

**An Archaeological Building Recording
of a former farm building at Lyncroft, Hill
Street, Corbridge, Northumberland**



ARS Ltd Report No. 2013/69
August 2013

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Contents

	List of Figures	
	Executive Summary.....	4
1.	Introduction.....	5
4.	Methodology.....	5
3.	Results of Building Survey.....	5
4.	Discussion.....	14
5.	Recommendations.....	14
7.	Publicity, Confidentiality and Copyright.....	15
8.	Statement of Indemnity.....	15
9.	Acknowledgments.....	15
10.	References.....	15

Appendix I: Architectural Plans and Elevations

Appendix II: Photograph Register

Appendix III: NCC Brief

List of Figures

1.	Site location.....	5
2.	North elevation of Building A.....	7
3.	East elevation of Building A, with adjoining building (scale=2m).....	8
4.	West elevation of Building A (scale=2m).....	9
5.	West elevation of Building A, showing position of join to later brick building, now removed, as indicated by red lines (scale=2m).....	9
6.	South elevation of Building A (scale=2m).....	10
7.	North wall of Room A1, Building A.....	11
8.	West wall of Room A1, Building A. (scale=2m).....	12
9.	East wall of Room A1, Building A. (scale=2m).....	12
10.	South wall of Room A1, Building A, including inserted mezzanine floor and blocked door opening. (scale=2m).....	13
11.	Detail section of original quarry tile floor.....	13
12.	Internal view of the former farm building showing modern re-roofing....	14

EXECUTIVE SUMMARY

In July 2013, Archaeological Research Services Ltd were commissioned by Mr. and Mrs. Joyce to undertake an archaeological building recording of a former farm building to the rear of Lyncroft, Hill Street in Corbridge, Northumberland. The work was carried out in relation to a planning application for the demolition of the current building and its replacement with a new rear kitchen extension.

The historic building recording of the former farm workshop has provided a comprehensive record of its form and character, and shown the changes which have taken place to the building over time. The building is clearly agricultural in character, possibly functioning as a cart shed or workshop and dates to the mid-late 19th century. No further work is recommended.

1. INTRODUCTION

1.1. Scope of work

1.1.1 In July 2013 Archaeological Research Services Ltd (ARS Ltd.) was commissioned by Mr and Mrs Joyce to undertake an archaeological building recording of a former farm building top the rear of Lyncroft, Hill Street in Corbridge, Northumberland (Figure 1), as required in accordance with the brief provided by Northumberland Conservation (NC ref T13/24; 15857 dated 26/6/2013). The work was carried out following the approval of a planning application (ref. no. 12/03478/FUL) for the demolition of the current building and its replacement with a new rear kitchen extension.



Figure 1: Location plan of Former Farm building to the rear of Lyncroft, Corbridge. (Ordnance Survey data Copyright OS, reproduced by permission, Licence No. 100045420).

1.2. Location, topography and geology

1.2.1 The building is located in the centre of Corbridge, Northumberland and the site is centred at NGR NY 98921 64387. The solid geology of the area consists of Sandstone of the Stainmore Formation, overlain by glacio-fluvial deposits of undifferentiated sand and gravels (BGS 2013).

1.2.2 The building is not listed, but is located within Character Area 1 of the Corbridge Conservation Area (Tynedale Council 2009).

2. METHODOLOGY

2.1. Level 2 Historic Building Recording

2.1.1. An historic building survey to English Heritage Level 2 standard (English Heritage 2006) was carried out by Chris Scott MifA of ARS Ltd. in August 2013. This level of survey provides a thorough descriptive account of the building together with an account of its historical development. The survey consisted of a written and photographic account comprising the following;

- The written record will comprise the precise location of the buildings together with any statutory and non-statutory designations, the date of the survey and the location of the archive. A descriptive account of the form, function and phasing of the buildings will be undertaken. The survey will also assess the farm's relationship with its current and past setting.
- The photographic record will include photographs of the building's wider aspect together with general views of the external appearance of the building. These will normally be oblique but right-angle photographs of elevations containing complex detail will be taken. The overall appearance of internal rooms and circulation areas will be captured, together with detailed views of features of significance. The photographic archive will consist mainly of 35mm monochrome and colour film photography. This will be supplemented with 35mm full frame sensor (36x24mm) digital SLR colour photography at a minimum of 12 megapixels. All detailed photographs will contain a graduated photographic scale. A photographic register detailing (as a minimum) location and direction of each shot will be compiled. The location and direction of each photograph will also be noted on plans of the building.
- A drawn record is not required under this level of survey; however, plans and elevations of the buildings, supplied by the client, are included.

4. RESULTS OF BUILDING SURVEY

The results of the photographic survey are presented with exterior elevations described first, followed by interior rooms. A descriptive account of the form, function and phasing of the building then follows. Annotated architectural plans and elevations of the building have been included as Appendix 1 of this report and should be read in conjunction with the following account.

4.1 Building A

4.1.1 Building A is aligned roughly north-south and sits to the rear of a terrace of houses to the south side of Hill Street, and is constructed of local roughly coursed sandstone with dressed quoins and a slate roof with cream earthenware ridge tiles. It is currently in use as a store. Its northern elevation is partially masked by the adjoining kitchen extension of "Lyncroft", a two-storey, stone, terraced dwelling to the north. The eastern elevation adjoins another former farm building. This is now part of a separate property, but it was originally joined to Building A internally to by a door, now blocked (Figure 9). The building is surrounded by other buildings and cannot be viewed from Hill

Street. It is only accessed by a private driveway for the residents of the immediate dwellings. The building is somewhat dilapidated with obvious structural defects apparent. These structural defects are recorded within a structural engineer's report supplied by the client (Crawford Higgins Associates Ltd. 2012).



Figure 2: North elevation of Building A.

4.1.2 *Exterior North Elevation*

The north gable elevation is generally featureless containing no windows or doors. At the eastern side of this elevation the building has been joined onto by a later rear kitchen extension, projecting from Lyncroft. A single set of matching long and short dressed quoins is visible at the western corner of this elevation (Figure 2).



Figure 3: East elevation of Building A, with adjoining building (scale=2m).

4.1.3 *Exterior East Elevation*

The east elevation of Building A is almost totally masked by an adjoining, and likely contemporary, building. Where visible, the elevation is composed of featureless sandstone rubble walling with a single set of matching long and short dressed quoins visible at the western corner. This elevation is topped by a pitched roof of slate with cream earthenware ridge tiles. From this elevation, it is easiest to note that the building appears contemporary with the low retaining wall adjoining it at its south east corner (Figure 3).



Figure 4: West elevation of Building A (scale=2m).



Figure 5: West elevation of Building A, showing position of join to later brick building, now removed, as indicated by red lines (scale=2m).

4.1.4 Exterior West Elevation

The west elevation of Building A contains a set of double doors and two windows. The elevation also has two sets of matching long and short dressed quoins and a visible roofline scar, above the smaller window, where the adjacent, later, brick coal shed and outdoor toilet building was joined to it (Figures 4 and 5). The elevation also has a painted wooden fascia board and black plastic, obviously replacement, rainwater goods. Both windows have been boarded over and a modern handrail has been added to the building's exterior, where a ramp has replaced an earlier set of steps (Mrs C. Joyce *pers. comm.*). The double door opening has been reduced in height by a boarded section above the doors, which seems likely to be in response to the insertion of the internal mezzanine store at this end of the building.

4.1.5 Exterior South Elevation

The south gable elevation of the building is composed of roughly coursed sandstone rubble walling with two sets of matching long and short dressed quoins visible at the western and eastern corners (Figure 6). This elevation comprises a single, wide, blocked door, filled with demonstrably modern breeze blocks in a cement mortar and a single window with four upper panes and two lower lights filled with overlapped panes (Figure 6). The blocked original doorway is formed with chamfered quoins and lintel in dressed sandstone, whilst the window opening has a chamfered sill and un-chamfered lintel.



Figure 6: South elevation of Building A (scale=2m).

4.1.6 Internally the building comprises a single room, with an inserted mezzanine floor (Figure 10) at its southern end. The building retains its original floor of 1 foot square quarry tiles (Figure 11). Some structural alterations have occurred in the past; in particular the later insertion of the mezzanine floor to the southern extent of the

interior, which may explain the lowering of the height of the double doors at the eastern elevation, and the blocking of the two door openings to the south and east walls. Further to this, the boarding over of the original window openings to the western elevation have both altered the original appearance of the building. It also appears that at some point the building has been re-roofed as the underside of the current roof exhibits modern felt and rafters (Figure 12).



Figure 7: North wall of Room A1, Building A.



Figure 8: West wall of Room A1, Building A. (scale=2m).



Figure 9: East wall of Room A1, Building A. (scale=2m).



Figure 10: South wall of Room A1, Building A, including inserted mezzanine floor and blocked door opening. (scale=2m).

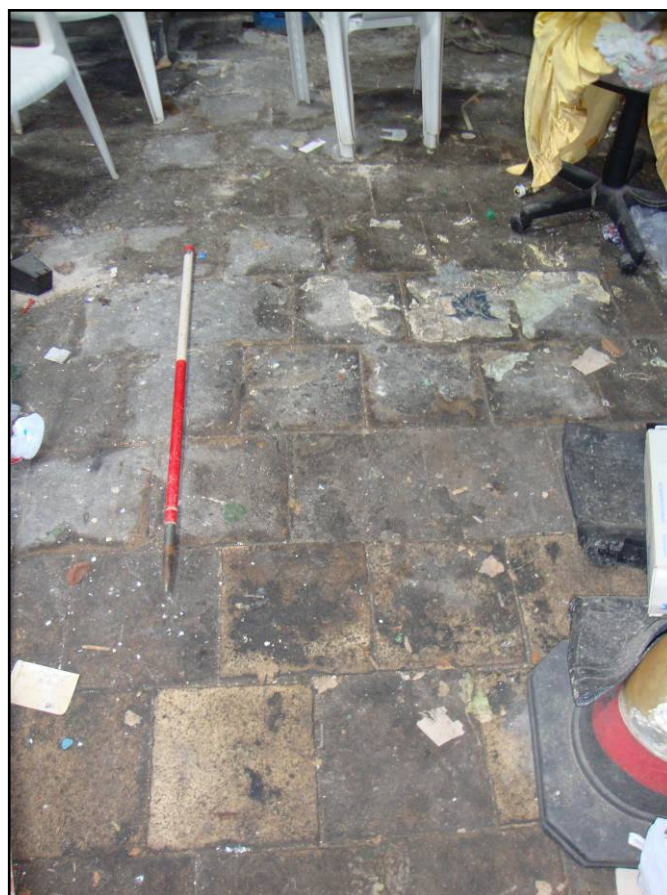


Figure 11: Detail section of original quarry tile floor.



Figure 12: Internal view of the former farm building showing modern re-roofing.

4.1.6 *Date, function and development*

The inclusion of a large wide single doorway, with double doors and a quarry tile floor suggests that the building was built as a workshop and/or cart shed. As the site was previously used as part of a farm (Mr C. Joyce *pers. comm.*), this interpretation seems to fit with the history of the site. The building is likely to date, from its architectural style, to the mid to late 19th century. The insertion of the mezzanine floor and blocking of the interior doorway both appear to be Victorian or later developments, with the boarding of the windows, removal of the adjoining building and blocking of the external southern doorway being very recent alterations.

5. DISCUSSION

5.1. The historic building recording of the former farm workshop has provided an account of the form and character of the building, as well as providing a comprehensive photographic and written record.

5.2. The building is clearly agricultural in character, possibly functioning as a cart shed or workshop and dates to the mid-late 19th century. It has seen little subsequent structural alteration and its original form and historic character can still be read and understood

6. RECOMMENDATIONS

6.1. No further recording work is recommended beyond the current exercise and the conditioned watching brief already required at the site.

7. PUBLICITY, CONFIDENTIALITY AND COPYRIGHT

- 7.1. Any publicity will be handled by the client.
- 7.2. Archaeological Research Services Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

8. STATEMENT OF INDEMNITY

8.1 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.

9. ACKNOWLEDGEMENTS

9.1. Archaeological Research Services Ltd would like to express special thanks to Mr and Mrs Joyce. We would also like to thank Nick Best, Northumberland County Council Assistant County Archaeologist and Jenny Waddell of George F. White for their guidance and input.

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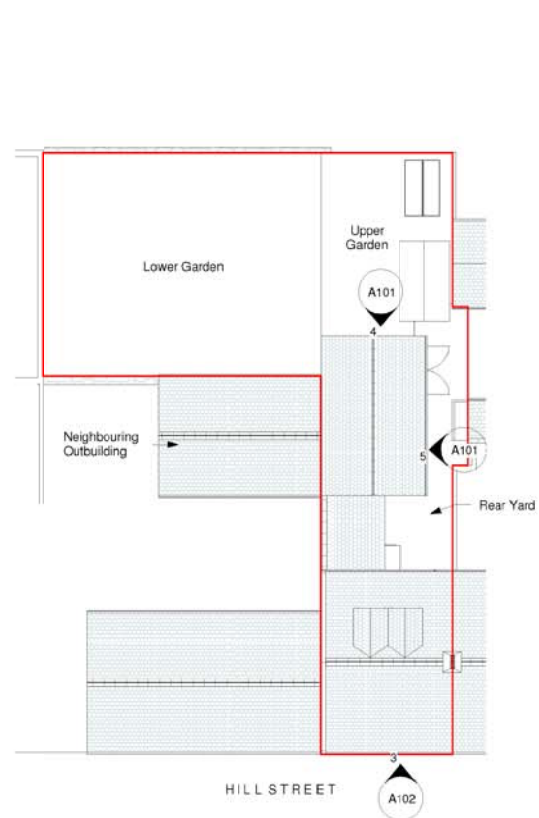
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University of Gloucestershire, English Heritage and the Countryside Agency. 2006. *Historic Farmsteads. Preliminary Character Statement: North East Region*. Cheltenham. University of Gloucestershire in association with English Heritage and the Countryside Agency.

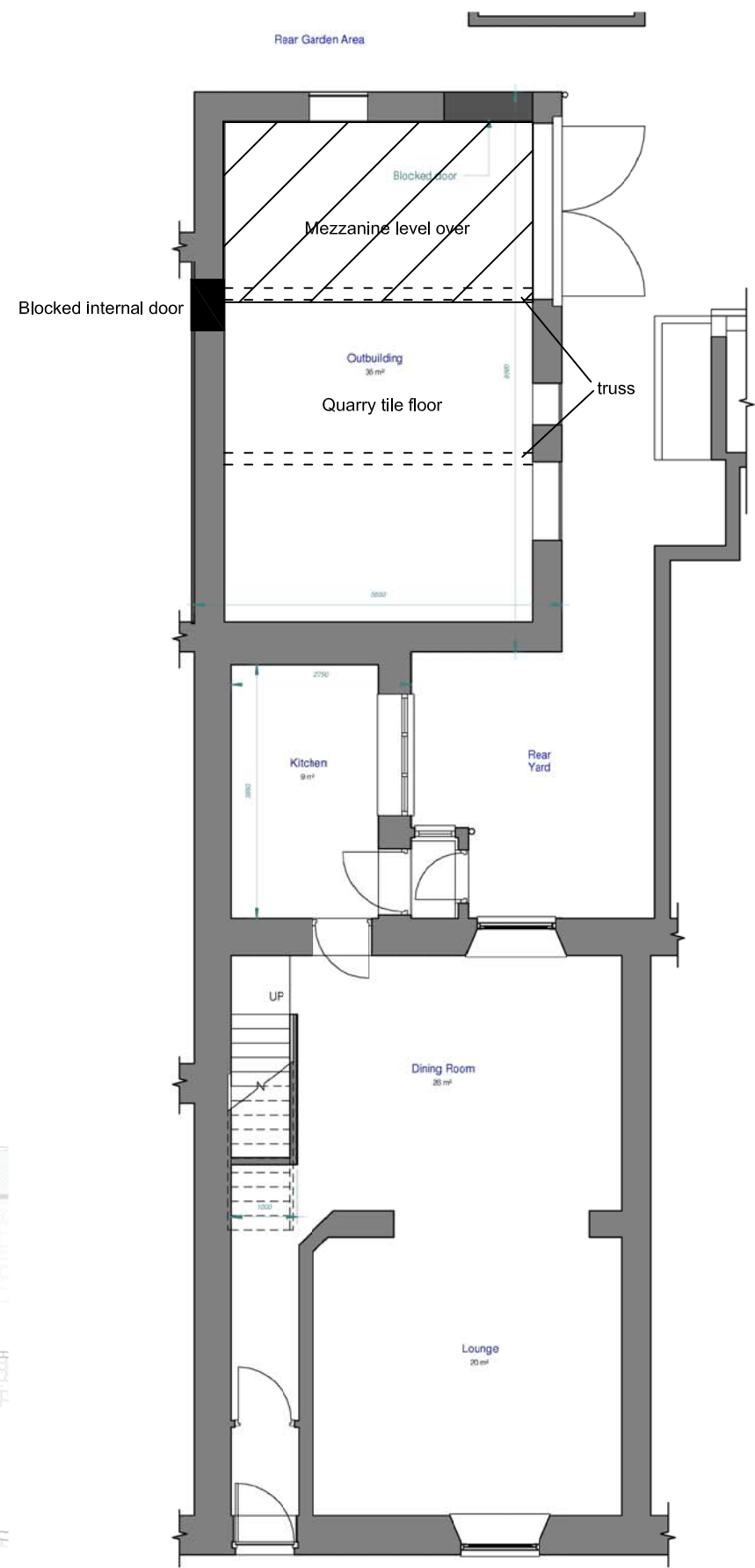
Wade Martins, S. 1991. *Historic Farm Buildings*. London, B.T.Batsford.

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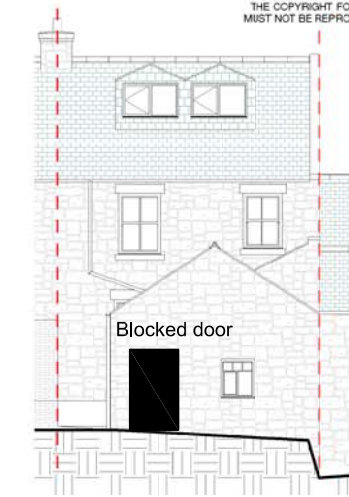
2 Existing Site
1 : 200



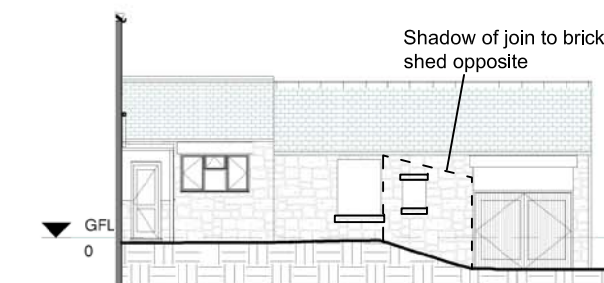
1 Existing GFL
1 : 50



3 Existing Front Elevation
1 : 100



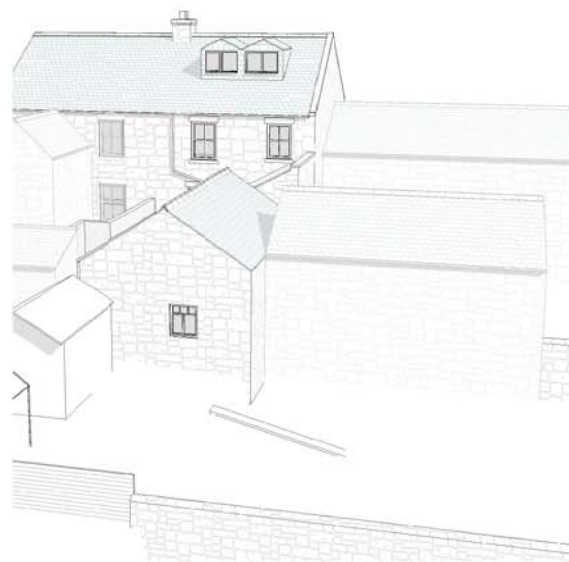
4 Existing Rear Elevation
1 : 100



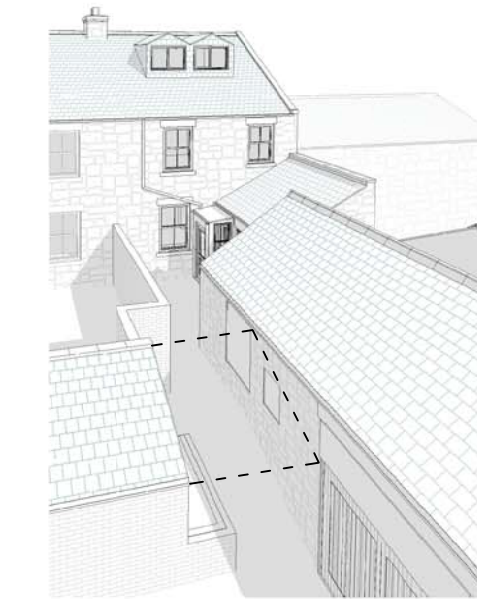
5 Existing Right - Rear Elevation
1 : 100



8 Existing Perspective 2



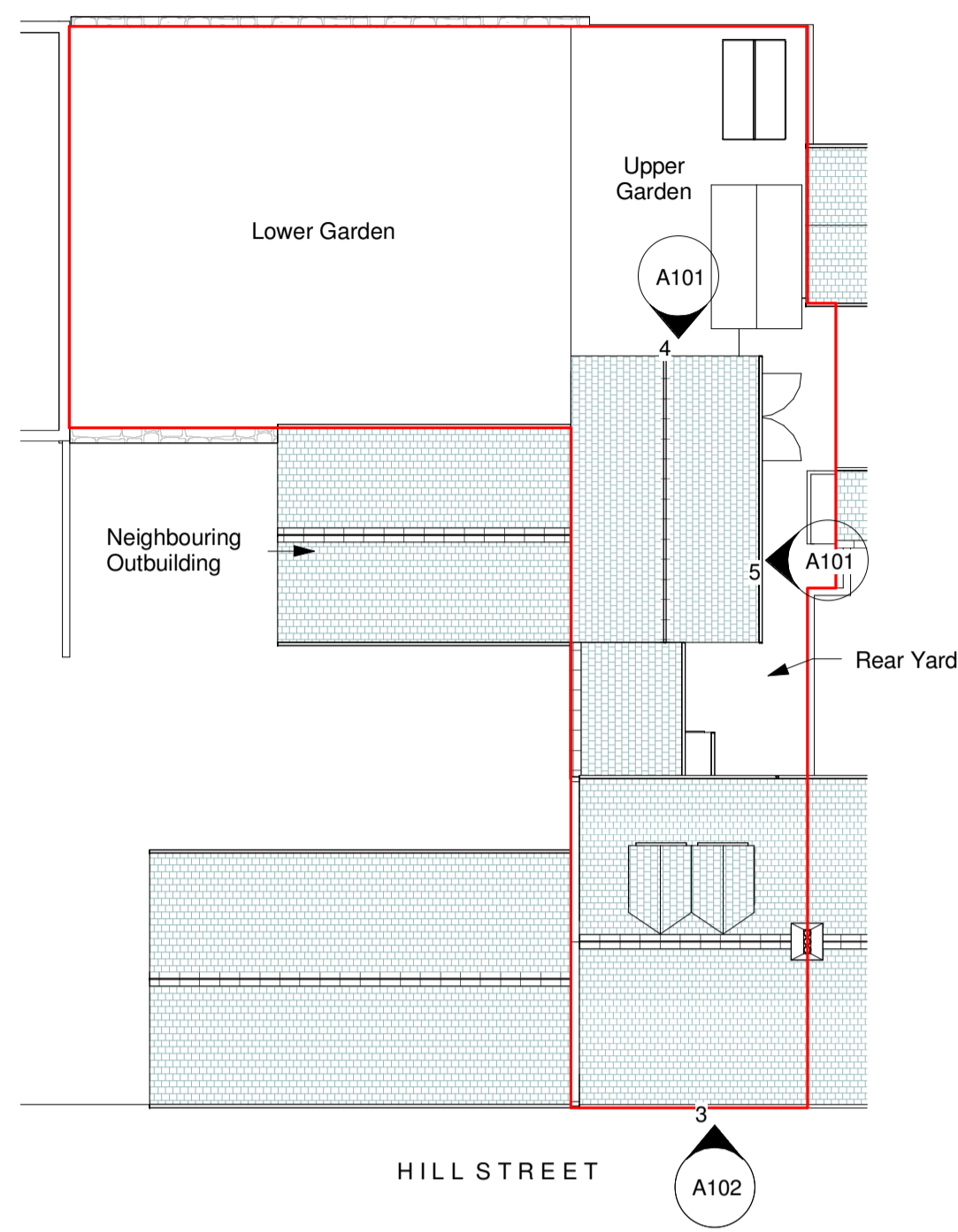
6 Site Overview Perspective



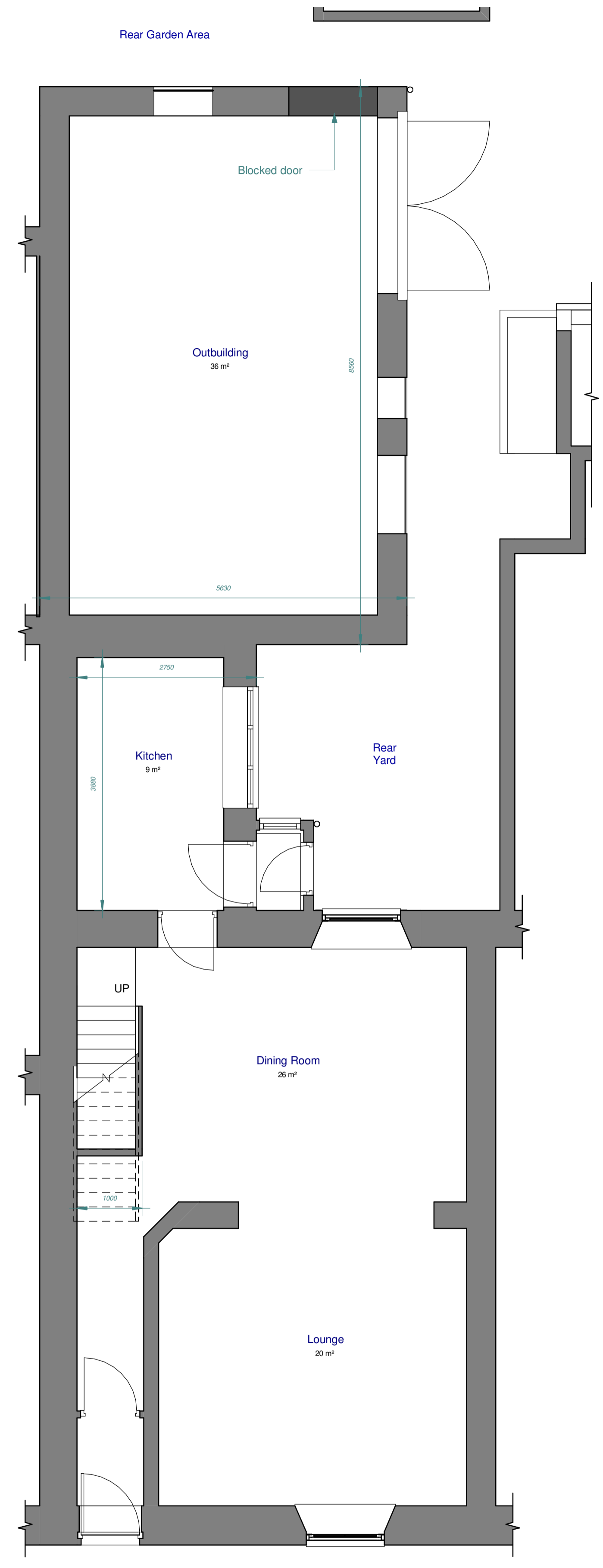
7 Existing Perspective

Annontated
Architectural
Drawings

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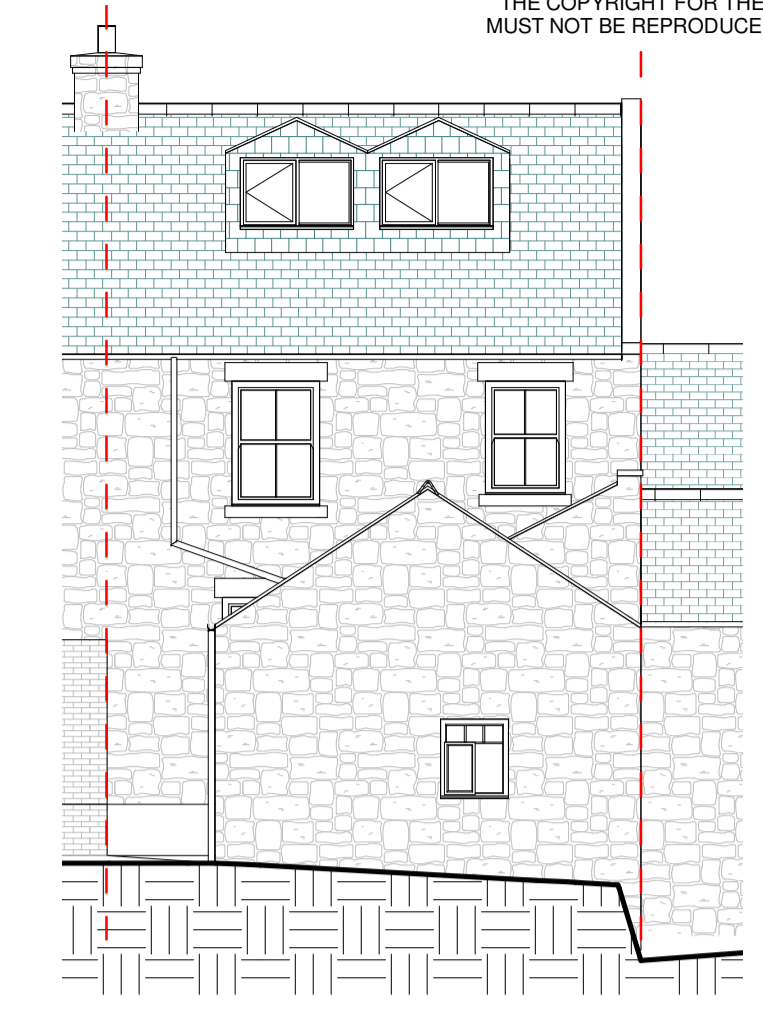
2 Existing Site
1 : 200



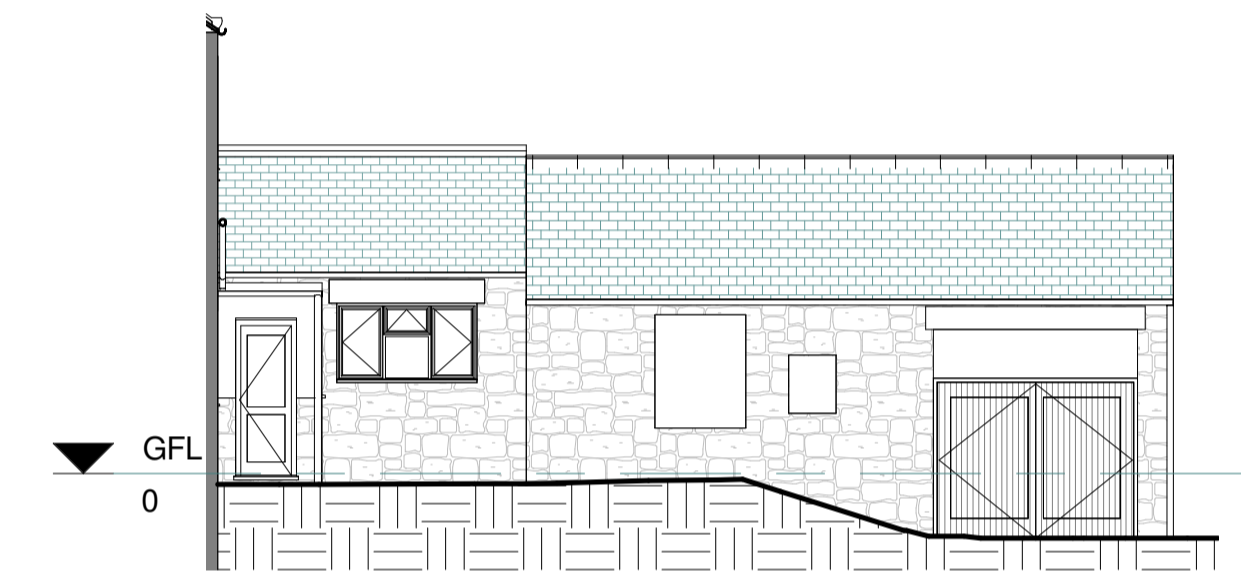
1 Existing GFL
1 : 50



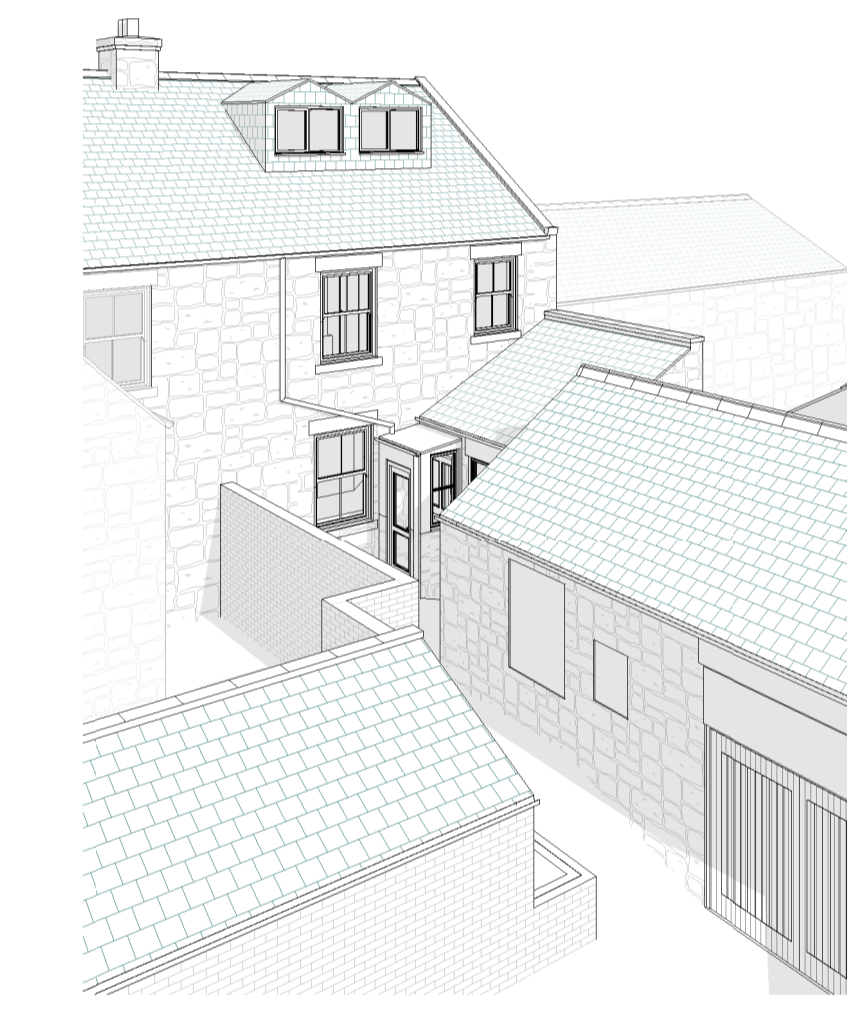
3 Existing Front Elevation
1 : 100



4 Existing Rear Elevation
1 : 100



5 Existing Right - Rear Elevation
1 : 100



8 Existing Perspective 2



6 Site Overview Perspective



7 Existing Perspective

No.	Revision Description	Date	By
REVISION SCHEDULE			
1	Drawing Issue	16/05/2012 13:51:44	

CLIENT: **Joyce**

PROJECT: **Demolition of Outbuilding and Construction of new rear offshoot**

PROJECT ADDRESS: **Lyncroft,
Hill Street
Corbridge
NE45 5AA**

TITLE: **Existing Drawings**

CHA CRAWFORD HIGGINS ASSOCIATES
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SCALE: As indicated	DATE: April 2012	DESIGN: SG	DRAWN: SG	CHK/APD: GW
STAGE: Planning	DRAWING NUMBER: A101	PROJECT NUMBER: 8711 / 12	Sheet size: A1	

APPENDIX II: PHOTOGRAPH REGISTER

Shot No.	Direction	Scale	Description	Taken By
1	NE	2m	Building A West elevation	CS
2	E	2m	Building A West elevation detail of double door	CS
3	E	2m	Building A West elevation detail of windows	CS
4	N	2m	Building A South elevation	CS
5	NW	2m	Building A East elevation	CS
6	SE	-	Building A North elevation	CS
7	S	2m	Internal South Wall	CS
8	SE	2m	Internal East Wall	CS
9	SW	2m	Internal West Wall	CS
10	N	-	Internal North Wall	CS
11	N	2m	Internal floor detail (quarry tiles)	CS

APPENDIX III: NCC BRIEF

Planning ref: 12/03478/FUL
NC ref: T13/24; 15857

LYNCROFT, HILL STREET, CORBRIDGE, NORTHUMBERLAND

Brief for Recording a Historic Building

Introduction

A planning application has been submitted for a proposed single storey rear extension following demolition of the existing outbuilding, Lyncroft, Hill Street, Corbridge, Northumberland (Fig 1).

The existing outbuilding is proposed for demolition. It has been the subject of a Heritage Statement which described the building as a former farm building constructed of local roughly coursed sandstone with dressed quoins and currently used as a basic store. The Heritage Statement assessed the significance of the building and its structural state but identified that building recording would be required.

Policy Background

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

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

This submitted planning application will result in the demolition of this historic farm building. Northumberland Conservation has therefore advised Northumberland County Council (West Area Team) that, should permission be granted, a condition should be attached to the permission requiring a programme of building recording **prior to** demolition to mitigate the loss of significance. This advice is consistent with Paragraphs 141; 176; 203-206 of the *National Planning Policy Framework*.

Northumberland Conservation Charging Policy

Northumberland Conservation now operates a charging policy to contribute to or recover the cost of staff time in relation to development control advice. Details of the charging policy can be accessed via the County Council’s website⁴ or requested by email (contact details at the end of the document).

¹ NPPF Paragraph 7

² NPPF Paragraph 9

³ NPPF Paragraph 141 and footnote 30

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

This is an application for Householder development application. The costs set out in Table 1 of the charging document will apply in relation to this of application.

Purpose of the Brief

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

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

Purpose of the Written Scheme of Investigation (WSI)

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

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

Contact should be made with the relevant Archives (see sections 3.4 and 4.1) to discuss their requirements prior to the production of the WSI. Details of these requirements should be included in the WSI for approval.

In line with part (a) of the planning condition, work cannot commence on site until the WSI has been submitted to NCC Development Management Team (Western Area) and approved in writing on the advice of Northumberland Conservation. Northumberland Conservation now charges for this service. The current costs laid out in the charging document will apply for a Householder application (Table 1).

Specific issues to be addressed by the programme of building recording

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

- i) The internal and external appearance of the building and the farm
- ii) Significant fixtures and fittings surviving within the building associated with its previous function
- iii) Any features of special interest

Method of work

All work should be carried out in compliance with the codes of practice of the Institute for Archaeologists (IfA)⁵ and will follow the IfA Standard and Guidance for archaeological investigation and recording of standing buildings or structures⁶.

⁵ Institute for Archaeologists, 2008, *By-Laws: Code of Conduct* (23 October 2008):

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

⁶ Institute for Archaeologists, 2008, *Standard and Guidance for archaeological investigation and recording of standing buildings or structures*:

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

The programme of building recording should be carried out to English Heritage standards.⁷

This programme of building recording should broadly adhere to Level 2 of the guidelines but some additional items will be required from other levels of the guidelines. These comprise:

i) Written Account

This section should include:

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

ii) Drawn Record

This section should include:

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

iii) Photography

This section should include:

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

General Standards

- All staff must be suitably qualified and experienced for recording historic farm buildings and a curriculum vitae should be supplied to the Northumberland Conservation for approval prior to work commencing
- All staff must familiarise themselves with the archaeological background of the site, and the results of any previous work in the area, prior to the start of work on site. All staff must be aware of the work required under the specification, and must understand the project's aims and methodologies.
- A full and proper record (written, graphic and photographic as appropriate) should be made for all work, using pro forma record sheets and text descriptions appropriate to the work. Accurate scale plans and section drawings should be drawn at 1:50, 1:20 and 1:10 scales as appropriate.
- The recorded buildings should be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area.
- A photographic record must be taken in colour transparency and black and white print and should include a clearly visible, graduated metric scale. A register of all photographs must be kept. Additional digital photographs may be taken for reference or inclusion in reports but are not a substitute for

⁷ English Heritage, 2006, *Understanding Historic Buildings. A guide to good recording practice.* (available as pdf. files in three parts at the address listed below):

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

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

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

transparencies and prints which are required for long-term archiving. *If the archaeological contractor would prefer to use digital photography as standard, the digital photographs will need to be submitted to the Archaeological Data Service (ADS) for long-term archive storage. ADS will need to be approached prior to the production of the Written Scheme of Investigation (see section 1.7.1) and the digital archiving details included in that document. Contact details can be provided by Northumberland Conservation on request.*

Site monitoring and visits

The Assistant County Archaeologist dealing with this application must be informed on the start date and timetable for the programme of building recording in advance of work commencing.

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

The Assistant County Archaeologist does not anticipate that a site visit will be required for this work. If the developer, their agent or archaeological contractor would like the Assistant County Archaeologist or his/her nominee to visit the site there will be a cost for this service. The current costs laid out in the charging document will apply for a householder application (Table 1 point 11).⁸ Return mileage from County Hall to the site will be charged at the rate stated in the charging document (Table 1 point 12).

Post excavation work, archive, and report preparation

Site Archive

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

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

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

Contact should be made with the relevant archives prior to the production of the Written Scheme of Investigation (see section 1.7.1) and the archiving details included in that document for approval. Archive contact details can be provided by Northumberland Conservation on request.

Archiving work must be carried out in compliance with the IfA Guidelines for Archiving⁹.

Northumberland Conservation will require confirmation that the archive had been submitted in a satisfactory form to the relevant museum before recommending to the local planning authority that the condition should be fully discharged.

Report

Paragraph 141 of the *National Planning policy Framework* clarifies that Local Planning Authorities

⁸ <http://www.northumberland.gov.uk/default.aspx?page=1627> Charging Policy document

⁹ Institute for Archaeologists, 2008. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (October 2008): <http://www.archaeologists.net/modules/icontent/inPages/docs/codes/Archives2009.pdf>

should make evidence gathered as part of archaeological mitigation exercises, including any archive, publically accessible. Copies of the primary report should be deposited with the Historic Environment Record.

The archaeological consultant or contractor must submit a copy of the report to their client and Northumberland Conservation within 2 months of completion of the work.

Northumberland Conservation will need to approve the report before fully discharging the condition on the planning permission.

Northumberland Conservation requires one bound paper copy of the report and one digital copy in Word or PDF format.

Each page and paragraph should be numbered within the report and illustrations cross-referenced within the text.

The report should include the following as a minimum:

- i) Planning application number, Northumberland Conservation reference, OASIS reference number, archive reference number and an 8 figure grid reference
- ii) A location plan of the site at an appropriate scale of at least 1:10 000
- iii) A location plan of the extent of the site. This must be at a recognisable planning scale, and located with reference to the national grid, to allow the results to be accurately plotted on the Historic Environment Record
- iv) Plans and elevations of the building, cross-referenced in the text
- v) A summary statement of the results
- vi) A detailed description of the results
- vii) Photographs of the building including both internal and external shots and detailed photographs of significant fabric, fixtures and fittings
- viii) An appendix comprising a register of all colour transparencies and black and white prints
- ix) Any variation to the above requirements should be approved by the planning authority prior to work being submitted

Approval of report

In line with the planning condition, the report will need to be submitted to NCC Development Management Team (Western Area) and approved in writing before the condition can be discharged. Approval of the report will be on the advice of Northumberland Conservation.

There will be a fixed charge for approving the report submitted at the post-excavation phase, including (if appropriate) interim and final reports. This cost has been based on the estimated time required to undertake this activity. The current costs laid out in the charging document will apply for a **XX** application.¹⁰

OASIS

Northumberland Conservation and HER support the Online Access to Index of Archaeological Investigations (OASIS) Project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large scale developer funded fieldwork.

The archaeological consultant or contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. If the contractors are unfamiliar with OASIS, they are advised to contact Northumberland HER prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, Northumberland HER will validate the OASIS form thus placing the information into

¹⁰ <http://www.northumberland.gov.uk/default.aspx?page=1627> Charging Policy document

the public domain on the OASIS website. The archaeological consultant or contractor must indicate that they agree to this procedure within the specification/project design/written scheme of investigation submitted to Northumberland Conservation for approval

Publication

A summary should be prepared for 'Archaeology in Northumberland' and submitted to Liz Williams, Northumberland Historic Environment Records Officer, by December of the year in which the work is completed.

A short report of the work should also be submitted to a local journal if appropriate.

Further Guidance

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

Karen Derham
Assistant County Archaeologist
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF

Tel: 01670 622655
Fax: 01670 533086
e-mail: karen.derham@northumberland.gov.uk

26/6/13

FOR COPYRIGHT REASONS, ALL MAPS SUPPLIED BY NORTHUMBERLAND COUNTY COUNCIL MUST BE RETURNED TO THEM ON COMPLETION OF THE PROJECT

Historic Building Recording Report Check List

Site name:

Archaeological Contractor:

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

Contractor checked:

NC Officer checked:

Date:

Date: