

**WOODHAYES FARM
CLYST HYDON, DEVON**

HISTORIC BUILDING RECORDING

October 2010

Martin Watts

1 Trinity Cottages
Cullompton
Devon
EX15 1PE

Project WCH 193/2010

WOODHAYES FARM, CLYST HYDON, DEVON

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Summary

Part of an L-shaped linhay, which forms the west and north sides of an enclosed farmyard at Woodhayes, Clyst Hydon, was recorded prior to its conversion to domestic accommodation. The south end of the west range, adjoining the farmhouse, has already been converted to domestic use. The linhay appears to date from the early 19th century. Its open front has been closed in at both ground and first floor levels, but the basic structure retains features that are typical of this distinctive form of Devon vernacular agricultural building.

Introduction

The recording of a linhay at Woodhayes Farm, Clyst Hydon, has been carried out at the request of the owners, as a condition of Listed Building Consent (East Devon District Council 10/0971/LBC), prior to conversion of the building. It is based on the Written Scheme of Investigation submitted to Devon County Council Historic Environment Service on 30 August 2010. The recording brief prepared by Stephen Reed of DCC HES is appended (Appendix B).

The farm buildings including the linhay which is the subject of this report are listed Grade II (see Appendix A).

A site visit to examine the building was made by Martin and Sue Watts on 12 September 2010. Background and other relevant information have been compiled from a variety of sources, which are referenced and acknowledged.

A digital copy of the evaluation will be uploaded onto the OASIS (Online Access to the Index of archaeological investigationS) database under the reference martinwal-81717.

Accession number 165/2010 has been obtained from the Royal Albert Memorial Museum, Exeter, for future deposit of the site archive.

The drawings are based on a survey and plans and elevations prepared by Clayton Associates, Westcott, Cullompton, in January 2010.

Location

Woodhayes Farm is situated in the historic parish of Clyst Hydon, at NGR ST 0265 0122. The site slopes down from west to east, with the farmhouse backing on to the south side of a small farmyard and the linhay range enclosing the west and north sides, the north wall of the north range abutting a minor road. The north-west end of the site stands about 61.5m above Ordnance Datum. The underlying geology is Permian/Triassic breccia and conglomerate, west of the junction of these strata with Culm Measure (Carboniferous) grits and shales (Geological Survey 1971, 1 inch map

sheet 325). The soil of the parish is described as loamy, with clay sub-soil (Kelly's *Directory* 1889).

Historical background

The earliest reference to the place-name Woodhayes in Clyst Hydon is given as *la Wode* in 1359 (Gover, Mawer and Stenton 1932, 578). The *hayes* element is particularly common in south-east Devon, probably deriving from the Old English word for an enclosure, in later usage denoting a farm or holding (*ibid* 129). The farm is marked on the 1801 Ordnance Survey surveyor's drawing, where it is shown as occupying a square plot in the north-east corner of a square field (Figure 1) (www.bl.uk/onlinegallery/onlineex/ordsurvdraw/, accessed 13 October 2010). This suggests that the farm at Woodhayes may have been created after the field boundaries were established. The same map shows a settlement named *Wood* to the north-east, possibly indicating an original holding to which Woodhayes was secondary. Although the farm is not indicated on Donn's map of Devon of 1765, it was certainly in existence at that time. The listing description of the farmhouse dates it as 'Early C17, parts may be earlier' (Heritage Gateway, LBS number 86765) and the farm buildings are listed as 'Late C18 – early C19' (Heritage Gateway, LBS number 86766).

Woodhayes formed part of the estates of the Huyshe family, who held land in Sand and Clyst Hydon. The catalogue of estate papers held in the Devon Record Office (RCHM 1976) lists a series of leases that refer to Woodhayes, dating from 1638 to the mid-19th century (2530L/2/18/1-8). The catalogue also lists a survey of Woodhayes dated 1803 (2530M/E1/3), which unfortunately could not be located. In 1820 'all that capital MESSUAGE, FARM, and LANDS, called *WOODHAYS and SWINEPARKS*' were to let by tender, the premises comprising 'a good farm-house, convenient out-buildings, and 82 acres of excellent pasture and arable land' (*Exeter Flying Post*, 13 July 1820, 1c). The layout of the buildings is shown on the Clyst Hydon tithe map of 1840 (Figure 2). Although marked as WOODHAYES on the map, the holding is listed under *Wrights* in the tithe apportionment of 1841, where it is recorded as being owned by Mrs Harriett Huyshe and occupied by William Tilk, a total holding of just over 79 acres (32 hectares). The subsequent history of Woodhayes, which is still a working farm, has not been researched.

Description

Exterior

The farm buildings which are the subject of this report stand to the north of the farmhouse, enclosing the west and north sides of a small yard which slopes down to the east, following the natural slope (Figure 5). The lincay range is L-shaped, returning along the north side of the yard, with its rear wall abutting the side of the minor road to the north. The north-west corner of this range only is included in this report.

West range (Figure 9a): This was originally of 7 bays, each bay being about 2.4m wide. Internally the building is 4.65m deep from front to back. The two southernmost bays (1 and 2) which adjoin the west end of the farmhouse, have already been converted to domestic accommodation and are not covered by this report. An outward-opening timber shutter remains at first floor level in bay 2. Working from the south, the east elevation of bay 3 is clad with horizontal black (creosoted or stained) weatherboarding, with a former doorway on its north side which is now boarded over.

The front of bay 4 is similarly closed in weatherboarding, with a low-headed entrance door on its north side. The door leaf is 1.45m high, with vertical softwood boards, two ledges and a diagonal brace, hung on forged strap hinges on pintles driven into the vertical post on its north side. The formerly open loft front of bays 3 and 4 is boarded horizontally between first floor level and the eaves. There is an iron jib pivoted on the upper part of the post between bay 3 and bay 4, from which a hoist could be slung. The ground floor of bay 5 is boarded, with a doorway on its north side. This has a vertically boarded door with two ledges and a diagonal brace, hung on forged strap hinges with spearhead ends, on pintles on its north side. The first floor of bay 5 is open fronted. Bay 6 originally had a door to the north, hinged on its south side, the opening for which is now half filled with white painted concrete blockwork and the other half covered with vertical black painted corrugated iron. The rest of the front of this bay is weather-boarded to the eaves. The ground floor front of bay 7 is filled with white painted concrete blockwork, with vertical corrugated iron, painted black, above. There is a metal-framed window at first floor level in the corner on the north side. This has two vertical rows of four panes, with a fully opening casement on the south side and an opening top light on the north side. The weatherboarding to the ground floor of this elevation is of elm, while that to first floor above is of slightly narrower softwood boards.

North range: Only the western end of the north side of the linhay is included here, the remainder of this range not being part of the current application. There is a doorway in the north-west corner, the door leaf being vertical softwood tongued, grooved and beaded boards, with three ledges and single diagonal brace, black creosoted finish, hung on strap hinges, the bottom one having a spearhead end. The door is outward opening, hung on its west side. The south wall is of cast concrete with some concrete blockwork, rendered and painted white, with vertical corrugated iron sheeting above. To the east of the door is a two high by 3 wide light window.

The rear wall of the northern range, which abuts the road, is of rubble stone to first floor level, with cob above (Figure 9b). The cob is rendered and painted. Much of this elevation is obscured by trees planted between the wall and the road.

The exterior wall of the west range is described as part of the lean-to, below.

The roofs of both ranges are clad with 13 courses of slates on both slopes, the ridge being covered with inverted V-shaped blue/black glazed clay tiles.

Interior

West range:

The concrete floor is partly covered with straw bedding. The rear (west) wall is of random rubble stone, the base of which is rendered, with cob above. Bay 3 has an inserted brick and timber stud wall closing its south (house) end, the lower part of which is rendered. The brick coursing is generally random. A former doorway in the south-west corner has been closed with concrete blockwork. A timber beam, notched for first floor joists, sits on top of the brickwork. This is an original timber, spanning from the front post to the rear wall. A secondary timber has been inserted about 1m from the south wall to support the first floor joists. This is a softwood timber which has been roughly converted, with slabs sawn off each face by a large diameter circular saw to square it. Its west end is cemented into the wall and its east end is supported by

a concrete blockwork pier. This pier is part of an inserted concrete block wall 10cm thick by 0.8m high, which forms the interior front (east) wall of bays 3 and 4. The external weatherboarding is fixed to timber studs on the outside of this wall. Although the original timber posts and first floor beams that define the bay structure of the linhay survive, the joints where the ends of the beam are tenoned into the posts are generally decayed and the east ends of the beams have dropped.

There is no internal division between bays 3 and 4, which have been used in recent times for calving. The cross beam between these bays is a treated softwood timber, 17cm square, its west end bearing on timber plate set in the stone wall and its east end on a blockwork pier. The first floor joists are of sawn timber, 13cm by 5.5cm section at about 45cm centres, which have been cut with a large diameter blade circular saw. Some of the joists are joined over the top of the beam with a simple nailed splayed scarf. The joists and the undersides of the floorboards are whitewashed. The floorboards, which are 20cm wide by 2.5cm thick, have also been circular-sawn.

Bays 4 and 5 are separated by a low rustic screen with a ledged and braced vertically-boarded half door at its east end. The front post between these bays is of oak, economically converted with bark and sapwood remaining, standing on a stone base.

Bay 5 has a mass concrete floor with a low step 1.3m in from the front (east) wall. The cross beam between bays 4 and 5 has been converted by sawing a small elm tree down its centre, along the diameter, and roughly squaring it. It is about 24cm deep by up to 12cm thick. The cross beam between bays 5 and 6 is of similar appearance and dimensions, possibly the other half of the same small tree. This beam is supported on a sleeper inserted near its front (east) end, as the tenon has rotted and dropped away from the front post. The front post stands on low stone base.

Bay 6 is divided by a concrete block wall, a doorway at its west end giving access along the rear wall through to bay 7. There is a vertical timber cat ladder fixed to the rear wall at the south end of bay 6 which gives access to the tallet or loft floor above.

Bay 7 has a concrete floor, with a low blockwork structure forming animal pens built in. At first floor level the north end of the bay is screened with hardboard panelling, fitted to the pitch of the roof. The rear wall is of rubble stone to a height of about 2m, rendered at the base, with cob above to the eaves. An inserted doorway, with brick reveals and timber lintels, gives access through the west wall into the lean-to. The door leaf is of vertical tongued, grooved and beaded boards, ledged and framed with no braces, hung on strap hinges on its north side.

The north-west corner of the linhay range has a solid concrete floor. This runs through the north range, which has feed and water troughs built in and also a drainage channel running down to the east. A doorway in the north-west corner provided access along the north wall, to provide access for servicing the feeding troughs. This doorway was originally wider, but has been reduced in width with brickwork, presumably when the feed troughs were inserted. The door leaf, which is of tongued, grooved and V-moulded boards with three ledges and two braces, is hung in a timber frame. The north range of the former linhay extends 5 bays eastwards, where it is closed by a partition wall. Towards the west end, the north ends of the beams and roof truss

principals are supported on free-standing concrete block piers built in front of the rubble stone north wall.

The first floor of the west range of the linhay, the former loft or tallet, is basically an open area. Some areas of the original floor boarding survive and some is missing. A timber stud and wire mesh bird coop has been inserted on the east side of bay 6.

Linhay roof:

The roof of the west range has five visible trusses, all basic A-frames of similar construction. They are numbered historically from the south/house end, truss I being within the converted end of the linhay. Truss II forms part of a modern stud and insulation board partition dividing off this end. Truss III has an additional collar on the house side and two inserted vertical struts between collar and principals. The trusses numbered IIII and V are similar to truss II. Truss (6) is obscured by studding and hardboard on its north side. All the truss principals and collars are of hand-sawn elm. The principals are about 20cm by 7cm section, halved and lapped east over west at the apex when viewed from the north side. The collars are about 15.5cm by 6cm section, fixed with a single bolt with a square nut and a couple of spikes on the north sides of the principals. Each truss has a timber plate nailed over its apex on the south side, which carries a vertical sawn timber ridge board. The feet of the principals are notched over timber blocks set in the head of the cob wall on the west side and notched and housed into the tops of posts on the east side. There are two rows of through purlins on each slope, the lower being close to the wall head and the upper running across the backs of the principals at about mid span. The purlins are simply softwood poles with the bark left on. The rafters, which are 6cm to 7cm diameter poles at 36cm centres, are similar, although some have been sawn down one side to form a flat surface for nailing the battens to. The battens are ex 5cm by 2.5cm softwood, to which slates are nailed.

The east foot of the principal of truss (7) bears on the top of a post which forms the corner between the west and north ranges and the northernmost truss (8) supports the hip and the valley where the two roofs meet. There is a roof light in the west slope between trusses 7 and 8. The construction of the roof in the north-west corner is somewhat complex, as the east principal of the hip/valley truss, which has a collar on its north face, bears on a block on a tie beam that spans north-south on the west side of the first truss of the north range roof. This principal has a distinct curve to it at the point where the collar is bolted on. The foot of the hip truss bears on a horizontal timber which is tenoned and pegged through a short horizontal timber plate across the corner of the building (see photograph). The south foot of the truss at the west end of the north range is fixed in a fabricated steel bracket which is bolted to the top of the corner post (see photographs). This truss has a tie beam rather than a collar, and an additional timber fixed across it on the east side. The bottom section of the corner post is clad in concrete.

The roof trusses of the north range are of similar construction to each other, with the feet of the north principals notched over timber blocks set into the cob wall head and carried on timber posts at the front. All have collars fixed to their east faces and secondary, inserted, tie beams, the north ends of which bear on concrete blockwork piers which are free-standing, just in front of the north wall.

Lean-to extension:

A lean-to roofed extension with a concrete floor has been built against the west side of the lincay. The former outside wall of the lincay is of random rubble stonework to a height of about 1.8m, with cob above. The cob has large cobble inclusions. At the south end is a brick wall with a modern flush door to the house. The west side of this shed is enclosed with vertical galvanized corrugated iron sheets with some translucent plastic panels nailed to horizontal timbers, which are fixed to the vertical posts that support the roof structure. The exterior 'front' of the lean-to extension is not readily accessible, as it is built in tight to natural slope of ground (Figure 9b). The post at the north-west corner, which also serves as a door post, is a re-used railway sleeper. At the north (road) end is a decayed tongued and grooved vertically-boarded door. The lean-to roof is of four unequal width bays with a smaller half bay at both ends. The upper (east) ends of rafters carrying the roof are built into recesses hacked into the cob of the upper part of the lincay wall. The rafters are roughly converted, basically slabbed and halved softwood timber poles. Their lower (west) ends are carried on the tops of round vertical poles. Towards the north (road) end the post is a re-used elm timber standing on a concrete plinth. There is a wall plate spanning across the tops of posts which is made up from several lengths of timber. The roof structure comprises two rows of through purlins on top of the rafters, with butt-jointed sawn softwood boards laid on the purlins, and corrugated iron sheet cladding on top. This space is currently used for storage and there is a fuel oil tank located towards its south end, against the lincay wall.

Discussion

While a building appears to be shown on the north side of the yard, fronting the road, on the Ordnance Survey surveyor's drawing of 1801 (Figure 1), the map is not very clear. An L-shaped block is clearly shown on the tithe map of 1840, however (Figure 2) and the design and construction of the lincay appears consistent with an early 19th century date. The use of circular-sawn timbers for the joists and floorboards of the first floor may indicate that this floor is a later rebuild. The gap shown between the south end of the west range of the lincay on the tithe map had been built over by the time the survey for the 1:2500 Ordnance Survey map was carried out in about 1880 (Figure 3). The lean-to extension on the west side of the west range of the lincay was added between about 1880 and 1904-6 (Figures 3 and 4). It is possible that the present structure is newer than this, however, as the second edition Ordnance Survey map (Figure 4) indicates a solid building, rather than the lightweight post and beam structure with corrugated lean-to roof that survives. The front of the west range of the lincay was enclosed at some time, probably in the 20th century, and apparently in two phases, the elm boarding to the lower part probably pre-dating the softwood boarding to the first floor. The front of the north range was also enclosed, using cast concrete and concrete blockwork, and water and feeding troughs inserted, to turn it into a shippin. The east end of this range has been partitioned off to form two garages.

In conclusion

The lincay at Woodhayes Farm is of familiar design and construction for the region and is considered to be a good example of an important local vernacular building form, which was constructed to house cattle on the ground floor and store feed on the first floor (discussed in Alcock 1963 and Child 1995). The iron jib projecting beneath the eaves on the east side of the west range appears to be a relatively unusual feature.

Although presumably used to hang a hoist from, for lifting materials or feed, its precise function is unclear, as the upper floors of lincays were usually filled by pitching feed up from a wagon or trailer.

Martin Watts

Draft: 28 October 2010

Minor amendment: 03.11.10

Acknowledgements

I am grateful to the property owners for providing access and for their hospitality; to the archivists at Devon Record Office who searched, unfortunately in vain, for the 1803 survey; to Ralph Clayton for providing copies of his survey drawings, and to Sue Watts for her help with the site survey and in the preparation of this report.

References

Alcock, N.W. 1963: Devonshire lincays: a vernacular tradition. *Transactions of the Devonshire Association* 95, 117-30

Child, Peter. 1995: Farm Buildings, in Peter Beacham, editor, *Devon Building*, 71-72

Gover, J.E.B, Mawer, A and Stenton, F.M. 1932. *The Place-Names of Devon*

RCHM (Royal Commission on Historical Manuscripts) 1976. *Report of the Family and Estate Papers of the Huyshe Family of Sand and Clyst Hydon, 12th – 20th century* (Devon Record Office)



Figure 1: Woodhayes, Clyst Hydon, from Ordnance Survey surveyor's drawing, 1801
(www.bl.uk/onlinegallery/onlineex/ordsurvdraw/)

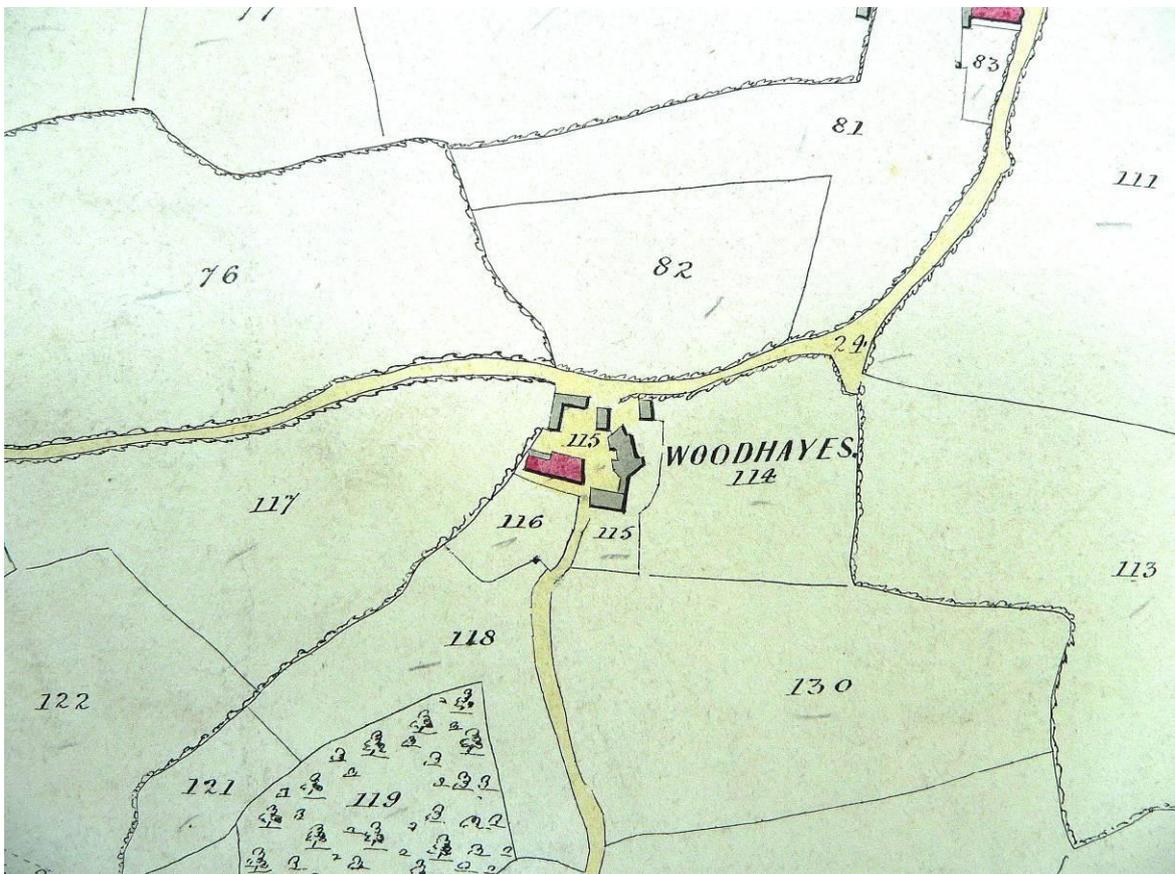


Figure 2: Woodhayes, from the Clyst Hydon tithe map of 1840 (Devon Record Office)

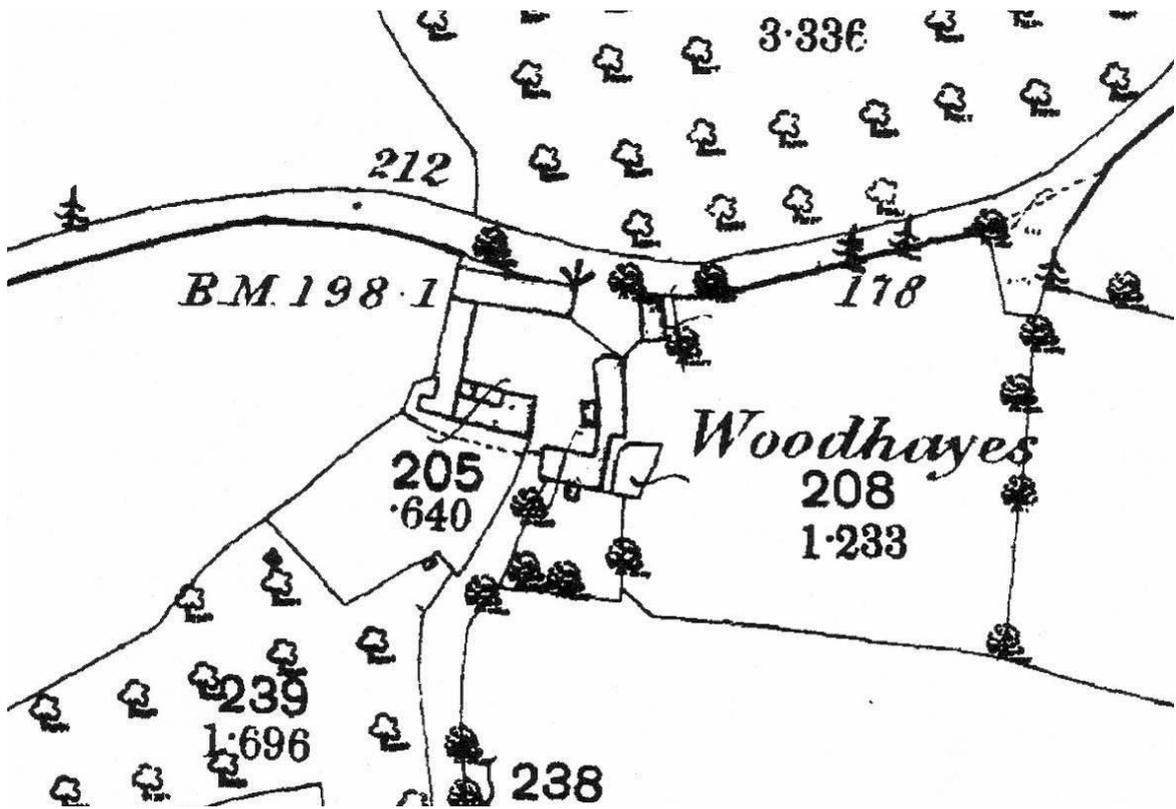


Figure 3: Ordnance Survey 1:2500, 1st edition, c.1880

(Not reproduced to scale)

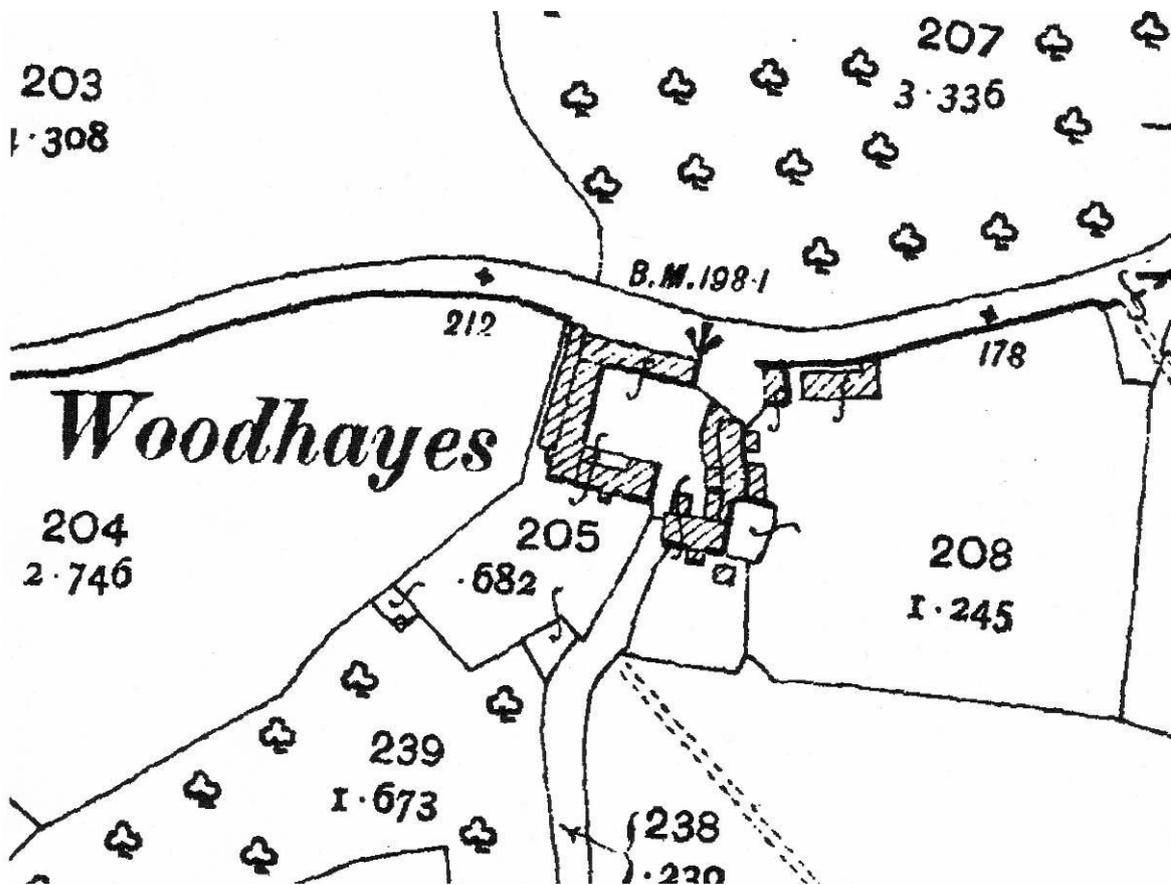


Figure 4: Ordnance Survey 1:2500 2nd edition, c.1904-6

(Not reproduced to scale)

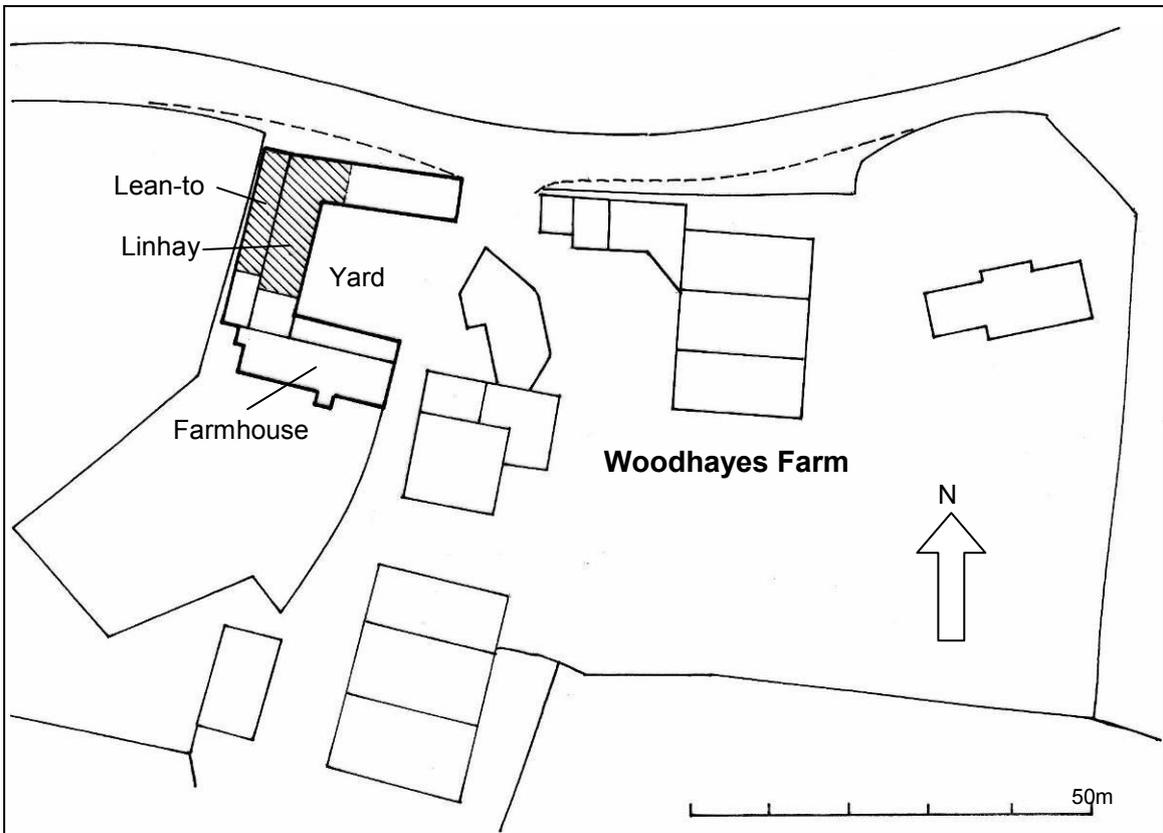


Figure 5: Woodhayes Farm, Clyst Hydon. Site plan, with lincay shown shaded

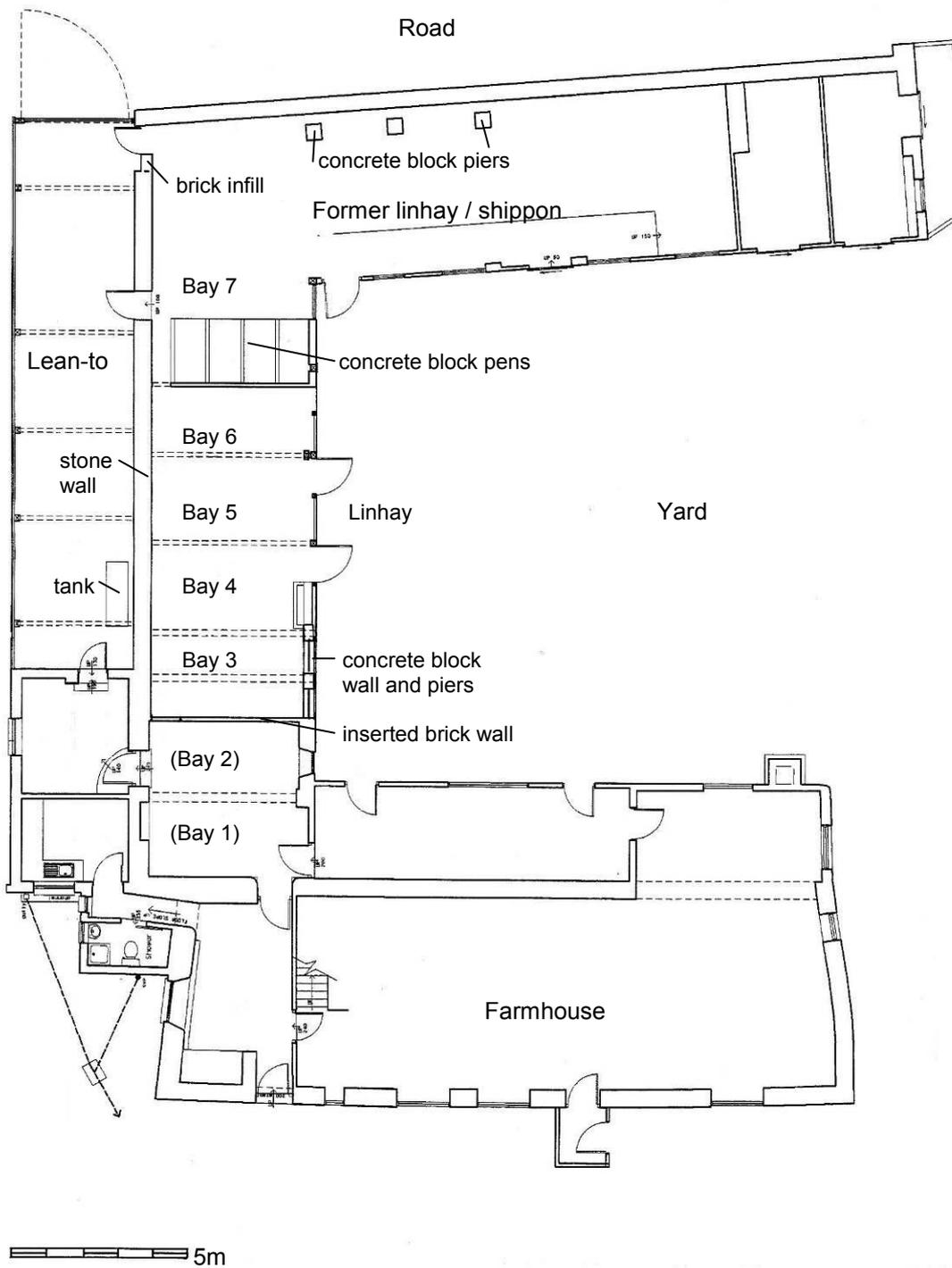


Figure 7: Woodhayes Farm, Clyst Hydon. Ground plan of linhay

The bays are numbered from south, as given in the report

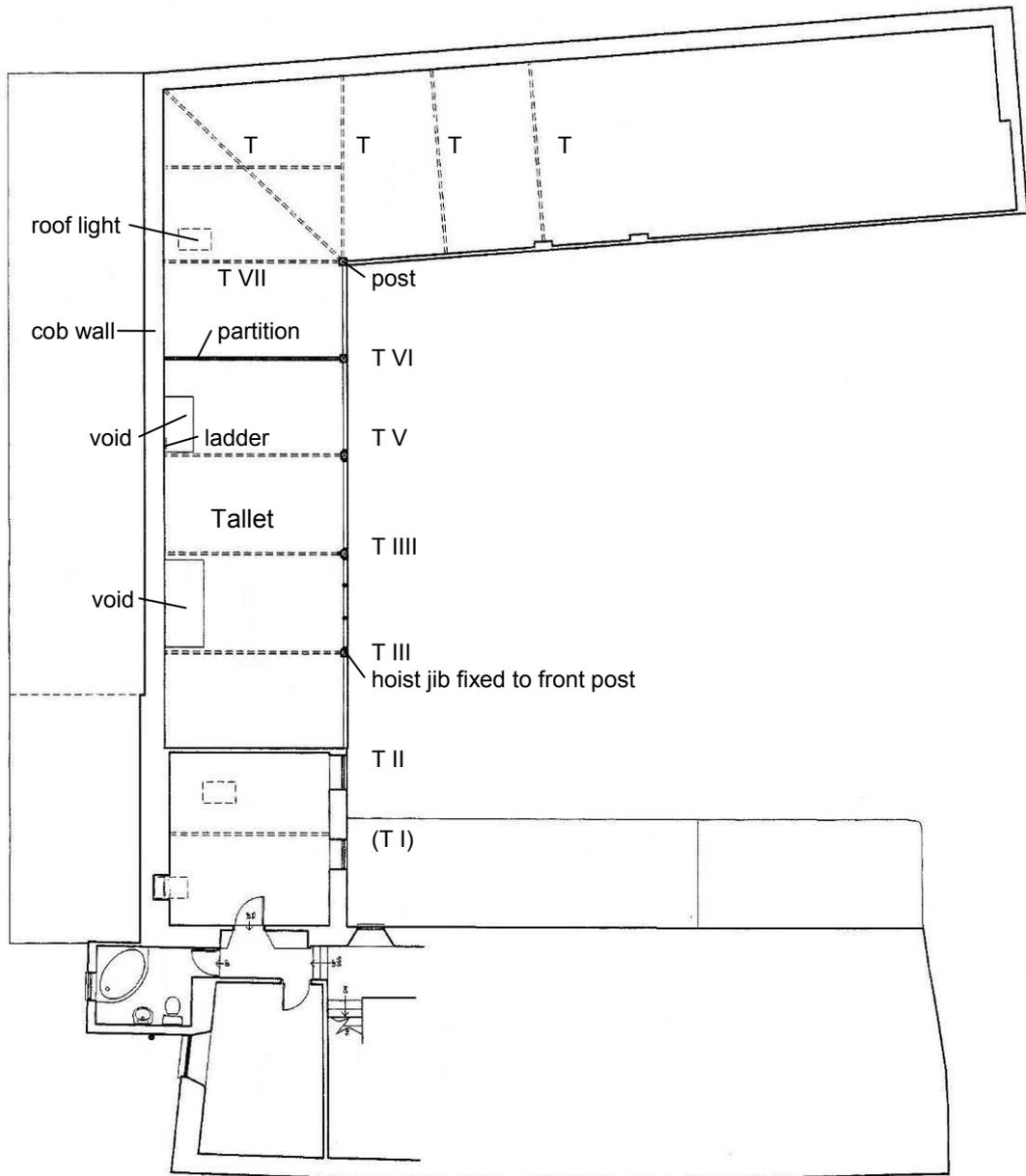


Figure 8: Woodhayes Farm, Clyst Hydon. First floor plan of linhay

T : roof trusses numbered from the south, as given in the report

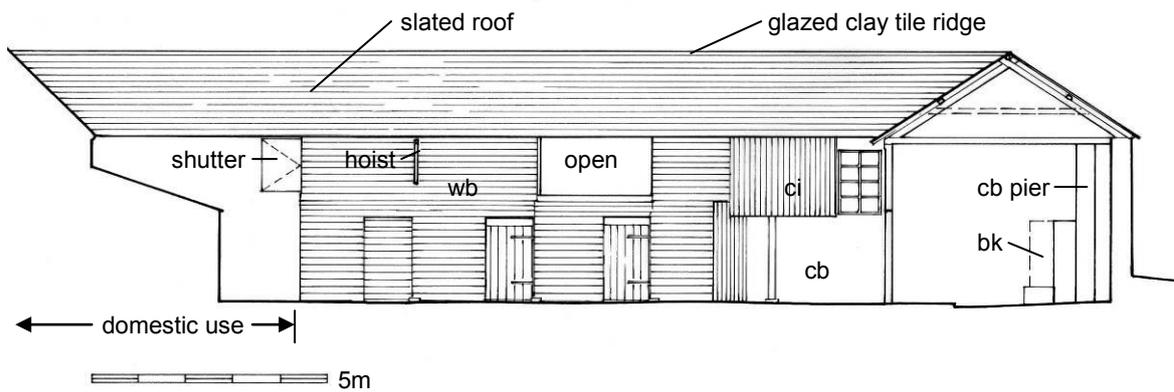
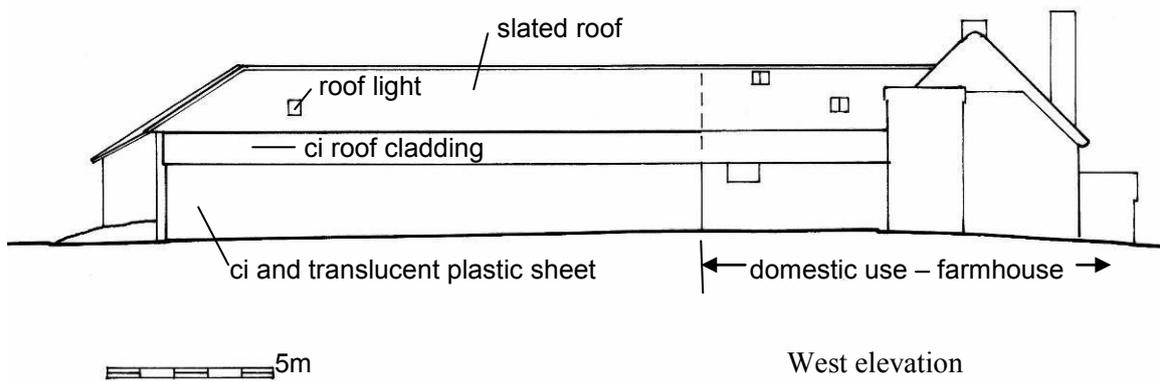
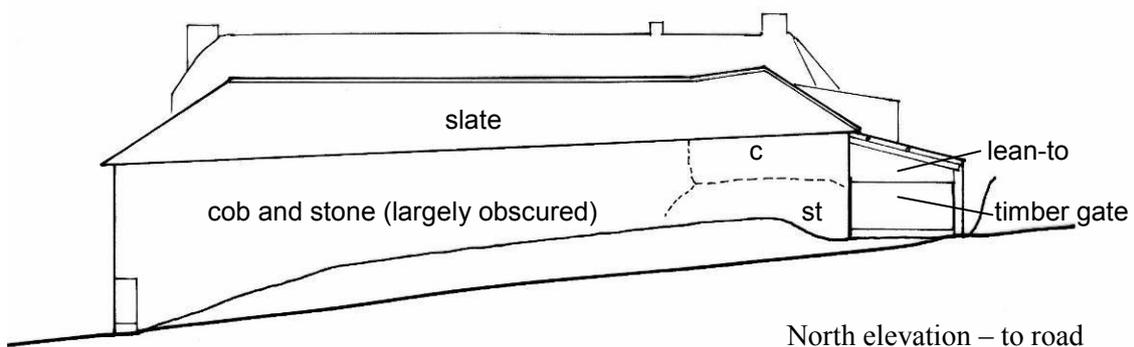


Figure 9a: Woodhayes Farm, Clyst Hydon. East elevation of linhay

bk = brick c = cob cb = concrete block
 ci = corrugated iron sheet st = stone wb = weatherboard



West elevation



North elevation - to road

Figure 9b: Woodhayes Farm, Clyst Hydon. West and north elevations of linhay range

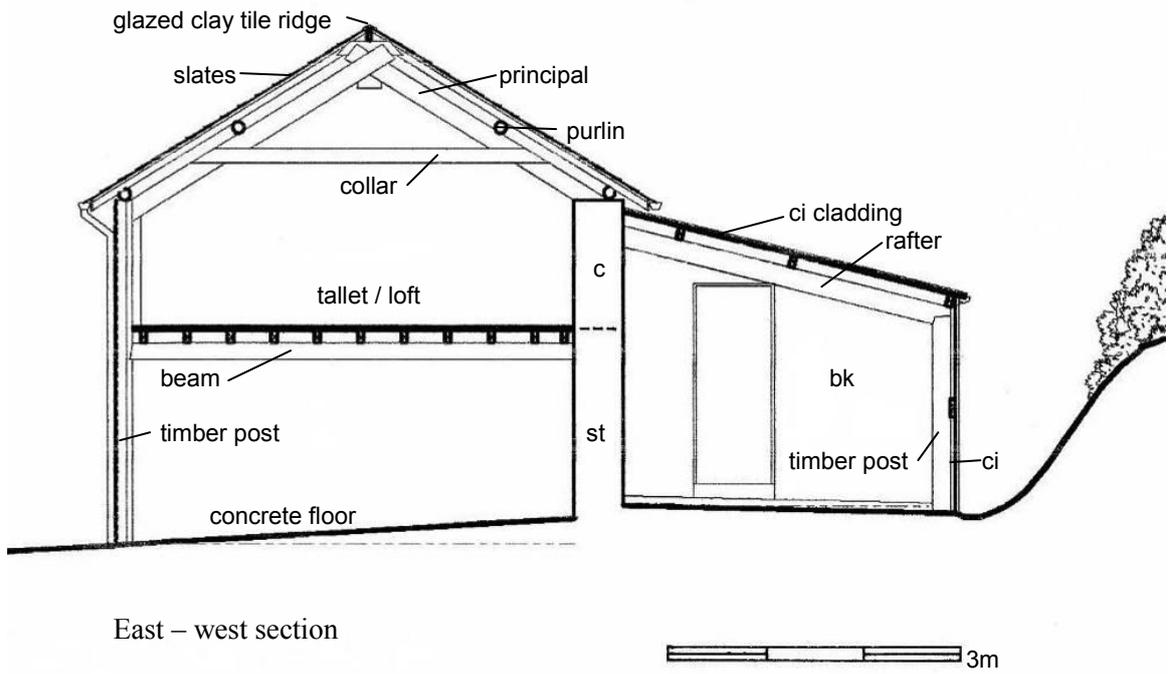


Figure 10: Woodhayes, Clyst Hydon. Section through linhay west range and lean-to

bk = brick
st = stone

c = cob

ci = corrugated iron



Linhay west range, looking south-west



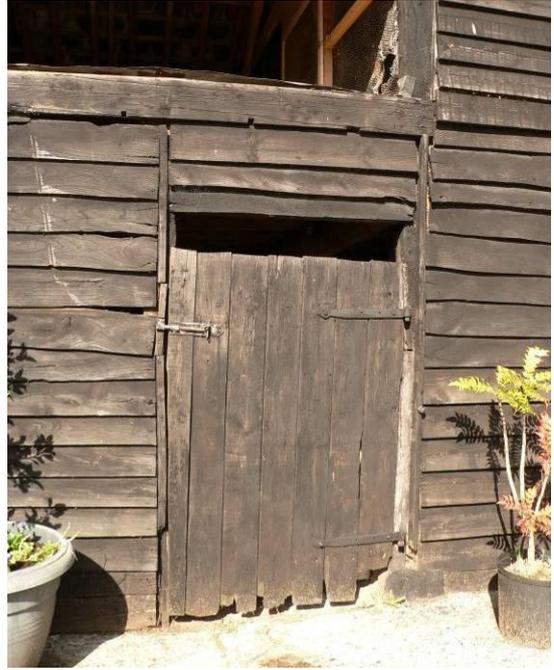
Linhay west range, looking north-west



West range, east elevation



Iron hoist jib below eaves, east elevation



Detail of doorway to bay 5



North-west corner



Door to west end of north range



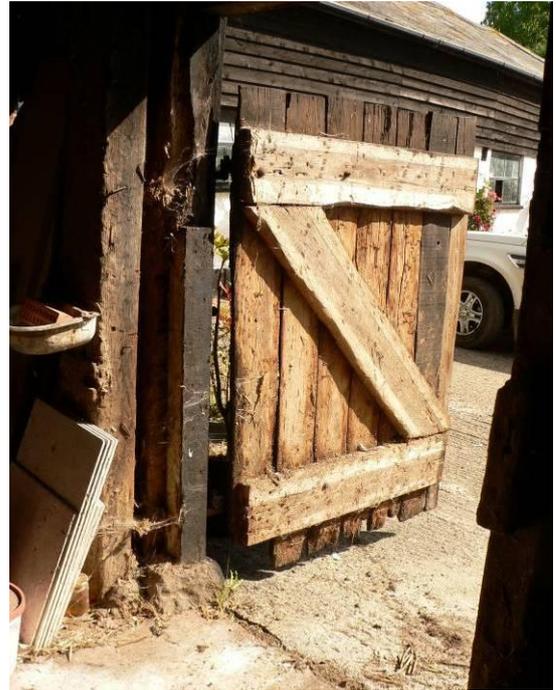
Brick partition to south side of bay 3



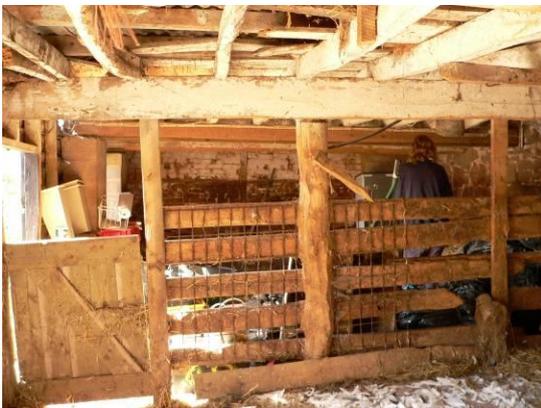
Ladder to upper floor, bay 6



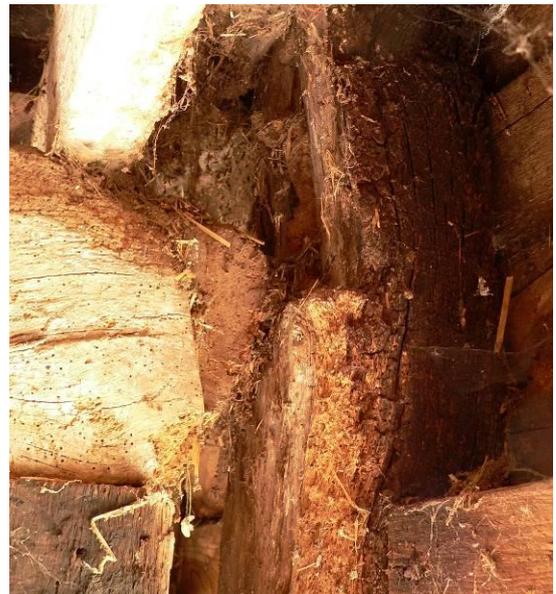
Inserted blockwork wall on east side



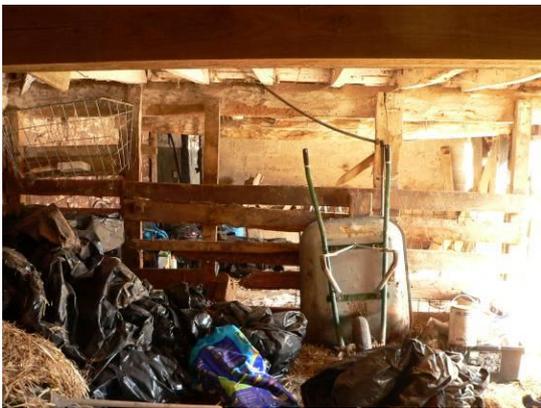
Door to bay 5, showing post and stone pad



Screen between bays 4 and 5, looking south



Decayed joint between beam and front post



Linhay ground floor, bay 5, looking north



Linhay west range roof, bay 5



Detail of collar / principal junction



Linhay loft floor, partition to south end



T IIII, showing sawing and assembly marks



Linhay west range roof, T IIII



Truss principal foot (east) and post junction



Truss principal apex detail, north side



Truss principal foot (west) and wall junction



Pens inserted in bay 7, ground floor



Hip truss in north-west corner



Hardboard partition to T 6, from north



Post with steel shoe carrying principal foot, from west



Hip roof structure, n-w corner, looking west



Post with steel shoe carrying principal foot, from east



Support for foot of hip rafter in n-w corner



North range roof, looking east



Lean-to extension, looking north



Lean-to extension, looking south



Reduced width doorway in north-west corner



Interior west wall of lean-to



Lean-to roof rafter cut into cob wall



Doorways in linhay west wall, from lean-to



North-west exterior of linhay and lean-to

Appendix A

Listing description

Building Name:	Farmbuildings Adjoining To North Of Woodhayes Farmhouse		86766
Parish:	Clyst Hydon	Grade:	II
District:	East Devon	Date Listed:	24 October 1988
County:	Devon	Date Delisted:	
Postcode:		National Grid Reference:	ST0264801248

Listing Text:

CLYST HYDON
ST 00 SW
2/77 Farmbuildings adjoining to north
- of Woodhayes Farmhouse
GV II

Farmbuildings. Late C18-early C19. Plastered cob on stone rubble footings, some brick patching, slate roof.

Plan: 2 wings of contemporary farmbuildings. With the farmhouse to south they enclose 3 sides of the farmyard. The west wing is a 5-bay lincay with a dairy and small store above at the left (south) end adjoining Woodhayes Farmhouse (q.v.). The north wing is a 7-bay lincay. Both wings face into the courtyard.

Exterior: the lincays were originally open-fronted byres with haylofts in the tallet. Now they have been closed by concrete block walls and weatherboarding.

Alcock's lincay type T1 with roughly finished crossbeams fixed to full height timber posts. The outer principals of the roof rest on the top of the posts.

Interior: plain carpentry detail and roof of A-frame trusses with spiked lap-jointed collars.

Listing NGR: ST0264801248

Source: Listed Buildings Online (<http://www.heritagegateway.org.uk>, accessed 27 August 2010)

Appendix B

BRIEF FOR HISTORIC BUILDING RECORDING

Location: Woodhayes House Clyst Hydon Cullompton EX15 2NT
Parish: Clyst Hydon
District: East Devon
County: Devon
NGR: 302651.101227

Planning Application no: 10/0971/LBC

Proposal: Conversion of existing barns including internal alterations, re roofing, changes to fenestration and the enlargement and re-construction of existing lean-to along west elevation to provide ancillary accommodation

Historic Environment Service ref: Arch/dc/16138

1. INTRODUCTION AND ARCHAEOLOGICAL BACKGROUND

1.1 This brief has been prepared by the Devon County Council Historic Environment Service (HES) with regard to the archaeological works - in this case a programme of historic building fabric recording - required as a condition of planning consent for the above works. This brief has been produced specifically for the above planning application and may require alteration if this application is revised, amended or resubmitted. This document is not transferable to any other scheme or planning application.

1.2 In accordance with PPS5 *Planning Policy Statement 5: Planning for the Historic Environment* (2010), and the Local Development Framework Policy on archaeology, consent has been granted, conditional upon a programme of archaeological work being undertaken. Condition 5 requires that:

'No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority.' *The development shall be carried out at all times in strict accordance with the approved scheme, or such other details as may be subsequently agreed in writing by the Local Planning Authority.'*

1.3 The principal objective of the programme shall be to make a record of the historic building prior to the commencement of the development. However, subsequent recording may be required during the course of the proposed works where previously obscured historic fabric or architectural features are exposed by such works.

1.4 The farm buildings subject to this application date to the late 18th or early 19th century and are listed as a Grade II building. The proposed conversion works will have an impact upon the historic fabric of the building and upon its appearance. This work is being undertaken in accordance with Policy HE12.3 of *Planning Policy Statement 5: Planning for the historic environment* (2010).

1.5 This Brief covers the application area as defined in the plans submitted in support of this application.

2. WRITTEN SCHEME OF INVESTIGATION

2.1 This document sets out the scope of the works required to record the historic fabric affected by the proposed development and will form the basis of the *Written Scheme of Investigation* to be prepared by the archaeological consultant.

2.2 The Written Scheme of Investigation must be submitted by the applicant or on their behalf by their agent or archaeological consultant and approved by the HES and the Local Planning Authority *prior* to any development commencing on site.

3. PROGRAMME OF ARCHAEOLOGICAL WORKS

3.1 Desk-based assessment

The programme of work shall include a desk-based *appraisal* of the site to place the development area into its historic and archaeological context. This work will consist of map regression based on the Ordnance Survey maps and the Tithe Map(s) and Apportionments. An examination will also be made of records and aerial photographs held by the HER. The reporting requirements for the desk-based work will be confirmed in consultation with the HES.

This information will be presented as part of the final report along with the results of the fieldwork.

3.2 Historic building recording

A record shall be made of the historic fabric of the building affected by the conversion. This works shall conform to Level 2 - 3 of recording levels as set in *Understanding Historic Buildings: A guide to good recording practice - English Heritage 2006* (available on-line at the English Heritage website) and described in outline below:

Level 2 is a descriptive record, made in circumstances similar to those of Level 1 but when more information is needed. It may be made of a building which is judged not to require any fuller record, or it may serve to gather data for a wider project. Both the exterior and the interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.

Level 3 is an analytical record, and will comprise an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis. The information contained in the record will for the most part have been obtained through an examination of the building itself. If documentary sources are used they are likely to be those which are most readily accessible, such as historic Ordnance Survey maps, trade directories and other published sources. The record will not normally discuss the building's broader stylistic or historical context and importance at any length. It may, however, form part of a wider survey – thematic or regional, for example – of a group of buildings, in which additional source material contributes to an overall historical and architectural synthesis. A Level 3 record may also be appropriate when the fabric of a building is under threat but time or resources are insufficient for detailed documentary research, or where the scope for such research is limited.

3.3 The photographic record should be made in B/W print supplemented by digital or colour transparency. However, if digital imagery is to be the sole photographic record then suitably archivable prints must be made of the digital images by a photographic laboratory. Laser or inkjet prints of digital images, while acceptable for inclusion in the report, are not an acceptable medium for archives. The drawn and written record will be on an appropriately archivable medium.

3.4 The consultant should make themselves familiar with the specification required for each of the recording levels. The detail of the proposed archaeological works should be set out in the Written Scheme of Investigation, including reference to the appropriate IFA and scientific guidelines for the analysis and dating of the historic buildings.

3.5 Should significant historical and/or architectural elements be exposed within the building by conversion/construction works the East Devon District Council's Conservation Officer, and the HES will be informed. The applicant will ensure that any such exposed elements remain undisturbed until their significance can be determined and to allow consideration for their retention *in situ*.

4. MONITORING

4.1 The archaeological consultant shall agree monitoring arrangements with the County Historic Environment Service and the District Conservation Officer and give two weeks' notice, unless a shorter period is agreed with the HES, of commencement of the fieldwork. Details will be agreed of any monitoring points where decisions on options within the programme are to be made.

4.2 Monitoring will continue until the deposition of the site archive and finds, and the satisfactory completion of an OASIS report - see 5.6 below.

5. REPORTING

5.1 The reporting requirements will be confirmed with the HES on completion of the site work.

5.2 The report shall be prepared collating the written, graphic, visible and recorded information outlined above. The report shall include measured and scaled plans, cross-section drawings and elevations of the building(s), including their location, description of the historic building fabric, architectural features of interest and any artefacts recovered together with their interpretation. It is recommended that a draft report is submitted to the HES for comment prior to its formal submission to the Local Planning Authority.

A copy of this brief shall be included in the report.

5.3 The HES would normally expect to receive the report within three months of completion of fieldwork - dependent upon the provision of specialist reports, radiocarbon dating results etc the production of which may exceed this period. If a substantial delay is anticipated then an interim report will be produced. A copy of this brief shall be included in the report.

5.4 In addition to the copy supplied to the Local Planning Authority a copy of the report will also be submitted to the East Devon District Council's Conservation Officer - address below.

5.5 On completion of the report, in addition to copies required by the Client and the District Council Conservation Officer, hard copies of the report shall be supplied to the HES on the understanding that one of these copies will be deposited for public reference in the HER. In addition to the hard copies of the report, one copy shall be provided to the County Historic

Environment Service in digital format - in a format to be agreed in advance with the HES - on the understanding that it may in future be made available to researchers via a web-based version of the Historic Environment Record.

5.6 The archaeological consultant shall complete an online OASIS (*Online AccesS to the Index of archaeological investigationS*) form in respect of the archaeological work. This will include a digital version of the report. The report or short entry to the Historic Environment Record will also include the OASIS ID number.

5.7 *Publication*

Should particularly significant historic fabric, architectural features, below-ground remains, finds be encountered, then these, because of their importance, are likely to merit wider publication in line with government planning guidance. If such remains are encountered, the publication requirements – including any further analysis that may be necessary – will be confirmed with the HES.

6. PERSONNEL

6.1 The recording work shall be carried out by a professional historic building specialist to be agreed with the HES. Staff must be suitably qualified and experienced for their project roles. All work should be carried out under the control of a member of the Institute of Historic Building Conservation (IHBC), or by a specified person of equivalent standing and expertise. The Written Scheme of Investigation will contain details of key project staff and specialists who may contribute during the course of the works - excavation and post-excavation.

6.2 Health and Safety matters, including site security, are matters for the consultant. However, adherence to all relevant regulations will be required.

6.3 The archaeological consultant shall give the HES two weeks' notice of commencement of works and shall be responsible for agreeing monitoring arrangements. Details will be agreed of any monitoring points where decisions on options within the programme are to be made.

6.4 Monitoring will continue until the deposition of the site archive and finds, and the satisfactory completion of an OASIS report - see 5.5 below.

6.5 The work shall be carried out in accordance with IFA *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures (1996)*, as amended (2008).

7. DEPOSITION OF ARCHIVE AND FINDS

7.1 The archaeological consultant shall contact the museum that will receive the site archive to obtain an accession number and agree conditions for deposition. The accession number will be quoted in the Written Scheme of Investigation.

7.2 Archaeological finds resulting from the investigation (which are the property of the landowner), should be deposited with the appropriate museum - in a format to be agreed with the museum, and within a timetable to be agreed with the HES. The museum's guidelines for the deposition of archives for long-term storage should be adhered to. If ownership of all or any of the finds is to remain with the landowner, provision and agreement must be made for the time-limited retention of the material and its full analysis and recording, by appropriate specialists.

7.3 The artefact discard policy must be set out in the Written Scheme of Investigation.

7.4 The condition placed upon this development will not be regarded as discharged until the report has been produced and submitted to the HES and the LPA, the site archive deposited and the OASIS form submitted.

8. CONFLICT WITH OTHER CONDITIONS AND STATUTORY PROTECTED SPECIES

It is the archaeological contractor's responsibility - in consultation with the applicant or agent - to ensure that the undertaking of the required archaeological works does not conflict with any other conditions that have been imposed upon the consent granted and should also consider any biodiversity issues as covered by the NERC Act 2006. In particular, such conflicts may arise where archaeological investigations/excavations have the potential to have an impact upon protected species and/or natural habitats e.g. SSSI's, Habitat Regulations (The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007), National Nature Reserves, Special Protection Areas, Special Areas of Conservation, Ramsar sites, County Wildlife Sites etc.

9. CONTACT NAME AND ADDRESS

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