

OLDFIELD ROAD FARM,

Oldfield, Honley, Kirklees, West Yorkshire

Written Scheme of Investigation (Project Design) for Archaeological Monitoring

July 2024
v1.0

Document No: TJC2024.55
Planning No: 2023/62/93071/W & 2023/65/93072/W
OASIS No: TBC



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SUMMARY OF PROJECT DETAILS

TJC Project Code:	H32
OASIS ID:	TBC
Project Type(s):	Archaeological Monitoring (Watching Brief)
National Grid Reference:	SE 13613 10477 (centred)
Postcode:	HD9 6NN (nearest)
County:	West Yorkshire
District/Unitary Authority:	Kirklees
National Park:	N/A
Parish:	Honley
Elevation:	c. 214m above Ordnance Datum
Planning Reference(s):	2023/62/93071/W & 2023/65/93072/W
Designation Status(s):	Oldfield House Grade II Listed Building (NHLE: 1228414) Situated within Oldfield Conservation Area
Prepared by:	Richard Pougher ACIfA
Contributions by:	Dr Victoria Beauchamp
Reviewed by:	Oliver Jessop MCI(A)
Date:	04.07.2024
Version:	v1.0

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I INTRODUCTION

I.1. BACKGROUND

I.1.1. This document forms a Written Scheme of Investigation (WSI) for a programme of historic building recording and archaeological monitoring at Oldfield Road Farm, Oldfield, Honley, Kirklees, West Yorkshire (**Figure I**), centred on National Grid Reference SK 17990 49137.

I.1.2. This WSI provides a detailed methodology for a proposed programme of archaeological recording at the site, and has been prepared to address a condition of planning consent for the demolition modern farm buildings, alterations to the existing farm house, and conversion of farm buildings to form 2 dwellings (2023/62/93071/W):

13. No development to take place within the site outlined in red on the hereby approved Site Location Plan, received 17th October 2023, until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological recording. This recording must be carried out by an appropriately qualified and experienced archaeological organisation or consultant, in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

I.2. CONSULTATION

I.2.1. This programme of works has been designed in consultation with West Yorkshire Archaeology Advisory Service (WYAAS – hereafter the Local Authority Archaeological Advisor - LAAA), who have been given the opportunity to comment on a draft of this WSI prior to final submission.

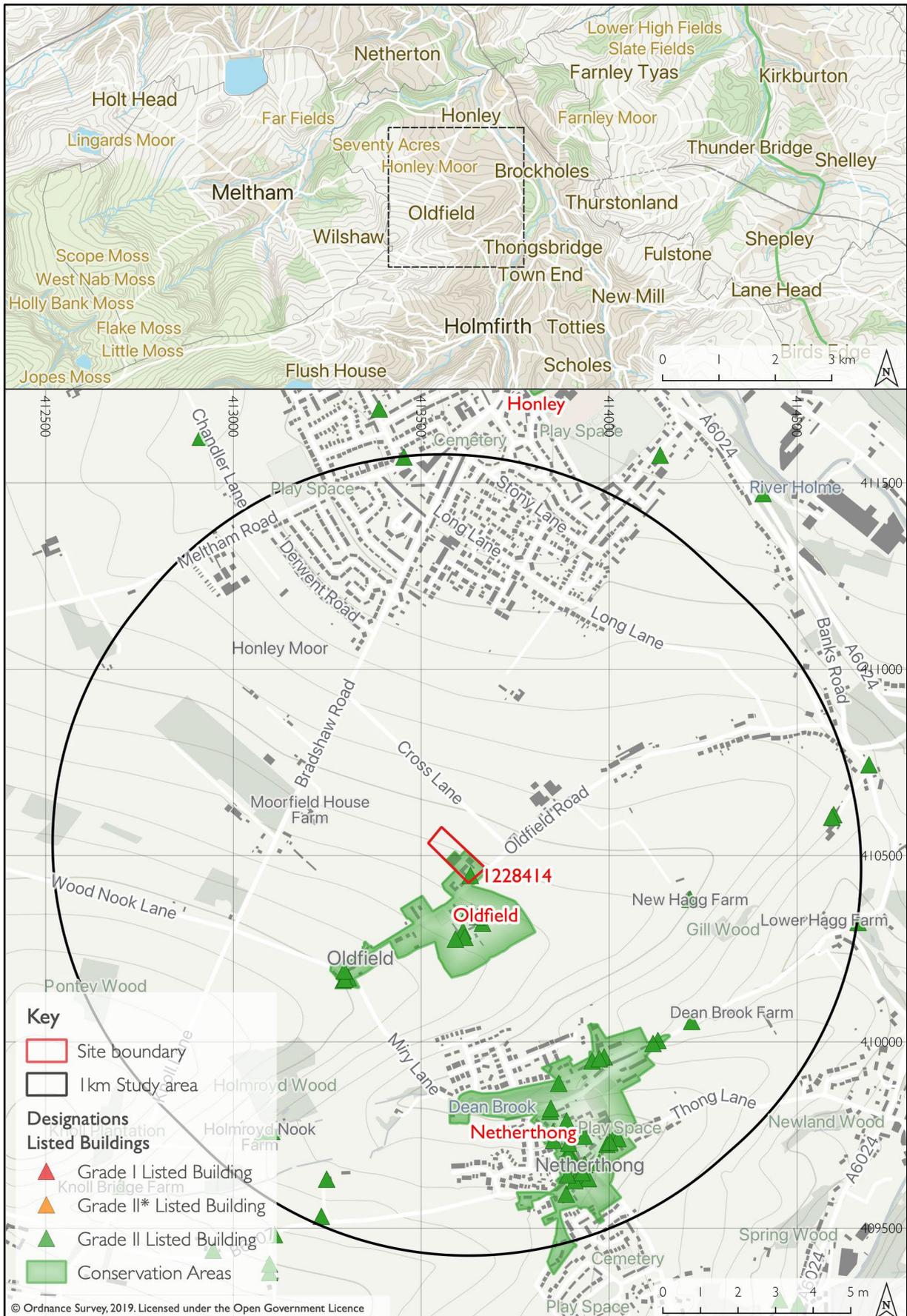


Figure 1: Site Location plan

2 PROJECT AIMS

2.1. AIMS

2.1.1. The principal aim of the project is to investigate and record any archaeological remains within the site, to make a permanent record and to contribute to the understanding of the origin and development of the site.

2.1.2. The specific objectives of the programme of archaeological recording are to investigate and record all below ground archaeological features, or deposits encountered during the course of the development works.

2.2. RESEARCH QUESTIONS

2.2.1. The following research questions are proposed to guide this programme of work. They have been formed in consideration of the limited amount of information available for the site, the published research priorities in the West Yorkshire Regional Research Framework, in particular the research agenda relating to historic buildings (Giles 2013):

2.2.2. Agricultural Buildings – research priorities include:

- The establishment of local variation in historic farm buildings;
- The relationship between farm buildings and landscapes;
- The speed of change in agricultural practice revealed in farm buildings;
- The variety of building materials employed in farm buildings;
- The effect of enclosure on farmstead design;
- The incidence of 'model farms';
- The introduction of mechanical power: when, where, who, what, why?
- Do farm buildings demonstrate the development of specialised agricultural production?
And, linked to this,
- Can the form of farm buildings be related to the development of production for the urban market?

3 SCOPE OF WORKS

3.1. HISTORIC RESEARCH

- 3.1.1. A detailed history of the site was produced for a heritage statement (TJC Heritage Ltd. 2021), the results of which will be incorporated into the final report on archaeological recording.

3.2. ARCHAEOLOGICAL RECORDING

- 3.2.1. A targeted archaeological watching brief is to be maintained during all groundworks associated with the development, including excavations related to the demolition of **Buildings 5 & 6** and the excavation of foundations and services for the development.

3.3. REPORTING AND ARCHIVING

- 3.3.1. The outputs deriving from this project will include:
1. A fully indexed physical project archive of the Watching Brief for deposition with Kirklees Museum Service;
 2. A fully indexed digital project archive for deposition with the Archaeology Data Service at the University of York;
 3. A descriptive and analytical report presenting the results of the survey to be distributed digitally to the Client and made publicly available through West Yorkshire Historic Environment Record (HER), and OASIS (Online AccesS to the Index of archaeological investigations).

3.4. CHANGES TO SCOPE OF WORKS

- 3.4.1. Should unanticipated features of high archaeological significance, or of potential national archaeological importance, be identified then the archaeologist will notify the owner, project architect and LAAA to discuss how these features might be preserved or enhanced within the scheme. Where additional archaeological recording is recommended, then this WSI will be updated and resubmitted to the LAAA for approval.
- 3.4.2. Whereas, if during the course of the programme sufficient evidence is identified to indicate the absence of remains or structures of archaeological interest within the area of works, then the watching brief may be reduced to intermittent monitoring or halted with the written approval of the LAAA.

4 SITE DETAILS

4.1. SITE LOCATION

4.1.1. The site is located on the north-western side of Oldfield Road, which runs in a south-west to north-east alignment through the village of Oldfield. Oldfield is located in Holme Valley, approximately 1.4km south of Honley and approximately 2.2km north of Holmfirth. The site is bordered by Oldfield Road to the south-east, agricultural fields and residential properties to the south-west and agricultural fields to the north-east and north-west. The site is enclosed on all sides by mature trees and planting, with the exception of the north-eastern boundary where there is a view northwards towards Honley.

4.1.2. The site comprises eight buildings (**Figure 2**) of which **Buildings 1-4** are considered to retain heritage significance:

- **Building 1:** Oldfield House
- **Building 2:** Barn adjacent to Oldfield House
- **Building 3:** Barn and Hay loft in south-east corner of site
- **Building 4:** Barns attached to milking parlour
- **Building 5:** Milking parlour
- **Building 6:** Shed Adjacent to Building 3
- **Building 7:** Cast iron, open sided shed
- **Building 8:** Modern agricultural shed

4.2. GEOLOGY

4.2.1. The bedrock geology of the site is formed of Rough Rock – sandstone (BGS, 2021). No superficial deposits have been recorded.

4.2.2. Oldfield House is included in the Historic England & BGS Strategic Stone Study and is recorded as constructed from Rough Rock Sandstone and Sandstone Flags. There are six known quarries within 2km of the site which may have potentially supplied building materials for the site. Rough Rock sandstone is commonly used throughout West Yorkshire and most notably used in Cuthbert Broderick's Town Hall and Leeds Institute Buildings and Saltaire which drew material from the Horsforth quarries and the quarries near Bingley Harden, Manywells, Oxenthorpe and Sowerby Bridge (HE, 2012: 14). Smaller towns and villages along the outcrop, such as Oldfield, took their stone from local quarries (*ibid*), the closest of which is Hagg Wood Quarry approximately 1km east of the site.

4.3. DESIGNATIONS

- 4.3.1. The site includes Oldfield House (Grade II Listed Building, NHLE: 1228414) and is partially situated within the Oldfield Conservation Area (**Figure 1**).



Figure 2: Building location and indicative phase plan

5 HISTORIC AND ARCHAEOLOGICAL BASELINE

5.1. SUMMARY

5.1.1. This summary draws on a detailed history of the site produced for a heritage statement (TJC Heritage Ltd. 2021).

5.2. THE LOCAL AREA

5.2.1. The WYHER identifies Oldfield as a hamlet potentially of medieval origin with a group of irregularly shaped fields adjacent on its south-east side. However although there is some evidence of occupation in Oldfield from the 16th century (Jagger 1914, 289) the settlement primarily developed as an agricultural and weaving hamlet in the 18th century under the Armitage and Berry families (The Oldfield Conservation Area Appraisal (OCAP)). In the 1860s a race ground was developed on land adjacent to the “*Star of the Day*”, a beer house which closed in 1910 (Jagger 1914, 290 and Huddersfield Exposed). Marked on the 19th century OS mapping the Star of the Day was the closest neighbouring property to Oldfield House.

5.2.2. Typically buildings in the area are built from Rough Stone roofed with sandstone flags. They have often developed around a courtyard, providing protection from the elements (OCAP 5-6). Pevsner described Oldfield as “a hamlet of weaver’s cottages with tenter-grounds behind the houses” (1967, 267) and there are several examples of weaver’s cottages throughout the village. Although there is no archival evidence to suggest the property in question was used for the weaving trade, the window arrangement along the rear of Oldfield House, certainly suggests this was the case. No physical or documentary evidence for tenter grounds at the site has been identified.

5.3. OLDFIELD HOUSE

5.3.1. The listing entry (NHLE: 1228414) describes Oldfield House as dating to the mid-19th century. It is roughly depicted on the Ordnance Survey (OS) Old Series map of 1843, but it is not depicted on the Greenwood 1817 (corrected 1827 & 1828) map of Yorkshire. There is no tithe map for Honley, a note in The National Archives catalogue suggesting tithes here were extinguished by the Enclosure Act (IR 18/12614) c.1788.

5.3.2. The 1854 OS map illustrates the site as comprising **Buildings 1-4** with a further north-east to south-west aligned range within the footprint of **Building 8**, and a small structure at the southern end of **Building 5**. The dimensions of **Building 1** are slightly irregular, but broadly conform with the existing footprint. This arrangement is shown in greater detail on the 1:2,500 scale map of 1892-3, and is largely unchanged with the exception of a new range along the west site boundary within part of the footprint of **Building 5**.

- 5.3.3. As with many rural census records, those for Honley rarely identify precise properties. The property appears to fall in the census records of the parish of All Saints', Netherthong rather than St Mary's Honley. One family that may have been connected with the early history of the building is the Haigh Family. In 1841, a Joseph Haigh, farmer, and his wife Ann together with their children George, Walker, John and Hannah, mother-in-law Ann Hellowell, George Oldham, farmer's apprentice and domestic servants Ann Haigh and Martha Brierly are listed in the Oldfield returns. In 1851 Joseph had a farm of 100 acres and employed two domestic servants Charlotte Boam and Hannah Lockwood and a farm servant Joseph Harling (schedule 1). Joseph died in October 1854, aged 66. (Leeds Times 28 October 1854, 8.)
- 5.3.4. The property in question can perhaps be identified with greater certainty in 1871 census (schedule 17) when it is listed next to the Star of the Day. After Joseph Haigh's death his son George Haigh, appears to have taken over. Then aged 49, he is described as landowner and farmer living with his brother John Haigh, 39, also described as a landowner, his sister Hannah Haigh, 30, an annuitant and Hannah Shaw, 16, a domestic servant.
- 5.3.5. George Haigh died in 1874 (England Death Records Huddersfield 9a, 188) aged 52.
- 5.3.6. In 1876 the property was put up for sale. The advertisement in the Huddersfield Chronicle identifies the main rooms of the house and a blacksmith's shop. No cattle were listed, however the advert does suggest the farm was used for rearing cattle, by this date.
- 5.3.7. In 1901 Oldfield House was occupied by John Pennington, 52, farmer, his wife Judith and children Marion, 18, John, 14 and Ida, 13. John worked on the farm. The family were still there in 1911, John Pennington, then 63, Judith, 65, and children, Marion, 28, Haigh 26 and John, 24, his sons helping on the farm, while his daughter did housework. The house was described as having seven rooms, excluding any scullery, landing, lobby, closet or bathroom. The 1906 OS map shows no major changes to the farm had occurred, with the exception of some alterations to what are probably lean-to's to the north of **Building 4**.
- 5.3.8. There is some indication from historic mapping that the internal divisions of the property had been altered, with the property associated with the east annex of **Building I** illustrated on the 1917-32 OS map as having been extended into the main house.
- 5.3.9. During WWII Oldfield was bombed, the bomb landing in the front garden of Oldfield House. This removed the majority of windows and doors from the front of the house and left the façade marked by shrapnel. The roofing material of the farm buildings is said to have jumped and stacked in the guttering (pervious owner, pers. Comm.).

5.3.10. By the publication of the 1964-7 OS map, the farm remained largely recognisable as that shown in the 1890s in that all the earlier buildings remained and the site still conformed to a two courtyard-plan layout. Further buildings had been erected since the previous OS edition, including to the north of **Building 3**, and to the north of the building shown in the footprint of **Building 8**. Over the subsequent years the buildings to the north of the farm were radically altered, including the construction of **Buildings 5, 6 and 8**.

5.3.11. The property was designated a Grade II Listed Building in 1983 (NHLE: 1228414).

6 ARCHAEOLOGICAL MONITORING & RECORDING

6.1. INTRODUCTION

6.1.1. This methodology has been produced in reference to overarching national guidelines as set out in the Standard and Guidance for Archaeological Monitoring and Recording (ClfA 2023a & 2023b).

6.2. EXCAVATION

6.2.1. Ground levels will be reduced by hand or by mechanical excavator fitted with a toothless bucket, mindful of the potential for archaeological remains to survive directly beneath.

6.2.2. All potential archaeological remains will be cleaned and recorded by hand.

6.2.3. Discrete features will be half-sectioned; linear features will be sampled a minimum of 20% along their length (each sample section to be not less than 1m), or a minimum of a 1m sample section, if the feature is less than 5m long.

6.2.4. The deposits at junctions or interruptions in linear features will be sufficiently excavated for the relationship between components to be established. All termini will be investigated.

6.3. RECORDING

6.3.1. A standard single context recording system will be used to keep a documentary record of all archaeological remains that are encountered. The individual contexts will be cross-referenced as appropriate to associated features that are exposed.

6.3.2. Stratigraphy will be recorded in all areas of monitoring, even where no archaeological deposits have been identified.

6.3.3. The extent of the excavated areas and the location of any archaeological features and deposits will be recorded in plan at an appropriate scale (1:500, 1:1250 or 1:2500), including the position of section lines.

6.3.4. All archaeological features will be drawn in plan and section at an appropriate scale (1:10, 1:20 or 1:50, with Ordnance Datum heights on each drawing).

6.3.5. All trenches and archaeological features will be photographed following cleaning and at appropriate stages during their excavation utilising a high-quality camera with no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in TIF (v6) or unprocessed RAW format. Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale including, where colour is important factor, a KODAK colour scale. The details of

each image will be recorded on pro-forma recording forms capturing subject, location, date and photographer.

6.4. ARTEFACT RECOVERY

6.4.1. All stratified archaeological finds will be collected, except for modern (20th Century) finds from topsoil and subsoil contexts unless it is determined that they are of archaeological interest.

6.4.2. All artefacts will be bagged and labelled by context.

6.4.3. Recovered finds are to be returned to the TJC Heritage Ltd. office as part of a Working Project Archive, where they will be processed (cleaned, marked, and labelled as appropriate) and appropriately packed and stored in accordance with standard guidance as detailed within 'First Aid for Finds' (Watkinson and Neal 1998) and specific Historic England guidance as required.

6.5. ENVIRONMENTAL SAMPLING AND SCIENTIFIC DATING

6.5.1. Suitable stratified deposits where there is a good potential for palaeo-environmental remains to survive will be sampled in consultation with the appropriate specialist (see **Section 9**) and in accordance with guidance issued by Historic England (HE 2011). Where required, the Historic England Science Advisor will be contacted for support and advice.

6.5.2. Bulk samples of 40 litres will be taken from deposits with obvious potential for palaeo-environmental remains (e.g. burnt pit fills) and a selection of securely dated stratified contexts. Where the context is sufficiently large, bulk samples will be taken at different points to avoid spatial bias (HE 2011: 10). Artefacts recovered during the processing of the sample or material may be available for C14 dating.

6.5.3. Each sample will be taken from a cleaned surface, collected with clean tools, and placed in clean containers or double bagged, with internal and external plasticised/waterproof labels corresponding to a sample register.

6.5.4. Recovered samples are to be returned to the TJC Heritage Ltd. office as part of a Working Project Archive, where they will be appropriately stored in accordance with guidance issued by Historic England (HE 2011).

6.5.5. All samples will be provided to appropriate specialists for assessment (see **Section 9**).

6.6. BURIALS

6.6.1. Should any burials or cremations be encountered, their extent, number and state of preservation will be established and the client and LAAA will be notified to discuss an appropriate strategy for their management. Where it is deemed necessary, a licence for removal should be requested from

the Ministry of Justice, and LAAA notified, and no development should take place until burials are removed or alternate arrangements made.

6.6.2. The treatment of human remains will be in accordance with the requirements of Civil Law and all relevant best practice guidance (APBE, 2017). The remains will be adequately recorded in-situ before lifting in accordance with ClfA Technical Paper 13, Excavation and post-excavation treatment of cremated and inhumed human remains (McKingley, *et al.* 1993). All burials will be provided to appropriate specialists for assessment (see **Section 9**).

6.7. TREASURE

6.7.1. In the event of discovery of artefacts covered or potentially covered by the Treasure Act 1996 (as amended and the Treasure (Designation) (Amendment) Order 2023) their excavation and removal will be undertaken following notification of the local coroner and the LAAA. Where removal cannot be undertaken on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

7 ARCHIVE

7.1. WORKING PROJECT ARCHIVE: PROCESSING AND STORAGE

- 7.1.1. All material (whether digital or physical) recovered or generated through the duration of project will be appropriately and securely stored in a working project archive.

Survey Archive

- 7.1.2. The project archive will be collated in a designated folder and stored in a secure location when not in use. On completion of the project, or at weekly intervals, digital security copies will be made of any physical documents. (no less than 300dpi for documents, 600dpi for photographic prints, and 4000dpi for negatives or slides), saved in lossless format (e.g. TIFF), and scans checked for quality.
- 7.1.3. All digital records will be treated in accordance with a project data management plan (**Appendix 2**).

Material Archive

- 7.1.4. The material archive will be returned for processing at regular intervals in accordance with best practice guidance (Watkinson and Neal 1998 & HE, 2011). As a minimum all artefacts will be cleaned, weighed, counted, marked, and boxed ready for assessment by the relevant specialists. Unstable artefactual remains (e.g. metallic, wood or leather) will be sent to the appropriate specialists to advice on conservation, including undertaking x-ray analysis where appropriate.
- 7.1.5. Finds and samples will be marked and boxed ready for transfer to the relevant specialists according to accepted principles and in line with appropriate period/ material guidelines.
- 7.1.6. Specialist dating of finds, or scientific dating of suitable recorded material, may be undertaken during the fieldwork programme where it would assist with meeting the aims of the project.
- 7.1.7. On completion of fieldwork recovered artefacts and samples will be assessed by appropriate specialists. Basic stratigraphic information will be supplied to the project specialists. The specialists will provide assessment reports describing the material, proposing selection for the permanent archive, and identifying recommendations for further detailed analysis in consideration of the project research objectives and any unanticipated research potential.

7.2. SELECTION AND RETENTION STRATEGY

- 7.2.1. The site specific archive selection strategy is presented in **Appendix I**.
- 7.2.2. The entire project archive will be subject to a selection procedure in accordance with best practice guidance (AAF 2011; and SMA 2020). The aim of the selection process is to produce a project

archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

7.2.3. At the completion of the fieldwork stage, a mid-project review may be undertaken in consultation with relevant stakeholders to determine the final selection strategy. The archaeology curator of the nominated archive repository, and the LAAA, will be consulted on these recommendations to arrive at a final agreed selection for retention prior to compilation of the final project archive.

7.3. FINAL ARCHIVE

7.3.1. The final archive will be assembled in accordance with the national guidelines in '*Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*' (AAF 2011) and the Chartered Institute for Archaeologists' '*Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*' (CIfA 2020b).

7.3.2. The physical archive resulting from the Archaeological Monitoring (record sheets, survey notes, recovered artefacts etc.) will be deposited with Kirklees Museum Service, prepared in accordance with their specifications. In the event that the project does not produce artefactual remains or samples selected for retention, then any remaining paper record will be scanned and incorporated into the digital archive for deposition with the ADS (see below).

7.3.3. The digital archive (photographic record, illustrations etc.) will be deposited with the ADS at the University of York, a Trusted Digital Repository. The archive will be prepared in accordance with national guidance (DigVentures, 2011) and the standards and requirements of the repository (ADS, 2020).

8 REPORTING

8.1. INTERIM REPORT

8.1.1. On conclusion of the fieldwork stage, an interim report will be provided to the LAAA to evidence completion.

8.1.2. Interim reports will typically comprise:

- Outline summary of scope of recording;
- Brief description of site layout and principal features;
- Recommendations and nature of further work;
- A selection of record photographs;
- Scans of fieldwork drawings.

8.2. FINAL REPORT

8.2.1. At the end of the fieldwork programme a final report will be prepared to present the results and interpretations of the programme of works.

8.2.2. The final report will include:

- Project specific fieldwork codes and dates;
- Non-technical summary;
- Site location and relevant designations;
- Aims, purpose and research objectives of the programme of work;
- Methodology;
- Discussion of the history of the site;
- Analysis of the results of the survey and archaeological monitoring, including types of archaeological features/monuments recorded, their periods and account of sites past and present uses;
- Discussion and Conclusion;
- Acknowledgements;
- List of contents of fieldwork archive;
- Bibliography and References; and
- Illustrations and photographs.

9 MANAGEMENT OF THE ARCHAEOLOGICAL WORKS

9.1. STAFFING

9.1.1. The programme of works will be co-ordinated by Oliver Jessop a Corporate member of the Chartered Institute for Archaeologists (MCI(A) and members of the team at TJC Heritage Ltd., an approved Archaeological Organisation.

9.1.2. External specialists will undertake any post-excavation analysis of any finds, or environmental data that is recovered, including;

- Jane Richardson (ASWYAS) – Animal Bone
- Malin Holst (York Osteoarchaeology) – Human remains
- Dr Chris Caple (University of Durham) - Waterlogged remains and archaeological conservation
- Dr Chris Cumberpatch (Freelance specialist) – Pottery - Iron Age/Roman/Saxon/Medieval
- Dr David Barker (Freelance specialist) – Pottery/Ceramics - Post-Medieval
- Dr Diane Alldritt (Freelance specialist) – environmental analysis and archaeobotany

9.1.3. The University of Durham will be used for any archaeological conservation that may be required.

9.2. TIMETABLE AND MONITORING

9.2.1. It is presently understood that the programme of works will be undertaken as following:

- June – October 2024 – Archaeological monitoring during groundworks and construction programme;
- October 2024 – Interim report;
- November 2024 – Final Report;
- December 2024 – Archive deposition

9.2.2. This timetable is liable to change as work progresses on account of the programme of works being tied to the construction programme, and the uncertainties therein. The LAAA will be updated with any changes to the timetable.

9.2.3. It is the responsibility of the client to ensure that the archaeologist is aware of the schedule for commencement of all groundworks within areas to be monitored in order that monitoring can be scheduled appropriately.

- 9.2.4. The LAAA will be offered the opportunity to undertake a site inspection, and sufficient notice of the commencement of fieldwork will be provided in order that this can be scheduled. All monitoring visits will be documented and agreed by each party.
- 9.2.5. A draft report on the archaeological recording will be finalised within 3 months of completion of the programme of works and provided to the LAAA for approval.
- 9.2.6. The project archive will be deposited with the appropriate repository within 6 months of completion of the fieldwork and reporting. LAAA will be notified upon receipt of confirmation of transfer from the repository.
- 9.2.7. Any deviation from this programme should be documented and agreed by each party.

10 HEALTH AND SAFETY AND INSURANCE

10.1. HEALTH AND SAFETY

10.1.1. The programme of works will be undertaken in accordance with the 1974 Health and Safety at Work Act. Appropriate Personal Protective Equipment (PPE) will be worn at all times.

10.1.2. All equipment will be suitable for the purpose and in sound condition and comply with Health and Safety Executive recommendations.

10.1.3. A project specific Risk Assessment will be prepared prior to work commencing on site and all personnel will be made aware of all Risks and Hazards associated with the project.

10.2. INSURANCE

10.2.1. TJC Heritage Ltd. currently holds (as of May 2024) Professional Indemnity cover of £2,000,000 (AXA Insurance UK Plc, policy no: TG0058), Public Liability cover for £5,000,000. (Ecclesiastical Insurance Office Plc, policy no: UN/001808), and Employers Liability cover for £10,000,000. (Ecclesiastical Insurance Office Plc, policy no: UN/001808).

11 COPYRIGHT

11.1. PAPER AND DIGITAL ARCHIVE

11.1.1. The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body – TJC Heritage Ltd. TJC Heritage Ltd. will deposit the material with the recipient museum or repository on completion of the contracted works, whereupon and to whom they will transfer title and/or licence the use of the records. This licence will allow the repository to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

11.2. REPORT

11.2.1. Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Developer will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination.

12 SUPPORTING INFORMATION

GUIDANCE CONSULTED

- Advisory Panel on the Archaeology of Burials in England (APBE). 2017. *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (second edition). Historic England
- Archaeological Archives Forum (AAF), 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation*.
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UK Census data for Honley 1911, 1939 All Saints, Netherthong 1841, 1851, 1861, 1871, 1881, 1891, 1901

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Mapping

6-inch OS map: Yorkshire 260 CCLX.SE : XX.

25-inch: Yorkshire CCLX.15

Newspapers

Huddersfield Chronicle: 22 February 1862, 1 Sept. 1876

Sheffield Daily Telegraph :20 August 1906

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Wiltshire Times 24 April 1954

TNA (not seen)

IR 18/12614 Tithe file for Honley (township of Almondbury Parish, West Riding) Tithe file for Honley (township in Almondbury parish), West Riding of Yorkshire. Tithes extinguished by enclosure Act and award (not seen).

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DD/WBE/II/13 Manor of Honley. Printed copy of original award (Kirklees)

DD/WBE/II/8 Map of Manor of Honley 1788 by William Crosley (enclosure) (Kirklees)

ENC5 Honley Enclosure Award and map 1788 (Kirklees)

WYKI 149/5 includes 1782 Manor of Honley Map

DD/WBE/pe/7 Plan of the several estates situate in the townships of Kirkheaton, Upper Whitley and Dalton in the parish of Kirkheaton; Meltham, Honley and Lockwood in the parish of Almondbury 1822 (Kirklees)

KC31 I/17/6 Survey and valuation of Honley (see 1838 map of Honley) (Kirklees)

UHO/HY 1838 Honley Township map (Kirklees)

SECONDARY SOURCES

British Geological Survey, 2022. *Geology of Britain Viewer* [online]. Available: <http://mapapps.bgs.ac.uk>.

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APPENDIX I:

ARCHIVE SELECTION STRATEGY

ARCHIVE SELECTION STRATEGY

INTRODUCTION

This strategy details a project-specific selection process agreed by all stakeholders which will be applied to the working project archive in order to create the archaeological archive.

The strategy should be attached to, and read alongside, the project Written Scheme of Investigation which identifies all relevant project information.

Project review stages:

- R1: Project Planning
- R2: Data Gathering
- R3: Analysis and Reporting
- R4: Archive Compilation

SELECTION STRATEGY

The aim of the selection process is to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

Note: details relating to the standards for the generation of digital data is set out in the accompanying Data Management Plan (**Appendix 2**).

	Type	Selection	Stage	Stakeholder
1.1	Digital Files: Project Text / Documents	All final documents in PDF/A format. Including: WSIs, interim reports, digitally generated fieldwork forms, final reports and specialist reports.	R4	TJC Heritage project lead Archaeology Data Service Archivist/Museum curator
1.2	Digital Files: Survey Data / Vector Graphics	All final illustrations and record drawings in .SVG format. Including: plans, annotated plans, phase drawings, interpretative drawings, and photo location plans. Unprocessed survey data not identified as a project output and will be de-selected.	R4	TJC Heritage project lead Archaeology Data Service Archivist/Museum curator
1.3	Digital Files: Record Images	Each record image from every unique viewpoint in .TIFF format. Duplicate or blurred images to be de-selected.	R4	TJC Heritage project lead Archaeology Data Service Archivist/Museum curator
2.1	Physical Documents:	All fieldwork forms.	R4	TJC Heritage project lead Archivist/Museum curator

	Project Text / Documents			
2.2	Physical Documents: Drawings	All fieldwork drawings. Including: measured survey drawings and dimensioned or interpretative sketch drawings.	R4	TJC Heritage project lead Archivist/Museum curator
3.1	Materials: Bulk Finds	All material gathered during the project will be recovered for specialist analysis with the exception of material post-dating the mid-20 th century which will be noted but not collected. Specialist assessment reports will be produced for each class of material, and recommendations made as to their research value in view of the project aims and objectives. Recommendations for selection for final archaeological archive will be made by the specialist and confirmed with the stakeholders prior.	R4	Specialist Museum curator
3.2	Materials: Environmental Remains	All material gathered from samples during the project will be recovered for specialist analysis. Specialist assessment reports will be produced, and recommendations made as to their research value in view of the project aims and objectives. Recommendations for selection for final archaeological archive will be made by the specialist and confirmed with the stakeholders prior.	R4	Specialist Museum curator

DISCARD STRATEGY

De-selected digital material will be deleted from the TJC Heritage Ltd. servers.

De-selected physical material will be appropriately disposed of, with any sensitive physical documentation shredded.

APPENDIX `2:

DATA MANAGEMENT PLAN

DATA MANAGEMENT PLAN

DATA COLLECTION

Anticipated Forms of Data Created

Type	Format	Estimated volume (Data Archive)
Text / Documents	PDF (.pdf/a)	3 objects (size <100MB) (Written Scheme of Investigation / Interim Report / Final Report)
Vector Graphics	Existing CAD survey drawings to be checked and imported into Adobe Illustrator (.ai) for enhancement with archaeological information and conversion to HE drawing conventions. (Intended deposition format - .svg)	c.50 objects (size <100MB) (Annotated plans & sections)
Images	Lossy image file (.jpg) & Unprocessed image file (.raw) (Intended deposition format - .tiff)	c.80 objects (size <1TB) (Record photography)

Data Standards/Methods

Data will be created in accordance with the following standards and guidance:

- Archaeological Data Service 2021. *Guidance for Depositors* [online]. Available: <https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>
- DigVentures 2019. *Dig Digital : a guide to managing digital data generated from archaeological investigations*. Available: <https://www.archaeologists.net/digdigital>
- HE Digital Image Capture and File Storage: Guidelines for Best Practice 2015
- HE Metric Survey Specifications for Cultural Heritage 2015

Data will conform to the preferred file formats identified by the Archaeological Data Service, the intended repository (<https://archaeologydataservice.ac.uk/advice/Downloads.xhtml>).

Methods of data creation are specified within the Written Scheme of Investigation (report ref: TJC2024.55).

Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

The digital working project archive will be stored in a specific project folder and structured in accordance with a logically ordered template file hierarchy. File naming conventions will follow

established organisational procedures, based on ADS file naming guidance, and include a project identifier, descriptor, and version number.

Quality Assurance

Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.

All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

DOCUMENTATION AND METADATA

Data collected will include standard formats which maximise opportunities for use and reuse in the future (see 'Data Collection' above).

Metadata will be captured at point of creation through the completion of registers recording relevant details, including date of creation, creator, and descriptors.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository.

ETHICS AND LEGAL COMPLIANCE

Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

It is not intended that any personal data will be gathered or stored as part of this project. Should this change, a GDPR compliant privacy policy will be written and appended to this document.

DATA SECURITY: STORAGE AND BACKUP

The digital archive will be stored on secure cloud-based servers managed by an external data management provider (Dropbox), which is ISO certified (ISO 27001, 27017, 27018 & 22301) and GDPR compliant. Unlimited storage space is available, and automatic backups are maintained of all file versions and deletions retained for a 180 day period.

Digital project files are accessibly remotely to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).

All files are encrypted, with secure log-ins and permission-based access provided to project staff.

SELECTION AND PRESERVATION

Data selection will be undertaken in accordance with the Archive Selection Strategy (**Appendix I**) and data will be compiled in accordance with this DMP.

Sufficient resources have been afforded in the project budget to account for deposition costs.

DATA SHARING

Data will be disseminated in accordance with the Written Scheme of Investigation (report ref: TJC2024.55) including archival of digital project outputs, and reports, with the ADS.

RESPONSIBILITIES

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

Data capture, metadata production, quality assurance, storage, and archiving is the responsibility of the Project Team, assured by the Project Manager.

Data backup is managed by Dropbox.

Details of the core project team can be provided upon request.