
HINCHLIFFE MILL, WATER STREET, HOLMBRIDGE,
HOLMFIRTH,
WEST YORKSHIRE.

WRITTEN SCHEME OF INVESTIGATION FOR AN
ARCHAEOLOGICAL WATCHING BRIEF

November 2025

OSA

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OSA Method Statement.

SITE LOCATION: Hinchliffe Mill, Water Street, Holmbridge, Holmfirth

NATIONAL GRID REFERENCE: SE 12720 07080.

PLANNING REFERENCE NUMBER: 2021/90800 (Kirklees Council)

LANDUSE: Historic mill complex (partially demolished).

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Table of Contents.

1.0 Summary.....	3
2.0 Site Location.....	3
3.0 Archaeological Interest.....	5
4.0 Objectives of the Investigation.....	6
5.0 Mitigation Methodology.....	6
6.0 Report Preparation, Contents & Distribution.....	9
7.0 Copyright, Confidentiality & Publicity.....	10
8.0 Archive Preparation & Deposition.....	11
9.0 Publication & Dissemination.....	12
10.0 Monitoring, Health and Safety, Staffing & Insurance.....	12
11.0 Personnel.....	12
12.0 Appendix 1 ~ Digital Data Management Plan.....	14

List of Figures.

Figure 1. Site location (SE 12720 07080).....	4
Figure 2. Site location (red line boundary).	4
Figure 3. Proposed site plan.....	5

1.0 Summary.

1.1 Development comprising the “Redevelopment and change of use of former mill site to form 19 residential units” is proposed at Hinchliffe Mill, Water Street, Holmbridge, Holmfirth, HD9 2NX, West Yorkshire. The site is located within an area of archaeological potential, associated with the historic mill, centred at National Grid Reference SE 12720 07080.

1.2 Due to the potential for the site to contain archaeological structures, deposits or artefacts associated with the former textile mill a programme of preservation by record is to be undertaken during construction works. This work is to satisfy a condition attached to the planning approval (Planning Reference No: 2021/90800). Condition 5 states that *“Development shall not commence until a programme of archaeological investigation and recording of the area within the northern section of mill building (under an archaeological watching brief) is submitted to and approved in writing by the Local Planning Authority. The development shall be implemented in accordance with the approved written scheme of investigation and recording shall be carried out by an appropriately qualified and experienced archaeological organisation / consultant. **Reason:** In the interests of recording the historic environment of the local area in accordance with Policy 3 of the Holme Valley Neighbourhood Development Plan and Policy LP35 of the Kirklees Local Plan. This pre-commencement condition is necessary to ensure that archaeological remains are recorded before they are disturbed, and potentially removed, by the development.”*

1.3 West Yorkshire Archaeology Advisory Service (WYAAS) have confirmed that a Report on historic building recording, submitted with the application has been approved and added to the Historic Environment Record. The archaeological watching brief is specifically required for any ground disturbance to the north of the standing mill building. This is to record any potential evidence relating to the means of generating and distributing power within the mill including both the original water wheel and later steam engine installations. This Written Scheme of Investigation has been prepared by *On-Site Archaeology Ltd*, to detail the methodology to be employed, to satisfy the pre-commencement element of Condition 5.

2.0 Site Location.

2.1 The development area is centred on Ordnance Survey grid reference SE 12720 07080, approximately 1.8km to the southwest of Holmfirth, on the northwest side of the A6024, Woodhead Road. The site is located on the southeast side of the River Home, adjacent to Water Street.

2.2 The underlying bedrock geology of the site is Sedimentary Sandstone of the Upper Kinderscout Grit, of the Carboniferous Period. No Superficial deposits are recorded (<https://geologyviewer.bgs.ac.uk>).



Figure 1. Site location (SE 12720 07080)

Reproduced from the Ordnance Survey 1:25000 maps with the permission of The Controller of Her Majesty's Stationery Office.

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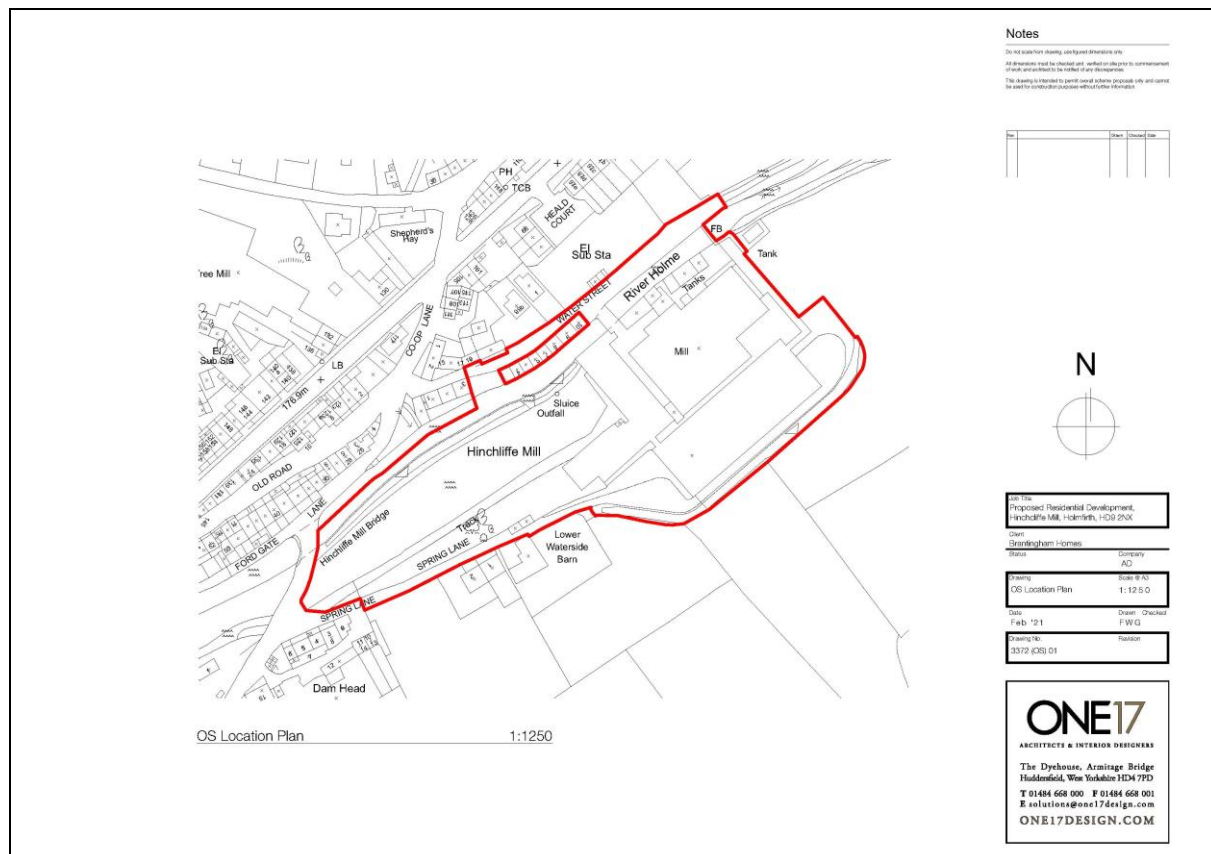


Figure 2. Site location (red line boundary).

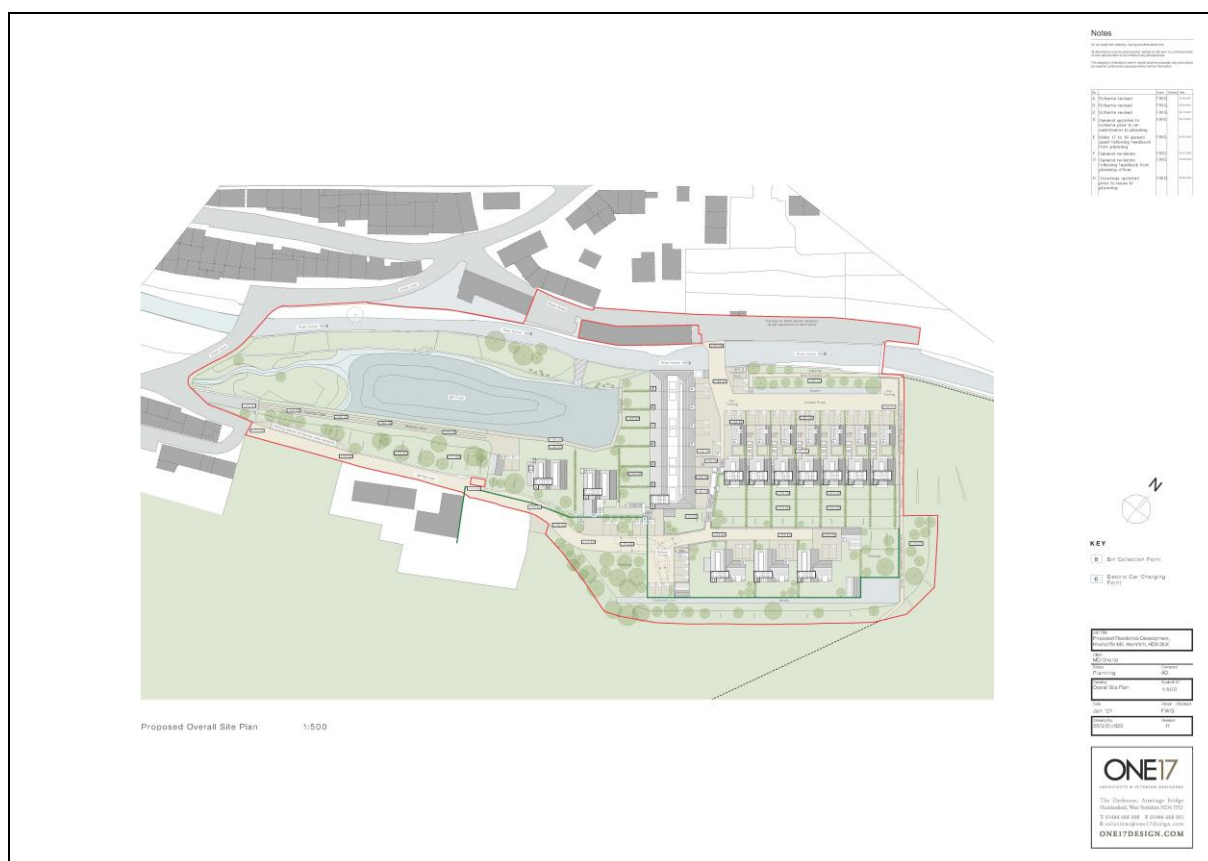


Figure 3. Proposed site plan.

3.0 Archaeological Interest.

3.1 The following section is drawn from the Historic Building Recording report (Andrew Swann Historic Building Services. 2011. Hinchliffe Mill, Water Street, Hinchliffe Mill, Holmbridge, Holmfirth, West Yorkshire. Archaeological Building Recording. Report No. 3).

3.2 The industrialisation of the textile industry along the Holme Valley began during the final quarter of the 18th century, developing the previous domestic scale production of woollen cloth. The Hinchliffe Mill complex is first identified on the Cartworth enclosure plan of 1834. An account dating to 1850 states that the earliest mill was built originally as a water powered fulling cum scribbling mill during the early years of the 19th century. By 1850 it had expanded into an integrated spinning and weaving factory worked by steam power. In 1852 Bilberry Reservoir burst, flooding the Upper Holme Valley, and the original mill was extensively damaged. The current building was probably constructed on the foundations of the earlier building, although there was some modification to the plan, especially at the southern end. The First Edition Ordnance Survey map of 1854 illustrates the slightly expanded mill. The mill had been established by the Roberts family, who had several mills in the area from the late 18th and early 19th centuries. In 1879 the mill was taken over by the firm of Whiteley and Green, who continue to use it as a textile mill until its closure. Water and steam power were both employed until a new engine was commissioned in 1922. A fire in 1901 had resulted in the mill being reduced in height. An RCHME survey of the site in 1985 recorded the presence of seven principal buildings. The survey indicated that the mill originated in 1820. The complex of buildings by 1985 included the mid 19th century water

powered spinning mill, several late 19th century buildings including a weaving shed, engine house, possibly a boiler house, a truncated chimney and a warehouse, and a number of mid 20th century sheds.

3.3 The building recording report suggests a number of phases of development. Phase 1, c. 1820. A multi-storeyed water powered mill, the only surviving elements of which are part of a single part-ashlar wall on the ground floor and the mill pond. Phase 2, c 1853 – a five-storey water powered mill on a similar footprint. Phase 3, c. 1870s. The introduction of steam power, possibly represented by the truncated chimney at the northeast corner of the mill. This may relate to the purchase of the mill by Whiteley and Green Ltd in 1879. Phase 4, post-1901. A fire in 1901 destroyed the upper floors of the mill. This led to reduction in the overall height and replacement of the roof, together with the window openings. Phase 5, 1922. The introduction of a new engine, together with discontinuation of the use of water power. Phase 6, 1950s and later. This later phase saw the introduction of composite floors at ground and first floor levels, and the insertion of a roll door at the north end of the east elevation. The large shed on the eastern plateau was constructed in 1959. Subsequent to the preparation of the historic building recording report the buildings located to the east and north of the mid 19th century mill itself had all been demolished.

4.0 Objectives of the Investigation.

4.1 The aim of the archaeological investigation is to preserve by record the archaeological remains likely to be disturbed by the development of the site. This will be achieved through archaeological watching brief, recording and sample archaeological excavation (if archaeological features are exposed) in those areas to be impacted upon by the proposed development. The archaeological watching brief is specifically required for any ground disturbance to the north of the standing mill building. This is to record any potential evidence relating to the means of generating and distributing power within the mill including both the original water wheel and later steam engine installations.

4.2 Preservation by record will be followed by post-excavation analysis and dissemination of the results through the preparation and distribution of reports. It is possible that the results of the investigation may be of sufficient importance to warrant publication. This will be decided in consultation with the West Yorkshire Archaeological Advisory Service after the production of a report to be submitted to the Historic Environment Record.

4.4 The long-term care of the archive, (artefacts and records) will be managed through deposition within an appropriate institution, in this case the Kirklees Museum Service.

5.0 Mitigation Methodology.

5.1 The watching brief shall comprise the archaeological monitoring of all groundworks within the area to the north of the mill required for the development. The excavations will be undertaken under archaeological supervision. In the event that significant archaeological deposits or features are exposed the following methodologies will be followed for their excavation.

5.2 The complete excavation of features may not be necessary; a sufficient sample should be investigated to understand the full stratigraphic sequence, down to naturally occurring deposits. It is proposed that the following sampling of features will be undertaken: a) A 100% sample should be taken of all stake-holes. b) A 50% sample should be taken of all post-holes, and of pits with a diameter of up to 1.5m. c) A minimum 25% sample should be taken of pits with a diameter of over 1.5m; but this should include a complete section across the pit to recover its full profile. d) A minimum 20% sample should be taken of all linear features. All junctions and terminals will be investigated. Where possible sections will be excavated against the edge of excavation areas.

5.3 If features of special archaeological interest are found during the watching brief or any other features it may be necessary to further sample those features beyond the percentages suggested within the excavation strategy outlined above. If any such structures are present within the area of the proposed strip and record these may be 100% excavated to maximise finds retrieval. Any funerary contexts or in-situ floor or contemporary ground surfaces will also be 100% excavated. Any problems encountered during this investigation, which may require a variation in the investigation strategy, shall be discussed as a matter of priority with the WYAAS.

5.4 A full written, drawn and photographic record will be made of all material revealed during the course of the investigation. Plans should be completed at a scale of 1:50 or 1:20 (as appropriate) whilst section drawings should be at a scale of 1:10. Drawings will include representative sample sections if no archaeological features are encountered. If archaeological remains are present an appropriate section should be drawn to illustrate the remains and its location.

5.5 Photography: 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 Archaeological Data Service These images will assume the role of the "permanent photographic record" in place of monochrome 35mm photographs.

5.6 The archaeologist must plan for using this digital photography and prepare a Data Management Plan to track the various components of the site archive and their archiving procedures. A copy of the plan is included as an appendix to this WSI.

5.7 Images should be archived using the ADS Easy service (ADS Guidelines For Depositors).

5.8 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 required by the ADS. Digital photography should follow the guidance given by Historic England in Digital Image Capture and File Storage: Guidelines for Best Practice, July 2015. The contractor must include metadata embedded in the image file. This metadata must include the following: the commonly used name for the site being photographed, the relevant centred OS grid coordinates for the site to at least six figures, the relevant township name, the

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

5.9 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 notification should be emailed to wyher@wyjs.org.uk.

5.10 A strategy for the recovery and sampling of environmental remains will be devised in collaboration with a recognised palaeo-environmental specialist. An opportunity shall be afforded for the Historic England regional science advisor to visit the site during the investigation, or to comment on the sampling strategy if a visit is impractical.

5.11 The following categories of artefacts may be expected on this site: pottery, ferrous and non-ferrous metalwork, glass, ceramic building materials and worked stone. These are most likely to be of 18th century and later date, although the possibility of earlier finds should not be excluded.

5.12 All stratified finds (artefacts and ecofacts) that predate the early modern period recovered during excavation will be collected and processed, unless variations in this principle are agreed with WYAAS. Finds will be collected by context. However, this does not preclude the potential for the adoption of more detailed collection strategies, such as 3D recording, in cases where this would clearly benefit interpretation of the archaeological remains.

5.13 All recording, marking and storage material will be of archive quality and recording systems will be compatible with the recipient museum. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs. Finds will be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication *First Aid for Finds (2001, 3rd Edition)*.

5.14 In accordance with the procedures outlined in Management of Research Projects in the Historic Environment (MoRPHE), all iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy will be X-radiographed before assessment.

5.15 A specialist assessment report on the recovered artefacts will be undertaken, with a view to their potential for further study. The conservation report will form an Appendix to the assessment report. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.

5.16 A rapid scan of all excavated material will be undertaken by conservators and finds researchers in collaboration. Material considered vulnerable will be selected for stabilisation after specialist recording. Where intervention is necessary, consideration must be given to possible investigative procedures (e.g. glass composition studies, residues in or on pottery, and mineral-preserved organic material).

5.17 Waterlogged organic materials should be dealt with, following the English Heritage (and subsequent Historic England updates) documents, *Guidelines for the care of waterlogged*

archaeological leather, and *Guidelines on the recording, sampling, conservation and curation of waterlogged wood*. If preserved organic artefacts are encountered the project conservator will be consulted prior to lifting any such materials.

5.18 If significant archaeological remains are revealed during the investigation, then a programme of monitoring visits may need to be agreed with the WYAAS. The WYAAS will make a charge for site visits.

5.19 The strategy also allows for sampling for radiocarbon, archaeomagnetic and/or dendrochronological determinations, as appropriate. The advice of the English Heritage Advisor on Archaeological Science should be obtained with regards to appropriate sampling strategies. Sampling should adhere to 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.

5.20 All finds of gold and silver (and prehistoric objects defined by the Act amendments as treasure) will be moved to a safe place and reported to the coroner's office according to the procedures relating to the 1996 Treasure Act and its subsequent amendments. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage. 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.

6.0 Report Preparation, Contents & Distribution.

6.1 Upon completion of the investigation, the artefacts, soil samples and stratigraphic information shall be assessed as to their potential and significance for further analysis.

6.2 A report shall be prepared to include the following:

- a) A non-technical summary of the results of the work.
- b) An introduction page to include the site code, planning reference number, dates when the fieldwork and post-excavation analyses took place, and a National Grid Reference.
- c) An account of the methods and results of the evaluation, including phasing and interpretation of the site sequence and spot dating of ceramics. This shall be supported by an overall plan of the site accurately identifying the location of trenches; individual trench plans as excavated indicating the location of archaeological features, with at least one section detailing the stratigraphic sequence of deposits within each trench; and photographs.
- d) A specialist assessment of the artefacts recovered with a view to their potential for further study. Allowance shall be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.
- e) A specialist assessment of environmental samples taken, with a view to their potential for subsequent study.

- f) A specialist assessment of any technological residues or samples taken for dating purposes.
- g) An assessment of the archaeological significance of the deposits identified, in relation to other sites in the region.
- h) A conclusion with recommendations for further post-excavation work, if required.
- i) Details of archive location and destination, together with a catalogue of what is contained within the archive.

6.3 Copies of the report will be submitted to the commissioning body, the Local Planning Authority, and WYAAS, within an agreed timetable and subject to any contractual requirements on confidentiality. A pdf copy of the report should be sent to Historic England's Regional Science Officer. A pdf copy of the report (ISO19005-1 compliant) is to be supplied directly to the WYAAS within a period of two months following completion of fieldwork, unless specialist reports are awaited. In the latter case a revised date should be agreed with the WYAAS. Completion of this project is dependant upon receipt by WYAAS of a satisfactory report which has been prepared in accordance with this WSI.

6.4 A brief, interim report can be made available, subject to requirement, shortly after the completion of the fieldwork.

7.0 Copyright, Confidentiality & Publicity.

7.1 Unless the organisation commissioning the project wishes to state otherwise, the copyright of any written, graphic or photographic records and reports rests with *On-Site Archaeology*. Agreements on copyright should be agreed with the commissioning body at the outset of the project.

7.2 The circumstances under which the report or records can be used by other parties should be identified at the commencement of the project, as should the proposals for distribution of the report (see 6 above). *On-Site Archaeology* will respect the commissioning body's requirements over confidentiality but will endeavour to emphasise their professional obligation to make the results of archaeological work available to the wider archaeological community within a reasonable time (normally 6 months). By depositing the report *On-Site Archaeology* give permission for the material presented within the document to be used by the WYAAS, in perpetuity. *On-Site Archaeology* 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.

7.3 *On-Site Archaeology* has a duty of confidence to the client commissioning the work. All aspects of publicity must be agreed at the outset of the project between the commissioning body and *On-Site Archaeology*.

7.4 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. *On-Site Archaeology* will therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. 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.

7.5 During any 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.

8.0 Archive Preparation & Deposition.

8.1 The requirements for archive preparation and deposition shall be addressed and undertaken in a manner agreed with the recipient museum, subject to the agreement regarding their collecting policy. The recipient museum will be contacted before commencement of fieldwork. 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: HYPERLINK "mailto:Museum.Collections@kirklees.gov.uk" Museum.Collections@kirklees.gov.uk). 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. 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 Kirklees Archaeological Deposit Guide).

8.2 A site archive shall be prepared in accordance with the specification outlined in *Management of Archaeological Projects* (MAP2, English Heritage 1991, 5.4; Appendix 3). See also *Towards an Accessible Archaeological Archive, the Transfer of Archaeological Archives to Museums: Guidelines for use in England, Northern Ireland, Scotland and Wales* Society of Museum Archaeologists 1995 and *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation* (Archaeological Archives Forum, 2nd Edition, 2011).

8.3 The site archive, including finds and environmental material, subject to the permission of the relevant landowners, will be labelled, conserved and stored according to the United Kingdom Institute for Conservation (UKIC)'s *Guidelines for the preservation of excavation archives for long term storage* (Walker 1990) and the Museums and Galleries Commission's *Standards in the museum care of archaeological collections*. Provision shall be made for the stable storage of paper records and their long-term storage on a suitable medium, such as archive standard ISO19005-1 PDF A format, a copy of which should be deposited with the Historic England archive. An index to the contents of the archive, together with details of its date and place of deposition will be included in the report.

8.4 Should no further archaeological work be initiated, the archive will be deposited with a suitable repository which meets the criteria for the storage of archaeological material (Kirklees Museum Service). An agreed allowance will be made for a contribution to the recipient museum towards the curation and storage of material.

9.0 Publication & Dissemination.

9.1 The information contained within the assessment report will enable decisions to be taken regarding the future treatment of the archaeology of the site and any material recovered during the investigation.

9.2 It is possible that the results of the archaeological investigation may be of sufficient importance to warrant inclusion within an academic peer reviewed journal such as the *Yorkshire Archaeology Journal*. This decision whether the text and illustrations for such an article will need to be produced will rest with the West Yorkshire Archaeological Advisory Service and will be taken after the production of a standard, final assessment report on the fieldwork.

9.3 Where no further work is envisaged, allowance will be made for the preparation and publication in a local journal (eg CBA Yorkshire Forum) of a brief note on the results of the evaluation and a summary of location and material held within the site archive.

9.4 Should further archaeological excavation be undertaken, a synopsis of the results of the assessment will be prepared for publication with the final results of any further fieldwork.

10.0 Monitoring, Health and Safety, Staffing & Insurance.

10.1 The work will be monitored under the auspices of the WYAAS who will be notified before the commencement of site works. WYAAS will make a charge for the site monitoring visit.

10.2 Health and safety will take priority over archaeological matters. All archaeologists undertaking fieldwork will comply with all Health and Safety legislation; this includes the preparation of a Risk Assessment.

10.3 *On-Site Archaeology* will ensure that they, or any proposed sub-contractors, are appropriately qualified to undertake such projects.

1.4 *On-Site Archaeology* will ensure that they are adequately insured, to cover all eventualities, including risks to third parties.

11.0 Personnel.

All work will be under the overall supervision of Mr. N Pearson MIFA (Member of the Institute of Field Archaeologists). Other project staff may include: -

Project Officer Berny McCluskey

Palaeo-environmental advisor Ellen Simmons

	Sheffield Archaeobotanical Consultancy
	University of Sheffield
<i>Human Remains</i>	Katie Keefe
<i>Finds Analysis</i>	Dr Chris Cumberpatch
	Ruth Leary
	Hillary Cool
	Blaise Vyner
<i>Conservation</i>	York Archaeology
<i>Radiocarbon Determinations</i>	Beta Analytic Inc.

12.0 Appendix 1 ~ Digital Data Management Plan.

Project Administration
- The project will be labelled with a unique code according to the year they were commissioned and the type of project followed by a Site name. Data will be further subdivided within the project folder according to its type. - The project will also be provided with a unique accession code provided by the relevant collection authority. - Digital data intended for deposition will receive a unique code provided by OASIS. - As standard the digital report will provide details of the Project code and site name, the museum accession code (where applicable) the name of the Project Manager, company email address, telephone number, the name of the client the work was carried out on behalf of.
Data Collection
- Digital photographic records (jpegs or preferably Tiff files if they can be taken in this format originally) of archaeology encountered, and its setting will be maintained for each project. - A digital report (pdf) will include findings and interpretation, specialist reports, and copies of the context, drawing and photographic registers (where applicable). - Cad drawings of trench locations, gids, baselines will be produced (where applicable) - CAD drawings of selected plans, sections and elevations may also be produced (where applicable) - Geophysical data will be stored in raw and interpreted formats (not applicable for this project)
Documentation and Metadata
Excel spreadsheets containing meta data pertaining to the deposited digital archive will be provided in a format that adheres to standards set out by the ADS
Ethics and Legal Compliance
- Digital data will comply with data protection and privacy compliance obligations. Photographic images which include the general public will not be included within the deposited digital archive, unless express permission had been granted and will be included with the deposited digital data - Copyright belongs to On-Site Archaeology and remains so in perpetuity, unless otherwise granted to a third party.
Storage and Backup
- Digital data will be stored on the server, backed up on external hard drives and uploaded to the P-Cloud on a weekly basis - Digital photographs will be downloaded and backed up on the server on a weekly basis. The files will be saved to the relevant site folder and saved under their download date.
Selection and Preservation
- Data produced may need to be rationalised through a selection process before being deposited with a digital, archive with an aim to retain one representative photograph per archaeological feature in order to avoid duplication. Data rationalisation will follow the FAIR principles (Findable, Accessible, Interoperable, Reusable) - In some circumstances cost benefit analysis may preclude the inclusion of non-essential data that does not directly contribute to the preservation by record of the project - ADS initial flat fee £160 plus VAT (price includes 150 free photographs) price increases as with any additional item of data
Data Sharing, Accessibility and Reuse
Digital data will be deposited with the ADS in the required accessible formats suitable for the standard ADS interface unless the results of the work merit a more interactive interface, in which case we will liaise with the ADS to discuss options
Responsibilities
Data management will be carried out by the managing director of On-Site Archaeology, Nicholas Pearson