

**Former Mill Lane Depot, Mill Lane, Chipping, Lancashire:
A Written Scheme of Investigation
for Archaeological Strip/Map/Sample**

For J Hadfield Engineering and Surveying, for and on behalf of Mr J Bretherton

Job Number MLC014
NGR: 361191 441498
Planning Ref: 3/2010/0283

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Summary

J Hadfield Engineering and Surveying have requested that Minerva Heritage Ltd submit proposals for a programme of archaeological strip/map/sample [‘the programme’] to supervise and monitor groundworks as part of development of land at the former Mill Lane Depot, Mill Lane, Chipping, Lancashire (NGR 361191 441498; Figures 3-4). The proposed development involves some ground reduction and some below-ground excavation for foundation trenches in preparation for a new structure.

The principal requirement for ‘the programme’ is that the site lies over the footprint of a mill building which is shown on the historic Ordnance Survey maps. Although the building appears to have been mostly demolished above-ground there are some surviving features which are more-or-less intact (the leat in particular) and the site should be considered an area of high archaeological potential.

A planning condition (No 10) reflects the need to protect the archaeological potential of the site, and the production and approval of a Written Scheme of Investigation (‘WSI’) is required before any works take place. An archaeological strip/map/sample has been identified by Lancashire County Archaeology Service [‘LCAS’] as the most appropriate programme to supervise and monitor groundworks.

This document outlines the methodology to be employed in the archaeological watching brief, in the form of a Written Scheme of Investigation (WSI). The current WSI was produced in accordance with *The Management of Archaeological Projects 2nd Edn* (English Heritage 1991) and guidance issued by the Institute of Archaeologists (IfA 2008).

Project Aims

Strategy

There is potential for the survival of below-ground archaeological remains associated with the former mill site (see Figs 1-2). An archaeological strip/map/sample programme to supervise and monitor groundworks is considered the most appropriate form of mitigation 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 programme.

This proposed programme will enable the appropriate 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 the current proposed programme.

This WSI therefore specifies the level and scope of archaeological work designed to mitigate the impact of the proposed development. This document sets out project aims, fieldwork methodology, post-fieldwork methodology and archiving proposals.

General Aims

A programme of archaeological strip/map/sample will be undertaken using appropriate methods and practices which satisfy the stated aims of the project, and which comply with the Code of Conduct, Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, and other relevant by-laws of the Institute of Archaeologists (IfA). The programme will result in the production an ordered, accessible archive and a report (IfA 2008).

The proposed development will require some ground reduction to remove modern spoil associated with the former depot and for a new septic tank, and also excavation of 4 (four) foundation trenches. An archaeologist will supervise the excavation of the relevant areas in order to identify and then record appropriately archaeological deposits, information or other material which may be present.

The definition and purpose of an 'archaeological watching brief' can effectively be extended to include this current programme, and is the most appropriate comparative guidance available. The IfA (2008) defines 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 specific area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed."* (ibid)

The purpose of an archaeological watching brief is twofold (ibid):

- *"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.."*

Specific Aims:

- To establish the presence or absence of archaeological remains at the proposed development site;
- To establish whether archaeological remains present may be dealt with sufficiently and appropriately using the resources available within the scope of the current WSI;
- To establish the character, location, extent, date and preservation of archaeological deposits to be affected by the groundworks;
- To record stratigraphic information (as detailed in the methodology);
- To retrieve finds including artefacts and ecofacts from stratigraphic contexts (as detailed in the methodology);
- To produce a photographic archive detailing archaeological remains encountered;
- To produce a fully illustrated report drawing together the results and conclusions of the programme; and
- To consider the evidence within local and regional contexts, where appropriate.

Archaeological Strip/Map/Sample Methodology

General

A programme of archaeological monitoring will supervise and observe all construction works which comprise ground reduction works. Permanent archaeological supervision of excavation will allow the temporary suspension of works in the event that archaeologically sensitive or significant deposits or features are encountered. The archaeologist on-site will co-operate fully with the contractors on site to minimise disruption to the construction schedule. Areas found to be devoid of archaeological interest will be agreed and formally handed over to the contractors.

The removal of overburden will be carried out by excavation machine under archaeological supervision down to the uppermost archaeological remains; whether structures, deposits, layers or other features. The exposed archaeological remains will then be cleaned using appropriate hand tools; either hoes, shovels or trowels and then examined for the presence of further archaeological features if necessary.

Exposed deposits or layers encountered during hand excavation will be examined for the presence of archaeological features, and to provide an objective description. Where appropriate, archaeological structures, features and deposits will be investigated and recorded by hand in stratigraphic sequence to ensure that dating evidence is not contaminated by later deposits. Structures, 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 as appropriate (see below). Stratigraphic relationships will also be recorded in instances where no archaeological remains have been noted. In this case it is likely that many if not all of the archaeological features encountered will comprise the buried remains of structures, perhaps with some other deposits and features also.

Contingency Arrangements

In the event that archaeologically significant features, deposits, artefacts or structures are encountered which are beyond the scope of this WSI, the Lancashire County Archaeology Service (LCAS) will be immediately notified. Works may need to be temporarily suspended in the vicinity of significant discoveries. Any further works outside the scope of inspection and recording of archaeological features would be subject to a variation in this Written Scheme of Investigation.

Archaeological Recording

Minerva Heritage staff will use the appropriate *pro forma* recording sheets to retain all information for deposits, structures and features encountered during the course of the watching brief. These have been developed from various examples used by contractors and university institutions across the UK, and are designed to be used in conjunction with the Museum of London Archaeology Service's Excavation Manual (3rd edn).

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. The sections and plan drawings will be tied into the national grid using local topographic features and by locating our survey points into the contractors' survey data.

High quality wide-angle digital photography will be used to compile record photographs of each archaeological context (with clearly visible graduated metric scale) creating a full photographic archive. Images will be initially be produced as RAW image files.

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.

Palaeo-environmental samples will only be retrieved in instances where this has been agreed in advance with LCAS.

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 LCAS, and where possible the item(s) will be secured and immediately reported to the local Finds Liaison Officer for the Portable Antiquities Scheme.

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, LCAS and English Heritage will be informed as soon as possible. If it is agreed that removal of the remains is essential, Minerva Heritage Ltd will apply for a licence from the Home Office for the study area. 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.

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 LCAS and the recipient museum (in this case it is envisaged that this will most likely be the Lancashire Museum, Preston).

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 the Lancashire Records Office with the site owners' consent obtained in a formal document.

Reporting

A report will be produced to present the results of the archaeological building recording and analysis. This document will include:

- A front cover with the relevant planning application number relating to the proposed development, and its national grid reference;
- Site location plans based on Ordnance Survey mapping;
- A table of contents and a list of illustrations or figures;
- A non-technical summary statement;
- An outline description of the site location, topography and geology;
- Aims and purpose of the project;
- Methodology;
- Dates during which the project was undertaken and by whom;
- The results of the watching brief programme;
- Results of any other specialist reports which arise during the course of the work;
- A concluding section regarding the significance of the site in its local and regional contexts. This should include statements relating to the further potential of the site for archaeological investigation, and an assessment of confidence in the stated conclusions;
- Scaled plans, section drawings, elevations and photographs as appropriate;
- Appropriate descriptions to accompany photographs of the watching brief results;
- Index to and location of the project archive;
- Bibliographic References;

An electronic copy and full colour hard copies of the report (including plans and figures) will be submitted to Lancashire Historic Environment Record within six months of completion of the project.

Copyright

Minerva Heritage shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the project design.

Archive

The results of the archaeological watching brief will form the core of a documentary archive which will be produced according to best practice guidelines issued by the Archaeological Archives Forum (*Brown 2007*).

- All paper, photographic and born-digital records or other material will be collated, curated and indexed prior to the submission of a copy of the final report to the Lancashire Historic Environment Record.
- Photographic images generated as RAW image files will be archived as TIFF files.
- The photographic archive will be provided permanent storage on 2 physically separate servers – 1 of these will comprise the Lancashire County Council Historic Environment Record server; the second will comprise the Minerva Heritage server.

- The complete archive resulting from the project will be deposited with the Lancashire Records Office, Preston, to a timetable agreed with LCAS, following consultation with the Planning Authority.
- One hard copy of the final report will be accompanied by an index to the documentary archive; a CD or CDs containing RAW and TIFF photographic images will also be submitted as part of the archive. On completion of the project Minerva Heritage Ltd will complete the obligatory fields of the OASIS form and submit an electronic version of the report to OASIS (<http://ads.ahds.ac.uk/oasis>).

Resources and Timetabling

The project will be under the direct management of Chris Healey BA, AIfA, Archaeologist at Minerva Heritage Ltd. A suitably experienced and qualified archaeologist will be responsible for attending, inspecting and recording the works.

At present no firm start date has been agreed.

Health and Safety

All archaeological work will follow SCAUM guidelines (Allen and St John Holt 1986) in addition to relevant Health and Safety legislation, and will be carried out in accordance with the standards and guidance described in the Institute of Archaeologists document entitled *Standard and Guidance for Archaeological Watching Brief* (IfA2001).

Minerva Heritage Ltd operates according to strict safety management procedures, and each project element will be provided with bespoke risk assessment documentation. A risk assessment will be carried out in advance of any works.

All staff visiting the proposed development site and surrounding areas will wear relevant Personal Protective Equipment (PPE), and maintain contact with a nominated person at regular agreed intervals throughout the programme.

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*, 2nd Edn, London

Institute of Archaeologists (IfA) 2008 *Standards and Guidance for archaeological watching brief*, Revised edn

Figure 1: 1844 Ordnance Survey Lancashire Sheet 46 showing 'Little Mill'

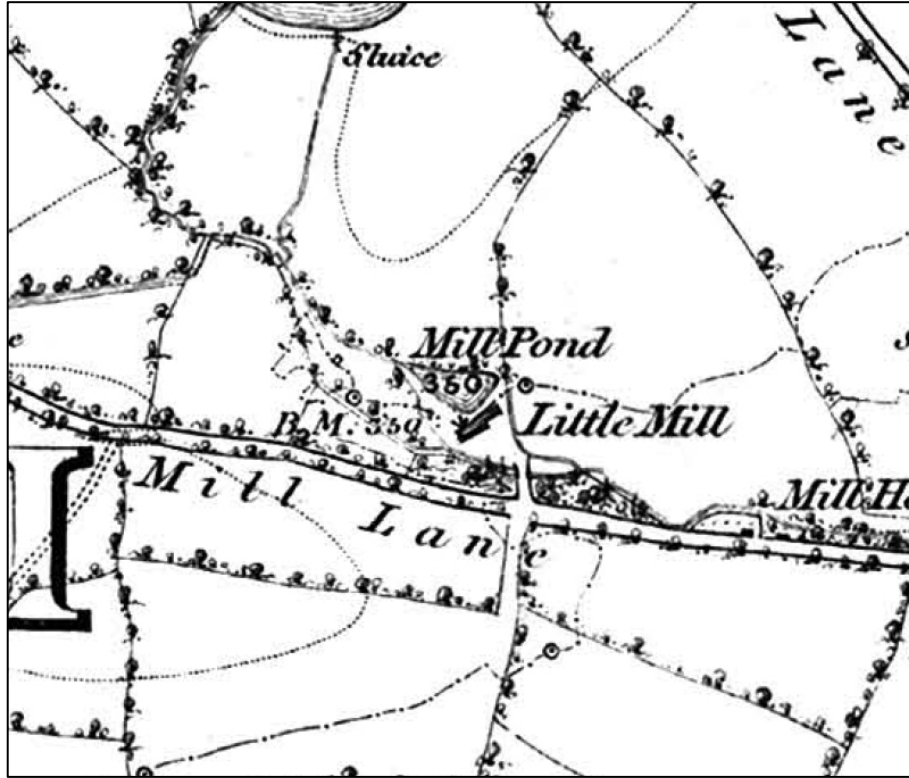
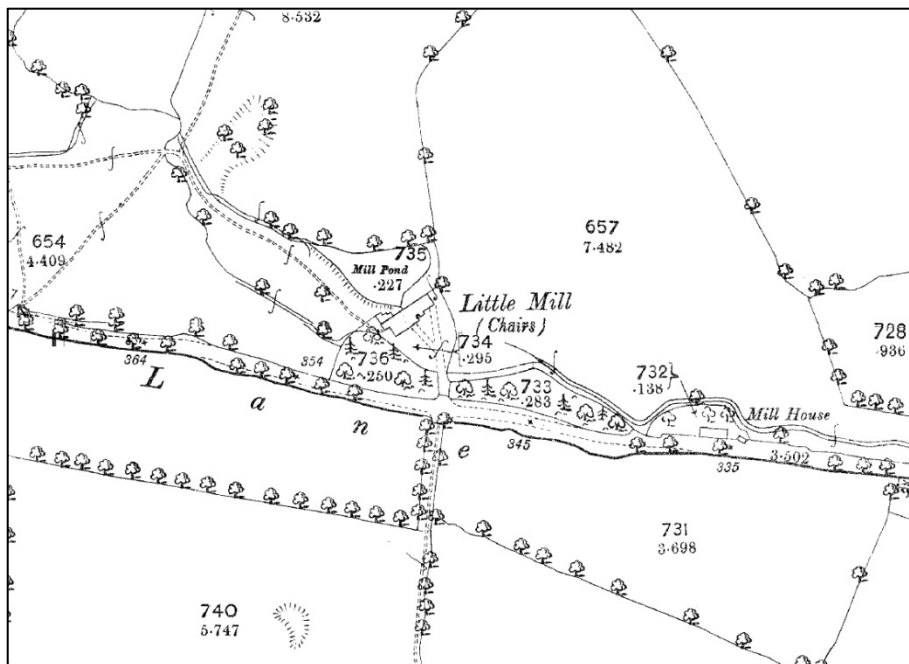
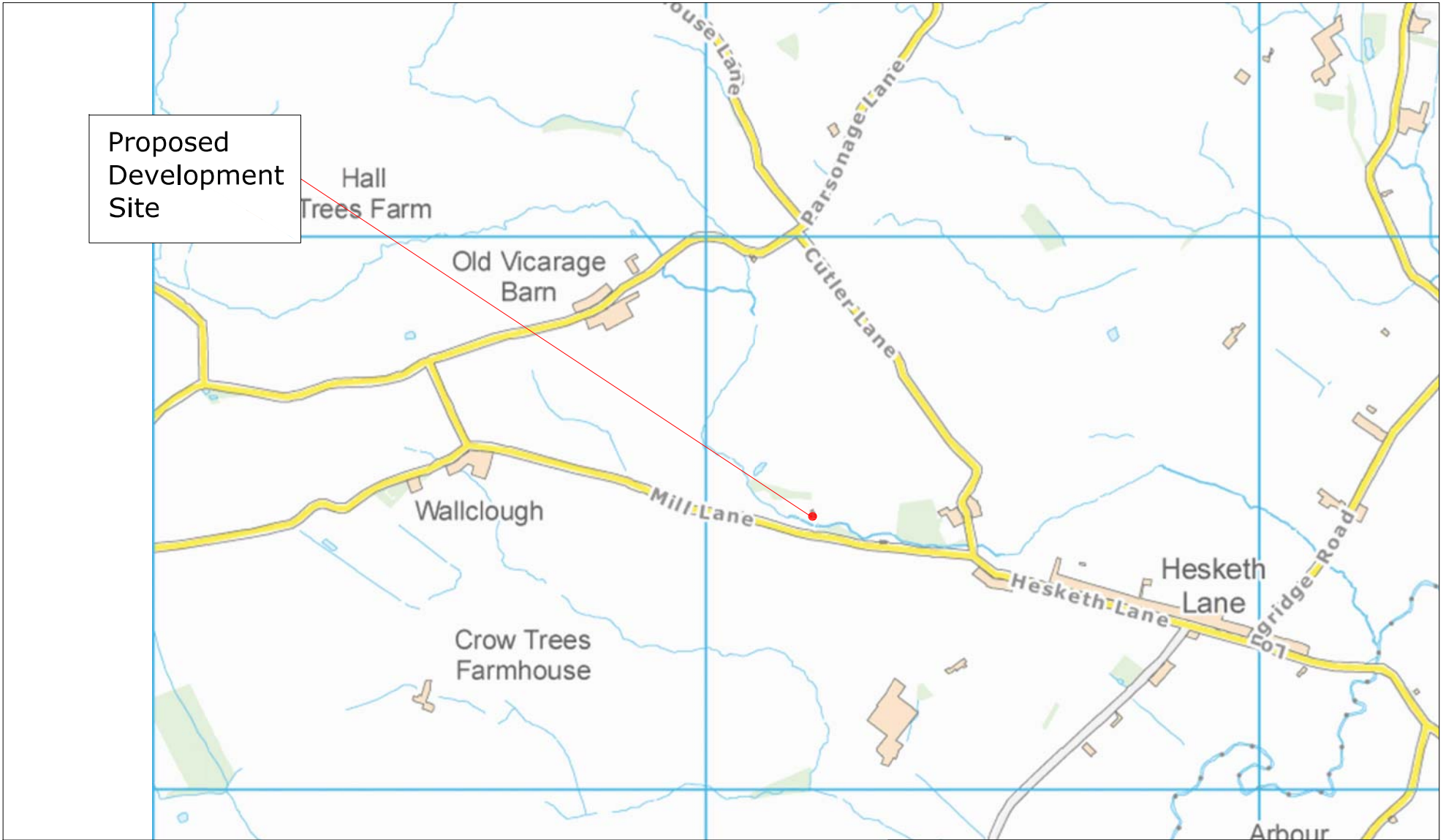


Figure 2: 1844 Ordnance Survey Lancashire Sheet XLVI.13 showing 'Little Mill'





Proposed
Development
Site

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Figure 1: Location plan

Scale 1:10,000 at A4

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Proposed
Development
Site Area

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Figure 2: Detail location plan showing proposed development site

Scale 1:1,250 at A4

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