



Dutch Barn at Little Normanby Farm, Normanby, Scunthorpe

PA/2014/1425

SE 87885 16809

HISTORIC BUILDING RECORDING (PHOTOGRAPHIC & DESCRIPTIVE RECORD)

**Dutch Barn
Little Normanby Farm
Normanby
Scunthorpe
North Lincolnshire**

MAP 5.34.2017

PA/2014/1425

SE 87885 16809

**HISTORIC BUILDING RECORDING
(PHOTOGRAPHIC & DESCRIPTIVE RECORD)**

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**Dutch Barn
Little Normanby Farm
Normanby
Scunthorpe
North Lincolnshire**

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**WRITTEN SCHEME OF WORKS: HISTORIC BUILDING RECORDING
(PHOTOGRAPHIC & DESCRIPTIVE RECORD)**

Non Technical Summary

This report has been undertaken by MAP Archaeological Practice Ltd under the instruction of Edwardson Associates acting on behalf of Normanby Estate Holdings Ltd, to record the isolated outbuilding known as the Dutch Barn, located south of Little Normanby Farm, Normanby, Scunthorpe, North Lincolnshire, prior to its renovation and remodelling.

The Building Recording surveyed an early twentieth century shelter shed for cows with feed loft above and attached fold yard. The outbuilding is constructed of modern plain brick with rounded brick on windows and doors, a hipped pan-tile roof with central gable to northern elevation; modern details include concrete lintels, steel joists, steel work hoist and concrete exterior stairs. The interior wood details including feed/hay racks, troughs, interior shutters, ladder to first floor and king post roof. This building had the appearance of being as built, with no additions or remodelling.

1. Introduction

1.1 The Historic Building Recording was undertaken in November 2017 and was commissioned by Edwardson Associates on behalf of Normanby Estate Holdings Ltd. to record an isolated farm outbuilding known as the Dutch Barn, located south of Little Normanby Farm, Normanby, Scunthorpe, North Lincolnshire in advance of its alteration to a domestic dwelling to provide a permanent archive record (SE 87885 16809: Fig. 1).

1.2 In accordance with the recommendations of the National Planning Policy Framework (March 2012) states that the *'Local Planning Authority... 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 [within the Historic Environment Record].'* The Historic Building Recording and Report will be undertaken to satisfy Conditions 5, 6 and 7 on the Planning Permission (**PA/2014/1425**):-

Condition 5

No alteration or development shall take place until the applicant, or their agents or successors in title, has produced an historic building record in accordance with a written specification, including a timetable for the recording, which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason

The building is considered to be of architectural and historic interest and contributes to the character of the local countryside. Development should be carried out in accordance with policy RD9 of the North Lincolnshire Local Plan.

Condition 6

The historic building recording shall be carried out in accordance with the approved details and timings, subject to any variations agreed in writing by the local planning authority.

Reason

The building is considered to be of architectural and historic interest and contributes to the character of the local countryside. Development should be carried out in accordance with policy RD9 of the North Lincolnshire Local Plan.

Condition 7

The historic building archive shall be deposited at the North Lincolnshire Historic Environment Record within six months of the date of commencement of the development hereby approved by this permission or such other period as may be agreed in writing by the Local Planning Authority.

Reason

The building is considered to be of architectural and historic interest and contributes to the character of the local countryside. Development should be carried out in accordance with policy RD9 of the North Lincolnshire Local Plan.

- 1.3 A Written Scheme of Investigation was submitted to and approved by the North Lincolnshire Historic Environment Officer in November 2017. The Building Record was undertaken on Tuesday 28th November 2017.
- 1.4 This report was funded by Normanby Estate Holdings Ltd.
- 1.5 All maps within this report have been produced from Ordnance Survey with the permission of the Controller of Her Majesty's Stationery Office, Crown Copyright. License No. AL 50453A.

2. Site Description

- 2.1 The Proposed Development Area is an isolated farm building located 220m south of Little Normanby Farm. The farm is located south-west of Normanby village, accessed by track located at the west end of the village and 150m south-west of Main Street. Normanby is located 5km north of Scunthorpe. The Proposed Development Area comprises of an isolated farm outbuilding with attached foldyard (PA/2014/1425; Grid Ref. SE 87885 16809; Figs. 1 & 2).
- 2.2 The development area of the Dutch Barn is 0.42 Ha, which stands at a height of c. 55m AOD.

-
- 2.3 The Proposed Development Area stands on soils of the Newton 1 Soil Association (551d: Mackney et al. 1984 . 10) described as *"deep well drained sandy and coarse loamy soils. Some sandy soils affected by groundwater. Risk of wind and water erosion"*.

3. Archaeological and Historical Background

- 3.1 The village of Normanby is a hamlet in the Parish of Burton upon Stather, which dates from the Saxon period and was part of the holdings of Earl Edwin in 1066. Normanby is a Danish place-name, meaning Norman's farm.
- 3.2 The Dutch Barn at Little Normanby is an isolated structure, located 500m south of the farm. This building has a rectangular plan with attached foldyard to the south, which post-dates the 1888 Edition Ordnance Survey map and pre-dates the 1947 Edition Ordnance Survey map (www.old-maps.co.uk).

4. Aims and Objectives

- 4.1 The Aim of the Historic Building Recording of the outbuilding was to:-
- Provide a systematic historic building recording of farmhouse prior to the commencement of any alterations
 - to determine the original nature, date and survival of any earlier structure and fabric and their development to present day

5. Methodology

- 5.1 The interior and exterior of the building were observed and notes taken on the layout, construction materials and architectural details. A photographic record using 35mm monochrome film (Ilford HP-5 400 ASA) and 14 megapixel digital cameras was undertaken.
- 5.2 The photographic record for the building assessment comprised 24 monochrome print film exposures and 49 digital shots. The Photographic Record of the buildings are included on a film register noting film number, shot number, location of shot, direction of the shot, and a brief description of the subject (Appendix 1).

6. Results

- 6.1 The Building Record was undertaken at the Dutch Barn, Little Normanby Farm on the 28th November 2017. The weather conditions were dry with cloud and occasional sunny spells. The fold yard and southern elevation was partially obscured by extensive vegetation growth, consisting of bramble, nettle and elder.
- 6.2 *Dutch Barn: Exterior Description (Figs. 3, 4, 5 & 6; Pls. 1-7)*
- 6.2.1 The Dutch Barn is a two storey, brick built structure, comprising three bay farm building and attached fold yard, with brick laid in alternate header and stretcher courses. The bricks were modern plain mass produced, measuring 220mm by 106mm by 77mm. Architectural details include rounded edged (bullnose) bricks on door surrounds, fold yard walls, window lintels and column edges; and, also concrete exterior stairs, lintels and sills. The fold yard wall was 27 courses high with a concrete capping.

6.2.2 The farm building had a main façade facing north with a central raised pediment forming a front gable with lifting beam in front of the hipped pantile roof, over the hayloft loading door above the main cart door. There are four windows to the hayloft on the north elevation, two either side of the hayloft door.

6.2.3 There were concrete access stairs to the hayloft on the east elevation. A central window to the hayloft (first floor) on the west elevation.

6.2.4 The south elevation at ground level, has two large open byres to the foldyard, with central brick support column, to the east and west of the central bay; which has a central door and windows to the east and west. The central bay has a twenty course high wall in front of the doors and windows. The southern elevation had five windows on the first floor, a central one over the door and two to the east and west, symmetrical to the northern elevation.

6.2.5 The only change from its original layout was the rear cart door entrance on the northern elevation had been boarded over.

6.3 *Dutch Barn: Interior Description (Figs. 3-6 and Pls. 8-18)*

6.3.1 The ground floor of the comprises two open fronted cow shelters with central piers and a central feed room with cart entrance to the north and pedestrian access with windows to the south (Pls. 8-16). The piers are constructed of brick with bullnose brick corners, a concrete lintel above and supporting the central north-south aligned steel floor joist (RSJ). Both shelters have a hayrack along the north wall. On the east wall of the western shelter and the west wall of the eastern shelter are troughs,

drainage and two feed hatches to the central room. The central room has a fenced central area, for hay/feed storage and a small hatch and ladder to the first floor in the south-west corner of the room. The door to the south slides to the east to open. The hatches to the east and west have concrete lintels. There is a central steel truss (RSJ) aligned east-west supporting the floor above. The central room has a concrete floor.

- 6.3.2 The first floor was accessed from the east via the external stairs and from the hatch near the centre, located near the loading door for feed/hay in the north wall. The room was open plan, lit by windows to the north, south and west. The roof was supported by four king post trusses. All timber in the trusses appeared to be sawn timber, with no signs of reuse.

7. Conclusions

- 7.1 The details on the north elevation with central gable show this was designed to be architecturally pleasing with its views towards Little Normanby Farm. The building was entirely functional and with one phase of construction. Most of the internal features remain, with some damage the hayracks in the cow shelters and the boarding over of the cart entrance. The building has been out of use for some time. There is graffiti on the walls, signs of structural cracks in the central room on the ground floor and the missing guttering to the north has allowed water ingress over time.

8. Bibliography

Brunskill, R.W. 1987 Traditional Farm Buildings of Britain. Gollancz.

Chartered Institute for Archaeologists. (2014) *Standard and Guidance for the Archaeological Recording of Buildings and Structures*. Reading: Institute for Archaeologists.

Chartered Institute for Archaeologists. (2014) Code of Conduct. Reading: Chartered for Archaeologists.

Historic England 2016 Understanding Historic Buildings. A Guide to Good Recording Practice.

Peters, J.E.C. 1981 Discovering Traditional Farm Buildings. Shire Publications.

9. List of Contributors

Photographer, Report, Illustrations and Plates: Kelly Hunter

Film Processing by CC Imaging, Leeds

Floor Plans and Elevations based on drawings provided by Edwardson Associates



Figure 1. Site Location.

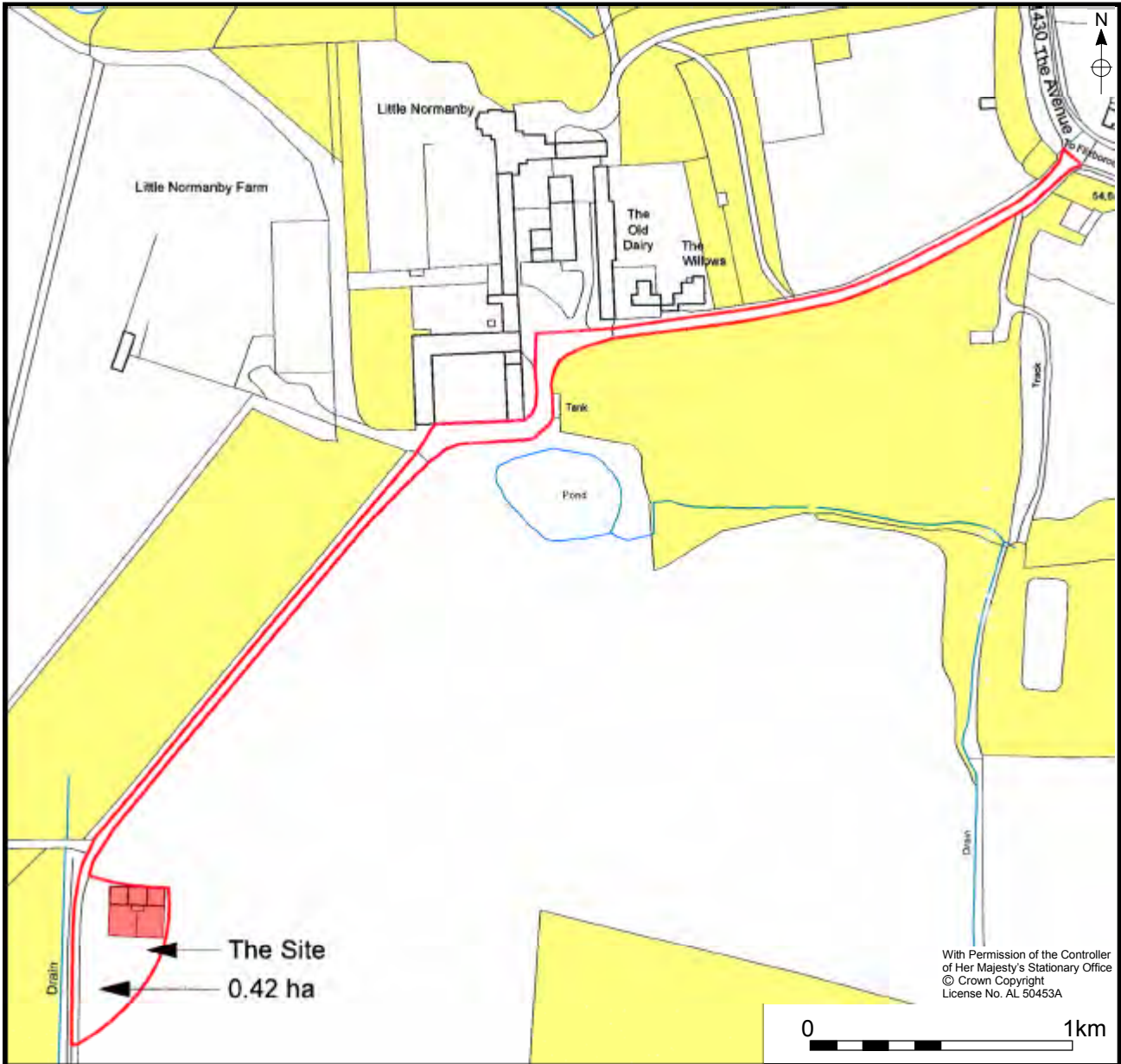


Figure 1. Site Location.

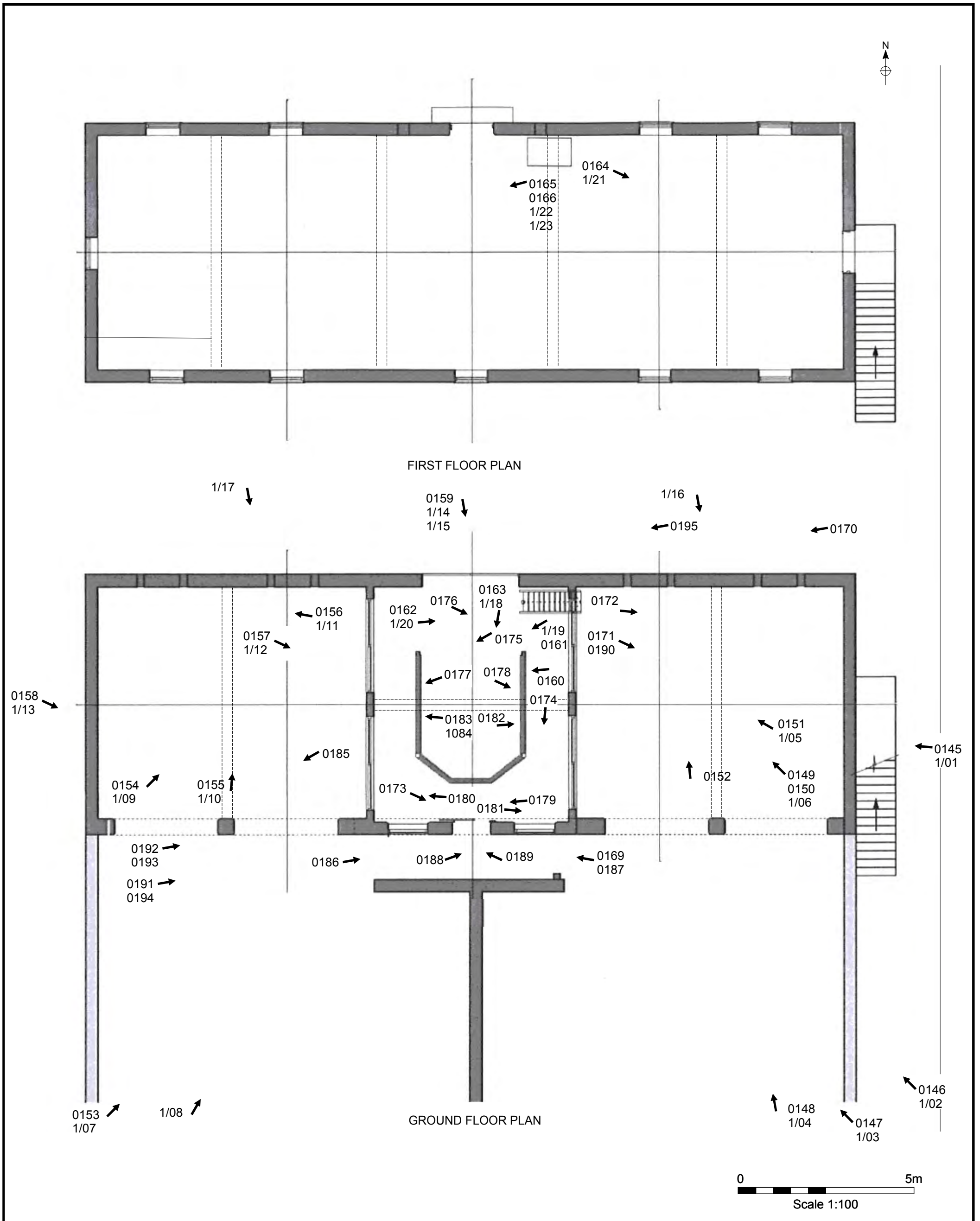
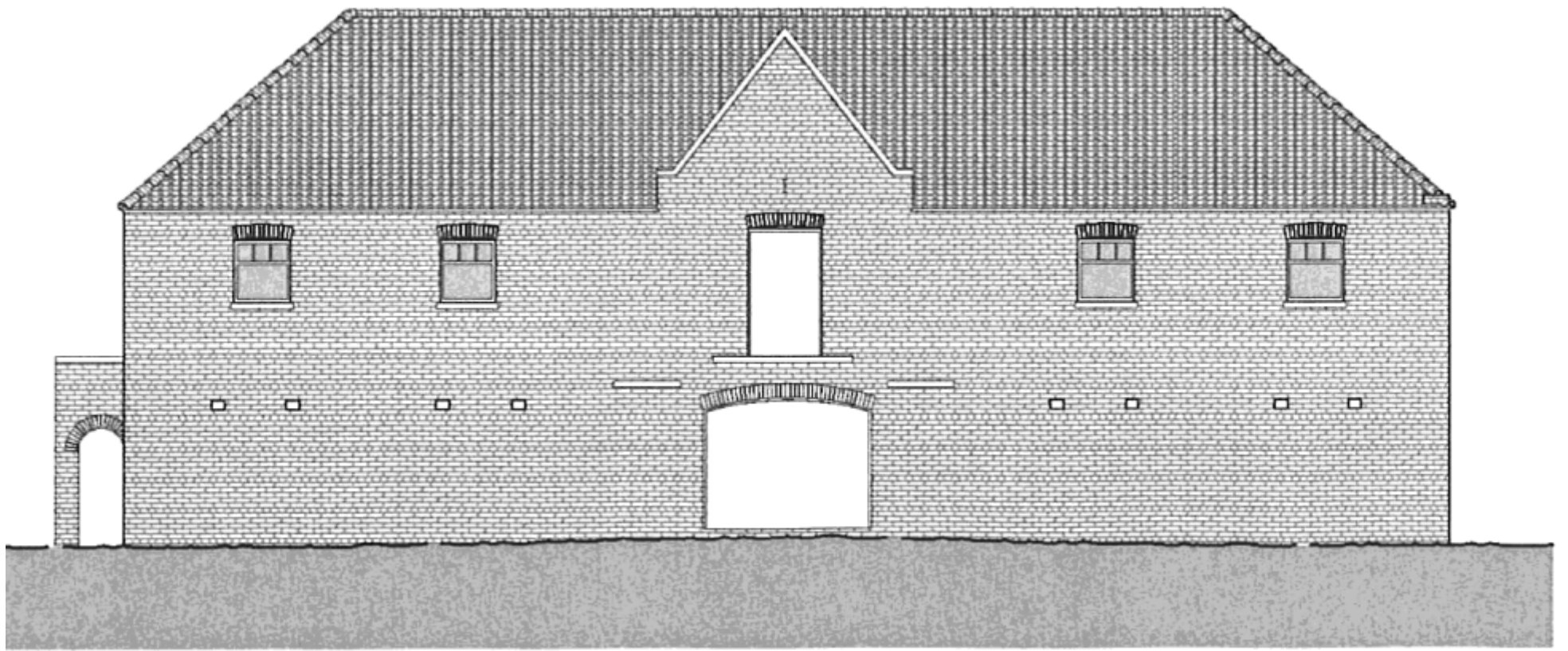
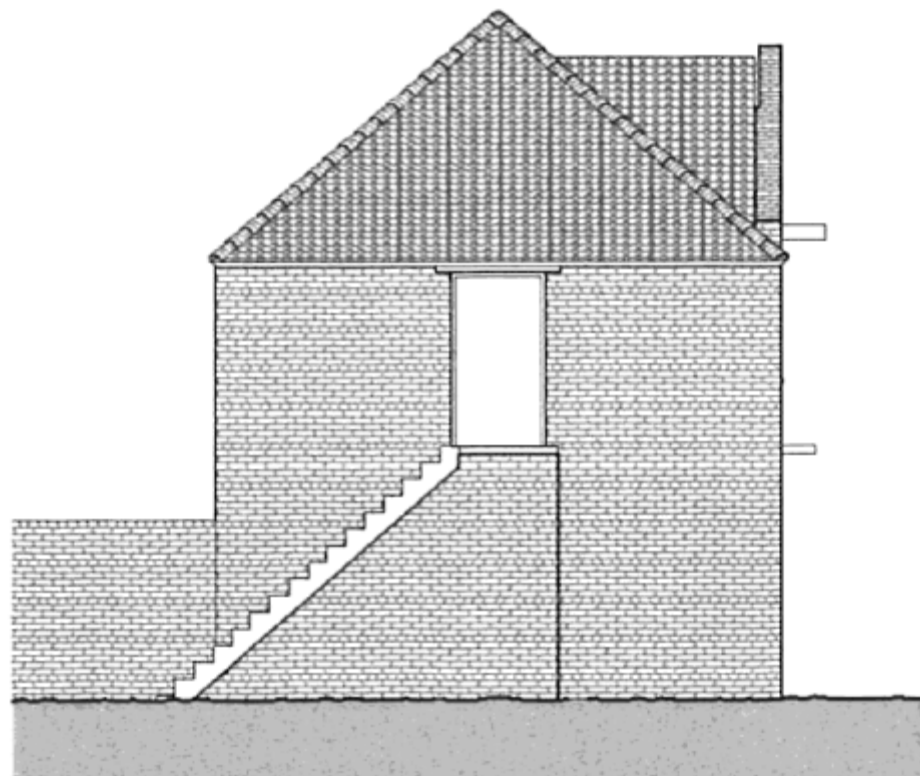


Figure 3. Dutch Barn: Floor Plans.



NORTH ELEVATION



EAST ELEVATION

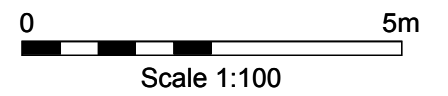


Figure 4. Dutch Barn: North and East Elevations.

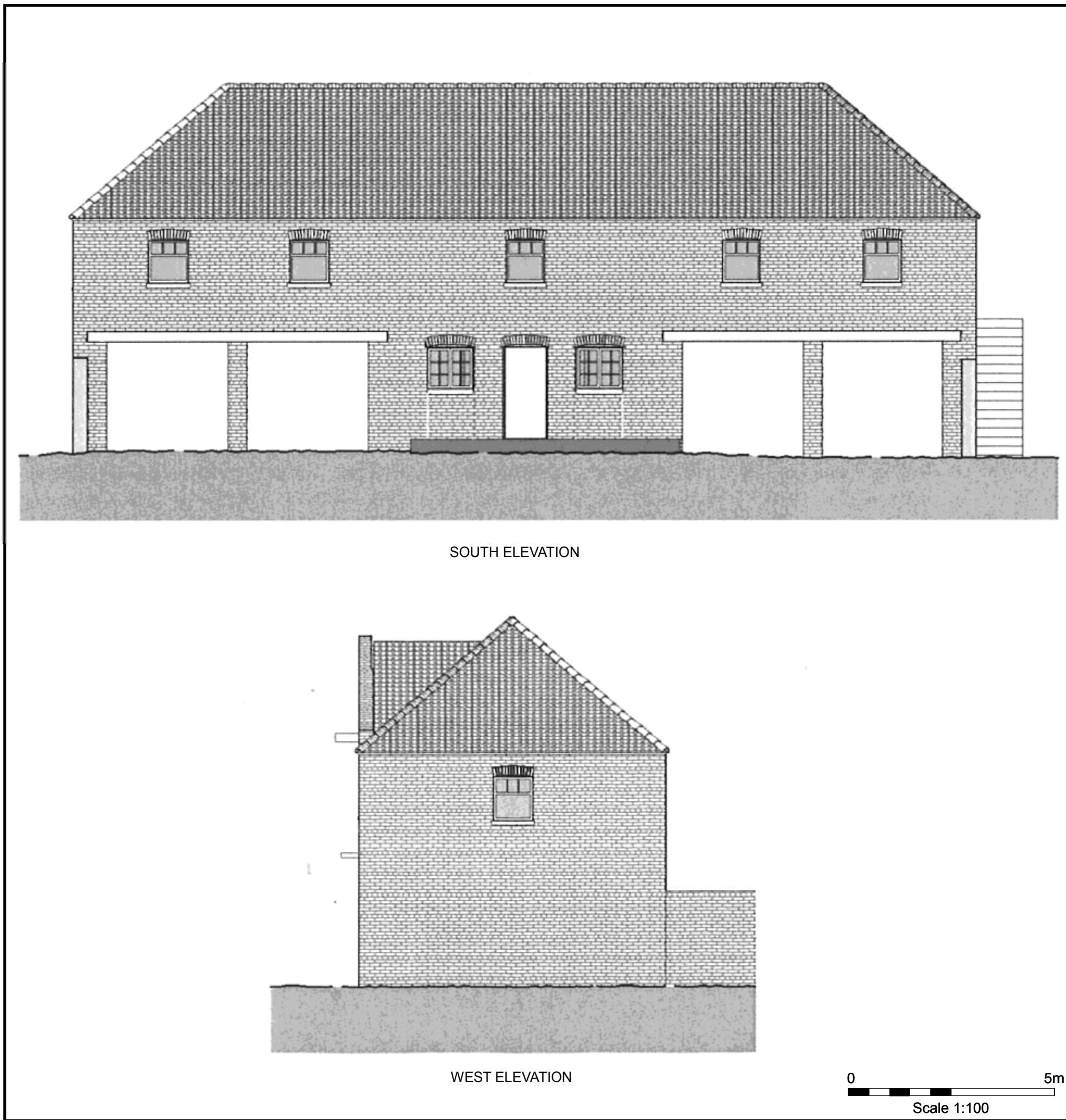


Figure 5. Dutch Barn: South and East Elevations.

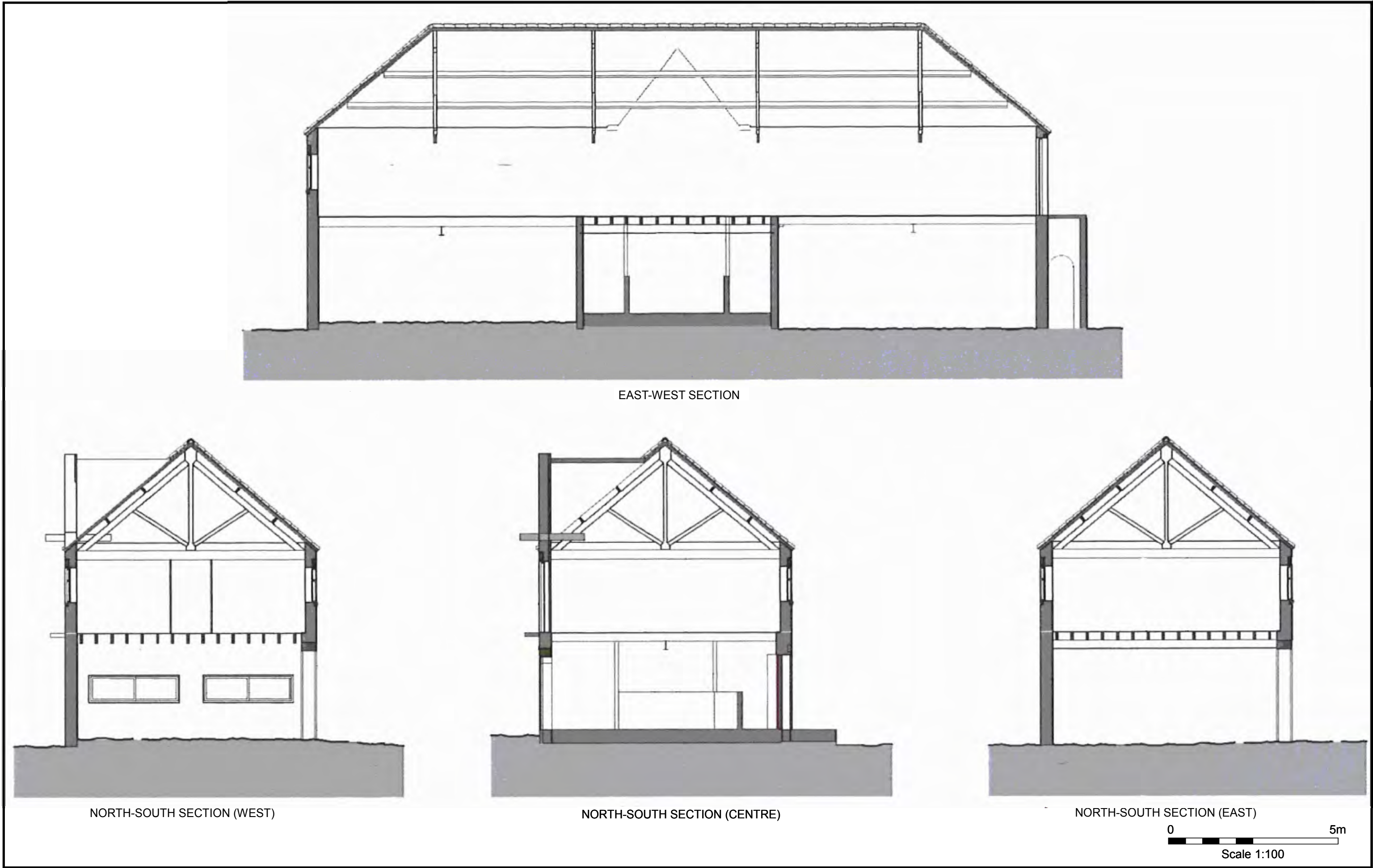


Figure 6. Dutch Barn: Sections.
PA/2014/1425



Plate 1. Dutch Barn: Exterior – East Elevation. Facing West.



Plate 2. Dutch Barn: Exterior – East and South Elevations. Facing North-west.



Plate 3. Dutch Barn: Exterior – South Elevation. Facing North.



Plate 4. Dutch Barn: Exterior: South Elevation. Facing North.



Plate 5. Dutch Barn: Exterior – West Elevation. Facing East.



Plate 6. Dutch Barn: Exterior – North Elevation. Facing South.



Plate 7. Dutch Barn: Exterior – North Elevation. Facing South-west.



Plate 8. Dutch Barn: Interior – Ground Floor. Facing North-west.



Plate 9. Dutch Barn: Interior – Ground Floor. Facing North-west.



Plate 10. Dutch Barn: Interior – Ground Floor. Facing North-east.



Plate 11. Dutch Barn: Interior – Ground Floor. Facing North.



Plate 12. Dutch Barn: Interior – Ground Floor. Facing South-west.



Plate 13. Dutch Barn: Interior – Ground Floor. Facing West.

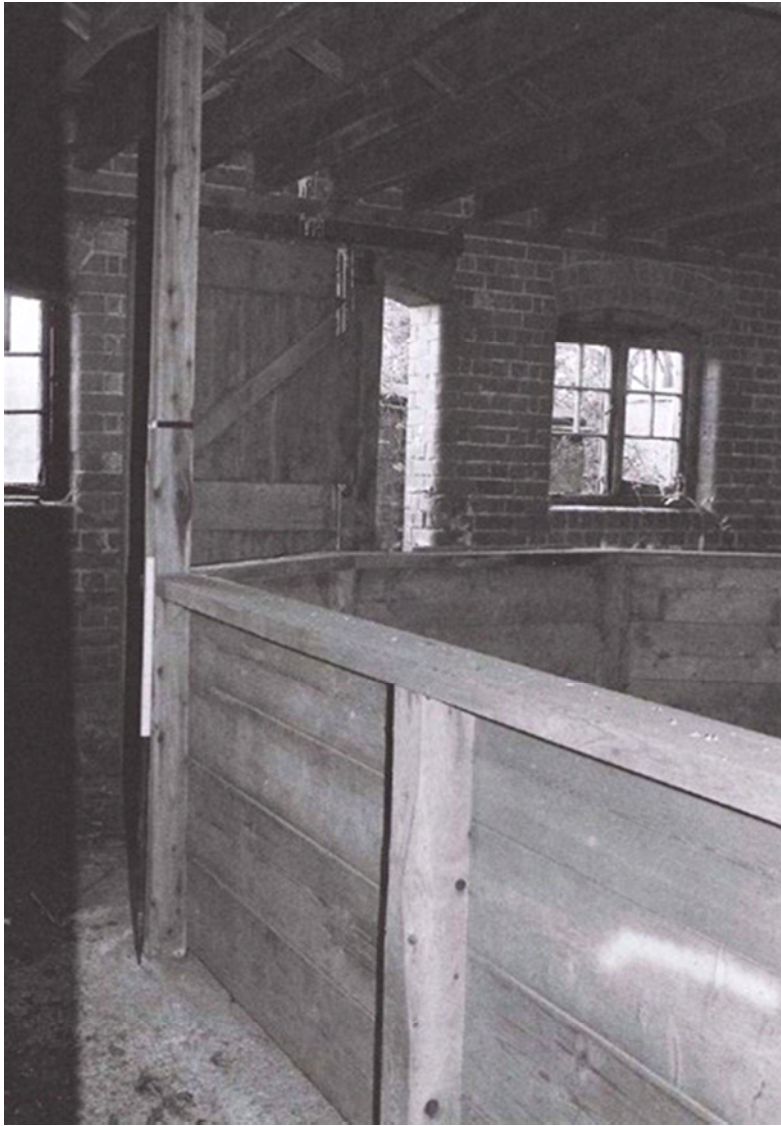


Plate 14. Dutch Barn: Interior – Ground Floor. Facing North.



Plate 15. Dutch Barn: Interior – Ground Floor. Facing East.



Plate 16. Dutch Barn: Interior – Ground Floor. Facing South.



Plate 17. Dutch Barn: Interior – First Floor. Facing East.



Plate 18. Dutch Barn: Interior – First Floor. Facing West.



Plate 19. Dutch Barn: Interior – First Floor. Facing West.

APPENDIX 1

Photographic Archive Listing

MAP 5.34.2017 - Dutch Barn, Little Normanby Farm, Normanby (SE 87885 16809)
PA/2014/1425

Monochrome Print (Ilford HP5 400 ASA) 35mm Format
Kelly Hunter MAP Archaeological Practice Ltd

Film/ Negative	Date	Description	Exposure	Aperture
Film 1/01	28/11/2017	Dutch Barn: Exterior - East Elevation West	125	f16
Film 1/02	28/11/2017	Dutch Barn: Exterior - East and North-west South Elevations	125	f16
Film 1/03	28/11/2017	Dutch Barn: Exterior - South North Elevation	125	f16
Film 1/04	28/11/2017	Dutch Barn: Exterior - South North Elevation (East Side)	125	f16
Film 1/05	28/11/2017	Dutch Barn: Interior - Ground Floor (East Side).	North-east 60	f8 (Flash)
Film 1/06	28/11/2017	Dutch Barn: Interior - Ground Floor (East Side).	North 60	f8 (Flash)
Film 1/07	28/11/2017	Dutch Barn: Exterior - South North Elevation	60	f11
Film 1/08	28/11/2017	Dutch Barn: Exterior - South North Elevation (West Side)	60	f11
Film 1/09	28/11/2017	Dutch Barn: Interior - Ground Floor (West Side)	North-west 60	f8 (Flash)
Film 1/10	28/11/2017	Dutch Barn: Interior - Ground Floor (West Side)	North 60	f8 (Flash)
Film 1/11	28/11/2017	Dutch Barn: Interior - Ground Floor (West Side)	West 60	f8 (Flash)
Film 1/12	28/11/2017	Dutch Barn: Interior - Ground Floor (West Side)	West 60	f8 (Flash)
Film 1/13	28/11/2017	Dutch Barn: Exterior - West East Elevation.	60	f8
Film 1/14	28/11/2017	Dutch Barn: Exterior - North South Elevation.	60	f8
Film 1/15	28/11/2017	Dutch Barn: Exterior - North South Elevation.	60	f11
Film 1/16	28/11/2017	Dutch Barn: Exterior - North South Elevation (East Side).	60	f8
Film 1/17	28/11/2017	Dutch Barn: Exterior - North South Elevation (West Side).	60	f8
Film 1/18	28/11/2017	Dutch Barn: Interior - Ground Floor	South 60	f8 (Flash)
Film 1/19	28/11/2017	Dutch Barn: Interior - Ground Floor.	South 60	f8 (Flash)
Film 1/20	28/11/2017	Dutch Barn: Interior - Ground Floor.	East 60	f8 (Flash)
Film 1/21	28/11/2017	Dutch Barn: Interior - First Floor.	East 60	f8 (Flash)
Film 1/22	28/11/2017	Dutch Barn: Interior - First Floor.	West 60	f8 (Flash)

Film 1/23	28/11/2017	Dutch Barn: Interior - First Floor.	West	60	f8 (Flash)
Film 1/24	28/11/2017	Dutch Barn:Exterior - North Elevation (Centre).	South-west	60	f5.6 (Flash)

Digital Photographs

Camera: Pentax WG-1 (14 Megapixel)

File	Date	Description	Facing
IMGP0145	28/11/2017	Dutch Barn: Exterior - East Elevation	West
IMGP0146	28/11/2017	Dutch Barn: Exterior - East and South Elevations	North-west
IMGP0147	28/11/2017	Dutch Barn: Exterior - South Elevation	North
IMGP0148	28/11/2017	Dutch Barn: Exterior - South Elevation (East Side)	North
IMGP0149	28/11/2017	Dutch Barn: Interior - Ground Floor (East Side).	North-east
IMGP0150	28/11/2017	Dutch Barn: Interior - Ground Floor (East Side).	North-east
IMGP0151	28/11/2017	Dutch Barn: Interior - Ground Floor (East Side).	North
IMGP0152	28/11/2017	Dutch Barn: Interior - Ground Floor (East Side).	North
IMGP0153	28/11/2017	Dutch Barn: Exterior - South Elevation	North
IMGP0154	28/11/2017	Dutch Barn: Interior - Ground Floor (West Side)	North-west
IMGP0155	28/11/2017	Dutch Barn: Interior - Ground Floor (West Side)	North
IMGP0156	28/11/2017	Dutch Barn: Interior - Ground Floor (West Side)	West
IMGP0157	28/11/2017	Dutch Barn: Interior - Ground Floor (West Side)	West
IMGP0158	28/11/2017	Dutch Barn: Exterior - West Elevation.	East
IMGP0159	28/11/2017	Dutch Barn: Exterior - North Elevation.	South
IMGP0160	28/11/2017	Dutch Barn: Interior - Ground Floor.	West
IMGP0161	28/11/2017	Dutch Barn: Interior - Ground Floor.	South
IMGP0162	28/11/2017	Dutch Barn: Interior - Ground Floor.	East
IMGP0163	28/11/2017	Dutch Barn: Interior - Ground Floor.	South
IMGP0164	28/11/2017	Dutch Barn: Interior - First Floor.	East
IMGP0165	28/11/2017	Dutch Barn: Interior - First Floor.	West
IMGP0166	28/11/2017	Dutch Barn: Interior - First Floor.	West
IMGP0169	28/11/2017	Dutch Barn: Exterior - North Elevation.	West
IMGP0170	28/11/2017	Dutch Barn: Exterior - North Elevation.	West
IMGP0171	28/11/2017	Dutch Barn: Interior - Ground Floor (East Side).	North-west

IMGP0172	28/11/2017	Dutch Barn: Interior - Ground Floor.	North
IMGP0173	28/11/2017	Dutch Barn: Interior - Ground Floor.	ast
IMGP0174	28/11/2017	Dutch Barn: Interior - Ground Floor.	North
IMGP0175	28/11/2017	Dutch Barn: Interior - Ground Floor.	South
IMGP0176	28/11/2017	Dutch Barn: Interior - Ground Floor.	East
IMGP0177	28/11/2017	Dutch Barn: Interior - Ground Floor.	West
IMGP0178	28/11/2017	Dutch Barn: Interior - Ground Floor.	East
IMGP0179	28/11/2017	Dutch Barn: Interior - Ground Floor.	South-west
IMGP0180	28/11/2017	Dutch Barn: Interior - Ground Floor.	West
IMGP0181	28/11/2017	Dutch Barn: Interior - Ground Floor.	East
IMGP0182	28/11/2017	Dutch Barn: Interior - Ground Floor.	East
IMGP0183	28/11/2017	Dutch Barn: Interior - Ground Floor.	West
IMGP0184	28/11/2017	Dutch Barn: Interior - Ground Floor.	West
IMGP0185	28/11/2017	Dutch Barn: Interior - Ground Floor.	West
IMGP0186	28/11/2017	Dutch Barn: Interior - Ground Floor.	East
IMGP0187	28/11/2017	Dutch Barn: Exterior - North Elevation.	West
IMGP0188	28/11/2017	Dutch Barn: Exterior - South Elevation.	North
IMGP0189	28/11/2017	Dutch Barn: Exterior - South Elevation.	North
IMGP0190	28/11/2017	Dutch Barn: Interior - Ground Floor (East Side).	South-west
IMGP0191	28/11/2017	Dutch Barn: Exterior - South Elevation.	North-east
IMGP0192	28/11/2017	Dutch Barn: Exterior - South Elevation.	North-east
IMGP0193	28/11/2017	Dutch Barn: Exterior - South Elevation.	North-east
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Film1Neg5



Film1Neg6



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Film1Neg11



Film1Neg12



Film1Neg13



Film1Neg14



Film1Neg15



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Film1Neg24



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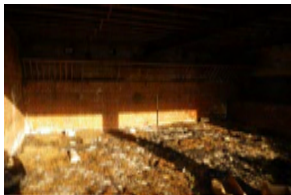
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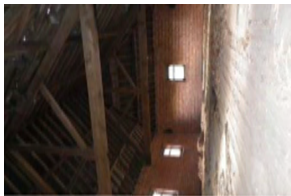
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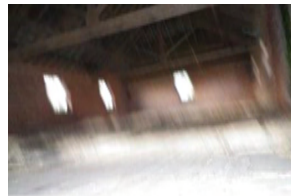
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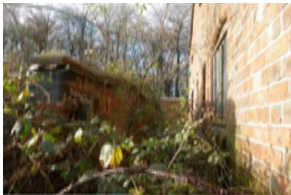
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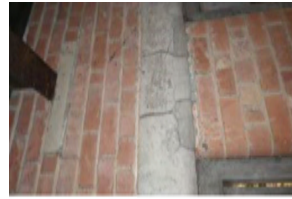
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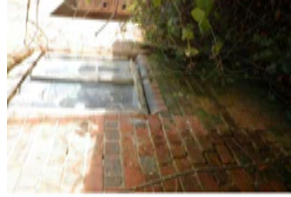
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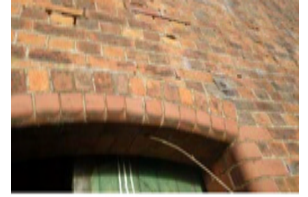
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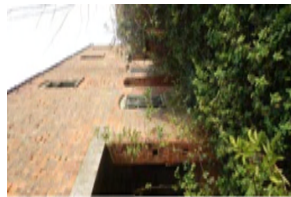
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(PHOTOGRAPHIC & DESCRIPTIVE RECORD)**

1 Introduction

- 1.1 This document sets out the details for the Historic Building Recording required for the Dutch Barn at Little Normanby Farm, Normanby, Scunthorpe, North Lincolnshire (Planning Application Ref. **PA/2014/1425**). The Written Scheme of Works has been commissioned by Edwardson Associates and will provide a record of the structures in advance of their alteration on the North Lincolnshire Historic Environment as a permanent archive record of the agricultural function of this barn to inform future study and management.
- 1.2 In accordance with the recommendations of the National Planning Policy Framework (March 2012) states that the *'Local Planning Authority... 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 [within the Historic Environment Record].'* The Historic Building Recording and Report

will be undertaken to satisfy Conditions 5, 6 and 7 on the Planning Permission (**PA/2014/1425**):-

Condition 5

No alteration or development shall take place until the applicant, or their agents or successors in title, has produced an historic building record in accordance with a written specification, including a timetable for the recording, which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason

The building is considered to be of architectural and historic interest and contributes to the character of the local countryside. Development should be carried out in accordance with policy RD9 of the North Lincolnshire Local Plan.

Condition 6

The historic building recording shall be carried out in accordance with the approved details and timings, subject to any variations agreed in writing by the local planning authority.

Reason

The building is considered to be of architectural and historic interest and contributes to the character of the local countryside. Development should be carried out in accordance with policy RD9 of the North Lincolnshire Local Plan.

Condition 7

The historic building archive shall be deposited at the North Lincolnshire Historic Environment Record within six months of the date of commencement of the development hereby approved by this permission or such other period as may be agreed in writing by the Local Planning Authority.

Reason

The building is considered to be of architectural and historic interest and contributes to the character of the local countryside. Development should be carried out in accordance with policy RD9 of the North Lincolnshire Local Plan.

- 1.3 All maps within this report have been produced from the Ordnance Survey with the permission of the Controller of Her Majesty's Stationery Office, Crown Copyright. License No. AL 50453A.

2 Compliance

- 2.1 The Historic Building Recording shall be undertaken in a manner consistent with the Chartered Institute for Archaeologists Standard and Guidance 'Standards and guidance for the archaeological investigation

and recording of standing buildings or structures' revised December 2014 and the Historic England's Guidelines '*Understanding Historic Buildings, A Guide to Good Recording Practice*', 2016.

- 2.2 All relevant English Heritage guidance on archaeological practice must be followed.

3. Site Description

- 3.1 The Proposed Development Area is an isolated farm building located 220m south of Little Normanby Farm. The farm is located south-west of Normanby village, which is located 5km north of the village of Scunthorpe. The Proposed Development Area comprises dutch barn and attached foldyard (PA/2014/1425).

- 3.2 The development area of the Dutch Barn is 0.42 Ha, which stands at a height of c. 55m AOD.

- 3.3 The Proposed Development Area stands on soils of the Newton 1 Soil Association (551d: Mackney et al. 1984 . 10) described as "*deep well drained sandy and coarse loamy soils. Some sandy soils affected by groundwater. Risk of wind and water erosion*".

4. Archaeological and Historical Background

- 4.1 The dutch barn at Little Normanby Farm is located within the Parish of Burton upon Stather, and is an isolated structure 500m south of the farm.

- 4.2 The farm has a rectangular plan with attached foldyard to the south, which post-date 1888 and pre-date the 1947 Ordnance Survey maps.

5. Aims and Objectives

- 5.1 The Aim of the Historic Building Recording of the farm buildings on site:-
- Provide a systematic historic building recording of both buildings prior to the commencement of any alterations
 - to determine the original nature, date and survival of any earlier structure and fabric and their development to present day

6. Methodology

- 6.1 The Proposed Work at the Dutch Barn at Little Normanby Farm will entail the reuse, alteration and renovation of this farm building. The form of this building relates to farming and social practices which have already been superseded, and for which they are important and vulnerable evidence.
- 6.2 The Historic Building Recording will be undertaken of Dutch Barn to determine their original nature, date and survival of any earlier structure and fabric and their development to present, to inform an assessment of significance and any appropriate mitigation measures to guide the refurbishment proposals.
- 6.3 Assessment of all internal and external features of historical or architectural interest shall be undertaken to a professional standard by fully trained and competent archaeologist. Each feature shall be place in its context within the present structure. Monochrome prints using 35mm format Nikon cameras with a 35mm perspective shift lens or a 50mm lens, supplemented with high resolution digital photographs (12 megapixel or greater) shall be taken for the photographic record. Film

used will be Ilford HP-5 400 ASA print film. The negatives will be processed and 7 by 5 inch prints produced.

6.4 The photographic record will comprise:

- The building in the context of the immediate surrounding (i.e. the relationship to other buildings and structures)
- External elevations
- A general internal photographic record should be made of the building, including internal walls/subdivisions
- The roof structure of each section of the building
- Details, e.g. windows, openings, doors, decorative brickwork, carpentry joints, reused timbers and any other interesting features, fixtures or fittings. Where particular features such as windows or openings of a single type, occur more than once within the structure, only representative photographs need be taken.
- General views should be taken of each room/space to be altered, and on each floor or discrete internal space, from a sufficient number of vantage points to adequately record the form, general appearance and method of construction of each area photographed; this may require ancillary lighting or flash equipment.
- Wherever possible photographs should be taken at right angles to the elevations or detail. A metric scale of an appropriate length will be used (preferably a 0.5m, 1m or 2m ranging pole as appropriate).
- Electronic flash and/or battery powered strip lights may be used for fill in lighting for the internal shots.

6.5 Floor plans shall be produced at a scale of 1:100. Section or elevation drawings, if required, will be drawn at a scale of 1:20.

6.6 If items of architectural or historical importance require salvage to achieve preservation by record, or timber, plaster or mortar samples are required, a finds recovery and conservation strategy shall be prepared in advance of construction work starting.

7. Report Preparation, Contents and Distribution

7.1 Upon completion of the building recording, information will be assessed as to their potential and significance for further analysis.

7.2 A report will be prepared to include the following:

- a) A non-technical summary of the results of the work, Introduction and aims and objectives.
- b) An introduction which should include
 - the site code/project number
 - planning reference number
 - dates when fieldwork took place
 - grid reference
- c) An account of the methods and results of the Building Recording, describing materials, structure, development and phasing and include :
 - Basic dimensions and layout of the buildings and individual rooms/internal spaces
 - Building fabric and roof covering,
 - Structural detail and construction e.g. windows, openings, doors, decorative brickwork, carpentry joints, joists/roof structures, re-used timbers and any other interesting features, fixtures or fittings
 - Any observations on date, phasing, development and function of the building/s, including any fixtures and fittings,

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- d) The written description should be cross-referenced to the photographic survey and individual images, and to an accurate scale plan of the buildings.
 - e) Appendices, as appropriate, including Detailed archive description and photographic record and location and destination, and a copy of the Written Scheme of Investigation
 - f) References and bibliography of all sources used
- 7.3 Copies of the report will be submitted to the commissioning body, the Local Planning Authority and the NLHER within an agreed timetable and subject to any contractual requirements on confidentiality
- 7.4 We will provide a digital copy of the report in PDF format to the NLHER.
- 7.5 A Brief, interim report may be required shortly after the completion of fieldwork.
- 8. Archive**
- 8.1 The historic building archive of the prints, negatives, plans and report will be stored in a suitable rigid binder or folder, clearly marked on the outside with the name and location of the building or site, and the month/year of the survey.
- 8.2 The photographic archive should be accompanied by a short written summary providing brief details of the photographic survey, the equipment and methodology used, the name of the photographer and the date and duration of the photographic survey.

- 8.3 Prints and negatives should be presented in archivally stable negative sleeves and display pockets. The use of PVC holders should be avoided as these cause damage to the photographs in the long term.
- 8.4 Prints will be 7" x 5" and labelled on the reverse (taking care not to damage the print). Labelling must include the name and address of the building, date recorded, photographer's name, and national grid reference (see NGR above).
- 8.5 Digital images must be printed out on archival quality photographic paper to be included in the archive.
- 8.6 The historic building lodged with the HER on completion of the report.

9. Copyright, Confidentiality and Publicity

- 9.1 Unless the individual/organisation commissioning the project wishes to state otherwise, the copyright of any written, graphic or photographic records and reports rests with MAP.

10 Monitoring, Health and Safety & Insurance

- 10.1 The work will be monitored under the auspices of the NLHER who have been consulted about the commencement of site works.
- 10.2 Health and safety will take priority over archaeological matters. All archaeologists undertaking fieldwork must comply with all Health and Safety Legislation, this includes the preparation of a Risk Assessment.
- 10.3 Necessary precautions should be taken over underground services and overhead lines.

10.4 MAP will provide evidence of all necessary insurances, including Employer's Liability, Professional Liability and Public Liability Cover.

11. Timetable and Staffing

11.1 On site work to commence in November 2017 by two archaeologists. Photographic processing, archive preparation and the report will commence on completion of on-site works. Deposition of the photographic archive by the end of January 2018.

12. References

Chartered Institute for Archaeologists 2014 *Standard and Guidance for the Archaeological Recording of Buildings and Structures.*

Chartered Institute for Archaeologists 2014 *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.*

Chartered Institute for Archaeologists 2014 Code of Conduct.

Historic England 2016 *Understanding Historic Buildings, A Guide to Good Recording Practice.*

Lee, E. (2006) *Management of Research Project in the Historic Environment: The MoRPHE Project Managers' Guide.* Swindon: English Heritage.

Walker, K., 1990. *Guidelines for the preparation of excavation archives for long-term storage,* Archaeology Section of the United Kingdom Institute for Conservation.



Figure 1. Site Location.

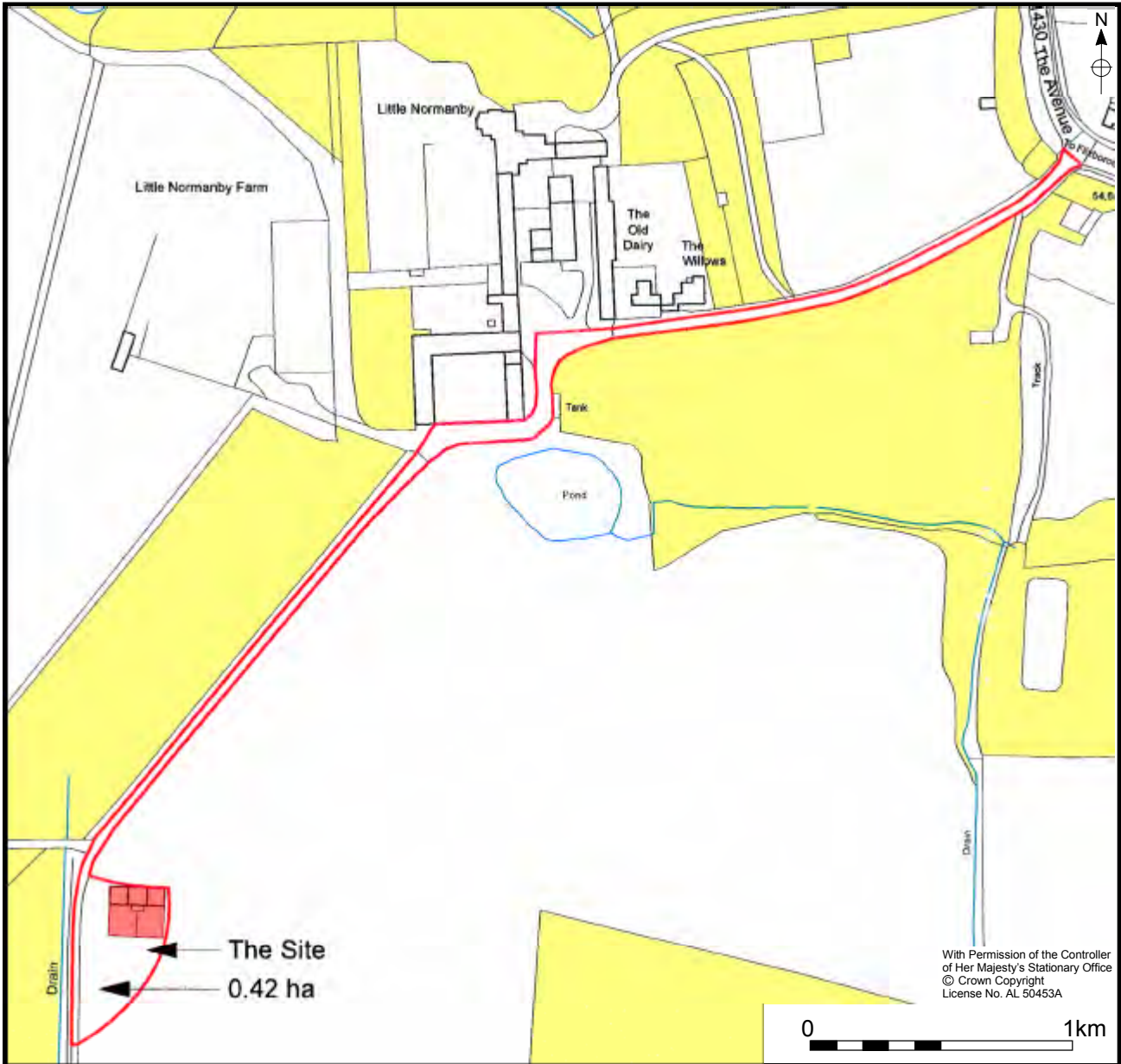


Figure 1. Site Location.

