An Archaeological Building Recording at Cleadon Infant's School, Cleadon, South Shields.

Archaeological Research Services Ltd
Report No. 2012/39
June 2012

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EXECUTIVE SUMMARY

In May 2012 Archaeological Research Services Ltd were commissioned by Fitz Architects to undertake an archaeological building recording of Cleadon Village Church of England Infants' School on Cleadon Lane, Cleadon, Sunderland. Permission has been granted to convert the school building for use as dwellings. The building is not listed however the site is within Cleadon Conservation Area. Conservation Area consent has been granted for the demolition of the flat roof entrance, toilet block and office area, and repositioning of walls and pillars. This demolition work had already taken place at the time of survey. All interior fixtures and fittings had also been removed.

The building recording determined that Cleadon Infant's School represents a typical late 19th / early 20th century school. Like many other public buildings of this time in the area it is constructed of locally made red brick and local sandstone. The building exhibits a clear and well designed plan, designed and built in one phase to house a mixed school of boys and girls.

Aside from the internal stripping out, the building can be seen to be a fairly original and well preserved example of its type, with an easily understood standard internal plan and external appearance.

1. INTRODUCTION

1.1. Scope of work

In May 2012 Archaeological Research Services Ltd were commissioned by Fitz Architects to undertake an archaeological building recording of Cleadon Village Church of England Infants School on Cleadon Lane, Cleadon, Sunderland. Permission has been granted to convert the school building for use as dwellings. The building is not listed however the site is within Cleadon Conservation Area. Conservation Area consent has been granted for the demolition of the flat roof entrance, toilet block and office area, and repositioning of walls and pillars.

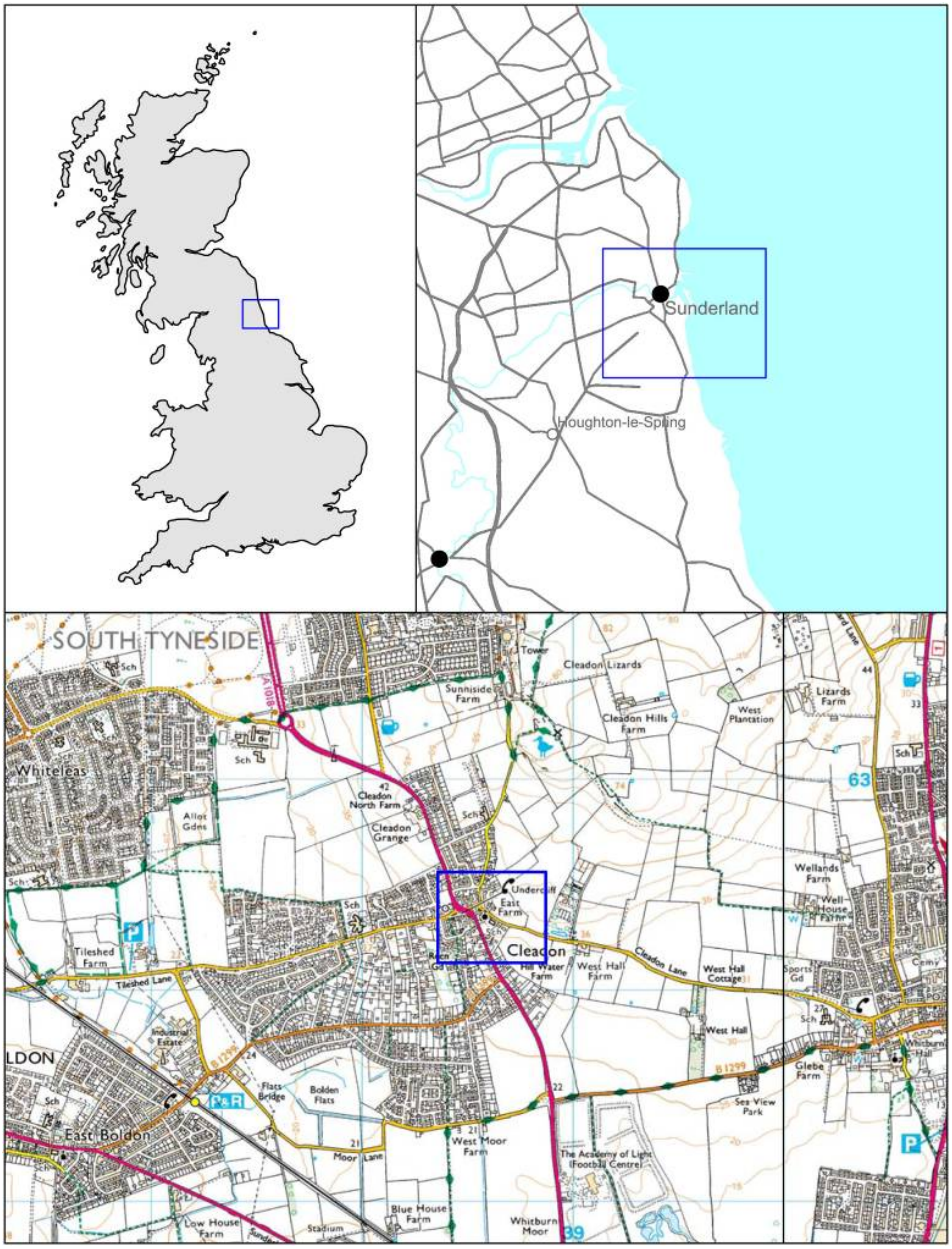


Figure 1: Site location. Ordnance Survey data copyright OS, reproduced by permission, Licence no. 100045420

1.2. Location and geology

The site is located within the village of Cleadon and is centred at NZ 38618 62332. The solid bedrock geology of the area consists of limestone and dolomite. This is overlain by superficial deposits of diamicton till (BGS 2012).

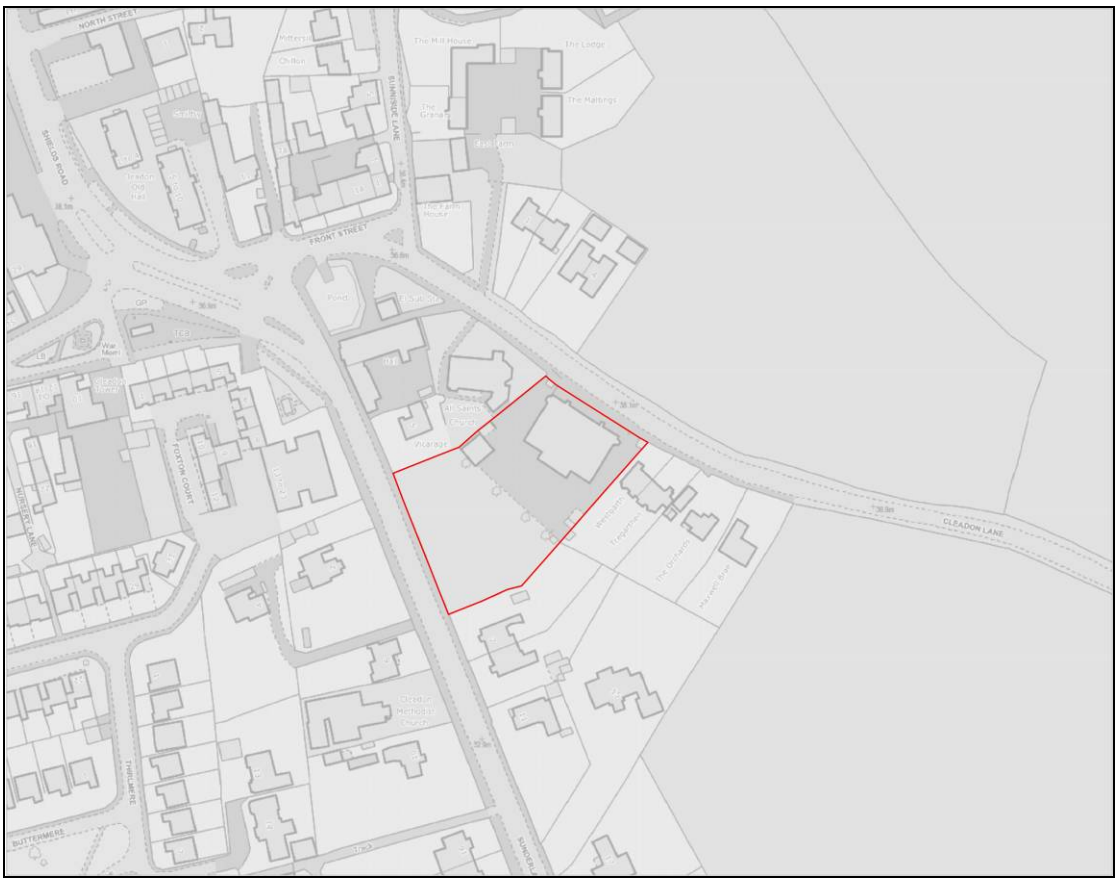


Figure 2: Site plan showing the location of the study area, outlined in red.

2. METHODOLOGY

2.1. The information within this report has been gathered from a number of sources, both primary and secondary, in accordance with the project specification and IFA standards and guidance 2008.

2.2. Archives Services

The Tyne & Wear Archive Service at Blandford House was used in order to consult historic documents specific to the development area.

2.3. South Shields local studies Library

South Shields Local Studies Library at Central Library in South Shields was consulted.

2.4. National Monuments Record

The National Monuments Record in Swindon was consulted in order to obtain any listed building and archaeological event information.

2.5. Web sources

All of the web sources listed in the specification were consulted for this investigation. Those that provided information relevant to the study area are listed below:

Structural images of the North East: http://www.sine.ncl.ac.uk
British Geological Survey: http://www.bgs.ac.uk/geoindex/index.htm
Tyne and Wear HER: http://www.twsitelines.info

3. RESEARCH

3.1. Historical and Archaeological Background

It was not requested that the HER be visited for this assessment, however some HER sites were found within the study area during online research.

3.1.1. Prehistoric Period

There have been a few finds of Neolithic flints from the area surrounding the study site. One of these sites is to the west of the study site where a rose coloured flint leaf-shaped arrowhead was discovered in garden soil. However, there has been no evidence for prehistoric occupation in and around the study area.

3.1.2. Romano-British

There have been no finds and no evidence for occupation dating from the Roman period discovered in or around the study area.

3.1.3. Early Medieval to Medieval

The first reference to Cleadon appears in the Boldon Book from c.1183 when it is listed with Whitburn. Cleadon appears again in Hatfield's Survey of c.1382 and then again in the Parliamentary Survey of 1647. There is a record of there being a windmill in Cleadon in the 14th century but its whereabouts are unknown. It is possible that it was sited in the same location as one of the two extant 18th century windmills. There are also a few examples of Medieval ridge and furrow from within Cleadon and the surrounding area.

3.1.4. Post-Medieval to Present

A few houses along Front Street in Cleadon date to the Post-Medieval period. In particular, Cleadon House on Front Street is a Grade II* listed property that is believed to have been constructed in 1738, owing to evidence from rainwater heads. The house was built for John Dagnia of South Shields who was a glass manufacturer. The two-storey house is constructed of brick with stone dressings and plain roof tiles.

3.2. Listed Buildings

There are a number of listed buildings from the area surrounding the study site. Cleadon House, a Grade II* listed building is situated on Front Street, to the west of the study site. There are also five Grade II listed buildings, also situated on Front Street. These are numbers 1, 3, 7, 10 and 11.

3.3. South Shields Local Studies

Documents relating to Cleadon Infant's School were consulted at South Shields Local Studies. The Sunderland Echo (1969) contained an article entitled 'The Villages of Cleadon and Whitburn' (p.12). The article stated that the school replaced the parochial school and was built in 1907. The school was opened by Mrs Pollard of The Grange, Cleadon and the first Headmistress was Miss West.

3.4. Client's Photographs

At the time of the building recording parts of the building had been demolished and all interior fixtures and fittings had been removed. However, some photographs, shown below, were taken by the client before and during the demolition works. These photographs show cast iron radiators, with external pipe work, in the main assembly hall and in classrooms (Figs. 3 and 8). The building's internal doors originally had windows with six panes above them and on one photograph the main assembly hall ceiling is shown (Fig. 6).

Figure 3: One of the original cast iron radiators in one of the classrooms.

Figure 4: The main assembly hall, looking west.

Figure 5: The climbing frame in the assembly hall showing one of the original doors with windows above, in the background

Figure 6: Detail of the ceiling in the main assembly hall, looking west

Figure 7: The western front porch, after demolition. Note coat hooks inside.

Figure 8: A view into one of the classrooms (Room 8) from the main hall. Note the cast iron radiators below the windows and the benches along the eastern and western walls.

3.5. Tyne and Wear Archives

During the visit to the Tyne and Wear Archives two School Log Books/Diaries were consulted. The first of these belonged to Cleadon Church School and was dated 1872. It is believed that this diary relates to Cleadon Infant School which was situated to the north west of the study area. The second of the diaries is believed to relate to Cleadon Village Church of England Infants School, which was initially known as the Cleadon County School. The diary documents the day-to-day running of the school and includes information concerning children's presence and absence, the school's achievements and inspections. The first entry doesn't occur until c.1926. There are a considerable number of entries relating to WWII and how it affected the school. An entry on 4th September 1939 states 'School closed for one week owing to state of National Emergency- according to Paragraph II ARP General Regulations'. The school did not re-open again until October 27th 1939. The entry for May 8th and 9th 1945 states that the school was closed both days for 'VE day'.

3.6. National Monuments Record

The National Monuments Record was consulted for the site and a 100m buffer surrounding it. There was only one site, a listed building, that sat within this buffer zone. The building is Cleadon House, a Grade II* listed building which is situated on Front Street, to the west of the study site.

4. MAP REGRESSION

4.1. 1st Edition OS map of 1873-1895

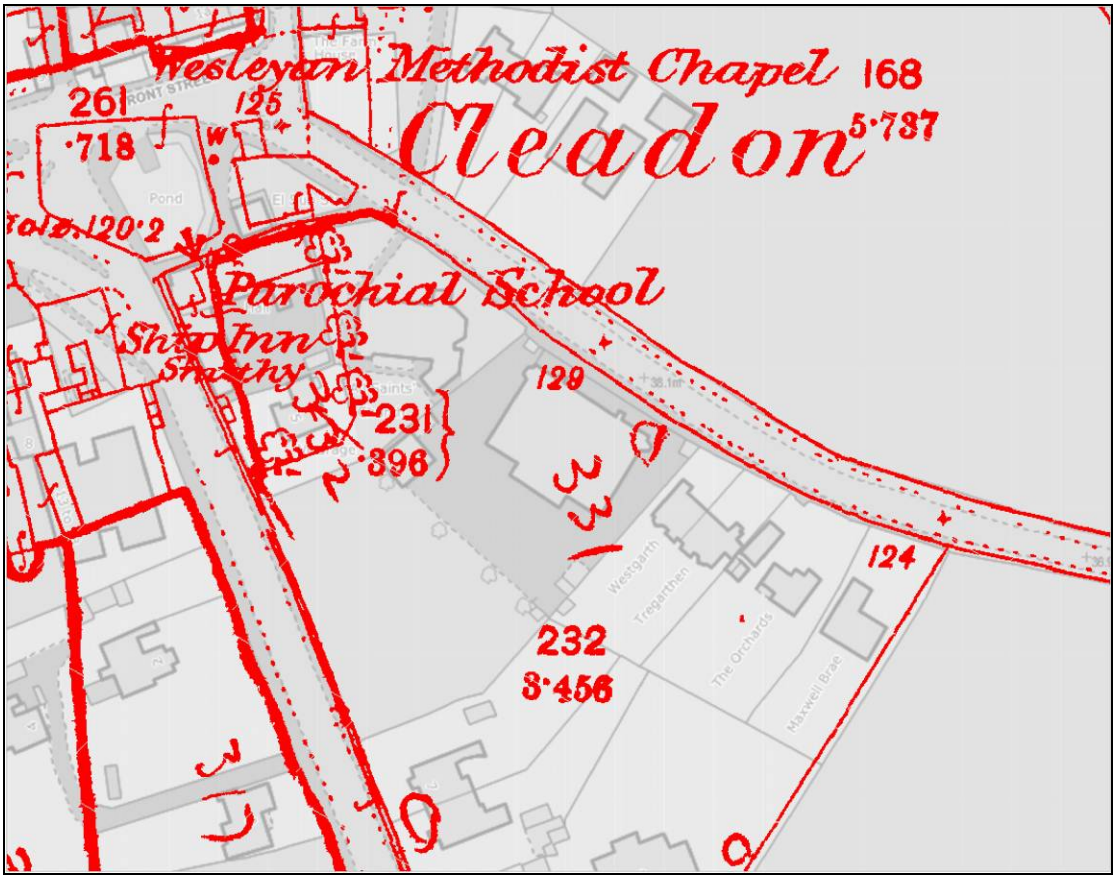


Figure 9: 1st Edition OS map of 1873-1895

This 1st edition OS map displays the study area as being completely devoid of any features or buildings. Towards the north west of the study area is a small rectangular building with an extension to the north eastern corner. This is labelled as 'Parochial School'. Surrounding the school is a fence and a line of trees.

4.2. 1st Revision OS map of 1896

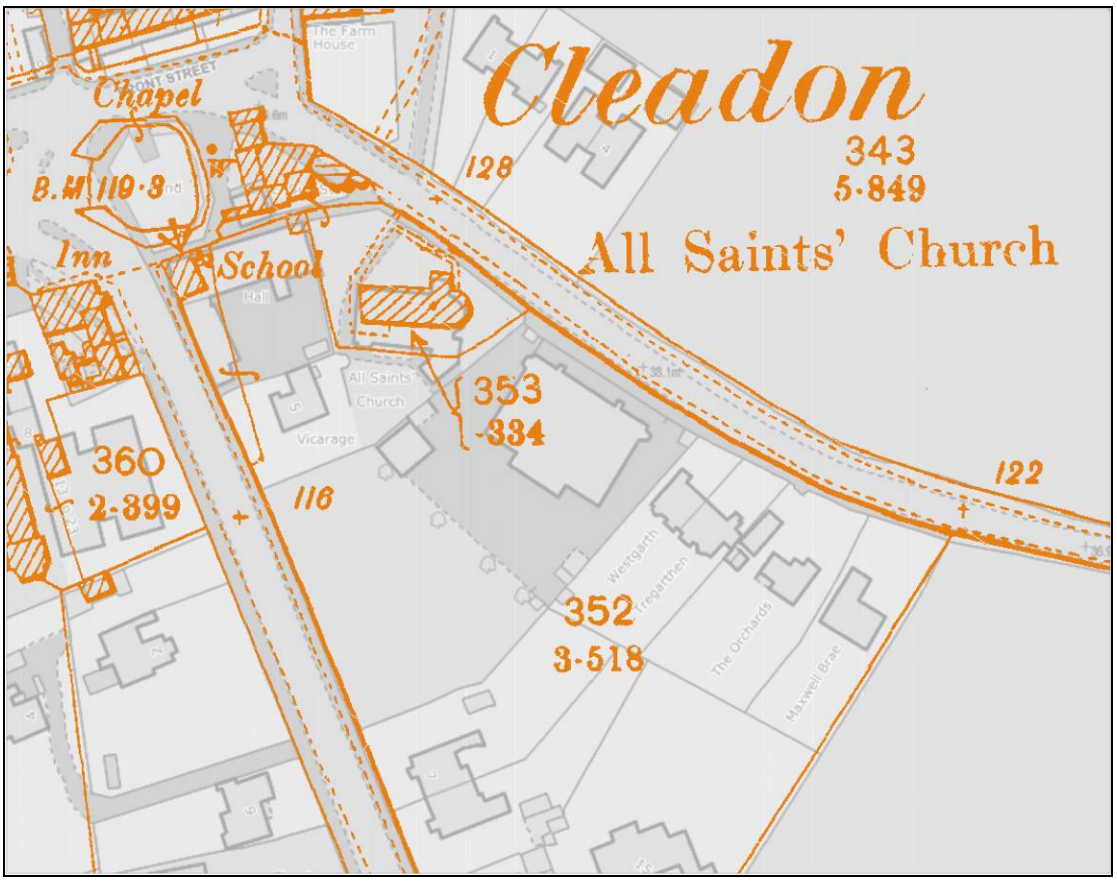


Figure 10: 1st Revision OS map of 1896

By the time of this map's production in 1896, a building has been constructed in the plot immediately to the north west of the study area. The building consists of a long rectangular building with a curved eastern end and a small extension to the north east. The building is labelled on the historic map as 'All Saints Church' and it retains this name on the modern map. The school, previously labelled as 'Parochial School', is now simply labelled 'School' and the trees that surrounded have now been removed. The study area and the areas to the south and south east are still empty.

4.3. 2nd Revision OS map of 1914-1919

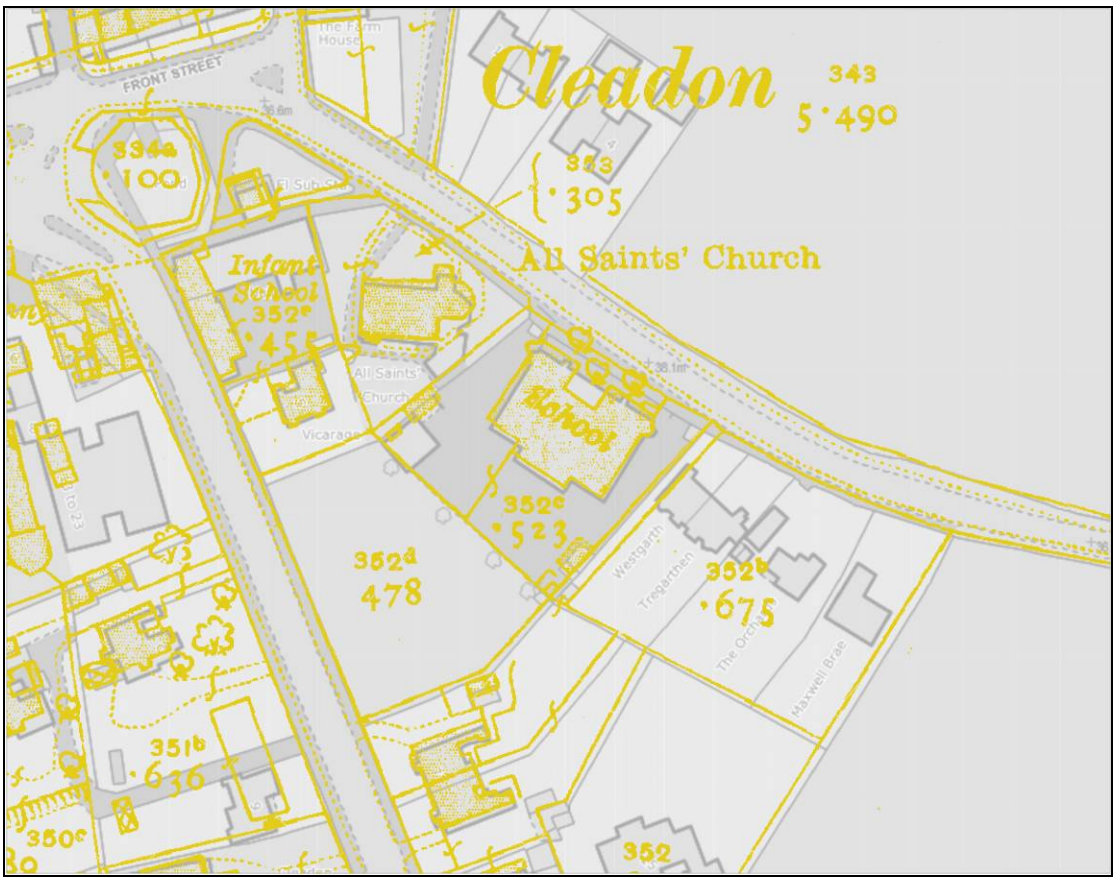


Figure 11: 2nd Revision OS map of 1914-1919

Much has changed in and around the study area by the time of this map's production. The school that is the subject of this report has been constructed and labelled 'School' and has almost exactly the same footprint as it does on the modern OS map. The only difference being that the modern map displays two small extensions on its north east elevation. An open-sided shelter has been constructed to the west of the school plot and a storage shed is present to the south. A fence separates the yard in to two, presumably to separate girls from boys. The church to the north west of the study area has been extended to the south and a building has been constructed to the south west of this. While this building is not labelled on the historic map, it is still present on the modern map and is labelled as 'Vicarage'. It can be presumed that the building had the same function when it was built as it does today. The small school towards the north west of the study area, beyond the church, now labelled as 'Infant School', has also been extended and now consists of a long rectangular building running from north to south.

4.4. 3rd Revision OS map of 1939-1942

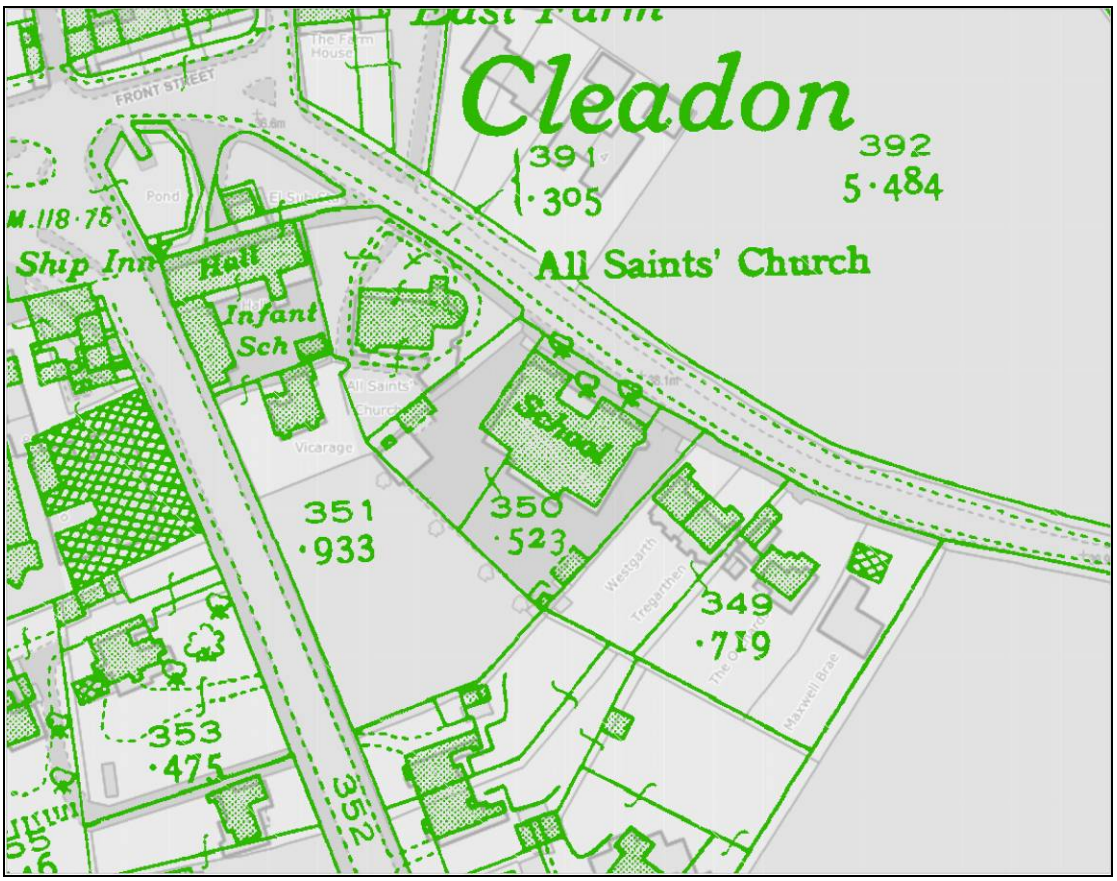


Figure 12: 3rd Revision OS map of 1939-1942

By the time of this map's production in 1939-1942 the school that is the subject of this report has remained completely unchanged, as have most of the buildings surrounding it. Two semi-detached houses have been constructed in the plot directly to the east of the school and have remained virtually unchanged to this day. The smaller school towards the north west of the study area has been extended at its northern end towards the east and now has an 'L' shaped footprint. The extension has been labelled as 'Hall'. A small outbuilding has also been constructed.

4.5. National Grid National Survey map of 1958/1959

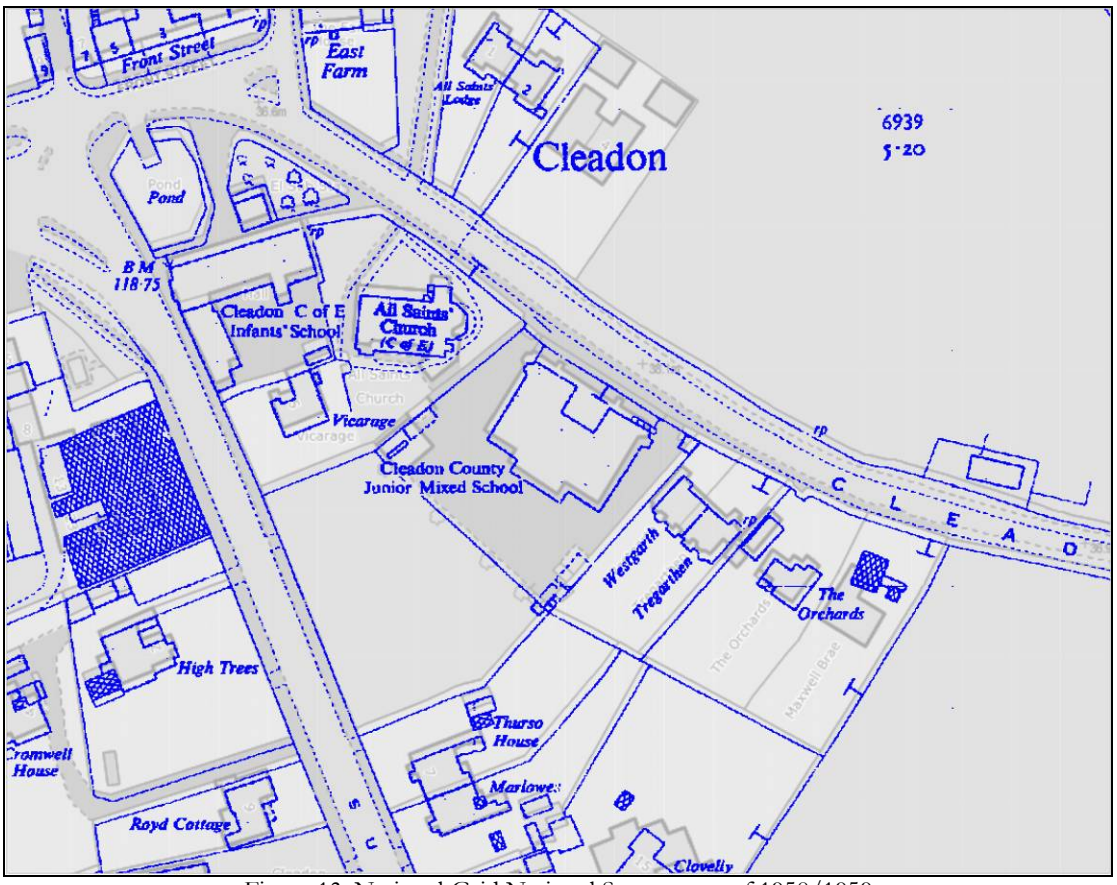


Figure 13: National Grid National Survey map of 1958/1959

There have been only very few changes made to the study area and the area surrounding it by the time of this map's production in 1958/1959. The only visible changes are the addition of a coal shed in the north eastern corner of the school plot and the removal of the fence that separated the yard in two. The school itself is now labelled as 'Cleadon County Junior Mixed School' and the smaller 'L' shaped school towards the north west is labelled as 'Cleadon C of E Infants' School'. The vicarage building is now labelled as such and the church is labelled as 'All Saints' Church (C of E)'. The semi-detached houses to the east of the study area have now been labelled as 'Westgarth' and 'Tregarthen'. These houses have also had extensions and bay windows added to their south elevations by the time of this map's production.

4.6. National Grid 1st Revision map of 1968

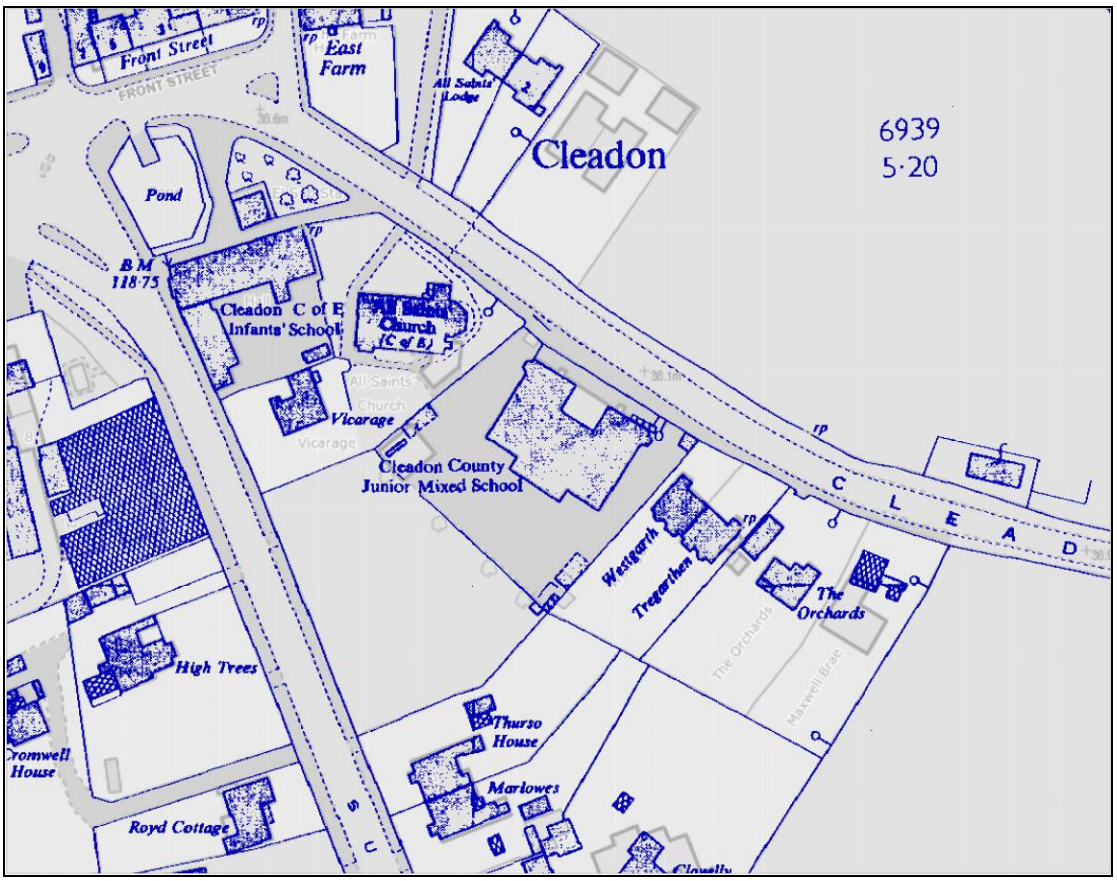


Figure 14: National Grid 1st Revision map of 1968

No visible changes have been made to the study site or the surrounding area by the time of this map's production.

5. BUILDING RECORDING

5.1. The survey took place on Monday 28th May. Cleadon Infant's School is of typical early 20th century design. Brick built with sandstone decorative elements, this structure has had little modification since its initial construction, with the exception of demolished later extensions to the northern and eastern elevations, seen to have been demolished prior to this survey. The roof is slated with red earthenware ridge tiles.

5.2. South Facing Elevation (Figs. 15, 16 and 79)

This elevation comprises the south facing elevation of the school building (see Fig. 79). The elevation is constructed of red imperial brick laid in three-course English Garden Wall bond, completed at the roofline by flat sandstone coping with sandstone kneelers and decorative keystones in flat arches over the centres of the large paired windows (see Fig. 15). The elevation also comprises ten window openings, arranged in three sets of three windows, with a large central window and two smaller flanking windows, and a small single window to its western extent. This arrangement reflects the layout of the classrooms within, with each classroom provided with a set of three windows arranged in

this manner. The window openings are formed with flat arches, in place of lintels, constructed in brick, with decorative sandstone keystones at the centre of the large double windows. The sills of the openings are in chamfered stone and have all been painted. It was therefore not possible to ascertain whether they were cast stone or natural. To the centre of this elevation two matching joined bays project southward from the building effectively forming a double gable topped by parapet walls with flat sandstone coping (see Fig. 15). To the eastern extent of the elevation a matching double window forms a dormer as it projects above the surrounding roofline, with a smaller flanking window to either side. There are also two metal grilles centred on this elevation for internal vents located in the walls of Rooms 7 and 8. This elevation does not exhibit any construction breaks and appears to have been constructed in one phase with no later alteration.

Figure 15: South facing elevation, looking north. Scale = 2m

Figure 16: South facing elevation, looking north east. Scale = 2m

5.3. East Facing Elevation (Figs. 17-20 and 80)

This elevation comprises the east facing elevation of the school building (see Fig. 80). The elevation is constructed of red imperial brick laid in three-course English Garden Wall bond, completed at the roofline of the central projecting gable by flat sandstone coping with sandstone kneelers and decorative keystone in the flat arch over the centre of the large paired window (see Fig. 17). The elevation also comprises five window openings, arranged with a large central window and two smaller flanking windows, a small single window to the south of these, and a canted bay window to the northern extent of the elevation. This arrangement reflects the layout of the rooms within, with Room 10, being a classroom, provided with a set of three windows arranged with a large central window and two smaller flanking windows. The canted bay window would originally have been mirrored at the northern extent of the western elevation, where a blocked opening shows it has been removed, and is placed here to provide wide views from a probable male Masters Room within. This would have been likely due to the position of the room next to the Boys entrance. The opening for the Boys entrance on this elevation is constructed of chamfered sandstone long and short quoins with a moulded step and decorative lintel inscribed with "Boys", all framing a wide opening that could be seen internally to give access to a small porch area, finished in brown glazed brick. This elevation does not exhibit any construction breaks and appears to have been constructed in one phase with only minor later alterations.

Figure 17: East facing elevation, looking north west. Scale = 2m

Figure 18: East facing elevation, looking south west. Scale = 2m

Figure 19: Northern extent of east facing elevation, looking west. Scale = 2m

Figure 20: 'Boys' inscription above the blocked doorway into the boys' cloakroom.

5.4. North Facing Elevation (Figs. 21-26 and 80)

This highly symmetrical elevation comprises the north facing elevation of the school building (see Fig. 80). The elevation is constructed of red imperial brick laid in three-course English Garden Wall bond, completed in part at the roofline by flat sandstone coping with sandstone kneelers and decorative keystones over the centres of the large paired windows (see Figs. 22 and 24). Unlike the other elevations of the building, this principal elevation also comprises two sandstone string courses at sill level and at lintel level. The elevation also comprises 11 window openings, arranged almost completely symmetrically with a large pair of windows to the centre of the elevation, with flanking flat-roofed dormer windows to either side, and four windows to the eastern projecting wing, with three windows to the western projecting wing. The asymmetry in the window openings of the two projecting wings has been caused by the later insertion of a double door with projecting porch to both of these wings (see Fig. 80). The double door to the western projecting wing has made use of a previous window opening to create the opening for the door, whereas the double door to the eastern projecting wing has been inserted between two window openings. At the time of survey the porch to the western projecting wing had been demolished, as had a later extension to the western elevation at its northern extent, which had previously masked the former Girls entrance on that side. Also demolished was a later infill toilet extension to the centre of the north elevation, making use of the recess created by the two projecting wings on this side (see Figs. 25 and 26). This demolition revealed part of the original internally facing elevations of the projecting wings, and allowed the matching windows located here to be viewed (see Figs. 25 and 26). Also noted was the extensive damage caused by the later extension to these elevations, caused by the creation of access to the toilet extension (see Figs. 25 and 26).

Figure 21: North facing elevation, looking south west. Scale = 2m

Figure 22: Eastern extent of north facing elevation, looking south. Scale = 2m

Figure 23: Central section of the north facing elevation, looking south.

Figure 24: Western extent of the north facing elevation, looking south.

Figure 25: External west facing elevation of Room 11, looking south east and showing where the toilet block has been demolished. Scale = 2m

Figure 26: External east facing elevation of Room 1, looking south west and showing where the toilet block has been demolished.

5.5. West Facing Elevation (Figs 27-29 and 79)

This elevation comprises the west facing elevation of the school building (see Fig. 79). The elevation is constructed of red imperial brick laid in three-course English Garden Wall bond, completed at the roofline of the two projecting gables by flat sandstone coping with sandstone kneelers and decorative keystones in the flat arches over the centre of the large windows (see Fig. 27). The elevation comprises six window openings in total; three windows are on the external west facing elevation of Room 5 and three are on the external west facing elevation of Room 6. Each set of three is arranged with a large central window and two smaller flanking windows on either side. This arrangement reflects the layout of the rooms within, with Rooms 5 and 6 each having three windows on their west elevations. Originally, at the northern extent of this elevation, there would have been a reflection of the canted bay window that can be seen on the east facing elevation. This window was demolished and blocked, however, and an extension was built. This extension had been completely demolished and was no longer extant at the time of survey. The original, later blocked, opening for the Girls entrance on this elevation is constructed of chamfered sandstone long and short quoins with a moulded step and decorative lintel inscribed with "Girls" (Fig. 29), all framing a wide opening that could be seen to give access to a small porch area, finished in brown glazed brick. What remains of this elevation does not exhibit any construction breaks and appears to have been constructed in one phase. This is discounting the later removal and blocking of the bay window and the subsequent construction and then demolition of the extension.

Figure 27: West facing elevation, looking south east.

Figure 28: Northern extent of the west facing elevation showing where the extension has been demolished to reveal the original girls' entrance with inscription.

Figure 29: 'Girls' inscription above the original entrance in to the girls' cloakroom.

5.6. Internal Observation (Figs. 30-76 and 78)

5.6.1. Room 1 (Figs. 30-32)

Room 1 consists of an 'L' shaped room that would have originally been the girls' entranceway into the school and their and cloakroom. There is an opening, with a relieving arch, to the south elevation, leading into Room4, as well as a door leading into Room 5. To the north is a door leading to the exterior of the building. The east elevation comprises a brick-built partition wall that was inserted at a later date in order to create an access corridor to the later toilet block extension. The evidence for the wall being inserted can be seen in the way in which it cuts one of the windows on the north elevation in half. This window, only half of which is actually within Room 1, is the only window in the room. The 'L' shape of the room is created by Rooms 2 and 3 in the corner of Room 1. There are no fixtures or fittings remaining in this room. The walls are constructed of brown glazed bricks from the floor to dado rail height (see Fig. 30). These bricks, alongside the plan and location of the room, indicate its use as a cloakroom.

Figure 30: South elevation of Room 1, looking south. Scale = 2m

Figure 31: North elevation of Room 1, looking east. Scale = 2m

Figure 32: West elevation of Room 1, looking west. Scale = 2m

5.6.2. Room 2 (Figs. 33-36)

Room 2 is accessed from the south by a door that leads from Room 1. This room would have been the Mistresses' Room due to its location next to the girls' entrance. The room is 'L' shaped and runs from south to north and then west to east. At some point after the initial construction of the school, an extra room was created by inserting a partition wall and separating the 'L' shaped room in to two small rectangular rooms (both referred to as Room 2 for the purpose of this report). The extra room had a toilet and washbasin inserted with a small brick partition and a door to separate them (Figs. 35 and 36). The north elevation of the room has two windows; however one of these has been cut in half by the later inserted partition wall that separated off the wash basin and toilet. The west elevation of the room would have originally had a bay window; however this was later blocked in order to add an extension on to the west elevation of the building. Evidence of this blocking can be seen in the wall (Fig. 33). The east elevation of the room has an arched niche, possibly intended for shelving, and a blocked fireplace (Fig. 34).

Figure 33: West elevation of Room 2, looking north west. Scale = 2m

Figure 34: East elevation of Room 2, looking south. Scale = 2m

Figure 35: North elevation of Room 2, looking east and showing the detail of the later inserted partition wall.

Figure 36: East elevation of Room 2, showing detail of toilet.

5.6.3. Room 3 (Figs. 37 and 38)

Room 3 of the school building comprises a small square room in between Room 1 and Room 2. The room has walls to the north, east, south and west and has a door to the south elevation leading from Room 1. There is a ventilation shaft in the ceiling. The room was probably originally intended as a storage cupboard.

Figure 37: Room 3, looking north. Scale = 2m

Figure 38: Room 3, ventilation shaft in ceiling.

5.6.4. Room 4 (Figs. 39-43)

Room 4 comprises a large room in the centre of the school building that would have originally been intended as the assembly hall. The room consists of walls to the north, east, south and west and leads on to six classrooms; two classrooms to the west, two to the south and two to the east. The room also leads to Room 1 in the north west corner and Room 11 in the north east corner. The north elevation has two large windows side-by-side in the centre and a smaller window above each of the doors leading to Rooms 1 and 11. Although they have now been removed, the room would have had folding partitions in the walls, as well as doors, leading to Rooms 5, 7, 8 and 10. These partitions could have been opened to make the space larger. The openings on the east elevation each have relieving arches above them, as do two of the openings on the west elevation. The room is open to the ceiling with queen truss beams.

Figure 39: East elevation of Room 4, looking east. Scale = 2m

Figure 40: West elevation of Room 4, looking west. Scale = 2m

Figure 41: South elevation of Room 4, looking south west. Scale = 2m

Figure 42: North elevation of Room 4, looking north west. Scale = 2m

Figure 43: Roof detail of Room 4.

5.6.5. Room 5 (Figs. 44-46)

Room 5 is the northernmost classroom leading from the west elevation of Room 4. There are walls to the north, east, south and west. Only the west wall is external. The north elevation wall is also the south elevation wall of Room 1. There is a vent and three windows to the west elevation, the centre one being larger than the outer two. The north elevation wall has one door with a relieving arch, and a chimney breast with a large fireplace. The east elevation has one large opening and one small opening. The south elevation wall does not have any features. The fact that this room has a fireplace and a door leading directly to what would have been the girls' cloakroom indicates that this room would have been the Mistress' classroom.

Figure 44: North elevation of Room 5, looking north. Scale = 2m

Figure 45: East elevation of Room 5, looking east. Scale = 2m

Figure 46: West elevation of Room 5, looking west. Scale = 2m

5.6.6. Room 6 (Figs. 47-50)

Room 6 comprises a rectangular room with walls to the north, east, south and west. This room was the southernmost classroom on the western side of the building. The west and south walls are external. The north elevation is also the south elevation of Room 5 and the east elevation is also the west elevation of Room 7. There is a vent and three windows to the west elevation; one large window in the centre and a smaller one flanking it on each side. There is also a small window at the eastern extent of the south elevation. The north elevation is featureless, and the east elevation has one door, leading from Room 4, at the northern extent.

Figure 47: East elevation of Room 6, looking east. Scale = 2m

Figure 48: Roof detail of Room 6 with ventilation shaft.

Figure 49: South elevation of Room 6, looking south. Scale = 2m

Figure 50: West elevation of Room 6, looking west. Scale = 2m

5.6.7. Room 7 (Figs. 51-54)

This room would have originally been a classroom and comprises a rectangular room with walls to the north, east, south and west. The west elevation is also the east elevation of Room 6 while the east elevation is also the west elevation of Room 8. The south elevation is an external wall and has a vent as well as three windows; one large one in the centre with a smaller one to each side. Both the east and west elevations are featureless. The north elevation wall also forms part of the south elevation of Room 4. This elevation has two openings leading from Room 4, one of which would have contained a sliding partition and the other of which would have contained a door. Neither of these features were present at the time of the survey, however.

Figure 51: West elevation of Room 7, looking west. Scale = 2m

Figure 52: North elevation of Room 7, looking north. Scale = 2m

Figure 53: South elevation of Room 7, looking south. Scale = 2m

Figure 54: East elevation of Room 7, looking east. Scale = 2m

5.6.8. Room 8 (Figs. 55-58)

Room 8 would have originally been a classroom and comprises a small rectangular room with walls to the north, east, south and west. The south elevation wall is external, as is part of the east elevation wall. The other part of the east elevation is also the west elevation of Room 9 and the north elevation is also part of the south elevation of Room 4. There is a vent and three windows to the south elevation; there is one large window in the centre and a smaller one to each side. The east and west elevation walls are both featureless. The north elevation wall has two openings in it leading to Room 4. One of these would have originally contained a folding partition while the other would have contained a door. Neither of these features were present at the time of the survey, however.

Figure 55: North elevation of Room 8, looking north. Scale = 2m

Figure 56: South elevation of Room 8, looking south. Scale = 2m

Figure 57: West elevation of Room 8, looking west. Scale = 2m

Figure 58: East elevation of Room 8, looking east. Scale = 2m

5.6.9. Room 9 (Figs. 59-62)

This room is the southernmost classroom on the eastern side of the building. It comprises a small rectangular room with walls to the north, east, south and west. The south and east elevation walls are external. The north elevation is also the south elevation of Room 10 while the west elevation is also the east elevation of Room 8. There is a single window to the east elevation, as well as a vent, and three windows to the south elevation. The north elevation is featureless and there is a single doorway into the room from Room 4 on the west elevation.

Figure 59: East elevation of Room 9, looking east. Scale = 2m

Figure 60: South elevation of Room 9, looking south. Scale = 2m

Figure 61: West elevation of Room 9, looking west. Scale = 2m

Figure 62: North elevation of Room 9, looking north. Scale = 2m

5.6.10. Room 10 (Figs. 63-66)

Room 10 is the northernmost classroom on the eastern side of the building. It comprises a small rectangular room with walls to the north, east, south and west. The east elevation wall is external while the other three are all internal. The north elevation of this room is also the south elevation of Room 11 and the south elevation wall is also the north elevation of Room 9. The west elevation wall is also the east elevation of Room 4. The east elevation has a vent and three windows; there is a large central window with a smaller window flanking it on each side. The north and south elevations are featureless while there are two openings leading from Room 4 on the west elevation. Originally one of these openings would have contained a sliding partition and the other would have contained a door.

Figure 63: East elevation of Room 10, looking east. Scale = 2m

Figure 64: North elevation of Room 10, looking north. Scale = 2m

Figure 65: South elevation of Room 10, looking south. Scale = 2m

Figure 66: West elevation of Room 10, looking west. Scale = 2m

5.6.11. Room 11 (Figs. 67-70)

Room 11 consists of an 'L' shaped room in the north eastern corner of the building. The room is orientated north to south and then west to east and is a mirror image of Room 1. This room would have originally served as the entranceway and cloakroom for the boys. There is a door towards the western end of the south elevation that leads from Room 4. The west elevation comprises a later inserted partition brick-built wall that was constructed in order to create a corridor leading to the later toilet block extension. The north elevation wall has double doors leading to a small porch. The 'L' shape of the room is created by Rooms 12, 13 and 14 in the north east corner. The southern extent of the east elevation of the room displays evidence of a blocked doorway. This would have been the original boys' entrance into the school. The walls are constructed of brown glazed bricks from floor to dado rail height.

Figure 67: North elevation of Room 11, looking north. Scale = 2m

Figure 68: East elevation of Room 11. Scale = 2m

Figure 69: South elevation of Room 11, looking south west. Scale = 2m

Figure 70: Southern extent of east elevation of Room 11, looking east. Scale = 2m

5.6.12. Room 12 (Fig. 71)

Room 12 comprises a small storage cupboard between Rooms 11, 13 and 14. The room consists of a small space with walls to the north, east, south and west with a door on the south elevation. The other three walls are featureless but there is a ventilation shaft in the ceiling.

Figure 71: Room 12, looking north. Scale = 2m

5.6.13. Room 13 (Figs. 72-75)

Room 13 comprises a small room in the north east corner of the building. This would have originally served as the Masters' Room due to its close proximity to the boys' entrance. The room has a doorway leading from Room 11 on the south elevation and a single window on the north elevation. There is a canted bay window to the east elevation, presumably so that the Masters were able to oversee the school boys while they were in the playground. There is a partially infilled niche in the wall of the west elevation as well as a blocked fireplace.

Figure 72: West elevation of Room 13, looking west. Scale = 2m

Figure 73: South elevation of Room 13, looking south. Scale = 2m

Figure 74: East elevation of Room 13, showing detail of bay window, looking east. Scale = 2m

Figure 75: North elevation of Room 13 with window, looking north. Scale = 2m

5.6.14. Room 14 (Fig. 76)

Room 14 comprises a small square room containing a wash basin and toilet. This room is accessed from Room 13 through a door to the east elevation. This room was created at a later date than the rest of the building by constructing a brick partition wall, with a door, separating the room from Room 13.

Figure 76: Room 14, looking north, detail of toilet.

6. OVERVIEW AND DISCUSSION

6.1. With the surge of school building in the late 19th century, architects produced inventive interiors to satisfy the needs of large student enrolments. In keeping with Victorian values, boys and girls had separate classrooms and separate circulation. Sliding partitions broke down larger classrooms, a provision for flexible space more closely associated with Modernism than the Victorian age. These multi-purpose, open-plan halls became common practice in schools by the close of the 19th century. 'The Builder', a popular weekly journal, published since 1843, published this school design by E R Robson for the School Board for London in 24 September 1881 (see Fig. 77). Such journals were available to architects throughout Britain, spreading ideas for progressive school design through rich engravings and text. However, similarities in plan did not mean schools were homogeneous in appearance. Eclectic facades abounded in a variety of styles, Birmingham preferred Gothic while London built in the Queen Anne style, but certain principles remained constant: basic and standard education for all (www.architecture.com).

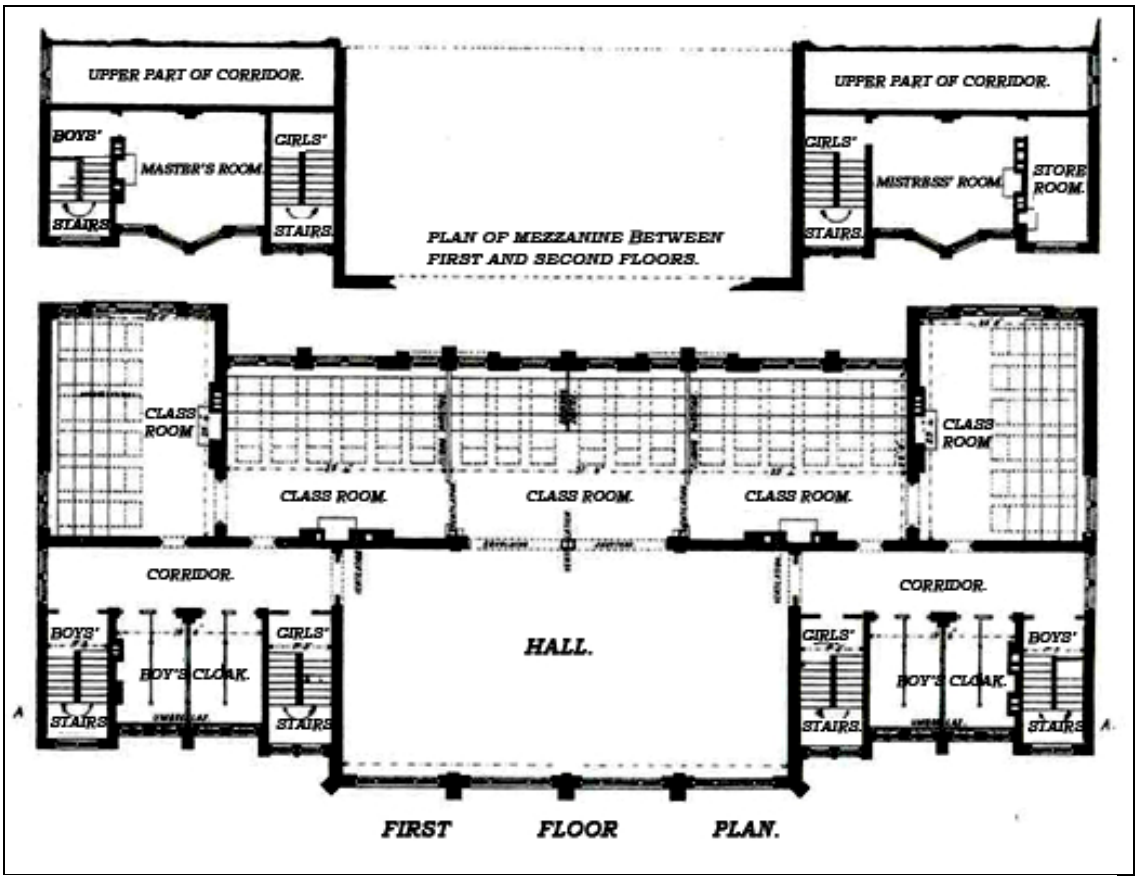


Figure 77: Plan of the first floor and mezzanine of Oban Street Board School, London designed by E R Robson for the School Board for London and published in 'The Builder' on 24 September 1881

6.2. Cleadon Infant's School represents a typical late 19th/early 20th century school, based within a well understood and commonly reproduced genre. Like many other public buildings of this time in the area it is constructed of locally made red brick and local sandstone. The building exhibits a clear and well designed plan, designed and built in one phase to house a mixed school of boys and girls. This is borne out by the cartographic evidence and further exhibited by the boys and girls entrances, with attendant cloak rooms and Masters' and Mistresses' rooms. The building had a central hall and six adjoining classrooms, of which Room 5 is likely to have been the headteacher's classroom based on the link door to the girls' cloakroom and the large fireplace. The internal door to the girls' cloakroom would likely indicate that the school was built with a female headmistress in mind, which was probably the Miss West mentioned in the Sunderland Echo article of 1969 (Sunderland Echo) (see section 3.3).

6.3. A number of alterations and additions were made to the building after its initial construction phase. The most notable of these alterations are the construction of the new toilet block (no longer extant at the time of survey), the blocking of the fireplaces in the Mistresses' and Masters' Rooms and the insertion of toilets in these rooms. These changes were presumably made at a time when toilets no longer needed to be outside. Up until this time, the toilets were probably situated in a building in the playground.

6.4. Aside from the internal stripping out, which was extensive and had occurred before the time of survey, the building can be seen to be a fairly original and well

preserved example of its type, with an easily understood standard internal plan and external appearance.

7. RECOMMENDATIONS

7.1 Due to the lack of significant features within the building, and the moderate historical and architectural interest it carries, it is recommended that further recording work is not warranted and the recording submitted here is sufficient.

8. PUBLICITY, CONFIDENTIALITY AND COPYRIGHT

8.1. Any publicity will be handled by the client.

8.2. Archaeological Research Services Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

9. STATEMENT OF INDEMNITY

9.1 All statements and opinions contained within this report arising from the works undertaken are offered in good faith and compiled according to professional standards. No responsibility can be accepted by the author/s of the report for any errors of fact or opinion resulting from data supplied by any third party, or for loss or other consequence arising from decisions or actions made upon the basis of facts or opinions expressed in any such report(s), howsoever such facts and opinions may have been derived.

10. ACKNOWLEDGEMENTS

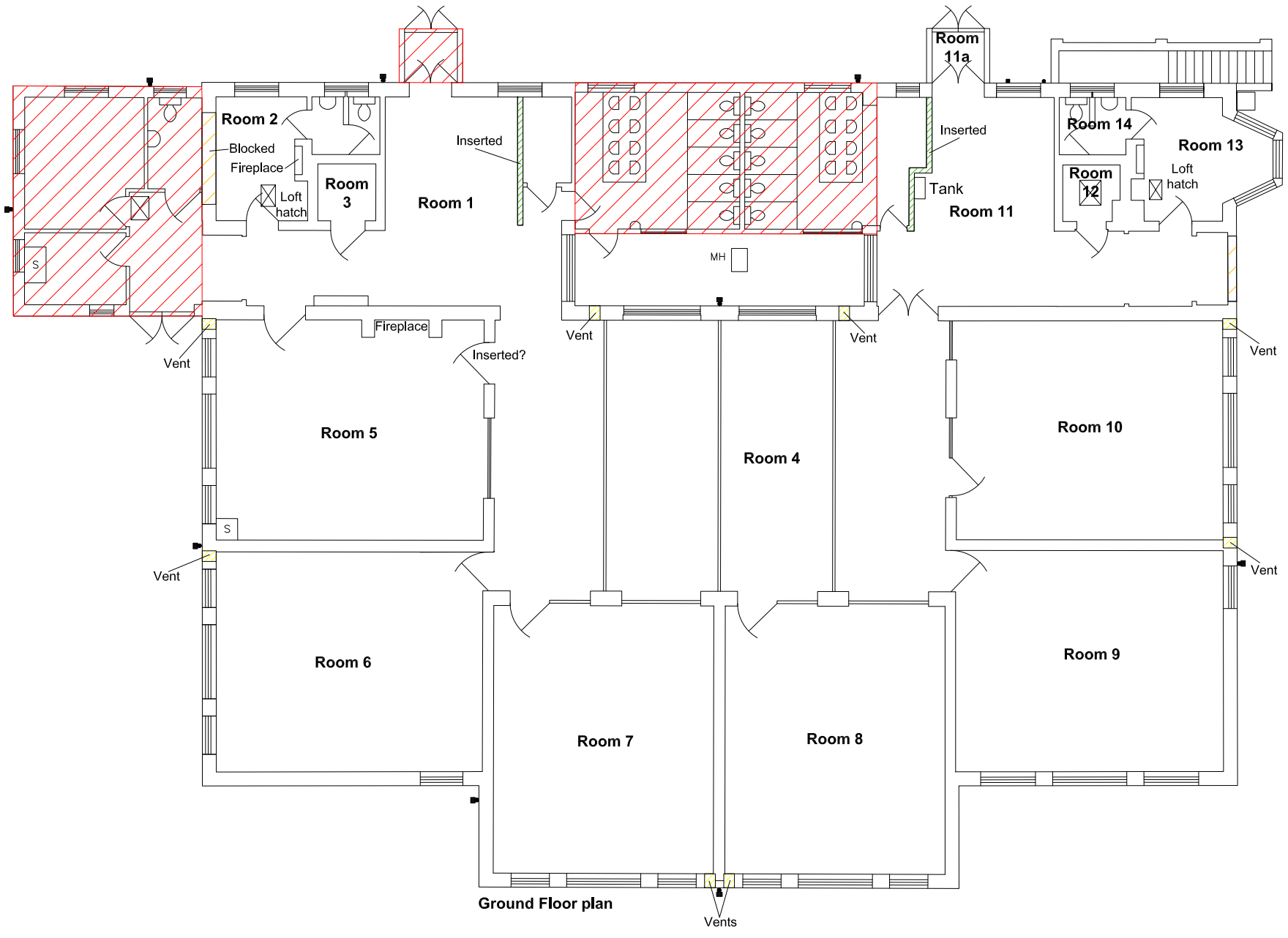
10.1. Archaeological Research Services Ltd would like to thank our client, Nicola Watson, as well as Paul McDonnell of Fitz Architects for facilitating our work. Thanks are also expressed to Jennifer Morrison at Tyne and Wear Specialist Conservation Team, and all those at the consulted archives.

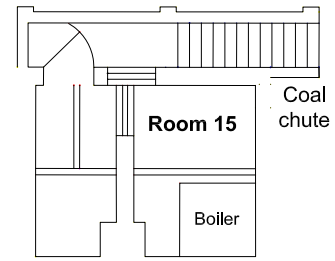
11. REFERENCES

The Sunderland Echo (1969) 'The Villages of Cleadon and Whitburn', p.12

Websites:

Structural images of the North East: http://www.sine.ncl.ac.uk
British Geological Survey: http://www.bgs.ac.uk/geoindex/index.htm
Tyne and Wear HER: http://www.twsitelines.info





Basement Plan

Figure 78:

Amended ground floor plans of the school building

Scale = 1:150 at A3

Key:

Parts of building that had been demolished at the time of the Building Recording

N

South Elevation

West Elevation

Figure 79:

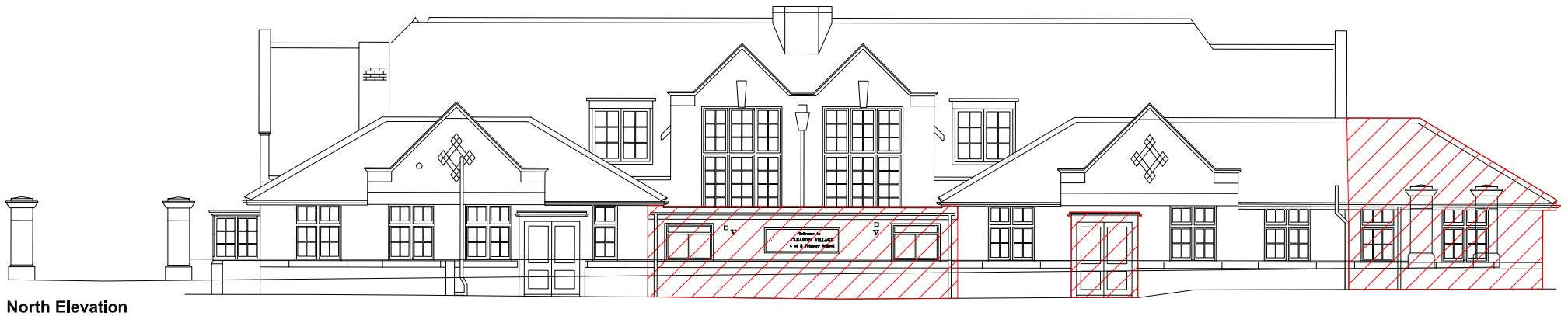
Amended south and west elevations of the school building

Scale = 1:150 at A3

Key:

Parts of building that had been demolished at the time of the Building Recording

N



North Elevation

East Elevation

Figure 80:

Amended north and east elevations of the school building

Scale = 1:150 at A3

Key:

Parts of building that had been demolished at the time of the Building Recording

N

Figure 81: A map of the development site and the surrounding area showing NMR sites

Tyne and Wear Specialist Conservation Team

Specification for Archaeological Building Recording of Cleadon Village Church of England Infants School, Cleadon Lane, Cleadon, South Tyneside SR6 7UU

Planning Application: ST/2042/10/FUL and ST/2054/10/CAC

Author:

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Date: 17 May 2012

County Archaeologist's Reference Number: MON8705

The Tyne and Wear Specialist Conservation Team is the curatorial service for archaeology, industrial archaeology and historic buildings throughout the Tyne and Wear districts. It helps and advises Newcastle, Gateshead, North Tyneside, South Tyneside and Sunderland Councils to carry out their statutory duties to care for the precious historic environment of Tyneside and Wearside. The Team can be found at the Housing, Planning and Transport Division of the Environment & Regeneration Directorate of

Newcastle City Council

Introduction

Grid Ref: NZ 3861 6232

Planning permission has been granted for the conversion of the main school building into six self contained flats, and the construction of 2 two-storey detached houses on land to the rear. New 1.8 metre high railings to Sunderland Road boundary, and repositioning of existing brick pillar/wall at front gate vehicle entrance with Cleadon Lane. Demolition of flat roofed toilet block facing Cleadon Lane. Re-instatement of original cupola roof feature.

Conservation Area Consent has been granted for the demolition of the flat roof entrance and toilet block and office area, re-positioning of wall and pillars at vehicle entrance with Cleadon Lane.

The building is not listed but it is within Cleadon Conservation Area.

HER 12771 Infants School
Cleadon Infants School was built in 1907. It is brick, with a Welsh slate roof with red clay ridge tiles. There are gabled wings projecting from the front elevation. The school was originally divided into a boys and girls school. The water tabling, lintels and cills are stone. Above the windows are key stones with brick on edge detail. The rainwater goods are cast iron. There is a brick boundary wall with stone coping, with a steel fence on top. The school is no longer in use and is being marketed for a residential development.

In accordance with paragraph 141 of the National Planning Policy Framework and standard practice, it is recommended that a programme of recording is undertaken prior to conversion in order to advise the conservation, alteration, repair or management of the building, to provide a better understanding and to compile a permanent archive record of the structure.

Background research will be required, which will involve visiting the Tyne and Wear Archives, Record Office and local libraries. The finished report will include recommendations for any further recording required.

Prospective archaeological surveyors must be able to recognise architecturally important features and place these within the chronological sequence of the development of the building. Experience of recording buildings is essential, and a proven track-record in this field must be demonstrated in the tendering process.

All staff employed by the Archaeological Contractor shall be professional field archaeologists with appropriate skills and experience to undertake work to the highest professional standards.

The work will be undertaken according to English Heritage Guidelines - Managing Archaeological Projects 2nd Edition ('MAP2') 1991 (www.english-h.gov.uk/guidance/map2/index.htm) and Management of Research Projects in the Historic Environment (MoRPHE) – The MoRPHE Project Managers' Guide, Project

Planning Notes and Technical Guides 2006 (www.english-heritage.org.uk/publications).

The work will be undertaken according to MoRPHE Project Planning Notes 2006 -

PPN3 – Archaeological Excavation and PPN6 – Development of Procedural standards and guidelines for the historic environment.

All work must be carried out in compliance with the codes of practice of the Institute of Field Archaeologists and must follow the IFA Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures, revised 2001 www.archaeologists.net

Research Aims and Objectives

The finished report should make reference to Regional and Thematic Research Frameworks.

The North-East Regional Research Framework for the Historic Environment (2006) notes the importance of research as a vital element of development-led archaeological work. It sets out key research priorities for all periods of the past allowing commercial contractors to demonstrate how their fieldwork relates to wider regional and national priorities for the study of archaeology and the historic environment. The aim of NERRF is to ensure that all fieldwork is carried out in a secure research context and that commercial contractors ensure that their investigations ask the right questions.

See http://www.algao.org.uk/Association/England/Regions/ResFwks.htm

Ideally and where possible the evaluation should cross-reference its aims and objectives to national priorities, defined in SHAPE (Strategic Frameworks for Historic Environment Activities and Programmes in English Heritage), and the English Heritage Research Agenda 2005-2010.

Where appropriate note any similar nationwide projects using ADS, internet search engines, ALSF website, HEEP website, OASIS, NMR excavation index.

All staff on site must understand the project aims and methodologies.

Association of Local Government Archaeological Officers 1997 “Analysis and recording for the conservation and control of works to historic buildings”.

PROJECT DESIGN

Because this is a detailed specification, the County Archaeologist does **not** require a Project Design from the appointed archaeologist. The appointed archaeologist is expected comply with the requirements of this specification.

Health and Safety

Because this is a detailed specification, the County Archaeologist does not require a Project Design from the appointed archaeologist. However a health and safety statement and risk assessment, identifying potential risks in a risk log (see template in appendix 2 of The MoRPHE Project Manager's Guide) and specifying suitable countermeasures and contingencies, is required to be submitted to the commissioning client.

The Client may wish to see copies of the Archaeological Contractor's Health and Safety Policies.

The Management of Research Projects in the Historic Environment (MoRPHE) – The MoRPHE Project Managers' Guide 2006 contains general guidance on Risk management (section 2.3.2, Appendix 2).

Risk assessments must be produced in line with legislative requirements and best practice as set out in the FAME (Federation of Archaeological Managers & Employers) formerly SCAUM (Standing Conference on Archaeological Unit Managers) Health and Safety Manual
www.famearchaeology.co.uk
www.scaum.org/uk

The Risk Assessment will identify what PPE (hard hats, glasses/goggles, steel toe cap and instep boots, gloves, high-viz clothing etc) is required.

Other potentially applicable legislation:

Working at Heights Regulations 2005, Manual Handling 1992

'Safe use of ladders and stepladders: An employers' guide' HSE Books 2005

Scaffolding by law has to have a tag on it with the date it was erected and the name of the person who erected it plus the subsequent dates of safety checks every 7 days.

Some archaeological work (such as those that last more than 30 days or involve more than 500 person days) may be deemed notifiable projects under C.D.M Regulations 1994 (amended 2007). Where C.D.M Regs apply, the HSE must be notified. A CDM Co-ordinator and principal contractor must be appointed. The CDM-C will produce a Health and Safety file. The PC will prepare the Construction Phase Plan. The HSE website includes a Power Point presentation on CDM training.

The appointed archaeological contractor must be mindful at all times of the health-and-safety implications of working in historic buildings.

The appointed archaeologist must comply with current H&S legislation.

A hard hat and safety boots are to be worn at all times.

Only enter the historic building if the commissioning client has confirmed that it is safe to enter. Abandon the visit if conditions are worse than expected.

Useful checklist of potential H&S issues (from 'Safety in Buildings Archaeology' Paul Jeffrey, The Archaeologist, Winter 2005, Number 55

- Is the building secure?
- Are the electric and gas services off?
- Are you able to get in and out without being accidentally locked in?
- Is the fabric of the building safe or are there potential hazards?
- Are there uneven surfaces, unlit steps or rotten timbers?
- Is there a build up of pigeon droppings or standing water with risk of rats or other rodents (zoonotic diseases)?
- Are you working in an isolated area with difficult access for bringing in equipment?
- If using scaffolding are you sure that it is safe, has it been checked by a competent person and are you trained to use it correctly?

The Health and Safety Executive website has downloadable leaflets www.hse.gov.uk

The Standing Conference of Archaeological Unit Managers has two manuals "Health & Safety in Field Archaeology" and "Employment Manager".

Royal Institute of Chartered Surveyors has a manual "Surveying Safely – Your guide to personal safety at work"
www.rics.org/site/scripts/download_info.aspx?fileID=4078&categoryID=534S

Recording level

The finished report must comply with English Heritage, 2006, "Understanding Historic Buildings – A guide to good recording practice" (revised and expanded version of Royal Commission on the Historical Monuments of England's 1996 document "Recording Historic Buildings – A Descriptive Specification (Third Edition)"), and must:

- Chart the historical development of the building or site and adequately explain and illustrate what is significant. Where possible significant parts and phases of development should be dated
- Aim at accuracy. The level of record and its limitations should be stated
- A record should make a clear distinction between observation and interpretation, thereby allowing data to be reinterpreted at a later date
- Be produced on a medium which can be copied easily and which ensures archival stability

The survey is to be broadly in accordance with an English Heritage Level 2 recording.

Level 2 – a descriptive record. Both exterior and interior will be viewed, described and photographed. The record will present conclusions regarding the building's

development and use. A plan and other drawings may be made but the drawn record will normally not be comprehensive.

Notification

The County Archaeologist needs to know when archaeological fieldwork is taking place in Tyne and Wear so that he can inform the local planning authority and can visit the site to monitor the work in progress. The Archaeological Contractor must therefore inform the County Archaeologist of the start and end dates of the Building Recording exercise. He must also keep the County Archaeologist informed as to progress on the site. The Client will give the County Archaeologist reasonable access to the development to undertake monitoring.

Fieldwork - General Conditions

The Archaeological Contractor must detail measures taken to ensure the safe conduct of the work. The Client may wish to see copies of the Archaeological Contractor's Health and Safety Policies.

The Archaeological Contractor must be able to provide written proof that the necessary levels of Insurance Cover are in place.

All staff employed by the Archaeological Contractor shall be professional field archaeologists with appropriate skills and experience to undertake work to the highest professional standards.

The Survey

The following tasks comprise the building survey:

1 *Site location plan*

2 Include copies of the client's architect's plans and elevation drawings in the finished report and mark these up with any evidence of phasing

3 *Produce a photographic record*

Photographs should be used not only to show a building's appearance, but also to record the evidence on which the analysis of its historic development is based.

All photographs forming part of a record should be in sharp focus, with an appropriate depth of field. They should be adequately exposed in good natural light or, where necessary, sufficiently well-lit by artificial means.

An experienced archaeological photographer should produce a record of the building using **either** a digital camera **or** in black and white print and colour slide.

Digital cameras:

Use a camera of 5 megapixels or more.

For maximum flexibility digital Single Lens Reflex cameras offer the best solution for power users. 6 megapixels should be considered a minimum requirement.

When photographing with digital SLR cameras, there is often a magnifying effect due to smaller sensor sizes.

If the JPEG (Joint Photographic Experts Group) setting is used, set the camera for the largest image size with least compression. The JPEG format discards information in order to reduce file size. If the image is later manipulated, the quality will degrade each time you save the file.

For maximum quality, **the preferred option** is that the RAW (camera-specific) setting is used. This allows all the information that the camera is capable of producing to be saved. Because all of the camera data is preserved, post processing can include colour temperature, contrast and exposure compensation adjustments at the time of conversion to TIFF (Tagged Interchangeable File Format), thereby retaining maximum photographic quality.

The RAW images must be converted to TIFF before they are deposited with the HER and TWAS because special software from the camera manufacturer is needed to open RAW files.

Uncompressed formats such as TIFF are preferred by most archives that accept digital data.

Post photography processing:

The submitted digital images must be 'finished', ready to be archived.

Post photography processing workflow for RAW images:

1 Download images
2 Edit out unwanted shots & rotate
3 Batch re-number
4 Batch caption
5 Batch convert to TIFF
6 Edit in Photoshop or similar
7 Save ready to burn to CD
8 Burn to CD
9 Dispatch

Batch caption – the image files should be named to reflect their content, preferably incorporating the site or building name. Consistent file naming strategies should be used. It is good practice not to use spaces, commas or full stops. For advice, go to http://ads.ahds.ac.uk/project/userinfo/deposit.html#filenaming . In order to find images at a future date and for copyright the site or building name, photographer's name and/or archaeological unit etc must be embedded in the picture file. The date can be appended from the EXIF data. Metadata recording this information must be supplied with the image files. A list of images, their content and their file names should be supplied with the image files on the CDs.

Batch conversion to TIFF – any white balance adjustments such as 'daylight' or 'shade' be required then this can be done as part of the conversion process. Ensure that any sharpening settings are set to zero.

Edit in 'Imaging' software such as Photoshop – tonal adjustments (colour, contrast) can be made. Rotate images where necessary, crop them to take out borders, clean the images to remove post-capture irregularities and dust. Check for sensor dust at 100% across the whole image.

Save ready for deposit – convert to TIFF and save. Retain the best colour information possible – at least 24 bit.

If the JPEG setting has been used and the image has been manipulated in any way it should be saved as a TIFF to prevent further image degradation through JPEGing.

Burn to CD – the NMR recommends using Gold CDs. Use an archive quality disk such as MaM-E gold. Gold disks have a lower burn speed than consumer disks.

Disks should be written to the 'Single Session ISO9660 – Joliet Extensions' standard and not UDF/Direct CD. This ensures maximum compatibility with current and future systems.

Images should be placed in the root directory not in a folder.

The CD will be placed in a plastic case which is labelled with the site name, year and archaeological contractor.

Printing the digital images:

In view of the currently unproven archival performance of digital data it is always desirable to create hard copies of images on paper of archival quality.

A selection of the images will be printed in the finished report, two images per A4 page.

When preparing files for printing, a resolution of 300dpi at the required output size is appropriate.

A **full set** of images will also be professionally printed in colour for the HER and Tyne and Wear Archives.

Use processing companies that print photos to high specifications. Commercial, automatic processing techniques do not meet archival standards and must not be used.

All prints for Tyne and Wear Archives must be marked on the back with the project identifier (e.g. site code) and image number.

Store prints in acid-free paper enclosures or polyester sleeves (labelled with image number)

Include an index of all photographs, in the form of running lists of image numbers

The index should record the image number, title and subject, date the picture was taken and who took it

The print sleeves and index will either be bound into the paper report or put in an A4 ringbinder which is labelled with the site name, year and archaeological unit on its spine.

Black and white print and colour slide:

Black and white film processed to British Standard 5699 is the archival ideal, as it is recognised as suitable for long-term storage.

Use processing companies that develop film to high specifications. Commercial, automatic processing techniques do not meet archival standards and must not be used.

Used films should be processed as soon as possible to counter the effects of film deterioration.

All photographs must be marked on the back with the project identifier (e.g. site code), film number and frame number.

Mark negative holders, not negatives

Include an index of all photographs, in the form of running lists of frame numbers

The index should record the category of film, film number, frame number, title and subject, date the picture was taken and who took it

Silversafe-type paper envelopes are ideal storage media for negatives (or polyester packets)

Store prints in acid-free paper enclosures or polyester sleeves (labelled with print number)

All photographs must include a scale and where appropriate a north sign or other means of location/orientation

{reference: Duncan H. Brown, 2007, "Archaeological Archives – A guide to best practice in creation, compilation, transfer and curation"

The photographic record will include:

- General views of the building in its wider setting or landscape
- The building's external appearance – typically a series of oblique views will show all external elevations of the building to give an overall impression of its size and shape. Where an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate
- Detailed close-up coverage of the building's external appearance – windows, doors, decorative detail, blocked openings, chimneys, etc etc
- Overall appearance of each room and circulation areas

- Internal close-up detail, structural and decorative – windows, doors, fireplaces, staircases, cornices, architraves, skirting boards, doorcases etc etc

- Any dates or other inscriptions, any signage, maker's plates or graffiti, which contribute to an understanding of the building or its fixtures or machinery. A contemporaneous transcription should be made wherever characters are difficult to interpret

- Any building contents which a significant bearing on the building's history

4 *Survey report*

A report will be produced, detailing the recording methodology and outlining the structural sequence, as observed from the survey.

- Precise location of the building, by name, street, town
- National grid reference
- Details of Conservation Area
- Date the record was made and name of the recorder
- Summary statement describing the building's type or purpose, materials and possible date(s) so far as is apparent
- An account of the building's plan, form, function, age and development sequence
- Room by room description and description of exterior
- Names of architects, builders, patrons and owners should be given if known
- An account of the building's overall form and of its successive phases of development, and of the evidence supporting this analysis
- An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations
- An account of any fixtures, fittings, plant or machinery associated with the building and its purpose
- Any evidence for the former evidence of demolished structures or plant associated with the building
- Copies of other records of the building, or a note of their existence and location
- Relevant information from other readily available sources – from books, documents, plans, from other people who may be familiar with the building
- Historic map regression
- Copies of archive plans of building
- Copies of historic photographs of the building
- Full bibliographic references and list of sources consulted
- Glossary of architectural terms likely to be unfamiliar to readers.

Documentary and cartographic records, plans and photographs relating to the building will be consulted at:

Tyne and Wear Archives at Blandford House, Blandford Square, Newcastle upon Tyne NE1 4JA (tel. 0191 2326789 ext 407)

South Shields Local Studies, Central Library, Prince Georg Square, South Shields NE33 2PE (tel. 0191 4271818 ext. 7860)

National Monuments Record, Kemble Drive, Swindon SN2 2GZ (tel. 01793 414600)
www.english-heritage.org.uk/NMR

Useful websites:

www.twsitelines.info

www.sine.ncl.ac.uk

The report must have the following features:-

1. location plan or plans, plans, elevations, historic map regression
2. Details of visits to the building undertaken by the contractor
3 Selection of digital images printed at high quality
4. A card cover with title, date, author, contractor organisation and commissioning client
5. Some form of secure binding, preferably of the spiral or ring type.
6. Copy of this specification

Two paper copies of the report need to be submitted:

- One for deposition in the County HER (address on front page)

- One for Tyne and Wear Archives (to be sent to the HER as TWAS collect reports from the HER on an annual basis)

Two copies of the digital images printed as photographic prints (in conservation grade transparent plastic wallets in an A4 ringbinder as detailed above) is needed:

- For the HER
- For Tyne and Wear Archives. Please send this to the HER

Where black and white film and colour slide has been used instead of a digital camera, two sets of the prints and slides are needed plus one set of negatives:

- One set of prints and slides for the HER
- One set of prints, slides and the negatives for TWAS. Please send this to the HER

Three pdf copies of the report plus all of the digital photographs and metadata (as detailed above) are needed on CD.:

- one for the commissioning client
- one for the planning authority (South Tyneside Council) – to be submitted formally by the developer with the appropriate fee
- and one for deposition in the County HER

PLEASE DO NOT ATTACH THE HER'S CD TO THE PAPER REPORT AS THEY ARE STORED SEPARATELY

The report and CD for the HER and TWAS must be sent by the archaeological consultant or their client directly to the address on the front page. If the report is sent via the planning department, every page of the report and all the photographs will be stamped with the planning application number which ruins the illustrations and photos. The HER is also often sent a photocopy instead of a bound colour original which is unacceptable.

Archaeology Data Service
The digital archive including the image files can, if the appointed archaeologist and commissioning client choose to, be deposited with the ADS (The Archaeology Data Service) which archives, disseminates and catalogues high quality digital resources of long-term interest to archaeologists. The ADS will evaluate datasets before accepting them to maintain rigorous standards (see the ADS Collections Policy). The ADS charge a fee for digital archiving of development-led projects. For this reason deposition of the images with the ADS is optional.

Archaeology Data Service
Department of Archaeology
University of York
King's Manor
York
YO1 7EP
01904 433 954 Web: http://ads.ahds.ac.uk

OASIS

The Tyne and Wear County Archaeologist supports the Online Access to the Index of Archaeological Investigations (OASIS) project. This project aims to provide an online index/access to the large and growing body of archaeological grey literature, created as a result of developer-funded fieldwork.
The archaeological contractor is therefore required to register with OASIS and to complete the online OASIS form for their building recording at http://www.oasis.ac.uk/. Please ensure that tenders for this work takes into account the time needed to complete the form.

Once the OASIS record has been completed and signed off by the HER and NMR the information will be incorporated into the English Heritage Excavation Index, hosted online by the Archaeology Data Service.

The ultimate aim of OASIS is for an online virtual library of grey literature to be built up, linked to the index. The unit therefore has the option of uploading their grey literature report as part of their OASIS record, as a Microsoft Word document, rich text format, pdf or html format. The grey literature report will only be mounted by the ADS if both the unit and the HER give their agreement. The grey literature report will be made available through a library catalogue facility.

Please ensure that you and your client understand this procedure. If you choose to upload your grey literature report please ensure that your client agrees to this in writing to the HER at the address below.

For general enquiries about the OASIS project aims and the use of the form please contact: Mark Barratt at the National Monuments Record (tel. 01793 414600 or oasis@english-heritage.org.uk). For enquiries of a technical nature please contact: Catherine Hardman at the Archaeology Data Service (tel. 01904 433954 or oasis@ads.ahds.ac.uk). Or contact the Tyne and Wear Archaeology Officer.

This specification is based on:

Digital Imaging Guidelines by Ian Leonard, Digital Archive Officer, English Heritage 22 September 2005)

Understanding Historic Buildings – A guide to good recording practice, English Heritage, 2006

Duncan H. Brown, 2007, "Archaeological Archives – A guide to best practice in creation, compilation, transfer and curation"

IFA, Guidance on the use and preservation of digital photographs

FISH (Forum on Information Standards in Heritage), September 2006 v.1, A Six Step Guide to Digital Preservation, FISH Fact Sheet No. 1

Visual Arts Data Service and Technical Advisory Service for Images, Creating Digital Resources for the Visual Arts: Standards and Good Practice http://vads.ahds.ac.uk/guides/creating_guide/contents.html

AHDS Guides to Good Practice – Julian Richards and Damian Robinson (eds), Digital Archives from Excavation and Fieldwork: Guide to Good Practice, Second Edition

If you need this information in another format or language, please contact Jennifer Morrison at the above address.