

Barn at East Chevin Farm  
East Chevin Road, Otley, West Yorkshire:  
Historic Building Record



April 2018

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and may contain blank pages*

# Barn at East Chevin Farm

## East Chevin Road, Otley, West Yorkshire:

### Historic Building Record

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#### Photographs

#### SUMMARY

The barn at East Chevin Farm (NGR: SE 21968 43982) dates from the late 18th century and is a five-bay, stone-built structure which originally served a combination of uses, but is dominated by a pair of opposing cart doorways to the former threshing bay. It forms part of a courtyard arrangement at the farmstead, which is grade II listed. It was recorded for Mr A Manley, to fulfil a condition of listed building consent for its conversion to a dwelling.

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## LIST OF BLACK AND WHITE PHOTOGRAPHS

### Photo Subject

- 1 Front, south-west elevation of the barn
- 2 The cart entrance in the south-west elevation
- 3 The barn and former stables, looking north
- 4 The barn and garage (former shippon), looking east
- 5 Farmhouse and former stables, looking north-west
- 6 The barn and garage (former shippon), looking north-west
- 7 Rear, south-east elevation of the barn
- 8 View of the rear of the barn, looking south
- 9 Modern lean-to at south-east gable of barn, looking west
- 10 North-west gable of barn, and adjoining former stables (right)
- 11 South-east gable of barn, with modern lean-to
- 12 Barn interior: south corner
- 13 Barn interior: east corner
- 14 Barn interior: north-east cart doorway
- 15 Barn interior: west corner
- 16 Barn interior: former shippon at north-west end
- 17 Barn interior: step to former shippon, with loft structure, looking north
- 18 Barn interior: pedestrian doorway in west corner, looking south-west
- 19 Barn interior: detail of roof truss
- 20 Barn interior: roof trusses, looking north

## **BARN AT EAST CHEVIN FARM, EAST CHEVIN ROAD, OTLEY, WEST YORKSHIRE: HISTORIC BUILDING RECORD**

### **1 Introduction**

- 1.1 This report presents the results of historic building recording of a barn at East Chevin Farm, near Otley, West Yorkshire. The work was carried out in April 2018 for the developer, Mr Manley, to fulfil a condition of listed building consent from Leeds City Council for the building's conversion to a dwelling.
- 1.2 The barn dates to the mid or late 18th century, is stone-built, and of five bays. It is a combination barn typical of the farmsteads of the district, but its interior has lost all historic internal structures and fixtures.
- 1.3 The recording work was carried out in accordance with a specification issued on behalf of the local planning authority by the West Yorkshire Archaeology Advisory Service (WYAAS) (see Appendix 1), and primarily comprises a photographic record of the exterior and interior of the building. This report will be submitted to the client, the local planning authority, the West Yorkshire Historic Environment Record, as well as the OASIS project for online publication<sup>1</sup>.

### **2 Location**

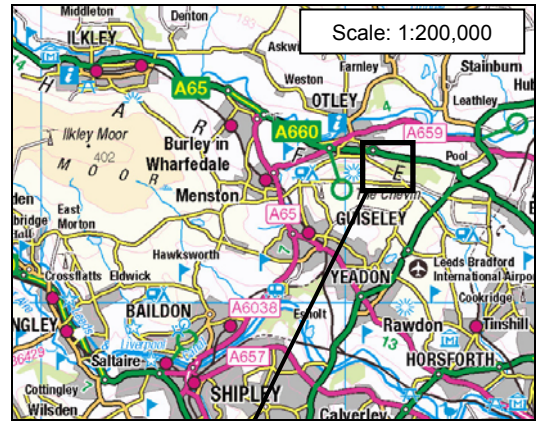
- 2.1 East Chevin Farm stands on the north-east side of East Chevin Road, about 2km south-east of Otley town centre, and in Otley civil parish. The site lies at about 230m above Ordnance Datum, at NGR: SE 21968 43982 (figures 1 & 2).
- 2.2 The site comprises a small courtyard arrangement, with the farmhouse at the north-west corner, facing south-east. The barn faces south-west and has a former stable adjoining to the west and a former shippon to the south, though both of the latter buildings have previously been converted from their original uses (figure 3). There is also a modern lean-to stable against the barn's south-east gable.

### **3 Current use**

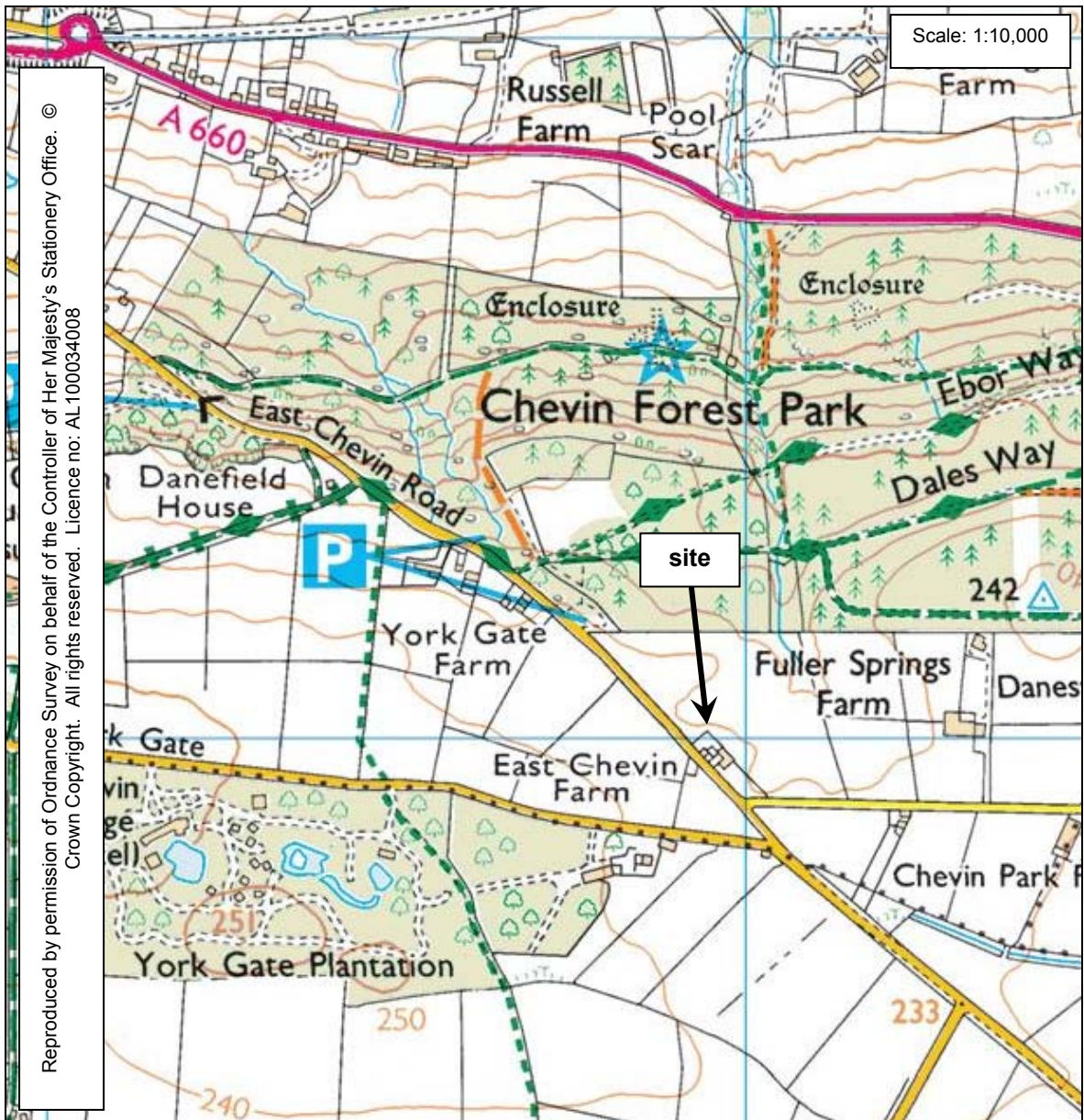
- 3.1 The barn is in use as a domestic outbuilding and does not appear to have been in farming use for many years.

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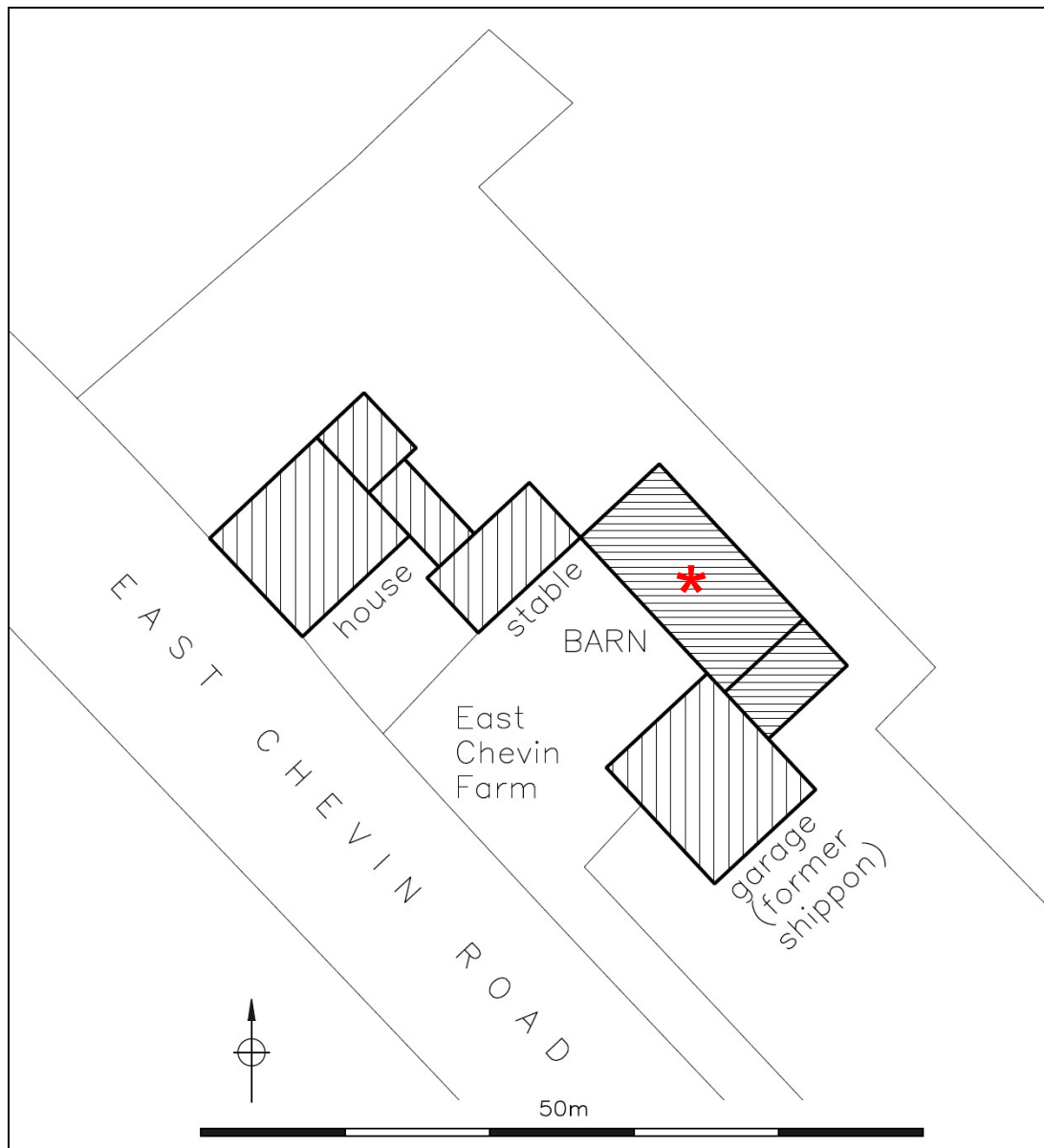
<sup>1</sup> ["Online Access to the Index of Archaeological Investigation"](#)



1: Location map (i)



2: Location map (ii)



3: Site plan (1:500)

#### 4 Planning background

- 4.1 "East Chevin Farmhouse and Outbuildings" is listed as having special architectural or historic interest, grade II<sup>2</sup>. It was first listed in 1974.
- 4.2 Listed building consent (application no. 17/06656/LI) was granted by Leeds City Council on 22 December 2017: "*Listed Building Application for change of use of barn (Unit B) to form one house with associated parking*".
- 4.3 Condition 3 of the consent stipulates that:

<sup>2</sup> National Heritage List for England, entry number 1135269  
<https://www.historicengland.org.uk/listing/the-list/list-entry/1135269>

“No development shall take place within the area of archaeological interest comprising the barn until a programme of archaeological recording has been secured. This recording must be carried out by an appropriately qualified and experienced archaeological consultant or organisation, in accordance with a written scheme of investigation which has been submitted in writing to and approved in writing by the Local Planning Authority.”

4.4 The written scheme of investigation was requested by the developer from WYAAS on behalf of the local planning authority, and was provided in the form of a detailed specification (see Appendix 1). The present recording work will enable this condition to be discharged.

4.5 There is no archaeological condition on the associated planning permission (17/06655/FU).

## **5 Previous investigative work**

5.1 An assessment of the historic buildings at the farm was undertaken by this author in 2011 for planning and listed building consent applications at that time. Background information from that report has been included below.

## **6 Historical background**

6.1 There appears to be relatively little documented history of East Chevin Farm (known until the mid 20th century simply as “East Chevin”), but the small group of buildings at the site appears to have originated in the mid to late 18th century, and is likely to have been built about the time that the Leeds - Otley Turnpike Trust was established, in 1755. The listed building description notes that in 1851 the house was an inn called “The Wilson's Arms”, kept by the farmer Joseph Davey, alongside the Leeds-Otley Turnpike Road. The West Yorkshire Archaeology Advisory Service’s consultation response to the planning application notes no other documentary information, other than that the farm appears to be shown on Jeffreys’ map of Yorkshire, of 1775<sup>3</sup>.

6.2 In the 1850s the farm comprised 42 acres, probably an average size for the district at that time, as well as serving as an inn, suggesting it would have been a relatively prosperous establishment.

6.3 The Otley tithe map (dated 1848) clearly shows the farm, but it seems to be a schematic rather than a reliable depiction.<sup>4</sup> In contrast, the first edition of the Ordnance Survey 1:10560 map, published in 1851, shows a U-shaped courtyard

<sup>3</sup> Consultation Response by David Hunter, WYAAS, 16 December 2010

<sup>4</sup> <http://tithemaps.leeds.gov.uk>

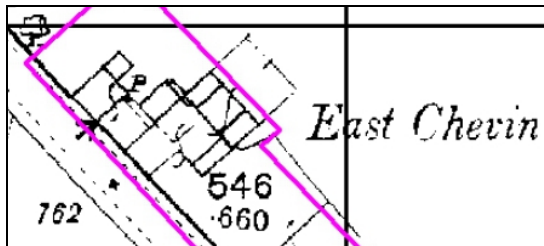


arrangement essentially similar to that seen today (figure 4). However, it is clear from later 1:2500 maps that the present garage forming the south-east side of the yard was built between 1908 and 1921; its predecessor was a much narrower building (figures 5-). The maps also appear to show that the lean-to against the barn's south-east gable was in existence by the late 19th century, although this is not certain and the structure may have been rebuilt since then.



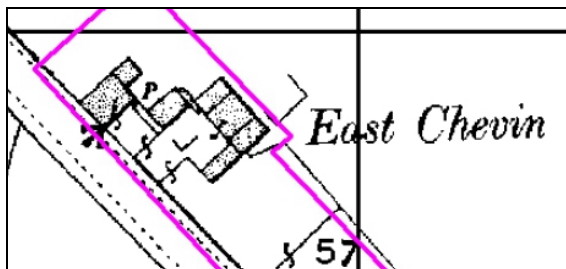
4: OS 1:10560 map of 1851

(Map sheet: Yorkshire, 187; not at original scale)



5: OS 1:2500 map of 1893

(Map sheet: Yorkshire, 187.10; not at original scale)



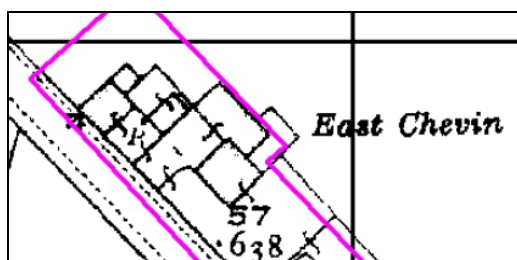
6: OS 1:2500 map of 1908

(Map sheet: Yorkshire, 187.10; not at original scale)



7: OS 1:2500 map of 1921

Shows present garage to have replaced earlier building. (Map sheet: Yorkshire, 187.10; not at original scale)



8: OS 1:2500 map of 1934  
(Map sheet: Yorkshire, 187.10; not at original scale)

## 7 Recording methodology

- 7.1 The present recording, carried out during a site visit on 16 April 2018, comprised photographic recording of the exterior and interior of the barn and its setting.
- 7.2 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 ranging pole marked with 0.5m 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 (see Appendix 2), which will be deposited with WYAAS on CD only. Locations of all photographs taken are marked on copies of the site plan, and a floor plan produced by MAS Design for the planning application (see figures 9 & 10).

## 8 Site description

- 8.1 The barn forms a simple rectangle in plan, five bays long, and faces south-west (1). It is built from deep courses of local sandstone, with stone slate roof (re-laid), and is plain in appearance, with no ornamentation and few openings. There are large, edge-laid quoins, with a rough, punch-dressed finish.
- 8.2 The second bay from the right forms the threshing bay, and has tall cart entrances in both front and rear elevations, that to the front being the taller of the two by a small margin (2). These large doorways have quoined jambs and very shallow arches of neatly dressed voussoirs. The doors within them are modern replacements.
- 8.3 Other openings in the front include a pedestrian doorway near the left-hand end at ground floor level, which served a shippon in the north-west bay historically. It has tie-stone jambs and external hinges for a two-part door, which has been

replaced by the modern plank and batten one (3). There is a first floor doorway near this, reached by external stone steps, and this gives access to the hay loft over the shippon. A third pedestrian doorway, at the right-hand end of the front, has been infilled and rendered, and now faces into the adjacent garage (4).

8.4 The other buildings forming the courtyard at the front of the barn include the 18th century house and stable at the north-west side (5), as well as the garage at the south-east end, converted from a shippon built in the early 20th century (6) (see above).

8.5 In addition to the similar cart entrance, the barn's rear elevation has an original forking hole to the north-west hay loft, with monolithic jambs, and a window below, apparently inserted or enlarged (7,8). There are also very similar forking holes in both gables (9,10). The ground floor doorway in the north-west elevation is a modern insertion with rendered surround.

8.6 A modern, stone-built lean-to stands against the barn's south-east elevation, and has an asbestos-cement type roof (11). There is nothing within this gable, or the adjacent north-east elevation, which might indicate the former position of a horse-engine house, which WYAAS postulate (see Appendix 1, paragraph 2.3).

8.7 The barn interior has no historic fixtures or subdivisions, and the masonry has been prominently pointed in recent years, perhaps masking signs of former subdivisions, and the floor is entirely of modern concrete.

8.8 Four of the bays are open to the roof, but there is a loft at the north-west end, where there appears to have been a shippon. The three open bays include the threshing bay and the south-east end bay, with its doorway to the front, under a concrete lintel (12-14). At the north-west end, the loft is supported on piers of concrete blocks, and its timbers also appear to be largely modern (15,16). Its floor is set about 0.3m higher than that in the rest of the barn, and the stone step which marks the south-east side may have continued upwards as a dwarf wall for another 0.5m or so, to judge from a scar in the north-east wall. There is also an infilled opening in the wall above this, which seems to represent the line of a beam which once carried the front of the loft (17). It is more usual for a shippon within a combination barn to be located at the lower end, rather than the higher, as is the case here, for considerations of drainage, but perhaps this was achieved by sloping the raised floor within the shippon away from the remainder of the building.

8.9 The barn's roof structure is the most notable aspect of the interior, and comprises four queen strut trusses which are believed to be original to the

building, and to date from the late 18th century. The truss's mortice and tenon joints are pegged and the purlins are tusk-tenoned. There is some carpenter's numbering at the joints in the form of chisel marks, for assembly purposes (19,20).

## **9 Conclusion**

- 9.1 The barn forms a significant component of this small roadside farmstead of the late 18th century, and externally is visually attractive because of the limited number of openings and general lack of alteration. It can be categorised as a "combination barn", a building type which accommodated the crop storage and processing associated with some arable farming, together with housing of livestock and their hay, and is largely typical of the district, which forms a border zone between the edge of the Pennines, where livestock farming predominated, and the lower lying land further east, where arable farming was more important in the historic period (as it remains today), and this is borne out in the general form of the building.

## **Appendix 1: WYAAS Specification**

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### **SPECIFICATION FOR ARCHAEOLOGICAL AND ARCHITECTURAL PHOTOGRAPHIC RECORDING AT EAST CHEVIN FARM, OTLEY**

#### **421955 443974**

This specification is prepared on behalf of Leeds City Council. It details the requirements for archaeological and architectural photographic recording during works to convert agricultural buildings to dwellings at East Chevin Farm, Old Otley Road, Leeds (planning permission 17/06655/FU and 17/06656/LI).

#### **1. Summary**

1.1 This specification covers the requirements for a professional photographic record of the affected farm buildings during works to effect a change of use.

1.2 This specification has been prepared by the West Yorkshire Archaeology Advisory Service (WYAAS), the holders of the West Yorkshire Historic Environment Record on behalf of Leeds City Council.

#### **2. Archaeological / Architectural Interest**

2.1 East Chevin Farm house and outbuildings are listed grade II (LB No. 341428 and West Yorkshire Historic Environment Record PPRN 10833). The farm is located on the eastern side of the Leeds-Otley Turnpike of 1754-55 and appears to be shown on Jeffreys' map of Yorkshire (1775) and recorded as the "The Wilson Arms" an inn kept by Joseph Davey in 1851.

2.2 The nucleus of the buildings form a later 18th century farmstead and comprise a farm house, stable or byre with granary over, barn with later outbuilding (now a garage) and animal shelter. The barn retains its built form although most of its original fittings and internal structures have been removed over time. However, Queen Post roof trusses are original and impressive in their scale and show fine workmanship.

2.3 The WYAAS have postulated that a number of openings on the eastern façade may relate to the former position of a horse engine house which would have been used to power a threshing engine. Horse engines were constructed during the later 18th and early 19th century and are primarily a feature of arable growing regions. Whilst a number of horse engines are known from the east of the county they are not a common building type in upland West Yorkshire. A careful inspection should be made of the barn's interior to establish if there is any further evidence for the use of horse power at East Chevin Farm.

2.4 East Chevin Farm is a well preserved example of a small mid to late 18th century farmstead and is representative of the region's agricultural traditions. As such it is considered to be of regional significance.

2.5 For an understanding of wider archaeological research priorities for West Yorkshire's built heritage please see the historic buildings research agenda available as a PDF document to download from the WYAAS website:

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

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

5.1 The aim of the proposed work is to identify and objectively record by means of photographs and selected drawings any significant architectural features and evidence for the original and subsequent historical form and functions of East Chevin Farm, and to place this record in the public domain by depositing it with the West Yorkshire Historic Environment Record (West Yorkshire Archaeology Advisory Service, West Yorkshire Joint Service, Nephshaw Lane South, Morley, Leeds LS27 7JQ; email [wyher@wyjs.org.uk](mailto:wyher@wyjs.org.uk)).

## **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 vernacular and agricultural 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 which may significantly obscure areas 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**

An historic building assessment by Stephen Haigh, Buildings Archaeologist, explains the history and development of the farmstead and should be used to inform the interpretation of photographic survey.

### 5.3 Site/building plans

As "existing plans & Elevations" of the farmstead have been produced and should be used for any annotation relative to the photographic record (permission of the copyright holder must be sought).

## **6. Photographic Record**

### 6.1 External photographs

An external photographic record should be made of the farm, from vantage points including both external elevations. These should be as nearly parallel to the elevation being photographed as is possible within the constraints of the site; 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 elevation from all sides, showing them and the farmstead as a whole in its setting. In addition, a 35mm general colour-slide survey of the buildings 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 farm buildings.

#### 6.1.2 Detail photographs

In addition, detailed record shots should be made of all features of archaeological and architectural interest identified during the process. 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 e.g. Jacob's Ladders
- Original architectural decoration
- Masons' marks and graffiti or inscriptions on lead work, carpenters' marks on wooden members
- Any apotropaic markings on masonry or timbers within the barns
- Any evidence for a horse engine house and threshing engine
- Floor coverings
- Stalls, feed bins, mangers etc

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.

#### 6.1.3 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.

#### 6.1.4 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 15 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 "archive quality" CDs by the archaeological contractor accompanying the hard copy of the report.

#### 6.1.5 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.

### **6.2 Use of Digital Archiving in Place of Film**

6.2.1 In response to the mounting costs and decreasing numbers of practitioners offering professional photographic building recording on large and medium format chemical film the WYAAS have investigated other means to secure the long term preservation of photographic images. The WYAAS are satisfied that it is now feasible to substitute digital photography for this aspect of building recording in some projects as an alternative to monochrome photography as specified above.

6.2.2 The long-term archiving and curation of image captured during building recording will be carried out by the Archaeological Data Service (ADS). The ADS charge for this service and it is the contractor's responsibility to pay for this long term curation. See: <http://archaeologydataservice.ac.uk/advice/chargingPolicy.xhtml>

6.2.3 An estimate of the cost of archiving digital images and reports using the ADS Easy service can be obtained from the ADS website: <http://archaeologydataservice.ac.uk/easy/costing>

6.2.3 The buildings archaeologist should be aware of the ADS' policies and requirements for metadata accompanying digital files. Comprehensive guidance can be found on the ADS website dealing with planning for the creation of a digital archive, collecting data, selection and discard policies, file structures, licencing and the transfer of material to the ADS.



#### **6.2.4 Equipment**

6.2.5 A digital SLR with a resolution of at least 10 megapixel should be employed. Cameras with an FX sensor, which is close to equivalency with 35mm film, are preferable to DX sensor equipped cameras. A variety of lenses should be used to best capture the subject and its setting

6.2.6 Care should be taken to ensure sharply focused well composed photographs are taken and when appropriate the camera should be set up and levelled on a tripod, e.g. when recording facades and larger interior spaces. The use of perspective shift lenses or pan and tilt adaptors may be necessary in some situations to achieve an acceptable image. Alternatively lens distortion may be removed post-capture by software but this must be recorded in the photographic catalogue and details of the software used given in the report. Original pre-correction images should be included in the site archive.

6.2.7 Photographs should be taken with a low ISO setting to reduce noise in the images captured.

6.2.8 The camera should also be Exchange Image File (EXIF) compliant and accurate time, date and, where applicable, GPS information and other metadata set up prior to commencing recording work on site. Further requirements relating to metadata are described below.

#### **6.2.9 Archiving Digital Photographs**

6.2.10 Photographs and reports should be archived using the ADS Easy online service. (<http://archaeologydataservice.ac.uk/easy/home>). An estimate of the cost to archive digital images and reports using the ADS Easy service can be obtained from the ADS website

<http://archaeologydataservice.ac.uk/easy/costing>

6.2.11 The buildings archaeologist should be aware of the ADS' policies and requirements for metadata accompanying digital files. Comprehensive guidance can be found on the ADS website dealing with planning for the creation of a digital archive, collecting data, selection and discard policies, file structures and naming conventions, licencing and the transfer of material to the ADS

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>

6.2.12 Meta data: in addition to the EXIF data stored in each image the contractor should create Project Level meta data. The coverage field in this document should include the historic township, site name and grid reference of the site ([http://guides.archaeologydataservice.ac.uk/g2gp/CreateData\\_1-2](http://guides.archaeologydataservice.ac.uk/g2gp/CreateData_1-2)).

6.2.13 A raster data meta data file, cataloguing the digital photographs, should also be prepared. A template for this spreadsheet is available to download from the ADS (a template & examples of the latter are available from the ADS at:

<http://archaeologydataservice.ac.uk/advice/FilelevelMetadata.xhtml>

6.2.14 When depositing files with the ADS the contractor should enable the automatic notification of the completion of this process and have an email sent from the ADS to the WYAAS at the following address [wyher@wyjs.org.uk](mailto:wyher@wyjs.org.uk).

6.2.15 The WYAAS will only recommend the discharge of planning conditions upon receipt of a notification from the ADS that photographs have been archived.

6.2.16 Please note the WYAAS still require hard copy of the report accompanied by laser prints of the photographs on archivally stable paper and a facsimile copy of the report in PDF (1005-1 compliant (PDF/A) format and the images on a “gold” archive quality CD.

### **6.3 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.

6.3.1 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.

### **6.4 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 building record
- a brief architectural description of the building presented in a logical manner, starting with setting, then progressing to the affected areas of the structure in sequence
- a discussion placing the farmstead and the evidence recorded in its local and historical contexts, describing and analysing the development of individual structures and of the farmstead complex as a whole.

Both architectural description and historical/analytical discussion should be fully cross-referenced to the photographic record, sufficient to illustrate the major features of the farm buildings 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
- Plans and elevations required in section 6.2.1
- 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 and a facsimile in .pdf format on an archive quality “gold” CD) 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 A note on the fieldwork should be prepared for inclusion in Post Medieval fieldwork in Britain, Ireland and the Channel Islands which is published annually in Post-Medieval Archaeology by the Society for Post-Medieval Archaeology. A similar note or longer article should also be supplied to the Council for British Archaeology’s Yorkshire Forum publication (please contact the editor or CBA’s website for more information [forum-editor@cba-yorkshire.org.uk](mailto:forum-editor@cba-yorkshire.org.uk)).

### 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 one year.

**West Yorkshire Archaeology Advisory Service April 2018**  
**West Yorkshire Joint Service,**  
**Nepshaw Lane South,**  
**Morley,**  
**Leeds**  
**LS27 7JQ**

**Telephone: 0113 5350300**  
**E-mail: david.hunter@wyjs.org.uk**

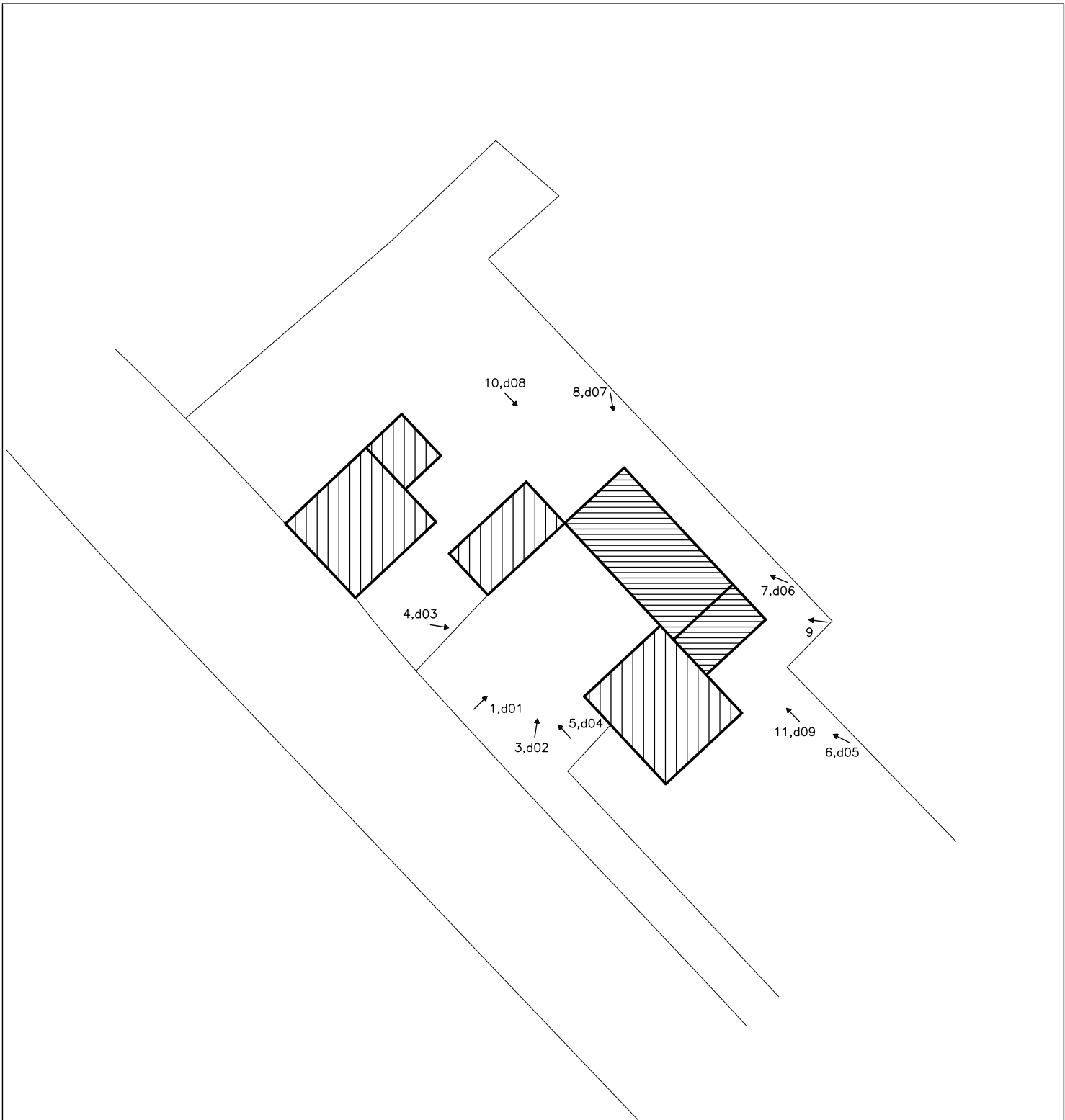
## Appendix 2: List of digital photographs

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

<b>Photo</b>	<b>Subject</b>
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d01	Front, south-west elevation of the barn
d02	The barn and former stables, looking north
d03	The barn and garage (former shippon), looking east
d04	Farmhouse and former stables, looking north-west
d05	The barn and garage (former shippon), looking north-west
d06	Rear, south-east elevation of the barn
d07	View of the rear of the barn, looking south
d08	North-west gable of barn, and adjoining former stables (right)
d09	South-east gable of barn, with modern lean-to
d10	Barn interior: south corner
d11	Barn interior: east corner
d12	Barn interior: former shippon at north-west end
d13	Barn interior: roof trusses, looking north



BARN AT EAST CHEVIN FARM  
 EAST CHEVIN ROAD  
 OTLEY, WEST YORKSHIRE  
 (NGR: SE 21968 43982):  
 HISTORIC BUILDING RECORD

FIGURE 9:  
 SITE PLAN  
 WITH KEY TO PHOTOGRAPHS

SCALE: 1:500 (at A4)

DATE OF SURVEY: APRIL 2018

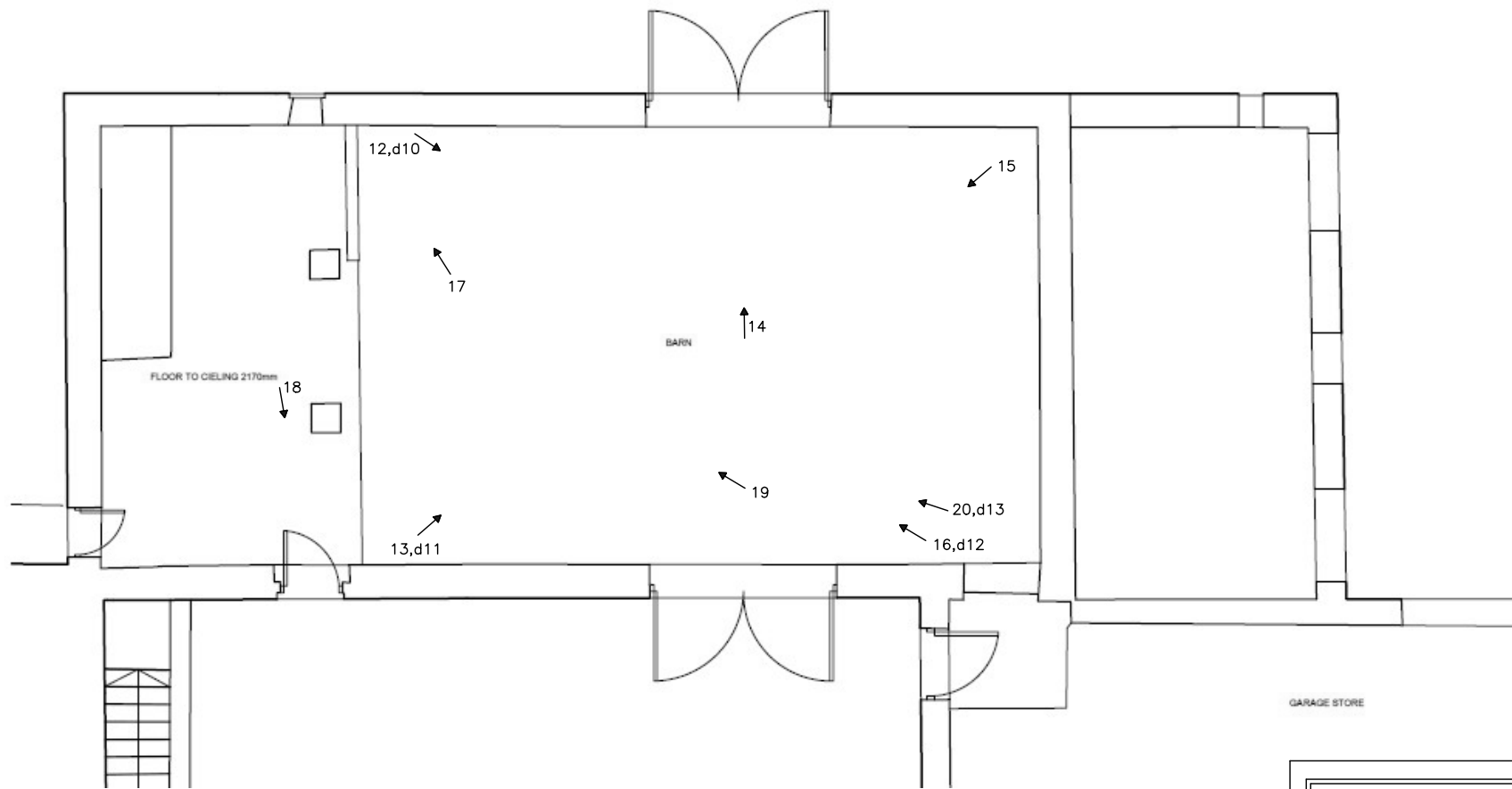
STEPHEN HAIGH  
 Buildings Archaeologist



50m



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



BARN AT EAST CHEVIN FARM  
 EAST CHEVIN ROAD  
 OTLEY, WEST YORKSHIRE  
 (NGR: SE 21968 43982):  
 HISTORIC BUILDING RECORD

FIGURE 10:  
 FLOOR PLAN  
 WITH KEY TO PHOTOGRAPHS

SCALE: 1:100 (at A4)

DATE OF SURVEY: APRIL 2018

STEPHEN HAIGH  
 Buildings Archaeologist

KEY

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

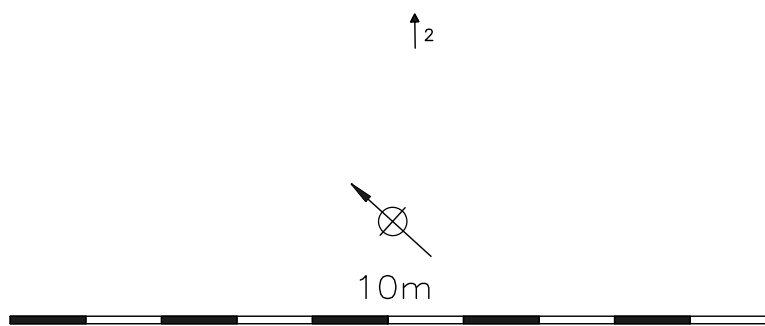




Photo 1: Front, south-west elevation of the barn (film 1, frame 12)



Photo 2: The cart entrance in the south-west elevation (film 1, frame 15)





Photo 3: The barn and former stables, looking north (film 1, frame 13)



Photo 4: The barn and garage (former shippon), looking east (film 1, frame 14)



Photo 5: Farmhouse and former stables, looking north-west (film 1, frame 17)



Photo 6: The barn and garage (former shippon), looking north-west (film 2, frame 6)

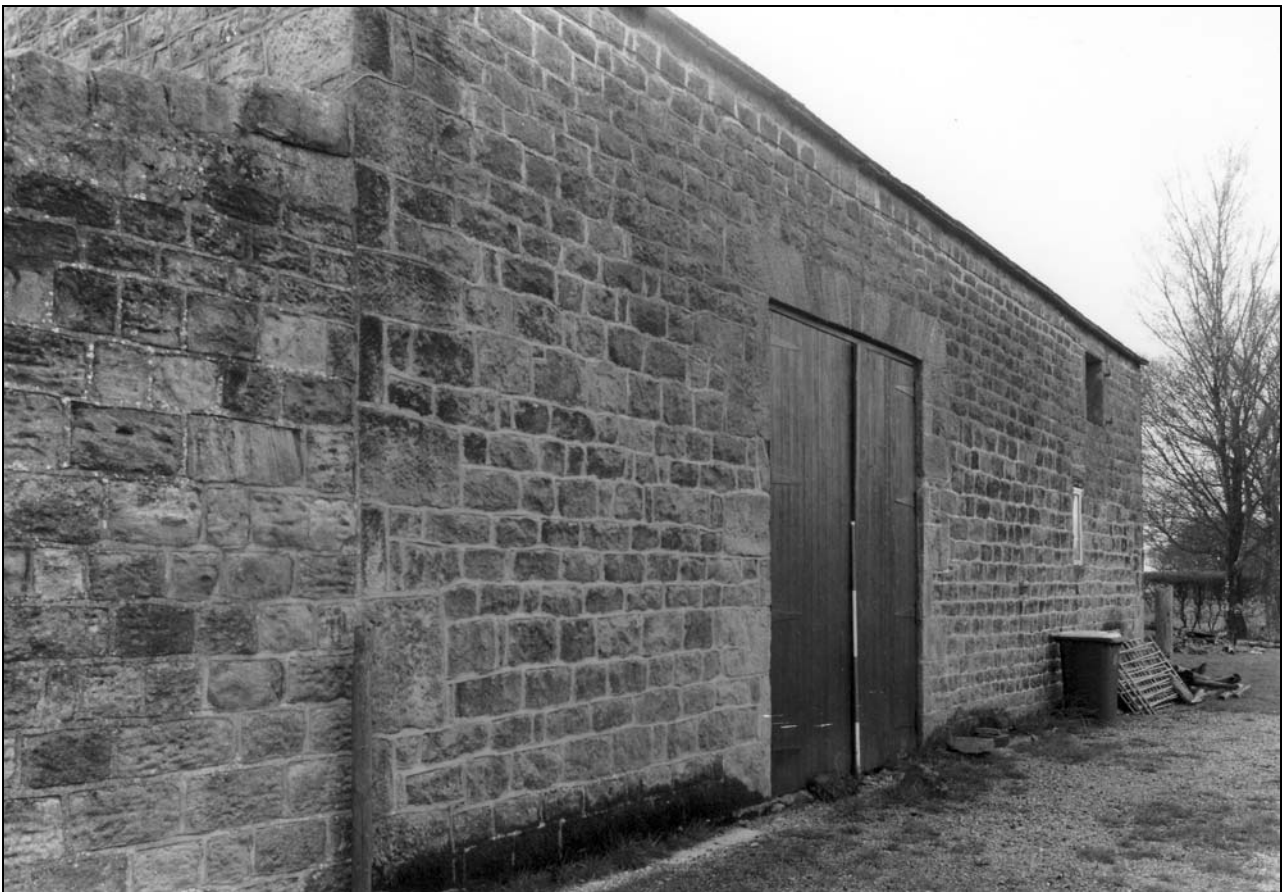


Photo 7: Rear, south-east elevation of the barn (film 2, frame 2)



Photo 8: View of the rear of the barn, looking south (film 2, frame 1)



Photo 9: Modern lean-to at south-east gable of barn, looking west (film 2, frame 5)



Photo 10: North-west gable of barn, and adjoining former stables (right) (film 1, frame 18)



Photo 11: South-east gable of barn, with modern lean-to (film 2, frame 3)



Photo 12: Barn interior: south corner (film 1, frame 3)



Photo 13: Barn interior: east corner (film 1, frame 5)



Photo 14: Barn interior: north-east cart doorway (film 1, frame 6)



Photo 15: Barn interior: west corner (film 1, frame 2)



Photo 16: Barn interior: former shippon at north-west end (film 1, frame 1)



Photo 17: Barn interior: step to former shippon, with loft structure, looking north (film 1, frame 9)





Photo 18: Barn interior: pedestrian doorway in west corner, looking south-west (film 1, frame 11)



Photo 19: Barn interior: detail of roof truss (film 1, frame 8)



Photo 20: Barn interior: roof trusses, looking north (film 1, frame 7)