

St Peter's, Gainford, County Durham

Written Scheme of Investigation for an Historic Building Recording

Planning Ref: DM/18/01980/FPA



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Planning Ref: DM/18/01980/FPA

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# 1. INTRODUCTION

## 1.1 PROJECT BACKGROUND

This Written Scheme of investigation (WSI) has been prepared by Solstice Heritage LLP on behalf of ELG Planning to allow the agreement of the scope of works of an historic building recording. The historic building recording has been requested by Durham County Council as a condition of planning permission (Ref: DM/18/01980/FPA) for the creation of 48 dwellings, conversion of school building into nine flats, and associated demolition, landscaping, and provision of open space on the site of the former St Peter's School, Gainford.

## 1.2 SITE LOCATION AND DESCRIPTION OF WORKS

The proposed development is situated to the south of the A67, on the site of the former St Peter's, Gainford, County Durham (NGR NZ 17754 16691) (Figure 1). The building is situated within the Gainford Conservation Area and, for the purposes of this assessment, is considered to be a non-designated heritage asset (DCC 2013, 66).

## 1.3 CHRONOLOGY

Where chronological and archaeological periods are referred to in this WSI, the relevant date ranges are broadly defined as follows:

- Palaeolithic (Old Stone Age): 1 million – 12,000 BP (Before present)
- Mesolithic (Middle Stone Age): 10000 – 4000 BC
- Neolithic (New Stone Age): 4000 – 2400 BC
- Chalcolithic/Beaker Period: (2400 – 2000 BC)
- Bronze Age: 2000 – 700 BC
- Iron Age: 700 BC – AD 70
- Roman/Romano-British: AD 70 – 410
- Early medieval/Anglo-Saxon/Anglo-Scandinavian: AD 410 – 1066
- Medieval: AD 1066 – 1540
- Post-medieval: AD 1540 – 1900
  - » Tudor: AD 1485 – 1603
  - » Stuart: AD 1603 – 1714
  - » Georgian: AD 1714 – 1837
- Industrial: 1750 – 1900
  - » Victorian: AD 1837 – 1901
- Modern: AD 1900 – Present

## 1.4 QUALITY ASSURANCE

Solstice Heritage LLP undertakes all fieldwork and post-fieldwork assessment, analysis, reporting and dissemination to the standards stipulated by the Chartered Institute for Archaeologists (CIfA 2014a; 2014b) as is outlined in Section 2 below. The project will be managed by Jim Brightman and Chris Scott, both of whom are fully accredited members of the CIfA (MCIfA level).

## 1.5 INSURANCES

Solstice Heritage LLP holds full Professional Indemnity insurance. Copies of certification can be supplied upon request where legitimately required. No claims have been made or are pending against this policy.

## 1.6 ASSUMPTIONS AND LIMITATIONS

Data and information obtained and consulted in the compilation of this WSI has been derived from a number of secondary sources. Where it has not been practicable to verify the accuracy of secondary information, its accuracy has been assumed in good faith. All statements and opinions arising from the works undertaken are provided in good faith and compiled according to professional standards. No responsibility can be accepted by the author/s of this WSI for any errors of fact or opinion resulting from data supplied by any third party, or for loss or other consequence arising from decisions or actions made upon the basis of facts or opinions expressed in any such report(s), howsoever such facts and opinions may have been derived.

## 1.7 COPYRIGHT

Solstice Heritage LLP will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988). The County Durham HER will be granted licence to use the report for its purposes, which may include photocopying.

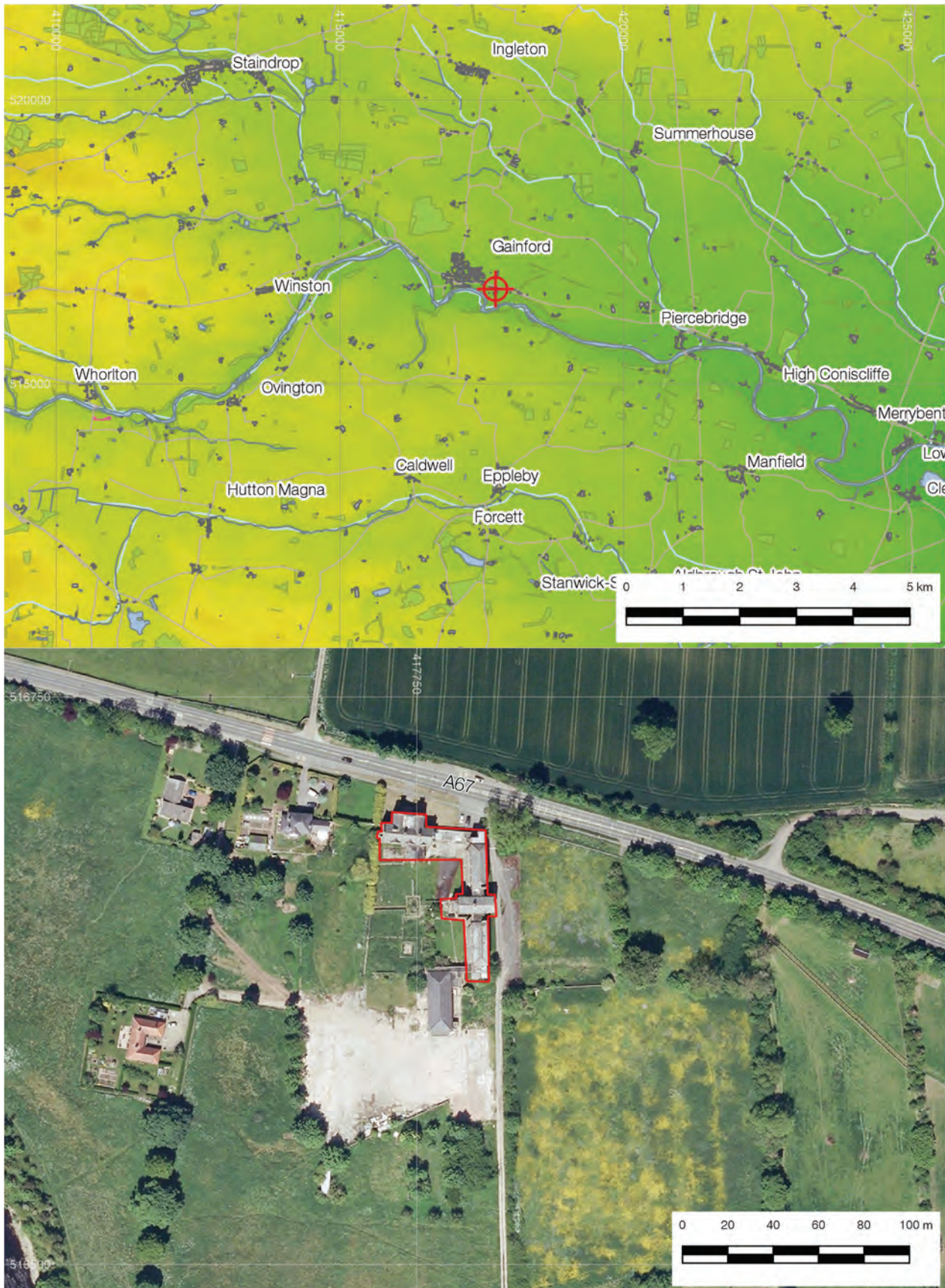


Figure 1 Site Location



## 2. AIMS AND OBJECTIVES

### 2.1 HISTORIC BUILDING RECORDING

Building recording and investigation is defined as:

“A programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, structure, or complex and its setting...” (CIfA 2014b, 3).

The aims of the building recording are:

- To ensure that there exists a photographic, drawn and written record of the structure(s) prior to alteration.
- To establish and understand the chronological development of the structure(s) within its/their context.
- To ensure there is a permanent record of the work undertaken deposited with a suitable archive repository
- To ensure all work is undertaken in compliance with the *Code of Conduct* of the Chartered Institute for Archaeologists (CIfA) (2014a) and the relevant CIfA *Standard and Guidance* (2014b).

### 3. FIELDWORK METHODOLOGY

#### 3.1 RECORDING METHODOLOGY

An historic building survey to a minimum of Historic England Level 2 standard (Historic England 2016) will be carried out. This level of survey provides an introductory descriptive account of the building, together with a systematic account of its origins, development and use. The survey will comprise a written, drawn (measured) and photographic account including the following:

- The written record will comprise: the precise location of the building together with any statutory and non-statutory designations; the date of the survey, the name(s) of the recorder(s), and the location of the archive; a descriptive account of the building's form, function, date, and sequence of development; and, if known, the names of architects, builders, patrons and owners will be given.
- The drawn record will comprise: measured plans of each of the floors, together with drawings of the principal elevations. Existing plans and elevations, such as architect's drawings, will be adapted for parts of the building, and their accuracy will be checked. The plans will show the form and location of features such as blocked windows and doors, and evidence for fixtures of significance.
- The photographic record will comprise: photographs of the building's wider aspect together with general views of the external appearance of the building. These are normally oblique, but right-angle photographs of elevations containing complex detail will also be taken. The overall appearance of internal rooms and circulation areas will also be captured, together with detailed views of features of significance. The photographic archive will consist of digital colour photography at a minimum of 20 megapixels. All detailed photographs will contain a graduated photographic scale. A photographic register and accompanying photo location plan detailing (as a minimum) location and direction of each shot will also be compiled.

#### 3.2 HEALTH AND SAFETY

All archaeological work will be undertaken in a safe manner in compliance with the *Health and Safety at Work Act 1974*. A full risk assessment will be undertaken in advance of the commencement of work, a copy of which will be available on site for the duration of the fieldwork. Solstice Heritage LLP has a full Safety, Health and Environment Policy which can be supplied upon request.

## 4. POST-FIELDWORK METHODOLOGY

### 4.1 REPORTING

Following completion of fieldwork, all information will be synthesised in a project report, which will include as a minimum:

- Project number, OASIS reference number and site grid reference
- A non-technical summary of results
- Introduction
- Aims and method statement
- Legislative, policy and guidance framework
- Description of the overall form, survival, significance and development of the buildings and all significant fixtures
- Illustrative photography
- Location plan of the site of at least 1:10000 scale
- Phased plans and elevations of sufficient detail to describe the chronological development of the structures.
- Photo location plan

Any variation to the minimum requirements above will be approved in advance and in writing by the Durham County Council Archaeology Section. One bound copy (perfect bound) and one digital copy will be supplied to the client and to the Durham County Council Historic Environment Record upon completion. Copyright licence will be granted to Durham County Council to use the report for the purposes of the HER. This may include photocopying by third parties.

### 4.2 ARCHIVING

Within 6 months of the completion of all post-fieldwork stages of the project, a full archive will be compiled and deposited with the Archaeology Data Service (ADS). The archive will be compiled in accordance with the *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (ClfA 2014d) and ADS guidelines. The archive will comprise:

- One bound (perfect bound) copy of the project report
- One digital copy of the project report (.PDF/A)
- Digital copies of all principal photography as uncompressed TIFFs.
- Digital copies of plans, elevations and cross-sections where they are either amended from existing drawings or have been prepared as new to accompany the building recording, and where they are not already reproduced in the report (.PDF/A).

### 4.3 OASIS

Solstice Heritage LLP is registered with the Online Access to Index of Archaeological Investigations (OASIS) Project and fully supports all project documentation and records being made available through the OASIS website. Upon completion of the post-fieldwork reporting and archiving, an OASIS record will be completed, and a copy of the project report will be uploaded.

## 5. RESOURCES AND PROGRAMMING

### 5.1 FIELDWORK STAFF

The project will be managed by Jim Brightman and Chris Scott and it is intended that fieldwork will be undertaken by one of the project managers and Tiffany Snowden of Solstice Heritage LLP. However, in the event of a necessary change to staffing, any other fieldwork staff undertaking the work will be suitably qualified and experienced.

Jim and Chris hold full accredited membership of the Chartered Institute for Archaeologists (CIfA) at MCIfA level; both also have longstanding experience in undertaking and managing historic buildings projects in Northern England, particularly as part of discharging heritage-related planning conditions. Statements of competence for Jim, Chris and Tiffany can be found in Appendix 2.

### 5.2 POST-FIELDWORK STAFF

The post-fieldwork reporting and archiving will be undertaken by one of the project managers or Tiffany Snowden, ensuring continuity from the fieldwork stage. In the event of a necessary change to staffing, any other post-fieldwork or reporting staff will be suitably qualified and experienced.

### 5.3 FIELDWORK PROGRAMME

It is currently intended that the works be undertaken during March 2019.

### 5.4 POST-FIELDWORK PROGRAMME

The post-fieldwork process will commence immediately upon completion of the fieldwork. Unless a more in-depth post-fieldwork process has been agreed as an addendum to this document, then a report will be compiled within three weeks. An OASIS record will be completed and any archive will be deposited within six months of the completion of the post-fieldwork phase.

### 5.5 MONITORING

The Durham County Council contact for monitoring of the project will be:

Nick Boldrini  
Historic Environment Record Officer  
Archaeology Section  
Heritage, Landscapes and Design Team  
Planning Service  
Regeneration and Local Services  
Durham County Council  
County Hall  
Durham  
DH1 5UQ

Telephone: 03000 267008  
Email: Nick.Boldrini@durham.gov.uk



## 6. SOURCES

### 6.1 BIBLIOGRAPHY

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Teesdale District Council. 2002. *Teesdale Local Plan*. Barnard Castle, Teesdale District Council.



## APPENDIX 1 - POLICY AND GUIDANCE FRAMEWORK

### LEGISLATION

National legislation which applies to the consideration of cultural heritage within the proposed project is set out in Table 1 below.

Title	Key Points
Ancient Monuments and Archaeological Areas Act 1979 (amended by the National Heritage Act 1983 and 2002)	Scheduled Monuments, as defined under the Ancient Monuments and Archaeological Areas Act (1979), are sites which have been selected by a set of non-statutory criteria to be of national importance. Where scheduled sites are affected by development proposals there is a presumption in favour of their physical preservation. Any works, other than activities receiving class consent under The Ancient Monuments (Class Consents) Order 1981, as amended by The Ancient Monuments (Class Consents) Order 1984, which would have the effect of demolishing, destroying, damaging, removing, repairing, altering, adding to, flooding or covering-up a Scheduled Monument require consent from the Secretary of State for the Department of Culture, Media and Sport.
Planning (Listed Building and Conservation Areas) Act 1990	Buildings of national, regional or local historical and architectural importance are protected under the Planning (Listed Buildings and Conservation Areas) Act 1990. Buildings designated as 'Listed' are afforded protection from physical alteration or effects on their historical setting.
Hedgerows Regulations 1997	The Hedgerow Regulations (1997) include criteria by which hedgerows can be regarded as historically important (Schedule 1 Part III).

Table 1 Legislation relating to cultural heritage in planning

### POLICY

#### NATIONAL

The principal instrument of national planning policy within England is the *National Planning Policy Framework* (NPPF) (MHCLG 2019) which outlines the following in relation to cultural heritage within planning and development:

Para.	Key Points
8	Contributing to protecting and enhancing the historic environment is specifically noted as being a part of one of the key objectives contributing to sustainable development.
189	During the determination of applications "local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting". This information should be proportionate to the significance of the asset and only enough to "understand the potential impact of the proposal on their significance".
190	Paragraph 190 identifies that Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise.
193	'Great weight' should be given the conservation of a designated heritage asset irrespective of the level of 'harm' of a proposed development. However, the more important the asset, the greater the weight given.
194	'Harm to, or loss of, the significance of a designated heritage assets...should require clear and convincing justification'. In terms of the levels of designated heritage assets, substantial harm to Grade II listed buildings and parks and gardens should be exceptional, and to all other (the highest significance of) designated assets wholly exceptional.
195	Substantial harm to a designated heritage asset will be refused unless it is outweighed by substantial public benefits.
196	Where there is 'less than substantial harm' to a designated heritage asset, the decision will weigh this harm against the public benefit of the proposal 'including, where appropriate, securing its optimum viable use'.
197	For decisions affecting non-designated heritage assets 'a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset'.

Table 2 Key passages of NPPF in reference to cultural heritage



## LOCAL

Under planning law, the determination of an application must be made, in the first instance, with reference to the policies of the local development plan. For the proposed development this is represented by the saved policies of the *Teesdale Local Plan* (Teesdale District Council 2002) as amended by the saved and expired policies document (2007). Within the saved policies of the *Local Plan*, the following are key policies with reference to cultural heritage and the nature of the proposed development:

Policy	Text
GD1	<p>General Development Criteria</p> <p>'All new development and redevelopment within the district should contribute to the quality and built environment of the surrounding area and includes a number of criteria in respect of impact on the character and appearance of the surrounding area; avoiding conflict with adjoining uses; and highways impacts.'</p>
BENV4	<p>Development within and / or adjoining Conservation Areas</p> <p>'Development within and/or adjoining conservation areas will only be permitted provided that: The proposed location, design layout, materials and scale respects the quality and character of the area; materials for buildings and hard landscaping must be appropriate to and sympathetic with the characteristics of the area; the proposal does not generate excessive traffic, parking, noise or other environmental problems which would be detrimental to the character and appearance of the conservation area; the proposal does not destroy trees, hedgerows, landscape features, views and undeveloped areas which contribute to the character or the appearance to the area and its settings; any services which lead to the new development should wherever possible be located underground; proposals should meet the requirements of other relevant policies of the local plan. Proposals which would adversely affect the setting of a conservation area or the views into or out of the area will not be permitted.'</p>

Table 3 Summary of relevant local planning policy

## GUIDANCE

### NATIONAL

During the assessment and preparation of this document, the following guidance documents have been referred to, where relevant:

Document	Key Points
National Planning Practice Guidance (NPPG) (CLG 2014)	<p>The Department for Communities and Local Government (CLG) released the guidance to NPPF in March 2014 in a 'live' online format which, it is intended can be amended and responsive to comment, particular as case law develops in relation to the implementation of NPPF. In relation to cultural heritage the NPPG follows previous guidance in wording and 'keys in' with, in particular, extant English Heritage guidance documents. The NPPG references many similar terms to the previous PPS5 Practice Guidance.</p> <p>Expanding on the narrow definitions within NPPF, the guidance defines conservation as 'an active process of maintenance and managing change. It requires a flexible and thoughtful approach to get the best out of assets as diverse as listed buildings in every day use to as yet undiscovered, undesignated buried remains of archaeological interest.'</p> <p>In terms of building conservation, the guidance states that 'in the case of buildings, generally the risks of neglect and decay of heritage assets are best addressed through ensuring that they remain in active use that is consistent with their conservation. Ensuring such heritage assets remain used and valued is likely to require sympathetic changes to be made from time to time...Where changes are proposed, the National Planning Policy Framework sets out a clear framework for both plan-making and decision-taking to ensure that heritage assets are conserved, and where appropriate enhanced, in a manner that is consistent with their significance and thereby achieving sustainable development.'</p>

Document	Key Points
Conservation Principles, Policies and Guidance (Historic England 2008)	This document sets out the guiding principles of conservation as seen by Historic England and also provides a terminology for assessment of significance upon which much that has followed is based.
Understanding Historic Buildings. A Guide to Good Recording Practice (Historic England 2016)	This is the standard guidance document detailing the standards and techniques of historic building recording. It also outlines the expected scope of records and analysis for each of the 'levels' of recording.
Historic Environment Good Practice Advice in Planning. Note 2 – Managing Significance in Decision-Taking in the Historic Environment (Historic England 2015b)	This advice note provides good practice advice from Historic England, as the government's advisor on the historic environment. It outlines an advised approach to assessing significance of heritage assets and potential planning-led effects on that significance, in a manner compliant with the principles of NPPF. It also outlines good practice for managing effects on heritage assets through conditioned mitigation.
Historic Environment Good Practice Advice in Planning. Note 3 – The Setting of Heritage Assets (Historic England 2017)	This document represents the latest statement by Historic England as to best practice for the assessment of potential effects of development upon the setting of heritage assets, superseding the 2011 guidance. It provides a loose framework for this assessment, and advocates a staged process of assessment outlined in the appropriate section below.
Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures (CIfA 2014b)	This document represents non-statutory industry best practice as set out by the Chartered Institute for Archaeologists. This project will be undertaken to these standards, as subscribed to by Solstice Heritage LLP.

Table 4 National guidance documentation consulted



## APPENDIX 2 - STATEMENTS OF COMPETENCE





**Jim Brightman**  
BA (Hons), MLitt, MClfA

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**Partner**  
**Archaeologist and Heritage Consultant**

Solstice Heritage LLP is a heritage consultancy and archaeological practice based in Northern England and working across Britain. Jim Brightman is a professional archaeologist and heritage consultant with over a decade's experience in undertaking and supervising planning-led, research and conservation, and community archaeology projects.

## EMPLOYMENT AND EXPERIENCE

### **SOLSTICE HERITAGE LLP (OCT 2012 – PRESENT)**

Partner – I currently work as an archaeologist and heritage consultant for Solstice Heritage, a specialist heritage and archaeology practice based from a head office in North Yorkshire and working across the north of England and beyond. Within planning-led archaeology I provide all levels of consultancy service from initial advice through full cultural heritage input to EIA and production of GIS-based analysis. I also undertake archaeological fieldwork and I am often sub-contracted to supervise large-scale sites where my prior experience of this kind of project can be brought to bear. I have extensive experience of undertaking survey and fieldwork in remote upland areas, particularly in relation to the sensitive landscapes of National Parks. In addition to archaeological consultancy I also have experience in providing historic buildings consultancy and survey, as well as providing illustrative, design and interpretation, and publication services. I am also currently active in North Yorkshire with a number of local archaeology and history societies and charitable trusts instigating community heritage projects.

### **YORKSHIRE DALES NATIONAL PARK AUTHORITY (NOV 2012 – PRESENT)**

Historic Environment Project Work – I am currently providing contract consultancy to the Yorkshire Dales National Park Authority working within the Sustainable Development team. Following a successful previous project, I am currently working in partnership with the YDNPA to deliver an Historic England-funded project undertaking wide-scale characterisation of the historic farming landscape of the Yorkshire Dales. Utilising my previous experience of GIS I have also provided support on the production of data to assist in extending the uptake of Environmental Stewardship schemes within the National Park, and the role that they can play in protecting cultural heritage. In addition to this, I have also provided consultancy support to the Traditional Farm Building Census and the compilation of the database relating to that project.

### **ARCHAEOLOGICAL RESEARCH SERVICES LTD (OCT 2004 – OCT 2012)**

Senior Archaeologist and Contracts Manager – I worked for Archaeological Research Services Ltd (ARS Ltd), a nationally recognised archaeological unit and consultancy progressing from Archaeological Projects Assistant to Senior Archaeologist and Contracts Manager, second in seniority within the company. In this role my key responsibilities and experiences included:

- Conceiving and implementing large-scale commissioned research and public archaeology and heritage projects.
- Acting as the principal face and first contact for all commercial projects, with responsibility and oversight for undertaking commercial contracts tendering.
- Project and staff management.
- Liaison with local authority curatorial archaeologists.

- Undertaking direct on-site supervision of archaeological fieldwork, working with varied size teams of archaeologists in all types of projects including topographic survey, historic building survey and all forms of excavation and post-excavation analysis.
- Supervising and undertaking GIS and CAD-based illustration and analysis and providing training in GIS.
- Supervising and undertaking archaeological illustration (free hand and digital) to publication standards.
- Design, typesetting and production of publication and outreach materials ranging from websites, downloadable schools packs, leaflets and information panels, through to academic papers and typesetting full academic monographs.

## PROFESSIONAL POSITIONS AND ACCREDITATION

- Accredited full Member of the Chartered Institute for Archaeologists (MCIfA).
- Elected member of the CfA Advisory Council.
- Committee member for the CfA Equality and Diversity Group.

## FURTHER EDUCATION

- MLitt Archaeology – University of Newcastle upon Tyne (2003-04)
- BA (Hons) Archaeology – University of Newcastle upon Tyne (2000-03)

## ADDITIONAL SKILLS AND COMPETENCIES

I have extensive IT experience and comprehensive working knowledge of the following software: HBSMR v.4.0, ESRI ArcGIS (ArcMAP), Quantum GIS (QGIS), AutoCAD, Adobe CC and earlier versions (including Photoshop, Illustrator, Acrobat, InDesign and Dreamweaver), Microsoft Office and the CorelDraw suite. I also have a good level of competency with MapInfo, ArcView GIS and a number of proprietary survey processing programmes. I hold a full UK driving licence. I often disseminate the results of archaeology projects, both commercial and conservation or public-led, through talks to local societies and student groups. I regularly undertake at least four to five lectures a year and have been doing so for the past ten years.



## PUBLICATIONS

- Brightman, J. In Press. *Charting Chipeling. The Archaeology of the Kiplin Estate*. Little Holtby, Solstice Heritage.
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- Brightman, J. and Waddington, C. 2010. *Aggregates and Archaeology in Derbyshire and the Peak District*. Bakewell, Archaeological Research Services Ltd.
- Brightman, J. and Waddington, C. 2010. Archaeological excavations at Dale View Quarry, Stanton in Peak, Derbyshire. *Derbyshire Archaeological Journal* 130.

In addition to formal publications I have authored a number of articles on excavation projects for popular archaeology magazines, and in excess of fifty 'grey literature' reports including surveys, evaluations, excavations, historic building assessments and surveys, desk-based assessments, management plans and audits, and Environmental Statement chapters. A full bibliography can be supplied on request.

## CONTRIBUTIONS, DESIGN AND ILLUSTRATION IN PUBLICATION

- Wells, E.J. 2017. *A Journey of Discovery: The Pilgrim Routes of Britain*. London, Robert Hale Ltd.
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## Chris Scott

BA (Hons), MA, MCI(A)

Archaeologist and Heritage Consultant



Solstice Heritage is an independent heritage consultancy and archaeological practice based in North Yorkshire and Tyne and Wear, and working across Britain. Chris Scott is a professional archaeologist and heritage consultant with over a decade's experience in undertaking and supervising planning-led archaeology, research and conservation, and community projects.

## EMPLOYMENT AND EXPERIENCE

### SOLSTICE HERITAGE (JULY 2015 – PRESENT)

Partner – I currently work as an independent archaeologist and historic environment consultant based in Tyne and Wear and working across Britain, trading as Solstice Heritage. Within planning-led archaeology we provide all levels of consultancy and contracting services from initial advice through full cultural heritage input to EIA. We undertake all types of archaeological fieldwork and I am regularly sub-contracted to supervise large-scale sites where my prior experience of this kind of project can be brought to bear. Solstice have extensive experience of undertaking survey and fieldwork in remote upland areas, particularly in relation to the sensitive landscapes of National Parks. We have also worked regularly in managing and undertaking archaeological works in urban development settings, often on complex sites with particular health and safety constraints. As such I have gained the construction industry recognised Site Manager's Safety Training Scheme (SMSTS) qualification, giving clients the certainty that archaeological works managed by Solstice Heritage will be undertaken in line with recognised health and safety guidance and legislation. In addition to archaeological consultancy I also have longstanding experience in undertaking historic buildings consultancy and survey, particularly the successful re-development of Listed and/or historic buildings in the planning process.

### ARCHAEOLOGICAL RESEARCH SERVICES LTD (APR 2010 – JULY 2015)

Projects Manager and Operations Manager – I worked for Archaeological Research Services Ltd (ARS Ltd), a nationally recognised archaeological contractor and consultancy as Projects Manager and Operations Manager. In this role my key responsibilities and experiences included:

- Conceiving and implementing large scale commissioned research and community heritage projects.
- Acting as the principal contact for all commercial projects, with responsibility and oversight for undertaking commercial contracts and tendering.
- Project, office, health and safety and staff management.
- Liaison with local authority curatorial archaeologists.
- Undertaking direct on-site supervision of archaeological fieldwork, working with varied size teams of archaeologists in all types of projects including survey, historic building survey and all forms of excavation and post-excavation analysis.

## BEAMISH, THE NORTH OF ENGLAND OPEN AIR MUSEUM (SEPT 2004 – APR 2010)

Curator of Industry – This senior curatorial role involved responsibility for the care and management of all industrial collections and displays within the Museum, including their use and historical integrity. The role also required research work to support these displays and collections, as well as development projects. This position also involved project management, controlling budgets, managing volunteers, staff and contractors. Specific projects included historic landscapes and buildings. The post also involved lecturing and training other staff and students.

In this role I had a number of key responsibilities:

- Acting as principal client project manager for many of the museum's development projects. Within this I had responsibility for performance against significant budgets of up to a million pounds, managing contractor's performance and the quality of work required, but also for proactively engaging with local communities to build awareness of the museum's work
- Liaison with other museums, trusts, funders and users often acting in the role of consultant between funders, the media, the museum and a wide variety of communities representing varied interests relating to local history, sites and initiatives. Negotiation with both community groups and the professional museum sector was key as this dialogue enabled a number of successful community projects which involved objects from the museum's collections, source communities and private and public funders.
- Management of large collections of industrial objects running to hundreds of thousands of individual artefacts, from super-large objects to small items. This required involvement with all issues relating to storage, logistics, safety, display and conservation of objects, including supervising large teams of museum staff and contractors, and directing work on our own site and elsewhere across the country.

## PROFESSIONAL POSITIONS AND ACCREDITATION

- Accredited full Member of the Chartered Institute for Archaeologists (MCIfA).

## FURTHER EDUCATION

- MA Heritage Education and Interpretation – University of Newcastle upon Tyne (2003-04)
- BA (Hons) Archaeology – University of Newcastle upon Tyne (2000-03)

## ADDITIONAL SKILLS AND COMPETENCIES

I have particular specialisms in 19<sup>th</sup> and 20<sup>th</sup> century buildings, industrial archaeology and the archaeology of farms. I often disseminate the results of archaeological and heritage projects, both commercial and conservation or community-led, through talks to local societies and student groups. I have also been regularly involved in training and community and educational engagement in heritage and archaeology throughout my career; working with a diverse range of audiences including businesses, universities, learned societies, schools, local interest groups and communities.

## PUBLICATIONS

- Brightman, J. and Scott, C., 2015. Excavation of a Bottle Works and Earlier Potteries at The Malings, Ouseburn, Newcastle upon Tyne. *Archaeologia Aeliana* 5<sup>th</sup> ser. (44).
- Devenport, J., N. Emery, C. Rendell and C. Scott, "The Esh Winning Miner's Banner Project – conservation involvement in a community initiative", in *Textile Conservation: Advances in Practice*, edited by Frances Lennard and Patricia Ewer. 2010.
- Scott, C., 2009. "Contemporary expressions of Coal Mining Heritage in the Durham Coalfield: The Creation of New Identities" in *Folk Life, The Journal of Ethnological Studies*, Vol. 47, 2009.
- Scott, C., 2005. "The Beamish Burn; A Mechanic Stream", in Society for the Protection of Ancient Buildings, *Mill News*, July.

In addition to formal publications I have authored articles on excavation projects for popular archaeology magazines, and numerous 'grey literature' reports including surveys, evaluations, excavations, historic building assessments and surveys, desk-based assessments, management plans and audits, and Environmental Statement chapters.





## Tiffany Snowden

BA (Hons), ACIfA

### Heritage Consultant



Solstice Heritage LLP is a heritage consultancy and archaeological practice based in North Yorkshire and working across Britain. Tiffany Snowden is a professional archaeologist and heritage consultant with over five years' experience in undertaking planning-led, research and conservation, and community archaeology projects.

#### EMPLOYMENT AND EXPERIENCE

##### **SOLSTICE HERITAGE LLP (JUNE 2017 – PRESENT)**

Heritage Consultant – I currently work as an archaeologist and heritage consultant for Solstice Heritage, a specialist heritage and archaeology practice based from a head office in North Yorkshire and working across the north of England and beyond. Within planning-led archaeology, I am involved in providing all levels of consultancy service from initial advice through full cultural heritage input to EIA, including the production of GIS-based analysis. I also undertake archaeological fieldwork for the company including excavation and survey. In addition to archaeological consultancy, I also have experience in providing historic buildings consultancy at various stages of the planning process, offering specialist heritage advice and input to designs and proposals, particularly those for the more complex re-development of Listed and/or historic buildings. I am also involved in the production of illustrative and design work for Solstice, including fieldwork illustrations and typesetting reports, as well as undertaking community outreach and education initiatives.

##### **PRE-CONSTRUCT ARCHAEOLOGY LIMITED (NOV 2016 – JUNE 2017)**

Archaeologist; Interim Marketing & Business Development Assistant - I worked for Pre-Construct Archaeology Limited (PCA), a nationally recognised archaeological contractor, as an Archaeologist and Interim Marketing & Business Development Assistant. In addition to utilising my experience with historic building conservation by contributing to built heritage research and reports, as well as Method Statements and WSIs for a variety of projects, I also had the following responsibilities:

- Providing archaeological project management support to the London and Durham offices.
- Overseeing all aspects of both digital and print marketing including copywriting, design, production, and social media management.
- Actively sourcing new work by drafting, compiling, and submitting tender applications.
- Responsible for management of volunteers and conceiving/implementing successful public outreach initiatives, such as educational open days.
- Undertaking archaeological fieldwork including survey, historic building survey, excavation, and post-excavation analysis.
- Creating tailored, client/tender-specific designs for reports and applications.

##### **DONALD INSALL ASSOCIATES (MAY 2016 – NOV 2016)**

Historic Buildings Project Coordinator – I worked for Donald Insall Associates, a leading conservation and architecture practice with over 50 years' experience in the care, repair and adaptation of historic buildings and places, as part of their dedicated Historic Buildings Consultancy team. In this role my key responsibilities and experiences included:

- Acting as the first point of contact for built heritage projects, with responsibility for project administration and tendering support.
- Undertaking desktop and archival research for the production of historic building assessments, heritage statements, and conservation management plans.
- Liaising with clients, consultants, and local authority conservation officers.
- Attendance and participation at public consultation meetings.
- Submission of pre-planning and planning applications in relation to varied set of development and re-development schemes, particularly Listed and/or historic buildings.
- Undertaking production and editing of site location and architectural drawings for use in reports and publications.
- Design, typesetting and production of publication and marketing materials ranging from project briefs and heritage statements to environmental impact assessments and conservation management plan documents.

### **ROYAL HOSPITAL CHELSEA (JAN 2015 – MAY 2016)**

Heritage Officer – I was responsible for managing various aspects of the Heritage Portfolio of the Royal Hospital Chelsea, including access and guided tours; curation of the museum, archives, and fine art collections, comprising historic medals, flags, pewter, weaponry, and most notably, paintings in the school of Van Dyck; and oversight of large-scale conservation works in the Wren Chapel and Great Hall, as well as liaising with the Royal Borough of Kensington and Chelsea on a proposed redevelopment scheme of the Soane Stable Block.

### **BARTS PATHOLOGY MUSEUM, ST BARTHOLOMEW’S HOSPITAL (MAY 2014 – DEC 2014)**

Museum Assistant – My primary responsibilities included digitisation of archives, anatomical specimen conservation, human remain conservation and display (wet tissue and skeletal), and public outreach.

### **PROFESSIONAL POSITIONS AND ACCREDITATION**

- Accredited Associate Member of the Chartered Institute for Archaeologists (ACIfA)
- Affiliate Member of the Institute for Historic Building Conservation (IHBC)
- Member of the Association for Studies in the Conservation of Historic Buildings (ASCHB)

### **FURTHER EDUCATION**

- BA (Hons) Archaeology – University of Edinburgh (2011-2014)

### **ADDITIONAL SKILLS AND COMPETENCIES**

I have extensive IT experience and comprehensive working knowledge of the following software: Adobe CS6 (including Photoshop, Illustrator, Acrobat, and InDesign), Microsoft Office, and Quantum GIS (QGIS).

### **PUBLICATIONS**

I have authored a number of articles on specialist topics for popular online magazines, blog posts covering excavation projects, and ‘grey literature’ reports including desk-based assessments, heritage statements, historic building recording, excavations, and site surveys.



