



**The Mission Hub, Solly Street, Sheffield,  
South Yorkshire –**

**Historic Building Recording**

**Diocese of Hallam**

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## ECUS Ltd

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Historic Building Recording**

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## Executive Summary

*Ecus Ltd were commissioned in December 2018 by the Diocese of Hallam to undertake Historic Building Recording of The Mission Hub, Solly Street, Sheffield, South Yorkshire (hereafter ‘the site’) located at National Grid Reference 434854, 387658.*

*The programme of historic building had been requested prior to the refurbishment of the building to accommodate the Diocese’s new Mission Hub. The historic building recording was carried out in accordance with a Written Scheme of Investigation (WSI) produced by Ecus Ltd. in response to Planning Condition Number 3 of Planning Application 18/00656/FUL. The WSI was produced in accordance with a brief for Historic Building Recording supplied by South Yorkshire Archaeology Service (SYAS).*

*The building is on the southern side of Solly Street, Sheffield, South Yorkshire, immediately north-west of St Vincent’s Church. The refurbishment of the building forms part of the St Vincent’s Quarter rejuvenation project and will form the new Mission Hub for the Diocese of Hallam.*

*The Former Boys School is a simply designed building, reflective of both an architectural response to its location and its former purpose.*

*Constructed prior to the 1870 Education Act, the large open plan school hall is reflective of schooling at the time, where large numbers of children would have been sat at benches and tutored by a single teacher. It is notable that although heating was provided on the ground floor, the school hall was not originally heated, indicating the basic nature of amenities provided.*

*In later years the school building was adapted to respond to the transition from whole school, hall style teaching to smaller classes and ability grouping.*

*As the role of schools developed, with the loss of the original chapel school and as the requirements of the school changed so did the building, although its simple and practical form as well as the extension of the building to the west meant that save for the insertion of the boiler and the removal of the stair tower, few structural alterations were ever proposed or effected.*

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## **1. Introduction**

### **1.1 Project Background**

1.1.1 Ecus Ltd were commissioned in December 2018 by the Diocese of Hallam to undertake a Historic Building Recording of The Mission Hub, Solly Street, Sheffield, South Yorkshire (hereafter 'the site') located at National Grid Reference 434854, 387658.

1.1.2 The programme of historic building recording had been requested prior to the refurbishment of the building to accommodate the Diocese's new Mission Hub. The historic building recording was carried out in accordance with a Written Scheme of Investigation (WSI) produced by Ecus Ltd (2018) in response to Planning Condition Number 3 of Planning Application 18/00656/FUL. The WSI was produced in accordance with a brief for Historic Building Recording supplied by South Yorkshire Archaeology Service (SYAS).

### **1.2 Site Location**

1.2.1 The building is on the southern side of Solly Street, Sheffield, South Yorkshire (**Figure 1a**), and located immediately north-west of St Vincent's Church (**Figure 1b**). The refurbishment of the building forms part of the St Vincent's Quarter rejuvenation project and will form the new Mission Hub for the Diocese of Hallam.

## **2. Methodology**

### **2.1 Aims**

2.1.1 The aims of the historic building recording programme were:

- To accurately record the form, character and architectural details of the building as existing;
- To identify and record any evidence of structural features, fixtures or fittings of historic significance; and
- To prepare a comprehensive indexed and cross-referenced archive from the fieldwork record.

### **2.2 Standards**

2.2.1 An analytical record was undertaken in line with Historic England's Level 3 survey (2016) comprising historic research, and the production of a drawn, written and photographic record.

2.2.2 A historical baseline was established for the building based on a desk-based review of existing publically accessible sources of primary and synthesised information, sources consulted comprising:

- National heritage datasets including the National Heritage List for England (NHLE);
- England's Places, Pastscape, Viewfinder, NMR Excavation Index and Parks;
- Records held by the Diocese of Hallam;
- Records held by Sheffield Archives; and
- Available Ordnance Survey mapping.

2.2.3 A drawn record was compiled in CAD using a combination of hand measuring techniques and cross-referencing with the architects supplied drawings. The final drawings are reproduced as Figures 5 - 8 in this report, and comprise:

- A site plan at 1:500, derived from Ordnance Survey data, and topographical survey information supplied by the client and their architects. This was enhanced on site, to relate the building to other structures and related topographical and landscape features;
- Ground and first floor plans at a scale of 1:100 illustrating the form and location of structural features, fixtures and fittings of historic significance in line with Historic England's drawing conventions; and
- A long section and a cross section of the building at a scale of 1:50 illustrating the form and structure of the building, in line with Historic England's drawing conventions.

2.2.4 A photographic record of the site was undertaken, comprising both detail and general viewpoints using a 35 mm SLR camera using Ilford HP5 (ISO 400) black and white film. This record is complemented by digital photography taken with a Nikon D7100 24 megapixel digital camera. Graduated photo scales were



positioned within the photos where practical, and the location and subject of each viewpoint was recorded. A selection of the photographic record is reproduced in this report as **Plates 1-38**, and their location and direction illustrated on **Figure 6 & 7** and recorded by way of a photo register reproduced in **Appendix 1**.

### 3. Historical Background

#### 3.1 The Church of St Vincent & the Former Boys School

- 3.1.1 St Vincent's Catholic Church originated as a chapel school, designed by Matthew Ellison Hadfield and completed in 1853. By 1856 enough money had been raised for the construction of a formal church. The foundation stone was laid on the 25th of March 1856, and the first mass celebrated in the new church on the 15th of December of the same year (Cummings 2003). As the parish grew an increasing number of children attended the school and in 1863 plans were drawn up by the architect M.J. Dowling for a new boys school fronting Solly Street (Archive Ref. AP/6/1/27, **Figures 2 & 3**). The original school building was kept in use for the girls and infants but was destroyed in 1940 during the Sheffield Blitz.
- 3.1.2 The former Boys School had been extended prior to 1957 to incorporate a building and an open courtyard to its west. The boiler room had been inserted into the southern end of the building and the stair tower blocked on the ground floor. In 1957 alterations were proposed by the Hadfield Cawkwell & Davidson Chartered Architects, incorporating a new toilet block, connecting first-floor bridge, girls cloakroom and head teachers office (Archive Ref. CA206/36517e, **Figure 4**).
- 3.1.3 The school was closed in 1989 and St Vincent's Church closed in 1996. The extension to the school was demolished sometime between 2010 and 2015. The refurbishment of the building forms part of the St Vincent's Quarter rejuvenation project and will form the new Mission Hub for the Diocese of Hallam.

## 4. Building Description

### 4.1 Introduction

4.1.1 The former Boys School currently stands as a single phase, two-storey building, constructed in quarry faced ashlar. The building is trapezoidal in plan measuring 33.74 m (110 ft 8 in) along its longest edge. The building is aligned north to south. The roof of the building is a recent replacement, is a single pitch, covered in slate. The main entrance to the building is located in the eastern elevation.

### 4.2 Exterior

4.2.1 The north facing elevation (**Plate 1**) of the building directly fronts onto Solly Street and comprises a single bay, two-storey gabled elevation. On the ground floor are three windows, all with chamfered, dressed ashlar sills and lintels and quoined jambs. The central window is narrower than the windows situated to either side and a faint scar suggests that this window was previously a doorway. The position of a door in this location would tie in with the original architects plans (**Figure 2**). The ground floor and first floor are separated by a projecting ashlar string course above which is a set of three, Gothic arched windows. All three windows have chamfered, dressed ashlar sills, quoined jams and a simple, dressed ashlar hood moulding. Above the first floor windows is a small quatrefoil window.

4.2.2 The eastern elevation (**Plate 2**) faces out onto a small tarmacadam yard. This elevation comprises six bays. Against the sixth bay is a set of stone stairs which formally provided access to St Vincent's Church to the south. Bays 1, 3 and 4 all contain windows with chamfered, dressed ashlar sills and lintels. The windows are timber framed with nine lights (arranged 3 x 3). Bay 2 is currently the principle entrance point to the building and contains a later timber baton door fitted into an original doorway. Bay 5 is a further access point, which would have provided access to the boiler room. The door has since been removed. The first floor contains a single window in Bays 2 – 6. These windows have chamfered, dressed ashlar sills and lintels and dressed ashlar, quoined jambs (**Plate 3**). There is no window in Bay 1.

4.2.3 The southern elevation (**Plate 4**) faces towards St Vincent's Church and the newly developed St Vincent's Quarter. This elevation comprises a single, gabled bay. The lower part of this elevation is obscured by the terrace upon which St Vincent's is built. The upper floor of the elevation contains a single, large, arched window with a projecting ashlar sill. The arched lintel is formed by quarry dressed ashlar soldiers with dressed ashlar keystone and spring points. Evidence of a former stair tower, entrance porch, and a blocked door survives in the lower, western corner of the elevation.

4.2.4 The western elevation (**Plate 5**) of the building faces out onto a small tarmacadam yard and comprises six bays. On the upper floor, are six windows, one per bay. These windows have chamfered, dressed ashlar sill and lintels as well as dressed ashlar quoin jambs. The surviving, original windows are timber framed and comprise 10 panes of glass (arranged 3, 2, 3) (**Plate 6**). A scar is visible below the window in the fifth bay and internally it can be clearly seen that this was at one time an inserted door (**Plate 7**). The positioning of a door in this location ties in with the 1957 architect's plans, where access to a bridge

connecting to the upper floor of the later extension to the school. The ground floor of this elevation has been substantially altered, with large windows inserted into the third and fourth bays. A door has also been inserted into the window of the third bay. A plaster scar, brick blocking and concrete filling in the first and second bay is a scar of the later extension.

### 4.3 Interior

#### *Ground Floor*

- 4.3.1 The ground floor comprises five rooms, including a small entrance hall (Room G1), two classroom spaces (Rooms G2 & G3), a former toilet (Room G4) and a boiler room and coal store (Room G5).
- 4.3.2 Room G1 (**Plates 8 & 9**) is a small entrance space formed by a glazed, timber partition inserted at the same time as the stairs. The room measures 5.8 x 1.12 m. The ceiling slopes upwards as it is formed by the underside of the staircase. A row of coat hooks is positioned below the glazed light sharing window of the partition (**Plate 10**).
- 4.3.3 Room G2 (**Plate 11-13**) is a former classroom space, measuring 7.2 x 8.42 m at its widest point and 5.63 x 8.42 m at its narrowest point. The floor to ceiling height measures 3.60 m. The room is divided from Room G3 by a studwork partition in which are two timber-framed, light sharing windows. Above the door providing access to Room G3, is a former gas light fitting (**Plate 14**). Room G2 also includes an inserted timber staircase (**Plates 11 & 15**) which provides access to Room F1 above. The staircase cuts a ground floor window suggesting it is a later addition. The stairs are not depicted on the original or 1957 architect's plans. Access to the upper floor was originally provided through an external stair tower and porch to the rear of the building. Room G2 has been plastered which obscures evidence of the blocked door in its northern wall (**Plate 16**). The window is still however notably different due to its width and the absence of canted returns as can be seen on the windows either side (**Plate 17**). A small amount of plaster has been lost on the western wall of the room which reveals a single straight joint (**Plate 18**). This straight joint correlates with the location of a fireplace on the original architects plans (**Figure 2**). The original floor has been lost but much of the lath and plaster ceiling remains (**Plate 19**). The original architect's plans (**Figure 2**) shows Room G1 divided by a central corridor with a room either side. The blocked door in the northern wall, the centrally positioned door in the studwork wall and the two ceiling beams situated either side (visible in **Plate 9**) indicate that this was likely to have been the original layout.
- 4.3.4 Room G3 (**Plates 20 & 21**) was formerly divided into a corridor and a classroom space and the scar of a former partition can clearly be seen (**Figure 6**). This corridor was a later addition, not shown on the original architect plans and positioned to serve the inserted access point to the later school extension. The corridor is shown as 'new work' on the 1957 architects plans (**Figure 4**). Two cast-iron columns divide this room in two (**Plate 22**). The 1957 architect's plans also show a partition between these two columns which divided Room G3 in two. In the western wall is a blocked fireplace (**Plate 23**). This fireplace is also depicted on the original architect plans. The room has a red and yellow tile floor. The room currently measures 9.68 m by 9.66 m. The floor to ceiling height measures 3.66 m.

- 4.3.5 Originally Rooms G4 and G5 were a single room, they are now separated by a red-brick wall. Room G4 (**Plate 24**) measures 6.51 x 3.58 m. The floor to ceiling height measures 3.66 m. Modern glazed tiles indicate that the room was recently used as the building's toilets. A blocked door sits at a high level (**Plate 24**) the 1957 architect's plans (**Figure 4**) show that this formerly connected the stair tower and porch which provided access to the floor above.
- 4.3.6 Room G5 measures 6.51 x 5.95 m and is the former boiler room and coal store (**Plates 25 & 26**). The boiler room and coal chute are shown as existing by the time of the 1957 architect plans (**Figure 4**).

### ***First Floor***

- 4.3.7 The first floor comprises a single open hall (Room F1, **Plates 27-30**) which measures the length of the building. Access to Room F1 is currently gained by the stairs in Room G1 (**Plate 31**). The hall is open to the roof, which is supported by five queen-post trusses. The floor to principal purlin height measures 10.52 m. The second and fourth trusses show evidence of former glazed, timber partitions (**Plate 32**). These divisions are not shown on the original architect plans (**Figure 2**) but are shown on the 1957 architect plans (**Figure 4**). In the southern wall is the blocked door which led to the former stair tower and porch (**Plate 33**), whilst the windows in the western wall in Bays 2 and 5 (**Plate 7**) show evidence of having been converted to doors which would have provided access to the later extension to the school. In the eastern wall there is a small recess within which is an inserted RSJ (**Plate 34**).
- 4.3.8 A majority of the windows have been replaced with modern timber-framed windows designed to replicate the early windows of the building. The two feature windows at the northern and southern end of the building, remain intact, with the exclusion of the glass in the south facing window (**Plates 35-38**).

## 5. Discussion

- 5.1.1 The Former Boys School is a simple designed building, reflective of both an architectural response to its location and former purpose. The building was originally constructed on a substantial slope which enabled access to the upper storey from the rear of the building and the ground floor from the front of the building. This resulted in the building to be effectively split in two, creating a school hall on the upper floor accessible by the pupils from the rear of the building, and smaller offices and rooms on the ground floor, accessible to staff by the entrance on Solly Street. In later years a stone retaining wall was built towards the rear of the building, further separating the ground floor from the first floor but creating useable space to the east and west of the building.
- 5.1.2 Constructed prior to the 1870 Education Act, the large open plan school hall is reflective of schooling at the time, where large numbers of children would have been sat at benches and tutored by a single teacher. It is notable that although heating was provided on the ground floor, the school hall was not originally heated, indicating the basic nature of amenities provided.
- 5.1.3 In later years the school building was adapted to respond to the transition from whole school, hall style teaching to smaller classes. The insertion of partitions on both the upper and ground floors created smaller classrooms within which children could be schooled according to their age and ability. The extension of the school building to the west reflects changes in legislation with regards to education and childcare and resulted in the destruction of the girls and infants school in December 1940. The 1944 Education Act introduced the provision of medical inspection and treatment to pupils as well as the provision of milk and meals. The 1957 architect's plans show the provision of rooms to accommodate a meals service, with a wash up room and dining room.
- 5.1.4 Due to the extension of the building to the west the original Hall stayed largely unchanged with the exception of the addition and removal of various partitions and the eventual removal of the stair tower to the rear of the building. As such, when the extension to the west was demolished the building reverted much to its original plan form.
- 5.1.5 The Former Boys School dates from a period when education of the working classes was becoming an increasingly important concern for the country as a whole. The sharp increase in population of the crofts and the underlying poverty of the area meant that the established chapel school became rapidly overcrowded resulting in the need for the Solly Street Boys School Building. The simplicity of this building was the result of both functionality and frugality.
- 5.1.6 With the loss of the original chapel school and as the educational role of schools evolved, the requirements of the school changed and so did the building. Despite this, the simple and practical form of the building as well as the extension of the building to the west meant that apart for the insertion of the boiler and the removal of the stair tower, few structural alterations were ever proposed or effected.

## **6. Archive**

### **6.1 Location and Deposition**

6.1.1 The project archive has been compiled into a stable, fully cross-referenced and indexed archive in accordance with Appendix 6 of Management of Archaeological Projects (2nd Edition, Historic England 1991) and Archaeological archives – a guide to best practice in creation, compilation, transfer and curation (Brown 2007). The project archive is currently held at the offices of Ecus Ltd in Sheffield, under the project code 11962 and will be deposited in due course with Sheffield Archives.

### **6.2 OASIS**

6.2.1 In line with best practice, a copy of this report will be made available through the Online Access to Index of archaeological InvestigationS {OASIS} Project (<http://ads.ahds.ac.uk/project/oasis/>), under the reference number ecusltd1-345133. A copy of the OASIS form is reproduced in **Appendix 2**.

## 7. References

Brown, D.H. 2007. *Archaeological archives – a guide to best practice in creation, compilation, transfer and curation*

Chartered Institute for Archaeologists (CIfA) 2014. *Standard and guidance for the archaeological investigation and recording of standing buildings or structures.*

Cummings, E.M (2003) St Vincent's. History of a Parish 1853-2003. Web page. Available at <https://www.stvincentschurch.com/history.html>. [Accessed 26/02/2019.]

Ecus Ltd. 2018. *The Mission Hub, Solly Street, Sheffield – Written Scheme of Investigation.*

Historic England (HE) 2016. *Understanding Historic Buildings – A guide to good recording practice.*

Historic England (HE) 1991 (2nd Edition) *Management of Archaeological Projects*

### **Archives**

#### *Sheffield Archives*

AP/6/1/27 – Plans of St Vincent of Paul Roman Catholic Schools (solly Street), By W.H. & G., Sheffield, 1851-1852; Plans of proposed new school of St Vicent of Paul, by M.J. Dowling, 1863-1864.

CA206/36517e – St Vincent's Roman Catholic School Father F MacDonagh Alterations to school buildings; sanitary accommodation and alterations to church hall for Vincentian Trustees, 1957-1958.



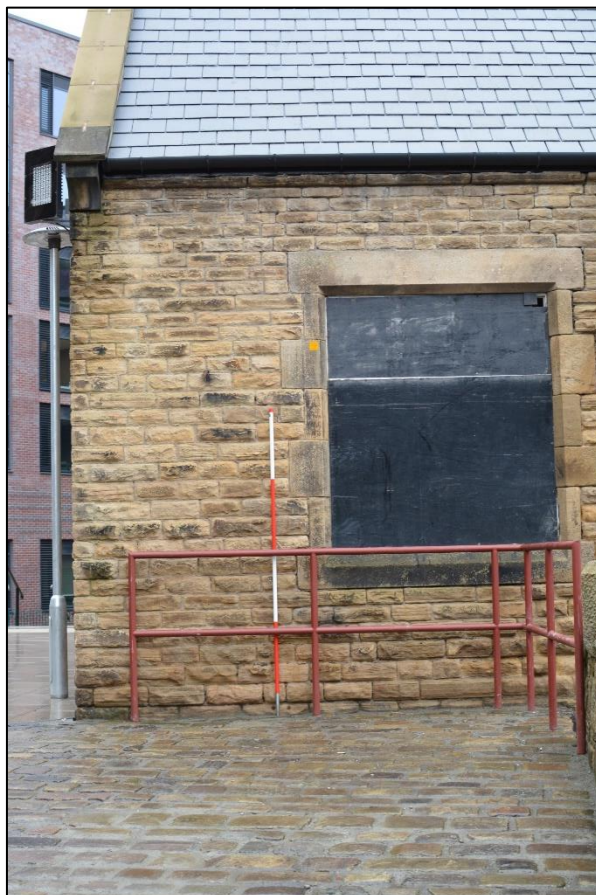
## Plates



**Plate 6:** General view of the north facing elevation (Film/Frame 3.8)



**Plate 7:** General View of the eastern elevation of the building (Film 3/10)



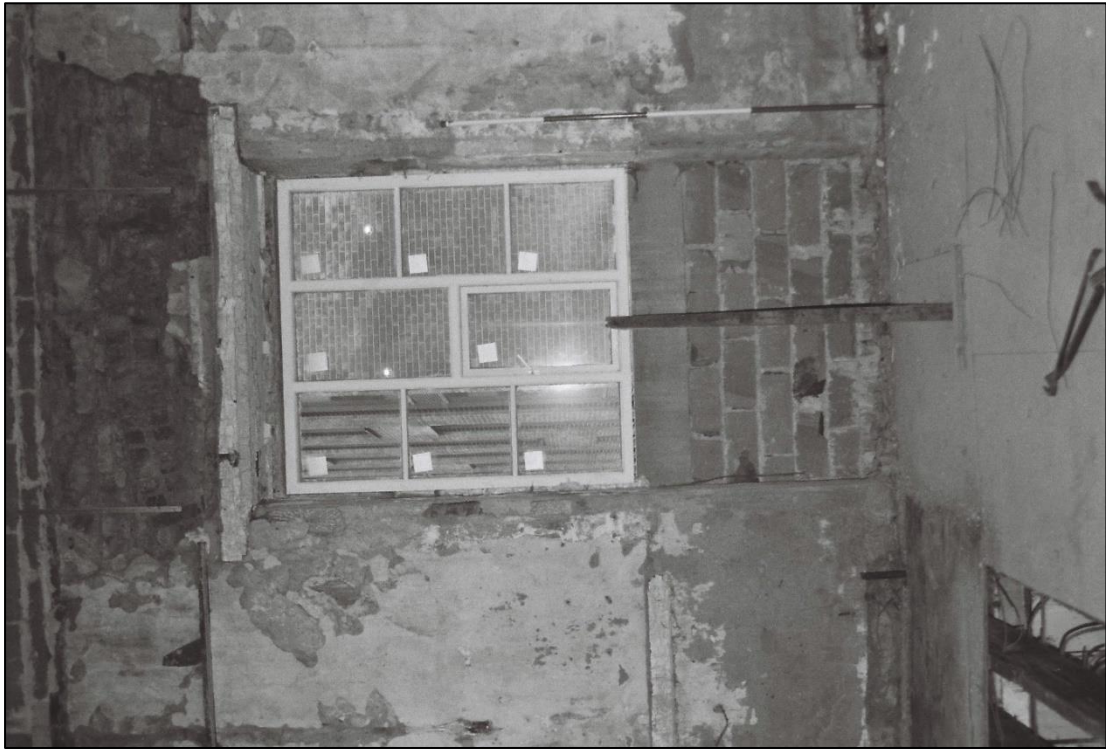
**Plate 8:** Detail of first story window, chamfered, dressed ashlar sill and lintel and dressed ashlar quined jambs (Digital Shot 121)



**Plate 9:** General view of the southern elevation (Film/Frame 3.4)



**Plate 10:** general view of the western elevation (Film/Frame 3.7)



**Plate 11:** Detail of blocked inserted door on first floor  
(Film/Frame 3.34)



**Plate 12:** Detail of timber window frame (Film/Frame  
2.15)



**Plate 13:** General view of Room G1, under stairs  
(Film/Frame 1.30)



**Plate 14:** General view of Room G1 (Film/Frame  
1.33)



**Plate 15:** Detail of hooks in Room G1 (Film/Frame 1.29)



**Plate 16:** General view of Room G2 from inserted staircase (Film/Frame 1.27)



**Plate 17:** General view of Room G2, towards Room G1 (Film/Frame 1.16)



**Plate 18:** General view of Room G2, colour (Digital Shot 006)



**Plate 19:** Detail of inserted timber staircase in Room G2 (Digital Shot 019)



**Plate 20:** Detail of doorway between rooms G2 and G3 (Film/Frame 1.23)





**Plate 21:** Detail of window in northern wall of Room G2 (Film/Frame 1.10)



**Plate 22:** Detail of central window, originally a doorway in Room G2 (Film/Frame 1.11)



**Plate 23:** Detail of straight joint in Room G2 (Film/Frame 3.14)



**Plate 24:** Detail of lath and plaster ceiling in Room G2 (Film/Frame 1.20)



**Plate 25:** General view of Room G3 (Film/Frame 1.1)



**Plate 26:** General view of Room G3 (Digital 034)



**Plate 27:** Detail of blocked fireplace in Room G3  
(Film/Frame 2.35)



**Plate 28:** Detail of cast iron Column in Room G3  
(Film/Frame 1.1)



**Plate 29:** General view of Room G4, note blocked door leading to the former stair tower (Film/Frame 3.28)



**Plate 30:** General view of Room G5 (Film/Frame 3.22)



**Plate 31:** General view of Room G5 (Film/Frame 3.26)



**Plate 32:** General view of Room F1 (Frame/Film 2.23)



**Plate 33:** General view of Room F1 (Digital Shot 060)



**Plate 34:** General view of Room F1 (Film/Frame 2.20)



**Plate 35:** General view of Room F1 (Digital Shot 062)



**Plate 36:** Detail of inserted staircase up to Room F1 (Film/Frame 2.19)





**Plate 37:** Detail of portioned roof truss (Film/Frame 2.10)



**Plate 38:** Detail of blocked door to former entrance porch and stair tower, Room F1 (Film/Frame 2.6).



**Plate 39:** Detail of recess and RSJ, Room F1 (Film/Frame 2.1)



**Plate 40:** Detail of south facing window in Room F1 (Film/Frame 2.4).



**Plate 41:** Detail of south facing window in Room F1 (Digital Shot 079)





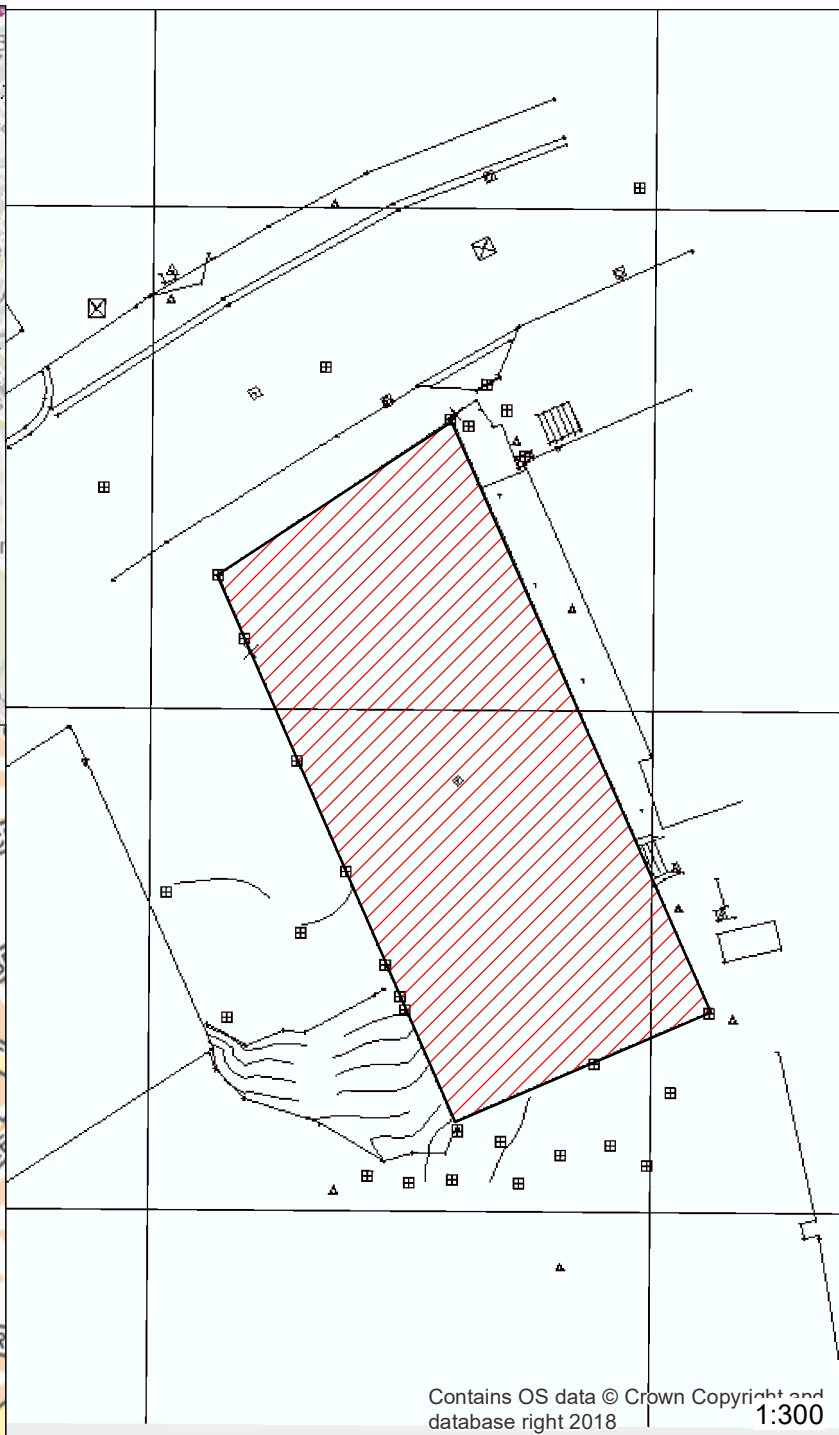
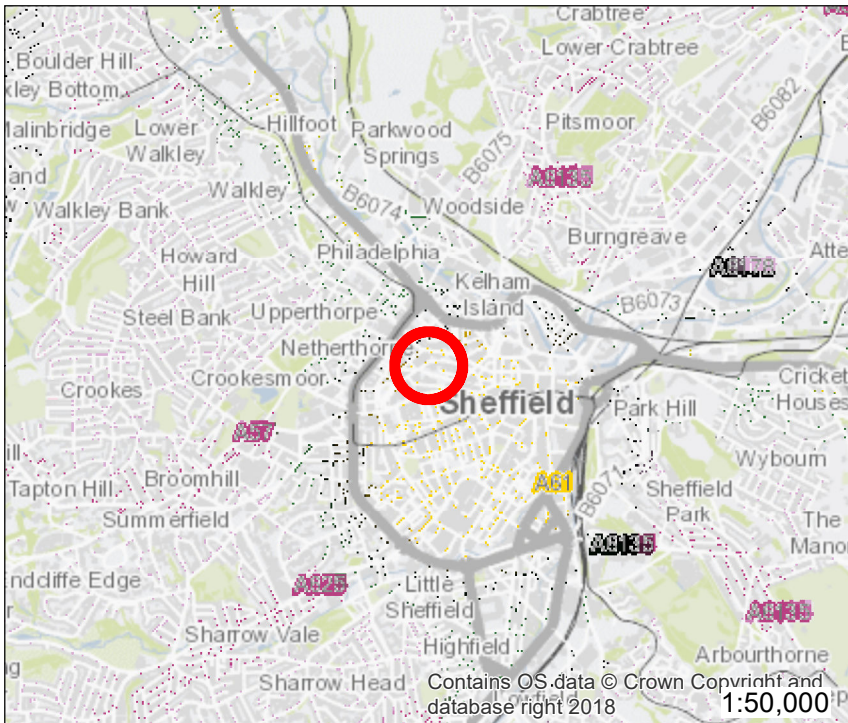
**Plate 42:** Detail of north facing windows in Room F1 (Film/Frame 2.8)



**Plate 43:** Detail of north facing windows in Room F1 (Digital Shot 074).

## Figures

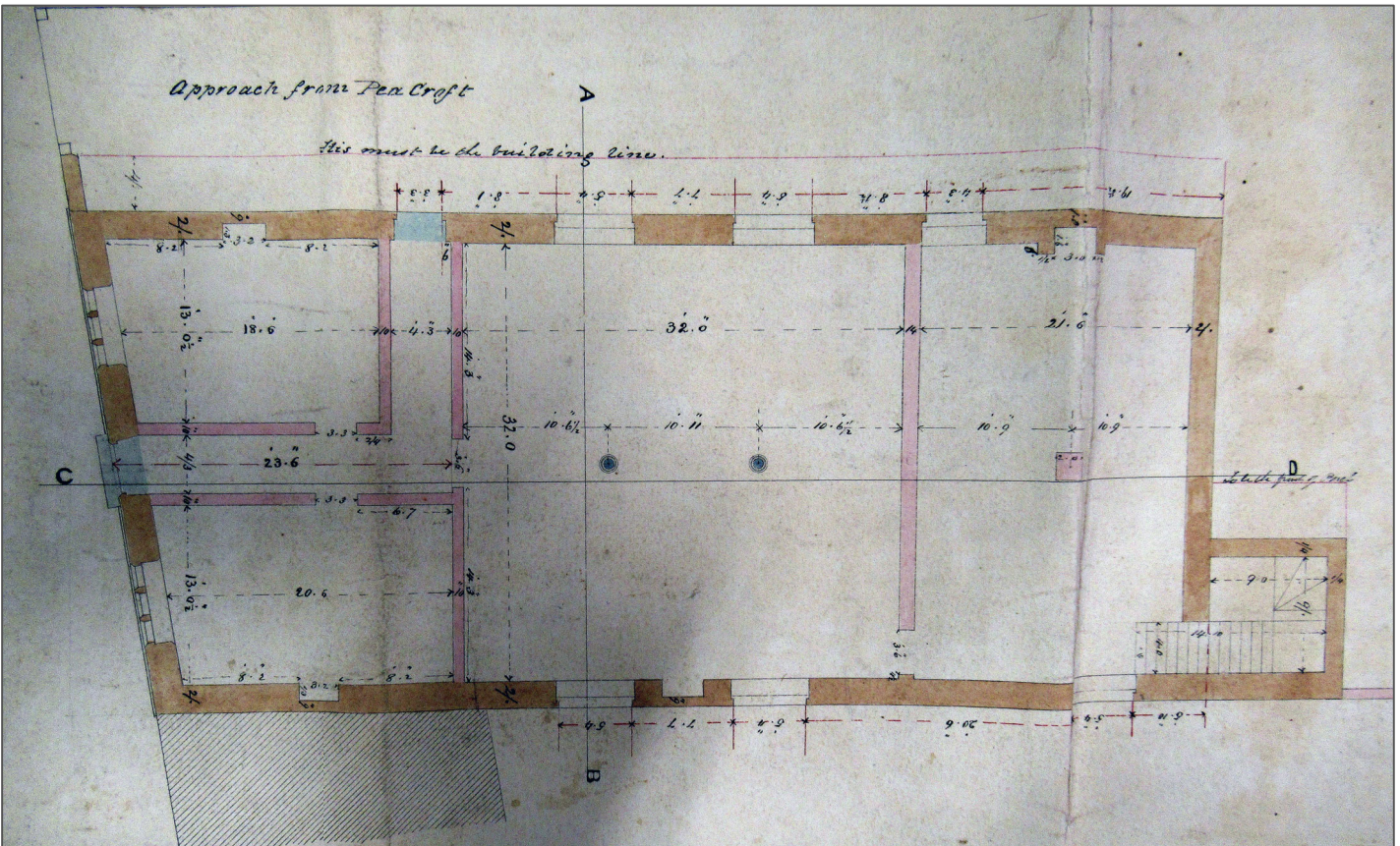
-  Site Boundary
-  Building Outline



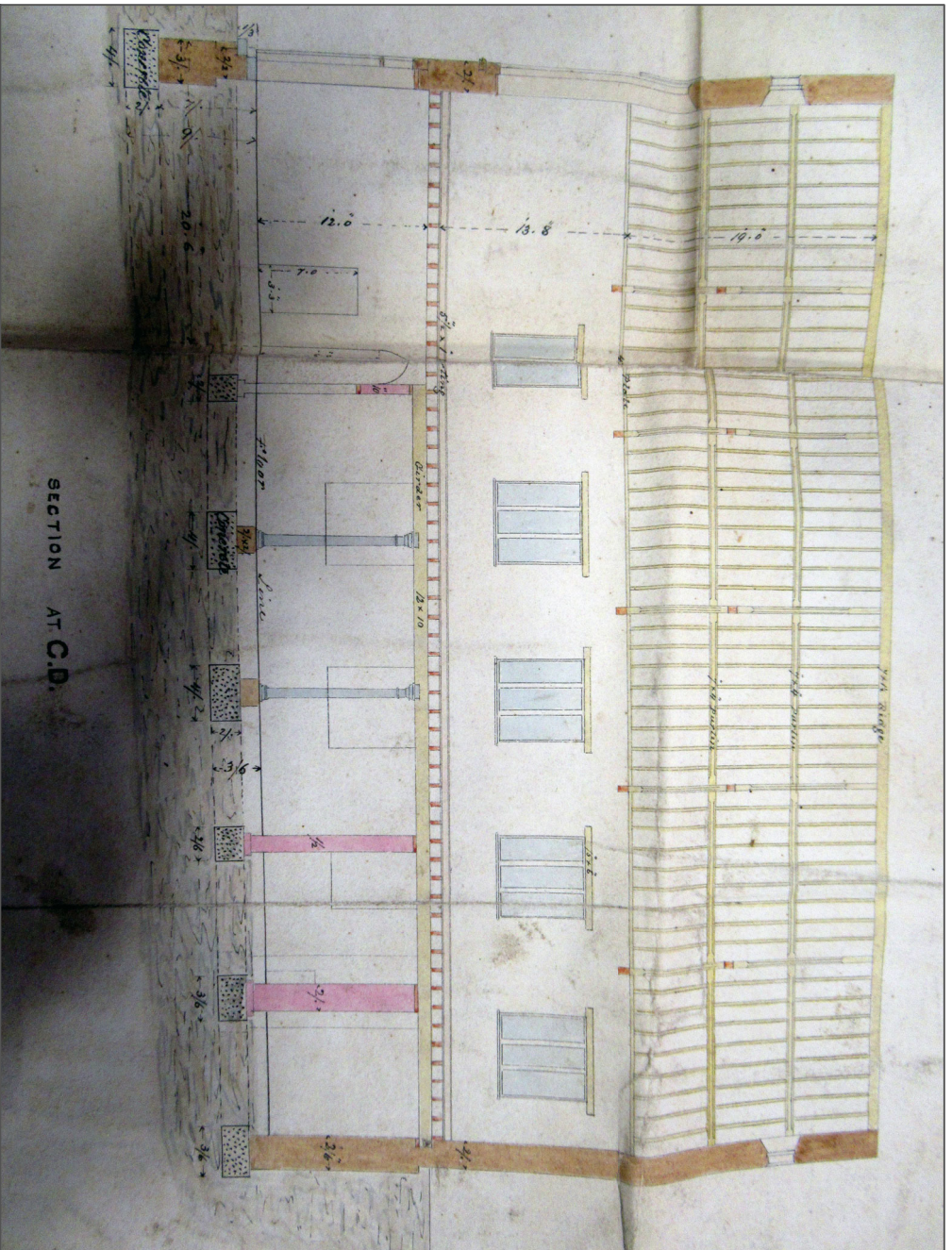
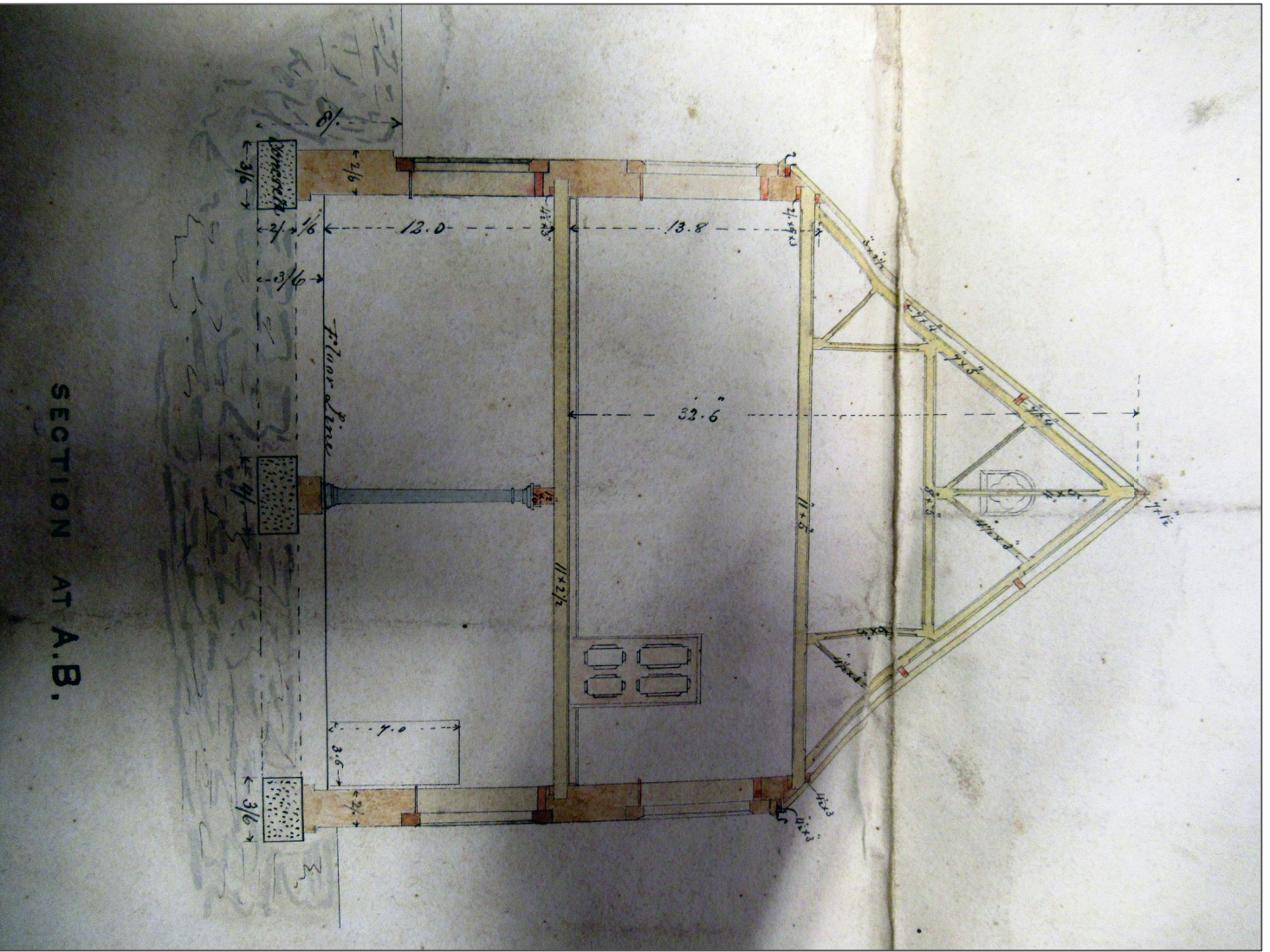
**Diocese of Hallam**  
The Mission Hub, Solly Street,  
Sheffield Historic Building  
Recording

Figure 1: Site Location

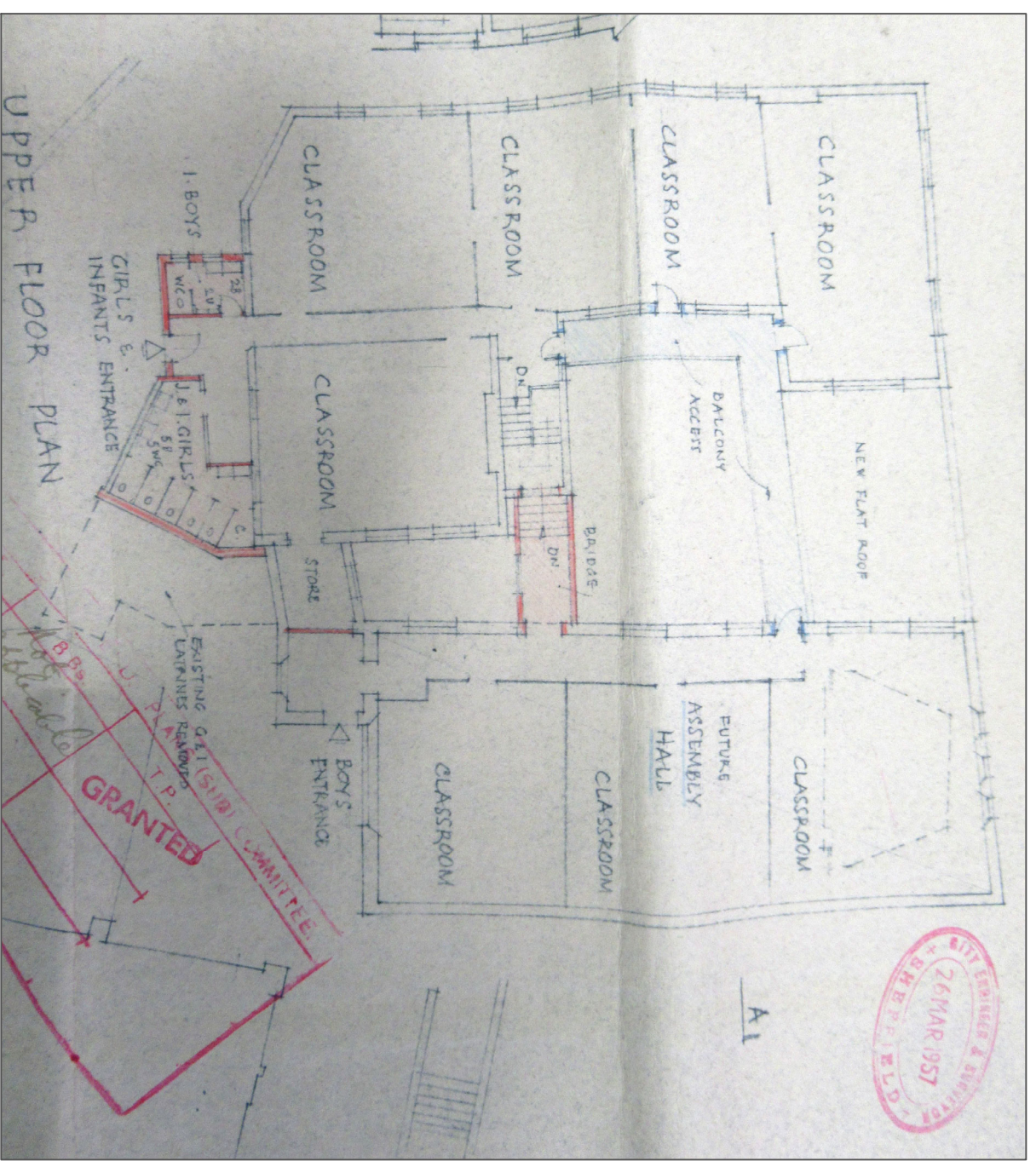
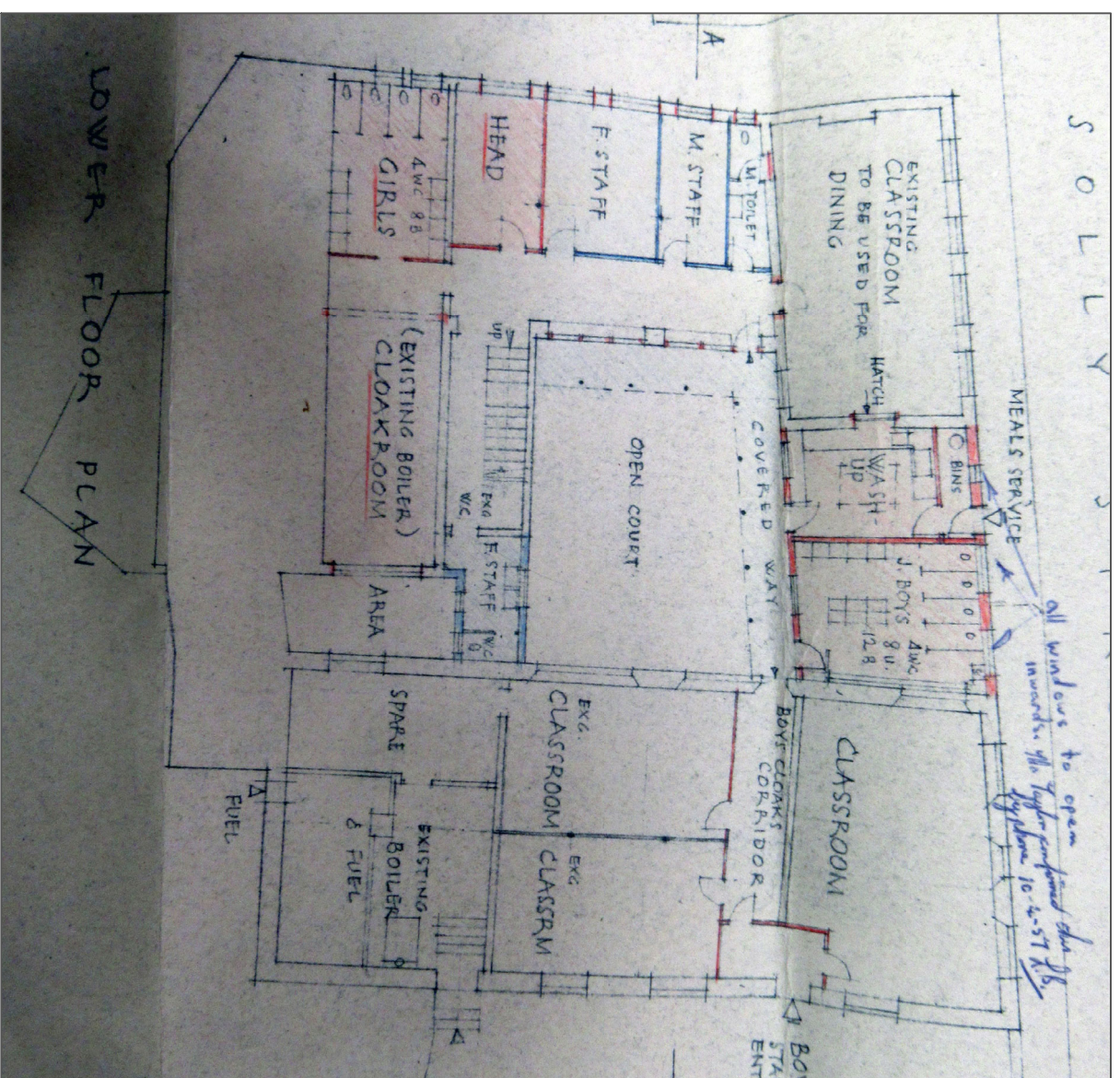
Brook Holt 3 Blackburn Road Sheffield S61 2DW  
T: 0114 2669292 www.ecusltd.co.uk

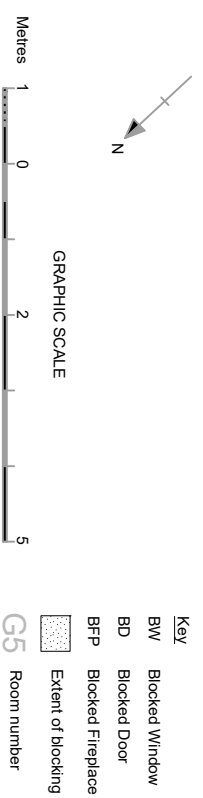
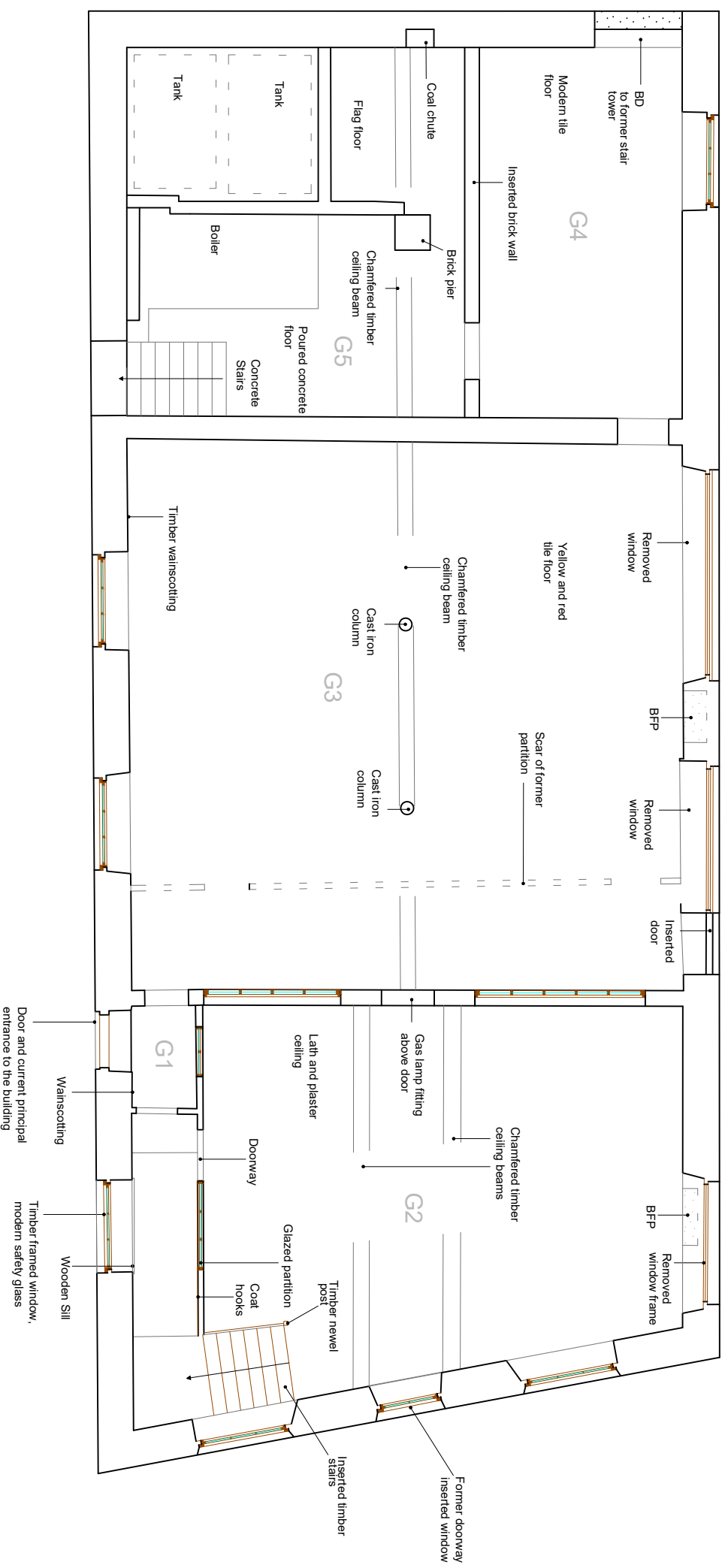


Mission Hub, Solly Street, Sheffield -  
 Historic Building Recording  
 Diocese of Hallam  
 Figure 2: 1863 Ground and First Floor  
 Architects Plans









**Mission Hub, Solly Street, Sheffield -  
 Historic Building Recording  
 Diocese of Hallam**

**Figure 5: Ground Floor Plan**



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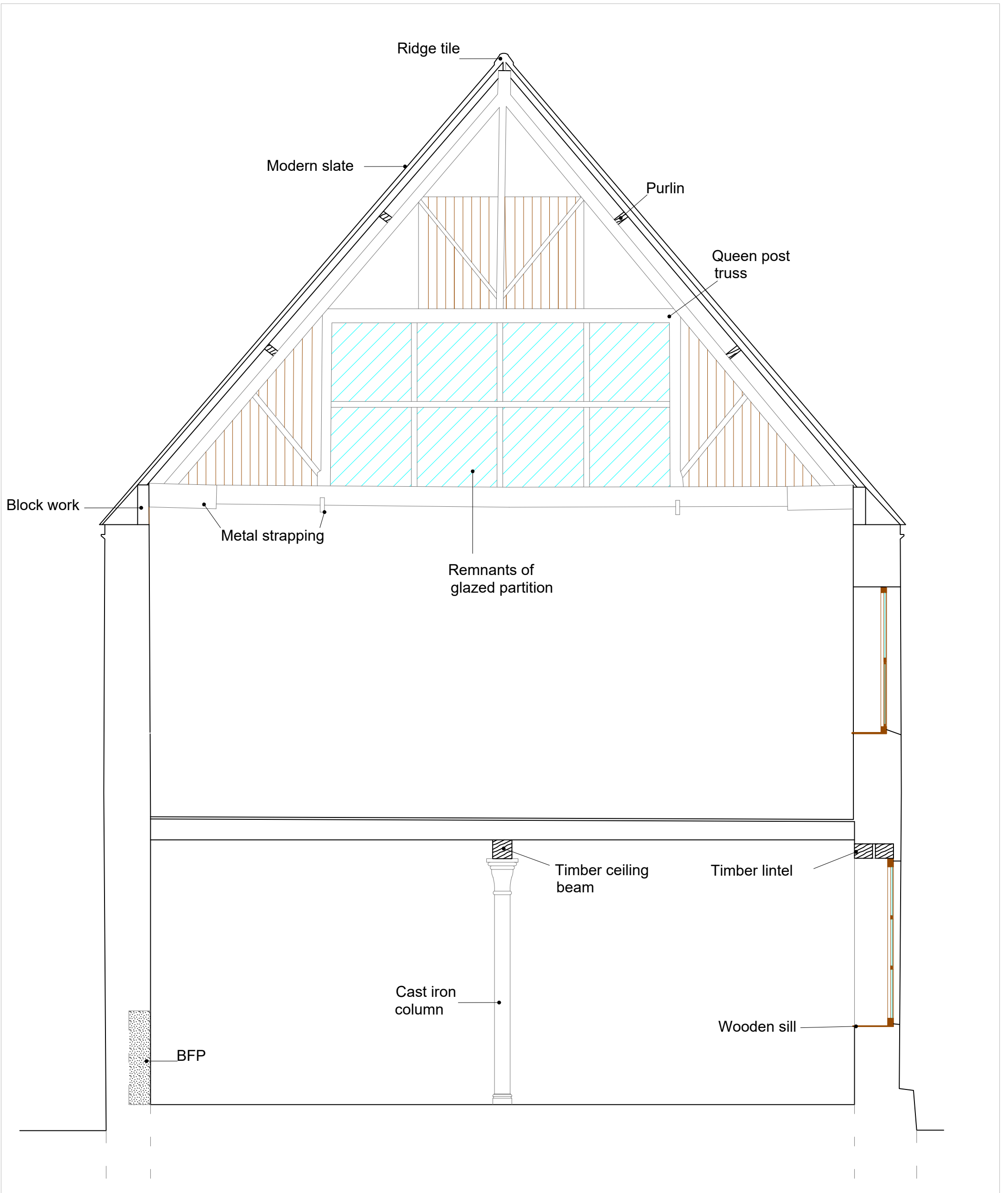


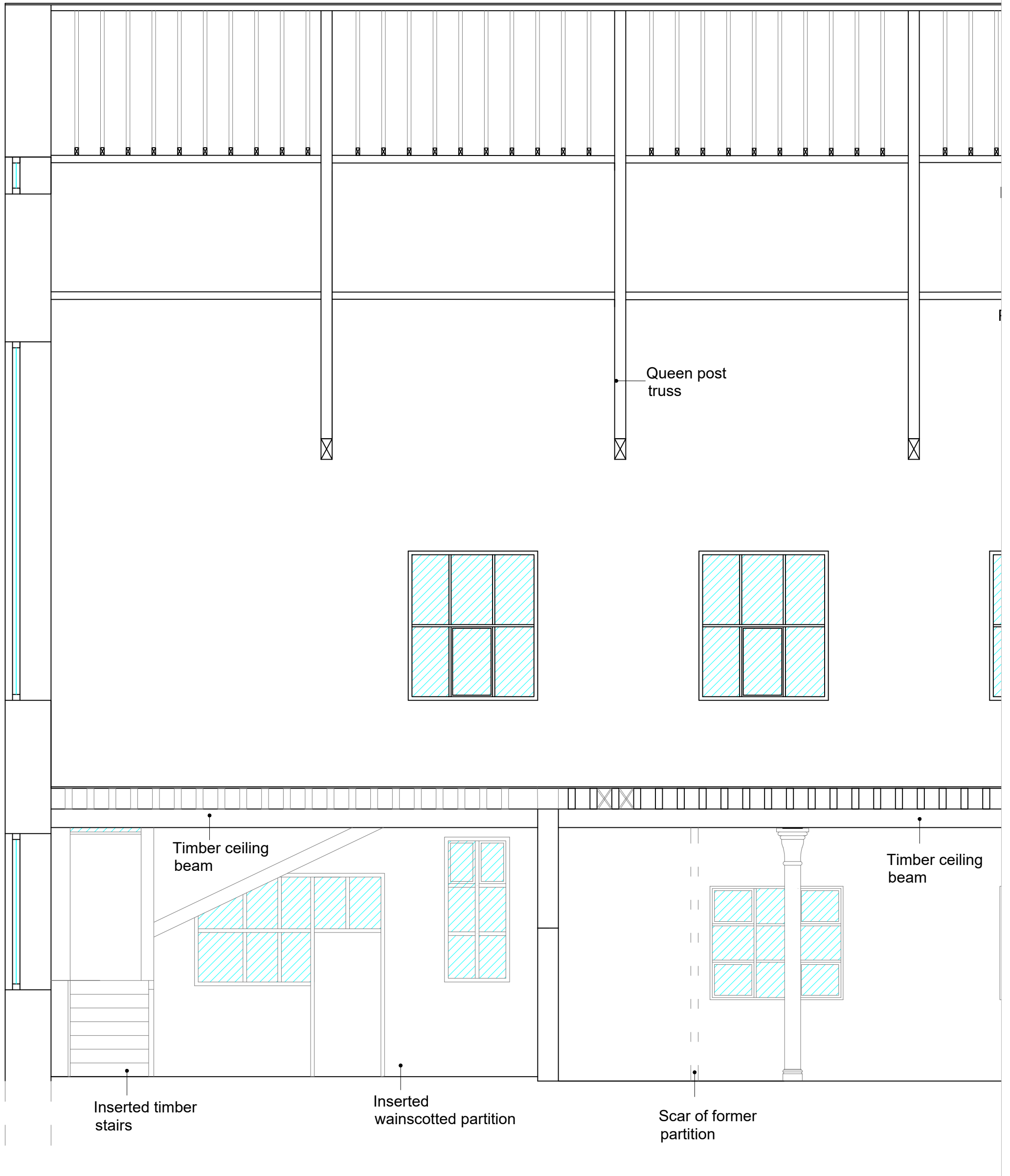
GRAPHIC SCALE

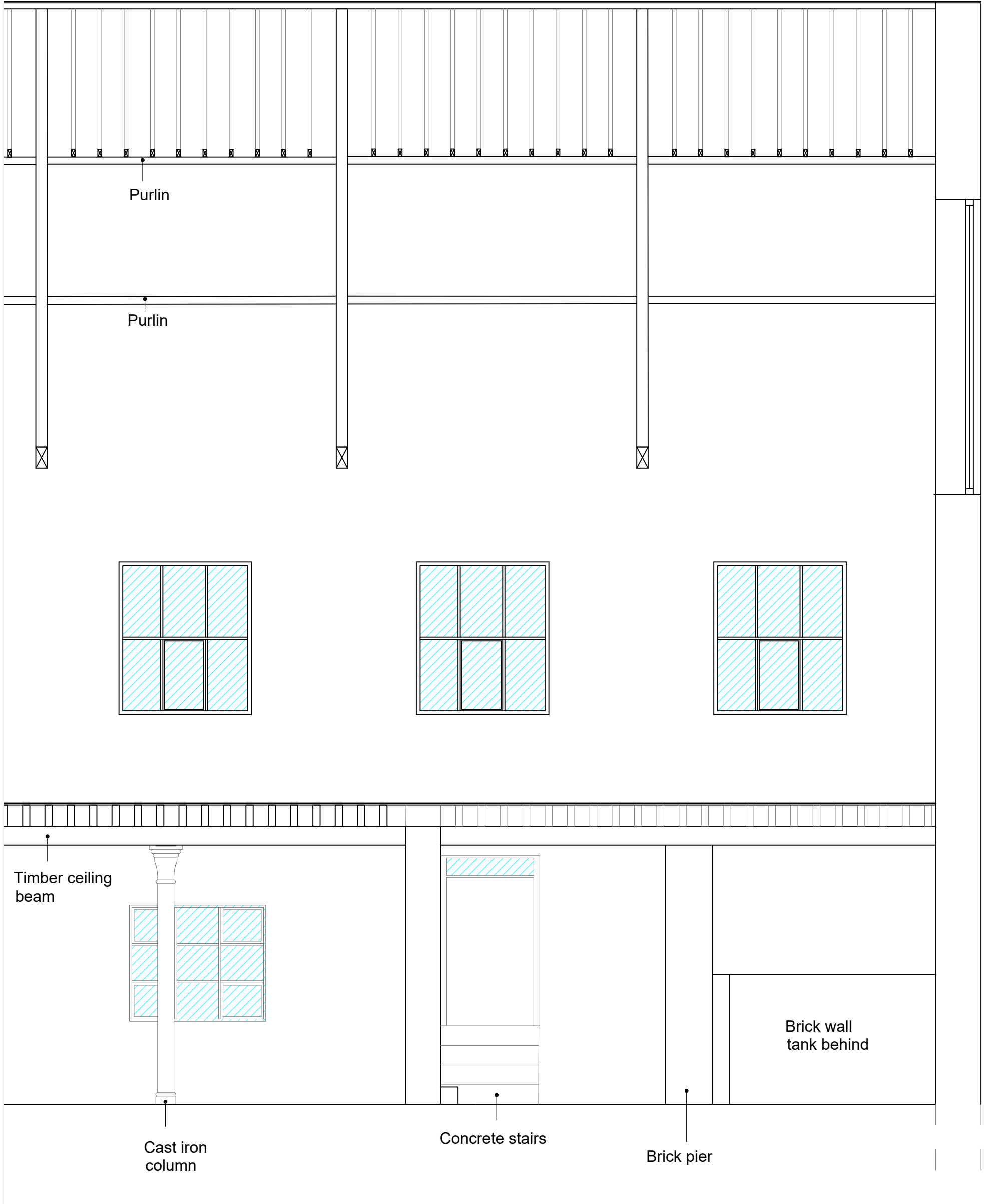
- |            |                    |  |
|------------|--------------------|--|
| <b>Key</b> |                    |  |
| BW         | Blocked Window     |  |
| BD         | Blocked Door       |  |
| BFP        | Blocked Fireplace  |  |
|            | Extent of blocking |  |
| G5         | Room number        |  |

**Mission Hub, Solly Street, Sheffield -  
Historic Building Recording  
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**Figure 6: First Floor Plan**









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Metres



GRAPHIC SCALE

Key  
44 Photographic Viewpoint



Phase 1



Phase 2

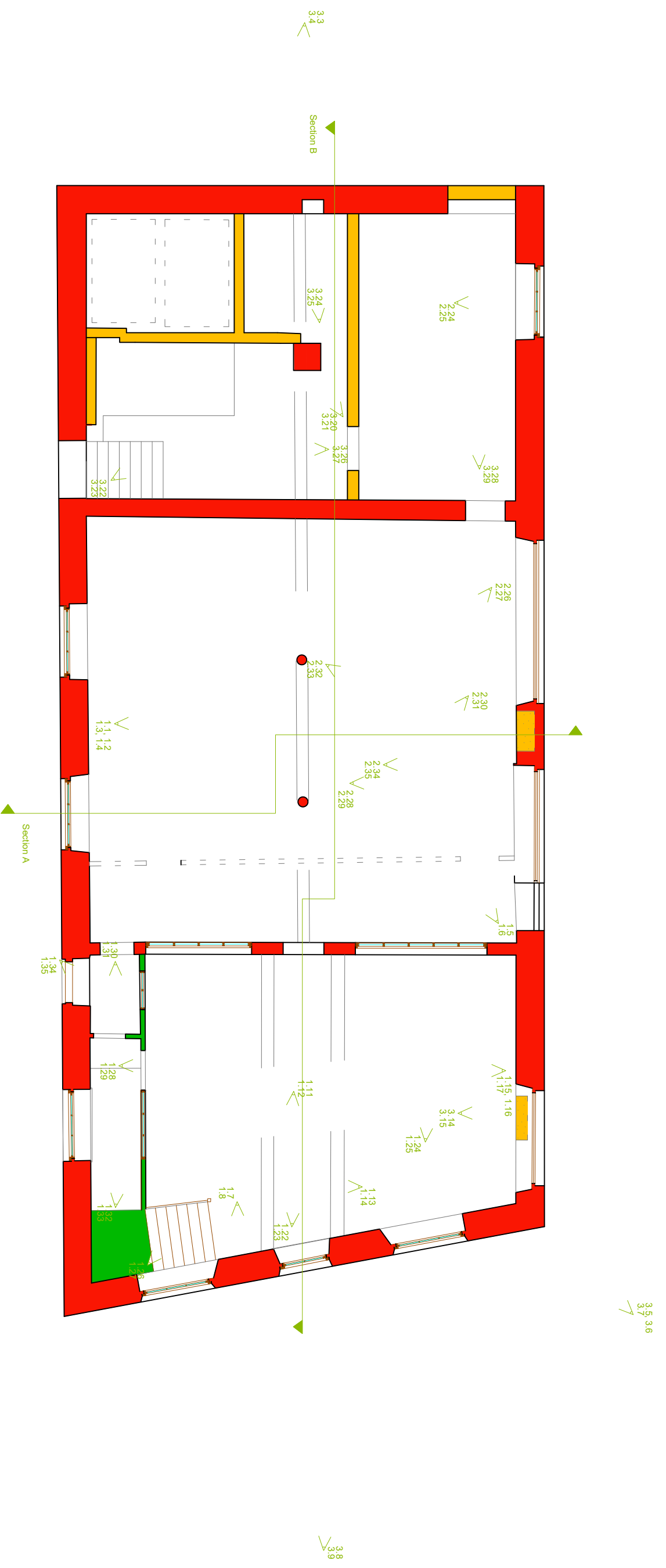


Phase 3

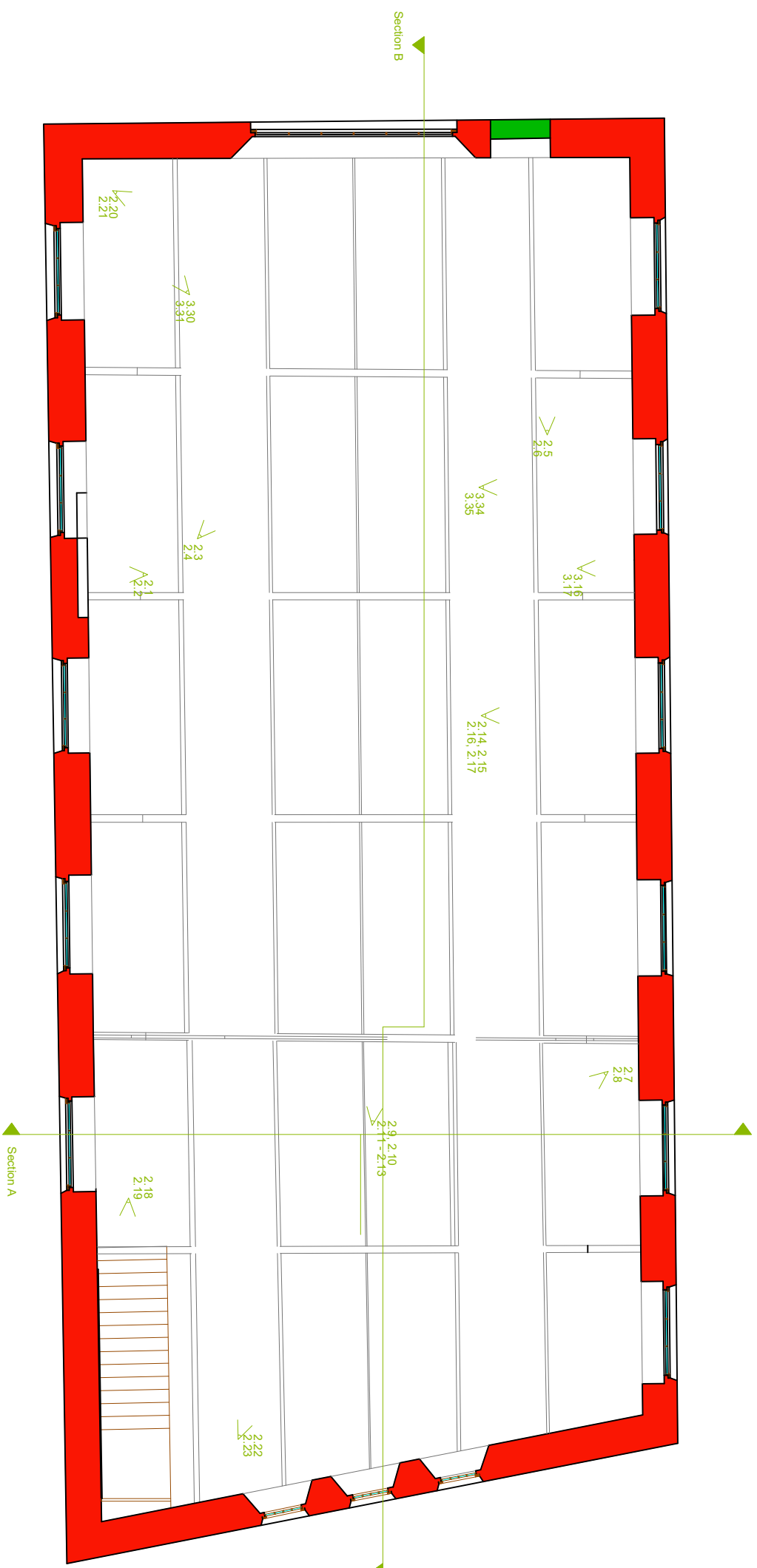


Room number

G5

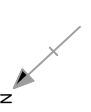


Mission Hub, Solly Street, Sheffield -  
Historic Building Recording  
Diocese of Hallam  
Figure 9: Photographic  
Location and Phase Plan - Ground Floor



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GRAPHIC SCALE

- Key**
- 44 Photographic Viewpoint
  - Phase 1
  - Phase 2
  - Phase 3
  - G5 Room number

**Mission Hub, Solly Street, Sheffield -  
Historic Building Recording  
Diocese of Hallam**

**Figure 10: Photographic  
Location and Phase Plan - First Floor**



## Appendix 1: Photographic Registers

Film and Frame No.	Description	Scale	View From	Date
1.1	General view of Room G4	2m	NE	5/12/18
1.2	General view of Room G4	2m	NE	5/12/18
1.3	General view of Room G4	2m	NE	5/12/18
1.4	General view of Room G4	2m	NE	5/12/18
1.5	General view of Room G4	2m	NW	5/12/18
1.6	General view of Room G4	2m	NW	5/12/18
1.7	Room G3 detail of dado profile	40cm	S	5/12/18
1.8	Room G3 detail of dado profile	40cm	S	5/12/18
1.9	Room G3 detail of window above stairs	2m	S	5/12/18
1.10	Room G3 detail of window above stairs	2m	S	5/12/18
1.11	Room G3 detail of window	2m	S	5/12/18
1.12	Room G3 detail of window	2m	S	5/12/18
1.13	Room G3 detail of stairs	2m	SW	5/12/18
1.14	Room G3 detail of stairs	2m	SW	5/12/18
1.15	Room G3 detail of stairs and partition	2m	SW	5/12/18
1.16	Room G3 detail of stairs and partition	2m	SW	5/12/18
1.17	Room G3 detail of stairs and partition	2m	SW	5/12/18
1.18	Room G3 detail of skirting and architrave	30cm	NW	5/12/18
1.19	Room G3 detail of skirting and architrave	30cm	NW	5/12/18
1.20	Room G3 detail of lath and plaster ceiling	N/A	NW	5/12/18
1.21	Room G3 detail of lath and plaster ceiling	N/A	NW	5/12/18
1.22	Room G3 detail of architrave and gas lamp fitting	2m	NW	5/12/18
1.23	Room G3 detail of architrave and gas lamp fitting	2m	NW	5/12/18
1.24	Room G3 detail of internal window	2m	NW	5/12/18
1.25	Room G3 detail of internal window	2m	NW	5/12/18
1.26	General view of Room G3	2m	NE	5/12/18
1.27	General view of Room G3	2m	NE	5/12/18
1.28	Room G2 detail of hooks	30cm	E	5/12/18
1.29	Room G2 detail of hooks	30cm	E	5/12/18
1.30	General view of Room G2 from Room G1	2m	SE	5/12/18
1.31	General view of Room G2 from Room G1	2m	SE	5/12/18
1.32	General view into Room G1 from Room G2	2m	NW	5/12/18
1.33	General view into Room G1 from Room G2	2m	NW	5/12/18
1.34	General view into Room G1	2m	E	5/12/18
1.35	General view into Room G1	2m	E	5/12/18
1.36	ID Shot	N/A	N/A	5/12/18

<b>Film and Frame No.</b>	<b>Description</b>	<b>Scale</b>	<b>View From</b>	<b>Date</b>
2.1	Room F1, Detail of recess under window	2m	SW	5/12/18
2.2	Room F1, Detail of recess under window	2m	SW	5/12/18
2.3	Room F1, Detail of window	N/A	NE	5/12/18
2.4	Room F1, Detail of window	N/A	NE	5/12/18
2.5	Room F1, Detail of blocked door	N/A	NW	5/12/18
2.6	Room F1, Detail of blocked door	N/A	NW	5/12/18
2.7	Room F1, Detail of window	2m	SW	5/12/18
2.8	Room F1, Detail of window	2m	SW	5/12/18
2.9	Room F1, Detail of roof structure	N/A	N	5/12/18
2.10	Room F1, Detail of roof structure	N/A	N	5/12/18
2.11	Room F1, Detail of roof structure	N/A	N	5/12/18
2.12	Room F1, Detail of roof structure	N/A	N	5/12/18
2.13	Room F1, Detail of roof structure	N/A	N	5/12/18
2.14	Room F1, Detail of window	2m	NE	5/12/18
2.15	Room F1, Detail of window	2m	NE	5/12/18
2.16	Room F1, Detail of window	2m	NE	5/12/18
2.17	Room F1, Detail of window	2m	NE	5/12/18
2.18	Room F1, Detail down stairs	2m	SE	5/12/18
2.19	Room F1, Detail down stairs	2m	SE	5/12/18
2.20	General view of Room F1	2m	SE	5/12/18
2.21	General view of Room F1	2m	SE	5/12/18
2.22	General view of Room F1	2m	NE	5/12/18
2.23	General view of Room F1	2m	NE	5/12/18
2.24	Room G5, Detail of window	N/A	E	5/12/18
2.25	Room G5, Detail of window	N/A	E	5/12/18
2.26	General view of Room G4	2m	SW	5/12/18
2.27	General view of Room G4	2m	SW	5/12/18
2.28	Room G4, Detail of floor	2m	NE	5/12/18
2.29	Room G4, Detail of floor	2m	NE	5/12/18
2.30	General view of Room G4, Detail of column	2m	SW	5/12/18
2.31	General view of Room G4, Detail of column	2m	SW	5/12/18
2.32	General view of Room G4, Detail of removed window and door	2m	SE	5/12/18
2.33	General view of Room G4, Detail of removed window and door	2m	SE	5/12/18
2.34	Room G4, Detail of Blocked fireplace	2m	NE	5/12/18
2.35	Room G4, Detail of Blocked fireplace	2m	NE	5/12/18
2.36	ID Shot	N/A	N/A	5/12/18

<b>Film and Frame No.</b>	<b>Description</b>	<b>Scale</b>	<b>View From</b>	<b>Date</b>
3.1	General view of NE facing elevation	2m	NE	5/12/18
3.2	General view of NE facing elevation	2m	NE	5/12/18
3.3	General view of SE facing elevation	2m	SE	5/12/18
3.4	General view of SE facing elevation	2m	SE	5/12/18
3.5	General view of NW facing elevation	2m	NW	5/12/18
3.6	General view of SW facing elevation	2m	SW	5/12/18
3.7	General view of SW facing elevation	2m	SW	5/12/18
3.8	General view of NW facing elevation	2m	NW	5/12/18
3.9	General view of NW facing elevation	2m	NW	5/12/18
3.10	General view of NE facing elevation	2m	NE	5/12/18
3.11	General view of NE facing elevation	2m	NE	5/12/18
3.12	General view of NE facing elevation	2m	NE	5/12/18
3.13	General view of NE facing elevation	2m	NE	5/12/18
3.14	Room G3, Detail of blocking	40cm	NE	5/12/18
3.15	Room G3, Detail of blocking	40cm	NE	5/12/18
3.16	Room F1, Detail of wooden covering for possible vent	40cm	NE	5/12/18
3.17	Room F1, Detail of wooden covering for possible vent	40cm	NE	5/12/18
3.18	Room G3, Detail of hook on internal window	40cm	NW	5/12/18
3.19	Room G3, Detail of hook on internal window	40cm	NW	5/12/18
3.20	Room G6, Detail of joists	N/A	NW	5/12/18
3.21	Room G6, Detail of joists	N/A	NW	5/12/18
3.22	General view of Room G6	2m	NE	5/12/18
3.23	General view of Room G6	2m	NE	5/12/18
3.24	Room G6, Detail of coal shoot	2m	NW	5/12/18
3.25	Room G6, Detail of coal shoot	2m	NW	5/12/18
3.26	Room G6, Detail of steps and doorway	2m	SW	5/12/18
3.27	Room G6, Detail of steps and doorway	2m	SW	5/12/18
3.28	General view of Room G5	N/A	NW	5/12/18
3.29	General view of Room G5	N/A	NW	5/12/18
3.30	Room F1, Detail of former water tank location	2m	NW	5/12/18
3.31	Room F1, Detail of former water tank location	2m	NW	5/12/18
3.32	Room F1, Detail of hook	2m	NE	5/12/18
3.33	Room F1, Detail of hook	2m	NE	5/12/18
3.34	Room F1, Detail of replaced window & Blockwork Blocking	2m	NE	5/12/18
3.35	Room F1, Detail of replaced window & Blockwork Blocking	2m	NE	5/12/18
3.36	ID Shot	N/A	N/A	5/12/18

## Appendix 2: OASIS form

**OASIS ID:** ecusltd1-345133

**Project name:** The Mission Hub Solly Street, Sheffield – Historic Building Recording

**Short Description of the project:** A programme of historic building had been requested prior to the refurbishment of the building to accommodate the Diocese's new Mission Hub. The historic building recording was carried out in accordance with a Written Scheme of Investigation (WSI) produced by Ecus Ltd. in response to Planning Condition Number 3 of Planning Application 18/00656/FUL. The WSI was produced in accordance with a brief for Historic Building Recording supplied by South Yorkshire Archaeology Service (SYAS).

**Project dates:** **Start:** 12-12-2018 **End:** 15-03-2019

**Previous/future work:** Yes / No

**Any associated project reference codes:** 11962 - Contracting Unit No.

**Type of project:** Building Recording

**Site Status:** None

**Current Land use:** Community service 1 – Community Buildings

**Monument type:** Church School Post Medieval

**Significant Finds:** N/A None

**Methods & techniques:** 'Annotated Sketch', 'Measured Survey', 'Photographic Survey'

**Prompt:** National Planning Policy Framework - NPPF



**The Mission Hub, Solly Street, Sheffield, South  
Yorkshire – Written Scheme of Investigation  
Diocese of Hallam**

*Report prepared by:*  
ECUS Ltd.  
Brook Holt  
3 Blackburn Road  
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S61 2DW  
0114 266 9292

**August 2018**

## ECUS Ltd

Report to: **Diocese of Hallam**

Report Title: **The Mission Hub, Solly Street, Sheffield, South Yorkshire –  
Written Scheme of Investigation**

Revision: **v.1.1**  
Issue Date: **August 2018**  
Report Ref: **11962**

Originated By:



**Jennifer Oliver**  
**Senior Heritage Consultant**

Date: 25/08/2018

Reviewed By:



**Paul White**  
**Head of Heritage**

Date: 25/07/2018

Approved By:



**Paul White**  
**Head of Heritage**

Date: 25/07/2018

*Prepared by:*  
ECUS Ltd.  
Brook Holt  
3 Blackburn Road  
Sheffield  
S61 2DW  
0114 2669292

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Figure 1: Site Location

# 1. Introduction

## 1.1 Project Background

- 1.1.1 This document presents a Written Scheme of Investigation (WSI) for a programme of historic building recording and archaeological investigation at the Mission Hub, Solly Street Sheffield (hereafter ‘the site’), to be undertaken in accordance with a condition for planning permission for the erection of a two-storey side extension and refurbishment of the existing building to provide a new evangelical facility for the Diocese of Hallam and the Parish of St Vincent’s Church, including a café and associated offices.
- 1.1.2 The following approach is prepared in accordance with a brief prepared by South Yorkshire Archaeology Service (SYAS) (**Appendix 1**).
- 1.1.3 The site works and reporting will conform to current national guidelines as set out in *Understanding Historic Buildings: a guide to good recording practice* (Historic England 2016) and *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (ClfA, 2014).

## 1.2 Site Location

- 1.2.1 The site is located at NGR 434913, 387677 and comprises a singular rectangular building, aligned north to south and the land immediately to its east and west. The building is two-storeys in height, constructed in stone with a pitched slate roof. The site is bounded by Solly Street to the north and the Church of St Vincent to the south. The building was previously used as a Boys School. The building first appears on the 1888-1892 (published 1894) Ordnance Survey map.

## 1.3 Planning Background

- 1.3.1 This programme of recording has been requested as a condition of planning permission (Planning Application Ref 18/00656/FUL) by the Principal Archaeologist for the Local Planning Authority, and commissioned by Jump Architects, on behalf of their client The Diocese of Hallam.
- 1.3.2 Conditions placed by the Local Planning Authority on planning permission for the ‘erection of a two-storey side extension and refurbishment of the existing building to provide a new evangelical facility for the Diocese of Hallam and the Parish of St Vincent’s Church, including a café and associated offices’ includes the following in relation to archaeological matters:

### ***Planning Condition 3***

*No development, including any demolition and groundworks, shall take place until the applicant, or their agent or successor in title, has submitted a Written Scheme of Investigation (WSI) that sets out a strategy for archaeological investigation and this has been approved in writing by the Local Planning Authority. The WSI shall include:*

- *The programme and method of site investigation and recording.*
- *The requirement to seek preservation in-situ of identified features of importance.*



- *The programme for post-investigation assessment.*
- *The provision to be made for analysis and reporting*
- *The provision to be made for publication and dissemination of the results*
- *The provision to be made for deposition of the archive created.*
- *Nomination of a competent person/persons or organisation to undertake the works.*
- *The timetable for completion of all site investigation and post investigation works.*

*Thereafter the development shall only take place in accordance with the approved WSI and the development shall not be brought into use until the Local Planning Authority have confirmed in writing that the requirements of the WSI have been fulfilled or alternative timescales agreed.*

*Reason: To ensure that any archaeological remains present, whether buried or part of a standing building, are investigated and a proper understanding of their nature, date, extent and significance gained, before those remains are damaged or destroyed and that knowledge gained is then disseminated.*

1.3.3 This condition is in line with the national guidelines set out in the National Planning Policy Framework: Section 12 – *Conserving and enhancing the historic environment.*

## **2. Historic Building Recording**

### **2.1 Project Scope**

2.1.1 The proposed programme of historic building recording will comprise the research and recording of the extant former Boys School (as depicted in **Figure 1**) and will present conclusions regarding its development and use.

2.1.2 The level of recording is commensurate with a **Level 3** record as described in *Understanding Historic Buildings* (Historic England, 2016).

### **2.2 Project Aims**

2.2.1 The principal aim of the historic building recording is to examine the former Boys School in order to seek a better understanding, compile a lasting record, analyse the findings/record, and then disseminate the results.

2.2.2 The general aims of the project are:

- To accurately record the form, character and architectural details of the building as existing,
- To identify and record any evidence of structural features, fixtures or fittings of historic significance;
- To describe the building with interpretation of phases of development and function; and
- To prepare a comprehensive indexed and cross referenced archive from the fieldwork record.

## 2.3 Methodology for Historic Building Recording

### *Documentary Record*

2.3.1 A historical baseline will be established for the building based on a desk-based review of existing sources of publically accessible sources of primary and synthesised information, comprising:

- Plans and maps of the site and its environs, including historical pictorial and surveyed maps and including pre-and post-war Ordnance Surveys, up to the present day,
- Trade and Business Directories,
- Place and street name evidence,
- Oral history evidence,
- Historical documents and photographs (including aerial photographs) held in libraries, archives and museums,
- Records and information held by the Sheffield Conservation team,
- The South Yorkshire Sites and Monuments Record (SYSMR),
- Appropriate archaeological and historical journals and books, and
- Geotechnical date (if available).

### *Drawn Record*

2.3.2 The drawn record will be undertaken using traditional hand surveying techniques using pencil on drafting film. Measurements will be taken using hand tapes and Leica Disto. Drawings will be derived from the measured survey from scans in BricsCAD. CAD drawings will be provided by the client, which will be checked and used to assist the survey.

2.3.3 The drawn record will comprise the following elements:

- A site plan at 1:500, derived from Ordnance Survey data and enhanced on site, to relate the building to other structures and related topographical and landscape features;
- A floor plan at a scale of 1:100 illustrating the form and location of structural features, fixtures and fittings of historic significance in line with Historic England's drawing conventions;
- A long section and a cross section of the building at a scale of 1:50 illustrating the form and structure of the building, in line with Historic England's drawing conventions;
- Profiles of any historically significant architectural decorations where not readily captured by photography and where the feature is of importance to understanding the development or heritage value of the building; and
- Other measured drawings as deemed necessary to record the form or location of other significant structural details.

2.3.4 All drawings will include locations of features, fixtures and fittings, and fully annotated with observations.

### ***Photographic Record***

2.3.5 The photographic survey will be undertaken using 35 mm SLR cameras using Ilford HP5 (ISO 400) black and white film. Photographic scales will be used in all photos wherever possible. The film record will be complemented by digital photography taken with a high resolution digital SLR camera. For interior and low light situations a tripod and artificial lighting will be used.

2.3.6 The photographic record will comprise:

- General external views of the exterior of the building, placing it within its setting;
- Oblique views of the exterior of the building to demonstrate the scale and design of the building;
- General views of the interior of the building;
- Detail view of architectural or historical features, and areas of complex structural relationships;
- Details of building contents;
- Photographic registers recording the subject and direction of each photograph; and
- Photographic location plans, drafted on sketch plans, to record the location and direction of the photographic record.

### ***Report***

2.3.7 A written report will be produced providing a descriptive record of the building, with some interpretation of phases of development and function. The record will present conclusions regarding the buildings development and use evidenced by the results of the survey and archive research.

2.3.8 Both a paper copy and a digital copy will be submitted to SYAS. Details of the Site will be submitted online to the OASIS (Online AccesS to the Index of archaeological InvestigationS) database.

2.3.9 The report submitted will conform to the requirements of the SYAS Building Recording Brief (Appendix 1) and will contain, the following:

- 1 A non-technical summary.
- 2 Introduction, including:
  - a. The building's precise location as a National Grid Reference (NGR) and in address form.
  - b. Planning background including relevant references;
  - c. A note of any statutory designation (listing, scheduling or conservation area). Non-statutory designations (local lists etc.) may be added where relevant.
  - d. The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.

- 3 Project aims and objectives.
- 4 A summary of the project methodology.
- 5 An account of the building's form, function, date and sequence of development. The names of architects, builder, patrons and owners should be given if known.
- 6 A brief discussion of the architectural or historical context of significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status of historical associations.
- 7 An account of the past and present uses of the building and its parts, with evidence for these interpretations.
- 8 Conclusions.
- 9 Details of the project archive and OASIS form.
- 10 A location map at not less than 1:2500; a site plan at not less than 1:500.
- 11 Copies of historical maps, drawings, views or photographs, illustrating the development of the building or its site (the permission of owners or copyright holders may be required).
- 12 A complete set of site drawings, at an appropriate scale, executed to publication standard.
- 13 A Photographic location plan.
- 14 A complete set of record photographs, excluding duplications, are to be included in the report and referenced as necessary.
- 15 Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of its building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.
- 16 A full bibliography and other references.

## **2.4 Contingency**

2.4.1 The need for contingency work to be undertaken must be discussed and agreed, with SYAS and the client, whilst the recording work is ongoing. Any alterations to the agreed programme, found to be necessary during the work, are also to be discussed and agreed. Contingencies must be made for:

- Additional drawings, including additional plans or sections or detailed drawings of historic features where not readily captured by photography,
- Additional photography including Medium Format or rectified photography.
- And a return visit by the surveyor to record any features inaccessible or hidden at the time of survey which may later be revealed.

### **3. Archaeological Monitoring**

3.1.1 Subject to the findings of the documentary research and result of previous archaeological investigations on adjacent sites it is anticipated that a programme of archaeological monitoring of ground works will be required. A formal review of the evidence gathered and discussion with SYAS will be required before a final decision is made in terms of whether archaeological monitoring is an appropriate course of action.

#### **3.1 Aims and Objectives of Archaeological Monitoring**

3.1.1 The aim of the archaeological monitoring is to ensure the preservation by record of any encountered archaeological feature, which may be damaged or destroyed by the proposed works.

#### **3.2 Methodology for archaeological monitoring**

3.2.1 All ground works within the site will require continuous monitoring by an experienced and qualified archaeologist, to record any structures/features that are encountered.

3.2.2 The work area will be tied into the National Grid and located on a 1:2500 or 1:1250 map of the area. All archaeological deposits and features and the top and base of all ground works must be recorded with an above ordnance datum (AOD) level.

3.2.3 The mechanical excavator used for ground excavation work, must be fitted with a toothless bucket or a toothless ditching bucket.

3.2.4 Excavation will be carried out in successive level spits with opportunity for archaeological inspection. The onsite archaeologist must be given the opportunity to stop work where necessary in order to inspect surfaces/features revealed. Any surfaces/ features will be cleaned by hand sufficient to enable an assessment of the characterisation, date and condition of the remains

3.2.5 In the event of the discovery of archaeological remains which are of a greater number or extent than anticipated, work will cease and the client and SYAS will be notified immediately. An assessment will be made of the importance of the remains and any provision for their recording, as appropriate.

3.2.6 At all times health and safety must take priority over archaeological matters.

##### ***General procedures for excavation and artefact collection***

3.2.7 Decisions made on the methods and strategies for sampling features should be based upon the nature and extent of any deposits which are revealed.

3.2.8 As a minimum guideline process this will typically require the following level of sampling.

- 50% (by plan area) of each post hole;
- 50% (by plan area) of each pit;
- 20% (by plan area) of each linear feature (e.g. drain);
- 100% of ditch terminals; and

- 100% of intersections between linear features will be examined.
- 3.2.9 All archaeological features and deposits must be excavated by hand.
- 3.2.10 Excavated features will appear on at least one detailed plan at 1:50 or 1:20 scale and/or one section at 1:20 or 1:10 and co-ordinated on to an overall site plan. Drawings will be made in pencil on permanent drafting film.
- 3.2.11 The spot height of all principal features and levels shall be established in metres relative to Ordnance Datum, correct to two decimal places. Plans, sections and elevations will be annotated with spot heights as appropriate.
- 3.2.12 A full photographic record will be maintained, using black and white 35 mm film and digital cameras equipped with an image sensor of not less than 10 megapixels. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Output will be in TIFF/JPEG format.
- 3.2.13 Although not anticipated in the event of a human burial being discovered, they should be left *in-situ*, covered and protected and the coroners' office informed. If removal is essential, work must comply with relevant Home Office/Ministry of Justice Regulations.
- 3.2.14 Should it be necessary to excavate human remains, all excavation and post-excavation will be in accordance with the standards set out in ClfA Technical Paper 13 *Excavation and post-excavation treatment of cremated and inhumed remains*. The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice Licence.
- 3.2.15 Appropriate procedures under the relevant legislation must be following in the event of the discovery of artefacts covered by the provisions of the Treasure Act 1996.
- 3.2.16 The artefact collection policy shall be concerned with the provision of adequate samples for meeting the objectives of the work.
- 3.2.17 All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to the local Finds Liaison Officer or Coroner according to the procedures relating to the Act. Where removal can not be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.2.18 During and after the monitoring work, all recovered artefacts must be stored in the appropriate material and storage conditions to ensure minimal deterioration and loss of information (this should include controlled storage, correct packaging, regular monitoring of conditions, and immediate selection for conservation of vulnerable material).

### **Recording**

- 3.2.19 Recording should follow those standards as set out by the Chartered Institute for Archaeologists (ClfA) in their Standards and Guidance for Field Evaluation and Excavation (ClfA, 2013).
- 3.2.20 As a minimum;

- Single-context recording as developed by the Museum of London Archaeology Service (MoLAS) should be followed;
- A Harris Winchester or similar matrix should be used for complex stratigraphical problems;
- For brick/stone structures the record should include brick dimensions and type, mortar and the extent of structures. Brick samples should be taken for structures likely to predate the mid 19<sup>th</sup> century;
  - A suitable photographic record of all contexts should be taken in 35 mm b/w print film duplicated in digital photography (16 megapixel camera, minimum). A register of all photographs should be kept, with the subject and direction of each shot; and
  - The photographic record should also include general site shots, shots of ground works and shots of individual features and groups of features.
- Where possible digital data recording details digitally in three dimensions should be deposited alongside the report in the SYSMR;
- The site should be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area;
- A full and proper record (written, graphic and photographic as appropriated) should be made for all work, using pro-forma record sheets and text descriptions appropriate to the work;
- Accurate scale plans and section drawing should be drawn at 1:50, 1:20 and 1:10 scales as appropriate;
- Drawing conventions should follow the MoLAS Archaeological site manual (MoLAS, 2004); and
- All archaeological deposits and features must be recorded with an above ordnance datum (AOD) level.

### ***Post-Fieldwork Methodology***

- 3.2.21 Finds recovery and conservation will follow the guidelines laid out by the Chartered Institute for Archaeologists.
- 3.2.22 All finds uncovered during the watching brief must be collected and processed, unless variations in this principle are first agreed with the Client and SYAS. Finds must be appropriately packaged and stored under optimum conditions.
- 3.2.23 A rapid scan of all excavated material should be undertaken by conservators and finds researchers in collaboration. If any specialist assessment and further analysis is required of artefactual or environmental material, an appropriate specialist will undertake the work. Material considered vulnerable will be selected for stabilisation after specialist recording. Where intervention is necessary, consideration must be given to possible investigative procedures. Once assessed all material will be packed and stored in optimum conditions.
- 3.2.24 Allowance should be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.
- 3.2.25 All finds processing, conservation work and storage of finds must be carried out in compliance with the Chartered CIfA Guidelines for the collection, documentation,

conservation and research of archaeological material and those set out by UKIC (United Kingdom Institute for Conservation).

3.2.26 Any recording, marking and storage material should be of archive quality and recording systems must follow the guidance as outlined by the ClfA.

3.2.27 The arrangements for the final disposal of any finds (artefacts) made in connection with the archaeological work are to be in keeping with the requirements of SYAS.

### ***Reporting***

3.2.28 A copy of the final report will be submitted to SYAS (in both paper and digital formats) and the client within 4 weeks of completion of the work.

3.2.29 Each page and paragraph will be numbered within the report and illustrations cross reference within the text.

3.2.30 The report will include the following as a minimum:

- The planning application number, OASIS reference number and an 8 figure grid reference;
- A location plan of the site at an appropriate scale of at least 1:10,000;
- A location plan of the extent of the watching brief. This must be at a recognisable planning scale, and located with reference to the national grid, to allow the results to be accurately plotted on the Historic Environment Record;
- Plans and sections of archaeology located at a recognisable planning scale (1:10, 1:20, 1:50 or 1:100, as appropriate);
- A summary statement of the results of the archaeological monitoring;
- A table summarising the deposits, features, classes and number of artefacts encountered and spot dating of significant finds; and
- Any specialist reports associated with further analysis of find and environmental samples from the archaeological monitoring.

3.2.31 Any variation to the above requirements should be approved by SYAS prior to work being submitted.

### ***Contingency***

3.2.32 The need for contingency work to be undertaken must be discussed and agreed whilst the recording work is ongoing. Any alterations to the agreed programme, found to be necessary during the work, are also to be discussed and agreed.

Adequate supervision of all ground-works will need to be ensured at all times. A provisional allowance of up to 5 person-days should be made and contingency costs outlined to the client for additional staff or day's site attendance. In the event of the discovery of archaeological remains which are of a greater number or extent than anticipated, work will cease and the client and SYAS will be notified.

Contingency should be made for an appropriate specialist should specialist assessment and further analysis be required in relation to artefactual or environmental material.



## **4. Monitoring**

- 4.1.1 South Yorkshire Archaeology and the Local Authority's Conservation Officer will be given a minimum of one week's notice of the commencement of fieldwork in order that arrangements for monitoring can be made.
- 4.1.2 Access will be permitted to the SYAS to monitor any field work, as well as the progress of any agreed post-fieldwork analysis and reporting programmes (at the Archaeological Contractor's premises or that of their specialist subcontractors as appropriate).
- 4.1.3 The work shall be carried out by appropriately qualified and experienced staff. Details of staff and their relevant experience should be discussed and agreed prior to the work being carried out.

## **5. Archive Deposition**

- 5.1.1 The historic building recording archive, including a copy of the report will be compiled, indexed and then offered for deposition with the appropriate Local Authority archive, in accordance with SYAS's Building Recording Brief (Appendix 1). The historic building record archive will be offered to Sheffield Archives for deposition.
- 5.1.2 The contractor will either arrange for copyright on the deposited material to be assigned to the archive, or will licence the archive to use the material, in perpetuity; this licence would allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.
- 5.1.3 A digital, paper and artefactual archive will be prepared, consisting of all primary written documents, plans, sections, photographs and electronic data arising from the Archaeological monitoring. This archive will be offered to Museums Sheffield for deposition.
- 5.1.4 All artefacts and associated material will be cleaned, recorded properly, marked for material recovered stored and offered for deposition (see above).
- 5.1.5 Written confirmation of the archive transfer arrangements, including a date (Confirmed or projected) for the transfer, will be included as part of the assessment report or final report, if further analysis is required.
- 5.1.6 At the start of work (immediately before fieldwork commences) an OASIS online record (<http://ads.ahds.ac.uk/project/oasis/>) will be initiated for both the Historic Building Recording and subsequent Archaeological Monitoring stages and key fields completed on Details, Location and Creators forms. All parts of the OASIS online form will be completed for submission to the SMR. This will include an uploaded .pdf version of the historic building recording and assessment report and any subsequent reports (a paper copy will also be included within the archive).

## **6. Access, Security and Health & Safety Arrangements**

- 6.1.1 All archaeological contractor staff attending site will attend a site induction by the Principal Contractor and sign in and out of site during each visit.
- 6.1.2 The archaeological contractor will provide all relevant Risk Assessments and Health and Safety Plans to the Client and Principal Contractor as required. Sample Health

and safety documentation and all appropriate CSCS cards will be provided as required upon request.

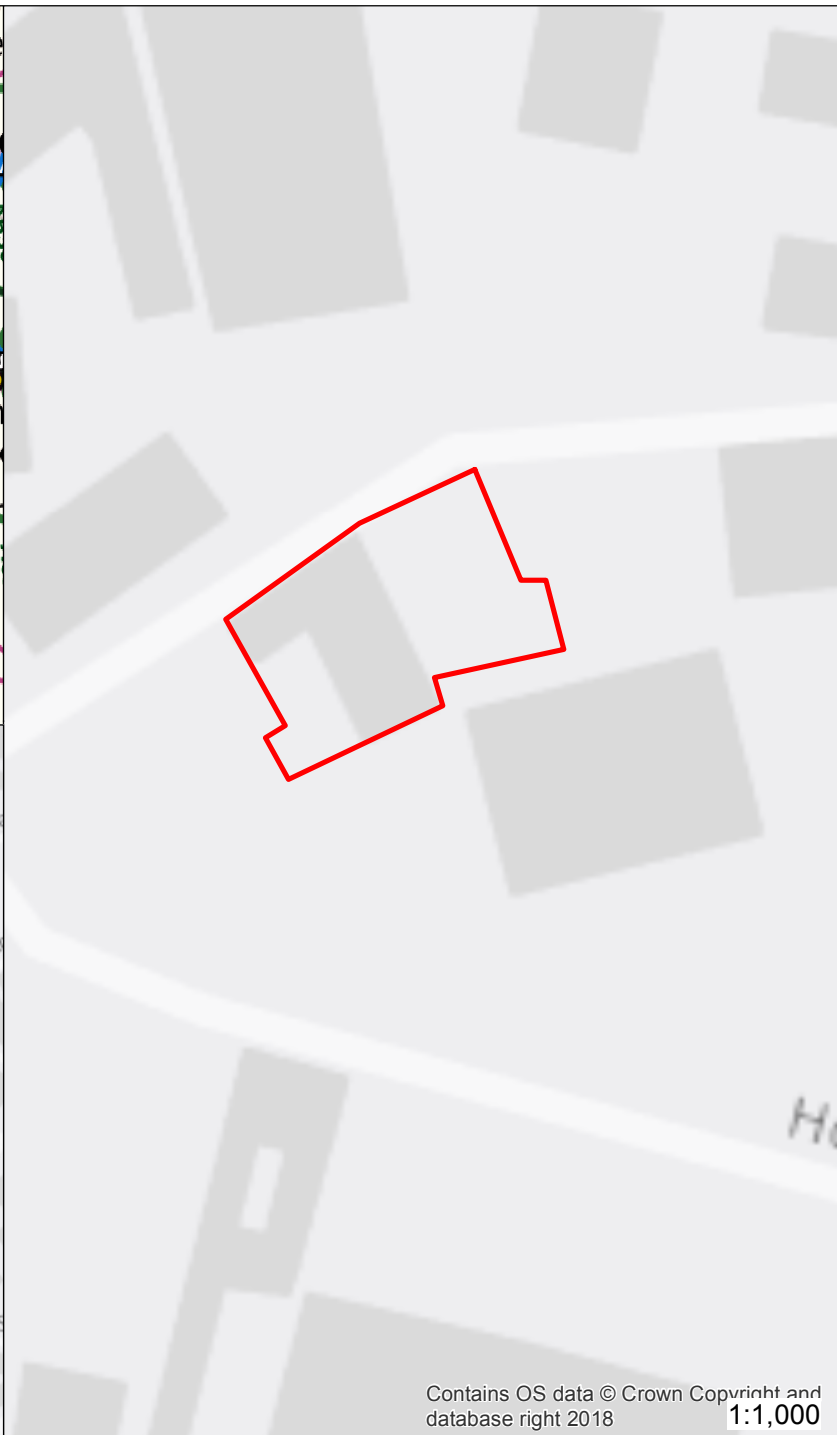
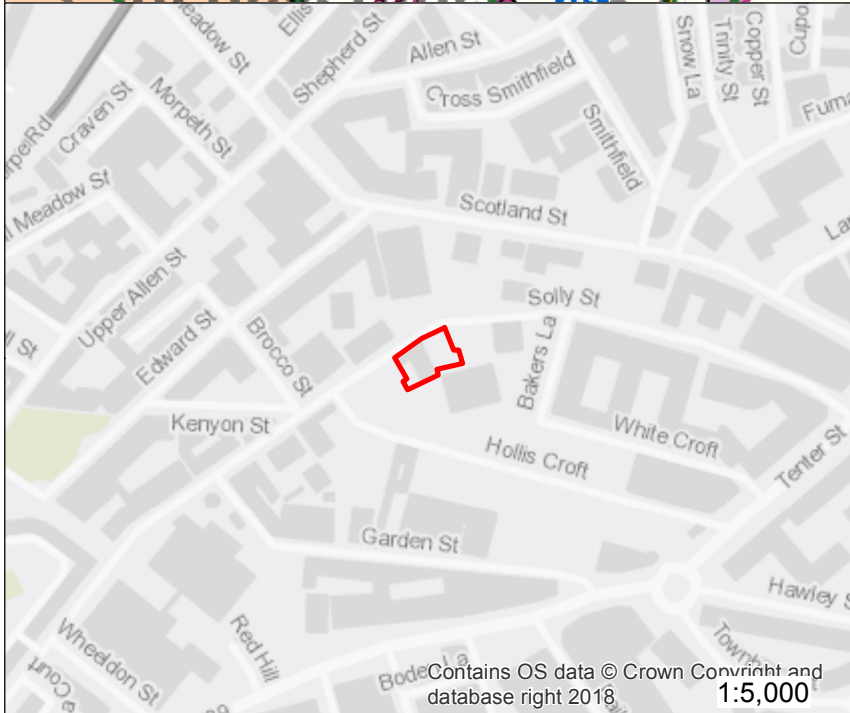
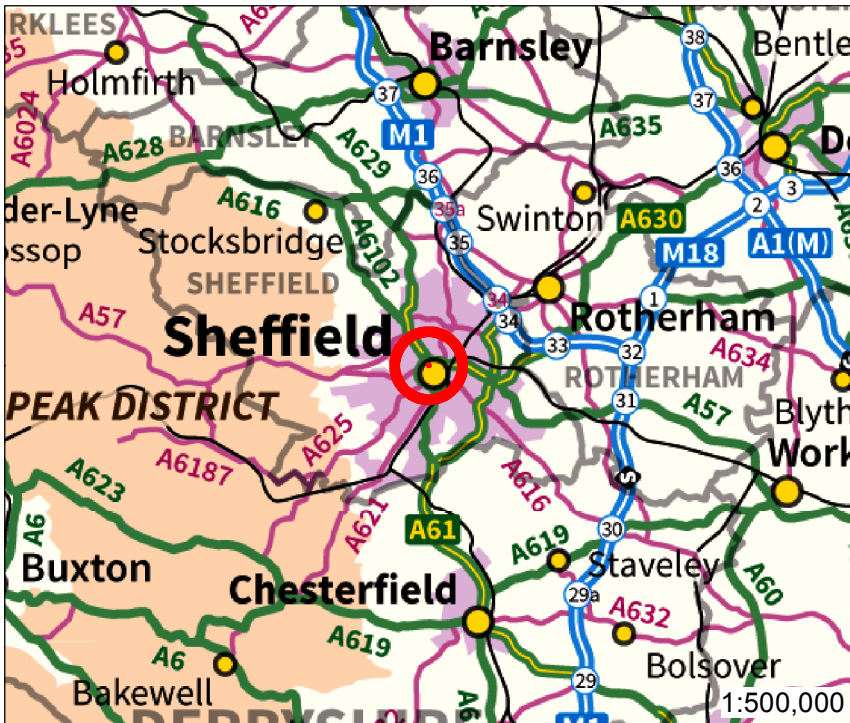
## **7. Confidentiality, Publicity and Copyright**

- 7.1.1 Archaeological works can and do attract public interest and being located in close proximity to the city centre, members of the public will be able to observe ongoing works.
- 7.1.2 Any questions raised by the public, either on site, or through other enquiries will be made know to a representative of the client as soon as possible.
- 7.1.3 The results of the archaeological work will be submitted to the client and SYAS in the first instance for review, comment and approval before final issue.
- 7.1.4 The copyright of any written, graphic or photographic records and reports rest with the originating body. Agreements on copyright will be agreed with the client at the outset of the project. The circumstance under which the report or records can be used by other parties will be identified at the commencement of the project.
- 7.1.5 A summary report of an appropriate length, accompanied by illustrations (not less than 300 dpi), should be prepared and submitted in digital format, for publication in the *Archaeology in South Yorkshire*.
- 7.1.6 Provision must be made for publicising the results of the work locally, e.g. by presenting a paper at South Yorkshire Archaeology Day and talking to local societies.

The archaeological contractor must complete the online OASIS form as stated in **Section 5**.

## 8. Figures

Site Boundary



**Diocese of Hallam**  
**Property Department**  
 The Mission Hub, Solly Street,  
 Sheffield South Yorkshire -  
 Written Scheme of Investigation

**Figure 1: Site Location**  
 Brook Holt 3 Blackburn Road Sheffield S61 2DW  
 T: 0114 2669292 www.ecusltd.co.uk

## **Appendix 1 – SYAS Brief for Building Recording**



## **BUILDING RECORDING BRIEF (DETAILED)**

### **1 Summary**

1.1 In advance of the proposed redevelopment, a detailed record of the building/complex is required. The alterations may lead to the loss of significant historic fabric or fittings, etc. A permanent record of the areas to be affected prior to any work is, therefore, required. The preliminary results will inform decisions on the need for any archaeological monitoring by the contractor during development works.

### **2 Archival Study**

2.1 Prior to the commencement of work on site, an archival study of the building/complex to be affected is to be undertaken. This work will aid a discussion on the social aspects of the building/complex, covering such issues as the construction, use and re-use of the building/complex in question. This phase of work will also be used to place, and discuss the significance of, the building within its environs.

2.2 This phase will include consideration of the following sources (constraints on source availability should be noted):

- a) Plans and maps of the site and its environs, including historical pictorial and surveyed maps and including pre- and post-war Ordnance Surveys, up to the present day.
- b) Trade and Business Directories.
- c) Place and street name evidence.
- d) Oral history evidence
- e) Historical documents and photographs (including aerial photographs) held in libraries, archives and museums. Where relevant specialist collections exist (e.g. The Hawley Collection, University of Sheffield, for Sheffield metal trade sites), these are also be consulted.
- f) Records and information held by the appropriate Local Authority Conservation Team (e.g. listed building records).
- g) The South Yorkshire Sites and Monuments Record (SMR).
- h) Appropriate archaeological and historical journals and books.
- i) Geotechnical data, where available.

### **3 Photographic Recording**

3.1 A general and detailed photographic record is to be made of the buildings/structures.

3.2 General photographs of the interior and exterior of the building/complex are required, along with photographs of the setting of the building(s). These can be taken with a 35mm camera. Detailed photographs of areas/spaces to be affected are also required; these are to be taken with either Medium or Large Format cameras, using perspective control. All photographs are to be black and white. All detailed photographs must contain a graduated photographic scale.

3.3 Record photography is to use film; digital photography may only be used in addition to the formal record and must not form part of it.

3.4 The photographic record is also to be supplemented by colour slide photography, where colour is an aspect that needs to be recorded, e.g. decorative finishes.

3.5 A photographic register detailing (as a minimum) location and direction of each shot must be completed.

3.6 The position and direction of each photograph is also to be noted on a copy of the building(s) floor plans.

### **4 Drawn Record**

4.1 The building should be carefully examined prior to the commencement of recording, in order to identify all features and fittings relevant to the original and subsequent historical uses of the site. These features should then be incorporated into the final drawn record; EH drawing conventions will be followed<sup>1</sup>. Items of interest would typically include:

- structural elements (including posts, columns, etc)
- truss positions and form
- original staircases
- original fitted furniture
- original doors and windows, including associated shutters or other fittings
- original and subsequent historical internal partitions
- original fireplaces or any other evidence for internal heating arrangements

4.2 The following should also be identified and recorded:

- any significant changes in construction material, including significant changes in stone type and size
- any blocked openings
- Evidence for phasing, and for historical additions or alterations.

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<sup>1</sup> See 'Understanding Historic Buildings, A Guide to Good Recording Practice' 2006, English Heritage

4.3 A scale plan of each floor of the building to be affected should be made, at an appropriate scale – sufficient for detail to be shown clearly. Existing plans (e.g. plans submitted with the planning application) may be used as the basis for the drawn record; it is the responsibility of the contractor to ensure the accuracy of any existing drawings and to make any necessary adjustments or corrections.

4.4 The drawn record should comprise representative sections at a suitable scale (not smaller than 1:50). As a minimum, one cross-section and one long-section through the building should be produced. With the exception of ephemeral, clearly modern features (e.g. plasterboard partitions), the structures should be recorded as existing.

## **5 Health and Safety**

5.1 The archaeological contractor on site will naturally operate with due regard to health and safety regulations.

## **6 Monitoring**

6.1 South Yorkshire Archaeology and the Local Authority's Conservation Officer will be given a minimum of one week's notice of the commencement of fieldwork in order that arrangements for monitoring can be made.

6.2 The need for contingency work to be undertaken must be discussed with and agreed whilst the recording work is ongoing. Any alterations to the agreed programme, found to be necessary during the work, are also to be discussed and agreed.

6.3 The work shall be carried out by appropriately qualified and experienced staff. Details of staff and their relevant experience should be discussed and agreed with prior to the work being carried out.

## **7 Post-Recording Work and Report Preparation**

7.1 Record photographs are to be printed at a minimum of 6" x 4" for 35mm; medium/large format photographs will similarly be printed at an appropriate scale.

7.2 A fully indexed field archive is to be compiled consisting of all primary written documents, plans, photographic negatives and a complete set of labelled photographic prints. Labelling should be in indelible ink on the back of the print and should include: film and frame number; date recorded and photographers name; name and address of feature/building; national grid reference. Photographic prints should be mounted in appropriate archival stable sleeves.

7.3 A written report will be produced detailing who undertook the recording, when the work was done, where the building/complex is located, what recording was undertaken and why the work was required. A discussion of the construction and use of the building(s) should be included. The report will also include an analysis of the results that will allow an understanding of the building(s) historical and architectural significance to be established.



7.4 The report illustrations should include as a minimum: a location map at not less than 1:2500; a site plan at not less than 1:500; photographs used to illustrate all key points and a complete set of site drawings, at an appropriate scale, executed to publication standard.

7.5 The photographic record plan must also be included. In addition to those photographs used as illustrations, a complete set of record photographs, excluding duplications, are to be included in the digital copy of the report and referenced as necessary.

7.6 A copy of this brief should be bound into the back of the report.

## **8 Submission of Report**

8.1 One printed report must be submitted direct to SYAS for incorporation into the South Yorkshire SMR.

8.2 A digital report, containing text and illustrations (**including copies of the record photos and slides taken, except duplications**), scanned at 300 dpi, is to be provided alongside the printed report.

## **9 Submission and deposition of Archive**

9.1 The archive, including a copy of the report, will be compiled, indexed and then offered for deposition with the appropriate Local Authority archive.

9.2 The contractor will either arrange for copyright on the deposited material to be assigned to the archive, or will licence the archive to use the material, in perpetuity; this licence would allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

## **10 Publicity**

10.1 A summary report of an appropriate length, accompanied by illustrations (not less than 300 dpi), should be prepared and submitted in digital format, for publication in the *Archaeology in South Yorkshire*.

10.2 Provision must be made for publicising the results of the work locally, e.g. by presenting a paper at South Yorkshire Archaeology Day and talking to local societies.

10.3 The archaeological contractor must complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>.