



**Written Scheme of Investigation for Archaeological Watching Brief  
3 St Denys Croft, Clitheroe, BB7 2BY**

For Mr and Mrs McGrath

Ribble Valley Borough Council Planning Ref: 3/2016/1015

Minerva Heritage Job Number: DCCR017

NGR: 374446 442208 (SD 74446 42208)

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## Summary

Mr and Mrs McGrath have permission to extend the property at 3 St Denys Croft, Clitheroe, BB7 2BY. The development may impact upon archaeological deposits associated with a former moated manor house dating from the medieval period.

Archaeological work carried out during the St Denys Croft development identified remains of a medieval moat. It is considered highly likely that these remains will be encountered during the present project. The present project includes excavation of foundation trenches and ground reduction. Both these works have the potential to disturb and/or destroy archaeological remains.

Following advice from the Lancashire Archaeology Advisory Service, Mr and Mrs McGrath have requested that Minerva Heritage Ltd submit proposals for an archaeological watching brief during ground works.

The principal aim is to establish the presence or absence of archaeological remains. It may be possible to offer objective statements regarding the survival, extent, nature, character and location of any remains, dependent on the nature of observations made during the watching brief. The archaeological watching brief will:

- 1) provide an opportunity to preserve remains associated with the medieval moat 'by record'; and
- 2) provide an opportunity to identify remains which require more detailed archaeological excavation – i.e. significant structural or other deposits

This document sets out the schedule of archaeological works in the form of a Written Scheme of Investigation (WSI) for an archaeological watching brief conducted to current professional standards (CIfA 2014). This WSI document sets out project aims, fieldwork methodology, post-fieldwork methodology and archiving proposals.

## **Site Location**

The proposed development covers approximately 18m<sup>2</sup>, the extension measuring 3m x 6m. The site at NGR 374446 442208 (SD 74446 42208) is currently used as a yard to the rear (south) of the property at 3 St Denys Croft, Clitheroe, BB7 2BY.

## **Project Context**

The project comprises constructing an extension on land to the rear of 3 St Denys Croft. An archaeological watching brief carried out during the construction of the development in 2002 and discovered deposits associated with a medieval moat. Groundworks on this present site therefore have the potential to disturb and/or destroy any archaeological remains which may be present.

Following advice from the Lancashire Archaeology Advisory Service, Minerva Heritage Ltd were invited to submit proposals for an archaeological watching brief at the site. This WSI details the proposed methodology following current professional standards (ClfA 2014).

## **Archaeological Watching Brief**

The *Chartered Institute of Archaeologists* (2014) defines a programme of Archaeological Watching Brief as:

*“...a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive.”*

The purpose of an Archaeological Watching Brief is further defined as:

*“...to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works ...”*

*“...to provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard...”*

## **Project Aims**

### **General**

There is high potential that archaeological remains associated with the medieval moated manor house survive in this location. An archaeological watching brief programme to monitor any ground reduction work has been identified as an appropriate response to this, in accordance with the historic environment policies within Section 12 of the National Planning Policy Framework (CLG 2012 paragraph 141). This is in order to ensure that a detailed record is made of deposits/remains that will be disturbed; the proposed programme of archaeological watching brief will thus enable the preservation by record of archaeological deposits encountered during the works. It will also enable the identification of archaeological features, deposits or artefacts for which sufficient resources are not available to enable a suitable and satisfactory treatment within the scope of an archaeological watching brief.

The site work will be followed by appropriate analyses, reporting and archive preparation. It may be possible as part of this phase to offer objective statements regarding the survival, extent, nature, character and location of any remains, dependent on the nature of observations made during the watching brief.

### **Specific**

Stratigraphic information will be recorded as detailed in the methodology below.

Finds including artefacts and ecofacts will be retrieved from stratigraphic contexts.

A photographic archive will be produced detailing the features and deposits encountered.

A fully illustrated report will be produced drawing together the results and conclusions of the programme.

The report will include consideration of the evidence within local and regional contexts, where appropriate.

## **Methodology**

### **Evaluation Fieldwork Methodology**

#### **Machine Excavation**

A mechanical excavator (mini-digger) will excavate soils and deposits in the relevant areas under archaeological supervision. Hand-digging will also be supervised by the archaeologist on site. This will allow brief suspension of works in the event that archaeologically-sensitive or significant deposits or features are encountered. Deposits encountered during hand excavation will be examined for the presence of archaeological features, and to provide an objective description of the archaeological deposits or features. Deposits considered suitable for environmental sampling will be identified and samples recovered where appropriate and where safe to do so.

Archaeological deposits, features and structures will be excavated in stratigraphic sequence to ensure that dating evidence is not contaminated by later deposits. The features and deposits will be cleaned using a trowel, or other appropriate hand tool dependent on the relevant subsoil, and recorded using pro forma recording sheets and drawn records.

Stratigraphic relationships will be recorded in instances where no archaeological remains have been noted.

#### **Contingency Arrangements**

In the event that archaeologically significant features, deposits, artefacts or structures are encountered which cannot be adequately dealt with within the remit of an archaeological watching brief, work may be temporarily suspended while the client and local planning authority are notified. Any further works required by the local planning authority to deal appropriately with the remains are not covered by the scope of this document. In some cases it may also be appropriate to preserve some classes of archaeological remains *in situ*. Any such contingency arrangements will need to be agreed on a case-by-case basis.

#### **Archaeological Recording**

Minerva Heritage staff will use appropriate *pro forma* recording sheets to retain all information for deposits, structures and features encountered during the course of the watching brief.

Plan and section drawings, drawn at an appropriate scale (normally 1:20 for plans and 1:10 for sections) will be produced to illustrate and record the positions and relationships of individual features and deposits.

High-quality digital SLR cameras will be used for archiving purposes, with photographs of each context (with clearly visible graduated metric scale) creating a full photographic archive.

## **Artefacts**

All archaeological material will immediately be retrieved and carefully stored in bags and boxes, numbered according to the originating context. All materials will be treated in accordance with UKIC (1998) guidance. Artefacts which are 18<sup>th</sup> century or later will be noted and disposed of responsibly.

Palaeo-environmental samples will be retrieved and removed from site immediately. AOC Archaeology Group (Edinburgh) will process and examine any samples recovered.

Any items which represent Treasure (including gold and silver objects or groups of coins or prehistoric metal objects) will be immediately retrieved provided that this does not conflict with either preservation in situ or damage the material. Advice will be sought immediately from Historic England, and where possible the item(s) will be secured and immediately reported to the Finds Liaison Officer for the Portable Antiquities Scheme for Lancashire and Cumbria.

## **Human Remains**

Any human remains encountered must be treated with care, dignity and respect. The Burial Act 1857, the Disused Burial Grounds (Amendment) Act 1981, and local environmental health regulations must be taken into account. If found, human remains must be left in-situ, covered and protected. The police, coroner, planning archaeologists and Historic England will be informed as soon as possible.

If it is agreed that removal of the remains is essential, Minerva Heritage Ltd will apply for an '*Authority to Exhume Buried Human Remains For Archaeological Purposes*' licence from the Home Office, if necessary. Given the probable antiquity of any burials it is considered likely that the Home Office may grant a removal licence with only the consent of the landowner as a requirement. The final placing of the remains after scientific study and analysis will be agreed beforehand. The watching brief does not include for this contingency.

## **Post Excavation Methodology**

The paper, material and photographic archive will form the basis for an assessment of its implications for local, regional and national research objectives, where appropriate. Quantification and assessment of the finds and stratigraphic data will allow a summary of their research potential to be presented.

Finds (artefacts and ecofacts) will be processed according to UKIC 1998, and examined by a recognised specialist, where necessary. Conservation of unstable object or material types will be discussed in advance with the recipient museum.

A full archive comprising the paper, photographic and artefactual material generated during the project will be collated and curated according to English Heritage MAP 2 (1991) and Brown (2007). The archive will be deposited with a local museum with the site owners' consent. In this case it is envisaged that the Lancashire Museums Service will accept the material archive.

## **Report Writing, Editing, Illustration and Production**

A short illustrated report will be produced according to ClfA guidelines (2014). This will include, as a minimum:

- Non-technical summary
- Introduction, to include acknowledgements, project circumstances, outline details of archaeological and geological background and site description
- Location Plan
- Aims and Objectives
- Methodology
- Objective statement of results
- Conclusion and statements regarding confidence in the conclusion
- Archive Location
- Photographic or other illustrations as appropriate
- Any supporting data in either tabulated or appendix form
- References and Bibliography

The report will be submitted to the Lancashire Historic Environment Record within three months of completion of the project.

## **Publication and Dissemination**

The Online Access to the Index of Archaeological Investigations (OASIS) database will be updated on submission of the report and archive to the Lancashire Historic Environment Record.

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## **Timetable and Staffing Proposals:**

It is envisaged that the watching brief will occur over a single day (24 February 2017) and that this will complete the requisite monitoring. The project will be managed by Chris Healey (BA MCIfA), who has considerable experience of managing and conducting this sort of project. The on-site archaeologist will be Richard Buckle.

## **Other Matters**

### **Health and Safety**

Minerva Heritage Ltd provides a Risk Assessment for each project. All site procedures are in accordance with the guidance set out in the Health and Safety Manual compiled by the *Standing Conference of Archaeological Unit Managers* (1997). A written risk assessment will need to be read and understood by any site staff prior to the commencement of work, and copies will be made available on request to all interested parties.

## References

Allen JL and St John Holt A 1986 *Health and Safety in Field Archaeology*, Standing Conference of Archaeological Unit Managers (SCAUM)

Brown D 2007, *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*, Archaeological Archive Forum, London

English Heritage 1991, *Management of Archaeological Projects*, second edition, London

Chartered Institute for Archaeologists (CIfA) 2014, *Standard and guidance for archaeological watching brief*, revised edition



Archaeological Watching Brief  
Written Scheme of Investigation

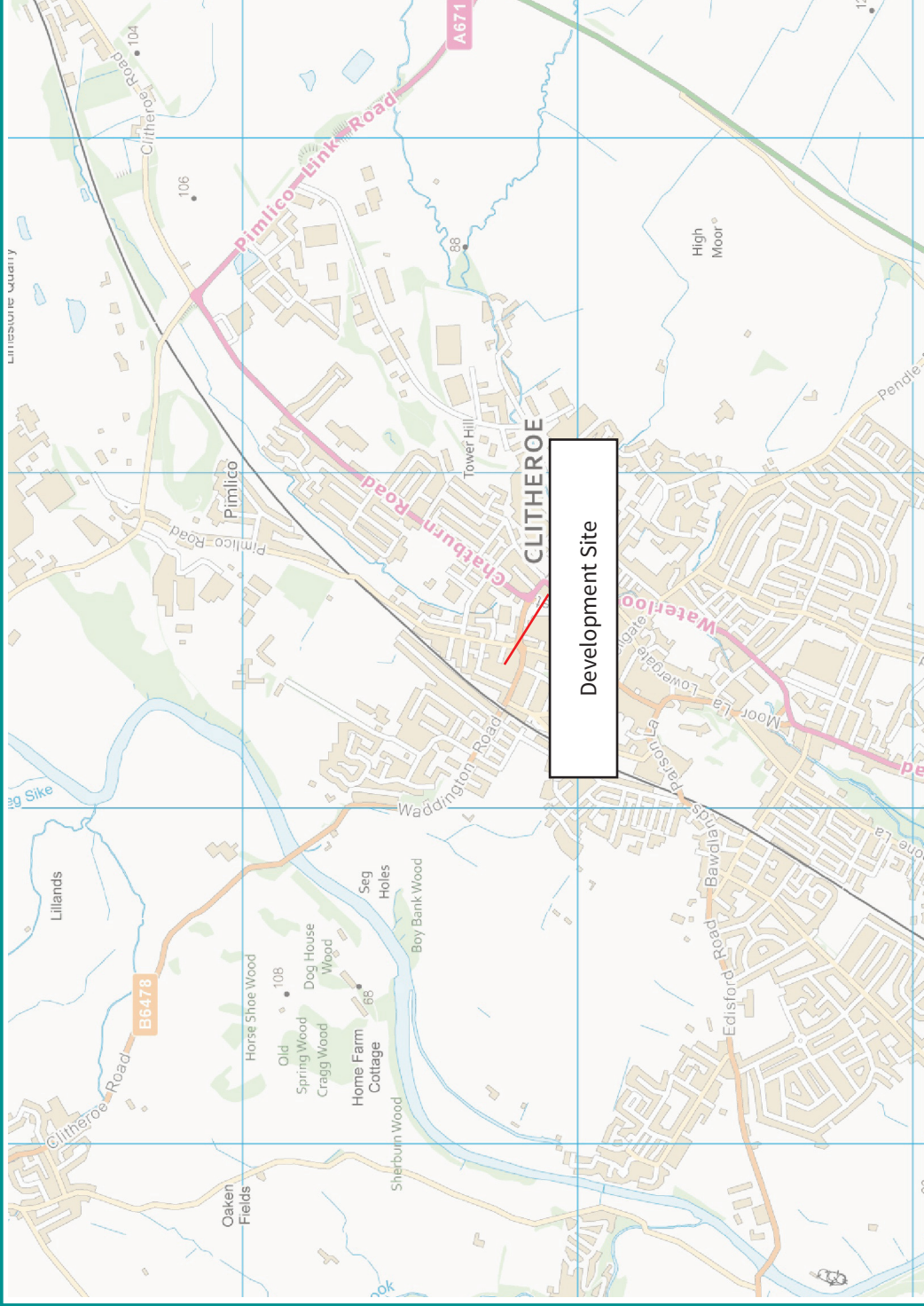
Figure 1: Site Location Plan  
Scale at A4 1:20,000

Client

Mr and Mrs McGrath

Location

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Figure 2: Site Location Plan  
Scale at A4 1:500

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