

## Richard Storey

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**From:** MacDonald, Fiona <Fiona.MacDonald@reading.gov.uk>  
**Sent:** 01 August 2025 15:39  
**To:** Richard Storey  
**Subject:** RE: Historic Building Record deposit - The Moat House Arborfield

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Hi Richard

Thanks for clarifying this – that all sounds fine and we'll enter the report into the Historic Environment Record as it is. I assume this exchange of emails will be sufficient if you need evidence of deposition for discharging the condition, but please do come back to me if anything else is required

Best wishes  
Fiona

**Fiona Macdonald**  
**Principal Archaeologist**  
Berkshire Archaeology | Economic Growth and Neighbourhood Services

Berkshire Record Office  
9 Coley Avenue  
Reading  
RG1 6AF

[0118 937 5962](#)

[www.berkshirearchaeology.org.uk](http://www.berkshirearchaeology.org.uk)

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**From:** Richard Storey <rstorey@ascotdesign.com>  
**Sent:** 01 August 2025 14:09  
**To:** MacDonald, Fiona <Fiona.MacDonald@reading.gov.uk>  
**Subject:** RE: Historic Building Record deposit - The Moat House Arborfield

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Good afternoon Fiona

Thanks for your swift reply.

Our report was authored by a specialist and is being reviewed by the council historic building officer, Keith Frost.

The report is a 'level 2 building recording' and covers building history, historic features and photographs, see attached.

Keith has had the report for a couple of weeks and no adverse comments have been received so far so I was preparing to lodge it with someone

Kind regards

**Richard Storey** ACIAT  
Architectural Technician



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**From:** MacDonald, Fiona <[Fiona.MacDonald@reading.gov.uk](mailto:Fiona.MacDonald@reading.gov.uk)>  
**Sent:** 01 August 2025 13:07  
**To:** Richard Storey <[rstorey@ascotdesign.com](mailto:rstorey@ascotdesign.com)>  
**Subject:** RE: Historic Building Record deposit - The Moat House Arborfield

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Richard

Thank you for your email – yes the Berkshire Historic Environment Record (held by Reading BC) is the correct place to deposit your records, as we act as archaeological advisors to the borough.

What records do you have to deposit, and in what format are they currently? We take written reports and survey images/plans/elevations in pdf format (not CAD), photos as jpgs and any mapping data in .shp or.tab files, and usually need an index outlining what is included, and planning references (is it part of the outline planning for the wider garrison site?). Has the record that has been compiled been OK'd by a conservation or planning officer at Wokingham?

Best wishes  
Fiona

**Fiona Macdonald**  
**Principal Archaeologist**  
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**From:** Richard Storey <[rstorey@ascotdesign.com](mailto:rstorey@ascotdesign.com)>  
**Sent:** 01 August 2025 12:19  
**To:** [info@berkshirearchaeology.org.uk](mailto:info@berkshirearchaeology.org.uk)  
**Subject:** Historic Building Record deposit - The Moat House Arborfield

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Good afternoon

Our planning consent from Wokingham Council makes reference to the deposit of an historic building record to Berkshire County Council. As you will be aware Berkshire County Council no longer exists.

Please can you confirm that Reading Borough Council is responsible for the area of Arborfield Garrison Wokingham and if so how do I go about depositing the historic building record with you?

Thank you in advance

**Richard Storey** ACIAT  
Architectural Technician

**T:** 01344 299330 **D:** 01344 295315



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