

MANOR FARM

High Street, Twywell, Northamptonshire

Written Scheme of Investigation for Historic Building Recording & Observation Investigation, Recording and Publication

February 2022
Final 2.0

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SUMMARY OF PROJECT DETAILS

TJC Project Code:	EI 12
OASIS ID:	N/A
HER Event ID:	ENN110536
Project Type(s):	Historic Building Recording and OIRaP
National Grid Reference:	SP 95157 78419 (centred)
Postcode:	NN14 3AH (nearest)
County:	North Northamptonshire
District/Unitary Authority:	Northamptonshire
1. Parish:	Twywell
2. Elevation:	c. 55m above Ordnance Datum
3.	
4. Planning Reference(s):	20/01019/FUL & 20/01020/LBC
5. Designation Status(s):	Situated within Twywell Conservation Area Curtilage of Manor Farm Designation (NHLE: 1266103)
6. Prepared by:	Jennifer Oliver MCIFA
7. Reviewed by	Oliver Jessop MCIFA
8. Date:	15.01.2022
9. Version:	Final v2.0

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I INTRODUCTION

I.1. BACKGROUND

I.1.1. This document forms a Written Scheme of Investigation (WSI) for a programme of historic building recording and Observation Investigation, Recording and Publication (OIRaP) at Manor Farm, High Street, Twywell, Northamptonshire (**Figure I**), centred on National Grid Reference SP 95157 78419.

I.1.2. This programme of works has been prepared to address a condition of planning consent for the conversion of the structures to residential dwellings (20/01019/FUL & 20/01020/LBC):

Condition No.2 20/01019/FUL

- a) *No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority. This written scheme will include the following components. Completion of each of which will trigger the phased discharging of the condition:*
- a. *Fieldwork in accordance with the agreed written scheme of investigation;*
 - b. *Post-fieldwork assessment (to be submitted within six months of the completion of fieldwork, unless otherwise agreed in advance with the Planning Authority);*
 - c. *Completion of post-fieldwork analysis, preparation of site archive ready for deposition at a store (Northamptonshire ARC) approved by the Planning Authority, completion of an archive report, and submission of a publication report to be completed within two years of the completion of fieldwork, unless otherwise agreed in advance with the Planning Authority.*

I.2. CONSULTATION

I.2.1. This programme of works has been designed in consultation with the Northamptonshire Assistant Archaeological Advisor (hereafter the Local Authority Archaeological Advisor), who have been given the opportunity to comment on a draft of this WSI prior to final submission.

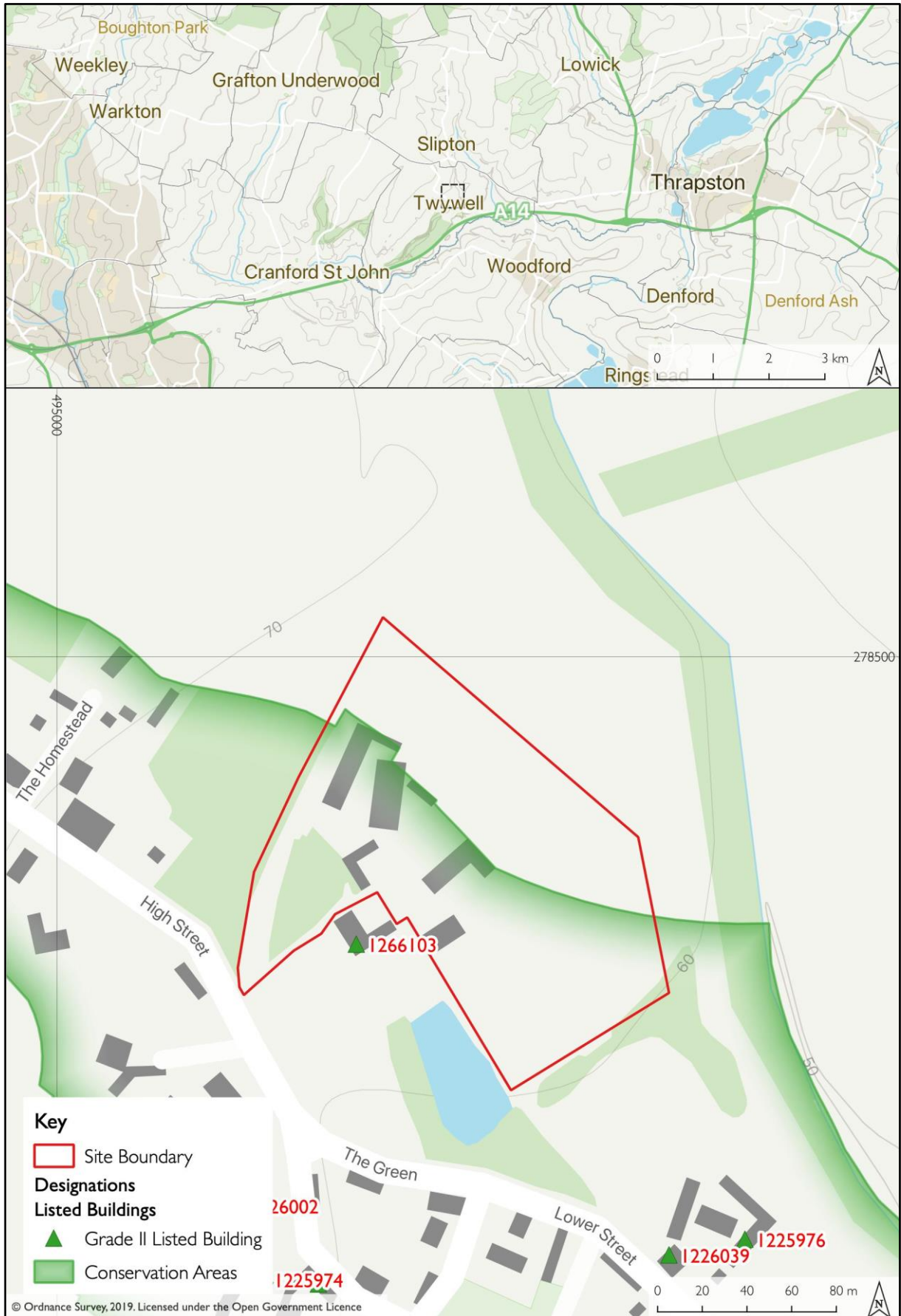


Figure I: Site Location with location of neighbouring designated heritage assets

2 SITE DETAILS

2.1. SITE LOCATION

2.1.1. The site is located on the northern side of High Street, within the western half of the village of Twywell, Northamptonshire (**Figure 1**).

2.1.2. The site encompasses four buildings structured around four yards to the north of the farmhouse, including:

- **Building 1** - an L-shaped range of former stables in the west of the site;
- **Building 2** - a contiguous range of three structures in the north of the site, including a central barn (Building 2.2) with two adjoining open-sided sheds (Buildings 2.1 & 2.3);
- **Building 3** - a contiguous range of two structures in the east of the site, including a barn (Building 3.1), and perpendicular single storey cowhouse (Building 3.2); and
- **Building 4** - a single-storey range in the southeast of the site

2.1.3. The location of these buildings is depicted on **Figure 2**.

2.2. GEOLOGY

2.2.1. The underlying bedrock geology at the site comprises limestone of the Bilsworth Limestone Formation, formed approximately 166 to 168 million years ago in the Jurassic Period (British Geological Survey, 2021).

2.3. DESIGNATIONS

2.3.1. The site lies within the Twywell Conservation Area.

2.3.2. The site comprises the farm buildings associated with the Grade II Listed Manor Farmhouse and Attached Coach House (NHLE: 1266103). The barns are assumed to be curtilage structures and are therefore covered by the Listing.

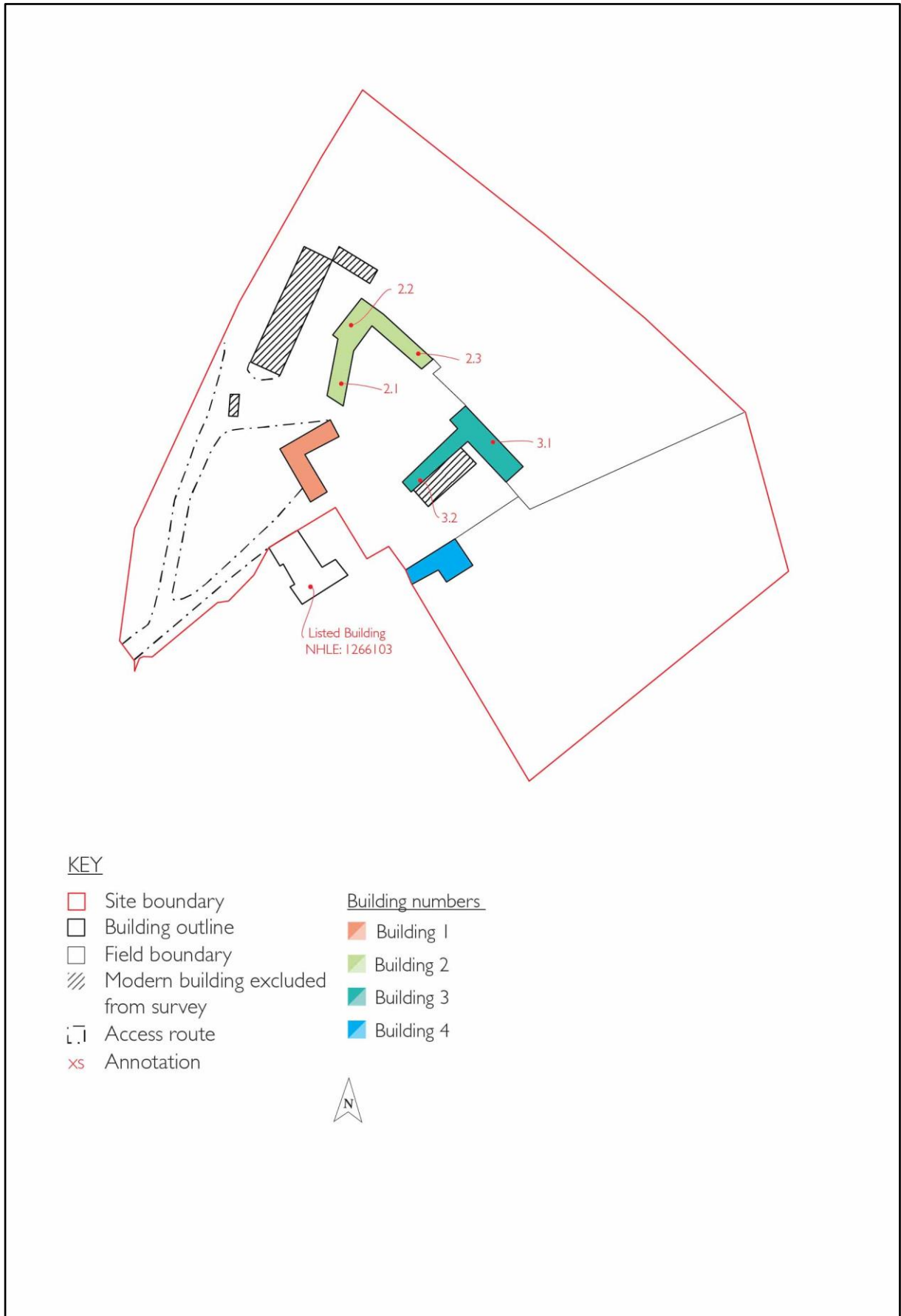


Figure 2: Site layout plan with location of buildings to be surveyed

3 HISTORIC AND ARCHAEOLOGICAL BASELINE

3.1. INTRODUCTION

3.1.1. This summary draws on the archaeological and historical background presented in Twywell Site B Heritage Statement (TJC Heritage 2019).

3.2. DEVELOPMENT OF THE SITE

3.2.1. There is evidence for continuous human activity in the vicinity of Twywell from the Bronze Age, with the valley forming a focus for settlement activity during the Iron Age and Romano-British period.

3.2.2. Antiquarian records of Bronze Age barrows (**HER ref: 1957/0/1**) within the parish provide the earliest discovered evidence of human activity in the area, although nothing now remains of these features to confirm their location or origin (RCHME, 1975: 100). Such monuments are typically found on high points or promontories, often on the edge of a false summit where they are most prominent against the skyline within adjacent valleys. On such a basis it is unlikely that the site would represent the site of such a monument, being situated in a slight valley, although such environments may have been utilised for natural resources or as a settlement site. The discovery of a flint scatter across the south facing slope east of Slipton (**HER ref: 6261/0/0**) suggests wider early prehistoric activity within the area.

3.2.3. The valley developed as a focus for settlement activity during the Iron Age and Romano-British period. An Iron Age settlement was excavated to the north of the village in 1967 (**HER ref: 1835/0/1**), revealing an extensive area of ditched enclosures, circular buildings, and burials dated by ceramics and carbon dating to between 300 and 100 BC (*ibid.*).

3.2.4. The site of Romano-British settlement was also recorded to the south of Twywell (**HER ref: 1834**) where pottery of Iron Age to Romano-British types was discovered during ironstone quarrying. A Romano-British well was also discovered in the 1920s to the east of this site (**HER ref: 1834/0/1**), and a findspot of Roman pottery was recorded to its west (**HER ref: 1834/0/0**) suggesting a zone of activity around the southern edge of Twywell. Further findspots of Roman pottery are also recorded to the east and north of the settlement (**HER ref: MNN153547, MNN151862, MNN1152195, MNN151897 & MNN154233**) including a second focus in the village of Slipton.

3.2.5. Twywell is first named in an Anglo-Saxon charter recording the grant of 3.5 hides of land to Northman by King Æthelred in 1013, where it is spelt *Twewel* (The Electronic Sawyer, n.d.). The etymology of this place name suggests it derives from the Old English words *twi* and

wella, which were in common use between the 5th and 12th Centuries and translate as “double spring or stream” (Mills, 2011). Whilst such topographical names can derive from descriptions of local landscape features adopted by later settlements, the presence of pre-medieval settlement within the area of Twywell suggest that the topographical name was applied to an already established pre-English settlement.

3.2.6. Little archaeological evidence has been recorded of the early-medieval settlement in the vicinity of Twywell, although a few items of early-medieval material culture have been encountered on fields north-west of the village (**HER ref: MNN151740 & 152046**).

3.2.7. The settlement appears in the Domesday Survey of 1086, spelt *Tuiwella* (Palmer *et al*, n.d.). At this time there were two manors in Twywell: that held by the Abbot of Thorney and the other held by Countess Judith.

3.2.8. A few key structures survive of the medieval settlement of Twywell (**HER ref: 5616**), including the manor house (**HER ref: 5616/2 & 5616/2/1**), which may have 15th Century origins, and the church (**HER ref: 5616/1**) which retains fabric of 12th Century date but may be on the site of an early building (Page, 1930). A survey of 1736 could potentially indicate the presence of an earlier medieval hall in Twywell, situated to the east of the present Manor Farm. The principal urban structure of the settlement likely has its roots in this period, comprising the main road which forms the principal axis of the settlement, and the crescent off of which the church is situated.

3.2.9. Development of the village from the 16th Century involved the expansion of the village and redevelopment or infill within the historic core. A number of post-medieval buildings are recorded by the Northamptonshire HER within the settlement, including barns, farms, public houses a slaughterhouse and outbuildings. Included amongst this number is Manor Farm (**HER ref 5616/3/1 & 5616/3**). There are three recorded discoveries of post-medieval material culture within the surrounding fields, which most likely relate to discarded or lost material deposited through manuring practices (**HER ref: MNN152205, MNN152880 & MNN152488**).

3.2.10. The intensification of settlement in Twywell following the production of the 1736 map is well illustrated on subsequent Ordnance Survey maps of the area. The principal drivers for this change most likely stemmed from the enclosure of the open fields within the parish by private Act of Parliament in 1765 (East Northamptonshire Council, 2009: 11). This enclosure resulted in the consolidation of landholdings within the parish, enabling the implementation of improved farming methods and unlocking the land for the exploitation of natural resources.

It was the latter factor which would ultimately have the largest effect on the landscape around Twywell, with numerous quarries and pits sunk to recover ironstone and limestone recorded in the area, with many more most likely subsumed by the larger operations that developed in the 20th Century. Parallel to the extraction operations was the development of improved transport infrastructure and associated industries such as brickworks. A similar pattern of development is also evident in the Parish of Slipton to the north.

Manor Farm

- 3.2.11. Appearing on the 1736 map, the site is shown to take in a large part of a large existing farm and an adjacent enclosure known as Fallow Close. A lane is shown running along the eastern boundary of the site. The buildings within the site comprise a substantial, c.60m long, building aligned on a north-west to south-east axis with a number of wings extending from its north-east elevation. A square enclosure is shown to its south-west, extending outside of the site, with a gate marked to the south overlooking an area of regularly spaced trees that may depict an orchard. West of this building are a number of detached buildings defining two potential yard areas, including buildings on the approximate site of **Buildings 1, 2.2 and 3.1**, although due to the small scale of the map it is not sufficient to conclude this with certainty. The character of this development would suggest a high-status property with associated outbuildings, of possibly medieval origin.
- 3.2.12. The 1886 Ordnance Survey (OS) map (Appendix 1.3) shows Manor Farm around this time, illustrating it as a multi-courtyard plan farmstead with detached farmhouse and cart shed to the south beyond the site boundary. The farm buildings include structures on the site **Buildings 1, 2.1, 2.2, 2.3, 3.1, 3.2 and 4**, plus other buildings that are no longer extant including an L-range of buildings between **Buildings 2 and 3**, and a northerly continuation of **Building 4**. No changes had occurred to the plan of the farm by the production of the 1900 OS map.
- 3.2.13. The 1972 OS map illustrates the site toward the late 20th century, illustrating Manor Farm to have remained relatively unchanged since 1900, with the main change being the addition of large rectangular building to the west of the site. Whilst the 1993 OS map does not illustrate any further changes, between its production and the first available satellite imagery of the site in 2004 the buildings defining the central courtyard of the farm had been demolished.

4 SCOPE OF WORKS

4.1. PRE-COMMENCEMENT

4.1.1. Prior to commencement of any site photography arrangements will be made with the owners to ensure that any stored materials have been removed and vegetation cleared sufficient to enable adequate visibility of rooms and elevations for the archaeological recording.

4.2. HISTORIC RESEARCH

4.2.1. A history of the property is to be produced, drawing on the existing research undertaken by TJC Heritage (2019).

4.3. BUILDING RECORDING

4.3.1. An as-existing record is to be made of the standing buildings at the site prior to the commencement of the construction programme. This is designed to be commensurate with a **Level 2 Record** as set out by Historic England (2016) with the level of proportionate to the significance and degree of proposed change within different parts of the site, comprising:

- Photographic record of **Buildings 1, 2, 3 & 4** and surrounding gardens/yards; and
- Measured floor plans of **Buildings 1, 2, 3 & 4**.

4.3.2. The recording strategy is illustrated on **Figure 2**, and the methodology set out in **Section 6**.

4.4. OBSERVATION INVESTIGATION RECORDING AND PUBLICATION

4.4.1. A targeted archaeological observation and investigation is to be maintained during the construction programme, comprising the monitoring of all ground works.

4.4.2. If, during the course of the programme, sufficient evidence is identified to indicate the absence of archaeological remains within the area of works, then the observation investigation may be reduced to intermittent monitoring or halted with the written approval of the Local Authority Archaeological Advisor.

4.5. REPORTING AND ARCHIVING

4.5.1. The outputs deriving from this project will include:

- I. An archaeological record collated into a fully indexed project archive with Northamptonshire ARC, or the Archaeology Data Service at the University of York;

2. A descriptive report presenting the results of the survey to be distributed digitally to the Client and made publicly available through Northamptonshire Historic Environment Record and OASIS (Online Access to the Index of Archaeological Investigations).

5 PROJECT AIMS

5.1. AIMS

5.1.1. The principal aim of the project is to record structures and archaeological remains within the site, to make a permanent record in advance of its alteration or destruction, and to contribute to the understanding of the origin and development of the site.

5.1.2. The specific objectives of the programme of archaeological recording are to:

- to complete the descriptive and photographic record of surviving historic fabric within areas to be affected by the proposals, prior to any change;
- to identify and record any structural evidence for the development and use of the buildings within areas to be opened up as part of the works and currently inaccessible;
- to investigate and record all below ground archaeological features, or deposits encountered during the course of the development works.

5.2. RESEARCH QUESTIONS

5.2.1. The following research questions are proposed to guide this programme of work. They have been formed in consideration of the published research priorities in the East Midlands Regional Research Framework (Knight, *et al.* 2012), in particular (Research objective 8C – Establish a typology of regional building traditions):

1. What evidence survives of earlier occupation at the site, and what does this tell us of the development and morphology of the village.
2. What can be determined from the surviving fabric in relation to the primary phase of construction, including date of construction, planform, circulation, use and character of fixtures or fittings?
3. What evidence is there for different functional spaces within the building, how did use change through time and what can that tell us of the evolution of the farm.

6 METHODOLOGY FOR BUILDING RECORDING

6.1. INTRODUCTION

6.1.1. This methodology has been produced in reference to overarching national guidelines as set out in the Chartered Institute for Archaeologists' Standard and Guidance for the archaeological investigation of standing buildings or structures (ClfA 2020a); and Historic England's good practice guides for recording historic buildings (2016).

6.2. PHOTOGRAPHY

6.2.1. All photography will be undertaken using a Digital SLR Camera, utilising a tripod and different lenses where appropriate, with images saved in JPG and raw format. Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale including, where colour is important factor, a KODAK colour scale. Appropriate task lighting will be used in the form of battery powered units to illuminate interior spaces. The details of each image will be recorded on pro-forma recording forms capturing subject, location, date and photographer.

6.2.2. The record shall comprise:

1. General views of the buildings in their wider setting (HE 2016, photography item 1).
2. The buildings' external appearance (HE 2016, photography item 2).
3. Further views as desirable to reflect the original design intentions of the builder or architect (HE 2016, photography item 3).
4. The overall appearance of the principal rooms and circulation areas of each building (HE 2016, photography item 4).
5. Any external or internal detail, structural or decorative elements that relate to the buildings design, development use (HE 2016, photography item 5).
6. Any machinery or other plant, or evidence of its former existence (HE 2016, photography item 6).
7. Any dates, signage, graffiti, makers plates etc. (HE 2016, photography item 7).
8. Any building contents which have a significant bearing on the building's history (HE 2016, photography item 8).
9. A plan or plans identifying the location and direction of accompanying photographs (HE 2016, drawn record item 8).

6.3. MEASURED SURVEY

6.3.1. Where available, existing building and topographical surveys will be used as a base for the archaeological record. The accuracy of all drawings will be checked and corrected where required.

6.3.2. The drawn record will comprise (see **Figure 2**):

1. Annotated measured floor plans (drawn at 1:100 scale) illustrating all archaeological observations including the form and location of any structural features or evidence of fixtures of historic significance (HE 2016, drawn record items 2 and 6).

6.3.3. Where warranted, the measured survey will be supplemented with survey notes to document observations and details of features, phasing and construction not captured in the drawn record. The level of detail will proportionate to the objectives of the project.

6.4. SAMPLING STRATEGY

6.4.1. It is not anticipated that any artefactual material will be recovered as part of this scheme of work, but should any be encountered then all recovered material will be returned to the JESSOP Consultancy office as part of a Working Project Archive, where they will be processed (cleaned, marked, and labelled as appropriate) and appropriately packed and stored in accordance with standard guidance as detailed within 'First Aid for Finds' (Watkinson and Neal 1998) and specific Historic England guidance as required.

Documents and Material Culture

6.4.2. Loose material of potential archaeological or historical interest will be securely bagged and labelled by room and location of recovery. Fixed material will be photographed and recorded, or with the permission of the owners, removed for inclusion in the Working Project Archive.

7 METHODOLOGY FOR OBSERVATION INVESTIGATION RECORDING AND PUBLICATION

7.1. INTRODUCTION

This methodology has been produced in reference to overarching national guidelines as set out in the Standards and Guidance for an Archaeological Watching Brief (ClfA 2020b);

7.2. EXCAVATION

7.2.1. Ground levels will be reduced by hand or by mechanical excavator fitted with a toothless bucket, mindful of the potential for archaeological remains to survive directly beneath.

7.2.2. All potential archaeological remains will be cleaned and recorded by hand.

7.2.3. Discrete features will be half-sectioned; linear features will be sampled a minimum of 20% along their length (each sample section to be not less than 1m), or a minimum of a 1m sample section, if the feature is less than 5m long.

7.2.4. The deposits at junctions or interruptions in linear features will be sufficiently excavated for the relationship between components to be established. All termini will be investigated.

7.3. RECORDING

7.3.1. A standard single context recording system will be used to keep a documentary record of all archaeological remains that are encountered. The individual contexts will be cross-referenced as appropriate to associated features that are exposed.

7.3.2. Stratigraphy will be recorded in all areas of monitoring, even where no archaeological deposits have been identified.

7.3.3. The extent of the excavated areas and the location of any archaeological features and deposits will be recorded in plan at an appropriate scale (1:500, 1:1250 or 1:2500), including the position of section lines.

7.3.4. All archaeological features will be drawn in plan and section at an appropriate scale (1:10, 1:20 or 1:50, with Ordnance Datum heights on each drawing.

7.3.5. All archaeological features will be photographed following cleaning and at appropriate stages during their excavation utilising a Digital SLR Camera. Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale including, where colour is

important factor, a KODAK colour scale. The details of each image will be recorded on pro-forma recording forms capturing subject, location, date and photographer.

7.4. ARTEFACT RECOVERY

7.4.1. All stratified archaeological finds will be collected, except for modern (20th Century) finds from topsoil and subsoil contexts unless it is determined that they are of archaeological interest.

7.4.2. All artefacts will be bagged and labelled by context.

7.4.3. Recovered finds are to be returned to the JESSOP Consultancy office as part of a Working Project Archive, where they will be processed (cleaned, marked, and labelled as appropriate) and appropriately packed and stored in accordance with standard guidance as detailed within 'First Aid for Finds' (Watkinson and Neal 1998) and specific Historic England guidance as required.

7.4.4. Unstable artefactual remains (e.g. metallic, wood or leather) will be sent to the University of Durham to advise on conservation, and undertake x-ray analysis where appropriate.

7.5. ENVIRONMENTAL SAMPLING AND SCIENTIFIC DATING

7.5.1. Suitable stratified deposits where there is a good potential for palaeo-environmental remains to survive will be sampled in consultation with the appropriate specialist (see **Section 7**) and in accordance with guidance issued by Historic England (HE 2011). Where required, the Historic England Science Advisor will be contacted for support and advice.

7.5.2. Bulk samples of 40 litres will be taken from deposits with obvious potential for palaeo-environmental remains (e.g. burnt pit fills) and a selection of securely dated stratified contexts. Where the context is sufficiently large, bulk samples will be taken at different points to avoid spatial bias (HE 2011: 10). Artefacts recovered during the processing of the sample or material may be available for C14 dating.

7.5.3. Each sample will be taken from a cleaned surface, collected with clean tools, and placed in clean containers or double bagged, with internal and external plasticised/waterproof labels corresponding to a sample register.

7.5.4. Recovered samples are to be returned to the JESSOP Consultancy office as part of a Working Project Archive, where they will be appropriately stored in accordance with guidance issued by Historic England (HE 2011).

7.5.5. All samples will be provided to appropriate specialists for assessment (see **Section 12**).

7.6. BURIALS

7.6.1. Should any burials or cremations be encountered, their extent, number and state of preservation will be established and the client and Local Authority Archaeological Advisor will be notified to discuss an appropriate strategy for their management. Where it is deemed necessary, a licence for removal should be requested from the Ministry of Justice, and Local Authority Archaeological Advisor notified, and no development should take place until burials are removed or alternate arrangements made.

7.6.2. The treatment of human remains will be in accordance with the requirements of Civil Law and all relevant best practice guidance (APBE, 2017). The remains will be adequately recorded in-situ before lifting in accordance with ClfA Technical Paper 13, Excavation and post-excavation treatment of cremated and inhumed human remains (McKingley, *et al.* 1993). All burials will be provided to appropriate specialists for assessment (see **Section 12**).

7.7. TREASURE

7.7.1. In the event of discovery of artefacts covered or potentially covered by the Treasure Act 1996, their excavation and removal will be undertaken following notification of the Client, Coroner and Local Authority Archaeological Advisor.

8 ARCHIVE

8.1. WORKING PROJECT ARCHIVE

8.1.1. The documentary archive will be collated in a designated folder and stored in a secure location when not in use. At appropriate stages, and on completion of the project, digital security copies will be made.

8.1.2. The archaeological archive will be returned to the office of The JESSOP Consultancy at regular intervals for processing and storage in accordance with best practice guidance (Watkinson and Neal 1998 & HE, 2011).

8.1.3. The JESSOP Consultancy is committed to ensuring that digital data is backed up and kept secure for future reference (after DCC 2013 v4.0 and DigVentures, 2019). The digital archive, including security copies of paper records, will be stored remotely in the cloud servers of 'Dropbox for Business' an industry standard storage facility operating over multiple servers and data centres. In addition to the cloud storage, at the end of each project the data is downloaded and stored on local hard drive, ensuring a secondary level of backup.

8.2. SELECTION AND RETENTION STRATEGY

8.2.1. The entire project archive will be subject to a selection procedure in accordance with best practice guidance (AAF 2011; and SMA 2020). The aim of the selection process is to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

8.2.2. At the completion of the fieldwork stage, a mid-project review will be undertaken in consultation with relevant stakeholders to determine the selection strategy. This may take the form of a written selection strategy (produced in accordance with ClfA guidance (n.d.)).

8.2.3. It is anticipated that the archive will contain all original fieldwork drawings in digital format; survey notes; and record photography. The digital photographic archive will be reviewed, duplicate images discarded, and raw files converted to Adobe DNG format for long-term storage in the final archive. All recovered artefacts and samples will be assessed by appropriate specialists to identify recommendations for selection for the permanent archive, considering the research objectives outlined within **Section 5** and any unanticipated research potential.

8.2.4. The archaeology curator of the nominated archive repository, and the Local Authority Archaeological Advisor, will be consulted on these recommendations to arrive at a final agreed selection for retention prior to compilation of the final project archive.

8.3. FINAL ARCHIVE

8.3.1. The final archive will be assembled in accordance with the national guidelines in *'Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation'* (AAF 2011) and the Chartered Institute for Archaeologists' *'Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives'* (ClfA 2020c).

8.3.2. The physical archive will be deposited with Northamptonshire ARC, prepared in accordance with their specifications (NCC, 2020). In the event that the project does not produce artefactual remains or samples selected for retention, then any remaining paper record will be scanned and incorporated into the digital archive.

8.3.3. Provision will be allowed for the deposition of the digital archive with the Archaeology Data Service (ADS) at the University of York, a Trusted Digital Repository. The archive will be prepared in accordance with national guidance (DigVentures, 2011) and the standards and requirements of the repository (ADS, 2020).

9 REPORTING

9.1. FINAL REPORT

9.1.1. At the end of the fieldwork programme a final report will be prepared to present the results and interpretations of the programme of works.

9.1.2. The final report will include:

- Project specific fieldwork codes and dates
- Non-technical summary
- Site location and relevant designations
- Aims, purpose and research objectives of the programme of work
- Methodology
- Discussion of the history of the site
- Evidenced account of the building's overall form and its successive phases of development
- Analysis of the results of the survey and archaeological monitoring, including types of archaeological features/monuments recorded, their periods and account of sites past and present uses
- Discussion and Conclusion
- Acknowledgements
- List of contents of fieldwork archive
- Bibliography and References
- Illustrations and photographs

9.1.3. The report will reference the following HER event ID: **ENNI 10536**.

9.2. DISSEMINATION

9.2.1. If no other publication is recommended, a brief site summary in text format will be provided for Northamptonshire Archaeology's annual fieldwork round-up. This will be sent to client at the same time as submitting the final report to Northamptonshire HER.

9.2.2. Provision should be made for updating the East Midlands Historic Environment Research Framework where the results of a fieldwork project contribute towards agenda topics. This should be done using the interactive digital resource at <https://researchframeworks.org/emherf/> and noted explicitly in the conclusions of the relevant report.

10 MANAGEMENT OF THE ARCHAEOLOGICAL WORKS

10.1. STAFFING

10.1.1. The programme of works will be co-ordinated by Oliver Jessop a Corporate member of the Chartered Institute for Archaeologists (MCI(A) and members of the team at The JESSOP Consultancy, a Registered Archaeological Organisation.

10.1.2. External specialists will undertake any post-excavation analysis of any finds, or environmental data that is recovered, including;

- Dr Angela Trentacosta (University of Oxford) – Animal Bone
- Dr Lizzie Craig (University of Sheffield) – Human remains
- Dr Chris Caple (University of Durham) - Waterlogged remains and archaeological conservation
- Dr Chris Cumberpatch (Freelance specialist) – Pottery - Iron Age/Roman/Saxon/Medieval
- Dr David Barker (Freelance specialist) – Pottery/Ceramics - Post-Medieval
- Prof Glynis Jones (University of Sheffield) – environmental analysis and archaeobotany

10.1.3. The University of Durham will be used for any archaeological conservation that may be required.

10.2. TIMETABLE AND MONITORING

10.2.1. This timetable is liable to change as work progresses on account of the programme of works being tied to the construction programme, this has not yet confirmed. The Local Authority Archaeological Advisor will be updated a timetable and any subsequent changes upon agreement of the proposed construction programme.

10.2.2. At the inception of the project the Local Authority Archaeological Advisor and Northamptonshire ARC will be notified of the project details, timetable and confirm principal approval for the deposition of the final archive.

10.2.3. It is the responsibility of the client to ensure that the archaeologist is aware of the schedule for commencement of all groundworks within areas to be monitored in order that monitoring can be scheduled appropriately.

10.2.4. The Local Authority Archaeological Advisor will be offered the opportunity to undertake a site inspection, and sufficient notice of the commencement of fieldwork will be provided in

order that this can be scheduled. All monitoring visits will be documented and agreed by each party.

10.2.5. A draft report on the archaeological recording will be finalised within 3 months of completion of the programme of works and provided to the Local Authority Archaeological Advisor for approval.

10.2.6. The project archive will be deposited with the appropriate repository within 6 months of completion of the fieldwork and reporting. Local Authority Archaeological Advisor will be notified upon receipt of confirmation of transfer from the repository.

10.2.7. Any deviation from this programme should be documented and agreed by each party.

10.3. FEATURES OF UNEXPECTED SIGNIFICANCE

10.3.1. Should features of high value to the significance of the building/s, or of potential national archaeological importance, be identified that would be impacted by the permitted planning application, then, the archaeologist will notify the owner, project architect and Local Authority Archaeological Advisor to discuss how these features might be preserved or enhanced within the scheme.

11 HEALTH AND SAFETY AND INSURANCE

11.1. HEALTH AND SAFETY

11.1.1. The programme of works will be undertaken in accordance with the 1974 Health and Safety at Work Act. Appropriate Personal Protective Equipment (PPE) will be worn at all times.

11.1.2. All equipment will be suitable for the purpose and in sound condition and comply with Health and Safety Executive recommendations.

11.1.3. A project specific Risk Assessment will be prepared prior to work commencing on site and all personnel will be made aware of all Risks and Hazards associated with the project.

11.2. INSURANCE

11.2.1. The JESSOP Consultancy currently holds (as of November 2021) Professional Indemnity cover of £2,000,000 (AXA Insurance UK Plc policy no: TG0058), Public Liability cover for £5,000,000. (Aviva, policy no: 000580), and Employers Liability cover for £10,000,000. (Aviva, policy no: 000580).

12 COPYRIGHT

12.1. PAPER AND DIGITAL ARCHIVE

12.1.1. The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body – The JESSOP Consultancy. The JESSOP Consultancy will deposit the material with the recipient museum or repository on completion of the contracted works, whereupon and to whom they will transfer title and/or licence the use of the records. This licence will allow the repository to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

12.2. REPORT

12.2.1. Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Developer will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination as part of the dissemination measures identified in **Section 4**.

13 SUPPORTING INFORMATION

GUIDANCE CONSULTED

- Advisory Panel on the Archaeology of Burials in England (APBE). 2017. *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (second edition). Historic England
- Archaeological Archives Forum (AAF), 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation*.
- Archaeological Data Service (ADS), 2020. *Archaeology Data Service guide to Good Practice* [online]. Available: <http://www.guides.archaeologydataservice.ac.uk>
- Chartered Institute for Archaeologists (CIfA). 2020a. *Standard and Guidance for the archaeological investigation of standing buildings or structures*. CIfA: Reading
- Chartered Institute for Archaeologists (CIfA). 2020b. *Standard and Guidance for an archaeological watching brief*. CIfA: Reading
- Chartered Institute for Archaeologists (CIfA). 2020c. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*. CIfA: Reading
- Chartered Institute for Archaeologists (CIfA). n.d. *Toolkit for Selecting Archaeology* [online]. Available: <https://www.archaeologists.net/selection-toolkit>
- DCC. 2013. *Checklist for a Data Management Plan. V.4.0*. Edinburgh: Digital Curation Centre (after ADS 2020)
- DigVentures, 2019. *Dig Digital. Work Digital. Think Digital. Create Digital. A guide to managing digital data generated from archaeological investigations*.
- Historic England 2010. *Waterlogged wood. Guidelines on the Recording, Sampling, Conservation and Curation of Waterlogged Wood*. English Heritage: London
- Historic England 2015. *Management of Research Projects in the Historic Environment: The MoRPHE Project Manger's Guide*.
- Historic England. 2016. *Recording Historic Buildings – a guide to good recording practice*. English Heritage.
- Knight, D., Vyner, B. & Allen, C. 2012. *East Midlands Heritage: an updated research agenda and strategy for the historic environment of the East Midlands*. Buxton Press.
- McKinley, J.I. & Roberts. C. 1993. *Excavation and post-excavation treatment of cremated and inhumed human remains*. CIfA technical paper no. 13.
- Northamptonshire Country Council. 2020. *Northamptonshire Archaeological Resource Centre Archaeological Archives Standard*.

Society for Museum Archaeology, 2020. *Standards and Guidance in the Care of Archaeological Collections*.

TJC Heritage 2019. Manor Farm High Street, Twywell, Northamptonshire – Heritage Statement. TJC2019.149 (OASIS ID thejesso1-397952).

Watkinson, D. and Neal, V. (eds). 1998. *First Aid for Finds*

APPENDIX I:

LISTED BUILDING DESCRIPTION

MANOR FARMHOUSE AND ATTACHED COACH-HOUSE

DETAILS

Grade: II

List Entry Number: 1266103

Date first listed: 17-Jun-1987

LOCATION

Statutory Address: MANOR FARMHOUSE AND ATTACHED COACHHOUSE, HIGH STREET

District: North Northamptonshire (Unitary Authority)

Parish: Twywell

National Grid Reference: SP 95134 78371

Farmhouse. Early/mid C19. Squared coursed limestone with C20 plain tile and Collyweston slate roof. Double depth plan. storeys. Elevation to farmyard of 3-window range of varying sized casements under flat stone arches with keyblocks. 6-panel door to far left and 4-panel door to far right also under flat stone arches. Cross wing breaks forward to left and has a sash window with glazing bars under flat stone arch with keyblocks. Ashlar gable parapets and ashlar stacks at ridge and end. Elevation to garden has 3 sash windows with glazing bars and central panelled door with arch-head fanlight. Rear elevation has some leaded casements. Coach house attached to left of main front, remodelled mid C19 with brick front, has Collyweston slate roof. 2 plank doors under segmental arches. Gable end has leaded cross window. Interior: passage between coach house and farmhouse has some fielded panels said to be reset from earlier house nearby, now demolished, which was probably the manor house of the Mulsha family. (V.C.H.: Northamptonshire, Vol.3, p.248).