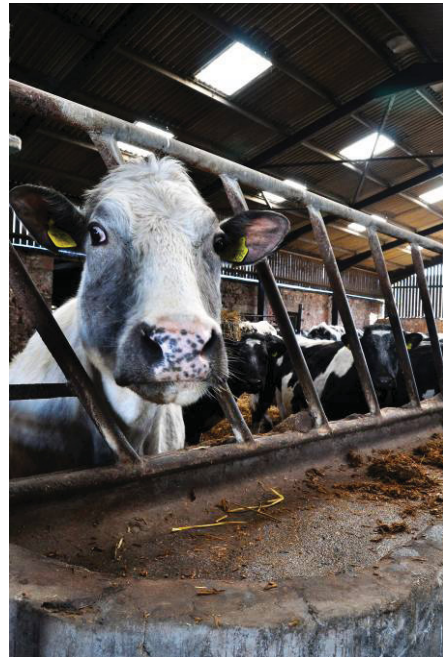


# An Archaeological Building Recording of Annstead Farm, Chathill, Northumberland



**ARS Ltd Report No. 2011/30**  
March 2011

OASIS no. archaeol5-97101

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**Archaeological Research Services Ltd**

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## **EXECUTIVE SUMMARY**

*In March 2011, Archaeological Research Services Ltd were commissioned by Mr and Mrs C. Mellor to undertake and archaeological Building Recording of Annstead Farm in Chatbill, Northumberland. The work was carried out prior to the removal of steel-framed and roofed buildings covering courtyards and forming storage barns, as well as redevelopment of the remaining farm buildings.*

*Underneath the large sections of modern barn, and roof additions, a lot of the original farm ranges still exist at Annstead. Typically mid 19<sup>th</sup> Century in date, these farm buildings have seen some modifications. The modifications have generally been in conjunction with the expansion of the buildings, in raising of roof levels, or creating openings to gain access to new barns.*

## 1. INTRODUCTION

### 1.1. Scope of work

- 1.1.1 In March 2011, Archaeological Research Services Ltd were commissioned by Mr and Mrs C. Mellor to undertake an archaeological building recording of Annstead Farm in Chathill, Northumberland (Fig. 1). The work was carried out prior to the removal of steel-framed and roofed buildings covering courtyards and forming storage barns, as well as redevelopment of the remaining farm buildings.



### 1.2. Location, topography and geology

- 1.2.1 Annstead Farm is located in Chathill, Northumberland, less than half a mile to the west of the North Sea and 0.8 miles north north-west of the village of Beadnell. The site is centred at NU 22456 30571. The solid geology of the area consists of limestone with sandstone and argillaceous rocks, overlain by blown sand.

## **2. METHODOLOGY**

### **2.1. Photographic record**

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

## **3. HISTORICAL AND ARCHAEOLOGICAL BACKGROUND**

### **3.1. Prehistoric**

- 3.1.1. There is evidence of prehistoric settlement around the area of Beadnell in the form of a Neolithic polished stone axe which was discovered at Annstead. There was also a Bronze Age burial mound and pottery dating from the period found nearby. While no artefacts dating from the Iron Age period have been found, there are traces of an enclosure, and cropmarks indicate the presence of occupation sites (Keys to the Past).

### **3.2. Romano-British**

- 3.2.1. During the Roman period in England, the majority of Northumberland would have been north of the frontier of the Empire. This means that very few Roman goods would have reached as far as Beadnell and the study area. It is possible, however, that some Iron Age sites may have lasted into the Roman period.

### **3.3. Medieval**

- 3.3.1. There is very little evidence for Medieval settlement in and around the immediate study area. However, this does not necessarily mean that it was uninhabited. One possible site dating from the early Medieval period is the chapel of St Ebba, although there is no direct evidence to date it to this period.
- 3.3.2. The earliest reference to Beadnell was in 1161, although there was probably settlement there before then. Beadnell was held by the manor of Bamburgh and there are a number of buildings there that date to the Medieval period.
- 3.3.3. As well as Beadnell, a number of other settlements existed in the parish during the period. It is thought that there were villages at Elford and Fleetham although these are now both a lot smaller. Ridge and furrow earthworks highlight the existence of Medieval fields.

### **3.4. Post-Medieval**

- 3.4.1. During the Post-Medieval period, Beadnell gained the majority of its wealth from the sea via its small harbour which was built in the 18<sup>th</sup> century. Fishing boats mainly went after herring which were dried in a drying house and then exported. Lime was also exported overseas. The smuggling of brandy, wine, rum and gin thrived in Beadnell.
- 3.4.2. Aside from industries that relied upon the sea, there was a large mill at Fleetham. This highlights the fact that agriculture was important to the local economy despite the fact that the sea brought in the majority of wealth. A number of large farmhouses, such as Tughall Farmhouse, also indicate that there was still money to be made from farming.
- 3.4.3. The late 19<sup>th</sup> century saw a decline in the fishing industry of Beadnell. Herring shoals were getting smaller and other British fishermen were using larger steam powered vessels, which the Beadnell men couldn't afford.

## **4. RESULTS OF PHOTOGRAPHIC SURVEY**

- 4.1. Using the results of this photographic survey, a phased construction plan has been produced (Figs. 3 & 4). This plan shows three phases of construction up until the modern barns were erected.
- 4.2. *External southeast facing elevation (Figs 5 – 8)*  
This elevation mainly consists of a modern barn frontage. A low course is topped by a wood panelled frontage up to a corrugated roof. There are seven openings into the various inner sections of the barn, these are closed via a modern gate. Centrally to this elevation is one of the original barn elevations. The masonry frontage of this elevation has a central floating doorway to the first floor, framed by large blocks. This section of building is of a typical mid 19<sup>th</sup> century design, giving a range of barns in an 'E' shape, in plan. The sandstone is more weathered than the rest of the barn.
- 4.3. *External southwest facing elevation (Figs 9 – 12)*  
This range of buildings is original to the barn complex. The central section of the elevation is a two storied elevation, with an original doorway to the ground floor and a single original window to the first floor. The building to the southeast of this section was not required for study, and the building to the northeast consists of a modern wood panelled barn.
- 4.4. *External northwest facing elevation (Figs 13 – 14)*  
This elevation carries the same architectural design as the southeast facing elevation, in that a low masonry course is topped by the wood panelled barn structure. There are three openings across its length, and like the southwest facing elevation, an older, original part of the mid 19<sup>th</sup> century build exists. The masonry wall is broken up on the first floor by a large sandstone arch, the opening of which had been blocked off. Below this arch is a window which has been inserted into the blocked off arch, and also been blocked off at a later date.

- 4.5. *Room 1 (Figs 19 – 31)*  
The southeast elevation of this room comprises of the modern built up area of the barn as seen from the external elevations. The northeast elevation consists of a single storied elevation, original to the farm complex. The construction style matched that of the other original parts of the building, and is built in the same rubble masonry style. A series of openings exist along its length including a doorway, and two blocked off windows, each framed in sandstone. The southwest elevation consists of three bays to the ground floor
- 4.5.1. The northwest elevation, formerly one solid wall, has been cut centrally to create an opening into Room 3. This work is evident from the brick work used to reconstruct the wall ends.
- 4.6. *Room 2 (Fig 38)*  
This room serves mainly as a staircase to the first floor loft room. Part of the original barn structure, the room currently holds a chemical store. There is a window to the northeast elevation that has been blocked off. The doorway to the southwest elevation has a modern wooden lintel inserted above it, although the exterior retains the original sandstone. The stone work mimics the style of the exterior.
- 4.7. *Room 3 (Figs 15 – 18)*  
This room is situated to the northwest of Room 3. The northwest elevations are modern, supporting the barn roof. Reflecting Room 1, the southeast partitioning wall shows evidence of modification around the opening between rooms. There is also evidence on the higher portion of wall which indicates the original roof level. There is a trace line of another former roof level protruding from the north west of this wall, but no other traces of this structure exist.
- 4.8. *Room 4 (Figs 41 & 42)*  
This room has been partitioned off from Room 12, using modern breeze blocks and wooden panels, to create a wall to the southwest. The southeast elevation consists of the same sandstone walling as is consistent with the rest of the buildings. The ground floor comprises a window and a doorway, between the two is an original stone staircase leading to the first floor. The first floor consists of a doorway (leading to Room 9) and a small window. The window has been halved by the modern corrugated roof so that only the lower half is visible.
- 4.8.1. The north east elevation comprises part of the original barn structure. The ground floor of this elevation consists of a large modern, inserted opening, topped by a steel lintel. A small original window opening exists to the south east of this. The first floor consists of an original door opening, and small window.
- 4.9. *Room 5 (Figs 43 & 44)*  
The Walls of this room have been clad so that the stone work is not visible. The northwest elevation has a blocked off window, with modern breeze blocks. The southeast elevation consists of a doorway and a window both blocked off using modern breeze blocks. The northeast elevation has traces of a former staircase left in the fabric of the wall, along with a cavity in the ground floor ceiling.



- 4.10. *Room 6 (Figs 39)*  
The walls of this room are plaster clad, which covers all of the construction and fabric, and each of the five windows is blocked off. The roof looks to be a later replacement.
- 4.11. *Room 7 (Fig 52)*  
Like room 6, the walls of this room have been clad, leaving two window openings, one to the southeast and one to the northwest. A large aviary hides any features which may be present to the southwest elevation
- 4.12. *Room 8 (Figs 45 – 47)*  
This room is situated directly over Room 5. The southeast elevation has a central, large blocked off opening. The roof is a modern replacement, and cement fixings to it can be seen on the apex of this elevation. An attempt has been made at plastering the northwest elevation. Cracking of the plaster has revealed the line of the original archway which is still visible on the external elevation.
- 4.13. *Room 9 (Figs 48 – 50)*  
The northeast elevation of this room has had various additions made to it, in the form of electrical junction boxes. The southwest elevation retains the markings of a former roof line, indicating that the walls of this building have been built up to raise the roof height. The door on this elevation has also been constructed during the heightening works.
- 4.14. *Room 10 (Figs 51)*  
The walls in this room are covered with cladding. The southwest and northeast elevations are lined with windows, the northeast ones overlooking Room 11. The southeast elevation has a doorway, the opening of which is original to the building.
- 4.15. *Room 11 (Figs 32 – 37)*  
This barn was originally an open courtyard area. The northwest elevation consists of two walls, previously one elevation, which is evident from the brick reconstructive work where the central section of wall has been removed to create the opening providing access into Room 12. Either side of this opening there is a sandstone arch which is original to the building. Above each arch, to the first floor, is a window which has been halved by the modern corrugated roof. The northeast elevation has three narrow blocked off lights, which would have looked out from the stalls in Room 1. The southwest elevation consists of two blocked off doorways and 4 blocked of window openings.
- 4.16. *Room 12 (Fig 40)*  
The only original wall in this room is the southeast elevation. Access was difficult into this room due to the heavy amount of farm machinery. The work performed to create the central opening is as evident from the brickwork in this room as it was from Room 11. Towards the southwest of the wall, there are traces of a former pointed roof line, protruding to the northwest. The building which was situated here was likely to have been associated with the original farm complex. Evidence for this can be seen in the chamfered window cill of the farthest southwest, first floor window. This sandstone cill has been cut purposefully before being built into the structure.

## **5. DISCUSSION**

- 5.1. Underneath the large sections of modern barn, and roof additions, a lot of the original farm ranges still exist at Annstead. Typically mid 19<sup>th</sup> Century in date, these farm buildings have seen some modifications. The modifications have generally been in conjunction with the expansion of the buildings, in raising of roof levels, or creating openings to gain access to new barns.

## **6. PUBLICITY, CONFIDENTIALITY AND COPYRIGHT**

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

## **7. STATEMENT OF INDEMNITY**

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

## **8. ACKNOWLEDGEMENTS**

- 8.1. Archaeological Research Services Ltd would like to express special thanks to Mr & Mrs C. Mellor. We would also like to thank Nick Best of Northumberland Council.

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[Http://www.keystothepast.com](http://www.keystothepast.com)

**APPENDIX I: FIGURES**

**FIG. 2**

**3**

4



Figure 5. Southeast facing external elevation



Figure 6. Southeast facing external elevation



Figure 7. Southeast facing external elevation



Figure 8. Southeast facing external elevation



Figure 9. Southeast facing external elevation





Figure 10. Southeast facing external elevation



Figure 11. Southeast facing external elevation



Figure 12. Southeast facing external elevation



Figure 13. Northeast facing external elevation



Figure 14. Southeast facing external elevation



Figure 15. Room 3



Figure 16. Room 3



Figure 17. Room 3



Figure 18. Room 3



Figure 19. Room 1



Figure 20. Room 1



Figure 21. Room 1





Figure 22. Room 1



Figure 23. Room 1



Figure 24. Room 1



Figure 25. Room 1



Figure 26. Room 1



Figure 27. Room 1

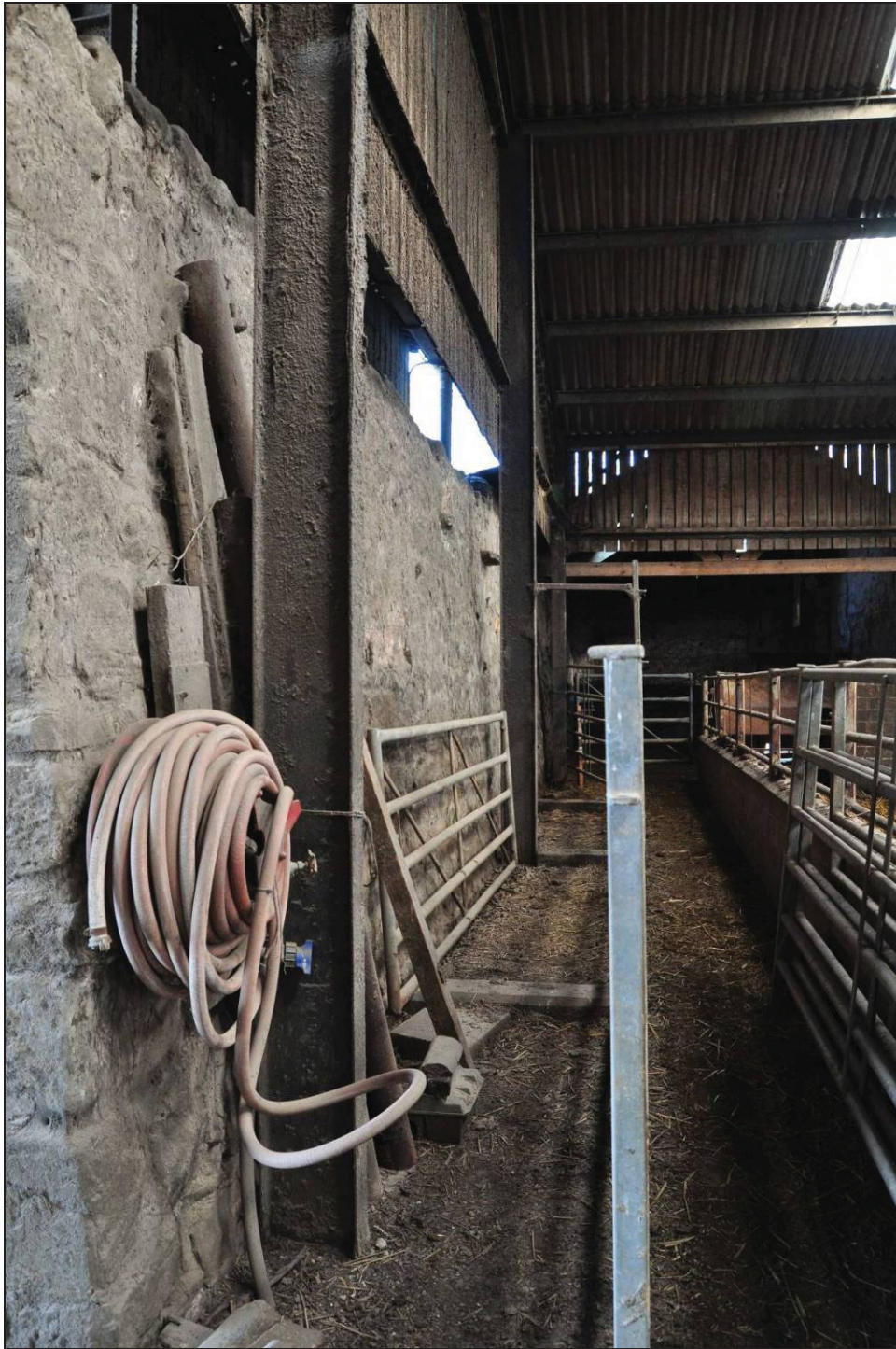


Figure 28. Room 1

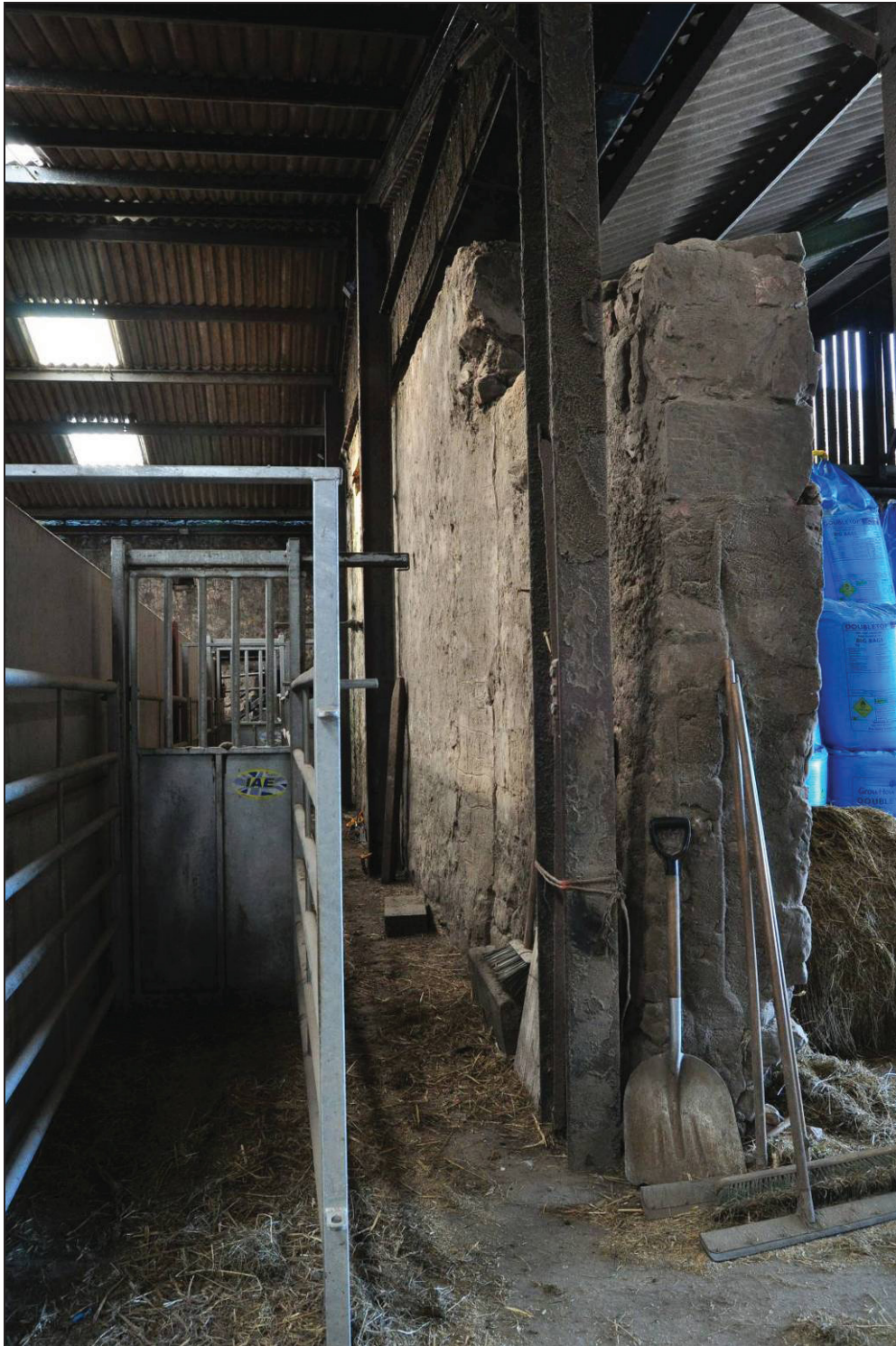


Figure 29. Room 1



Figure 30. Room 1



Figure 31. Room 1



Figure 32. Room 11



Figure 33. Room 11





Figure 34. Room 11



Figure 35. Room 11



Figure 36. Room 11



Figure 37. Room 11



Figure 38. Room 2



Figure 39. Room 6



Figure 40. Room 12



Figure 41. Room 4



Figure 42. Room 4

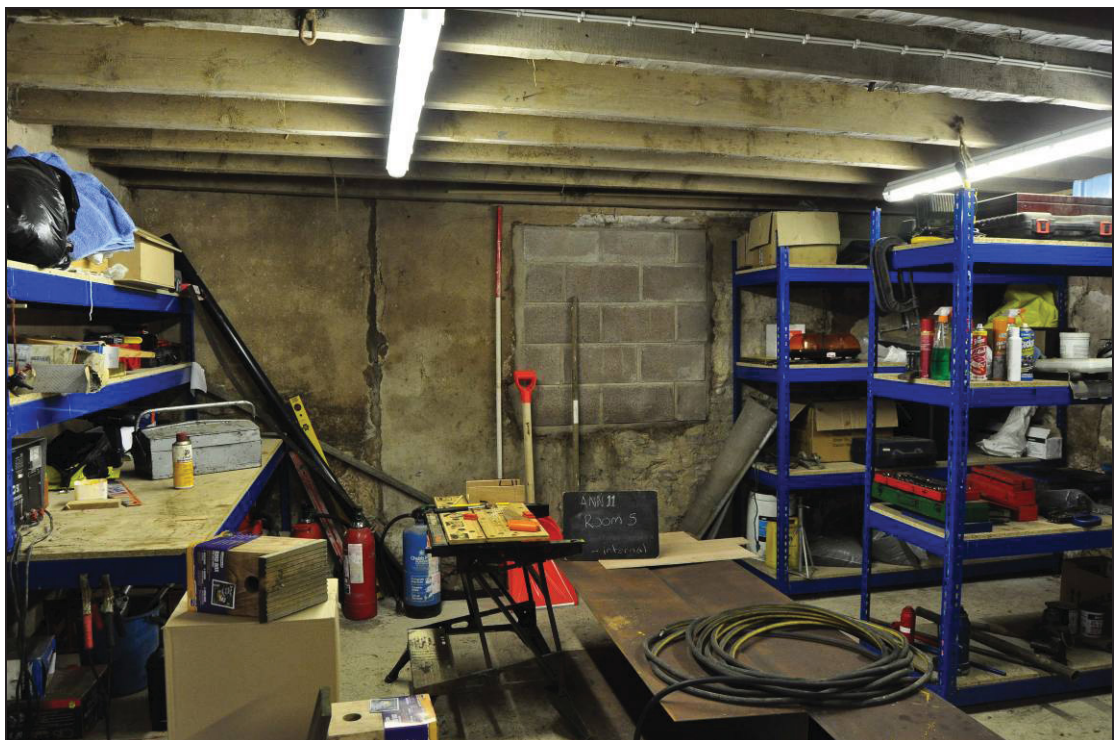


Figure 43. Room 5



Figure 44. Room 5



Figure 45. Room 8



Figure 46. Room 8



Figure 47. Room 8



Figure 48. Room 9



Figure 49. Room 9





Figure 50. Room 9



Figure 51. Room 10



Figure 52. Room 7

**APPENDIX II: PHOTOGRAPHIC REGISTER**

**FILM 1 COLOUR PRINT**

Shot No.	Description	Scale	Date	Taken by
1	External SE facing elevation	2m	14/03/2011	Dan Amat
2	External SE facing elevation	2m	14/03/2011	Dan Amat
3	External SE facing elevation	2m	14/03/2011	Dan Amat
4	External SE facing elevation	2m	14/03/2011	Dan Amat
5	External SE facing elevation	2m	14/03/2011	Dan Amat
6	External SE facing elevation	2m	14/03/2011	Dan Amat
7	External SE facing elevation	2m	14/03/2011	Dan Amat
8	External SE facing elevation	2m	14/03/2011	Dan Amat
9	External SW facing elevation	2m	14/03/2011	Dan Amat
10	External SW facing elevation	2m	14/03/2011	Dan Amat
11	External SW facing elevation	2m	14/03/2011	Dan Amat
12	External SW facing elevation	2m	14/03/2011	Dan Amat
13	External SW facing elevation	2m	14/03/2011	Dan Amat
14	External NW facing elevation	2m	14/03/2011	Dan Amat
15	External NW facing elevation	2m	14/03/2011	Dan Amat
16	Room 3 NE elevation		14/03/2011	Dan Amat
17	Room 3 S corner		14/03/2011	Dan Amat
18	Room 1 NE elevation		14/03/2011	Dan Amat
19	Room 1 NE elevation		14/03/2011	Dan Amat
20	Room 1 NE elevation		14/03/2011	Dan Amat
21	Room 1 SW elevation		14/03/2011	Dan Amat
22	Room 1 SW elevation		14/03/2011	Dan Amat
23	Room 1 SW elevation		14/03/2011	Dan Amat
24	Room 1 SW elevation		14/03/2011	Dan Amat
25	Room 1 SW elevation		14/03/2011	Dan Amat
26	Room 1 SW elevation		14/03/2011	Dan Amat
27	Room 1 SW elevation		14/03/2011	Dan Amat
28	Room 10 windows		14/03/2011	Dan Amat
29	Room 10 windows		14/03/2011	Dan Amat
30	Room 10 windows		14/03/2011	Dan Amat
31	Room 10 windows		14/03/2011	Dan Amat
32	Room 11 NE elevation		14/03/2011	Dan Amat
33	Room 11 NE elevation		14/03/2011	Dan Amat
34	Room 11 NE elevation		14/03/2011	Dan Amat
35	Room 11 NE elevation		14/03/2011	Dan Amat
36	Room 11 NE elevation		14/03/2011	Dan Amat

**FILM 2 COLOUR PRINT**

Shot No.	Description	Scale	Date	Taken by
1	Room 11 SW elevation		14/03/2011	Dan Amat
2	Room 11 SW elevation		14/03/2011	Dan Amat
3	Room 11 SW elevation		14/03/2011	Dan Amat
4	Room 11 SW elevation		14/03/2011	Dan Amat
5	Room 12 S corner	2m	14/03/2011	Dan Amat
6	Room 12 SE elevation	2m	14/03/2011	Dan Amat
7	Room 4 SE elevation	2m	14/03/2011	Dan Amat
8	Room 5 NW elevation	2m	14/03/2011	Dan Amat
9	Room 5 SE elevation	2m	14/03/2011	Dan Amat
10	Room 8 SE elevation	2m	14/03/2011	Dan Amat
11	Room 8 NW elevation	2m	14/03/2011	Dan Amat
12	Room 9 NW elevation	2m	14/03/2011	Dan Amat
13	Room 9 SW elevation	2m	14/03/2011	Dan Amat
14	Room 9 NE elevation	2m	14/03/2011	Dan Amat
15	Room 10 SE elevation	2m	14/03/2011	Dan Amat

**FILM 3 BLACK AND WHITE PRINT**

Shot No.	Description	Scale	Date	Taken by
1	External SE facing elevation	2m	14/03/2011	Dan Amat
2	External SE facing elevation	2m	14/03/2011	Dan Amat
3	External SE facing elevation	2m	14/03/2011	Dan Amat
4	External SE facing elevation	2m	14/03/2011	Dan Amat
5	External SE facing elevation	2m	14/03/2011	Dan Amat
6	External SE facing elevation	2m	14/03/2011	Dan Amat
7	External SE facing elevation	2m	14/03/2011	Dan Amat
8	External SE facing elevation	2m	14/03/2011	Dan Amat
9	External SW facing elevation	2m	14/03/2011	Dan Amat
10	External SW facing elevation	2m	14/03/2011	Dan Amat
11	External SW facing elevation	2m	14/03/2011	Dan Amat
12	External SW facing elevation	2m	14/03/2011	Dan Amat
13	External SW facing elevation	2m	14/03/2011	Dan Amat
14	External NW facing elevation	2m	14/03/2011	Dan Amat
15	External NW facing elevation	2m	14/03/2011	Dan Amat
16	Room 3 NE elevation		14/03/2011	Dan Amat
17	Room 3 S corner		14/03/2011	Dan Amat
18	Room 1 NE elevation		14/03/2011	Dan Amat
19	Room 1 NE elevation		14/03/2011	Dan Amat
20	Room 1 NE elevation		14/03/2011	Dan Amat
21	Room 1 SW elevation		14/03/2011	Dan Amat
22	Room 1 SW elevation		14/03/2011	Dan Amat
23	Room 1 SW elevation		14/03/2011	Dan Amat
24	Room 1 SW elevation		14/03/2011	Dan Amat
25	Room 1 SW elevation		14/03/2011	Dan Amat
26	Room 1 SW elevation		14/03/2011	Dan Amat
27	Room 1 SW elevation		14/03/2011	Dan Amat
28	Room 10 windows		14/03/2011	Dan Amat
29	Room 10 windows		14/03/2011	Dan Amat
30	Room 10 windows		14/03/2011	Dan Amat
31	Room 10 windows		14/03/2011	Dan Amat
32	Room 11 NE elevation		14/03/2011	Dan Amat
33	Room 11 NE elevation		14/03/2011	Dan Amat
34	Room 11 NE elevation		14/03/2011	Dan Amat
35	Room 11 NE elevation		14/03/2011	Dan Amat
36	Room 11 NE elevation		14/03/2011	Dan Amat

**FILM 4 BLACK AND WHITE PRINT**

Shot No.	Description	Scale	Date	Taken by
1	Room 11 SW elevation		14/03/2011	Dan Amat
2	Room 11 SW elevation		14/03/2011	Dan Amat
3	Room 11 SW elevation		14/03/2011	Dan Amat
4	Room 11 SW elevation		14/03/2011	Dan Amat
5	Room 12 S corner	2m	14/03/2011	Dan Amat
6	Room 12 SE elevation	2m	14/03/2011	Dan Amat
7	Room 4 SE elevation	2m	14/03/2011	Dan Amat
8	Room 5 NW elevation	2m	14/03/2011	Dan Amat
9	Room 5 SE elevation	2m	14/03/2011	Dan Amat
10	Room 8 SE elevation	2m	14/03/2011	Dan Amat
11	Room 8 NW elevation	2m	14/03/2011	Dan Amat
12	Room 9 NW elevation	2m	14/03/2011	Dan Amat
13	Room 9 SW elevation	2m	14/03/2011	Dan Amat
14	Room 9 NE elevation	2m	14/03/2011	Dan Amat
15	Room 10 SE elevation	2m	14/03/2011	Dan Amat

## Northumberland Conservation Standard Brief for Recording Historic Farm Buildings (updated February 2011)

### 1 Introduction

- 1.1 Changing farm practices and diversification both within the Northumberland and throughout the UK are rapidly rendering many traditional farm buildings surplus to the requirements of modern agriculture. Many such buildings are locally important or regionally distinctive and as such may be regarded as 'heritage assets' in the context of PPS5. Programmes of redevelopment, demolition or residential conversion can harm the significance of these heritage assets.

### 1.2 Policy Background

- 1.3 Policy relating to the assessment and mitigation of impacts to the cultural heritage resource within the planning system is set out in Planning Policy Statement 5: *Planning for the Historic Environment*, published on 23<sup>rd</sup> March 2010.<sup>1</sup> Policy in PPS applies to all heritage assets, including heritage assets which are not designated but which are of heritage interest and are thus a material planning consideration<sup>2</sup>.

- 1.4 Policy **HE12** of PPS5 states that:

- i) The process of investigating the significance of the historic environment, as part of development management, should add to the evidence base for future planning and further the understanding of our past (HE12.2)
- ii) Local planning authorities should make this information publicly available, including through the historic environment record (HE12.2)
- iii) Where loss of the whole or a material part of a heritage asset's significance is justified, local planning authorities should require the developer to record and advance understanding of the significance of the heritage asset before it is lost, using planning conditions or obligations as appropriate (HE12.3).
- iv) The extent of the requirement should be proportionate to the nature and level of the asset's significance (HE12.3).
- v) Developers should publish this evidence and deposit copies of the reports with the relevant historic environment record (HE12.3)
- vi) Local planning authorities should require any archive generated to be deposited with a local museum or other public depository willing to receive it (HE12.3).
- vii) Local planning authorities should impose planning conditions or obligations to ensure such work is carried out in a timely manner and that the completion of the exercise is properly secured (HE12.3).

- 1.5 This submitted planning application will result in alterations to important historic buildings which may harm the significance of the heritage asset(s). Northumberland Conservation has therefore advised the local planning authority that, should permission be granted, a condition should be attached to the permission requiring a programme of building recording prior to alteration and/or demolition to mitigate the loss of significance. This advice is consistent with Policy HE12 of PPS: *Planning for the Historic Environment*.

- 1.6 This brief constitutes Northumberland Conservation's justification for the investigation, its objectives and the strategy and procedures to apply to the programme of building recording. **This brief does not constitute the 'written**

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<sup>1</sup> PPS5: *Planning for the Historic Environment* and the associated *Practice Guide* can be viewed on the Communities and Local Government website at:

<http://www.communities.gov.uk/publications/planningandbuilding/pps5>

<sup>2</sup> PPS5, Introduction, Paragraph 5.

## **scheme of investigation', required in the planning condition.**

- 1.7 The brief is intended to establish the project parameters to enable an historic buildings specialist or a suitably experienced archaeological consultant or contractor to tender for the work and once commissioned to prepare and submit an appropriate Method Statement, Project Design or Specification to Northumberland Conservation for approval **prior** to work commencing.
- 1.8 The historic buildings specialist or archaeological contractor will need to confirm the extent of the development and the nature of the works with the agent as part of the specification.

## **2 Specific issues to be addressed by the programme of building recording**

- 2.1 While this work should record the building in line with section 3, the recording and subsequent report should make particular reference to:
  - i) The internal and external appearance of the individual building(s) and the farm complex and its setting as a whole
  - ii) Internal or external fixtures, fittings or features within the building due to be altered or removed as part of the development, particularly those associated with farming practice
  - iii) Any features of special interest unique to the farm complex

## **3 Method of work**

- 3.1 All work should be carried out in compliance with the codes of practice of the Institute for Archaeologists (IfA) <sup>3</sup> and will follow the IfA Standard and Guidance for archaeological investigation and recording of standing buildings or structures<sup>4</sup>.
- 3.2 The programme of building recording should be carried out to English Heritage standards, following the guidelines issued by that body in 2006. A copy of those guidelines is available to purchase from English Heritage publications department.<sup>5</sup>
- 3.3 This programme of building recording should broadly adhere to Level 2 of the guidelines but some additional items will be required from other levels of the guidelines. These comprise:

### **i) Written Account**

This section should include:

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

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<sup>3</sup> Institute for Archaeologists, 2008, *By-Laws: Code of Conduct* (23 October 2008):

[http://www.archaeologists.net/modules/icontent/inPages/docs/codes/code\\_conduct.pdf](http://www.archaeologists.net/modules/icontent/inPages/docs/codes/code_conduct.pdf)

<sup>4</sup> Institute for Archaeologists, 2008, *Standard and Guidance for archaeological investigation and recording of standing buildings or structures*: <http://www.archaeologists.net/modules/icontent/inPages/docs/codes/build2.pdf>

<sup>5</sup> English Heritage, 2006, *Understanding Historic Buildings. A guide to good recording practice*. (available as pdf. files in three parts at the address listed below):

[http://www.english-heritage.org.uk/upload/pdf/Understanding\\_Historic\\_Buildings\\_1.pdf](http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_1.pdf)

[http://www.english-heritage.org.uk/upload/pdf/Understanding\\_Historic\\_Buildings\\_2.pdf](http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_2.pdf)

[http://www.english-heritage.org.uk/upload/pdf/Understanding\\_Historic\\_Buildings\\_3.pdf](http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_3.pdf)



## ii) Drawn Record

This section should include:

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

## iii) Photography

This section should include:

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

### 3.4 General Standards

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

## 4 Post excavation work, archive, and report preparation

### 4.1 Site Archive

- 4.1.1 The archive must be deposited at **Northumberland Record Office**, within **6 months** of completion of the post-excavation work and the report.
- 4.1.2 Before the commencement of fieldwork contact should be made with the **Record Office** to make the relevant arrangements.
- 4.1.3 **Northumberland Conservation will require confirmation that the archive had been submitted in a satisfactory form to the Record Office before recommending to the local planning authority that the condition should be fully discharged.**

### 4.2 Report

- 4.2.1 The archaeological consultant or contractor must submit a copy of the report to their client and Northumberland Conservation within 2 months of completion of the work.
- 4.2.2 **Northumberland Conservation requires one bound paper copy of the report and a digital copy of the report in Word or pdf format.**
- 4.2.3 **Northumberland Conservation will need to approve the report before fully discharging the condition on the planning permission.**
- 4.2.4 Each page and paragraph should be numbered within the report and illustrations cross-referenced within the text.
- 4.2.5 **The report must include a copy of the report checklist attached to the end of this brief.**
- 4.2.6 The report should include the following as a minimum:
- i) Planning application number, Northumberland Conservation reference, OASIS reference number and an 8 figure grid reference
  - ii) A location plan of the site at an appropriate scale of at least 1:10 000
  - iii) A location plan of the extent of the site. This must be at a recognisable planning scale, and located with reference to the national grid, to allow the results to be accurately plotted on the Historic Environment Record
  - iv) Plans and elevations of the building, cross-referenced in the text
  - v) A summary statement of the results
  - vi) A detailed description of the results
  - vii) Photographs of the building including both internal and external shots and detailed photographs of significant fabric, fixtures and fittings
  - viii) An appendix comprising a register of all colour transparencies and black and white prints
  - ix) **A copy of this brief**
  - x) **A copy of the 'check-list' appended to this brief**
  - xi) **Any variation to the above requirements should be approved by the planning authority prior to work being submitted**

### 4.3 OASIS

- 4.3.1 Northumberland Conservation and HER support the Online Access to Index of Archaeological Investigations (OASIS) Project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large scale developer funded fieldwork.
- 4.3.2 The archaeological consultant or contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. If the contractors are unfamiliar with OASIS, they are advised to contact Northumberland HER prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, Northumberland HER will validate the OASIS form thus placing the information into the public domain on the OASIS website. **The archaeological consultant or contractor must indicate that they agree to this procedure within the specification/project design/written scheme of investigation submitted to Northumberland Conservation for approval**

### 4.4 Publication

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

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

## 5 Monitoring

- 5.1 The Assistant County Archaeologist must be informed on the start date and timetable for the programme of building recording **in advance** of work commencing.
- 5.2 Reasonable access to the site will be afforded to the Assistant County Archaeologist or his/her nominee at all times for the purposes of monitoring the archaeological scheme.
- 5.3 Regular communication between the archaeological contractor, the Assistant County Archaeologist and other interested parties must be maintained to ensure the project aims and objectives are achieved.

## 6 Further Guidance

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

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

Tel: 01670 534057 or 534095

Fax: 01670 533409

e-mail: [kderham@northumberland.gov.uk](mailto:kderham@northumberland.gov.uk) or [nbest@northumberland.gov.uk](mailto:nbest@northumberland.gov.uk)

Nick Best provides development management advice for the **Northern** area - formerly Alnwick (A), Berwick (B) and much of Castle Morpeth (CM) and the **South-East** area – formerly Blyth (BV) and Wansbeck (W)

Karen Derham provides development management advice for the **Western** area – formerly Tynedale and part of Castle Morpeth (CM)

*(letters referred to in Northumberland Conservation reference)*

### Selected web resources:

English Heritage guidance on recording Historic Buildings (in three parts):

[http://www.english-heritage.org.uk/upload/pdf/Understanding\\_Historic\\_Buildings\\_1.pdf](http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_1.pdf)

[http://www.english-heritage.org.uk/upload/pdf/Understanding\\_Historic\\_Buildings\\_2.pdf](http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_2.pdf)

[http://www.english-heritage.org.uk/upload/pdf/Understanding\\_Historic\\_Buildings\\_3.pdf](http://www.english-heritage.org.uk/upload/pdf/Understanding_Historic_Buildings_3.pdf)

English Heritage guidance on the Conversion of Traditional Farm Buildings (two parts):

<http://www.helm.org.uk/upload/pdf/Traditional-Farm1.pdf>

<http://www.helm.org.uk/upload/pdf/Traditional-Farm1.pdf>

February 2011

## Historic Farm Building Recording Report Check List

Site name:

Archaeological Contractor:

Check List	Contractor	Northumberland Conservation
Copy of report checklist		
Planning ref.		
NC ref.		
OASIS ref.		
Confirmation that all OASIS sections completed incl. submission of grey literature		
8 figure grid reference		
<b>Results</b>		
Summary statement of the results		
Detailed description of results		
Photographs and drawings cross-references within the text		
Appendix listing the colour transparencies and black and white contact strips taken		
<b>Illustrations</b>		
Location plan at scale of at least 1:10000		
Plans showing location of development area at recognisable planning scale and located with reference to the national grid		
Location plan of the site at an appropriate scale of at least 1:10 000		
Plans appropriate to the building recording as laid out in the brief		
Elevations appropriate to the building recording as laid out in the brief		
Photographs appropriate to the building recording as laid out in the brief		
Any variation approved by NC prior to work commencing		

Contractor checked:

NC Officer checked:

Date:

Date: