

Bainbridge Methodist Church, Eastgate, Bishop Auckland, County Durham

Historic Building Record

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Report Number: 097/2015


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Code: BAA.1



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SUMMARY

- Trent & Peak Archaeology was commissioned by Roddam Architecture to undertake a Level 1 / Level 2 building record of an unlisted place of worship, Bainbridge Methodist Church, Eastgate, Bishop Auckland, County Durham centred on OS Grid Ref. NY 95263 38768 prior to its conversion into a dwelling (Planning Approval No. DM/14/03107/FPA).
- The earliest phase of the Bainbridge Methodist Church is the Georgian chapel that was probably commissioned by William Bainbridge and dates to c.1819. The style of the building is typical of the period with other nonconformist chapels in County Durham sharing its architectural details and proportions. A bellcote was possibly originally present on the north gable which is a rare feature.
- The church was subsequently enlarged by the addition of a chapel dedicated to the memory of Cuthbert Bainbridge in 1891. It conforms to the Gothic architectural style prevalent during the late nineteenth century and has a timber octagonal flèche which is of note.

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APPENDIX 1

Written Scheme of Investigation

ACKNOWLEDGMENTS

The project was managed and the fieldwork undertaken by Matt Hurford. Thanks are extended to Roddam Architecture for commissioning the work. A summary of the Title Deeds for The Willows was kindly provided by its current owner Tom Nattross. The project was monitored by Lee McFarlane, Assistant County Archaeologist at Durham County Council.

1. INTRODUCTION

1.1 Background

1.1.1 Trent & Peak Archaeology was commissioned by Roddam Architecture to undertake a Level 1 / Level 2 building record of an unlisted place of worship, Bainbridge Methodist Church, Eastgate, Bishop Auckland, County Durham centred on OS Grid Ref. NY 95263 38768 (Figure 1) prior to its conversion into a dwelling (Planning Approval No. DM/14/03107/FPA).

1.1.2 Bainbridge Methodist Church is located within the village of Eastgate in the heart of Weardale. It is situated on a minor road which leads from the main A689. To the south-west is the bridge over the Rookhope Burn and to the north-east All Saints Church. The Methodist Church is abutted to south by The Willows, a private residence.

1.2 Building Recording

1.2.1 Where specific briefs are supplied by relevant planning authorities with regard to buildings they may require a survey based on classifications as outlined in English Heritage's guide *Understanding Historic Buildings* (2006). In this instance a Level 1 / Level 2 survey of the building was required by Lee McFarlane, Assistant County Archaeologist at Durham County Council. The methodology employed follows advice from the Institute for Archaeologists' (IfA) *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings and Structures* (2001).

1.2.2 Where an existing building / structure is not protected by listing and permission is sought or granted for demolition or major alteration, the local authority may require that a full archival record be made first, in order to 'preserve by record'.

1.3 The Report

1.3.1 The building recording has involved a limited examination of the Methodist Church both externally and internally. This has allowed for a brief written description of the building and its background with 9 figures and 14 plates as illustrations. A second part of the report (Section 7: Archival Record) comprises a list of illustrations to support the archival record. The latter consists primarily of 98 digital images and negatives and prints from all or parts of 3 black and white films, comprising a total of 108 negatives and 6 x 4 inch (15 x 10cm) prints held in archival quality sleeves. The report includes copies of the digital images together with plans showing their viewpoints. All 98 digital images are included in a separate CD affixed to the back of the report. A full copy of the report is on the online database OASIS under the ID trentpea1-225767.

2. SITE BACKGROUND

2.1.1 It is currently proposed as part of Planning Application Approval No DM/14/03107/FPA to convert Bainbridge Methodist Church, Eastgate, Bishop Auckland, County Durham to residential use.

3. HISTORICAL BACKGROUND

3.1 Methodism in County Durham

3.1.1 The Chapels at Newbiggin in Teesdale and at High House in Weardale are the earliest Methodist Chapels in the county, both dating to the 1760s. Renaissance elements are the predominant architectural detail used in the earlier buildings (Stell 1994, 60). The Gothic style was adopted as the principal architectural style by the Methodist movement in about 1850 (Jones 1914, 37) following the adoption by the Methodist Conference of the Revd Frederick

Jobson recommendations (Sergeant HMAP, 1). The most fully developed Wesleyan Methodist Church is St John's, Ashbrooke Road, Sunderland built in 1887-8 (Stell 1994, 60).

3.2 Documentary Analysis

3.2.1 Title Deeds to The Willows, a private residence that abuts the south gable wall of the church, state that in May 1818 there was 300 yards of land, commonly known as 'The Bit' on which stood a shop, with living accommodation and outside buildings, that was owned by John Johnson. This was subsequently sold to a farmer, John Thornburn and a miller, John Colpitts on 27th May 1818 who in turn sell the lot to John Colpitts and William Bainbridge, gentlemen of Alston on 3rd May 1819. Part of this land is used for a Wesleyan Methodist Chapel, the southern part of the Methodist Church that was being used as a Sunday School when the church closed in 2011. The connection between the Bainbridge family and The Willows ends when William Bainbridge and Joseph Dixon, an innkeeper at Eastgate, sell the property to Mark Proudfoot, a blacksmith based in Eastgate in July 1839. The Willows was rebuilt in 1843.

3.2.2 An engraved commemorative stone above the main entrance of the porch in the northern part of the church states, '1891 Cuthbert Bainbridge Memorial Wesleyan Chapel' thus providing a likely date for the extending of the church.

3.2.3 Cuthbert Bainbridge (1843-1872) was a Weardale farmer who was a committed Methodist and close friend of Dr. T.B. Stephenson, a prominent Wesleyan Methodist in the mid to late nineteenth century (<http://www.wesleyhistoricalsociety.org.uk/dmbi/index.php?do=app.entry&id=115>).

3.2.4 Cuthbert Bainbridge belonged to a family with a long tradition in Methodism. His father was Emerson Muschamp Bainbridge (1817-1892) who was born in Eastgate, a man who became a prosperous draper in Newcastle-upon-Tyne and Leeds, the money from which financed the building of the Methodist Chapel in 1891. Emerson was a lay preacher and a leading member of the Brunswick Place Methodist Chapel in Newcastle and was one of their first lay representatives to the Wesleyan Methodist Conference in 1878. He was also active in the temperance movement. The business which he established, Bainbridge & Co., passed to his sons following his death and was eventually sold to the John Lewis Partnership in 1952 (Baker 2004, 10).

3.2.5 The father of Emerson Muschamp Bainbridge, Cuthbert Bainbridge (1772-1850) was also a leading Wesleyan Methodist within Weardale. His farmhouse in Eastgate was used for Methodist preaching prior to the construction of a chapel within the village (H.K. 1898, 4).

3.3 Cartographic Analysis (Figures 2-5)

3.3.1 Historic maps depicting the Bainbridge Methodist Church were consulted. A date range of 1859 to the present was obtained showing that the building comprised two principal building phases. The First Edition Ordnance Survey map of 1859 depicts the Wesleyan Methodist Chapel as a simple rectangular building abutted to the south by The Willows. This chapel is likely to be the one mentioned in the 1819 Title Deeds. A boundary extends from just below the north-west corner of the chapel to a small plot adjacent to the Rookhope Burn. The building remains unchanged until the publication of the 1896 Ordnance Survey map that shows a rectangular extension having been constructed onto the north-west half of the north gable wall of the earlier chapel. A structure extends from the east elevation to the road. A small addition has been made to the north-west corner of the original chapel. A new boundary encloses the additions to the west and north with two small outbuildings erected against the western boundary. The original Wesleyan Methodist Chapel is now described as a Sunday School. There is no change to the Church until the publication of the 1979 Ordnance survey map which shows that the two outbuildings are no longer extant.

4. BUILDING DESCRIPTION

The Exterior (*Figure 6-7 Plates 1-4 and 7-9*)

4.1.1 The earliest phase of the Church is the Sunday School, formerly the chapel. It is a square single storey building which is orientated north to south and built of coursed squared sandstone with quoins and ashlar dressings under a slate gable roof with ridge tiles. The eastern side of the north gable and the western side of the south gable have stone coping and a stone kneeler. A single window with a semi-circular head is present in the west and east elevations and a doorway with a matching fanlight in the east elevation. The lower stone courses of a former bellcote are present in the north gable. The southern part of the roof abuts the chimney belonging to the building which was replaced by The Willows in 1843, the chimney presumably retained as its removal would have been structurally damaging to the Sunday School. On stylistic grounds it is likely to date to the late Georgian period between 1800 and 1820. A porch was added to the west elevation, the stonework is identical to that of the chapel indicating a date of 1891. The walls were subsequently raised and concrete lintels used for the window and door. The roof is of slate.

4.1.2 To the south-west of the Sunday School is a small rectangular ancillary building, likely to have originally functioned as an earth closet. It is of coursed sandstone rubble with a slate roof and single doorway. It is probably the northernmost outbuilding depicted on the Ordnance Survey map of 1896 though it is not depicted on the Ordnance Survey map of 1979 and so could possibly be modern.

4.1.3 Abutting the Sunday School is the Church, built in a Gothic style. It is a rectangular single storey building of four bays which is orientated north to south with a contemporary porch on the east elevation bearing the inscription above the doorway, '1891 Cuthbert Bainbridge Memorial Wesleyan Chapel'. The building is constructed of coursed squared sandstone with quoins and ashlar dressings under a slate gable roof with ridge tiles. Stone coping, kneelers and plain undecorated cornices are present on both the chapel and porch. The windows in the east and west walls of the Church are of geometric design forming two lancets with a quatrefoil above. The north gable wall has three lancet windows, the central one being taller. A cill, decorated with leaf stops, extends beneath the windows. The porch has three plain lancet windows in the north and south walls. The principal entry into the building is via the porch which has a two-centred arched doorway, the soffit and jambs of which has been chamfered in the style of an ogee variant, terminating in a runout stop towards the base of the door. All the windows and doorway, with the exception of the lancet windows of the porch, have a hoodmould with stops, the stops being naturalistic in design representing a folded leaf above. Buttresses which are contemporary with the Chapel are present on the west and east walls. An octagonal flèche, or turret, is present extending through the ridge at the northern end of the Church. It is of timber construction, the base encased in lead and the middle section being of painted timber with the upper spire having a hanging tile covering. The structure is surmounted by a weather vane. It is possible that the flèche is a later addition to the building, replacing an earlier finial that would have been mounted on the stone base present at the apex of the north gable. The stone wall extending around the east of the Church abuts the building, though still could be of late nineteenth century date.

The Interior (*Figure 6-7 Plates 5-6 and 10-14*)

4.2.1 The Sunday School is entered via the doorway in the east elevation which leads into a small lobby created by the insertion of a modern partition wall. The main room has bench seating on the west, east and south walls. The doors leading into the porch in the west wall and into the later Church in the north wall have the same chamfers and stops as the bench seating and are thus likely to be contemporary. As the doorway between the Church and Sunday School is a insertion dating to 1891 the benches and doors probably date to this time indicating that the Sunday School, which was formerly the Chapel, was unsurprisingly remodelled at this time. The Sunday School has a softwood plank floor and timber ceiling. There is evidence for a small hole in the north of the ceiling which may have been for a rope to operate bells in the bellcote.

4.2.2 Entry into the later Church is via the porch at the rear of the building fronting the minor road. The Church is a single room of three bays with four trusses resting on stone corbels. The roof structure is partially exposed and is typical of late Victorian design.

4.2.3 The Church conforms to the 'auditory plan' in which its interior has been planned in order to enable the community to hear and see the preachers. The two rows of pews are arranged to face the front where there is a railed rostrum with seating for several speakers behind the pulpit. The flooring is raised to the west of the rostrum suggesting a choir or musician's corner though alternatively this may have been where former leader's pews were located.

4.2.4 The windows of the Church all have a hoodmould with floral stops painted gold. Stained glass is used sparingly with only the quatrefoil in the lancet windows in the west and east walls being coloured. A limited used of stained glass has been used in the lancet windows in the north gable wall to produce a simple design. Timber panelling extends around the lower half of each of the walls with a decorative motif of circles. All of the timber used within the Church is pitch-pine. The walls of the Church are a light blue with a darker shade used to highlight decorative features such as the corbels. The ceiling is white with two intricately cast iron air vents located at either end of the room.

5. DISCUSSION

5.1.1 The earliest phase of the Bainbridge Methodist Church is the Georgian chapel that was probably commissioned by William Bainbridge and dates to c. 1819. The style of the building is typical of the period with other nonconformist chapels in County Durham sharing its architectural details and proportions. Arched doorways and windows were used elsewhere in the region including the former Baptist Church at Middleton in Teesdale dating to 1827 (Stell 1994, 66), the Wesleyan Chapel at Gainford dating to 1834 (Stell 1994, 64) and the Methodist Church at Houghton-le-Spring dating to 1786 (Stell 1994, 66). The same type of stone coping and a stone kneeler is present at the Baptist Church at Hamsterley dating to 1774. It is not unusual for nonconformist chapels to be found abutted by dwellings or even in a continuous terrace of houses as at Hamsterley mentioned above. The presence of a potential bellcote however is a rare feature.

5.1.2 The Cuthbert Bainbridge Memorial Chapel of 1891 conforms to the Gothic architectural style prevalent during the late nineteenth century. Of note is the octagonal flèche, or turret.

5.1.3 Successive phases of rebuilding and alterations to chapels are a distinctive feature of nonconformist church architecture with many churches remodelled after the 1880s, reflecting the growing confidence and aspirations of the local communities who worshipped there (Lake 2013, 12). The Church at Eastgate is no exception with the former Chapel being refurnished and becoming the Sunday School following the addition of the Cuthbert Bainbridge Memorial Chapel.

6. BIBLIOGRAPHY

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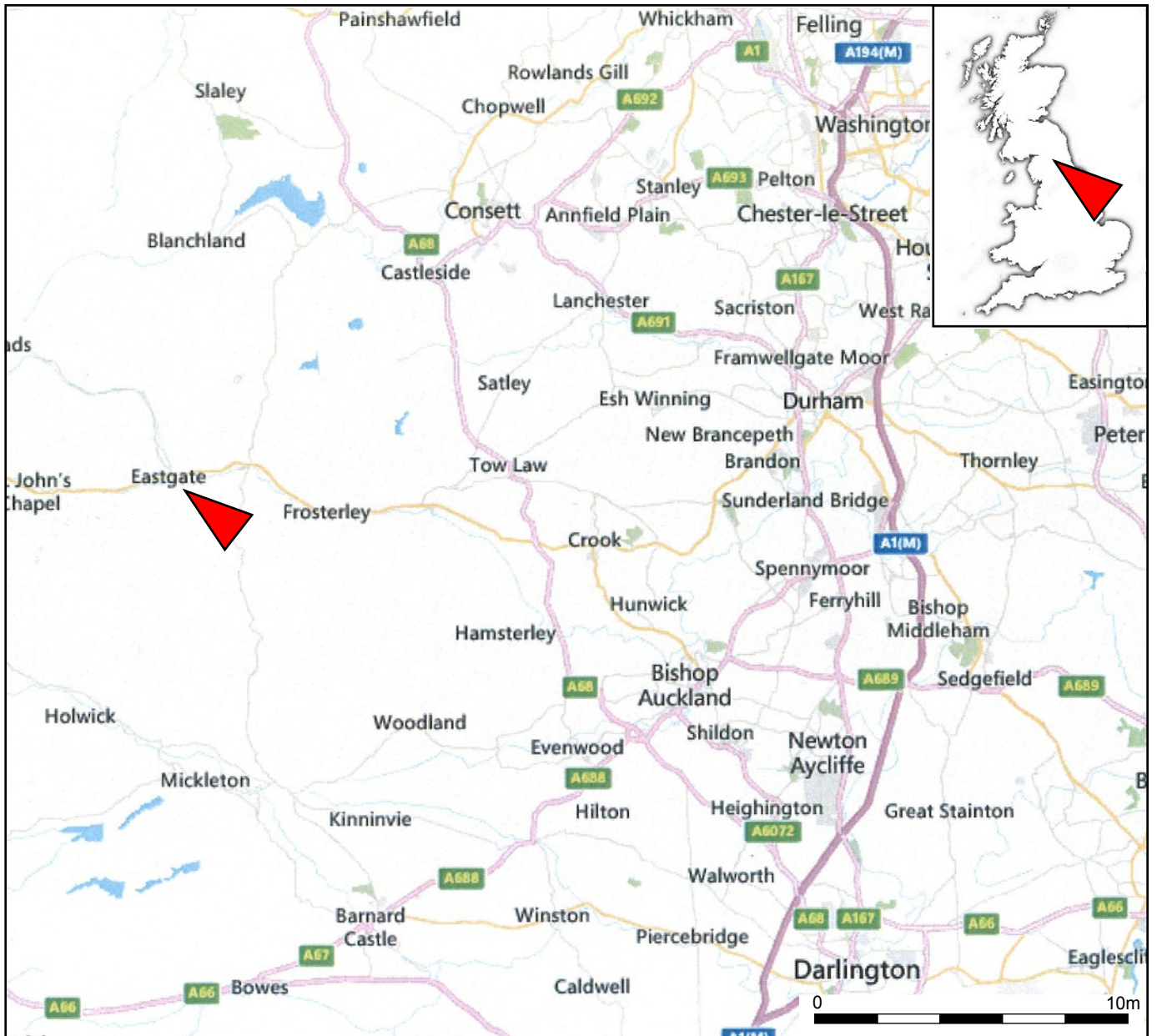


Figure 1: Site location of Bainbridge Methodist Church, Eastgate, Bishop Auckland, County Durham.
 Scale 1:20,000 at A4.
 Contains Ordnance Survey data © Crown Copyright and database right 2015

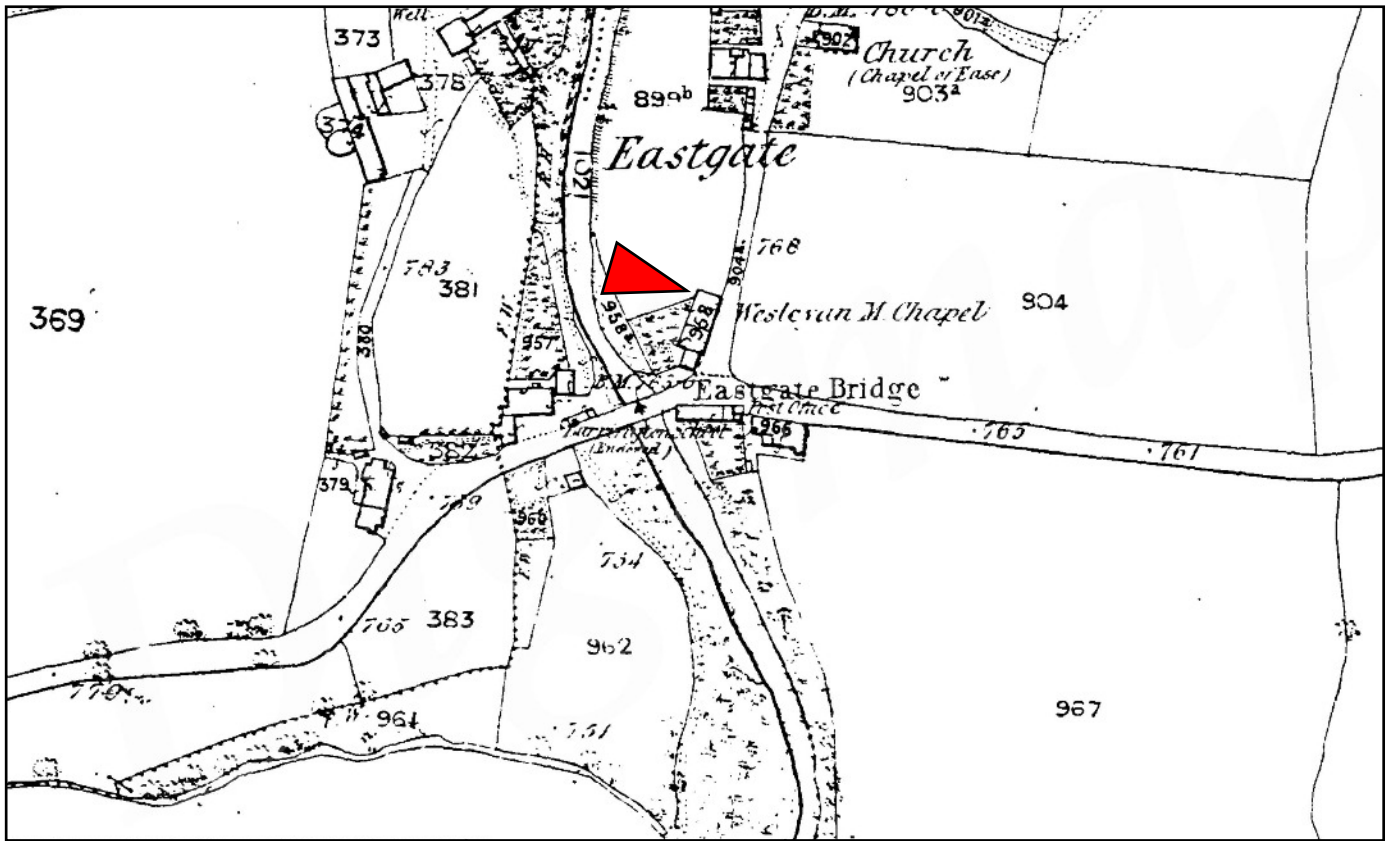


Figure 2: Bainbridge Methodist Church highlighted on the First Edition Ordnance Survey map of 1859.

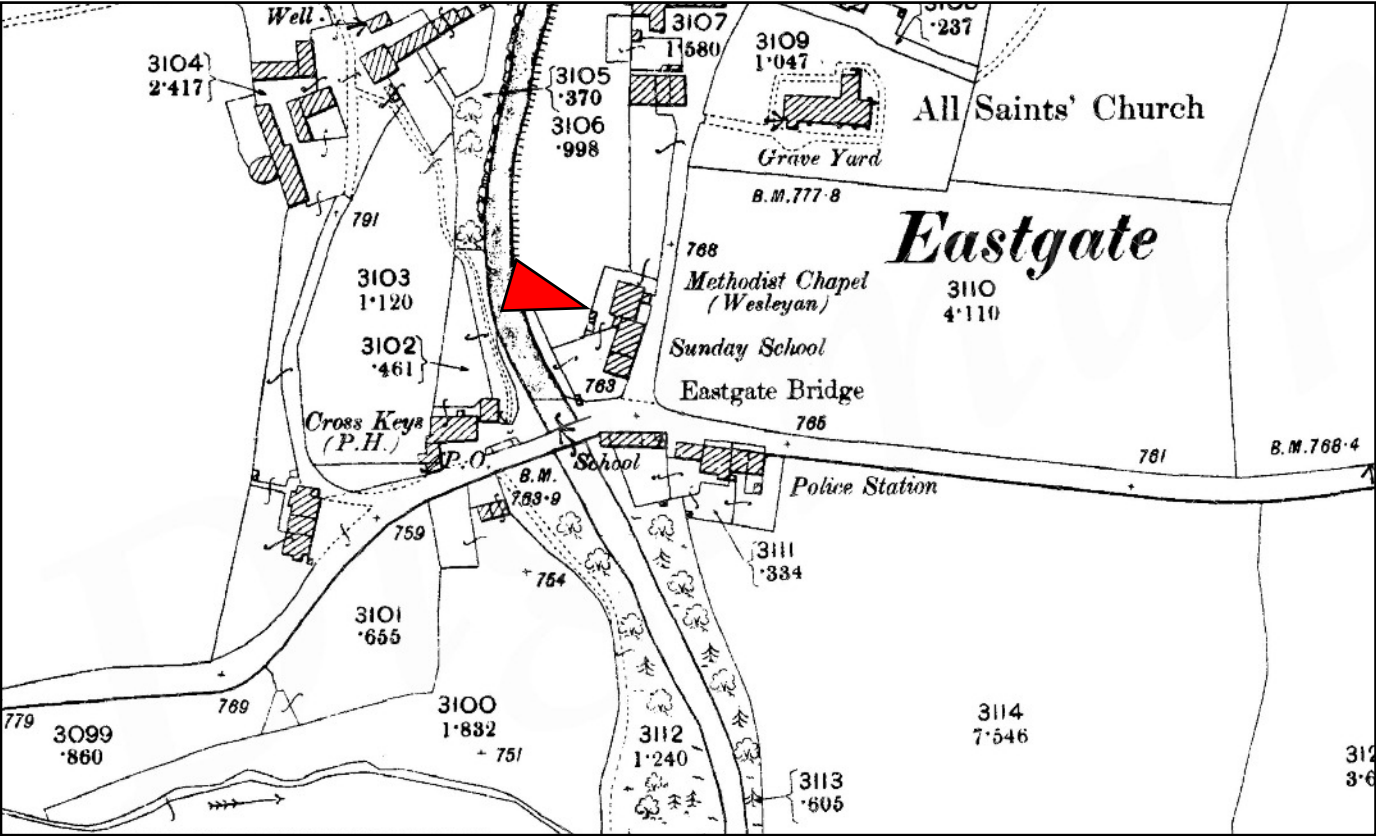


Figure 3: Bainbridge Methodist Church highlighted on the Ordnance Survey map of 1896.

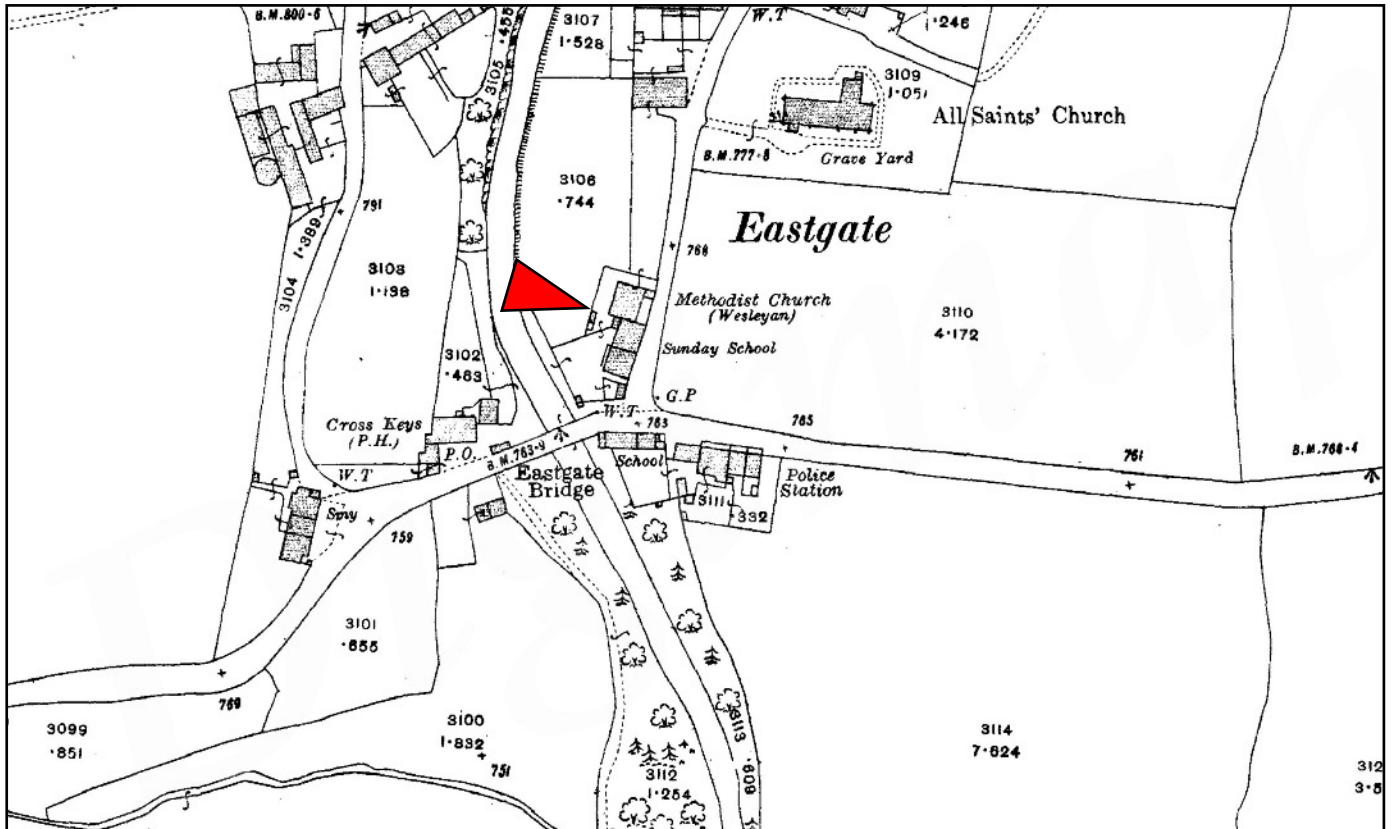


Figure 4: Bainbridge Methodist Church highlighted on the Ordnance Survey map of 1921.

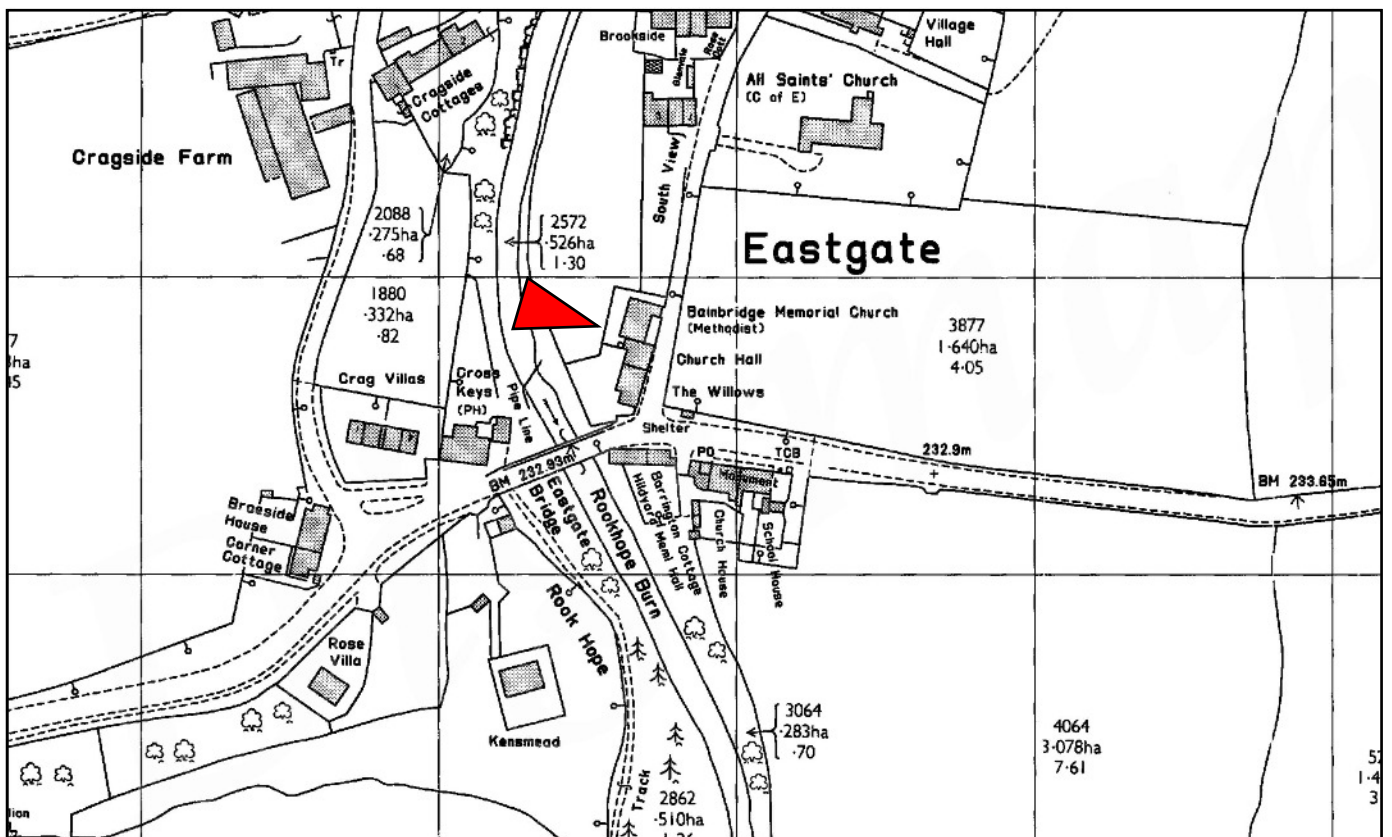


Figure 5: Bainbridge Methodist Church as it appears today highlighted on the 1979 Ordnance Survey map.

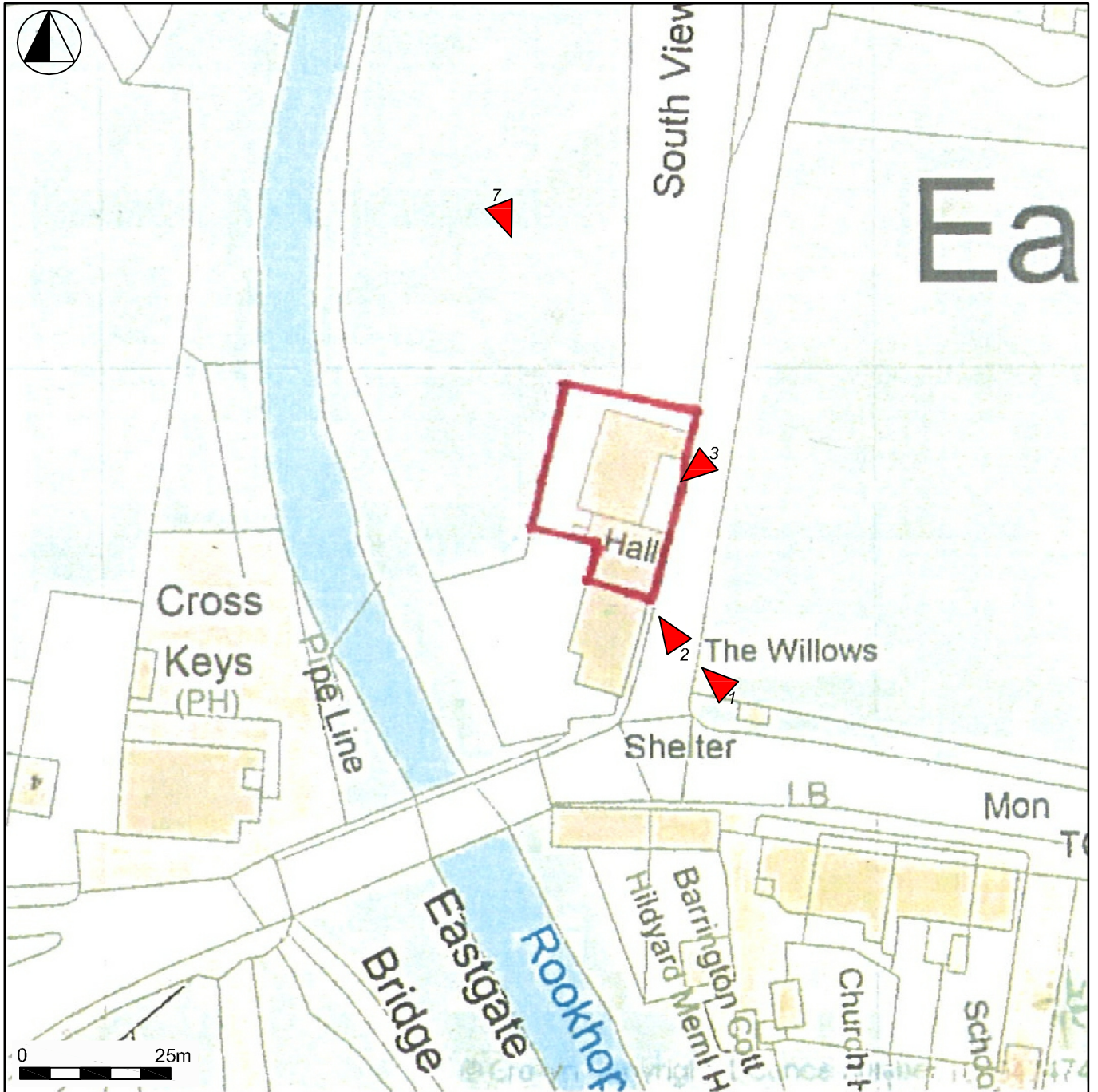


Figure 6: Location plan of Bainbridge Methodist Church and external viewpoints of plates 1-3 and 7 within the report. Scale 1:1000 at A4

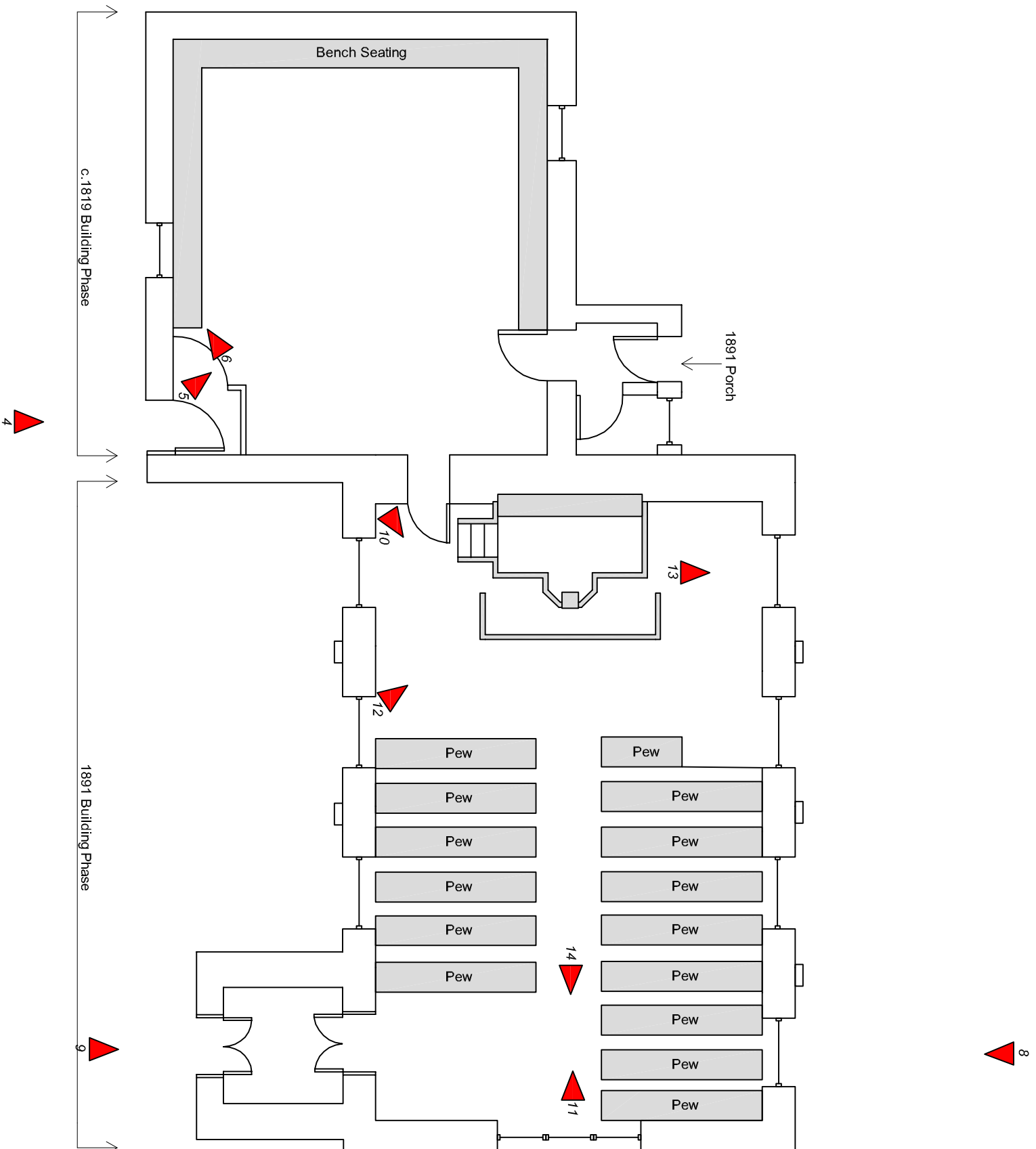


Figure 7: Plan of Bainbridge Methodist Church and the external and interior viewpoints of plates 4-6 and 8-14 within the report. Based on a drawing provided by the client.
Scale 1:100 at A3



Plate 1: General view of the Wesleyan Methodist Church at Eastgate with the earlier phase of c. 1819 to the left and the later Gothic style Cuthbert Memorial Wesleyan Chapel of 1891 to the right. Viewed looking north-west.



Plate 2: The east facing section of the Sunday School, viewed looking north-west.



Plate 3: The possible former bellcote in the north gable wall of the Sunday School, viewed looking south-west.



Plate 4: Doorway in the east elevation of the Sunday School, viewed looking west.



Plate 5: General view of the interior of the Sunday School, viewed looking south-west.



Plate 6: Pitch-pine pews and cupboard in the Sunday School which are contemporary with the furnishings of the later Bainbridge Memorial Chapel.



Plate 7: General view of the Cuthbert Bainbridge Memorial Chapel, viewed looking south-east.



Plate 8: Detail of the octagonal flèche, viewed looking east.



Plate 9: The inscription above the porch doorway.



Plate 10: Interior of the Cuthbert Memorial Chapel, viewed looking north-west.



Plate 11: Interior of the Cuthbert Memorial Chapel, viewed looking south.



Plate 12: The Rostrum, viewed looking south-west.

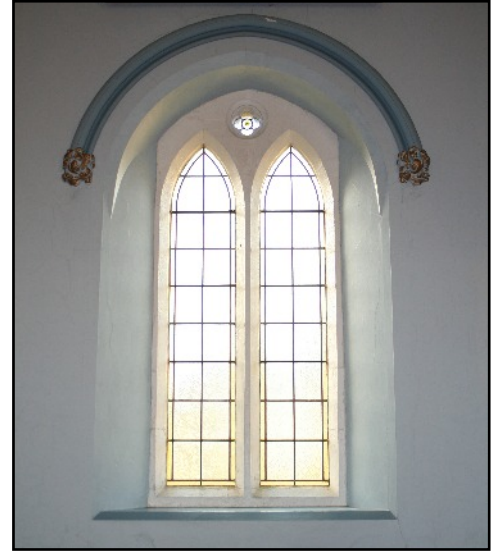


Plate 13: The southernmost window in the west wall, viewed looking west.



Plate 14: The lancet windows in the north gable wall, viewed looking north.

**Table 1: Bainbridge Methodist Church, Eastgate, Bishop Auckland, County Durham.
Photographic Record Sheet.**

Digital Number	B/W Number	Description	Viewed Looking
Exterior			
001	2/1 3/1	General view of the north gable and east elevation of the chapel	SW
002	4/1	General view of the north gable and porch on east elevation of the chapel	SW
003	5/1	General view of the east elevation of the Sunday School and Chapel in the background	NW
004	6/1	North gable wall of the Sunday School and oblique partial east elevations of the Chapel and Sunday School	SW
005	7/1	East elevation of the Sunday School	NW
006	8/1	General view of the east elevation of The Willows and the Sunday School	NW
007	9/1	General view of the west elevation of the Chapel and Sunday School	NW
008	10/1 11/1	General view of the west elevation of the Chapel in the foreground and Sunday School in the background	SE
009	12/1 13/1	General view of the north and west elevation of the Chapel	SE
010	14/1	The Sunday School west elevation	E
011	15/1	The porch on the west elevation of the Sunday School	SE
012	16/1 17/1	The west elevation of the Chapel	E
013	18/1	The outside toilet / earth closet	SW
014	19/1	Detail of the window in the west elevation of the Sunday School	SE
015	20/1	Chimney of house pre-dating the Willows and the roof of the Sunday School	SE
016	21/1	Detail of Chapel window, west elevation	E
017	22/1	Upper portion of Chapel Window, west elevation	E
018	23/1	General view of the buttresses on the west elevation of the Chapel	NE
019	24/1	Buttresses on the west elevation of the Chapel	NE
020	25/1	General view of the guttering down-pipe of the Chapel on the west elevation	E
021	26/1	Detail of the guttering down-pipe brackets of the Chapel on the west elevation	E
022	27/1	Detail of the stone kneeler on the SW gable	NE
023	28/1 29/1	Detail of the flèche	E
024	30/1 31/1	North gable of the Chapel	SE
025	32/1	Windows in the north gable of the Chapel	S
026	33/1 34/1	Gates providing access to the rear of the property	SW
027	2/2 3/2	East elevation of the porch	W
028	35/1	Southern gatepost	N

029	36/1	Northern gatepost	NW
030	4/2 5/2	Detail of the inscription over the porch doorway	W
031	6/2	South and east elevation of the porch and partial east elevation of the Chapel	NW
032	7/2	Detail of the join between the porch and Chapel	NW
033	8/2	Stone kneeler of the porch and flèche	NW
034	9/2	Flèche	W
035	10/2	South elevation of the porch	N
036	11/2	Northern decorative leaf stop of porch	W
037	12/2	Southern decorative leaf stop of porch	W
038	13/2	Door hinge of porch	W
039	14/2	Chamfer and stop of porch doorway (north)	SW
040	15/2	Chamfer and stop of porch doorway (north)	SW
041	16/2	View from the porch down the road	SE
042	17/2 18/2	East elevation of the Chapel	W
043	19/2	Window in the east elevation of the Chapel	W
044	20/2	Chamfer and stop of window in east elevation of the Chapel (north)	W
045	21/2	Chamfer and stop of window in east elevation of the Chapel (south)	W
046	22/2	Detail of the buttresses present on the east elevation of the Chapel	SW
047	23/2	Doorway in the east elevation of the Sunday School	W
048	24/2	Detail of the fanlight of the doorway in the east elevation of the Sunday School	W
049	25/2	Detail of the quoins and kneeler of the north gable wall of the Sunday School	SE
050	26/2	Detail of the window in the east elevation of the Sunday school	W
Interior			
051	27/2	General view of the Sunday School south and west walls	SW
052	28/2	General view of the Sunday School north and east walls	NE
053	29/2	General view of the Sunday School west and north walls	NW
054	30/2	General view of the Sunday School east and south walls	SE
055	31/2	The Sunday School lobby entrance in north-east corner	NE
056	32/2	The Sunday School lobby entrance electric board	N
057	33/2	Sunday School bench seating on east wall	SE
058	34/2	Sunday School door in west wall leading into the porch	W
059	35/2	Sunday School door in west wall leading into the porch	NW
060	36/2	Cupboard above Sunday School door in west wall	W
061	2/3	Sunday School door leading into the Chapel in north wall	N
062	3/3	Sunday School ceiling	NE
063	4/3	Sunday School ceiling detailing the hole in the woodwork, possibly for a bell rope	N
064	5/3 6/3	Window in the west wall of the Sunday School	NW
065	7/3	Window in the west wall of the Sunday School	W
066	8/3 9/3	Bench seating along the west wall of the Sunday School	NW
067	10/3	Porch on the western elevation of the Sunday School	W
068	11/3	General view of the Chapel north and west walls	NW

069	12/3	General view of the Chapel north and east walls	NE
070	13/3	General view of the Chapel south and east walls	SE
071	14/3	General view of the Chapel south and west walls	SW
072	15/3	General view of the Chapel	S
073	16/3	The pulpit and communion rail in the Chapel	SE
074	17/3	The pulpit and communion rail in the Chapel	SE
075	18/3	The pulpit and communion rail in the Chapel	SW
076	19/3	The pulpit in the Chapel	S
077	20/3	The stairs leading up to the pulpit in the chapel	SW
078	21/3 22/3	The communion rail in the Chapel	SE
079	23/3	Southern-most window in the Chapel, west wall	W
080	24/3	The stop of the southern-most window in the Chapel, west wall	W
081	25/3	Corbel for the roof in the Chapel on west wall, Truss 2	SW
082	26/3	Southern-most window in the Chapel, west wall	NW
083	27/3	Window in the north wall of the chapel	N
084	28/3	The Chapel ceiling	N
085	29/3	Decorative air vent in the ceiling of the chapel	
086	30/3	Decorative carving on the panelling extending along the east wall of the Chapel	E
087	31/3	General view of the decorative carving on the panelling extending along the east wall of the Chapel	NE
088	32/3	General view of the pews in the Chapel	NE
089	33/3	Detail of the front pew on the eastern half of the Chapel	NE
090	34/3	The doorway from the chapel into the porch	E
091	35/3	The porch	E
092	36/3	Truss detail	SE
Exterior setting			
093	-	General view	SW
094	-	General view	NW
095	-	General view	NW
096	-	General view	NW
097	-	General view	NW
098	-	General view	NE

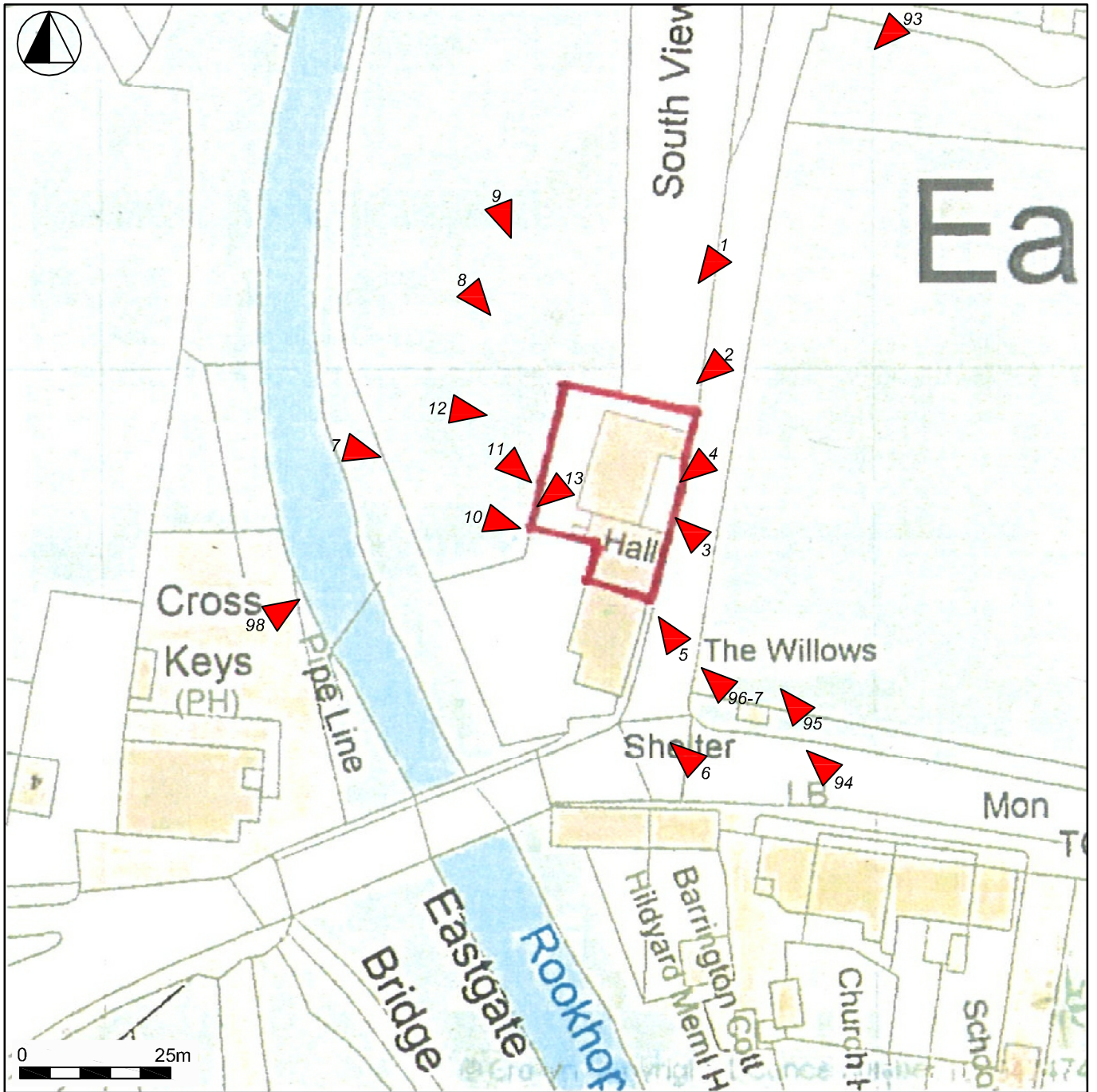


Figure 8: Bainbridge Methodist Church, Eastgate, Bishop Auckland, County Durham. Exterior general photographic viewpoints
Scale 1:1000 at A4

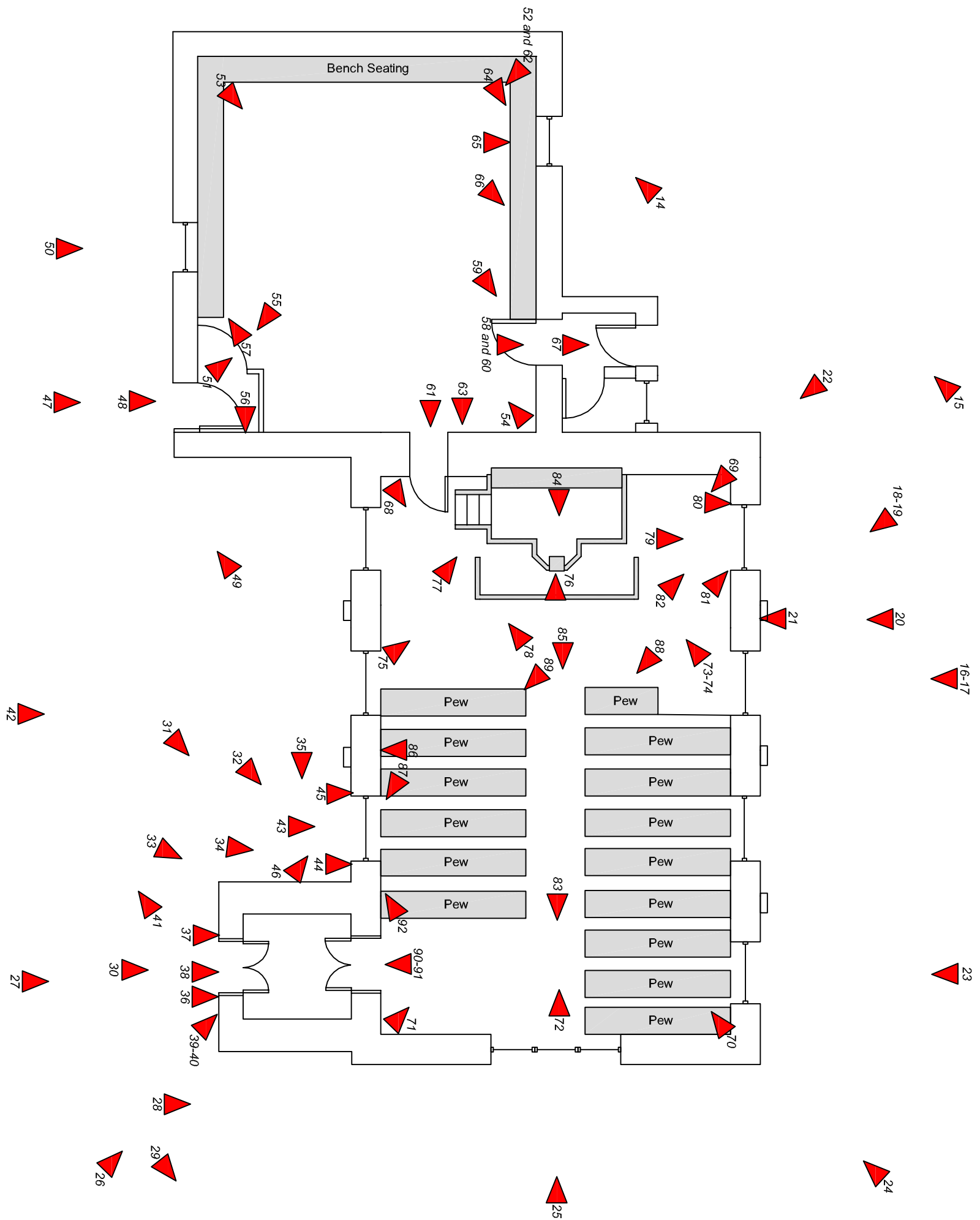


Figure 9: Bainbridge Methodist Church, Eastgate, Bishop Auckland, County Durham. Exterior and Interior photographic viewpoints. Based on a plan provided by the client.
Scale 1:100 at A3

**BAINBRIDGE METHODIST CHURCH, EASTGATE,
BISHOP AUCKLAND,
COUNTY DURHAM**

Historic Building Record

Written Scheme of Investigation

2014
Matt Hurford

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**BAINGRIDGE METHODIST CHURCH, EASTGATE, BISHOP AUCKLAND,
COUNTY DURHAM
WRITTEN SCHEME OF INVESTIGATION FOR AN
HISTORIC BUILDING RECORD**

1. BACKGROUND

Site Name: BAINBRIDGE METHODIST CHURCH, EASTGATE, BISHOP AUCKLAND, COUNTY DURHAM

NGR: NY 95263 38768

Client: Roddam Architects

Planning Application Nos: DM/14/03107/FPA

Proposed Development: Change of use from a Methodist church and hall to a dwelling

It is currently proposed to convert Bainbridge Methodist Chapel, Eastgate, Bishop Auckland, County Durham from a place of worship to a residential dwelling (OS Grid Ref. NY 95263 38768). The church was built in 1891 by the Bainbridge family.

Although a detailed brief has not been issued, the following details of this WSI are guided by Condition 10 in the Approval of Planning Permission DM/14/03107/FPA, and reflects recent consultations with the County Durham County Archaeologist (CDCA) to ensure works are conducted to an appropriate standard and in line with the expectations of the CDCA.

An historic building record is required as a precondition of planning consent as a means of ensuring 'preservation by record' ahead of the buildings redevelopment.

2. OBJECTIVES

This Written Scheme of Investigation details a proposed mitigation scheme for planning consent DM/14/03107/FPA for Bainbridge Methodist Chapel, Eastgate, Bishop Auckland, County Durham. This takes account of verbal and written advice issued by the CDCA. The planning condition is discharged once the primary archive has been signed off by the CDCA upon completion of the building survey.

Where specific briefs are supplied by relevant planning authorities with regard to buildings they may require a survey based on classifications as outlined in English Heritage's guide *Understanding Historic Buildings* (2006). In this instance, a report between Level 1 and Level 2 (principally a descriptive survey of the building) is being proposed.

Where an existing building / structure is protected by listing or deemed to be of local architectural interest and permission is sought or granted for major alteration, including demolition, the local authority may require that a full record be made first to understand the history and development of the building.

A review of the documentary evidence for the church will be undertaken in order to place the building within its historic and social context.

The building recording will include an examination of the building, both externally and internally. This is to provide a written description (building type, materials used, likely date of origin, changes and development), and a full photographic record. Plans will also be used to show photographic viewpoints (with cross-reference to lists).

3. METHODOLOGY

3.1 Drawings

The survey will include location plans at scales of 1:25,000, and a larger scale plan showing the building and relevant adjacent structures and other ground features at a scale of at least 1:2,500.

The drawings used as a basis for the photographic viewpoints will be based upon existing plans supplied by the client at a scale of at least 1:100.

The plans will show (with annotations, where required) the historic construction of the building, the form and position of structural features of significance (former openings, straight masonry joints etc), and where former parts of the structure can be inferred to have been.

All drawings will include metric scales, north signs or details of orientation. There will be clear labelling to signify the subject, the date of survey and the name/ initials of the surveyor.

3.2 Photography

Site photography will be to a Level 2 standard. Photographs will include general site views and detail views to record the appearance and layout of the building. The latter includes the building's external appearance (as oblique views and, where appropriate, full-on views) and the building's interior, including rooms and circulation areas. Relevant details (e.g. sample brick coursing, straight joints, graffiti etc) will be recorded close up.

Photographs will include graduated scales and, where appropriate, north-signs. Where required, the camera will be tripod-mounted for stability, and artificial lighting may be used where necessary.

The recording will involve the use of digital photography using a DSLR of at least 10 megapixel resolution and 35mm SLR black and white film to provide archival negatives, contacts and prints. Processing of photographic materials will be carried out at a specialist concern which carries out work for archival services. Film and prints will be mounted in appropriate archive stable sleeves.

3.3 Documentary Research

The documentary research will be internet based, though remote searches may be initiated where appropriate, utilising in particular the documents held by Durham County Council Historic Environment Record, Durham County Records Office and the Beamish Museum. The cartographic evidence will also be examined with the First Edition Ordnance survey map through to the most recent Ordnance Survey addition being consulted. If maps pre-dating the earliest Ordnance Survey exist they too will be consulted.

4. REPORT

A verbal report and where appropriate textual summary will be provided to the client on completion of fieldwork. Within 6 weeks of the end of the fieldwork, a final report on results will be completed and copies provided to:

- The client
- The County Durham County Archaeologist for accession to the HER. This will include one bound copy of the report and a copy in PDF format on CD along with indexed copies of all digital on site photography.

The report will include a summary, a detailed description and a discussion based on existing knowledge of the building, documentary sources and analysis of the building during the recording. There will also be a description of the methodology followed, and detailed references to the repositories and sources consulted.

The description will include building materials, spatial dimensions, openings, relationships and structural details, fixtures and fittings and machinery (where present or formerly evident), all significant ones mentioned being cross-referenced to the photographic and drawn records.

The report will include an interpretation and phasing of the building that includes the internal spatial and functional arrangement of individual rooms and floor levels.

Historic map evidence will be included, most notably historic Ordnance Survey maps, wherever possible at the largest scales available. The known history of the site / building will be described in an historical background section.

The reference number and location of the site archive will be noted in the text. Full references of maps and documents, and acknowledgements will also be included.

In summary, the report will include:

- a) Ordnance Survey location map(s) showing exact position of building at relevant scales and including Ordnance Survey licensing number, if required.
- b) copies of historic maps and views (where copyright allows for grey literature)
- c) floor plans
- d) plates illustrating the nature of the building and pertinent points in text
- e) plans showing viewpoints of plates
- f) a summary of the archaeological context of the project including the purpose of the recording and any relevant background information
- g) archival reference number to be drawn and notified following deposition at the County Durham Historic Environment Record (the archive to be supplied within 6 months of the report)
- h) historical background and context
- i) a description of the results in sufficient detail to outline their importance, including drawings and photographs to illustrate the text
- j) analysis of building including developmental history / structural phasing / changes in use
- k) a concise non-technical summary
- l) references and acknowledgements

Copyright

Trent & Peak Archaeology shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved: excepting that it hereby provides an exclusive licence to the client and Durham County Council for the use of such documents by the client and Durham County Council in all matters directly relating to the project, with no limitation on the number of times that the client and Durham County Council may reproduce any report. The client's contribution will be acknowledged in any future use of the work by TPA.

Dissemination

A report suitable for formal publication in an appropriate journal or digital media may be drafted on completion the archive and fieldwork. The contribution of the client sponsoring the work will be acknowledged. A short summary will also be produced for inclusion in the *Recent Activities* section of the relevant county or regional journal. An article for the Durham County Council magazine 'Archaeology County Durham' will be produced by the beginning of December 2015.

5. ARCHIVE

The project archive will be compiled in accordance with the recommendations made in *Guidelines for the Preparation of Excavation Archives for Long-term Storage* (UKIC, 1990).

Initial contact with The Bowes Museum will be made prior to the commencement of fieldwork, using the appropriate notification form and an accession number drawn accordingly.

Where necessary the documentary archive will be sent to the NMR for copying.

The paper and digital archive generated by TPA will remain the property of the Unit until deposited at the County Durham Historic Environment Record.

County Durham County Archaeologist and museum curator will be notified in writing on completion of fieldwork, with a proposed timetable for deposition of the archive. This should be confirmed in the project report.

County Durham County Archaeologist must be informed in writing on final deposition of archive which will happen within 6 months of completion of the project.

The archive will be fully indexed and include:

- a) copies of correspondence relating to the fieldwork
- b) site notebooks / diaries
- c) original photographic records
- d) site drawings (plans, sections, elevations)

- e) original context records
- f) computer disks, CD and printout

6. OASIS

Prior to commencement of the fieldwork an OASIS online record will be initiated (<http://ads.ahds.ac.uk/project/oasis/>). A copy of this document will be included in the report.

7. MONITORING, LIASON & SITE MEETING

A minimum 5 working days prior notice of the commencement of the development is to be given to the archaeological contractor and the County Durham County Archaeologist.

All phases of the investigation will be undertaken in line with the relevant '*Standard and Guidance*' documents prepared by the CIfA (Chartered Institute for Archaeologists).

TPA will keep the client and the County Durham County Archaeologist informed of all material facts of the archaeological investigations. This will include agreeing any changes to the approved methodology or programme of works, and invitations to inspect any uncovered remains at appropriate stages in the fieldwork programme. The County Durham County Archaeologist will be free to visit the site at any stage of the fieldwork.

8. PROVISIONAL TIMETABLE

It has been provisionally agreed that the recording can be started during January 2015. As soon as a project start date is confirmed the County Durham County Archaeologist will be informed.

9. STAFF

Project manager and building recorder *Matt Hurford* BA (Hons), MA. Historic building specialist and field archaeologist with over 19 years experience.

Work contact details: phone; 0115 896 7408; mobile 07917185361

10. HEALTH AND SAFETY

TPA will adhere to all relevant health and safety regulations. No archaeological staff will be allowed to enter the site until they have undergone a health and safety induction organised by TPA and/or the principal contractor. TPA will complete a task specific risk assessment safe working method statement before the commencement of the watching-brief, and copies of this will be made available to the client. This will be in compliance with the industry guidelines laid out in FAME Manual, *Health & Safety in Field Archaeology*. TPA staff will wear appropriate personal protective equipment at all times.

The client will ensure safe access to the building and if possible make toilet and hand-washing facilities available to archaeological staff.

Services Checks

The client will make available all information relating to live services prior to the commencement of the work.

Insurance/compensation

As part of York Archaeological Trust, TPA carries the appropriate public, third party and employee insurances, copies of which are available for inspection if required.

Any compensation claims for disruption to the property should be directly between the client and landowner.

M. Hurford
Trent & Peak Archaeology
24/12/14