



BORWICK HALL YOUTH CENTRE, BORWICK ROAD, BORWICK, LANCASHIRE

Archaeological Evaluation
and Watching Brief

Oxford Archaeology North



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Property Group**

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SUMMARY

Following proposals by Lancaster County Property Group (LCPG) to extend the present buildings at Borwick Hall Youth Centre, Borwick Road, Borwick, Lancashire (SD 526 730), Lancashire County Archaeology Service (LCAS) requested that a programme of archaeological investigation and recording be undertaken in association with proposed development, in recognition of the historic significance of the wider site. The programme was to comprise a watching brief during the excavation of service trenches external to the new building, and the excavation of three test pits around the new building in order to evaluate the potential of the area for buried archaeological remains. Subsequent to submitting a project design for such a scheme of works, Oxford Archaeology North was commissioned by LCPG to undertake the full programme in November 2005.

During the fieldwork, three test pits measuring 2m square and upto 1.4m deep were excavated, whilst the groundworks associated with the insertion of three 0.4m wide service trenches upto 16m long and 0.7m deep were constructed.

Despite the fact that the settlement of Borwick and the original elements of the Hall itself are likely to date to the medieval period, no significant archaeological features were identified during the course of the works that would enhance our understanding of their historical development. Although the evaluation was undertaken after the extension had been built, this latest phase of modern activity would appear unlikely to have affected the stratigraphy of the area, which instead would appear to have been previously truncated, most probably when the recently-extended modern structure was first built.

ACKNOWLEDGEMENTS

Oxford Archaeology North (OA North) would like to thank Peter Ibbison of the Lancashire County Property Group for commissioning the project and to Mr Derek Croft and colleagues of Garside Laycock Limited for their assistance on site.

The watching brief was undertaken by Steve Clarke and the evaluation work was carried out by Steve Clarke and David Tonks. David Tonks wrote the report and the drawings were compiled by Christina Clarke and Marie Rowland, whilst the finds were examined by Jo Dawson. The project was managed by Stephen Rowland, who edited the report.

1. INTRODUCTION

1.1 CIRCUMSTANCES OF THE PROJECT

1.1.1 Following proposals by the Lancashire County Property Group (LCPG) for the development of an existing, modern, building at Borwick Hall Youth Centre, Borwick Road, Borwick, Lancashire (NGR SD 526 730; Figs 1 & 2) Lancashire County Archaeology Service (LCAS) asked for an associated programme of archaeological investigation. This programme was to comprise the excavation of three trial pits, each 2m square, within the footprint of the proposed extension, to test the area for deposits of archaeological potential, and a watching brief during the excavation of service trenches in order to identify any additional archaeological (Fig 3). Unfortunately, due to a misunderstanding of the LCAS requirements, a scheme of geotechnical investigation was undertaken by Lancashire County Environment Directorate in place of the archaeological evaluation, and the extension was constructed prior to the commencement of the archaeological programme. Subsequent to the submission of an LCAS-approved project design (*Appendix 1*), Oxford Archaeology North (OA North) were commissioned by LCPG to undertake the full programme of archaeological investigation and monitoring in November 2005. This report sets out the results of the evaluation and the watching brief in the form of a short document.

1.2 LOCATION, TOPOGRAPHY AND GEOLOGY

1.2.1 Borwick Hall, which is currently used as a youth activities centre, lies on the southern edge of the village of Borwick, to the north-east of Carnforth, Lancashire (Fig 1). The site lies within the southern part of the Morecambe Bay Limestones character area, as defined by the Countryside Commission (1998), and the local topography is influenced by numerous outcrops of the Carboniferous limestone bedrock (*ibid*). The drift geology in the valleys between these limestone hills is generally glacial boulder clay (till) and the soils are typical brown earths of the Denbigh I association (Ordnance Survey 1983).

1.2.2 The geotechnical examination of the site undertaken prior to the construction of the present extension comprised the excavation of a single trial pit, two shell and auger boreholes and four hand auger boreholes (Lancashire County Environment Directorate 2004). These works indicated that a 0.3m - 0.6m thick layer of dark brown sandy silt topsoil overlay a 0.9m - 2.3m thick deposit of mixed limestone fragments, sandstone gravel, sand, silt and clay, likely to represent natural boulder clay, and which in turn overlay the limestone bedrock (*ibid*).

1.3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 1.3.1 **Prehistoric and Roman:** within the wider area, there is not inconsiderable evidence for prehistoric activity preserved in the local limestone uplands, including a number of sites that would appear to relate to the utilisation of natural caves and fissures within the bedrock. Such sites include Badger Hole on Warton Crag, a small rock fissure shelter from which small numbers of Upper Palaeolithic finds, mostly waste products, were recovered (Middleton, Wells and Huckerby 1995). The most significant prehistoric site recorded close to Borwick is that of a Bronze Age cairn, excavated in 1982 at nearby Manor Farm and which contained two primary inhumation burials with associated high status metalwork (Olivier 1987). Two possible stone hut circles at Borwick Bridge may be of later prehistoric date, and are close to a possible Bronze Age ring ditch (OA North 2003). The archaeological record for the Iron Age within the wider area is notably sparse, and the only documented nearby activity of this date is that at Warton Crag, to the west of Borwick. The extent of Romano-British rural settlement in the local area is also very poorly known, although the general proximity of the area to possible Roman Road routes between the forts at Lancaster and Watercrock (Kendal) may indicate the potential for contemporary sites (Potter 1977). Indeed, Roman pottery has been found at Borwick Hall and also at nearby Manor Farm (OA North 2003), whilst excavations at Dog Hole cave, to the west of Borwick, also produced artefacts dating from the first century BC to the second and third centuries AD (Benson and Bland 1963, 72-74), and organic finds absolutely dated to this period (McCloskey 2005).
- 1.3.2 **Medieval:** in common with much of the North West, few specific details are known of post-Roman and early medieval settlement at Borwick. However, the name of the settlement, together with its inclusion within the Domesday Book under the former Earl Tostig of Northumbria's Beetham lordship (Farrer & Brownbill 1914) would certainly suggest a foundation at some point during the centuries preceding the Norman Conquest. In 1086 Borwick was assessed as two plough lands and was then among the many holdings of Roger of Poitou in the North West (*ibid*). Although Roger and his successors built a number of fortifications within the area, including those at Lancaster and Halton, the first known building within the development area at Borwick was a four-storey pele tower constructed in 1300 (Lancashire Parish Councils 2005). Such structures are common in the area, with local examples at Arnside and Dalham, and reflect the political instability caused by frequent Scottish incursions.
- 1.3.3 **Post-medieval:** by the end of the medieval period, all but the most far-reaching Scottish troubles had been pushed northward; during the last decade of the sixteenth century, a three-winged Tudor manor house was added to the then-existing pele tower by Robert Bindloss (Farrer & Brownbill 1914). Further structures have been added to create the manor complex seen today, including most recently structures built in 1971, 1972 and 2005, when a two-storey extension was added (Lancashire Parish Councils 2005). The Lancaster Canal, which lies to the south-east of the site, was constructed in 1792 to link

Westhoughton, near Wigan, with Kendal and so connect this part of the country to the industrial centres of Manchester and the rest of south Lancashire.

2. METHODOLOGY

2.1 PROJECT DESIGN

- 2.1.1 The LCAS-approved project design (*Appendix 1*), was adhered to in full and the work was consistent with the relevant standards and procedures of the Institute of Field Archaeologists and generally accepted best practice.

2.2 WATCHING BRIEF

- 2.2.1 Close liaison was maintained between OA North staff and the site contractors during the watching brief, which monitored the excavation of three service trenches by a mechanical excavator fitted with a toothed bucket (Fig 3). This work comprised observation during the groundworks, the examination of any horizons exposed, and the accurate recording of the location, extent and character of any archaeological features, horizons and artefacts found during the excavations.
- 2.2.2 The recording undertaken during the monitoring comprised a full description and preliminary classification of revealed features on OA North *pro-forma* sheets, and their accurate location in plan. In addition, an indexed photographic record in colour slide and monochrome formats was compiled.

2.3 ARCHAEOLOGICAL EVALUATION

- 2.3.1 The programme of trial trenching was devised to establish the presence or absence of any previously unsuspected archaeological deposits and, if present, to test their date, nature, depth and quality of preservation. Three test pits (Fig 3), each 2m square, were excavated as close as possible to the new buildings using a mechanical excavator fitted with a toothless ditching bucket and operating under archaeological supervision. Mechanical excavation was undertaken in level spits down to the upper surface of the natural drift geology, which was then cleaned by hand. The results of the evaluation trenching were recorded on OA North *pro-forma* sheets, with plans and sections produced at an appropriate scale. An indexed photographic record, in colour slide and monochrome formats, was also maintained.

2.4 ARCHIVE

- 2.4.1 A full archive of the work undertaken has been produced to a professional standard in accordance with current English Heritage guidelines (English Heritage 1991). The archive will be deposited in the Lancashire County Record Office in Preston, and a copy of the report along with an index to the archive, will be forwarded to the Lancashire Sites and Monuments Record.

3. RESULTS

3.1 EVALUATION

- 3.1.1 **Test Pit 1:** Test Pit 1 was excavated to a depth of 0.65m and was located on the south-east side of the new building (Fig 2). The stratigraphy comprised 0.4m redeposited, friable greyish-brown silty clay topsoil (**1**) with inclusions of rubble and stone. This directly overlay the natural drift geology (**2**) which comprised very firm, orange-brown, slightly sandy, silty clay with inclusions of around 30% small to medium sub-angular and sub-rounded stones. There were no archaeological features or finds within the trench area.
- 3.1.2 **Test Pit 2:** Test Pit 2 was excavated to a maximum depth of 1.4m and was located on the north-east side of the new building (Fig 2). Topsoil **1** was 0.6m thick and contained a narrow band of imported pinkish-brown limestone hardcore. Boulder Clay **2** was cut by a roughly east/west aligned vertical-sided cut **6**, 1.7m in width (Plate 1). It was partially excavated to a maximum depth of 1.4m below the ground surface, beyond which health and safety considerations precluded further excavation and the base of the feature was not observed. The fill (**5**) comprised dark brown silty clay with inclusions of medium sub-rounded stones with some lumps of limestone and concrete, suggesting a recent date. Finds from fill **5** included twentieth-century pottery and bone, and the feature is likely to represent a modern service trench.
- 3.1.3 **Test Pit 3:** Test Pit 3, located on the north-west side of the new building (Fig 2), was excavated through topsoil **1** onto boulder clay **2** at a depth of 0.42m (Plate 2). There were no archaeological features or finds.

3.2 WATCHING BRIEF

- 3.2.1 **Service Trench 1:** Service Trench 1 measured 8.4m x 0.4m x 0.5m deep and was located on the south-east side of the new building (Fig 2). Topsoil **1** was 0.4m deep and directly overlay boulder clay **2**. There were no archaeological features or finds.
- 3.2.2 **Service Trench 2:** Service Trench 2 measured 6.5m x 0.4m x 0.7m deep and was located on the north-east side of the new building (Fig 2). The stratigraphy was essentially the same as that of Service Trench 1 (*Section 3.2.1*; Plate 3). There were no archaeological features or finds.
- 3.2.3 **Service Trench 3:** Service Trench 3 measured 16.1m x 0.4m x 0.6m deep and was located on the north-west side of the new building (Fig 2). The stratigraphy was similar to that observed in the other service trenches, although topsoil **1** contained a noticeably higher concentration of bricks and concrete. There were no archaeological features or finds.

3.3 FINDS

3.3.1 A very small group of ten artefacts and ecofacts was recovered during the fieldwork. The majority (**8**) of the objects recovered were from modern pottery vessels, and two were fragments of unmodified animal bone (one cow metapodial and one medium mammal (sheep) rib). The fragments are large and unabraded, and seem unlikely to have been subject to much disturbance since deposition; their distribution is tabulated in table 1 (below).

Context	<i>1</i>	<i>5</i>	Totals
Pottery		8	8
Bone	1	1	2
Totals	1	9	<i>10</i>

Table 1: distribution of finds between contexts

3.3.2 The pottery comprised three fragments of white-glazed earthenware, one of (probably) black-glazed redware, three fragments of Gardenware (flower pot) and one from a field drain. It is unlikely that any of the group pre-dates the twentieth century. It can be stated with confidence that the finds add little to the understanding and interpretation of the site, and do not warrant further analysis.

4. DISCUSSION

4.1 CONCLUSION

- 4.1.1 Although located within a general area of recognised archaeological potential, no significant finds nor archaeological horizons were encountered during the works that would enhance our current understanding of the development of Borwick Hall. This absence of archaeological remains might relate to previous truncation of this part of the site as indicated by the absence of a subsoil horizon between the topsoil and the boulder clay. Such disturbance is likely to have taken place during the later twentieth-century as a means of preparing the area for the recent developments and extensions within this part of the site. However, away from the main structures, one would reasonably expect any such truncation to penetrate only so far as the upper surface of the natural geology.
- 4.1.2 Given the location of the present scheme of works, it is also possible that the immediate area would historically have been used as a garden area. One would expect that any garden features formerly present would not have been particularly deeply-founded, and would have been removed during any clearance of the subsoil.

4.2 IMPACT

- 4.2.1 Because much of the development was undertaken prior to the commencement of the archaeological programme, it is not possible to draw definitive conclusions concerning of the impact of the recent development upon the archaeological resource. However, the results of both the evaluation and the watching brief would certainly suggest that the area of the extension and its immediate surroundings have been truncated, and that only deep negative archaeological features, if present, are likely to survive. There is perhaps greater potential for the survival of archaeological features outside of the area adjoining the twentieth-century residential block, where the extent and degree of any truncation may be less.

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APPENDIX 1: PROJECT DESIGN

BORWICK HALL, BORWICK ROAD, BORWICK, LANCASHIRE

ARCHAEOLOGICAL WATCHING BRIEF AND EVALUATION PROJECT DESIGN



Oxford Archaeology North

NOVEMBER 2005

Lancashire County Property Group

Grid Reference: SD 526 730

OA North Tender No: t2580

1. INTRODUCTION

1.1 PROJECT BACKGROUND

1.1.1 Lancashire County Archaeology Service (LCAS) have communicated the requirement for a programme of archaeological investigation to be undertaken following an extension to Borwick Hall Youth Centre, Borwick Road, Borwick, Lancashire (NGR SD 526 730) and during the installation of associated underground services. Accordingly, the Lancashire Property Group (hereafter the 'client') has requested that Oxford Archaeology North (OA North) submit a design for a programme of archaeological investigation and monitoring. Although the extension has already been constructed, a programme of archaeological investigation is required in order to test the area for deposits of archaeological potential and to monitor continuing groundworks associated with the installation of drainage and any other sub-surface services. The excavation of these services will commence on the 11th November 2005, and will be the subject of an archaeological watching brief. A second phase of work will involve the excavation of three 2m by 2m trial pits placed as close as practically possible to the north-west, north-east and south-east sides of the recent extension. It is hoped that this phase of work will be undertaken in parallel with the watching brief, in order to utilise machinery already present on the site.

1.2 GEOLOGICAL, ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

1.2.1 Although Borwick is mentioned in the Domesday Book, the first building within the development site was a four-storey pele tower constructed in 1300. During the sixteenth century a three-winged Tudor manor house was added to the existing structure (http://www.lancashireparishcouncils.gov.uk/parishes/parish_display.asp?parishid=177). Further structures have been added to create the manor complex seen today, including most recently structures built in 1971, 1972 and 2005, when a two storey extension was added. Previous archaeological work on the site comprised the excavation of a single trial pit, two Shell and Auger boreholes and four hand auger boreholes (Lancashire County Environment Directorate 2004). These works found that a 0.3m - 0.6m thick layer of dark brown sandy-silt topsoil overlay a thick, variable deposit of mixed material comprising broken limestone, sandstone gravel, sand, silt and clay. This material is likely to represent glacial drift boulder clay and was proven to a depth of 0.9m - 2.3m before the underlying limestone bedrock was encountered (*ibid*).

1.3 OXFORD ARCHAEOLOGY NORTH

1.3.1 Oxford Archaeology North has considerable experience of sites of all periods, having undertaken a great number of small and large scale projects throughout Northern England during the past 24 years. Evaluations, assessments, watching briefs and excavations have taken place within the planning process, to fulfil the requirements of clients and planning authorities, to very rigorous timetables.

1.3.2 OA North has the professional expertise and resources to undertake the project detailed below to a high level of quality and efficiency. OA North is an Institute of Field Archaeologists (IFA) registered organisation, registration number 17, and all its members of staff operate subject to the IFA Code of Conduct.

2. OBJECTIVES

2.1 The following programme has been designed as a response to the development, in order to evaluate and record the subsoil deposits within the development area and to record the presence, extent, nature, quality and significance of any archaeological deposits that may be threatened by the proposed groundworks. The required stages to achieve these ends are as follows:

2.2 **Watching brief:** to carry out a watching brief during any ground disturbance, particularly that relating to the excavation of drainage runs associated with the recent extension, in order

to determine and record the location, quality, extent and importance of any archaeological remains on the site; to add to an understanding of the history and development of the site and its surroundings; to provide information to further inform planning decisions within the area.

2.5 **Archaeological Evaluation:** either during, or immediately after the watching brief, to implement a programme of trial trenching comprising the excavation of three 2m by 2m test pits close to the site of the recent extension.

2.6 **Report and Archive:** a written report will assess the significance of the data generated by this programme within a local and regional context. It will present the results of the watching brief and evaluation and would make an assessment of the archaeological potential of the area.

3. METHOD STATEMENT

3.1 WATCHING BRIEF

3.1.1 A programme of field observation will cover the whole of the area to be disturbed by the development and will accurately record the location, extent, and character of any surviving archaeological features and/or deposits within the whole area of the proposed ground disturbance. This work will comprise observation during the excavation for these works, including service trenches, the systematic examination of any subsoil horizons exposed during the course of the groundworks, and the accurate recording of all archaeological features horizons and any artefacts identified during observation. It is imperative that the archaeologist is given uninhibited access to exposed deposits for a reasonable and sufficient duration to conduct investigation and recording.

3.1.2 Putative archaeological features and/or deposits identified during groundworks, together with the immediate vicinity of any such features, will be cleaned by hand, using either hoes, shovel scraping, and/or trowels depending on the subsoil conditions and, where appropriate, sections will be studied and drawn. Any such features will be sample excavated (ie. selected pits and postholes will normally only be half-sectioned, linear features will be subject to no more than a 10% sample, and extensive layers will, where possible, be sampled by partial rather than complete removal).

3.1.3 During this phase of work, recording will comprise a full description and preliminary classification of features or materials revealed, and their accurate location (either on plan and/or section, and as grid co-ordinates where appropriate). Features will be planned accurately at appropriate scales and annotated on to a **large-scale plan provided by the Client**. A photographic record will be undertaken simultaneously.

3.1.4 A plan will be produced of the areas of groundworks showing the location and extent of the ground disturbance and one or more dimensioned sections will be produced. Finds, treasure, human remains, environmental samples and faunal remains will be treated in the same manner as outlined in *Section 3.3*.

3.2 EVALUATION

3.2.1 The programme of trial trenching will establish the presence or absence of any previously unsuspected archaeological deposits and, if established, will then test their date, nature, depth and quality of preservation. In this way, it will adequately sample the threatened available area.

3.2.2 **Trench configuration:** the evaluation is required to examine three test pits measuring 2m by 2m. One pit will be placed on each of the north-west, north-east and south-east sides of the recent extension, representing the locations selected by LCAS.

3.2.3 **Methodology:** the topsoil will be removed by machine (fitted with a toothless ditching bucket) under archaeological supervision to the surface of the first significant archaeological

- deposit or to the level of the natural subsoil. This deposit will be cleaned by hand, using either hoes, shovel scraping, and/or trowels depending on the subsoil conditions, and inspected for archaeological features. All features of archaeological interest must be investigated and recorded unless otherwise agreed by LCAS. The trenches will not be excavated deeper than 1.20m to accommodate health and safety constraints; any requirements to excavate below this depth will involve recosting.
- 3.2.4 All trenches will be excavated in a stratigraphical manner, whether by machine or by hand. Trenches will be located by use of GPS equipment, which is accurate to +/- 0.25m, or Total Station. Altitude information will be established with respect to Ordnance Survey Datum.
- 3.2.5 Any investigation of intact archaeological deposits will be exclusively manual. Selected pits and postholes will normally only be half-sectioned, linear features will be subject to no more than a 10% sample, and extensive layers will, where possible, be sampled by partial rather than complete removal. It is hoped that in terms of the vertical stratigraphy, maximum information retrieval will be achieved through the examination of sections of cut features. All excavation, whether by machine or by hand, will be undertaken with a view to avoiding damage to any archaeological features, which appear worthy of preservation *in situ*.
- 3.2.6 All information identified in the course of the site works will be recorded stratigraphically, using a system, adapted from that used by Centre for Archaeology Service of English Heritage, with sufficient pictorial record (plans, sections, colour slides and monochrome contacts) to identify and illustrate individual features. Primary records will be available for inspection at all times.
- 3.2.7 Results of all field investigations will be recorded on *pro-forma* context sheets. The site archive will include both a photographic record and accurate large scale plans and sections at an appropriate scale (1:50, 1:20 and 1:10). All artefacts and ecofacts will be recorded using the same system, and will be handled and stored according to standard practice (following current Institute of Field Archaeologists guidelines) in order to minimise deterioration.
- 3.2.8 **Reinstatement:** it is understood that there will be a basic requirement for reinstatement of the ground. The trenches will be backfilled so that the topsoil is laid on the top, and the ground will be roughly graded with the machine. Should there be a requirement by the client other than that stated this will involve recosting for an agreed variation.
- 3.2.9 **Fencing/hoarding requirements:** it is assumed that the client will advise on the arrangements/requirements for the site to be protected from public access. It is assumed that during the proposed groundworks for the drainage runs that the site will already be secured. Any requirement for HERAS fencing to secure test pits will be costed as a contingency.
- 3.2.10 **Environmental Sampling:** environmental samples (bulk samples of 30 litres volume, to be sub-sampled at a later stage) will be collected from stratified undisturbed deposits and will particularly target negative features (gullies, pits and ditches). Any assessment of the environmental potential of the site would be undertaken through the examination of suitable deposits by the in-house palaeoecological specialist, who will examine the potential for further analysis.
- 3.2.11 The assessment would include soil pollen analysis and the retrieval of charred plant macrofossils and land molluscs from former dry-land palaeosols and cut features. In addition, the samples would be assessed for plant macrofossils, insect, molluscs and pollen from waterlogged deposits.
- 3.4.12 The costs for the palaeoecological assessment are defined as a contingency and will only be called into effect if good deposits are identified and will be subject to the agreement of LCAS and the client.
- 3.2.13 **Faunal remains:** if there is found to be the potential for discovery of bones of fish and small mammals, a sieving programme will be carried out. These will be assessed as appropriate by OA North's specialist in faunal remains, and subject to the results, there may be a

requirement for more detailed analysis. A contingency has been included for the assessment of such faunal remains for analysis.

- 3.2.14 **Human Remains:** any human remains uncovered will be left *in situ*, covered and protected. No further investigation will continue beyond that required to establish the date and character of the burial. LCAS and the local Coroner will be informed immediately. If removal is essential the exhumation of any funerary remains will require the provision of a Home Office license, under section 25 of the Burial Act of 1857. An application will be made by OA North for the study area on discovery of any such remains and the removal will be carried out with due care and sensitivity under the environmental health regulations. The cost of removal or treatment will be agreed with the client and costed as a variation.
- 3.2.15 **Treatment of finds:** all finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the United Kingdom Institute for Conservation (UKIC) *First Aid For Finds*, 1998 (new edition) and the recipient museum's guidelines.
- 3.2.16 All identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained on advice from the recipient museum's archive curator.
- 3.2.17 **Treasure:** any gold and silver artefacts recovered during the course of the excavation will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act, 1996. Where removal cannot take place on the same working day as discovery, suitable security will be employed to protect the finds from theft.
- 3.2.18 **Contingency plan:** a contingency costing may also be employed for unseen delays caused by prolonged periods of bad weather, vandalism, discovery of unforeseen complex deposits and/or artefacts which require specialist removal, use of shoring to excavate important features close to the excavation sections etc. This has been included in the Costings document (*Section 10*) and would be charged in agreement with the client.
- 3.2.19 The evaluation will provide a predictive model of surviving archaeological remains detailing zones of relative importance against known development proposals. In this way, an impact assessment will also be provided.

3.3 REPORT AND ARCHIVE

- 3.3.1 **Report:** one bound and one unbound copy of the final report will be submitted to the client within two months of completion of fieldwork. Should the client require a draft report, or a separate copy of the desk-based assessment report, bound and unbound copies of such reports can be provided on request, within three weeks of the completion of each stage of the programme of work. Three copies of the report will be submitted to the Lancashire SMR. The report will include:
- a site location plan related to the national grid
 - a front cover to include the planning application number and the NGR
 - the dates on which each phase of the programme of work was undertaken
 - a concise, non-technical summary of the results
 - an explanation to any agreed variations to the brief, including any justification for any analyses not undertaken
 - a description of the methodology employed, work undertaken and results obtained
 - plans and sections at an appropriate scale showing the location and position of deposits and finds located during the watching brief and evaluation

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- monochrome and colour photographs as appropriate
 - a list, and dates, for any finds recovered along with a description and interpretation of the deposits identified
 - a description of any environmental or other specialist work undertaken and the results obtained
 - a summary of the impact of the development on any archaeological remains and, where possible, a model of potential archaeological deposits within as-yet unexplored areas of the development site
 - a copy of this project design, and indications of any agreed departure from that design
 - the report will also include a complete bibliography of sources from which data has been derived.
- 3.3.2 This report will be in the same basic format as this project design; a copy of the report can be provided in .pdf format on CD, if required. Recommendations concerning any subsequent mitigation strategies and/or further archaeological work following the results of the field evaluation will be provided in a separate communication.
- 3.3.3 **Confidentiality:** all internal reports to the client are designed as documents for the specific use of the client, for the particular purpose as defined in the project brief and project design, and should be treated as such. They are not suitable for publication as academic documents or otherwise without amendment or revision.
- 3.3.4 **Archive:** the results of all archaeological work carried out will form the basis for a full archive to professional standards, in accordance with current English Heritage guidelines (*Management of Archaeological Projects*, 2nd edition, 1991). The project archive will include summary processing and analysis of all features, finds, or palaeoenvironmental data recovered during fieldwork, which will be catalogued by context.
- 3.3.5 The deposition of a properly ordered and indexed project archive in an appropriate repository is essential and archive will be provided in the English Heritage Centre for Archaeology format and a synthesis will be submitted to the Lancashire SMR (the index to the archive and a copy of the report). OA North practice is to deposit the original record archive of projects with the appropriate Record Office.
- 3.3.6 All artefacts will be processed to MAP2 standards and will be assessed by our in-house finds specialists. The deposition and disposal of any artefacts recovered in the evaluation will be agreed with the legal owner and an appropriate recipient museum. Discussion regarding the museum's requirement for the transfer and storage of finds will be conducted prior to the commencement of the project, and LCAS will be notified of the arrangements made.
4. HEALTH AND SAFETY
- 4.1 OA North provides a Health and Safety Statement for all projects and maintains a Unit Safety policy. All site procedures are in accordance with the guidance set out in the Health and Safety Manual compiled by the Standing Conference of Archaeological Unit Managers (1997). A written risk assessment will be undertaken in advance of project commencement and copies will be made available on request to all interested parties.
- 4.2 Full regard will, of course, be given to all constraints (services etc) during the fieldwork as well as to all Health and Safety considerations. **Information regarding services within the study area have been received and will be used during the course of the evaluation.**
5. PROJECT MONITORING

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- 5.1 Whilst the work is undertaken for the client, LCAS will be kept fully informed of the work and its results, and will be notified a week in advance of the commencement of the fieldwork. After its submission to LCAS any proposed changes to the project design will be agreed with LCAS in consultation with the client. Fieldwork will be monitored by the LCAS Assistant Archaeologist on behalf of the developer.
6. WORK TIMETABLE
- 6.1 **WATCHING BRIEF**
- 6.1.1 The duration of the watching brief will be dependent upon that of any ground disturbing activities carried out on site.
- 6.2 **EVALUATION TRENCHING**
- 6.2.1 Approximately two days will be required to complete this element.
- 6.2.2 OA North can execute projects at very short notice once an official order/confirmation has been received from the client. A team could mobilise with one to two weeks notice (to allow the necessary arrangements to be made to commence the task).
- 6.3 **REPORT**
- 6.3.1 Copies of the report, as outlined in *Section 3.3.1*, will be issued to the client and other relevant parties within three months of the completion of fieldwork, unless otherwise agreed prior to the commencement of fieldwork.
- 6.4 **ARCHIVE**
- 6.4.1 The archive will be deposited within six months following submission of the report, unless otherwise instructed.
7. STAFFING
- 7.1 The project will be under the direct management of **Stephen Rowland** (OA North Project Manager) to whom all correspondence should be addressed. The finds will be processed, studied and reported upon, either by, or under the guidance, of **Chris Howard-Davies** (OA North Finds Manager) who has extensive experience of finds from all periods, but particularly prehistoric and Roman material. All environmental sampling and assessment will be undertaken under the auspices of **Elizabeth Huckerby** (OA North Environmental Manager) who has unparalleled experience of palaeoenvironmental work in the North West and who heads an excellent team of environmental archaeologists. Any faunal remains will be studied by **Andrew Bates** (OA North Project Officer), who has a large amount of experience in undertaking the assessment and analysis of faunal assemblages of all sizes from a wide range of periods and locations. Current time-tabling precludes the allocation of specific members of staff at this juncture, but OA North can guarantee that the evaluation will comprise a suitably-sized team of experienced archaeologists led by an OA North Project Officer or Supervisor. All OA North Project Officers and Supervisors are experienced archaeologists capable of undertaking small-, medium- and large-scale projects in a range of urban and rural situations.
8. INSURANCE
- 8.1 OA North has a professional indemnity cover to a value of £2,000,000; proof of which can be supplied as required.

9. REFERENCES

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

Lancashire County Council Environment Directorate 2004 *Statement on a site investigation at Borwick Hall, Borwick*

SCAUM (Standing Conference of Archaeological Unit Managers), 1997 *Health and Safety Manual*, Poole

UKIC, 1990 *Guidelines for the Preparation of Archives for Long-Term Storage*, London

UKIC, 1998 *First Aid for Finds*, London

APPENDIX 2: CONTEXT TABLE

Context No.	Category	Interpretation	Description	Finds
<i>1</i>	Layer	Topsoil	Greyish-brown, friable, silty clay with inclusions of rubble and some stones	None
<i>2</i>	Layer	Natural	Orange-brown, slightly sandy, very stony, silt clay with c 30% small to medium sub-angular and sub-rounded stones	None
<i>5</i>	Fill	Fill of cut <i>6</i>	Dark brown silty clay with sub-rounded stones and occasional lumps of concrete and limestone	Pottery, Bone
<i>6</i>	Cut	Cut for modern service trench	East/west aligned cut 1.7m wide. Sharp break of slope with vertical sides. Base not observed.	

APPENDIX 3: FINDS CATALOGUE

Context	OR no	Material	Category	Qty	Description	Date
1	3	Bone	Animal	1	Cow metapodial	Not dateable
5	1	Ceramic	Vessel	2	Joining fragments of white earthenware teacup.	Twentieth century
5	1	Ceramic	Vessel	1	White earthenware, probably originally blue and white transfer-printed.	Twentieth century
5	1	Ceramic	Drain	1	Field drain	Late Nineteenth or Twentieth century
5	1	Ceramic	Vessel	1	Redware, probably black-glazed.	Late Nineteenth or Twentieth century
5	1	Ceramic	Vessel	3	Gardenware. Small flower pots.	Twentieth century
5	2	Bone	Animal	1	Sheep(?) rib	Not dateable

APPENDIX 4: ARCHIVE CONTENTS

Record group	Contents	Comments	Box/File Number
	Introduction Project Design	Y	1
A	Report Final Report	Y	1
B	Primary Fieldwork Records Trench Records	Y	1
C	Primary Drawings Developers Plans Plans/Sections	Y	1
D	Finds Compendium Box and Bag Lists	Y	1
E	Environmental Records Primary Records Specialist Reports	N/A	1
F	Photographic Record Photographic Indices Monochrome Colour Slides	Y	1
G	Electronic Media	Y	1

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Figure 2: Site plan

Figure 3: Trench location plan

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Plate 1: North-east-facing section of Test Pit 2

Plate 2: North-east-facing section of Test Pit 3

Plate 3: South-west-facing section of Service Trench 2

Plate 4: North-east-facing section of Service Trench 3



Figure 2: Site location plan

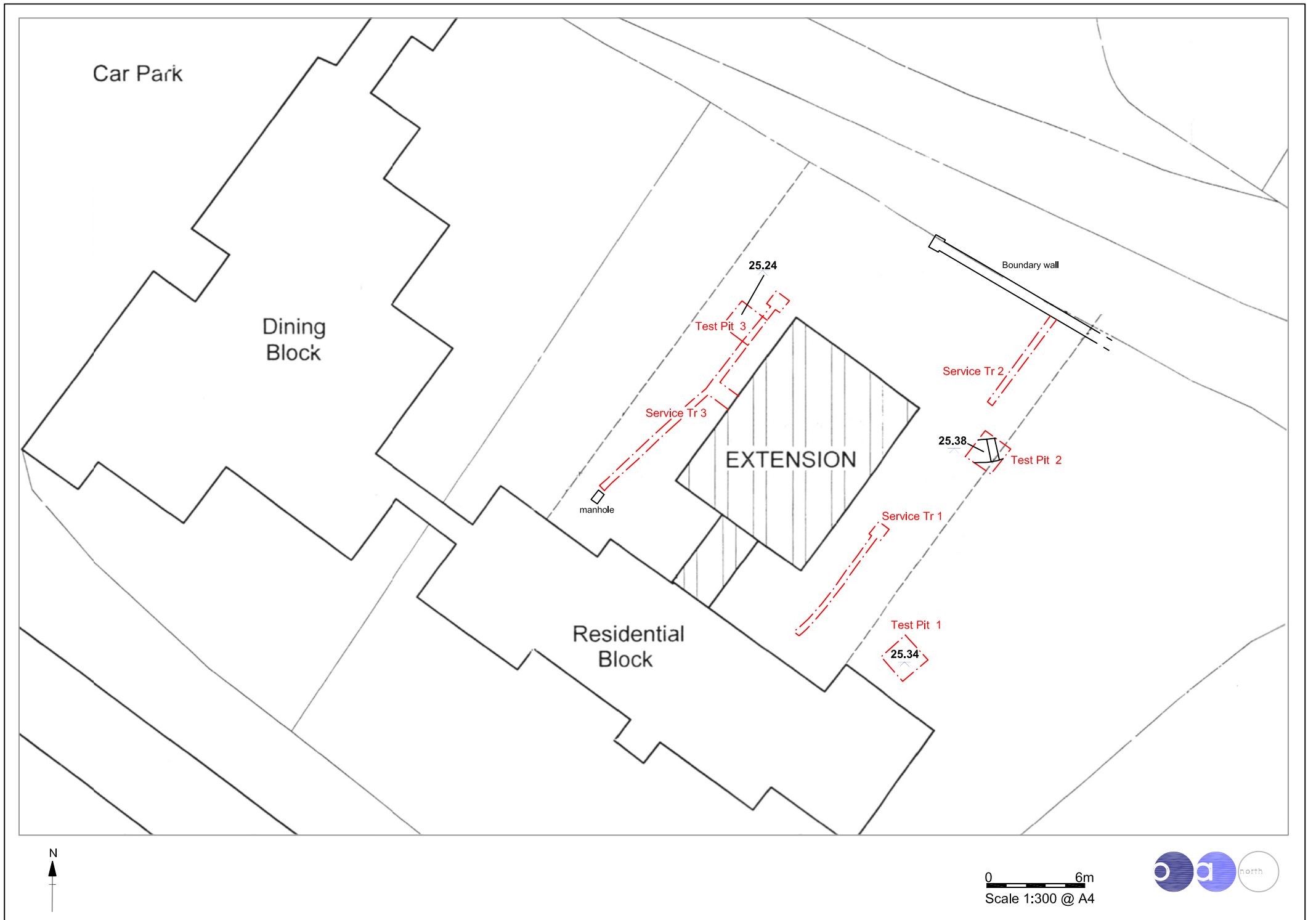


Figure 3: Trench location plan



Plate 1: North-east-facing section of Test Pit 2



Plate 2: North-east-facing section of Test Pit 3



Plate 3: South-west-facing section of Service Trench 2



Plate 4: North-east-facing section of Service Trench 3