

**APPENDIX 1**  
**PHOTOGRAPHIC RECORD**

## PHOTOGRAPHIC REGISTER: BLACK AND WHITE PHOTOS

Films 1 to 5: Black and white medium format photographs taken 19th January 2011

Films 6 to 10: Black and white medium format photographs taken 26th January 2011

Films 11 to 13: Black and white medium format photographs taken 2nd February 2011

\* = Large print (10" x 8") only

<i>Plate</i>	<i>Subject</i>	<i>Film</i>	<i>Frame</i>	<i>Scale</i>
1	Church: exterior, looking N	6	15*	2m
2	Church: exterior, looking NE	6	12	2m
3	Church: exterior, looking N	6	13	2m
4	Church: exterior, looking NW	6	16	2m
5	Church: exterior, door to S front, looking N	6	18	1m
6	Church: exterior, door to S front, looking N	7	3	1m
7	Church: exterior, frieze over door to S front, looking N	7	4	-
8	Church: exterior, door to S front, looking NE	7	7	1m
9	Church: exterior, detail of gargoyle and arcading on W side of S door, looking NW	7	5	-
10	Church: exterior, S window to S front, looking N	7	1	-
11	Church: exterior, foundation stones at SW corner, looking N	7	6	1m
12	Church: exterior, view of tower, looking SE	7	12	-
13	Church: tower, looking N	13	18	-
14	Church: exterior, NE corner, looking SW	8	3*	2m
15	Church: exterior, E side, looking NE	7	16	2m
16	Church: exterior, E side, looking NE	7	17	2m
17	Church: exterior, E side, looking SW	8	1	2m
18	Church: exterior, E vestry, looking SW	8	5	2m
19	Church: exterior, NE corner, looking SW	8	4	2m
20	Church: exterior, N end, looking S	8	6	2m
21	Church: exterior, NW corner, looking SE	8	7	2m
22	Church: heating basement beneath N end, looking S	9	7	1m
23	Church: exterior, N end of W side, looking E	8	10	2m
24	Church: exterior, W vestry, looking S	8	9	2m
25	Church: exterior, W side, looking NE	7	9	2m
26	Church: exterior, W gable of W vestry, looking NE	7	10	2m
27	Church: exterior, W side, looking SE	7	11	2m
28	Church: exterior, W side, looking NE	7	13	2m
29	Church: GF entrance foyer S doors, looking SW	1	10	1m
30	Church: GF entrance foyer S doors, detail of fittings, looking S	1	11	1m
31	Church: GF entrance foyer, stained glass over main S door, looking S	3	14	-
32	Church: GF entrance foyer, looking W	1	7	1m
33	Church: GF entrance foyer, looking E	1	8	1m
34	Church: GF entrance foyer, stained glass over W foyer doors, looking W	3	12	-
35	Church: GF entrance foyer, stained glass window to N wall, looking N	3	1	1m
36	Church: GF entrance foyer, seat and window in SW corner, looking S	1	16	1m
37	Church: GF, entrance foyer, windows over E seat recesses, looking S	3	6	1m
38	Church: GF entrance foyer, W stair newel post, looking W	1	12	1m
39	Church: GF entrance foyer, E stairs, coat rack and cupboard, looking E	1	17	1m
40	Church: GF entrance foyer, W stairs leading to gallery, looking W	1	14	1m
41	Church: GF, window to W stair to gallery, looking SW	3	8	1m
42	Church: 1F, windows to east stair, looking E	5	6	1m
43	Church: GF entrance foyer, S doors to main GF body, looking N	3	3	1m
44	Church: GF, finger plate on W doors to main GF body	3	11	1m
45	Church: GF, S end, looking SW	1	18	1m
46	Church: GF, looking NW	2	3*	1m
47	Church: GF and 1F gallery, looking S	6	6	2m

<i>Plate</i>	<i>Subject</i>	<i>Film</i>	<i>Frame</i>	<i>Scale</i>
48	Church: GF and 1F gallery, looking S	6	7	2m
49	Church: GF and 1F gallery, looking SW from behind pulpit	6	9	2m
50	Church: GF and 1F gallery, looking NE	2	8	1m
51	Church: GF and 1F gallery, looking SW	2	14	2m
52	Church: GF, typical column to E aisle, looking NE	2	9	1m
53	Church: GF and 1F gallery, looking NW	2	1	1m
54	Church: GF, E aisle, looking N	2	4	1m
55	Church: GF, typical nave pews showing foot rests etc, looking NE	2	12	1m
56	Church: GF, nave pews from gallery, looking N	4	1	-
57	Church: GF and 1F gallery, looking SW	6	3	2m
58	Church: GF, typical pew numbering in W aisle, looking W	2	11	1m
59	Church: GF, N end of W aisle, looking NW	3	5	2m
60	Church: GF, realigned pews in E aisle, looking SE	2	10	1m
61	Church: GF, looking N	2	6	1m
62	Church: GF, N end and former organ recess from gallery, looking N	3	18	2m
63	Church: GF, former organ recess, rail and pulpit, looking NW	3	4	2m
64	Church: GF, typical window in E aisle, looking E	2	5	1m
65	Church: GF, typical window in E aisle, looking E	2	16	1m
66	Church: GF, stained glass window at N end of E aisle, looking E	2	15	1m
67	Church: GF, war memorial in NE corner, looking N	1	2	1m
68	Church: GF, war memorial in NW corner, looking N	1	1	1m
69	Church: lobby, looking S	10	4	1m
70	Church: E vestry, looking SW	10	9	1m
71	Church: E vestry, fireplace, looking NW	10	5	1m
72	Church: meeting room (former band room), looking NW	9	15	1m
73	Church: meeting room (former band room), looking E	9	18	1m
74	Church: meeting room (former band room), vent over ceiling	9	13	-
75	Church: west vestry, looking SE	9	12	1m
76	Church: west vestry, looking NW	9	11	1m
77	Church: 1F gallery (W side), looking S	6	4	2m
78	Church: 1F gallery, W side, looking N	3	15	2m
79	Church: 1F gallery, E side, looking NE	3	16	2m
80	Church: 1F gallery, W side, looking NW	3	17	2m
81	Church: GF, N end and former organ recess from gallery, looking N	5	3*	2m
82	Church: 1F gallery, raked pews at S end, looking SW	4	9	1m
83	Church: 1F gallery, looking NE	5	4	2m
84	Church: 1F gallery, pews in SE area, looking SE	4	3	2m
85	Church: 1F gallery, remains of organ case at S end, looking S	5	7	1m
86	Church: 1F gallery, large window at S end, looking SE	4	10	1m
87	Church: 1F gallery, typical window on W side, looking W	3	9	1m
88	Church: 1F gallery, typical side window to end bay, looking W	3	10	1m
89	Church: 1F gallery, typical heating vent in windows, looking W	4	6	1m
90	Church: 1F gallery, William Baines memorial in NE corner, looking N	1	5	1m
91	Church: 1F gallery, war memorial in NW corner, looking N	1	4	1m
92	Church: 1F gallery, typical corbels at N end (E side), looking N	4	4	1m
93	Church: 1F gallery, typical corbels to N end (W side), looking NW	4	5	2m
94	Church: 1F gallery, typical column (W side), looking NW	4	7	1m
95	Church: GF, typical column head, looking NE	1	6	1m
96	Church: roof trusses, looking NE	4	15	-
97	Church: 1F gallery, typical flower headed bolt to roof structure, looking NW	5	1	-
98	Church: 1F gallery, typical cusped half-truss to sides (W side), looking N	4	12	-
99	Church: 1F gallery, typical cusped braces (W side), looking NW	4	13	-
100	Church: 1F gallery, typical bay (W side), looking W	4	16	2m
101	Church: 1F gallery: typical heating vent, looking N	4	18	-
102	View to School along E side of church, looking N	7	18	2m

<i>Plate</i>	<i>Subject</i>	<i>Film</i>	<i>Frame</i>	<i>Scale</i>
103	School: exterior, S side, looking NW	8	12	2m
104	School: exterior, roof lantern/vent to main hall, looking N	8	16	-
105	School: exterior, doorway and steps to S side, looking N	8	15	2m
106	School: exterior, S side, looking E	8	11	2m
107	School: exterior, S side, looking NE	8	13	2m
108	School: heating basement beneath SE end, looking N	9	9	1m
109	School: 'Hunt' foundation stone, S elevation of main hall, looking N	13	5	-
110	School: 'Wilson' foundation stone, S elevation of main hall, looking N	13	6	-
111	School: 'Stanger' foundation stone, S elevation of main hall, looking N	13	8	-
112	School: 'Fallas' foundation stone, S elevation of main hall, looking N	13	9	1m
113	School: 'Teall' foundation stone, S elevation of main hall, looking N	13	10	1m
114	School: 'Blacker' foundation stone, S elevation of main hall, looking N	13	11	1m
115	School: 'Fallas' foundation stone, W elevation of band room, looking E	13	12	1m
116	School: 'Andrassy' foundation stone, W elevation of band room, looking E	13	14	1m
117	School: 'Band of Hope' foundation stone, W elevation of band room, looking E	13	15	1m
118	School: 'Sunday School' foundation stone, S elevation of band room, looking N	13	16	-
119	School: exterior, S end of E side, looking SW	8	18	2m
120	School: exterior, centre of E side, looking W	9	1	2m
121	School: exterior, E side, looking S	9	4	2m
122	School: exterior, N end of E side, looking NW	9	3	2m
123	School: exterior, N side, looking SE	9	5	-
124	School: exterior, N side and W end, looking SE	9	6	-
125	School: exterior, W side, looking NE	13	17	2m
126	School: GF entrance lobby, looking W	12	8	1m
127	School: GF, terrazzo floor to entrance lobby, looking E	12	9	1m
128	School: GF, band room, looking SE	12	11	2m
129	School: GF, band room, looking SW	12	12	2m
130	School: GF, band room, looking NE	12	14	2m
131	School: GF, band room ceiling, looking N	12	15	-
132	School: GF, band room, fireplace, looking E	12	10	1m
133	School: GF, newel to stair, looking E	12	6	1m
134	School: IF, newel to stair, looking E	12	18	1m
135	School: GF, fireplace to kitchen area, looking S	12	5	1m
136	School: GF, folding screen to main hall from kitchen area, looking NE	12	4	1m
137	School: GF main hall, looking NW	11	3	2m
138	School: GF main hall, looking SW	11	6	2m
139	School: GF main hall, original proscenium arch to stage at W end, looking NW	11	16	2m
140	School: GF main hall and 1F gallery, looking E	11	4	2m
141	School: GF main hall and 1F gallery, looking SE	11	5	2m
142	School: GF main hall, N side, original radiator, looking N	11	15	1m
143	School: GF main hall, S side, hand control to heating, looking SE	11	13	1m
144	School: GF, typical side room off main hall (N side), looking SE	12	2	1m
145	School: GF, typical side room off main hall (N side), looking NW	12	3	1m
146	School: GF, typical side room off main hall (S side), looking SW	12	17	1m
147	School: GF main hall, folding screen at W end of main hall, looking NE	11	18	2m
148	School: GF main hall, panelled ceiling, looking W	11	7	-
149	School: 1F, former gallery area, looking NE	13	1	1m
150	School: IF, stained glass window to stair turret, looking S	11	17	1m
151	School: 1F, typical window to former gallery area, looking E	13	3	-
152	School: 1F gallery to main hall, looking S	11	10	1m
153	School: 1F gallery to main hall, looking N	11	11	1m
154	School: 1F, detail of gallery grill, looking E	13	4	-
155	School: GF main hall from 1F gallery, looking SW	11	9	2m
156	School: 1F gallery, typical window (NE corner), looking N	11	12	-



Plate 1: Church: exterior, looking N (photo 6/15) (top to right).



Plate 2: Church: exterior, looking NE (photo 6/12) (top to right).

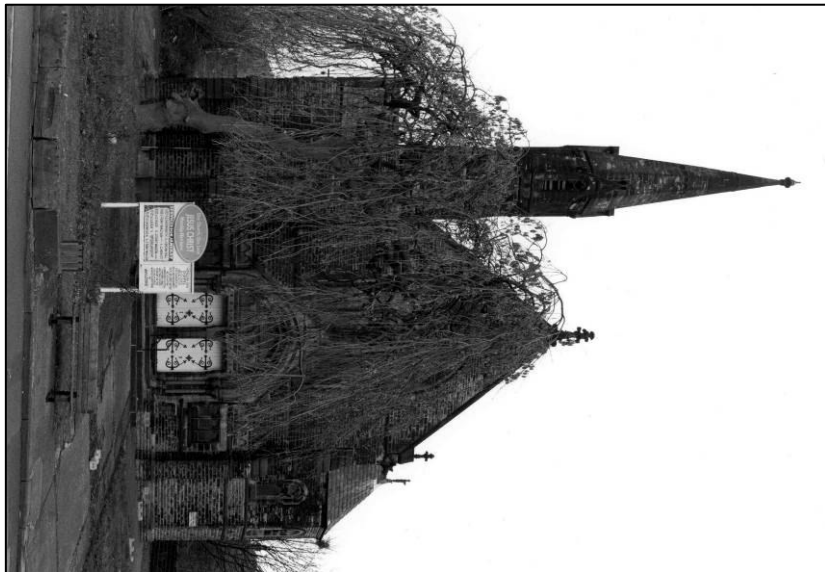


Plate 3: Church: exterior, looking N (photo 6/13) (top to right).



Plate 4: Church: exterior, looking NW (photo 6/16) (top to right).

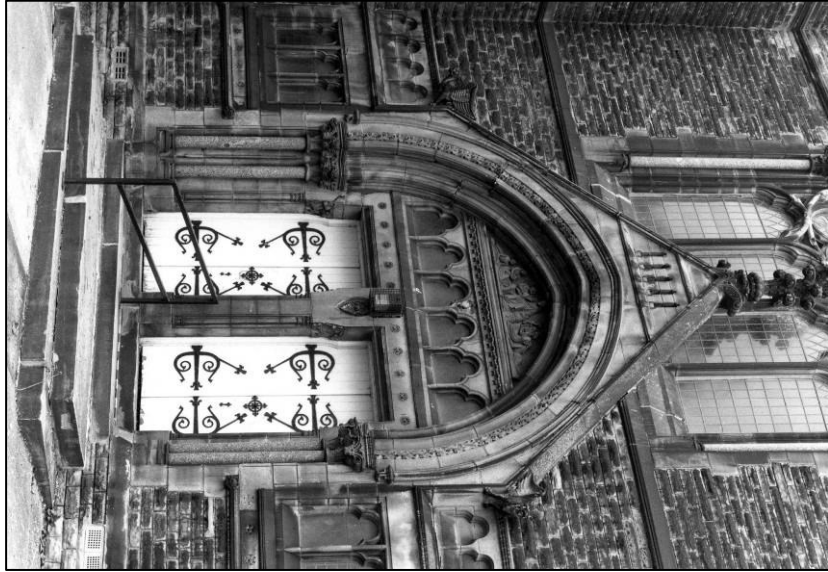


Plate 5: Church: exterior, door to S front, looking N (photo 6/18) (top to right).

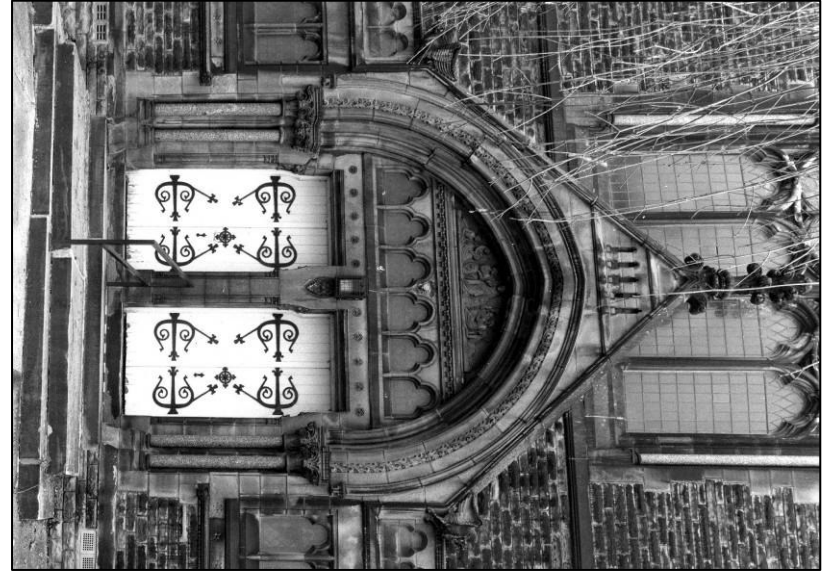


Plate 6: Church: exterior, door to S front, looking N (photo 7/3) (top to right).

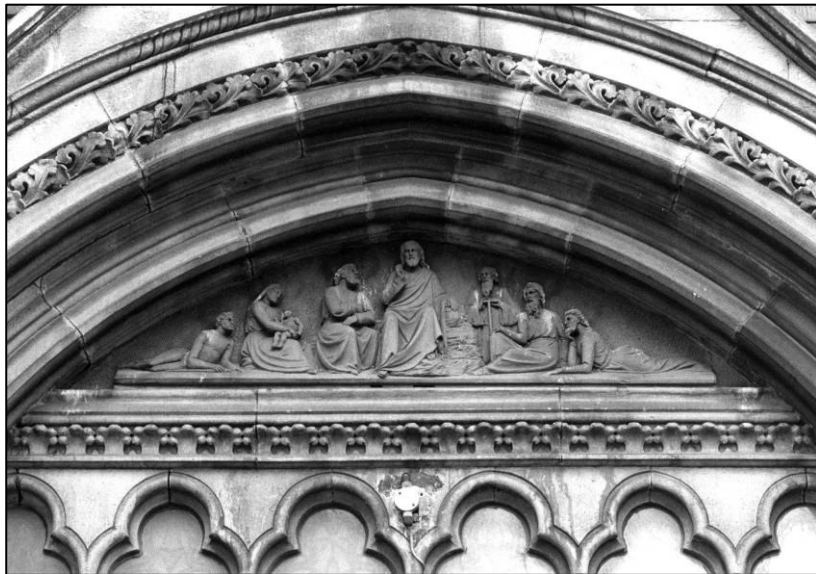


Plate 7: Church: exterior, frieze over door to S front, looking N (photo 7/4).

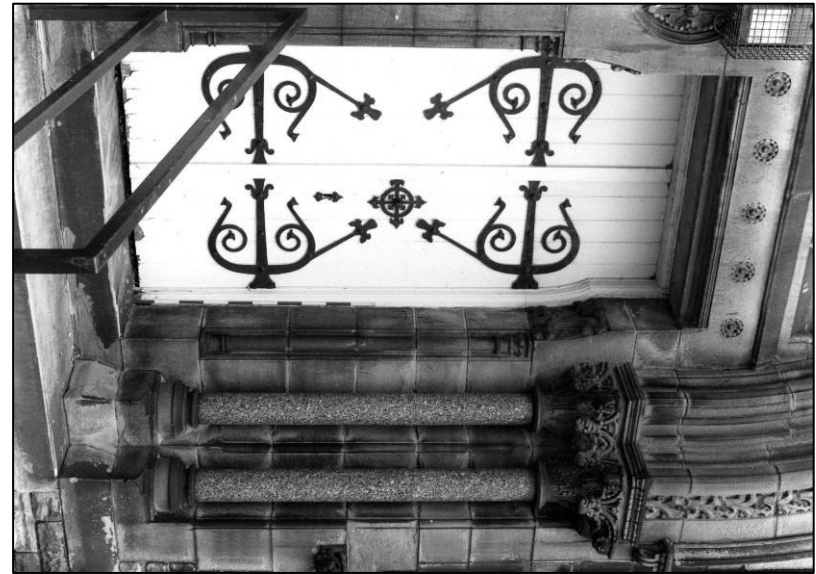


Plate 8: Church: exterior, door to S front, looking NE (photo 7/7) (top to right).



Plate 9: Church: exterior, detail of gargoyle and arcading on W side of S door, looking NW (photo 7/5).



Plate 10: Church: exterior, S window to S front, looking N (photo 7/1) (top to right).



Plate 11: Church: exterior, foundation stones at SW corner, looking N (photo 7/6).

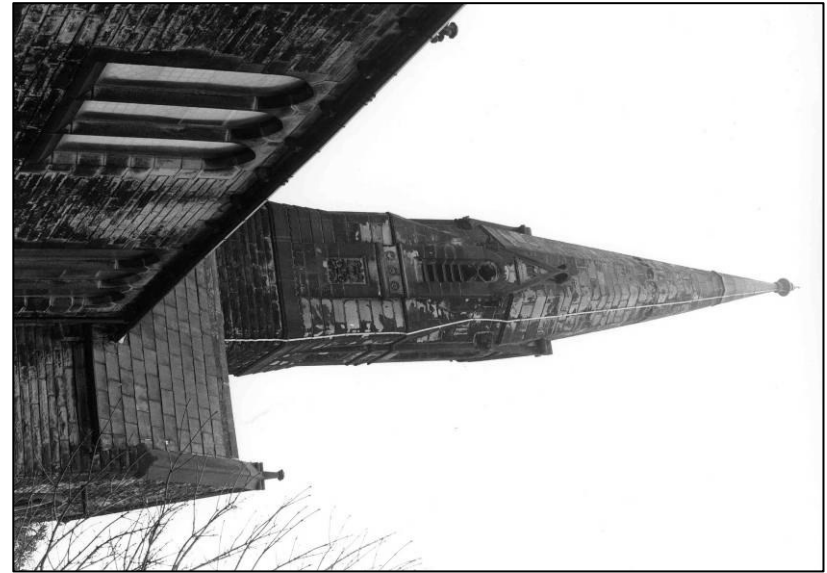


Plate 12: Church: exterior, view of tower, looking SE (photo 7/12) (top to right).



Plate 13: Church: tower, looking N (photo 13/18) (top to right).



Plate 14: Church: exterior, NE corner, looking SW (photo 8/3).



Plate 15: Church: exterior, E side, looking NE (photo 7/16) (top to right).



Plate 16: Church: exterior, E side, looking NE (photo 7/17) (top to right).



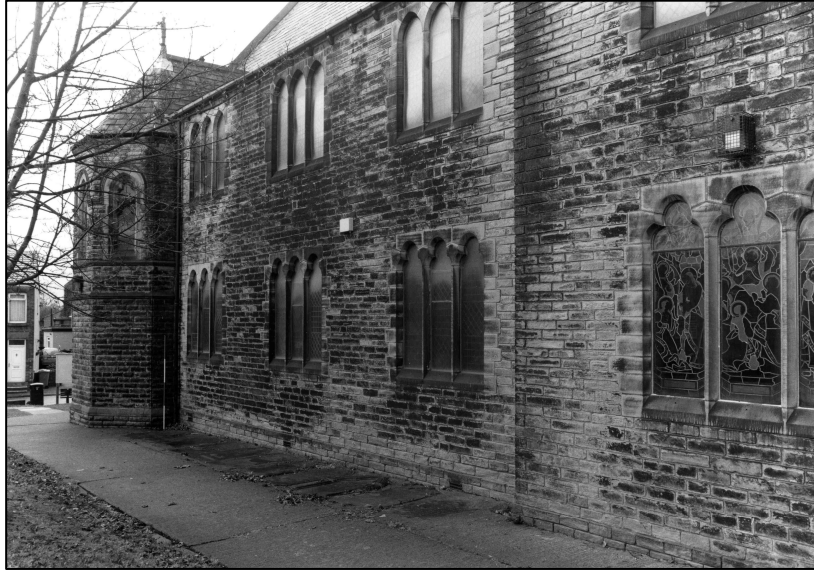


Plate 17: Church: exterior, E side, looking SW (photo 8/1).

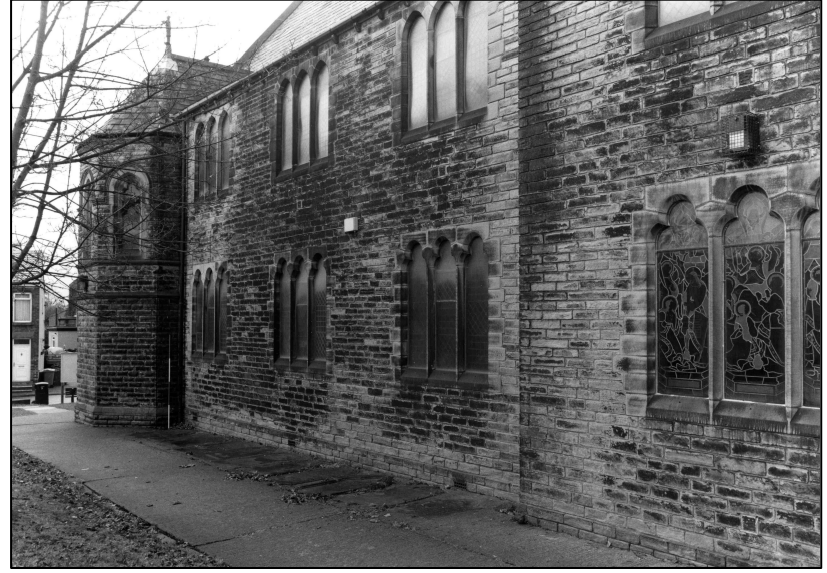


Plate 18: Church: exterior, E vestry, looking SW (photo 8/5).



Plate 19: Church: exterior, NE corner, looking SW (photo 8/4).

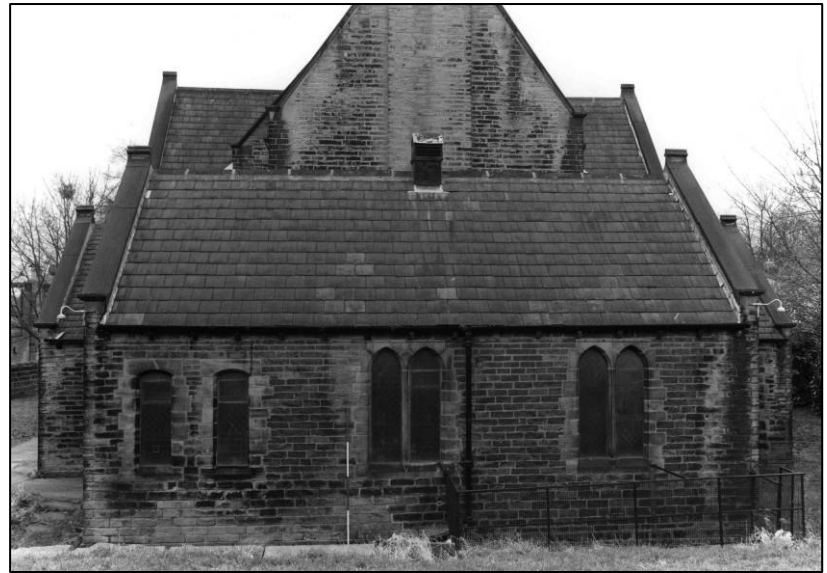


Plate 20: Church: exterior, N end, looking S (photo 8/6).



Plate 21: Church: exterior, NW corner, looking SE (photo 8/7).



Plate 22: Church: heating basement beneath N end, looking S (photo 9/7) (top to right).

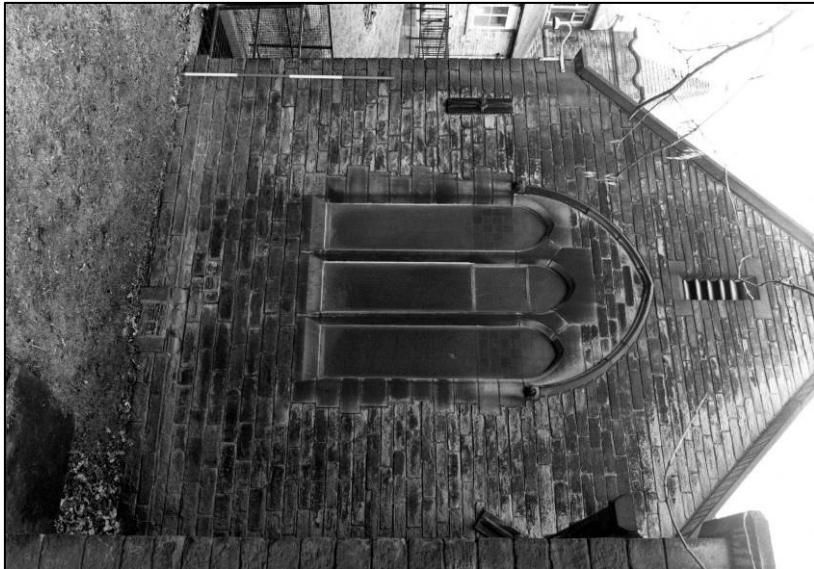


Plate 23: Church: exterior, N end of W side, looking E (photo 8/10) (top to right).



Plate 24: Church: exterior, W vestry, looking S (photo 8/9) (top to right).

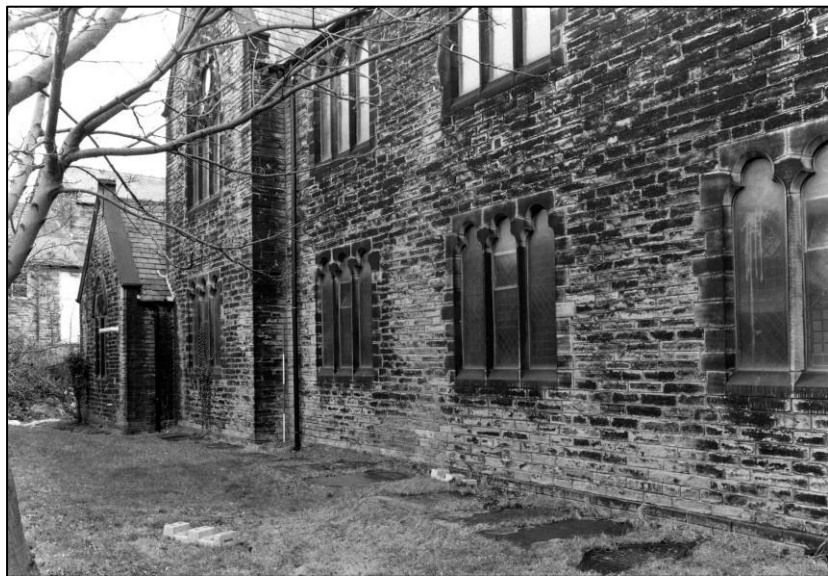


Plate 25: Church: exterior, W side, looking NE (photo 7/9).



Plate 26: Church: exterior, W gable of W vestry, looking NE (photo 7/10) (top to right).



Plate 27: Church: exterior, W side, looking SE (photo 7/11) (top to right).

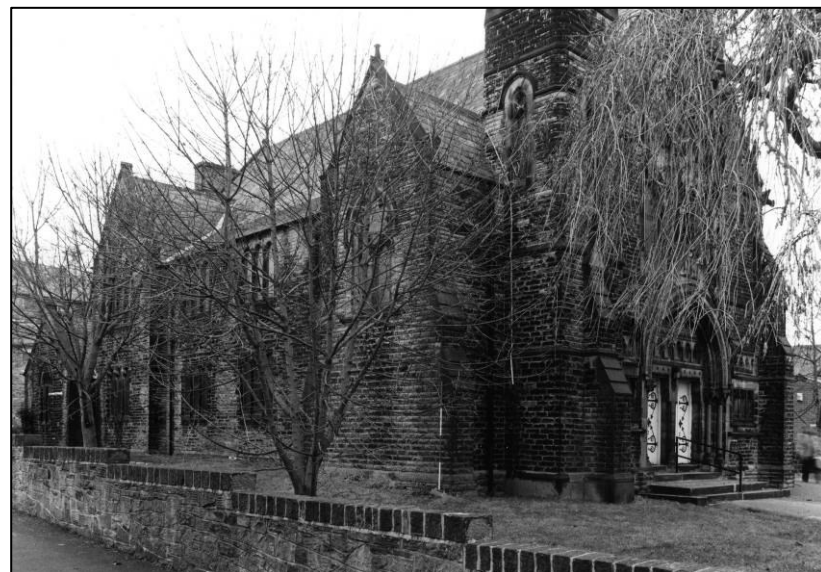


Plate 28: Church: exterior, W side, looking NE (photo 7/13).



Plate 29: Church: GF entrance foyer S doors, looking SW (photo 1/10) (top to right).

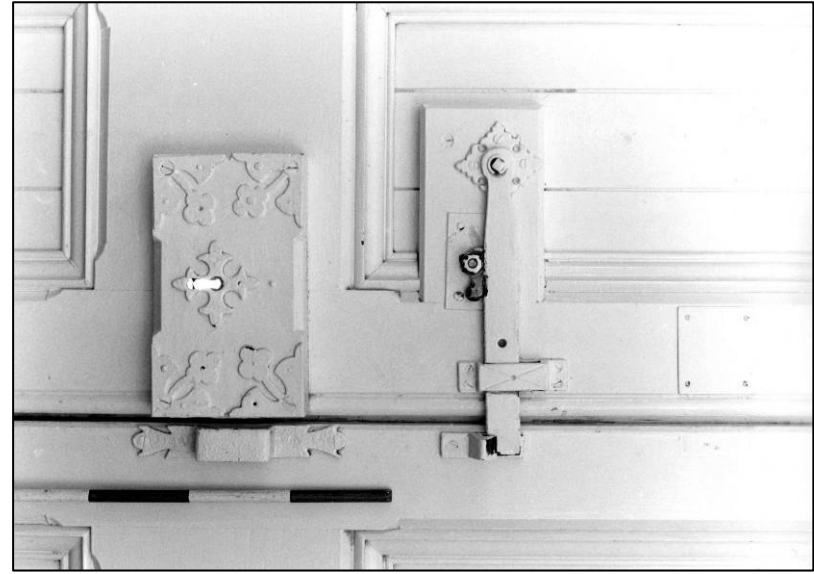


Plate 30: Church: GF entrance foyer S doors, detail of fittings, looking S (photo 1/11) (top to right).



Plate 31: Church: GF entrance foyer, stained glass over main S door, looking S (photo 3/14).



Plate 32: Church: GF entrance foyer, looking W (photo 1/7) (top to right).



Plate 33: Church: GF entrance foyer, looking E (photo 1/8) (top to right).



Plate 34: Church: GF entrance foyer, stained glass over W foyer doors, looking W (photo 3/12).



Plate 35: Church: GF entrance foyer, stained glass window to N wall, looking N (photo 3/1).



Plate 36: Church: GF entrance foyer, seat and window in SW corner, looking S (photo 1/16) (top to right).



Plate 37: Church: GF, entrance foyer, windows over E seat recesses, looking S (photo 3/6).



Plate 38: Church: GF entrance foyer, W stair newel post, looking W (photo 1/12) (top to right).

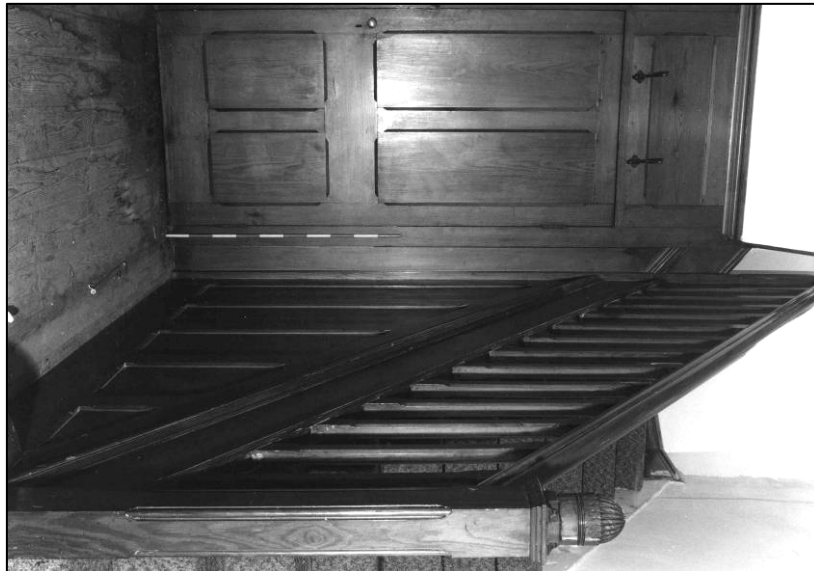


Plate 39: Church: GF entrance foyer, E stairs, coat rack and cupboard, looking E (photo 1/17) (top to right).



Plate 40: Church: GF entrance foyer, W stairs leading to gallery, looking W (photo 1/14) (top to right).

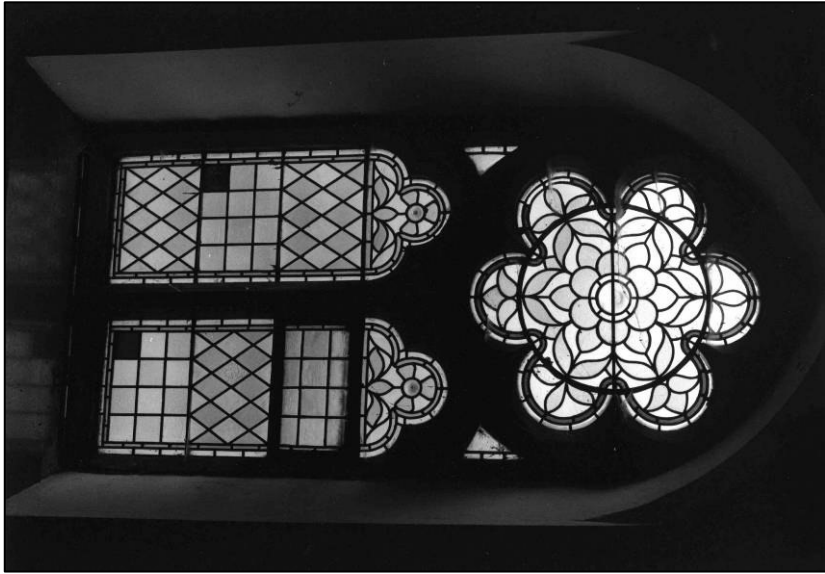


Plate 41: Church: GF, window to W stair to gallery, looking SW (photo 3/8) (top to right).



Plate 42: Church: 1F, windows to east stair, looking E (photo 5/6) (top to right).



Plate 43: Church: GF entrance foyer, S doors to main GF body, looking N (photo 3/3) (top to right).

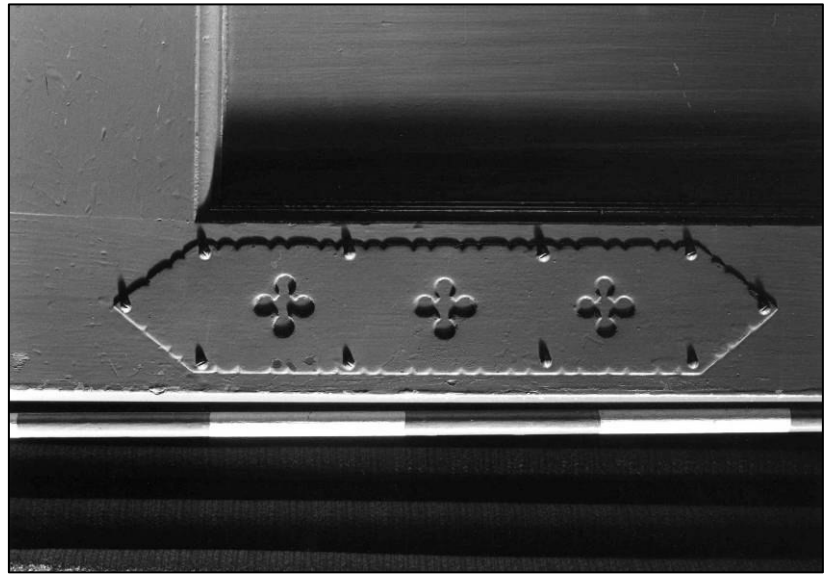


Plate 44: Church: GF, finger plate on W doors to main GF body (photo 3/11) (top to right).



Plate 45: Church: GF, S end, looking SW (photo 1/18).



Plate 46: Church: GF, looking NW (photo 2/3).



Plate 47: Church: GF and 1F gallery, looking S (photo 6/6) (top to right).



Plate 48: Church: GF and 1F gallery, looking S (photo 6/7) (top to right).





Plate 49: Church: GF and 1F gallery, looking SW from behind pulpit (photo 6/9).



Plate 50: Church: GF and 1F gallery, looking NE (photo 2/8).



Plate 51: Church: GF and 1F gallery, looking SW (photo 2/14).

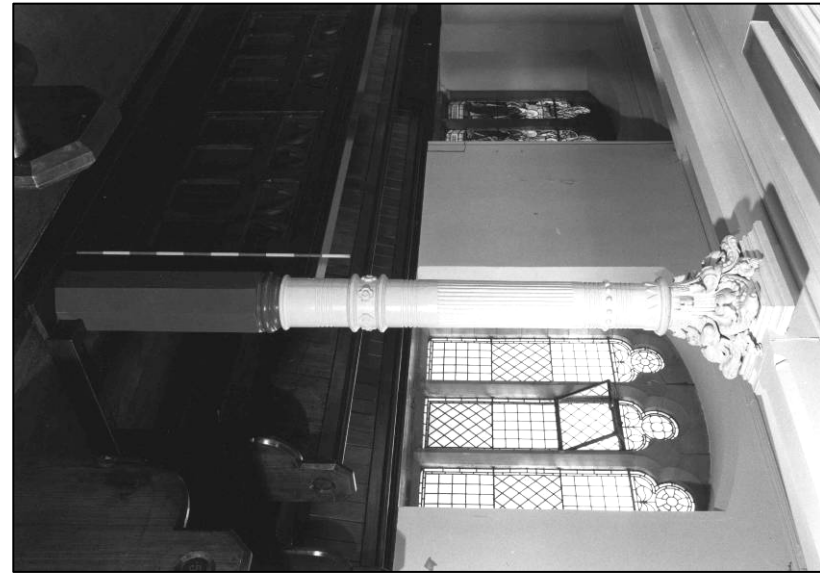


Plate 52: Church: GF, typical column to E aisle, looking NE (photo 2/9) (top to right).



Plate 53: Church: GF and 1F gallery, looking NW (photo 2/1).



Plate 54: Church: GF, E aisle, looking N (photo 2/4).



Plate 55: Church: GF, typical nave pews showing foot rests etc, looking NE (photo 2/12).



Plate 56: Church: GF, nave pews from gallery, looking N (photo 4/1).



Plate 57: Church: GF and 1F gallery, looking SW (photo 6/3).



Plate 58: Church: GF, typical pew numbering in W aisle, looking W (photo 2/11).



59: Church: GF, N end of W aisle, looking NW (photo 3/5).



Plate 60: Church: GF, realigned pews in E aisle, looking SE (photo 2/10).



Plate 61: Church: GF, looking N (photo 2/6).

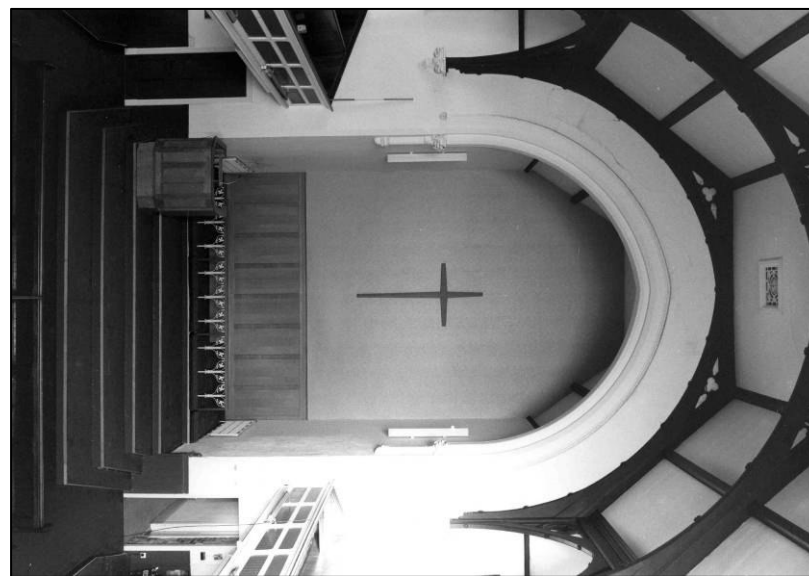


Plate 62: Church: GF, N end and former organ recess from gallery, looking N (photo 3/18) (top to right).



Plate 63: Church: GF, former organ recess, rail and pulpit, looking NW (photo 3/4).



Plate 64: Church: GF, typical window in E aisle, looking E (photo 2/5).





Plate 69: Church: lobby, looking S (photo 10/4) (top to right).

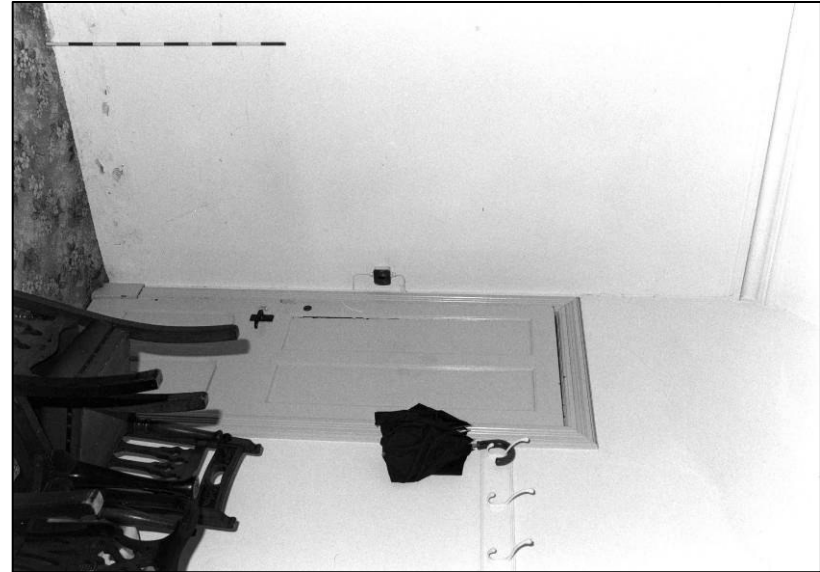


Plate 70: Church: E vestry, looking SW (photo 10/9) (top to right).



Plate 71: Church: E vestry, fireplace, looking NW (photo 10/5) (top to right).



Plate 72: Church: meeting room (former band room), looking NW (photo 9/15).



Plate 73: Church: meeting room (former band room), looking E (photo 9/18).

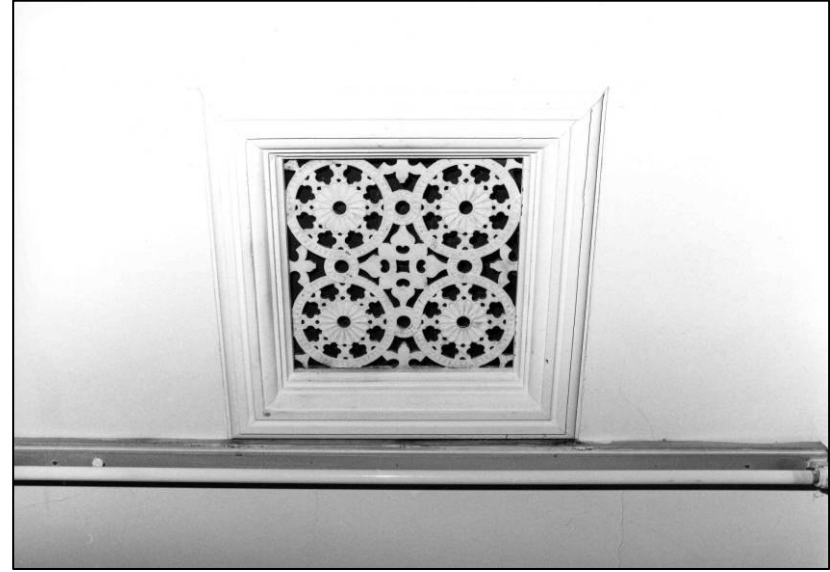


Plate 74: Church: meeting room (former band room), vent over ceiling (photo 9/13).

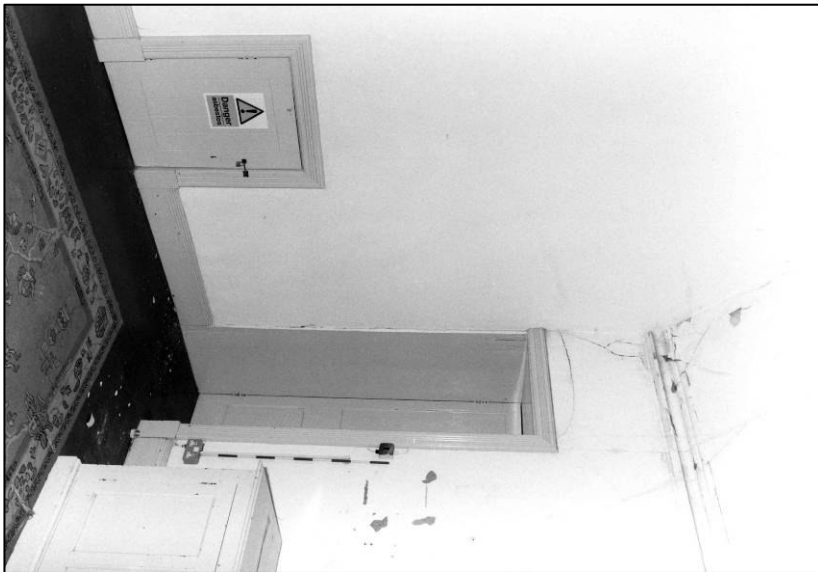


Plate 75: Church: west vestry, looking SE (photo 9/12) (top to right).



Plate 76: Church: west vestry, looking NW (photo 9/11).



Plate 77: Church: 1F gallery, W side, looking S (photo 6/4) (top to right).

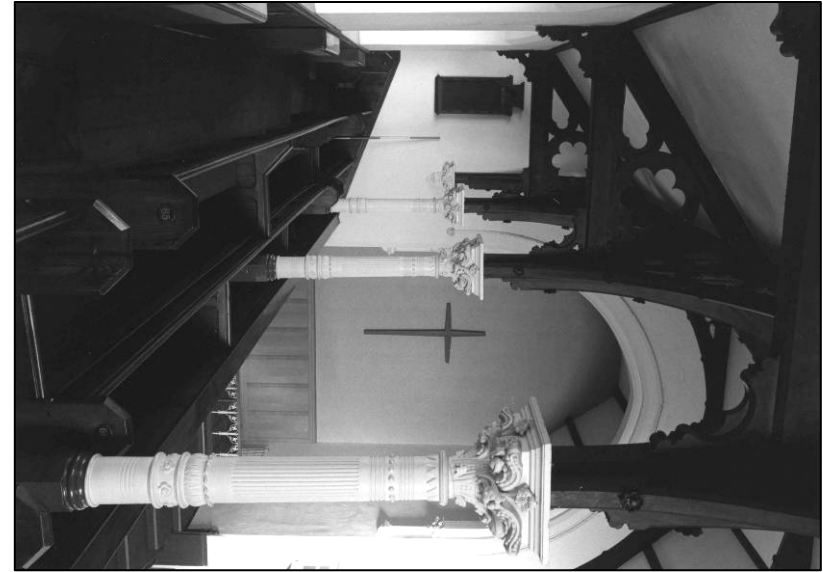


Plate 78: Church: 1F gallery, W side, looking N (photo 3/15) (top to right).

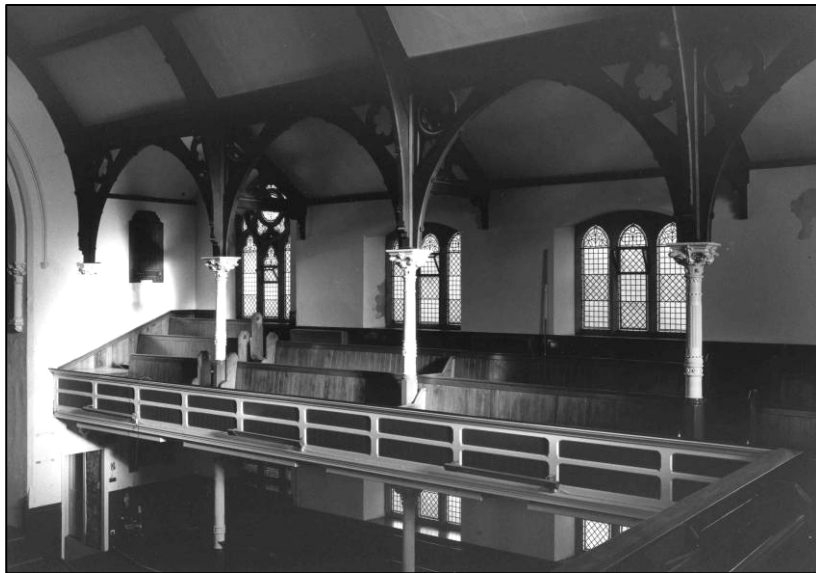


Plate 79: Church: 1F gallery, E side, looking NE (photo 3/16).



Plate 80: Church: 1F gallery, W side, looking NW (photo 3/17).





Plate 81: Church: GF, N end and former organ recess from gallery, looking N (photo 5/3).



Plate 82: Church: 1F gallery, raked pews at S end, looking SW (photo 4/9).



Plate 83: Church: 1F gallery, looking NE (photo 5/4).



Plate 84: Church: 1F gallery, pews in SE area, looking SE (photo 4/3).



Plate 85: Church: 1F gallery, remains of organ case at S end, looking S (photo 5/7).

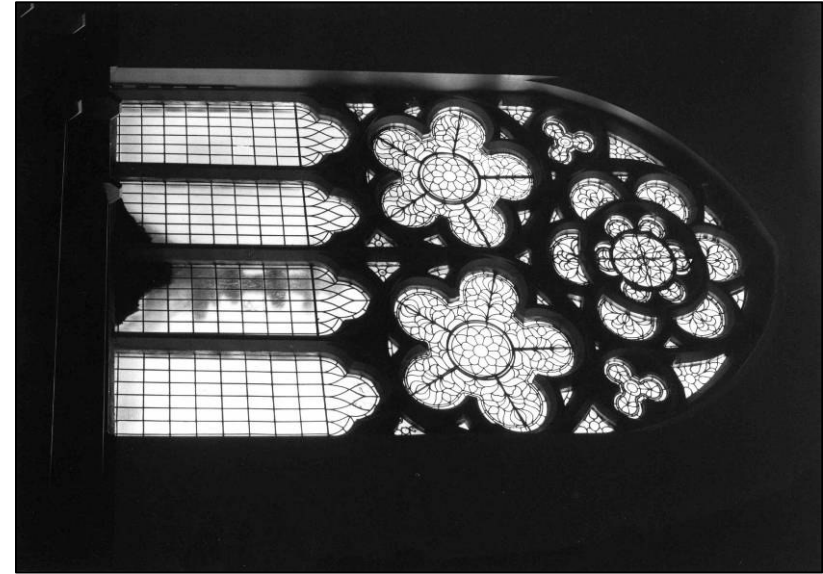


Plate 86: Church: 1F gallery, large window at S end, looking SE (photo 4/10) (top to right).



Plate 87: Church: 1F gallery, typical window on W side, looking W (photo 3/9).

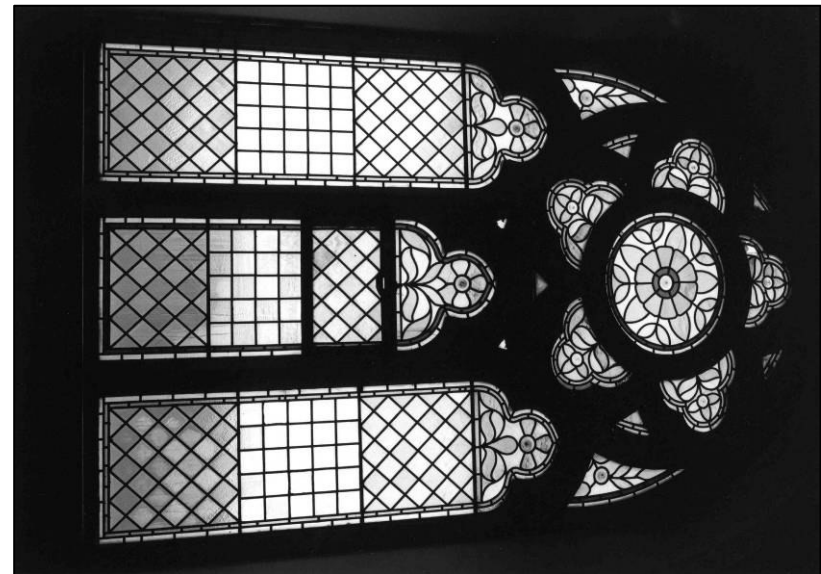


Plate 88: Church: 1F gallery, typical side window to end bay, looking W (photo 3/10) (top to right).

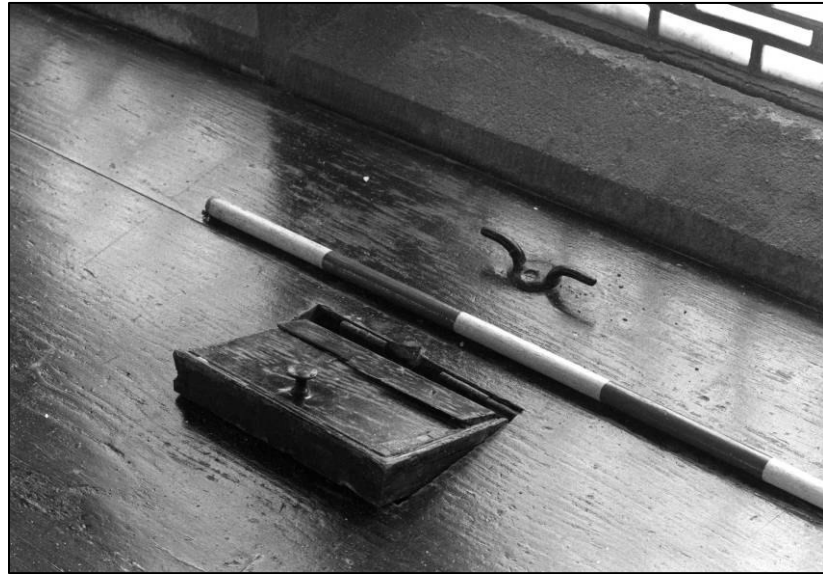


Plate 89: Church: 1F gallery, typical heating vent in windows, looking W (photo 4/6).



Plate 90: Church: 1F gallery, William Baines memorial in NE corner, looking N (photo 1/5) (top to right).

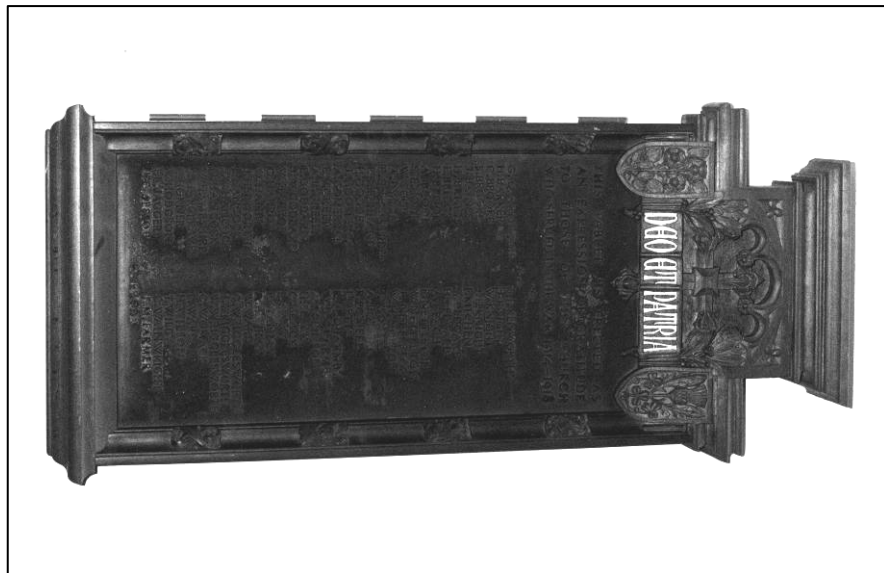


Plate 91: Church: 1F gallery, war memorial in NW corner, looking N (photo 1/4) (top to right).



Plate 92: Church: 1F gallery, typical corbels at N end (E side), looking N (photo 4/4).



Plate 93: Church: 1F gallery, typical corbels to N end (W side), looking NW (photo 4/5).



Plate 94: Church: 1F gallery, typical column (W side), looking NW (photo 4/7) (top to right).



Plate 95: Church: GF, typical column head, looking NE (photo 1/6) (top to right).



Plate 96: Church: roof trusses, looking NE (photo 4/15).

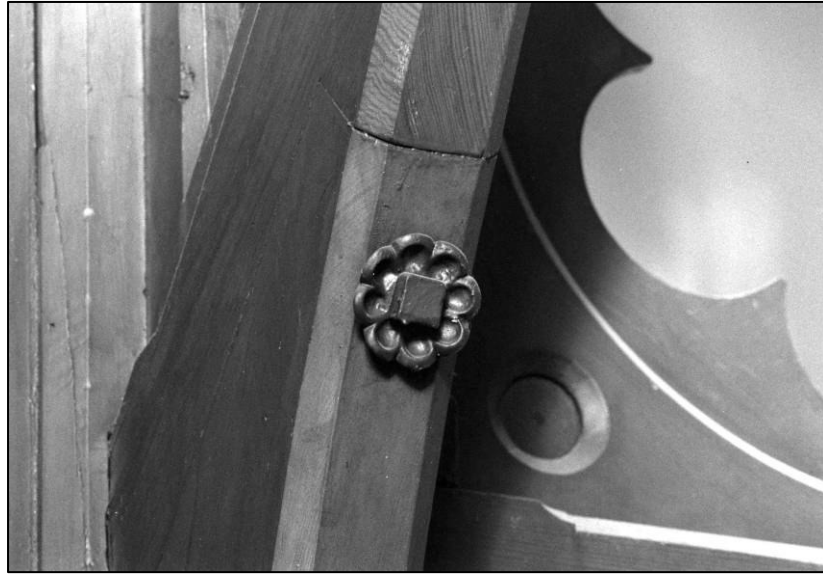


Plate 97: Church: 1F gallery, typical flower headed bolt to roof structure, looking NW (photo 5/1).



Plate 98: Church: 1F gallery, typical cusped half-truss to sides (W side), looking N (photo 4/12).

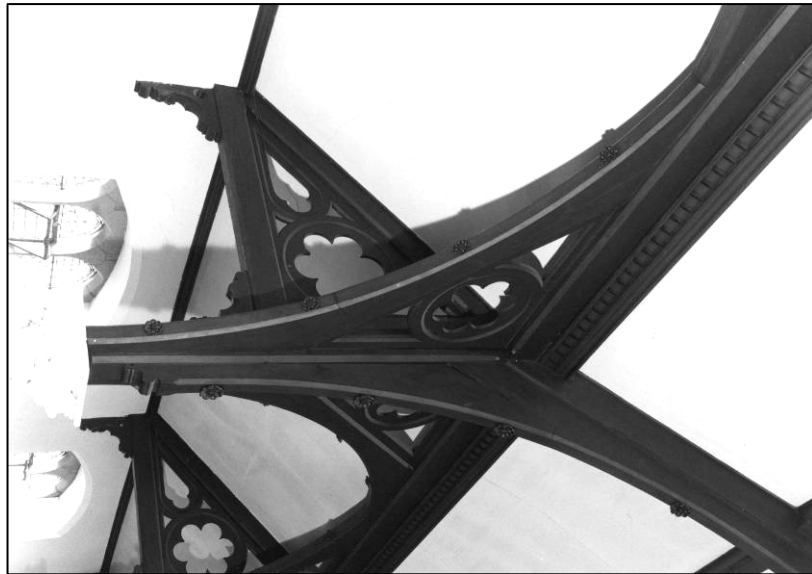


Plate 99: Church: 1F gallery, typical cusped braces (W side), looking NW (photo 4/13) (top to right).



Plate 100: Church: 1F gallery, typical bay (W side), looking W (photo 4/16) (top to right).

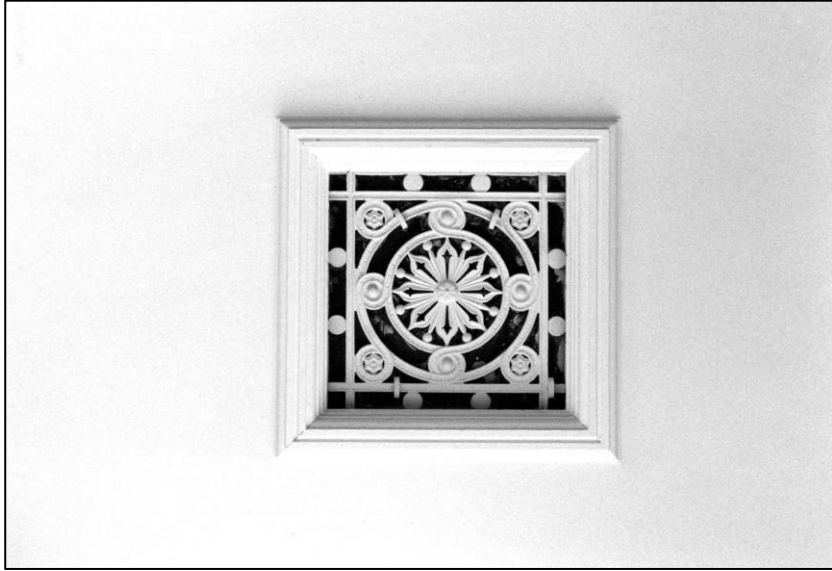


Plate 101: Church: 1F gallery: typical heating vent, looking N (photo 4/18).



Plate 102: View to School along E side of church, looking N (photo 7/18).



Plate 103: School: exterior, S side, looking NW (photo 8/12).



Plate 104: School: exterior, roof lantern/vent to main hall, looking N (photo 8/16).



Plate 105: School: exterior, doorway and steps to S side, looking N (photo 8/15) (top to right).



Plate 106: School: exterior, S side, looking E (photo 8/11) (top to right).



Plate 107: School: exterior, S side, looking NE (photo 8/13) (top to right).



Plate 108: School: heating basement beneath SE end, looking N (photo 9/9).



Plate 109: School: 'Hunt' foundation stone, S elevation of main hall, looking N (photo 13/5).



Plate 110: School: 'Wilson' foundation stone, S elevation of main hall, looking N (photo 13/6).



111: School: 'Stanger' foundation stone, S elevation of main hall, looking N (photo 13/8).



Plate 112: School: 'Fallas' foundation stone, S elevation of main hall, looking N (photo 13/9).





Plate 113: School: 'Teall' foundation stone, S elevation of main hall, looking N (photo 13/10).



Plate 114: School: 'Blacker' foundation stone, S elevation of main hall, looking N (photo 13/11).



Plate 115: School: 'Fallas' foundation stone, W elevation of band room, looking E (photo 13/12).



Plate 116: School: 'Andrassy' foundation stone, W elevation of band room, looking E (photo 13/14).



Plate 117: School: 'Band of Hope' foundation stone, W elevation of band room, looking E (photo 13/15).

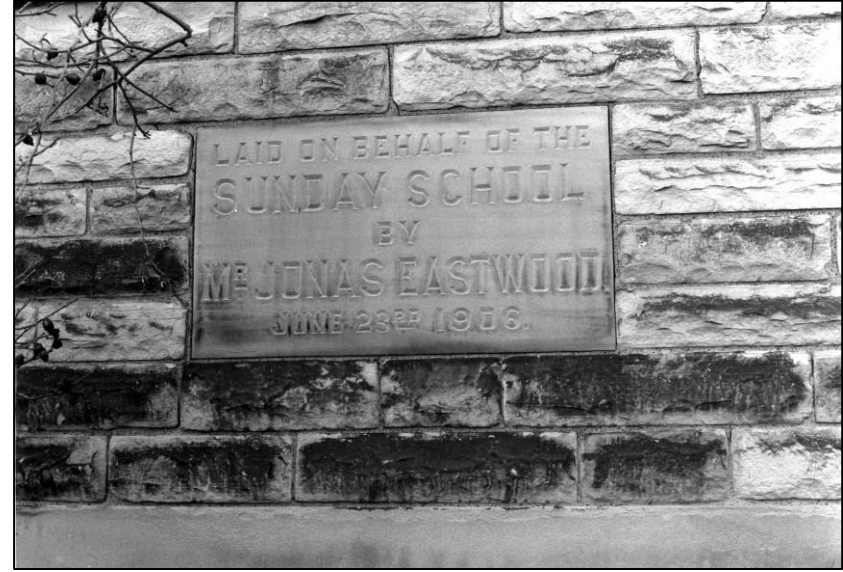


Plate 118: School: 'Sunday School' foundation stone, S elevation of band room, looking N (photo 13/16).



Plate 119: School: exterior, S end of E side, looking SW (photo 8/18).



Plate 120: School: exterior, centre of E side, looking W (photo 9/1) (top to right).



Plate 121: School: exterior, E side, looking S (photo 9/4).



Plate 122: School: exterior, N end of E side, looking NW (photo 9/3) (top to right).



Plate 123: School: exterior, N side, looking SE (photo 9/5).



Plate 124: School: exterior, N side and W end, looking SE (photo 9/6).



Plate 125: School: exterior, W side, looking NE (photo 13/17) (top to right).



Plate 126: School: GF entrance lobby, looking W (photo 12/8) (top to right).



Plate 127: School: GF, terrazzo floor to entrance lobby, looking E (photo 12/9) (top to right).



Plate 128: School: GF, band room, looking SE (photo 12/11).



Plate 129: School: GF, band room, looking SW (photo 12/12).



Plate 130: School: GF, band room, looking NE (photo 12/14).



Plate 131: School: GF, band room ceiling, looking N (photo 12/15).



Plate 132: School: GF, band room, fireplace, looking E (photo 12/10).

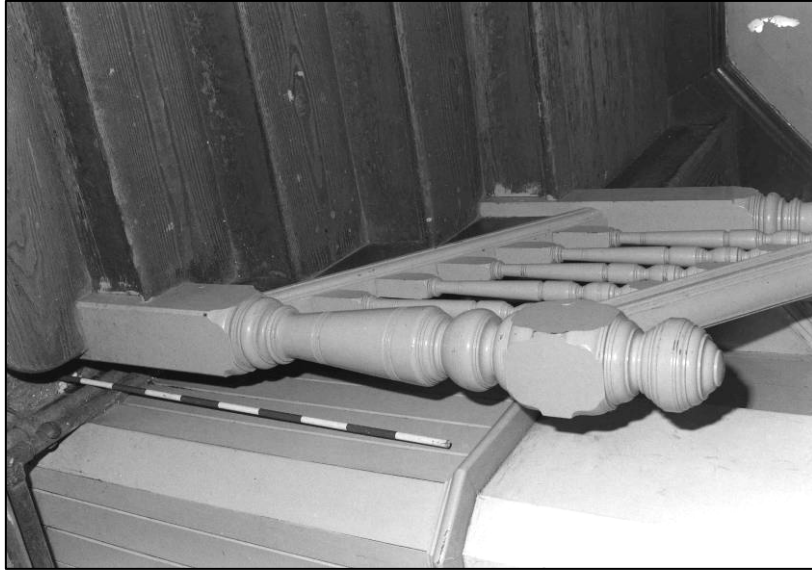


Plate 133: School: GF, newel to stair, looking E (photo 12/6) (top to right).



Plate 134: School: IF, newel to stair, looking E (photo 12/18).



Plate 135: School: GF, fireplace to kitchen area, looking S (photo 12/5).



Plate 136: School: GF, folding screen to main hall from kitchen area, looking NE (photo 12/4).



Plate 137: School: GF main hall, looking NW (photo 11/3).

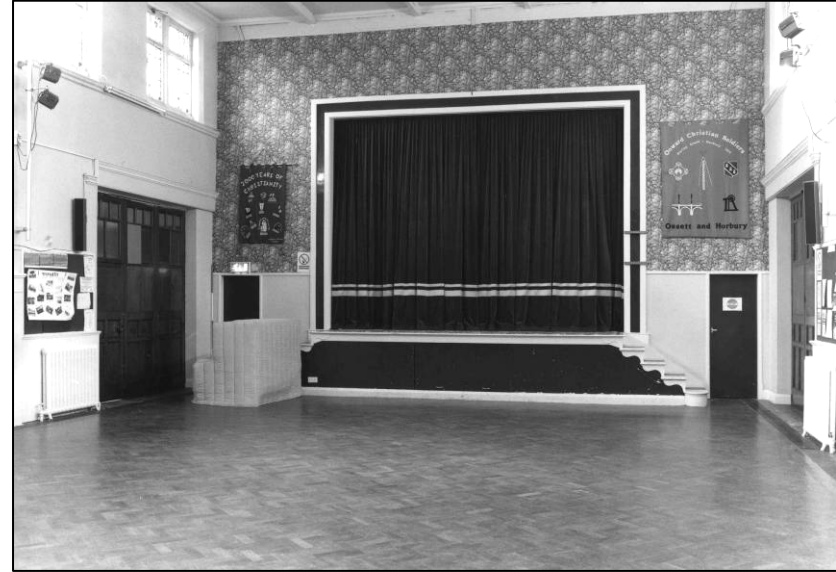


Plate 138: School: GF main hall, looking SW (photo 11/6).



Plate 139: School: GF main hall, original proscenium arch to stage at W end, looking NW (photo 11/16) (top to right).



Plate 140: School: GF main hall and 1F gallery, looking E (photo 11/4).



Plate 141: School: GF main hall and 1F gallery, looking SE (photo 11/5).

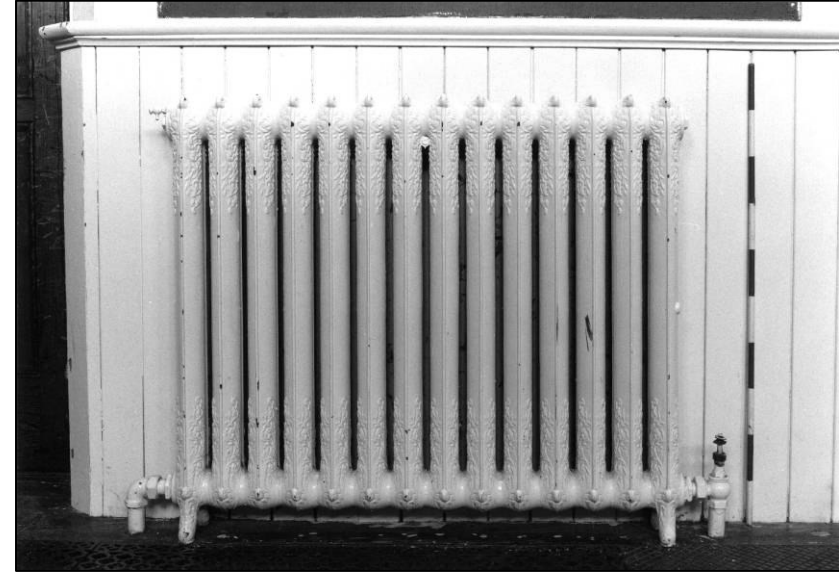


Plate 142: School: GF main hall, N side, original radiator, looking N (photo 11/15).



Plate 143: School: GF main hall, S side, hand control to heating, looking SE (photo 11/13).



Plate 144: School: GF, typical side room off main hall (N side), looking SE (photo 12/2) (top to right).



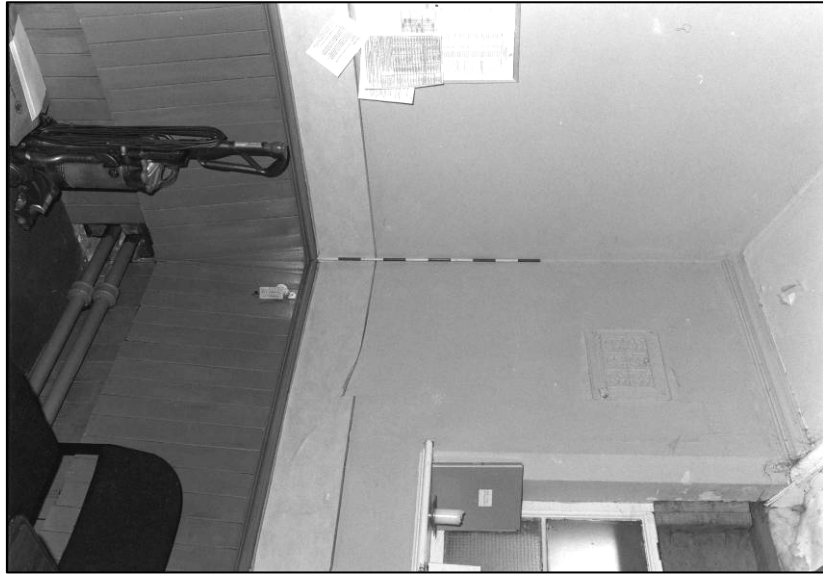


Plate 145: School: GF, typical side room off main hall (N side), looking NW (photo 12/3) (top to right).



Plate 146: School: GF, typical side room off main hall (S side), looking SW (photo 12/17).



Plate 147: School: GF main hall, folding screen at W end of main hall, looking NE (photo 11/18) (top to right).



Plate 148: School: GF main hall, panelled ceiling, looking W (photo 11/7).

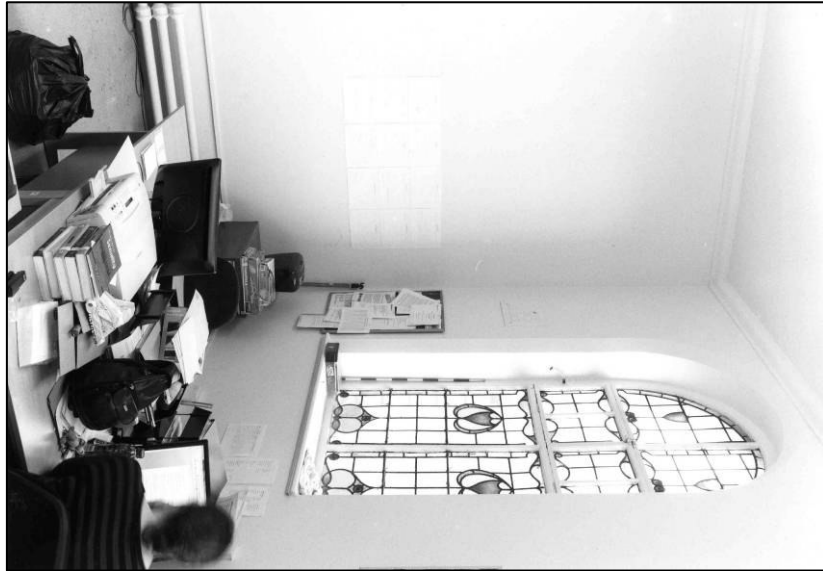


Plate 149: School: 1F, former gallery area, looking NE (photo 13/1) (top to right).



Plate 150: School: 1F, stained glass window to stair turret, looking S (photo 11/17) (top to right).

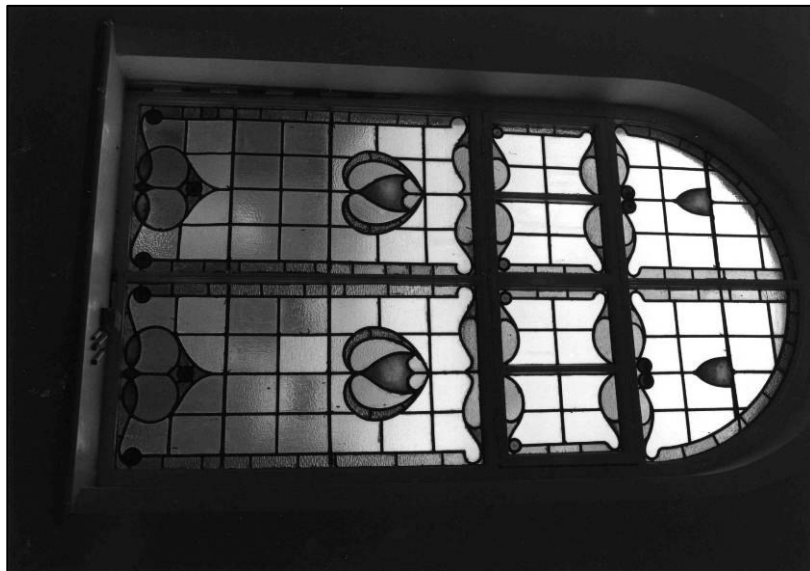


Plate 151: School: 1F, typical window to former gallery area, looking E (photo 13/3) (top to right).



Plate 152: School: 1F gallery to main hall, looking S (photo 11/10) (top to right).



Plate 153: School: 1F gallery to main hall, looking N (photo 11/11) (top to right).



Plate 154: School: 1F, detail of gallery grill, looking E (photo 13/4).



Plate 155: School: GF main hall from 1F gallery, looking SW (photo 11/9).



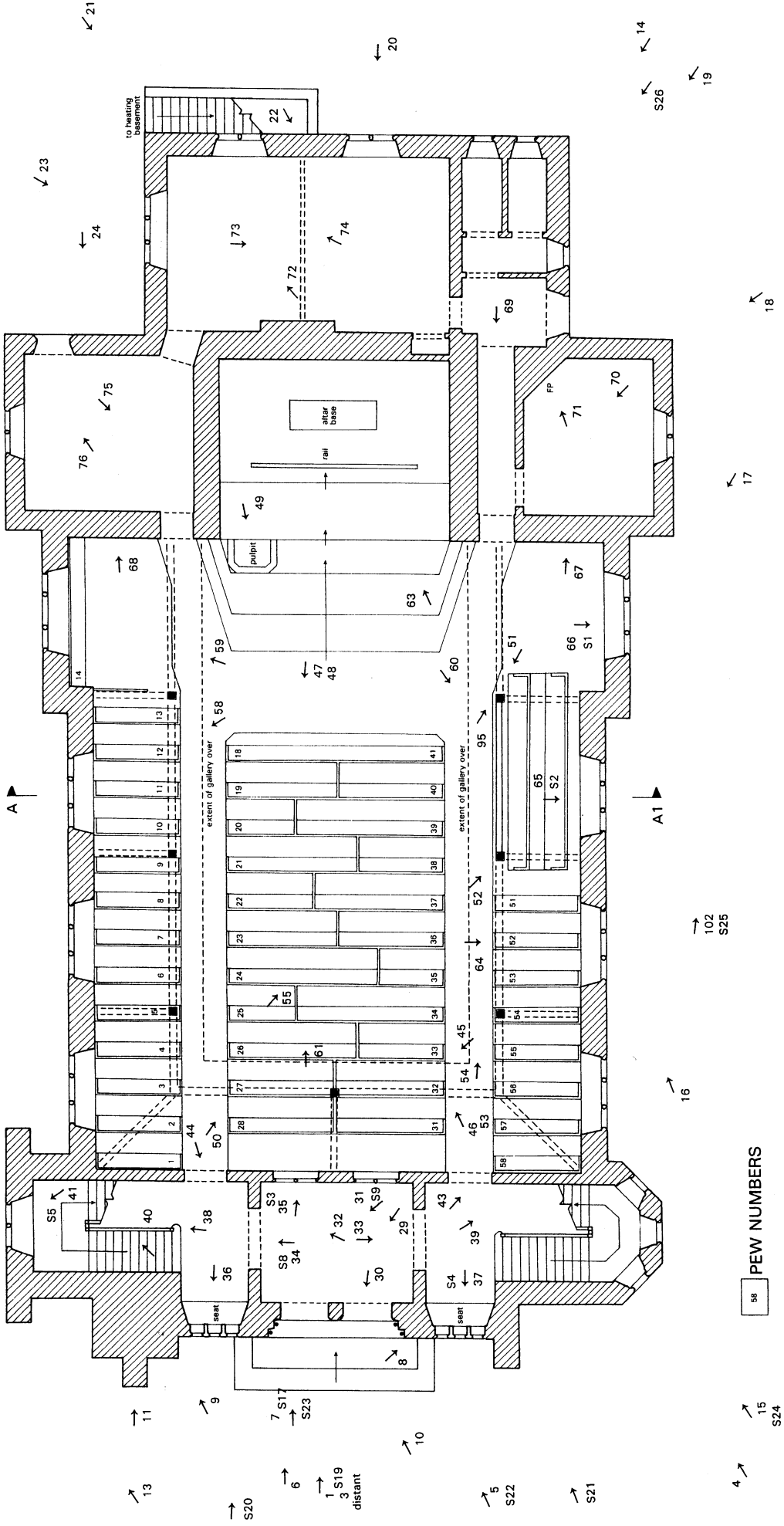
Plate 156: School: 1F gallery, typical window (NE corner), looking N (photo 11/12).

## PHOTOGRAPHIC REGISTER: COLOUR SLIDES

Film 14: 35mm colour slides taken 2nd February 2011

<i>Slide</i>	<i>Subject</i>	<i>Film</i>	<i>Frame</i>	<i>Scale</i>
S1	Church: GF, stained glass at N end of E aisle, looking E	14	1	1m
S2	Church: GF, typical window in E aisle, looking E	14	2	1m
S3	Church: GF entrance foyer, stained glass window to N wall, looking N	14	3	1m
S4	Church: GF entrance foyer, window over seat recess, looking S	14	4	1m
S5	Church: GF, window to W stair to gallery, looking SW	14	5	1m
S6	Church: 1F gallery, typical window on W side, looking W	14	6	1m
S7	Church: 1F gallery, typical side window to end bay, looking W	14	7	1m
S8	Church: GF entrance foyer, stained glass over W foyer doors, looking W	14	8	-
S9	Church: GF entrance foyer, stained glass over main S door, looking S	14	9	1m
S10	Church: 1F gallery, large window at S end, looking SE	14	10	1m
S11	Church: 1F gallery, W side, looking NW	14	11	2m
S12	Church: 1F gallery, E side, looking NE	14	12	2m
S13	Church: GF, N end and former organ recess from gallery, looking N	14	13	2m
S14	Church: window on E stair, looking NE	14	14	1m
S15	Church: window on E stair, looking E	14	15	1m
S16	Church: window on E stair, looking NE	14	16	1m
S17	Church: exterior, frieze over door to S front, looking N	14	17	-
S18	Church: exterior, looking NE	14	18	2m
S19	Church: exterior, looking N	14	19	2m
S20	Church: exterior, looking NW	14	20	2m
S21	Church: exterior, looking NW	14	21	2m
S22	Church: exterior, door to S front, looking N	14	22	1m
S23	Church: exterior, frieze over door to S front, looking N	14	23	-
S24	Church: exterior, E side, looking NE	14	24	2m
S25	View to School along E side of church, looking N	14	25	2m
S26	Church: exterior, NE corner, looking SW	14	26	2m
S27	School: exterior, S side, looking NW	14	27	2m
S28	School: exterior, N end of E side, looking NW	14	28	2m
S29	School: exterior, N side, looking SE	14	29	-
S30	School: exterior, N side and W end, looking SE	14	30	-
S31	School: 1F gallery, typical window (NE corner), looking N	14	31	-
S32	School: 1F, typical window to former gallery area, looking E	14	32	1m
S33	School: IF, stained glass window to stair turret, looking S	14	33	1m

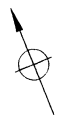
PROJECT	ST PAUL'S CHURCH, HORBURY		
TITLE	GROUND FLOOR PLAN		
SCALE	AS SHOWN	DATE	MAY 2011
	EDAS	FIGURE	A1/1



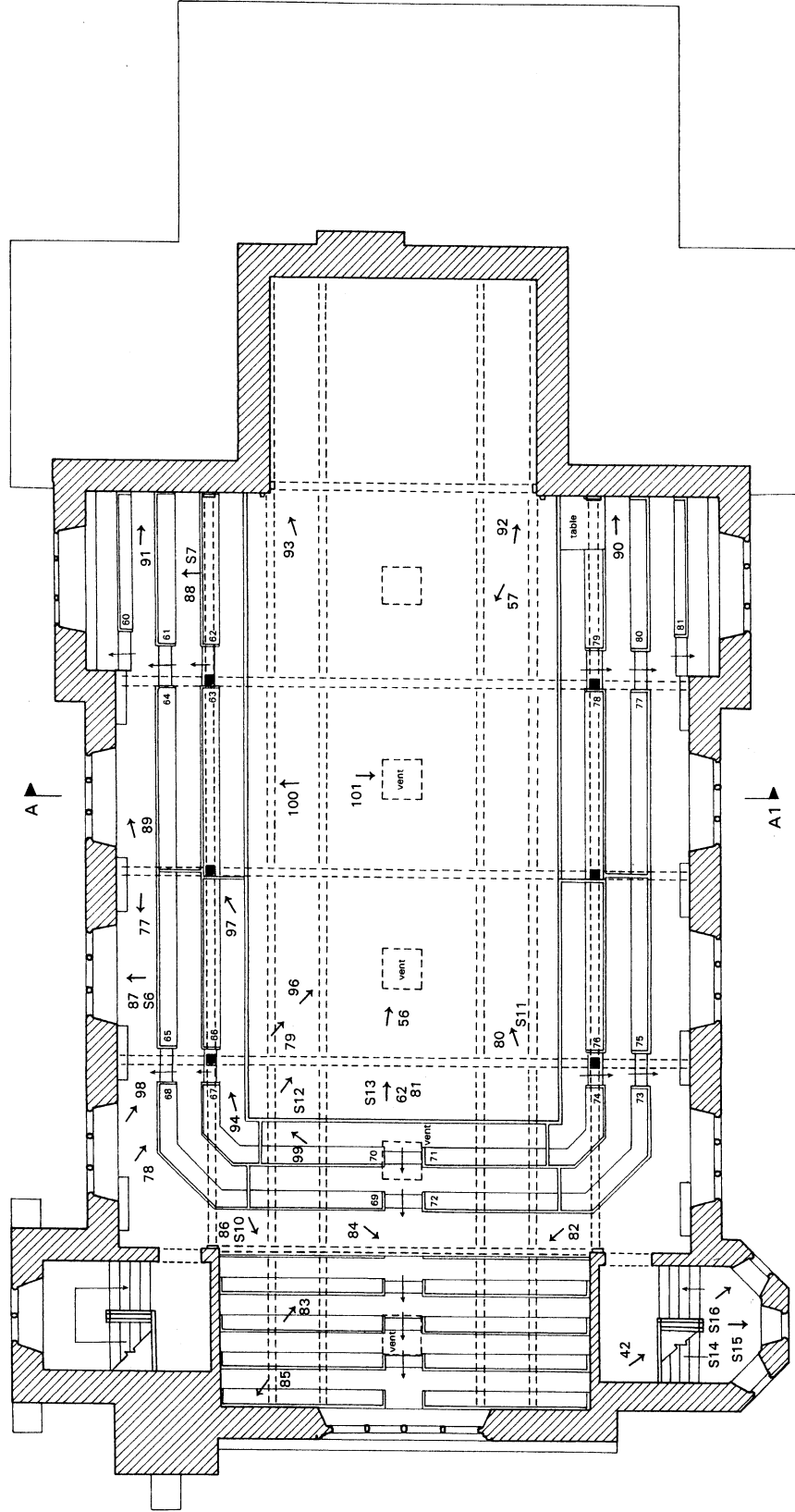
→ 14	DIRECTION OF BLACK AND WHITE PHOTOGRAPH WITH PLATE NUMBER
→ S26	DIRECTION OF COLOUR SLIDE WITH SLIDE NUMBER

Plan based on drawings supplied by Potts Parry Ives & Young

PEW NUMBERS



PROJECT	ST PAUL'S CHURCH, HORBURY		
TITLE	FIRST FLOOR / GALLERY PLAN		
SCALE	AS SHOWN	DATE	MAY 2011
	EDAS	FIGURE	A1/2



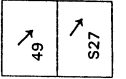
81 PEW NUMBERS

Plan based on drawings supplied  
by Potts Parry Ives & Young

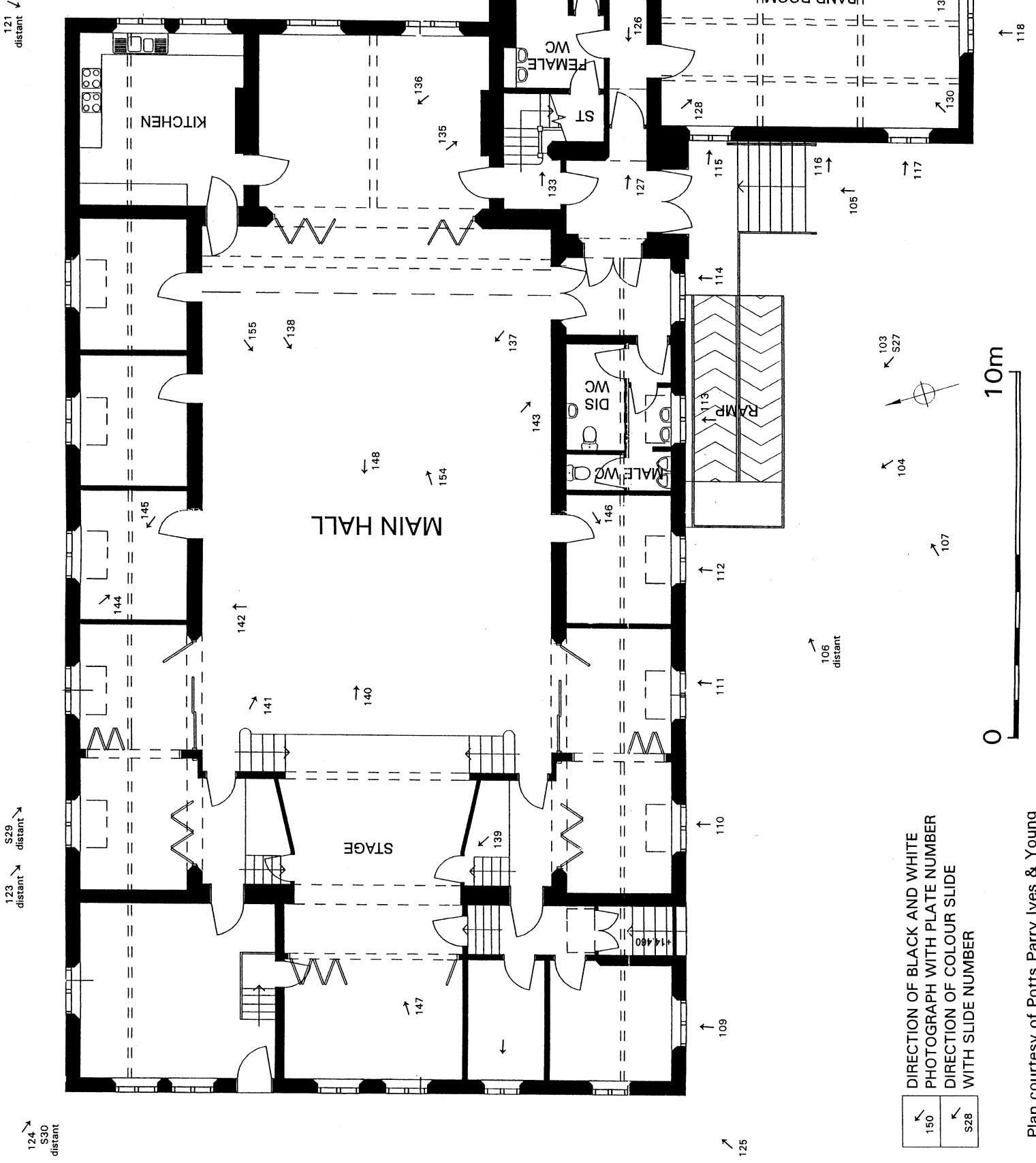


DIRECTION OF BLACK AND WHITE  
PHOTOGRAPH WITH PLATE NUMBER

DIRECTION OF COLOUR SLIDE  
WITH SLIDE NUMBER



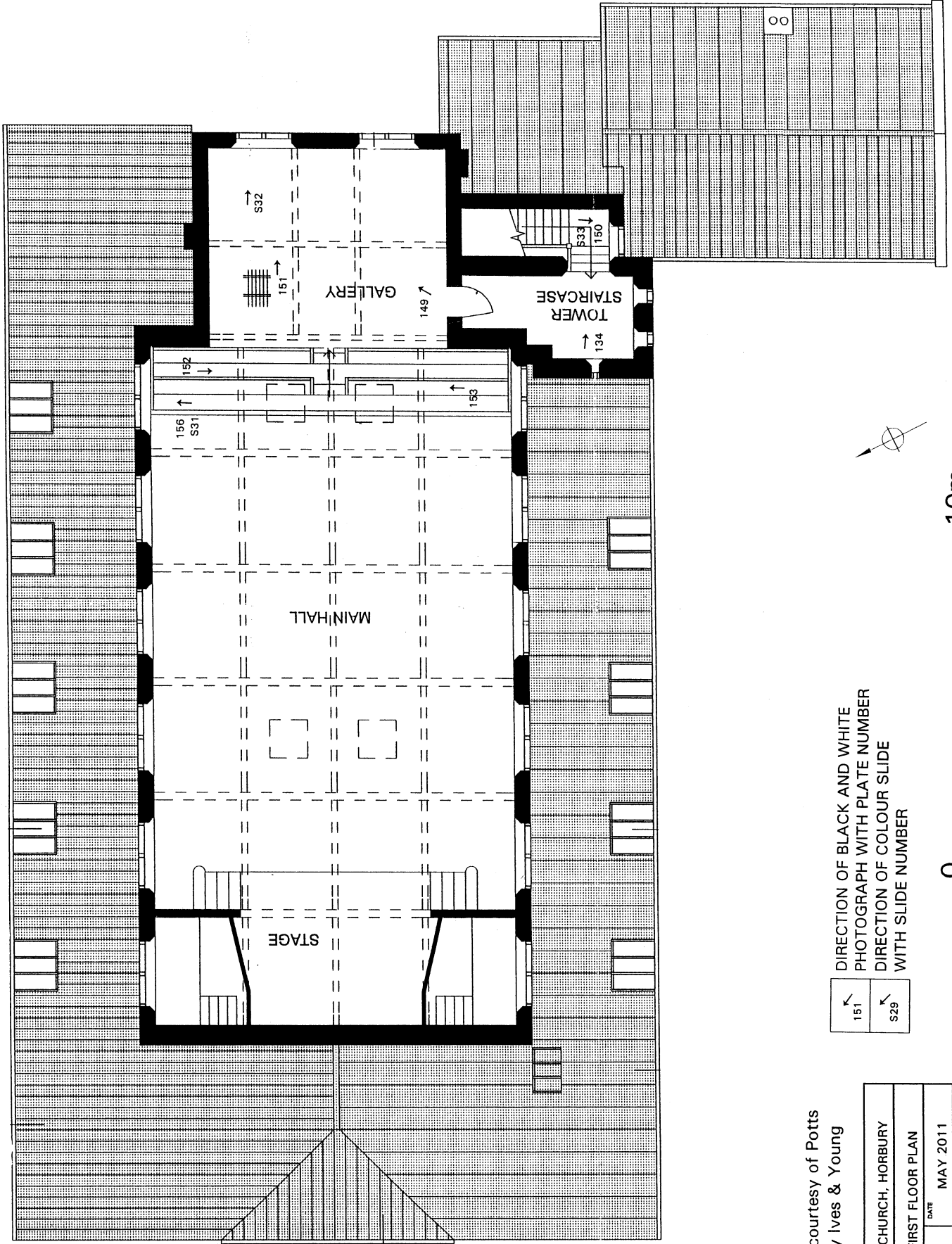
PROJECT	ST PAUL'S CHURCH, HORBURY		
TITLE	SCHOOL GROUND FLOOR PLAN		
SCALE	AS SHOWN	DATE	MAY 2011
	EDAS	FIGURE	A1/3



DIRECTION OF BLACK AND WHITE PHOTOGRAPH WITH PLATE NUMBER  
 DIRECTION OF COLOUR SLIDE WITH SLIDE NUMBER



150	←
S28	←

Plan courtesy of Potts Parry Ives & Young



Plan courtesy of Potts  
 Parry Ives & Young

PROJECT	ST PAUL'S CHURCH, HORBURY
TITLE	SCHOOL FIRST FLOOR PLAN
SCALE	AS SHOWN
DATE	MAY 2011
FIGURE	A1/4
<b>EDAS</b>	

 151  
 S29  
 DIRECTION OF BLACK AND WHITE PHOTOGRAPH WITH PLATE NUMBER  
 DIRECTION OF COLOUR SLIDE WITH SLIDE NUMBER

 0 10m



**APPENDIX 2  
WYAAS SPECIFICATION**

**Specification For Building Recording  
Horbury Methodist Church  
(SE 2942 1827)**

**Specification prepared at the request of Ed Dennison on behalf of Wakefield Metropolitan District Council (Planning Permission 07/02912/CON)**

## **1 Summary**

1.1 A building record (drawn and photographic survey) is required to identify and document items of archaeological and architectural interest prior to the demolition of this late 19<sup>th</sup> century Wesleyan Methodist Chapel and alterations to the adjacent Sunday School. The focus of the recording exercise is the Church, which is to be demolished – the Sunday School is to be subject to limited photographic recording only. This specification for the necessary work has been prepared by the West Yorkshire Archaeology Advisory Service, the curators of the West Yorkshire Historic Environment Record.

NOTE: The requirements detailed in paragraphs 6.1.1 to 6.1.5 inclusive, 8.3 and 8.4 are to be met by the archaeological contractor **prior** to the commencement of fieldwork by completing and returning the attached form to the WY Archaeology Advisory Service.

## **2 Site Location and Description**

### **2.1 Location**

(Grid ref. SE 2942 1827) St Paul's Church, also known as Horbury Methodist Church is situated in a prominent position on High Street, Horbury. The former Sunday School (now used as a church hall) lies to the north of the Methodist Chapel. The Church and church Hall are bounded by High Street to the South, Stringers Yard to the west, shops and housing to the east and the tithe barn car park to the north.

The Church lies within the historic township of **Horbury**.

### **2.2 Description**

St Paul's Church is a stone-built non-conformist Wesleyan Church with a natural slate roof. The associated Sunday School is also of stone construction and is also roofed with natural slate. The footprint of the church covers an area of approximately 387 square metres. The footprint of the Sunday School covers an area of approximately 544 square metres. The site condition is relatively good, however the south gable of the church has structural problems, however confirmation of structural condition should be sought from the developer's agent.

Horbury Methodist Church is not a listed building.

## **3 Planning Background**

The site owners, through their agents PPIY Limited (Potts Parry Ives and Young, 94 The Mount, York YO24 1AR, contact Stephen Potts ☎ 01904 623034) have obtained planning consent (Planning Application No.07/02910/FUL & 07/02912/CON) for the demolition of the existing church and construction of a new

chapel connected to a refurbished hall. The WY Archaeology Advisory Service (as Wakefield's archaeological advisor) has prepared this specification in order to allow the developers to meet the terms of an archaeological condition which has been placed on the consent. A separate specification has been prepared by Rebecca Mann which deals with the archaeological evaluation by trial trenching, which is also required.

## **4 Archaeological Interest**

### **4.1 Historical Background**

St Paul's Church (also known as Horbury Methodist Church) is a Victorian stone-built chapel dating from 1884. The Church was opened as a Wesleyan Chapel and was constructed on the same site as an earlier chapel dating from the 1840s which had to be demolished due to structural problems. The Archives contain a reference to an earlier chapel, erected in 1765 and opened by John Wesley, however the location of this earlier chapel is uncertain.

St Paul's Church retains its original plan, including the gallery which runs around three sides. The main south door to the Church is set beneath an arch, with a terracotta scene depicting Christ within the tympanum. The architectural detailing of the church is very elaborate – with decorative columns supporting the gallery and the original numbered pews still surviving. The organ, organ loft and original pulpit have been removed from the church, however it is otherwise in an unaltered state.

A stained glass window dating to 1929 in the east side of the church depicts three scenes from the bible – Mary Magdalene, Salome and Mary (mother of James) carrying ointments to the tomb of Christ – the Angel appearing to the three women after they have found the tomb empty – and the resurrected Christ appearing to Mary Magdalene. The church intends to move this window to the new chapel. A number of the plaques and memorials within the Church have been moved to St Paul's from the now demolished Primitive Methodist Chapel.

The associated Sunday School opened in 1907 and was erected to serve the Ebenezer Primitive Methodist Church, which formerly stood directly to the east of St Paul's (Wesleyan) Church. The Sunday School is now used by St Paul's Church and is also used as a meeting hall, which is hired out to local societies. The Sunday School has a number of foundation stones on its south side, which were laid in 1906, when construction work commenced on the site. Part of the Sunday School was also formerly used as the old labour exchange. The Sunday School contains a number of highly decorative features, such as the art nouveau-inspired leaded glazing, decorative ventilators, fireplaces and elaborately decorated cast iron radiators.

As a Wesleyan Methodist Chapel, the church was more open to the cultural enrichment from the Anglican tradition and this is reflected in the detailing of the many late 19<sup>th</sup> century Wesleyan Churches, which were more ornate than those of the Primitive Methodists. The Wesleyans, United and Primitive Methodists united as a movement in 1932. St Paul's Church is a highly decorative and largely unaltered good example of a Wesleyan Methodist Church of the late 19<sup>th</sup> century and it is important this building is recorded, prior to demolition.

## **4.2 Impact of proposed development**

The proposal to demolish the Church would mean the loss of all of the features of interest of the church. Many Methodist Churches are being extensively altered, converted or demolished due to the declining congregations and changes in the style of worship which do not suit the traditional galleried churches and chapels. Due to the loss of increasing numbers of Methodist Churches, it is important that information relating to the use, history, style of worship and architectural features is recorded prior to demolition.

## **5 Aims of the Project**

5.1 The first aim of the proposed work is to identify and objectively record by means of photographs and annotated measured drawings any significant evidence for the original and subsequent historical form and functions of the Church and Sunday School, and to place this record in the public domain by depositing it with the WY Historic Environment Record (Registry of Deeds, Newstead Road, Wakefield WF1 2DE). The focus of the recording exercise is the Church, which it is proposed to demolish. The Sunday School is to be subject to photographic recording only.

5.2 The second aim of the proposed work is to analyse and interpret the Church and the Sunday School as an integrated system intended to perform a specialised function. The archaeologist on site should give particular attention to reconstructing as far as possible the functional arrangements and division of the buildings. The roles of historical plan form, layout and circulation should all be considered in this process of interpretation.

## **6 Recording Methodology**

### **6.1 General Instructions**

#### 6.1.1 Health and Safety

The archaeologist on site will naturally operate with due regard for Health and Safety regulations. Prior to the commencement of any work on site (and preferably prior to submission of the tender) the archaeological contractor may wish to carry out a Risk Assessment in accordance with the Health and Safety at Work Regulations. The archaeological contractor should identify any contaminants which constitute potential Health and Safety hazards (e.g. chemical drums) and make arrangements with the client 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.

#### 6.1.2 Confirmation of adherence to specification

Prior to the commencement of any work, the archaeological contractor must confirm in writing adherence to this specification (using the attached form), or state in writing (with reasons) any specific proposals to vary the specification. Should the contractor wish to vary the specification, then written confirmation of the agreement of the WY Archaeology Advisory Service to any variations is required prior to work commencing. Unauthorised variations are made at the sole risk of the contractor

(see para. 8.3, below). Modifications presented in the form of a re-written project brief will not be considered by the West Yorkshire Archaeology Advisory Service.

#### 6.1.3 Confirmation of timetable and contractor's qualifications

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

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

All project staff provided by the archaeological contractor 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 19<sup>th</sup> century churches. The timetable should be adequate to allow the work to be undertaken to the appropriate professional standard, subject to the ultimate judgement of WYAAS.

#### 6.1.4 Site preparation

Prior to the commencement of work on site the archaeological contractor should identify all removable modern material (including modern machinery) which may significantly obscure material requiring an archaeological record, and should contact the developer in order to make arrangements for their removal (if necessary, under archaeological supervision). It is not the intention of this specification that large-scale removal of material of this type should take place with the archaeological contractor's manpower or at that contractor's expense.

#### 6.1.5 Documentary research

Prior to the commencement of work on site, the archaeological contractor should undertake a rapid map-regression exercise based on the readily-available map and photographic evidence held by the relevant Local History Library (Wakefield Learning and Local Studies Library, Balne Lane, Wakefield WF2 0DQ, telephone 01924 302230, email lib.learningandlocalstudies@wakefield.gov.uk) and the West Yorkshire Archive Service (Registry of Deeds, Newstead Road, Wakefield WF1 2DE), and a rapid examination of the available relevant secondary sources. The archaeological contractor should also consult the records held by the Archives for St Paul's Methodist Church (held under C8/12, which include statement of accounts for the chapel and a photograph of the interior of St Paul's Church, prior to the removal of the organ loft and pulpit (C8/12/3/2/7). Copyright permitting, this photograph should be reproduced in the final report. This work is intended to inform the archaeological 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.

#### 6.1.6 Use of existing plans

Potts Parry Ives and Young Chartered Architects have produced plans as existing of the Church and Sunday School. If appropriate, these plans may be used as the

basis for the drawn record and for any annotation relative both to the historic and photographic record. Additional information relevant to the historic record should be indicated on the plans, which shall be re-drawn as necessary. It is the responsibility of the archaeological contractor to check the accuracy of these drawings and to make any necessary adjustments or corrections. Contractors are therefore advised to determine prior to the submission of tender whether major re-survey/re-drawing will be necessary. For this purpose, the WY Archaeology Advisory Service would suggest that the tendering contractor check a small number of randomly selected measurements across the site, e.g. a few long face measurements, the position and size of a selection of doors and windows, and a random series of internal diagonals (it is accepted that the contracting archaeologist will not be able to identify isolated and unpredictable errors by using this method).

## **6.2 Written Record**

The archaeologist on site should carefully examine all parts of each building prior to the commencement of the drawn and photographic recording, in order to identify all features relevant to its original use and to obtain an overview of the development of the building and of the site as a whole. As part of this exercise, the archaeologist on site should produce written observations (e.g. on phasing; on building function) sufficient to permit the preparation of a report on the structure. The crucial requirement is that each room or space should be examined individually, that the results of that examination should be noted in a systematic fashion, and that these objective observations should be used to inform an analytical interpretation of the overall development and operation of the site.

## **6.3 Drawn Record**

### 6.3.1 Drawings required

The Sunday School is to be excluded from the drawn record and is subject to photographic recording only (copyright permitting – the existing architect's plans can be used for annotation relative to the photographic record of the Sunday School). The drawn record should comprise:

- A ground floor plan of the church (clearly showing the location of the pews and the original seating layout)
- A plan of the gallery (showing the arrangement of the pews)
- A section through the short axis of the church (showing structural detail of the roof trusses)

Both plans should be annotated to show the location of the surviving memorials and monuments. Drawings should be made at an appropriate scale (not smaller than 1:100 for plans; not smaller than 1:50 for sections). The structures should be recorded as existing, but a clear distinction should be made on the final drawings between surviving as-built features and all material introduced in the structure during the late 20<sup>th</sup>-century.

### 6.3.3 Scope of record

All features of archaeological and architectural interest identified during the process of appraisal should be incorporated into, and clearly identified in, the final drawn record. Typically, items of interest would include:

### **The Church**

- The position (to be reflected on the plan) and structural form of the roof trusses
- The position and form of the original pews
- The position and form of the pews in the gallery
- Original or historic cupboards
- Original and historic staircases and access to stairwells
- Original or historic floor surfaces
- Original heating and lighting arrangements
- Original or early external and internal doors
- Original panelling (such as that partitioning off the stairs to the balcony)
- Original/historic windows
- Any surviving evidence for the former position of the pulpit, railings and fittings
- Original/historic columns (noting the capital and column type)
- Ceiling ventilators
- Any evidence for a foundation stone commemorating the construction of the Church (the location to be marked on the plan)
- War memorials and monuments – these should be located on the plan and if possible their original provenance should be noted (for example some of the memorials were formerly from the adjacent Primitive Methodist Church)

but this list should not be treated as exhaustive. The archaeologist 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.

#### 6.3.4 Dimensional accuracy

Dimensional accuracy should accord with the normal requirements of the English Heritage Architecture and Survey Branch (at 1:20, measurements should be accurate to at least 10mm; at 1:50, to at least 20mm; at 1:100, to at least 50mm).

#### 6.3.5 Drawing method

The survey may be executed either by hand or by means of reflectorless EDM as appropriate. In accordance with national guidelines<sup>1</sup>, drawings executed on site should be made either on polyester-based film (minimum thickness 150 microns) with polymer-bonded leads of an appropriate thickness and density, or on acid-free or rag paper. If finished drawings are generated by means of CAD or a similar proven graphics package, recorders should ensure that the software employed is

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<sup>1</sup> English Heritage 2006, *Understanding Historic Buildings – a guide to good recording practice*, 7.1.1ff

sufficiently advanced to provide different line-weight (point-size); this feature should then be used to articulate the depth of the drawings. What is required as an end product of the survey is a well-modelled and clear drawing; ambiguous flat-line drawings should be avoided. Drawing conventions should conform to English Heritage guidelines as laid out in English Heritage 2006, *Understanding Historic Buildings – a guide to good recording practice*, and the WYAAS would recommend that the CAD layering protocol detailed in the same volume (8.3, Table 2) should be adhered to.

## **6.4 Photographic Record**

### **6.4.1 External photographs**

An external photographic record should be made of all elevations of both the Church and Sunday School, 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. Specific shots should be taken of:

- the terracotta frieze depicting the sermon on the mound, which is set within the tympanum in the South elevation of the Church

A general external photographic record should also be made which includes a number of oblique general views of the Church and Sunday School from all sides, showing them and the complex as a whole in its setting (and the relationship between the church and Sunday school). 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 complex and of the individual structures.

### **6.4.2 Internal photographs**

A general internal photographic record should be made of both the Church. General views should be taken of *each room* or discrete internal space within the Church 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.

Please note that only limited photographic recording of the Sunday School is required. General views should be taken of the main hall of the Sunday School (including the balcony), and the 'band room'. However, certain areas of the Sunday School, such as the rooms to either side of the hall are very similar in appearance therefore the photographic recording of these rooms may be limited to a representative sample of rooms.

### **6.4.3 Detail photographs**

In addition, detailed record shots should be made of all individual elements noted in section 6.3.3 above. 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. Specific shots should be taken of:

- the stained glass window depicting three scenes featuring Mary Magdalene, Salome and Mary mother of James
- an example of each type of coloured or stained glass window
- original corbels
- the detail roof trusses where supported by the columns
- the war memorials
- the foundation stones set within the Sunday School

**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.

#### 6.4.4 Equipment

General photographs should be taken with a Large Format camera (5" x 4" or 10" x 8") using a monorail tripod, or with a Medium Format camera which 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 building and its structure.

#### 6.4.5 Film stock

All record photographs to be black and white, using conventional silver-based film only, such as Ilford FP4 or HP5, or Delta 400 Pro (a recent replacement for HP5 in certain film sizes such as 220). Dye-based (chromogenic) films such as Ilford XP2 and Kodak T40CN are unacceptable due to poor archiving qualities.

#### 6.5.6 Digital photography

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

**As well as the general shots, colour transparencies (or digital photographs) should be produced for the following:**

- **the stained glass and leaded windows**
- **the terracotta frieze depicting the Sermon on the Mount located within the tympanum over the South entrance to the Church**

#### 6.4.6 Printing

6.4.6a 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) should be printed at 10" x 8" (a minimum of 4 shots). Bracketed shots of identical viewpoints need not be reproduced, but all viewpoints must be represented within the report.

6.4.6b Prints may be executed digitally from scanned versions of the film negatives, and may be manipulated to improve print quality (but **not** in a manner which alters detail or perspective). All digital prints must be made on paper and with inks which are certified against fading or other deterioration for a period of 75 years or more when used in combination. If digital printing is employed, the contractor must supply details of the paper/inks used in writing to the WY Archaeology Advisory Service, with supporting documentation indicating their archival stability/durability. Written confirmation that the materials are acceptable must have been received from the WYAAS prior to the commencement of work on site.

#### 6.5.7 Documentation

A photographic register detailing (as a minimum) location, direction and subject of shot must accompany the photographic record; a separate photographic register should be supplied for any colour slides or for colour digital photographs. The position and direction of each photograph and slide should be noted on a copy of the building plan, which should also be marked with a north pointer; separate plans should be annotated for each floor of each building

## **7. Post-Recording Work and Report Preparation**

### **7.1 After completion of fieldwork**

Prior to the commencement of any other work on site, the archaeological contractor should arrange a meeting at the offices of the WY Archaeology Advisory Service to present a draft of the 1<sup>st</sup>- stage drawn record (fully labelled and at the scale specified above), a photo-location plan, and photographic contact prints adequately referenced to this plan (material supplied will be returned to the contractor). **N.B.** if full-sized prints or digital versions of contact sheets are supplied for this purpose, they must be accompanied by a sample of the processed negatives. If appropriate, the WY Archaeology Advisory Service will then confirm to Wakefield Planning Services that fieldwork has been satisfactorily completed and that other work on site may commence (although discharge of the archaeological condition will not be recommended until all of the building recording and below-ground archaeological works have been undertaken on the site and completed copies of the full reports and photographic record has been received and approved by the West Yorkshire Archaeology Advisory Service).

### **7.2 Report Preparation**

### 7.2.1 Report format and content

A written report should be produced. This should include:

- an executive summary including dates of fieldwork, name of commissioning body, and a brief summary of the results including details of any significant finds
- an introduction outlining the reasons for the survey
- a brief architectural description of the Church and the Sunday School presented in a logical manner (as a walk around and through the buildings, 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 Methodist Church and the Sunday School 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 late 19<sup>th</sup> century Wesleyan Church as an integrated system intended to perform a specialised function, with particular attention being given to historical plan form, layout and circulation.

Both architectural description and historical/analytical discussion should be fully cross-referenced to the drawn and photographic record, sufficient to illustrate the major features of the site and the major points raised. It is not envisaged that the report is likely to be published, but it should be produced with sufficient care and attention to detail to be of academic use to future researchers. A copy of this specification and a quantified index to the field archive should also be bound into the back of the report. The cover sheet should include a centred eight-figure OS grid reference and the name of the township in which the site is located (Horbury).

### 7.2.2 Report Illustrations

Illustrations should include:

- a location map at a scale sufficient to allow clear identification of the Church and Sunday School in relation to other buildings in the immediate area
- an overall keyed plan of the site showing the surviving buildings in relation to each other and to the buildings on site which have been demolished
- any relevant historic map editions, with the position and extent of the site clearly indicated
- a complete set of site drawings completed to publication standard, at the scale stipulated in Para. 6.3.1 above (unless otherwise agreed in writing by the West Yorkshire Archaeology Advisory Service)
- a complete set of site drawings at a legible scale, on which position and direction of each photograph has been noted
- any additional illustrations pertinent to the site
- copyright permitting, a copy of the historic photograph of the church interior showing the pulpit and organ, prior to removal
- a complete set of good-quality laser copies of all photographs.

The latter should be bound into the report in the same logical sequence employed in the architectural description (Para. 7.2.1 above) and should be appropriately labelled (numbered, and captioned in full). 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.

### **7.3 Report deposition**

#### **7.3.1 General considerations**

7.3.1a The report should be supplied to the client and identical copies supplied to the West Yorkshire HER, the WY Archive Service and to the National Monuments Record (English Heritage, Kemble Drive, Swindon SN2 2GZ – for the attention of Mike Evans, Head of Archives). The report supplied to the NMR should be in digital format only. A recommendation from WYAAS for discharge of the archaeological condition is dependant upon receipt by WYAAS of a satisfactory report which has been prepared in accordance with this specification. Any comments made by WYAAS in response to the submission of an unsatisfactory report will be taken into account and will result in the reissue of a suitably edited report to all parties, within a timescale which has been agreed with WYAAS.

7.3.1b The report copy supplied to the West Yorkshire HER should include a complete set of photographic prints (see Para. 7.3.2 below). The finished report should be supplied within eight weeks of completion of all fieldwork, unless otherwise agreed with the West Yorkshire Archaeology Advisory Service. The information content of the report will become publicly accessible once deposited with the Advisory Service, unless confidentiality is explicitly requested, in which case it will become publicly accessible six months after deposit.

7.3.1c **Copyright** - Please note that by depositing this report, the contractor gives permission for the material presented within the document to be used by the WYAAS, in perpetuity, although The Contractor retains the right to be identified as the author of all project documentation and reports as specified in the *Copyright, Designs and Patents Act 1988* (chapter IV, section 79). The permission will allow the WYAAS to reproduce material, including for non-commercial use by third parties, with the copyright owner suitably acknowledged.

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

7.3.1e With the permission of the developer, the archaeological contractor are encouraged to consider the deposition of a copy of the report for this site with the appropriate Local History Library.

### 7.3.2 Deposition with WY Archaeology Advisory Service (West Yorkshire Historic Environment Record)

The report copy supplied to the WY Archaeology Advisory Service 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 and on applied printed labels on the front of the appropriate photographic sleeve 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:

- Township name
- 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 – ‘Horbury’ (the Township name) with ‘Horbury Methodist Church’ under, 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). Please see section 6.5.6 for information if digital photography is used as an alternative to slides.

### **7.4 Summary for publication**

The attached summary sheet should be completed and submitted to the WY Archaeology Advisory Service for inclusion in the summary of archaeological work in West Yorkshire published on the WYAAS website. During fieldwork monitoring visits WYAAS officers will take digital photographs which may be published on the Advisory Service’s website as part of an ongoing strategy to enable public access to information about current fieldwork in the county.

### **7.5 Preparation and deposition of the archive**

After the completion of all recording and post-recording work, a fully indexed field archive should be compiled consisting of all primary written documents and drawings, and a set of suitably labelled photographic contact sheets (only). Standards for archive compilation and transfer should conform to those outlined in *Archaeological Archives – a guide to best practice in creation, compilation, transfer*

*and curation* (Archaeological Archives Forum, 2007). The field archive should be deposited with the Wakefield Office of the West Yorkshire Archive Service (Registry of Deeds, Newstead Road, Wakefield WF1 2DE; telephone 01924 305980), and should be accompanied by a copy of the full report as detailed above. Deposition of the archive should be confirmed in writing to the WY Archaeology Advisory Service.

## **8 General considerations**

### **8.1 Technical queries**

Any technical queries arising from this specification should be addressed to the WY Archaeology Advisory Service without delay.

### **8.2 Authorised alterations to specification by contractor**

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

- i) a part or the whole of the site is not amenable to recording as detailed above, and/or
- ii) an alternative approach may be more appropriate or likely to produce more informative results, and/or
- iii) any features which should be recorded, as having a bearing on the interpretation of the structure, have been omitted from the specification,

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

### **8.3 Unauthorised alterations to specification by contractor**

It is the archaeological contractor's responsibility to ensure that they have obtained the West Yorkshire Archaeology Advisory Service's consent in writing to any variation of the specification prior to the commencement of on-site work or (where applicable) prior to the finalisation of the tender. Unauthorised variations may result in the WY Archaeology Advisory Service being unable to recommend discharge of the archaeological recording condition to the Local Planning Authority and are made solely at the risk of the contractor.

### **8.4 Monitoring**

This exercise will be monitored as necessary and practicable by the WY Archaeology Advisory Service in its role as 'curator' of the county's archaeology. The Advisory Service should receive at least one week's notice in writing of the

intention to start fieldwork. A copy of the contractor's Risk Assessment should accompany this notification (where appropriate).

### **8.5 Valid period of specification**

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

Any queries relating to this specification should be addressed to the WY Archaeology Advisory Service without delay.

**West Yorkshire Archaeology Advisory Service**  
**Elizabeth Chamberlin**

**June/2009**

**Revised and re-issued August/2010**

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