

Hinckley Union Workhouse,
(North Warwickshire and Hinckley
College),
London Road, Hinckley, Leicestershire



Historic Building Photographic Survey

Document No: 3088.R02 (May 2011)
Leicester Museums Service Accession Ref. X.A73.2011

Nexus Heritage Controlled Document – Commercial-in-Confidence

Report Number	3088.R02	
Report Status	Final	
Prepared by:	Geoff Morley and Edward James	Date: 21.06.11
Checked by:	Anthony Martin	Date: 22.06.11
Approved by:	Gerry Wait	Date: 23.06.11
Revision Record		
Revision No.	Revision Summary	
a		

Nexus Heritage
2 Parkgate Lane
Thornton Hough
Wirral
CH64 7TP

and

Nexus Heritage
Coppice House
Halesfield 7
Telford
Shropshire
TF7 4NA

and

Nexus Heritage
71 High Street
Fordingbridge
Hampshire
SP6 1AS

Bloor Homes (South Midlands)

Primus House
Cygnet Drive
Swan Valley
Northampton
NN4 9BS



CONTENTS

1.	PREAMBLE	8
2.	THE WRITTEN ACCOUNT	9
3.	THE DRAWN ACCOUNT	14
4.	THE PHOTOGRAPHIC ACCOUNT	15
5.	ARCHIVE	34
6.	CONCLUSION	35
7.	REFERENCES.....	36

APPENDICES

Appendix A	-	Hinckley Union Workhouse, (North Warwickshire and Hinckley College) London Road, Hinckley, Leicestershire Written Scheme of Investigation for Historic Building Photographic Survey
Appendix B	-	LHER Entry for Hinckley Union Workhouse
Appendix C	-	Photographic Index
Appendix D		Oasis From

1. PREAMBLE

1.1 Outline planning consent has been secured from Hinckley and Bosworth Borough Council (hereafter the Planning Authority) by Bloor Homes (South Midlands), (hereafter the Client) for residential development and associated infrastructure upon land at the site of North Warwickshire and Hinckley College, London Road, Hinckley.

1.2 Condition No. 12 of the consent states that:

No development shall take place within the application area until the applicant, of their agents or their successors in title, has secured the implementation of a programme of historic building recording in accordance with a written scheme of investigation, which has been submitted and approved in writing by the Planning Authority.

1.3 This requirement is in line with Planning Policy Statement 5 (PPS5): *Planning for the Historic Environment*.

1.4 The photographic recording of the historic buildings on the site was carried out with reference to a brief for the works prepared by the Senior Planning Archaeologist of Leicestershire County Council. In response to the brief a Written Scheme of Investigation (WSI) was prepared by Nexus Heritage detailing the objectives, scope and methods to be used to complete the record. The WSI (and Brief) are reproduced in Appendix A.

1.5 Nexus Heritage was appointed to act as the Archaeological Consultant for this project and has prepared this document which acts as a report on the results of the programme of historic building recording.

2. THE WRITTEN ACCOUNT

2.1 Location

- 2.1.1 North Warwickshire and Hinckley College is located to the north of London Road and east of College Road, to the east of Hinckley town centre, Leicestershire, at NGR: SP 4344 9400 (Figure 1).

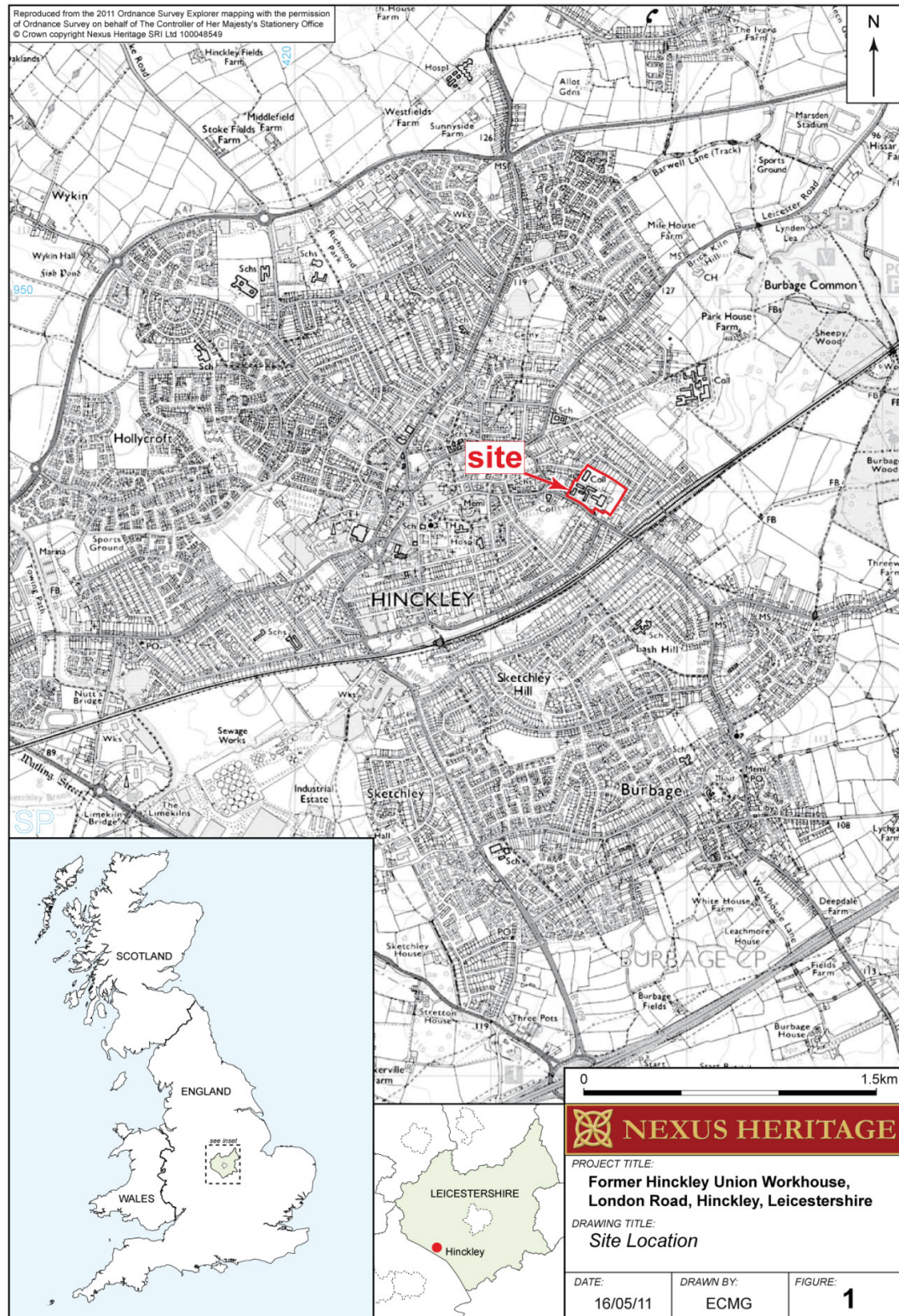


Figure 1: Site Location

2.1.2 The locations of the four identified historic buildings of the Workhouse are shown in Fig. 2.

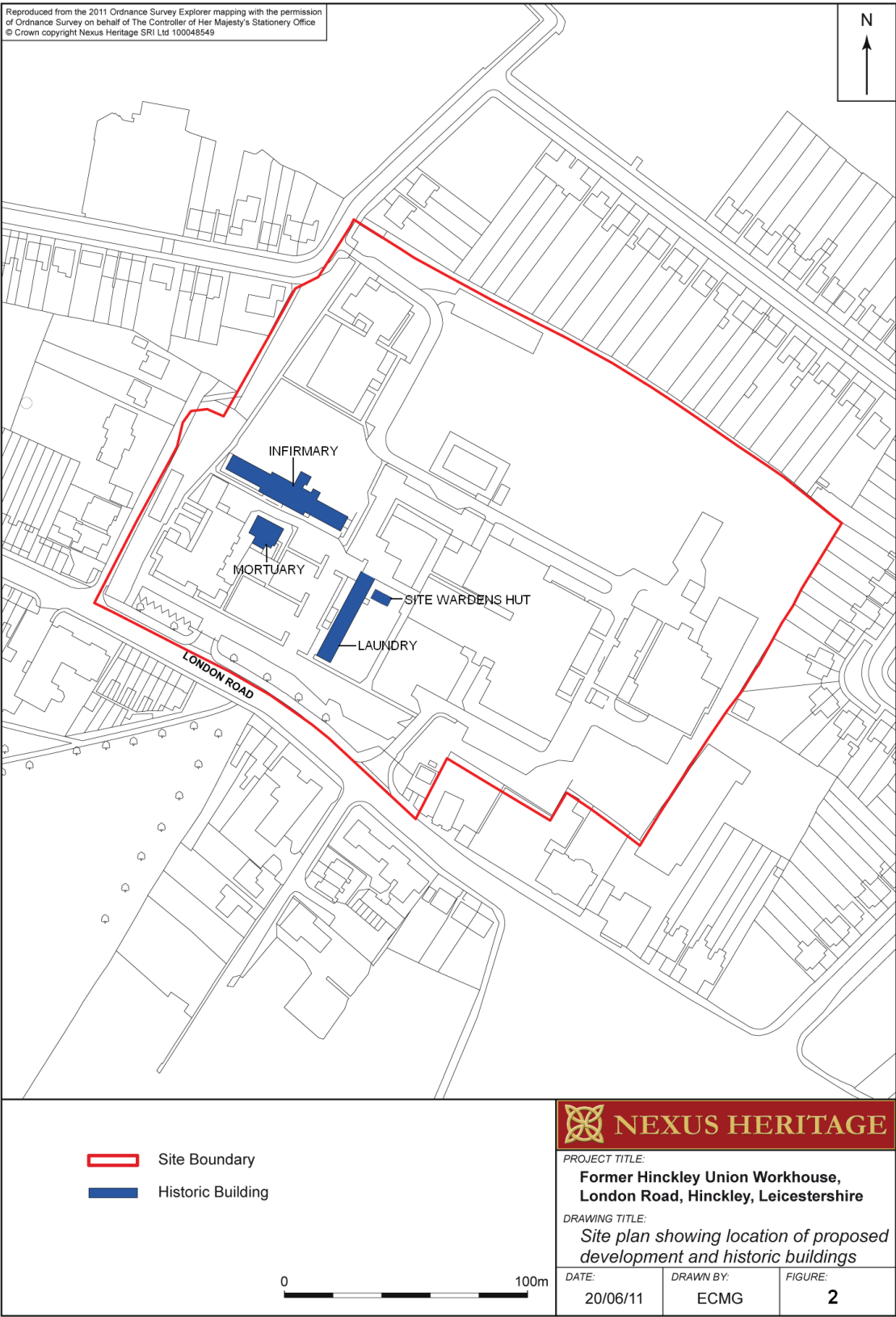


Fig.2: Location of the Historic Buildings

2.2 Designations

The buildings of North Warwickshire and Hinckley College, including, the surviving buildings of the former Hinckley Union Workhouse are not designated as Listed Buildings and are not within a Conservation Area. The site of the Hinckley Union Workhouse is recorded as a heritage asset on the Leicestershire Historic Environment Record (LHER). The LHER sheet for the Hinckley Union Workhouse is reproduced in Appendix B.

2.3 Record Details

The photographic record of the Hinckley Union Workhouse buildings was made on 23rd and 24th May 2011. The photographic record was made by Geoff Morley and Edward James of Nexus Heritage.

2.4 Historic Summary

- 2.4.1 The origins of the modern town of Hinckley lie in the Anglo Saxon period, when a clearing in the woodland of the area; known as a 'ley' was occupied by the followers of 'Hinck'. There is also evidence of an earlier Roman settlement (Lindley 2001). By 1086 and the compilation of the Domesday Book the settlement was of considerable size, containing 69 families and up to 300 inhabitants (Lambert nd, Lindley 2001). Following the Norman Conquest of England a wooden castle was constructed in Hinckley in 1151, of which only the bailey and part of the moat remains (Lindley 2001).
- 2.4.2 Throughout the Middle Ages Hinckley expanded into a bustling market town; the earliest recorded evidence of a market being 1311 (Lambert nd, Lindley 2001). In 1640 the introduction of the stocking frame to the town began a period of unprecedented expansion for Hinckley and Leicestershire as a whole as the hosiery industry created employment for the local population (White 1862, 133).
- 2.4.3 Hinckley suffered little during the Civil War (Lambert nd, Robert 2004) and following the war it established itself as a hosiery hub of international fame, and was described by John Wesley in 1771 was '*one of the civilest towns*' he had seen, yet it did not expand further until the nineteenth century (Lambert nd). The earliest hosiery manufactory in the world, Atkins of Hinckley, was founded in 1722 and by the mid 1800s there were more stocking frames in Leicestershire than any other county.
- 2.4.4 This expansion has been attributed to a number of factors, including the introduction of steam powered weaving frames, the arrival of the Ashby Canal in 1804, and the Hinckley and Nuneaton Railway to Leicester in 1868 (Lambert nd, White 1862, 57). In the later nineteenth century sewers were dug, and a piped water supply was created. By the end of the nineteenth century the population of Hinckley was approximately 11,000 (Lambert nd).
- 2.4.5 In the twentieth century Hinckley's development is characterised by a surge in the number of council houses built from 1913 onwards. With the decline of the textile industry in Great Britain, industry in Hinckley diversified and new industrial estates were constructed on the outskirts of the town. The population of Hinckley effectively tripled over the twentieth century to approximately 37,000 (Lambert nd).

- 2.4.6 Prior to the establishment of the Hinckley Union Workhouse, the parish of Hinckley originally had a smaller workhouse constructed by the Foeffment Charity. In 1777, this had provision for 90 inmates (Higginbotham 2011). This was situated next to the local 'House of Correction, on the site of the present Concordia Theatre at Stockwell Head (Parry 2003).
- 2.4.7 The Poor Law Amendment Act (1834) reorganised the system of providing for the poor, uniting parishes into larger 'Unions' administered by a Board of Guardians. Central to the formation of a Union was the provision for a workhouse to house the able-bodied paupers (Higginbotham 2011), the idea being that *"level of life would be so low that only the genuinely destitute would allow themselves to become a burden on the parish state"* (Wood 1982, 89). In Hinckley the Poor Law Union was created by the Act in 1834, and consisted of 14 parishes (Mills 2009). In 1851 Hinckley had a pauper population of 118 (White 1863, 19) which by 1871 had reduced to 76, but increased again to 114 in 1911, perhaps indicative periods of economic activity and decline in the area.
- 2.4.8 The Hinckley Union constructed the new workhouse, designed by Joseph Hansom (Plate 1), at 54 London Road in 1838. In 1835 Hansom, had invented the Hansom Cab in Hinckley; an occurrence now celebrated in the town by a blue plaque on a building close to the location of his original workshop (Plate 1).

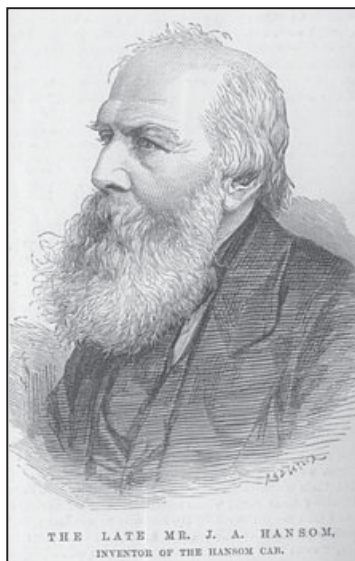


Plate 1: Joseph Hansom

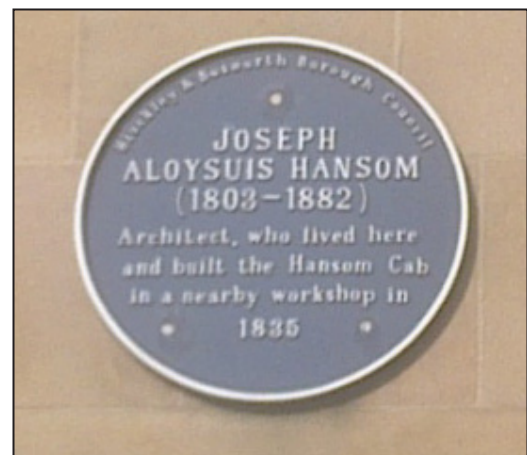


Plate 2: Joseph Hansom's Blue Plaque

- 2.4.9 The Workhouse was designed to house between 300 and 450 inmates, and cost £4,450 (Higginbotham 2011, Parry 2003). The original buildings were built in an Elizabethan and Jacobean style and consisted of a main three storey structure with forward projecting wings and a passageway to a smaller building behind that was the mortuary; the only surviving part of the original 1838 structure (Parry 2003). This was flanked by gardens, to provide food for the inmates (Drodge 1997, 10). The 1881 Census shows that the staff members of the workhouse were made up almost entirely of the Allen family, Mr and Mrs Allen running it as Schoolmaster and Matron respectively (Higginbotham 2011). (A more detailed account of some of the staff involved with the workhouse can be found in Stephen Drodge's (1998) article on the 'People of the Workhouse', in *The Hinckley Historian*).

2.4.10 Impressions of the layout of the Workhouse during the late nineteenth and early twentieth centuries are provided in the Ordnance Survey maps of 1889 and 1903 (Figs. 3 and 4).

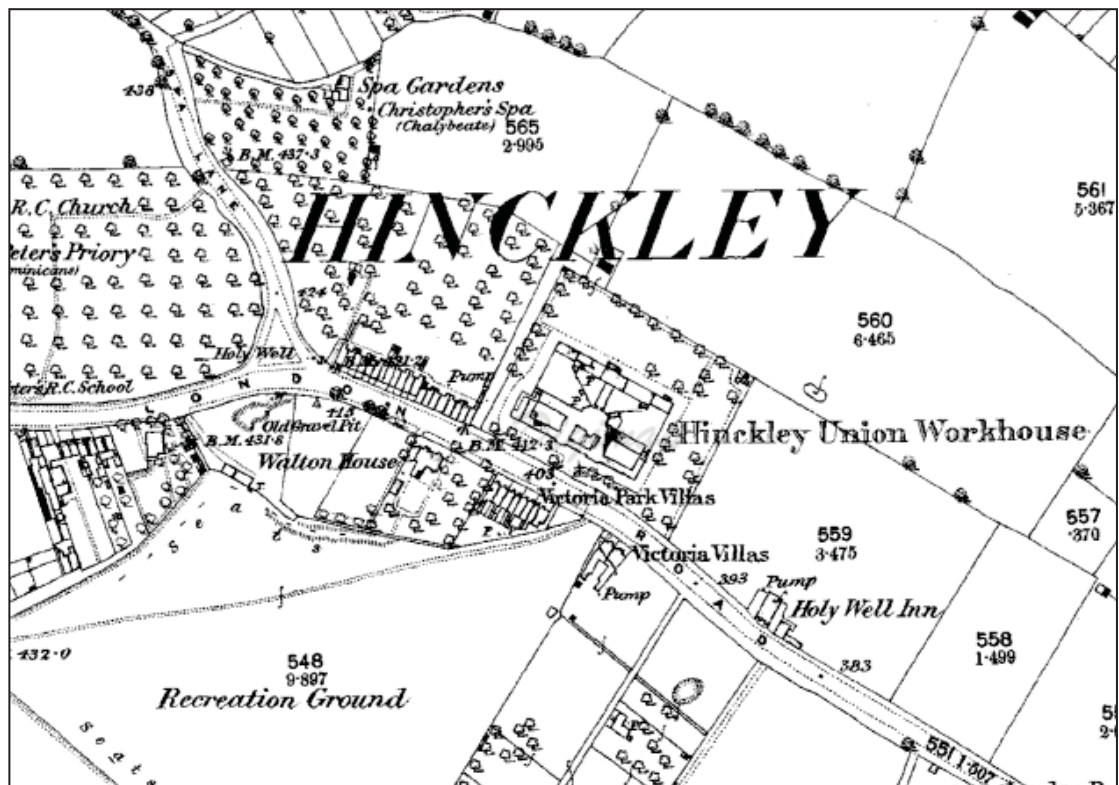


Fig. 3: Ordnance Survey Map, 1889



Fig. 4: Ordnance Survey Map, 1903

2.4.11 The workhouse existed in this form until 1912, when three new buildings housing a new infirmary, a laundry and a washhouse were constructed to much local celebration (Drodge 1997, 11). The architect for the additions was W. T. Grewcock, of Leicester (Parry 2003). The original infirmary had been the subject of much damning criticism, including for having “*no proper sanitary arrangements, nor a proper hot water supply*” and that “*the sick had suffered from the nursing staff being insufficient in both quantity and quality, the matron being the only member with hospital training*” (Anon Oct 1907, p. 1192). The British Medical Journal encouraged the local press to “*inform the local ratepayers of the need there is for infusing some new blood among those who are supposed to look after their poor*” (Anon Dec 1907, 1749). The new infirmary represented a doubling of capacity, and had two main wards – one at each end of the building – and other smaller day wards and isolation rooms (Drodge 1997, 11). Nurses’ quarters were upstairs (Parry 2003). The new infirmary was also used as long term housing for the elderly poor, as well as the original purpose of short term shelter for vagrants (Drodge 1997, 11). An impression of the Workhouse in this disposition is provided by the Ordnance Survey map of 1924 (Fig. 5).

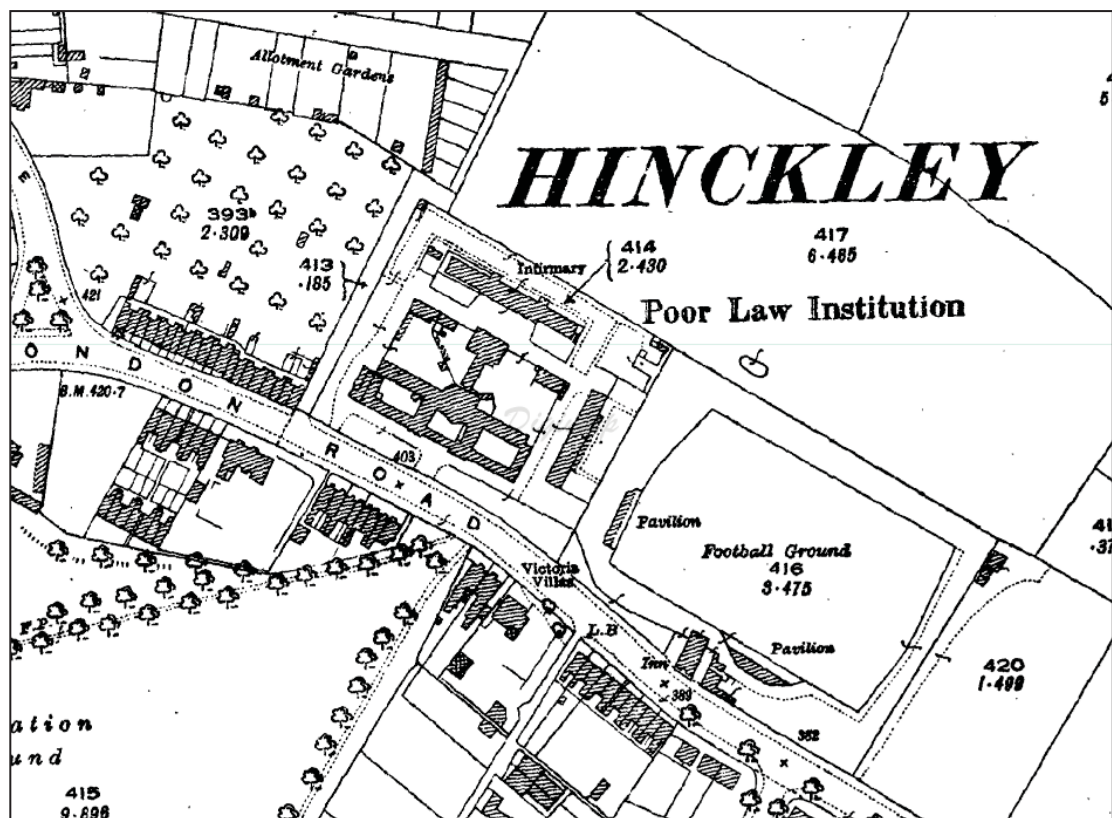


Fig. 5: Ordnance Survey Map, 1924

2.4.12 By the late 1920s however, the maintenance costs of the buildings had become prohibitively high (Parry 2003). Debate within the community focused on the suitability of the existing buildings for their purpose, the perilous state of the fabric and subsequent costs of repair. A new administrative block was suggested, at a cost of £14-15,000 but this was ignored. The historian H.J Francis (1930, 136) suggested that the ‘picturesque’ building should be acquired for the town for some other purpose. Unfortunately the abolition of the Poor Law in 1930 and general disuse meant that the building fell into disrepair (Mills 2009) and following the Second World War and the discovery that to repair the building would cost thousands of pounds, the main block was demolished in 1947-8 leaving just the infirmary, the mortuary, the laundry and the washhouse

structures upstanding (Parry 2003, quoting Henderson 1981, 23).

- 2.4.13 The remaining structures were incorporated into the campus of the North Warwickshire and Hinckley College, a technical college of further education. The infirmary, still in largely its original layout, constitutes the music rooms. The laundry has been converted into an arts and dance studio, and the mortuary is now a student centre and common room. The washhouse is now used by the school caretakers for their office. An impression of the buildings after the demolitions of the mid-twentieth century can be gained from the Ordnance Survey map of 1961 (Fig. 6).



Fig.6: Ordnance Survey Map, 1961

2.5 The Circumstances in which the Record was Made

The photographic recording of the historic buildings on the site is required by condition secured on the approved planning application 10/00505/OUT for residential development. The Planning Authority requires that the developer should provide an appropriate level of historic building survey, to address the impact of the development upon the historic buildings. This work must be carried out prior to any demolition, alteration and/or extension. In liaison with the Planning Authority's Conservation Officer (Mr. B. Whirrity) and the Senior Planning Archaeologist of Leicestershire County Council (Ms. T. Hawtin) it has been agreed that the works should include a photographic survey as a baseline survey method.

2.6 The Objectives, Scope, Methods, Limitations and Constraints of the Record

The rationale underpinning the photographic record involves the recovery and preservation of historic and architectural information from the form and fabric of the historic building stock at the site. This rationale has been expanded upon in a brief for the works prepared by the Senior

Planning Archaeologist of Leicestershire County Council. In response to the brief a Written Scheme of Investigation (WSI) was prepared by Nexus Heritage detailing the objectives, scope and methods to be used to complete the record. In summary the building recording involved, as far as is practicably possible, a detailed photographic record of each building, written descriptions of the buildings and was carried out to an appropriate level with reference to the English Heritage document in *Understanding Historic Buildings: A Guide to Good Recording Practice* (2006) and the Institute of Field Archaeologists document *Standards and Guidance for the Archaeological Investigation and Recording of Standing Buildings and Structures* (1999). The WSI (and Brief) are reproduced in Appendix A. With respect to limitations and constraints the only slight impediment to the record was the current use of the site as an educational establishment during the works.

2.7 Acknowledgements

- 2.7.1 Nexus Heritage would like to thank the following for their support and assistance during the project: Mr. D Pratt and Mr. J. Woolliscroft of Bloor Homes; Ms. L. Ceiro, Ms. D. Hutchinson, Mr. A. Crowter and the Site Wardens of North Warwickshire and Hinckley College; Mr B. Whirrity of Hinckley & Bosworth Borough Council; Mr. R Pollard of Leicestershire Museums Service and Ms. T. Hawtin of Leicestershire County Council. The on-site recording and historic research were conducted by Mr. G. Morley and Mr. E. James and the report illustrations were prepared by Ms. E. Gardner, Mr. G Morley and Mr. E. James.
- 2.7.2 Ordnance Survey mapping is reproduced with the permission of the Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright Nexus Heritage-SRI Ltd. Licence No. 100048549.
- 2.7.3 Nexus Heritage retains copyright to this report and the photographs herein, under the *Copyright, Designs and Patents Act* of 1988; excepting that Nexus Heritage provides a licence to Bloor Homes (South Midlands), the Planning Department of Hinckley and Bosworth Borough Council, and Leicestershire & Rutland HER/Leicestershire Museums Service for the use of such documents in all matters directly relating to the project and/or educational purposes.

2.8 An account of the buildings' past and present relationship to their setting

The Hinckley Union Workhouse was constructed immediate to the north of an arterial road leading south-east out of Hinckley. Its immediate surroundings in the mid-nineteenth century were characterised by open spaces and occasional, discrete elements of the built environment. To the north-east and south-east, beyond the boundaries of the Workhouse grounds were open fields. To the north-west was an orchard at the rear of a line of terrace housing fronting onto London Road. To the south-west, opposite the entrance to the Workhouse was a development called Victoria Villas, a detached house called Walton House and behind theses residences was a recreation ground. Little had changed in the context of the Workhouse in the early twentieth century, the most obvious alteration being the creation of a football pitch in the field to the south-east of the Workhouse. However by the mid-1920s there had been further residential development along London Road and to the north the agricultural land had been given over to further residential development with allotment gardens. During the late 1940s some of the Workhouse buildings were demolished and the 1950s and 1960s witnessed further construction of housing to the north. The later part of the twentieth century is characterised by re-use of the Workhouse site and its remaining buildings as an education establishment with many new

buildings occupying the former grounds. The buildings' of the Workhouse are presently within a complex of more modern structures associated with North Warwickshire and Hinckley College which in turn is firmly within the suburban environment of east Hinckley. This suburban landscape contains vestiges of the nineteenth century physical geography in the form of Victoria Villas and the Recreation Ground but in the main is a product of twentieth century expansion.

2.9 Gazetteer of Photographs

The gazetteer of photographs is provided in Appendix C.

3. THE DRAWN ACCOUNT

- 3.1** In line with the method statement a site location plan has been prepared relating the buildings to neighbouring structures and to related topographical features and also placing the site within its county, regional and national context – see Figs. 1 and 2 above.
- 3.2** Plans indicating the position and orientation of the photographs reproduced in the report are also shown (Figs. 7, 8, 9, 10 and 11) and are reproduced below.

4. THE PHOTOGRAPHIC ACCOUNT

- 4.1** The photographic survey comprised general and detailed photographic record of the four identified historic buildings on the site. The photographic survey was successful in achieving the main aims of the project. In addition to the three historic structures identified during site reconnaissance (the Mortuary, the Infirmary and the Laundry) a fourth of unknown usage was seen to the east of the Laundry. As this structure, known as the Warden's Office appeared to be built in a similar style to both the Infirmary and Laundry, it was recorded fully. However, this structure does not appear on the Ordnance Survey mapping until the second half of the twentieth century, so whilst on stylistic terms it would appear to be Victorian/Edwardian, it may date to more recent decades.
- 4.2** The images of record have been taken on conventional silver based black and white wet film taken with a high quality SLR camera and lens. The film has been processed to a high standard to meet archival standards.
- 4.3** Digital photography (14mb minimum) has also been employed to provide duplicate photographs for the purposes of reproduction within this report. The digital photographs reproduced in this report are also provided on the CD attached to the inside face of the report cover.
- 4.4** The photographic account for Hinckley Union Workhouse shows general views of the buildings' interiors, exteriors and settings and a selection of the key photographs is provided below. The photograph numbers within red circles in Figs. 7, 8, 9, 10 and 11 indicate those photographs which have been reproduced in this report.

4.5 Setting

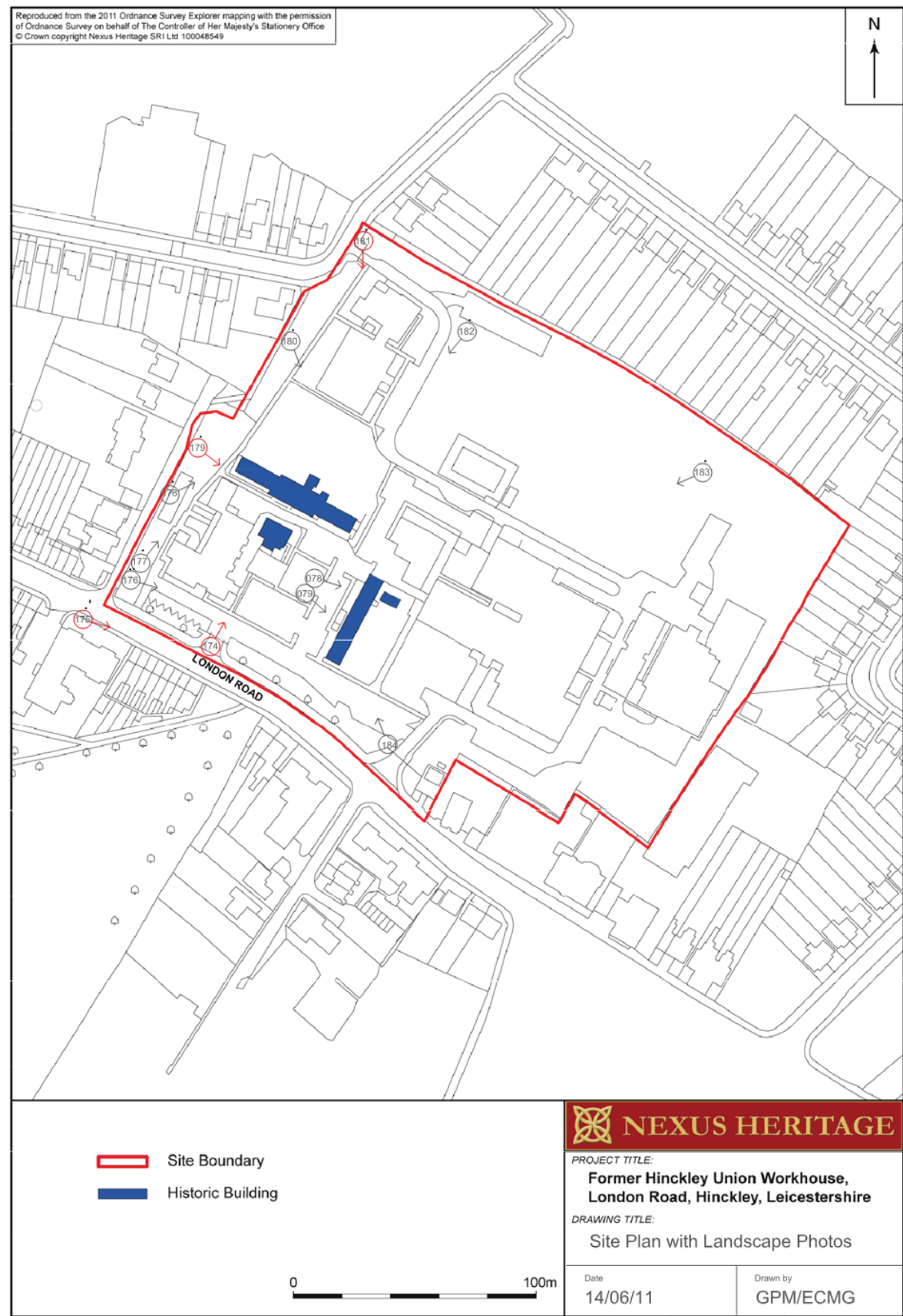


Fig. 7: Site Plan indicating the position and orientation of photographs taken of the exteriors and settings of the historic buildings.



Plate 3: Photo no. 175 main entrances, London Road, looking south-east



Plate 4: Photo no. 174 old main entrance, London Road, looking north-east



Plate 5: Photo no. 179 north-west end of the Infirmary, looking south-east



Plate 6: Photo no. 181 new college blocks with the Infirmary in the background, looking south

4.6 Exteriors and Interiors

4.6.1 Infirmary Ground Floor

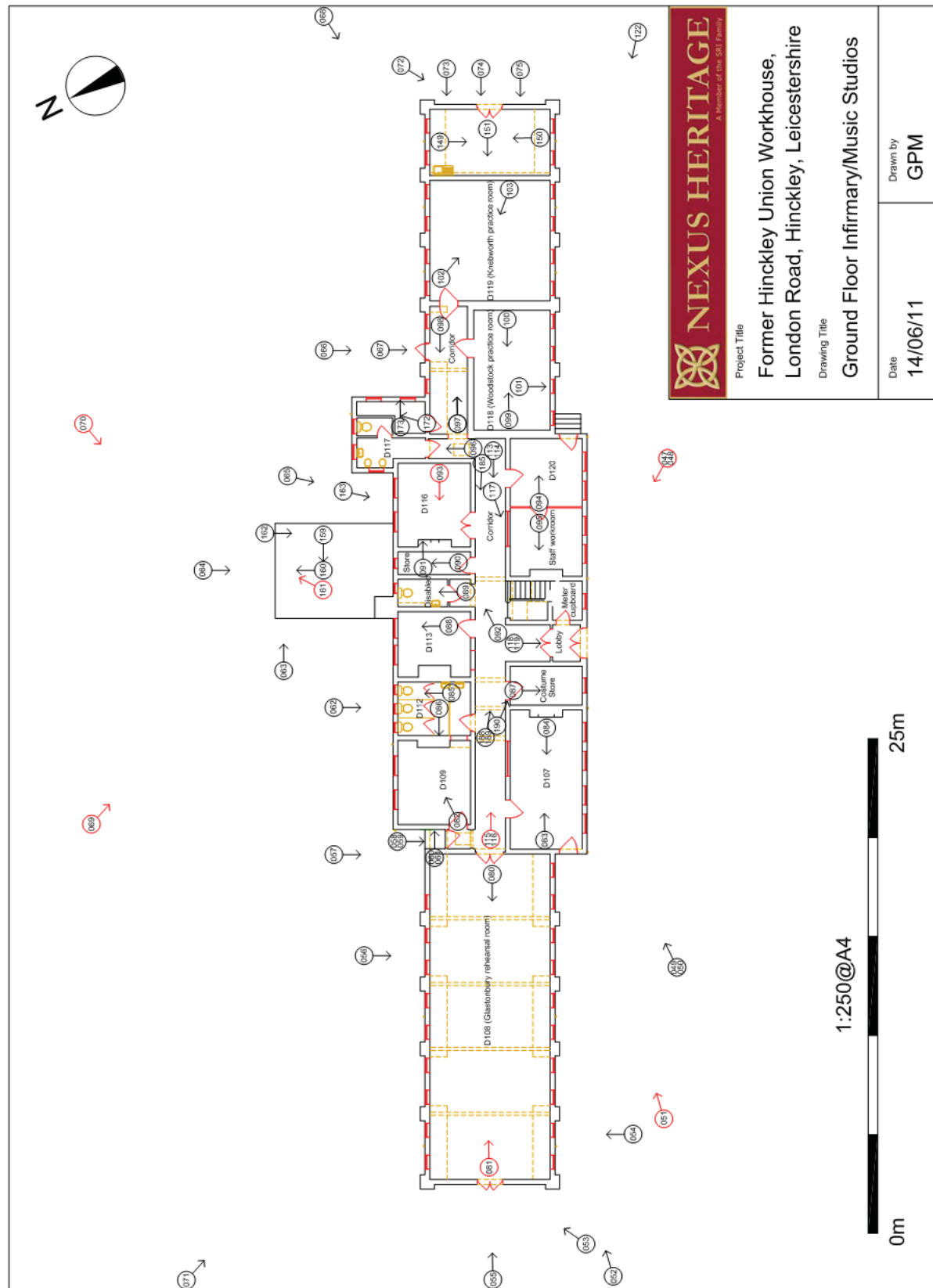


Fig. 8: Plan indicating the position and orientation of photographs taken of the exterior and interior of the ground floor of the Infirmary



Plate 7: Photo no. 051 South-facing elevation of the Infirmary, looking east



Plate 8: Photo no. 047 South-facing elevation of the Infirmary, looking north-west



Plate 9: Photo no. 069 North-facing elevation of Infirmary, looking south



Plate 10: Photo no. 070 North-facing elevation of Infirmary, looking west



Plate 11: Photo no. 081 Dance Studio D108 Infirmary looking south-east



Plate 12: Photo no. 115 Infirmary Main Corridor looking south-east



Plate 13: Photo no. 093 Music Studio D116 Infirmary, looking north-west



Plate 14: Photo no. 161 Original coal feeder to boiler, Infirmary boiler house, looking north-east

4.6.2 Infirmary First Floor

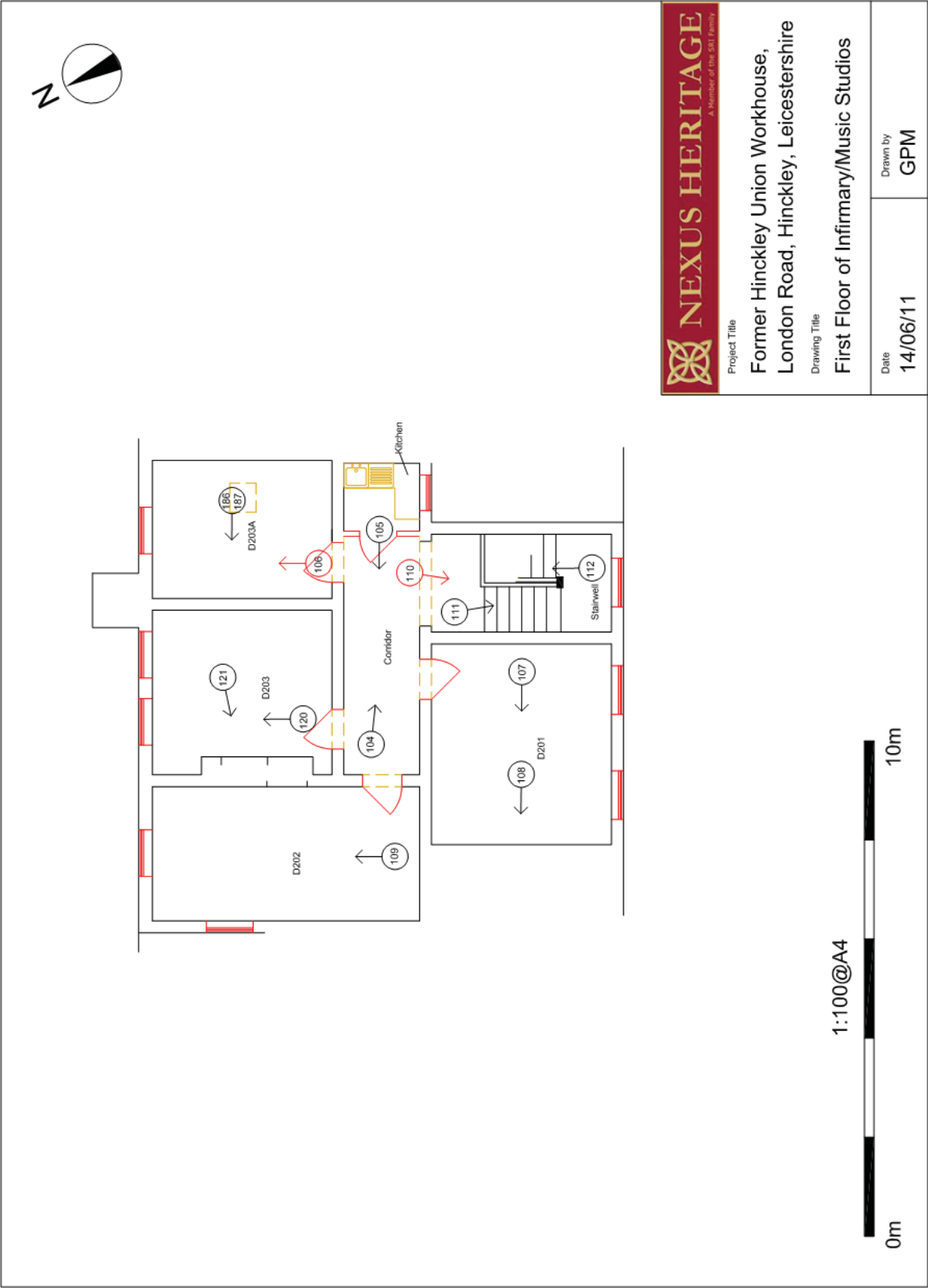


Fig. 9: Plan indicating the position and orientation of photographs taken of the exterior and interior of the first floor of the Infirmary



Plate 15: Photo no. 106 Music Studio D203A Infirmary First Floor, looking north-east



Plate 16: Photo no. 110 Stairwell Infirmary First Floor, looking south-west

4.6.3 Mortuary

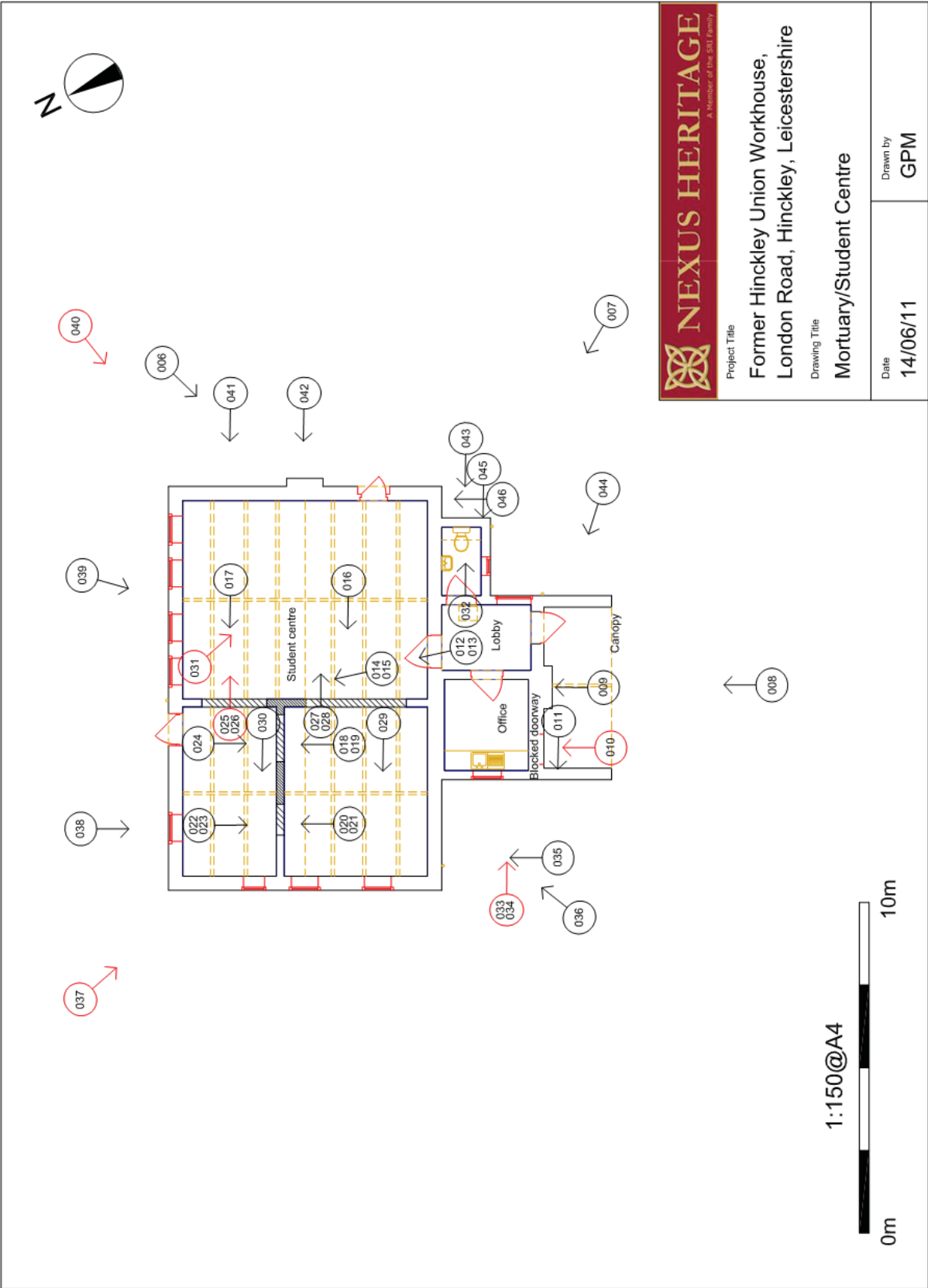


Fig. 10: Plan indicating the position and orientation of photographs taken of the exterior and interior of the Mortuary



Plate 17: Photo no. 037 Exterior of Mortuary, looking south-east



Plate 18: Photo no. 040 Exterior of Mortuary, looking west



Plate 19: Photo no. 010 Blocked Doorway and Fireplace, Exterior of Mortuary, looking north-east



Plate 20: Photo no. 033 Exterior of Mortuary, looking south-east



Plate 21: Photo no. 031 roof truss, interior of Mortuary, looking south-east



Plate 22: Photo no. 026 internal arched openings in Mortuary, looking south-east

4.6.4 Laundry and Warden's Office

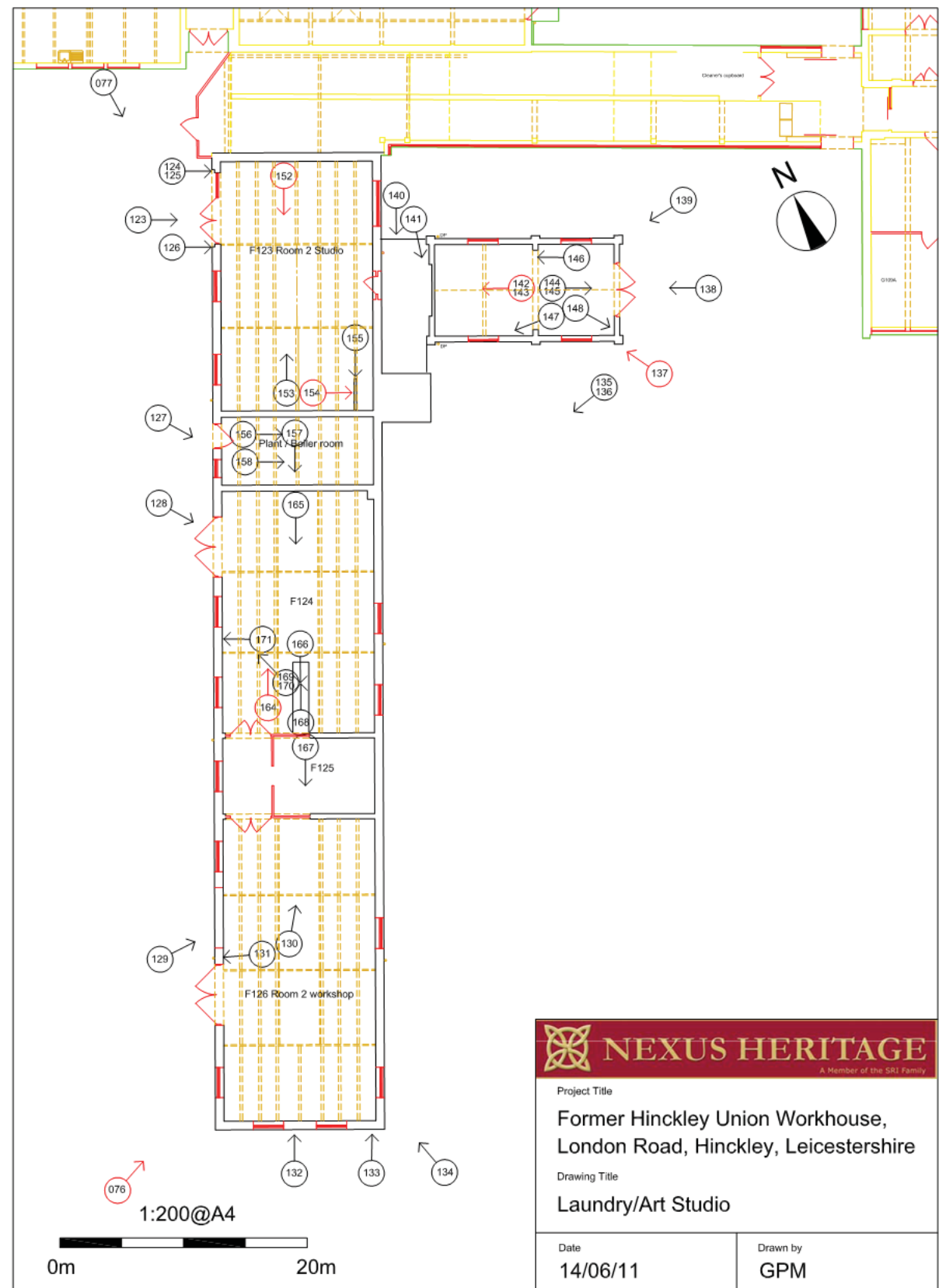


Fig. 11: Plan indicating the position and orientation of photographs taken of the exteriors and interiors of the Laundry and Warden's Office



Plate 23: Photo no. 076 exterior of Laundry Block, looking north-east, showing the roof lights



Plate 24: Photo no. 137 exterior of Warden's Office, looking north



Plate 25: Photo no. 152 Dance Studio F123 in Laundry, looking south-west



Plate 26: Photo no. 154 detail of pulley in Dance Studio F123 in Laundry, looking south-east



Plate 27: Photo no. 164 Computer Suite F124 Interior of Laundry, looking north-east



Plate 28: Photo no. 142 Interior of Warden's Office, looking north-west

5. ARCHIVE

5.1 Nexus Heritage has liaised with Mr. Richard Pollard the Curator (Archaeology) at Leicestershire County Council, Adults and Communities Dept., Communities and Wellbeing Service (Museums) in order to conform to arrangements for archive preparation and submission. Nexus Heritage has also arranged to transfer the legal title to the archive from the project sponsor (Bloor Homes) to Leicestershire County Council Museum Service.

5.2 The archive will consist of the following:

Site name including parish/ accession no./Code:		Former Hinckley Union Workhouse/ Hinckley/ X.A73.2011/3088
Organisation/group/individual responsible for creating Documentary Archive:		Nexus Heritage
Class number	Class title	Tick if present
1	Index to Archive	✓
2	Introduction	
A.1	Final Report	✓
A.2	Publication Report	
B.1	Site Data - Text: Diary/Daybook/Field notes	
B.2	Site Data - Text: General Summaries	
B.3	Site Data - Text: Primary Context Records	
B.4	Site Data - Text: Synthesised Context Records	
B.5	Site Data - Text: Survey Reports	
B.6	Site Data - Text: Indices/Catalogues of Records and Drawings	
B.7	Site Data - Primary Drawings	
B.8	Site Data - Synthesised Drawings	
C.1	Finds Data - Text: Primary Finds Records	
C.2	Finds Data - Text: Synthesised Finds Records	
C.3	Finds Data - Text: Specialist Reports	
C.4	Finds Data - Text: Box/Bag List	
C.5	Finds Data - Text: Catalogue of Drawings	
C.6	Finds Data - Drawings	
D.1	Catalogue of Photographs/Slides/Videos/X-Rays/CD Roms/etc	✓
D.2	Photographs/Slides/Videos/X-Rays/CD Roms/etc	✓
E.1	Environmental/ Ecofact Data: Primary Records	
E.2	Environmental/ Ecofact Data: Synthesised Records	
E.3	Environmental/ Ecofact Data: Specialist Records	
F.1	Documentary	
F.2	Press and Publicity	
G.1	Correspondence	
H.1	Miscellaneous	

6. CONCLUSION

- 6.1** This document represents a report on a programme of historic building photography conducted at the site of the former Hinckley Union Workhouse.
- 6.2** The programme of historic building photography was conducted with reference to a brief issued by the Planning, Historic and Natural Environment Team of Leicestershire County Council. The spirit and intent of the brief have been addressed and an adequate photographic record of the surviving Hinckley Union Workhouse buildings has been made.

7. REFERENCES

- Anon. (1907), 'The Hinckley Board of Guardians and its Medical Officer'. *The British Medical Journal*: Oct 1907, 1192.
- Anon (1907), 'The Hinckley Workhouse Infirmary'. *The British Medical Journal*: Dec. 1907, 1749.
- Drodge, S. (1997), 'Hinckley Poor Law Union Workhouse. Part 1: The background to the workhouse and its buildings'. *The Hinckley Historian* 40, 9-11.
- Drodge, S. (1998), 'Hinckley Poor Law Union Workhouse. Part 2: People of the Workhouse'. *The Hinckley Historian* 42, 15-18.
- Francis, H. J. (1930), *A History of Hinckley*. London: W Pickering and Sons.
- Henderson, E. (1981), *Milestones of Hinckley 1640-198*. Hinckley: Henderson.
- Morrison, K. (1999), *The Workhouse: A Study of Poor Law Buildings in England*. Royal Commission on the Historical Monuments of England
- White, W. (1863), *History, Gazetteer, and Directory of Leicestershire and Rutland; together with the adjacent towns of Grantham and Stratford*. London: Simpkin, Marshall & Co.
- Wood, A. (1982), *Nineteenth Century Britain 1815-1914*. Harlow: Longman Group Ltd
- Peter Higginbotham (2011), 'The Workhouse: The story of an institution'. Website: <http://www.workhouses.org.uk/> Accessed 13/06/2011.
- Tim Lambert (nd), 'A Brief History of Hinckley, Leicestershire'. Website: <http://www.localhistories.org/hinckley.html> Accessed: 13/06/2011.
- Phillip Lindley (2001), 'Hinckley Saxon Frontier Town to Internationally Renowned Hosiery Centre'. Website: http://www.leics.gov.uk/index/community/libraries/county_libraries/a_to_z_libraries/hinckleybosworth_libraries/hinckley_library/hinckley_tourist_information/hinckley_history.htm. Accessed: 14/06/2011.
- Louis Mills (2009), Genuki Website for Hinckley Poor Law Union. Website: <http://www.genuki.org.uk/big/eng/LEI/Hinckley/HinckleyPLU.html>. Accessed 14/06/2011.
- Tim Parry (2003), 'The Buildings of Hinckley'. Website: <http://www.hinckley.netfirms.com/>. Accessed: 13/06/2011.
- Alan Roberts (2004), 'Hinckley in the Civil War'. Website: <http://www.localhistories.org/hinckcivil.html>. Accessed: 14/06/2011.

APPENDICES

Appendix A

**Hinckley Union Workhouse,
(North Warwickshire and Hinckley College)
London Road, Hinckley, Leicestershire
Written Scheme of Investigation
for Historic Building Photographic Survey**

incorporating

**Brief for Historic Building Photographic Survey
North Warwickshire and Hinckley College
London Road, Hinckley, Leicestershire
(prepared by Leicestershire County Council)**

Hinckley Union Workhouse,
(North Warwickshire and Hinckley
College),
London Road, Hinckley, Leicestershire



Written Scheme of Investigation for
Historic Building Photographic Survey

Nexus Heritage Controlled Document – Commercial-in-Confidence

Report Number	3088.R01	
Report Status	Draft	
Prepared by:	Anthony Martin	Date: 13.05.11
Checked by:	Paul Belford	Date: 16.05.11
Approved by:	Gerry Wait	Date: 16.05.11
Revision Record		
Revision No.	Revision Summary	
a		

Nexus Heritage
2 Parkgate Lane
Thornton Hough
Wirral
CH64 7TP

and

Nexus Heritage
Coppice House
Halesfield 7
Telford
Shropshire
TF7 4NA

and

Nexus Heritage
71 High Street
Fordingbridge
Hampshire
SP6 1AS

Bloor Homes (South Midlands)

Primus House
Cygnet Drive
Swan Valley
Northampton
NN4 9BS



CONTENTS

1. PREAMBLE8

2. LOCATION AND SITE INFORMATION9

3. PLANNING AND HISTORIC BACKGROUND 10

4. PERFORMANCE STANDARDS 13

5. METHODS 14

6. REPORTING 18

7. COPYRIGHT 19

8. MONITORING..... 20

9. CONFIDENTIALITY..... 21

10. HEALTH AND SAFETY 22

11. ARCHIVE..... 23

12. COMMUNICATION PATHS 24

13. RESOURCES AND PROGRAMMING..... 25

1. PREAMBLE

1.1 Outline planning consent has been secured from Hinckley and Bosworth Borough Council (hereafter the Planning Authority) by Bloor Homes (South Midlands), (hereafter the Client) for residential development and associated infrastructure upon land at the site of North Warwickshire and Hinckley College, London Road, Hinckley.

1.2 Condition No. 12 of the consent states that:

No development shall take place within the application area until the applicant, of their agents or their successors in title, has secured the implementation of a programme of historic building recording in accordance with a written scheme of investigation, which has been submitted and approved in writing by the Planning Authority.

1.3 This requirement is in line with Planning Policy Statement 5 (PPS5): *Planning for the Historic Environment*.

1.4 Nexus Heritage is appointed to act as the Archaeological Consultant for this project and has prepared this document which acts as a Written Scheme of Investigation for consideration by the Planning Authority.

2. LOCATION AND SITE INFORMATION

2.1 North Warwickshire and Hinckley College is located to the north of London Road and east of College Road, to the east of Hinckley town centre, Leicestershire, at NGR: SP 4344 9400 (Figure 1).

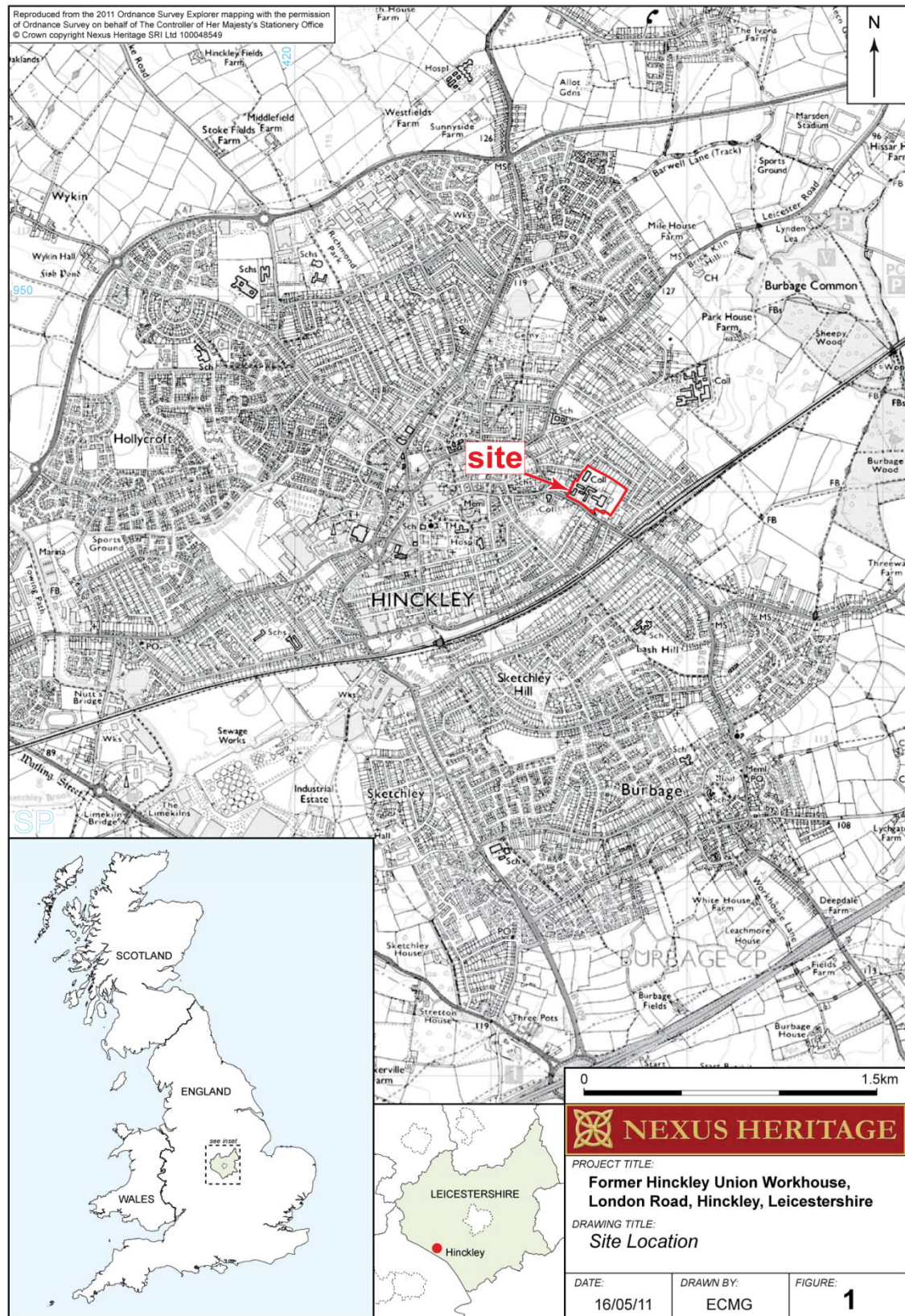


Figure 1: Site Location

3. PLANNING AND HISTORIC BACKGROUND

- 3.1** The photographic recording of the historic buildings on the site is required by condition secured on the approved planning application 10/00505/OUT for residential development. The Planning Authority requires that the developer should provide an appropriate level of historic building survey, to address the impact of the development upon the historic buildings. This work must be carried out prior to any demolition, alteration and/or extension. In liaison with the Planning Authority's Conservation Officer (Mr. B. Whirrity) and the Senior Planning Archaeologist of Leicestershire County Council (Ms. T. Hawtin) it has been agreed that the works should include a photographic survey as a baseline survey method. In order the works can be implemented in accordance with an agreed scope the SPA has prepared a brief (Appendix A) against which this WSI should be considered.
- 3.2** The former North Warwickshire and Hinckley College complex includes structures that were previously part of the Hinckley Union Workhouse, which is shown on early Ordnance Survey maps (Figure 2).

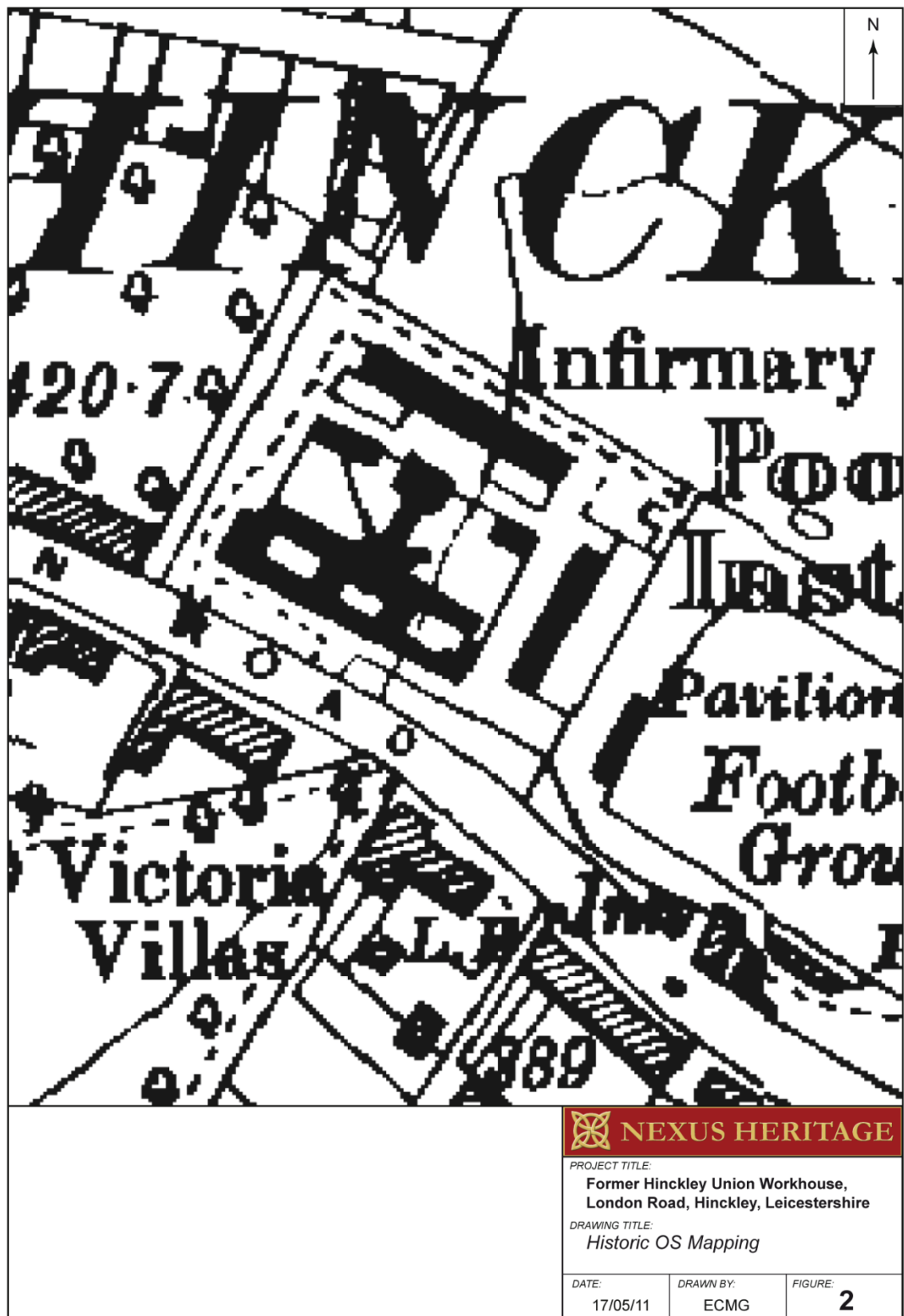


Figure 2: Historic Ordnance Survey Map (courtesy of Leicestershire County Council Historic Environment Record) showing Hinckley Union Workhouse in 1889

- 3.3 The workhouse was designed by J.A. Hansom and built in 1838, with a new infirmary, laundry and washhouse constructed in 1911-12. Most of the buildings were demolished in the 1940s, although the infirmary and laundry still survive. No known historic building recording work has previously

been carried out on the structures.

4. PERFORMANCE STANDARDS

4.1 Nexus Heritage, as Archaeological Consultant to the Client, will undertake all the works and operate in accordance with:

- The Institute for Archaeologist's *Code of Conduct* (2010 edition).
- The Institute for Archaeologists' *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (2008 edition).
- The Institute for Archaeologists' *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (Oct. 2008 edition).
- The European Association of Archaeologists' *Principles of Conduct for Archaeologists Involved in Contract Archaeological Work* (1998).
- The Institute for Archaeologists' *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2008 edition).
- The Institute for Archaeologists' *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2008 edition)
- *Guidelines and Procedures for Archaeological Work in Leicestershire and Rutland* (1997)

5. METHODS

- 5.1** Nexus Heritage has requested an Accession Number from Leicestershire County Council Museum Service and the number X.A73.2011 has been provided.
- 5.2** The rationale underpinning the works at the site involves the recovery and preservation of historic and architectural information from the form and fabric of the historic building stock at the site (Fig. 3). The manner in which this recovery and preservation is to be undertaken has been agreed with the Senior Planning Archaeologist of Leicestershire County Council.

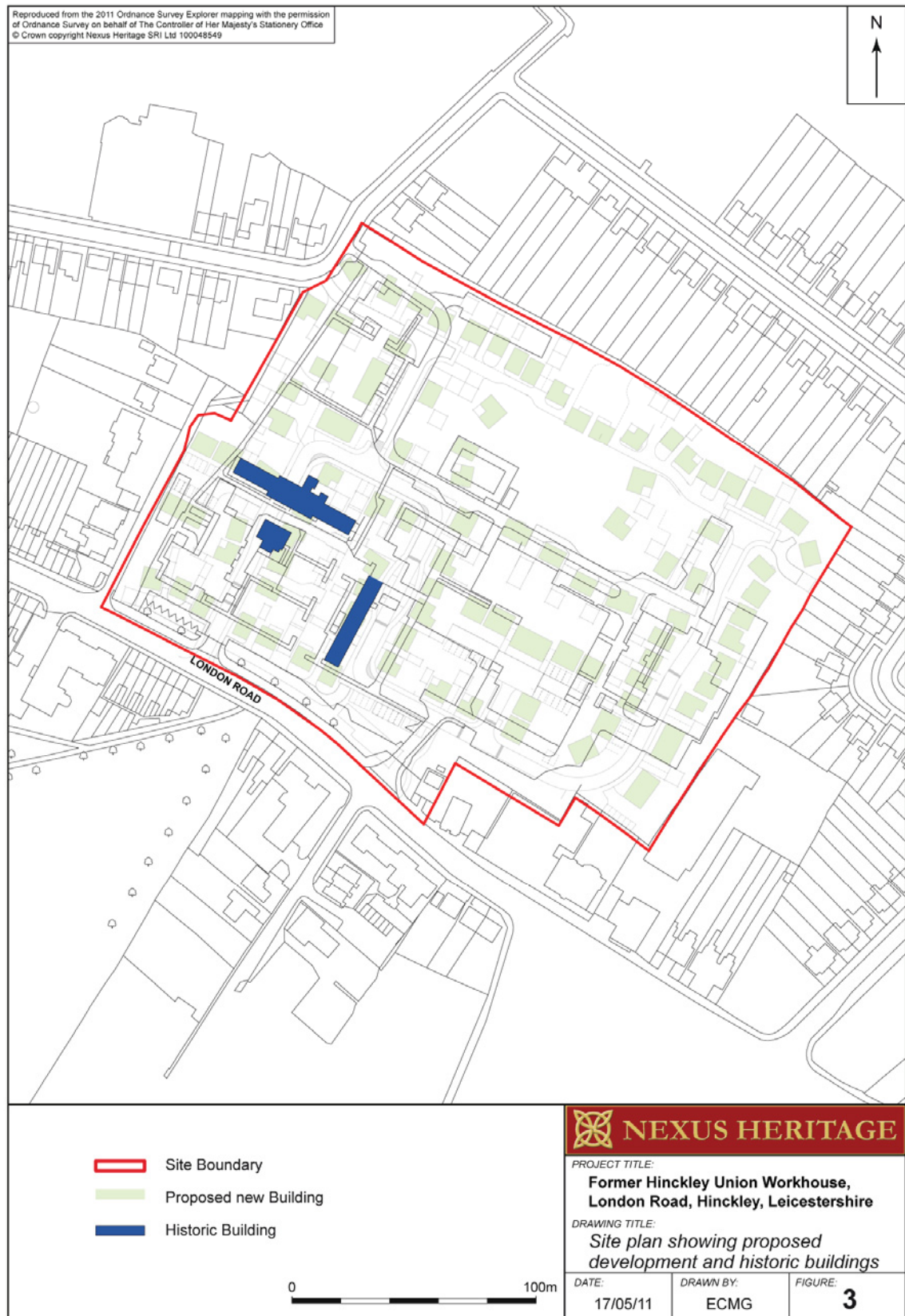


Figure 3: Site Plan showing the three buildings to be photographed.

- 5.3** The building recording would involve, as far as is practicably possible, a detailed photographic record of each building, written descriptions of the buildings and carried out to an appropriate level with reference to the English Heritage document in *Understanding Historic Buildings: A Guide to Good Recording Practice (2006)* and The Institute of Field Archaeologists *Standards and Guidance for the Archaeological Investigation and Recording of Standing Buildings and Structures (1999)*.
- 5.4** The written account will detail the following:
- The precise location of the buildings by name, street number, civil parish, town and National Grid reference (including the National Grid Line reference accurate to six figures).
 - A note of any statutory or non-statutory designations.
 - The date when the record was made and the name of the recording individual and organisation.
 - A summary of the buildings types and purposes, historically and currently and the constructions materials and date of construction/use.
 - The names of the patrons, architects, builders, owners and occupiers (if known).
 - A description of the circumstances in which the record was made, its objectives, scope, methods, limitations and constraints.
 - Acknowledgements to all those who made a contribution to the record and/or the analysis of the building and for any copyright permissions.
 - An account of the buildings' past and present relationship to its setting.
 - A gazetteer of photographs taken.
- 5.5** The drawn account will detail the following:
- A site location plan at a suitable scale relating the building to neighbouring structures and to related topographical features and also placing the site within its county, regional and national position.
 - A plan/plan(s) indicating the position and orientation of the photographs reproduced in the report.
- 5.6** The photographic survey will comprise general and detailed photographic record of the three historic buildings on the site.
- 5.7** The images of record will be taken on conventional silver based black and white wet film taken with a high quality SLR camera and lens. The film will be processed to a high standard to meet archival standards
- 5.8** Images may also be taken on colour slides in order to supplement the photographic record where appropriate. Digital photography (14mb minimum) will be employed to provide duplicate photographs for the purposes of report preparation. Digital photographs taken to supplement the photographic record will be submitted on CD or equivalent format as part of the report. The images will be taken as raw image files and converted to TIFFs (Tagged Image File Format).

5.9 The photographic account for Hinckley Union Workhouse would detail the following:

- General of the buildings interiors, exteriors and settings. A 2-metre long ranging rod will be used in a selection of general photographs in order that the scale of the buildings can be established.
- The buildings' external appearance to include a series of oblique views would show all external elevations of the buildings, and give an overall impression of their size and shape. Orthogonal views with respect to the plane of the elevation may also be taken.
- The photographic survey may include further views to indicate the original design intentions of the architect and/or builder or where these are known from documentary sources or can be inferred from the building or its setting.
- The overall appearance of the principal rooms and circulation areas.
- External and internal detail, structural or decorative, which is relevant to the building's design, development or use and which does not show adequately on general photographs.
- Any machinery or other plant, or evidence for its former existence.
- Any dates or other inscriptions, any signage, makers' plates or graffiti which contribute to an understanding of the building or its fixtures or machinery. A contemporaneous transcription would be made wherever characters are difficult to interpret.
- Any building contents or ephemera which have a significant bearing on the building's history, where not sufficiently treated in general photographs.
- Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site.

6. REPORTING

6.1 After the completion of the photographic survey a report will be prepared. The report will contain the following:

- A non-technical summary
- A table of contents
- An introduction with acknowledgements, including a list of all those involved in the project and the location and description of the site
- An account of the project methodology undertaken, with an assessment of the same
- A summary description of the results including the locations of the buildings, any statutory non-statutory designations, the buildings' types and purposes (historically and currently), the constructions materials and date of construction/use, the architects, builders and occupiers . and the setting of the buildings
- A location plan
- A site plan indicating the locations of the buildings
- A plan showing the position and orientation of the photographs reproduced in the report
- A section of photographs (no more than 4 to a page) illustrating the buildings in their context and the critical architectural/historic features.
- Appendices to the report will include a gazetteer of photographs taken.

6.2 One digital .PDF copy of a draft version of the report will be made available for comment to Bloor Homes (South Midlands) and the Senior Planning Archaeologist of Leicestershire County Council. Nexus Heritage will take into account any observations on the content of the draft report made by Bloor Homes (South Midlands) and the Senior Planning Archaeologist of Leicestershire County Council.

6.3 Six hard copies and one digital .PDF copy of the final report will be prepared for onward submission to Bloor Homes (South Midlands), the Planning Department of Hinckley and Bosworth Borough Council, the Senior Planning Archaeologist of Leicestershire County Council, the Leicestershire Historic Environment Record, the archive repository and the NMR.

6.4 Nexus Heritage will ensure that a summary report on the evaluation is provided to a suitable local journal, such as the *Transactions of the Leicestershire Historical and Archaeological Society* with a record note presented to the appropriate national period journal(s). These reports/notes will include the collaborative role of Bloor Homes (South Midlands), the Planning Department of Hinckley and Bosworth Borough Council and the Senior Planning Archaeologist of Leicestershire County Council in the completion of the works. Nexus Heritage will submit an OASIS report.

7. COPYRIGHT

- 7.1** Nexus Heritage will retain copyright to any commissioned reports and any other project documents, under the *Copyright, Designs and Patents Act* of 1988; excepting that Nexus Heritage will provide a licence to Bloor Homes (South Midlands), the Planning Department of Hinckley and Bosworth Borough Council, and Leicestershire & Rutland HER/Leicestershire Museums Service for the use of such documents in all matters directly relating to the project and/or educational purposes.

8. MONITORING

- 8.1** Nexus Heritage understands that a representative of Leicestershire County Council will act on behalf of the Hinckley and Bosworth Borough Council.
- 8.2** Nexus Heritage will ensure that any significant results recovered during the works are brought to the attention of Bloor Homes (South Midlands), the Planning Department of Hinckley and Bosworth Borough Council and the Senior Planning Archaeologist of Leicestershire County Council as soon as is practicably possible, and certainly within 24 hours.
- 8.3** Any monitoring visits or communications will be documented by Nexus Heritage and copied to Bloor Homes (South Midlands).

9. CONFIDENTIALITY

- 9.1** Nexus Heritage will treat as confidential all information obtained directly or indirectly from Bloor Homes (South Midlands) in connection with the works and will not, without the prior consent of Nexus Heritage, disclose any information relating to the works or publicise the project in any way.

10. HEALTH AND SAFETY

- 10.1** Nexus Heritage is responsible for obtaining all relevant certification from Bloor Homes (South Midlands) regarding Health and Safety prior to any site works. Nexus Heritage will adhere to all relevant health and safety legislation and be guided by, *inter alia*, the *Health and Safety at Work Act (1974)*, *Control of Substances Hazardous to Health (COSHH) Regulations (2002)*, *Construction Design and Management (CDM) Regulations (2007)*, *Management of Health and Safety at Work Regulations (1999)*, the *Work at Height Regulations (2005)*, the *Confined Spaces Regulations (1997)* and the *Personal Protective Equipment at Work Regulations (2002)*.
- 10.2** While carrying out the works Nexus Heritage will operate in accordance with all applicable Health and Safety Legislation.
- 10.3** Nexus Heritage will provide its staff with all necessary protective clothing and equipment.
- 10.4** Nexus Heritage will submit a Health and Safety Plan (including a Risk Assessment) to Bloor Homes (South Midlands) and Leicestershire County Council before site works commence.

11. ARCHIVE

- 11.1** Nexus Heritage will conform to the arrangements for archive preparation and submission prior to commencing fieldwork and provide copies of the relevant correspondence and accession number to Nexus Heritage. Nexus Heritage will be responsible for requests to transfer the legal title to the archive from the landowner to a repository approved by Leicestershire County Council – currently understood to be the Leicestershire County Council Museum Service.
- 11.2** Nexus Heritage will maintain the archive until the period of report preparation is complete. Nexus Heritage will be responsible for necessary conservation work on the artefact archive to be undertaken to ensure the long-term stability of the artefacts and their availability for future study.
- 11.3** The archive will be prepared, compiled and presented by Nexus Heritage for long term storage according to the requirements of the recipient organisation and as set out relevant standards including
- The Institute for Archaeologists' *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2008 edition).
 - The Institute for Archaeologists' *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2008 edition)
 - the UKIC (United Kingdom Institute for Conservation- Archaeology Section) *Guidelines for the Preparation of Excavation Archives for Long-Term Storage* (1990), the Museums and Galleries Commission *Standards in the Museum Care of Archaeological Collections* (1992) and the Society of Museum Archaeologists *Selection, Retention and Dispersal of Archaeological Collections* (1993).
- 11.4** Nexus Heritage will be responsible for the security of any excavated materials/records relating to the archaeological investigations prior to the submission of the archive. An indexed project archive will be prepared by Nexus Heritage for inclusion as an appendix to the report. The project archive will comprise all primary written, documents, drawn plans and sections, photographic negatives and a set of labelled photographic prints.

12. COMMUNICATION PATHS

- 12.1** Anthony Martin is identified as the Project Manager on behalf of Nexus Heritage. He is to be the main point of contact between the Bloor Homes (South Midlands) and the representative of Leicestershire County Council. In Anthony's absence contact should be made with Gerry Wait of Nexus Heritage (gerry.wait@nexus-heritage.com, telephone 07500 527110) or Kate Page-Smith of Nexus Heritage (kate.pagesmith@nexus-heritage.com, telephone 07733 005812).

13. RESOURCES AND PROGRAMMING

- 13.1** The works will be undertaken by a team of demonstrable competence and the photographic survey will be undertaken by P. Belford BSc MA, FSA, MiFA assisted by G. Morley MSc. FSA(Scot) PiFA .
- 13.2** The target dates for the site works are 23rd and 24th May 2011 and the submission of the draft report is targeted for 10th June 2011.

APPENDICES

Appendix A

Brief for Historic Building Photographic Survey

North Warwickshire and Hinckley College

London Road, Hinckley, Leicestershire

BRIEF FOR HISTORIC BUILDING PHOTOGRAPHIC SURVEY

NORTH WARWICKSHIRE AND HINCKLEY COLLEGE, LONDON ROAD, HINCKLEY, LEICESTERSHIRE

Planning permission: 10/00505/OUT

Local Planning Authority: Hinckley & Bosworth Borough
Council

Proposed residential development

NGR: SP 4344 9400

Historic and Natural Environment Team,
Planning, Historic and Natural Environment
Chief Executive's Department,
Leicestershire County Council

Prepared on: 27 April 2011

BRIEF FOR AN HISTORIC BUILDING PHOTOGRAPHIC SURVEY AT NORTH WARWICKSHIRE AND HINCKLEY COLLEGE, LONDON ROAD, HINCKLEY, LEICESTERSHIRE

(NGR: SP 4344 9400)

Summary of Brief

The former North Warwickshire and Hinckley College complex includes structures that were previously part of the Hinckley Union Workhouse (MLE17006). The workhouse was designed by J.A. Hansom and built in 1838, with a new infirmary, laundry and washhouse constructed in 1911-12. Most of the buildings were demolished in the 1940s, although the infirmary and laundry still survive.

The current proposals include the demolition of structures formerly part of the workhouse complex and residential redevelopment. The structures whose demolition is proposed are of historic, architectural and/or archaeological interest and important information about the buildings' past may be lost.

In consequence, the Senior Planning Archaeologist (SPA) has advised that the developer should provide an Historic Building Photographic Survey, as defined by this Brief and in accordance with current English Heritage guidelines (*Understanding Historic Buildings: A guide to good recording practice* English Heritage 2006), to address the impact of development upon the historic buildings. This work must be carried out prior to any demolition, alteration and/or extension and should include photographic survey as a baseline survey method.

This work will be undertaken as an appropriate level of mitigation in response to a permitted development proposal.

Appendices for reference as part of this Brief (to be supplied by the developer to the archaeological contractor)

- I. Location plan.
- II. The site layout.
- III. Architect's plans to show areas affected by the proposals.
- IV. Any relevant records or plans of the structures affected.

Site location

North Warwickshire and Hinckley College is located to the north of London Road and east of College Road, towards the east of Hinckley town centre, Leicestershire at NGR: SP 4344 9400.

Site constraints

Arrangements for access to the buildings will have to be made between the archaeological contractor and the landowner/prospective developer.

Historical and archaeological background

The former North Warwickshire and Hinckley College complex includes structures that were previously part of the Hinckley Union Workhouse (MLE17006), which is illustrated on early Ordnance Survey maps. The workhouse was designed by J.A. Hansom and built in 1838, with a new infirmary, laundry and washhouse constructed in 1911-12. Most of the buildings were demolished in the 1940s, although the infirmary and laundry still survive.

Previous work and archaeological survey

No known archaeological work has previously been carried out on the structures.

Planning background and requirement for work

The scheme is required by condition secured on the approved planning application 10/00505/OUT for residential development. The SPA, in liaison with the local authority's Conservation Officer, has advised that the developer should provide an appropriate level of Historic Building Survey, to address the impact of the development upon the historic buildings. This work must be carried out prior to any demolition, alteration and/or extension and should include a photographic survey as a baseline survey method.

The requirement for archaeological work is in accordance with '*PPS5: Planning for the Historic Environment*' and contractors should refer to the accompanying guidance document, '*PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide*'. The purpose of the work is to make a photographic record of the buildings and to advance understanding of them. The recorder should pay specific attention to those elements where demolition, conversion and/or alteration are proposed. The work should be undertaken to a standard that will allow the future interpretation of the buildings within the context for which they were originally designed as well as later uses. An archive and report will be created as a result of the survey.

Methodology

An accession number must be drawn prior to the commencement of any project. The accession number covers all components of the project, as defined by this brief and is to be requested from the Curator of Archaeology, Leicestershire Museums Service.

The developer must employ a suitable organisation to carry out a historic building survey of all areas of the standing building prior to and/or during changes being made. Work should follow guidelines prepared by English Heritage for the recording of historic buildings, as detailed below.

Written account

The written account should include:

- The precise location of the building, by name or street number, civil parish, town, etc, and a National Grid reference (including the National Grid Line reference and accurate to at least 6 figures).
- A note of any statutory (listing, scheduling or conservation area) and non-statutory (historic park and garden registration, etc.) designation(s).
- The date when the record was made, the name(s) of the recorder(s) and the archive content/character and location.
- A summary of the building's type or purpose, historically and at present, its materials and possible date (s).

- Where appropriate, either as a result of the development proposal or due to the character of the building, the account shall include a note of the building's past and present relationship to its setting: for example, its relationship to local settlement patterns, to a field system to a park, garden, moat, graveyard or other man-made landscape; its part in a larger architectural or functional group of buildings; its visual importance as a landmark etc.
- A gazetteer of photographs taken (this should list the photographs by format and subject). This may usefully include thumbnail images.

The Drawn Record

The drawn record will include:

- Site location plans at suitable scales (preferably indicating the position of the site within the country, within the county and a clear plan of the precise location/outline of the building(s) i.e. 1:1250).
- A plan(s) indicating the position and orientation of photographs/images included in the report.

Photographic Survey

The photographic survey is to comprise a general and detailed photographic record of the building to be altered/demolished (see below for detail).

The photographic record is to be black and white taken with a high quality camera and lens (the minimum requirement is that a SLR camera is employed, although medium and large format are to be preferred). Conventional silver based film is to be used and should be processed to a high standard (commercial, automatic processing techniques do not necessarily meet archival standards and are therefore not suitable) (Archaeological Archives Forum 2007, "Archaeological Archives: A guide to best practice in the creation, compilation, transfer and curation of archaeological archives"). Colour slide photography should supplement the photographic record where appropriate.

Digital photography is unacceptable for the main record but high quality images are acceptable for the purposes of the report. Digital photographs taken to supplement the photographic record should be submitted on CD or equivalent format as part of the report. The images should be taken as raw image files and converted to TIFFs (Tagged Image File Format).

The record should cover:

- General photographs of the interior, exterior and setting of the building are required. A 2 metre ranging rod should be included in a selection of general shots in order that the scale of all elements of the building can be sufficiently established.
- The building's external appearance is to be recorded. Typically a series of oblique views will show all external elevations of the structure and give an overall impression of size and shape. Where an individual elevation embodies complex historical information or have been conceived as formal compositions, views at right angles to the plane of the elevation may also be appropriate;
- Further views may be desirable to indicate the original design intentions of the builder or architect;
- Any external detail, structural or decorative, which is relevant to the design development and does not show adequately on general

photographs should be the subject of detailed photography N.B. all detailed photographs must contain a photographic scale;

- The overall appearance of principal rooms and circulation areas;
- Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use and which does not show adequately on general photographs;
- Any machinery or other plant, or evidence for its former existence;
- Any dates or other inscriptions, signage, makers' plates or graffiti which contribute to an understanding of the building or its fixtures or contents.
- Any building contents or ephemera which have a significant bearing on the building's history.
- Copies of maps, drawings, views and photographs, present in the building and illustrating its development/use, or that of its site.
- The photographic component of the report should include a selection of photographs illustrating the building in its context and the main focus of the survey (for example, areas subject to alteration/demolition). For the purposes of the report, high quality digital images are acceptable (N.B. within the report, no more than 4 and more usually 2 images per A4 page should be presented. These should be at a scale that allows a proper appreciation of their content).

Site access: Health and Safety

The archaeological contractor or historic buildings specialist will be responsible for ensuring that all works are conducted in accordance with a defined Health and Safety Policy. Contractors must observe all current safe working practices, whether required by their own policy or those of the principal development contractor (*SCAUM Manual, Health & Safety in Field Archaeology* 1997 updated 2006, published by the Federation of Archaeological Managers and Employers (FAME)).

Before commencing work the contractor **must** carry out a Risk Assessment and liaise with the site owner, archaeological consultants and the SPA in ensuring that all potential risks are minimised. A copy of this must be given to the SPA **before** commencement of site works.

Reports

One full colour hard copy of the written report, detailing all stages of the photographic survey, shall be prepared and deposited with the Historic Environment Record, Historic and Natural Environment Team, Planning Historic and Natural Environment, Chief Executive's Department, Leicestershire County Council, as the county repository for such reports. A further hard copy or digital copy should be sent to the SPA, for their approval on behalf of the planning authority. Unless otherwise agreed with the planning authority, the final reports shall be deposited no later than six months after completion of the project. A copy of the final report/s will be deposited with the National Monuments Record, English Heritage, Swindon. Any reports should either be deposited digitally via the OASIS project (see below) or sent as a paper copy for the attention of the OASIS & Excavations Index Manager.

If this report is to form part of a planning application, it is in the developer's interest to ensure this report is prepared to an adequate standard (see *Guidelines and Procedures for Archaeological Work in Leicestershire and Rutland*) in order that a rapid assessment of the report and its conclusions can be prepared and

appropriate comments forwarded to the planning authority. If desired, a draft copy of the report may be sent to the SPA for approval, prior to submission of printed/final copies.

Where wider dissemination is warranted and the significance of the results warrant, a full copy of the report in an appropriate format shall be submitted for publication to an appropriate academic journal. As a minimum the contractor is required to provide a summary of findings to the '*Transactions of the Leicestershire Archaeological and Historical Society*' (c/o School of Archaeological Studies, University of Leicester, University Road, Leicester LE1 7RH).

OASIS Reporting

The Leicestershire & Rutland HER supports the Online Access to the Index of Archaeological Investigations (OASIS) project. Upon completion of the fieldwork, the online OASIS form <http://www.oasis.ac.uk/> must be completed. Once any reports have become public documents following their incorporation into the HER, they will be uploaded to the Archaeological Data Service web site where they may be freely consulted.

Archive

The archive consists of the full written, drawn and photographic record (i.e. including working drawings, notes and any digital records, etc.), in addition to any materials and/or artefacts recovered. It shall be quantified, ordered, indexed and internally consistent. An accession number should be drawn prior to the commencement of archaeological work.

The archive will be prepared in line with appropriate professional guidelines (e.g. UKIC and ADS guidelines for the preparation of archaeological archives for long term storage, "*The Transfer of Archaeological Archives to Leicestershire Museums, Arts and Records Service*" (LMARS 2001) and "*Archaeological Archives: A Guide to Best Practice in creation, compilation, transfer and curation*" (AAF 2007)).

The integrity of the site archive should be maintained. All records should be properly curated by a single organisation, and be available for public consultation.

Arrangements for deposition of the full site archive should be made with the relevant archiving organisation (**Leicestershire archives:** Dr Richard Pollard, Leicestershire Museums, 4th Floor, County Hall, Leicester Road, Glenfield, Leicestershire, LE3 8RA, tel.: 0116 3058324; **Rutland archives:** Lorraine Cornwell, Collections Manager, Rutland County Museum, Catmose Street, Oakham, Rutland, LE15 6HW, tel. (01572) 758439) (N.B. this address is not necessarily the destination of the archive). The archive will be presented to the archive curator within 6 months of completion of the fieldwork, unless alternative arrangements have been agreed in writing with the SPA and archive curator.

It should be noted that the SPA will not recommend the discharge of any planning conditions until he has approved the report, has received confirmation that the archive meets current standards by the Archive Curator and has received written confirmation that a summary of the archaeological work has been forwarded to the above mentioned journals.

Requirements (including responsibilities of prospective developer and Archaeological Contractor)

Appointment of Archaeological Contractors

The professional archaeological contractors or historic buildings specialist invited to tender for the work must be able to demonstrate within their Project Design that they can provide staffing and expertise with the appropriate skills and experience to address the likely requirements of this project.

Contractors will operate in line with professional guidelines and standards as stated in the Institute for Archaeologists (IfA):

- *Standards and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures* (1996, as updated October 2008);
- *IfA Code of Conduct* (1985, as revised 2010);
- *IfA By-Law Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (1990, as revised 2008).

Pre-tender site visit

It is recommended that the Contractor undertake a site visit before completing any Project Design, as there may be implications for accurately costing the project. Where completed the conclusions of this visit should be noted, along with any other relevant site details, within the Project Design.

Project Design

The project design will include arrangements for any necessary analysis, reporting and deposition of the site findings.

The project design must:

- Be supported by a research design, which sets out the site-specific objectives of the archaeological works;
- Detail the proposed works as precisely as is reasonably possible, and where appropriate, indicate clearly on plan/section their location and extent,
- Include details, including name, qualifications and experience of the site director and all other key project personnel, including any specialist staff and sub-contractors, will be included in the project design. The ratio of on-site voluntary assistance must not exceed a ratio of more than 1:2 employed experienced staff,
- Detail archive deposition, publication and presentation,
- Provide a timetable for proposed works.

Checking of Project Designs

It is particularly important that all project designs, or those which the prospective developer wishes to consider, are forwarded to the SPA for approval prior to the appointment of a contractor.

Any changes the SPA recommends to a preferred project design/s might have financial implications for the costing of the archaeological contractor. Changes

to the project design will be discussed and agreed in writing by the SPA and the archaeological contractor.

Approval of Project Design

There must be a written archaeological agreement that satisfactorily implements the approved format and provides sufficient financial support for all aspects of the work including fieldwork, finds processing, conservation, specialist analysis, archiving, cataloguing, report work and long-term storage curation. The archaeological consultant/contractor must confirm in writing with the SPA that the prospective developer has signed such an agreement before the commencement of site works.

Monitoring

The work undertaken by the archaeological contractor will be monitored by the Leicestershire SPA, or his representative, on behalf of the planning authority. Monitoring includes reviewing site work, the progress of excavation reports, archive preparation and final deposition.

The archaeological contractor must give the SPA at least one weeks written notice of the commencement of the archaeological programme. In addition, prior to the start of works, the contractor shall provide a timetable of proposed works and ensure that the SPA is kept regularly informed regarding progress of the project. Any significant variation to the agreed programme should be notified to the SPA with appropriate justification or explanation.

Alterations to the Brief

This brief is valid for three months (from the date below). If not tendered within this period the prospective developer must seek confirmation from the SPA of its continued validity. In addition the following apply:

Prior to the formal appointment of an archaeological contractor, the SPA reserves the right to alter this brief if additional information comes to light that may have a bearing on the scope and methods of work currently required (e.g. site construction constraints, foundation details, etc).

After formal appointment, any alterations recommended by the SPA to the current phase of investigation that may affect the archaeological contractor's agreed project design, will be made in consultation with the archaeological contractor and submitted to the planning authority.

Date: 27 April 2011

Key Definitions

Senior Planning Archaeologist (SPA)

Responsible for providing the archaeological advisory service to the Districts and Boroughs of Leicestershire, and Rutland County Council. Advises on the nature of the work required and monitors projects from implementation to completion.

Archive curator

Responsible for the long-term curation of the archive in the recipient museum.

Prospective developer

Person/group/developer commissioning the archaeological work.

Contractor

Archaeological contractor tendering to carry out the archaeological work and as appointed by the prospective developer.

Project design

Written document detailing the proposed work and as provided by a contractor in line with the written brief provided by the PA.

The SPA and the Senior Historic Environment Record Officer can be contacted at:

Historic and Natural Environment Team,
Planning, Historic and Natural Environment Team
Chief Executive's Department
Leicestershire County Council,
Room 400,
County Hall,
Leicester Road,
Glenfield,
Leicestershire,
LE3 8RA

Telephone numbers:

Planning Archaeology	(0116) 305 6217
Historic Environment Record	(0116) 305 8323

Appendix B

LHER Entry for Hinckley Union Workhouse

[< Back to Heritage Gateway](#)

Leicestershire and Rutland HER

If you have any comments or new information about this record, please [email us](#).

Name: Hinckley Union Workhouse
HER Ref: MLE17006
Parish: Hinckley, Hinckley and Bosworth, Leicestershire
Grid Reference: SP 434 939
Map: Coming soon

Monument Types

WORKHOUSE (Late Post-medieval to Modern - 1838 AD to 1936 AD?)

Summary

The workhouse was built in 1838, designed by JA Hansom. In 1911-12 a new infirmary, laundry and washhouse were built. Most of the buildings were demolished in the 1940s, though the infirmary and laundry survive and are part of the college.

Additional Information

Information from: Higginbotham, Peter "The Workhouse" (<http://www.workhouses.org.uk>) consulted 10th June 2008.

Associated Finds

None recorded

Designations

None recorded

Search results generated by the HBSMR Gateway from [exeGesIS SDM Ltd](#).

Appendix C

Photographic Index

Nexus Heritage: Project 3088 - Hinckley Union Workhouse				Photo Index
Leicestershire Museums Service Accession No. X.A73.2011				
Photo	View	Detail	Direction	Scale
0006	Mortuary/ Student Centre	Exterior View	W	2m
0007	Mortuary/ Student Centre	Exterior View	N	2m
0008	Mortuary/ Student Centre	Exterior View	NE	2m
0009	Mortuary/ Student Centre	Blocked Fireplace	NE	0.50m
0010	Mortuary/ Student Centre	Blocked Doorway/Fireplace	NE	0.50m
0011	Mortuary/ Student Centre	Blocked Doorway	NW	0.50m
0012	Mortuary/ Student Centre	Internal Arch	NE	2m
0013	Mortuary/ Student Centre	Internal Arch	NE	2m
0014	Mortuary/ Student Centre	Internal Arch	N	2m
0015	Mortuary/ Student Centre	Internal Arch	N	2m
0016	Mortuary/ Student Centre	Internal Arch	NW	2m
0017	Mortuary/ Student Centre	Internal Arch	NW	2m
0018	Mortuary/ Student Centre	Internal Arch	NE	2m
0019	Mortuary/ Student Centre	Internal Arch	NE	2m
0020	Mortuary/ Student Centre	Internal Arch	NE	2m
0021	Mortuary/ Student Centre	Internal Arch	NE	2m
0022	Mortuary/ Student Centre	Internal Arch	SW	2m
0023	Mortuary/ Student Centre	Internal Arch	SW	2m
0024	Mortuary/ Student Centre	Internal Arch	SW	2m
0025	Mortuary/ Student Centre	Internal Arch	SE	2m
0026	Mortuary/ Student Centre	Internal Arch	SE	2m
0027	Mortuary/ Student Centre	Internal Arch	SE	2m
0028	Mortuary/ Student Centre	Internal Arch	SE	2m
0029	Mortuary/ Student Centre	Roof Struts	NW	None
0030	Mortuary/ Student Centre	Roof Struts	NW	None
0031	Mortuary/ Student Centre	Roof Struts	SE	None
0032	Mortuary/ Student Centre	Toilet	SE	0.50m
0033	Mortuary/ Student Centre	Construction Breaks	SE	2m
0034	Mortuary/ Student Centre	Construction Breaks	SE	2m
0035	Mortuary/ Student Centre	Rebuild	NE	2m
0036	Mortuary/ Student Centre	Exterior View	E	2m
0037	Mortuary/ Student Centre	Exterior View	SE	2m
0038	Mortuary/ Student Centre	Construction Breaks	SW	2m
0039	Mortuary/ Student Centre	Exterior View	SW	2m
0040	Mortuary/ Student Centre	Exterior View	W	2m
0041	Mortuary/ Student Centre	Wall Scar	NW	2m
0042	Mortuary/ Student Centre	Scar on Chimney Breast	NW	2m
0043	Mortuary/ Student Centre	Blocked Doorway	NW	2m
0044	Mortuary/ Student Centre	Construction Breaks	NW	2m
0045	Mortuary/ Student Centre	Brickwork Detail	NW	0.30m
0046	Mortuary/ Student Centre	Brickwork Detail	NE	0.30m
0047	Infirmary	Exterior View	NW	2m
0048	Infirmary	Exterior View	NW	2m
0049	Infirmary	Exterior View	E	2m
0050	Infirmary	Exterior View	E	2m
0051	Infirmary	Exterior View	E	2m
0052	Infirmary	Exterior View	SE	2m
0053	Infirmary	Exterior View	NE	None
0054	Infirmary	Original Gable	NE	2m
0055	Infirmary	Exterior View	SE	2m

0056	Infirmary	Blocked Windows	SW	2m
0057	Infirmary	Demolition Scars on Gable and Wall	SW	2m
0058	Infirmary	Floor	SW	0.50m
0059	Infirmary	Floor	SW	0.50m
0060	Infirmary	Glazed Tiling	SE	0.50m
0061	Infirmary	Glazed Tiling	SE	0.50m
0062	Infirmary	Windows Inserted	SW	2m
0063	Infirmary	Blocked Entrance	SE	2m
0064	Infirmary	Exterior View	SW	2m
0065	Infirmary	Structure Missing from 0057	SW	2m
0066	Infirmary	Doorway Inserted	SW	2m
0067	Infirmary	Detail of 0066	SW	2m
0068	Infirmary	Exterior View	W	2m
0069	Infirmary	Exterior View	S	2m
0070	Infirmary	Exterior View	W	2m
0071	Infirmary	Exterior View	S	2m
0072	Infirmary	Exterior View	SW	2m
0073	Infirmary	Doorway Inserted	NW	2m
0074	Infirmary	Doorway Inserted	NW	2m
0075	Infirmary	Hatch Inserted	NW	0.50m
0076	Laundry	Exterior View	NE	2m
0077	Laundry	Exterior View	S	2m
0078	Laundry	Exterior View	SE	2m
0079	Laundry	Exterior View	SE	2m
0080	Infirmary	Room D108	NW	2m
0081	Infirmary	Room D108	SE	2m
0082	Infirmary	Room D109	E	2m
0083	Infirmary	Room D107	SE	2m
0084	Infirmary	Room D107	NW	2m
0085	Infirmary	Room D112	NE	2m
0086	Infirmary	Room D112 Glazed Tiles	NW	None
0087	Infirmary	Costume Store	SW	2m
0088	Infirmary	Room D113	NE	2m
0089	Infirmary	Disabled Toilet	NE	2m
0090	Infirmary	Store	NE	2m
0091	Infirmary	Wall Scar	SE	2m
0092	Infirmary	Altered Doorway to Store	E	None
0093	Infirmary	Room D116	NW	2m
0094	Infirmary	Room D120	SE	2m
0095	Infirmary	Staff workroom	NW	2m
0096	Infirmary	Room D117	NE	2m
0097	Infirmary	Practice Room Corridor	SE	2m
0098	Infirmary	Practice Room Corridor	NW	2m
0099	Infirmary	Room D118 (Woodstock)	SE	2m
0100	Infirmary	Room D118 (Woodstock)	NW	2m
0101	Infirmary	Room D118 (Woodstock) Original Radiator and Pipes	SW	None
0102	Infirmary	Room D119 (Knebworth)	SE	2m
0103	Infirmary	Room D119 (Knebworth)	NW	2m
0104	Infirmary	First Floor Corridor	SE	2m
0105	Infirmary	First Floor Corridor	NW	2m
0106	Infirmary	Room D203A	NE	2m
0107	Infirmary	Room D201	NW	2m
0108	Infirmary	Room D201 Hearth Tiles	NW	None

0109	Infirmary	Room D202	NE	2m
0110	Infirmary	Stairwell	SW	2m
0111	Infirmary	Stairwell	SW	2m
0112	Infirmary	Stairwell	NE	None
0113	Infirmary	Main Corridor	NW	2m
0114	Infirmary	Main Corridor	NW	2m
0115	Infirmary	Main Corridor	SE	2m
0116	Infirmary	Main Corridor	SE	2m
0117	Infirmary	Internal Window in Main Corridor	W	2m
0118	Infirmary	Lobby (Outer Doors)	SW	2m
0119	Infirmary	Lobby (Inner Doors)	SW	2m
0120	Infirmary	Room D203	NE	2m
0121	Infirmary	Room D203 (Fireplace)	NW	0.50m
0122	Infirmary	Exterior View	NW	2m
0123	Laundry	Room F123 (New Doors)	SE	2m
0124	Laundry	Room F123 (Older Hinge Upper)	SE	0.50m
0125	Laundry	Room F123 (Older Hinge Upper)	SE	None
0126	Laundry	Room F123 (Older Hinge Lower)	SE	0.50m
0127	Laundry	Plant/Boiler Room	SE	2m
0128	Laundry	Room F124	SE	2m
0129	Laundry	Room F126 (Blocked Doorway Cutting Earlier Window)	E	2m
0130	Laundry	Room F126	NE	2m
0131	Laundry	Room F126 (Painted over Glazed Tiles and Edging)	NW	0.50m
0132	Laundry	Exterior View	NE	2m
0133	Laundry	Bench Mark SE Corner of Laundry	NE	0.50m
0134	Laundry	Exterior View	N	2m
0135	Laundry	Exterior View	W	2m
0136	Laundry	Exterior View	W	2m
0137	Site Wardens Office	Exterior View	N	2m
0138	Site Wardens Office	Exterior View	NW	2m
0139	Site Wardens Office	Exterior View	W	2m
0140	Site Wardens Office	Exterior View	SW	2m
0141	Site Wardens Office	Blocked NW Doorway and sign	S	None
0142	Site Wardens Office	Blocked NW Doorway interior	NW	2m
0143	Site Wardens Office	Blocked NW Doorway interior	NW	2m
0144	Site Wardens Office	SE Doorway	SE	2m
0145	Site Wardens Office	SE Doorway	SE	2m
0146	Site Wardens Office	Cut through Window in Central Partition Wall	NW	None
0147	Site Wardens Office	Cut through Central Partition Wall	W	2m
0148	Site Wardens Office	Blocked Gap in Ceiling, for Stove Pipe?	SW	None
0149	Infirmary	Old Site Wardens Office	SW	2m
0150	Infirmary	Old Site Wardens Office	NE	2m
0151	Infirmary	Old Site Wardens Office	NW	0.50m
0152	Laundry	Room F123	SW	2m
0153	Laundry	Room F123	NE	2m
0154	Laundry	Room F123 (Original Pulley)	SE	None
0155	Laundry	Room F123 (Original Pulley)	SW	None
0156	Laundry	Plant/Boiler Room	SE	2m
0157	Laundry	Plant/Boiler Room (Original Tiling)	SW	0.50m
0158	Laundry	Plant/Boiler Room (Roof Detail)	SE	None
0159	Infirmary	Boiler House	NW	2m
0160	Infirmary	Boiler House (Coal Push Detail)	NE	0.50m

0161	Infirmary	Boiler House (Coal Push Detail)	NE	0.50m
0162	Infirmary	Boiler House	SW	2m
0163	Infirmary	(Original Plumbing)	SW	2m
0164	Laundry	Room F124	NE	2m
0165	Laundry	Room F124	SW	2m
0166	Laundry	Room F124 (Detail of First Floor Room)	SW	2m
0167	Laundry	Room F124 (Detail of First Floor Room)	SW	2m
0168	Laundry	Room F124 (Detail of Roof Truss))	NE	None
0169	Laundry	Room F124 (Detail of Makers Stamp on Roof Truss)	N	None
0170	Laundry	Room F124 (Detail of Makers Stamp on Roof Truss)	N	None
0171	Laundry	Room F124 (Painted Over Glazed Tiles and Edging)	NW	0.50m
0172	Infirmary	Store 2	NE	2m
0173	Infirmary	Store 2 (Detail of Original Gas Lamp)	SE	0.50m
0174	General Shots	Main Entrance	NE	None
0175	General Shots	London Road Frontage	SE	None
0176	General Shots	Car Park with Laundry in Background	SE	None
0177	General Shots	Western Edge of Site	NE	None
0178	General Shots	Western End of Infirmary Block	NE	None
0179	General Shots	Infirmary and Mortuary with Modern Buildings	SE	None
0180	General Shots	Infirmary Block	S	None
0181	General Shots	Modern Block with Infirmary to Rear	S	None
0182	General Shots	Infirmary Block	SW	None
0183	General Shots	Playing Fields College Buildings to rear	SW	None
0184	General Shots	Laundry with Main Car Park from Main Exit	NW	None
0185	Infirmary	Roof Space above Main Corridor	NW	0.50m
0186	Infirmary	Roof Space above Room D203A	NW	None
0187	Infirmary	Roof Space above Room D203A	NW	None
0188	Infirmary	Main Corridor (Remains of Internal Doorway)	SE	0.50m
0189	Infirmary	Main Corridor (Remains of Internal Doorway)	SE	0.50m
0190	Infirmary	Main Corridor (Wall Scar of Partition)	S	0.50m

APPENDIX D

Oasis Form

OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

Printable version

OASIS ID: nexusher1-104187

Project details

Project name	Hincleky Union Workhouse
Short description of the project	A historic building photographic survey of the fomer Hinckey Union Workhouse was undertaken by Nexus Heritage on behalf of Bloor Homes during May 2011. The four surviving buildings of the nineteenth century workhouse were photographed using black and white traditional film and colour digital cameras. The workhosue buildings are now part of North Warwickshire and Hinckley College which occupies the site. An illustrated report has been produced and an archive prepared for submission to Leicestershire Museums Service
Project dates	Start: 23-05-2011 End: 24-05-2011
Previous/future work	No / No
Any associated project reference codes	3088 - Contracting Unit No.
Any associated project reference codes	X.A73.2011 - Museum accession ID
Type of project	Building Recording
Site status (other)	Heritage asset on Leicestershire Historic Environment Record
Current Land use	Community Service 1 - Community Buildings
Monument type	WORKHOUSE Post Medieval
Significant Finds	ARCHITECTURAL ELEMENT Post Medieval
Methods & techniques	'Photographic Survey'
Prompt	Research

Project location

Country	England
Site location	LEICESTERSHIRE HINCKLEY AND BOSWORTH HINCKLEY Hinckley Union Workhouse
Postcode	LE10 1HQ
Study area	3.00 Hectares
Site coordinates	SP 4344 9400 52.5417586877 -1.359403917310 52 32 30 N 001 21 33 W Point

Project creators

Name of Organisation	Nexus Heritage
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Nexus Heritage
Project director/manager	Anthony Martin
Project supervisor	Anthony Martin
Type of sponsor/funding body	Developer
Name of sponsor/funding body	Bloor Homes

Project archives

Physical Archive Exists?	No
Digital Archive recipient	Leicestershire Museums Service
Digital Archive ID	X.A73.2011
Digital Media available	'Images raster / digital photography'
Paper Archive recipient	Leicestershire Museums Service
Paper Archive ID	X.A73.2011
Paper Media available	'Map','Photograph','Plan','Report'

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Hinckley Union Workhouse (North Warwickshire and Hinckley College), London Road, Hinckley, Leicestershire - Historic Building Photographic Survey
Author(s)/Editor(s)	Morley, G and James, E.
Other bibliographic details	Nexus Heritage Report No. 3088.R02
Date	2011
Issuer or publisher	Nexus Heritage
Place of issue or publication	England

Description	Illustated and bound report, A4, portrait.
Entered by	Anthony Martin (anthony.martin@nexus-heritage.com)
Entered on	28 June 2011

OASIS:

Please e-mail [English Heritage](#) for OASIS help and advice

© ADS 1996-2006 Created by [Jo Gilham](#) and [Jen Mitcham](#), [email](#) Last modified Friday 3 February 2006

Cite only: `/dl/export/home/web/oasis/form/print.cfm` for this page