



2 Lancaster Road, Overton, Lancaster, Lancashire

Archaeological Building Investigation



Oxford Archaeology North

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Carolyn Barry

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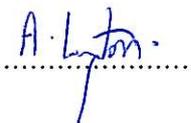
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SUMMARY

A planning application (1/08/01253/CU) was submitted to Lancaster City Council for the conversion of a barn attached to a cottage at 2 Lancaster Road, Overton, Lancashire (NGR SD 43703 58087). The building lies at the north-eastern end of the medieval village of Overton and is depicted on the Ordnance Survey first edition 1:10,560 mapping of 1848, where it appears to be part of a small farmstead of two parallel rows of buildings. Lancashire County Archaeology Service (LCAS) recommended a buildings investigation of English Heritage Level II/III standard before conversion.

An examination was made of cartographic sources, in order to place the results of the building investigation into an historical context. A written description was made of all principal building elements, both internal and external, as well as any features of historical or architectural significance. A photographic archive was also compiled to produce black and white prints, and colour slides.

The survey of the barn revealed that some modification of the original fabric had been carried out in the past and there were few features worthy of extensive discussion and analysis. What does remain is consistent with the results of the map regression analysis which revealed that a collection of buildings on the site were first illustrated on the 1848 Ordnance Survey map, the northern one being of similar rectangular dimensions and orientation to the current building. All the other buildings have been removed and there is now no trace of any adjacent structures. The remaining general fabric of the building is consistent with a date of at least the middle of the nineteenth century. The building is not illustrated on either Yates' (1786) or Hennessey's (1830) maps of Lancashire.

There were two phases of construction and alteration, the first of which was the construction of the three-bay building which was probably part of a small farmstead dated to at least the mid-nineteenth century. The attached cottage may not have always been a dwelling and the original farmhouse may have been demolished, as evidenced by buildings on earlier mapping. Most of the changes took place in the late twentieth century when much of the original fabric was removed or altered.

The barn was concluded to be part of a small farmstead, possibly constructed in the early-mid nineteenth century, altered in the twentieth century and surviving evidence reveals former stalls suggesting a livestock use. No recommendations for further investigative work were made.

ACKNOWLEDGEMENTS

Oxford Archaeology North (OA North) would like to thank Carolyn Barry for commissioning and supporting the project. Thanks are also due to Mr and Mrs Tyrrell for arranging access to the building.

Karl Taylor undertook the building investigation, conducted the map regression analysis, wrote the report and produced the drawings, and Alison Plummer managed the project and also edited the report.

1. INTRODUCTION

1.1 CIRCUMSTANCES OF THE PROJECT

- 1.1.1 Carolyn Barry has submitted planning proposals (1/08/01253/CU) to Lancaster City Council for the conversion of a barn attached to a cottage at 2 Lancaster Road, Overton, Lancashire (NGR SD 43703 58087). The building lies at the north-eastern end of the medieval village of Overton and is depicted on the Ordnance Survey first edition 1:10,560 mapping of 1848, where it appears to be part of a small farmstead of two parallel rows of buildings. Due to the historic nature of the building Lancashire County Archaeology Service (LCAS) recommended a buildings investigation of English Heritage Level II/III standard (English Heritage 2006) prior to conversion. The detail of the record was reduced, in line with the fact that the barn had already been altered previously, following discussions and agreement between the client and LCAS.
- 1.1.2 Mrs Barry commissioned Oxford Archaeology North (OA North) to carry out the building investigation following the acceptance, by LCAS, of a project design, which was produced in accordance with recommendations made by LCAS. The following report presents the results of the archaeological building investigation.

2. METHODOLOGY

2.1 HISTORICAL RESEARCH

2.1.1 All available historic Ordnance Survey maps, and other relevant documents and photographs, were examined. This work provided background information with regard to the date of construction, use and re-use of the barn and a discussion of the significance of the building.

2.2 BUILDING INVESTIGATION

2.2.1 **Descriptive Record:** written records using OA North *pro forma* record sheets were made of all principal building elements, both internal and external, as well as any features of historical or architectural significance. Particular attention was also paid to the relationship between parts of the building, especially those that would show their development and any alterations. These records are essentially descriptive, although interpretation is carried out on site as required.

2.2.2 **Site drawings:** other than the inclusion of 'as existing' architects drawings (Figs 8-11) and a photographic location plan (Figs 6 and 7), no other drawings were required to be produced.

2.2.3 **Photographs:** a photographic archive was compiled utilising 35mm SLR cameras to produce black and white prints, and colour slides. A 10 megapixel digital SLR camera was also be used to provide reference photographs and plates within the report. The location of the photographs are be shown on a site plan (Figs 6 and 7). The photographic archive comprised the following:

- (i) The external appearance and setting of the building;
- (ii) The overall appearance of principal rooms and circulation areas;
- (iii) External or internal detail, structural or architectural, which was relevant to the design, development and use of the buildings, and did not show adequately on general photographs;
- (iv) Internal detailed views of features of especial architectural interest, fixtures and fittings, or fabric detail relevant to phasing the building.

2.3 ARCHIVE

2.3.1 The results of all archaeological work carried out will form the basis for a full archive to professional standards, in accordance with current English Heritage guidelines (*Management of Archaeological Projects*, 2nd edition, 1991). The original record archive of project will be deposited with Lancashire County Record Office in Preston.

2.3.2 The Arts and Humanities Data Service (AHDS) online database *Online Access to index of Archaeological Investigations* (OASIS) will be completed as part of the archiving phase of the project.

3. HISTORIC BACKGROUND

3.1 INTRODUCTION

3.1.1 An examination was made of cartographic sources, in order to place the results of the building investigation into an historical context. The results are summarised below in the form of a map regression.

3.2 MAP REGRESSION

3.2.1 *Yates' Map of Lancashire 1786*: the village of Overton is named on this map and a number of buildings are illustrated. There are no structures located in the fork where Lancaster Road and Middleton Road meet.

3.2.2 *Hennet's Map of Lancashire, 1830*: there are no structures located in the fork of Lancaster Road and Middleton Road.

3.2.3 *Ordnance Survey First Edition 6" to 1 mile, 1848 (Fig 2)*: this is the first map to illustrate buildings in the location of the current structure being directly north of the fork of Lancaster Road and Middleton Road. There are two parallel east/west aligned rectangular buildings shown, with a collection of smaller structures between the two, at the east end, thus forming an enclosed 'yard'. Within the yard there is a feature which is possibly a tree. The southernmost of the two rectangular buildings is the smaller of the two, and is situated on the edge of the road junction.

3.2.4 *Ordnance Survey First Edition 1:2500, 1891 (Fig 3)*: this map is more detailed than the previous 6" map and clearly shows the nature of the buildings. The two buildings illustrated on the 1849 map are shown as not parallel to each other on this map, and the southern-most structure or range is divided into three, together with a long narrow structure along its north elevation. There is a further single structure to the east, which follows the line of Lancaster Road. The attached barn is clearly divided into two and there are small structures attached to its east elevation and the west end of the north elevation. A short boundary wall or fence protrudes from the west side. The layout of the buildings forms a 'C-shape' and encloses a small yard accessed from Middleton Road.

3.2.5 *Ordnance Survey Second Edition 1:2500, 1913 (Fig 4)*: the layout of the site illustrated on this map is very similar to that shown on the previous map. There are notable differences though, including the illustration of the eastern third part of the southern range, which now appears to be a fenced or walled off enclosure and not a building. The other two buildings are identical and appear to have small enclosures on the north side. An additional building is now located just to the north-east of the site, adjacent to Lancaster Road. Three field boundaries are located at the north side of the site. The small structures attached to the east and north sides of the attached barn, are not illustrated.

3.2.6 **Ordnance Survey Third Edition 6" to 1 Mile, 1916 (Fig 5):** the 6" maps are not as detailed as the 1:2500 but nevertheless some changes appear to have taken place since 1913, notably with the sub-division of a field to the north of the site and the addition of a boundary to the west of the buildings.

4. BUILDING INVESTIGATION RESULTS

4.1 INTRODUCTION

- 4.1.1 The building investigation at 2 Lancaster Road, Overton was concerned with the two bay barn that was attached to the east side of the house. The barn had previously been modified and much of the interior had been altered and original internal partitions had been removed. The investigation consisted of a detailed written account together with a photographic record.
- 4.1.2 The house and barn are situated in the centre of the village of Overton (Fig 2) in the fork created by Lancaster Road and Middleton Road (Plate 1). They appear to be part of the same building, the western part of which has obviously been modernised. The building is trapezoidal in plan; surrounded by gardens and is set back somewhat from the main road. Current access is via a concrete drive at the south side of the building.
- 4.1.3 This description is concerned with the barn and the nature of the adjacent house will not be discussed unless it is significant to the understanding of the origins and development of the barn.

4.2 EXTERNAL DETAIL

- 4.2.1 The three external elevations were recorded, all of which were of identical construction. The main fabric consists of coursed, squared rubble (sandstone) of varying quality with smeared cement mortar on the north and south elevations (Plates 2-4). The mortar on the east elevation has been removed and there is some surviving lime mortar visible in the north elevation. There are large (painted) alternate long and short quoins to each corner, which exhibit varying degrees of pick marks. The roof has been replaced in the late twentieth century and the external covering entirely (including the house) comprises concrete tiles. The soffits and fascia boards are all PVCu.
- 4.2.2 ***The south elevation (Fig 8):*** this houses the main entrance, which is currently an 'up and over' late twentieth century garage door. This is set within a larger barn doorway which has a segmental arch and quoins and has been partially blocked with concrete or 'breeze' blocks (Plate 5). Internally, there is a timber lintel. This door allows access to the main internal space (Room 1, *Section 4.3.1*). To the right of this is a further, smaller doorway, that provides access to Room 2 (*Section 4.3.5*). This has a substantial stone long-and-short work surround with large stone lintel and a later twentieth century door. There are no windows, neither is there any evidence for any blocked or removed windows.
- 4.2.3 ***The north elevation (Fig 9):*** this is identical in construction to the south elevation and contains two doorways and two windows (Plate 3). The door on the right side of the elevation provides access into Room 1 and is of similar appearance to the smaller doorway already described. This also has a modern door. The doorway on the left side of the elevation allows access into Room 3

(Section 4.3.6) and appears to have been inserted or is a converted former window. The lower part of the jambs appear to have been cut out in order to create the opening (Plate 6). There is no stone surround and there is a simple timber lintel. The fenestration consists of two windows, that on the right being a nine-light timber-framed example with a timber lintel. The other is a four-light casement with a large stone lintel. Both window apertures appear to be part of the original fabric, although the frames may have been replaced.

4.2.4 **East Elevation (Fig 10):** this east-facing gable elevation faces directly onto Lancaster Road (Plate 4). Again, it is of identical construction to the other elevations but all the mortar has been removed. There is a blocked ground floor door at the north side which once allowed access to Room 3. This has been blocked externally with the same fabric as the main elevation but internally it is blocked with concrete or 'breeze' block. There is a single small window centrally placed on the upper floor, which has been blocked internally (Room 4) with concrete blocks. Externally, the former frame remains *in situ* which is of casement type. Above the window is a small square 'owl hole'

4.3 INTERNAL DETAIL

4.3.1 The current main access into the building is via the garage door in the south-facing elevation (Section 4.2.2) which leads into the largest of the rooms, Room 1. The interior has been modified and it is apparent that little of the original fabric remains. All the fixtures and fittings, such as the lights, are of later twentieth century origin.

4.3.2 **Room 1 (Fig 6):** as has already been mentioned, this is the largest room in the building and is open, from ground floor, right up in to the roof space (Plate 7). The room was being used for storage at the time of the survey, and although some boxes obscured the view, most of these were placed against the west wall, which was of concrete block construction and was not included in the conversion plans. This wall divided the already converted house from the barn. Most of the internal walls have been whitewashed and lime mortar is visible. The floor is laid down to concrete.

4.3.3 Upon entering the room, the nature of the construction of the original opening of the barn door is visible (Plate 8). This has a segmental arch augmented by a substantial timber lintel, which was probably inserted due to structural weakness as evidenced by a large crack above the doorway.

4.3.4 The east wall, which divides this room from Rooms 2 and 3 is of stone construction of identical fabric to the external walls and is probably part of the original fabric (Plate 7). The wall extends to first floor height, above which is the loft space (Room 4), which is accessed via a timber and plywood staircase of recent origin. The north wall contains a further door allowing access to the rear garden and a window (Section 4.2.3). The window has a large sill and may have once been a larger opening.

4.3.5 **Room 2 (Fig 6):** there is no internal inter-access between any of the rooms in the building and access into Room 2 is via the doorway in the south elevation

(*Section 4.2.2*). It is a small room and is divided from Room 3 by a makeshift plywood partition wall. The external walls were originally whitewashed but extensive smeared repointing has been undertaken. The most interesting feature within this room is the cobble floor, which may have been part of the original fabric, or at least part of an early phase. There is evidence in the floor, in the form of post holes, for the previous existence of animal stalls (Plate 9). Further evidence for this exists in the layout of the cobbles, which follow a rectangular pattern. There are two flagstones at the south-east side of the room. Partly obscured by the partition wall is a sandstone gully which consists of individual 'U-shaped' stones set within the floor (Plate 10). The ceiling is of modern construction.

- 4.3.6 **Room 3 (Fig 6):** this room is accessed via the door in the north elevation described in *Section 4.2.3*. It was probably originally accessed via the blocked door in the east elevation (*Section 4.2.4*). The door is of plank and ledge construction. The room is of similar size and appearance to Room 2, is plain, and there are no features of historical or archaeological significance. The floor is laid down to concrete and the ceiling is of modern construction.
- 4.3.7 **Room 4 (Fig 7):** as mentioned in *Section 4.3.4*, access to the loft space is via Room 1. The staircase and floor of the loft are of later twentieth century construction, and may have replaced an earlier loft, although there is no evidence for this. There are no features of historical or archaeological significance, and the room is plain in appearance (Plate 11). There is a rudimentary balustrade at the west end of the room over which is a view down to Room 1. The east wall contains a blocked window which is visible on the external elevation (*Section 4.2.4*).
- 4.3.8 **The Roof:** the interior of the roof is visible from both Rooms 1 and 4 (Plates 7 and 11). As already described in *Section 4.2.1* the roof has been replaced and the bitumen felt is visible internally (Plate 12). There are no battens present and some of the common rafters have been replaced. For the most part though, the roof structure appears to be fairly intact, and most of the original timbers appear to have survived.
- 4.3.9 There are two trusses visible, both of which are of 'A-frame' construction each having a collar (Fig 11, Plate 12). There are no bolts or pegs visible. The trapezoidal nature of the building is clearly reflected in the trusses which lie at an obvious angle. Each truss exhibits carpenters marks at both heels, the apex and the collar joints. These are simple chisel marks denoting the truss number (Plate 13). The west truss is marked III and the east truss is IIII, the other part of the building probably contains trusses I and II. The purlins are trenched into the principal rafters and exhibit some rudimentary chamfering.

5. DISCUSSION

5.1 INTRODUCTION

5.1.1 The survey of the barn has revealed that some modification of the original fabric, particularly the internal layout has been carried out in the past and there are few features of historical or archaeological significance. What does remain though appears consistent with the results of the map regression analysis, the details of which are outlined in the following section.

5.2 DISCUSSION OF RESULTS

5.2.2 Analysis of the available maps revealed that buildings on the site were first illustrated on the 1848 Ordnance Survey map (Fig 1; *Section 3.2.3*). A parallel set of buildings are shown on this map, the northern one being of similar rectangular dimensions and orientation to the current building. The building is set back from the edge of the road in the same manner as that illustrated on this map. All the other buildings have been removed and there is now no trace of any adjacent structures. The remaining general fabric of the building is consistent with a date of at least the middle of the nineteenth century. The building is not illustrated on either Yates' (1786) or Hennes' (1830) maps of Lancashire.

5.2.3 The interior of the building, particularly Room 2 (*Section 4.3.5*), provides clues as to its former use. Evidence that animal stalls once existed is present, over which a previous loft may have been in place. The remaining roof structure is of straight-forward 'A-frame' trusses, which are commonly found, and, although difficult to date exactly, is probably of early nineteenth century origin.

5.2.4 There appear to be only two phases of construction and alteration, the first of which was the construction of the three-bay building which was probably part of a small farmstead and dates to at least the mid-nineteenth century. The attached house may not have always been a dwelling, although there is no evidence to support this theory. It is possible that a farmhouse once existed but has since been demolished, which was observed during the map regression.

5.2.5 Evidence suggests that most of the changes took place in the late twentieth century, which included the removal of much of the internal fabric, including the stalls in Room 3 and the creation of the current loft. The barn door was partially blocked and a garage door was inserted. The date of demolition of the remaining structures is unknown but must have occurred after 1916, as they are still illustrated on the Ordnance Survey map of this date (Fig 5).

5.3 CONCLUSION

- 5.3.1 The barn was part of a small farmstead, possibly constructed in the early-mid nineteenth century, on the outskirts of the village. Much alteration and removal of the original fabric has taken place, most probably in the twentieth century, although some evidence for former use including cattle stalls still survives.

6. RECOMMENDATIONS

6.1 RECOMMENDATIONS

- 6.1.1 The building investigation and map regression are intended as a lasting record of the barn prior to conversion and development, and as such, no further investigation of the standing structure is required.

7. BIBLIOGRAPHY

7.1 PRIMARY AND CARTOGRAPHIC SOURCES

Yates' Map of Lancashire 1786

Hennet's map of Lancashire 1830

Ordnance Survey First Edition 6" to 1 Mile, 1848

Ordnance Survey First Edition 1:2500, 1891

Ordnance Survey Second Edition 1:2500, 1913

Ordnance Survey Third Edition 6" to 1 Mile, 1916

7.2 SECONDARY SOURCES

English Heritage, 1991 *Management of Archaeological Projects*, 2nd edn.

English Heritage, 2006 *Understanding Historic Buildings: A Guide to Good Recording Practice*

8. ILLUSTRATIONS

8.1 LIST OF FIGURES

Figure 1: Site Location

Figure 2: Extract from Ordnance Survey First Edition 6" to 1 Mile, 1848

Figure 3: Extract from Ordnance Survey First Edition 1:2500, 1891

Figure 4: Extract from Ordnance Survey Second Edition 1:2500, 1913

Figure 5: Extract from Ordnance Survey Third Edition 6" to 1 Mile, 1916

Figure 6: Ground Floor Photographic Locations

Figure 7: First Floor Photographic Locations

Figure 8: Existing South Elevation

Figure 9: Existing East Elevation

Figure 10: Existing North Elevation

Figure 11: Existing Cross-Section Facing West

8.2 LIST OF PLATES

Plate 1: General view of the barn in the fork of Lancaster Road and Middleton Road

Plate 2: The south elevation of the barn

Plate 3: The north elevation of the barn

Plate 4: The east gable elevation of the barn

Plate 5: The main barn door on the south elevation

Plate 6: Doorway into Room 3 showing modified lower jambs

Plate 7: View of Room 1, facing north-west

Plate 8: The internal aspect of the barn door

Plate 9: The cobble floor in Room 2, with a post-hole visible on the right.

Plate 10: The stone gully in Room 2

Plate 11: View of Room 4 facing west towards Room 1

Plate 12: The roof as viewed from Room 4

Plate 13: Example of the carpenter's marks

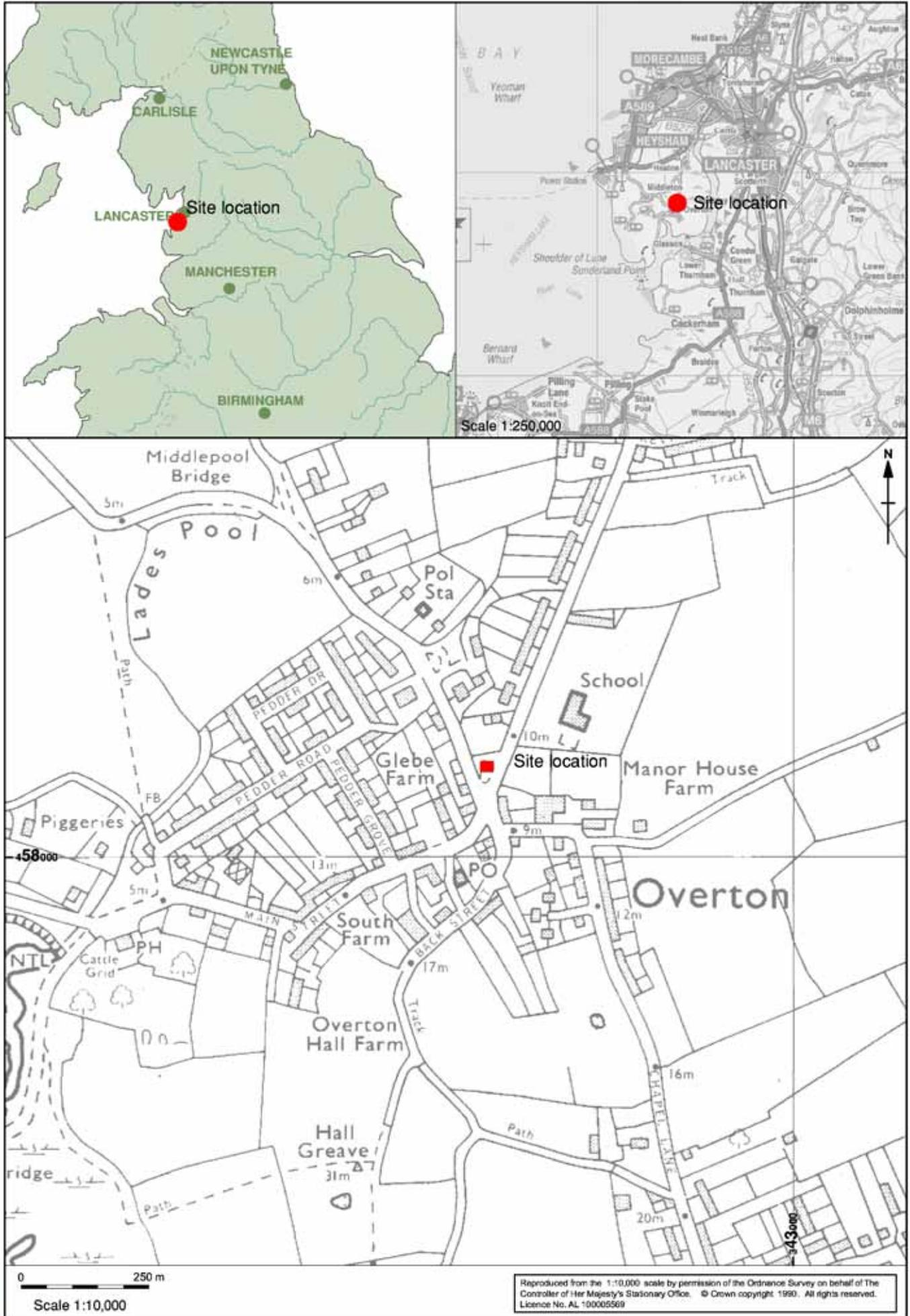


Figure 1: Site Location

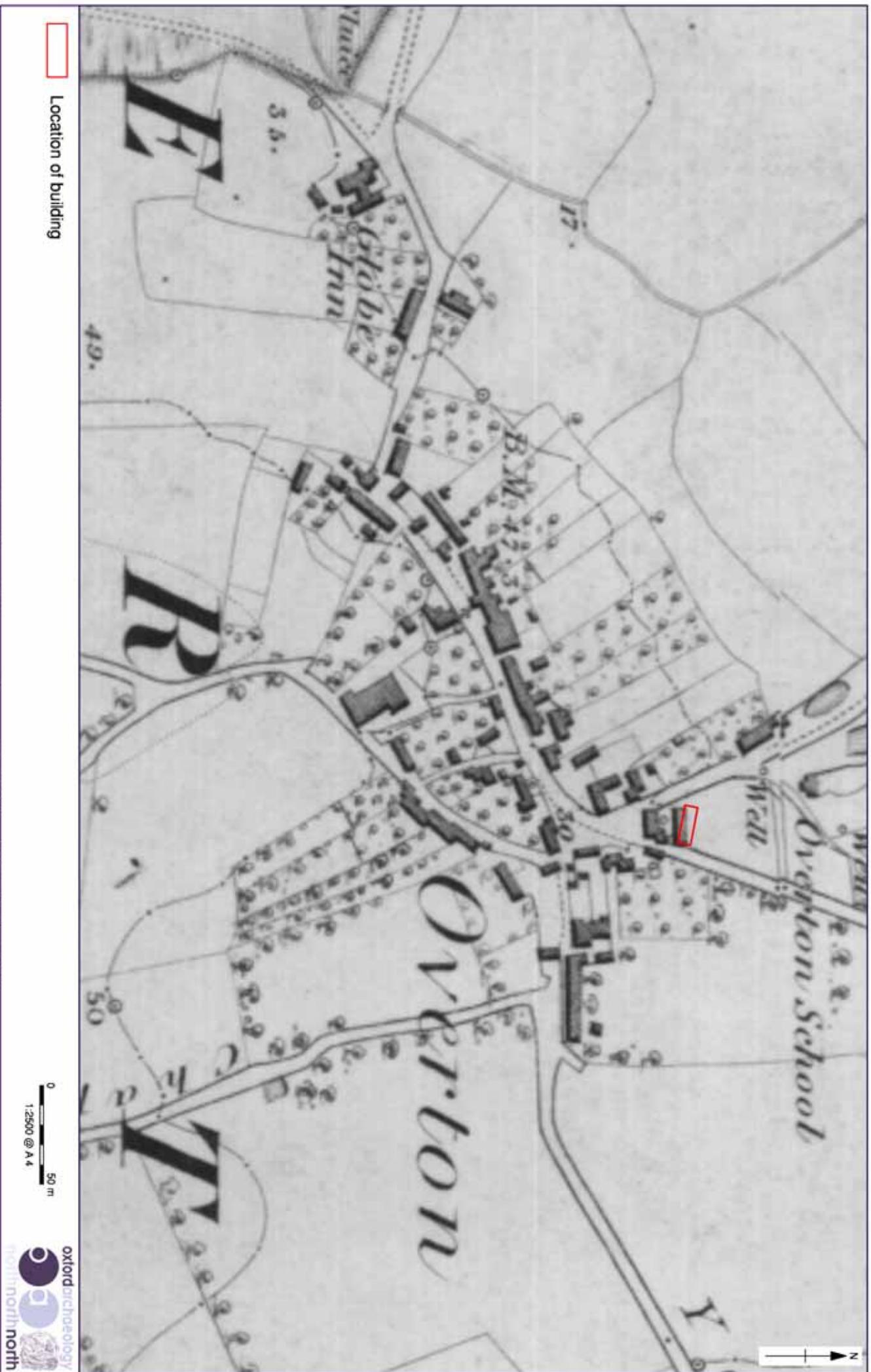


Figure 2: Extract from Ordnance Survey First Edition 6" to 1 Mile 1848

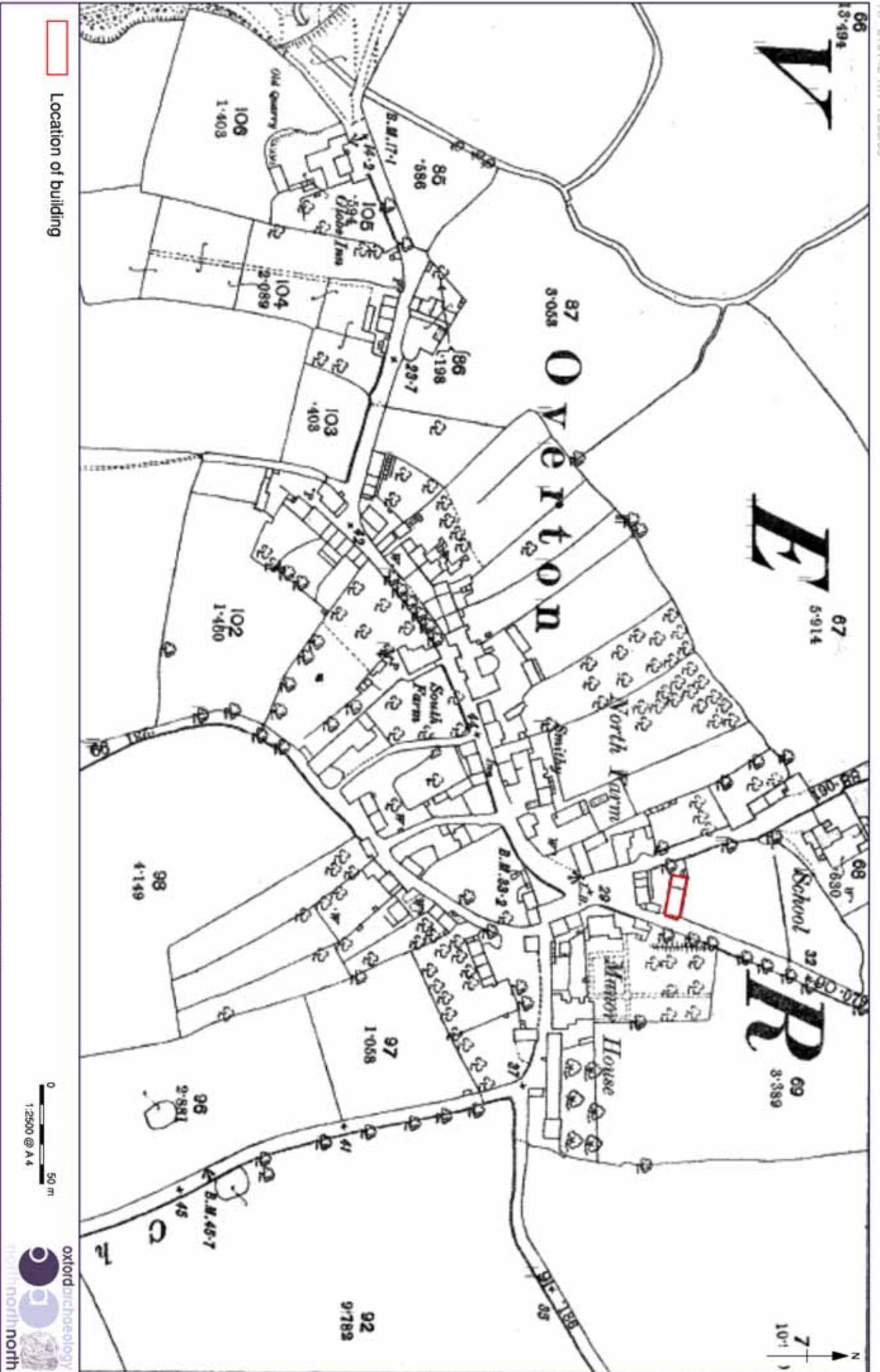


Figure 3: Extract from Ordnance Survey First Edition 1:2500 1891

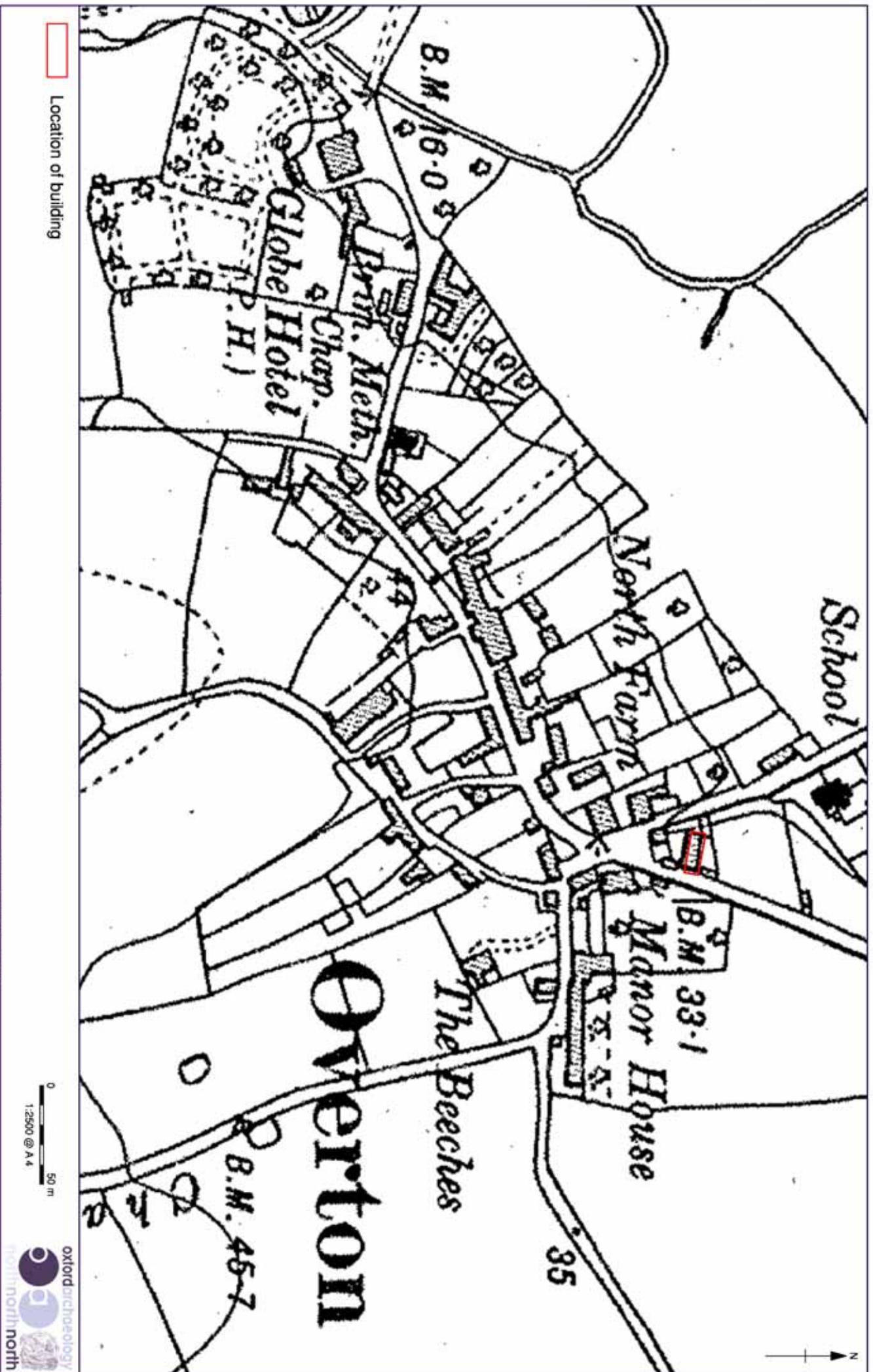
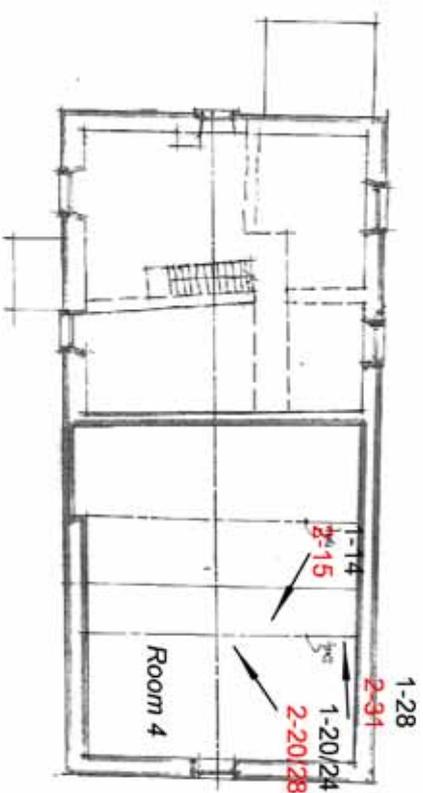


Figure 5: Extract from Ordnance Survey Third Edition 6" to 1 Mile 1916



-  Direction of Photograph
-  B+W
-  1-1
-  Colour slide



Figure 7: First Floor Photographic Locations

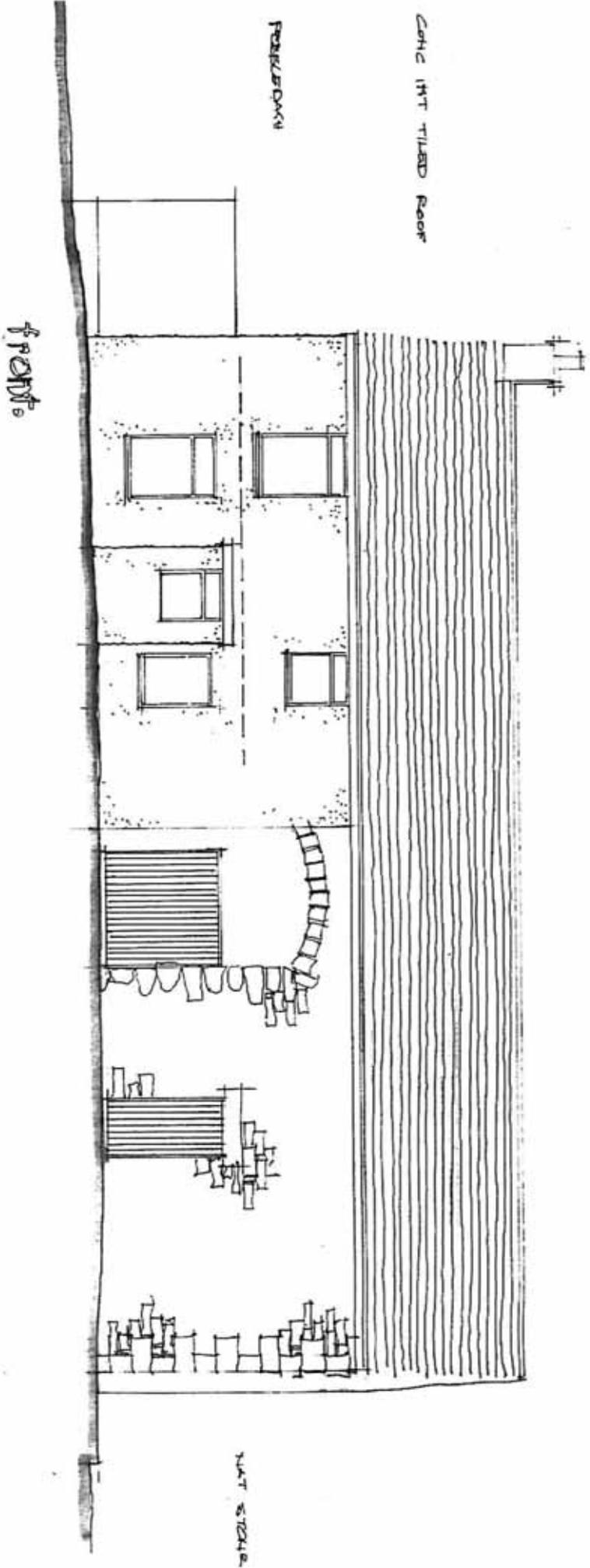


Figure 8: Existing South Elevation

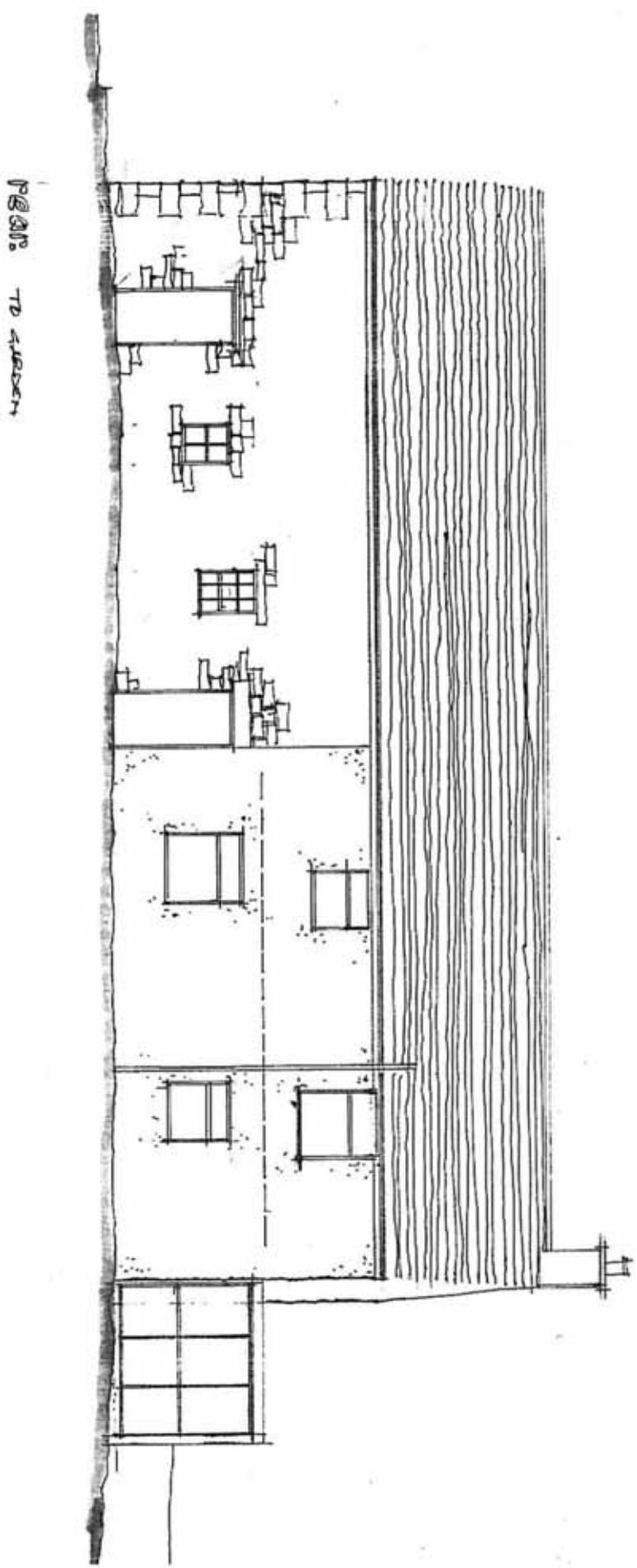


Figure 9: Existing North Elevation

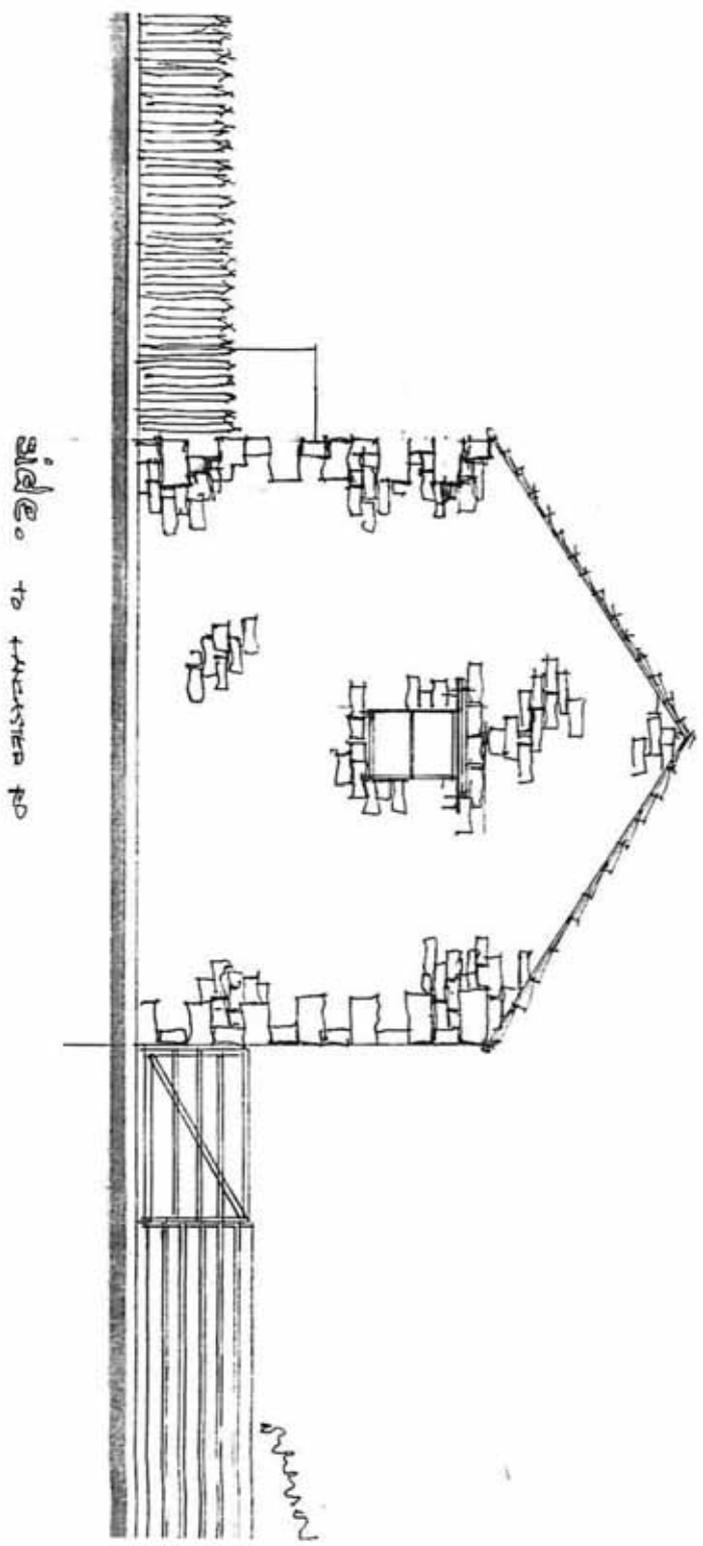
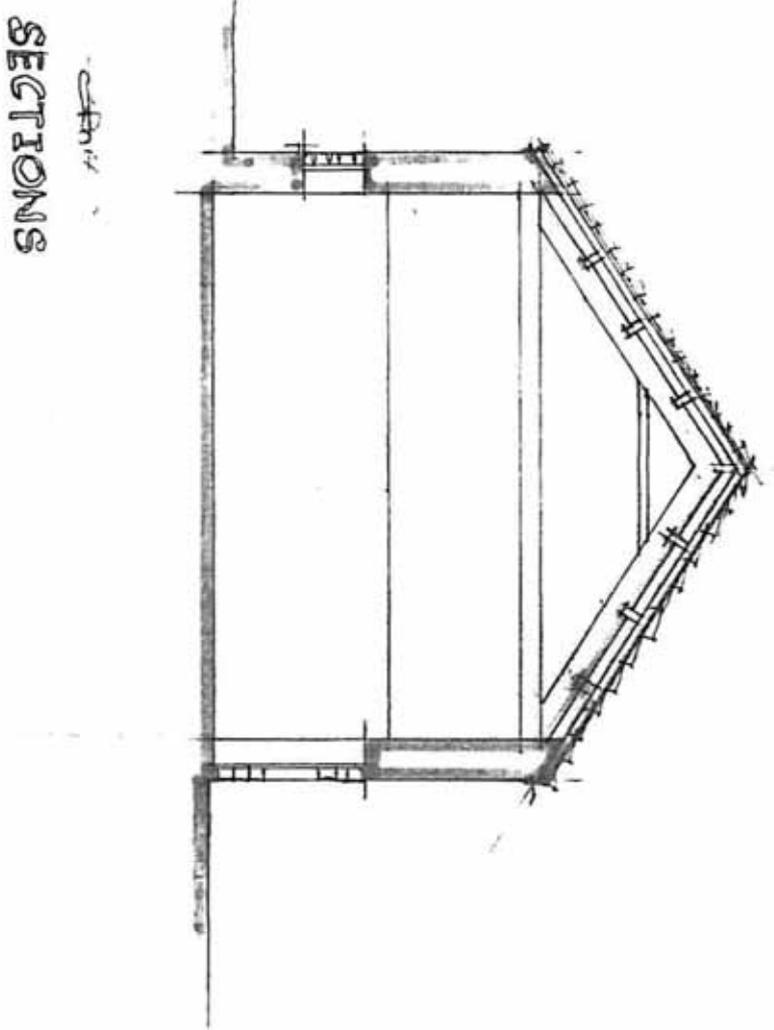


Figure 10: Existing East Elevation



SECTIONS

PLAN



Figure 11 : Existing Cross-section Facing West



Plate 1: General view of the barn in the fork of Lancaster Road and Middleton Road



Plate 2: The south elevation of the barn



Plate 3: The north elevation of the barn



Plate 4: The east gable elevation of the barn



Plate 5: The main barn door on the south elevation



Plate 6: Doorway into Room 3 showing modified lower jambs



Plate 7: View of Room 1, facing north-west



Plate 8: The internal aspect of the barn door



Plate 9: The cobble floor in Room 2, with a post-hole visible on the right.



Plate 10: The stone gully in Room 2



Plate 11: View of Room 4 facing west towards Room 1



Plate 12: The roof as viewed from Room 4



Plate 13: Example of the carpenter's marks

APPENDIX 1: PROJECT DESIGN

**2 LANCASTER
ROAD,
OVERTON,
LANCASHIRE**

**Archaeological
Building Investigation
Project Design**

Oxford Archaeology North



Revised April 2009

Carolyn Barry

OA North Job No: T10555
NGR: SD775283

1. INTRODUCTION

1.1 PROJECT BACKGROUND

1.1.1 Carolyn Barry has submitted planning proposals (1/08/01253/CU) to Lancaster City Council for the conversion of a barn attached to a cottage at 2 Lancaster Road, Overton, Lancashire (NGR SD 43703 58087). The building lies at the north-eastern end of the medieval village of Overton and is depicted on the OS first edition 1:10,560 mapping of 1848 (sheet Lancashire 34), where it appears to be part of a small farmstead of two parallel rows of buildings. No structure is shown on William Yates' map of Lancashire dated 1778, but it should be noted that this map is known to be comprehensive. In light of the historic nature of the building Lancashire County Archaeology Service (LCAS) has recommended that an investigation of English Heritage II/III (2006) should be made before any works are undertaken.

1.1.2 Subsequently, Carolyn Barry has requested that Oxford Archaeology North submit a project design and costing for this work. The following is an outline of the programme of archaeological investigation, in accordance with the brief supplied by LCAS.

1.2 OXFORD ARCHAEOLOGY NORTH

1.2.1 OA North has considerable experience of the interpretation and analysis of buildings of all periods, having undertaken a great number of small and large-scale projects during the past 24 years. Such projects have taken place within the planning process, to fulfil the requirements of clients and planning authorities, to very rigorous timetables. In recent years OA North also has extensive experience of archaeological work in Northern England.

1.2.2 OA North has the professional expertise and resources to undertake the project detailed below to a high level of quality and efficiency. OA North is **an Institute of Field Archaeologists (IFA) registered organisation, registration number 17**, and all its members of staff operate subject to the IFA Code of Conduct.

2 OBJECTIVES

2.1 To achieve these objectives, the following listed specific aims are proposed:

2.2 ***Building Investigation:*** a site investigation comprising written, drawn and photographic records will be made to accurately note the building's function, materials and date. Further details may be added if the level of survey warrants this (*Appendix*).

2.3 ***Report and Archive:*** a written report will assess the significance of the data generated by this programme in accordance with the level of the survey (*Appendix*).

3. METHOD STATEMENT

3.1 BUILDING INVESTIGATION

3.1.1 **Historical Research:** all historic Ordnance Survey maps, and any other relevant documents and photographs held in Lancaster and Morecambe libraries, will be examined. This work will inform the archaeological recording by providing background information with regard to the date of construction, use and re-use of the building/structure and a discussion of the significance of the building.

3.1.2 **Photographic Archive:** a photographic archive will be compiled utilising 35mm cameras to produce black and white prints, and colour slides. A digital camera will also be used to provide reference photographs and plates within the report. The location of the photographs will be shown on a site plan. The photographic archive will typically comprise the following:

- (i) The external appearance and setting of the building;
- (ii) The overall appearance of principal rooms and circulation areas;
- (iii) Any external or internal detail, structural or architectural, which is relevant to the design, development and use of the buildings, and which does not show adequately on general photographs;
- (iv) Any internal detailed views of features of especial architectural interest, fixtures and fittings, or fabric detail relevant to phasing the building.

3.1.3 **Site Drawings:** there is no requirement for site drawings other than the inclusion of copies of architects 'as existing plans' in the report.

3.1.4 **Interpretation and Analysis:** a visual inspection of the buildings will be undertaken utilising the OA North building investigation proforma sheets and descriptions will be recorded to English Heritage (2006) standard. The detail recorded is subject to the level of survey (*Appendix*).

3.2 REPORTS

3.2.1 **Report:** the content of the report will comprise the following:

- (i) A site location plan related to the national grid;
- (ii) A front cover to include the planning application number and the NGR;
- (iii) A detailed account of the survey results. This will include the building's age, fabric, form and function, sequence of development, and historical and architectural significance;
- (iv) A copy of the brief, and if necessary, an explanation of any agreed variations, including any justification for any analyses not undertaken;

- (v) A description of the methodology employed, work undertaken and results obtained;
 - (vi) Copies of plans, photographs, and other illustrations as appropriate;
 - (vii) A copy of this project design, and indications of any agreed departure from that design;
 - (viii) The report will also include a complete bibliography of sources from which data has been derived.
- 3.2.2 The report will be in the same basic format as this project design; a copy of the report can be provided on CD, if required. Two copies of the report will be supplied to the client and further digital copies to the appropriate HER.
- 3.2.3 **Archive:** the results of all archaeological work carried out will form the basis for a full archive to professional standards, in accordance with current English Heritage guidelines (*Management of Archaeological Projects*, 2nd edition, 1991). The project archive represents the collation and indexing of all the data and material gathered during the course of the project.
- 3.2.4 The deposition of a properly ordered and indexed project archive in an appropriate repository is considered an essential and integral element of all archaeological projects by the IFA in that organisation's code of conduct. OA North conforms to best practice in the preparation of project archives for long-term storage. This archive will be provided in the English Heritage Centre for Archaeology format and a synthesis will be submitted to the appropriate HER (the index to the archive and a copy of the report). OA North practice is to deposit the original record archive of projects with the appropriate County Record Office, which in this instance is Preston.
- 3.2.5 The Arts and Humanities Data Service (AHDS) online database project *Online Access to index of Archaeological Investigations* (OASIS) will be completed as part of the archiving phase of the project.
- 3.2.6 **Confidentiality:** all internal reports to the client are designed as documents for the specific use of the Client, for the particular purpose as defined in the project brief and project design, and should be treated as such. They are not suitable for publication as academic documents or otherwise without amendment or revision.

4. HEALTH AND SAFETY

- 4.1 OA North provides a Health and Safety Statement for all projects and maintains a Unit Safety policy. A written risk assessment will be undertaken in advance of project commencement and copies will be made available on request to all interested parties.
- 4.2 OA North staff members, and in particular the site supervisor, are responsible for their own on-site health and safety. It is at the discretion of the supervisor

and his staff to assess whether a building or elements of a building are unsafe to enter.

5 PROJECT MONITORING

5.1 **Access:** liaison for basic site access will be undertaken through the client. Whilst the work is undertaken for the client, the County Archaeologist or his representative will be kept fully informed of the work and its results and will be notified a week in advance of the commencement of the fieldwork. Any proposed changes to the project design will be agreed with the County Archaeologist in consultation with the client.

6 WORK TIMETABLE

6.1.1 **Historical Research:** one day would be required to complete the documentary research.

6.1.2 **Building Investigation:** approximately one day in the field will be required to complete this element.

6.1.3 **Report/Archive:** the report and archive will be produced within eight weeks of completion of the fieldwork. OA North can execute projects at very short notice once a formal written agreement has been received from the client.

7 STAFFING

7.1 The project will be under the direct management of **Alison Plummer BSc (Hons)** (OA North senior project manager) to whom all correspondence should be addressed.

7.2 Both elements of the fieldwork will be undertaken by a suitably qualified archaeologist experienced in the recording and analysis of historic buildings in the North West. Present timetabling constraints preclude who this will be.

8 INSURANCE

8.1 OA North has a professional indemnity cover to a value of £5,000,000; proof of which can be supplied as required.

REFERENCES

English Heritage, 1991 *Management of Archaeological Projects*, 2nd edn.

English Heritage, 2006 *Understanding Historic Buildings: A Guide to Good Practice*

10 APPENDIX

- 10.1 The following is a short summation of the four levels of survey outlined by English Heritage (2006). These are loose guidelines, rather than rigid categories and, as such, are open to interpretation.
- 10.2 **Level I:** is essentially a **basic visual record**, with the minimum of information needed to identify the building's location, age and type. It is primarily used for a large number of buildings or to identify buildings needing more a detailed investigation at a later date. Typically, it will comprise:
- (i) A sketch plan may be produced but it is not required for this level of survey;
 - (ii) A series of general location shots to place the building within a local context, and a series of external photographs comprising both oblique and perpendicular views;
 - (iii) The written record will provide the building's location, NGR and address, with reference to any statutory or non-statutory designations. Additionally, the names and dates of those responsible for the survey, and the name of the receiving record office will be recorded. The description will typically include a concise summary of the building's function, materials and date, where known.
- 10.3 **Level II:** is a **descriptive record**, similar to a Level I, but with more detail included. This level of survey will include the interior of the building, in addition to the exterior of the building, and the drawn record will be more involved than the lowest level of survey. Typically, it will comprise:
- (i) A sketch plan, section or elevation drawing with rough dimensions or measured plans, detail drawings, cross-sections, elevations and a site plan, typically at either 1:500 or 1:1250;
 - (ii) A series of general location shots to place the building within a local context, and a series of external photographs comprising both oblique and perpendicular views. Additionally, the interior photography will include principal rooms and circulation areas.
 - (iii) The written record will provide the building's location, NGR and address, with reference to any statutory or non-statutory designations. Additionally, the names and dates of those responsible for the survey, and the name of the receiving record office will be recorded. The text will also include a summation of the building's form, function, date and sequence of development, as well as the names of architects, builders, patrons and owners.
- 10.4 **Level III:** is an **analytical record**, which will integrate documentary material, particularly cartographic sources into the text. It is often used when the fabric of a building is under threat, but time or resources are insufficient for a full documentary research.

- (i) Measured plans, detail drawings, cross-sections, elevations and a site plan, typically at either 1:500 or 1:1250. Photo-location plans, copies of historic drawings, three-dimensional and reconstruction drawings, as well as process-flow or circulation diagrams (with supporting evidence) may also be included;
- (ii) A series of general location shots to place the building within a local context, and a series of external photographs comprising both oblique and perpendicular views may be included. Additionally, the interior photography will include principal rooms and circulation areas. These are to be supplemented by detail shots depicting any structural or decorative features, evidence of plant or machinery, and inscriptions and date stones. Any building contents or ephemera relating to the building's history should be recorded, as well as copies of historic photographs or drawings.
- (iii) The written record will provide the building's location, NGR and address, with reference to any statutory or non-statutory designations. Additionally, the names and dates of those responsible for the survey, and the name of the receiving record office will be recorded. A contents page, introduction and methodology, acknowledgements, recommendations, and bibliography should also be included. The text will also contain a summation of the building's form, function, date and sequence of development, as well as the names of architects, builders, patrons and owners. A discussion of source material and a summary of any specialist reports is also expected, as is a consideration of the past and present use of the building, its relationship to neighbouring buildings, and its significance architecturally, or historically. Moreover, copies of any historic maps, drawings and any specialist reports are to be appended to the text.

10.5 **Level IV:** is a **comprehensive analytical record**, and is appropriate for buildings of special importance such as castles or large scale churches. **Level IV** surveys will draw on the full range of sources to discuss the building's architectural, social, regional and economic history. The typical survey will include:

- (i) Measured plans, detail drawings, cross-sections, elevations and a site plan, typically at either 1:500 or 1:1250. Photo-location plans, copies of historic drawings, three-dimensional and reconstruction drawings, as well as process-flow or circulation diagrams (with supporting evidence) may also be included;
- (ii) A series of general location shots to place the building within a local context, and a series of external photographs comprising both oblique and perpendicular views may be included. Additionally, the interior photography will include principal rooms and circulation areas. These are to be supplemented by detail shots depicting any structural or decorative features, evidence of plant or machinery, and inscriptions and date stones. Any building contents or ephemera relating to the

building's history should be recorded, as well as copies of historic photographs or drawings.

- (iii) The written record will provide the building's location, NGR and address, with reference to any statutory or non-statutory designations. Additionally, the names and dates of those responsible for the survey, and the name of the receiving record office will be recorded. A contents page, introduction and methodology, acknowledgements, recommendations, bibliography and glossary should also be included. The text will also contain a summation of the building's form, function, date and sequence of development, as well as the names of architects, builders, patrons and owners. A discussion of source material and a summary of any specialist reports is also expected, as is a consideration of the past and present use of the building, its relationship to neighbouring buildings, and its significance architecturally, or historically. Moreover, copies of any historic maps, drawings and any specialist reports are to be appended to the text.