

**WEST YORKSHIRE ARCHAEOLOGY ADVISORY SERVICE:
SPECIFICATION FOR A PRE-DETERMINATION ARCHAEOLOGICAL
EVALUATION BY TRIAL TRENCHING AT MAIN AVENUE, COWLERSLEY,
KIRKLEES, WEST YORKSHIRE**

SE 11034 15132 (site centre)

Specification prepared at the request of Charlie Puntorno of MAP Archaeological Practice and on behalf of Kirklees Council to inform a planning application.

1. Summary

- 1.1 An archaeological evaluation consisting of archaeological trial trenching is required to establish the presence, extent, and significance of any archaeological remains at the above site. Should any significant additional archaeological work be necessary based on the results of this evaluation it will be covered by a further specification.
- 1.2 This specification has been prepared by the West Yorkshire Archaeology Advisory Service, the holders of the WY Historic Environment Record.
- 1.3 **Please note that a hard copy of the final report must be submitted to the West Yorkshire Historic Environment Record to enable the results of fieldwork to be made publicly accessible as required by the National Planning Policy Framework. The WYAAS will not recommend that archaeological conditions are discharged until all analysis, archiving and final reporting arising from the work have been carried out and approved on behalf of the planning authority.**

NOTE: The requirements detailed in paragraphs 6.3, 6.4, 6.5, 6.6 and 9.1 are to be met by the archaeological contractor **prior** to the commencement of fieldwork. The contractor should also complete and return the attached form to the WY Archaeology Advisory Service.

2. Site Location & Description Grid Reference: centred SE 12269 28696

- 2.1 The Proposed Development Site is an area of open fields located between the east end of Main Avenue and the west end of Warneford Road. The site includes a small square area of hardstanding at its west end and grassland interspersed with trees and shrubs. To the west, north, and east lies modern housing while a small wood is located to the south. The site sits on a moderate slope down to the north and east with far reaching views to the north but with limited visibility to the south due to topography and the presence of woodland.
- 2.2 The underlying geology comprises mudstones and siltstones of the Rossendale Formation a sedimentary bedrock formed between 320 and 319 million years ago during the Carboniferous period.

3. Background

- 3.1 A desk-based assessment has been produced by CFA Archaeology. A geophysical survey was considered but this was not possible due to the presence of the trees and shrubs on the site. A programme of archaeological evaluation has been deemed necessary to characterise the archaeological potential of the site.
- 3.2 This written scheme of has been prepared to enable the Thirteen Group to obtain a quotation for this work and to prepare an ongoing archaeological strategy for the site.

4. Archaeological Interest

- 4.1 As noted above a desk-based assessment has been carried out that has established that there are surviving remains of local heritage value (low cultural significance) within the Proposed Development Site.
- 4.2 The identified remains relate to a former cottage recorded on historic maps on the eastern side of the site with historic dry-stone walls, and a boundary stone also present. In addition the field at the east end of the site is recorded on the Linthwaite tithe apportionment as 'Tan Pit Field'. This name may relate to past small-scale tanning activities that may have been present adjacent to the cottage.
- 4.3 Should the remains of these features be present, or should previously unrecorded remains be present, such remains are predicted to be directly impacted as a result of the Proposed Development.
- 4.4 The evaluation trial trenching is targeted to avoid the trees on the site and to establish the character and condition of any potential surviving remains on the site.
- 4.5 For further information please see the county's period specific archaeological research agendas which are available to download at:

[WYAAS Research Agendas](#)

5. Objectives of the Evaluation

- 5.1 The primary objective is to gather sufficient information to establish the extent, condition, character and date (as far as circumstances permit) of any archaeological features and deposits within the proposed development area, and to record at an appropriate level, archaeological features encountered in the evaluation trenches, with the aim of elucidating the topics discussed above section 4.2.
- 5.2 It is conceivable that a larger, more open area excavation may be identified as being warranted, or alternatively a wider watching brief may be required during ground-works for the development, possibly with provision for rapid salvage recording. All possibilities will be considered depending upon the results of this exercise and it would be anticipated that if further significant fieldwork is required, then the contractor would draft the specification and agree it with the WYAAS. It is a primary aim of the specified work that all aspects should be

placed in the public domain by depositing the results with the WY Historic Environment Record, West Yorkshire Joint Service, Nepshaw Lane South, Morley, Leeds LS27 7JQ

6. General Instructions

Health and Safety

6.1 The archaeologist on site will naturally operate with due regard for Health and Safety regulations. Where archaeological work is carried out at the same time as the work of other contractors, regard should also be taken of any reasonable additional constraints that these contractors may impose. This work requires the preparation of a Risk Assessment in accordance with the Health and Safety at Work Regulations. The West Yorkshire Archaeology Advisory Service and its officers cannot be held responsible for any accidents or injuries that may occur to outside contractors while attempting to conform to this specification.

6.2 Location of Services, etc.

6.2.1 The archaeological contractors will be responsible for locating any drainage pipes, service pipes, cables etc. which may cross any of the trench lines, and for taking the necessary measures to avoid disturbing such services.

6.3 Confirmation of Adherence to Specification

6.3.1 Prior to the commencement of any work, the archaeological contractor must confirm adherence to this specification in writing to the WYAAS, or state (with reasons) any proposals to vary the specification. Should the contractor wish to vary the specification, then written confirmation of the agreement of the WYAAS to any variations is required prior to work commencing. Unauthorised variations are made at the sole risk of the contractor. Modifications presented in the form of a re-written specification/project design will not be considered by the WYAAS. Any technical queries arising from the specification detailed below should be addressed to the WYAAS without delay.

6.4 Confirmation of Timetable and Contractors' 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 the staff structure and numbers;
- names and CVs of key project members (the project manager, site supervisor, any proposed specialists, sub-contractors *etc.*)

All project staff provided by the archaeological contractor must be suitably qualified and experienced for their roles. The timetable should be adequate to allow the work to be undertaken to the appropriate professional standard, subject to the ultimate judgement of WYAAS

6.5 Notification

6.5.1 The project will be monitored as necessary and practicable by the WYAAS, in its role as "curator" of the region's archaeology. The WYAAS should receive as much notice as possible, and certainly one week, of the intention

to start fieldwork. This notification is to be supplied in writing and copied to Tolson Memorial Museum (see para. 9.1 below).

- 6.5.2 Dr Andy Hammon, Historic England's science advisor should be notified that the excavation is commencing (email andy.hammon@HistoricEngland.org.uk Tel.: 07747 486255).

6.6 Documentary Research

- 6.6.1 Prior to the commencement of fieldwork, the site supervisor must review the results of the desk-based assessment. In addition to providing a knowledge base for the work in hand, the results of the desk-based assessment may be incorporated into the contractor's report where they are considered to materially contribute to that report, but any extraneous material should be omitted.
- 6.6.2 The relevant WY research agendas, covering later prehistoric, Romano-British, medieval, post medieval and modern periods should be reviewed. These are available from the WYAAS web site.
- 6.6.3 Please note that the WY HER makes a charge for consultations of a commercial nature. The results of this exercise should be used to inform the whole project. Please note, however, that a formal desk-based report is not required and the results of this stage of work should be incorporated in the final report.

7. Fieldwork Methodology

7.1 Trial Trenching

- 7.1.1.1 A total of 9 evaluation trenches of 50m x 2m are required.
- 7.1.1.2 Evaluation trenches have been located based on the results of the desk-based assessment and the current tree cover on the site (see Figure 1). The trenches are designed to confirm the results of the survey and establish the level of preservation of archaeological features prior to more extensive excavation.
- 7.1.1.3 The trench locations shown on figure 1 are approximate as the scale and extent of trees on the site are uncertain, Trenches 5 and 6 have been located to target the well/tanning pit and the cottage and the location of these should be checked prior to laying out the trenches as should the length of the trenches.
- 7.1.1.4 The contractor should also allow for a trenching contingency allowance of up to 100m². The use of the contingency will depend upon the results obtained in the initial trial trenching. The use of the contingency will be at the decision of the WYAAS, whose decision will be issued in writing, if necessary, in retrospect after site discussions.

Gross site area: c. 22,000 m²

Area of trial trenching: 900m²

Contingency trenching: 100m²

7.2 Method of Excavation

7.2.1.1 The trial trenches may be opened, and the topsoil and recent overburden removed down to the first significant archaeological horizon in successive level spits of a maximum 0.1m. thickness, by the use of an appropriate machine using a wide toothless ditching blade. **Under no circumstances should the machine be used to cut arbitrary trenches down to natural deposits.**

7.2.1.2 All machine work must be carried out under direct archaeological supervision and the machine halted if significant archaeological deposits are encountered. The top of the first significant archaeological horizon may be exposed by the machine but must then be cleaned by hand and inspected for features and then dug by hand.

- Linear boundary features, ditches etc.: a minimum sample of 20% of each linear boundary feature such as ditches and trackways. Each section should be at least 1m wide and, where possible, sections will be located and recorded adjacent to the trench edge. All intersections will be investigated to determine the relationship(s) between the component features. All termini will be investigated.
- Other linear and discrete features: all stake-holes, post-holes, pits, ring ditches, kilns, and other structural/funerary/industrial features will be 50% excavated in the first instance, recorded in section, and then fully excavated.
- All intersections will be investigated to determine the relationship(s) between the component features. Where possible, sections will be located and recorded adjacent to the trench edge.
- Built structures: walls, floors etc. will be excavated sufficient to establish their form, phasing, construction techniques.

7.2.1.3 All archaeological remains will be hand excavated in an archaeologically controlled and stratigraphic manner sufficient to meet the aims and objectives of the project. The complete stratigraphic sequence, down to naturally occurring deposits will be excavated and the work will investigate and record all inter-relationships between features. The contractor should make provision for the use of shoring/stepping to accomplish this if necessary. All trenches are to be the stated dimensions at their base. The following strategy will be employed:

- Deposits and features should be sample excavated as indicated below and the full depth of archaeological deposits must be assessed. The complete excavation of some features may be a desirable at this stage. This will be determined on site.
- All archaeological remains will be hand excavated in an archaeologically controlled and stratigraphic manner sufficient to

meet the aims and objectives of the project. The excavation will record the complete stratigraphic sequence, down to naturally occurring deposits and will investigate and record all inter-relationships between features. The following excavation strategy will be employed:

- Care should be taken to record artefacts in their correct stratigraphic position, when present to facilitate accurate dating of deposits and features. The stratigraphic position and “security” (residuality or intrusiveness) of any artefacts should be recorded on context sheets and discussed in the report.
- All artefacts are to be retained for processing and analysis except for unstratified 20th and 21st century material, which may be noted and discarded. Finds will be stored in secure, appropriate conditions following the guidelines in First Aid for Finds (3rd edition).

7.3 Method of Recording

7.3.1.1 The trenches are to be recorded according to the normal principles of stratigraphic excavation. The stratigraphy of each trial trench is to be recorded even where no archaeological deposits have been identified.

7.3.1.2 Section drawings (at a minimum scale of 1:20) must include heights A.O.D. Plans (at a minimum scale of 1:50) must include O.D. spot heights for all principal strata and any features.

7.3.1.3 At least one section of each trench edge, showing a representative and complete sequence of features and deposits from the modern ground surface to the natural geology, will be drawn. In trenches where no archaeological features are present a 1m long profile illustrating the soils present should be drawn & illustrated in the report.

7.4 Photography

7.4.1 **As of April 2022, the West Yorkshire Archaeology Advisory Service no longer requires the use of 35mm black and white film photography.** When archaeological remains are encountered good quality digital photography may be employed. Images must be archived with the Archaeology Data Service. These images will assume the role of the “permanent photographic record” in place of monochrome 35mm photographs.

7.4.2 The archaeologist must plan for using this digital photography and prepare a Data Management Plan (see Chartered Institute for Archaeology <https://www.archaeologists.net/digdigital/>) to track the various components of the site archive and their archiving procedures.

7.4.3 A copy of this plan should be included in the report and with any material supplied to the ADS.

7.4.4 Images should be archived with the ADS following the using the ADS Guidelines for Depositors.

- 7.4.5 In general, good quality digital photography using cameras with a minimum resolution of **10 megapixels**; RAW format may be used to capture images on site but these must be archived as .tiff 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 (Linthwaite) the date of photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph.
- 7.4.6 If no further work is required on the site, the WYAAS will recommend discharge of conditions once a satisfactory report has been received and all digital files have been accepted for accession by the ADS. This accession notification should be emailed to wyher@wyjs.org.uk.
- 7.4.7 If traditional monochrome photography is to be used then please contact the West Yorkshire Archaeology Advisory Service for details of the necessary film and archiving requirements.

7.5 General Use of Metal Detectors on Site

- 7.5.1 Spoil heaps and the bases of trenches are to be scanned for both ferrous and non-ferrous metal artefacts using a metal detector capable of making this discrimination and operated by an experienced metal detector user (if necessary, operating under the supervision of the contracting archaeologist). Modern artefacts are to be noted but not retained (19th-century material and earlier should be retained.)
- 7.5.2 The make and model of the instrument used should be given in the methodology section of the contractor's report and metal detected finds identified in the relevant finds section of this document.
- 7.5.3 If a non-professional archaeologist is to be used to carry out the metal-detecting, a formal agreement of their position as a sub-contractor working under direction must be agreed in advance of their use on site. This formal agreement will apply whether they are paid or not. To avoid financial claims under the Treasure Act a suggested wording for this formal agreement with the metal detectorist is: "In the process of working on the archaeological investigation at [location of site] between the dates of [insert dates], [name of person contributing to project] is working under direction or permission of [name of archaeological organisation] and hereby waives all rights to rewards for objects discovered that could otherwise be payable under the Treasure Act 1996 (as amended)."

7.6 Environmental Sampling Strategy

- 7.6.1 Bulk samples must be taken from all securely stratified deposits using a strategy which combines systematic and judgement sampling, but which also follows the methodologies outlined in the English Heritage (2011) 'Environmental Archaeology: A Guide to the Theory and Practice of

Methods, from Sampling and Recovery to Post-excavation (Second Edition)' guidance.

- 7.6.2 All samples will be processed and retents scanned with a magnet to recover micro-slugs. A statement on the environmental potential of the excavated deposits will be a distinct part of the environmental report.
- 7.6.3 Any samples of industrial waste products should also be taken for further analysis by an archaeometallurgist.
- 7.6.4 Samples for scientific dating (radiocarbon dating, archaeomagnetic dating, dendrochronology, optically stimulated luminescence etc.) should be taken if suitable material is encountered during the excavation. The Historic England Science Advisor should be consulted (email andy.hammon@HistoricEngland.org.uk) and provision should be made for an appropriate specialist(s) to visit the site, take samples and discuss the sampling strategy, if necessary.

7.7 Conservation Strategy

- 7.7.1 A conservation strategy must be developed in collaboration with a recognised laboratory. All finds must be assessed in order to recover information that will contribute to an understanding of their deterioration and hence preservation potential, as well as identifying potential for further investigation. Furthermore, all finds must be stabilised and packaged in accordance with the requirements of the receiving museum. As a guiding principle only artefacts of a “displayable” quality would warrant full conservation, but metalwork and coinage from stratified contexts would be expected to be X-rayed if necessary, and conservation costs should also be included as a contingency.
- 7.7.2 The report should include a discussion of geology, soils and drainage with specific reference to the potential for the site to contain water-logged remains or localised anoxic conditions and have specific reference to the nature and degree of preservation of different classes of artefacts and ecofacts that have been recovered and that may be anticipated across the rest of the site.

7.8 Human Remains

- 7.8.1 Any human remains (inhumations, cremation and ritualised or selected deposits) that are discovered must initially be left in-situ, covered and protected. WYAAS will be notified at the earliest opportunity. If removal is necessary the remains must be excavated archaeologically in accordance with the ClfA Technical Paper 14 “Excavation and Post-Excavation Treatment of Cremated and Inhumed Remains (Mckinley and Roberts 1994). The treatment of human remains will be in accordance with Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England (Advisory Panel on the Archaeology of Burials in England 2017), a valid Ministry of Justice licence and any local environmental health regulations.

7.9 Treasure Act

7.9.1 The terms of the Treasure Act 1996, as amended, and the Treasure (Designation) Order 2002 must be followed with regard to any finds that might fall within its purview. Any finds must be removed to a safe place and reported to the local coroner as required by the procedures as laid down in the "Code of Practice". Where excavation cannot be carried out on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

8. Monitoring

8.1.1 The representative of the WYAAS will be afforded access to the site at any reasonable time. Access is also to be afforded at any reasonable time to Historic England's Science Adviser. Both WYAAS and HE staff will comply with any additional necessary health and safety requirements.

8.1.2 It is usual practice that the visit is arranged in advance at a time that the site's archaeological potential has been investigated and is available to inspect, but this is not always feasible. The WYAAS' representative will be provided with a site tour and an overview of the site by the senior archaeologist present and should be afforded the opportunity to view all trenches, any finds made that are still on site, and any records not in immediate use. It is anticipated that the records of an exemplar context that has previously been fully recorded will be examined. Any observed deficiencies during the site visit are to be made good to the satisfaction of the Advisory Service's representative, by the next agreed site meeting. Access is also to be afforded at any reasonable time to Historic England's Archaeological Science Advisor.

8.1.3 Please note that WYAAS now make a charge for site monitoring visits. An invoice will be raised on the archaeological contractor. Up to two (2) monitoring visits will be charged for this project. Please contact us for the current fee.

8.1.4 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. Archive Deposition

9.1.1 Before commencing any fieldwork, the archaeological organisation must contact Kirklees Museum Service. The museum should be notified in writing of the commencement of fieldwork at the same time as WYAAS (The Tolson Memorial Museum, Ravensknowle Park, Wakefield Road, Huddersfield HD5 8DJ Tel. 01484 221000 ext 74537: Museum.Collections@kirklees.gov.uk).

9.1.2 It is the policy of the Tolson Memorial Museum to accept complete excavation archives, including primary site records and research archives and finds, from all excavations carried out in the District, which it serves.

9.1.3 It is the responsibility of the archaeological organisation to meet the Tolson Memorial Museum's requirements with regard to the preparation of fieldwork

archives for deposition (see attached Kirklees Archaeological Deposit Guide)..

10. Unexpectedly Significant or Complex Discoveries

10.1.1.1 Should there be unexpectedly significant or complex discoveries made that warrant, in the professional judgement of the archaeologist on site, more detailed recording than is appropriate within the terms of this specification, then the archaeological contractor should urgently contact the WYAAS with the relevant information to enable them to resolve the matter with the developer.

11. Post-Excavation Analysis and Reporting

11.1 Requirement for Further Fieldwork

11.1.1 It is anticipated that upon (or approaching) completion of fieldwork a meeting with WYAAS will be arranged by the archaeological contractor, either at the WYAAS offices or on site, to discuss the results and agree what, if any, additional work may be warranted. The developer should also be invited to attend this meeting. The meeting may take the form of a telephone or online discussion at WYAAS' discretion. Following the meeting the archaeological contractor will either produce a report (if no further archaeological work is warranted), or draft a specification (if further work is required) to be submitted to WYAAS for written approval prior to the commencement of any further work.

11.1.2 If further fieldwork is required, the results of the evaluation will be integrated into an overall report encompassing all stages of work. However, if a different contractor is employed by the developer to undertake subsequent works, then a full, formal evaluation report (see section 12 below) should be prepared and accepted by WYAAS before further fieldwork commences.

11.2 Finds and Samples

11.2.1 On completion of the fieldwork, any samples taken shall be processed and any finds shall be cleaned, identified, assessed/analysed, dated (if possible), marked (if appropriate) and properly packed and stored in accordance with the requirements of national guidelines.

11.2.2 Samples should be processed for the recovery of artefactual material, animal/fish/human bones, industrial residues, shell, molluscs, charcoal and mineralised plant remains as a minimum. 'Specialist' samples (e.g. monoliths, cores, plant/invertebrate macrofossils) should be processed separately as appropriate.

11.2.3 Material suitable for scientific dating (e.g. charcoal) should be identified to species and assessed for suitability by an environmental specialist prior to submission to a dating laboratory. Any human remains submitted for C14 dating should also have carbon ($\delta 13C$) and nitrogen isotope analysis carried out by the radiocarbon laboratory.

11.2.4 All finds and biological material must be analysed by a qualified and experienced specialist.

11.2.5 Following identification, finds of 20th and 21st-century date should be noted, quantified and summarily described, but can then be discarded if appropriate. All finds which are of 19th century or earlier date should be retained and archived.

11.3 Field Archive

11.3.1 A fully indexed field archive shall be compiled consisting of all primary written documents, plans, sections and a complete set of labelled photographic images. 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, 2011). An index to the field archive is to be deposited with the West Yorkshire Archaeology Advisory Service (preferably as an appendix in the report).

11.3.2 The archaeological contractor, their specialists and the district museum curator should develop an archive material selection plan based on the significance of the material excavated and its ability to answer the project's and other more general research questions. This process should include the views of the district museum's archaeological curator, WYAAS and relevant and experienced specialists. The archive selection plan should be explicitly detailed in the archaeological report.

11.3.3 The original archive is to accompany the deposition of any finds, providing the landowner agrees to the deposition of finds in a publicly accessible archive (see para. 9.3 above). In the absence of this agreement the field archive (less finds) is to be deposited with the West Yorkshire Archaeology Advisory Service.

11.3.4 As specified above the digital photographic archive must be deposited with the ADS.

12. Report Format and Content

12.1 Archaeological Evaluation Report

12.1.1 A report should be produced, which should include background information on the need for the project, a description of the methodology employed, and a full description and interpretation of results produced. 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.

12.1.2 Location plans should be produced at a scale which enables easy site identification, and which depicts the full extent of the site investigated (a scale of 1:50,000 is not regarded as appropriate unless accompanied by a more detailed plan or plans). Site plans should be at an appropriate scale showing trench layout (as dug), features located and, where possible, predicted archaeological deposits.

12.1.3 Artefact analysis is to include the production of a descriptive catalogue, quantification by context and discussion/interpretation if warranted, with

finds critical for dating and interpretation illustrated by either drawings or photographs.

12.1.4 Environmental analysis is to include identification of the remains, quantification by context, discussion/interpretation if warranted, and a description of the processing methodology. Radiocarbon results must be presented in full (laboratory sample number, conventional radiocarbon age, delta C13 value, calibration programme). Copies of the laboratory-issued dating certificates must be included as an appendix to the report.

12.1.5 The effectiveness and accuracy of the evaluation techniques employed, geophysics and trial trenching, should be discussed.

12.1.6 Details of the style and format of the report are to be determined by the archaeological contractor, but should include a full bibliography, a quantified index to the site archive, and as an appendix, a copy of this specification.

13. Publicity

13.1.1.1 If the project is to be publicised in any way (including media releases, publications etc.), then it is expected that the WYAAS will be given the opportunity to consider whether it wishes its collaborative role to be acknowledged, and if so, the form of words used will be at the WYAAS' discretion.

13.1.1.2 The WYAAS's use of social media feeds, to fulfil its duty of giving public access, is discussed in 8.1.1.4 above.

13.2 Consideration of Appropriate Mitigation Strategy

13.2.1 The report should not give a judgement on whether preservation or further investigation is considered appropriate, but should provide an interpretation of results, placing them in a local and regional, and if appropriate, national context. However, a client may wish to separately commission the contractor's view as to an appropriate treatment of the resource identified.

14. Report Submission and Deposition with the WY HER

14.1.1 **A hard copy of this report (plus a digital copy in ISO 10005-1 compliant (PDF/A) format) will be submitted directly to the WY Archaeology Advisory Service in a timely manner to allow planning decisions and further work, if necessary, to be scheduled unless specialist reports are awaited.** In the latter case a revised date should be agreed with the WYAAS. Completion of this project and advice from WYAAS on an appropriate mitigation strategy are dependent 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.

14.1.2 The report will be supplied on the understanding that it will be added to the West Yorkshire Historic Environment Record where it will be publicly accessible once deposited with the WYAAS unless confidentiality is

explicitly requested, in which case it will become publicly accessible six months after deposition.

14.1.3 A copy of the final report (in .pdf format) shall also be supplied to Historic England's Science Advisor (andy.hammon@HistoricEngland.org.uk).

14.1.4 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.

14.1.5 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 large-scale 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.

14.1.6 If appropriate, a note or longer article should also be supplied to the next volume of the annual **Council for British Archaeology's Yorkshire Forum** publication (please contact the editor or CBA's website for more information associate.editor@cba-yorkshire.org.uk).

15. General Considerations

15.1 Authorised Alterations to Specification by Contractor

15.1.1 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 WYAAS. 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 evaluation as detailed above, and/or
- ii) an alternative approach may be more appropriate or likely to produce more informative results,

15.1.2 then it is expected that the archaeologist will contact the WYAAS as a matter of urgency. If contractors have not yet been appointed, any variations which the WYAAS 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 WYAAS will resolve the matter in liaison with the developer and the Local Planning Authority.

15.2 **Unauthorised Alterations to Specification by Contractor**

15.2.1 It is the archaeological contractor's responsibility to ensure that they have obtained the WYAAS' 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 WYAAS being unable to recommend the discharge of the planning condition to the Local Planning Officer based on the archaeological information available and are therefore made solely at the risk of the contractor.

15.3 **Technical Queries**

15.3.1 Similarly, any technical queries arising from the specification detailed above, should be addressed to the WYAAS without delay.

15.4 **Valid Period of Specification**

15.4.1 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.

Glyn Davies
West Yorkshire Archaeology Advisory Service

July 2024

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Figure 1 Trench locations