

Specification For Photographic And Drawn Building Recording At Upper Millshaw Hall, Hepworth, West Yorkshire

(SE 17776 06438)

Specification prepared at the request of the Mr Paul Bailey of Bradbury PM Limited on behalf of Kirklees District Council (Planning Application 2017/62/90561/W)

1. Summary

- 1.1. A building record (photographic, drawn survey and structural watching brief) is required to identify and document items of archaeological and architectural interest prior to the demolition and reconstruction of this 17th century house and attached agricultural building.
- 1.2. A specification covering the requirements of a below ground archaeological watching brief has been issued as a separate document.
- 1.3. This specification for the necessary work has been prepared by the West Yorkshire Archaeology Advisory Service, the curators of the West Yorkshire Historic Environment Record.

NOTE: The requirements detailed in paragraphs 8.1.1 to 8.1.3 inclusive and 8.1.6 are to be met by the archaeological contractor **prior** to the commencement of fieldwork by completing and returning the attached form to the WY Archaeology Advisory Service.

2. Site Location and Description (Grid ref. SE 17776 06438)

- 2.1. Upper Millshaw Hall is located on a steep south facing valley side above Cat Clough at approximately 320m AOD. The property is reached via a short lane off Millshaw Lane (track), an east-west track which passes close by the rear of the hall to the north at a higher level.
- 2.2. The buildings which are the subject of this specification have a footprint 182m².

3. Description

- 3.1. Upper Millshaw Hall is the stone built cross wing of a substantial house (West Yorkshire Historic Environment Record PRN 9547). The cross wing is believed to have been added to and potentially replaced part of an earlier timber framed house in the late 17th century. The earlier house was on an east west alignment with most of its former footprint now occupied by laithe (a combined barn and byre). During the early 19th century a second house and a laithe were built 30m to the west of the original Hall.

- 3.2. The development and plan form of the hall is currently understood in outline and based on comparison with local examples of similar dwellings and physical evidence contained within the buildings. Evidence of the earlier, possibly timber framed, house comprises a substantial chimney breast in the eastern bay of the laithe. This fireplace shares with a chimney with a similarly sized fireplace in the later cross wing. The south facing façade of the cross wing is built off a plinth which returns to the west but only extends a few meters in to the laithe. This indicates the location of the original hall's southern wall was inset from the present southern wall. That internal doorways are provided on both the ground and first floors of the cross wing illustrates that the hall also had an upper floor or had an upper floor was created when the wing was constructed.
- 3.3. The laithe's queen post roof structure contains many pieces of reused timber but no obviously reused cruck frames, were noted during the WYAAS' site inspection. However, given Upper Millshaw's location it is likely that these timbers were reused from an earlier structure.
- 3.4. The laithe clearly consists of two phases with a later out-shut byre being added to the rear (north). Building scars and straight joints in the wall between the two phases of laithe may indicate the earlier house, or part of it, was built or encased in stone.
- 3.5. The cross wing comprises a substantial two-and-a-half storey stone built structure with a stone slate roof and cellar below its northern bay. Both northern and southern facades have mouldings and kneelers to their gables and string courses or "hood mouldings" between floors above the attic window openings (although the northern, and inferior façade, employs simple and fewer mouldings). These mouldings are not carried around the eastern or western sides of the building. Although some replacement of windows has taken place the majority of the wing's window openings contain two pane mullions. Although truncated the substantial chimney, shared between the wing and original house, can be easily identified at the south-west corner of the cross wing.
- 3.6. Internally the cross wing is largely open, and in a poor state. The first floor survives in part but the upper attic floor is absent. The cellar is accessed via a winding stair below the steps to the first floor. The cellar has a stone vaulted ceiling and was lit by a three light mullioned window with an area above on the eastern side of the building. Several alcoves including an internal well are present within the cellar.
- 3.7. Whilst both ground and first floor chambers of the cross wing's southern bays have original fire places the rear (northern) chambers were not originally provided with heating. A later internal chimney and fireplaces was inserted centrally in this gable although its construction blocked the wing's north facing windows.
- 3.8. The cross wing's roof comprises king post roof trusses which are braced by struts to both the principal rafters and ridge piece. All the roof structure and

floor beams appear to be oak and are of generous scantlings although in a poor state and partially propped due to water ingress.

4. Planning Background

- 4.1. The site owners, through their agents Bradbury PM Limited (4 Henley Avenue, Thornhill, Dewsbury WF12 0JP; contact Mr Paul Bailey Tel.: 01924 506084) are seeking planning consent to partially demolish and rebuild Upper Millshaw Hall (Planning Application 2017/62/90561/W). The WY Archaeology Advisory Service, as Kirklees District Council's archaeological advisor has recommended that the hall is recorded both before and during this work and has prepared this specification in order to allow the owners to meet the terms of an archaeological condition which will be placed on any consent granted by the LPA.

5. Archaeological Interest

- 5.1. The cross wing of Upper Millshaw Hall represents the ultimate development of a high status Pennine house. Its design incorporates elements of decoration and convenience commensurate with this status, elements of the latter include heated chambers, a storage cellar, internal well and accommodation over two and three floors. There is also plentiful evidence of how the cross wing communicated with the earlier dwelling which may in turn may have been improved and modernised.
- 5.2. It is highly likely that such an ambitious house was built for a yeoman clothier engaged in the dual economy of agriculture and the production of woollen cloth. Cloth production would have required the storage of raw and materials and the preparation of yarn, the distribution of materials to piece workers and the weaving, finishing and storage of cloth. The hall's location on high ground is characteristic of this type of dwelling whilst its position close by a trackway eased the transport of goods and materials. The lack of characteristic weavers' windows in the surviving buildings suggests that the rooms in the unheated portion of the cross wing were not designed for the production of cloth.
- 5.3. Although superficially later in date the laithe contains some evidence of its previous arrangement in the form of building scars in its northern wall and, less certainly, the reused timbers employed in its roof and floor structure. Further evidence of this building's original form may survive as buried archaeological remains. The recording of these remains is covered by a separate archaeological watching brief specification.
- 5.4. The buildings archaeologist should consult the WYAAS' research agenda on Historic Buildings in West Yorkshire (Medieval & Post Medieval to 1914) to establish the context and current research aims to consider during the recording of rural houses in the county. As a minimum the plan form, method of construction and evidence of the date of construction should be sought, as well as attempting to understand the development and chronology of the hall.
- 5.5. The research agenda is available as a .pdf file

at: <http://www.wyjs.org.uk/archaeology-advisory/>

6. Impact of proposed development

- 6.1.1. A significant portion of the historic cross wing and later laith will be demolished and rebuilt or and rebuilt.

7. Aims of the Project

- 7.1.1. The first aim of the proposed work is to identify and objectively record by means of photographs and drawings any significant evidence for the original and subsequent historical form and functions of the cross wing and laithe, and to place this record in the public domain by depositing it with the

WY Historic Environment Record (West Yorkshire Joint Service, Nepshaw Lane South, Morley, Leeds LS27 7JQ).

- 7.1.2. The second aim of the proposed work is to analyse and interpret the the hall as an integrated system intended to perform a specialised function. The archaeologist on site should give particular attention to reconstructing as far as possible the functional arrangements and division of the buildings. Evidence of historical plan form, layout and circulation should be considered in this process of interpretation, and how this may have changed over time.

8. Recording Methodology

8.1. General Instructions

- 8.1.1. Health and Safety The archaeologist on site will naturally operate with due regard for Health and Safety regulations. Prior to the commencement of any work on site (and preferably prior to submission of the tender) the archaeological contractor should carry out a Risk Assessment in accordance with the Health and Safety at Work Regulations. The archaeological contractor should identify any contaminants which constitute potential Health and Safety hazards (e.g. chemical drums) and make arrangements with the client for decontamination/making safe as necessary and appropriate. The WY Archaeology Advisory Service and its officers cannot be held responsible for any accidents or injuries which may occur to outside contractors engaged to undertake this survey while attempting to conform to this specification.

- 8.1.2. Confirmation of adherence to specification Prior to the commencement of any work, the archaeological contractor must confirm in writing adherence to this specification (using the attached form), or state in writing (with reasons) any specific proposals to vary the specification. Should the contractor wish to vary the specification, then written confirmation of the agreement of the WY Archaeology Advisory Service to any variations is required prior to work commencing. Unauthorised variations are made at

the sole risk of the contractor (see para. 8.3, below). Modifications presented in the form of a re-written project brief will not be considered by the West Yorkshire Archaeology Advisory Service.

8.1.3. Confirmation of timetable and contractor's qualifications Prior to the commencement of any work, the archaeological contractor must provide WYAAS in writing with:

- a projected timetable for the site work
- details of project staff structure and numbers
- names and CVs of key project members (the project manager, site supervisor, any proposed specialists, sub-contractors *etc.*)
- details of any specialist sub-contractors

8.1.4. All project staff provided by the archaeological contractor must be suitably qualified and experienced for their roles. In particular, staff involved

in building recording should have proven expertise in the recording and analysis of vernacular buildings. The timetable should be adequate to allow the work to be undertaken to the appropriate professional standard, subject to the ultimate judgement of WYAAS.

8.1.5. Documentary Research A file on Upper Millshaw is held in the West Yorkshire Historic Environment Record along with other research in to county's rural vernacular houses (West Yorkshire Archaeology Advisory Service, West Yorkshire Joint Services, Nepshaw Lane South, Morley, Leeds, LS27 7JQ ☎ 0113 3939959 email wyher@wyjs.org.uk). Prior to the commencement of work on site, the contractor should consult the HER record in order to inform the archaeological recording by providing background information with regard to function and phasing. Please note that the HER makes a charge for commercial consultations.

8.1.6. The archaeological contractor should also undertake a rapid map regression exercise based on the readily-available map and photographic evidence held by the relevant Local History Library (address) and the West Yorkshire Archive Service (address), and a rapid examination of the available 19th- and 20th-century Trades and Postal directories, the appropriate census returns and all other available primary and relevant secondary sources. This work is intended to inform the archaeological recording by providing background information with regard to function and phasing. Please note that this exercise is not intended to be a formal desk based assessment, and should not represent a disproportionate percentage of the time allowed for the project overall.

8.1.7. Use of existing plans If appropriate drawings are available then these may be used as the any annotation relative both to the historic and photographic record. Additional information relevant to the historic record should be indicated on the plans, which shall be re-drawn as necessary. It is the responsibility of the archaeological contractor to check the accuracy of

these drawings and to make any necessary adjustments or corrections. It is the archaeological contractors' responsibility to obtain the appropriate copyright permissions for any original material employed as a basis for further work.

8.2. Sequence of Recording

- 8.2.1. Initial record The structures should initially be recorded as extant, with due provision made for the removal of any debris or modern material which may obscure fabric or features requiring an archaeological record.

8.3. Dendrochronological Assessment & Analysis

- 8.3.1. Provision shall be made, within the quotation, for dendrochronological analysis to be undertaken on structural timbers located in the cottage, mistal, cart house and barn if suitable timbers are identified by a recognised dendrochronologist.
- 8.3.2. The dendrochronological analysis should be undertaken by a recognised dendrochronologist who has extensive experience with work on historic standing buildings and has widespread access to relevant reference data. The analysis should follow the procedures and outputs outlined in 'Dendrochronology: guidelines on producing and interpreting dendrochronological dates' published by English Heritage (1998) and available on their website (<http://www.english-heritage.org.uk/publications/dendrochronology-guidelines/>). Provision should be made for the dendrochronologist to undertake an initial site visit to assess the timbers and discuss an appropriate sampling strategy with the archaeologist.
- 8.3.3. For the convenience of the dendrochronologist it is initially recommended that a small number of digital photographs are taken by the archaeological contractor of the surviving timber-framing within the barn. These photographs should aim to show the general form of the extant timber-work and the general character of the timbers and their scantling. These should be supplied to the dendrochronologist either by email or by sending a CD. The objective of this is to inform the dendrochronologist of the general nature of the structures and extant timber-work, prior to their initial assessment visit to site. The dendrochronologist should also be provided with basic background information relating to the history and development of the complex including relevant plans on which timbers sampled can be subsequently recorded and incorporated into the dendrochronological report.

8.4. Structural Watching Brief

- 8.4.1. Subsequent to the commencement of structural work on site, a watching brief should be maintained by the contracting archaeologist to record any pertinent historic structural or functional detail which may be exposed

during the course of demolition but which are currently inaccessible, overbuilt or obscured by later alterations to a degree not remediable under normal circumstances of site preparation. In particular the structural watching brief is an opportunity to access roof structures and timbers. This record should be obtained by means of notes, drawings and photographs as appropriate, to the standards outlined elsewhere in this specification. This detail should then be incorporated into the completed record.

8.5. Written Record

8.5.1. The archaeologist on site should carefully examine all parts of each building prior to the commencement of the drawn and photographic recording, in order to identify all features relevant to its original use and to obtain an overview of the development of the building and of the site as a whole. As part of this exercise, the archaeologist on site should produce written observations (e.g. on phasing; on building function) sufficient to permit the preparation of a report on the structure. This process should include the completion of a Room Data Sheet or similar structured recording pro-forma¹ for each room or discrete internal space within the volume of the structure. The crucial requirement is that each room should be examined individually, that the results of that examination should be noted in a systematic fashion, and that these objective observations should be used to inform an analytical interpretation of the overall development and operation of the site.

8.6. Drawn Record

8.6.1. The drawn record will comprise the following plans and elevations of hall and later laithe. It is not necessary to record any other buildings within in the site. The following drawings should be made:

- Cellar, ground and first and 1st Floors of the hall and laithe (showing floor construction in the case of the cross wing's first floor)
- Reflected roof truss plan of cross wing
- Sectional elevation of the cross wing including a roof truss and cellar
- A phase plan of the cross wing and laithe

8.6.2. Drawings should be made at an appropriate scale (not smaller than 1:100 for plans; not smaller than 1:50 for sections). The structures should be recorded as existing, but a clear distinction should be made on the final

¹ The WY Archaeology Advisory Service would recommend the employment of the attached proforma, but will consider any suitable alternative which the archaeological contractor may wish to submit (Note that agreement for the employment of an alternative *schema* must be obtained in writing from the WY Archaeology Advisory Service prior to the commencement of work on site).

drawings between surviving as-built features and all material introduced in the structure during the late 20th-century.

8.7. Provision for Additional Drawings

8.7.1. The recording requirements outlined above are based on a brief inspection of the site by the WY Archaeology Advisory Service. However, detailed examination and analysis of the site by the archaeological contractor may reveal features which merit detailed recording beyond what has been specifically required. In addition to what is requisite to complete the work specified above, the archaeological contractor should tender for a contingency period of two days recording on site (with two days drawing up time off site – four days in total) in order that features so identified may be adequately recorded. This contingency should be clearly and separately identified in any tender document.

8.7.2. If features requiring additional drawing are identified during the course of work on site, the WY Archaeology Advisory Service should be contacted as soon as possible, and should be provided in writing with a schedule of proposed additional work. A site visit will then be arranged by the WYAAS to examine the features in question and to assess the need to apply the contingency (this visit will usually be combined with a routine monitoring visit). Implementation of the contingency will be at the decision of the West Yorkshire Archaeology Advisory Service, which will be issued in writing, if necessary in retrospect after site discussions.

8.8. Scope of record

8.8.1. All features of archaeological and architectural interest identified during the process of appraisal should be incorporated into, and clearly identified in, the final drawn record. Typically, items of interest would include:

- Decoration
- Fenestration
- Evidence of sub-division (e.g. plank and muntin walls)
- Evidence of access arrangements
- Evidence of vertical access arrangements & potentially the movement of goods and materials (e.g. trap doors or slopes to stairs etc.)
- Evidence of floor surfaces and drains (laithe)
- Water supply and wells
- Any apotropaic marks on timbers
- Any timber shipping or Baltic marks
- Wuzzing holes or adaptations to textile production
- Evidence of keeping place and lamp shelves in the barns and cellars
- Evidence for stalls, storage spaces, jacob's ladders etc. in the laithe

but this list should not be treated as exhaustive. The archaeologist on site should also identify and note:

- any significant changes in construction material – this is intended to include significant changes in stone/brick type and size
- any blocked, altered or introduced openings
- evidence for phasing, and for historical additions or alterations to the building.

8.9. Dimensional accuracy

8.9.1. Dimensional accuracy should accord with the normal requirements of the **English Heritage Architecture and Survey Branch** (at 1:20, measurements should be accurate to at least 10mm; at 1:50, to at least 20mm; at 1:100, to at least 50mm). Major features such as changes in structural material may be indicated in outline. The recording of individual stones or stone courses is not required unless greater detail is needed in order to adequately represent a particular feature of interest.

8.10. Drawing method

8.10.1. The survey may be executed either by hand or by means of reflectorless EDM as appropriate. In accordance with national guidelines², drawings executed on site should be made either on polyester-based film (minimum thickness 150 microns) with polymer-bonded leads of an appropriate thickness and density, or on acid-free or rag paper. If finished drawings are generated by means of CAD or a similar proven graphics package, recorders should ensure that the software employed is sufficiently advanced to provide different line-weight (point-size); this feature should then be used to articulate the depth of the drawings. CAD repeats or cloning of features should not be used. What is required as an end product of the survey is a well-modelled and clear drawing; ambiguous flat-line drawings should be avoided. Drawing conventions should conform to **English Heritage guidelines as laid out in English Heritage 2006, Understanding Historic Buildings – a guide to good recording practice**, and the WYAAS would recommend that the CAD layering protocol detailed in the same volume (8.3, Table 2) should be adhered to.

8.11. Photographic Record

8.11.1. External photographs An external photographic record should be made of all elevations of the surviving buildings, from vantage points as nearly parallel to the elevation being photographed as is possible within the constraints of the site. The contractor should ensure that all visible elements of each elevation are recorded photographically; this may require photographs from a number of vantage points. A general external photographic record should also be made which includes a number of oblique general views of the buildings from all sides, showing them and the complex as a whole in its setting. In addition, a 35mm general colour-slide survey of the buildings should also be provided (using a variety of wideangle, medium and long-distance lenses). While it is not necessary to

² English Heritage 2006, *Understanding Historic Buildings – a guide to good recording practice*, 7.1.1ff

duplicate every black-and-white shot, the colour record should be sufficiently comprehensive to provide a good picture of the form and general appearance of the complex and of the individual structures. The colour slide record should include some internal shots. Digital photography may be employed as a substitute for colour slide photography (see 8.9.6 below).

8.11.2. Internal photographs A general internal photographic record should be made of the/each building within the complex. General views should be taken of each room or discrete internal space from a sufficient number of vantage points to adequately record the form, general appearance and manner of construction of each area photographed. In areas which are wholly modern in appearance, character and materials, a single shot to record current appearance will suffice.

8.11.3. Detail photographs In addition, detailed record shots should be made of all individual elements noted in section 6.4.3 above. Elements for which multiple examples exist (e.g. each type of roof truss, column or window frame) may be recorded by means of a single representative illustration. The buildings archaeologist should pay particular attention to recording items identified in section 8.8.1..

N.B. Detail photographs must be taken at medium-to-close range and be framed in such a way as to ensure that the element being photographed clearly constitutes the principal feature of the photograph.

8.11.4. Equipment General photographs should be taken with a Large Format camera (5" x 4" or 10" x 8") using a monorail tripod, or with a Medium Format camera which has perspective control, using a tripod. The contractor must have proven expertise in this type of work. Any detail photographs of structural elements should if possible be taken with a camera with perspective control. Other detail photographs may be taken with either a Medium Format or a 35mm camera. All detail photographs must contain a graduated photographic scale of appropriate dimensions (measuring tapes and surveying staffs are not considered to be acceptable scales in this context). A 2-metre ranging-rod, discretely positioned, should be included in a selection of general shots, sufficient to independently establish the scale of all elements of the building and its structure.

8.11.5. Film stock All record photographs to be black and white, using conventional silver-based film only, such as Ilford FP4 or HP5, or Delta 400 Pro (a recent replacement for HP5 in certain film sizes such as 220). Dyebased (chromogenic) films such as Ilford XP2 and Kodak T40CN are unacceptable due to poor archiving qualities.

- 8.11.6. Digital photography Digital photography: as an alternative for colour slide photography, good quality digital photography may be supplied, using cameras with a minimum resolution of 10 megapixels. Digital photography should follow the guidance given by Historic England in Digital Image Capture and File Storage: Guidelines for Best Practice, July 2015. Note that conventional black and white print photography is still required and constitutes the permanent record. Digital images will only be acceptable as an alternative to colour slide photography if each image is supplied as both a JPEG and a TIFF versions. The latter as an uncompressed 8-bits per channel TIFF version 6 file of not less than 25Mbs (See section 2.3 of the Historic England guidance). The contractor must include metadata embedded in the TIFF file. The metadata must include the following: the commonly used name for the site being photographed, the relevant centred OS grid coordinates for the site to at least six figures, the relevant township name, the date of photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph. Any digital images are to be supplied to WYAAS on gold CDs by the archaeological contractor accompanying the hard copy of the report.
- 8.11.7. The creation of orthophotographs is not a requirement in this instance but the current work should be carried out in such a way that this technique can be employed retrospectively in the future. External digital photography should be taken to permit the creation of digital rectified photographs and potentially orthophotographic images at the scales given in section 6.4.4 above. Photographs must be taken at a resolution adequate to allow the creation of images at these scales. The collection and archiving of digital photographs used to create orthophotographs must follow and comply with Historic England's guidance contained in "*Measured and Drawn: Techniques and practice for the metric survey of historic buildings (2nd edition)*", English Heritage 2009" and subsequent guidance. In general this means photographs must be taken using a tripod; be parallel or near parallel to the subject's main surface; sufficient photographs must be taken from additional viewpoints to capture any changes in level or concealed areas; photographs must have sufficient overlap (60%-80%) to ensure good interpolation by the software used; targets or scales must be used.
- 8.11.8. Use of Drones If the contractor intends to use a drone to obtain aerial images of the site they must ensure that this activity is in full compliance with aviation law, the operator is fully trained and if necessary licenced by the Civil Aviation Authority and that a pre-flight and onsite risk assessments have been carried out. Digital images obtained from a drone mounted camera must comply with the requirements for digital photography given above.
- 8.11.9. Printing Record photographs should be printed at a minimum of 5" x 7". In addition, additionally a small selection of photographs (the best of the exterior setting shots and interior shots and those showing evidence of the hall's construction) should be printed at 10" x 8". It is envisioned that 4 such

large prints will be required. Bracketed shots of identical viewpoints need not be reproduced, but all viewpoints must be represented within the report.

8.11.10. Prints may be executed digitally from scanned versions of the film negatives, and may be manipulated to improve print quality (but not in a manner which alters detail or perspective). All digital prints must be made on paper and with inks which are certified against fading or other deterioration for a period of 75 years or more when used in combination. If digital printing is employed, the contractor must supply details of the paper/inks used in writing to the WY Archaeology Advisory Service, with supporting documentation indicating their archival stability/durability. Written confirmation that the materials are acceptable must have been received from the WYAAS prior to the commencement of work on site.

8.11.11. Documentation A photographic register detailing (as a minimum) location, direction and subject of shot must accompany the photographic record; a separate photographic register should be supplied for any colour slides or for colour digital photographs. The position and direction of each photograph and slide should be noted on a copy of the building plan, which should also be marked with a north pointer; separate plans should be annotated for each floor of each building.

9. Post-Recording Work and Report Preparation

9.1. After completion of fieldwork

9.1.1. Prior to the commencement of any other work on site, the archaeological contractor should arrange a meeting at the offices of the WY Archaeology Advisory Service to present a photo-location plan, and photographic contact prints adequately referenced to this plan (material supplied will be returned to the contractor). Copies of the slides or digital photographs should also be brought in for checking. **N.B.** if full-sized prints or digital versions of contact sheets are supplied for this purpose, they must be accompanied by a sample of the processed negatives. If appropriate, the

WY Archaeology Advisory Service will then confirm to District Planning Services that fieldwork has been satisfactorily completed and that other work on site may commence (although discharge of the archaeological condition will not be recommended until the watching brief has been held and a completed copy of the full report and photographic record has been received and approved by the West Yorkshire Archaeology Advisory Service). Please note that as of the 1st April 2011, the WYAAS will charge the archaeological contractor a fee for each fieldwork verification meeting.

9.2. Report Preparation

9.2.1. **Report format and content** A written report should be produced. This should include:

- an executive summary including dates of fieldwork, name of commissioning body, and a brief summary of the results including details of any significant finds
- an introduction outlining the reasons for the survey
- a brief architectural description of the building(s) presented in a logical manner (as a walk around and through the buildings, starting with setting, then progressing to all sides of the structure in sequence, and finally to the interior from the ground floor up)
- a discussion placing the house in its local and historical contexts, describing and analysing the development of individual structures and of the complex as a whole. This analysis should consider the site type as an integrated system intended to perform a specialised function, with particular attention being given to historical plan form and layout.

9.2.2. Both architectural description and historical/analytical discussion should be fully cross-referenced to the drawn and photographic record, sufficient to illustrate the major features of the site and the major points raised.

9.2.3. It is not envisaged that the report is likely to be published, but it should be produced with sufficient care and attention to detail to be of academic use to future researchers. A copy of this specification and a quantified index to the field archive should also be bound into the back of the report. The cover sheet should include a centred eight-figure OS grid reference and the name of the township in which the site is located (Hepworth).

9.2.4. Illustrations should include:

- a location map at a scale sufficient to allow clear identification of the site in relation to other buildings in the immediate area
- an overall keyed plan of the site showing the all buildings in relation to each other and identifying the subject buildings
- any relevant historic map editions, with the position and extent of the site clearly indicated
- The drawings identified in section 8.4.1 at the appropriate scales □ a phase plan
- a complete set of site drawings at a legible scale, on which position and direction of each photograph has been noted
- any additional illustrations pertinent to the site
- a complete set of good-quality laser copies of all photographs (reproduced at a minimum of 5" by 7").

9.2.5. The latter should be bound into the report in the same logical sequence employed in the architectural description (Para. 9.2.1 above) and should be appropriately labelled (numbered, and captioned in full). When captioning, contractors should identify the individual photographs by means of a running sequence of numbers (e.g. Plate no. 1; Plate no. 2), and it is this numbering system which should be used in cross-referencing

throughout the report and on the photographic plans. However, the relevant original film and frame number should be included in brackets at the end of each caption.

9.3. Report deposition General considerations

9.3.1. The report should be supplied to the client and identical copies supplied to the West Yorkshire HER, the WY Archive Service and to the Oasis project. A facsimile copy of the report should be supplied to the WYAAS in .pdf format on an archive quality "gold" CD. A recommendation from WYAAS for discharge of the archaeological condition is dependant upon receipt by WYAAS of a satisfactory report which has been prepared in accordance with this specification. Any comments made by WYAAS in response to the submission of an unsatisfactory report will be taken into account and will result in the reissue of a suitably edited report to all parties, within a timescale which has been agreed with WYAAS.

9.3.2. The report copy supplied to the West Yorkshire HER should include a complete set of photographic prints (see Para. 9.4below). The finished report should be supplied within eight weeks of completion of all fieldwork, unless otherwise agreed with the West Yorkshire Archaeology Advisory Service. The information content of the report will become publicly accessible once deposited with the Advisory Service, unless confidentiality is explicitly requested, in which case it will become publicly accessible six months after deposit.

9.3.3. Copyright - Please note that by depositing this report, the contractor gives permission for the material presented within the document to be used by the WYAAS, in perpetuity, although The Contractor retains the right to be identified as the author of all project documentation and reports as specified in the Copyright, Designs and Patents Act 1988 (chapter IV, section 79). The permission will allow the WYAAS to reproduce material, including for commercial use by third parties, with the copyright owner suitably acknowledged.

9.3.4. The West Yorkshire HER supports the Online Access to Index of Archaeological Investigations (OASIS) project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological

grey literature that has been produced as a result of the advent of largescale developer funded fieldwork. The archaeological contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. Contractors are advised to contact the West Yorkshire HER officer prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, the West Yorkshire HER may place the information on a web-site. Please ensure that you and your client agree to this procedure in writing as part of

the process of submitting the report to the case officer at the West Yorkshire HER.

9.3.5. With the permission of the developer, the archaeological contractor are encouraged to consider the deposition of a copy of the report for this site with the appropriate Local History Library.

9.3.6. A brief note should be submitted to 'Post-medieval Fieldwork in England and Northern Ireland' which is prepared annually for inclusion in the Journal of the Society for Post Medieval Archaeology. A similar note or longer article should be prepared for the Council for British Archaeology's Yorkshire Forum publication (please contact the editor (forum-editor@cbayorkshire.org.uk) or visit the CBA's website for more information.

9.4. Deposition with WY Archaeology Advisory Service (West Yorkshire Historic Environment Record). The report copy supplied to the WY Archaeology Advisory Service should also be accompanied by both the photographic negatives and a complete set of labelled photographic prints (mounted in archivally stable KENRO display pockets or similar, and arranged in such a way that labelling is readily visible) bound in a form which will fit readily into a standard filing cabinet suspension file (not using hard-backed ringbinders). Labelling should be on the back of the print in pencil giving film and frame number only and on applied printed labels on the front of the appropriate photographic sleeve which should include:

- film and frame number
- date recorded and photographer's name
- name and address of building
- national grid reference
- specific subject of photograph.

9.4.1. Negatives should be supplied in archivally stable mounts (KENRO display pockets or similar), and each page of negatives should be clearly labelled with the following:

- Township name (Hepworth)
- Site name and address
- Date of photographs (month/year)
- Name of archaeological contractor
- Film number

9.4.2. Colour slides should be mounted, and the mounts suitably marked with 'Hepworth' (the Township name) with 'Upper MillShaw Hall' under, at the top of the slide; grid reference at the bottom; date of photograph at the right hand side of the mount; subject of photograph at the left hand side of the mount. Subject labelling may take the form of a numbered reference to the relevant photographic register. The slides should be supplied to the WY Archaeology Advisory Service in an appropriate, archivally stable slide hanger (for storage in a filing cabinet).

9.5. Summary for publication The attached summary sheet should be completed and submitted to the WY Archaeology Advisory Service for inclusion in the summary of archaeological work in West Yorkshire published on the WYAAS website. During fieldwork monitoring visits WYAAS officers will take digital photographs which may be published on the Advisory Service's social media feeds as part of an ongoing strategy to enable public access to information about current fieldwork in the county.

9.6. Preparation and deposition of the archive After the completion of all recording and post-recording work, a fully indexed field archive should be compiled consisting of all primary written documents and drawings, and a set of suitably labelled photographic contact sheets (only). Standards for archive compilation and transfer should conform to those outlined in Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation (Archaeological Archives Forum, 2007). The field archive should be deposited with the Kirklees District Office of the West Yorkshire Archive Service (1-6 Princess St, Huddersfield HD1 2SU: Tel.: 01484 221966 Email:

archives@wyjs.org.uk) and should be accompanied by a copy of the full report as detailed above. Deposition of the archive should be confirmed in writing to the WY Archaeology Advisory Service.

10. General considerations

10.1. **Technical queries** Any technical queries arising from this specification should be addressed to the WY Archaeology Advisory Service without delay.

10.2. **Authorised alterations to specification by contractor** It should be noted that this specification is based upon records available in the West Yorkshire Historic Environment Record and on a brief examination of the site by the West Yorkshire Archaeology Advisory Service. Archaeological contractors submitting tenders should carry out an inspection of the site prior to submission. If, on first visiting the site or at any time during the course of the recording exercise, it appears in the archaeologist's professional judgement that

- i) a part or the whole of the site is not amenable to recording as detailed above, and/or
- ii) an alternative approach may be more appropriate or likely to produce more informative results, and/or
- iii) any features which should be recorded, as having a bearing on the interpretation of the structure, have been omitted from the specification,

then it is expected that the archaeologist will contact the WY Archaeology Advisory Service as a matter of urgency. If contractors have not yet been appointed, any variations which the WY Archaeology Advisory Service considers to be justifiable on archaeological grounds will be incorporated into a revised specification, which will then be re-issued to the developer for redistribution to the tendering contractors. If an appointment has already been made and site work is ongoing, the WY Archaeology Advisory Service will resolve the matter in liaison with the developer and the Local Planning Authority.

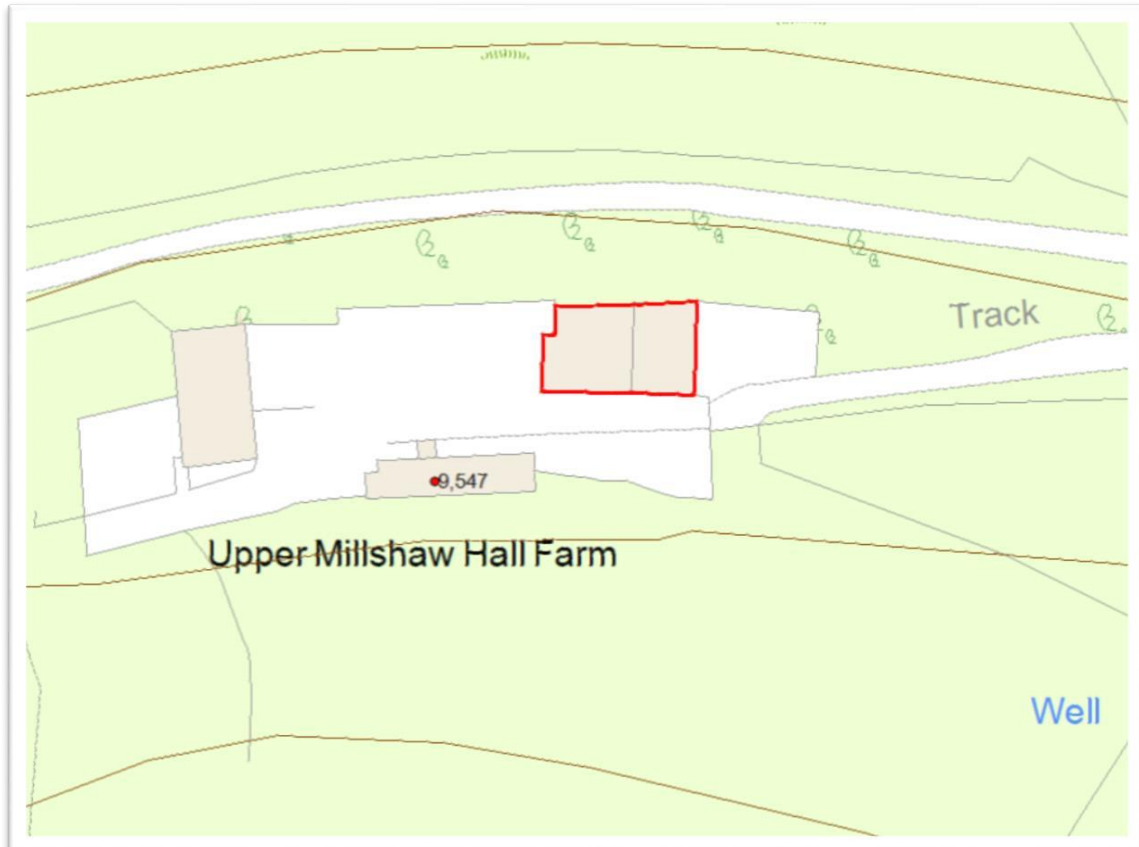
- 10.3. **Unauthorised alterations to specification by contractor** It is the archaeological contractor's responsibility to ensure that they have obtained the West Yorkshire Archaeology Advisory Service's consent in writing to any variation of the specification prior to the commencement of on-site work or (where applicable) prior to the finalisation of the tender. Unauthorised variations may result in the WY Archaeology Advisory Service being unable to recommend discharge of the archaeological recording condition to the Local Planning Authority and are made solely at the risk of the contractor.

- 10.4. **Monitoring** This exercise will be monitored as necessary and practicable by the WY Archaeology Advisory Service in its role as 'curator' of the county's archaeology. The Advisory Service should receive at least one week's notice in writing of the intention to start fieldwork. A copy of the contractor's Risk Assessment should accompany this notification.
- 10.5. **Valid period of specification** This specification is valid for a period of one year from date of issue. After that time it may need to be revised to take into account new discoveries, changes in policy or the introduction of new working practices or techniques.
- 10.6. Any queries relating to this specification should be addressed to the WY Archaeology Advisory Service without delay.

David Hunter
West Yorkshire Archaeology Advisory Service
West Yorkshire Joint Service,
Nepshaw Lane South,
Morley,
Leeds
LS27 7JQ
Telephone: 0113 393 9715
E-mail: david.hunter@wyjs.org.uk

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Site Location Plan