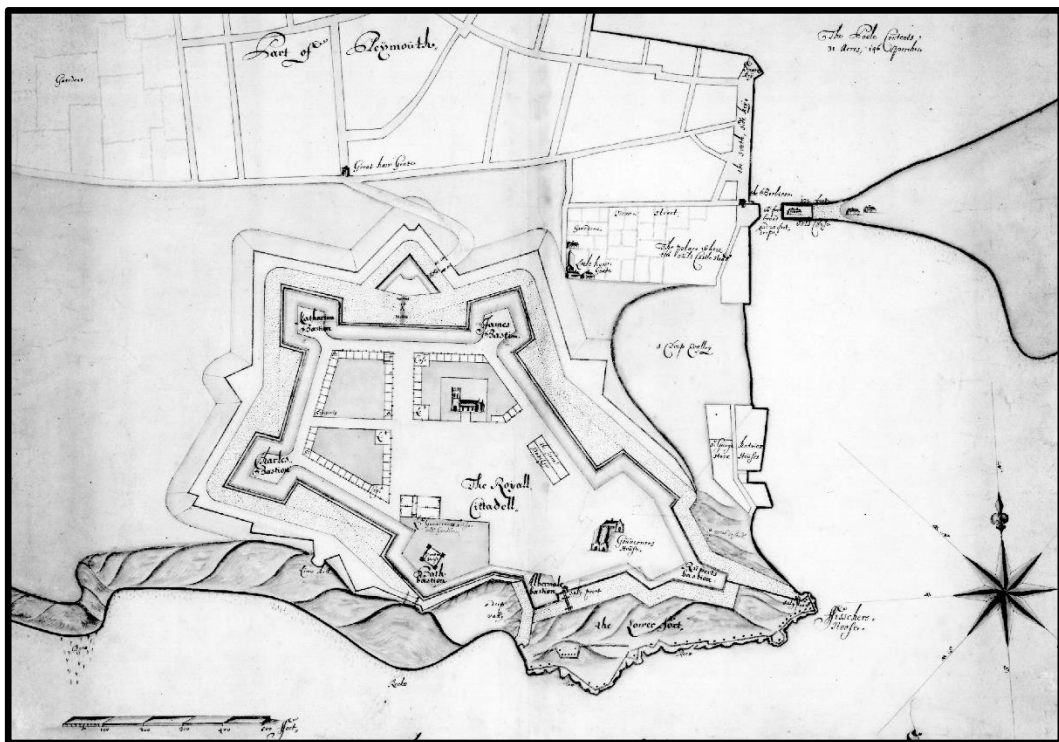




**Historic building recording at No. 25 Southside
Street, The Barbican Plymouth, Devon**



*on behalf of
the client*

Report No. 21-11

Project No. 1800

June 2021



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1. INTRODUCTION

This report has been prepared for Gill Baker (Totnes Planning) and Alan Houston (Through the Woods Architectural Design and Development) on behalf of Ms Kamila Wszolek and sets out the results of an archaeological building assessment carried out by Oakford Archaeology (OA) in May 2021 at No. 25 Southside Street, Plymouth, Devon (SX 4820 5414). The work was carried out to satisfy a condition attached to the grant of Listed Building Consent (21/00110/LBC) for renovations to the existing building. The work, which comprises a description of the building fabric, its layout, features, dating and development, was required by Plymouth City Council (PCC), as advised by Dr John Salvatore, the PCC Archaeology Officer.

The site survey was entirely non-invasive, and it is likely that building works will uncover historic information which might refine or even alter the conclusions contained in this report.

1.1 The site

The house is a Grade II Listed Building (1386400), occupies a narrow plot on the north side of Southside Street on land formerly reclaimed from Sutton Pool (Fig. 1). The building is a three-storey structure with a detailed stucco façade and pitched roofs running parallel with the street and is flanked on both its east and west sides by substantial historic properties. The building consists of a pair of double-depth plan buildings divided by a central corridor and rear extensions. The archaeological work was commissioned by the current owner of the property, Ms Kamila Wszolekto, in advance of the refurbishment of the former shop, house and rear range which after many years had become dilapidated and in need of a sympathetic new use.

2. AIMS

The aims of the project were to provide a description of the fabric of the building, its layout, features, dating and development prior to the development, and to disseminate the results of the investigation by appropriate reporting and deposition of the archive in a public repository, either online with the Archaeological Data Service (ADS) or with the Devon Heritage Centre (DHC).

3. METHODOLOGY

The work was undertaken in accordance with a Written Scheme of Investigation prepared by OA (2021), submitted to and approved by Plymouth City Council under the listed building conditions, prior to commencement on site. This document is included as Appendix 1.

3.1 Building survey

Recording of the buildings was undertaken in May 2021 by a historic building specialist in accordance with specifications applicable to Level 3 in the English Heritage 2006 document *Understanding Historic Buildings: a guide to good recording practices*. The building recording consisted of:

- A detailed written description of the buildings and more general record of the main building.
- A detailed photographic record of the buildings in colour (digital) format, and a basic record of the main building.

- A limited drawn record of the buildings, consisting of annotation of, and additions to, the architect's 'as existing' plans and elevations, to show the locations of any fixtures and fittings, building breaks, blocked openings or architectural detail.

4. HISTORICAL BACKGROUND

by Lucy Browne

4.1 General background

Plymouth developed from two main medieval centres on the western side of Sutton Pool (Sutton Harbour), one (Sutton Valletort) around Old Town Street and St Andrews Church and the other (Sutton Prior) around the Parade. These were formerly part of the same royal Domesday estate of *Sudtone*, which had been subdivided in the 12th century. The Crown, however, specifically retained rights over Sutton Pool.¹ The subsequent granting of market rights to the priors of Plympton in the late 13th century,² and the use of Sutton Pool by naval fleets and merchant shipping formed the context for the progressive expansion and development of the harbour. Sutton Harbour acted as an embarkation point for the French wars of the late 13th and 14th centuries and was Plymouth's main naval base until the construction of the Dockyard in the 1690s and remained as the main commercial port of Plymouth until the development of Millbay Dock in the 1840s.

The earliest known quays lie on the line of Woolster Street and date from the 13th century. Other archaeological observations have shown that the medieval shoreline probably ran along the line of Southside Street to the south of the Parade, and then eastwards along Woolster Street and northwards up Vauxhall Street. It then probably ran along Bretonside and Lower Street, and southwards down Coxside and Sutton Road. The gradual process of reclamation and subsequent development continued along the western and northern shores of Sutton Harbour during the 16th century (Fig. 2) with the construction of several new quays. At Woolster Street the foreshore was progressively reclaimed until by c.1500 the quay frontage lay on the line of the buildings fronting the present Parade. This process also occurred elsewhere, with the mention of three new quays in 1519-20, possibly lying to the north of Southside Street, and the construction of Southside Quay in 1572. This ran along the rear of the present Barbican Quay. Historic building recording during the refurbishment of No. 52 and Nos. 53-53a Southside Street identified fabric dating to the 16th or early 17th century, while a 15th or 16th century hall survives at the nearby Plymouth Gin Distillery. The placename 'ope', commonly used for the small alleys on the north side of Southside Street, is derived from the word 'opening' and here literally means 'opening to the waterfront'.

Following on from the piecemeal developments of the medieval period and 16th century a major phase of encroachment in the mid-17th century produced the shoreline which remained current for the 18th and much of the 19th centuries. This occurred during the Commonwealth (1646-60), when the City obtained ownership of, and leased out, the foreshore, which had previously belonged to the Duchy of Cornwall.³ After the Restoration in 1660 the Duchy and their tenants made periodic attempts to regain control over the foreshore and the encroachments thereon. Most development occurred on the north and east shores, with the construction of several quays and warehouses out onto the foreshore from Lower Street and Sutton Road, and the enlargement of the earlier Friary Key. Elsewhere quays were built at the head and along the

¹ Ray 1995.

² Fairclough 1979, Ray 1995.

³ Pye *et al.* 1993.

south shore of Coxside Creek, and the Dung Key, built by the City on the western shore in 1645. Other developments on the western shore included Pages Key and possibly Tin Key at the north-west corner of the harbour. The shoreline from the Barbican northward around the Parade remained generally static during this period, although two new quays are mentioned in 1663/4 as having recently been built. The line of Southside Street is shown for the first time on a map of Plymouth dated c.1666-7 (Fig. 3). Although no detailed buildings or property boundaries are shown on this and the subsequent map of 1672 (Fig. 4), the noticeable twist in the road suggests not only that Southside Street was built up gradually, but also perhaps the presence of an existing building or structure at the site at this time. Apart from the infilling of the New Key slip between 1672 and 1725, the shoreline remained relatively static until the construction of the east and west piers between 1791 and 1799.⁴

4.2 No. 25 Southside Street

During the 19th century various schemes were proposed for developing Sutton Harbour, including increasing the wharfage space by building new quays, and, later in the century, providing direct rail links from the quayside to the Great Western and London & South-Western railways. Other proposals which were mooted from time to time included the construction of wet and dry docks, the deepening of the harbour, and the provision of a drawbridge between the piers.⁵ In the event, only Sutton Wharf was completed. Piecemeal development continued in the 1820s and 30s. In 1831 Rendell put forward fresh proposals for the construction of new, broader quays, which were followed in 1845 by Brunel's plan. Both were essentially the same as the 1810-11 proposals. In the event, a less ambitious plan by Joseph Locke was adopted after the foundation of the Sutton Harbour Improvement Company by an Act of Parliament in 1847. This led to the construction of North Quay and the development of railway links.⁶

The tithe survey of St Andrew's parish took place in 1845 (Fig. 5) although because the plot was not liable for tithes the buildings were not depicted in any detail. The distinctive kink in the road was still present at this date, suggesting the building on the street frontage projected beyond the line of the current house. At the rear the block defined by Parade Ope to the west and an unnamed Ope to the east projects beyond the line of the block to the east, suggesting warehouses occupied the Sutton Pool frontage by this date.

By the mid-19th century No. 25 Southside Street, like its neighbours, accommodated many lower paid workers. Although the 1841 census didn't record individual street numbers, the trades of the street's occupants are documented, including tailors, butchers, watch makers, builders, shoemakers, pawnbrokers, laundresses, carpenters and bakers, as well as fishermen, mariners, sail makers, ship builders and watermen, labourers and servants. Many had large families, and by the time of the 1851 census the number of individuals are listed for each house. Nine separate households are listed for No. 25,⁷ including labourers, a "key" (quay) porter, servants, seamen, watermen, mariners, shoemakers, dressmakers, a dray man employing one man, a tailor, plumber, fish merchant, blacksmith and a ship's pilot. The total number of inhabitants was 37, including 12 children under the age of 13; although judging by the occupation of some of the men not all resided there full time.

⁴ Cherry and Pevsner 1989, Woolcombe 1812.

⁵ Woolcombe 1812.

⁶ Stead 1995.

⁷ 1851 Census HO 107/1879 Folio nos. 786 – 787, Schedule nos. 114 - 21.

The area was mapped by the Ordnance Survey in 1856, when the property was shown in the greatest detail thus far (Fig. 6). Nos. 25 and 26 are shown separated by a passage and projecting beyond the line of the neighbouring properties to the west. The front range of Nos. 25 and 26 are significantly longer than they are today. The rear range is also clearly shown while the rear is occupied by a large warehouse fronting onto Sutton Pool.

The 1861 census ⁸ lists a single family, tailor James Clark from Cornwall, and his Plymouth born wife Betsy, their daughter Fanny, a milliner, their son Francis, a shipwright's apprentice, and three younger children aged 12, 9 and 3 all recorded as scholars. The information provided by the census suggests a family of modest means, the parents and daughter presumably working together, while the eldest son was learning a trade. More importantly, although there is no exact date regarding the demolition of the front range of Nos. 25 and 26, the sudden drop in the number of occupants listed in the census might suggest that this happened in the intervening 10 years.

The 1871 census ⁹ lists Thomas Briggs with his wife Sarah and two young children at No. 25, as well as James Kirk, a collector shipping clerk and his Plymouth-born wife Mary. Listed at No. 25 ½ Southside Street, likely the rear range, are William Hill with his wife Mary and fishermen sons James and Thomas, and 14-year-old Andrew a scholar. By 1873 Charles and Maria, née Stanwell, had moved into the house. Charles, listed as an Outfitter's Assistant, was recorded in the 1871 as living with his parents, George and Elizabeth Middleton, at No. 19 Park Street. ¹⁰ He married Maria Stanbury 24th December 1872 in Sherwell Congregational Church, and the birth of their first child, William George on the 17th November 1873, was listed in the Exeter & Plymouth Gazette. ¹¹ William George Middleton died aged 8 months at the house and was buried in Ford Park Cemetery.

By 1881 ¹² Charles had his own small tailoring business employing 3 men and 4 women, living at No. 25 with Maria and their two small children, Ethel, born in 1877 and Stanley in 1881. The 1891 census recorded Charles listed as an Outfitter and an employer, with the family still living at No. 25. ¹³

By the late 19th century Charles Goad was making his fire insurance maps for the most important towns and cities in Britain, part of the Victorian drive towards better safety. The large-scale plans of urban areas include addresses, ground plans and the height of each building, recording its use (commercial, residential, educational etc.), taking particular note of high-risk industrial facilities such as factories, warehouses and ports. Construction materials were identified to assess the risk of burning, as were specific fire hazards, such as chemicals, kilns and ovens. Information also indicated the likelihood of large groups of people in a building, for example in schools and places of worship. The width of streets and location of fire services and water supplies were also marked on the maps. The 1891 Map of Plymouth (Fig. 7) shows that the front range of No. 25 was a four-storey structure, with a three-storey central block and a 3 ½ storey rear range. The front range, used at this time as a shop, was

⁸ 1861 Census RG 9/1445 Folio no. 22, Schedule no. 17.

⁹ 1871 Census RG10/2123, Folio no 106, Schedule nos. 8 - 10.

¹⁰ 1871 Census RG10/2115 Folio no 132, Schedule 129.

¹¹ 21 November 1873, Exeter & Plymouth Gazette 'MIDDLETON Nov.17 at 25 Southside-street, Plymouth, the wife of Mr Charles Middleton of a son'.

¹² 1881 Census RG11/2201, Folio 121, Schedule 148.

¹³ 1891 Census RG12 1737, Folio 69, Schedule 16.

coloured pink, indicating that it was built of brick or stone, while the rear range, used as a dwelling, was coloured yellow, indicating that it was at least partly timber-framed.

A further Act of Parliament in 1889 authorised the Company to extend the Barbican (formerly Southside) Quay to the east and north, incorporating and extending Smart's Quay and constructing a fish market. Another quay (the present Quay Road) was to be built, linking the fish market with the Parade. This section was completed by 1892-3, but the Barbican Quay required a further Act of Parliament in 1895,¹⁴ and was only completed in 1896.¹⁵ By the time of the 1895 Ordnance Survey map (Fig. 8) the frontages of both Nos. 25 and 26, the neighbouring properties as well as the next block to the east, are shown in line with Nos. 23 and 24. This provided both a straighter and wider road, although the properties on the south side, between Nos. 45-50, retained their original frontages until the late 19th or early 20th century (Fig. 9).

In the early 1890s the property was occupied by Yarmouth Stores. Originally based in Bevan Street, Lowestoft, Suffolk, the business supplied clothes for mariners from the early 1880s, including sea boots and close "sea boot legs" (high waterproof boots for sailors and fishermen). The earliest advert in the *Western Morning News* mentions that the shop was looking for a 'Lad as Errand Boy for Outfitting Business, Apply Yarmouth Stores, 25 Southside Street, Plymouth'.¹⁶ The 1901 census lists Edward Chapman as the new occupier. Born in Lodden in Norfolk, he was described as a Clothing Outfitter Manufacturer, i.e. an employee of Yarmouth Stores, living at No. 25 with his Southwold-born wife Kate, her sister Isabella, and Lily Margaret Williams, their Devon-born General Servant.¹⁷ Further newspaper advertisements for the expanding business appeared in 1906 "Yarmouth Oilskins are sold all over THE WORLD declared to be the best. You can buy them from THE MAKERS. The YARMOUTH STORES Ltd, 25 Southside Street, near the Barbican Plymouth, makers of SEA BOOTS of every description and everything required for Seamen's wear. Our stock of Oilskin Coats, Suits, Leggings, Capes, Aprons, Westers etc. etc. is so huge and varied we cannot fail to suit you. Light-weight Silk-finish Coats specially recommended for Fishing, Shooting and Motoring."¹⁸ Further advertising appeared in the local newspapers several times a month and by 1915 the shop had a telephone.

By the time of the 1911 census the Chapmans have been replaced by Walter Henry Eke, described as a "clothier's manufacturer" and a worker, and his wife Dolly, a childless couple in their 40s, who came from Norfolk and Suffolk respectively. No. 25 Southside Street was to remain the home of the Yarmouth Stores through two world wars and the Plymouth Blitz of 1940-44 until its closure in 2019.

5. THE BUILDING SURVEY

5.1 Introduction

The front range of Nos. 25 and 26 Southside Street has a wide double-fronted façade under a slate roof with its ridge parallel to the street. The two properties are divided by a central passage which provides access to a small courtyard and further building ranges at the rear. The northern

¹⁴ Gill 1976.

¹⁵ Cherry & Pevsner 1989.

¹⁶ 6 September 1893 *Western Morning News*.

¹⁷ 1901 Census RG 13/2101 Folio 43 Schedule no. 296.

¹⁸ 6 October 1906 *The Western Evening Herald*, Plymouth.

boundary of the site is bordered by an 18th century warehouse formerly fronting directly onto Sutton Pool. The front and rear range have remained in residential and commercial use until 2020 and what survives today is a building with a long and complex history.

5.2 The main building

EXTERIOR

Main façade

The house is a four-storey structure with attic, constructed of stone rubble and timber-framed walls covered with painted render. The original core of the house was probably a large rectangular building, aligned north-south at right angles to the road and projecting beyond the current main façade, crowned with lateral chimney stacks along its western elevation. At the rear a narrow four-storey building projects from the northwest corner of the original building, and representing a rear range of the house, possibly dating to the mid-late 17th century. The ground floor of the latter has been rebuilt and all the windows have been replaced so that the first impression from this side is of a scarcely imposing building.

The south elevation of the house is its principal façade (Pls. 1-2), presenting a four-storey elevation to the street under a gently pitched slate roof parallel with the street frontage. The façade was designed to be symmetrical with the adjoining property with the central ground floor doorway flanked by double shop fronts. The ground floor windows retain their original late 19th century arrangement, consisting of six large panes, while the horizontal glazing bars in the entrance splays have been replaced with a single bar and asymmetrical panes. In addition, the entrance doorway has been rebuilt, raising the height of the door and reducing the size of the light above, and the current door inserted sometime in the early 20th century. No. 26 retains the original late 19th century retractable awning with its delicate cast-iron arms and timber case, while the original retractable awning at No. 25 was replaced sometime in the late 20th century (Pls. 3-4). Above the level of the ground floor the main façade is decorated in stucco, consisting of rusticated plaster quoins to the level of the second floor. The first-floor window has classical pilastered surrounds with a curved pediment on consoles and a mid-19th century hornless sash. The quoins are interrupted on the second floor by a moulded sill string which breaks forward to form a bracketed sill. The window has moulded eared architraves and retains its mid-19th century hornless sash. The sill of the third floor consists of a heavily moulded cornice with paired modillions and, unlike the quoins on the lower storeys, returns to the west elevation. The third floor is lit by a pair of round-arched windows containing late 19th century horned sashes flanked by plain pilasters underneath a moulded cornice and low parapet. The gently pitched roof is gabled with a large chimney stack.

INTERIOR

The ground-floor (Fig. 10)

The interior of the ground-floor has been severely altered in the late 19th century to form a shop premise and office. These alterations have included the complete removal of the internal partitions defining the earlier rooms and the staircase to the upper floors, thus destroying the historic plan of this area of the building. Some traces of the original interior arrangement remained within G01 in the form of a blocked doorway and the position of former fireplaces, as well as earlier wall fabric, which has allowed a suggested reconstruction of the original layout and phasing.

The property is entered from the road through a centrally placed doorway flanked by large shop windows in the main elevation which provides access to the shop (G01). This room seems to have been converted from an earlier domestic dwelling; however this may not represent the earliest phase of the building, rather an extensive later rebuilding following the demolition of the former front range. The baulk of masonry adjoining the former mid-19th century doorway in the east elevation is extremely thick and may be a survivor of the rear corner of the original, perhaps 17th century, property. The remains of a blocked fireplace were visible behind late 19th century shelving on the west elevation, while there was no evidence of a fireplace in the east elevation, suggesting that the mid-19th century arrangement consisted of a single large heated room at the front of the range.

On either side of the entrance are two large shop counters (Pl. 5-8). These have plain decorated panels below and simple moulded tops on the interior side facing the central corridor and undecorated backs with drawers at the rear. Although the fronts are relatively well preserved the rear of the counters have been extensively altered in the 20th century and are in need of a sympathetic refurbishment. At the back of the counters on the east and west elevations respectively are two sets of purpose made late 19th century shelving units. The exposed surfaces visible above the counters have been picked out with additional detailing, while the upstands and single shelf below the level of the counters are undecorated.

Defining the rear of G01 is a timber partition running the full width of the building. This partition probably dates from the late 19th century, replacing an earlier partition on the north side of the former staircase. This has plainly moulded rectangular panels below and round headed glazed lights with frosted glass above. A doorway on the eastern side leads to G02 to the north. The latter is possibly a later replacement, neither the scale of the panelling nor the size of the glass lights matching the remainder of the partition. Immediately in front and to the left of the partition is a further counter. Similar in detailing to the other two this would originally have had sliding doors. Above and to the west are sets of modern shelves, added in the course of the 20th century to an increasingly crammed interior. Finally, also present are a late Victorian clerk's table and safe. Both were probably originally in the adjoining shop office (G02) and have been latterly relocated to the shop floor.

The small room (G02) to the north of the partition (Pl. 11-12) was lit by a single mid-19th century hornless sash window in the east elevation. The remains of a blocked fireplace, flanked by a small cupboard, the latter contemporary with the partition, were visible on the opposite side of the room. A small modern doorway and door in the north elevation provided access to the staircase, suggesting perhaps that access to the accommodation on the upper floors was separate from the commercial premises below.

Prior to the 20th century access to the small entrance lobby (G03) and the late 19th century staircase behind was from the passage (Pl. 13-14). This was probably a feature of the earliest house, providing access to the rear range and quayside to the north. Following the mid-19th century rebuilding of the front range the passage provided access to the main entrance of the new house (Pl. 15), and subsequently, following the conversion of the ground-floor, the domestic accommodation on the upper floors (Pl. 16). The former entrance to the mid-19th century house was blocked following the alterations to the ground floor. A modern doorway and door immediately to the right of the entrance provides access to the rear range. The lack of earlier opening suggests that the front and rear range were independent of each other until the 20th century. The late 19th-century enclosed stair rises against the north elevation, within the

volumes of the former rear ground-floor room, before returning in a winder across the former fireplace in the west elevation and onto a restricted landing underneath the earlier stair (Pl. 17).

The first-floor (Fig. 10)

The first-floor was originally reached by a stair located in the centre of the ground-floor. The present arrangement dates from the late 19th century when the house was subdivided with separate accommodation on the upper floors. The stair gives onto an awkward and restricted landing (F01) which emerges from underneath the earlier stair onto the original landing (F02) providing access to the two rooms on the first floor (Pl. 18) reflecting the layout of the ground-floor rooms below and the rooms on the floors above. The landing is lit by a mid-19th century hornless sash window overlooking the courtyard to the north.

Immediately to the south of the landing is a large room (F03) occupying the full width of the building (Pls. 19-21). The doorway retains its mid-19th century frame although the door is modern. Lit by a single hornless sash window in the south elevation it was originally heated by a fireplace in the west elevation. The room retains its original moulded coving, suggesting it served as a living room or parlour. To the north of the landing the doorway into the rear room (F04) also retains its original frame (Pl. 22). The room was much reduced in size following the insertion of the late 19th century stair and landing, necessitating the blocking of the fireplace in the west elevation. A single hornless sash window in the east elevation overlooking the courtyard provides light to the modern kitchen (Pls. 23-24).

The second-floor (Fig. 11)

The second-floor was accessed from a dog-leg stair with a half-landing (Pl. 25). This has a relatively plain turned newel, closed string with stick balusters and plain handrail. This stair is contemporary with the rebuilding of the front in the mid-19th century. The small alcove on the half landing is mirrored on the floor below and above. Rather than the position of a blocked window it is possible, due to the position of the neighbouring property, that this was the location of decorative furniture or artwork, of which nothing else now remains. The stair gives onto a small landing (S01) which was originally lit by a mid-19th century hornless sash window in the north elevation (Pl. 26). The eastern end of the landing was partitioned off in the 20th century and the small room converted to a bathroom (S02). The doorway with its overlight and the door are modern.

Identical doorways provide access to the rooms either side of the central stair. The room on the south side (S03) is lit by a single hornless sash window in the south elevation and was originally heated by a fireplace in the west elevation (Pls. 27-28). To the north of the landing room (S04) retains its original configuration although again the doorframe and door are modern replacements. The room was lit by a single hornless sash window in the east elevation (Pl. 30) while the blocked fireplace was located in the west elevation (Pl. 31).

The third-floor (Fig. 11)

The third-floor was accessed by a continuation of the same dog-leg stair (Pls. 32-33) terminating on a small landing (T01). There was no evidence that the stair provided access to the roof and access to the latter was provided through a small hatch at the top of the stairs. The eastern end of the landing had been partitioned off in the 20th century to create a small room (T02). Although there is no visible internal or external evidence it is likely that a window, providing light to the landing, was originally located in the north elevation. Finally, due to the non-intrusive nature of the survey it is possible that both the second- and third-floor rooms

were originally late 19th or even early 20th century in date and may have served as water closets or closets for a close stool.

The room on the south side of the landing (T02) retains its mid-19th century doorframe (Pl. 34), although the door itself is modern. Lit by a set of paired round-arched windows (Pl. 35) it was originally heated by a fireplace (Pl. 36) in the south elevation. Immediately to the north of the landing a modern doorway and door provided access to a terrace (T03). Although the original impressions during the site visit was that this might have been another bedroom, mirroring the arrangements on the lower floors, documentary evidence from the Goad plan suggests that the central block was never fully developed to four-storey.

The roof

The roof structure of the front range is visible through a small loft hatch approached from the third floor landing (T01). Access to the roof area was difficult and detailed inspection could not be made due to the precarious condition of the ceiling and the uncertain condition of the joists. The following description is based on inspection from a position just within the present access hatch.

The roof (Pls. 38-39) is supported on two nailed A-frames located across the centre and eastern end of the house, dividing the roof space into two roughly equal bays. The feet of the main trusses and the tie-beams rest within the rubble masonry forming the south elevation. There is a single set of back purlins nailed to the main rafters on either side of the roof. The common rafters are linked at the apex by a ridge plank. The roof of the front range is clearly a post-medieval construction, and it is most likely that it dates from the mid-19th century, when the house was extensively rebuilt.

5.3 The rear range

EXTERIOR

The east elevation of the rear range presents a simple three-storey elevation with attic running at right angles to the street (Pls. 40-41). The range has irregular and entirely modern fenestration, with two modern windows on the ground-, first- and second-floor respectively. There are no windows in the attic. The west and north elevations are built of stone rubble. Detailed inspection of the east elevation was not possible at the time of the site visit, although the first-, second-, and attic floor are likely to be timber framed, while the ground-floor was heavily rebuilt in the 20th century. The 17th century range is entered from the courtyard through a modern doorway with a modern door. The roof of the extension is steeply pitched and gabled, joining at an angle with the front range. The chimney stack at the north gable end was incorporated into the adjoining warehouse in the 18th century.

INTERIOR

The ground floor (Fig. 10, Pls. 42-43)

The rear range is entered through a small modern doorway at the northern end of the east elevation. The eastern ground-floor wall of this building is slightly set-back from the upper storeys, the modern windows and concrete render suggesting that the elevation might have been extensively rebuilt. Building recording by Exeter Archaeology at Nos. 53-53a Southside Street identified the remains of a very large window, resembling a shop front, running almost the entire length of the ground-floor, and it is possible that a similarly large window or series

of windows had been removed on the ground floor of the rear range sometime in the 20th century.

The ground-floor consists of a single room (G04) lit by two modern windows in the east elevation. The north elevation has been refaced in the late 20th century, perhaps to provide support for the floors above and the chimney stack. Because of this it is unclear if the room was heated by a fireplace in the north gable. A single modern doorway and door in the south elevation leads to G03 and the shop premises. No earlier doorway openings were identified in this elevation; the lack of any communication between these parts of the building until the 20th century suggests that the rear range was not part of the main accommodation. It is likely therefore that this part of the house was independent from the main house and had its own access arrangement from the mid-19th century.

A 20th-century newel stair, consisting of a re-used ship mast with modern treads-and-risers, is located in the southwestern corner of the room and provides access to the upper floors. This consists of a re-used ship mast with modern treads-and-risers.

The first-floor (Fig. 10, Pls. 44-45)

The first floor consisted of a single room (F05), lit by two modern windows in the east elevation. The room was originally heated by a fireplace, the chimney breast projecting from the north gable, and subsequently blocked in the 20th century. The southeast corner of the room had been subdivided in the 20th century to create a bathroom.

The second-floor (Fig. 11, Pl. 46)

The layout of the second-floor (S05) mirrored the arrangement of the first floor with two modern windows in the east elevation providing light. The remains of a blocked fireplace were located in the north gable.

The attic and roof (Figs. 11-12, Pls. 47-51)

The attic floor was accessed via a newel stair leading up from the ground-floor. Although the room is currently unlit the remains of at least one blocked window was identified in the west elevation. This was probably a gabled dormer window, contemporary with the main phase of the roof, it is likely that further windows were located on the eastern side of the attic.

The roof is a single phase dating to the 17th century. It is supported on five sets of main trusses with collar beams and pegged halved-jointed apices. All the original timbers were numbered, suggesting that the roof had been prefabricated. The trusses divide the roof space into five unequal equal bays. The feet of the main trusses at the eaves rest on the top of the stone rubble masonry of the west elevation. It was not possible to determine the nature of the east elevation although limited investigation suggests that it is likely to be timber framed. The collar beams later than the main trusses, perhaps mid-late 19th century in date, and generally very simple, applied to the north side of the trusses with wooden pegs and bolts. There were originally four sets of purlins on either side of the roof. These would have been trenched into and nailed to the principal rafters. The existing purlins are all mid-late 19th century in date, while the common rafters are modern, linked at the apex by a small ridge plate. The southern end of the roof has been awkwardly packed against the mid-19th century elevation of the front range.

6. DISCUSSION

Phase I The primary building (*late 17th century*)

Although the house has been substantially rebuilt it is likely that, in its original form, the building had a simple rectangular plan with thick walls of stone on three sides and, as was usually the case in houses on narrow urban tenements, lateral chimney stacks. Evidence of the plan of the earlier house survives in the projecting wall section in the ground floor shop premise and the line of the passage dividing the buildings. It is possible that earlier fabric is preserved in the ground- and first-floor wall adjoining No. 24 to the west.

At the back of the plot the rear range may have had a slightly different character. The range was four storeys high and of mixed construction, with stone walls to the side and rear and timber-framed upper storeys jutting out over the ground floor. It is possible that the east elevation contained windows or loading doors opening onto the yard, which would have been approached via the central passage dividing the two properties. The original layout of the interior of the rear range, including the provision of fireplaces, is uncertain. The plan now consists of a single room on each floor accessed from a modern newel staircase. If, as seems probable, the building was unheated it seems most likely that it served as a warehouse or workshops at the rear of the main house. Few dateable features survive, although the character of the roof carpentry, based upon stylistic comparison with other roofs of similar form, suggests a date for the rear range in the late 17th century.

Phase II Alterations (*18th-early 19th century*)

Although there is only limited evidence available it would seem that the rear range was remodelled during the 18th century. The continued development of the northern end of the of the plot, fronting directly onto Sutton Pool, and the subsequent construction of a large warehouse, made the use of the rear range as a store redundant and resulted in the conversion of the building to commercial and residential premises. This is supported by the insertion of the chimney at its northern end, suggesting the function of the lower floors changed at this period, while the chimneystack was subsequently incorporated into the south elevation of the 18th century warehouse. It is possible that by the late 18th or early 19th century the ground-floor contained a well-lit and well-appointed room or rooms either for the display of goods or the accommodation of clerks and other employees.

Phase III Rebuilding (*mid-19th century*)

The original front range of the building was demolished in the mid-19th century because of the widening of Southside Street, and the rear of the house extensively rebuilt and modernised. Evidence from the ground-floor suggests that a new front wall facing the street was built with a symmetrical façade incorporating the adjacent property and containing regularly-spaced windows. The new frontage and window surrounds were covered in decorated stucco including a heavy moulded cornice with paired modillions.

The most likely reconstruction of the original plan form of the ground-floor of the house had two large rooms, divided by a central staircase and accessed from the passage by a centrally placed doorway in the east elevation. The layout of the upper floors was identical to the ground-floor, with two large rooms flanking the central staircase. The roof structure was entirely renewed at this period, and new brick chimney stacks were built at the same time to emphasise the symmetry of the front elevation. The existing building retains many constructional features of this period, including timber-framed and stone rubble elevations, as well as door and window fittings.

Phase IV Alterations (*late 19th century*)

The house was greatly altered in the late 19th century with the creation of a pair of identical shop premises on the ground floor of Nos. 25 and 26. The newly rebuilt shop front consisted of large glass windows with splayed return lights to the central doorway with overlight. The layout of the ground floor was drastically altered with the removal of the central staircase and partitions defining the ground-floor rooms, and the blocking of the former main entrance in the east elevation. A new partition with glass lights defined the smaller room at the rear which was accessed from the shop by a doorway. The shop contained three large counters, two flanking the entrance with a third against the partition at the rear, while purpose built shelving was fixed to the west and east elevations.

Access to the upper floors was from a new staircase built against the northern elevation of the former rear room and accessed from the passage by a new doorway. The upper floors remained relatively unaltered although the room at the northern end of the first-floor was reduced in size following the insertion of the new staircase.

Phase V Later alterations (*modern*)

Throughout this period small alterations took place in the main house. The counters in the shop were increasingly altered, in particular the drawers at the back, while the sliding doors of the third were removed entirely. Large numbers of haphazard shelves were added to the existing late 19th century shelves, creating an increasingly cluttered interior, while the formerly open-backed shop windows were provided with new backs. The original late 19th century doorway was altered with the size of the overlight reduced and a new door provided, while a modern awning replaced the late Victorian retractable awning.

The rear range was converted to a store and incorporated with the shop during this period. In order to improve access to the store room a doorway was inserted at the back of the office, providing access both to the staircase and, through a further modern doorway, the rear range. Finally, this period is also characterised by the subdivision of the second- and third-floor landings to create a small bathroom and store, while further alterations in the course of modern refurbishments also involved the removal of all the original doors and their replacement with modern fire doors.

7. CONCLUSION

Despite the loss of its original front range and extensive later remodelling No. 25 Southside Street is an important, if unconventional, historic house within the Barbican area of Plymouth. The buildings lying on the south side of the street occupy some of the earliest tenements in the city, the street almost certainly forming the original waterfront. The foreshore on the northern side was gradually reclaimed and built up from the late 16th century through the construction of new tenements, often with their own private piers, and built forward from the existing waterfront into the harbour.¹⁹ The construction of buildings on the piers and the gradual infilling and reclamation of the land between them progressively pushed the waterfront outwards and consolidated to form fully built up urban areas.²⁰ Documentary research has shown that the northern side of the street had been reclaimed by the 1660s, the noticeable kink in the road perhaps a result of this haphazard development of the foreshore.

¹⁹ Parker 2006, 16.

²⁰ *ibid.*

No. 25 is one of the first buildings on the north side of Southside to be investigated and clearly preserves evidence of its origins as a 17th house, its size perhaps reflecting a large and prosperous mercantile establishment. Little remains of the original front range although the timber-framed rear range probably originated as a warehouse or workshop building in the late 17th century, subsequently undergoing a number of renovations and alterations.

The most extensive alterations were carried out in the mid-19th century when, in order to widen Southside Street, the front range of the house was demolished and replaced with a symmetrical façade with decorative stucco finish in line with the adjacent properties. The rear of the former front range was rebuilt to a two-room plan with a central staircase, the upper floors mirroring the ground floor arrangement. In order to accommodate the new house within the reduced plot, part of the rear range was demolished.

During the late 19th century the ground-floor of the house was substantially altered. The conversion to shop premises resulted in the removal of the partitions and staircase and the construction of a new stair at the rear of the ground-floor. Despite many later alterations, the building remains substantially as it was at this time.

The property survived the 20th century with relatively few alteration. The house has a complex structural history; the subsequent additions have tended only to conceal the substantial interest of this house.

SITE ARCHIVE

The site records have been compiled into a fully integrated site archive which is currently held at Oakford Archaeology's offices under project number 1800, pending deposition with the ADS. Details of the building recording, including a pdf copy of the final report will be submitted to the on-line archaeological database OASIS (oakforda1-421267).

ACKNOWLEDGMENTS

This project was commissioned by Gill Baker (Totnes Planning) and Alan Houston (Through the Woods Architectural Design and Development) on behalf of Ms Kamila Wszolek. It was monitored for Plymouth City Council by Dr John Salvatore, the PCC Archaeology Officer. The building recording was carried out by M. Steinmetzer and M. Wootton. The drawings for this report were prepared by M. Steinmetzer. The authors wish to thank Lucy Brown who undertook the historic research and the staff of the Devon Heritage Centre.

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1666-7 Map of the Citadel and Plymouth

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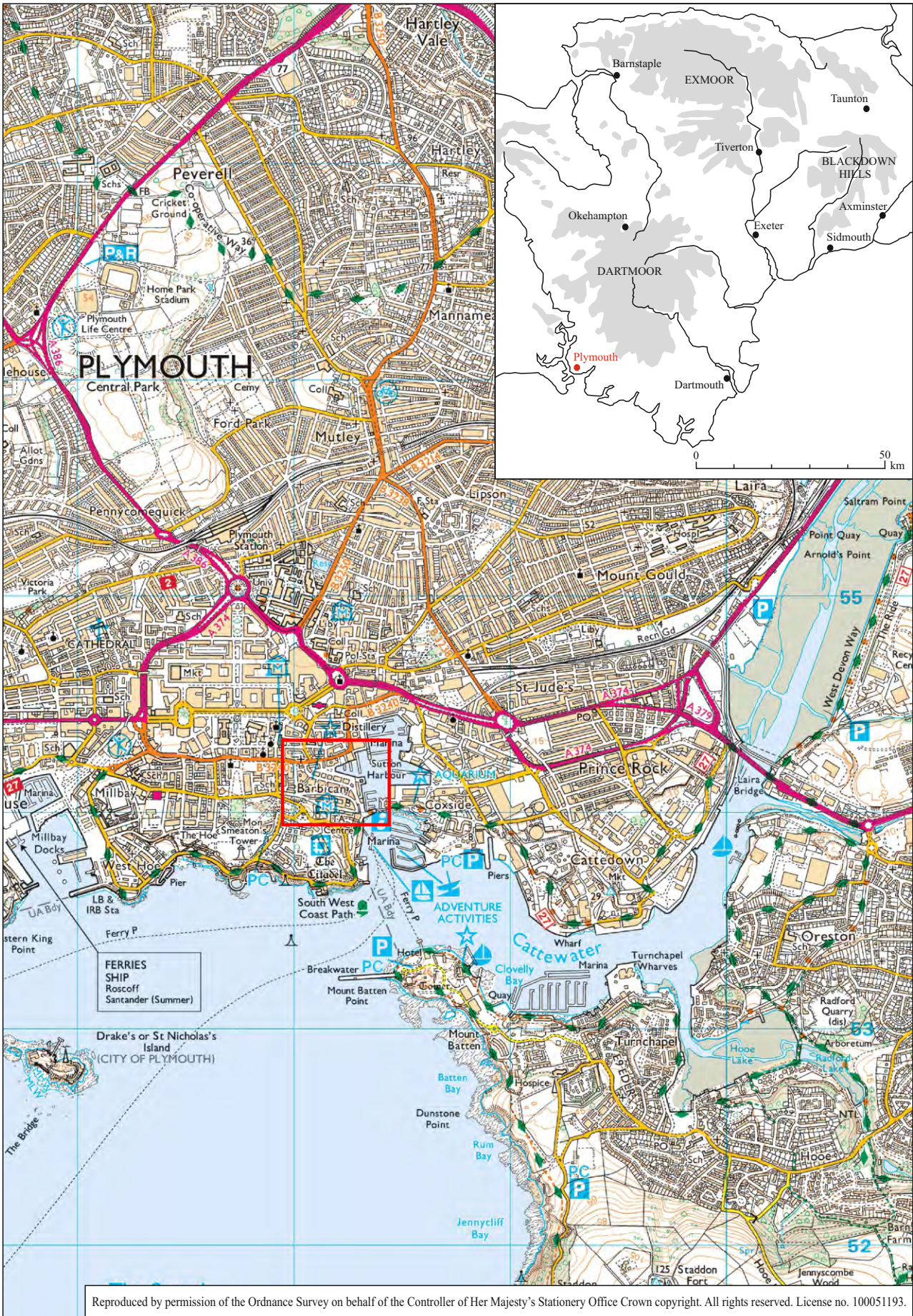


Fig. 1 Location of site.



Fig. 2 Detail from the c.1539 Map of the coast between Fowey and Salcombe, including Plymouth.



Fig. 3 Detail from the c.1666-7 Map of the Citadel.



Fig. 4 Detail from the 1672 Map of Plymouth.



Fig. 5 Detail from the 1845 Plymouth St Andrew's Tithe Map.



Fig. 6 Detail from the c.1856 Ordnance Survey Map.



Fig. 7 Detail from the 1891 Goad Insurance Map.



Fig. 8 Detail from the 1st edition 1895 Ordnance Survey Map Devonshire Sheet CXXIII.12.

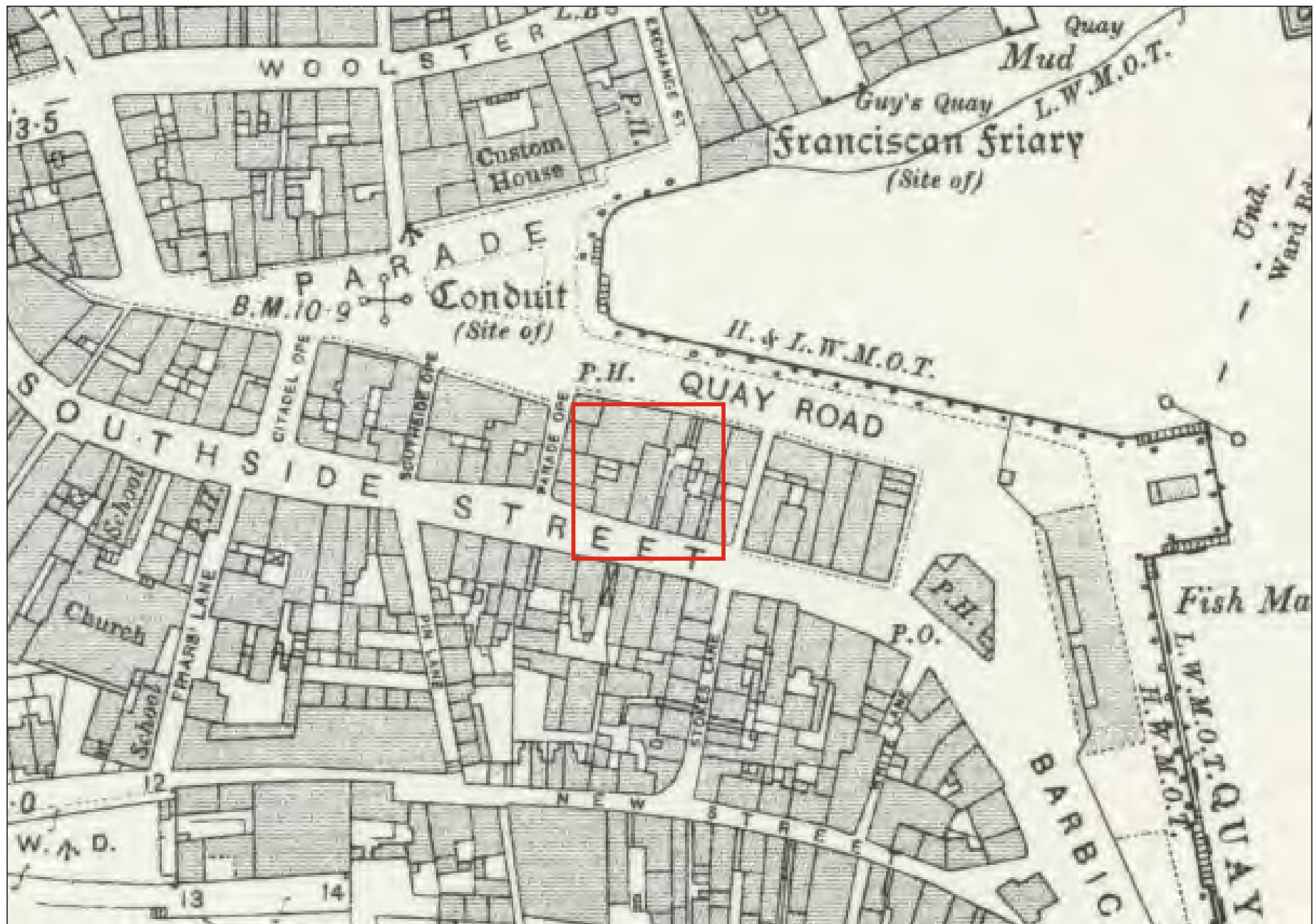


Fig. 9 Detail from the 2nd edition 1912 Ordnance Survey Map Devonshire Sheet CXXIII.12.



Fig. 10 Plan of ground- and first-floor showing location of observations and suggested phases of development.





Fig. 11 Plan of second- and third-floor showing location of observations and suggested phases of development.



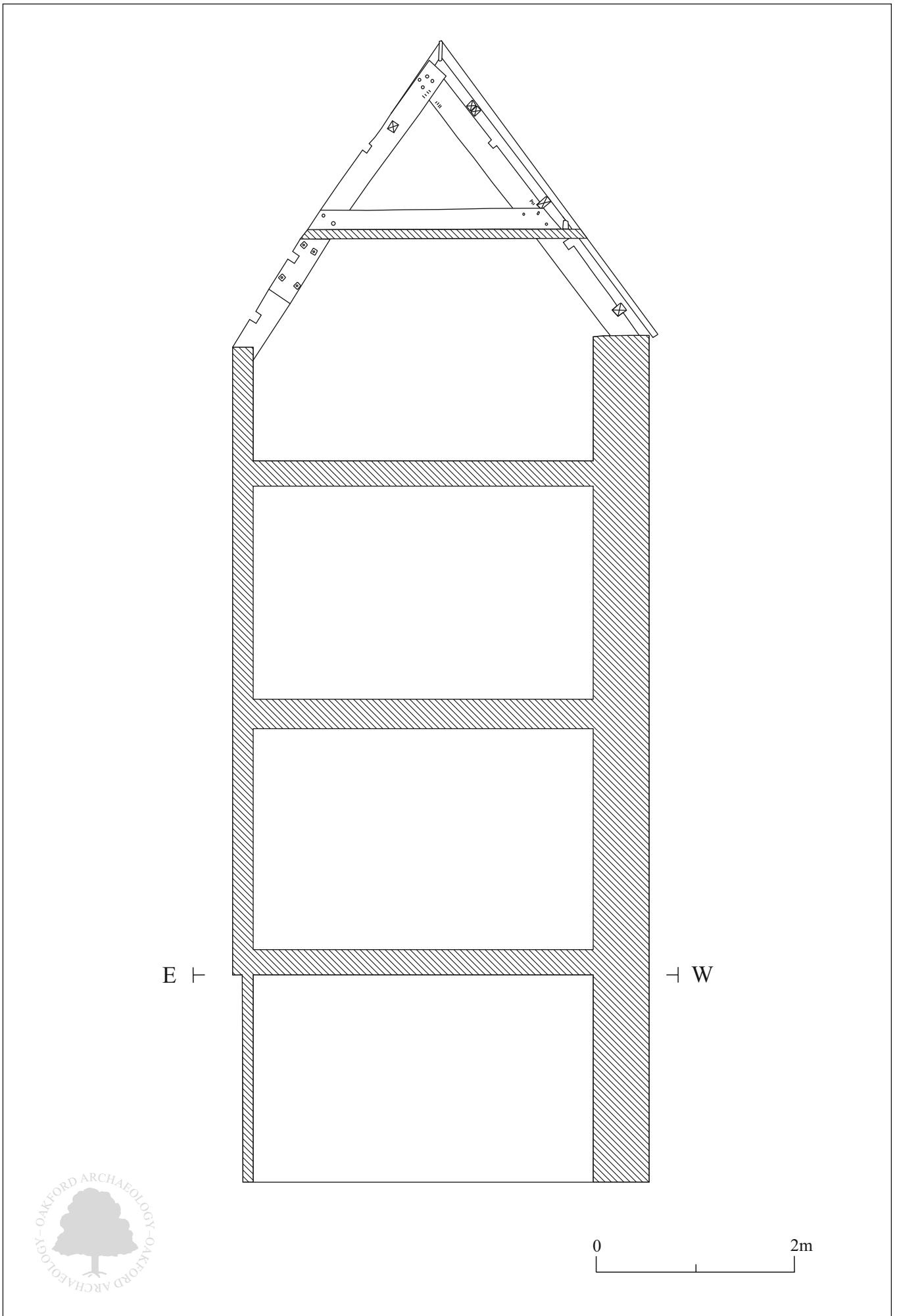


Fig. 12 Cross-section of rear range showing floor and roof construction.



Pl. 1 General view of Nos. 25 and 26 showing mid-19th century stucco façade and originally symmetrical late 19th century ground-floor shop premises. Looking northeast.



Pl. 2 Close-up of No. 25 showing 20th century replacement shop doorway and door, replacement single glazing bars on both shop window splays and modern awning. Looking north.



Pl. 3 Close-up of modern awning below original wooden container at No. 25. Looking northwest.



Pl. 4 Close-up of original awning mechanism and wooden container at No. 26. Looking northeast.



Pl. 5 General view of G01 showing 20th century doorway and modern shop window splays and backs, with late 19th century counters and shelves to left and right. 2m scale. Looking south.



Pl. 6 Close-up of western shop counter with purpose built shelving in the background. Looking southwest.



Pl. 7 Close-up of rear of western shop counter showing original drawer configuration and later alterations. Looking southeast.



Pl. 8 Close-up of eastern shop counter with purpose built shelving in the background. Looking southeast.



Pl. 9 General view of rear of G01 showing late 19th century partition and modern shelves, with late 19th century shop counter in foreground. 2m scale. Looking north.





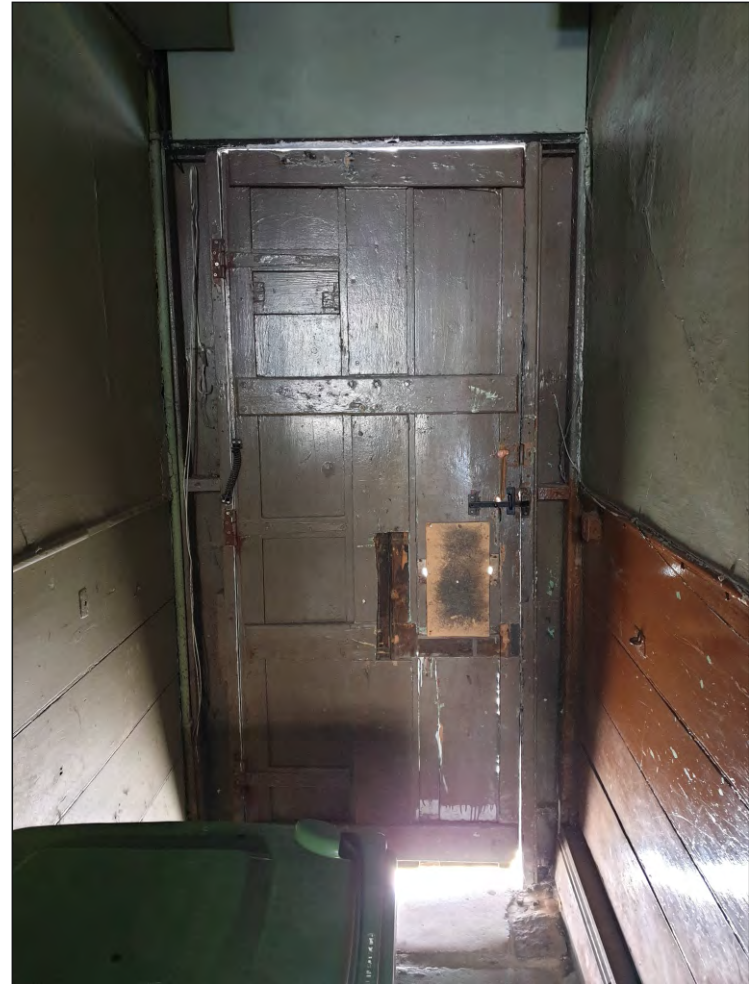
Pl. 11 General view of G02 showing mid-19th century window in east elevation with late 19th century partitions to right and modern door to left. 2m scale. Looking east.



Pl. 12 General view of G02 showing position of former mid-19th century fireplace with low late 19th century cupboard to left. 2m scale. Looking west.



Pl. 13 General view of passage showing set-back mid-19th century doorway to original entrance hall and staircase in G01. Looking south.



Pl. 14 Close-up of mid-19th century passage door. Looking south.



Pl. 15 Close-up of mid-19th century doorway. Looking west.



Pl. 16 General view of G03 showing modern door to passage and G03, with late 19th century stair to first-floor in background. Looking west.



Pl. 17 General view of awkward late 19th century landing F01 above G02 with modern door. 2m scale. Looking south.



Pl. 18 General view of mid-19th century landing F02 with original mid-19th century sash window in background. 2m scale. Looking east.



Pl. 19 General view of original mid-19th century doorframe into F03. 2m scale. Looking south.



Pl. 20 General view of mid-19th century hornless sash window in F03. 2m scale. Looking south.



Pl. 21 General view of F03 showing position of former mid-19th century fireplace. 2m scale. Looking west.



Pl. 22 General view of original mid-19th century doorframe into F04. 2m scale. Looking north.



Pl. 23 General view of F04 showing late 19th century partition (left) and modern kitchen. 2m scale. Looking northwest.



Pl. 24 General view of F04 showing mid-19th century window in east elevation. 2m scale. Looking northeast.



Pl. 25 General view of mid-19th century staircase to second floor. Looking northwest.



Pl. 26 General view of second floor landing S01 with modern bathroom in background. 2m scale. Looking east.



Pl. 27 General view of mid-19th century hornless sash window in S03. 2m scale. Looking south.



Pl. 28 General view of S03 showing position of former mid-19th century fireplace. 2m scale. Looking west.



Pl. 29 General view of mid-19th century staircase and modern doorway into S04. 2m scale. Looking north.



Pl. 30 General view of S04 showing original mid-19th century sash window in east elevation and modern doorway and door. 2m scale. Looking southeast.



Pl. 31 General view of S04 showing position of former mid-19th century fireplace. 2m scale. Looking southwest.



Pl. 32 General view of third floor landing T01 with modern partition in background. 2m scale. Looking east.



Pl. 33 General view of staircase on landing T01. Looking northwest.



Pl. 34 General view of original mid-19th century doorframe and modern door into T02. 2m scale. Looking south.



Pl. 35 General view of paired round-arched windows with horned sashes in T02. 2m scale. Looking south.



Pl. 36 General view of T02 showing position of former mid-19th century fireplace. 2m scale. Looking west.



Pl. 37 General view of terrace T03. Looking north.



Pl. 38 General view of mid-19th century roof structure. Looking southwest.



Pl. 40 General view of mid-19th century roof structure. Looking south.



Pl. 40 General view of rear extension showing projecting upper storeys and modern ground floor windows. Looking northwest.



Pl. 41 General view of rear extension showing projecting upper storeys and modern windows. Looking southwest.



Pl. 42 General view of G04 showing modern partition at the rear and modern windows in the east elevation. 1m scale. Looking north.



Pl. 43 Close-up of circular stair in G04 showing newel consisting of re-used mast and modern treads-and-risers. 1m scale. Looking west.



Pl. 44 General view of F05 showing position of former fireplace in north elevation and modern windows in east elevation. 2m scale. Looking north.



Pl. 45 General view of F05 showing position of staircase and modern bathroom. 2m scale. Looking south.



Pl. 46 General view of S05 showing position of former fireplace in north elevation and modern windows in east elevation. 2m scale. Looking north.



Pl. 47 General view of T04 showing multi-phase chimney in north elevation and feet of heavily repaired 17th century roof trusses. Looking north.



Pl. 48 General view of T04 showing blocking in west elevation of possible dormer window and feet of heavily repaired 17th century roof trusses. Looking north.



Pl. 49 Close-up showing a small gap between the north elevation of the central block and the rear range showing the former is a later rebuild. Looking southwest.



Pl. 50 General view of the roof structure showing original 17th century truss (left), 19th century replacement truss and purlins (right) and modern common rafters. In the background is the north elevation of the mid-19th century infill. Looking south.



Pl. 51 General view of the roof structure showing original 17th century trusses (foreground) and 19th century replacement trusses (background) and purlins, and modern common rafters. Looking north.

Appendix 1

Method statement

1. INTRODUCTION

- 1.1 This document has been prepared by Oakford Archaeology (OA) for Gill Baker (Totnes Planning) on behalf of Ms Kamila Wszolekto describe the methodology to be used during historic building recording at No. 25 Southside Street, Plymouth, Devon (SX 4820 5414). This document represents the ‘Written Scheme of Investigation’ for archaeological work required to satisfy a condition attached to the grant of Listed Building Consent (21/00110/LBC) for renovations to the existing building. The work is required by Plymouth City Council (PCC), as advised by Dr John Salvatore, the PCC Archaeology Officer.
- 1.2 Plymouth developed from two main medieval centres on the western side of Sutton Pool (Sutton Harbour), one (Sutton Valletort) around Old Town Street and St Andrews Church and the other (Sutton Prior) around the Parade. These were formerly part of the same royal Domesday estate of *Sudtone*, which had been subdivided in the 12th century. The Crown, however, specifically retained rights over Sutton Pool.¹ The subsequent granting of market rights to the priors of Plympton in the late 13th century,² and the use of Sutton Pool by naval fleets and merchant shipping formed the context for the progressive expansion and development of the harbour. Sutton Harbour acted as an embarkation point for the French wars of the late 13th and 14th centuries and was Plymouth’s main naval base until the construction of the Dockyard in the 1690s and remained as the main commercial port of Plymouth until the development of Millbay Dock in the 1840s.
- 1.3 The earliest known quays lie on the line of Woolster Street and date from the 13th century.³ Other archaeological observations have shown that the medieval shoreline probably ran along the line of Southside Street to the south of the Parade, and then eastwards along Woolster Street and northwards up Vauxhall Street.⁴ It then probably ran along Bretonside and Lower Street, and southwards down Coxside and Sutton Road. The gradual process of reclamation and subsequent development continued along the western and northern shores of Sutton Harbour during the 16th century with the construction of several new quays. At Woolster Street the foreshore was progressively reclaimed until by c.1500 the quay frontage lay on the line of the buildings fronting the present Parade. This process also occurred elsewhere, with the mention of three new quays in 1519-20, possibly lying to the north of Southside Street, and the construction of Southside Quay in 1572.⁵ This ran along the rear of the present Barbican Quay. Historic building recording during the refurbishment of No. 52 and Nos. 53-53a Southside Street identified fabric dating to the 16th or early 17th century,⁶ while a 15th or 16th century hall survives at the nearby Plymouth Gin Distillery.

¹ Ray 1995.

² Fairclough 1979, Ray 1995.

³ Barber & Gaskell Brown 1981, Barber 1986.

⁴ Fairclough 1979.

⁵ Gill 1976.

⁶ Parker, 2005; Parker 2006; Parker 2007.

- 1.4 Due to the growing prosperity of Plymouth as a maritime centre the Mayor John Sperkes approved the development of a new street in 1584 on The Barbican to accommodate the men whose work and livelihoods were based around the harbour. The placename ‘ope’, commonly used for the small alleys on the north side of Southside Street, is derived from the word ‘opening’ and here literally means ‘opening to the waterfront’.
- 1.5 Following on from the piecemeal developments of the medieval period and 16th century a major phase of encroachment in the mid-17th century produced the shoreline which remained current for the 18th and much of the 19th centuries. This occurred during the Commonwealth (1646-60), when the City obtained ownership of, and leased out, the foreshore, which had previously belonged to the Duchy of Cornwall. ⁷ After the Restoration in 1660 the Duchy and their tenants made periodic attempts to regain control over the foreshore and the encroachments thereon. Most development occurred on the north and east shores, with the construction of several quays and warehouses out onto the foreshore from Lower Street and Sutton Road, and the enlargement of the earlier Friary Key. Elsewhere quays were built at the head and along the south shore of Coxside Creek, and the Dung Key, built by the City on the western shore in 1645. Other developments on the western shore included Pages Key and possibly Tin Key at the north-west corner of the harbour. The shoreline from the Barbican northward around the Parade remained generally static during this period, although two new quays are mentioned in 1663/4 as having recently been built. Apart from the infilling of the New Key slip between 1672 and 1725, the shoreline remained relatively static until the construction of the east and west piers between 1791 and 1799. ⁸
- 1.6 During the 19th century various schemes were proposed for developing Sutton Harbour, including increasing the wharfage space by building new quays, and, later in the century, providing direct rail links from the quayside to the Great Western and London & South-Western railways. Other proposals which were mooted from time to time included the construction of wet and dry docks, the deepening of the harbour, and the provision of a drawbridge between the piers. ⁹ In the event, only Sutton Wharf was completed. Piecemeal development continued in the 1820s and 30s. In 1831 Rendell put forward fresh proposals for the construction of new, broader quays, which were followed in 1845 by Brunel’s plan. Both were essentially the same as the 1810-11 proposals. In the event, a less ambitious plan by Joseph Locke was adopted after the foundation of the Sutton Harbour Improvement Company by an Act of Parliament in 1847. This led to the construction of North Quay and the development of railway links. ¹⁰
- 1.7 A further Act of Parliament in 1889 authorised the Company to extend the Barbican (formerly Southside) Quay to the east and north, incorporating and extending Smart’s Quay and constructing a fish market. Another quay (the present Quay Road) was to be built, linking the fish market with the Parade.

⁷ Pye *et al.* 1993.

⁸ Cherry and Pevsner 1989, Woolcombe 1812.

⁹ Woolcombe 1812.

¹⁰ Stead 1995.

This section was completed by 1892-3, but the Barbican Quay required a further Act of Parliament in 1895,¹¹ and was only completed in 1896.¹² Little further encroachment then occurred, except for the demolition in the 1980s of the 17th-century Sugar House and the reclamation of the foreshore to the north as a boat yard.¹³

1.8 The building is Grade II Listed (1386400) and described in the listing as mid-19th century four-storey stucco façade with a pair of double-depth plan buildings divided by a central corridor and rear extensions. The ground-floor is occupied by identical shop premises with surviving furniture. In light of the work undertaken by Exeter Archaeology it is possible that earlier fabric survives within the building and the proposed works therefore have the potential to be affected by the proposed works.

2. AIMS

2.1 The aim of the project is to ensure the adequate recording of any historic fabric and to report the results of the project as appropriate.

3. METHOD

Building recording

3.1 Historic building recording will be undertaken by a suitably qualified historic buildings specialist and will be tailored to the level of recording required which in this instance is considered to be Level 2-3 Recording as defined in *Understanding Historic Buildings: A guide to recording practice - English Heritage 2016*. In addition, all building recording will be carried out as per OA standard recording procedures and in accordance with the standards of the Institute for Archaeology (*Standards and Guidance for the archaeological investigation and recording of standing buildings or structures*, 1996, revised 2008).

3.2 The following method for historic building recording will be utilised, tailored to the level of recording required once historic features have been identified.

- A photographic record using a high-quality digital camera for interpretative and reporting needs.
- Production of floor and roof plans (based on architect's plans where appropriate), with sections, elevations and more detailed drawings of architectural features and details as appropriate. (These will also utilise architect's drawings where available.) These drawings will be prepared at scales of 1:100, 1:50 and 1:20 with smaller details drawn at larger scales as appropriate.

¹¹ Gill 1976.

¹² Cherry & Pevsner 1989.

¹³ Stead 1995.

- A written record outlining the evidence for historic fabric, an interpretation of this evidence, and an outline of the development of the building.
 - The archive will be either born digital or scanned to a suitable format for deposition in Archaeology Data Service (ADS).
- 3.3 If significant historic features that are worthy of retention are exposed during the visit the historic building's specialist will request the contractor that these features are not removed and inform PCC of their presence.
- 3.4 PCC require two weeks' notice from the archaeological consultant unless a shorter period is agreed. PCC will be informed of the start of the project and will monitor progress throughout on behalf of the planning authority. A date of completion of all archaeological site work will be confirmed with PCC, and the timescale of the completion of items under section 4 will run from that date.

4. REPORTING AND ARCHIVING

- 4.1 The results of the historic building recording will be presented within one summary report within four weeks of the date of completion of all archaeological site work. The summary report will contain the following elements as appropriate:
- location plan;
 - a written description of the exposed historic fabric and a discussion and interpretation of their character and significance in the context of any locally available historical evidence from any nearby sites and historic mapping;
 - a site location plan at an appropriate scale, and a plan of the site showing the location of the recorded buildings;
 - phased and annotated floor plans, along with copies of other drawn records (elevations, cross sections, etc) as appropriate to illustrate features of historic or architectural interest and/or the development of the building;
 - if necessary, an assessment of what further work is necessary to analyse and publish any particularly significant finds and/or results.
- 4.2 A pdf version of the summary report will be produced and distributed to the Client and PCC on completion of sitework within the timescale above. A copy of the report and pdf version will also be deposited with the site archive.
- 4.3 An ordered and integrated site archive will be prepared with reference to *The Management of Archaeological Projects* (English Heritage, 1991 2nd edition) upon completion of the project.

The archive will consist of two elements, the artefactual and digital - the latter comprising all born-digital (data images, survey data, digital correspondence, site data collected digitally etc.) and digital copies of the primary site records and images, compiled in accordance with the ADS Guidelines for Depositors (2015).

The digital archive will be deposited with the Archaeology Data Service (ADS) with the permission of the landowner within 6 months of the completion of reporting. The hardcopy of the archive will be offered to Plymouth Museum and if not required will be disposed of by OA, the report submitted to OASIS will then form the sole archive for this project.

OA will notify PCC upon the deposition of the digital archive with the ADS, and the deposition of any material archive with Plymouth Museum.

- 4.4 A .pdf copy of the updated summary report will be submitted, together with the site details, to the national OASIS (Online Access to the Index of Archaeological investigationS) database within six months of the completion of site work (oakforda1-421267).
- 4.5 A short report summarising the results of the project will be prepared for inclusion within the “round up” section of an appropriate national journal, if merited, within 12 months of the completion of site work.
- 4.6 Should particularly significant remains 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 (para 199 of the NPPF) any further analysis that may be necessary – will be confirmed with PCC, in consultation with the Client. OA, on behalf of the Client, will then implement publication in accordance with a timescale agreed with the Client and PCC. A final draft publication text and figures will be produced within 12 months of the completion of all phases of archaeological site work unless otherwise agreed in writing.
- 4.7 Any amendments to the method or timescale set out above will be agreed in writing with PCC before implementation.

5. COPYRIGHT

- 5.1 OA 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 for the use of such documents by the client in all matters directly relating to the project as described in this document.

6. PROJECT ORGANISATION

- 6.1 The project will be undertaken by suitably qualified and experienced archaeologists, in accordance with the Code of Conduct and relevant standards and guidance of the Chartered Institute for Archaeologists (*Standards and Guidance for an Archaeological Watching Brief*, 1994, revised 2008), plus *Standards and Guidance for Archaeological Excavation* 1994, revised 2008). The project will be managed by Marc Steinmetzer. Oakford Archaeology is managed by a Member of the Chartered Institute for Archaeologists.

Health & Safety

- 6.2 All monitoring works within this scheme will be carried out in accordance with current *Safe Working Practices (The Health and Safety at Work Act 1974)*.

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