

Former Grangefield School  
Richardshaw Lane, Pudsey, West Yorkshire:  
Historic Building Photographic Recording



December 2016  
NGR: SE 22259 33688

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*This report is formatted to allow printing on both sides of the paper  
and may contain blank pages*

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### Photographs

## SUMMARY

Photographic recording of the former Grangefield School in Pudsey (NGR: SE 22259 33688) was carried out in November 2016 for the owner Riana Developments Ltd, following its conversion to residential use. Originally the Pudsey Secondary and Technical School, it was designed by the local architect Jowett Kendall, and built between 1909 and 1911, and is now grade II listed. It is a large building with an elaborate frontage, and with a symmetrical plan which allowed for the separate education of boys and girls.

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## LIST OF BLACK AND WHITE PHOTOGRAPHS

Photo	Subject
1	General view of the school, from the north-west
2	General view of the school, from the north-west
3	West elevation, from the north-west
4	General view of the school, from the west
5	Main entrance in centre of west elevation
6	Main entrance in centre of west elevation
7	Detail of crest in centre of west elevation (“be just and fear not”)
8	Foundation stone to north of main entrance, west elevation
9	Foundation stone to south of main entrance, west elevation
10	Railings around light well at north end of west elevation
11	South end of west elevation and girls’ entrance
12	General view of the school, from the south-west
13	South end of west elevation and girls’ entrance
14	Girls’ entrance at south end of west elevation
15	South west corner of the school, from the south
16	General view of the school, from the north-west
17	North end of west elevation
18	Boys’ entrance and north end of west elevation
19	Detail of boys’ entrance, west elevation
20	The north wing (extended recently at east end), from the north-west
21	General view of the school, from the east
22	Rear of main block, from the south-east
23	General view of the school, from the east
24	The south wing, from the south-west
25	The south wing, from the south-east
26	General view of the rear of the school, from the north-east
27	General view of the rear of the school, from the north-east
28	The south wing, from the south-east (modern extension in foreground)
29	The south wing, from the north-east, with modern extension in foreground
30	The north wing, from the north-west
31	The north wing, from the north-east
32	The north wing, from the north-east
33	The north wing (central part), from the north
34	General view of the rear of the school, from the south-east
35	General view of the north wing, from the south (recently extended at right)
36	Light well along south side of north wing, from the east
37	Steps down to basement at north end of school, from the east
38	Interior of main vestibule, from the west
39	Tiled floor of main vestibule, with motto “be just and fear not”, from the west
40	Hall and former windows to assembly hall, from the west
41	Staircase on ground floor of boys’ end of school, from the north-east
42	Staircase up to ground floor of boys’ end, from the north
43	Staircase landing in girls’ end of school, from the north-west
44	Part of exposed roof truss over south wing
45	Part of exposed roof truss over south wing

## **FORMER GRANGEFIELD SCHOOL, RICHARDSHAW LANE, PUDSEY, WEST YORKSHIRE:**

### **HISTORIC BUILDING PHOTOGRAPHIC RECORDING**

#### **1 Introduction**

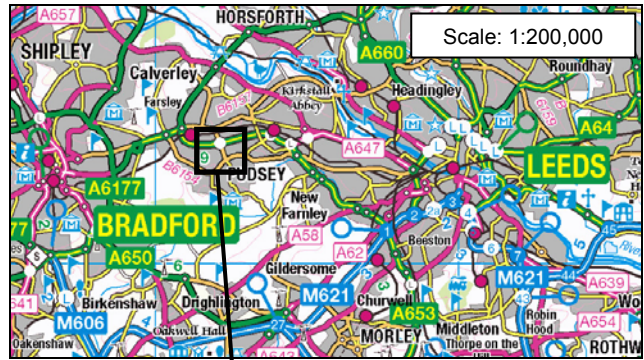
- 1.1 This report presents the results of photographic recording of the grade II listed former Grangefield School at Pudsey in West Yorkshire, following its conversion to apartments. The work was carried out in November 2016 for the owner, Riana Developments Ltd, via its agent PN Bakes Architectural Consultancy, to fulfil a condition of listed building consent for the alterations and extension associated with the change of use of the building.
- 1.2 The former school was originally known as the Pudsey Secondary and Technical School and was designed by the local architect Jowett Kendall, in an essentially vernacular revival style, with classical influences. Construction began in 1909 and the school opened in 1911; it provided separate teaching areas for boys and girls on two floors and a basement, arranged in a C-shaped plan, with rear playgrounds. It continued in educational use into the twenty-first century, but was then converted to residential use between 2014 and 2016.
- 1.3 The recording work was carried out in accordance with a specification from the West Yorkshire Archaeology Advisory Service (WYAAS) (Appendix 1), and was confined to photography. This report will be submitted to the client, Leeds City Council and the West Yorkshire Historic Environment Record, and will be submitted to the OASIS project<sup>1</sup>, for online publication.

#### **2 Location**

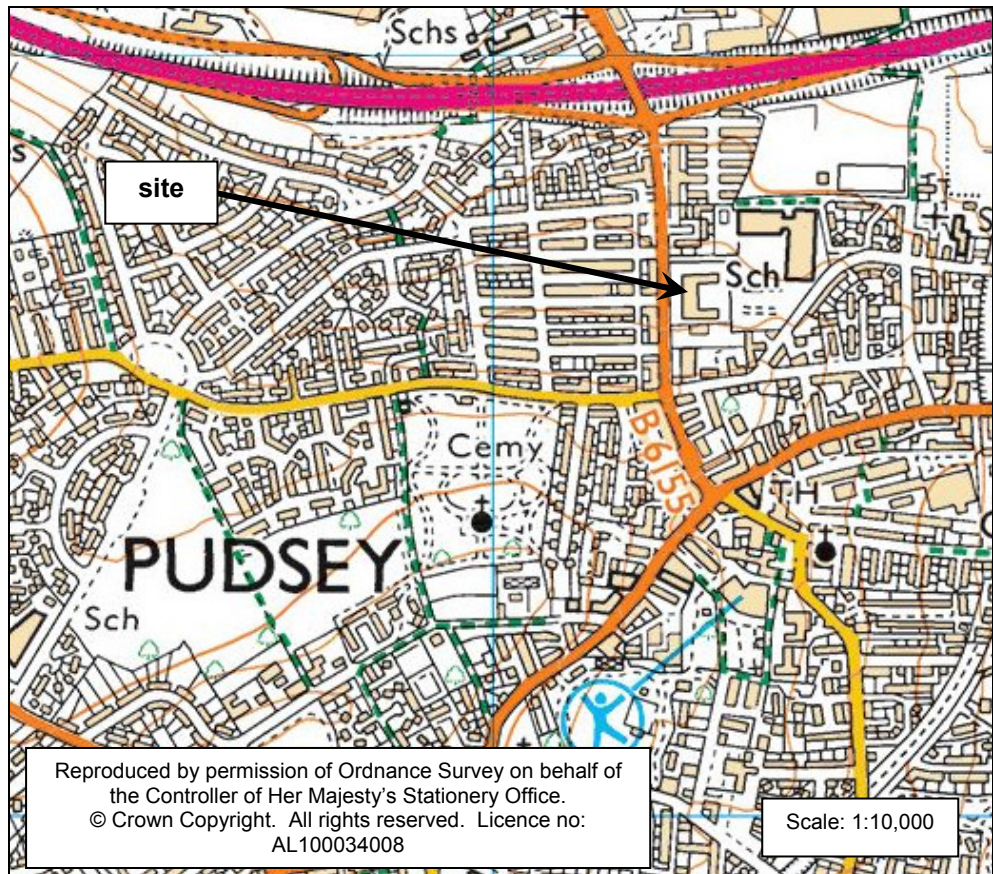
- 2.1 The site lies on the east side of Richardshaw Lane (the B6155 road) to the north of Pudsey town centre, between Leeds and Bradford, at NGR: SE 22259 33688 (figures 1 & 2). It comprises a single building whose main range faces west towards the road, with a pair of rear wings, which form the north and south sides of a rear courtyard. These wings have been extended eastwards during the current development.

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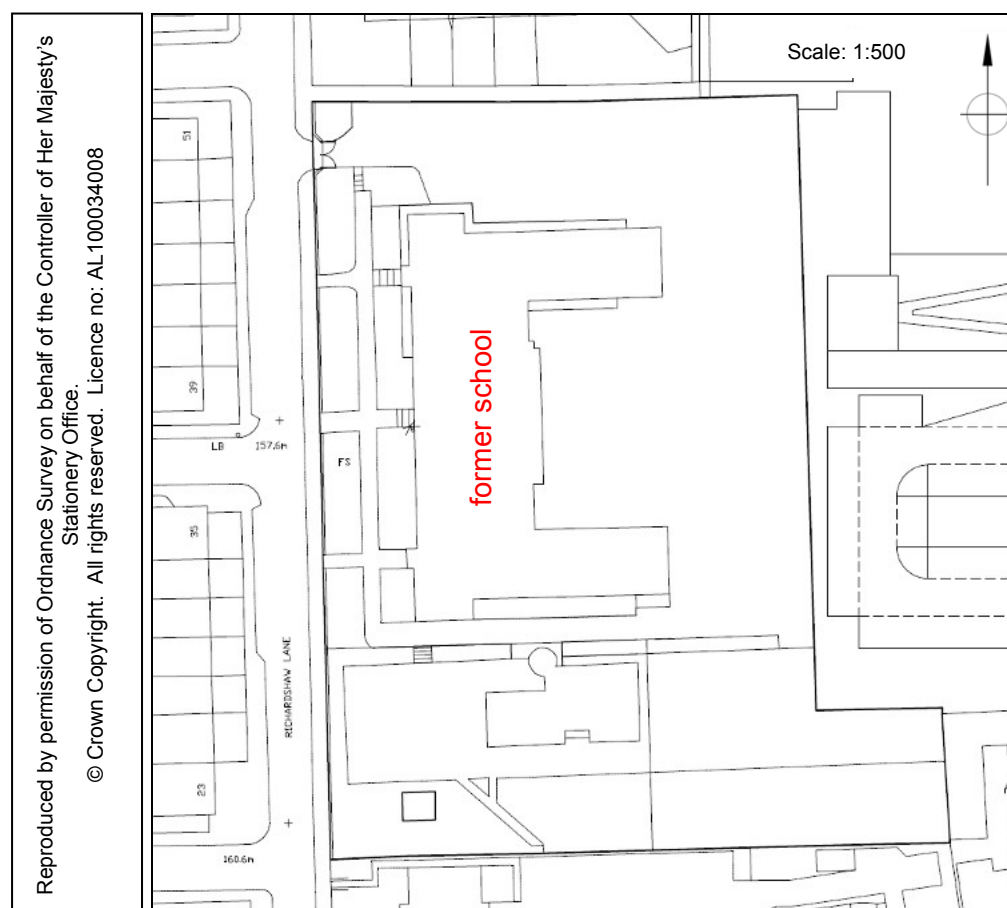
<sup>1</sup> ["Online Access to the Index of Archaeological Investigation"](#)



1: Location map (i)



2: Location map (ii)



3: Site plan

### 3 Planning background

- 3.1 The former school has been listed since 1986 as having special architectural or historic interest, at grade II<sup>2</sup>. It is erroneously identified in the National Heritage List for England as “That part of Pudsey Grangefield School which formed the original Grammar School”. The list entry contains the following information, of which some details are also wrong:

Grammar school, now comprehensive school. 1910/11 by Jowett and Kendall (Pudsey), opened Jan 21st 1911. Hammer-dressed sandstone, ashlar dressings, Westmorland green-slate roof. Vernacular Revival style with Classical detailing. U-shaped with rear wings. 2 storeys with basement and attics. Symmetrical 15-bay façade with towers to outer bays (which front wings). Central 3 bays break forward slightly and have quoin pilasters with gabled parapet over; round-headed doorway with chamfered surround, keystone and fanlight in Roman Ionic porch with open pedimented gable and blocking course; 3-light segmental-arched mullioned-and-transomed window, above, with deep moulded hoodmould carried out pilaster strips; achievement of arms in apex of gable. Outer bays similarly treated have corner pilaster buttresses; simpler doorways with pilasters, consoles carrying open triangular pediment; and two 3-light mullioned-and-transomed windows, that to attic with segmental arch and curved hoodmould; stepped parapets to square towers

<sup>2</sup> National Heritage List for England no: 1214478

surmounted by lead domes with cornices, giant corner brackets and glazed sides. All other bays have chamfered cross-windows with drip moulds to ground floor. Alternate bays have gabled dormers and a taller window with extra transom flanked by pilaster strip on corbel. Eaves cornice and parapet. Hipped roof with 2 ridge stacks. Left and right returns of 8 bays have 3-light mullioned-and-transomed windows with 3-light windows above. Bays 2, 5 and 8 rise higher under gabled dormers.

- 3.2 The former school is also identified as a heritage asset in the West Yorkshire Historic Environment Record, as PRN 11971.
- 3.3 Listed building consent for “internal and external alterations, partial demolition and extensions to form 49 flats”, was granted by Leeds City Council on 4 October 2012 (application number 12/00598/LI).
- 3.4 Condition 7 of the consent requires that “No demolition or development is to take place until the applicant has secured the implementation of a programme of architectural and archaeological recording. This recording must be carried out by an appropriately qualified and experienced archaeological/building recording consultant or organisation, in accordance with a written scheme of investigation which has been submitted to and approved in writing by the Local Planning Authority. The completed architectural and archaeological recording must then be submitted to the Local Planning Authority. In order to have an accurate record of the architectural features of this listed building and in order to comply with the Department of the Environment’s Circular 11/95.”
- 3.5 No action was taken by the developer in relation to this condition until the development was almost complete, in 2016. The written scheme of investigation was then provided by the West Yorkshire Archaeology Advisory Service on behalf of Leeds City Council in the form of a detailed specification (see Appendix 1), and the present recording implemented.

#### **4 Previous investigative work**

- 4.1 No previous recording or analysis work of this type is believed to have been carried out at the site.

#### **5 Historic background**

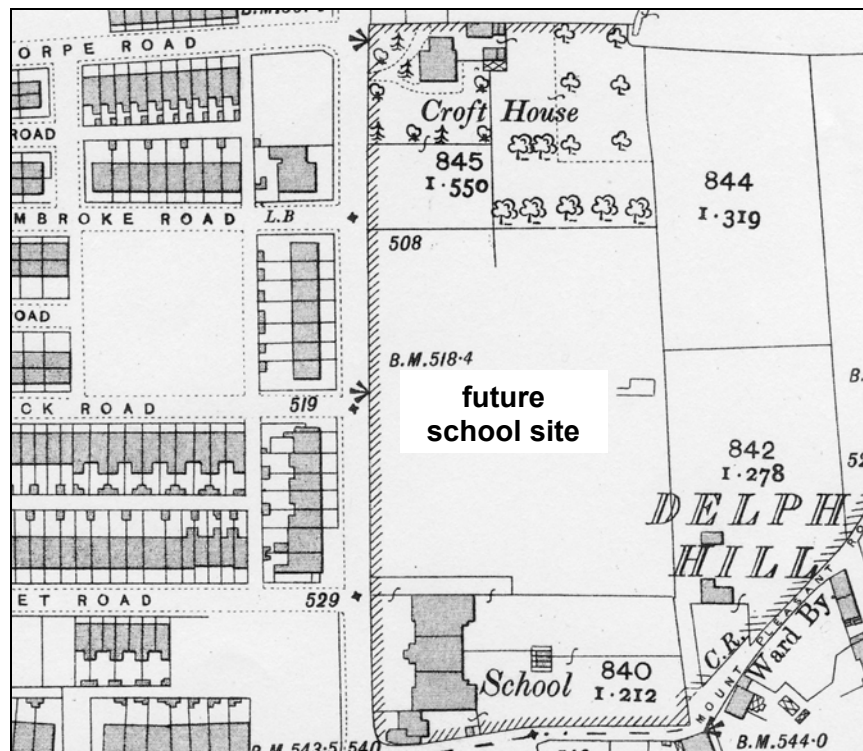
- 5.1 Plans for the building, referred to as the “Dual Secondary and Technical School” were approved by Pudsey Corporation in 1908, having been drawn up by the architects Jowett Kendall & Son of Leeds (see figures 6 to 11)<sup>3,4</sup>. Almost nothing

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<sup>3</sup> West Yorkshire Archive Service Leeds, LMT/PU/P1588, plan no 1934



is presently known about the circumstances in which the new school was commissioned, but like many towns in the industrial parts of the West Riding, Pudsey had grown rapidly during the second half of the nineteenth century, and there must have been a need for school places for older children, and in this case with an emphasis on technical and practical education. A previously undeveloped site was chosen on the east side of Richardshaw Lane between an earlier school (known as the Richardshaw Lane school, of the 1870s<sup>5</sup>), and the residence Croft House (see figures 4 and 5), and according to two inscribed foundation stones on the building (see below), construction began in 1909, taking nearly two years before the school's formal opening.

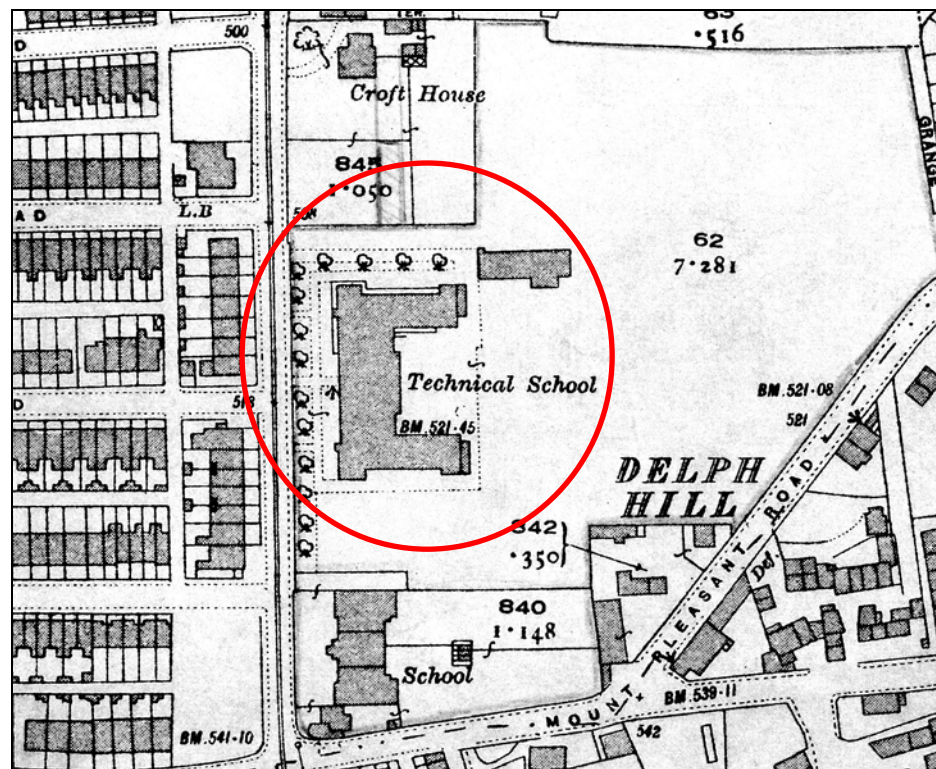


4: OS 1:2500 map, 1908<sup>6</sup>

<sup>4</sup> Jowett Kendall was an individual and not a partnership, as implied by the National Heritage List entry

<sup>5</sup> See [http://www.leodis.net/display.aspx?resourceIdentifier=2004216\\_95928592](http://www.leodis.net/display.aspx?resourceIdentifier=2004216_95928592) (consulted 20.12.2016)

<sup>6</sup> Ordnance Survey 1:2500 map, Yorkshire sheet 217.2, revised 1906.

5: OS 1:2500 map, 1933<sup>7</sup>

- 5.2 A comparison of Kendall's 1908 plans with the building in the twenty-first century show that the school was built as designed, and changed little during over a century of educational use. The south end of the block, on two storeys, was used by girls and the north end, where the falling ground level permitted a basement storey, was for boys, with the main central block between containing administrative rooms and a large assembly hall, over which was a gymnasium on the first floor.

## 6 Recording methodology

- 6.1 The present recording, carried out during a site visit on 1 December 2016, involved inspection and photographic recording of the exteriors and interiors of the four buildings at the site, in accordance with the specification (Appendix 1).
- 6.2 Photography was carried out using a medium format camera with perspective control and other lenses, and black and white film for archival stability (as required by the specification). The photographs include a scale, in the form of a 2m or 1m ranging pole marked with 0.5m graduations, or a 0.5m baton with 0.1m graduations. These black and white photographs have been printed at 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

<sup>7</sup> Ordnance Survey 1:2500 map, Yorkshire sheet 217.2, revised 1933

(see Appendix 2), which will be deposited with WYAAS on CD only. Locations of all photographs taken are marked on plans of the site and building (see figures 12 to 15).

## 7 Description of the buildings

- 7.1 The former school is set back from Richardshaw Lane by a narrow garden frontage, enclosed by a low boundary wall and railings. The building itself presents a long elevation to the road, some 65m long, with the main, central part of this elevation comprising 15 bays, in which there is an essential symmetry; this is difficult to capture photographically, in part due to the trees within the grounds (1,2). The symmetry hinges around the central, principal entrance with semi-circular fanlight over, reached up a short flight of steps and with an open-bed pediment with Ionic capitals to the engaged columns (3-6). Together with the bay to either side, this central part is also emphasised by breaking forward slightly, and by the large arched first floor window and gable above, in which the school arms are displayed in a stone carving (7). These read "BE JUST AND FEAR NOT". Two inscriptions, relating to the founding of the school, are set at the feet of two pilasters which flank these three central bays. The left-hand one reads: "PUDSEY SECONDARY AND TECHNICAL SCHOOL. THIS FOUNDATION STONE WAS LAID BY COUNCILLOR JOSEPH HUGGAN ESQ JP, MAYOR, APRIL 24TH, 1909" (8), while the right-hand one, was laid on the same day by Alderman W C Forrest Esq JP, chairman of the governors (9).
- 7.2 To the right and left of centre are five bays with relatively plain cross windows to both floors, though alternate windows on the first floor are surmounted by gabled dormers, and iron railings enclose a light well to the basement at the north end (10). Beyond these five bays, at either end of the façade, are large corner towers containing the main staircases, both with further embellishment to the masonry, and with large, square, glazed cupolas above (11). At the foot of the south tower is the girls' entrance, also with open-bed pediment and elaborate carving within (12-14); the end of the façade beyond it is partly single storey with flat roof, above which is the end of the south wing (14,15). All of these features are duplicated in mirror image at the north end of the building, though here the entrance was for the boys, who were provided with a larger amount of accommodation through use of the basement floor, as the sloping site allows (16-20).
- 7.3 The rear of the principal block is considerably plainer than the front, but the internal floor levels and room divisions are more readily perceived: the seven bays of the taller, central area are generously fenestrated, with arches to the

ground floor openings (**21-23**). (NB: there have been changes to the window openings during the present conversion.)

- 7.4 The south wing, in which most of the girls' education took place, was originally a total of fifteen bays long to the outer (south) elevation (**24,25**), with motifs similar to, but plainer than, those used to the front of the school: the principal ones are the cross windows and gabled dormers to the first floor (**26,27**). The wing has however been extended by an additional two bays to the east during the present conversion (**28,29**). The same is true of the boys' north wing, though here the basement storey is partly at ground level (**30-36**); on the north side, an original set of steps leads down within the courtyard to the former boiler room (**37**).
- 7.5 As the residential conversion and sale of apartments was at such an advanced stage by the time this recording took place, very few original or historic spaces or details survived, but Kendall's plans allow the original intended uses within the school to be established (see figures 7 to 9). The central front entrance, presumably intended chiefly for staff and visitors rather than pupils (who might be expected to use the outer doorways), led via a vestibule into a hall, off which were the headmaster's office and administrative rooms, as well as the large assembly hall. Teaching rooms in the central block included chemical and physical laboratories, while the girls' wing to the south had cloakrooms and "lavatory" (washbasins) near its entrance, and latrines at the rear, while teaching rooms in it were intended for needlework, dressmaking and laundry and domestic science, among others. The boys' wing had a mechanical laboratory, plumbing shop and weaving shop in the basement, as well as classrooms for building and mechanical drawing, "manual instruction", and art on the first floor. It is not known to what extent the segregation between the sexes implicit in the building layout was achieved in terms of subject teaching.
- 7.6 Kendall's plans imply that heating for the school was provided by a combination of hot water central heating, served by a large boiler in the basement, and open fireplaces in a number of rooms, including the headmaster's office. The needlework, dressmaking and laundry room was equipped with a gas stove, a cooking range, and a copper for heating water for washing. However, no evidence of any of these can now be identified within the building.
- 7.7 Internal spaces and features which survive largely unaltered following the present conversion are confined to the vestibule to the principal entrance: here, there are stained glass windows over both doorways, and a tiled mosaic to the floor, with the same arms and motto as in the gable above the entrance (**38,39**). Arched windows between the corridor and the west side of the assembly hall also survive, albeit slighted by a new, lower ceiling (**40**). The original staircases

remain in situ (one to the girls' wing, two to the boys' wing): they have stone treads with plain iron or steel balustrades (41-43). Mezzanine floors have been inserted in the formerly high ceilinged rooms, but the exposed, arch-braced roof trusses so popular with schools of the period remain partly visible in a few locations (44,45).

## 8 Conclusion

- 8.1 The secondary and technical school at Pudsey, which opened in 1911, is a large prominent building, with presents a confident and architecturally elaborate and eclectic frontage to Richardshaw Lane, in contrast to many of its Gothic predecessors, many of which were built in a spate following the 1870 education act. In other architectural aspects however the school seems to have maintained the traditional separation of boys' and girls' entrances, and teaching and play areas. To what extent the internal facilities were up to date at that time cannot be readily established, but the variety of subjects taught, to judge from the architect's plans, implies that there was a relatively high degree of specialisation, and there was a distinct effort on the part of the school governors and the Pudsey corporation to educate children, particularly boys, for the technical demands of industry at that time.

## Appendix 1: WYAAS Specification

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### **SPECIFICATION FOR ARCHAEOLOGICAL PHOTOGRAPHIC RECORDING AT GRANGEFIELD SCHOOL, MOUNT PLEASANT ROAD, PUDSEY LS28 7ND**

This specification details the general requirements for an archaeological and architectural photographic record of the former Grangefield School, Pudsey.

This specification was requested by Mr Phil Bakes of PN Bakes Architectural Consultancy and produced on behalf of Leeds City Council in response to planning application 12/00598/LI.

#### **1. Summary**

1.1 This specification covers the requirements for an archaeological and architectural photographic record of the former early 20th century Grangefield School prior to its conversion to 49 flats.

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**

The application site was formerly part of Pudsey Grangefield School and is a listed building (National Heritage List for England No. 1,214,478 and West Yorkshire Historic Environment PRN 11,971). It is located in the Pudsey Conservation Area and is a designated heritage asset.

Constructed as a grammar school in 1910/11 the listed building was designed by the local architects Jowett and Kendall and is constructed from hammer-dressed sandstone with ashlar dressings and a slate roof over two storeys with basement and attic. The building was purpose built in a vernacular revival style with some classical detailing and modelling.

As a purpose built listed school the former Pudsey Grangefield School is considered to be of national importance.

#### **3. Aims of the Project**

5.1 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 school, 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 / structure 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 and 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.*)

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 and WYAAS 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 *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 / structure, 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/ structure 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 site/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 school 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 school from all sides, showing it/them and the complex 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/structure. 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
- Evidence of the original heating 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.

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

Digital photography: as an alternative for colour slide photography, good quality digital photography may be supplied, using cameras with a minimum resolution of 10 megapixels. Digital photography should follow the guidance given by Historic England in Digital Image Capture and File Storage: Guidelines for Best Practice, July 2015. 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 as both a JPEG and a TIFF versions. The latter as an uncompressed 8-bits per channel TIFF version 6 file of not less than 25Mbs (See section 2.3 of the Historic England guidance). The contractor must include metadata embedded in the TIFF 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. **Any digital images are to be supplied to WYAAS on gold CDs by the archaeological contractor 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 and photo location plan are required. The photographic register should (as a minimum) include 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, planning application reference and condition number 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 school presented in a logical manner (as a walk around and through the building(s), starting with setting, then progressing to all sides of the structure in sequence, and finally to the interior from the ground floor up)
- a discussion placing the building/complex in its local and historical contexts, describing and analysing the development of individual structures and of the complex as a whole. This analysis should consider the historical plan form, and layout of the school building.

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(s)/structure 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). A facsimile copy of the report in .pdf format should also be supplied on a gold CD. 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.

### 7.3 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 'site name' 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 for a period of 1 year from the date of issue.

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

**11 October 2016**

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

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## Appendix 2: List of digital photographs

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

### Photo Subject

d01	General view of the school, from the north-west
d02	General view of the school, from the north-west
d03	West elevation, from the north-west
d04	Main entrance in centre of west elevation
d05	Foundation stone to north of main entrance, west elevation
d06	General view of the school, from the south-west
d07	General view of the school, from the south-west
d08	South end of west elevation and girls' entrance
d09	Boys' entrance and north end of west elevation
d10	Detail of boys' entrance, west elevation
d11	General view of the school, from the east
d12	The south wing, from the south-west
d13	General view of the rear of the school, from the north-east
d14	The north wing (central part), from the north
d15	Interior of main vestibule, from the west
d16	Stained glass window over east side of main vestibule, from the west
d17	Tiled floor of main vestibule, with motto "be just and fear not", from the west
d18	Staircase on ground floor of boys' end of school, from the north-east
d19	Part of exposed roof truss over south wing



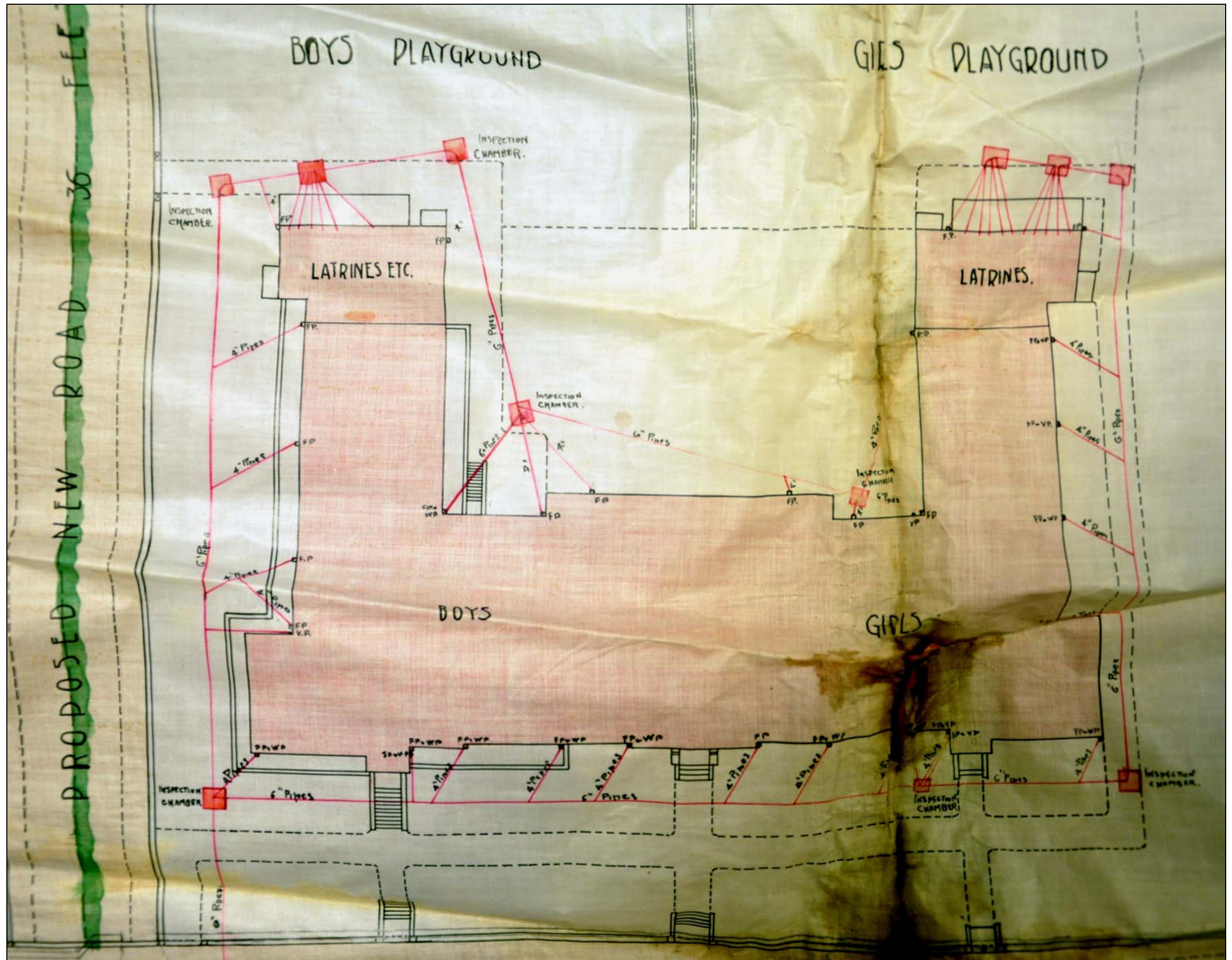


Figure 6: Kendall's block plan, 1908  
Reproduced by kind permission of West Yorkshire Archive Service Leeds, LMT/PU/P1588, plan no 1934





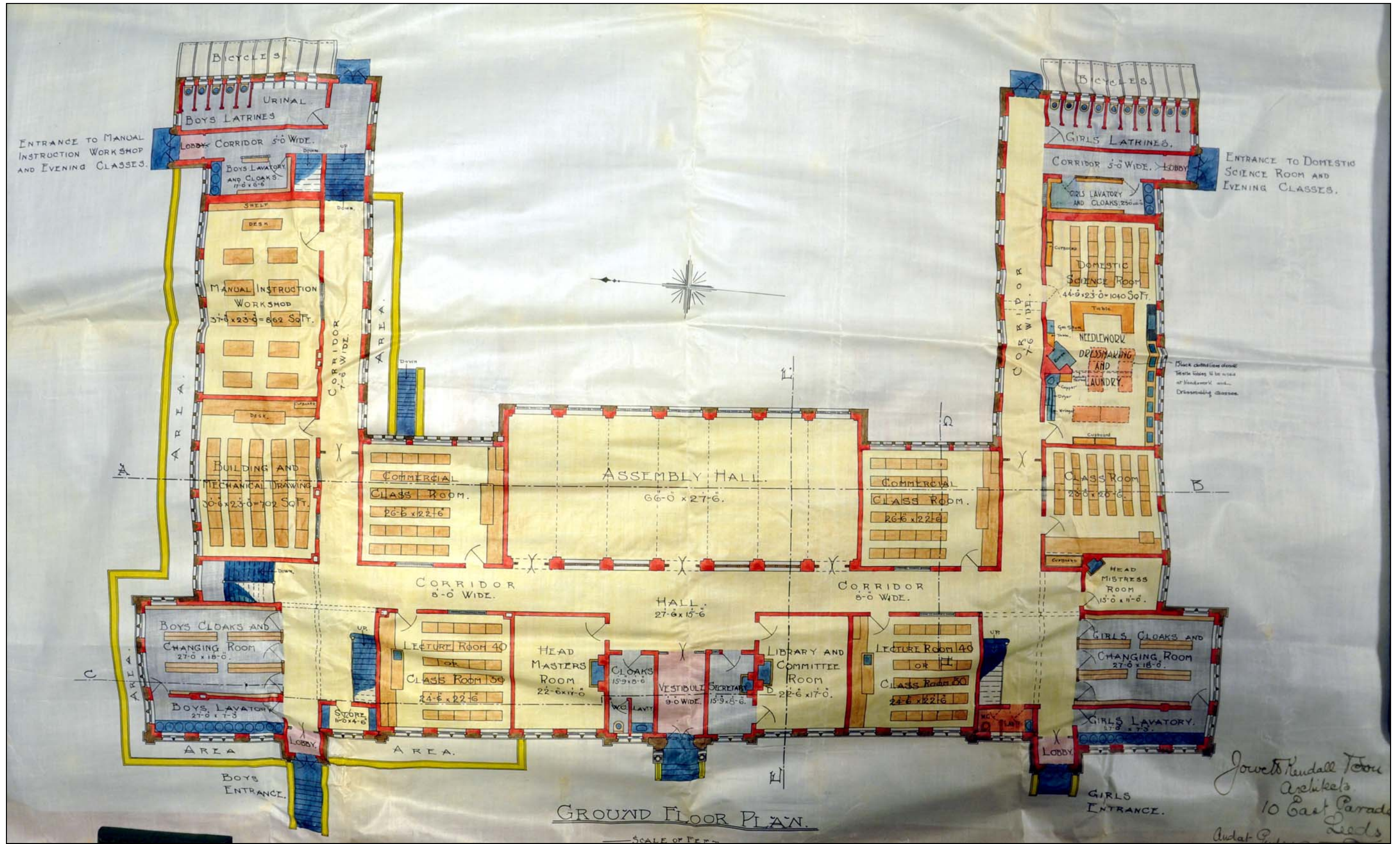
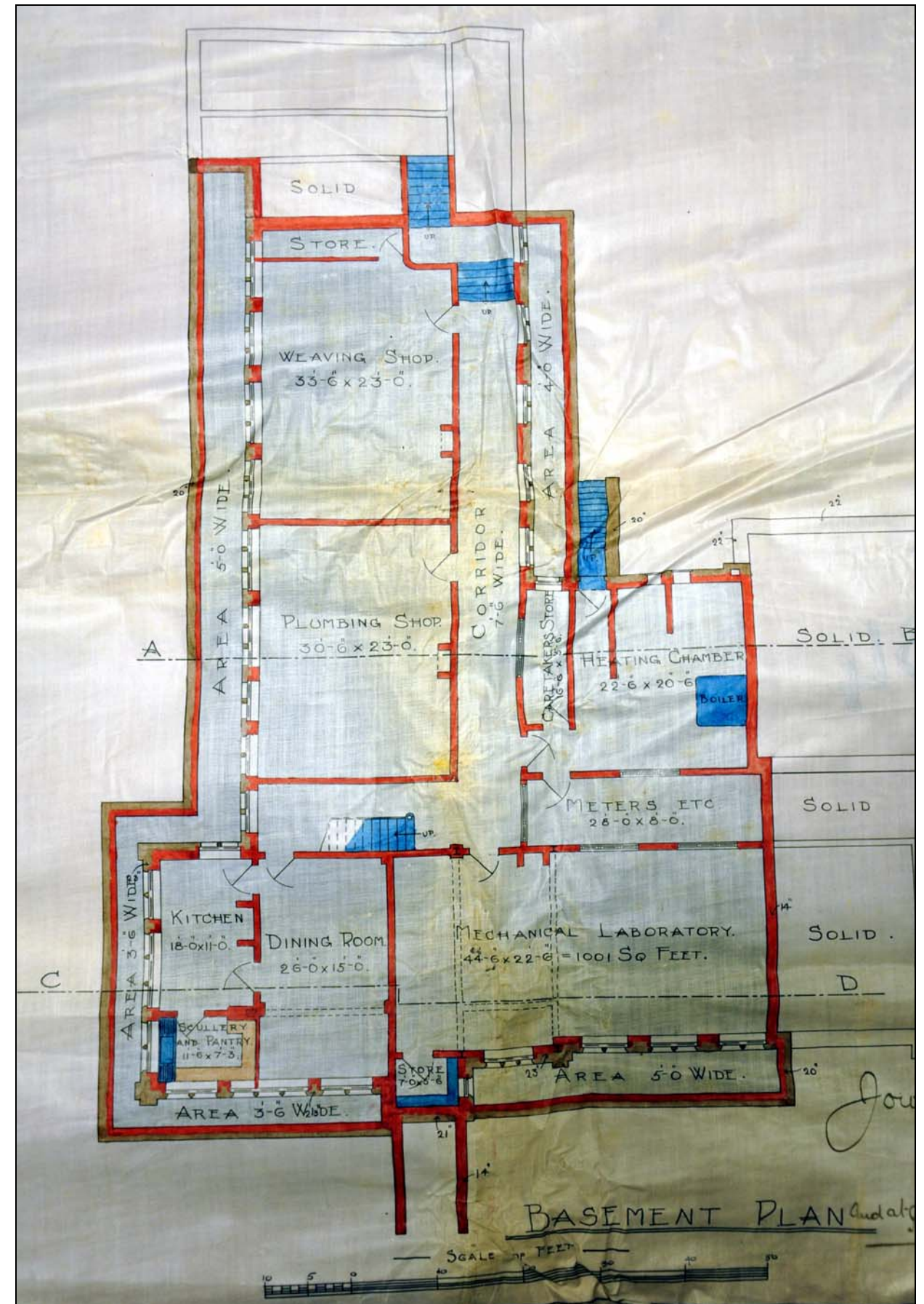


Figure 7: Kendall's ground floor plan, 1908  
Reproduced by kind permission of West Yorkshire Archive Service Leeds, LMT/PU/P1588, plan no 1934





**Figure 8:** Kendall's basement plan, 1908  
Reproduced by kind permission of West Yorkshire Archive Service Leeds, LMT/PU/P1588, plan no 1934



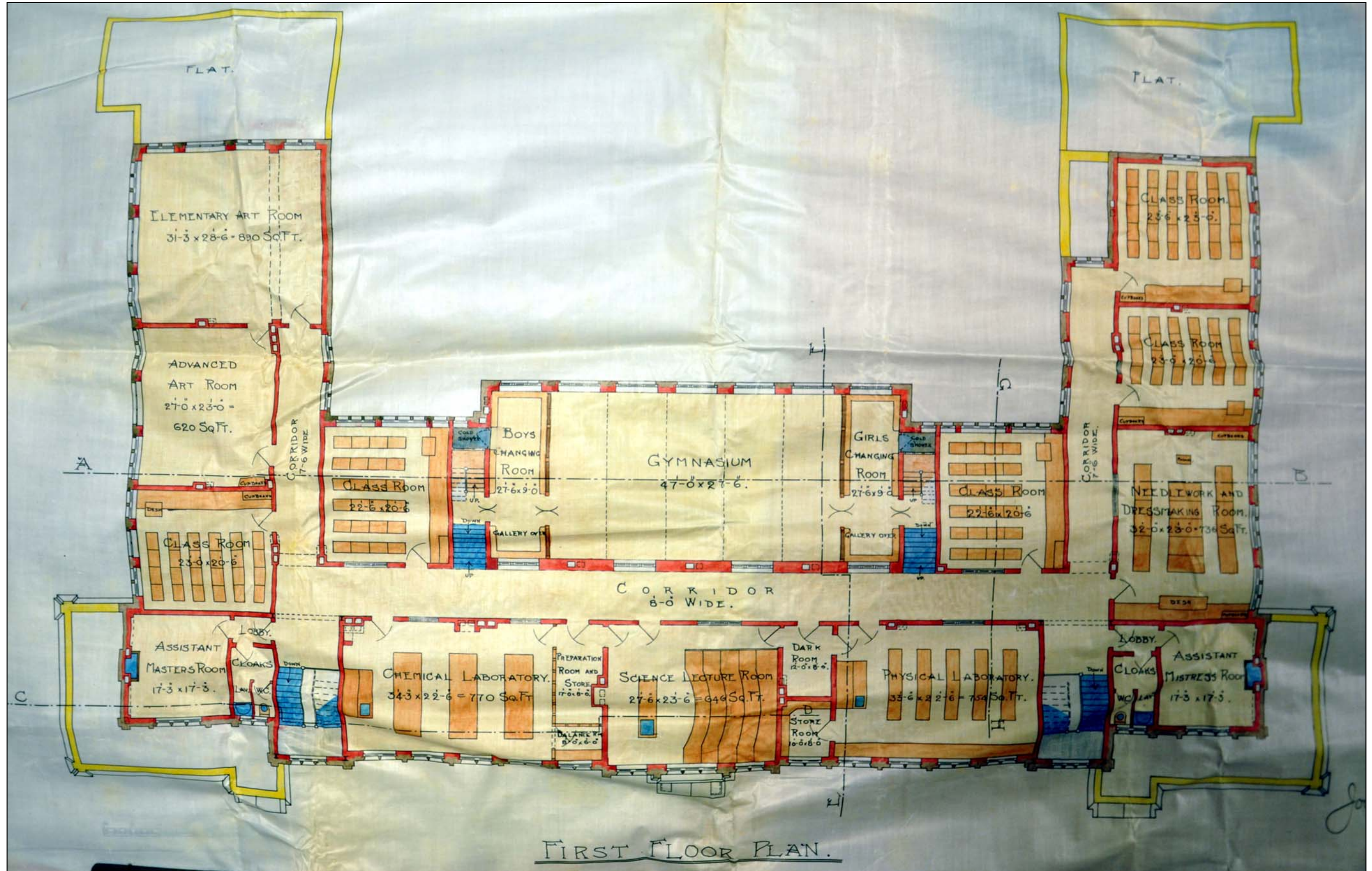


Figure 9: Kendall's first floor plan, 1908  
Reproduced by kind permission of West Yorkshire Archive Service Leeds, LMT/PU/P1588, plan no 1934





Figure 10: Kendall's front and rear elevations, and long section, 1908  
Reproduced by kind permission of West Yorkshire Archive Service Leeds, LMT/PU/P1588, plan no 1934





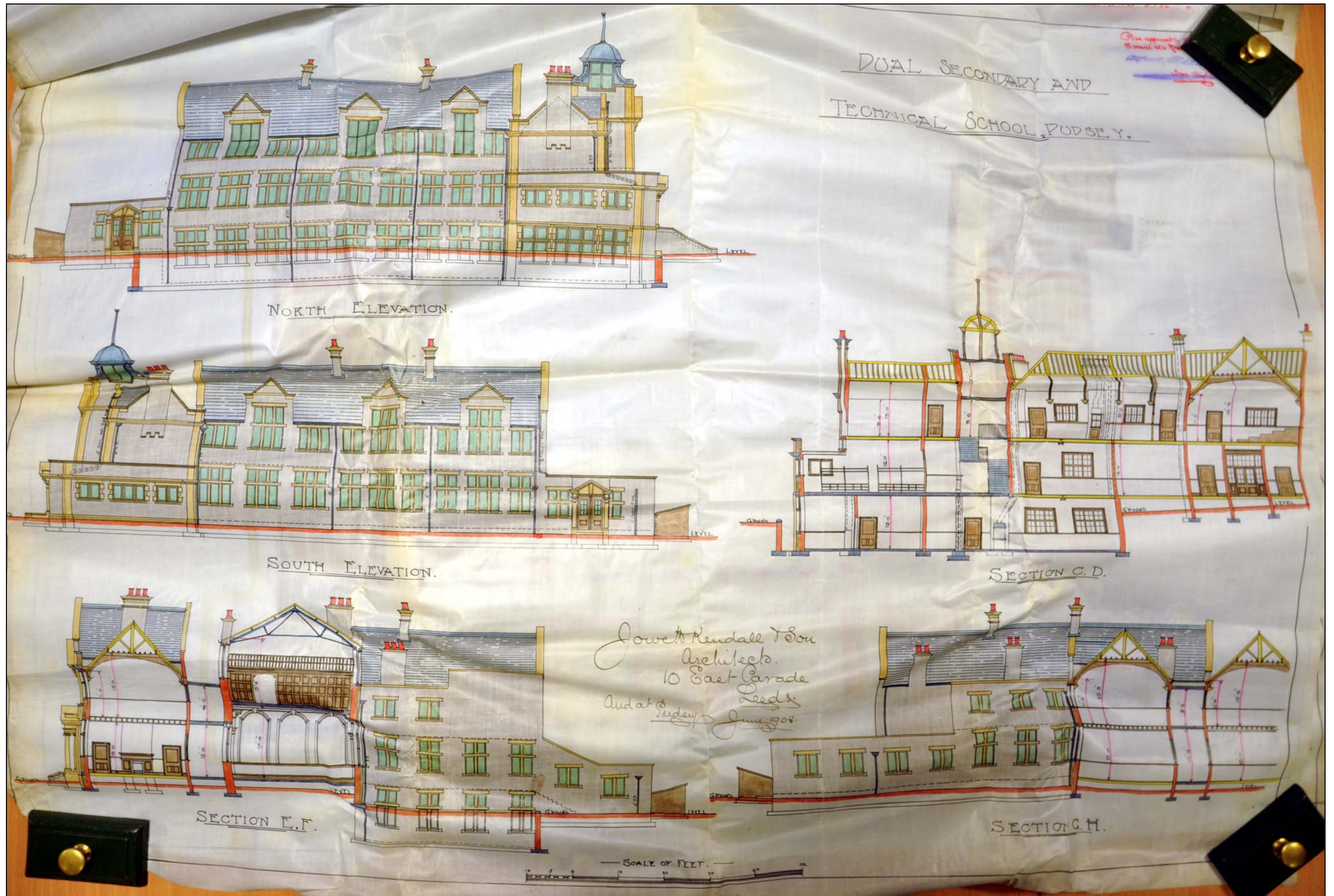
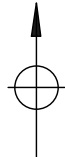
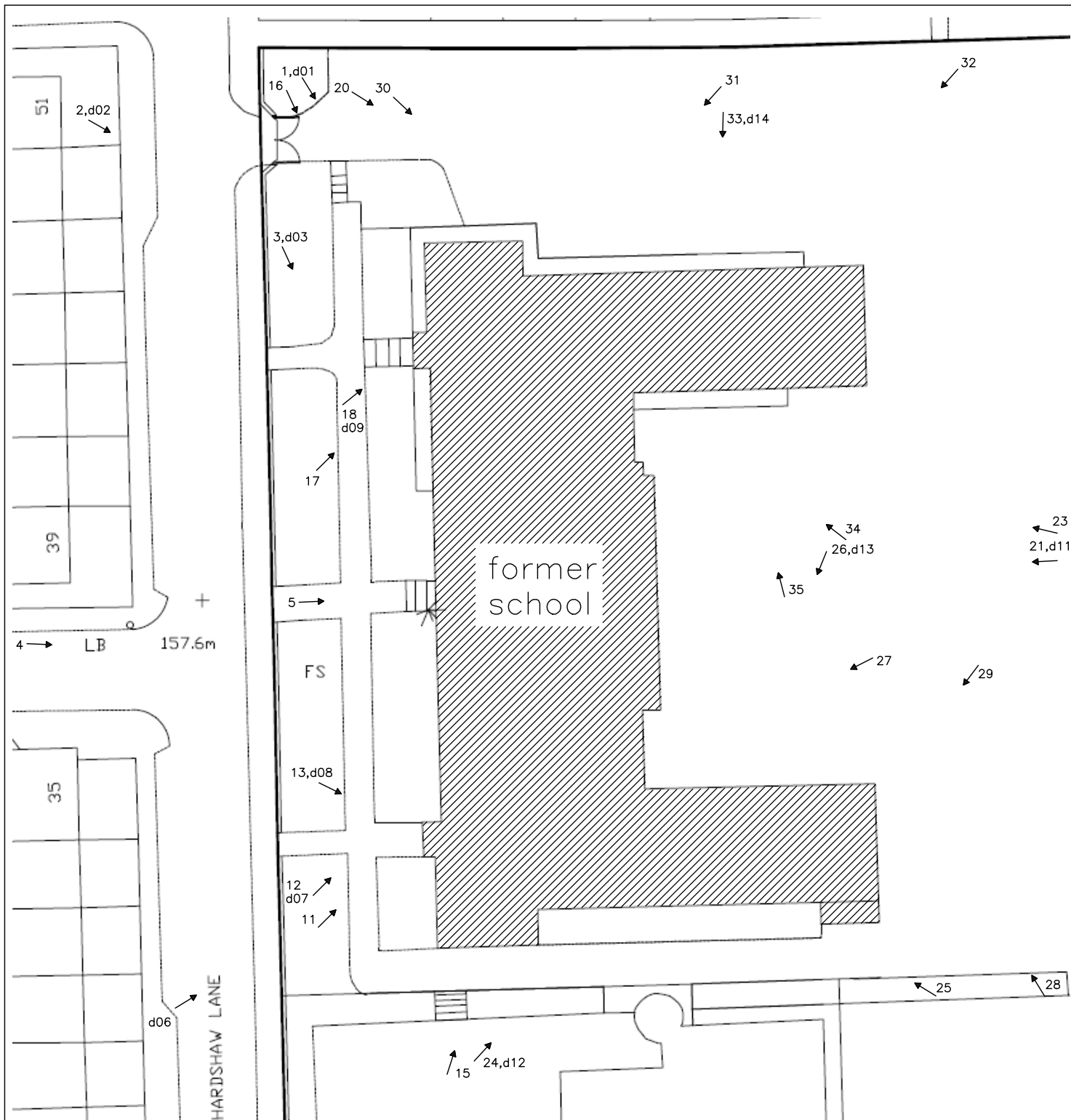


Figure 11: Kendall's side elevations, and cross sections, 1908  
Reproduced by kind permission of West Yorkshire Archive Service Leeds, LMT/PU/P1588, plan no 1934





- ↗ 1: photograph direction and number (black and white)
- ↗ d01: photograph direction and number (colour digital)

50m



FORMER GRANGEFIELD SCHOOL  
 RICHARDSHAW LANE  
 PUDSEY, WEST YORKSHIRE  
 (NGR: SE 22259 33688):  
 PHOTOGRAPHIC RECORD

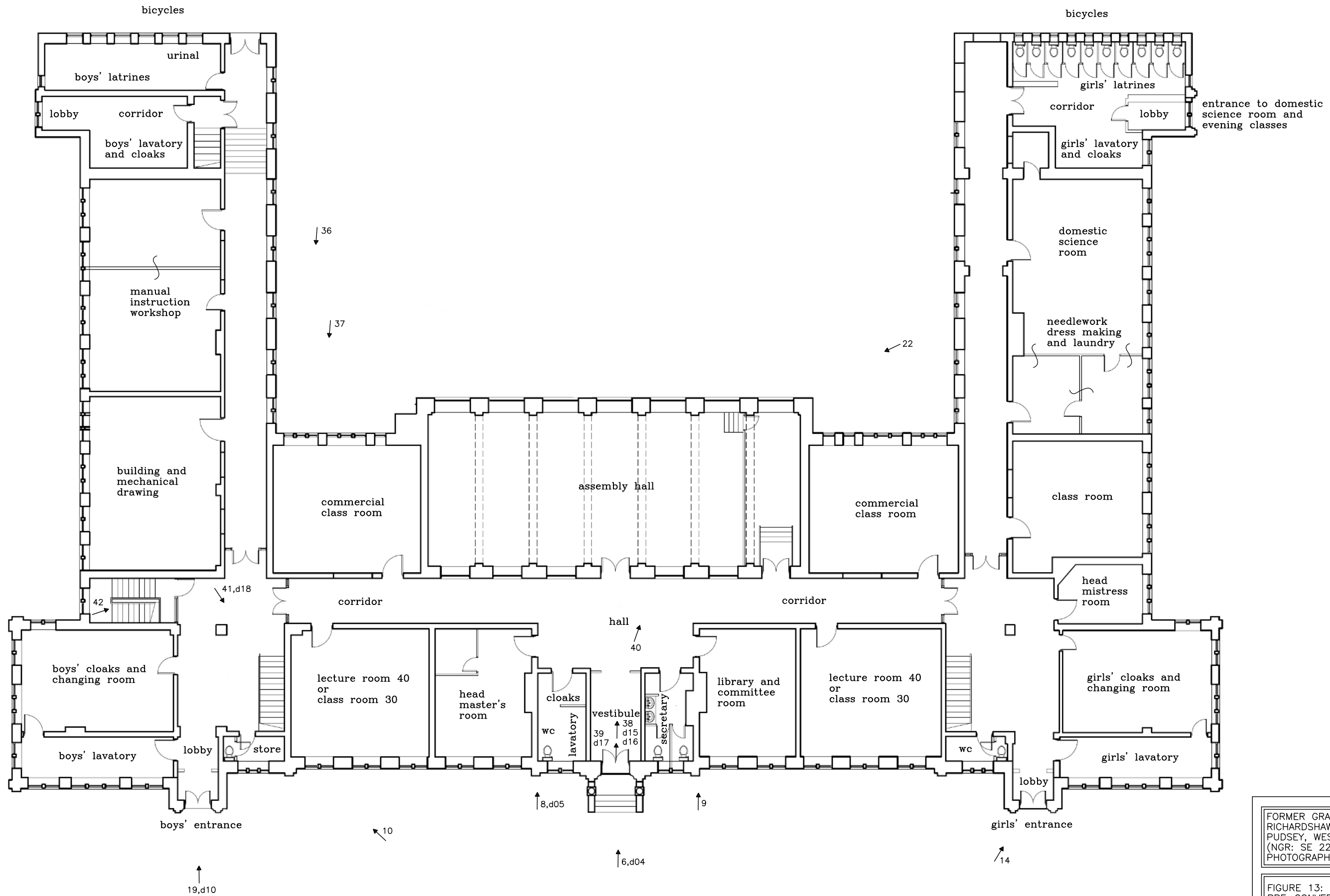
FIGURE 12:  
 PRE-CONVERSION SITE PLAN  
 WITH KEY TO PHOTOGRAPHS

SCALE: 1:500 (at A4)

DATE OF SURVEY: NOVEMBER 2016

STEPHEN HAIGH  
 Buildings Archaeologist





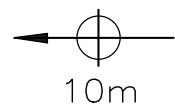
**KEY**

classroom - room use etc as shown on 1908 plan

∩ wall inserted after 1908

↗ 1: photograph direction and number (black and white)

↗d01: photograph direction and number (colour digital)



PRE-CONVERSION PLAN BY PN BAKES ARCHITECTURAL CONSULTANCY, 2010

FORMER GRANGEFIELD SCHOOL  
 RICHARDSHAW LANE  
 PUDSEY, WEST YORKSHIRE  
 (NGR: SE 22259 33688):  
 PHOTOGRAPHIC RECORD

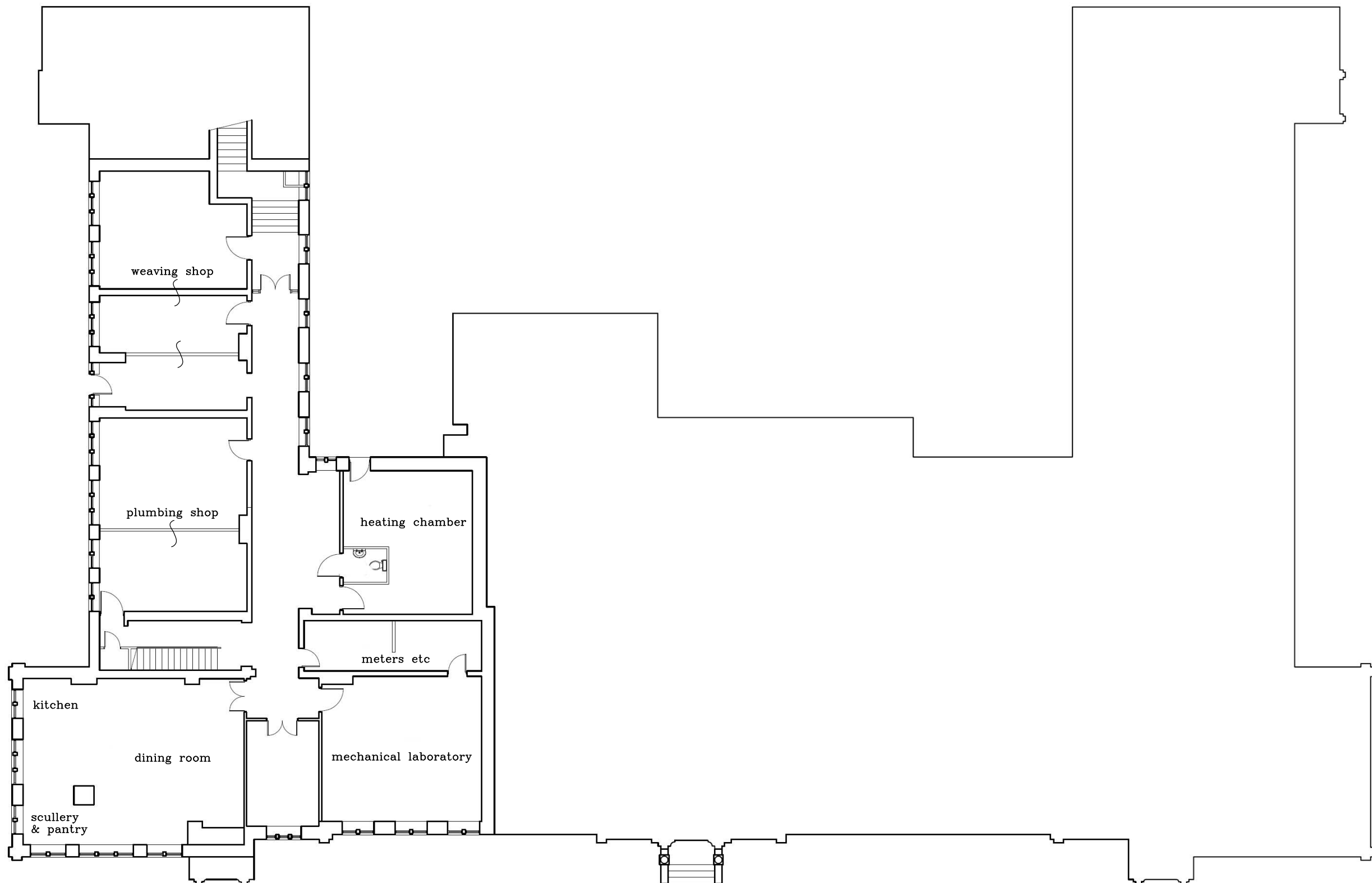
FIGURE 13:  
 PRE-CONVERSION GROUND FLOOR  
 PLAN WITH KEY TO PHOTOGRAPHS

SCALE: 1:200 (at A3)

DATE OF SURVEY: NOVEMBER 2016

STEPHEN HAIGH  
 Buildings Archaeologist





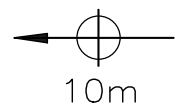
**KEY**

classroom - room use as shown on 1908 plan

- wall inserted after 1908

1: photograph direction and number (black and white)

d01: photograph direction and number (colour digital)



PRE-CONVERSION PLAN BY PN BAKES ARCHITECTURAL CONSULTANCY, 2010

FORMER GRANGEFIELD SCHOOL  
 RICHARDSHAW LANE  
 PUDSEY, WEST YORKSHIRE  
 (NGR: SE 22259 33688):  
 PHOTOGRAPHIC RECORD

FIGURE 14:  
 PRE-CONVERSION BASEMENT  
 PLAN WITH KEY TO PHOTOGRAPHS

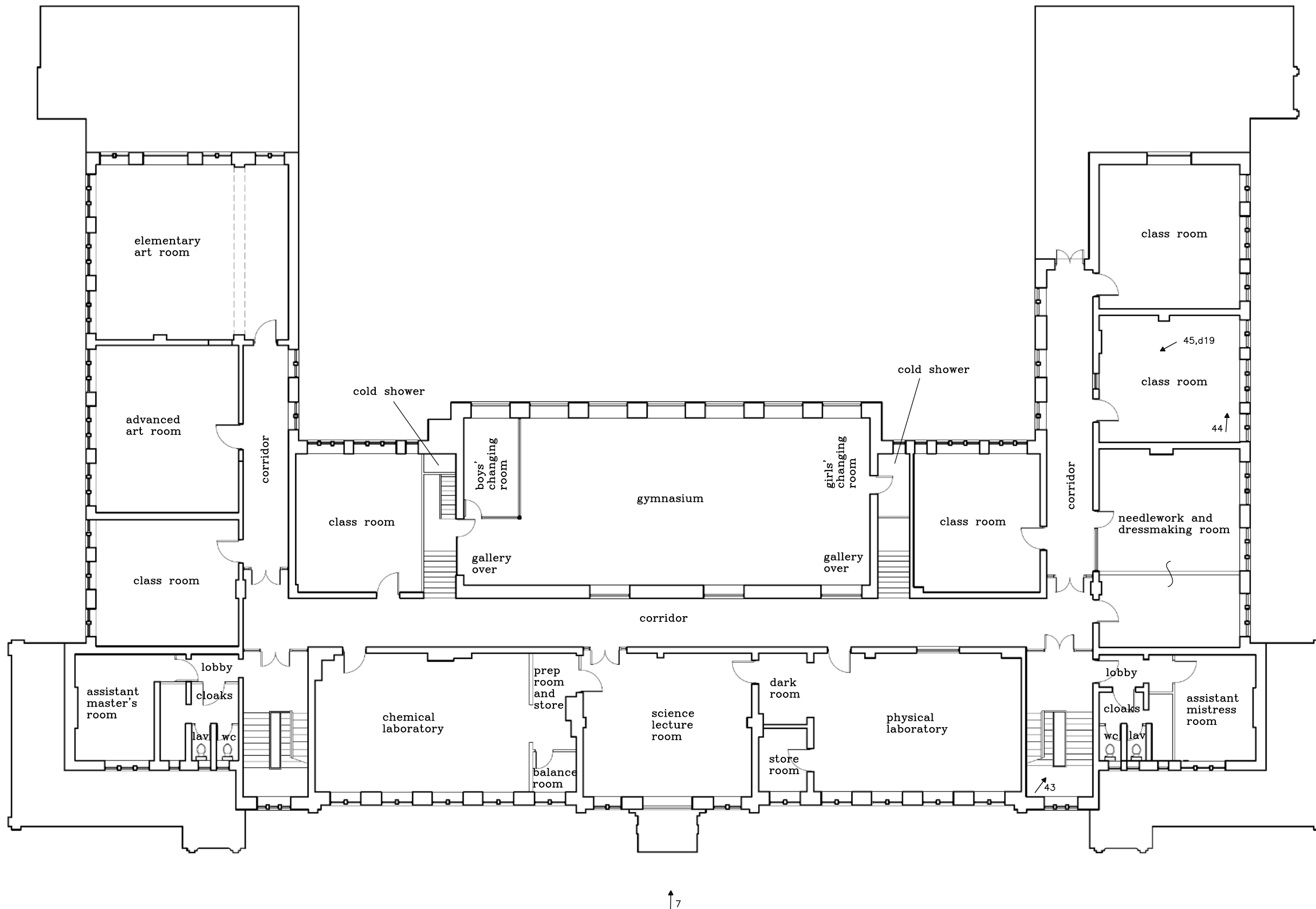
SCALE: 1:200 (at A3)

DATE OF SURVEY: NOVEMBER 2016

STEPHEN HAIGH  
 Buildings Archaeologist

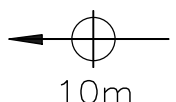






**KEY**

- classroom - room use as shown on 1908 plan
- ∩ wall inserted after 1908
- ↗ 1: photograph direction and number (black and white)
- ↗ d01: photograph direction and number (colour digital)



PRE-CONVERSION PLAN BY PN BAKES ARCHITECTURAL CONSULTANCY, 2010

FORMER GRANGEFIELD SCHOOL  
 RICHARDSHAW LANE  
 PUDSEY, WEST YORKSHIRE  
 (NGR: SE 22259 33688):  
 PHOTOGRAPHIC RECORD

FIGURE 15:  
 PRE-CONVERSION FIRST FLOOR  
 PLAN WITH KEY TO PHOTOGRAPHS

SCALE: 1:200 (at A3)

DATE OF SURVEY: NOVEMBER 2016

STEPHEN HAIGH  
 Buildings Archaeologist





Photo 1: General view of the school, from the north-west (film 2, frame 9)



Photo 2: General view of the school, from the north-west (film 1, frame 6)



Photo 3: West elevation, from the north-west (film 2, frame 8)



Photo 4: General view of the school, from the west (film 1, frame 7)



Photo 6: Main entrance in centre of west elevation (film 1, frame 17)

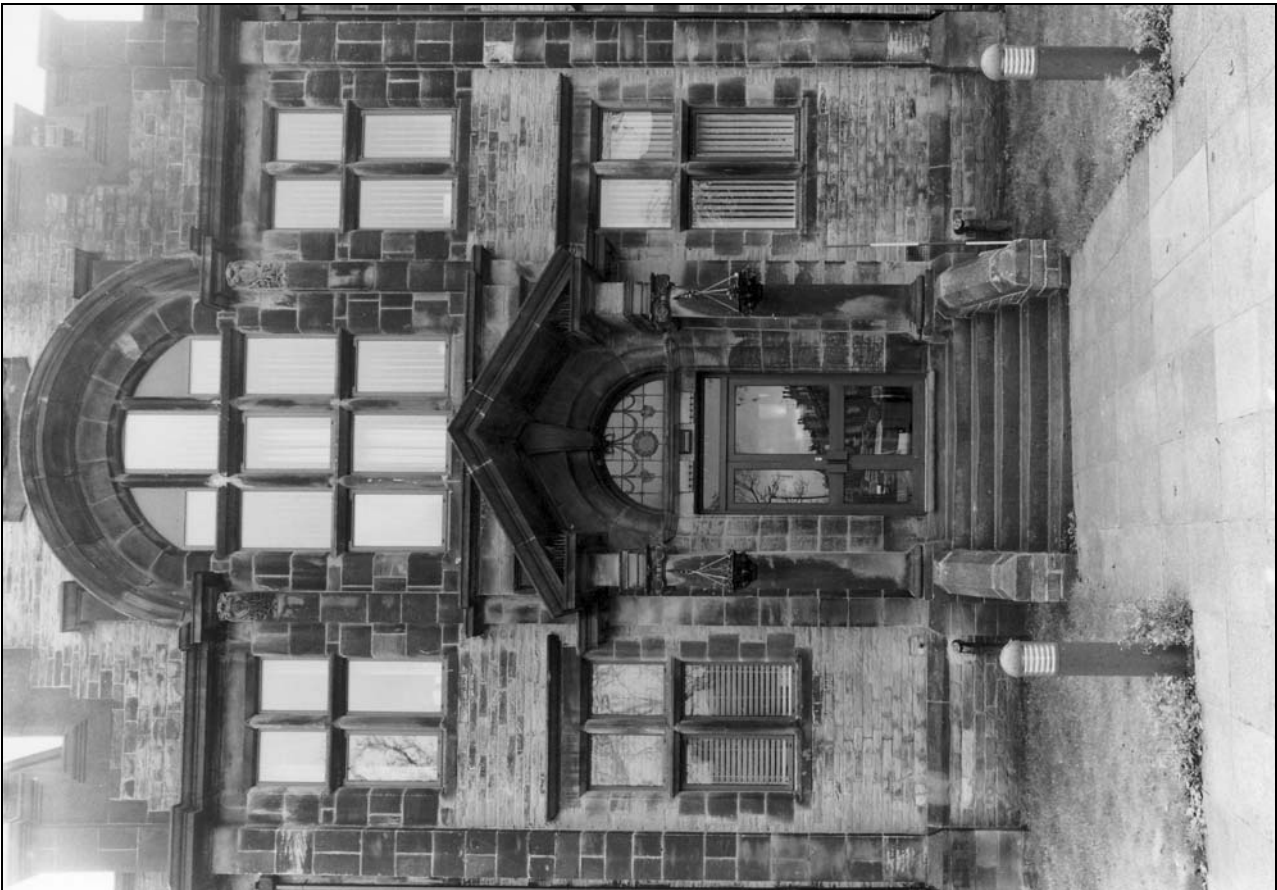


Photo 5: Main entrance in centre of west elevation (film 1, frame 14)



Photo 7: Detail of crest in centre of west elevation (“be just and fear not”) (film 1, frame 16)

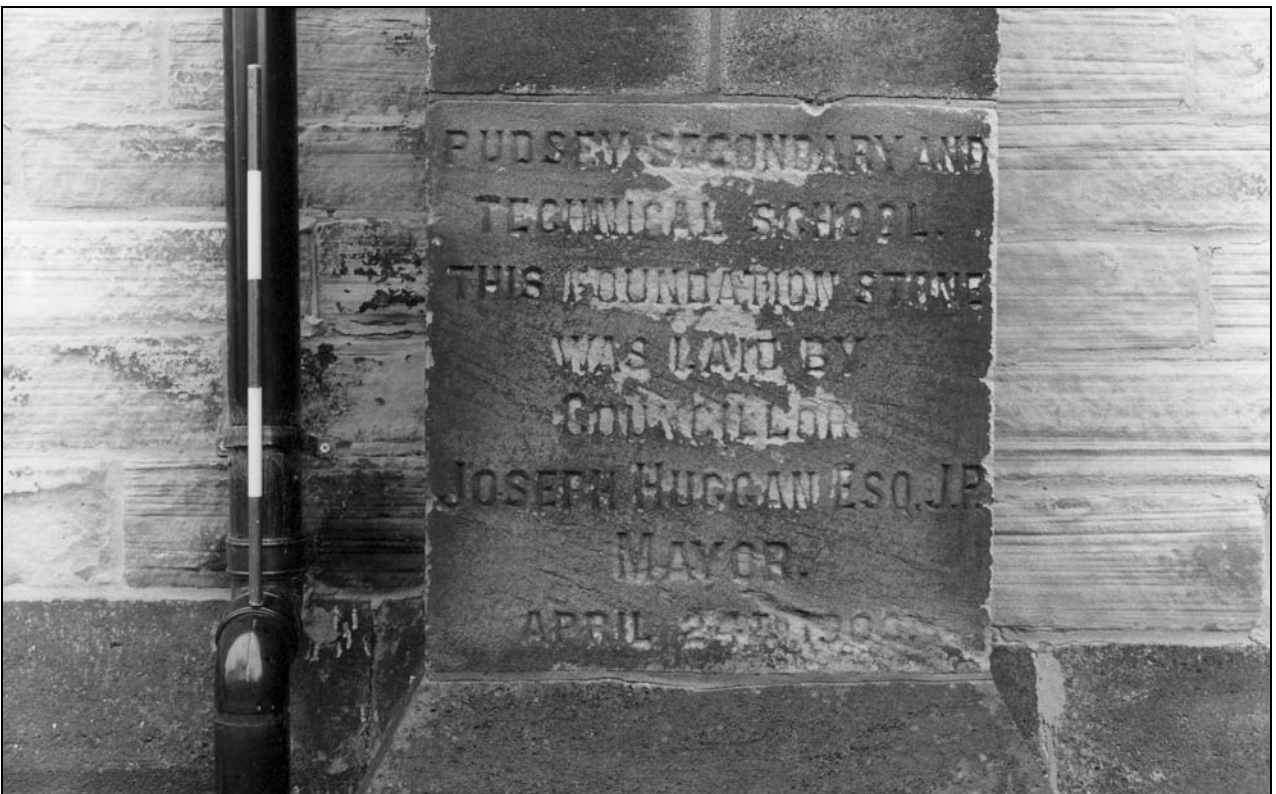


Photo 8: Foundation stone to north of main entrance, west elevation (film 2, frame 2)



Photo 9: Foundation stone to south of main entrance, west elevation (film 2, frame 5)



Photo 10: Railings around light well at north end of west elevation (film 1, frame 18)



Photo 11: South end of west elevation and girls' entrance (film 1, frame 11)





Photo 12: General view of the school, from the south-west (film 1, frame 8)



Photo 13: South end of west elevation and girls' entrance (film 1, frame 12)



Photo 15: South west corner of the school, from the south (film 3,  
frame 12)



Photo 14: Girls' entrance at south end of west elevation (film 1,  
frame 13)



Photo 17: North end of west elevation (film 2, frame 7)

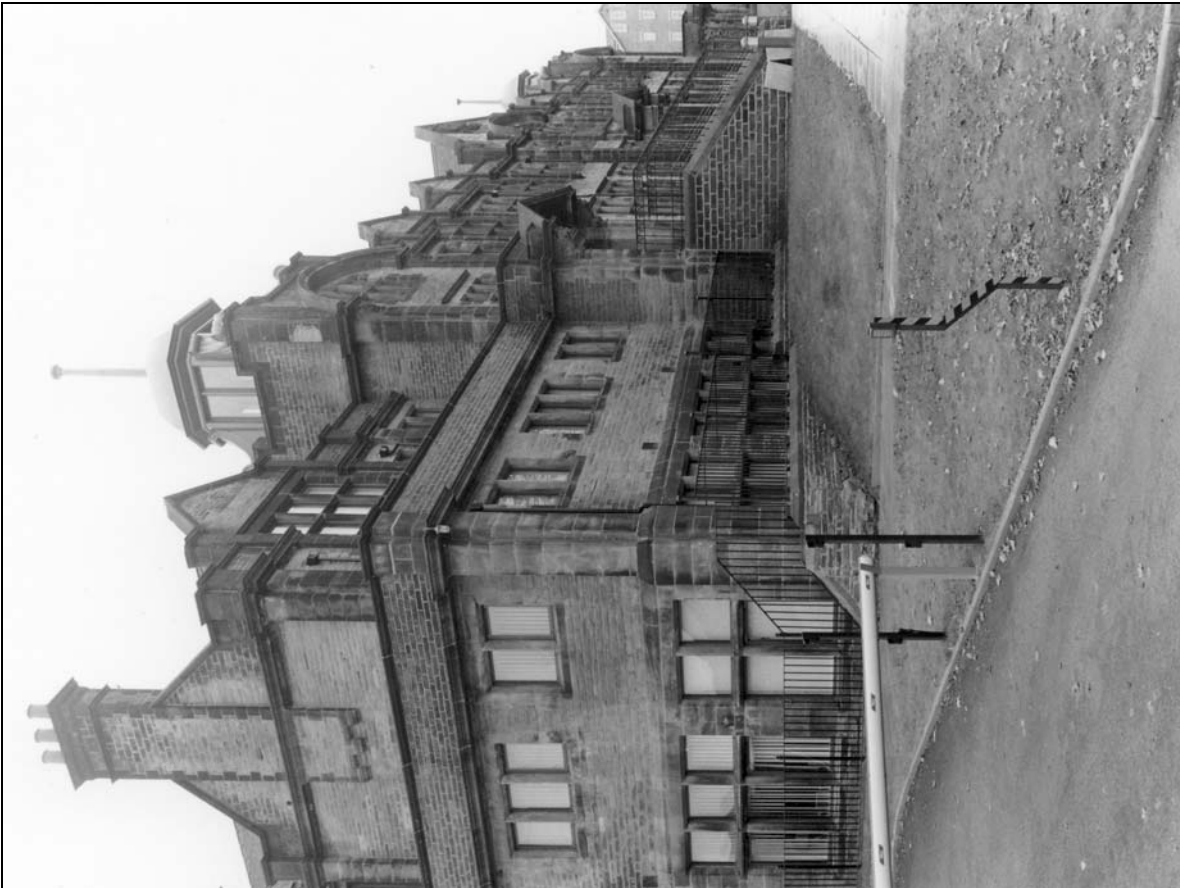


Photo 16: General view of the school, from the north-west (film 2,  
frame 12)



Photo 18: Boys' entrance and north end of west elevation (film 2, frame 6)



Photo 19: Detail of boys' entrance, west elevation (film 2, frame 1)



Photo 20: The north wing (extended recently at east end), from the north-west (film 2, frame 11)



Photo 21: General view of the school, from the east (film 3, frame 1)



Photo 22: Rear of main block, from the south-east (film 3, frame 7)



Photo 23: General view of the school, from the east (film 2, frame 18)



Photo 24: The south wing, from the south-west (film 3, frame 11)



Photo 25: The south wing, from the south-east (film 3, frame 13)



Photo 26: General view of the rear of the school, from the north-east (film 3, frame 9)



Photo 27: General view of the rear of the school, from the north-east (film 3, frame 8)





Photo 28: The south wing, from the south-east (modern extension in foreground) (film 3, frame 15)



Photo 29: The south wing, from the north-east, with modern extension in foreground (film 3, frame 14)



Photo 30: The north wing, from the north-west (film 2, frame 13)



Photo 31: The north wing, from the north-east (film 2, frame 14)



Photo 32: The north wing, from the north-east (film 2, frame 17)

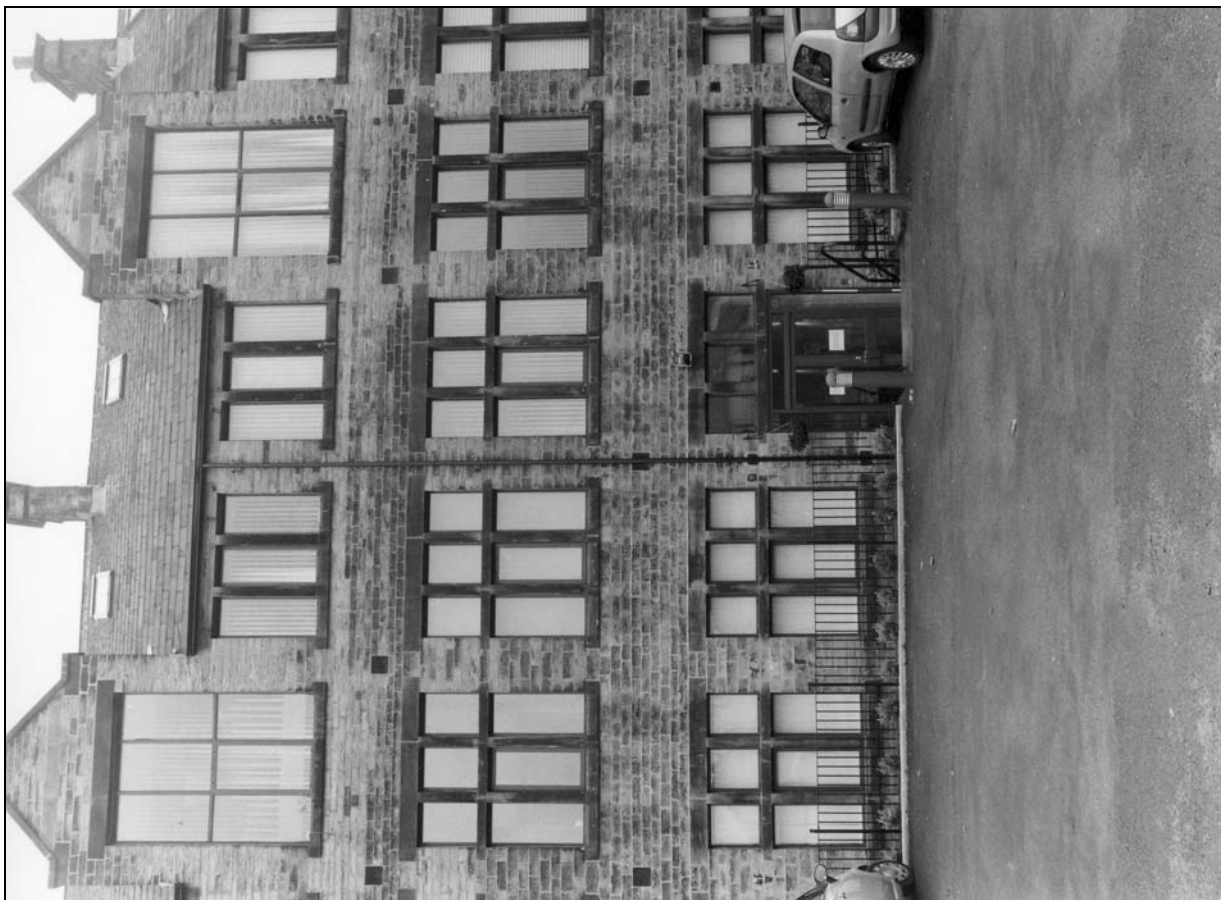


Photo 33: The north wing (central part), from the north (film 2,  
frame 15)



Photo 34: General view of the rear of the school, from the south-east (film 3, frame 2)



Photo 35: General view of the north wing, from the south (recently extended at right) (film 3, frame 4)



Photo 36: Light well along south side of north wing, from the east (film 3, frame 6)



Photo 37: Steps down to basement at north end of school, from the east (film 3, frame 5)

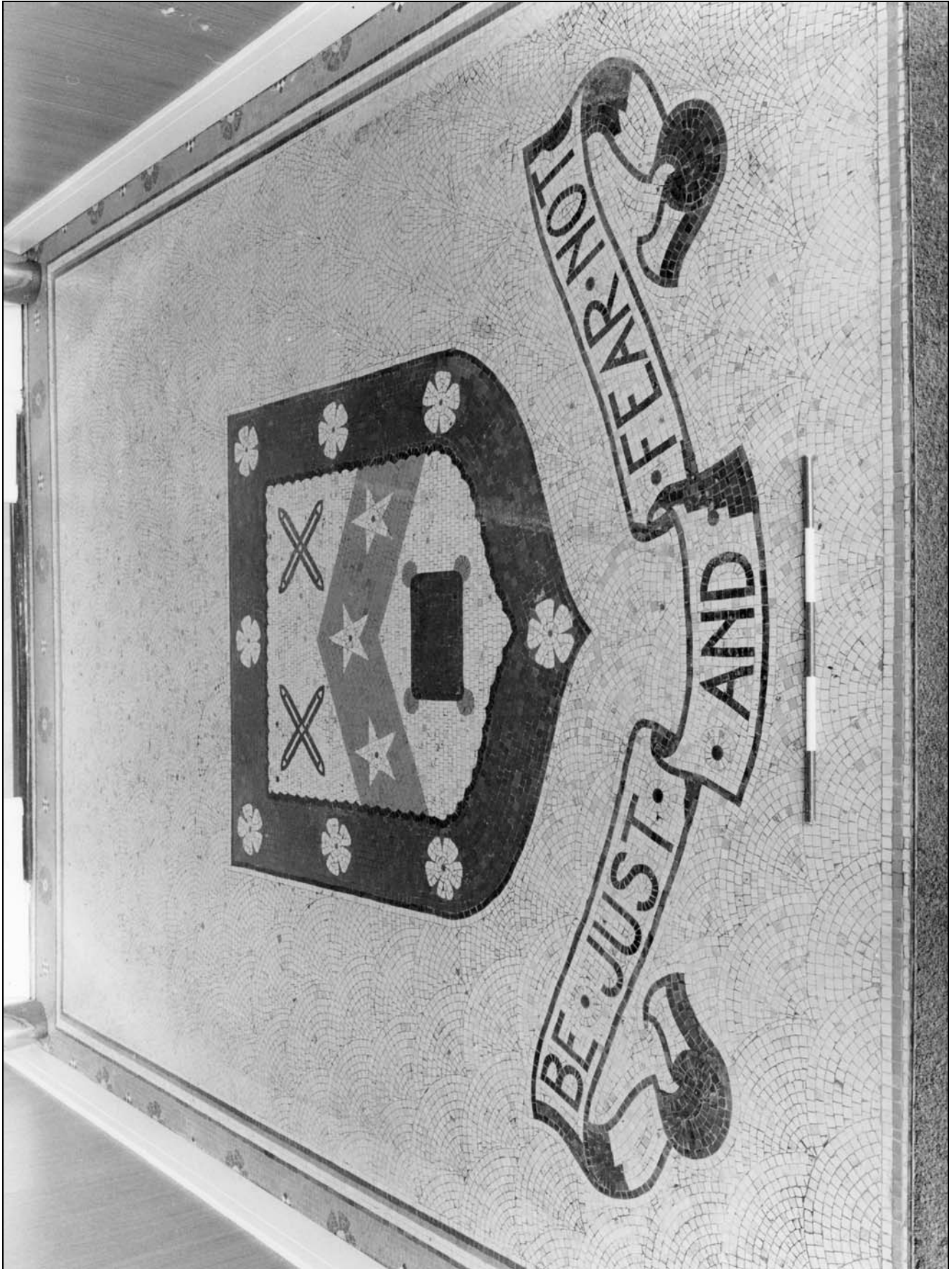


Photo 39: Tiled floor of main vestibule, with motto "be just and fear not", from the west (film 1, frame 4)



Photo 38: Interior of main vestibule, from the west (film 1, frame 1)



Photo 40: Hall and former windows to assembly hall, from the west (film 1, frame 5)



Photo 42: Staircase up to ground floor of boys' end, from the north (film 4, frame 2)



Photo 41: Staircase on ground floor of boys' end of school, from the north-east (film 4, frame 1)





Photo 43: Staircase landing in girls' end of school, from the north-west (film 4, frame 3)



Photo 44: Part of exposed roof truss over south wing (film 4, frame 6)



Photo 45: Part of exposed roof truss over south wing (film 4,  
frame 5)