

**WEST YORKSHIRE ARCHAEOLOGY ADVISORY SERVICE:
SPECIFICATION FOR A POST DETERMINATION ARCHAEOLOGICAL
EVALUATION BY TRIAL TRENCHING AT LOW FARM, FLOCKTON, WEST
YORKSHIRE**

Grid Reference	SE 24386 16505
Name	Low Farm, Flockton
WYHER No.	CWY67
Township	Upper Whitley
Planning No.	2021/62/93644/E

Specification prepared at the request of Pegasus Group and on behalf of Kirklees Metropolitan Borough Council in response to planning conditions that have been placed on planning application 2021/62/93644/E.

1. Summary

- 1.1 An archaeological evaluation consisting of trial trenching is proposed to establish the character, extent, date, and significance of archaeological remains at the above Site. The evaluation is targeted at locations of high potential as identified by a geophysical survey.¹
- 1.2 This Specification has been prepared by the West Yorkshire Archaeology Advisory Service (WYAAS), the holders of the WY Historic Environment Record. The works detailed in this document are required to satisfy the requirements of Conditions 19 and 20 of Planning Permission 2021/62/93644/E, which mandate that a Written Scheme of Investigation (WSI) and an archaeological evaluation and design response be approved prior to the commencement of development within areas 2_D and 2_E.
- 1.3 Please note that a digital 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 advise the Planning Authority to formally discharge Conditions 19 and 20 until all analysis, reporting, and design responses have been received and approved.**

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

2. Site Location & Description

- 2.1 The Site is located on northeast sloping ground at an elevation of c.140m AOD. The village of Middlestown lies c. 2km to the east, and the Calder Valley and the town of Horbury a little further north and east. The Site is located in the

¹ Morris, B., 2022, Low Farm, Geophysical Investigation, South West Archaeology Ltd, Report No: AG 1581

historic township of Upper Whitley. The area of archaeological interest is located towards the north of the Site, as Grid Reference SE 24386 16505.

- 2.2 The Site comprises mixed classes of land, including arable and former opencast mining. The latter has been returned to agricultural use.
- 2.3 The consented solar farm covers an area of 23.61ha (Fig. 1). The Site was historically part of the Denby Grange Estate. A significant proportion of this area (potentially up to 70%) was heavily exploited for coal via shallow surface working (opencast) during and following WWII. While this land has been returned to agricultural use, archaeological survival is primarily restricted to the northern boundary.
- 2.4 The underlying geology comprises Birstall Rock Sandstone, a sedimentary bedrock formed between 319 and 318 million years ago during the Carboniferous period². Towards the south of the site are areas of Pennine Lower Coal Measures Formation that comprise mudstone, siltstone and sandstone formed between 319 and 318 million years ago during the Carboniferous period.

3. Background

- 3.1 The West Yorkshire Archaeology Advisory Service recommended that an archaeological evaluation was necessary prior to the development as a solar farm. This was to establish this Site's archaeological potential, and as an initial phase, a geophysical survey was considered appropriate. This confirmed that significant remains were present, and that evaluation and potentially further archaeological mitigation would be necessary in two locations.
- 3.2 In accordance with the *Archaeology and Solar Farms Good Practice Guide*³, this evaluation strategy acknowledges the variable ground disturbance impacts associated with solar farm construction.
- 3.3 The Site must be understood in terms of defined ground disturbance zones. Areas of high disturbance (e.g., substations, cable trenches, access roads, and construction compounds) carry a higher risk of truncating archaeological remains. In contrast, solar panel arrays generally constitute areas of lower ground disturbance where driven supports affect only small cross-sectional areas.
- 3.4 The results of this trial trenching will be used to inform design flexibility, allowing for the potential micro-siting of high-disturbance infrastructure away from any identified highly sensitive archaeological remains.

² <https://www.bgs.ac.uk/map-viewers/bgs-geology-viewer/>

³ Archaeology and Solar Farms, Good Practice Guide Advice for Developers, archaeological advisors, consultants and contractors.

4. Archaeological Interest

- 4.1 The following information has been taken from the Baseline Summary of Heritage Assets.⁴ Moreover, information held by the West Yorkshire Historic Environment Record.
- 4.2 The presence of a late Prehistoric to Roman period enclosure was in the north-eastern part of the Site from aerial photographs (West Yorkshire Historic Environment Record MWY614). The recent geophysical survey revealed this to be a sub-circular double-ditched enclosure (2E_Ea etc). Material excavated from the ditches would have been used to form a bank, increasing the scale of the boundary.
- 4.3 The inner enclosure measures c. 60m east to west, and the outer c. 90m. A south-eastern entrance is suggested to access the smaller inner enclosure, whilst the larger outer enclosure has a complex entrance structure in its southern quadrant. Two large post pits suggest a principal entrance in this location. Two narrow and slightly irregular ditches extend some 100m from this entrance, forming a funnel. To the west of the western of these "spokes/linking" ditches, the outer enclosure ditch appears to be interrupted, leaving an unrestricted opening in the boundary. This would suggest that, whilst a large and impressive structure, the structures present may have been for show and their role in controlling access was domestic or agricultural rather than defensive.
- 4.4 Possible pits and a short length of ditch within the smaller inner enclosure are suggestive of habitation.
- 4.5 A possible building is suggested to lie c. 300m to the west of the enclosure. This is indicated by a positive rectilinear anomaly and partly masked by a post-medieval field boundary. The latter suggests that if this is a structure, it may be of some antiquity.
- 4.6 Various short runs of ditches and dispersed pit-like anomalies were also detected throughout the development Site. Given the nature and limited impact of the development and the uncertainty in locating these anomalies, further evaluation of them will not be required.
- 4.7 Until recently, there was little scientific evidence of prehistoric activity in the Pennine Hills and Calder Valley. Enclosure MWY614 is unusual in being a site previously known from aerial photography. With the introduction of extensive geophysical surveys and archaeological evaluations prior to development, this situation has changed. Several sites of Bronze Age and Iron Age date have been found in Kirklees over the last 5 years (Granny Lane Hopton, Woodward Court Mirfield and Villa Farm Bradley MWY 8107, 20202 and 20156). These vary from examples of unenclosed cremation burials to field systems and a possible ritual or religious site. This work is beginning to place the hillfort at Castlehill, Almondbury, and other monuments in their late Prehistoric context.

⁴ Morris, B., 2021, Land at Low Farm, Grange Moor, West Yorkshire, Heritage Assessment, Report No: 210630

4.8 For further information on the wider West Yorkshire archaeological research priorities, please see the documents available as PDFs to download from the WYAAS website:

<http://www.wyjs.org.uk/archaeology-advisory/>

5. Aim of the Evaluation

5.1 This project aims to gather sufficient information to establish the extent, condition, character and date (as far as circumstances permit) of any archaeological features and deposits within the proposed development area, and to record at an appropriate level, archaeological features encountered in the excavation trenches, with the aim of elucidating the issues discussed in Section 4.

5.2 It is conceivable that a larger, more open area excavation may be identified as being warranted, a wider watching brief or the use of lower impact "ground anchors" may be required during implementation of the development. All possibilities will be considered depending upon the results of this exercise, and it would be anticipated that if further significant fieldwork is required, then the Contractor would draft the Specification and agree it with the WYAAS.

5.3 The archaeological evaluation will also aid with the production of a design response document covering these areas that will be submitted to and approved in writing by the Local Planning Authority to address Condition 20, so that appropriate investigation and mitigation can be undertaken prior to potentially harmful construction works.

5.4 It is a primary aim of the specified work that all aspects should be placed in the public domain by depositing the results with the West Yorkshire Historic Environment Record (West Yorkshire Joint Service, Nephshaw Lane South, Morley, Leeds LS27 7JQ)

5.5 Research Objectives

5.5.1 To investigate the late Prehistoric/Romano-British sub-circular double-ditched enclosure (MWY614) and recover datable artefactual or environmental material to establish its chronological phasing and understand whether its function was primarily domestic, agricultural, or defensive.

5.5.2 To examine the complex southern entrance structure, including the two large post pits and the 100m-long "linking" funnel ditches, to understand their role in controlling access or managing livestock.

5.5.3 To evaluate the internal anomalies (possible pits and short ditches) within the 60m inner enclosure to establish the presence, density, and preservation of any associated domestic structures or roundhouses.

5.5.4 To investigate the possible building footprint located c. 300m west of the main enclosure, establishing whether it is contemporary with the

prehistoric/Roman activity or relates to later post-medieval agricultural use of the Denby Grange Estate.

5.5.5 Late Prehistoric / Romano-British settlement context. To contribute to the growing understanding of later prehistoric and Roman rural settlement on the Pennine fringe and Calder Valley.

5.5.6 Landscape integration, to utilise the results to help place prominent regional monuments—such as the hillfort at Castlehill, Almondbury—into their wider contemporary agricultural and domestic landscape context.

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 any of the trench lines, and for taking the necessary measures to avoid disturbing such services.

6.3 Confirmation of Adherence to Specification

6.3.1 Prior to the commencement of any work, the archaeological Contractor must confirm adherence to this Specification in writing to WYAAS ([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.

6.5 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.), Kirklees Museums, and WYAAS must receive a minimum of one week’s written notice 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 the Industrial 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 Trial Trenching

7.1.1 All archaeological works must be undertaken in accordance with the ClfA Standard and guidance for archaeological field evaluation⁵ and the ClfA Code of Conduct⁶.

7.2 Trench Size and Placement (Figs 1 and 3).

⁵ https://www.archaeologists.net/sites/default/files/2024-11/ClfA-Standard-Field-Evaluation_2023.pdf

⁶ https://www.archaeologists.net/sites/default/files/2025-10/Code-of-conduct_revOct-2025.pdf

- 7.2.1 Trench locations are given in Figures 2 and 3. The evaluation will comprise 7 trenches measuring 30m x 2m. These are located on the late prehistoric enclosure and a possible later building identified by geophysical survey.
- 7.2.2 These trenches can be opened by machine.
- 7.2.3 The contractor should also allow for a contingency area of 40m² to be deployed during the evaluation. The use of the contingency will depend upon the results obtained in the initial trial trenching. The use of the contingency will be at the decision of the WYAAS, whose decision will be issued in writing, if necessary, in retrospect after site discussions.

Area of trial trenching: 420m²

Contingency trenching: 40m²

7.3 Method of Excavation

- 7.3.1 The trial trenches may be opened and the topsoil and recent overburden removed down to the first significant archaeological horizon in successive level spits of a maximum 0.1m thickness, by the use of an appropriate machine using a wide toothless ditching blade. Under no circumstances should the machine be used to cut arbitrary trenches down to natural deposits.
- 7.3.2 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, inspected for features and then dug by hand.
- 7.3.3 No archaeological deposits should be entirely removed in the first instance—although complete excavation of some features may be desirable during the evaluation.
- 7.3.4 Deposits and features should be sampled as indicated below, and the full depth of archaeological deposits must be assessed.
- 7.3.5 All archaeological remains will be hand excavated in an archaeologically controlled and stratigraphic manner sufficient to meet the aims and objectives of the project.
- 7.3.6 The evaluation will record the complete stratigraphic sequence, down to naturally occurring deposits and will investigate and record all inter-relationships between features.
- 7.3.7 All features identified are expected to be half-sectioned, and the full depth of archaeological deposits must be assessed.
- 7.3.8 All trenches must be the stated dimensions at their base.

- 7.3.9 All artefacts are to be retained for processing and analysis except for unstratified 20th and 21st century material, which may be noted and discarded. Finds will be stored in secure, appropriate conditions following the guidelines in First Aid for Finds (3rd edition).
- 7.3.10 Care should be taken to record artefacts in their correct stratigraphic position, when present, to facilitate accurate dating of deposits and features. The stratigraphic position and “security” (residuality or intrusiveness) of any artefacts important to dating the site should be recorded on context sheets and discussed in the report.
- 7.3.11 Should remains or features of possible national archaeological importance, which could potentially be granted scheduled status, be observed, fieldwork will cease on the relevant part of the site until these remains have been inspected by West Yorkshire Archaeology Advisory Service (as advisors to the local planning authority) and the appropriate Historic England Inspector of Monuments.

7.4 Method of Recording

- 7.4.1 The trenches are to be recorded according to the normal principles of stratigraphic excavation. The stratigraphy of each trial trench is to be recorded even where no archaeological deposits have been identified. Where no archaeological features are present, representative sections or soil profiles must be recorded and illustrated in the report.
- 7.4.2 Upon completion of each evaluation trench, a plan and all sections containing archaeological features will be drawn. If no features are present in a trench, then a measured soil profile should be prepared in place of a section.
- 7.4.3 Section drawings (at a minimum scale of 1:20) must include heights O.D. Plans (at a minimum scale of 1:50) must include O.D. spot heights for all principal strata and the tops and bases of all cut features.
- 7.4.4 The actual areas of trenching and any features of possible archaeological interest noted within the trenches should be accurately located on a site plan with levels at 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 grid should be accurately tied into the National Grid and located on the largest scale map available of the area (either 1:2500 or 1:1250).

7.5 Photography

- 7.5.1 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”.

- 7.5.2 The archaeologist must plan for using this digital photography and prepare a Data Management Plan⁷, to track the various components of the Site archive and their archiving procedures.
- 7.5.3 A copy of this plan should be included in the report, and with any material supplied to the ADS⁸.
- 7.5.4 Images should be archived with the ADS following the ADS' Guidelines for Depositors.
- 7.5.5 In general, good quality digital photography using cameras with a minimum resolution of **10 megapixels**; RAW format may be used to capture images on Site, but these must be archived as .tiff. Digital photography should follow the guidance given by Historic England in Digital Image Capture and File Storage: Guidelines for Best Practice, July 2015. The Contractor must include metadata embedded in the image file. This metadata must include the following: the commonly used name for the Site being photographed, the relevant centred OS grid coordinates for the Site to at least six figures, the relevant township name (**Upper Whitley**), the date of the photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph.
- 7.5.6 If no further work is required on the Site, the WYAAS will recommend discharge of conditions once a satisfactory report has been received and all digital files have been accepted for accession by the ADS. This accession notification should be emailed to wyher@wyjs.org.uk.

7.6 General Use of Metal Detectors on Site

- 7.6.1 Spoil heaps and the bases of trenches are to be scanned for both ferrous and non-ferrous metal artefacts using a metal detector capable of making this discrimination and operated by an experienced metal detector user (if necessary, operating under the supervision of the contracting archaeologist). Modern artefacts are to be noted but not retained (19th-century material and earlier should be retained).
- 7.6.2 The make and model of the instrument used should be given in the methodology section of the Contractor's report, and metal-detected finds should be identified in the relevant finds section of this document.
- 7.6.3 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 organisation] and hereby waives all

⁷ [Toolkit for Managing Digital Data \(Dig Digital\) | ClfA](#)

⁸ [ADS-easy – Archaeology Data Service](#)

rights to rewards for objects discovered that could otherwise be payable under the Treasure Act 1996 (as amended)."

7.7 Environmental Sampling Strategy

- 7.7.1 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. Note that waterlogged deposits have been recorded close by.
- 7.7.2 The identification of environmental potential must not rely solely on the visible presence of macro-botanical remains. The contractor must systematically target and sample primary/basal fills, sealed contexts, and organically rich/humic soils for bulk sampling in accordance with Historic England guidance.
- 7.7.3 All samples will be processed and retents scanned with a magnet to recover micro-slugs. A statement on the environmental potential of the excavated deposits will be a distinct part of the environmental report.
- 7.7.4 Samples for scientific dating (radiocarbon dating, archaeomagnetic dating, dendrochronology, optically stimulated luminescence, etc.) should be taken if suitable material is encountered during the excavation. The Historic England Science Advisor should be consulted (email andy.hammon@HistoricEngland.org.uk), and provision should be made for an appropriate specialist(s) to visit the Site, take samples and discuss the sampling strategy, if necessary.
- 7.7.5 Scientifically dating key features during the evaluation is strongly encouraged to inform the development of a mitigation and excavation strategy.

7.8 Conservation Strategy

- 7.8.1 A conservation strategy must be developed in collaboration with a recognised 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 would be expected to be X-rayed if necessary, and conservation costs should also be included as a contingency.
- 7.8.2 The report should include a discussion of geology, soils and drainage with specific reference to the potential for the Site to contain water-logged remains or localised anoxic conditions and have specific reference to the nature and degree of preservation of different classes of artefacts and ecofacts that have been recovered and that may be anticipated across the rest of the Site.

7.9 Human Remains

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

7.10 Treasure Act

7.10.1 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 excavation cannot be carried out on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

8. Monitoring

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

8.2 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 afforded the opportunity to view all trenches, any finds made that are still on Site, and any records not in immediate use. It is anticipated that the records of an exemplar context that has previously been fully recorded will be examined. Any observed deficiencies during the Site visit are to be made good to the satisfaction of the Advisory Service's representative, by the next agreed Site meeting. Access is also to be afforded at any reasonable time to Historic England's Archaeological Science Advisor.

8.3 Please note that WYAAS now make a charge for Site monitoring visits. An invoice will be raised for the archaeological Contractor. One (1) monitoring visit is considered appropriate and will be charged for this project. Please contact us for the current fee.

8.4 During fieldwork monitoring visits, WYAAS officers will take digital photographs, which may be published on the Advisory Service's social media feeds as part of an ongoing strategy to enable public access to information about current fieldwork in the county.

9. Archive Deposition

- 9.1 Before commencing any fieldwork, the archaeological organisation must contact Kirklees Museum Service's Katina Bill, who 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: Katina.Bill@kirklees.gov.uk).
- 9.2 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.
- 9.3 It is the responsibility of the archaeological organisation to meet the Tolson Memorial Museum's requirements with regard to the preparation of fieldwork archives for deposition.

10. Unexpectedly Significant or Complex Discoveries

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

11. Post-Excavation Analysis and Reporting

11.1 Requirement for Further Fieldwork

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

- 11.1.2 If further fieldwork is required, the results of the evaluation will be integrated into an overall report encompassing all stages of work.

11.2 Finds and Samples

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

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

- 11.2.3 Material suitable for scientific dating (e.g. charcoal) should be identified to species and assessed for suitability by an environmental specialist prior to submission to a dating laboratory. Any human remains submitted for C14 dating should also have carbon ($\delta^{13}\text{C}$), nitrogen and other isotope analysis carried out by the radiocarbon laboratory.
- 11.2.4 All finds and biological material must be analysed by a qualified and experienced specialist.
- 11.2.5 Following identification, finds of 20th and 21st-century date should be noted, quantified and summarily described, but can then be discarded if appropriate. All finds which are of 19th-century or earlier date should be retained and archived.

11.3 **Field Archive**

- 11.3.1 A fully indexed field archive shall be compiled, consisting of all primary written documents, plans, sections and a complete set of labelled photographic images. Standards for archive compilation and transfer should conform to those outlined in Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation (Archaeological Archives Forum, 2011⁹). An index to the field archive is to be deposited with the West Yorkshire Archaeology Advisory Service (preferably as an appendix in the report).
- 11.3.2 The archaeological Contractor, their specialists and the district museum curator should develop an archive material selection plan based on the significance of the material excavated and its ability to answer the project's and other more general research questions. This process should include the views of the district museum's archaeological curator, WYAAS and relevant and experienced specialists. The archive selection plan should be explicitly detailed in the archaeological report¹⁰.
- 11.3.3 The original archive is to accompany the deposition of any finds, providing the landowner agrees to the deposition of finds in a publicly accessible archive (see para. 9.3 above). In the absence of this agreement the field archive (less finds) is to be deposited with the West Yorkshire Archaeology Advisory Service.
- 11.3.4 As specified above, the digital photographic archive must be deposited with the ADS.

12. Report Format and Content

12.1 **Archaeological Evaluation Report**

- 12.1.1 A report should be produced, which should include background information on the need for the project, a description of the methodology employed, and a full description and interpretation of the results produced. It is not envisaged that the report is likely to be published, but it should be produced

⁹ https://archives.archaeologyuk.org/aaf_archaeological_archives_2011.pdf

¹⁰ <https://www.archaeologists.net/work/toolkits/archives>

with sufficient care and attention to detail to be of academic use to future researchers.

- 12.1.2 Location plans should be produced at a scale which enables easy site identification, and which depicts the full extent of the site investigated (a scale of 1:50,000 is not regarded as appropriate unless accompanied by a more detailed plan or plans). Site plans should be at an appropriate scale showing trench layout (as dug), features located and, where possible, predicted archaeological deposits. Sections of each trench will also be included within the report.
- 12.1.3 Artefact analysis is to include the production of a descriptive catalogue, quantification by context and discussion/interpretation if warranted, with finds critical for dating and interpretation illustrated by either drawings or photographs. Full, unedited specialist reports must be included as appendices within the final report.
- 12.1.4 Environmental analysis is to include identification of the remains, quantification by context, discussion/interpretation if warranted, and a description of the processing methodology. Radiocarbon results must be presented in full (laboratory sample number, conventional radiocarbon age, delta C13 value, calibration programme). Copies of the laboratory-issued dating certificates must be included as an appendix to the report.
- 12.1.5 The effectiveness and accuracy of the evaluation techniques employed, geophysics and trial trenching, should be discussed.
- 12.1.6 Details of the style and format of the report are to be determined by the archaeological Contractor. However, they should include a full bibliography, a quantified index to the Site archive, and, as an appendix, a copy of this Specification.

13. Publicity

- 13.1.1.1 If the project is to be publicised in any way (including media releases, publications, etc.), then 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.
- 13.1.1.2 The WYAAS's use of social media feeds, to fulfil its duty of giving public access and providing a public benefit, is discussed in 8.4 above.

14. Consideration of Appropriate Mitigation Strategy

- 14.1 The report should not give a judgment on whether preservation or further investigation is considered appropriate. However, it should provide an interpretation of results, placing them in a local and regional, and if appropriate, national context. However, a client may wish to separately commission the contractor's view as to an appropriate treatment of the resource identified, given the development proposals put forward.

15. Report Submission and Deposition with the WY HER

- 15.1 A hard copy of this report (plus a digital copy in ISO 10005-1 compliant (PDF/A) format) will be submitted directly to the WY Archaeology Advisory Service in a timely manner to allow further work, if necessary, to be scheduled unless specialist reports are awaited. In the latter case, a revised date should be agreed upon with the WYAAS. Completion of this project and advice from WYAAS on an appropriate mitigation strategy are dependent upon receipt by WYAAS of a satisfactory report which has been prepared in accordance with this specification. Any comments made by WYAAS in response to the submission of an unsatisfactory report will be taken into account and will result in the reissue of a suitably edited report to all parties, within a timescale which has been agreed with WYAAS.
- 15.2 The report will be supplied on the understanding that it will be added to the West Yorkshire Historic Environment Record, where it will be publicly accessible once deposited with the WYAAS, unless confidentiality is explicitly requested, in which case it will become publicly accessible six months after deposition.
- 15.3 A copy of the final report (in .pdf format) shall also be supplied to Historic England's Science Advisor (andy.hammon@HistoricEngland.org.uk).
- 15.4 Copyright - Please note that by depositing this report, the contractor gives permission for the material presented within the document to be used by the WYAAS, in perpetuity. 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.
- 15.5 The West Yorkshire HER supports the Online Access to Index of Archaeological Investigations (OASIS) project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer-funded fieldwork. The archaeological contractor must therefore complete the online OASIS form at <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.
- 15.6 A note or longer article should also be supplied to the next volume of the annual Council for British Archaeology's Yorkshire Forum publication (please contact the editor or CBA's website for more information, associate.editor@cba-yorkshire.org.uk).

16. General Considerations

16.1 Authorised Alterations to Specification by Contractor

- 16.1.1 It should be noted that this Specification is based upon records available in the West Yorkshire Historic Environment Record and on a brief examination

of the Site by the WYAAS. Archaeological contractors submitting tenders should inspect the Site prior to submission. If, on first visiting the Site or at any time during the recording exercise, it appears in the archaeologist's professional judgement that:

- i) a part or the whole of the Site is not amenable to evaluation as detailed above, and/or
- ii) an alternative approach may be more appropriate or likely to produce more informative results;

16.1.2. It is expected that the archaeologist will contact the WYAAS as a matter of urgency. If contractors have not yet been appointed, any variations which the WYAAS considers to be justifiable on archaeological grounds will be incorporated into a revised Specification, which will then be reissued to the developer for redistribution to the tendering contractors. If an appointment has already been made and site work is ongoing, the WYAAS will resolve the matter in liaison with the developer and the Local Planning Authority.

16.2 **Unauthorised Alterations to Specification by Contractor**

16.2.1 It is the archaeological Contractor's responsibility to ensure that they have obtained the WYAAS' consent in writing to any variation of the Specification prior to the commencement of on-site work or (where applicable) prior to the finalisation of the tender. Unauthorised variations may result in the WYAAS being unable to recommend the discharge of the planning condition to the Local Planning Officer based on the archaeological information available and are therefore made solely at the risk of the Contractor.

16.3 **Technical Queries**

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

16.4 **Valid Period of Specification**

16.4.1 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 discoveries, changes in policy or the introduction of new working practices or techniques.

David Williams

May 2026

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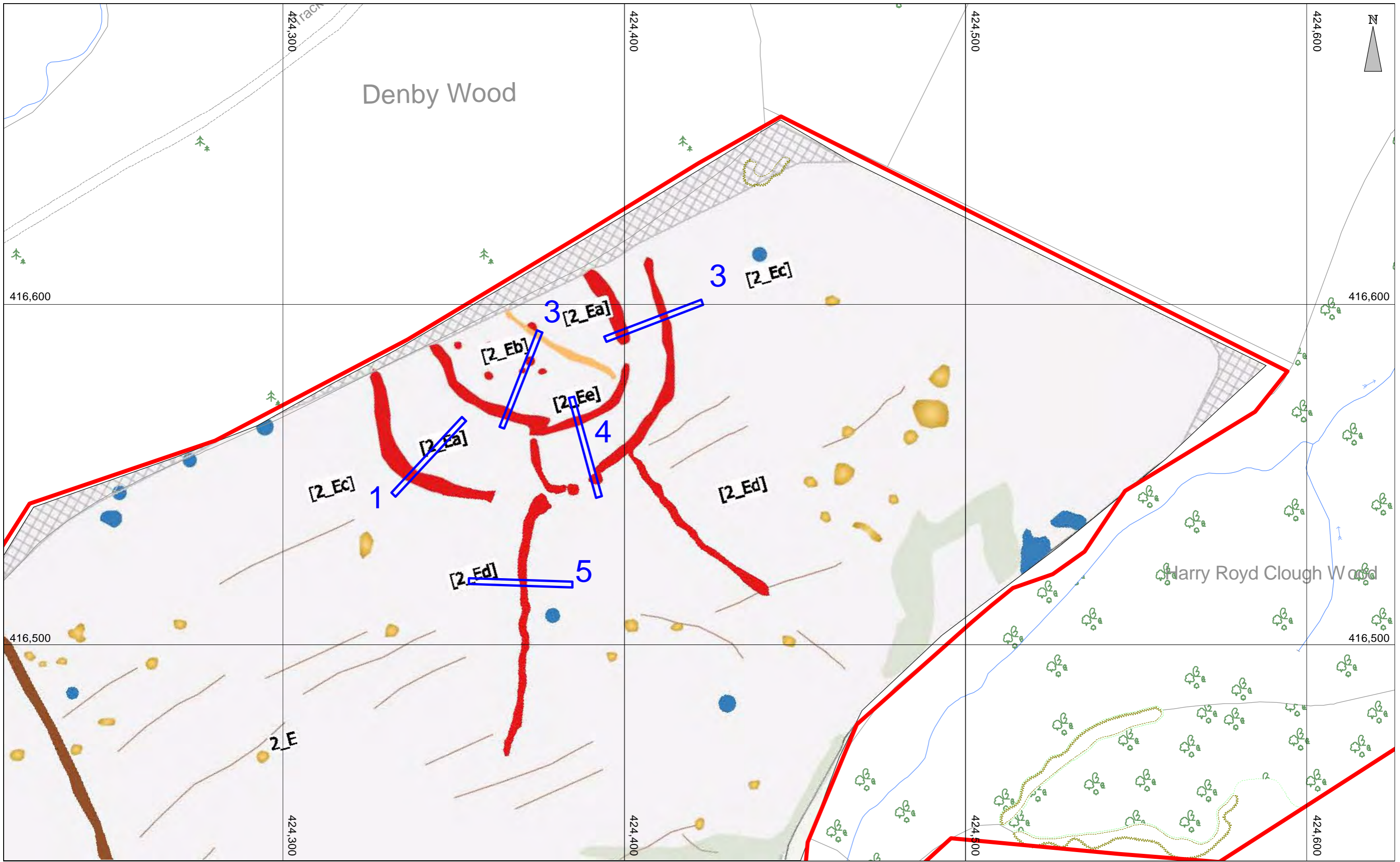
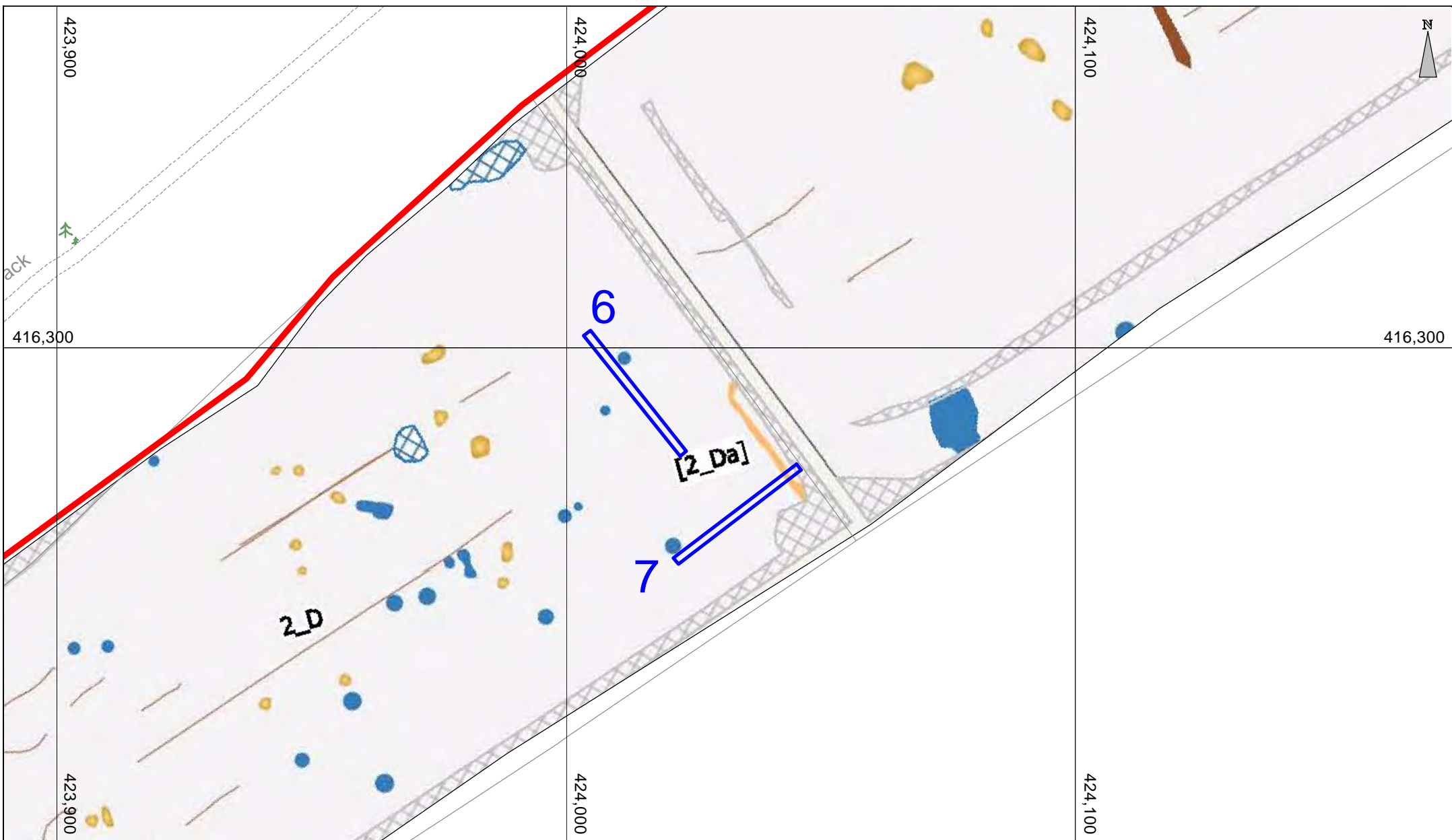


Fig. 2. Detailed site plan showing proposed trenches 1 to 5



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Scale 1:1,000

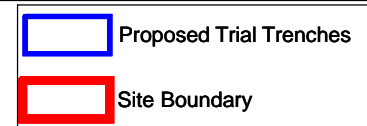


Fig. 3. Detailed site plan showing proposed trenches 6 to 7