

**An Archaeological Desk-Based Assessment
and Photographic Building Recording
at St. Oswald's Vicarage, Houghton-le-Spring,
Sunderland.**



Mill Pit, Shiny Row Showing Travellers Arms on Right

Archaeological Research Services Ltd
Report No. 2010/36
June 2010

OASIS no. archaeo15-78225

Compiled By:
Jessika Sheppy And Dan Amat
Archaeological Research Services Ltd
Baltic Business Centre
Saltmeadows Road
Gateshead
Tyne and Wear
NE8 3DA

Checked By:
Ben Johnson
Tel: 0191 447 5111
Fax: 0191 447 7687
admin@archaeologicalresearchservices.com
www.archaeologicalresearchservices.com

An Archaeological Desk-Based Assessment and photographic building recording at St. Oswald's Vicarage, Houghton-le-Spring, Sunderland.

Archaeological Research Services Ltd Report 2010/36

June 2010

Archaeological Research Services Ltd

Contents

List of Figures.....	3
Executive Summary.....	4
1. Introduction.....	5
2. Methodology.....	6
3. Archival research.....	7
4. Map regression.....	8
6. Building Recording.....	9
7. Overview and Discussion.....	11
8. Recommendations.....	11
9. Publicity, confidentiality and copyright.....	11
10. Statement of indemnity.....	11
11. Acknowledgements.....	11
12. References.....	11

Appendix I: Map Regression & Figures

Appendix II: Specification

© Archaeological Research Services Ltd 2010

List of Figures

1.	Site location.....	5
2.	Site plan.....	12
3.	1 st edition OS map 1889-95.....	13
4.	1 st revision OS map 1896-7.....	14
5.	2 nd revision OS map 1920.....	15
6.	3 rd revision OS map 1939.....	16
7.	South facing elevation.....	17
8.	First floor windows of south facing elevation.....	17
9.	East facing elevation.....	18
10.	East facing elevation door.....	18
11.	East facing elevation first floor windows.....	19
12.	North facing elevation first floor window.....	19
13.	North facing elevation extension.....	20
14.	West facing elevation.....	20
15.	West facing elevation.....	21
16.	West facing elevation extension.....	21
17.	First floor fireplace.....	22
18.	Internal sash window to utility room.....	22
19.	Ground floor plan.....	23
20.	First floor plan.....	24

EXECUTIVE SUMMARY

In June 2010 Archaeological Research Services Ltd (ARS Ltd) were commissioned by Smiths Gore to undertake an archaeological desk-based assessment and photographic building recording of St Oswald's Vicarage, Shiney Row, Houghton-le-Spring, Sunderland prior to the planning application being granted for the development of seven houses on the site of the vicarage.

An approximate date of construction, immediately prior to 1920, has been given to the property based on the evidence of the archive searches and map regression performed in this report. The building is in a good state of repair and retains a lot of its original features. Although the building has no features of historic or architectural merit, the building and its grounds stand out, being situated within a modern housing estate including old colliery housing and with the church serves to heighten the aesthetics of the surrounding area.

Due to the lack of historic or architectural merit in this building it is recommended that further recording work is not warranted and the recording submitted here is sufficient. Low to moderate potential for prehistoric activity, a moderate potential for post Medieval and a low potential for all other periods is considered for the study site. Given the close proximity to the 'Mill Pit', a 19th century quarry, it is possible that early activity associated with mining may be present on site. It is understood that the study site remained an area of undeveloped land until the construction of the vicarage as yet, previously unknown archaeological deposits may survive within the site.

1. INTRODUCTION

1.1 Scope of work

1.1.1. In July 2010 Archaeological Research Services Ltd (ARS Ltd) were commissioned by Smiths Gore to undertake an archaeological desk-based assessment and photographic building recording of St Oswald's Vicarage, Shiny Row, Houghton-le-Spring, Sunderland prior to planning application being granted for the development of seven houses on the site of the vicarage (Fig. 1).

1.1.2. The existing Anglican vicarage was built at the turn of the 20th century and has been described as 'a large well-maintained historic property which adds to the character of Shiny Row' by local residents who have contacted the local council. The building is neither listed nor in a conservation area but would be deemed a heritage asset under PPS5. Therefore, the Local Planning Authority requires the developer to record and advance understanding of the heritage asset before it is lost.

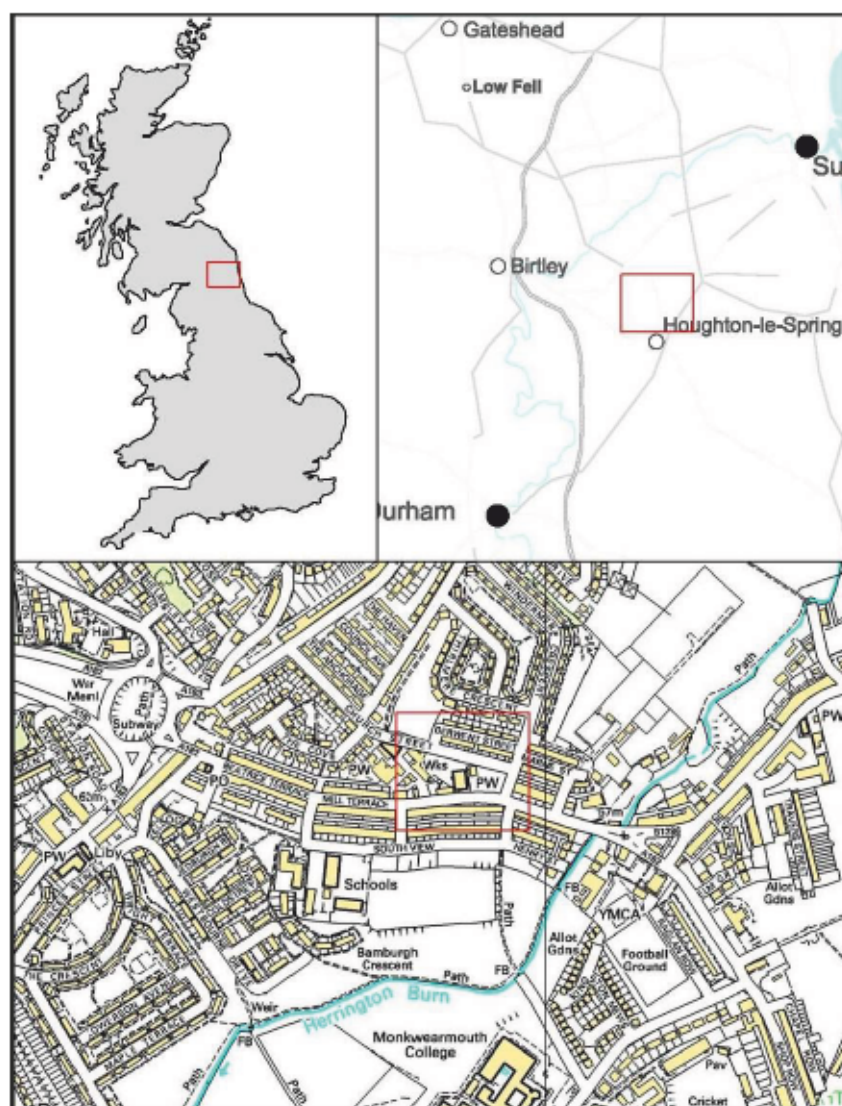


Fig. 1 Site location Ordnance Survey data copyright OS, reproduced by permission, Licence no. 100045420

1.1. Location and topography

- 1.1.3. The site is located within the village of Shiney Row which lies within the parish of Houghton-le-Spring (centred at NZ 327526) (Fig. 2). The village lies just off the A182 approximately 20 kilometres south east of Newcastle and 10.5 kilometres south west of Sunderland.

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 Blandon House and the Durham Records Office at the County Hall were consulted in order to study historic documents specific to the development area. Historic maps of the area were studied, along with building control plans and trade directories relating to the use and development of buildings within the study area.

2.3. *The local libraries at Houghton-le-Spring and Shiney Row*

The Local Libraries at Houghton-le-Spring and Shiney Row were consulted in order to obtain further cartographic, documentary and pictorial sources.

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>

Magic Maps: <http://www.magic.gov.uk/>

Archaeological Data Service: <http://ads.ahds.ac.uk/>

British Geological Survey: <http://www.bgs.ac.uk/geoindex/index.htm>

Tyne and Wear HER: <http://www.twsitelines.info>

Local history site for Houghton-le-Spring: <http://www.houghtonheritage.co.uk>

3. ARCHIVAL RESEARCH

3.1. 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.

3.2. Prehistoric Period

3.2.1 A rectilinear enclosure identified as an Iron Age Monument (HER 4845) is located approximately 1.2 kilometres south of the study area. This single-ditched rectilinear enclosure with interior round houses is visible as a cropmark.

3.2.2 No other monuments or findspots relating to the Prehistoric period were identified within the study area. On current evidence, a low to moderate potential for prehistoric activity is considered for the study area.

3.3. Romano-British

3.3.1. There is no evidence of Roman activity within the study area therefore a low potential for Romano-British activity is considered.

3.4. Early Medieval to Medieval

3.4.1 There is no evidence of Medieval activity within the study area therefore a low potential for Romano-British activity is considered.

3.5. Post-Medieval to Present

3.5.1 Shiny Row is a mining village that developed predominately during the Post-Medieval Period. The archaeology in the immediate surrounds of the study site reflects this, with the majority of HER entries being associated with mining activities and 20th century terraced housing.

3.5.2 The 18th century Penshaw Foundry (HER 3081) with its associated reservoir (HER 3108) is located approximately 1.1 kilometres to the south west of the study site; the substantial 18th century Penshaw Quarry and colliery are located approximately 650m to the north west of the site.

3.5.3 By 1920 the mining industry had brought about a substantial increase in terraced housing in Shiny Row and with it the construction of the tramway which ran along the bottom of the study site. St. Oswald's Church and vicarage were also built at the start of the 20th century.

3.5.4. Durham Record Office provided a 'Proposed plan of Vicarage and church of Shiny Row' dated 1908 (DRO EP/SR 14/15). This plan was not available for reproduction, but showed a proposed layout of the site, including the vicarage, church and church hall. Originally it would seem like the church was to be situated at the south east of the site. The church hall (currently St Oswald's Church) was located in this plan as it is today. Although the vicarage is not

illustrated as a building, it is mentioned by name in the space between the church and church hall.

- 3.5.5. The specification of works (DRO EP/SR 4/15) by Messrs. Wood and Oakley of Newcastle dated march 1927, showed plans for the extension of the church hall turning it into the church as it appears today.

3.6. Listed Buildings

- 3.6.1. Investigations revealed only one listed building within the vicinity of the study area as shown below:

HER 5158 - Joicey Aged Miners' Homes, Philadelphia Lane (0.1 km east of the study area) are a collection of 12 Grade II Listed buildings. They were built for the Durham Miners' Homes Association in 1906 and are constructed from yellow brick with bands of red brick and roofs of Welsh slate (NZ2398552620).

3.7. Building Control Plans

- 3.7.1. There was no building control plans found for the immediate study area.

3.8. Trade Directories

- 3.8.1. A number of trade directories were consulted in both Houghton-le-Spring and Shiney Row libraries and the Tyne and Wear Archives. No mention was found relating to the vicarage or the adjoining church at Shiney Row.

4. MAP REGRESSION

- 4.1. The following section discusses the developments specifically within the study area. The information has been taken from primary sources such as maps, plans and trade directories.

- 4.2. *1st edition OS map 1889-95 (Fig. 3)*

As the vicarage has not been built by this date the first edition OS map shows the study site to be located within an open field. A mill pit is located to the north west of the site which has an old coal shaft and an old engine house. To the south west of the site are a collection of houses marked 'Davison's Place'.

- 4.3. *1st revision OS map 1896-7 (Fig. 4)*

The first revision OS map does not show any differences in the buildings and the vicarage has still not been built. The 'Traveller's Rest Inn' is now marked as part of the buildings located to the south west of the site. The disused mill pit is still marked.

- 4.4. *2nd edition OS map 1920 (Fig. 5)*

By the time of the second edition OS map dated 1920 the vicarage and the church hall has been constructed. Davison's Place and the Inn are still marked and a number of terraced houses have been built along the roads surrounding the study area. These include the listed Joicey Aged Miners' Homes to the east of the

site. The disused mill pit is also still marked to the north west although it has remained relatively undeveloped around the pit.

4.5. *3rd edition OS map 1939 (Fig. 6)*

The third edition OS map dated 1939 indicates rapid development in the area with the addition of Church Street to the north of the study site and a number of buildings around the old mill pit to the north west. Some of the buildings previously marked as Davison's Place have been demolished but the Inn survives. Both St. Oswald's Church and vicarage have been expanded.

4.6 *Discussion of Map Regression*

The map regression illustrates the development of Shiney Row, in particular the area around St Oswald's Church and the Vicarage. The main industry of the area was mining and the rapid increase of housing in the area reflects the effects it had on the local population. Given the close proximity of the 'Mill Pit' it is possible that the area was undeveloped until the construction of the vicarage. This could mean that any archaeological deposits or unrecorded mining activity. The most prominent point the map regression illustrates that the vicarage was constructed sometime between 1896 and 1920. Supporting archive documentation suggests that the vicarage was likely to have been constructed in the early 20th century.

6. BUILDING RECORDING

6.1. The survey took place on Monday 14th June. St. Oswalds Vicarage is of typical early 20th century design. Brick built, this structure has had little modification since its initial construction, with the exception of the extension of the northern elevation seen to have been constructed prior to 1939. The roof is slate tiled and looks to be in good condition.

6.2. *South Facing Elevation (Figs. 7 & 8)*

The ground floor has one door located centrally on the elevation. The door is topped by an old canopy. The base of the door has a modern concrete step. The ground floor contains a large bay window. The lower part of the bay is brick while the windows are wooden framed. The bay is possibly a later addition to the building. Although it is difficult to see from the ground floor, there is a brick arched lintel above the bay which does not match its shape (fig. 8).

6.2.1. Two large rectangular windows are located above the ground floor door, and two slightly smaller rectangular windows are located above the ground floor bay window. Each window is of a sash design (original to the building) with wooden frames. The windows each have a brick cill and a brick arched lintel (fig. 8). There is a small opening into the attic space above the two windows above the bay (fig. 8).

6.3. *East Facing Elevation (Figs. 9, 10 & 11)*

The ground floor of this elevation has three windows and one door. One window is to the south of the elevation. The door, which is within a bay, is located centrally on the elevation. Two further windows are located to the north of the elevation. The windows are of the same design as those on the south facing elevation. The doorway protrudes from the building in a bay. Like the bay of the

south facing elevation the base is brick built, with the windows above being wooden framed. This bay also has a brick arched cill which doesn't match its shape.

- 6.3.1. The first floor has five windows. The window to the south of the elevation is relatively small and square shape but of the same sash design as the other windows. Two rectangular sash windows are located centrally on the elevation directly above the doorway. The two windows to the north of the elevation are unique in that they have been built in a dormer style; the windows are the same size and style as those in the centre.
- 6.4. *North Facing Elevation (Figs. 12 & 13)*

This elevation has only two windows to the main body of the house, these are located on the ground and first floor to the western side of the building. The chimney breast sits proud of the wall from the ground floor to the roof. The single storey extension to the west of the building has noticeably different brickwork from the rest of the property and contains one doorway.
- 6.5. *West Facing Elevation (Figs 14, 15 & 16)*

This elevation represents the main entrance into the property. The ground floor consists of a bay window (to the south of the extension), which has a brick base and wooden framed windows. A doorway is located centrally on this elevation and is in the same style as the door to the south facing elevation. A single sash window is located to the south of the door. The northern part of this elevation has the single storey extension, which extends to the west. The west facing elevation of the extension has a small rectangular window with a wooden frame and eight individual glass panes, not in keeping with style of the buildings other windows.

 - 6.5.1. The first floor has two sash windows above the ground floor bay. These windows are of the same sash design as the rest of the property. Two small sash windows are located to the south of the elevation (one above the ground floor door). One of the windows has been blocked off internally for use in a shower room.
- 6.6. *Internal Observation (Figs. 17, 18, 19 & 20)*

At the time of the site visit the property was still occupied. In order to minimise disturbance to the residents a low level, visual survey was opted for internal examination.

 - 6.6.1. Internally the majority of original features have been retained, including the original brass door knobs and hinges. The ground floor had seven rooms consisting of, a toilet, dining room, kitchen, utility room (in the extension), living room, study and a room currently used as a bedroom. The study, located centrally on the east elevation has the bay/ doorway along its outer wall. The kitchen has an original sash window looking into the utility room (which would have been an external window before the extension was built, fig. 19).
 - 6.6.2. Although the fireplaces of the ground floor have been removed or blocked off, each room on the first floor has retained them (Fig. 18). The first floor had six rooms consisting of a bathroom, four bedrooms, and one small box room (off the master bedroom of the northern elevation).

6.7. *Discussion of Building Recording*

As identified from the map regression (see above), that the property was built between 1897 and 1920. From its initial build the only obvious and recorded alteration to the building has been a single storey extension situated on the northern extension. The building has retained the majority of its original features (sash windows, first floor fireplaces *etc*). The building, although in a good state of repair, does not contain any features of historic or architectural significance.

7. **OVERVIEW AND DISCUSSION**

A full archival search resulted in only limited information relating to the vicarage at Shiney Row, the map regression served to give an approximate a date of construction of pre 1920. The building is in a good state of repair and retains a lot of its original features, although the building has no features of historic or architectural merit. The building is situated within a modern housing estate and 19th century colliery housing. The building and its grounds stand out, and (with the church) serve to heighten the aesthetics of the surrounding area.

9. **RECOMMENDATIONS**

Due to the lack of historic or architectural merit in this building it is recommended that further recording work is not warranted and the recording submitted here is sufficient. Low to moderate potential for prehistoric activity, a moderate potential for post Medieval and a low potential for all other periods is considered for the study site. Given the close proximity to the 'Mill Pit', a 19th century quarry, it is possible that early activity associated with mining may be present on site. It is understood that the study site remained an area of undeveloped land until the construction of the vicarage as yet, previously unknown archaeological deposits may survive within the site.

10. **PUBLICITY, CONFIDENTIALITY AND COPYRIGHT**

10.1. Any publicity will be handled by the client.

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

11. **STATEMENT OF INDEMNITY**

11.1 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.

12. **ACKNOWLEDGEMENTS**

- 12.1. Archaeological Research Services Ltd would like to thank our client, Smiths Gore, 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.

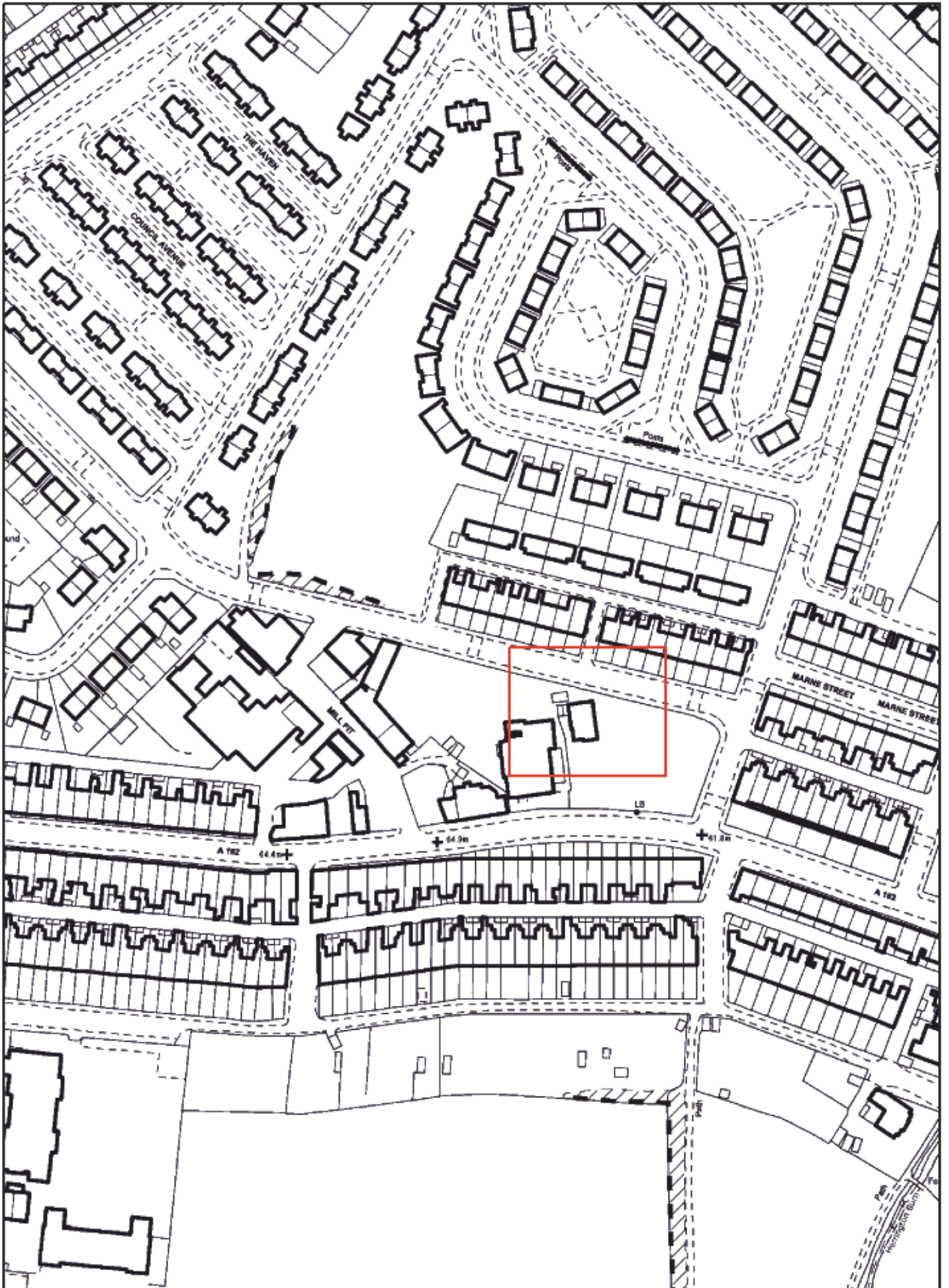


Figure 2. Site location

Key:



Copyright/ Licencing
 This Drawing
 © A.R.S. Ltd

Ordnance Survey data if applicable
 © Crown Copyright, all rights reserved
 reproduction with permission. Licence No.
 100045420

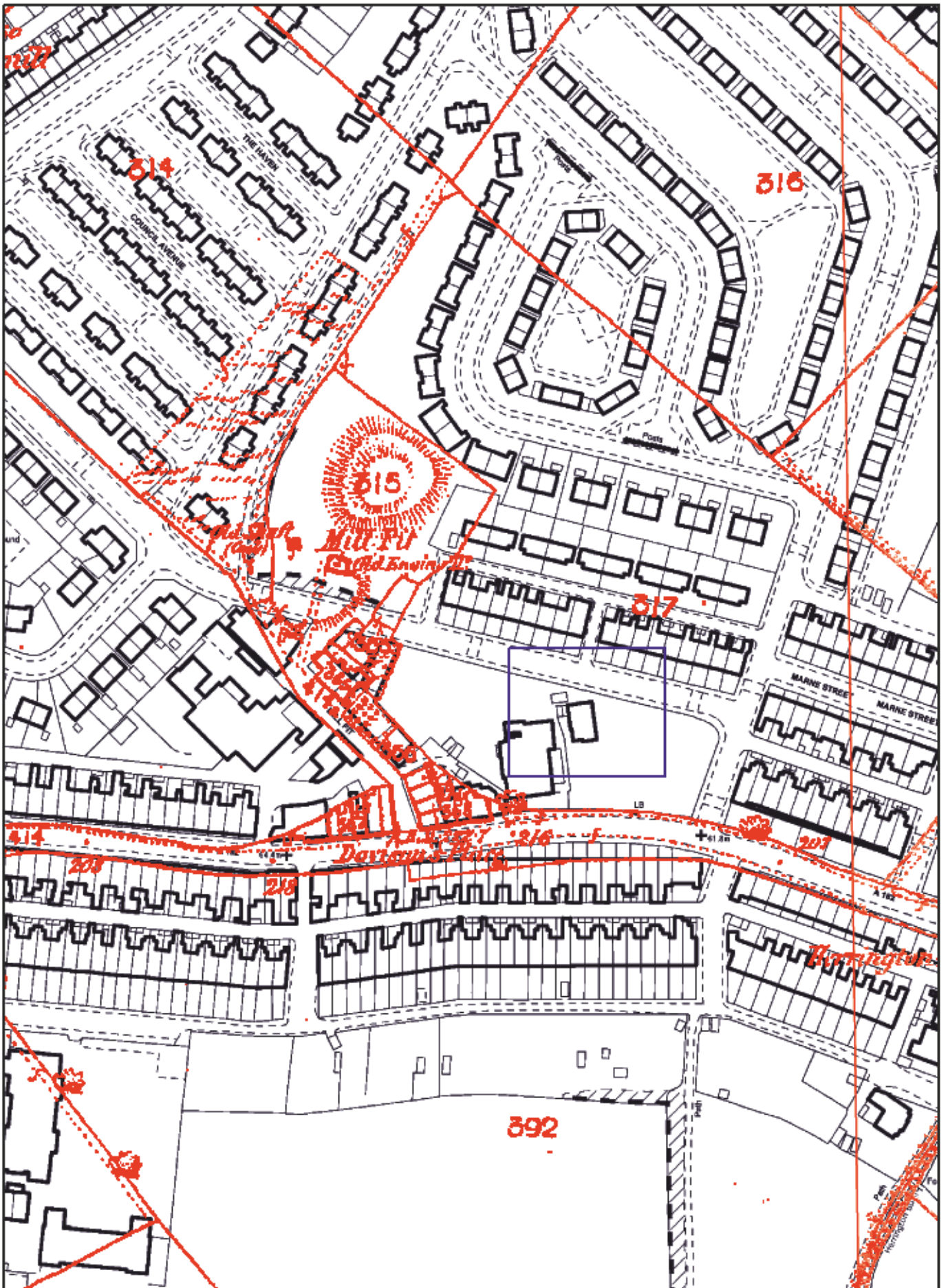
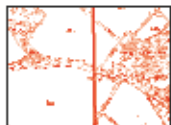


Figure 3. 1st Edition OS map of 1889

Key:



1st Edition OS map



Copyright/ Licensing
This Drawing
© A.R.S. Ltd

Ordnance Survey data if applicable
© Crown Copyright, all rights reserved
reproduction with permission. Licence No.
100045420

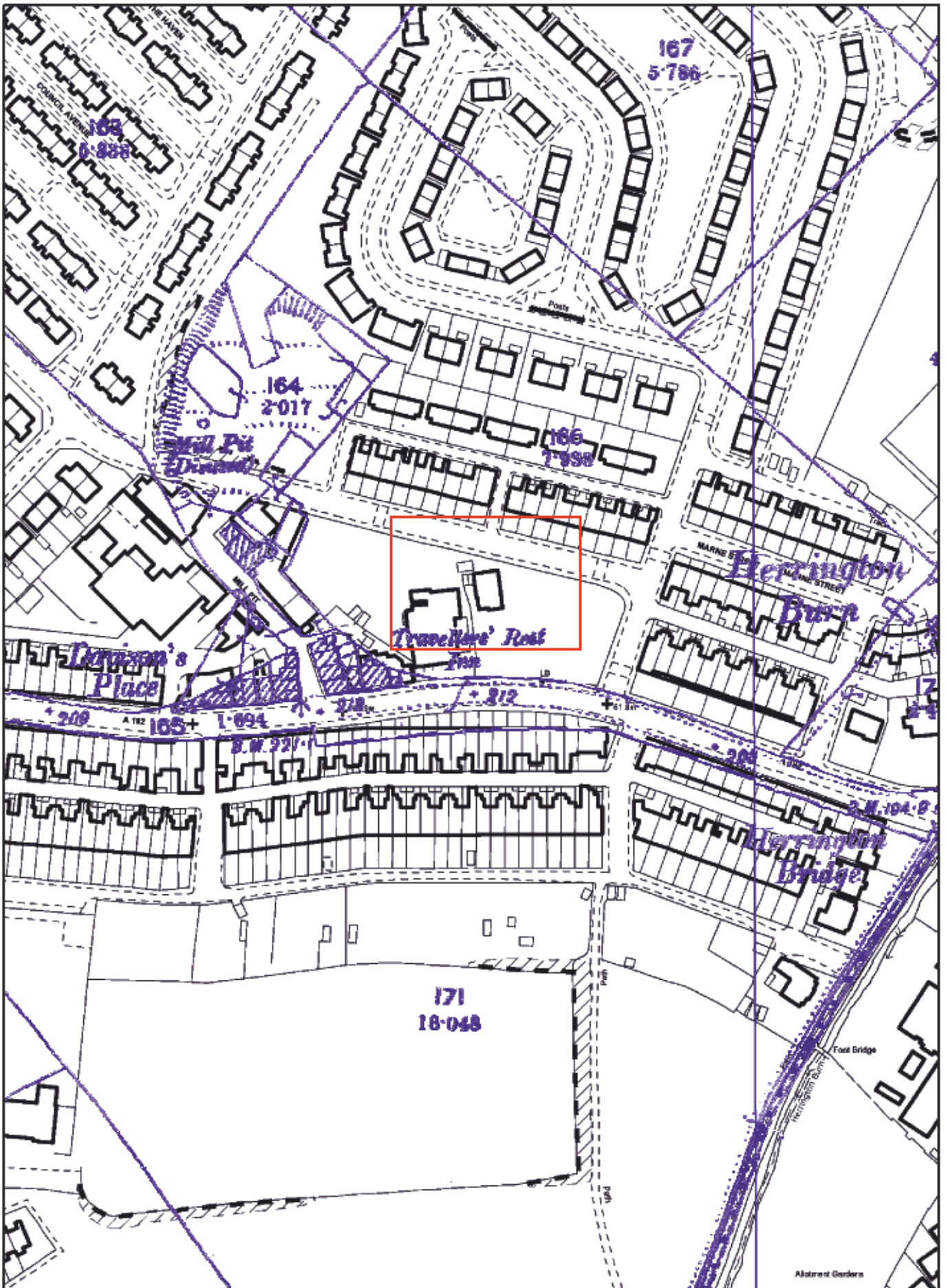
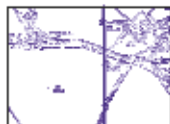


Figure 4. 1st Revision OS map of 1896

Key:



1st Revision OS map



Copyright/ Licensing
The Drawing
© A.R.S. Ltd

Ordnance Survey data if applicable
© Crown Copyright, all rights reserved
reproduction with permission. Licence No.
100045420



Figure 5. Second Revision OS map of 1920



2nd Revision OS map



Copyright/ Licensing
This Drawing
© A.R.S. Ltd

Ordnance Survey data if applicable
© Crown Copyright, all rights reserved
reproduction with permission. Licence No.
100045420

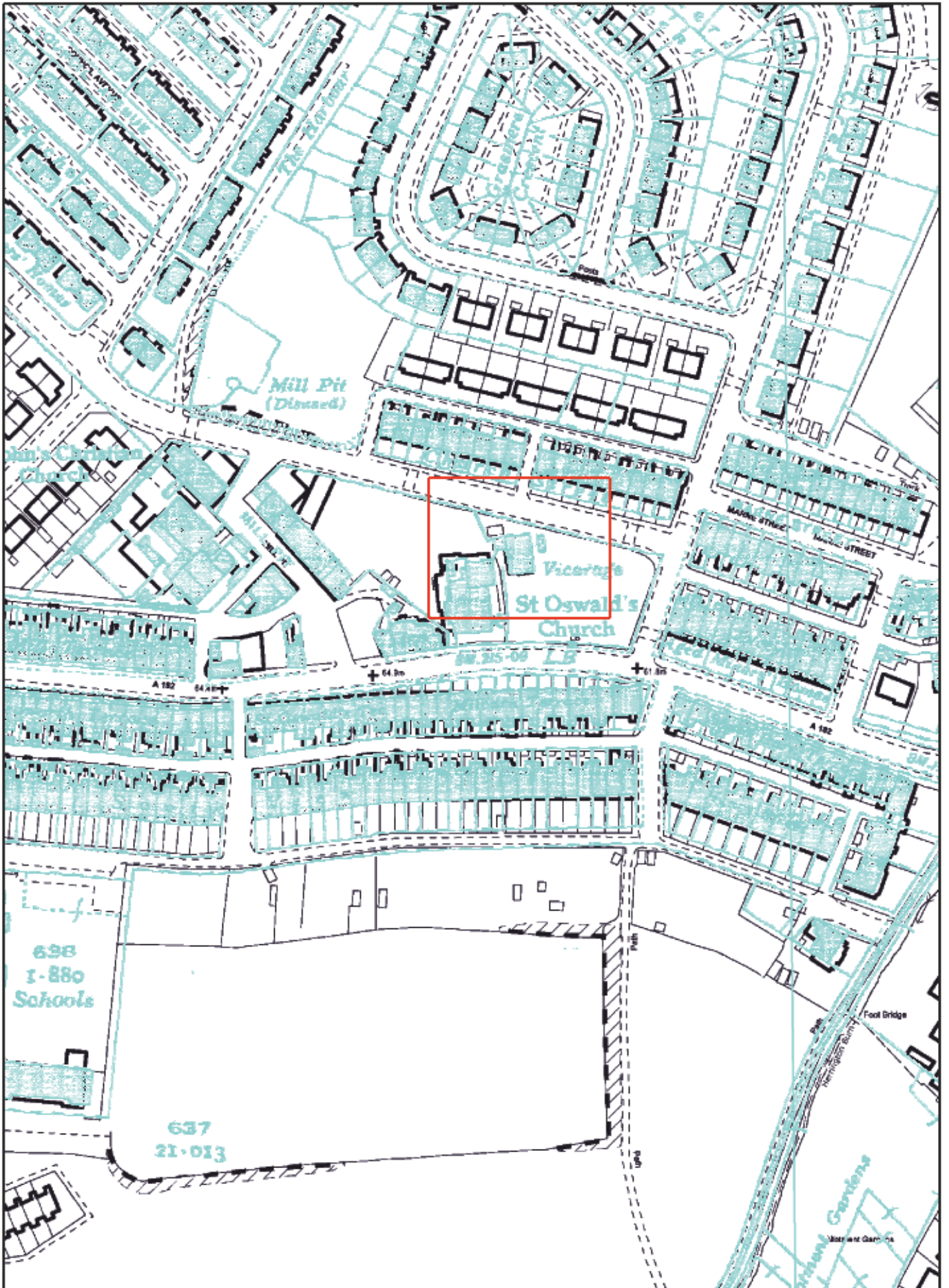


Figure 3. 1st Edition OS map of 1889



1st Edition OS map



Copyright/ Licencing
 The Drawing
 © A.R.S. Ltd
 Ordnance Survey data if applicable
 © Crown Copyright, all rights reserved
 reproduction with permission. License No.
 100045420



Fig. 7. South facing elevation

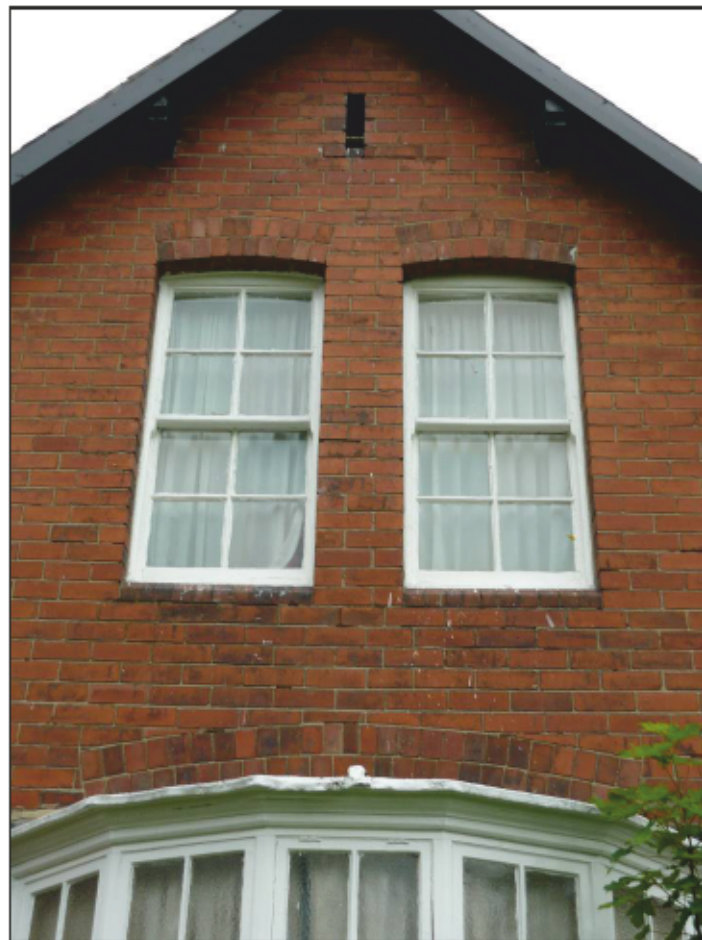


Fig. 8 First floor windows of south facing elevation



Fig. 9 East facing elevation



Fig. 10. East facing elevation door



Fig. 11 East facing elevation first floor windows



Fig. 12 North facing elevation first floor window



Fig. 13 North facing elevation extension



Fig. 14 West facing elevation



Fig. 15 West facing elevation



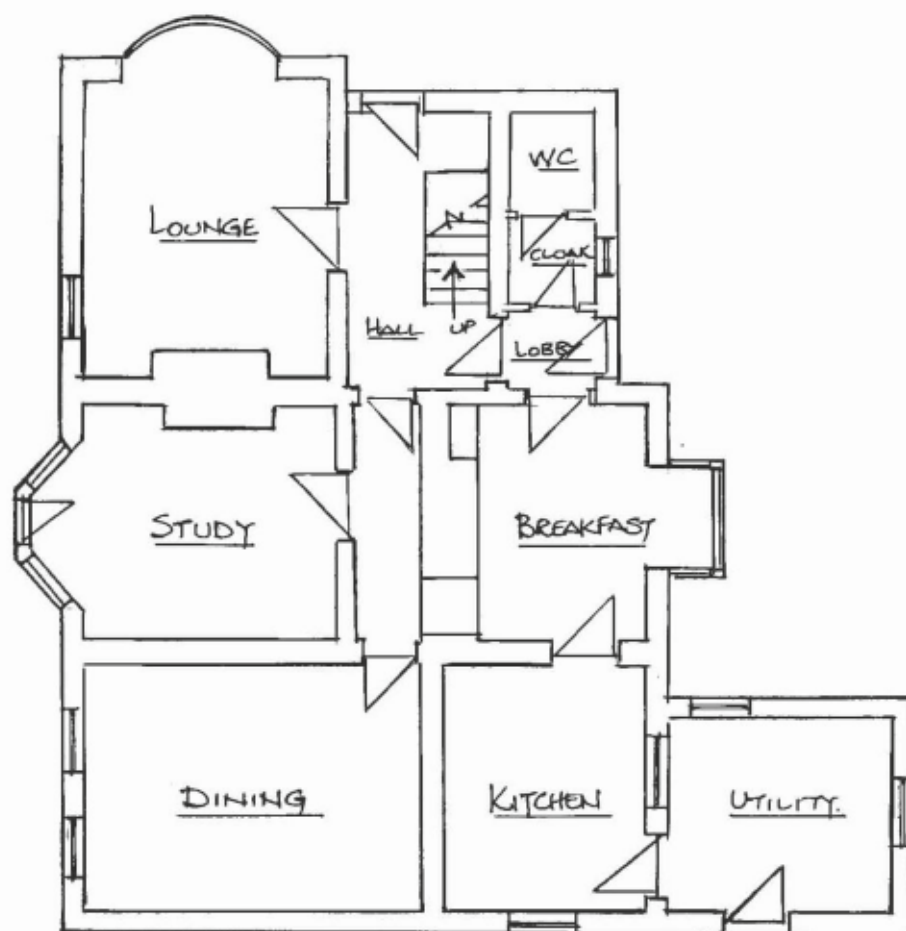
Fig 16 West facing elevation extension



Fig 17. First floor fire place

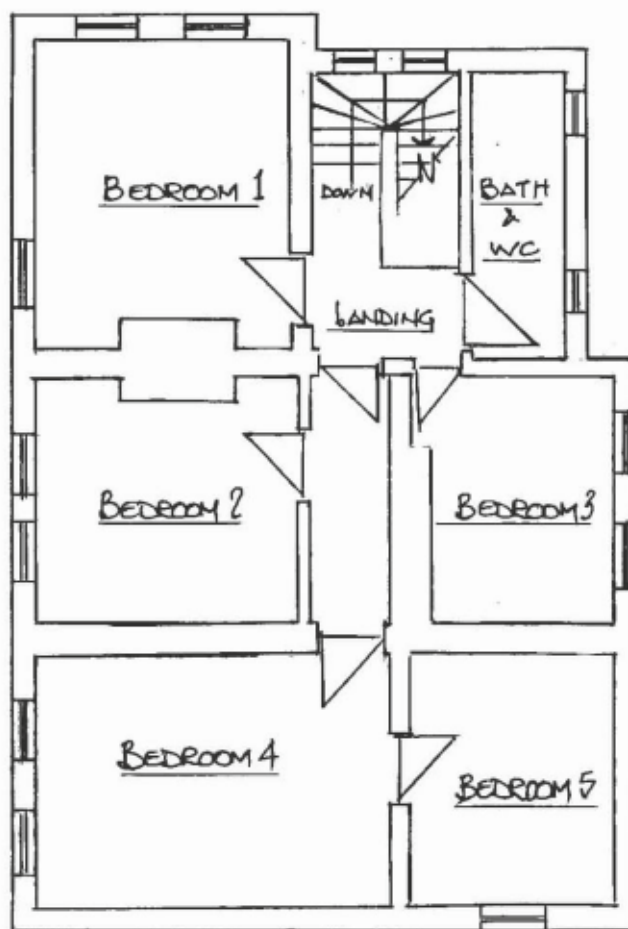


Fig. 18 Internal sash window to utility room



— PLAN ON THE GROUND FLOOR —

Fig. 19 Ground floor plan of Vicarage as supplied by Billingham George and Partners



— PLAN ON THE 1st FLOOR —

Fig. 20 First floor plan of Vicarage as supplied by Billingham George and Partners

Tyne and Wear Specialist Conservation Team

Specification for Archaeological Building Recording at St. Oswald's Vicarage, Mill Pt, Houghton-le-Spring, Sunderland DH4 4JU

Planning Application: 10/01179/FUL

Author:

Jennifer Morrison
Tyne and Wear Archaeology Officer
West Chapel
Jesmond Old Cemetery
Jesmond Road
Newcastle upon Tyne
NE2 1NL
Tel (0191) 2816117
jennifer.morrison@newcastle.gov.uk

Date: 14 May 2010

County Archaeologist's Reference Number: MON8091

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 Strategic Housing, Planning and Transportation Division of the Environment & Regeneration Directorate of

Introduction

A planning application has been submitted for seven houses on the above site.

The existing Anglican vicarage is shown on the Ordnance Survey third edition and was built at the turn of the 20th century. It is proposed for demolition.

Sunderland City Council has received a number of comments from local residents who describe the vicarage as 'a large well-maintained historic property which adds to the character of Shiney Row', 'pleasing to the eye' with 'design and character'. It is neither listed nor in a Conservation Area.

Under PPS5 the vicarage would be deemed a heritage asset. Policy HE1 states that Local Planning Authorities should mitigate the effects of climate change by seeking the reuse of heritage assets. Policy HE7 states that in decision-making, Local Planning Authorities should seek to identify and assess the particular significance of any element of the historic environment that may be affected by the proposal. Policy HE7.4 states that Local Planning Authorities should take into account the positive contribution that the conservation of heritage assets can make to the establishment and maintenance of sustainable communities and economic vitality. Policy HE8 states that some non-designated assets, such as buildings of good local character, are of heritage significance. The desirability of conserving them is a material consideration. The requirements for recording and understanding any such assets that are to be lost apply to these assets just as they do to designated assets. Policy HE12.2 states that where the loss of a heritage asset is justified, Local Planning Authorities should require the developer to record and advance understanding of the significance of the heritage asset before it is lost.

In accordance with standard practice and PPS5 it is recommended that a programme of recording is undertaken prior to a planning decision being made in order to ascertain the significance of the vicarage and to advise the planning application. It will also compile a permanent archive record of the structure.

The vicarage is still in use as a residential care home. Access will need to be arranged with the developers and the staff of the care home. The recording will cause as little disturbance to staff and residents as possible. Some rooms may not be accessible.

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-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).

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 e.g. as set out in the SCAUM (Standing Conference on Archaeological Unit Managers) Health and Safety Manual <http://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 Safety – Your guide to personal safety at work" www.rics.org.uk/Management/Healthandsafety/surv_safe.htm

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 any existing plans of the vicarage in the finished report***

Tyne and Wear Archives might have original drawings as might the Church of England (liaise with the commissioning client on this).

- 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 6 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 for the HER and TWAS at high quality on photo quality paper, 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 Tyne and Wear Archives and another for the HER.

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

Mark negative holders, not negatives

Mark prints on the back using a soft pencil, not ink

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

8 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
- 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
- A note of the significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials or status
- An assessment of the potential for further investigative or documentary work, and of the potential survival of below-ground evidence for the history of the building and its site
- 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 (street and trade directories, company, family or institution records, indexed newspaper articles, local historical journals, council proceedings, census) and cartographic records, plans (including deposited building plans, 1:500 town centre OS maps, Charles Goad Fire Insurance Plans etc) 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)

Durham Record Office, County Hall, Durham DH1 5UL (tel. 0191 3833253)

Sunderland Local Studies Centre, City Library and Arts Centre, Fawcett Street, Sunderland SR1 1RE (tel. 0191 5148439)

Local Library (Shiney Row and Houghton-le-Spring)

National Monuments Record, Kemble Drive, Swindon SN2 2GZ (tel. 01793 414600)

www.english-heritage.org.uk/NMR

Useful websites:

www.twsitelines.info - **not** to be used instead of visiting the HER in person because it is only updated every six months and does not include event data

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. 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. Recommendations for any further archaeological work required.
7. 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:

- One 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 (Sunderland City 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.