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Richmond Hill Primary School

Archaeological Evaluation

Report Y014/11

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Richmond Hill Primary School
Leeds
West Yorkshire

Archaeological Evaluation

Report No. Y014/11

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Summary

An archaeological evaluation was carried out at Richmond Hill Primary School, Leeds. Two trenches were excavated. Archaeological remains consisted of a possible clay pit and unstratified finds. The finds which were entirely within made ground consisted of 19th and 20th century bricks, glass and slag, with some pottery. Representative finds were recorded but not retained.

1. INTRODUCTION

1.1 General

This report presents the results of an archaeological evaluation undertaken by CFA Archaeology Ltd (CFA) between 3 and 6 May 2011, at Richmond Hill Primary School, Leeds. The work was commissioned by Prospect Archaeology Ltd on behalf of Interserve Ltd to evaluate the archaeological potential of the proposed development area prior to the construction of a new school. The CFA code and number for the project is RIPS/2012.

All work was undertaken in accordance with a brief (Appendix) issued by David Hunter of the West Yorkshire Archaeology Advisory Service (WYAAS).

1.2 Site Location and Description

The site is to the rear of Richmond Hill Primary School (Fig. 1, NGR: SE 31742 32930). Approximately 1.5km to the west of Leeds City Centre, the character of the area is urban/suburban and heavily built up. The proposed development area is bounded by the current school building to the east, terraced streets of Clark Lane and Kippax Place to the west and north, and shops and miscellaneous buildings along Easy Road to the south.

The ground was flat and above the surrounding streets at approximately 53m above the ordnance datum (AOD), covering 2.5 ha in area. The site was formerly used as a rugby pitch.

The geology of the area is recorded as 'undifferentiated carboniferous sedimentary deposits of the Pennine Lower Coal Measures formation overlain by glacial till' (BGS 2011).

1.3 Historical and Archaeological Background

More detailed background may be found in a desk-based assessment of the site (Gidman and Flitcroft 2009).

There are no records of prehistoric activity in the area of the site. However, it is likely that the area around the River Aire was exploited during prehistoric periods, and that the lack of evidence reflects the difficulty in identifying prehistoric activity in heavily developed urban environments in general.

Evidence for Roman activity is similarly scarce, with only a few isolated finds testifying to Roman presence in the area, with settlement probably more focused to the east.

Leeds was included in the 1086 Domesday Survey (Faull & Stinson 1986) and as part of the honour of Pontefract owned by Ilbert de Lacy, was divided into seven manors. There was a 12th-century Hall, less than 1km to the south of the site; 'Knowsthorpe Old Hall'. This appears on early ordnance survey maps, but was demolished in 1960 (Gidman and Flitcroft 2009).

The desk-based assessment included a map regression which indicated that until the late 19th century, the area was largely open fields and most likely used as arable. Later maps show the development of the railway line and increasing urbanisation. The 1893 Ordnance Survey Map shows the site occupied by a brick works which continued in use into the early 20th century.

By 1908, other buildings appear on the site, including a Methodist Chapel, the surrounding area is increasingly filled in by terraced housing and by 1921 the brick works is no longer shown and a number of the buildings have been cleared. Between the 1920s and the late 1950s maps show the appearance of allotments, including structures shown from contemporary photographs to have been sheds, piggeries and chicken houses (Leodis 2011). By 1960 the allotments and structures on the site have been cleared and Richmond Hill Primary School has been built.

1.4 Previous Archaeological work

A desk-based assessment was undertaken on the site by CGMS Consulting (Gidman and Flitcroft 2009). This recorded 27 listed buildings, no scheduled monuments, no registered historic battlefields or parks within 1km of the site.

No intrusive archaeological fieldwork is known to have taken place within the proposed development area prior to this evaluation.

1.5 Objectives

The general objectives of the evaluation were to establish the presence or absence of archaeological remains; assess their character, and; produce a report to enable judgements to be made on the significance of those remains and any mitigation that may be necessary.

The research objectives were to interpret any archaeological remains according to their significance in contributing to the further understanding of whichever period they may relate to, and in the context of research frameworks for the period, area or region (e.g. Gomersall 2005).

2. WORKING METHODS

2.1 Evaluation

All works on site were undertaken in accordance with the specification provided by WYAAS (Appendix), a method statement and risk assessment prepared by CFA Archaeology.

All machining was undertaken using a toothless ditching bucket under constant archaeological supervision.

The trenches were located in order to sample the areas affected by the development and to investigate possible structures relating to the former brickworks on the site. The maximum depth of the trenches was fixed at 3m.

For health and safety reasons the site was entirely fenced off; the trenches were stepped, personnel were not permitted to enter the trench and the trenches were backfilled prior to leaving site.

All excavation and on-site recording was carried out according to standard CFA procedures, principally by drawing, photography and by completing standard CFA recording forms.

2.2 Standards and Guidance

CFA Archaeology is a registered organisation (RO) with the Institute for Archaeologists (IfA). All work was conducted in accordance with relevant IfA Standards and Guidance documents (IfA 1996), English Heritage guidance (EH 2005, 2006, 2008a, 2008b and), and CFA's standard methodology.

2.3 Monitoring

The trial trenching was monitored by David Hunter of WYAAS who was informed in advance of the works taking place.

2.4 Archiving

The project archive, comprising all CFA record sheets, finds, plans and reports, will be deposited with Leeds museum according to an agreed timescale, will be ordered according to current guidelines and to nationally recognised standards (UKIC 1990, 2001, MGC 1994, SMA 1995, Ferguson and Murray 1997 and Brown 2007).

3. RESULTS

3.1 Trenches

See plates 1-4 for photographs of the site and excavated trenches. Summaries of the results for each trench and for the finds are below. A context summary forms Table 3.1. Finds were almost exclusively 20th century in date, though there may have been some dating to the late 19th century. Throughout the excavation of the trenches the spoil was scanned for finds and representative examples were recorded. Finds were not retained.

Context	Area	Description
100	Trench 1	Hard grey-brown silty clay topsoil (same as 200)
101	Trench 1	Friable, black made ground filled with charcoal, cinders rubble and building debris including bricks, tiles and glass
200	Trench 2	Hard grey-brown silty clay topsoil (same as 100)
201	Trench 2	Loose black made ground filled with charcoal, cinders rubble and building debris including bricks, tiles and glass (same as 101 except there appeared to be more bricks)
202	Trench 2	Light yellow clay, natural geological
203	Trench 3	Cut of possible clay pit, filled by 200, approximately 10m wide and 2.4-3m below the current ground surface

Table 3.1: Context Summary

Trench 1

Trench 1 was 20m long and orientated east to west; excavated to a depth of 3m, no archaeological features were recorded, only a homogenous deposit of made ground (101) beneath a thin topsoil (100). The made ground consisted of a black, friable, charcoal rich soil filled with cinders and ceramic building materials.

Trench 2

Trench 2 was 20m long and orientated north to south; excavated to a maximum depth of 3m. Beneath the thin topsoil (200) was a friable and homogenous made ground (201) very similar to that encountered in Trench 1 (101), though there was an impression that there were possibly more bricks in this area. The edge of a clay pit was encountered, first at the northern end of the trench at 2.4m and then at the southern end at a little over 3m.

3.2 Finds

Finds dated almost exclusively to the first half of the 20th century are described by category below.

Bone

Mainly pig and cow long and jaw bones, though some smaller bones probably from chickens and a dog were also recorded.

Bricks

Identifiable bricks recorded were:

WHITAKER – LEEDS; from *Whitaker and Sons*, Elland Road, believed to have ceased trading c. 1940s (English Bricks 2011). A dense orange-red brick made from local lower coal measure clay.

WARD; a pinkish-red brick, no associated brickworks could be found in Leeds

LEEDS FIRECLAY CO. – ENGLAND; two examples, one a light grey brick with mottled reddish-brown glaze, the second a heavy, flattish grey brick with a curved corner; both made at Burmantofts. The Leeds Fireclay company owned numerous mines and quarries in Leeds and were a large producer of bricks and pottery, particularly ‘Burmantofts Faience’ and terra-cotta. The brickworks closed in 1957 (English Bricks 2011).

WILCOCK – BURMANTOFTS – LEEDS; produced at the Burmantofts kilns, a dark bluish-grey brick with a metallic purple glaze

In addition numerous unidentified bricks were noted including air bricks.

Glass

Numerous nodules of waste glass and glass slag were recorded along with a quantity of glass bottles of various shapes, colours and sizes. The following are notable examples of those which were identifiable (clear glass unless stated otherwise):

CO OP SCTY LTD – PASTEURISED MILK – LICS – LEEDS IND; Co-operative Society Dairy

C. L. GREENWOOD & CO. LTD - KEIGHLEY

FENNINGS FEVER CURER

JOHNSONS ONE SOLUTION DEVELOPER

CRAVEN DAIRIES LTD

GARTONS HP SAUCE; HP sauce was developed by Frederick Gibson Garton, a grocer from Nottingham in 1899, he later sold the recipe to the founder of the Midlands Vinegar Company, who launched HP Sauce (Heinz 2011).

TIZER REG NO 718392; Tizer was launched in 1924 by Fred Pickup of Manchester, later sold to A. G. Barr Plc (Barr 2011)

A small rectangular bottle with ‘Tea Spoons’ and graduations on the side

W. OXLEY – LEEDS -1909 (Green glass)

WATNEY COMBE REID – LONDON (Brown glass)

A number of stoppers were recorded; a Tizer 'RETURN STOPPER WITH BOTTLE'

MELBOURNE BREWERY

CHAPMAN – LEEDS

Pottery

Small earthenware jars and numerous sherds of earthenware, whiteware and willow pattern were recorded.

Various

A metal sign for Sunlight Soap 'Appointed by Special Royal Warrant' Sunlight Soap 'Soap Maker to her Majesty the Queen' was recorded along with a 'cut-throat' razor, unidentifiable metal objects, some nails and various slags.

4. CONCLUSIONS

The evaluation recorded made ground in excess of 3m deep in the areas of the trenches, confirming the results of the ground investigation (Fuller 2009). The only archaeological feature recorded was the edge of a clay pit in Trench 2. This seems likely to one of the pits recorded on the 1893 Ordnance Survey Map (Gidman and Flitcroft 2009; fig. 5). Once the brick works went out of use, the empty pits and the general area of the site appear to have been used as a dump for local industrial debris evidenced by the high content of cinders, glass and other slags, as well as local rubbish indicated by pottery, glass and animal bone. Finds were generally representative of debris from the period 1900-1950.

The site was later used as allotments, with numerous temporary buildings constructed of breeze blocks, bricks, timber and corrugated iron (Gidman and Flitcroft 2009; fig. 8, Leodis 2011). In the late 1950s the site may again have been used as an area for the dumping of waste material and local rubbish, though no stratification of dumped deposits was identified, the made ground being of a highly homogeneous character. The temporary building and allotments were then cleared prior to the construction of the school and rugby pitch.

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Plates 1 – 10



Plate 1: Pre-excitation, Looking West, Towards Leeds Centre



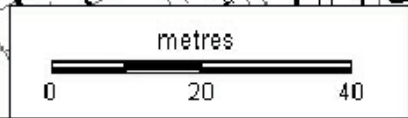
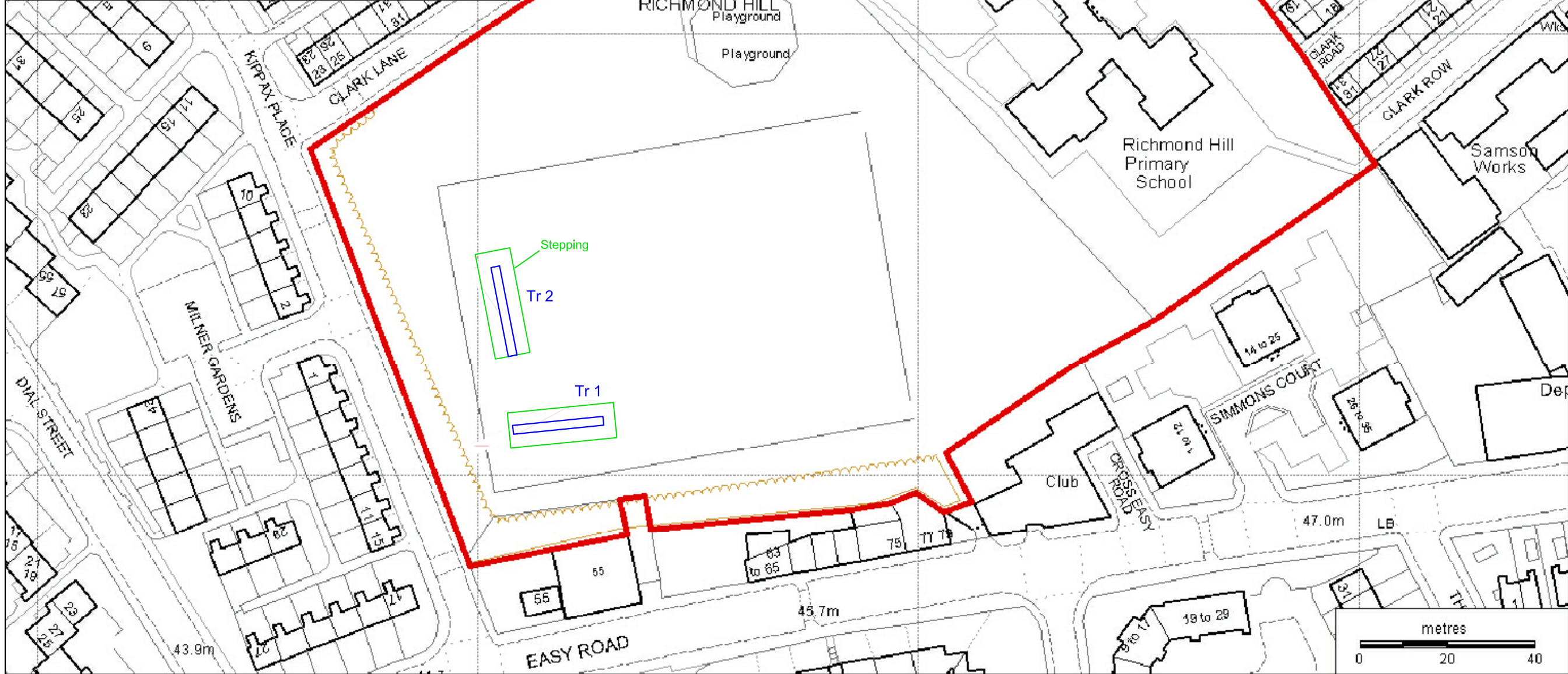
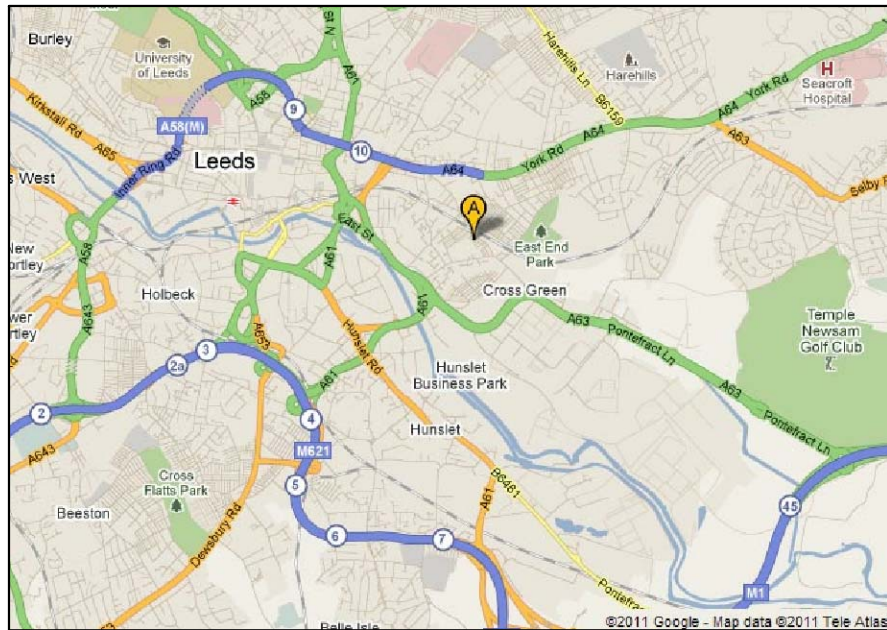
Plate 2: Trench 1, Looking West (scale 3m)



Plate 3: Trench 2, Looking North (Scale 3m)



Plate 4: Backfilling the Evaluation Trenches, Looking Northwest



Date Plotted: 06/12/2010
 Sheet No.: SE 31 32NE
 Scale 1:1000

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Fig. No: 1 Revision: A

Title:
Site and Trench Location

Project:
Richmond Hill Primary School

Client:
Prospect Archaeology

Scale:
1:1000 A3

Appendix: Specification for an Archaeological Evaluation

**WEST YORKSHIRE ARCHAEOLOGY ADVISORY SERVICE (WYAAS):
SPECIFICATION FOR TRIAL TRENCHING TO EVALUATE AND RECORD
ARCHAEOLOGICAL REMAINS IN ADVANCE OF DEVELOPMENT AT
RICHMOND HILL PRIMARY SCHOOL, RICHMOND HILL, LEEDS
(SE 31742 32930)**

Specification prepared on behalf of Leeds City Council at the request of Robert Thompson, Interserve Project Services Ltd. (Planning Permission reference 10/03637/LA/E)

1.0 Summary

1.1 A desk based assessment prepared by CgMS Ltd. for the applicant has identified the presence of buildings and earthworks named as a "Plastic Brick Works" within the development site by the 1890s. A limited amount of archaeological work, consisting of trial trenching, is proposed to help establish the below ground archaeological survival of these remains and to record them if encountered. **Any significant additional work that may be necessary will be covered by a supplementary specification.** This specification has been written by the West Yorkshire Archaeology Advisory Service (WYAAS), the holders of the West Yorkshire Historic Environment Record. Depending upon the results obtained, additional archaeological work may need to be carried out. This additional work will be governed by separate specifications. Planning permission has been granted for the construction of the new school (**10/03637/LA/E**).

NOTE: The requirements detailed in paragraphs 6.3, 6.4, 6.5, 6.6 and 8.1 are to be met by the archaeological contractor **prior** to the commencement of fieldwork by completing and returning the attached form to the WY Archaeology Advisory Service.

2.0 Discription Grid Reference: (SE 31742 32930)

2.0 Richmond Hill Primary School and playing fields lies on the south-west side of Leeds; the site is bounded by Clark lane (north), Easy Road and Temple View (south and west) and housing to the east. The present school is located in the eastern part of the site and the area identified as having archaeological potential is to its south-west. The site is c. 2.6Ha in extent and has been landscaped in the later 20th century.

2.2 The site is located in the historic township of Leeds.

3.0 Planning Background

3.1 Planning permission 10/03637/L/AE for a new school has been approved by Leeds City Council to Interserve Project Services Ltd., the agents (Robert Thompson; 395 George Road, Erdington, Birmingham B23 7RZ: tel. 01977 522300).

3.2 The Planning Authority have attached an archaeological condition to the above planning permission as they have been advised by the WYAAS that there is reason to believe that important archaeological remains may be affected by the proposed

development and that an archaeological evaluation is required to establish if remains survive and if so is further recording necessary.

3.3 This specification has been prepared by the WYAAS at the request of Mr. Richard Thompson of Interserve Project Services Ltd., acting on behalf of the applicants, to detail what is required for the evaluation and to allow an archaeological contractor to provide a quotation.

4. Archaeological Interest

4.1 Although the growing town of Leeds was encroaching upon the site by the 1850s the site is recorded as being in agricultural use until the later part of the 19th century. The 1890 Ordnance Survey maps shows and names a "Plastic Brick Works" as occupying the site and the present site boundary is recorded on the 1906 map. A group of buildings and perhaps brick kilns are shown as occupying the south-western part of the site on both maps. Industrial uses of the site had ceased by the 1930s, when it is recorded as allotment Gardens. During the 1950s the site appears to have been briefly used for post war temporary housing and the present school and playing fields were developed from the 1960s onwards.

Any physical remains of the late 19th and early 20th century brick works would be considered to be of local significance and worthy of archaeological record with particular emphasis on the mechanisation of the brick making process and firing technology employed. Evidence relating to the short lived use of the site for housing after the Second World War is also of local significance and worth of some investigation and record.

5. Aim of the Specified Work

5.1 The aim of this project is to gather sufficient information to establish the extent, condition, character and date (as far as circumstances permit) of any archaeological features and deposits within the proposed development area, and to record at an appropriate level, archaeological features encountered in the excavation trenches, with the aim of elucidating the issues discussed in section 4.

5.2 It is conceivable that a watching brief may be required during ground-works for the development, possibly with provision for rapid salvage recording. All possibilities will be considered depending upon the results of this exercise. If necessary a separate specification will be provided for this work.

6. General Instructions

6.1 Health and Safety

6.1.1 The archaeologist on site will naturally operate with due regard for Health and Safety regulations. This work may require the preparation of a Risk Assessment of the site, in accordance with the Health and Safety at Work Regulations. The WYAAS and its officers cannot be held responsible for any accidents or injuries that may occur to outside contractors while attempting to conform to this specification. Any Health and Safety issues which may hinder compliance with this specification should be discussed with WYAAS at the earliest possible opportunity (see section 13.2).

6.2 Location of Services, etc.

6.2.1 The archaeological contractors will be responsible for locating any drainage pipes, service pipes, cables *etc.* which may cross any of the trench lines, and for taking the necessary measures to avoid disturbing such services.

6.3 Confirmation of Adherence to Specification

6.3.1 Prior to the commencement of *any work*, the archaeological contractor must confirm adherence to this specification in writing to the WYAAS, or state (with reasons) any proposals to vary the specification. Should the contractor wish to vary the specification, then written confirmation of the agreement of the West Yorkshire Archaeology Advisory Service to any variations is required prior to work commencing. Unauthorised variations are made at the sole risk of the contractor. **Modifications presented in the form of a re-written specification/project design will not be considered by the WYAAS.** Any technical queries arising from the specification detailed below should be addressed to the WYAAS *without delay*.

6.4 Confirmation of Timetable and Contractors' Qualifications

6.4.1 Prior to the commencement of *any work*, the archaeological contractor **must** provide WYAAS **in writing** with:

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

6.4.2 All project staff provided by the archaeological contractor must be suitably qualified and experienced for their roles. The timetable should be adequate to allow the work to be undertaken to the appropriate professional standard, subject to the ultimate judgement of WYAAS.

6.5 Notification

6.5.1 WYAAS should be provided with **as much notice as possible in writing** (and certainly not less than one week) of the intention to start work. A copy of the archaeological contractor's risk assessment of the site should accompany the notification. The notification should be copied to the relevant district museum (see para. 8.1 below).

6.5.2 As a courtesy, English Heritage's Regional Science Adviser, Andy Hammon, should also be notified of the intention to commence fieldwork. (Tel.: 01904 601983; email: andy.hammon@english-heritage.org.uk).

6.6 Documentary Research

6.6.1 The archaeological contractor should obtain a copy of the Archaeological Desk Based Assessment for Richmond Hill Primary School, Leeds, prepared by CGMS from the agent or the WY Historic Environment Record.

7.0 Trenching Methodology

7.1 Trench Size and Placement (Figure 1)

7.1.1 The work will involve the excavation of two trenches totalling 50m in length. Trench 1 will be placed on a generally east to west alignment and measure 30m x 2m; Trench 2 will be perpendicular to this trench and 15m to its north and will be 20m x 2m. Both trenches are targeted on the locations of buildings associated with the late 19th and early 20th century brick works and post war temporary housing as portrayed on contemporary Ordnance Survey maps. It is expected that both trenches will be machine-opened. The contractor should also allow for a contingency amount of 10 square metres. The use of the contingency will depend upon the results obtained in the initial trial trenching. The use of the contingency will be at the decision of the WYAAS, whose decision will be issued in writing, if necessary in retrospect after site discussions. Proposed trench locations are shown on Figure 1.

Trench No	Dimensions (m)	Area (m ²)
1	30	2
2	20	2

Total site area: **26,000m²**

Total area of trenching: **100m²**

Contingency trenching: **10m²**

7.2 Method of Excavation

7.2.1 The trial trenches may be opened and the topsoil and recent overburden removed down to the first significant archaeological horizon in successive level spits of a **maximum** 0.2m. thickness, by the use of an appropriate machine using a wide toothless ditching blade. **Under no circumstances should the machine be used to cut arbitrary trenches down to natural deposits.** Any machine work must be carried out under direct archaeological supervision and the machine halted if significant archaeological deposits are encountered. The top of the first significant archaeological horizon may be exposed by the machine, but must then be cleaned by hand and inspected for features and then dug by hand.

7.2.2 All archaeological remains will be hand excavated in an archaeologically controlled and stratigraphic manner sufficient to meet the aims and objectives of the project. The **complete** stratigraphic sequence, down to naturally occurring deposits will be excavated and the work will investigate and record **all** inter-relationships between features. The contractor should make provision for the use of shoring/stepping to accomplish this if necessary. All trenches are to be the stated dimensions **at their base**. The following strategy will be employed:

- Built structures: walls, floors etc will be excavated sufficient to establish their form, phasing, construction techniques. All intersections will be investigated to determine the relationship(s) between the component features.

7.2.3 All artefacts are to be retained for processing and analysis except for unstratified 20th-century material, which may be noted and discarded. Finds will be stored in secure, appropriate conditions following the guidelines in First Aid for Finds (3rd edition).

7.3 Method of Recording

7.3.1 The trenches are to be recorded according to the normal principles of stratigraphic excavation. The stratigraphy of each area is to be recorded, even when no archaeological deposits have been identified.

7.3.2 Section drawings (at a minimum scale of 1:20) must include heights A.O.D. Plans (at a minimum scale of 1:50) must include O.D. spot heights for all principal strata and any features. At least one section of each trench edge, showing a representative and complete sequence of deposits from the modern ground surface to the natural geology, will be drawn.

7.3.3 The actual areas of excavation and all archaeological (and possibly archaeological) features should be accurately located on a site plan and recorded by photographs, scale drawings and written descriptions sufficient to permit the preparation of a detailed archive and report on the material. The trench locations, as excavated, will be accurately surveyed, tied into the O.S. National Grid and located on an up-to-date 1:1250 O.S. map base.

7.3.4 Digital photography: as an alternative to colour slide photography, good quality digital photography may be supplied, using cameras with a minimum resolution of 4 megapixels. Note that conventional black and white print photography is still required and constitutes the permanent record. Digital images will only be acceptable as an alternative to colour slide photography if each image is supplied in three file formats (as a RAW data file, a DNG file and as a JPEG file). The contractor must include metadata embedded in the DNG file. The metadata must include the following: the commonly used name for the site being photographed, the relevant centred OS grid coordinates for the site to at least six figures, the relevant township name, the date of photograph, the subject of the photograph, the direction of shot and the name of the organisation taking the photograph. Images are to be supplied to WYAAS on gold CDs by the archaeological contractor accompanying the hard copy of the report.

7.4 Use of Metal Detectors

7.4.1 Spoil heaps are to be scanned for non-ferrous metal artefacts using a metal detector capable of making this discrimination, operated by an experienced metal detector user (if necessary, operating under the supervision of the contracting archaeologist). Modern artefacts are to be noted but not retained (19th-century material and earlier should be retained.)

7.4.2 If a non-professional archaeologist is to be used to carry out the metal-detecting, a formal agreement of their position as a sub-contractor working under direction must be agreed in advance of their use on site. This formal agreement will apply whether they are paid or not. To avoid financial claims under the Treasure Act a suggested wording for this formal agreement with the metal detectorist is: "In the process of working on the archaeological investigation at [*location of site*] between the dates of [*insert dates*], [*name of person contributing to project*] is working under direction or permission of [*name of archaeological organisation*] and hereby waives all rights to rewards for objects discovered that could otherwise be payable under the Treasure Act 1996."

7.5 Environmental Sampling Strategy

7.5.1 Bulk samples must be taken from **all** securely stratified deposits using a strategy which combines systematic and judgement sampling, but which also follows the methodologies outlined by English Heritage in the Centre for Archaeology Guidelines no.1 (2002), "Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation".

7.5.2 Samples for specialist environmental analysis and scientific dating (soil profiles, archaeomagnetic dating, dendrochronology etc.) should be taken if suitable material is encountered during the excavation. The English Heritage Regional Science Advisor should be consulted (Dr Andy Hammon, tel.: 01904 601983, email: andy.hammon@english-heritage.org.uk) and provision should be made for an appropriate specialist(s) to visit the site, take samples and discuss the sampling strategy. The sampling strategy used must be presented in the evaluation report.

7.6 Conservation Strategy

7.6.1 A conservation strategy must be developed in collaboration with a recognised laboratory. All finds must be assessed in order to recover information that will contribute to an understanding of their deterioration and hence preservation potential, as well as identifying potential for further investigation. Furthermore, all finds must be stabilised and packaged in accordance with the requirements of the receiving museum. As a guiding principle, only artefacts of a "displayable" quality would warrant full conservation, but metalwork and coinage from stratified contexts would be expected to be x-rayed if necessary, and conservation costs should also be included as a contingency.

7.7 Human Remains

7.7.1 In the unlikely event that human remains are discovered they must initially be left *in-situ*, covered and protected. WYAAS will be notified at the earliest opportunity. If removal is necessary the remains must be excavated archaeologically in accordance with the *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England* published by English Heritage (2005), a valid Ministry of Justice licence, if appropriate, and any local environmental health regulations.

7.8 Treasure Act

7.8.1 The terms of the Treasure Act 1996 must be followed with regard to any finds that might fall within its purview. Any finds must be removed to a safe place and reported to the local coroner as required by the procedures as laid down in the "Code of Practice". Where removal cannot be effected on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

7.9. Unexpectedly Significant or Complex Discoveries

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

7.10 Access/Monitoring Arrangements

7.10.1 The representative of the WYAAS will be afforded access to the site at any reasonable time. It is usual practice that the visit is arranged in advance, but this is not always feasible. The WYAAS' representative will be provided with a site tour and an overview of the site by the senior archaeologist present and should be afforded the opportunity to view all trenches, any finds made that are still on site, and any records not in immediate use. It is anticipated that the records of an exemplar context that has previously been fully recorded will be examined. Any observed deficiencies during the site visit are to be made good to the satisfaction of the WYAAS' representative, by the next agreed site meeting. Access is also to be afforded at any reasonable time to English Heritage's Regional Archaeological Science Advisor.

8. Excavation Archives Deposition.

8.1 Before commencing any fieldwork, the archaeological contractor must contact the relevant District museum archaeological curator in writing (copied to WYAAS) to determine the museum's requirements for the deposition of an excavation archive. In this case the contact is: Katherine Baxter, Leeds Museum Discovery Centre, Carlisle Road, Hunslet, Leeds, LS10 1LB (Tel.:0113 2141558; email: Katherine.baxter@leeds.gov.uk).

8.2 It is the policy of the Leeds Museum to accept complete excavation archives, including primary site records and research archives and finds, from all excavations carried out in the District, which it serves.

9.3 It is the responsibility of the archaeological contractor to endeavour to obtain consent of the landowner, in writing, to the deposition of finds with the Leeds Museum.

8.4 It is the responsibility of the archaeological contractor to meet the Leeds Museum's requirements with regard to the preparation of fieldwork archives for deposition.

9. Post-Excavation Analysis and Reporting

9.1 Requirement for Further Fieldwork

9.1.1 It is anticipated that upon (or approaching) completion of fieldwork a meeting with WYAAS will be arranged by the archaeological contractor, either at the WYAAS offices or on site, to discuss the results and agree what, if any, additional work may be warranted. The developer should also be invited to attend this meeting. The meeting may take the form of a telephone discussion at WYAAS' discretion. Following the meeting the archaeological contractor will either produce a report (if no further archaeological work is warranted), or draft a specification (if further work is required) to be submitted to WYAAS for written approval prior to the commencement of any further work.

9.1.2 If further fieldwork is required, the results of the evaluation will be integrated into an overall report encompassing all stages of work. However, if a different contractor is employed by the developer to undertake subsequent works, then a full,

formal evaluation report (see paragraph 9.3 below) should be prepared and accepted by WYAAS before further fieldwork commences.

9. Post-Excavation Analysis and Reporting

9.1 Finds and Samples

9.1.1 On completion of the fieldwork, any samples taken shall be processed and any finds shall be cleaned, identified, assessed/analysed, dated (if possible), marked (if appropriate) and properly packed and stored in accordance with the requirements of national guidelines.

9.1.2 Samples should be processed for the recovery of artefactual material, animal/fish/human bones, industrial residues (including hammerscale), shell, molluscs, charcoal and mineralised plant remains as a minimum. 'Specialist' samples (e.g. monoliths, cores, plant/invertebrate macrofossils) should be processed separately as appropriate.

9.1.3 Material suitable for scientific dating (e.g. charcoal) should be identified to species and assessed for suitability by an environmental specialist prior to submission to a dating laboratory. Any human remains submitted for C14 dating should also have carbon (delta 13C) and nitrogen isotope analysis carried out by the radiocarbon laboratory.

9.1.4 All finds and biological material must be analysed by a qualified and experienced specialist.

9.1.5 Following identification, finds of 20th-century date should be noted, quantified and summarily described, but can then be discarded if appropriate. All finds which are of 19th century or earlier date should be retained and archived.

9.2 Field Archive

9.2.1 A fully indexed field archive shall be compiled consisting of all primary written documents, plans, sections, photographic negatives and a complete set of labelled photographic prints/slides. Standards for archive compilation and transfer should conform to those outlined in *Archaeological Archives – a guide to best practice in creation, compilation, transfer and curation* (Archaeological Archives Forum, 2007). The contractor should also take account of any additional requirements imposed by the recipient museum (see section 9.1 above). An index to the field archive is to be deposited with the West Yorkshire Archaeology Advisory Service (preferably as an appendix in the report).

9.2.2 Prints may be executed digitally from scanned versions of the film negatives, and may be manipulated to improve print quality (but **not** in a manner which alters detail or perspective). All digital prints must be made on paper and with inks which are certified against fading or other deterioration for a period of 75 years or more when used in combination. If digital printing is employed, the contractor must supply details of the paper/inks used in writing to the WY Archaeology Advisory Service, with supporting documentation indicating their archival stability/durability. Written confirmation that the materials are acceptable must have been received from the WYAAS prior to the commencement of work on site.

9.2.3 The original archive is to accompany the deposition of any finds, providing the landowner agrees to the deposition of finds in a publicly accessible archive (see para. 8.4 above). In the absence of this agreement the field archive (less finds) is to be deposited with the West Yorkshire Archaeology Advisory Service.

9.3 Report Format and Content

9.3.1 A report should be produced, which should include background information on the need for the project, a description of the methodology employed, and a full description and interpretation of results produced. It is not envisaged that the report is likely to be published, but it should be produced with sufficient care and attention to detail to be of academic use to future researchers.

9.3.2 Location plans should be produced at a scale which enables easy site identification and which depicts the full extent of the site investigated (a scale of 1:50,000 is not regarded as appropriate unless accompanied by a more detailed plan or plans). Site plans should be at an appropriate scale showing trench layout (as dug), features located and, where possible, predicted archaeological deposits. Upon completion of each evaluation trench all sections containing archaeological features will be drawn. Section drawings (at a minimum scale of 1:20) must include heights O.D. Plans (at a minimum scale of 1:50) must include O.D. spot heights for all principal strata and any features. Where no archaeological deposits are encountered at least one long section of each trench will be drawn.

9.3.3 Artefact analysis is to include the production of a descriptive catalogue, quantification by context and discussion/interpretation if warranted, with finds critical for dating and interpretation illustrated.

9.3.4 Environmental analysis is to include identification of the remains, quantification by context, discussion/interpretation if warranted, and a description of the processing methodology. Radiocarbon results must be presented in full (laboratory sample number, conventional radiocarbon age, delta C13 value, calibration programme). Copies of the laboratory-issued dating certificates must be included as an appendix to the report.

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

9.4 Summary for Publication

9.4.1 The attached summary sheet should be completed and submitted to the WYAAS for inclusion in the summary of archaeological work in West Yorkshire to be published on WYAAS' website.

9.5 Publicity

If the project is to be publicised in any way (including media releases, publications etc.), then it is expected that the WYAAS will be given the opportunity to consider whether it wishes its collaborative role to be acknowledged, and if so, the form of words used will be at the WYAAS' discretion.

10. Report Submission and Deposition with the HER

10.1 A copy of the report is to be supplied **directly** to the WYAAS within a period of **two months** following completion of fieldwork, unless specialist reports are awaited. In the latter case a revised date should be agreed with the WYAAS. Completion of this project and advice from WYAAS on an appropriate mitigation strategy are dependant upon receipt by WYAAS of a satisfactory report which has been prepared in accordance with this specification. Any comments made by WYAAS in response to the submission of an unsatisfactory report will be taken into account and will result in the reissue of a suitably edited report to all parties, within a timescale which has been agreed with WYAAS.

10.2 The report will be supplied on the understanding that it will be added to the West Yorkshire Historic Environment Record where it will be publicly accessible once deposited unless confidentiality is explicitly requested, in which case it will become publicly accessible six months after deposition.

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

10.4 A copy of the final report shall also be supplied to English Heritage's Regional Science Advisor (Andy Hammon, English Heritage, 37 Tanner Row, York Y01 6WP).

10.5 The West Yorkshire HER supports the Online Access to Index of Archaeological Investigations (OASIS) project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork. The archaeological contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. Contractors are advised to contact the West Yorkshire HER officer prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, the West Yorkshire HER may place the information on a web-site. Please ensure that you and your client agree to this procedure in writing as part of the process of submitting the report to the case officer at the West Yorkshire HER.

11. General Considerations

11.1 Authorised Alterations to Specification by Contractor

11.1.1 It should be noted that this specification is based upon records available in the West Yorkshire Historic Environment Record and on a brief examination of the site by the WYAAS. Archaeological contractors submitting tenders should carry out an inspection of the site prior to submission. If, on first visiting the site or at any time during the course of the recording exercise, it appears in the archaeologist's professional judgement that

- i) a part or the whole of the site is not amenable to recording as detailed above, and/or
- ii) an alternative approach may be more appropriate or likely to produce more informative results, and/or

then it is expected that the archaeologist will contact WYAAS as a matter of urgency. If contractors have not yet been appointed, any variations which the WYAAS considers to be justifiable on archaeological grounds will be incorporated into a revised specification, which will then be re-issued to the developer for redistribution to the tendering contractors. If an appointment has already been made and site work is ongoing, WYAAS will resolve the matter in liaison with the developer and the Local Planning Authority.

11.2 Unauthorised Alterations to Specification by Contractor

11.2.1 It is the archaeological contractor's responsibility to ensure that they have obtained WYAAS' consent in writing to any variation of the specification prior to the commencement of on-site work or (where applicable) prior to the finalisation of the tender. Unauthorised variations may result in WYAAS being unable to recommend determination of the planning application to the Local Planning Officer based on the archaeological information available and are therefore made solely at the risk of the contractor.

11.3 Technical Queries

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

11.4 Valid Period of Specification

This specification is valid for a period of one year from date of issue. After that time it may need to be revised to take into account new discoveries, changes in policy or the introduction of new working practices or techniques.

**West Yorkshire Archaeology Advisory Service
David Hunter**

December 2010

**Historic Environment Record
West Yorkshire Archaeology Advisory Service
Registry of Deeds
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*WEST YORKSHIRE ARCHAEOLOGY ADVISORY SERVICE SUMMARY SHEET
ARCHAEOLOGICAL FIELDWORK IN WEST YORKSHIRE*

Site name/ Address: Richmond Hill Primary School, Leeds	
Township: Leeds	District: Leeds
National Grid Reference: SE 3178 3297	
Contractor: CFA Archaeology	
Date of Work: May 2011	
Title of Report: Richmond Hill Primary School, Leeds, Archaeological Evaluation	
Date of Report: 13/05/2011	
SUMMARY OF FIELDWORK RESULTS: An archaeological evaluation was carried out at the Richmond Hill Primary, Leeds. Two trenches were excavated. Archaeological remains consisted of a possible clay pit and unstratified finds. The finds which were entirely within made ground consisted of 19th and 20th century bricks, glass and slag, with some pottery. Representative finds were recorded but not retained.	
Author of summary: Martin Lightfoot	Date of summary: 13/05/2011