

Archaeological Watching Brief Cover Sheet and Project Design

The Site	
Site Name	Claughton Industrial Estate, Brockholes Way, Catterall
County	Lancashire
NGR	350272 442410

Client	
Client Name	Leach Structural Steel Work Ltd
Client's architect/agent	Alan Jones Chartered Surveyors

Planning	
Pre-planning?	No
Planning Application No.	2/2022/00886/FUL
Plans (e.g. conversion, extension, demolition)	Construction of industrial building
Condition number	
Local Planning Authority	Wyre Borough Council
Planning Archaeologist	Peter Iles, Lancashire County Council
Groundworks subject to watching brief	Stripping of site, excavation of foundations and associated groundworks

Archiving	
Relevant Record Office(s)/Archive Centre(s)	Preston
Relevant HER	Lancashire County Council
Relevant museum	Lancaster City Museum



1. Introduction

1.1 Project Cover Sheet

1.1.1 All the details specific to this project are set out on the cover sheet of this project design. The project design itself covers all elements that are involved in an archaeological watching brief.

1.2 Greenlane Archaeology

1.2.1 Greenlane Archaeology is a private limited company based in Ulverston, Cumbria, and was established in 2005 (Company No. 05580819). Its directors, Jo Dawson and Daniel Elsworth, have worked continuously in commercial archaeology since 2000 and 1999 respectively, principally in the north of England and Scotland. Greenlane Archaeology is committed to a high standard of work, and abides by the Chartered Institute for Archaeologists' (CIfA) Code of Conduct. The watching brief will be carried out according to the Standards and Guidance of the CIfA (CIfA 2014a).

1.3 Staff

1.3.1 **Dan Elsworth (MA (Hons), ACIfA)** graduated from the University of Edinburgh in 1998 with an honours degree in Archaeology, and began working for the Lancaster University Archaeological Unit, which became Oxford Archaeology North (OA North) in 2001. Daniel ultimately became a project officer, and for over six and a half years worked on excavations and surveys, building investigations, desk-based assessments, and conservation and management plans. These have principally taken place in the North West, and Daniel has a particular interest in the archaeology of the area. He has managed many recent projects in Cumbria and Lancashire including several archaeological evaluations.

1.3.2 **Tom Mace (BA (Hons), MA, MIfA)** has extensive experience of working on a variety of archaeological projects, especially watching briefs, but also excavations, evaluations, and building recordings, as well as report writing and illustration production. He joined Greenlane Archaeology in 2008 having worked for several previous companies including Archaeological Solutions and Oxford Archaeology North. He currently works on a broad range of projects and is also responsible for the production of all illustrations for reports and publications as well as some post-excavation assessments. He is a Member of the Chartered Institute for Archaeologists.

1.3.3 **Jo Dawson (MA (Hons), ACIfA)** graduated from University of Glasgow in 2000 with a joint honours degree in Archaeology and Mathematics, and since then has worked continuously in commercial archaeology. Her professional career started at Glasgow University Archaeological Research Division (GUARD), following which she worked for Headland Archaeology, in Edinburgh, and then Oxford Archaeology North, in Lancaster. During this time she has been involved in a range of different archaeological projects. She has extensive experience of both planning and pre-planning projects, and has undertaken assessments of all sizes. Since establishing Greenlane Archaeology in 2005 she has managed numerous projects in south Cumbria, including desk-based assessments and evaluations. She currently mainly carries out quality control of reports and post-excavation assessments. She is an Associate member of the Chartered Institute for Archaeologists.

1.3.4 **Dot Boughton (PhD, MPhil, MSt)** graduated from the University of Oxford in 2001 with an MSt and MPhil in Anglo-Saxon Archaeology and in 2015 she completed a PhD on the Earliest Iron Age socketed axes in Britain at the University of Central Lancashire (Preston). Dot's professional career started in 2005 when she became the Portable Antiquities Scheme's Finds Liaison Officer for Lancashire and Cumbria, a position she held until 2017. Dot also worked for Oxford Archaeology (North) as Finds and Archives Project officer, Curator (Archaeology) for Lancashire Museums and Assistant Curator (Tullie House Museum & Art Gallery Trust, Carlisle). Dot's finds specialism lies in metalwork of all periods, but she has also dealt with large Roman and post-medieval pottery assemblages, coins and small finds of other types. Having worked in both museums and commercial units with finds, archives and in general collections management, she understands both environments and is able to efficiently liaise between both to facilitate finds deposition.

1.3.5 **Specialists:** Greenlane Archaeology have a range of outside specialists who are regularly engaged for finds and environmental work. Engagement is dependent upon availability, but specialists typically engaged are as follows:

Specialism	Specialist
Animal bone	Hannah Russ/Archaeology.biz
Ceramic building material, medieval and Roman	Phil Mills
Conservation	York Archaeological Trust
Clay tobacco pipe	Peter Davey (or Tom Mace in house for smaller assemblages)
Flots	Hannah Russ/Archaeology.biz
Human bone	Malin Holst
Industrial residue	Gerry McDonnell
Medieval pottery	Tom Mace in house
Miscellaneous find types, for example metalwork (any period), Roman glass, etc	Dot Boughton in house
Prehistoric pottery	Blaise Vyner
Prehistoric lithics	Anthony Dixon (OA North) or Dan Elsworth in house for smaller assemblages)
Radiocarbon dates	Scottish Universities Environmental Research Centre
Roman pottery	Dot Boughton in house
Samian	Dot Boughton in house
X-ray/conservation of metal finds	York Archaeological Trust

2. Objectives

2.1 Desk-Based Assessment

2.1.1 Where an archaeological desk-based assessment has not already been carried out in a previous phase of work, the objective will be to examine early maps of the site and any other relevant primary and secondary sources in order to better understand its dating and development, and set it in its historic context.

2.2 Watching Brief

2.2.1 To carry out an archaeological watching brief on the relevant areas of groundworks, in order to identify any and record surviving any archaeological remains that are revealed.

2.3 Report

2.3.1 To produce a report detailing the results of the watching brief.

2.4 Archive

2.4.1 Produce a full archive of the results of the project.

3. Methodology

3.1 Desk-Based Assessment

3.1.1 Where an archaeological desk-based assessment has not already been carried out in a previous phase of work, an examination of various sources, particularly early maps and plans relating to the site, will be carried out, including other relevant primary and secondary sources. The sources that will be used as part of the desk-based assessment will include:

- **Record Office/Archive Centre:** the majority of original and secondary sources relating to the site are deposited in the relevant Record Office(s) or Archive Centre(s), as specified in the cover sheet of this project design. Of principal importance are early maps of the site. These will be examined in order to establish the development of the site, date of any structures present within it, and details of land use, in order to set the site in its historical, archaeological, and regional context. In addition, any details of the site's owners and occupiers will be acquired where available;
- **Online Resources:** where available, mapping such as Ordnance Survey maps and tithe maps will be consulted online;
- **Greenlane Archaeology:** Greenlane Archaeology's office library includes maps, local histories, and unpublished primary and secondary sources. These will be consulted where relevant, in order to provide information about the history and archaeology of the site and the general area.

3.2 Watching Brief

3.2.1 The relevant area of groundworks will be monitored, with one archaeologist on site. If there are several areas being excavated concurrently it may be considered necessary to have more than one archaeologist on site.

3.2.2 The watching brief methodology will be as follows:

- All excavation will be carried out under supervision by staff from Greenlane Archaeology;
- All deposits of archaeological significance will be examined by hand if possible in a stratigraphic manner, using shovels, mattocks, or trowels as appropriate for the scale;
- The position of any features, such as ditches, pits, or walls, will be recorded and where necessary these will be investigated in order to establish their full extent, date, and relationship to any other features. If possible, negative features such as ditches or pits will be examined by sample excavation, typically half of a pit or similar feature and approximately 10% of a linear feature;
- All recording of features will include detailed plans and sections at a scale of 1:20 or 1:10 where practicable, or sketches where it is not
- In addition, photographs of all features of archaeological interest and general site photos at all stages of the work will be taken in colour digital JPEG and RAW file format at a size of 12meg, using a Panasonic Lumix DC-FZ82 with a sensor size of over 18 megapixels. They will be taken in accordance with the guidance produced by Historic England (2015);
- All deposits, drawings and photographs will be recorded on Greenlane Archaeology *pro forma* record sheets;
- All finds will be recovered during the watching brief for further assessment as far as is practically and safely possible. Should significant amounts of finds be encountered an appropriate sampling strategy will be devised;
- All faunal remains will also be recovered by hand during the watching brief as far as is practically and safely possible, but where it is considered likely that there is potential for the bones of fish or small mammals to be present appropriate volumes of samples will be taken for sieving;
- Deposits that are considered likely to have, for example, preserved environmental remains, industrial residues, and/or material suitable for scientific dating will be sampled. Bulk samples of between 20 and 60 litres in volume (or 100% of smaller features) where possible, depending on the size and potential of the deposit, will be collected from stratified undisturbed deposits and will particularly target negative features (e.g. gullies, pits and ditches) and occupation deposits such as hearths and floors. An assessment of the environmental potential of the site will be undertaken through the examination of samples of suitable deposits by specialist sub-contractors, who will examine the potential for further analysis. All samples will be processed using methods appropriate to the preservation conditions and the remains present;
- Any articulated human remains discovered during the watching brief will be left *in situ*, and, if possible, covered. The client will be immediately informed as will the local coroner. Should it be considered necessary to remove the remains this will require a Home Office licence, under Section 25 of the Burial Act of 1857, which will be applied for should the need arise;
- Any objects defined as 'treasure' by the Treasure Act of 1996 (HMSO 1996) will be immediately reported to the local coroner and securely stored off-site, or covered and protected on site if immediate removal is not possible;
- Should any significant archaeological deposits be encountered during the watching brief these will immediately be brought to the attention of the Planning Archaeologist so that the need for further work can be confirmed. Any additional work will be carried out following discussion with the Planning Archaeologist and subject to a new project design, and the ensuing costs will be agreed with the client.

3.3 Report

3.3.1 The results of the watching brief will be compiled into a report, which will provide a summary and details of any sources consulted. It will include the following sections:

- A front cover including the appropriate national grid reference (NGR);
- A concise non-technical summary of results, including the date the project was undertaken and by whom;
- Acknowledgements;
- Project Background;

- Methodology, including a description of the work undertaken;
- Results of the watching brief, including finds and samples;
- Discussion of the results including phasing information, with reference to the relevant *Regional Research Framework* questions as stated on the cover sheet;
- Bibliography;
- Index to the project archive;
- Illustrations at appropriate scales including:
 - a site location plan related to the national grid;
 - a plan showing the location and extent of the area subject to archaeological watching brief;
 - plans and sections of any features discovered during the watching brief;
 - photographs of any features encountered during the watching brief;
 - copies of selected historic maps and plans of the site relevant to the understanding of its development.

3.4 Archives and Finds

3.4.1 The archive, comprising the drawn, written, and photographic record of any deposits of archaeological interest and/or working shots identified during the watching brief, formed during the project, will be stored by Greenlane Archaeology until it is completed. Upon completion it will be deposited with the relevant Record Office or Archive Centre, as detailed on the cover sheet of this project design, together with a copy of the report. The archive will be compiled according to the standards and guidelines of the ClfA (ClfA 2014b). In addition, any digital elements of the project will be archived with the Archaeology Data Service (ADS). The details of the project will be submitted to the Online Access to the Index of archaeological investigations (OASIS) scheme. This is an internet-based project intended to improve the flow of information between contractors, local authority heritage managers and the general public.

3.4.2 A copy of the report will be provided to the client and a copy will be provided for the relevant Historic Environment Record, as detailed on the cover sheet of this project design.

3.4.3 It is anticipated that any significant finds will be deposited at the museum named on the cover page; a project notification form has been filled out for this and is attached to this project design. Any finds not considered suitable for deposition or not wanted by the museum will be offered to the legal owner (assumed to be the landowner) or discarded if not wanted by them, in which case they would be recorded photographically.

4. Work timetable

4.1 Greenlane Archaeology will be available to commence the project on the date specified on the Order Form, or at another date convenient to the client. It is envisaged that the elements of the project will be carried out in the following order:

- **Task 1:** rapid desk-based assessment (where this has not already been carried out as a previous phase of archaeological work);
- **Task 2:** archaeological watching brief;
- **Task 3:** production of draft report including illustrations;
- **Task 4:** feedback on draft report, editing and production of final report;
- **Task 5:** finalisation and deposition of archive.

4.2 Greenlane Archaeology will provide the Planning Officer (Archaeology) at Lancashire County Council with notice of the start date of the project and liaise with them in order to facilitate any site visits that might be required.

5. Other matters

5.1 Access and clearance

5.1.1 Access to the site will be organised through co-ordination with the client and/or their agent(s). It is assumed that the watching brief will be able to be undertaken without obstruction. Greenlane Archaeology reserves the right to increase the price if problems with access result in delays to the work.

5.2 Health and Safety

5.2.1 Greenlane Archaeology carries out risk assessments for all of its projects and abides by its internal health and safety policy and relevant legislation. Health and safety is always the foremost consideration in any decision-making process.

5.3 Insurance

5.3.1 Greenlane Archaeology has professional indemnity insurance to the value of **£1,000,000**. Details of this can be supplied if requested.

5.4 Environmental and Ethical Policy

5.4.1 Greenlane Archaeology has a strong commitment to environmentally and ethically sound working practices. Its office is supplied with 100% renewable energy by Good Energy, and uses ethical telephone and internet services supplied by the Phone Co-op. In addition, the company uses the services of The Co-operative Bank for ethical banking, Naturesave for environmentally-conscious insurance, and utilises public transport wherever possible. Greenlane Archaeology is also committed to using local businesses for services and materials, thus benefiting the local economy, reducing unnecessary transportation, and improving the sustainability of small and rural businesses.

6. Bibliography

ClfA, 2014a *Standard and Guidance for an Archaeological Watching Brief*, Reading

ClfA, 2014b *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*, Reading

Historic England, 2015 *Digital Image Capture and File Storage: Guidelines for Best Practice*, Swindon

Lancashire County Council (LCC), 2021 *Guidance for the Deposition of Archaeological Archives*, unpubl

Research Frameworks, 2022 *North West Regional Research Framework*, <https://researchframeworks.org/nwrf/research-agenda/>