



Old Hall, Kirkby Lonsdale Road, Over Kellet, Lancashire

Archaeological Watching Brief Report

September 2020

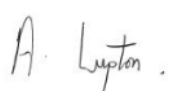
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Old Hall, Kirkby Lonsdale Road, Over Kellet, Lancashire

Archaeological Watching Brief Report

Written by Andy Phelps

With illustrations by Mark Tidmarsh

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Summary

In June 2020 Oxford Archaeology (OA) North was commissioned by Mr David Burns to undertake a watching brief during any below ground works associated with the construction of a new build house at Old Hall, Kirkby Lonsdale Road, Over Kellet, Lancashire (NGR: SD 52110 70050).

The site lies within the historic core of the village and a heritage assessment prepared by JWRC Conservation identified that it was formerly occupied by a large building or series of structures during the mid-nineteenth century. The works, which were stipulated by Lancaster City Council as a condition of planning permission, conformed to an approved WSI as prepared by OA North and were undertaken over the course of 3 days in July 2020.

The watching brief comprised monitoring of topsoil stripping from across the area, the reduction of levels in the eastern side of the plot and the excavation of foundation trenches ahead of construction. These works revealed no direct evidence of the anticipated structure. However, a spread of levelling material filling a shallow depression was identified in the south-western corner of the site, broadly coinciding with the hypothesised location of the structure and this may have been associated with its demolition. In addition, a fragment of a sandstone window lintel, recovered from a demolished boundary wall at the front of the property could conceivably have come from this building.

Acknowledgements

Oxford Archaeology (OA) North would like to thank Mr David Burns for commissioning this project. Thanks are also extended to Peter Iles who monitored the work on behalf of Lancaster City Council.

The project was managed for OA North by Paul Dunn. The fieldwork was undertaken by Aidan Parker and Andy Phelps. The illustrations were produced by Mark Tidmarsh.

1 INTRODUCTION

1.1 Scope of work

- 1.1.1 Oxford Archaeology (OA) North was commissioned by Mr David Burns to undertake a watching brief during any below ground works required as part of the construction of a new build house at Old Hall, Kirkby Lonsdale Road, Over Kellet, Lancashire (NGR: SD 52110 70050).
- 1.1.2 The site lies within the historic core of the village and a heritage assessment, prepared by JWRC Conservation (2017), identified that it was formerly occupied by a large building or series of structures during the mid-nineteenth century. The works, which were stipulated by Lancaster City Council as a condition of planning permission (18/00038/FUL), conformed to an approved Written Scheme of Investigation (WSI; *Appendix A*) as prepared by OA North which detailed the Local Authority's requirements for the work necessary to discharge the planning condition.
- 1.1.3 The fieldwork was undertaken on the 6th, 13th and 29th July 2020, and this document outlines the results of this fieldwork.

1.2 Location, topography and geology

- 1.2.1 The site lies within the centre of Over Kellet, Lancashire (Fig 1; NGR SD 52110 70050) and is bounded by Kirkby Lonsdale Road to the south, domestic properties to the east and west, and fields to the north. The site is currently unused land, grassed with shrubs.
- 1.2.2 The solid geology of the area is mapped as Limestone of the Park Limestone Formation formed in the Carboniferous Period (BGS 2020). The superficial deposits are classified as Diamicton, Devensian Till, formed in the Quaternary Period (*ibid*). The soils of the site are freely draining slightly acid loamy soils (Farewell et al 2020).

1.3 Archaeological and historical background

- 1.3.1 The village of Over Kellet has a long history, being referred to in the Domesday Book as Chellet where along with Nether Kellet it was assessed as three plough lands (VCH). Its antiquity can be traced through the remnants of its medieval field system which are apparent on early cartographic sources and modern aerial photographs as sinuous elongated boundaries demarking narrow strip fields to the north of the village (JWRC Conservation 2017).
- 1.3.2 The village green lies upon the old high road between Lancaster and Kendal which would have made it a well-travelled road and encouraged the expansion of the settlement as a result of the passing trade. This wealth is demonstrated by the construction of numerous well-built late seventeenth, eighteenth and nineteenth century buildings within the core of the village.
- 1.3.3 The earliest maps to show the site is the Tithe Apportionment Map of 1841 (DRB 1/118), where a substantial building or group of buildings appears to occupy the south-western corner of the property (Plate 1). The building is set back from the frontage and a second building can be identified in the north-eastern corner of the property.

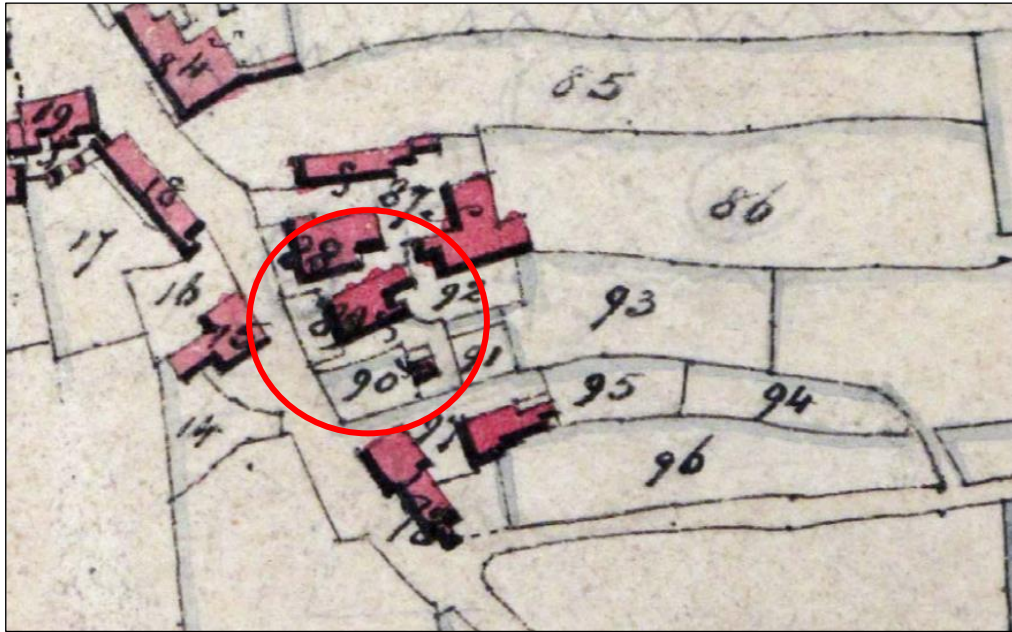


Plate 1: Extract from the Tithe Apportionment Map 1841 (DRB 1/118)

1.3.4 The building is still extant in 1844-45, when it was shown on the OS map of that date but had evidently been demolished by 1890, when it is no longer present on the 25" OS map of that date (Plates 2 and 3). This map does show a small rectangular out-building adjacent to the south-eastern boundary of the plot with another small square structure to its north. The former survives to the present day, now within the curtilage of the Old Hall, while the latter stood until well into the last century.



Plate 2: Extract from the Ordnance Survey Map 1:10560 of 1844-45 (Published 1847) (NLS maps)



Plate 3: Extract from the Ordnance Survey Map 1:10560 of 1890 (Published 1894)
(NLS maps)

2 WATCHING BRIEF AIMS AND METHODOLOGY

2.1 Aims

2.1.1 The general aims and objectives of the project can be summarised as follows:

- i. to adhere to and fulfil the agreed programme of works associated with the archaeological potential of the site;
- ii. to determine or confirm the general nature of any remains present;
- iii. to determine or confirm the approximate date or date range of any remains, by artefactual means or other evidence;
- iv. to compile a professional archival record of any archaeological remains within the site.

2.2 Methodology

- 2.2.1 The project methodology, set out in the WSI (*Appendix A*), was adhered to in full, and was fully compliant with current guidelines and industry best practice (CIfA 2014a; 2014b; 2019; Historic England 2015). The areas to be monitored were set out and all service checks were undertaken by the client prior to the commencement of the excavations. The excavations were undertaken by a 5.5 ton mechanical excavator fitted with a toothless ditching bucket or toothed bucket, under the direct supervision of a suitably experienced and qualified archaeologist at all times. Any spoil arisings were checked for finds and assessed for palaeoenvironmental potential, although in the event, none proved suitable and no finds were recovered.
- 2.2.2 All information identified during the site works was recorded stratigraphically, using a system adapted from that used by the former English Heritage Centre for Archaeology, with an accompanying pictorial record (plans, sections, and digital photographs). Primary records were available for inspection at all times.
- 2.2.3 Results of all field investigations were recorded on *pro forma* context sheets. The site archive includes a photographic record, and accurate large-scale plans and sections at appropriate scales (1:50, 1:20, 1:10)
- 2.2.4 A full professional archive was compiled in accordance with the WSI, and with current professional guidelines (CIfA 2014b; Historic England 2015). The archive will be deposited with Lancashire County Records Office.

3 RESULTS

3.1 Introduction and presentation of results

3.1.1 The results of the watching brief are presented below, and include a description of all the deposits observed during the course of the groundworks.

3.2 General soils and ground conditions

3.2.1 Prior to the commencement of groundworks, the front of the property was covered in dense vegetation, with grass covering the remainder of the plot. The area was broadly level although there was a pronounced bank along the eastern boundary that stood approximately 1m higher than the remainder of the area.

3.2.2 During the initial reduction of levels and removal of topsoil the ground conditions were poor, with recent weather having saturated the ground and the transit of machine making observations difficult. The subsequent monitoring of the excavation of the foundations were, however, completed in fine and dry conditions and any archaeological deposits would have been clearly defined (Plate 4).



Plate 4: General site view during excavation of the footings. Note the levelling deposit in the top right corner, discernable by its lighter colouration

3.3 General distribution of archaeological deposits

3.3.1 Initial excavations removed a loose dark brown silty topsoil from across the entire site varying in depth from a maximum of 0.5m in the east, to 0.2m in the west. Across the western half of the site its removal revealed a spread of loose redeposited dark grey brown soil mixed with fragments of irregular sandstone covering an area of approximately 10m by 25m (Plate 5). This deposit overlay a dark orangey brown silty

clay subsoil, and works across the eastern edge of the site revealed that the pronounced bank was primarily composed of this same subsoil deposit (Plate 6).



Plate 5: General view of site, facing east, with levelling deposit in the foreground



Plate 6: Section through the bank following levelling, with 1m scale

3.3.2 During the excavation of the foundation trenches it became apparent that the spread of loose dark grey brown material that had been observed to cover the western half of the site was filling a shallow depression 0.6m deep and may have been used as a

levelling deposit (Plate 7). Exposed sections though this deposit clearly demonstrated that it post-dated the subsoil, which appeared to continue across the whole site to a depth of in excess of 0.7m. Only in the south-eastern corner of the site was there any trace of natural where the upper face of the limestone substrate was just exposed at the base of the trench (Plate 8).



Plate 7: North-western corner of site, showing the levelling deposit in section, with 1m scale

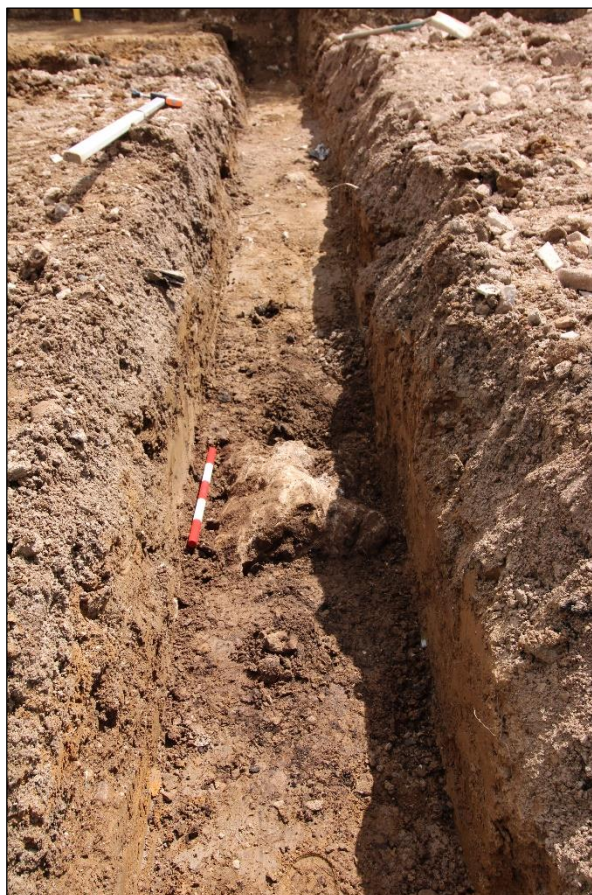


Plate 8: Natural limestone substrate, revealed at base of footing, with 0.5m scale

- 3.3.3 As part of the pre-commencement works the eastern boundary wall of the property was partially dismantled in order to facilitate access to the site and the stonework stockpiled to the north-west. An inspection of the pile revealed fragments of reused sandstone, which had been incorporated into what was otherwise a rubble wall, the most interesting of which was a fragment of a window lintel (Plate 9). The lintel was badly damaged, and one half was missing but its soffit preserved the setting of a central diamond mullion and one of the windows jambs. In addition, a small square socket had been provided between the two to receive an iron bracing bar and the upper edge of the mullion retained the remnants of a square hood mould. The lintel fragment measured 770mm in length, was 250mm wide and had a thickness of approximately 200mm. The fragment was not collected, being retained for incorporation onto the present development.



Plate 9: Fragment of window lintel, with 0.5m scale

4 DISCUSSION

4.1 Watching Brief objectives and results

4.1.1 The excavations examined a relatively small area and during the initial stripping phase the wet soil conditions may have hindered observations. Nevertheless, these conditions were limited to the topsoil strip and levelling of the bank, with subsequent phases taking place in good conditions.

4.2 Interpretation

4.2.1 Although no conclusive evidence was revealed relating to the buildings shown on the 1841 Tithe map it is tempting to suggest that the shallow depression and subsequent levelling deposit relate to this structure. The location of this feature and quantity of sandstone rubble fragments within the levelling deposit can be tentatively attributed to the wholesale demolition of this structure sometime between 1844 and 1890.

4.2.2 The window lintel may have arrived at the site during the construction of the wall and could have come from an entirely different building, but it is equally plausible to suggest it represents a small fragment of the building that once occupied this site. Its form and the general period of rebuilding that took place locally suggests it belonged to a well-built structure probably dating from any time from the late seventeenth to the mid-nineteenth centuries.

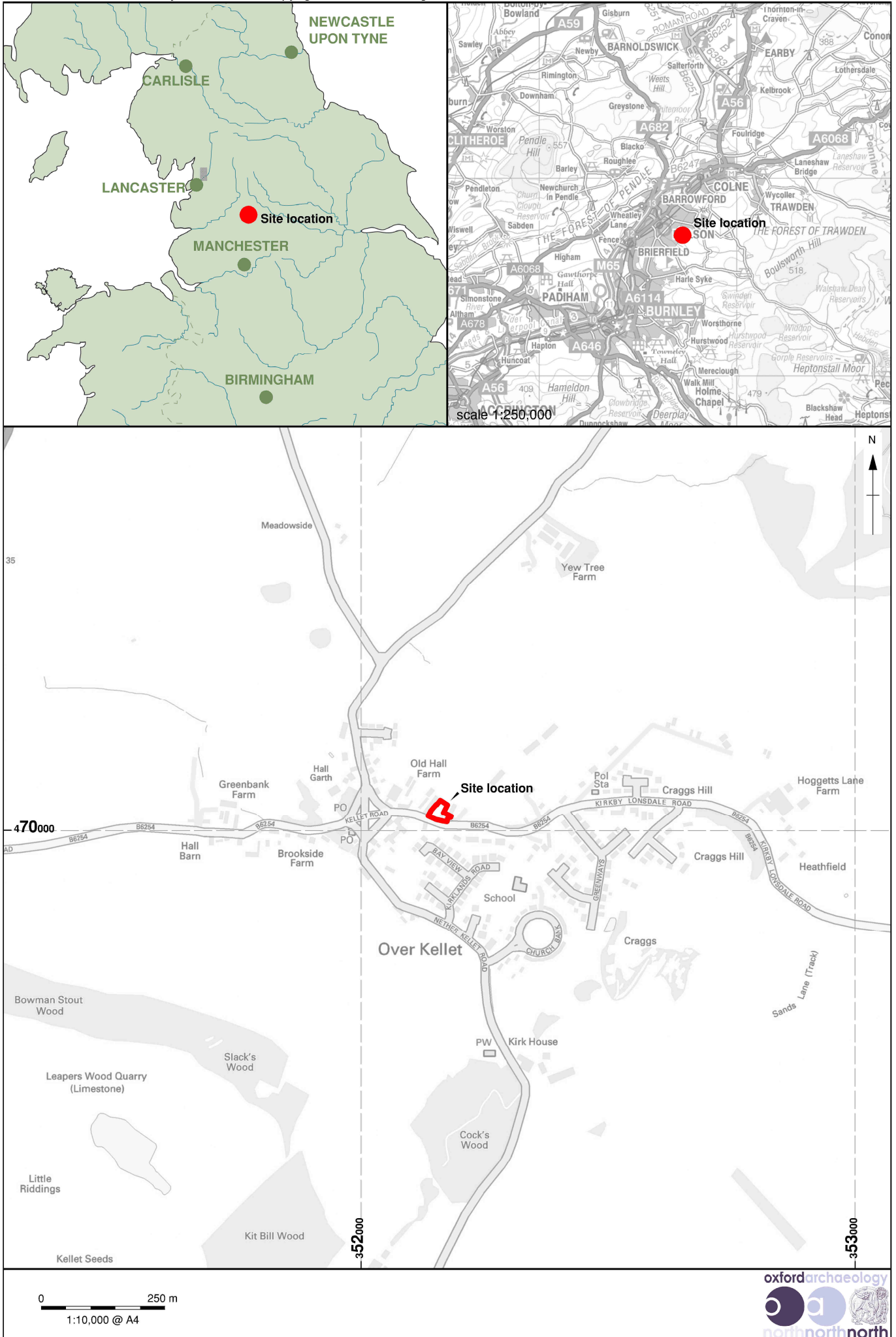
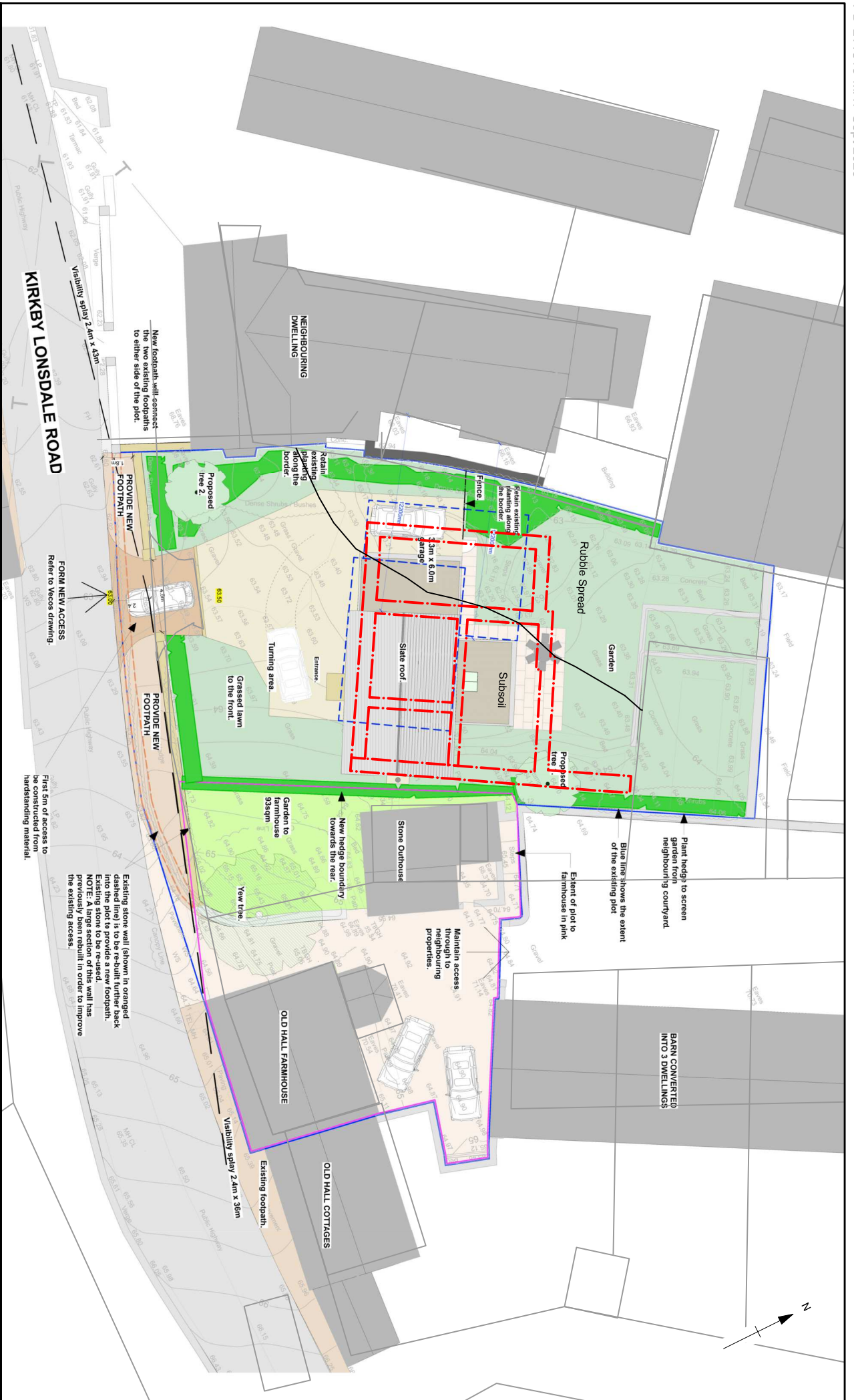


Figure 1: Site location



Footings



Figure 2: Plan of Excavated Area

APPENDIX A WRITTEN SCHEME OF INVESTIGATION



Old Hall, Kirkby Lonsdale Road, Over Kellet, Lancashire

Written Scheme of Investigation Archaeological Watching Brief

June 2020

Client: David Burns

Issue No: V. 2

OA Reference No: L11316

NGR: SD 52110 70050



Client Name: David Burns
Document Title: Old Hall, Kirkby Lonsdale Road, Over Kellet, Lancashire
Document Type: Written Scheme of Investigation
Grid Reference: SD 52110 70050
Site Code: OHF20
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Issue No: V. 2
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Prepared by: Paul Dunn (Senior Project Manager)
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Old Hall, Kirkby Lonsdale Road, Over Kellet, Lancashire
Written Scheme of Investigation for an Archaeological
Watching Brief

Centred on SD 52110 70050

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1 INTRODUCTION

1.1 Project details

1.1.1 Oxford Archaeology (OA) North has been commissioned by Mr David Burns to undertake an archaeological watching brief during any below ground works required as part of the construction of a new build house at Old Hall, Kirkby Lonsdale Road, Over Kellet, Lancashire (NGR: SD 52110 70050).

1.1.2 The work is being undertaken as a condition of Planning Permission (planning ref: 18/00038/FUL). Condition 3 states:

‘No development, site clearance/preparation, or demolition shall commence until the applicant or their agent or successors in title has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation, which shall be submitted to, and approved in writing by, the local planning authority. The scheme of investigation shall include provision for an archaeological watching brief during all groundworks required as part of the development, including site clearance and preparation, and the compilation of a report on the work undertaken and the results obtained. The scheme of archaeological investigation as agreed shall be implemented in full by an appropriately qualified and experienced professional archaeological contractor to the standards and guidance of the Chartered Institute for Archaeologists (CIfA).

Reason: To ensure and safeguard the recording and inspection of matters of archaeological and/or historical importance associated with the building/site’

1.1.3 The brief for the works was detailed in the planning condition above and, subsequently, OA North were commissioned by Mr Burns to produce this Written Scheme of Investigation (WSI) and undertake the archaeological fieldwork required; this document outlines how OA will implement those requirements.

1.1.4 All work will be undertaken in accordance with local and national planning policies (CIfA 2014a; 2014b; 2019: English Heritage 2015) referenced within this document.

1.2 Oxford Archaeology

1.2.1 OA North, based in Lancaster, is the northern office of Oxford Archaeology (Chartered Institute for Archaeologist’s (CIfA) registered organisation no 17), the leading archaeological and heritage practice in the country, employing in excess of 250 professionals across three regional offices. OA North is itself the largest archaeological contractor in north-west England. As a registered educational charity, OA is dedicated to maintaining and promoting the highest professional, academic, commercial and ethical standards and to the provision of access to archaeology for all. It has both an established reputation and a philosophical imperative in the pursuit of efficient and cost-effective fieldwork, post-excavation excellence, and high-quality publication and outreach. We pride ourselves on our delivery of accessible outreach, including open days, lectures, information panels, leaflets, etc.

1.2.2 With over 40 years of experience in commercial archaeology, OA has undertaken tens of thousands of archaeological investigations of all types, scales and periods, from

desk-based assessments to major open-area excavations. OA has particular experience of working closely with principal contractors, consultant, and curators to undertake high-quality archaeological works within the tight timetables and high-pressure environments of major projects.

1.3 Location, topography and geology

- 1.3.1 The site lies within the centre of Over Kellet, Lancashire (Fig 1; NGR SD 52110 70050) and is bounded by Kirkby Lonsdale Road to the south, domestic properties to the east and west, and fields to the north. The site is currently unused land, grassed with shrubs.
- 1.3.2 The solid geology of the area is mapped as Limestone of the Park Limestone Formation formed in the Carboniferous Period (BGS 2020). The superficial deposits are classified as Diamicton, Devensian Till, formed in the Quaternary Period (*ibid*). The soils of the site are freely draining slightly acid loamy soils (Cranfield 2020).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND AND POTENTIAL

2.1 Archaeological and historical background

- 2.1.1 The heritage statement produced by JWRC conservation (2017), primarily discusses the site in relation to the surrounding built heritage and does not discuss the potential for below ground archaeological remains, although it does include some historic map regression. The consultation advice provided by Lancashire Archaeological Advisory Service in 2018 does give some brief historical background to the site.
- 2.1.2 The part of the village the development is proposed to be located in is characterised by buildings at the south end of narrow linear plots which continue back to the north-east, before merging into the rest of the villages strip-field system. This pattern can be seen on the Ordnance Survey 1:10,560 map of 1847, which also shows the proposed development plot to be occupied by a building (HER PRN40258). The building is also shown on the Tithe Apportionment Mapping (DRB 1/118), it is suggested that the building is a house or houses with gardens. However, the building was demolished by 1891, as it is not visible on the Ordnance Survey 1:2,500 map of 1891.

2.2 Potential

- 2.2.1 The principal potential for the site, as detailed above, is for evidence of post-medieval farming, potentially through ridge and furrow, or even the remains of the building first identified on the Ordnance Survey map of 1847. Although, there may be evidence of earlier remains.

3 PROJECT AIMS

3.1 General

3.1.1 The general aims of the project can be summarised as follows:

- to adhere to and fulfil the agreed programme of works associated with the archaeological potential of the site;
- to determine or confirm the general nature of any remains present;
- to determine or confirm the approximate date or date range of any remains, by artefactual means or other evidence;
- to compile a professional archival record of any archaeological remains within the site.

3.2 Specific aims and objectives

3.2.1 The specific aims and objectives of the archaeological watching brief are:

- i. to determine or confirm the general nature of any remains present;
- ii. to determine or confirm the approximate date or date range of any remains, by means of artefactual or other evidence.

4 PROJECT SPECIFIC EXCAVATION AND RECORDING METHODOLOGY

4.1 Scope of works

- 4.1.1 The archaeological watching brief will involve the monitoring and recording of any archaeological remains encountered during any below ground works required by the development (clearance, site preparation, excavation of foundations, insertion of services, etc). The below ground works will be conducted by a mechanical excavator fitted with a toothless ditching bucket, under direct supervision by a suitably experienced and qualified archaeologist at all times. Any spoil arising from the works will be checked and any finds will be retained.
- 4.1.2 The archaeologist will be afforded the opportunity and sufficient time to investigate the areas, clean, and record any archaeological features identified. Where archaeological features are identified they may be subject to sample excavation to develop an understanding of their nature and recover appropriate environmental samples and finds. If potentially significant archaeological remains are identified, the archaeologist will inform the client and the Planning Officer (Archaeology) for Lancashire County Council (LCC), as advisors to the local planning authority, works will not recommence until an appropriate scheme of works are decided upon.

4.2 Programme

- 4.2.1 It is anticipated that the initial topsoil stripping will take a day to complete and is currently scheduled to commence 6th July 2020, with any further below ground works to be undertaken at a later date if they are required to be monitored, by a team consisting of a single archaeologist, under the management of Paul Dunn, Senior Project Manager. The watching brief will be maintained in the field by a Project Archaeologist as yet to be appointed. Depending on OA North's timetabling of works and weather this may be subject to change through the duration of the archaeological works. All OA North Project Officers, Supervisors and Assistant Supervisors are experienced field archaeologists capable of carrying out a range of archaeological projects.
- 4.2.2 All fieldwork undertaken by OA North is overseen by the Operations Manager, Alan Lupton MCIfA.

4.3 Site specific methodology

- 4.3.1 A summary of OA's general approach to excavation and recording can be found in *Appendix A*. Standard methodologies for Geomatics and Survey, Environmental evidence, Artefactual evidence and Burials can also be found below (*Appendices B, C, D and E* respectively).
- 4.3.2 Site specific methodologies will be as follows:
- i. the project archaeologist will maintain a watching brief during any below ground disturbance;
 - ii. the project archaeologist will be afforded the opportunity to clean, investigate, record and sample all archaeological remains to an appropriate degree. The

hand excavation and recording methodology which will be implemented can be found in *Appendix A*;

- iii. if potentially significant remains are identified, the project archaeologist will stop excavation works. They will inform the client and will consult the Planning Officer (Archaeology), work will only continue with their approval;
- iv. a photographic and textual record will be made of the stratigraphy and archaeological features encountered;
- v. spoil arising from the excavations will be scanned for finds and palaeoenvironmental evidence, which will be collected if deemed significant;
- vi. at all times, the project archaeologist will work under the Health and Safety directions of the site contractor.

5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme

- 5.1.1 The final report will be completed within 4 to 6 weeks of the completion of the fieldwork.
- 5.1.2 A copy of the report in Adobe Acrobat (.pdf) format will be provided to the client. Once approved a copy will then be provided to the Planning Officer (Archaeology) for comment prior to final issue. Paper copies can also be provided on request.

5.2 Content

- 5.2.1 The content of this report will be as defined in *Appendix F*.

5.3 Specialist input

- 5.3.1 OA has a large pool of internal specialists, as well as a network of external specialists with whom OA have well established working relationships. A general list of these specialists is presented in *Appendix G*; in the event that additional input should be required, an updated list of specialists can be supplied.

5.4 Archive

- 5.4.1 If inclusive of material finds, the site archive will be deposited with Lancaster Museum following completion of the project, an accession number has been requested, but not yet supplied. If this is not forthcoming, for any reason, then all finds are to be retained by the landowner, but those of significance will be properly described and photographed and included in any final report. Under such circumstances sufficient advice and initial material support will be given to the client on how such finds should be curated, i.e. basic finds care advice and appropriate boxing etc.
- 5.4.2 If no material finds are encountered, the paper and digital archive will be deposited with the Lancashire County Record Office.
- 5.4.3 An OASIS summary will be produced once the archive is ready for deposition, with a digital copy of the final report being uploaded. A digital copy of the final report will also be sent to the Planning Officer (Archaeology) for inclusion in the Lancashire Historic Environment Record.
- 5.4.4 A summary of OA's general approach to documentary archiving can be found in *Appendix H*.

6 HEALTH AND SAFETY

6.1 Roles and responsibilities

- 6.1.1 The Senior Project Manager, Paul Dunn, has responsibility for ensuring that safe systems of work are adhered to on site. Elements of this responsibility will be delegated to the project archaeologist, who implements these on a day to day basis. Paul Dunn and the project archaeologist are supported by OA North's Health and Safety Advisor, Fraser Brown.
- 6.1.2 The Director with responsibility for Health and Safety at OA is Dan Poore Tech IOSH (Chief Business Officer).

6.2 Method statement and risk assessment

- 6.2.1 A summary of OA's general approach to health and safety can be found in *Appendix I*. A risk assessment has also been undertaken and approved and will be kept on site, along with OA's standard Health and Safety file, which will contain all relevant health and safety documentation.
- 6.2.2 The Health and Safety file will be available to view at any time.

6.3 Monitoring of works

- 6.3.1 Archaeological investigations will be monitored, where appropriate, by the Planning Officer (Archaeology) at Lancashire County Council. Any required visits will be carried out under auspices of the Main Contractors Health and Safety Plan and visitors will wear appropriate PPE and be accompanied at all times.

7 BIBLIOGRAPHY

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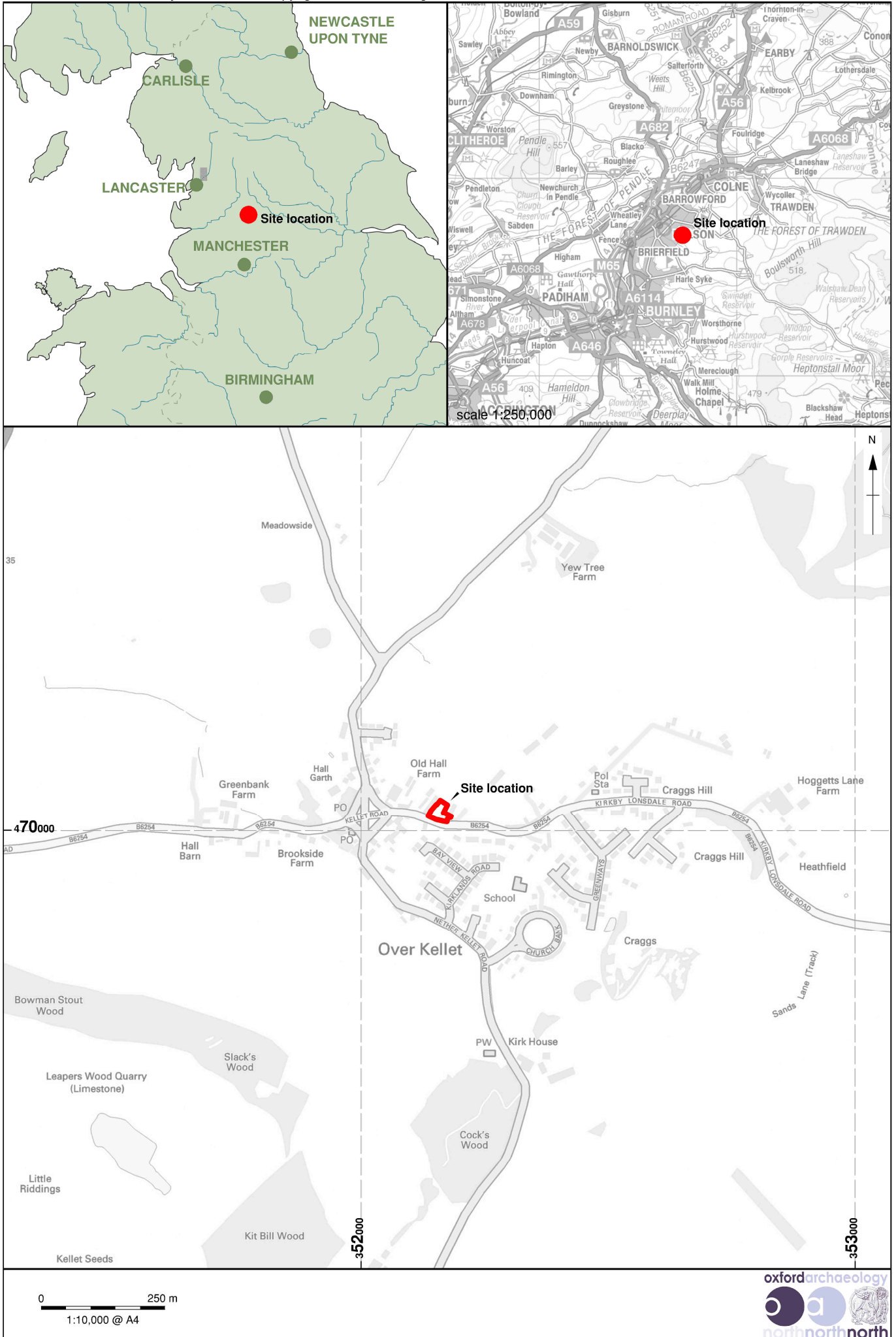


Figure 1: Site location

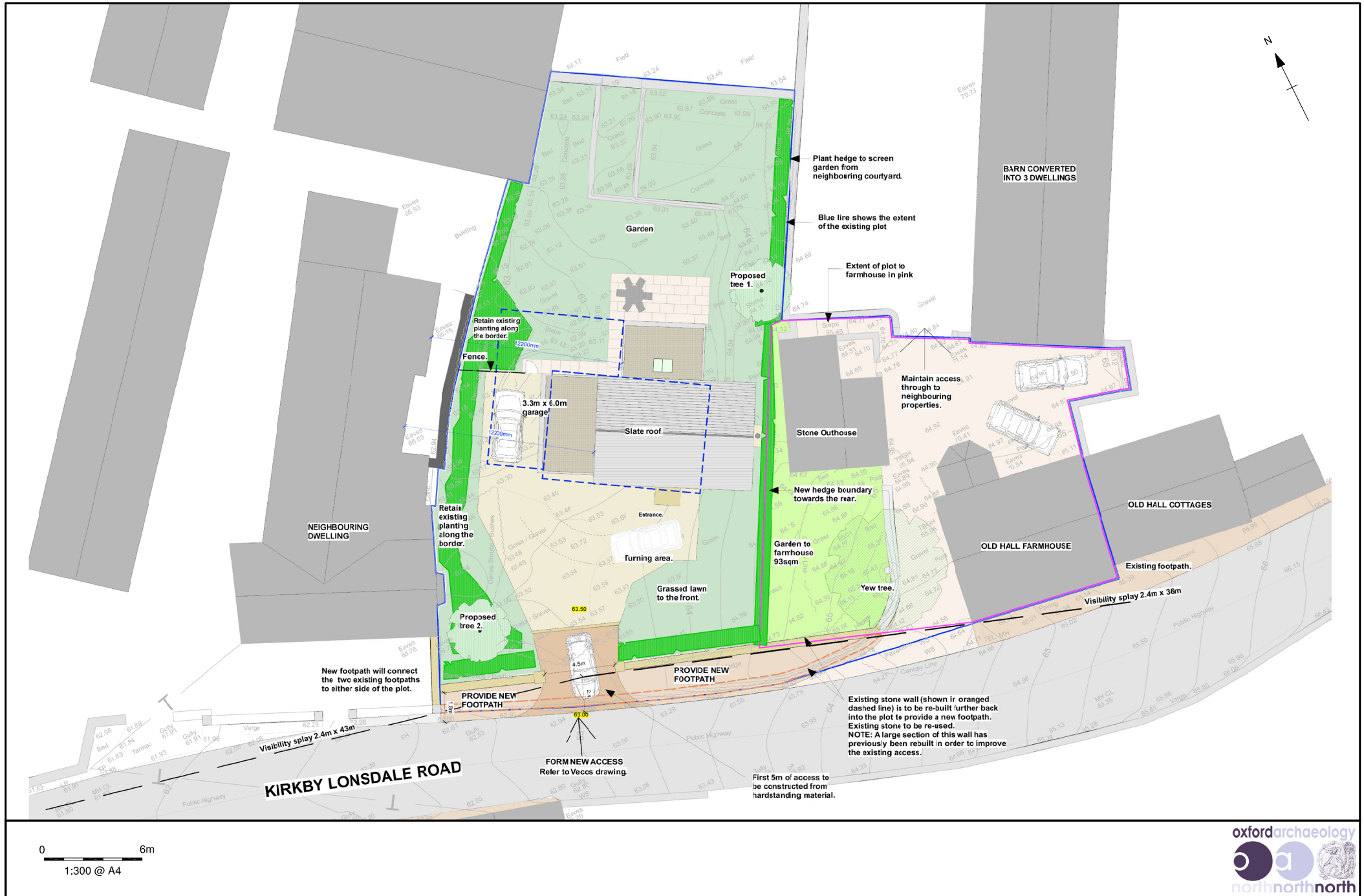


Figure 2: Proposed site plan

OA STANDARD FIELDWORK METHODOLOGY APPENDICES

The following methods and terms will apply, where appropriate, to all OA fieldwork unless varied by the accompanying detailed Written Scheme of Investigation.

Copies of all OA internal standards and guidelines referred to below are available on request.

APPENDIX A GENERAL EXCAVATION AND RECORDING METHODOLOGY

A.1 Standard methodology – summary

Mechanical excavation

- A.1.1 An appropriate mechanical excavator will be used for machine excavation. This will normally be a JCB or 360° tracked excavator with a 1.5 m to 2 m wide toothless ditching bucket. For work with restricted access or working room a mini excavator may be used.
- A.1.2 All mechanical excavation will be undertaken under direct archaeological supervision.
- A.1.3 All undifferentiated topsoil or overburden of recent origin will be removed down to the first significant archaeological horizon, in successive, level spits.
- A.1.4 Following mechanical excavation, all areas that require examination or recording will be cleaned using appropriate hand tools.
- A.1.5 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.
- A.1.6 After recording, evaluation trenches and test pits will usually be backfilled with excavated material in reverse order of excavation, and compacted as far as is practicable with the mechanical excavator. Area excavations will not normally be backfilled.

Hand excavation

- A.1.7 All investigation of archaeological levels will usually be by hand, with cleaning, examination and recording both in plan and section.
- A.1.8 Within significant archaeological levels the minimum number and proportion of features required to meet the aims of the excavation will be hand excavated. Pits and postholes will usually be subject to a 50% sample by volume. Linear features will be sectioned as appropriate. More complex features such as those associated with funerary activity will usually be subject to 100% hand excavation.
- A.1.9 In the case of evaluations, it is not necessarily the intention that all trial trenches will be fully excavated to natural stratigraphy, but the depth of archaeological deposits across the site will be assessed. The stratigraphy of a representative sample of the evaluation trenches will be recorded even where no archaeological deposits have been identified. Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ.

Recording

- A.1.10 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements.
- A.1.11 Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.
- A.1.12 Plans will normally be drawn at 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Detailed plans will be at an appropriate scale. Burials will be drawn at scale 1:10 or recorded using geo-referenced digital photography.
- A.1.13 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- A.1.14 A register of plans will be kept.
- A.1.15 Long sections of showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.
- A.1.16 A register of sections will be kept.
- A.1.17 Generally, all sections will be tied in to Ordnance Datum.
- A.1.18 A full photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include working shots to illustrate more generally the nature of the archaeological work.
- A.1.19 Photographs will be recorded on OA Photographic Record Sheets.

A.2 Relevant industry standards and guidelines

- A.2.1 The Chartered Institute for Archaeologists Standard and Guidance notes relevant to fieldwork are:
- Standard and Guidance for Archaeological Field Evaluation
 - Standard and Guidance for Archaeological Excavation
 - Standard and Guidance for an Archaeological Watching Brief.
- A.2.2 These will be adhered to at all times.

A.3 Relevant OA manual and other supporting documentation

- A.3.1 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming).
- A.3.2 Further guidance is provided to all excavators in the form of the OA 'Fieldwork Crib Sheets - a companion guide to the Fieldwork Manual'. These have been issued ahead of formal publication of the revised Fieldwork Manual.

APPENDIX B GEOMATICS AND SURVEY

B.1 Standard methodology - summary

- B.1.1 The aim of OA methodology is to provide comprehensive survey cover of all investigation areas. Additionally, it is designed to provide coverage for any areas, beyond the original scope of the project, which arise as a result of further work. It provides digital plans of all required elements of the project and locates them within an overall grid.
- B.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It establishes accurate project reference systems utilising a series of control stations and permanent base lines.
- B.1.3 The survey will be conducted using a combination of Total Station Theodolite (TST) survey utilising Reflectorless Electronic Distance Measurement (REDM) where appropriate, hand-measured elements and GPS (Global Positioning System), or photogrammetry.
- B.1.4 Before the main work commences, a network of control stations will be laid out encompassing the area. Control stations will be tied in to known points or existing features using rigorous metric observation. The control network will be set in using a TST to complete a traverse or using techniques as appropriate to ensure sufficient accuracy. A GPS, or other appropriate method, will be used to orientate the control network to National Grid or other recognised coordinate system.
- B.1.5 All control stations will be checked by closed traverse and/or GPS, as appropriate. The accuracy of these control stations will be accessed on a regular basis and re-established accordingly. All stations will be recorded on Survey Control Station sheets.
- B.1.6 Each control station will be marked with a PGM (Permanent Ground Marker). Witness diagrams will include the full 3-D co-ordinates generated, a sketch diagram and measurements to at least three fixed details, written description of the mark and a photograph of the control point in its environs.
- B.1.7 Prior to entry into the field all equipment will be checked, and all pre-survey information will be logged onto the field computer and uploaded onto survey equipment as appropriate. The software in the field computer will be verified and all cabling between the GPS and/or TST and computer will be checked. Prior to conducting the survey, the site will be reconnoitred for locations for a viable control network and check the line of sight and any possible hindrance to survey. Daily record sheets will be kept to record daily tasks and conditions.
- B.1.8 All spatial data will be periodically downloaded onto a field computer, and backed up onto CD, or DVD. It will be cleaned, validated and inspected.
- B.1.9 All survey data will be documented on daily survey record sheets. Information entered on these sheets includes key set up information (Instrument height etc.) as well as daily variables and errors/comments. All survey data will be digitally recorded in a raw

format and translated during the download process this shall allow for any errors to be cross referenced with the daily survey record and corrected accordingly.

- B.1.10 A weekly summary of survey work will be produced to access development and highlight problems. This information also will be recorded on the weekly survey journal. Technical support for the survey equipment and download software shall be available at all times. In those instances, where sites are remotely operated, all digital data will be backed up regularly and a copy returned to Oxford on a weekly basis.
- B.1.11 A site plan will initially be created by a rapid survey of relevant archaeological features by mapping their extent using a combination of TST and GPS. This will form the basis for deciding excavation strategy and will be updated as the excavation clarifies the extent of, and relationships between, archaeological features.
- B.1.12 Excavated archaeological interventions and areas of complex stratigraphy will be hand drawn. At least two Drawing Points (DPs) will be set in as a baseline and measurements taken off this by tape and offset. The hand drawn plans will be referenced to the digitally captured pre-site plan by measuring in the DPs with a TST or GPS. These hand drawn elements will then be scanned in, geo-referenced using the DPs as reference points and digitised following OA's digitising protocols. For further details on hand planning procedure please refer to the fieldwork guidelines.
- B.1.13 Where appropriate photogrammetry or rectified photography may be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for photogrammetry or rectified photography.
- B.1.14 Survey data recorded in the field will be downloaded using appropriate downloading software, and saved as an AutoCAD Map DWG file, or an ESRI Shapefile. These files will be regularly updated and backed up with originals being stored on an OA server in Oxford.
- B.1.15 All drawings will be composed of closed polygons, polylines or points in accordance with the requirements of GIS construction and OA Geomatics protocols. Once created, additional GIS/CAD work will normally be carried out at the local OA central office or at on-site remote locations when appropriate. Support for all GIS/CAD work will be available from OA's Oxford Office during normal office hours. The aim of the GIS/CAD work is to produce workable draft plans, which can be produced as stand-alone products, or can be readily converted to GIS format. Any hand-drawn plans will be scanned and digitised on site in the first instance. Subsequent plans will be added to the main drawing as it develops.
- B.1.16 All plan scans will be numbered according to their plan site number. Digital plans will be given a standard new plan number taken out from the site plan index.
- B.1.17 All digital data will be backed up incrementally on CD or DVD. On each Friday the entire data directory will be backed up and returned to Oxford where it will be copied onto the OA projects server. Each CAD drawing will contain an information layout which will include all the relevant details appertaining to that drawing. Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all raw measurements will be made available as hard copy for archiving purposes.

B.2 Relevant industry standards and guidelines

- B.2.1 Historic England (2007) Understanding the Archaeology of Landscapes A Guide to Good Recording Practice.
- B.2.2 Historic England (2015), Metric Survey Specifications for Cultural Heritage.
- B.2.3 Historic England (2016), Understanding Historic Buildings A Guide to Good Recording Practice.
- B.2.4 Historic England (2017), Photogrammetric Applications for Cultural Heritage. Guidance for Good Practice.

B.3 Relevant OA manual and other supporting documentation

- B.3.1 OA South Metric Survey, Data Capture and Download Procedures
- B.3.2 OA South Digitising Protocols
- B.3.3 OA South GIS Protocols
- B.3.4 These will be superseded by the OA South Geomatics Manual (in progress).

APPENDIX C ENVIRONMENTAL EVIDENCE

C.1 Standard methodology – summary

- C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental specialist(s) will visit the site to advise on sampling strategies. Sampling methods will follow guidelines produced by Historic England and Oxford Archaeology. A register of samples will be kept. Specialists will be consulted where non-standard sampling is required (e.g. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.
- C.1.2 Geoarchaeological sampling methods are site specific, and methodologies will be designed in consultation with the geoarchaeological manager on a site by site basis.
- C.1.3 Bulk soil samples, where possible of 40 litres or 100% of a deposit if less is available, will be taken from potentially datable features and layers for flotation for charred plant remains and for the recovery of small bones and artefacts. Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 10-20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments. Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods and foraminifera if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) and possibly for metallurgical analysis in consultation with the appropriate specialists.
- C.1.4 Bulk samples from dry deposits will be processed by standard water flotation using a modified Siraf-style machine and meshes of 0.25mm (flot) and 0.5 or 1mm depending on sediment type and like modes of preservation (residue). Heavy residues will be wet sieved, air dried and sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples (1L sub-sample) and snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.25mm (waterlogged plants) and 0.5mm (snails) respectively; these flots and residues will be sorted by the specialist. Samples specifically taken for insects, pollen, other microflora and microfauna, metallurgy and soil analysis will be submitted as whole earth to the appropriate specialists or processed following their instructions.

C.2 Relevant industry standards and guidelines

- C.2.1 Historic England 2010. Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.
- C.2.2 Historic England 2011. Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)

- C.2.3 Historic England 2004. Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates (revision due 2020).
 - C.2.4 University of Bradford 2019 Archaeomagnetism: Magnetic Moments in the Past <https://www.brad.ac.uk/archaeomagnetism/>
 - C.2.5 Historic England 2008. Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology (revision due 2020).
 - C.2.6 Historic England 2008. Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains (currently being revised).
 - C.2.7 Historic England 2015. Archaeometallurgy. Guidelines for Best Practice.
 - C.2.8 Historic England 2015 Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.
 - C.2.9 Historic England 2017. Organic Residue Analysis and Archaeology.
 - C.2.10 Baker, P and Worley, F 2019. Animal Bones and Archaeology: Recovery to Archive. Historic England
- C.3 Relevant OA manual and other supporting documentation**
- C.3.1 Oxford Archaeology 2017. Environmental Sampling Guidelines, 4th ed.

APPENDIX D ARTEFACTUAL EVIDENCE

D.1 Standard methodology - summary

- D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Finds Team Leader. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.
- D.1.2 The project manager will supply the Finds Team Leader with contact details of the landowner of the site so that consent to deposit any finds resulting from the investigation can be sought.
- D.1.3 The on-site retrieval, lifting and short term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.
- D.1.4 All finds recovered from site will be transported to an OA regional office for processing; local sites will return finds at the end of each day, away based sites at the end of each week. Special arrangements can be discussed for certain sites with the Team Leader before the start of a project. Larger long running sites may in some instances set up on-site processing units to deal with the material from a particular site.
- D.1.5 All finds qualifying as Treasure will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act (1996), and the Treasure (Designation) Order 2002. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.
- D.1.6 Each box of finds will be accompanied by a finds context checklist itemising the finds within each box. The number of bags of finds from each context and individual small find from each context will be recorded. A member of the processing team will check the list when it arrives in the department. There are separate forms for finds recovered from fieldwalking.
- D.1.7 The processing programme is reviewed on a weekly basis and priorities are worked out after discussions with the Fieldwork Team Leader and the Post-excavation Team Leader. Project managers will keep the Finds Team Leader informed of any pressing deadlines that they are aware of. All finds from evaluations are dealt with as a matter of priority.
- D.1.8 All bulk finds are washed (where appropriate), marked, bagged and boxed by the processing team according to the guidelines set out in section 4 and 5 of the OA Finds Manual, First-aid for finds and the UKIC guidelines No.2. They must also take into account the requirements of the receiving museum. Primary data recording count and weight of fragments by material from each context is recorded on the site database.

- D.1.9 Unstable and sensitive objects are recorded onto the database and then packaged and stored in controlled environments according to their individual requirements. The advice of a conservator will be sought for sensitive objects in need of urgent conservation. All metalwork will be x-rayed prior to assessment (and to meet the requirements of most receiving museums).
- D.1.10 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.
- D.1.11 On completion of the processing and data entry a finds file for each archaeological investigation will be produced, a summary of which is available for the project manager. The assemblage is allocated an OA number for storage purposes. Bulk finds are stored on a roller racking system, metals in a secure controlled storage and organic finds are refrigerated where possible.
- D.1.12 The movement of finds in and out of the storage areas is strictly monitored and recorded. Carbon copy transit forms exist to record this information. Finds will not be removed from storage without the prior knowledge of the Finds Team Leader.
- D.1.13 Finds information summarised in the finds compendium is used to assess the finds requirements for the post excavation stages of the project. The Team Leader holds a list of all specialists used by OA (see below) both internal and external.
- D.1.14 On completion of the post excavation stage of the project the team prepares the finds assemblage for deposition with the receiving museum. Discussions will be held with the museum, the excavator and the Finds Team Leader to finalise any selection, retention or discard policy. Most museums issue strict guidelines for the preparation of archives for deposition with their individual labelling, packaging and recording requirements.

D.2 Relevant industry standards and guidelines

- D.2.1 UKIC, 1983, Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites. Conservation Guidelines No.2. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.2 UKIC, 1988, Excavated Artefacts and Conservation: UK sites Revised Edition. Conservation Guidelines No.1. Archaeology Section, United Kingdom Institute for Conservation.
- D.2.3 Society of Museum Archaeologists, 1993, Selection, retention and dispersal of Archaeological Collections. Download available via <http://www.socmusarch.org.uk/publica.htm>)
- D.2.4 Watkinson, D E & Neal, V, 1998, First Aid for Finds (3rd edition). RESCUE & UKIC

D.3 Relevant OA manual and other supporting documentation

- D.3.1 Allen, L, and Cropper, C (internal publication only) Oxford Archaeology Finds Manual.

APPENDIX E HUMAN REMAINS

E.1 Standard methodology - summary

- E.1.1 Human remains will not be excavated without a relevant licence/faculty and, where applicable (for example, a post medieval cemetery), a risk assessment from the local environmental officer.
- E.1.2 All human remains will be treated with due care and regard to the sensitivities involved, and will be screened from the public throughout the course of the works.
- E.1.3 Excavation will be undertaken in accordance with ClfA (Roberts and McKinley 1993), Historic England (2018), the Advisory Panel on the Archaeology of Burials in England (APABE, 2015, 2017) and British Association of Biological Anthropology and Osteoarchaeology Code of Practice (2019) and Code of Ethics (2019). For crypts and post-medieval burials, the recommendations set out by the ClfA (Cox 2001) and by the Association of Diocesan and Cathedral Archaeologists and APABE (2010) are also relevant.
- E.1.4 In accordance with recommendations set out in the Historic England and Church of England (2005) and updated by the Advisory Panel on the Archaeology of Burials in England (2017), skeletons will not be excavated beyond the limits of the trench, unless they are deemed osteologically or archaeologically important.
- E.1.5 Where any soft tissue survives and/or materials (for example, inner coffins, mattresses and other paddings) soaked in body liquor, no excavation or handling of the remains will take place until an appropriate risk assessment has been undertaken. Relevant protocols (i.e. Cox 2001) for their excavation, recording and removal will be adhered to.
- E.1.6 OA does not excavate or remove modern burials (those less than 100 years old) and does not remove or open sealed lead coffins. Appropriate PPE (e.g. chemical suit, latex gloves) will be worn by all staff when working with lead coffins.
- E.1.7 Graves and their contents will be hand excavated in plan. Each component (for example, skeleton, grave cut, coffin (or remains of), grave fill) will be assigned a unique context number from a running sequence. A group number will also be assigned to all of these, and small finds numbers to features such as coffin nails, hobnails and other grave goods (as appropriate).
- E.1.8 Soil samples will be normally taken during the excavation of inhumations, usually from the region of the skull, chest, right hand, left hand, abdomen and pelvis, right foot and left foot. Infants (circa. less than 5 years) will normally be recovered as bulk samples. Soil samples will also be taken from graves that appear to contain no human bone.
- E.1.9 Burials (including the skeleton, cremation, coffin fittings, coffin, urn, grave goods / other) will be recorded by photographic and written record using specialised pro forma context sheets, although these records may only include schematic representations of the location and position of the skeletons, depending on the nature and circumstances of the burial.

- E.1.10 Where digital imaging is used it will be done in accordance with the British Association of Biological Anthropology and Osteoarchaeology Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (2019).
- E.1.11 Where necessary, hand drawn plans (usually at 1:10, sometimes 1:5) will be made, especially of contexts where required details cannot be adequately seen using photography (for example, urned cremations; undisturbed hob nails).
- E.1.12 Levels will be taken. For inhumations this will be on the skull, pelvis and feet as a minimum.
- E.1.13 Human remains that are exhumed will be bagged and labelled according to skeletal region and carefully packed into suitable containers (for example, acid free cardboard boxes) and transported to a suitable storage location. Any associated coffins and coffin fittings will be contained with the human remains wherever possible.
- E.1.14 Urned cremations will not usually be half sectioned, but excavated in spits and/or quadrants (i.e. large deposits or spreads), or recovered as a bulk sample.
- E.1.15 Wherever possible, urned cremations will be carefully bandaged, recovered whole and will be excavated in spits in the laboratory, as per the recommendations of McKinley (2004, 2017).
- E.1.16 Unless deemed osteologically or archaeologically important disarticulated bone / chanel will be collected and reserved for re-burial if immediate re-internment as close to its original position is not practicable. In some instances, a rapid scan of this material may be undertaken by a qualified osteologist, if deemed relevant.
- E.1.17 If undisturbed, pyre sites will normally be excavated in quadrants, at the very least in 0.5 m blocks of 0.5 m spits.
- E.1.18 Pyre debris dumps will be half sectioned or quadrant and will be subject to 100% sampling.
- E.1.19 Wooden and lead coffins and any associated fittings, including fixing nails will be recorded on a pro forma coffin recording sheet. All surviving coffin fittings will be recorded by reference to Reeve and Adams (1993) and the unpublished master catalogue that is being compiled by OA. Where individual types cannot be paralleled, they will be drawn and/ or photographed and assigned a style number. Biographical details obtained from legible departum plate inscriptions will be recorded and further documentary research will be made.
- E.1.20 Funerary structures, such as brick shaft graves and/or vaults will be recorded by photogrammetry or hand-drawn at a scale of 1:10 or 1:20, as appropriate. Location, dimensions and method of construction will be noted, and the structure added to the overall trench plan.
- E.1.21 Memorials, including headstones, revealed within the areas of development will be recorded irrespective of whether they are believed to be in situ.
- E.1.22 Where required, memorials will be accorded an individual context number and will also be included as part of the grave group, if the association with a burial is clear.

E.1.23 Memorials will be recorded on pro-forma context sheets, based on and following the guidelines set out by Mytum (2002), and will include details of:

- Shape
- Dimensions
- Type of stone used
- Condition, completeness and fragmentation of stones, no longer in original positions
- Iconography (an illustration may best describe these features)
- Inscription (verbatim record of inscription; font of the lettering)
- Stylistic type

E.2 Relevant industry standards and guidelines

- E.2.1 Advisory Panel on the Archaeology of Burials in England, 2013, Science and the Dead. A guideline for the destructive sampling of archaeological human remains for scientific analysis. English Heritage Publishing.
- E.2.2 Advisory Panel on the Archaeology of Burials in England, 2017 Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England
- E.2.3 Advisory Panel on the Archaeology of Burials in England, 2015 Large Burial Grounds. Guidance on sampling in archaeological fieldwork projects
- E.2.4 Association of Diocesan and Cathedral Archaeologists and APABE, 2010 Archaeology and Burial Vaults. A guidance note for churches. Guidance Note 2
- E.2.5 British Association of Biological Anthropology and Osteoarchaeology. 2019a Code of Practice (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.6 British Association of Biological Anthropology and Osteoarchaeology. 2019b Code of Ethics (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.7 British Association of Biological Anthropology and Osteoarchaeology, 2019c Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (<http://www.babao.org.uk/index/ethics-and-standards>)
- E.2.8 Cox, M, 2001 Crypt archaeology. An approach. ClfA Paper No. 3
- E.2.9 English Heritage, 2002 Human Bones from Archaeological Sites. Guidelines for producing assessment documents and analytical reports
- E.2.10 Historic England, 2018 The Role of the Human Osteologist in an Archaeological Fieldwork Project. Swindon, Historic England
- E.2.11 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, ClfA Technical Paper No. 13

- E.2.12 McKinley, J, 2004 Compiling a skeletal inventory: cremated human bone. In Brickley, M, and McKinley, J (eds) Guidelines to the Standards for Recording Human Remains, ClfA Technical Paper No. 7. 9-13
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E.3 Relevant OA manual and other supporting documentation

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APPENDIX F REPORTING

F.1 Standard methodology - summary

F.1.1 For Watching Briefs and Evaluations, the style and format of the report will be determined by OA, but will include as a minimum the following:

- A location plan of trenches and/or other fieldwork in relation to the proposed development.
- Plans and sections of features located at an appropriate scale.
- A section drawing showing depth of deposits including present ground level with Ordnance Datum, vertical and horizontal scale.
- A summary statement of the results.
- A table summarising the features, classes and numbers of artefacts contained within, spot dating of significant finds and an interpretation.
- A reconsideration of the methodology used, and a confidence rating for the results.
- An interpretation of the archaeological findings both within the site and within their wider landscape/townscape setting.

F.1.2 For Excavations, a Post-Excavation Assessment and Project Design will generally be prepared, as prescribed by Historic England Management of Research Projects in the Historic Environment (MoRPHE) 2006, Section 2.3. This will include a Project Description containing:

- A summary description and background of the project.
- A summary of the quantities and assessment of potential for analysis of the information recovered for each category of site, finds, dating and environmental data. Detailed assessment reports will be contained within appendices.
- An explicit statement of the scope of the project design and how the project relates to any other projects or work preceding, concurrent with or following on from it.
- A statement of the research aims of the fieldwork and an illustrated summary of results to date indicating to what extent the aims were fulfilled.
- A list of the project aims as revised in the light of the results of fieldwork and the current post-excavation assessment process.

F.1.3 A section on Resources and Programming will also be produced, containing:

- A list of the personnel involved indicating their qualifications for the tasks undertaken, along with an explanation of how the project team will communicate, both internally and externally.
- A list of the methods which will be used to achieve the revised research aims.

- A list of all the tasks involved in using the stated methods to achieve the aims and produce a report and research archive in the stated format, indicating the personnel and time in days involved in each task. Allowance should be made for general project-related tasks such as monitoring, management and project meetings, editorial and revision time.
- A cascade or Gantt chart indicating tasks in the sequence and relationships required to complete the project. Due allowance will be made for leave and public holidays. Time will also be allowed for the report to be read by a named academic referee as agreed with the County Archaeological Officer, and by the County Archaeological Officer.
- A report synopsis indicating publisher and report format, broken down into chapters, section headings and subheadings, with approximate word lengths and numbers and titles of illustrations per chapter. The structure of the report synopsis should explicitly reflect the research aims of the project.

F.1.4 The Project Design will be submitted to the County Archaeological Officer or equivalent for agreement.

F.1.5 Under certain circumstances (e.g. with very small mitigations), and as agreed with the County Archaeological Officer or equivalent, a formal Assessment and Project Design may not be required and either the project will continue straight to full analysis, or a simple Project Proposal (MoRPHE 2006 Section 2.1) will be produced prior to full analysis. This proposal may include:

- A summary of the background to the project
- Research aims and objectives
- Methods statement outlining how the aims and objectives will be achieved
- An outline of the stages, products and tasks
- Proposed project team
- Estimated overall timetable and budget if appropriate.

F.1.6 Once the post-excavation Project Design or Project Proposal has been accepted, the County Archaeological Officer or his appointed deputy will monitor the progress of the post-excavation project at agreed points. Any significant variation in the project design will be agreed with the County Archaeological Officer.

F.1.7 The results of the project will be published in an appropriate archaeological journal or monograph. The appropriate level of publication will be dependent on the significance of the fieldwork results and will be agreed with the County Archaeological Officer. An OASIS (Online Access to the Index of Archaeological Investigations) form will be completed for each project as per Historic England guidelines.

F.2 Relevant industry standards and guidelines

F.2.1 Oxford Archaeology (OA) adheres to the national standards in post-excavation procedure as outlined in Historic England's Management of Research Projects in the Historic Environment (MoRPHE; EH 2006). Furthermore, all post-excavation projects

take into account the appropriate regional research frameworks as well as national research agendas such as the Framework for Historic Environment Activities & Programmes in Historic England (SHAPE; EH 2008).

APPENDIX G LIST OF SPECIALISTS REGULARLY USED BY OA

G.1.1 Below are two tables, one containing 'in-house' OA specialists, and the other containing a list of external specialists who are regularly used by OA.

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
John Cotter	Medieval and Post Medieval pottery, Clay Pipe and CBM	BA (Hons), MCIfA
Dr Alex Davies	Prehistoric Pottery	BA (Hons), MA, PhD, ACIfA
Edward Biddulph	Roman Pottery	BA (Hons), MA, MCIfA
Kate Brady	Roman Pottery	BA, ACIfA
Cynthia Poole	CBM and Fired Clay	BA (Hons), MSc
Leigh Allen	Metalwork and worked bone	BA (Hons), PGDip
Dr Ruth Shaffrey	Worked stone artefacts	BA, PhD, MCIfA
Julian Munby	Architectural Stone	BA, FSA
Dr Rebecca Nicholson	Fish and Bird Bone	BA (Hons), MA, D.Phil, MCIfA, FSA Scot
Dr Lee Broderick	Animal bone	BA (Hons), MA, MSc, FZG, SAC Dip (ecology), PhD
Dr Mairead Rutherford	Pollen	BSc, MSc
Ian Smith	Animal Bone	BA (Hons), MSc, PCIfA
Dr Martyn Allen	Animal Bone	BA (Hons), MA, PhD
Dr Denise Druce	Charred plant remains, charcoal and pollen	BA (Hons), PhD, MCIfA
Sharon Cook	Charred plant remains	BSc, MSc, ACIfA
Elizabeth Stafford	Geoarchaeology and land snails	BA (Hons), MSc
Carl Champness	Geoarchaeology	BA (Hons), MSc, ACIfA
Nicola Scott	Archaeological archive deposition	BA (Hons Dunelm)
Mike Donnelly	Flint	BSc, MCIfA
Dr Louise Loe	Human Bone	BA PhD, MCIfA, BABAO
Helen Webb	Human Bone	BSc, MSc, MCIfA, BABAO
Mark Gibson	Human Bone	BA, MSc, ACIfA, BABAO
Dr Lauren McIntyre	Human Bone	BSc, MSc, PhD, MCIfA, BABAO
Ui Choileain	Human Bone	Pg Dip, MA, Msc, BABAO
Natasha Dodwell	Human Bone	BA, MSc, BABAO

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
Lynne Keys	Slag	BA (Hons)
Quita Mould	Leather	BA, MA
Penelope Walton Rogers, The Anglo Saxon Laboratory	Identification of Medieval Textiles	FSA, Dip.Acc
Dana Goodburn-Brown	Conservation	BSc (Hons), BA, MSc
Steve Allen, York Archaeological Trust	Conservation	BA, MA, MAAIS
Dr Richard Macphail	Soils, especially Micromorphology	BA (Hons), MSc, PhD
Dana Challinor	Charcoal	MA, MSc
Dr Nigel Cameron	Diatoms	BSc, MSc, PhD
Dr David Smith	Insects	BA (Hons), MA, PhD
Professor Adrian Parker	Phytoliths and pollen	BSc (Hons), D.Phil
Dr David Starley	Metalworking Slag	BSc (Hons), PhD
Wendy Carruthers	Charred and waterlogged plant remains	BA (Hons)
Dr John Whittaker	Ostracods and Foraminifera	BA (Hons), PhD
Dr John Crowther	Soil Chemistry	MA, PhD
Dr Martin Bates	Geoarchaeology	BSc, PhD
Dr Dan Miles	Dendrochronology	D.Phil, FSA
Dr Jean-Luc Schwenninger	Optically Stimulated Luminescence Dating	PhD
Dr David Higgins	Clay Pipe	BA, PhD, MCIfA
Dr Hugo Anderson- Wymark	Flint	BSc, PhD, FSA Scot, MCIfA
Dr Damian Goodburn- Brown	Ancient Woodwork	BA, PhD

APPENDIX H DOCUMENTARY ARCHIVING

Standard methodology – summary

- H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.
- H.1.2 At the outset of the project OA Archive manager will contact the relevant local receiving museum or archive repository to notify them of the imminent start of a new fieldwork project in their collecting area. Relevant local archiving guidelines will be observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.
- H.1.3 Where there is currently no receiving museum for the project archive, although responsibility for the archive ultimately lies with the client, OA will hold the archive on their behalf for a period of up to 3 years after completion of the report, after which time (in the event that a suitable depository has not been secured) provision for further storage of the archive will be made in agreement with Oxford Archaeology, the client and the relevant planning archaeologist.
- H.1.4 During the course of the project the Archive team will assist the Project Manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.
- H.1.5 The hard copy site archive will be security copied by scanning to PdFA and a copy of this will be housed on the OA Archive Server. A full digital copy of the archive, including scanned hard copy and born digital data, will be deposited with and made publicly available on-line through the ADS. A further copy will be maintained on the OA server and if requested a copy on disk will also be sent to the receiving museum with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.
- H.1.6 Born digital data will only be printed to hard copy for the receiving museum where practical. Archive elements that need maintaining in digital form will be sent to ADS in accordance with Arches Standard and ADS guidelines. A copy will be sent to the receiving museum by CD and back-up copies will be stored on the OA digital network. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.
- H.1.7 Prior to deposition the Archive team will contact the museum regarding the size and content of the archive and discuss any retention and dispersal policies which may be applicable in line with local and SMA Guidelines ' Selection, Retention & Dispersal of Archaeological Collections' 1993.

- H.1.8 The site archive will then be deposited with the relevant receiving museum or repository at the earliest opportunity unless further archaeological work on the site is expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with the receiving museum guidelines. Deposition charges will be required from the client as part of the project costs but the level of the fee is set by the receiving body, and may be subject to change during the lifespan of the project. Changes to archiving charges beyond OA's control will be passed across to the client.
- H.1.9 Oxford Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide the receiving repository or museum for the archive with a full licence for use to the client in all matters directly relating to the project as described in the Written Scheme of Investigation, and in line with the relevant receiving body guidelines.
- H.1.10 OA will advise the receiving repository or museum for the archive of 3rd party materials supplied in the course of projects which are not OA's copyright.
- H.1.11 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. Archaeological findings and conclusions can be kept confidential for a limited period but will be made publicly available in line with the above procedure either after a specified time period agreed with the client at the outset of the project, or where no such period is agreed, after a reasonable period of time. It is expected that clients respect OA's general ethical obligations not to suppress significant archaeological data for an unreasonable period.

H.2 Relevant industry standards and guidelines

- H.2.1 At the end of the project the site archive will be ordered, catalogued, labelled and conserved and stored according to the following national guidelines:
- H.2.2 The 2014 EAC Guidelines A Standard and Guide to the Best Practice for Archaeological Archiving in Europe (GB) Perrin K, Brown E et al.
- H.2.3 The 2014 CIFA Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.
- H.2.4 The 2011 AAF guide Archaeological Archives A Guide to Best Practice in Creation, Compilation, Transfer and Curation. Brown D.
- H.2.5 The UKIC's Guidelines for the preparation of excavation archives for long-term storage.
- H.2.6 The MGC's Standards in the museum care of archaeological collections.
- H.2.7 Local museum guidelines such as Museum of London Guidelines: (<http://www.museumoflondonarchaeology.org.uk/English/ArchiveResearch/DeposRe> source) will be adopted where appropriate to the archive collecting area.
- H.2.8 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, Historic England 1991.

H.3 Relevant OA manual and other supporting documentation

H.3.1 The OA Archives Policy.

APPENDIX I HEALTH AND SAFETY

I.1 Standard Methodology - summary

- I.1.1 All work will be undertaken in accordance with the current OA Health and Safety Policy, the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at all times. The Health and Safety documentation will be read in conjunction with the project WSI.
- I.1.2 Where a project falls under the Construction (Design and Management) Regulations (2015), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan (CPP).

I.2 Relevant industry standards and guidelines

- I.2.1 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively:
 - I.2.2 The Health and Safety at Work Act (1974).
 - I.2.3 Management of Health and Safety at Work Regulations (1999).
 - I.2.4 Manual Handling Operations Regulations 1992 (as amended).
 - I.2.5 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).
 - I.2.6 The Construction (Design and Management) Regulations (2015).
 - I.2.7 Relevant OA manual and other supporting documentation
 - I.2.8 The OA Health and Safety Policy.
 - I.2.9 The OA Site Safety Procedures Manual.
 - I.2.10 The OA Risk Assessment templates.
 - I.2.11 The OA Method Statement template.
 - I.2.12 The OA Construction Phase Plan template.



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APPENDIX B BIBLIOGRAPHY

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Tithe Apportionment Map 1841 (DRB 1/118)

APPENDIX C**SITE SUMMARY DETAILS**

Site name:	Old Hall, Kirkby Lonsdale Road, Over Kellet, Lancashire
Site code:	OHF20
Grid Reference	SD 52110 70050
Type:	Watching Brief
Date and duration:	6 th , 13 th and 29 th July 2020; 3 days
Location of archive:	The archive is currently held at OA North, Mill 3, Moor Lane Mills, Moor Lane, Lancaster, LA1 1QD, and will be deposited with Lancashire County Records Office in due course.
Summary of Results:	The watching brief comprised monitoring of topsoil stripping from across the area, the reduction of levels in the eastern side of the plot and the excavation of foundation trenches ahead of construction. These works revealed no direct evidence of the anticipated structure. However, a spread of levelling material filling a shallow depression was identified in the south-western corner of the site, broadly coinciding with the hypothesised location of the structure and this may have been associated with its demolition. In addition, a fragment of a sandstone window lintel, recovered from a demolished boundary wall at the front of the property could conceivably have come from this building.



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