



University of Leicester

Archaeological Services

**15 Main Street,
Houghton on the Hill,
Leicestershire (SK 6797 0356):
Historic Building Inspection and Recording**

By Sophie Clarke



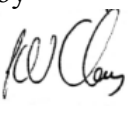
ULAS Report No 2011-072
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**15 Main Street, Houghton on the Hill,
Leicestershire:
Historic Building Inspection and Recording**

NGR: SK 6797 0356

Sophie Clarke

For: Mrs C West and Mr S McLaren

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15 Main Street, Houghton on the Hill, Leicestershire SK 6797 0356: Historic Building Inspection and Recording

Sophie Clarke

Summary

A programme of historic building survey and recording at 15 Main Street, Houghton on the Hill, a Grade II listed building, was undertaken in advance of proposed redevelopment. The house has a plaque inscribed with the date 1760, but evidence from the internal building survey, including a surviving upper-cruck timber roof truss within the earliest range, indicates that the house is likely to have originated as a timber-framed structure of three bays and one and a half stories, with a cross-passage plan, probably dating to the second half of the 17th century. A two-storey outbuilding to the rear of the house, with an upper floor workshop, appears to have been constructed in the early part of the 18th century. The 1760 plaque is likely to signify an episode of major alterations to the building, including the rebuilding of the external walls in brick and the insertion of the present fireplaces and chimney stacks, works which would have drastically altered the appearance of the house. During the 19th century, the narrow, service end bay at the northern end of the building was demolished and replaced by a larger, fully two-storeyed, two-bay extension. An imposing king-post roof truss, formed of imported Baltic softwood and connected with iron bolts and strapwork, indicates a construction date of 1850+ for this range. The archive will be held by Leicestershire County Council Museums Service under the accession number X.A64.2011.

1. Introduction

This report presents the results of a programme of historic building inspection and recording at 15 Main Street, Houghton on the Hill, Leicestershire. It has been prepared by Sophie Clarke of University of Leicester Archaeological Services' Historic Buildings Team, on behalf of Mr and Mrs McLaren.



Plate 1. 15 Main Street, front elevation, looking north.

15 Main Street, also known as ‘The Old Bake house’, is located within the Conservation Area of Houghton on the Hill and is a grade II listed building.

The building is owned by Mr and Mrs McLaren who have submitted a planning application (11/00049/LBC) for internal and external works and alterations, including the insertion of new openings, replacement of doors, installation of underfloor heating, re-roofing works and the installation of a new chimney breast and hearth.

In consequence, the Senior Planning Archaeologist at Leicestershire County Council Historic and Natural Environment Team (LCC HNET), requested that a programme of historic building inspection and recording should be undertaken, in advance of the proposed redevelopment, in line with the archaeological condition on planning permission 11/00049/LBC.

2. Site location

15 Main Street is located at National Grid Reference SK 6797 0356 at a height of c.168m above Ordnance Datum. The site is located on the north-western side of Main Street, to the south of the War Memorial, in the historic core of Houghton on the Hill village.

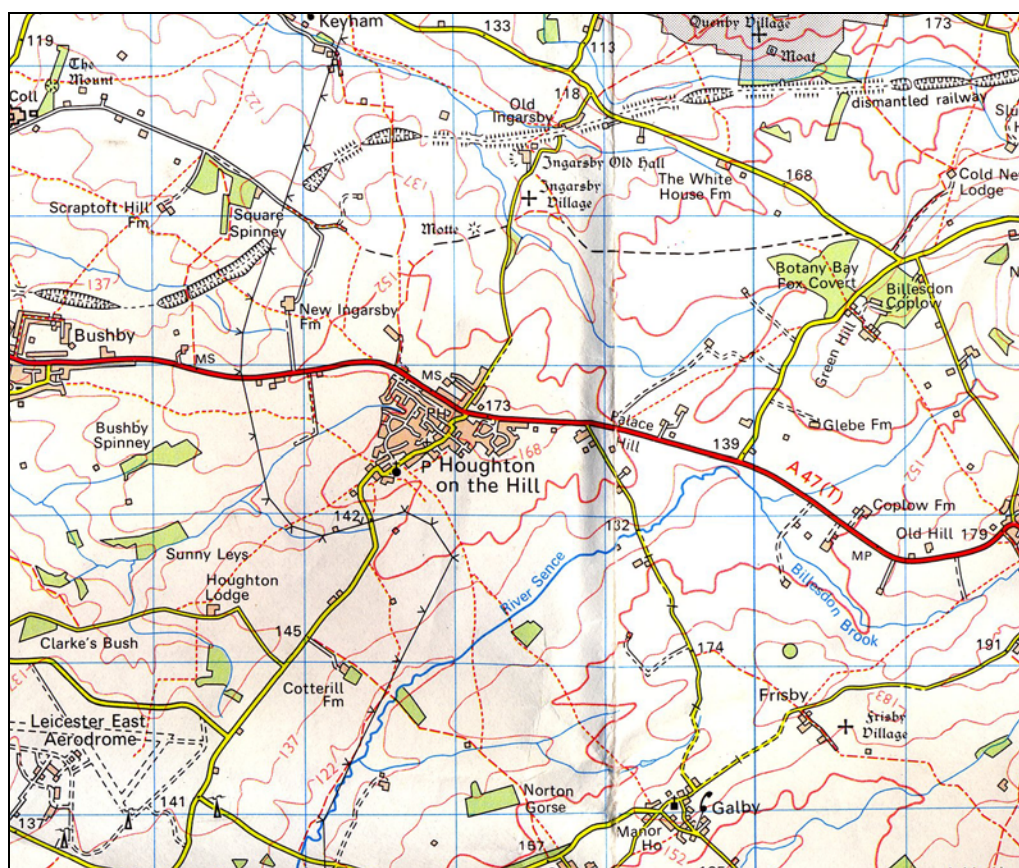


Figure 1. Location of Houghton on the Hill. Scale 1:50,000

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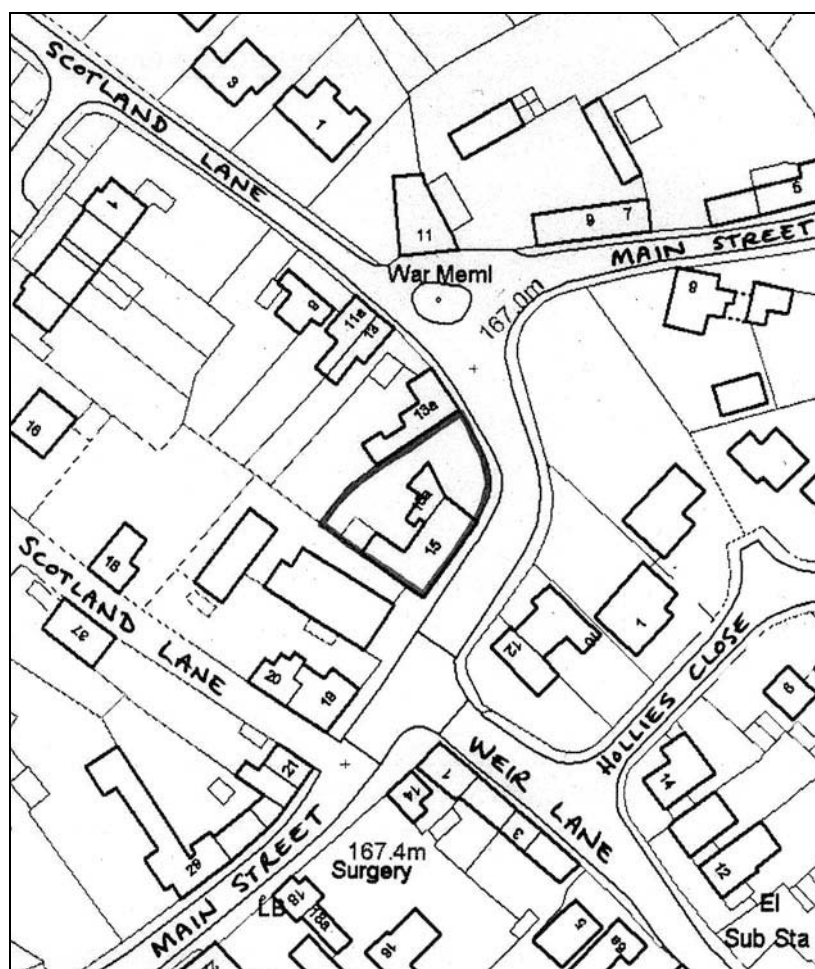


Figure 2. Site location. Scale 1:1250.

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3. Aims and methods

In accordance with PPS 5 'Planning and the Historic Environment' Policy HE12.3, the purpose of the work was to record and advance understanding of the significance of the affected heritage asset prior to its loss or truncation due to the impact of the proposed development. Following the *Brief* issued by LCC HNET, the programme of inspection and building recording was undertaken prior to the commencement of the proposed alterations, with specific attention given to those elements of the scheme where demolition, conversion and/or alteration are proposed.

All work followed the Institute for Archaeologists (IfA) Code of Conduct and adhered to their *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures*.

The methodology followed procedure outlined within the project design specification (ULAS 11-346), using English Heritage guidelines *Understanding Historic Buildings: A guide to*

good recording practice (2006) in order to determine the necessary level of recording, as relevant to the impact of the development scheme. The work incorporated the following specific elements:

The Written Account

- The precise location of the building, by name or street number, civil parish, town etc and national Grid Reference
- A note on any statutory or non-statutory designations
- The date the record was made, the names of the recorders, and the location of project archive
- A statement describing the building's type or purpose, materials and possible dates of construction and alteration. This account should outline the building's plan, form, function, age and development sequence. The names of builders and owners should be given if this information can be established.
- A note of the building's past and present relationship to its setting.
- A table of contents and list of figures or illustrations
- Full bibliographic and other references, or a list of sources consulted

The Survey Drawings

A measured survey of the buildings including floor plans and external elevations has been undertaken by the architectural firm Graham Harris Partnership Ltd and has been provided by the client for the purposes of this project. These were verified for accuracy on site and amended as necessary with the addition of historic architectural detail. These were transferred to a CAD package and revised to conform to the architectural drawing conventions set out in the English Heritage guidelines.

Any additional drawings that were required were made on drafting film at a scale of 1:5, 1:10, 1:20, or 1:50, as appropriate, illustrating particular historic architectural details. Again these drawings will be transferred to a CAD package and reproduced in the approved format set out in the English Heritage guidelines.

The drawn record comprised:

- Plans (to scale or fully dimensioned) of the building as existing, showing the form and location of any structural features of historic significance (eg blocked doors/windows)
- Sections to illustrate the vertical relationships within a building.
- Drawings to show the form of any architectural decoration.

The Photographic Record

Photographs were taken using a 35mm format SLR camera with black and white print film supplemented by colour digital photographs. The photographic record comprised:

- General views of the building in its setting or landscape
- The building's exterior appearance.
- The overall appearance of the principal internal areas
- Any exterior details which are relevant to the building's design, development and use, and which do not show adequately on the general photographic record
- Internal details structural or decorative relevant to the building's design, development and use.

The fieldwork was carried out on the 4th and the 10th of May 2011, by Sophie Clarke of ULAS.

4. Description and chronology of the buildings

15 Main Street is a Grade II listed building, with the following listing description, taken from the Images of England website

<http://www.imagesofengland.org.uk/Details/Default.aspx?id=190673&mode=quick> :



© Mr P J Rawson

IoE Number: 190673

Location: THE OLD BAKEHOUSE, 15 MAIN STREET (north side)

HOUGHTON ON THE HILL, HARBOROUGH, LEICESTERSHIRE

Photographer: Mr P J Rawson

Date Photographed: 05 October 1999

Date listed: 21 December 1984

Date of last amendment: 21 December 1984 Grade II

HOUGHTON ON THE HILLSK 60 SEMAIN STREET (North Side) 5/11A No. 15 (The Old Bakehouse)

HOUGHTON ON THE HILL SK 60 SE MAIN STREET (North Side) 5/11A No. 15 (The Old Bakehouse) and 15A (Granary Cottage) GV II House, now 2 dwellings. C18, dated 1760, and early C19. Red brick, in small part rendered, with whitewashed front, and Swithland and Welsh slate roofs with brick ridge and end stacks, those to left and rear truncated. 2 ranges, that to left lower and C18. Two storeys of 4 3-light centre-opening casements, the 2 to right with cambered lintels. On ground floor 4 3-light horizontal sliding sashes with top lights and cambered lintels. 4-panelled stable-type door centre right. Chamfered beams inside. 2 storey part outbuilding wing to rear of left range. Inside this are 2 tie beam trusses with clasped principals. Wing (No. 15A) to rear of right range. Colourwash rendered brick, C20 casements, door, and C20 side stack. Chamfered beams inside. Formerly an outbuilding/granary, converted C20. Tablet on gable inscribed 'T.W.A. 1760'.



Plate 2. Early 20th century photograph of 15 Main Street (Stanley House), date unknown. Supplied by owner.

The present owners of the building are in possession of a photograph which, although undated, appears to show the building in the first half of the 20th century, before the application of render and white wash. This shows the northern, 19th century range to have been constructed in diaper pattern brickwork. The earlier range, dated to 1760 in the listing description, is of one and a half storeys height, with long first floor window set directly below the eaves. The gable has been rebuilt and the steep pitch of the roof is a good indication that this may have originally been thatched and that the 18th century façade may conceal an earlier structure. On the back of the photograph, the building is named as 'Stanley House'.

No evidence was found during the course of the survey to suggest that the building may have functioned as a bakehouse.

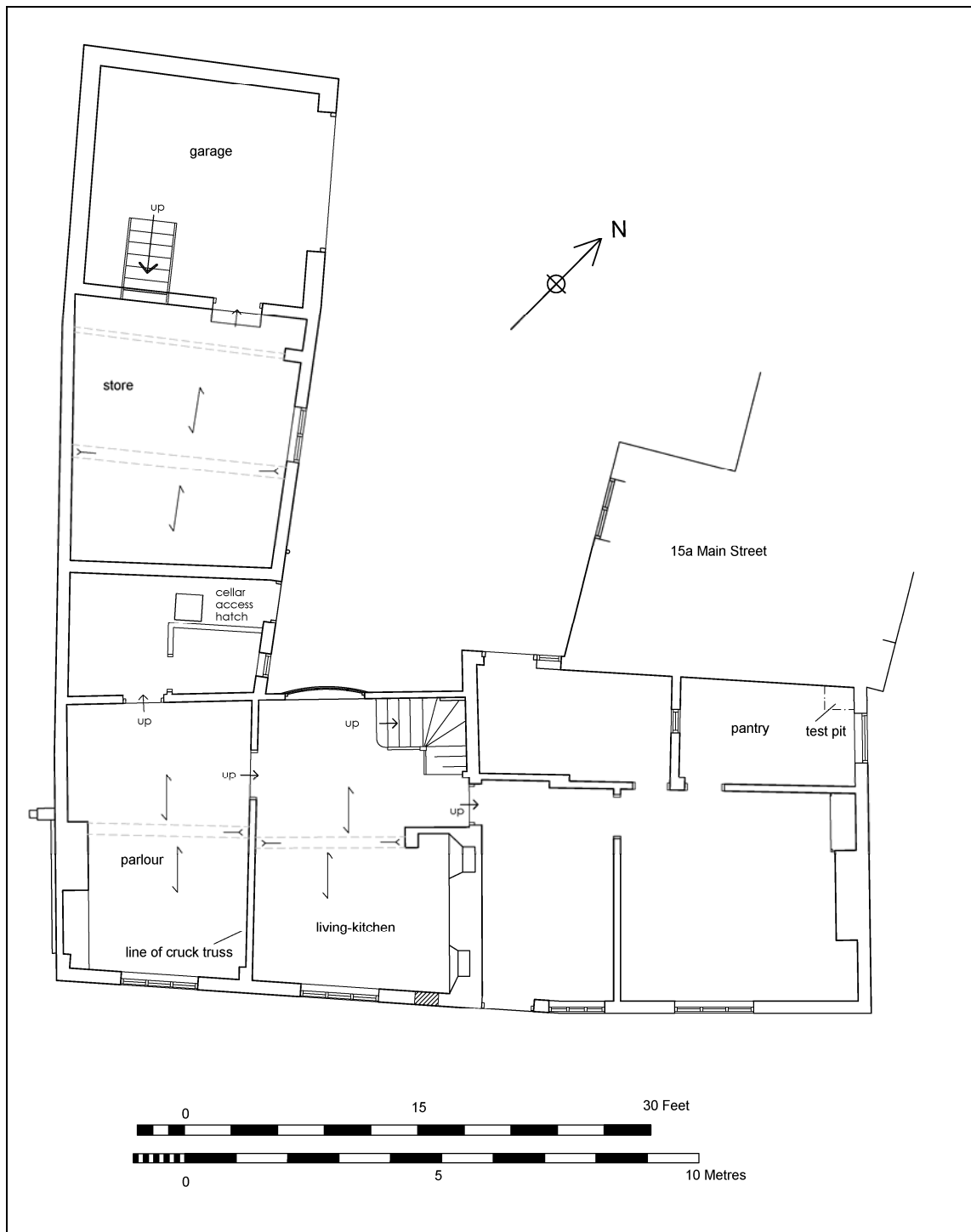


Figure 3. 15 Main Street, Ground Floor Plan (derived from survey drawings supplied by Graham Harris Partnership Ltd, Architectural Services).

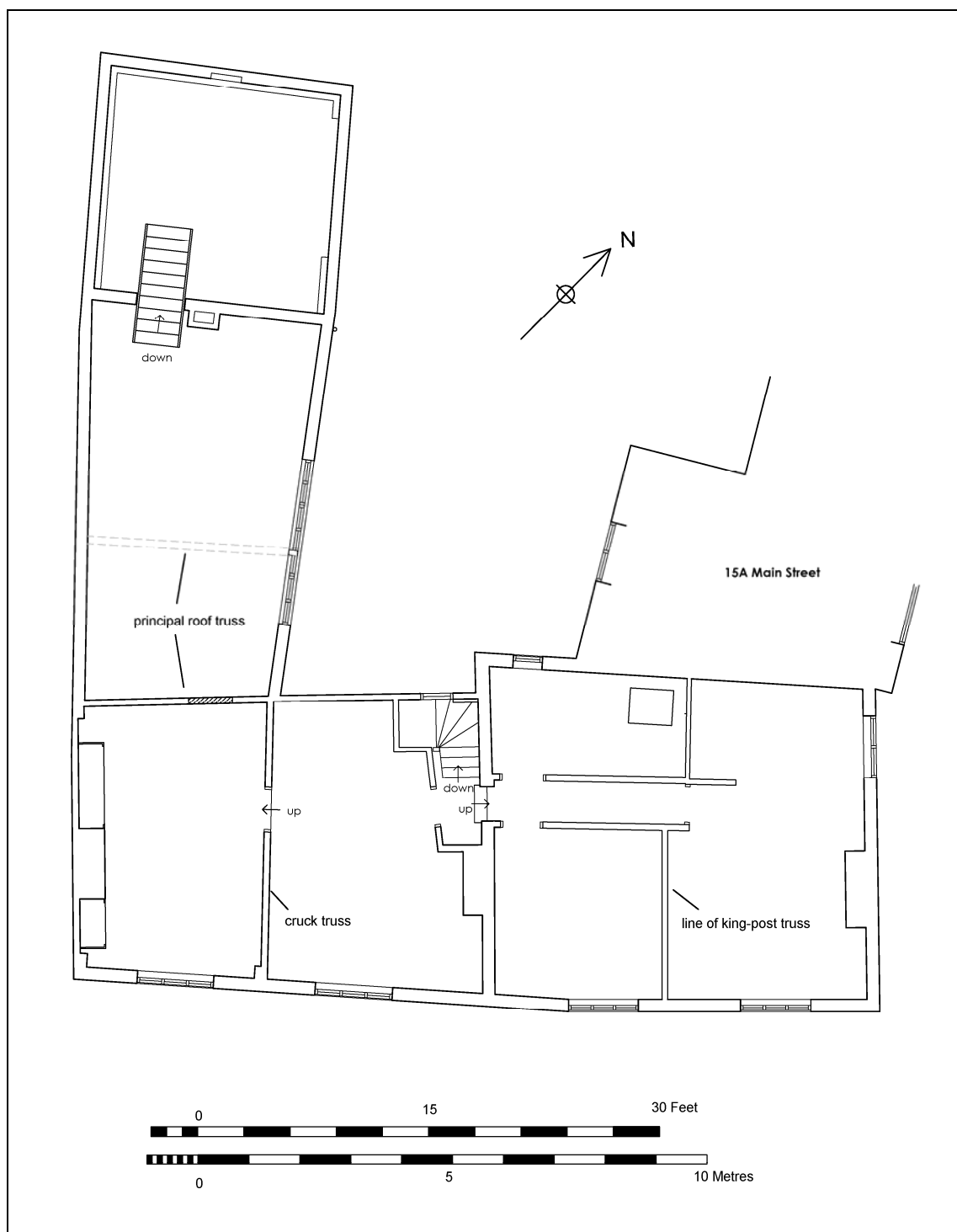


Figure 4. 15 Main Street, First Floor Plan (derived from survey drawings supplied by Graham Harris Partnership Ltd, Architectural Services).

Phase 1 - 17th century

Evidence from the internal survey indicates that the building is likely to have originated as a timber-framed structure, of one and a half storeys in height and three bays in length, comprising a central living-kitchen heated by an integral inglenook fireplace, with an

unheated parlour at the western end and a narrow service bay beyond the cross-passage on the eastern side. A single roof truss from this phase survives, located between the parlour and the living-kitchen and consisting of a pair of cruck-blades, halved and pegged at the apex, linked by a collar and supported by a dropped tie-beam at first-floor ceiling level.

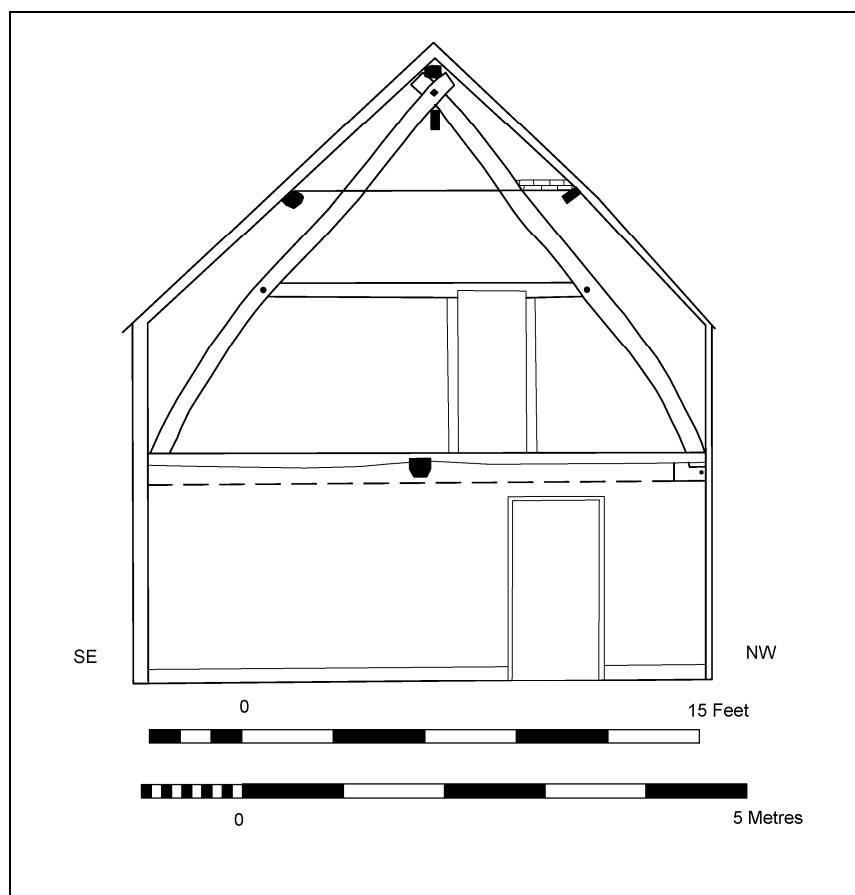


Figure 5. Upper cruck roof truss

The first floor axial beams rest above the tie-beam and house a series of sawn joists, set on edge. The axial beams are chamfered, with scroll stops. At the eastern end of the axial beam within the living kitchen, the position of the scrolled stop indicates the former presence of a fire-place bressumer, part of an earlier ingle-nook fire-place which was replaced by a brick stack during the improvements of *c.*1760. The ingle-nook was lit by a small fire-window, which is now blocked but visible on the front wall of the building. A simple winder staircase adjacent to the fireplace is constructed of oak planks and finished with trimmer pieces which are pegged into the first floor joists, indicating that this is also an integral part of the original structure. The combined evidence, including the use of upper-crucks, which were designed to provide unrestricted access between the rooms at first floor level, the relatively small scantling of the timbers used and the decorative treatment of the axial beams suggests a relatively late date for the construction of the building, possibly within the later part of the 17th century. Of the internal fixtures and fittings of this period, only a timber latch-fastener survives *in situ*, located on the doorframe of the first floor chamber above the parlour. The door itself is no longer present, having been replaced with a modern facsimile. Within the 19th century range however, the plank and batten timber door to the first floor bathroom does appear of 17th century date and may have been salvaged from the original house and re-used in this position following the rebuilding of the service end bay.

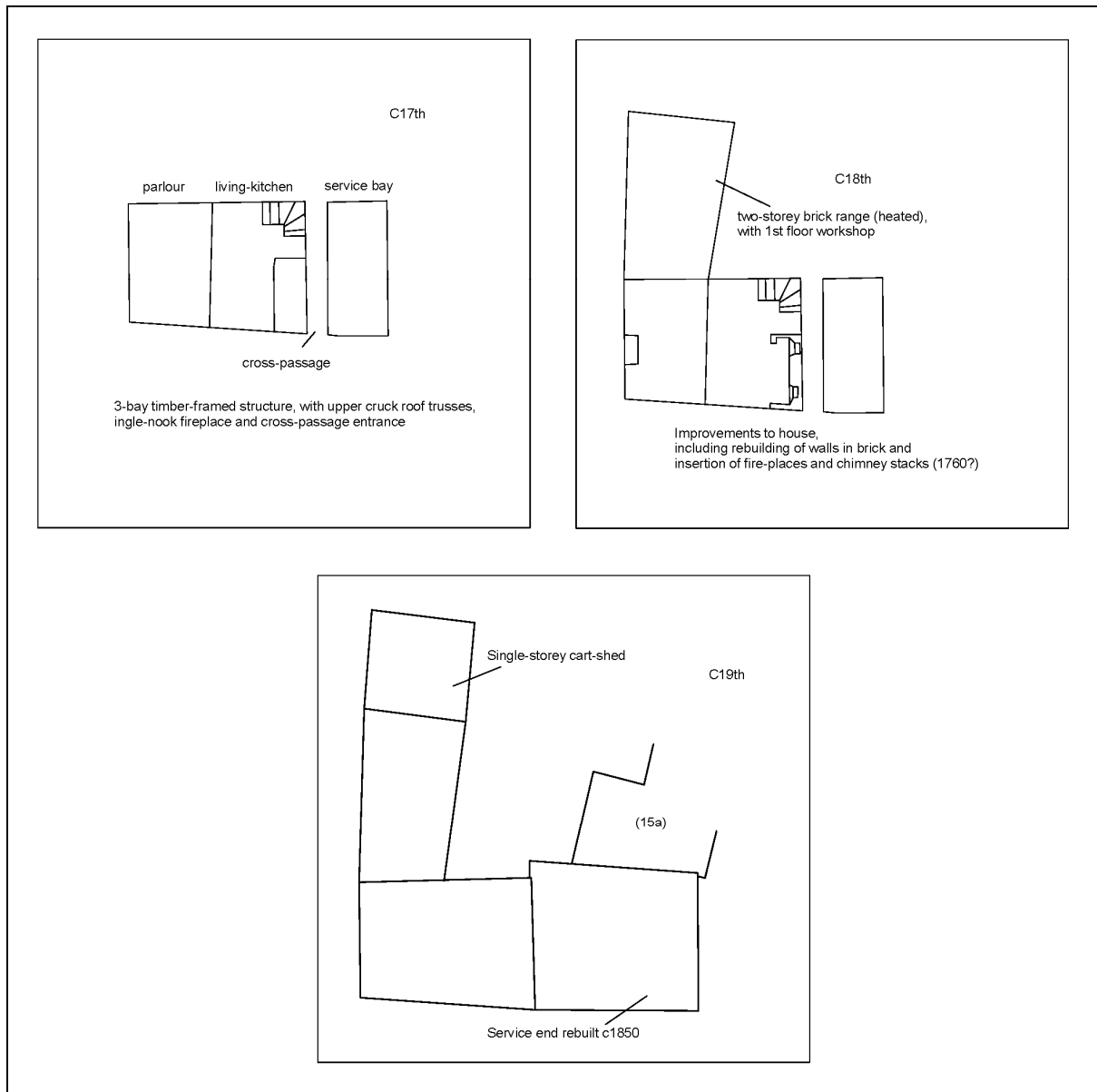


Figure 6. Block plans showing chronological development of 15 Main Street

Phase 2 – 18th century

Following the construction of the house, a two-storey outbuilding was built, located at right-angles and butting up to the parlour. This appears to have consisted of a single ground floor room, with a workshop above, as indicated by the long and low window openings which light the space. Architects plans indicate the presence of a cellar beneath the range, located at the southern end close to the house. This was not accessible for inspection during the course of the site visit and it is not known whether this is contemporary with the structure above, or whether it was excavated later.

The walls of the outbuilding are of brick and the first floor joists are supported by a substantial chamfered and stopped axial beam. The roof has been replaced but two original roof trusses survive, which are each composed of paired principals, halved and pegged at the apex, linked by a collar and tenoned into a tie-beam. Purlins are pegged through the backs of the principals and supported on pegs, which appear typologically to be earlier than the more commonly seen cleats. The ridge-plate is carried through the southern gable end wall, and is pegged through the ridge of the main house. The timbers of the roof trusses show signs of having been re-used in their present positions, as do the frames of the workshop window, which appears to have been constructed from at least three separate frames, incorporating some mullions with ovolo moulding. At ground and first floor levels doorways were inserted to provide access through to the main house, openings which were subsequently blocked. The combined evidence appears to suggest that the range may be only slightly later than the main house, and a construction date of *c.*1700 may be appropriate. Later on in the 18th century, a fire-place and internal chimney stack appears to have been inserted and the northern gable rebuilt, indicating a possible change in the use of the building at this point. The stack is cranked at first floor level, designed to improve the draw of the fire below, but is absent to the ground floor, having been removed along with the fire-place.

During the 18th century, the main house underwent a series of major improvements, an episode in the history of the house that was perhaps commemorated by the owners, with a datestone marked with the date 1760 and the initials T. A. and W.. The letters are placed in an arrangement which conventionally puts the initials of the surname at the 'top' of the triangle, with the name of the husband to the left and the name of the wife to the right, so here the names may be TW and his wife AW.

The most significant element of the works undertaken at this time appears to have been the rebuilding of the timber wall frame, including the gable end walls, in brick. The inserted fire-places and internal chimney stacks also appear to have been built at this time, with a brick-pier constructed to support the end of the axial beam in the living kitchen, following the removal of the inglenook. The fielded and raised four-panel timber door between the living-kitchen and the parlour may date to the 18th century, as may the decorative painted plaster-work seen above the fireplace in the parlour, which has been exposed by the present owners following the removal of many layers of wallpaper.

Phase 3 – 19th century

During the 19th century, the small service end bay was demolished and rebuilt on a grander scale, providing two further bays of accommodation at ground and first floor levels. The new range was constructed to a full two storeys in height, with the ridge-piece set higher than that of the earlier building. At ground floor level, at the front of the building, the space was divided into an entrance hall, with a large heated room, with quarry tile floor that is likely to have functioned originally as a kitchen. The present fireplace is modern, *c.* 1970. At the rear of the building, the space has been divided into two small rooms, most recently used as a kitchen and a pantry. A test pit excavated by the present owners in the corner of the pantry indicates that this originally had a sunken floor, surfaced with brick pavements located 0.57m below the present ground surface. The pantry would have been accessed by steps down into the sunken room, which was designed to maintain a low temperature at all times. The material within the backfill, which consists of loose rubble capped in concrete, suggests that the backfilling was undertaken during the latter half of the 20th century. Plain, four-panel doors to the pantry and hall are of timber and date to the 19th century, as do the horizontal

sliding sash windows throughout the ground floor. The ceiling over the ground floor rooms has been underdrawn and boarded with modern tongue and groove matchboard, which is held into place with screws.

At first floor level, the space is divided by stud partition walls into two bedrooms at the front of the house, divided by a narrow landing from a small bathroom located to the rear. Floors throughout are covered in gypsum plaster. Access to the first floor is made via an additional step located on the left side of the earlier staircase, to make up for the difference in the floor heights between the two ranges. The ceiling above the first floor rooms was originally of plaster on reed: large parts of this have disintegrated and much of the original fabric has been replaced by modern plasterboard sheeting. Window frames to the upper floor bedrooms are modern, double-glazed.

The roof is supported on a single, massive king-post roof truss, constructed of imported Baltic softwood which displays a series of shipping marks. The king-post is bolted through the tie-beam and there are iron straps which secure the base of each of the principals to the tie-beam ends. In his extensive study of post-medieval roof trusses within the Staffordshire region, J.E.C. Peters (1988) found that the use of iron bolts in king-post trusses did not occur before around 1820. The large dimensions of the timber used in the construction of the post would tend to push that date further forward again, suggesting a construction date for the range of c1850+. The single storey extension to the 18th century workshop may have been constructed as a cart-shed and probably dates to the later part of the 19th century. The construction of 15a Main Street may also date to the late 19th or early 20th century, although no study of this building was made during the course of this project.

Phase 4 - 20th century

The house appears to have undergone its most recent phase of modernisation during the latter part of the 20th century. This work appears to have included the replacement of all of the ground floor fireplaces and some of the doors, the under-drawing of the ceiling within the 19th century range and the conversion of part of the ground floor of the 18th century outbuilding into a lobby and W.C. The W.C. has now been stripped out by the present owners, revealing the following message written on the plaster work behind a wall-mounted mirror: 'The creation of this W.C. and vestibule were carried out in 1978, owners David and Colette Brown'.

The renovation and modernisation of 15a Main Street was also carried out during the latter part of the 20th century.

Photographic Record

The following plates have been taken from the photographic archive and are used here to illustrate the written report. These have been located on the floor plans reproduced below. Location plans for all digital colour photographs held in the archive are given in Appendix I.

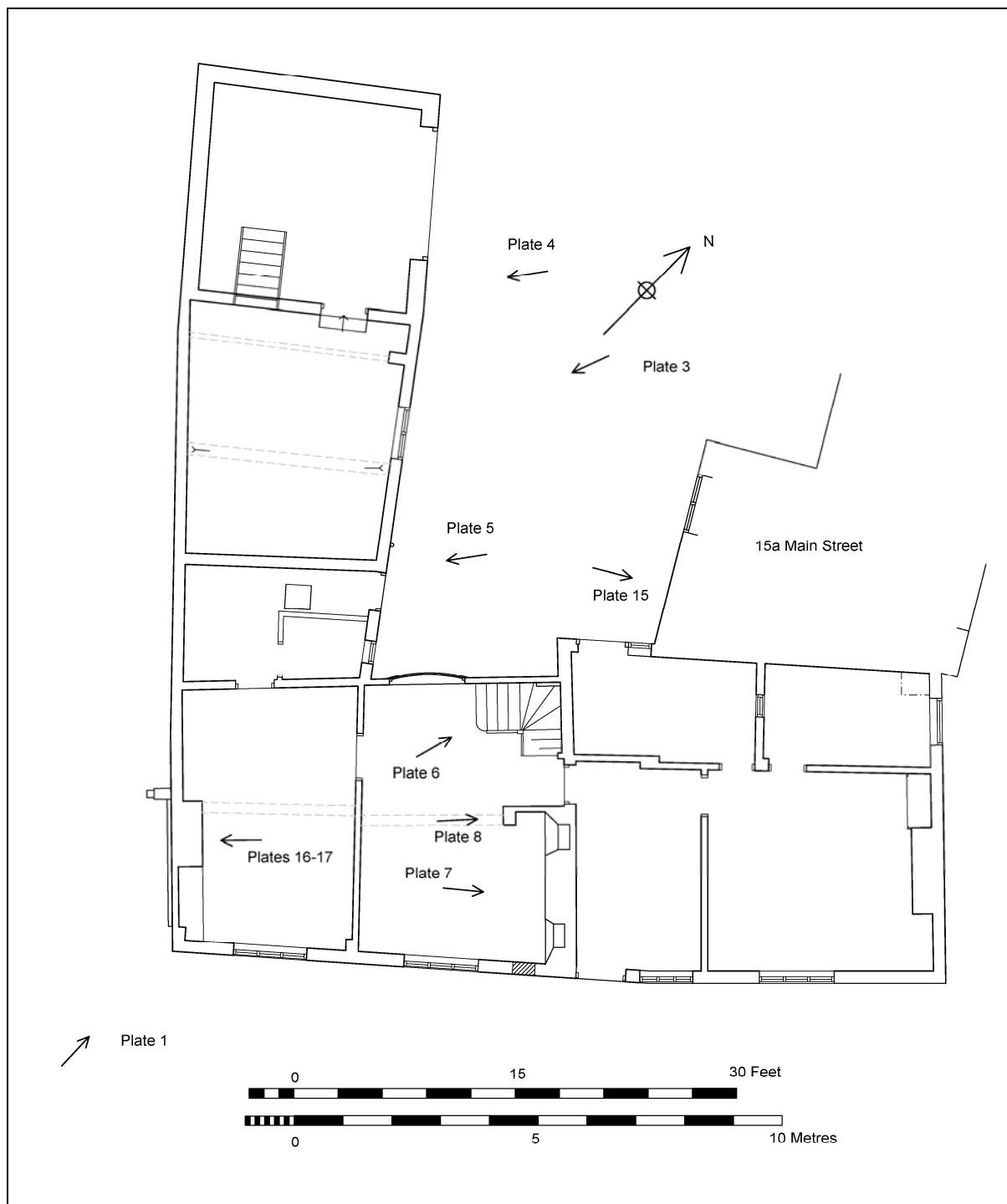


Figure 7. Location of Plates 1-8 and 15-17 on ground floor plan.

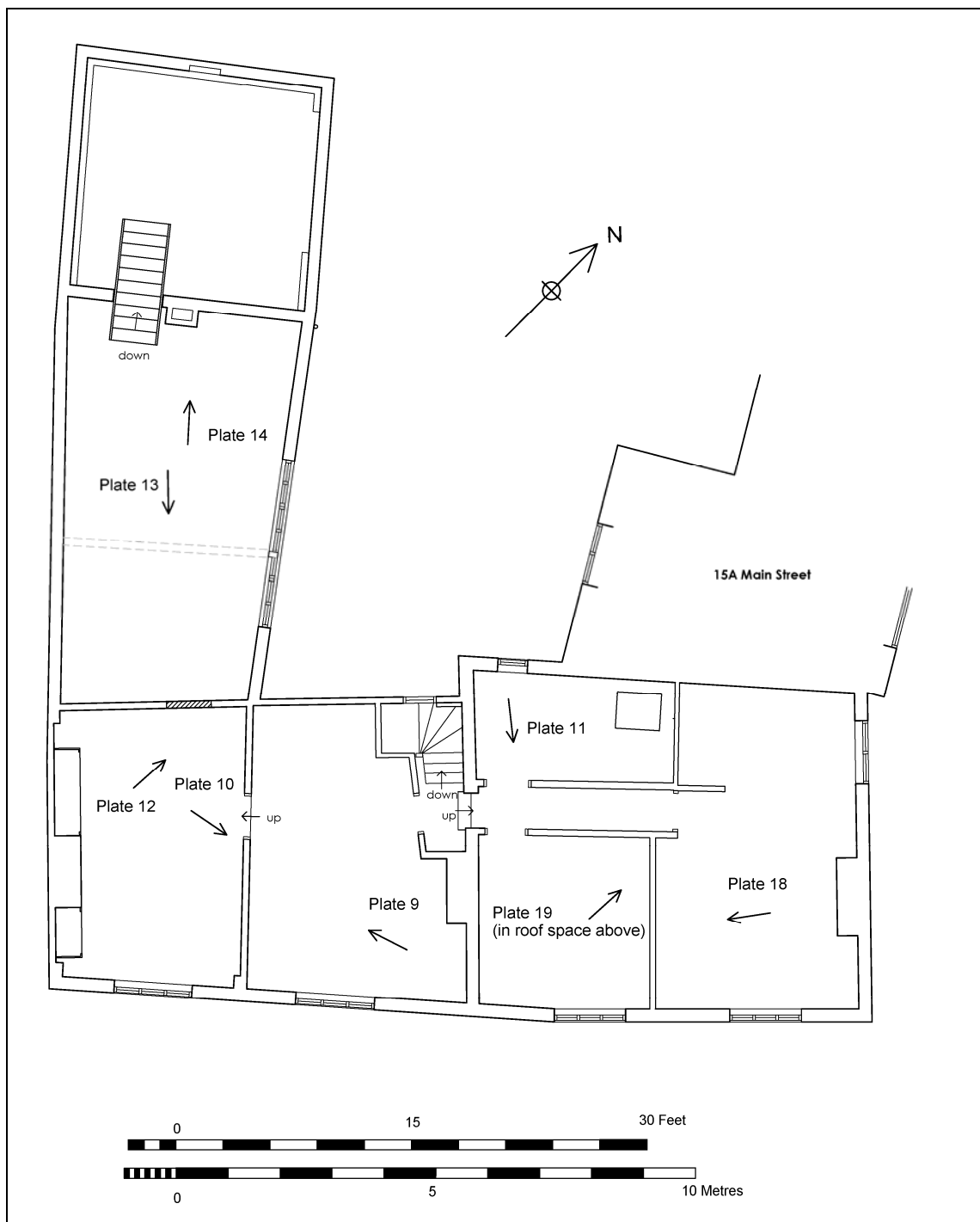


Figure 8. Location of Plates 9-14 and 18-19 on first floor plan.



Plate 3. 15 Main Street, rear yard, looking south-east.



Plate 4. 15 Main Street, rear yard, looking south towards outbuildings.



Plate 5. C18th first floor workshop window, looking south-west.



Plate 6. Late C17th staircase, with trimmers pegged into the ceiling joists. Looking north-east.



Plate 7. Position of ingle-nook. Late C17th axial beam, supported on 18th brick pier. C18th brick stack and spice cupboards. Looking north-east.



Plate 8. Late C17th chamfered and stopped axial beam, with decorative notching. Looking north-east.



Plate 9. Cruck blades of upper-cruck truss, revealed behind plasterwork. First floor, looking west.



Plate 10. Late C17th timber latch fastener. Looking east.



Plate 11. Late C17th plank and batten door, with L-hinges. Re-used in bathroom within 1850+ range. Looking south-east.



Plate 12. Junction of late C17th house with early C18th outbuilding and inserted (blocked) doorway through. Looking north.



Plate 13. Early C18th outbuilding, first floor. Principal roof truss, with purlins pegged through back of principals. Looking south-east.



Plate 14. Early C18th outbuilding, rebuilt gable with inserted, cranked chimney stack. Looking north-west.



Plate 15. Re-sited datestone reading 'T.A.W. 1760'. Looking north-east.



Plate 16. Painted plasterwork to late C18th chimney-breast. Looking south-west.



Plate 17. Detail of above.



Plate 18. First floor master bedroom within 1850+ range. Looking west towards wall beneath king-post roof truss.



Plate 19. King-post roof truss within 1850+ range.



Plate 20. Shipping marks on imported Baltic timber of roof truss above.

5. Outline Development Proposals and Assessment of the Development Impact

A planning application (11/00049/LBC) has been submitted for internal and external works and alterations to the buildings, which include the insertion of new openings, replacement of doors, installation of underfloor heating, re-roofing works and the installation of a new chimney breast and hearth. The owners are also investigating the possibility of removing part of the modern plasterboard ceiling over the master-bedroom within the 1850 extension, in

order to expose the king-post roof truss: this proposal is to be discussed further with Harborough District Council.

In general terms, the development terms appear to be sympathetic, presenting a minimal impact upon historic building fabric. Although the proposals include the replacement of some internal doors, it is not fully clear from the plans, which of these, if any, are to be retained. As outlined in the above description, some of the doors date from the 17th, 18th and 19th centuries; wherever possible, these should be retained *in situ*. Proposals for the first floor bathroom include the raising of the door head to facilitate full-height access: this will necessitate the replacement of a 17th century plank and batten door and it is recommended that this should be re-sited elsewhere within the property, if at all possible.

Plans to temporarily remove some of the tongue and groove match-board timbers of the ceiling over the ground floor of the 1850 range, in order to install wiring and electrics associated with the new development, should not impact upon historic building fabric. The under-drawn ceiling appears to have been inserted during the renovations of the 1970s, and the timbers are fixed to the joists with modern screws.

6. Archive

The site archive consists of:

This report

Contact sheets of digital photographs

1cd of digital photographs in .jpg and .tif format

2 contact sheets of black and white 35 mm photographs

35 mm negatives

Index and location plans of archived photographs

Sheets of handwritten notes taken during the survey

Full set of plan and elevation drawings supplied by Graham Harris Partnership Ltd, plus copies annotated on site during survey

1 hand drawn cross section of the upper cruck roof truss at 1:100 scale, on A3 permagraph permatrace drawing paper

The archive will be deposited with the Leicestershire County Council Museum's Service under the Accession Number X.A64.2011.

7. Publication

A summary of the work will be submitted for publication in the Transactions of the Leicestershire Archaeological and Historical Society in due course. A record of the project will also be submitted to the OASIS project. Oasis is an online index to archaeological grey literature reports.

8. Acknowledgements

The fieldwork was undertaken by Sophie Clarke and the project was managed by Vicki Score. The author would like to thank Mr McLaren and Mrs West for their assistance during the fieldwork, Richard Harris of Graham Harris Partnership Ltd for the provision of their survey drawings and Neil Finn of ULAS for his advice.

9. Bibliography

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LCC 2011 *Brief for Historic Building inspection and Recording at 15 Main Street Houghton on the Hill, Leicestershire*. Leicestershire County Council Historic and Natural Environment Team

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Appendix I : Location of the colour digital photographs held in the site archive

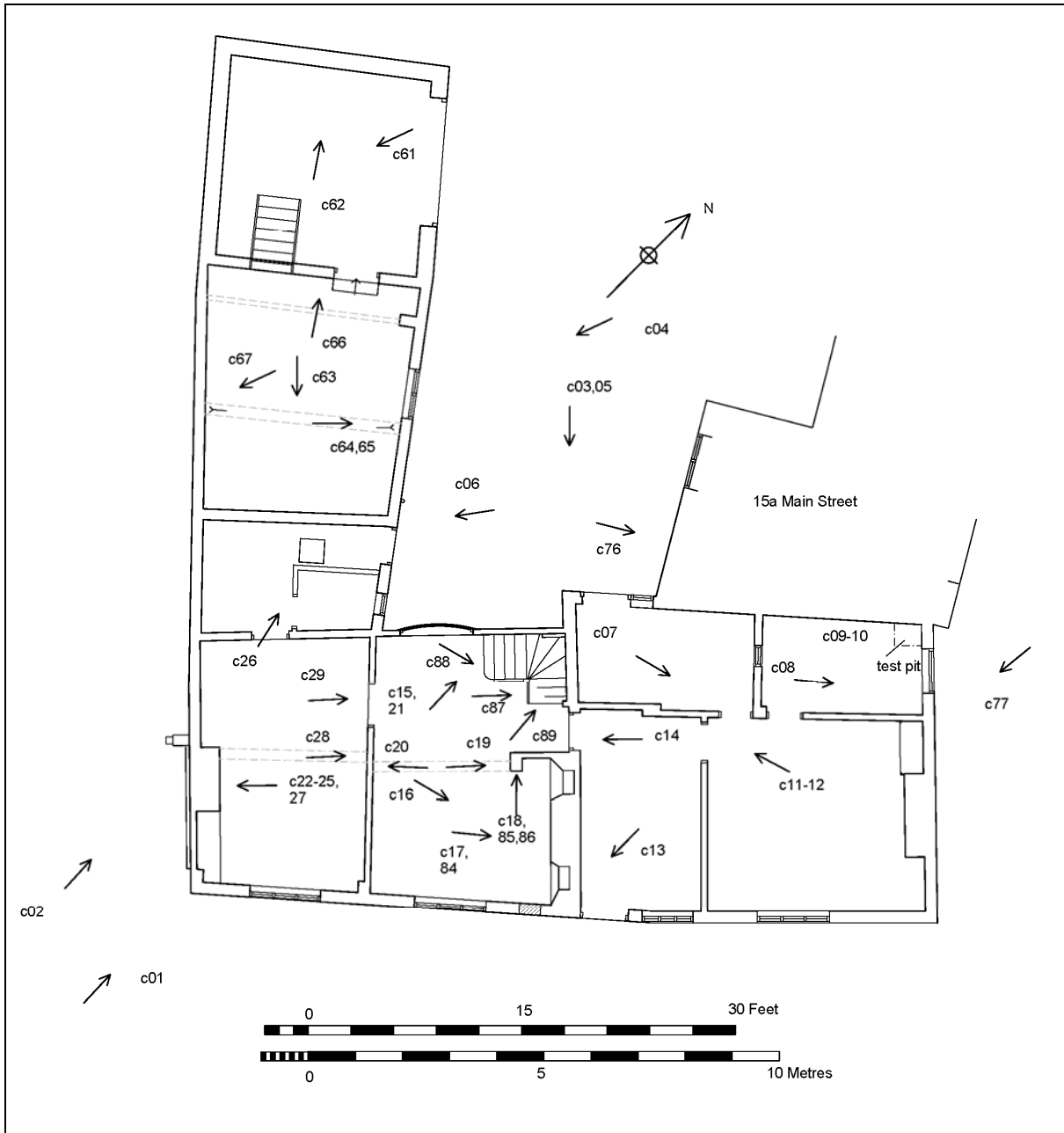


Figure 9. Location of photographs of 15 Main Street, Ground Floor held in archive

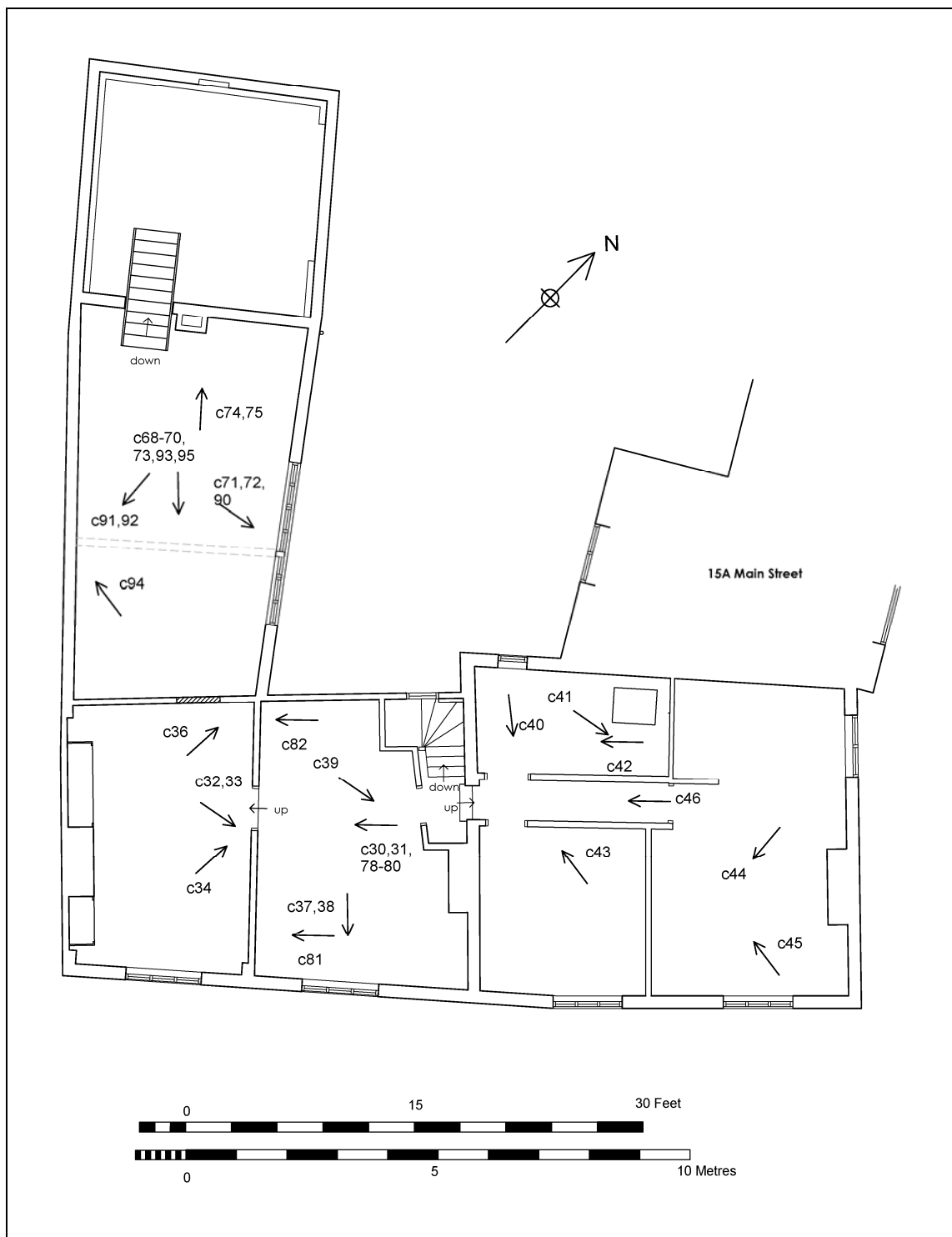


Figure 10. Location of photographs of 15 Main Street, first floor held in archive

Appendix II: Project Design Specification

UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES

Design Specification for Historic Building Recording:

15 MAIN STREET, HOUGHTON ON THE

HILL, LEICESTERSHIRE

National Grid Reference: SK 6797 0356

Client: Graham Harris Partnership Ltd

Planning Authority: Harborough District Council

Planning Permission: 11/00049/LBC

1 Definition and scope of the Specification

- 1.1 This document is a Design Specification for Historic Building Recording of outbuildings at 15 Main Street, Houghton on the Hill, Leicestershire prepared by University of Leicester Archaeological Services (ULAS) on behalf of the Client. It has been produced in response to the brief issued by Historic and Natural Environment Team, Environment and Heritage Services Department, Leicestershire County Council.
- 1.2 The Design Specification provides details of how ULAS will meet the objectives set out in the brief regarding Historic Building Recording. It includes proposed methods of working on site, subsequent reporting and archiving procedures, standards, timetable, staffing, health and safety considerations and insurance details.
- 1.3 The result of the project will be a permanent record of the building, prepared to standards set out in the English Heritage guidelines *Understanding Historic Buildings: A guide to good recording practice* (English Heritage 2006).

2 Background and context of the project

- 2.1 The site lies on the north-west side of Main Street, to the south of the War Memorial, in the historic core of Houghton on the Hill, Leicestershire, at NGR: SK 6797 0356 (Fig. 1). The proposals comprise internal and external works and alterations, including the insertion of new openings, replacement of doors, installation of underfloor heating, re-roofing works and installation of new chimney breast and hearth. In consequence the works may impact upon, expose or remove historic fabric and important information about the building's past may be gained.
- 2.2 15 Main Street, known as The Old Bakehouse, has been listed by the Secretary of State (Department of Culture, Media & Sport) as being of special architectural or historic interest (Listed Building ref: 190673, Grade II). The house largely dates to the 18th century, with a tablet on the gable assigning it the date of 1760, and has been identified as of historic, architectural and/or archaeological interest from information held in the Leicestershire and Rutland Historic Environment Record (HER).
- 2.3 On the advice of Leicestershire County Council Senior Planning Archaeologist, the consent has been granted with a condition for an archaeological programme of works for archaeological building recording. The Senior Planning Archaeologist, Leicestershire County Council has issued a brief requiring the completion of a record of the buildings meeting the requirements as defined in *Understanding Historic Buildings: A guide to good recording practice* (English Heritage 2006).

3 Aims and Objectives

- 3.1 The purpose of the work is to record and advance understanding of the significance of the affected heritage asset prior to its loss or truncation due to the impact of the proposed development.
- 3.2 The objectives of the Historic Building Recording programme are:

- To provide a comprehensive written, drawn and photographic record of all the buildings and structures on site prior to the permitted conversion and demolition, as they represent upstanding archaeological/historical remains of local, regional and national importance.
- The project report will provide a comprehensive review of the local and regional historical context of the structures recorded by the project, making reference to the appropriate regional research agendas. This will be adequately detailed to place the findings of the recording in their context and to be able to inform future conservation decisions and the subsequent management of the structures.
- The project will produce a high quality, fully integrated archive suitable for long-term deposition in order to 'preserve by record' the buildings in their current form prior to conversion and demolition.

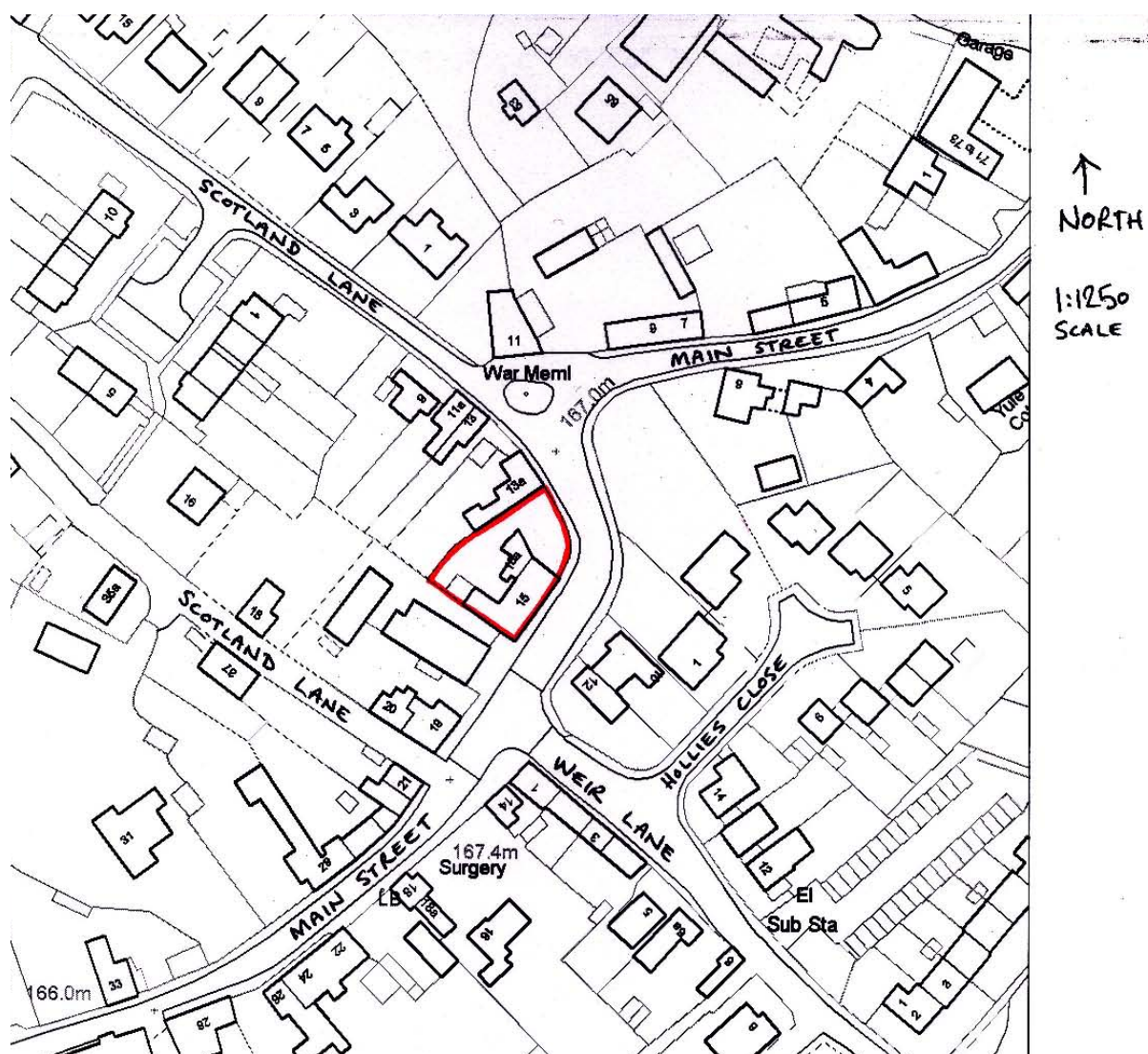


Figure 1: Plan showing the proposed development.

4 General methodology and standards

- 4.1 All work will follow the Institute for Archaeologists (IfA) Code of Conduct and adhere to their *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures*.

4.2 English Heritage's guidelines *Understanding Historic Buildings: A guide to good recording practice* (2006) has been used as a basis for defining levels of recording.

4.3 The site-based element of the Historic Building Recording programme will involve the production of measured survey drawings and the compilation of photographic and written records. Desk-based research will include the analysis of readily available documentary and cartographic sources and the preparation of a summary report, suitably illustrated. An ordered archive will be compiled for deposition with an appropriate body and an Online Access to the Index of Archaeological Investigations (OASIS) record completed.

5 Specific methodology

5.1 Survey Drawings

5.1.1 A measured survey of the buildings including floor plans and external elevations exists. Scaled printouts from this survey will be verified on site for accuracy and amended as necessary with the addition of historic architectural details. These will be transferred to a CAD package and revised to conform to the architectural drawing conventions set out in the English Heritage guidelines.

5.1.2 Any additional drawings that are required will be made on drafting film at a scale of 1:5, 1:10, 1:20, or 1:50, as appropriate, illustrating particular historic architectural details. Again these drawings will be transferred to a CAD package and reproduced in the approved format set out in the English Heritage guidelines.

5.1.3 The drawn record will comprise:

- Plans (to scale or fully dimensioned) of the building as existing, showing the form and location of any structural features of historic significance (eg blocked doors/windows)
- Sections to illustrate the vertical relationships within a building.
- Drawings to show the form of any architectural decoration.

5.2 Written record

5.2.1 A written record will be maintained on site in the form of field notes and annotations on survey drawings.

5.2.2 The written component of the report will include:

- The precise location of the building, by name or street number, civil parish, town etc and national Grid Reference
- A note on any statutory or non-statutory designations
- The date the record was made, the names of the recorders, and the location of project archive
- A statement describing the building's type or purpose, materials and possible dates of construction and alteration. This account should outline the building's plan, form, function, age and development sequence. The names of builders and owners should be given if this information can be established.
- A note of the buildings past and present relationship to its setting.
- A table of contents and list of figures or illustrations
- Full bibliographic and other references, or a list of sources consulted

5.3 Photographic record

5.3.1 A photographic record of the investigations will be maintained using a 35mm format SLR camera with black and white print film supplemented by colour digital photographs. The photographic record will comprise:

- General views of the building in its setting or landscape
- The building's exterior appearance.
- The overall appearance of the principal internal areas
- Any exterior details which are relevant to the building's design, development and use, and which do not show adequately on the general photographic record

- Internal details structural or decorative relevant to the building's design, development and use.

6 Report

- 6.1 A formal written report summarising the results of the project and appropriately illustrated will be prepared, this will fully address the recording objectives detailed in the preceding sections.
- 6.2 A draft copy of the report will be submitted Leicestershire County Council for approval prior to the start of work on site, in accordance with Brief. The final report will take into account any comments made on the draft report.
- 6.3 Report copies will be distributed in accordance with the requirements of the Brief, in addition to which copies will be supplied to the Client and their agent as required.

7 Publication and dissemination of results

- 7.1 A summary of the results of the project will be submitted to the local archaeological journal, *Transactions of Leicestershire Historical & Archaeological Society*.
- 7.2 The report will be added to the Archaeology Data Service's (ADS) Online Access to the Index of Archaeological Investigations (OASIS) database.

8 Copyright

- 8.1 The copyright of all original finished documents shall remain vested in ULAS and ULAS will be entitled as of right to publish any material in any form produced as a result of its investigations.

9 Timetable and staffing

- 9.1 Site recording work will commence week beginning 6th May 2011 and will be undertaken by a suitably qualified member of ULAS's staff.
- 9.3 A full copy of the archive as defined in Brown (2008) will be prepared and deposited with Leicestershire County Council. A accession number will be requested before work commences. This archive will include all written, drawn and photographic records relating directly to the investigations undertaken.

10 Health and Safety

- 10.1 ULAS is covered by and adheres to the University of Leicester Archaeological Services Health and Safety Policy (2007) and FAME (SCAUM) Health and Safety manual with appropriate risks assessments for all archaeological work. The relevant Health and Safety Executive guidelines will be adhered to as appropriate. The HSE has determined that archaeological investigations are exempt from CDM regulations.
- 10.2 Some of the outbuildings are in a poor state of repair. A Risk Assessment will be completed prior to work commencing on-site and any appropriate safety measures implemented. The Risk Assessment will be updated as necessary during the site works.

11 Insurance

- 11.1 All ULAS work is covered by the University of Leicester's Public Liability and Professional Indemnity Insurance. The Public Liability Insurance is with St Pauls Travellers Policy No. UCPOP3651237 while the Professional Indemnity Insurance is with Lloyds Underwriters (50%) and Brit Insurances (50%) Policy No. FUNK3605.

12 Monitoring arrangements

- 12.1 Unlimited access to monitor the project will be available to the Client and their representatives and the Local Planning Authority subject to the health and safety requirements of the site. Notice will be given before commencement of the fieldwork in order that monitoring arrangements can be made.
- 12.2 Internal monitoring procedures will be undertaken by the ULAS project manager to ensure that professional standards are being maintained and project targets met.
- 12.3 All monitoring shall be carried out in accordance with the IfA *Standard and Guidance for Investigation and Recording of Standing Buildings or Structures*.

13 Bibliography

Brown, D., 2008	<i>Standard and guidance for the preparation of Archaeological Archives</i> (Institute for Archaeologists)
English Heritage, 2006	<i>Understanding Historic Buildings: A guide to good recording practice</i>
IfA, 2010	<i>Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.</i>
IfA, 2008	<i>Code of Conduct</i>
LCC, 2007	<i>BRIEF FOR HISTORIC BUILDING INSPECTION & RECORDING 15 MAIN STREET, HOUGHTON ON THE HILL, LEICESTERSHIRE</i>

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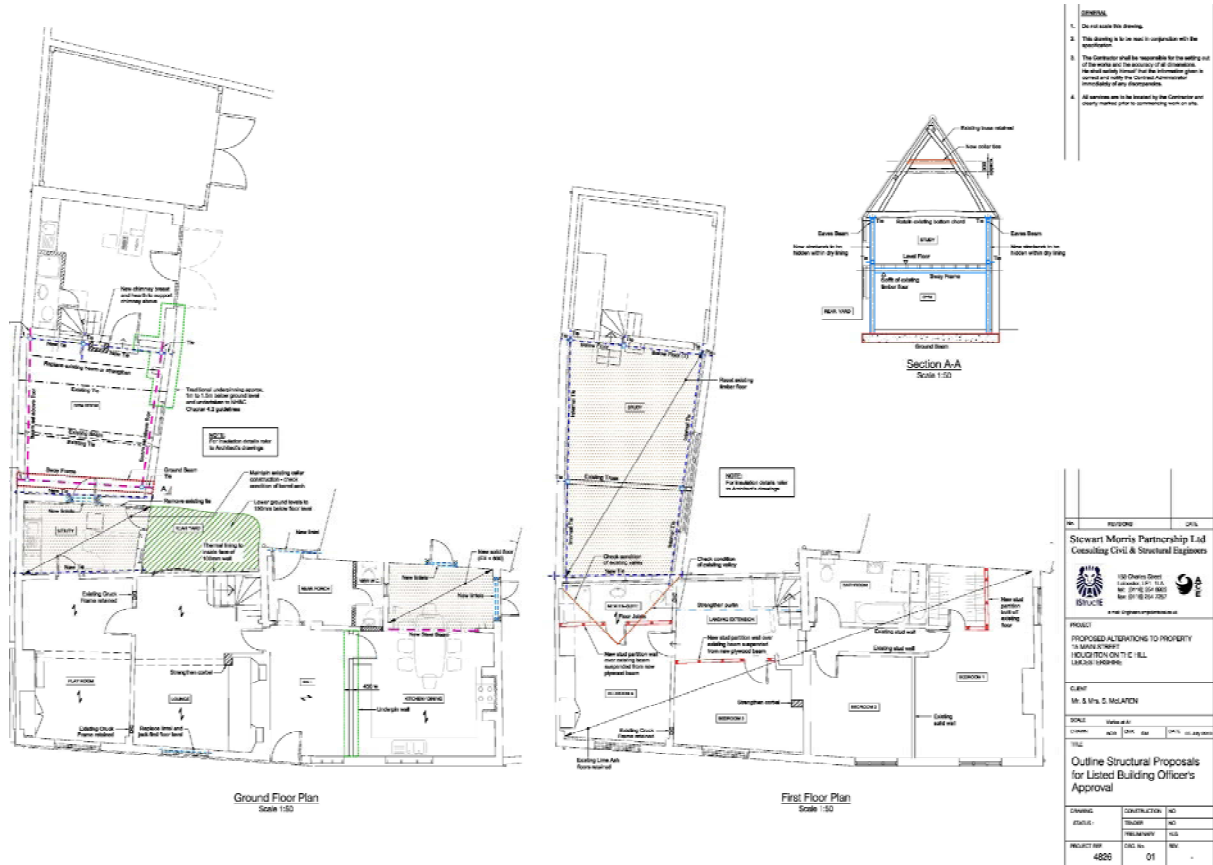


Fig 2 Plan of the development area showing the proposals.