

## Brief for Level 2 Historic Building Recording

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Land adjoining, Domus, The Causeway, Great Horkesley, CO6 4EJ

**PLANNING APPLICATION:** 180699

**GRID REFERENCE:** TL 97857 29899

**DEVELOPMENT PROPOSAL:** Proposed conversion of a redundant barn to create a 3-bed single family dwelling, with associated external works.

**THIS BRIEF ISSUED BY:** Jess Tipper  
Archaeological Advisor  
Tel: 01206 508920  
E-mail: jess.tipper@colchester.gov.uk

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### Planning Background

- 2.1 This proposal concerns the conversion of a farm building that is of historic interest (undesigned heritage asset), and it is present on the First Edition OS Map dating to the 1880s.
- 2.2 The Local Planning Authority attached the following pre-commencement condition (Condition 8) for historic building recording in accordance with paragraph 199 of the National Planning Policy Framework, so that the affected building can be recorded in its unaltered state. This will ensure that the significance of the heritage assets, affected by development, is fully understood and recorded, in advance of alteration:

Prior to the commencement of any works, a programme of building recording and analysis shall have been undertaken and a detailed record of the building shall have been made by a person or body approved by the Local Planning Authority and in accordance with a written scheme which first shall have been submitted to and approved, in writing, by the Local Planning Authority.'

Reason: To ensure the proper and timely investigation, recording, reporting and presentation of heritage assets affected by this development, in accordance Colchester Borough Council's Core Strategy (2008) and Adopted Guidance 'Managing Archaeology in Development' (adopted 2015).

- 2.2 The archaeological contractor must submit a copy of their Written Scheme of Investigation (WSI) based upon this brief of minimum requirements, to the Archaeological Advisor for Colchester Borough Council (CBC/AA).
- 2.3 The WSI should be approved before costs are agreed with the commissioning client, in line with the Chartered Institute for Archaeologists' guidance. Failure to do so could result in additional and unanticipated costs.

- 2.4 Following acceptance, the WSI should be submitted to the Local Planning Authority along with an application for partial discharge. Only the full implementation of the scheme (completion of fieldwork and reporting), will enable the condition to be discharged.
- 2.5 The WSI will provide the basis for measurable standards and will be used to establish whether the requirements of the brief will be adequately met.

### **Specification for the Historic Building Recording**

- 3.1 Historic England Level 2 descriptive recording must be carried out on the building prior to alteration<sup>1</sup>.

### **Arrangements for Historic Building Recording**

- 4.1 The composition of the historic building contractor's staff must be detailed and agreed by CBC, including any subcontractors/specialists. The historic building contractor must be able to demonstrate specialist expertise in this field.
- 4.2 The project manager must also carry out a risk assessment and ensure that all potential risks are minimised, before commencing the fieldwork. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSIs, wildlife sites and ecological considerations) rests with the commissioning body and its archaeological contractor.
- 4.3 Notification of the start of work shall be given to the CBC Archaeological Officer one week in advance of its commencement, to ensure the scheme of investigation can be adequately monitored. Monitoring will include the fieldwork and reporting stages.

### **Reporting and Archival Requirements**

- 5.1 The project manager must obtain a Colchester HER Event number must be obtained from CBC's Archaeological Officer for the fieldwork; this will be the unique reference number for the work in the Colchester HER.
- 5.2 The project manager should consult the intended archive depository (Colchester and Ipswich Museums Service; [collections@colchester.gov.uk](mailto:collections@colchester.gov.uk)) before the WSI is prepared regarding the specific requirements for the archive deposition and curation, and regarding any specific cost implications of deposition; agreement in principle for deposition should be obtained prior to approval of the WSI. The intended depository must be prepared to accept the entire archive resulting from the project (both finds and written archive) in order to create a complete record of the project. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI.
- 5.3 It is a policy of CBC that the integrity of the site archive be maintained (i.e. all records should be properly curated by a single organisation), with the archive available for public

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<sup>1</sup> Understanding Historic Buildings A Guide to Good Recording Practice (2016)  
<https://historicengland.org.uk/images-books/publications/understanding-historic-buildings/>

consultation. It is expected that the client will deposit the full site archive, and transfer title to, the Colchester and Ipswich Museum Service, and this should be agreed before the fieldwork commences. A clear statement of the form, intended content, and standards of the archive is to be submitted for approval as an essential requirement of the WSI. The WSI should include a Selection Strategy (<https://www.archaeologists.net/selection-toolkit>) CBC's Archaeological Advisor should be notified when the archive has been deposited Colchester and Ipswich Museums Service.

- 5.4 The WSI should state proposals for the deposition of the digital archive relating to this project with the Archaeology Data Service, or similar digital archive repository with expertise in curating digital archaeological archives, and allowance should be made for costs incurred to ensure proper deposition (<http://ads.ahds.ac.uk/project/policy.html>). CBC's Archaeological Advisor should be notified when the archive has been deposited with the preferred digital archive repository. The WSI should also include a Data Management Plan.
- 5.5 A copy of the report, clearly marked DRAFT, must be presented to CBC for approval within six months of the completion of fieldwork unless other arrangements are negotiated. Its conclusions must include a clear statement of the archaeological value of the results, and their significance.
- 5.6 Following acceptance of the report, a .pdf digital copy (in PDF/A or PDF/Archive format) should be presented to the Colchester HER. A copy of the EHER summary sheet must be included in the final report.
- 5.7 Where appropriate, a digital vector plan should be included with the report, which must be compatible with MapInfo GIS software, for integration in the Colchester HER. AutoCAD files should also be exported and saved into a format that can be imported into MapInfo (for example, as a .dxf or .TAB files).
- 5.8 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> must be initiated and key fields completed on Details, Location and Creators forms. When the project is completed, all parts of the OASIS online form must be completed and a copy must be included in the final report and also with the site archive. A .pdf version (in PDF/A or PDF/Archive format) of the entire report should be uploaded.
- 5.9 A copy of the WSI should be appended to the report.
- 5.10 This brief remains valid for six months. If work is not carried out in full within that time this document will lapse; the brief may need to be revised and re-issued to take account of new discoveries, changes in policy and techniques.

The following Historic England Guidelines are directly relevant to this project:

*Understanding Historic Buildings A Guide to Good Recording Practice (2016)*

The Chartered Institute for Archaeologists' *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (2019) should be used for additional guidance in the execution of the project and in drawing up the report.

## **Notes**

The Chartered Institute of Archaeologists maintains a list of registered archaeological contractors ([www.archaeologists.net](http://www.archaeologists.net) or 0118 378 6446). There are a number of archaeological contractors that regularly undertake work in Colchester Borough and the archaeological advisor will provide advice on request. CBC does not give advice on the costs of archaeological projects.