



Manor Lodge, Sheffield, South Yorkshire

Written Scheme of Investigation Training Excavation & Building Recording

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Figure 1: Site location

Figure 2: Trenches 15-18 overlain on geophysical survey

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1 INTRODUCTION

1.1 Project Background

- 1.1.1 A 3-year programme of archaeological investigation is being undertaken as part of a Knowledge Transfer Project funded by a HEIF-4 grant that has been awarded to the University of Sheffield. This WSI relates to Year 2 of the project which is a Training School running from 21st June to 30th July 2010. The work is being undertaken as part of a credit module field school run by the University of Sheffield (module ref. AAP226) which will be delivered and assessed by a combination of professional field staff from Wessex Archaeology and academics from the Department of Archaeology.
- 1.1.2 Wessex Archaeology has been commissioned by the University of Sheffield to produce a Written Scheme of Investigation (WSI) detailing the scope and methodology of the 2010 investigations. The work will include a training excavation and professional building recording to be undertaken at the Scheduled Monument of Manor Lodge, Sheffield, South Yorkshire (SAM no 360) and hereafter referred to as 'the Site'. Specifically, the work will focus on the Long Gallery and Inner Court (north) elements of the monument complex, centred at National Grid Reference (NGR) 437672, 386508 (**Figure 1**).
- 1.1.3 This Written Scheme of Investigation (WSI) sets out the manner in which Wessex Archaeology and the University of Sheffield will conduct the archaeological excavations and building recording. This WSI is also submitted to English Heritage in support of an application for Scheduled Monument Consent (SMC) to permit the intrusive investigations to take place. The English Heritage Inspector of Ancient Monuments (Keith Miller) has been consulted prior to the preparation of this document.
- 1.1.4 A copy of the WSI will also be submitted to Dinah Saich of the South Yorkshire Archaeology Service (curators of the South Yorkshire Sites and Monuments Record) and to Dr Andy Hammon, English Heritage Regional Science Advisor.

2 THE SITE

2.1 Site Location, Description and Topography

- 2.1.1 The Site is located to the south-east of Sheffield city centre and is bounded by 19th-century housing to the west and north-west, with mid-20th-century housing to the east and City Road Cemetery to the south.
- 2.1.2 The Site is located on the north-east side of a ridge created by an outcrop of Parkgate Rock sandstone within the Coal Measure sandstones and shales. It has a maximum elevation of approximately 157m OD at the southern end of the City Road cemetery, falling gently towards the north-northwest to below 122m OD.

3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

3.1 Recent Studies

3.1.1 The historic and archaeological background of the Manor Lodge monument and adjacent land has been detailed at length in several recent archaeological reports including a desk-based study (ICOSSE 2005), a conservation management plan (Brooke Consulting 2006) and archaeological assessment reports (McCoy 2007, 2009a & 2009b). A summary of this information is presented below.

3.2 Prior to the Medieval Period

3.2.1 There are no recorded prehistoric, Roman or Saxon sites or findspots within the Site, with the exception of a small number of Mesolithic flints and Roman potsherds. These flints and pottery were recovered from unstratified contexts during excavations conducted by Sheffield City Museum (SCM) and could not be related to features or phases of activity/occupation at the Site.

3.3 The Medieval Deer Park

3.3.1 During the medieval period, the Site was part of the *Great Parke*, an extensive deer park owned by the lords of Sheffield and Hallamshire, but the date of the establishment of the park is unclear. There is documentary evidence for hunting deer in this general area in the 13th century; during the second quarter of the 12th century, Richard de Lovetot granted the tithes from his venison in Hallamshire to the monks of Ecclesfield, while, during a 1281 inquest, Thomas de Furnival stated that Sheffield's manorial lords had held hunting rights in Hallamshire since 1066 (Hunter 1819; Hey 1991). This evidence does not, however, specify the location of these activities and cannot be used to confirm either the existence of the '*Great Parke*' at this time or the presence of a manorial deer park within Sheffield.

3.4 The Medieval Hunting Lodge

3.4.1 Archaeological evidence of the establishment of the park and any related buildings is also sparse. Hunting lodges were typical features of large deer parks during the medieval period and excavation results, although unpublished, (by Sheffield City Museums) do suggest the presence of such a building on the Site. The location of the site, on the highest point of the ridge at the centre of the *Great Parke*, would certainly have been a likely setting for the putative hunting lodge. It is speculated that a 14th-century hexagonal gaming dice recovered from the Site could relate to this hunting lodge phase. It is possible that other archaeological deposits dating to this early phase have been masked or destroyed by subsequent development and alterations at the Site.

3.5 The Medieval Manor House

3.5.1 The naming of 'Manor Lodge' may derive from the Talbot family, who acquired control of Sheffield c.1407 and are known to have appended the term '*manour*' to several of their properties in the north of England (Hunter 1819, 191, n.2). Manorial rolls do show that in the 1440s John Talbot (the first Earl of Shrewsbury) spent vast sums aggrandising Sheffield Castle to reflect his status (Hunter 1819), and given Talbot's known building projects in Sheffield, the initial construction of Manor Lodge may have occurred during his tenure – possibly at the site of an earlier hunting lodge. Fifteenth-century estate rolls list building repairs carried out in 1479 and 1480 and, therefore, the building is likely to have been extant for several years prior to

these dates. Taken together, the documentary evidence suggests that Manor Lodge was constructed during the first half of the 15th century.

- 3.5.2 In the late 15th century, Manor Lodge was part of the estate of George Talbot, fourth Earl of Shrewsbury. He went on to redevelop Manor Lodge extensively during the early 16th century (Hunter 1819) - probably as a result of his decision to use the park lodge as his principal manorial residence, rather than the 'cramped' Sheffield Castle, which stood in the town (Ronksley 1908, 47). An indication of the extent of the renovations and the expenditure is suggested by a payment of 240 crowns for 'hangings', possibly tapestries, to be brought from Tournai for use in the lodge. The work was completed c.1516. (Hunter 1819).
- 3.5.3 Cardinal Wolsey was held at Manor Lodge for 18 days in November 1530, while awaiting an armed escort sent from London to deliver him into the custody of Henry VIII. Several features of the lodge at that date were mentioned in a letter written by George Cavendish, Wolsey's usher. These included '*a goodlie tower with lodgings*' situated at the end of a '*faire gallery*' (quoted in Hunter 1819, 50). The latter area contained '*a great windowe*', also described as a '*baye*' window, before which sat a '*benche*' on which the Earl and the Cardinal are said to have sat each day, looking out over the deer park (quoted in Hunter 1819, 50, 52). Cavendish's description of Wolsey's arrival at Manor Lodge, when the Earl had assembled his '*gentlemen and yeomen*' outside the gates, indicates that the 16th-century lodge was a gated (and thus walled) complex which is likely to have included ancillary, and possibly domestic, buildings for servants and retainers. This is supported by a reference to the '*dishes*' that were served during the Cardinal's stay, suggesting the presence of kitchens (quoted in Hunter 1819, 50).
- 3.5.4 In 1569, Elizabeth I committed Mary, Queen of Scots, to the custody of George Talbot and she was held prisoner in Sheffield until 1584. Manor Lodge, named as 'Sheffield Lodge' in the Earl's letters during this period (Lodge 1839), was again redeveloped extensively during Mary's captivity. Features constructed between 1574 and 1583 included a new gatehouse (the 'Turret House') and entrance road, a courtyard with formal gardens, and a new frontage with octagonal brick towers (Hey 1991). The Turret House, a crenellated, three-storey, detached structure at the west of the Site, may have been used as accommodation for Mary and her retinue. Earlier buildings, including square-towered structures in the east of the Site, were demolished during this phase (FAS 2002).
- 3.5.5 Documentary evidence appears to become sparser after this time. There is some evidence of continuing construction and alterations at the Site (possibly during the late 16th or early 17th centuries); in the early 19th century a structure then used as a dwelling is described as having been an 'outer porter's lodge ... in Earl Gilbert's time' (Hunter 1819, 191). If true, this structure is likely to have been among the last buildings to be constructed at Manor Lodge while it was occupied by the Earls of Shrewsbury.

3.6 The 17th and 18th Centuries

- 3.6.1 Control of Sheffield passed to the earls of Arundel and Surrey in 1616. The town's new lords were absentee landlords and Manor Lodge began to be neglected (Hunter 1819). John Harrison's 1637 manorial survey of Sheffield recorded the Lodge as a stone and timber structure, with inner and outer courtyards, two gardens and three yards, set in a four-acre site (Ronksley 1908). Harrison's survey did not include a

detailed description of the manor house and the plan produced to accompany the survey has been lost.

- 3.6.2 Harrison described the deer park as containing 1,000 fallow deer and 200 stags (Ronksley 1908), however, 970 acres of land within the park had already been leased to tenants and this process accelerated throughout the 17th century. In 1707, the vicar of Sheffield wrote that Manor Lodge, then owned by the dukes of Norfolk, had become '*ruinous and naked, by disparking as much ground about it*' (quoted in Hey 1991, 22). The principal agents of the Arundel and Norfolk estates had lived at Manor Lodge but, in 1708, Thomas Howard, eighth Duke of Norfolk, received consent from Parliament to demolish it.
- 3.6.3 It appears that much of Manor Lodge was demolished by Thomas Howard. However, in addition to new buildings it appears that some of the original structures were reused by the site's 18th-century occupants who included craftsmen and farmers. The hexagonal 'Wolsey Tower' remained extant in 1715 when it housed John Fox's kiln and workshops producing 'Manor ware' pottery, and evidence of 18th/19th century bone button manufacture has also been found (Beswick 2002). The 'Turret House' was converted into a farmhouse during the 18th century, with a series of associated barns constructed between the house and Manor Lane, to the south.
- 3.6.4 The lodge's two 16th-century gate-towers, constructed of stone but cased in brick, were seen by Hunter during a visit towards the end of the 18th century. One of these structures appears to have been demolished soon after his visit, whilst its counterpart remained standing until its collapse during a 'Great Storm' on 2nd March 1793 (Hunter 1819, 191). Joseph Hunter also described several other features at Manor Lodge, including the principal entrance to the Site, which was set between two octagonal towers standing over 18m apart (Hunter 1819, 191).

3.7 The 19th-Century Hamlet and Manor Castle Colliery

- 3.7.1 By the early 19th century numerous 'brick cottages' had been constructed in and around the site of the manor house (Hunter 1819, 191). The proliferation of these structures had so altered the layout of the Site that Hunter found it 'impossible to recover the exact arrangement of [the lodge's] various apartments' or to determine 'the particular appropriation of some which remain entire' (Hunter 1819, 191). The problem identified by Hunter persists into the present day - a so-called 'cruck barn', ostensibly dated to the medieval or early post-medieval period due to a surviving cruck blade, appears to have actually been constructed in the 19th century from re-used materials.
- 3.7.2 Construction, re-use and demolition of structures continued throughout the 19th century as more cottages and other structures were built within the Site, including a pub (the 'Norfolk Arms') that was established within the ruins of the South Range. It seems that a Methodist chapel built within the Inner Court in 1818 was actually the cottage home of a preacher, William Cowlshaw. The cottage was later extended to house the growing congregation and Cowlshaw continued to live in and run a school from the building until his death in 1856. Throughout the 19th century the hamlet at Manor Lodge had a reputation as a slum and the site of vices such as cock-fighting. Contemporary photographs of the Site reveal 2-storey brick structures alongside temporary 'lean-to' constructions attached to the remains of the 15th-century manor house.

3.7.3 The Manor Castle Colliery was opened in 1840, with a 142m shaft being sunk to the north of Wolsey's Tower. No ancillary buildings are shown near to the shaft on the 1850 Ordnance Survey map and it has been suggested that the original shaft was sunk for ventilation (Bayliss & Hague 1997). As colliery buildings are recorded to the north and north-east of the Site on the 1892 Ordnance Survey map it seems that it was soon decided to extract coal from the shaft (ibid.). Subsequently, about 50 miners' houses were built along Manor Lane immediately east of the Inner Court ruins including, in 1902, the Manor Castle Inn. This mining community was known locally as 'Manor Castle Village'. Although the last recorded working of the pit was in 1895, miners continued to live in these houses and work at other nearby pits well into the 20th century.

3.8 Late 19th- and 20th- Century Renovations

3.8.1 In the late 19th century there appears to have been a renewal of interest in the historic site, as the 15th Duke of Norfolk (Sir Henry Fitzalan-Howard) commissioned architect Charles Hadfield to restore the Turret House following its use as a farmhouse. In the 1870s Hadfield carried out extensive repairs and restoration, and reported his work to the Royal Institute of British Architects (Hadfield 1875). Although his work focussed on the Turret House, Hadfield had all post-16th century buildings cleared from the Manor Lodge site – apart from the miners' village. By 1907 all of the structures, including the Methodist chapel, had been demolished and the ruins were fenced off (FAS 2002).

3.8.2 In the 1950s a large part of the former deer park was purchased by the Sheffield Corporation and subsequently developed for housing. In 1955 Norfolk Estates leased the Manor Lodge site to the council and consolidation and conservation work was carried out. Further adjacent land, including the colliery village site, was gradually bought by the council, and in 1971 these properties were also demolished.

3.8.3 The Manor Castle Development Trust (MCDT) was founded in 1995 to consider regeneration across the Manor area and in 1999, Green Estate was founded to address the long-term future of the monument and its environs.

3.9 Previous Archaeological Fieldwork

3.9.1 Previous investigations, undertaken by Sheffield City Museum (SCM) annually between 1968 -1974 and 1976-1980, included excavations within the Outer Court, Wolsey's Tower, the West Range and the Cross Wing (Beswick 1981 & 2002). During 1976-1980 limited work was also carried out in the Inner Court and Long Gallery (**Figure 2**).

3.9.2 The work in the Long Gallery revealed evidence of the early 18th-century pottery industry (see 3.6.3 above) and extensive disturbance of floor levels. Finds associated with the pottery kiln included examples of Manor ware ceramics, some with initials and/or dates, plus crucibles, wasters and saggars. Investigations in the Inner Court (north) found the footings of a previously unknown structure close to the Long Gallery, and possibly relating to the 15th to 17th-century occupation of the Site, plus a 19th-century brick-vaulted cellar and brick-lined well. The remainder of the Inner Court (north) was described as having been 'cultivated down to the natural bedrock' and interpreted as gardens (Beswick 2002). The excavations also found that 18th-and 19th-century remains had been disturbed or destroyed by late 19th- and 20th-century activity at the Site.

- 3.9.3 An assessment report of the Sheffield City Museums investigations has been compiled recently (Beswick 2002), but unfortunately no further analysis or reporting has yet been undertaken. The assessment describes the fieldwork archives and lists the previous finds categories as including: pottery, architectural stonework, ceramic tiles, window glass (including painted glass), lead canes, clay tobacco pipe, copper-alloy dress fittings, iron arrow and bolt heads, vessel glass and, 40 coins and jettons. Environmental sampling was not undertaken during these investigations and no sieving was carried out on site. Animal bones were not retained during the early excavations, but were recovered from 1971 onwards.
- 3.9.4 More recently a geophysical survey has been carried out by the University of Sheffield within the Inner Court and investigations by ARCUS have included evaluation trenching immediately east of the Scheduled Monument, test-pits in the Outer Court, evaluation trenching in the Inner Court (south), monitoring along the north boundary wall, and cellar recording in the Inner Court (south) (McCoy 2007, 2009a & 2009b; **Figure 3**)
- 3.9.5 The first season of the HEIF-funded Field School in 2009 involved the excavation of four trenches in and around the South Range (Trenches 11-14, **Figure 3**). This project was carried out by the University of Sheffield and ARCUS. Unfortunately, analysis and reporting was delayed by the closure of ARCUS in late 2009. The post-excavation work is now being carried out by Wessex Archaeology on behalf of the University of Sheffield.
- 3.9.6 The finds analysis however, has already been completed and although artefacts were mainly recovered from disturbed and redeposited contexts, there are a number of objects of intrinsic interest that can contribute to interpreting and understanding the Site. All of the trenches produced 17th- to 19th-century pottery but only Trench 14 produced any medieval pottery (one sherd) and only Trenches 11 and 14 contained 15th to 17th-century material. Notably, deposits in Trench 14 produced a substantial quantity of 18th-century Manor-ware kiln waste, but it is unclear whether this is derived from the kiln within the Wolsey Tower or is an indication of the presence of another kiln at the site. A variety of other ceramic objects, including games counters, were also recovered (Cumberpatch 2009).
- 3.9.7 The glass assemblage contained some items of intrinsic interest items, but all had been redeposited in later contexts. Trench 13 contained the greatest quantity of 16th to early 17th-century window glass, while Trenches 12 and 13 produced fragments of late 17th to 18th-century wine bottles. The earliest material was found in Trench 11 - a small, complete 'linen smoother' (of possible late medieval or 16th-century date), and an early lead crystal wine glass stem which could be dated to c.1670-1690 (Willmott 2009a).
- 3.9.8 Like the glass, all of the metalwork was found in modern contexts. The assemblage included a silver, hammered coin and a copper thimble of possible late medieval date, both from Trench 13. A number of pieces of 16th- to 18th-century lead window came were recovered from Trenches 11, 13 and 14; a child's finger-ring and two 20th-century serving spoons from Trench 11; a 16th to 18th century button and an 18th-19th century coin re-used as a colliery token were found in Trench 14 (Willmott 2009b).
- 3.9.9 The majority of the animal bone was identified as cattle and sheep/goat, with pig, horse, cat, rabbit and fallow deer also represented. In addition, two partial dog skeletons were found. Chicken was the best represented species of bird, but a

variety of wild birds was also present, including thrush/blackbird, woodcock, partridge and a small gull/tern. The occurrence of various wild species in such a small assemblage is peculiar and is consistent with the suggested use of the manor as a hunting lodge (Albarella & Trentacoste 2009). Notably, saw marks were found on cattle and sheep/goat metapodials, probably relating to the 18th/19th century bone button production identified by Beswick (2002; see para. 3.6.3 above).

4 AIMS AND OBJECTIVES OF THE FIELDWORK

4.1 Aims

- 4.1.1 Previous archaeological work at the Site has been conducted in discrete events – including some research-led and some commercial excavations led by planning requirements. There has been little opportunity or funding available for collating and analysing previous results. In addition, archaeological methods, technologies and recording practices have developed since the Sheffield City Museum excavations undertaken between 1968 and 1980, leading to potential difficulties in comparing these results with later work.
- 4.1.2 Manor Lodge is one of the research interests of Dr Dawn Hadley of the University of Sheffield, manager of the HEIF grant funding. A project to assess the existing archives and to digitise the Sheffield City Museum excavation notebooks and various unpublished reports and photographs is underway. It is intended that these resources, and others relating to Manor Lodge, will be made available on a website hosted by the University of Sheffield. In the longer term it is intended that funding will be sought to report the previous excavations and to integrate the results with more recent commercial work and the HEIF project activities. The 2010 fieldwork has education and training aims and is also being carried out within the context of the wider academic research interest in the Site.
- 4.1.3 Although the collation and analysis of all of the previous work is essential to understanding the monument as a whole, this is clearly a complex, expensive and lengthy project. Meanwhile, the monument still requires maintenance and management, and the current guardians (Green Estates) are keen to enhance the Scheduled Monument and encourage greater numbers of visitors to the site. Recent proposals for work have included planting schemes for the Inner Court and the creation of better access routes through the site.
- 4.1.4 The selection of the area of investigation for the Field School – the Inner Court (north) and the Long Gallery – is intended to fulfil the academic and educational aims of the University of Sheffield Field School and to provide information about below-ground conditions to assist Green Estates preparation of proposals for enhancing the monument.
- 4.1.5 The aims of the 2010 work are to:
- i. Identify archaeological deposits and remains to connect (possibly physically) data from the 1968-1980 excavations to that obtained by later investigations;
 - ii. Contribute to the assessment and understanding of the results of the pre-1990 fieldwork and,
 - iii. Inform Green Estates' future proposals for enhancing the site.

- 4.1.6 The general aims of the excavation and building recording are to determine, as far as reasonably possible, the extent, nature, date, chronology and significance of surviving archaeological remains within the Site.

4.2 Objectives

1. To investigate and record specific archaeological anomalies identified by geophysical survey within the Inner Court (north);
2. To investigate and record specific enclosure features depicted on the 1st edition Ordnance Survey map in the area of the Inner Court (north);
3. To re-locate and re-survey SCM Trenches XXIV and XXV, originally excavated in 1978-1980, in order to assess the accuracy of trench location information within the Inner Court and, by inference, across the wider site;
4. To re-locate and expand SCM Trenches XXIV and XXV, originally excavated in 1978-1980, in order to identify and record the position of the structural features within the complete stratigraphic sequence from topsoil down to natural deposits;
5. To re-locate and expand SCM Trench XXV to assess and further record the area interpreted as a formal garden;
6. To identify and record any additional phases of activity not identified during the previous excavations (e.g. 19th-century industrial or domestic activity);
7. To identify any previously identified deposits or structures that may be further investigated using current archaeological techniques (e.g. environmental sampling, scientific dating);
8. To prepare a deposit model (with heights OD) of the Inner Court(north);
9. To produce a single archaeological record encompassing all relevant previous historical records, maps, photographs, surveys and intrusive investigations of the Long Gallery and Inner Court (north), with an interpretation of the existing structural elements in relation to the historical and archaeological record;
10. To understand the historic development of the standing walls that comprise the Long Gallery and Inner Court (north);
11. To prepare a photographic record of key features of the standing remains on monochrome archive-stable film and as digital images;
12. To produce a series of plans that document the phased evolution of the Long Gallery and other Inner Court (north) structures at both ground and upper floor levels;
13. To prepare a series of phased elevation drawings for the Long Gallery and Inner Court (north) with an accompanying contextual analysis.

5 EXCAVATION METHOD

5.1 Introduction

5.1.1 Works will be carried out according to the methodology below, the principles of the Institute for Archaeologists (IfA) Code of Conduct and current industry best practice (Institute for Archaeologists 2008a, 2008b; English Heritage 2006a, 2006b; RCHMS 1999).

5.1.2 This WSI covers the excavation and building recording elements of the Training School of which only the excavation requires Scheduled Monument Consent (Keith Miller pers. comm.). In addition, however, the University of Sheffield will also be providing a series of short courses based around the Site and the excavations, introducing students to aspects of post-excavation analysis such as environmental archaeology, historic building analysis and material culture.

5.2 Excavation Areas

5.2.1 Four areas for excavation have been identified within the Inner Court (North). The location of the trenches in relation to previous investigations, geophysical survey data, and an 1855 Ordnance Survey map are shown on **Figures 2-4**. The trenches have been designated numbers 15 – 19 following on from previous investigations.

Trench	Size	Rationale
15	35m ² 7m x 5m	To investigate the central part of the Inner Court (north) & to re-locate a previously excavated (blank) trench.
16	52m ² 4m x 13m	To investigate probable structural remains identified by geophysical survey & to re-locate and expand a previously excavated trench.
17	27m ² 11m x 2.5m	To investigate possible features identified by geophysical survey in the central part of the Inner Court (north)
18	35m ² 7m x 5m	To investigate probable structural remains identified by geophysical survey, possibly related to land divisions on the 1850s OS map.

5.2.2 All excavations will be directly supervised by a suitably experienced professional archaeologist provided by Wessex Archaeology. The excavation areas will be set out using GPS. The trenches will be de-turfed either by hand or by using a mechanical turf-cutter if the ground conditions are suitable. All overburden will be removed by hand. Turfs and spoil will be stored in specified areas agreed in advance with Green Estate and English Heritage. Turf will be stacked grass-to-grass/soil-to-soil and watered if necessary. Spoil from opening the trenches will be stored on plastic sheeting and kept separate from spoil generated during the archaeological excavations. Damage to grassed areas beyond the trenches will be minimised. Open trenches will be fenced off with orange 'netlon' fencing.

5.2.3 All excavation will be carried out in such a manner as to avoid or minimise damage to any archaeological remains. Sufficient of the features identified within the trenches will be excavated by hand to fulfil the aims and objectives of the project. However, this is not a commercial project and the Site is not threatened and care will be taken not to compromise the integrity of archaeological features or deposits that would be better excavated under different conditions – such as a longer timescale, in larger trenches, or by experienced professional archaeologists. Any such features or deposits will be covered and protected.

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- 5.2.4 During excavation, the following strategy will normally be used:
- Structures will be sample-excavated such that their extent, nature, form, date, function and relationships to other features and deposits can be established.
 - Pits, post-holes and other small discrete features will be half-sectioned to determine and record their form. Relationships with other features will be investigated.
 - Larger cut features (e.g. ditches) will be sample-excavated sufficient to determine their form, and any relationship(s) with other features.
- 5.2.5 Written and drawn records will be made of the stratigraphy of all trenches, even if no archaeological deposits have been identified. Full written and drawn records of all excavated contexts will be made in accordance with best archaeological practice. Features or deposits which remain unexcavated at the end of the project will be recorded to the maximum extent possible. Records will include overall trench and site plans. All archaeological features will be related to the Ordnance Survey Datum. Survey will be undertaken using a Total Station and/or GPS system.
- 5.2.6 All archaeological deposits will be recorded using Wessex Archaeology's *pro forma* recording system. This written record is hierarchically based, centred on the context record. Each context record will fully describe the location, extent, composition and relationship of the subject and will be cross-referenced to all other assigned records. Each excavated context will appear on at least one detailed plan at 1:20 scale and one section at 1:10 and coordinated onto the overall site plan. A full photographic record will be maintained using both colour transparencies and black and white negatives (on 35mm film) and digital media. The photographic record will illustrate both the detail and the general context of the principal features.
- 5.2.7 All records created by students will be checked by Wessex Archaeology before adding to the site archive and prior to excavation continuing.
- 5.3 Finds**
- 5.3.1 All finds will be treated in accordance with relevant industry guidance (Institute for Archaeologists 2007 & 2008c; English Heritage 2005 & 2006c; Neal & Watkinson 1998) and the requirements of Sheffield Museum.
- 5.3.2 All artefacts from excavated contexts (except unstratified late 20th or 21st century material) will be retained by Wessex Archaeology for processing and analysis. It is anticipated that some finds processing will be carried out on-site as part of the Training School, supervised by an experienced professional archaeologist or a finds specialist. All artefacts will, as a minimum, be washed, weighed, counted and identified. Any artefacts requiring conservation or specific storage conditions will be dealt with immediately in line with First Aid for Finds (Neal & Watkinson 1998). Ironwork from stratified contexts will be X-rayed and stored in a stable environment along with other fragile and delicate material. Other conservation needs will be undertaken as required.
- 5.3.3 All artefacts will be recorded by context, with summary listing of artefacts by category to provide simple quantification. Those classes of artefact which can be used for dating evidence, such as pottery, ceramic building materials, struck flint, stone objects, clay pipes, copper alloy objects, and glass, will be scanned for spot-dating information. If appropriate, recommendations relating to artefact discard will be made.
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5.3.4 In the event of the discovery of any human remains, it is proposed that they will be left *in situ*, covered and protected in the first instance. The Coroner, Ministry of Justice, English Heritage and the land owner will be informed. The removal of human remains will only take place in compliance with environmental health regulations and with the approval of the Ministry of Justice. The treatment of human remains will be in accordance with any licence issued, the requirements of Civil Law, IfA Technical Paper 13 (McKinley & Roberts 1993), IfA Paper 7 (Brickley & McKinley 2004) and Church of England / English Heritage guidance (2005). The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice.

5.3.5 In the event of discovery of artefacts covered or potentially covered by The Treasure Act 1996 (and amendments), their excavation and removal will be undertaken following notification of the land owner, Coroner and English Heritage. All discoveries covered by the Act will be notified to the Coroner within 14 days.

5.4 Industrial Residues

5.4.1 If industrial activity of any scale is detected, industrial samples and process residues will also be collected following consultation with an appropriate specialist. Separate samples (c.10ml) will be collected for micro-slugs (hammer-scale and spherical droplets) (English Heritage 2001). The English Heritage Regional Science Advisor will be consulted for site-specific advice.

5.5 Environmental Samples

5.5.1 The development of an appropriate sampling strategy will depend upon the survival and condition of the deposits identified. The English Heritage Regional Science Advisor will be consulted for site-specific guidance at the earliest possible opportunity. In general terms, it is anticipated that the following strategies will be followed.

5.5.2 Bulk environmental soil samples for plant macro-fossils, small animal and fish bones and other small artefacts will be taken from appropriate well-sealed and dated/datable archaeological deposits. The collection and processing of environmental samples will be undertaken in accordance with English Heritage guidelines (English Heritage 2002).

5.5.3 The residues and sieved fractions of the bulk environmental soil samples will be recorded and retained with the project archive. For charred material, bulk samples of 40-60 litres in volume will be taken for processing by flotation. All samples will be floated on a 250-300µm mesh and the heavy residues washed over a 0.5-1mm mesh. The heavy residues will be scanned with a magnet to recover micro-slugs.

5.6 Other Samples

5.6.1 Where possible, brick samples will be taken from undated elements of structural remains and will be assessed for potential for obtaining thermoluminescence dates. It is possible that above-ground (standing) remains may also include material that is suitable for thermoluminescence dating. If such material is identified during the building survey, the English Heritage Inspector of Monuments and the Regional Science Advisor will be consulted.

- 5.6.2 Other samples will be taken, as appropriate, in consultation with the relevant specialists and the English Heritage Regional Science Advisor as appropriate (e.g. dendrochronology, soil micromorphology, monolith samples, C14, etc).

5.7 Backfilling

- 5.7.1 All trenches will be carefully backfilled on completion using excavated material (spoil and turf) in accordance with best practice, but will not be otherwise reinstated. All reasonable care will be taken to ensure that land where trenching has taken place is left in a tidy manner following completion. Backfilling will be undertaken in dry conditions wherever possible, but trenches will generally be closed as soon as practicable following completion for safety reasons.

6 BUILDING RECORDING METHOD

6.1 General

- 6.1.1 The building recording will concentrate upon the production of a phased and descriptive analysis of the standing walls forming the Long Gallery and Wolsey Tower. Other structures associated with the Inner Court and possibly the South Range will be included if resources allow.

- 6.1.2 The standing elements of masonry and brick walling will be stratigraphically linked (where possible) with the below-ground remains and thus ensure that a combined archaeological record for the Site is created. This will involve a two-staged approach which is detailed below and will be necessary as a result of the extensive programme of consolidation works and re-pointing of all the standing walls during the 1970s-1980s, which has unfortunately obscured and blurred the structural and stratigraphic relationships within the historic fabric.

6.2 Stage 1: Analysis of Historic Images

- 6.2.1 A large collection of historic images, including photographs, paintings, engravings and line drawings has already been identified and these will be used to analyse the historical evolution of the standing structures (Long Gallery and Wolsey Tower) prior to the 1970s-1980s repairs. Other structures associated with the Inner Court and possibly the South Range will be included if resources allow.

- 6.2.2 Each historical source will be catalogued and individual architectural features, or structural elements identified, will be given a reference number to allow cross-comparison between sources. A short description in the form of a gazetteer entry will be written for each feature. Following the compilation of a gazetteer a summary discussion considering the various elements will be prepared.

6.3 Stage 2: Fabric Analysis and Interpretation

- 6.3.1 The extant historic fabric comprising the boundary walling, Long Gallery and Wolsey Tower (**Figure 4**) will be examined and described in the form of a phased discussion, following a comparison with the historic images.

- 6.3.2 This record will be based upon a 1:100 plan of the Long Gallery and Wolsey Tower at both ground and first floor levels. A contextual record system will be used to describe each structural element, which will be presented in a tabulated format. Lost

features, or structural elements identified on the historic images will be included within this record where appropriate.

- 6.3.3 In addition to the production of phased floor plans, the 2010 season will focus upon analysis of the remains of the Long Gallery. This record will be based upon rectified photographs of the two long elevations forming the structure (**Figure 4**). The intention is not to produce a stone by stone record, rather an accurate line drawing of all structural elements, evidence of phasing and other key features.
- 6.3.4 A selection of digital record photographs will be taken of key historic viewpoints to aid with the process of cross-comparison between the extant historic fabric and historic images. Any photographs will be recorded on a *pro forma* record sheet and their locations plotted on the ground plan for the site.

7 ANALYSIS AND REPORTING

7.1 Report Preparation

- 7.1.1 The report will present the results of the 2010 investigations in a contextual and historical framework. An Interim Report will normally be available within two months of finishing all fieldwork, depending on the availability of specialists. A programme for the production of the Final Report will be submitted with the Interim Report.
- 7.1.2 The Final Report will be produced in accordance with English Heritage (2006b) and Institute for Archaeologists (2008a) guidance. It will synthesise all elements of the excavation and will contain:
- Site location;
 - Museum site code and/or archive accession number if available;
 - Date and duration of fieldwork;
 - A non-technical summary and introductory statement;
 - Summary background information;
 - A brief account of the methodology and any constraints;
 - A detailed plan of the position and layout of the site investigations, related to fixed points shown on current OS data;
 - Illustrations of significant archaeological features with appropriately scaled plans and sections, with heights relative to Ordnance Datum;
 - Quantification of artefacts, ecofacts, contexts and other primary records and registers;
 - Specialist analysis and spot dating of artefacts;
 - Specialist analysis of environmental material;
 - A description and analysis of the standing fabric and historical images;
 - A phased interpretation (plan and text) of the site, including interpretation of deposits, cut features and structures;
 - A selection of images, to include work in progress on site, standing building fabric and selected artefacts recovered;
 - A context index (excavation and structural analysis);
 - A copy of the WSI;
 - An index to the archive and details of its location and,
 - A bibliography

7.2 Dissemination

- 7.2.1 Copies of the reports (including a digital version in .pdf format) will be prepared for the University of Sheffield, English Heritage and Green Estates. A copy will also be sent to the South Yorkshire Archaeology Service for inclusion in the South Yorkshire Sites and Monuments Record.
- 7.2.2 An on-line OASIS form will also be completed at <http://ads.ahds.ac.uk/project/oasis/> for inclusion in the Archaeology Data Service database.

8 ARCHIVE

8.1 Preparation and Deposition

- 8.1.1 The fieldwork archive generated during the programme of building recording will be added to the excavation archive to ensure a combined recorded is created.
- 8.1.2 The complete project archive will be prepared in accordance with Wessex Archaeology's Guidelines for Archive Preparation, Institute for Archaeologists (2007) Museums and Galleries Commission (1992) and United Kingdom Institute for Conservation (1990) guidelines and the guidelines of the recipient museum. On completion of the project it is anticipated that the archive will be deposited with the Sheffield Museum.

9 PROJECT MANAGEMENT AND STAFFING

9.1 Personnel

- 9.1.1 The project will be co-ordinated by Wessex Archaeology Project Manager Andrea Burgess and by Dr Dawn Hadley at the University of Sheffield. The archaeological excavation will be undertaken by archaeology students. Students will be instructed, supervised and led by appropriately qualified and experienced professional staff from Wessex Archaeology and by other professional staff appointed by the University of Sheffield. Finds processing on site will be supervised by Alvaro Mora-Ottomano of Archaeological Research Services (ARS). The project manager and experienced archaeologists will be involved in all phases of the project through to its completion.
- 9.1.2 Specialist staff proposed for the project include:

Dr Chris Cumberpatch	Medieval and post-medieval ceramics
Dr Hugh Willmott	Glass
Ann Woodward	Prehistoric pottery
Dr Umberto Albarella	Animal bone
Professor Andrew Chamberlain	Human remains
Dr Ellen Simmons	Palaeoenvironments
Dr Peter Marshall	Scientific dating, palaeoenvironments
Dr Joan Unwin	Work bone, metalwork
Dr Roger Doonan	Metalwork, slags, metalworking residues
Dr Gianna Ayala	Geoarchaeology

Mr Ian Tyers	Worked wood, dendrochronology
Dr Ben Chan	Lithics
Ms Quita Mould	Leather, textiles
Dr Ian Panter	Conservation
Dr Susie White	Clay pipes
Mr John Tibbles	Ceramic building materials

9.1.3 Prior to the commencement of work on site, if requested, English Heritage will be provided with curriculum vitae of key project members, along with details of any specialist sub-contractors. All project staff employed will be professionals, and will be suitably qualified and experienced for their on-site and post-excavation roles. Information on Wessex Archaeology and external finds/environmental specialists can be provided on request.

9.2 Monitoring of Archaeological Fieldwork

9.2.1 The archaeological work will be monitored under the auspices of the English Heritage Regional Inspector of Ancient Monuments and the County Archaeological Officer Dinah Saich of the South Yorkshire Archaeology Service. The archaeological scientific aspects of this project will also be monitored by the English Heritage Regional Advisor on Archaeological Sciences.

9.2.2 Arrangement will be made for monitoring visits and meetings before, during and after the archaeological site work, as appropriate. Any significant or unexpected discoveries will be reported immediately to the project monitors.

9.2.3 Any changes to this agreed WSI will be in accordance with the conditions of the Scheduled Monument Consent and will only be made in consultation with English Heritage.

10 STANDARDS

10.1 Quality and Code of Practice

10.1.1 Wessex Archaeology is an archaeological organisation registered with the Institute for Archaeologists.

10.1.2 Wessex Archaeology endorses the Code of Practice and the Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology of the Institute for Archaeologists.

10.1.3 All core staff would be of a standard approved by Wessex Archaeology, be employed in line with The Institute for Archaeologists Codes of Practice and be members of the Institute for Archaeologists or be appropriately qualified.

10.1.4 Wessex Archaeology operates a proven Project Management system to ensure delivery to programme and budget. The project will be assigned to an experienced manager and managed in accordance with English Heritage guidelines outlined in the documents Management of Research Projects in the Historic Environment ('MoRPHE', English Heritage 2006) and Management of Archaeological Projects

(‘MAP 2’, English Heritage 1991). At all stages the manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's performance is monitored in turn by the Regional Manager to ensure that the project meets Wessex Archaeology's quality standards and is adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

11 HEALTH AND SAFETY AND INSURANCES

11.1 Policy and Risk Assessment

- 11.1.1 All work will be carried out in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations 1992, and all other relevant Health and Safety legislation, regulations and codes of practice in force at the time (Standing Conference of Archaeological Unit Managers 2007).
- 11.1.2 Wessex Archaeology will ensure that work is undertaken under its Health and Safety procedures. A copy of Wessex Archaeology Health and Safety Policy and a site specific Risk Assessment will be kept on site at all times. The Risk Assessment will have been read and understood by all staff attending the Site. Health and safety considerations will be of paramount importance in conducting all fieldwork. Safe working practises will override archaeological considerations at all times.
- 11.1.3 Wessex Archaeology has both public liability (£10,000,000) and professional indemnity insurance (£5,000,000).
- 11.1.4 The University of Sheffield will be responsible for the insurance of its project staff and all students attending the Training School.

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- See also the **HELM** website for a full list of English Heritage Guidance documents.
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