

Clergy House
Barkerend Road, Bradford, West Yorkshire:
Historic Building Record



February 2015
NGR: SE 16768 33305
Historic township: Bradford

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SUMMARY

Clergy House in Bradford (NGR: SE 16768 33305) was built in 1766 as Church Hill House, a middle class home in what was then the fashionable part of the town centre, and during much of the nineteenth century was occupied as a doctor's house and premises, then in 1919 was acquired by the cathedral to house members of its clergy. The original building is of three storeys with cellar, though this 1766 house may have been larger than the surviving front wing which now represents it. In the first half of the nineteenth century the house was doubled in size by the addition of the parallel, rear wing. The present building has undergone much rebuilding and alteration in the twentieth century, though many historic aspects do survive. It was recorded in December 2014 for the architects Farrell and Clarke LLP, to fulfil a condition of listed building consent for conversion works.

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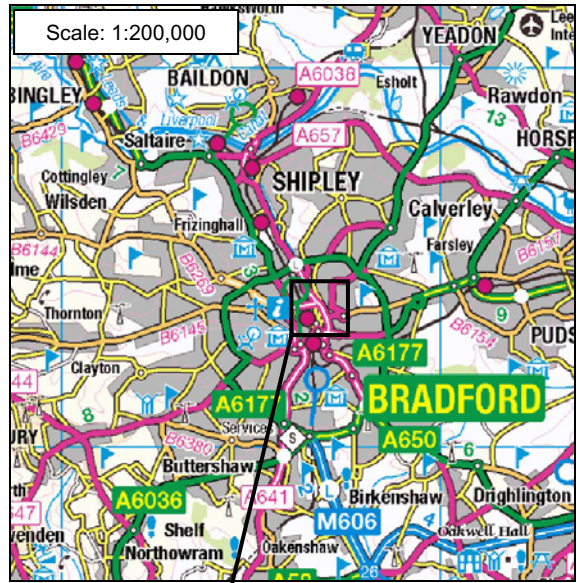
CLERGY HOUSE, BARKEREND ROAD, BRADFORD, WEST YORKSHIRE: HISTORIC BUILDING RECORD

1 Introduction

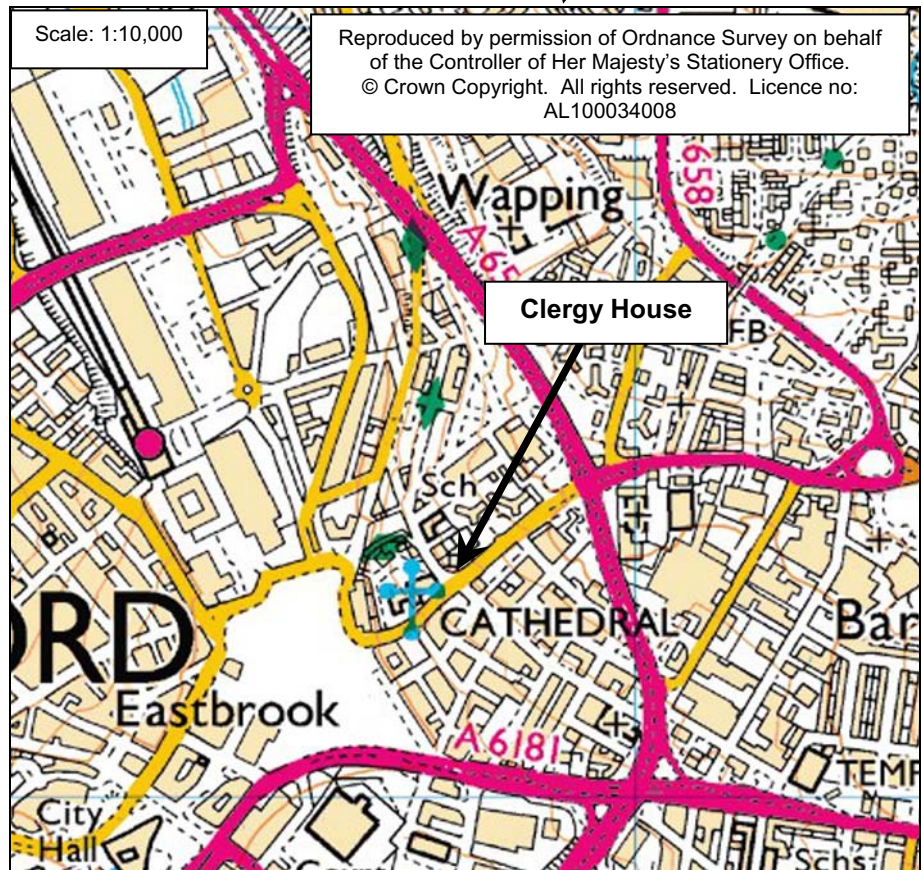
- 1.1 This report presents the results of historic building recording at Clergy House, on Barkerend Road in Bradford, West Yorkshire. The work was commissioned by the architects Farrell and Clark LLP, to fulfil a condition attached to listed building consent from the City of Bradford Metropolitan District Council, for the building's refurbishment and alterations to create five self-contained flats, and was carried out in December 2014.
- 1.2 Clergy House is a detached town house formerly known as Church Hill House, located close to Bradford Cathedral (the former parish church), and according to a date on a rainwater hopper, was built in 1766. It has undergone various alterations and extensions but despite these much of the original and later historic plan forms can be discerned, and a number of significant historic fixtures and features do survive.
- 1.3 The recording work was carried out in accordance with a generic specification from the West Yorkshire Archaeology Advisory Service (WYAAS) (Appendix 1), and was essentially photographic in extent, though some research into the building's historical background has also been undertaken. This report will be submitted to the client, the West Yorkshire Historic Environment Record and the West Yorkshire Archive Service, and will be published on the internet via the OASIS project.

2 Location and current use

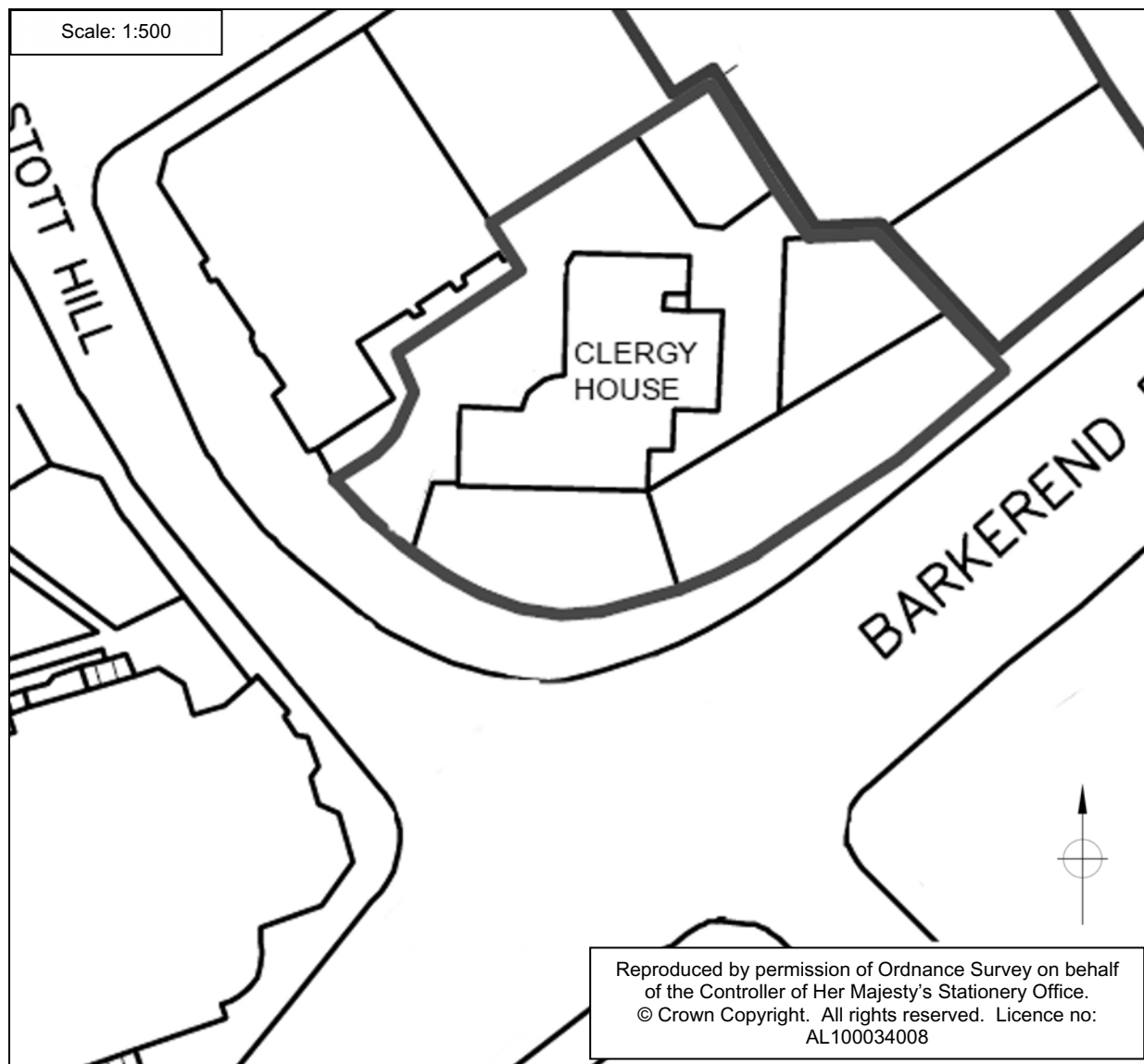
- 2.1 Clergy House stands on the eastern edge of Bradford city centre at number 1 Barkerend Road (the north-west side), at the corner with Stott Hill, where the building faces south, down the hill past the cathedral towards the valley bottom (figures 1 & 2). The national grid reference for the site is SE 16768 33305 and its height above Ordnance Datum (sea level) is approximately 115m.
- 2.2 The building is owned by Bradford Cathedral and its last use was as flats, but it has been empty and disused since 2003, except for unauthorised squatting.



1: Location map (i)



2: Location map (ii)



3: Site plan

3 Planning background

- 3.1 Clergy House is listed as having special architectural or historic interest (grade II), although its entry in the list has no name¹; it also lies within the Cathedral Precinct conservation area. Listed building consent for "Refurbishment and alterations to create five self-contained flats", for temporary housing, was granted by City of Bradford MDC on 6 May 2014 (application no: 14/01099/LBC), of which one of the attached conditions (no.11), imposed on the advice of the planning authority's advisor the West Yorkshire Archaeology Advisory Service, requires a programme of archaeological work, which this report and its associated archive are intended to satisfy.

¹ National Heritage List no: 1133302

4 Previous investigative work

- 4.1 The building has been subject to at least three recent studies which are relevant and drawn upon here: a report by Knox McConnell Architects on its *Historic Development and Surviving Fabric*²; a chapter on its history and significance in an options appraisal for the site in conjunction with the adjacent Cathedral Halls, by the Heritage Works Buildings Preservation Trust³; and a heritage statement on Clergy House and its adjacent plot for the current planning application⁴. Most of the following account is derived from these sources, but some additional information has been researched at Bradford Local Studies Library.

5 Historical background

Owners and occupiers

- 5.1 Clergy House, or Church Hill House as it used to be known, has a lead rainwater hopper bearing the date 1766 and the initials MR, which must indicate the date at which it was established, and its as yet unidentified patron, though the date of 1767 is also given in the Heritage Works document noted above. In the late eighteenth century this was one of the more desirable parts of the small but growing town of Bradford, a neighbourhood known as Barker End or Town End, and was home to a small body of the middle class, including the vicar, the manager of the newly established Leeds and Liverpool Canal, and wealthy manufacturers. The thoroughfare now known as Barkerend Road was at that time Bradford's High Street⁵.
- 5.2 When first built the house appears to have comprised a three-bay building possibly only a single room deep, and of three storeys with cellar. Title deeds for the property describe it at that time as having a garden, yard, stable, coach house and outbuildings, which give some indication of the affluence and status of its owner. However the early years of the nineteenth century saw Bradford's industry's growing rapidly and with it there was a surge in population and house building, and this part of town became less desirable, though it remained a busy and prosperous part of the residential and commercial centre.
- 5.3 At this time the property seems to have been the property of the Bower family but to have been occupied by various tenants, including a school teacher. From the 1830s until about 1860, Edwin Casson, a prominent doctor lived there, using

² Knox McConnell Architects 2010

³ Heritage Works Buildings Preservation Trust Ltd 2011 *Clergy House and Cathedral Halls, Bradford: Options Appraisal Study*

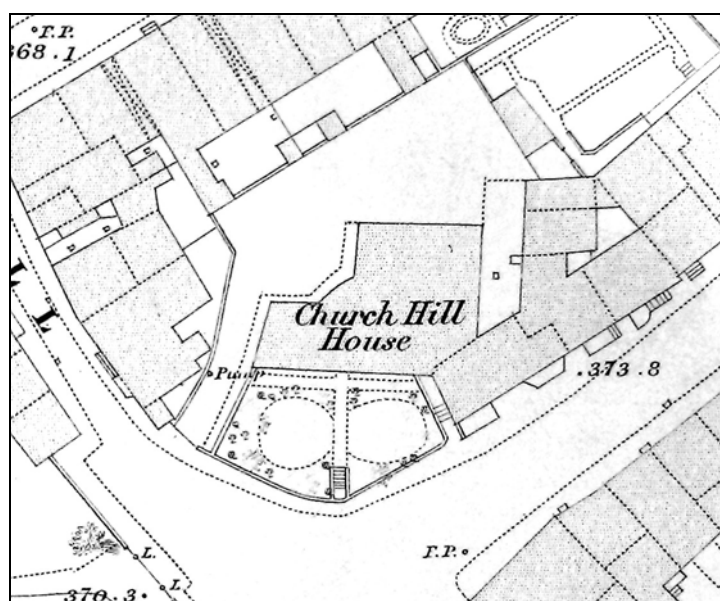
⁴ CFA Archaeology Ltd 2014, Report No. Y140/14

⁵ Duckett, B & Waddington-Feather, J 2002 *Bradford History and Guide*, p73

part of the house or an annex as a surgery, and was succeeded by another surgeon called John Nettleton Terry, resident there into the 1890s. The house continued as a doctor's premises into the twentieth century but was sold to the Parish Church in 1911 for use by its clergy (hence its new name), though probably not the vicar himself, who, it is presumed, continued to occupy the vicarage. The church became Bradford Cathedral in 1919, and Clergy House remained the home of some of its employees until 1990.

Cartographic sources

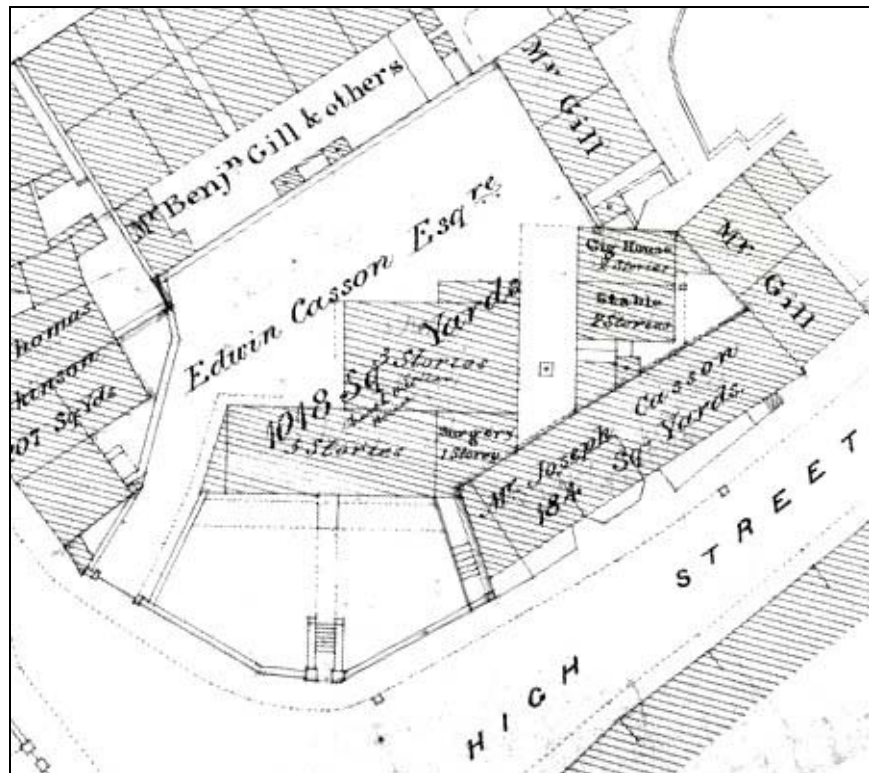
- 5.4 The earliest accurate map of the area which has been identified during this study is the Ordnance Survey 1:1056 plan surveyed in 1848 (figure 4). This shows the house with an irregular form to its west gable, a substantial rear wing to the north-east, and other buildings adjoining at the south-east side, which are no longer present. The front garden's pair of lawns with shrub borders indicate something of the house's setting, along with the large rear yard.



4: Ordnance Survey 1:1056 map, 1852
Surveyed 1848 (not at original scale)⁶

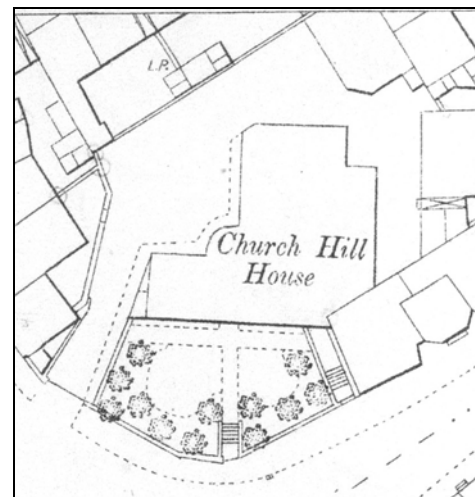
- 5.5 A map dated to 1853 (figure 5) shows what is probably a more schematic arrangement than the Ordnance Survey's depiction, to judge from the form of the rear part of the house, but is useful in identifying the separate lean-to against the west gable, the surgery adjoining the east end of the front block, and the separate two storey gip house and stable across the yard.

⁶ Bradford, sheet 5

5: Map of 1853⁷

(not at original scale)

- 5.6 The subsequent OS plan of 1891 (figure 6), made while the house was still a doctor's premises, suggests that its rear had been extended, but that otherwise there had been relatively little alteration to the essential arrangement of the site.

6: Ordnance Survey 1:500 map, 1891
Surveyed 1889 (not at original scale)⁸

⁷ Map of Edwin Casson's estate, held at Bradford Library (reproduced from Knox McConnell report)

⁸ Yorkshire, sheet 216.8.4

Other sources

- 5.7 A rapid search of building control plans at the Bradford office of the West Yorkshire Archive Service identified drawings of 1950 which show the proposed rebuilding of the east end of the house and the demolition of outbuildings to the south-east⁹. They do not include plans of the whole building but are useful in showing room uses within its east end at that time, and for providing a date for this partial rebuilding, which is one of a number of such episodes the building has undergone: it is known that much more extensive rebuilding has been undertaken, probably in the 1970s, including of the south front, west gable and rear elevation of the south block or wing, though the precise date and extent of this work has not been established.

6 Recording methodology

- 6.1 The recording, carried out during a site visit on 16 December 2014, involved detailed inspection and photographic recording of the house, in accordance with the specification (Appendix 1).
- 6.2 The photographic record was made using a medium format camera with perspective control and other lenses, and black and white film for archival stability. External and internal photographs were taken of all parts of the building using a 2m ranging pole marked with 0.5m graduations as a scale, or a 0.5m baton with 0.1m graduations. These black and white photographs have been printed at approximately 7" x 5" or 10" x 8", and are all copied in this report, where they are referred to by numbers in **bold**. A small number of photographs was also taken using a digital camera (see Appendix 2), which will be deposited in digital form only, with WYAAS. Locations of all photographs taken are marked on copies of the site and floor plans provided by Farrell and Clark (figures 7 - 11). The room numbers used on these are referred to in the following account in *italics*.

7 Architectural description

Exterior

- 7.1 The house's front, south-facing elevation has a commanding situation at its corner location, with the three storey façade having an imposing character, emphasised by the sloping site on which it stands (**1-3**). However in its present form this front dates from the late twentieth century, with its very regular courses of sandstone, its ashlar door-case, and sawn window surrounds (**4-6**). The

⁹ Bradford building plan no 46871, June 1950, by Barker & Jordan architects

peculiar “Gibbs” style central first floor window forms part of this modern phase, and indeed a mid nineteenth century illustration shows tri-partite windows to the ground floor as well as the first floor, so it can be established that this present front is far from a faithful rebuilding of the original. The modern openings closely match those at the cathedral Deanery built in 1972, so are almost certainly contemporary with that. At the top left is the re-fitted rainwater hopper of 1766, below the plain dentils and twentieth century kneeler (7). The gables and exposed rear elevation of the south block or wing have similarly been rebuilt, and are not of interest in themselves, and it is not certain that the present fenestration patterns replicate the historic arrangements, though it is safe to assume that there has always been at least one stair window at the rear (8-10). A small lean-to against the east gable is a WC added *circa* 1950, on demolition of the larger outbuilding and probable former doctor’s surgery which occupied this area (11).

- 7.2 The rear block or wing, which is parallel to the front part but offset to the east (12), is a slightly deeper building, and according to existing studies was added between 1802 and 1832, and although that is entirely plausible this date range seems to have been arrived at by inference from mapping of questionable accuracy. It is built in a similar style, of local sandstone “bricks”, though the east elevation was rebuilt *circa* 1950, and its distinctive windows, which are not in keeping with the rear and west gable, date from that phase (13-15). The two original elevations of the rear wing have large, plain window openings with thin sills and lintels and simple quoined jambs (16-18). An unusual rear entrance porch is located against the west gable, with curved outer wall (as shown on the 1852 map), and a single storey rear lean-to extension, in similar materials (but with sheet metal roof) runs for about three quarters of the wing’s length (19). Maps indicate that the latter was built between 1848 and 1889, the same period as that during which the former trap house or similar at the north corner of the property was added (20).

Interior – south wing

- 7.3 The front entrance leads directly into an open stair hall (G11) (21), distinctive as an eighteenth century arrangement by the setting of the foot of the stairs close to the doorway (as necessitated by the single room depth of the wing), rather than being set back, as would typically be the case in a deeper building. The front door itself is modern and set within a plain opening, but to either side is a doorway with historic architrave and six panel door with raised and fielded panels, probably survivors from the 1760s house (22). The open string staircase is likewise almost certainly original, and has stone treads with shallow, bull-nosed risers, which climbs as a half-turn, with landings below the rear window (23,24). There are slender wrought iron balusters with bellied profiles, and a

narrow hardwood handrail with scrolls and ramps; this staircase is probably the most outstanding internal feature of the house (25,26). The hall floor is laid with later, probably Victorian, encaustic tiles (27,28).

- 7.4 The room to the east of the stairs (G02) was evidently one of the two principal day rooms of the 1760s house, but it is modest in size and decoration. The present fireplace is modern and must have been replaced during the late twentieth century, although it may imitate or replicate its predecessor (29). Apparently original features include the arched recess in the north wall (30), and the ceiling beams with moulded cornices (31), but the window and its opening are modern (32). The room to the west of the stairs (G01) is broadly similar, though with no original fixtures or decoration beyond the door (33).
- 7.5 A rear entrance from the stair hall now leads into the corner porch (G10), believed to be a later addition, and so it remains uncertain as to whether or not the 1760s house had any additional accommodation to the rear, subsequently demolished or replaced. The present south wing has a conspicuous absence of a kitchen, and it does seem likely, though it cannot be proved, that there were further service rooms on the ground floor of the original house (if not at higher levels), which have not survived or were incorporated into the later rear wing.
- 7.6 A small cellar with vaulted roof (B02) is located beneath the entrance hall, its stairs descending in a quarter turn, with the remains of a timber-fronted cupboard with butterfly hinges beneath the ground floor staircase (34-36). This room has typical storage shelves and cold table to the sides, and survey drawings show a well beneath the floor in one corner, perhaps the original water supply (37-39).
- 7.7 The stairs to the first floor of the south wing lead to a large landing (F08), now reduced in size by the insertion of a modern partition which creates a separate passage parallel to the front wall (F09), lit by the modern arched window with Gibbs surround to the exterior (40,41). The doorway in the east side of the landing appears original (42), and was formerly matched by one in the west side, though that is now blocked and its door re-hung in the new opening serving passage F09 (43). The west, first floor room (F01), probably a bedroom originally, appears almost entirely modern (44), due to rebuilding and associated refurbishment, and the bedroom to the east of the stairs (F02) has been reduced in size by another modern passage (F08A); similarly it lacks historic features (45).
- 7.8 The main staircase continues up to the second floor in the same fashion, though with a steeper gradient which means it reaches the top floor with a single quarter turn (46), to allow the provision of a landing in the centre of the house (S10A),

with three rooms off, the smallest one in the centre to the front (S02), as is typical for such medium-sized late eighteenth century houses. This unheated room has a good four panel door and architrave, both plainer than those on the lower floors, and indicative of the possible use of this floor as servants' accommodation (47). The larger western bedroom (S01) is similarly plain, though it does have a fireplace (conceivably introduced only with the modern rebuilding of the gable). It is notable for the L-shaped hinges by which its four panel door is hung – they are very much an early feature (48-50). The second floor bedroom to the east of the stairs (S03) has been much altered by the insertion of modern partitions which create an independent passage through to the rear wing (S03A & S10), but can be seen to have been essentially similar in plan and decoration to the west room originally.

- 7.9 As far as can be seen through a ceiling hatch, the roof structure over the south wing is entirely modern.

Interior – north wing

- 7.10 This early nineteenth century part of the house appears to have been built to provide enlarged service and bedroom accommodation, and also perhaps space in which the various doctors who occupied the building over its life could work. As is the case with the south wing, there are various historic fixtures and fittings surviving, but there have also been significant changes to the circulation patterns over the course of the twentieth century.
- 7.11 The quadrant-shaped rear porch (G10) seems to have been the principal entrance into this wing, and from here there was access to the rear service stairs, as well as a parallel passage (G09) alongside the kitchen (G05). (The dividing wall between kitchen and passage had been removed by the time of this survey - 51). The kitchen is of considerable size, slightly greater in area than the day rooms in the south wing, and original features include the west window (sashes with no horns) (52,53), and the cooking range surround with adjacent cupboard (54-57), though the present slate fireplace and cupboards within its tripartite opening are later. A doorway in the rear of the kitchen, hung with a three-over-one panel door of *circa* 1930 (58), leads through to a rear scullery or back kitchen (G03 etc, now subdivided), with its own external doorway to the east, a fireplace (now blocked), and nineteenth century sash window (59,60). To the east of the kitchen is another room (G06), of uncertain function, with moulded ceiling beam and modern fireplace (61); this was in use as a dining room in 1950, but may have been a library or part of the surgery in the previous century. The other spaces within this wing on the ground floor are not of interest.

- 7.12 There is a cellar below the main kitchen (*B01*), also vaulted, but larger than that in the south wing; at the head of the stone stairs down into it are the remains of bell wires, the remains of a system typical of a nineteenth or early twentieth century middle class household (**62,63**). The cellar itself is equipped with a large stone cold table in the middle of the room with stone benches or shelves around the outside, and a generous window to the west side, perhaps used for taking in goods (**64-67**).
- 7.13 The north wing's stone stairs to the first floor are more modest than the flight within the front wing, being enclosed (**68,69**), and presumably were intended largely for service use, though there are some good rooms on the first floor to which they gave access. This area has been re-arranged by the insertion of a number of twentieth century partitions, but originally seems to have comprised one large and one smaller room, probably both bedrooms for the main members of the household. The former (now comprising *F03*, *F04* and *F07A*) has a good walk-in window and fireplace which are original (**70-72**), while the smaller room to the east (*F05*) has a modern fireplace and rebuilt east gable of 1950 with contemporary windows (**73**). An historic cupboard with raised and fielded panelled doors (**74**) to the south of here suggests that the adjacent bathroom (*F06*) may have been a separate room before taking on its present use, rather than an entirely modern creation.
- 7.14 A similar flight of stone stairs leads to the second floor in the north wing (**75**), on which a very similar historic plan can be discerned, once the present subdivisions are discounted: it also comprises two heated rooms of different sizes, and possibly a third, unheated room in the south-east corner. The large west room (*S04*) has its original fireplace of the same style as below, and a repaired walk-in window (**76-78**), as well as a plainer window to the north (now within *S05*), with modern frame. The fireplace to the east room (*S06*) may also be nineteenth century (**79**). Both of these rooms seem to be of a size for use by the main household, and the house's location within the town presumably would have meant servants were readily available locally and did not have to live in.
- 7.15 An attic floor exists above the north wing, comprising a low loft enclosed by lath and plaster partitions, which can only have been used for storage. Within it, a single roof truss is visible, of queen struts with tusk-tenoned purlins, and no doubt this is original to this early nineteenth century part of the house (**80,81**).

8 Conclusion

- 8.1 Clergy House is an important survival within Bradford city centre and the Cathedral Precinct conservation area, as a mid to late eighteenth century town

house, in an area which was once the residential and commercial centre for the affluent and professional classes, and its expansion during the early nineteenth century may be attributable to its use as a doctor's premises. Later alterations and rebuilding have removed a considerable proportion of its historic fabric, and further loss may occur during the present works, but significant aspects have survived to be recorded here.

Appendix 1: WYAAS Specification

GENERIC SPECIFICATION FOR THE PHOTOGRAPHIC RECORDING Of Clergy HOUSE, BRADFORD WEST YORKSHIRE (SE 16768 33305)

This specification details the general requirements for an archaeological or architectural photographic record of a building or structure when this level of recording is required, generally as a condition to a planning permission issued by Bradford district council (Planning Permission 14/01099/LBC)

1. Summary

1.1 This specification covers the requirements for a general archaeological and architectural photographic record of a building or standing & is generally used when a West Yorkshire District Conservation officer believes that this is required in advance of demolition / conversion to identify and document items of archaeological and architectural interest prior to alteration / conversion or demolition.

This specification has been written by the West Yorkshire Archaeology Advisory Service (WYAAS), the holders of the West Yorkshire Historic Environment Record.

2. Archaeological / Architectural Interest

Clergy House is listed grade II and a designated heritage asset and is located in the Cathedral Quarter conservation area. The house dates to the third quarter of the 18th century. Few buildings of this date survive in the city centre. Comprehensive reports on the houses historical development and the surviving historic fabric have been prepared by Knox-McConnel Architects and Farrell and Clark LLP.

For an understanding of relevant archaeological research priorities for buildings in West Yorkshire please see the historic buildings research agenda available as a PDF document to download from the WYAAS website:

<http://www.archaeology.wyjs.org.uk/wyjs-archaeology-research.asp>

3. Aims of the Project

3.1 The aim of the proposed work is to identify and objectively record by means of photographs any significant architectural features and evidence for the original and subsequent historical form and functions of the building to be developed, and to place this record in the public domain by depositing it with the West Yorkshire Historic Environment Record (the Registry of Deeds, Newstead Road, Wakefield WF1 2DE; tel. 01924 306797; email wyher@wyjs.org.uk). The building recorder on site should give particular attention to recording as far as possible the functional arrangements and division of the building.

4. General Instructions

4.1 Health and Safety

4.1.1 The building recorder on site will naturally operate with due regard for Health and Safety regulations. Prior to the commencement of any work on site the building recorder may wish to carry out a Risk Assessment on the building in accordance with the Health

and Safety at Work Regulations. The building recorder should identify any contaminants which constitute potential Health and Safety hazards (e.g. chemical drums) and make arrangements with the owner / developer for decontamination/making safe as necessary and appropriate. The WY Archaeology Advisory Service and its officers cannot be held responsible for any accidents or injuries which may occur to outside contractors engaged to undertake this survey while attempting to conform to this specification.

4.2 Confirmation of Adherence to Specification

4.2.1. Unauthorised variations are made at the sole risk of the building recorder. Proposed modifications presented in the form of a re-written specification/project design **will not** be considered. For technical queries see para. 8.1.

4.3 Confirmation of Timetable and Contractors' Qualifications

4.3.1 Prior to the commencement of *any work*, the building recorder **must** provide the local planning authority **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.*)

4.3.2 All project staff provided by the building recorder must be suitably qualified and experienced for their roles. In particular, staff involved in building recording should have proven expertise in the recording and analysis of buildings. The timetable should be adequate to allow the work to be undertaken to the appropriate professional standard.

4.4 Notification and Monitoring

The Local Authority should receive at least one week's notice in writing of the intention to start fieldwork.

5 Recording Methodology

5.1 Site preparation

Prior to the commencement of work on site the building recorder should identify all removable modern material (including 20th century partitions, dry-boarding, suspended ceilings, modern machinery *etc.*) which may significantly obscure material requiring a photographic record, and should contact the developer in order to make arrangements for its removal. It is not the intention of this specification that large-scale removal of material of this type should take place with the building recorder's manpower or at that contractor's expense.

5.2 Documentary research

If no detailed heritage statement has been submitted for the building, then prior to the commencement of work on site, the building recorder should undertake a rapid map-regression exercise based on the readily-available map and photographic evidence held by the relevant Local History Library and the West Yorkshire Archive Service, and a rapid examination of the available 19th- and 20th-century Trades and Postal directories, the appropriate census returns and all other available primary and relevant secondary sources. This work is intended to inform the building recording by providing background

information with regard to function and phasing. Please note that this exercise is not intended to be a formal desk-based assessment, and should not represent a disproportionate percentage of the time allowed for the project overall.

5.3 Site/building plans

If as “existing plans” of the building have been produced then, if appropriate, these plans may be used for any annotation relative to the photographic record (permission of the copyright holder must be sought).

Failing this, an accurate sketch plan of the building layout, marked with a north pointer, should be derived from the most appropriate large-scale historic mapping and reproduced at an appropriate scale (not smaller than 1:100). This plan should then be used for any annotation relative to the photographic record.

6. Photographic Record

6.1 External photographs

An external photographic record should be made of all elevations of the building, from vantage points as nearly parallel to the elevation being photographed as is possible within the constraints of the site. The contractor should ensure that all visible elements of each elevation are recorded photographically; this may require photographs from a number of vantage points. A general external photographic record should also be made which includes a number of oblique general views of the building(s) from all sides, showing it as a whole in its setting. In addition, a 35mm general colour-slide survey of the building(s) should also be provided (using a variety of wide-angle, medium and long-distance lenses). While it is not necessary to duplicate every black-and-white shot, the colour record should be sufficiently comprehensive to provide a good picture of the form and general appearance of the building. The colour slide record should also include some internal shots. (See para. 6.5 below for possible use of digital photography.)

6.2 Internal photographs

A general internal photographic record should be made of the building. General views should be taken of *each room* or discrete internal space from a sufficient number of vantage points to adequately record the form, general appearance and manner of construction of each area photographed. In areas which are wholly modern in appearance, character and materials, a single shot to record current appearance will suffice.

6.3 Detail photographs

In addition, detailed record shots should be made of all features of archaeological and architectural interest identified during the process of appraisal. Typically, items of interest would include:

- All original structural elements, roof structures / trusses
- Original doors and window frames and any associated shutters or other fittings
- Original staircases and other access arrangements

But this list should not be treated as exhaustive. The building recorder on site should also identify and note:

- any significant changes in construction material – this is intended to include significant changes in stone/brick type and size
- any blocked, altered or introduced openings

- evidence for phasing, and for historical additions or alterations to the building.
- The house's two cellars

Elements for which multiple examples exist (e.g. each type of roof truss, column or window frame) may be recorded by means of a single representative illustration. **N.B.** Detail photographs must be taken at medium-to-close range and be framed in such a way as to ensure that the element being photographed clearly constitutes the principal feature of the photograph.

6.4 Equipment

General photographs should be taken with a Large Format monorail camera (5" x 4" or 10" x 8"), or with a Medium Format camera that has perspective control, using a tripod. The contractor must have proven expertise in this type of work. Any detail photographs of structural elements should if possible be taken with a camera with perspective control. Other detail photographs may be taken with either a Medium Format or a 35mm camera. All detail photographs must contain a graduated photographic scale of appropriate dimensions (measuring tapes and surveying staffs are not considered to be acceptable scales in this context). A 2-metre ranging-rod, discretely positioned, should be included in a selection of general shots, sufficient to independently establish the scale of all elements of the structure.

6.5 Digital photography

As an alternative to our requirement for colour slide photography, good quality digital photography may be supplied as an alternative, using cameras with a minimum resolution of 8 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 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 as the holders of the West Yorkshire Historic Environment Record (HER) on gold CDs by the building recorder accompanying the hard copy of the report.

6.6 Film stock

All record photographs to be black and white, using conventional (not chromogenic) silver-based film only, such as Ilford FP4 or HP5, or Delta 400 Pro that is replacing HP5 in certain film sizes (such as 220). Dye-based films such as Ilford XP2 and Kodak T40CN are unacceptable due to poor archiving qualities.

6.7 Printing

6.7.1 Record photographs should be printed at a minimum of 5" x 7". In addition a small selection of photographs (the best of the exterior setting shots and interior shots with important detail) should be printed at 10" x 8". Bracketed shots of identical viewpoints need not be reproduced, but all viewpoints must be represented within the report.

6.7.2 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 local authority with supporting documentation indicating their archival stability/durability.

6.8 Documentation

A photographic register detailing (as a minimum) location, direction and subject of shot must accompany the photographic record; a separate photographic register should be supplied for any colour slides and digital photographs. Position and direction of each photograph and slide should be noted on a scaled copy of the building plan (minimum acceptable scale 1:100), which should also be marked with a north pointer. Separate plans should be annotated for each floor of the building/ structure. (See also para. 5.3 above.)

7. Post-Recording Work and Report Preparation

7.1 Report Preparation

7.1.1 Report format and content

A written report should be produced. This should include:

- an executive summary including dates of fieldwork, name of commissioning body, and a brief summary of the results including details of any significant findings
- an introduction outlining the reasons for the survey
- a brief architectural description of the building presented in a logical manner (as a walk around and through the building, starting with setting, then progressing to all sides of the building in sequence, and finally to the interior from the ground floor up)
- a discussion placing the building in its local and historical contexts, describing and analysing the development of the. This analysis should consider the site type as an integrated system intended to perform a specialised function, with particular attention being given to historical plan form, technical layout and process flow.

Both architectural description and historical/analytical discussion should be fully cross-referenced to the photographic record, sufficient to illustrate the major features of the site and the major points raised.

7.1.2 Report Illustrations

Illustrations should include:

- a location map at a scale sufficient to allow clear identification of the building in relation to other buildings in the immediate area
- a complete set of site drawings at a legible scale, on which position and direction of each photograph has been noted
- any relevant historic map editions, with the position and extent of the site clearly indicated
- any additional illustrations pertinent to the site
- a complete set of good-quality laser copies of all photographs. All photographs should be accompanied by detailed captions clearly locating and identifying any pertinent features.

The latter should be bound into the report, appropriately labelled (numbered, and captioned in full) and fully referenced within the report. When captioning, contractors

should identify the individual photographs by means of a running sequence of numbers (e.g. Plate no. 1; Plate no. 2), and it is this numbering system which should be used in cross-referencing throughout the report and on the photographic plans. However, the relevant original film and frame number should be included in brackets at the end of each caption.

7.2 Report deposition

7.2.1 The report should be supplied to the client and to the local planning authority and an identical copy (but also including the photographic prints and any colour slides) supplied to the West Yorkshire HER – see para.7.3 below for details). The finished report should be supplied within twelve weeks of completion of all fieldwork unless otherwise agreed with the local authority. The report will become publicly accessible once deposited with the West Yorkshire Historic Environment Record, unless confidentiality is explicitly requested, in which case it will become publicly accessible six months after deposit.

7.2.2 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 building recorder 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.

7.2.3 With the permission of the client, the building recorder is encouraged to consider the deposition of a copy of the report for this site with the appropriate Local History Library.

7.2.4 An brief note for 'Post-medieval Fieldwork in England and Northern Ireland' should be submitted to the Journal of the Society for Post Medieval Archaeology.

7.3 Deposition with WYAAS (as holders of the West Yorkshire Historic Environment Record)

The report copy supplied to the WY Archaeology Advisory Service (see address at the base of this document) should also be accompanied by both the photographic negatives and a complete set of labelled photographic prints (mounted in KENRO display pockets or similar, and arranged in such a way that labelling is readily visible) bound in a form which will fit readily into a standard filing cabinet suspension file (not using hard-backed ring-binders). Labelling should be on the *back* of the print in pencil giving film and frame number only (taking care not to damage the print) and on applied printed labels stuck on the front of the relevant photographic sleeve and which should include:

- film and frame number
- date recorded and photographer's name
- name and address of building
- national grid reference

- specific subject of photograph.

Negatives should be supplied in archivally stable mounts (KENRO display pockets or similar), and each page of negatives should be clearly labelled with the following:

- national grid reference
- Site name and address
- Date of photographs (month/year)
- Name of archaeological contractor
- Film number

Colour slides should be mounted, and the mounts suitably marked with the 'Clergy House' at the top of the slide; grid reference at the bottom; date of photograph at the right hand side of the mount; subject of photograph at the left hand side of the mount. Subject labelling may take the form of a numbered reference to the relevant photographic register. The slides should be supplied to the WY Archaeology Advisory Service in an appropriate, archivally stable slide hanger (for storage in a filing cabinet). In all other respects, 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).

7.3.3 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 use by third parties, with the copyright owner suitably acknowledged.

8. Technical Queries

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

9. Valid Period of Specification

9.1 This specification is valid unless superseded by a later version.

David Hunter
West Yorkshire Archaeology Advisory Service
West Yorkshire Historic Environment Record
Registry of Deeds
Newstead Road
Wakefield
WF1 2DE

Telephone: (01924) 306798
Fax: (01924) 306810
E-mail: dhunter@wyjs.org.uk

Appendix 2: List of digital photographs

CD of photographs (in JPG, ORF & DNG formats) deposited with the West Yorkshire Historic Environment Record

Number	Subject
d01	General view, from the south
d02	Front of the house, from across Barkerend Road
d03	Front of the house, from across Stott Hill
d04	The rebuilt front of the south wing
d05	The rebuilt front of the south wing
d06	The south wing, from the south-west
d07	General view, from the south-east
d08	The north wing, from the north-east
d09	The rebuilt east gable of the north wing
d10	The rebuilt east gable of the north wing
d11	The original west gable of the north wing, with porch at bottom right
d12	South wing: the entrance hall G11, from the north-west
d13	South wing: foot of staircase in entrance hall G11
d14	South wing: staircase in entrance hall G11
d15	South wing: encaustic tile floor in entrance hall G11
d16	South wing: encaustic tile floor in entrance hall G11
d17	South wing: encaustic tile floor in entrance hall G11
d18	South wing: ground floor room G02, from the south-west
d19	South wing: remains of cupboard by steps down to cellar B02
d20	South wing: cellar B02, from the north
d21	South wing: detail of stairs up to second floor
d22	North wing: window in kitchen G05, from the east
d23	North wing: detail of window in kitchen G05
d24	North wing: former cooking range in kitchen G05
d25	North wing: former cooking range in kitchen G05
d26	North wing: cold table in cellar B01, from the south
d27	North wing: stone shelving and window (chute?) in cellar B01, from the north-east

Appendix 3: Contents of the project archive

To be deposited with the Bradford office of the West Yorkshire Archive Service

1 file, containing:

- a copy of the report
- photographic contact sheets (6 no)
- site notes

Complete list of black and white photographs taken, in film order

Photo	Film	Frame	Subject
1	4	18	General view, from the south
2	5	1	Front of the house, from across Barkerend Road
3	5	4	Front of the house, from across Stott Hill
4	4	9	The rebuilt front of the south wing
5	4	10	The rebuilt front of the south wing
6	4	11	The rebuilt front of the south wing
7	5	2	Detail of rainwater hopper bearing initials MR and date 1766
8	5	5	The south wing, from the south-west
9	5	6	The south wing, from the south-west
10	5	7	Rear of the south wing, from the north
11	4	12	The house, from the east (both gables rebuilt)
12	4	17	General view, from the south-east
13	4	16	The north wing, from the north-east
14	4	15	The rebuilt east gable of the north wing
15	4	13	The rebuilt east gable of the north wing
16	5	8	The original west gable of the north wing, with porch at bottom right
17	5	10	The original west gable of the north wing, with porch at bottom right and later lean-to at left
18	5	11	The original west gable of the north wing
19	5	12	Rear of the north wing, with later lean-to, from the north
20	5	13	Remains of outbuilding to north of house, from the south-west
21	2	4	South wing: the entrance hall G11, from the north-west
22	2	7	South wing: doorway to west ground floor room G01
23	2	5	South wing: foot of staircase in entrance hall G11
24	2	6	South wing: staircase in entrance hall G11
25	2	9	South wing: foot of staircase in entrance hall G11
26	2	10	South wing: detail of handrail to staircase in entrance hall G11
27	2	11	South wing: encaustic tile floor in entrance hall G11
28	2	12	South wing: encaustic tile floor in entrance hall G11
			South wing: encaustic tile floor in entrance hall G11
29	2	13	South wing: ground floor room G02, from the south-west
30	2	15	South wing: ground floor room G02, from the south-east
31	2	16	South wing: ceiling in ground floor room G02, from the south-west
32	2	18	South wing: window in ground floor room G02, from the north
33	2	17	South wing: ground floor room G01, from the north-east
34	1	13	South wing: steps down to cellar B02, from the west
35	1	11	South wing: steps down to cellar B02, from the west
36	1	12	South wing: remains of cupboard by steps down to cellar B02

37	1	10	South wing: cellar B02, from the south
38	1	7	South wing: cellar B02, from the north
39	1	8	South wing: cellar B02, from the north-west
40	4	5	South wing: stairs between ground and first floor, from the south
41	4	3	South wing: new central front window to first floor (WF02)
42	4	7	South wing: first floor landing F08, from the north-west
43	4	1	South wing: re-hung door to west first floor room F01
44	3	18	South wing: west first floor room F01, from the south-west
45	4	4	South wing: fireplace in east first floor room F02, from the south-west
46	4	6	South wing: detail of stairs up to second floor
47	6	5	South wing: door to central second floor room S02
48	6	7	South wing: west second floor room S01, from the north-east
49	6	9	South wing: outer face of door to west second floor room S01
50	6	6	South wing: inner face of door to west second floor room S01
51	3	12	North wing: kitchen and former ground floor passage G05 and G09, from the north-west
52	3	4	North wing: window in kitchen G05, from the east
53	3	5	North wing: detail of window in kitchen G05
54	3	9	North wing: former cooking range in kitchen G05
55	3	10	North wing: former cooking range in kitchen G05
56	3	11	North wing: former cooking range in kitchen G05
57	3	7	North wing: cupboards in north-west corner of kitchen G05
58	3	13	North wing: door of c.1930 in kitchen G05
59	3	16	North wing: blocked fireplace in back kitchen G03
60	3	17	North wing: window in back kitchen G03, from the east
61	3	15	North wing: fireplace in ground floor room G06
62	2	1	North wing: stairs down to cellar B01
63	2	3	North wing: remains of bell wires at top of stairs down to cellar
64	1	14	North wing: cellar B01, from the south
65	1	16	North wing: cold table in cellar B01, from the south
66	1	17	North wing: stone shelving in cellar B01, from the north-west
67	1	18	North wing: stone shelving and window (chute?) in cellar B01, from the north-east
68	3	1	North wing: stairs to first floor, from the west
69	3	3	North wing: stairs to first floor, from the west
70	6	12	North wing: west first floor room F03, from the south-west
71	6	11	North wing: nineteenth century fireplace in west first floor room F03
72	6	10	North wing: west window to first floor room F03
73	5	17	North wing: fireplace in east first floor room F05, from the south
74	5	16	North wing: nineteenth century cupboard on first floor (F05B)
75	5	14	North wing: stairs to second floor, from the west
76	5	18	North wing: west second floor room S04, from the south-west
77	6	1	North wing: fireplace in west second floor room S04
78	6	3	North wing: window in west second floor room S04
79	6	16	North wing: east second floor room S06, from the south
80	6	13	North wing: attic and roof truss, from the east
81	6	15	North wing: detail of roof truss, from the east

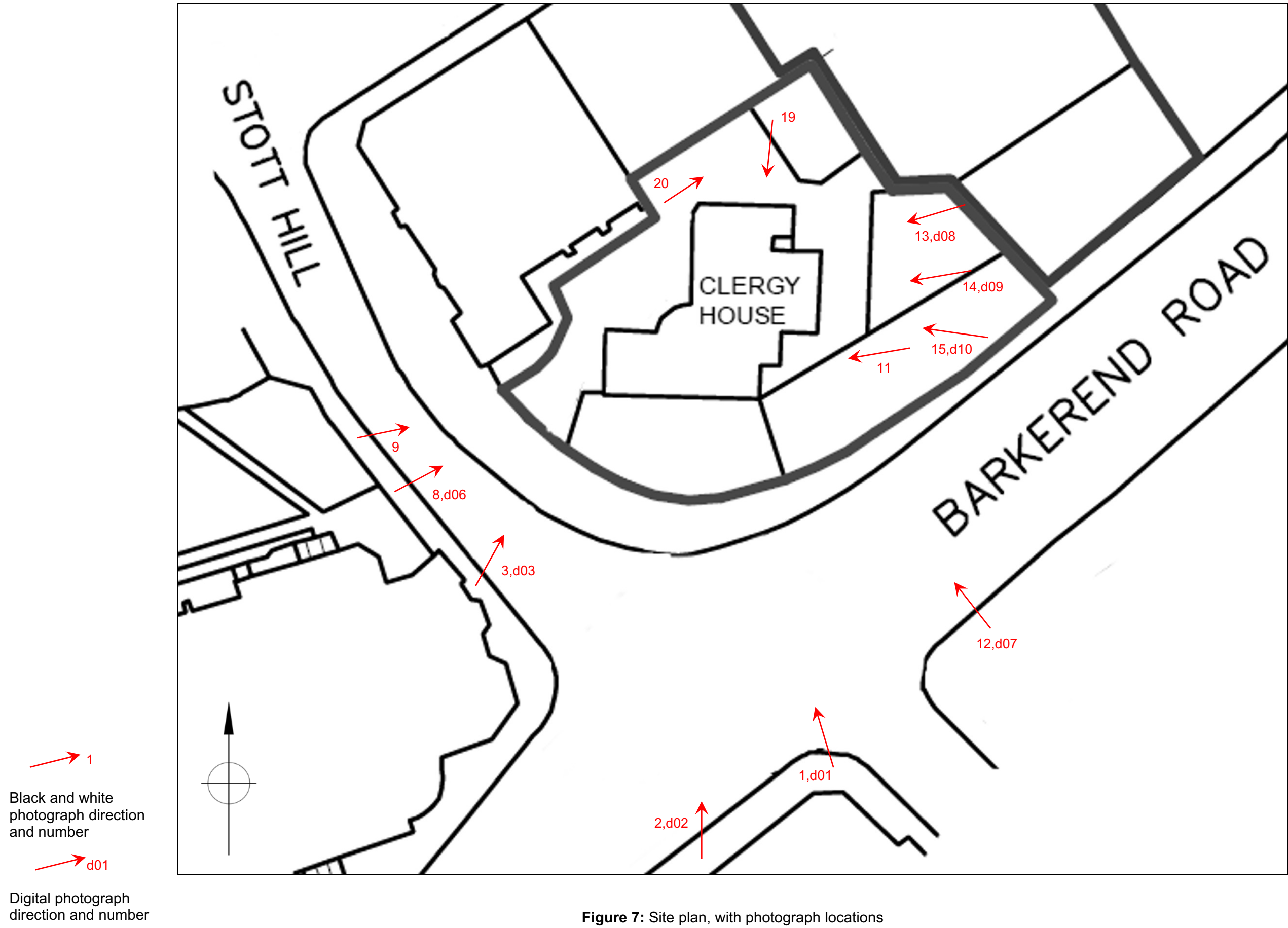
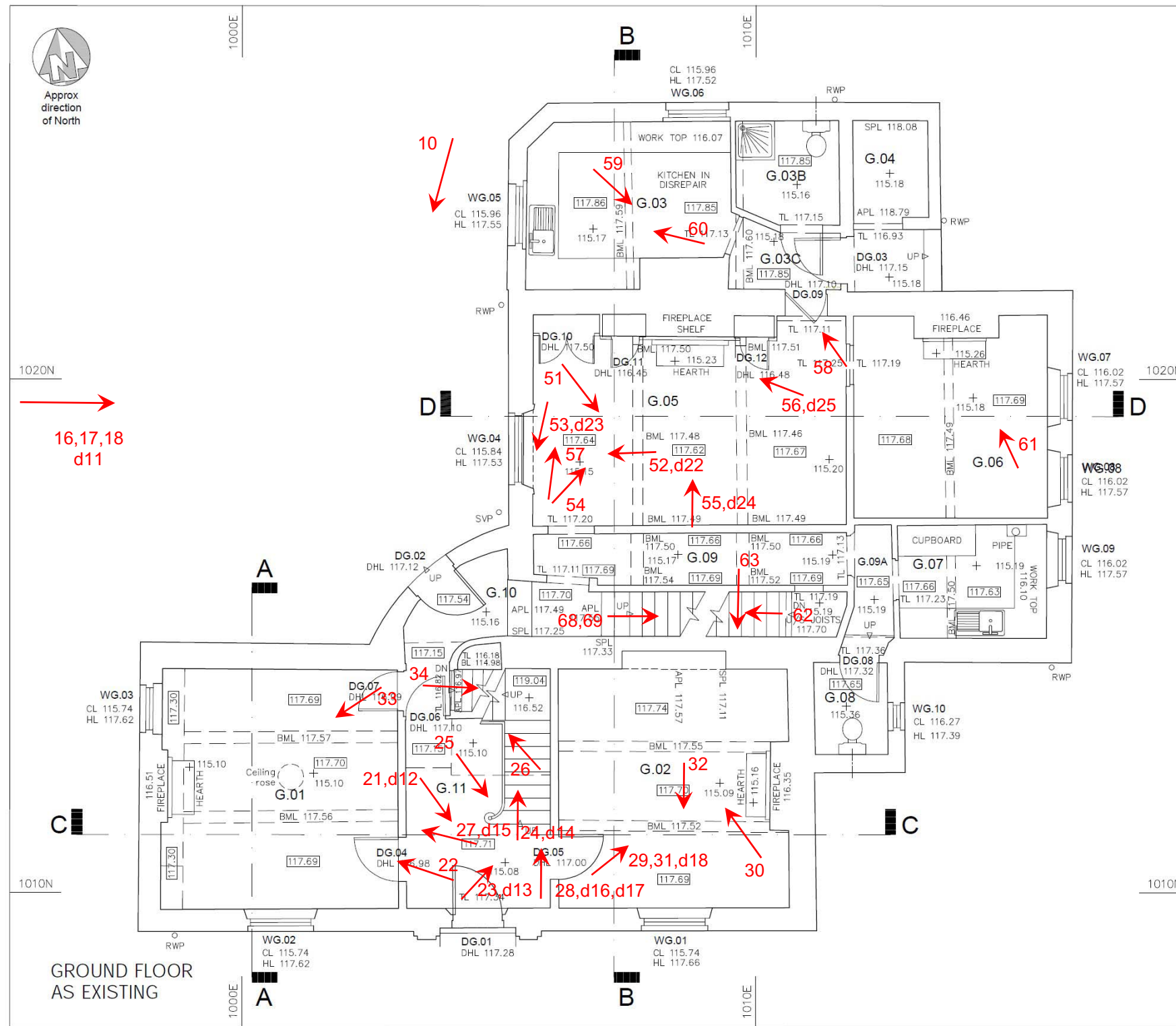


Figure 7: Site plan, with photograph locations
Scale: approx 1:340

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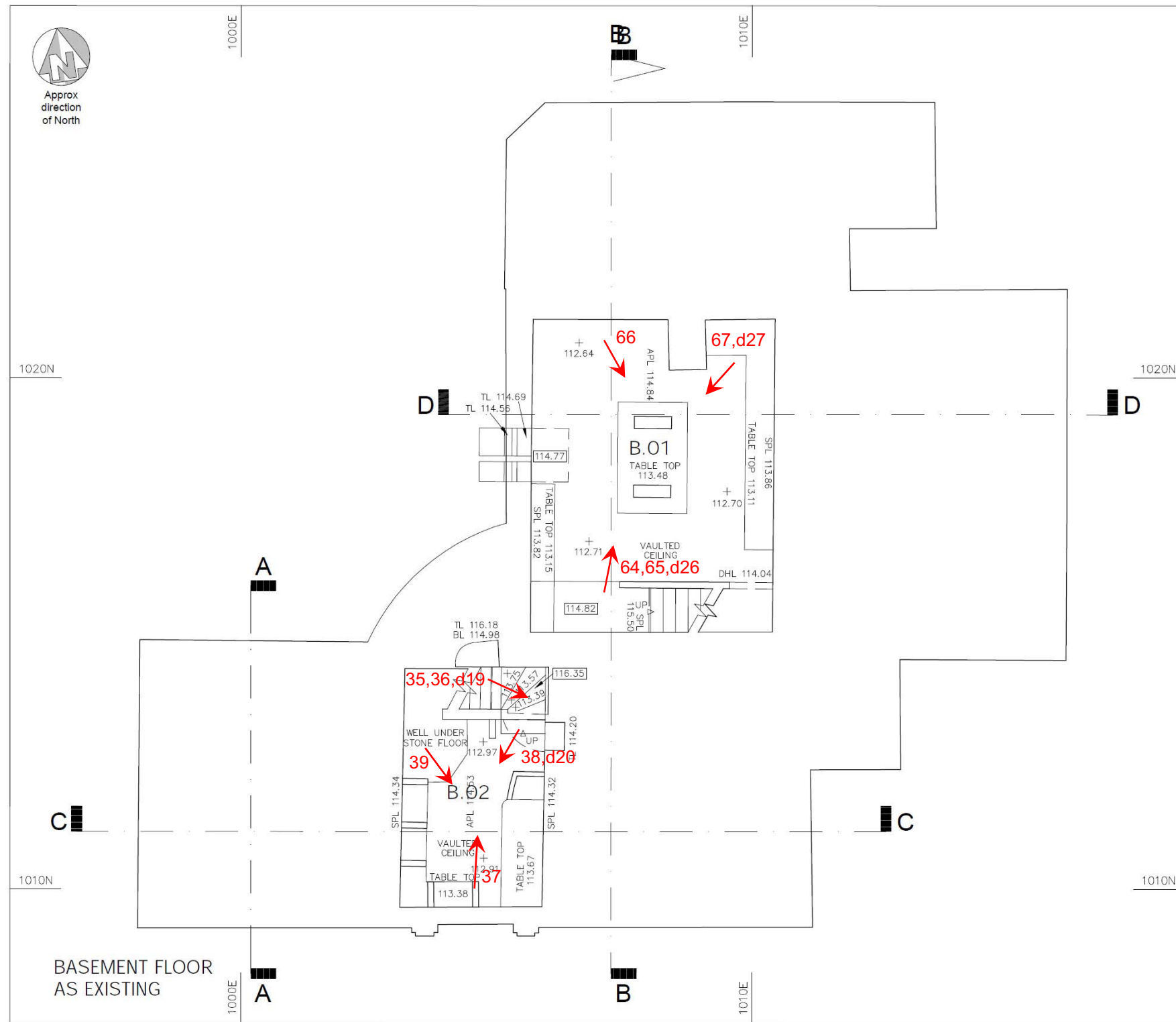


1
 Black and white
 photograph direction
 and number

d01
 Digital photograph
 direction and number

4,5
 d04;d05
 6

Figure 8: Ground floor plan, with photograph locations
 Scale: approximately 1:100
 Base plan by Farrell & Clark LLP



Black and white photograph direction and number



Digital photograph direction and number

Figure 9: Cellar plan, with photograph locations
Scale: approximately 1:100
Base plan by Farrell & Clark LLP

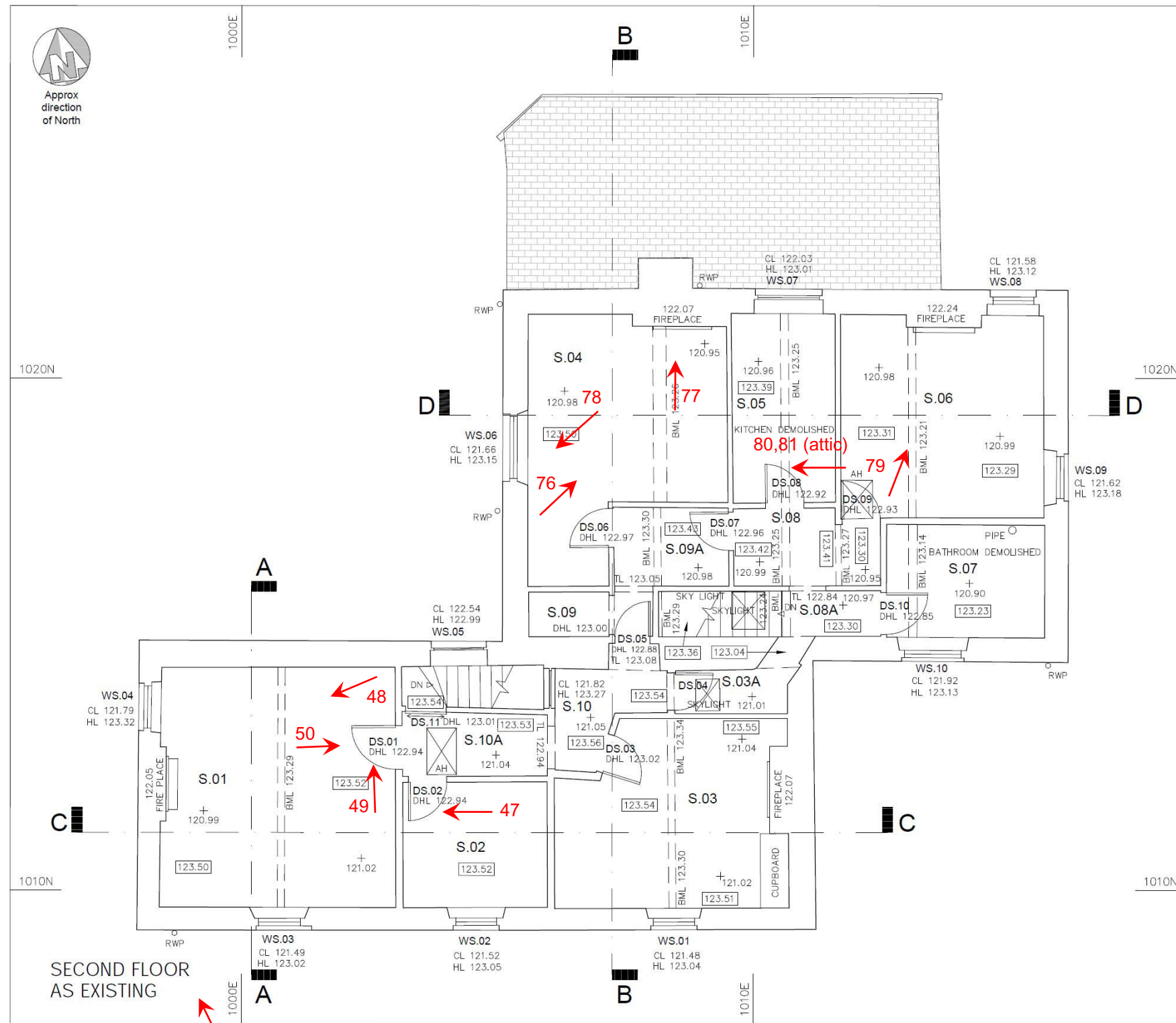


Black and white photograph direction and number



Digital photograph direction and number

Figure 10: First floor plan, with photograph locations
 Scale: approximately 1:100
 Base plan by Farrell & Clark LLP



Black and white photograph direction and number

Digital photograph direction and number

Figure 11: Second floor plan, with photograph locations
 Scale: approximately 1:100
 Base plan by Farrell & Clark LLP



Photo 1: General view, from the south (film 4, frame 18)



Photo 2: Front of the house, from across Barkerend Road (film 5, frame 1)



Photo 3: Front of the house, from across Stott Hill (film 5, frame 4)



Photo 4: The rebuilt front of the south wing (film 4, frame 9)



Photo 5: The rebuilt front of the south wing (film 4, frame 10)



Photo 6: The rebuilt front of the south wing (film 4, frame 11)



Photo 7: Detail of rainwater hopper bearing initials MR and date 1766 (film 5, frame 2)



Photo 9: The south wing, from the south-west (film 5, frame 6)

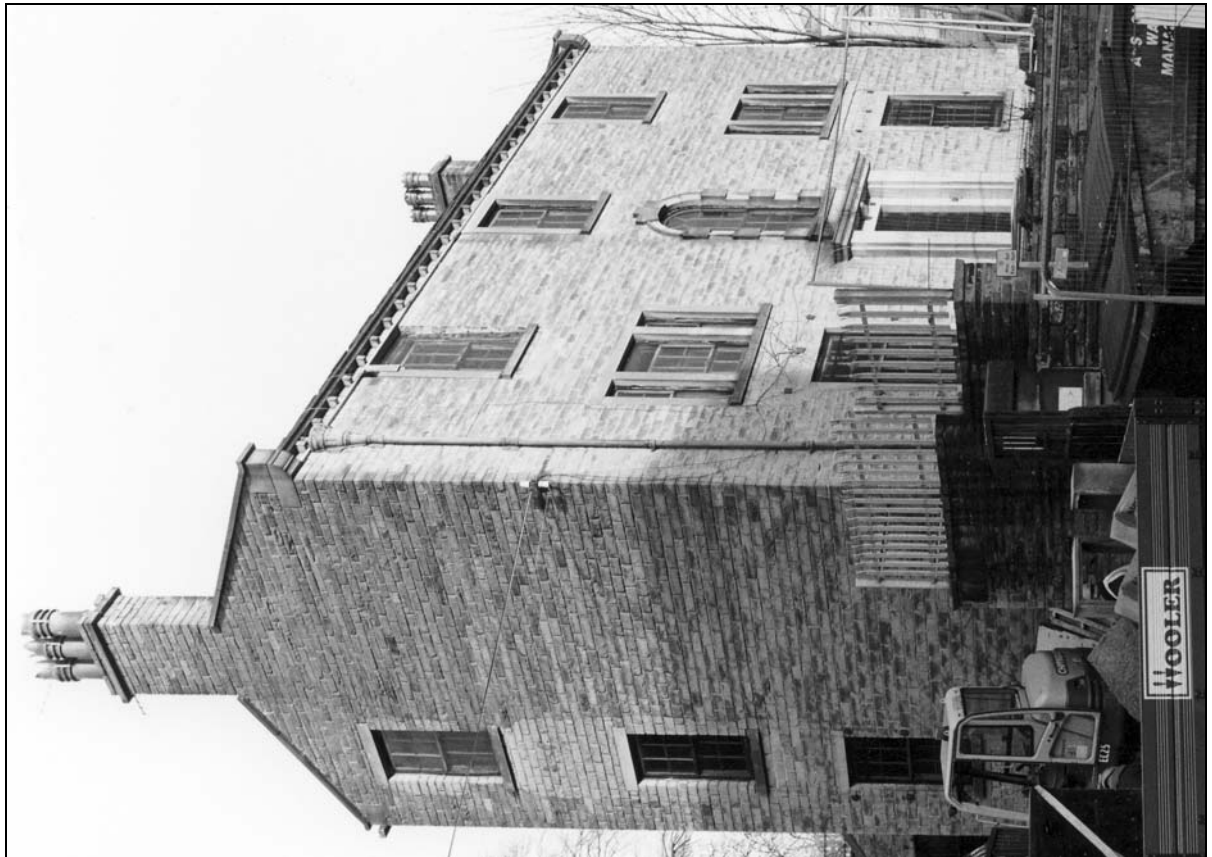


Photo 8: The south wing, from the south-west (film 5, frame 5)

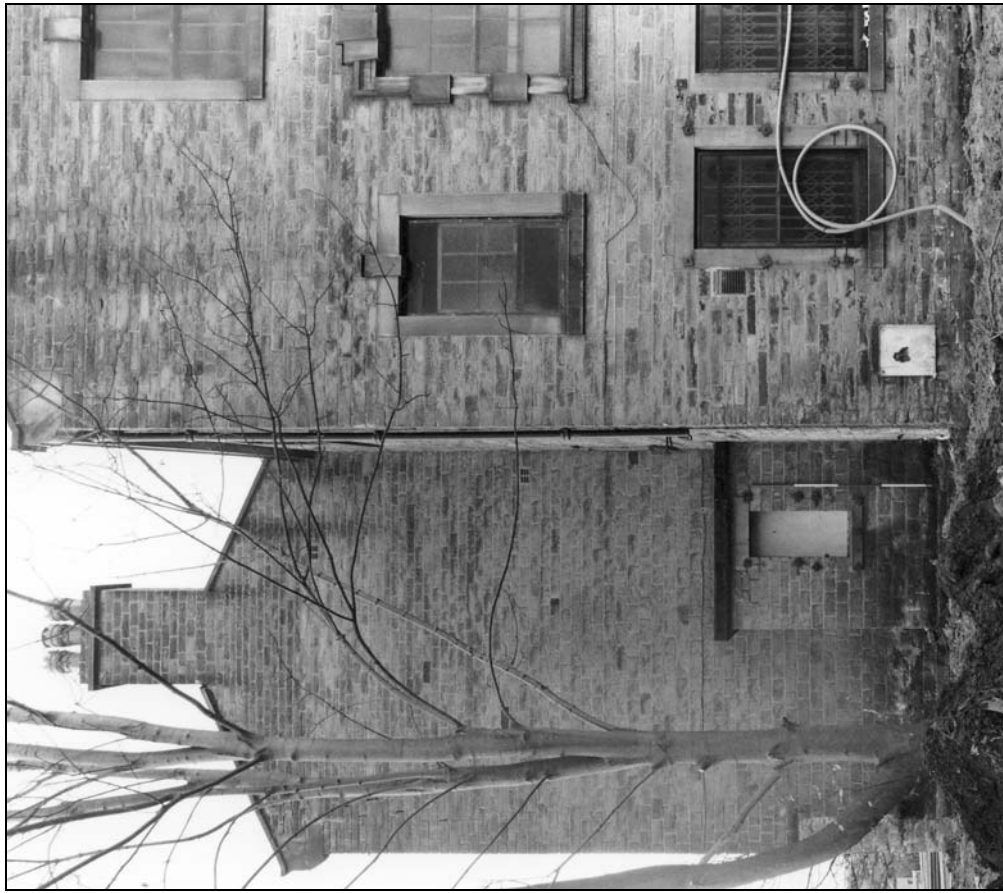


Photo 11: The house, from the east (both gables rebuilt) (film 4, frame 12)



Photo 10: Rear of the south wing, from the north (film 5, frame 7)



Photo 12: General view, from the south-east (film 4, frame 17)



Photo 13: The north wing, from the north-east (film 4, frame 16)



Photo 15: The rebuilt east gable of the north wing (film 4, frame 13)



Photo 14: The rebuilt east gable of the north wing (film 4, frame 15)

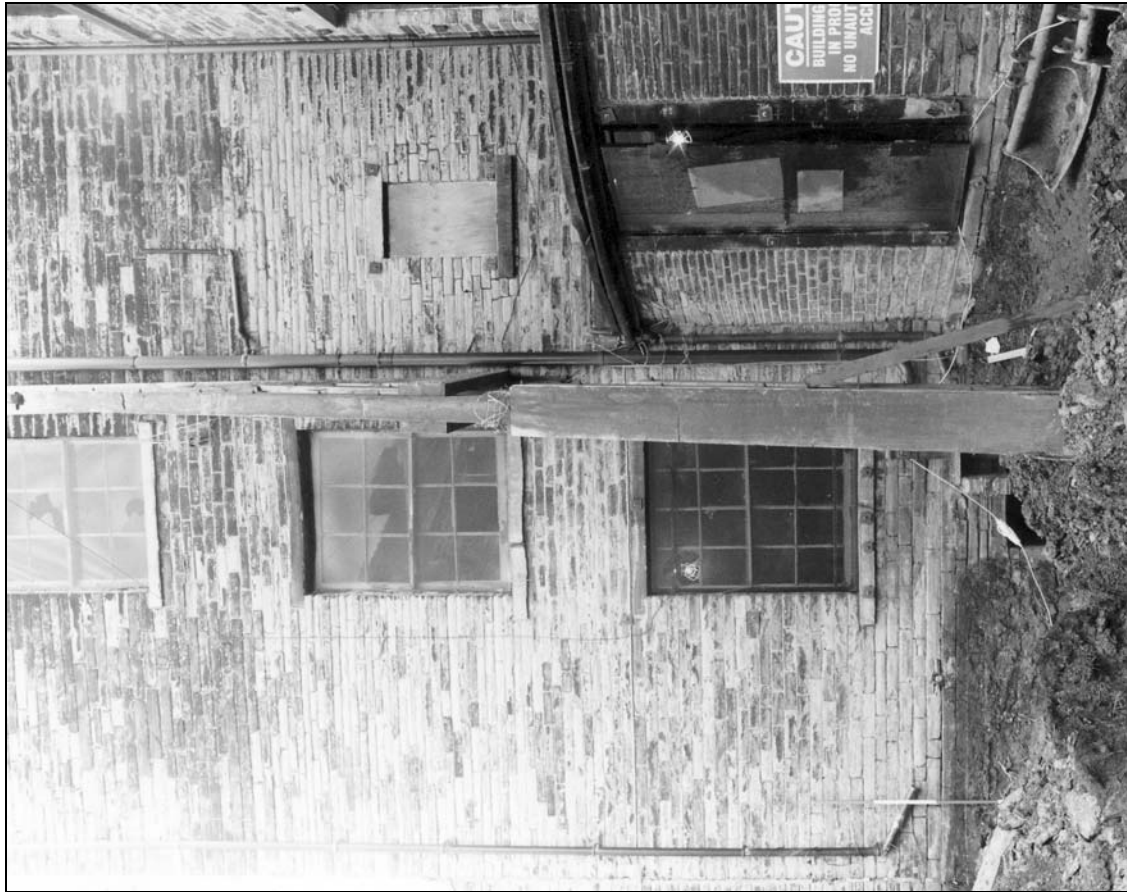


Photo 16: The original west gable of the north wing, with porch at bottom right (film 5, frame 8)



Photo 17: The original west gable of the north wing, with porch at bottom right and later lean-to at left (film 5, frame 10)



Photo 18: The original west gable of the north wing (film 5, frame 11)

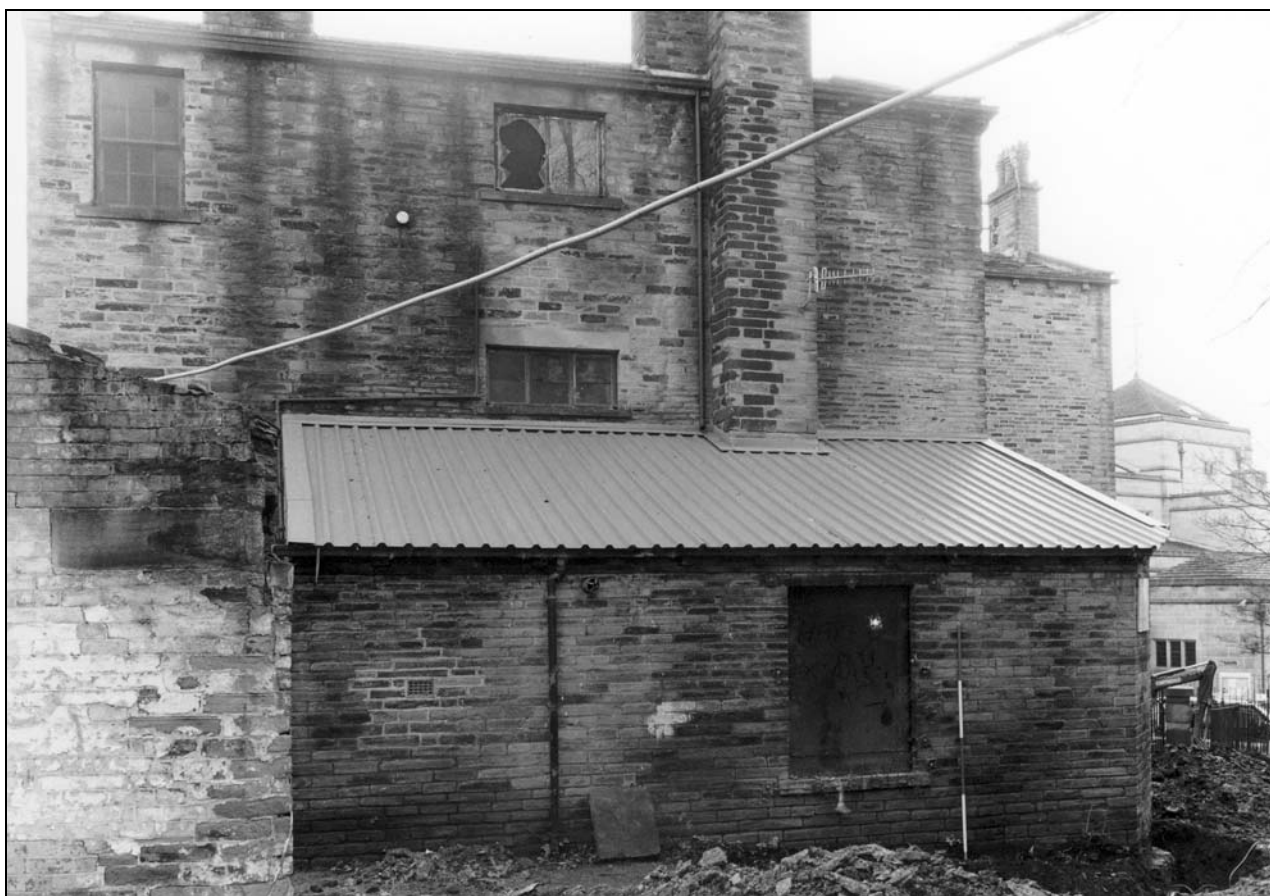


Photo 19: Rear of the north wing, with later lean-to, from the north (film 5, frame 12)



Photo 20: Remains of outbuilding to north of house, from the south-west (film 5, frame 13)



Photo 21: South wing: the entrance hall G11, from the north-west (film 2, frame 4)



Photo 22: South wing: doorway to west ground floor room
G01 (film 2, frame 7)



Photo 23: South wing: foot of staircase in entrance hall G11 (film 2, frame 5)



Photo 24: South wing: staircase in entrance hall G11 (film 2, frame 6)

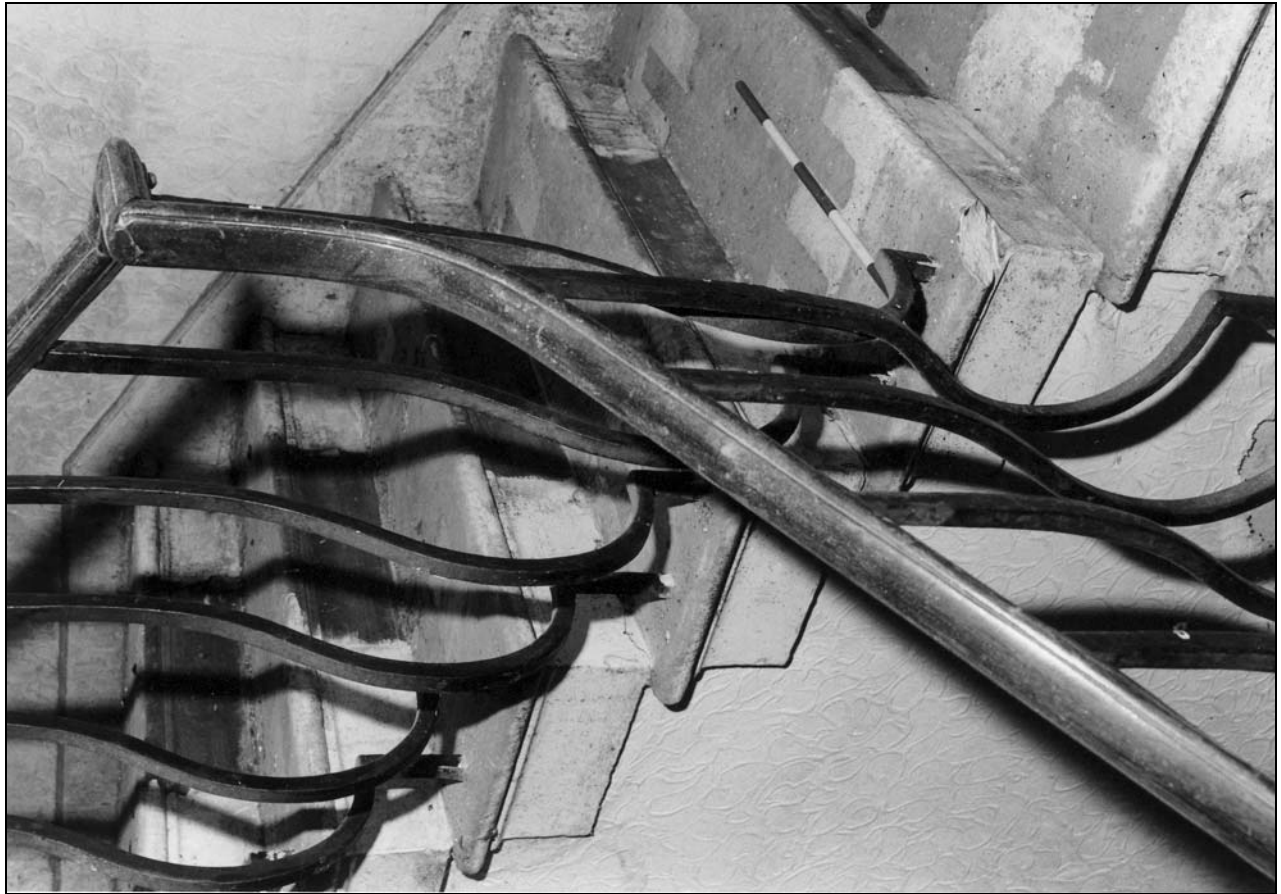


Photo 26: South wing: detail of handrail to staircase in entrance hall G11 (film 2, frame 10)

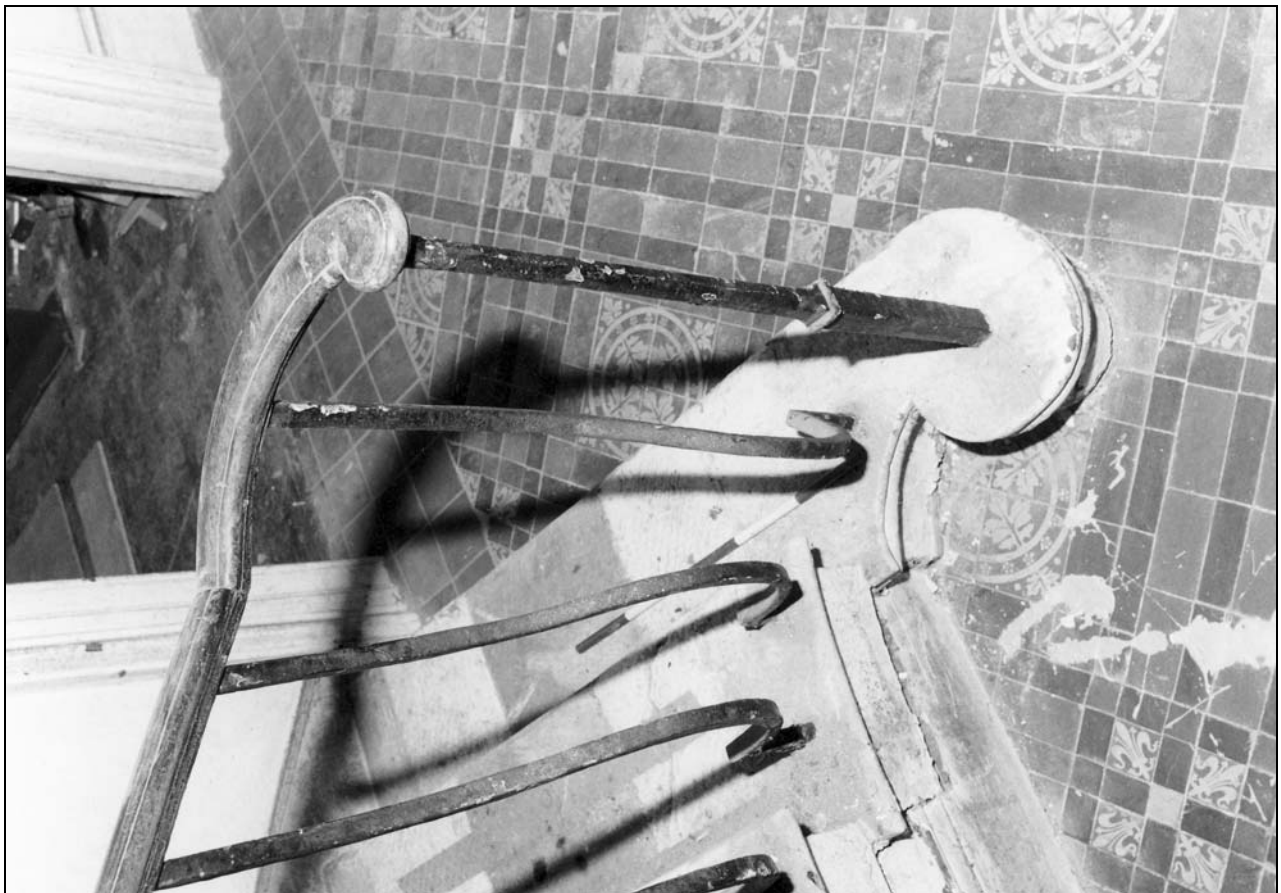


Photo 25: South wing: foot of staircase in entrance hall G11 (film 2, frame 9)



Photo 27: South wing: encaustic tile floor in entrance hall G11 (film 2, frame 11)



Photo 28: South wing: encaustic tile floor in entrance hall G11 (film 2, frame 12)



Photo 29: South wing: ground floor room G02, from the south-west (film 2, frame 13)



Photo 30: South wing: ground floor room G02, from the south-east (film 2, frame 15)



Photo 31: South wing: ceiling in ground floor room G02, from the south-west (film 2, frame 16)



Photo 32: South wing: window in ground floor room G02, from the north (film 2, frame 18)



Photo 33: South wing: ground floor room G01, from the north-east (film 2, frame 17)



Photo 34: South wing: steps down to cellar B02, from the west (film 1, frame 13)



Photo 36: South wing: remains of cupboard by steps down to cellar B02 (film 1, frame 12)



Photo 35: South wing: steps down to cellar B02, from the west (film 1, frame 11)



Photo 37: South wing: cellar B02, from the south (film 1, frame 10)



Photo 38: South wing: cellar B02, from the north (film 1, frame 7)



Photo 39: South wing: cellar B02, from the north-west (film 1, frame 8)



Photo 40: South wing: stairs between ground and first floor, from the south (film 4, frame 5)

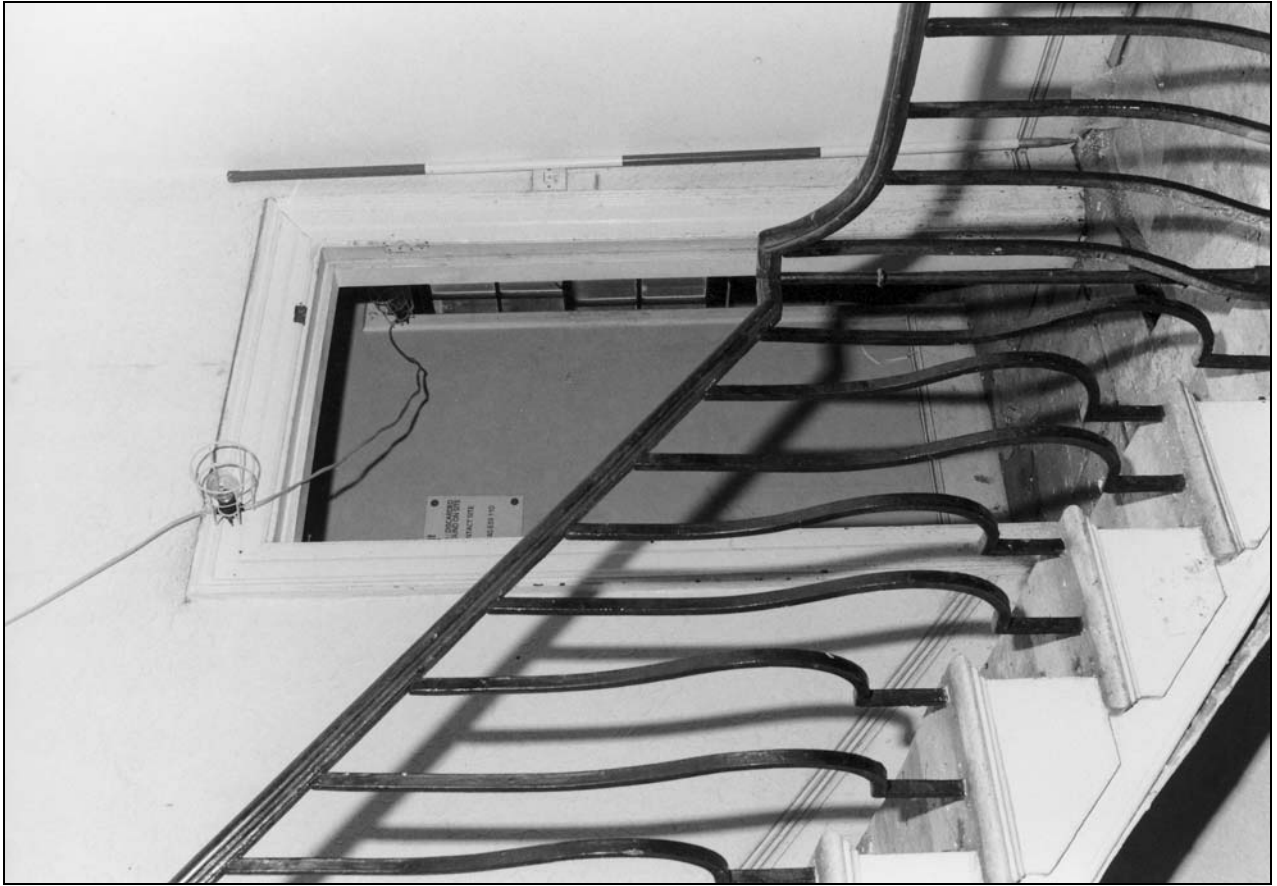


Photo 42: South wing: first floor landing F08, from the north-west (film 4, frame 7)

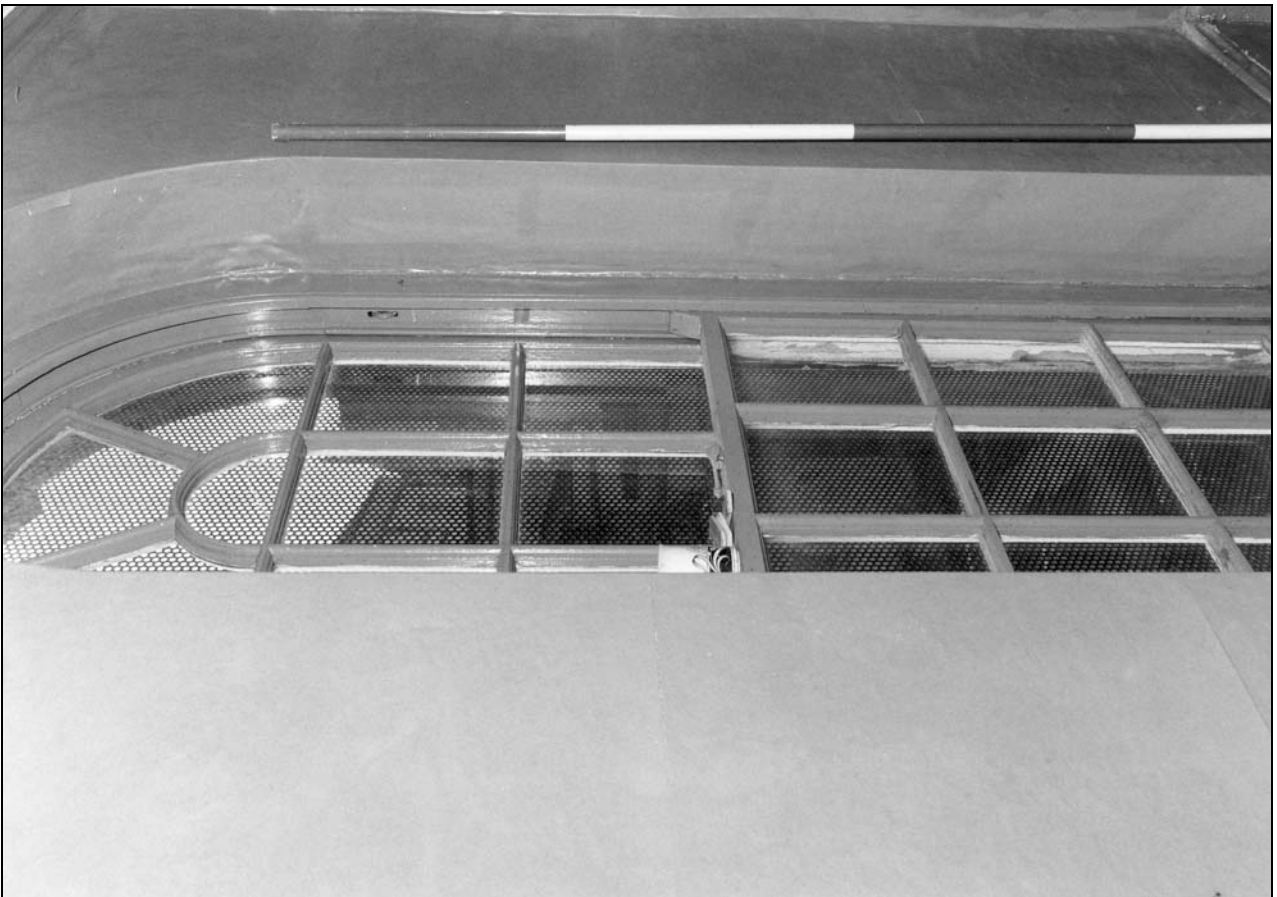


Photo 41: South wing: new central front window to first floor (WF02) (film 4, frame 3)

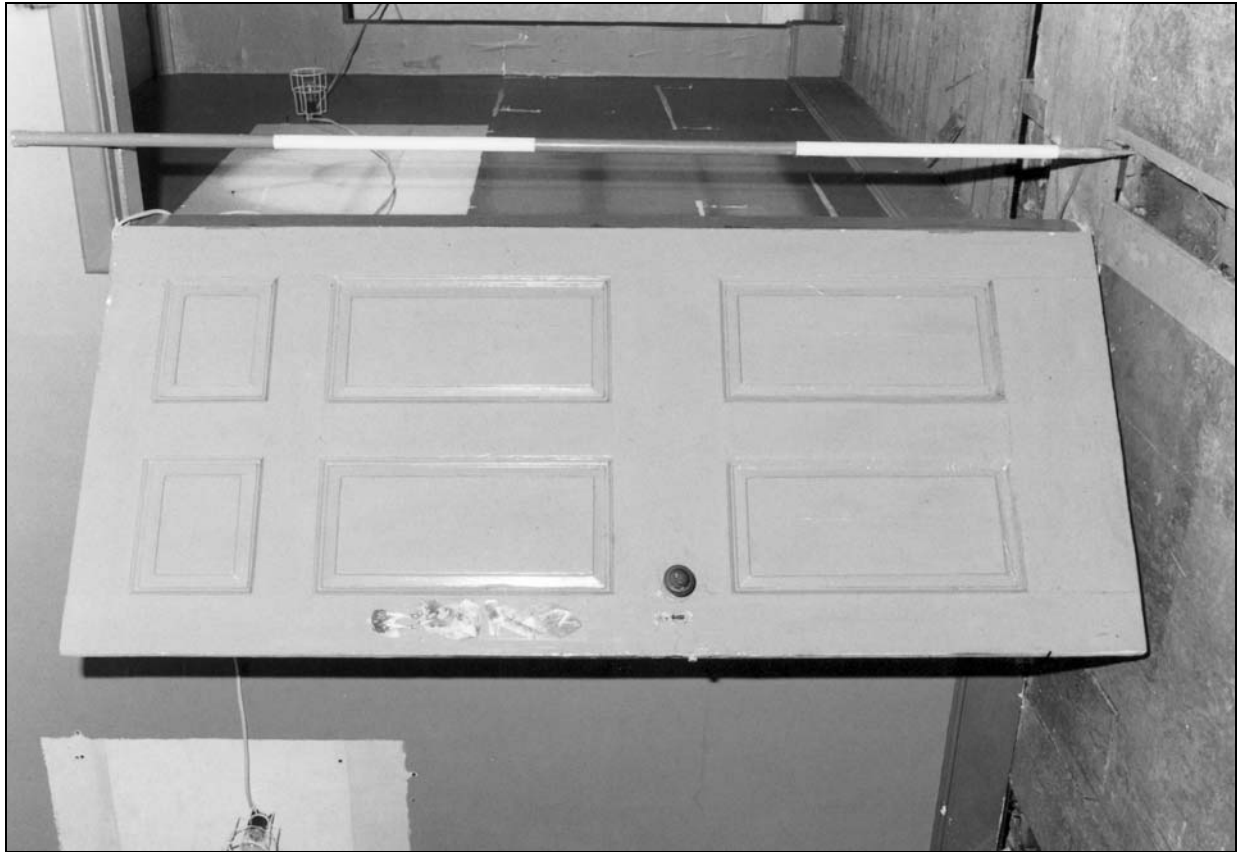


Photo 43: South wing: re-hung door to west first floor room F01 (film 4, frame 1)



Photo 44: South wing: west first floor room F01, from the south-west (film 3, frame 18)



Photo 46: South wing: detail of stairs up to second floor (film 4, frame 6)



Photo 45: South wing: fireplace in east first floor room F02, from the south-west (film 4, frame 4)



Photo 47: South wing: door to central second floor room S02 (film 6, frame 5)

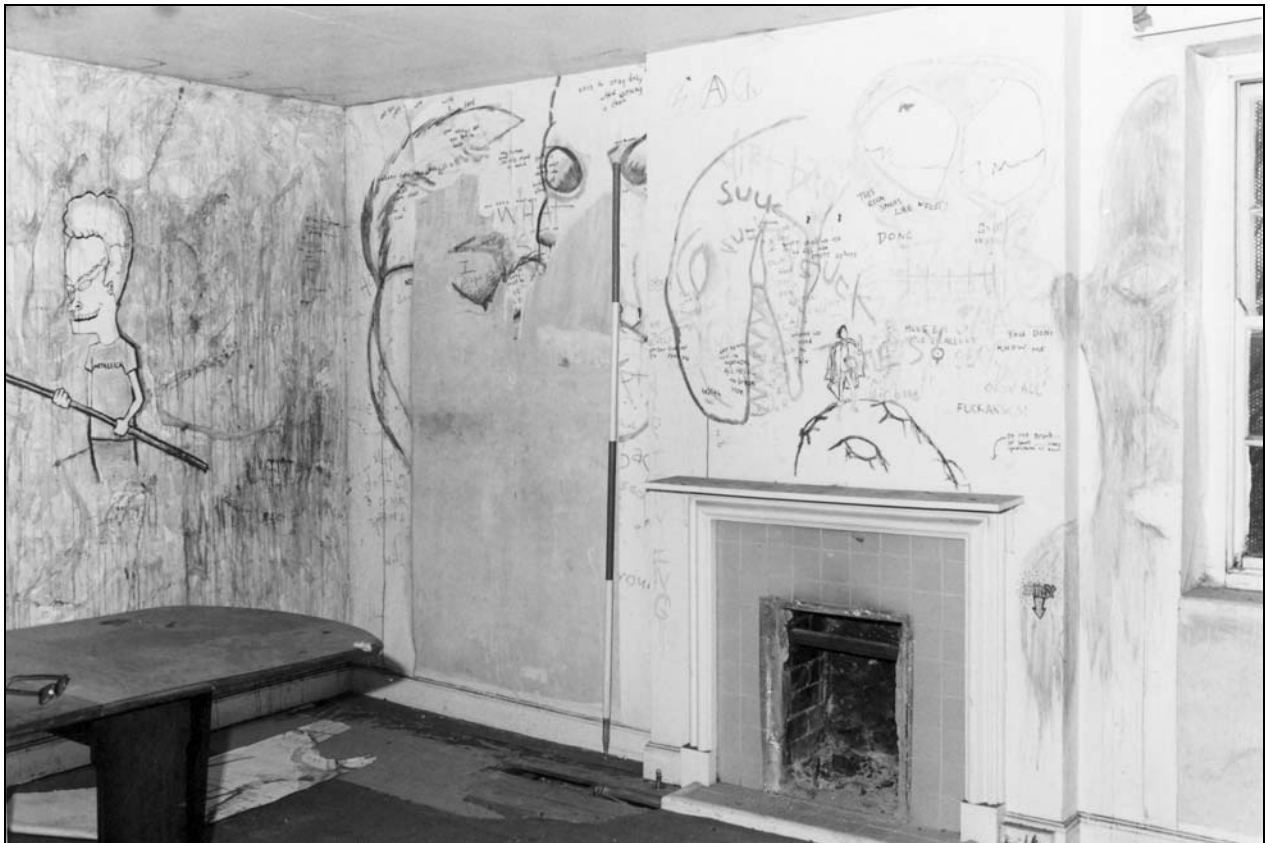


Photo 48: South wing: west second floor room S01, from the north-east (film 6, frame 7)

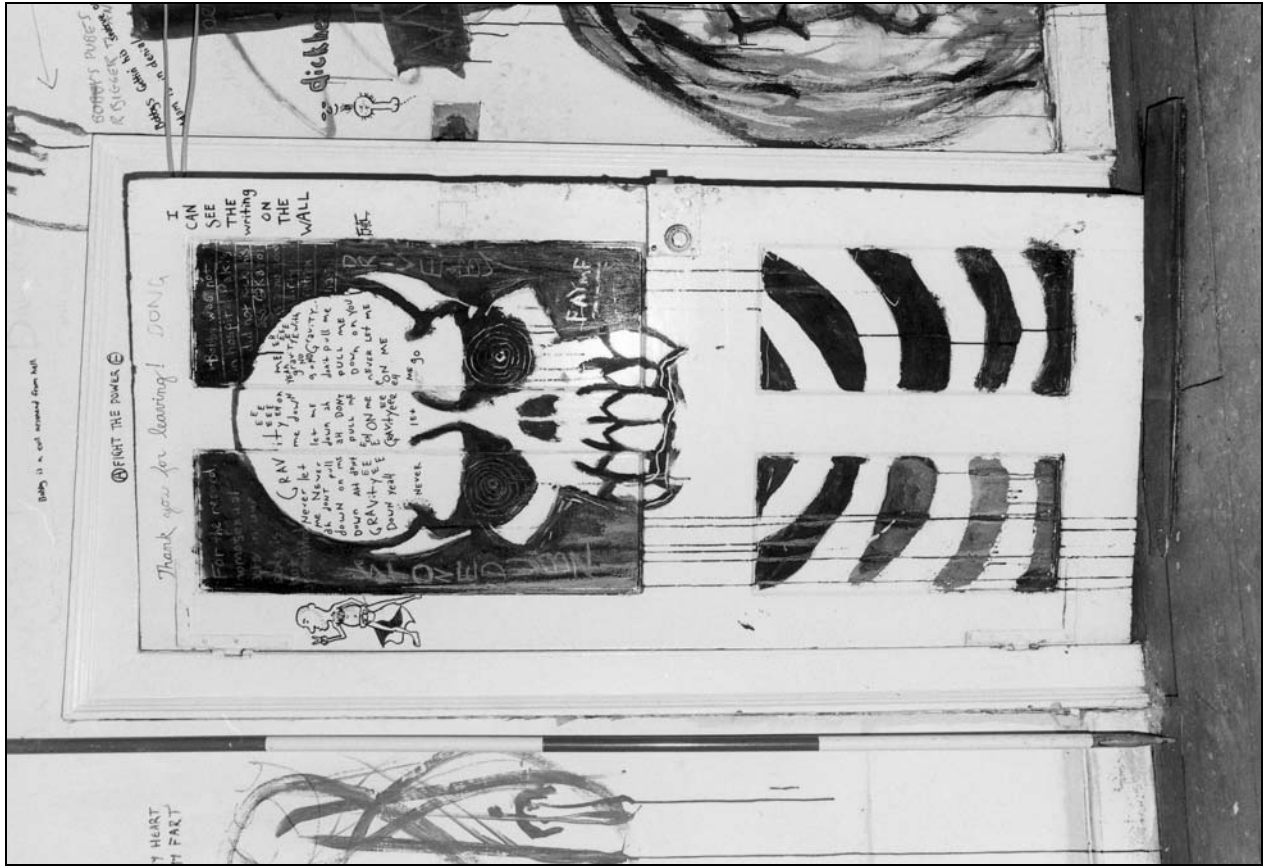


Photo 50: South wing: inner face of door to west second floor room S01 (film 6, frame 6)



Photo 49: South wing: outer face of door to west second floor room S01 (film 6, frame 9)



Photo 51: North wing: kitchen and former ground floor passage G05 and G09, from the north-west (film 3, frame 12)



Photo 52: North wing: window in kitchen G05, from the east (film 3, frame 4)



Photo 53: North wing: detail of window in kitchen G05 (film 3, frame 5)



Photo 54: North wing: former cooking range in kitchen G05 (film 3, frame 9)



Photo 55: North wing: former cooking range in kitchen G05 (film 3, frame 10)



Photo 56: North wing: former cooking range in kitchen G05 (film 3, frame 11)



Photo 58: North wing: door of c. 1930 in kitchen G05 (film 3, frame 13)



Photo 57: North wing: cupboards in north-west corner of kitchen G05 (film 3, frame 7)



Photo 59: North wing: blocked fireplace in back kitchen G03 (film 3, frame 16)



Photo 60: North wing: window in back kitchen G03, from the east (film 3, frame 17)



Photo 62: North wing: stairs down to cellar B01 (film 2, frame 1)
59: North wing: blocked fireplace in back kitchen G03 (film 3,



Photo 61: North wing: fireplace in ground floor room G06 (film 3, frame 15)



Photo 63: North wing: remains of bell wires at top of stairs down to cellar (film 2, frame 3)

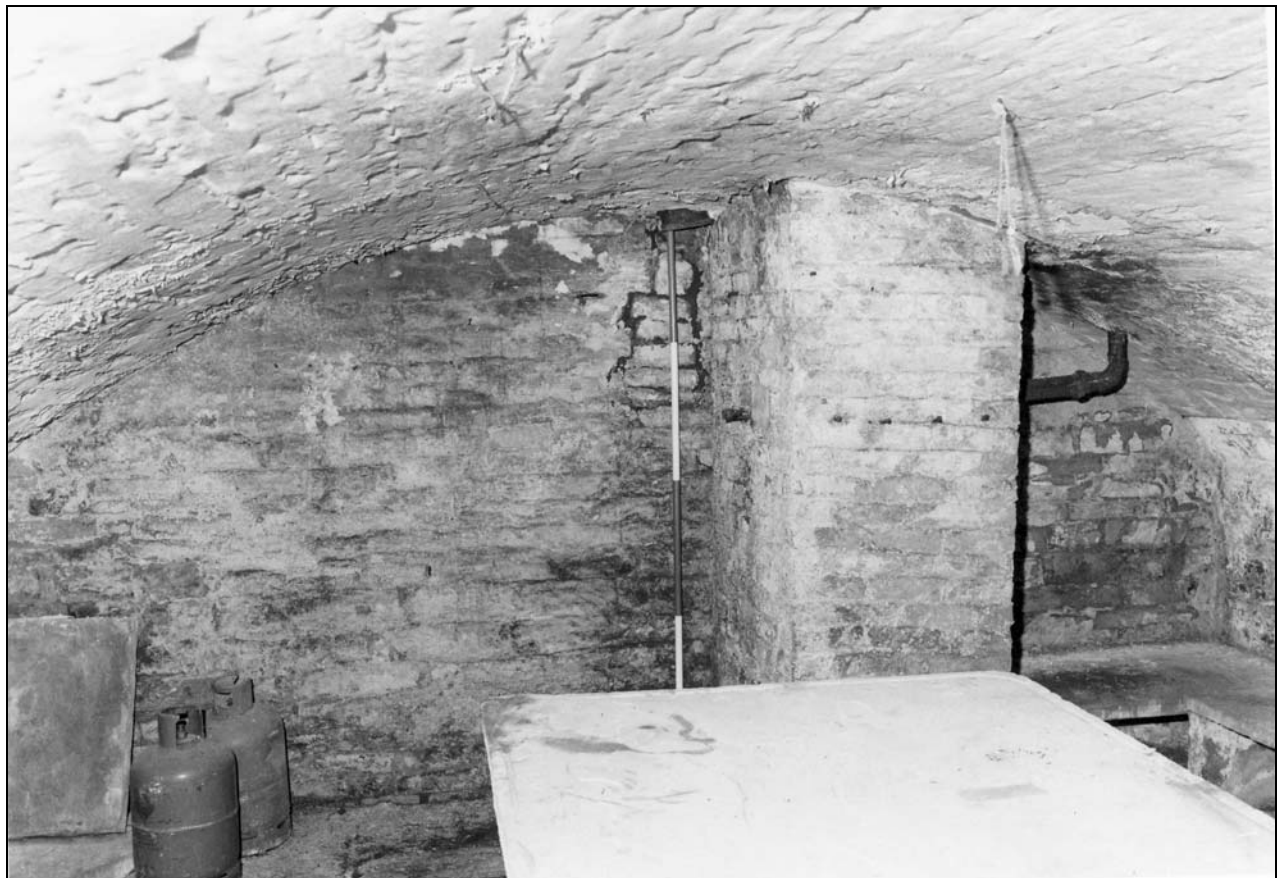


Photo 64: North wing: cellar B01, from the south (film 1, frame 14)



Photo 65: North wing: cold table in cellar B01, from the south (film 1, frame 16)

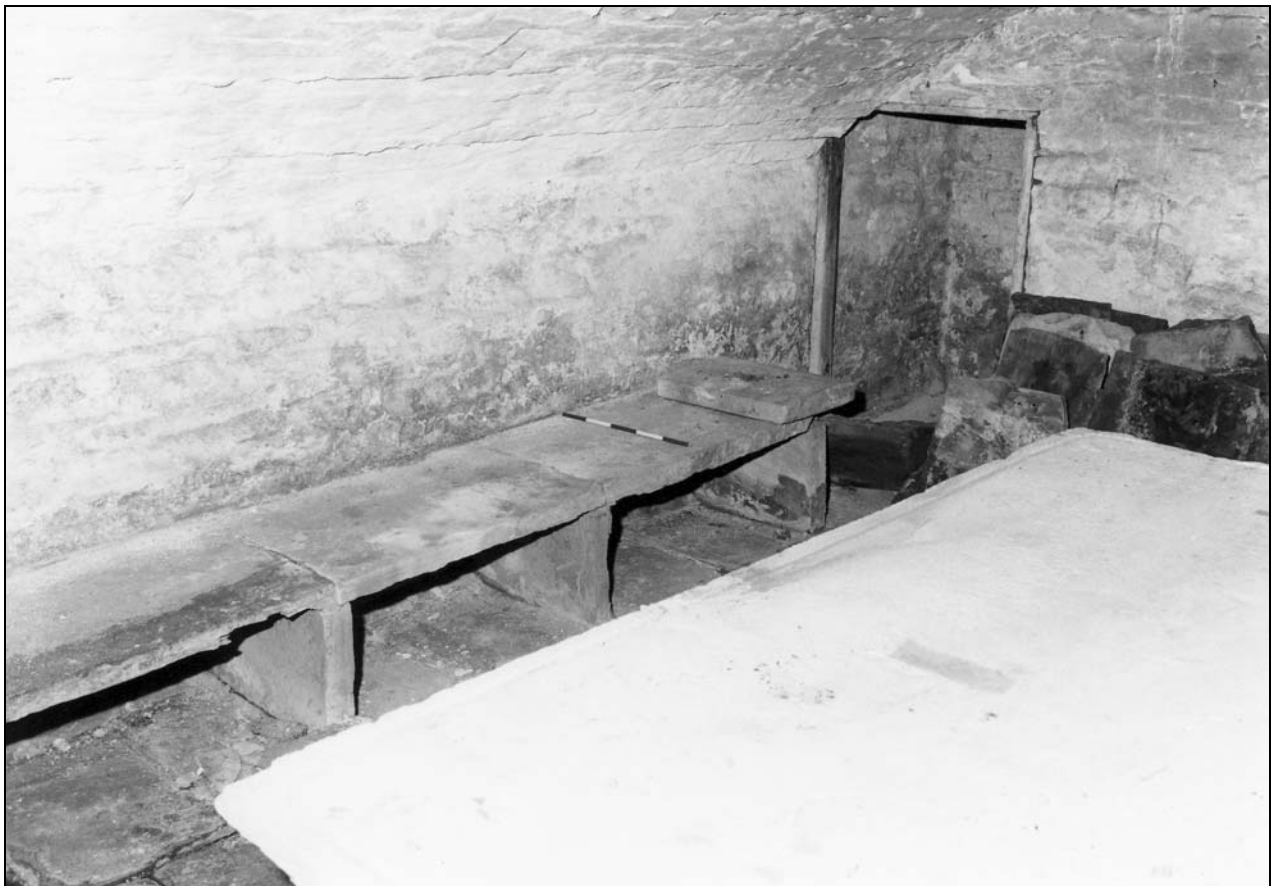


Photo 66: North wing: stone shelving in cellar B01, from the north-west (film 1, frame 17)



Photo 67: North wing: stone shelving and window (chute?) in cellar B01, from the north-east (film 1, frame 18)



Photo 68: North wing: stairs to first floor, from the west (film 3, frame 1)



Photo 69: North wing: stairs to first floor, from the west (film 3, frame 3)



Photo 70: North wing: west first floor room F03, from the south-west (film 6, frame 12)



Photo 71: North wing: nineteenth century fireplace in west first floor room F03 (film 6, frame 11)



Photo 72: North wing: west window to first floor room F03 (film 6, frame 10)



Photo 73: North wing: fireplace in east first floor room F05, from the south (film 5, frame 17)



Photo 74: North wing: nineteenth century cupboard on first floor (F05B) (film 5, frame 16)



Photo 76: North wing: west second floor room S04, from the south-west (film 5, frame 18)



Photo 75: North wing: stairs to second floor, from the west (film 5, frame 14)



Photo 77: North wing: fireplace in west second floor room S04 (film 6, frame 1)



Photo 78: North wing: window in west second floor room S04 (film 6, frame 3)



Photo 79: North wing: east second floor room S06, from the south (film 6, frame 16)



Photo 80: North wing: attic and roof truss, from the east (film 6, frame 13)



Photo 81: North wing: detail of roof truss, from the east (film 6, frame 15)