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The Mission Hub
Solly Street
Sheffield
South Yorkshire

Archaeological Watching Brief

Report No. Y390/19

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Commissioned by	ECUS Ltd
Date Issued	February 2019
Version	2.0
Planning Ref	18/00656/FUL
OASIS Reference	cfaarcha1-342225
Grid Ref.	SK 34913 87677

This document has been prepared in accordance with CFA Archaeology Ltd quality procedures.

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

Archaeological Watching Brief

Report No. Y390/19

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SUMMARY

An archaeological watching brief was carried out by CFA Archaeology Ltd on land off Solly Street, Sheffield in December 2019. Monitoring was carried out on three test pits excavated in advance of groundworks associated with the creation of a new two-storey extension along the west side of the former Boys School. No evidence was observed in the test pits to indicate the survival of archaeological deposits within the watching brief area and no finds were recovered. Extensive modern construction works had truncated all deposits down to the level of natural geology.

1. INTRODUCTION

This report presents the results of an archaeological watching brief undertaken by CFA Archaeology Ltd (CFA) on 13th December 2018 on land forming part of the Mission Hub, Solly Street, Sheffield. The development formed part of a scheme to provide a new evangelical facility for the Diocese of Hallam and the Parish of St Vincent's Church. The watching brief was commissioned by ECUS Ltd and was carried out in accordance with a Written Scheme of Investigation (WSI) produced by ECUS Ltd in consultation with the South Yorkshire Archaeology Service. The programme of archaeological recording was requested by the Principle Archaeologist for the Local Planning Authority (LPA) as a condition of planning permission.

1.1 Site Location and Description

The site was located in Sheffield city centre, 500m to the north-west of Sheffield Cathedral, on the south side of Solly Street, mid-way between the side streets of Hollis Croft and Bakers Lane. The development area comprised a north/south aligned rectangular building flanked to its east and west by small areas of land. The area subject to the watching brief was within an 'L'-shaped block of land bounded by Solly Street to the north, the building on Solly Street (Fig. 1, NGR SK 34913 87677) to the east, a modern retaining wall (associated with St Vincent's Church) to the south and a recently constructed residential block to the west. The ground comprised a modern tarmac surface, sloping gradually from south to north.

The underlying geology of the site comprised bedrock of sandstone from the Silkstone Rock group and mudstone / siltstone of the Pennine Lower Coal Measures. No superficial deposits are recorded for this location (BGS 2019). The soils of the area are described as 'Slowly permeable seasonally wet acid loamy and clayey soils' (Landis 2019).

1.2 Historical and Archaeological Background

Immediately to the south of the watching brief area is St Vincent's Catholic Church which originated as a chapel school, designed by Matthew Ellison Hadfield and completed by 1853. The chapel school was enlarged over the years with the addition of a nave and chancel, and by the late 1850's had become officially recognised as a church. In 1911 the tower was completed to its present height. The church closed in 1998.

The two storey, stone-built structure with a pitched slate roof formed the eastern boundary of the watching brief area was formerly a Boys School.

1.3 Previous Archaeological Work

There has been no previous invasive archaeological work within the site boundary. A programme of historic building recording was carried out at the former Boys School by ECUS Ltd, to a specification produced by ECUS Ltd in consultation with the South Yorkshire Archaeology Service.

1.4 Project Aims

In accordance with the specification (Appendix 1) the principal aim of the watching brief was to gain information about the archaeological resource within the site (including its presence or absence, character, extent, date, integrity, state of preservation and quality), in order to make an assessment of its merit in the appropriate context.

Specific aims of the watching brief were to;

- identify and record any archaeological deposits, structures or built fabric within the identified areas of interest;
- determine the extent, condition, character, significance and date of any encountered or exposed archaeological remains;
- accurately record the location and stratigraphy of areas excavated during groundworks;
- recover artefacts disturbed by the site works;
- recover samples from sealed waterlogged contexts for environmental processing;
- prepare a comprehensive record and report of archaeological observations during the site work, and;
- identify mitigation strategies to ensure the recording, preservation or management of archaeological remains within the site.

1.5 Project Archive

A summary of the results of archaeological works will be submitted for inclusion in OASIS. The OASIS reference is cfaarcha1-342225.

The CFA code and project number for the scheme of works are SOLL and 2457 respectively.

An inventory of the primary archive is listed in the table below.

Phase	File/Box No.	Description	Quantity
Watching Brief	File no. 1	Trench record sheets	3
		Digital photograph register sheets	1

Table 1. Inventory of Primary Archive

2. WORKING METHODS

CFA Archaeology Ltd is a registered organisation (RO) with the Chartered Institute for Archaeologists (CIfA). CFA Archaeology follows all relevant CIfA and Historic England Standards and Guidance (CIfA 2014a-b and EH 2008).

Removal of the tarmac slab and excavation of the three test pits was carried out by Lambert Construction (the contractor) using an 8 tonne, rubber-tracked excavator, under close archaeological supervision. Hand excavation and cleaning were undertaken by the attending archaeologist, with time being allowed for recording purposes before the test pits were backfilled.

The contractor had been provided with information stating that the modern tarmac slab laid between the west wall of the former Boys School building and the newly built accommodation block was 100mm thick. It was discovered that the tarmac was in fact no less than 200mm thick, and in places almost 300mm thick. Removal of this material therefore took longer than had initially been planned for.

Written records, photographs and drawings were made, conforming to CIfA standards (CIfA 2014a) and CFA's quality manuals. All digital photography was undertaken using a high specification digital camera and included appropriate scales. Site plans were located on development plans supplied by the client.

3. RESULTS

Results of the observations made during excavation of the test pits follow should be read in conjunction with figures 1 to 3.

3.1 Test Pit 1

This test pit was located against the west elevation of the former Boys School and was excavated by machine to a level 1.80m below the present ground surface (Fig. 3.3). Hand excavation by the contractor to identify the base of the stone wall foundation took the maximum trench depth to 2.00m. The deposits revealed in section comprised an uppermost 0.40m thick layer of modern, light yellow type 2 aggregate, overlying a 0.40m thick layer of mixed soil and construction debris. The construction debris sat directly on top of clean natural light grey clayey sand (Fig. 2). The construction cut for the west wall of the Boys School was visible only at the level of the natural deposits, where it was visible in section, 0.20m west of the face of the coursed stonework.

3.2 Test Pit 2

Test pit 2 was located against the east elevation of the newly constructed accommodation block and was excavated by machine to a level 1.00m below the present ground surface. The deposits observed in this location were identical to those present 7m to the east in test pit 1. A 0.46m thick layer of type 2 aggregate overlay a 0.30m thick deposit comprising dark grey, silty sand construction debris containing frequent brick and stone fragments, charcoal flecks, pieces of plastic and fragments of timber. This mixed deposit lay directly on top of natural deposits comprising light brown and grey stone fragments over clean, light grey clayey sand (Fig. 3.4).

3.3 Test Pit 3

The location chosen as the original position for this test pit could not be accessed due to the restricted space available at the south western corner of the watching brief area, and the limits this placed on the movements of the tracked excavator (Fig. 3.5). A decision was made to begin excavation against the base of the retaining wall which formed the southern extent of site. Following the removal of a 0.50m deep layer of light yellow type 2 aggregate, a concrete slab was revealed. Further type 2 aggregate was cleared along the north edge of the intended location; however no deposits were present at this depth. The aggregate was then cleared to reveal the underlying concrete slab continuing over an area 5m east to west by 5.75m north to south (spanning the entire space between the north face of the modern retaining wall and the south elevation of the new accommodation block). The eastern extent of the concrete slab was not observed.

4. CONCLUSION

Disturbance to a considerable depth below present ground level has been caused by the construction of the former Boys School along the eastern side of site; the construction and of the high, modern retaining wall along the south and south western part of site and the construction of the residential block along the western boundary.

There were no surviving archaeological features or deposits within the three test pits that were monitored, all of which indicated that the area had been truncated to the level of natural geology. All of the material observed above this level was of modern origin.

5. BIBLIOGRAPHY

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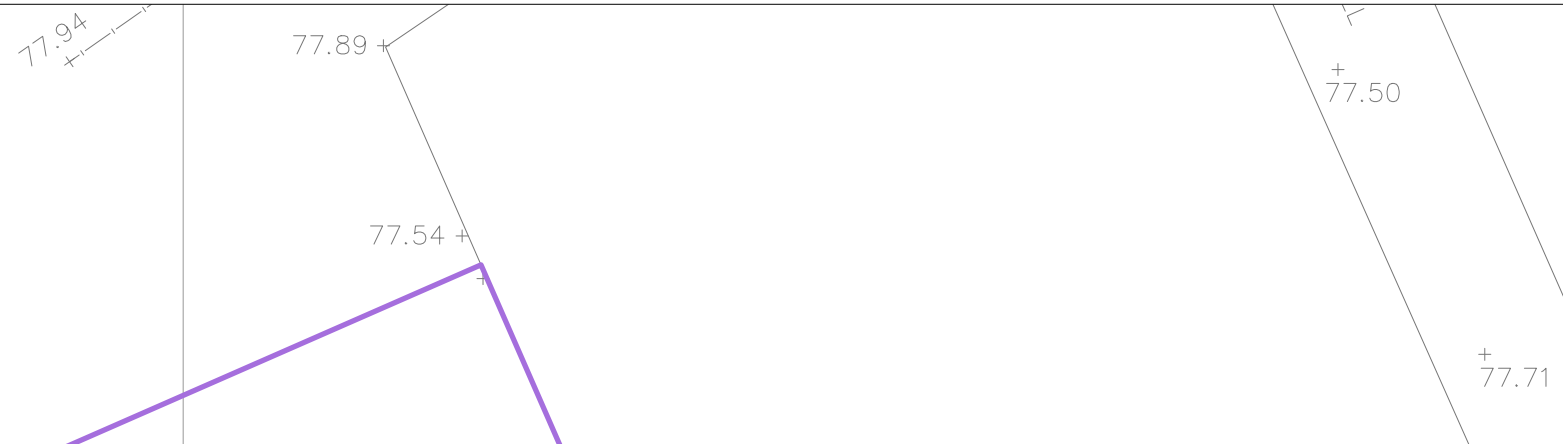
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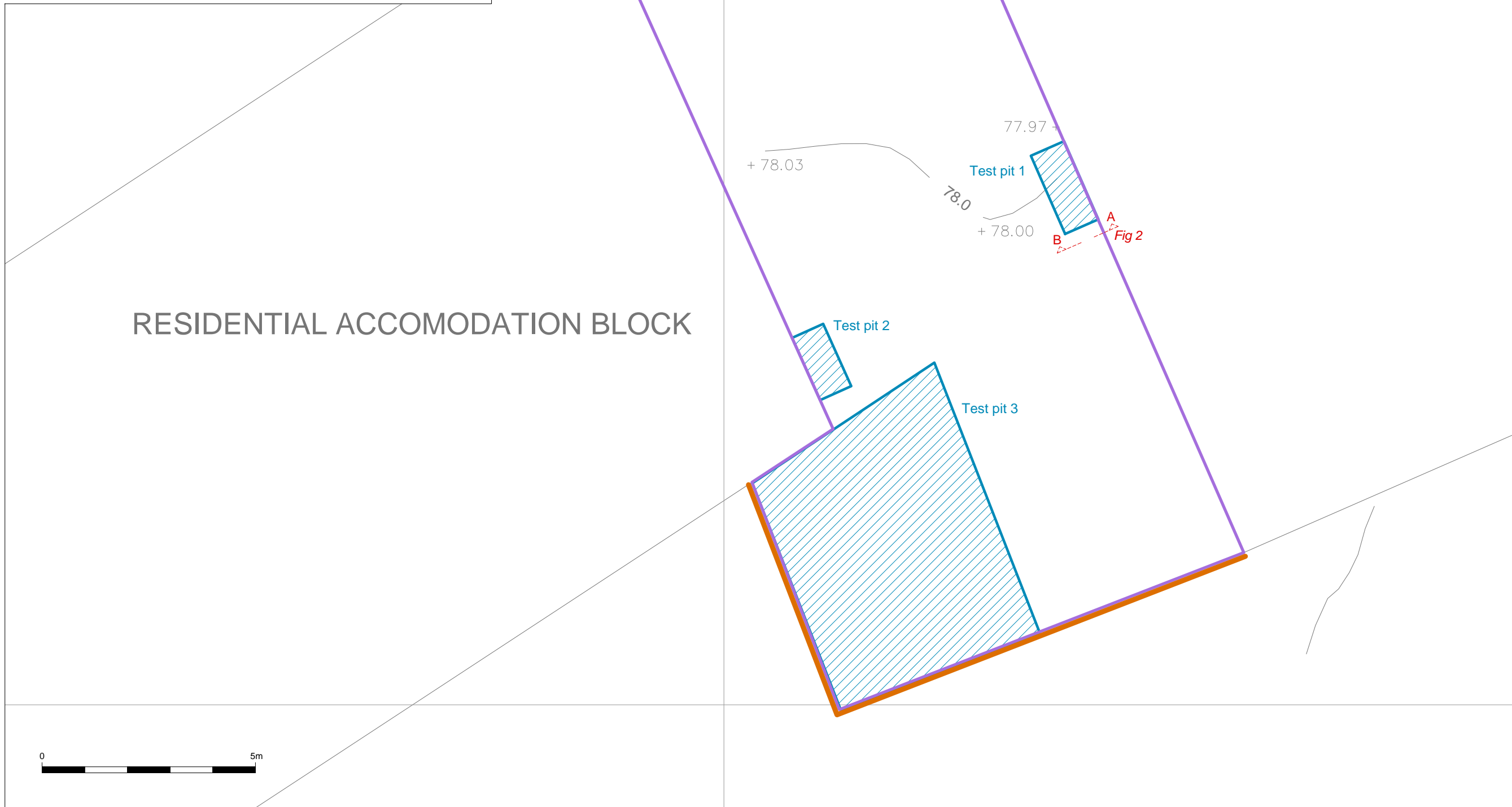
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FIGURES 1 – 3



Key:

- Site location
- Test pit
- Modern retaining wall
- Watching brief area



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Site location and test pit layout

Project:
**The Mission Hub, Solly Street,
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 Archaeological Watching Brief**

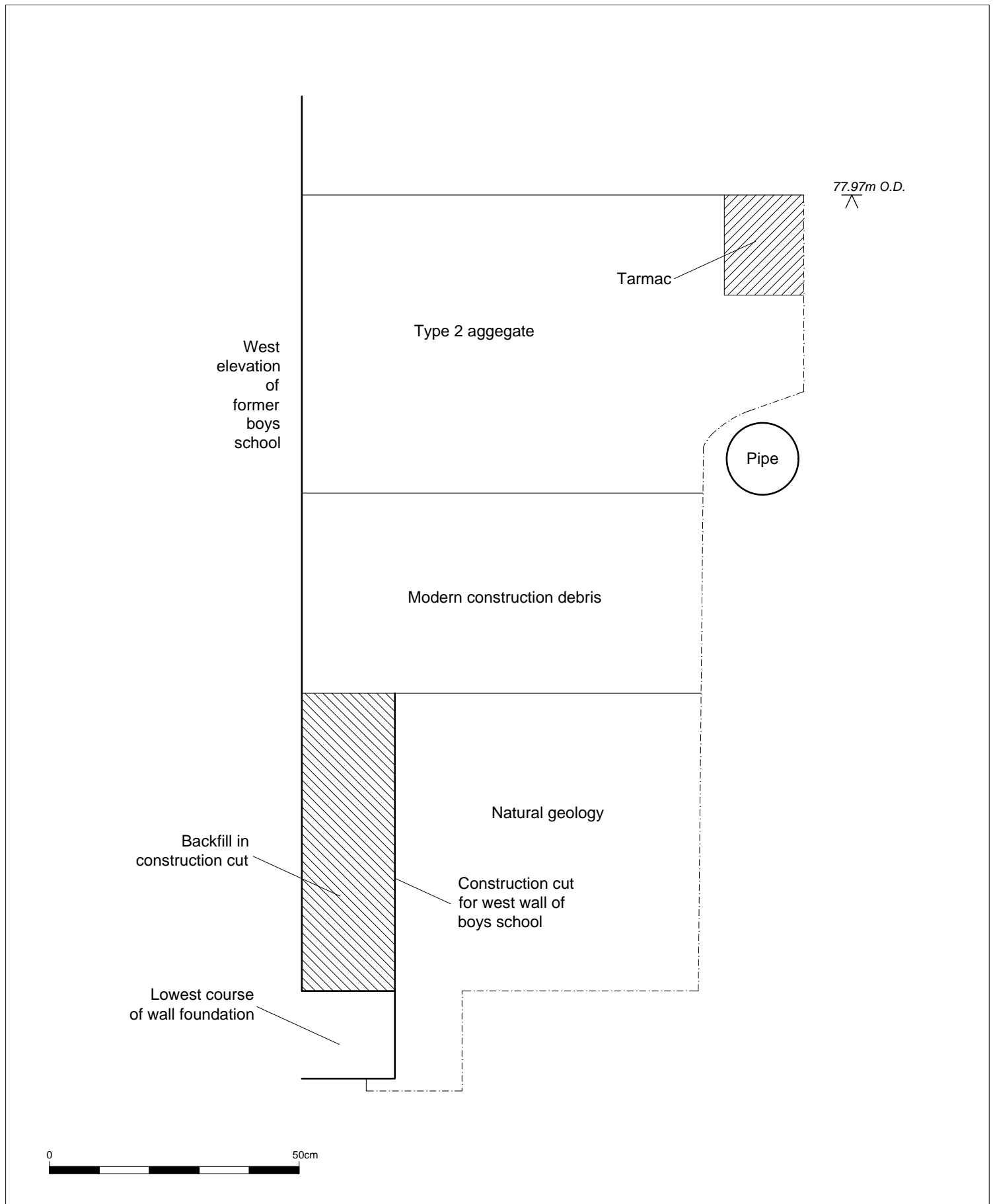
Client:
ECUS Ltd

Scale at A3:
1:100

Drawn by: CA	Checked: SW	Date: 08/02/2019
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Report.No: Y390/19	Fig. No: 1
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Title:
North-west facing section of deposits in Test Pit 1

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Scale at A4:
1:10

Drawn by:
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Checked:
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Date:
08/02/2019

Report No:
Y390/19

Fig. No:
2



Fig. 3.1 - General view of the watching brief area from Solly Street, looking south-east



Fig. 3.2 - Removal of existing tarmac surface

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Fig. 3.3 - Test Pit 1, looking south-east, showing depth of modern deposits



Fig. 3.4 - Test Pit 2, looking north, showing depth of modern deposits

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Report No: Y390/19		Fig. No: 3.3-3.4



Fig. 3.5 - Removal of tarmac at location of Test Pit 3



Fig. 3.6 - Test Pit 3, looking south, showing concrete slab

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Report No: Y390/19		Fig. No: 3.5-3.6

APPENDIX 1: SPECIFICATION



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

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August 2018

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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**

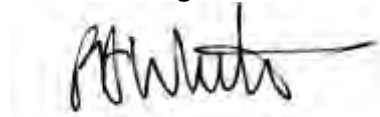
Originated By:



Jennifer Oliver
Senior Heritage Consultant

Date: 25/08/2018

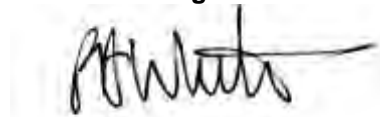
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Figure 1: Site Location

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 data (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 19th 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 CfA 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.

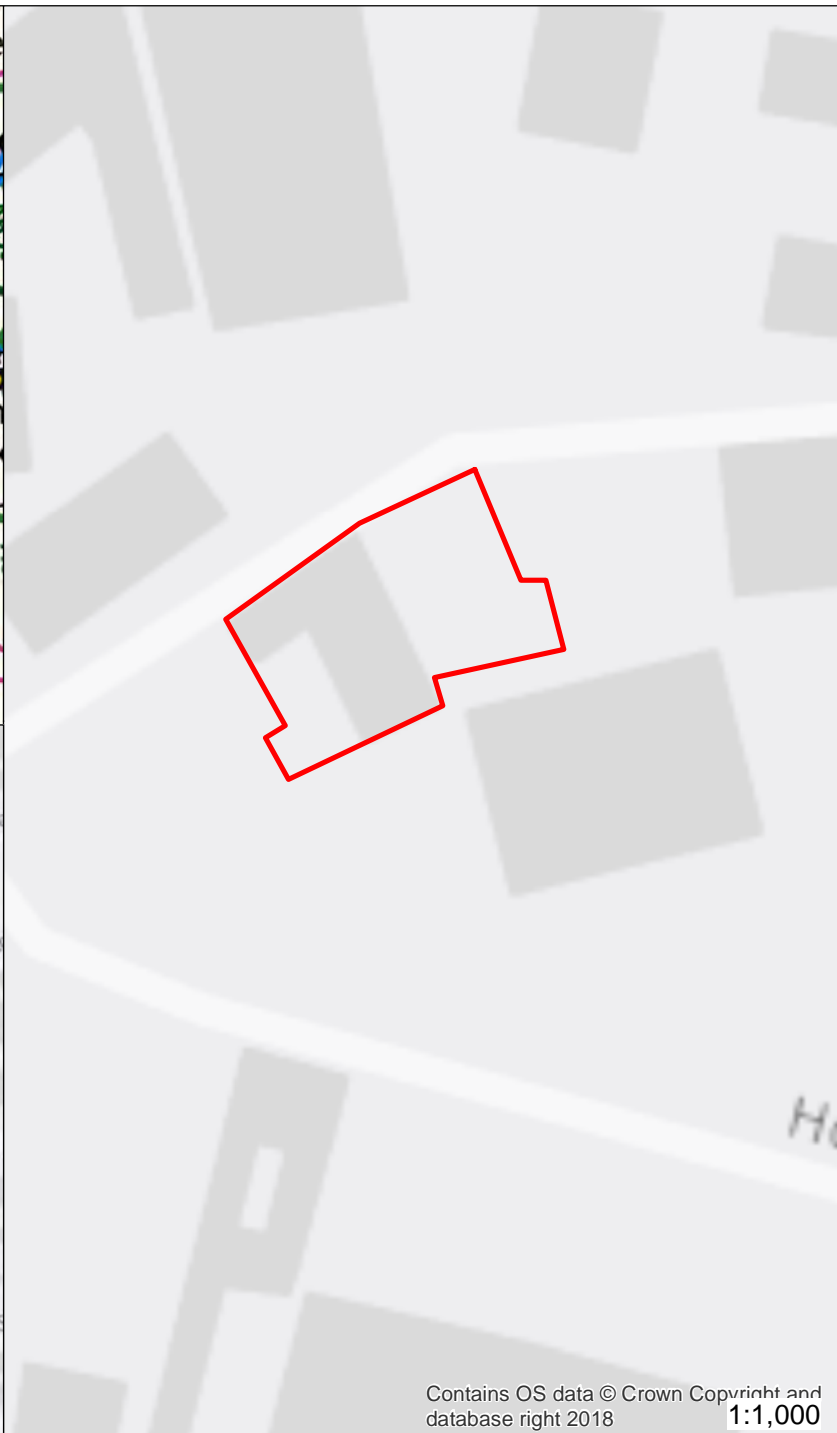
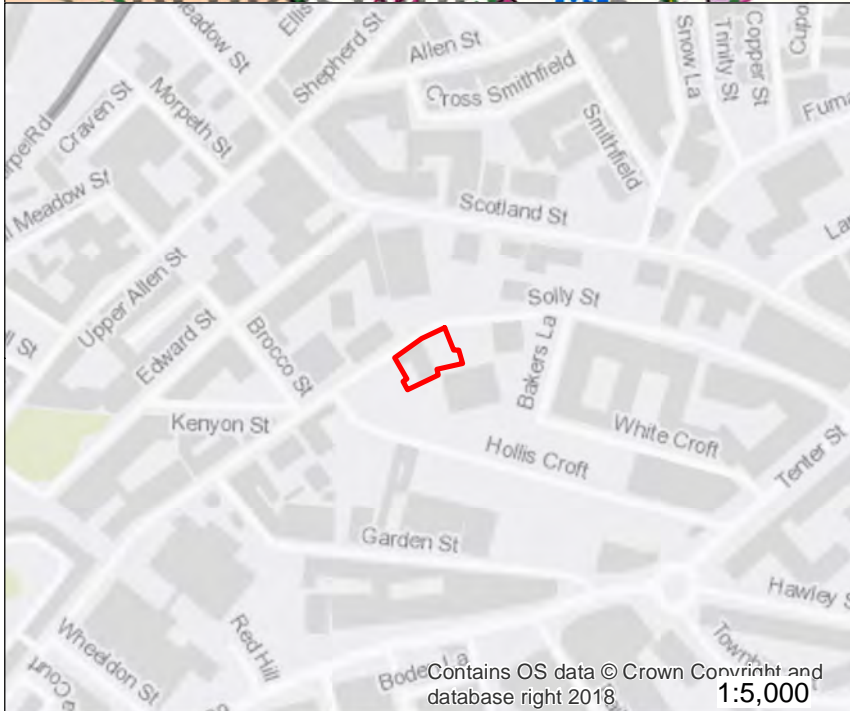
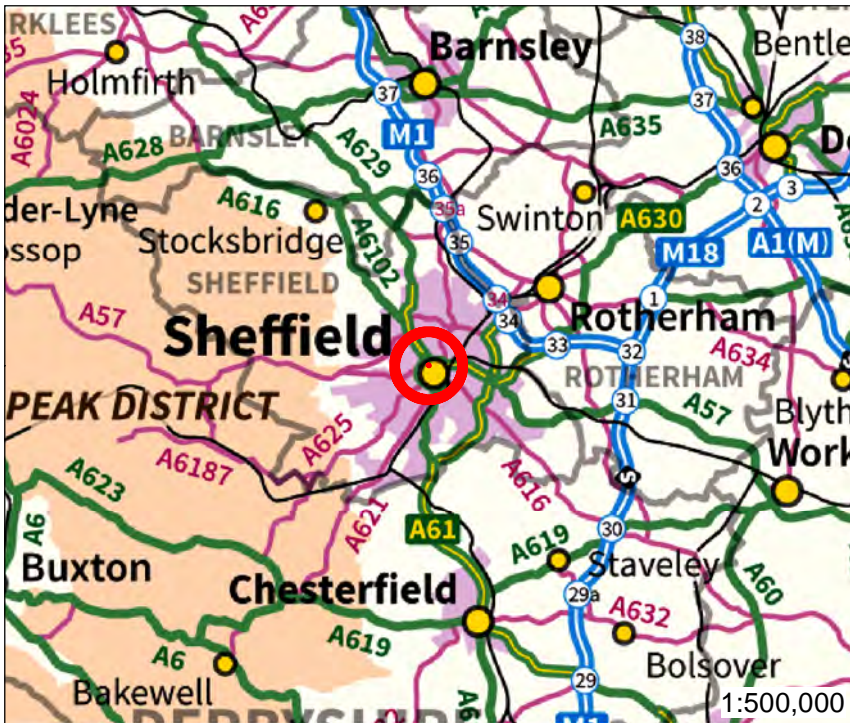
7. Confidentiality, Publicity and Copyright

- 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 followed¹. 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.

¹ 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/>.



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