1 SUMMARY
1.1 In advance of the proposed development, a detailed assessment of the archaeological importance of the site and an appraisal of the special historic interest of the building(s) are required; the results will be used to inform the design process and may act as supporting information to the Local Planning Authority. This combined assessment/building appraisal is required as the site may contain standing and buried features of importance that need to be considered at both the planning and development stages.

2 PURPOSE OF THE ASSESSMENT/APPRaisal
2.1 The assessment and appraisal will give:
   1. An assessment of the likely nature and potential of the buried deposits on this site;
   2. Consideration to the need for further investigation (evaluation), to fully inform on the nature of the buried archaeology present;
   3. An understanding of the significance of the standing buildings on the site;
   4. An assessment of the impact of the development proposal on that significance;
   5. An assessment of the likely impact on the setting of any identified heritage assets.

3 ARCHIVAL STUDY
3.1 Sources to be consulted, in order to complete the assessment/appraisal, are listed below (any constraints on source availability should be noted in the subsequent report):
   a) The South Yorkshire Sites and Monuments Record (SMR) entries for the appropriate area around the site (not less than 1km in rural and 500m in urban areas).
   b) All relevant historical documents and photographs held in local libraries and archives, including: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 Methodist Archives and Research Centre, The National Gas Archive, 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) Oral history evidence.

i) Records and information held by the appropriate Local Authority Conservation Officer (e.g. listed building records).

j) Visual inspection of the site.

k) Geotechnical data (if available).

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

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

3.2 The results of this study will be used to discuss the development of the site over time and the sequence of construction and use of the standing buildings. The results will be used to put the site and standing buildings in context and establish their archaeological and historical significance.

4 NATURE OF APPRAISAL

4.1 The building appraisal is necessary to enable a detailed understanding to be gained of the form, function and phasing of the standing buildings. The buildings (including curtilage structures) and their street or landscape setting should be carefully examined. This work will identify all features, fixtures and fittings relevant to the original and subsequent historical uses of the site and establish the buildings'...
contribution to the area’s historic character. It is anticipated that the appraisal will take the form of a photographic record supplemented by a drawn record.

4.2 The work will be carried out by appropriately qualified and experienced staff. Details of staff and their relevant experience should be discussed and agreed with the monitor (see 9.1 below) prior to the work being carried out.

4.3 A contingency is to be allowed for specialist assessment of any relevant material identified on site e.g. paper records or artefacts relating to the use of the building being appraised. The contractor must advise the monitor if such archive material, is found to be present. The monitor will then discuss the removal of this material off site, to an appropriate archive store, with the site owners. Information gathered from such evidence will be used by the contractor to supplement the results of their previous research.

5 PHOTOGRAPHIC RECORDING
5.1 A general and detailed photographic record is to be made of the building complex. All photographs will normally be on black and white film; where colour is an aspect that needs to be recorded, e.g. decoration, 35mm colour slide photography will be used.

5.2 Digital photography can only be used to supplement the photographic record; it must not form any part of the primary archive.

5.3 General photographs of the interior & exterior of the building(s), the site and its setting are required. Detailed photographs of identified features of interest are also required. Photographs are to be taken with 35mm or Medium Format cameras.

5.4 All detailed photographs will contain a graduated photographic scale.

5.5 Where appropriate, perspective control will be used.

5.6 A photographic register detailing (as a minimum) location and direction of each shot will be completed.

5.7 The location and direction of each photograph will be noted on site and floor plans of each building.

6 DRAWN RECORD
6.1 It is anticipated that the drawn record will equate to floor plans, showing features of archaeological/historical significance, to put those features fully in context. Existing plans – for example those submitted with a planning application – may be suitable for adaptation and use. However, a contingency must be allowed for undertaking this element of work, in case such plans are not of a suitable standard. English Heritage drawing conventions\(^4\), will be followed. The scale to be used for drawings will be discussed and agreed with the Local Authority monitor.

6.2 A contingency will be allowed for at least two drawn sections through the building(s) to be produced.

6.3 Sketch illustrations that will assist in interpreting the buildings are also required, e.g. phase plans giving, where possible, the use of the rooms and spaces within the building; isometric views, etc.

6.4 Any evidence for construction techniques and sequences will be noted and appropriately illustrated. Typical features of interest may include tool marks left over from the preparation of structural timbers, carpenters’ marks, etc.

7 SCIENTIFIC ANALYSIS
7.1 A contingency allowance will be made for detailed analyses, should the appraisal reveal aspects of the building that warrant such an approach. The need for analysis of paint, mortar, etc. and dendrochronological dating of timbers will need to be considered.

8 HEALTH AND SAFETY
8.1 The archaeological contractor will naturally operate with due regard to health and safety regulations while on site.

9 MONITORING
9.1 Where the buildings are Listed or within a Conservation Area, it is anticipated that the Local Authority’s designated Conservation Officer will be responsible for monitoring the work of the archaeological contractor during the building appraisal. In all other cases, the work will be monitored by the designated officer from South Yorkshire Archaeology Service (SYAS).

9.2 The contractor must give the local authority monitor a minimum of one week’s notice of the commencement of site work in order that arrangements for monitoring can be made.

9.3 The need for contingency work to be undertaken must be discussed with and agreed in writing by the monitor whilst the assessment/appraisal work is ongoing. Any alterations to the agreed programme, found to be necessary during the work, are also to be discussed with and agreed in writing by the monitor.

10 REPORT PREPARATION AND PRESENTATION
10.1 All record photographs are to be printed at a minimum of 6” x 4” (or equivalent for medium format); but will be of larger size, where necessary, to show significant detail.

10.2 A fully indexed field archive will be compiled, consisting of all primary written documents, plans, sections, photographic negatives and a complete set of labelled photographic prints. Labelling should be in indelible ink on the back of the print and should include: film and frame number; date recorded and photographers name; name and address of feature/building; national grid reference. Photographic prints should be mounted in appropriate archive-stable sleeves.

10.3 A written report is to be produced. A non-technical summary outlining the results is to be included at the start of the report. The report will go on to detail who undertook the assessment/appraisal, when the work was done, where the site/building is located, what research was undertaken and why the work was required.

10.4 The report will present the results of the archival study carried out to assess the buried archaeological potential of the site, including:

- The identification of areas of disturbance caused by existing and previous buildings/structures on the site will be discussed; areas of disturbance will be
recorded on a site plan (former and existing basements, foundations, services, etc.).

- The identification of areas of archaeological survival/potential site will be discussed and recorded on a site plan.
- The significance of the archaeological remains expected to survive on site will be discussed.
- The quality and reliability of the evidence and whether it needs to be supplemented by site evaluation will be discussed.

10.5 The report will present the results of the building appraisal, including:

- A synthesis of the information gathered during the archival study;
- A discussion of the construction sequence and use of the building(s);
- An analysis of the building’s historical significance;
- An analysis of the building’s contribution to the area’s historic character.
- An assessment of the impact of the development proposal on the identified significance.

10.6 The impact of the development proposal on the setting of all identified heritage assets will be discussed.

10.7 The report illustrations should include, as a minimum:

- a location map at not less than 1:2500;
- a site plan at not less than 1:500;
- Annotated floor plans;
- copies of all historic map extracts consulted (where possible), with the buildings/site clearly visible and outlined;
- copies of any borehole logs consulted;
- copies of photographs and slides, used to illustrate key points made;
- the photographic record plans;
- reproductions of any record and sketch drawings made.

10.8 A complete set of scanned black and white photographs and colour slides (excluding duplications), scanned at 300 dpi, are to be appended to the digital report, referenced as necessary.

10.9 A copy of this brief should be bound into the back of the report.

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

10.11 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.**

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

**11 SUBMISSION OF REPORT**

11.1 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.
11.2 A digital copy of the report must also be supplied to SYAS, for incorporation into the South Yorkshire Sites and Monuments Record.

11.3 For buildings that are Listed or in a Conservation Area, a digital copy of the report must be submitted to the appropriate Local Authority Conservation Officer.

12 SUBMISSION AND DEPOSITION OF ARCHIVE
12.1 The archive, including a copy of the report, will be compiled, indexed and then offered for deposition with the appropriate Local Authority archive within a reasonable timeframe.

12.2 The contractor will either arrange for copyright on the deposited material to be assigned to Archives, or will licence Archives to use the material, in perpetuity; this licence will allow Archives to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

12.3 Following deposition, a copy of the acceptance letter (or equivalent) from the archive will be copied to SYAS.

13 PUBLICITY
13.1 A summary report of an appropriate length, accompanied by illustrations, must be prepared and submitted in digital format, for publication in the appropriate volume of *Archaeology in South Yorkshire*.

13.2 Provision will be made for publicising the results of the work locally, e.g. by presenting a paper at South Yorkshire Archaeology Day and talking to local societies.

13.4 The archaeological contractor will complete the online OASIS form at [http://ads.ahds.ac.uk/project/oasis/](http://ads.ahds.ac.uk/project/oasis/).

14 Further Work
14.1 The archaeological contractor should be aware that this work is being undertaken at an early stage in the development process. As such, the assessment/appraisal may lead on to further fieldwork, in due course, both in the form of archaeological investigation and detailed building recording.

South Yorkshire Archaeology Service
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