SPECIFICATION FOR AN ARCHAEOLOGICAL AND ARCHITECTURAL RECORDING AT THE GEORGE HOTEL, JOHN WILLIAM STREET, HUDDERSFIELD, WEST YORKSHIRE

Grid Reference	SE1441716930
Name	THE GEORGE HOTEL
WYHER Consultation No.	CWY463 MWY11722
Township	Huddersfield
Planning No.	2023/65/90112/E

This specification is prepared on the request of Nansi Rosenberg of Prospect Archaeology (Prospect House, Garden Lane, Sherburn in Elemet, North Yorkshire, LS25 6AT Email nansi@prospectarc.com Tel.:07748327956) and on behalf of Kirklees District Council. It details the requirements for an archaeological and architectural record prior to and during the part demolition and refurbishment of the grade II* George Hotel.

1. Summary

1.1. This specification covers the requirements for a photographic building recording and a structural watching brief (drawn and photographic record) at George Hotel, John William Street, Huddersfield prior to and during the refurbishment works.

1.2. This specification has been prepared by the West Yorkshire Archaeology Advisory Service, the holders of the WY Historic Environment Record

1.3. **Failure to fully comply with the terms of this specification will be treated as a breach of planning consent by WYAAS.**

1.4. **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 only recommend discharge of any archaeological planning condition once all analysis and reporting has been received and found to be satisfactory.**

NOTE: The requirements detailed in paragraphs 5.1, 5.2, 5.3 and 5.4 are to be met by the archaeological contractor **prior** to the commencement of fieldwork by supplying confirmation details in writing to the WY Archaeology Advisory Service.

2. Background

2.1. Planning consent has been granted for the partial demolition and reconstruction the George Hotel Huddersfield.

2.2. This specification has been prepared by the WYAAS at the request of Ms Nansi Rosenberg, to detail what is required and to allow an archaeological contractor

to provide a quotation for the necessary architectural and archaeological recording.

3. Archaeological / Architectural Interest

3.1. The George Hotel is grade II* listed (NHLfE 1277386) mid-19th century hotel. The George Hotel would be considered an iconic or anchor building today.

3.2. The hotel was constructed to the west of the town in a newly laid out extension to Huddersfield. This expansion was adjacent to the new railway station (grade I listed) and featured impressive buildings and a street grid. The George's original Italianate design was by William Wallen who worked closely with the Ramsden estate during the expansion of Huddersfield.

3.3. Huddersfield's booming economy necessitated an extension to the hotel soon after its construction in 1850 and again in 1874, with further work recorded on plans of 1889 and 1891. During the 20th century extensive works took place in the 1930s, including the creation of a ball room, again in the 1960s and sub-the division of bedrooms to provide ensuite accommodation alter still (see Historic England's revised listing description).

3.4. The development of railway hotels has received little analytical study. As large public buildings they used architectural to advertise their reliability, decency and opulence to covey luxury. Innovative structures were often employed to provide suitably large internal spaces for meetings, functions, entertainment, dining, and accommodation. By the later 19th century steel structures were increasingly used to provide these spaces. The functioned housed required appropriately scaled and specialist kitchens, stores, bars and beer cellars. Other functions required both public and private spaces such as writing rooms, telegram and telephone systems, whilst services might also include laundries, stables, later motor garages.

3.5. The provision of water and lavatories and bathrooms was also necessary as was heating from either a central system or by individual fires. The supply of coal and access for staff and other goods such as luggage fresh bed linen at scale and vertically was a further requirement for the functioning of the hotel. Staff accommodation was also required.

3.6. Overarching these requirements was the need for security and control of access of both the back of house and guests' areas. This security to some extent contradicts the requirements of public access.

3.7. Any evidence of these functional arrangements and evidence of architectural and structural accommodation to house them should be recorded by the buildings archaeologist.

3.8. For further information please see the county's period specific archaeological research agendas which are available to download at:

WYAAS Research Agendas

4. Aims

4.1. The first aim of the proposed work is to identify and objectively record by means of photographs any significant evidence for the original and subsequent historical form and functions of the George Hotel.

4.2. The building should be analysed and interpreted as an integrated system intended to perform a specialised function. The archaeologist on site should give particular attention to reconstructing as far as possible the functional arrangements and division of the building type. The roles of historical plan form, technical layout, access and circulation should all be considered in this process of interpretation. This archaeological record should be placed in the public domain by depositing it with the WY Historic Environment Record.

4.3. The second aim of the proposed work is to identify and characterise those elements, features and characteristics of the complex which either determine or contribute to the building's special archaeological, architectural and historic interest. This work should be done with a view to providing sufficient information on the survival and significance of the original and historic elements of the building to enable informed decisions to be made about its appropriate and sensitive repair, conservation or refurbishment.

5. General Instructions

5.1. Health and Safety

5.1.1. The building recorder on site will naturally operate with due regard for Health and Safety regulations. Prior to the commencement of any work on site the building recorder will need to carry out a Risk Assessment on the building / structure in accordance with the Health and Safety at Work Regulations. The building recorder should identify any hazards and contaminants which constitute potential Health and Safety risks and make arrangements with the owner / developer for decontamination/making safe as necessary and appropriate. The WY Archaeology Advisory Service and its officers cannot be held responsible for any accidents or injuries which may occur to outside contractors engaged to undertake this survey while attempting to conform to this specification.

5.2. Confirmation of Adherence to Specification

5.2.1. The contractor should confirm in writing to WYAAS in advance of commencement of work, their adherence to the issued specification. Unauthorised variations are made at the sole risk of the building recorder. Proposed modifications presented in the form of a re-written specification/project design will not be considered. For technical queries see para. 12.

5.3. Confirmation of Timetable and Contractors' Qualifications

5.3.1. Prior to the commencement of any work, the building recorder must provide the local planning authority and 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.*)

5.3.2. All project staff provided by the building recorder must be suitably qualified and experienced for their roles. Staff involved in building recording should have proven expertise in the recording and analysis of industrial buildings.

5.3.3. The timetable should be adequate to allow the work to be undertaken to the appropriate professional standard.

5.4. **Notification and Monitoring**

5.4.1. WYAAS should receive at least one week's notice in writing of the intention to start fieldwork.

6. Unexpectedly Significant or Complex Discoveries

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

7. Recording Methodology

7.1. Site preparation

7.1.1. Prior to the commencement of any "soft strip" and invasive survey the developer must carry out an inspection of the buildings with their archaeological contractor prior to commencing this work to establish that no significant historical structural material or features are to be removed without record, e.g. evidence of original heating air circulation. Modern material such as suspended ceilings, boarding, heating and air-conditioning etc. should be identified removed. If, for health and safety reasons, it is necessary to remove historic material then this should be carried out under an archaeological structural watching brief –see below).

7.2. Documentary research

7.2.1. Prior to the commencement of fieldwork, the contractor must study existing assessment and the revised listing description and any additional material held by the WYHER and Kirklees office of the West Yorkshire Archive Service.

7.2.2. Please note that the HER makes a charge for consultations of a commercial nature.

7.3. Site/building plans

7.3.1. If appropriate, plans & elevations that have been produced for the current application may be used for any annotation relative to the photographic record (permission of the copyright holder must be granted).

8. Photographic Record

8.1. An external photographic record should be made of the George Hotel, from vantage points including all external elevations These photographs should be as nearly parallel to the elevation being photographed as is possible within the constraints of the site; this may require photographs from several vantage points. See also potential use of rectified photography below.

8.2. A general external photographic record should also be made which includes several oblique general views of the elevations from all sides, showing the hotel, in its setting (using a variety of wide-angle, medium and long-distance lenses). The record should be sufficiently comprehensive to provide a good picture of the form and general appearance of the institute.

8.3. A general internal photographic record should be made of the George Hotel. General views should be taken of each room or discrete internal space from enough vantage points to adequately record the form, general appearance and manner of construction of each area photographed prior to demolition. In areas which are wholly modern in appearance, character and materials, a single shot to record current appearance will suffice.

8.4. Detailed photographs should be taken of the following features:

- Evidence of original construction and the materials used; any innovative uses of material such as iron or steel
- All original structural elements, roof structures / trusses and method of construction
- Examples of original glazing
- Any original doors and window and their frames
- Any blocked, altered or introduced openings
- Evidence of original vertical access, stairs, material hoists, lifts etc.
- Evidence for phasing, and for historical additions or alterations to the building and their role in demarcating status.
- Evidence of original plan form, subdivisions and original room uses
- Evidence of hierarchy/functional sub-divisions
- Evidence of floor coverings hierarchy/functional sub-divisions
- Evidence for the use of natural light in internal areas

- Any evidence of the original heating arrangements, fires, central heating, boiler rooms, supplementary heating in individual rooms and spaces
- Dedications inscriptions or date stones, plaques etc.
- Use of materials, e.g. cast iron or steel reinforcement
- Any graffiti, instructional signage etc.
- Evidence for original lighting arrangements

But this list should not be treated as exhaustive. The building recorder on site should also identify and note:

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

8.5. Elements for which multiple examples exist (e.g. each type of roof truss, column or window frame) may be recorded by means of a single representative illustration. N.B. Detail photographs must be taken at medium-to-close range and be framed in such a way as to ensure that the element being photographed clearly constitutes the principal feature of the photograph.

8.6. Equipment

8.6.1. The West Yorkshire Archaeology Advisory Service no longer requires the use of medium format or 35mm black and white film photography as part of the site record. Good quality digital photography may be employed in their place. Images must be archived with the Archaeological Data Service. These images will assume the role of the "permanent photographic record" in place of monochrome 35mm photographs.

8.6.2. The archaeologist must plan for using this digital photography and prepare a Data Manage Management plan to track the various components of the site archive and their archiving procedures.

8.6.3. Images should be archived using the ADS Guidelines for Depositors.

8.6.4. Good quality digital photography using cameras with a minimum resolution of at least 10 megapixels; RAW format may be used to capture images.. 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 (**Huddersfield**) the date of photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph.

8.6.5. If no further work is needed 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 notification should be emailed to wyher@wyjs.org.uk.

8.6.6. A digital SLR with a resolution of at least 10 megapixels should be employed. Cameras with an FX sensor, which is close to equivalency with 35mm film, are preferable to DX sensor equipped cameras. A variety of lenses should be used to best capture the subject and its setting

8.6.7. Care should be taken to ensure sharply focused well composed photographs are taken and when appropriate the camera should be set up and levelled on a tripod, e.g. when recording facades and larger interior spaces. The use of perspective shift lenses or pan and tilt adaptors may be necessary in some situations to achieve an acceptable image. Alternatively, lens distortion may be removed post-capture by software, but this must be recorded in the photographic catalogue and details of the software used given in the report. Original pre-correction images should be included in the site archive.

8.6.8. Photographs should be taken with a low ISO setting and low shutter speed to reduce noise in the images captured.

8.6.9. The camera should also be Exchange Image File (EXIF) compliant and accurate time, date and, where applicable, GPS information and other metadata set up prior to commencing recording work on site.

8.6.10. If medium format or 35mm black and white film photography is to be employed please contact the West Yorkshire Archaeology Advisory Service for details of our requirements.

8.6.11. All digital prints used in illustrations must be made on paper and with inks which are certified against fading or other deterioration for a period of 75 years or more when used in combination. If digital printing is employed, the contractor must supply details of the paper/inks used in writing to the local authority with supporting documentation indicating their archival stability/durability.

8.7. Rectified Digital Photography

8.7.1. In place of hand drawn elevations and plans the recording of significant or complex built structures and decorative schemes may be carried out using digital rectified photography to provide orthophotographic images at not smaller than 1:50 for plans and not smaller than 1:20 for sections.

8.7.2. Photographs must be taken at a resolution adequate to allow the creation of images at these scales. The collection and archiving of digital photographs used to create orthophotographs must follow those outlined above and comply with Historic England's guidance contained in "Measured and Drawn: Techniques and practice for the metric survey of historic buildings (2nd edition)", English Heritage 2009" and

Photogrammetric Applications for Cultural Heritage, Guidance for Good Practice, Historic England 2017.

8.7.3. In general photographs must be taken parallel or near parallel to the subject's main surface, sufficient photographs must be taken from additional viewpoints to capture any changes in level or concealed areas; photographs must have sufficient overlap (60%-80%) to ensure good interpolation by the software used; targets or scales must be used and the resulting image must be checked against the subject/archaeological features before their destruction. Ortho-photographs or copies should be annotated with relevant context numbers (and feature boundaries when not obvious) and be cross referenced in the descriptive and interpretive text in the site report.

8.8. Documentation

8.8.1. A photographic register and photo location plan are required. The photographic register should (as a minimum) include location, direction and subject of shot must accompany the photographic record; a separate photographic register should be supplied for any colour slides and digital photographs. Position and direction of each photograph and slide should be noted on a scaled copy of the building plan (minimum acceptable scale 1:100), which should also be marked with a north pointer. Separate plans should be annotated for each floor of the building/ structure.

9. The Structural Watching Brief

9.1. During demolition, as safe opportunity and access allows, the archaeologist should examine any exposed elements of the building's structure to record the means of construction, evidence of the building's development etc..

10. Post-Recording Work and Report Preparation

10.1. Report Preparation, Report format and content

A written report should be produced. This should include:

- an executive summary including dates of fieldwork, name of commissioning body, planning application reference and condition number and a summary of the results including details of any significant findings
- an introduction outlining the reasons for the building recording & structural watching brief
- a brief architectural description of the Ramsden Building presented in a logical manner, starting with setting, then progressing to the affected areas of the structure in sequence

Architectural and technical and analytical description and discussion should be fully cross-referenced to the photographic record, sufficient to illustrate the major features of the Ramsden Building and the major points raised.

10.2. Report Illustrations

Illustrations should include:

- a location map at a scale sufficient to allow clear identification of the building(s)/structure in relation to other buildings in the immediate area
- A phase plan of each floor or level
- 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. All photographs should be accompanied by detailed captions clearly locating and identifying any pertinent features.

Plates should be bound into the report, appropriately labelled (numbered, and captioned in full) and fully referenced within the report. When captioning, contractors should identify the individual photographs by means of a running sequence of numbers (e.g. Plate no. 1; Plate no. 2), and it is this numbering system which should be used in cross-referencing throughout the report and on the photographic plans. However, the relevant original film and frame number should be included in brackets at the end of each caption.

10.3. **Report deposition**

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 WY Archaeology Advisory Service within twelve weeks of completion of the fieldwork. The report will then be assessed by WYAAS to establish whether 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 considered 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.

10.4. The West Yorkshire HER supports the Online Access to Index of Archaeological Investigations (OASIS) project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork. The building recorder 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.

10.5. A general or more detailed article should also be supplied to the Council for British Archaeology's Yorkshire Forum publication (please contact the editor or CBA's website for more information forum-editor@cba-yorkshire.org.uk).

11. Copyright

11.1. 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.

12. Technical Queries

12.1. Any technical queries arising from the specification detailed above, should be addressed to WYAAS without delay.

13. Valid Period of Specification

13.1. This specification is valid for a period of one year and may need to be reviewed to comply with current best practice, knowledge and changes in techniques.

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