

**An Archaeological Building Recording  
of Trinity House and 1, 2, 3 Trinity Chare, Broad  
Chare, Newcastle Upon Tyne.**



Trinity House

**Archaeological Research Services Ltd Report No. 2009/52**  
August 2009

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## **EXECUTIVE SUMMARY**

*In May 2009, Archaeological Research Services Ltd were commissioned by Smith Marston LLP to undertake an archaeological building recording at Trinity House, Newcastle Upon Tyne. The work was carried out prior to renovation repair work to the building stonework, lead moulding and guttering.*

*The site visit served to record the building as it currently stands, and allowed for a close inspection of the portions proposed to be repaired on. The photographic record illustrates the poor condition of the first floor gutters, drains and leading, as well as the eroded pointing to the brickwork and chimney.*

*Any work to repair or replace these features to match their original design would serve to increase the aesthetic of the buildings and prevent their material degradation.*

## 1. INTRODUCTION

### 1.1. Scope of work

1.1.1. In May 2009, Archaeological Research Services Ltd (ARS Ltd) were commissioned by Smith Marston LLP to undertake an archaeological building recording at Trinity House, Newcastle Upon Tyne (Fig. 1). The work was carried out prior to renovation repair work to the building stonework, lead moulding and guttering.

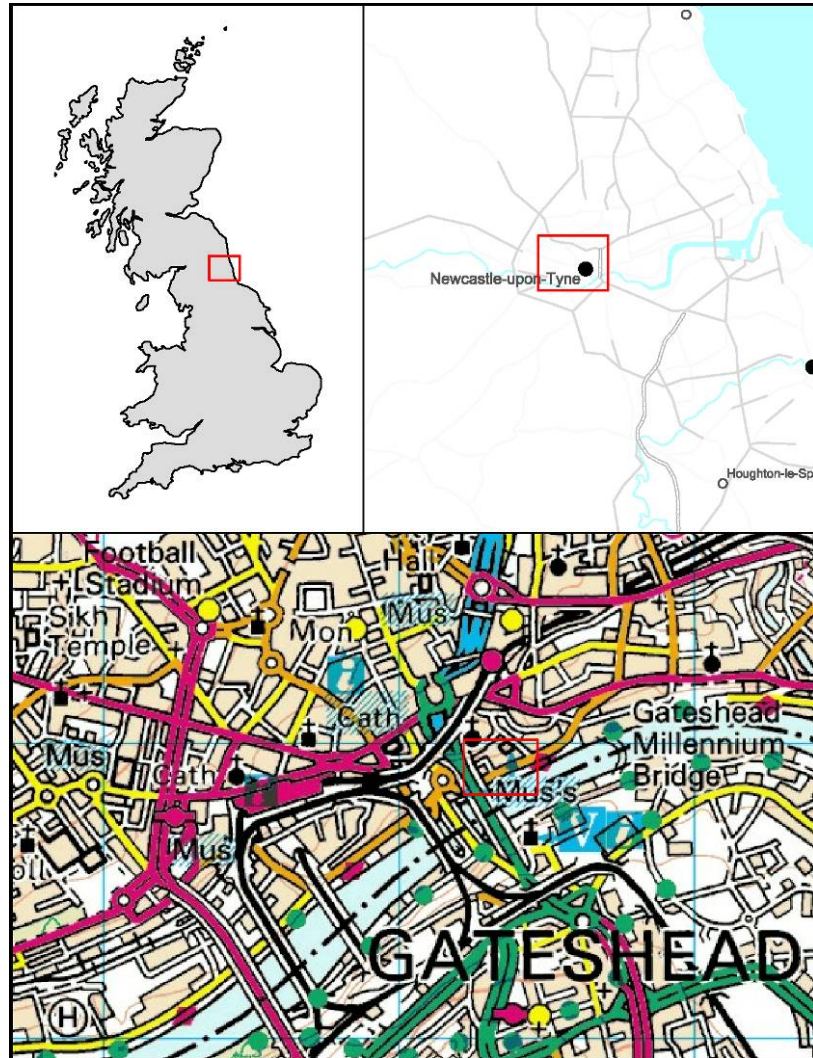


Fig. 1 Location of site.

Ordnance Survey data copyright OS, reproduced by permission, Licence no. 100045420

### 1.2. Location, topography and geology

1.2.1 Trinity House is located in Newcastle upon Tyne, approximately 100 metres north of the River Tyne, and 230 metres east of the Tyne Bridge, at NZ 253 640 (Fig. 2). The solid geology of the area consists of Westphalian Coal Measures and

the drift geology is made up of glacial till and alluvial clay, silt and sand (British Geological Survey 2007).

## **2. METHODOLOGY**

### **2.1. Photographic record**

2.1.2. A photographic survey was undertaken in order to create a permanent record of the structures. The photographic recording was carried out using Canon EOS 3000v cameras, in black and white and colour print. A number of photographs were taken in low light conditions, in which case a direct flash was used. An appropriate scale (2 metre alternating red and white ranging rod, and a 1 metre alternating black and white ranging rod), and a chalk board showing the location of the shot, were displayed in the photographs where appropriate. Detailed photographs were taken of individual features or areas of interest, which were given individual feature numbers. Photographic registers are included as in Appendix I.

## **3. Conservation Area and Listed Building**

3.1. Situated within the conservation area, the first buildings to occupy the area of Trinity House are believed to have originated in the 15<sup>th</sup> century when, a group of seafarers formed a charitable guild in order to support the area's maritime community. Originally named the "Guild of the Blessed Trinity of Newcastle upon Tyne", they formally came into being on 4th January 1505. Land previously known as Dalton's Place was secured at Broad Chare, from Ralph Hebborn, for the construction of a hall, chapel and lodging rooms (HER 4876).

3.1.1 The existing structures are predominantly 17<sup>th</sup> century additions to the original buildings. Restoration work was undertaken in the 19<sup>th</sup> century and the gatehouse was re-fronted in 1841. These are grade I listed buildings I.

3.1.2. A plaque dating to 1721 pinpoints the construction of the banqueting hall (HER 8876), and a plaque of 1787 date the Almshouses (Trinity Chare 1, 2 and 3, which are used as now storage rooms). The banqueting hall is a grade I listed building and the Trinity Chare buildings (1, 2 and 3) are listed grade II.

## **4. Photographic Survey**

### *4.1. Trinity House south west facing elevation (Fig. 3)*

The south west elevation of Trinity House is constructed of large ashlar stone sets. A central entrance way (Fig. 4) is framed by sandstone columns with ornate moulding above. A plain wooden door with two lights is topped with an arch of five lights. Either side of the sandstone pillars there are two sash windows each having eight lights, with wooden transoms, mullions and frames (Fig. 4). The roof is pointed with moulded edges.

### *4.2. Trinity House south east facing elevation, alley leading to Broad Chare (Fig. 5)*

A render has been applied to this elevation and has been painted white with red edging, although the ashlar underneath is still visible in pattern in the central section (Fig. 6). The ground floor has two small pointed arched doorways with

wooden doors. The central part of the elevation has two sets of two windows (Fig. 6). Each light is barred and has wooden frames and a moulded sandstone surround.

- 4.2.1. The first floor of this elevation includes the arched walkway (Fig. 7) which has three sash windows and a sloped, lead-lined roof. Within the gap between the two archways, ornate windows are positioned facing each other on the south east and north west elevations (Fig. 8). These windows comprise of stained-glass lights with leading, and moulded sandstone surrounds. The guttering of the roof (first floor) is moulded from lead and is in a state of poor repair. (Fig. 26)

4.3. *Trinity House north west facing elevation (Fig. 9)*

This wing of Trinity house is constructed from brick. The ground floor has been rendered and painted white to match the portions of building constructed of sandstone, with exposed brickwork on the first floor. The ground floor has two small windows, one of which is blocked off; the other has a replacement light within the wooden frame and a moulded sandstone surround. The ground floor of this elevation also has a tunnel leading through to the rear of the building. The first floor has five large sash windows (Fig. 10), each containing 24 smaller lights with wooden transoms and mullions and decorative stone surrounds. A cill topped with lead runs the length of this elevation (Fig. 25) acting as a 'drip strip', or water run off. This cill is in a poor state of.

- 4.3.1. In the southern corner of this elevation there is an ornamental drain pipe running from the roof, with the attached date 1787 (Fig. 11).

4.4. *Trinity Chare 1, 2 and 3 north east facing elevations (Figs. 12 and 13)*

This elevation is of the same construction as the north west elevations of Trinity House; white rendered brickwork on the ground floor and exposed brickwork above. The first floor has three doorways each with wooden doors and glass lights above. There are two windows, one either side of the central door. These sash windows have 12 individual lights separated by wooden transoms, mullions and wooden frames. The windows and doors each have a sandstone lintel (Fig. 14).

- 4.4.1. The first floor of this elevation has five windows across its length each of the same design as those on the ground floor. This elevation also has a lead topped cill running its length (Figs. 23 and 24)

4.5. *Trinity Chare 1, 2 and 3 south west facing elevation (Figs. 15 and 16)*

Due to the slope on the site this is a single storied elevation. Like the ground floor of the north east facing elevation the brickwork has been rendered. There are three windows and two doors to this elevation. The two larger windows are sash windows of the same design as those on the north east facing elevation. The third window is small and plain in design and is situated to the right of the easternmost door.

- 4.5.1. The doors within the southwest facing elevation are wood panelled with glass lights and appear modern replacements. To the western side of the elevation there is a small lean-to attached, also constructed of rendered brick, which is possibly a modern addition.

4.6. *Trinity House and Trinity Chare rear access passage (Figs. 18 - 20)*

The access passage to the rear of the buildings cuts through the north-west elevation of Trinity House north west facing elevation. The rear elevations of these buildings are, as with frontages, brick-built with a white render over it. Three large wood framed doorways line the wall but each have a modern replacement wood panelled door. A window sandstone surrounded and three lights is present on the ground floor with modern metal bars running across as later edition (Fig. 20). Two small sash windows are positioned one above the other on the first and second floor of the bridged portion of the building over the alleyway (Fig. 19). Towards the rear of the alley, closest to Trinity Chare, there are exposed sandstone lining the stairs. A small recessed window (now bricked up and barred Fig. 17) appears to be of an earlier date to the rest of the brick-built structure.

- 4.6.1. The first floor roof of this alleyway is of the same construction as the inner courtyard. The guttering is of a thin lead, semi-circular design (Figs 27 and 28) and in a poor state repair, having come away from the wall in places. A brick-built chimney (Fig. 29) rises from this section of the roof. It is approximately 0.60m by 0.60m at its base tapering to 0.30m by 0.30m at its top. The pointing of the chimney is badly eroded.

4.7. *Trinity House north east facing elevation (Figs 21 and 22)*

This elevation, looking onto Broad Chare is, as with the south west facing elevation, constructed of sandstone ashlar block. The northern section has a large stained glass window (Fig. 21), consisting of four lights and moulded sandstone surround which dominates the elevation. Two smaller arched openings are on either side of this window with a round opening above. The sandstone of this wall is a lot more coarse than the other parts of the building and there have been obvious alterations and repairs particularly to the ground floor. This indicates that the east facing elevation is possibly the original phase of construction on the site.

- 4.7.1. The southern section of the north east facing elevation (Fig. 22) is constructed of more neatly dressed stonework, and contains a large archway leading to the internal courtyard. The arch has ornate sandstone moulding and a narrow decorative window to the left. To the first floor, above the archway, there are six narrow sash windows with glass lights and ornate sandstone moulding.

## 5. CONCLUSION

- 5.1. Through the work presented here, and contained within the accompanying photographic archive, it is possible to conclude that although the majority of the buildings are in good condition, some of the detailing to the first floor is in need of renovation and repair. The lead lined cills and mouldings on the first floor elevations are in a poor state of repair, and detract from the character the building. Renovation of these features should be prioritised. The guttering, particularly within the rear access passageway is also in need of repair work, as not only does its poor condition detract from the aesthetic of the building, but it is not functioning as a drain in its present state.



- 5.2. The stone and brickwork of the building is, on the whole, in good condition, with the exception of the first floor chimney (within the rear access passage) and the north east facing elevation of Trinity House over looking Trinity Chare. This elevation of Trinity House is in need of re-pointing as the original mortar has been heavily eroded. The chimney, as mentioned above, is brick-built and also in need of re-pointing.
- 5.3. The level of archaeological recording undertaken is sufficient to provide a record of the buildings prior to the current renovation work.

## **6. STATEMENT OF INDEMNITY**

- 6.1 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.

## **7. ACKNOWLEDGEMENTS**

- 7.1. Archaeological Research Services Ltd would like to express special thanks to Adrian Marston of Smith Marston LLP. We would also like to thank Jennifer Morrison of Tyne and Wear Conservation Team and all those at the consulted archives.

## **8. REFERENCES**

Keys to the past      [www.keystothepast.com](http://www.keystothepast.com)

**APPENDIX I: FIGURES**

**FIG 2**



Fig. 3 South West facing elevation



Fig. 4 South West facing elevation showing main entrance



Fig. 5 South East facing elevation



Fig. 6 South East facing elevation



Fig. 7 Entrance passage with first floor bridge



Fig. 8 First floor stained glass windows of entrance passage.



Fig. 9 North West facing elevation



Fig. 10 North West facing elevation first floor windows

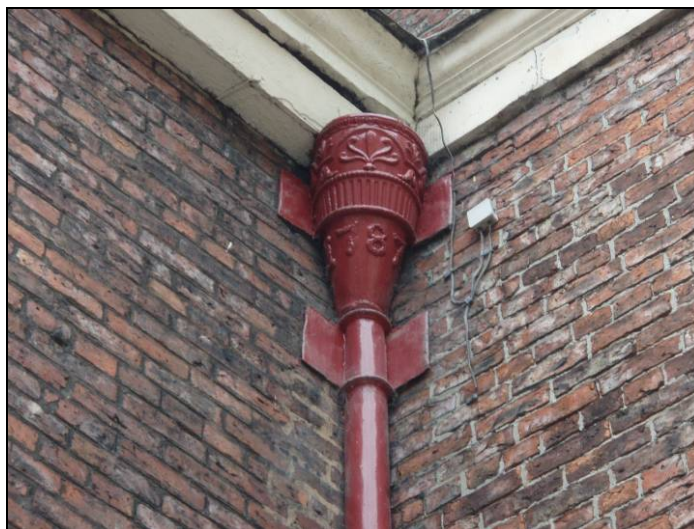


Fig. 11 Ornate drain pipe of the North West facing elevation



Fig. 12 North East facing elevation of Trinity Chare



Fig. 13 North East facing elevation of Trinity Chare



Fig. 14 North East facing elevation ground floor door of Trinity Chare



Fig. 15 South West facing elevation of Trinity Chare



Fig. 16 South West facing elevation of Trinity Chare



Fig. 17 South East facing elevation of stair case



Fig. 18 South East facing elevation of rear access passage



Fig. 19 South East facing elevation including first floor bridge of rear passage



Fig. 20 South West facing elevation of access passage



Fig. 21 North East facing elevation





Fig. 22 North East facing elevation



Fig. 23 First floor North East facing elevation of Trinity Chare



Fig. 24 Lead plated cill



Fig. 25 Lead plated cill above drain



Fig. 26 guttering and cills



Fig. 27 Guttering of access passage



Fig. 28 Guttering of access passage



Fig. 29 Chimney of access passage roof

**Photographic Registers:**

**Film 1: Colour**

Shot No.	Description	Scale	Direction
1	SW facing elevation of T.H.	2m	NE
2	SW facing elevation of T.H.	2m	NE
3	SW facing elevation of T.H.	2m	NE
4	SW facing elevation of T.H.	2m	NE
5	SW facing elevation of T.H.	2m	NE
6	SW facing elevation of T.H.	2m	NE
7	NW facing elevation of T.H.	2m	SE
8	NW facing elevation of T.H.	2m	SE
9	NW facing elevation of T.H.	2m	SE
10	NW facing elevation of T.H.	2m	SE
11	NW facing elevation of T.H. Drain pipe	2m	SE
12	NW facing elevation of T.H. Drain pipe	2m	SE
13	NE facing elevation of T.C.	2m	SW
14	NE facing elevation of T.C.	2m	SW
15	NE facing elevation of T.C.	2m	SW
16	NE facing elevation of T.C.	2m	SW
17	NE facing elevation of T.C.	2m	SW
18	NE facing elevation of T.C.	2m	SW
19	Entrance tunnel	2m	NE
20	Entrance tunnel	2m	NE
21	Entrance tunnel	2m	NE
22	Entrance tunnel Stained glass	2m	NE
23	Entrance tunnel stained glass	2m	NE
24	Entrance tunnel first floor	2m	NE
25	Entrance tunnel	2m	NE

**Film 2: Black and White**

Shot No.	Description	Scale	Direction
1	SW facing elevation of T.H.	2m	NE
2	SW facing elevation of T.H.	2m	NE
3	SW facing elevation of T.H.	2m	NE
4	SW facing elevation of T.H.	2m	NE
5	SW facing elevation of T.H.	2m	NE
6	SW facing elevation of T.H.	2m	NE
7	NW facing elevation of T.H.	2m	SE
8	NW facing elevation of T.H.	2m	SE
9	NW facing elevation of T.H.	2m	SE
10	NW facing elevation of T.H.	2m	SE
11	NW facing elevation of T.H. Drain pipe	2m	SE
12	NW facing elevation of T.H. Drain pipe	2m	SE
13	NE facing elevation of T.C.	2m	SW

14	NE facing elevation of T.C.	2m	SW
15	NE facing elevation of T.C.	2m	SW
16	NE facing elevation of T.C.	2m	SW
17	NE facing elevation of T.C.	2m	SW
18	NE facing elevation of T.C.	2m	SW
19	Entrance tunnel	2m	NE
20	Entrance tunnel	2m	NE
21	Entrance tunnel	2m	NE
22	Entrance tunnel Stained glass	2m	NE
23	Entrance tunnel stained glass	2m	NE
24	Entrance tunnel first floor	2m	NE
25	Entrance tunnel	2m	NE

### Film 3: Colour

Shot No.	Description	Scale	Direction
1	SW facing elevation of T.C.	2m	NE
2	SW facing elevation of T.C.	2m	NE
3	SW facing elevation of T.C.	2m	NE
4	SW facing elevation of T.C.	2m	NE
5	SW facing elevation of T.C.	2m	NE
6	SW facing elevation of T.C.	2m	E
7	SW facing elevation of T.C.	2m	E
8	SW facing elevation of T.C.	2m	E
9	Rear access passage	2m	NE
10	Rear access passage	2m	NE
11	Rear access passage	2m	N
12	Rear access passage	2m	N
13	Rear access passage bridge	2m	NE
14	Rear access passage	2m	N
15	Rear access passage	2m	N
16	Rear access SE facing elevation	2m	NW
17	Rear access SE facing elevation	2m	NW
18	Rear access SE facing elevation	2m	NW
19	Rear access SE facing elevation	2m	NW
20	Rear access NW facing elevation	2m	SE
21	Rear access NW facing elevation	2m	SE
22	Rear access SW facing elevation	2m	NE
23	Rear access SW facing elevation	2m	NE
24	NE facing elevation of T.H.	2m	SW
25	NE facing elevation of T.H.	2m	SW
26	NE facing elevation of T.H.	2m	SW

#### **Film 4: Black and White**

Shot No.	Description	Scale	Direction
1	SW facing elevation of T.C.	2m	NE
2	SW facing elevation of T.C.	2m	NE
3	SW facing elevation of T.C.	2m	NE
4	SW facing elevation of T.C.	2m	NE
5	SW facing elevation of T.C.	2m	NE
6	SW facing elevation of T.C.	2m	E
7	SW facing elevation of T.C.	2m	E
8	SW facing elevation of T.C.	2m	E
9	Rear access passage	2m	NE
10	Rear access passage	2m	NE
11	Rear access passage	2m	N
12	Rear access passage	2m	N
13	Rear access passage bridge	2m	NE
14	Rear access passage	2m	N
15	Rear access passage	2m	N
16	Rear access SE facing elevation	2m	NW
17	Rear access SE facing elevation	2m	NW
18	Rear access SE facing elevation	2m	NW
19	Rear access SE facing elevation	2m	NW
20	Rear access NW facing elevation	2m	SE
21	Rear access NW facing elevation	2m	SE
22	Rear access SW facing elevation	2m	NE
23	Rear access SW facing elevation	2m	NE
24	NE facing elevation of T.H.	2m	SW
25	NE facing elevation of T.H.	2m	SW
26	NE facing elevation of T.H.	2m	SW

#### **Film 5: Colour**

Shot No.	Description	Scale	Direction
1	Courtyard roof and lead	2m	E
2	Courtyard roof and lead	2m	W
3	Lead lined drip strip	2m	W
4	Courtyard Roof	2m	NE
5	Courtyard Roof	2m	NE
6	Courtyard Roof	2m	NE
7	Courtyard roof and leading	2m	NE
8	Courtyard roof and lead	2m	NE
9	Guttering of rear access passage	2m	SW
10	Guttering of rear access passage	2m	SW
11	Roof and chimney of rear access passage	2m	SW
12	Roof and chimney of rear access passage	2m	SW

**Film 6: Colour**

Shot No.	Description	Scale	Direction
1	Courtyard roof and lead	2m	E
2	Courtyard roof and lead	2m	W
3	Lead lined drip strip	2m	W
4	Courtyard Roof	2m	NE
5	Courtyard Roof	2m	NE
6	Courtyard Roof	2m	NE
7	Courtyard roof and leading	2m	NE
8	Courtyard roof and lead	2m	NE
9	Guttering of rear access passage	2m	SW
10	Guttering of rear access passage	2m	SW
11	Roof and chimney of rear access passage	2m	SW
12	Roof and chimney of rear access passage	2m	SW

## APPENDIX II: SPECIFICATION

### TYNE AND WEAR SPECIALIST CONSERVATION TEAM

#### **SPECIFICATION FOR ARCHAEOLOGICAL PHOTOGRAPHIC BUILDING RECORDING OF TRINITY HOUSE AND 1, 2 AND 3 TRINITY CHARE, BROAD CHARE, NEWCASTLE UPON TYNE NE1 3DQ**

##### **Introduction**

Listed building consent has been granted for external repair works including re-pointing, roof covering repair and renewal, flashing renewal, gutter repair and stone repair.

The repair works are only to the exterior of the chapel, masters room, boardroom, banqueting hall and almshouses.

The commissioning client will provide a site location plan and elevation drawings showing the location of the repair works and a copy of their photographs for inclusion in the report.

HER 4876      Trinity House gatehouse and chapel  
Gatehouse and chapel. Street front of a range of buildings around a courtyard. Mostly C17 incorporating earlier buildings; restoration C19, including gatehouse refronting dated 1841. Sandstone, coursed and squared to chapel and ashlar to gatehouse, with ashlar dressings. Welsh slate roofs. Forms part of U-shaped range around courtyard. 2 storeys, 2 bays. Tudor-arched gateway at left under paired 4-light windows with tracery; chapel at right has gable to street containing restored 4-light window; 2 blocked square openings below. Round-headed empty niches flank chapel window; roundel in peak of asymmetrical gable. Rear of chapel is entrance hall of Trinity House, at first floor level, and has Classical-style flight of steps and pedimented front of 3 bays, with narrow sashes flanking double half-glazed door; bays defined by Tuscan pilasters. Interior of chapel has panelled wall above boarded dado; boarded ceiling to roof with moulded tie beams. Complete furnishings of pews and pulpit of mid C17 with carved cherubs, strapwork and small balustrades; half-glazed west screen separates chapel from entrance hall. The secretary's room adjoining the chapel is the rear first floor of No. 31 Broad Chare (q.v.) and was altered in 1850. Sources: Knowles and Boyle *Vestiges of Old Newcastle and Gateshead*, Newcastle 1892; McCombie "The buildings of Trinity House, Newcastle upon Tyne" in *Archaeologia Aeliana* 5 XIII, Newcastle 1985.  
Listed grade 1

HER 8876      Trinity House Banqueting Hall  
Banqueting Hall. Dated 1721 on plaque. English garden wall bond brick (4 and one) with painted ground floor and ashlar dressings. Welsh slate roof. 2 storeys, 5 windows. Ground floor has segmental-headed passage arch in third bay; irregular fenestration: 3 square windows, 2 on left C19 2-light, Tudor style under drip moulds. First floor has covered gallery in first bay linking with adjacent building; 5 elliptical-headed sash windows with wide glazing bars in architraves with small keys; moulded sills. Floor string; gutter cornice under parapet with pilasters and ashlar coping. Interior shows 4-bay hall with panelled walls; ceiling has stucco decoration with central oval compass. Re-used Jacobean overmantel with carved side panels and central arms of Charles I. Mostly original or early glass. Board room off entrance passage: dated 1791 on plaque on right return to rear of banqueting hall. Probably by John Stokoe. Half-glazed door and screen to passage; stucco modillioned ceiling cornice; chimney piece with cornice.

Listed grade 1

HER 9014 Nos 1-3 Trinity Chare

Almshouses, now storage rooms and house above. Dated 1787 on plaque. English garden wall bond brick with painted ground floor and ashlar dressings. Welsh slate roof. 2 storeys, 5 bays. 5-panelled doors with 3-paned overlights (except for radial glazing bars to that on right) in bays 2, 3 and 5. Wedge stone lintels to sashes with glazing bars; projecting stone sills on first floor; ground floor sill band. Central plaque commemorates building in 1787 and names officers for that year.

Listed grade 2\*

The buildings lie within the Central Conservation Area.

In accordance with standard practice, PPG15 and 16 it is recommended that a programme of photographic recording is undertaken prior to the repair work to compile a permanent archive record of the structure as-is. 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-heritage.org.uk/guidance/map2/index.htm](http://www.english-heritage.org.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](http://www.english-heritage.org.uk/publications)).

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](http://www.archaeologists.net)

### ***Research Aims and Objectives***

The 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>

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

See also Association of Local Government Archaeological Officers 1997 "Analysis and recording for the conservation and control of works to historic buildings".



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:

- 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

### ***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 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 e.g. as set out in the SCAUM (Standing Conference on Archaeological Unit Managers) Health and Safety Manual <http://www.scaum.org/uk>

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

A risk assessment must be carried out.

The appointed archaeologist must comply with current HandS legislation.

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

Only enter the site 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 HandS 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](http://www.hse.gov.uk)

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

Royal Institute of Chartered Surveyors has a manual “Surveying Safety – Your guide to personal safety at work” [www.rics.org.uk/Management/Healthandsafety/surv\\_safe.htm](http://www.rics.org.uk/Management/Healthandsafety/surv_safe.htm)

### ***Recording level***

The survey is to be broadly in accordance with an English Heritage Level 1/2 recording.

Level 1 – a basic visual record supplemented by the minimum of information needed to identify the building's location, age and type. This is the simplest record, not normally an end in itself but contributing to a wider aim.

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 *Copies of architect's elevation drawings showing the location of the areas to be repaired*
- 3 *Produce a photographic record of those exterior elevations which are to be repaired with close up views of the areas to be repaired.*

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 structure as is in b/w (which is preferable for permanent archival purposes) **and** colour print, (digital images are **not** acceptable in view of the currently unproven archival performance of digital data).

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 with the project identifier (e.g. site code), film number and frame number.

Mark negative holders, not negatives

Mark prints on the back

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

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 buildings in its wider setting or landscape
- The buildings' 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 coverage of the building's external appearance – concentrating on the areas to be repaired, but some additional shots of windows, doors, decorative detail, blocked openings, chimneys, etc etc

#### 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 listing and 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

Useful websites:

[www.twsitelines.info](http://www.twsitelines.info)

[www.sine.ncl.ac.uk](http://www.sine.ncl.ac.uk)

The report must have the following features:-

1. Location plan or plans
2. Details of visits to the building undertaken by the contractor
3. Photographic prints and negatives in conservation grade transparent plastic wallets suitable for storing in A4 ringbinders (all four copies require a full set of prints, but only one set of negatives is required and these should be included in the copy for the Archives)
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. Recommendations for any further archaeological work required.
7. Copy of this specification

Four copies of the report need to be submitted:

- one for the commissioning client
- one for the planning authority (Newcastle City Council) – to be submitted formally to the Planning Department by the developer with the appropriate fee.
- one for deposition in the Tyne and Wear County HER. A digital copy of the report is also required on CD by the HER (in a plastic case and not attached to the report)
- one for Tyne and Wear Archives – this is the copy with the negatives in it. Please send this to the HER as TWAS will collect reports from the HER on an annual basis

***The report and CD for the HER and TWAS must be sent by the archaeological consultant or their client directly to the address below. 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.***

## 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](mailto: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](mailto:oasis@ads.ahds.ac.uk)). Or contact the Tyne and Wear Archaeology Officer at the address below.

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