

APPENDIX 1

APPENDIX 1 PHOTOGRAPHIC REGISTER

Film 1 Medium format black & white prints taken 12/1/05 (pre-consolidation)
 Film 2 Medium format black & white pnnts taken 12/1/05 (pre-consolidation)
 Film 3 Medium format black & white pnnts taken 12/1/05 (pre-consolidation)
 Film 4 35mm colour slides taken 12/1/05 (pre-consolidation)
 Film 5 35mm colour slides taken 12/1/05 (pre-consolidation)
 Film 6 35mm colour pnnts taken 10/6/05 (during consolidation)
 Film 7 Medium format black & white pnnts taken 27/10/05 (post-consolidation)
 Film 8 35mm colour slides taken 27/10/05 (post-consolidation)

Film	Frame	Subject	Scale
1	1	South elevation of site, looking N	2m
1	2	South elevation of site, looking NW	2m
1	4	East end of site, looking W	2m
1	5	North end of site, looking S	2m
1	6	Room E, looking S	2m
1	7	Site, looking NE	2m
1	8	Central part of west elevation, looking E	2m
1	9	South end of west elevation, SE	2m
1	11	Lobby room A, looking E	2m
1	12	Upper part of site, looking NE	2m
1	13	Juxtaposition of site with residential block, looking W	2m
1	14	Doorway in east wall of Room B, looking W	2m
1	15	Juxtaposition of site with residential block, looking N	-
1	17	South elevation of residential block, looking N	-
1	18	Window in west wall of Room E, looking W	1m
2	1	Doorway at south end of Room E, looking S	1m
2	2	North side of Room D, looking N	1m
2	4	West side of Room D, looking W	2m
2	5	South wall of Room D, looking S	1m
2	6	Steps in south wall of Room D, looking S	1m
2	7	Window in north wall of Room C, looking N	1m
2	8	Arch over doorway in east wall of Room C, looking E	2m
2	10	West wall of Room C, looking W	2m
2	11	Staircase, looking N and down	1m
2	12	Doorway to staircase from Room B, looking NW	1m
2	13	South wall of Room B, looking SW	2m
2	14	Doorway at west end of Room B, looking E	2m

Film	Frame	Subject	Scale
2	17	Room A, looking SW	2m
2	18	Room B, looking W	2m
3	1	North end of Room E, looking N	2m
4	4	Site, looking S	2m
4	6	Room E, looking S	2m
4	7	Room E, looking S	2m
4	8	Room E, looking SE	2m
4	10	Site, looking E	2m
4	12	Site, looking SE	2m
4	14	Upper part of site, looking E	2m
4	17	Upper part of site, looking E	2m
4	21	Upper part of site, looking NE	2m
4	22	Site, looking N	2m
4	25	Residential block and site, looking W	2m
4	28	Residential block and site, looking W	2m
4	30	Doorway at east end of Room B, looking W	2m
4	31	Residential block and site, looking N	-
5	1	Doorway at south end of Room E, looking S	1m
5	3	West wall of Room D, looking W	2m
5	6	Room D, looking W	2m
5	11	Window in north wall of Room C, looking N	1m
6	7	Arched head of south window to Room A, dunng consolidation, looking NW	1m
6	8	Detail of typical stonework to upper parts of site dunng consolidation, looking N	1m
6	9	Arched head of south window to Room A, dunng consolidation, looking NE	1m
6	10	Relieving arch over doorway in east wall of Room A, looking E	-
6	11	Consolidation work in progress, looking E	1m
6	13	Arched head of south window to Room A, dunng consolidation, looking N	-
6	14	Consolidation work in progress, looking E	-
7	1	Site after consolidation, looking N	2m
7	2	Site after consolidation, looking NW	2m

Film	Frame	Subject	Scale
7	4	Arch to steps in south wall of Room D after consolidation, looking N	1m
7	6	Site after consolidation, looking SE	2m
7	7	Site after consolidation, looking E	2m
7	8	Room A after consolidation, looking SW	2m
7	10	Room A after consolidation, looking W	2m
7	11	Upper part of site after consolidation, looking S	2m
7	12	Site after consolidation, looking S	2m
7	13	Room E after consolidation, looking S	2m
7	14	Room E after consolidation, looking SW	2m
7	15	West wall of Room D after consolidation, looking W	2m
7	17	Area F after consolidation, looking W	2m
7	18	Room D after consolidation, looking E	2m
8	15	Upper part of site after consolidation, looking S	-
8	16	Lobby room A after consolidation, looking E	2m
8	18	Room E after consolidation, looking S	2m
8	19	Room E after consolidation, looking S	2m
8	22	Room D after consolidation, looking E	2m

APPENDIX 2

APPENDIX 2 EDAS METHOD STATEMENT

RECTIFIED PHOTOGRAPHIC SURVEY AND ARCHAEOLOGICAL WATCHING BRIEF, YORKSHIRE MINIBARS (BUILDINGS AT RISK) PROJECT

Introduction

English Heritage require some rectified photographic survey work to be undertaken at six individual monuments within the Yorkshire region as part of a limited programme of repairs. This survey work will record the present condition of the various structures and their component parts prior to any repairs. A watching brief will then be carried out once repairs are in progress, so that records can be made of the proposed intervention work and any additional archaeological or architectural information that might be uncovered.

The six individual monuments are as follows:

- Newton Kyme Castle, North Yorkshire (NGR SE46604493)
- Rothwell Castle, West Yorkshire (NGR SE342283)
- John O'Gaunt's Castle, near Harrogate, North Yorkshire (NGR SE21955453)
- Neville Castle, Kirkbymoorside, North Yorkshire (NGR SE6946894)
- Seamer Manor House, North Yorkshire (NGR TA01308344)
- Crayke Castle, North Yorkshire (NGR SE55917067 – SE56247071)

The following method statement has been prepared by Ed Dennison of Ed Dennison Archaeological Services Ltd (EDAS) in response to an English Heritage brief and a visit to the individual sites.

Objectives

The objectives of the project are:

- to provide a rectified survey of each of the six monuments to record their condition "as found" prior to the proposed limited interventions,
- to provide an archaeological watching brief during the proposed limited interventions, to record and recover any information relating to any archaeological or architectural features and deposits which might be present on the site and which will be affected by the proposed interventions,
- to provide a report on the above.

Pre-intervention Survey

The pre-intervention survey work will comprise two distinct elements, the rectified photographic survey and a brief architectural / archaeological description. Given the costs and procedures involved, a standard photographic survey is proposed as an alternative to the rectified photographic survey.

Rectified Survey

The rectified photographic survey will be sub-contracted to Photarc Surveys Ltd of Harrogate. EDAS and Photarc have worked together on several historic building recording projects in the past, including Harewood Castle and All Saints Church, Pontefract.

The site photography will be taken using a Zeiss UMK 10/1318 camera using black and white negative film commensurate with a 1:20 scale survey. All photography will be taken from ground level - there is no inclusion within the present fee proposal for hydraulic platforms and/or scaffolding towers, although this could be included if required.

It is important to note that some elevations of the six monuments are small, and not worthy of specialised photographic survey (see below). Only those elevations with a perpendicular stand off distance greater than 1.6m will also be able to be covered. Apart from Seamer Manor House, the ends of walls will not be covered unless they have some residual returns. It should also be noted that some sections of the "to-be-

recorded" walls are presently obscured by vegetation, although this might have died back if the surveys were undertaken in the winter months

Some angled photography may be necessary to maximise the coverage, but this will be kept to a minimum. Photography will be taken using mainly natural daylight but flash will be used for internal areas

The coverage afforded to each monument will be as follows (joins indicates the degree of effort if mosaicing is to be commissioned), together with details of vegetation management required

- Newton Kyme Castle the north-south wall and its returns (16 photos / 11 joins) plus the window in the churchyard (2 photos / 0 joins). Some pruning of the branches of the trees obscuring the wall will be required – this should be undertaken by the client / owner with agreement of the landowner prior to the survey taking place
- Rothwell Castle the two elevations of the remaining pillar of masonry (4 photos / 2 joins) and the two sections (3 photos / 2 joins and 3 photos / 2 joins) of the adjacent boundary wall (southern elevation only). Some limited clearance of scrub and annual vegetation will be undertaken by the survey team to help expose the two sections of the boundary wall, and to try and expose the near ground courses of the remaining pillar of masonry
- John O'Gaunts Castle the remains of the gatehouse only (8 photos / 2 joins). Long grass at the base of the elevations will be flattened by the survey team to help expose the lower courses
- Neville Castle the two elevations of the 6m high wall only – the areas described in the SAM documentation as being in private gardens are not included (7 photos / 6 joins). The western face of the wall is currently obscured by scrub vegetation and, although this could be cleared by the survey team, the wall is in a nature reserve – any approvals for vegetation clearance should therefore be arranged and undertaken by the client in conjunction with the landowner. There is also some ivy growth on the wall, that is expected to remain
- Seamer Manor House the two upstanding elevations and the ends (due to their width) of the one section of wall (6 photos / 2 joins). The long grass around the base of the elevation will be flattened by the survey team to help expose the lower courses
- Crayke Castle discussions of English Heritage have established that the currently occupied part of the castle (the "Great Chamber") is not required to be surveyed. Work will therefore concentrate on the ruined "New Tower" to the north-east, and will include all elevations that have a perpendicular stand off distance of 1.6m or greater. This will also include all the undercroft elevations, but the side walls of the stairs would not be covered. The vaulted ceilings are not included except where they spring from the tops of the elevations (55 photos / 24 joins). There is currently a substantial amount of ivy and other growth on the ruins which is assumed will remain – these areas will therefore be obscured

All the photography will be processed using a Zeiss rewind film processor and printed by Photarc. All the imagery will be scanned on a Zeiss SCAI photogrammetric scanner at a resolution of 14 micrometres. This will give a pixel size of 1.4mm for a scale of 1:100, although most photographs will be at a larger scale than this.

All photography will be controlled by manual measurement only, using a combination of targets and scale bars. The survey control will be undertaken at the same time as the photography. A sketch plan will accompany each individual survey to show the location and direction of each photographic shot.

The rectification will be conducted on ISM DiAP digital photogrammetric systems using Sysimage software. If mosaicing is commissioned (see below) the same software will be used.

The photographic survey team (two personnel) will be on site for up to four working days with no more than one day at any one site.

Architectural / Archaeological Description

Although not required by the survey brief, it is considered appropriate to undertake a brief assessment of the monument being photographed, so that an up-to-date architectural and/or archaeological description can be produced. This will provide an accurate statement of the form and structure of the monument (to include stonework and earthwork remains) which could then be used to inform the proposed conservation and remedial works.

It is envisaged that this description would equate to a Level 2 survey as defined by English Heritage ("Recording Historic Buildings: A Descriptive Specification", 3rd edition 1996), although additional information, for example relating to any structural phasing, would also be included. It should be noted that this description will arise solely from a visual inspection of the monument, and that no documentary or cartographic details will be gathered, apart from that which might be provided by the client at the start of the project.

This Level 2 survey work would be earned out by EDAS, and would be limited to one day's site inspection per monument.

Alternative Photographic Survey

As an alternative to the rectified photographic survey, the client might find it more cost-effective to undertake a general photographic survey of the six monuments. This work would equate to a Level 3 photographic survey as defined English Heritage.

General and detailed photographs will be taken of all external elevations, providing straight-on and oblique-angle shots, as well as a selection from a distance showing the monument in its landscape setting (as practicable). Internal rooms and spaces would also be photographed, from at least two angles to ensure comprehensive coverage. Detailed shots will also be taken (using appropriate lenses and ancillary lighting or flash) of any surviving historic interior fittings.

All photographs will be in black and white and will be taken with a Medium Format camera which has perspective control, using a tripod. A silver-based film will be used, no faster than ISO400, although slower films may be used where possible to produce higher definition images.

All detailed photographs will contain a graduated photographic scale of appropriate dimensions (subject to access), while more general shots should have a ranging rod discretely positioned. It is envisaged that approximately 30 individual shots will be taken of each monument, although some more complex structures such as Crake Castle may have up to 50.

This Level 3 photographic survey would be earned out by EDAS, and would be limited to one day's site work per monument.

Archaeological Watching Brief

It is intended that the watching brief should not delay the proposed conservation or other remedial works, and much can be achieved through liaison and co-operation with the building contractor and the project architect. However, the main contractor and architect should ensure that sufficient time and resources have been allocated to ensure proper completion of the watching brief.

All archaeological work will be earned out in accordance with the Conservation Architect's proposed timetable, unless agreed otherwise. Reasonable prior notice (minimum two weeks) of the commencement of development should be given EDAS. EDAS would then be afforded access to the site and/or monument at all reasonable times to view the works in progress, to make the necessary records. EDAS would closely monitor all proposed works, and should be allowed adequate time to clean, assess, sample and/or record any exposed or uncovered features and finds where appropriate.

Any features of archaeological or architectural interest identified by the watching brief will be accurately recorded by photographs (35mm format – colour slide and colour prints), scale drawings and written descriptions as judged adequate by EDAS, using appropriate proforma record sheets and standard archaeological recording systems. Finds and environmental samples will also be retrieved as appropriate, in accordance with national and regional guidelines.

If, in the professional judgement of the archaeologist on site, unexpectedly significant or complex discoveries are made that warrant more recording than is covered by this method statement, immediate contact will be made with English Heritage and the Conservation Architect. This will allow appropriate amendments to be made to the scope of the watching brief, in agreement with all parties concerned.

Any finds uncovered by the works will be treated according to standard archaeological procedures. The terms of the Treasure Act (1996) will also be followed with regard to any finds which might fall within its purview. Any such finds will be removed to a safe place, and recorded to the local coroner as required by the procedures laid down in the Code of Practice. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

The archaeological watching brief would be undertaken by EDAS. The number and duration of the site visits will be determined by the extent and speed of the proposed works. However, for the purposes of this method statement, it is assumed that one full day's visit will be required for each monument.

Survey Products

Rectified Survey

In terms of the product from the rectified survey, the original imagery will be sleeved and labeled as one set of negatives and one set of contact prints. The rectified photography will be presented in digital form and provided as one set of TIFF images on CD/DVD with a ground pixel size of 3mm according to English Heritage specification for 1:20 surveys. No individual prints will therefore be produced – English Heritage, the conservation architect and/or other interested parties will be able to produce their own individual set of prints at whatever scale as and when required. However, a set of laser quality prints at a scale of 1:50 could be provided for an additional charge.

The client may consider it would be more appropriate to mosaic the individual photographs so that composite (i.e. joined-up) elevations can be produced. If mosaicing is commissioned, the mosaiced and rectified photography will be presented as plot files in a suitable format for Autocad. One set of accompanying paper plots will also be delivered.

All rectified photographic data will be retained for a minimum of six years, in accordance with Photarc's standard procedures.

Alternative Photographic Survey

Black and white shots from the alternative photographic survey will be printed at a size of 5" x 7" (unless requested otherwise – larger size prints may be subject to additional charges). Separate photographic registers and plans detailing the location and direction of each shot will accompany the photographic record.

Archaeological Watching Brief Report

A brief archive survey report will be produced, detailing the results of the archaeological watching briefs and the pre-intervention site descriptions (if commissioned). The English Heritage project brief suggests that this document should represent a combined report from all six watching briefs, rather than an individual report for each site.

For each site, this report will assemble and summarise the available evidence arising from the watching brief in an ordered form, synthesise the data, and comment on the quality and reliability of the evidence and how it might need to be supplemented by further work.

The report will use numbered paragraphs and be paginated, and will contain the following as a minimum:

- a site location plan, related to the OS national Grid (preferably the latest OS 1:2500 map),
- a concise, non-technical summary of the results of the watching briefs,
- a description of the methodology employed, work undertaken and the results obtained,
- plans, sections or other drawings at an appropriate scale showing the location and position of identified finds and deposits,

- photographs (35mm format) where significant archaeological deposits or artefacts are encountered,
- a written description and analysis of the results of the watching briefs, in the context of the known archaeology of the area,
- specialist artefact and environmental reports, as necessary,
- a bibliography or list of sources consulted,
- a copy of this method statement (and any variations),
- an index to the site archive

The finished report will be supplied within one month after completion of the fieldwork, unless otherwise agreed with the client. Five copies of the final report will be produced, for distribution to English Heritage (2 copies), the County Sites and Monuments Records (1 copy to North Yorkshire and 1 copy to West Yorkshire), and the owner or agent. The information content of the report will become publicly accessible once deposited with the SMRs, although the authors will retain the right to be acknowledged as originators of the work. Copyright of the report, and all survey data, will pass to English Heritage on payment of final invoices.

Archive Deposition

A properly ordered and indexed project archive (paper, magnetic and plastic media) will be deposited with an appropriate registered museum at the end of the project, given that one combined archive will be produced, the museum which covers the majority of the monuments will be chosen. It is expected that the archive will contain survey control information, field and final ink drawings, written accounts, structured catalogues and indices, and project management records. Drawn records will be presented as wet ink plots on standard "A" size matt surface stable polyester film sheets. Digital data will also be provided in a format suitable for transfer to an industry standard software.

Resources and Programming

As noted above, the project would be undertaken by EDAS, who are on North Yorkshire and West Yorkshire County Council's approved list of archaeological contractors. EDAS is also registered as an archaeological organisation with the Institute of Field Archaeologists.

The project would be undertaken and directed by Ed Dennison of EDAS. The majority of the watching brief work would be undertaken by Shaun Richardson of EDAS. Both have particular expertise in building recording projects and have undertaken numerous similar projects in the past for English Heritage, including detailed surveys of Harewood Castle, Sheriff Hutton Castle, Slingsby Castle, Ayton Castle and Sandal Castle. Summary CV's are attached. Other clients include the National Trust, North York Moors and Yorkshire Dales National Park Authorities, several Conservation Architects, and numerous commercial companies.

Photarc Surveys Ltd will be subcontracted to undertake the rectified photographic survey work. They are a well respected and experienced firm who have worked for many for English Heritage, the National Trust, Cadw, Historic Scotland, and many architects and local authorities. Summary CVs for their Technical Director and Technical Manager are attached, and further information on the company can be found on their website (www.photarc.co.uk).

As noted above, it is estimated that the rectified site survey work could be completed by a team of two personnel within four working days with no more than one day at any one site. The alternative photographic survey would be completed within one day per monument, as would the archaeological / architectural descriptions. The timescales for the watching brief would be determined by the Conservation Architect, but the level of work proposed has suggested an allowance of one day on site per monument.

The timetable for the reporting elements would depend on the range and scale of work undertaken by the watching briefs, but it is estimated that a two week period would be sufficient, after the completion of the site work.

The English Heritage project brief also suggests that three monitoring meetings will be required, at the beginning of the contract, one during the fieldwork, and one at the end of the fieldwork to discuss the reporting requirements.

The fee proposal for the work is attached as a separate sheet

Health and Safety, and Insurance

EDAS and their subcontractors would comply with the Health and Safety at Work Act of 1974 while undertaking the project. A full copy of their Health and Safety Policy is available on request.

All archaeological work on site will be carried out with due regard for all Health and Safety considerations, under existing company policies. This may include the production of a risk assessment, although it is presently considered that there are no major Health and Safety implications as all the pre-intervention survey work will be carried out from ground level. As the watching brief will be carried out at the same time as the building works, regard will also be made for any constraints or restrictions imposed by the building contractor.

EDAS and their subcontractors would indemnify the landowners of each monument in respect of their legal liability for physical injury to persons or damage to property arising on site in connection with the survey work, to the extent of EDAS's and Photarc's Public Liability Insurance Cover (both £5,000,000).

Ed Dennison, EDAS
26 July 2004