) TQ 0275 0190.

2.2 The axis of the site is aligned broadly north-south and it is bounded, to the north, by New Road; to the west by Pier Road and, to the east, by Clifton Road. The southern margin of the site is defined by an existing property boundary.

2.3 Examination of the first edition Ordnance Survey map, published in 1879, demonstrates that, although New Road and Clifton Road had not yet been laid out, Pier Road was in existence and snaked south to a wharf on the east side of the River Arun.

2.4 This map also shows that the core of the buildings in the north west of the site were in existence by the third quarter of the 19th century and may be of earlier date. They are

labelled as a "saw mill", although the precise functions of the individual structures are not given and the later maps do not provide any additional information.

- 2.5 Even so, it is clear that, despite the later development of the site, and the expansion of the Travis Perkins builders' merchant, a number of historic structures survive within its boundary and are worthy of investigation and recording ahead of demolition.

3. Project Management

- 3.1 The whole project will be managed by a full Member of the Institute of Field Archaeologists, with an appropriate level of experience in the completion of standing building assessment and recording.
- 3.2 They will be assisted, both on site and during the preparation of the report and the compilation of the archive, by additional staff, as required. Wherever possible, they will have Associate level membership of the Institute of Field Archaeologists.

4. Fieldwork

General

- 4.1 Discussions with WSCC have confirmed that a Level 2 record, as defined by English Heritage in "Understanding Historic Buildings: A Guide to Good Recording Practice", will be appropriate for the relative importance of the standing buildings at the site. This is considered to be a:

"...descriptive record, made in circumstances similar to those of Level 1 but when more information is needed. It may be made of a building, which is judged not to require any fuller record, or it may serve to gather data for a wider project. Both the exterior and the interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based. A plan and sometimes other drawings may be made, but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project"

Background Research

- 4.2 Evidence for the buildings' date of construction, purpose and chronological development will be gathered from the relevant local repositories. In this instance, it is likely that the majority of historic source material, including maps, photographs and primary documents, will be held at the West Sussex Record Office in Chichester.
- 4.3 Nevertheless, due consideration will be given to the possibility that other repositories, such as the Littlehampton Museum or English Heritage's National Monuments Record (NMR) in Swindon, may contain additional sources of relevant information and may be consulted accordingly.
- 4.4 The background archives search will aid a fuller understanding of the standing buildings at the site prior to the commencement of the photographic and written recording. Their scope and direction will be influenced accordingly.

Photographic Recording

- 4.5 All site photography will be completed using a digital Single Lens Reflex (SLR) camera producing high resolution digital images, with a field of view of at least five megapixels, as well as a conventional 35mm camera producing black and white prints. These formats will provide the optimum usability and long term archival stability.
- 4.6 In each case, the photographic record will aim to provide:
- General views of the building in its wider setting;
 - Images of the building's external appearance, viewed from all side and relevant angles; and
 - Images of the building's principal internal rooms and circulation spaces.

Written Recording

- 4.7 Site notes and sketches will be made as appropriate, especially where complex stratigraphic relationships or points of detail need to be clarified.
- 4.8 The written record will aim to establish each building's type or function, historically and as existing, as well as its plan form, palette of materials and likely date of construction. In addition, particular attention will be paid to any evidence for chronological development within each structure.

5. Health and Safety

- 5.1 Attention is drawn to the Construction (Design and Management) Regulations (1994) and the Construction (Health, Safety and Welfare) Regulations 1996.
- 5.2 All personnel should be equipped with the appropriate personal protective equipment (PPE) for the conditions in which they are working. This will include hard hat, steel-toed boots and high visibility clothing, where necessary.

6. Monitoring

- 6.1 The archaeological advisor to ADC (WSCC) will be notified, in advance, of the commencement of the fieldwork, giving at least five working day's notice, where possible. Thereafter, access to the site will be granted to EDP, the client and the archaeological advisor to ADC (WSCC).

7. Reporting

- 7.1 The draft report will be prepared and issued to the client within four working weeks from the completion of the fieldwork. It will be the property of the client and will represent a confidential document. Following review and amendment, one hard copy will be provided to WSCC for approval.
- 7.2 Thereafter, four hard copies of the report (three bound and one unbound) will be submitted to the archaeological advisor to ADC (WSCC), along with a digital version in PDF form on CD-ROM, for retention and reproduction within the West Sussex Sites and Monuments Record (SMR). Once submitted, the report will become a public document.

- 7.3 As a minimum, the written report will set out the location of the site, as well as the precise positions of the standing buildings within its boundary. This will include a NGR.
- 7.4 Further details of designations, whether statutory (i.e. listing) or non-statutory, will be provided where relevant, as will particulars of the circumstances to the record, the date on which it was made and the surveyors who compiled it. Similarly, the report will document the contents of the archive, as well as the repository where it will be stored.
- 7.5 Thereafter, the report will describe the methodology used to compile the record and any limitations to the data sets gathered. It will also summarise evidence for the historical development of each building, as well as their changing use over time. They will then be described in turn, highlighting any areas of uncertainty that may persist.

8. The Archive

- 8.1 Following completion of the fieldwork, and the dissemination of the final report, the site archive will be collated, ordered and then prepared for submission to the relevant local archaeological repository.
- 8.2 This repository will be contacted, prior to the commencement of the fieldwork, in order to discuss any specific requirements for data collection and storage, as well as to obtain an accession number, where appropriate. All requirements will be adhered to.
- 8.3 The archive will be deposited at the relevant repository within a period not exceeding two months from the completion of the fieldwork. Confirmation will also be provided to WSCC.