WEST YORKSHIRE ARCHAEOLOGY ADVISORY SERVICE: SPECIFICATION FOR AN ARCHAEOLOGICAL STRIP AND RECORD EXCAVATION AT WOODWARD COURT, MIRFIELD, KIRKLEES, WEST YORKSHIRE

Grid Reference	SE 2095 2106
Name	Woodward Court, Mirfield
WYHER No.	CWY18
Township	Mirfield
Planning No.	2025/93355

Specification prepared on behalf of Kirklees Council at the request of MAP Archaeological Practice on behalf of Bellway Homes in response to a planning application 2025/93355 for the construction of a residential development with associated landscaping.

1. Summary

1.1 An archaeological excavation is necessary on the above Site to preserve and record archaeological evidence of Bronze Age, Iron Age and Roman-British activity. An earlier evaluation of the Site has identified this activity.

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 any archaeological condition be discharged until all analysis and final reporting have been received and approved on behalf of the planning authority.**

NOTE: The requirements detailed in **Sections 6** and **10** will 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

2.1 The mitigation Site comprises a roughly rectangular parcel of land measuring approximately 4.5 hectares, located on the north-eastern development limit of the settlement of Mirfield, West Yorkshire. The Site lies immediately to the east of Woodward Court and to the west of Balderstone Hall (WYHER 1313670). The Site centre is located at National Grid Reference (NGR) SE 209 210.

2.2 The development area is bound by urban and historic landscape with the grounds of Crossley Fields Junior & Infants School towards the northwest. Towards the north is an area of land historically associated with the former Crossley Hospital. Towards the east are open grounds, and the Grade II listed Balderstone Hall. The southwest and southeast are bound by existing residential housing estates.

2.3 The development area is currently pasture, although the Site has previously been subject to archaeological evaluation and ground investigative works aimed at identifying former mine entry. The local topography across the Site is characterised by a gentle, steady slope falling from the northwest to the southeast. The maximum elevation is recorded at approximately 96m above Ordnance Datum (aOD) along the north-western boundary, descending to a low point of roughly 86m aOD along the south-eastern area. There are no superficial drift deposits or glacial geologies formally recorded within the limits of the application area. The overlying soils are classified as slowly permeable, seasonally wet, acidic loamy and clayey soils.

2.4 The underlying bedrock geology across the entire application area consists entirely of Falhouse rock sandstone, which forms a component of the Langsettian substage of the Carboniferous Coal Measures. This sandstone bedrock lies close to the surface across the southern part of the Site.[1]. There are no superficial drift deposits or glacial geologies formally recorded within the limits of the application area. The overlying soils are classified as slowly permeable, seasonally wet, acidic, loamy and clayey soils.

3. Background

3.1 The Site has been subject to several applications. WYAAS recommend that if the present application is granted permission, then the proposed archaeological works detailed in this Specification are carried out. This called for archaeological strip and record excavations to be held during groundworks in areas of known archaeological potential. All archaeological mitigation must be fully undertaken on-site and signed off by WYAAS before any ground treatment, engineering consolidation, or drilling works commence within the defined mitigation areas.

3.2 The application Site lies in an area of known high archaeological potential. The West Yorkshire Archaeology Advisory Service have recommended that the Site should be subject to an archaeological excavation to preserve important remains by record. The evaluation of the Site has established this potential.

4. Archaeological Interest

4.1 This archaeological background is taken from the earlier archaeological evaluation works on the Site.[2] and the Geophysical survey of the Site[3].

4.2 Prior to the 2018 evaluation, physical evidence for prehistoric settlement within the Mirfield township was largely sporadic. Relict earthworks recorded at Knowl in the mid-18th century by the Reverend J. Ismay described a potential henge

[1] https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/
[2] Bracken, P.,2018, Land off Woodward Court, Mirfield, West Yorkshire, Trial Trench Evaluation. ASWYAS Report No. 3149
[3] Phase Site Investigations, 2016, Balderstone Hall, Mirfield: Archaeological Geophysical Survey.

monument comprising a circular bank and surrounding ditch with opposed entries. However, this feature has since been completely levelled and overbuilt.

4.3 Localised stray findspots include a Mesolithic tranchet axe recovered south of the River Calder in 1965, alongside a Bronze Age axe discovered between the Church of St Mary and Castle Hall Hill in 1970. A carved sandstone head, potentially of Celtic or Iron Age origin, was also recovered from a stone wall near Five Thorns Well on Mirfield Moor.

4.4 The 2018 trial trenching identified a distinct cluster of early prehistoric remains across the Site. Two small pits contained highly concentrated charcoal and substantial quantities of burnt human bone, confirmed as formal urned cremation burials. One of the pits contained a large, coarse basal sherd of Early Bronze Age pottery, representing a truncated cremation urn, dating to 2100–1700BC. This may have originally been placed beneath a low barrow mound.

4.5 Further archaeological remains across the Site included additional pits that contained frequent heat-affected stones, charcoal and fragmented Bronze Age pottery sherds.

4.6 The environmental macrofossil analysis suggests these deep pit features represent localised cremation pyres or specialised ritual fire pits utilising oak fuel with birch, hazel, and alder kindling, attesting to a formal, landscape-scale Early Bronze Age funerary presence.

4.7 There is currently no verified evidence for Romano-British activity within the boundaries of Mirfield. The field systems and potential ditched trackway recorded are similar in form to the later prehistoric and Roman field boundaries frequently recorded in the eastern part of West Yorkshire and beyond. It should also be noted that a pattern of ditches which appear to mark field boundaries and a possible trackway, the ditches presumably once accompanied by banks and fences or hedges. These were essentially undated during the evaluation.

4.8 From the medieval period onwards, the Mirfield landscape remained largely agricultural until the onset of industrialisation and coal extraction in the mid-19th century. The post-medieval features identified across the Site reflect both agricultural consolidation and non-industrial coal extraction.

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

WYAAS Research Agendas

5. Aims and Objectives of the Mitigation

5.1 The objective of the project is to fully record, analyseanalyse and report all archaeological remains within the areas of interest (‘preservation by record’) and to attempt to answer the points elucidated in Section 4 above and in the research agenda for the prehistoric and Roman periods in West Yorkshire, prior to their destruction during the development of the Site, and to place the results of this work in the public domain by depositing it with the WY Historic

Environment Record (West Yorkshire Archaeology Advisory Service, Nepshaw Lane South, Morley LS27 7JQ).

5.2 The following research objectives have been developed based upon the WYAAS Archaeological Research Agendas.

5.3 Early Bronze Age cremation urns are sparsely distributed across West Yorkshire due to modern industrial truncation; this Site presents an opportunity to study an intact prehistoric ritual landscape. The results may help to determine the true spatial extent and character of the Bronze Age funerary activity. Is the Site an example of a discrete "flat" cemetery cluster, or are there trace remains of a truncated earthen barrow, ring-ditch, or stone cairn structural framework?

5.4 Full osteological analysis should be undertaken to determine the demographic profile (minimum number of individuals, age, sex, and pathology) of the cremated human remains. This will be combined with environmental sampling to ascertain whether the dominant choice of Quercus (oak) for the pyre mass, supplemented by Betula (birch), Alnus (alder), and Corylus (hazel), represents targeted woodland exploitation or ritual selection policies.

5.5 Analysis of the coarse, grit-tempered pottery from the Site may resolve whether the assemblage belongs to the Early or Middle Bronze Age sequence. Absolute dating via radiocarbon analysis may help date the vessels and activity.

5.6 The excavation must actively test the hypothesis that the ditch systems represent an underlying Iron Age or Romano-British layout. Recording shorter, broader enclosure layouts typical of late prehistoric land management.

5.7 The establishment of a chronological sequence with absolute dates for the creation and abandonment of these boundaries is the primary objective. Excavation strategies must target primary basal silts and undisturbed lower fills of the main enclosure ditches to retrieve stratified diagnostic artefacts or short-lived charcoal suitable for radiocarbon dating. This data will help determine whether these ditches represent an early, relict landscape or a post-medieval division of the old medieval strip fields.

5.8 The likely trackway will be excavated at key junctions. The investigation will hopefully determine if these features originated as an Iron Age or Romano-British trackway and how it was either created to respect an earlier landscape or integrated into later medieval and post-medieval boundary schemes.

6. General Instructions

6.1 Health and Safety

6.1.1 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 the Site, and for taking the necessary measures to avoid disturbing such services.

6.2.2 Overhead power cables are located along the eastern side of the Site, but no archaeological excavations are planned beneath these.

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 WYAAS, or state (with reasons) any proposals to vary the Specification. Notification of WYAAS can be undertaken via this online form (Notification of Archaeological Fieldwork in West Yorkshire). 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 rewritten 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**

6.4.1 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.)

6.4.2 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.

6.4.3 All archaeological work must be carried out in accordance with the CIfA Code of Conduct and the CIfA Standard and Guidance for Archaeological

Excavation (as updated)[4]. It is strongly recommended that the appointed archaeological contractor is a CIfA Registered Organisation (RO) or that the Project Manager holds MCIfA status.

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 Kirklees Museums (see para. 9.1 below).

6.5.2 The Local Authority, the Historic England science adviser (Andy Hammon; email andy.hammon@HistoricEngland.org.uk; tel. 01904 601983) and WYAAS should receive at least one week's notice in writing of the intention to start fieldwork.

6.6 **Documentary Research**

6.6.1 Prior to the commencement of fieldwork, the Site supervisor must review previous work in the area and data held by the HER. In addition to providing a knowledge base for the work in hand, this should be incorporated into the Contractor's report where they are considered to contribute to that report materially, 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 website.

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 **Excavation Size and Placement (Fig. 1)**

7.1.1 The excavation comprises three areas of strip and record and open area excavation (see Figure 1 and table below).

7.1.2 A contingency of 675m² has been identified.

7.1.3 The mitigation excavation will comprise three different areas, as shown in Figure 1. The excavation areas have been selected based upon the previous evaluation.

7.1.4 Area A will focus on the area of cremation burials and the northern part of the trackway and ditch intersection.

[4] https://www.archaeologists.net/sites/default/files/2024-11/CIfA-Standard-Archaeological-Excavation_2023.pdf

7.1.5 Area B will focus on the trackway field systems, further pits, and anomalies within the western side of the area.

7.1.6 Area C will focus on the intersection of the field systems in the south-eastern corner of the Site.

7.1.7 If more significant remains are encountered during this work, additional excavation may be necessary in these areas.

Area A Excavation (Strip Map and Record)	*c.* 1555m^2
Area B Excavation (Strip Map and Record)	*c.* 11,620m^2
Area C Excavation (Strip Map and Record)	*c.* 400m^2
Contingency	675m^2

7.2 **Method of Excavation**

7.2.1 The excavation areas may be opened using an appropriate machine fitted with a wide toothless ditching bucket. The overburden should be removed down to the first significant archaeological horizon in successive level spits of a maximum thickness of 0.2m. Under no circumstances should the machine be used to cut arbitrary deposits down to natural deposits.

7.2.2 All machine work must be carried out under direct archaeological supervision, and the machine must be 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. Excavation should then continue manually.

7.2.3 Care should be taken to record artefacts in their correct stratigraphic position, when present, to facilitate accurate dating of deposits and features.

7.2.4 All archaeological remains will be hand excavated and recorded 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:

- All stratigraphic relationships will be fully explored and documented, if necessary, by means of half-sections or quadrants. Deposits will be planned to their fullest extent.

- Linear boundary features, ditches, etc.: a minimum sample of 20% of each linear boundary feature, such as ditches and trackways. Each section should be 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.

- Linear and discrete features: all pits, hearth bases, and other structural/industrial features will be 50% excavated in the first instance, recorded in section, and then fully excavated. All intersections will be fully investigated to determine the relationship(s) between the component features.

- Built structures: walls, floors, furnace and machine bases, etc., will be excavated sufficiently to establish their form, phasing, and construction techniques. The feature(s) will then be fully excavated. All intersections will be investigated to determine the relationship(s) between the component features. Regarding the necessary level of investigation and recording, a distinction may be drawn between substantive component features or modifications, and historic repairs which are clearly minor in nature; if any doubt exists about the nature of an intervention, it should be investigated and recorded in detail (subject to the professional judgement of the archaeologist).

7.2.5 If features or structures are encountered which the archaeological Contractor considers to be too large or of a scale as not to be excavated by hand using the appropriate tools (mattock, crowbar, etc.), this should be drawn to the attention of the WYAAS immediately. The controlled use of a mechanical excavator may be used to excavate/partially remove/test the following types of deposits once appropriate records have been made. Still, machining must be done in 0.20m spits under direct archaeological supervision. The written agreement of the WYAAS (which may be issued in retrospect after discussions on Site) must be sought in each instance in advance of work commencing:

- extensive deposits of made ground or levelling layers

- Any deposits identified as contaminated

- Areas of homogeneous deposits which do not appear to have a particular archaeological sensitivity (e.g. brick rubble, made ground, extensive soil fill)

7.2.6 Large objects (e.g. worked stone, pipes, etc.) that cannot be lifted by one person and homogeneous stretches of masonry wall may be removed by machine without the specific agreement of the WY Archaeology Advisory Service. However, this method must not be used on masonry walls where careful dismantling is likely to reveal further features or archaeological information (e.g. concealed flues, rebuilding, etc.).

7.2.7 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).

7.2.8 Samples for environmental and scientific analysis and scientific dating should be taken if suitable material is encountered during the excavation. Provision should also be made for specialist sampling if appropriate (soil profiles, archaeomagnetic dating, dendrochronology, etc.) (Also see paragraph 7.6.) Method of Recording

7.2.9 The actual areas of excavation, sampling and any features of possible archaeological interest noted within the areas should be accurately located on a Site plan with levels at the top and base of features and recorded by photographs, summary scale drawings and written descriptions sufficient to permit the preparation of a report on the material. The Site is to be accurately tied into the National Grid and located on the largest scale map available of the area (either 1:2500 or 1:1250).

7.3 **Photography**

7.3.1 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".

7.3.2 The archaeologist must plan for using this digital photography and prepare a Data Management Plan[5], to track the various components of the Site archive and their archiving procedures.

7.3.3 The archaeological contractor must prepare a comprehensive Data Management Plan (DMP) at the outset of the project, in accordance with CIfA and ADS guidelines. This plan must track all born-digital data (including digital photography, survey data, and digital context records) and detail their archiving procedures.

7.3.4 A copy of this plan should be included in the report, and with any material supplied to the ADS[6].

7.3.5 Images should be archived with the ADS following the ADS' Guidelines for Depositors.

7.3.6 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 (**Mirfield**), the date of the photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph.

[5] Toolkit for Managing Digital Data (Dig Digital) | CIfA
[6] ADS-easy – Archaeology Data Service

7.3.7 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 General Use of Metal Detectors on Site

7.4.1 Spoil heaps and the bases of the excavation will be scanned for both ferrous and non-ferrous metal artefacts using a metal detector capable of making this discrimination (early machine components may be made from brass or bronze) 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).

7.4.2 The make and model of the instrument used should be given in the methodology section of the report, and metal-detected finds should be identified in the relevant finds section of this document.

7.4.3 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 the 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 organisationorganisation] and hereby waives all rights to rewards for objects discovered that could otherwise be payable under the Treasure Act 1996 (as amended)."

7.5 Environmental Sampling Strategy

7.5.1 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.

7.5.2 All samples will be processed and retents scanned with a magnet to recover micro-slags. A statement on the environmental potential of the excavated deposits will be a distinct part of the environmental report.

7.5.3 Any samples of industrial waste products should also be taken for further analysis by an archaeometallurgist.

7.5.4 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.

7.6 **Conservation Strategy**

7.6.1 A conservation strategy must be developed in collaboration with a recognisedrecognised laboratory. All finds must be assessed 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. However, metalwork and coinage from stratified contexts will be X-rayed if necessary, and conservation costs should also be included as a contingency.

7.6.2 The report should include a discussion of geology, soils and drainage with specific reference to the potential for the Site to contain waterlogged 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.

7.7 **Human Remains**

7.7.1 Any human remains (inhumations, cremations, 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 CIfA Technical Paper 14. Excavation and Post-Excavation Treatment of Cremated and Inhumed Remains (McKinley and Roberts 1994) and "Updated Guidelines to the Standards for Recording Human Remains (D Mitchel and M Brickley). 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.

7.8 **Treasure Act**

7.8.1 The terms of the Treasure Act 1996, as amended, and the Treasure (Designation) Order 2023 must be followed regarding 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 removal 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. Public Participation and Benefit

8.1 A programme of public participation with opportunities for longer-term public benefit will be developed to include both local and wider audiences. Depending on the archaeological remains uncovered, this may include coverage by the press, television and engagement with the local community.

8.2 Engagement may include an open day, talks to schools/community interest groups, and social media posts. A permanent marker of the important discoveries at the current Site should also be considered.

8.3 Examples of suitable forms of public participation and benefit, and measures of their effectiveness and delivery can be found on the ALGAO Scotland website (**Delivery of Public Benefit and Social Value for Archaeology in the Planning Process | ALGAO**).

9. Monitoring

9.1 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.

9.2 It is usual practice that the visit is arranged in advance at a time when 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 allowed to view the excavation, 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.

9.3 Please note that WYAAS now make a charge for site monitoring visits. An invoice will be raised for the archaeological Contractor. Up to three (3) monitoring visits will be charged for this project. Please contact us for the current fee.

9.4 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 District.

10. Archive Deposition

10.1 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).

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

10.3 It is the responsibility of the archaeological organisation to meet the Tolson Memorial Museum's requirements regarding the preparation of fieldwork.

11. Unexpectedly Significant or Complex Discoveries

11.1 Should there be unexpectedly significant or complex discoveries 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.

12. Post-Excavation Analysis and Assessment Reporting

12.1 Finds and Samples

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

12.1.2 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.

12.1.3 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.

12.1.4 All finds and biological material must be analysedanalysed by a qualified and experienced specialist.

12.1.5 Following identification, findings 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.

12.2 Field Archive

12.2.1 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 the CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives[7] Those outlined in Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation (Archaeological Archives Forum, 2011[8]). An index to the field archive is to be deposited with the West Yorkshire Archaeology Advisory Service (preferably as an appendix in the report).

[7] https://www.archaeologists.net/sites/default/files/2023-11/CIfA-SandG-Archaeological-Archives-2020.pdf
[8] https://archives.archaeologyuk.org/aaf_archaeological_archives_2011.pdf

12.2.2 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[9].

12.2.3 The original archive is to accompany the deposition of any finds, provided 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.

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

12.3 **Assessment - Artefacts**

12.3.1 All artefacts must be assessed by a qualified and experienced specialist. Assessment should be generally based on MORPHE, but should include:

- Preparation of a descriptive catalogue.
- Dating (where possible).
- An assessment of the significance of the assemblage.
- An assessment of the potential for further analysis to contribute to the interpretation of the archaeology of this Site.
- An assessment of the potential for further analysis to contribute to artefact studies.
- Recommendations for additional artefact illustration/photography.
- An assessment of the condition of the assemblage and recommendations for conservation, retention/discard, and archiving.

12.3.2 Any reporting on ceramic artefacts should follow the guidance given in 'A Standard for Pottery Studies in Archaeology' (2016)[10] endorsed by the Prehistoric Ceramics Research Group, the Study Group for Roman Pottery, and the Medieval Pottery Research Group. Analysis of animal bone should adhere to Historic England's 'Animal Bones and Archaeology: Guidelines for Best Practice' (2014).

12.4 **Finds and Soil Samples**

9 https://www.archaeologists.net/work/toolkits/archives

[10] https://romanpotterystudy.org.uk/wp-content/uploads/2016/06/Standard_for_Pottery_Studies_in_Archaeology.pdf

12.4.1 All environmental material must be assessed by a qualified and experienced specialist. Assessment should be generally based on MORPHE, but should include:

- Preparation of a descriptive table/catalogue.
- Identification of material suitable for scientific dating.
- An assessment of the significance of the assemblage.
- An assessment of the potential for further analysis to contribute to the interpretation of the archaeology of this Site.
- An assessment of the potential for further analysis to contribute to environmental studies.
- An assessment of the condition of the assemblage and recommendations for retention/discard and archiving.

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

12.4.3 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.

13. Reporting

13.1.1 **Reporting (Stage 1) – Interim Assessment of Potential**

13.1.2 Following the return of the specialist reports to the archaeological Contractor, but prior to the commencement of preparation of the detailed Site report, the Contractor should arrange a meeting with the WY Archaeology Advisory Service and (at his discretion) Historic England's Science Adviser (Andy Hammon). The purpose of this meeting is to discuss the results of the initial stratigraphic synthesis and initial scientific analyses, and to determine any requirement for further scientific analyses prior to the formulation of the full report on the Site. The meeting may take the form of a telephone discussion, at the discretion of the WY Archaeology Advisory Service.

13.1.3 Prior to the meeting, documentation sufficient to enable the Advisory Service and Historic England Science Adviser to evaluate any proposals for further analysis should be made available to WYAAS and Historic England. This documentation should consist of the following as a minimum, but should not include a detailed site narrative or constitute a draft of the final report:

- A brief narrative outline of the results of the excavation (N.B. this is not intended to be a detailed description of the stratigraphic sequence but should provide sufficient detail to permit the form and development of the Site to be understood by a third party who has not visited the excavation).
- Detailed description of any features/feature groups, the interpretation of which may be affected by the results of further scientific analysis;
- A re-evaluation of the aims and objectives of the project in the light of the initial specialist analysis;
- A descriptive context catalogue.
- Unedited copies of specialist reports;
- Detailed and specific recommendations for further artefact and environmental analysis;
- Integration with the existing data set from the evaluation
- Detailed and specific recommendations for any additional scientific dating.
- Detailed and specific recommendations for further documentary research;
- Costings for any recommended further research, scientific analysis or dating;
- Recommendations for general publication in monograph form or in an appropriate journal, if warranted by the results of the excavation.

Illustrations should be sufficient to permit the summary discussion to be understood by a third party, and should include:

- Location plan;
- Excavation location (as excavated), overlaid on an up-to-date 1:1250 OSOS map base;
- Draft phase plans (these should be at a scale sufficient to illustrate major context and feature groups important to an understanding of the Site narrative)
- Plans, sections, photographs and rectified digital photographs sufficient to permit the narrative outline to be understood, and to support recommendations for further specialist analysis. Draft drawings and marked-up digital photographs are acceptable if these are legible.

14. Reporting (Stage 2) – Full Report

14.1.1 If further specialist or scientific analysis is judged to be necessary and appropriate by the WY Archaeology Advisory Service, this work should be commissioned and the results incorporated into a full report. If no further specialist analysis is required, then a full “archive report” will be produced.

14.1.2 Details of the style and format of the full report are to be determined by the archaeological Contractor. However, it should be produced with sufficient care and attention to detail to be of academic use to future researchers. The report should be fully illustrated and include:

- background information;
- a description of the methodology;
- a full description of the results;
- an interpretation of the results in a local/regional/national context as appropriate;
- a full bibliography

14.1.3 Appendices to the report should include:

- Unedited copies of final specialist reports that also include analysis of material recovered from the evaluation stage of work;
- a quantified index to the Site archive
- Written confirmation from the relevant museum or other repository that the archive has been accepted for long-term storage, with full location details of the archive
- , and a copy of this Specification.
- a description of the public engagement activities

14.1.4 Location plans should be produced at a scale which enables easy Site identification and that depicts the full extent of the Site. A scale of 1:50,000 is not regarded as appropriate unless accompanied by more detailed plan(s). The location of the archaeological Site (as excavated) should be overlaid on an up-to-date 1:1250 OS map base.

14.1.5 All illustrations should be executed to publication standard. Site plans should be at an appropriate, measurable scale showing the areas as excavated and all identified archaeological features/deposits. Plans must include O.D. spot heights for all principal strata and any features. Section drawings must include O.D heights and be cross-referenced to an appropriate plan.

14.1.6 Finds that are critical for dating and interpretation should be illustrated.

14.1.7 Discrete features crucial to the interpretation of the Site should be illustrated with photographs.

14.1.8 A selection of general and working photographs should be included to place features and structures in context.

14.1.9 **In addition to the full "archive report" to be deposited with the WY Historic Environment Record**, the results of this excavation will likely merit publication in a suitable archaeological journal or monograph form (subject to the judgement of the WY Archaeology Advisory Service). If further publication is necessary, the archaeological Contractor will be expected to approach the editor of the appropriate publication (after discussions with WYAAS) to confirm the journal's requirements and views about the suitability of the proffered material. The works should ideally be published with those of the preceding phases for a better context of the archaeological remains.

14.1.10 **A hard copy of the full report (plus a digital copy in ISO 10005-1 compliant (PDF/A) format) will be submitted directly to the WY Archaeology Advisory Service** within a timescale agreed by both parties. A copy of the full report (in .pdf format) will be supplied to Historic England's Science Advisor (Andy Hammon).

14.1.11 WYAAS will then assess the report before its accession into the WY Historic Environment Record. Any comments made by WYAAS in response to the submission of an unsatisfactory report will be addressed prior to the reissue of a suitably edited report to all parties. This will be carried out 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 and, should publication be warranted, ii) a copy of a letter from an appropriate journal editor or publisher confirming acceptance of the article.

14.1.12 The full report, once accepted by WYAAS, will be supplied on the understanding that it will be added to the West Yorkshire Historic Environment Record and will become a public document after an appropriate period (generally not exceeding six months).

14.1.13 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. However, 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.

14.1.14 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 because of the advent of large-scale developer-funded fieldwork. The archaeological Contractor must therefore complete the online OASIS form at https://oasis.ac.uk. 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 website. 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.

14.1.15 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: contact: associate.editor@cba-yorkshire.org.uk. Publication in another relevant period of a regional-specific journal should also be considered.

15. General Considerations

15.1 AuthorisedAuthorised Alterations to Specification by Contractor

15.1.1 It should be noted that this Specification is based upon records and information available in the West Yorkshire Historic Environment Record. It is recommended that archaeological Contractors should carry out a site inspection prior to submitting a tender. If, upon visiting the Site or at any

time while the recording exercise is in progress, it appears in the archaeologist's professional judgement that:

i) a part or the whole of the Site is not amenable to recording as detailed above, and/or

ii) an alternative approach may be more appropriate or likely to produce more informative results,

15.1.2 It is expected that the archaeologist will contact WYAAS as a matter of urgency. Any variations which WYAAS considers to be justifiable on archaeological grounds, 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 finalisationfinalisation of the tender. UnauthorisedUnauthorised 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 Any technical queries arising from the Specification detailed above should be addressed to WYAAS without delay.

15.4 **Publicity**

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

15.4.2 The WYAAS's use of social media feeds to fulfil its duty of giving public access and providing a public benefit is discussed in Section 8 above.

15.5 **Valid Period of Specification**

15.5.1 This Specification is valid for a period of one year from the date of issue. After that time, it may need to be revised to consider new discoveries, changes in policy or the introduction of new working practices or techniques.

David Williams **July 2026**

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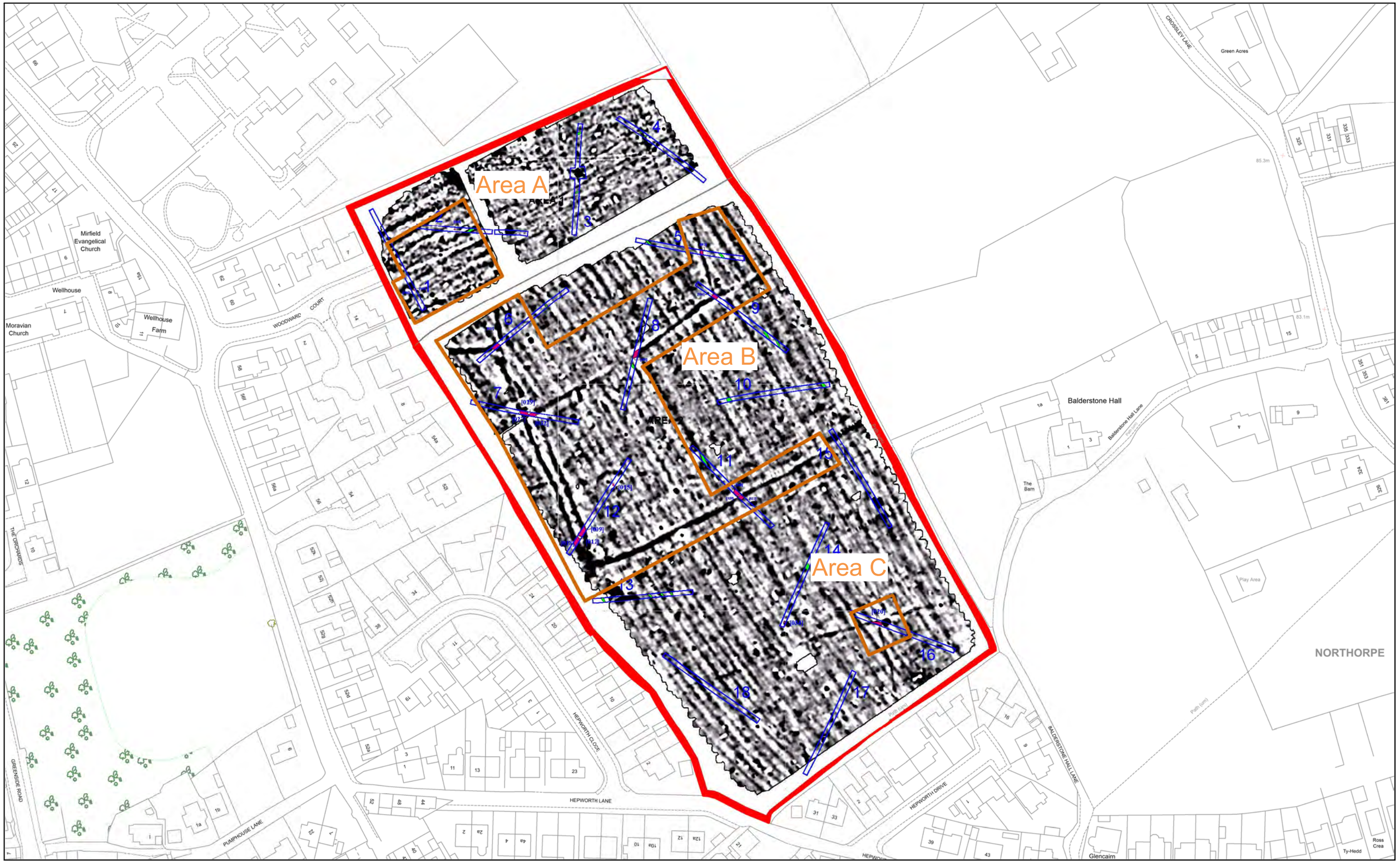

West Yorkshire Archaeology Advisory Service

0 50

metres

Scale 1:1,500

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Mitigation Area

ASWYAS Trial Trenches

Site Boundary

Fig. 1. Location plan showing mitigation areas