## Historic building recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY

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WSM 68380

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# Historic building recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY

#### Introduction

Historic building recording of a building at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY (SO 77404 59526; Fig 1) was undertaken at the request of Hannah Weatherall of Moule & Co according to a written scheme of investigation provided by Martin Cook BA MCIfA and approved by Adrian Scruby of Worcestershire Historic Environment and Archaeology Service (dated October 2016, planning ref MH/16/00222/FUL).

The project was undertaken to a level three standard, in advance of the conversion of the building to a restaurant.

#### **Summary**

Historic building survey was undertaken at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY. The project determined that the one of the recorded buildings had been formerly used for small-scale hop processing and packing. Two small hearths for the drying of the hops were found to have been inserted in the northern end of the building and an compartment on the first floor had the remains of a supporting structure on which the hops were dried. A single hop pocket hole was recorded in the first floor. A cider press was recorded within this building and it is thought that a rectangular hole in the adjacent wall provided access for a belt drive to run a small cider mill.

On the southern side of the processing building was the remains of a pig sty, which was integral with it. A combined shelter shed and trap or cart shed had been added to the processing building's northern side.

#### The documentary material

Documentary research at the Worcestershire County Record Office took place on the 27th October 2016 and a search of the Historic Environment Record was commissioned and received on the 20th December 2016.

#### Historic mapping

The earliest available map was the tithe map of Wichenford of 1838 (Fig 2.1). This shows a courtyard arrangement with an 'L' shaped building on the north and east sides, the farmhouse on the south side and three buildings in line on the west side. These latter buildings are, in part, the subject of this report.

The Ordnance Survey map of 1885 (Fig 2.2) shows a comparable arrangement with better detail regarding the configuration, division and alignment of the buildings. At the northern end of the range of buildings recorded by this project is a small rectangular extension that no longer exists. Similarly, at the southern end of the same range, the building is shown somewhat narrower than it appears today. The Ordnance Survey map of 1903 (Fig 2.3) shows no significant differences.

#### Commentary

The small discrepancies in the configuration of the buildings between the tithe map and the Ordnance Survey maps may be accounted for by the purpose of the maps: the precise arrangement of the buildings was of limited interest to the tithe surveyors. Notwithstanding these differences, it is believed that the arrangement shown on the tithe map of 1838 is the one that currently exists. There is, however, limited evidence that at least some of the buildings were rebuilt on the same footprint (see below, **The fieldwork**).

A curiosity of the tithe map is the location being referred to as 'Burying Town'. No doubt this is the result of a misunderstanding between the tithe surveyors and a local personage whose accent defied clear understanding.

#### The Worcestershire Historic Environment Record

An HER search was carried out on a 500m search area around the proposed development. The development site itself (WSM 45408) is described as:

'farm buildings at Bury End Town Farm, 1801 AD to 2050 AD'. These are unlisted 19th century farm buildings in peach coloured brick with tiled roofs. They are part of a partially extant 19th century listed farmstead with unconverted buildings. It takes the form of a regular courtyard with L-plan range plus detached buildings to the third side of the yard. The farmhouse is detached with side on to the yard. There has been a partial loss (less than 50%) of traditional buildings. The large modern sheds that were formerly located on the site are now gone.

Within the same farmyard two buildings have their own entries:

WSM 12412 - the farmhouse, 1801 AD to 2050 AD, listed building (II) – 1082932, is described as being of the early 19th century, square, brick, three storeys and cellar, central door with pediment. Built of peach-coloured brick, it has a slate roof with overhanging eaves and a brick stack on the left side elevation. It is of a narrow plan; three bays; all windows have gauged red brick heads; 16-pane sashes in outer bays of ground and first floors with 12-pane sashes above; central bay has first floor glazing bar sash and second floor 9-pane sash. Central doorway has pilastered surround, open pediment, panelled door and traceried segmental fanlight.

The interior was not inspected. There is a two storey extension to rear with a brick stack to left side elevation.

WSM 45407 – a barn - 1801 AD to 2050 AD, of the early 19th century. Built of peach-coloured brick, tiled roof, six bay barn; bays two and five are wagon bays with square-headed opposed cart entries. Dentilled eaves cornice; alternate header ventilation courses; owl-holes in gable ends. Interior roof has intermediate raking strut trusses and single, trenched purlins.

The nearest historic buildings are at Abbingdons Farm to the east:

WSM 12414 - Abbingdon's Farm is described as a manor house - 1066 AD to 1539 AD of the Habington family. Most of the old house was taken down in the 18th century and the remaining portion converted into a couple of cottages c 1865. It is of red brick with a tiled gabled roof. There are two stacks, wooden casement windows with three bay windows to front elevation. Appears to be extended to north and now one dwelling.

WSM 45405, 45406 and 51961. Of note are a timber framed barn - 1601 AD to 1700 AD listed building (II) - 1082898 and cowhouse, probably mid 17th century. This is timber-framed with painted brick infill; tiled roof; two framed bays. Framing: square panels, three from sill to wall-plate, long, straight braces in lower corners, queen strut trusses in gable ends. Opposing doorway in centre of both main elevations. Interior - The roof has intermediate queen strut truss and single, trenched purlins. Floored throughout with partitions each side of central passageway

The farmstead, WSM 51961, is describes as being a regular courtyard with L-plan range plus detached buildings to the third side of the yard. Additional, prominent detached elements to the main plan. The farmhouse is detached and set away from the yard. There has been a partial loss (less than 50%) of traditional buildings. Located within a loose farmstead cluster. Hop kiln located within the farmstead. Large modern sheds are located on the site. Converted farm building is recorded as 'The Old Hop Barn'.

At Arundle's Farm to the north-east, historic buildings include:

WSM 35115 - a cruck barn, north of the farmhouse - 15th century AD to 21st century AD listed building (II) - 1179765. It is described as probably of the 15th century, altered in the 17th and 19th centuries. Timber-framed, brick and wattle-and-daub infill, brick replacement walling, tiled roof. Four framed bays; wagon bay with opposed cart entries at south end.

The farmstead, WSM 51960, (15th century AD to 21st century AD is described as a partially extant 15th century listed farmstead with unconverted buildings. Loose courtyard with a single side of the courtyard formed by working agricultural buildings. Additional, prominent detached elements to the main plan. The farmhouse is detached with side on to the yard. There has been a partial loss (less

than 50%) of traditional buildings. Large modern sheds are located on the site.

#### Nearby monuments include:

WSM 36618 to the immediate west-south-west was a searchlight battery - 1939 AD to 1945 AD. A searchlight battery was located in the filed next to the farm during World War II. The accommodation (Nissen) huts were alongside the road.

#### In the local vicinity there is:

an old clay pit (WSM 22946) - 1540 AD to 1900 AD, Pound, Castle Hill (WSM 06046) - 1540 AD to 1900 AD, a holloway (WSM 31564) - 1066 AD to 1850 AD, north of Abbingdons Farm, a pond south of Abingdon's Farm (WSM 36754) - 1540 AD? to 2050, another pond (WSM 36753) - 1540 AD? to 2050 AD, a trackway from Abbingdon's Farm towards Kedges Farm, Kenswick (WSM 36749) - 1540 AD? to 2050 AD and a place name: Castle Field, Castle Hill (WSM 03298).

Two major archaeological events occur to the south-west of Buryendtown Farm: ongoing work: a watching brief in 2014 on land at Mason's Arms (WSM 58035) and fieldwalking in 2003 on a field south of Buryend Town Farm produced a range of sherds from the Roman to modern periods (WSM 34224).

#### Commentary

It is of note that Abbingdons Farm (WSM 51961) includes a reference to 'The Old Hop Barn', indicating that hop growing and processing was a significant, if minor, activity in the local area.

#### The fieldwork

#### General

Fieldwork took place on the 10th January 2017. It comprised a walk-over survey of the building with 'as existing' architect's plans and elevations. The plans and elevations were annotated with historic information relating to the construction and sequence of development of the buildings and their changes in use with photographs taken as appropriate. A drawing of the cider press was made.

There are two principal buildings, a shelter shed, with an former, integral, cart or trap shed and a production or processing building with the remains of a pig sty attached. These are each, substantially, of a single phase of construction with comparatively minor alterations being made to reflect the changes of use to which they were sequentially put. Their sequence of construction and alteration is described first, followed by the changes of use to which these alterations relate.

#### **Description and commentary**

#### General

It was noted that the farm buildings, including those not recorded by this project, had an uncommon consistency in their construction: there was not the usual variation in materials and styles that might be expected on farms where intermittent and sequential replacement and alteration is normal. It appeared that there had been a substantial rebuilding of the entire farmstead, probably over a fairly short timescale.

It was also noted that, in at least some cases, this rebuilding had taken place on the footings of the preceding buildings. In particular it was noted that the existing wall of the barn on the eastern side of the farmyard was offset from its footing (which was of a different brick) and quoins (Fig 32).

#### Phase 1 -pre 1838

The production or processing building with its attached pig sty on its southern side was first to be built (Fig 3.1). The main structure is built of a variety of brick bonds. Its east (or front elevation) is executed in English garden wall bond (header course, four stretcher courses, header course; Figs 3.2 and 4) whereas its west elevation is executed in two bonds: English garden wall on the lower two-thirds (header course, four stretcher courses, header course) and Flemish garden wall (header/stretcher/header course, three courses of stretchers, header/stretcher/header course; Figs 3.2 and 8). The west wall of the former pig sty (Figs 3.2 and 9), which appears to be entirely contiguous with the adjacent lower part of the west wall of the processing building, is also executed in English

garden wall bond but with three stretcher courses between the header courses. The whole of the north and south elevations are executed in Flemish garden wall bond (header/stretcher/header course, three courses of stretchers, header/stretcher/header course; Fig 3.3) and English garden wall bond (header course, three stretcher courses, header course; Fig 3.4) respectively. The roof is supported by a king post truss, with purlins, covered in red tile (Figs 3.2, 24 and 25) with cogs at the eaves.

These rather curious changes in bond do not relate to any changes in the brick type or, apparently, to any phases of rebuilding or alteration. The conclusion drawn is that several bricklayers were engaged upon the work at the same time and that no particular attention was paid to the bond that they were laying, so long as the courses matched. An alternative explanation is suggested by a farm in Essex that was owned by the Salvation Army in the 19th century and associated with a brickworks. The farmstead and brickworks were built to provide training and employment and the farm barns and stables and the later-phase brickworks buildings were all constructed in different bonds that changed bond-style every seven or eight courses so that some of the higher elevations had multiple bonds in each facade. The quality of the work was good and the conclusion that was reached was that it was perhaps a training or teaching exercise and also then served to show off the skill of the bricklayers to any benefactors who might have visited the farm and brickworks. It is possible that this is a similar apprentice/ training work and the farmer/landowner got a cheaper rate as long as the build quality was good and the job looked neat but he didn't mind the varying bonds used (Scruby pers com and Letch 2014).

The pig sty at the southern end of the processing building originally consisted of two separate sties, fronted and separated by brick walls, now demolished (Figs 3.1, 9, 10 and 11). The original roof structure has been completely replaced.

#### *Phase 2 – pre 1838*

The production or processing building, whatever its use in phase 1, was converted to hop drying and packing by the insertion of two small hearths, and their associated flues, at the northern end of the ground floor (Figs 3.1, 15 and 16). Corresponding alterations were made at the northern end of the first floor with an area (Figs 3.1, 24, 27, 28 and 29) being partitioned off and wooden blocks set in the wall, presumably to support racking for the drying of hops. A hop pocket hole was inserted in the floor (Figs 3.1 and 18).

#### *Phase 3 – pre 1838*

A combined shelter shed and cart or trap shed was built on the northern end of the processing building (Fig 3.1). Again, this was built in a variety of bonds with Flemish garden wall (header/stretcher/header course, three courses of stretchers, header/stretcher/header course; Figs 3.2 and 7) being employed on the west elevation and English garden wall (header course, three stretcher courses, header course; Figs 3.3 and 6) being used on the north. The roof is supported by a king post truss, with purlins, covered in red tile (Figs 3.1, 3.2, 3.3, and 6) with cogs at the eaves on the western elevation and on the hipped end. The timber lintels across the openings have chamfers (Fig 3.2; east elevation).

#### Phase 4 - mid 1970s onwards

The farm was taken over by its current owners and a number of minor alterations were made. The interior of the pig sty was stripped out, its southern wall extended and the whole was converted to a car port (Figs 3.1, 10 and 11). The entrance to the cart or trap shed was substantially infilled (English garden wall (header course, five stretcher courses, header course), leaving only a door for access and its window in the west elevation was blocked (Figs 3.1, 3.2, 5 and 7). A wooden lean-to structure was erected against the west elevation Figs 3.1, 3.2 and 8).

#### *Unphased – presumably contemporary with phases 1 to 3*

A cider press was installed on the ground floor of the processing building (Figs 3.1, 3.5, 12 and 17). A rectangular hole in the adjacent wall (Fig 3.1 and 4) was probably to accommodate a belt drive for a cider mill.

A tell-tale on the south elevation of the processing building, facing the farmhouse, with a shaft extending into the first floor of the processing building is present (Figs 22 and 23). Its purpose is unknown.

#### Discussion

#### Hops in the West Midlands

Hops were introduced to this country possibly as early as the late 14th or 15th century (Brunskill 1982), reputedly by Flemish weavers who grew them in a small way. In the 16th century English brewers realized that hops could replace wormwood as a preservative to stop the liquor from souring and also allowed economies in malted barley. The first extensive cultivation was in the Wealden vales around Maidstone. This was subsequently extended to most of the Weald, the valley of the River Wey between Farnham and Alton and the downs around Wiltshire brewing towns such as Salisbury, Wilton and Bromham. Finally they were cultivated in the vales of Herefordshire and Worcestershire (Quiney 1990).

Hops are picked in September and must be dried within three days and then tightly pressed into sacks or 'pockets' to preserve them. To accomplish this the local workforce was swelled by a small army of hop pickers with tin trunks who arrived by train, lorry and charabanc from the Black Country and South Wales (<a href="www.worcesternews.co.uk">www.worcesternews.co.uk</a>). The hop-picking season was the highlight of the year for poorer families. School holidays coincided with this time, as otherwise the schools would have been half empty. Hundreds of Cradley families made the exodus to places like Leigh Court, Leigh Sinton, Bransford, Newnham Bridge, Tenbury, Knightwick, Whitbourne, Callow End, Bromyard and Hereford.(<a href="www.cradleylinks.com/hop\_picking.html">www.cradleylinks.com/hop\_picking.html</a>). Accommodation was usually a stable, a cow shed or a loft, which had been whitewashed by the farmer. The pickers lived in poor conditions for a whole month, sleeping on straw beds and cooking their meals over stick fires. Strange though it may seem, they accepted these primitive conditions gladly.

Hops were picked into cribs and then measured into bushels. Tally men kept the records for each crib twice a day and families were often given their own crib to fill (<a href="www.rele.me.uk/miscellany/19-happy-times-of-childhood">www.rele.me.uk/miscellany/19-happy-times-of-childhood</a>). The measurement was made in bushels and the hops were gathered in large sacks of about 10 bushels in weight and taken to the oast-houses to dry out (<a href="http://www.blackcountrybugle.co.uk/long-hot-happy-times-hop-fields-worcs/story-20121633-detail/story.html">http://www.blackcountrybugle.co.uk/long-hot-happy-times-hop-fields-worcs/story-20121633-detail/story.html</a>).

In the early days of the industry, drying was done on an open floor but this was not entirely satisfactory: the crop needed to be dried quickly so an oast or kiln was required (Quiney 1990). Artificial drying in a hop kiln was recommended from as early as 1574 (Brunskill 1982).

Unlike malting, hop drying remained in the hands of the farmers who grew them. Hops were brought in 'green' from the fields in sacks or baskets and transferred to the drying floor of the kiln located in an upper part of the building. This is what the small compartment at the northern end of the first floor at Bury End Town Farm was for. In this example, the 'drying floor' would have consisted of a horse hair cloth stretched on a wooden framework, fixed to the wooden blocks set in the bond of the wall. The heat from the two flues from the floor below would have been directed to the underside of this cloth and through the hops sitting upon it. The hops on the cloth were regularly turned by a labourer.

Adjacent to the drying floor was a cooling floor. This function would have been served by the larger compartment to the south. Generally, the cooling floor did not have windows as light was thought to spoil the dried hops. At Bury End Town Farm it is noticeable that the first floor is served by only two windows, both in the gable ends. In a small operation, such as that at Bury End Town Farm, it is likely that the building was used for other purposes outside of the hop season and no doubt these windows were temporarily blocked-up when hops were cooling in this area.

Packing or 'bagging' was accomplished by suspending bags through a circular 'treading hole' about 0.75m (2.5 feet) in diameter in the hop room floor. Such a hole exists near the stair at Bury End Town Farm. A man, called a 'bagger', climbed down through the hole into the sack and trod the hops down as they were shovelled in on top of him. As the sack filled the bagger rose back through the treading hole.

In Herefordshire and Worcestershire the production of hops was often combined with provision for cider making (Brunskill 1982) and Bury End Town Farm was no exception. However, like the processing and bagging of hops, it is likely that this was a minor part of the farm's activities.

Once the apples were gathered from the trees they were *scratted* (ground down) into what was called *pomace*or *pommage*. Historically this was done using a circular stones running in a circular troughs, or by a cider mill. Cider mills were traditionally driven by the hand, water-mill, or horse-power. In the case of Bury End Town Farm it is likely that the mill was a semi-portable machine, installed adjacent to the press when required, and powered by a belt through the adjacent hole in the wall. It is likely that this belt was driven from the power take-off of a small tractor or possibly by a stationary steam engine.

The resulting pulp from the mill was then transferred to the cider press and built up in layers known as *cheeses* into a block or *set*. This set was constructed by placing sweet straw or hair cloths between the layers of pomace. This alternated with slatted ash-wood racks, until there was a pile of ten or twelve layers.

The set was then subjected to increasing degrees of pressure in the press, until all the 'must' or juice was squeezed from the pomace. This juice, after being strained in a coarse hair-sieve, was then put into either open vats or closed casks. The pressed pulp was given to farm animals as winter feed, in the case of Bury End Town Farm this may have been the pigs in the sty to the south, composted, discarded or used to make liqueurs (<a href="https://en.wikipedia.org/wiki/Cider">https://en.wikipedia.org/wiki/Cider</a>).

#### Assessment of the buildings' significance

The processing building and shelter shed, although in good condition, are of themselves unremarkable. Although there is some interest in the light that they throw on the building industry at the time (the use of multiple bonds, not just in the same structure, which is common, but also in the same wall) the primary interest lies in that one of the buildings

- is essentially a factory
- and that the features that relate to this activity are still largely present

Of particular interest is the small scale of the activity. An industrial scale hop kiln has been recorded by the author (Cook and Bretherton 1998) and it is structures such as these that have the greatest impact upon the historic conciousness. However, it is becoming increasingly apparent that there must have been a great many smaller enterprises of this kind, conducted as a minor activity on larger farms, such as New House Farm, Martley (Cook 2011) and the current project, which processed hops and cider apples, either for their own use or for local consumption and trading only.

This activity at Bury End Town Farm is a valuable reminder of the predominantly local nature of economic activity in the early 19th century, and indeed for some time after. The recorded buildings at Bury End Town Farm can therefore achieve significant local importance.

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https://en.wikipedia.org/wiki/Cider

#### Acknowledgements

The author would particularly like to thank Hannah Weatherall of Moule & Co, her client Mr Mark Andrews and Adrian Scruby of Worcestershire Archives and Archaeology Service for their kind cooperation.

#### **Archive**

The physical archive consists of:

10 x A4 pages The text of the report 24 x illustrations of various sizes Illustrations for the report

It has been deposited at Worcestershire County Museum, Hartlebury.

The digital archive consists of:

10 x A4 pages The text of the report (.doc format)
24 x illustrations of various sizes Illustrations for the report (.bmp format)

1 x copy of the combined report (.pdf format)

These have been deposited with OASIS and ADS

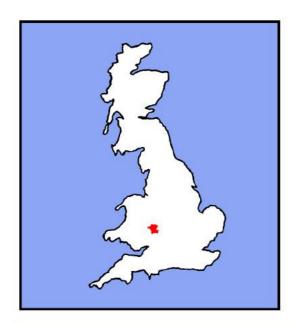






Fig 1: Location of site

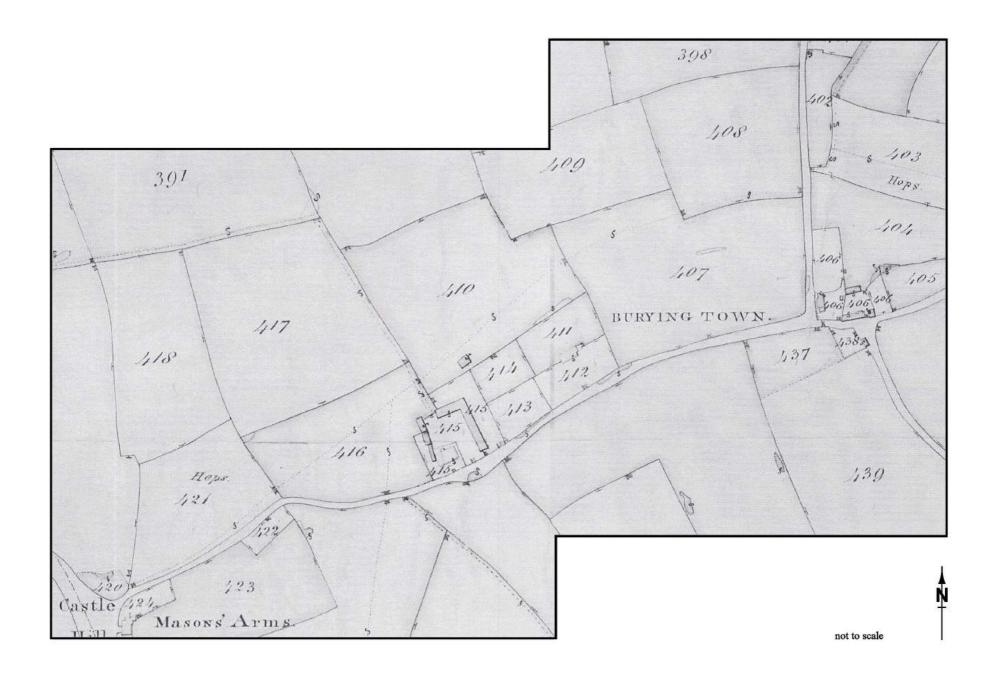
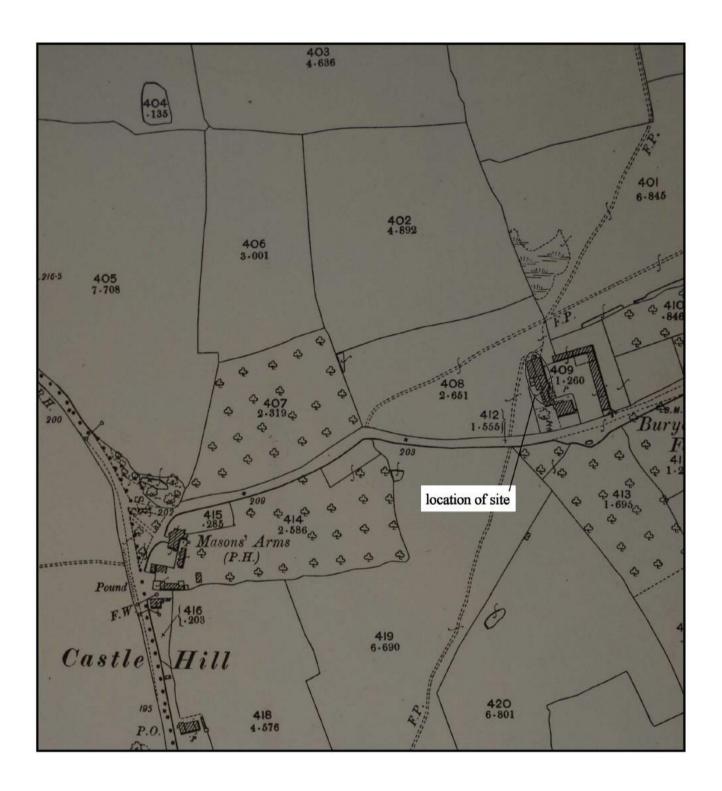



Fig 2.1: Wichenford tithe map of 1838

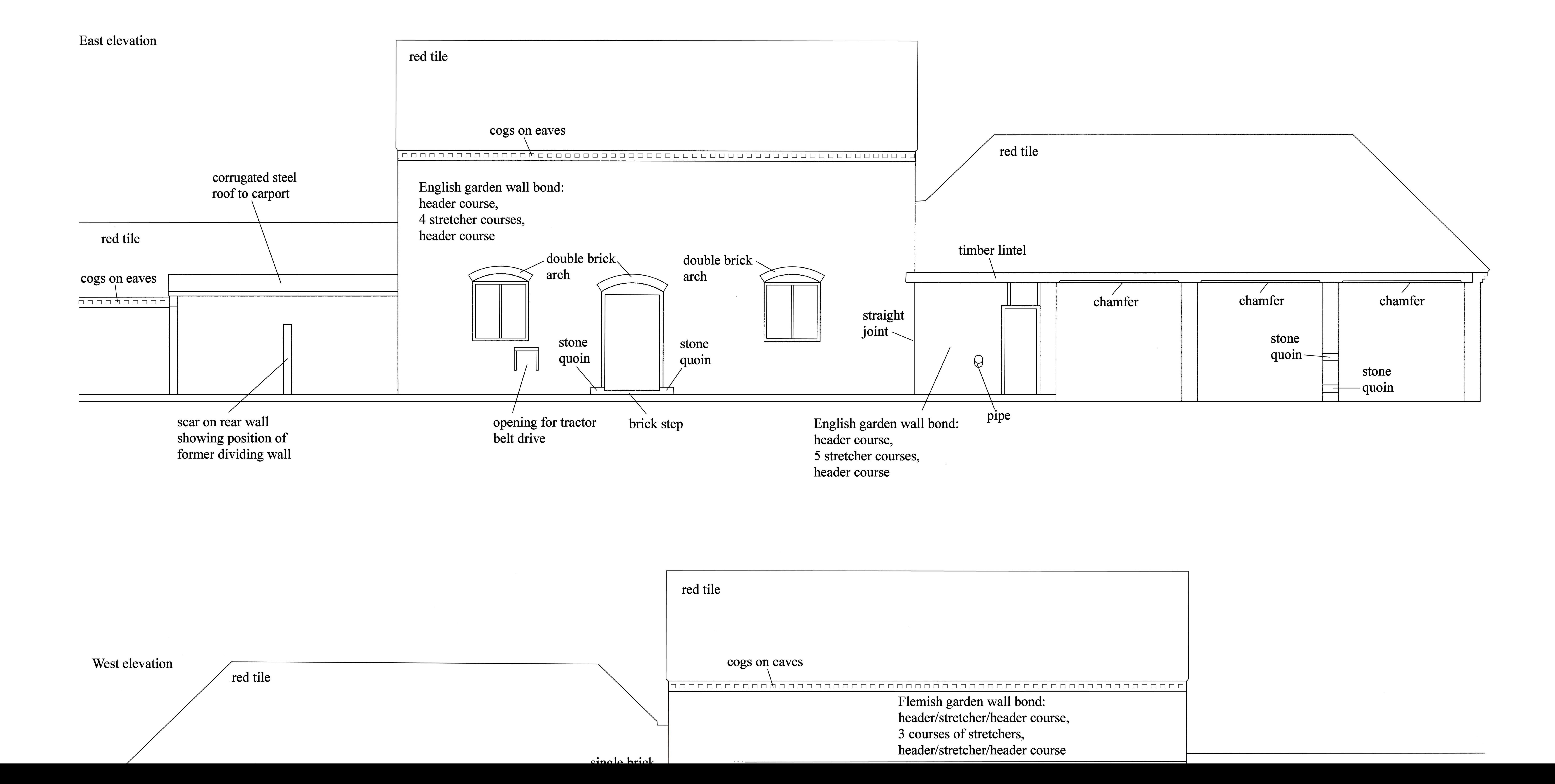


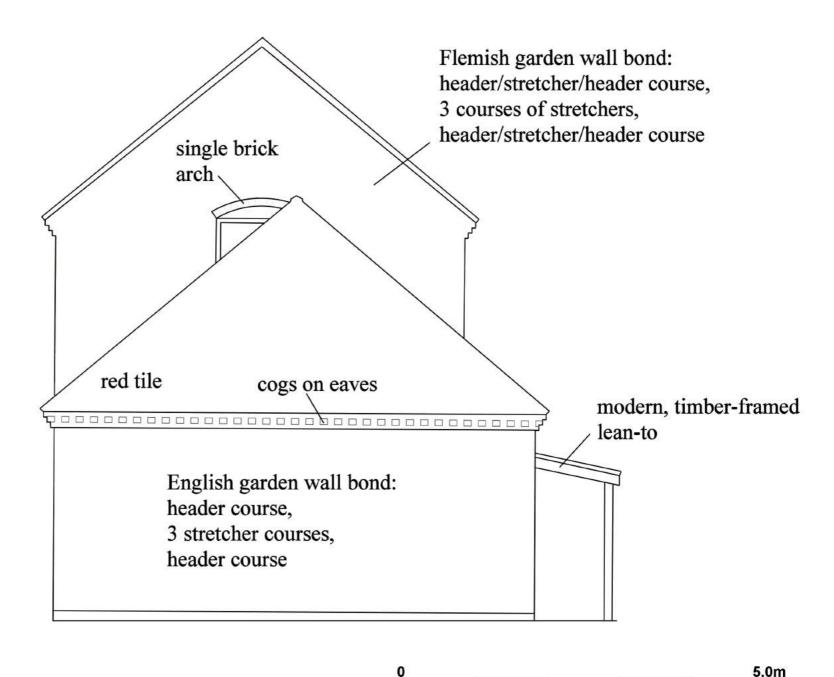


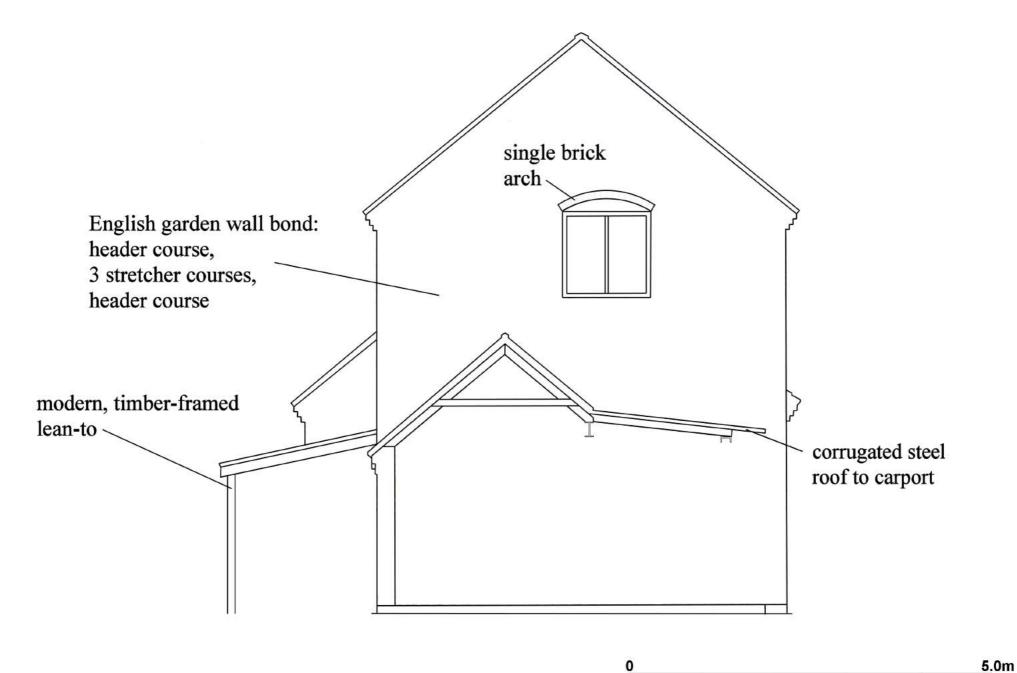












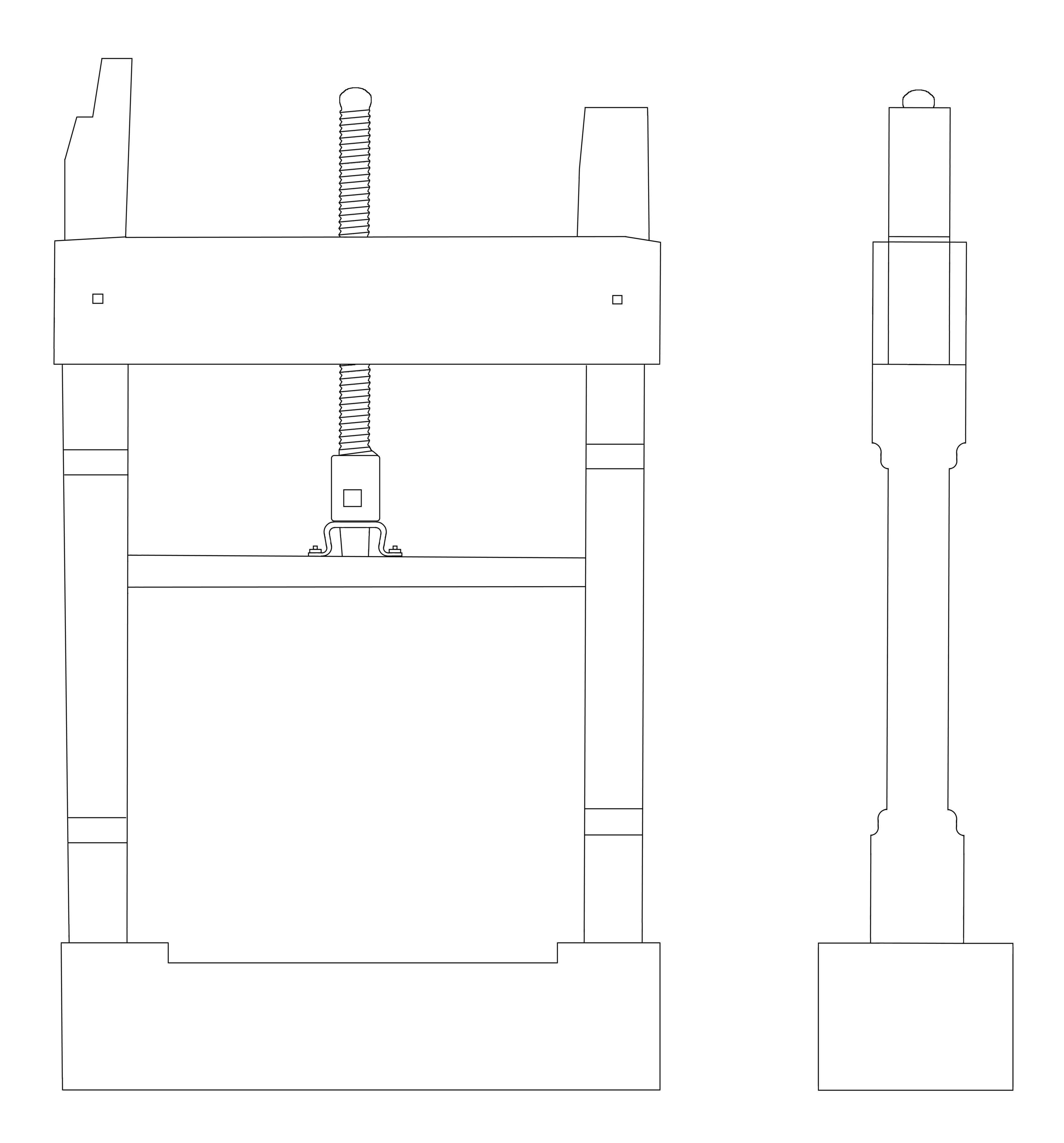






Fig 4: Part of east elevation



Fig 5: Part of east elevation



Fig 6: North elevation



Fig 7: Part of west elevation



Fig 8: Part of west elevation



Fig 9: Part of west elevation



Fig 10: Scar of wall to former pig sty, now carport



Fig 11: Scar of wall to former pig sty, now carport



Fig 12: Ground floor of production building showing press



Fig 13: Ground floor of production building showing chimneys



Fig 14: East elevation of production building showing opening for tractor belt drive

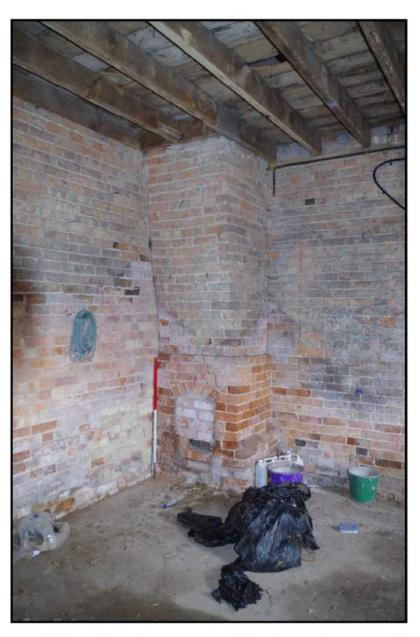


Fig 15: Ground floor of production building showing detail of hearth and chimney



Fig 16: Ground floor of production building showing detail of hearth and chimney

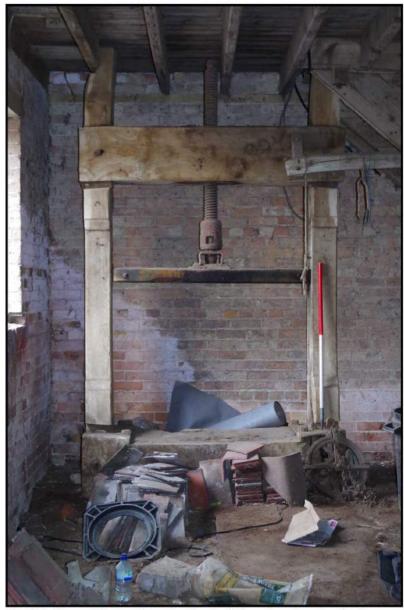


Fig 17: Ground floor of production building showing detail of press



Fig 18: Ground floor of production building showing hop pocket hole



Fig 19: Shelter shed showing roof truss



Fig 20: Interior of former cart or trap shed

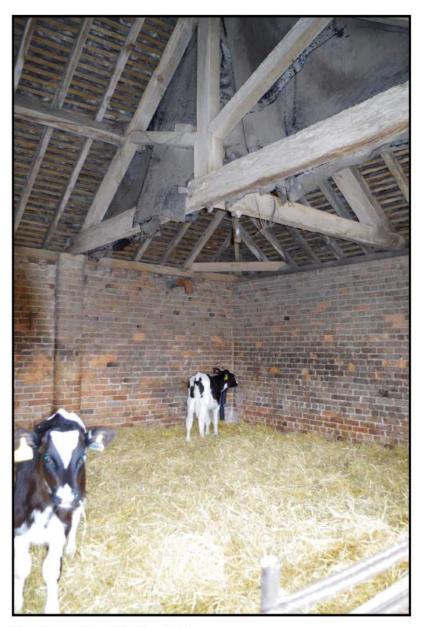


Fig 21: Interior of shelter shed



Fig 22: South elevation showing tell-tale



Fig 23: First floor of production building showing shaft from tell-tale



Fig 24: First floor of production building showing hatches and door to hop drying compartment



Fig 25: First floor of production building showing view towards stairs



Fig 26: First floor of production building showing detail of roof truss



Fig 27: First floor of production building showing area where flue from ground floor enters and wood blocks inserted in wall bond



Fig 28: First floor of production building showing where flue from ground floor enters



Fig 29: First floor of production building showing wood blocks inserted in wall bond



Fig 30: General view of buildings from the south-east



Fig 31: General view of buildings from the north-east



Fig 32: View of footings of barn to east showing evidence that farmstead was rebuilt, substantially on same plan

# **Appendix 1: Project brief**

#### **Worcestershire Archive and Archaeology Service**

Providing specialist planning advice to local authorities and developers



# Brief for Archaeological Building Investigation and Recording: Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY

October 2016

Planning reference 16/00222/FUL



#### **Important Notes for applicants**

This brief has been prepared on the basis of information available through the County Historic Environment Record. If the Applicant has further information, which may be relevant to the site, they should contact the Planning Advisory Section as soon as possible.

The role of the Archive and Archaeology Service in respect of providing advice is to ensure that the proposed work is of sufficient scope and quality to meet the terms of any planning or faculty condition. It does not normally comment on cost unless specifically asked to by the developer. In which case, this information is treated in strictest confidence.

It is, however, strongly advised that the developer and prospective contractor have reached a complete understanding (in writing) what any costing actually comprises before work commences. Archaeological contractors should make it clear if a quotation covers the whole project to the completion of the final report, or not. This is especially true of any tendering situation.

This brief must be read in conjunction with the Standards and Guidance for Archaeological Projects in Worcestershire

A Written Scheme of Investigation must be sent to the curator for approval at least five working days before commencement of works unless previously agreed

Further references in the document to 'the site' shall be taken to refer to the area demarcated by the red line boundary for the planning application



### Brief for Archaeological Building Investigation and Recording: Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY

#### **Definition**

Archaeological Building Investigation and Recording is defined as 'a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, or structure, or complex and its setting, including its buried components, on land or under water'. CIfA, Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (2014).

An Archaeological Watching Brief is defined as 'a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive'. ClfA, Standard and guidance: for an archaeological watching brief (2014).

#### 1 Planning background

- 1.1 A planning application (16/00222/FUL) was submitted to Malvern Hills District Council (MHDC) in March 2016 for the Change of use of a traditional agricultural building to a restaurant and ancillary staff accommodation with regard to Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY (see Figure 1).
- 1.2 The buildings to be converted comprise a range of traditional 19th century farm building shown on historic maps of the farmstead, including the Ordnance Survey 1st Edition map, and previously used for drying hops and pressing cider apples. The proposed works will result in the conversion of the building to a restaurant and ancillary staff accommodation, with associated ancillary works. Further details of the scheme can be found under the relevant planning application on the MHDC Online Planning pages.
- 1.3 As part of the planning process Worcestershire Archive and Archaeology Service (WAAS), in their capacity as archaeological advisors to MHDC, advised that the impact of the proposed development on the historic environment resulting from the conversion of this undesignated heritage asset could be mitigated by means of a programme of archaeological works comprising Archaeological Building Investigation and Recording, to be secured and implemented through a suite of suitably worded conditions attached to any grant of consent for the scheme. This process is in line with National Planning Policy Framework paragraph 141, which states that any permitted development affecting a heritage asset should include the provision to record that asset.
  - ".... They should also require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted."
- 1.4 Planning permission was granted in October 2016 subject to the recommended conditions. This document sets out the scope of the works required to satisfactorily record the historic farm building prior to conversion, thereby fulfilling the requirements of the conditions.



#### 2 Historic Environment Background.

- 2.1 The buildings to be converted comprise a range of traditional 19th century farm building shown on historic maps of the farmstead, including the Ordnance Survey 1st Edition map, and previously used for drying hops and pressing cider apples (WSM45408). They are substantially unaltered and still contain an in-situ cider press. The buildings form part of a larger farmstead that includes a Grade II listed early 19th century barn (WSM45407, NHLE1082933) and farmhouse (WSM12412, NHLE1082932) set within a regular courtyard plan (WSM51962).
- 2.2 Farms, farmsteads, and the agricultural buildings that form them are an integral and significant part of Worcestershire's historic environment. Their architectural qualities add greatly to local distinctiveness and provide a tangible reference to the county's agricultural heritage. Within the often complex arrangement of buildings can be seen evidence for changes in farming practice and the social and economic development of the individual farm. Where farms have been in existence for some time they can provide key information on changing technologies, farming methods and building techniques.

#### 3 Scope of the Project

- 3.1 A programme of Archaeological Building Investigation and Recording to Historic England (formerly English Heritage) Level III standard is required prior to any soft-strip and conversion works in order to ensure the preservation by record of this heritage asset in its current form. The aim of this survey is to:
  - Provide a descriptive and illustrative account and interpretation of the building to be converted, including discussion of its local, regional and national significance and context within the farmstead.
- 3.2 A Level III record is defined as follows:-
  - '... An analytical record, and will comprise and introductory description followed by a systematic account of the buildings origins, development and use, The record will include an account of the evidence on which the analyses 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 buildings appearance and structure to support an historical analysis'. (*Understanding Historic Buildings A guide to good recording practice*. Historic England 2006 p. 14).

#### **Stage 1: Documentary Reference**

**HER & Archive assessment.** This must be undertaken prior to any fieldwork being carried out. It will include consulting all available maps (OS and Tithe), aerial photographs and archive material etc relating to the farmstead. Where their inclusion will aid interpretation then this material should be plotted or reproduced in the report.

#### Stage 2: Building Recording

**Fieldwork.** A record is required to be made of the farm buildings to be converted. As a minimum, with reference to Historic England 2006, the record will include the following elements:

- The drawn record (see section 4.3.2). Items 2, 3, 4 (if required), 6 8;
- Photography (see section 4.4.7) Items 1 − 9;



The written account (see section 4.5.2) – items 1 – 5, 7, 8 – 9, 11 – 13, 14 if required, 17 – 20 and 22

With regard to the photographic record, 35mm or Medium format black & white and colour print photographs or high-resolution digital photography will be required, with the use of suitable scales as/ where appropriate, of the following.

- All external elevations;
- All internal room spaces and roof structures (where accessible);
- Details of any architectural or functional fixtures, fittings and features relating to either the function or development of the buildings to be recorded;
- Photographs illustrating the relationship of the building to surrounding buildings and their setting.

A suitable sample of these photographs must be included in the final report, and should include examples which illustrate not only the general character of the buildings, but details relating to specific elements discussed in the text. A general view of the structures in their wider setting should also be included.

Where a structure contains timber framing or is of such historic potential that a scientific date would add significantly to the understanding of the structure then the archaeological contractors must provide in their quote a contingency for a limited level of dendrochronological survey. Should primary phase timbers be suitable and not reused from earlier structures then this absolute dating method should be applied. Dendrochronological samples must be taken and analysed by an appropriate specialist and follow guidance given in Dendrochronology, Guidelines on producing and interpreting dendrochronological dates produced by English Heritage. Where required, absolute dating shall be undertaken after the building has been recorded and the primary phase determined.

#### **Stage 3: Report and Archive**

**Final Report.** A programme of Archaeological Building Investigation and Recording will determine, as far as is reasonably possible, the nature of the archaeological resource associated with a specified building, structure or complex. The results should inform the research cycle and should take into account local, regional and national research frameworks. Fulfilment of the research aims will be by the submission of a final report, in accordance with the CIfA Code of Conduct, Principle 2.

As a minimum the report shall contain:

- Where the existing planning survey drawings are of insufficient detail then a measured survey at an appropriate scale, annotated with relevant detail;
- A <u>phased</u> plan of the buildings, with photo locations clearly marked, and a location plan related to the national grid. *This may be based on an existing survey plan;*
- Annotated elevation drawings. These may be based on an existing survey plan;
- Additional illustrations that help support findings and the interpretation of the buildings;
- Additional illustrations of dateable fixtures & fittings (e.g. mouldings, catches, hinges, latches;



- Record of historic carpenters marks, apotropaic marks and graffiti;
- A summary description of the buildings in their current form in the format of a typical listed building description.

Standard archiving requirements are outlined in section 4 below.

#### 4 Minimum Requirements

- 4.1 The project must be carried out in accordance with the Requirements and Guidelines for Archaeological Projects in Worcestershire (WAAS 2012), Understanding Historic Buildings A guide to good practice (English Heritage 2006) and the relevant ClfA Standard and guidance. The Code of Conduct of the Chartered Institute for Archaeologists (ClfA) will be followed.
- 4.2 Before the project commences a WSI must be submitted to and approved by WAAS. The WSI will provide the basis for measurable standards and will be used to establish whether the requirements of the planning condition will be adequately met by the work. The WSI must be sent to WAAS for approval at least five working days before commencement of works unless previously agreed.
- 4.3 The WSI must include the composition of the archaeological contractor's staff to be employed on the project including any subcontractors and specialists.
- 4.4 Prior to commencement of any fieldwork the archaeological contractor must contact the HER at the Worcestershire Archive and Archaeology Service for an HER fieldwork reference number. This must be clearly marked on all reports and archive material. Tel 01905 765560.
- 4.5 Unless otherwise agreed, at least one week's notice shall be given to the Planning Advisory Section of the commencement of fieldwork.
- 4.6 Upon request at least two high-resolution digital images showing general views of fieldwork in progress and where appropriate key features shall be submitted in addition to the final report. These may be used for educational / promotional displays.
- 4.7 A digital copy in .pdf format must be sent to the WAAS Historic Environment Advisor for approval before formal submission into the Worcestershire Historic Environment Record.
- 4.8 Upon approval, one bound paper and one digital .pdf copy of the report must be lodged with the Worcestershire Historic Environment Record within a period to be agreed with WAAS, but generally not exceeding six months from the completion of fieldwork. All reports submitted as part of the development control process will be included on the WAAS Online Archaeology Library 3 months after submission unless the report is deemed to be archaeologically or commercially sensitive by the Policy and Advisory Manager. Please contact the HER at the time of deposition if you feel that your report is sensitive and should not be available over the internet.
- 4.9 WAAS supports the Online Access to the Index of Archaeological Investigations (OASIS) project. When the archaeological work is completed all parts of the OASIS online form must be completed and a copy of the completed form must also be included in the draft and final report. The OASIS id number for the project should also be clearly marked at the front of the report (i.e. the cover, quality assurance or non-technical summary page). A digital copy of the final report must also be deposited with OASIS.
- 4.10 Where positive results are drawn from a project a suitable summary report must be sent to CBA West Midlands for inclusion in the annual fieldwork roundup in the journal West Midlands



Archaeology. The summary should generally be submitted to CBA West Midlands by June of the year following that in which the work took place (i.e. submission by June 2016 for fieldwork in 2015), unless advised otherwise in the Notes to Contributors (it is the contractors responsibility to check relevant dates). Where significant results are encountered publication of a summary in West Midlands Archaeology does not meet or replace the requirement for full publication in an appropriate journal or monograph.

- 4.11 An archive of all records is to be prepared, consistent with the principles of MoRPHE and the appropriate ClfA Standard and guidance. It must be adequate to perform the function of a final archive for deposition in the Museums Worcestershire Museum Collection Store, or other suitable museum to be agreed with WAAS. The archive should be prepared in accordance with the Guidelines for Deposition of Archaeological Archives into the Worcestershire County Museum Collection. Museums Worcestershire does not routinely accept digital archives and the WSI should state proposals for the deposition of the digital archive with the Archaeology Data Service. The project manager should consult the intended archive depository before the archive is prepared regarding any specific requirements for archive deposition and curation, and cost implications. An allowance should be made for costs incurred to ensure proper deposition of the physical and digital archive.
- 4.12 Proof of deposition may be required in order to fully discharge the planning condition.
- 4.13 The Planning Advisory Section of the Worcestershire Archive and Archaeology Service must be invited to monitor the fieldwork.

#### 5 Disclaimer

- This brief has been prepared on the basis of information available through the Worcestershire Historic Environment Record. If the Applicant has further information which may be relevant to the site they should contact the Planning Advisory Section as soon as possible.
- The archaeological contractor must undertake a risk assessment for the work before commencing on site. The responsibility for identifying any constraints on fieldwork (e.g. designated status, public utilities or other services, tree preservation orders, SSSI, wildlife sites and other ecological considerations) rest with the commissioning body and its archaeological contractor. It will be the responsibility of the contractor to ensure that the development has secured any appropriate consent required regarding environmental, ecological and species protection legislation prior to commencement of fieldwork.
- 5.3 It will be the responsibility of the contractor, any subcontractor and the applicant to establish safe working practices based on current health and safety legislation and best practice. WAAS cannot accept responsibility for any failing by a third party (e.g. applicant, consultant and/ or archaeological contractor) to comply with any of the above stipulations.

#### **6** Written Scheme of Investigation Checklist

- 6.1 All WSI are checked for minimum compliance. As well as the requirements given in the Requirements and Guidelines for Archaeological Projects in Worcestershire and the relevant ClfA Standard and guidance, the following must be included in any WSI submitted:
  - Correct Site Name
  - Correct Fieldwork Type
  - Traceable Source for WSI (contractors reference no. site code etc)
  - Correct planning application for which the work is being undertaken
  - Correct applicant and or agent for which the work is being undertaken.



- Correct planning authority for which the work is being undertaken
- Correct HER references (not activity number for the work the WSI is for)
- · Correct reference to the brief
- · Correct aims and requirements as detailed in the brief.
- Details of the resources to be applied (staff and time)
- Clear explanation of any contingencies
- Named specialist provision
- Details of methodology and standards proposed to fulfill the brief
- Details of the Report structure and content
- Provisional details of the when the draft report will be submitted to WAAS for review/ approval
- Provisional details of when the final report will be submitted to WAAS
- Provisional details of when the final report will be lodged with the HER
- Commitment to deposition of physical and digital archive including details of where the archive will be deposited and a provisional timescale for this
- Commitment to OASIS as per 4.9 above
- Commitment to the provision of a summary as per 4.10 above
- Health & Safety

#### 7 Contact Details

7.1 For further information regarding this brief please contact:

Planning Advisory Section
Worcestershire Archive & Archaeology Service
The Hive
Sawmill Walk
The Butts
Worcester
WR1 3PB

Tel: 01905 843846

E-mail: ascruby@worcestershire.gov.uk

7.2 Reference to this document should be: WAAS. 2016. Brief for Archaeological Building Investigation and Recording: Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY. Worcestershire Archive and Archaeology Service.



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1:2,000 when printed on A3 60 90 120 Metre Bury End Town Farm, Wichenford, Site location plan 1:2000



The Hive, Sawmill Walk, The Butts, Worcester. WR1 3PD Telephone: 01905 765560

### **Appendix 2: Written scheme of investigation**

# Written scheme of investigation for archaeological building investigation and recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY

Martin Cook BA MCIfA

4 November 2016

The School House Church Lane Tardebigge B60 3AH

Tel: 07850 918755

## Written scheme of investigation for archaeological building investigation and recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY

#### Introduction

A request has been received from Hannah Weatherall of Moule & Co to prepare a written scheme of investigation and costing for a project to undertake archaeological building investigation and recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY (NGR SO 77404 59526; WAAS ref WSM 45408). This proposal is based upon a brief (WAAS 2016) received from Adrian Scruby of Worcestershire Archive and Archaeology Service (dated October 2016, planning ref 16/00222/FUL).

The aims and methodology outlined in the brief referred to above and in this proposal and specification will be followed. However, approaches and methods may need to be reassessed as work proceeds. Any variations will be discussed and agreed with Worcestershire County Council and/or the Agent/Client as appropriate. The archaeological project involves archaeological building investigation and recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY, subsequent analysis and a report.

#### The aim of the project is to:

• Provide a descriptive and illustrative account and interpretation of the building to be converted, including discussion of its local, regional and national significance and context within the farmstead.

#### **Stage 1: Documentary study**

#### Historic Environment Record assessment.

This will be carried out prior to all other stages. Primary and secondary documentary sources relating to the building and plot, will be consulted. It will include consulting all available maps (OS and Tithe), aerial photographs and archive material etc. When the inclusion of any of this material in the final report will aid interpretation such material will be plotted or reproduced in the final report.

#### **County Record Office search.**

The area of, and immediately surrounding the site will be referenced at the County Records Office. This will include all available census data, trade directories etc.

#### **Stage 2: Building recording**

The applicant or successor in title will ensure that all debris, stored material, vehicles and excessive obscuring vegetation, (that will be removed as a course of the development) are removed before the commencement of the building recording. This will include all accessible internal spaces and land immediately surrounding the buildings being recorded. Fixtures and fittings contemporary with the building will remain in place.

Recording of the building will be undertaken. This will comprise:

- the collation and annotation of existing survey drawings
- detailed analysis and description of the history, character, date, techniques of construction, phasing and significance of the structure
- provision will be made to allow appropriate time on site for visual interpretation and analysis of the building's design, phasing and construction.
- intrusive investigation to determine the location of timbers behind obscuring surfaces

The survey will be based on a level 3 record and will comprise the following elements (Historic England 2016).

#### The drawn record

2) Measured plans (to scale or fully dimensioned) as existing. These may extend to all floors, or they

be restricted to one or a selection. The latter option may be appropriate, for example, in a town-centre building where an upper floor has been little altered. Buildings with a repetitive structure may also be planned on one floor, but a note or a sketch plan will be made to indicate the arrangement of other floors. Plans will show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance.

- 3) Measured drawings recording the form or location of other significant structural detail (for timber or metal framing).
- 6) Measured elevations, where these are necessary to an understanding of the building's design, development or function.
- 7) A site plan relating the building to other structures and to any related topographical and landscape features.
- 8) A plan or plans identifying the location and direction of accompanying photographs.

#### If required

4) Measured cross-sections or long-sections to illustrate the vertical relationships within a building (for example floor and ceiling heights, the form of roof trusses).

#### **Photography**

- 1) A general view or views of the building (in its wider setting or landscape if 2 (below) is also to be adopted).
- 2) The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape. Where individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation.
- Further views may be desirable to reflect the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting.
- 4) The overall appearance of the principal rooms and circulation areas. The approach will be similar to that outlined in 2.
- 5) Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate.
- 6) Any machinery or other plant, or evidence for its former existence.
- Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building. A transcription will be made wherever characters are difficult to interpret.
- 8) Any building contents which have a significant bearing on the building's history (for example, a cheese press, a malt shovel).
- 9) Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site. The owner's written consent will be sought where copies are to be deposited in an archive.

The written account

- 1) The precise location of the building as an address and in the form of a National Grid reference.
- 2) A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area). Information on statutory designations can be found on the Historic England website. Non-statutory designations (local lists) may be added.
- 3) The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.
- 4) A summary statement (when no more detailed account is intended) describing the building's type or purpose, historically and at present, its materials and possible date(s) so far as these are apparent from a superficial

inspection.

- 5) A contents list; a list of illustrations or figures.
- 7) An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended.
- 8) Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be reproduced.
- 9) A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.
- 11) An account of the building's overall form (structure, materials, layout) and of its successive phases of development, together with the evidence supporting this analysis.
- 12) An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations. An analysis of a circulation pattern or of a decorative or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purpose. In an industrial building, a sequential account of the way in which materials or processes were handled.
- 13) Any evidence for the former existence of demolished structures or removed plant associated with building.
- 17) A discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status or historical associations.
- 20) Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of its building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.
- An outline of the significance of the building. This can seek to identify both the significance of different features or phases of development in the building relative to each other, and also set important aspects of the building in a regional or national context.

#### If required

14) A summary of the findings of any specialist reports (for example dendrochronology or paint analysis).

Where a structure contains timber framing or is of such historic potential that a scientific date would add significantly to the understanding of the structure then a contingency has been allowed for a limited level of dendrochronological survey. Should primary phase timbers be suitable and not reused from earlier structures then this absolute dating method will be applied. Dendrochronological samples will be taken and analysed by an appropriate specialist and follow guidance given in *Dendrochronology, guidelines on producing and interpreting dendrochronological dates* produced by English Heritage. Where required, absolute dating will be undertaken after the building has been recorded and the primary phase determined.

It is anticipated that the dendrochronology laboratory at the University of Lampeter will be used if it is appropriate to employ this technique.

#### Stage 3: Report

This will comprise the elements described below and will contain as a minimum:

- where the existing planning survey drawings are of insufficient detail then a measured survey at an appropriate scale, annotated with relevant detail;
- a phased plan of the buildings, with photo locations clearly marked, and a location plan related to the national grid. *This will be based on an existing survey plan;*

- annotated elevation drawings. These will be based on an existing survey plan;
- additional illustrations that help support findings and the interpretation of the buildings;
- additional illustrations of dateable fixtures and fittings (e.g. mouldings, catches, hinges, latches;
- a record of historic carpenters marks, apotropaic marks and graffiti;
- a summary description of the buildings in their current form in the format of a typical listed building description.

A suitable sample of the photographs will be included in the final report, and will include examples which illustrate not only the general character of the buildings, but details relating to specific elements discussed in the text. A general view of the structures in their wider setting will also be included.

All archaeologists have a professional obligation to make archaeological information available within a reasonable period (outside of any period of confidentiality reasonably required by the Client). The report is anticipated to be submitted to the County Historic Environment Record within three months of completion of the fieldwork, unless notification to the contrary is given.

As a minimum, a summary report is anticipated to be submitted to West Midlands Archaeology and the OASIS database. If appropriate, a more detailed report will be submitted to an appropriate period journal.

#### **Stage 4: Archive**

An archive of all records will be prepared, consistent with the principles of MoRPHE and the appropriate CIfA Standard and guidance. It will be adequate to perform the function of a final archive for deposition in the Worcestershire Museum Collection Store, or other suitable museum to be agreed with WAAS. The archive will be prepared in accordance with the Guidelines for Deposition of Archaeological Archives into the Worcestershire County Museum Collection at Hartlebury. The project manager will consult the intended archive depository before the archive is prepared regarding any specific requirements for archive deposition and curation, and cost implications. An allowance has been made for costs incurred to ensure proper deposition of the physical and digital archive. The digital archive will be deposited with ADS.

#### **Principles**

*General principles* 

The Institute of Field Archaeologists: Code of Conduct and Code of approved practice for the regulation of contractual arrangements in field archaeology will be followed.

The archive (usually comprising original site records and finds) and copies of the report will be offered to an appropriate archive after discussion with Worcestershire Archives and Archaeology Service.

#### Recording principles

The project will conform to the Institute of Field Archaeologists Standard and guidance for archaeological desk-based assessment, the Institute of Field Archaeologists Standard and guidance for the Archaeological Investigation and

Recording of Standing Buildings or Structures, the Institute of Field Archaeologists Standard and guidance for archaeological watching briefs, the Institute of Field Archaeologists Standard and guidance for archaeological excavations, Understanding Historic Buildings – A guide to good recording practice, English Heritage 2006 and Dendrochronology, guidelines on producing and interpreting dendrochronological dates, English Heritage.

The Institute of Field Archaeologists: Code of Conduct and Code of approved practice for the regulation of contractual arrangements in field archaeology will both be followed.

The project and any recommendations will conform to the government advice contained in National Planning Policy Framework paragraph 141.

The project will conform to Worcestershire Archive and Archaeology Service's requirements and guidelines for archaeological projects in the Worcestershire (as amended December 2010).

#### Resources and programming

The project will be undertaken by Martin Cook BA MCIfA who is a Member of the Chartered Institute for Archaeologists. The project is intended to commence on a date to be mutually agreed in writing. Every effort will be made to meet externally imposed deadlines. Any specific commencement dates and deadlines for submission of the report should be notified before acceptance of this proposal.

Table 1: Summary of programme for project

Stag	Task	Task description	Duration	Person days
e no	nο			
1		Documentary study	1 day	1 day
2	1	Building recording	1 day	1 day
2	2	Dendrochronology	1 day	1 day
		supervision		
3		Produce report on	4 days	4 days
		archaeological project		
4		Archive	0.5 day	0.5 day

See Table 2 for detailed breakdown of tasks and costings.

#### **Conditions and requirements**

Notification must be provided of any hazards within or adjacent to the site before the project commences. Such hazards might include the location of existing services above or below ground, contaminated ground, presence and nature of any agricultural chemicals, areas of the structure that are hazardous or dangerous, etc.

The Client will be responsible for obtaining any necessary permissions for undertaking the project. Of particular importance may be any consents for areas of archaeological importance or sites scheduled under the Ancient Monuments and Archaeological Areas Act 1979 and listed building status.

Access to the site is the responsibility of the Client. Permission for access must be arranged by the Client with the landowner and/or tenant and any security personnel as appropriate.

The project will be undertaken only when supported by a written agreement.

This proposal is current until 5 April 2017. Should the project straddle or take place after this date, the quotation will be adjusted according to the new rates applicable from this date.

Payment will be made on receipt of invoices which will be issued at the completion of Stage 4. Payment should be made within 30 days of the receipt of the report.

All requests for variations to the proposal will be considered only when made in writing.

No responsibility for claims for agricultural or commercial compensation arising out of loss of crop or interruption of business due to the project can be accepted. These matters must be resolved by the Client.

Public liability insurance, arranged through Towergate Insurance Fareham. Martin Cook BA MIfA holds Public Liability Insurance to a limit of £5,000,000 and Employers Liability Insurance to a limit of £10,000,000. No claims have been made or are pending against these policies.

#### Insurerer

Towergate Insurance Fareham Funtley Court Funtley Hill Fareham Hants PO16 7UY

Ref MCBA01UN01 policy no 000099

All legal obligations will be followed. All finds of gold or silver will be reported according to the procedures of the Treasure Act. All human remains will be reported and licences for removal obtained (if required) following Home Office procedures. No responsibility can be accepted for the results of fulfilling legal obligations.

#### **Health and Safety**

It is anticipated that the archaeological project will not fall within the Construction (Design and Management) Regulations 1994.

All archaeological work will follow SCAUM guidelines and relevant Health and Safety legislation. The Archaeological Contractor will establish safe working practices based on Construction Design and Management Regulations and other current Health and Safety Legislation.

During the project the Archaeological Contractor will follow any proper instruction given by the Site Foreman, Clerk of Works, Site Manager or security personnel for the purposes of health and safety when on site.

Protective clothing will consist of hard hat, protective boots, high visibility jacket, life jacket, harness, etc.

Any equipment or plant provided by the Client will be inspected before use.

#### **Bibliography**

Historic England, 2016 Understanding historic buildings: a guide to good recording practice

WAAS, 2016 Brief for archaeological building investigation and recording: Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY, Worcestershire Archive and Archaeology Service

# Written scheme of investigation for archaeological building investigation and recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY

Martin Cook BA MCIfA

4 November 2016

The School House Church Lane Tardebigge B60 3AH

Tel: 07850 918755

# Written scheme of investigation for archaeological building investigation and recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY

#### Introduction

A request has been received from Hannah Weatherall of Moule & Co to prepare a written scheme of investigation and costing for a project to undertake archaeological building investigation and recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY (NGR SO 77404 59526; WAAS ref WSM 45408). This proposal is based upon a brief (WAAS 2016) received from Adrian Scruby of Worcestershire Archive and Archaeology Service (dated October 2016, planning ref 16/00222/FUL).

The aims and methodology outlined in the brief referred to above and in this proposal and specification will be followed. However, approaches and methods may need to be reassessed as work proceeds. Any variations will be discussed and agreed with Worcestershire County Council and/or the Agent/Client as appropriate. The archaeological project involves archaeological building investigation and recording at Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY, subsequent analysis and a report.

The aim of the project is to:

 Provide a descriptive and illustrative account and interpretation of the building to be converted, including discussion of its local, regional and national significance and context within the farmstead.

#### **Stage 1: Documentary study**

#### Historic Environment Record assessment.

This will be carried out prior to all other stages. Primary and secondary documentary sources relating to the building and plot, will be consulted. It will include consulting all available maps (OS and Tithe), aerial photographs and archive material etc. When the inclusion of any of this material in the final report will aid interpretation such material will be plotted or reproduced in the final report.

#### **County Record Office search.**

The area of, and immediately surrounding the site will be referenced at the County Records Office. This will include all available census data, trade directories etc.

#### Stage 2: Building recording

The applicant or successor in title will ensure that all debris, stored material, vehicles and excessive obscuring vegetation, (that will be removed as a course of the development) are removed before the commencement of the building recording. This will include all accessible internal spaces and land immediately surrounding the buildings being recorded. Fixtures and fittings contemporary with the building will remain in place.

Recording of the building will be undertaken. This will comprise:

- the collation and annotation of existing survey drawings
- detailed analysis and description of the history, character, date, techniques of construction, phasing and significance of the structure
- provision will be made to allow appropriate time on site for visual interpretation and analysis of the building's design, phasing and construction.

• intrusive investigation to determine the location of timbers behind obscuring surfaces

The survey will be based on a level 3 record and will comprise the following elements (Historic England 2016).

#### The drawn record

- Measured plans (to scale or fully dimensioned) as existing. These may extend to all floors, or they may be restricted to one or a selection. The latter option may be appropriate, for example, in a town-centre building where an upper floor has been little altered. Buildings with a repetitive structure may also be planned on one floor, but a note or a sketch plan will be made to indicate the arrangement of other floors. Plans will show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance.
- 3) Measured drawings recording the form or location of other significant structural detail (for example timber or metal framing).
- 6) Measured elevations, where these are necessary to an understanding of the building's design, development or function.
- A site plan relating the building to other structures and to any related topographical and landscape features
- 8) A plan or plans identifying the location and direction of accompanying photographs.

#### If required

4) Measured cross-sections or long-sections to illustrate the vertical relationships within a building (for example floor and ceiling heights, the form of roof trusses).

#### **Photography**

- 1) A general view or views of the building (in its wider setting or landscape if 2 (below) is also to be adopted).
- 2) The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape. Where individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation.
- Further views may be desirable to reflect the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting.
- 4) The overall appearance of the principal rooms and circulation areas. The approach will be similar to that outlined in 2.
- 5) Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate.
- 6) Any machinery or other plant, or evidence for its former existence.
- 7) Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building. A transcription will be made wherever characters are difficult to interpret.

- 8) Any building contents which have a significant bearing on the building's history (for example, a cheese press, a malt shovel).
- 9) Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site. The owner's written consent will be sought where copies are to be deposited in an archive.

#### The written account

- 1) The precise location of the building as an address and in the form of a National Grid reference.
- 2) A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area). Information on statutory designations can be found on the Historic England website. Non-statutory designations (local lists) may be added.
- 3) The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.
- 4) A summary statement (when no more detailed account is intended) describing the building's type or purpose, historically and at present, its materials and possible date(s) so far as these are apparent from a superficial inspection.
- 5) A contents list; a list of illustrations or figures.
- 7) An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended.
- 8) Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be reproduced.
- 9) A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.
- An account of the building's overall form (structure, materials, layout) and of its successive phases of development, together with 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 analysis of a circulation pattern or of a decorative or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purpose. In an industrial building, a sequential account of the way in which materials or processes were handled.
- Any evidence for the former existence of demolished structures or removed plant associated with the building.
- A discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status or historical associations.
- Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of its building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.

An outline of the significance of the building. This can seek to identify both the significance of different features or phases of development in the building relative to each other, and also set important aspects of the building in a regional or national context.

#### If required

14) A summary of the findings of any specialist reports (for example dendrochronology or paint analysis).

Where a structure contains timber framing or is of such historic potential that a scientific date would add significantly to the understanding of the structure then a contingency has been allowed for a limited level of dendrochronological survey. Should primary phase timbers be suitable and not reused from earlier structures then this absolute dating method will be applied. Dendrochronological samples will be taken and analysed by an appropriate specialist and follow guidance given in *Dendrochronology, guidelines on producing and interpreting dendrochronological dates* produced by English Heritage. Where required, absolute dating will be undertaken after the building has been recorded and the primary phase determined.

It is anticipated that the dendrochronology laboratory at the University of Lampeter will be used if it is appropriate to employ this technique.

#### **Stage 3: Report**

This will comprise the elements described below and will contain as a minimum:

- where the existing planning survey drawings are of insufficient detail then a measured survey at an appropriate scale, annotated with relevant detail;
  - a phased plan of the buildings, with photo locations clearly marked, and a location plan related to the national grid. *This will be based on an existing survey plan;*
- annotated elevation drawings. These will be based on an existing survey plan;
- additional illustrations that help support findings and the interpretation of the buildings;
- additional illustrations of dateable fixtures and fittings (e.g. mouldings, catches, hinges, latches;
- a record of historic carpenters marks, apotropaic marks and graffiti;
- a summary description of the buildings in their current form in the format of a typical listed building description.

A suitable sample of the photographs will be included in the final report, and will include examples which illustrate not only the general character of the buildings, but details relating to specific elements discussed in the text. A general view of the structures in their wider setting will also be included.

All archaeologists have a professional obligation to make archaeological information available within a reasonable period (outside of any period of confidentiality reasonably required by the Client). The report is anticipated to be submitted to the County Historic Environment Record within three months of completion of the fieldwork, unless notification to the contrary is given.

As a minimum, a summary report is anticipated to be submitted to West Midlands Archaeology and the OASIS database. If appropriate, a more detailed report will be submitted to an appropriate period journal.

#### **Stage 4: Archive**

An archive of all records will be prepared, consistent with the principles of MoRPHE and the appropriate CIfA Standard and guidance. It will be adequate to perform the function of a final archive for deposition in the Worcestershire Museum Collection Store, or other suitable museum to be agreed with WAAS. The archive will be prepared in accordance with the Guidelines for Deposition of Archaeological Archives into the Worcestershire County Museum Collection at Hartlebury. The project manager will consult the intended archive depository before the archive is prepared regarding any specific requirements for archive deposition and curation, and cost implications. An allowance has been made for costs incurred to ensure proper deposition of the physical and digital archive. The digital archive will be deposited with ADS.

#### **Principles**

General principles

The Institute of Field Archaeologists: Code of Conduct and Code of approved practice for the regulation of contractual arrangements in field archaeology will be followed.

The archive (usually comprising original site records and finds) and copies of the report will be offered to an appropriate archive after discussion with Worcestershire Archives and Archaeology Service.

#### Recording principles

The project will conform to the Institute of Field Archaeologists Standard and guidance for archaeological desk-based assessment, the Institute of Field Archaeologists Standard and guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures, the Institute of Field Archaeologists Standard and guidance for archaeological watching briefs, the Institute of Field Archaeologists Standard and guidance for archaeological excavations, Understanding Historic Buildings – A guide to good recording practice, English Heritage 2006 and Dendrochronology, guidelines on producing and interpreting dendrochronological dates, English Heritage.

The Institute of Field Archaeologists: Code of Conduct and Code of approved practice for the regulation of contractual arrangements in field archaeology will both be followed.

The project and any recommendations will conform to the government advice contained in National Planning Policy Framework paragraph 141.

The project will conform to Worcestershire Archive and Archaeology Service's requirements and guidelines for archaeological projects in the Worcestershire (as amended December 2010).

#### Resources and programming

The project will be undertaken by Martin Cook BA MCIfA who is a Member of the Chartered Institute for Archaeologists. The project is intended to commence on a date to be mutually agreed in writing. Every effort will be made to meet externally imposed deadlines. Any specific commencement dates and deadlines for submission of the report should be notified before acceptance of this proposal.

Table 1: Summary of programme for project

Stage	Task	Task description	Duration	Person days
no	no			
1		Documentary study	1 day	1 day

2	1	Building recording	1 day	1 day
2	2	Dendrochronology supervision	1 day	1 day
3		Produce report on archaeological project	4 days	4 days
4		Archive	0.5 day	0.5 day

See Table 2 for detailed breakdown of tasks and costings.

#### **Conditions and requirements**

Notification must be provided of any hazards within or adjacent to the site before the project commences. Such hazards might include the location of existing services above or below ground, contaminated ground, presence and nature of any agricultural chemicals, areas of the structure that are hazardous or dangerous, etc.

The Client will be responsible for obtaining any necessary permissions for undertaking the project. Of particular importance may be any consents for areas of archaeological importance or sites scheduled under the Ancient Monuments and Archaeological Areas Act 1979 and listed building status.

Access to the site is the responsibility of the Client. Permission for access must be arranged by the Client with the landowner and/or tenant and any security personnel as appropriate.

The project will be undertaken only when supported by a written agreement.

This proposal is current until 5 April 2017. Should the project straddle or take place after this date, the quotation will be adjusted according to the new rates applicable from this date.

Payment will be made on receipt of invoices which will be issued at the completion of Stage 4. Payment should be made within 30 days of the receipt of the report.

All requests for variations to the proposal will be considered only when made in writing.

No responsibility for claims for agricultural or commercial compensation arising out of loss of crop or interruption of business due to the project can be accepted. These matters must be resolved by the Client.

Public liability insurance, arranged through Towergate Insurance Fareham. Martin Cook BA MIfA holds Public Liability Insurance to a limit of £5,000,000 and Employers Liability Insurance to a limit of £10,000,000. No claims have been made or are pending against these policies.

#### Insurerer

Towergate Insurance Fareham Funtley Court Funtley Hill Fareham Hants PO16 7UY

Ref MCBA01UN01 policy no 000099

All legal obligations will be followed. All finds of gold or silver will be reported according to the procedures of the Treasure Act. All human remains will be reported and licences for removal obtained (if required) following Home Office procedures. No responsibility can be accepted for the results of fulfilling legal obligations.

#### **Health and Safety**

It is anticipated that the archaeological project will not fall within the Construction (Design and Management) Regulations 1994.

All archaeological work will follow SCAUM guidelines and relevant Health and Safety legislation. The Archaeological Contractor will establish safe working practices based on Construction Design and Management Regulations and other current Health and Safety Legislation.

During the project the Archaeological Contractor will follow any proper instruction given by the Site Foreman, Clerk of Works, Site Manager or security personnel for the purposes of health and safety when on site

Protective clothing will consist of hard hat, protective boots, high visibility jacket, life jacket, harness, etc.

Any equipment or plant provided by the Client will be inspected before use.

#### **Bibliography**

Historic England, 2016 Understanding historic buildings: a guide to good recording practice

WAAS, 2016 Brief for archaeological building investigation and recording: Bury End Town Farm, Wichenford, Worcestershire, WR6 6XY, Worcestershire Archive and Archaeology Service