

**FORMER PARCELS  
OFFICE,  
WESTGATE ROAD,  
NEWCASTLE UPON  
TYNE**



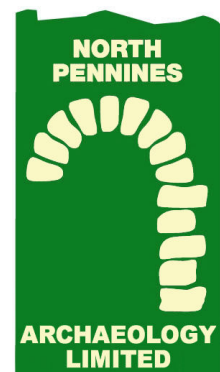
**HISTORIC BUILDING ANALYSIS**

**CP. No: 683/10**

**28/07/2010**

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## *Quality Assurance*

This report covers works as outlined in the brief for the above-named project as issued by the relevant authority, and as outlined in the agreed programme of works. Any deviation to the programme of works has been agreed by all parties. The works have been carried out according to the guidelines set out in the Institute for Archaeologists (IfA) Standards, Policy Statements and Codes of Conduct. The report has been prepared in keeping with the guidance set out by North Pennines Archaeology Ltd on the preparation of reports.

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## SUMMARY

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In September 2006, North Pennines Archaeology Ltd was commissioned by Sleeperz Ltd to undertake an archaeological desk-based assessment and building recording in advance of a proposed redevelopment of the former parcels office and arches, Westgate Road, Newcastle upon Tyne in Tyne and Wear (NGR NZ 2352 6416).

The fenestrations on the main Westgate Road façade had not been adequately recorded due to the presence of boarding over the windows. The boarding was removed on June 27<sup>th</sup>, 2010 in order for this aspect of the building to be properly recorded.

The windows to the Westgate Road frontage consisted of two rows. The upper row was in a three by three pattern of window separated by timber mullions. The lower fenestrations were in two rows of three by two windows separated by timber mullions and transoms. The upper row of windows appeared to be of frosted glass while the lower row did not.

As specified in the project brief provided by the Tyne and Wear Specialist Conservation Team the entirety of the former Parcels Office has now been photographically recorded.

## ACKNOWLEDGEMENTS

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North Pennines Archaeology Ltd would like to offer thanks to Jason Fletcher of Sleeperz Ltd for commissioning the project, and to Ray Kidd, Metnor, for facilitating site access.

North Pennines Archaeology Ltd would also like to extend their thanks to Jennifer Morrison, Tyne and Wear Archaeology Officer, for all assistance throughout the project.

This phase of the historic building recording was undertaken by Jocelyn Strickland. The report was written, and the drawings were produced, by Jocelyn Strickland. The project was managed by Matt Town, Project Manager for NPA Ltd, who also edited the report.

## 1 INTRODUCTION AND SITE LOCATION

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### 1.1 CIRCUMSTANCES OF THE PROJECT

- 1.1.1 In 2006 Newcastle City Council were consulted regarding a planning application submitted for a proposed development located at the Former Parcel Office, Westgate Road, Newcastle upon Tyne, Tyne and Wear (NGR NZ 2352 6416). North Pennines Archaeology Limited (NPAL) were commissioned by Sleeperz to undertake the required archaeological desk-based assessment of the general area around the former parcels office as well as an archaeological building recording of the development area itself. However, the Westgate Road façade could not be adequately recorded due to the presence of boarding over the windows.
- 1.1.2 The boarding has now been removed and an archaeological building recording was undertaken of the fenestration on the main Westgate Road façade.
- 1.1.3 The purpose of the archaeological building recording was to compile a full photographic record of the main Westgate Road frontage as existing, with the structural sequence as observed during the fieldwork.

## 2 METHODOLOGY

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### 2.1 PROJECT DESIGN

- 2.1.1 Prior to the commencement of the archaeological works, a project design was submitted to Jennifer Morrison, Tyne and Wear Archaeology Officer, outlining the methodology for the historic building analysis of the former Parcel Office, Westgate Road, Tyne and Wear.
- 2.1.2 All work was undertaken following standards and guidelines set out by the Institute for Archaeologists (IfA 2008), and the historic building analysis corresponded to a Level 2 Building Survey, as described by English Heritage (English Heritage 2006).

### 2.2 HISTORIC BUILDING ANALYSIS

- 2.2.1 A survey of the standing fabric of the Westgate Road frontage was undertaken in order to assess the origins and development of the building, and to record any features of archaeological and/or architectural interest.
- 2.2.2 A photographic record was made of the exterior of the Westgate Road elevation using both digital and film formats.

### 2.3 THE ARCHIVE

- 2.3.1 A full archive will be prepared in accordance with the recommendations in *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Brown 2007). A copy of the documentary and photographic archive will be deposited with Tyne and Wear HER, Newcastle upon Tyne, as requested in the brief issued by the Tyne and Wear Specialist Conservation Team (Morrison 2008).
- 2.3.2 North Pennines Archaeology Ltd supports the **Online Access to the Index of Archaeological Investigations (OASIS)** project. This project aims to provide an on-line index and access to the extensive and expanding body of grey literature created as a result of develop-funded archaeological work. As a result, details of this project will be made available by North Pennines Archaeology Ltd, as a part of this national project under the unique identifier **northpen-80270**.



## 3 HISTORICAL BACKGROUND

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### 3.1 HISTORICAL BACKGROUND

- 3.1.1 As previously mentioned a thorough desk-based assessment was undertaken on the former Parcels Office in 2006 (Peters and Wooler 2006). In summary the 2006 report found that the former Parcels Office was within close proximity to the Roman Fort and associated *vicus*, Hadrian's Wall, the Carmelite Friary, the Hospital of St. Mary the Virgin, the medieval Town Walls of Newcastle and Nevil Tower, and later medieval to post-medieval housing on the development site. A full copy of this report can be obtained from the Tyne and Wear HER.

## 4 HISTORIC BUILDING ASSESSMENT

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### 4.1 INTRODUCTION

4.1.1 The historic building assessment was undertaken on the 28<sup>th</sup> June 2010 by Jocelyn Strickland. Only the Westgate Road fenestrations were recorded, as the remainder of the building had been recorded by Fiona Wooler at an earlier date (Peters and Wooler 2006).

### 4.2 THE WESTGATE ROAD FENESTRATIONS

4.2.1 The earlier building recording noted that the Westgate Road frontage was constructed of timber cladding with two rows of glazed windows above three large transport bays. The combination of timber cladding and large areas of windows presumably would have kept the construction costs low as well as being quick to erect (Peters and Wooler 2006) (Plate 1).

4.2.2 The frontage windows appeared to be fixed with multiple panes of glass. There were two rows of windows, with the upper row separated from the lower row of windows by timber cladding.

4.2.3 The upper row of fenestrations consisted of panels of nine panes (three by three panes) of what appears to be frosted glass with square timber saddle and stanchion bars (Plate 2). Each nine panel window was separated from the next by a timber mullion. The row of fenestrations was further divided by larger timber mullions every third window, extending downward to the lower row of windows. In total the upper row featured 18 three by three windows, along with, at the northern end of the building, a single smaller two by two window that was topped with a vent (Plate 3). In total the upper row of windows featured 166 individual panes of glass.

4.2.4 The lower row of fenestrations consisted of two rows of three by two windows, separated by a timber transom (Plate 4). In total there were 36 windows on the lower row (two rows of eighteen). As seen in the upper row, at the northern end of the building there appears to be two further, smaller, two by two windows. However, this area was still boarded over and the windows are therefore conjectural. The 1977 photograph of the Parcel Office could not confirm that windows were in this area as the view was obstructed. In total the lower row of fenestrations featured 186 individual panes of glass. The lower row of windows did not appear to be frosted.

4.2.5 All of the timber saddle and stanchion bars, as well as the mullions and transoms, were painted white. The timber cladding that separated the

upper from the lower row of windows was the same mid greyish-brown colour as the rest of the timber cladding throughout the exterior of the building.

- 4.2.6 The remainder of the Westgate Road frontage, including the transport bays, has been extensively described in Peters and Wooler (2006).



*Plate 1: Easternmost aspect of the Westgate Road frontage*



*Plate 2: Upper row of windows*



*Plate 3: Smaller window and vent at northwestern aspect of Westgate Road frontage*



*Plate 4: Lower row of windows*

## 5 CONCLUSION

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- 5.1 The number of windows on the Westgate Road frontage of the former Parcel Office would have allowed plenty of natural light for the interior of the building. This would have been particularly useful as the rear of the building was devoid of windows. The frosted windows along the upper row could have possibly been used for privacy issues (although it is possible that the windows were not frosted at all and were just covered by layers of dirt from the building being unused).
- 5.2 The former Parcels Office has now been recorded in its entirety as specified in the project brief provided by the Tyne and Wear Specialist Conservation Team. No further work is required.

## 6 BIBLIOGRAPHY

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### 6.1 SECONDARY SOURCES

Brown, D.H. (2007) *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation*. Archaeological Archives Forum

English Heritage (2006) *Understanding Historic Buildings: A Guide to Good Recording Practice*, Swindon.

Hall, L. (2001) Early Casement Window Furniture. *The Building Conservation Directory*.

Institute for Archaeologists (IfA) (2008) *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*, Institute for Field Archaeologists: Reading.

Morrison, J. (2010) *Specification for Final Phase of Archaeological Photographic Building Recording of Former Parcels Office, Westgate Road, Newcastle upon Tyne*. Unpublished document by Tyne and Wear Conservation Team.

Peters, C. and F. Wooler (2006) *Archaeological Desk-Based Assessment for the Former Parcels Office and Arches, Westgate Road, Newcastle upon Tyne, Tyne and Wear*. North Pennines Archaeology Ltd unpublished report, for Sleeperz Ltd.

## APPENDIX 1: SPECIFICATION FOR AN ARCHAEOLOGICAL PHOTOGRAPHIC BUILDING RECORDING

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### TYNE AND WEAR SPECIALIST CONSERVATION TEAM

#### **SPECIFICATION FOR FINAL PHASE OF ARCHAEOLOGICAL PHOTOGRAPHIC BUILDING RECORDING OF FORMER PARCELS OFFICE, WESTGATE ROAD, NEWCASTLE UPON TYNE**

##### **Introduction**

The parcels office building, built around 1906, is going to be demolished to make way for a new six storey hotel.

As part of an archaeological desk based assessment of 2006 (North Pennines Archaeology), the building has been recorded. However the fenestration on the main Westgate Road façade has not been adequately recorded due to the presence of boarding over the windows. This façade needs to be photographed after the boards have been removed from the windows.

This is to comply with condition 3 of the Conservation Area Consent granted on 24 October 2008:

NO DEMOLITION SHALL TAKE PLACE UNTIL A FINAL PROGRAMME OF ARCHAEOLOGICAL PHOTOGRAPHIC BUILDING RECORDING (THE WESTGATE ROAD FAÇADE AFTER THE BOARDS HAVE BEEN REMOVED FROM THE WINDOWS), HAS BEEN COMPLETED IN ACCORDANCE WITH A SPECIFICATION PROVIDED BY THE COUNTY ARCHAEOLOGIST. THE ARCHAEOLOGICAL REPORT SHALL BE SUBMITTED TO AND APPROVED BY THE LOCAL PLANNING AUTHORITY BEFORE DEMOLITION TAKES PLACE.

REASON: TO PROVIDE AN ARCHIVE RECORD OF THE HISTORIC BUILDING.

Experience of recording buildings is essential, and a proven track-record in this field must be demonstrated in the tendering process.

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

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

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

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

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:

- Be produced on a medium which can be copied easily and which ensures archival stability

### **Recording level**

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

### **Notification**

**The County Archaeologist needs to know when archaeological fieldwork is taking place in Tyne and Wear so that he can inform the local planning authority and can visit the site to monitor the work in progress. The Archaeological Contractor must therefore inform the County Archaeologist of the start and end dates of the Building Recording exercise. He must also keep the County Archaeologist informed as to progress on the site. The Client will give the County Archaeologist reasonable access to the development to undertake monitoring.**

### **Fieldwork - General Conditions**

The Archaeological Contractor must detail measures taken to ensure the safe conduct of the work. The Client may wish to see copies of the Archaeological Contractor's Health and Safety Policies.

The Archaeological Contractor must be able to provide written proof that the necessary levels of Insurance Cover are in place.

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

### **The Survey**

The following tasks comprise the building survey.

- 1 *Site location plan*
- 2 *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 Westgate Road façade **after the boards have been taken off the windows** in b/w (which is preferable for permanent archival purposes) **and** colour print, (digital images are **not** acceptable in view of the currently unproven archival performance of digital data).

The photographic record will include identical prints in both b/w and colour print. There will be views of the full façade plus close-up views of the detail, windows etc.

The photographs must not be obscured by scaffolding.

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 prints on the back

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

The index should record the category of film, film number, frame number, title and subject, date the picture was taken and who took it

Silversafe-type paper envelopes are ideal storage media for negatives (or polyester packets)

Store prints in acid-free paper enclosures or polyester sleeves

{reference: Duncan H. Brown, 2007, "Archaeological Archives – A guide to best practice in creation, compilation, transfer and curation"

### 3 *Survey report*

A short report will be produced, detailing the recording methodology and will include:

- Precise location of the building, by name, street, town
- National grid reference
- Date the record was made and name of the recorder
- Summary statement describing the building's type or purpose, materials and date

The report must have the following features:-

1. location plan or plans
2. Details of visits to the building undertaken by the contractor
3. Photographic prints and negatives in conservation grade transparent plastic wallets suitable for storing in A4 ringbinders (all four copies require a full set of prints, but only one set of negatives is required and these should be included in the copy for the Archives)
4. A card cover with title, date, author, contractor organisation and commissioning client
5. Some form of secure binding, preferably of the spiral or ring type.
6. Copy of this specification

Four copies of the report need to be submitted:

- one for the commissioning client
- one for the planning authority (Newcastle City Council)

- one for deposition in the Tyne and Wear County HER. A digital copy of the report is also required on CD by the HER (in a plastic case and not attached to the report)
- one for Tyne and Wear Archives – this is the copy with the negatives in it. Please send this to the HER as TWAS will collect reports from the HER on an annual basis

***The report and CD for the HER and TWAS must be sent by the archaeological consultant or their client directly to the address below. If the report is sent via the planning department, every page of the report and all the photographs will be stamped with the planning application number which ruins the illustrations and photos. The HER is also often sent a photocopy instead of a bound colour original which is unacceptable.***

## OASIS

The Tyne and Wear County Archaeologist supports the Online Access to the Index of Archaeological Investigations (OASIS) project. This project aims to provide an online index/access to the large and growing body of archaeological grey literature, created as a result of developer-funded fieldwork.

The archaeological contractor is therefore required to register with OASIS and to complete the online OASIS form for their building recording at <http://www.oasis.ac.uk/>. Please ensure that tenders for this work takes into account the time needed to complete the form.

Once the OASIS record has been completed and signed off by the HER and NMR the information will be incorporated into the English Heritage Excavation Index, hosted online by the Archaeology Data Service.

The ultimate aim of OASIS is for an online virtual library of grey literature to be built up, linked to the index. The unit therefore has the option of uploading their grey literature report as part of their OASIS record, as a Microsoft Word document, rich text format, pdf or html format. The grey literature report will only be mounted by the ADS if both the unit and the HER give their agreement. The grey literature report will be made available through a library catalogue facility.

Please ensure that you and your client understand this procedure. If you choose to upload your grey literature report please ensure that your client agrees to this in writing to the HER at the address below.

For general enquiries about the OASIS project aims and the use of the form please contact: Mark Barratt at the National Monuments Record (tel. 01793 414600 or [oasis@english-heritage.org.uk](mailto:oasis@english-heritage.org.uk)). For enquiries of a technical nature please contact: Catherine Hardman at the Archaeology Data Service (tel. 01904 433954 or [oasis@ads.ahds.ac.uk](mailto:oasis@ads.ahds.ac.uk)). Or contact the Tyne and Wear Archaeology Officer at the address below.

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Ref: MON6576  
4 November 2008  
Planning Application: 2008/1232/01/CAC

## APPENDIX 2: GLOSSARY<sup>1</sup>

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**Mullion:** vertical dividers of stone or wood.

**Saddle Bar:** slender, horizontal bars of iron or wood that were set into a window to offer stability. Often windows with saddle bars commonly have a stanchion to provide security.

**Stanchion Bar:** slender, vertical bars of iron or wood that were set into a window to offer stability.

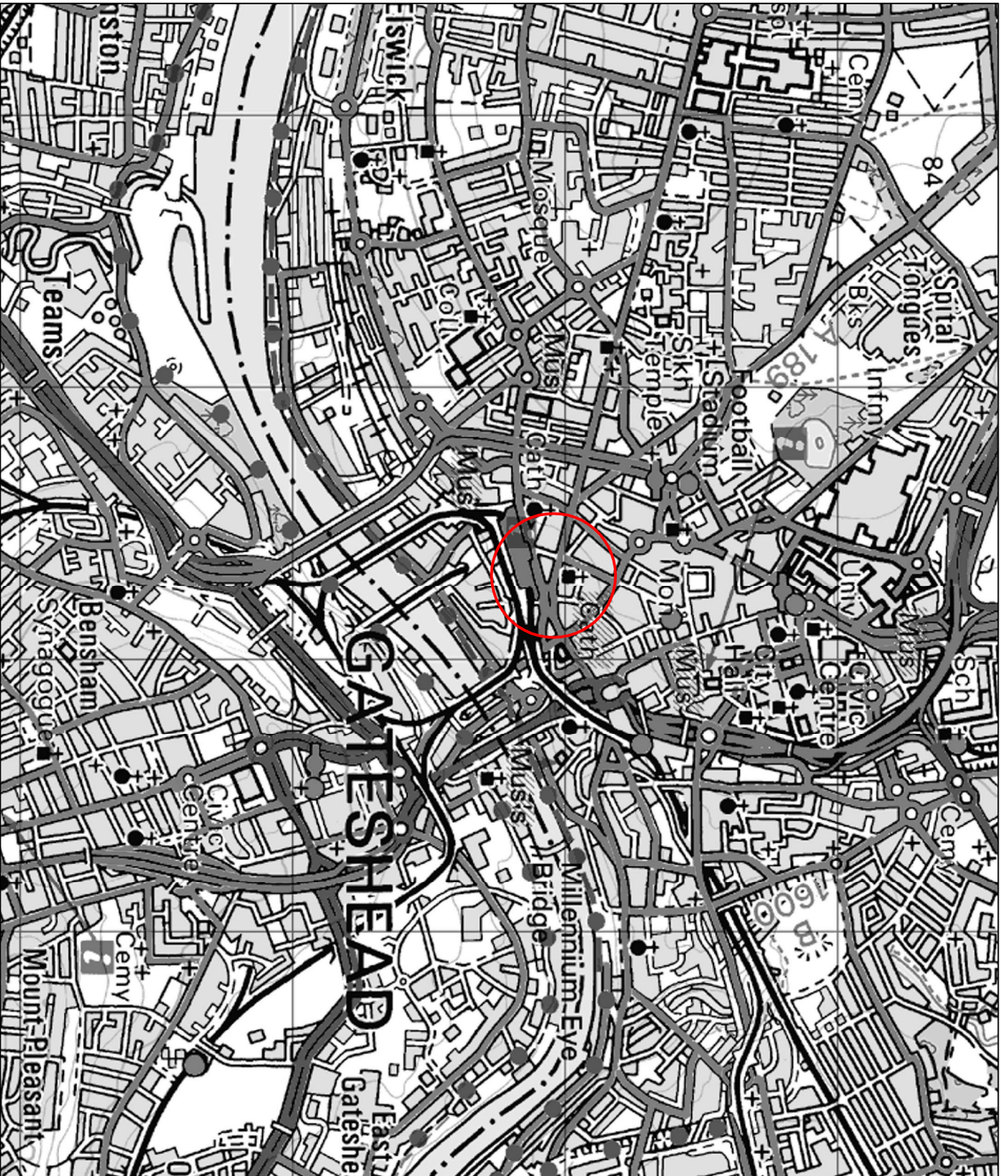
**Transom:** horizontal dividers of stone or wood.

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<sup>1</sup> Hall, L 2001

## APPENDIX 3: FIGURES

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 <p>North Pennines Archaeology Ltd 2010 Former Parcel Office Westgate Road, Newcastle</p>	<p>CLIENT: Sleeporz</p>	<p>SCALE: 1:20,000 at A4</p>	<p>DRAWN BY: JS DATE: July 2010</p>	<p>KEY:  Approximate location of site</p>	<p>Reproduced by permission of Ordnance Survey on behalf of The Controller of Her Majesty's Stationery Office. © Crown copyright. All rights reserved. Licence number 100014732</p> <p>REPORT No: CP 683/10</p>	<p>FIGURE: 1</p>
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Figure 1: Site location

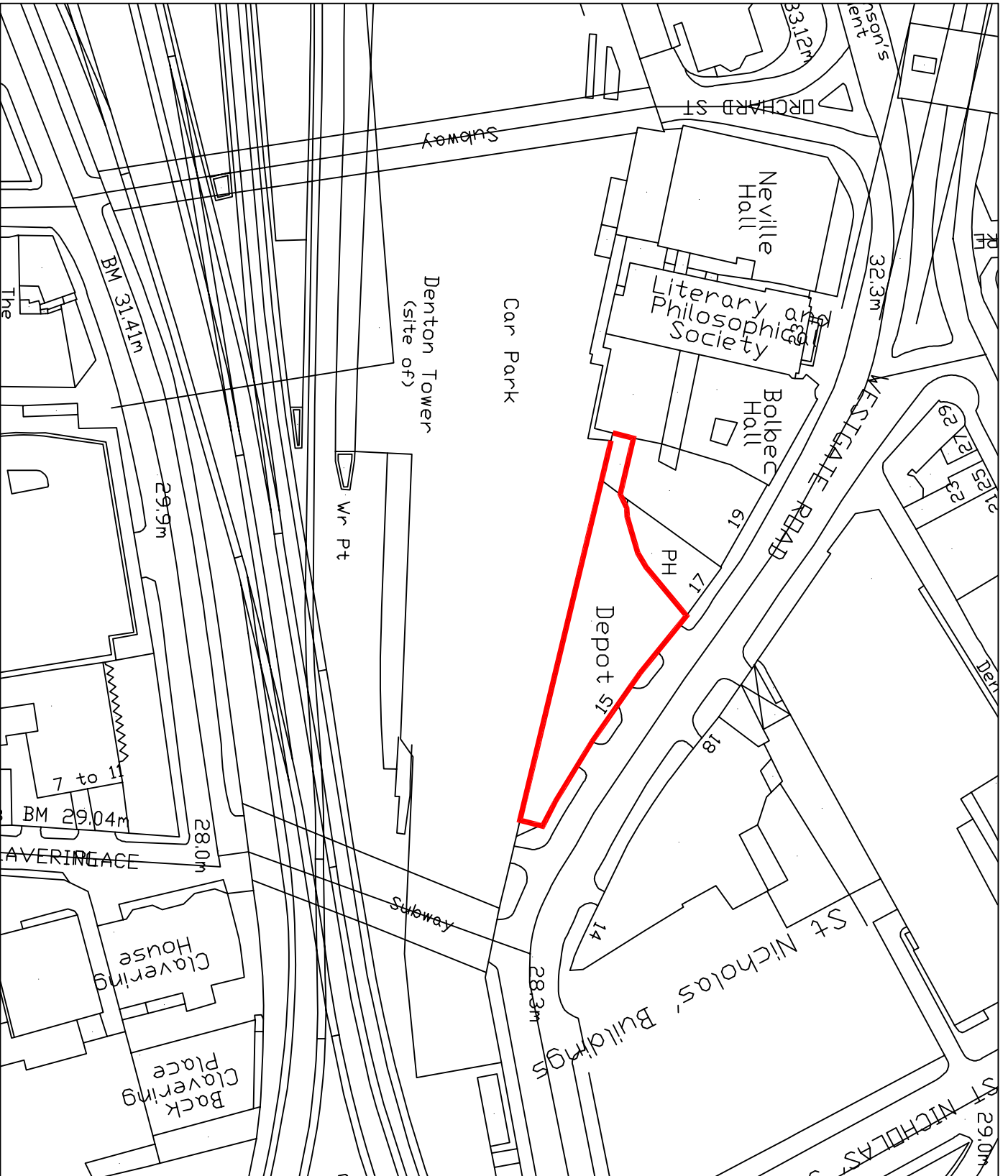


Figure 2: Detailed location of the Former Parcel Office, Westgate Road, Newcastle-upon-Tyne



North Pennines Archaeology Ltd  
2010  
Former Parcel Office  
Westgate Road, Newcastle

CLIENT:  
Sleeperz

SCALE:  
1:1,000 at A4

DRAWN BY: JS  
DATE: July 2010

KEY:



Site Boundary



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CP 683/10

FIGURE:  
2