Historic Building Recording at No. 3 King Street Clitheroe, Lancashire.

Written Scheme of Investigation

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Prepared on behalf of:  Mr Stuart Hill
Date of compilation:    January 2019
Compiled by:            Michael Nicholson
Planning Reference:     3/2018/00191
Local Authority:        Ribble Valley Borough Council
Site central NGR:       SD 74315 41910
1 INTRODUCTION

1.1 Project and Planning Background

1.1.1 This Written Scheme of Investigation (WSI) has been prepared by Archaeological Research Services Ltd (ARS Ltd) on behalf of K3 Developments Clitheroe Ltd (the client). It details a scheme of works for a programme of archaeological works to discharge a condition of the planning permission granted by Ribble Valley Borough Council (planning application number 3/2018/00191) for proposed alterations and extensions to enlarge two existing retail units, subdivision of existing living accommodation and extension to the rear to create four apartments at No. 3 King Street, Clitheroe, Ribble Valley, Lancashire (NGR SD 74315 41910).

1.1.2 Archaeology is a material consideration in the planning process under paragraph 199 of the National Planning Policy Framework (NPPF) (MHCLG 2018), which outlines a requirement to record and enhance understanding of the significance of any heritage assets to be lost during the proposed development in a manner proportionate to their importance, and to make this evidence (and any archive generated) publicly accessible.

1.1.3 Planning permission has been granted for development of the site subject to the following condition.

No development, demolition or site preparation works shall take place until the applicant, or their agent or successors in title, has secured the implementation of a programme of archaeological investigation and recording works. This must be carried out in accordance with a written scheme of investigation, which shall first have been submitted to and agreed in writing by the Local Planning Authority. It should be undertaken by an appropriately experienced and qualified professional archaeological contractor to the standards and guidance set out by the Chartered Institute for Archaeologists (CIfA). The programme of works should include:

(i) The creation of a photographic and descriptive record of the building as existing, to the standards set out in "Understanding Historic Buildings" (Historic England 2016); and

(ii) A formal watching brief during all ground works required as part of the development, including lifting of existing floor slabs and foundations, excavation for new foundations, landscaping and the provision of new paths, ramps, steps, etc.

The development shall then be undertaken in accordance with those agreed specifications.
1.2 Site description

1.2.1 The proposed development area (PDA) is highlighted in red on Figure 1 below. The identified area of archaeological interest comprises the Clitheroe Advertiser and Times premises, The Chocolate Box and the apartment above and to the rear of the retail units. No. 3 King Street is situated in Clitheroe town centre, within the Clitheroe Conservation Area defined as Character Area 2 comprising King Street, Brennand Street and St Mary’s Street. King Street provides the main vehicle access to the site and there is currently a garage/store to the side of the building which leads to a passageway along the south eastern side of the building.

1.3 Geology

1.3.1 The underlying solid geology of the PDA comprises the Clitheroe Limestone Formation and Hodder Mudstone Formation (undifferentiated) - Mudstone. Sedimentary Bedrock formed approximately 337 to 347 million years ago in the Carboniferous Period and is overlain by superficial deposits of Devensian Till - Diamicton. Superficial Deposits formed up to 2 million years ago in the Quaternary Period (BGS 2019).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 The market town of Clitheroe was established as a borough in the 12th century, primarily servicing the castle and sited on lower ground between the castle and church, (0.24km to the south and 0.18km to the north east of the PDA respectively).

2.2 Although no evidence exists for a previous settlement, it has been suggested, that the town’s first charter, dating from 1147, was only a confirmation of status for an existing settlement (White 1996) which already occupied the area. The borough, initially composed of 60 burgages, was created by Henry de Lacy (1146 - 1177) and may be traced through the property boundaries which front onto the main north-south streets of the town. A watching brief project on the north-west edge of Market Street, conducted by Matrix Archaeology in 2001, revealed a ditch which was tentatively interpreted as the relict remnants of a burgage plot boundary and may be reasonably anticipated to bisect the location of the proposed development area (Matrix Archaeology 2001).

2.3 The first edition Ordnance Survey data indicated that during the mid-19th century the undeveloped land later occupied by No. 3 Kings Street was used as agricultural land at the western border of the town. The introduction of the railway station in 1871 spurred on significant development when the town’s role as a commercial and trade centre grew significantly and resulted in the building of King Street which formed the corridor to the railway station from the town centre. The architectural drawings for No. 3 Kings Street, proposed in 1870, depict a structure divided between two front bays to be used as both a shop and a domestic residence. The structure displayed an L-shape in plan with the projecting rear wing containing a “photographic room” on the upper level, reached via a staircase from a waiting room.
behind the shop. The cartographic data indicates that projecting rear wing was further extended during the later 19th century and early 20th century (Haigh 2018).

3 **Aims and Objectives**

3.1 **Regional Research Aims and Objectives**

3.1.1 Research topics identified in the *Research and Archaeology of North West England. An Archaeological Research Framework for North West England* (Brennand 2007), include the following themes relative to the proposed archaeological works.

- **Initiative 4.25 Settlement and Land-use** - Examine, wherever possible, presumed centres of early medieval activity, particularly the nature of surviving archaeological deposits, coupled with a detailed programme of dating (Newman and Brennand, 2007, 84).

- **Initiative 5.14 Urban Settlement** – There is a need to examine the street frontages in medieval towns as well as the backplots (Newman and Newman, 2007, 101-104).

- **Initiative 5.16 Urban Settlement** – Efforts should be focused on discovering more about the character and function of the region’s earliest medieval towns in the immediate postconquest period. (Newman and Newman, 2007, 101-104).

- **Initiative 5.18 Urban Settlement** – The role and nature of small towns should be examined, which should include below ground investigations. (Newman and Newman, 2007, 101-104).

3.1.2 Specific research objectives the building recording will contribute towards includes the following.

- **Initiative 7.27 The Urban Landscape** - Recording and classification of shop fronts and facias (Newman and McNeil, 2007, 143-147).

3.2 **Historic Building Recording Objectives**

3.2.1 The objectives of the building recording are as follows.

- To produce a formal description of the outbuilding at the site, including its floor plan, elevations, roof structure, flooring, internal layout and spaces, detailing, form, fabric, and evidence for phasing and development.

- To produce a photographic record, based on high quality digital colour images, with photographic scales with all photographs descriptively captioned and cross referenced to a plan(s) clearly showing the viewing position, direction and photographic image reference.
To produce an appropriate historic context account for the building to outline its historic significance.

### 3.3 Archaeological Watching Brief Aims and Objectives

3.3.1 The principal aim of the targeted programme of archaeological supervision and recording is to recover and record any potential archaeological features, deposits or building remains associated with the medieval settlement of Clitheroe and the later 19th century development of No. 3 King Street, Clitheroe.

3.3.2 The following objective will contribute towards accomplishing this aim.

- To record the nature, extent and date of any surviving archaeological remains that may be encountered during the course of ground works.

### 4 Historic Building Recording

#### 4.1 Coverage

4.1.1 No. 3 King Street, a commercial and residential building of 19th century date, will be recorded to Historic England Level 2 standard (Historic England 2016).

#### 4.2 Methodology

4.2.1 All aspects of the building recording will be conducted according to the guidelines in *Understanding Historic Buildings – A guide to good recording practice* by Historic England (2016) and the CIfA’s *Code of Conduct* (2014a) and *The Standards and Guidance for Archaeological Building Recording* (2014b).

4.2.2 The background historic research can be drawn from national repositories, locally held records and antique mapping.

4.2.3 The archaeologist on-site will carefully examine all parts of each building prior to the commencement of the photographic recording, in order to identify all features of significance relevant to original and later use. As part of this exercise, the archaeologist on site will produce written observations (e.g. on phasing; on detailing, on building function), sufficient to permit the preparation of a report on the structures identified.

4.2.4 The photographic record will be undertaken using colour digital photography taken using a Nikon D3200 (24 megapixels). Where possible, photographs will include a graduated scale and cameras will be mounted on tripods for extra stability. Details of the photographs will be recorded on pro-forma index sheets, which include location, subject and orientation.

4.2.5 The photographic record will cover the following as a minimum:

- Photographs of the interior (including all internal rooms), exterior and setting of the building. A two-metre ranging rod will be included in a selection of general shots in order that the scale of all elements of the building can be sufficiently established.
The building’s external appearance is to be recorded. Typically, a series of oblique views will show all external elevations of the structure and give an overall impression of size and shape. Where an individual elevation embodies complex historical information or have been conceived as formal compositions, views at right angles to the plane of the elevation may also be appropriate.

- The overall appearance of principal rooms and circulation areas.
- Detailed photographs of significant features associated with the use of the structures, notably for power generation, transmission, work flows, machinery and scars, openings and roofs, and evidence for alterations, extensions.
- Copies of maps, drawings, views and photographs present in the building and illustrating its development/use.

4.2.6 The building recording drawn record will include the following.
- Site location plan at a suitable scale (preferably indicating the position of the site within the country, within the county and a clear plan of the precise location/outline of the building i.e. 1:50).
- A plan(s) indicating the position and orientation of photographs/images included in the report.
- Phased plan(s) showing the development of the building.

5 Watching Brief

5.1 Coverage

5.1.1 The archaeological monitoring to be undertaken during sub-surface ground works associated with the redevelopment of No. 3 King Street, Clitheroe.

5.2 General Statement of Practice

5.2.1 All elements of the watching brief will be carried out in accordance with the CIfA Code of Conduct (2014a) and Standards and Guidelines for Archaeological Watching Briefs (2014c).

5.2.2 All staff employed on the project will be suitably qualified for their respective project roles and have substantial experience of historic building recording.

5.2.3 All staff will be made aware of the archaeological importance of the site and surrounding area and will be fully briefed on the work required by this specification.

5.2.4 Regular contact will be ensured between ARS Ltd and the site project manager to ensure that ARS Ltd is kept up to date with site works and given the chance to respond appropriately and in line with the Lancashire Archaeological Advisory Service (Archaeology)’s requirements.
5.2.5 All site operations will be carried out in a safe manner in accordance with ARS Ltd’s health and safety policy. A risk assessment will be prepared before commencement on site.

**5.3 Methodology**

5.3.1 All relevant ground works will be undertaken by a suitable mechanical excavator fitted with a toothless ditching bucket. If significant archaeological features are identified, the Lancashire Archaeological Advisory Service will be notified, and a decision taken as to the best method of proceeding.

5.3.2 ARS Ltd will provide a suitably qualified and experienced archaeologist(s) on the site to supervise all relevant ground works. The on-site archaeologist will be fully apprised of the archaeological potential of the site. The archaeologist will be given the opportunity to stop site work in order to investigate potential archaeological features and adequate time will be allowed for recording any such features.

5.3.3 A written, drawn and photographic record will be maintained during the watching brief plus all significant structural building elements will be recorded. A photographic survey of the building will be conducted using high resolution digital photography (minimum of 16 megapixels). Where possible, photographs will include a graduated scale and cameras will be mounted on tripods for extra stability. Details of the photographs will be recorded on pro-forma index sheets, which include location, subject and orientation.

5.3.4 For brick features, the record will include details of brick dimensions and type (handmade/machine-made, plain/frogged), mortar (colour, composition, hardness) and the extent of structures (number of courses, thickness in skins). Brick samples will be taken for structures likely to pre-date the mid-19th century.

**5.4 Sampling, Faunal Remains and Treasure**

5.4.1 This section outlines sampling methodologies to be used in all excavation types.

5.4.2 For sealed and stratigraphically secure deposits that have the potential to provide environmental evidence relating to diet and economy, dating evidence or land use regime, a minimum of 40 litres of sample will be taken, or 100% of the sample if smaller.

5.4.3 In the case of waterlogged or anaerobic deposits a minimum sample size of 20L will be taken.

5.4.4 Should a sequence of superimposed deposits of note be present column sampling may be considered.

5.4.5 In all instances sampling strategies will be in accordance with guidelines issued by Historic England’s *Environmental Archaeology: A Guide to the Theory and Practice Methods, from sampling and recovery to post excavation* (Campbell et al. 2011) and will be targeted in order to explore the levels and types of preservation present.
5.4.6 Should other types of environmental deposits be encountered; appropriate specialist advice will be sought, and an appropriate sampling strategy devised. Samples will be assessed by a suitable specialist with provision for further analysis as required. Advice from the Historic England Scientific Advisor will be taken as appropriate.

5.4.7 Any human remains will initially be left in situ and, if deemed necessary, removal will be undertaken following once a Coroners licence has been obtained in accordance with the relevant Ministry of Justice regulations and in discussion with the Historic England Inspector of Ancient Monuments.

5.4.8 Finds of "treasure" will be reported to the Coroner in accordance with the Treasure Act (DCMS 2008). The Portable Antiquities Liaison Officer will also be notified.

5.4.9 Finds of "treasure" will be reported to the Coroner in accordance with the Treasure Act (DCMS 2008). The Portable Antiquities Liaison Officer will also be notified.

5.4.10 The Lancashire Archaeological Advisory Service will also be notified and, if necessary, a site meeting arranged to determine if further investigation in the vicinity of the find spot is required.

5.5 Recording

5.5.1 The site will be recorded in accordance with the ARS Ltd’s field recording manual and single context recording system, and will include as a minimum context record sheets, an accurate site plan and record photography where no archaeological features are present.

5.5.2 The site will be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area. The site will be recorded in accordance with the ARS Ltd field recording manual.

5.5.3 A full and proper record (written, graphic and photographic as appropriate) will be made for all work, using pre-printed record sheets and text descriptions appropriate to the work. Accurate measured scale plans and sections/elevations will be drawn where required at the appropriate scale and in accordance with best practice. In addition to relevant illustrations, provision for rectified photographic recording shall be made, if deemed necessary.
5.5.4 A plan of the excavated areas will be maintained, features notes, and section lines recorded. All drawings will be carried out at an appropriate scale and all contexts will be recorded using a single context recording system.

5.5.5 Sample representative levels will be taken to record the maximum depth of excavation and/or natural should no archaeological features be uncovered.

5.5.6 The site archive will include plans and sections at an appropriate scale, a scale photographic record, and full stratigraphic records on recording forms/context sheets or their electronic equivalent.

5.5.7 The stratigraphy of the site will be recorded.

5.5.8 All heights above sea level will be recorded for all deposits and features in metres above Ordnance Datum (aOD).

5.5.9 A full photographic record will be compiled using a digital camera, a Fuji XP90 with 16.4 MP resolution, and a register of all photographs will be kept. The photographic record will encompass all encountered archaeological entities. In addition, key relationships between entities, where these help demonstrate sequence or form, will also be photographed. A clearly visible, graduated metric scale will be included in all record shots. A supplementary record of working images will be taken to demonstrate how the site was investigated and what the prevailing conditions were like during excavation.

5.5.10 A stratigraphic matrix will be compiled for all trenches where superimposed archaeological deposits, features or structures are encountered.

5.6 Finds Processing and Storage

5.6.1 All finds processing, conservation work and storage of finds will be carried out in accordance with the CIfA (2014d) *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* and the UKIC (1990) *Guidelines for the Preparation of Archives for Long-Term Storage*.

5.6.2 Artefact collection and discard policies will be appropriate for the defined purpose.

5.6.3 Bulk finds which are not discarded will be washed and marked. Marking and labelling will be indelible and irremovable by abrasion. Bulk finds will be appropriately bagged, boxed and recorded. This process will be carried out no later than two months after the end of the excavation.

5.6.4 All small finds will be recorded as individual items and appropriately packaged (e.g. lithics in self-sealing plastic bags and ceramic in acid-free tissue paper).

5.6.5 Vulnerable objects will be specially packaged and textile, painted glass and coins stored in appropriate specialist systems. This process will be carried out within two days of the small find being excavated.

5.6.6 During and after the excavation all objects will be stored in appropriate materials and storage conditions to ensure minimal deterioration and loss of
information (including controlled storage, correct packaging, and regular monitoring, immediate selection for conservation of vulnerable material). All storage will have appropriate security provision.

5.6.7 The deposition and disposal of artefacts will be agreed with the legal owner and the Lancashire Museums Service prior to the work taking place. All finds except treasure trove at the property of the landowner.

5.6.8 All retained artefacts and ecofacts will be cleaned and packaged in accordance with the requirements of the Lancashire Museums Service.

6 REPORT

6.1 Within two months of the completion of the building recording and watching brief, ARS Ltd will produce a report which will include the following as a minimum.

- Non-technical executive summary.
- Introductory statement and background to the works.
- Aims and purpose of the project.
- An outline of the methodology used.
- Precise location of buildings, by name or street number, civil parish, town and National Grid reference.
- The date when the record was made, the names of the recorders and the archive content/character and location.
- A note of any relevant statutory designations.
- A discussion of the chamber walls’ form, function, date, and sequence of development and significance. Together with a discussion of the names of architects, builders, patrons and owners if known.
- An architectural and archaeological description of the chamber wall will be produced.
- A phased stratigraphic discussion of any archaeological features encountered during the watching brief.
- Appropriate supporting illustrations, including a site plan, trench and section plans, feature sections and plans and a phased site plan.
- The results of analyses of artefacts and ecofacts carried out by suitable specialists.
- Assessment of any palaeo-environmental samples taken.
- An interpretive discussion of the results, placing them in a local and regional context.
- A detailed context index and supporting data in tabulated form or in appendices.
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- Statement of intent regarding publication.
- Confirmation of archive transfer arrangements.
- References.
- A register of photographs taken.
- Supporting data – tabulated or in appendices.

6.2 The report illustrations will contain the following as a minimum.
- All plans will be clearly related to the national grid.
- All levels will be quoted relative to ordnance datum.
- Photographs used to illustrate all key points and a complete set of site drawings, at an appropriate scale, executed to publication standard.
- Extracts from any relevant historic maps, subject to reproduction rights, will also be included within the report with the building of interest clearly visible.
- In addition to those photographs used as illustrations, a complete set of all photographs, excluding duplications, will be included with the digital copy of the report and referenced as necessary.

6.3 Copies of the final report will be submitted to the Lancashire Archaeological Advisory Service and deposited with the Lancashire Historic Environment Record (HER).

7 ARCHIVE DEPOSITION

7.1 At the inception of the proposed development, the Lancashire Museums Service will be notified.

7.2 One bound copy with a digital copy of the final report in PDF/A format on disc will be deposited with the Lancashire Historic Environment Record (HER). A copy of the report will be uploaded as part of the OASIS record (see below) for online access via the Archaeological Data Service.

7.3 Should the watching brief produce no archaeologically significant finds, then it is not necessary to deposit an archive with the repository museum, which in this case is the Lancashire Museums Service.

7.4 Should the watching brief produce archaeologically significant finds, a project archive will be prepared for deposition by ARS Ltd with the Lancashire Museums Service. The archive will comprise the primary record and synthetic works arising from the project, including documents, plans, sections, photographs, and electronic data and an accompanying metadata statement. The digital archive will be prepared in line with current best practice outlined in *Archaeology Data Service/Digital Antiquity Guides to Good Practice* (ADS/Digital Antiquity 2011).

7.5 The archive will be deposited in line with *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2007), CIfA’s (2014e) *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*.
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7.6 Lancashire Archaeological Advisory Service and Museum Curator will be notified at the earliest opportunity should the site produce archaeologically significant, unusual, or unexpected finds.

7.7 Lancashire Archaeological Advisory Service will be notified in writing on completion of the fieldwork with project dates for the completion of the report and deposition of the archive. The date for deposition of the archive and its contents will be outlines in the report and the Lancashire Archaeological Advisory Service informed in writing on final deposition of the archive.

7.8 All retained artefacts and associated material will be cleaned, recorded, properly stored and deposited in the archive.

7.9 A full set of annotated, illustrative pictures of the site, excavation, features, layers and selected artefacts deposited with the archive as digital images on disc.

7.10 At the start of work (immediately before fieldwork commences) an OASIS online record http://ads.ahds.ac.uk/project/oasis/ will be initiated and key fields completed on Details, Location and Creators forms. All parts of the OASIS online form will be completed for submission to the HER. This will include an uploaded .pdf version of the entire report.

8 TIMETABLE AND STAFFING

8.1 The outline timetable for the works is as follows. This will be updated by email as the project progresses.

<table>
<thead>
<tr>
<th>Proposed Commencement Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>W/c 28th February 2019</td>
<td>Historic building recording</td>
</tr>
<tr>
<td>W/c 4th March 2019</td>
<td>Archaeological watching brief</td>
</tr>
<tr>
<td>W/c 8th April 2019</td>
<td>Historic building recording and archaeological watching brief report and archive</td>
</tr>
</tbody>
</table>

8.2 The Project Manager for the watching brief will be Adam Lodoen, Project Manager at ARS Ltd. The Fieldwork Project Officers will be Dr. Ian Wyre BA, MA, PhD Historic Buildings Consultant, and Tom Parker, BA Projects Officer, at ARS Ltd.

8.3 Finds analysis will be carried out by appropriately qualified specialists as detailed subject to availability.

♦ Flint and prehistoric pottery: Dr Robin Holgate MCIfA
♦ Romano-British pottery: Dr Phil Mills MCIfA
♦ Samian Ware: Dr Gwlodys Monteil
9 MONITORING ARRANGEMENTS

9.1 At least one week prior notice of the commencement of the ground works to be given to the Lancashire Archaeological Advisory Service (LAAS).

Peter Iles
Development Management
Environment and Public Protection Services
County Hall
Preston
Lancashire
PR1 0LD
Email: lancashire.archaeology@gmail.com

9.2 ARS Ltd will liaise with the Lancashire Archaeological Advisory Service (LAAS) at regular intervals throughout the course of the work.

10 GENERAL ITEMS

10.1 Health and Safety

10.1.1 All work will be carried out in accordance with The Health and Safety at Work Act 1974. Specific health and safety policies exist for all our workplaces and all staff employed will be made aware of the policy and any relevant issues. The particular risks involved with this project will be assessed, recorded and relevant mitigation measures put in place as part of a full risk assessment, which will be compiled in advance of fieldwork and will be read and signed by all on-site operatives. ARS Ltd retains Citation as its expert health and safety consultants and the appointed Health and Safety Officer for the company is Tony Brennan.

10.2 Insurance Cover

10.2.1 ARS Ltd has full insurance cover for employee liability (£10 million) public liability (£5 million), professional indemnity (£5 million) and all-risks cover.

10.3 Changes to the Written Scheme of Investigation

- Romano-British small finds: Lindsay Allason-Jones MCIfA
- Medieval and post-medieval pottery: Dr Chris Cumberpatch or Dr Robin Holgate MCIfA
- Medieval and post-medieval clay pipes, glass and metalwork: Mike Wood MCIfA
- Plant macrofossils and charcoals: Luke Parker
- Human and animal bone: Milena Grzybowska
- Radiocarbon dating: Prof Gordon Cook (SUERC)
- Finds conservation: Vicky Garlick (Durham University)
10.3.1 Changes to the approved methodology or programme of works will only be made with prior written approval of the Lancashire Archaeological Advisory Service.

10.4 Publication

10.4.1 If significant archaeological remains are recorded, a summary of the project with, if appropriate, selected drawings, illustrations and photographs will be prepared for publication in online and/or journal form as appropriate. Additional popular articles will also be produced for local and/or national magazines as appropriate. The final form of the publication is to be agreed with the LAAS Development Manager and the client dependent on the results of the fieldwork.

10.5 Publicity and Copyright

10.5.1 Any publicity will be handled by the client. ARS Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

11 REFERENCES


Chartered Institute for Archaeologists (CIfA) 2014b. The Standards and Guidance for Archaeological Building Recording. Reading, Chartered Institute for Archaeologists.


Chartered Institute for Archaeologists (CIfA). 2014e. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives.* Reading, Chartered Institute for Archaeologists.


Figure 1: Site Location
Site Name: 3 King Street, Clitheroe
Date: 17/01/2019

Drawn: MN
Scale: Various

Key:
- Red Line Boundary

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