

# National Heritage Protection Plan

## NHPP 4F1 Rural Buildings and their Setting

Building the evidence base for historic farmsteads  
in Lincolnshire

### **Third issue**


Project Number - 6584

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## Summary Description

*The Lincolnshire farmsteads evidence base project* will provide a county-wide study of the character and survival of the historic farmsteads of the historic county of Lincolnshire (including the administrative areas of Lincolnshire County Council, North Lincolnshire Council and North-East Lincolnshire Council) in order to build the evidence base for historic farmsteads, contribute to an understanding of landscape and settlement character in the county, and develop planning tools for managing future change. The project has been developed in response to *Topic 4F1: Rural Buildings and their Setting* of the National Heritage Protection Plan.

This project design was prepared by Locus Consulting in partnership with English Heritage Lincolnshire farmsteads evidence base project (Project 6584). This document has been prepared in accordance with English Heritage's Management of Research Projects in the Historic Environment (MORPHE) Project Managers' Guide and the National Heritage Protection Commissions Programme Guidance for Applicants (Release 6).

For reasons of continuity elements of this document have been extracted from the Project Brief document supplied by English Heritage as part of the original invitation to tender. In each case this information is referenced.

# 1. Background

*(Extracted from EH Project Brief)*

Historic farm buildings are under the greatest threat from neglect on one hand, and insensitive development on the other, of any rural building type. Research led by English Heritage, and consultation with a wide range of stakeholders, has highlighted the need for an evidence base and a consistent, structured framework for understanding the historic character, significance and potential for change of farmsteads. Likewise the new National Planning Policy Framework (NPPF) identifies the need for local planning authorities to provide 'up-to-date evidence about the historic environment in their area' (item 169) and prepare local planning guidance and character assessments that are integrated with assessment of historic landscape character (item 170).

It is clear, as a result of research and consultation by English Heritage (see the English Heritage HELM website) that:

- There is limited and inconsistent information to inform the sustainable development of historic farm buildings, including their distribution, character, significance and any impact of development
- There are inadequate tools and methodologies for consistency in development control, site recording and planning policy
- There is uncertainty among owners stemming in part from inadequate information and advice
- There is imprecise targeting of resources, including for the agri-environment schemes

This and subsequent work has highlighted the need to develop tools for understanding and informing change to farmsteads which:

- Will build advisory capacity to local level
- Provide guidance for the identification of priorities and targeting and monitoring of resources
- Provide a solid foundation on which further more detailed studies of historic farmsteads and landscape can be built

## **2. Research Aims and Objectives**

*(Extracted from EH Project Brief)*

This project aims to:

1. Inform appropriate levels of protection to historic farmsteads and their buildings
2. Develop and inform understanding of the historic character, significance and pressures for change of traditional farmsteads
3. Set out the historic character, significance and pressures for change affecting traditional farmsteads and their buildings within the framework of England's National Character Areas and in accord with the recommendations of the Natural Environment White Paper
4. Inform decision-making by all those involved in the reuse and development of historic farmsteads, specifically:
  - The sustainable development of historic farm buildings, including their distribution, character, significance and any impact of development
  - The development and application of tools and methodologies for consistency in development control, and for use by those considering change (owners, agents, architects etc)
  - The targeting of resources
  - Provision of a solid foundation on which further more detailed studies of historic farmsteads and landscape can be built

The objectives of the project, in support of these aims, are to:

1. Contribute to the completion and eventual publication of Farmsteads and Landscapes Statements in 2014 through providing a body of texts, maps and photographs for the 11 National Character Areas within/partly within the historic county of Lincolnshire as specified in this Project Design
2. Provide more detailed evidence on the historic character and survival of farmsteads and buildings in their landscape and settlement context
3. Provide a framework to help inform the options for change, guide future projects, survey and community initiatives

### **3. Business Case**

*(Extracted from EH Project Brief)*

#### **3.1 National Heritage Protection Plan (NHPP)**

This project addresses the corporate aims outlined in English Heritage's Corporate Plan 2011-15, including its work in informing the work of other organisations (building capacity) and in developing an understanding of the character and history of areas undergoing regeneration and change. Key to this is the NHPP, published in May 2011, which sets out how English Heritage, with help from partners in the sector, will prioritise and deliver heritage protection for the next four years (2011-2015). It will make best use of our resources so that England's vulnerable historic environment is safeguarded in the most cost-effective way at a time of massive social, environmental, economic and technological change.

The heart of delivery of the NHPP is the Action Plan. This is divided into 8 themes (called Measures). These are further sub-divided into a series of Topics and Activities which address specific areas of work (e.g. places of worship, historic ports, strategic designation) that have been identified as priorities for the Plan.

This project sits under Measure 4 (Assessment of Character and Significance) which focuses support and action on those themes and places which English Heritage, and its partners through consultation, considers are insufficiently understood, threatened by change, and of potentially high significance, and Activity 4F1 (Rural Buildings and their Settings).

It also delivers under Measure 5 (Protecting Significance) through the full range of protection measures, from designation to management frameworks and boosting the capacity of HERs to offer advice; and Measure 6 (Managing Change) through English Heritage's statutory role in the planning process, giving pre-application advice and providing timely, constructive advice on managing major change to the historic environment.

This project supports sub-programme 1D in English Heritage's Strategic Framework for Historic Environment Activities and Programmes (SHAPE): Develop new approaches which improve understanding and management of the historic environment and specifically sub-programme 11111.230: Understanding Place: Historic Landscape Characterisation (thematic).

#### **3.2 Lincolnshire**

The historic county of Lincolnshire has been selected for a variety of reasons, in particular:

1. It displays a wide range of landscapes that have now been mapped and made available on the county's three HERs, as part of the Lincolnshire Historic Landscape Characterisation Project
2. These landscapes are affected to differing degrees by demand for rural housing, including enabling development for grade I and II\* properties, and the intensification of larger-scale and arable-based farming enterprises
3. The county sits within the eastern arable zone of England, where no mapping of the historic character and survival of farmsteads (to be produced under Part 2) has been completed to date, where the trend to very large arable farming units is predicted to

intensify in the future and where strong variations in settlement pattern pose challenges for sustainable development

4. Lincolnshire's agricultural history has been studied in considerable depth, and farmsteads have been subject to survey by the RCHME (Barnwell and Giles 1997) and by locally-based researchers such as Dr. Shirley Brook (*'The Development of Rural Settlement Around Lincoln Revisited'*, from *'Lincoln Connections. Aspects of City and County since 1700'*, Brook, Walker, Wheeler (Eds.). (Lincoln, 2011) and *'Farm buildings as a source for researching and writing local histories of the twentieth century: buildings for smallholdings on the Lincolnshire fens and marshlands'*. International journal for Regional and Local Studies (forthcoming). From a paper given at the BALH/SLHA Conference. (University of Lincoln, 2010).



## 4. Project Scope

*(Extracted from EH Project Brief)*

It is important to note that the historic county of Lincolnshire includes the areas covered by North Lincolnshire and North East Lincolnshire Unitary authorities.

Engagement with HERs and local stakeholders is a key component of this project.

### **Part 1 – Farmsteads and Landscapes Statements**

The project will contribute, through its results and overview of areas around the county based on rapid appraisal of OS maps (1:25,000 scale being particularly useful), to the completion of Farmstead and Landscapes Statements for the following areas:

39	Humberhead Levels
41	Humber Estuary (includes Sunk Island)
42	Lincolnshire Coast and Marshes - Eastern Arable
43	Lincolnshire Wolds - Chalk and Limestone Mixed
44	Central Lincolnshire Vale - Eastern Arable
45	Northern Lincolnshire Edge with Cover Sands - Chalk & Limestone Mixed
46	The Fens - Eastern Arable
47	Southern Lincolnshire Edge - Chalk and Limestone Mixed
48	Trent and Belvoir Vales - Eastern Arable
75	Kesteven Uplands

### **Part 2 - Farmsteads Mapping**

The project will use the existing methodology for farmstead mapping as contained in Historic Farmsteads: A Guide for Mapping. The methodology must refer and conform to the Guidance for EH Projects using GIS. The rapid mapping of traditional farmstead character and survival can then be deepened through analysis against the county's HLC and work in pilot areas representative of different landscape types and developments pre- and post-1900, using for example tithe maps and Land Tax records but with a particular focus on exploiting the results of recent research (since the 1970s) on the county's agriculture and landscapes.

### **Part 3 - Farmsteads Assessment Guidance**

This project will adapt the template for the 'Farmsteads Assessment Guidance' developed elsewhere in England and within this framework provide locally- specific guidance. This may be subject to change as a result of consultation and the need to develop toolkits for local volunteers. However, English Heritage is intending to develop these for national application further to work in other parts of England in 2013.

## **5. Interfaces**

*(Extracted from EH Project Brief)*

### **5.1 North and North East Lincolnshire farmstead projects**

Staff and volunteers have mapped farmstead character and survival in North and North East Lincolnshire, totalling over 800 records, using the existing EH mapping methodology (see Methods, Part 2, and Annexe 2). These will need to be checked in order to ensure that conform to the agreed typology (which has not changed since the EH methodology used for the W Midlands).

### **5.2 Key local stakeholders**

These include Heritage Lincolnshire, the Lincolnshire Historic Environment Record, the North Lincolnshire Historic Environment Record and North East Lincolnshire Historic Environment Record, the Lincolnshire Wolds AONB, local planning authorities, the NFU and the Country Land and Business Association (CLA).

### **5.3 The Lincolnshire Wolds AONB**

The Lincolnshire Wolds AONB is developing an HLF-funded community project that will explore how villages and communities have grown within the landscape.

### **5.4 Historic Landscape Characterisation**

The recently-completed Historic Landscape Characterisation for the county provides a framework for the analysis of the data from the Farmsteads Mapping.

### **5.5 Society for Lincolnshire History and Archaeology**

Farming and farmsteads are included in the interests and activities of this very active group.

### **5.6 Interfaces with other projects in the NHPP**

This project forms part of 4F1 (Rural Buildings and their Settings) in the NHPP. Of particular relevance is The Farmsteads Assessment Guidance which will be launched at a national level in June 2013 and has been developed to inform an understanding of the character, significance and potential for change of farmsteads, so that decisions about locally specific spatial planning, land management and economic development are clear, consistent and tailored to their future conservation and use.

*Within 1D2 (Agriculture and Forestry Impacts)* English Heritage is providing support and comment for the revision of the NCA Profiles, so that they can be produced within NE's timescale for production. The *Farmsteads and Landscapes Statements*, and the supporting *Historic Environment Analysis*, will be developed to complement Natural England's revision of the Profiles.

## 6. Communications

6.1 In order to ensure that the project runs smoothly and according to the agreed schedule, it will be important to ensure regular and ongoing communications between the Locus project team and English Heritage. It will also be highly beneficial for Locus staff to maintain regular contact with other stakeholders in the project. An outline communications plan is included below, however a more detailed plan, with named contacts and a clear dated timetable would be produced and agreed with the Project Assurance Officer and the Project Board at the earliest stage possible, most likely at the Inception Meeting.

6.2 Communication methods include face-to-face meetings, email and telephone correspondence.



### Stage 1: Initial Arrangements

1. Face to face inception meeting with English Heritage
2. Prepare detailed communication strategy with named contacts
3. Contact Key Stakeholders, such as Historic Environment Record Officers, to introduce project methodology and set about securing sources
4. Arrange initial workshop to share knowledge and inform the initial phases of the project (See section 10)

### Stage 2: Update during Main Project Tasks

As well as providing draft copies of documents as required by the project methodology, the Locus Project Manager will make regular timely contact with English Heritage's Project Assurance Officer throughout the project in order to assure effective project management.

*This will include:*

1. Regular telephone update meetings on a needs basis
2. Face-to-face meetings with the PAO corresponding with timetabled Highlight Reports
3. Ad-hoc telephone and email correspondence
4. The provision of Highlight Reports to a timetable agreed with the PAO
5. Short fortnightly reports submitted in the form of a project log maintained by Locus
6. Additional correspondence with other stakeholders will be undertaken on an ad-hoc basis, usually via telephone and email, and face to face meetings where needed.

### **Stage 3: Dissemination**

Effective dissemination will ensure awareness of the project is raised amongst a wide number of stakeholders.

- Arrange stakeholder workshop to enable dissemination to key organisations and individuals (See section 10)
- Provide draft reports to English Heritage and key stakeholders for consultation.
- Circulate final report
- Disseminate at dedicated conference/event and through peer reviewed article.

## 7 Project Review and Proposed Payment Schedule

The proposed process and timetable for project review relates to the methodology outlined within the Method Statement (Section 10) and the anticipated duration of the project as defined in the project brief. Key review points will be supplemented by a continuous update of progress in the form of regular update meetings and written reports (see below and Section 6: Communications). The table below assumes a start date of 08/04/13, although preparatory work can be undertaken in March.

Stage	Deliverables	Date delivered
<b>Project Start</b>	<ul style="list-style-type: none"> <li><b>Inception meeting with English Heritage Project Board</b></li> </ul>	18/04/13
<b>Stage 1</b>	<b>County Overview</b>	
	<ul style="list-style-type: none"> <li><b>Prepare literature and image review</b></li> </ul>	08/06/13
<b>Stage 2</b>	<b>Project Start-up Workshop</b>	
	<ul style="list-style-type: none"> <li><b>Training day and familiarisation fieldtrip</b></li> <li><b>Arrange Project Stakeholder Meeting</b></li> </ul>	20/6/13 21/6/13
<b>Stage 3 (i)</b>	<b>Farmsteads and Landscapes Statements</b>	
<b>Review Point 1 Stages 1, 2 and 3(i) Complete</b>	<ul style="list-style-type: none"> <li>Prepare second draft Farmsteads and Landscapes Statements first phase</li> <li>Second phase (with stats from farmstead mapping)</li> </ul>	30/08/13 30/06/14
<b>Stage 3 (ii)</b>	<b>Farmsteads Mapping</b>	
<b>Review Point 2- GIS Mapping complete Review Point 3 - County report complete</b>	<ul style="list-style-type: none"> <li><i>GIS Mapping of Lincolnshire Farmsteads (to begin on 01/07/13)</i></li> <li>Prepare county report on GIS mapping</li> </ul>	31/01/14 30/06/14
<b>Stage 3 (iii)</b>	<b>Farmsteads Assessment Guidance</b>	
<b>Review Point 4 Stage 3 (iii) Complete</b>	<ol style="list-style-type: none"> <li>County workshop</li> <li>Farmsteads assessment guidance</li> <li>County Summary</li> <li>Sources of information and advice</li> <li>Farmsteads character statement</li> <li>Recording and research guidance</li> <li>Local authority summaries – including working with a select number of conservation and planning officers from district and unitary authorities to develop case studies and undertake iterative consultation on guidance</li> <li>One month feedback window</li> </ol>	May 22nd 2014 29/08/2014
<b>Stage 4</b>	<b>Project Completion and Archive Deposition</b>	
<b>Review Point 5 Stage 4 Complete Project Complete</b>	<ul style="list-style-type: none"> <li><b>Deposit archive with ADS</b></li> <li><b>Project completion meeting with English Heritage</b></li> </ul>	30/09/2014

Table 1: Project Review stages with associated project deliverables for assessment

### 7.1 Continuous Review will be in the form of:

- Fortnightly email update log reports to the Project Assurance Officer from project inception through to project completion
- Face-to-face meetings as required with the English Heritage Project Assurance Officer
- Punctual ad-hoc email and/or telephone updates to confirm key elements of the project such as any proposed amendments to the methodological approach or project timetable
- Draft documents provided and circulated with updated 'Document Control Grid' compiled according to the English Heritage MORPHE Guidelines

### 7.2 Payment Schedule

Payments should be linked to the successful achievement of measurable project goals.

Payment	Date	%	Milestone	Amount
1	25/04/13	30	Project start	£
2	31/01/14	30	Completion of GIS Mapping	£
3	30/09/14	40	Project Completion	£

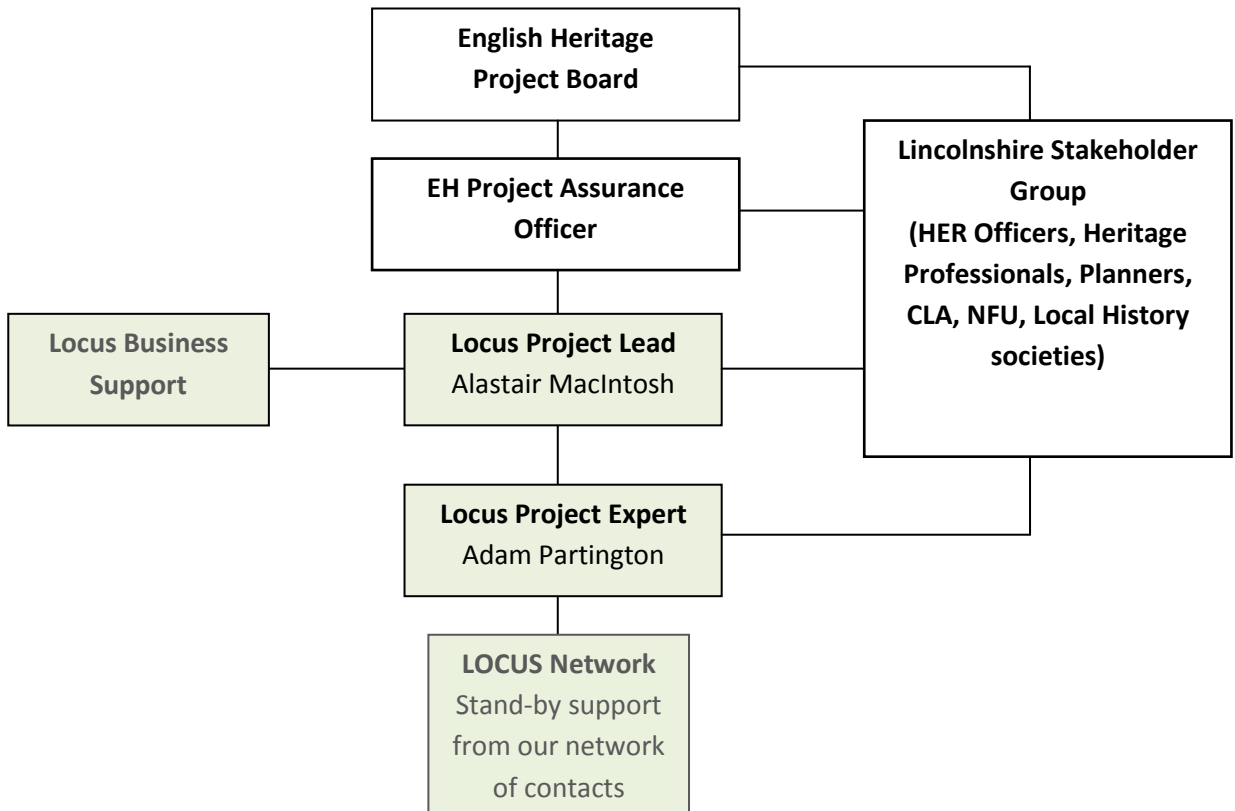
## **8 Health and Safety**

Locus Consulting takes practical steps to ensure the health and safety of staff. Our Health and Safety Policy (available on request) complies with the Health and Safety at Work Act 1994. Our policy is based on a thorough risk assessment of our 'workplace', including both office areas, field visits, and transport. Our employees, including sub-contractors where used, are regularly consulted on matters affecting their Health and Safety. Our Health and Safety Policy is reviewed 6 month basis and also where a particular project means a change to the standard working environment (e.g. working in the field, handling of heavy objects etc.)

All equipment is maintained and regularly serviced, and adequate training is provided where needed to ensure employees are competent to carry out their respective roles.

## 9 Project Team Structure

9.1 The project team structure includes a single characterisation expert, Adam Partington, managed by Locus Consulting Partner Alastair MacIntosh.





## 10 Method Statement

### Project Set-up

#### ***Inception Meeting***

A half-day Project Inception meeting run by Jeremy Lake and Project Assurance Officer, Claire Driver, will be held to provide Locus staff with an overview of existing farmstead works across England. The meeting will provide a national context for the work and will demonstrate the need for a comprehensive evidence-base about farm buildings. The meeting will also discuss the potential uses and applications of the evidence-base, particularly in local planning and development.

#### ***Stakeholder meeting***

A preliminary group meeting will be held with stakeholders across the historic county of Lincolnshire. The meeting will introduce the national and local context for the Lincolnshire farmsteads work, and will provide an opportunity to discuss existing resources, data requirements and the future integration of the results with respective HERs. The meeting will focus on creating a working partnership between these stakeholders in order to ensure the timely provision of data and support to the project. Alongside Jeremy Lake and David Walsh from English Heritage and Locus staff, attendees will include respective HER officers from Lincolnshire County Council, North Lincolnshire Council and North-East Lincolnshire Council, and representatives of the Lincolnshire Wolds Countryside Service

### Stage 1 – County Overview

In order to provide the necessary familiarisation and knowledge base for the project, it is proposed the tasks for this stage indicated in the project brief should be approached in the form of a written literature and image reviews.

#### **Literature Review**

This will incorporate information from the following tasks required by the Project Brief;

1. “Read through the county Historic Landscape Characterisation, Preliminary Regional Character Statement (East Midlands) and draft Farmstead and Landscape Statements supplied by English Heritage.”
2. “Collation of published and identification of ongoing work on the county’s agricultural history and its farmsteads/ rural buildings.”
3. “Identify significant local studies on rural buildings and landscapes that post-date 2006 (the date of the Preliminary Regional Character Statements published by English Heritage), and consider what added value they bring to the project.”

The literature review will be undertaken with the assistance of HER officers, and will attempt to identify relevant information held by each local authority.

## **Image Review**

An image review will also be undertaken alongside the Literature Review in accordance with the following tasks indicated by the Project Brief:

1. “Review of available photographs and aerial imaging from the HERs and other collections in order to identify the range of farmstead and building types across the project area and illustrate the Farmstead and Landscape Statements.”
2. “Communicate with the local Natural England office to see what additional digital images they may hold.”
3. Canvass local HERs about any known deficit in aerial images of specific farmsteads or farmstead types in the historic county that might usefully be commissioned during the course of the project

Task 1 of the image review will incorporate images held by the three Historic Environment Record offices. It will also attempt to locate any further images held by other organisations in Lincolnshire, including District and Borough Council conservation officers, the Society for Lincolnshire History and Archaeology, and the Heritage Trust for Lincolnshire (including any images taken as part of the Lincolnshire Heritage at Risk Survey).

## Stage 2 – Project Start-up: Training and Stakeholder Workshop

### Training Workshop

Prior to the stakeholder workshop (21<sup>th</sup> June), a training workshop (including a familiarisation fieldtrip in Lincolnshire) will be held. Attendees will include Jeremy Lake, Claire Driver and Dr. David Walsh from English Heritage alongside all members of the Locus Team. Dr. Shirley Brook will also be invited to facilitate the workshop fieldtrip. The main element of the workshop will be led by Jeremy Lake and will involve training and testing the methodology for mapping historic farmsteads in Lincolnshire. The results of the

### Stakeholder Workshop

The project start-up workshop, held in Lincoln on the morning of 21<sup>st</sup> June, will encourage participation in the project by key stakeholders within Lincolnshire. These include:

- Heritage Trust for Lincolnshire
- Local historians, relevant member of local societies and researchers including the Society for Lincolnshire History and Archaeology, and Dr. Shirley Brook
- The Lincolnshire Wolds Countryside Service

The following key stakeholders, who will have already attended the ‘Stakeholder Meeting’, will also be invited:

- HER officers from Lincolnshire County Council, North Lincolnshire Council and North-East Lincolnshire Council
- Development Control archaeologists
- Conservation Officers and development control planners from respective planning authorities within the historic County of Lincolnshire

The half-day workshop will focus on sourcing a local level of information and evidence beyond those specifically provided by the HERs, as well as encouraging participation in the project from those with research interests in its results. Importantly, the results of the workshop will help fine-tune the methodology for mapping historic farmsteads in Lincolnshire, as well as provide a greater level of understanding about Lincolnshire’s farmsteads amongst the project team.

The aims of the workshop, as stated in the project brief, are as follows:

- Bring key players together to scope the evidence for Lincolnshire’s historic farmsteads
- Consider the range of farmstead and building types, with a particular focus on the results of initial farmsteads mapping entered onto the North and North East Lincolnshire HERs.
- Consider the evidence for the NCA statements within the county.
- Further scope the potential for existing photography, and the need for aerial images of key sites by English Heritage
- Outline a short note for local publication which summarises the project

The basic structure of the workshop will include:

1. Introduction to the project by Jeremy Lake, highlighting the national context for the project, specific research aims of the Lincolnshire Farmsteads Project, and the proposed applications and outcomes
2. An introduction to the salient aspects of the project methodology, including the scope, level of recording detail and proposed sources
3. The results of the scoping exercise undertaken for each NCA in Stage 1 will be presented. This will provide a geographical structure for the workshop, and will raise awareness of the key characteristics of each NCA and how these may relate to historic farmsteads.
4. The geographical structure of the National Character Areas introduced in the previous which will then be used a spatial framework for collating information gleaned in the remainder of the workshop. In this last element of the workshop, invitees will be asked to provide information about key topics (such as plan-type and built form, agricultural regimes and drivers for change) according to each of the NCAs within the project area. Emphasis will be placed on getting written feedback from attendees at a scale and level of detail relevant to the scope of the project.

The workshop will be fully documented, and information resulting from it will be taken forward to inform the subsequent stages of the project, especially the Farmsteads and Landscapes Statements.

## Stage 3 Main Project

### Part 1 – Farmsteads and Landscapes Statements

English Heritage has provided character area statements for each of the 10 National Character Areas wholly or partly within the geographical extent of the Lincolnshire Farmsteads Project. These texts are in a rough draft form and will need to be revisited according to the methodology established by English Heritage in previous projects. It is expected that the process of redrafting the statements into a finished product will take approximately 4 working days for each NCA, including a field visit to each area. It is envisaged that this redrafting will occur in two main phases.

#### Phase 1 – Second Draft Text, Area Maps and Images

##### *Second Draft Text*

Stage 1 (County Overview) and Stage 2 (Workshop) will inform the re-drafting of the Farmsteads and Landscapes Statements.

A further period of map-based research will then be undertaken using:

- Historic Landscape Characterisation data
- Historic maps
- Modern Ordnance Survey products
- Online resources such as Google and Bing Maps aerial photography

These sources will be used to provide a “second draft” of the Farmsteads and Landscapes Statements focussing on the “Farmstead and Building Type” section, which will then be submitted to English Heritage for consultation. This second draft will include the information required by the established methodology, but should also take into account physical and cultural connections between the historical farming patterns of different national character areas, for example the practice of summer grazing of Lincolnshire Wolds livestock on the grazing land of the Lincolnshire Coast and Marshes. This will enable a deeper understanding of the development of farming practices and their associated built heritage.

##### **Area Maps**

The Project Brief describes a detailed methodology for extracting and ordering the maps required for the Farmstead and Landscape Statements. The maps themselves will be chosen to illustrate typical examples of farmsteads and landscapes in each character area, as identified in Stages 1 and 2, and through further map-based research as described above. This will allow clear, visual understanding of scale, density and settlement patterns within each character area. If possible, opportunities for showing transitional landscapes between adjacent NCAs will also be explored. The maps themselves will be sourced from English Heritage and ordered according to the system specified in the Project Brief.

##### **Photographs**

The image review undertaken as part of Stage 1 will identify those photographs already held by stakeholders in the project area, and will assess their suitability as a resource for the Farmsteads and Landscapes Statements. Online resources such as Pastscape and Geograph will also be considered. Those collections that appear suitable will be examined for images that are representative of each NCA. Further photography will be undertaken by the project team during the later field surveys as part of Stage 3. Any new photography will be submitted to English Heritage for archiving in accordance with the requirements laid out in the project brief. Any aerial images required will be identified and requested from English

Heritage. The selected photographs will be accompanied by appropriate metadata, such as location and time, and will be presented to English Heritage alongside brief notes on the characteristics of the subject and the landscape context in which they sit.

### **Phase 2 – Third Draft, Compilation and Submission**

The statements will be revisited once the GIS data collection and field survey stages of the project are complete. These will allow a deeper understanding of the character of each NCA, as well as providing opportunities for robust statistical analyses of relationships between the GIS dataset and other heritage information, such as HLC and monument records from the HER offices in the county. This extra level of information, alongside images and maps, will be used to update and enhance the statements, and will focus particularly on updating the “Farmstead and Building Types” and “Materials and Detail” sections of the statements.

Draft statements will be submitted to the project group, and final versions provided at the close of project.

## Part 2 – GIS Mapping of Farmsteads

### System Requirements

The digitisation process will be undertaken at Locus offices on a stand-alone computer. The specification of the computer will be sufficient to run ArcGIS for Desktop basic edition or MapInfo version 10, along with the full Microsoft Office suite.

### Data Sources

#### – *Map Data*

It is assumed that English Heritage will supply Ordnance Survey 25” 2<sup>nd</sup> Edition map data. For comparison with modern survival of farmsteads, the project will also require the modern Ordnance Survey 1:10000 raster map and Ordnance Survey Mastermap data. It is assumed for the purposes of the project design that these products will be provided either by English Heritage or by the Local Authority HER offices in the project area.

#### – *HER Data*

In order to inform the farmsteads database, the project will acquire digital copies of the following data from the HER offices within the project area;

- All monument records for post-medieval/modern farms and outbuildings recorded within each HER. It is estimated that there are around 1200 such records across the county area.
- Listed building data
- The entire Lincolnshire Historic Landscape Characterisation dataset, including character areas and character zones
- Data from the North Lincolnshire Farmstead Project. It is understood that the project was undertaken by volunteers in accordance with English Heritage farmstead assessment guidelines. The results of this project are estimated by the North Lincolnshire HER to cover approximately 80% of the Unitary Authority area. Subject to assessment and approval it is possible that this dataset could be incorporated into the Lincolnshire Farmsteads project.
- Data from the North-East Lincolnshire Farmstead Project. This project was not undertaken in accordance with the English Heritage farmstead methodology, but could nevertheless provide invaluable information on approximately 150 farmsteads in the North-East Lincolnshire Unitary Authority

#### – *Supporting Data*

Other datasets will also be required to inform completion of the database or to allow deeper analysis of results in the reporting stage. These include, but are not limited to:

- BGS geology and soil types – available for download from the BGS website
- National Character Areas – available for download from MAGIC website
- Any relevant Landscape Character Assessments from district and unitary councils. (N.B. There is no overall Lincolnshire Landscape Character Assessment)
- Ordnance Survey Address-Point data - provided either by Local Authority HER offices or English Heritage

## Database Structure

The following proposed database structure has been designed with reference to the structure provided in the Project Brief and the required data standards for Lincolnshire HER (supplied as appendix 5 of this document). The HERs for both North and North-East Lincolnshire have indicated that they will not require any data over and above the extra information requested by Lincolnshire County Council HER.

The database structure below shows a proposed structure for the working database, including fields requested by Lincolnshire HER. Where fields and descriptions are taken from the English Heritage database structure these are indicated by the use of plain text and quotation marks. Description summarised for this report are in italics. Where a new field is suggested, or further information will be added to an existing field, this is indicated by bold text.

Field Name	Description
PRN	"Numeric sequence chosen to fit with any existing data set PRNs". <i>This field acts as the Unique Identification Number for individual records and map objects within the Farmsteads project. It should not be confused with the PRNs used for monument records by the three Local Authority HERs.</i>
Site Name	"Modern farm name with historic name (if different) recorded in brackets." <b><i>Some basic location data will be added in this field at the request of LCC HER, e.g. "Grange Farm, Pointon".</i></b>
Parish	<b><i>Indicates the civil parish in which the farm complex is located</i></b>
Authority	<b><i>Indicates the district or unitary authority area in which the farmstead is located</i></b>
Classification Primary Attribute	<i>Indicates the type of farm complex under consideration.</i>
Date_Cent	"Earliest century date based on presence of listed building or map evidence"
Date_HM	"Date of House based on presence of dated building or Map evidence"
Date_WB	"Date of Working Building based on presence of dated building "
Date_End	<b><i>Latest visible date if the building is no longer extant. This field will allow a "Date-To" entry to be provided for the creation of an HER monument record</i></b>
Plan Type	Combination of Primary and Secondary Plan Attributes
Farmstead Size	Approximate size of farmstead classed as: very small; small; medium; large and very large scale. The exact method of undertaking this will be clarified at the Training Workshop
Plan Type Primary	<b><i>Indicates the overall plan form of the farm complex</i></b>



Attribute	
Plan Type Secondary Attribute	<i>Indicates subsidiary attributes of the plan form of the farm complex</i>
Tertiary Attribute	<i>Indicates further subsidiary attributes based on code combinations from Primary and Secondary Attributes</i>
Farmhouse Position	<i>Indicates the position of the farmhouse within the overall farm complex</i>
Location Primary Attribute	<i>Describes the location of the farm complex (e.g. Village, Isolated etc.)</i>
Survival	<i>Indicates the extent to which the farm identified from OS 2<sup>nd</sup> Edition map survives to the present day.</i>
Sheds	<i>Describes the position of large modern sheds with respect to the historic farm complex</i>
Converted buildings?	“Note presence of converted buildings based on address point data”
<b>Monument Type</b>	<b><i>This field will be completed according to the Inscription Monument Type list, as requested by Lincolnshire HER. Further details are given below.</i></b>
<b>Monument Description</b>	<b><i>This field will provide a descriptive entry suitable for inclusion in the new monument records that will be produced from this dataset. It is likely that this will be an automated procedure undertaken at the end of the digitisation phase. Further details are given below.</i></b>
Confidence	<i>Indicates the level of confidence in the record</i>
Positional accuracy	“Free text to note this: (e.g. “Approximate – based on 2nd edition OS”)”
Notes	“Free text field to add notes relating to the character or identification of a record”
HER Monument UID	“Where a farmstead complex is already recorded by one of the HER offices, its UID will be recorded here.” <b>Further details are given below.</b>
<b>Date of Visit</b>	<b><i>Date field in a format to be agreed with HER officers showing the date on which a farmstead was visited by project staff as part of the programme of field visits.</i></b>

<b>Site Visit Notes</b>	<i>A free text field containing observations and extra information recorded as part of site visits. This information will be entered into the county and UA HER monument records created for those farmsteads visited as part of the programme of field visits.</i>
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The data structure indicated above will allow for the creation of viable monument records within each HERs GIS system. By a combination of ongoing data capture for certain fields, and batch additions/alterations for others, it is envisaged that there will be a limited impact on the overall rate of data capture during this phase.

Lincolnshire County Council HER has also requested that information gathered during the programme of field visits should be incorporated into the relevant monument records (**Date of Visit** and **Site Visit Notes**). This could be achieved by the creation of a separate database including only the records for those farmsteads which will be linked to the main dataset by the Farmstead PRN field. The information can then be kept separate from the main database and added to county HERs at the end of the project, allowing for greater security and integrity of the primary database. For English Heritage purposes, it will be possible to remove the extra fields at the end of the project, ensuring compatibility with existing farmstead databases.

### ***Digitisation Methodology***

The process of data capture has been established by English Heritage for some time. The Lincolnshire Farmsteads database will be produced to the same standards. The following summary principles are taken from Historic Farmsteads: A Manual for Mapping (Lake & Edwards, 2009, p6);

- GIS data to be provided in ESRI Shapefile format
- One polygon per farmstead record
- Records to be based on the visible extents of farmsteads on the Ordnance Survey 2<sup>nd</sup> Edition 25" Maps
- Modern Ordnance Survey map data (1:10,000 raster and MasterMap) will be used to define extent of change.
- Attribute data to be based on established English Heritage farmstead types and supporting heritage datasets

The following data standards will also be applied:

- Data to be captured at a scale of no smaller than 1:10,000 (based on Ordnance Survey modern raster maps) due to possible inaccuracies in geo-referenced historic maps
- Polygons will adhere to English Heritage guidance for digitisation (English Heritage, 2011), although multi-part polygons will be avoided if possible.

Although the data capture process for the digitisation phase is already well documented, the addition of new requirements from the Local Authority HERs will require some alterations to

the established methodology. The following table indicates the new fields required for the creation of compatible monument records, the data required for completion of these fields, and the implications for the digitisation process.

<b>Database Field</b>	<b>Data Required</b>	<b>Data Capture Method</b>
Site Name	<i>Basic location data to be added to the site name</i>	Continuous over digitisation phase. Negligible impact to digitisation.
Parish	<i>Name of parish in which Farmstead is located</i>	Data will be entered using a spatial query on completion of the dataset. No implications for digitisation phase
<b>District</b>	<i>Name of district/unitary authority in which farmstead is located</i>	Data will be entered using a spatial query on completion of the dataset. No implications for digitisation phase
<b>Date_End</b>	<i>Latest date at which farmstead is visible</i>	Continuous over digitisation phase. Field entry required for each record
<b>Monument Type</b>	<i>Classification of building types included in a farmstead record. Responses may be provided according to a fixed drop-down menu of relevant types.</i>	Continuous over data collection phase. One or more entries required for each record. Training to be provided by Lincolnshire HER staff.
<b>Monument Description</b>	<i>Text description of farmstead characteristics</i>	Derived from farmstead attribute data and completed using an access query to combine attributes using grammatically correct language. The exact method for achieving this will be agreed with LA HERs, but it is envisaged that this will occur as a batch update at the end of the digitisation phase. No implications for digitisation phase
<b>Date of Visit</b>	The date on which field survey of a farmstead was carried out	Entered on a separate database linked by farmstead PRN and uploaded to monument records at the end of the digitisation phase. No implication for digitisation phase.
<b>Site Visit Notes</b>	Any extra information recorded by project staff during site visits which could inform a monument description.	Entered into HER monument records manually at the end of the digitisation phase. This will incur a time cost of approximately 2-3 working days.

Once the database has been prepared with the new fields, the farmsteads project will result in the creation of approximately 10,000 new monument records within the three HER offices in Lincolnshire. This will be achieved automatically by means of a batch query that will automatically create and populate new monument records within the HBSMR database used by all three HER offices. These records will then be linked to the GIS polygon data by the Farmstead PRN field.

For those records where a monument already exists in one or more of the HERs, the project will incorporate that information during the main phase of data collection

### ***Digitisation Strategy***

The Lincolnshire Historic Landscape Characterisation dataset records the presence of **5639** “isolated farmsteads” and **1224** “village farmsteads”, giving a total of **7663** farmsteads recorded by the HLC in the project area. The Lincolnshire HLC project did not record farmsteads that no longer survive, or survive only in small part. It also subsumed some village farmsteads within general records for “Historic Settlement Core”. However, the HLC also included modern farm buildings in these categories. It is therefore assumed for the purposes of this project design that there are approximately **10,000** historic farmsteads that would be identifiable and fit for inclusion in the project.

Mapping shall commence in the two unitary authorities, so that 'lessons learned' and the results of the volunteer mapping can be integrated into the remainder of the historic county. The remainder of the county will be undertaken in a staged manner by completing each National Character Area separately from the others. This will provide 10 distinct phases of data capture which will be further subdivided by Civil Parish. This will ensure that digitisation proceeds in a measurable and secure manner by requiring the completion of each individual parish before the next is begun. It will also allow the draft character area statements produced in Stage 2 to be updated on a rolling basis. This will see stages 2 and 3 complete at approximately the same time. The character areas will be completed in the following approximately geographical order from north to south:

NCA No.	NCA Name
41	Humber Estuary (includes Sunk Island)
39	Humberhead Levels
42	Lincolnshire Coast and Marshes - Eastern Arable
43	Lincolnshire Wolds - Chalk and Limestone Mixed
44	Central Lincolnshire Vale - Eastern Arable
45	Northern Lincolnshire Edge with Cover Sands - Chalk & Limestone Mixed
48	Trent and Belvoir Vales - Eastern Arable



47	Southern Lincolnshire Edge - Chalk and Limestone Mixed
75	Kesteven Uplands
46	The Fens - Eastern Arable

### **Data Analysis**

In order to inform the County Report, a period of data analysis will be undertaken. The Farmsteads data will be compared against other spatial datasets including:

- Historic Landscape Characterisation polygon data
- Historic Landscape Character Areas
- National Character Areas
- Records from all three HER offices, including monuments and designations
- Listed building records
- National heritage datasets, including the NMR

Further analysis will be undertaken in conjunction with project partners, in particular the Lincolnshire Wolds Countryside Service, who may be able to provide information on trends and changes in the area. It may also be possible to conduct cross analyses with data from the Lincolnshire Research Observatory, who measure numerous socio-economic indicators including those for deprivation.

### **Field Survey**

In order to support and enhance the knowledge base provided by the desk based survey, a short programme of field survey will be undertaken in each of the ten National Character Areas. It is proposed that the study areas should be selected after the completion of Stage 2 of the project, and that they should be designed to provide representative examples of farmsteads in each NCA. The field surveys will also provide an opportunity to take photographs to illustrate the draft Farmstead Character Statements and the Lincolnshire Farmsteads Guidance to be produced in Stage 4 of the project.

A selection of farmsteads within each survey area will be identified in advance and permission sought from landowners for access and photographic survey. This will be achieved by liaison with project stakeholders such as the Lincolnshire Historic Environment Countryside Advisor. For each field survey comprehensive notes and images will be taken and recorded on a proforma for later incorporation into the project. It is anticipated that it will be possible to visit up to five farmsteads on each survey.

### **Report**

This stage will conclude with a County report, as specified in the Project Brief, which will consider the types of farmsteads encountered in the study area, their relationship to prevailing settlement patterns, and the contribution they make to local character. The report will also analyse the distribution of farmsteads against those identifiable within the Lincolnshire HLC dataset.

The report will include several case studies which will also be used to inform the package of guidance that will be produced in the next stage of the project. The case studies will address patterns of landscape and settlement that have been identified from the GIS database and the draft Farmstead Statements. Earlier patterns of landscape character will be assessed from sources such as tithe and enclosure maps, as well as 1<sup>st</sup> edition Ordnance Survey maps available from Lincolnshire HER. For later developments, specifically those affecting the built resource between 1900 and 1940, resources such as 3<sup>rd</sup> and 4<sup>th</sup> edition Ordnance Survey maps and, especially, the Lincolnshire HLC project will be consulted.

## Part 3 – Farmsteads Assessment Guidance for Lincolnshire

It is recognised that a methodological approach and portfolio of guidance documents has previously been established by English Heritage, and that this project should seek to reproduce the guidance in similar fashion for Lincolnshire. As such, this Stage of the project will closely adhere to the methods and scope, stages and tasks, as defined within PART 3: Farmstead Assessment Guidance in the Project Design. It will take the lead from templates produced by English Heritage and work already completed by Kent County Council, Kent Downs AONB and the Worcestershire Farmsteads Project, as well as work arising from similar projects currently ongoing around England.

This sub-section of the Project Design outlines in brief how each element of STAGE 3, PART 3: Farmstead Assessment Guidance will be undertaken according to the Stages and Tasks identified in the Project Design.

Each document will be designed and written in a similar and identifiable way, creating a portfolio of documents. Furthermore, where relevant possible documents will be interlinked or cross referenced encouraging the user to navigate across the entire suite of documents.

Importantly, all guidance will be designed and written to provide simple, pro-active, not overtly technical, and non-prescriptive guidance to taking an evidence-led approach to conserving, enhancing and maximising the potential of the historic character and fabric of Lincolnshire's farmsteads.

### 3.1 County Workshop

The county workshop will be an important opportunity to gather opinion and advice from potential users of the assessment guidance. As such the workshop's target audience will consist of development managers, conservation officers, local planning officers and if possible members of relevant organisations (e.g. RTPI East Midlands).

The workshop will also provide a useful opportunity to introduce the format and content of the Farmsteads and Landscape statements to potential users, and where appropriate these will form a sub-structure to certain discussions on the day. With this information in mind, and using existing guidance from Kent (and other authorities if available) as a basis, the workshop will go on to gather opinion about what the content and scope of guidance for Lincolnshire should address and in what ways. The overall aims of the workshop will be to:

- Raise awareness and achieve 'buy-in' from potential users of guidance
- Understand the perspectives and needs of all potential users of the guidance
- Get initial reaction and additional feedback about the content of the Farmstead and Landscape Statements
- Gain understanding of development pressures, land management and spatial planning issues facing Lincolnshire's farmsteads.
- Understand what will constitute pragmatic, appropriate and useable guidance for managing Lincolnshire's historic farmsteads

Unless agreed otherwise the workshop will be held on a week day in Lincoln, last one day, and lunch will be provided. It is anticipated that the workshop will follow completion of the mapping and analysis elements of the project, and will be held towards March 2014.

### 3.2 Farmsteads Assessment Guidance

An existing guidance template, with appropriate 'cues' for inputting relevant information from the study, will be supplied by EH and amended by Locus Consulting. At approximately 30 pages in length, the document will include sections on:

- Relevant designations in the county include statutory and non-statutory designations (e.g. local lists, Listed Buildings, Area based designations – AONB etc.)
- Historic Maps – Guidance on where to access and how to interpret historic maps (e.g. HERs, [www.old-maps.com](http://www.old-maps.com), [www.heritageconnectlincoln.com](http://www.heritageconnectlincoln.com))
- Block-style drawings alongside key principles, showing how new development might be integrated into existing farmstead sites. These will be produced in basic fashion without excess detail possibly using 3D software (e.g. Google SketchUp) if not by hand. Emphasis will be places on how to read and interpret historic character and appraise a farmstead's locally distinctive qualities and how it relates to the surrounding landscape in which it is located. Embracing simple principles of urban design, it will focus on the contribution that the farmstead is making and can make to the place in which it is located
- Two example Site Assessment Summaries produced in a simple and approachable manner that demonstrates the ease of applying the Assessment Guidance.

In addition a short template for each LPA shall be produced by EH, which can then be used at the planning workshop stage and taken forward by Locus Consulting.

As part of process of creating the Assessment Guidance, South Holland District Council will be consulted so that they can consider the range of planning tools developed for the Farmsteads Assessment Guidance and how they might best be applied to their own circumstances, providing a model for development with the other planning authorities.

The Assessment Guidance comprises:

#### **The Farmsteads Assessment Guidance** (30 pages)

1. A *Site Assessment Framework* will help applicants identify any issues at the critical pre-application stage in the planning process, based on understanding the historic character and significance of a site and its sensitivity to the type of change being considered.
2. A *County Summary* which provide an overview of:
  - a. Farmstead Character – providing an overview of the historical development of farmsteads in the county, their relationship with rural and developed landscapes, their various types and the common construction materials and idiosyncrasies
  - b. The significance of specific types and groups of farmsteads
  - c. The key drivers for change within historic Lincolnshire, and an overall understanding of the issues and opportunities that they pose for farmsteads.



It will also include *Sources of Information and Advice*, a short annex documenting useful contacts both regionally and nationally of where to access information, advice and toolkits concerning farmsteads.

#### **As supporting documents:**

- *Lincolnshire Farmsteads Character Statement* (50 pages). This report will use a template provided by English Heritage in order to provide a more detailed overview of the different types of farmstead and building type in historic Lincolnshire, including illustrative examples of their style, construction and plan-form. At relevant points the document will be cross referenced with the individual statements, providing access to more geographically specific information and encouraging the reader to explore the evidence-base to its fullest extent.
  - The *Guidance on Recording and Research* (6 pages) which summarises the main issues to consider when undertaking more detailed recording of a site, with a case study and research questions to guide the survey and assessment process.
  - The *Design Guidance* (10 pages) which will adapt the template established for Kent in order to help applicants who are then considering how to achieve successful design, including new-build where it is considered appropriate and fitted to local plan policy.
  - Summaries (2 pages each) for each planning authority (based on that developed for Worcestershire), accompanied by a map (noting any areas into which the LPA should be subdivided) and photograph, which will outline the key characteristics, significance and planning issues. They will be structured and written to be read in conjunction with other guidance, using keywords, terminology and phrases to create links with other text.
  - *Case studies* developed as part of working with a number of local planning officers and conservation officers within the project area. These will be compiled through trialling existing farmsteads guidance on live cases in Lincolnshire. This will inform the re-working of the Worcestershire version of the farmsteads guidance.

#### **Document editing and final formats**

Each document will be produced in Microsoft Word and PDF formats, and circulated for editing amongst the project group, and other relevant stakeholders including planning consultants, development managers, Conservation Officers.

## Stage 4 – Dissemination

Once the main stage of the project is complete, the resulting information will be provided to as wide an audience as possible. This will be achieved in two main ways; a seminar for local stakeholders, which will be open to attendance by all those with an interest in the results of the project; and also by the publication of an article in a peer reviewed journal.

### **Seminar**

The final seminar will be held on completion of all other project deliverables. Invitees will include;

- HER officers from Lincolnshire County Council, North Lincolnshire and North-East Lincolnshire
- Local authority development control archaeologists
- Unitary authority and district council conservation officers
- Representatives from Heritage Trust for Lincolnshire
- The Lincolnshire Wolds Countryside Service
- Local researchers

The seminar will focus on the results of each phase of the main project, with sessions on the Farmstead Character Statements, the main spatial dataset, and the Farmstead Assessment Guidance package. Each session will include opportunities for attendees to question English heritage and the project team, and will provide a forum for discussion of future research possibilities. The sessions will be recorded and a written summary of the discussions will be distributed to invitees.

### *Article*

The results of the project will be summarised in an article to be submitted to a peer-reviewed journal. Candidate publications may include;

- *Lincolnshire History and Archaeology*, the in-house journal of the Society for Lincolnshire History and Archaeology
- *The Agricultural History Review*, the journal of the British Agricultural History Society
- *Landscape History*, the journal of the Society for Landscape Studies

### **Archiving**

The full archive of digital material produced by the project will be deposited with the Archaeology Data Service on completion of the project.

## **11 Ownership**

*(Extracted from EH Project Brief)*

Photographs supplied from the contractor's own collection will be acknowledged as copyright of the author. Otherwise reports and all associated documentation, databases and photographs will be the copyright of English Heritage. Copyright on all reports submitted will reside with English Heritage, although a third-party in-perpetuity licence will automatically be given for reproduction of the works by the originator, subject to agreement in writing from English Heritage.

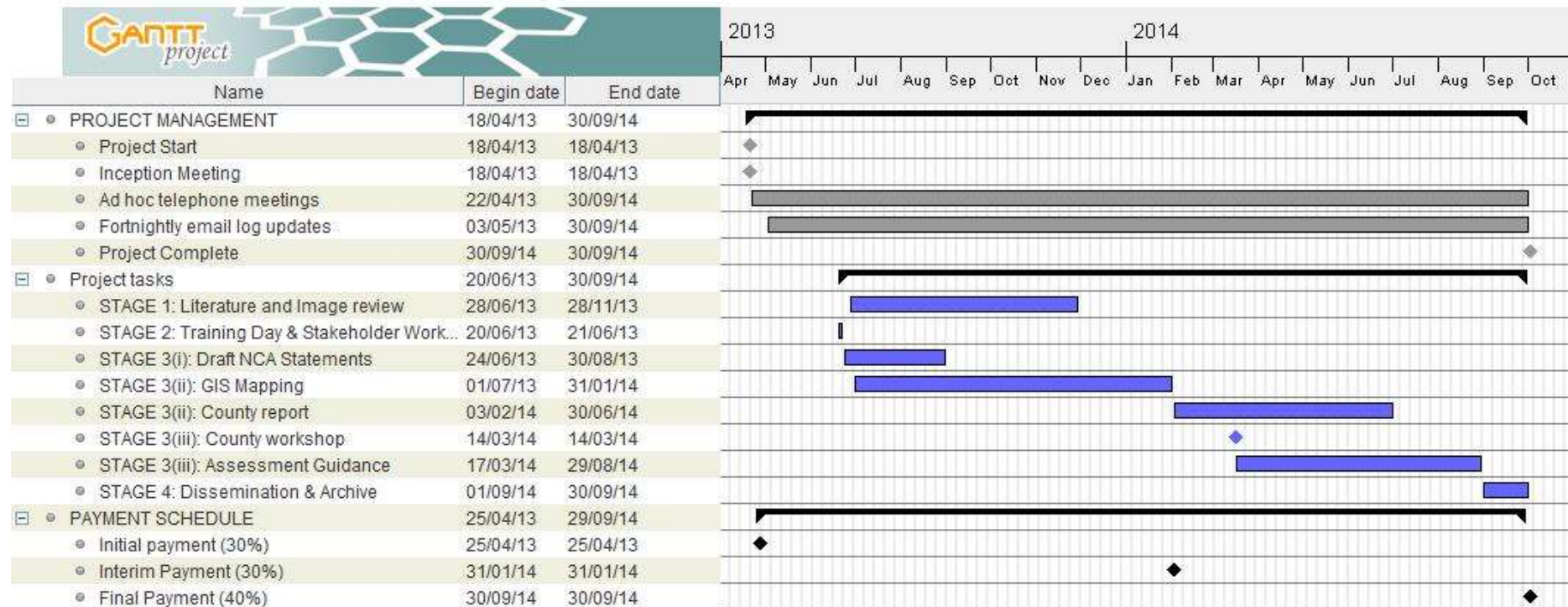


## APPENDIX 1: Project Risk Log

Number	Description	Probability (High, Medium, Low)	Impact (High, Medium, Low)	Consequence	Countermeasures	Estimated Time/Cost	Owner	Date of last review
1	Illness or incapacity of Locus project expert	L	H	Project overrun	Subject to other commitments, Locus Project Manager takes on project work OR Using Key Person insurance, Locus to hire an experienced project officer to cover sickness.	Time – Up to one month	Locus Project Manager	
2	Possible overrun to main polygonisation/characterisation phase	M	H	Project overrun	Regular (weekly) internal Locus project management meetings. Ongoing contact with English heritage PAO	Time - Up to one month	Locus Project Manager, EH PAO	
3	Loss of work through physical damage to IT systems	L	H	Project overrun	Daily automatic backup of Locus systems to external server. Additional back-up at Locus offices to external drives (see 4)	Time – Up to one month	Locus Project Expert, Automated	

4	Data corruption	L	H	Project overrun	Daily backup of Locus drives and virus scanning at all stages of information production and transfer	Up to one week	Locus Project Expert	
5	Incompatibility with IT systems at Stakeholder level	L	M	Final product unusable by major stakeholders. Implications for support for future work	Communication with stakeholders to establish software compatibility issues. Ensure data is provided in the appropriate format for each stakeholder.	None	Locus Project Expert	

## APPENDIX 2: Project Gantt Chart



## APPENDIX 3: Task List

### Inception Meeting (1 day)

#### Stage 1 – County Overview (12 Days)

- i. Arrange English Heritage Inception Meeting
- ii. Set up of IT Equipment and Software
- iii. **Prepare literature and image review**

#### Stage 2 – Project Start-up Workshop (3 Days)

- i. Contact Stakeholders
- ii. **Arrange Project Start-up Stakeholder workshop**

#### Stage 3 (Part 1) – Farmsteads and Landscapes Statements (30 Days)

- i. Analysis of supplied text
- ii. Select images
- iii. Order maps
- iv. **Prepare draft statements**

#### Stage 3 (Part 2) – Farmsteads Mapping (125 Days)

- i. **Undertake GIS mapping of Lincolnshire Farmsteads (See Methodology)**
- ii. Analyse GIS dataset
- iii. Undertake field surveys
- iv. Select and prepare case studies
- v. Prepare county report
- vi. **Amend and submit final county report**

#### Stage 3 (Part 3) – Farmsteads Assessment Guidance (30 Days)

- i. County workshop
- ii. Farmsteads assessment framework
- iii. County Summary
- iv. Sources of information and advice
- v. Farmsteads character statement
- vi. *Recording and research guidance*
- vii. Local authority summaries
- viii. Develop case studies with local planning officers
- ix. One month feedback window including consultation with SHDC

#### Stage 4 – Dissemination and Archiving (8 Days)

- i. Arrange seminar for key stakeholders
- ii. Provide article for publication in peer-reviewed journal
- iii. **Prepare digital products and project records for archive deposition**
- iv. **Deposit archive with ADS**
- v. Project completion meeting with English Heritage



## APPENDIX 4: Detailed Costings

<b>Locus Staff</b>	<b>Days</b>			
Project Manager	20			
Project Expert (non-digitisation tasks)	108			
Project Expert (digitisation)	<b>100</b>			
<b>Total Salary Costs</b>				
<b>Non-staff Costs</b>				
Travel – car (40p/mile) Travel – train Venue hire (3 workshops @ each)				
<b>Total non-staff costs</b>				
<b>Overheads (@5% staff costs)</b>				
Locus overheads <b>Total overheads</b>				
<b>Gross Total</b>				

**NB.** It has been assumed for the purposes of this costing that English Heritage and other project stakeholders will be able to provide current and historical Ordnance Survey data, including Address-Point data, under the terms of their current licenses. If this is not the case, the project costs will increase accordingly. In addition, these costings have been prepared on the basis of 10,000 farmsteads in the project area.

The project management time is calculated at 10% of the total officer time (208 days).

## APPENDIX 5: HER requirements

### 6584. Lincolnshire Farmsteads Project

Datasets for the Lincolnshire HER

This information is for the Lincolnshire HER only. North Lincolnshire HER and North East Lincolnshire HER may each have their own requirements.

The following data would be needed to ensure that HER records could be produced or enhanced for farmsteads recorded by the project.

Data marked with an asterisk (\*) should be available from the GIS dataset produced during the project as specified in the project brief; or, if not directly recorded, could be extracted from the GIS dataset through an SQL query or by concatenating fields in the dataset.

Polygon of the farmstead itself in an appropriate GIS format. The HER uses MapInfo v.10.01 but Shape files can be converted for use in MapInfo. (The polygon map object should have a field in the attached data that contains the Lincolnshire HER monument UID for this record.\*)

The data provided to the HER should be in a spread sheet or database file containing the following fields. [DBF, XLS, or CSV file.]

A field containing the Project's Farmstead UID aka PRN.\*

A field containing the HER Monument UID\* where a record already exists for the farmstead. [New records for farmsteads that are not on the HER can be given an HER UID by the HER to allow a HER Monument record to be created. These two fields together will allow project data to be linked to the HER database.]

A field containing the Site name.\* [This should include some location information, for example, 'Church Farm, Pointon'.]

A field containing the Parish name of the parish in which the farmstead stands, or stood. [A list of parish names to use can be provided by the LHER.]

A field containing the District name of the district in which the farmstead stands, or stood. [This could be amalgamated with the previous field, for example, POINTON AND SEMPRINGHAM, SOUTH KESTEVEN, LINCOLNSHIRE. NB this may not be the same as the location given in the Site Name field, for example 'Church Farm, Pointon'.]

Survival.\* [Whether the historic farmstead is still present or not.]

Monument types. To record the farm buildings noted by the survey. Multiple types will probably be needed. For example 'Farmstead' 'Farmhouse' 'Barn' 'Cart shed'. Use the Inscription Monument Type list, browsable copy on-line:

[http://thesaurus.english-heritage.org.uk/thesaurus.asp?thes\\_no=1](http://thesaurus.english-heritage.org.uk/thesaurus.asp?thes_no=1)

Training from HER staff on which terms to use will be provided.

Date\_from.\* For example '1825'. [The dates would be extractable from the Date fields in the GIS dataset, for example C19 would become '1800 ?', although if a more accurate date were known then this could be added instead. NB dates may, in some cases, need to be linked to specific Monument Types.]

Date\_to.\* For example '1950'. [The dates would be extractable from the Date fields in the GIS dataset, for example C19 would become '1900 ?', although if a more accurate date were known then this could be added instead. NB dates may, in some cases, need to be linked to specific Monument Types.]

Monument Description.\* [This could be created from data in the GIS dataset by careful concatenation of the data in several of the fields and judicious use of linking conjunctions to create descriptive text that is understandable and meaningful to non professional HER users.]

Date of Visit, for those farmsteads which are visited as part of the project. This will probably only be farmsteads within the sample study areas.

It is anticipated that more comprehensive data would be available for those farmsteads visited within the sample study areas. This additional data would need to be added to the HER directly by the surveyor. It is anticipated that it would take four working days to enter farmstead survey data to the HER for each 100 farmsteads that had such additional data.

The Lincolnshire Historic Environment Team has offered a desk and computer to the Project in our offices in Lincoln. This would allow the project officer to access the Lincolnshire HER, both the digital database, the library and the paper files, as well as other related historic environment data that is held here.

Any questions on the Lincolnshire HER data should be addressed to  
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Senior Historic Environment Record Officer  
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