

An Archaeological Desk-Based Assessment and Building Recording of The Mitre, Benwell, Newcastle Upon Tyne



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EXECUTIVE SUMMARY

In November 2010 Archaeological Research Services Ltd were commissioned by Mr Muhammad Zaman to undertake an archaeological photographic building recording and desk-based assessment of The Mitre in Bennell, Newcastle Upon Tyne. The building, which was built as a defensive tower and manor house, is due to be redeveloped into facilities for the Babr Academy. The building is Grade II listed and its grounds form the curtilage of the listing. Bennell village core and the graveyard are designated as sites of archaeological interest in the UDP (policy C4).

The buildings present on site today are the fourth incarnation of Bennell Tower. The site has had a rich history, and the buildings we see today, although not the originals have had a multitude of uses over the years since the early 1800's. They have been extensively modified internally, but largely the modifications have been superficial, for use by the BBC. Many of the modification were for areas to be filmed and mostly consisted of the covering of original features. The grand layout of the buildings and its rooms are a great example of early 19th century architecture, which have been particularly well designed by the local designer Mr John Dobson. Only the unsympathetic modern additions and alterations detract from this.

Although it has been noted that each rebuilding of the Tower took place over the footprint of the last, this cannot be proven satisfactorily. It is possible that the footprints of the original buildings may have stretched further out into the grounds than previously known about, or even that they existed much smaller than they do today. It is known that a chapel was demolished from the southern elevation of the third build of the tower. It is not known however, whether its footprint would have been below the current southern gable end, or if it projected further south from the present day wall into the car park area.

Based on this survey, it is recommended that any soft strip carried out within the buildings interior be subject to archaeological monitoring. This is based on the fact that a great deal of the original architecture (post-1800) may still survive beneath the modern modifications and coverings. It is recommended that at the time of the soft strip monitoring, access should be gained to the second floor (single room) of the building for recording and inclusion into the report.

Given that there are no plans depicting the exact positions of the former Towers known to have existed on the site, it is recommended that any ground works carried out in the area be monitored by an archaeologist. It is possible that the footprint of the pre-19th century chapel still exists to the south of the building (west of where the previous excavations took place). There is also the possibility of finding evidence of previous construction in the grassed area immediately south of the chapel, as it looks to have been relatively undeveloped over the years, although the tarmac and paved areas to the north and west should not be discounted.

The tunnels which still exist below the building, within the vaulted cellars, are of historical importance. The main tunnel has the potential to date back to the original construction by the priors in the early 16th century, later re-used for smuggling in the 18th century. The other vaults are also of interest with regards to the British mining industry. It is therefore recommended that if this area of the cellar and the tunnels are to have any future use, they should be checked structurally for safety and fully recorded in the areas it is deemed safe to do so.

1. INTRODUCTION

1.1 Scope of work

- 1.1.1 In November 2010 Archaeological Research Services Ltd were commissioned by Mr Muhammad Zaman to undertake an archaeological photographic building recording and desk-based assessment of The Mitre in Benwell, Newcastle Upon Tyne, prior to the building being converted into facilities for the Bahr Academy.

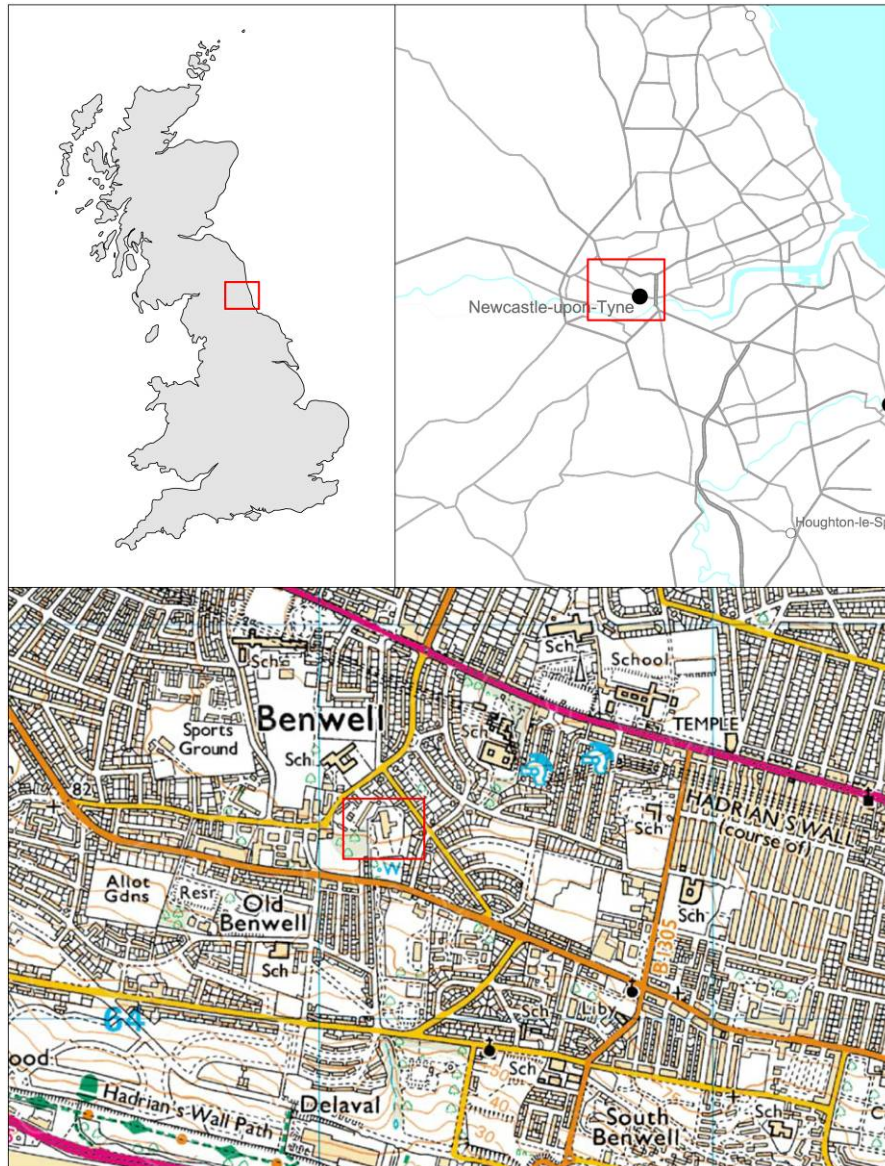


Fig. 1 Site location Ordnance Survey data copyright OS, reproduced by permission, Licence no. 100045420

1.2 Location and topography

1.2.1 The site is located on Benwell Lane, Benwell, Newcastle Upon Tyne at NZ 21170 64504 (Fig. 2). The landscape is urban in character, less than a mile to the north of the northern bank of the River Tyne. The building is situated at 110m aOD. The bedrock geology of the area consists of Westphalian Coal Measures and the superficial geology is made up of glacial till deposits (British Geological Survey 2007).

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

2.2.1 A number of sources were consulted in order to gain documentary, pictorial and cartographic evidence relating to the study area. They were as follows:

- Tyne and Wear Archives at Blandford House, Blandford Square, Newcastle
- Durham Record Office, County Hall, Durham
- Durham University Library, Archives and Special Collections, Palace Green
- Northumberland Museum and Archives at Woodhorn
- Newcastle City Library, Local Studies
- National Monuments Record, Kemble Drive, Swindon

2.3 Historic Map Regression

2.3.1 A number of historic maps were consulted in order to identify any changes to the building that have taken place over time. The maps included in the Map Regression exercise are as follows:

- Map of 1637
- Map of 1780
- Map of 1811
- Map of 1837
- 1st edition OS map of 1859
- 1st revision OS map of 1897
- 2nd revision OS map of 1919
- 3rd revision OS map of 1937

2.4 Photographic Record

2.4.1 Photographs were taken not only to show the building's appearance, but also to record the evidence on which the analysis of its historic development was based. All photographs forming part of the record were taken in sharp focus, with an appropriate depth of field. They were adequately exposed in good natural light or, where necessary, sufficiently well-lit by artificial means. A record was then

produced by an experienced archaeological photographer using an Olympus μ 720SW digital camera with 7.1 megapixels.

3. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

3.1 Prehistoric

- 3.1.1 The earliest evidence of prehistoric activity discovered in the vicinity of the study area is a Neolithic stone axe (HER 1376) that was found in 1853 at Condercum Roman fort, approximately 0.5 kilometers northeast of the study area.

3.2 Romano-British

- 3.2.1 The site lies within the boundary of what is believed to have been the Vicus (HER 5262) of Condercum Roman Fort. The course of Hadrians Wall, which is a World Heritage Site, is believed to run (east to west) approximately 0.2 kilometres north of the site.

3.3 Medieval and Post Medieval

- 3.3.1 The site lies within the boundary of what is believed to be the early medieval village of Benwell (HER 140). The site of The Mitre (formerly Benwell Tower) has had a number of phases of construction on it. The first mention of activity on the site occurs following the Norman Conquest of 1066. Lands formerly part of the earldom of Northumberland were bestowed on Hugh de Bolbec. When Henry I conferred the barony of Bolbec, with it came numerous manors, including that of Benwell. At this time the manor of Benwell was believed to have been a timber hall built by William Bolbec around 1165. The Barony of Styford was bestowed upon Walter de Bolbec (also known as Hugh de Bolbec II), who held the title of Sheriff of Northumberland from 1221-1236. The Barony of Bolbec came to an end with Walters death in 1262, leaving four daughters as his heirs.
- 3.3.2 Walters fourth and youngest daughter, Matilda, married the Northumbrian nobleman Hugh Delaval. Thus the Barony of Bolbec, along with Benwell Tower, fell into ownership of the Delaval family. The property and lands remained with the Delaval family until it was inherited by a John de Whitchester upon his marriage to Alice Delaval (heir to Sir Henry Delaval) in 1388. The Tower was then inherited by William Whitchester, and in turn, his son Sir William de Whitchester. In 1424 the Tower became the property of Sir John Burcester upon his marriage to Elizabeth Whitchester. Following the death of her husband, Dame Elizabeth Burcester sold the property and land to Robert de Rhodes, who lived there until his death in 1473. Upon his death the lands were bequeathed to the Prior of Tynemouth.
- 3.3.3 The priors resided at the tower (using it as a summer residence) until the dissolution of the monasteries in 1539. During their ownership the timber hall was replaced by a three-storied, stone building, reported as having impressive gables, one being a tower. This building then had the addition of a modest chapel to be used by the monks. Wary of travelling the distance overland to their priory

at Tynemouth, it was believed that the monks commissioned the construction of an underground passageway from the tower to the banks of the River Tyne, where they could travel on the river under cover of darkness. The last prior was given residency of the tower, paying rent of 23s. 4d. until his death in 1547 (Knowles 1922).

- 3.3.4. The tower remained in the possession of the crown until 1625 when it was purchased by the Ditchfield Family. The Ditchfields resided at Benwell Tower until 1628 when it was purchased by Robert Shafto II, son of Robert Shafto I, sheriff of Northumberland in 1607 and the oldest surviving son of Ninian Shafto. Robert Shafto II opened up the chapel for use by the public in 1680, and gave permission for them to be buried in the burial ground to the south of the site, up until 1759. Many generations of Shafto resided in the house, and it is believed that in this time the tower and hall built by the priors was demolished, at least in part, and a new, long, unfortified hall complete with tower was constructed.
- 3.3.5. The tower was sold in 1777 by Captain Hugh Adair and his wife Camilla Shafto for the sum of £24,000 to the notorious Andrew Robinson Stony. Stony married the wealthy widower, the Countess of Stathmore, the daughter of the Bowes of Gibside Hall, Rowlands Gill. Adopting the surname Bowes, Stony became known locally as 'Stony Bowes'. He was reported to have been a cruel man of immense stature, six feet four inches in height and around 20 stones in weight. An MP for Newcastle he was also a Sheriff of Northumberland, in between serving stretches in the King's prison. Notably abusive to his wife she obtained a divorce and fled the area, only for Stony to bring her back and keep her under lock and key.
- 3.3.6. Many people speculated as to why Stony made the purchase of Benwell Tower, as at the time it was in a semi-ruinous state. It later became known that the secret tunnels, formerly used by the Tynemouth priors, were utilised by Stony to convey illegal wines and tobaccos, obtained by the ships at Dunston Staithes, on the banks of the River Tyne, to his cellar vaults under Benwell Tower. During his residence he commissioned the demolition of the original chapel, near the south gable of the tower, as it spoiled his view from his favourite room. Stony died in a pauper's prison in 1810 and Benwell Tower and estate was sold in lots by his creditors.
- 3.3.7. The Tower and part of the estate was purchased in 1811 by Mr. Robert Pearson for the sum total of £65000. He then leased the property to the brothers George and Joseph Anderson. A Mr Thomas Crawhall purchased the site in 1831. Illustrations by the artist J. W. Carmichael (Knowles 1922) show the tower at this time (prior to demolition). It was reported that the mansion and tower were in ruins and so Mr Crawhall began demolition work and constructing a new tower. The new mansion and tower were constructed in the same area as the previous, but it is not clear if any remnants of the old buildings were reused or demolished completely. The construction works were completed in 1832 by the local architect Mr John Dobson.
- 3.3.8. Following the death of Mr Crawhall in 1834, the newly constructed Tower and Mansion were purchased by a Mr Thomas Sowerby, who resided there until 1880. A newspaper cutting, hand dated 10th May 1834 (Woodhorn archives,

SANT/BEQ/18/2/11/121a) makes reference to the sale. John William Pease Bought the Tower in 1880 and resided there until 1887 when he donated it and its land to the newly appointed Bishop of Newcastle. The Bishop, Ernest R. E. Wilberforce, resided in the Tower until 1895 and during this time commissioned the construction of the chapel which currently exists to the northeast elevation of the site. The Council authorised improvements to be made to the tower on 26th June 1886 (Woodhorn, DN/J/2/2/93). In 1922 the monogram of the Bishop could still be seen on the fireplace surround in the Chaplains study (above the chapel vestry). This could not be confirmed at the time of the site visit as the staircase leading to the Chaplains study is no longer present. Two pictures are held in the Beamish collections which show the exterior of the buildings at this time, one including the ha-ha (Figs. 3 and 4). Modifications to the interior of the building were also likely to have been carried out at this time. A passage from the London Gazette dated 1916 (page 1681) states; 'Where as the Right Reverend Herbert Louis, now Bishop of Newcastle is desirous that certain improvements be made at the said Episcopal House of Residence'. The mortgage at this time was £1500.

3.4 Modern

3.4.1 The Bishops remained in residence at Benwell Tower until during the Second World War. In 1943 the National Fire Service utilised the tower as a head office, and resided there until December 1946. Council notes were signed on the 21st December 1946 approving the sale of the Episcopal Residence, Benwell Tower, Northumberland to the National Coal Board (Woodhorn, DN/J/2/2/204). At this time the Durham and Northumberland Fire and Rescue Brigade took residence of the tower and its grounds, and along with the Mines Rescue Service (Figs. 5 and 6), utilised the buildings and underground tunnels as an ideal training centre in the North East. Photographs of the southwest facing elevation exist from this time showing the building without the modern canopy (Figs 9 and 10)

3.4.2. After a long period as a successful training centre it was eventually closed in 1970. Benwell Towers then underwent something of a rebranding and was turned into a nightclub, and in 1973, a hotel. The name was then changed to 'The Mitre' and the buildings were used as a public house until 1989. Photographs of The Mitre being used as a public house are held under copyright by a W. Harle at Newcastle City Library. In 1989 the BBC took over tenancy on the buildings and surrounding land for use as studios and sets for the children's television series 'Byker Grove'. This lasted until the series ended in 2006. The building has since sat derelict.

4. HER and NMR results.

4.1. A search of the HER records showed 17 listings within one kilometre of the study area. The results are listed in the table of HER sites, Appendix I, and are shown in a distribution map, Appendix II (Fig. 7). A search of the NMR records showed eight listings within one kilometre of the study area. The results are listed in the table of NMR sites, Appendix I, and are shown in a distribution map, Appendix II (Fig. 7). A total of eight listed buildings were recorded within one kilometre of the study area. the results are listed in Appendix I, and are shown in a distribution map, Appendix II (Fig. 8).

5. MAP REGRESSION

5.1. Map of 1637 (Fig. 11)

This map illustrates the lands held by Robert Shafto in 1637. Benwell is made up of many field systems at this time, with two main roads, one running north – south the other east – west. The east – west road is lined by what look to be large houses, but given the scale which represents Benwell Tower, the size of these houses may be exaggerated. The large building representing the Tower is running north – south, which would correspond with the known layout. Above the map is a hand drawn sketch from Robert Shafto's household book, representing Benwell Tower.

5.2. Map of 1780 (Fig. 12)

This map shows that the field system has been increasingly broken up since the map of 1637. The Tower is now represented as more a large manor house positioned east – west. A pit now exists to the east of the site, which is serviced by rail. Rail tracks are also apparent on the banks of the Tyne to the south.

5.3. Map of 1811 (Fig. 13)

This map was produced for the sale of Andrew Robinson Stony Bowes estate. The map shows the area around the Tower in greater detail than the previous maps. The Village of Benwell is shown as having a row of terraced housing, as well as larger detached houses, with the names of the occupants shown next to them. Benwell Tower is represented much the same as it is in the modern OS map, although the northernmost buildings, which form the courtyard, and the chapel are missing. This map shows the ha-ha of Benwell Tower which runs north – south to the east and east – west to the south.

5.4. Map of 1837 (Fig. 14)

The Scale of this map is larger than the previous editions and shows the area in more detail. To the immediate southwest of Benwell Tower. The gatehouse, which still exists on the modern OS map, is now present, with the label 'M. Marley' and the number 14. The only apparent change to Benwell Tower at this time is that a small building has been constructed onto the northwest corner, as well as a large 'L'-shaped out building, possibly a stable. The northern wall of the 'L'-shaped building still exists as the outer wall of the courtyard.

5.5. 1st edition OS map of 1859 (Fig. 15)

This map shows the building much the same as the previous map of 1837, with the exception of an additional building to the northeast corner. This northern end of the Benwell Tower now fits the footprint from the modern OS maps. A long, heavily shaded building to the immediate east is now also present but with no indication of its usage. It can be seen from the picture dated 1913 (Fig. x) that this building was a glass-sided gazebo. To the south of the buildings a graveyard and chapel are now labelled. The graveyard at this time is situated in the southwest corner of the grounds. Ben Well is marked just to the east of the graveyard marking the site of a well.

5.6. 1st revision OS map of 1897 (Fig. 16)

This map shows the now constructed chapel, to the northeast facing elevation. The graveyard to the south is now labelled as 'old burial ground'. There has been a housing increase in the surrounding area, particularly to the west and south.

5.7. 2nd revision OS map of 1919 (Fig. 17)

The only alteration to the building in this map is the addition of the hatched area, south of the bay, on the northeast facing elevation. Figure 4 shows that this area was a glass conservatory in 1913. Two additional buildings, one at the southern edge of the ha-ha and one on the western edge of the site boundary are also present. These are likely to be of similar design to the gazebo just to the north. There is now mass terraced housing to the south, most likely 'pit housing' associated with the increase of mining in the area.

5.8. 3rd revision OS map of 1937 (Fig. 18)

Although there are no change to Benwell Tower, it is now surrounded to the north, east and south by housing. A school now exists to the immediate northwest of the site.

6. BUILDING RECORDING

The survey took place at The Mitre, Benwell, Newcastle on Monday 1st November 2010 and was carried out by Daniel Amat and Rebecca Cessford. A plan with allocated room numbers has been provided in the appendices of this report to accompany the Building Recording. The building has four phases of construction. The various roofs of the building are a mix of Welsh and Lakeland slates. It was not possible during the site visit to gain access to the second floor (tower) of the building. Recommendations have been suggested to resolve this below (section 8). A room plan is provided in Appendix II, figures 19, 20 and 21

6.1 External

6.1.1. Southwest facing elevation (Figs. 22, 23 and 24)

The southwest facing elevation has three different styles of construction. To the north, the building is constructed of rough cut sandstone blocks, with a grey slate roof. A single sandstone framed, sash window is present on this part of the elevation. This portion of the building also has a plain sandstone cornice on the first floor at lintel height. A sandstone chimney stack is present to its roof.

Joining the northern and southern sections of the Mitre is a long central section. At first glance the construction of the walls is not immediately evident. Cream cladding covers the face of the walls and has been etched to give the appearance of ashlar. The ground floor consists of five large sash windows and a modern glass porch as the entrance. Above the ground floor is a felt covered canopy projecting to the southwest. The first floor has six sash windows with sandstone framing (painted black). The roof is covered by grey slate tiles which are in a poor state of repair. Two sandstone chimney stacks are present on the roof, both in the same style as that in the northern section of the elevation.

The southernmost section of this elevation is the more impressive part of the structure. Its large ashlar walls are broken up with equally large sash windows, one central set of windows to the ground floor and three across the first floor. This part of the building is taller than the rest and is topped on all sides by sandstone crenellations. A large arched entrance way is present in this section of the elevation. Standing a storey tall, the wooden doorway (painted blue) has a sandstone arch, the surrounding of which has been noticeably restored within the last 20 years, in comparison with the rest of the structure. This was likely undertaken during the filming of the children's television series 'Byker Grove' as it featured heavily in most of the episodes.

6.1.2. *South facing elevation (Figs. 25 and 26)*

This elevation continues with the large ashlar walled styling of the southwest facing elevation. Two large sash windows are present to the ground floor and two to the first floor, as well as the continuing crenellation on the roof. Lettering is present on a sandstone block at cill height on the ground floor. The letters 'M.H.I.G.F.?S.' are visible on one of the lower stones, to this elevation. It is not known to what or whom these letters are referring, but it is clear that they have been present since its construction.

6.1.3. *Southeast facing elevation (Figs 27 and 33)*

This elevation comprises of many projections and sections. Starting in the south, the ashlar style continues. A small ground floor projection, with sandstone mullioned windows, and crenellation to its roof, is mostly covered by an unsympathetic lean-to conservatory, with raised decking. Above this projection, the first floor has two sash windows. Between these two windows a third narrow window has been converted into a fire escape, with a metal stairwell (affixed to the ashlar wall) running off it. To the north of this section is a projection slightly shorter than its neighbour, but in the same style. The ground floor has a large set of sash windows, surrounding a central door. The first floor has two small sash windows. Projecting out from this section is a small walled area (0.40m high). Marks on the elevations surrounding this area would suggest that it was once roofed with a lean-to structure, likely to have been made of wood and glass, sitting atop the small sandstone walling.

The tallest section of the Mitre is located just to the south of the chapel. The south facing elevation of this section has a modern, wood-framed entrance into the library area of the building. In the same style as the rest of the building to the south, this section towers over the other structures. With a large sandstone bay on the ground floor, a set of four sash windows sit atop this to the first floor.

North of the chapel (discussed below) the northeast facing elevation has suffered from extensive modifications to its fabric. To the ground floor a modern fire escape has been inserted. Three windows have been blocked up, two with sandstone suggesting an earlier modification. In between these two windows there is an arched doorway which has been blocked off and used for ventilation for the kitchen. The ventilation has a large metal chimney attached to the wall up to roof level. The first floor has seven sash windows and two small lights.

6.2. Courtyard (Figs. 34, 35, 36 and 37)

6.2.1. Southwest facing elevation

This elevation has ashlar walling, with two large sash windows to the ground floor. Both windows have a sandstone surround. A large doorway exists but the original door has been replaced by a modern, smaller wooden version, with wood panel to the north and glass lights above. The first floor has two sash windows in the same style as the ground floor.

6.2.2. North facing elevation

This elevation has cladding covering the majority of its wall, but has exposed sandstone at its base. The ground floor has two large sash windows and a doorway, all lined with sandstone. The first floor has three small, square, sash windows with a sandstone string course at cill height.

6.2.3. Northeast facing elevation

This elevation has two large sash windows to the ground floor and two smaller sash windows to the first floor.

6.3. Chapel (Figs. 29, 30, 31 and 32)

6.3.1. South facing elevation

This elevation is dominated by its row of buttresses either side of the three large stained-glass windows. The windows survive intact behind a mesh barrier. To the west, the ground floor has a wooden doorway with two small windows to its east. Above these to the first floor is an ornate oriel window, framed either side by two smaller window lights. The east of the chapel, a carved sandstone figure is inlaid into the wall. The figure is of a religious character, but its identity is unknown.

6.3.2. Northeast facing elevation

This elevation is framed by buttresses to the north and south. It is dominated by the large stained-glass window in its centre. The differing stonework below the window and the modern fire doors suggest that this elevation has been modified since its initial construction. An iron support beam has been inserted along with some brick repair work.

6.3.3. North facing elevation

This elevation has a sandstone projection which encompasses the vestry within the chapel. There are two stained-glass windows to this elevation, but the construction of a modern fires escape has cut the westernmost window in half.

6.4. Internal ground floor

The Ground floor of The Mitre has been mostly modified for use by the BBC. Each room in the southern parts of the building has had its floors raised (probably for use with television cameras).

6.4.1. Room 1 (Figs. 38 and 39)

This room has four sash windows and two large arched entrance ways, one leading to room 7 and one to room 2. This room also has access to a staircase leading to the first floor. The most striking feature of this room is the white-

washed stone work and wooden beams on the walls. This style adorns both the walls and ceiling.

6.4.2. *Rooms 2 to 5 (Figs. 40 and 41)*

These rooms have been extensively modified in the past, likely for use by the BBC. These rooms have had modern partitions installed, and all original features other than the sash windows have been removed.

6.4.3. *Room 6*

This room has been modernised. Currently used as a storage room it has no historic or architecturally significant features.

6.4.4. *Room 7 (Fig. 42)*

This room currently serves as the main entrance to the building, likely from its days as a public house. This room has no historic or architecturally significant features.

6.4.5. *Rooms 8 & 9 (Fig. 43)*

Room 8 serves as a corridor between rooms 7 and 10. This room has a wood panelled partition, which actually halves the size of the room. The date of this partition is not known but the style is in keeping with the rest of the building. It has a small window and door through to a storage area. Room 9 is the storage area behind the partition; again it has no features of historic or architectural significance.

6.4.6. *Room 10 (Fig. 44)*

This room has a large wooden partition, with two doorways on the southwest elevation. The partition creates a small corridor behind which are two further doorways, one to room 18 and one to the outside. The room contains original skirting but the ceiling appears to have been lowered, removing any coving.

6.4.7. *Room 11 Chapel (Figs. 45, 46, 47, 48, 49)*

The chapel has undergone modification and alterations (again likely as a result of the BBC). It has managed to retain its impressive stained-glass windows. The southern elevation has three windows, the northern elevation has two windows and the northeast facing elevation has a large feature window. The walls have been clad and painted white which hides the original sandstone. The sandstone is still visibly on the window frames. Each window to the north and south is made up of three pillar lights separated by sandstone mullions, with an ornamental sandstone moulding.

The large ornamental window has five lights, again separated by sandstone mullions. Atop these lights is a repeated rose pattern displaying individual stained glass scenes. Below the large window it is again evident that this lower section of the northeast elevation has been reconstructed at some point, with the insertion of a modern fire door. A series of four arch-shaped alcoves exist to the southeast elevation. These would likely have held artefacts of religious significance. The northern elevation has a small doorway and window leading into a vestry area. The staircase, which would have been used to access the higher pulpit area, has been removed, leaving only a trapdoor in the floor above.

The ceiling of the chapel is constructed of dark oak and is in remarkably good condition. The beams are laid out in a grid pattern, with a carved wooden rose emblem adorning every intersection. The southwest portion of the chapel has previously been a separate room, but the partition has since been removed. A large wooden door and two small but ornate windows face out to the south. A large ornate and studded door leads from the chapel into Room 19.

6.4.8. Room 12 (Figs. 50, 51, 52, 53, 54)

The walls of this library room are covered with a decorative dark oak wood panelling in a Jacobean-style. Within this panelling are various shelves and cupboards which make for a very impressive room. The wood panelling is topped by a decorative carved border. Within this border, above the fireplace and at other points in the room, a coat of arms is carved showing three castles below a royal cross. The ceiling is painted white, while the natural dark oak beams form a grid pattern. The intersections of the beams have hanging finials painted in gold.

The northeast elevation has a large bay window which is original to the room. The southeast elevation has a central doorway with windows either side. The original door has been replaced with a fire door, although in a sympathetic style to the woodwork. The northwest elevation has a central fireplace ornately carved of marble, with a cast-iron guard to its base. A shape of what looked to be another coat of arms has been removed from just above the fire opening.

6.4.9. Room 13

This corridor serves as access to rooms 10, 12, 14 and 18. The corridor is covered by colourful murals, although the original skirting and plate rail are still visible.

6.4.10. Room 14 (Figs. 55 and 56)

This room has a large wood panelled bay window with central doorway to the northeast elevation. The southwest elevation has an original fireplace with marble surround. The floor to this room has markings indicative of a temporary partition. This can also be seen on the wall of the northern elevation where the coving and skirting has been cut away.

6.4.11. Room 15 (Figs. 57, 58 and 59)

The large room has two large bay windows to the southern elevation. These sash windows retain the original wood panelled shutters. The north east elevation has what has been used as a stage area, recessed into the elevation. A large, modern double door in this area leads into a modern conservatory. The ceiling has ornately moulded patterns, although these have been damaged probably from having things hung from them (banners, decorations etc). The flooring has been raised, but a section along the western elevation has had a portion removed. The removal has revealed that the original parquet flooring is still intact, at least in sections, below the modern floor.

6.4.12. Room 16 (Figs. 60 and 61)

This room has a large, wood panelled bay window to the south elevation. The northwest elevation has a modern window and doorway leading to Room 18. The

western elevation has a large arched sandstone doorway, although the door within the arch is a modern replacement. The original skirting, coving and ceiling moulding have survived in this room with only slight modifications around the modern doorway.

6.4.13. Room 17 (Figs. 62, 63 and 64)

This ornate room served as the original entrance way to the building. The ornate sandstone construction illustrates that the ceiling coving and decoration in Room 16 mimics the sandstone work here. There are two narrow gothic styled windows, one to the north and one to the south. The western elevation has a large doorway with the original wooden doorway.

6.4.14. Room 18 (Fig. 65)

This room has a floor to ceiling window to the southwest elevation. The northern elevation has a large original fire surround, although the hearth has been covered over. The northeast elevation has a modern doorway leading to Room 13.

6.5. Internal First Floor

6.5.1. Rooms 20 – 34 (Figs. 66, 67)

These rooms have been significantly remodelled and modernised. The only original feature that remains in each of these rooms are the sash windows, which have been refurbished but not replaced.

6.5.2. Room 35 (Fig. 68)

This room has been partitioned from Room 36 to create a fire escape. This fire escape includes the addition of an enclosed stairwell to the outer wall of the building running down the north side of the chapel. A fire escape door also leads into Room 38 along the corridor. The walls in this corridor have been stripped to the original sandstone; this has exposed a chimney breast which includes a cavity for a fire place, although the surround is not present.

6.5.3. Room 36 (Fig. 69)

As mentioned above this room has had a modern partition inserted. The flooring has been stripped and covered with chipboard. The walls too have been stripped back to reveal the original sandstone, although many repairs and modifications are evident, including the blocked off window to the northeast.

6.5.4. Room 37 (Fig. 70)

This room has been partitioned off from Room 38. This room serves as a small cloak room leading into a toilet area (Room 38). This room has been modernised but the original gothic window, with exposed sandstone frame to the south elevation, still exists.

6.5.5. Room 38 (Fig. 71)

This room has been modified in order to convert it into a toilet area. The only original features visible were the gothic windows to the south elevation. The inside of the ornate oriel window is present with a wood panelled window seat at its base. A narrow sandstone framed window, matching that in Room 37 can be seen to the east of the oriel window.

6.5.6. *Room 39 (Figs. 72 and 73)*

This room is the landing of the main staircase in the building. The solid wood banisters are still present on this floor and are in good condition. The walls have been completely covered by a jungle themed mural, which hides any original features. At the top of the staircase, on the northern elevation, an original window has been boarded over (although still intact). The window itself has (as it was not being used) had the fire escape (from Room 35) constructed to about half its height on the outer wall. This effectively cuts the window in half.

6.5.7. *Room 40 (Fig. 74)*

This room is set down from the level of the first floor, and entrance is provided via a small modern staircase. The room has plain walls with no skirting or coving, but the south west facing elevation has a floor to ceiling window, separated with wooden transoms and mullions and framed by wood panelling.

6.5.8. *Room 41 (Figs. 75, 76)*

This room retains its original skirting and coving, although the coving to the southwest corner has been badly damaged by damp. The southwest elevation wall has been fully covered by a mural, courtesy of the BBC, and is signed by what appears to be the final cast members of the T.V. series. The north-east elevation has a large bay window with wood panelling to its base. An original fireplace exists to the southeast elevation complete with marble surround, in the same style as those on the ground floor.

6.5.9. *Room 42*

This room has been modernised to create a kitchen area. The only original feature visible is the sash window to the northeast elevation.

6.5.10. *Room 43 (Fig. 77)*

This room has been partitioned off from Room 42. Ceiling beams are visible in this room along with the original sash windows which are sandstone framed.

6.5.11. *Room 44 (Fig. 78)*

This room retains its original skirting and coving. An arched indent into the southwest frames the original sash window with wide wooden cill. The northwest elevation also has a built in cupboard with the original ornate, dark oak door still present.

6.5.12. *Room 45 (Fig. 79)*

This room retains its original skirting but has had modern coving inserted. An arched indent into the northeast frames the original sash window with wide wooden cill.

6.5.13. *Room 46 (Fig. 80 and 81)*

This large room retains its original skirting but lacks any coving. It has four large windows, in the same style as Rooms 44 and 45. Two windows are to the south elevation, one to the southwest elevation and one to the northeast. A narrow window to the northeast has been unsympathetically converted into a fire escape, with modern steps inserted to reach it.

6.5.14. *Room 47*

This room is in the same style as room 46. One window is present to the south elevation and has been considerably damaged by damp.

6.5.15. Room 48 (Fig. 82)

This narrow room has original skirting and coving. The coving breaks the ceiling up into a pattern of four squares. A sash window is present to the southwest elevation, and a boarded over fireplace is present to the south. The original fireplace may still exist behind this boarding.

6.5.16. Room 49 (Fig. 83)

This room retains its original skirting and a large bay window to the southwest, with wood panelling to its base.

6.5.17. Cellar (Figs. 84, 85, 86, 87, 88 and 89)

The cellar is made up of a series of barrel-vaulted rooms, which for the most part cover the central footprint of the building, stretching to under the chapel. The section under the chapel appears to have been used, at least in recent times, as the barrel store and entry way for when the Mitre was used as a public house. The barrel chute is still present and emerged to the south of the chapel. There have been many modification made and partitions inserted into the cellar, but a large amount of the original structure still exists. At the base of the stairs a portion of the original wine cellar and storage area is still present complete with original flagged stone floor. The majority of the cellar has been skimmed with modern concrete.

The electric wiring, likely the first to be installed in the building, is still present in the cellar with junction and switch boxes attached to the walls. Possibly the most important aspect of this cellar is the existence of the tunnels which run from it. As discussed above the tunnels (or at least one of) were constructed as early as the 16th Century, as a route of safe passage to the banks of the River Tyne (although this has yet to be substantiated). They were subsequently utilised by the building occupants until at least the 1970s. Within these tunnels, remnants of former occupation are evident in the construction.

Brick repair work has taken place along with the insertion of iron support beams to the ceiling. The flooring retains the metal track ways utilised by the Mining Rescue teams for training, and a cart is still present in one of the tunnels. Only the main vaulted tunnel, more of an extension of the cellar, has been modified in recent times with the insertion of fluid optics with regard to its use as a public house.

6.7. Excavations. (Figs 90, 91 and 92)

Prior to this desk-based assessment and building recording, excavations took place to the immediate southeast of the building, in an attempt to eradicate the Japanese Knotweed which is infesting the site. The excavations were contained in the area north of the ha-ha so have not disturbed it. From examining the sections of the evaluation, it is evident that there is a thick band of made ground 0.7m deep below the surface. This layer appears to be backfill from demolition work and contains sandstone as well as modern bricks. From looking at the map regression, it is possible that this particular area has been raised at some point since the 3rd revision OS map of 1937, as prior to this time the area was depicted

as being at the base of a sharply sloping bank (1st Edition OS of 1859 Fig. 15). This does not fit the image of the landscape prior to the excavation.

7. CONCLUSION

- 7.1. The buildings present on site today are the fourth incarnation of Benwell Tower. The site has had a rich history, and the buildings we see today, although not the originals have had a multitude of uses since the early 1800's. They have been extensively modified internally, but largely the modifications have been superficial, for use by the BBC. Many of the modification were for areas to be filmed and mostly consisted of the covering of original features. The grand layout of the buildings and its rooms are a great example of early 19th century architecture, which have been particularly well designed by the local designer Mr John Dobson.
- 7.2. Only the unsympathetic modern additions and alterations detract from this. Although it has been noted that each rebuilding of the Tower took place over the footprint of the last, this cannot be proven satisfactorily. It is possible that the footprints of the original buildings may have stretched further out into the grounds than previously known about, or even that they existed much smaller than they do today. It is known that a chapel was demolished from the southern elevation of the third build of the tower. It is not known however, whether its footprint would have been below the current southern gable end or if it projected further south from the present day wall into the car park area.

8. Recommendation

- 8.1. Based on the survey carried out above, it is recommended that any soft strip carried out within the buildings interior be subject to archaeological monitoring. This is based on the fact that a great deal of the original architecture (post-1800) may still survive beneath the modern modifications and coverings. It is recommended that at the time of the soft strip monitoring, access should be gained to the second floor (single room) of the building for recording and inclusion into the report.
- 8.2. Given that there are no plans depicting the exact positions of the former Towers known to have existed on the site, it is recommended that any ground works carried out in the area be monitored by an archaeologist. It is possible that the footprint of the pre-19th century chapel still exists to the south of the building (west of where the previous excavations took place). There is also the possibility of finding evidence of previous construction in the grassed area immediately south of the chapel, as it looks to have been relatively untouched over the years, although the tarmac and paved areas to the north and west should not be discounted.
- 8.3. The tunnels which still exist below the building, within the vaulted cellars, are of great historical importance. The main tunnel has the potential to date back to the original construction by the priors in the early 16th century, later re-used for smuggling in the 18th century. The other vaults are also of interest with regards to the British mining industry. It is therefore recommended that if this area of the

cellar and the tunnels are to have any future use, they should be checked structurally for safety and fully recorded in the areas it is deemed safe to do so.

8. PUBLICITY, CONFIDENTIALITY AND COPYRIGHT

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10. ACKNOWLEDGEMENTS

- 10.1 Archaeological Research Services Ltd would like to thank our client Mr. Muhammad Zaman, and Fitz Architects for facilitating our work. Thanks are also expressed to Jennifer Morrison at Tyne and Wear Specialist Conservation Team, and all those at the consulted archives.

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APPENDIX I: REGISTERS AND TABLES

PHOTOGRAPHIC REGISTER

Shot Number	Description	Scale
1	External SW Facing Elevation	2m
2	External SW Facing Elevation	2m
3	External SW Facing Elevation	2m
4	Narrow window of external entrance way	2m
5	External SW Facing Elevation of Entrance Way	2m
6	External S Facing Elevation of Entrance	2m
7	Inscription in S Facing Elevation	2m
8	External S Facing Elevation	2m
9	External S Facing Elevation	2m
10	External S Facing Elevation	2m
11	External S Facing Elevation	2m
12	External NE Facing Elevation	2m
13	External S Facing Elevation	2m
14	External S Facing Elevation	2m
15	External S Facing Elevation	2m
16	Relief Carving in External S Facing Elevation	2m
17	External NE Facing Elevation	2m
18	External NE Facing Elevation	2m
19	External NE Facing Elevation	2m
20	External N Facing Elevation	2m
21	External N Facing Elevation	2m
22	External N Facing Elevation	2m
23	External SW Facing Elevation of Courtyard	2m
24	External N Facing Elevation of Courtyard	2m
25	External NE Elevation of Courtyard	2m
26	External S Facing Elevation of Courtyard	2m
27	External N Facing Elevation	2m
28	Room 3	2m
29	Room 2	2m
30	Room 1	2m
31	Room 1	2m
32	Room 1	2m
33	Room 7	2m
34	Room 8 Internal wall panelling with window	2m
35	Room 10	2m
36	Room 11 with Stain Glass Window	2m
37	Room 11 Wall Arches	2m
38	Room 11 Arched Doorway	2m
39	Room 11 Arched Gallery	2m
40	Room 11 Panelled Ceiling	2m
41	Room 11	2m
42	Room 11	2m
43	Room 11 Small Window	2m
44	Room 11	2m
45	Room 11 Windows and doorway	2m
46	Room 12	2m
47	Room 12 Fireplace	2m
48	Room 12	2m
49	Room 12 Panelled Units	2m
50	Room 12 Panelled Units	2m
51	Room 12 Panelled Units	2m
52	Room 12 Panelling Detail	2m
53	Room 12 Panelling Detail	2m

54	Room 12 Ceiling	2m
55	Room 14 Fireplace	2m
56	Room 14 Cornicing and Ceiling	2m
57	Room 14 Door Frame and Shutters	2m
58	Room 15 Windows	2m
59	Room 15 Ceiling	2m
60	Room 15 Staged Area	2m
61	Room 15	2m
62	Room 16 Window	2m
63	Room 16	2m
64	Room 16	2m
65	Room 16 Cornicing	2m
66	Room 17 Narrow Window	2m
67	Room 17 Ceiling	2m
68	Room 17 Archway	2m
69	Room 17 Doorway	2m
70	Room 17 Ceiling	2m
71	Room 18	2m
72	Room 18	2m
73	Room 18 Fireplace	2m
74	Room 19	2m
75	Room 19 Staircase Banister	2m
76	Cellar Machinery	2m
77	Cellar	2m
78	Cellar	2m
79	Cellar	2m
80	Stairs in Cellar	2m
81	Storage Areas Cellar	2m
82	Cellar Floor	2m
83	Cellar Circuit Switchboard	2m
84	Cellar	2m
85	Room 20	2m
86	Room 24	2m
87	Room 31	2m
88	Room 50	2m
89	Room 34	2m
90	Room 35	2m
91	Room 36 Bricked Up Window	2m
92	Room 37 Narrow Window	2m
93	Room 38 Window	2m
94	Room 38	2m
95	Room 39	2m
96	Room 39	2m
97	Room 40	2m
98	Room 41 Damp in Cornicing	2m
99	Room 41	2m
100	Room 41 Fireplace	2m
101	Room 41 Byker Grove Feature Wall	2m
102	Room 43 Window	2m
103	Room 44 Carved Wood Framed Cupboard	2m
104	Room 44 Carved Wood Framed Cupboard	2m
105	Room 44 Window	2m
106	Room 45	2m
107	Room 46	2m
108	Room 46	2m
109	Room 48	2m
110	Hidden Vaults found in Cellar	2m
111	Hidden Vaults found in Cellar	2m
112	Excavated Area SW of the Mitre	2m

113	Excavated Area SW of the Mitre	2m
114	Excavated Area SW of the Mitre	2m
115	Excavated Area SW of the Mitre	2m

Historic Environment sites within vicinity of The Mitre

HER No	Description	Period	Easting	Northing
138	Benwell Chapel	13th C	421150	564390
139	Benwell tower	16th C	421180	564500
1361	Benwell Manor	15th/16th C	421180	564500
1861	Benwell Cottage	19th C	420940	564430
1863	Benwell Hall	18th C	420840	564610
4070	Ice House	19th C	421150	564310
5263	Benwell fort bathhouse	Roman	421300	564600
5267	Roman pottery	Roman	421230	564330
5268	Roman pottery and coins	Roman	421460	564500
5272	Roman pottery	Roman	421420	564560
6363	Pendower cottage	19th C	421160	564700
7678	Air raid shelters	20th C	421110	564560
8900	Benwell towers gate piers	19th C	421130	564360
8901	Benwell lodge	19th C	421120	564370
9019	Welburn house	18th C	421120	564400
9020	School for the blind	19th C	421270	564300
9042	The Mitre	19th C	421170	564480
9823	Pendower housing estate	20th C	421250	564700

National Monument Record sites within vicinity of The Mitre

NMR No	Name	Description	Easting	Northing
911986	Military way	A Roman road running from Wallsend to Portgate; the service road for installations on the line of Hadrian's Wall probably constructed in the mid 160s AD.	414668	566832
1156375	Benwell vallum crossing	The exposed remains of a stone-built Roman causeway, where the Roman road from the south crossed the Vallum earthwork on its way to Benwell fort. The Vallum crossing comprised revetted vertical sides of masonry covered by a heavily metalled road. On the	421563	564636
1156361		The bath-house was found, some three hundred yards south-west of the fort in 1751, and carefully planned before its destruction. It had more than eight rooms, whether original or not. All trace of the bath-house has been obliterated by modern developme	421300	564500
528295	Church of St Aidan	A church built in 1889 with alterations in 1913.	421500	564500
623286		Roman poppy-head beaker found, Benwell	421500	564500
1156389		Excavations in the area of the vicus of Benwell fort uncovered a Roman building of two phases, either of aisled or basilican plan, it was built circa AD 200. It is interpreted as a possible mansio.	421560	564590
25064		The estate at Benwell belonged to Tynemouth Priory between 1458 and 1439, during which time a domestic chapel was built for the usage of the prior. About 1630 it came into the possession of the Shafto family, and was demolished about 1780. The graveyard	421150	564390
25061	Benwell towers	A 19th century house constructed on the site of a series of earlier buildings. The first was a timber framed hall house built circa 1165 and demolished in 1500. It was replaced by a three storey tower house, itself demolished circa 1760 and replaced by a	421180	564500

Listed Building sites within vicinity of The Mitre

Listed Building No	Name	Grade	Easting	Northing
304911	Pendower teacher's centre	II	421484	564724
304401	Royal victoria school for the blind	II	421252	564273
304398	Gate piers to the mitre public house	II	421132	564366
304402	Lodge to victoria school for the blind	II	421276	564301
304397	The mitre public house	II	421170	564485
304399	Former lodge to benwell towers	II	421122	564370
304400	Wellburn house	II	421122	564404
304912	Stable range and linking wall to north of pendower teachers' centre	II	421486	564765

APPENDIX II: MAP REGRESSION AND FIGURES

FIG 2



Figure 3. Showing Ha-Ha, dated c1910



Figure 4. Postcard of Benwell Tower showing gazebo and conservatory dated 1913



Figure 5. Mines Rescue team with members from High Spen, on a training exercise at Benwell Towers, c1945



Figure 6. Mines Rescue team with members from High Spen, on a training exercise at Benwell Towers, 1946. Instructor is Fred Taylor.

Fig 7

Fig 8



Figure 9. Southwest facing elevation of Benwell Tower dated c1960



Figure 10. Southwest facing elevation of Benwell Tower dated c1900

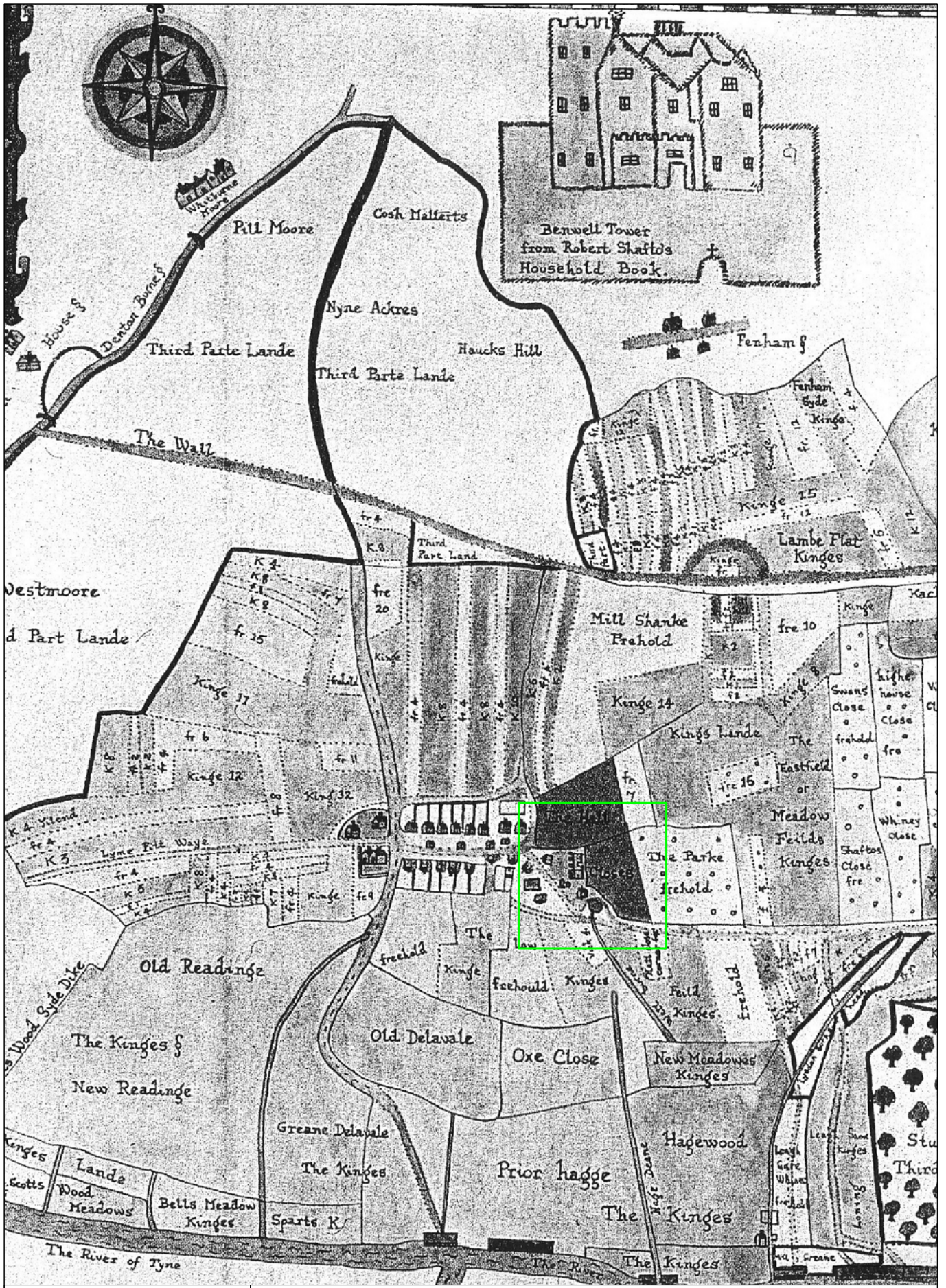


Fig. 11
 Map of 1637

Key:

N

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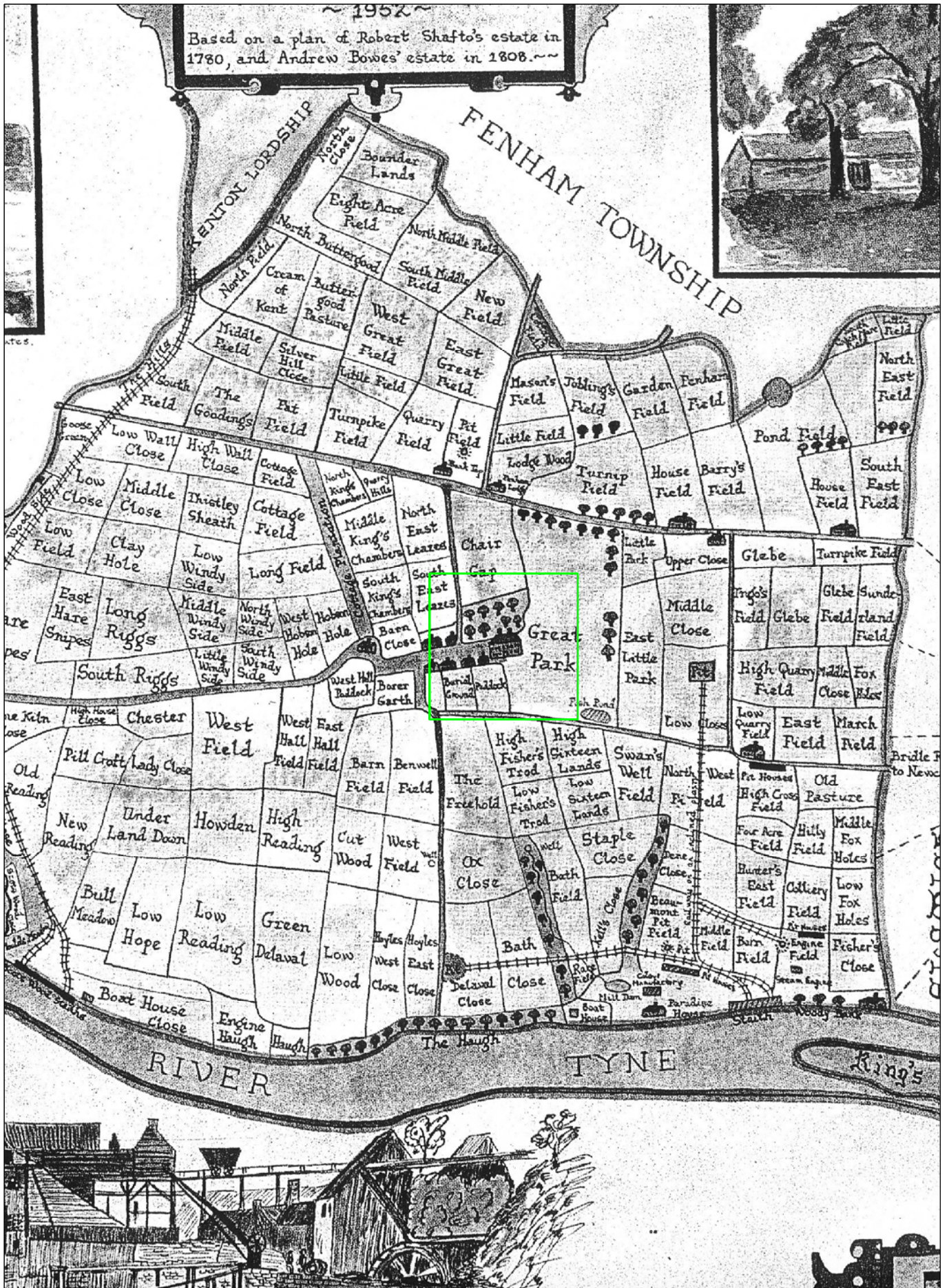


Fig. 12
Map of 1780

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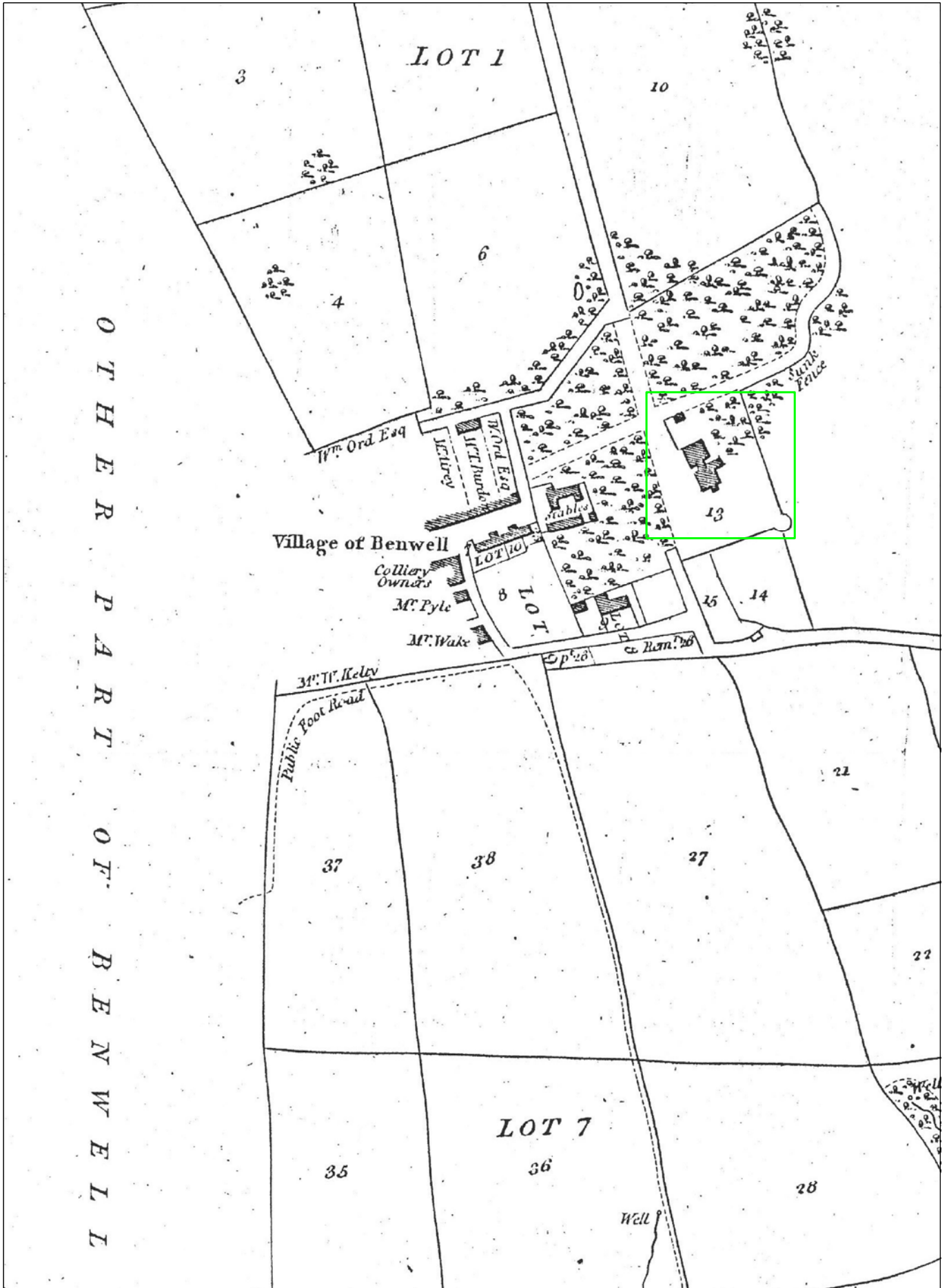


Fig. 13
 Map of 1811 for the sale of Andrew Bowes Estate

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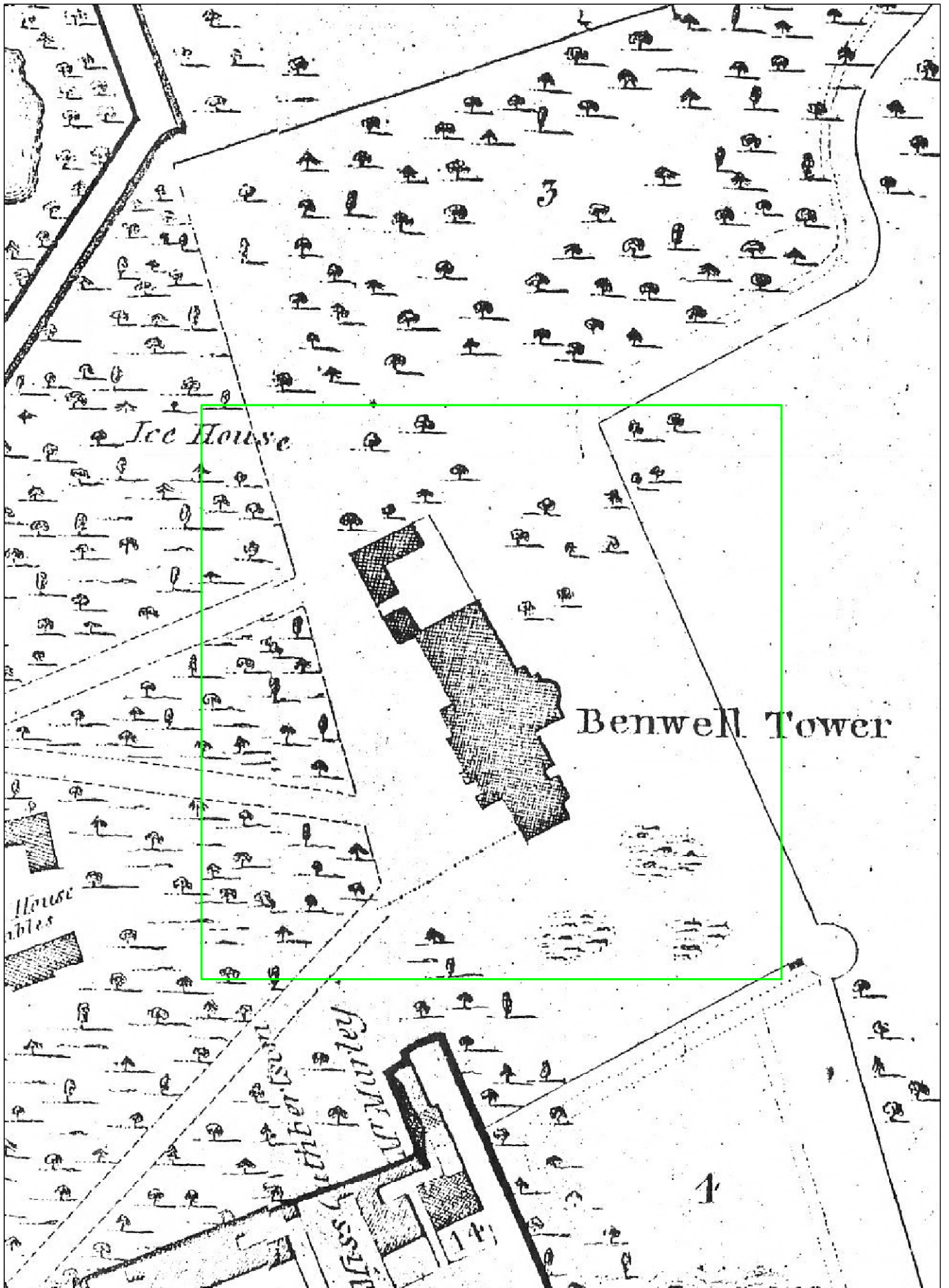


Fig. 14
Map of 1837



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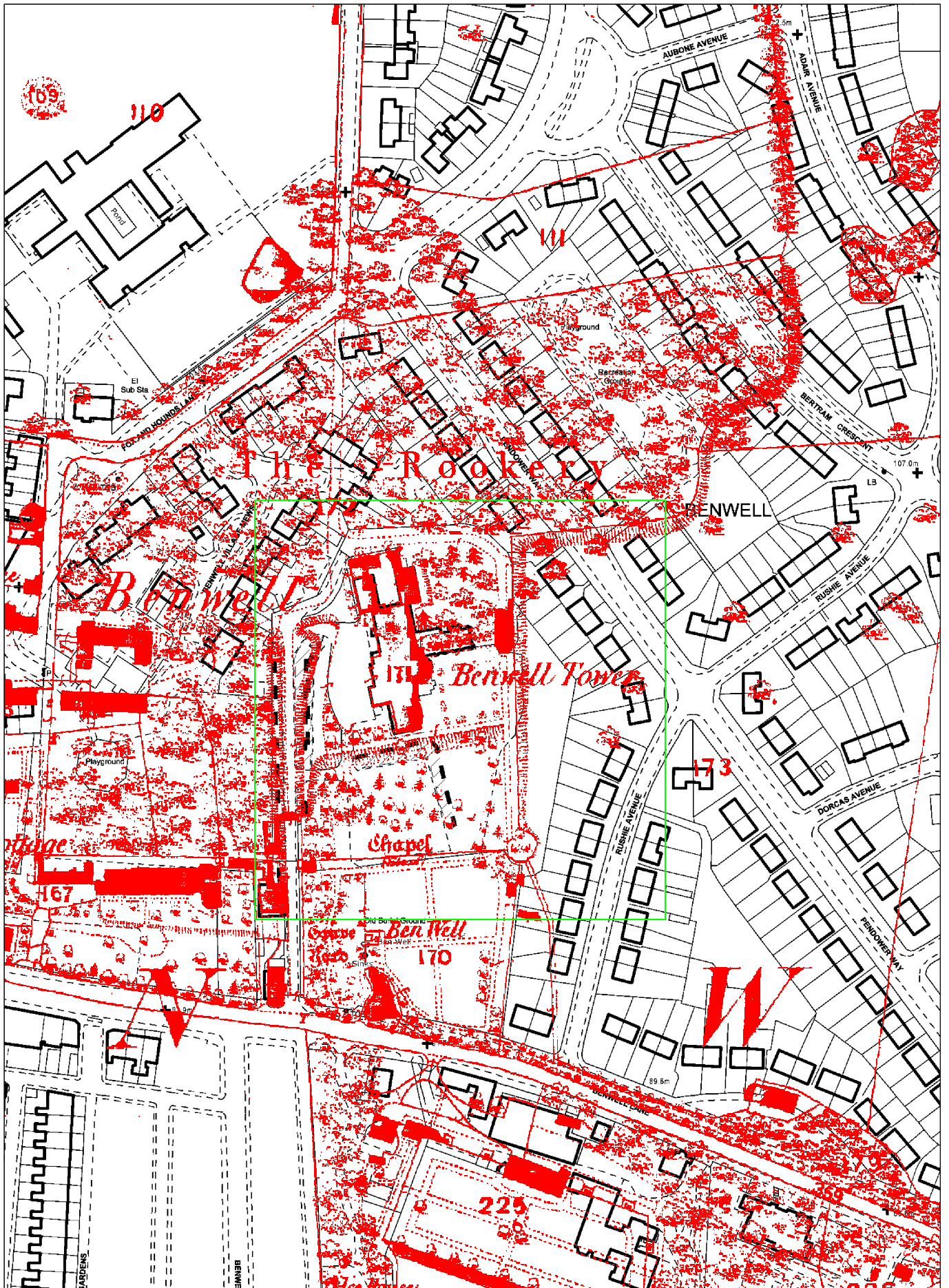
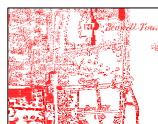


Fig. 15

1st Edition OS map of 1859



1st Edition OS map of 1859



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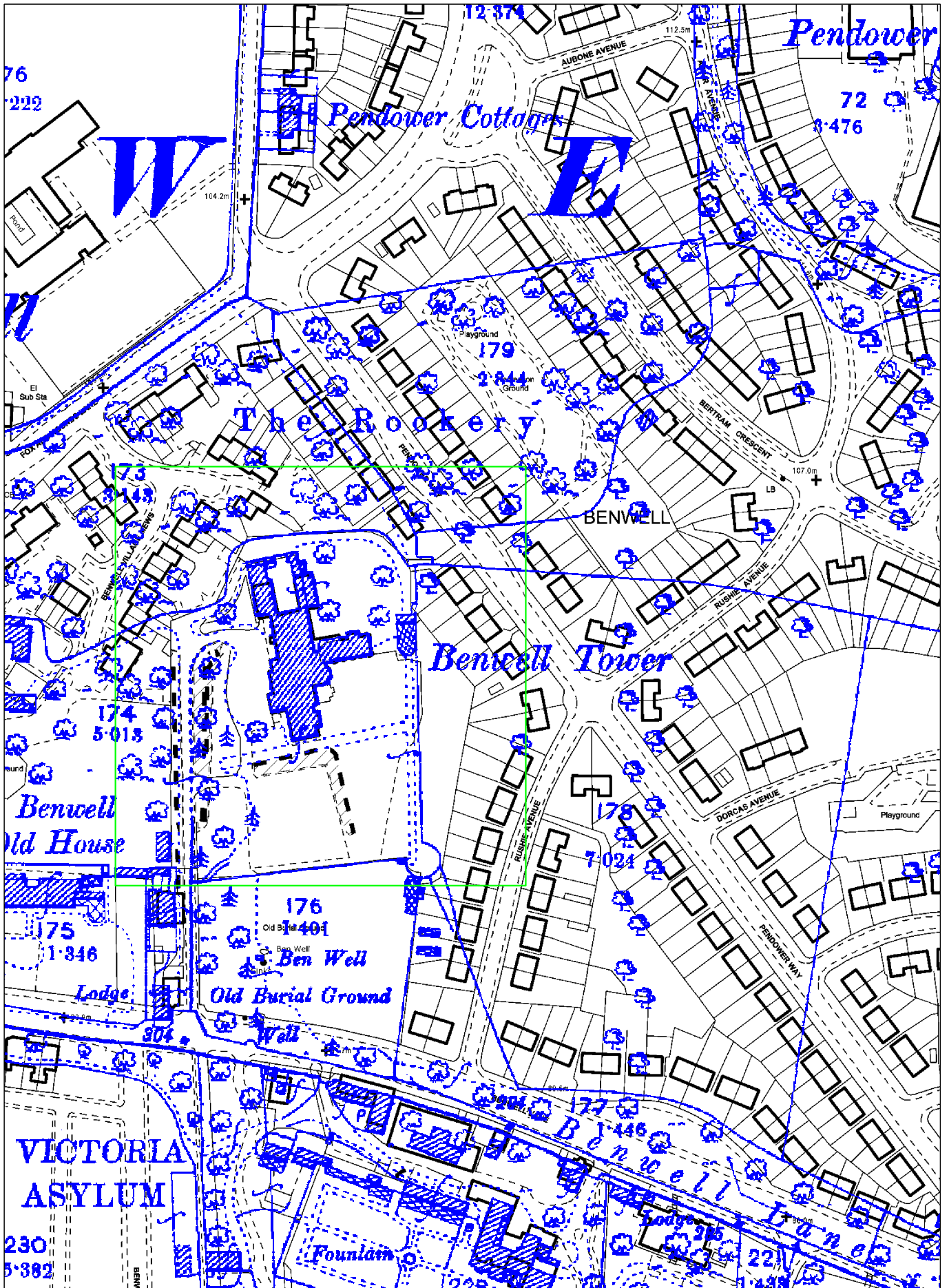


Fig. 16
1st Revision OS map of 1897



1st Revision OS map of 1897



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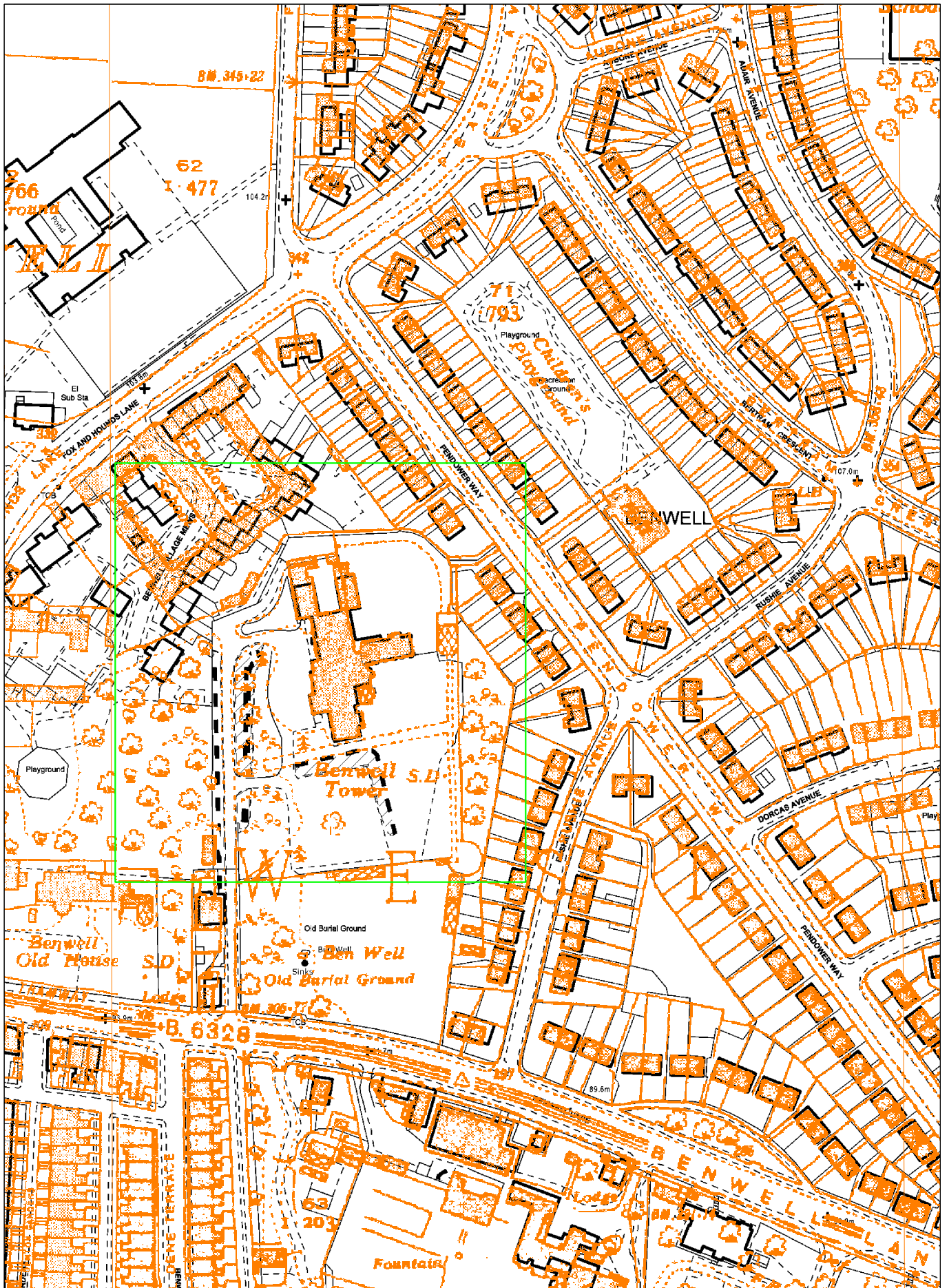


Fig. 18

3rd Revision OS map of 1937

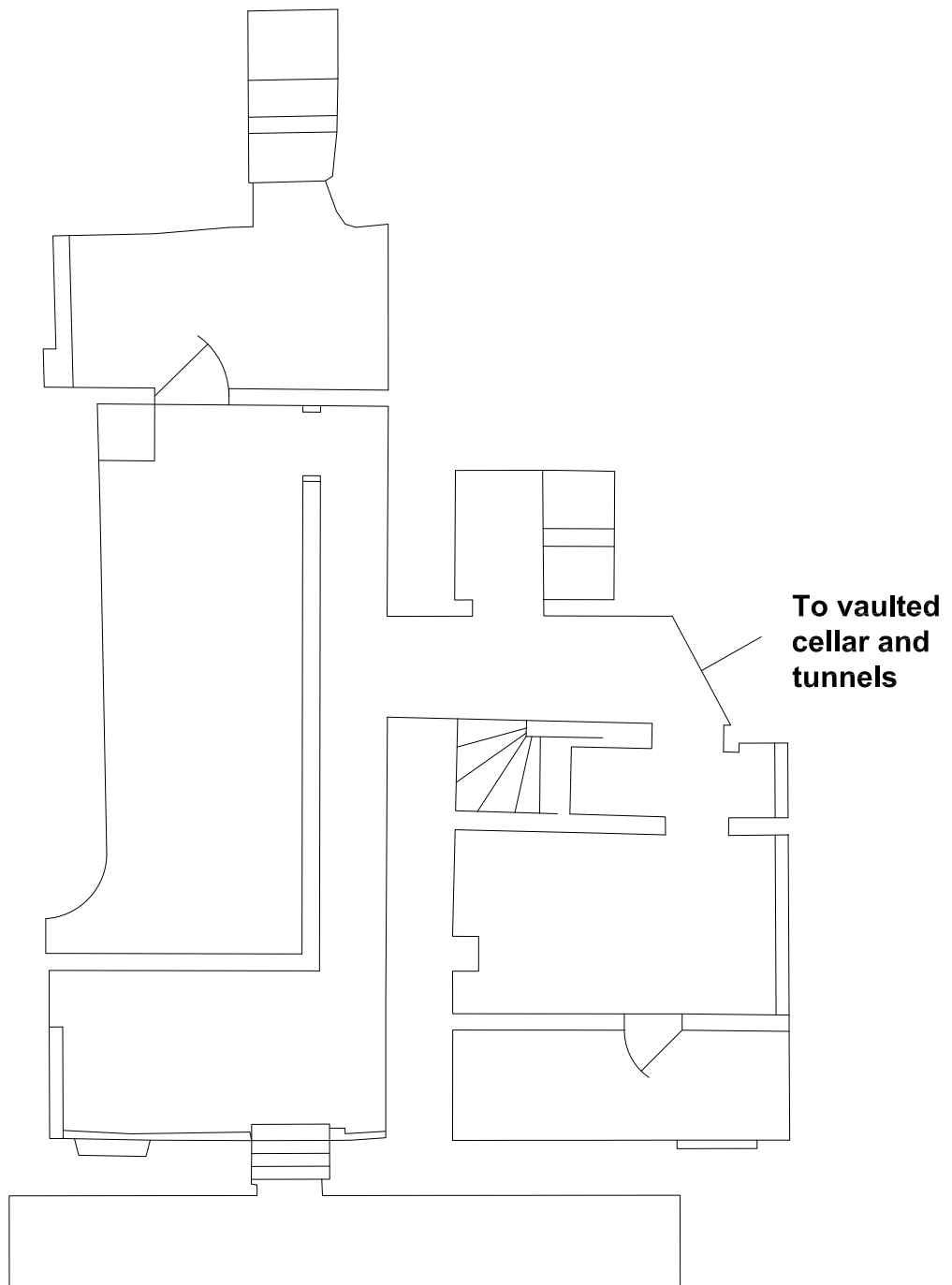


3rd Revision OS map of 1937



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To vaulted
cellar and
tunnels

Figure 19
Cellar plan
scale = 1:100 @ A4



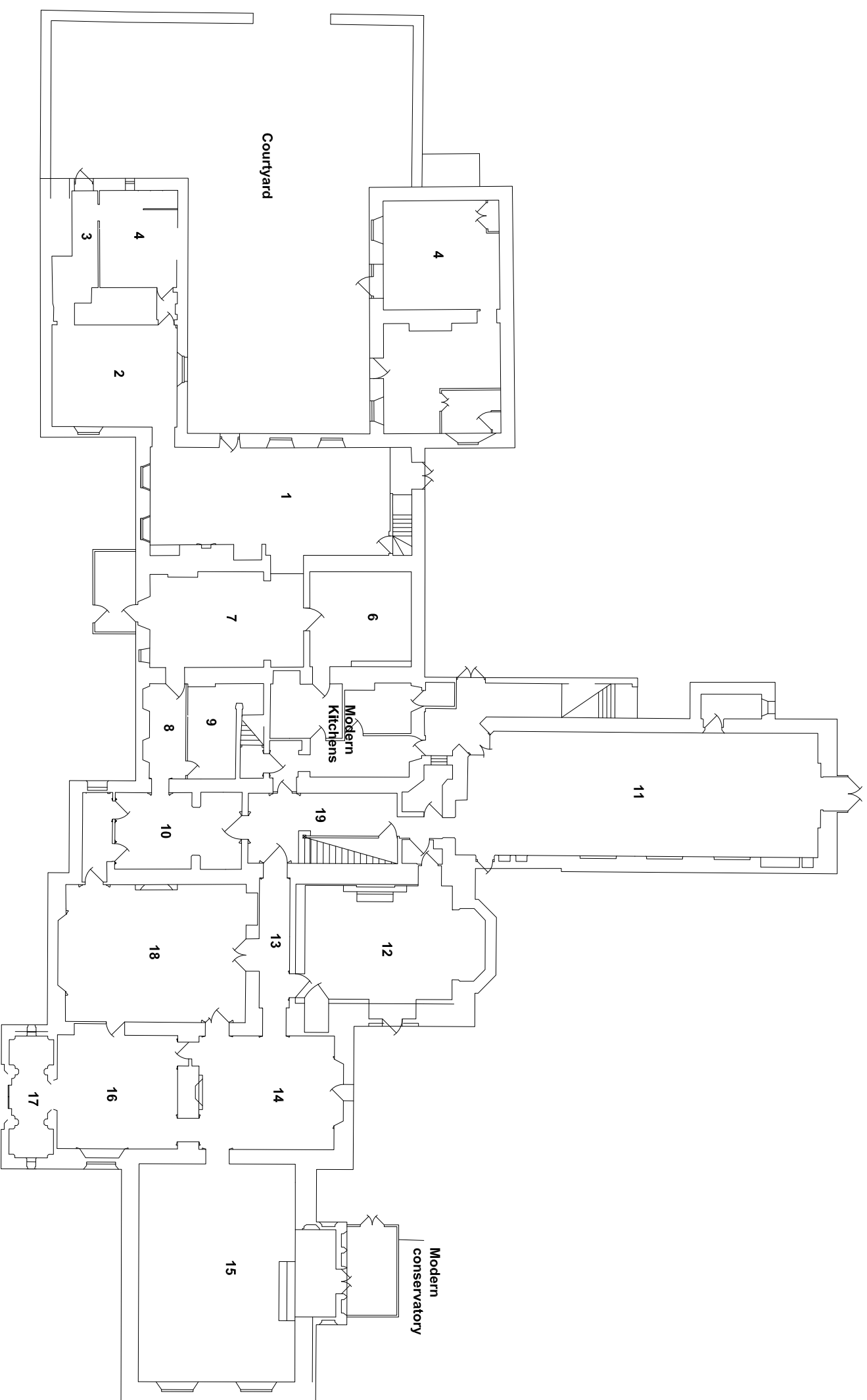
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Figure20

Ground floor plan

scale = 1:250 @ A3



Metres 0 4



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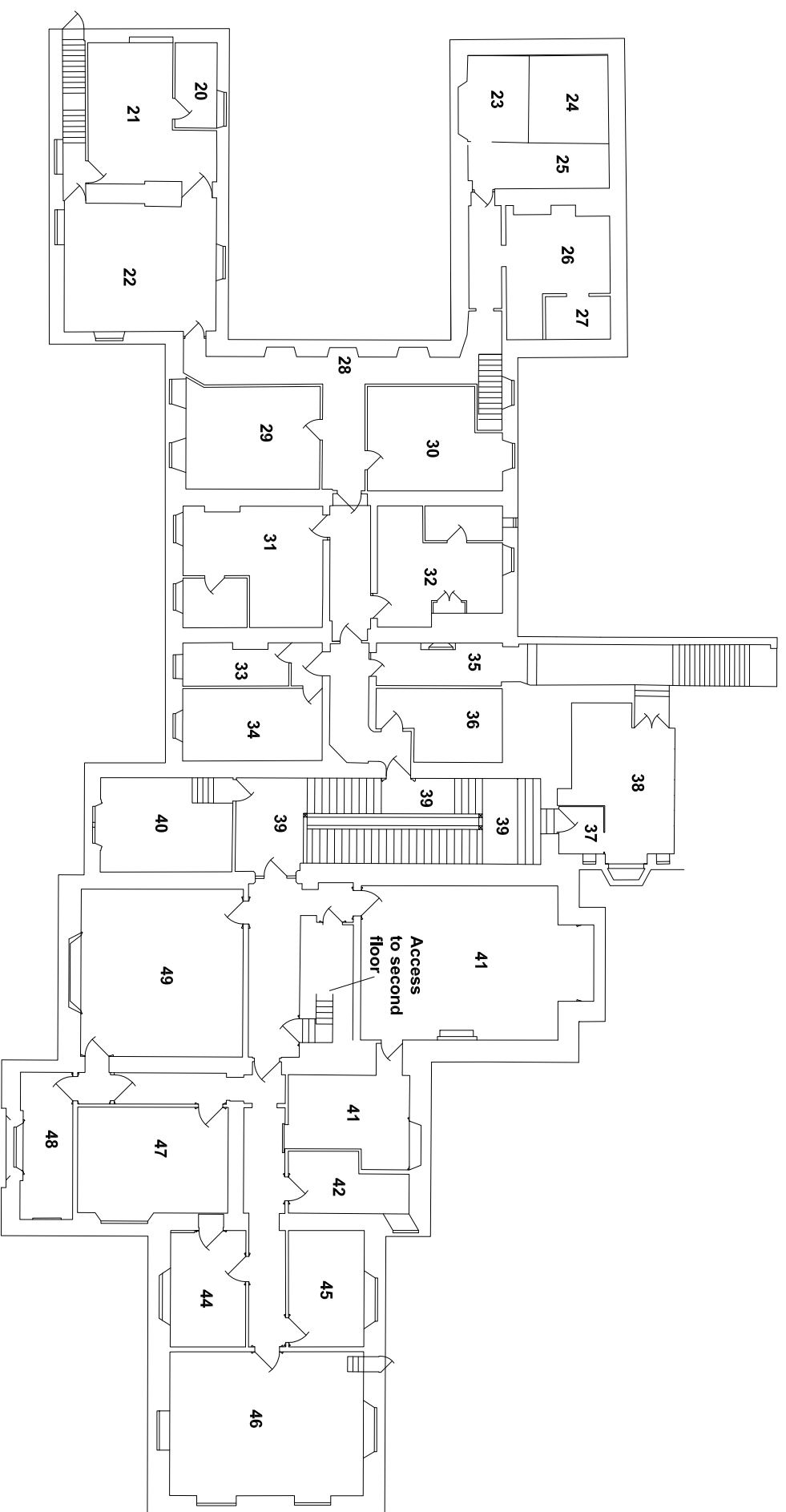
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Figure 21

First floor plan

scale = 1:250 @ A3



Metres 0 4



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Figure 22. Southwest facing elevation



Figure 23. Southwest facing elevation



Figure 24. Southwest facing elevation



Figure 25. South facing elevation



Figure 26. South facing elevation lettering



Figure 27. Northeast facing elevation



Figure 28. Chapel, north facing elevation

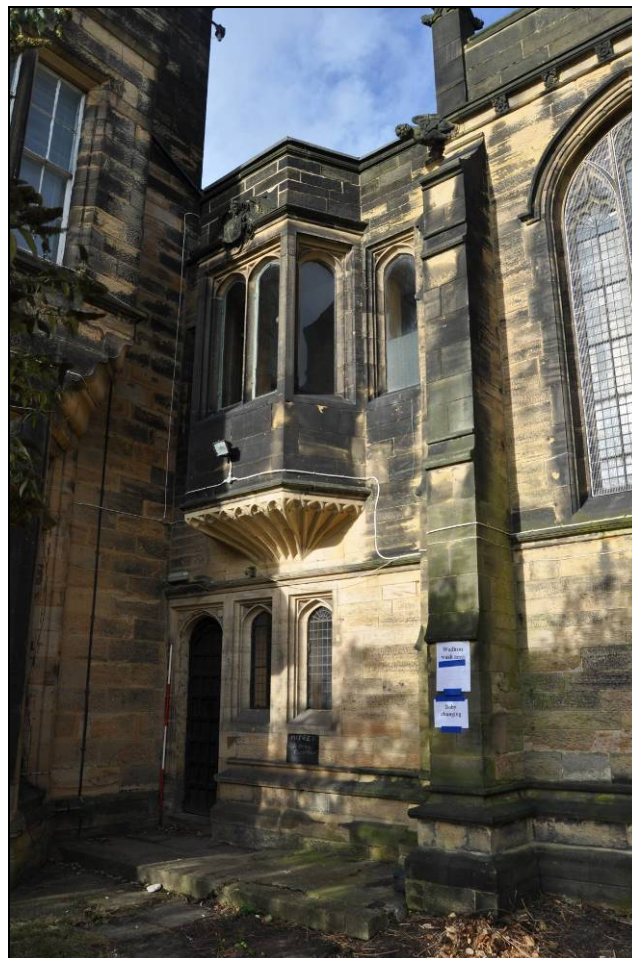


Figure 29. Chapel, south facing elevation, oriel window.



Figure 30. Chapel, south facing elevation



Figure 31. Chapel, northeast facing elevation



Figure 32. Chapel, stone carving.



Figure 33. Northeast facing elevation



Figure 34. North facing courtyard wall



Figure 35. Courtyard, northeast facing elevation



Figure 36. Courtyard, southwest facing elevation



Figure 37. Courtyard, north facing elevation



Figure 38. Room 1



Figure 39. Room 1

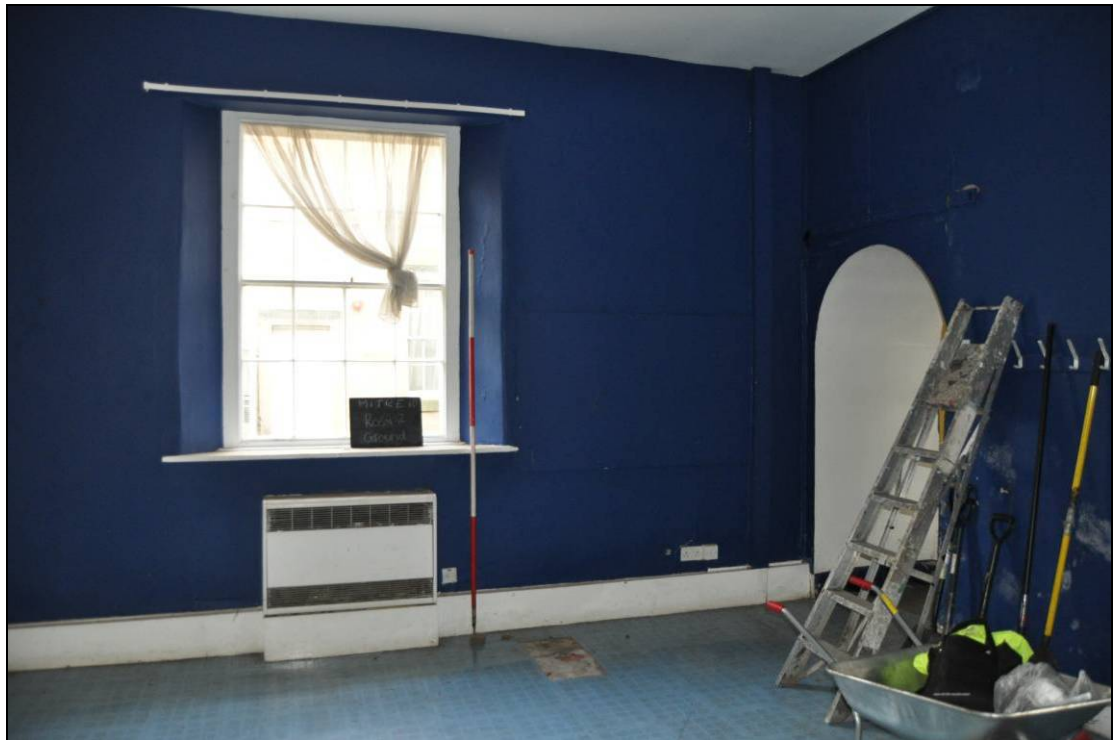


Figure 40. Room 2



Figure 41. Room 3



Figure 42. Room 7



Figure 43. Room 8

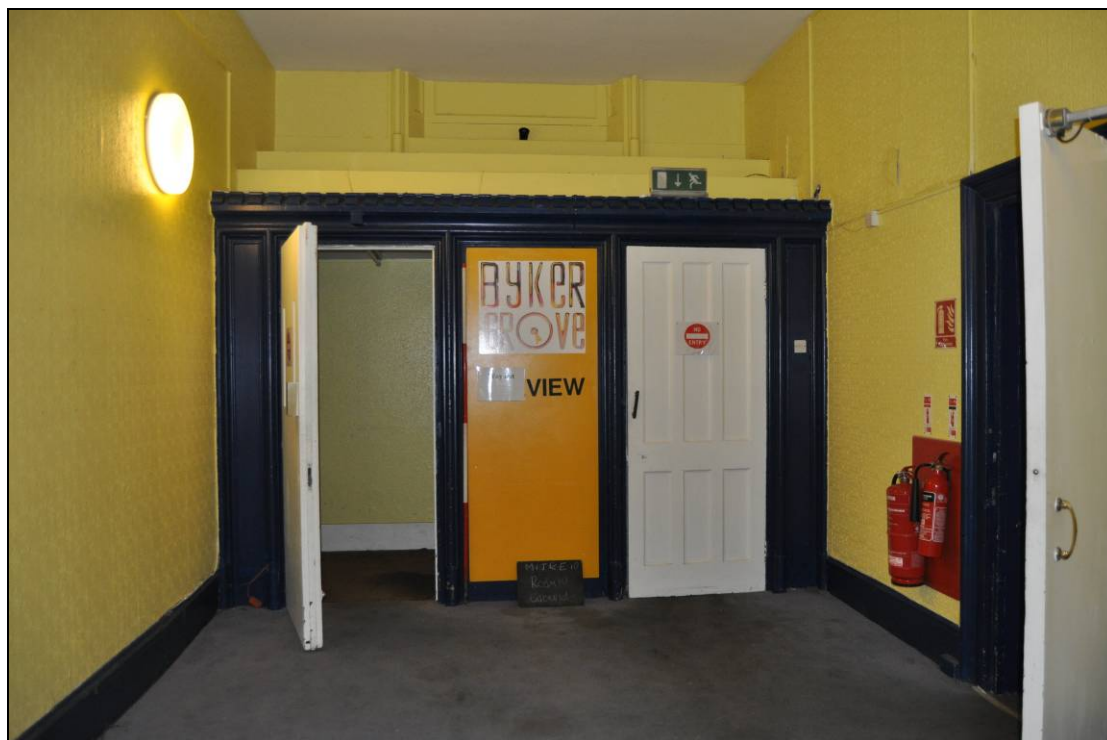


Figure 44. Room 10



Figure 45. Room 11



Figure 46. Room 11



Figure 47. Room 11



Figure 48. Room 11

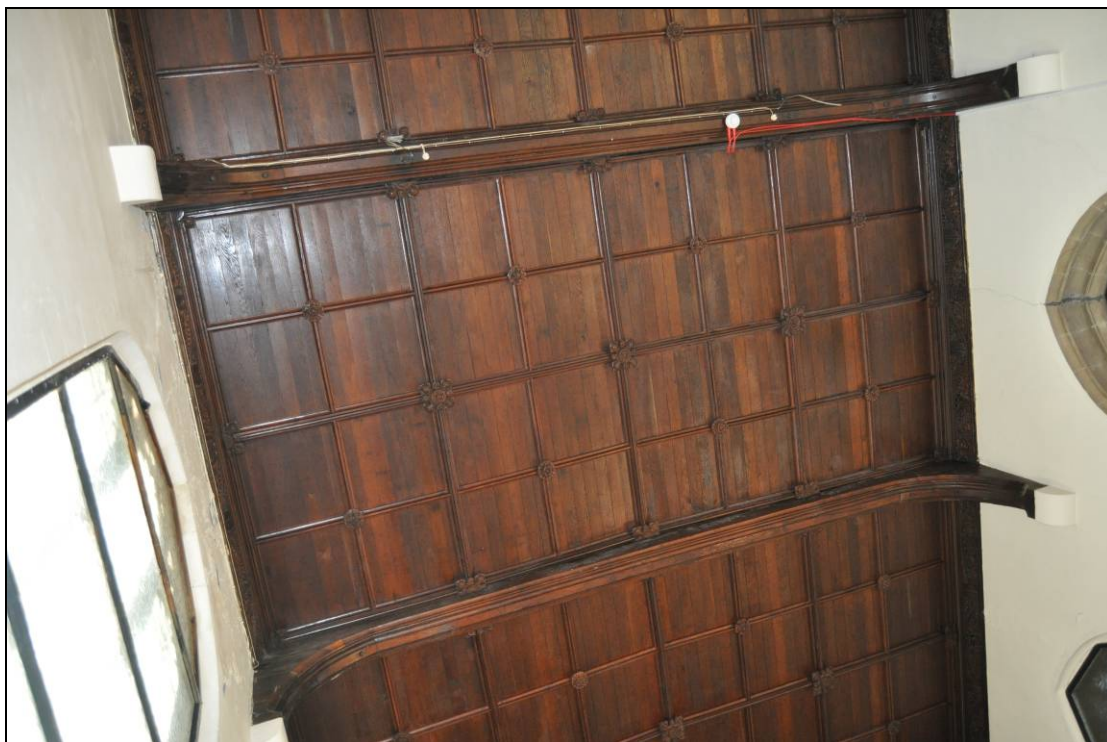


Figure 49. Room 11



Figure 50. Room 12



Figure 51. Room 12



Figure 52. Room 12



Figure 53. Room 12



Figure 54. Room 12



Figure 55. Room 14



Figure 56. Room 14



Figure 57. Room 15



Figure 58. Room 15



Figure 59. Room 15



Figure 60. Room 16



Figure 61. Room 16



Figure 62. Room 17



Figure 63. Room 17



Figure 64. Room 17



Figure 65. Room 18



Figure 66. Room 30



Figure 67. Room 20



Figure 68. Room 35



Figure 69. Room 36



Figure 70. Room 37



Figure 71. Room 38



Figure 72. Room 39

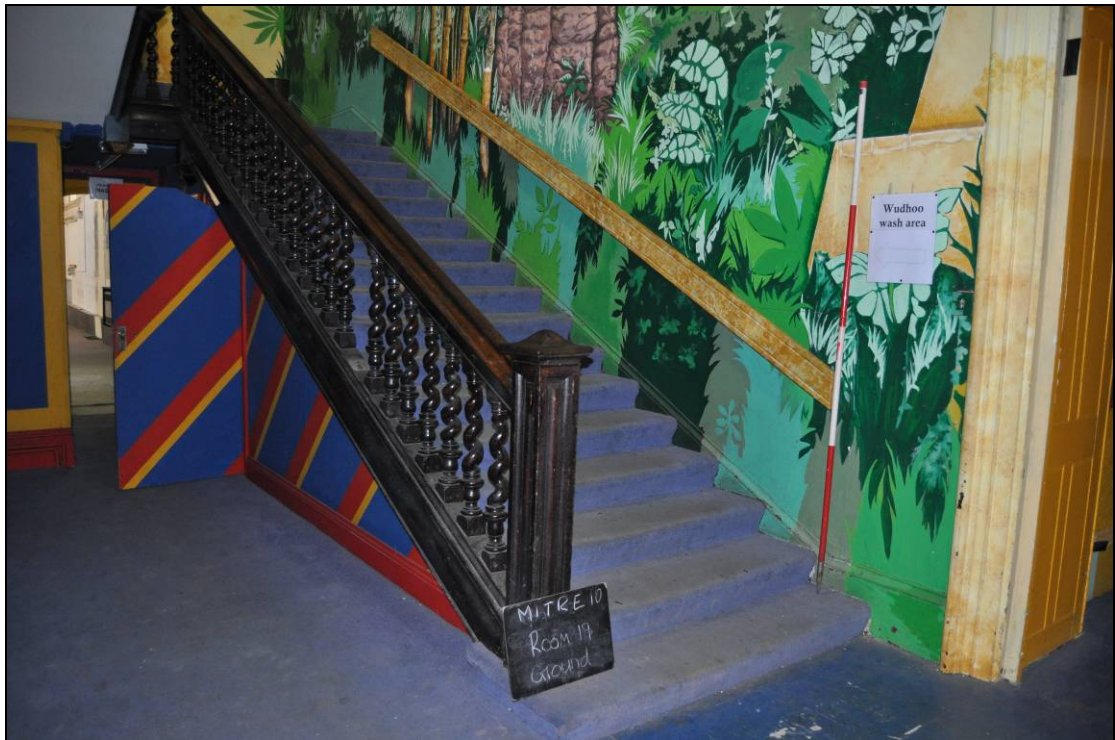


Figure 73. Room 39



Figure 74. Room 40



Figure 75. Room 41



Figure 76. Room 41



Figure 77. Room 43



Figure 78. Room 44



Figure 79. Room 45



Figure 80. Room 46



Figure 81. Room 46



Figure 82. Room 48



Figure 83. Room 49



Figure 84. Cellar Tunnel with cart.



Figure 85. Cellar Tunnel showing tracks



Figure 86. Cellar flag flooring



Figure 87. Cellar barrel chute



Figure 88. Cellar old wine store



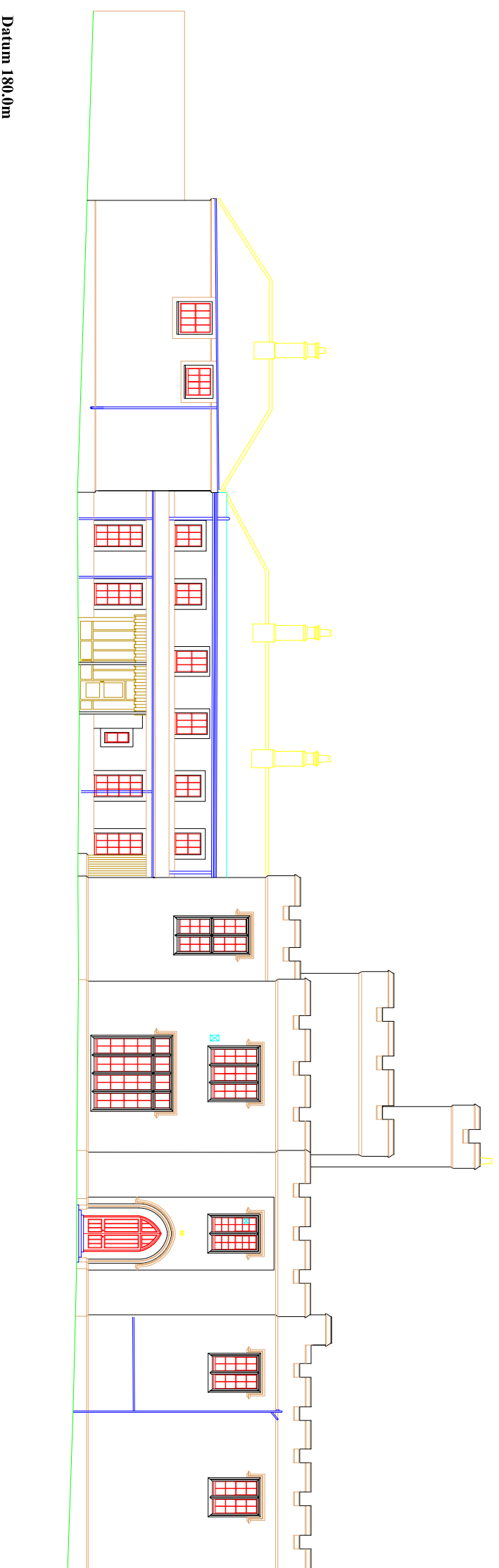
Figure 89. Excavation showing backfill layer



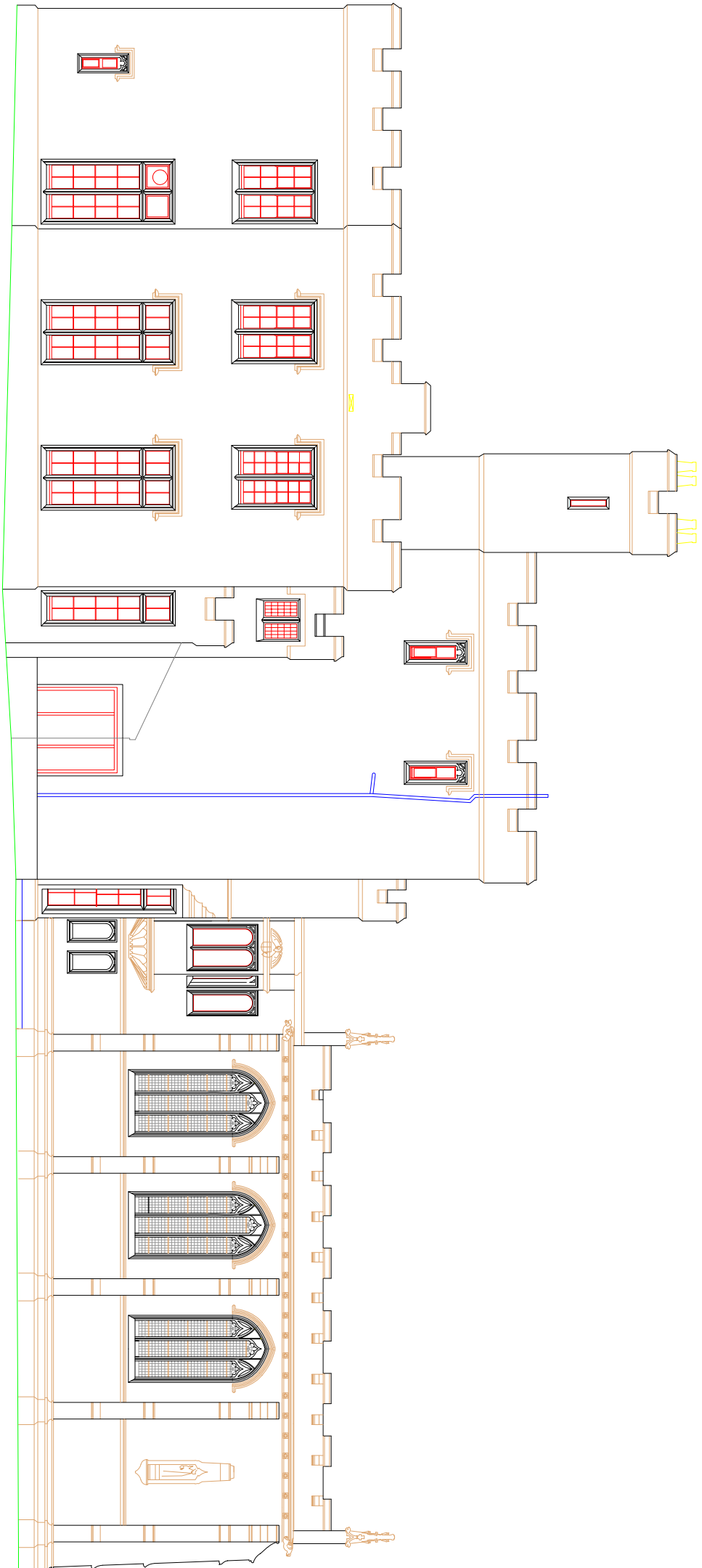
Figure 90. Excavation showing backfill layer



Figure 91. Excavation showing backfill layer

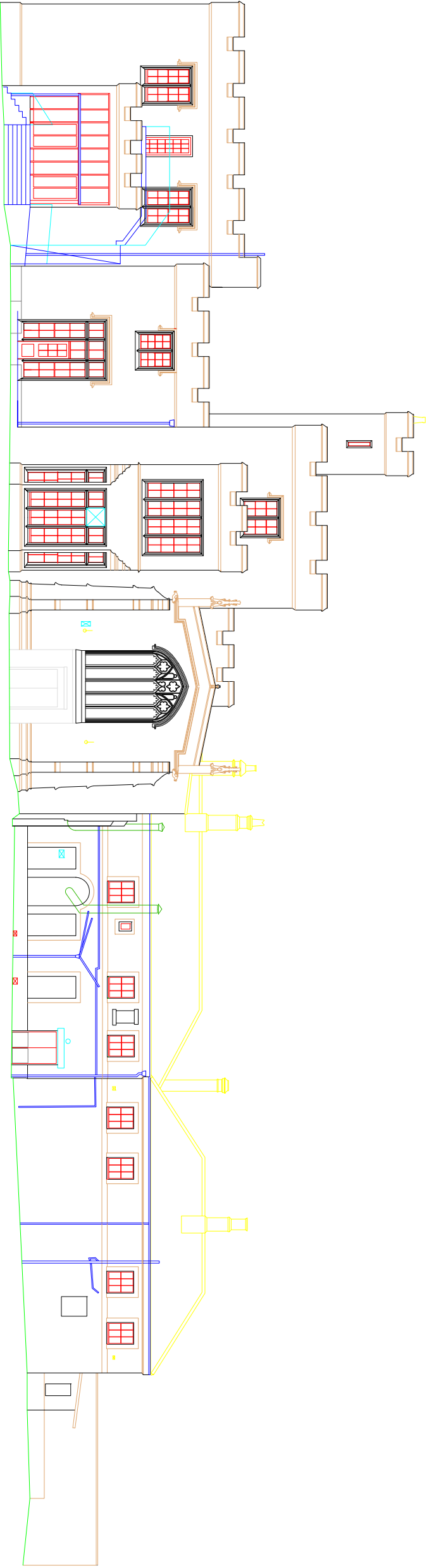


FRONT ELEVATION



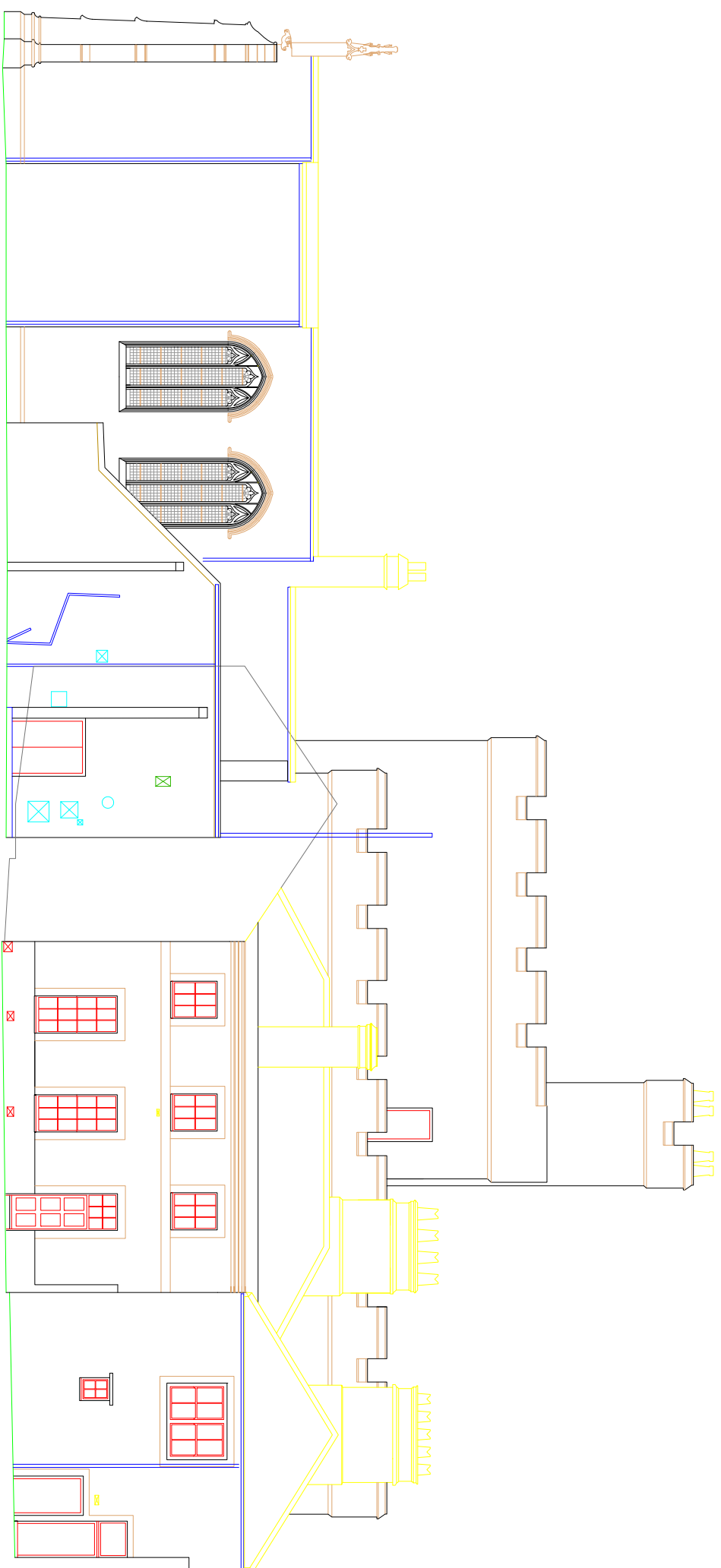
Datum 180.0m

EAST ELEVATION



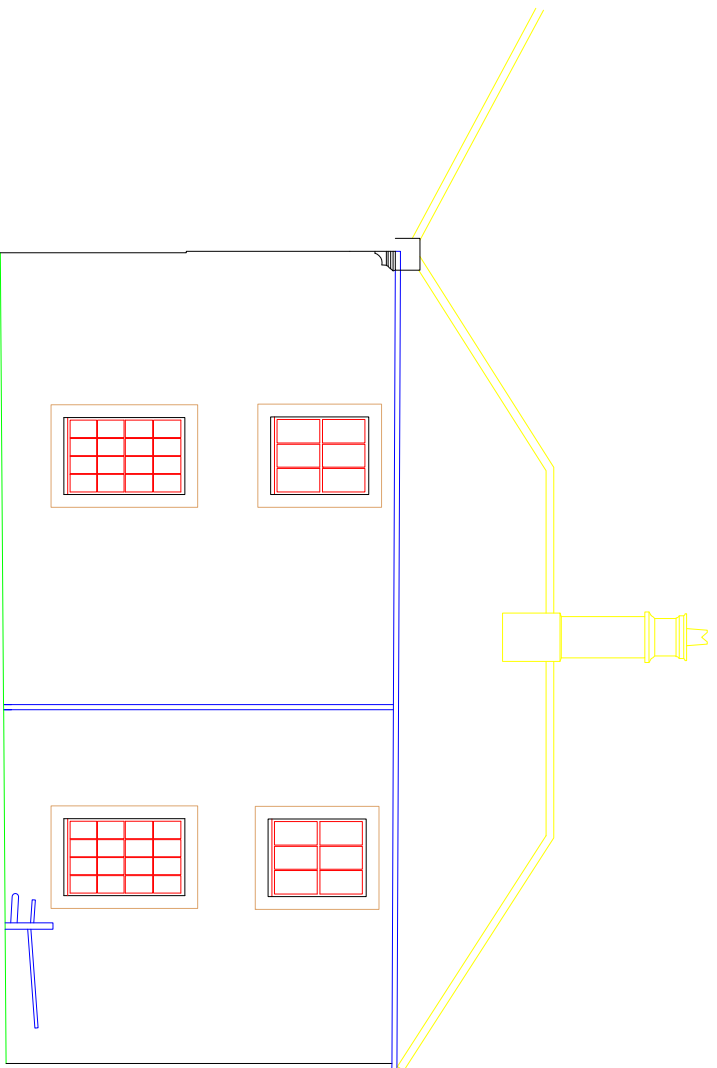
Datum 180.0m

REAR ELEVATION



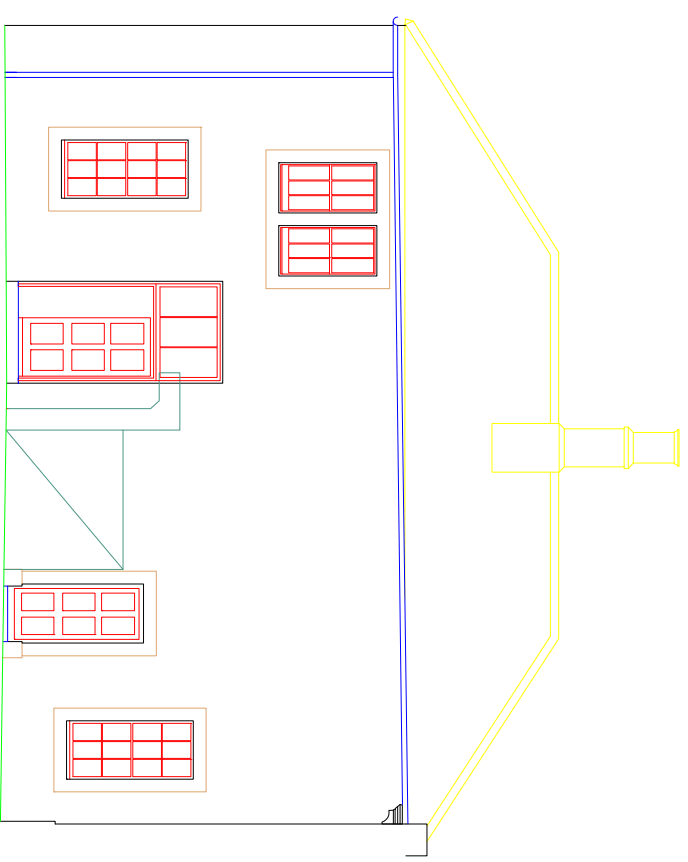
Datum 180.0m

WEST ELEVATION



Datum 180.0m

INNER QUAD SOUTH



Datum 180.0m

INNER QUAD NORTH

Tyne and Wear Specialist Conservation Team

Specification for Archaeological Desk Based Assessment of The Mitre, Benwell Lane, Benwell, Newcastle upon Tyne

Planning Application: pre-application

Author:

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Date: 4 October 2010

County Archaeologist's Reference Number: MON8433

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

Site Grid Reference: NZ 2117 6449

The Mitre (Benwell Towers) has recently been purchased with the view of converting the building into facilities for the Bahr Academy. No planning applications or listed building consents have been submitted as yet. This desk based assessment will be needed to accompany any such applications.

In September 2009 it was discovered that significant excavations had taken place within the grounds of The Mitre without the required consents (planning permission is needed for engineering operations). The building is listed grade 2 and the grounds form the curtilage of the listed building. Benwell village core and the graveyard are designated as sites of archaeological interest in the UDP (policy C4) and there are a number of Tree Preservation Orders within the site. The work was apparently associated with removing Japanese Knotweed. The City Council is currently assessing what impact this work may have had on protected trees.

The purpose of this archaeological desk based assessment is two-fold:

1. to provide the archaeological and historic background to accompany the future planning application and listed building consent application
2. to ascertain if possible what damage has been caused to archaeological deposits by the unauthorised excavation works. The excavation area is potentially on the site of a medieval tower, a chapel, a ha-ha, the gardens, the medieval village and the Roman vicus.

During the site visit the excavated area will be inspected by the appointed archaeologist. Visible sections left by the machine will be rapidly hand cleaned and photographed with a scale. Brick and stone are visible in the sections. If feasible, sections will also be drawn. The area of excavation and spoil heaps will be shown on a site plan. The report will include a short description of what is visible in the sections, any evidence of dateable material etc.

Large pieces of masonry and brick are visible in the spoil heaps. What date are the bricks? Any readily accessible masonry on top of the spoil heaps showing dressing or chamfering should be moved to one side for safe keeping (if they can be moved safely). The appointed archaeologist is **not** however expected to look through the spoil.

What damage has the excavation caused to archaeological remains?

HER 9042 The Mitre (Benwell Towers)

House, later bishop of Newcastle's house and chapel, later public house (The Mitre Hotel). Latterly used by BBC for children's series Byker Grove, now empty.

1831 by John Dobson for Thomas Crawhall; chapel added 1887. Ashlar with plinth; rendered ashlar and coursed squared sandstone left wing; Welsh slate roof to chapel. Main house roof not visible, other roofs graduated Lakeland slate and Welsh slate. Main house: irregular plan, castle style. 2 high storeys, scattered fenestration. Projecting third bay contains double panelled door in Tudor arch. Windows of 2, 3 and 4 lights, some blind, with chamfered stone mullions and transoms and drip moulds. Battlemented parapet to roof with central turret. Left wing: 2 storeys, 8 bays and 3-bay house at left in plain style; sash windows and blind windows; hipped roofs.

Former chapel by W.S. Hicks after 1882 at rear in Perpendicular style has 4 bays and linking bay with oriel window. Interior shows closed-string stair with barley-sugar balustrade, grip handrail and newels with pendants. Library has Jacobean-style panelling and ceiling. Panelled ceilings with Tudor bosses in other ground floor rooms; marble chimney pieces.

Listed grade 2

Historical note: donated in 1881 by J.W. Pease, the Quaker banker, to the Diocese of Newcastle created in 1882. The previous building on the site, the home of the Shafto family; incorporated a tower house.

Sources: W.H.Knowles "Benwell Tower, Newcastle" *Archaeologia Aeliana* series 2 vol. XIX, pp 88-98 and W.S.F. Pickering (ed.) "A Social History of the Diocese of Newcastle 1882-1982" 1982, pp 47-49.

Benwell Towers is on the site of an earlier tower:

HER 139 Benwell Tower

The earliest reference to a tower is in the ministers' or bailiffs' accounts 1538-39 where it is one item in a list of property lately belonging to the priors of Tynemouth. Both then and in the 1608 Survey of Crown Property it is described as the manor house. C17-C19 drawings show a plain oblong tower three storeys high with a crenellated parapet. No medieval windows are visible, and it appears to have been refenestrated in the 18th century. Source 3 suggests that "a gabled residence with projecting chimney stacks" was added to the south-west angle of the tower in the late medieval period, and that then, or earlier, the whole was enclosed by a courtyard. In the mid 18th century the house was largely rebuilt (by James Paine?) and domestic offices added. House and tower were demolished in 1831, and replaced by the present Benwell Towers.

And in the core of:

HER 140 Benwell village

Earliest reference, to Bynnewalle, is c. 1050. It was a member of the barony of Bolbec, and in 1296 7 were liable for the lay subsidy, the principal taxpayer being Henry Scot, several times mayor of Newcastle. In mid C15 Robert Rodes gave the manor to Tynemouth Priory, and at the Dissolution it passed to the Crown who leased it to Sir Thos. Hilton. In 1628 it was divided into 4, 2 parts being bought by Robert Shafto and one by Sir peter Riddell kt. of Newcastle. From C16 the fields of Benwell were mined for coal. In 19th

century it was for a time an area where Newcastle businessmen built grand houses. It was originally a two-row village, the rows being separated by a wide street (even a green?) running west from the manor house. Though the general street pattern survives, there are no buildings earlier than C19, and most of the south side has been rebuilt very recently. The original streets are represented by Benwell Village, Benwell Lane, Ferguson's Lane and Fox and Hounds Lane.

HER 138 Chapel and burial ground

Evidence for a medieval chapel is a C13 documentary reference to a vicar of Benwell. Source 9 thought vicar might be an error, but that there must have been a parochial chapel here, and - because of the graves - it presumably possessed the privilege of burial. It did not have to be the same as the chapel later attached to the tower. Though source 1 associates the chapel with the priors of Tynemouth, who held the manor of Benwell from the mid C15 to 1539, the earliest actual reference to a chapel here is c. 1663 (6). Served by the curate of St. John's, Newcastle, it survived until demolition by Stoney Bowes in c. 1780. There is no information at all about its appearance or precise site. The recorded gravestones date between 1684 and 1759, i.e. the period of ownership of the Shaftoes, who looked after the chapel for the good of the people of the village (8). Three gravestones were seen on a visit in 1977.

The burial ground is under a separate ownership and does not form part of the site, but the chapel may have been located within the site.

The site lies in the southern portion of the vicus:

HER 5262 Condercum Roman Fort, vicus

The precise extent of the vicus is not known, but it appears to have been a very large settlement, gathered around the road leading south from the fort. The bath house (SMR 5263) was circa 274 metres south-west of the fort, the temple of Antenociticus (SMR 5265) and associated burials circa 91.5 metres east. There may have been another temple in the vicinity of Condercum House, as indicated by a column shaft and 3 pieces of sculpture (or alternatively these may have merely been brought in to ornament the grounds of the house). A tombstone was found circa 500 yards (circa 458m) east of the fort, suggesting that this area included a cemetery. Pottery has been found as far as 450m from the southern defences. It seems unlikely that the vicus spread far to the west of the fort as trial trenching at Pendower Hall in 1977 and 2001 found no evidence of Roman activity. It is therefore possible that a very large vicus lay to the south and south-west of the fort. The vicus probably originated in timber under Severus, and was rebuilt in stone in the early C3. The southward road was lined with buildings north and south of the vallum, including a mansio (HER 5264) {1}. Excavations in the 1930s showed that the development of the vicus can be divided into 3 phases. Phase 1 - the vallum was infilled in the Severan period and a timber building was constructed east of the road, overlapping the north lip of the vallum ditch. A similar structure may have existed on the opposite side of the road. These structures subsided into the ditch and were destroyed by fire. Phase 2 - the subsided ruins of these buildings were levelled with rubbish and a number of stone houses and shops were built within the first half of the C3. Excavations

revealed a strip-house with flagged floor and hearths, associated with C3 pottery and sealed by a layer of burning. To the south of this was another burnt building. Another stone strip-house was found in 1938 overlying the south lip of the vallum. It had double doors onto the road, perhaps a shop front. Fragments of querns were found in this structure. To the north of this, and west of the road, was a building with an oven and clay floor. A building was found with flagged floor and a possible kiln. Phase 3 - the burnt strip-house was rebuilt and the stone strip-house modified. The precise date of this phase is unknown, but C4 pottery up to 367 is known from the site. The vallum causeway and gate were later refurbished probably in order to fortify what remained of the substantial stone-built vicus which had grown up in place of the vallum.

In accordance with PPS5 and UDP policy C4.2 a Desk Top Assessment is required to appraise the likelihood that important archaeological deposits survive on the site, and assess the impact on those deposits by construction work associated with the proposed development and by unauthorised excavation work already undertaken. It will make recommendations for further archaeological work required.

The assessment must be carried out by a suitably qualified and experienced archaeological organisation. The purpose of this brief is to obtain tenders for this work. The report must be the definitive record for deposition in the Tyne and Wear HER.

Research Aims and Objectives

The assessment should make reference to Regional and Thematic Research Frameworks.

'Shared Visions: The North-East Regional Research Framework for the Historic Environment' by David Petts with Christopher Gerrard, 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>

'Frontiers of Knowledge' edited by Matthew FA Symonds and David JP Mason 2010 is the Research Framework for Hadrian's Wall, part of the Frontiers of the Roman Empire World Heritage Site. The aim of the publication is to assess the existing knowledge base for our understanding of the monument, to identify and prioritise key themes for future research and to set out a strategy and action plan by which the initial set of objectives might be achieved.

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 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 Archaeological Desk Based Assessments, revised September 2001

www.archaeologists.net

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.

Archaeological Brief

1. The Assessment must inform the planning authority of the archaeological and historical importance of the site.
2. The following sources **must** be consulted:

Tyne and Wear Historic Environment Record, West Chapel, Jesmond Old Cemetery, Jesmond Road, Newcastle upon Tyne NE2 1NL (0191 2816117 or jennifer.morrison@newcastle.gov.uk). An appointment must be made. Archaeological contractors are advised that there is a search fee payable for consulting the HER (Access and Pricing Policy available on request). Contractors visiting the HER in person and conducting their own research will be charged the basic search fee of **£50** plus photocopying costs.

The County Industrial Archaeologist, Ian Ayris must be consulted on any industrial aspects of the Assessment (tel. 0191 2777190 or email ian.ayris@newcastle.gov.uk)

Please note - Tyne and Wear is a modern county (in operation as a County Council 1974-1986). The area was formerly divided between County Durham and Northumberland. Archive sources for Tyne and Wear are therefore spread between Tyne and Wear Archives, County Durham Record Office, Northumberland Museum and Archives and 5 district local studies libraries.

Northumberland Museum and Archives at Woodhorn, Queen Elizabeth II Country Park, Ashington NE63 9YF (open Wed-Sun) 01670 528041 – mostly holds records for Newcastle and North Tyneside but does hold some records relating to those districts south of the River Tyne and has a lot of mining records.

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

Amongst other items they hold Building Control Plans for Tyne and Wear which provide useful information on the location of cellars or basements or other features which may have destroyed or truncated archaeological

deposits. The location of the cellars or areas of disturbance must be marked on a plan in the finished report.

Durham Record Office, County Hall, Durham DH1 5UL (tel. 0191 3833253) – mostly holds records for Gateshead, Sunderland and South Tyneside but does hold some records relating to those districts north of the River Tyne and has a lot of mining records. Visitors must make an appointment. Closed on Fridays. www.durham.gov.uk/recordoffice

Newcastle City Library local studies section, Princess Square, Newcastle upon Tyne NE99 1DX

Along with historic photographs, newspaper articles and more the library holds Charles Goad Fire Insurance Plans for the City Centre which provide useful information on destructive cellars but also the function and layout of historic buildings.

Durham University Library, Archives and Special Collections, Palace Green Section, Durham DH1 3RN (tel. 0191 3342932) – holds amongst other items the tithe maps for County Durham and church records. The separate local history section in the library has a good collection of books, journals and leaflets.

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

www.english-heritage.org.uk/NMR

www.pastscape.org.uk – publicly accessible online version of the NMR

www.english-heritage.org.uk/viewfinder - online picture resource of NMR's photographic collections

and any other local resource with relevant information.

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/grey literature reports

<http://local.live.co.uk> – aerial photographic coverage

www.finds.org.uk Portable Antiquities Scheme

<http://museums.ncl.ac.uk/archive/index>

www.sine.ncl.ac.uk

www.beamishcollections.com – building and street photographic collection

www.helm.org.uk

www.wellinever.info

<http://www.flickr.com/photos/newcastlelibraries> - Tyneside Life and Times

www.magic.gov.uk/website/magic/

www.tomorrows-history.com

www.dur.ac.uk/picturesinprint/

www.englishpastforeveryone.org.uk

www.nemlac.co.uk – North East Museums Libraries & Archives Council

www.collectbritain.co.uk/galleries - Grimm's sketches of C18 Northumberland and Durham

www.newcastle.gov.uk/SOPNE - images of the NE region

www.neemark.com - collection of mining archives based at Murray Library, Sunderland University

www.dmm.org.uk – Durham Mining Museum

www.english-heritage.org.uk/server/show/nav.9596 - database of all English Heritage Department reports completed since 2006

www.britarch.ac.uk/archlib

www.biab.ac.uk

Documentary Sources

All relevant documentary sources relating to the vicinity must be consulted and synthesised within the report (and images copied if copyright allows this), including:

- local history books
- journals
- papers
- documents
- county histories
- trade directories
- census returns
- council minutes
- court rolls
- wills
- newspaper cuttings
- historic photographs and postcards
- prints and engravings

Cartographic Sources

All relevant cartographic sources relating to the vicinity must be consulted and synthesised within the report (and copied if copyright allows this), including:

- historic mapping
- archive plans
- building control plans
- surveys
- Goad Insurance Plans
- estate plans
- tithe maps
- OS mapping – all editions first to present

Geological bedrock and drift mapping

Geological bedrock and drift mapping for the area must be analysed.

Aerial Photographs

There must be a search of aerial photographs at:

- The Museum of Antiquities, University of Newcastle (Newcastle and North Tyneside only) <http://museums.ncl.ac.uk/archive/index>
- Newcastle Council (Ian Ayris)
- The NMR at Swindon
- Aerofilms Collection 1916 to 2006, NMR Katy.Whitaker@english-heritage.org.uk
- <http://local.live.co.uk>
- www.ukaerialphotos.com – online RAF photos from WW2 to present day
- Cambridge University Committee on Aerial Photography
- Google Earth
- Google Maps

Listed buildings and Conservation Areas

Information on listed buildings must be included and is available from the HER.

3. The Assessment must describe the land-use history of this part of Benwell and assess the probability that archaeological deposits survive on this plot

4. The Assessment must describe the geology, topographic position, soil type and drainage of the site, using geological and soil survey maps. The report must make reference to the anticipated preservation conditions likely to be encountered on the site, especially relating to variables affecting the preservation of biological or organic remains.

5. The archaeological contractor must make at least one site visit and the finished Assessment will briefly describe the current condition of the site. Site photographs must be included in the finished report.

6. The archaeological contractor will assess the impact of the work and the proposed development on archaeological deposits by analysing the plans and foundation designs (where available) for the proposed new building. The commissioning client will provide copies of available plans.

The Assessment Report

The Assessment report must contain and synthesise the results of the analysis of all the sources mentioned above. As far as possible, all maps shown should be at the same scale, to assist in comparing maps of different date and scale, ideally as overlays on a modern base-map, although highlighted enlargements may be used to facilitate the addition of extra annotation.

The report must include a catalogue/gazetteer of features of archaeological or historical interest within or close to the study area. Their location must be shown on a site plan. This must include all sites of interest, **not** just those currently included in the HER.

A final section of the report should consist of recommendations (in the opinion of the consultant, after assessing all evidence available at the present time) about the type, scale and location of any future archaeological work needed to locate and record historic buildings or archaeological deposits suspected on the site. If evaluation is recommended then the finished report will include a site plan showing the scale and location of suggested trial trenches.

The report must have the following features:-

1. Site location plan and grid reference
2. Plan of proposed development
3. List of all sources consulted, and their location
4. Details of field visits undertaken by the consultant
5. Site photographs
6. Geology of site
7. Period by period discussion of site history and development
8. Historic map regression
9. Copies of any relevant archive plans and historic photographs
10. Brief discussion of the potential of the site in relation to NERRF, EH research agenda and other relevant agenda
11. A card cover with title, date, author, consultant organisation and commissioning client
12. Some form of binding which allows easy copying of the report
13. Copy of this specification

One paper copy of the report needs to be submitted:

- for deposition in the County HER

Three pdf copies on CD are needed:

- one for the commissioning client
- one for the planning authority (Newcastle City Council) – to be submitted formally by the developer with the appropriate fee
- and one for deposition in the County HER - to be sent with the paper report but not attached to it.

The report and CD for the HER must be sent by the archaeological consultant directly to the address below. If the report is sent via the planning department, every page of the report will be stamped with the planning application number which ruins the illustrations. Also the HER is often sent a photocopy instead of a bound colour original which is not acceptable.

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 desk based assessment 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 at the address on page one.

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

For HER use only:
Quality control

Sources used:

- Northumberland Record Office
- Tyne and Wear Archives
- Newcastle City Library Local Studies
- Durham Record Office
- local library
- Special collections, Palace Green
- HER
- Building Control Plans
- Goad Insurance plans
- Conservation Officer
- APs

Report content:

- site location plan
- grid reference
- use of documentary sources (books/journals/papers/county histories/trade directories/court rolls/census returns/documents etc)
- use of cartographic sources (estate maps/tithe/archive plans/OS)
- land-use history
- historic photographs/drawings/engravings
- geology
- anticipated preservation conditions
- evidence of site visit and site photograph
- listed buildings and Conservation Areas
- map regression
- plan of cellars/areas of disturbance
- catalogue and plan
- impact of proposed development

- recommendations
- trench location plan
- CD
- OASIS form

Tyne and Wear Specialist Conservation Team

Specification for Archaeological Building Recording of The Mitre, Benwell Lane, Benwell, Newcastle upon Tyne

Planning Application: pre-application

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: 4 October 2010

County Archaeologist's Reference Number: MON8433

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Introduction

Site Grid Reference: NZ 2117 6449

The Mitre (Benwell Towers) has recently been purchased with the view of converting the building into facilities for the Bahr Academy. No planning applications or listed building consents have been submitted as yet. This building recording will be needed to accompany and advise any such applications.

HER 9042 The Mitre (Benwell Towers)

House, later bishop of Newcastle's house and chapel, later public house (The Mitre Hotel). Latterly used by BBC for children's series Byker Grove, now empty.

1831 by John Dobson for Thomas Crawhall; chapel added 1887. Ashlar with plinth; rendered ashlar and coursed squared sandstone left wing; Welsh slate roof to chapel. Main house roof not visible, other roofs graduated Lakeland slate and Welsh slate. Main house: irregular plan, castle style. 2 high storeys, scattered fenestration. Projecting third bay contains double panelled door in Tudor arch. Windows of 2, 3 and 4 lights, some blind, with chamfered stone mullions and transoms and drip moulds. Battlemented parapet to roof with central turret. Left wing: 2 storeys, 8 bays and 3-bay house at left in plain style; sash windows and blind windows; hipped roofs.

Former chapel by W.S. Hicks after 1882 at rear in Perpendicular style has 4 bays and linking bay with oriel window. Interior shows closed-string stair with barley-sugar balustrade, grip handrail and newels with pendants. Library has Jacobean-style panelling and ceiling. Panelled ceilings with Tudor bosses in other ground floor rooms; marble chimney pieces.

Listed grade 2

Historical note: donated in 1881 by J.W. Pease, the Quaker banker, to the Diocese of Newcastle created in 1882. The previous building on the site, the home of the Shafto family; incorporated a tower house.

Sources: W.H.Knowles "Benwell Tower, Newcastle" *Archaeologia Aeliana* series 2 vol. XIX, pp 88-98 and W.S.F. Pickering (ed.) "A Social History of the Diocese of Newcastle 1882-1982" 1982, pp 47-49.

Benwell Towers is on the site of an earlier tower:

HER 139 Benwell Tower

The earliest reference to a tower is in the ministers' or bailiffs' accounts 1538-39 where it is one item in a list of property lately belonging to the priors of Tynemouth. Both then and in the 1608 Survey of Crown Property it is described as the manor house. C17-C19 drawings show a plain oblong tower three storeys high with a crenellated parapet. No medieval windows are visible, and it appears to have been refenestrated in the 18th century. Source 3 suggests that "a gabled residence with projecting chimney stacks" was added to the south-west angle of the tower in the late medieval period,

and that then, or earlier, the whole was enclosed by a courtyard. In the mid 18th century the house was largely rebuilt (by James Paine?) and domestic offices added. House and tower were demolished in 1831, and replaced by the present Benwell Towers.

In accordance with standard practice, PPS5 it is recommended that a programme of recording is undertaken prior to conversion in order to advise the conservation, alteration, repair or management of the building, to provide a better understanding and to compile a permanent archive record of the structure.

The finished report will include recommendations for any further recording required.

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

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

The work will be undertaken according to English Heritage Guidelines - Managing Archaeological Projects 2nd Edition ('MAP2') 1991 (www.english-h.gov.uk/guidance/map2/index.htm) and Management of Research Projects in the Historic Environment (MoRPHE) – The MoRPHE Project Managers' Guide, Project Planning Notes and Technical Guides 2006 (www.english-heritage.org.uk/publications).

The work will be undertaken according to MoRPHE Project Planning Notes 2006 - PPN3 – Archaeological Excavation and PPN6 – Development of Procedural standards and guidelines for the historic environment.

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

Research Aims and Objectives

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

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

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

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

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

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

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

PROJECT DESIGN

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

Health and Safety

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

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

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

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

www.famearchaeology.co.uk

www.scaum.org/uk

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

Other potentially applicable legislation:

Working at Heights Regulations 2005, Manual Handling 1992

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

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

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

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

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

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

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

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

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

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

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

Royal Institute of Chartered Surveyors has a manual "Surveying Safely – Your guide to personal safety at work"

www.rics.org/site/scripts/download_info.aspx?fileID=4078&categoryID=534S

Recording level

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

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

The survey is to be broadly in accordance with an English Heritage Level 2/3 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.

Level 3 – an analytical record. Includes an introductory description, account of origins, development and use. An account of evidence, drawn and photographic records, draws on readily accessible documentary sources but will not include a detailed documentary search.

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

Surveys are made by direct measurement using tapes and rods and can be supported by Electronic Distance Measuring equipment (EDM or REDM theodolites) on larger and more complex sites.

Detailed measured survey may be augmented by other techniques designed to record detail such as photogrammetry and rectified photography.

The scale of the drawings derived from a survey must be appropriate to the building, typically 1:100 or 1:50 for plans, 1:50 or 1:20 for sections.

The finished drawing should be legible when reduced for publication, the degree of reduction being dependent on the level of detail required.

It is recommended that drawings aiming to convey historical understanding or to support historical interpretation adopt the drawing conventions set up in section 8 of English Heritage's 2006 guidance document.

All drawings must include metric drawn scales, with a north point on all plans.

Use polyester based film for drawings (lasts longer than plastic).

Use low-acid paper.

Original drawings on film must be made with a hard pencil, at least 4H.

Do not ink over original pencil drawings.

The following tasks comprise the building survey:

1 *Site location plan*

2 *Produce accurate elevations and plans of each floor of the structure with any phasing depicted in differential shading*

Check first to see if the client or Tyne and Wear Archives have any plans or elevations which could be used.

Outline elevations (not detailed measured survey) should be produced, based on the client's architect's drawings, or by a combination of sketching and some measured survey, sufficient to demonstrate phasing, proportion and location of historic features, such as existing windows and doors and blocked openings.

Structural phasing, changes in building material, evidence of any fixtures and fittings, features of historic significance (eg. Former fireplace openings, changes in internal levels) must be noted on elevations and plans. Historic fabric and features should be identified and numbered and presented in a table within the finished report (see para 7 below). The feature numbers should then be added to the plans.

Two possible formats are acceptable: CAD files from a package supporting AUTOCAD DWG files or exporting as DXF files; Drawing film, inked-in to publication standard and labelled with transfer lettering for reproduction on A4 size.

3 *Draw cross-sections through the principal structural unit*

At least one cross-section at 1:50, through the house and chapel to illustrate the vertical relationships within a building (e.g. ceiling heights, differing floor heights, roof trusses). Drawings to the same specification, and in the same style, as the floor plan (Para 2 above).

4 *Scale drawings recording the form and location of other significant structural detail*

e.g. Timber or metal framing, roof structure

5 *Drawings to show the form/profile of any architectural decoration*

e.g. moulded doorcases, mullions, cornices, architraves with scale

6 *Produce a photographic record*

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

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

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

Digital cameras:

Use a camera of 5 megapixels or more.

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

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

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

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

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

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

Post photography processing:

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

Post photography processing workflow for RAW images:

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

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

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

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

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

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

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

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

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

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

Printing the digital images:

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

A selection of the images will be printed in the finished report 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.

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

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

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

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

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

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

Black and white print and colour slide:

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

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

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

All photographs must be marked 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

All photographs must have the record number of the structural component clearly visible.

{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

7 *Context list phasing tables, cross-referenced to the plans and photographs.*

A minimal recording methodology should number each feature on the photographic record, group the features by phase, and locate their position on the floor plans and elevation drawings.

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
- Details of listing
- 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 building's past and present relationship to its setting – e.g. its relationship to local settlement patterns, to a field system, man-made landscape, its part in a larger architectural or functional group of buildings, its visual importance as a landmark etc.
- 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
- Copies of any archive plans of building
- Copies of any historic photographs of the building
- Full bibliographic references and list of sources consulted
- Glossary of architectural terms likely to be unfamiliar to readers.

Documentary sources and photographs relating to the building will be consulted at:

Northumberland Museum and Archives at Woodhorn, Queen Elizabeth II Country Park, Ashington NE63 9YF (open Wed-Sun) 01670 528041

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

Newcastle City Library local studies section, Princess Square, Newcastle upon Tyne NE99 1DX

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 appointed archaeologist should also consult Charlotte Foster (Historic Environment Officer for Newcastle City Council (charlotte.foster@newcastle.gov.uk or 0191 2115625).

Publication

The results may also warrant publication in a suitable archaeological journal. The tender should therefore include an estimated figure for the production of a short report of, for example 20 pages, in a journal such as *Archaeologia Aeliana*, the *Arbeia Journal*, *Industrial Archaeology Review* or *Durham Archaeological Journal*. This is merely to give the commissioning client an indication of potential costs.

Before preparing a paper for publication, the archaeological contractor must discuss the scope, length and suitable journal with the County Archaeologist.

The report must have the following features:-

1. List of drawings, cross-referenced to a 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:

- 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 (Newcastle City Council) – to be submitted formally by the developer
- 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.