



**University of  
Leicester**

**Archaeological Services**

**An Historic Building Analytical  
Survey (Level 3),  
1 & 2 Setchells Yard,  
Oundle,  
Northamptonshire,  
NGR: TL 038 881**

Andrew Hyam



ULAS Report No. 2009-130  
©2009

**An Historic Building Analytical Survey (Level 3)**

**1 & 2 Setchells Yard, Oundle,**

**Northamptonshire**

**NGR: TL 038 881**

**Andrew Hyam**

**For: Mr and Mrs Pollock**

Checked by

**Signed:**



**Date:** 8/10/2009

**Name: Neil Finn**

Approved by

**Signed:**



**Date:** 8/10/2009

**Name: Richard Buckley**

**University of Leicester**

Archaeological Services

University Rd., Leicester, LE1 7RH

Tel: (0116) 2522848 Fax: (0116) 2522614

**ULAS Report Number 2009-130**

**©2009**

**Accession Number OUNDSY2009**

## CONTENTS

Summary .....	1
1. Introduction .....	1
2. Background .....	2
3. Objectives .....	3
4. Methodology .....	3
5. Results .....	4
Eastern elevation .....	5
Western elevation .....	6
Northern elevation .....	6
Southern elevation .....	6
Roof Structure .....	6
Internal details: Number 1 .....	7
Internal details: Number 2 .....	8
Outbuilding .....	8
6. Discussion .....	9
7. Archive .....	10
8. Publication .....	10
9. Acknowledgements .....	11
10. Bibliography .....	11
Appendix 1 Figures .....	12
Appendix 2 All digital photographs .....	29
Appendix 3 East Northamptonshire Brief for Historic Building Recording .....	32
Appendix 4 ULAS Design Specification .....	37
Appendix 5 OASIS details .....	41

## FIGURES

Figure 1 Oundle location .....	12
Figure 2 Ordnance Survey map of Oundle .....	12
Figure 3 Site location seen from West Street .....	13
Figure 4 Setchells Yard location and adjacent buildings .....	14
Figure 5 East and west elevations of 1 and 2 Setchells Yard .....	15
Figure 6 North and south elevations and sections of Setchells Yard .....	16
Figure 7 Plans of ground and first floor .....	17
Figure 8 East elevation of range .....	18
Figure 9 Number 1 Setchells Yard .....	19
Figure 10 Number 2 Setchells Yard .....	20
Figure 11 Outbuilding .....	20
Figure 12 Butt joint between outbuilding and number 2, west wall .....	21
Figure 13 Continuation of western wall from number 1 towards West Street .....	21
Figure 14 North elevation .....	22
Figure 15 Collar and pegged purlin, number 1 .....	22
Figure 16 Marks on northern purlin of number 1 .....	23
Figure 17 Roof structure of outbuilding .....	23
Figure 18 Number 1, ground floor .....	24
Figure 19 Number 1, ground floor .....	24
Figure 20 Number 1, first floor .....	25

Figure 21 Number 1, first floor.....	25
Figure 22 Number 1, first floor. Pantheon fire grate .....	26
Figure 23 Number 2, ground floor.....	26
Figure 24 Number 2, ground floor.....	27
Figure 25 Number 2, first floor.....	27
Figure 26 Outbuilding, ground floor.....	28

## **An Historic Building Analytical Survey (Level 3), 1 & 2 Setchells Yard, Oundle, Northamptonshire.**

**A R Hyam**

### **Summary**

*A Level 3 Historic Building Survey was undertaken by the University of Leicester Archaeological Services (ULAS) at Numbers 1 and 2 Setchells Yard, Oundle, Northamptonshire. The survey studied the 18th century grade II listed cottages and adjacent outbuilding. The two cottages themselves have undergone little alteration since their construction although the range of buildings once continued further to the north resulting in a blocked and patched end wall on Number 1. A number of blocked windows can be seen on the western elevations and a probable blocked doorway is located on the southern end of Number 2. The cottages have a collar rafter roof constructed of oak. The outbuilding is a later addition to the south of the cottages and has been recently modified to create a large double garage. It is proposed under planning application EN/08/01612/LBC that the two cottages will be restored and the outbuilding stabilised and repaired.*

*Because of the repairs necessary to secure the buildings, especially the outbuilding which is in a generally poor state, and the level of work required to restore the cottages to modern living standards, the Conservation Officer at East Northamptonshire Council requested that an analytical record of the buildings be made prior to the commencement of this work. The survey took place on the 16th of September 2009 and was carried out by A.R.Hyam.*

### **1. Introduction**

In accordance with Planning Policy Guidelines 16 (PPG 16, Archaeology and Planning), para 30 and PPG 15 (Planning and the Historic Environment), this document forms the report for an historic building analytical survey (level 3) on numbers 1 and 2 Setchells Yard and its adjacent outbuilding. The grade II listed buildings are located along the western boundary of Setchells Yard which is on the southern side of West Street, Oundle, Northamptonshire (NGR: TL 038 881). When considering the planning application the Conservation Officer at East Northamptonshire Council, as advisor to the planning authority, recommended that due to the alterations and repairs involved in this project the buildings should be subject to an analytical survey prior to the commencement of this work. However because of the danger of imminent collapse of the outbuilding walls the Collywestern slate roof had to be removed prior to the survey.

The town of Oundle lies in the north eastern corner of Northamptonshire approximately 12km east of Corby and 18km west of Peterborough (fig. 1). The site is situated to the west of the town centre on the south side of West Street within a north to south oriented enclosed yard (figs. 2 and 3). Setchells Yard slopes down to the south with an approximate height of 30m above OD.

## 2. Background

The site at 1 and 2 Setchells Yard, Oundle comprises two limestone built cottages of 18th century date with an attached barn or outbuilding to the south, also built from the same locally quarried limestone. The predominant building material within Oundle is of limestone generally used in conjunction with Collywestern stone tiles for the roofing material. The buildings are grade II listed and listed building consent has been granted by East Northamptonshire Council under application number EN/08/01612/LBC for the restoration of the two cottages and conversion of the adjoining barn. Condition 6 attached to the listed building consent states that:

No works shall take place within the site until the implementation of a programme of building recording, has been carried out in accordance with a written scheme of investigation, submitted to and approved by the Local Planning Authority.

Reason: To safeguard the adequate investigation of the site which contains building(s) of acknowledged architectural or historic interest.

Therefore the Conservation Officer issued a brief for Historic Building Recording requiring the completion of an analytical record of the buildings to meet the requirements of a level 3 survey as defined in *Understanding Historic Buildings: A guide to good recording practice* (English Heritage 2006).

The buildings were grade II listed on the 14th of February 1974 and are described as:

*SETCHELLS YARD1. (West side) 1483-----Nos 1 and 2 TL 0388 1/166 II 2. C18. 2 storeys in coursed rubble with stone slate roof. 2 hipped dormers break eaves. 2 windows, wood lintels, 1 lintel continues over plain door. Plain doors. No 2 has a small window over door. 2 brick stacks. To left, storage premises with 3 windows, 1 hoist door, on first floor and 1 window on ground floor and carriage entry under wood lintel.*

Access to Setchells Yard is from West Street through a narrow opening between two properties fronting onto the street (fig. 4). A recent single storey building is located to the north of the cottages and follows the same building line. This new building appears to make use of an older limestone wall which forms the western wall of the two cottages and continues to the north to form the western wall of the new building. The First Edition Ordnance Survey map of 1886 shows the two cottages continuing northwards for another 2 or 3 metres before stopping at the approximate southern border of the newly built building with the western wall forming a long north to south property boundary. Subsequent editions up to 1926 still show this extended building but by 1958 when the next edition appears the building has gone. The 1886 map also shows the boundary extending southwards to meet three similar sized buildings which may also be cottages. These buildings are no longer present and the area forms part of the garden belonging to a modern bungalow located to the south east of numbers 1 and 2. A building belonging to the adjacent property to the west slightly overlaps the southern wall of the outbuilding which, on the 1886 map has a small projection showing on this wall. This projection continues to be shown on all subsequent maps including the most recent one. On the eastern side of Setchells Yard a high limestone wall forms the yard boundary which leads to a small outbuilding located behind the large building fronting onto West Street.

The two cottages appear to have been out of use for a number of years as does the outbuilding. There is however no indication that the cottages have ever been used for anything other than domestic purposes.

### **3. Objectives**

The objectives of the Historic Building Recording programme, as set out in the East Northamptonshire Brief (paragraph 2.1), are:

- To provide a written, drawn and photographic record of all the buildings on site prior to the commencement of works.
- To ensure the long-term preservation of the information through deposition of the record and a summary written report with an appropriate depository.

### **4. Methodology**

Black and white 35mm photographs and digital colour photographs were taken throughout the survey. Notes and sketches were also made and scale drawings supplied by the client were verified on site for accuracy and supplemented with the addition of historic architectural details. The specific levels of detail used in the survey followed the guidelines laid down in the RCHME (1996) and English Heritage (2006) specification which were:

#### **1. Written Account**

The written account should include:

- The precise location of the buildings, by name or street number, civil parish, town etc and National Grid Reference
- A note of any statutory or non-statutory designations
- The date the record was made, the names of the recorders, and the location of project archive
- A summary of the building's type and purpose (historically and currently), its materials and possible date(s)
- A table of contents and list of figures or illustrations
- 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.
- An introduction to the recording exercise, setting out the circumstances of the record, its objectives, methods & scope, and any constraints or limitations on the record made.
- Acknowledgement of contributors, commissioning bodies & others contributing to the project
- A discussion of published sources relating to the building and its setting (including written documentary & historic map evidence)
- An account of the building's overall form (structure, materials, layout) and phases of development (with supporting evidence)
- Details of any available information for the past & present uses of the building and its parts (with supporting evidence); and for any fixtures, fittings, plant or machinery associated with the building
- Full bibliographic and other references, or a list of sources consulted

The written account should provide a systematic account of the building's origins, development and use, based principally on information derived from the analysis of the building's structure itself.

## 2. Drawn Record

The drawn record should include:

- Plans (to scale or fully dimensioned) of the building as existing. Plans should show the form and location of any structural features of historic significance (eg blocked doors/windows)
- Measured cross-sections, long-sections, or elevational sections illustrating the vertical relationships within the building
- Measured elevations
- A Site Plan at 1:500 or 1:1250 relating the building to other structures and related topographical and landscape features

The drawn record may be based on existing plans of the building, but it is the responsibility of the building recording contractor to check their accuracy on site and to ensure that they meet the standards required by the RCHME specification.

## 3. Photographic Record

The Photographic Record should 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
- Any machinery or other plant, or evidence for its former existence
- Detail of dates or other inscriptions which contribute to the understanding of the building
- Any Significant contents/fixtures/fitting/ephemera

Photography should be the primary means of recording surviving historic fabric recovered during the recording process unless they lend themselves quite specifically to drawn representation. Where possible the photographic record should be tied into the written account and drawn record.

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*.

## 5. Results

As discussed above, the buildings that form the subject of this report consist of two small cottages each with a single room on the ground and first floor along with a two storey outbuilding or barn attached to the southern end of the range (figs. 5, 6 and 7). The buildings slope down to the south following a slight gradient. The outside elevations are discussed as a whole below followed by individual descriptions of internal details of each property.

### *Eastern elevation*

In common with rest of the building the eastern elevation, which is the main elevation, is constructed of coursed limestone rubble (fig. 8). Immediately prior to the survey the Collywestern stone tiled roof was removed from all three buildings in order to stabilise the eastern and western walls which were spreading under the weight.

#### *Number 1*

A single ground floor sash window with two sashes consisting of 4 by 2 panes is located to the north of the doorway (fig. 9). The lower sash is fixed while the upper, which has no horns, moves vertically. A wooden lintel extends from the window and across the doorway. The present 0.74m wide door is of wood with six panels and is fitted into a 1.05m wide wooden frame suggesting that there was once a wider door when originally constructed. A hipped dormer window that breaks the eaves immediately above the ground floor window has a sliding sash window. There is no evidence of any blocked windows or alteration to the existing door and window openings. At the northern end of the elevation there is an attempt at dressed stone quoins at first floor height but a rather ragged corner from ground level up to approximately 2.1m. This suggests that there was once a continuation of the wall at this height as also suggested by the First edition OS map discussed earlier. The east elevation wall continues to the south without break to cottage number 2.

#### *Number 2*

Number 2 has the same design sash and dormer window as in Number 1 although one of the lower glazing bars on the ground floor sash has been replaced by a larger pane (Fig. 10). A narrow window with fixed glazing bars is located below the eaves just above the doorway. A small iron ventilation grille has been inserted into the wall to the south of the ground floor window at lintel height. As with Number 1 there is no evidence of any modifications to the existing door and windows and no evidence of any alterations to the wall itself. A straight vertical joint running from the ground to the eaves marks the boundary between number 2 and the outbuilding.

### *Outbuilding*

The coursed limestone rubble of the outbuilding is much less carefully laid than in the two cottages and fewer attempts have been made at selecting stones of similar size for each course (fig. 11). The ground floor has a two paned wooden framed window fitted with modern obscured glass. Large modern wooden double doors beneath a relatively modern RSJ lintel give access into the building. Immediately above the RSJ are two shorter wooden lintels giving the impression that there were once two smaller doorways side by side. This is also suggested in the OS County Series 1:2500 first revision of 1901 where the outbuilding is shown as having two rooms. The stonework above the doorway has settled quite significantly between the two wooden lintels and there is evidence of repair work to the stone in this area which may be contemporary with the insertion of the RSJ. The first floor has two rectangular openings set below the eaves with wooden frames and grilles for ventilation suggesting storage of straw or fodder rather than a window to let in light. The central opening extends from first floor height to the eaves and had a single door made from wooden planks, which appears to have acted as a loading door. Around the central loading door as well as the stonework dropping the wall is bowing outwards quite markedly. This appears to have been caused not only by the doorway below but also due to the weight of the

Collywestern slate roof which is discussed below. The lack of a proper key into the adjacent cottage is also affecting the stability of this wall. Dressed limestone quoins form the south eastern corner of the building.

### ***Western elevation***

No access into the adjacent property could be gained to view this elevation properly. However, the presence of scaffolding used to remove the roof meant that some limited inspection and measurements could be made. The western, rear, face of the outbuilding appears to be quite plain with no apparent modifications. The same severe spreading problems seen on the eastern elevation of the outbuilding can also be seen on the west wall. A pronounced step in the wall between the outbuilding and cottage number 2 was observed (fig. 12). The difference in alignment of the outbuilding and numbers 1 and 2 as they follow a pre-existing property boundary can also be seen along the western elevation. Each cottage appears to have a small bricked up window which would have once looked out onto the neighbouring property. The western wall of the cottages continues without break at full height from the north western corner of cottage number 1 along the property boundary towards West Street (fig. 13).

### ***Northern elevation***

The adjacent new property to the north of cottage number 1 has a private yard set against the northern wall making this elevation inaccessible. However, a visual inspection could be made by looking over the boundary fence (fig. 14). The key feature of this elevation is that it has, as mentioned, limestone walls at either side belonging to the east and west elevations and timber studwork with brick infill between. The bricks forming the back of the chimney appear to be hand-made. Either side of the central chimney are bricks measuring 204mm wide x 100mm high x approximately 80mm deep. The infill between these larger bricks and the outer stone walls is made of 240mm wide x 65mm high x 110mm deep bricks. Traces of paint or whitewash are visible up to the top of ground floor level. The upper half of the gable end has been rendered and part of the western side has a slight step in the brickwork at this point. The whole wall gives the impression of a patched internal wall consistent with the OS evidence that the range once extended further north.

### ***Southern elevation***

The southern elevation of the outbuilding appears to have been rendered at one time and still has some traces of this adhering to the coursed limestone rubble. A modern building on the western side impinges by around 0.5m onto the corner of the outbuilding and partially obscures the lower part of the dressed limestone quoins seen at each corner. A full height single doorway with a wooden lintel is set into the gable end at first floor height and has been blocked with limestone rubble. Beneath the doorway are three sawn off wooden joists which may have supported a platform or stairs to the first floor and it is this, now missing, feature that could be the small projection shown on the OS maps.

### ***Roof Structure***

Inspection of the roof of the two cottages was made through the rafters following the removal of the Collywestern tiles as no other access was possible. The roof structure is of four bays defined by three approximately equally-spaced principal rafter trusses.

The centre truss is on the party line between numbers 1 and 2 with the other trusses over the centre of each cottage. The trusses are of similar form with a cambered collar tenoned and pegged into the principal rafters; there are no tiebeams. Staggered purlins are tenoned into the principal rafters. This roof form is typical of high-quality building of the 17<sup>th</sup> and 18<sup>th</sup> centuries in Northamptonshire (RCHME 1984, xlvi). The principal roofing members are of sawn oak (fig. 15). The northernmost purlin on the western side has two  $\beta$  type symbols inscribed on its outer face (fig. 16). A number of linear scratches on the inner faces of the pine common rafters may be shipping marks and so would indicate a Baltic origin for these timbers which may therefore be later than the main roofing timbers. Less substantial joists supporting the plaster ceiling are nailed to the northern face of each rafter. No tie beams are present as the first floor rooms extend above eaves height hence the spreading effect on the walls that the heavy Collywestern roof covering is having. Terracotta ridge tiles of a simple U shape formed the ridge of both roofs.

The outbuilding roof is in a generally poor state of repair and is supported by the recent insertion of props and patches (fig. 17). This is a two bay structure with a principal rafter truss across the centre of the building and a second truss at the north end. The sawn collars are lap jointed and nailed onto the southern face of the principal rafters. The purlins are clasped between the collar and the principal rafters in a style common to this region and which continued well into the 19th century especially in lower status buildings. At the south end the purlins are embedded in the gable wall. There is a single tie beam at the northern end of the building, which is not associated with the roof truss. Otherwise there is no evidence of any other tie beams hence the degree of movement seen in the east and west walls.

### ***Internal details: Number 1***

The ground floor has a stone flagged floor with plastered walls and a 0.18m high single beaded skirting board (fig. 18 and 19). The fireplace has been boarded over with no indication of what may be behind. Either side of the fireplace two cupboards with wooden doors reaching to the floor reveal the rear face of the brickwork seen on the northern elevation. The brickwork appears to a single skin as daylight can be seen in places between the wooden studding and the brick infill. The blocked window on the western wall has been converted to create a small cupboard with a wooden outer frame. Some attempt at decorative beading has been made around the east window which has a shallow step in the wall thickness below the sash. A similar bead detail is seen on a large east to west beam running across the southern end of the room. Towards the northern side of the room a second, but slightly more substantial beam has a crudely cut chamfer on its lower face. A third beam can be seen running across the top of the stairs. This chamfered beam is partially set into the northern wall and runs from the west wall to the chimney breast. The three beams seem to be rather large for such a small room and the fact that the recessed beam has a chamfer would suggest re-use from elsewhere. The narrow wooden stairs are enclosed by a plastered brick partition and a simple wooden door. The iron door latch design is of an early to mid 19th century date.

Upstairs the floor is laid using 165mm wide butted sawn floorboards (fig. 20). The walls are plastered and a modern plasterboard ceiling has been attached to the earlier plaster ceiling at collar height. The wooden banister is undecorated with rectangular balusters (fig. 21). The lower of the tenoned purlins pegged into the principal rafters

can be seen on both sides of the room just above eaves height. The fireplace appears to have originally been approximately 0.7m wide but has been reduced in size to fit a smaller cast iron grate. This replacement grate is a “Pantheon” pattern hob grate of late 18th century design (fig. 22; Eveleigh 1983, 4-6). Above the grate is a small hole which may have accommodated the flue of a later heater or stove that would have stood in front.

### ***Internal details: Number 2***

As in the first cottage the ground floor of number 2 is made of stone flags with some later tile repairs. Most of the walls are plastered but some has been stripped from the east wall to reveal the limestone coursing (fig. 23). The beaded skirting board is the same design as in number 1. A cupboard with a wooden door is built partially under the enclosed stairs and to the west of the central chimney breast (fig. 24). The rear wall of this cupboard is made of coursed limestone rubble for the first 0.6m with bricks on top up to ceiling height which suggests some remodelling of this wall. The bricks measure 204mm long x 70mm high x 115mm wide. To the east of the chimney is another cupboard built over what appears to be a blocked window. The evidence for this is a limestone built spur that forms a small corner and a return before stopping at a straight line joint with a brick wall that then extends to the chimney breast. The kitchen range is very similar in design to one registered by the Coalbrookdale Company in 1869 and so presumably replaces an earlier range (Eveleigh 1983, 17). Some plaster has become detached from the chimney breast to reveal the higher 204mm wide x 100mm high x 80mm wide bricks as seen in the north external elevation. A crudely chamfered beam runs across the centre of the room from east to west. A small rectangular window at the foot of the enclosed stairs has been converted into a small cupboard. The position of a window inside the stairs would seem to indicate that at one time the stairs were not enclosed. Holes in the plaster show that the wall enclosing the stairs is made from the 100mm high bricks seen elsewhere. A hole in the ceiling indicates that a straw and plaster layer survives beneath the floor boards.

Upstairs the banister and balustrades are missing but mortice holes indicate that it was of the same pattern as in cottage number 1. Generally the layout and details are similar to number 1 with the same visible purlins and principal rafters and plasterboard ceiling (Fig. 25). The 230mm wide floorboards are plain sawn butted boards. The fireplace is boarded over with no indication of what may lie behind. The northern wall, which divides the two cottages, shows signs of a number of regular cracks around what appears to be timber studding with brick infill. A small hole in the southern wall shows this wall to be constructed of straw and plaster.

### ***Outbuilding***

The single ground floor room is laid with small river washed stones set in a regular linear pattern (fig. 26). Most of the north wall is constructed of brick but with a small area of stone at floor level in the western corner as seen in the fireside cupboard of number 2, mentioned above. At the eastern corner of this wall a limestone spur can be seen extending to the west. The bricks are laid in English Garden Wall bond using 204mm long x 70mm high x 115mm wide bricks. The brickwork butts against the eastern and western limestone walls without being bonded to them. The western wall

is deflecting outwards quite badly and has a patched hole in the centre at the bottom. At this point three joist holes can be seen one above another in a vertical line which may be the remains of a wooden partition wall dividing the ground floor area into two rooms as shown on the 1901 OS map. The single window on the east wall has already been discussed as has the modern double door and RSJ. The wall above the door shows signs of recent repair but is still deflecting outwards. A small trapdoor in the north western corner is the only internal access to the first floor.

Many of the first floor floorboards are rotten as are some floor joists so this floor was inspected through the removed roof from the outside scaffolding. There is no evidence of any blocked windows or openings on the western wall and only the single blocked door at the southern gable end as already discussed. The north wall has been rendered over plaster and straw supported by a timber frame.

## **6. Discussion**

Numbers 1 and 2 Setchells Yard form an interesting example of lower class domestic dwellings within East Northamptonshire. They are good examples of locally sourced building materials and exhibit a number of typical regional characteristics. Although there have been a number of attempts to modernise and improve upon the general living conditions the present layout of the two cottages appears to show little overall change from their original design. The outbuilding is a later addition to the range and, when compared to the two cottages, is relatively poorly constructed. It is likely to have been used initially for stabling and possibly for cart or carriage storage. Fodder and hay would be stored on the first floor.

Cottage number 1 has clearly been modified on its northern elevation. The timber studding and brick infill is similar to that seen in the wall between cottages 1 and 2 and does not appear to have been intentionally built as an external wall. The continuous western wall, which is too substantial for a simple boundary wall, also points towards there being a continuation of the building to the north. Map evidence also supports this suggestion. What form this now demolished building took is hard to say but the lower scar on the north eastern corner points towards a lean-to type structure. The blocked western window perhaps can be seen as a social change in ideas concerning privacy when people no longer wished to have their neighbour's windows looking out onto their property. This appears to have been carried out relatively early on in the life of the cottage judging by the style of the frame around the converted cupboard. Upstairs the smaller replacement grate is of later 18th century design suggesting that, if the original grate was used for a number of years before being changed for a more fashionable design, the construction date of the cottage could be around the mid 18th century. There is no indication of water supply or sanitary provision either inside or within Setchells Yard. A small outbuilding opposite number 1 which now appears to be owned by another property may have provided the outside toilet facilities. Early OS maps show a pump located in the south eastern corner of the yard where the new bungalow now stands.

As already discussed the main walls of all three buildings are all of locally sourced limestone. This is in common with most of the town buildings and is understandable considering Oundle's location on the Jurassic limestone outcrop which forms the

underlying geology. The pegged oak-framed roof of numbers 1 and 2 follows the locally used construction methods and is not unusual despite their relatively late date as oak continued to be used in the region into the 19th century. The proximity of Rockingham Forest and other still standing woodland meant that locally sourced timber was still available to a much later date than in other areas of the country. Records exist showing that Baltic timber gradually became more popular during the 19th century as it could be shipped to the east coast ports and then brought by boat to nearby Wansford.

Number 2 shows a similar process of updating with the Coalbrookdale range being installed in the later 19th century. The blocked window seems to point towards some changes in the arrangement of the stairs as an opening within the enclosed stairs seems somewhat pointless. It is possible therefore that the stairs were originally open and were subsequently enclosed at a later date. The early 19th century latch handle on the enclosed stairs of number 1 may be a clue to the date of this modification. It is not entirely clear what the alterations to the south wall of number 2 relate to but the spur wall on the eastern corner suggests a redundant door. The plaster wall on the first floor could point towards it being an internal wall joining another cottage or earlier outbuilding prior to the present one being built.

The outbuilding is clearly of a later date than the two cottages but is likely to have been built before the first edition OS map was surveyed in 1886. Less care has been taken in building the stone courses than the cottages despite the same stone and roofing materials being used. The eastern and western walls are rather crudely butted against the existing cottage walls with little or no attempt to key the two together. The double doorway was once two separate doors with what was probably a timber partition separating the two halves of the ground floor. The style of roof construction and selection of timber is also later than the cottages and is more consistent with a 19th century construction date.

## **7. Archive**

The archive consists of:

- 35mm black and white negatives and contact prints,
- 1 cd of digital photographs in tiff and jpeg format,
- 3 contact sheets of digital photographs,
- 4 photograph record sheets,
- 9 handwritten A5 sheets of notes taken during the survey,
- 3 sheets of annotated architects drawings,
- 1 hard copy of this report.

## **8. Publication**

A summary of the results of the project will be submitted to the local archaeological journal, *Northamptonshire Archaeology*.

The report will be added to the Archaeology Data Service's (ADS) Online Access to the Index of Archaeological Investigations (OASIS) database.

## 9. Acknowledgements

The fieldwork was undertaken by A R Hyam. The project was managed by N Finn.

## 10. Bibliography

East Northamptonshire Council. *Brief for Historic Building Recording. Application Reference: EN/08/01612/LBC.*

English Heritage 2005. *Stone Slate Roofing. Technical Advice Note.* London: English Heritage.

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

Eveleigh, D J. 1983. *Firegrates and Kitchen Ranges.* Shire Album 99. Shire Publications.

Hall, L. 2005. *Period House Fixtures and Fittings 1300-1900.* Newbury: Countryside Books.

Images of England website

<http://www.imagesofengland.org.uk/Details/Default.aspx?id=231787>

RCHME 1984. *County of Northampton. Volume Six. Architectural Monuments in North Northamptonshire.* Royal Commission on the Historical Monuments of England. London: HMSO

RCHME 1996. *Recording Historic Buildings; A Descriptive Specification.* Third Edition. Royal Commission on the Historical Monuments of England.

ULAS. 2009. *Design Specification for Historic Building Recording: 1 & 2 Setchells Yard, Oundle, Northamptonshire.*

A R Hyam  
University of Leicester Archaeological Services  
25.09.2009

## Appendix 1 Figures

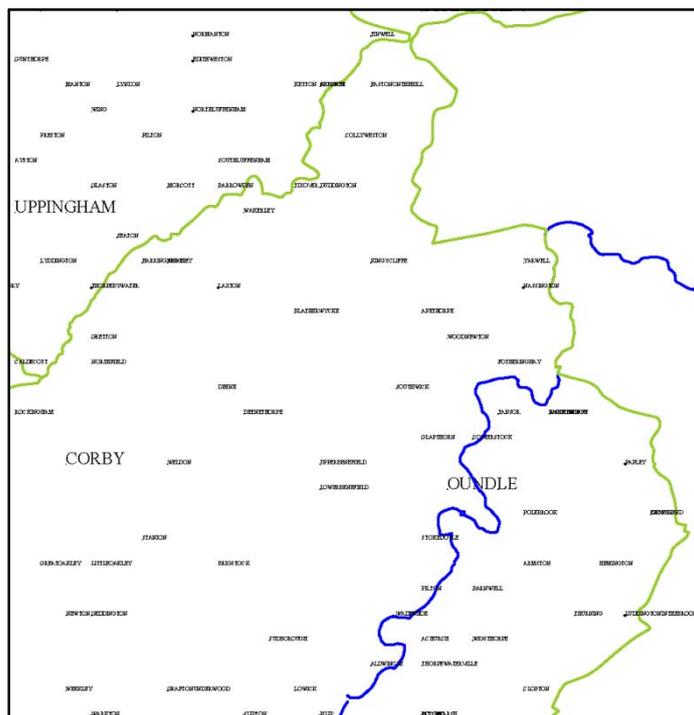


Figure 1 Oundle location

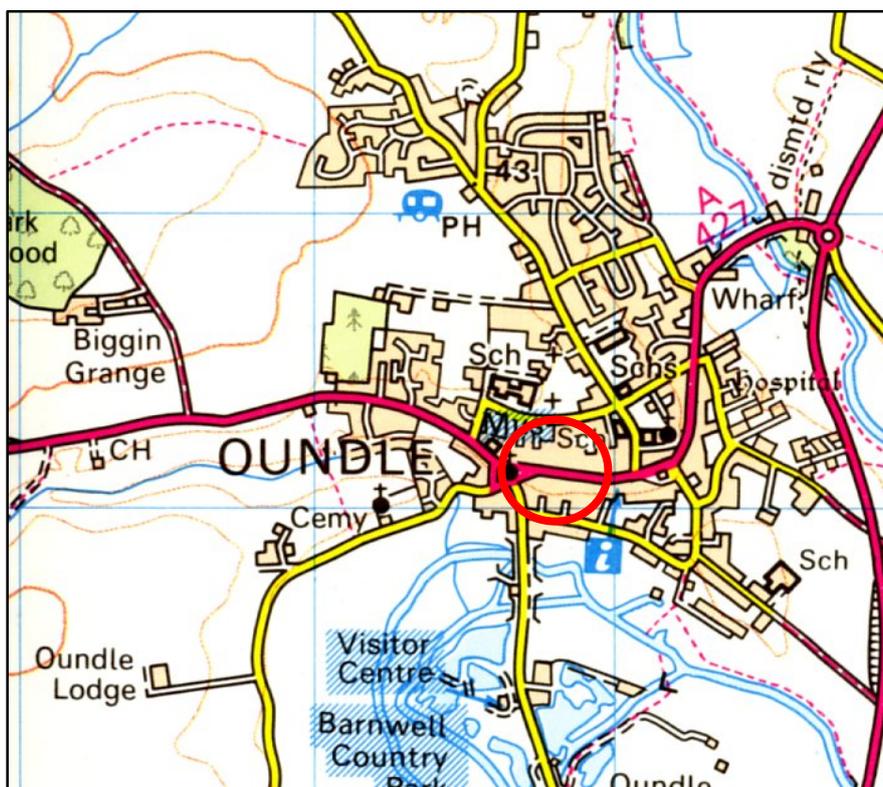


Figure 2 Ordnance Survey map of Oundle  
Setchells Yard circled

Reproduced by permission of Ordnance Survey on behalf of The Controller of Her Majesty's Stationery Office. Crown Copyright 1996. Licence Number AL 10009495



Figure 3 Site location seen from West Street  
Facing south west

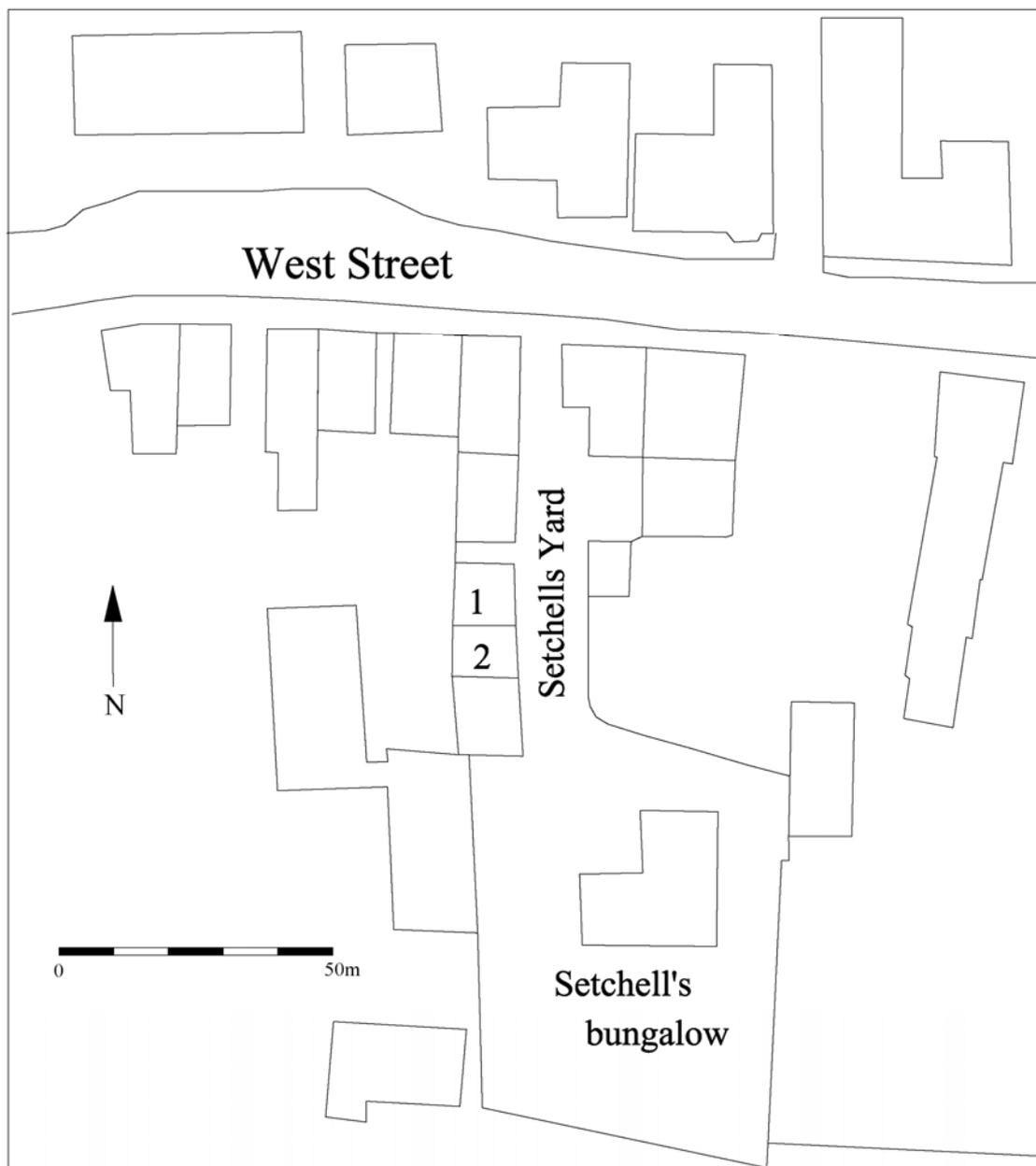


Figure 4 Setchells Yard location and adjacent buildings

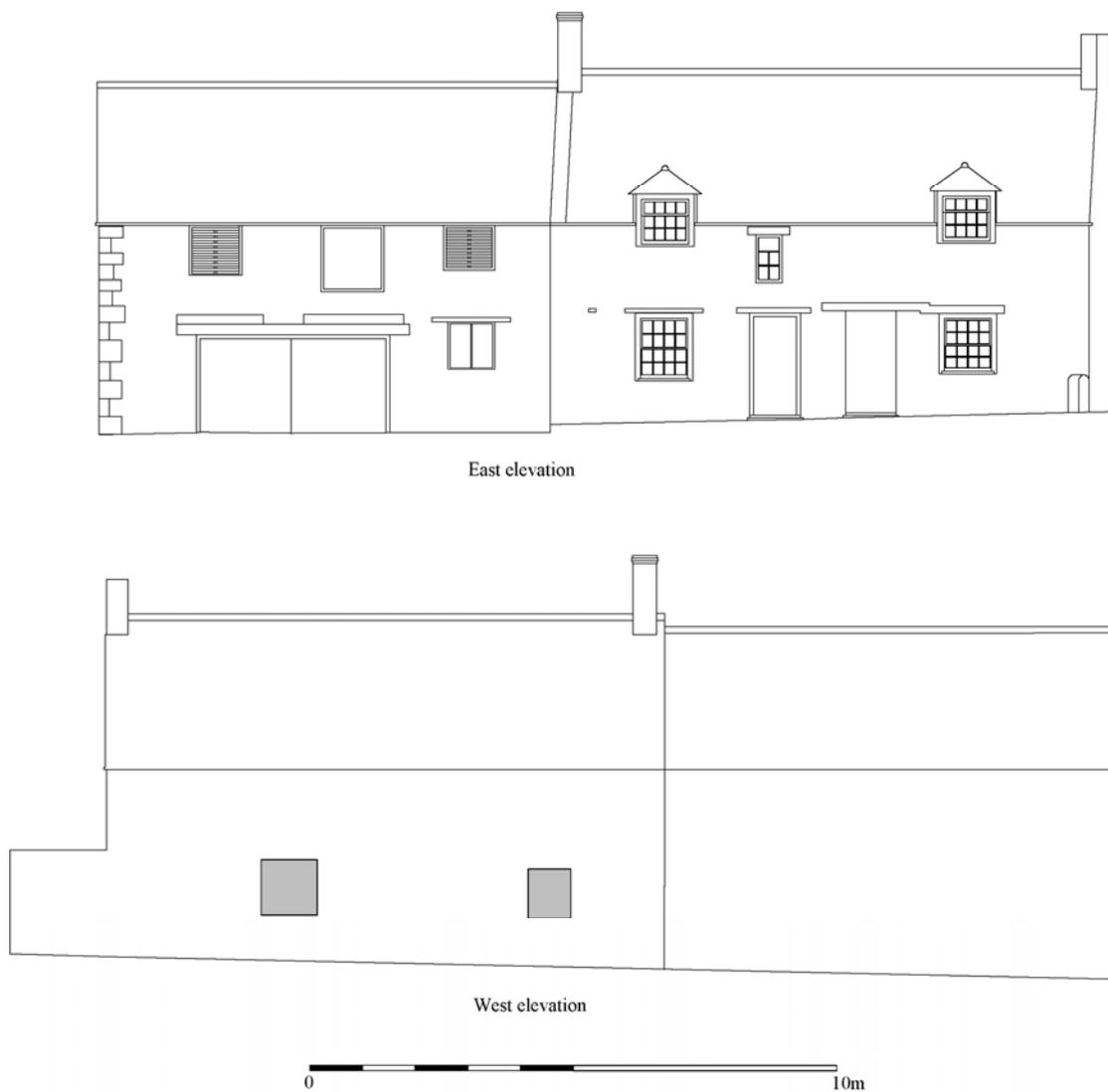


Figure 5 East and west elevations of 1 and 2 Setchells Yard  
Modified from drawings supplied by client

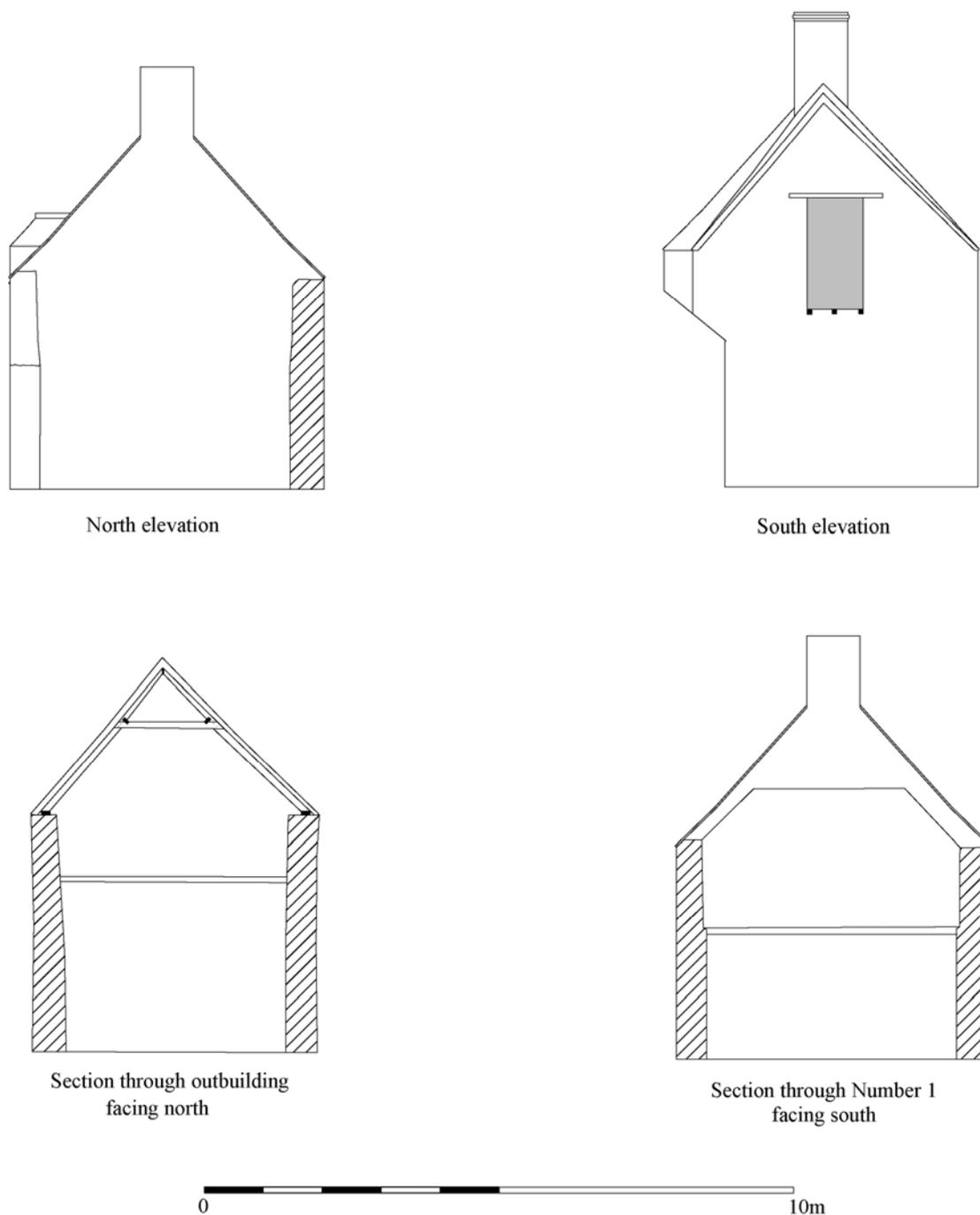
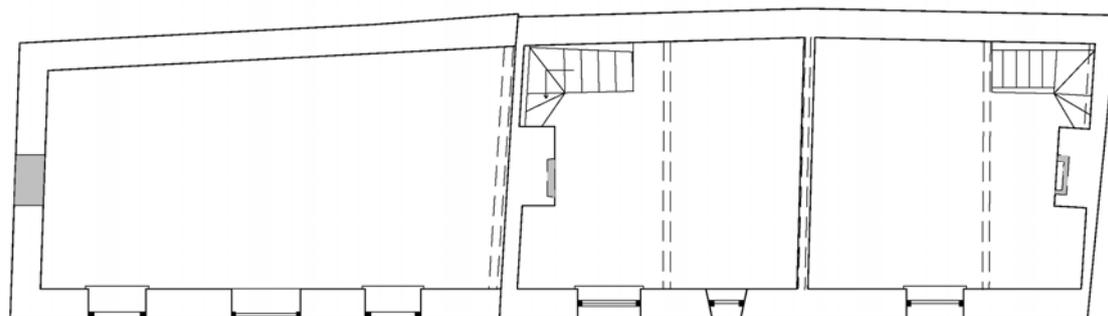


Figure 6 North and south elevations and sections of Setchells Yard  
Modified from drawings supplied by client



**First floor**



**Ground floor**

Figure 7 Plans of ground and first floor  
Modified from drawings supplied by client



Figure 8 East elevation of range  
Facing north west



Figure 9 Number 1 Setchells Yard  
Facing north west



Figure 10 Number 2 Setchells Yard  
Facing west



Figure 11 Outbuilding  
Facing west



Figure 12 Butt joint between outbuilding and number 2, west wall  
Facing south east



Figure 13 Continuation of western wall from number 1 towards West Street  
Facing north



Figure 14 North elevation  
Facing south west



Figure 15 Collar and pegged purlin, number 1  
Facing south east



Figure 16 Marks on northern purlin of number 1  
Facing east



Figure 17 Roof structure of outbuilding  
Facing north west



Figure 18 Number 1, ground floor  
Facing north west



Figure 19 Number 1, ground floor  
Facing south east



Figure 20 Number 1, first floor  
Facing south east



Figure 21 Number 1, first floor  
Facing north west



Figure 22 Number 1, first floor. Pantheon fire grate  
Facing north, 1m scale



Figure 23 Number 2, ground floor  
Facing south east



Figure 24 Number 2, ground floor  
Facing south west



Figure 25 Number 2, first floor  
Facing south west



Figure 26 Outbuilding, ground floor  
Facing north west

## Appendix 2 All digital photographs



OUNDSY2009.JPG



OUNDSY2009 (1).JPG



OUNDSY2009 (2).JPG



OUNDSY2009 (3).JPG



OUNDSY2009 (4).JPG



OUNDSY2009 (5).JPG



OUNDSY2009 (6).JPG



OUNDSY2009 (7).JPG



OUNDSY2009 (8).JPG



OUNDSY2009 (9).JPG



OUNDSY2009 (10).JPG



OUNDSY2009 (11).JPG



OUNDSY2009 (12).JPG



OUNDSY2009 (13).JPG



OUNDSY2009 (14).JPG



OUNDSY2009 (15).JPG



OUNDSY2009 (16).JPG



OUNDSY2009 (17).JPG



OUNDSY2009 (18).JPG



OUNDSY2009 (19).JPG



OUNDSY2009 (20).JPG



OUNDSY2009 (21).JPG



OUNDSY2009 (22).JPG



OUNDSY2009 (23).JPG



OUNDSY2009 (24).JPG



OUNDSY2009 (25).JPG



OUNDSY2009 (26).JPG



OUNDSY2009 (27).JPG



OUNDSY2009 (28).JPG



OUNDSY2009 (29).JPG



OUNDSY2009 (30).JPG



OUNDSY2009 (31).JPG



OUNDSY2009 (32).JPG



OUNDSY2009 (33).JPG



OUNDSY2009 (34).JPG



OUNDSY2009 (35).JPG



OUNDSY2009 (36).JPG



OUNDSY2009 (37).JPG



OUNDSY2009 (38).JPG



OUNDSY2009 (39).JPG



OUNDSY2009 (40).JPG



OUNDSY2009 (41).JPG



OUNDSY2009 (42).JPG



OUNDSY2009 (43).JPG



OUNDSY2009 (44).JPG



OUNDSY2009 (45).JPG



OUNDSY2009 (46).JPG



OUNDSY2009 (47).JPG



OUNDSY2009 (48).JPG



OUNDSY2009 (49).JPG



OUNDSY2009 (50).JPG



OUNDSY2009 (51).JPG



OUNDSY2009 (52).JPG



OUNDSY2009 (53).JPG



OUNDSY2009 (54).JPG



OUNDSY2009 (55).JPG



OUNDSY2009 (56).JPG



OUNDSY2009 (57).JPG



OUNDSY2009 (58).JPG



OUNDSY2009 (59).JPG



OUNDSY2009 (60).JPG



OUNDSY2009 (61).JPG



OUNDSY2009 (62).JPG



OUNDSY2009 (63).JPG



OUNDSY2009 (64).JPG



OUNDSY2009 (65).JPG



OUNDSY2009 (66).JPG



OUNDSY2009 (67).JPG



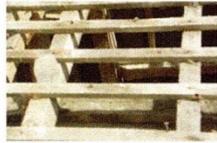
OUNDSY2009 (68).JPG



OUNDSY2009 (69).JPG



OUNDSY2009 (70).JPG



OUNDSY2009 (71).JPG



OUNDSY2009 (72).JPG



OUNDSY2009 (73).JPG



OUNDSY2009 (74).JPG



OUNDSY2009 (75).JPG



OUNDSY2009 (76).JPG



OUNDSY2009 (77).JPG



OUNDSY2009 (78).JPG



OUNDSY2009 (79).JPG



OUNDSY2009 (80).JPG



OUNDSY2009 (81).JPG



OUNDSY2009 (82).JPG



OUNDSY2009 (83).JPG



OUNDSY2009 (84).JPG



OUNDSY2009 (85).JPG



OUNDSY2009 (86).JPG



OUNDSY2009 (87).JPG



OUNDSY2009 (88).JPG



OUNDSY2009 (89).JPG



OUNDSY2009 (90).JPG



OUNDSY2009 (91).JPG



OUNDSY2009 (92).JPG



OUNDSY2009 (93).JPG



OUNDSY2009 (94).JPG



OUNDSY2009 (95).JPG



OUNDSY2009 (96).JPG

## **Appendix 3 East Northamptonshire Brief for Historic Building Recording**

### **BRIEF FOR HISTORIC BUILDING RECORDING**

Local Planning Authority: East Northamptonshire Council

Application reference: EN/08/01612/LBC

#### **1. BACKGROUND**

##### **1.1 The Development**

Planning permission and listed building consent has been granted by East Northamptonshire Council for the restoration of two cottages at 1 & 2 Setchells Yard, Oundle.

A condition attached to the listed building consent application requires the implementation of a programme of building recording prior to any works/development taking place, in order to make an appropriate record of the buildings.

This brief has been prepared to set out the objectives and strategy for the building recording work, the scope of works needed and procedures and standards that are required. It is intended to inform potential contractors and may also be used as a basis for seeking cost quotations.

##### **1.2 The Site**

The site comprises two cottages of C18 origin with attached barn. The buildings were listed on 07 June 1974.

#### **2. OBJECTIVES**

##### **2.1 General objectives**

- To provide a written, drawn and photographic record of the all the buildings on site prior to the commencement of works.
- To ensure the long-term preservation of the information through deposition of the record and a summary written report with an appropriate depository

#### **3. GENERAL REQUIREMENTS**

If there are any queries about the brief's requirements or their implementation or if any additional work is deemed to be necessary, either prior to the commencement of work on site or during the course of recording fieldwork, these should be addressed to the Local Planning Authority, East Northamptonshire Council.

The building recording contractor should provide **in writing and prior to the commencement of works on site** an agreement to the conditions outlined in the building recording brief, the main of the person(s) nominated to undertake the work and a notification of the intention to commence work on site.

### **3.1 Strategy**

The recording exercise is to be carried out by a suitably experienced/qualified individual or company. The exercise should focus on a systematic examination of the building itself, supported by research into the readily available documentary sources.

The building recording exercise should produce a record of the building in its current state, prior to any works. Opportunities to enhance or revise the record with information collected during the works should be taken, and any additional information either be incorporated into the initial report or added as an addendum.

### **3.2 Scope**

The recording exercise should seek to make a record of the all buildings where work is proposed. Detailed recording of the other buildings outside of the site boundary is not required, although the setting & structural context of the buildings should be illustrated.

## **4. SPECIFIC REQUIREMENTS**

An analytical record of the buildings will be made. The record will be based around an account of the buildings origins, development and use, obtained from a systematic examination of the buildings, supported by research into the readily available documentary sources. The record will include an account of the evidence on which the analysis is based, and sufficient drawn & photographic records to illustrate the buildings appearance.

This record will broadly equate to a 'Level 3' record as defined in English Heritage's current guidance Understanding Historic Buildings, a guide to good recording practice<sup>1</sup> and the earlier guidance produced by RCHME (Recording Historic Buildings A Descriptive Specification<sup>2</sup>).

All recording work should adhere to the standards, conventions and specifications set out in the English Heritage Guidance.

### **4.1 Written Account**

The written account should include:

---

<sup>1</sup> English Heritage, "Understanding Historic Buildings, A guide to good recording practice", February 2006 (EH publication ref 51125).

<sup>2</sup> RCHME, Recording Historic Buildings, A Descriptive Specification, Third Edition, 1996 English Heritage

- The precise location of the buildings, by name or street number, civil parish, town etc and National Grid Reference
  - A note of any statutory or non-statutory designations
  - The date the record was made, the names of the recorders, and the location of project archive
  - A summary of the building's type and purpose (historically and currently), its materials and possible date(s)
  - A table of contents and list of figures or illustrations
  - 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.
  - An introduction to the recording exercise, setting out the circumstances of the record, its objectives, methods & scope, and any constraints or limitations on the record made.
  - Acknowledgement of contributors, commissioning bodies & others contributing to the project
  - A discussion of published sources relating to the building and its setting (including written documentary & historic map evidence)
  - An account of the building's overall form (structure, materials, layout) and phases of development (with supporting evidence)
  - Details of any available information for the past & present uses of the building and its parts (with supporting evidence); and for any fixtures, fittings, plant or machinery associated with the building
  - Full bibliographic and other references, or a list of sources consulted
- The written account should provide a systematic account of the building's origins, development and use, based principally on information derived from the analysis of the building's structure itself.

#### **4.2 Drawn Record**

The drawn record should include:

- Plans (to scale or fully dimensioned) of the building as existing. Plans should show the form and location of any structural features of historic significance (eg blocked doors/windows)
- Measured cross-sections, long-sections, or elevational sections illustrating the vertical relationships within the building
- Measured elevations
- A Site Plan at 1:500 or 1:1250 relating the building to other structures and related topographical and landscape features

The drawn record may be based on existing plans of the building, but it is the responsibility of the building recording contractor to check their accuracy on site and to ensure that they meet the standards required by the RCHME specification.

#### **4.3 Photographic Record**

The Photographic Record should 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
- Any machinery or other plant, or evidence for its former existence
- Detail of dates or other inscriptions which contribute to the understanding of the building
- Any Significant contents/fixtures/fitting/ephemera

Photography should be the primary means of recording surviving historic fabric recovered during the recording process unless they lend themselves quite specifically to drawn representation. Where possible the photographic record should be tied into the written account and drawn record.

## 5 REPORT CONTENT AND REQUIREMENTS

A formal written report summarising the results of the building recording exercise and setting them in their academic context should be prepared. The report should fully address all the recording objectives outlined in 2 including written, drawn and photographic elements.

A draft copy of the report is to be submitted to East Northamptonshire Council for approval **prior to the start of work on site.**

The final report should take into account any comments made on the draft report and the results of subsequent observations or discoveries during the course of works.

**THREE COPIES OF THE FINAL REPORT ARE REQUIRED;** two bound 'hardcopies' and one digital copy. The digital copy should include both the report text and all illustrations, ideally as a single electronic document. One copy of the final report should initially be supplied to East Northamptonshire Council for approval. After approval **two** further copies (one bound printed copy, one digital) should be submitted to Northamptonshire County Council for inclusion in the Northamptonshire Sites and Monuments Record (SMR)<sup>3</sup> to act as a permanent record of the Recording exercise.

Further copies may be supplied to the owner/developer as required or agreed by the parties concerned.

**Northamptonshire County Council supports the national stage of the Online Access to the Index of Archaeological Investigations (OASIS) project (OASIS III). In order that a record is made of all archaeological & historic building recording events within the county occurring through the planning system, the building recording contractor is requested to input details of this project online at the ADS internet site:**

---

<sup>3</sup> Northamptonshire Sites and Monuments Record, Northamptonshire County Council. PO BOX 163, County Hall, Northampton. NN1 1AX. *phone* 01604 237246; *email* HER@northamptonshire.gov.uk

<http://www.ads.ahds.ac.uk/project/oasis>. **Further information including on-line help with the fieldwork data entry form is also available on this site.**

## **6. HEALTH AND SAFETY**

It is essential that a Risk Assessment is undertaken which should check the accuracy of the information provided and consider whether there are any other significant risks which have not yet been identified.

The historic buildings recording contractor should ensure that they are adequately insured to cover all eventualities including risks to third parties. The local authority and its officers can not be held responsible for any accidents that may occur to outside contractors engaged to undertake this work whilst attempting to conform to the brief.

## **7. GENERAL REQUIREMENTS**

**It is the policy of Northamptonshire County Council that all building recording fieldwork projects conducted in Northamptonshire should be managed by an appropriately qualified and experienced person. Membership of the Institute of Field Archaeologists (IFA) with building recording as an Area of Competence is one measure that is used, but individuals with alternative qualifications and experience may also be suitable and should submit a Curriculum Vitae and a sample of building recording work to Northamptonshire County Council and/or the local planning authority if requested.** If the relevant standards are not adhered to for projects conducted within the planning process then the developer may be required to supply further information, possibly requiring additional work, unforeseen costs and delay.

## **Appendix 4 ULAS Design Specification**

### **UNIVERSITY OF LEICESTER ARCHAEOLOGICAL SERVICES**

#### **Design Specification for Historic Building Recording:**

##### **1 & 2 Setchells Yard, Oundle, Northamptonshire**

**National Grid Reference: TL 0388**

**Client: Mr and Mrs Pollock**

**Planning Authority: East Northamptonshire Council**

**Planning Application Reference: EN/08/01612/LBC**

## **1 Definition and scope of the Specification**

- 1.1 This document is a Design Specification for Historic Building Recording of two cottages and an attached barn at 1-2 Setchells Yard, Oundle, Northamptonshire prepared by University of Leicester Archaeological Services (ULAS) on behalf of the Client. It has been produced in response to the Brief for Historic Building Recording issued by the Conservation Officer at East Northamptonshire Council.
- 1.2 The Design Specification provides details of how ULAS will meet the objectives set out in the Brief for 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* for a level 3 survey (English Heritage 2006).

## **2 Background and context of the project**

- 2.1 The site at 1-2 Setchells Yard, Oundle comprises two stone-built cottages of 18<sup>th</sup> century date with an attached barn or outbuilding, also stone-built. The buildings are grade II listed and listed building consent has been granted by East Northamptonshire Council for the restoration of the two cottages and conversion of the adjoining barn. Condition 6 attached to the listed building consent states that:

No works shall take place within the site until the implementation of a programme of building recording, has been carried out in accordance with a written scheme of investigation, submitted to and approved by the Local Planning Authority.

Reason: To safeguard the adequate investigation of the sitwhich contains building(s) of acknowledged architectural or historic interest.

- 2.2 The Conservation Officer at East Northamptonshire Council has issued a Brief for Historic Building Recording requiring the completion of an analytical record of the buildings meeting the requirements of a level 3 survey as defined in *Understanding Historic Buildings: A guide to good recording practice* (English Heritage 2006).

## **3 Objectives**

- 3.1 The objectives of the Historic Building Recording programme, as set out in the Brief (paragraph 2.1), are:
  - To provide a written, drawn and photographic record of all the buildings on site prior to the commencement of works.
  - To ensure the long-term preservation of the information through deposition of the record and a summary written report with an appropriate depository.

## **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. The requirements of the Historic Building Survey, as detailed in paragraphs 4.1 to 4.3 of the Brief, equate with a 'Level 3' survey as defined in the English Heritage guidelines (2006, 14).
- 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, in accordance with the requirements of the Brief (para. 4.2):
- 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)
  - Measured cross-sections, long-sections, or elevational sections illustrating the vertical relationships within the building
  - Measured elevations
  - A site plan at 1:500 or 1:1250 relating the building to other structures and related topographical and landscape features
- 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, in accordance with the requirements of the Brief (para. 4.1):
- 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 summary of the building's type and purpose (historically and currently), its materials and possible date(s)
  - A table of contents and list of figures or illustrations
  - 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

- An introduction to the recording exercise, setting out the circumstances of the record, its objectives methods and scope, and any constraints or limitations on the record made
- Acknowledgement of contributors, commissioning bodies & others contributing to the project
- A discussion of published sources relating to the building and its setting (including written documentary & historic map evidence)
- An account of the building's overall form (structure, materials, layout) and phases of development (with supporting evidence)
- Details of any available information for the past & present uses of the building and its parts (with supporting evidence); and for any fixtures, fittings, plant or machinery associated with the building
- 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, in accordance with Brief para. 4.3:

- 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
- Any machinery or other plant, or evidence for its former existence
- Detail of dates or other inscriptions which contribute to the understanding of the building
- Any significant contents/fixtures/fittings/ephemera

## 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 to East Northamptonshire Council for approval prior to the start of work on site, in accordance with Brief para. 5. 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 (para. 5), 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, *Northamptonshire Archaeology*.
- 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 following the removal of unsafe roof tiles, which is timetabled for completion towards the end of the week commencing Monday 7 September 2009, or early in the following week.

9.2 The project archive will be compiled and deposited within 6 months of the completion of fieldwork.

9.3 The project team will comprise of Neil Finn (Project Officer): 10+ years experience in historic building recording in the midlands on buildings of all types and date and Andrew Hyam BSc, MA (Senior Supervisor): 5 years experience in historic building recording in the midlands on buildings of all types and date.

## **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 The Client has advised that the buildings 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*.

Neil Finn  
Project Officer  
ULAS  
University of Leicester  
University Road  
Leicester LE1 7RH

Tel:0116 252 5038  
Fax: 0116 252 2614  
Email: nf17@le.ac.uk

© ULAS 03.09.2009

**Appendix 5 OASIS details**

<b>INFORMATION REQUIRED</b>	
Project Name	1 and 2 Setchells Yard, Oundle
Project Type	Building
Project Manager	N Finn
Project Supervisor	A Hyam
Previous/Future work	None
Current Land Use	Domestic
Development Type	Building renovation
Reason for Investigation	Listed building
Position in the Planning Process	As a condition
Site Co ordinates	TL 038 881
Start/end dates of field work	16.09.2009
Archive Recipient	Northamptonshire County Council
Study Area	100m <sup>2</sup>

## ULAS 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)

