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# GATESHEAD RAILWAY CLUB

## BUILDING SURVEY

DECEMBER 2006

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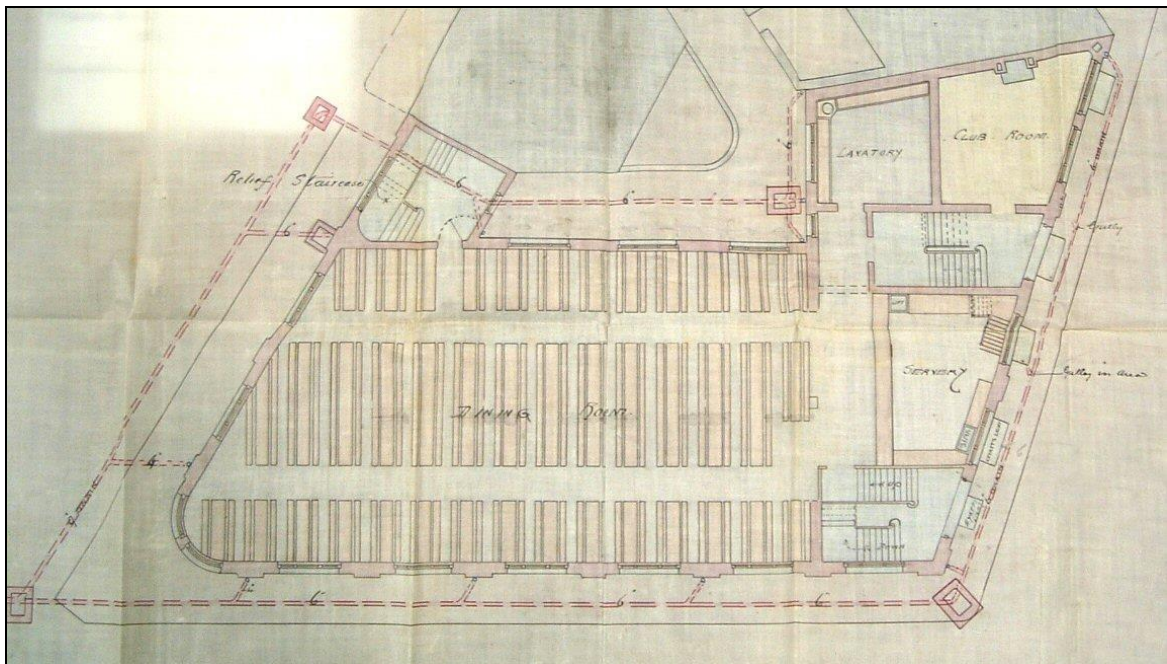
Prepared for: <i>Ainsworth Spark Associates</i>	By: <i>The Archaeological Practice Ltd.</i>
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# GATESHEAD RAILWAY CLUB AND INSTITUTE

## HISTORIC BUILDING SURVEY



**Frontispiece:** Plan of the first floor 'Dining Room', 'Club Room' and 'Serving', etc. below the Reading Room, from a deposited building plan of 1890.

Prepared for Ainsworth Spark Associates

By The Archaeological Practice Ltd.  
Newcastle upon Tyne

Project Code: AP06/61

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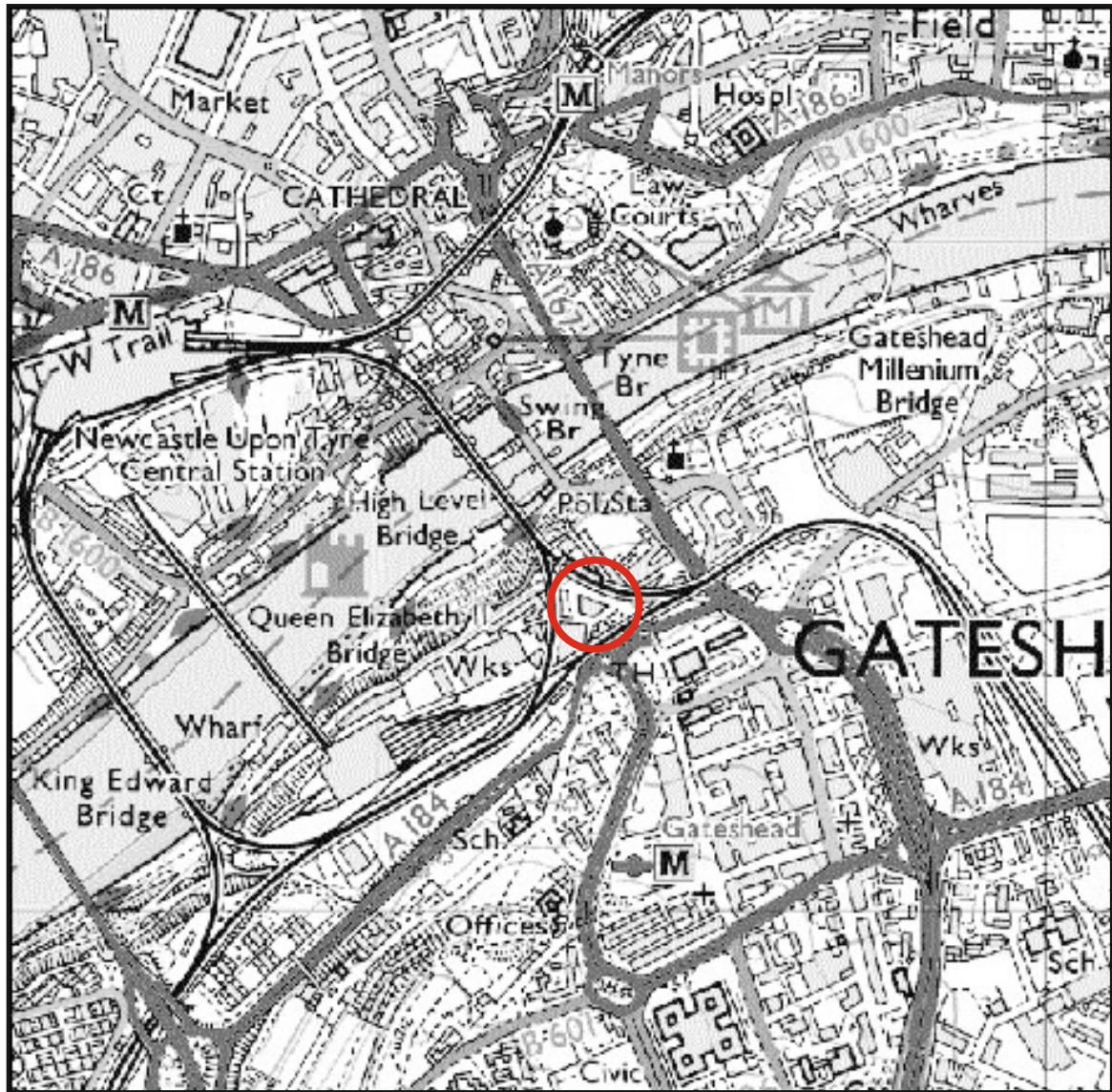
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## SUMMARY

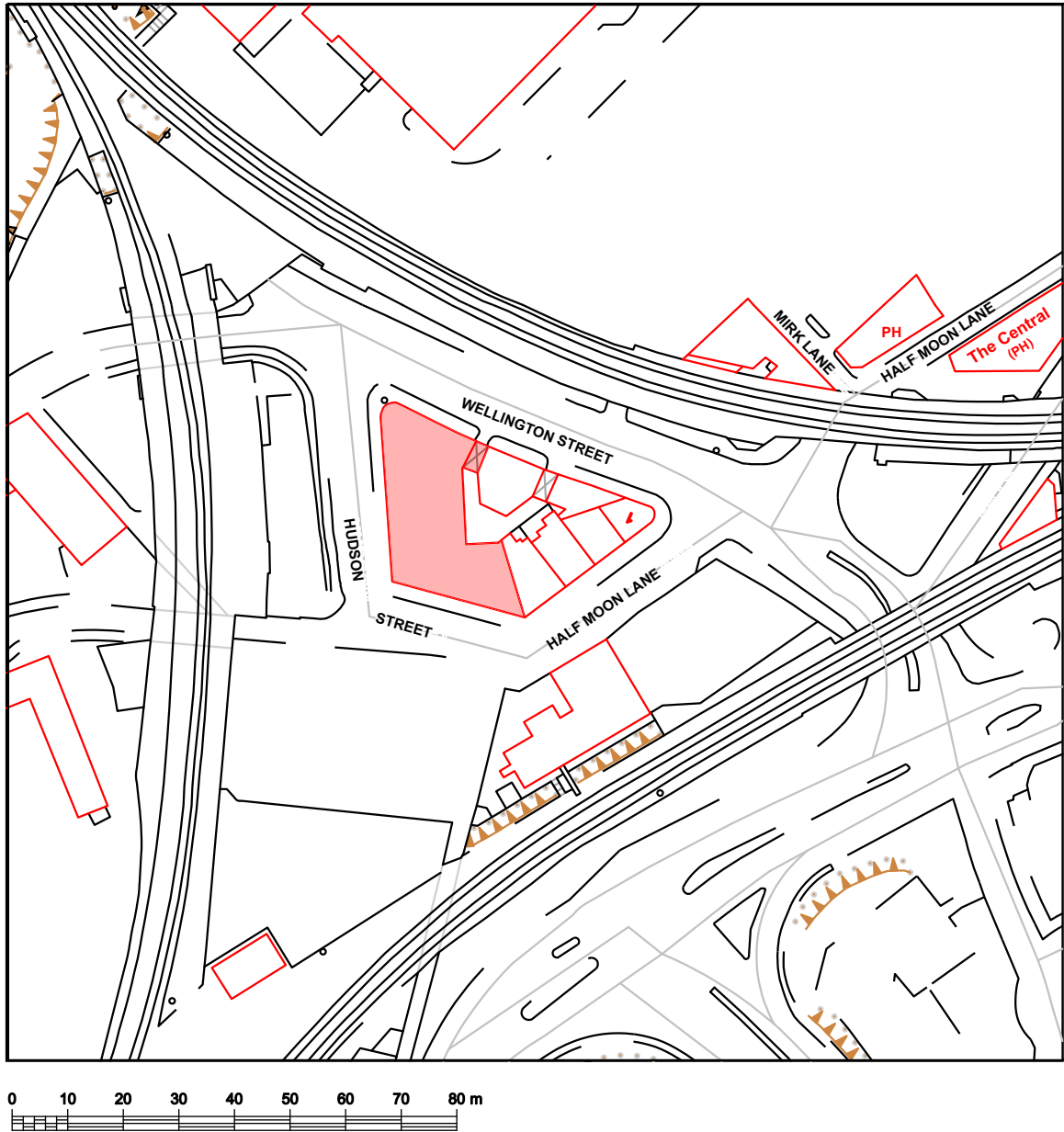
*A photographic record and associated background research was carried out in relation to the Gateshead Railway Club at Hudson Lane, Gateshead in November 2006. This was undertaken as a mitigation exercise in advance of the conversion of the greater part of the building for residential use.*

*The report concludes that the building is of some architectural merit and interest in the context of its historic setting, and internally displays a number of phases of adaptation which reflect its changing primary functions from Literary Institute, works canteen and Temperance Society to social club and ground floor gymnasium .*

*It is recommended that limited additional recording work is carried out during the stripping of modern interiors which presently obscure details of its original construction.*



*Illus. 01: The location of Gateshead Railway Club and Institute (circled).*



**Illus. 02:** The location of Gateshead Railway Club and Institute (red fill) facing Hudson Street and Wellington Street.

# 1. INTRODUCTION

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## 1.1 Background

The present report provides a record of the Gateshead Railway Club and Institute building at 1, Hudson Street, Gateshead which is subject to a proposal for restoration and alteration of use. In accordance with standard practice, a programme of recording has been requested by the planning authority in order to provide a permanent record of the structure prior to structural work associated with the restoration and conversion of the building. The work requested includes a programme of photographic recording with associated background research, including visits to the Tyne and Wear Archives and local libraries.

Although not a listed building the Railway Club and Institute building is included on the Gateshead Council Local List of Buildings and Parks and Gardens of Special Interest. Buildings on this list are subject to the regular planning rules of the area, although when considering any planning application the council will take into consideration aspects of local architectural and historical significance. The site also lies within the Bridges Conservation Area, which covers the Tyne riverbank and gorge slopes and forms the setting of the historic central group of bridges (The High Level Bridge, The Swing Bridge and Tyne Bridge) as well as the historic core of Gateshead above the gorge.<sup>1</sup>

## 1.2 Methodology

The photographic recording was undertaken on 21<sup>st</sup> November 2005 using a 35mm camera. All elevations were photographed as far as possible perpendicular to the wall of the building, and wherever possible both the external and internal views included a scaled ranging pole. Where it was not possible to capture an entire elevation in a single photograph because of the constricted nature of the site, a series of partial elevations were recorded along with an oblique overall view of the full elevation.

Peter Ryder, historic buildings specialist, carried out a visual inspection of the building and made notes in preparation for a full written description (below).

The principal sources of maps and historic documents relating to the building were Gateshead Library - Local Studies Section, Tyne & Wear Archives at Blandford Square, and Ainsworth Spark Associates, consultant to the developer. Additional thanks are due to Mr Mark Newton who enabled access to the building and Mr John Scott who provided additional historical information.

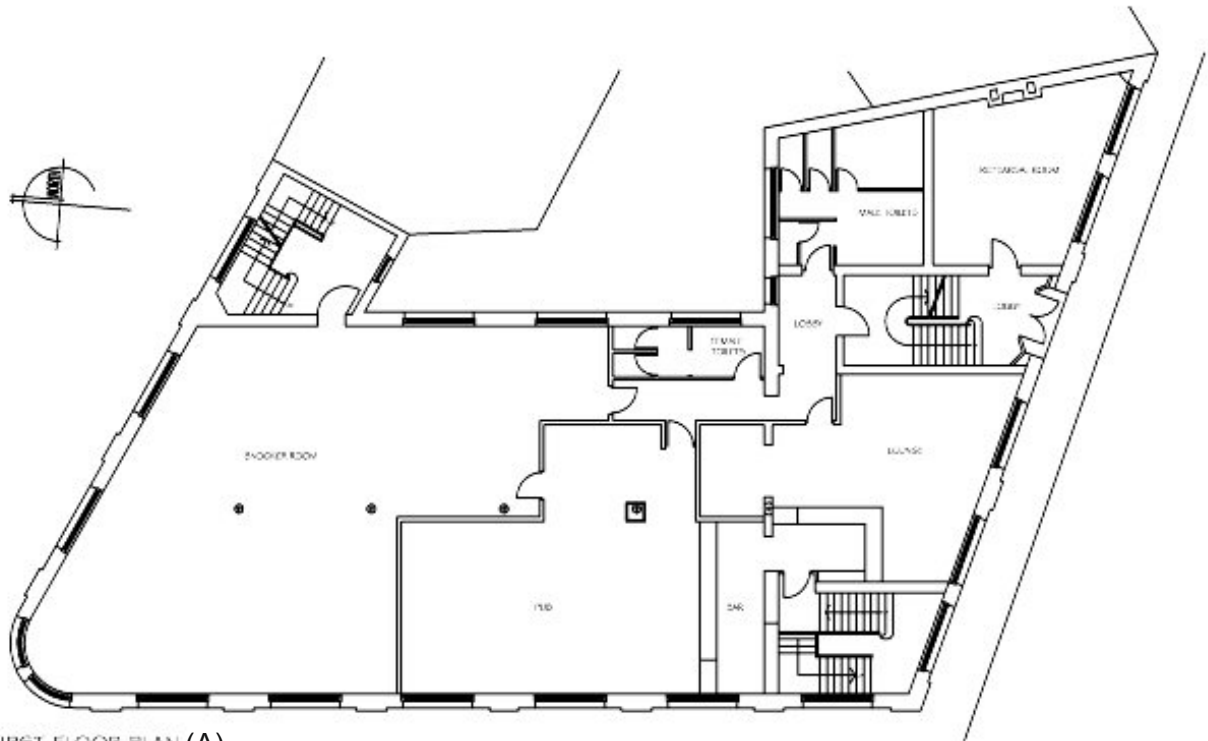
## 1.3 Previous Studies

Plans and elevation drawings of the building, but no written description or historical record, were produced by Ainsworth Spark Associates. These drawings are reproduced here (*Illus. 03-06* and *Appendix 1, Illus. 38-43*). No other archaeological or buildings recording work appears to have been carried out in relation to the structure, but some information is included in various sources on the history of Gateshead and in railway histories. A considerable amount of research has been carried out recently on Roman and Medieval remains at nearby Bottle Bank and Pipewellgate (see REFERENCES), but this does not relate to the present proposals since no disturbance of potential archaeological deposits is proposed.

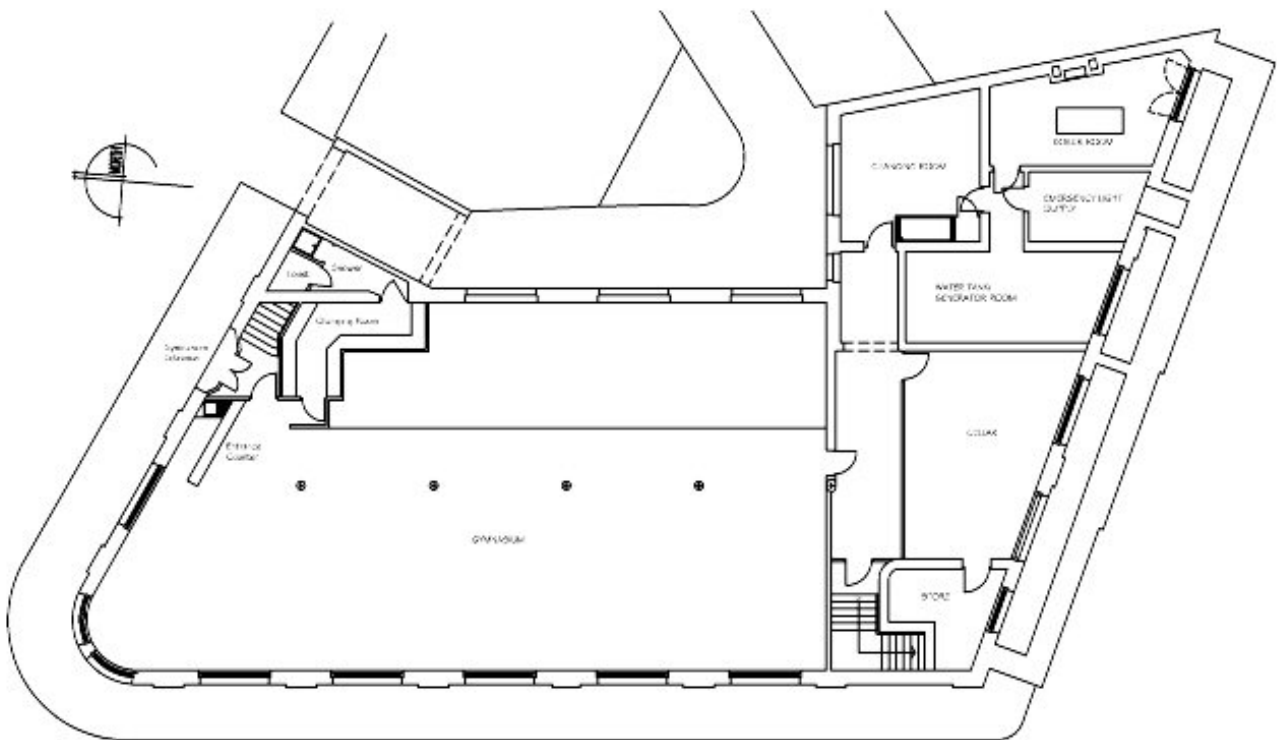
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<sup>1</sup> Gateshead Council Advice Note, 2004.



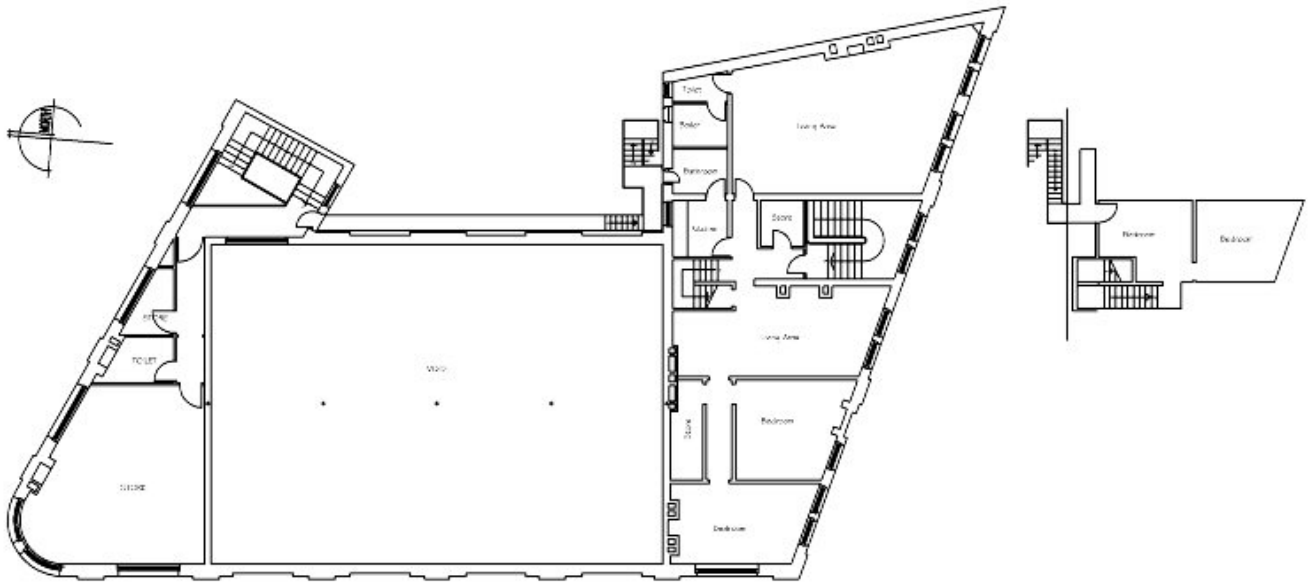


FIRST FLOOR PLAN (A)

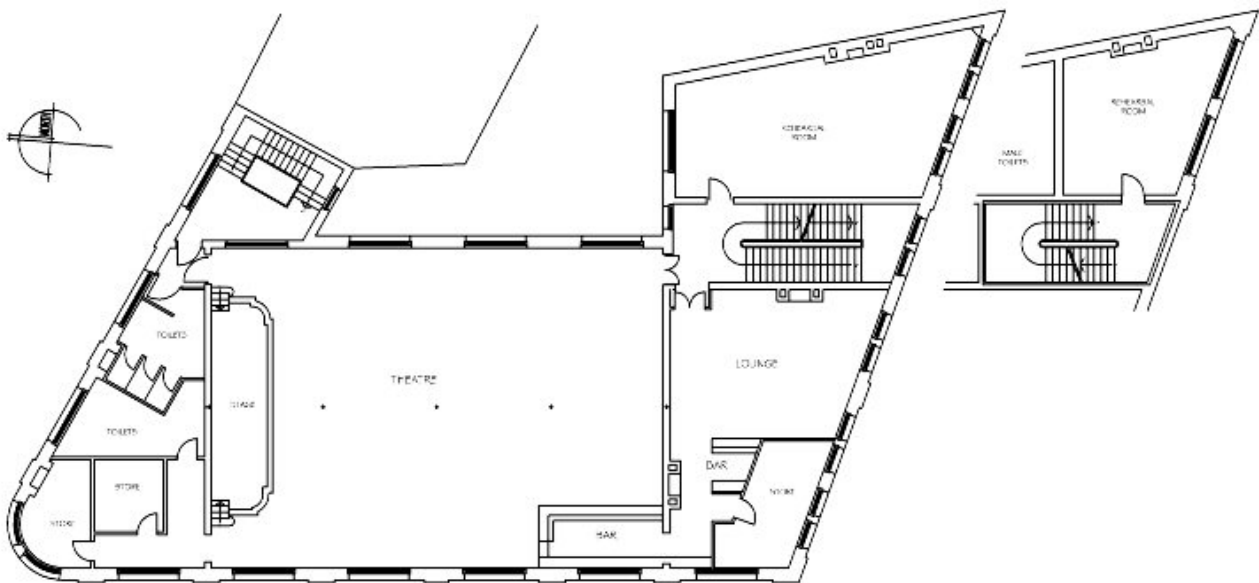


GROUND FLOOR PLAN (B)

**Illus. 03 & 04:**  
 Ground Floor (A) and First Floor (B) Plans (supplied by Ainsworth Spark Associates)



THIRD FLOOR PLAN (A)



SECOND FLOOR PLAN (B)

**Illus. 05 & 06:**  
 Second Floor (A) and Third Floor (B) Plans (supplied by Ainsworth Spark Associates)

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## 2. DESCRIPTION

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### 2.1 Gateshead Railway Club and Institute at 1, Hudson Street by Peter F Ryder, November 2006

This is quite an impressive late Victorian brick building, set on a dramatic and quite appropriate site within the fork of the railway lines at the south end of the High Level Bridge, providing views towards the historic heart of Newcastle (see *Illus. 07*, below).



Occupying a site of irregular trapezoidal plan, the Club consists of a three-storeyed main block set north-south, with an acute rounded corner to the north-west, a small stair wing at the north-east angle, and what is effect a four-storeyed cross-wing set at a rather oblique angle at the south end, and projecting to the east. The west and south sides (the latter containing the entrance) face onto Hudson Street, and the north (or rather north-east) side onto Wellington Street as it approached the lower deck of High Level Bridge, beneath the railway.

The building is constructed of pink-orange brick,<sup>2</sup> with segmental-arched windows to the main block and lower floors of the south wing, with ashlar springings and fluted keystones; the window sills and the heads of the paired sash windows on the upper floors of the wing, are linked by paired courses of dark brick, and the bays are articulated by full-height pilasters, linked by an oversailing moulded course just below the eaves cornice; the roofs are of Welsh slate. The site slopes down quite steeply from north to south, so that the ground floor becomes a basement at the south end.

The south front is in three broad bays, each with a pair of openings (or pair of paired openings in the case of the sash windows). The entrances in the right hand half of the central bay (and a more recent entrance in the left hand half of the western bay) are set at a mezzanine level midway between the ground and first floors, the lintel of the main entrance being formed by the sill of the segmental-headed window above. These larger windows have moulded timber mullions and transoms; the sash windows (which have stop-chamfered lintels) are of four-panes, with the upper leaf shorter than the lower. The

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<sup>2</sup> The broad segment-headed windows are typical of Bell's workshop designs.

roof of the wing is hipped at the west end; an altered chimney rises from the eaves above the pilaster between the western and central bays.

On the west the main block is of five narrower bays, with the end of the wing providing the taller sixth bay on the right; four of the top floor windows in the main block have their upper parts infilled in more recent brick. On the left return of the wing (i.e. the wall between it and the main block) are two stepped brick stacks with dentil cornices to their caps. To the left a double-width bay, with a pair of openings on each floor, is wrapped around the acute curve of the north-western corner of the block.

Three further bays form the north elevation, facing Wellington Street, which has this curved bay at its right end; in the central of the three the ground-floor window has been replaced by a more recent doorway (the entrance to the gymnasium which recently occupied the ground floor of the main block) and in the left hand one there is a big round-headed arch through into the narrow yard behind the building, with the pilasters only rising from the set-back above it.

The rear elevation of the main block, towards the narrow and gloomy yard, is of three bays, and all of plain brickwork (in an irregular bond), without any of the decorative detail of the street fronts. It has had the usual big segmental-arched windows to each floor, but all those on the ground floor and two on the floor above have been infilled with later brickwork, and those on the second floor have their upper sections blocked. On the right the stair wing has plain four-pane sashes above the arched yard entry, which is barrel-vaulted in brick, and on the left the projecting east end of the south wing has segmental-arched openings, and a fire escape from the top floor dropping to a balcony that runs along the main block wall at the level of the second-floor windows, to link to the stair wing.

The interior of the building has been considerably altered, and most of the rooms have no significant features predating c.1960; the current decor is largely of the mid-20th century. There are three original stairs, one rising from the entrance in the south wall, another at the south-west corner rising from ground floor to first floor, and the one in the north-eastern wing rising from first to third floor. All have been dog-leg open-string stairs with cast-iron balustrades; the stair-foot newels have moulded octagonal bases and shafts with spiral-twist upper sections below Corinthian capitals, carrying the continuous moulded handrail; the walls of the stair wells are all of glazed cream brick, much of which is now painted over. The stair in the north-eastern wing is the least-altered of the three; in the wall between its top section and the main block is a big segmental-headed window (its upper section blocked, its lower providing borrowed light to the second floor) which gives the impression (probably false) that the stair wing is an addition to the main block. One of the girders carrying the stair is inscribed 'DORMAN LONG & CO MIDDLESBRO'.

The ground floor of the main block is occupied by a large hall, latterly used as a gymnasium; this has a central arcade of four cast iron columns that have moulded bases, twin rings c.1 m from the base, and moulded capitals with square abaci, carrying transverse girders; a similar but more massive column is incorporated in the south end wall. The transverse girders carry a ceiling consisting of nine smaller axial girders with shallow segmental concrete vaults between them. From the north-east corner a straight stair rises under a moulded segmental arch to the foot of the dog-leg stair in the north-eastern stair wing.

The ground floor of the south wing (very much a basement) consists of various rooms opening from an east-west passage, spanned by a semicircular arch; there is more architectural detailing in the manner in which the curved wall at the foot of the south-western stair returns to a square above two big shaped and moulded blocks. In the north

wall of the passage is exposed the same heavy column as seen in the gymnasium. The front wall of the basement has several windows, and a coal chute, that formerly opened into a sunken area between the building and the road, originally open to the sky but now slabbed over by an extension of the pavement.

The principal room on the first floor of the main block is the billiard room, one of the less-altered internal spaces. There is an axial arcade of three cast-iron piers, similar to those on the floor below, but the girders they carry have been boarded around in to create the appearance of beams (complete with stop chamfers) carrying the boarded ceiling. There are four billiard tables, and on the walls three old scoring boards that may be original to the building.

The principal room on the second floor of the main block is the theatre; there is no central arcade at this level, and very little old detail exposed; the ceiling has been lowered, cutting off the upper sections of the windows. The rooms in the south wing at this level have again been heavily altered, with all fireplaces being removed; some simple moulded plaster cornices may be original.

The third floor of the south wing is now a flat, reached from the top of the stair above the south entrance. The only room to retain old detail is the living room at the south-east corner of the building; on its east wall is a good fireplace with fluted pilasters that have stop-chamfered angles, a fluted lintel between paterae with petalled flowers, and a moulded mantelpiece topped by an arched panel enclosing an 'NER' (North Eastern Railway) monogram. A further small stair rises to a pair of attic bedrooms, and access to the roof space over the wing, a timber construction which has both king- and queen-post trusses, in contrast to the iron girder trusses over the main block, which may possibly be secondary.



**Illus. 08:** Gateshead Railway Club, south and west elevations.



**Illus. 09:** Gateshead Railway Club, south elevation.



**Illus. 10:** South elevation detail.



**Illus. 11:** Gateshead Railway Club, west end of north elevation.



**Illus. 12:** Gateshead Railway Club, east end of north elevation.



**Illus. 13:** South elevation of North range (over tunnel entrance).



**Illus. 14:** South elevation of North range (tunnel into courtyard).



**Illus. 15:**  
Detail of cellar roof construction



**Illus. 16:** Cellar coal chute



**Illus. 17:**  
Entrance to cellar coal chute from street level



**Illus. 18:**  
Sunken area between front of basement and road (footpath above)



**Illus. 19:**  
Original glazed brickwork at first floor level



**Illus. 20:** First floor bar area



**Illus. 21:** NW corner of basement (former gymnasium)



**Illus. 22:** Back stairs from first to basement (former gymnasium)



**Illus. 23:** Stage entrance in second floor theatre/large bar area



**Illus. 24:** Third floor NW corner room



**Illus. 25:** Third floor NW corner (windows look out over the High Level Bridge towards Newcastle Castle Keep).





**Illus. 26:** Top of north-east stair well with walls clad in cream coloured glazed brick



**Illus. 27:** Stairs in north-east stair well



**Illus. 28:** View from north-east stair well to the north elevation of the south wing (fire escape leads to flat on 3rd floor)



**Illus. 29:** View from north-east stair well towards lower part of the south wing, north elevation facing courtyard



**Illus. 30:** View towards north-east stair well from fire escape entrance in 3rd floor of south wing, north elevation



**Illus. 31:** Chimney stack on roof of the south wing, viewed from fire escape

### 3. HISTORICAL SYNTHESIS

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Gateshead up to the early years of the 19<sup>th</sup> century was no more than a few streets by St Mary's church and a ribbon development along the bridgehead south from the old bridge and along the riverside. This pattern, depicted on early views and maps such as Cotton c.1590 and Speed 1610, was probably established in the Medieval period and did not change markedly until the arrival of heavy industry and the railways in the 19<sup>th</sup> century.

In 1841 the Great North of England Railway opened its line from York to Darlington and in April that year an agreement was reached to extend the line to Gateshead, linking with existing railways at the north end of the line (Guy 2003). In May 1844 the first trains began to run between York and Gateshead, and in June 1844 the route from London to Gateshead was publicly opened. On September 1<sup>st</sup> of the same year Hudson's Newcastle and Durham Junction Railway which had been formed to build the new part of the Darlington to Gateshead route, took over the Brandling Railway and on the same day closed its terminus at Oakwellgate. A new railway station was opened to the west on Green's Field alongside the Redheugh Incline, becoming known as Greenesfield Station.

The opening of the High Level Bridge in 1849, and of Newcastle Central Station in 1850 effectively rendered redundant Greenesfield Station as a functioning passenger station, but within 18 months it had been converted and extended to become a workshop for locomotive repairs for the York, Newcastle and Berwick Railway (which became the North eastern railway in 1854), with its hotel building (which, unlike the station itself, survives) used as offices for the Superintendent. Subsequently, following the formation of the North Eastern Railway (NER) it became the main engine-building works for the railway, and was extended several times to provide workshops, assembly areas and storage sheds. The Greenesfield works became the largest employer in Gateshead, employing 3,300 men up to 1910, when the manufacturing of new locomotives was moved to Darlington and the workforce was more than halved. Following closure in 1932, the works reopened during World War Two and thereafter survived until 1959. The large workforce of the Greenesfield locomotive and engine works provided the stimulus for the establishment and construction of the adjacent Literary Institute and Temperance Society (latterly the Gateshead Railway Club and Institute). The popularity of the club was further bolstered by the opening in 1894 of a new railway station for Gateshead immediately adjacent to the Railway Club on the north-east side of Wellington Street.

The Literary Institute and Temperance Society was the first privately-run such body in Gateshead. The institute had been founded 1857, initially occupying buildings attached to the Oakwellgate station on the site of the present Sage music centre, where its premises included the Old Rectory of St Mary's church. It was one of three purpose built railway institutes constructed by NER, at Gateshead, York & Shildon (Fawcett 2005:170). The contract for the Gateshead Institute was let for York and Gateshead in 1887, and it was built to face the (SE-facing) entrance of the Greenesfield Railway Engineering Works on a site partially occupied by the (former) High Level Bridge Inn, which was purchased by the NER in early 1887. It served as a training institute for working people, part of a movement for self-improvement which flourished at the time. The building housed the largest private library in Gateshead (some 12,000 books), and 1000 men, mainly employees of the Greenesfield engineering works, benefited from the large dining room below the library.

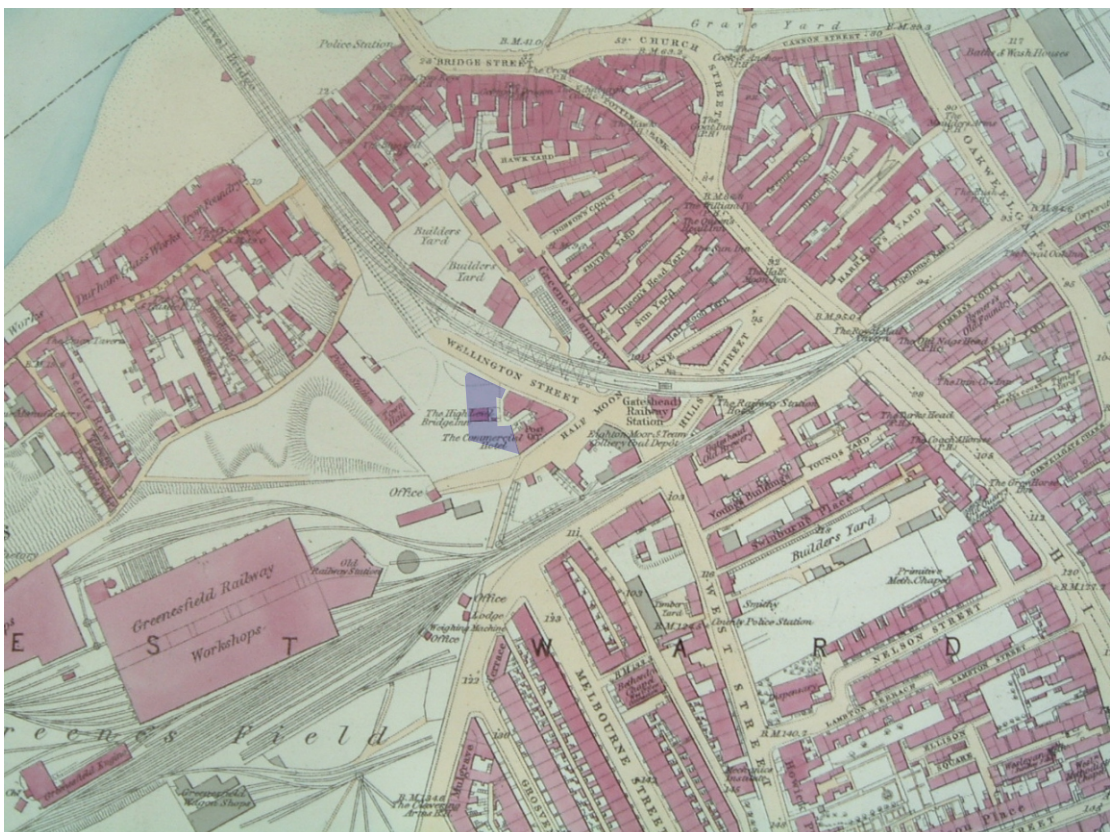
The decline of the engineering works, beginning in 1910 and ending with its complete closure some half a century later, together with the decline in the movement for self-improvement led to the closure of the library and sell-off of its books in 1972. A liquor licence for the club had been granted in 1952, providing an indication of its future as a

venue for socialising and entertainment, rather than dining and self-improvement. A famous past president of the club was Sir Vincent Raven who proposed the electrification of the East Coast line and was active in the club in the 1920s. Some records of club membership as well as Minute Books survive in the club committee room, while other records may survive at the NER archive in York.

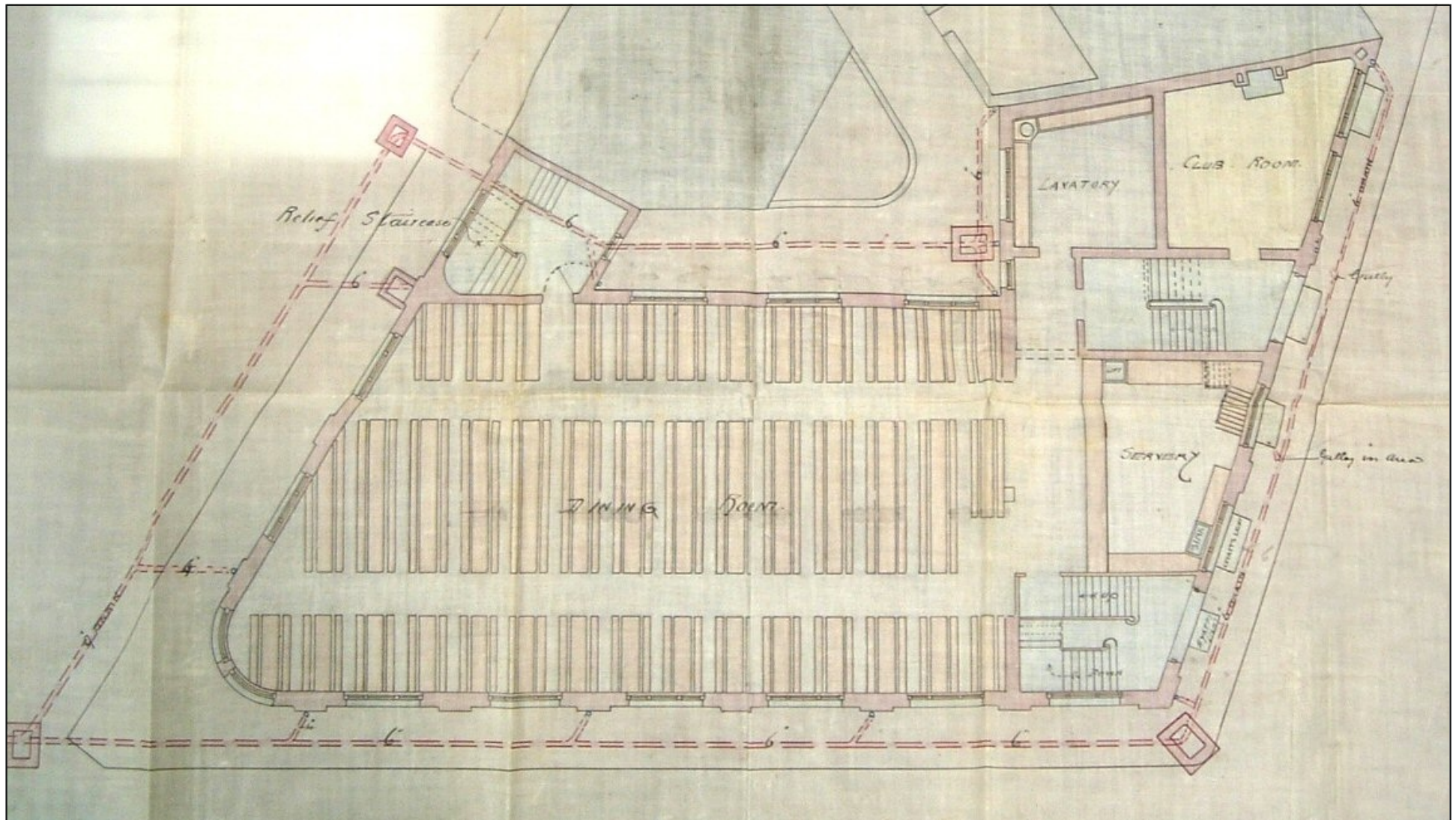
The current Railway and Social Club acquired the premises from British Rail in 1991 and has recently (2006) sold all but the ground floor to a developer for conversion to flats. The ground floor will be redeveloped for continued use by the club, providing a lounge and bar area with space for two of the billiard tables presently in the upstairs billiards room.



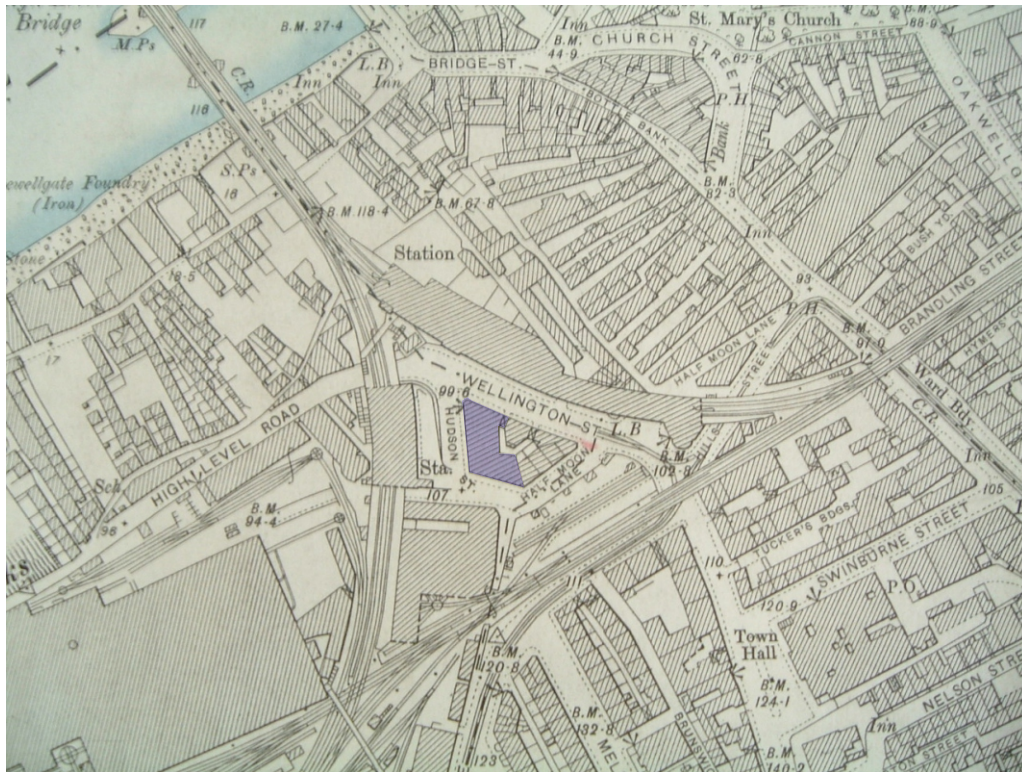
**Illus. 32:** Extract from Oliver's Map of Newcastle, 1830, showing the approximate position of the site.



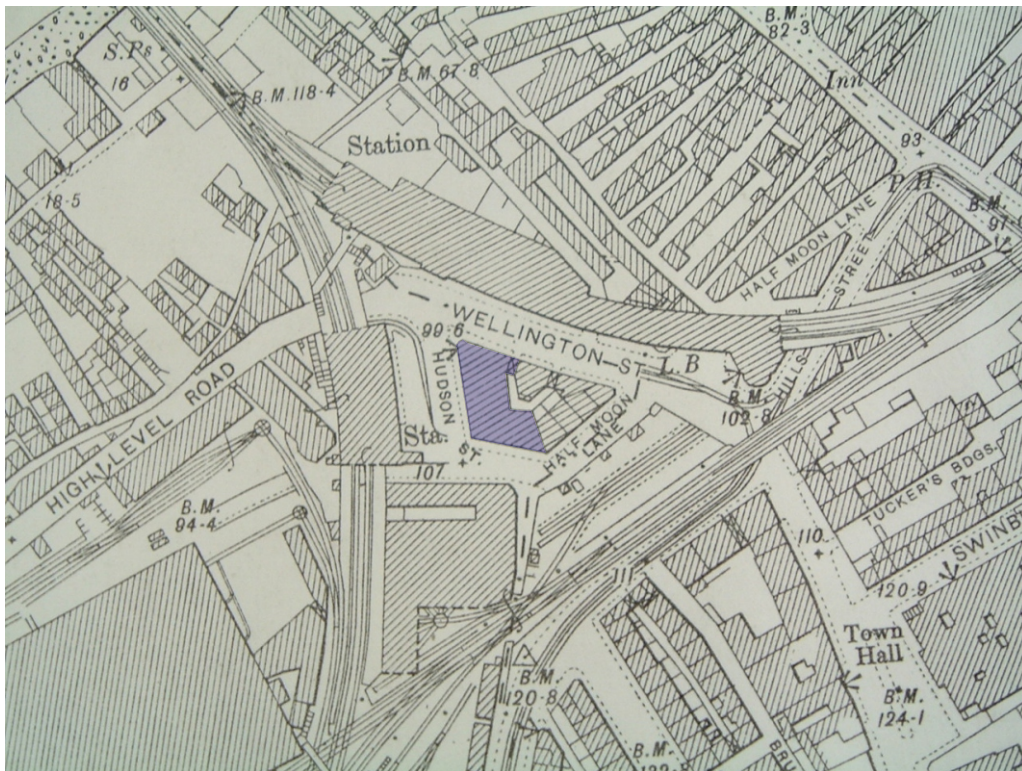
**Illus. 33** Extract from the First Edition Ordnance Survey Plan (surveyed c.1855), showing the position of the site (blue transparency).



**Illus. 34:** Plan of the second floor dining area, 1887  
(Tyne & Wear Archives, deposited plan Cb.ga-1887-93; 05.10.1887)



**Illus. 35:** Extract from the Second Edition Ordnance Survey Plan (c.1898), showing the position of the site (blue transparency).



**Illus. 36** Extract from the Third Edition Ordnance Survey Plan (c.1920), showing the position of the site (blue transparency).

## 4. CONCLUSIONS AND RECOMMENDATIONS

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### 4.1 Conclusions

Gateshead Railway Club and Institute building is an impressive late Victorian brick building, set on a site within a fork of railway lines and affording impressive views from the south side of the High Level Bridge towards the Castle Keep and St Nicholas Cathedral in the historic heart of Newcastle.

The Club consists of a three-storeyed main block set north-south, with an acute rounded corner to the north-west, a small stair wing at the north-east angle, and what is in effect a four-storeyed cross-wing set at a rather oblique angle at the south end.

It is constructed of pink-orange brick, with segmental-arched windows to the main block and lower floors of the south wing, a style typical of its architect, Bell, who was responsible for a number of similar structures.

The building is a local rather than regional interest, although its importance is enhanced by its links to the North Eastern Railway, specifically to the Greenesfield Railway Engineering Works, also by its role in the Temperance movement and its social role as a Literary Institute.

The later history of the buildings as a social club is not insignificant, but in this role the appearance of the building suffered from modern interior cladding and partial neglect. The proposed conversion of the building for residential use is likely to reveal, at least temporarily, previously hidden original architectural details and elements of interior design.

### 4.2 Recommendations

It is recommended that additional photographic recording is carried out in the interior of the building during conversion/restoration works when it is expected that original architectural and decorative details will be revealed.

## 5. REFERENCES

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AP (The Archaeological Practice), 1998. *Pipewellgate Development, Archaeological Assessment*.

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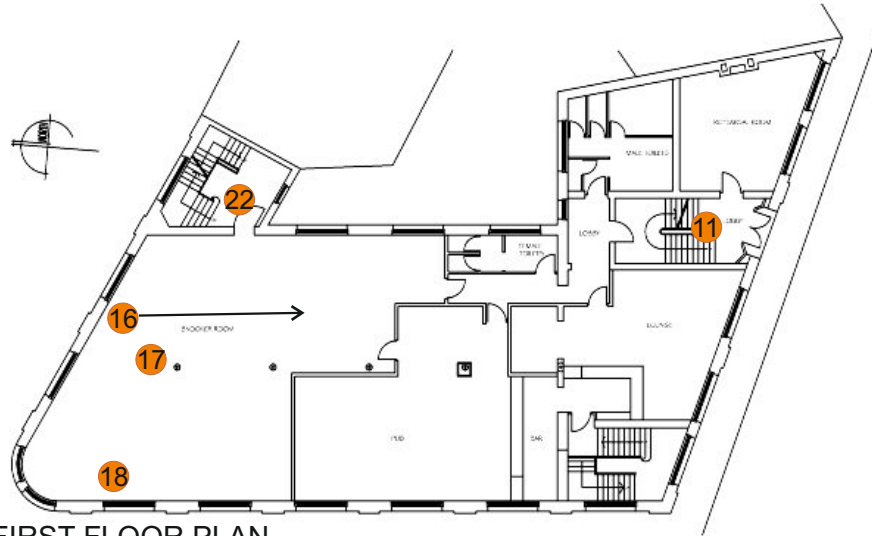
## APPENDIX 1: PHOTOGRAPHIC SURVEY

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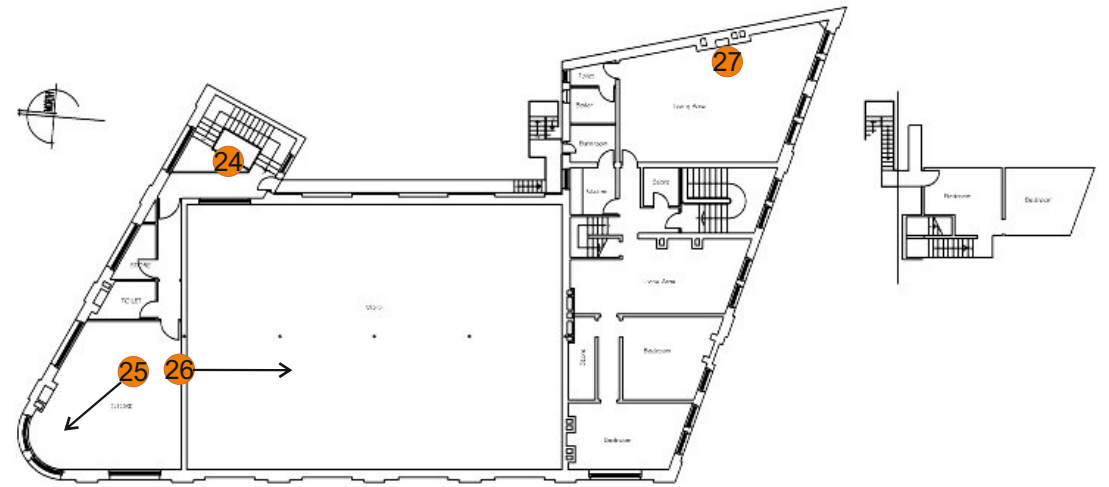
A photographic survey was completed using SLR and digital cameras. The following catalogue refers only to those photographs taken using an SLR camera (see *Illus. 37*), but a number of supplementary images taken using a digital camera are included in the text, above (*Illus. 07-31*).

*Table 1: Catalogue of Photographs.*

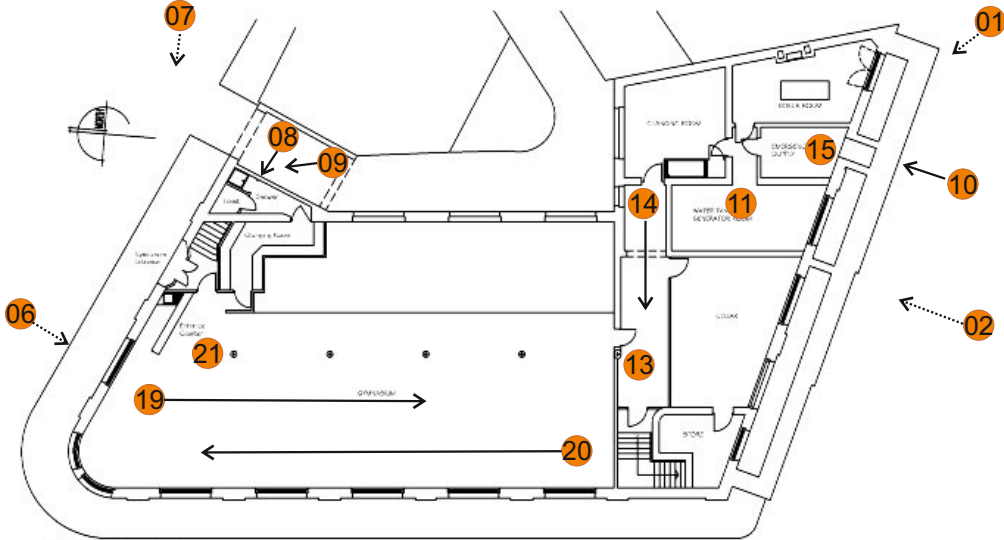
Photo no.	Neg. no.	Internal/ External	Description
1	F1/36	External	South frontage viewed from south-east (SE).
2	F1/35	External	View of the South frontage.
3	F1/34	External	View of the West frontage from NW.
4	F1/33	External	View of the West frontage from NW.
5	F1/32	External	View of the West frontage and Wellington St from NW.
6	F1/31	External	View of the North frontage.
7	F1/30	External	View of the North frontage from the east.
8	F1/29	External	East frontage of courtyard.
9	F1/28	External	East frontage and arched entrance to courtyard.
10	F1/27	External	View of main, south-facing entrance on Hudson St.
11	F1/26	Internal	Newel and balustrades of main, south entrance staircase.
12	F1/25	Internal	The main, south entrance staircase.
13	F1/24	Internal	Heavy column in basement passage (also visible in former gymnasium area)
14	F1/23	Internal	Arch spanning basement east-west passage
15	F1/22	Internal	Coal chute in basement room nr. SE corner of building.
16	F1/21	Internal	First floor snooker room viewed from north end.
17	F1/20	Internal	One of three cast iron piers in first floor snooker room.
18	F1/19	Internal	Scoring board in the first floor snooker room.
19	F1/18	Internal	Large hall on the ground floor (latterly used as a gymnasium) viewed from the north end.
20	F1/17	Internal	Large hall on the ground floor (latterly used as a gymnasium) viewed from the south end.
21	F1/16	Internal	Detail of one of four cast iron columns in the central arcade of the large, first floor hall (above).
22	F1/15	Internal	View of stair in the north-east wing.
23	F1/14	Internal	View of the theatre, principal room on the first floor.
24	F1/13	Internal	View of the north-east wing stair and third floor landing.
25	F1/11	Internal	Third floor north-east corner room, viewed from SSE.
26	F1/10	Internal	Roof viewed southwards from third floor north-east corner room.
27	F1/9	Internal	Fireplace in the third floor flat, topped by an arched panel enclosing NER monogram.



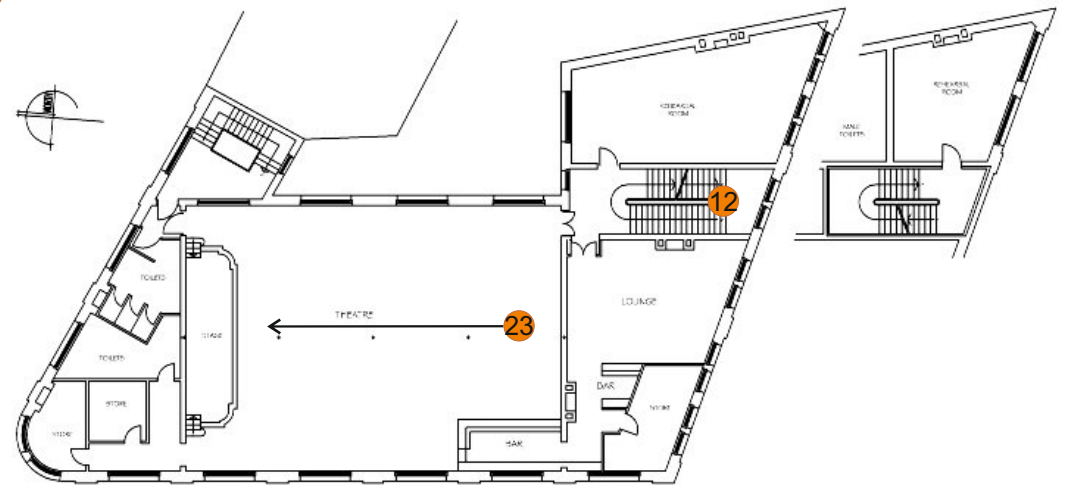
FIRST FLOOR PLAN



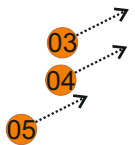
THIRD FLOOR PLAN



GROUND FLOOR PLAN



SECOND FLOOR PLAN



*Illus. 37: Position of photographs taken with SLR during photographic survey (numbers keyed to photographic catalogue)*

## APPENDIX 2: ELEVATION DRAWINGS

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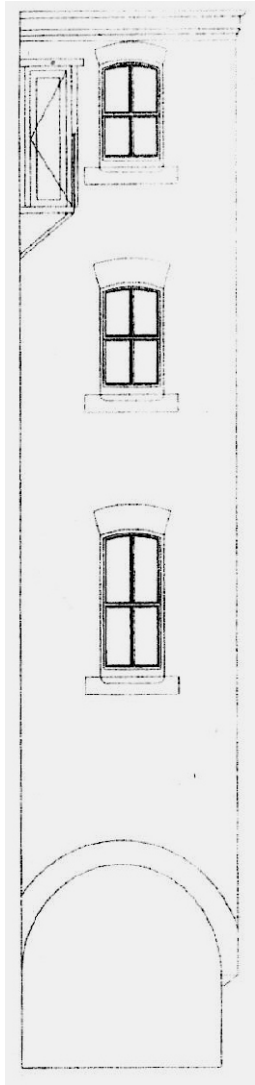
The elevation drawings provided here (*Illus. 38-43*) were scanned from images supplied by Ainsworth Spark Associates.



**Illus. 38:** Courtyard North elevation  
(drawing supplied by Ainsworth Spark Associates).



**Illus. 39:** Courtyard East elevation  
(drawing supplied by Ainsworth Spark Associates)..



**Illus. 40:** Courtyard South elevation  
(drawing supplied by Ainsworth Spark Associates).



**Illus. 41:** Courtyard North elevation, Wellington Street  
(drawing supplied by Ainsworth Spark Associates)..



**Illus. 42:** Hudson Street South elevation (drawing supplied by Ainsworth Spark Associates).



*Illus. 43: Hudson Street West elevation (drawing supplied by Ainsworth Spark Associates).*

## APPENDIX 3

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### SPECIFICATION FOR ARCHAEOLOGICAL RECORDING OF GATESHEAD RAILWAY CLUB, HUDSON STREET, GATESHEAD

#### Introduction

The above building, which lies within The Bridges Conservation Area and is on Gateshead Council's Local List, is proposed for conversion into 25 apartments.

In accordance with standard practice, it is recommended that a programme of recording is undertaken prior to conversion to provide a permanent archive record of the structure and to advise the conversion process. Background research will be required, which will involve visiting the Tyne and Wear Archives, Record Office and local libraries. The finished report will include recommendations for any further recording required.

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

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

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

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

The survey is to be an English Heritage Level 2/3 recording.

Level 2 – a descriptive record. Both exterior and interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use. A plan and other drawings may be made but the drawn record will normally not be comprehensive.

Level 3 – an analytical record.

The following tasks comprise the building survey.

- 1 *Site location plan*
- 2 *Copies of client's architects floor plans, elevation drawings and cross sections to be included in finished report*



### 3 *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 structure as is 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) with scale and a record number of the structural component clearly visible. The photographic record will comprise of:

- General views of the building in its wider setting or landscape
- The building's external appearance – typically a series of oblique views will show all external elevations of the building to give an overall impression of its size and shape. Where an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate
- Detailed coverage of the building's external appearance – windows, doors, decorative detail, blocked openings, chimneys, etc etc
- Overall appearance of each room and circulation areas
- Internal detail, structural and decorative – windows, doors, fireplaces, staircases, cornices, architraves, skirting boards, doorcases etc etc
- Any dates or other inscriptions, any signage, maker's plates or graffiti, which contribute to an understanding of the building or its fixtures or machinery. A contemporaneous transcription should be made wherever characters are difficult to interpret
- Any building contents which a significant bearing on the building's history

### 4 *Survey report*

A report will be produced, detailing the recording methodology and outlining the structural sequence, as observed from the survey.

- Precise location of the building, by name, street, town and grid reference
- National grid reference
- Details of listing and Conservation Area
- Date the record was made and *name* of the recorder
- Summary statement describing the building's type or purpose, materials and possible date(s) so far as is apparent
- An account of the building's plan, form, function, age and development sequence
- Room by room description and description of exterior
- Names of architects, builders, patrons and owners should be given if known
- An account of the building's overall form and of its successive phases of *development*, and of the evidence supporting this analysis
- An account of the building's past *and* present use, and of the uses of its parts, with the evidence for these interpretations
- An account of any fixtures, fittings, plant or machinery associated with the building and its purpose

- Any evidence for the former evidence of demolished structures or plant associated with the building
- Copies of other records of the building, or a note of their existence and location
- Relevant information from other readily available sources – from books, documents, plans, from other people who may be familiar with the building
- A note of the building's past and present relationship to its setting – e.g. its relationship to local settlement patterns, to a field system, man-made landscape, its part in a larger architectural or functional group of buildings, its visual importance as a landmark etc.
- A note of the significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials or status
- An assessment of the potential for further investigative or documentary work, and of the potential survival of below-ground evidence for the history of the building and its site
- Historic map regression
- Copies of any archive plans of building
- Copies of any historic photographs of the building
- Full bibliographic references and list of sources consulted
- Glossary of architectural terms likely to be unfamiliar to readers.

Documentary and cartographic records, plans and photographs relating to the building will be consulted at:

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

**Durham Record Office, County Hall, Durham DH1 5UL (tel. 0191 3833253)**

**Gateshead Library, Prince Consort Road, Gateshead NE8 4LN (tel. 0191 4773478)**

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

The report must have the following features:-

1. List of drawings, cross-referenced to a location plan or plans
2. Details of visits to the building undertaken by the contractor
3. Photographic prints and negatives in conservation grade transparent plastic wallets either bound into the report or in a separate A4 ringbinder (all five 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. Recommendations for any further archaeological work required.

Four copies of the report need to be submitted:

- one for the commissioning client

- one for the planning authority – to be sent to Lois Lovely, Planning Officer, Gateshead Council, Development and Enterprise, Civic Centre, Regent Street, Gateshead NE8 1HH
- one for Clare Lacy, Senior Planning Officer, Planning and Environmental Strategy, Gateshead Council, Development and Enterprise, Civic Centre, Regent Street, Gateshead NE8 1HH
- one for deposition in the Tyne and Wear County HER at the address below. A digital copy of the report is also required on CD by the HER
- 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 archaeological contractor will inform the County Archaeologist of the start date of the work to allow the CA to make a monitoring site visit.

#### 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://ads.ahds.ac.uk/project/oasis/>. 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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West Chapel

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