

SPECIFICATION FOR AN ARCHAEOLOGICAL BRIEF DURING CONSTRUCTION AT KIRKTHORP HALL, KIRKTHORPE, WEST YORKSHIRE

SE3613821037

This specification is prepared at the request of [REDACTED] and on behalf of Wakefield District Council. It details the requirements for an archaeological watching brief during excavation of footings and other groundworks for an extension at Kirkthorpe Hall (20/02619/FUL).

1. Summary

- 1.1. This specification covers the requirements for an archaeological watching brief (drawn and photographic recording as necessary) during works to build an extension at Kirkthorpe Hall.
- 1.2. This specification has been prepared by the West Yorkshire Archaeology Advisory Service, the holders of the WY Historic Environment Record.
- 1.3. Failure to fully comply with the terms of this specification will be treated as a breach of planning consent by WYAAS.**
- 1.4. Please note that a hard copy of the final report must be submitted to the West Yorkshire Historic Environment Record to enable the results of fieldwork to be made publically accessible as required by the National Planning Policy Framework. The WYAAS will only recommend discharge of any archaeological planning condition once all analysis, archiving and reporting has been carried out to a satisfactory standard.**

NOTE: The requirements detailed in paragraphs 8.1, 8.2 and 8.3 are to be met by the archaeological contractor **prior** to the commencement of fieldwork by supplying confirmation details in writing to the WY Archaeology Advisory Service.

2. Background

- 2.1. The West Yorkshire Archaeology Advisory Service have recommended that an archaeological watching brief is held during any work requiring excavation during works to extend Kirkthorpe Hall.

3. Archaeological / Architectural Interest

- 3.1. The present Kirkthorpe Hall dates to the late 18th century with later additions and is listed grade II (National Heritage List for England No. 1135558 and West Yorkshire Historic Environment Record MWY13069). The hall was built as accommodation by the vicar of St Peter's Church, Kirkthorpe, in the late 18th century.
- 3.2. Although much of St Peter's Church dates to the 15th century the tower footings and historic documents shown it originated in if not before the 12th century when it was granted to the canons of Nostell Priory.

- 3.3. Given the St Peter's medieval origins there is considered to be some potential for early settlement on the site of the vicarage.
- 3.4. The potential for occupation in earlier periods is difficult to gauge. Loops and oxbows in the course of the river Calder suggest a dynamic and shifting environment. However, any slightly higher ground, such as at Kirkthorpe, would potentially have been a focus for early communities from the Mesolithic period onwards. Intermittent use or settlement, perhaps as a seasonal camp is a model that such activity might have followed.
- 3.5. Given the Kirkthorpe Hall's location in a medieval settlement on a higher ground above the River Calder any excavations for footings may reveal archaeological remains and a watching brief will allow these to be preserved by record.

4. Aims

- 4.1. The aim of the proposed work is to identify and objectively record by means of photographs and selected drawings significant archaeological features and inform on the original and subsequent uses of the site.
- 4.2. This record must be placed in the public domain by depositing it with the West Yorkshire Historic Environment Record (West Yorkshire Archaeology Advisory Service, West Yorkshire Joint Service, Nephshaw Lane South, Morley, Leeds LS27 7JQ; email wyher@wyjs.org.uk).

5. General Instructions

5.1. Health and Safety

- 5.1.1. The archaeologist on site will naturally operate with due regard for Health and Safety regulations. Prior to the commencement of any work the archaeologists will need to carry out a Risk Assessment in accordance with the Health and Safety at Work Regulations. The WY Archaeology Advisory Service and its officers cannot be held responsible for any accidents or injuries which may occur to outside contractors engaged to undertake this watching brief while attempting to conform to this specification.

5.2. Confirmation of Adherence to Specification

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

5.3. Confirmation of Timetable and Contractors' Qualifications

- 5.3.1. Prior to the commencement of any work, the archaeological contractor must provide the local planning authority and WYAAS in writing with:

- a projected timetable for the site work

- details of the staff structure and numbers
- names and CVs of key project members (the project manager, site supervisor, any proposed specialists, sub-contractors *etc.*)

5.3.2. All project staff provided by the archaeological contractor must be suitably qualified and experienced for their roles.

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

5.4. Notification and Monitoring

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

6. Unexpectedly Significant or Complex Discoveries

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

7. Recording Methodology

7.1. Documentary research

7.1.1. Prior to the commencement of fieldwork, the HER should be contacted and if necessary visited by either the project manager or the site supervisor, in order to gain an overview of the archaeological/historical background of the site. The West Yorkshire Archive Service should be consulted to determine if any historic information has been deposited in the public domain (WYAS, Wakefield Office, West Yorkshire History Centre, 127 Kirkgate, Wakefield WF1 1JG Tel.: 0113 5350142 email: wakefield@wyjs.org.uk).

7.1.2. Please note that the WYHER makes a charge for consultations of a commercial nature.

7.2. Fieldwork Methodology

7.2.1. All archaeological work will also be undertaken in accordance with the relevant standards of the Chartered Institute for Archaeologists.

7.2.2. An archaeologist should be present on site during any excavation. The archaeologist should view the area as it is being dug and any trench sections after excavation has been completed.

7.2.3. Where archaeological remains are judged to be present, the excavated area should be rapidly cleaned and the need for further work assessed.

- 7.2.4. Where appropriate, any features and finds should then be quickly hand excavated, sampled if appropriate, and recorded. Significant features should be rapidly 100% excavated after sample excavation and recording of sections.
- 7.2.5. Any features/deposits of archaeological interest should be accurately located on a site plan and recorded by photographs, scale drawings and written descriptions sufficient to permit the preparation of a report. 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 any features.
- 7.2.6. The actual areas of ground disturbance (even if no archaeological remains are present) should be recorded on a suitable base map/development plan and the stratigraphic sequence and the depth of the excavations will be briefly recorded. If archaeological remains are identified, their location is to be accurately tied into the National Grid and located on an up-to-date 1:1250 O.S. map base. (Also see para. 9.1.7 below).
- 7.2.7. Plans produced by Roost Architects for the current works may be used as a basis for any observations relative to the watching brief record (permission of the copyright holder must be sought).
- 7.2.8. Excavated soil should be searched as practicable for finds. All finds, except unstratified 20th & 21st century material, should be collected and retained for processing (see metal detecting below).
- 7.2.9. All securely stratified contexts should be sampled for environmental analysis and scientific dating. Additional 'spot' samples should be taken if suitable material is encountered during the watching brief.
- 7.2.10. If, in the professional judgement of the archaeologist on site, the watching brief reveals below-ground conditions which indicate that potentially archaeological deposits are absent, the archaeologist should contact WYAAS to discuss reducing or curtailing the requirements. The work may only be curtailed with the prior agreement of WYAAS and written confirmation of this agreement will be provided by WYAAS.

7.3. Photography

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

- 7.3.2. The archaeologist must plan for using this digital photography and prepare a Data Management Plan (see Chartered Institute for Archaeology <https://www.archaeologists.net/digdigital/>) to track the various components of the site archive and their archiving procedures.
- 7.3.3. A copy of this plan should be included in the report and with any material supplied to the ADS.
- 7.3.4. Images should be archived with the ADS following the using the ADS Easy service (ADS Guidelines for Depositors.)
- 7.3.5. 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 (**Warmfield cum Heath**) the date of photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph.
- 7.3.6. 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.
- 7.3.7. If monochrome photography is to be used then please contact the West Yorkshire Archaeology Advisory Service for details of the necessary film and archiving requirements.

7.4. Use of Metal Detectors on Site

- 7.4.1. The site should be scanned during excavation to obtain a sample of artefacts from the top and sub-soils. The exposed site and, spoil heaps should also be scanned for non-ferrous metal artefacts. A metal detector capable of making this discrimination should be used and operated by an experienced metal detector user (if necessary, operating under the supervision of the contracting archaeologist).
- 7.4.2. The make and model of the instrument used and any finds made by metal detector should be included in the relevant section of the site report.
- 7.4.3. Modern artefacts are to be noted but not retained (19th-century material and earlier should be retained.)
- 7.4.4. If a non-professional archaeologist is to be used to carry out the metal-detecting, a formal agreement of their position as a sub-contractor working under direction must be agreed in advance of their use on site. This formal agreement will apply whether they are paid or not. To avoid financial claims under the Treasure Act a suggested wording for this formal agreement with

the metal detectorist is: "In the process of working on the archaeological investigation at [location of site] between the dates of [insert dates], [name of person contributing to project] is working under direction or permission of [name of archaeological organisation] and hereby waives all rights to rewards for objects discovered that could otherwise be payable under the Treasure Act 1996 (as amended)."

7.5. Human Remains

7.5.1. In the unlikely circumstance that human remains are discovered they 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.

7.5.2. Obviously disarticulated human bone from known post medieval burial sites should be recorded in summary and reburied on site.

8. Unexpectedly Significant or Complex Discoveries

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

8.1.2. The terms of the Treasure Act, 1996 as amended, and the Treasure (Designation) Order 2002 must be followed with regard to any finds, which might fall within its purview.

8.1.3. Any such finds must be removed to a safe place and reported to the local coroner as required by the procedures laid down in the 'Code of Practice'. Where removal cannot be effected on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

9. Post-Recording Work and Report Preparation

9.1.1. On completion of the fieldwork, any samples shall be processed and all finds shall be cleaned, identified, analysed, dated (if possible), marked (if appropriate) and properly packed and stored in accordance with the requirements of national guidelines. As a general rule finds of 20th & 21st century date should be quantified and summarily described, but can then be discarded if appropriate. All finds of 19th century or earlier date should be retained and archived.

- 9.1.2. 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.
- 9.1.3. A fully indexed field archive shall be compiled consisting of all primary written documents, plans, sections, and fully labelled photographs/slides. Standards for archive compilation and transfer should conform to those outlined in Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation (Archaeological Archives Forum, 2011).
- 9.1.4. A quantified index to the field archive should form an appendix to the report. 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 Section 10 below). In the absence of this agreement the field archive (less finds) is to be deposited in the West Yorkshire Historic Environment Record.
- 9.1.5. A fully illustrated 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, placing them in a local and regional, and if appropriate, national context. It is not envisaged that the report is likely to be published, but it should be produced with sufficient care and attention to detail to be of academic use to future researchers.
- 9.1.6. Any digital prints in the report must be made on paper and with inks which are certified against fading or other deterioration for a period of 75 years or more when used in combination. If digital printing is employed, the contractor must supply details of the paper/inks used in writing to the WYAAS, with supporting documentation indicating their archival stability/durability.
- 9.1.7. Location plans should be produced at a scale which enables easy site identification and which depicts the full extent of the areas covered by the watching brief (a scale of 1:50,000 is not regarded as appropriate unless accompanied by a more detailed plan or plans). Plans should be at an appropriate scale showing: areas excavated and the identified (and, where possible, predicted) archaeological features/deposits. Trench and feature 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.
- 9.1.8. All artefacts and environmental material will be analysed by a qualified and experienced specialist. Artefact analysis is to include the production of a descriptive catalogue. Finds critical for dating and interpretation should be illustrated. Reporting on ceramic artefacts and pottery should follow the guidance given in 'A Standard for Pottery Studies in Archaeology' (2016)

and endorsed by the Prehistoric Ceramics Research Group; the Study Group for Roman Pottery & the Medieval Pottery Research Group.

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

9.2. Report deposition

A hard copy of the full report (plus file transfer in ISO 10005-1 compliant (PDF/A) format) will be submitted directly to the WY Archaeology Advisory Service within twelve weeks of completion of the fieldwork. The

report will then be assessed by WYAAS to establish whether or not it is suitable for accession into the WY Historic Environment Record. A copy of the final report (in .pdf format) shall also be supplied to Historic England's Science Advisor (Dr Andy Hammon (Andy.Hammon@HistoricEngland.org.uk)). Any comments made by WYAAS in response to the submission of an unsatisfactory report will be 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. Completion of this project and a recommendation from WYAAS for the full discharge of the archaeological condition is dependent upon receipt by WYAAS of a satisfactory full report. The report will become publicly accessible once deposited with the West Yorkshire Historic Environment Record, unless confidentiality is explicitly requested, in which case it will become publicly accessible six months after deposit.

9.3. 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 developer funded fieldwork. The archaeological contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. Contractors are advised to contact the West Yorkshire HER officer prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, the West Yorkshire HER may place the information on a web-site. Please ensure that you and your client agree to this procedure in writing as part of the process of submitting the report to the case officer at the West Yorkshire HER.

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

10. Archive Deposition

10.1. Before commencing any fieldwork, the archaeological organisation must contact Wakefield Museum Service's Mr David Evans in writing giving notice of the commencement of fieldwork (Wakefield M.D.C. Museum and Arts, Pontefract Museum, 5 Salter Row, Pontefract, WF8 1BA. Tel.: 01977 722760 (davidevans@wakefield.gov.uk)). This should happen concurrently with notifying the WYAAS.

10.2. It is the policy of the Wakefield Museum Service 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.

10.3. It is the responsibility of the archaeological organisation to meet Wakefield Museum Service's requirements with regard to the preparation of fieldwork archives for deposition.

11. Copyright

11.1. Please note that by depositing this report, the contractor gives permission for the material presented within the document to be used by the WYAAS, in perpetuity, although The Contractor retains the right to be identified as the author of all project documentation and reports as specified in the Copyright, Designs and Patents Act 1988 (chapter IV, section 79). The permission will allow the WYAAS to reproduce material, including for commercial use by third parties, with the copyright owner suitably acknowledged.

12. Technical Queries

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

13. Valid Period of Specification

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

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