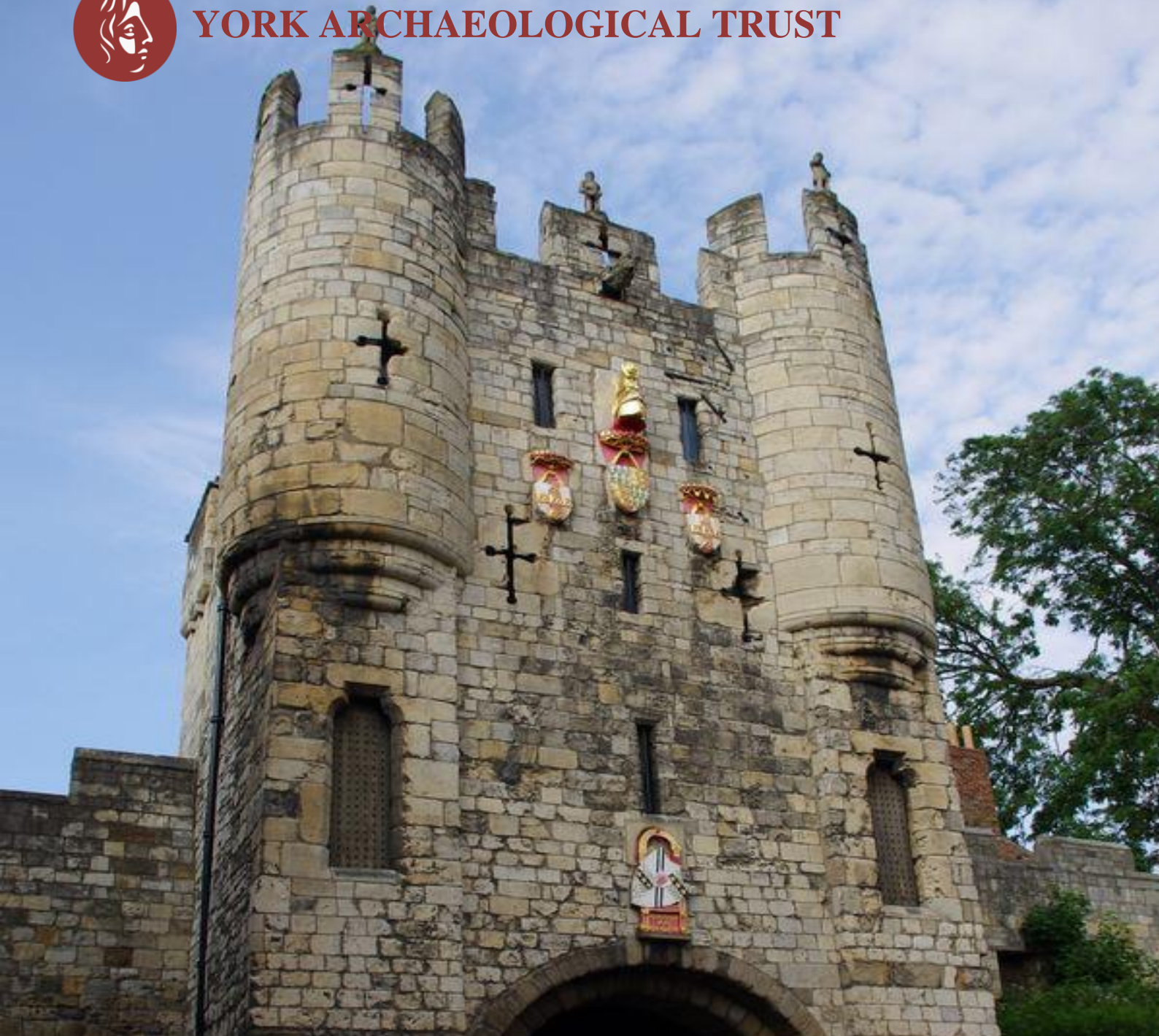




YORK ARCHAEOLOGICAL TRUST



Building Recording at Micklegate Bar, York

By Greg Laban

YAT Building Recording Report 2018/39 March 2018



YORK ARCHAEOLOGICAL TRUST



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Abbreviations

HE	Historic England
YAT	York Archaeological Trust
RCHME	Royal Commission on the Historical Monuments of England

NON-TECHNICAL SUMMARY

Between the 5th July 2017 and the 12th July 2017 York Archaeological Trust conducted a building recording exercise at Micklegate Bar, York (SE 59754 51470). The work was undertaken for City of York Council prior to the renovation work on the third floor roof of the building. The work was based on a Written Scheme of Investigation produced by YAT.

Micklegate Bar is a Scheduled Ancient Monument (List entry 1004910) and Grade I listed building (List entry 1259262) making up the historic primary entrance into the City of York on the west side of the River Ouse. It has its origins in the 12th century with the construction of the city walls. Several rebuilds and additions have taken place over the years with two stories being added in the 14th century and the back or north end and the current roof being added in the 19th century, replacing an earlier iteration. Micklegate Bar is the traditional ceremonial entrance for monarchs visiting the city, who, in a custom dating to King Richard II in 1389, touch the state sword when entering the gate.

The building recording confirmed the suspicion that the majority of the roof is of 19th century construction, but that it incorporates some timbers from an earlier construction and features a number of timbers added during renovations in the 20th century. The recording combined detailed note taking and sketches with digital photography and photogrammetry for the creation of a 3D model.

KEY PROJECT INFORMATION

Project Name	Micklegate Bar, Micklegate, York YO1 6JX
YAT Project No.	1126
Document Number	2018/39
Type of Project	Building Recording
Client	City of York Council
NGR	SE 59754 51470
OASIS Identifier	yorkarch1-312090

REPORT INFORMATION

Version	Produced by		Edited by		Approved by	
	Initials	Date	Initials	Date	Initials	Date
1	GL	08/03/18	RM	16/03/18	IDM	19/03/18

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1 INTRODUCTION

Between the 5th July 2017 and the 12th July 2017 YAT conducted a building recording exercise and watching brief at Micklegate Bar, York, YO1 6JX (SE 597 514). The survey was undertaken prior to renovation works to the roof, including retiling and waterproofing work. York Archaeological Trust was commissioned by City of York Council to undertake the survey and reporting, which was carried out in line with a brief provided by City Archaeologist John Oxley, a WSI produced by YAT (Appendix 3) and with industry best practice.

Micklegate Bar is part of a Grade I Listed building, comprising part of the city walls from Baile Hill to Barker Tower, including Barker Tower and North Street Postern, Victoria Bar and Micklegate Bar (List entry 1259262). It is also part of the City Walls Scheduled Monument (List entry 1004910). The combination of the two protections underscores its historical relevance and its importance to the city.

2 LOCATION

The site straddles Micklegate, at its junction with Nunnery Lane and Blossom St, on the southwest side of York city centre (Figure 1: Site Location). The front of Micklegate Bar looks down Blossom Street. The city walls extend to the northwest and southeast before wrapping around to the northeast towards the River Ouse which lies 460m to northeast of the Bar. York train station is located 250m to the northwest.



Figure 1: Site location

3 METHODOLOGY

A Level 2 building survey was undertaken in accordance with the WSI (Appendix 1) and the guidelines set out in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016). A visual inspection of the roof of Micklegate Bar was carried out by York Archaeological Trust on Wednesday 5th July 2017. A second visit was made on Wednesday 12th July during the renovation work to see the features of the roof that were exposed during the retiling process.

The roof was examined prior to renovation work scheduled to take place in order to repair a number of leaks in the roof. The project set out to record the roof in its current state identifying the Phases of construction and any features of interest. Written observations and sketches of the roof were made, with 45 digital photographs of the overall structure and details taken during the initial survey, and an additional 129 digital photos taken to create a 3D model using Agisoft Photoscan. An additional record of 54 digital photos were taken during the watching brief. A total of 228 digital photos were taken during the recording work, using a Panasonic Lumix DMC Z200 (14 mega pixels). A description and the location of each photograph were recorded on a photograph register.

The photogrammetry exercise created a 3D model of the roof using photos of the interior space. The model also presented a good representation of the external character of the roof as well (see Figures 2-3). The model will be exported to a pdf format to be included with the archive.

4 HISTORICAL BACKGROUND

The history of Micklegate Bar is well researched and recorded, with a lengthy entry in the Royal Commission on the Historical Monuments of England's volume on *The Defences of the City of York*. The information below is summarised from this volume (RCHME 1972).

Twelfth to Seventeenth Centuries

The oldest parts of York's Micklegate Bar date back to the 12th century. The name derives from a combination of the Old Norse words 'mykill' (meaning great) and 'gata' (street). In medieval times this entrance to the city was known as 'Micklelith'. The Bar also incorporates re-used Roman stone and sarcophagi in the outer archway and side walls which were likely robbed from what would have been a nearby Roman gate.

Following the construction of the medieval city walls, Micklegate Bar, the most westerly entrance to the city, became the primary entrance into York. Around 1195-6 a second stage forming a small house was added above the passage. In the early 14th century, the three-storied structure above the gate was added incorporating the earlier second story, which allowed for the inclusion of the portcullis. The outward façade seen today dates from the 14th-century renovations. It was at this stage that the Bar also received its barbican, which was a walled but roofless space in front of the Bar, with walkways on top of its walls. In a custom dating to King Richard II in 1389, the visiting monarch touches the state sword when entering the gate.

There are details of minor expenditure on repairs of the Micklegate Bar and the surrounding walls throughout the 16th century. James I's visit in 1603 was prepared for by washing and

painting the bars and setting up a stone figure over Micklegate Bar. The inner side of the Bar was rebuilt in timber and plaster c.1585 along the same lines as the structure surviving at Walmgate Bar.

Eighteenth to Nineteenth centuries

By the 18th century the city walls were no longer in use as military fortifications and instead were beginning to be appreciated for their use as a pleasure walks.

On Micklegate Bar exterior are the words 'RENOVATA A D MDCCXXVII' suggesting renovation works c.1727. Throughout the 18th century the annual expenditure on the defences averaged £316, which should have been covered by an income of about £340 from letting the moats and ramparts, and from corn tolls. Exceptional expenses in 1753 were incurred by piercing new passages through the walls for pedestrians beside Micklegate Bar.

In 1796, the city council authorised the expenditure of £52 10s. on the repair of the Micklegate walls. However, only two years later a committee was set up to investigate the right of the Corporation to demolish the city walls and Bars. George III was reported to have refused permission for such demolition and to have said that York should retain every means of defence which it ever possessed. Nevertheless the Corporation demolished Skeldergate Postern and part of the barbican of Micklegate Bar, relying on the authority of the York Street Act of 1763. Part of a side wall of the barbican collapsed in April 1810 and it was proposed to demolish the whole. It was not, however, completely removed until September 1826. In 1827 the façade to Micklegate was rebuilt in stone costing £484 and an arched foot passage made on the south side of the Bar, both to the design of Peter Atkinson.

Twentieth Century to Present

Between 1950 and 1955 Micklegate, Bootham and Monk Bars were all restored. On the west buttress is a rectangular stone plaque carved in relief with the words MICKLEGATE BAR RENOVATED 1952. In 2014 the Jorvik Group took over the space within Micklegate Bar and created 'The Henry VII Experience'.

5 HISTORIC BUILDING DESCRIPTION

A Level 2 Historic Building Survey was undertaken by Greg Laban on 5th July 2017. Photos of the building are shown on Plates 1-19 and views of the 3D model of the roof structure are shown in Figures 2-3.



Figure 2: 3D model of internal roof space, looking north

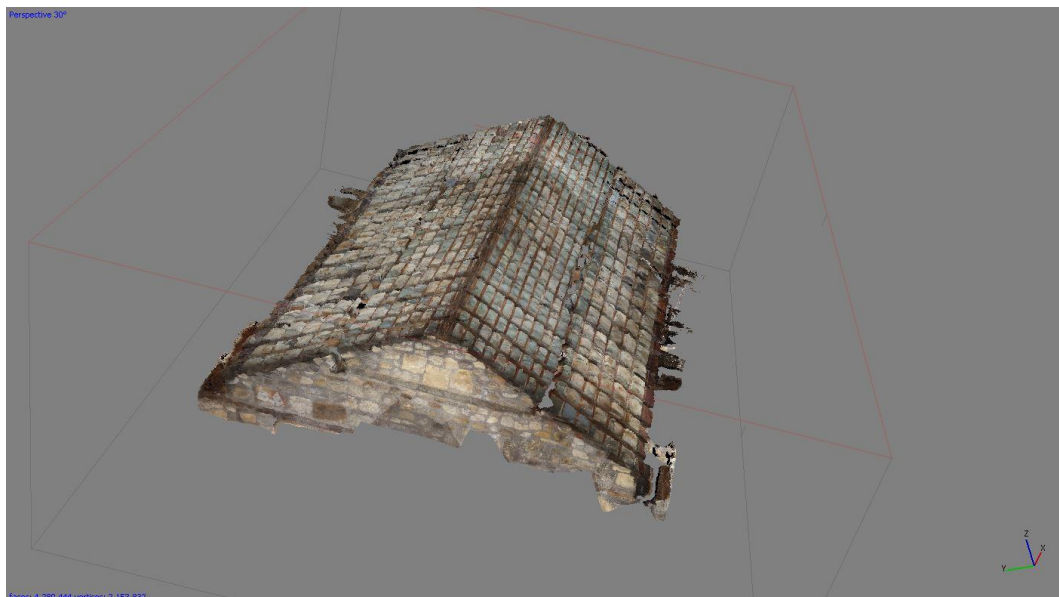


Figure 3: 3D model showing the outside of the roof, looking northwest

Micklegate Bar is aligned southeast to northwest with the southeast face looking outside the city walls and the northwest face looking into the city centre. For simplicity in the report the roof is described as running north to south with the outside face representing south and the inside face north.

Micklegate Bar is a rectangular gatehouse composed of four storeys with circular bartizans at the angles towards Blossom Street. At the base the outer arch and much of the walling of the passage are of gritstone likely dating to the early 12th century and include reused Roman blocks and sarcophagi. The upper storeys are of magnesian limestone, and date to the 14th century. The timber rear half of the building on the upper stories was replaced in stone during a major reconstruction in 1827.

Access to the interior of the Bar is reached via the city walls, an opening is located in the north end giving access to the first floor. Stairs to the south end of this room lead up to the second floor. The roof space is reached on the third floor by a recently added flight of stairs that replaced a ladder. The third floor plan is generally rectangular with two window openings to the north end looking to the inner city, a window to either side elevation looking down along the city walls, and two thin windows to the south looking outside the city walls (Figure 4). The two circular bartizans are accessible at this level and are comprised of a small circular floor plan each with two small window slits facing south and either east or west. The southwest bartizan features a trapdoor and ladder for accessing the top of the roof. The 1972 Royal Commission on Historical Monuments of England survey covering the Defences of the City of York have produced a number of drawings of Micklegate Bar showing the plans and cross sections of the building (Figures 4 and 5).

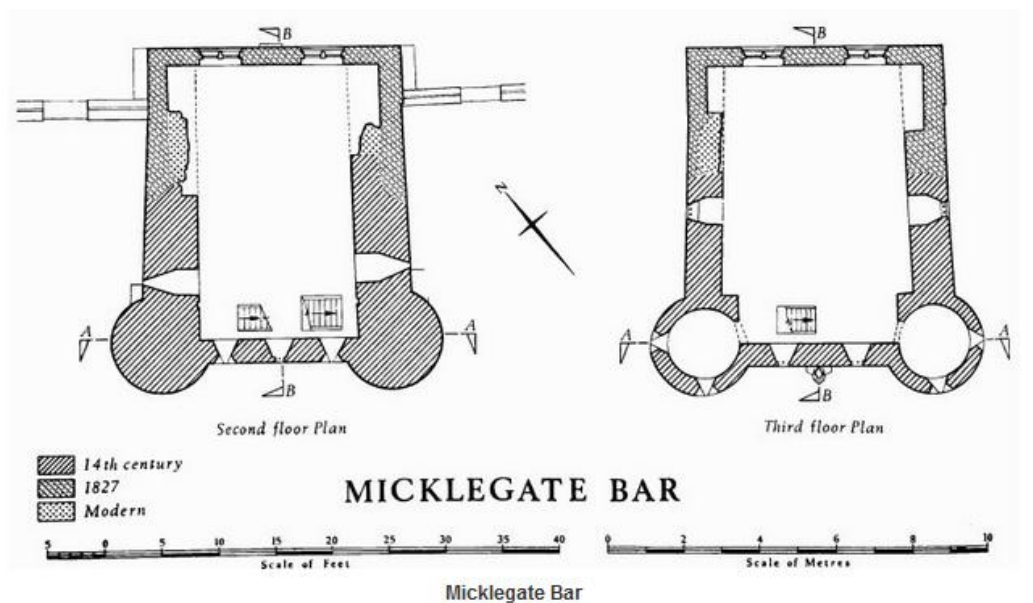


Figure 4: Floor plans of the second and third floor (RCHME 1972)

5.1 The roof description

Micklegate Bar has a pitched roof composed of two king post trusses and three bays. Each truss features a king post, two struts, a tie beam and two principal rafters. The height of the roof from the base of the tie beam to the top of the ridge beam is 1.70m. The overall length of the room and the main roof is 7.80m with a width of 5.06m. All of the timbers have been treated with a dark brown stain or paint, either to make their appearance uniform or to possibly protect them from insect and water damage (Plate 1).

Each side of each bay is supported by a purlin, the ends of which socket into the stone gable walls and principal rafters for a total of six purlins. The common rafters sit on top of the purlins, with the first and central bays from the north each having five common rafters and the southernmost bay having six to each side. The common rafters meet at their tops and are nailed to a ridge beam that runs along the apex of the roof (Plate 2). Timber battens sit on top of the common rafters running perpendicular to them; these small thin timbers support the stone slates and house the nails affixing the slates.

The tie beams rest on top of wall plates that sit on top of the stone walls. Additional timber beams have been added to support the wall plates along the northeast and northwest corners. These beams run over recesses in the wall caused from blocking up a chimney. The bases of the common rafters sit on a secondary wall plate or minor purlin, instead of overlapping the edge of the wall which is more common for a pitched roof. This is due to the guttering/walkway between the base of the pitches and the stone parapets sitting between the roof and the stone parapet walls. Further evidence of the guttering can be seen as a number of reused horizontal timbers sticking slightly out of the wall and into the roof space (Plate 4). These horizontal joists support the lead guttering/walkway surrounding the roof (Plate 6 and Plate 7). Timber planks on top of these joists run up the ends of the common rafters to create a slope, covered with lead flashing.

5.2 Details of the roof elements

The trusses feature carpenter's marks, made with a chisel on their north faces. The marks are located where many of the main elements meet, including where the struts met the principal rafters (Plate 13) and where the principal rafters meet the tie beams. It should be noted not all expected marks were seen, but this could have been the result of dirt/dust obscuring them.

The purlin ends are staggered and overlapping with through timber tenons held with timber pegs holding them tight within the open mortises of the principal rafters (Plate 11). The purlins all appear original to the 19th-century construction with the two purlins to the east and west within the central bay appearing to have Baltic timber markings on them (Plate 16 and Plate 17). They appear scribed with a race knife and have indeterminate lettering/numbering, both sets of letters having been split by later sawing (Plate 15). This suggests the timbers were reduced further upon reaching their destination, perhaps as a result of being chosen as purlins for this building.

There are a total of 32 common rafters in the roof. The majority are a single piece from the ridge beam to the wall plate, with a few that are two pieces with a scarf joint hidden behind the purlin. The majority of the common rafters appear to have been added at a later date, perhaps during the mid-20th century when repair works are known to have occurred. There is a set of five common rafters in the east side of the north bay that are all reused timbers (Plate 9 and Plate 10); some have a series of empty mortises along one side, others have the scars of lathe plaster along a single side and others appear to have been scarfed together. All five show greater signs of age and wear on them.

The east bartizan features four reused timber joists supporting a flat timber plank roof (Plate 18). Two of the joists have lathe nails suggesting they were originally wall studs. These timbers may have been reused from the conversion of the south elevation from timber to stone, c.1827. The west bartizan features the hatch to the top of the roof. The lower portion is

supported by a single reused timber joist. The upper portion rises above the line of the roof and has a flat timber plank roof with two timber doors opening out into the gutter area of the roof (Plate 5).

The guttering is located at the base of the roof pitches. From the interior of the building timber joists can be seen on top of the wall plates interweaving with the ends of the common rafters (Plate 4). These joists run to the east and west and make up supports for the timber planks which in turn make a flat surface for the lead flashing in the guttering. The joists appear to be a mixture of reused earlier timbers, 19th-century timbers and some modern 20th-century timbers.

The north gable features a line of reused timbers within the stonework just above the windows (Plate 19). They don't appear to be necessary for structural support, so it may be that they were added to incorporate some of the old building into the new. They may act as a bonding layer within the stonework; however, that practice generally went out of use in the 18th century.

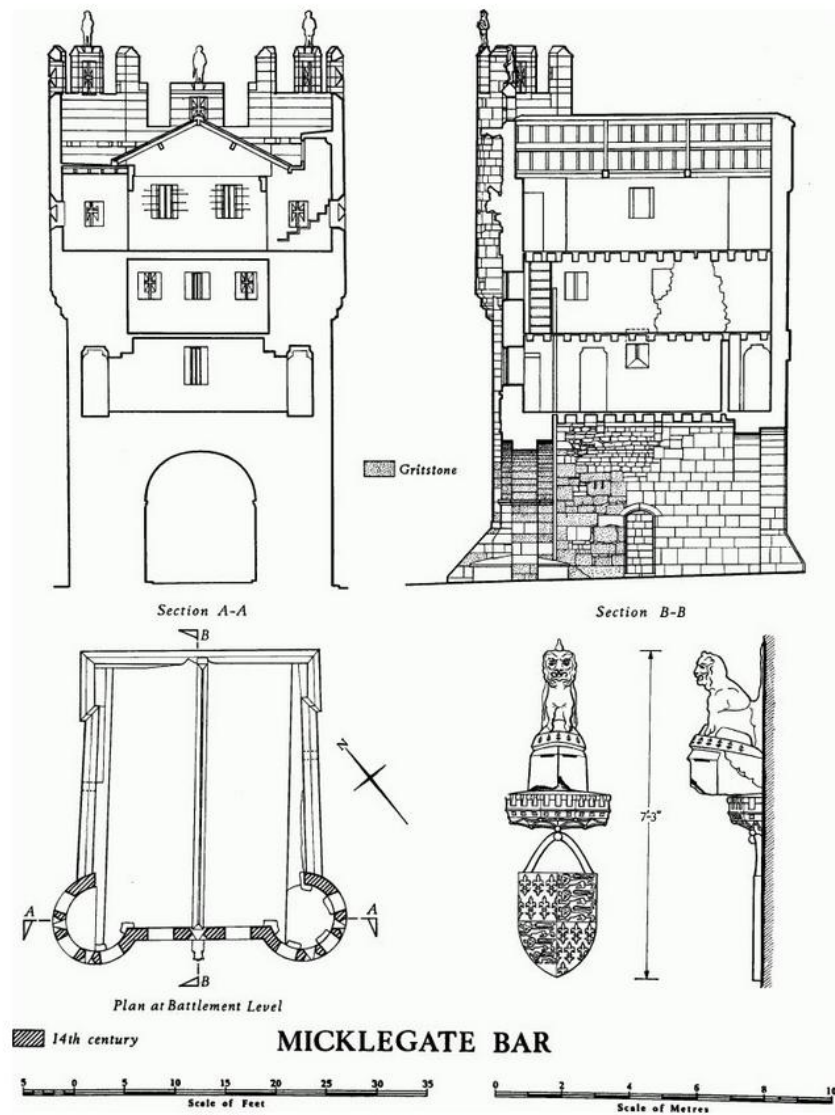


Figure 5: Cross sections of the building showing the roof and room space on the third floor, also depicting the roof plan (RCHME 1972)

5.3 The watching brief

A second visit was made to monitor the renovation work being carried out during the retiling of the roof. All of the slate tiles were removed, allowing for a visual inspection of the tops of the roof timbers and a better view of the roof as a whole. It also made possible an inspection of the guttering/walkway areas at the base of the roof.

6 DISCUSSION

The pitched roof protecting the top of Micklegate Bar is a relatively simple structure for a building with such a complicated history. The roof likely dates to 1827, contemporary with the conversion of the northern bay from timber to stone. The evidence collected during this survey supports the assertion that this roof is a combination of 19th-century construction and 20th-century alterations. The trusses and purlins appear to date to the 19th century with mill sawn marks and Baltic timber marks that are typical for this time period. Some of the common rafters, joists in the bartizans and timbers in the north gable are reused and likely date to an earlier construction. The majority of the common rafters and all of the battens likely date to renovation work undertaken in the middle of the 20th century. The timbers making up the guttering along the east and west bases of the roof pitch are a mixture of reused timbers, 19th- and 20th-century timbers, perhaps due to a constant need to repair the gutters employing a combination of timbers.

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ACKNOWLEDGEMENTS

York Archaeological Trust would like to thank The City of York Council for commissioning the work and the staff of the Henry the VII Experience who provided access to the site.

PLATES



Plate 1 General view of the roof, looking northeast



Plate 2 General view of the roof, looking northwest



Plate 3 View of additional wall plate beam, looking west



Plate 4 Timber joists supporting the guttering seen below the common rafters, looking west



Plate 5 View of the hatch in the southwest bartizan providing access to the top of the roof and guttering, looking west



Plate 6 The guttering and battlements along the west half of the roof, looking northwest



Plate 7 General view of common rafters and battens on the west half of the roof



Plate 8 General view of the north half of the roof from the battlements, looking northwest



Plate 9 General view of roof from battlements, looking southeast



Plate 10 Detail view of the reused common rafters in the northeast corner bay, looking south



Plate 11 Detail view of the purlins overlapping and running through the principal rafter



Plate 12 Detail view of the steel jacket supporting the west end of Truss 1



Plate 13 Detail of carpenter's marks on the Truss 2 where the strut and principal rafter meet



Plate 14 Detail view of the purlins overlapping and running through the principal rafter



Plate 15 Detail view Baltic timber marks on the west purlin in the central bay



Plate 16 Detail view Baltic timber marks on the west purlin in the central bay



Plate 17 Detail view Baltic timber marks on the east purlin in the central bay



Plate 18 View of timber reused timber joist in east bartizan roof, looking up and west



Plate 19 View of the north gable end incorporating reused timbers.

APPENDIX 1 – INDEX TO ARCHIVE

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Original drawings	2
Digital photographs	228
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Table 1 Index to archive

APPENDIX 2 – HISTORIC ENGLAND LISTING

Name: City wall from Baile Hill to Barker Tower, including Barker Tower and North Street Postern, Victoria Bar and Micklegate Bar

List entry Number: 1259262

Location

BARKER TOWER AND NORTH STREET POSTERN, NORTH STREET
CITY WALL FROM BAILE HILL TO BARKER TOWER, CITY WALLS
MICKLEGATE BAR, MICKLEGATE
VICTORIA BAR, NUNNERY LANE

Grade: I

Date first listed: 14-Jun-1954

Date of most recent amendment: 14-Mar-1997

Legacy System Information

The contents of this record have been generated from a legacy data system.

Legacy System: LBS

UID: 463065

Asset Groupings

This list entry does not comprise part of an Asset Grouping. Asset Groupings are not part of the official record but are added later for information.

List entry Description:

Summary of Building; Reasons for Designation; History

Legacy Record - This information may be included in the List Entry Details.

Details

This list entry was subject to a Minor Amendment on 16/12/2014.

SE5951NE 1112-1/15/7

YORK, CITY WALLS, City Wall from Baile Hill to Barker Tower

(Formerly Listed as: The City Walls) (Formerly Listed as: Micklegate Bar) (Formerly Listed as: Barker Tower and North Street Postern)

14/06/54

GV I

Includes: Barker Tower and North Street Postern NORTH STREET. Includes: Victoria Bar NUNNERY LANE. Includes: Micklegate Bar MICKLEGATE.

Defensive walls, towers, gates and gatehouses between Baile Hill and Barker Tower including Baile Hill Tower, Bitch-daughter Tower and 15 intermediate towers, in addition to the 3 main towers. Walls 1250-60 and 1330-40; major restoration of 1831-32. Walls breached for railway arches in 1839, 1845, 1874 and 1876, latter rebuilt 1965. Baile Hill Tower 1878 when walls adjacent to Skeldergate Bridge (qv) were demolished. Bitch-daughter Tower 1330-40, remodelled 1645. Victoria Bar constructed 1838, foot arches added 1864 and 1877. Micklegate Bar mid C14 incorporating early C12 gate; barbican removed 1826, inner side remodelled by

Peter Atkinson jnr. 1827; foot arches 1827 and 1863; figures carved in 1950 by Walter Rylett; restoration and repairs of 1952 and 1968. North Street Postern rebuilt 1840. Barker Tower early C14, re-roofed in C17, altered 1840, restored 1970. All structures of magnesian limestone ashlar except for walkway partly carried on wall of orange-brown brick and Victoria Bar steps of orange brick with stone treads and cast-iron balustrade and handrail. Barker Tower has plain tiled conical roof with overhanging eaves. EXTERIOR: wall strengthened by squat weathered buttresses on high bases. Wallwalk paved with stone flags edged with chamfered coping stones; parapet part crenellated, part plain and pierced by musket loops, with sloped coping. Towers are semicircular, rectangular or half-hexagonal, on battered, weathered and double chamfered plinths; some have cruciform slits with or without oilllets, some chamfered doorways with shouldered or flat lintels, others no openings; crenellated parapets are unpierced. Baile Hill Tower octagonal on plan; Bitch-daughter Tower irregular circle on plan; Barker Tower circular on plan. Baile Hill Tower: 2 storeys with embattled parapet. Flight of steps to wallwalk passes through tower from foot of rampart, through arched doorway with stilted 2-centred head. Other openings are 3 slit lights in chamfered openings and 2 arrow slits with oilllets, one blocked. Victoria Bar: semicircular carriage arch of 2 chamfered orders flanked by single chamfered pedestrian arches. Incised stone above central arch reads: Victoria Bar erected by Public Subscription under the direction of The City Commissioners AD1836 George Hudson Esq Lord Mayor. Micklegate Bar: 4-storey 3-bay front: outer bays in form of pilaster buttresses with battered bases rising into 2-storey embattled bartizans with cruciform arrow slits. Semicircular carriage arch incorporating portcullis slot, of 2 stepped orders of gritstone voussoirs. First stage has narrow vertical light over arch: in buttresses shoulder-headed doorways originally to barbican walkway, all in chamfered openings. Second stage has similar central light flanked by cruciform arrow slits with oilllets. Third floor has two vertical lights. Bartizans joined by embattled parapet over lion's head gargoyle in centre: some merlons pierced by cruciform slits. Heraldry includes carved plaque commemorating restoration of 1727, with shield of arms of Lord Mayor Sir John Lister Kaye; two shields of the Arms of the City of York: the Plantagenet Royal Arms beneath a crested helm. Inner side: carriage arch as on outer side. Each upper storey has two square-headed windows of two pointed lights in chamfered surrounds. Corbel course beneath plain parapet steps up over top floor windows. Shield of Tudor Royal Arms between first floor windows. INTERIOR: portcullis remains are stored on the first floor. North Street Postern: rebuilt length of wall contains 4-centred carriage arch between pointed side arches of gritstone voussoirs, all chamfered. Barker Tower: 2 storeys on battered base: conical roof broken by barge-boarded gable with 1-light attic window in quoined opening. Ground floor door beneath outside stairs to first floor has one chamfered jamb with run-out stop. Other openings are vestigial cruciform arrow slits with oilllets and two inserted 1-pane windows. First floor doorway has plain lintel. Embasures of original embattled parapet converted to 1-pane windows by altered roof: two 2x6-pane Yorkshire sashes inserted in C18. INTERIOR: original ground floor openings are splayed with shouldered rere-arches recessed beneath 2-centred arches: 3 survive, 2 altered. (An Inventory of the Historical Monuments in the City of York: The Defences: HMSO: 1972-: 90-107).

Listing NGR: SE5968351630

APPENDIX 3 – WRITTEN SCHEME OF INVESTIGATION

1 SUMMARY

This Written Scheme of Investigation (WSI) has been prepared in response to a planning condition imposed by York CC for restoration works to Micklegate Bar. The work will be carried out in accordance with the planning condition and this WSI, and according to the principles of the Chartered Institute for Archaeologists' (CIfA) Code of Conduct and all relevant standards and guidance.

2 SITE LOCATION AND DESCRIPTION

The site straddles Micklegate, at its junction with Nunnery Lane and Blossom St, York (SE597514).

3 DESIGNATIONS AND CONSTRAINTS

Micklegate Bar is part of a Grade I Listed building, comprising part of the city walls from Baile Hill to Barker Tower, including Barker Tower and North Street Postern, Victoria Bar and Micklegate Bar. List entry Number: 1259262.

4 ARCHAEOLOGICAL INTEREST AND SIGNIFICANCE

Micklegate Bar was the most important of York's four main medieval gateways. The name comes from 'Micklelith', meaning great street. The Bar was the main entrance to the city for anyone arriving from the South. By tradition, monarchs passing through the gate a stop and ask the Lord Mayor for permission to enter the city.

The lower section of the bar dates from the 12th century, the top two storeys from the 14th century. The description from the NHLE reads:

4-storey 3-bay front: outer bays in form of pilaster buttresses with battered bases rising into 2-storey embattled bartizans with cruciform arrow slits. Semicircular carriage arch incorporating portcullis slot, of 2 stepped orders of gritstone voussoirs. First stage has narrow vertical light over arch: in buttresses shoulder-headed doorways originally to barbican walkway, all in chamfered openings. Second stage has similar central light flanked by cruciform arrow slits with oilllets. Third floor has two vertical lights. Bartizans joined by embattled parapet over lion's head gargoyle in centre: some merlons pierced by cruciform slits. Heraldry includes carved plaque commemorating restoration of 1727, with shield of arms of Lord Mayor Sir John Lister Kaye; two shields of the Arms of the City of York: the Plantagenet Royal Arms beneath a crested helm. Inner side: carriage arch as on outer side. Each upper storey has two square-headed windows of two pointed lights in chamfered surrounds. Corbel course beneath plain parapet steps up over top floor windows. Shield of Tudor Royal Arms between first floor windows. INTERIOR: portcullis remains are stored on the first floor. North Street Postern: rebuilt length of wall contains 4-centred carriage arch between pointed side arches of gritstone voussoirs, all chamfered.

5 AIMS

The aims of the building recording are:

- to record the timber roof structure before any works take place
- to examine and record the timber roof structure as it is exposed, including assembly marks etc
- to record any evidence for alterations to the roof timbers

6 TECHNIQUES

The recording will comprise the following elements:

- Building recording to Historic England Level 2 standard;
- Reporting.

7 BUILDING RECORDING LEVEL

The building recording will take place prior to, and during development works.

The objective of this work is to provide a thorough record of the fabric and features of the roof timbers.

Generally this survey will be guided by Historic England's "Understanding Historic Buildings" publication (2016), for a Level 2 descriptive record of this part of the building.

8 BUILDING RECORDING METHODOLOGY

A photographic record of the roof timbers will be made. The archive will comprise digital photographs. Plans showing the location and direction of each photograph will be compiled. Photographic scales will be placed in each photograph, where possible.

A photogrammetric model (and orthorectified images if possible) will be made of the timbers. The photographs will be annotated where relevant. Detailed drawings will not be made.

A written description of the timbers and roof structure will be made, to include a record of any graffiti, assembly marks, modifications etc.

Lighting and access equipment will be brought in where necessary to facilitate the survey.

During the renovation works, an intermittent watching brief will be maintained on the building. Additional information will be recorded through observation and photography, as roof coverings are removed and the timbers are more fully exposed.

9 REPORTING AND ARCHIVE DEPOSITION

Upon completion of the fieldwork a report will be prepared to include the following:

- A non-technical summary of the results of the work;
- An introduction which will include the planning reference number, grid reference and dates when the fieldwork took place;
- Location map
- An outline of the methodology (contained within the WSI appended to the report);
- The recording results, to include a selection of photographs;
- A CDROM of the report, with digital copies of all photographs and the 3D photogrammetric model

A digital copy of the report will be submitted to the commissioning body. A bound and digital copy of the report will be submitted direct to the YCC for planning purposes, and subsequently for inclusion into the HER.

A field archive will be compiled consisting of all primary written documents, plans and photographs. Catalogues of plans and photographs will be produced.

The owner of the Intellectual Property Rights (IPR) in the information and documentation arising from the work, would grant a licence to the Local Authority and the museum accepting the archive to use such documentation for their statutory functions and provide copies to third parties as an incidental to such functions. Under the Environmental Information Regulations (EIR), such documentation is required to be made available to enquirers if it meets the test of public interest. Any information disclosure issues would be resolved between the client and the archaeological contractor before completion of the work. EIR requirements do not affect IPR.

Upon completion of the project an OASIS form will be completed at <http://ads.ahds.ac.uk/project/oasis/>.

10 HEALTH AND SAFETY

Health and safety issues will take priority over archaeological matters and all archaeologists will comply with relevant Health and Safety Legislation.

A Risk Assessment will be prepared prior to the start of site works.

11 PRE-START REQUIREMENTS

The client will be responsible for ensuring site access has been secured prior to the commencement of site works, and that the perimeter of the site is secure.

The client will provide ArcHeritage/YAT with up to date service plans and will be responsible for ensuring services have been disconnected, where appropriate.

The client will be responsible for ensuring that any existing reports (e.g. asbestos/structural survey) are made available to ArcHeritage/YAT prior to the commencement of work on site.

12 STAFFING

The building recording and research will be undertaken by Greg Laban, Buildings Archaeologist. The watching brief will be conducted by Greg Laban aided by other YAT staff as appropriate.

Other specialist staff may be commissioned as necessary.

13 MONITORING OF ARCHAEOLOGICAL FIELDWORK

As a minimum requirement, the City Archaeologist will be given a minimum of one week's notice of work commencing on site, and will be afforded the opportunity to visit the site at any time during and prior to completion of the on-site works. ArcHeritage/YAT will notify the City Archaeologist of any discoveries of archaeological significance so that site visits can be made, as necessary. Any changes to this agreed WSI will only be made in consultation with the City Archaeologist.

14 COPYRIGHT

ArcHeritage/YAT retain the copyright on this document. It has been prepared expressly for the named client, and may not be passed to third parties for use or for the purpose of gathering quotations.

15 KEY REFERENCES

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Historic England. 2016. *Understanding Historic Buildings: A Guide to Good Recording Practice*. Historic England: Swindon.

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See also the website of the ClfA for all Guidance and Standards documentation.
<http://www.archaeologists.net/codes/ifa>

See also the Historic England website for a full list of guidance documents.
<http://historicengland.org.uk/advice/technical-advice/recording-heritage/>



YORK ARCHAEOLOGICAL TRUST

York Archaeological Trust undertakes a wide range of urban and rural archaeological consultancies, surveys, evaluations, assessments and excavations for commercial, academic and charitable clients. We manage projects, provide professional advice and fieldwork to ensure a high quality, cost effective archaeological and heritage service. Our staff have a considerable depth and variety of professional experience and an international reputation for research, development and maximising the public, educational and commercial benefits of archaeology. Based in York, Sheffield, Nottingham and Glasgow the Trust's services are available throughout Britain and beyond.



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