

BARN AT HIGH CLOUGH FARM, NEAR COLNE LANCASHIRE



Archaeological Building Investigation



Oxford Archaeology North

June 2006

Mr Chris Balfe

Issue No: 2006-7/543

OAN Job No: L9699

NGR: SD 9252 4239

Planning Application No:
13/05/0191P

Document Title: BARN AT HIGH CLOUGH FARM, NEAR COLNE,
LANCASHIRE

Document Type: Archaeological Building Investigation

Client Name: Mr Chris Balfe

Issue Number: 2006-7/543
OA Job Number: L9699

National Grid Reference: SD 9252 4239

Prepared by: Chris Ridings
Position: Acting Supervisor
Date: June 2006

Checked by: Alison Plummer Signed.....
Position: Senior Project Manager
Date: June 2006

Approved by: Alan Lupton Signed.....
Position: Operations Manager
Date: June 2006

Oxford Archaeology North

Storey Institute
Meeting House Lane
Lancaster
LA1 1TF
t: (0044) 01524 848666
f: (0044) 01524 848606

w: www.oxfordarch.co.uk
e: info@oxfordarch.co.uk

© Oxford Archaeological Unit Ltd (2006)

Janus House
Osney Mead
Oxford
OX2 0EA
t: (0044) 01865 263800
f: (0044) 01865 793496

Oxford Archaeological Unit Limited is a Registered Charity No: 285627

Disclaimer:

This document has been prepared for the titled project or named part thereof and should not be relied upon or used for any other project without an independent check being carried out as to its suitability and prior written authority of Oxford Archaeology being obtained. Oxford Archaeology accepts no responsibility or liability for the consequences of this document being used for a purpose other than the purposes for which it was commissioned. Any person/party using or relying on the document for such other purposes agrees, and will by such use or reliance be taken to confirm their agreement to indemnify Oxford Archaeology for all loss or damage resulting therefrom. Oxford Archaeology accepts no responsibility or liability for this document to any party other than the person/party by whom it was commissioned.

CONTENTS

CONTENTS.....	1
SUMMARY	3
ACKNOWLEDGEMENTS.....	4
1. INTRODUCTION	5
1.1 Circumstances of the Project	5
2. METHODOLOGY	6
2.1 Project Background.....	6
2.2 Historical Research	6
2.3 Building Investigation.....	6
3. BACKGROUND	8
3.1 Introduction.....	8
3.2 Map Regression	8
4. BUILDING INVESTIGATION RESULTS	9
4.1 Introduction.....	10
4.2 The Exterior Elevations	10
4.3 The Interior Elevations	10
5. DISCUSSION	12
5.1 Introduction.....	12
5.3 Conclusion	12
6. RECOMMENDATIONS	13
6.1 Introduction.....	13
6.2 Recommendations.....	13
7. BIBLIOGRAPHY	14
7.1 Primary and Cartographic Sources	14
7.2 Secondary Sources	14
8. ILLUSTRATIONS	15
8.1 List of Figures	15
8.2 List of Plates	15

APPENDIX 1: PROJECT DESIGN.....16

APPENDIX 2: PHOTOGRAPHIC INDEX17

APPENDIX 3: ARCHIVE CONTENTS18

SUMMARY

Mr Chris Balfe made a planning application (Planning Application 13/05/0191P) to Pendle Borough Council to develop a barn on his property at High Clough Farm, near Colne in Lancashire (SD 9252 4239). As part of the planning procedure, the council consulted Lancashire County Archaeological Service, which recommended a building recording programme of English Heritage (2006) Level II standard. This was to include a rapid desk-based assessment, which would provide a historical background and detail any changes in the development of the farmstead. In addition, a site investigation was to be undertaken, comprising written descriptions, as well as an extensive photographic record, and site drawings of the floor plans and sections.

Following these recommendations, Mr Balfe requested that Oxford Archaeology North (OA North) undertake the building investigation, which was duly completed in May 2006.

The background research revealed little useful textual evidence, but the cartographic sources provided a sequence of building from the mid-nineteenth century through to the early decades of the twentieth century. This research demonstrated that between the end of the eighteenth and the middle of the nineteenth centuries, three ranges of buildings comprising a single farmstead were built on this land, including the large barn under investigation. In the second half of the nineteenth century, this barn was modified as two outshuts on the front of the building, and one to the rear, were removed and replaced with the surviving outshut on the east elevation. The barn would appear to have essentially remained the same shape in plan since.

The building investigation confirmed the conclusions drawn from the cartographic sources, as the barn would appear to date from the early to mid nineteenth century and has essentially retained its shape since the turn of the twentieth century. Certainly, a series of lean-to outshuts were added and subsequently removed, to be replaced by the stone-built outshut by the turn of the twentieth century. The other significant change to the barn would be the replacement of the roof during the early to mid twentieth century. As there is no evidence of a winnowing door to the rear of the building, the barn would not appear to have been conceived as a threshing barn. Instead, it would appear to have been used for the housing of livestock or horses, as a haystore and for the storage of a wagon or farm equipment.

ACKNOWLEDGEMENTS

Oxford Archaeology North (OA North) would like to thank Mr Balfe for commissioning and supporting the project and for supplying the plans and sections. Additional thanks are also due to the staff of the County Record Office in Preston for their help.

Chris Ridings and Kathryn Levey undertook the building investigation and Kathryn Levey conducted the background documentary research. Chris Ridings wrote the report and Mark Tidmarsh produced the drawings. Alison Plummer managed the project and also edited the report.

1. INTRODUCTION

1.1 CIRCUMSTANCES OF THE PROJECT

- 1.1.1 Mr Balfe requested that Oxford Archaeology (OA North) undertake an archaeological building investigation of the large barn at High Clough Farm, near Colne in Lancashire (SD 9252 4239) (Fig 1). Following a planning application to Pendle Borough Council for the development and conversion of the property (Planning Application 13/05/0191P), subsequently, an archaeological building recording programme of English Heritage (2006) Level II standard was recommended by Lancashire County Archaeological Services (LCAS), in order to assess the significance of the building and provide a permanent record prior to its development. Historical research aimed at providing a better understanding of the development of the building was also recommended.

2. METHODOLOGY

2.1 PROJECT BACKGROUND

- 2.1.1 Following a verbal brief by the Lancashire County Archaeology Services, OA North produced a project design (Appendix 1) to undertake the work. This was accepted by Mr C Balfe and OA North was commissioned to undertake both the building investigation and background research. This was carried out in May 2006.
- 2.1.2 The project was to consist of a Level II-type survey (English Heritage 2006), which comprises a descriptive internal and external record combined with drawings and a detailed photographic record. A rapid assessment of cartographic sources was also to be carried out.

2.2 HISTORICAL RESEARCH

- 2.2.1 A rapid desk-based assessment of the farmstead was carried out in order to provide a general historical background for the building and identify any evidence that might date phases of building and rebuilding within the farm. This was not intended to be a comprehensive history, but is meant to provide a general context for the results of the building investigation and detailed information, where available, about the farmstead itself.
- 2.2.2 *The Lancashire County Record Office (Preston)*: original sources and early maps of the site were examined for the barn and any associated buildings at High Clough Farm.

2.3 BUILDING INVESTIGATION

- 2.3.1 *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 its development and any alterations. These records are essentially descriptive, although interpretation is carried out on site as required.
- 2.3.2 *Site drawings*: architects 'as existing' drawings were annotated to produce a plan and section of the barn. These were produced in order to show the form and location of structural features and/or features of historic interest. Where necessary, these drawings were manually enhanced using hand survey techniques. The hand-annotated field drawings were digitised using an industry standard CAD package to produce the final drawings.
- 2.3.3 *Photographs*: photographs were taken in both black and white and colour print 35mm formats. The photographic archive consists of both general shots of the whole building and shots of specific architectural details.

2.4 ARCHIVE

- 2.4.1 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 the Lancashire County Record Office (Preston).
- 2.4.2 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. BACKGROUND

3.1 INTRODUCTION

3.1.1 A rapid examination was made of cartographic sources, in order to place the results of the building investigation into a historical context. These sources, which provide evidence of the development of the farmstead from at least the mid nineteenth century to the early twentieth century are summarised below.

3.2 MAP REGRESSION

3.2.1 *Yates Map 1786*: neither the subject of the investigation, the barn with attached cottage, nor the detached barn located to the east of the farmstead appear on this map.

3.2.2 *Tithe Map 1848*: the area is marked as High Clough and features three buildings associated with a farmstead. To the east extent of the farmstead, there is a detached barn and outshut, which are consistent with the extant building. Similarly, the cottage and large barn (the subject of this report) to the west are depicted on the map, although there would appear to be some discrepancies with the surviving structures. The barn and cottage are marked as a single elongated building with two outshuts or porches to the front (south) and a further extension to the rear. As the map does not illustrate the internal division of space, it is unclear if the barn and cottage follow their present day dimensions. In addition, there is a third range of buildings, lying across the trackway to the south-east of the detached barn. This building would appear to be a barn or cottage of similar size to the detached barn to the east of the farmstead and features two outshuts on the front (north-west) of the building and one on the rear. Furthermore, there would appear to be at least two small pens or animal shelters to the rear of this building.

3.2.3 *Ordnance Survey Map 1848* (Fig 2): the farmstead appears have the same layout as illustrated on the 1848 Tithe Map. No alterations were observed.

3.2.4 *Ordnance Survey Map 1892* (Fig 3): the farmstead has changed somewhat, but this may be due to a more accurate reproduction of the buildings. Certainly, the detached barn and outshut appear the same, but the barn and cottage to the west have received some alterations. The main build comprising the barn and cottage, which are now clearly divisible, appear to be consistent with the existing structure, as the two outshuts to the front and the single extension to the rear have been removed, whilst a further pen has been built opposite the barn and cottage. Similarly, the building across the trackway has been reduced in size to a small square structure with a single outshut or porch to the front of the building. The pens or animal shelters at the rear have been replaced by a single pen.

3.2.5 *Ordnance Survey Map 1910* (Fig 4): the farmstead has again received some remodelling, the most significant of which, is the removal of the barn and pens to the south-west of the detached barn. The barn and cottage have remained

unaltered, although the animal pens across the trackway to the south have been extended. At the east of the farmyard, the detached barn has been added to, with the appending of what appears to be an outshut or pen onto its front (west) elevation.

4. BUILDING INVESTIGATION RESULTS

4.1 INTRODUCTION

- 4.1.1 The large barn at High Cough Farm, near Colne, Lancashire, is a two-storey, rectangular building measuring 19.2m long by 10.9m wide, which is aligned east to west along its main axis (Fig 5). It is arranged as an open barn with a cottage appended to its western elevation and a small outshut on its east elevation, and is constructed from well-coursed, and dressed sandstone bonded with a pale lime mortar (Plates 1-3). For a building of its kind, its features particularly well-fashioned quoins and surrounds (Plates 4 and 10).
- 4.1.2 The roof of the barn is a moderately-pitched gable roof of sandstone tiles with barge board, supported by queen post and collar trusses, all three of which are machine-cut (Plate 8). In addition, the ridge purlin, the six trenched through-purlins, and the rafters are all similarly machine-cut (Fig 6). The small outshut on the east elevation of the barn has little of its roof remaining, but it would appear to have been a shallow pitched roof with at least one large beam supported by a corbel (Plate 5) on the east elevation of the main barn. Some of the joists still survive, but have mainly decayed or been removed.
- 4.1.3 Access to the barn is provided by the doorway for the wagon doors on the front (south) of the building, whilst further access is also provided by a partially blocked door lying at either end of the same elevation. In addition, a door has been added on the south end of the east elevation of the main barn. There is no door for the outshut on the east of the building, although one was presumably on the removed south wall.
- 4.1.4 The windows on the barn are all casements, with two on the front (south) of the building, two on the east elevation including a converted door (Plate 4) blocked with stone, and a further two on the rear elevation.

4.2 THE EXTERIOR ELEVATIONS

- 4.2.1 The main build of the barn as noted above (*Section 4.1.1*) consists of small to large well-coursed and dressed sandstone blocks, which are bonded with a pale lime mortar. The quoins and the dressings of the windows and doors are of a high quality for a barn. The surround of the wagon doors on the front (east) elevation of the building features a segmental voussoir arch of small to medium well-cut stone paired with matching quoins. Similarly, the doors, including the converted window on the east elevation, have deep flush lintels and well-dressed quoins, whilst the windows all have flush, well-cut surrounds and slightly projecting sills.

4.3 THE INTERIOR ELEVATIONS

- 4.3.1 The walls of the barn are of comparable build to the external elevations (*Section 4.1.1*). In addition, there is rendering at both the east and west ends of

the barn to first floor height, which would appear to be consistent with a shippon and hayloft arrangement (Plates 7 and 9). This is certainly supported by a series of joists slots at first floor height on both the gable ends and their adjacent walls.

- 4.3.2 Unfortunately, the floor of the barn is no longer visible, having been laid to modern concrete, with the footings of cinder block and grey brick partitions already laid. However, beneath the wagon doors there is an exposed area of cobbles, which may suggest at least an earlier if not the original floor surface of the barn. The floor surface of the outshut at the east end of the building is equally elusive, having been exposed to bare earth.
- 4.3.3 The only other aspect of note are the windows, which feature splayed reveals and sloping sills. In addition, the casement on the first floor at the front of the building has cinnabar red brick patching on its surrounds.

5. DISCUSSION

5.1 INTRODUCTION

- 5.1.1 The investigation in conjunction with the map regression has revealed that the barn was constructed during the early to mid nineteenth century. Since this original phase of construction, there have been further alterations to the building, all of which, are summarised below.

5.2 PHASES OF DEVELOPMENT

- 5.2.1 *Phase 1:* the exact date for the original construction of the barn is unclear, although it is certainly present by 1848 (Tithe Map, Ordnance Survey). The building of the cottage at the west end of the barn appears to have occurred at the same time. However, the outshuts to the front and rear of the building are unlikely to have been part this original phase of construction for reasons which are elaborated on in Phase 2. Nonetheless, it would appear that they were relatively early additions.
- 5.2.2 *Phase 2:* in the next half century, the cartographic sources (Ordnance Survey 1892) demonstrate that several changes had occurred to the building. Certainly, the outshut had been added to the east elevation by this stage, whilst the outshuts to the front and rear of the building were removed. As there is no tangible scarring to either elevation, this may be ascribed to the fact that the barn and cottage were rebuilt on the same footprint. However, the more likely scenario is that the outshuts were insubstantial lean-tos, possibly built from timber. Their demolition would then account for the more substantial outshut being added to the east elevation
- 5.2.3 *Phase 3:* during the early to mid twentieth century, the roof including all of its timber components was replaced, the window on the front of the building received the brick repairs to its surround, and the door on the east elevation was converted.

5.3 CONCLUSION

- 5.3.1 The barn would appear to date from the early to mid nineteenth century and has essentially retained its shape since the turn of the twentieth century. Certainly, a series of lean-to outshuts were added and subsequently removed, to be replaced by the stone-built outshut by this date. The other significant change to the barn would be the renovation of the roof during the early to mid twentieth century. As there is no evidence of a winnowing door to the rear of the building, the barn would not appear to have been conceived as a threshing barn. Instead, it would appear to have been used for the housing of livestock or horses, as a haystore and for the storage of a wagon or farm equipment.

6. RECOMMENDATIONS

6.1 INTRODUCTION

6.1.1 The present scheme of investigation and recording, prompted by the redevelopment of the barn at High Clough, Near Colne in Lancashire will provide a lasting record of the structure in its present condition.

6.2 RECOMMENDATIONS

6.2.1 Following the investigation and rapid desk-based assessment, it is envisaged that no further work will need to be carried out at the site.

7. BIBLIOGRAPHY

7.1 PRIMARY AND CARTOGRAPHIC SOURCES

Ordnance Survey Map, First Edition, 1848, 1:10,560

Ordnance Survey Map, First Edition 1892, 1:2500, Sheet 49/1

Ordnance Survey Map, Second Edition, 1910, 1:2500, Sheet 49/10

Tithe Map, 1848, 6" to 1 mile

Yates, W, 1786 the County Palatine of Lancashire

7.2 SECONDARY SOURCES

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

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

8. ILLUSTRATIONS

8.1 LIST OF FIGURES

Figure 1: Site Location

Figure 2: Extract from Ordnance Survey Map, 1848 (1:10,560)

Figure 3: Extract from Ordnance Survey Map, 1892 (1:2500)

Figure 4: Extract from Ordnance Survey Map, 1910 (1:2500)

Figure 5: Plan of the Large Barn and outshut to the east.

Figure 6: East-facing section through the Barn.

8.2 LIST OF PLATES

Plate 1: The south elevation of the barn

Plate 2: The north elevation of the barn

Plate 3: The west elevation and remains of the stone outshut

Plate 4: The converted door way on the east elevation

Plate 5: Stone corbel supporting the roof of the outshut

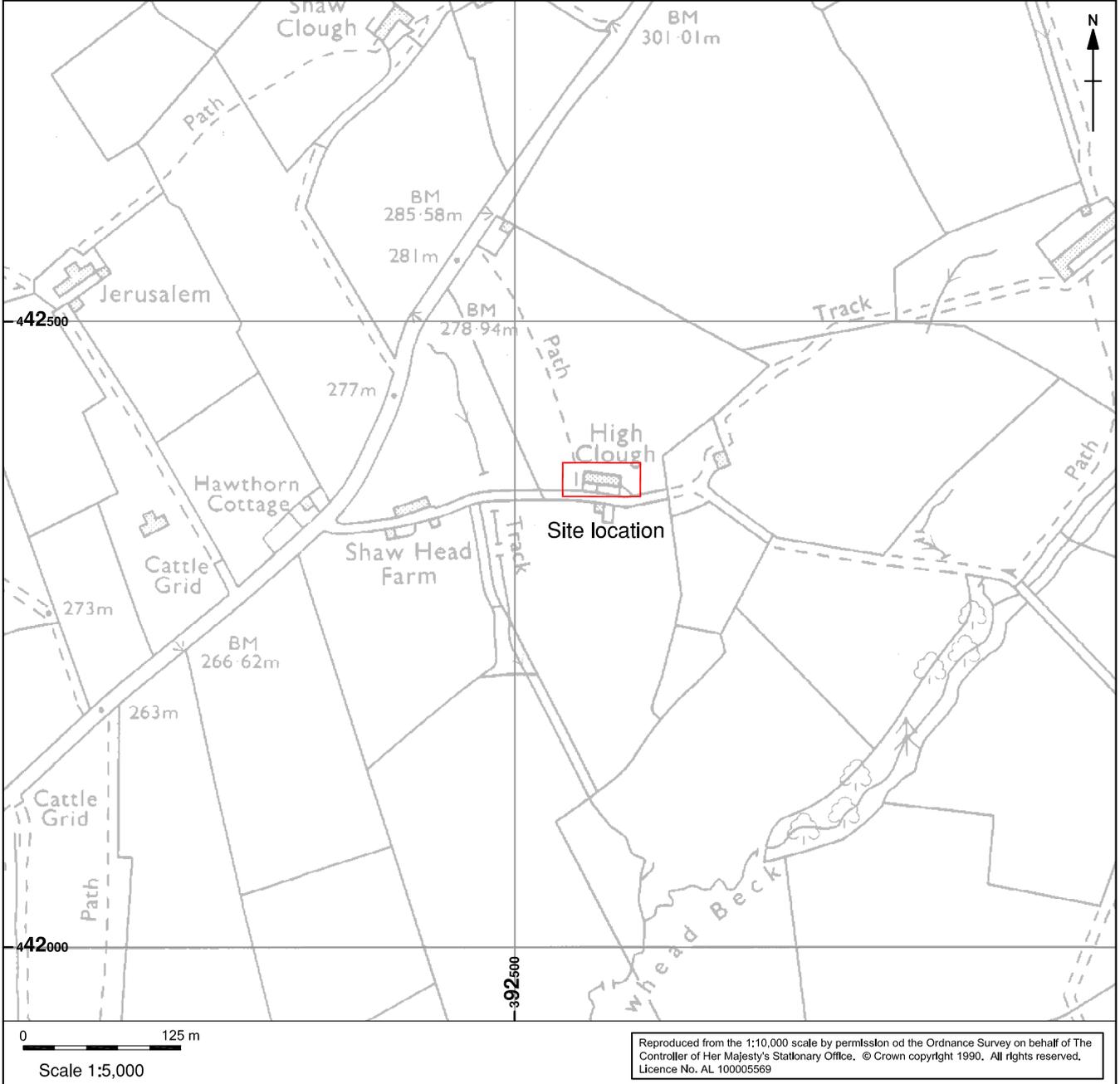
Plate 6: The interior of the stone outshut

Plate 7: Detail of the interior of the windows and the remains of the hayloft at the east end of the barn.

Plate 8: Detail of the queen-post and collar trusses

Plate 9: General view of the south elevation of the barn

Plate 10: Detail of the well-fashioned voussoir around arch over the wagon doors



filelocation*sitcode*invoicecode*sitename*illustratorinitials*00.00.06

Reproduced from the 1:10,000 scale by permission of the Ordnance Survey on behalf of The Controller of Her Majesty's Stationary Office. © Crown copyright 1990. All rights reserved. Licence No. AL 100005569

Figure 1: Site Location

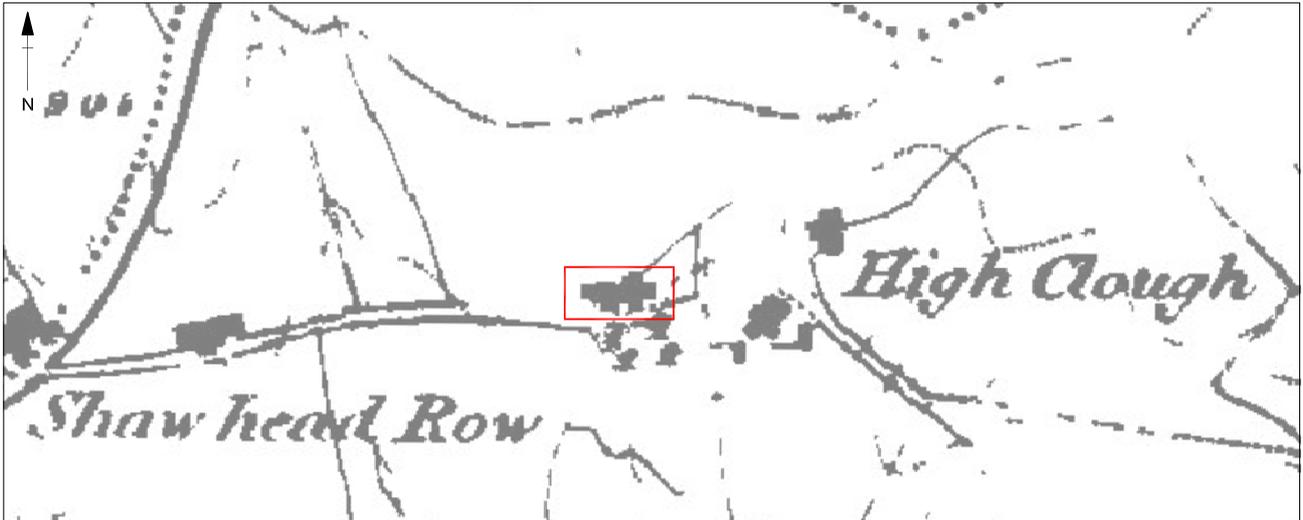


Figure 2: Extract from Ordnance Survey First Edition map, 1848 (1:10,560)

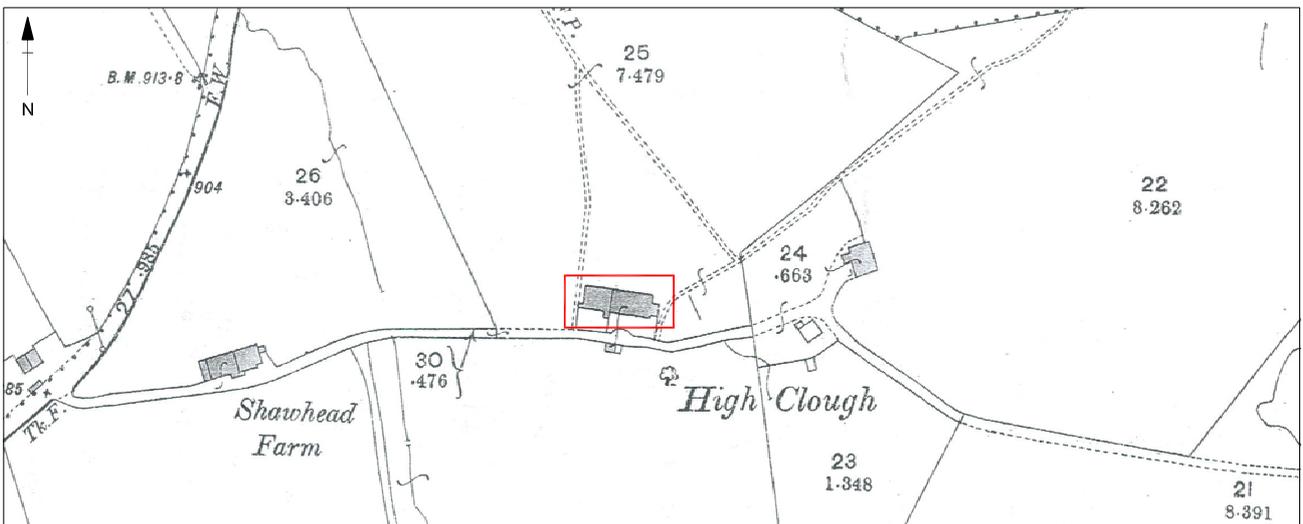


Figure 3: Extract from Ordnance Survey First Edition map, 1892 (1:2500)



Figure 4: Extract from Ordnance Survey Second Edition map, 1910 (1:2500)

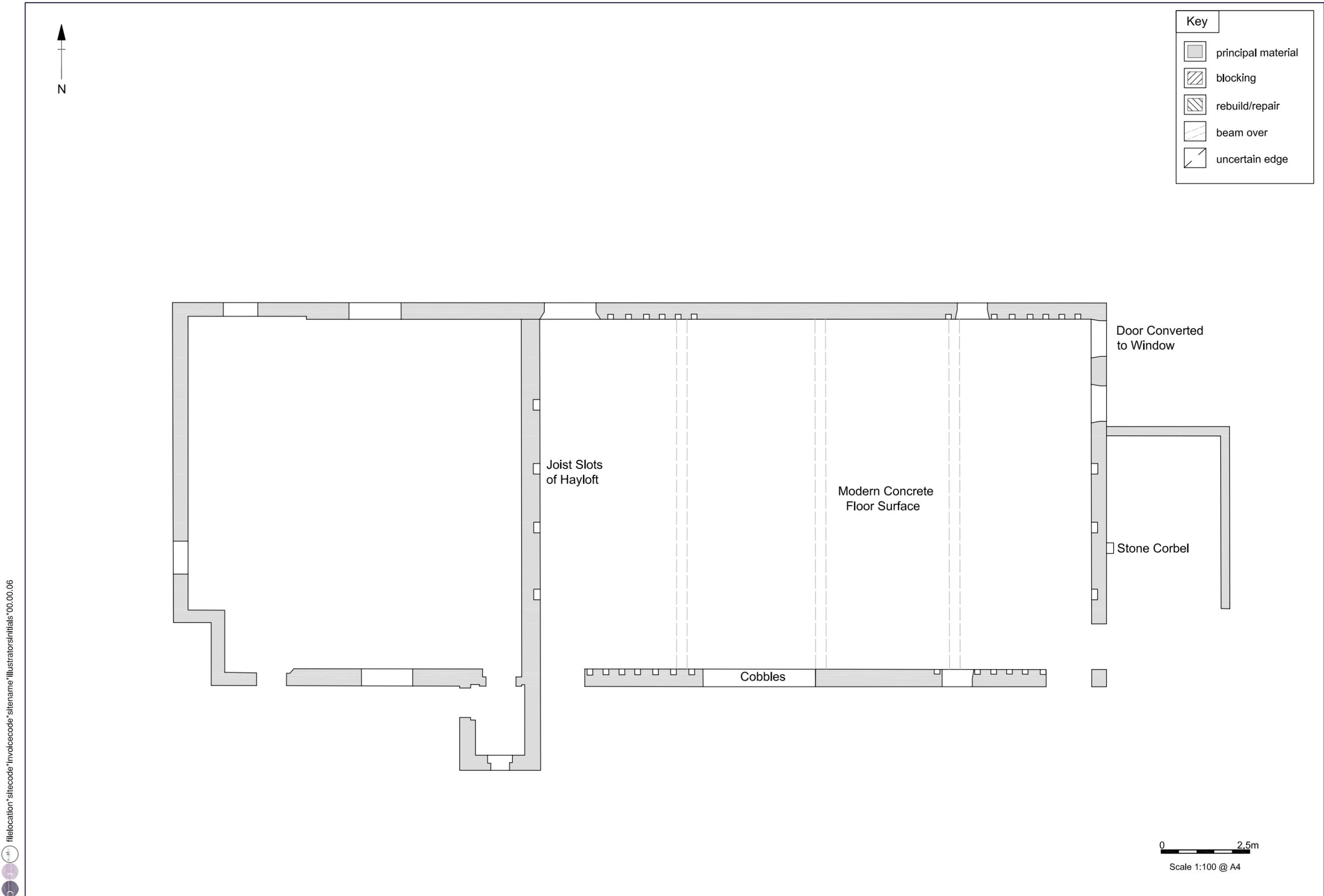


Figure 5: Plan of the Large Barn and outshut to the east

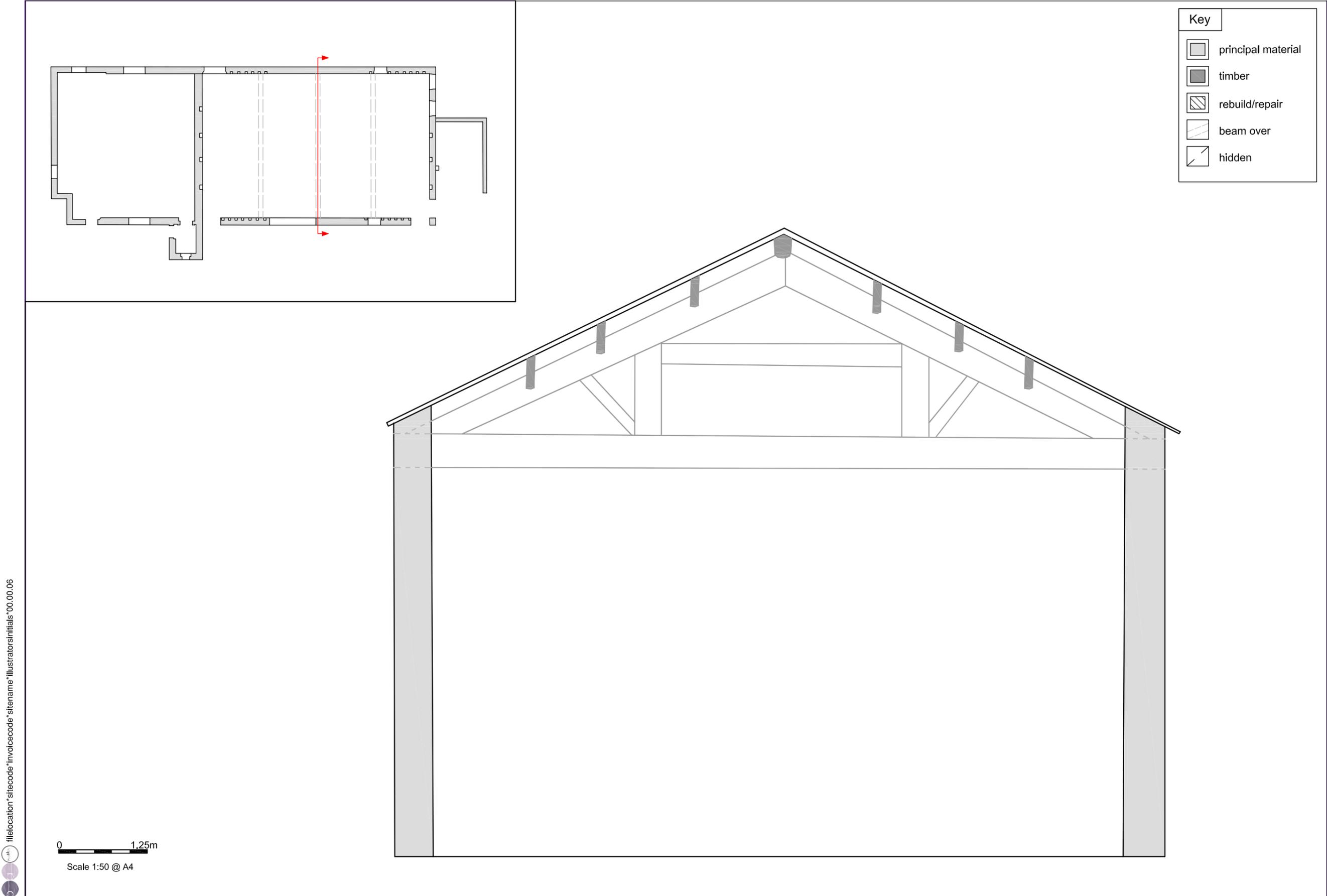


Figure 6: East-facing section through the Barn



Plate 1: The south elevation of the barn



Plate 2: The north elevation of the barn



Plate 3: The west elevation and remains of the stone outshut

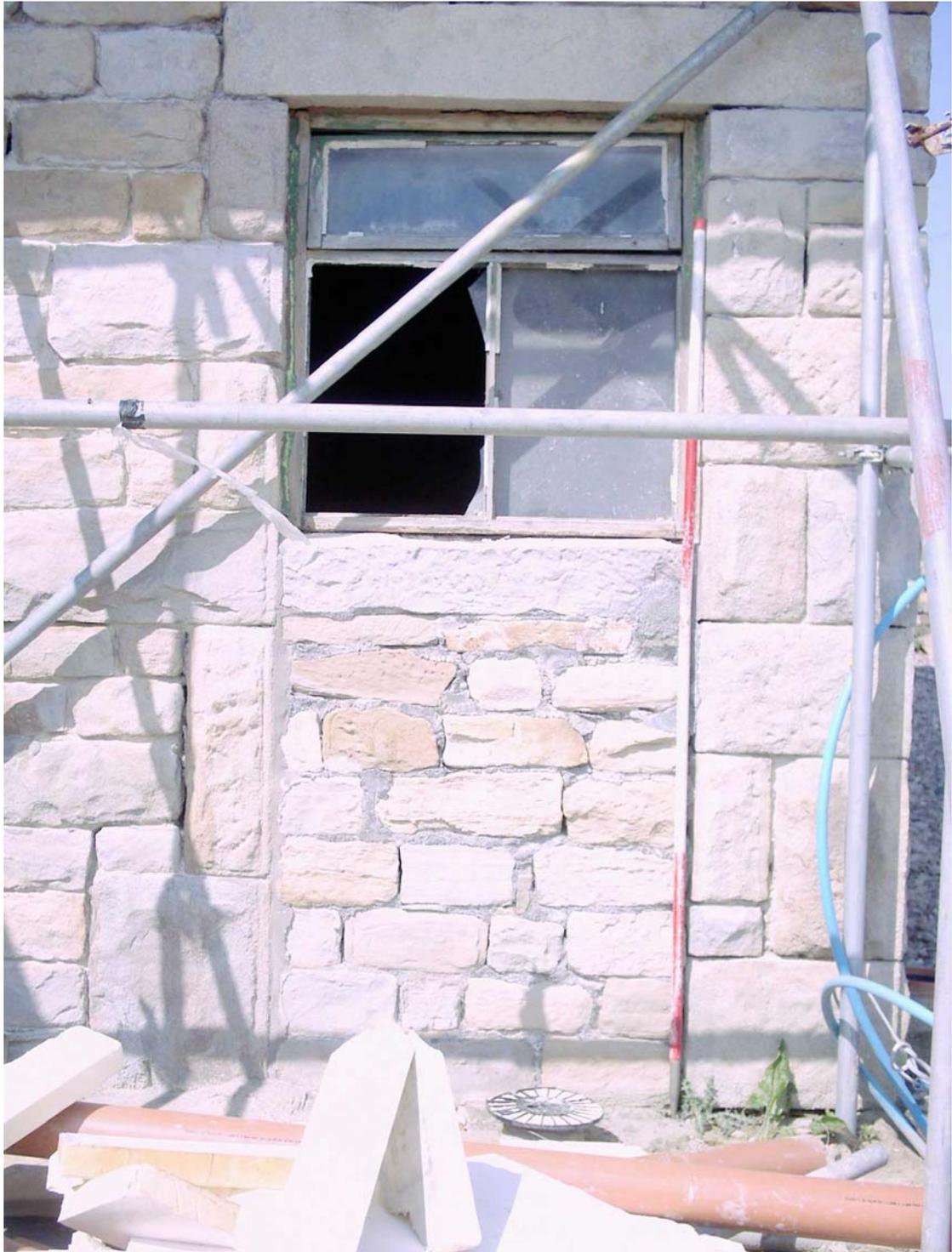


Plate 4: The converted door way on the east elevation



Plate 5: Stone corbel supporting the roof of the outshut



Plate 6: The interior of the stone outshut



Plate 7: Detail of the interior of the windows and the remains of the hayloft at the east end of the barn.



Plate 8: Detail of the queen-post and collar trusses



Plate 9: General view of the south elevation of the barn



Plate 10: Detail of the well-fashioned voussoir around arch over the wagon doors

APPENDIX 1: PROJECT DESIGN

1. INTRODUCTION

1.1 PROJECT BACKGROUND

1.1.1 Mr C Balfe (hereafter the client) has requested that Oxford Archaeology North (OA North) submit proposals to undertake the building investigation of a barn at Highclough Farm, Colne, Lancashire prior to a proposed development.

1.1.2 The proposal will affect the character and appearance of the building and as a result a programme of archaeological building recording was recommended by Lancashire County Archaeology Service (LCAS). This project design has been prepared following a discussion with the LCAS Planning Archaeologist.

1.1.3 The barn to be converted at Highclough is a single storey structure attached to a cottage. It is shown on the first edition OS map and therefore dates from at least the mid 19th century. All modern internal partitions have been removed from the building.

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 The archaeological programme of work aims to provide an origin, development sequence, and discussion of the plan, form and function of the barn on site.

2.2 To achieve the objectives outlined above the following listed specific aims are proposed:

2.3 **Building Investigation:** to provide a drawn and textual record of the barn to RCHME Level II-type survey.

2.4 **Report and Archive:** a written report will assess the significance of the data generated by this programme within a local context. It will present the results of the building investigation.

3. METHOD STATEMENT

3.1 BUILDING INVESTIGATION

3.1.1 **Rapid Desk-Based Assessment:** an examination will be undertaken of all historic Ordnance Survey maps available. Cartographic sources will be consulted in an attempt to trace the development of the site back to the earliest available cartographic source. This will provide information on the origin and development of the building on site. Trade directories will also be consulted.

3.1.2 **Prior to commencement of the building investigation the client should remove all moveable materials which obstruct the fabric of the building.**

3.1.3 **Photographic Archive:** a photographic archive will be produced utilising a 35mm camera to produce colour slides and black and white prints. A full photographic index will be produced and the position of photographs will be marked on the relevant floor plans. The archive will 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 building, and which does not show adequately on general photographs;
- (iv) Any internal detailed views of features of especial architectural/agricultural interest, fixtures and fittings, or fabric detail relevant to phasing the building.

3.1.4 **Site Drawings:** the following architect's drawings (supplied by the client) will be annotated for the building:

- (i) Ground floor plan of the barn to be annotated to show form and location of any structural features of historic significance and recording the form and location of any significant structural details (1:100 scale);
- (ii) One cross-section through the building where appropriate (1:50);
- (iii) Photograph location plan;
- (iv) Plan showing the location of the building in relation to the farmhouse.

3.1.5 OA North does not undertake to correct survey inaccuracies in the client's drawings, which shall remain the responsibility of the client. However, if inaccuracies significantly impede the progress of the archaeological survey and must be rectified to allow the archaeological survey to proceed, a charge for this correction will be made (see *Section 9*). A similar fee will be charged in the event that the client fails to provide all of the drawings specified.

3.1.6 The drawings will be used to illustrate the phasing and development of the building. Detail captured by the annotation will include such features as window and door openings, an indication of ground and roof level, and changes in building material. The final drawings will be presented through an industry standard CAD package.

3.1.7 **Interpretation and Analysis:** a visual inspection of the building will be undertaken utilising the OA North building investigation proforma sheets. A description will be maintained to RCHME level II-type. This level of survey is descriptive and will provide a systematic account of the origin, development and use of the barn.

3.1.8 The written record will include:

- (i) An analysis of the plan, form, fabric, function, age and development sequence of the building;
- (ii) An account of the past and present use of the building;
- (iii) An account of the fixtures, fittings associated with the building, and their purpose;
- (iv) Identification of key architectural/agricultural features (including fixtures and fittings) which should be preserved in-situ;
- (v) A discussion of the relative significance of rooms within the building;
- (vi) A description of the historic context of the building including its relationship with nearby buildings in architectural and functional terms and so forth.

3.2 REPORTS /ARCHIVE

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 concise, non-technical summary of the results;
- (iv) an explanation to any agreed variations to the brief, 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;
- (ix) an index to the photographic and project archive.

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 a further digital copy to the SMR.

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 Lancashire SMR (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.
- 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. All site procedures are in accordance with the guidance set out in the Health and Safety Manual compiled by the Standing Conference of Archaeological Unit Managers (1997). A written risk assessment will be undertaken in advance of project commencement and copies will be made available on request to all interested parties.

5 PROJECT MONITORING

- 5.1 **Access:** liaison for basic site access will be undertaken through the client.
- 5.2 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 LCAS in consultation with the client.

6 WORK TIMETABLE

- 6.1 **Rapid Desk-Based Assessment:** one day would be required to complete the documentary search.
- 6.2 **Building Investigation:** approximately one day in the field will be required to complete this element.

- 6.3 **Reports/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 £2,000,000; proof of which can be supplied as required.

REFERENCES

- English Heritage, 1991 *Management of Archaeological Projects*, second edition, London
- English Heritage, 2006 *Understanding Historic Buildings: A guide to good recording practice*, London

APPENDIX 2: PHOTOGRAPHIC INDEX

PROJECT NAME		OXFORD ARCHAEOLOGY NORTH			SITE CODE	
HIGH CLOUGH FARM BARN		PROJECT CODE L9699			OA NORTH 13	
FILM NO:		FILM TYPE			ISO	
1		B & W				
FRAME	DATE	SITE	DESCRIPTION	DIR	CONDITIONS	PHOTO-GRAPHER
1			S FACING ELEV	N	SUNNY	KL
2			"	"	"	"
3			E FACING ELEV	W	"	"
4			"	"	"	"
5			N FACING ELEV	S	"	"
6			"	"	"	"
7			BLOCKED DOOR & ELEV	W	"	"
8			"	"	"	"
9			W FACING ELEV	E	INTERIOR	"
10			"	"	"	"
11			S FACING ELEV	N	"	"
12			" (W END)	"	"	"
13			DETAIL IN WINDOW (S ELEV)	"	"	"
14			W FACING ELEV	E	"	"
15			"	"	"	"
16			N FACING ELEV	S	"	"
17			DETAIL OF DOORWAY	"	"	"
18			"	"	"	"
19			CEILING DETAIL	W	"	"
20						

DIR = the direction in which the camera is pointed, expressed as a compass point eg NW

PROJECT NAME:	PROJECT CODE: L9699	SITE CODE:
---------------	---------------------	------------

FILM NO: 1		FILM TYPE: B & W			ISO:		
FRAME	DATE	SITE	DESCRIPTION	DIR	CONDITIONS	PHOTO-GRAPHER	
21			"	"	"	"	
22			PARTITION DETAIL W END S ELEV	N	"	"	
23			"	"	"	"	
24			INTERIOR OF ATTACHED BUILDING	N	SUNNY	"	
25			DETAIL	W	SUNNY	"	
26			"	"	"	"	
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

DIR = the direction in which the camera is pointed, expressed as a compass point eg NW

PROJECT NAME		Oxford Archaeology North		PROJECT CODE		SITE CODE	
DETACHED BARN HIGHCLOUGH FARM		L9700				OA NORTH 13	
FILM NO:		FILM TYPE		ISO			
1		B & W					
FRAME	DATE	SITE	DESCRIPTION	DIR	CONDITIONS	PHOTOGRAPHER	
1			E FACING ELEV	W	BRIGHT	KL	
2			"	"	"	"	
3			S FACING ELEV	N	"	"	
4			"	"	"	"	
5			N FACING ELEV	S	"	"	
6			"	"	"	"	
7			"	E	"	"	
8			"	"	"	"	
9			N FACING ELEV	S	INTERIOR	"	
10			"	"	"	"	
11			S FACING ELEV	N	"	"	
12			"	"	"	"	
13			W FACING ELEV	E	"	"	
14			E FACING ELEV	"	"	"	
15			E FACING ELEV	W	"	"	
16			"	"	"	"	
17			"	"	"	"	
18			DOOR E FACING ELEV	"	"	"	
19			DOOR E FACING ELEV	"	"	"	
20			WINNOWING DOOR	"	"	"	

DIR = the direction in which the camera is pointed, expressed as a compass point eg NW

PROJECT NAME:	PROJECT CODE: L9700	SITE CODE:
---------------	------------------------	------------

FILM NO: 1		FILM TYPE: B & W			ISO:		
FRAME	DATE	SITE	DESCRIPTION	DIR	CONDITIONS	PHOTO-GRAPHER	
21			"	"	"	"	
22			DETAIL OF WINDOW E ELEV	W	"	"	
23			"	"	"	"	
24			CEILING DETAIL	N	"	"	
25			"	"	"	"	
26			"	"	"	"	
27			(SKYLIGHT)	W	"	"	
28			"	N	"	"	
29			STONE FLOOR	E	"	"	
30			"	"	"	"	
31			BRICK FLOOR	"	"	"	
32			"	"	"	"	
33			STALL IN ATTACHED BUILDING	E	"	"	
34			CEILING IN ATTACHED BUILDING	W	"	"	
35			"	"	"	"	
36			WINDOW ATTACHED BUILDING	N	"	"	
37							
38							
39							
40							

DIR = the direction in which the camera is pointed, expressed as a compass point eg NW

PROJECT NAME		Oxford Archaeology North			SITE CODE	
DETACHED BARN HIGHCLOUGH FARM		PROJECT CODE I 9700			OA NORTH 13	
FILM NO:		FILM TYPE			ISO	
2		B & W				
FRAME	DATE	SITE	DESCRIPTION	DIR	CONDITIONS	PHOTOGRAPHER
1			DOOR ATTACHED BUILDING	S	INTERIOR	KL
2			"	"	"	"
3			FILM 1 L9699			
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

DIR = the direction in which the camera is pointed, expressed as a compass point eg NW

PROJECT NAME:	PROJECT CODE:	SITE CODE:
---------------	---------------	------------

APPENDIX 3: ARCHIVE CONTENTS

BARN AT HIGH CLOUGH FARM, LANCASHIRE L9699

Record group	Contents	Comments	Box/File Number
	Introduction Project Design		1
A	Report Final Report		1
B	Primary Fieldwork Records Building Records		1
C	Primary Drawings Developers Plans Drawing Indices Plans/Sections		1
D	Finds Compendium		
E	Environmental Records		
F	Photographic Record Photographic Indices Monochrome Digital		1
G	Electronic Media		1