WITHAM ARCHAEOLOGY

SPECIFICATION FOR A PROGRAMME OF HISTORIC BUILDING RECORDING AT WHITEHOUSE FARM, GEDNEY HILL, SOUTH HOLLAND, LINCOLNSHIRE

SOUTH HOLLAND DISTRICT COUNCIL PLANNING REF.: H07-0210-16

SUMMARY

This specification details a programme of historic building recording to be carried out at the above location, prior to the conversion of an agricultural building to domestic use. The building is L-shaped in plan, brick built with a slate and corrugated asbestos roof and corresponds in location a building represented on the Ordnance Survey 1:2500 map of 1888. From photographs and architect's plans produced as part of the current project there appears to be a cart shed and barn within the range and a possible granary within an upper floor level.

The project will culminate in the production of a report describing and interpreting the main findings. Subsequent to this, the complete project archive will be deposited with The Collection, Danes Terrace, Lincoln.

1. INTRODUCTION

1.1. This specification has been prepared by Witham Archaeology for Mr. A. Dubber. It sets out details of a programme of building recording to be carried out in advance of alterations to a traditional farm building at Whitehouse Farm, Station Road, Gedney Hill, Lincolnshire.

1.2. The specification is designed to comply with the usual requirements of the local planning authority and with guidelines set out in the Lincolnshire Archaeological Handbook. Prior to the commencement of any work on the site it should be submitted to West Lindsey District Council, for approval by their archaeological adviser, Louise Jennings.

2. SITE LOCATION AND DESCRIPTION

2.1. The site is located off Station Road, Gedney Hill and in the administrative district of South Holland, at NGR 533630 310970.

2.2. The farm buildings are located to the rear of a bungalow at Whitehouse Farm on Station Road.

3. PROJECT BACKGROUND

3.1. An application to convert the farm buildings was approved in May 2016.

3.2. Under a condition of planning permission, a scheme of archaeological investigation is required to be carried out in advance of the conversion.

3.3. The archaeological adviser to South Holland District Council has specified that the archaeological investigation take the form of a programme of historic building to Historic England Level 2.

4. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

4.1. The building is L-shaped in plan, brick built with a slate and corrugated asbestos roof and corresponds in location a building represented on the Ordnance Survey 1:2500 map of 1888.

4.2. From photographs and architect's plans produced as part of the current project there appears to be a cart shed and barn within the range and a possible granary within an upper floor level.

5. AIMS AND OBJECTIVES

5.1. The purpose of the project is to:

- produce an archive record of the buildings prior to any alterations or demolition which might be required as part of its conversion to domestic use.
- gather sufficient documentary evidence to allow an interpretation of the relationship of the building to the local landscape and a consideration of its local, regional and national significance.
- produce a project archive and report for deposition with the 'The Collection' museum in Lincoln.
- provide information for accession to the County Historic Environment Record.

6. DATA GATHERING

6.1. A search for topographical information will be carried out, sufficient in scope to allow a consideration of the buildings in terms of their geographical, topographical, archaeological and historical context.

6.2. Existing plans and sections have been made available by the client. They will be included in the report, annotated where necessary to show additional detail revealed by the survey. The plans will also provide a base for cross referencing of the photographic survey.

6.3. A full photographic record will be made of all the surviving farm buildings, internally and externally, including roof structures and any original and historic features. The primary record will be compiled using 35mm monochrome print film. For publication purposes a colour digital record will be made in RAW format. The photographic record will include:

- general views of the buildings and their setting.
- oblique views showing the exteriors of individual buildings.
- views of the buildings taken at right angles to their elevations where the elevation merits a more detailed record.
- internal views showing specific spaces, circulation areas and roof structures.
- specific views of any internal and external detail including doors and windows

6.4. The site record will be compiled in accordance with archive guidelines issued by The Collection, Danes Terrace, Lincoln.

6.5. All fieldwork will be carried out in accordance with Lincolnshire County Council's Archaeological Handbook and in accordance with Historic England, Level 2.

6.6. Witham Archaeology will report to the principal contractor or landowner and will conform to any requirements for notification of entering and leaving the site.

7. POST FIELDWORK METHODOLOGY

7.1. Post-fieldwork tasks will be as follows:

- Checking and ordering of the site record to ensure a consistent archive
- Cataloguing of photographic and other records
- Compilation of a client report
- Accession of information to the County Historic Environment Record
- Preparation of the complete project archive for museum deposition

7.2. All such work shall be carried out in accordance with the standards of the United Kingdom Institute of Conservation and the Museums and Galleries Commission.

8. REPORTING PROCEDURES

8.1. The client report, in A4 or A3 format as appropriate, will conform to the requirements of the Lincolnshire Archaeological Handbook and will make suitable reference to any relevant regional or national research agendas.

8.2. The report will contain:

- A non-technical summary
- A description of the data gathering process
- An analytical discussion of the evidence, referring to form, function, date and sequence of development.
- A consideration of the architectural and historic significance of the buildings
- Site location plans

- Copies of any historic maps or plans readily available in the local records office
- A ground plan of the building showing the locations examined and cross referencing the photographs
- A selection of colour photographs depicting the building in its context, the main elevations, and specific views of any significant features
- Appendices containing summary information as appropriate

8.3. The report will be made available within 1 month from completion of fieldwork for distribution as follows:

Recipient	**Copies**
Client	2
Local Authority Archaeological Officer	1
County Historic Environment Record	1(+ digital copy)
The Collection, Lincoln (as part of archive)	2 (+ digital copy)

9. ARCHIVE PREPARATION AND DEPOSITION

9.1. The Project Archive, including all finds shall be deposited with The Collection, Danes Terrace, Lincoln. Acceptance of project archives by The Collection is conditional upon transfer of ownership from the applicant/landowner to Lincolnshire County Council. The archive will be deposited by February 2017 under the accession code LCNCC : 2016.171 provided by The Collection. The site code will be GHSR16.

9.2. By engaging Witham Archaeology to implement this specification the applicant/landowner is deemed to understand and acknowledge this condition and thereby agrees to the transfer of the documentary and finds archive to The Collection, Lincolnshire County Council following completion of the contract.

10. PUBLICATION AND DISSEMINATION

10.1. A summary of the results will be published in an appropriate local journal. The scope of such publication will be dependent upon the results of the investigations.

10.2. An OASIS online form will be completed and submitted to the Lincolnshire Historic Environment Record. The OASIS entry will include a .pdf version of the report.

10.3. Copyright – Witham Archaeology retains full copyright of any commissioned reports and associated project material, excepting that exclusive licence is provided to the client for use of such material in all matters directly relating to the project.

11. MONITORING ARRANGEMENTS

11.1. This specification will form the basis for monitoring by the Planning Archaeologist, Louise Jennings.

11.2. Witham Archaeology undertakes to notify the Planning Archaeologist at least two week prior to the commencement recording so that appropriate monitoring arrangements can be made.

12. RESOURCES & PROGRAMMING

12.1. Witham Archaeology will supply all necessary recording materials and tools, as well as arranging transport to and from site.

12.2. Witham Archaeology undertakes to comply with all statutory Health and Safety requirements pertaining to the work and the conditions under which it is being carried out. Witham Archaeology will also adhere to particular instructions of the client and/or the main contractor or site manager). A copy of the Witham Archaeology Health and Safety Policy can be provided upon request.

12.3. The client, developer or main contractor will provide:

- Any existing ground plans and elevations showing the building scheduled for alteration or conversion.
- All necessary consents and permits to allow access to the site for the purposes of the survey.
- Any information regarding possible contamination or other potential hazards.

12.4. Fieldwork and all aspects of report production will be undertaken by Russell Trimble, an archaeologist with more than 20 years experience in the management and execution of all types of archaeological fieldwork.

12.5. The provisional timetable for completion of the project will be as follows:

Finalise project design and mobilisation	within *c*. 2 weeks from commissioning
Fieldwork	*c*. 1 day
Completion of report	*c*. 2 weeks from completion of fieldwork
Archive deposition	2 months from completion of report

13. INSURANCE STATEMENT

13.1. Witham Archaeology maintains Public Liability insurance with indemnity to the value of £5,000,000, Employers Liability Insurance to the value of £10,000,000 and Professional Indemnity Insurance to the value of £2,000,000

14. STANDARDS

14.1. All work shall be undertaken to professional standards and in accordance with best current practice, the Code of Conduct of the Institute of Archaeologists and the relevant Standards and Guidance published by the Institute.

Witham Archaeology

21/10/2016