

Monks Haven
55-57 Beverley Terrace
Cullercoats
North Tyneside
NZ 3631 7126

Archaeological Building Recording
Report 039-12-HS | December 2012



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SUMMARY

Name of location:	Monks Haven Residential Care Home (former)
Address of location:	55-57 Beverley Terrace, Cullercoats, North Tyneside, NE30 4NX
NGR:	NZ 3631 7126
Client:	Oaks Properties Limited
Project Type:	Archaeological Building Recording
Project Code:	MHC-A
Planning Application:	12/01082/FUL
Report Author:	Tony Liddell
Report Date:	4 th December 2012 (final revision)
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Ordnance Survey Licence Ref:	100053142

CONCISE SUMMARY OF REPORT

Conditional Planning Approval has been granted to a scheme of works providing a change of use to the buildings at 55-57 Beverley Terrace, Cullercoats, North Tyneside. The approval covers the part demolition of an existing coach house to the rear of the property to allow for the construction of 14 parking spaces, the reconstitution of No. 55 Beverley Terrace into a single family dwelling, and the conversion of Nos. 56-57 Beverley Terrace into 7 compartments. While the buildings are not listed, they lie within the Cullercoats Conservation Area. As such, a programme of archaeological building recording was drawn up by Jennifer Morrison, Tyne and Wear Archaeology Officer.

Vindomora Solutions undertook a documentary and photographic survey of the site in November 2012. It was found that 55-57 Beverley Terrace were likely built in 1872, with additions and changes between 1890 and 1914. Cosmetically, no. 55 is in poor condition internally, but it does still hold a number of late Victorian features including cornices, fireplaces, windows and doors. Externally, the house remains an excellent example of a late Victorian terraced house. Many of the ceilings within 55 Beverley Terrace still have their suspended ceiling attached, thus hiding potential architectural features such as cornices and other mouldings. However, as none of the mouldings recorded during this survey are of special interest, it is recommended that no further investigation need be carried out before work recommences in 55 Beverley Terrace.

Nos 56-57 remained as separate homes until under the ownership of Sir James Knott and family, who combined the two buildings into one sometime before 1917, potentially in 1914. The property changed ownership many times, until becoming a Methodist Guest House in the 1940s. By the year 2000, it was a care home for the elderly under the ownership of Geoshine Limited who had created entrances through into 55 Beverley Street and essentially combined all three buildings. In early 2012, Oaks Properties Limited acquired the site off Geoshine Limited, for the purpose of creating a family home and apartments. Internally, much of the ceiling work has been damaged by suspended ceilings installed by Geoshine Limited, and recent works within the building, such as the removal of the lift, fireplaces and chimneys has caused further damage to mouldings and other architectural features. There are still a number of

interesting features still in place however, such as the central well stair with its Venetian grille balcony containing the initials of James and Margaret Knott, stained glass panes, a wealth of cornice and window mouldings, late Victorian fireplaces and Victorian doors and their surrounds. Structurally, one of the more interesting finds is the presence of what was a large vaulted room on the second floor, likely to be a smoking room. Externally, Monks Haven stands as an excellent example of late Victorian classical architecture. Any destructive work within 56-57 Beverley Terrace should be agreed upon by the Tyne and Wear Archaeology Officer prior to any work commencing. If the restructuring of the buildings impacts on the well stair, Venetian grate or surviving fireplaces, it is recommended that further detailed recording work should be undertaken.

The coach house was built c.1890, and was divided between the coach house and the pony trap house. The pony trap house has obviously been utilised as a vehicle repair area in more recent years, while the coach house has been utilised as a makeshift community or youth centre. The buildings are now in a poor state of repair, including skylights broken in the main coach house area causing localised water issues within. The surviving material within the Coach House is fairly generic with no special need for recording beyond what has been undertaken in this survey, with the interesting features on the eastern frontage remaining intact. It is recommended that no further work need be done before work commences in the Coach House.

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Figure 1. Site location plan. The red line denotes the site boundary

1. SCOPE OF PROJECT

1.1 Location

- 1.1.1 The site is located at 44-57 Beverley Terrace, Cullercoats, North Tyneside, centred at NGR NZ 3631 7126. It comprises a former residential care home, under the name of Monks Haven, built originally in the late 19th century and overlooking Cullercoats Bay and on its eastern side.



Plate 1. 55-57 Beverley Terrace, looking southwest, MHC12008

- 1.1.2 The block in which Monks Haven stands is bounded to the east by Beverley Terrace, to the south by Marden Avenue, to the north by John Street and to the west by St. Oswins Avenue.
- 1.1.3 The local geology comprises underlying Coal Measure rocks of Upper Carboniferous age, overlain by Permian rocks, consisting primarily of soft sandstones and dolomitic limestone. Overlying these is a mantle of glacial debris, including boulder clay and till (Countryside Commission 1998).
- ### 1.2 Circumstances of the Project
- 1.2.1 Conditional Planning Approval (Planning Application No. 12/01082/FUL) has been granted to a scheme of works providing a change of use to the buildings at 55-57 Beverley Terrace, Cullercoats. The approval covers the part demolition of an existing coach house to the rear of the property to allow for the construction of 14 parking spaces, the reconstitution of No. 55 Beverley Terrace into a single family dwelling, and the conversion of Nos. 56-57 Beverley Terrace into 7 compartments.
- 1.2.2 While the building is not listed, it does lie within the Cullercoats Conservation Area (HER 12145), as designated in 2008. The boundary of the CCA is based on the old village and the bay. The cliffs and beaches of the have also been designated as an Area of Coastal Protection. Much of the coast is a Site of Special Scientific Interest (SSSI).

1.2.3 The planning approval is subject to a number of conditions, including the provision of a programme of archaeological recording, in accordance with paragraph 141 of the National Planning Policy Framework and best standard practice.

1.3 Specification

1.3.1 The specification for the programme of archaeological recording (MON10291) was prepared by Jennifer Morrison, Tyne and Wear Archaeology Officer, and can be viewed in Appendix 2.

1.4 Documentary Search Methodology

1.4.1 The documentary search of Monks Haven was undertaken on Friday 23rd November by Tony Liddell at Tyne and Wear Archives, Blandford House, Newcastle upon Tyne and at Local Studies, Newcastle City Library. Further research was undertaken on Tuesday 27th November at North Tyneside Central Library, North Shields.

1.4.2 Information was restricted from North Tyneside Central Library due to the archive being kept in temporary accommodation.

1.5 Photographic Survey Methodology

1.5.5 The photographic survey of Monks Haven was undertaken on Thursday 22nd November 2012 by Tony Liddell and Alan Williams. The level of recording required was roughly in accordance with an English Heritage Level 2 recording.

1.5.6 Work had already been undertaken to separate 55 Beverley Terrace from 56 Beverley Terrace, so the photographic survey was undertaken accordingly, with nos. 56-57 being photographed first, followed by no. 55.

1.5.7 A Canon 350D digital SLR was used to undertake the digital photographic survey. The camera works to 8 megapixels, utilising .jpg formatting set to maximum quality. Where areas were dark, and the flash considered unusable, portable tripod torches were used to provide adequate lighting.

1.5.7 Standard PPE was utilised for health and safety purposes. No food or drink was consumed within the premises due to potential contaminants, and hands were washed before food was consumed outside of the premises. Where needed, potentially dangerous areas (such as the holes in the floor where fireplaces had been removed) were illuminated. The doors to the buildings were kept locked to prevent unauthorised access. A preliminary risk assessment was undertaken prior to the fieldwork taking place, and then upkept during the survey.

1.6 NERRF

1.6.1 Key Research Priorities within the North East Regional research Framework covered by this project are *Pmiv: Chronology* and *PMv: The Growth of Civil Life*.

1.7 Archive

1.7.1 A full archive has been compiled in line with the specification and current UKIC and English Heritage Guidelines. The project code is MHC-12 for **Monks Haven Cullercoats 2012**. Vindomora Solutions support the **Online Access to the Index of Archaeological Investigations** project (OASIS). As a result, this report will be made available to the project under the unique identifier **vindomor1-138149**.

1.8 Acknowledgements

1.7.1 Thanks are extended to Oaks Properties Limited for commissioning the project, and to the staff of Tyne and Wear Archives and North Shields Library for their help during research.

2. DOCUMENTARY SEARCH

2.1 The historical development of Monks Haven

2.1.1 The historical development of the site at Monk's Haven is based upon a study of historical documents both in written and online form, as well as the results of the on-site fieldwork.

2.2 Initial Build

2.2.1 The inspection of the 1st-3rd edition Ordnance Survey mapping shows us that in 1865, at the time of the 1st edition (Figure 2), Beverley Terrace did not yet exist. Construction of the street began soon after the map had been surveyed, with proposals for development by T. Potts and Mr George Dodds submitted in 1870, including Dodds' "Plan of nine houses to be built at Cullercoats" (Figures 3 and 4), which included what was to become 55-57 Beverley Terrace.



Figure 2: Extract from the 1st edition Ordnance Survey, 6" Sheet LXXXIX/IV, 1865. The red dot locates where 55-57 Beverley Terrace would be built.

2.2.2 According to Mr. Russell in his (undated) account *Monks Haven*, work did not begin on that section of Beverley Terrace until 1872, when the Duke of Northumberland sold the right to build to Mr. John Youll and Mr. W. Chatres, both solicitors on Grainger Street West, Newcastle upon Tyne.

2.2.3 At the time of the initial build, 55 Beverley Terrace was kept as his own private residence by John Youll, but nos 56-57 was owned by George Dodds. The builder for the 9 houses on the street was named on the 1870 submission as Mr. Thompson.

2.3 Alterations and Improvements

2.3.1 In 1893, William Weaver Tomlinson, in his book "Historical Notes on Cullercoats, Whitley and Monkseaton", described Beverley Terrace as being the most fashionable part of Cullercoats: a statement confirmed by the presence of some high ranking individuals, such as N.C. Simner, Assistant District Auditor in residence at no. 55 in 1894-5, and of course perhaps the most famous resident of Monks Haven, Sir James Knott, creator of the Prince Line of steamships. Cullercoats

was also known for its attraction for artists, and 57 Beverley Terrace housed Robert Jobling between 1887-90. Jobling was a former shipyard worker who by the age of 27 had become a professional artist, and used Cullercoats as an inspiration for many of his works. Another famous artist, John Falconar Slater, also utilised what is now Monks Haven as his studio, though much later in the buildings' life, in 1905.

- 2.3.2 On May 29th, 1890, while the properties were under the ownership of John Youll, plans were submitted to add sculleries and bathrooms to the western aspect of 56 and 57 Beverley Terrace, and were approved with a few additions in 1891 (Figures 5 and 6). No elevations were available at the time of researching the site. The architect was Oliver E. Leeson. There were also plans to add a coach house at the rear of the property for Mr. Cleugh of 57 Beverley Terrace: the builder was W. Taylor (Figure 7).
- 2.3.3 According to the Parliamentary Register, Knott came into residence at 57 Beverley Terrace in 1892-93, taking possession from Robert Clough. According to Russell, after Knott took possession of the properties of both 56 and 57 Beverley Terrace, he submitted further alterations in 1898, though at the time of producing this report these plans were not available to examine. It is likely however, that these changes primarily revolved around converting the two properties into one. The last mention of 56 and 57 Beverley Terrace as separate houses is in the 1898-9 Burgess Roll of the Borough of Tynemouth.
- 2.3.4 The date of the conversion from two houses to one by Knott is supposition based on the above accounts, but it is known that the conversion took place between 1897 and 1919, with the 1897 Ordnance Survey map showing the properties as separate, and the 1919 map as combined. This can be seen on Figure 8.
- 2.3.5 The name 'Monkshaven' doesn't appear in the records until 1914, when Borough Magistrate John Coull was in residence. The building continued to be named thus, until in 1933 'Monkshaven' is shown to become 'Monks Haven'. A c.1934 photograph of the frontage of the building exists, the caption of the photograph reading 'Monks Haven'. Unfortunately, a good quality copy of this image was not available at the time of undertaking this research, though a low resolution image was available online:



Plate 2. Postcard showing the frontage of Monks Haven, Cullercoats, c.1934.

Source: <http://gallery.tynetown.co.uk/details.php?imageID=149>

- 2.3.6 The years 1937-38 saw a decline in the fortunes of both No. 55 and Monks Haven, when the Tynemouth Register of Electors show no-one living in the buildings. However, by 1941 the Bomb Damage Records recorded 55-57 Beverley Terrace as being Primitive Methodist Holiday Homes: Methodist Holiday Hotels Ltd, who owned the site were incorporated in June 1940, adding credence to this theory.



Plate 3. Lead plaque denoting “MONKS HAVEN Methodist Guest House” found in outhouse during survey, MHC12209

- 2.3.7 In 1941 and 1942, the German bombing along the north east coast resulted in Beverley Terrace sustaining damage. On the 15th-16th April 1941 no.55 received damage to its doors, along with the same damage recorded in no.57. 56 Beverley Terrace was recorded as having its ‘garage doors’ damaged at the same time, presumably referring to the Coach House on the back of the property. August 8th the following year recorded the buildings’ stable doors sustaining damage.
- 2.3.8 Little information was found during the documentary research between the Second World War and the turn of the millennium, when Monks Haven is recorded in local press as being a care home for the elderly. In 2009, the Care Quality Commission describes the building, then owned by Geoshine Limited, as : “Monks Haven is situated on the sea front at Cullercoats and is a large, older style adapted building... Bedroom accommodation is spread over three main and two mezzanine floors. There are 27 single bedrooms... There are also three double bedrooms. There is a passenger lift to the three main floors and a stair lift has been installed between the top floor and the second mezzanine floor. Access to some bedrooms, bathrooms, and toilets is via a small number of steps... two lounges and a dining room; two bathrooms and one shower room; nine toilets; a kitchen, small conservatory and adjoining utility rooms. The home has a small, attractive paved area to the front and a yard area to the rear of the building. ” In 2011, a further report by the CQC suggested that the owners were failing in their duty to provide adequate care for the residents.
- 2.3.9 Monks Haven Residential Care home closed for business in early 2012, and was subsequently bought by Oaks Properties Limited, who are now looking to redevelop the site.

2.4 Known inhabitants of 55-57 Beverley Terrace

- 2.4.1 Introduction: Due to the nature of the secondary sources available to be utilised, the list of inhabitants for Monks Haven is incomplete.
- 2.4.2 1883-85: No. 55 Beverley Terrace - John Gibson Youll (‘solicitor’)
 No. 56 Beverley Terrace - Mrs. Fanny Mather

2.4.3	1886:	No. 55 Beverley Terrace -	John Gibson Youll ('solicitor')
2.4.4	1887:	No. 55 Beverley Terrace - No. 56 Beverley Terrace - No. 57 Beverley Terrace -	John Gibson Youll ('solicitor') Edward Marin Robert Jobling
2.4.5	1889-90:	No. 56 Beverley Terrace - No. 57 Beverley Terrace -	Mrs. Jane Gibson, John Gibson Youll ('solicitor') Robert Jobling
2.4.6	1891:	No. 55 Beverley Terrace - No. 57 Beverley Terrace -	John Gibson Youll ('solicitor') Robert Clough
2.4.7	1892:	No. 55 Beverley Terrace -	John Gibson Youll ('solicitor')
2.4.8	1893:	No. 55 Beverley Terrace - No. 56 Beverley Terrace -	Hugh R. Bramwell ('surgery joint') James Knott
2.4.9	1894-95:	No. 55 Beverley Terrace - No. 56 Beverley Terrace -	Thomas Chisholm, N.C. Simner ('Assistant District Auditor') James Knott
2.4.10	1896-97:	No. 56 Beverley Terrace - No. 57 Beverley Terrace -	James Knott Harriett Bird
2.4.11	1898-99:	No. 56 Beverley Terrace -	James Knott
2.4.12	1907-08:	No. 57 Beverley Terrace -	James Knott
2.4.13	1910-11:	No. 57 Beverley Terrace -	James Knott, James Leadbitter Knott
2.4.14	1914:	'Monkshaven' -	John Coull (Borough Magistrate)
2.4.15	1916:	'Monkshaven' -	John Coull, Alexander Coull, Thomas Bankhead Coull
2.4.16	1920:	'Monkshaven' -	John Coull (shipowner)
2.4.17	1924:	No. 55 Beverley Terrace - 'Monkshaven' -	Hilda Horsburgh, Colin Whitley Payn, William Ridley Carr Susanna Coull, Alexander Coull, Thomas Bankhead Coull
2.4.18	1933:	No. 55 Beverley Terrace - 'Monks Haven' -	Hilda Horsburgh, Colin Whitley Payn, Margaret Isabella Horsburgh. Isabella Cairns, Margaret Chapman, Annie Hawk
2.4.19	1934-35:	No. 55 Beverley Terrace - 'Monks Haven' -	Hilda Horsburgh, Colin Payn, Margaret Isabella Horsburgh, Stanley Middleton Horsburgh Isabella Cairns, Margaret Chapman, Annie Hawk
2.4.20	1937-38:	No. 55 Beverley Terrace - 'Monks Haven' -	House empty, no registered voters House empty, no registered voters
2.4.21	1939:	No. 55 Beverley Terrace - 'Monks Haven' -	Bertha Hobson, Ethel Gibson Goodsy House empty, no registered voters
2.4.22	1946:	'Monks Haven' -	Sarah G. Brown, Edith Cooke, Olive Lenton, Ethel B. Lett
2.4.23	1947:	'Monks Haven' -	Sarah G. Brown, Clarice L. Bullock, Ethel B. Lett
2.4.24	1949:	'Monks Haven' -	Sarah G. Brown, Clarice L. Bullock, Nancy E. Dransfield Barbara J. Needham
2.4.25	1955:	'Monks Haven' -	Clarice L. Bullock, E. Brown, Nancy E. Dransfield, Helen E. Pawson
2.4.26	1973:	'Monks Haven' -	Eileen Gash, Joan M. Gilbert
2.4.27	1975-76:	'Monks Haven' -	Joan M. Gilbert, Christine J. Baker, Elizabeth C. Davidson

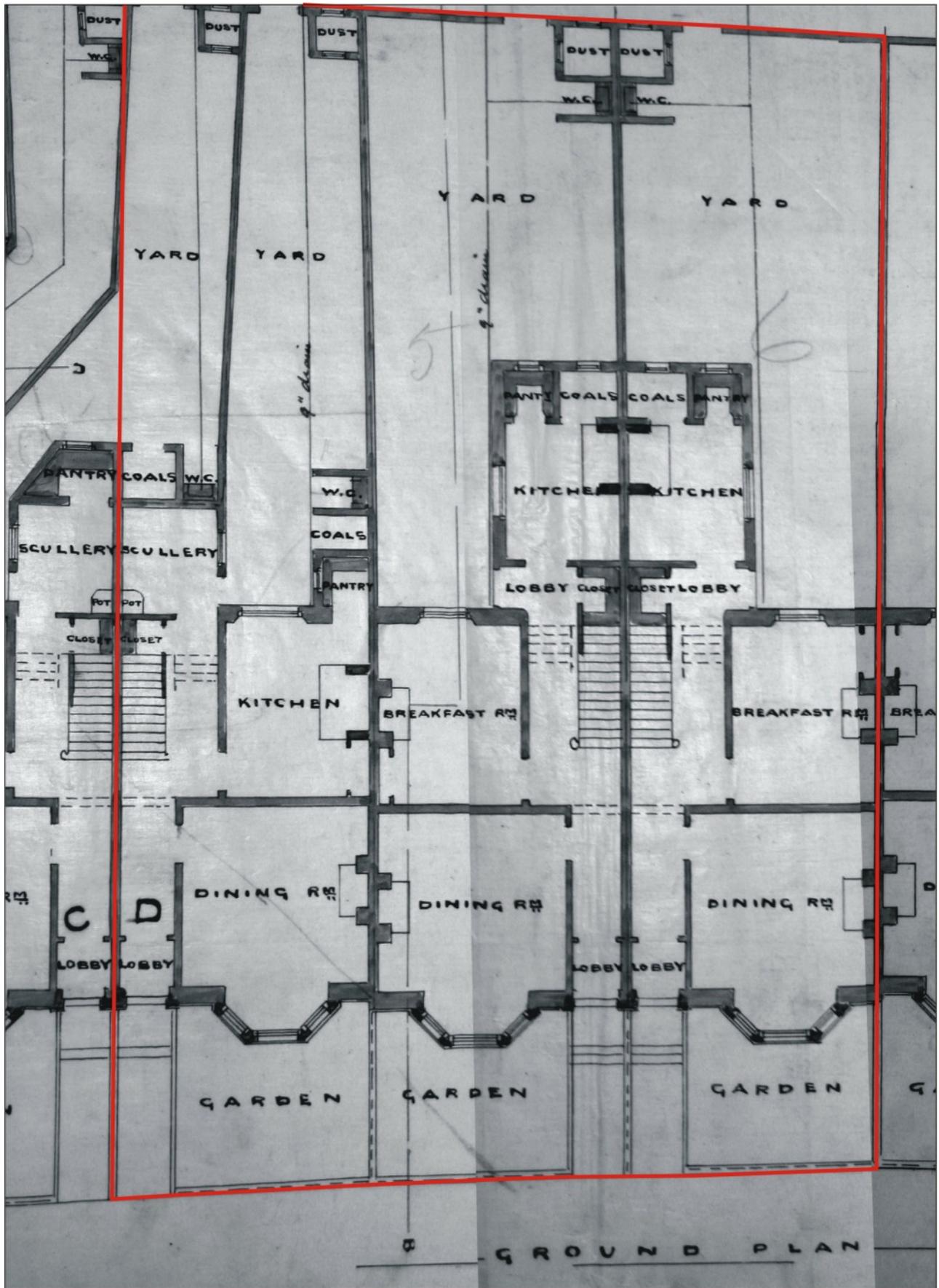


Figure 3. Dodds' 1870 plan "Plan of nine houses to be built at Cullercoats". Ground floor. Red line denotes site boundary.



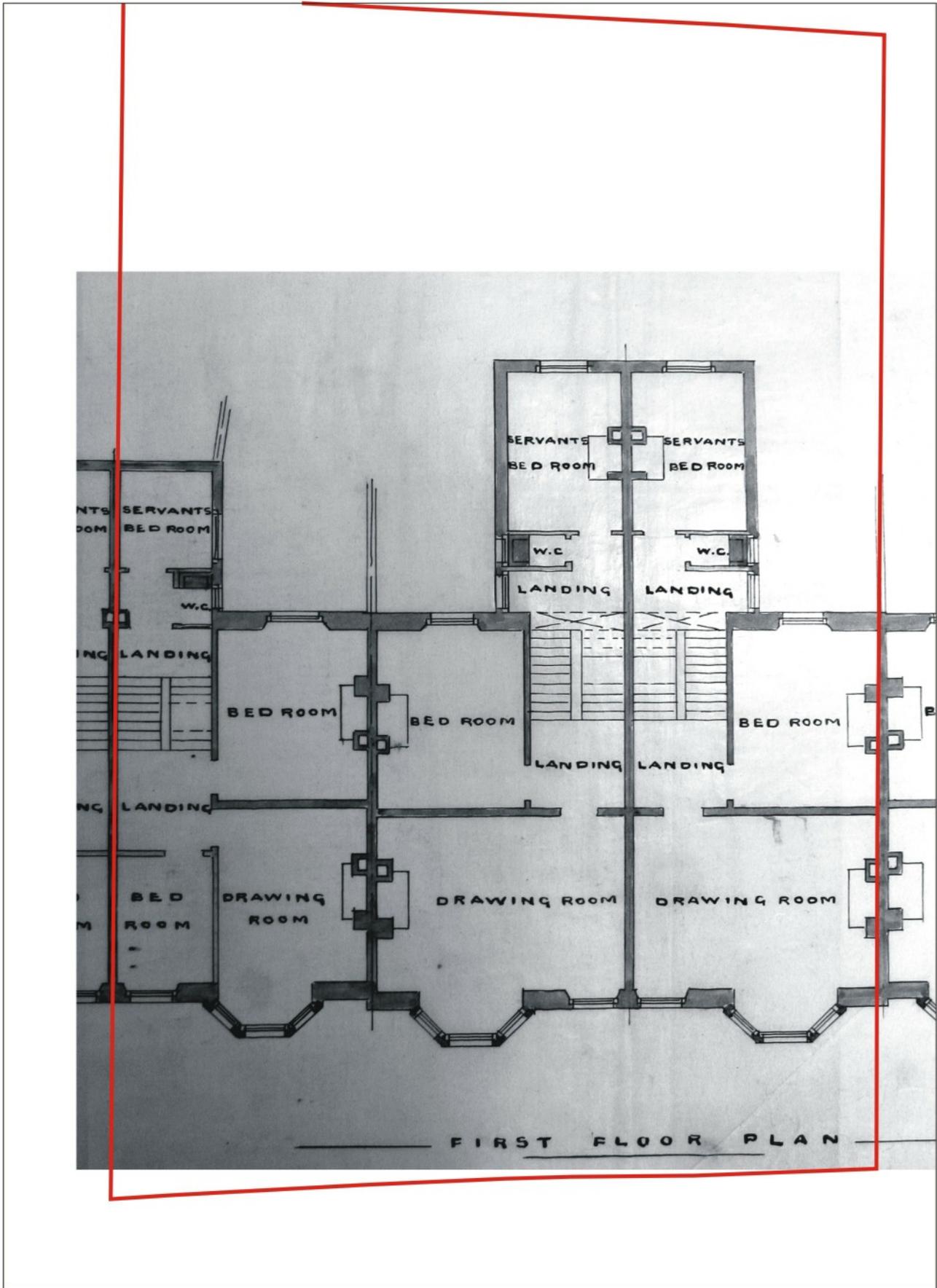


Figure 4. Dodds' 1870 plan "Plan of nine houses to be built at Cullercoats". First floor. Red line denotes site boundary.



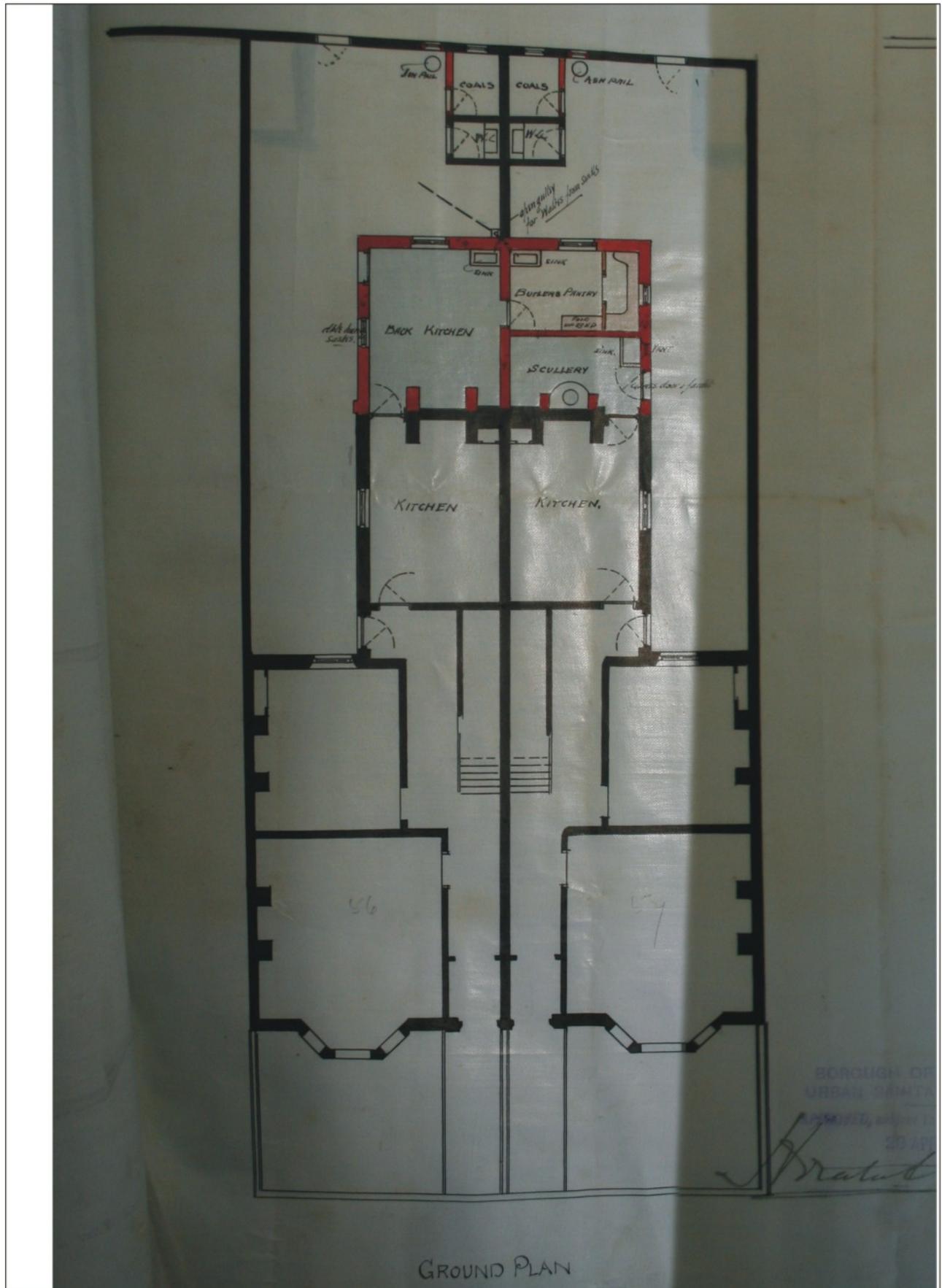


Figure 5. Leeson's 1891 alterations plan of 56-57 Beverley Terrace, ground floor.



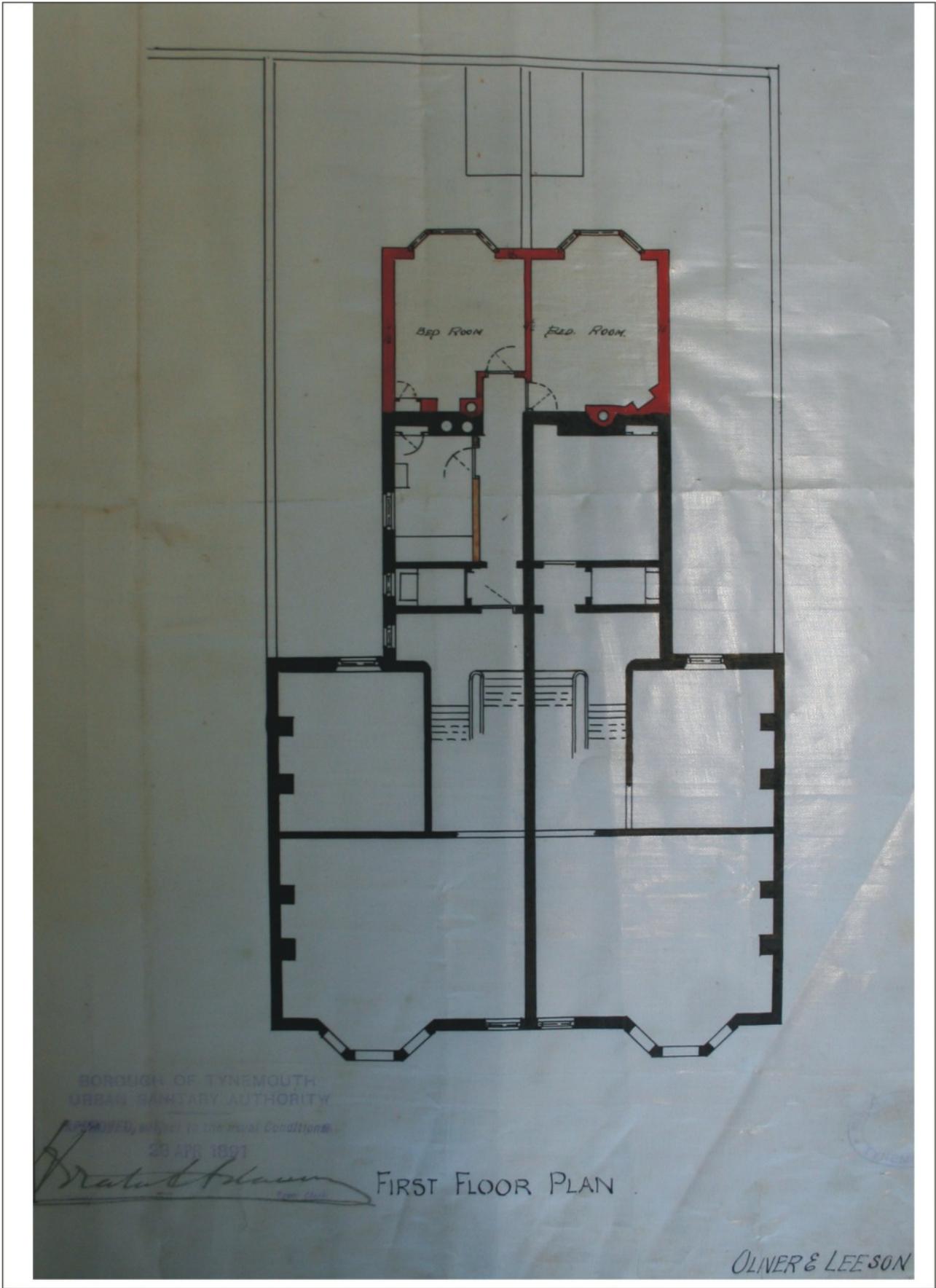


Figure 6. Leeson's 1891 alterations plan of 56-57 Beverley Terrace, first floor.



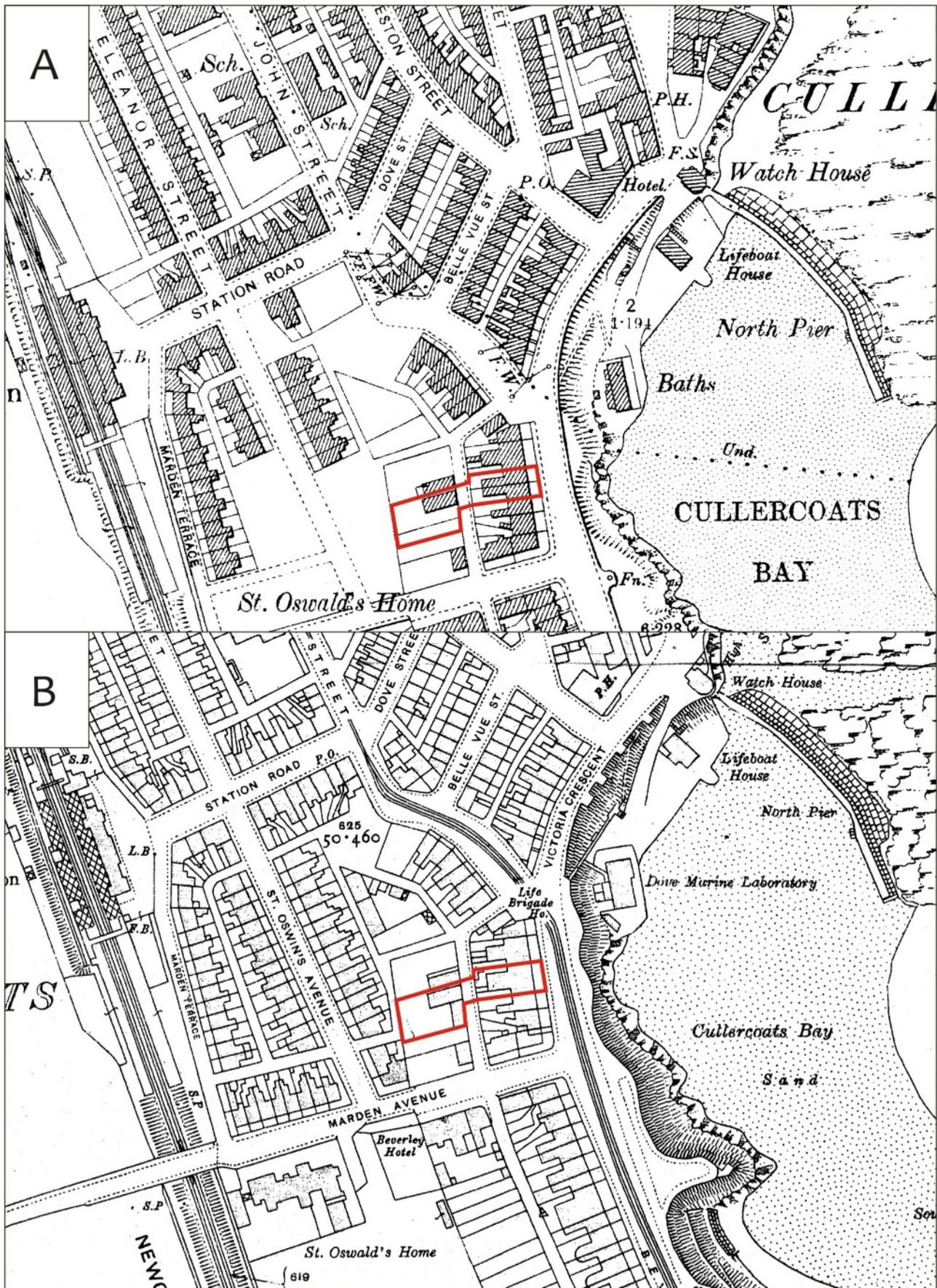


Figure 8. Extract from 2nd Edition Ordnance Survey, 1897 (A) and 3rd Edition Ordnance Survey, 1919 (B). The red line denotes the site boundary.

3. BUILDING AND PHOTOGRAPHIC SURVEY

3.1 Artefacts removed from 55-57 Beverley Terrace (Plate 4)

- 3.1.1 It was found that a couple of artefacts/features had been removed from the buildings prior to the photographic survey taking place. The first was the copper plaque of Polly Donkin, which originally stood in the entrance hall of Monks Haven, but which was removed during the de-commissioning of the electricity in the buildings. The decorative newel caps from the main stairwell in nos. 56-67 had also been previously stolen. Additionally, three internal doors had also been removed to prevent theft. The doors were of a varnished hardwood, panelled and potentially early Victorian, or a later replica. The doors and the copper relief are currently stored in the offices of Oaks Properties Limited, Jesmond, Tyne and Wear, and were photographed prior to the survey of the buildings taking place.



Plate 4. Copper relief of Polly Donkin, MHC12001

3.2 55 Beverley Terrace, external (Plate 5)

- 3.2.1 55 Beverley Terrace lies to the south of nos 56-57, and at the time of the photographic survey, work had already been undertaken to separate the structure from the rest of Monks Haven. The building is Late Victorian, mid-terraced, with three floors (ground floor, first floor and second/attic floor). The frontage is of classical style, with a two-storey bay, over which is a gable-fronted dormer. The windows of the east-facing elevation are sash-windows, and the facade is primarily yellow/grey machine-made bricks, laid in Flemish Bond. The bay, quoins, lintels, sills, cornice, finials and pilasters are all in yellow sandstone. At the base of the building are three courses of grey brick, this time in English bond, complete with air bricks. The single door into the property is recessed within a classical style surround and hood, with a rectangular transom window directly above. Another hood, again in yellow sandstone, lies above the ground floor bay window, and the lintels of all windows hold classical influences in their design.



Plate 5. External, 55 Beverley Terrace, looking west, MHC12006

- 3.2.2 The rear of the property is rendered, with either single or double paned windows, with yellow sandstone lintels and sills.

3.2.3 Unlike many properties on Beverley Terrace, no. 55 does not appear to have a cellar.

3.3 55 Beverley Terrace Ground Floor (Figure 9)

3.3.1 55A: the entrance is a small room, with a door and transom immediately upon entry. The ceiling is of interest, with the cornice moulding enriched with a simple design.

3.3.2 55B: the lobby is a narrow corridor with walls sporting painted dado rails and heavy anaglypta wallpaper. The lobby also has the same enriched moulding as noted in the entrance area. The stairwell that leads up to the first floor has an elaborate newel post and balustrade in barley-twist design. The risers and treads of the steps can be seen to be simple wood planking.

3.3.3 55C: this room was originally designed to be a dining room, and holds the bay window of the building facade as well as a small early 20th century fireplace. At the time of the survey, the room was also being used to store fire surrounds and cast hoods and grates, presumably some of the better examples of the fireplaces removed from 56-57 Beverley Terrace during recent renovations. The room also contained heavily decorated fluted late Victorian cornices.

3.3.4 55D: this room was originally the kitchen, and like the dining room, currently holds the remnants of displaced firehoods and grates. There is a modern window set in a moulded window surround in the west wall, and a suspended ceiling has been removed revealing fluted coving. Where the modern plaster has been removed in patches on the western wall, it is possible to see tiles beneath, common in Victorian kitchens.

3.3.5 55E: not part of the original build, this room has been used as a bathroom, with opaque bathroom glass added to the two pane window in the north wall. The walls are covered in modern tiles, and the ceiling is modern.

3.3.6 55F: again, not part of the original build, this room was also used as a bathroom, and all wall and ceiling coverings were modern. It has one window in the north wall.

3.3.7 55G: this small room has a window in the north wall and was not part of the original build. The floor comprises wooden floor boards, and the wall and ceiling coverings are modern.



Plate 6. Barley twist balustrade and newel, MHC12020



Plate 7. Entrance ceiling with enriched coving, MHC12010

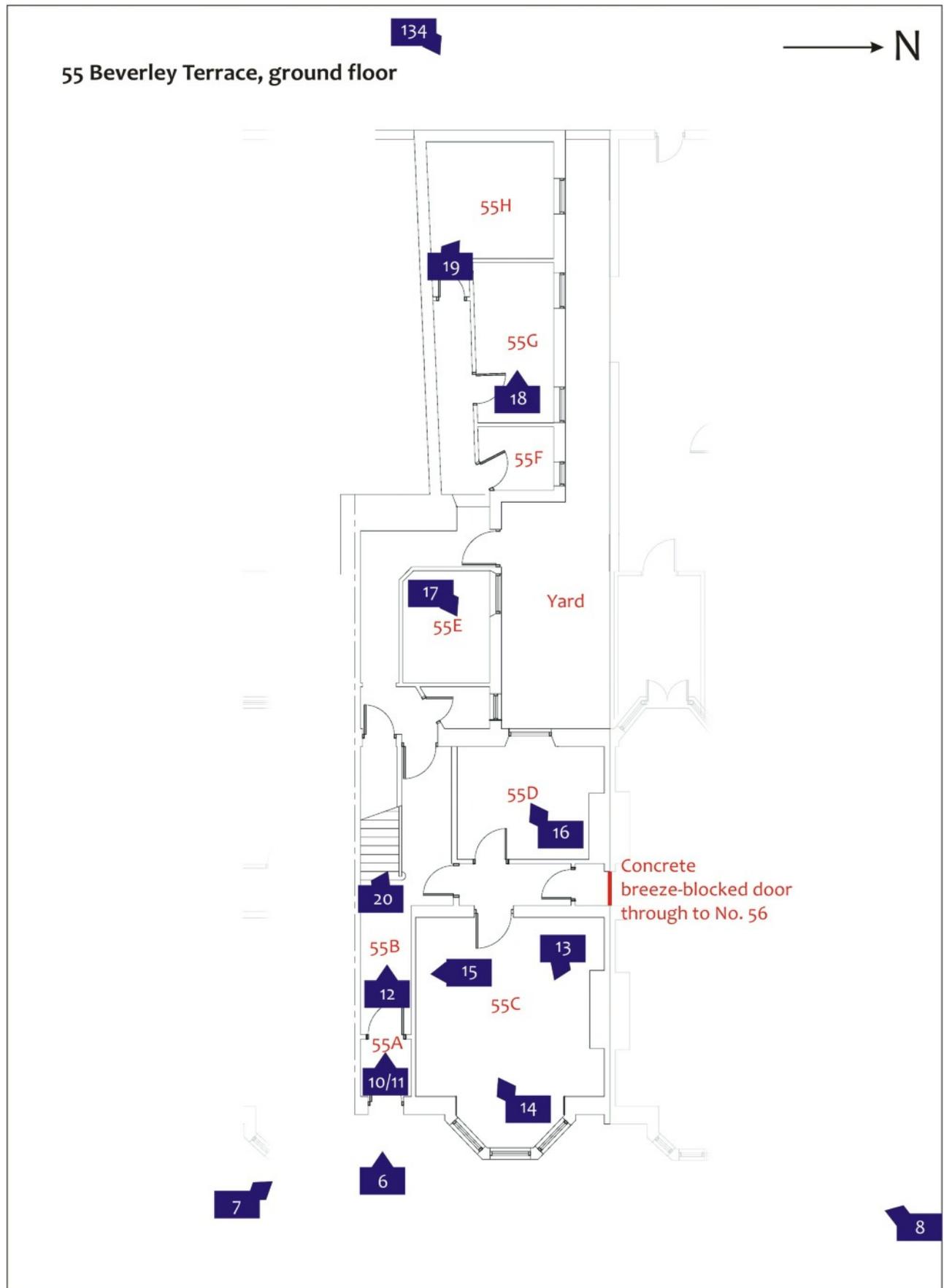


Figure 9. Photograph locations (see Appendix 1) of the ground floor of 55 Beverley Terrace. Allocated room numbers are in red.

- 3.3.8 55H: this small room contains a single glazed modern window in its north wall and has wooden floorboards. The wall and ceiling coverings are modern, and like earlier rooms this was not a part of the original build.
- 3.4 55 Beverley Terrace First Floor (Figure 10)
- 3.4.1 55I: at the time of this survey, this room had been opened into one large room. Originally though, it was built as two separate rooms, with a drawing room (with fireplace) to the north, and a smaller unheated bedroom to the south. The dividing wall and suspended ceiling have been removed, revealing heavily decorated cornices with angel motif friezes. The windows in the east wall, overlooking the bay are panelled in classical design, and the floor comprises wooden floorboards. There is also a painted picture rail present, and the drawing room fireplace has been blocked and panelled over (this may be modern ply-board).
- 3.4.2 55J: originally a bedroom which also extended into what is now the hall to the east, at some point the fireplace was blocked up, and the recess to the west reused as a small cupboard. The room has lightly fluted skirting, and a modern glazed window in its western wall, set into a fluted window surround. The suspended ceiling in this room has also been removed, revealing the modern water pipes as well as fluted Victorian coving.
- 3.4.3 55K: this room was originally the servant's bedroom, with a toilet directly to the east where there's now a small landing. In more recent times, the room has been a bathroom, and has modern tiles on the walls and a modern ceiling. Where the tiles have broken away, red brick and sandstone blocks have been revealed. There are two recessed windows on the north wall, both mid-twentieth century in date.
- 3.4.4 55L: the fireplace in this room has been removed, leaving the stone hearth in place. The floor comprises wooden floorboards, with modern skirting. There is also enriched coving in this room, 20th century in date but designed to emulate Victorian style.
- 3.4.5 55M: the landing contains plain skirting and a dado rail, as well as a modern door set in a Victorian wooden surround above which is a gothic-style arched transom window. The landing also of course contains the continuation of the building's barley twist staircase.



Plate 8. General photograph of 55I, looking east. The remains of the line of the original dividing wall can be seen centrally, MHC12022

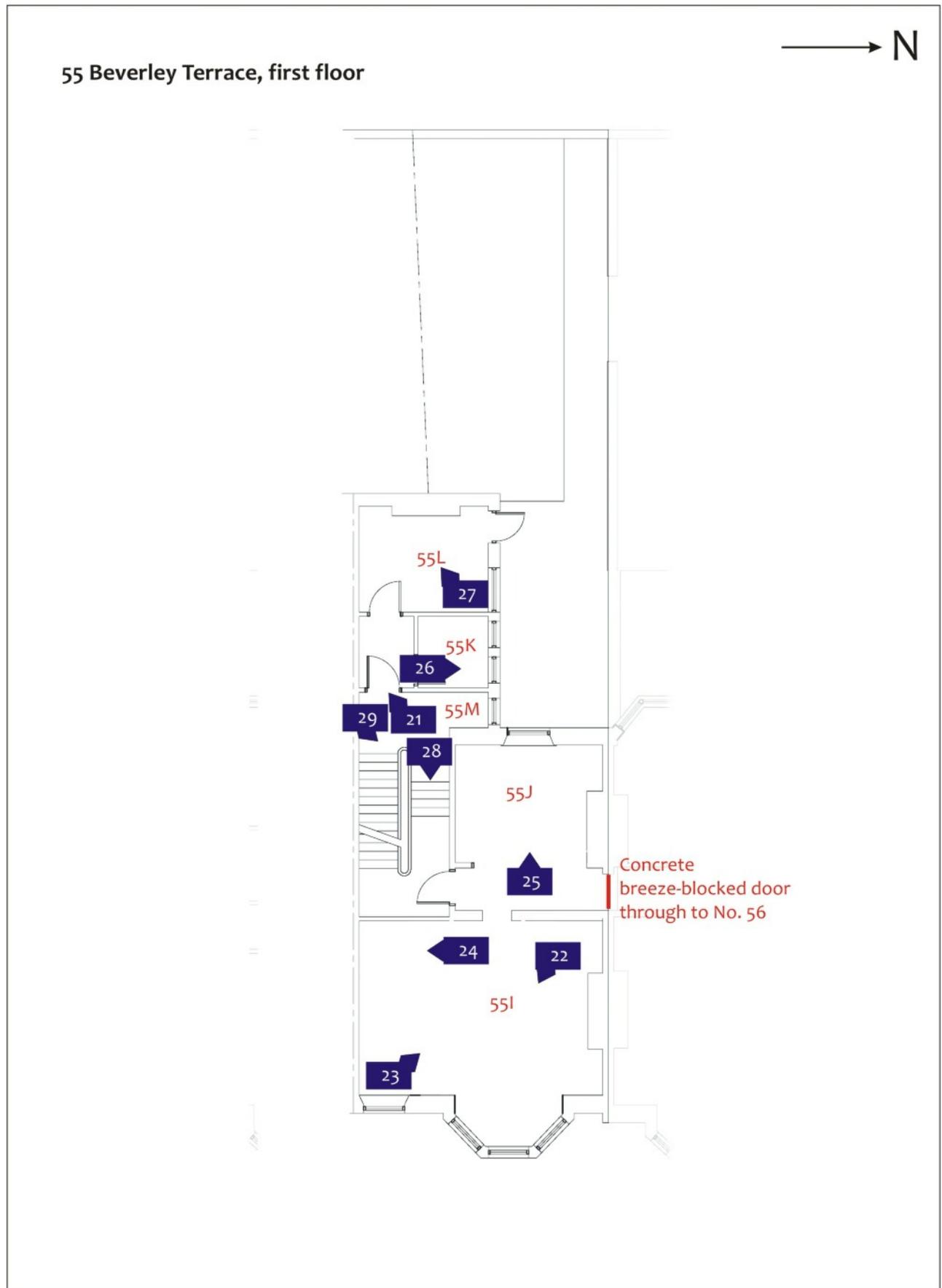


Figure 10. Photograph locations (see Appendix 1) of the first floor of 55 Beverley Terrace. Allocated room numbers are in red.



3.5 55 Beverley Terrace Second Floor/Attic (Figure 11)

- 3.5.1 55N: this room has a modern window set into the dormer on the eastern wall. The ceiling respects the angle of the roof, and a main support beam runs north-south across the room. A fireplace has been removed from the north wall, leaving the stone hearth in place, and the floor comprises wooden floorboards. The walls and ceiling are still covered with modern painted plaster.
- 3.5.2 55O: this room has a single modern glazed window in its eastern wall and has been used as a bathroom, based upon the tiled walls. The fixtures and fittings are all modern, and the main support beam runs north-south across the room.
- 3.5.3 55P: the fireplace in this room's northern wall has been blocked, and the alcove to the west utilised as a cupboard, as per the floor below. There is a modern window in the western wall, and a main support beam running north-south. The door surrounds and skirting all appear to be early 20th century in date.
- 3.5.4 55Q: this is the top landing, and the end of the barley twist staircase. The walls are covered in heavy anaglypta and there is a dado rail in place.
- 3.5.5 55R: this small room has frosted windows and tiled walls, as well as wooden floorboards. All fixtures and fittings appear to be modern.
- 3.5.6 55S: this room has wooden floorboards, plain skirting and coving, likely to be early 20th century in date. There is a window on the north wall.
- 3.5.7 55T: the hall consists of wooden floorboards (running north-south) and a doorway through to 56 Beverley Terrace, recent blocked by breezeblocks. The walls are covered with heavy anaglypta, and all the fixtures and fittings appear to be modern.



Plate 9. Dormer window in 55N, looking east, MHC12030.

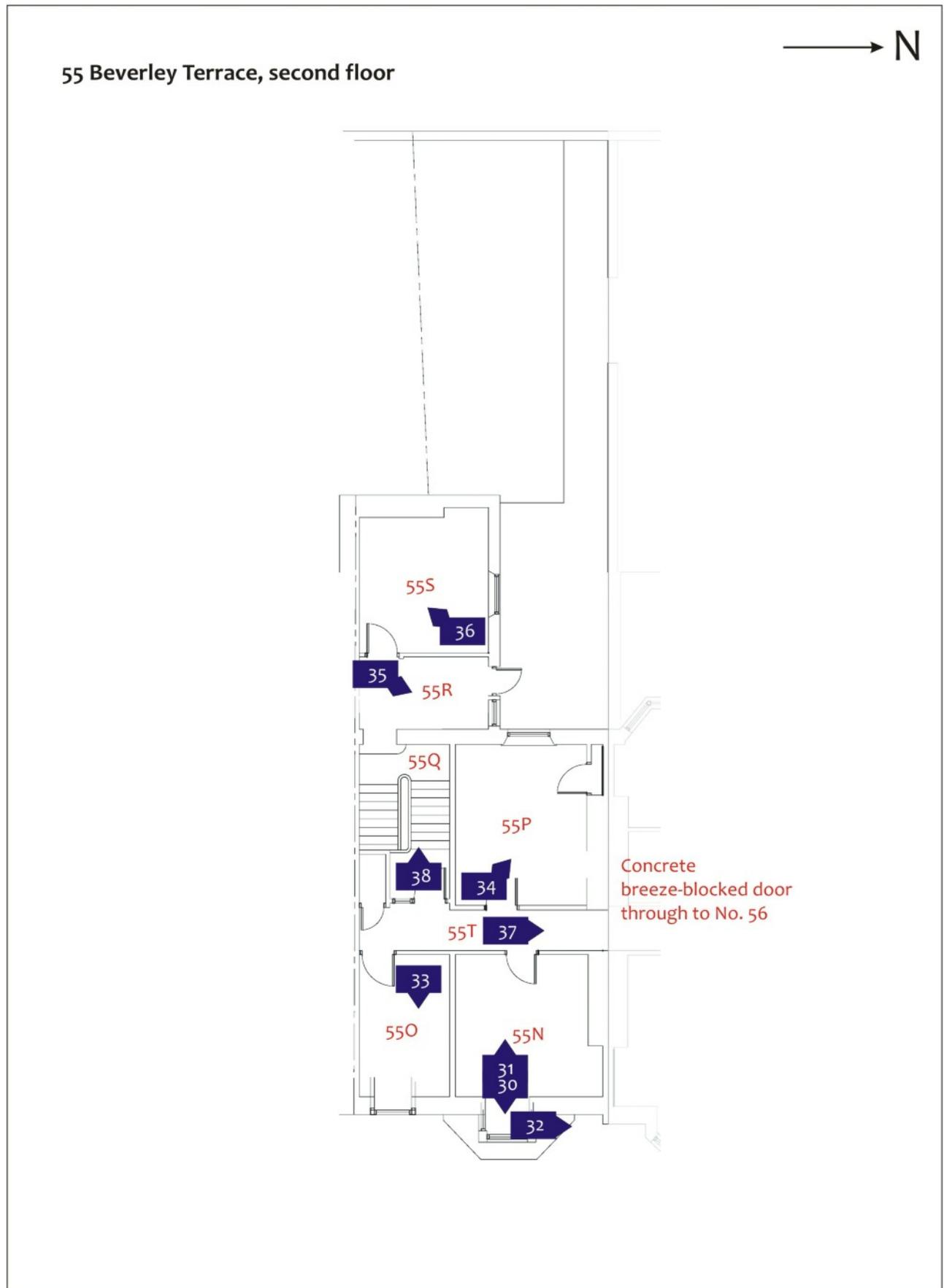


Figure 11. Photograph locations (see Appendix 1) of the second floor of 55 Beverley Terrace. Allocated room numbers are in red.



3.6 External 56-57 Beverley Terrace (Plate 10)

3.6.1 56-57 Beverley Terrace lies to the north of no. 55 and at the time of the photographic survey, work had already been undertaken to separate the structures, as all three houses had until recently formed the rest home of Monks Haven. Nos. 56-57 have been conjoined to form one larger house, as have many others on Beverley Terrace: the building is originally Late Victorian, mid-terraced, with three floors (ground floor, first floor and second/attic floor). There is no known cellar to the property. Like the rest of the block, the frontage is of classical style, with two three-storey bays, over which are crenulated parapets and finials of yellow sandstone. Between the bay windows is a large extruding entranceway: the door to no.57 has been blocked and replaced by a late Regency style 16 pane sash window with semi-circular fanlight above, whilst the doorway to no.56 is still in use, again with a matching. Over the porch is a parapet with sandstone balcony, beneath which is a pronounced cornice, the decoration of which provides upper edge of the porch facade, crafted to resemble a triumphal arch with Ionic columns and entablature. "MONKS HAVEN" forms part of the carving in the sandstone above the door, whilst an early 20th century additional sign is attached to the balcony. Above this, on first floor are two sets of mullioned windows, set in sandstone with sandstone quoins, above which is another pronounced cornice. The attic level above this is shown as dormer windows, set with more modern frames. The eastern facade is primarily red machine-made bricks, laid in Flemish Bond, with ashlar sandstone comprising the majority of the ground floor as well as all quoins, lintels, sills, cornices, finials and pilasters.

3.6.2 The rear (western elevation) of the property, does not give the same appearance of overall wealth, as is the nature of many late Victorian houses. The rear of the property can be seen from the two back yards as well as the back street. The majority of the walls pebble dashed (with brick showing beneath) and the opposing bay windows on either side of the western extension are set in plain yellow sandstone surrounds. An interesting note however is the addition of mock timber framing on the gable,



Plate 10. External view of 56-57 Beverley Terrace, eastern elevation, MHC12004



Plate 11. External view of 56-57 Beverley Terrace, section of western elevation, MHC12039

painted the same blue as the drainage piping. This was a popular style in the 1890s, but would usually be placed on the building frontage. On the back of the property, this could be interpreted as a show of wealth and status.

3.7 56-57 Beverley Terrace Ground Floor (Figure 12)

- 3.7.1 56A: at the time of construction, this room was divided into two, the easternmost room described as the dining room, and the western room as a breakfast room. Both rooms had their own fireplace on the southern wall, and with the suspended ceiling now removed from this room, the remains of the dividing wall can still be seen in the ceiling. The ceiling mouldings are plaster on a hessian backing, and are damaged from the remains of the aforementioned suspended ceiling. During the restructuring of 56 and 57 Beverley Terrace into essentially one building, the original entrance hall from no.56 was removed and the space added to the northern aspect of room 56A. Due to the uniform nature of the decoration, it can be assumed that the majority of the room was redecorated following the remodelling: the walls of the room are panelled and also sport moulded dado rails, elaborate cornices and skirting. The main eastern windows also contain stained glass frames with a trophy motif, and the rectangular transom window that now sits above the modern doors to the conservatory also holds a stained glass motif: according to the original plans, this was originally a window or set of french doors, presumably designed to let in light to the breakfast room. The western fireplace has been removed, but the main eastern fireplace is still in-situ with a marble surround and heavily decorated mantle. Two Victorian hardwood doors remain in-situ (4 panels in each, two large upper panels and two smaller panels below) in the northern wall, each within a moulded door surround with painted moulding in classical bay leaf style.



Plate 12. View of the fireplace in 56A, MHC12047

- 3.7.2 56B: this room was originally the lobby, closet and leading through to the kitchen. It was found to have a wood-panelled ceiling, and had its fireplace removed on the south wall. To the north of the fireplace was a serving hatch, blocked on its western aspect in 56C.

3.7.3 56C: this room was originally built post 1891 as the back kitchen. It is likely that the hatch between rooms 56C and 56B was installed at this time as a serving hatch, though in more recent years the hatch was blocked from this room. Tiles cover the walls of this room: no period features were visible.

3.7.4 56D: this room was built as an extension to the back kitchen (date unknown) and like 56C is tiled on the walls and floor. No period features were visible.

3.7.5 56E: a small pantry, holding three tiers of marble shelves. The walls are tiled and the floor is tiled in parquet fashion.

3.7.6 57A: the entranceway is marble tiled, with wooden panelling and detailed cornice moulding. Immediately upon entry, there is a wooden alcove that still bears the imprint of the copper plaque of Polly Donkin, temporarily residing in the Oaks Properties Ltd office. To the right is a hardwood door with a semi-circular fanlight above, mirroring the fanlights in the external facade.

3.7.7 57B: the lobby with its parquet style wooden floor comprises the main lobby of what was no.57 Beverley Terrace. The walls are panelled with wood up to the height of a standard dado rail, and the doorways leading off to the main rooms to the north and south are in heavily moulded classical style surrounds. 57B also contains the main 'well stair', which replaced the original stairs of both buildings, blocking off the original entrance to 57D. The well stair contains classic 'monumental' Victorian spindles and newels, and looking up through the stairwell one can see the roof dome.

3.7.8 57C: this room was originally the dining room for no. 57 Beverley Terrace. The ceiling mouldings in this area are made of paper, and are damaged from the remains of the suspended ceiling (already removed at the time of the photographic survey). There is a surviving fireplace in the north wall. A picture rail runs around the room, and the wall beneath the windows is panelled in wood. This room also contains wooden window shutters, which fold away into panelled cupboards at the side of the windows. The floor comprises wooden floorboards, and the walls are covered in anaglypta. There is potential that at one time this room conjoined 57D: the jamb is now panelled across to prevent access.

3.7.9 57D: this room was originally a breakfast room. The fireplace has been removed, and many of the panes of glass replaced with modern glass. There are the remains of a picture rail and moulded skirting, and the floor comprises wooden floorboards.

3.7.10 57E: this is a modern toilet room, tiled with no period features visible.

3.7.11 57F: this room was originally the kitchen. The fireplace on the western wall has been removed, as has most of the moulded cornice. The moulded window surrounds and skirting, both classical late Victorian style remain in place. No other period features were visible.

3.7.12 57G: this room was originally built post 1891 as a scullery and butler's pantry (the latter serving no.56). Originally this would have been two rooms, divided north-south but no evidence of this now remains. The room is tiled, and damage has been done to the south-east corner, presumably during removal of sections of fireplace.



Plate 13. View of well stair, MHC12061

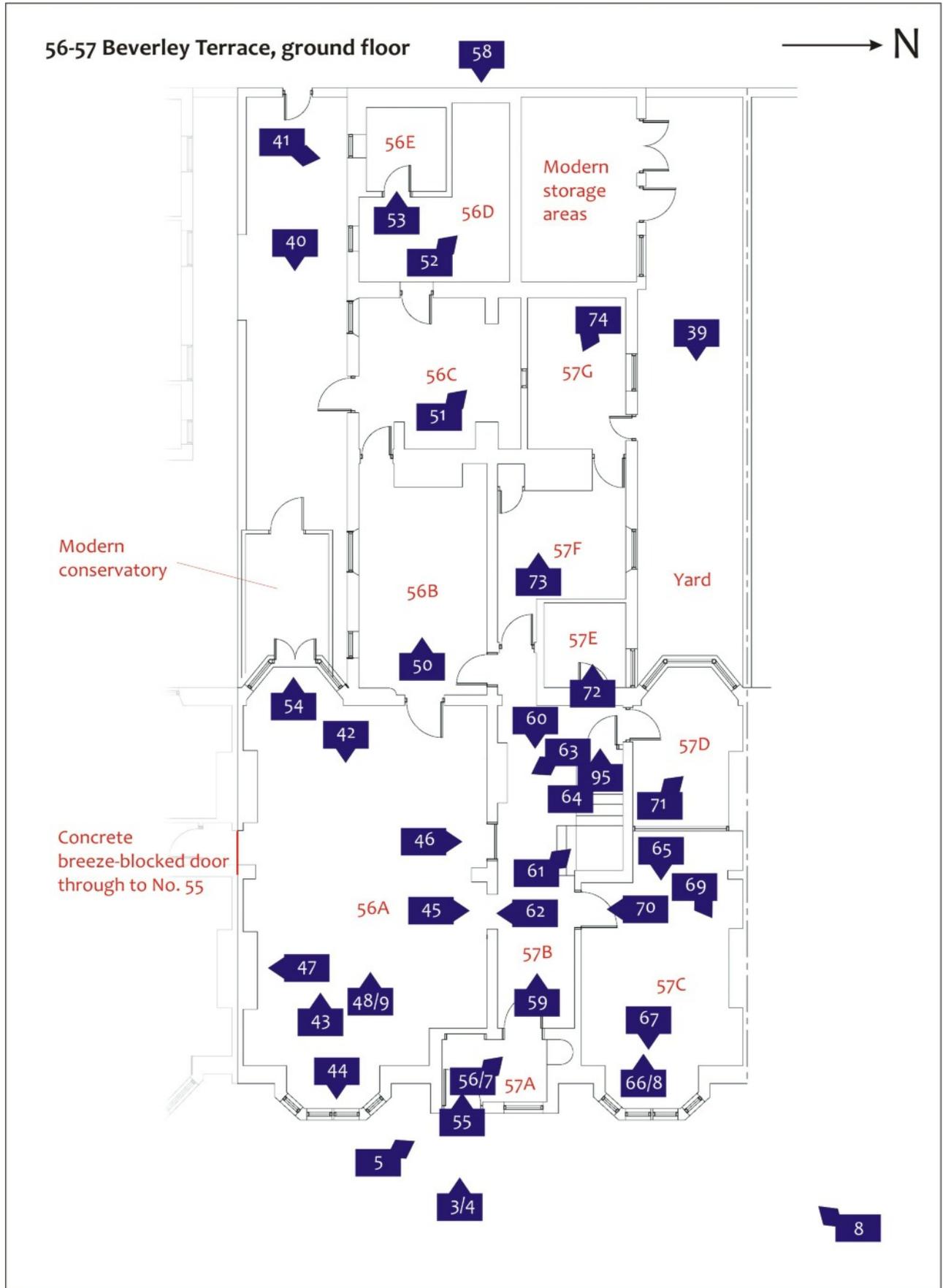


Figure 12. Photograph locations (see Appendix 1) of the ground floor of 56-57 Beverley Terrace. Allocated room numbers are in red.



3.8 56-57 Beverley Terrace First Floor (Figure 13)

- 3.8.1 56F: this room was originally part of a larger room, alongside 56G: its labelled as a drawing room on the original plans. Currently, the room has a standard painted 4 panel Victorian door, with moulded skirting boards and a rectangular transom window above the door. The top panes of glass in the windows on the eastern wall are stained glass with a floral motif.
- 3.8.2 56G: originally part of the drawing room, this room has a bay window with 4 panels of stained glass (2 trophy motif and two wheel motif). There is also a fireplace *in-situ* on the south wall, and the window surround is in classical style, with wooden shutters in recesses to either side. The room also sports high Victorian skirting, wooden floorboards and moulded cornices.



Plate 14. Fireplace *in-situ* in 56G, MHC12079

- 3.8.3 56H: an open bathroom area with tiled walls, originally the site of a landing. The floor is badly damaged here, and no period features are visible bar the moulded cornice.
- 3.8.4 56I: this was originally a bedroom. The room has wooden floorboards, a Victorian style 4 panel door and a bay window. The window surround contains classical column mouldings, and coving as well as moulded skirting boards are in place. The fireplace on the southeast wall has been removed. This room would once have also encompassed the corridor to the east.
- 3.8.5 56J: this room was originally the site of a toilet and landing. A curved alcove in the east wall indicates where the landing originally opened into the stairwell, and a wall has been removed running north-south at the western extent of the room. The scar in the ceiling shows the cornice moulding to the east, with wooden panelling to the west. The room also contains lightly moulded skirting, and a moulded door surround.
- 3.8.6 56K: Originally part of the servants bedroom, this room has sustained a great deal of damage due to recent removal of the fireplace, which has also opened up the western wall. This room has a modern door and moulded skirting boards.
- 3.8.7 56L: this corridor was potentially once part of the servants bedroom, and has suffered damage due to the removal of the fireplace. To the north however is a classical wooden rounded arch. The ceiling is missing in this area, allowing glimpses of the roof structure, and moulded door surrounds and skirting still exist in patches.

- 3.8.8 56M: this room contains a bay window looking west. Beneath the window is wooden panelling, and the floor sports wooden floorboards and high Victorian moulded skirting boards. The walls also hold traces of a picture rail.
- 3.8.9 57H: this small room mirrors 56F with stained glass panels with a floral motif. The ceiling holds a moulded cornice, and the floor a moulded skirting board. The remains of a scar, aligned east-west against the northern wall show that this room has been extended north: the false wall has recently been removed.
- 3.8.10 57I: this large room, originally a drawing room, mirrors 56G, with the same four panes of stained glass in the upper frames of the window. The window surround is of classical style, and the room has wide moulded cornices, a picture rail and high moulded skirting. The room is also panelled with beading: the panelling has effectively blocked the fireplace on the northern wall.
- 3.8.11 57J: originally a bedroom, this room contains a bay window in a classical style surround, the remains of two picture rails and moulded skirting. The fireplace in the northern wall has been removed, and a doorway in the southeast wall blocked by a door panel. Both the current door and the block door are in moulded door surrounds, but the blocked door surround also includes a moulded cornice with a floral design.
- 3.8.12 57K: this is the continuation of the well stair. At the head of the first landing is a small balcony with a metal Venetian form grille. The grille has two initials set into the centrepieces of the panels, the first being 'J' and the second 'M'. These initials likely belong to James Knott and his wife Margaret, giving an installation date for this piece between 1893 and 1911, and is also presumably an original feature associated with the construction of the new central stairwell. The grille is set in a white painted classical surround, with a curved arch leading through to the rooms to the west. Turning to the east, the doors through to the front rooms are headed by a fanlight, and the walls have moulded skirting boards and a dado rail.

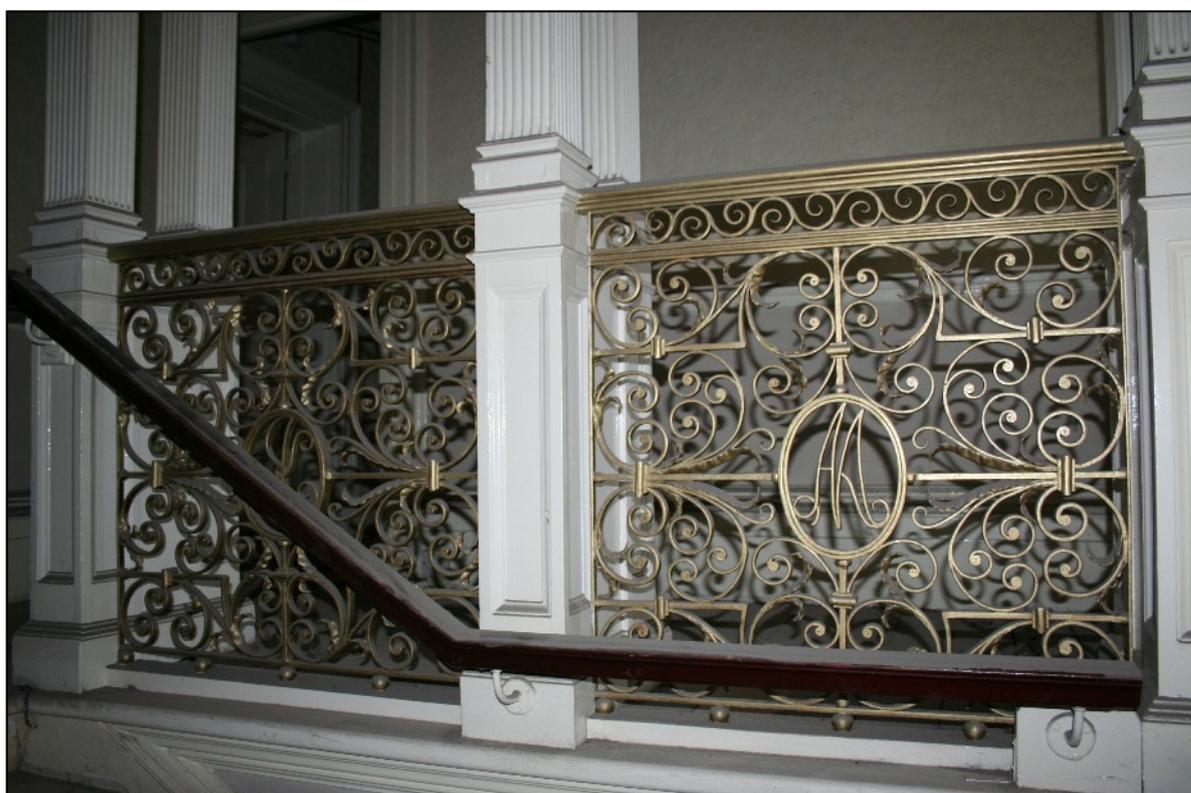


Plate 15. Venetian form grille set with the initials 'J' and 'M' - likely to be James and Margaret Knott, MHC12095

- 3.8.13 57L: this room was originally part of the landing and servant's room. The fireplace has been removed, along with the skirting: only fragments of moulded cornice survives, and the ceiling was noted to be panelled with wood.
- 3.8.14 57M: this room contained a bay window, looking west, containing modern glass including two frosted panes. The floor was covered in a mosaic-effect linoleum, and in some areas the classical style window surround had been overpainted recently. The surround contained wooden panels beneath the windows, the the room still contained moulded skirting boards.
- 3.8.15 57N: a corridor between rooms, originally part of the bedrooms to the west and leading out onto the landing.

3.9 56-57 Beverley Terrace Second Floor (Figure 14)

3.9.1 56N: compared to the front rooms on the floor below, this room is sparsely decorated, with moulded skirting and inconspicuous window mouldings. The floor comprises wooden floorboards, but the walls and ceiling still retain modern coverings, and the fireplace has been removed.

3.9.2 56O: this small room respects the slope of the roof. Its walls are patched wallpaper and tiles, suggesting recent use as a bathroom. Sections of skirting have survived, along with the Victorian style door and moulded door surround.

3.9.3 56P: this area has sustained major damage to the floor and walls, during the removal of the lift system. A skylight is still in place, bringing in light from the roof; a loft hatch is also open in this area allowing access to the roof space for anyone with ladders. Survival of the moulded skirting is fragmentary, but any cornice once present has been stripped away.

3.9.4 56Q: this small room contains nothing but the remains of a stripped out fireplace, showing that it contained at least 4 flues. The wall to the west has been breached during the structure's removal (like the floor below) opening into 56R.

3.9.5 56R: this room contains a bay window set in a thin classical window surround. The Victorian skirting has survived, but the suspended ceiling is still in place hiding any period features on high. The floor comprises wooden floorboards, and the fireplace in the southeast corner has been removed, leaving the stone hearth. This room will have originally extended into 56Q.

3.9.6 56S: 56S forms one section of what would originally have been one long and wide room, encompassing 56T and 57R in a room that stretched from external north to south walls. This room shows evidence of a vaulted ceiling, and the cornice and coving changes in thickness and form on the room's northern wall. The moulded cornice on the southern wall can be followed west into 56T, and the bow window on the south wall can also be seen to continue into the adjacent room. The moulding on the window surround is of special interest, due to its curving nature in line with the vaulted upper wall and ceiling.

3.9.7 56T: this room is a continuation of 56S, with the moulded cornice continuing at the break of the wall with the vault, and at the apex of the vault. Moulding skirting is also in place, and the bow

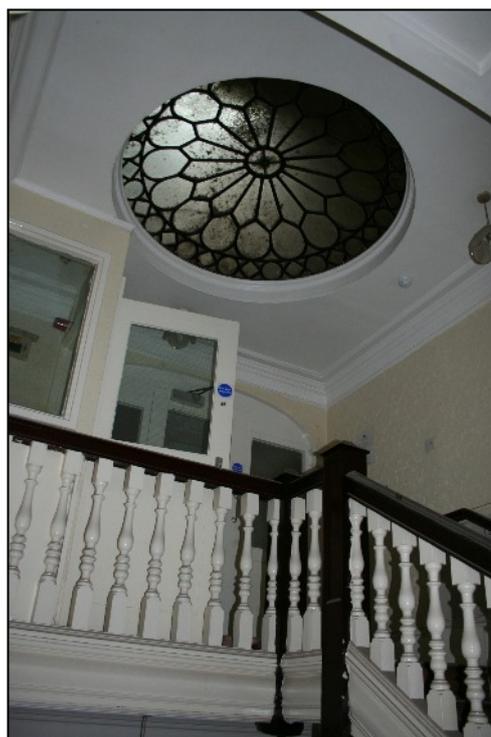


Plate 16. View of the roof dome, MHC12114

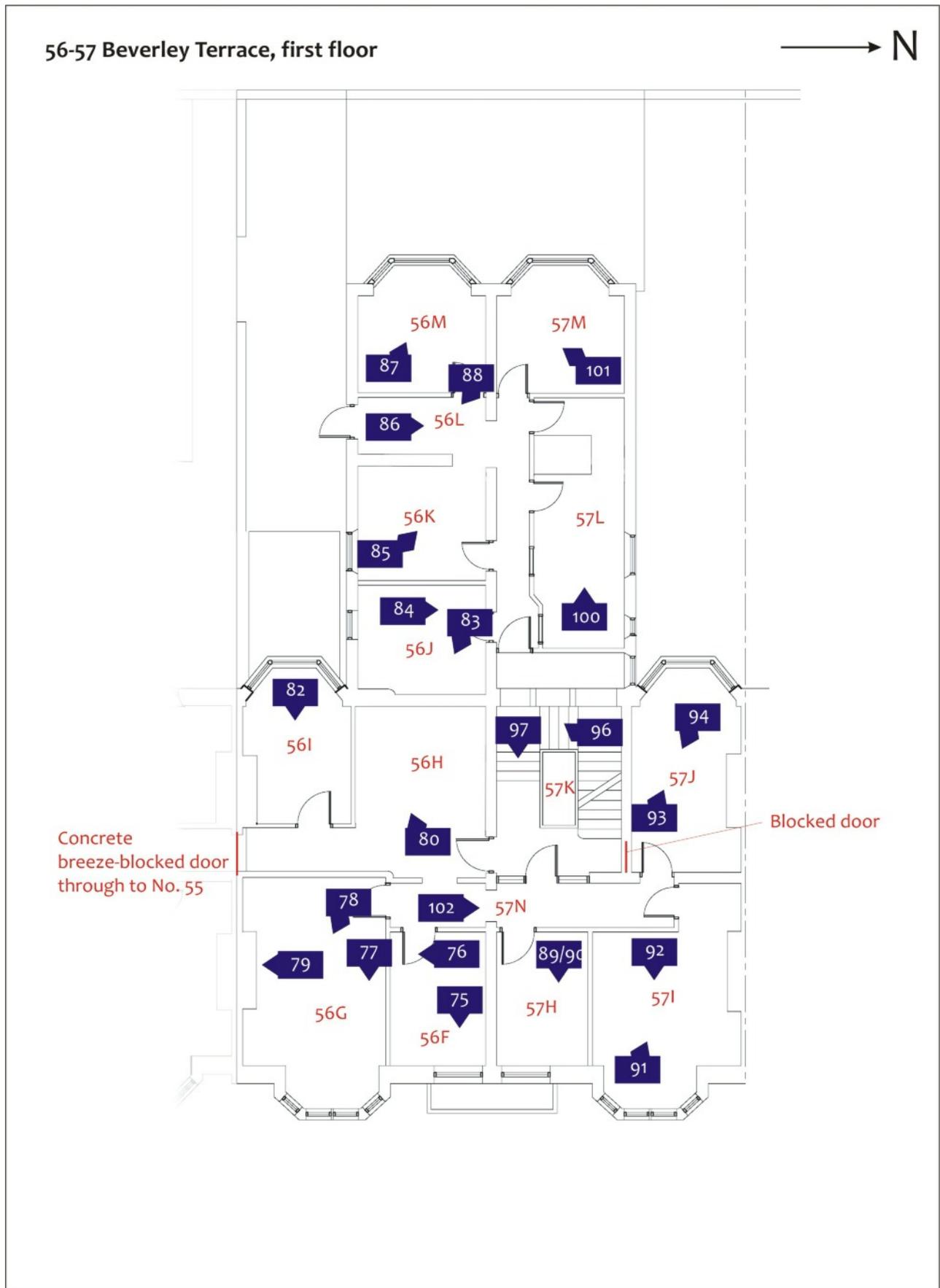


Figure 13. Photograph locations (see Appendix 1) of the first floor of 56-57 Beverley Terrace. Allocated room numbers are in red.



window holds the same curving moulding as the one in 56S. The chimney and fireplace in the northwestern wall has been removed, causing extreme damage to the wall and floor.

- 3.9.8 56U: this corridor was originally part of 56V, based on following the moulded cornice to the west. The corridor here is badly damaged due to the removal of the chimney and fireplace, with fragmented skirting and cornice still existing.
- 3.9.9 56V: this room originally extended to take in the area of the corridor outside, and holds a bay window with a classical late Victorian surround, skirting and moulded cornice. The floor comprises wooden floorboards.
- 3.9.10 57O: a small room with linoleum flooring and a section of tiles on the south wall. There is the imprint of a bath, now removed, and a main roof support beam crosses the room running north-south. Moulded skirting board is still in place in this room.
- 3.9.11 57P: this room holds the upper bay window and respects the angle of the roof. The main roof support beam crosses the room running north-south and the windows are within an inconspicuous moulded window surround. The moulded skirting is still in place and the fireplace has been removed from the north wall.
- 3.9.12 57Q: the fireplace has been removed from the north wall of this room, and a bay window is on the west wall. No period features remain in place other than a moulded window surround.
- 3.9.13 57R: this room continues the vaulted ceiling from 56S and 56T, including the moulded cornices.
- 3.9.14 57S: this corridor was once part of 57T, and has been badly damaged by the removal of the fireplace and chimney. The damage to the wall however allowed a section of the vaulted ceiling previously referred to in 57R, 56S and 56T.
- 3.9.15 57T: this room mirrors 56V, and once extended to encompass 57S. The room holds a bay window with a classical Victorian window surround, deep moulded skirting and fluted cornices. The floor comprises wooden floorboards.



Plate 17. Cross section of the vaulted ceiling, MHC12120



Plate 18. The curved moulding in 56S, MHC12110

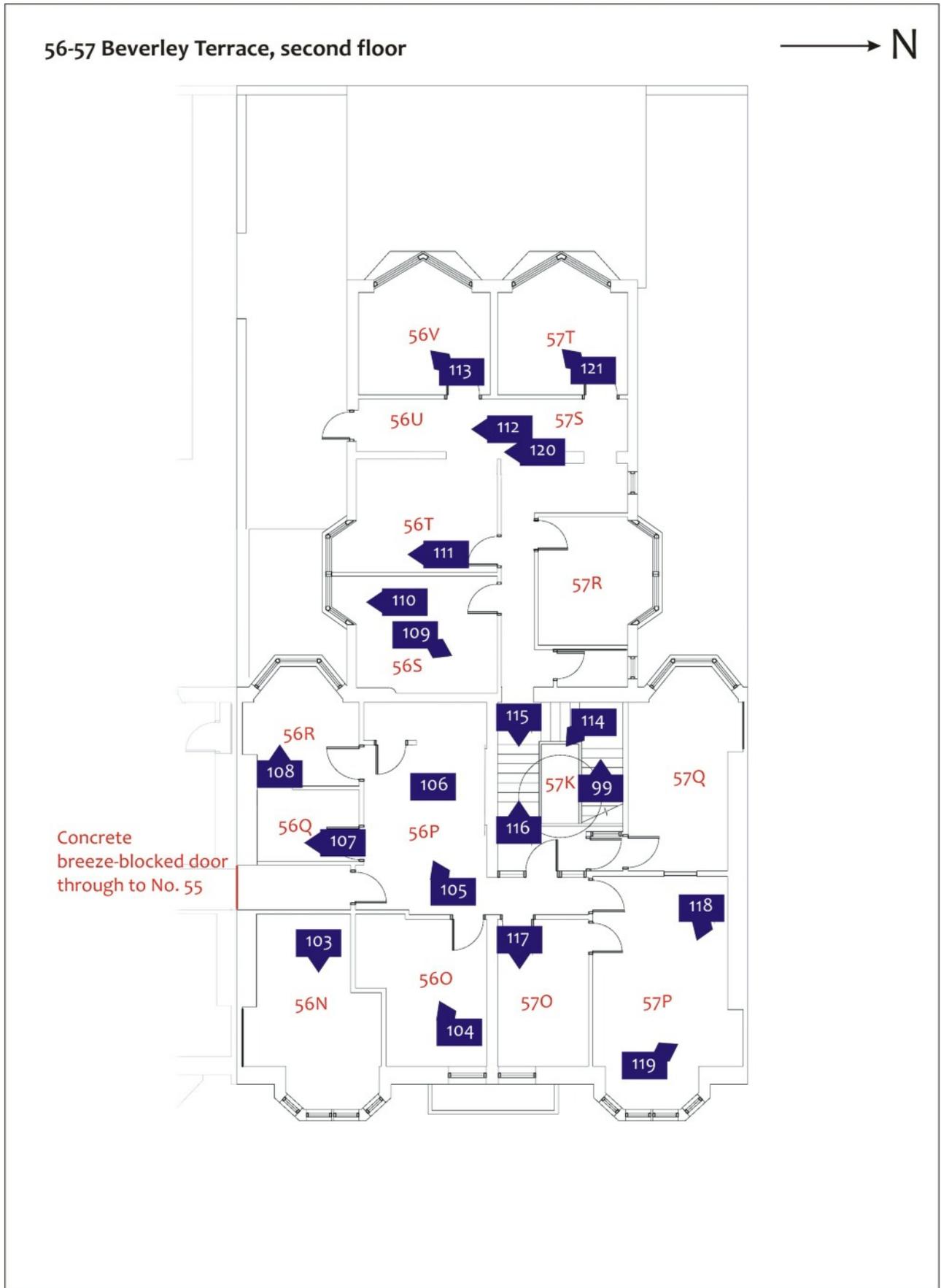


Figure 14. Photograph locations (see Appendix 1) of the second floor of 56-57 Beverley Terrace. Allocated room numbers are in red.



3.10 External Coach House (Figure 15)

3.10.1 The main coach house frontage faces east onto the back lane behind 55-57 Beverley Terrace. The site is divided into three main areas: the main coach house, the pony trap house and the garden.

3.10.2 The main coach house's eastern gable shows the structure to be wooden, currently painted black with the double doors on the frontage, and a hay loft door on the first floor, now blocked.

3.10.3 The pony trap house is constructed of red brick laid in English bond. A single wooden recessed door lies at the northern extent of the building, with a semi-circular fanlight above (blocked on its eastern aspect). The eastern elevation also holds a modern steel roller door in its central section, and large wooden doors to the south. Above the modern roller door is a locked loft door, set into the gable dormer. Upon inspection, it was found that the iron remains of a pulley or hoist remains in place above the blocked hayloft door.

3.10.4 The southern elevation of the coach house shows it to be constructed of red brick in a combination of Flemish and Stretcher bonds. It shows three 12 panelled windows, with plain yellow sandstone lintels and sills, and a wooden door, now



Plate 19. Main frontage of coach house, looking southwest, MHC12122



Plate 20. Remains of a pulley or hoist above the hayloft door, MHC12126



Plate 21. Western elevation of pony trap house, MHC12129

blocked, again with a plain yellow sandstone lintel.

- 3.10.5 The western elevation of the coach house shows the old garden exit from the coach house, now blocked with brick and with roofing felt attached to its timber lintel. There's also 12 panelled window in the first floor, with a yellow sandstone plain lintel and sill.
- 3.10.6 The western elevation of the pony trap house shows central double doors, with two 3 pane rectangular windows to the south, set on plain sandstone lintels with red brick arches above. On the ground floor to the north of the double doors are two mid-20th century windows, set on sandstone sills with the larger of the two also having a sandstone lintel. Above these two, on the first floor/attic level, is a dormer window.
- 3.10.7 The gardens to the west of the coach house were badly overgrown, and bounded by a red brick wall, in some sections with concrete capping.

3.11 Internal Coach House (Figure 15)

- 3.11.1 CHA: above the main door is an 8 pane semi-circular fanlight. A hatch into the loft space was set in the ceiling, and accessed via a ladder.
- 3.11.2 CHB: this room was a modern food preparation area, with a hatch in the northern wall through into CHD. Originally it was part of a stall. No period features remain.
- 3.11.3 CHC: this room was a modern toilet and washroom. Originally it was part of a stall. No period features remain.
- 3.11.4 CHD: this room was the main coach house which in c.1890 was originally attached to the stalls to the north. The main equine door to the west is blocked externally, though modern panelling on the inside of the building prevents it being viewed. At the time of the survey, the door for human use in the southern elevation was blocked by modern boards. The floor was stone flagged, and notable features centred on the stable windows in the northern wall, and in the preservation of the Victorian roofing structure.
- 3.11.5 CHE: this was the main pony trap house, and at the time was only accessible via a ceiling hatch and ladder in CHA. The floor is concrete, with wooden panelled stairs on the northern aspect leading to the mezzanine/loft level. On the eastern wall was the modern roller door, and also the wooden double doors leading to the back lane: these were bolted in place at their bases to prevent the doors swinging open. On the western wall was also the wooden double doors leading to the gardens. These were locked by drop-bolts and opened inwards. The room's walls were covered in wooden panelling, and a covered vehicle service pit set in the floor by the modern roller doors.
- 3.11.6 CHF: the mezzanine/loft level above CHE was accessed by the stairwell or hatch previously mentioned. The floor comprised wooden floorboards, and the walls were painted brick. In the east wall was set the closed door for the hayloft, bolted from the inside.
- 3.11.7 CHG: this small room contained the floor hatch leading down to CHA, and was purely modern in nature, with a dormer window on its western wall.

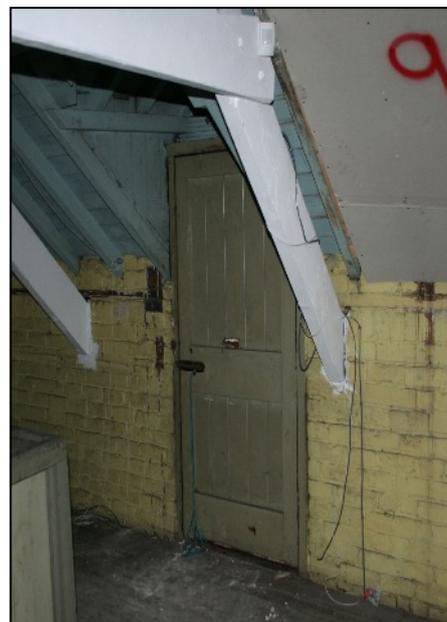


Plate 22. View of the inside of the hayloft door, MHC12147



Figure 15. Photograph locations (see Appendix 1) of the Coach House. Allocated room numbers are in red.

4. CONCLUSIONS AND RECOMMENDATIONS

4.1 Conclusions

- 4.1.1 55 Beverley Terrace was likely built in 1872, and served as the home of the man who built the block of houses. Cosmetically, the house is in poor condition internally, but it does still hold a number of late Victorian features including cornices, fireplaces, windows and doors: it is also possible that if the modern material left by the care home was to be stripped out, further architectural features could be discovered. Externally, the house remains an excellent example of a late Victorian terraced house.
- 4.1.2 56-57 Beverley Terrace were also likely built in 1872, and remained separate homes until under the ownership of Sir James Knott and family, who combined the two buildings into one sometime before 1917. This may have been undertaken in 1914, when Knott's residence was renamed 'Monkshaven'. The property changed ownership many times, until becoming a Methodist Guest House in the 1940s. By the year 2000, it was a care home for the elderly under the ownership of Geoshine Limited who had created entrances through into 55 Beverley Street and essentially combined all three buildings. In early 2012, Oaks Properties Limited acquired the site off Geoshine Limited, for the purpose of creating a family home and apartments. Internally, much of the ceiling work has been damaged by suspended ceilings installed by Geoshine Limited, and recent works within the building, such as the removal of the lift, fireplaces and chimneys has caused further damage to mouldings and other architectural features. There are still a number of interesting features still in place however, such as the central well stair with its Venetian grille balcony containing the initials of James and Margaret Knott, stained glass panes, a wealth of cornice and window mouldings, late Victorian fireplaces and Victorian doors and their surrounds. Structurally, one of the more interesting finds is the presence of what was a large vaulted room on the second floor, likely to be a smoking room. Externally, Monks Haven stands as an excellent example of late Victorian classical architecture.
- 4.1.3 The coach house was built c.1890, and was divided between the coach house and the pony trap house. The pony trap house has obviously been utilised as a vehicle repair area in more recent years, while the coach house has been utilised as a makeshift community or youth centre. The buildings are now in a poor state of repair, including skylights broken in the main coach house area causing localised water issues within.

4.2 Recommendations

- 4.2.1 The surviving material within the Coach House is fairly generic with no special need for recording beyond what has been undertaken in this survey, with the interesting features on the eastern frontage remaining intact. It is recommended that no further work need be done before work commences in the Coach House.
- 4.2.2 Many of the ceilings within 55 Beverley Terrace still have their suspended ceiling attached, thus hiding potential architectural features such as cornices and other mouldings. However, as none of the mouldings recorded during this survey are of special interest, it is recommended that no further investigation need be carried out before work recommences in 55 Beverley Terrace.
- 4.2.3 Any destructive work within 56-57 Beverley Terrace should be agreed upon by the Tyne and Wear Archaeology Officer prior to any work commencing. If the restructuring of the buildings impacts on the well stair, Venetian grate or surviving fireplaces, it is recommended that further detailed recording work should be undertaken.

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APPENDIX 1: PHOTOGRAPHIC SURVEY

Key

Frame #: digital filename of the photograph as found on the archive disk

Label: label used on photographic location figures

Facing: direction the photograph was taken in

Description: brief description of photograph content

Frame #	Label	Facing	Description
MHC12001	-	-	Brass plaque removed from building, depicting Polly Donkin
MHC12002	-	-	Doors removed from the building to prevent theft
MHC12003	3	W	External view: 56-57 Beverley Terrace
MHC12004	4	W	External view: 56-57 Beverley Terrace
MHC12005	5	NW	External view: entrance, 56-57 Beverley Terrace
MHC12006	6	W	External view: 55 Beverley Terrace
MHC12007	7	NW	External view: 55 Beverley Terrace
MHC12008	8	SW	External view: 55-57 Beverley Terrace
MHC12009	-	-	Plaque found in outhouse "denoting "MONKS HAVEN Methodist Guest House"
MHC12010	10	up	55 Beverley Terrace, entrance porch (55A), ceiling
MHC12011	11	W	55 Beverley Terrace, entrance porch (55A), ceiling moulding detail
MHC12012	12	W	55 Beverley Terrace, entrance hall (55B), stairwell, walls and ceiling
MHC12013	13	SE	55 Beverley Terrace, room 55C, general view towards window
MHC12014	14	SW	55 Beverley Terrace, room 55C, general view
MHC12015	15	S	55 Beverley Terrace, room 55C, detail of displaced fireplaces
MHC12016	16	W	55 Beverley Terrace, room 55D, general view towards window
MHC12017	17	NW	55 Beverley Terrace, room 55E, general view towards window
MHC12018	18	W	55 Beverley Terrace, room 55G, general view
MHC12019	19	NW	55 Beverley Terrace, room 55H, general view
MHC12020	20	W	55 Beverley Terrace, entrance hall 55B, stairwell
MHC12021	21	SW	55 Beverley Terrace, doorway at top of first flight of stairs (55M)
MHC12022	22	SE	55 Beverley Terrace, room 55I, general view
MHC12023	23	NW	55 Beverley Terrace, room 55I, general view
MHC12024	24	S	55 Beverley Terrace, room 55I, detail of mouldings
MHC12025	25	W	55 Beverley Terrace, room 55J, general view
MHC12026	26	NW	55 Beverley Terrace, room 55K, general view
MHC12027	27	SW	55 Beverley Terrace, room 55L, general view
MHC12028	28	E	55 Beverley Terrace, hall 55M, showing staircase
MHC12029	29	NE	55 Beverley Terrace, hall 55M, showing staircase
MHC12030	30	E	55 Beverley Terrace, room 55N, looking at dormer window
MHC12031	31	W	55 Beverley Terrace, room 55N, general view
MHC12032	32	N	55 Beverley Terrace, room 55N, looking at finials out of window
MHC12033	33	SE	55 Beverley Terrace, room 55O, general view
MHC12034	34	NW	55 Beverley Terrace, room 55P, general view
MHC12035	35	NE	55 Beverley Terrace, room 55R, general view
MHC12036	36	SW	55 Beverley Terrace, room 55S, general view
MHC12037	37	N	55 Beverley Terrace, hall 55T, view of breeze blocking
MHC12038	38	W	55 Beverley Terrace, landing 55Q, view of stairwell
MHC12039	39	E	56-57 Beverley Terrace, external
MHC12040	40	E	56-57 Beverley Terrace, external

Frame #	Label	Facing	Description
MHC12041	41	NE	56-57 Beverley Terrace, external
MHC12042	42	E	56-57 Beverley Terrace, room 56A, general view
MHC12043	43	W	56-57 Beverley Terrace, room 56A, general view
MHC12044	44	E	56-57 Beverley Terrace, room 56A, stained glass in windows
MHC12045	45	N	56-57 Beverley Terrace, room 56A, details of door
MHC12046	46	N	56-57 Beverley Terrace, room 56A, details of door
MHC12047	47	S	56-57 Beverley Terrace, room 56A, fireplace
MHC12048	48	up	56-57 Beverley Terrace, room 56A, ceiling mouldings
MHC12049	49	W	56-57 Beverley Terrace, room 56A, ceiling mouldings
MHC12050	50	W	56-57 Beverley Terrace, room 56B, general view
MHC12051	51	NW	56-57 Beverley Terrace, room 56C, general view
MHC12052	52	NW	56-57 Beverley Terrace, room 56D, general view
MHC12053	53	W	56-57 Beverley Terrace, room 56E, showing marbles pantry shelves
MHC12054	54	W	56-57 Beverley Terrace, room 56A, stained glass in windows
MHC12055	55	W	56-57 Beverley Terrace, porch 57A, recess for copper bust
MHC12056	56	NW	56-57 Beverley Terrace, porch 57A, tiled floor
MHC12057	57	NW	56-57 Beverley Terrace, porch 57A, door into hall
MHC12058	58	NE	56-57 Beverley Terrace, external
MHC12059	59	W	56-57 Beverley Terrace, hall 57B, general view
MHC12060	60	E	56-57 Beverley Terrace, hall 57B, general view
MHC12061	61	NW	56-57 Beverley Terrace, hall 57B, main staircase
MHC12062	62	S	56-57 Beverley Terrace, hall 57B, door details
MHC12063	63	SE	56-57 Beverley Terrace, hall 57B, fireplace details
MHC12064	64	up	56-57 Beverley Terrace, hall 57B, roof lantern
MHC12065	65	E	56-57 Beverley Terrace, room 57C, general view
MHC12066	66	W	56-57 Beverley Terrace, room 57C, general view
MHC12067	67	E	56-57 Beverley Terrace, room 57C, window shutters
MHC12068	68	W	56-57 Beverley Terrace, room 57C, ceiling mouldings
MHC12069	69	NE	56-57 Beverley Terrace, room 57C, fireplace
MHC12070	70	S	56-57 Beverley Terrace, room 57C, door details
MHC12071	71	NW	56-57 Beverley Terrace, room 57D, general view
MHC12072	72	W	56-57 Beverley Terrace, room 57E, general view, toilet
MHC12073	73	NW	56-57 Beverley Terrace, room 57F, general view, toilet
MHC12074	74	SE	56-57 Beverley Terrace, room 57G, general view, toilet
MHC12075	75	E	56-57 Beverley Terrace, room 56F, general view and window motif
MHC12076	76	S	56-57 Beverley Terrace, room 56F, door example
MHC12077	77	E	56-57 Beverley Terrace, room 56G, general view
MHC12078	78	SE	56-57 Beverley Terrace, room 56G, general view and fireplace
MHC12079	79	S	56-57 Beverley Terrace, room 56G, fireplace detail
MHC12080	80	SW	56-57 Beverley Terrace, room 56H, general view
MHC12081	81	W	56-57 Beverley Terrace, room 56I, general view
MHC12082	82	E	56-57 Beverley Terrace, room 56I, general view
MHC12083	83	SE	56-57 Beverley Terrace, room 56J, general view
MHC12084	84	N	56-57 Beverley Terrace, room 56J, detail of false wall removal
MHC12085	85	NW	56-57 Beverley Terrace, room 56K, general view
MHC12086	86	N	56-57 Beverley Terrace, room 56L, general view towards arch
MHC12087	87	NW	56-57 Beverley Terrace, room 56M, general view
MHC12088	88	E	56-57 Beverley Terrace, room 56M, detail of removed fireplace
MHC12089	89	E	56-57 Beverley Terrace, room 57H, general view
MHC12090	90	E	56-57 Beverley Terrace, room 57H, detail of false wall removal

Frame #	Label	Facing	Description
MHC12091	91	W	56-57 Beverley Terrace, room 57I, general view
MHC12092	92	E	56-57 Beverley Terrace, room 57I, general view
MHC12093	93	NW	56-57 Beverley Terrace, room 57J, general view
MHC12094	94	SE	56-57 Beverley Terrace, room 57J, showing blocked door
MHC12095	95	W	56-57 Beverley Terrace, stair 57K, venetian form, with initials J&M
MHC12096	96	SW	56-57 Beverley Terrace, stair 57K, venetian form and arch
MHC12097	97	E	56-57 Beverley Terrace, stair 57K, general view
MHC12098	98	W	56-57 Beverley Terrace, stair 57K, general view
MHC12099	99	W	56-57 Beverley Terrace, stair 57K, general view
MHC12100	100	W	56-57 Beverley Terrace, room 57L, general view
MHC12101	101	SW	56-57 Beverley Terrace, room 57M, general view
MHC12102	102	N	56-57 Beverley Terrace, corridor 57N, general view
MHC12103	103	E	56-57 Beverley Terrace, room 56N, general view
MHC12104	104	SW	56-57 Beverley Terrace, room 56O, general view
MHC12105	105	W	56-57 Beverley Terrace, room 56P, general view
MHC12106	106	up	56-57 Beverley Terrace, room 56P, internal roof structure
MHC12107	107	S	56-57 Beverley Terrace, room 56Q, removed fireplace
MHC12108	108	W	56-57 Beverley Terrace, room 56R, general view
MHC12109	109	NE	56-57 Beverley Terrace, room 56S, general view
MHC12110	110	S	56-57 Beverley Terrace, room 56S, detail of window moulding
MHC12111	111	S	56-57 Beverley Terrace, room 56T, general view
MHC12112	112	S	56-57 Beverley Terrace, corridor 56U, general view
MHC12113	113	SW	56-57 Beverley Terrace, room 56V, general view
MHC12114	114	SE	56-57 Beverley Terrace, stairwell 56K, general view, ceiling lantern
MHC12115	115	E	56-57 Beverley Terrace, stairwell 56K, general view
MHC12116	116	W	56-57 Beverley Terrace, stairwell 56K, general view
MHC12117	117	E	56-57 Beverley Terrace, room 57O, general view
MHC12118	118	SE	56-57 Beverley Terrace, room 57P, general view
MHC12119	119	NW	56-57 Beverley Terrace, room 57P, general view
MHC12120	120	S	56-57 Beverley Terrace, room 57S, section view of vaulted ceiling
MHC12121	121	W	56-57 Beverley Terrace, room 57T, general view
MHC12122	122	SW	Coach House, external view
MHC12123	123	NW	Coach House, external view, main coach house door
MHC12124	124	W	Coach House, external view, pony-trap house door
MHC12125	125	W	Coach House, external view, modern roller door and attic door
MHC12126	126	W	Coach House, external view, detail of hoist <i>in-situ</i>
MHC12127	127	W	Coach House, external view, main 'pedestrian' door
MHC12128	128	NW	Coach House, external view, southern elevation of pony-trap house
MHC12129	129	E	Coach House, external view, western pony-trap double doors
MHC12130	130	NE	Coach House, external view, southern elevation of coachhouse
MHC12131	131	NE	Coach House, external view, western elevation of main coachhouse
MHC12132	132	W	Coach House, external view, overgrown gardens to west
MHC12133	133	NW	Coach House, external view, overgrown gardens to west
MHC12134	134	NE	55-57 Beverley Terrace, external rear view
MHC12135	135	E	Coach House, entrance room CHA, fanlight
MHC12136	136	W	Coach House, food prep room CHB, general view
MHC12137	137	W	Coach House, bathroom CHC, general view
MHC12138	138	W	Coach House, room CHD, general view
MHC12139	139	E	Coach House, room CHD, general view
MHC12140	140	E	Coach House, room CHD, detail of roof struts

Frame #	Label	Facing	Description
MHC12141	141	N	Coach House, room CHD, detail of window
MHC12142	142	S	Coach House, room CHD, detail of window
MHC12143	143	N	Coach House, room CHE, detail of vehicle service pit
MHC12144	144	SE	Coach House, room CHE, detail of eastern double doors
MHC12145	145	W	Coach House, room CHE, detail of western double doors
MHC12146	146	S	Coach House, room CHF, general view
MHC12147	147	NE	Coach House, room CHF, view of loft door
MHC12148	148	N	Coach House, room CHE, detail of roof joists
MHC12149	149	W	Coach House, room CHG, general view
MHC12150	150	E	Client supplied, ground floor banisters, stolen from site.

APPENDIX 2: SPECIFICATION

Tyne and Wear Specialist Conservation Team

Specification for Archaeological Building Recording of Monks Haven Residential Care Home, 55-57 Beverley Terrace, Cullercoats, North Tyneside

Planning Application: 12/01082/FUL

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Date: 8 November 2012

County Archaeologist's Reference Number: MON10291

The Tyne and Wear Specialist Conservation Team is the curatorial service for archaeology, industrial archaeology and historic buildings throughout the Tyne and Wear districts. It helps and advises Newcastle, Gateshead, North Tyneside, South Tyneside and Sunderland Councils to carry out their statutory duties to care for the precious historic environment of Tyneside and Wearside. The Team can be found at the Housing, Planning and Transport Division of the Environment & Regeneration Directorate of

Introduction

Site grid reference: NZ 3631 7126

Planning permission has been granted for change of use of residential nursing home to dwelling house. 55 Beverley Terrace is to be converted back to a single family dwelling. 56-57 Beverley Terrace (Monks Haven) is to be converted to 7no apartments. Part demolition of existing coach house to the rear to form 14 parking spaces.

HER 7101 Monks Haven

Monks Haven is the former home of Sir James Knott, entrepreneur and creator of the Prince Line of steamships. In the birthday honours of 1917 James Knott was created a baronet. He died 17 years later but his name lives on in the form of charitable trusts. Born January 1855, the son of a Customs Officer, Knott acquired Monks Haven in 1890. Described as "an attractive terraced house", Monks Haven was probably the Knott family's weekend "cottage". Their main home at this time was The Manor House in Jesmond, where they had 9 servants. A fine copper relief still stands in the entrance hall of a Cullercoats fishwife with a creel on her back. It is supposed to depict Polly Donkin.

The property is not listed but lies within Cullercoats Conservation Area.

In accordance with paragraph 141 of the National Planning Policy Framework and standard practice, it is recommended that a programme of recording is undertaken of 55-57 Beverley Terrace and the coach house to the rear prior to demolition and conversion in order to advise the conservation, alteration, repair or management of the building, to provide a better understanding and to compile a permanent archive record of the structures.

Background research will be required, which will involve visiting the **Tyne and Wear Archives and North Shields library**. The finished report will include recommendations for any further recording required.

Prospective archaeological surveyors must be able to recognise architecturally important features and place these within the chronological sequence of the development of the building. Experience of recording buildings is essential, and a proven track-record in this field must be demonstrated in the tendering process.

All staff employed by the Archaeological Contractor shall be professional field archaeologists with appropriate skills and experience to undertake work to the highest professional standards.

The work will be undertaken according to English Heritage Guidelines - Managing Archaeological Projects 2nd Edition ('MAP2') 1991 (www.english-heritage.org.uk/guidance/map2/index.htm) and Management of Research Projects in the Historic Environment (MoRPHE) – The MoRPHE Project Managers' Guide, Project Planning Notes and Technical Guides 2006 (www.english-heritage.org.uk/publications).

The work will be undertaken according to MoRPHE Project Planning Notes 2006 -

PPN3 – Archaeological Excavation and PPN6 – Development of Procedural standards and guidelines for the historic environment.

All work must be carried out in compliance with the codes of practice of the Institute of Field Archaeologists and must follow the IFA Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures, revised 2001 www.archaeologists.net

Research Aims and Objectives

The finished report should make reference to Regional and Thematic Research Frameworks.

The North-East Regional Research Framework for the Historic Environment (2006) notes the importance of research as a vital element of development-led archaeological work. It sets out key research priorities for all periods of the past allowing commercial contractors to demonstrate how their fieldwork relates to wider regional and national priorities for the study of archaeology and the historic environment. The aim of NERRF is to ensure that all fieldwork is carried out in a secure research context and that commercial contractors ensure that their investigations ask the right questions.

See <http://www.algao.org.uk/Association/England/Regions/ResFwks.htm>

Ideally and where possible the evaluation should cross-reference its aims and objectives to national priorities, defined in SHAPE (Strategic Frameworks for Historic Environment Activities and Programmes in English Heritage), and the English Heritage Research Agenda 2005-2010.

Where appropriate note any similar nationwide projects using ADS, internet search engines, ALSF website, HEEP website, OASIS, NMR excavation index.

All staff on site must understand the project aims and methodologies.

Association of Local Government Archaeological Officers 1997 "Analysis and recording for the conservation and control of works to historic buildings".

PROJECT DESIGN

Because this is a detailed specification, the County Archaeologist does **not** require a Project Design from the appointed archaeologist. The appointed archaeologist is expected comply with the requirements of this specification.

Health and Safety

Because this is a detailed specification, the County Archaeologist does not require a Project Design from the appointed archaeologist. However a health and safety statement and risk assessment, identifying potential risks in a risk log (see template in appendix 2 of The MoRPHE Project Manager's Guide) and specifying suitable countermeasures and contingencies, is required to be submitted to the commissioning client.

The Client may wish to see copies of the Archaeological Contractor's Health and Safety Policies.

The Management of Research Projects in the Historic Environment (MoRPHE) – The MoRPHE Project Managers' Guide 2006 contains general guidance on Risk management (section 2.3.2, Appendix 2).

Risk assessments must be produced in line with legislative requirements and best practice as set out in the FAME (Federation of Archaeological Managers & Employers) formerly SCAUM (Standing Conference on Archaeological Unit Managers) Health and Safety Manual

www.famearchaeology.co.uk

www.scaum.org/uk

The Risk Assessment will identify what PPE (hard hats, glasses/goggles, steel toe cap and instep boots, gloves, high-viz clothing etc) is required.

Other potentially applicable legislation:

Working at Heights Regulations 2005, Manual Handling 1992

'Safe use of ladders and stepladders: An employers' guide' HSE Books 2005

Scaffolding by law has to have a tag on it with the date it was erected and the name of the person who erected it plus the subsequent dates of safety checks every 7 days.

Some archaeological work (such as those that last more than 30 days or involve more than 500 person days) may be deemed notifiable projects under C.D.M Regulations 1994 (amended 2007). Where C.D.M Regs apply, the HSE must be notified. A CDM Co-ordinator and principal contractor must be appointed. The CDM-C will produce a Health and Safety file. The PC will prepare the Construction Phase Plan. The HSE website includes a Power Point presentation on CDM training.

The appointed archaeological contractor must be mindful at all times of the health-and-safety implications of working in historic buildings.

The appointed archaeologist must comply with current H&S legislation.

A hard hat and safety boots are to be worn at all times.

Only enter the historic building if the commissioning client has confirmed that it is safe to enter. Abandon the visit if conditions are worse than expected.

Useful checklist of potential H&S issues (from 'Safety in Buildings Archaeology' Paul Jeffrey, *The Archaeologist*, Winter 2005, Number 55)

- Is the building secure?
- Are the electric and gas services off?
- Are you able to get in and out without being accidentally locked in?
- Is the fabric of the building safe or are there potential hazards?
- Are there uneven surfaces, unlit steps or rotten timbers?
- Is there a build up of pigeon droppings or standing water with risk of rats or other rodents (zoonotic diseases)?
- Are you working in an isolated area with difficult access for bringing in equipment?
- If using scaffolding are you sure that it is safe, has it been checked by a competent person and are you trained to use it correctly?

The Health and Safety Executive website has downloadable leaflets www.hse.gov.uk

The Standing Conference of Archaeological Unit Managers has two manuals "Health & Safety in Field Archaeology" and "Employment Manager".

Royal Institute of Chartered Surveyors has a manual "Surveying Safely – Your guide to personal safety at work"

www.rics.org/site/scripts/download_info.aspx?fileID=4078&categoryID=534S

Recording level

The finished report must comply with English Heritage, 2006, "Understanding Historic Buildings – A guide to good recording practice" (revised and expanded version of Royal Commission on the Historical Monuments of England's 1996 document "Recording Historic Buildings – A Descriptive Specification (Third Edition)"), and must:

- Chart the historical development of the building or site and adequately explain and illustrate what is significant. Where possible significant parts and phases of development should be dated
- Aim at accuracy. The level of 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
- Be produced on a medium which can be copied easily and which ensures archival stability

The survey is to be broadly in accordance with an English Heritage Level 2 recording.

Level 2 – a descriptive record. Both exterior and interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use. A plan and other drawings may be made but the drawn record will normally not be comprehensive.

Notification

The County Archaeologist needs to know when archaeological fieldwork is taking place in Tyne and Wear so that he can inform the local planning authority and can visit the site to monitor the work in progress. The Archaeological Contractor must therefore inform the County Archaeologist of the start and end dates of the Building Recording exercise. He must also keep the County Archaeologist informed as to progress on the site. The Client will give the

County Archaeologist reasonable access to the development to undertake monitoring.

Fieldwork - General Conditions

The Archaeological Contractor must detail measures taken to ensure the safe conduct of the work. The Client may wish to see copies of the Archaeological Contractor's Health and Safety Policies.

The Archaeological Contractor must be able to provide written proof that the necessary levels of Insurance Cover are in place.

All staff employed by the Archaeological Contractor shall be professional field archaeologists with appropriate skills and experience to undertake work to the highest professional standards.

The Survey

The following tasks comprise the building survey:

- 1 *Site location plan***
- 2 *Include copies of the client's architect's floor plans and elevation drawings in the finished report***
- 3 *Produce a photographic record***

Photographs should be used not only to show a building's appearance, but also to record the evidence on which the analysis of its historic development is based.

All photographs forming part of a record should be in sharp focus, with an appropriate depth of field. They should be adequately exposed in good natural light or, where necessary, sufficiently well-lit by artificial means.

An experienced archaeological photographer should produce a record of the building using **either** a digital camera **or** in black and white print and colour slide.

Digital cameras:

Use a camera of 5 megapixels or more.

For maximum flexibility digital Single Lens Reflex cameras offer the best solution for power users. 6 megapixels should be considered a minimum requirement.

When photographing with digital SLR cameras, there is often a magnifying effect due to smaller sensor sizes.

If the JPEG (Joint Photographic Experts Group) setting is used, set the camera for the largest image size with least compression. The JPEG format discards information in order to reduce file size. If the image is later manipulated, the quality will degrade each time you save the file.

For maximum quality, **the preferred option** is that the RAW (camera-specific) setting is used. This allows all the information that the camera is capable of producing to be

saved. Because all of the camera data is preserved, post processing can include colour temperature, contrast and exposure compensation adjustments at the time of conversion to TIFF (Tagged Interchangeable File Format), thereby retaining maximum photographic quality.

The RAW images must be converted to TIFF before they are deposited with the HER and TWAS because special software from the camera manufacturer is needed to open RAW files.

Uncompressed formats such as TIFF are preferred by most archives that accept digital data.

Post photography processing:

The submitted digital images must be 'finished', ready to be archived.

Post photography processing workflow for RAW images:

- 1 Download images
- 2 Edit out unwanted shots & rotate
- 3 Batch re-number
- 4 Batch caption
- 5 Batch convert to TIFF
- 6 Edit in Photoshop or similar
- 7 Save ready to burn to CD
- 8 Burn to CD
- 9 Dispatch

Batch caption – the image files should be named to reflect their content, preferably incorporating the site or building name. Consistent file naming strategies should be used. It is good practice not to use spaces, commas or full stops. For advice, go to <http://ads.ahds.ac.uk/project/userinfo/deposit.html#naming>. In order to find images at a future date and for copyright the site or building name, photographer's name and/or archaeological unit etc must be embedded in the picture file. The date can be appended from the EXIF data. Metadata recording this information must be supplied with the image files. A list of images, their content and their file names should be supplied with the image files on the CDs.

Batch conversion to TIFF – any white balance adjustments such as 'daylight' or 'shade' be required then this can be done as part of the conversion process. Ensure that any sharpening settings are set to zero.

Edit in 'Imaging' software such as Photoshop – tonal adjustments (colour, contrast) can be made. Rotate images where necessary, crop them to take out borders, clean the images to remove post-capture irregularities and dust. Check for sensor dust at 100% across the whole image.

Save ready for deposit – convert to TIFF and save. Retain the best colour information possible – at least 24 bit.

If the JPEG setting has been used and the image has been manipulated in any way it should be saved as a TIFF to prevent further image degradation through JPEGing.

Burn to CD – the NMR recommends using Gold CDs. Use an archive quality disk such as MaM-E gold. Gold disks have a lower burn speed than consumer disks.

Disks should be written to the 'Single Session ISO9660 – Joliet Extensions' standard and not UDF/Direct CD. This ensures maximum compatibility with current and future systems.

Images should be placed in the root directory not in a folder.

The CD will be placed in a plastic case which is labelled with the site name, year and archaeological contractor.

Printing the digital images:

In view of the currently unproven archival performance of digital data it is always desirable to create hard copies of images on paper of archival quality.

A selection of the images will be printed in the finished report, two images per A4 page.

When preparing files for printing, a resolution of 300dpi at the required output size is appropriate.

A **full set** of images will also be professionally printed in colour for the HER and Tyne and Wear Archives.

Use processing companies that print photos to high specifications. Commercial, automatic processing techniques do not meet archival standards and must not be used.

All prints for Tyne and Wear Archives must be marked on the back with the project identifier (e.g. site code) and image number.

Store prints in acid-free paper enclosures or polyester sleeves (labelled with image number)

Include an index of all photographs, in the form of running lists of image numbers

The index should record the image number, title and subject, date the picture was taken and who took it

The print sleeves and index will either be bound into the paper report or put in an A4 ringbinder which is labelled with the site name, year and archaeological unit on its spine.

Black and white print and colour slide:

Black and white film processed to British Standard 5699 is the archival ideal, as it is recognised as suitable for long-term storage.

Use processing companies that develop film to high specifications. Commercial, automatic processing techniques do not meet archival standards and must not be used.

Used films should be processed as soon as possible to counter the effects of film deterioration.

All photographs must be marked on the back with the project identifier (e.g. site code), film number and frame number.

Mark negative holders, not negatives

Include an index of all photographs, in the form of running lists of frame numbers

The index should record the category of film, film number, frame number, title and subject, date the picture was taken and who took it

Silversafe-type paper envelopes are ideal storage media for negatives (or polyester packets)

Store prints in acid-free paper enclosures or polyester sleeves (labelled with print number)

All photographs must include a scale and where appropriate a north sign or other means of location/orientation

{reference: Duncan H. Brown, 2007, "Archaeological Archives – A guide to best practice in creation, compilation, transfer and curation"

The photographic record will include:

- General views of the building in its wider setting or landscape
- The building's external appearance – typically a series of oblique views will show all external elevations of the building to give an overall impression of its size and shape. Where an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate
- Detailed close-up coverage of the building's external appearance – windows, doors, decorative detail, blocked openings, chimneys, etc etc
- Overall appearance of each room and circulation areas
- Internal close-up detail, structural and decorative – windows, doors, fireplaces, staircases, cornices, architraves, skirting boards, doorcases etc etc
- Any dates or other inscriptions, any signage, maker's plates or graffiti, which contribute to an understanding of the building or its fixtures or machinery. A contemporaneous transcription should be made wherever characters are difficult to interpret
- Any building contents which a significant bearing on the building's history

4 Survey report

A report will be produced, detailing the recording methodology and outlining the structural sequence, as observed from the survey.

- Precise location of the building, by name, street, town
- National grid reference
- Details of Conservation Area
- Date the record was made and name of the recorder

- Summary statement describing the building's type or purpose, materials and possible date(s) so far as is apparent
- An account of the building's plan, form, function, age and development sequence
- Room by room description and description of exterior
- Names of architects, builders, patrons and owners should be given if known
- An account of the building's overall form and of its successive phases of development, and of the evidence supporting this analysis
- An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations
- An account of any fixtures, fittings, plant or machinery associated with the building and its purpose
- Any evidence for the former evidence of demolished structures or plant associated with the building
- Copies of other records of the building, or a note of their existence and location
- Relevant information from other readily available sources – from books, documents, plans, from other people who may be familiar with the building
- A note of the significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials or status
- Historic map regression
- Copies of any archive plans of building
- Copies of any historic photographs of the building
- Full bibliographic references and list of sources consulted
- Glossary of architectural terms likely to be unfamiliar to readers.

Documentary, cartographic records, plans and photographs relating to the building will be consulted at:

Tyne and Wear Archives at Blandford House, Blandford Square, Newcastle upon Tyne NE1 4JA (tel. 0191 2326789 ext 407)

North Tyneside Central Library, Northumberland Square, North Shields (tel. 6435270) in a temporary address until Spring 2013 – Howard House, 54A Saville Street, North Shields NE30 1NT

National Monuments Record, Kemble Drive, Swindon SN2 2GZ (tel. 01793 414600)

www.english-heritage.org.uk/NMR

Useful websites:

www.twsitelines.info

www.sine.ncl.ac.uk

The report must have the following features:-

1. List of drawings, cross-referenced to a location plan or plans

2. Details of visits to the building undertaken by the contractor
3. Selection of digital images printed at high quality
4. A card cover with title, date, author, contractor organisation and commissioning client
5. Some form of secure binding, preferably of the spiral or ring type.
6. Recommendations for any further archaeological work required.
7. Copy of this specification

Two paper copies of the report need to be submitted:

- One for deposition in the County HER (address on front page)
- One for Tyne and Wear Archives (to be sent to the HER as TWAS collect reports from the HER on an annual basis)

Two copies of the digital images printed as photographic prints (in conservation grade transparent plastic wallets in an A4 ringbinder as detailed above) is needed:

- For the HER
- For Tyne and Wear Archives. Please send this to the HER

Where black and white film and colour slide has been used instead of a digital camera, two sets of the prints and slides are needed plus one set of negatives:

- One set of prints and slides for the HER
- One set of prints, slides and the negatives for TWAS. Please send this to the HER

Three pdf copies of the report plus all of the digital photographs and metadata (as detailed above) are needed on CD.:

- one for the commissioning client
- one for the planning authority (North Tyneside Council) – to be submitted formally by the developer with the appropriate fee
- and one for deposition in the County HER

PLEASE DO NOT ATTACH THE HER'S CD TO THE PAPER REPORT AS THEY ARE STORED SEPARATELY

The report and CD for the HER and TWAS must be sent by the archaeological consultant or their client directly to the address on the front page. If the report is sent via the planning department, every page of the report and all the photographs will be stamped with the planning application number which ruins the illustrations and photos. The HER is also often sent a photocopy instead of a bound colour original which is unacceptable.

Archaeology Data Service

The digital archive including the image files can, if the appointed archaeologist and commissioning client choose to, be deposited with the ADS (The Archaeology Data

Service) which archives, disseminates and catalogues high quality digital resources of long-term interest to archaeologists. The ADS will evaluate datasets before accepting them to maintain rigorous standards (see the ADS Collections Policy). The ADS charge a fee for digital archiving of development-led projects. For this reason deposition of the images with the ADS is optional.

Archaeology Data Service
Department of Archaeology
University of York
King's Manor
York
YO1 7EP
01904 433 954

Web: <http://ads.ahds.ac.uk>

OASIS

The Tyne and Wear County Archaeologist supports the Online Access to the Index of Archaeological Investigations (OASIS) project. This project aims to provide an online index/access to the large and growing body of archaeological grey literature, created as a result of developer-funded fieldwork.

The archaeological contractor is therefore required to register with OASIS and to complete the online OASIS form for their building recording at <http://www.oasis.ac.uk/>. Please ensure that tenders for this work takes into account the time needed to complete the form.

Once the OASIS record has been completed and signed off by the HER and NMR the information will be incorporated into the English Heritage Excavation Index, hosted online by the Archaeology Data Service.

The ultimate aim of OASIS is for an online virtual library of grey literature to be built up, linked to the index. The unit therefore has the option of uploading their grey literature report as part of their OASIS record, as a Microsoft Word document, rich text format, pdf or html format. The grey literature report will only be mounted by the ADS if both the unit and the HER give their agreement. The grey literature report will be made available through a library catalogue facility.

Please ensure that you and your client understand this procedure. If you choose to upload your grey literature report please ensure that your client agrees to this in writing to the HER at the address below.

For general enquiries about the OASIS project aims and the use of the form please contact: Mark Barratt at the National Monuments Record (tel. 01793 414600 or oasis@english-heritage.org.uk). For enquiries of a technical nature please contact: Catherine Hardman at the Archaeology Data Service (tel. 01904 433954 or oasis@ads.ahds.ac.uk). Or contact the Tyne and Wear Archaeology Officer.

This specification is based on:

Digital Imaging Guidelines by Ian Leonard, Digital Archive Officer, English Heritage 22 September 2005)