

**Historic building recording
at New House Farm,
Cheltenham Road,
Hinton-on-the-Green,
Worcestershire**

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Historic building recording at New House Farm, Cheltenham Road, Hinton-on-the-Green, Worcestershire

Introduction

Historic building recording of a building at New House Farm, Cheltenham Road, Hinton-on-the-Green, Worcestershire (SP 03078 39870; Fig 1) was undertaken at the request of Adrian Robinson of arc Surveyors Limited on behalf of his client, the Trustees of Lasletts Hinton Charity, 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 2015, planning ref 15/01834/GPDQ).

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

Summary

Historic building survey was undertaken at New House Farm, Cheltenham Road, Hinton-on-the-Green, Worcestershire. The project determined that the historic environment record was correct to state that around 50% of the traditional buildings had been lost. However, examination and recording of the remainder demonstrated that the earliest structure was a cowhouse of the late 18th - mid 19th century. This relatively early date was suggested by the lack of ventilation produced by the few openings that existed.

This was extended between 1830 and 1884 by an open-fronted shelter shed., dated by the use of cast iron columns. The construction of this building, with its brick coursing and bond (Flemish) carefully matching that of the earlier phase, demonstrated that there was an overall plan for the development of this farmstead. A further shelter shed and cowhouse, as carefully added as the first, was built between 1884 and 1900.

The final, principal change was the partial demolition of one end of the shelter shed nearest the farmhouse and its replacement by a small stable, presumably for hackney or carriage horses.

The documentary material

Documentary research at the Worcestershire County Record Office took place on the 20th September 2017 and a search of the Historic Environment Record was commissioned and received on the 6th September 2017.

Historic mapping

The earliest available map was the tithe map of Hinton-on-the-Green of 1841 (Fig 2.1). This shows no buildings in the location of New House Farm. However, it shows only one other building, at some distance from the site, and it is entirely possible that buildings generally were not included on the map as they were not relevant to the map's purpose of assessing the tithe return. The 1st edition Ordnance Survey map of 1884 (Fig 2.2) shows the farmhouse that exists to this day and the farm buildings to its north-east which form a courtyard, open to the south-west. Only the 'L' shaped component to the north-west is extant today; the 'L' shaped component to the south-east has gone. The Ordnance Survey map of 1900 (Fig 2.2) shows an extension taking the form of an 'L' shaped building to the north-east. The part of this extension that adjoins the building shown on the 1st edition map is open to the south-east. Together with the buildings shown on the 1st edition map, this extension formed a second courtyard, open to the south-east. The Ordnance Survey map of 1921 (Fig 2.3) shown nothing different, nor does the 1951, 1: 25000 Ordnance Survey map (Fig 2.3).

The Worcestershire Historic Environment Record

An HER search was carried out on a 500m search area around the proposed development.

The site itself

The development site itself (WSM 32142) is described as a barn and cart shed: 4 bay barn or stable with hay loft over. Large shelter or cart shed attached.

Brick built barn with plain clay tile roof, open fronted on south east elevation with timber posts, brick built north west elevation with two wings, the smaller added on to the northern end and the large bisecting the middle of the building. This larger wing has a door under the roof eaves, presumable for a hay loft.

This barn is seen to be in a state of disrepair from Google Street View, with foliage growing out of the roof and a number of tiles missing from the roof with exposed roof purlins clearly visible. Outbuildings at New House, Hinton on the Green. Partially extant 19th century (?) unlisted farmstead with unconverted buildings. Regular courtyard with multiple yards. The farmhouse is detached and set away from the yard. There has been significant loss (greater than 50%) of traditional buildings. Isolated location. Large modern sheds are located to the side of the site.

Working building(s): 19th century (?) This large single storey barn is seen from the 1st to the modern OS maps. The larger cart shed, attached to the north east end of the barn was added some time in between the 1st and 2nd Edition OS maps.

The site is also a monument: WSM 69400 is the site of outbuildings at New House Farm. Site of outbuildings seen from the 2nd to the 5th Edition OS maps. These buildings appear to be a series of barns with a smaller open fronted building attached to the south east elevation

The site is also a landscape component: WSM 61163 is a small orchard seen to the south of the farmstead from the 1st Edition OS map, remnant trees seem to be present on Google Street View.

Nearby historic buildings

WSM 53513

Farmhouse at New House Farm: 19th century (?)

Farmhouse seen from the 1st to the modern OS maps. Only the roof line is visible of this building on Google Street View which is slate with a brick chimney on each gable end.

WSM 58257

Hinton Cross

19th century two storey house, divided into two properties. Brick built, tile roof with attic dormers and central brick chimney stack. Seen from the 1st Edition OS map.

Nearby monuments

WSM 45690

Cropmarks at Hinton Cross

Crop or grass marks apparently showing a group of conjoined curvilinear enclosures. Visible on google earth imagery and LiDAR.

WSM 49721

Medieval ridge and furrow south east of Hinton Cross

Ridge and furrow on LiDAR coverage, aligned curving from south-west to north. Aerial photographic coverage shows this land is under cultivation

WSM 49722

Medieval ridge and furrow north-west of the site of Blakehill Farm

Ridge and furrow showing on LiDAR coverage, aligned almost north-east to south-west. Visible on 1999 aerial photographic coverage as cropmarks. Fits with field system shown on Ordnance Survey 1st Edition mapping.

Commentary on the information from the HER

The descriptions of the buildings that are the subject of this project are confused, variously referring to a four-bay barn or stable, a series of barns, a shelter and a cart shed (WSM 32142). These descriptions seem to have been derived from examination of Ordnance Survey 25" mapping and are really too general to be helpful.

The fieldwork

General

Fieldwork took place on the 22nd September 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.

Description and commentary

General

It is clear from the historic mapping that the buildings recorded by this project are only around fifty percent of the complex that had reached its fullest extent before 1900 (Fig 2.2) and existed in that form until at least 1951 (Fig 2.3).

Phase 1.1: late 18th - mid 19th century

The earliest part of the surviving structure is the central block which runs west-north-west to east-south-east and includes the now orphaned length of wall on its north-east corner (Figs 3.1, 3.3, 3.4, 6, 12, 13 and 16). This structure is built in Flemish bond with cogs on the eaves and a red tile roof. It is of two storeys.

The ground floor has a heavily worn brick floor with a muck channel running along its south-south-western side and a trough occupying the whole of its north-north-eastern wall (Figs 29 and 30). There is a single door in its south-south-western wall and a single small window in each of its east-north-east and south-south-western walls. Over the trough there is a hay rack (Fig 28) with provision for refilling from the first floor.

The first floor is windowless but has a single door in each of its west-north-west and east-south-east walls (Figs 3.3, 6 and 13). It is spanned by queen post roof trusses, also known as attic trusses, which support purlins carrying common rafters (Fig 3.6).

Phase 1.2: c 1830 - 1884

In this phase an open-fronted shelter shed supported by a brick wall of Flemish bond on its west-north-west side, with rectangular buttresses on the interior, cogs at the eaves and cast iron columns supporting the roof on its open side was added to the phase 1.1 building (Figs 3.1 and 17). It was lightly bonded-in to the phase 1.1 building at its north-north-east end. It has a brick floor and it formerly had a trough extending its entire length (Fig 33).

It is spanned by a king post roof truss (Fig 3.6) which supports purlins carrying common rafters. The roof covering is red tile.

The construction of phase 1.2 completed a 'U' shaped fold yard, open to the south-south-west, on the side facing the farmhouse. The south-south-west end of the shelter shed may have been subsequently removed and remodelled to accommodate the phase 3 structure (see below).

Phase 2: 1884 - 1900

In this phase an open-fronted shelter shed supported by a brick wall of Flemish bond on its west-north-west side, with bull-nosed buttresses on the interior, cogs at the eaves and timber posts supporting the roof on its open side was added to the phase 1.1 building (Figs 3.1, and 11). It was lightly bonded-in to the phase 1 building at its south-south-west end. It has a brick floor and sockets in the wall show that there was formerly a trough extending its entire length (Figs 26 and 27).

It is spanned by a king post roof truss which supports purlins carrying common rafters. On one of the tie beams is some graffiti: '1950', 'WTN' and 'JG', clearly applied using spray paint (Figs 3.6, 23, 24 and 25). Although the modern aerosol spray can was patented in 1927, it wasn't until 1949 that it was used to apply paint. It is therefore just possible that '1950' represents the actual date of application. The roof covering is red tile.

Structurally monolithic with this shelter shed is the remains of a wing running east-south-east (Fig 3.1). Also built in Flemish bond with cogs on the eaves, this now has a roof of corrugated material.

The interior comprises a feeding passage on the north-north-east side accessed by a door in the east-south-east wall. The feeding passage gave access to a brick trough with a concrete lining. Beyond this, was an area of textured concrete floor followed by an area of earthen floor (Figs 18, 19, 20 and 21).

Bull-nosed buttressed in the centre of the east-south-east/west-north-west walls supported a beam which in turn supports two struts which bear against two purlins (Fig 3.6). This can hardly be called a truss and the roof structure is only stable because the purlins pass through the walls at both of their ends and are supported by them (Fig 3.3; east-south-east elevation).

Together with the structures of phases 1.1 and 1.2, the phase 2 building created another 'U' shaped fold yard, this one open to the east-south-east.

Phase 3: 1921 to 1951

It is possible that the south-south-west end of the phase 1.2 shelter shed may have been removed and remodelled to accommodate the phase 3 structure (see above).

A square, two storey brick structure, also in Flemish bond with cogs at the eaves, was added to the south-south-west end of the phase 1.2 shelter shed (Figs 3.1 and 3.2). The interior has a brick and concrete trough across the whole of its west-north-west wall (Fig 3.6). It originally had a brick floor across the whole of the interior but this has been partially covered with a concrete floor against the trough. There is a single window in the south-south-west gable, now partially blocked. The single entrance has a two-leaf stable door and the first floor has a hay loft with access in the south-south-west gable. The first floor was in a parlous condition, propped-up by a single small scantling timber, and access could not be obtained to determine the form of the roof structure.

Discussion

General

Cattle were kept on all farms, their number and use depending on the kind of farming practised, as well as on the size of the farm (Peters 1969). They served one of four primary purposes: in all cases they were to provide milk, either for use as such or for conversion to butter and cheese; on grazing and mixed farms, depending upon the type of land and availability of transport; they were to provide calves or to be fattened for beef; on arable farms they were to use up the straw as fodder and litter, converting it into manure. Their use as draught animals, common in the 17th century, had largely ceased by the end of the 18th. thereafter, unless on a purely dairy farm which had no straw, they served in general all four purposes. They were housed in seven different ways in western lowland Staffordshire before 1880, two of which date back at least to the 17th century.

During the middle ages open-field farming was practised in the area. It was largely arable in character with enough cattle being kept to provide milk, butter and cheese for the farm and to convert the straw into manure. When no longer of use on the farm the cattle were fattened for beef which gave then a considerable advantage over horses as draught animals. The number of cattle was limited by the amount of hay, straw and grass available until alternative fodder crops appeared.

The importance of housing milking cattle was emphasized by Cobbett in 1831, who noted that they gave as much as one-and-a-half to two times as much milk if wintered indoors. Farms with more than eight cows were generally large.

The situation changed during the last third of the 18th century. The introduction of new winter fed crops and the improvement of existing pasture by seeding and draining meant that the number of cattle kept was no longer dependent on the hay crop. This seems to have become general in the county by the end of the Napoleonic wars.

The incentive for these improvements came from two sources. The first, and perhaps most important, was the development of industrial centres, providing large and nearby markets. Secondly, from about 1790 there was a growing demand for meat and dairy products which affected the whole

country. It is from this period that the beginning of the change from arable to mixed farming occurs with, large cowhouses and shelter sheds appearing.

There was at the same time an awareness of the need for shelter and warmth for the cattle. By 1760 most of the milking cows were being housed, thus giving more milk in winter. Young advocated planning the farmstead to shelter the foldyard. By 1842 it was being advised to shelter all the cattle as cattle which had been housed were ready before those kept in the open field.

After 1815 the trend in prices favoured fatstock and dairy farming: the prices of meat and dairy products did not fall so heavily as those of corn, and from 1850 they began to rise, whilst corn slowly fell after 1855. A number of farms appear to have changed to mixed farming before 1850, but most of the changes took place thereafter with the general adoption of High Farming, which by its use of bought feed, permitted more animals to be kept to the acre.

New House Farm

Phase 1.1 late 18th - mid 19th century

On some farms, both in hilly and lowland areas, the total complement of farm buildings might not have been concentrated in the farmstead, some being dispersed as outfarms or field barns (Brunskill 1982). An outfarm has some accommodation for crops and animals, together with a foldyard and so makes a small building group. A field barn consists of a single building housing crops and animals but without a foldyard. It seems likely that an outfarm may have been the original arrangement at New House Farm.

When a typical farm consisted of cultivated crops in open fields together with meadows and grazing rights on surrounding pastures there was every advantage in locating the farmstead in the centre of the community, in the village or hamlet. Once most or all of the land was enclosed and cultivated the original farmstead might be peripheral to its land. In these circumstances satellite buildings, comprising an outfarm, might make working of the parent farm easier and more economical.

The main saving was in travel and transport. There was an advantage to be gained if crops could be consumed where they were grown and manure deposited where it was produced. In the field barn the usual arrangement was to feed hay to young cattle. It was cut from the enclosed fields as part of the crop rotation, taken to the field barn and, during the winter, fed to the cattle shut in a loose box or tied in a cow-house. The manure from the loose box and cowhouse was then spread on the adjacent fields.

Such arrangements were generally found alongside a wall or fence about halfway up a sloping field or in the bottom corner of a field. In such a location the buildings would serve more than one field. At New House Farm the phase 1.1 building - a cowhouse - was located adjacent to a road (at that time possibly more of a lane) and near to the boundaries of four or five fields. The larger building to its south-east, depicted on the Ordnance Survey map of 1884 (Fig 2.2) but now lost, was shown by the fieldwork to be structurally contemporary with the cowhouse and was probably a field barn serving the outfarm.

Although few examples bear dates, field barns seem to belong to the late 18th to the middle of the 19th century (EH 2013). An early date for the associated cowhouse at New House Farm is suggested by the shortage of windows, with those that exist accommodating metal louvres (Figs 7 and 15). Until well into the 19th century, the cowhouse was a low, dank, ill-lit and ill-ventilated place. Very often there were no windows at all, light and ventilation coming from the open top half of a split door and from slit ventilator openings, where provided (Brunskill 1982). The cowhouse was low in height and snug in atmosphere because hay was stored in the loft above. Brunskill's description corresponds well with the situation in phase 1.1.

Troughs and racks

Very little was written about troughs and racks for cowhouses. Owing to Ministry of Agriculture regulations only a few original ones remain. However, a development can be suggested.

Initially, cattle were fed on hay or straw; if turnips were provided they were eaten off the ground. The trough became necessary with the use of turnips and of chaff, the rack not being used for the latter. As some hay and straw was still given whole, the rack remained, sometimes with a vertical

front to prevent seeds falling into the cows' eyes and ears. This was not the case at New House Farm where the rack, although in a fragmentary condition, clearly sloped (Fig 28).

The use of bought feed and the preparation of home-grown feeds developed from 1800. From their nature they had to be served in a trough. The use of whole hay or straw seems to have gone out of favour, for no rack was provided in some cowhouses built after 1840 and published rackless designs appear from 1864.

The trough was always placed low-down for cattle, unlike that for horses. It was suggested that it should be sufficiently low for the cattle to feed lying down, a height which was put at 18 inches (0.46m). These dimensions are consistent with the trough at New House Farm in phase 1.1 (Fig 29). The pre-1880 troughs surviving in south-west Staffordshire were of four types, three being of brick and tile. The most common surviving type had a brick front wall with a wooden cap and was lined with glazed tiles. In south-west Staffordshire this type dated to at least to 1831. At New House Farm a wooden trough was lined with stone slabs.

Sometimes a labourer's cottage was erected near to the outfarm and the former presence of such a building may have led to appellation of the name 'New House'.

Phase 1.2 c 1830 - 1884

The identification of phase 1.2, a shelter shed, was determined by a straight joint and light bonding-in to the phase 1.1 building at its north-north-east end. The dating was determined by the presence of the cast iron columns.

Cast iron beams and columns in buildings appeared in the 1790s, firstly in the multi-storey textile mills where workers and machines were crowded together. Soon after, commercial and then naval dockyards were using structural iron in store-houses (Bussell 2011). Railways also quickly adopted iron for train shed roofs, from the largest spans right down to the smallest of platform canopies. Iron was soon found in every type of building: offices, hotels and grand houses displayed elegantly profiled cast iron columns, while wrought iron plate girders hidden above coffered ceilings spanned the larger public rooms; seaside piers stepped over the water with a timber deck on wrought iron girders and trusses bearing onto cast iron columns and piles; even terraced housing often used plain cylindrical cast iron posts to support bay windows.

The main period of structural use of cast iron as columns in buildings was from the 1790s until c 1910. Introduced in the 1770s, they saw an apogee between the 1830s and 1880s with cessation of use around World War I (Richardson, 2005).

The shelter shed was an open-fronted building into which loose cattle could go out of the weather (Peters 1969). It usually served a foldyard but could stand in an open field. In the case of New House Farm it was attached to the phase 1.1 cowhouse and created a foldyard (see below). It was commonly used for fatstock and young cattle but may, in a few early cases, have been used for milking cows. They often sheltered a feeding trough as at New House Farm.

The importance of shelter for cattle was emphasized by many writers at this time, leading to an improvement of the animal's condition. It was considered important for the shelter to face south to obtain the benefit of the sun but this point does not seem to have been regularly followed and at New House Farm it faces south-west.

The construction of phase 1.2 created the first foldyard. The foldyard served two purposes: it was the collecting point for all the manure produced in the farmstead and it provided shelter for loose cattle which were used to convert into manure the hay and straw grown on the farm. Permanent foldyards had appeared in western lowland Staffordshire by the mid-17th century (Peters 1969). They generally adjoined the barn, as at New House Farm, and were to a certain extent, sheltered by it. In this position they could also be supplied with hay and straw with the minimum of labour. It was noted that less food was needed by the cattle if they were kept in a yard than in the field which was a very important consideration before the general use of winter feed crops.

Phase 2

In phase 2 a shelter shed of similar dimensions to the phase 1.2 example and a wing, at least part of which was another cowhouse, was built. The shelter shed is unremarkable. It has a brick floor and, like the phase 1.2 example, had a trough along its entire rear wall. The new cowhouse, however, had the facility of a feeding passage and this might imply the former presence of a feed preparation room, now lost. A significant advantage of this arrangement was that feeding was made easier as all the cattle could be reached under cover. In addition the cattle all received equal ventilation which was not possible with the phase 1.1 cowhouse.

Certain fittings survived in the phase 2 structure. In western lowland Staffordshire, milking and fattening cattle, if kept in a cowhouse rather than in boxes, were always tied, in all surviving examples to a stake, the fastening being free to slide up and down with the animal's head (Figs 18, 19 and 20; Peters 1969). They stood in double stalls with the partitions about six to six and a half feet apart. Most writers considered that more room should be allowed, especially for fatstock. This was the case at New House Farm.

Phase 2 also saw the creation of the second foldyard, this one facing south-east.

Phase 3

This saw the modification of the south-south-west end of the phase 1.2 shelter shed. This end of the building was partially demolished and a square structure with a hay loft over was erected in its place. It is likely, although it cannot be proved, that the adjacent, very narrow chamber to the north-north-east was created at this time (Fig 35). It is difficult to know what such a small space was used for but the fact that the trough, although being of the usual height was particularly shallow (about 0.1m deep) and its proximity to the farm house might suggest that a make-shift hen house was intended.

Similarly, the proximity to the farmhouse, its relatively small size and the hayloft over suggests a use for the square building. This is thought to have been a stable, presumably for hackney horses as the height available beneath the hayloft is too little for working animals.

The layout of the farmstead

There were two reasons for which the overall plan of the farmstead was considered important, both connected with the foldyard (Peters 1969). The first concerned the provision of shelter for the cattle. It was generally that the buildings should be arranged to shelter one or more foldyards. For this purpose most writers from 1790 onwards advocated a 'U' plan for the farmstead and it was later suggested that a wall should be built around the yard if buildings could not be afforded. The second concerned the collection of manure which was usually done in the foldyard. It was considered that the yard should be central to the stables and cowhouses.

Most early pundits considered that too little attention was paid to the overall design of the farmstead. In the later 18th century there were reports of the many buildings being scattered about and that the components of a farm were too often arranged in a straggling and confused manner as if by accident.

At New House Farm there seems to have been a deliberate plan, even if it took some time to bring it all to fruition. As far as can be determined by the fieldwork and documentary research, the original construction (phase 1.1) was in the form of an 'L'. The subsequent phase (phase 1.2) saw the 'L' configuration become a 'U' form. What is particularly notable, however, is that there was no break of coursing either side of the straight joint where phase 1.1 met phase 1.2, indeed the join was lightly built-in and there was no discontinuity in the size of the bricks. The same is true of the straight joint between phases 1.1 and phase 2, the construction of which created a second foldyard.

Relationship of the house to the farmyard

There was a considerable degree of unanimity amongst the agricultural writers on this theme which seems to have been considered much more important than that to the buildings (Peters 1969). It was generally considered that the house should be so placed that it could overlook the yard, onto which all the buildings were to open. It was considered that this arrangement produced better work, as the men were uncertain when they were being observed. On four-fifths of the farms in western lowland

Staffordshire the house overlooked at least one of the yards, whether it was for cattle, manure or horses. This is the case at New House Farm with respect to the first yard.

The yard might be overlooked by the front or the back of the house. At New House Farm it is one of the sides. In only a fifth of the examples did the house open directly onto the yard; a garden, small yard or drive provided a certain separation and in the case of New House Farm it seems to have been a combination of a garden and a drive.

The approach to the front entrance to the house was either a footpath or a carriage drive. In the case of New House Farm, much has changed. A tall and straggling hedge now separates the farmhouse from the public road. However, a little judicious investigation revealed that there was a ditch separating the garden of the house from the road and that this was formerly crossed by a 'bridge' (in reality an enhanced culvert).

Dendrochronology

The majority of the timbers (principal rafters, king/queen posts, ridge boards, purlins common rafters) are of too small scantling to be considered for dendrochronological dating. Even the tie beams are marginal for this technique and if they are cultivated timber, as seems likely, they will be ineligible in any case. There are clear, large diameter, circular saw markings on a number of these timbers (eg Fig 31), which may date them to around the middle of the 19th century or later. Large circular saws, which demand more power than up-and-down saws, did not become practical for sawing timbers until they were powered by steam engines. It is reported that in 1850 the foreman of a steam mill in London said that:

We can't so well cut elm, oak, or ash, as the sawyers

They could

only outdo the sawyers altogether in [softwood] deals... which were, however, more used for general purposes than all other woods put together - far more (Cooney 1991).

Assessment of the buildings' significance

The phase 1.1 cowhouse, although in fairly good condition, is most important for the light it throws on early cowhouse design (before the importance of light and ventilation for cattle was appreciated). The surviving buildings, part of an outfarm, demonstrate that careful planning and execution of a design occurred, even at this relatively early date and in a location remote from the principal centre of activity.

Unfortunately, only about 50% of the original complex, still extant in the 1950s, survives and the recorded buildings at New House Farm can therefore achieve only significant local importance.

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Archive

The physical archive consists of:

12 x A4 pages	The text of the report
35 x illustrations of various sizes	Illustrations for the report

It has been deposited at Worcestershire County Museum, Hartlebury.

The digital archive consists of:

12 x A4 pages	The text of the report (.doc format)
35 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

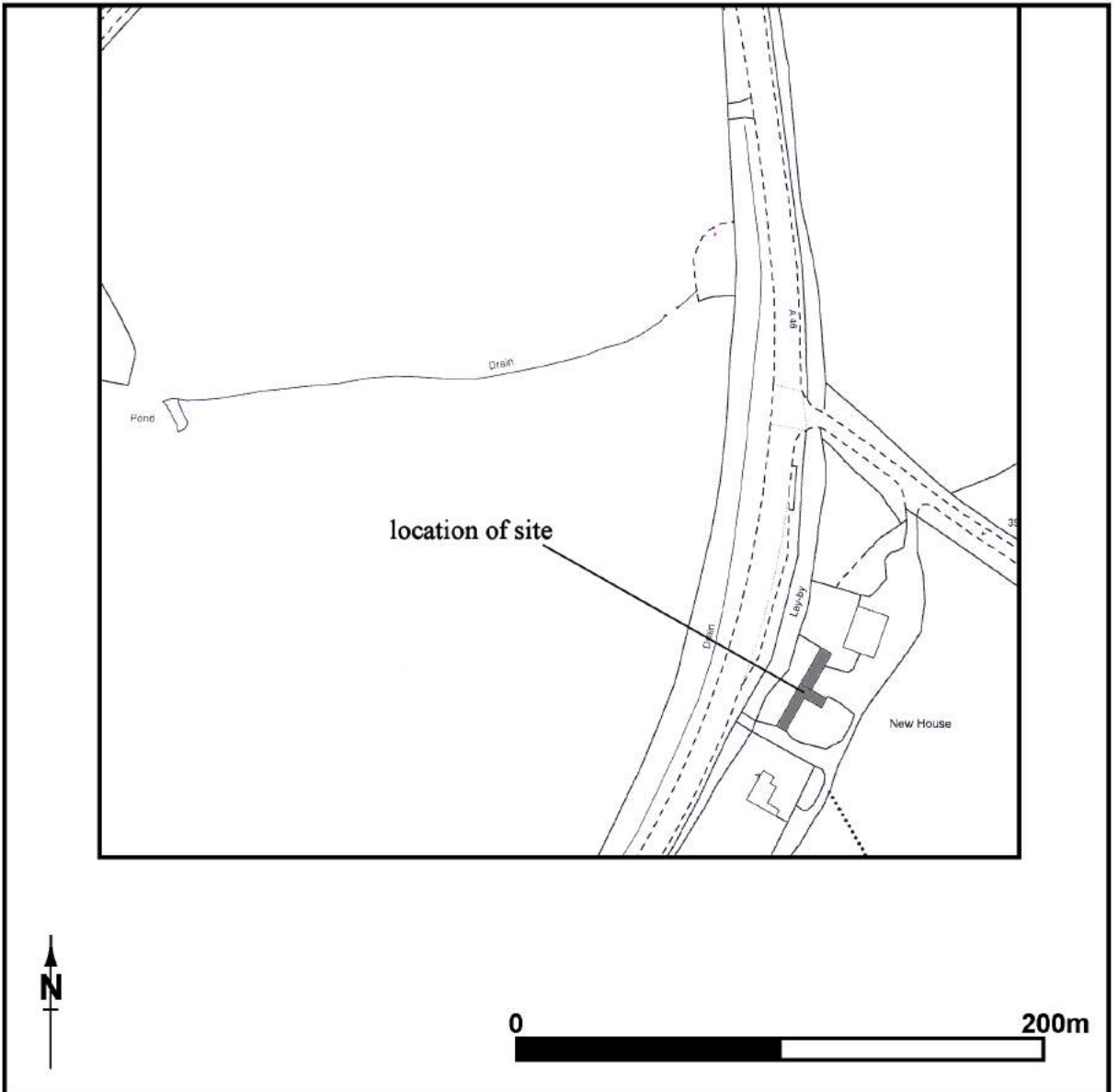
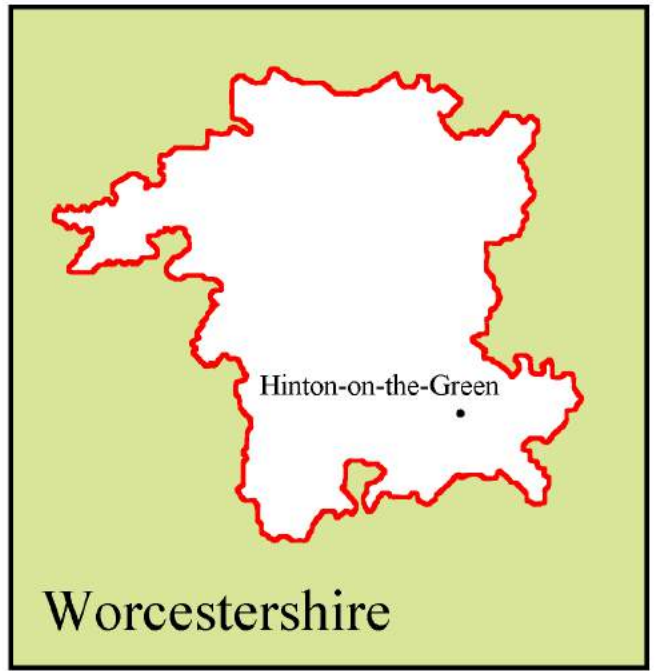


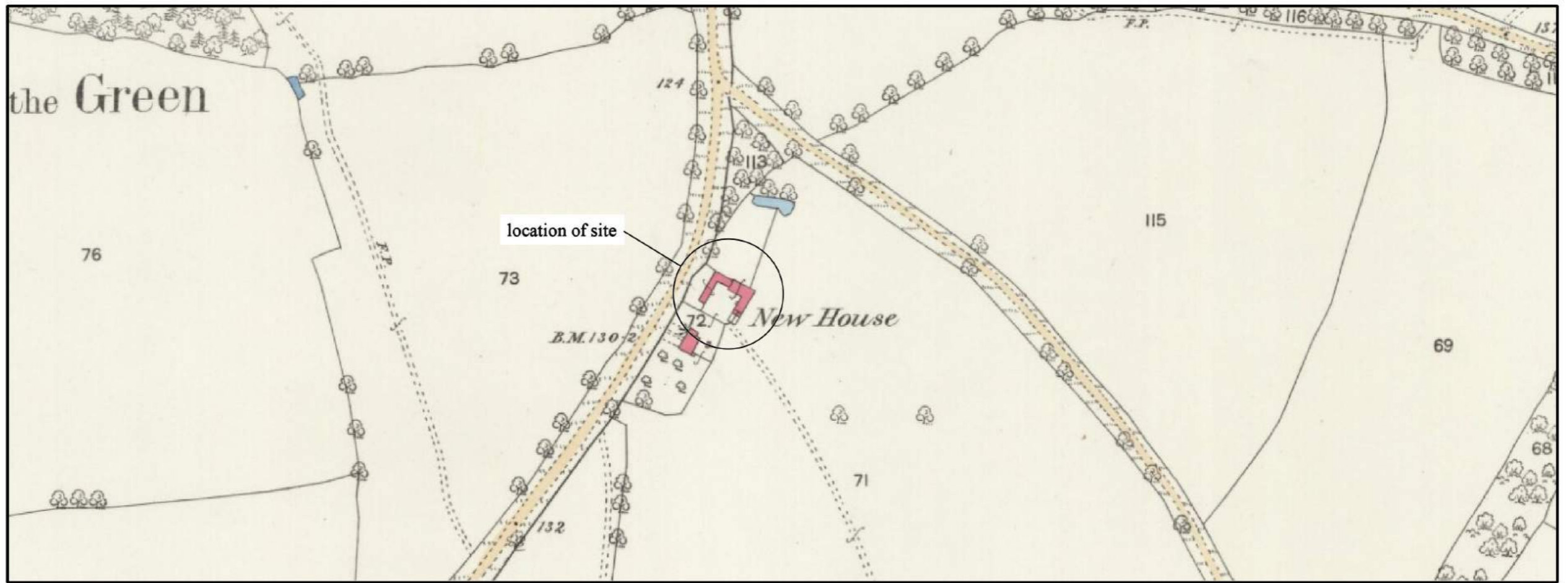
Fig 1: Location of site



not to scale

Fig 2.1: Hinton-on-the-Green tithe map of 1841

1884



1900

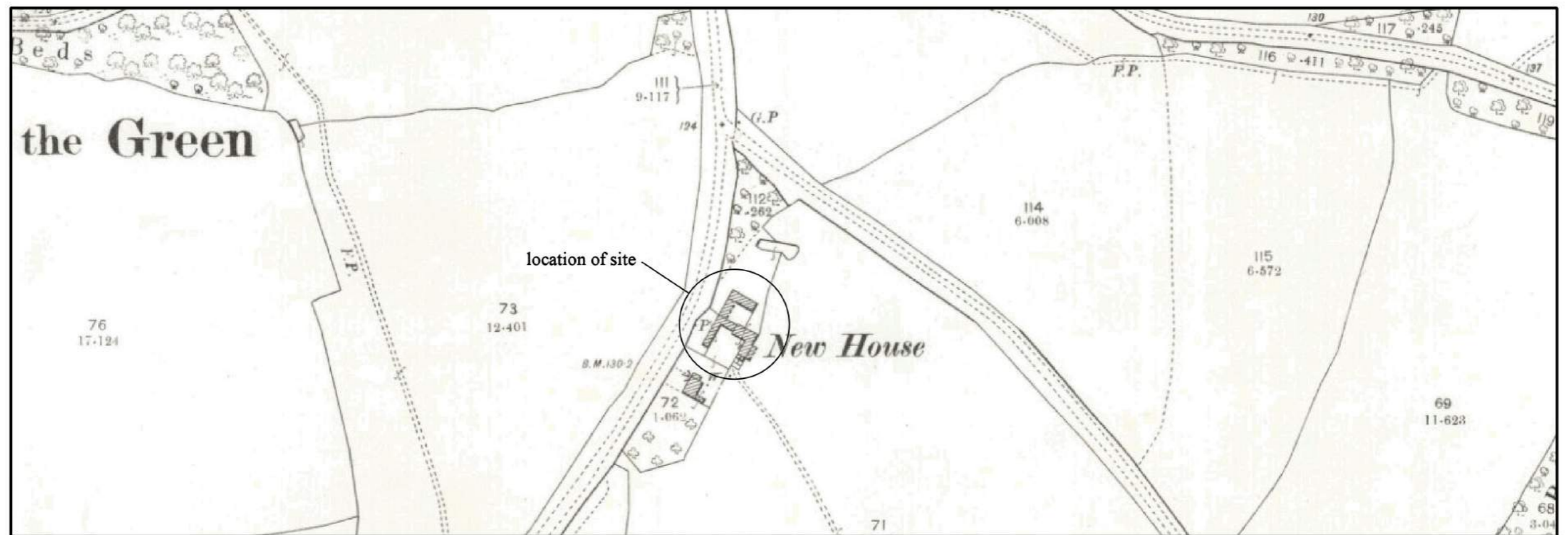
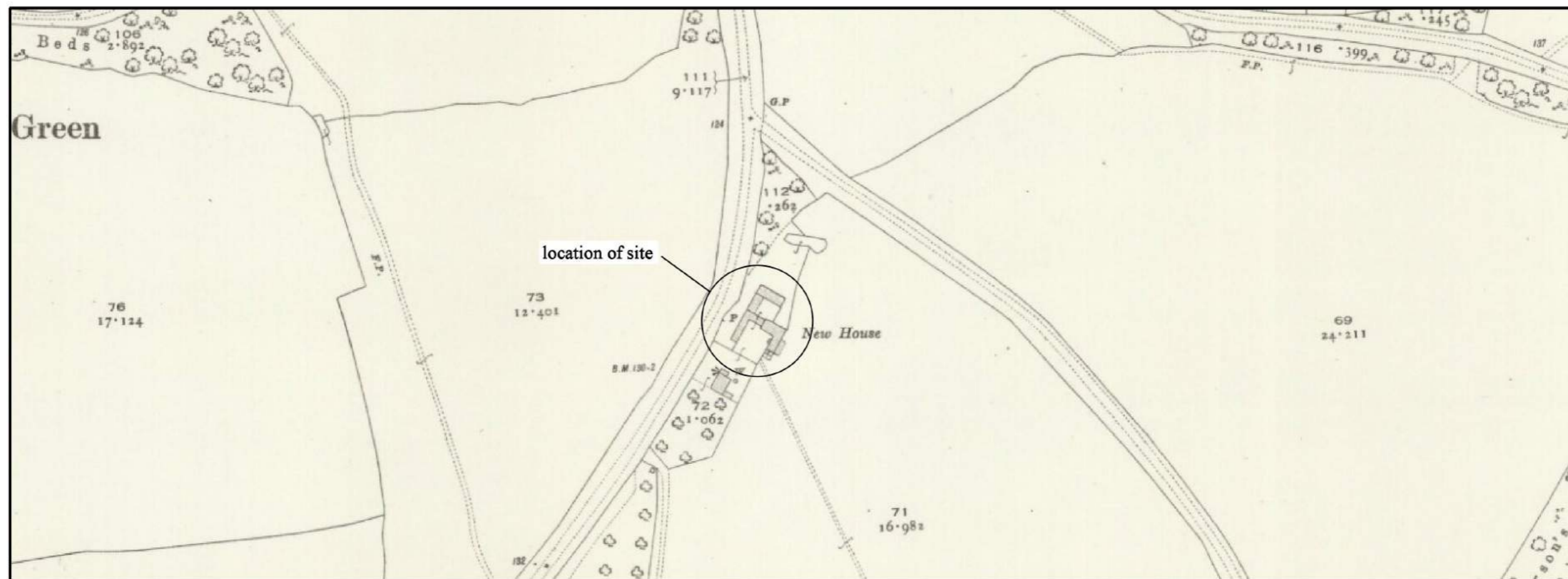


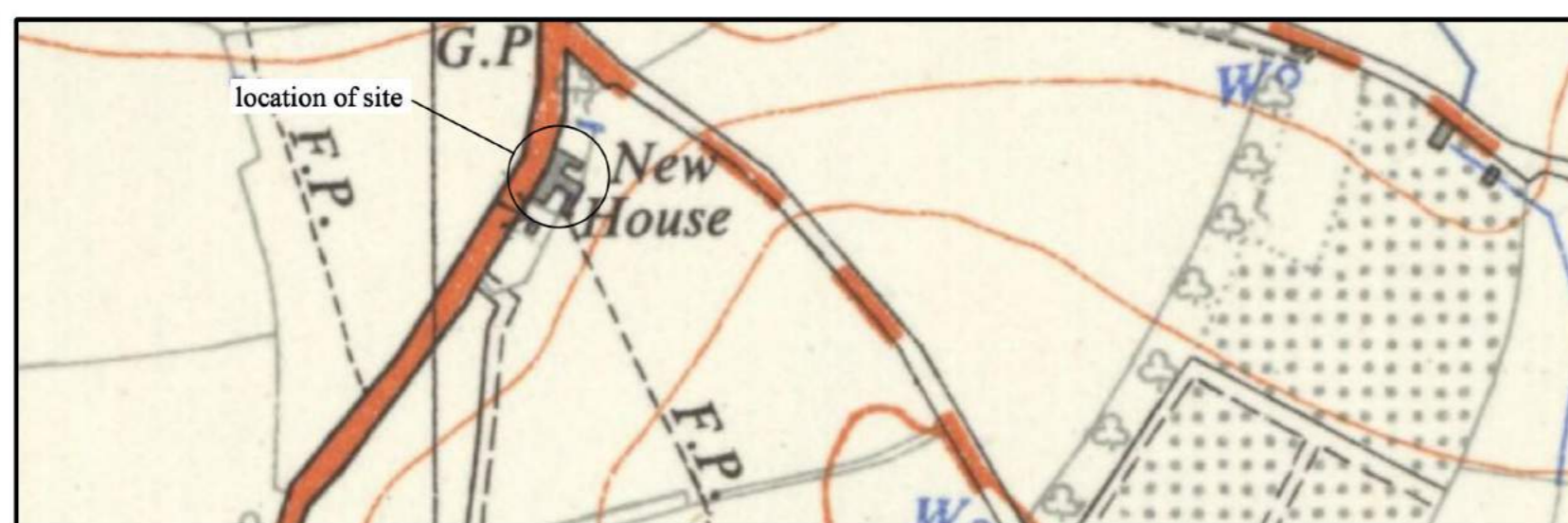
Fig 2.2: Historic mapping

1921



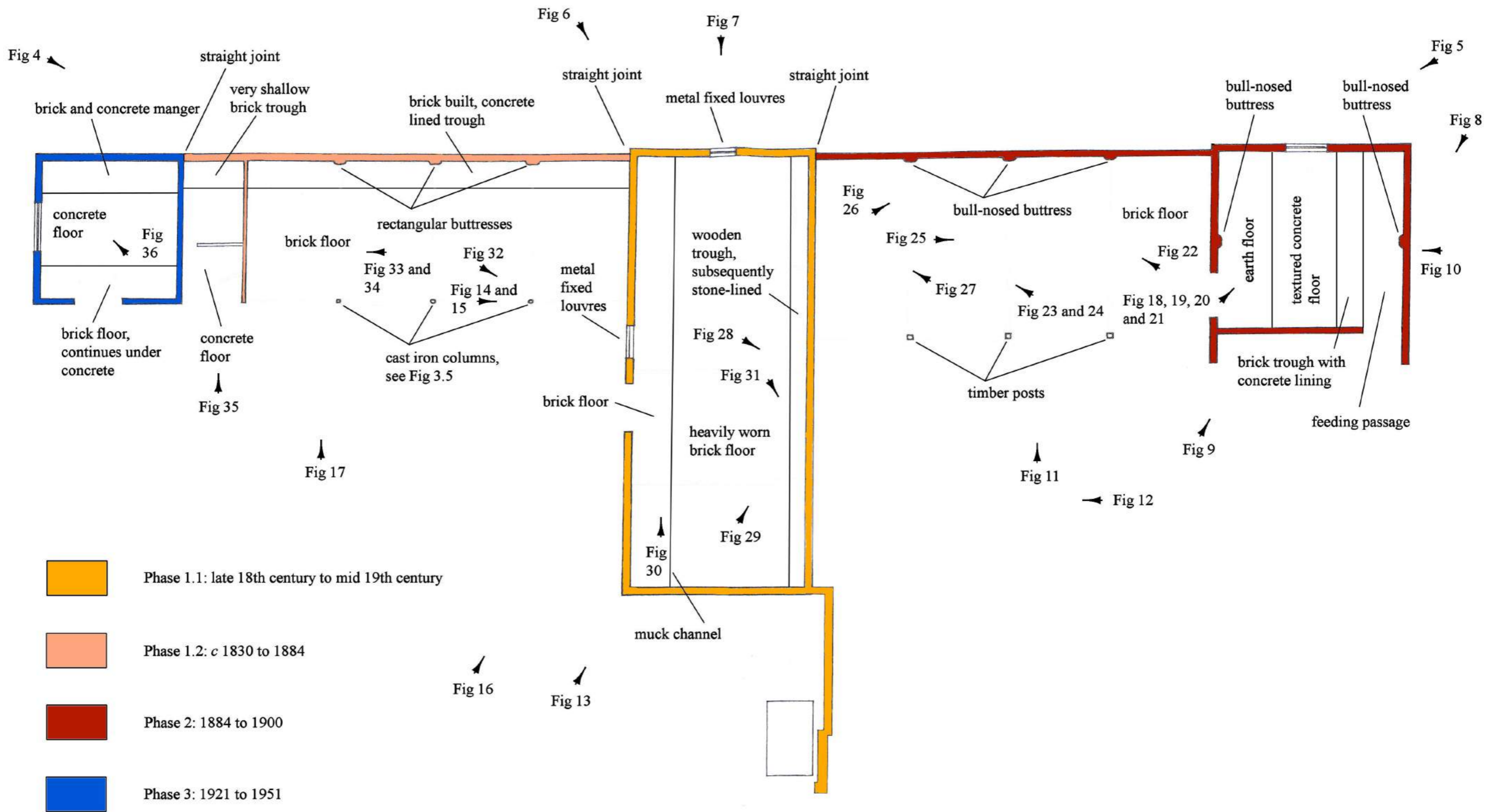
0 200m

1951



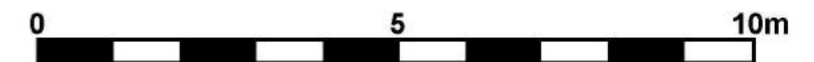
0 500m

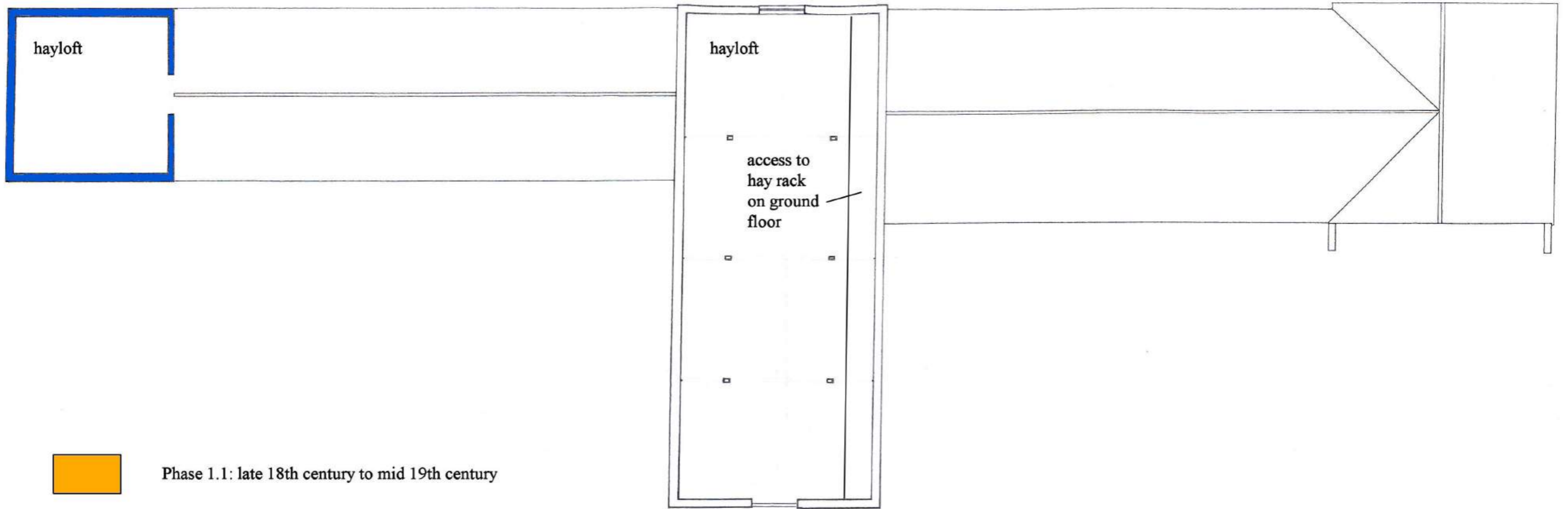
Fig 2.3: Historic mapping







Original survey by Lett and Sweetland Architects

Fig 3.1: Ground floor plan





-  Phase 1.1: late 18th century to mid 19th century
-  Phase 1.2: c 1830 to 1884
-  Phase 2: 1884 to 1900
-  Phase 3: 1921 to 1951

Original survey by Lett and Sweetland Architects

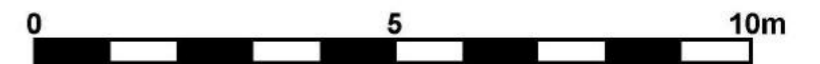
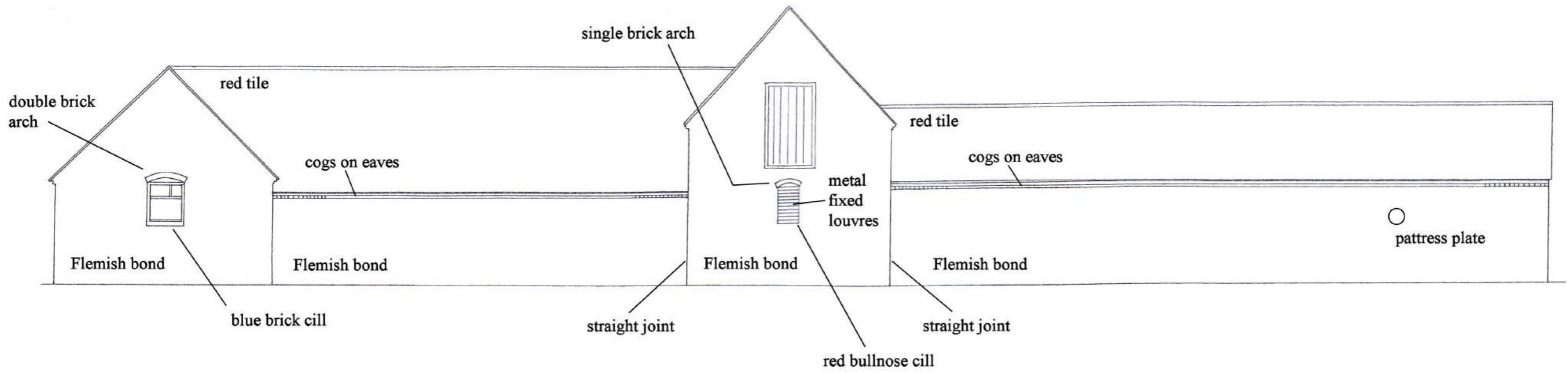
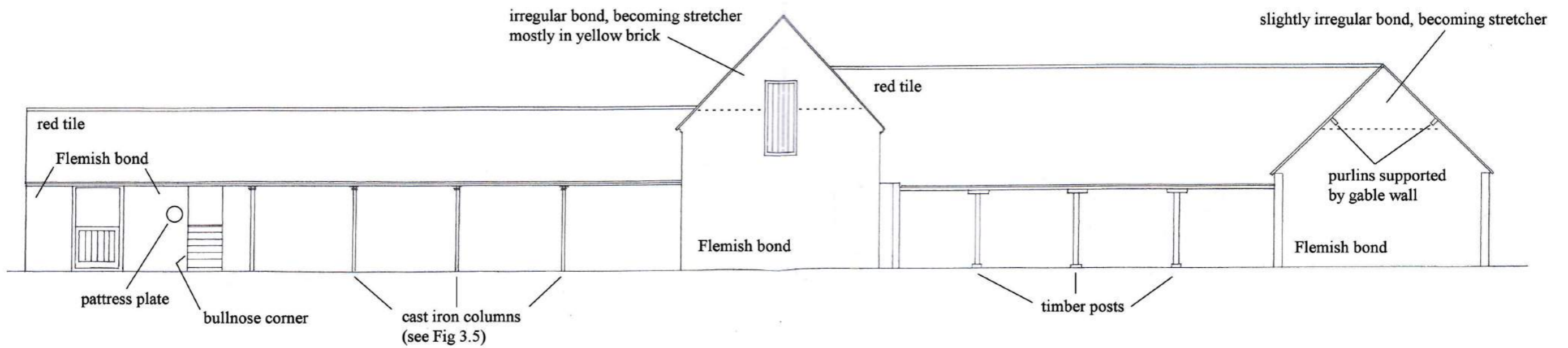


Fig 3.2: First floor plan

West-north-west elevation



East-south-east elevation



Original survey by Lett and Sweetland Architects

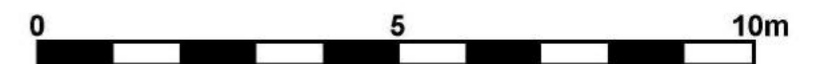
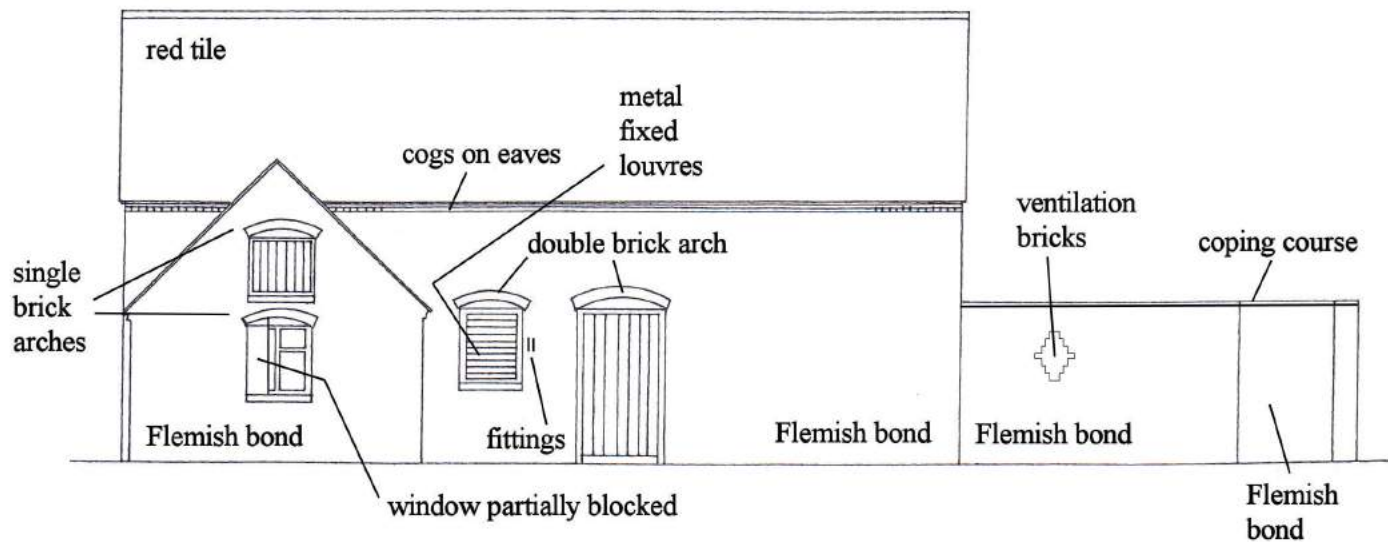
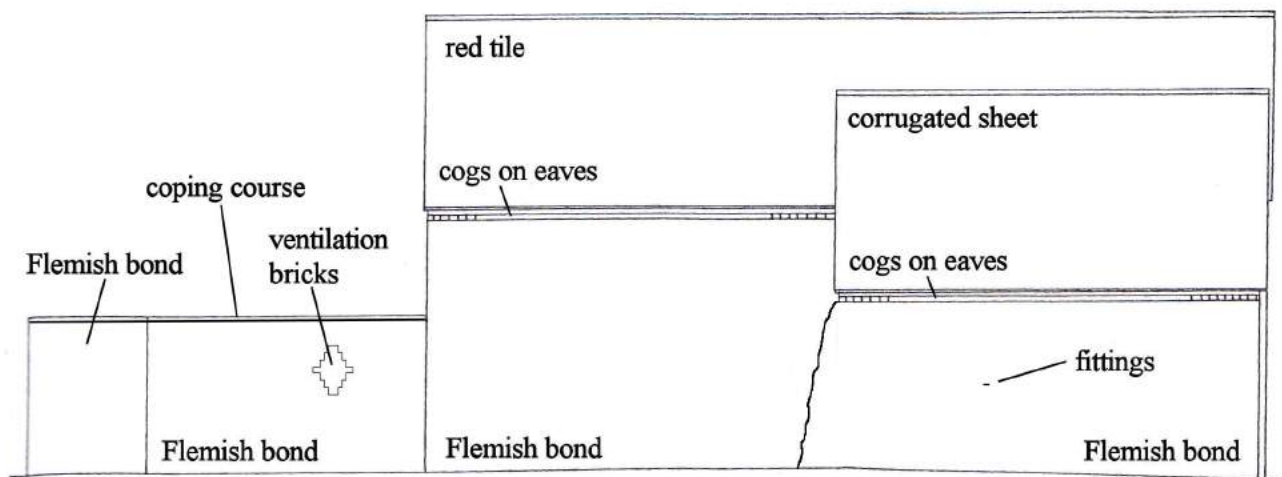


Fig 3.3: West-north-west and east-south-east elevations

South-south-west elevation



North-north-east elevation



Original survey by Lett and Sweetland Architects



Fig 3.4: South-south-west and north-north-east elevations

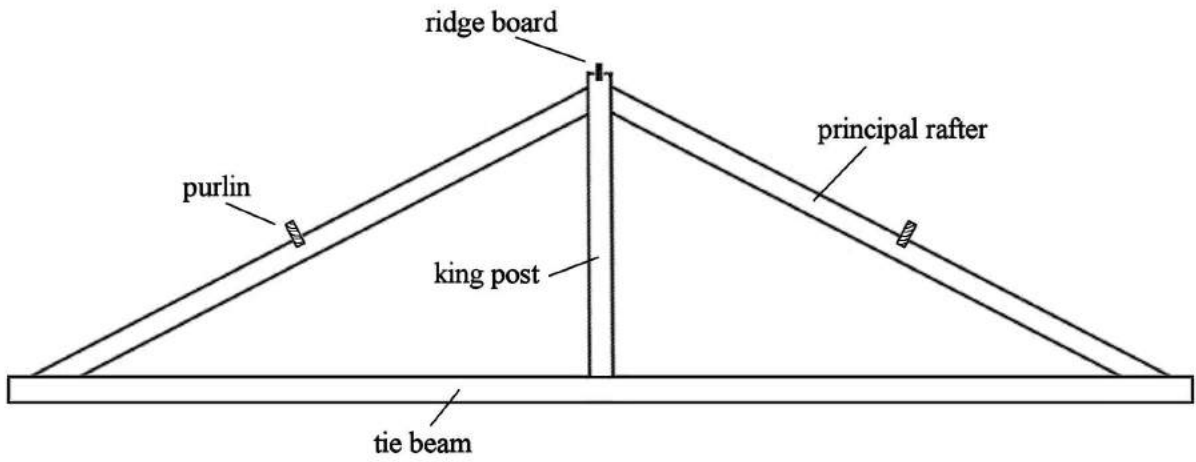


arrangement at base of
column not seen

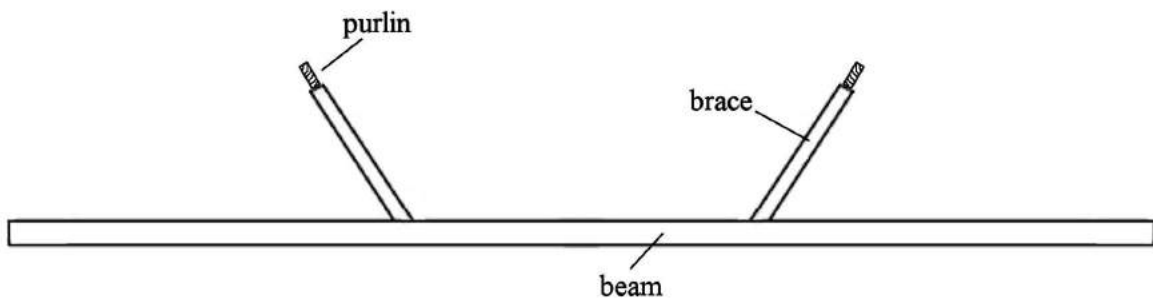
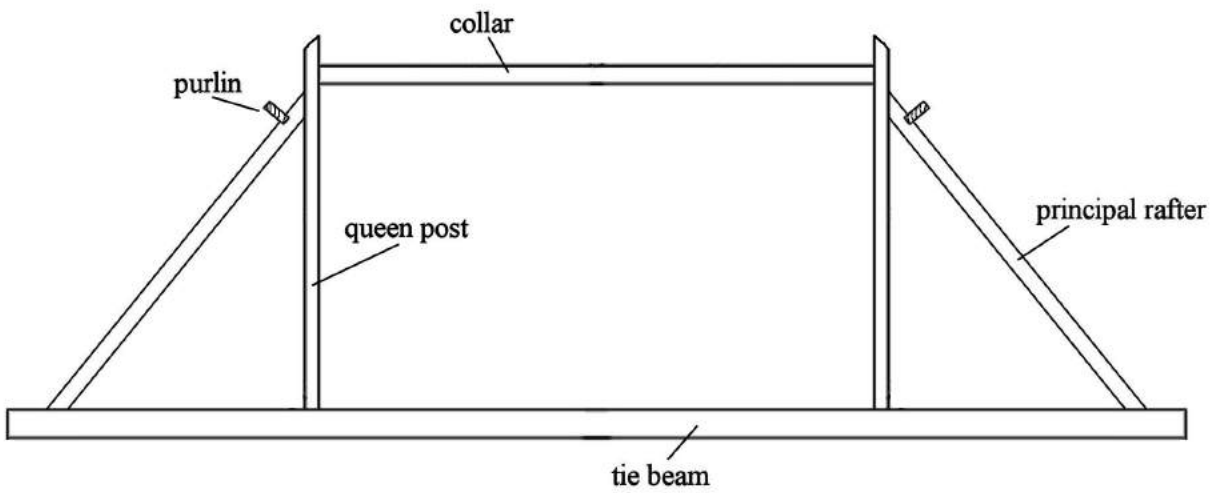


Fig 3.5: Cast iron column

King post roof truss



Queen post roof truss (also attic truss)



□

Fig 3.6: Types of roof truss employed at New House Farm (for locations see Fig 3.1)



Fig 4: West-north-west elevation, southern end



Fig 5: West-north-west elevation, north end



Fig 6: West-north-west elevation, central gable



Fig 7: West-north-west elevation, central gable, detail of louvres



Fig 8: North-north-east elevation



Fig 9: South-south-east elevation, north end gable



Fig 10: North-north-east elevation, detail of fittings



Fig 11: South-south-east elevation, north end



Fig 12: North-north-east elevation showing yellow bricks



Fig 13: East-south-east elevation, central gable showing yellow bricks



Fig 14: South-south-west elevation showing fittings



Fig 15: South-south-west elevation, detail of metal louvres



Fig 16: East south-east and south-south-west elevations



Fig 17: East-south-east elevation, south end



Fig 18: Interior, north end, showing trough and feeding passage



Fig 19: Interior, north end, showing detail of restraining chain



Fig 20: Interior, north end, showing textured concrete floor



Fig 21: North end roof truss



Fig 22: North end interior



Fig 23: North end, showing graffiti on tie beam



Fig 24: North end, showing graffiti on tie beam



Fig 25: North end, showing graffiti on tie beam



Fig 26: North end interior showing sockets for trough and limewash



Fig 27: North end interior, showing brick floor



Fig 28: Central block, interior, showing hay rack



Fig 29: Central block, interior, showing trough, with remains of rack over, and brick floor



Fig 30: Central block, interior, showing muck channel



Fig 31: Central block, interior, showing circular saw marks on tie beam



Fig 31: Southern end, detail of cast iron column



Fig 33: South end interior



Fig 34: South end, interior, detail of roof truss



Fig 35: South end, small compartment



Fig 36: Southern end



Fig 37: General view from north-east



Fig 38: General view from the south

Appendix 1: Project brief



**Brief for
Archaeological Building Investigation and
Recording: Buildings at New House Farm,
Cheltenham Road,
Hinton on the Green, Worcestershire**

October 2016

Planning reference 15/01834/GPDQ

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:
Buildings at New House Farm, Cheltenham Road,
Hinton on the Green, Worcestershire**

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'. CfA Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures.

1 Planning background

- 1.1 A planning application (15/01834/GPDQ) was submitted to Wychavon District Council (WDC) in July 2015 for the *Prior approval of Change of use of Agricultural Building to a dwellinghouse (Use Class C3) and for associated operational development with regard to Buildings at, New House Farm, Cheltenham Road, Hinton on the Green* (see Figure 1).
- 1.2 The buildings to be converted comprise an 18th or 19th century brick-built four-bay barn or stable with hay loft over, with a large shelter or cart shed attached (WSM32142) and the proposed works will result in the conversion of the buildings into two dwellings with associated ancillary works. Further details of the scheme can be found under the relevant planning application on the WDC Online Planning pages.
- 1.3 As part of the planning process Worcestershire Archive and Archaeology Service (WAAS), in their capacity as archaeological advisors to WDC, advised that the impact of the proposed development on the historic environment resulting from the conversion of these undesignated heritage assets could be mitigated by means of a programme of archaeological works comprising Archaeological Building Investigation and Recording, to be secured and implemented through a suitably worded condition 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 September 2015 subject to a suite of condition one of which, condition 3, relates to the recommended programme of archaeological works. This document sets out the scope of the works required to satisfactorily record the historic farm buildings prior to conversion and fulfil the condition.

2 Historic Environment Background.

- 2.1 The buildings to be recorded are depicted on the Ordnance Survey 1st Edition map, being the surviving elements of a larger range of buildings shown on the 2nd Edition map and comprise a *brick built barn with plain clay tile roof, open fronted on south east elevation with timber posts, brick built north west elevation with two wings, the smaller added on to the northern end and the large bisecting the middle of the building. This larger wing has a door under the roof eaves, presumably for a hay loft* (WSM32142).

- 2.2 The farmstead was included in the Worcestershire Farmsteads Project and noted as *New House, Hinton on the Green. Partially extant 19th century (?) unlisted farmstead with unconverted buildings. Regular courtyard with multiple yards. The farmhouse is detached and set away from the yard. There has been significant loss (greater than 50%) of traditional buildings. Isolated location. Large modern sheds are located to the side of the site (WSM53513).*

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 the conversion of the farm buildings in order to ensure the preservation by record of these heritage assets in their current form. The aim of this survey is to:

- Provide a descriptive and illustrative account and interpretation of the farmstead including discussion of its local, regional and national significance.

- 3.2 A Level III record is defined as follows:-

'... An analytical record, and will comprise an 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 all remaining pre-1948 elements of the farm buildings to be converted. As a minimum, with reference to Historic England 2006, the project 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 ClfA 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 phased 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 project proposal must include appropriate named specialist provision.
- 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, finds 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).
- 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

- 5.1 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.
- 5.2 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 4.10 above
- Health & Safety

7 Contact Details

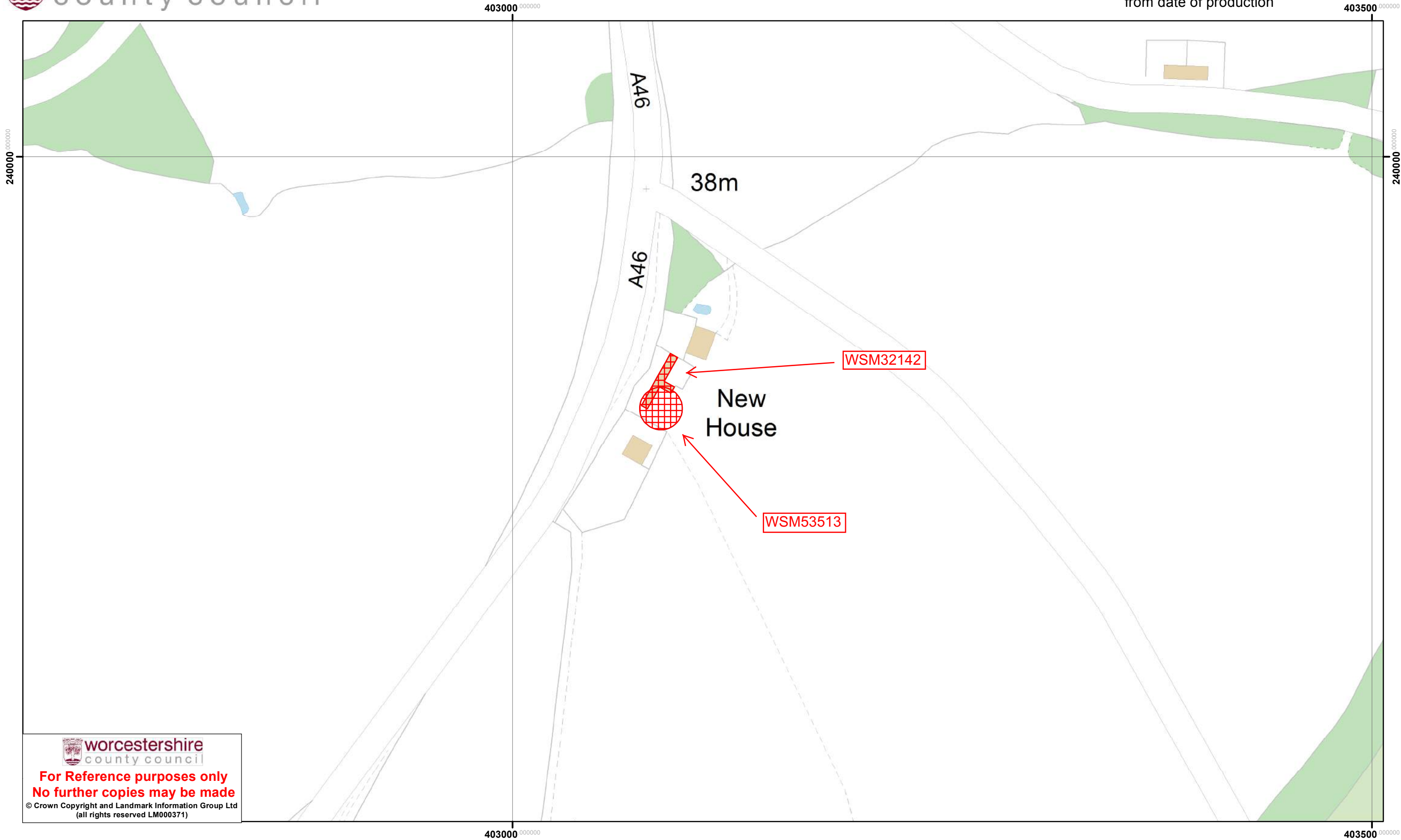
7.1 For further information regarding this brief please contact

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: Buildings at New House Farm, Cheltenham Road, Hinton on the Green, Worcestershire. Worcestershire Archive and Archaeology Service.



Appendix 2: Written scheme of investigation

**Written scheme of investigation for
archaeological building investigation and recording at
buildings at New House Farm,
Cheltenham Road,
Hinton on the Green,
Worcestershire**

Martin Cook BA MCIfA

2 November 2016

The School House
Church Lane
Tardebigge
B60 3AH

Tel: 07850 918755

Written scheme of investigation for archaeological building investigation and recording at buildings at New House Farm, Cheltenham Road, Hinton on the

Green, Worcestershire

Introduction

A request has been received from Mr Adrian Robinson of arc Surveyors Limited to prepare a written scheme of investigation and costing for a project to undertake archaeological building investigation and recording at buildings at New House Farm, Cheltenham Road, Hinton on the Green, Worcestershire (NGR SP 031 399; WAAS refs, CWR 11276 and WSM 32142). This proposal is based upon a brief (WAAS 2016) received from Adrian Scruby of Worcestershire Archive and Archaeology Service (dated October 2016, planning ref 15/01834/GPDQ).

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 buildings at New House Farm, Cheltenham Road, Hinton on the Green, Worcestershire, subsequent analysis and a report.

The aim of the project is to:

- provide a descriptive and illustrative account and interpretation of the farmstead including discussion of its local, regional and national significance.

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 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.
- 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.
- 3) 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.
- 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 the 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.
- 22) 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 no	Task no	Task description	Duration	Person days
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: buildings at New House Farm, Cheltenham Road, Hinton on the Green, Worcestershire, Worcestershire Archive and Archaeology Service*

Appendix 3: The OASIS form

OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

Printable version

OASIS ID: martinco1-299411

Project details

Project name	New House Farm
Short description of the project	Building recording at New House Farm, Hinton-on-the-Green, Worcestershire
Project dates	Start: 22-09-2017 End: 27-10-2017
Previous/future work	No / Not known
Any associated project reference codes	WSM 69398 - HER event no.
Any associated project reference codes	15/01834/GPDQ - Planning Application No.
Type of project	Building Recording
Site status	Local Authority Designated Archaeological Area
Current Land use	Other 2 - In use as a building
Monument type	OUTFARM Post Medieval
Significant Finds	NONE None
Methods & techniques	"Photographic Survey", "Survey/Recording Of Fabric/Structure"
Prompt	National Planning Policy Framework - NPPF

Project location

Country	England
Site location	WORCESTERSHIRE WYCHAVON HINTON ON THE GREEN New House Farm, Cheltenham Road, Hinton-on-the-Green, Worcestershire
Study area	800 Square metres
Site coordinates	SP 03078 39870 52.056785421951 -1.955103089446 52 03 24 N 001 57 18 W Point
Height OD / Depth	Min: 0m Max: 0m

Project creators

Name of Organisation	Martin Cook BA MCIIfA
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Martin Cook BA MCIIfA
Project director/manager	Martin Cook BA MCIIfA
Project supervisor	Martin Cook BA MCIIfA
Type of sponsor/funding body	Other Charitable Trust

Project archives

Physical Archive Exists?	No
Digital Archive recipient	ADS
Digital Contents	"none"
Digital Media available	"Images raster / digital photography", "Survey", "Text"
Paper Archive recipient	Worcestershire County Museum
Paper Contents	"none"
Paper Media available	"Report"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Historic building recording at New House Farm, Cheltenham Road, Hinton-on-the-Green, Worcestershire
Author(s)/Editor(s)	Cook, M.
Date	2017
Issuer or publisher	Martin Cook BA MCIIfA
Place of issue or publication	Circus Field Basin, Aylesbury
Description	A4, blue cardboard cover with transparent front cover

Entered by	Martin Cook (office@martinjcook.com)
Entered on	27 October 2017