

Hole Farm, Hockworthy, Tiverton, Devon.

An Archaeological Programme of Works: historic building recording, desk-based appraisal and archaeological monitoring and recording during development groundworks



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Hole Farm, Hockworthy, Tiverton, Devon.

An Archaeological Programme of Works: historic building recording, desk-based appraisal and archaeological monitoring and recording during development groundworks

for

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by



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October 2010

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Front cover image: Rear kitchen and utility room, Hole Farm, Hockworthy. © Context One Archaeological Services 2010

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Non-Technical Summary

Context One Archaeological Services Ltd carried out an archaeological programme of works at Hole Farm, Hockworthy, Tiverton, Devon over 3 days between the 26th and 28th of July 2010. The programme comprised a limited historic building recording survey, desk-based appraisal, and monitoring and recording during development groundworks. The project was funded by the Site owners, Mr and Mrs J Doble.

The programme of works was requested by the Local Planning Authority (Mid Devon District Council) on the advice of Ms Helen Rance (Archaeological Officer, Devon County Council) and Ms Sue Warren (Conservation Officer, Mid Devon County Council) as a condition of granting planning permission and Listed Building Consent for the refurbishment of the kitchen to the rear of the main house (planning reference: 10/00310/LBC).

Archaeological monitoring recorded a well-preserved stone culvert that may once have formed part of an organised water management system around Hole Farm. The culvert itself was located against the north facing wall of the main house and inside what is believed to be a 17th century extension. The culvert comprised three courses of random stone blocks either side of a central channel that was covered with large limestone slabs. The culvert pre-dates the extension although there was no evidence to indicate an actual date of construction. A 'spur' draining into the culvert from the farmhouse in the north-west corner perhaps represents some form of crude 'waste disposal' from inside the house; this was later sealed off with a 'vented' slate. A large dump of 19th century domestic refuse in the channel marks the date by which it went out of use. The dump may have been a prelude to capping/re-capping the culvert just prior to establishing a new floor over the top. The culvert extended in both directions beyond the extension, a further section of which can be seen under a glass plate in the bathroom of Hole Cottage. Today, this appears to extend underground to the east where it empties out of a modern pipe just north of the farm buildings and disperses across open pasture, although the tithe map of 1842 suggest that it may once have fed a pond on the end of Hole Cottage. To the west, it is conjectured that the line of the culvert may follow a natural contour and fed by one of the many springs in the immediate area.

1. Introduction

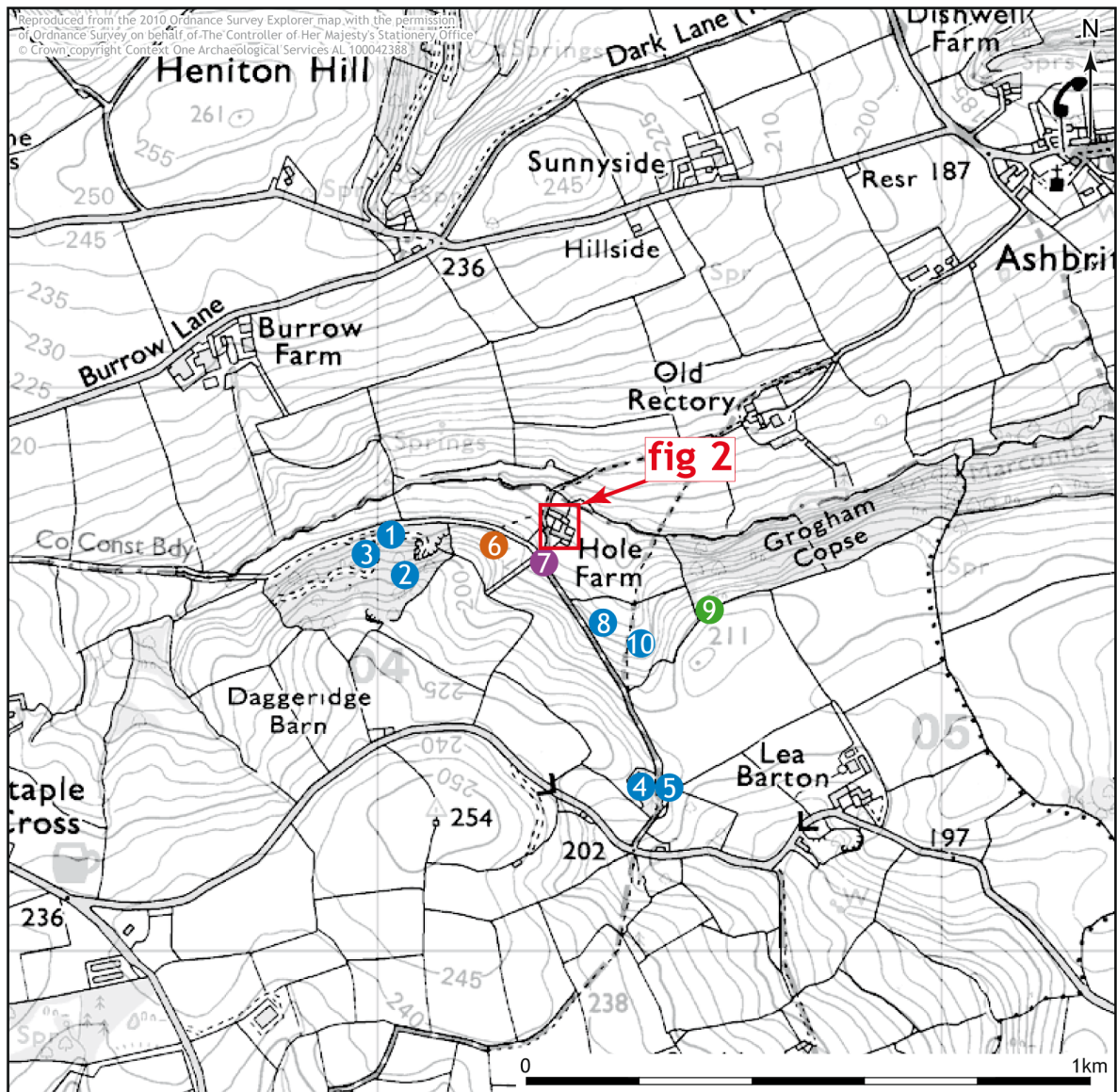
- 1.1 Context One Archaeological Services Ltd (COAS) carried out an archaeological programme of works at Hole Farm, Hockworthy, Tiverton, Devon (centred on NGR ST 04308 20766) (hereafter referred to as the Site) over 3 days between the 26th and 28th of July 2010. The programme comprised a limited historic building recording survey, desk-based appraisal, and monitoring and recording during development groundworks. The project was funded by the Site owners, Mr and Mrs J Doble.
- 1.2 The programme of works was requested by the Local Planning Authority (Mid Devon District Council) on the advice of Ms Helen Rance (Archaeological Officer, Devon County Council) and Ms Sue Warren (Conservation Officer, Mid Devon County Council) as a condition of granting Listed Building Consent for the refurbishment of the kitchen to the rear of the main house (planning reference: 10/00310/LBC).
- 1.3 A Brief (**Appendix 1**) describing the scope of the investigation was issued on the 10th of May 2010 by Ms Rance. The reason for the planning condition is stated in paragraph 1.4 of this document:

“The proposed development impacts upon a Grade II listed building which dates to the early-mid 16th century (with a dairy outshot dating to the 17th century) and is shown on the late 19th century historic mapping. The proposal will have an impact on the historic fabric of the building and the groundworks associated with this proposed development may expose and destroy archaeological or artefactual evidence.”

- 1.4 At the request of Ms Rance, COAS issued a Written Scheme of Investigation for *An Archaeological Programme of Works: Hole Farm, Hockworthy, Tiverton, Devon* (McConnell 2010), which provided a strategy for the archaeological work. This was submitted to and approved by Ms Rance prior to the commencement of the works.
- 1.5 The request for the archaeological work followed advice given by Central Government as set out in *PPS5 Planning Policy Statement 5: Planning for the Historic Environment* (2010), and the Local Development Framework Policy on archaeology.
- 1.6 This report summarises the topographical, geological, and archaeological setting of the Site, and presents the results of the programme of works.

2. Site Location, Topography and Geology

- 2.1 Hole Farm comprises an isolated farm set amongst a landscape characterised by open pasture and scattered woodland belts (**Figure 1**). The complex includes a rectangular house that is divided into two accommodation units, Hole Farm and Hole Cottage, connecting a courtyard style range of farm buildings. The Site (centred on NGR ST 04308 20766) is situated 1.33km from the village of Hockworthy in the civil parish of the same name in Mid Devon and on the border with Somerset. The nearest towns are Tiverton, Devon (c.11km to the south-west) and Wellington, Somerset (c.9.5km to the east). The farm sits just above the floor of a valley that runs roughly west to east between Staple Cross to the west and Tracebridge to the east. A watercourse, marked on Ordnance Survey maps as Marcombe Lake, meanders along the base of the valley, which also serves as the county boundary, and joins the River Tone at Tracebridge. The valley sides are emphasised by steep gradients that rise from the farm at around 153m above Ordnance Datum (aOD) to over 210m aOD in just 250m. According to the British Geological Survey (2010), the underlying geology consists of Bampton Limestone Formation comprising chert, limestone and mudstone. The soils in this area are characterised by slightly acid and loamy and soils, freely draining (Multi Agency Geographic Information for the Countryside (MAGIC), 2010).



- | | | | | | |
|----|---------------------|----------------------------------|-----|---------------|--------------|
| 1. | HER Nos. 34861/4368 | limekiln/site visit to lime kiln | 6. | HER No. 68880 | water meadow |
| 2. | HER No. 68020 | quarry | 7. | HER No. 68881 | earthworks |
| 3. | HER No. 68021 | limekilns | 8. | HER No. 68883 | mine |
| 4. | HER No. 68024 | quarry | 9. | HER No. 68884 | enclosure |
| 5. | HER No. 68025 | lime kiln | 10. | HER No. 68886 | pond |



- prehistoric
- post medieval
- modern
- unknown

PROJECT TITLE

Hole Farm, Hockworthy, Tiverton, Devon

FIGURE TITLE

Site setting showing relevant archaeological landscape

SCALE

as shown

PROJECT CODE

COAS/WBF/10/HHT

FIGURE NO.

1

3. Historic Building Survey

- 3.1 Hole Farm is a Grade II listed building dating to the early-mid 16th century with major improvements in the later 16th and 17th century and modernisation in the 19th and 20th centuries. Recent dendrochronology results from cores taken through several structural timbers by English Heritage indicate felling dates between 1460 and 1508 and could potentially take the origins of the house back to the mid-15th century (J Doble, pers comm.).
- 3.2 The original construction consisted of the farmhouse and associated ancillary buildings arranged as three sides of a rectangle around an inner area. In the mid to late 17th century a two room extension was built at right angles to the main building and bisecting the inner rectangle.
- 3.3 The structure is a long building built across the hillslope facing south-west with a 5-room-and-through-passage plan. However, the core of the plan is the 3-room-and-through-passage plan section to the left. The left end room is a kitchen with a gable-end stack and former walk-in curing chamber alongside and projecting forward.
- 3.4 This house has a long structural development, and much of the structural evidence for this is hidden or has been replaced. At the time of its construction the hall, and maybe the passage and lower end parlour (then a service room), was open to the roof and heated by an open hearth fire.
- 3.5 The hall was eventually floored in the mid-17th century and associated with major re-arrangement. The inner room was converted to a kitchen with a new stack and curing chamber. Also the dairy to the rear was probably added at this time.
- 3.6 The present application relates to a single storey extension to the rear (north) of the main house at the western end. Prior to development works the extension was used as a separate kitchen and utility room and it was proposed to create a single kitchen space by removing modern concrete partitions, relocating the outside doorway and raising the floors levels to a common height. This included installing a damp proof membrane under the floor to alleviate long-term damp problems.
- 3.7 A site visit was made on 26th of May 2010 in order to make an appraisal of the kitchen/utility area to determine the level of recording required as part of the programme of works. No 'original' features or historic fabric were visible inside the kitchen (**Plate 2**) and the exterior comprised a random coursed stone wall under a clay pantile roof with two wooden framed windows either side of a rear, part glazed door (**Plate 1**). Given the limited nature of building works, it was determined that a simple photographic survey, broadly conforming to a Level 2 survey, as set out by English Heritage in *Understanding Historic Buildings: A guide to good recording practice* (2006) would provide a satisfactory record of the kitchen and utility areas before and during alteration works.
- 3.8 Building works involved the removal of all internal partitions, wall plaster, ceilings, and floors to expose the roof timbers, stone walls and a stone culvert beneath the floors (see **section 5** for details of the culvert). The exposure of the roof timbers revealed that they comprised rough sawn or 'pole' type rafters jointed onto the wall plate of the main house to form a continuous pitch. Exposure of both the former exterior wall of the house and extension walls beneath the plaster revealed no new information relating to the historic fabric. As such, there is little tangible evidence to help date the construction of the extension although a mid-17th century date, coinciding with a known programme of improvements, would not be an unreasonable postulation. Certainly, the extension was evident on the tithe map of 1842.



Plate 1. Kitchen and utility room prior to alterations



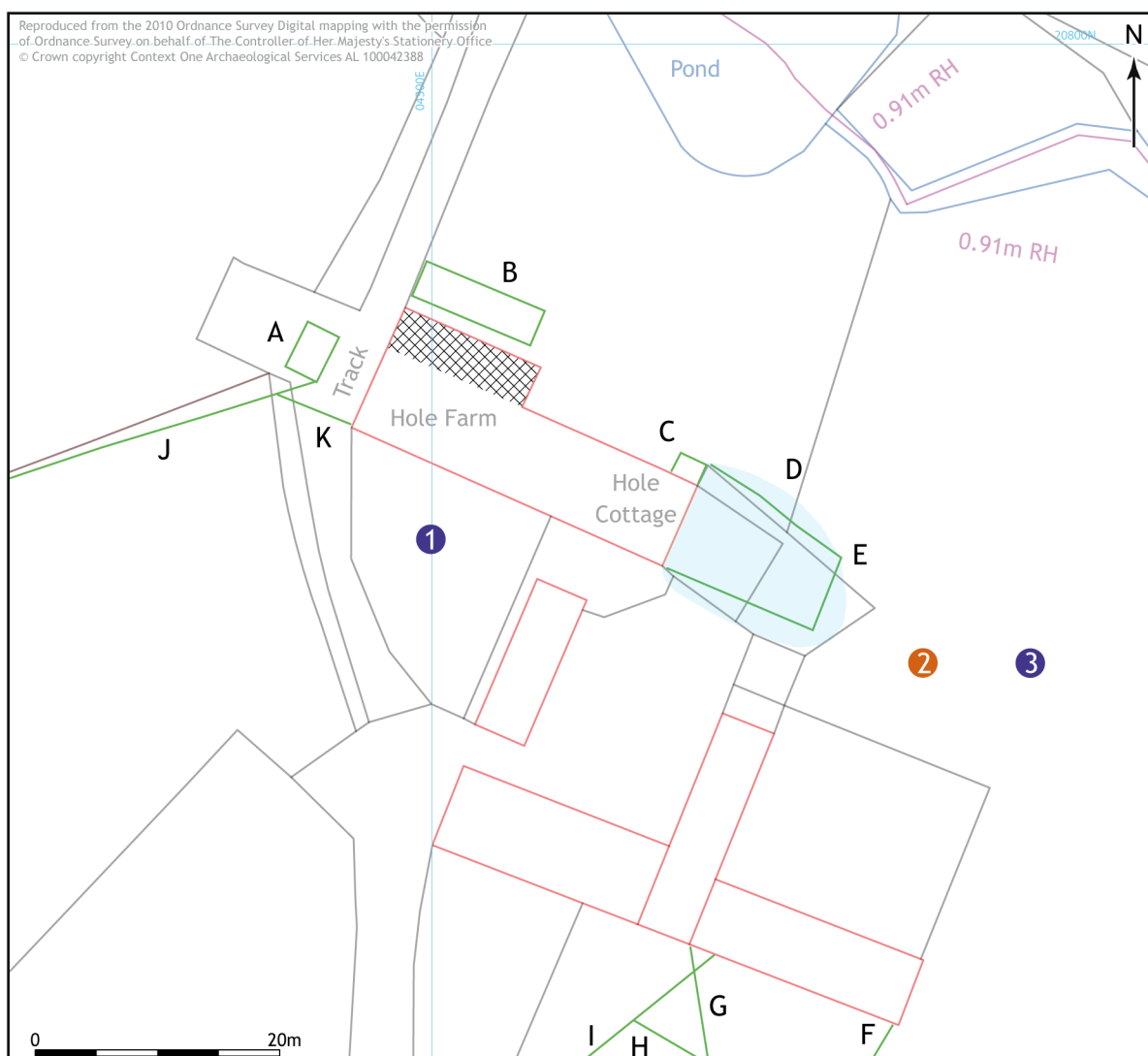
Plate 2. Kitchen prior to alterations

4. Desk-based appraisal

- 4.1 A desk-based appraisal was carried out prior to archaeological monitoring during development groundworks in order to place the Site into its historic and archaeological context. In addition, it was hoped that this study might help characterise any discoveries made during the observation of development groundworks. The work involved a rapid examination of the following sources:

Repository	Data type
Devon Record Office, Exeter	1842 Hockworthy tithe map & Apportionment
West Country Studies Library, Exeter	25 inch Ordnance Survey maps for 1890, 1905, 1970
Mr J Doble - private collection	1946 RAF Aerial photograph: 5148 3G/TUD/UK221 part III, 11 JUL 46 F/12"/90 SQDN
Historic Environment Service, Devon County Council, Exeter	Historic Environment Record search within 1km radius of site

- 4.2 A summary of the appraisal research is presented as in **Figures 1-2** with supplementary notes below. **Figure 1** represents the locations of relevant HER events in the environs of the Site which are colour coded according to chronological period, and accompanied by a short description. **Figure 2** represents a detailed map of the Site with composite information taken from the historic maps studied for this project to provide a pattern of development over time. This illustration also includes the locations of any HER events within the immediate vicinity of the Site.
- 4.3 RAF aerial photographs from the late 1940s for the Site were also examined and these comprised high altitude vertical, monochrome images. Given the small scale of the photographs and the limited size of the Site, this examination did not enhance its historical or archaeological characterisation.



Present/absence of former landscape features identified through map regression

	1842 tithe	1890 25" OS	1905 25" OS	1970 1:2500
building A	Y	Y	Y	—
building B	—	Y	Y	—
extension C	Y	Y	Y	Y
pond D	Y	—	—	—
boundary E	—	Y	Y	—
boundary F	—	—	—	Y
boundary G	Y	Y	Y	—
boundary H	—	—	—	Y
boundary I	—	—	—	Y
footpath J	—	Y	Y	Y
boundary K	—	Y	Y	—

- medieval
- post medieval
- kitchen/utility (development area)

- 1. HER No. 68879 farmstead
- 2. HER No. 68882 water meadow
- 3. HER No. 74242 pottery findspot

PROJECT TITLE
Hole Farm, Hockworthy, Tiverton, Devon

FIGURE TITLE
Detailed site setting showing composite map regression analysis

SCALE
as shown

PROJECT CODE
COAS/WBF/10/HHT

FIGURE NO.
2

5. Monitoring and recording methodology

Construction Methodology

- 5.1 Building works involved the removal of all internal partitions, wall plaster, ceilings, and floors to expose the roof timbers, stone walls and a stone culvert beneath the floors. The concrete floor was removed by hand using a pneumatic hammer drill exposing a dirt ‘floor’ which was reduced by c.0.70m using hand tools.

Archaeological Methodology

- 5.2 The monitoring and recording was carried out in accordance with the *Standards and Guidance for an Archaeological Watching Brief* published by the Institute of Field Archaeologists (IfA) in 1995 (revised 1999). COAS adhered to the *Code of Conduct* issued by the IfA in 1985 (revised 2000), and *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (1990, revised September 2000), at all times during the course of the investigation. Current Health and Safety legislation and guidelines were followed on site.
- 5.3 A qualified archaeologist was present on site to monitor the reduction of the kitchen and utility room floors for the purpose of identifying and recording any archaeological features/deposits present.
- 5.4 Ms Rance was kept fully informed of the fieldwork schedule and carried out a site visit on the 28th of July 2010.
- 5.5 All deposits and archaeological features were sampled by manual excavation to establish stratigraphic relationships, recover sufficient artefacts to establish ‘absolute’ dates and determine feature/deposit morphology and character. Features and deposits were recorded on dimensionally stable media at scales of 1:20 (plans) and 1:10 (sections). All features/deposits were recorded using standard COAS pro-forma recording sheets. Stratigraphic relationships were recorded using a “Harris-Winchester matrix” diagram. Soil colours were recorded using a Munsell soil colour chart. A photographic record of the work was prepared and involved the sole use of digital images. The photographic record included shots of the excavated area, individual features and working shots to illustrate the nature of the archaeological operation mounted.
- 5.6 Artefacts collected from archaeological features/deposits were bagged using a combination of site code and context numbers. All finds from the Site were retained for processing in preparation for off-site assessment. A report on the artefact assemblage was compiled using both descriptive and tabular formats (see section 6.). Deposits were assessed for their palaeoenvironmental potential using the method defined in *English Heritage: Environmental Archaeology Guidelines 2002* but no samples were encountered that warranted sampling.

6. Results

- 6.1 The deposits and features encountered during fieldwork are listed and described below. In the text, context numbers for cuts appear in square brackets, e.g. [1004]; layer and fill numbers appear in standard brackets, e.g. (1002). Where a feature is discussed, it is referenced with its cut and associated fill numbers. Deposit colour tones are referenced against a Munsell soil chart, e.g. 7.5YR 5/8.

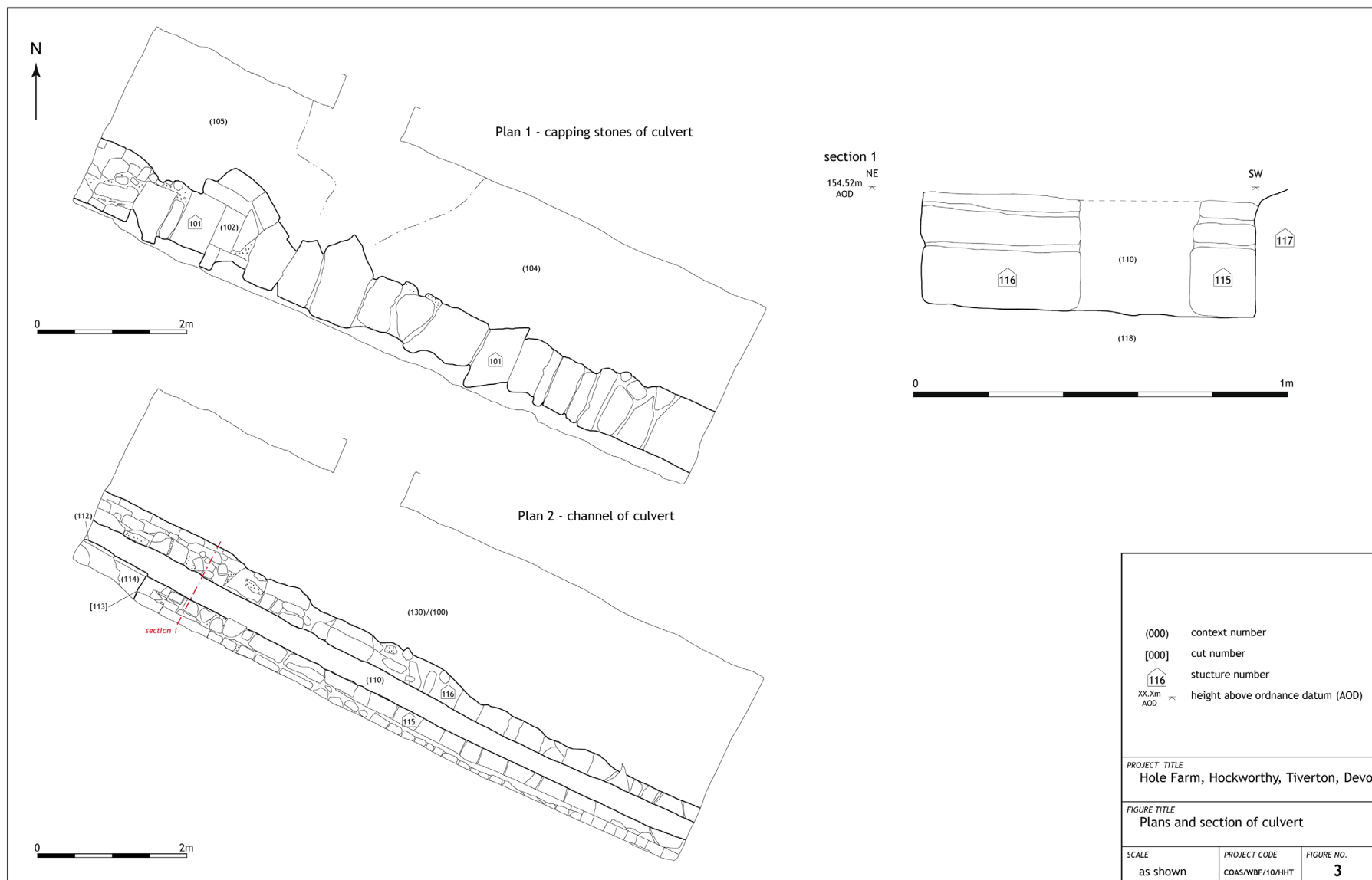
Soil Sequence and Geology

- 6.2 The initial deposit below the concrete floors was a firming layer (100) which comprised a strong brown (7.5YR 5/8) clay with sand and rounded gravels which yielded fragments of modern brick, bone, tile, glass, metal and pottery. The extent of this deposit measured 9.10m x 2.80m x 0.10m. Beneath this was a layer of re-deposited material, (103), consisting of dark brown clay (7.5YR) with

frequently occurring rounded stone fragments incorporating finds such as 19th century glass, metal, pottery and tile. This layer covered a possible metalled surface (104) and a 'demolition' deposit (105). The ?surface (104) was located in the north-west corner and measured 3.0m x 1.75m (max.) in extent and comprised yellow brown clay (7.5YR 4.2) with occasional angular stone fragments. Demolition deposit (105) was located in the south-east side of the excavation area and measured 5.20m x 1.80m (max.) and comprised a yellowy brown (10YR 7/4) silty clay matrix incorporating 50% coarse rubble, <0.20m in diameter. This deposit covered an area of 7.90 square metres and contained 19th century pottery sherds. All these deposits covered the natural geology (118), a strong brown (7.5YR 4/6) clay/shale.

Archaeological Features

- 6.3 Running against the main north facing wall of the farmhouse, (117), was a stone culvert/drain ([106], (115), (116)), measuring 9.10m long, 0.34m wide (interior) and 0.50m deep (**Figures, 3 & 4, Plate 3**). The walls of the culvert/drain, (115) & (116), were constructed of three, randomly coursed limestone blocks, and capped along its length with limestone slabs, the largest of which measured 1.20m x 0.60m. The fill (110) consisted of a dark brown (7.5YR 3/?) silty deposit with frequent angular stone inclusions (<0.20m in diameter). A large assemblage of post-medieval finds, including pottery, clay pipe fragments, animal bone, metal and glass were collected from the fill. The culvert passed under the utility wall at the south-eastern end, and kitchen wall at the north-western end.
- 6.4 At the western corner, a ragged hole [113] had been cut through the wall (115) of the culvert and into the wall of the farmhouse, (117), and was fronted with a large piece of slate (112) (0.69m x 0.33m). This was pierced by a line of six small holes and may have been used for ventilation or as a drain overflow. The hole was filled by context (114), a brown (10YR 4/3) silty clay with angular masonry slabs <0.30m.



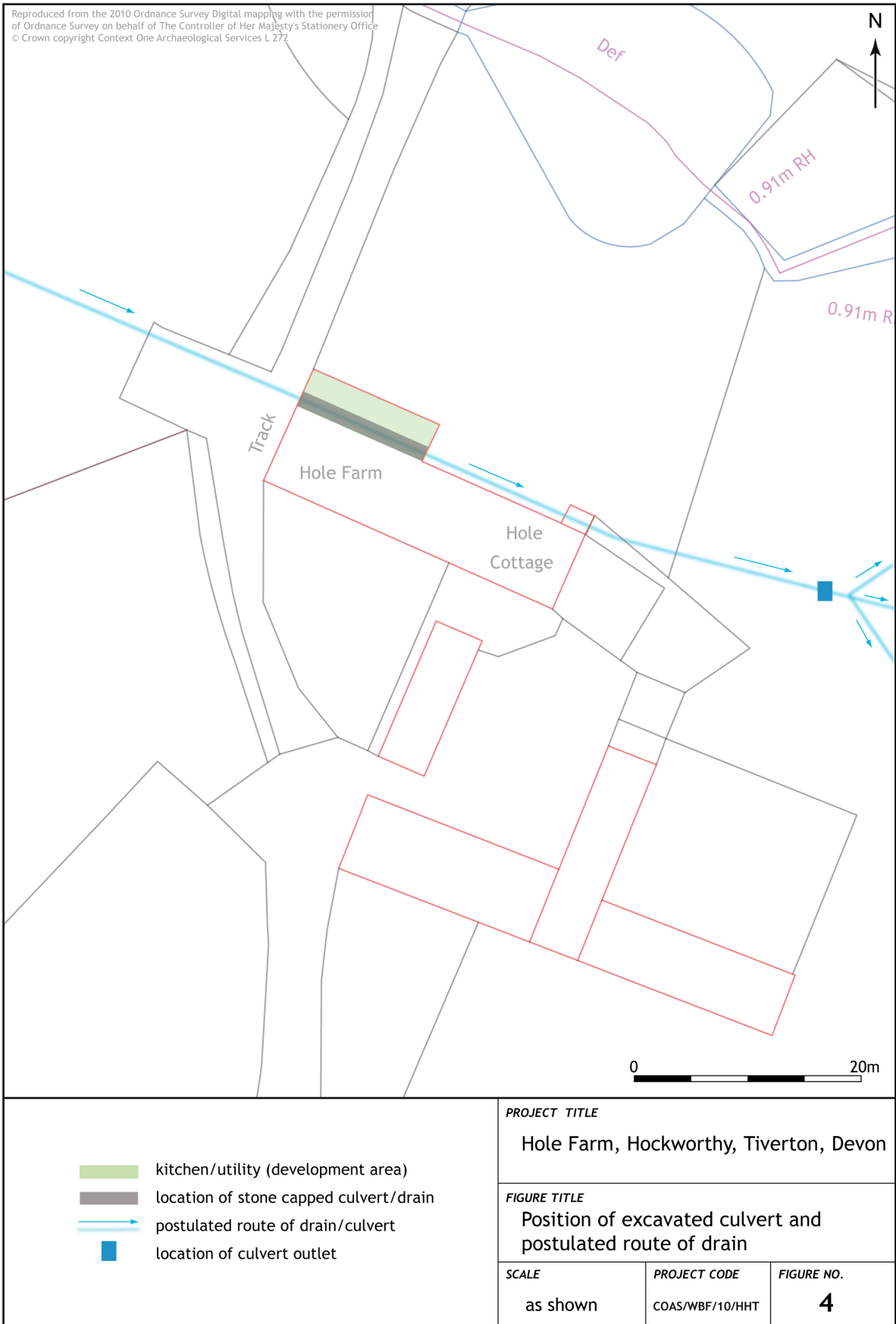




Plate 3. Culvert from the NW



Plate 4. Modern pipe outlet for culvert/drain on eastern side of farmhouse



Plate 5. Conjectured route of culvert/drain on western side of farmhouse

7. The Finds

- 7.1 A total of 311 pieces of pottery, 38 fragments of animal bone, 46 pieces of tobacco clay pipe, 31 metal objects (mainly comprising cutlery) and 39 fragments of glass were collected during the course of monitoring. The pottery assemblage predominantly comprises English stoneware, redware and mass produced whitewares, all dating from the post-medieval period through to the early 20th century. The date, finds type and deposition of the material in contexts (100), (102), (103), (105), (107), (110) and (111) strongly imply that the assemblages, although quite large, were deposited as refuse from a domestic dump to partially infill the culvert [106]. Given the date range of the material, this is likely to have occurred in the Victorian period, perhaps just prior to the laying of a new floor.
- 7.2 Other more miscellaneous objects such as a buttons and a toothbrush were also found within the assemblage.
- 7.3 At the request of the landowner, all finds are to be returned to Hole Farm.

Context	Pottery no./wgt (g)	Animal bone no./wgt (g)	Tobacco clay pipe no./wgt (g)	Metal no./wgt (g)	Glass no./wgt (g)
100	108/5,300	8/549	5/26	5/379	16/546
102	30/870	8/9	–	9/642	3/108
103	103/3,379	17/205	35/191	1/34	2/120
105	3/374	–	1/4	–	–
107	–	–	–	–	1/210
110	49/1,699	3/29	5/29	11/132	1/15
111	18/288	2/10	–	5/1292	16/257
TOTALS	311/11,910	38/802	46/250	31/2,579	39/1,256

Table 1: Summary of finds by quantity and weight

8. Discussion and Conclusions

- 8.1 As a result of the archaeological monitoring of development groundworks, it has been possible to record a well-preserved stone culvert that may once have formed part of an organised water management system around Hole Farm. The culvert itself was located against the north facing wall of the main house and inside what is believed to be a 17th century extension that, up until recently, served as a kitchen and utility area. The culvert comprised three courses of random stone blocks either side of a central channel that was covered with large limestone slabs. Stratigraphically, the culvert certainly pre-dates the extension and although it is tempting to speculate that it is contemporary with the farmhouse itself, there was no evidence to indicate a date of construction. A ‘spur’ draining into the culvert from the farmhouse in the north-west corner perhaps represents some form of crude ‘waste disposal’ from inside the house; this was later sealed off with a ‘vented’ slate. A large dump of domestic refuse in the channel, presumably designed to infill the culvert, marks the date by which it went out of use. The range of material included pottery, clay tobacco pipe, animal bone, cutlery and glass, the majority of which was dated to the 19th century. The dump may have been a prelude to capping/re-capping the culvert just prior to establishing a new floor over the top. The culvert extended in both directions beyond the extension, a further section of which can be seen under a glass plate in the bathroom of Hole Cottage. Today, this appears to extend underground to the east where it empties out of a modern pipe just north of the farm buildings (plate 4) and disperses across open pasture, although the tithe map of 1842 suggest that it may once have fed a pond on the end of Hole Cottage. To the west, it is conjectured that the line of the culvert may follow a natural contour and fed by one of the many springs in the immediate area (plate 5).

9. Archive

- 9.1 The Site archive is currently held at the offices of Context One Archaeological Services Ltd and consists of 130 digital images in .jpg format, drawn plans and sections on stable drawing film, and various registers as part of the paper archive. The archive will be prepared to comply with guidelines set out in *Environmental Standards for the Permanent Storage of Excavated Material from Archaeological Sites* (UKIC 1984, Conservation Guidelines 3)/ *Guidelines for the Preparation of Excavation Archives for Long-term Storage* (UKIC 1990)/ *Standards in the Museums Care of Archaeological Collections* (Museum and Galleries Commission 1992)/ *Management of Archaeological Projects 2* (English Heritage 1991). Arrangements will be made to deposit the paper archive with Royal Albert Memorial Museum within 12 months following the submission of this report.

9.2 Copies of this report will be deposited with:

Mr and Mrs J Doble
Hole Farmhouse
Hockworthy
Mid Devon
Devon
TA210NQ

Historic Environment Service
Devon County Council
Environment, Economy and Culture
Directorate
Matford Offices
County Hall
Exeter
EX2 4QW

10. COAS Acknowledgements

- 10.1 Context One Archaeological Services Ltd would like to thank Mr John Doble for his kind assistance throughout the course of this project, and Ms Helen Rance (Archaeological Officer, Devon County Council) for curatorial advice.

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- | | |
|---|---|
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| Institute of Field Archaeologists (IfA), 1990 (rev. 2000) | <i>Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology</i> , Reading: IfA |
| Institute of Field Archaeologists (IfA), 1995 rev. 1999 | <i>Standard and Guidance for an Archaeological Watching Brief</i> , Reading: IfA |
| Multi Agency Geographic Information for the Countryside (MAGIC), 2010 | http://www.magic.gov.uk |

Appendix 1. Devon Historic Environment Service: Brief for Historic Building Recording and Archaeological Monitoring and Recording of Groundworks

Devon County Council Historic Environment Service: Brief for Historic Building Recording and Archaeological Monitoring and Recording

BRIEF FOR HISTORIC BUILDING RECORDING AND ARCHAEOLOGICAL MONITORING AND RECORDING OF GROUNDWORKS

Location: Hole Farm
Parish: Hockworthy
District: Mid Devon
County: Devon
NGR: 304308.120766

Planning Application no: 10/00310/LBC

Proposal: Listed Building Consent for internal and external alterations

Historic Environment Service ref: Arch/dc/md/16152

1. INTRODUCTION AND ARCHAEOLOGICAL BACKGROUND

1.1 This brief has been prepared by the Devon County Council Historic Environment Service (HES), at the request of John Doble of Hole Farm, with regard to the archaeological works required as a condition of planning consent for the above works. This brief has been produced specifically for the above planning application and may require alteration if this application is revised, amended or resubmitted. This document is not transferable to any other scheme or planning application.

1.2 In accordance with PPS5 *Planning Policy Statement 5: Planning for the Historic Environment* (2010), and the Local Development Framework Policy on archaeology, consent has been granted, conditional upon a programme of archaeological work being undertaken. This condition requires that:

'No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority.' The development shall be carried out at all times in strict accordance with the approved scheme, or such other details as may be subsequently agreed in writing by the Local Planning Authority.

1.3 The principal objectives of the programme shall be to:

- i) To make a record of the historic building prior to the commencement of the development. (Subsequent recording may be required during the course of the proposed works where previously obscured historic fabric or architectural features are exposed by such works) and
- ii) monitor groundworks associated with the development to allow any exposed archaeological deposits to be investigated and recorded.

1.4 The proposed development impacts upon a Grade II listed building which dates to the early-mid 16th century (with a dairy outshot dating to the 17th century) and is shown on the late 19th century historic mapping. The proposal will have an impact on the historic fabric of the building and the groundworks associated with this proposed development may expose and destroy archaeological or artefactual evidence.

1.5 This Brief covers the application area as defined in the plans submitted in support of this application.

2. WRITTEN SCHEME OF INVESTIGATION

2.1 This document sets out the scope of the works required to record the historic fabric affected by the proposed development and to investigate and record the extent and character of any surviving archaeological deposits affected by the development within the application area and will form the basis of the *Written Scheme of Investigation* to be prepared by the archaeological consultant and approved by the HES and the Local Planning Authority.

2.2 The Written Scheme of Investigation must be submitted by the applicant or on their behalf by their agent or archaeological consultant and approved by the HES and the Local Planning Authority prior to any development commencing on site.

3. PROGRAMME OF ARCHAEOLOGICAL WORKS

3.1 *Desk-based assessment*

The programme of work shall include a desk-based *appraisal* of the site to place the development area into its historic and archaeological context. This work will consist of map regression based on the Ordnance Survey maps and the Tithe Map(s) and Apportionments. An examination will also be made of records and aerial photographs held by the HER. The reporting requirements for the desk-based work will be confirmed in consultation with the HES.

This information will be presented as part of the final report along with the results of the fieldwork.

3.2 *Appraisal of historic building*

An appraisal shall be made of the standing building; this will endeavour to broadly determine the extent, quality and nature of surviving historic building fabric. The results of this appraisal will be made known to the HES in an agreed format to allow the appropriate level of building recording to be determined.

3.3 *Historic building recording*

Following the appraisal of the historic building and with consideration of the results, record shall be made of the historic fabric of the building affected by the development. I would anticipate that the works shall conform to Level 2 - 3 of recording levels as set in *Understanding Historic Buildings: A guide to good recording practice - English Heritage 2006* (available on-line at the English Heritage website) and described below:

Level 2 is a **descriptive record**, made in circumstances similar to those of Level 1 but when more information is needed. It may be made of a building which is judged not to require any fuller record, or it may serve to gather data for a wider project. Both the exterior and the interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.

Level 3 is an **analytical record**, and will comprise an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis. The information contained in the record will for the most part have been obtained through an examination of the building itself. If documentary sources are used they are likely to be those which are most readily accessible, such as historic Ordnance Survey maps, trade directories and other published sources. The record will not normally discuss the building's broader stylistic or historical context and importance at any length. It may, however, form part of a wider survey – thematic or regional, for example – of a group of buildings, in which additional source material contributes to an overall historical and architectural synthesis. A Level 3 record may also be appropriate when the fabric of a

building is under threat but time or resources are insufficient for detailed documentary research, or where the scope for such research is limited.

The contracted archaeologist should make themselves familiar with the specification required for each of the recording levels and the detail of the proposed archaeological works should be set out in the Written Scheme of Investigation.

3.4 Monitoring and Recording of Groundworks

Comprehensive monitoring and recording

Topsoil and all groundworks across the site should be undertaken by a 360° tracked or wheeled JCB-type mechanical excavator fitted with a toothless grading bucket under the supervision and control of the site archaeologist to the depth of formation, the surface of *in situ* subsoil/weathered natural or archaeological deposits whichever is highest in the stratigraphic sequence. Should archaeological deposits be exposed machining will cease in that area to allow the site archaeologist to investigate the exposed deposits.

3.4.1 Archaeological features and deposits will be cleaned and excavated by hand and will be fully recorded by context as per the Institute for Archaeologists' *Standard and Guidance for an Archaeological Watching Brief* (1994 - revised 2008). All features shall be recorded in plan and section at scales of 1:10, 1:20 or 1:50. All scale drawing shall be drawn at a scale appropriate to the complexity of the deposit/feature and to allow accurate depiction and interpretation.

As a minimum:

- i) small discrete features will be fully excavated;
- ii) larger discrete features will be half-sectioned (50% excavated); and
- iii) long linear features will be excavated to sample 20% of their length - with investigative excavations distributed along the exposed length of any such feature.

Any variation of the above will be undertaken in agreement with the HES.

3.4.2 Spoil will be examined for the recovery of artefacts.

3.4.3 Should deposits be exposed that contain palaeoenvironmental or datable elements appropriate sampling and post-excavation analysis strategies will be initiated. The project will be organised so that specialist consultants who might be required to conserve or report on finds or advise or report on other aspects of the investigation (e.g. palaeoenvironmental analysis) can be called upon and undertake assessment and analysis of such deposits - if required.

3.4.4 Human remains must initially be left in-situ, covered and protected. Removal can only take place under appropriate Ministry of Justice and environmental health regulations. Such removal must be in compliance with the relevant primary legislation.

3.4.5 Should any finds identified as treasure or potential treasure, including precious metals, groups of coins or prehistoric metalwork, be exposed, these will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996 Code of Practice (2nd Revision). Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

3.4.6 The entire photographic record should be made in B/W print supplemented by digital or colour transparency. However, if digital imagery is to be the sole photographic record then suitably archivable prints must be made of the digital images by a photographic laboratory. Laser or inkjet prints of digital images, while acceptable for inclusion in the report, are not an acceptable medium for archives. The drawn and written record will be on an appropriately archivable medium.

4. MONITORING

4.1 The archaeological consultant shall agree monitoring arrangements with the County Historic Environment Service and the District Conservation Officer and give two weeks notice, unless a shorter period is agreed with the HES, of commencement of the fieldwork. Details will be agreed of any monitoring points where decisions on options within the programme are to be made.

4.2 Monitoring will continue until the deposition of the site archive and finds, and the satisfactory completion of an OASIS report - see 5.7 below.

5. REPORTING

5.1 The reporting requirements will be confirmed with the HES on completion of the site work.

5.2 The report shall be prepared collating the written, graphic, visible and recorded information outlined above. The report shall include plans of the features, including their location, description of the historic building fabric, architectural features of interest, below-ground archaeological deposits and artefacts together with their interpretation. It is recommended that a draft report is submitted to the HES for comment prior to its formal submission to the Local Planning Authority.

5.3 A copy of this brief shall be included in the report.

5.4 In addition to the copy sent to the Local Planning Authority, a copy of the report shall also be submitted to the Mid District Council's Conservation Officer, Sue Warren - address below.

5.5 The HES would normally expect to receive the report within three months of completion of fieldwork - dependant upon the provision of specialist reports, radiocarbon dating results etc the production of which may exceed this period. If a substantial delay is anticipated then an interim report will be produced. A copy of this brief shall be included in the report.

5.6 On completion of the report, in addition to copies required by the Client, hard copies of the report shall be supplied to the HES on the understanding that one of these copies will be deposited for public reference in the HER. In addition to the hard copies of the report, one copy shall be provided to the HES in digital format - in a format to be agreed in advance with the HES - on the understanding that it may in future be made available to researchers via a web-based version of the HER.

5.7 The archaeological consultant shall complete an online OASIS (*Online AccesS to the Index of archaeological investigationS*) form in respect of the archaeological work. This will include a digital version of the report. The report or short entry to the Historic Environment Record will also include the OASIS ID number.

5.8 *Publication*

Should particularly significant historic fabric, architectural features, below-ground remains, finds be encountered, then these, because of their importance, are likely to merit wider publication in line with government planning guidance. If such remains are encountered, the publication requirements – including any further analysis that may be necessary – will be confirmed with the HES.

6. PERSONNEL

6.1 Staff must be suitably qualified and experienced for their project roles. All work should be carried out under the control of a member of the Institute of Historic Building Conservation (IHBC), the Institute for Archaeologists (IFA), or by a specified person of equivalent standing and expertise. The

Written Scheme of Investigation will contain details of key project staff and specialists who may contribute during the course of the works - excavation and post-excavation.

6.2 Health and Safety matters, including site security, are matters for the consultant. However, adherence to all relevant regulations will be required.

6.3 The work shall be carried out in accordance with IfA *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures (1996)*, as amended (2008).

7. CONFLICT WITH OTHER CONDITIONS AND STATUTORY PROTECTED SPECIES (BATS)

It is the archaeological contractor's responsibility - in consultation with the applicant or agent - to ensure that the undertaking of the required archaeological works does not conflict with any other conditions that have been imposed upon the consent granted and should also consider any biodiversity issues as covered by the NERC Act 2006. In particular, such conflicts may arise where archaeological investigations/excavations have the potential to have an impact upon protected species and/or natural habitats e.g. SSSI's, Habitat Regulations (The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007), National Nature Reserves, Special Protection Areas, Special Areas of Conservation, Ramsar sites, County Wildlife Sites etc.

8. DEPOSITION OF ARCHIVE AND FINDS

8.1 The archaeological consultant shall contact the museum that will receive the site archive to obtain an accession number and agree conditions for deposition. *The accession number will be quoted in the Written Scheme of Investigation.*

8.2 Archaeological finds resulting from the investigation (which are the property of the landowner), should be deposited with the appropriate museum - in a format to be agreed with the museum, and within a timetable to be agreed with the HES. The museum's guidelines for the deposition of archives for long-term storage should be adhered to. If ownership of all or any of the finds is to remain with the landowner, provision and agreement must be made for the time-limited retention of the material and its full analysis and recording, by appropriate specialists.

8.3 The artefact discard policy must be set out in the Written Scheme of Investigation.

8.4 The condition placed upon this development will not be regarded as discharged until the report has been produced and submitted to the HES and the LPA, the site archive deposited and the OASIS form submitted.

9. CONTACT NAME AND ADDRESS

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10/05/10