MODEL BRIEF FOR
ARCHAEOLOGICAL DESK-BASED ASSESSMENT

1 ASSESSMENT
1.1 This work is required as the site is of potential archaeological interest. If standing buildings survive on the site, they will need to be included in the assessment, to establish their historic interest. If the buildings are of significant historic interest, they will need to be subject to a more detailed buildings appraisal (see separate brief).

1.2 In order for the archaeological implications of the proposal to be fully considered, an assessment of available sources of archaeological information, for an area of not less than 1km (or 500m in urban areas) around the site, needs to be made. The information compiled will establish the archaeological significance/potential of the site and the implications of the proposal. If the assessment reveals insufficient information to fully clarify these issues, the need for further work will be highlighted.

1.3 An assessment is required that will:
   1. consider the likely survival of buried archaeological deposits on the site, the likely significance of such deposits, and the impact on them of the proposal;
   2. assess the historic interest of any standing buildings and their contribution to the area’s historic character and consider the impact of the development proposal on them;
   3. assess the likely impact on setting of any identified heritage assets.

2 SOURCES TO BE CONSULTED
2.1 The following sources will need to be consulted, in order to complete the assessment (any constraints on source availability should be noted):
   a) The South Yorkshire Sites and Monuments Record (SMR) entries for the appropriate area around the site (see 1.2 above).
   b) All relevant historical documents and photographs held in local libraries and archives, including:
      i. Local Studies Libraries and Archives of the South Yorkshire local authorities (and including Derbyshire, Nottinghamshire and/or former West Riding archives, as appropriate);
      ii. The Historic England Archive, and other national/regional archives, as appropriate, e.g. the National Archives, Kew;
iii. Specialist archives, e.g. The Railways Archive, The National Gas Archive, The Methodist Archives and Research Centre etc., as appropriate.

NB For metal trades sites, the Hawley Collection at Kelham Island Industrial Museum, Sheffield, must be consulted; where mining remains are indicated/expected, the archives of South Yorkshire Mining Advisory Service must be consulted.

c) Archival plans and maps of the site and its environs, including:
   i. Historical, pictorial and surveyed maps and plans;
   ii. Ordnance Survey maps at appropriate scales, from first edition to the present day.¹

d) Relevant archaeological archives and related information held by Local Authority and other museums.²

e) Appropriate archaeological and historical journals and books.

f) Trade and Business Directories.

g) Place name evidence.

h) Listed Building/Conservation records.

i) Visual inspection of the site.

j) Geotechnical data (if available).

k) Survey drawings of any existing/former buildings on the site, including foundations and basements.

l) Historic and modern aerial photographs, including obliques & verticals held by the Historic England Archive (HEA).³

3 CONTEXT OF THE PROPOSAL

3.1 The degree of disturbance of below-ground deposits (by existing and previous buildings, etc.) will be noted and recorded on a site plan; areas of potential below-ground archaeological survival will similarly be recorded on plan.

3.2 Where standing buildings are present, the interest of different elements of the buildings should be recorded on a site plan (or, if appropriate, floor plans).

3.3 The impact of the development proposal on both the identified buried archaeological resource and on standing structures of interest should be assessed, with reference to architects' and engineers' drawings.

3.4 The impact of the development proposal on the setting of any identified heritage assets, with reference to their significance, will also be assessed.

¹ The largest mapped scale must be used. This is likely to be 1:10,560 for first edition sheets and 1:2500 for later mapping. NB For urban areas, town plans at 1:1056 must be consulted, where these were produced.

² There may be a charge for consulting the museum; contact the museum curator for details.

³ As a minimum, a coversearch will be obtained from HEA and appropriate photographs identified and analysed. Where important historic information is shown, this should be included in the report. Where cropmark evidence is present, rectification of the data should be undertaken (see 4.7 below). NB For the areas of the lower Wharfedale and Magnesian Limestone NMP studies, only photos post-dating these studies need to be consulted for additional data to be rectified.
4 REPORT PRESENTATION

4.1 A report is to be produced that assembles and summarises the known evidence.

4.2 The results will be synthesised, put in context, and the character of the archaeology present discussed; the contribution of any standing buildings to the historic character of the area will also be discussed.

4.3 The impact of the development proposal on the setting of any identified heritage assets will be discussed.

4.4 The report will comment on the quality and reliability of the evidence and indicate whether it might need to be supplemented by site evaluation/building appraisal.

4.5 The report will include copies of the plans prepared for Section 3.

4.6 A representative selection of photos of the site, the interior and exterior of any buildings and photographs illustrating setting issues will be included, to illustrate key points (reproduced at not less than laser photocopy quality).

4.7 The HEA cover search for aerial photographs will be included in the report. If rectification has been carried out (Section 2(l) above), a rectified plan of crop mark evidence on & immediately adjacent to the site (for a minimum of 500m around the site) will be included; a sketch plot of cropmarks within the remainder of the search area is adequate. For the areas of the lower Wharfedale and Magnesian Limestone NMP studies, only data post-dating these studies will need to be rectified; SYAS can provide an A4 printout of data from these projects; the transcribed data itself, in digital format, will need to be purchased from the Historic England Archive.

4.8 All maps examined will be reproduced, with the site outline marked on them. If reproduction is not possible, the reasons for this must be given.

4.9 Borehole logs (if available) will be included.

4.10 All sources referred to should be included in the bibliography, even if the results were negative.

4.11 Referencing for all sources, including web-based sources, must use the Harvard referencing system unless the author has a formal preferred house style. Bibliographic references should always include relevant page numbers.

4.12 Where included, web-based sources must be suitable to the topic and academically acceptable. Secondary or derivative sources are generally not considered acceptable.

5 GENERAL POINTS

5.1 The South Yorkshire Archaeology Service will be responsible for monitoring the project.

5.2 A printed and bound copy of the report is to be supplied direct to SYAS, for incorporation into the South Yorkshire Sites and Monuments Record.

5.3 A digital copy of the report must also be supplied to SYAS, for incorporation into the South Yorkshire Sites and Monuments Record.

5.4 The rectified aerial photographic information will be supplied to SYAS in an appropriate GIS digital format (MapInfo preferred). CAD file formats are not acceptable.
5.5 The information content of the report will become publicly accessible once it has been deposited in the South Yorkshire SMR (normally 6 months after receipt by the South Yorkshire Archaeology Service).

5.6 The archaeological contractor must complete the online OASIS form at http://ads.ahds.ac.uk/project/oasis/.

South Yorkshire Archaeology Service
Revised July 2015