



# *Wessex Archaeology*

**NURSERY STREET/DON RIVERSIDE  
SHEFFIELD  
SOUTH YORKSHIRE**

**WRITTEN SCHEME OF INVESTIGATION FOR  
ARCHAEOLOGICAL BUILDING RECORDING, WATCHING BRIEF AND  
EVALUATION**

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# NURSERY STREET/DON RIVERSIDE SHEFFIELD SOUTH YORKSHIRE

## WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL BUILDING RECORDING, WATCHING BRIEF AND EVALUATION

### 1 INTRODUCTION

#### 1.1 Project Background

- 1.1.1 Wessex Archaeology (Sheffield) have been asked by Sheffield City Council to tender for a programme of building recording, evaluation by trial trenching and watching brief on a site at Nursery Street/Don Riverside, Sheffield.
- 1.1.2 Following flooding in 2007, plans are being implemented by Sheffield City Council to mitigate future flooding episodes. This work includes proposals to open up the river bank along Nursery Street, Sheffield (NGR SK 3564 8793). The proposed works would include the demolition of the riverside wall and terracing of the ground behind to increase the flood storage capacity of the river channel.
- 1.1.3 The next stage of proposed works on this site comprises the demolition of two buildings and the removal of surface material. Prior to, and during this work, archaeological investigations are required to record existing structures prior to their demolition and to evaluate the impact of further development on potential buried archaeology. A series of briefs for the work have been prepared by the South Yorkshire Archaeology Service (SYAS 2009), advisors to the Local Planning Authority.
- 1.1.4 This Written Scheme of Investigation sets out in detail the methodology which will be employed by Wessex Archaeology (Sheffield) in order to undertake the investigations, which will include recording work, the preparation of client reports and the preparation and deposition of the project archive, including the material archive. The format and content of the Written Scheme of Investigation is based on English Heritage (1991 and 1996) and Institute for Archaeologists (various 2008) guidance.

#### 1.2 Site Location and Description

- 1.2.1 The site (NGR SK 3564 8793) runs parallel to Nursery Street adjacent to the River Don, from 29 Nursery Street at its south-eastern extent to a footbridge at its north-western extent. Number 29 Nursery Street is the former Hare and Hounds public house and adjacent to this Numbers 31-33 Nursery Street is a former factory building/office.
- 1.2.2 The underlying geology is natural drift deposits, comprising recent alluvium, over mudstone beds of the Carboniferous "Westphalian A" (Upper Coal Measures).

### **1.3 Archaeological and Historical Background**

- 1.3.1 Previous archaeological work has demonstrated that there is high archaeological potential for surviving remains being present on the Site.
- 1.3.2 In 2003, excavations at 3-19 Nursery Street, adjacent to this site, evidence was found for the first ever clay pipe production site in the city, dating from around 1780 to 1820. It was suggested that the area on the north bank was un-developed prior to the 18th century.
- 1.3.3 Following flooding in 2007, Sheffield City Council commissioned an archaeological desk-based assessment (DBA) on part of the River Don and its immediate environs to inform the development of a flood defence scheme. The assessment covered a wider area, including Lady's Bridge, built in 1485 on the site of a 12th-century timber bridge and an associated stone weir to the northeast of the bridge, probably originating in the 16th century.
- 1.3.4 Development within the Site during the 19th century included a steel and wire works, with both cementation and crucible furnaces recorded, back-to-back housing, shops and a public house. The Site was predominantly industrial during the 20th century, with most buildings demolished by 1978. The public house and a 1930s works/office building survive. The possible scar of a cementation furnace is preserved in one of the external walls, one of only three examples currently known in Sheffield. The DBA recommended a range of mitigation measures, including detailed recording of the standing structures, archaeological evaluation or excavation, and watching briefs.
- 1.3.5 A watching brief on the Site in 2008 identified well preserved sub-surface archaeological features close to the current ground surface.

## **2 AIMS AND OBJECTIVES**

### **2.1 General**

- To enhance understanding of the development of the Site and its associated buildings (mainly the 18<sup>th</sup> and 19<sup>th</sup> century phases) but also to have regard for potential earlier phases of activity on the Site.
- To record, as far as is reasonably possible, the location, extent, date, character, condition, significance and quality of any surviving archaeological remains observed.

### **2.2 Building Recording**

- To record buildings and structures associated with The Hare and Hounds public house and 31-33 Nursery Street, including a possible Cementation Furnace scar on the north wall.

### **2.3 Watching Brief**

- To accurately locate a previous watching brief trench.
- To record in plan any archaeological structures, features and deposits uncovered during the removal of the existing ground surface.

## 2.4 Evaluation

- To investigate the potential survival of remains relating to furnaces adjacent to an existing wall scar, steel making furnaces and industrial structures shown on an 1896 Goad plan, and a wire works and housing shown on an 1853 OS plan.
- To determine the phasing and degree of complexity of the horizontal and/or vertical stratigraphy present. This will be applied to any structural recording that takes place in respect of associated structures and integral remains (materials used, methods used in construction etc).
- To determine or confirm the approximate date or date range of the remains, by means of artefactual, stratigraphic or other evidence.
- To determine the existence or absence of archaeological remains and, should archaeological remains be present, to assess their general nature and significance.
- To determine the condition and state of preservation of the remains.
- To assess the associations and implications of any remains encountered with reference to the historic landscape and in particular with the post-medieval and industrial development of the area.
- To collate all phases of investigation into an overall picture of the Site incorporating recommendations for further work
- To provide interpretations that may be used to enhance any visitor experience and understanding of the Site.

## 3 METHODS

### 3.1 Introduction

3.1.1 The following archaeological work will be undertaken:

- Building Recording
- Watching Brief
- Evaluation Trenching

### 3.2 Building Recording (Stage 1)

#### ***Objective***

3.2.1 The objective of the building recording is to make a permanent record of the buildings and structures at the south-east end of the Site prior to their proposed demolition as part of the planned flood mitigation works. The recording will be undertaken to the specification issued by the South Yorkshire Archaeology Service, although is broadly in accordance with that defined by an English Heritage Level 2 historic building survey (see **Appendix 1**).

## **Methods**

### *Introduction*

3.2.2 In particular, as set out in the Brief, the following structures will be considered:

- 29 Nursery Street – The Hare and Hounds public house (measured floor plans and record photography).
- 31-33 Nursery Street – former factory/offices (measured floor plans and record photography).
- North wall of No. 33 Nursery Street – Gable scar of former cementation furnace chimney (elevation drawings and record photography)

3.2.3 In brief, the methodology will comprise two elements:

- On site description/analysis and photographic recording of the buildings and structures.
- Preparation of a report and archive

### *Documentary Research*

3.2.4 Previous documentary research has already been undertaken to inform the planned flood alleviation scheme. The existing documents include:

- An archaeological desk-based assessment – ARCUS 2008

3.2.5 These documents provide an understanding of the development of the Site, and it is not considered necessary to carry out any further research in the preparation of the historic building record. Reference will be made to previous research and interpretations as appropriate.

### *Drawn Record*

3.2.6 The buildings and structures within the Site will be located on an appropriately scaled Ordnance Survey map, either 1:1,250 or 1: 2,500, and on a site survey supplied in AutoCAD format by the Client.

3.2.7 Measured floor plans for each of the two extant structures will be produced in accordance the guidelines issued by English Heritage (**Appendix 1**). These plans will be at a scale of 1:100 and will be annotated with archaeological information where relevant. These drawings will form the basis of the drawings used to illustrate the report.

3.2.8 The gable scar of the former cementation furnace will be recorded using both metric survey and rectified photography. This will be at a scale of 1:50 and the drawings will be labelled with relevant archaeological information pertinent to the former use operation of the chimney.

### *Photographic Record*

3.2.9 The photographic record will comprise both high resolution digital coverage and traditional film techniques using 35mm and medium format 4"x5" film. Cameras suitable for recording within historic buildings will be used and operated by site staff with experience in the difficulties of recording exteriors and internal aspects of standing structures. An appropriate photographic scale will be used where practicable.

3.2.10 The direction of shot will be recorded on the Ordnance Survey base map of the site for exterior shots and internal photographs on copies of the measured floor plans. A selection of the photographs will be used to illustrate the report, along with copies of the viewpoint plans and photographic registers. The photographic record, together with copies of the marked up maps or site survey drawings showing the direction of shot will be included in the Site archive and copies of site photographs will be provided to the South Yorkshire SMR.

### 3.3 Watching Brief

#### **Objective**

3.3.1 Archaeological monitoring is required during the removal of concrete ground and tarmac surfacing to allow for the identification and recording of any archaeological material that might be uncovered.

#### **Methods**

3.3.2 Where practicable, all archaeological structures, features and deposits observed during the watching brief will be cleaned manually to an archaeologically acceptable standard and located on a site plan. These features will be related to the Ordnance Survey national grid and Ordnance Survey Datum.

3.3.3 All features will be recorded using Wessex Archaeology's *pro forma* recording system (full written, graphic and photographic record). A full photographic record will also be maintained using digital photography.

### 3.4 Evaluation Trenching

#### **Aims and Objectives**

3.4.1 Trial trenching is required in specific locations across the Site to address the aims and objectives of the project. The sizes and rationale of trenches are summarised below.

| Trench | Dimensions | Targeted features   |
|--------|------------|---|
| 1      | 4x4m       | Possible furnaces adjacent to wall scar                           |
| 2      | 8x4        | Furnaces/industrial features depicted on 1896 Goad insurance plan |
| 3      | 8x4        | Nursery Street wire works, central area                           |
| 4      | 8x4        | Wire works/housing shown on 1853 1st edition OS sheet             |

#### **Methods**

##### *Service Location*

3.4.2 Before excavation begins the statutory authorities will be consulted by the Client, where this has not already been done, for information regarding the presence of any below ground services. The Site will be walked over and inspected to visually identify, where possible, the location of below ground services.

3.4.3 The evaluation trenches will be scanned before and during excavation with a Cable Avoidance Tool (CAT) to verify the absence of any live underground services. Where live services are found, these areas will be cordoned off and will not be excavated.

**Evaluation**

- 3.4.4 All mechanical excavation will be carried out in such a manner as to avoid or minimise damage to any archaeological remains. All machines will be fitted with a toothless ditching blade. All excavation by machine will be directly supervised by a suitably experienced archaeologist. Machining will cease at the first archaeological horizon or natural geological deposits whichever are encountered first. All spoil will be scanned for artefacts, which will be recorded and retained unless of clearly modern (i.e. late 20<sup>th</sup>/early 21<sup>st</sup> century) origin.
- 3.4.5 Sufficient of the features located will be excavated by hand to fulfil the aims of the project, with reference to the general aims and objectives given above. This will be achieved through an agreed sampling strategy. Care will be taken not to compromise the integrity of archaeological features or deposits, which might better be excavated under the conditions pertaining to full excavation. Where deep homogenous deposits, or deposits such as rubble in-fills, are encountered, these may be carefully removed by machine, after consultation with the curator.
- 3.4.6 It is possible that machining will be required to test for the survival of earlier levels of archaeology beneath 19<sup>th</sup>-century structures. The size of the evaluation trenches should allow stepping if required, and should enable excavation to proceed down without the need for shoring. Excavation will cease in any areas that are unsafe and areas will not be entered until made safe.
- 3.4.7 In the event of discovery of any human remains, it is proposed that they will be left in situ, covered, protected and reburied.
- 3.4.8 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. Archaeological deposits, which are not excavated, 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 or GPS system.

**Recording**

- 3.4.9 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. Context numbers used in the evaluation or watching brief will not be repeated. Each excavated context will appear on at least one detailed plan at 1:20 scale and one section at 1:10 and co-ordinated on to the overall site plan. A full photographic record will be maintained using both colour transparencies and black and white negatives (on 35mm film). The photographic record will illustrate both the detail and the general context of the principal features.

### **3.5 Finds**

- 3.5.1 All artefacts from excavated contexts from the evaluation trenches and watching brief will be retained (except unstratified modern material) and taken back to Wessex Archaeology offices in Sheffield for further work.
- 3.5.2 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 and 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 by Wessex Archaeology's Conservator. Contingency sums for conservation will be agreed as required.
- 3.5.3 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 further recommendations relating to artefact discard will be made.
- 3.5.4 All finds will be treated in accordance with English Heritage (1995) and IfA (2008) guidance, and the requirements of Sheffield City Museum.
- 3.5.5 In the event of discovery of any human remains, they will be left in situ, covered and protected until the Client, Coroner and Local Planning Authority have been informed. Where the redevelopment works will unavoidably disturb them, they will be fully recorded, excavated and removed from the site subject to compliance with the relevant Ministry of Justice Licence which will be obtained by Wessex Archaeology.
- 3.5.6 Should human remains be excavated, all excavation and post-excavation will be in accordance with the standards set out in IFA Technical Paper 13 Excavation and post-excavation treatment of cremated and inhumed remains. Appropriate specialist guidance/site visits will be undertaken by Jackie McKinley of Wessex Archaeology. The final placing of human remains following analysis will be subject to the requirements of the Ministry of Justice Licence.
- 3.5.7 In the event of discovery of artefacts covered or potentially covered by the Treasure Act 1996, their excavation and removal will be undertaken following notification of the Client and SYAS. All discoveries covered by the Act will be notified to the Coroner within 14 days.

### **3.6 Industrial Samples**

- 3.6.1 Industrial activity relating to metalworking processes is likely to be present on the site. 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).



### **3.7 Environmental Samples**

- 3.7.1 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 residues and sieved fractions of the bulk environmental soil samples will be recorded and retained with the project archive.
- 3.7.2 For charred material, bulk samples of 10 litres will be taken for processing by flotation (using Wessex Archaeology's flotation system and processing methods). All samples will be floated through a 500µm mesh.

### **3.8 Other Samples**

- 3.8.1 Other samples will be taken, as appropriate, in consultation with Wessex Archaeology specialists and the English Heritage Regional Science Advisor, as appropriate (e.g. dendrochronology, soil micromorphology, monolith samples, C14, etc.). Samples will be taken for scientific dating where necessary for the development of subsequent mitigation strategies.

### **3.9 Access**

- 3.9.1 Access is to be arranged by the Client.

### **3.10 Reinstatement**

- 3.10.1 The backfilling of evaluation trenches will be undertaken using the arisings. Wessex Archaeology will be ready to provide advice on the protection of any archaeological deposits at the base and sides of completed investigations.

## **4 REPORTING**

### **4.1 Introduction**

- 4.1.1 Separate reports will be written for the buildings and excavation/watching brief phases of work.

### **4.2 Building Recording**

- 4.2.1 A report on the results of building recording will be produced within four weeks of the completion of the on-site recording. The report will be prepared in the standard WA Heritage format. It will address the aims of the building recording programme. The report will describe the buildings and structures and their development and include photographs from the archive as appropriate.
- 4.2.2 As a minimum, this report will include the following elements:
- A non-technical summary
  - Acknowledgements
  - A contents list

- Introduction and methodology
- Background history of the buildings and structures from available documentary sources and previous surveys
- Description of the buildings and structures and their development
- Bibliography
- Site location plan
- Floor plans and elevations of the buildings and structures, marked up with archaeological observations where appropriate
- A selection of the photographic record
- Photographic registers and photographic viewpoint plans

### **4.3 Evaluation Trenches and Watching Brief**

4.3.1 A draft report on the results of evaluation trenches and watching brief will be produced within two weeks of the completion of the on-site recording. The report will be prepared in the standard Wessex Archaeology format. It will address the aims of the evaluation.

4.3.2 As a minimum, this report will include the following elements:

- A non-technical summary
- Introduction and methodology
- A stratigraphic description of the depositional and archaeological sequence encountered
- Results of the evaluation trenching
- Tables of finds and environmental remains
- An interpretation of the results
- A consideration of the evidence within a wider setting
- A consideration of the potential for further requirements for work
- A summary of the contents of the project archive and its location
- Appendices: context descriptions
- Site and trench location on an Ordnance Survey base map
- Overall site plan showing all (phased) archaeological features
- Trench and sections plans at appropriate scales showing the location of features and deposits
- Select artefact illustrations
- Selection of scanned photographs

### **4.4 Dissemination**

4.4.1 Hard copies of all the reports will be distributed in accordance with the requirements of the Local Planning Authority. Pdf copies of the reports will also be provided on CDs.

- 4.4.2 Wessex Archaeology retains full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of the report by the client in all matters directly relating to the project as described in the specification. Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority.

## **5 ARCHIVE**

- 5.1.1 The site archive will be prepared in line with United Kingdom Institute for Conservation (1990), Museums and Galleries Commission (1992), English Heritage (1991 and 2006) guidelines and the requirements of Sheffield City Museum. It is proposed in principle that, subject to the wishes of the landowner, the entire archive (including the finds) will be deposited with Sheffield City Museum.
- 5.1.2 If necessary, the paper records of the site archive will be security microfilmed prior to deposition.
- 5.1.3 A written agreement regarding the ownership and curation of any finds from the excavation will be reached with the appropriate Local Authority archive.

## **6 QUALITY STANDARDS**

- 6.1.1 Wessex Archaeology is registered as an archaeological organisation with the Institute for Archaeologists. Wessex Archaeology fully 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.
- 6.1.2 All staff directly employed or sub-contracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with The Institute for Archaeologists Codes of Practice and will normally be members of the Institute for Archaeologists.

## **7 PROGRAMME**

- 7.1.1 Given immediate instruction fieldwork could commence in the week commencing 30<sup>th</sup> November. It is anticipated that fieldwork could take up to two weeks with a team of two archaeologists and an architectural photographer for the building recording, four archaeologists for the evaluation and one archaeologist for the watching brief.
- 7.1.2 Provision will be made for monitoring progress and standards throughout the fieldwork by the South Yorkshire Archaeology Service (SYAS) who will be informed of the dates of the start and completion of the archaeological works and their progress.

## 8 PROJECT MANAGEMENT AND STAFFING

### 8.1 Personnel

8.1.1 The fieldwork will be directed and supervised by experienced archaeologists from Wessex Archaeology's (Sheffield office) core contract staff, who will be on Site at all times for the length of archaeological monitoring. The overall responsibility for the conduct and management of the project will be held by Wessex Archaeology's (Sheffield office) Senior Project Managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to.

8.1.2 **The appointed personnel have all extensive experience of working on industrial period sites in Sheffield and will be involved in all phases of the project through to its completion. Sites in Sheffield that staff have worked on include cementation and/or crucible furnaces at Blonk Street, Brunswick Works, Challenge Works, Darnall Works, Hoole Works, Lion Works, Neepsend Road, Inner Relief Road, Suffolk Works and Titanic Works. Staff have also worked on public and domestic housing on sites at Corporation Street, Gibraltar Street, Hoyle Street, London Road, Richardsons and Upper Allen Street. Display panels have also been produced for sites at Blonk Street, Butcher Works, Hoyle Street, London Road and Neepsend.**

8.1.3 The work will be carried out the overall direction of the Senior Project Managers. The following staff are proposed:

|                            |   |
|----------------------------|---|
| Oliver Jessop BA, MA, MIfA | Senior Project Manager (Buildings, Gardens and Landscapes) – 8 years experience of working within the historic environment within the Yorkshire region. Specialist expertise includes recording metal trades buildings in Sheffield and urban landscapes.           |
| Richard O'Neill BA, MIfA   | Senior Project Manager (Excavations, Evaluations and Watching Briefs) – 13 years experience of directing and undertaking commercial fieldwork in Sheffield, Yorkshire and North Midlands. Specialist expertise includes excavating metal trades sites in Sheffield. |
| Neil Dransfield BA         | Project Officer - 8 years experience of running and undertaking commercial fieldwork, 4 <sup>1/2</sup> years of which have been in Sheffield, Yorkshire and North Midlands.   |
| Lucy Dawson BSc MSc        | Project Officer - 5 years experience of working in commercial archaeology including extensive surveys of industrial buildings in Sheffield, Yorkshire and North Midlands.   |
| Chris Harrison BA          | Project Archaeologist – 4 years experience of industrial archaeological sites, with extensive experience in Sheffield, Yorkshire and North Midlands.  |
| James Thomson BA MA        | Project Archaeologist – 4 years experience of working in commercial archaeology including   |

|  |  |
|--|--|
|  | surveys of industrial buildings in Sheffield, Yorkshire and North Midlands.  |
| Sam Fairhead                             | Project Archaeologist – 2 years experience of commercial archaeology including large excavations in Sheffield and West Yorkshire.  |
| Simon Jessop BA<br>(external specialist) | Architectural Photographer – over 7 years experience of external and internal architectural photography of historic buildings and industrial complexes, throughout Sheffield and the Yorkshire region. |

- 8.1.4 The analysis of the finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard pro forma recording system. Information on Wessex Archaeology and external finds and environmental specialists can be provided on request. External finds specialists may include the following;

|                      |   |
|----------------------|---|
| Dr Rod Mackenzie     | Metalwork, slags, metalworking residues |
| Dr Joan Unwin        | Work bone, metalwork                    |
| Dr Chris Cumberpatch | Medieval and post-medieval ceramics     |
| Dr Susie White       | Clay tobacco pipe                       |
| Ellen Simmons        | Palaeo-environments                     |
| Dr Peter Marshall    | Scientific dating, palaeoenvironments   |

## 9 HEALTH AND SAFETY

- 9.1.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times.
- 9.1.2 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.
- 9.1.3 A copy of Wessex Archaeology's Company *Health and Safety Policy* is available on request. Wessex Archaeology will require access to the health and safety policy of all other contractors and operators present at the work place in compliance with *The Management of Health and Safety Regulations 1992*.

## 10 COPYRIGHT

- 10.1.1 Wessex Archaeology shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the Client for the use of such documents by the

Client in all matters directly relating to the project as described in the Project Specification or Design.

- 10.1.2 Wessex Archaeology will assign copyright to the Client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the *Copyright, Designs and Patents Act 1988* (Chapter IV, s.79).

## 11 KEY REFERENCES

Department of the Environment. 1990. *Planning Policy Guidance Note 16; archaeology and planning*, London; Department of the Environment.

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## **APPENDIX 1: Level 2 of English Heritage 2006 *Understanding Historic Buildings: A guide to good recording practice***

### **Level 2**

This is a descriptive record, made in circumstances similar to those of level 1 but when more information is needed. It may be made of a building which is judged not to require any fuller record, or it may serve to gather data for wider project. Both the exterior and the interior will be viewed, described and photographed. The record will present conclusions regarding the building's development and use, but will not discuss in detail the evidence on which these conclusions are based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.

A **Level 2** record will typically consist of:

|                |  |
|----------------|--|
| drawings       | <b>sometimes 1, sometimes one or more of 2-7</b> |
| photography    | <b>1, 2, 4</b>                                   |
| written record | <b>1-3, 6</b>                                    |

### **Drawings**

1. Sketched plan, section, elevation or detail drawings (if a more thorough drawn record is not made). Sketches may be roughly dimensioned.
2. Measured plans (to scale or fully dimensioned) as existing (to be provided by the Client). These may extend to all floors, or may be limited to one or a few. The latter option may be appropriate, for example, in a town centre building where upper floors have been little altered but modern retail use has obscured evidence of an earlier form of the ground floor. Buildings with a repetitive structure (such as some industrial buildings) may also be planned on one floor only, but a note or sketch plan should indicate the arrangement of other floors. Plans should show the form and location of any structural features of historic significance, such as blocked doors, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance, including former machinery.
3. Measured drawings recording the form or location of other significant structural detail, such as timber or metal framing.
4. Measured cross-sections, long-sections or elevation sections illustrating the vertical relationship within a building (floor and ceiling heights or the form of any architectural decoration (the moulding profiles of door surrounds, beams, mullions and cornices, for example)
5. Measured drawings showing the form of any architectural decoration (the moulding profiles of door surrounds, beams, mullions and cornices, for example) or small-scale functional detail not more readily captured by photography. A measured detail drawing is particularly valuable when the feature in question is an aid to dating.
6. Measured elevations, where these are necessary to an understanding of the building's design, development or function and not more readily obtained by photography.
7. A site plan, typically at 1:500 or 1:1250, relating the building to other structures and to related topographical and landscape features (to be provided by the Client).
8. A plan or plans identifying the location and direction of accompanying photographs.
9. Copies of earlier drawings throwing light on the building's history.
10. Three-dimensional projections when these are of value in understanding the building. If these are to be considered as components of the record they must always be supported by measured plans, sections and elevational details.

11. Reconstruction drawings and phased drawings, when these are of value. Since these are by their nature interpretive, the evidence on which any reconstruction or phasing is based must always be given. Successive phases of a building's development may be shown by graded tone (dark to light, with darker being the earlier), by colour, by sequential diagrams or by annotation. Whenever phased drawings are included in a record, they must be accompanied by the unmarked drawings on which they are based.
12. Diagrams interpreting the movement of materials (process flow) or people (circulation), or the segregation of people or activities (eg permeability diagrams), where these are warranted by the complexity of the subject. As with items 10 and 11, the evidence supporting the interpretations must be provided.

### **Photography**

1. A general view or views of the building (in its wider setting or landscape, if the views noted in 2 below are also adopted).
2. The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape. Where an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate.
3. Further views may be desirable to indicate the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting. In the case of building elevations which have been conceived as formal compositions, views at right angles to the plane of the elevation may again be appropriate.
4. The overall appearance of the principal rooms and circulation areas. The approach will be similar to that outlined in 2 above.
5. Any external or internal detail, structural or decorative, which is relevant to the building's design, development or use and which does not show adequately on general photographs. When photographing details it can be helpful to include a clearly marked and suitably sized scale next to the subject and parallel to one edge of the photograph.
6. Any machinery or other plant, or evidence for its former existence.
7. Any dates or other inscriptions, any signage, makers' plates or graffiti which contribute to an understanding of the building or its fixtures or machinery, if not adequately captured by transcription. A contemporaneous transcription should be made wherever characters are difficult to interpret.
8. Any building contents or ephemera which have a significant bearing on the building's history (for example, a cheese press or a malt shovel), where not sufficiently treated in general photographs.
9. Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site. The owner's consent may be required.

### **The written account**

1. The building's precise location. As a National Grid reference and in address form.
2. A note of any statutory designation (listing, scheduling or conservation area). Non-statutory designations (historical parks and gardens registers, local lists etc) may be added.
3. The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.



4. A summary (if not further details are called for) of the building's type or purpose, historically and at present, its materials and possible date(s), in so far as these are apparent from a superficial inspection.
5. A table of contents and a list of illustrations or figures.
6. An expansion of 4, if appropriate, summarising the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. The purpose of such an expansion is to describe the building when no fuller record is necessary, to serve as an introduction to the more detailed body of the record that may follow, and to satisfy those users who may need no more than a summary of the report's findings.
7. An introduction, setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints which limited the achievement of the objectives. Where appropriate the brief for the work or the project design should be stated or appended.
8. Acknowledgements to all those who made significant contributions – practical, intellectual or financial – to the record or its analysis, or who gave permissions for copyright items to be reproduced.
9. A discussion of published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.
10. An expansion of 9, if appropriate, drawing additionally on primary documentary sources.
11. An account of the building's overall form (structure, materials, layout) and its successive phases of development, together with the evidence supporting the analysis.
12. An account of the past and present uses of the building and its parts, with the evidence for these interpretations. An analysis of any circulation pattern or decorative, iconographic or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the buildings, and their purposes. For an industrial building. A sequential account of the ways in which materials or processes were handled.
13. Any evidence for the former existence of demolished structures or removed plant associated with the building.
14. A summary of the findings of any specialist reports (dendrochronology or paint analysis, for example).
15. A discussion of the building's past and present relationship to its setting: for example its relationship to local settlement patterns, to a field system, to a park, garden, moat, graveyard or other artificial landscape; its part in any larger architectural or functional group of buildings; its visual importance as a landmark.
16. An assessment of the potential for further investigative or documentary work, and of the potential survival of below-ground evidence for the history of the building and its site.
17. A discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status or historical associations.
18. Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of the owners or copyright holders may be required).
19. Copies of other records of the building, including specialist reports (again with any necessary permissions), or a note of their existence and location.
20. Any further information from documentary sources, published or unpublished, bearing on the circumstances of its building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.

21. Relevant information from owners, builders, architects or others who may be acquainted with the building, including oral history. The sources of the information must be given and it is important that the particular strengths and weaknesses of oral information are weighed.
22. Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to include both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the date on which the site was consulted should be noted.
23. A glossary of architectural or other terms likely to be unfamiliar to readers. If few in number, terms may be explained more economically within the text or in foot or endnotes.