

Heritage Asset Recording.

On 27th March 2012, the government published the National Planning Policy Framework (NPPF). The NPPF supersedes Planning Policy Statement 5: Planning for the Historic Environment (PPS5) as Government Policy on the management of change to the historic Environment in England.

Please note, this SWAT Practise Guide remains a valid and LPA endorsed document pending the results of a review of guidance supporting national planning policy. The references to PPS5 policies in this document are obviously now redundant, but the policies in the NPPF are very similar and the intent is the same, so the Practise Guide remains almost entirely relevant and useful to the application of the NPPF.



Calcott Barn, Canterbury, Kent

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Introduction

Increasingly the recording of heritage assets is becoming a requirement of the planning process. The local authority, for example, may require heritage asset analysis and recording during pre-application discussions with a developer. Recording is also necessary when a condition is attached to planning or listed building consents. National policy in Planning Policy Statement 5 (PPS 5), Planning for the Historic Environment states:

'Where the loss of the whole or material part of a asset's significance is justified, local planning authorities should require the developer to record and advance understanding of the significance of the heritage asset before it is lost, using planning conditions or obligations as appropriate. The extent of the requirement should be proportionate to the nature and level of the asset's significance. Developers should publish this evidence and deposit copies of the reports with the relevant historic environment record. Local planning authorities should require any archive generated to be deposited with a local museum other public depository willing to receive it. Local planning authorities should impose planning conditions or obligations to ensure such work is carried out in a timely manner and that the completion of the exercise is properly secured.' (PPS 5, HE12.3)

Why record heritage assets?

The South-East has a variety of heritage assets. Buildings and below ground remains have the potential to yield new evidence about past human activity through expert investigation. Heritage assets are a record of our social, economic and cultural history. The understanding gained by undertaking recording increases our appreciation and stewardship of the historic environment. This allows us to better protect and understand the built heritage for future generations.

What type of heritage assets need recording?

The Local Planning Authority may require any type of heritage asset to be recorded. These may include areas of below ground archaeology and buildings such as churches, farmhouses, dovecotes, barns and industrial buildings for example. It is not necessarily the type of heritage asset, but the works proposed that will determine whether any recording work is required. The majority of recording exercises involve buildings.

Recording is likely to be necessary for any heritage asset where the loss of the whole or a material part of the heritage assets significance. This could include:

- External alterations that would result in a significant change to its character or appearance
- Internal alterations to a heritage asset, primarily listed buildings that would result in a significant change to its character or appearance
- Where dismantling and rebuild is proposed

- Where features of architectural interest may be revealed, altered or hidden as a result of the works proposed
- Where a building is being converted
- Where complete demolition of a building is proposed
- Where archaeology is identified

How to record heritage assets

It is expected that the recording of heritage assets will follow available professional standards and guidance such as the Institute of Field Archaeologists 'Standards and Guidance'. The most commonly referred to guidance is the Royal Commission of the Historical Monuments of England (RCHME) advice note 'Recording Historic Buildings' (1996). This guidance has been revised and expanded by English Heritage in their publication 'Understanding Historic Buildings – a guide to good recording practice' (2006). These documents define 4 levels of building recording (see below) that are frequently used in planning permission and listed building consent conditions. The recording should be presented in the form of a report. The report should contain:

- A written analysis (including an archive assessment)
- A drawn survey (annotated where necessary)
- A photographic survey

In producing the report the following guiding principles should be considered:

- A record should chart the historical development of the building or site, explaining and illustrating what is significant and providing dates for significant parts or phases of development wherever possible;
- A record should aim to be accurate, clear and concise;
- The scope and level of the record and its limitations should be stated;
- A record should make a clear distinction between observation and interpretation, thereby allowing data to be reinterpreted at a later date;
- Wherever practicable a record should take account of the site's context, including its wider archaeology, known and potential, whether in terms of below-ground deposits or of landscape archaeology;
- A record should include an indication of any sources consulted;
- A record should identify its author/surveyor and give the date of creation. Any subsequent amendments should be similarly endorsed;
- The report and supporting material should be produced in a medium which can be copied easily and which ensures archival stability.
- A record should be made accessible through deposit in a permanent archive.

A brief guide to recording levels

Unless a recording brief has been requested by the Local Planning Authority (LPA) to be agreed before recording work commences, conditions on planning permissions or listed building consents will make reference to a level of recording numbered 1 to 4 that refers specifically to national guidance. Level 1 is very basic, for example, and requires only a basic level of recording, whilst Level 4 represents the highest rank of recording and analysis. Each level corresponds to a minimum specification in which additional bespoke elements may be added by the Planning Authority. The recording level specified will usually depend on both the nature of the building and the purpose for which the record is intended. Below is a quick summary of the levels. It is recommended that this guidance is read in conjunction with advice set out in *'Recording historic buildings'* (RCHME) and *'Understanding Historic Buildings – a guide to good recording practice'* (English Heritage).

Level 1

This is essentially a **visual record**. Written information should be the minimum to identify the building's location, age, type, materials, use and when and whom compiled the report. Drawings would normally be sketches of plan form, sections and elevations of exterior (interior of specific architectural or historic features). General photographs of the exterior as well as any specific architectural or historic features (both internal and external) should be taken.

Level 2

This is a **descriptive record**. Similar to Level 1, but in addition both the interior and exterior will be described and photographed. The written account will make conclusions regarding the building's development and use(s), but will not discuss in any detail the evidence on which these conclusions are made. Measured drawings should be made of cross sections, elevations and structural details, such as roof trusses. External and internal photographs of the building(s) should be taken including any items associated with the use of the building(s), i.e. machinery.

Level 3

Level 3 is an analytical record. Building on Levels 1 and 2, there should be a systematic account of the building's origins, development and use. The evidence on which the analysis has been based should be included. This is likely to include documentary evidence such as old maps, photographs, written accounts referring to the house, past owners, architect etc. A full set of measured drawings, including architectural features i.e. cornicing, architraves etc where appropriate and a full internal and external photographic record.

Level 4

This level provides a comprehensive analytical record and is appropriate for buildings of special importance. Level 4 builds on the analysis of Level 3 but investigates the full range of available resources and should discuss the building's significance in terms of architectural, social, regional or economic history. The range of research, drawings and photographs is likely to be greater than that at levels 1-3.

The levels of recording at a glance

Level	Record	Written	Drawings	Photographs
1	Visual	Simple record	Sketch (usually exterior only)	General
2	Descriptive	Basic record	Measured drawings	General (external and internal)
3	Analytical	Full record	Measured plans, sections and elevations	Comprehensive
4	Comprehensive	Full record	Measured plans, sections, elevations, details, reconstructions	Comprehensive

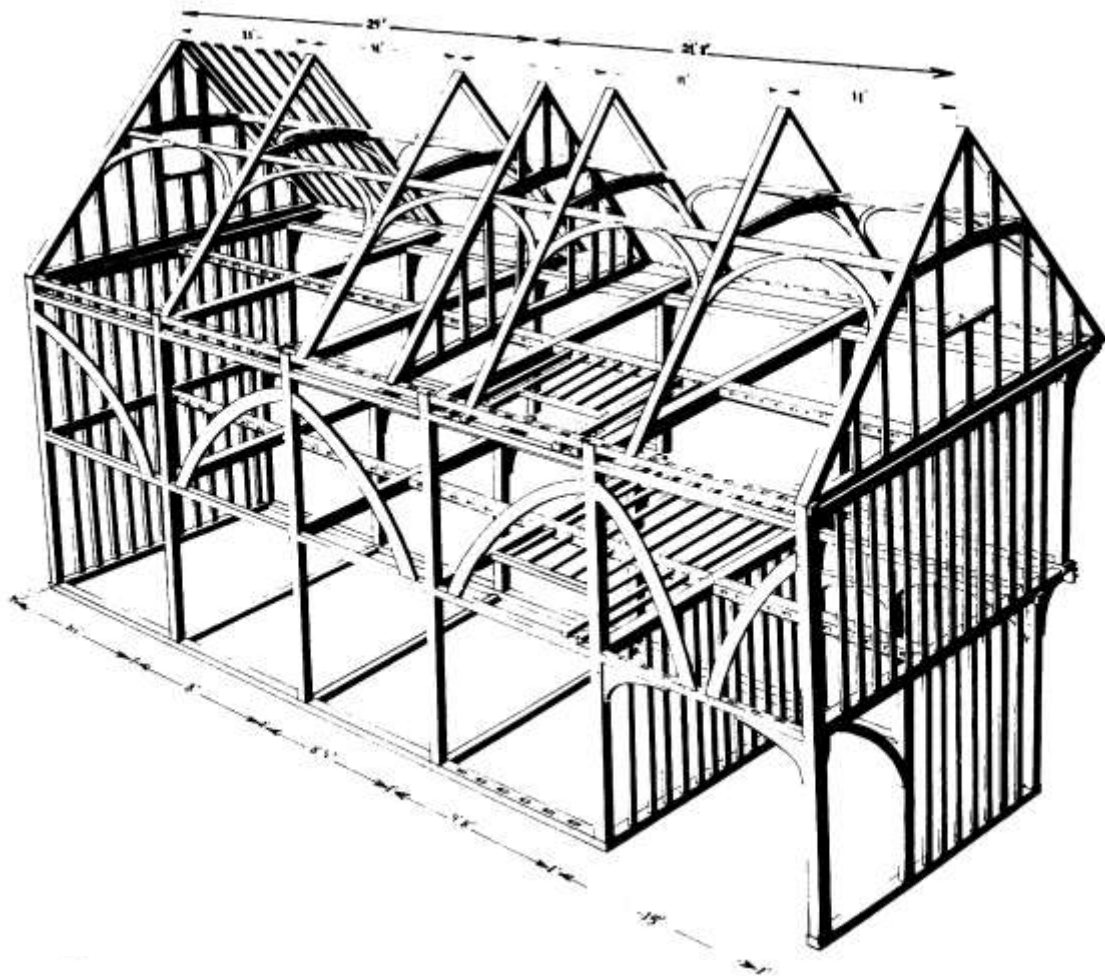
Who should undertake a heritage asset recording exercise?

For the most basic recording exercises, much of the necessary information is likely to have been produced for any planning application or application for listed building consent submitted. Architects plans, location plans and photographs may be suitable to be included in the report and anyone confident enough who has a basic understanding of architecture and history can compile the necessary written information. If you are not confident or competent to conduct the recording, however, then it is advisable to employ SWAT Archaeology. This is always advisable for Level 3 or 4 recordings and sometimes the request for the recording to be conducted by a suitably qualified professional will be a requirement of a planning or listed building consent decision. Large developers will often have their own consultants to carry out recording work, but for smaller developers and householders SWAT Archaeology offers a cost-effective and effective service.

At what stage should a heritage asset be recorded?

A heritage asset should always be recorded before any development commences. It is always worth considering the need to record the asset at the earliest stage. Undertaking a recording exercise prior to submitting a planning or listed building consent application can help to inform and direct the nature of the proposed alterations or development and will ensure that the building or site is fully understood before plans are drawn and submitted. This is particularly useful for large or complex buildings and sites. Where preapplication discussion has been undertaken with the planning department, there may be a requirement to submit recording with the planning or listed building consent application. The need for recording, however, is often a condition with any planning or listed building consent approval where substantial alterations or demolition is proposed. Outlined below is a checklist to ensure that consideration is given to building recording:

1. Undertake initial discussions with the planning department to determine whether recording should be undertaken prior to submission of an application.
2. Determine which level of recording is necessary for the building following recognised professional standards such as those published by English Heritage. Confirm with the planning department that the proposed level is suitable for the building.
3. If necessary, employ a suitably qualified and experienced contractor to undertake the programme of recording.
4. Submit the completed report as part of a full planning application or listed building consent application. Alternatively, the report may be submitted to discharge a condition of an approved application. Three copies should be submitted. An electronic version is usually essential.



Paycocke's House, Coggeshall,

Further information

English Heritage (2006) *Understanding Historic Buildings – a guide to good recording practice*. London: English Heritage.

Archaeological Building Recording of Cheney's
Care Home and extensions to Ronald Simson
House at 24 Sutton Avenue, Seaford, East
Sussex BN25 4LG



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Appendix 1 View point of photographs and original plans

1.0 INTRODUCTION

1.1 Following granting of planning permission (LW/11/0407) for demolition of Cheneys Care Home and the later extensions to Ronald Simson House to provide extra care accommodation a condition has been attached to the planning permission requiring that a programme of building recording be undertaken in advance of any site works.

1.2 The building recording was conducted in accordance with a SWAT specification issued in November 2012 and was carried out in December 2012 in accordance with a Level 2 survey as detailed in the English Heritage publication 'Understanding Historic Buildings: A Guide to Good Recording Practice' (2006) and the Institute of Field Archaeologists Standard and Guidance for the Archaeological investigation and recording of standing buildings or structures (2008).

1.3 In summary the work consists of a basic descriptive report accompanied by digital images and annotated plans as appropriate.

2.0 HISTORICAL/ARCHAEOLOGICAL BACKGROUND

2.1 The development site

The site is a large plot, prominent in the locality as it fronts Sutton Avenue to the north, Links Road to the east and Rother Road to the south. The site is located within a residential area, characterised by detached dwellings set in spacious gardens which gives a low density character to the area. On site at present are three distinct elements of development. To the north east corner of the site is a three storey detached property, Falfield that accommodates 9 residential flats. To the north-west corner, is Ronald Simson House, which was built around 1900 and is used as offices for Sussex Housing and Care Company.

Between these two buildings and running on a south axis across the site is the Cheneys residential home, which is a two storey 55-bed care home.

Planning permission was sought to demolish the existing Cheneys care home and erect a new development which would provide 35 self contained extra care apartments and one staff flat. The new development would include a 2.5 storey block as an infill between Ronald Simson House and Falfield, thus creating a frontage along Sutton Avenue. The development would then extend at 2.5 storeys to the south of the site, in approximately the same location as the existing Cheneys development, thus providing a frontage to Links Road and Rother Road as currently exists.

This block would contain 35 independent units, consisting of 25 one bedroom flats and 10 two bedroom flats, with associated facilities such as communal lounge and garden, new vehicular access from Rother Road, and on-site parking for 28 cars.

Of the units proposed, 20 are to be for affordable housing, which equates to 57% of the overall number of units. As part of the site redevelopment, it is proposed to demolish an existing side extension to Ronald Simson House to allow vehicular access to the rear of the building for staff parking. A new 2 storey flat roofed extension is proposed to the rear (south) of the building.

This building would then be retained as the Headquarters of Sussex Housing and Care.

2.2. There are a number of structures within the site which appear to be historic and are proposed for demolition as part of this application. These include Cheneys Care Home and the extensions to Ronald Simson House both built in the 1963-87's.

The structures to be demolished have historic significance as remnants of the historic use of care home facilities in the late 20th century.

3.0 PARAMETERS

3.1 The recording was restricted to the structures on site to be demolished; however some consideration was given to historical context.

3.2 The photographic survey was conducted using digital photography.

3.3 This work did not include any investigation of below ground archaeology. Such work is administered separately by SWAT Archaeology to a WSI prepared for ESCC.

4.0 PROJECT OBJECTIVES

4.1 A Level 2 recording has been requested in line with English Heritage published guidance, 'Understanding Historic Buildings: A Guide to Good Recording Practice' (English Heritage -2006). A Level 2 recording is described as a 'descriptive record' to include inspection and description of the exterior and interior of the buildings. The report should establish identification of the building's location, age and type, and also some analysis of the building's development and use. This information should in the first instance be guided by external photographs of elevations and internal photographs of areas and significant features if appropriate. The study should also include copies of measured survey drawings of plans and elevations and detailed survey drawings (annotated or otherwise) and sketches of specific details of elements of interest where appropriate.

5.0 SUMMARY OF SITE

5.1 SWAT Archaeology were commissioned by Denne Construction Ltd in November 2012 to undertake a programme of archaeological building recording and monitoring at the site of Cheneys Care Home, Sutton Avenue, Seaford, East Sussex.

The archive and documentary research was carried out using resources offered by the Internet and Ordnance Survey Historical mapping, and historical maps retained by The East Sussex Record Office (ESRO). Maps studied at the ESRO included the Yeakell and Gardner 1778 map, the Ordnance Survey Surveyors draft map c.1805 and the Seaford Tithe map of 1839.

It is noteworthy that the ten available historical Ordnance Survey maps 1873-2012 show that urban development starts late in the area of Sutton Avenue. The only feature in the vicinity of 24 Sutton Avenue in 1873 is an 'old chalk pit'. By 1899 the first road appears-Southdown Road west of the development site,

and by 1927 Sutton Avenue is built with six plots laid out and houses built including 24, 25 Sutton Avenue

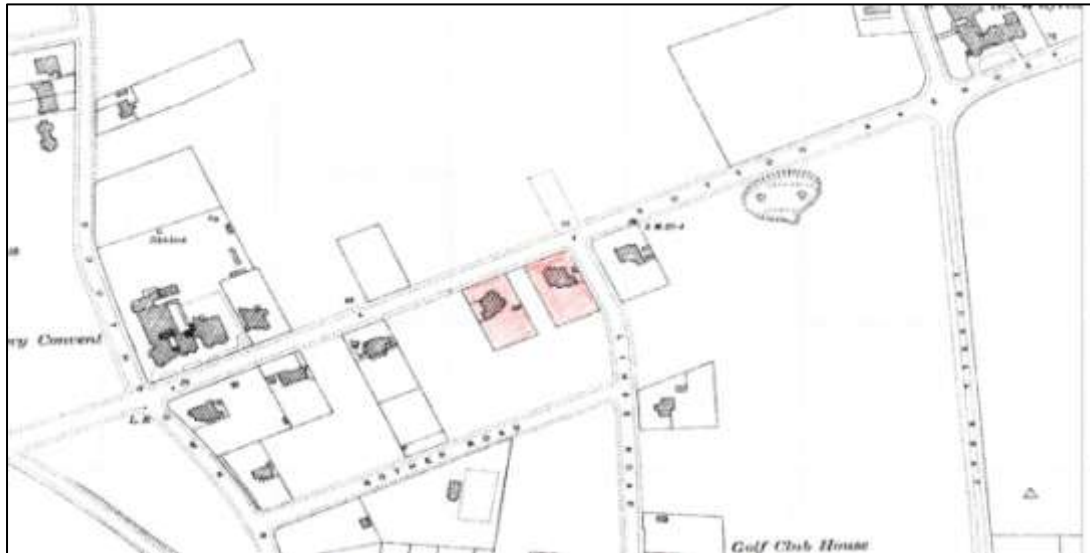


Figure 1. Development site in 1927

By 1938 the landscape has been transformed with the area in the locality of Sutton Avenue fully developed.

In 1963 both 24 and 25 Sutton Avenue had been bought , amalgamated into one property and the care home extension -Cheneys- built.



Figure 2. Development site in 1963

In 1987 the rest of the extension was built, both parts destined to be demolished under the present Planning Permission.

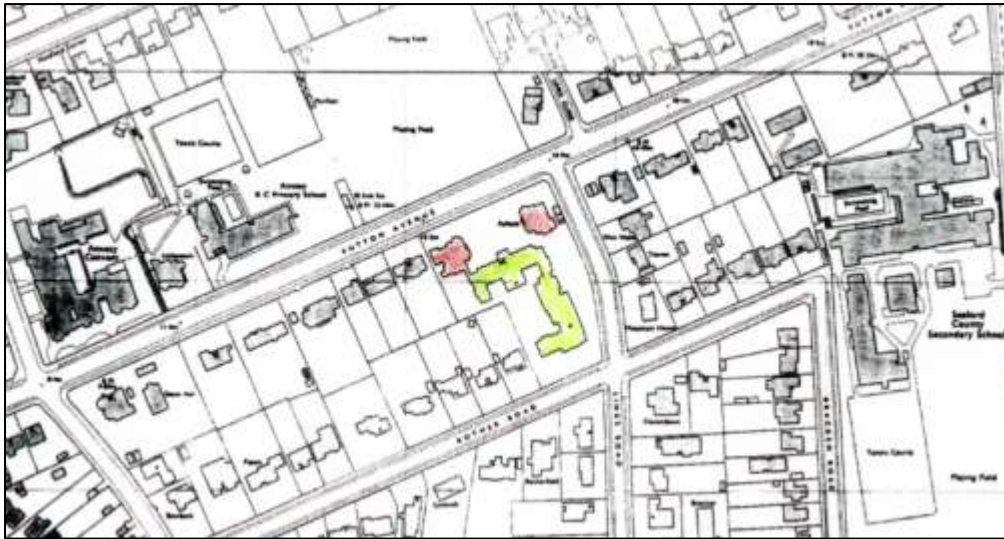


Figure 3, Development site in 1987 with buildings to be demolished shaded green

Throughout its historical development three main phases of structural development have been identified.

- The 1927 development of 24 and 25 Sutton Avenue
- The 1963 'joining' of 24 and 25 on the same plot and the first phase of care home accommodation built
- The 1987 care home extension built in the south east area of the site

Modern development within the development area has been limited to domestic housing. The development site itself is dominated by two splendid buildings constructed about 1900 in the red brick Edwardian style. One, called Ronald Simson House is particularly splendid. The styles and structural forms of these Edwardian houses did not just appear overnight, and it should be seen as a continuation of those which were built in the last decade of the 19th century in the Sussex area. The greatest influence came from revivalist architects working in the 1870s and 80s, who, rather than just copying details directly from historic buildings, took the spirit of old timber framed and brick manor and farm houses and created new forms, which reflected rather than mimicked



Figure 4. View of Ronald Simson House (looking west)

them. The Queen Anne style, with its upright buildings of fine red brick, Dutch gables and white framed windows, as well as the revival of vernacular forms with black and white timber, hanging wall tiles, weatherboarding and rough finish renders used to clad houses, which today are generally referred to as ‘arts and crafts’, were both popular. By the 1890s speculative builders were providing many of these details on the terraces and larger detached houses for the more fashion conscious middle classes. The Edwardians also had a love for white painted woodwork with delicate fretwork and turned balusters featured on porches and balconies. Richly coloured patterned glass in the upper part of windows continued the cheerful theme with Art Nouveau designs of stylised foliage a distinctive form.

Figure 5. Ronald Simson House



Behind these facades the structure of a building like Ronald Simson (above Figure 5) had changed from those produced fifty years earlier. Houses were taller with higher ceilings. Basements and cellars had fallen from favour and two storey rear extensions with bathrooms in the upper room on better class housing (an additional bedroom in others) provided a better working environment for servants (even a modest middle class family would expect to have a live-in maid). Large bay windows, the full height of the facade, were a prominent display designed to impress and lighten the interior. Terraces were now stepped back from the pavement with a small front garden and brick wall proudly marking the limits of the property. Doorways could be recessed a couple of feet into the house or set under a porch, which ran the full length of the facade, with black and white, terracotta or beige ceramic tiles fitted on the step and along the hall within.



Figure 6. Cheneys extension –looking west

By contrast the 1963-87's extension called Cheneys, which is the subject of demolition and a EH Level 2 survey has little in the way of architectural

pretensions with its white UPVC windows, its half-timbered facade in black-painted plywood, and its false 'thirty-style' chimneys.

6.0 SUMMARY OF STANDING BUILDINGS



Elevation 1-North

Figure 7

6.1 Ronald Simson House (Figure 7) is not to be demolished and its current use is as the offices of Sussex Housing and Care Company. Adjoining it at the rear (south side) and to the east is the first of the care home extensions to be built in 1963 and called Cheneys (Figure 8).

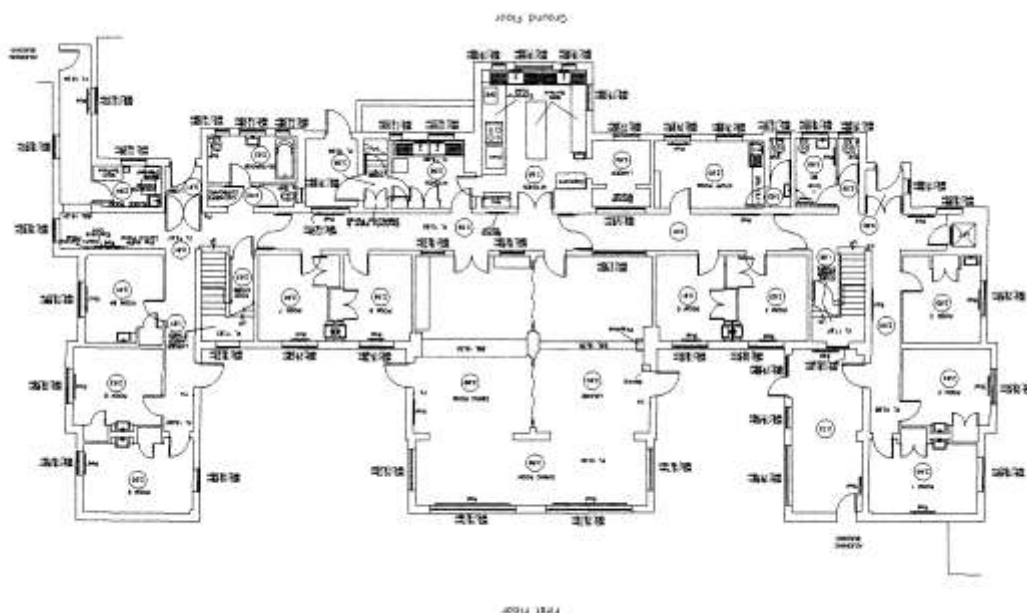


Figure 8 Ground plan of Cheneys (north at top)

Detailed photographs of this building are to be found in Appendix 1. In essence the two-storey building is centered round the communal area of Dining Room and lounge which face south (Figure 8). To the north is situated the Kitchens which are of a commercial nature with attached Larder and Staff Room. There are Bedrooms situated on both floors, none of which have Bathrooms and these are located on the north side of the building. Access to the first floor is by two staircases situated at either end of the building and a small lift.

The build is of cavity wall brick with a double pitched roof covered by concrete peg tiles. The fenestration is predominantly four pane double-hung UPVC windows of a type known as TYPE TF and TYPE STSF, both types date to no earlier than 1980 and obviously replaced the 1963 wooden construct windows.



Figure 9 Cheneys north facing facade

To the south the Lounge Area projected out from the main building and overlooked the gardens. The symmetry of the design was enhanced by two south facing wings which contained Bedrooms.



Figure 10 Cheneys south facing facade

Large UPVC windows overlooked the gardens (Figure 10) and could be shaded by canvas blinds which were attached to the single storey Lounge Area. There is little architectural merit in this facade or indeed the building as a whole.

Internal decoration can at best be described as 1960's institutional with plastered walls painted a variety of pastel colours and floor surfaces of vinyl tiles or carpet squares.



Figure 11 Cheneys Lounge Area



Figure 12 Cheneys Kitchens

6.2 The 1987 Care Home extension was built to connect to the original Cheneys building through the east wing and was built on two storeys with an additional 24 bedrooms. Its location (pink) is shown below in this annotated plan (Figure 13) which is overlaid with the proposed 2013 development.

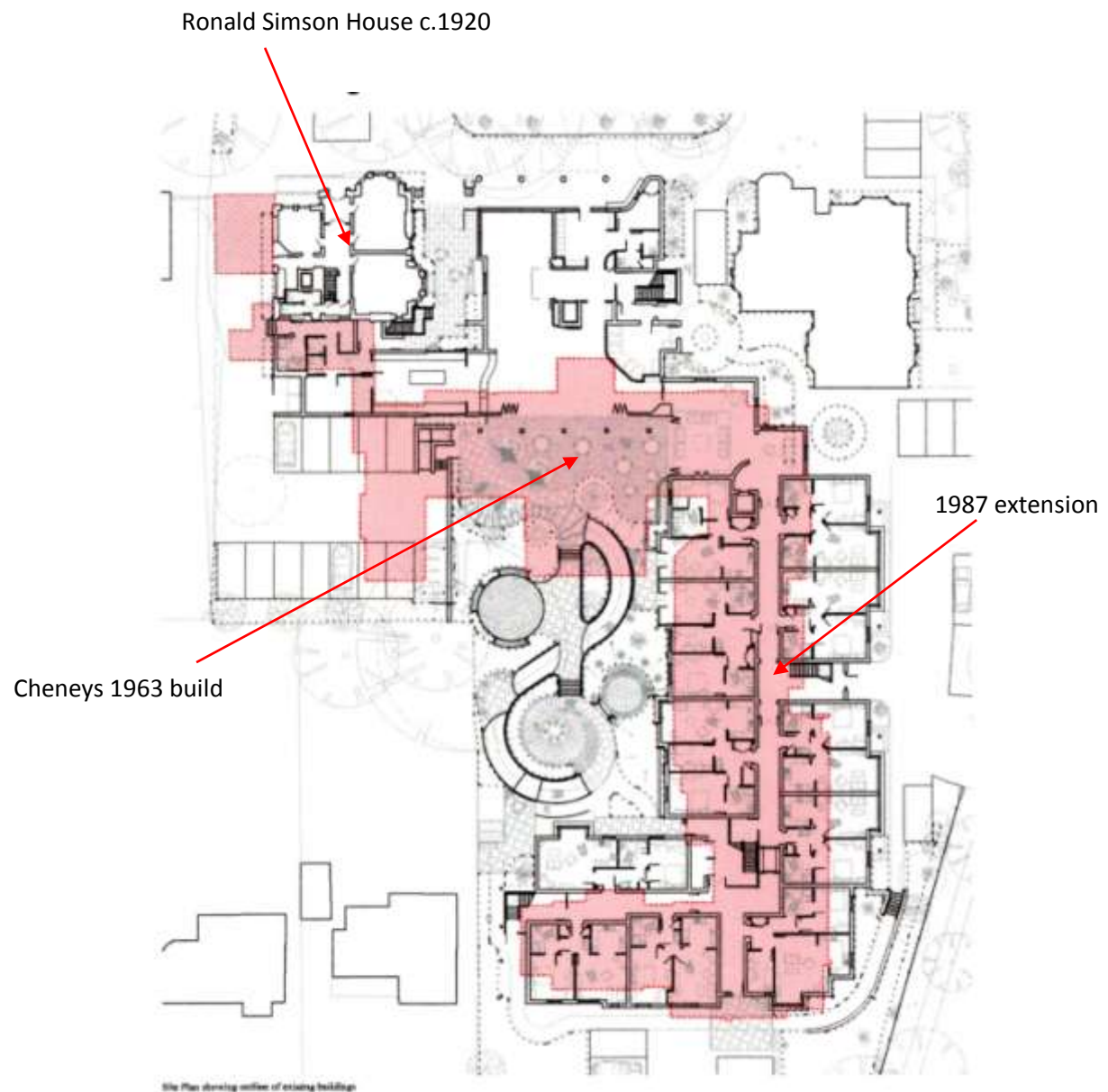


Figure 13

Architects plans both for the 1963 and 1987 build are to found in Appendix 1.

The 1987 extension is built to a similar layout as the 1963 Cheney's with a Dining Room and Common Room situated in the centre of the building on the west side and overlooking the garden (below).



Figure 14 looking at the west face of the 1987 extension



Figure 15. Common Room with fireplace

Detailed photographs of this 1987 building are to be found in Appendix 1. In essence the two-storey building is centred round the communal area of Dining Room and Common Room which face west (Figure 15). To the east is situated the Kitchens which are of a commercial nature with attached Larder and Staff Room. There are Bedrooms situated on both floors, none of which have Bathrooms and these are located on both sides of the building. Access to the first floor is by two staircases situated at either end of the building.

The build is of cavity wall brick with a double pitched roof covered by concrete peg tiles. The fenestration is predominantly four pane double-hung UPVC windows of a type known as TYPE TF and TYPE STSF, both types date to no earlier than 1980 and were probably part of the original build.

7.0 DISCUSSION

The extensions built in 1963 and 1987 are of little architectural merit but are an important social record of care home development in the 20th century. It is of particular interest to social historians how care home space was organised in what was in the 1960's a new problem to be faced of an older generation of people divorced from family ties and who had reached a stage in their lives that either they or their families were not able to continue with homecare. The change in environment must have been a shock to most inmates. All of the bedrooms are for single occupancy without toilet facilities apart from a hand basin. For the 26 occupants in the 1963 extension there were only three bathrooms and five separate toilets. In the 1987 extension of 23 occupants each room had its own toilet and hand basin but only three baths (see below).



Figure 16. Walk-in bath in the 1987 extension

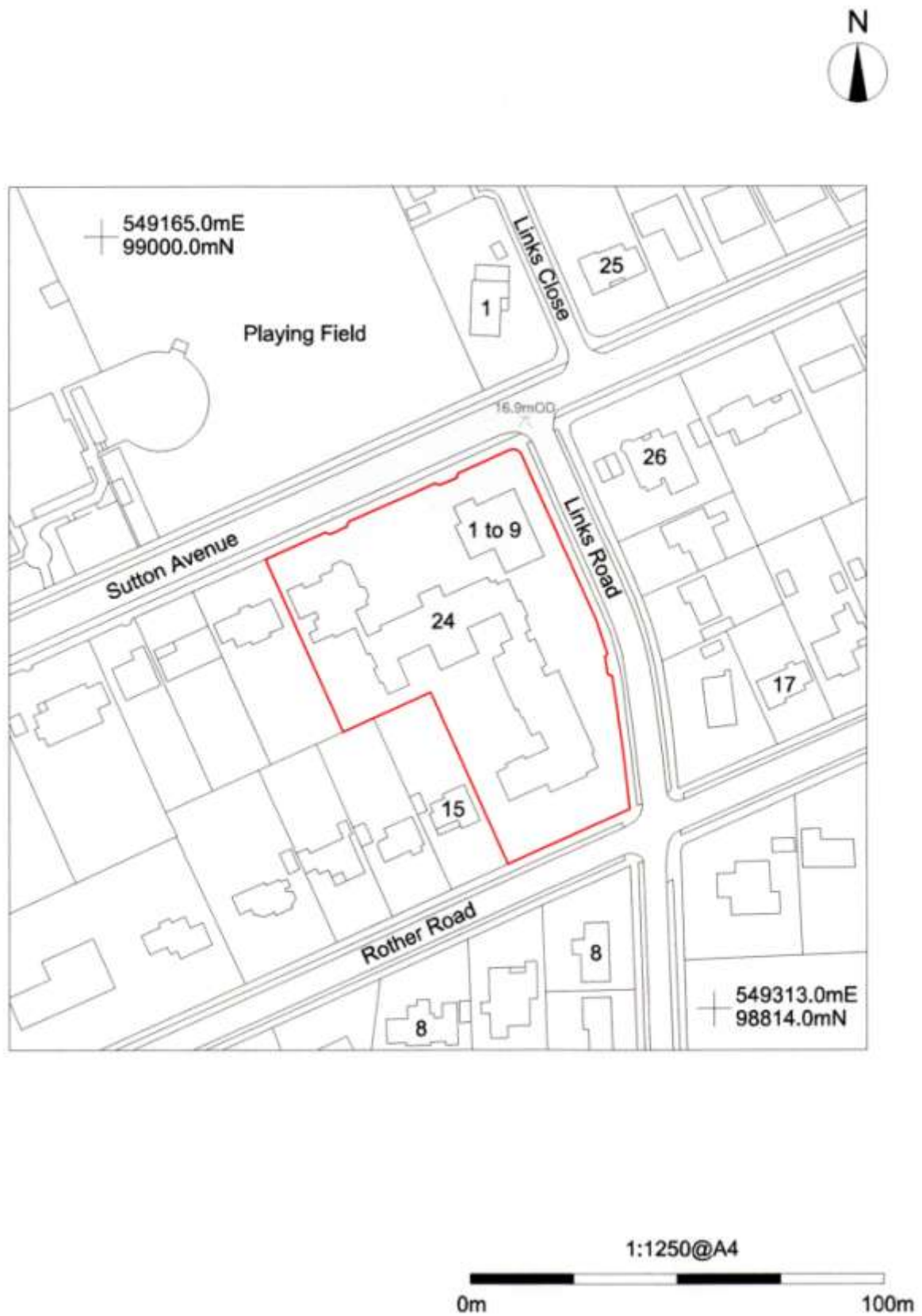


Figure 17 Location plan

Appendix 1

Viewpoints of additional photographs of 1963 build (2m scale)

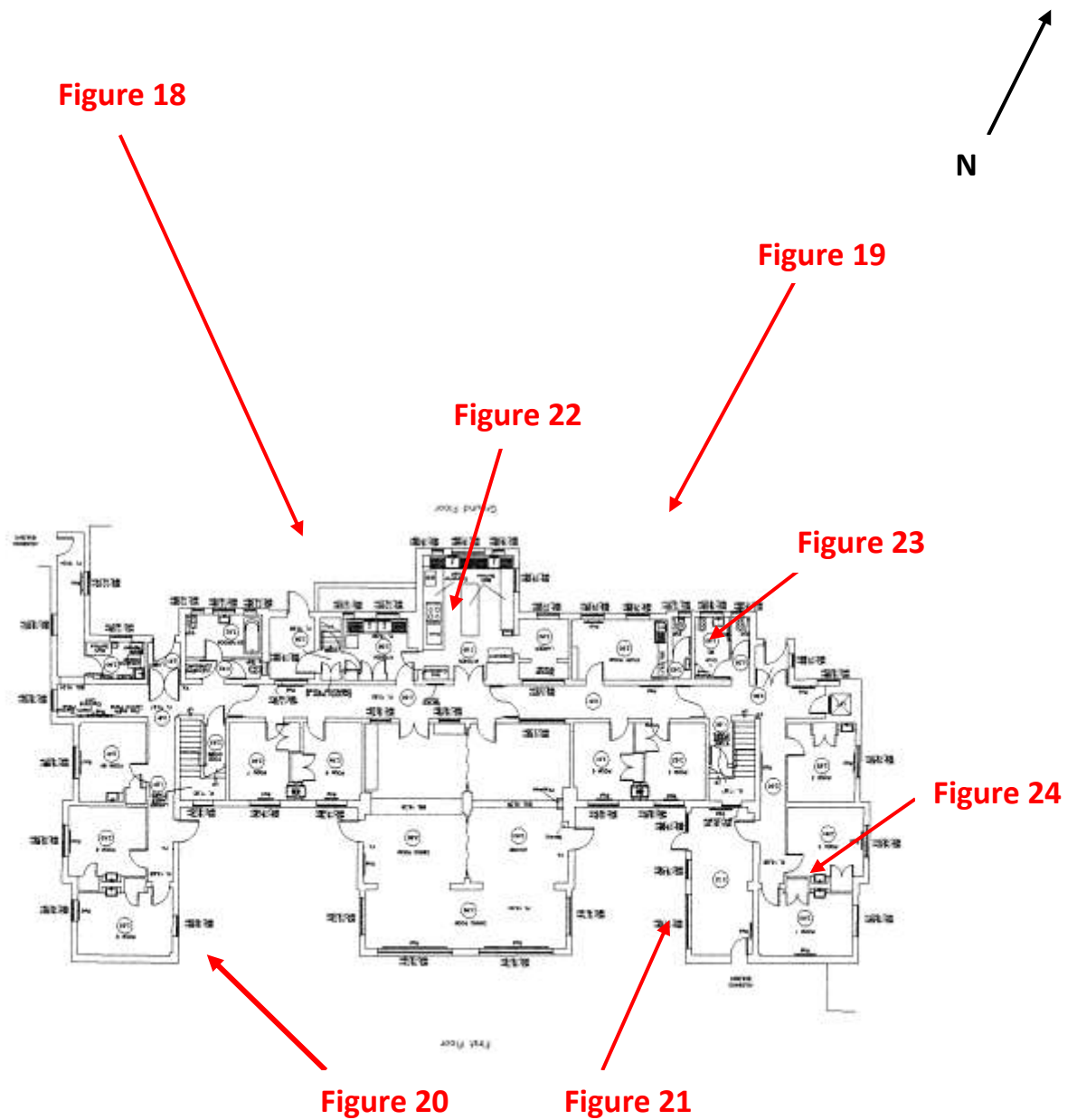




Figure 18. Looking south-east



Figure 19. Looking south-west at kitchens in north range



Figure 20 (above) Looking north-west at south wing

Figure 21 (below) looking north at east wing





Figure 22 Kitchens

Figure 23 Toilets and Figure 24 hand basins



View point of additional photographs of the 1987 build

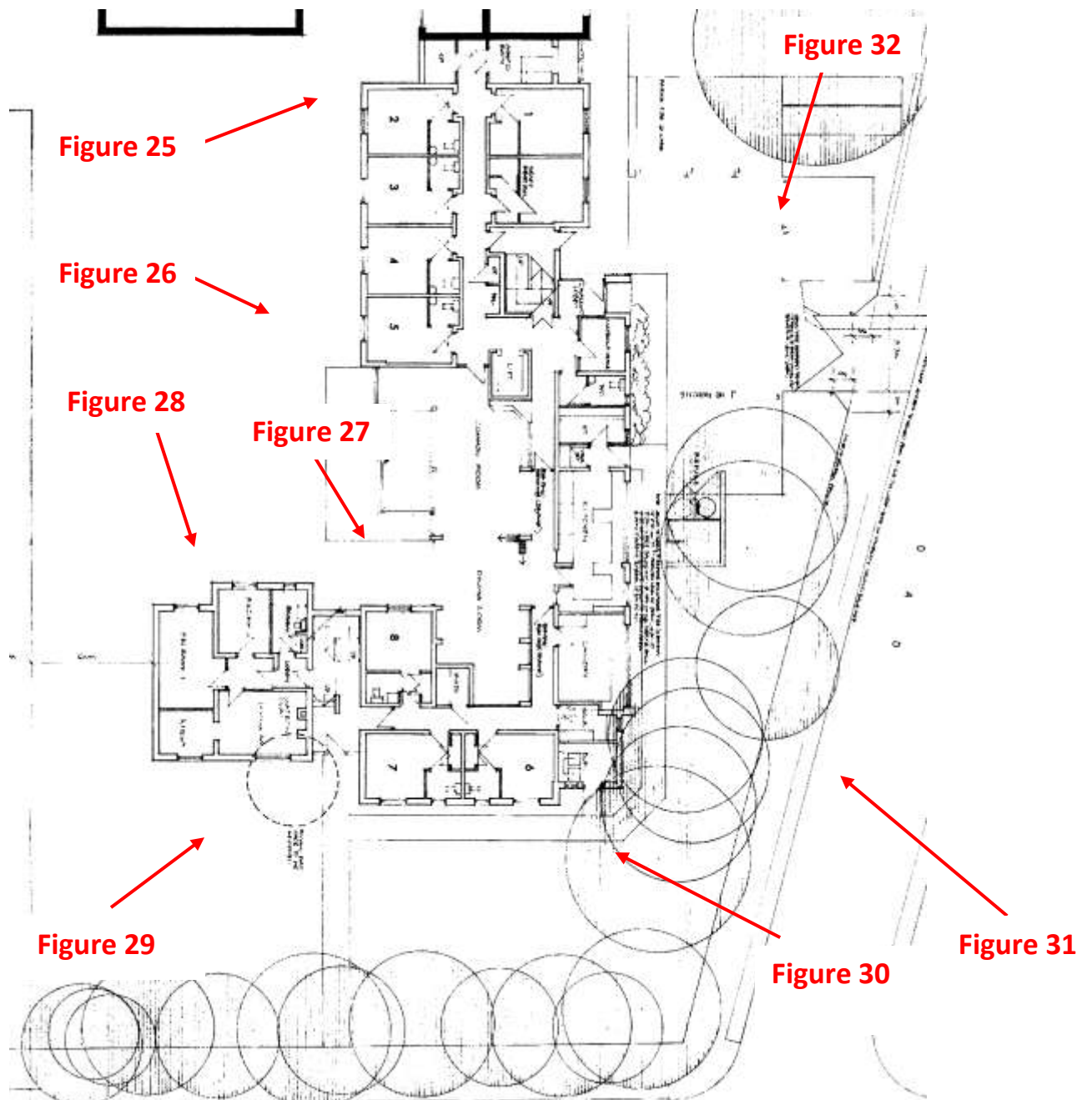




Figure 25 Looking north-east



Figure 26 Looking south-east



Figure 27 Looking south south-east



Figure 28 Looking south



Figure 29 Looking north



Figure 30 Looking west



Figure 31 Looking north-west



Figure 32 Looking south-west



Figures 33, 34 staircases



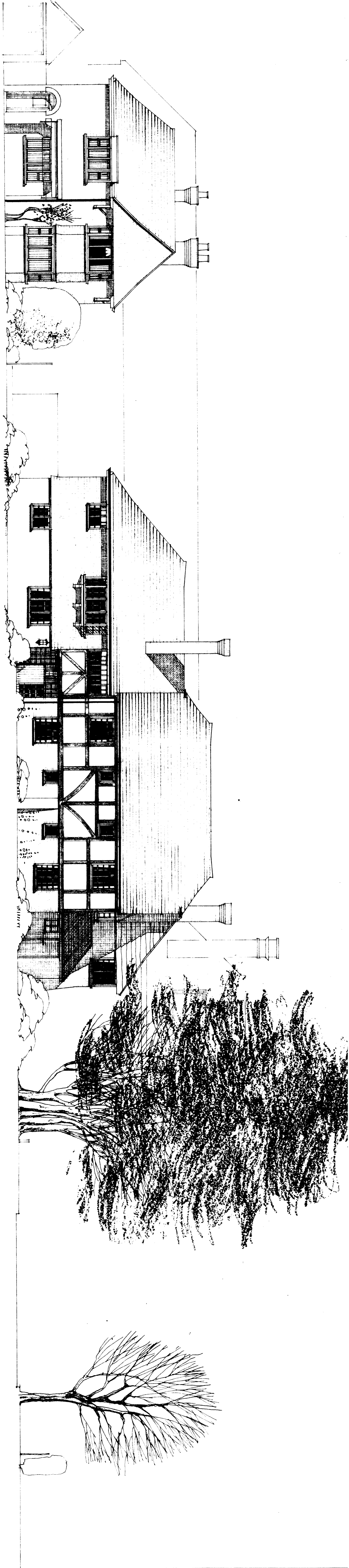
Figures 35 Typical bedrooms

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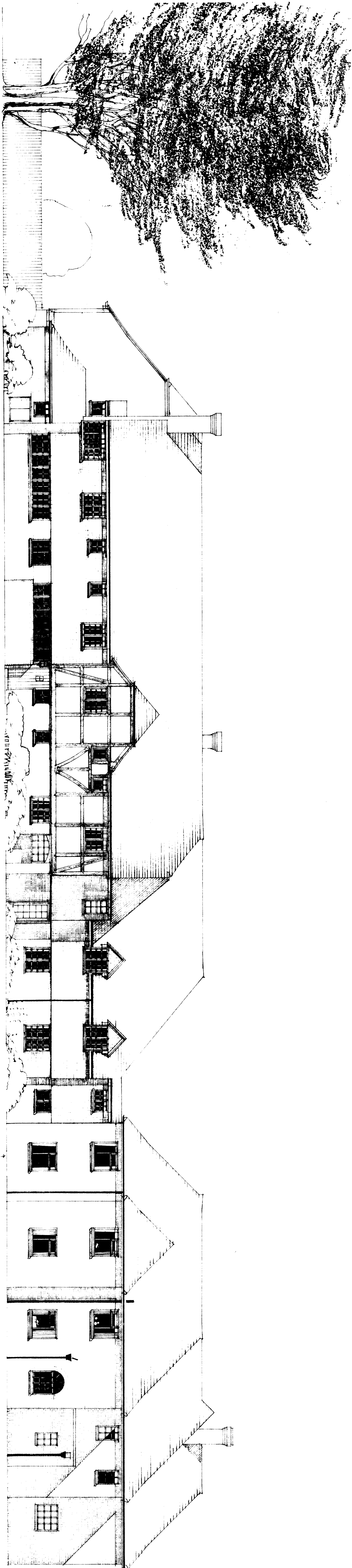
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REVISIONS

A	7/10/06	1	HIP ROOF TO ROTHER ROAD
B	20/04/07	1	WHICHES AND FLOORS TO ROTHER ROAD
C	20/04/07	1	WHICHES AND FLOORS TO ROTHER ROAD

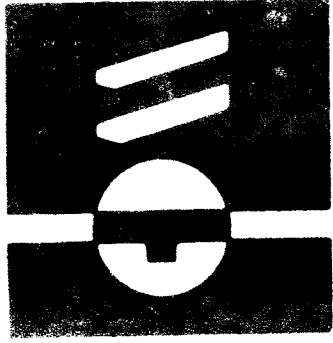


ELEVATION TO ROTHER ROAD



ELEVATION TO LINKS ROAD

CLIENT	SUSSEX HOUSING ASSOCIATION FOR THE AGRI
SCHEME	EXTRA CARE PROVISION FOR THE ELDERLY CHARITY SEAFORD
TITLE	ELEVATIONS
SCALE	1 : 100
DATE	10 MARCH 1997
DRAWN	A. CLAYTON
No.	8299/01



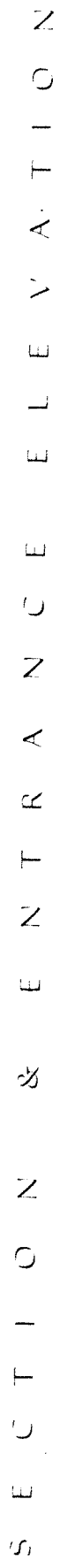
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• **SHALON HOLLYWOOD**



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CLIENT
SUSSEX HOUSING ASSOCIATION
FOR THE AGED

PROJECT
EXTRA CARE ACCOMMODATION FOR THE
ELDERLY
CHENEYS SEAFORD

TITLE

FIRST FLOOR PLAN

SCALE 1:100

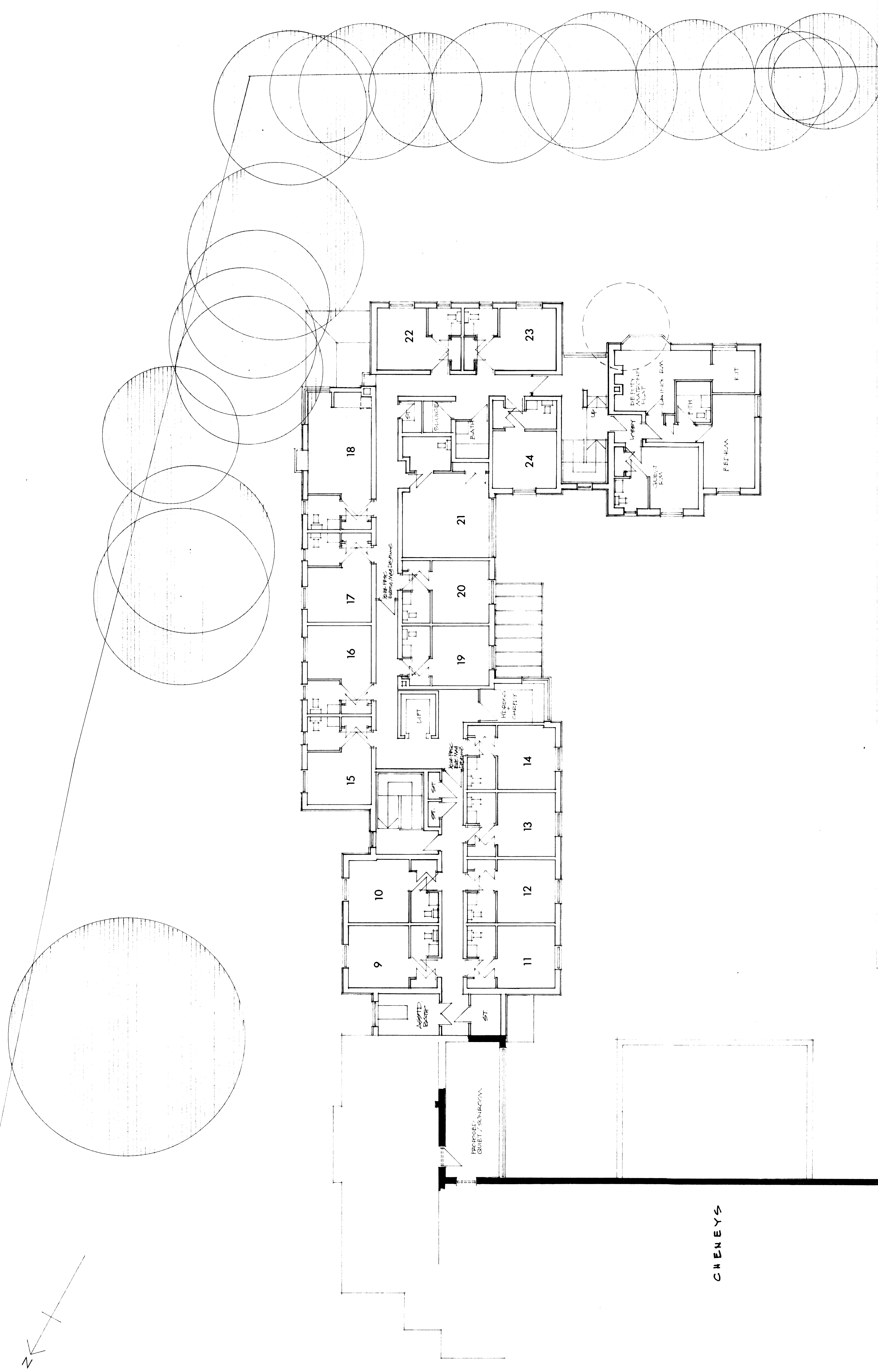
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DRAWING N°

8299/02

CHILTON WATERS & STUTCHBURY
39 FRIARS WALK LEWES BN7 2LG
TELEPHONE LEWES 474115



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HELM HOLDINGS CORP. 3341 HILMAST

2 FEB 87
RE-DRAWN TO SHOW REVISED POSITIONS
OF KITCHEN LAUNDRY ROVER, STAFF AND

- [illegible]

C
20/10/2019

CLIENT
SUSSEX HOUSING ASSOCIATION
FOR THE AGED

PROJECT
EXTRA CARE ACCOMMODATION FOR THE
ELDERLY
CHENEYS SEAFORD

TITLE

GROUND FLOOR PLAN

SCALE 1100

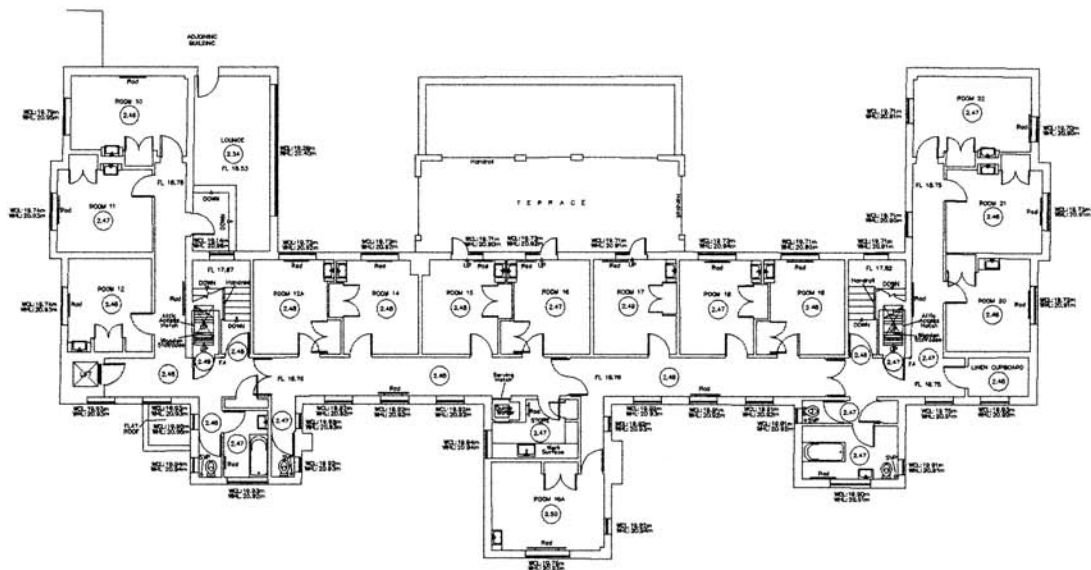
DATE 2 FEB 1987

DRAWN
Vol. in Spike.

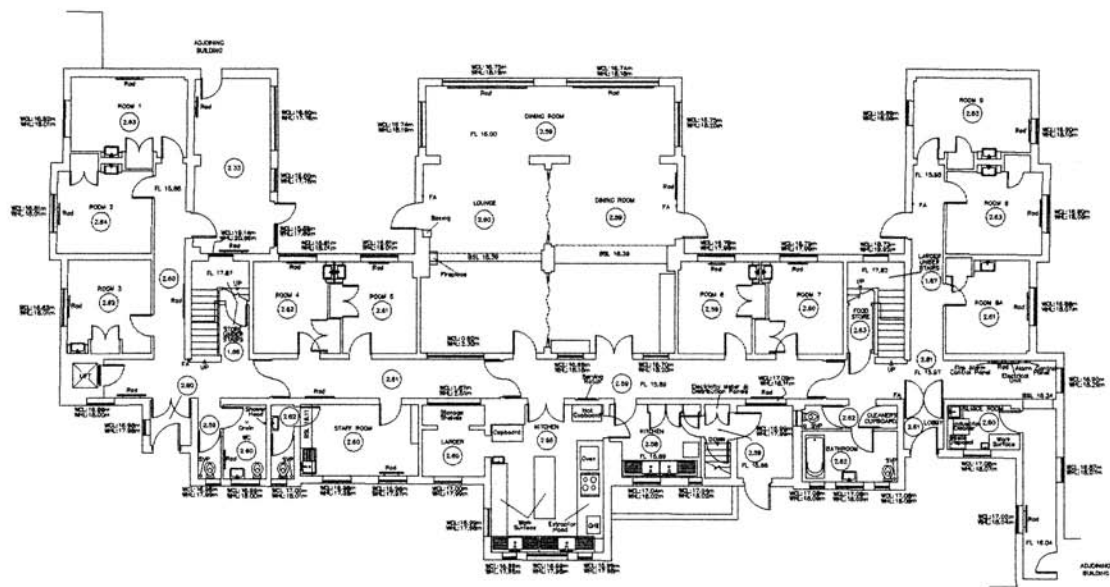
DRAWING N°

3299/01:

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First Floor



Ground Floor