



WYAS
**Archaeological
Services**

St Oswald's Church

Church Lane

Collingham

West Yorkshire

Archaeological Watching Brief

Report no. 3141
June 2018

Client: St Oswald's Church PCC



St Oswald's Church
Church Lane, Collingham
West Yorkshire
Archaeological Watching Brief

Summary

This report summarises the results of an archaeological watching brief conducted on an area within the churchyard of St Oswald's Church, Collingham, West Yorkshire. The watching brief provided limited information on the foundations of the church's north aisle and tower. Disarticulated human remains were encountered, retrieved and reinterred within the churchyard during the fieldwork.



Report Information

Client: St Oswald's Church
 Address: Church Lane, Collingham, West Yorkshire, LS22 5AU
 Report Type: Archaeological Watching Brief
 Location: Collingham
 County: West Yorkshire
 Grid Reference: SE 39015 46095
 Period(s) of activity represented: Medieval to Modern
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Acknowledgements

Archaeological Services WYAS would like to thank the Reverend Sylvia Earle and church warden Tim Wood for their assistance and hospitality during the course of this project.

1 Introduction

This report documents the results of an archaeological watching brief (WBR) undertaken by Archaeological Services WYAS (ASWYAS) for Tim Wood, Church Warden of St Oswald's Church. The WBR monitored drainage works around St Oswald's Church, Church Lane, Collingham (Fig. 1; Plate 1). This involved a topsoil strip of an approximate 59m² area and a drainage trench along the west and north side of the north aisle (Fig. 2; Plate 2).

This report has been produced to the standards laid down in Historic England's guidelines: Management of Research Projects in the Historic Environment (MoRPHE): Project Managers Guide (2006), MoRPHE Project Planning Note 3: Archaeological Excavation (PPN3) (2008) and Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (2017). The works followed the methodology detailed within the Written Scheme of Investigation (WSI; Appendix 1) and were undertaken on the 29th and 30th May 2018.

Site location and topography and land-use

The site is centred on SE 39015 46095, north of Collingham Main Street, and south of the River Wharf. It is bounded by a graveyard and mature gardens. The land is generally flat and situated at around 12m above Ordnance Datum (aOD).

Soils and geology

The underlying bedrock comprises Millstone Grit Group - Mudstone, Siltstone and Sandstone, a sedimentary bedrock formed approximately 313 to 326 million years ago in the Carboniferous Period, when the local environment was dominated by swamps, estuaries and deltas (BGS 2018). This is overlain by River Terrace Deposits, 1 - Sand and Gravel, recorded as freely draining slightly acidic loam soils (LandIS 2018).

2 Archaeological and Historical Background

The history of the church is outlined in the WSI (Appendix 1). In respect of the churchyard all the early burials are to the south of the church where some 18th-century headstones remain. The land to the north of the church, where the proposed works will take place, has no known burials earlier than the second half of the 19th century and most are 20th century in date. With exception of the 19th-century box tomb to the north-west of the tower, where the soil has built up round it, and which has been the subject of previous enquiries, there are no known burials in the area subject to the application. The church is on the original (smaller) Saxon footprint and apart from a small store beside the church gate, there are not thought to be any other buildings or archaeological sites within the curtilage of the churchyard (Wood pers. comm.).

St Oswald's church is a small church with a nave, a three-bay north aisle, west tower, south porch, and a chancel with an 1898 north vestry. The core of an Anglo-Saxon church consisting of nave and a small box-like chancel survives. The north aisle may have been

added around 1200 and widened in the 14th century, the chancel extended in the 13th century and the tower built in the 16th century. There are two Anglo-Saxon cross shafts (which may indicate a pre-Viking monastery site) and a few medieval and post-medieval monuments of interest (Ryder 1993). The restoration of Collingham church in 1840-41 was one of the last in the old Georgian tradition of 'plastering and beautifying'.

The most important monuments in the church are the two substantial sections of pre-Conquest cross shaft standing on later bases beneath the east end of the arcade (PRN 3417). The inner sill of the west window is formed by two medieval cross slabs dating to the 12th century and 14th century respectively. Built into the internal wall faces are five ledger stones of 17th and 18th-century date (Ryder 1988). The large rectangular churchyard was extended to the north in 1891 and its walls mostly date from the 18th or 19th century. Built into the east wall of a small stone shed just north of the west gate is the upper part of a late 12th-century arch of a single roll-moulded order.

The former vicarage adjoins the churchyard on the west, and appears in its present form to be a three-bay house of *c.* 1700, with rusticated quoins, with a plain early 19th-century cross-wing at the east end and other later additions (Ryder 1988).

In 1995 ASWYAS carried out an archaeological evaluation consisting of geophysical prospection and trial trenching on an open area of grassland at the junction of Main Street and Church Lane, adjacent to the church. This revealed a sequence of medieval tenements, the eastern-most of which contained a stone structure with mortar and clay floors. The archaeology appeared to be contained to the east side of the site, with very few features appearing to the west. A large north-west to south-east ditch containing medieval pottery was also identified. The results of this evaluation would appear to indicate that the original focus of the medieval town consisted of a ribbon development with Church Lane acting as the spine which developed towards the east of the church (Moloney 1995; Webb 1995).

A watching brief (PRN 1) was undertaken by ASWYAS in February 2002 at SE 3895 4602 during the excavation of two pits for planting replacement trees. Both interventions produced 19th-century pottery, but one of the tree pits produced one sherd of medieval gritty ware.

3 Aims and Objectives

Archaeological monitoring of the work ensured that no archaeological deposits or features, or extant historic fabric, was disturbed unnecessarily. Where such disturbance was unavoidable, the commissioned archaeologist ensured that an appropriately detailed archive was created, such that the remains can be regarded as having been preserved by record.

The work was carried out to nationally recognised standards and discharged through the production of a detailed report and the deposition of the archive with Leeds City Museum.

4 Methodology

All excavations were undertaken in line with the CIFA's Standard and Guidance for Archaeological Watching Brief (2014), and in compliance with the English Heritage MoRPHE PPN3: Archaeological Excavation (2008) and Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (2017).

Excavation of the topsoil was carried out using a mechanical excavator equipped with a toothless ditching bucket under archaeological supervision. The drainage cut, around the north-western extent of the north aisle of St Oswald's Church, was excavated by hand. Stripping took place in level spits of no more than 100mm to the top of the first archaeological horizon, undisturbed natural or the maximum depth of the foundations. The resulting surface was inspected for archaeological remains. Where archaeological remains required clarification, the relevant area was cleaned by hand. Under no circumstance was the machine used to cut arbitrary trenches down to natural deposits.

An archaeologist was present on site during all excavation. The archaeologist observed the area as it was being dug and any trench sections after excavation had been completed. Where archaeology was judged to be present, the excavated area was rapidly cleaned and the need for further work assessed. Where appropriate, any features and finds were then quickly hand excavated, sampled if appropriate, and recorded.

The excavation limits were surveyed and hand drawn plans of features, at 1:50, produced as appropriate. All sections, plans and elevations included spot-heights related to Ordnance Datum in metres, as correct to two decimal places. Tie-in information was undertaken during the course of the WBR and was fixed in relation to nearby permanent structures and roads and to the National Grid.

The photographic archive comprises of monochrome negative photographs at a minimum format of 35mm. The black and white record was supplemented by a colour digital photographic record taken using a camera with a resolution of at least 10 megapixels. Due to weather adverse weather conditions, which ranged from hot and dry to severe rain at the time of recording, a distinct variance in quality can be noted in the colour plates between dry and wet conditions.

An inventory of the primary archive is provided within Appendix 2 and a concordance of contexts within Appendix 3.

5 Results

The results of monitoring the topsoil strip and excavation of the drainage trench are summarised below by context. Excavation took place on the north-west extent of the north aisle of St Oswald's Church. A topsoil strip was undertaken across the entire area, identified in Fig. 1. The drain trench was then excavated around the western and northern extent of the

church building and was 0.5m wide and 0.5m deep. The length of the drainage trench was approximately 21m. The contexts and features described below are illustrated in Fig. 3.

Context 100 was a dark grey-brown silt topsoil which covered the entire excavated area in depths between 0.1 and 0.35m. The deepest extent of the deposit was located around the edge of the church building. The topsoil had very few inclusions apart from around the area of the church building where a heavy concentration of rounded river cobbles was located at its deepest extent. The remains of two sets of disarticulated skeletal remains were found within Context 100. Packed in a sub-rectangular fashion, against the corner formed by the north-western buttress, and located immediately under the lightning conductor, at a depth of 0.03 to 0.32m, were the partial skeletal remains of at least four individuals (Plates 3-4). The skeletal remains excavated were predominately of lower long limbs – femur, fibula and tibia – but also included a mandible, ribs, two pelvic fragments, humerus, radius and ulnas.

Approximately 3.8m west of these remains and 0.75m from the north wall, a second set of disarticulated skeletal remains were located within the topsoil overlying the aforementioned river cobbles (Plate 5). These remains consisted of the lower long limb bones laid on top of each other in a general east-west orientation at a depth between 0.11 to 0.29m.

Context 101 was a loose layer of demolition material found throughout the excavated drainage trench underlying the topsoil. The deposit consisted of a sandstone rubble, including larger fragments which had been worked, and disintegrating mortar. Context 101 varied in depth along the trench between 0.1 and 0.3m. The deposit was shallowest at the eastern extent close to the present drainage system fed by the roof guttering. A single disarticulated vertebrae was located to the western extent of the deposit 0.9m from the western wall of the north aisle, at a depth of 0.35m, against the tower foundation (Context 104).

Context 102 (Plate 6) was a mid-red brown sandy clay located along the western and northern walls at the deepest extent of the excavation. The building foundations for the north aisle rested on this substrate. The excavation did not fully establish the depth of Context 102. No finds were found within Context 102.

Context 103 was located at the maximum depth of excavation within the north-eastern extent of the excavated drainage trench underlying Context 101. Context 103 was a deep reddish brown clay, more compact and sticky than Context 102. This difference in texture may be largely due to the proximity of Context 103 to the roof fed drainage system located at this extent of the trench. Contexts 102 and 103 were separated by the possible buttress foundations noted in Context 106. The building foundations for the eastern extent of the north wall rested on Context 103. The total depth of the deposit was not established. No finds were recorded within Context 103.

Context 104 was a sub-octagonal foundation wall located to the south-western extent of the excavated area (Plate 7). This foundation supports the 16th-century tower located on the western façade of St Oswald's Church. The foundation was constructed of a single layer of large sub-rectangular sandstones 0.4m deep. The dimensions of the foundation uncovered

were approximately 1.8 by 0.5m. The foundation was stepped out from the wall of the tower above by 0.25m. The foundation stones rested on Context 102. Context 104 butted the western flat-faced façade of the north aisle.

Context 105 was a stepped buttress foundation found at the north-west corner of St Oswald's Church (Plates 8-10). The foundation was constructed of large red sandstones and measured 1.25 by 0.85m. The foundation construction was at least 0.45m deep. The full extent of the foundation descended below the 0.5m depth of excavation. The top stone on the two stone step had a chamfered face while the lower stones were sub-rectangular and not as finely worked. Context 105 supports an extant buttress found on the north-west corner of the north aisle and butts the north-west corner of the north aisle.

Context 106 (Plates 11) was similar in design to Context 105 and was found below the centre of the north face of the Church. Again, large red sub-rectangular sandstones provided the stepped and chamfered foundation. Context 106 appeared to truncate church foundation wall Context 107 which displayed robbed stone directly east of Context 106. No extant buttress is present above the recorded foundation. The total dimensions of the foundation and their true relationship to the surrounding walls of the north aisle were not viewed within the excavated area. Context 106 divided the clay substrates of Contexts 102 and 103.

Context 107 (Plate 12) represents the foundation wall which extends the full length of the north face of St Oswald's Church. It is constructed of large yellow sub-rectangular, roughly dressed sandstones. The stones used in these foundations are larger and not as finely worked as the extant stone work displayed above present ground level. Red sandstones have also been incorporated towards the western extent at the lowest level. Context 107 supports the dressed and chamfered skirting found on the northern façade of the church above present ground level. The foundation wall was approximately 0.4m deep and comprised a double layer of stones with an overlapping bond. The upper limit was located approximately 0.05m below present ground level and the lower limit found embedded into the clay substrate at a depth of 0.5m in. The upper stones protruded out from the dressed façade of the north wall by around 0.1 to 0.25m. To the western extent the upper stones were flush with the church wall while the lower foundation stones were stepped back approximately 0.1m below. Context 107 is partially truncated to the eastern extent by a later metal vent and red brick repair, in the centre of the wall by buttress foundation Context 106 and to the western extent by a single threshold stone Context 108.

Context 108 (Plate 13) was a single threshold stone incorporated within the lowest level of foundation wall Context 107. The stone measured 1 by 0.2m and was 0.2m deep. Context 108 is overlain by a rubble infill (Context 109) and the dressed and chamfered skirting found along the lower facia of the north aisle wall. The chamfered dressing around the church foundation means that neither Context 108 or 109 are displayed within Fig. 3, however, the positions of both are indicated.

6 Artefact Record

The disarticulated skeletal remains recovered during excavation were stored within St Oswald's Church, and in line with the WSI, were subsequently reinterred within the graveyard (Plate 15) on Wednesday 30th May 2018 during a short service conducted by the Reverend Sylvia Earle.

7 Discussion and Conclusions

The archaeological watching brief, carried out at St. Oswalds Church, Collingham, was successful in achieving the aims and objectives set by the specification (Appendix 1) in ensuring that no archaeological deposits or features, or extant historic fabric, was disturbed unnecessarily. Where such disturbance was unavoidable, the commissioned archaeologist ensured that an appropriately detailed archive was created, such that the remains were preserved by record.

The disarticulated skeletal material found along the edge of the church within Context 100 represent remains that had been previously disturbed and reinterred. The present pathway, which borders the northern limit of excavation, was constructed in the 1980s (Earle, pers. comm.). Considering the shallow depths of both sets of remains, it is likely that this disarticulated skeletal material was disturbed and reburied during the construction of the pathway. Likewise, the single vertebrae found within Context 101 was probably disturbed during earlier building activities within the churchyard.

The possible buttress foundation Context 106 was similar in design to Context 105 which supports an extant buttress. The north aisle was constructed around 1200 AD and the facia has been remodelled on several occasions. Evidence from the facia above Context 106 (Plate 12) suggests that a buttress was attached to the wall here during earlier times. The foundations recorded in Contexts 105 and 106 were constructed exclusively with red sandstone. This material is also found occasionally within the lower foundation of Context 107, while the majority of the church is built from locally procured yellow sandstone. Both buttresses examined appeared as later additions to the north aisle (Plate 10). Context 106 truncates the foundation wall (Context 107) and it is likely that these were added as part of the reconfiguration of the north aisle facia during the Georgian period.

The position of the foundation described in Context 106 is not centred between the extant corner buttresses found to the east and west extents of the north aisle. The threshold stone (Context 108) located within the lower level of the foundation wall (Context 107) suggests a probable earlier entrance on the north facia of the church which may explain the slight off-centre positioning of any further buttress that previously extended above Context 106. Again, the wall above this area shows evidence of later alterations highlighted by the inclusion of a single and large exceptional stone above the foundation wall (Plate 14).

The foundation wall (Context 107) was irregular along the course of the north aisle's northern facia, with areas where the foundation extended out from the building edge and areas where the lower stones were stepped inwards (Plate 13). The western wall was flat-faced from top to base and while not fully excavated to the lowest extent of the foundations appeared to be of a single construction with less remodelling than the northern facia. At least three periods of construction, associated with the north aisle, have been identified.

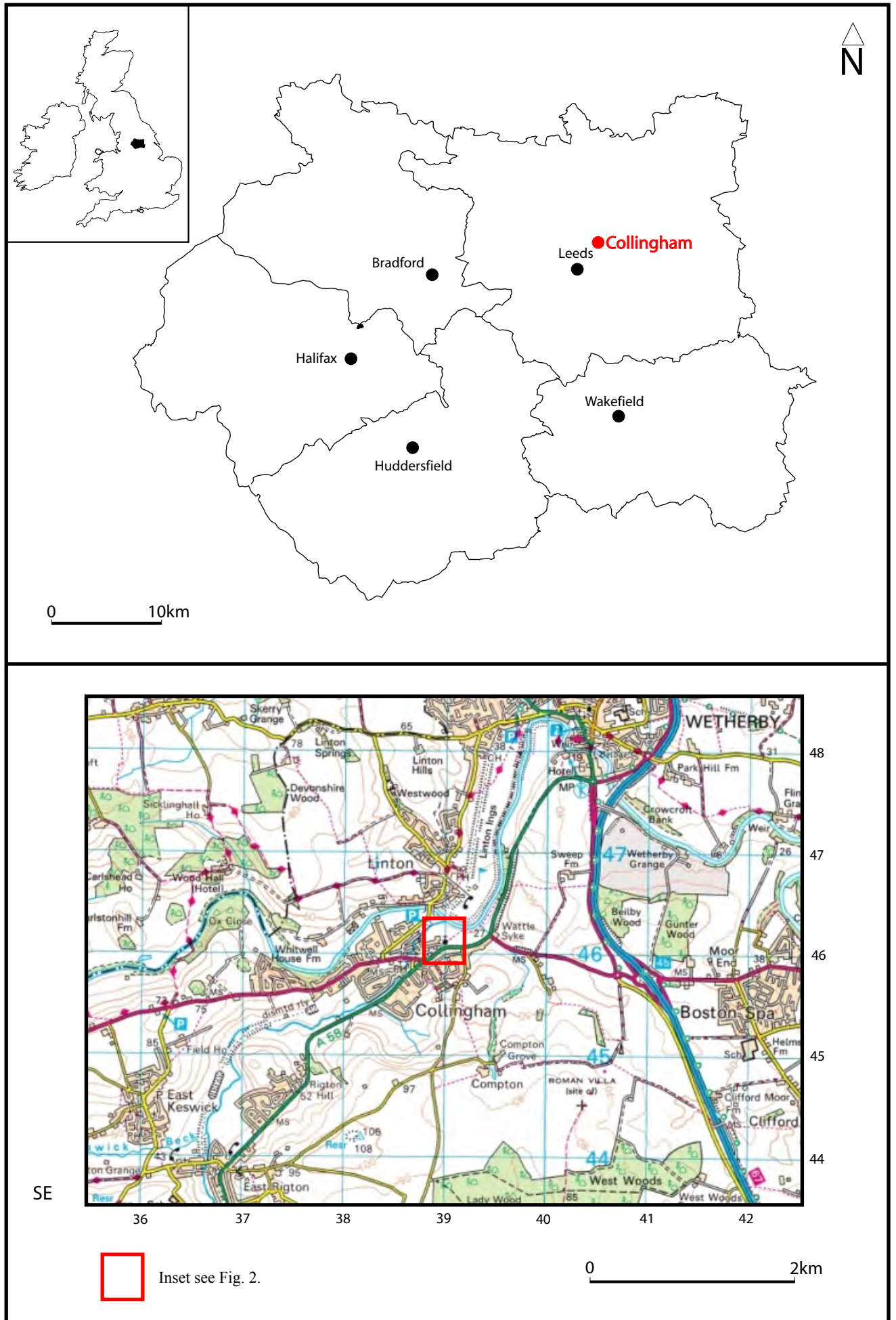


Fig. 1. Site location

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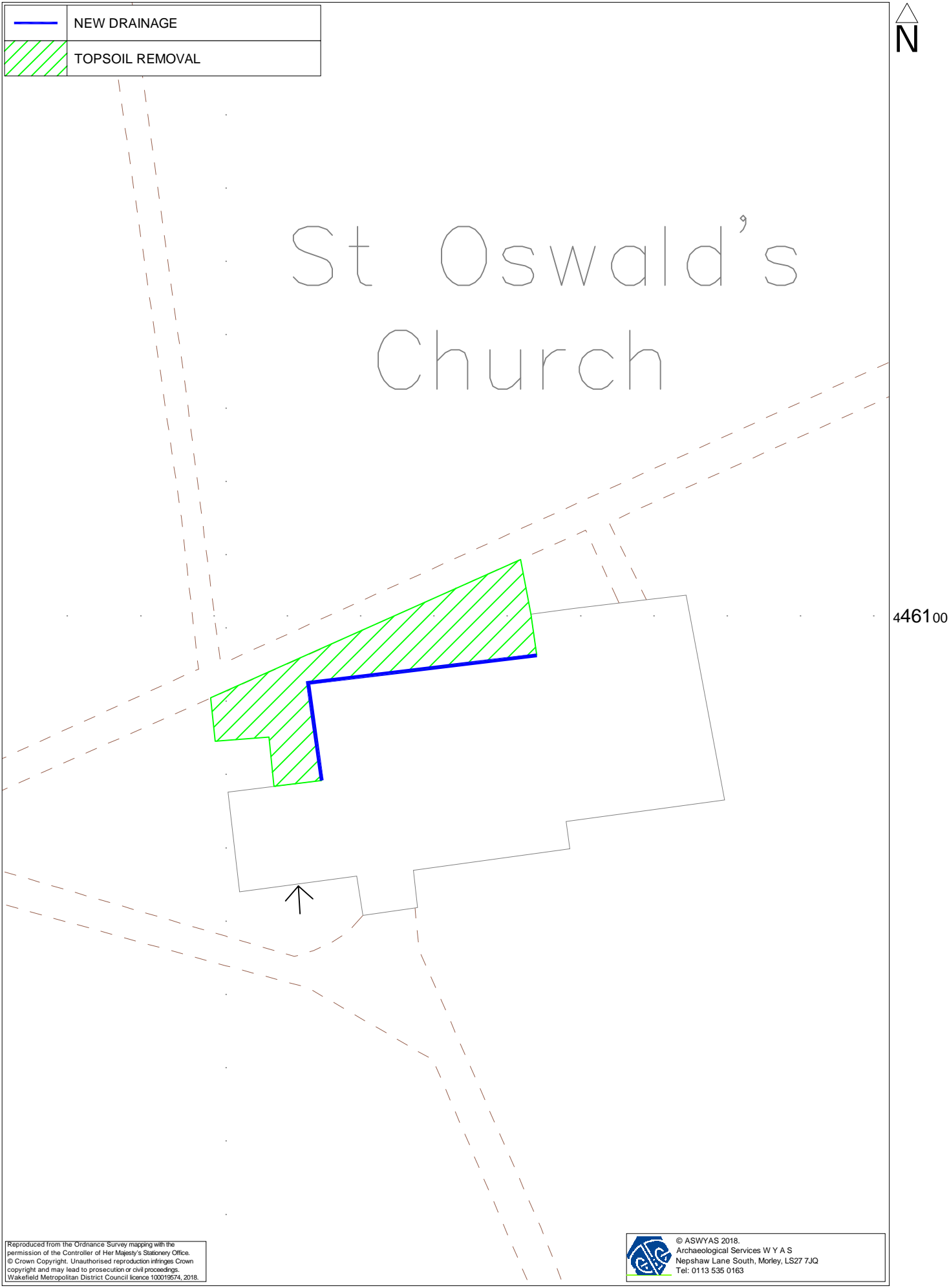
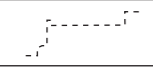

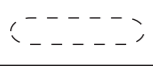


Fig. 2. Areas of ground disturbance (1:250 @ A4)

-  ST OSWALD'S CHURCH (NORTH AISLE)
-  LIMIT OF EXCAVATION
-  DISARTICULATED SKELETAL REMAINS
- (101 - 109) CONTEXT NUMBERS

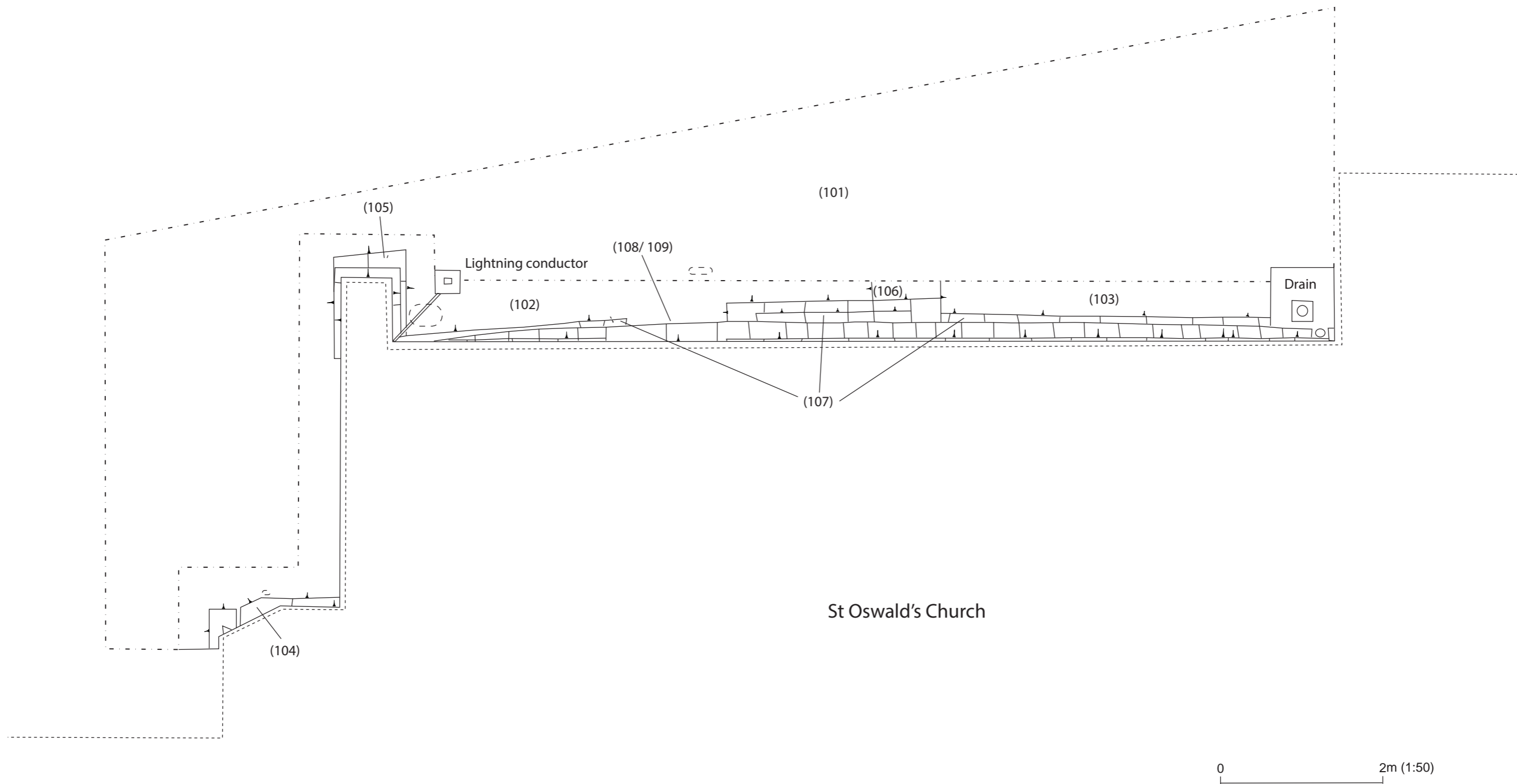


Fig. 3. Site plan (1:50 @ A3)



Plate 1. St Oswald's Church, facing north-east



Plate 2. Pre-excavation photo of area around north aisle, facing south-east



Plate 3. Disarticulated remains within Context 101, facing south-west



Plate 4. Disarticulated remains within Context 101, facing south



Plate 5. Disarticulated remains within Context 101, facing south



Plate 6. Context 102, facing south-east



Plate 7. Context 104, facing east



Plate 8. Context 105, facing south



Plate 9. Context 105, facing west



Plate 10. Context 105 and buttress, facing east



Plate 11. Contexts 106, 107 and north wall, facing south



Plate 12. Context 107, facing south-west

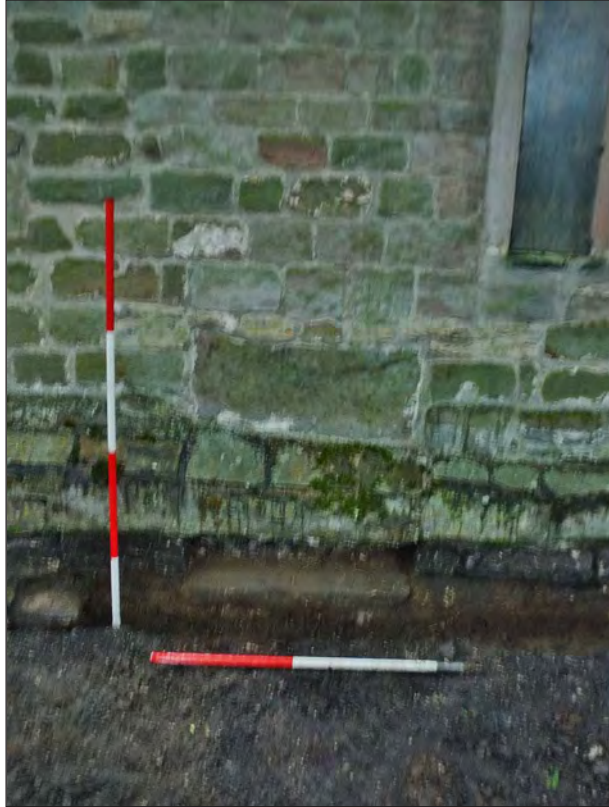


Plate 13. Context 108 and north wall, facing south



Plate 14. Reinternment of disarticulated human remains, facing west

Appendix 1: Written Scheme of Investigation



St Oswald's Church
Church Lane
Collingham

Written Scheme of Investigation for an Archaeological Watching Brief

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On behalf of: Tim Wood, Church Warden

Nat. grid ref.: SE 39015 46095

July 2017 (revised February 2018)



Project Design for an Archaeological Watching Brief at St Oswald's Church, Church Lane, Collingham

1. Introduction

- 1.1 This Project Design has been prepared by Archaeological Services WYAS (ASWYAS) for Tim Wood, Church Warden of St Oswald's Church. It details a scheme of archaeological watching brief at St Oswald's Church, Church Lane, Collingham during drainage works. These will involve a topsoil strip of an approximate 59m² area and a drainage trench along the west and north side of the north aisle (Fig. 1).
- 1.2 This document details a programme of archaeological watching brief and has been produced to the standards laid down in Historic England's guidelines: *Management of Research Projects in the Historic Environment (MoRPHE): Project Managers Guide* (2006), *MoRPHE Project Planning Note 3: Archaeological Excavation (PPN3)* (2008) and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (2017).

2. Site Location, Description and Topography

- 2.1 The site is centred on SE 39015 46095, north of Collingham Main Street, and south of the River Wharf. It is bound by a graveyard and mature gardens. The land is generally flat and situated at around 12m above Ordnance Datum (aOD).

3. Geology and Soils

- 3.1 The underlying bedrock comprises Millstone Grit Group - Mudstone, Siltstone and Sandstone. Sedimentary Bedrock formed approximately 313 to 326 million years ago in the Carboniferous Period, when the local environment was dominated by swamps, estuaries and deltas. This is overlain by River Terrace Deposits, 1 - Sand and Gravel, recorded as free draining slightly acid loamy.

4. Archaeological and Historical Background

- 4.1 The history of the church is outlined in the Statement of Significance. In respect of the churchyard all the early burials are to the south of the church where some 18th-century headstones remain. The land to the north of the church where the proposed works will take place have no burials earlier than the second half of the 19th century and are mostly 20th century in date. With exception of the 19th-century box tomb to the north-west of the tower, where the soil has built up round it, and which has been the subject of previous enquiries there are no known burials in the area subject to the application. The church is on the original (smaller) Saxon footprint and apart from a small store beside the church gate there are not thought to be any other buildings or archaeological sites within the curtilage of the churchyard (Wood *pers. comm.*).

- 4.2 St Oswald's church is a small church with a nave, a three-bay north aisle, west tower, south porch, and a chancel with an 1898 north vestry. The core of an Anglo-Saxon church consisting of nave and a small box-like chancel survives. The north aisle may have been added around 1200 and widened in the 14th century, the chancel extended in the 13th century and the tower built in the 16th century. There are two Anglo-Saxon cross shafts (which may indicate a pre-Viking monastery site) and a few medieval and post-medieval monuments of interest (Ryder 1993). The restoration of Collingham church in 1840-41 was one of the last in the old Georgian tradition of 'plastering and beautifying'.
- 4.3 The most important monuments in the church are the two substantial sections of pre-Conquest cross shaft standing on later bases beneath the east end of the arcade (PRN 3417). The inner sill of the west window is formed by two medieval cross slabs dating to the 12th century and 14th century respectively. Built into the internal wall faces are five ledger stones of 17th and 18th-century date (Ryder 1988). The large rectangular churchyard was extended to the north in 1891 and its walls mostly date from the 18th-19th century. Built into the east wall of a small stone shed just north of the west gate is the upper part of a late 12th-century arch of a single roll-moulded order.
- 4.4 The former vicarage adjoins the churchyard on the west, and appears in its present form to be a three-bay house of c.1700, with rusticated quoins, with a plain early 19th-century cross-wing at the east end and other later additions (Ryder 1988).
- 4.5 A watching brief (PRN 1) was undertaken by ASWYAS in February 2002 at SE 3895 4602 during the excavation of two pits for planting replacement trees. Both interventions produced 19th-century pottery, but one of the tree pits produced one sherd of medieval gritty ware.
- 4.6 In 1995 ASWYAS carried out an archaeological evaluation consisting of geophysical prospection and trial trenching on an open area of grassland at the junction of Main Street and Church Lane, adjacent to the church. This revealed a sequence of medieval tenements, the eastern-most of which contained a stone structure with mortar and clay floors. The archaeology appeared to be contained to the east side of the site, with very few features appearing in the west side. A large north-west to south-east ditch containing medieval pottery was also identified. The results of this evaluation would appear to indicate that the original focus of the medieval town consisted of a ribbon development with Church Lane acting as the spine which developed towards the east of the church (Nenk *et al.* 1996).

5. Aims and Objectives

- 5.1 Archaeological monitoring of the work will ensure that no archaeological deposits or features, or extant historic fabric, are disturbed unnecessarily. Where such disturbance is unavoidable, the commissioned archaeologist shall ensure that an appropriately detailed archive is created, such that the remains can be regarded as having been preserved by record.

- 5.2 The work shall be carried out to nationally recognised standards and be discharged through the production of a detailed report and the deposition of the archive with Leeds City Museum.

6. Methodology

- 6.1 All excavations will be undertaken in line with the ClfA's *Standard and Guidance for Archaeological Watching Brief* (2014a), and in compliance with the English Heritage MoRPHE *PPN3: Archaeological Excavation* (2008) and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (2017).
- 6.2 All excavations shall be carried out using a mechanical excavator equipped with a **toothless ditching bucket** under archaeological supervision. Stripping will take place in level spits of no more than 100mm to the top of the first archaeological horizon, undisturbed natural or the maximum depth of the foundations. The resulting surface will be inspected for archaeological remains. Where archaeological remains require clarification, the relevant area will be cleaned by hand. Under no circumstances will the machine be used to cut arbitrary trenches down to natural deposits.
- 6.3 The intention of the archaeological watching brief is not to unduly delay the work of other contractors on site, however, a degree of flexibility is also expected of the developer in order that the archaeologist can fulfil the terms of this Written Scheme.
- 6.4 An archaeologist will be present on site **during any excavation**. The archaeologist will view the area as it is being dug and any trench sections after excavation has been completed. Where archaeology is judged to be present, the excavated area will be rapidly cleaned and the need for further work assessed. Where appropriate, any features and finds will then be quickly hand excavated, sampled if appropriate, and recorded.
- 6.5 No graves, grave furniture, and any other archaeological features, are to be disturbed unless it is required in order to mitigate the ground works required to fulfil the needs of the reordering works. Any archaeological features/deposits which need to be mitigated through preservation by record will be manually excavated in an archaeologically controlled and stratigraphic manner, in order to meet the aims and objectives outlined above.
- 6.6 Features will be excavated and recorded employing the following strategy:
- Non-burial features: sufficient excavation will be carried out to investigate the depth, profile and fills of any ditches, pit and post-holes to recover dating and environmental evidence from their fills;
 - Any buried walls, tombs, vaults or memorial stones etc. will be recorded in plan and elevation, and will only be dismantled/excavated to facilitate the required works being carried out;

- If exposed, grave cuts will be recorded in plan, but graves will only be excavated to the depth required of the re-ordering works;
 - In the event of human remains being encountered they will, in the first instance, be left in situ, covered and protected. Human remains shall only be removed in accordance with a **faculty variation**. A faculty may be granted to proceed with the works, but this will not normally sanction the removal of human remains. This will have to be applied for (to the Chancellor of the Diocese, via the DAC Registrar) once the nature and circumstances of the remains is known.
 - Human remains shall only be removed in accordance with this faculty variation. Typically, disarticulated remains may be removed and reburied close by under the supervision of a priest, but encountering articulated human remains will lead to a cessation of works until further direction is obtained from the Chancellor of the Diocese (via the DAC Registrar).
- 6.7 The excavation limits will be surveyed with hand drawn plans of features, at 1:20 or 1:50 being created as appropriate. Sections of linear and discrete features will be drawn at 1:10. All sections, plans and elevations will include spot-heights related to Ordnance Datum in metres, as correct to two decimal places. Tie-in information will be undertaken during the course of the evaluation and will be fixed in relation to nearby permanent structures and roads and to the National Grid.
- 6.8 All excavated archaeological contexts shall be fully recorded by written records, giving details of location, composition, shape, dimensions, relationships, finds, samples, and cross-references to other elements of the record. All contexts, and any small finds and samples from them will be given unique numbers. Any bulk finds (e.g. pottery CBM, bone etc.) will be collected by context.
- 6.9 The photographic archive will comprise monochrome negative photographs at a minimum format of 35mm. The black and white record should be supplemented by a colour digital photographic record taken using cameras with a resolution of at least 10 megapixels. Digital images must be supplied in three file formats (RAW, DNG and JPEG files). Metadata included in the DNG file must include the name of the site, an O.S. six-figure grid reference, the date of the photograph, the subject and the organization creating the image.
- 6.10 Artefacts may only be removed from the consecrated area and be subject to assessment and, if justified, further analysis, if permitted by the Chancellor of the Diocese. Artefacts taken during the watching brief are to be stored in the church until permission for their removal has been obtained. Artefacts removed from the site for assessment and analysis and, where it is appropriate, their find spots shall be recorded three dimensionally. Non-modern artefacts from the excavated topsoil and subsoil will be collected. Finds material will be stored in controlled environments, where appropriate. All artefacts recovered will be retained, cleaned, labelled and stored as detailed in the guidelines laid out in

the ClfA (2014b). Any necessary conservation work will be undertaken by approved conservators working to UKIC guidelines.

- 6.11 Soil may not be removed from the consecrated area unless specifically permitted by the Chancellor of the Diocese. Soil samples taken during the watching brief are to be stored in the church until permission for their removal has been obtained. If appropriate, a soil-sampling programme shall be undertaken during the course of the investigation for the identification and recovery of carbonised and waterlogged remains, vertebrate remains, molluscs and small artefactual material. Historic England's Regional Science Advisor, environmental and soil specialists may be consulted during the course of the excavation with regard to the implementation of this sampling programme, should waterlogged deposits be identified. Particular attention will be paid to the sampling of primary feature fills, any surviving buried soils beneath banks or other positive features, and basal deposits within graves. Environmental material removed from site will be stored in appropriate controlled environments. The collection and processing of environmental samples will be undertaken in accordance with guidelines set out by the Association for Environmental Archaeology (1995) and English Heritage's Environmental Archaeology Guidelines (<http://www.english-heritage.org.uk/publications/environmental-archaeology-2nd/environmental-archaeology-2nd.pdf>). In addition, the processing of environmental samples will only take place within facilities approved for such purposes by Historic England's Regional Science Advisor.
- 6.12 All finds of gold and silver and associated objects shall be reported to HM Coroner according to the procedures relating to the Treasure Act 1997.

7. Analysis and Reporting

- 7.1 Within four weeks of the watching brief finishing, a report shall be produced. This may be subject to extension if archaeological/artefactual/ecofactual evidence of particular significance is identified that requires a longer period of study.
- 7.2 The site archive will be assembled in line with the recommendations provided in Historic England's MoRPHE Project Planning Note 3: Archaeological Excavation (PPN3).
- 7.3 In addition to the site records, artefacts, ecofacts and other sample residues, the archive shall contain all the data collected during the excavations, including records, finds and environmental samples. It will be quantified, ordered, indexed and internally consistent. Adequate resources will be provided during fieldwork to ensure that all records are checked and internally consistent. Archive consolidation will be undertaken immediately following the conclusion of fieldwork and will involve:

- the site record being checked, cross-referenced and indexed as necessary;
 - all retained finds being cleaned, conserved, marked and packaged in accordance with the requirements of the recipient museum;
 - all retained finds being assessed and recorded using pro forma recording sheets, by suitably qualified and experienced staff. Initial artefact dating will be integrated within the site matrix; and
 - all retained environmental samples being processed by suitably experienced and qualified staff and recorded using pro forma recording sheets.
- 7.4 In addition to the site records, artefacts, ecofacts and other sample residues, the archive shall contain:
- site matrices where appropriate;
 - a summary report synthesising the context record;
 - a summary of the artefact record; and
 - a summary of the environment record.
- 7.5 The integrity of the primary field record will be preserved. Security copies will be maintained where appropriate.
- 7.6 Provision will be made for the deposition of the archive, artefacts and environmental material, subject to the permission of the Church of England (and if no further archaeological work is to be initiated), with Leeds City Museum. The museum will be advised of the timetable of the proposed investigation prior to excavation commencing. The archive will be prepared in accordance with industry guidelines (United Kingdom Institute for Conservation, 1990; Museums and Galleries Commission 1994). Provision will be made for the stable storage of paper records and their long-term storage.
- 7.7 Upon completion of the investigations, the artefacts, ecofacts and stratigraphic information shall be assessed as to their potential and significance for further analysis.
- 7.8 A report will include the following:
- a non-technical summary of the results of the work;
 - a summary of the project's background.
 - the dates the fieldwork took place;
 - the site location, including National Grid Reference;
 - an account of the method;
 - the results of the excavations, including phasing and interpretation of the site sequence;
 - plan(s) showing the location of the proposed development site at least 1:10,000;

- general and detailed plans at appropriate scales, showing the location of the trenches accurately positioned on an up-to-date Ordnance Survey base;
 - detailed plans and sections of individual features where necessary;
 - all scales used on any drawings should be standard scales such as would appear on a normal scale rule;
 - the analysis of each category of data;
 - conservation assessment;
 - an assessment of the stratigraphic and other written, drawn and photographic records;
 - a catalogue of the archaeological material recovered during the excavations;
 - a summary of the contents of the project archive and its location.
- 7.9 The report will outline the archaeological significance of the deposits identified, and provide an interpretation of the results in relation to other sites in the vicinity where appropriate.
- 7.10 One copy of the complete draft report including figures will be submitted to Tim Wood and the PCC for review. In finalising the report, ASWYAS will take into account all comments and remedy any faults identified.
- 7.11 Copies of the report (paper and/or digital as required) will be supplied to Tim Wood (on behalf of the PCC) and the DAC.
- 7.12 Upon completion of the work, ASWYAS will make their work accessible to the wider research community by submitting digital data and copies of reports online to OASIS (<http://ads.ahds.ac.uk/project/oasis/>).

8. Copyright, Confidentiality and Publicity

- 8.1 Copyright in the documentation prepared by ASWYAS and specialist sub-contractors should be the subject of additional licences in favour of the repository accepting the archive to use such documentation for their statutory educational and museum service functions, and to provide copies to third parties as an incidental to such functions.
- 8.2 Under the Environmental Information Regulations 2005 (EIR), information submitted to the HER becomes publicly accessible, except where disclosure might lead to environmental damage, and reports cannot be embargoed as 'confidential' or 'commercially sensitive'.
- 8.3 Requests for sensitive information are subject to a public interest test, and if this is met, then the information has to be disclosed. ASWYAS should inform the client of EIR requirements, and ensure that any information disclosure issues are resolved before completion of the work. Intellectual property rights are not affected by the EIR.

- 8.4 Unless the client commissioning the project wishes to state otherwise, the copyright of any written, graphic or photographic record and reports will rest with the originating body (ASWYAS).

9. Health and Safety

- 9.1 Archaeological Services WYAS has its own Health and Safety policy which has been compiled using national guidelines. These guidelines conform to all relevant Health and Safety legislation.
- 9.2 In addition each project undergoes a 'Risk Assessment' which sets project specific Health and Safety requirements to which all members of staff are made aware of prior to on-site work commencing. Health and Safety will take priority over archaeological matters. Necessary precautions will be taken over underground services and overhead lines at the outset of the project. Archaeological Services WYAS will ensure that Health and Safety requirements of the main contractor are adhered to.

10. Insurance

- 10.1 ASWYAS is covered by the insurance and indemnities of the West Yorkshire Joint Services Committee. Insurance has been effected with: Zurich Municipal, Zurich House, 2 Gladiator Way, Farnborough, Hampshire GU14 6GB (policy number QLA-03R896-0013). Any further enquiries should be directed to: Head of Finance, Wakefield Council, Wakefield One, PO Box 700, Wakefield, WF1 2EB.

11. Monitoring

- 11.1 The project will be monitored for the DAC by their Archaeological Advisor, who may inform the West Yorkshire Archaeological Advisory Service. The DAC will be given at least a week's notice of work commencing, in order that their advisors may attend site while work is in progress.
- 11.2 If appropriate, the advice of the Regional Advisor for Archaeological Science (Yorkshire and the Humber Region) at Historic England may be called upon.
- 11.3 The archaeological contractor will ensure that any significant findings/results are brought to the attention of the PCC, their architect and the DAC Archaeological Advisor as soon as possible.

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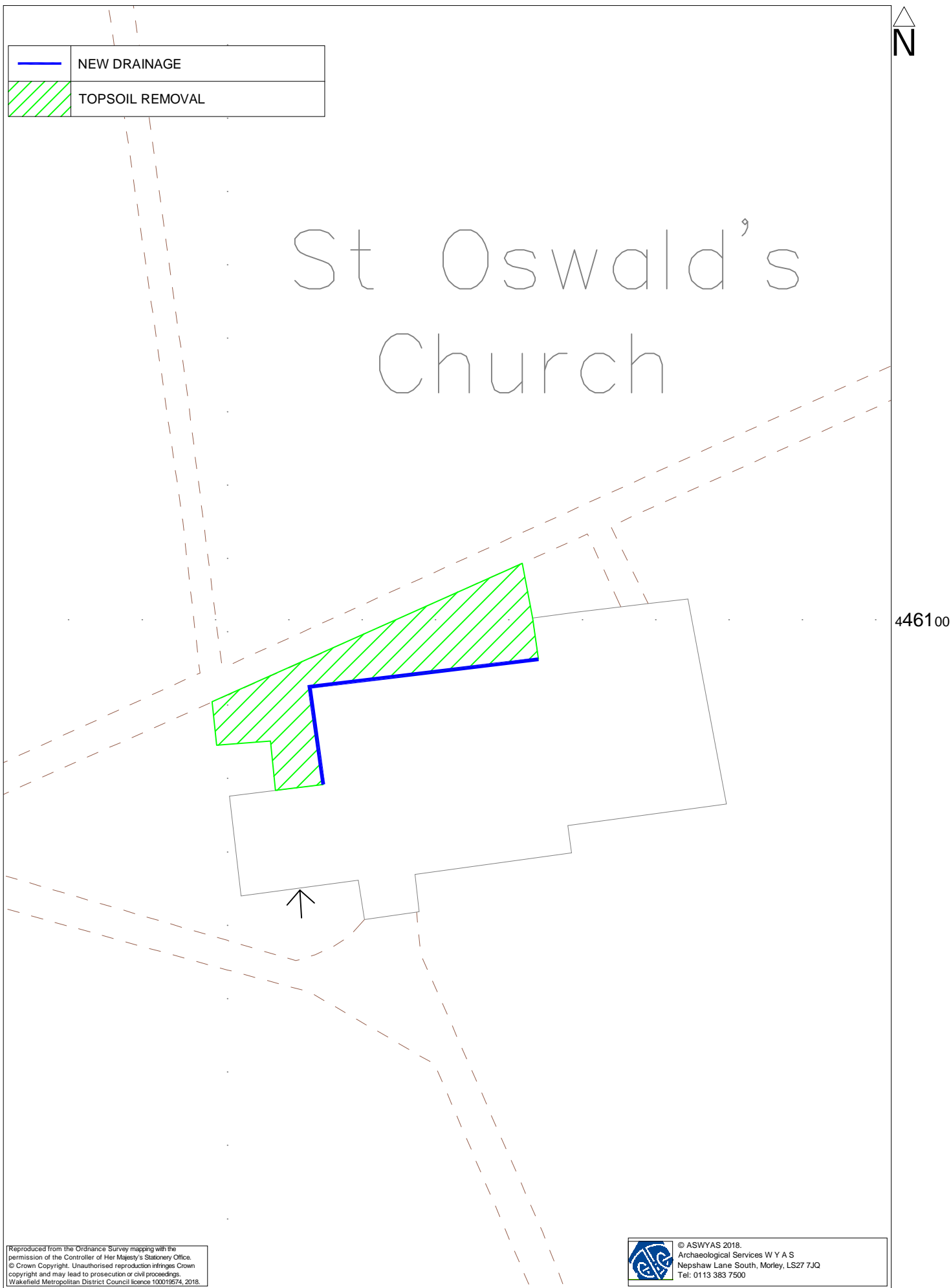


Fig. 1. Location (1:250 @ A4)

Appendix 2: Inventory of primary archive

Phase	File/Box No	Description	Quantity
WBR	File no.1	Context register sheets	1
		Drawing register sheets	1
		Photo register sheets	1
		Colour negative strips	1
		B&W negative strips	1

Appendix 3: Concordance of contexts

Context	Trench	Group	Description	Artefacts and environmental samples
100	1	-	Topsoil	
101	1	-	Demolition material	
102	1	-	Silty clay	
103	1	-	Clay	
104	1	-	Foundation wall	
105	1	-	Foundation wall	
106	1	-	Foundation wall	
107	1	-	Foundation wall	
108	1	-	Threshold stone	
109	1	-	Rubble infill	

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