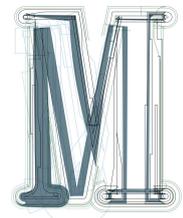


m b Heritage

Nos. 23 and 25 Bradford Road
Dewsbury, WF13 2DU

Written Scheme of Investigation
Architectural Recording and
Structural Watching Brief



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1.0 Introduction

1.01 This Written Scheme of Investigation (WSI), prepared by **m.b. Heritage** ('the Consultant'), in consultation with West Yorkshire Archaeology Advisory Services ('WYAAS') sets out an archaeological written scheme of investigation (WSI) in respect of a photographic building record and structural watching brief at land and buildings known 23 and 25 Bradford Road, Dewsbury, WF13 2DU ('the site'). The development works relate to the adaptive conversion of standing buildings to form 27 no. apartments. The proposals were the subject of planning and listed building consent submissions (2019/91120, 2019/91121) approved by Kirklees Council in July 2020.

1.02 The extent of the site, which centres on NGR: SE24418 22186, is shown at Figure 1.



Figure 1: Site Extent

1.03 Condition 14 of the listed building consent (2019/91121) sets out the requirements for the building record:

No works shall commence until a Level 3 archaeological building record (as specified in Understanding Historic Buildings: A Guide to Good Recording Practice, Historic England 2016) has been undertaken by a Chartered Institute for Archaeologists Registered Organisation.

- 1.04 The WSI sets out the objectives and methodology in respect of the undertaking of the archaeological building record, in accordance with the requirements of the Condition, and for a structural watching brief during the course of the development works. A structural watching brief is required in order to record the internal fabric of the building which is currently inaccessible due to health and safety risks relating to the poor structural condition of the building and extent of pigeon infestation to all floors.
- 1.05 This WSI will be submitted for the approval of the Local Planning Authority in consultation with the WYAAS.
- 1.06 The Building Record will be made by **CFA Archaeology Ltd** ('the Building Recorder') and interim (as required) and final reports submitted to the Local Planning Authority for approval under the terms of Condition 14 of the listed building consent.

2.0 Background

- 2.01 Numbers 23 and 25 Bradford Road are two former rag warehouses, erected in around 1860, and enclosing a central yard with linking block to the east. The buildings are both recorded on the National Heritage List for England as Grade II Listed Buildings (list entry numbers 1253263, 1261863) with the following identifying descriptions.

Number 23 Bradford Road:

Rag warehouse c.1860. Ashlar and coursed rubble with ashlar dressings. Slate roofs. East front, three storey, three bay, ashlar rusticated ground floor with central round headed doorway with keystone and a pair of panel doors with overlight. Eitherside are single round headed windows with keystones, now boarded. Above a moulded ashlar band, and three plain sashes in moulded surrounds, with flat hoods, the central window is topped by a segmental pediment. Above again a cill band and three pairs of round headed twin sashes in moulded surrounds.

Above a moulded ashlar cornice. West front, four storeys, with four glazing bar windows to each floor.

Number 25 Bradford Road:

Rag warehouse. c.1860. Coursed rubble with ashlar dressings. Slate roof. Rusticated quoins, moulded plinith and cornice. East front, three storey, three bay. Central segment headed doorway with double panel doors. Eitherside are single round headed windows with moulded surrounds and keystones, now boarded. Above, the first and second floors are identical, with central hoist doorways, now windows, flanked by segment headed glazing bar sashes in moulded surrounds with keystones. Above a dentilated eaves cornice. Rear, west front, four storeys, three bays with three windows to each floor the upper has been partly rebuild in brick.

- 2.02 Both buildings are recorded on the West Yorkshire Historic Record ('WYHER') (MWY6569, MWY12623) and were recorded as part of the Salford University Survey of Textile Sites (2018). The Royal Commission on the Historic Monuments of England (RCHME) also holds records relating to the buildings (SWY20443) and the buildings are recorded in Yorkshire Textile Mills 1770-1930 (Giles, C. and Goodall, I, RCHME and WYAS. 1992. Gazetteer no. 63673) (SWY1264).
- 2.03 Archive material should be reviewed and referenced within the Building Record.
- 2.04 Both buildings were constructed to serve the recovered or mixed fabric branch of West Yorkshire's woollen trade. This branch thrived in the immediate vicinity during the later 19th century and was based on the production of woollen yarns derived from recycled cloth. The received "rags" were sorted and processed to breakdown and recover the woollen fibres which were then spun into a yarn used in lower grades of cloth.
- 2.05 The building connected with is branch were often compact and combined storage of raw and sorted cloth and spaces to carry out sorting and processing to recover the woollen fibres.

3.0 Archaeological Record and Watching Brief Specification

3.01 The Specification been prepared in line with the written Code of Conduct of the Chartered Institute for Archaeologists (CIfA, 2021) and other best practice guidelines. The archaeological works specified in this document will be undertaken by the Building Recorder in liaison with the Consultant.

Aims

3.02 The aim of the Building Recording is to identify and objectively record by means of photographs, drawings and written text significance archaeology and architectural features and evidence of the original and subsequent form and functions of the buildings. The recording will be undertaken in accordance with Understanding Historic Buildings: A Guide to Good Recording Practice (Historic England. 2016). The recording will also be made in accordance with the Chartered Institute for Archaeologists (CIfA) Standard and Guidance for the Archaeological Investigation of Standing Buildings (2019) as well as best practice guidance.

3.03 Historic England guidance (2016) sets out four main levels of historic building recording. Level 1 is a basic visual record supplement by the minimum information needed to identify the building location, age and type. Level 2 provides a descriptive record, similar to Level 1 but when more information is needed. Level 3 is an analytical record, and comprises an introductory description followed by a systematic account of the building's origins, development and use and Level 4 is a comprehensive analytical record and is appropriate for higher graded or protected buildings or sites.

3.04 The building record in respect of the 23 and 25 Bradford Road shall follow Level 3 of Historic England guidance.

Methodology

3.05 The recording methodology and final report will consist of:

Written Account

3.06 The general written account will include:

- The precise location of the buildings using an NGR and postal address
- Any statutory designations
- The dating of the record, details of the person compiling the record and location of the deposited archive
- An analytical/descriptive account of the plan, form and function of the relevant buildings, including descriptions of individual rooms/discrete spaces and components
- The past and present use of the buildings and individual rooms/spaces
- A descriptive account of the fixtures, fittings and identification of architectural features and account of the significance of rooms and areas within the buildings
- A historical account of the wider context of the building including any local relationships to people or places.
- The written account should be informed by reference to documentary material held on the WYHER and local archives and include historic map regression.

Photographic Record

- 3.07 A photographic record of the buildings shall be made in accordance with Historic England Guidance (2016) using a digital single lens reflex (DSLR) camera (minimum resolution of 10 megapixels) using standard, wide angle and perspective control lenses as appropriate. Where practical the camera will be levelled on a tripod and images will include a scale. Base ISO should be used where lighting conditions allow. The camera should be Exchange Image File (EXIF) compliant and metadata should include accurate time, date and, where applicable, GPS information and other metadata set up prior to commencing recording work.
- 3.08 The Building Recorder should prepare a Data Management and Sharing Plan to track the various components of the site archive and their archiving procedures. Measures for the archiving of images must comply with the Archaeological Data Service (ADS) Guidelines for Depositors. RAW format may be used to capture images on site but these must be archived as required by the ADS. Digital photography should follow the guidance given by Historic England in Digital Image Capture and File Storage: Guidelines for Best Practice, July 2015. The contractor must include metadata embedded in the image file. This 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 (Dewsbury),

the date of photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph.

3.09 The use of rectified digital and drone base photography should comply with current best practice.

3.10 The photographic record should comprise:

- An external record of both buildings, including courtyard spaces, from vantage points including all elevations. These photographs should be a near parallel to the elevation being photographed as is possible. All photographs should contain an appropriately sized photographic scale located to avoid obscuring the building or feature being photographed.
- A general external photographic record should also be made which includes a number of oblique general views of the elevations from all sides, showing the buildings in their setting. The record should be sufficiently comprehensive to provide a good picture of the form and general appearance of the buildings.
- A general internal photographic record should be made of each room or discrete internal space sufficient to record the form, general appearance of manner of construction of each area. The internal record should be taken following the making safe of the building for works access and prior to approved alterations commencing.
- Where significant fabric, such as roof or floor timbers have been removed this should be photographed in their stored location prior to re-use or disposal- taking care to look for carpenters, and Baltic marks on each timber.
- Detail images of significant architectural, structural and decorative elements including:
 - Original structural elements such as roof structure and trusses.
 - Use of materials and construction methods.
 - Original doors and window frames.
 - Original staircases or other access arrangements.
 - Evidence of original fixtures and fittings relating to the use of the buildings, including evidence of power transmission, heating and lighting.
 - Floor surfaces and drainage arrangements.

- The Building Recorder should identify significant changes in construction material, any blocked, altered or introduced openings and evidence of phasing or historical alterations and additions to the buildings.

3.11 All images will be captured in RAW format and archived following guidance in Historic England, Digital Image Capture and File Storage: Guidelines for Best Practice (2015). A photographic register and photo location plan should be provided. This should be provided on a scaled copy of the building plan (to a minimum scale of 1:100) marked with a north pointer. Separate plans should be provided for each floor of the buildings.

Drawn Record

3.12 Drawings should be at an appropriate scale (not smaller than 1:50 for plans, not smaller than 1:20 for sections). 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).

3.13 Where appropriate, any additional drawings should comply with the following standard: Drawings may be executed either by hand or by means of reflectorless EDM as appropriate. In accordance with national guidelines, 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.

3.14 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 CAD layering protocol detailed in the same volume (8.3, Table 2) should be adhered to.

The Structural Watching Brief

- 3.15 Give the structural issues with the buildings, which presently prevent safe internal access, an initial external photographic record shall be made of the building.
- 3.16 Works will be undertaken to secure safe access to the building and these are anticipated to include the removal of displaced roof trusses and floor beams and the creation of safe passageways/routes through the building prior to the commencement of conversion works. As safe opportunity and access allows, as advised by the Consultant, the Building Recorder will examine elements of the buildings structure to produce an internal photographic record. Where significant fabric has been removed this will be stored within the buildings to allow for a record to be made. The timetable of works to secure the buildings will be notified to the Building Recorder and WYAAS by the Consultant as soon as reasonably practical.

Building Record Report and Deposition

- 3.17 The final written report will be submitted to the local planning authority and the WYAAS, and the report will be deposited to the online Index of Archaeological Investigations (OASIS) project in consultation with the West Yorkshire Historic Environment Record. The final report, including photographic record will also be archived with the Archaeological Data Service.
- 3.18 A hard copy of the full report (plus a digital copy on an in ISO 10005-1 compliant (PDF/A) format) will be submitted directly to the WYAAS within twelve weeks of completion of the fieldwork. The report will then be assessed by WYAAS to establish whether or not it is suitable for accession into the WY Historic Environment Record. A copy of the final report (in .pdf format) shall also be supplied to Historic England's Science Advisor (Dr Andy Hammon (Andy.Hammon@HistoricEngland.org.uk)). 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. Completion of this project and a recommendation from WYAAS for the full discharge of the archaeological condition is dependent upon receipt by WYAAS of a satisfactory full report. The report will become publicly accessible once deposited with the West Yorkshire Historic Environment Record, unless confidentiality is explicitly requested, in which case it will become publicly accessible six months after deposit

3.19 The written report should include:

- An executive summary, including dates of fieldwork, name of commissioning body, planning and listed building consent references and condition numbers and a summary of the results, including details of any significant findings.
- An introduction outlining the reasons for the building recording and the structural watching brief.
- A short architectural description of the warehouse buildings considering setting, layout and any significant phasing.
- A short summary of the historical context of the buildings, including evidence of previous occupiers and evidence of past use and function.

3.20 Illustrative material should be fully referenced within the written report and should include:

- A location plan at a scale sufficient to allow clear identification of the buildings in relation to other buildings and roads in the immediate area.
- A phasing plan where relevant
- A complete set of site drawings at a legible scale, on which position and direction of each photograph has been noted.
- A complete set of good-quality laser copies of selected photographs illustrating the points raised in the report text. All photographs should be accompanied by detailed captions clearly locating and identifying any pertinent features.
- Any drawings made during field work and during the structural watching brief showing detail of construction or concealed details with appropriate scales given.

Confidentiality and Publicity

3.21 All communication regarding this project is to be directed through the Consultant. The Building Recorder will refer all inquiries to the Consultant without making any unauthorised statements or comments. The Building Recorder will not disseminate information or images associated with the project for publicity or information purposes without the prior written consent of the Consultant.

Copyright

- 3.22 The Building Recorder shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the Specification subject to due acknowledgement. The Contractor should agree to assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, s.79). Upon deposition with the Historic Environment Record, the Building Recorder gives permission for the material to be presented within the report to be used by WYAAS in perpetuity. This use will be subject to acknowledgement of the copyright holder.

Resources and Timetable

- 3.23 All personnel involved in the project should be suitably qualified and experienced professionals. The consultant will provide the Building Recorder with at least a weeks' notice prior to the commencement of the works.
- 3.24 The full report will be sent to the Consultant within four weeks of completion of the fieldwork and structural watching brief.

Adherence to Specification

- 3.25 Prior to the commencement of the work, the Building Recorder must confirm adherence to this specification in writing via email to the Consultant. Should the Building Recorder wish to alter the specification, a justification should be put forward in writing. Written confirmation is required from the Consultant and the WYAAS confirming acceptance of any variations. Unauthorised variations implemented during the course of the project constitute a breach of contract.

Access Arrangements and Welfare

- 3.26 Access to the site will be arranged and organised by the Consultant.

Insurances & Health and Safety

- 3.27 The Building Recorder will provide the Consultant with details of public and professional Indemnity insurance. The Building Recorder will have their own Health & Safety policies compiled using national guidelines and which conform to all relevant Health & Safety legislation.
- 3.28 The Building Recorder will undertake a risk assessment detailing project specific Health & Safety requirement. The risk assessment shall be submitted to the Consultant and WYAAS for approval prior to the commencement of field work. Health & Safety will take priority over archaeological issues.
- 3.29 The supervisor will keep a record of staff site attendance. All site personnel will familiarise themselves with the following:
- site emergency and evacuation procedures;
 - the first aider; and
 - the location of the nearest hospital and doctors surgery.
- 3.30 All site personnel will wear full P.P.E consisting of hard hat, steel toe-capped boots and high-visibility vest or jacket at all times. Additional P.P.E will be issued by the Building Recorder as required, i.e. goggles, ear defenders, masks, gloves etc. In addition, site personnel will ensure that any visitors to the site are equipped with suitable P.P.E prior to entry.
- 3.31 The Building Recorder will make a record of all parties attending the site including time attended and time left. The Building Recorder will familiarise themselves with the Health and Safety procedures, emergency evacuation procedures, the location of the nearest doctor's surgery and hospital and who the site first aider is.
- 3.33 The site will be left in a tidy condition and the Building Recorder will ensure they remove all materials brought onto the site.

5.0 Technical Queries

- 5.01 Any queries regarding the WSI should be directed to m.b. Heritage (Mike Bottomley) as nominated consultant for the project:

m.b. Heritage

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