SAWLEY CONSERVATION AREA APPRAISAL



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SAWLEY CONSERVATION AREA APPRAISAL

Introduction

Purpose of the appraisal

This appraisal seeks to record and analyse the various features that give the Sawley Conservation Area its special architectural and historic interest. The area's buildings and spaces are noted and described, and marked on the Townscape Appraisal Map along with significant trees, surviving historic paving, and important views into and out of the conservation area. There is a presumption that all of these features should be "preserved or enhanced", as required by the legislation.

This appraisal builds upon national policy, as set out in PPG15, and local policy, as set out in the Local Plan 1998, and provides a firm basis on which applications for development within the Sawley Conservation Area can be assessed.



Friends Meeting House and Cottage

Summary of special interest

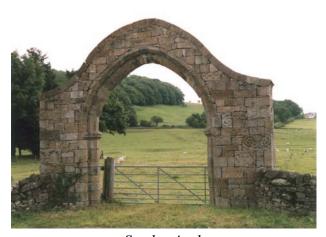
The Sawley Conservation Area was designated in January 1971. The special interest that justifies the designation of the Sawley Conservation Area derives from the following features:

- The ruins of the Cistercian Abbey founded in 1147 and now under the guardianship of English Heritage; the Abbey is a Grade-I listed building and its surroundings are designated as a Scheduled Monument;
- The historic bridge;
- The earthworks and St Mary's Well in fields to the east of the Abbey;
- Its listed buildings, several of which owe their character to the reuse of Abbey masonry;

- The unusual industrial character and historical importance of The Long Building, a former textile printing works;
- The survival of an early Friends Meeting House, untouched since 1777 and still in use as a place of worship;
- The setting of the village on the banks of the Ribble, whose meanders provide many scenic views from various points in the village;
- Its open and dispersed character, with green fields forming an important component of most views;
- The backdrop of high hills and fells;
- The Ribble Way Long Distance Footpath, which passes through the village and brings visitors to Sawley;
- Its location within the Forest of Bowland Area of Outstanding Natural Beauty.

The planning policy context

Conservation areas are designated under the provisions of Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. A conservation area is defined as "an area of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance". It is the quality and interest of an area, rather than that of individual buildings, which is the prime consideration in identifying a conservation area.



Sawley Arch

Section 71 of the same Act requires local planning authorities to formulate and publish proposals for the preservation and enhancement of any parts of their area that are designated as conservation areas. Section 72 specifies that, in making a decision on an application for development in a conservation area, special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

This document should be read in conjunction with national planning policy guidance, particularly Planning Policy Guidance Note 15 (PPG 15) – Planning and the Historic Environment. The layout and content follows guidance produced by English Heritage, the Heritage Lottery Fund and the English Historic Towns Forum.

Local planning policy

Local planning policies for the preservation of scheduled monuments and conservation of historic parks and gardens, listed buildings and conservation areas are set out in the Ribble Valley Local Plan which was adopted in June 1998 (Policies ENV14, ENV15, ENV16, ENV17, ENV18, ENV19, ENV20, ENV21) and the Joint Lancashire Structure Plan 2001-2016 which was adopted on 31st March 2005 (Policies 20 and 21, supported by draft Supplementary Planning Guidance (SPG) entitled 'Landscape and Heritage').



The Spread Eagle, with its watershot stone façade

Location and setting

Location and context

Sawley lies some 5km north east of Clitheroe, within a double meander alongside the River Ribble. The village falls into four distinct areas.

- The oldest part of the village consists of the standing ruins and earthworks of Sawley Abbey, which stands on the eastern side of the road that stretches from the A59 trunk road up to the Ribble. This side of the road also has the school, an 18th-century farmhouse and a house converted from the Abbot's House.
- The western side of the same road is lined by dwellings, most of which are modern, but with a large 18th-century industrial building set at right angles to the road on the site of the former Abbey mill, and some older cottages.
- The road divides at the river, where a large public house with dining room is located in the angle formed by the road junction. The eastward road is lined by mainly 20th-century dwellings and converted farm buildings. It curves south to ascend Noddle Hill, passing a series of disused quarries, before returning to join the A59.
- The westward branch crosses the Ribble by means of an 18th-century bridge (with possible earlier foundations). On the opposite bank, the road branches again: one road heads due north for Settle, while the westward branch follows the banks of the

Ribble, before ascending to the terrace on which the neighbouring villages of Grindleton, West Bradford and Waddington are located. This road has a number of 18th-century cottages, farms and houses located along both sides, including a 17th-century Quaker Meeting House. This part of the village lies in Grindleton parish, the river forming the parish boundary.



Sawley Bridge and Riverside Barn

General character and plan form

Sawley lies on the banks of the Ribble, surrounded by meadows and with magnificent views of the surrounding fells. This location makes it a scenically attractive village in which the river plays a prominent part.

Though they make less of an impact visually, the remains of Sawley's Cistercian Abbey are also of great importance to the character of the village, partly because they have prevented development on the eastern side of the village, preserving its open character, and partly because the Abbey has been used as a quarry for building stone. As a result, many buildings incorporate medieval carved masonry in their gable walls.

Sawley has a typical agglomerated village plan with no clear nucleus. The earliest settlement probably consisted of six or so tenanted farms established after the Abbey's dissolution. The spaces between these farms remained undeveloped until relatively recently: half of the houses along the main street are modern (1950s or more recent) and of the remainder, half again are recent conversions of farm buildings.

Landscape setting

Topography, geology, relationship of the conservation area to its surroundings

Sawley is one of a series of villages located at roughly 2km intervals along the northern banks of the River Ribble. Sawley's neighbours are all located on a terrace above the river. Sawley is the exception, being located partly in the floodplain, a position that caused problems to the founding monks who struggled to live on what must always have been a wet and cold location. It is noteworthy that a number of the properties constructed in Sawley from the 18th-century are located on slightly higher ground: an exception is the Long Building, whose site was dictated by the availability of medieval water channels that were reused for industrial purposes. Only in the 20th century has there been much building in the vicinity of the Abbey itself.



The Long Building

Geologically, Sawley sits on the boundary between carboniferous limestone, carboniferous sandstone and various sandstones and gritstones, all of which are used in the village as building materials. The proximity of both limestone and sandstone to each other is illustrated by the existence of old sandstone and limestone quarries next to each other on the west-facing slope of Noddle Hill, to the east of the village.

The conservation area takes in most of the village, excluding a battery chicken complex and areas of recent development to the south of the village where the main street meets the A59 trunk road. It also excludes the school at Foxley Bank, which is a prominent component of westward views from the village. The village is surrounded by pasture and small fields watered by water channels that look artificial and that were probably dug by the Abbey to create water meadows and to power the Abbey mill.

Historic development and archaeology

Origins and historic development

There was no settlement at Sawley until 1147 when the Abbey was established on land granted to the Cistercian order by William Percy II, the son of Alan Percy 'the Great' of Northumberland. The first Abbot, Benedict, came to Sawley with twelve monks from Newminster Abbey in Northumberland, which was itself a daughter house of Fountains Abbey in Yorkshire.

The place was then known as 'Sallea', a name that probably means 'an open grove where sallows (willows) grow', suggesting that it was a wet clearing within a forest, all of which fits with the Cistercian preference for abbey sites in the wilderness, away from existing centres of population. Even by Cistercian standards, this was a difficult place to tame: contemporary records describe the area as 'terra nebulosa et pluviosa' ('a land of mists and rain') and 'for the most part barren and unfruitful'. Crops failed, food was short and the monks considered abandoning the settlement. In order to encourage them to stay, Maud de Percy, Countess of Warwick, daughter of the founder gave them the income from St Mary's, Tadcaster.



Looking west form Sawley Bridge to Bank View Cottages

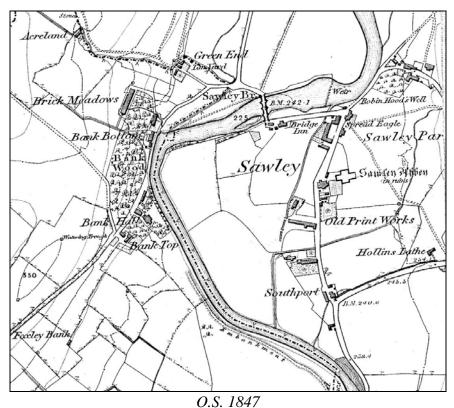
Even so, Sawley Abbey never prospered, partly because it faced competition for land and donations from nearby Whalley Abbey, and partly because of the cost of providing accommodation for travellers on the north-south road that passes to the south of the Abbey (today's A59). The Sawley Abbey accounts show that expenditure exceeded income for more years than not.

At the Dissolution the Abbey was granted to Sir Arthur Darcy de Gray (who also owned Fountains). For 250 years, the village took shape around the ruins of the Abbey, and consisted of small tenanted farms (such as Bridge End Farm, Laneside Farm and Southport House) and scattered handloom weavers' cottages.

A textile printing works was then established in the village around 1790 by Messrs Peel of Blackburn. The works were built on or close to the site of the Abbey mill, using the mill leats as a source of water for washing and rinsing cloth and disposing of chemical waste into the River Ribble.

The printing works thrived and had a reputation for the bright colours of its cloth. Cloth printed or dyed elsewhere was also sent to the village to be rinsed and 'brightened'. The Peels (the same family as Sir Robert Peel, statesman and former prime minister) were already substantial and wealthy proprietors of textile mills all over Lancashire. The Sawley branch of the family occupied Bank House, which stands on the opposite bank of the Ribble, looking over the river to the Abbey.

The printing works appears to have closed by 1867 (and possibly earlier – the building is described as 'Old Print Works, implying no longer used, on the 1850 Ordnance Survey map) when part of the building was converted into a Wesleyan Chapel and reading room. The building seems to have suffered a fire at some date in the 20th century. In the Sawley Conservation Area Draft Proposal (1971) it was described as 'dilapidated and run down'. The building has since been converted to a series of apartments.



Spatial analysis

Spaces and views

Sawley is a loose-knit village with large areas of open space in between the houses, mostly grazed by sheep and cattle. Some of the houses on the western bank of the Ribble have very generous gardens that descend to the river bank. The open green fields, crossed by footpaths, and the views of the river from various parts of the village and the backdrop of wooded hills all contribute to the special character of the village.

The following views are of particular merit and should be protected:

- Eastward views from the banks of the Ribble opposite Bankview Cottages;
- Easterly, westerly and northerly views from Sawley bridge;
- Northerly views from the Spread Eagle Hotel and the nearby bank of the Ribble;
- Westerly views across Sawley Park and down onto the Abbey from the Noddle Hill road.

In the twentieth century there has been much infill along the main street and the Sawley Road, so that half of the houses in the vicinity of the Abbey are of recent construction. Again this fact was noted and regretted in the Sawley Conservation Area Draft Proposal (1971), which said that these modern encroachments were not in keeping with the architectural character of the village, competed with the Abbey for visual dominance, and detracted from the setting of these important medieval remains.



Southport House, cartsheds

The character of spaces within the area

The spaces within the conservation area consist for the most part of pasture and hay meadows bordering the River Ribble. The open spaces along most of the eastern side of the main street are a scheduled monument because of the ditches and banks that survive as evidence of monastic fishponds, water meadows, ditches and field boundaries. The site of the monastic mill on the western side is also a scheduled monument, and the nearby fields have water channels that were probably used to carry water from the Ribble to the mill race and back to the Ribble.

Definition of the special interest of the conservation area

Activities/uses

Sawley is primarily a residential village. The Spread Eagle Hotel provides accommodation and food and there is a large complex of buildings providing 'Residential Accommodation for Retired Gentlefolk' at Riverside.

Two working farms are located within the village: Southport House (a listed building with a date stone of 1720) lies on the southern edge of the conservation area, while Bank Top Farm lies just outside the conservation area on the Grindleton Road.



The Long Building; part converted to a Wesleyan Chapel and reading room in 1867

Plan form and building types

Most of the historic dwellings in Sawley are farmhouses and converted barns or small cottages, mostly dating from the late 18th and early 19th centuries, built of gritstone rubble (probably sourced from the Abbey ruins) under sandstone roof tiles.

Architectural qualities

Sawley's buildings are for the most part relatively simple and conservative, but are attractive because of the homogeneity of the stone walls and roofs all built from local stone with boundary walls of the same material.

The older buildings within the conservation area are generally built from squared stone set in even courses or of rubble more or less set in courses of even width. Doors and windows have very plain lintels and cills made from single slabs of gritstone without decoration or moulding. Some front elevations are rendered and painted with the door and window surrounds painted in contrasting colour.

Several buildings in the conservation area have medieval moulded or carved stone incorporated randomly into gables and quoins, including Riverside Barn and Ivy Cottage (at the eastern end of The Long Building).

Boundary walls are of gritstone, a metre in height and topped by triangular copings or squared blocks of stone set alternately flat and vertical. Field gates and stiles are flanked by 1.5 metre high gate piers of shaped and incised gritstone; several different decorative patterns can be seen in the village, including incised herring bone, concentric arches, chevrons, vertical grooves within a tall arch and diagonal hatching. Similar rectangular columns of decorated gritstone support the roof of the byre at the rear of the 18th century Southport Farmhouse.

The village also has a number of traditional stone stiles: for example, along the path from Bank View Cottages to Sawley Bridge.



Bank Hall, built by William Tipping, MP for Stockport, in 1780

Listed buildings

There are seven listed structures within the conservation area listed under the civil parish of Sawley:

- **Abbey Cottage:** Grade II, possibly 17th century, with late medieval remains and 20th-century mullioned windows with chamfered surrounds and one Tudor-arched head, standing at the south-western end of the Abbey cloister and said to be a post-Reformation conversion of part of the original Abbot's House.
- Arches Cottage: Grade II, around 1600 with Tudor-arched door hoods and an embattled medieval chimney cap surviving from an earlier building.
- **The Long Building:** Grade II, industrial building (former calico printing works) with medieval remains, the eastern end (Ivy Cottage) converted to a Reading Room in the 19th century and part converted to a Wesleyan Methodist Chapel in 1867, the whole now converted to residential use. The site of the Abbey mill at the western end of the building is a scheduled monument.

• Sawley Bridge: Grade II, of around 1800, with three segmental arches and two cutwaters, and a squinch supporting the southern corner where it turns east along the river bank; possibly a widening of an earlier bridge.

- **Southport Farmhouse:** Grade II, with two bays and a central doorway with a datestone above inscribed R-BIE 1720, carved masonry from Sawley Abbey and double chamfered four-light mullioned windows.
- **Spread Eagle Hotel:** Grade II, early 19th-century coaching inn with unusual texture to front elevation created by laying the gritstone blocks at a slight angle so that the top of the block overhangs the bottom by about 10mm. The mortar courses are similarly angled upwards from the outside to the inside of the wall, creating a form of damp proofing, as excess water would drain away quickly from the face of the building. This localised building practice is known 'watershot'. The list incorrectly describes the façade as being constructed of rubble and slobbered (a rendering technique whereby the mortar from the joints is spread over the adjacent blocks of stone, creating a façade that is partially rendered, but with some stones showing through).
- Sawley Abbey Ruins: Grade I and a scheduled ancient monument. Founded 1147, suppressed 1536. Little survives today other than foundations. Only the church walls stand to any height. In a corner of the south transept, part of the monks' night stairs have survived.



Sawley School, now the village hall

In addition, the following structures within the conservation area and located on the Sawley Road are listed under the parish of Grindleton:

- Bank House: Grade II, a late 19th or early 20th century arts-and-crafts influenced house rendered elevations under a sandstone tile roof, with leaded lights and a circular window, incorporating 17th and 18th century window and door frames.
- Bank Lodge and Bank Hall: Grade II, a substantial house built by William Tipping, MP for Stockport, in 1780, set in extensive grounds leading down to the Ribble, which (according to Pevsner) has carved masonry from the Abbey in its

- garden); with entrance lodge and coachman's accommodation all of the same period. An early 19th-century gazebo in the grounds is separately listed Grade II.
- Friends Meeting House and Cottage: Grade II, dating from 1777. Like many Friends' Meeting Houses, it is constructed in the local vernacular tradition of coursed limestone under a sandstone roof, but with sophisticated details, such as the round-headed doorway and fanlight and the windows with square mullions. Inside is the original meeting room, with fixed pine benches, and a wide gallery with hinged shutters to close off the gallery and create a second meeting room, heated by contemporary fireplace with hob.



Bridge End Farm

Buildings of Townscape Merit

The Townscape Appraisal Map for the Sawley Conservation Area identifies a number of *unlisted* buildings that have been judged as making a positive contribution to the character and appearance of the conservation area, known as Buildings of Townscape Merit. This follows advice provided in English Heritage guidance on conservation area character appraisals, and within Planning Policy Guidance Note 15 (PPG15), both of which stress the importance of identifying and protecting such buildings.

The buildings vary, but generally date to the 18th and 19th centuries. Some are modest cottages, but they are considered to be good, relatively unaltered examples, of their type. The survival of original materials and details, and the basic, historic form of the building, is important, as is the contribution that they make to the built environment. Where a building has been adversely affected by modern changes and restoration is either impractical or indeed, not possible, they are excluded.

Of particular note are the following houses along the Sawley to Grindleton Road, which form an ensemble when viewed from the main part of the village looking westwards across the Ribble:

• Bank Hall Cottages: early 19th century gritstone rubble under stones roofs;

- A stone trough and spring: opposite Bank Hall Cottages, crudely inscribed with the letters I H;
- **Bank View Cottages**: a row of 19th century cottages of gritstone rubble under a sandstone roof with some original doors and sash windows, a porch on shaped stone brackets, fronted by and original cobbles;
- Causeway House, Causeway Cottage and Causeway Barn: late 19th century gritstone rubble terrace under a Welsh slate roof, the house and cottage with original windows and doors, and the barn with a cart entrance.



Laneside Farm

On the southern bank of the river and along the main street the following are noteworthy:

- **Riverside Barn:** a 19th century barn prominently sited at the southern end of Sawley Bridge with a circular pitching hole in the north-facing gable along with fragments of carved masonry from the Abbey;
- **Bridge End Farm:** a 19th century farmhouse prominently sited at the southern end of Sawley Bridge;
- **Laneside Farm:** as yet unconverted with a cart entrance;
- **St Mary's Well:** in Sawley Park, with a possible stone trough now heavily overgrown with moss and grasses;
- Sawley School: now the village hall, an attractive symmetrical building of gritstone rubble under a Westmorland slate roof, with a central belfry, bell, carved name plaque with letters in relief saying 'Sawley School', an 1876 date stone, flanked by pairs of tall sash windows, with a central stone mullion, each flanked by pedimented neo-Egyptian door cases with the words 'Boys' (left) and 'Girls' (right) in relief, fronted by a boundary wall of squared coursed gritstone with original iron railings and gate. Alongside is the village war memorial in the form of a Celtic cross;
- **Sawley Arch:** not in its original position and now only one of the original two aches to survive, a field gate in the form of a stone arch made up of masonry from the Abbey (including many decorated and carved pieces) and originally constructed by Lord de Grey when the Abbey ruins were excavated and restored in the early 19th century.

Local details

The Spread Eagle public house has an attractive pub sign made of wrought iron (possibly dating from the 1930s) and two wrought iron lamp brackets (perhaps dating from the 1950s).

Sawley has several examples of historic paving. They are:

- Rectangular setts forming a gutter down the western side of the Sawley Road opposite Bank House and Bank Hall
- Cobbles in front of Bank View Cottages
- Farmyard cobbles in the yards of Laneside Cottages and Laneside Farm
- Cobbles in the lay by at the entrance to Sawley Abbey

There is an Edward VII post box set in the boundary wall of The Croft on Sawley Road.



Bank Hall Cottages

Green spaces, trees and other natural elements

Within the conservation area there are many fields and open spaces that add to the character of the conservation area, especially those that border the River Ribble. The fields surrounding the Abbey, including Sawley Park, have ditches and banks representing possible monastic fishponds, water meadows, field boundaries and barns, and the meadows on the western side of the main street have ditches and watercourses (or lathes) representing parts of the water management system to supply the monastic mill (and, subsequently, the textile printing works in The Long Building).

Trees are an important part of the village setting as they form the backdrop to the westward views across the Ribble to Bank Wood, and eastward views across the Ribble to woodland cloaking the slopes and brow of Noddle Hill. Another attractive row of trees enhances the view from the Spread Eagle across the Ribble and screens the overlarge and visually undistinguished dining room with its large picture windows that forms the westward extension to the public house. These and other significant tree groups are marked on the Townscape Appraisal Map. Lack of a specific reference on the map does not imply that a tree or group is not of value.

Issues

Strengths

The most important *positive* features of the Sawley Conservation Area are:

- Its location on the banks of the River Ribble, with its meanders, gravel islands, wild flowers, wildlife, footpaths and bridges, all of which are attractive scenic features of the village that attract visitors, as does the back drop of fells to the north and south;
- The Abbey ruins and associated features in the surrounding fields;
- The existence of buildings of character and individuality associated with the Abbey or with the subsequent textile printing works.

Weaknesses

The principal *negative* features of the Sawley Conservation Area are:

- The number of modern buildings that have been sited along the main street opposite the Abbey;
- The replacement of many of the windows and doors in the conservation area with UPVC or treated timber in a different style from the original, including the very large and blank windows of The Long Building;
- The group of four large and redundant silos and battery hen units at the southern end of conservation area, to the east of Southport House, and the use of the track called Hollins Syke for storing unused agricultural plant and old cars;
- The neglected state of Southport House, which is heavily overgrown with Virginia creeper, hiding its architectural details;
- The neglected state of St Mary's Well;
- The poor condition of Laneside Farm, which is empty and has no windows or doors.

Opportunities within the Sawley Conservation Area

- The hen units at Hollins Syke could be demolished and removed if they are no longer required, and the lane could be tidied up and used as a footpath or bridle track.
- Laneside Farm is currently abandoned and empty, and though the interior lacks
 historical interest, the exterior is an unspoiled example of a 19th-century Ribble
 Valley barn with centrally placed cart entrance that could be improved through
 conversion to a dwelling. Care should be taken to ensure that window and door
 designs reflect traditional practice in the village.
- The conservation area contains several areas of stone cobbles, which should be protected and repaired as necessary, using traditional techniques and materials.

• St Mary's Well in Sawley Park is overgrown and could be restored as an attractive historic feature of the village, especially if an ancient stone trough survives under the current vegetation - perhaps with the help of a Heritage Lottery Fund or Local Heritage Initiative grant.



St Mary's Well, Sawley Park

Threats

 Continuing loss of original architectural details and use of inappropriate modern materials or details.

Many of the buildings in the conservation area have been adversely affected by the use of inappropriate modern materials or details. Common faults include:

- o the replacement of original timber sash windows with uPVC, aluminium or stained timber windows;
- o the loss of original plank and panelled front doors and their replacement with stained hardwood, uPVC or aluminium doors;
- o the use of pink pebble dash or grey cement render as a wall covering;
- o hard cement repointing used instead of the local lime-based mortar.

Recommendations

Sawley Conservation Area boundary review

It is recommended that Bank Top Farm is included within the conservation area because of the historic interest of its 19th century stone and rendered buildings and a boundary wall with traditional sandstone gate pillars and wrought iron gate. These are part of a working farm and are in a poor state of repair, but could be made more attractive through sympathetic re-use. Bringing the farm within the conservation area should ensure that the design of any future development or restoration can be controlled.

Article 4 Direction

The incremental loss of original building materials and detailing has been noted on many of the historic buildings within the Sawley Conservation Area, particularly the replacement of timber sash windows and timber doors with uPVC alternatives. For family houses, such changes are called "Permitted Development" as set out in Town and Country Planning (General Permitted Development) Order 1995, and owners do not need permission from the Borough Council. However, these minor alterations can cumulatively have an adverse effect on the conservation area and powers exist to the Council to withdraw some of these permitted development rights (an Article 4 Direction) in the interests of preserving and enhancing the special character and appearance of the conservation area.

It is therefore proposed that permitted development rights are withdrawn for some of the unlisted family dwelling houses in the conservation area that have not already been too adversely affected by unsympathetic alterations, which form notable groups within the townscape. Some individual properties are also proposed for inclusion in the Article 4 Direction. This will ensure the preservation of unique architectural features and traditional materials by requiring an application for planning permission before carrying out any work.

As well as those that are already protected by their designation as listed buildings, it is proposed that the following buildings are included within the Article 4 Direction:

- Bank Hall Cottages;
- Bank View Cottages;
- Causeway House, Causeway Cottage and Causeway Barn;
- Green End and Green End Cottage;
- Riverside Barn and Bridge End Farm;
- Laneside Farm;
- Sawley School.

The kinds of work that it is proposed to control include:

• installation of new windows and doors;

- alterations to the roof, including changing the roof materials and installing rooflights;
- building a porch;
- the erection of sheds and other outbuildings;
- creating an access onto the road;
- building a hard standing;
- the erection or alteration of gates, fences or walls;
- painting the exterior of a building.

It is proposed that the restrictions will only relate to development visible from a public highway (this includes a footpath). It will not affect commercial properties or houses that are in use as flats (i.e. in "multiple occupation"), which are already controlled more rigorously as they have far fewer "permitted development" rights than family houses.

Monitoring and review.

This document should be reviewed every five years in the light of the Local Development Framework and emerging government policy. A review should include the following:

- An evaluation of changes that have taken place in the conservation area, ideally by means of an updated photographic record;
- An assessment of whether the various recommendations detailed in this document have been acted upon, including opportunities for enhancement;
- A building condition survey;
- The production of a short report detailing the findings of the survey and any necessary action;
- Publicity and advertising.

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