



Heritage House, 79-80 High Street, Gravesend

WRITTEN SCHEME OF INVESTIGATION

Prepared by: Jeremy Fazzalano BA MSc IHBC ACIfA

CONTENTS

1. Introduction.....	4
2. Methodology	5
3. Scope of Work	6

Document Details	
Project Number	0009
Author	Jeremy Fazzalaro BA MSc IHBC ACIfA
Version	1

The past is not dead, it is living in us, and will be alive in the future which we are now helping to make.

William Morris – Founder of SPAB

1. Introduction

- 1.1 J F Heritage provides specialist heritage advice. Jeremy Fazzalaro has over 15 years of experience working experience in the heritage and planning sectors. He is skilled in heritage conservation, planning and urban design, archaeology desk-based assessments, conservation area appraisals, historical research, and all conservation Issues. Jeremy is a Full Member of the IHBC and Associate member of the CIFA with a MSc Historic Conservation from Oxford Brookes University.
- 1.2 The application site relates to a Grade II* listed building dating from the early to mid-18th century. The property is weatherboarded with a tiled roof, dormer windows, and cornices. The property has a modern shopfront. The application site is located within the High Street and Queen Street Conservation Area, and Nos 77 to 83 and 77A form a group.
- 1.3 This Written Scheme of Investigation (WSI) has been prepared by J F Heritage on behalf of Mr Dhaliwal, to establish the basis on which to undertake a proportionate programme of building recording in connection with the Listed Building Consent recently granted by Gravesham Borough Council (GBC).¹ This permission comprises:
- Application for Listed Building Consent for the change of use from existing use Class E to sui generis (HMO) use and office on the ground floor with alterations to the buildings.
- 1.4 This WSI has been prepared to assist the fulfilment of Conditions 7 of the Planning Permission and Listed Building Consent. Condition 7 states:
- No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of building recording in accordance with a written specification and timetable which has been submitted to and approved in writing by the Local Planning Authority.*
- Reason:** *To ensure that historic building features are properly examined and recorded.*
- 1.5 This WSI sets out the scope and methodology of the building recording that will be prepared to discharge Condition 7.

¹ Ref: 20230568

2. Methodology

- 2.1 In preparing this Written Scheme of Investigation, regard has been had to the guidance set out within the NPPF as the policy basis for undertaking a historic building survey and photographic record in development management contexts
- 2.2 This WSI relates to the fulfilment of Conditions 7. The level of historic building recording, as defined by Historic England², was agreed with the Conservation Officer.
- 2.3 In accordance with Condition 7, the building to be recorded include:
- Heritage House 79-80 High Street.

Policy and Guidance

- 2.4 In preparing this Written Scheme of Investigation, regard has been had to the guidance set out within the NPPF as the policy basis for undertaking a historic building survey and photographic record in development management contexts. Paragraph 200 states that:
- “Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible.”*
- 2.5 The NPPF also notes that ‘copies of evidence should be deposited with the relevant historic environment record, and any archives with a local museum or other public depository.’
- 2.6 Further specific guidance has also been referred to, the following best practice documents:
- *Understanding Historic Buildings: A guide to good recording practice* (Historic England, 2016); and
 - *Standard and Guidance: for the archaeological investigation and recording of standing buildings or structures* (Chartered Institute for Archaeologists, 2014).

² Historic England, *Understanding Historic Buildings: A guide to good recording practice*, 2016

- 2.7 The building recording will be undertaken by Jeremy Fazzalaro, who is accredited member of the IHBC and CIFA and has a proven background in the analysis and recording of heritage assets including buildings and archaeological sites.

Heritage Legislation

- 2.8 Listed buildings are afforded legal protection under the Planning (Listed Buildings and Conservation Areas) Act, 1990. Sections 16 (2) and 66 (1) of the Planning Act require the local authority or decision maker to give special consideration to the desirability of preserving the listed building. There is a strong presumption against the granting of permission or listed building consent that would harm the special interest of the listed building. Any harm to the heritage assets must be weighed against the public benefit as outlined in the National Planning Policy Framework (NPPF).

National Planning Policy Framework

- 2.9 The NPPF sets out government policy on the historic environment which includes designated and non-designated heritage assets such as listed buildings, conservation areas and locally listed buildings.

3. Scope of Work

- 3.1 In accordance with Historic England's best practice guidance on building recording, the building record will comprise three sections: a written account; a photographic record; and a drawing record.³ Historic England's Guidance note on Understanding Historic Buildings provides an overview of what is required for a level 2 report:

*"This a **descriptive record**, made in similar circumstances to Level 1 but when more information is needed. It may be made of a building which is judged not to require a more detailed record, or it may serve to gather data for a wider project. Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project."*

³ Historic England, Understanding Historic Buildings: A guide to good recording practice, 2016

Written Account

- 3.2 A concise written account of the existing building will be prepared, referencing the Heritage Statement previously developed by J F Heritage and submitted to the GBC as part of the application for planning permission and listed building consent. This document will include a review of available maps, aerial photographs, and archival material, incorporating these sources where possible to support interpretation. Relevant local studies and archives have also been consulted in the creation of the Heritage Statement to ensure a thorough and comprehensive record.

The written account will contain the following information:

- A site plan noting the location of the existing building
- A note of any statutory / non-statutory designations;
- The date when the record was made, the name of the recorder, and the location of any archive material; and,
- A summary statement describing the building's type or purpose, historically and at present, its materials and possible dates so far as apparent from inspection (including reference to the full Heritage Statement previously prepared by J F Heritage).

Drawings

- 3.3 The drawing account will include:

- Floorplan and elevation drawings of the building.

Photography

- 3.4 The photographic survey of the buildings will include:

- General photographs of the building's external elevations and interior, highlighting important architectural features.
- A summary including the date, time, and recording conditions.
- The photographs will be provided in either RAW or JPEG format.

Arrangements for Dissemination

- 3.5 Following best practice guidelines and the draft planning conditions, the Building Record will be submitted to the local planning authority for approval. Once approved, a PDF version will be submitted to the Kent Historic Environment Record.

No part of this report is to be copied without prior written consent from the author. Whilst every effort is made to provide detailed information, J F Heritage cannot be held responsible for errors within this report.



J F Heritage provides specialist heritage advice. Jeremy Fazzalano has over 15 years of experience working experience in the heritage and planning sectors. He is skilled in heritage conservation, planning and urban design, archaeology desk-based assessments, conservation area appraisals, historical research and dealing with all conservation Issues. Jeremy is a Full Member of the IHBC and Associate member of CIFA with a MSc Historic Conservation from Oxford Brookes University.