Specification for Historic Building Recording at The Oaks, 251, Broadgate Road, Sutton St. Edmund, Lincolnshire.

Prepared for Mr. Simon Coates

National Grid Reference: TF 3681 1313
Planning Reference: H19-0852-15
Site Code: BRSE16
Accession Number: LCNCC: 2016.12

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S. Non-technical summary

S1 *A scheme of works comprising historic building recording is required in advance of the proposed conversion of three redundant farm buildings to new residential development at The Oaks, 251, Broadgate Road, Sutton St. Edmund, Lincolnshire.*

S2 *The three redundant farm buildings, which are the subject of this survey first appear on the O.S. map of 1889, but do not feature on the tithe map of 1843. It is clear therefore that these farm buildings are of mid-late 19th century origin. The specific objectives of the historic building recording will be to provide an historical background to the farm buildings as an aid to their interpretation and on this basis to provide a full photographic, drawn and written record of same prior to the proposed alterations and conversion works. This will provide an assessment of the impact of development on the historic fabric of the buildings and to provide an understanding of how the buildings have developed.*

S3 *The historic building recording will be undertaken prior to any alteration/conversion works at the site. The structure, ground plans, external elevations and internal details will be recorded in writing, graphically and photographically.*

S4 *On the completion of the fieldwork, a report will be produced detailing the results of the investigation. The report will consist of a narrative supported by illustrations and photographs.*

1. Site location and description [Figures 1 and 2]

1.1 The development site at The Oaks is situated on land off the western frontage of Broadgate Road and at the southern outskirts of the village of Sutton St Edmund, which is a linear settlement established along both sides of the Broadgate Road. The development site is situated at National Grid Reference TF 3681 1313, and at a height of approximately 2mAOD. The development site is situated within the modern civil parish of the same name, administrative district of South Holland, county of Lincolnshire.

1.2 The development site is located within a flat and a relatively low-lying area of the Lincolnshire Fens.

2. Planning background [Figure 3]

2.1 This document comprises a Specification or a written scheme of works for historic building recording at The Oaks, 251, Broadgate Road, Sutton St. Edmund, Lincolnshire (Planning Reference: H19-0852-15).

3. Historical Background

3.1 Background research sources were consulted at the Lincolnshire County Council Historic Environment Record, at the Lincolnshire Archives and at the local studies collections of the Lincoln Central Library. The National Heritage List of Historic England was also consulted.

3.2 The Lincolnshire Historic Environment Record (HER) holds an entry from a national survey of historic farmsteads undertaken recently by Historic England relating to this site, which is described as

The Oaks Farm, (The Oaks), Sutton St. Edmund. Partially extant 19th century unlisted farmstead. Loose courtyard with three sides of the courtyard formed by working agricultural; buildings. The farmhouse is detached with the gable end facing onto the yard.

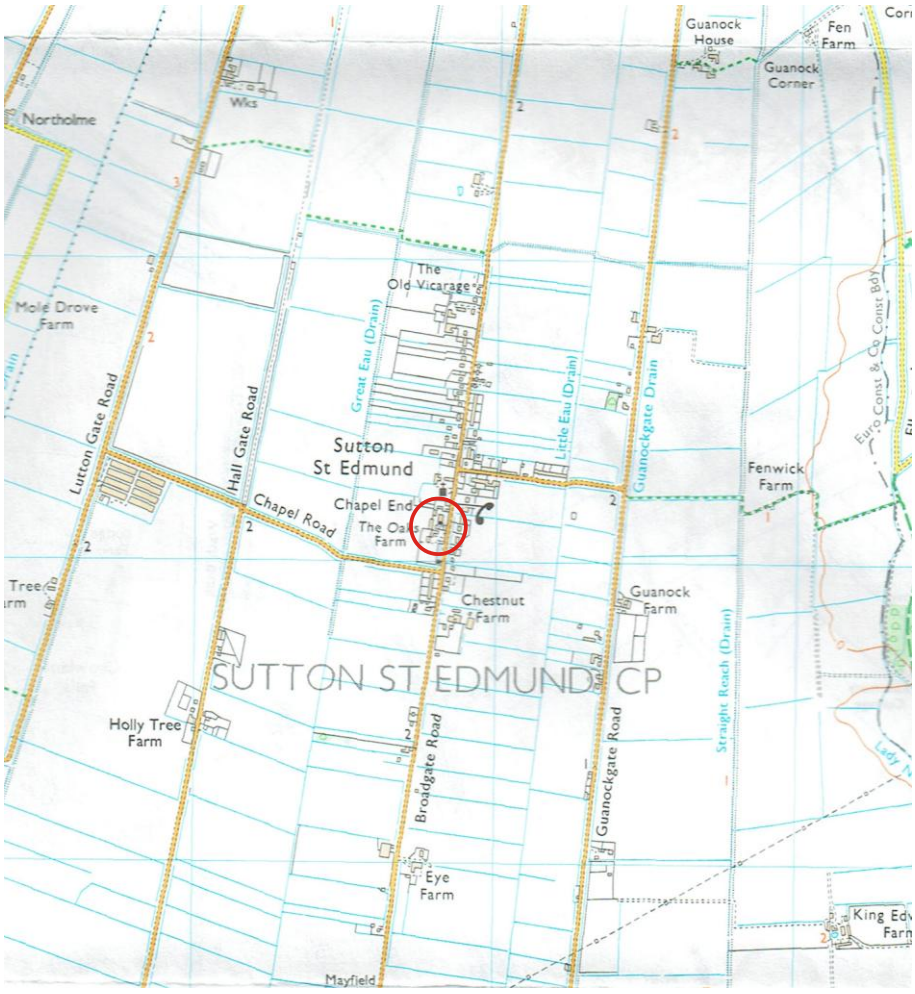


Figure 1: Site location at scale 1:25,000. The site is shown outlined in red. (O.S. copyright licence number 100048723)

3.3 Copies of both manuscript and early edition Ordnance Survey (O.S.) maps of the area of the development site were obtained from the Lincolnshire Archives and the Lincoln Central Library and provide a background to the historical development of this proposal site.

3.4 The earliest map consulted comprised an extract from a map of Sutton St Edmund of 1706 (Archive ref: JACKSON/1) [**Figure 3**]. This map shows the area of the development site within a large rectangular shaped enclosure that is situated on the western frontage of 'Broad Gate'. Just off this western frontage a small cottage is featured within this enclosure.

3.5 An extract from the tithe map for the parish of Sutton St Edmund of 1843 comprises **Figure 4** (Archive ref: DIOC/TITHE AWARD E/332). By 1843, the large enclosure shown on the map of 1706 has become bisected by a field boundary. The cottage featured on the earlier map still appears to be in place.

3.6 An extract from the First Edition 25 inch to one mile scale O.S. map of 1889 comprises **Figure 6**. This map clearly shows that by 1889, the three redundant farm buildings, which are the subject of this survey are by now in place. They form part of a larger farmstead complex which is featured on this map as 'The Oaks'.



Figure 2: Block plan showing the site location and the proposed layout of the development site at an original scale of 1:200, (extract from Architects plan)

3.7 An extract from the Second Edition 25 inch to one mile scale O.S. map of 1904 forms **Figure 7.** This map shows that no change to the layout of the farmstead complex including the situation of the three redundant farm outbuildings took place between 1889 and 1904.

3.8 An extract from the 1:2,500 scale O.S. map of 1977 comprises **Figure 8**. This map shows the current layout of the development site with the three redundant farm buildings in place. New buildings have been to this farmstead complex to the north, south and also to the immediate west.

4. Aims and objectives of the project

4.1 The general aim of the historic building recording of the exterior elevations and interiors of the three redundant farm buildings at The Oaks, 251, Broadgate Road, Sutton St.

Edmund, Lincolnshire will be to undertake this work prior to any building alterations and/or conversion works commencing on the site.

4.2 The objectives of the project will be:

To obtain a complete and detailed photographic, drawn and written record of the interiors and of the external fabric of the three redundant farm buildings at The Oaks, 251, Broadgate Road, Sutton St. Edmund, Lincolnshire.

4.3 The three redundant farm buildings, which are the subject of this survey first appear on the O.S. map of 1889, but do not feature on the tithe map of 1843. It is clear therefore that these farm buildings are of mid-late 19th century origin. The specific objectives of the historic building recording will be to provide an historical background to the farm buildings as an aid to their interpretation and on this basis to provide a full photographic, drawn and written record of same prior to the proposed alterations and conversion works. This will provide an assessment of the impact of development on the historic fabric of the buildings and to provide an understanding of how the buildings have developed.

5. Methodology

5.1 The historic building recording will be undertaken by Neville Hall MIFA prior to any building alterations and/or conversion works at the site and shall take full responsibility for the setting out of the project and for the adequacy, stability and safety of site operations and methods of archaeological site monitoring and recording.

5.2 All work will be carried out according to the Institute of Field Archaeologists (IfA) standards, and will be under the management of a Member of the IfA (MIFA).

5.3 All work will be undertaken following all statutory Health and Safety requirements and legislation in operation at the time of the monitoring.

5.4 A Risk Assessment will be prepared for the site.

5.5 The Proposed Development Site Methodology will comprise:

The recording of the interiors and of the existing external build fabric of the three redundant farm buildings at The Oaks, 251, Broadgate Road, Sutton St. Edmund, Lincolnshire, to comprise a full written, drawn and photographic record of same.

5.6 The written record of the historic building recording shall include:

The precise location of the building, including parish and National Grid Reference:
A note of the listing designation (if appropriate);
The date of the written record, the name of the compiler and the nature of the archive content and location;
A summary of the buildings type and purpose, including past historical and present usage, building materials and possible date;
A note of the buildings past and the its present relationship to its setting, its relationship to local settlement patterns and landscapes, and of its visual significance; and
A gazetteer of the photographs taken.

5.7 The drawn record of the Level 2 historic building recording shall include:

Scaled plans of the existing floors showing the location of any structural features of historical significance e.g. blocked in windows, former fireplace openings etc.;

Scaled plans of the existing elevations showing the location of structural features of historical and architectural significance;
Site location plans at suitable scales; and
A scaled plan showing the location of the various images taken.

5.8 The photographic record of the Level 2 historic building recording shall include:

The photographic record shall provide both a general and a detailed record of the building;
The photographic record shall comprise digital photography utilising a 16.1 megapixel digital camera, high quality images will be taken with the digital images being submitted in a compressed .tiff format on archival quality CD/DVD.

The photographic record shall include:
General photographs of the exterior and setting of the building. A 2 metre ranging rod shall be included in general shots to ensure that all elements of the buildings will be established;
A record of any external detail, structural or decorative, which is relevant to the design development of the building;
A record of any external detail, structural or decorative, which is relevant to the building's design, development and use and which does not adequately show on general photographs;
A record of any dates, inscriptions etc. which would contribute to an understanding of the building;
Copies of maps, drawings, views and photographs illustrating the development and/or use of the building; and
A selection of photographs in the report which show the building in its context and the main focus of the survey, including areas subject to demolition/alteration.

5.9 Resources in terms of building recording have been estimated at up to two days fieldwork/site attendance and up to three days for reporting.

6. Post-fieldwork methodology

6.1 On the completion of the site fieldwork, all of the written, drawn and photographic records produced by the historic building recording will be checked, ordered, labelled (where appropriate) and catalogued to compile a distinctive site archive.

6.2 An assessment of significant finds will be made in light of general site information.

6.3 The site archive will be examined to enable the determination of various phases of activity on the site.

7. Monitoring arrangements

7.1 Provision will be made for the Lincolnshire County Council Historic Environment Team (on behalf of South Holland District Council, the Local Planning Authority) to monitor the works during the fieldwork stage and any other aspect of the archaeological project as required including the post fieldwork analysis and report preparation stages of the project.

7.2 It is understood that the programme of site historical building recording will begin as soon as possible following the agreement of this document with the Lincolnshire County Council Historic Environment Team. A period of not less than fourteen days notice will be given to the Lincolnshire County Council Historic Environment Team of the start date of this site historical building recording works programme.

7.3 All aspects of the archaeological programme will be undertaken in accordance with this project specification.

7.4 Any variation to the project programme in terms of works or recording on or off site will be fully discussed and agreed with the Lincolnshire County Council Historic Environment Team.

7.5 Arrangements will be made for the representative of the Lincolnshire County Council Historic Environment Team for access to the site to undertake monitoring visits, and such visits will be accounted for in the final report preparation.

7.6 The Lincolnshire County Council Historic Environment Team shall be kept fully informed of any unexpected or unforeseen discoveries made during the course of the archaeological monitoring and recording programme.

8. Archive preparation and deposition

8.1 The documentation and records generated by the historic building recording will be sorted and ordered in the format acceptable to The Collection, Lincoln, and to the standards and requirements as laid out in their Guide Book.

8.2 A unique accession number will be obtained from The Collection for the site archive.

8.3 It is anticipated that the archive will be deposited at The Collection, Lincoln by October 2016.

9. Reporting procedures

9.1 A report detailing the findings of the historic building recording will be completed within three months after the finalisation of the fieldwork. Any delays will be related to the relevant authorities.

9.2 The report will consist of:

A title page, with project name and location, national grid reference, planning reference, site code, accession number, client name, author and date;

A contents page listing report sections, illustrations and appendices;

A non-technical summary of the results of the historic building recording;

An introduction, site description and location;

Planning background to the project;

A section on the historical background to the project;

A description of the methodology used in the project;

A section describing the results of the historic building recording;

A section on the discussion and results of the project including a consideration of the findings of the project in a local and regional context;

A consideration of the effectiveness of the project methodology and a confidence rating of the results;

Illustrations including site location plans, scaled ground plans and elevations, plans showing the positions from which photographs have been taken, and

Appendices comprising appropriate photographs generated by the historic building recording, a list of archive contents, a photographic register, a copy of the approved specification and an OASIS form.

An electronic copy of the report will be deposited with the OASIS project (On-line Access to the Index of Archaeological Investigations) http://ads.ahds.ac.uk/project/oasis/index.cfm.

10. Publication and dissemination

10.1 Copies of the final report will be deposited with the clients, the local curator (on behalf of the local planning authority), South Holland District Council and with the Lincolnshire Heritage Environment Record (including a digital copy in a .pdf format).

10.2 A note will be placed in 'Lincolnshire History and Archaeology' describing the results.

10.3 The deposition of the site archive will be in accordance with guidelines outlined in the Lincolnshire Archaeological Handbook (LCC, 2015).

10.4 Should the results of the historic building recording programme merit it, a note will also be placed in appropriate national journals e.g. *Medieval Archaeology.*

11. Other factors (including contingency)

11.1 In the event of the discovery of any unexpected remains of archaeological importance, or of any changed circumstances, it is the responsibility of the archaeological contractor to inform the Lincolnshire County Council Historic Environment Team.

11.2 Where important archaeological remains are discovered and deemed to merit further investigation, additional financial resources may be required to provide an appropriate level of investigation, recording and analysis.

11.3 Any additional financial contingency requirement for additional fieldwork or post-fieldwork analysis outside the scope of the proposed scheme of works will only be activated following full consultation with the Lincolnshire County Council Historic Environment Team and the client.

12. Variations to the proposed scheme

12.1 Variations to the proposed scheme will only be made following written confirmation with the archaeological curator.

13. Resources

13.1 The historic building recording will be undertaken by Neville Hall using standard archaeological field techniques. It is estimated that the site work will take up to two days fieldwork/site attendance and up to three days for reporting.

14. Insurance statement

14.1 Public indemnity of £2,000,000 and private indemnity insurance of £250.000 with Towergate Insurance.

15. Copyright

15.1 Copyright will remain that of the author. Licence will be given to the client to present any reports, copyright of the author, to the planning authority in good faith of satisfactory settlement of account.

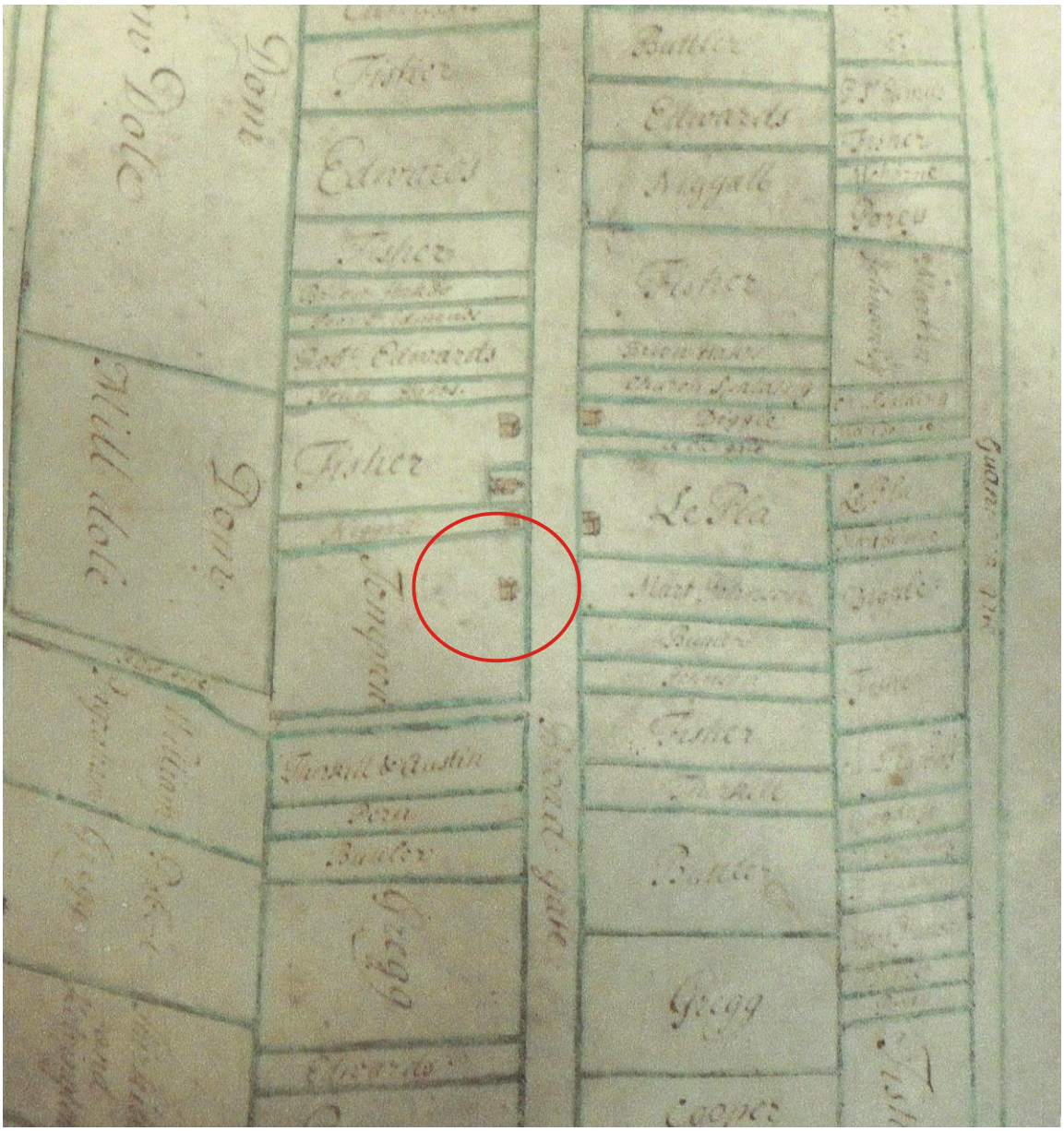


Figure 3: Extract from a map of Sutton St Edmund of 1706

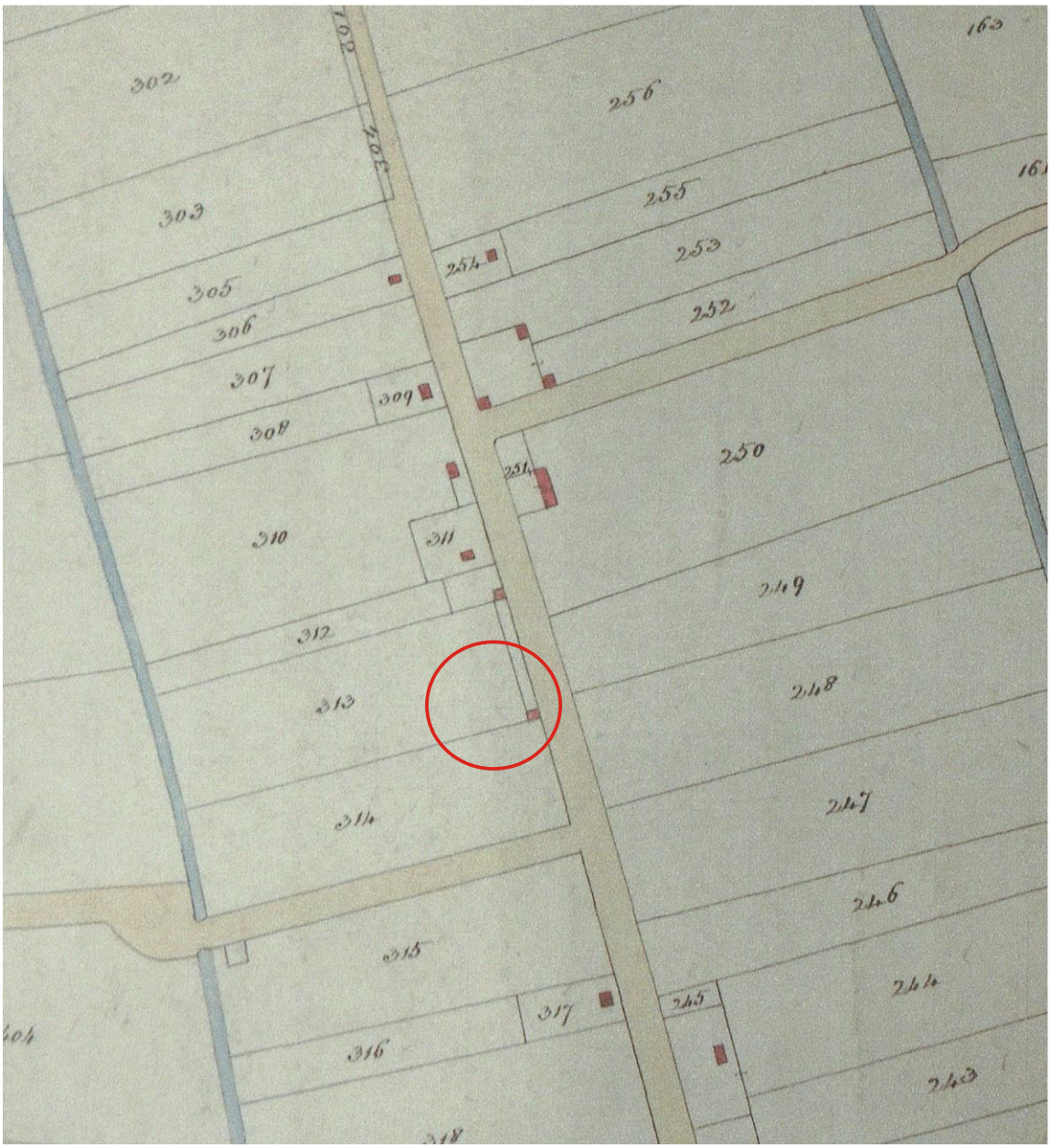


Figure 4: Extract from the tithe map for the parish of Sutton St Edmund of 1843



Figure 5: Extract from the First Edition 25 inch to one mile scale O.S. map of 1889, map sheet no. Lincolnshire 149.7.

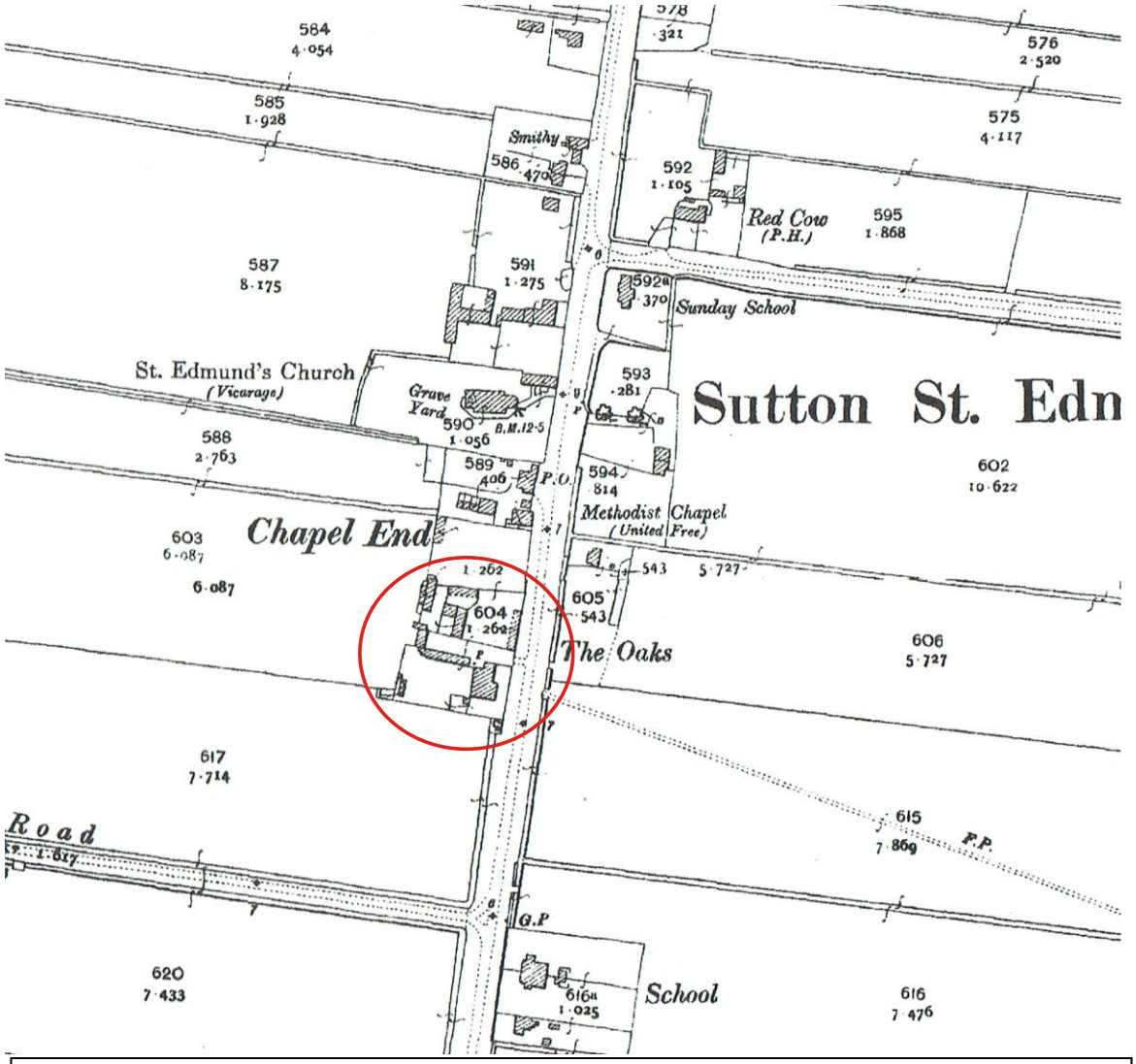


Figure 6: Extract from the Second Edition 25 inch to one mile scale O.S. map of 1904, map sheet no. Lincolnshire 149.7

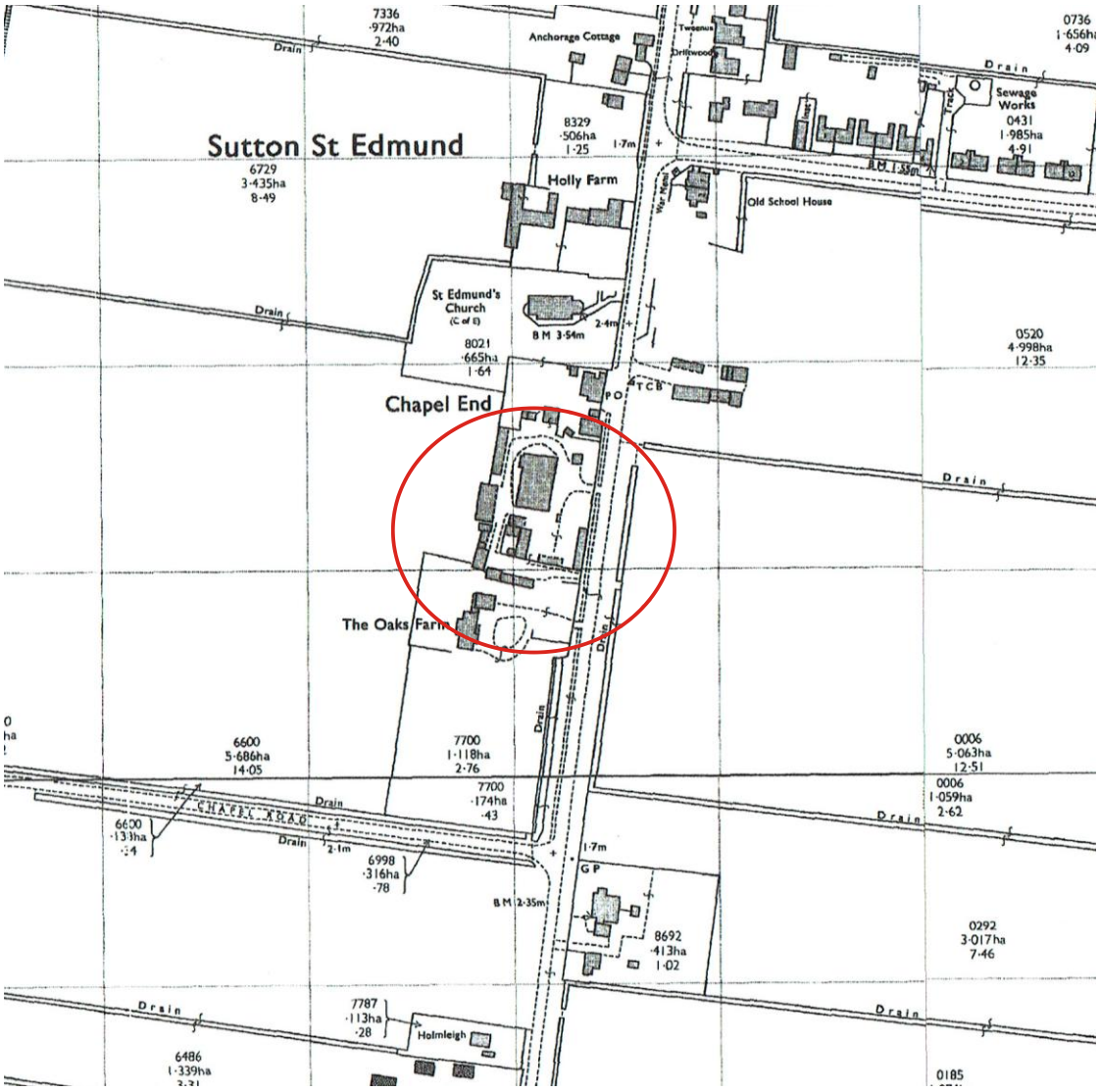


Figure 7: Extract from the 1:2,500 scale O.S. map of 1977. (Crown Copyright Reserved)