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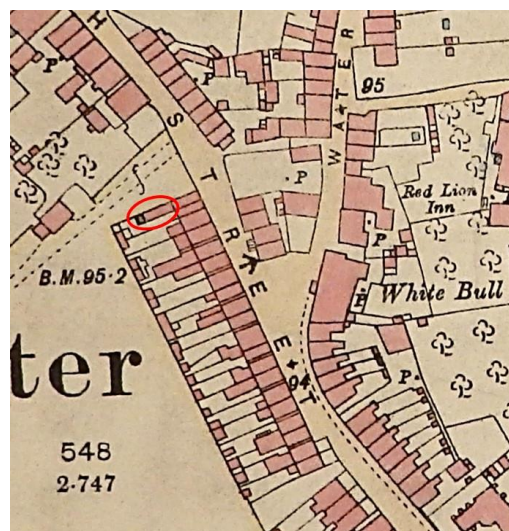
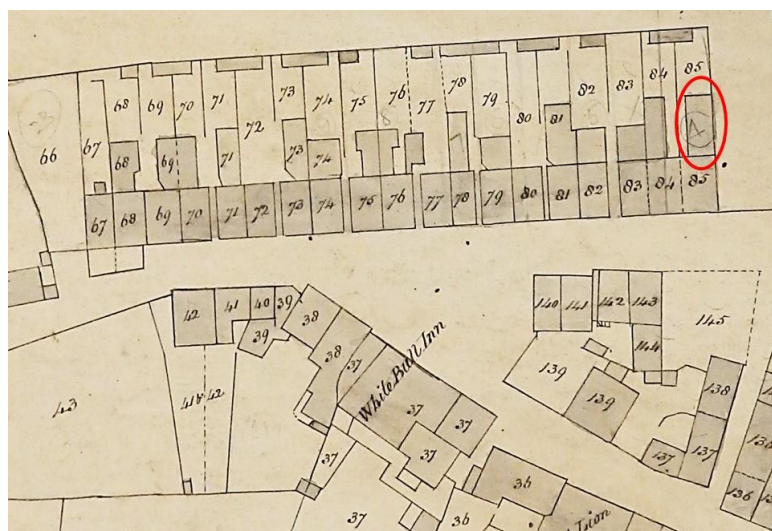
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Desk-based & field evaluation of sites& structures
Standing building photography, survey, & analysis
Garden History & First World War projects

Archaeological watching briefs
Environmental Impact Assessment
Outreach and lectures

**26 Church Street
RIBCHESTER, PR3 3XP
Ribble Valley Borough
Lancashire**

Written Scheme of Investigation for an Archaeological Watching Brief

Planning Application ref. 3/2020/0548/LB

(L) Extract from tithe map of Ribchester, 1838, showing loom-shop of 26 Church St. (no.85 on map) (Lancashire Archives DRB 1/164); (R) Extract from 1st edition Ordnance Survey 1:2500 map, sheet 54.14 (1893)

DRAFT, with costing deleted

28 April 2021

Prepared on behalf of:
Mr S. Bennett, Ribble Valley Borough Council,
and Lancashire County Council Historic Environment Team

1. INTRODUCTION

- 1.1 **Site location and circumstances.** A costed Written Scheme of Investigation (WSI) has been requested by Mr Stephen Bennett (the Client), concerning groundworks for alterations to 26 Church Street, Ribchester PR3 3XP, in Ribble Valley Borough, Lancashire (centred SD 6500 3524).
- 1.2 **Planning application.**
- 1.2.1 A Listed Building planning application (ref. 3/2020/0548/LB) was submitted to Ribble Valley Borough Council on 13 July 2020, a resubmission of refused application 3/2019/0939. The 2020 application included a Heritage Statement (Aug 2019) and Additional Heritage Information (results of a test pit, July 2020), both by Stephen Haigh, buildings archaeologist.
- 1.2.2 On 5 Nov 2020, the Lancashire County Council Historic Environment Team (LCCHET), commented to RVBC regarding the proposal that:
- ‘Whilst the site has clearly been disturbed by the construction of the house and outshut, and the floor of the outshut has certainly been raised, there is some small potential for remains associated with its use for textile manufacture to survive here. It is also probable that Roman deposits will also survive here below this.’
- 1.2.3 Referring to previous archaeological work at adjacent properties, LCCHET say:
- ‘An archaeological watching brief carried out within the outshut of no. 24 Church Street in 2010 demonstrated that whilst the ground within that structure had been disturbed to at least 700mm below existing floor level, but finds indicated that there was significant potential for intact Roman deposits to survive below this. On the opposite side of Church Street, observations during the construction of Alandale House revealed substantial intact Roman deposits at about this depth; these included a substantial ditch and gravelled surfaces. Excavations to the rear of no. 25 Church Street in 1982 revealed remains of a Romano-British hut and what may have been a second century smithy or metal-working hearth, as well as a wall which may have been associated with a hypocaust (underfloor heating system) seen in 1981 in the adjacent playing field.’
- 1.2.4 Following the above comments, RVBC approved the application on 4 December 2020, with a number of conditions, which included (no. 3):
- ‘No excavation works on the application site, including any required for clearance/demolition or site preparation shall take place until the applicant, or their agent or successors in title, has secured the implementation of a programme of archaeological works, to include a formal watching brief to the standards and guidance set out by the Chartered Institute for Archaeologists as an integral part of the groundworks required for the development. This watching brief must be carried out by an appropriately qualified and experienced professional contractor and in accordance with a written scheme of investigation, which shall first have been submitted to and agreed in writing by the Local Planning Authority and shall include a contingency plan for the

unexpected discovery of significant remains. A copy of a formal report on the works undertaken and their results shall be submitted to the Lancashire Historic Environment Record prior to the dwelling being first occupied following the consented works.

Reason: To ensure and safeguard the recording and inspection of matters of archaeological/historical importance associated with the buildings/site.'

- 1.2.5 This condition follows standard planning procedures, first implemented in *Archaeology and Planning: Planning Policy Guidance Note 16* ('PPG 16', Dept of the Environment 1990), now enshrined in the National Planning Policy Framework (NPPF), and comprising Policy DME4 of the Ribble Valley Core Strategy (pp. 97-99 in https://www.ribblevalley.gov.uk/download/downloads/id/10010/adopted_core_strategy.pdf)

- 1.3 **The present document** is a Written Scheme of Investigation (WSI) of the type specified by RVBC and LCCHET (paras 1.2.2-4 above), and should therefore be forwarded to both bodies (once approved by the Client, but excluding the costings), giving these bodies sufficient time to agree approval of it before groundworks commence on site. LCCHET require at least seven working days' notice of the commencement of works, in case they wish to monitor the archaeological provision.

- 1.4 **Archaeological background.** The justification for the archaeological planning condition is two-fold. On the one hand, there is potential for remains relating to the former use of the outshot as a textile loom-shop (Haigh 2019, 7-8, paras 5.14-20), and on the other there is potential for underlying deposits of Roman date, as outlined by LCCHET's statement. In addition to the instances described by LCCHET, the present writer was involved on a number of nearby sites, including trial trench evaluation behind 32-33 Church Street (Spar), and watching briefs at No. 56 Church Street and 28a Water Street, all of which produced Roman artefacts and features related to the *vicus* or civil settlement adjacent to the succession of forts. Extensive geophysical survey and excavation, and re-interpretation of the Ribchester fort and *vicus* by the University of Central Lancashire is ongoing. <http://www.ribchesterrevisted.uk/> and <https://www.youtube.com/watch?v=DqPjuEFUoc>

1.5 The archaeological contractor

- 1.5.1 Nigel Neil has been involved continuously in archaeology for over 40 years, and became a Member of the Institute for Archaeologists in 1984 (the Institute obtained its Royal Charter in 2014). He has undertaken over 150 projects since setting up Neil Archaeological Services as a sole trader in 1994, including desk-based assessments, archaeological evaluations, watching briefs, and standing building surveys, throughout Lancashire and the adjacent counties, on sites of all periods from the Mesolithic to the Second World War. He has also undertaken community archaeology and public-engagement work, including a number of projects grant-aided by what is now called the National Lottery Heritage Fund.
- 1.5.2 Mr Neil has undertaken more than a dozen projects in Ribchester, both inside the fort and in the *vicus* or civil settlement, including work on the Commanding Officer's House. He has also worked on the Roman forts of Inveresk, Wallsend, Manchester, and Lancaster.

2. PROGRAMME OF ARCHAEOLOGICAL WORKS

2.1 THE ARCHAEOLOGICAL PROVISION

- 2.1.1 **Standards.** Whilst LCCHET have not been commissioned to prepare a Specification for the watching brief, the present document has been written to meet the requirements of a typical Project Brief, and the Chartered Institute for Archaeologists' (CIfA 2014) Standards and Guidance.
https://www.archaeologists.net/sites/default/files/CIfAS&GWatchingbrief_2.pdf
- 2.1.2 **Pre-project meeting.** It is strongly recommended (and has been costed) that a pre-project meeting take place between the Client and archaeologist, to discuss the schedule of works and methodology. This information needs to be fully discussed with the groundworks contractor / machine operator, in order to agree **arrangements for stoppages to permit archaeological recording**, health and safety relating to the archaeologist working close to the machine, and a contingency plan in the event of very significant archaeological discoveries (see 2.1.5-6 below).
- 2.1.3 **Desk-based assessment.** The archaeologist will undertake limited desk-based assessment, comprising published and manuscript cartographic, and aerial photographic sources, in Lancashire Archives (Preston) and **consultation of the Lancashire Historic Environment Record (Lancs HER; mandatory under CIfA Standards and Guidance; fee payable – see para 3.5)**, to view information concerning previous work in the vicinity of the proposed works.
- 2.1.4 **Permanent-presence watching brief.** The archaeologist (Mr Neil generally works alone) will conduct a watching brief during all demolition and excavation works (e.g. topsoil and hard-standing removal, above-ground demolition, landscaping/re-profiling, wall footings, services, etc.). As the groundworks progress, archaeological deposits will be cleaned, excavated to an appropriate extent, recorded by scale drawing, photography and written description, sampled if appropriate, and artefacts (i.e. 'finds') and ecofacts (e.g. bone, organic deposits) and their location recovered, causing as little disruption to the progress of the groundworks as possible. If necessary, more fragile archaeological deposits within construction trenches and areas *may* be excavated in plan, by hand, by the archaeologist, which may require additional 'stoppage time', or for groundworkers to move onto other work temporarily, if that is possible. **The Client will be kept informed during the works concerning the significance of archaeological discoveries, and will be informed as early as possible if there is likely to be over-run to the estimated fieldwork duration and implementation of a Contingency cost (see 3.9 below).**
- 2.1.5 **Limits of the watching brief.** Archaeological works will only be undertaken in areas where the development requires intervention, and only to the depth to be damaged by the development. Unless LCCHET / RVBC specifically direct otherwise, all underlying and adjacent archaeological deposits will be left undisturbed, to fulfil the aim expressed in the NPPF of preservation of archaeological deposits, except where disturbance or removal is unavoidable.
- 2.1.6 **Contingency for unforeseen discoveries.** Should features and/or artefacts be found which, in the contract archaeologist's opinion, merit specialist examination or are

considered of high significance, the Client and then LCCHET will be informed. In very rare instances, an external specialist might be have to advise and/or visit.

- 2.1.7 **Human remains and/or Treasure Act artefacts.** In the event of discoveries involving **human remains and/or potential Treasure Act 1996 artefacts**, these matters will be handled with discretion, and in accordance with English Law. Any find that might meet the definition of treasure the Under the Treasure Act 1996 has to be reported to a coroner. Under local agreements, finds are reported to Finds Liaison Officers (FLOs) in England, who pass the report on to the local coroner. **The definition of treasure under the Act is currently under review, with particular reference to Roman objects NOT made of precious metal.** If human remains (cremation or inhumation) are encountered, even if the burial is pre-Christian, the Law (revised in 2015), requires that work be halted until the Ministry of Justice's Coroners Unit has been informed, and if necessary a licence under Section 25 of the Burial Act 1857 is obtained (free).
<http://www.bajr.org/BAJRGuides/13.%20A%20Basic%20Overview%20of%20the%20Recovery%20of%20Human%20Remains%20from%20Sites%20Under%20Development/13HumanRemainsDevelopment.pdf>
- 2.1.8 **Post-excavation assessment and reporting.** The project archive and finds (and any environmental assemblage or samples) will be subjected to a formal post-excavation 'assessment of potential for analysis', in accordance with CIfA Guidance http://www.archaeologists.net/sites/default/files/CIfA&GFinds_1.pdf Assessment will include spot-dating and cataloguing of artefacts, and indexing of the archive.
- 2.1.9 **Report to Client: one digital copy** of a written ('grey literature') assessment report will be submitted to the Client (*printed and bound and/or further digital copies on request, see para 3.9*), with digital copies to LCCHET and RVBC, will be prepared within 3 months of the completion of fieldwork, or to another timetable by mutual agreement. **A draft will be sent to the Client for inspection, before distribution copies are produced.** The report will place the results of the watching brief in their local and regional context, and include drawn and photographic illustrations. The LCCHET copy will become a public domain document after 6 months, and LCCHET reserve the right to upload it onto the internet. **Printed copies of the report will accompany the site archive and finds assemblage.** A copy will also be *offered* to Historic England's public archive, in Swindon, which also becomes public domain. **The above copies of the report are all included in the 'package' costing.**
- 2.1.10 In certain circumstances, *the assessment report may recommend specific artefact conservation, and/or a further post-excavation 'analysis' phase (e.g. for detailed pottery identification)*, which - once agreed with LCCHET - would have to be funded by the Client (*provisional sums are included in the costing*).
- 2.1.11 **Synoptic publication** will be done using the Online Access to the Index of archaeological investigationS (OASIS), maintained by the Archaeology Data Service (ADS), together with a note for publication in the appropriate period journal(s) (e.g. 'Roman Britain in 2019', in *Britannia*, and/or *Post-Medieval Archaeology*).
- 2.1.12 **Deposition of archive and finds assemblage.** Whilst, under English Law, the landowner is legally owner of artefacts recovered, except Treasure Act items (which become Crown property), it is usual practice to deposit the assemblage and archive,

by gift, with a museum Accredited by Arts Council England. **Ribchester Roman Museum** will be approached *before* the fieldwork commences, to ascertain whether they will accept both the assemblage and the archive, and to determine any special conditions (e.g. obligatory labelling of individual pottery sherds), **and the expected one-off fee for archive deposition** (para 3.5). Lancashire County Council's Museum of Lancashire, in Preston, is currently closed, but Lancashire Archives would be willing to accept the written, drawn, and photographic archive, if Ribchester Roman Museum is not an option. Lancashire Archives will receive a copy of the report as a minimum.

2.2 OTHER MATTERS

2.2.1 **Confidentiality.** The Client report is designed as a document for the specific use of the Client and LCCHET, for the purpose as defined in the Project Design. **It is not a publication academic report.** Any requirement to revise or reorder the material for third parties, or for any other explicit purpose, can be fulfilled, but will require separate discussion and funding. **The press and Social Media will NOT be informed of the project, or of any discoveries, without the prior approval of the Client.**

2.2.2 **Copyright of the archive.** The Chartered Institute for Archaeologists' (2014) *Standards* advise that:

'It is normal practice for both the copyright and ownership of the ... archive for archaeological work to rest with the originating body (the archaeological organisation undertaking the work). The originating body deposits the material ... on completion of the contracted works [e.g. with Ribchester Roman Museum], and normally transfers title and/or licences the use of the records at this stage. ...'.

2.2.3 **Insurance.** The Archaeological Contractor has Public Liability Indemnity, with £2 million third-party cover, on-site Personal Accident Insurance, and Professional Indemnity Insurance through Towergate Risk Solutions.

2.3 CORONAVIRUS

2.3.1 Archives and libraries have, at the time of writing, recently re-opened after prolonged closure to researchers, and some changes to ways of working are likely to remain for many months. Mr Neil has an extensive digital and paper library of sources about Ribchester such that, even if archives are forced to close again, he can undertake most of the desk-based assessment from resources already held.

2.3.2 It seems likely that the watching brief will take place while work Britain remains constrained by Coronavirus (Covid 19) prevention measures. The site team during the groundworks is likely to be small, and Social Distancing will be implemented, together with hygiene measures. During the lockdowns in 2020, most building work continued, as did most archaeological monitoring, but with enhanced Risk Assessment and Health & Safety provision. Unless Government advice precludes site work, it is anticipated that the fieldwork should be able to proceed.

- 2.3.3 As an accredited individual member of the Chartered Institute for Archaeologists, Mr Neil will follow the guidance issued on 7 April 2020 jointly by CIfA and the Association of Local Government Archaeologists (ALGAO).

<http://www.archaeologists.net/sites/default/files/2020.04.07%20-%20ALGAO-CIfA%20-%20COVID-19%20and%20archaeology%20in%20the%20planning%20system.pdf>

Every effort will be made to maintain the relevant CIfA Standards and Guidance for the works - but without endangering the health and safety of the archaeologist or other site team members. In any instances where deviation from these norms is necessary because of the circumstances, CIfA's Standard remains mandatory, but the Guidance may be modified. https://www.archaeologists.net/practices/coronavirus_and_standards

3. WORK TIMETABLE AND COSTING

3.1 **This Project Design may be treated as the terms of a contract, subject to confirmation of its acceptability to LCCHET and RVBC, and once written acceptance has been received from the Client.** LCCHET require at least 7 working days' written notice of the commencement of works, in order to arrange monitoring, should they wish to do so.

3.2 **Outline Resources and Costs.** The following resources will be necessary to achieve the proposals detailed. Note that the cost quoted includes *provisional sums* in case unexpected discoveries are made. *Any variation from at the Client's direction may require re-costing. If no significant archaeological deposits are found, the duration and therefore costs of some or all of Items 3 to 6 can sometimes be reduced.*

3.3 **Payment terms:** an interim invoice for 50% of the total estimated cost (excluding any contingencies applied) will be issued on completion of the fieldwork element. The balance will be invoiced with the draft report. **Payment is required within 30 days of the invoice date. Payment by direct bank transfer (BACS: account details will be on the invoice) is preferred, but cheques (payable to Nigel Neil) are also acceptable.**

3.4	Staff costs.	Person-Days
1.	Project preparation and pre-project meeting	0.5
2.	Desk-based assessment	0.5
3.	Permanent presence watching brief (<i>provisional</i>)	2
4.	Finds processing (<i>provisional</i>)	1
5.	Post-excavation archive and assemblage assessment (<i>provisional</i>)	1
6.	Preparation of archive, assessment report, publication summaries	2
	Total	7 days @ £

3.5	Out-sourced items.	
	Lancashire Historic Environment Record search fee	£
	Ribchester Museum archiving fee (awaiting response)	£

3.6	Non-staff costs.	£
	Including travel, drawing materials, Insurance, finds bags and boxes, archiving.	

3.7	<u>TOTAL, EXCLUDING CONTINGENCIES (below)</u>	£
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3.8 **THE ARCHAEOLOGICAL CONTRACTOR IS NOT VAT-REGISTERED**

3.9 **CONTINGENCIES.** See next page

3.9 CONTINGENCIES.

1. **Meetings.** Attendance at subsequent pre-project or other meetings (if outwith fieldwork timetable), or attendance at meetings further afield than c. 50 miles radius

each meeting £

NB Meetings held during ongoing fieldwork will normally be included in costs.
2. **Supplementary fieldwork provision** (additional days of watching brief), consecutive with Initial Package or otherwise, inclusive of non-staff costs

Per day on site £

And/ or, **per 0.5 day** (by prior agreement) **£**
3. **Supplementary post-excavation processing or assessment provision in-house** (if substantially greater number of artefacts recovered) **Per day £**
4. **Assessment by specialist of artefacts** (e.g. Roman ceramics, coins, inscriptions) / **ecofacts** (e.g. human remains)(**variable**) **typical** cost, per day **£**
5. **Additional copies of report.**

Printed incl' postage & packing	£
Digital, on CD by post	£
Digital, e-mailed	Free of Charge