

BRAINSHAUGH FARM STEADING

Acklington, Northumberland (NU 2026 0316)

HISTORIC BUILDING RECORDING

September 2014



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CONTENTS

SUMMARY

1. BACKGROUND
2. HISTORIC BUILDING RECORDING
3. THE BUILDINGS
4. ARCHIVE
5. SOURCES
6. APPENDICES

- 6.1 Photograph Locations
- 6.2 Catalogue of Photographic Archive
- 6.3 Briefing Document (NCCT)

Figures

- Figure 1:** The location of Brainshaugh Farm, near Acklington, Northumberland
Figure 2: Brainshaugh Farmhouse and the development ranges (A, B, C and D)
Figure 3: Plan of the steading at Brainshaugh (1:200)
Figure 4: The buildings shown on the First Edition Six Inches to one Mile Ordnance Survey
Figure 5: Second Edition 25 Inches to One Mile Ordnance Survey of 1897
Figure 6: Second Edition Six Inches to One Mile Ordnance Survey of 1897
Figure 7: Third Edition 25 Inches to One Mile Ordnance Survey of 1910
Figure 8: Elevations 1 to 3 of buildings A, B, C and D
Figure 9: Elevations 4 to 6 of buildings A, B, C and D
Figure 9: Section through Building A. Cattle Byre (1:100)
Figure 10: Section through Building B. Cattle Byre (1:100)
Figure 11: Section through Building C. Stable Block (1:100)

Plates

- Front Cover:** Buildings A and B from the west
Plate 1: The eastern end of building D
Plate 2: The north face of Building A
Plate 3: The interior of Building B looking west
Plate 4: The north face of Building D
Plate 5: Ventilator window in the north wall of Building D
Plate 6: Hinged window in the north wall of Building D
Plate 7: Building C from the west. This was built over an open cattle yard
Plate 8: The north face of Building D
Plate 9: South face of Building A

SUMMARY

The following report details building recording carried out prior to development works at Brainshaugh Farm Steading, Acklington, Northumberland, in fulfilment of a planning condition placed on the scheme by Northumberland Council. The specification has been prepared in line with a standard building recording brief provided by Northumberland County Council Conservation Team (David Bull 14th January 2014). The development will see the conversion of the redundant farm buildings into two holiday cottages.

Recording includes a written description, photographic archive and a drawn record including plans, sections and elevations of the ranges to an equivalent level of recording as set out for English Heritage (former RCHM(E)) level 2. It involves recording of components of the farm ranges as shown in pink on figure 2.

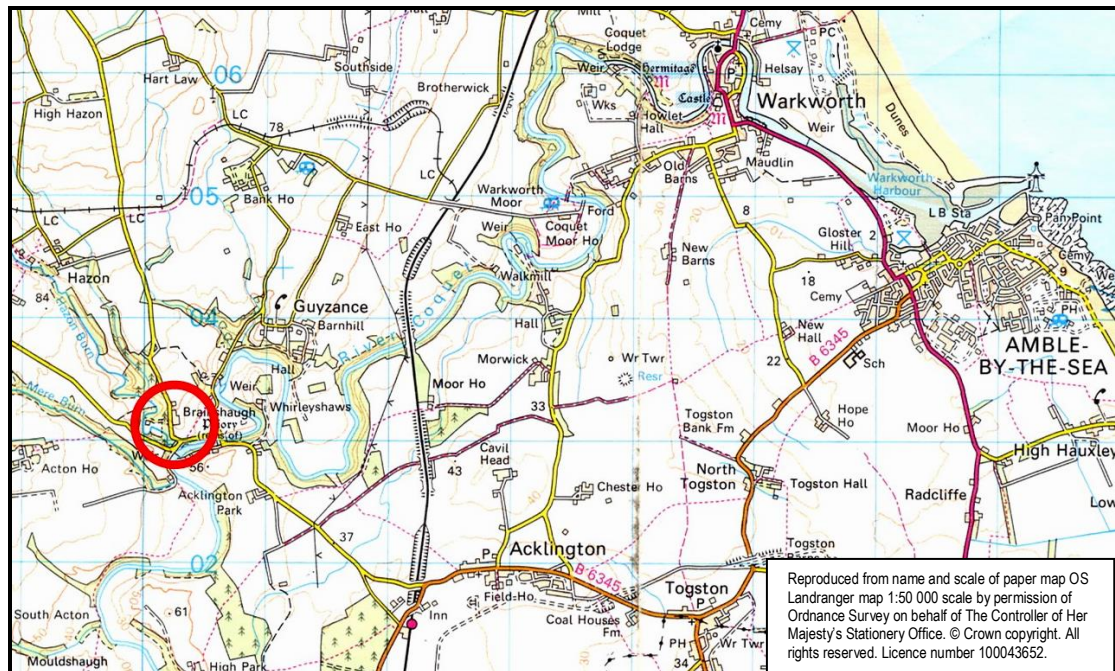


Figure 1: The location of Brainshaugh, near Acklington, Northumberland.

1. BACKGROUND

1.1 Site Location

Brainshaugh Farm lies within the civil parish of Acklington in the County of Northumberland seven kilometres to the west of the port of Amble in rolling and wooded countryside at NGR NU 2026 0316. The Hazon Burn, a tributary stream of the Coquet, runs immediately to the west of Brainshaugh in a deeply dissected valley and joins with the meandering Coquet a little way to the south of the farmhouse. The property lies on land falling south towards the Coquet.

1.2 Planning Background

The owner of Brainshaugh Farm, Mr John Coombes, has received planning permission from Northumberland County Council for the conversion of redundant farm buildings into two holiday cottages. Northumberland County Council Conservation Team (NCCCT) was consulted by Northumberland County Council Planning Department regarding the planning application. The scheme affects a range of unlisted farm buildings.

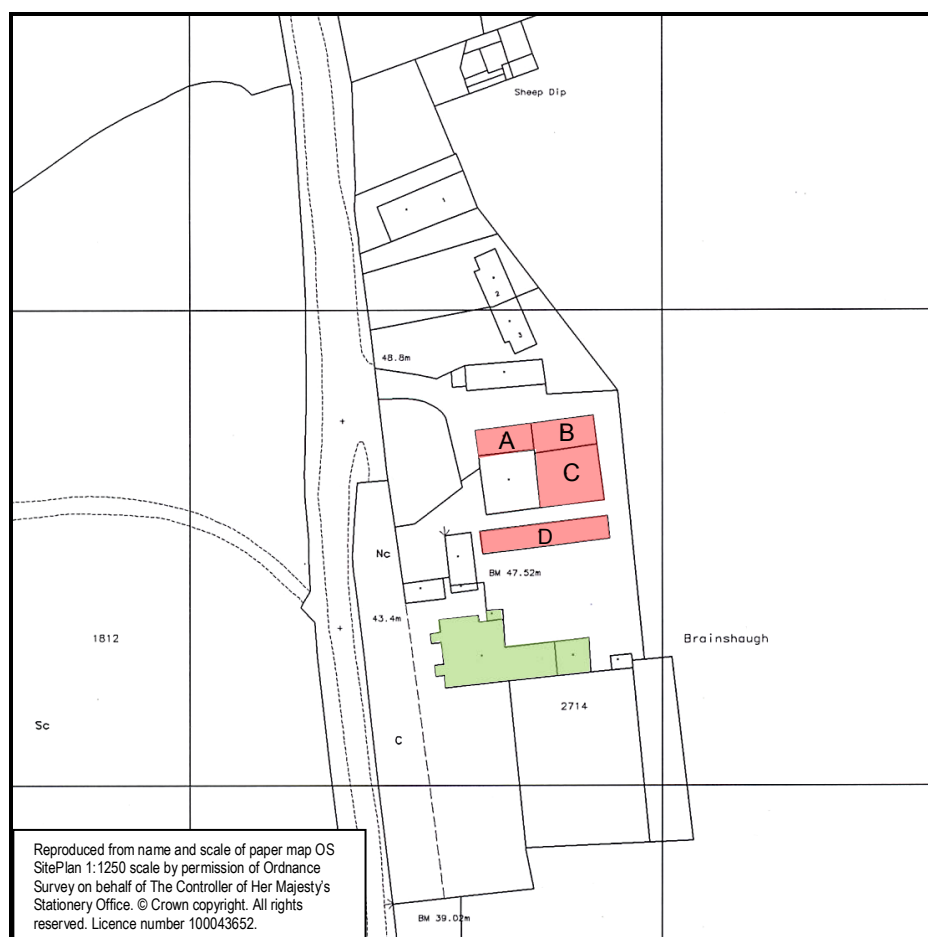


Figure 2: Brainshaugh Farmhouse (in green) and the development ranges (A, B, C and D) in pink.

1.3 Brainshaugh Farm Steading

The ranges of farm buildings to be developed at Brainshaugh lie to the north, upslope, of Brainshaugh Farmhouse. They consist of two long stone ranges incorporating stables and byres as well as a more extensive square building currently covered with an asbestos roof. This was formerly a cattle yard (shown as open on the first, second and third edition Ordnance Survey maps included in this report (figures 3, 4 and 5)). The two long ranges are typical of 19th century farm ranges in the area. Most of the internal arrangements have been removed in the past although a few features remain in the byres to indicate the presence of stalls and simple stable-partitions survive.

1.4 Historical Summary

The farm buildings lie to the north of the Grade II* listed Brainshaugh House, the eastern part of which dates to the 16th or 17th century.

The farm lies in an even older historic landscape. The remains of Brainshaugh Priory (a Premonstratensian nunnery was founded on the site in the 12th century and converted to a parochial curacy before the Dissolution) lies a little way to the east of the house and long curving ridges of former medieval cultivation lie in fields between.

Brainshaugh estate passed from the Brandlings into the hands of the Warwick family from Cumberland in the early 17th century (Hodgson 1899, 494-5) and was purchased by the Cook family in 1682 for £650. The estate stayed with the Cooks' until 1817 when it was sold to Robert Lisle of Acton. The advert for the sale in 1816 noted that the estate was freehold and amounted to 242 acres, of which 30 to 40 were in wood (Hodgson 1899, 495 fn5). The farm was mixed and included arable land as well as cattle and sheep.

1.5 Requirement for Works

Changing farm practices means that many old farm buildings within Northumberland are now surplus to the requirements of modern agriculture. These historic buildings can be regionally distinctive and of local, regional and sometimes of national significance. They are regarded as 'heritage assets' in the context of the *National Planning Policy Framework (NPPF)*. The NPPF sets out that where such heritage assets will be lost or impacted by development that Local Authorities should require developers to record and advance the understanding of the buildings affected in a manner appropriate to their significance and the information gathered made publically available, deposited with the appropriate Historic Environment Record and archived with the appropriate curating bodies.



Plate 1: *The eastern end of building D.*

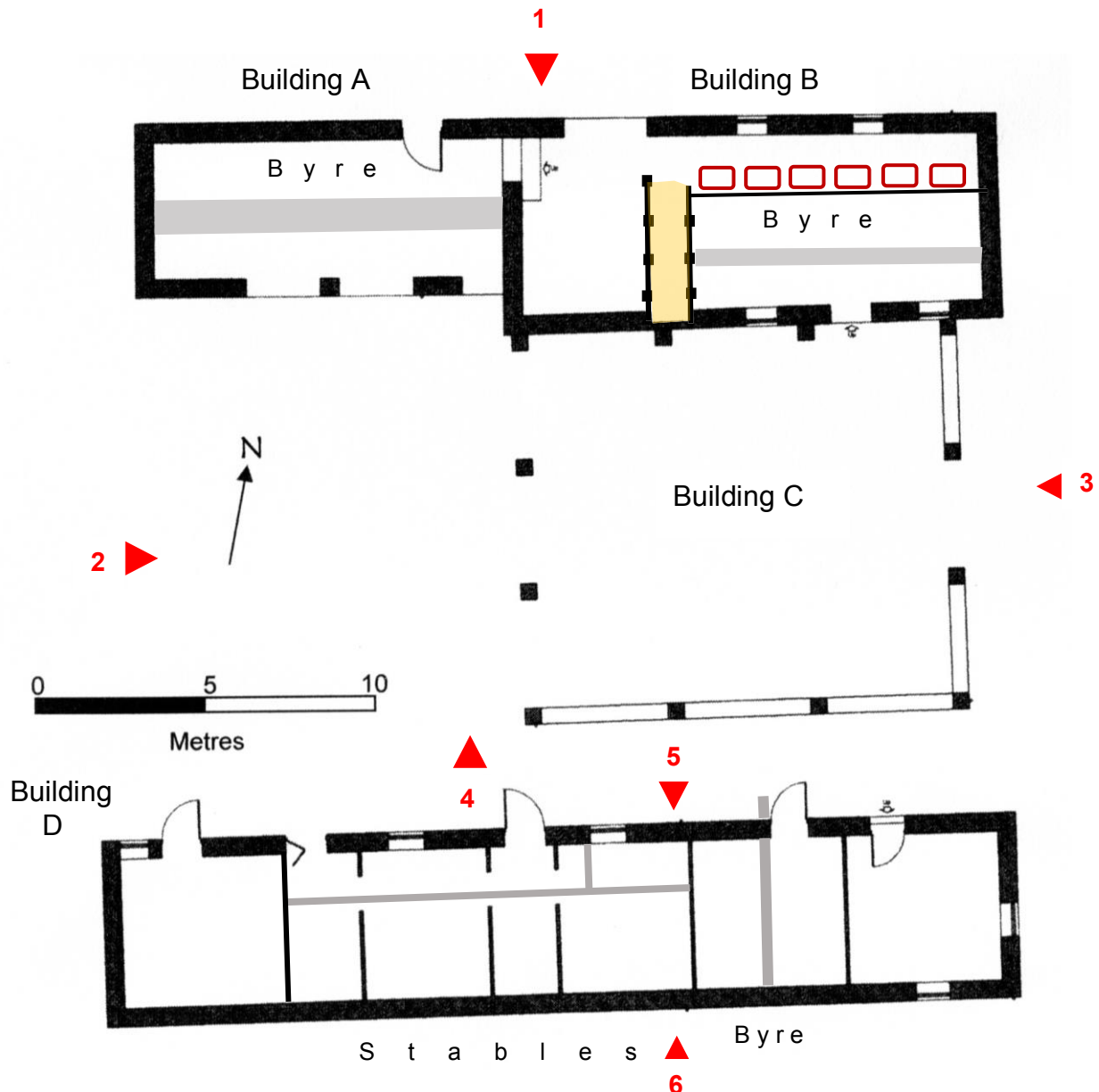


Figure 3: Plan of the steading at Brainshaugh (1:200). Open drainage channels within the buildings are in grey tone. Feeding troughs (mostly removed) in building B, in brown. Numbers in red and arrowed indicate elevations shown on figures 8 and 9. The former location of a timber partitioned walkway in B is highlighted in yellow.

2. HISTORIC BUILDING RECORDING

2.1 Map Evidence

Maps showing the farm ranges were accessed at Northumberland Record Office (NRO), Woodhorn. The earliest useful map of the farm is the first edition Ordnance Survey of 1858. No copy of the 25-inches to one mile survey was located. The six-inches to one mile survey shows that the buildings at Brainshaugh Farm incorporated the farmhouse to the south and farm ranges to the north. The ranges included buildings A, B and D. Building B was not present; instead, the area between A, B and D was taken up with two walled yards with a walkway to the north of D. Further ranges, beyond the development area lay to the north of A and B and west of D.

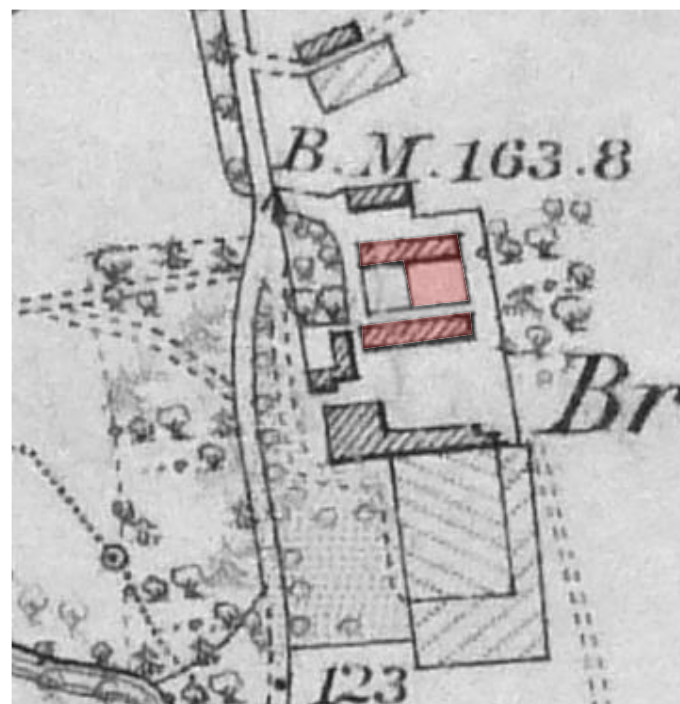


Figure 4: The buildings are shown on the First Edition Six inches to one mile Ordnance Survey of 1858 (enlargement at bottom; development ranges in pink).

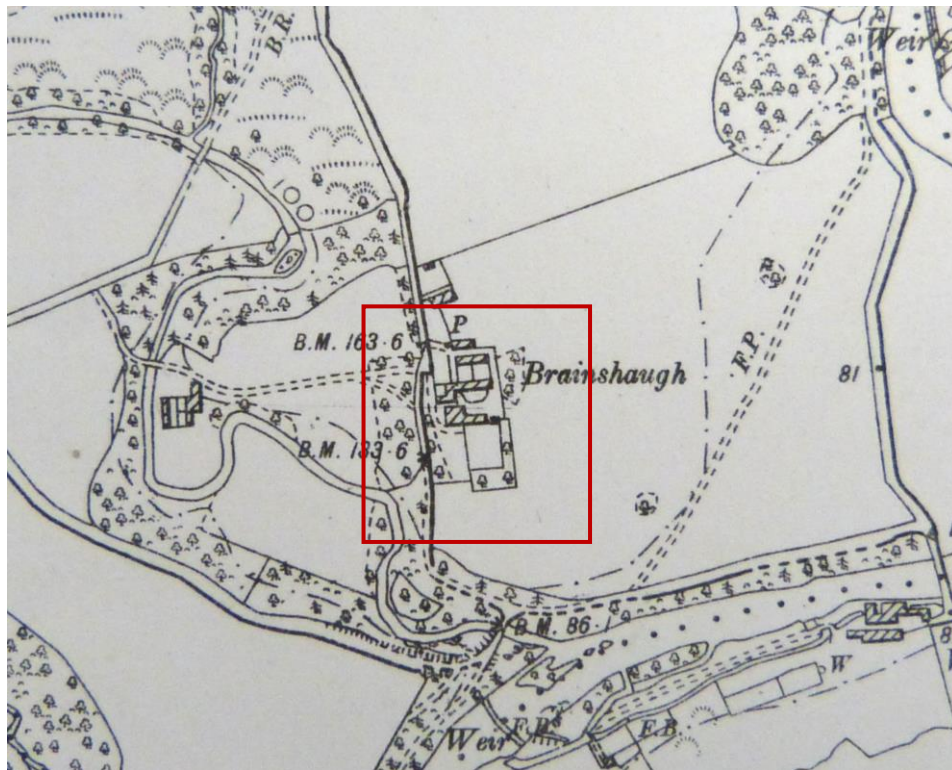


Figure 5: Second Edition six inches to one mile Ordnance Survey of 1897.

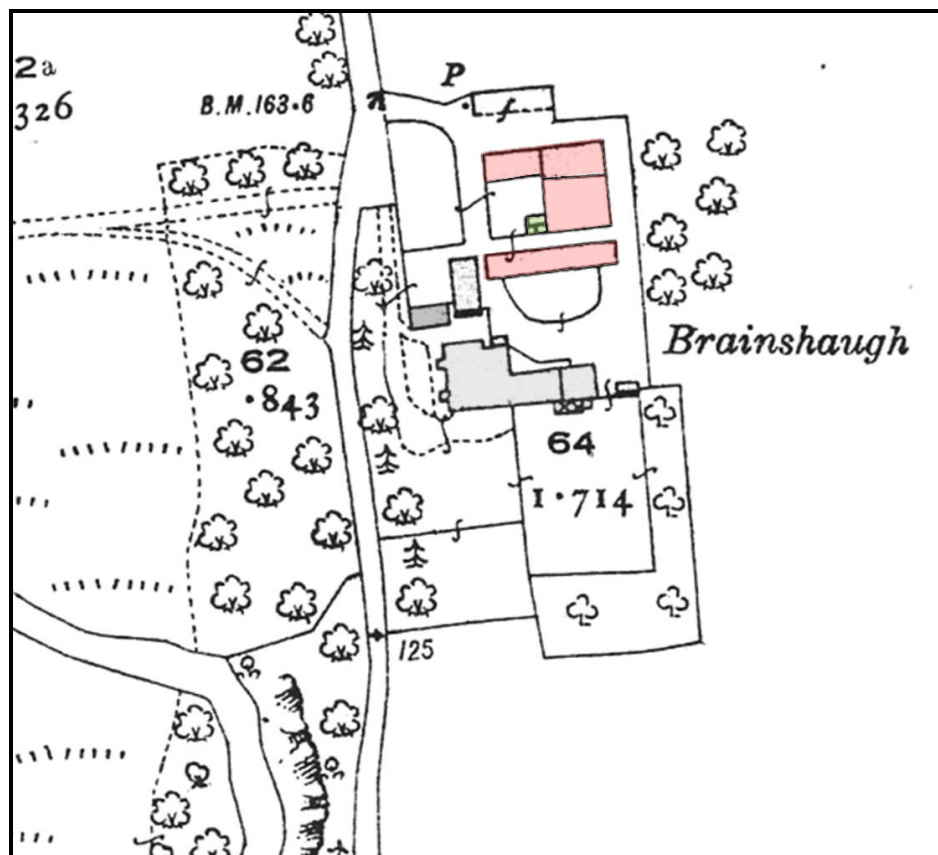


Figure 6: Second Edition twenty five inches to one mile Ordnance Survey of 1897.

The Second Edition (1897) six-inches and 25-inches to one mile surveys show very little change. A pigsty is shown on the 25-inch survey within the south-eastern corner of the west yard. This was quite probably present in 1858 but not shown on the smaller scale survey (nor is it shown on the second edition six-inch survey).

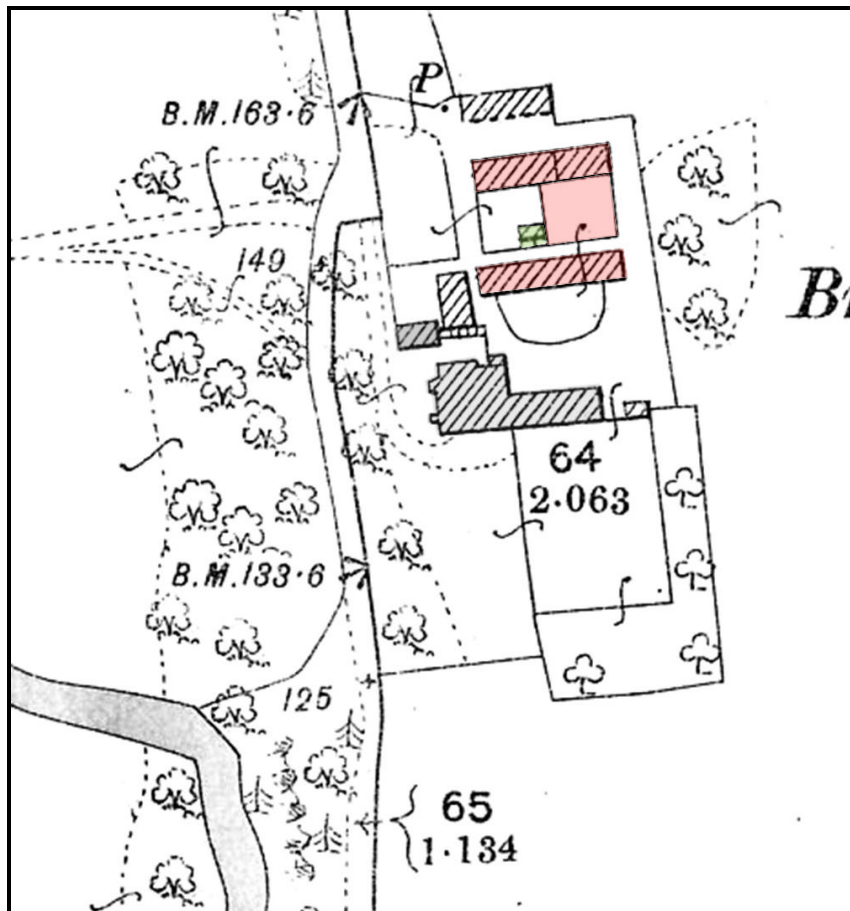


Figure 7: Third Edition twenty five Inches to One Mile Ordnance Survey of 1910.

The third edition 25-inches to one mile Ordnance Survey remains the same. It is only in recent times (1960s perhaps) that the eastern of the walled yards was covered over to form a cattle shelter and barn. This involved raising the walls, adding brick piers, steel trusses and corrugated asbestos roof and cladding.

2.4 The Survey

The record of the steading at Brainshaugh Farm comprises the following elements based upon the requirements of a 'Level 2' Survey, as described by English Heritage *Understanding Historic Buildings: A Guide to Good Recording Practice*, 2006:

- a photographic record
- a drawn record
- a written record

2.5 Photographic Record

A digital photographic record of the farm buildings has been prepared showing farm buildings as per ranges in pink on figure 2. This includes general external contextual and landscape photographs of the complex, photographs illustrating the relationship between buildings, external elevations of buildings and of internal spaces. A 2m scale has been included in the photographs where appropriate and useful. The photographic archive will be deposited with Archaeology Data Service (ADS) as set out in the briefing document (section 4.1.4).

2.6 Drawn Record

Plan and elevation 'as existing' drawings of the steading buildings within the development area have been prepared by PJC Architecture Ltd of Kenton Bank Foot, Newcastle upon Tyne. The survey is accurate and comprehensive and is used in this report. The only addition to this drawn record is incorporation of surviving evidence for cattle stalling and stables. Plans and sections at three points through buildings A and C have been prepared by AWA to show the roof structure, partition details in the stables (building C) and profiles of cattle stalls in building A.

2.7 Written Record

This includes a description of the historical background of the steading, of each of the buildings and of their surviving fixtures and fittings.

3. THE BUILDINGS

3.1 Buildings A and B: Byres

This range forms a long block at the north end of the development area and upslope of ranges C and D. It is currently used as a storage area but was formerly two byres. The buildings, butt longitudinally, gable to gable (B is probably the later building) and run east-west into a slope falling to the east. They maintain horizontal roof-lines with a single step at the junction between buildings. Both are of sandstone rubble construction, of neatly squared and coursed blocks (Building A) or uncoursed (Building B). Both have substantial quoins and double-pitch pantile roofs. Building A has a vertical gable and Building B a hipped gable. Gutters and down pipes are cast iron.

Building A is 10.65m long and 5.3m wide; Building B is 14.6m long, narrowing slightly from west (6.5m) to east (6.2m). Height to ridge varies along the ranges: at the eastern end (west of the hipped-roof) B is 5.2m high and at the western junction with A, 4.7m high; at the same point, A is 5m high and at the west 4.6m high.

The internal formation of the roofs differs slightly between buildings. Building A has four kingpost trusses with single purlins set into principal rafters. The kingpost is strapped to the tie beam. Building B has five kingpost trusses with supporting struts between principal rafter and tie beam and staggered purlins. Again, the kingpost is strapped to the tie beam.

The south face of Building A has two wide openings formed with segmental arched heads with sandstone voussoirs. There is a single-width door to the east at the junction with B. The only other openings into the building are a single-width door in the north wall and a single-width opening into Building B at the north end of the gable wall. Building A has no windows. Along the north face are four vertical and two square ventilation holes.



Plate 2: *The north face of Building A.*

The south face of Building B lies within Building C and is partly obscured because of this. Originally, it had two narrow doors and two windows, all with substantial stone lintels. The eastern door was blocked with brick and one of the attached piers supporting the roof of Building C built against this blocked face. The south door remains open. The two ventilator windows have glazed upper sections. The eastern window is partially obscured by another pier for Building C. A number of vents formed of clay drainage tiles sit just under eaves level.

The north face of the building has two ventilator windows with upper glazed sections, again with substantial squared lintels. There is a double-width opening towards the west end of the wall. The wall is also pierced by three vents formed from drainage tiles set just under eaves level.



Plate 3: *The interior of Building B looking west.*

Most original features have been removed from the buildings. It is likely that Building A started life as a cattle shelter or hemmel set to the north of a cattle yard as shown on Ordnance Survey maps. At some time it may have been used as a byre or shippon for milk cattle as suggested by a surviving drainage gully running longitudinally within the building.

There is more evidence for the use of Building B as a byre with a surviving drainage channel, non-slip concrete floors and a number of surviving feeding troughs (salt-glazed from the Errington-Reay Bardon Mill Pottery). There are also traces of a timber partitioned walkway towards the western end of the building but no evidence for the stalling arrangements of the cattle.

3.2 Building C: Barn

This rectangular structure (13m east-west by just under 12m north-south) lies south of Building B and occupies an earlier cattle yard as shown on historic Ordnance Survey maps. It is a modern structure, utilizing the existing south and east walls of the yard with its superstructure and roof on brick piers set either above the yard walls, independently along the west face, or attached along the south wall of Building B. The roof is formed of two central steel frame trusses with timber trusses to north and south and timber purlins. Along with the superstructure, it is clad with corrugated asbestos sheeting. The building was used as a barn.

3.3 Building D: Stable Block, Byre and Workshop

This is the southern component of the ranges, forming a long east-west running building a little to the north of Brainshaugh House on land sloping gently to the east and south. It is 26.8m long by 4.5m wide. Its eastern gable is 6m high, its western gable just over 5m. It is formed of irregular sandstone rubble with a double-pitch pantile roof. The building consists of a central and northern stable block with a byre, all disused, and what is today a workshop at the south end.



Plate 4: The north face of Building D.

The northern face of the building has three window openings. That to the north is a ventilator with a narrow upper glazed area, the other two are fully glazed with vertically opening hinged frames. Doors in the north face include two stable doors, a

vertically folding door, a modern door to the north and a full height door into the workshop at the south. There are no openings in the west gable, a single six frame window in the east gable and a six frame window in the south face of the building, formerly a door but partially bricked up. Gutters and downpipes include cast iron and modern plastic components.

Internally, as with buildings A and B, most of the original fixtures and fittings have gone. The central stable area retains timber partition walls into which are set the stalls but with no evidence remaining for troughs etc. The non-slip concrete floor includes a longitudinal drainage channel and channel running from this under the north wall. To the south of the stables is a room with a transverse drainage channel. This may originally have functioned as a byre with stalling running longitudinally but no evidence for this remains. The northern end of the building is not under development but was inspected but contains no surviving features.



Plate 5: Ventilator window in the north wall of Building D.



Plate 6: Hinged window in the north wall of Building D.

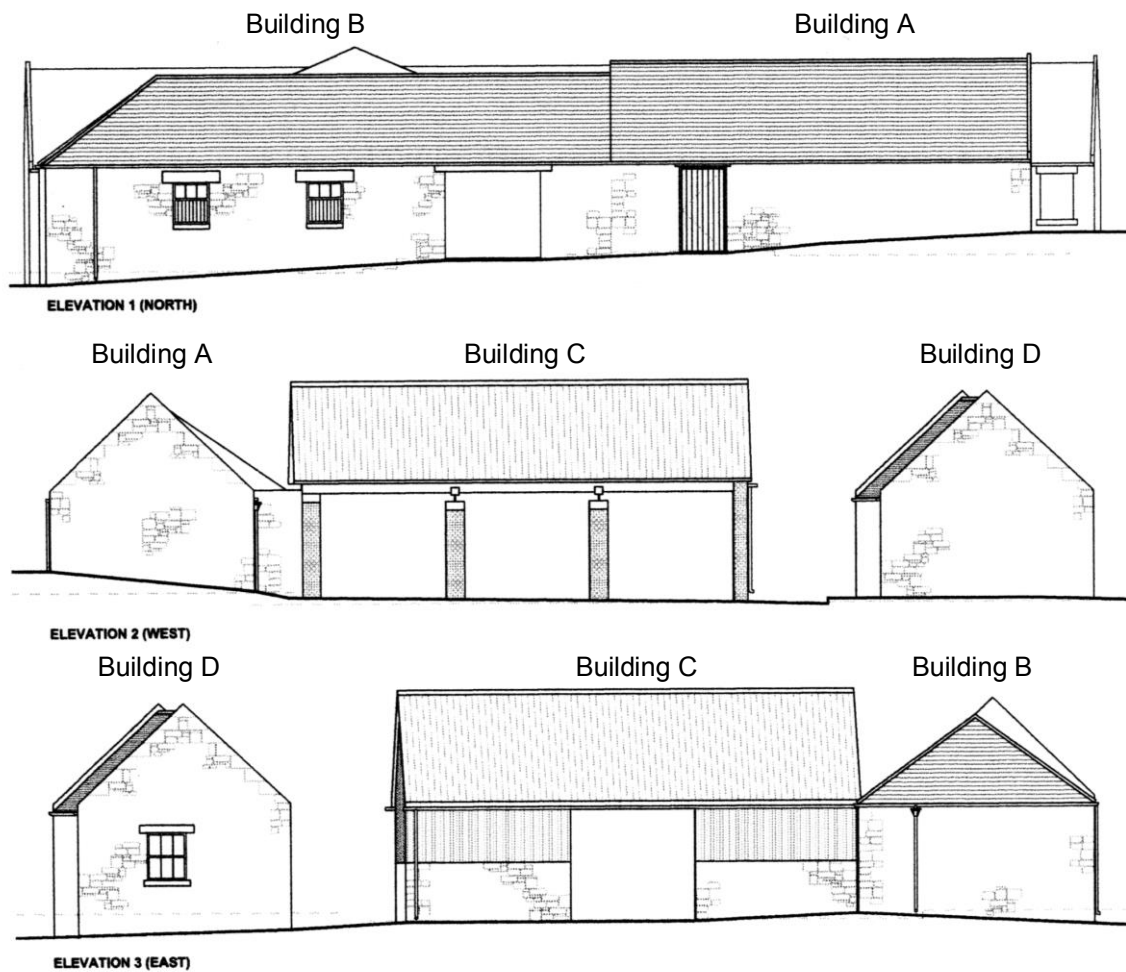


Figure 8: Elevations 1 to 3 of buildings A, B, C and D.



Plate 7: Building C from the west. This was built over an open cattle yard.

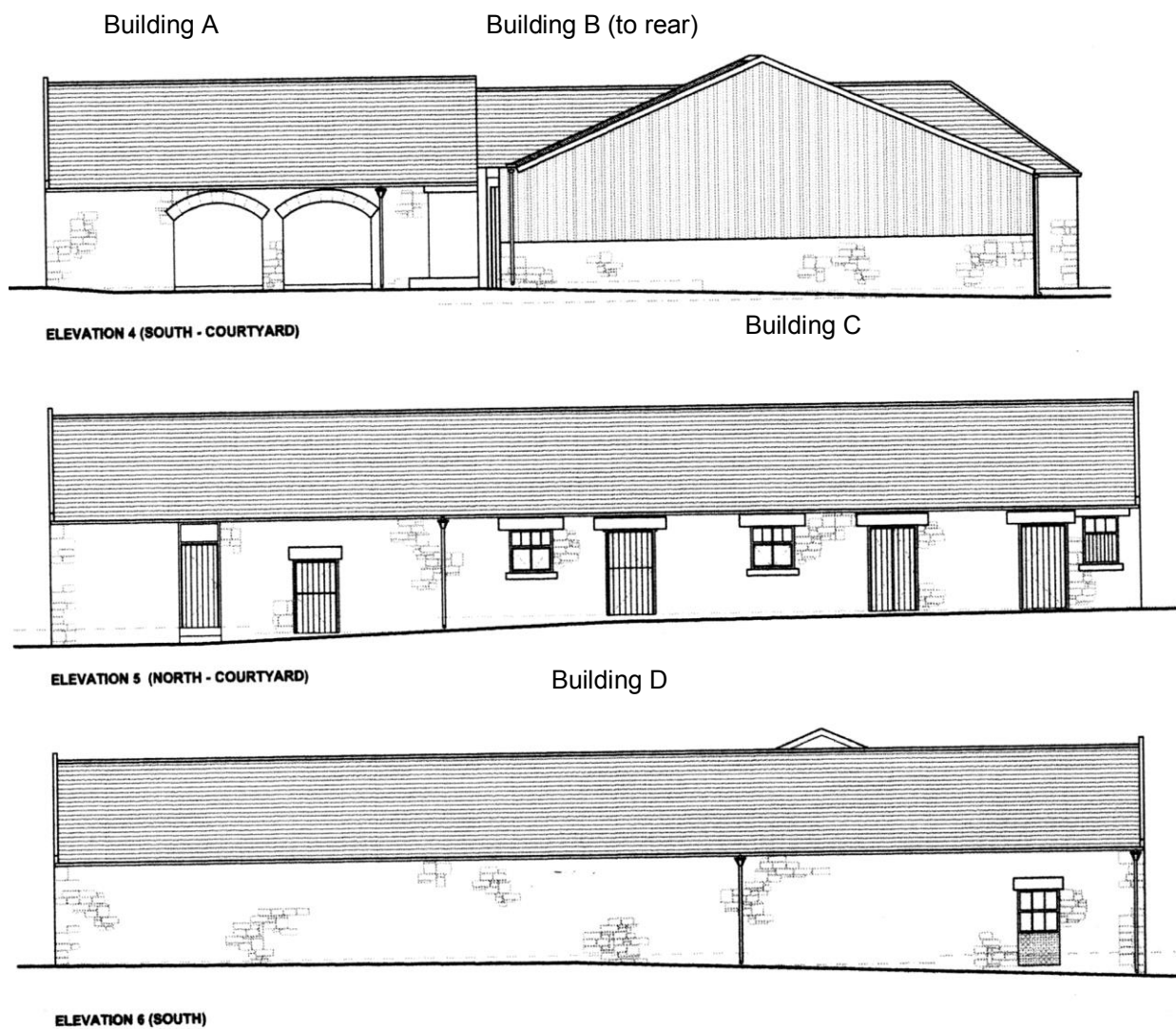


Figure 9: Elevations 4 to 6 of buildings A, B, C and D.



Plate 8: The south face of Building D.

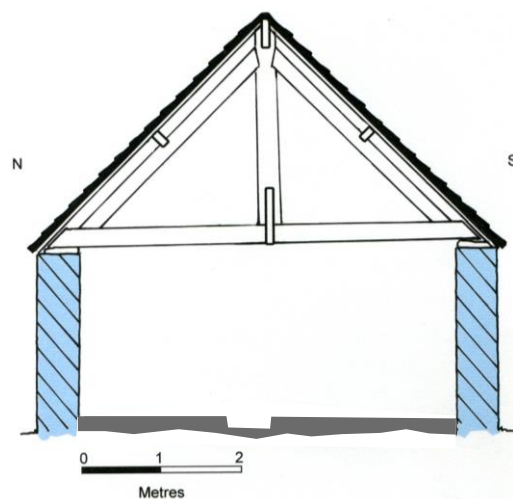


Figure 9: Section through Building A Cattle Byre (1:100).

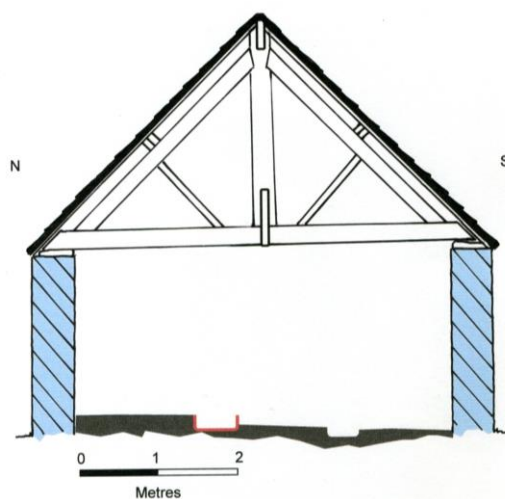


Figure 10: Section through Building B Cattle Byre (1:100).

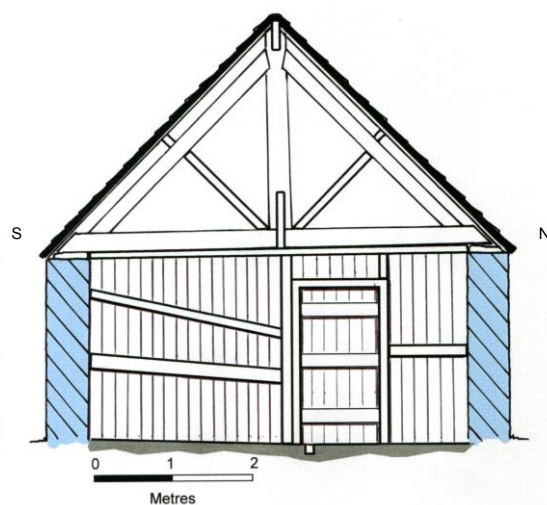


Figure 11: Section through Building D Stable Block (1:100).

4. ARCHIVE

A photographic archive has been prepared as per section 2.5 above. Copies of the report and photographs will be lodged with Northumberland Archives at Woodhorn and with the Northumberland HER at Morpeth. The photographic archive will be deposited with Archaeology Data Service (ADS).

5. SOURCES

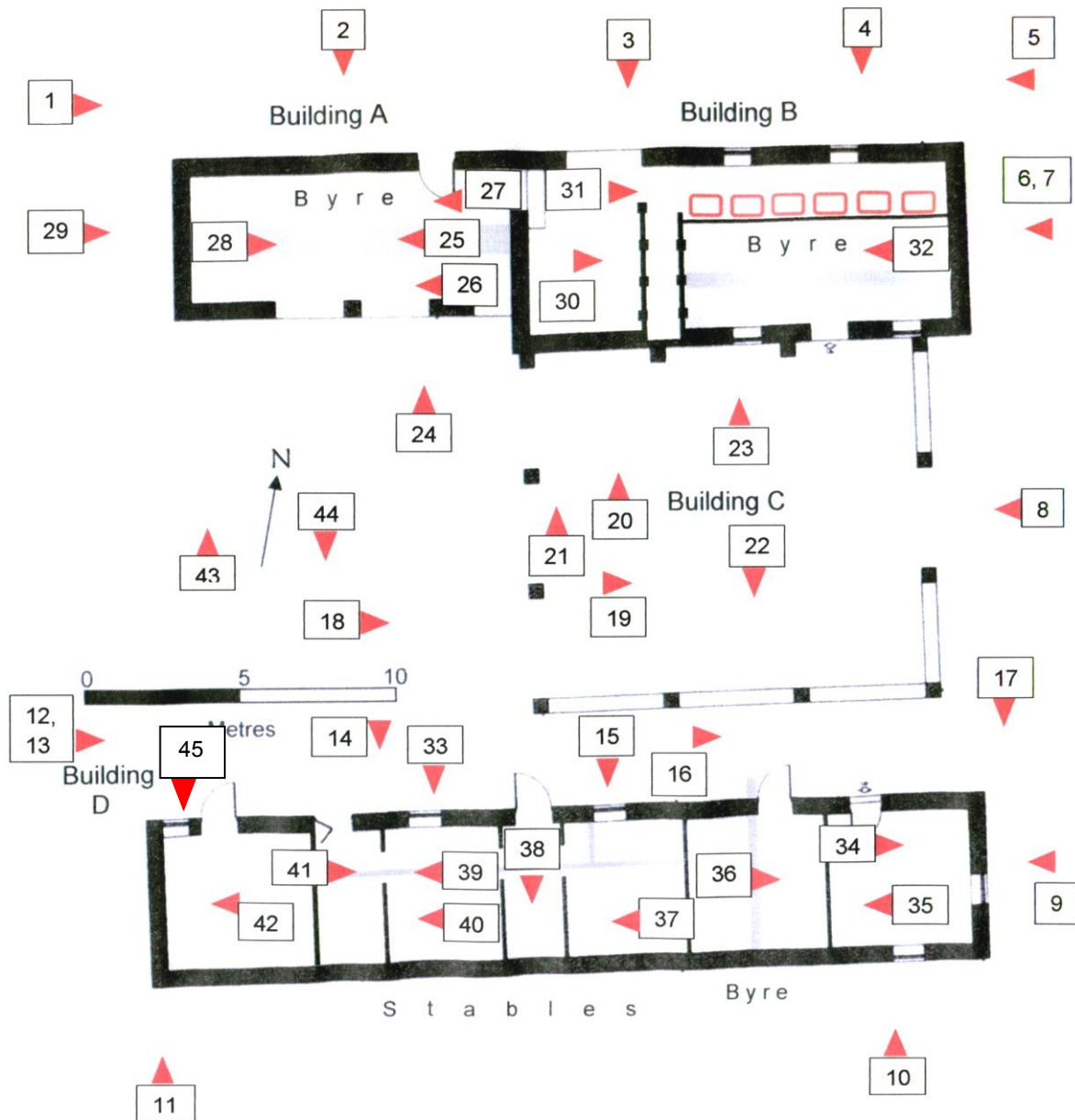
Barnwell, P S and Giles, C, 1997. *English Farmsteads 1750-1914* (RCHME)
Hodgson, J C, 1899. *A History of Northumberland*, volume 5 (Newcastle upon Tyne)
Pevsner, N, 1992. *The Buildings of England: Northumberland* (Penguin Books).



Plate 9: *The south front of Building A*

6. APPENDICES

6.1 Photograph Locations (see 6.2)



6.2 Photographic Catalogue (see above for locations)

Photo Number	Building and Description	Looking
1	A West gable	East
2	A North face	South
3	B North face	South
4	B North face	South
5	B North-east angle	South-west
6	B North-east angle and east end of C and D	South
7	B East gable	West
8	C East face	West
9	D East gable	West
10	D East end	North
11	D South-west angle and south face	East
12	D North-west angle	South-east
13	D North face	South-east
14	D West end of north face	South
15	D Middle of north face	South
16	D North face	East
17	D North-east angle	South
18	C West face	East
19	C South wall, internal	South-east
20	C North wall internal	North
21	C North Wall internal	North
22	C South roof truss internal	South
23	B South wall within C	North
24	A Segmental arched openings in south face	North-west
25	A Roof trusses	West
26	A Roof trusses	North-west
27	A Segmental arched openings internal	South-west
28	A Internal	East
29	A West gable	East
30	B Internal	North-east
31	B Roof trusses	East
32	B General view internal	West
33	D Ventilator window in north wall	South
34	D Workshop at east end	South-east
35	D Workshop at east end	West
36	D From byre. Roof trusses	East
37	D Stable block	West
38	D Stable block. Half door with bars	South-west
39	D Stable block. Stall	West
40	D Stable block. Stall	West
41	D Stable block. Stall	East
42	D North block. Double trusses	West
43	A Segmental arches in south face	North
44	D North face across stripped yard	South
45	D Window in north wall	South

6.3 Briefing Document

Planning ref: 13/03908/FUL

NC ref: A1/03:18642

BRAINSHAUGH FARM, BRAINSHAUGH, ACKLINGTON, NORTHUMBERLAND

Brief for Historic Building Recording

1 Introduction

1.1 A planning application has been submitted for the conversion of an existing farm steading into two holiday cottages AT Brainshaugh Farm, Brainshaugh, Northumberland.

1.1.2 As a large rural County Northumberland retains a large number of farm and agricultural buildings, including examples of 'model farms' and rural farmsteads which developed over many centuries of use.

Changing farming practices, including the process of accelerated mechanisation during and following the Second World War, mean that many historic farm buildings are now surplus to the requirements of modern agriculture. Historic farm buildings can be regionally distinctive (particularly where ranges were designed by an estate's architect) and can be of local, regional or national importance. They should be regarded as 'heritage assets' in the context of the *National Planning Policy Framework*. Programmes of redevelopment, demolition

1.2 Policy Background

1.2.1 Policy relating to the assessment and mitigation of impacts to the heritage resource within the planning system is set out in the *National Planning Policy Framework*. The Framework identifies that the planning system should perform 'an environmental role', contributing to and protecting the built and historic environment¹ and that the pursuit of 'sustainable development' includes seeking improvements to the built, natural and historic environment.²

1.2.2 The Framework further clarifies that, in circumstances where heritage assets will be damaged or lost as a result of development, Local Planning Authorities should require developers to record and advance the understanding of the asset to be lost in a manner appropriate to the significance of the asset. The evidence (and any archive) generated as part of the plan making process should be made publically accessible; copies of the evidence generated should be deposited with the relevant Historic Environment Record and archives with the relevant museum.³

1.3 Archaeological mitigation of development impact

1.3.1 Having assessed the potential impact of the development on the archaeological resource, Northumberland Conservation has advised Northumberland County Council (NCC) Development Management Team that should permission be granted, a condition should be attached to the permission requiring a programme of archaeological mitigation consistent with the objectives of paragraphs 141; 176; 203-206 of the *National Planning Policy Framework*.

1.4 Northumberland Conservation Charging Policy

1.4.1 Due to the increasing pressure on local government finances resulting from the current economic situation, Northumberland Conservation has had to introduce a charging policy for staff time and the cost of travel.

¹ NPPF Paragraph 7

² NPPF Paragraph 9

³ NPPF Paragraph 141 and footnote 30

1.4.2 The complete charging policy can be accessed on the Northumberland County Council website⁴ or a copy can be sent on request via email or post (see contact details at the end of the document).

1.4.3 This is an application for 2-49 dwellings. **The current costs laid out in the charging document will apply for this type of application.**

1.5 Purpose of the Brief

1.5.1 This brief constitutes Northumberland Conservation's justification for the investigation, its objectives and the strategy and procedures to apply to the programme of archaeological recording. **This brief does not constitute the required 'written scheme of investigation'.**

1.5.2 The brief is intended to establish the project parameters to enable an archaeological consultant or contractor to tender for the work and, once commissioned, to prepare and submit an appropriate Written Scheme of Investigation/Project Design/Method Statement to Northumberland Conservation for approval prior to work commencing. **The mitigation brief is tied directly into the planning condition and as a result there will be no charge for the production of a mitigation brief.**

1.6 Purpose of the Written Scheme of Investigation (WSI)

1.6.1 The Written Scheme of Investigation (WSI)/Project Design/Method Statement should be produced in line with the detailed requirements laid out in the brief or following detailed discussion with the Assistant County Archaeologist.

1.6.2 The WSI should be based on a thorough study of all relevant background information, in particular any assessment reports or, in their absence, data held or referenced in Northumberland Historic Environment Record (HER). Contractors should therefore ensure that they have made provision to consult the HER as part of any required tender submissions or project costings. **The results should be included in the written scheme of investigation.**

1.6.3 The developer should discuss the extent of the development, the nature of the works and their intended scope of works with their archaeological contractor **prior to the production of a WSI**, in order that an appropriate programme of archaeological monitoring can be **agreed and confirmed within the WSI**.

1.6.4 In line with part (a) of the planning condition, work cannot commence on site until the WSI has been submitted to NCC Development Management Team and approved in writing on the advice of Northumberland Conservation. Northumberland Conservation now charges for this service. The current costs laid out in the charging document will apply for a erection of dwelling houses 2-49 dwellings application.⁵

2 Specific issues to be addressed by the programme of building recording

2.1 While the building recording should record the buildings in line with section 3, the recording and subsequent report should make particular reference to:

- i) Significant fixtures and fittings surviving within the buildings
- ii) The development of the buildings (individually and as a group)
- iii) Relationships between individual buildings

3 Method of work

3.1 All work should be carried out in compliance with the codes of practice of the Institute

⁴ <http://www.northumberland.gov.uk/default.aspx?page=1627> Charging Policy document

⁵ <http://www.northumberland.gov.uk/default.aspx?page=1627> Charging Policy document

for Archaeologists (IfA) ⁶ and will follow the IfA Standard and Guidance for archaeological investigation and recording of standing buildings or structures⁷.

- 3.2 The programme of building recording should be carried out to English Heritage standards, following the guidelines issued by that body in 2006. A copy of those guidelines is available to purchase from English Heritage publications department.⁸
- 3.3 This programme of building recording should broadly adhere to Level 2 of the guidelines but some additional items will be required from other levels of the guidelines. These comprise:

i) Written Account

This section should include:

- Precise details of the location of the building, by name or street number, civil parish or town.
- The National Grid reference of the building and details of listing or scheduling
- The date when the record was made and the name of the recorder
- A summary of the building's plan, type and purpose, materials used in construction and so far as is possible, the date of construction
- The names of architects, builders, patrons and owners (if known)

ii) Drawn Record

This section should include:

- A scale plan of all floors as existing, showing the form and location of any structural features of historic significance (including blocked windows and doors, former fireplace openings, masonry joints, changes in internal levels, internal fixtures and fittings)
- *Architect's plans can be used, providing that they at a recognisable planning scale and show sufficient structural detail. Any additional features and any discrepancies found on site must be amended on the plans.*
- A plan or plans identifying the location and direction of accompanying photographs.

iii) Photography

This section should include:

- General views of the exterior of the building, from all angles
- The overall appearance of the principal rooms and circulation areas
- Detailed photography of internal and external fixtures and fittings

3.4 General Standards

- i) All staff must be suitably qualified and experienced for recording historic farm buildings and a curriculum vitae should be supplied to the Northumberland Conservation for approval prior to work commencing
- ii) All staff must familiarise themselves with the archaeological background of the site, and the results of any previous work in the area, prior to the start of work on site. All staff must be aware of the work required under the specification, and must understand the projects aims and methodologies.
- iii) A full and proper record (written, graphic and photographic as appropriate)

⁶ Institute for Archaeologists, 2008, *By-Laws: Code of Conduct* (23 October 2008):

http://www.archaeologists.net/modules/icontent/inPages/docs/codes/code_conduct.pdf

⁷ Institute for Archaeologists, 2008, *Standard and Guidance for archaeological investigation and recording of standing buildings or structures*:

<http://www.archaeologists.net/modules/icontent/inPages/docs/codes/build2.pdf>

⁸ English Heritage, 2006, *Understanding Historic Buildings. A guide to good recording practice.* (available as pdf. files in three parts at the address listed below):

http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_1.pdf

http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_2.pdf

http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_3.pdf

should be made for all work, using pro forma record sheets and text descriptions appropriate to the work. Accurate scale plans and section drawings should be drawn at 1:50, 1:20 and 1:10 scales as appropriate.

iv) The recorded buildings should be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area.

v) A photographic record must be taken in colour transparency and black and white print and should include a clearly visible, graduated metric scale. A register of all photographs must be kept. *If the archaeological contractor would prefer to use digital photography as standard, the digital photographs will need to be submitted to the Archaeological Data Service (ADS) for long-term archive storage within 6 months of completion of the post-excavation work is and the report.*

3.5 Site monitoring and visits

3.5.1 The Assistant County Archaeologist dealing with this application must be informed on the start date and timetable for the watching brief **in advance** of work commencing.

3.5.2 Regular communication between the archaeological contractor, the Assistant County Archaeologist and other interested parties must be maintained to ensure the project aims and objectives are achieved.

3.5.3 The Assistant County Archaeologist does not anticipate that a site visit will be required for this work. If the developer, their agent or archaeological contractor would like the Assistant County Archaeologist or his/her nominee to visit the site there will be a cost for this service. **The current costs laid out in the charging document will apply for the erection of dwelling houses 2-49 dwellings application.**⁹

4 Post excavation work, archive, and report preparation

4.1 Site Archive

4.1.1 Paragraph 141 of the *National Planning Policy Framework* clarifies that Local Planning Authorities should make evidence gathered as part of archaeological mitigation exercises, including any archive, publically accessible. Copies of the primary report should be deposited with the Historic Environment Record and the archive deposited the Northumberland Archives at Woodhorn.

4.1.2 The archive must be deposited in the Northumberland Archives at Woodhorn, within **6 months** of completion of the post-excavation work is and the report.

4.1.3 Before the commencement of fieldwork contact should be made with the landowners and with the Northumberland Archives at Woodhorn to make the relevant arrangements. Details of land ownership should be provided by the developer.

4.1.4 If the archaeological contractor would prefer to use digital photography as standard, the digital photographs will need to be submitted to the Archaeological Data Service (ADS) for long-term archive storage within 6 months of completion of the post-excavation work is and the report.

4.1.5 Archiving work must be carried out in compliance with the IfA Guidelines for Archiving¹⁰.

4.1.6 Northumberland Conservation will require confirmation that the archive had **been**

⁹ <http://www.northumberland.gov.uk/default.aspx?page=1627> Charging Policy document

¹⁰ Institute for Archaeologists, 2008. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (October 2008):
<http://www.archaeologists.net/modules/icontent/inPages/docs/codes/Archives2009.pdf>

submitted in a satisfactory form to the relevant museum before recommending to the local planning authority that the condition should be fully discharged.

4.2 Report

- 4.2.1 Paragraph 141 of the *National Planning policy Framework* clarifies that Local Planning Authorities should make evidence gathered as part of archaeological mitigation exercises, including any archive, publically accessible. Copies of the primary report should be deposited with the Historic Environment Record.
- 4.2.2 The archaeological consultant or contractor must submit a copy of the report to their client and Northumberland Conservation within 2 months of completion of the work.
- 4.2.3 Northumberland Conservation requires one bound paper copy of the report and one digital copy in Word or PDF format.
- 4.2.4 Each page and paragraph should be numbered within the report and illustrations cross-referenced within the text.
- 4.2.5 The report should include the following as a minimum:
 - i) Planning application number, Northumberland Conservation reference, OASIS reference number and an 8 figure grid reference
 - ii) A location plan of the site at an appropriate scale of at least 1:10 000
 - iii) A location plan of the extent of the site. This must be at a recognisable planning scale, and located with reference to the national grid, to allow the results to be accurately plotted on the Historic Environment Record
 - iv) Plans and elevations of the building, cross-referenced in the text
 - v) A summary statement of the results
 - vi) A detailed description of the results
 - vii) Photographs of the building including both internal and external shots and detailed photographs of significant fabric, fixtures and fittings
 - viii) An appendix comprising a register of all colour transparencies and black and white prints
 - ix) Any variation to the above requirements should be approved by the planning authority prior to work being submitted

4.3 Approval of report

- 4.3.1 In line with the planning condition, the report will need to be submitted to NCC Development Management Team and approved in writing before the condition can be discharged. Approval of the report will be on the advice of Northumberland Conservation.
- 4.3.2 There will be a fixed charge for approving the report submitted at the post-excavation phase, including (if appropriate) interim and final reports. This cost has been based on the estimated time required to undertake this activity. **The current costs laid out in the charging document will apply for the erection of dwelling houses 2-49 dwellings application.**¹¹

4.4 OASIS

- 4.4.1 Northumberland Conservation and HER support the Online Access to Index of Archaeological Investigations (OASIS) Project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large scale developer funded fieldwork.
- 4.4.2 The archaeological consultant or contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. If the contractors are unfamiliar with OASIS, they are advised to contact Northumberland HER prior to completing the form. Once a report has become a public document by submission to or

¹¹ <http://www.northumberland.gov.uk/default.aspx?page=1627> Charging Policy document

incorporation into the HER, Northumberland HER will validate the OASIS form thus placing the information into the public domain on the OASIS website. The archaeological consultant or contractor must indicate that they agree to this procedure within the specification/project design/written scheme of investigation submitted to Northumberland Conservation for approval

4.5 Publication

- 4.5.1 A summary should be prepared for 'Archaeology in Northumberland' and submitted to Liz Williams, Northumberland Historic Environment Records Officer, by December of the year in which the work is completed.
- 4.5.2 A short report of the work should also be submitted to a local journal if appropriate.

5 Further Guidance

- 5.1 Any further guidance or queries regarding the provision of a specification should be directed to:

David Bull
Assistant County Archaeologist
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF

Tel: 01670 622655
Fax: 01670 533086
e-mail: david.bull@northumberland.gov.uk

14th January 2014

Historic Building Recording Report Check List

Site name:

Archaeological Contractor:

Check List	Contractor	Northumberland Conservation
Copy of report checklist		
Planning ref.		
NC ref.		
OASIS ref.		
Confirmation that all OASIS sections completed incl. submission of grey literature		
8 figure grid reference		
Results		
Summary statement of the results		
Detailed description of results		
Photographs and drawings cross-references within the text		
Appendix listing the colour transparencies and black and white contact strips taken		
Illustrations		
Location plan at scale of at least 1:10000		
Plans showing location of development area at recognisable planning scale and located with reference to the national grid		
Location plan of the site at an appropriate scale of at least 1:10 000		
Plans appropriate to the building recording as laid out in the brief		
Elevations appropriate to the building recording as laid out in the brief		
Photographs appropriate to the building recording as laid out in the brief		
Any variation approved by NC prior to work commencing		

Contractor checked:

NC Officer checked:

Date:

Date: