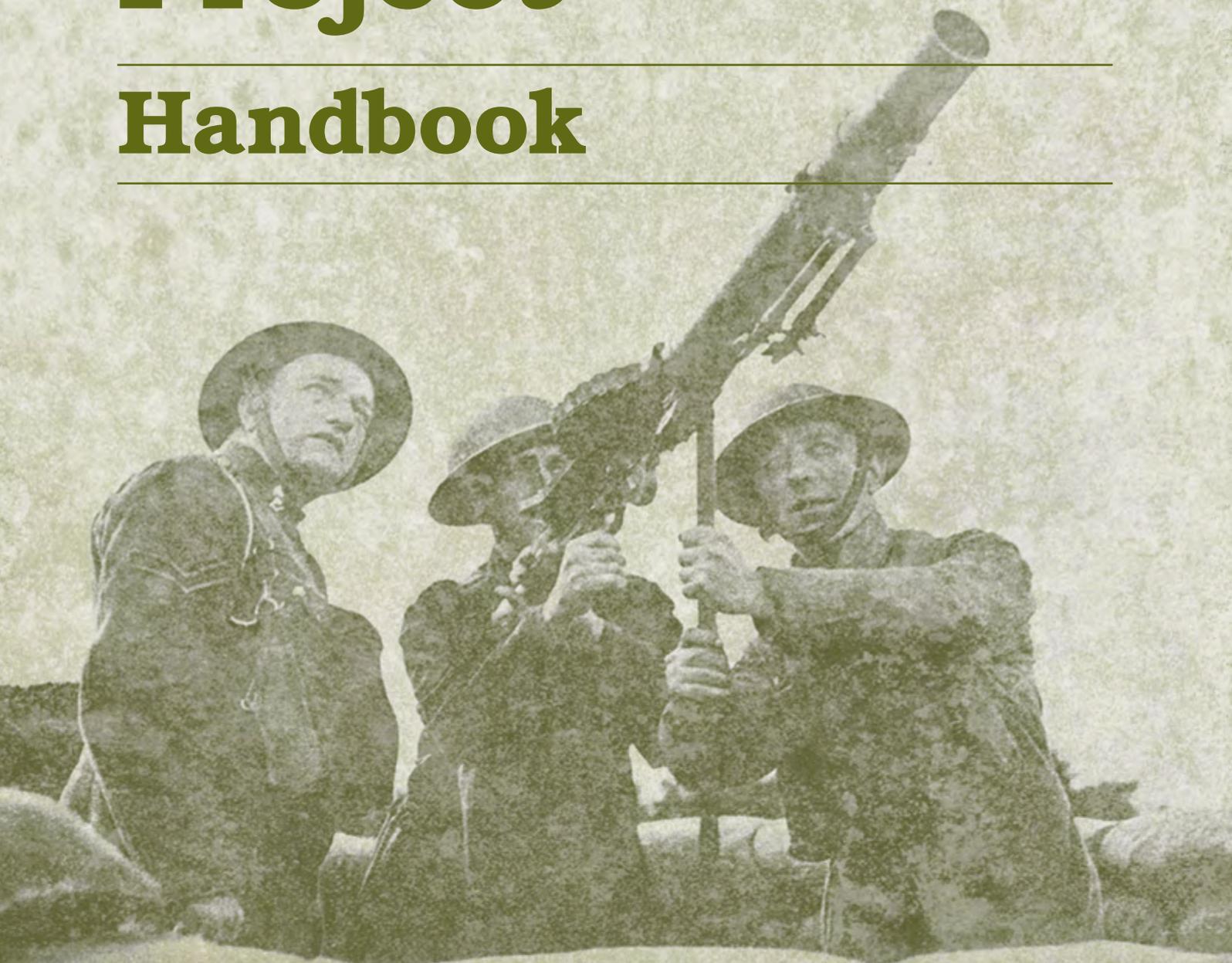


Defence Heritage Project

Handbook



DfC

Department
for Communities
www.communities-ni.gov.uk

Introduction

At present, the archaeological record of the defence heritage in Northern Ireland is poorly understood in terms of extent, survival and locations. With the centenary of World War One it has provided a timely opportunity to re-examine previous records, make additions and pursue fresh investigations. With this the DfC'S Historic Environment Division (HED) has launched phase two of the Defence Heritage Project (DHP) by organising community-led-engagements and a range of public events.

Phase one of the Northern Ireland Defence Heritage Project started in 1997 as part of the wider Defence of Britain Project launched by the Council for British Archaeology (CBA) in 1995. The Defence Heritage Project took in a wider scope of history, including military and associated sites from the early nineteenth century onwards, rather than solely focusing on either the 1914–18 or 1939–45 war periods.

To date, arising from the earlier Defence Heritage Project, a small number of dedicated volunteers has amassed an impressive record of many aspects of the defence heritage of Northern Ireland with over 600 sites having been identified and over 300 sites of interest recorded.

Features recorded include remnants of Napoleonic-era defences through to Cold War installations. These records have been included in the publicly-accessible National Monuments and Buildings Record for Northern Ireland (NMBRNI), helping DfC:HED to safeguard Northern Ireland's defence heritage through information sharing, policy and legislation.

The Defence Heritage Project mainly focuses on community participation and sharing enabling people to actively connect and engage with their local histories, but by their nature many of these sites are often only known by a relatively small group of people. As time has passed, some memories of the sites have been lost, and many sites are only now being rediscovered through the research and interest of volunteers.

Project aims and objectives

- To train volunteer members of the community through workshops on how to collect defence heritage data in their localities.
- Direct volunteers to record defence heritage features whose locations are known but have yet not been recorded.
- Liaise with volunteers to record newly identified sites.
- Present site information on the database of the Northern Ireland Sites and Monuments Record (NISMR) and associated web-map applications.
- Organise public engagements and events to raise awareness of the Defence Heritage Project.
- Provide publically-accessible lectures on Northern Ireland defence heritage/history.
- To connect with local and National groups who have an interest in defence heritage enabling links to be forged for project development.
- Facilitate archaeological excavations at key defence heritage sites in Northern Ireland. Such excavations will be open to the public, local community groups and project volunteers.

Site Recording

Please read these notes before completing a Site Report Form. If you are unable to complete some parts of the form, just leave them blank. Please write using black ink.

Alternatively submit the information electronically via the Defence Heritage map based web application at:

go.qub.ac.uk/DefenceHeritageNI

Please note that when submitting a site report it will be within the public domain and Copyright is transferred to DfC:HED for purposes of providing the information through the NMBRNI. All personal contact details will be withheld from the public domain.

Desk research

Before going out into the field firstly identify, through desk-based research, whether the site has already been recorded. You can do this by viewing the link above.

Or contact the Defence Heritage Project team for support and advice on sites needing recorded at: Historicenvironmentenquiries@communities-ni.gov.uk

Archive Research

The contents of local archives, museums and other avenues can be searched for potential site information. Other potential sources of information could be:

- Local maps that date before and after construction of features to track changes in site use and explore how places have developed over time.
- Local newspaper articles or church magazines contain valuable information for identifying requisitioned sites during wartime.
- The Internet for general knowledge and information on particular people and places which no longer exist.

Archived information used should be referenced correctly on the site recording form including exact references. This will allow future researchers to return to the source material.

Permission and Safety whilst on Site

The majority of defence heritage features are located on private land; please remember to firstly seek permission from the landowner and/or occupier before entering a site to photograph and make a record.

Once consent is given please observe the countryside Code. More information about this is available at:

www.nidirect.gov.uk/the-countryside-code

It is your responsibility to take health and safety precautions when you are recording a site. Before heading out check the local weather forecast taking measures to ensure your safety by dressing appropriately i.e. waterproofs or sun cream, food and appropriate foot wear. Remember to have a mobile phone in your possession at all times and always inform a third party of your intentions, intended locations of visit(s) and time of your expected return.

Take care when working close to derelict buildings or trenches. Stay away from unstable buildings, by recording the exterior only. Even low remains may be prone to movement or collapse if you walk on them, so take care and be sensible about how you approach earthworks and buildings.

It is advisable to undertake a check for potential hazards prior to entering a site for the purpose of recording.

Filling in the Site Record Sheet

Grid Reference: Irish Grid Reference (IGR)

There is several ways to obtain a grid reference:

- In the field, use a handheld GPS unit to establish your IGR, set to the Irish Grid System so that your grid reference is given using both letters and numbers.
- From the Defence Heritage map application.
- Use an online tool/app to locate your IGR, such as: irish.gridreferencefinder.com
- Manually look up the IGR using an Ordnance Survey map of the area available from the NMBRNI and record in the order of eastings followed by northings.

Please indicate the source for the IGR on your form, as accuracy is vital for the Record and if there is an error it may be corrected.

Irish Grid Reference (IGR) location point

For the record we need to know what point of a site you have used to establish the IGR. This is particularly important for large sites that may cover many hundreds of square metres such as airfields. The roughly central point is often best with a note on the location of that point, e.g. 'the airfield hangars or the right emplacement of an anti-aircraft gun emplacement'. You can also use the corner of a building. For a long linear site, such as a trench, you may want to quote two IGRs; one for each end of the site. If it is in sections, it may be better to treat them as two sites and record them with separate Site Recording Forms.

Name(s) of the site

Record the official name for a specific site you are recording. Some sites are also known by other, local terms, which should also be recorded. Please state 'unknown' if the site has no name known to you. Please note if you know of any related sites and give the IGRs if known.

Location notes/directions

Describe the position of the site, either its location within a village, town, or city, including the road it sits on, or for a rural site its position in the landscape. This should enable another person to find the site without the aid of a map. Please use the continuation form to add more details if required.

County, Parish and Townland

If unknown this information can be found at: www.communities-ni.gov.uk/services/historic-environment-map-viewer

Defence Heritage Record (DHP) number

Please quote the Northern Ireland Defence Heritage reference number if the site is already recorded in the Defence Heritage Record.

Protection

Please indicate if the site is protected as a scheduled monument or a listed building, this will only apply to previously recorded defence heritage sites.

Site Observations based on site visit

Type of site – what it is:

Before completing this section, please refer to the site type thesaurus to ensure that your site will be indexed appropriately and be searchable.

A defence heritage thesaurus is available at: thesaurus.historicengland.org.uk

If you cannot find your site in the Thesaurus, please check the 'unknown' box, and include a short description of the site type.

Date of construction – when it was built

Please insert this in DD-MM-YYYY format and state if this information comes from field evidence (e.g. a date stone on the building or gravestone), local knowledge or a documentary source. Further details can be included in the 'Site description and features' box on the form.

Site description and features

This part of the form allows you to describe the site in more detail, using the continuation sheet if necessary. You may also like to use the continuation sheet to attach a basic field sketch of the site or a more detailed dimensional sketch or plan.

In your site description, use your field observations to provide an accurate description of what presently exists on the ground, noting the number and shape of the structures and any related features. Start off by noting the site's setting in the landscape, then describe its layout and the relationship of the buildings, then move in closer to identify and describe individual structures and external and internal features. A short summary will provide us with a valuable record of the site but if you wish, you can record your site in more detail by adding information about each structure to your description. Details to record include:

- **Location** – Topography (flat ground, slope, terrace) and altitude, proximity to other structures.
- **Orientation** – Aspect and N, S, E or W orientation of site and structures.
- **Dimensions** – Height × breadth of individual buildings and structures, thickness of walls (usually in metric).
- **Shape** – Oval, rectangular, circular; rounded or square corners, outside and inside.
- **Features** – Distinctive features such as openings, windows, doors, fireplaces.
- **Functions** – Building or structure functions, noting any changes through time.
- **Phasing** – Features of an earlier or later period, such as blocked windows or inserted walls.
- **Roofing materials** – Roofed or unroofed, list type, style and construction.

Site description examples

Example: Detailed site description for WWII Heavy Anti-Aircraft Battery, Ballyprior Beg, Larne

This is a WWII heavy anti-aircraft battery, with concrete gun bases and an accommodation building. It is one of three sites that functioned together as anti-aircraft defences for Larne. Located near the north tip of Island Magee, the site includes the gun platforms, (gun bases still clearly visible) along with the partially demolished remains of the command post and two other semi-subterranean structures. There is a radar ramp in the adjoining field. This site along with the two others was built in 1941, and together they make up the anti-aircraft defences for Larne. Unlike examples built to a later design in Co. Londonderry, they provided no shelter for gun crews. The three Larne sites are a rare survival of a complete group of anti-aircraft batteries in a single gun-defended area.

Example: Brief site description for WWII pillbox, Hacknahay, Craigavon

A WWII pillbox of reinforced concrete. This pillbox retains all original features and is situated at the top of a steep bank overlooking the Newry Canal.

Larger or multiple sites

For large sites it is usual to describe the overall form of the site before listing its buildings and other features. For example with sites such as factories and airfields, a general record might be created of the whole complex. For other sites, such as coastal gun batteries, it may be sufficient to list and briefly describe the principal parts.

Damaged, demolished or converted buildings

If the building or site you wish to record has been demolished it may be possible to establish its location and former function from historic maps, plans, photographs or postcards. Please fill in as much of the form as possible, but note in overall condition that it has been destroyed. Mention in the description if there is any potential for buried archaeological deposits. Make a note where there is little upstanding structure left, but foundations still remain and where a building has been converted, please note any alterations.

Construction materials

Please refer to the Building Materials Thesaurus at: thesaurus.historicengland.org.uk

Which provides a list of main materials used in construction. You can also consult the visual guide to building features attached to the site recording form.

Example: reinforced concrete with brick skin; concrete with corrugated iron shuttering.

Overall condition

The condition of the site will be based on the judgement of the recorder, but will give an idea of the physical remains. Please use one of the following ratings and add a line of description if applicable:

- **Good** – Fully or almost-fully intact and clear at time of survey
- **Fair** – Structurally recognisable, but subject to some damage or decay or alterations
- **Poor** – Generally poor condition, significant features largely missing
- **Very poor** – Substantially collapsed or features wholly missing
- **Uncertain** – Features of interest not surveyable at the time of the survey (Please note reason i.e. obscured, not located, or for health and safety reasons).
- **Destroyed** – Little or nothing remains visible above ground or no further information can be obtained from future investigation of the site.

Please also indicate where the site or building has been converted or restored:

- **Converted** – Property converted from military use to domestic, agricultural or commercial
- **Restored** – Building or feature no longer in its original form, but retaining some elements

Visible threats to the site

Please note any visible threats to the site based on your personal observation or knowledge.

Example: erosion, overgrowing vegetation, ploughing, military activity or forthcoming or encroaching development.

Note down the scale of the threat, significance and timescale, if apparent.

- **High** – Threat will result in the total loss of the site
- **Moderate** – Threat will lead to loss of parts of site, alteration, partial demolition, dereliction or damage
- **Low** – Lack of maintenance, vegetation damage
- **Negligible** – No known threats to the site

Threat timescale:

- **Active** – Current demolition, coastal erosion, vandalism, animal damage
- **Short-term** – Within the year, known development plans, coastal erosion
- **Long-term** – Within the decade, for example due to neglect, coastal erosion, vegetation growth
- **Negligible** – No known immediate threats to the site

Attachments and Associated Information

Digital photographs

Digital photographs should be taken for every site survey. If emailing or sending the images on disk (CD-ROM/DVD), file names will have to be noted on every image to allow for cross-referencing. The photographs should be numbered sequentially, prefixed by the site name, site direction, structure or feature in your file name.

Example: Site name_feature_direction_date_01.jpg,
Site name_feature direction_date _02.jpg ... to ...
Site name_feature_direction_date_05.jpg

For best practice note the number from your camera as soon as you have taken a photograph and write a caption to describe what the photograph shows on section 3 of the recording form, continue on a separate sheet as necessary.

Example: SE end of factory 1, taken from building 3 facing N

Guidance on taking photographs

Please note you should take adequate numbers of photos for each site, you can never submit too many photographs as long as they are labelled adequately with captions to describe what the photo shows. Check the image for quality and relevance.

Resolution and file formats of the photographs you take will affect how they can be displayed and accessed by future generations through the NMBRNI. We recommend you submit your photographs in the currently accepted JPEG file format.

When using your digital camera, check that the date is set correctly and adheres to the UK format (DD/MM/YY) and that the date stamp is switched OFF. This will allow the correct dates that you took the photos to be downloaded with the image from your camera without spoiling the picture.

Capture images in full colour depth and at the highest file size for your needs. Images can always be subsequently reduced in size, but information cannot be recovered if files are originally too small:

- Use a camera/phone capable of taking photographs of 5 megapixels or above
- Set your camera to the highest quality setting and save as JPEG files (10MB max)
- Include extensions in the file names (.jpg)
- Images should be submitted on disc rather than sent by email.

Copyright for your photographs will be transferred to the NMBRNI.

Attached plans

You may wish to use the continuation paper to make a basic field sketch, showing the relative size, shape and relationship of the site and any buildings and associated structures. A more detailed dimensional sketch could be produced by adding measurements to this or a measured plan or scaled drawing of the site or specific features using survey techniques.

Associated information

Archive information for the site, with source references where appropriate, will help tie the site you are recording into its surrounding area and add weight to its function, use and associations. This may positively influence its future protection. Please add any published references or reference sources for any documents/books/maps/plans/illustrations/photos/postcards you have used. Use the continuation sheet to list these if required. For attachments, please follow our file naming guidelines. Please ensure you have permission to submit information where you do not own the copyright.

Information attached to this sheet by recorder

Please list any extra continuation sheets used during the recording of this site, or photocopies, PDF files and scans of associated information. If you are using paper forms, please firmly attach the sheets and state how many there are when completed. If you are submitting electronically, please sequentially number the scans prefixed with the site name, in the same way as for the digital photographs.

Example plan: Sitenam_orientation_source ref no_date_01

Example map: Site name_maprefno_mapdate_01

Example written information: Site name_extract__ document date_01

Example book: Sitenam_author_date_title_ page_01.tiff

Example historic photograph: Sitenam_direction or detail_date_01

Example verbal transcript: Site name_transcript_ person date_01

Please supply scans on disc as high-resolution PDF files or TIFFs with a maximum file size of 10 MB.

Associated People

Information about known people associated with the site will allow us to add a social dimension to the sites and to track and map people to enhance our knowledge of its significance and contribute to future research and fieldwork. Please use continuation sheet if required.

Association

List how the people are associated with the site, either through their service role during the War or a related job or an event.

Example: Mabel Smith was the sister in charge of Crawfordsburn military hospital on the day of the air raid.

Recorder

Date of site recording(s)

This establishes when the site was visited and recorded, which may have been on more than one occasion.

Name of recorder/volunteer group

Please state the name of one site recorder and their contact details in case of future query about the recording information. If more than one site recorder was involved, please nominate a key contact. The Department processes all personal data in accordance with the provisions of the Data Protection Act 1998. Your personal data, name, address (including email address) and telephone number will be held securely and only for as long as is detailed within the Department's Retention Schedule. The Department will not make any unauthorised disclosure of this information.

Signature

Please indicate if you wish your project and volunteer group to be associated with your research in the published record, or whether you wish to publish anonymously.

Submitting paper forms, send to:

Historic Environment Division
Department for Communities
Causeway Exchange
1-7 Bedford Street
Belfast
BT2 7EG

Or email:

Historicenvironmentenquiries@communities-ni.gov.uk

Historic Environment Division
Department for Communities
Causeway Exchange
1-7 Bedford Street
Belfast
BT2 7EG

Tel: 028 9082 3177 / 028 9082 3126
Email: Historicenvironmentenquiries@communities-ni.gov.uk
Web: www.communities-ni.gov.uk/articles/defence-heritage

Project Partners

