



University of  
**Leicester**

---

**Archaeological Services**

**A Photographic Survey of Outbuildings  
At Fig Tree Farm, Top Road,  
Ridlington, Rutland  
(NGR SK 8492 0274)**

**Gerwyn Richards**



ULAS Report No 2010-061  
©2010

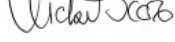
**A Photographic Survey of Outbuildings at  
Fig Tree Farm, Top Road  
Ridlington,  
Rutland  
(NGR SK 8492 0274)**

**Planning Application No: FUL/2004/0436**

**Gerwyn Richards**

**For: Mr and Mrs C White**

Checked by

**Signed:**  **Date:** 26.03.2010

**Name:** Vicki Score

Approved by

**Signed:**  **Date:** 26.03.2010

**Name:** ...Patrick Clay

**University of Leicester**

Archaeological Services

University Rd., Leicester, LE1 7RH

Tel: (0116) 252 2848 Fax: (0116) 2522614

**ULAS Report Number 2010-061**

**©2010**

**A Photographic Survey of Outbuildings at Fig Tree Farm, Top Road, Ridlington,  
Rutland. (NGR SK 8492 0274).**

Summary	1
1. Introduction	1
2. Aims and Methodology	3
3. Description of the Buildings	4
4. Conclusion	6
5. Bibliography	6
6. Archive and Publication	6
7. Photographic Index	7
8. Colour Plates	9
Appendix 1: Brief for historic building photographic survey	13
Appendix 2: Design specification	22

**Figures**

Figure 1	Site Location	2
Figure 2	Fig Tree Farm in red, buildings recorded during these works in yellow.	3
Figure 3	Buildings 1 & 3 (looking south-east).	9
Figure 4	General view (looking north-west).	9
Figure 5	Building 2 (looking north-east).	10
Figure 6	South-facing elevation of Building 1 & roof trusses of Building 4.	10
Figure 7	Southern gable wall of Building 3 (looking south-east).	11
Figure 8	Floor plans showing building identification & location of selected photographs	12

## **A Photographic Survey of Outbuildings at Fig Tree Farm, Top Road, Ridlington, Rutland. (NGR SK 8492 0274).**

**Gerwyn Richards**

### ***Summary***

*University of Leicester Archaeological Services was commissioned by Mr and Mrs C. White to undertake a photographic survey of outbuildings at Fig Tree Farm, Ridlington, Rutland. Planning permission has been granted for the conversion of the buildings to residential use*

*Four separate phases of building were observed and recorded photographically. The buildings ranged from a late 17th-early 18th century stone built building to late 20th century owner built structures. These early buildings have survived well because the farm underwent very little 20th century development and the buildings, on the whole, were well maintained.*

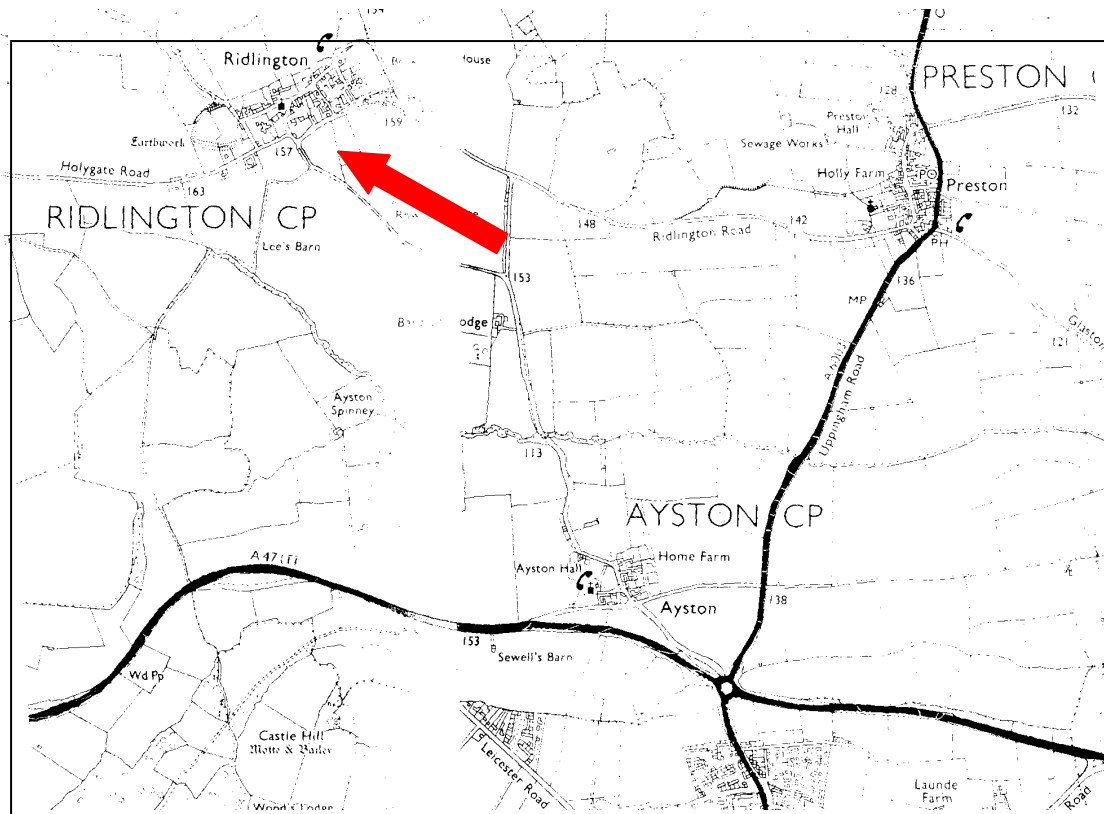
*The photographic survey provided a permanent visual (photographic) record of the building in its current state. The archive will be held by Rutland Museum, under the accession number OAKRM: 2010.4.*

### **1. Introduction**

University of Leicester Archaeological Services was commissioned by Mr and Mrs C. White to undertake a photographic survey of the outbuildings at Fig Tree Farm, Top Road, Ridlington, Rutland (SK 8492 0274 (Figure 1)). Planning permission has been granted for the conversion of the buildings to residential use (Planning Application No FUL/2004/0436).

As the proposed works will have a significant impact upon the historic fabric of the building, the Planning Archaeologist, Leicestershire County Council, on behalf of the planning authority has recommended that a scheme of historic building recording be carried out prior to the works commencing. The record should be undertaken to a level 1 standard as defined in *Understanding Historic Buildings: A guide to good recording practice* (English Heritage 2006). The photographic survey addressed the requirements detailed in the *Brief for a Historic Building Photographic Survey at Fig Tree Farm, Top Road, Ridlington, Rutland (NGR SK84920274)*(LCC 07.03.2010; Appendix 1) and followed the *Design Specification for Archaeological work* (12.03.2010; Appendix 2).

The project was completed in accordance with 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*. In addition, Leicestershire County Council's *Guidelines and Procedures for Archaeological Work in Leicestershire and Rutland* was followed.



**Figure 1.** Site location

By permission of Ordnance Survey on behalf of The Controller of Her Majesty's Stationery Office. © Crown Copyright 1996. All rights reserved. Licence number AL 100029495.

The outbuildings are within the curtilage of the Grade II\* Fig Tree Farm, which is located within the historic settlement core of the village. The building was Grade II\* listed in 1986; the listing description records it thus:

*RIDLINGTON TOP ROAD SK 8402 and SK 8502 3/15 No 1 II Farmhouse, late C17. rubble, thatch. 1½ storeys. One dormer to left with 3- light casement. 2 one-light sash eyebrow dormers. 3 sashes with timber lintels on ground floor. One small casement above entry. Ashlar coping on gables. 3 ashlar stacks.*

The outbuildings themselves are located to the south-west of the farmhouse; all are clearly identifiable on early mapping of the village. There are two clearly identifiable phases, including a linear range of stone-built buildings, the southernmost part of which consists of only two walls and a later brick built barn, perpendicular to the stone built range. The brick built barn is clearly identifiable on the early maps, suggesting an early to mid-19th century date. There is also a mid-20th century covered yard and other hand built timber and sheet metal buildings.

The farm complex is a typical layout, with the farmhouse and the earliest building forming an 'L' shape, with the farmhouse having a clear view of the yard and the driveway.

A large number of staddle stones lining the driveway also suggest there was originally a granary on site, since lost.



**Figure 2** Fig Tree Farm in Red, Buildings Recorded During These Works in Yellow.  
(Not to Scale, Original Drawing Supplied by Client)

## 2. Aims and Methodology

The aim of the survey was to provide a permanent photographic record of the buildings in their current state, prior to alteration or repair, to standards set down by English Heritage (2006).

The photographic survey was undertaken by Gerwyn Richards. Photographs, in 35mm monochrome negative and digital format taken as raw image files and converted to TIFFs (Tagged Image File Format) covered items 1-6 of the English Heritage guidelines (2006, 4; Appendix 4.1.2). The site visit was carried out on March 17<sup>th</sup> 2010.

*Orientation:* The buildings are two L-shapes in plan, aligned north-north west, to south-south-east and west-south-west to east-north-east. For ease of description this is taken hereafter to be north to south and east to west with the principal elevations facing the farmhouse to the north-west. For the purpose of this report each building has been identified with a number prefix and a letter added for significant partitions.

No previous historic building recording has been undertaken of the buildings.

### **3. Description of the Buildings**

#### **3.1 Building 1**

Building 1 is a red brick barn with corrugated asbestos cement sheet and Welsh Slate roof. The bricks themselves are  $8\frac{3}{4} \times 2\frac{3}{4} \times 4\frac{1}{4}$  inch handmade bricks laid largely in a Flemish Garden Wall Bond, with some variations. There is a stone built plinth on the western gable wall and a rendered plinth, probably also stone on the northern elevation. There are two pedestrian doors, one on the southern end of the west gable and another towards the eastern end of the northern elevation. Both are considerably higher than the external ground level. An internal examination confirmed that the floor level was indeed considerably higher. There was also a blocked opening at height on the west gable, either a pitching hole or a window.

Most of the southern elevation is obscured by later buildings; the only significant features are a diamond-shaped air vent towards the west of the elevation and the straight joint between the brick-built Building 1 and the stone-built Building 3.

Internally, there is a straight joint visible between Building 1 and Building 3 with a pedestrian door between the two. Access to the first floor of Building 3 is via an opening at first floor level in the eastern gable wall. The east gable is brick-built, suggesting that the stone-built elevation was taken down on the earlier building and replaced with brick. The roof is a simple open rafter construction with two tie beams, one of which has dropped and is tied up with rope. There are two steel ladders towards the centre of the building; it is unclear whether these represent a process originally carried out within the building or were added to support the dropped tie beam.

#### **3.2 Building 2**

Building 2 is located perpendicular to the western end of Building 1. It is a single-storey red-brick (Brick dimensions  $9 \times 3 \times 4$  inch) open-fronted cowshed, with a corrugated tinned iron roof; its location, blocking the air vent on the southern wall of Building 1, indicates that it is later in date. There is large opening on the northern end of the western wall. The eastern elevation is open and the wall-plate is carried by two bull-nosed brick piers. There is a blocked window on the southern gable. Also abutting the southern gable there is a timber and corrugated sheet owner-built building from the later 20th century.

### **3.3 Building 3**

Building 3 is a large two-storey stone-built building, perpendicular to Building 1. The stonework is coursed local stone with the roof of corrugated asbestos cement sheets. As with Building 1, the doorway on the west wall is considerably higher than the external ground level. Towards the northern end of the west wall there is an original window opening, within which are what appears to be original iron bars. There is a brick-built partition creating a single stall (03a), with the rack still in place, this space perhaps used instead of a separate loose box for calving or sick cows. There is also an original rack towards the northern end of 03b.

There is a first floor to the northern end of Building 3; unfortunately, access was not possible because the existing access ladder was unsuitable. There was a limited view of a plaster and reed partition wall visible from the north-westernmost corner of the ground floor, indicating there are partitions on the first floor.

All that remains of the southern end of Building 3 is the east wall and the southern gable wall. On the western end of the southern gable, there are bull-nosed bricks, suggesting that this too, was originally an open-fronted building. There are two individual stalls, within a lean-to abutting the gable, with access via two doors with brick surrounds. There is a small window on the east wall of the lean-to, in which field drains have been stacked to create a vent.

On the exterior of the eastern wall there are a number of wrought iron bars from the wall curving down to the ground. The exact purpose of this iron work is unclear; however, they appear to be approximately the same distance apart as a double stall and may, therefore have been for tethering animals.

Abutting the easternmost wall, towards its northern end there is another owner built open-fronted shed, constructed in timber and sheet.

### **3.4 Building 4**

The final building is a covered cow shelter covering the yard between building 2 and the southern end of building 3. It is an interesting mix of bought components and re-used or salvaged materials. The roof is corrugated asbestos cement sheets carried on a fan truss of tubular steel. The roof is supported on columns, cut from salvaged telephone poles and the wall plates are also recycled timber. Housing cattle in covered yards began in the late 19th century as a way of protecting the important manure from the elements. During the 20th century, when Building 4 was built, cattle were kept under cover because of changed farming methods and intensive rearing. The presence of Building 4 and the fact that Building 2 was originally open fronted confirms that the southern end of Building 3 was also originally open fronted and Building 4 was originally the open yard between the two.



#### 4. Conclusion

Fig Tree Farm is a good example of a Leicestershire/Rutland Farm complex. Its evolution can be clearly seen within the surviving buildings; the earliest buildings and the farmhouse, probably late 17th and early 18th century builds are built in locally quarried stone. No doubt during the good years caused by raising agricultural prices caused by the increased urban population the mid-19th century the brick-built barn was added, using imported bricks. Unlike other farms, Fig Tree Farm is on a cramped plot within the village core, which in all likelihood prevented the large mass produced agricultural buildings of the mid- to late-20th century being built on site and preserving the earlier buildings with only limited 20th century alterations.

The location of the farmhouse, down slope of the farm buildings may also have contributed to the preservation of the buildings. The likely presence of better than average drainage to prevent flooding of the farmhouse has thus contributed to the preservation of the outbuildings. The location of the farmhouse also controlled access to the farm buildings by having a clear view of both them and the driveway.

#### 5. Bibliography

English Heritage, 2006 *Understanding Historic Buildings: A guide to good recording practice*. London: English Heritage.

English Heritage, 2006 *The Conversion of Traditional Farm Buildings A guide to good practice*. London: English Heritage.

Eveleigh, D.J. 1991. *The Victorian Farmer*. Shire Books.

Leicestershire County Council, 2010 *Brief for a Historic Building Photographic Survey at Fig Tree Farm, Top Road, Ridlington, Rutland (NGR SK84920274)*

M<sup>c</sup>Kay, W.B 1945 *Building Craft Series, Brickwork*. Longmans, Green & Co.

Peters, J.E.C. 2003 *Discovering Traditional Farm Buildings*. Shire Books.

Peters, J.E.C., 1988. 'Post-medieval Roof Trusses in some Staffordshire Farm Buildings' in *Vernacular Architecture* Vol. 19, 24-31.

#### 6. Archive & Publication

The site archive consists of

DVD containing 62 digital images

2 A4 contact sheets

62 Black & White negatives and contact prints

2 A4 photo record sheets

7 A3 paper drawings of plans & elevations (existing and proposed)

Unbound copy of this report (ULAS Report Number 2010-061)

The archive will be held at Rutland County Museum under the Accession Number OAKRM:2010.4

A version of the summary (above) will be submitted to the editor of the local journal *Transactions of Leicestershire Archaeological and Historical Society* for inclusion in the next edition.

Gerwyn Richards  
 ULAS  
 University of Leicester  
 University Road  
 Leicester LE1 7RH

Tel:0116 252 2848  
 Fax: 0116 252 2614  
 Email: gr42@le.ac.uk

© ULAS 23.03.2010

## 7. Photographic Index

Digital	B&W	Build No	Description	Dir
001	001	01	General View of North Facing Elevation.	S
002	002	01	General View of North Facing Elevation.	S
003	003	01	Western Gable.	E
004	004	01	Western Gable.	E
005	005	02	West Facing Elevation.	E
006	006	02	West Facing Elevation.	E
007	007		Timber & Sheet Lean To on Southern Gable of 02.	E
008	008		Timber & Sheet Lean To on Southern Gable of 02.	E
009	009	01	Stone Plinth on Western Gable.	
010	010	01	Stone Plinth on Western Gable.	
011	011	02	Brickwork, Detail.	
012	012	02	Brickwork, Detail.	
013	013		Staddle Stones.	
014	014		Staddle Stones.	
015	015	01	Brickwork, Detail on Western Gable.	
016	016	01	Brickwork, Detail on Western Gable.	
017	017	01	Brickwork, Detail on Northern Elevation.	
018	018	01	Brickwork, Detail on Northern Elevation.	
019	019	03	West Facing Elevation.	E
020	020	03	West Facing Elevation.	E
021	021	01	Internal View, General.	W
022	022	01	Internal View, General.	W
023	023	01	Internal View, General.	E
024	024	01	Internal View, General.	E

025	025	01	Roof Structure.	
026	026	01	Roof Structure.	
027	027	03	South Facing Gable.	N
028	028	03	South Facing Gable.	N
029	029	01	Limited View of South Facing Elevation.	N
030	030	01	Limited View of South Facing Elevation.	N
031	031	01	Ventilation Bricks on Southern Elevation.	
032	032	01	Ventilation Bricks on Southern Elevation.	
033	033	02	Bull Nosed Brick Piers.	
034	034	02	Bull Nosed Brick Piers.	
035	035	03	Gable Wall of Demolished Building.	SE
036	036	03	Gable Wall of Demolished Building.	SE
037	037	03	East Facing Elevation.	W
038	038	03	East Facing Elevation.	W
039	039	04	Covered Cattle Yard.	
040	040	04	Covered Cattle Yard.	
041	041	03a	General View.	
042	042	03a	General View.	
043	043	03b	General View.	
044	044	03b	General View.	
045	045	03	Limited View of First Floor Partition.	
046	046	03	Limited View of First Floor Partition.	
047	047	03	Detail of Stonework & Window.	
048	048	03	Detail of Stonework & Window.	
049	049	03	North & West Facing Elevations.	SE
050	050	03	North & West Facing Elevations.	SE
051	051	01/03	General View.	S
052	052	01/03	General View.	S
053	053	01/03/04	General View.	NW
054	054	01/03/04	General View.	NW
055	055	03	Ironwork Projecting from East Facing Elevation.	
056	056	03	Ironwork Projecting from East Facing Elevation.	
057	057	03	Window Detail.	
058	058	03	Window Detail.	
059	059	03	Quoins.	
060	060	03	Quoins.	
061	061	03	Lean To on Southern Gable.	
062	062	03	Lean To on Southern Gable.	

**8. Colour Plates**



**Figure 3** Buildings 1 & 3 (Looking South East).



**Figure 4** General View (Looking North West).



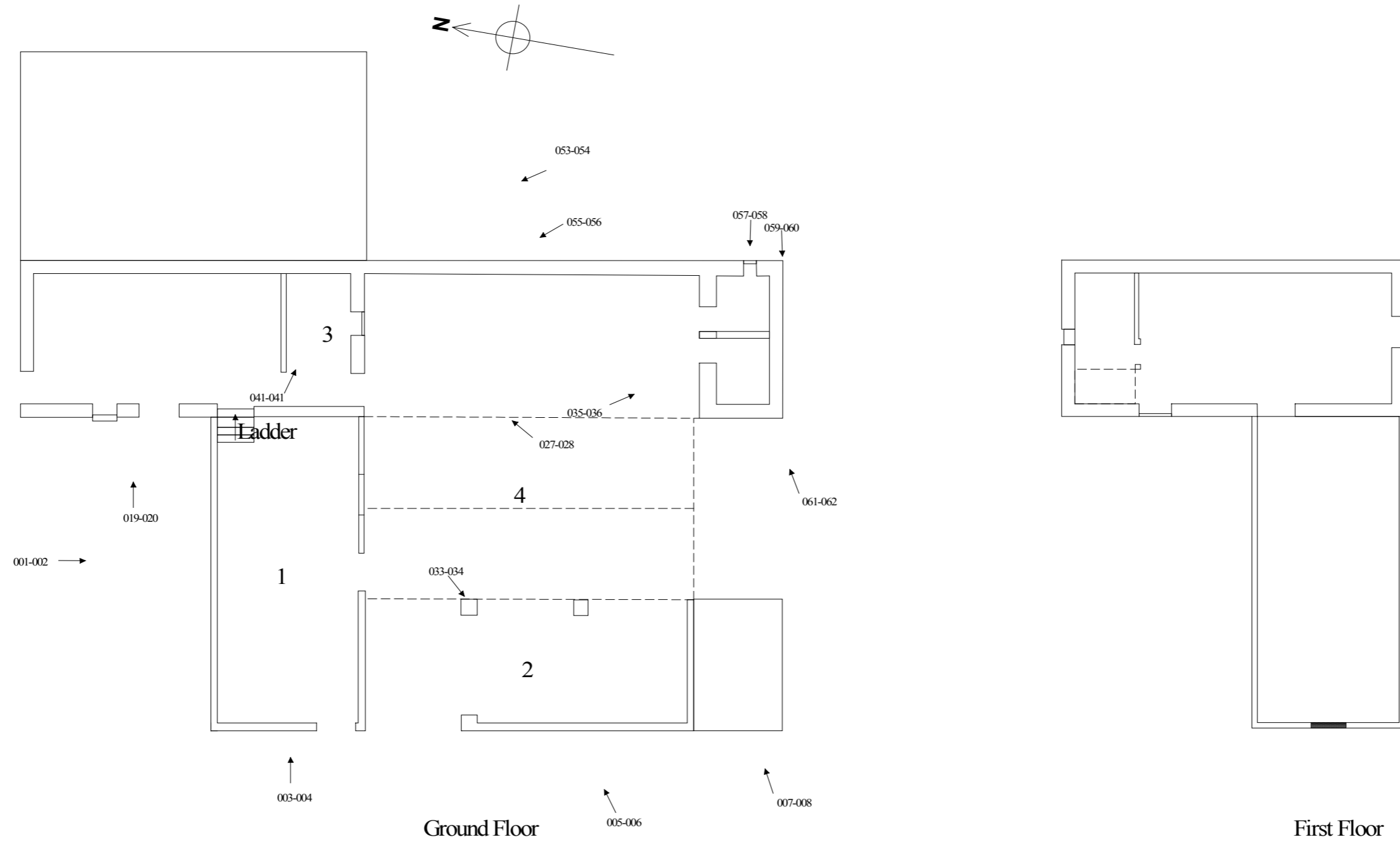
**Figure 5** Building 2 (Looking North East).



**Figure 6** South Facing Elevation of Building 1 & Roof Trusses of Building 4.



**Figure 7** Southern Gable Wall of Building 3 (Looking South East).



**Figure 8** Floor Plans Showing Building Identification & Location of Selected Photographs.  
(Drawing Not To Scale)

**Appendix 1**

**BRIEF FOR A HISTORIC BUILDING PHOTOGRAPHIC SURVEY**

**FIG TREE FARM  
TOP ROAD, RIDLINGTON  
RUTLAND**

As required by condition (6) on Permission No. FUL/2004/0436 granted by  
Rutland County Council



Historic and Natural Environment Team,  
Environment and Heritage Services Department,  
Leicestershire County Council

Prepared on: 01 September 2011



**BRIEF FOR A HISTORIC BUILDING PHOTOGRAPHIC SURVEY AT  
FIG TREE FARM, TOP ROAD, RIDLINGTON, RUTLAND (NGR SK84920274).**

---

**Summary of Brief**

The barns are located within the curtilage of Fig Tree Farm, a Grade II\* listed building situated within the historic medieval and post-medieval settlement core of Ridlington, Rutland.

In consequence, the Senior Planning Archaeologist has recommended the need for a historic building photographic survey as defined by this brief, before changes are made to the outbuildings, in line with the archaeological condition on FUL/2004/0436.

**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.

**Site location**

The site is located immediately to the south east of Fig Tree Farm, 1, Top Road, Ridlington, NGR SK84920274.

**Site constraints**

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

**Historical and archaeological background**

The listing description dates Fig Tree Farmhouse to the late 17<sup>th</sup> century and describes the building as follows:

*Farmhouse, late C17. rubble, thatch. 1½ storeys. One dormer to left with 3- light casement. 2 one-light sash eyebrow dormers. 3 sashes with timber lintels on ground floor. One small casement above entry. Ashlar coping on gables. 3 ashlar stacks.*

The proposal involves various works to barns within the curtilage of the grade II listed farmhouse. The barns are shown on the 1<sup>st</sup> edition Ordnance Survey plan of 1886 and are likely to date from the 19<sup>th</sup> century.

**Previous work and archaeological survey**

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

**Planning background and requirement for work**

In response to planning application FUL/2004/0436, for the change of use of barns to form two dwellings, the Planning Archaeologist advised that works were

likely to affect historic buildings. As a result it was recommended that a photographic survey should be carried out to record the buildings prior to their demolition.

The requirement for archaeological work is in accordance with PPG 16 "Archaeology and Planning" and PPG 15 "Planning and the Historic Environment". The purpose of the work is to make a photographic record of the buildings, paying 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 Archives Curator, Leicestershire Museums Service.

The developer must employ a suitable organisation to carry out a photographic survey of all accessible 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).
- A gazetteer of photographs taken (this should list the photographs by format and subject).

If a visual index is to be included in the report, this should be submitted as an appendix and is not a substitute for the inclusion of key images in the body of the report.

### **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 (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 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 is 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 (see *SCAUM Manual, Health & Safety in Field Archaeology, 1997*).

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

### **Reports**

Two **full colour** copies of the written report, detailing all stages of the photographic survey, shall be prepared and deposited with the Historic and Natural Environment Team, Leicestershire County Council, as archaeological advisors to 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 planning archaeologist 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://ads.ac.uk/projects/oasis> 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 and “The Transfer of Archaeological Archives to Leicestershire Museums, Arts and Records Service” (LMARS 2001) “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 find and records should be properly curated by a single organisation, and be available for public consultation.

Arrangements for deposition of the full site archive ought to be made with Dr Richard Pollard, Leicestershire Museums, Room 500, County Hall, Leicester Road, Glenfield, Leicestershire, LE3 8TE (N.B. this address is not necessarily the destination of the archive). He can be contacted on (0116) 305 8324. 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 Planning Archaeologist and archive curator.

It should be noted that the Planning Archaeologist 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 of Field Archaeologists (IFA):

- Standards and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (1996, revised 1999);
- IFA Code of Conduct (1985, as revised 1997);
- IFA By-Law Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology (IFA, 1990 as revised, 1998).

#### *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 Planning Archaeologist for approval prior to the appointment of a contractor.

Any changes the Planning Archaeologist 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 Planning Archaeologist 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 Planning Archaeologist 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 Senior Planning Archaeologist, or his representative, on behalf of the local planning authority. Monitoring includes reviewing site work, the progress of excavation reports, archive preparation and final deposition.

The archaeological contractor must give the Planning Archaeologist 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 Planning Archaeologist is kept regularly informed regarding progress of the project. Any significant variation to the

agreed programme should be notified to the Planning Archaeologist 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 Planning Archaeologist of its continued validity. In addition the following apply:

- Prior to the formal appointment of an archaeological contractor, the Planning Archaeologist 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 Planning Archaeologist 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 local planning authority.

### **Key Definitions**

#### ***Planning Archaeologist***

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 Planning Archaeologist.

The Senior Planning Archaeologist can be contacted at:

Historic and Natural Environment Team,  
Environment and Heritage Services,  
Leicestershire County Council,  
Room 500, County Hall,  
Leicester Road,  
Glenfield,  
Leicestershire,  
LE3 8TE

Telephone number: (0116) 305 8322

**UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES**

**Design Specification for Archaeological Work**

**Site: Fig Tree Farm, Top End, Ridlington, Rutland,**

**SK 8492 0274**

**Client: Mr and Mrs C White**

**Planning Authority: Rutland County Council**

**2004/0436**

**Non-Technical Summary**

This document represents a design specification for archaeological historic building recording for barns at: **Fig Tree Farm, Top End, Ridlington, Rutland**. The design specification addresses the requirements of Leicestershire County Council as advisors to the planning authority and follows the guidelines as laid out in the *Institute of Field Archaeologists Standards and Guidance for Standing Buildings or Structures (IFA S&G)*.

**1. Site Location and condition**

- 1.1 Fig tree farm is located on Top End, Ridlington, Rutland at NGR SK 8492 0274 (Figs 1-2).

**2. Planning Background**

- 2.1 The requirement for archaeological work is in accordance with PPG 15 "Planning and the Historic Environment". The current proposals will affect the interior of the building which has been listed by the Secretary of State (Department of Culture, Media & Sport) as being of special architectural or historic interest, in addition to being identified as of historic, architectural and/or archaeological interest from information held in the Leicestershire and Rutland Historic Environment Record (HER). In consequence, the Senior Planning Archaeologist (SPA) has recommended the need for an assessment of the impact on the building following English Heritage guidelines as detailed in *Understanding Historic Buildings. A guide to good recording practice* (English Heritage 2006). The requirements are detailed in the *Brief For A Historic Building Photographic Survey. Fig Tree Farm, Top Road, Ridlington, Rutland* (LCC HNET March 2010)

**3. Archaeological and Historical Background**

- 3.1 The barns are located within the curtilage of Fig Tree Farm, a Grade II\* listed building situated within the historic medieval and post-medieval settlement core of Ridlington, Rutland (Figs 1-2).

The listing description dates Fig Tree Farmhouse to the late 17<sup>th</sup> century and describes the building as follows:

*Farmhouse, late C17. rubble, thatch. 1½ storeys. One dormer to left with 3- light casement. 2 one-light sash eyebrow dormers. 3 sashes with timber lintels on ground floor. One small casement above entry. Ashlar coping on gables. 3 ashlar stacks.*

The proposal involves various works to barns within the curtilage of the grade II listed farmhouse. The barns are shown on the 1<sup>st</sup> edition Ordnance Survey plan of 1886 and are likely to date from the 19th century.

**4 Aims and objectives**

- 4.1 The aim of the work is to complete an appropriate level of historic building assessment of the impact of proposed works to the structure. This will 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

## **5. Methodology**

### **5.1 Building Recording**

Work should follow guidelines prepared by English Heritage for the recording of historic buildings, as detailed below.

#### **5.2 Written account**

The written account will 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).
- A gazetteer of photographs taken (this should list the photographs by format and subject).

If a visual index is to be included in the report, this should be submitted as an appendix and is not a substitute for the inclusion of key images in the body of the report.

#### **5.3 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.

#### **5.4 Photographic Survey**

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

The photographic record will be in black and white using an SLR camera with 35mm film. Processing will follow guidelines Archaeological Archives Forum (2007), Digital and/or colour slide photography will supplement the photographic record where appropriate.

The record will cover:

- General photographs of the interior, exterior and setting of the building is 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).

## **6. Report Preparation**

6.1 The reports will contain as a minimum:

- non-technical summary
- introductory statements
- aims and purpose of the survey
- methodology
- an objective summary statement of results
- supporting illustrations at appropriate scales
- supporting data, tabulated or in appendices

6.2 The report will be in A4 format and initially .pdf copies will be sent to the Client, LCC HNET and HER.

## **7. Copyright**

7.1 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.

## **8. Health and Safety**

8.1 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.

8.2 A Risks assessment form will be completed prior to work commencing on-site, and updated as necessary during the site works.

## **9 Insurance**

9.1 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.

## **10. Timetable and Monitoring arrangements**

10.1 The project is scheduled to start on 17.03.2010 and be monitored by the project manager on behalf of ULAS and the LCC Senior Planning Archaeologist on behalf of the planning authority.

10.2 All monitoring shall be carried out in accordance with the *IFA S&G*.

## 11 Bibliography

Archaeological Archives Forum 2007, *Archaeological Archives: A guide to best practice in the creation, compilation, transfer and curation of archaeological archives*

Department of the Environment/Department of National Heritage, 1994. *Planning policy guidance 15: planning and the historic environment*

English Heritage, 2006. *Understanding Historic Buildings.*

Institute for Archaeologists, 2008. *By-laws, standards and policy statements of the Institute of Field Archaeologists*

Patrick Clay  
Director  
ULAS  
University of Leicester  
University Road  
Leicester LE1 7RH

Tel: 0116 252 2848  
Fax: 0116 252 2614  
Email: pnc3@le.ac.uk

© ULAS 12/03/2010

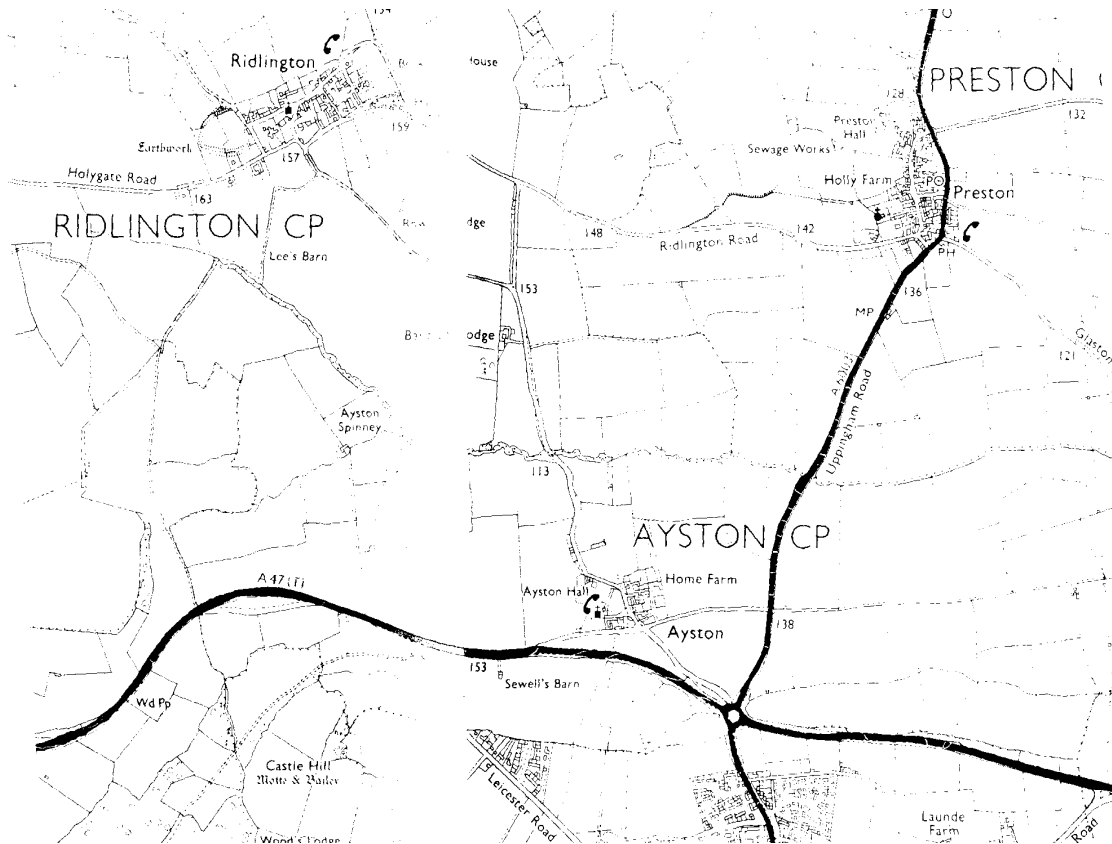


Fig 1 Site location

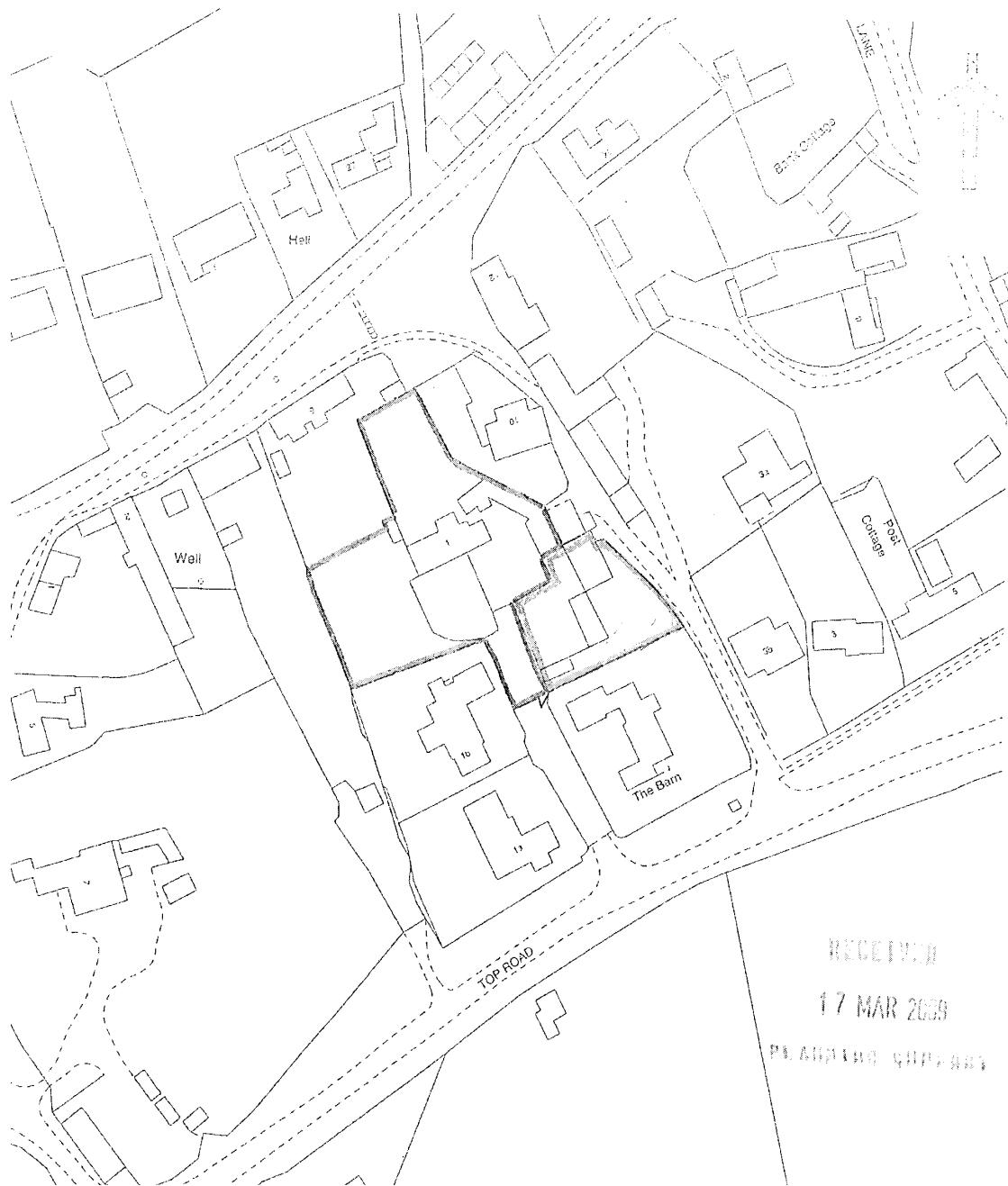


Figure 2 Location of Fig Tree Farm with barns to the east.

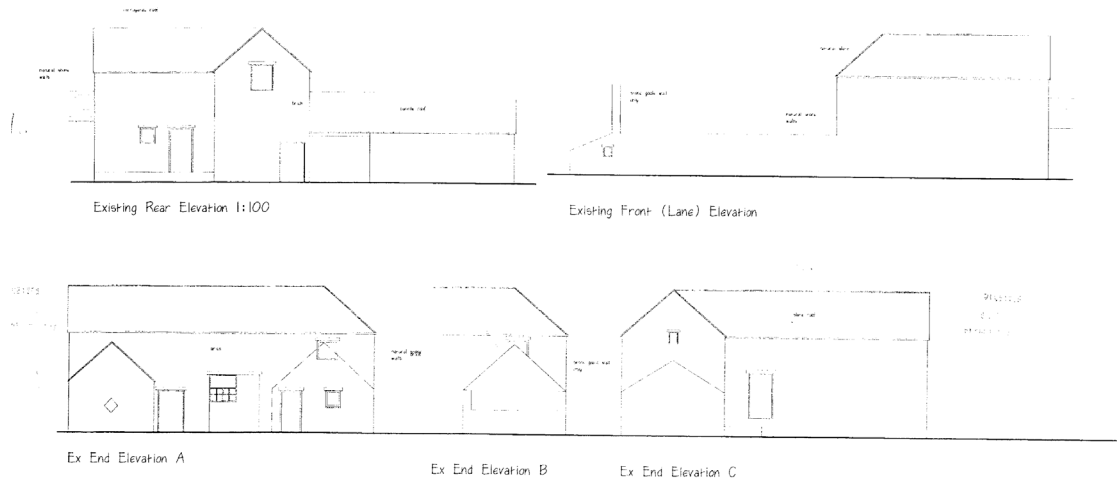


Figure 3 existing elevations

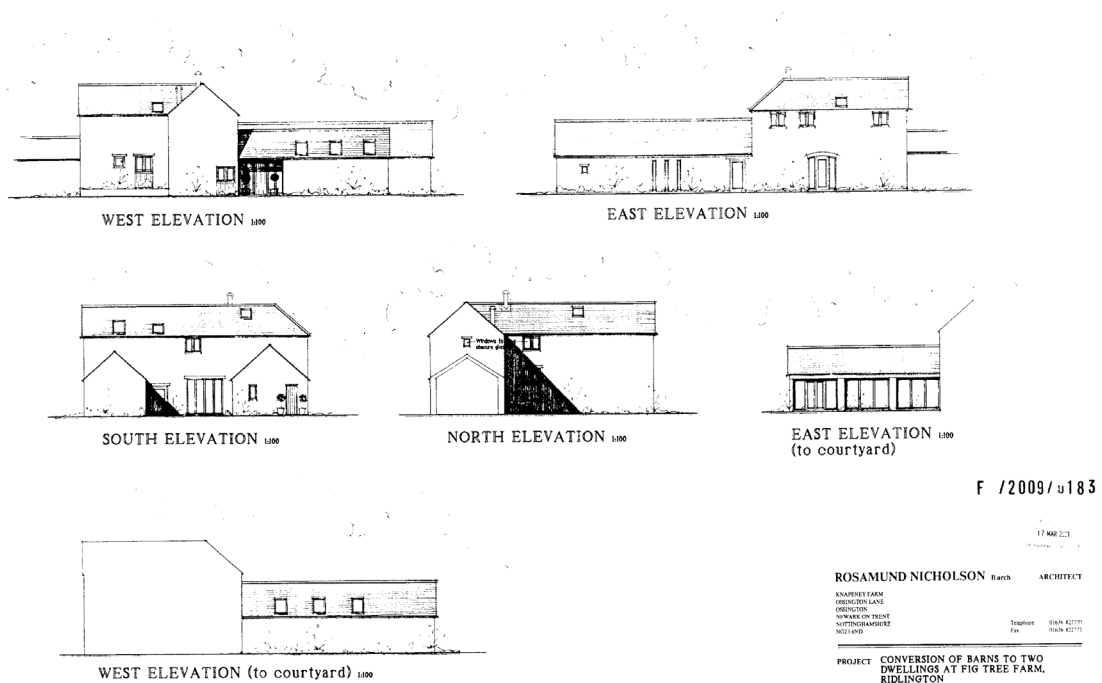


FIG TREE FARM, RIDLINGTON.

Figure 4 Proposed elevations

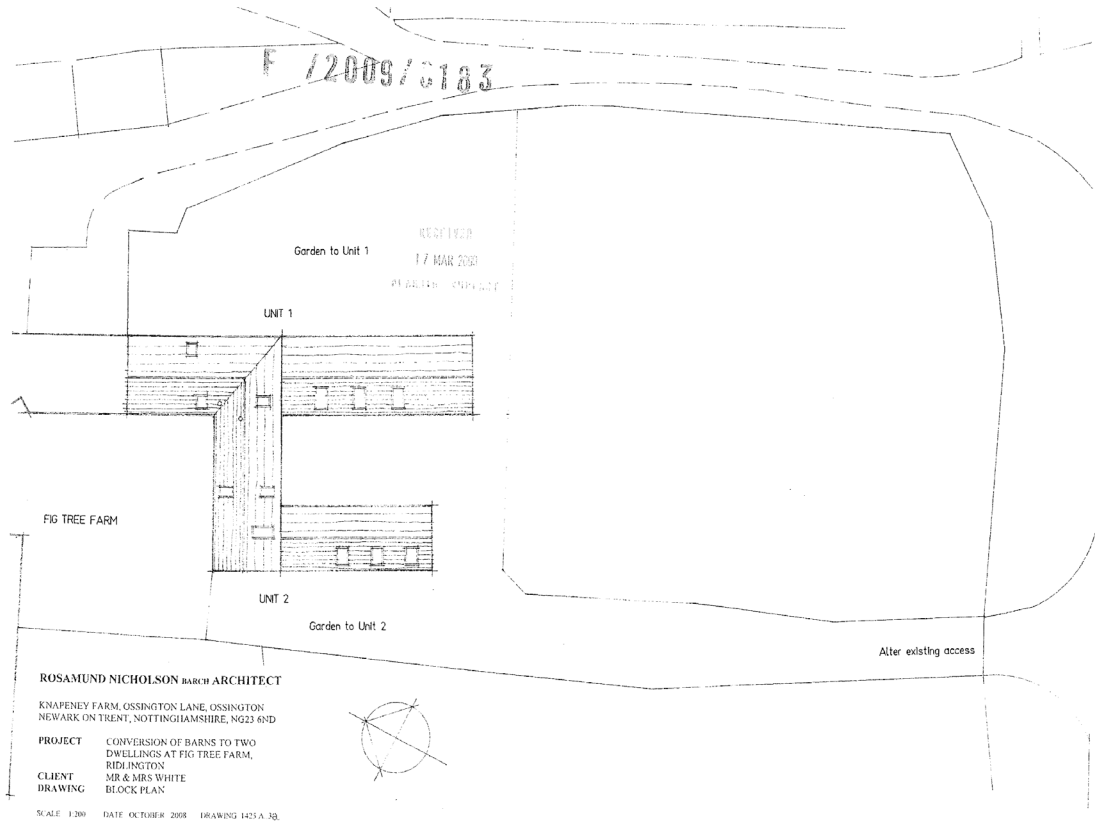


Figure 5 Proposed Floor plan

## Contact Details

Richard Buckley or Patrick Clay  
University of Leicester Archaeological  
Services (ULAS)  
University of Leicester,  
University Road,  
Leicester LE1 7RH

**T:** +44 (0)116 252 2848

**F:** +44 (0)116 252 2614

**E:** [ulas@le.ac.uk](mailto:ulas@le.ac.uk)

**w:** [www.le.ac.uk/ulas](http://www.le.ac.uk/ulas)



INVESTOR IN PEOPLE



©