The Railton Hotel, 2-4 Station Road, Lancaster,
Lancashire

Archaeological Evaluation

Oxford Archaeology North

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Christopher Rushden Architects Ltd

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SUMMARY

Following a planning application (905/00725/FUL) for the redevelopment of the Railton Hotel, 2-4 Station Road, Lancaster (NGR SD 47164 61660) by Christopher Rushden Architects on behalf of Mr Stirling, proprietor of the Railton Hotel, Lancashire County Archaeology Service (LCAS) issued a brief for a programme of archaeological investigation to be undertaken ahead of any development. Oxford Archaeology North submitted a project design to meet the LCAS brief, and were duly commissioned to undertake the work by Christopher Rushden Architects. The evaluation was completed in August 2005.

Prior to the evaluation, it was considered that there might be potential for prehistoric, Roman and medieval remains within the development area. Accordingly, a rapid assessment of the documentary resources at the Lancashire County Record Office in Preston was undertaken, the summarised and relevant results of which are presented in the Historical Background (*Section 1.3*).

Two trenches, measuring 10.0m by 2.0m and 6.0m by 2.0m respectively, were excavated within the grounds of the hotel. Both trenches showed that a significant quantity of material had been imported and used as in-fill in the nineteenth century. This was undertaken to raise the ground surface to allow access over the bridge of the then new railway, which opened in 1840. Below these deposits of in-fill, the pre-1840 soil horizon was located overlying natural glacial deposits. This in-filling pre-dates the construction of the hotel in the later nineteenth century.

No archaeologically significant deposits were located during the course of the works, although it is considered that should such deposits be present, they are likely to be well-preserved due to the depth of the nineteenth century stratigraphy. It is, therefore, recommended that, should the development reach a depth which will disturb sediments at *c*18.5mOD or below, then provision should be made for an archaeological watching brief during the ground works of the new construction.

ACKNOWLEDGEMENTS

Oxford Archaeology North would like to express thanks to Mr Christopher Rushden of Christopher Rushden Architects for commissioning the work on behalf of Mr Edward Stirling, and Mr Stirling for his co-operation during the course of the project, and for funding the work. OA North are also grateful to Doug Moir of Lancashire County Archaeology Service for his advice and support during the scheme of archaeological works.

The evaluation was undertaken by Andy Bates with assistance from Pip Haworth. The report was compiled by Andy Bates and the drawings were created by Mark Tidmarsh. The finds were examined by Jo Dawson. The project was managed by Stephen Rowland, who also edited the report, along with Alan Lupton.

1. INTRODUCTION

1.1 CIRCUMSTANCES OF THE PROJECT

1.1.1 Christopher Rushden Architects on behalf of Mr Edward Stirling (hereafter the client), submitted a planning proposal (planning reference 905/00725/FUL) for the demolition and rebuilding of the Railton Hotel, 2-4 Station Road, Lancaster, Lancashire (NGR SD 47161 61660). In response, Lancashire County Archaeological Service (LCAS) issued a brief (*Appendix 1*) for the archaeological investigation of the site. Following the submission and approval of a project design (*Appendix 2*), Oxford Archaeology North (OA North) were commissioned to undertake the evaluation and a programme of documentary research.

1.1.2 The evaluation took place on 8th and 9th of August 2005. The hotel was still in use at this time, and the proprietor was consulted at all stages of the work, with trenches backfilled on the same day of excavation for health and safety reasons. This report details the results of the evaluation with a concluding section on the potential of the site and recommendations for any further work.

1.2 SITE LOCATION AND GEOLOGY

1.2.1 ***Location:*** the Railton Hotel is located on the corner of Station Road and Westbourne Road, the latter of which continues to the east as Meeting House Lane, to the west of the town centre and 720m south of the River Lune. Lancaster Castle, also the site of a Roman fort, is located 200m to the north-east of the hotel. The development site is located on the very edge of what are thought to be the historical extents of Roman and medieval Lancaster. The construction in 1840 of the railway and the bridge which carries Meeting House Lane over the railway (Holt 1978, 224-225) is likely to have greatly affected the topography of the area. The slope upon which the Railton Hotel is constructed rises to carry the junction of Meeting House Lane and Station Road up to the level of the aforementioned road bridge.

1.2.2 ***Physical Background:*** the underlying solid geology of Lancaster consists predominantly of Namurian (310-327 million years old) reddened sandstone of the Pendle Grit Formation, which is part of the Carboniferous (280-245 million years old) Millstone Grit Group (Brandon *et al* 1998, 42-44). Overlying the grit stone is a reddish-brown Devensian (70,000-10,000 BP) fluvio-glacial till, of the last glacial period (*ibid*, 117).

1.3 HISTORICAL BACKGROUND

1.3.1 ***Prehistoric:*** the limited evidence for prehistoric activity in the environs of Lancaster is mainly restricted to finds spots. Half a Neolithic Mortlake-type bowl was recovered from 65 Church Street (Jones and Shotter 1988, 207), located 400m to the east of the development site and, a number of Neolithic flints were recovered from Mitre Yard, *c*400m to the north-east (*ibid*). More

recently, potentially Mesolithic/Neolithic (D Elsworth *pers comm*) flints were found during excavations at No 5 Dalton Square, *c*800m to the east (OA North forthcoming). The presence of moderate numbers of Bronze Age finds close to the development area and within the wider context of Lancaster certainly suggest some contemporary settlement activity within the environs. Those findspots closest to the Railton Hotel comprise a bronze palstave from Castle Hill (*c*200m to the north-east) and two arrowheads from West Road (within 100m to the west) (Jones and Shotter 1988, 207; Shotter and White 1990, 5). Potential Bronze Age cremations are recorded within about 400m of the Railton Hotel, including those from Queen's Square (1847), Alfred Street and several sites on Penny Street, although there may be confusion between Bronze Age and Roman cremations from some nineteenth century records (*ibid*). No Iron Age activity has yet been recorded, although physical evidence from this period is generally scarce in Lancashire (Haselgrove 1996).

1.3.2 ***Roman:*** in the AD 70s the Romans built the first of a sequence of forts on Castle Hill, *c*200m to the north-east of the development site (Shotter 1997, 21). In common with many such installations, a civilian settlement developed around the fort, probably accommodating discharged veterans and providing services to the garrison. Finds spots and some archaeological investigations have shown that present day Church Street, to the east of the fort, formed the main street of the settlement (Shotter and White 1990, 32-33). The development area is, therefore, likely to lie outside of the main focus of Roman settlement.

1.3.3 The limits of Roman Lancaster are thought to be demarcated by the distribution of recorded Roman burials. Although such remains are common from the south of the city, including examples stretching from St Thomas's Church, Marton Street, in the east (LSMR 0464; Shotter 1990, 37) to King Street in the west (LUAU 1996; 2001), little is known of the development area and the region to the north and west of the fort. It is likely that the creation and development of the rail network, particularly the Lancaster and Preston Junction Railway which opened in 1840 and which runs 100m to the east of the site, would have severely impacted on any archaeological remains around the development area. In 1934, six burials were located at the Westfield Memorial Village (LSMR 445), *c*200m to the west of the development site, although these out-lying burials may belong to a small farmstead as opposed to a western cemetery of the Roman settlement. Further work in 1981 to the east of the Memorial Village (*c*150m to the west of the Railton Hotel) recovered a few sherds of abraded Roman and medieval pottery (Penney 1981; LSMR 3501). An iron spearhead and several Roman coins were found during the construction of the junction of the North Western and Carlisle railways *c*500m to the north of the site (LSMR 474). The Mayer Collection at Liverpool Museum contains a number of artefacts found during the construction of the Green Ayre and Castle Station (now Lancaster Station) railway link in 1849, including a large amount of pottery (LSMR 475). Some of the finds from this collection possibly indicate the presence of a shrine or holy well (Shotter 1990, 38).

1.3.4 ***Medieval:*** little is known of settlement in the development area following the Roman period. The presence of a seventh century Anglian cross and fragments of others of contemporary and Anglo-Scandinavian date within the

area of the priory, *c*300m to the north-east of the development area, may indicate that part of the Roman fort was occupied at this time and could have been one of several possible ecclesiastical centres along the river Lune (Newman 1996). The continuity of the importance of the ecclesiastical centre within the town is demonstrated by the Domesday reference to *Chercaloncastre* (Church Lancaster) (*ibid*). A hoard of ninth century Northumbrian coins found at Vicarage Fields lies about 400m to the north-east of the Railton Hotel (*ibid*).

1.3.5 By the later medieval period, place names and documentary sources provide the main source of evidence, although excavations have also indicated the physical form of the settlement of Lancaster (Howard-Davis *et al* forthcoming; Penney 1981; White 1988). Lancaster Castle was established by 1094 on the site of the earlier Roman forts and, along with the priory built on the previous church site, represents the closest known medieval activity to the development site (White 2001, 42-60). The borough created in 1193 was focused on the main thoroughfares of Church Street, Market Street and Penny Street, which lie some 500m to the east of the Railton Hotel (*op cit*). The area to the north-east of Stonewell may also have seen concentrated medieval activity (Penney 1981). However, subsequent to Scottish raids in 1322, settlement appears to have shifted closer to the castle and the development area (Penney 1981, 14; White 2001, 41).

1.3.6 ***Post-medieval:*** post-medieval cartographic sources are particularly useful in establishing the nature of contemporary and often, earlier, activity within and around the development area. John Speed's map of 1610, the earliest map of Lancaster (Mullet 2001 79) (Fig 4), shows the route of what became Westbourne Road as already being in existence, with one or two structures, but the development area is otherwise empty. Similarly, Docton's map of 1684 has a road marked "Kiln Lane" along present day Meeting House Lane and another route, annotated "Lane into the Fields", along present day Westbourne Road (Fig 5). The absence from this map of the land occupied by the development area would suggest there was little activity of much significance within the area. A number of the fields boundaries recorded on Binn's Map of 1821 (Fig 6), including several to the south of the development area, comprise an aratral curve, indicative of ploughing with oxen. It is highly likely, therefore, that the route of Westbourne Road forms a medieval lane into the open field system of medieval Lancaster. The tithe map of 1833 (Fig 7; AT/2) shows the area of excavation to be still fields, on the outskirts of the urban area. The associated schedule (AT/2) records the owner and occupier of the land to be one Thomas Turner.

1.3.7 Of particular relevance to the development area was the opening of the Lancaster to Preston Junction railway in 1840 (Holt 1978, 224). The First Edition 6 inch to one mile Ordnance Survey map of 1844 (Fig 8) clearly shows this feature, and the Meeting House Lane railway bridge, to pre-date any structures on the development site, which would appear to still be agricultural land at that date. The exact date of the construction of No 1 Westbourne Terrace, the present day Railton Hotel, is not recorded at the Lancashire Records Office, but the terrace is certainly in existence by 1871 (Whinstanley and White 1996, 71) and is the first known structure at the site. Kelly's directory of 1898 records a Mr John T Railton, owner of the

Temperance Hotel, Westbourne Terrace. This may well be the same John Turnbull Railton recorded in an earlier directory of 1873 as proprietor of the Victoria Temperance Commercial and Family Hotel, 38 Market Street but whom is absent from later directories, indicating a change of premises. The hotel appears to have continued in the family until at least 1918, when Kellys Directory records one Miss Elizabeth Railton as the owner of an establishment under the business name. Miss Elizabeth Railton also appears as the owner and occupier of the Temperance Hotel in the District Valuation Book of 1910 (DVLA 1/2/2). The name of the two hotels strongly suggests the Railton family's connection to a Temperance Society, which became established in the earlier nineteenth century.

1.3.8 ***Previous Archaeological Interventions:*** there has been only limited investigation of the part of Lancaster around the development area, of which the previously mentioned work undertaken to the east of Westfield Memorial Village produced the only positive results (Penney 1981). In 1997 a desk-based assessment and evaluation was undertaken of the County Hotel Garage site, on County Street, just to the north-west of the Railton Hotel, but the fieldwork encountered no archaeological remains (LUAU 1997a; 1997b).

2. METHODOLOGY

2.1 PROJECT DESIGN

2.1.1 The fieldwork was conducted in accordance with the brief issued by LCAS (*Appendix 1*) and in adherence to the OA North project design (*Appendix 2*). The work was consistent with the relevant standards and procedures of the Institute of Field Archaeologists, and generally accepted best practice.

2.2 DOCUMENTARY RESEARCH

2.2.1 Primary and secondary sources in the Lancashire County Record Office, Preston were consulted, as was the large collection of maps, secondary sources and archaeological reports held in the OA North library.

2.3 ARCHAEOLOGICAL EVALUATION

2.3.1 A programme of trial trenching was implemented to establish the presence or absence of any archaeological deposits. The evaluation comprised the excavation of one 10.0m and one 6.0m trial trench in the grounds to the east and south-east of the current hotel. The trenches were excavated by an eight ton 360º mechanical excavator fitted with a 2.0m wide toothless ditching bucket under the supervision of an OA North archaeologist. The trenches were excavated in a stratigraphical manner, to cause minimal disturbance to archaeological features, and the spoil heaps were scanned for artefacts. It was intended that in the instance of having to excavate trenches to a depth which exceeded health and safety limits (1.2m), then the excavation would be stepped to allow safe access into the trench. Due to the small size of the site it was agreed that this would cause significant logistical problems, necessitating the removal of spoil from the site. Following discussions with Mr Stirling and LCAS, it was agreed that the trenches could be excavated either to the maximum depth of impact (*c*3.5m) or down to the upper surface of the natural drift geology, whichever was encountered first. For health and safety reasons, it was not possible to enter the deep trenches, which were instead recorded from the surface. Stepping the trenches would only be carried out if archaeological deposits were encountered.

2.3.2 The recording comprised a full description and preliminary classification of the deposits and materials revealed on OA North *pro-forma* sheets, as recommended by English Heritage's Centre for Archaeology. A plan was produced showing the location of all the trenches, with representative sections being drawn at a scale of 1:10. A photographic record, using black and white and colour slide formats, was maintained.The position of the trenches was located using a Zeiss total station. This was incorporated with digital map data in a CAD system to create the location map.

2.3.3 All finds recovered were bagged and recorded by context number; all significant finds were retained and have been processed and temporarily stored according to standard practice (following the Institute of Field Archaeologists guidelines).

2.4 ARCHIVE

2.4.1 A full professional archive has been compiled in accordance with the project design (*Appendix 2*) and in accordance with current IFA and English Heritage guidelines (English Heritage 1991). The archive will be deposited in the Lancashire Record Office, with an index to the archive sent to the Lancashire SMR. Any finds will be deposited with the Lancashire County Museum Service in Preston.

3. EVALUATION RESULTS

3.1 INTRODUCTION

3.1.1 Two trenches (Fig 3) were excavated in the grounds of the Railton Hotel. Trench 1 was located within the northern half of the front garden and was orientated in a north/south direction, measuring 10.0m by 2.0m. Trench 2, located in the southern half of the front garden, was excavated in an east/west direction, and measured 6.0m by 2.0m. The glacial till, deposit ***5***, encountered in both trenches, comprised a mid-brownish-orange silty fine sand. Due to logistical problems caused by the quantity of spoil and the restricted size of the site, it was necessary to excavate Trench 1 in two 5m stretches. However, it was ensured that these two stages of excavation conjoined and, as such, they can be considered as a single evaluation trench.

3.1.2 Both Trenches were excavated to a depth that prevented access into the trench itself. As no significant archaeological deposits were encountered, the trenches were recorded from the surface and not stepped in compliance with the agreed methodology.

3.2 TRENCH 1

3.2.1 The excavation removed 0.05m of turf, below which lay deposit ***1***, a 1.15m thickness of very dark grey coarse sandy clay interpreted as nineteenth century in-fill (Plate 1). Included within this layer were frequent sub-rounded and angular sandstone blocks of a maximum size of 0.35m by 0.28m by 0.17m, as well as frequent red brick fragments. A lens of oyster shells was also present. Underlying deposit ***1*** was a 0.7m thick layer of dark brown grey coarse sandy silt, layer ***2***, with the same sandstone and brick inclusions described for deposit ***1***. These two deposits form the nineteenth century in-fill of this area, a total of 1.85m thick, which raises the ground surface from around 19.4m OD to 21.20m OD.

3.2.2 Underlying the above deposits was the pre- in-fill soil horizon measuring a total of 0.8m thick and comprising two parts; a topsoil, ***3***, and a subsoil, ***4***. The topsoil consisted of a dark grey fine sandy clayey-silt, and measured 0.20m thick. The underlying subsoil comprised a dark orange-brown fine sandy clayey silt, measuring 0.6m thick. Beneath this, at a depth of 2.7m, 18.50mOD, natural till, layer ***5*** described above (*Section 3.1.1*), was located. No archaeologically significant features were encountered in Trench 1.

3.3 TRENCH 2

3.3.1 The excavation removed 0.4m of turf and topsoil to reveal a 0.3m thick deposit of crushed coal, deposit ***6*** (Plates 2&3)**.** Underlying this was a deposit comprising 2.0m mid-orange-grey clay mixed with very dark grey coarse sandy silty clay, deposit ***7***, with sub-rounded and angular sandstone and rare fragmented red brick inclusions similar to that described in deposit ***1*** of

Trench 1. This forms a layer of nineteenth century in-fill, of the same period of activity as deposits ***1*** and ***2*** in Trench 1. Deposit ***6*** differed from deposits ***1*** and ***2*** in that it included predominantly re-deposited natural clay till in its matrix, mixed with small quantities of other sediments. This may account for the complete lack of any pottery from this trench. Here the process of in-filling raised the ground surface from *c*18.95m OD to 21.49m OD

3.3.2 Below deposit ***7*** was layer ***8***, a buried soil horizon identical to deposit ***3*** within Trench 1, which pre-dates the in-filling of this area described above. No sub-soil could be discerned in Trench 2, although closer examination of the soil horizon, prevented by the depth of excavation, may have been more revealing. Below this soil horizon, natural glacial till, deposit ***5*** described above, was encountered at a total depth of 3.4m below the present ground surface. No archaeologically significant deposits were encountered in Trench 2.

3.4 FINDS

3.4.1 A small assemblage of unstratified finds was recovered and comprised oyster shell, clay pipe fragments, glass fragments and an assortment of eighteenth, nineteenth and twentieth century pottery sherds, along with one complete ceramic plate.

3.4.2 The pottery assemblage included transfer-printed ware of the "Willow", "Fibre" and "Broseley" patterns dating most probably to the nineteenth century. Some possible creamware sherds, dating from late eighteenth to early nineteenth century were present. This period was also represented by a fragment of a relief-moulded, blue-painted pearlware dinner plate rim with a shell edge along with various factory produced slipware jug fragments. Other sherds included those of stoneware, red and beige earthenware vessels and a flower pot. The whole plate was probably hotel-ware and almost certainly twentieth century in date.

3.4.3 The clay pipe bowl was typologically dated to the late nineteenth to early twentieth centuries and, relatively unusually, was not fettled and had no identification or manufacturers marks. The glass assemblage comprised two fragments: a twentieth century colourless glass jar with a screw top and a faceted, light blue medicine bottle. The oyster shell is a common but un-diagnostic component of domestic refuse.

4. DISCUSSION

4.1 DISCUSSION

4.1.1 Although the archaeological evaluation undertaken at the Railton Hotel represents a small area of investigation within an archaeologically little-studied part of Lancaster, the results are of some use in furthering an understanding of the more recent history of the city. The results of the desk-based research suggest that the development area remained rural in character until the later nineteenth century, despite lying within a few hundred metres of Castle Hill, Lancaster's historic focus. The results of the evaluation, including the late date of the finds are, therefore, not unexpected.

4.1.2 The in-fill deposits encountered within the trenches are likely to relate to the redeposition of spoil associated with the excavations of the railway cuttings for the nearby station, much of which may have been deliberately dumped around the area of the railway bridge to raise the level of Meeting House Lane. This can be most clearly seen in the case of deposit *7*, which largely comprised redeposited natural glacial till and which had been deposited more thickly in the southern area of the site, partly, it is presumed, to account for the slight downward slope to the south as evidenced by the heights of the relict soil horizons but, also, to provide a gradual raising of the ground level towards the railway bridge. It is possible that some domestic rubbish may have been incorporated into the ground-raising deposits, accounting for some of the potentially earlier nineteenth century finds. The amount of building debris within the in-fill deposits is of interest, as it is not thought that there were any precursors to the current buildings on site between 1844 and 1871. It is possible that this building debris was left-over or waste material from the construction of the Castle railway station.

4.1.3 Considering the basemented construction of the hotel, it is curious that the uppermost ground-raising deposits do not appear to relate to redeposited spoil from the excavation of such a basement. It is possible that the basement was excavated through what were then recent in-fill deposits, which, if redeposited within the front garden area above very similar in-fill deposits, may be otherwise indistinguishable.

5. IMPACT AND RECOMMENDATIONS

5.1 IMPACT OF THE DEVELOPMENT

5.1.1 No archaeologically significant deposits were noted during the programme of works completed by OA North. The thickness of the deposits of made-ground means that, should this ground level remain during the development, all but the deepest foundations are unlikely to reach the natural drift geology, let alone impact on any archaeology. The nineteenth century in-filling of the area has effectively sealed and preserved the pre-AD 1840 ground surface and, potentially, any earlier surviving deposits beyond the extent of the evaluation trenches. As such, any archaeological deposits present are likely to be well-preserved and unaffected by late nineteenth/twentieth century development.

5.1.2 The area to the rear of the hotel is intended for use as a car park, the impact of which upon any archaeology is likely to be minimal. Despite this, the ground is considerably lower here than in the hotel front garden, and may more closely relate to the pre-1840 ground surface. Any ground disturbance in this area that could cut into the natural glacial till could potentially impact on archaeological remains.

5.1.3 In the area of the current hotel building itself, the construction of a basement is likely to have damaged or destroyed any once-present archaeology. The impact of any development in this immediate area, therefore, is likely to be minimal.

5.2 ARCHAEOLOGICAL RECOMMENDATIONS

5.2.1 No further programme of archaeological investigation is considered necessary at the site. If, however, the programme of works associated with the development is to reach a depth of *c*18.5m OD, then an archaeological watching brief on the ground works is recommended. This would allow for the recording of any archaeological features and deposits located beyond the extent of the two evaluation trenches. It may also be of value to undertake a watching brief during the excavations of any services within the current carparking area, where the pre-1840 ground surface may be closer to that of the modern surface.

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APPENDIX 1: PROJECT BRIEF

SPECIFICATION FOR AN ARCHAEOLOGICAL EVALUATION
ON LAND AT RAILTON HOTEL 2-4 STATION ROAD, LANCASTER

Specification prepared at the request of Christopher Rushton, Agent on behalf of Lancaster City Council (Planning Application reference 05/00725/FUL)

1. Summary

1.1 A limited amount of archaeological work consisting of trial trenching is proposed to help establish the archaeological significance of the above site. This specification has been written by the Lancashire County Archaeology Service (LCAS), the holders of the Lancashire Sites and Monuments Record. Depending upon the results obtained, additional archaeological work may need to be carried out. This additional work will be governed by separate specifications.

2. Planning Background

2.1 A planning application 905/00725/FUL) for the demolition of the existing 15 bedroom hotel and the erection of a new 39 bedroom hotel with associated facilities and car parking has been submitted to Lancaster City Council by Christopher Rushton, the agents (of Barclays Bank Chambers, 3 Crescent Road, Windermere, LA23 1EA; tel. 01539 442224).

2.2 The Local Planning Authority have been advised by the LCAS that there is reason to believe that important archaeological remains may be affected by the proposed development and that a pre-determination archaeological evaluation is required.

2.3 This specification has been prepared by the LCAS at the request of Mr. Rushton, acting on behalf of the applicants, to detail what is required for the evaluation and to allow an archaeological contractor to provide a quotation.

3. Site Location & Description

GRID REFERENCE: SD 47161 61660

3.1 The site is bounded by Westbourne Road to the south, Station Road to the east, County Street to the north and terraced houses (fronting Westbourne Road) to the west. The present 15 bedroom Railton Hotel faces Station Road, and sits in the south-western corner of the site. To the left of the Hotel is car parking, whilst immediately in front are 2 areas of grass separated by a path to the Hotel's entrance.

4. Archaeological Interest

4.1 A number of Roman finds have been recovered less than 100m from the site both in the 19th century (Lancashire Sites and Monuments Record, PRN 3976) and more recently in the 1980s (PRN 3501), during an evaluation at the County Garage site. Medieval finds were also found on this site. More recent work at the County Garage site failed to encounter further archaeological remains, although the site did appear to have suffered some truncation, which would have resulted in the removal of those deposits.

5. Aim of the Evaluation

5.1 The aim of the evaluation is to gather sufficient information to establish the extent, condition, character and date (as far as circumstances permit) of any archaeological features and deposits within the application area. The information gained will allow the Planning Authority to make a reasonable and informed decision on the planning application with regard to whether archaeological deposits should be preserved in-situ, or may more appropriately be recorded archaeologically prior to destruction (whether this be a summary record from a salvage excavation or watching brief, or a detailed record from full open area excavation).

6. Evaluation Methodology/General Instructions

6.1 Health and Safety

The archaeologists on site will naturally operate with due regard for Health and Safety regulations, and the contractor must ensure that all relevant requirements are met with regard both to site personnel and to members of the public. This work may require the preparation of a Risk Assessment of the site, in accordance with the Health and Safety at Work Regulations prior to submission of the tender. **The LCAS and its officers cannot be held responsible for any accidents that may occur to outside contractors engaged to undertake this work while attempting to conform to this specification.**

6.2 Confirmation of Adherence to Specification

Prior to the commencement of *any work,* the archaeological contractor must confirm adherence to this specification in writing to the LCAS, or state (with reasons) any proposals to vary the specification. Should the contractor wish to vary the specification, then written confirmation of the agreement of the LCAS to any variations is required prior to work commencing. Unauthorised variations are made at the sole risk of the contractor (see para. 11.2, below). **Modifications presented in the form of a re-written project brief will not be considered by the LCAS.**

6.3 Confirmation of Timetable and Contractors' Qualifications

Prior to the commencement of *any work*, the archaeological contractor should provide the LCAS **in writing** with a projected timetable for the site work, and with details regarding staff structure and numbers. The names and c*urriculum*

vitae of key project members (the project manager, site supervisor, any proposed specialists *etc.*), along with details of any specialist sub-contractors, should also be supplied to the LCAS (if *C.V.s* have not previously been supplied). All project staff provided by the archaeological contractor must be suitably qualified and experienced for their roles. The timetable should be adequate to allow the work to be undertaken to the appropriate professional standard, subject to the ultimate judgement of the LCAS.

6.4 Documentary research

Prior to the commencement of *fieldwork*, the SMR should be visited by either the project manager or the site supervisor, in order to gain an overview of the archaeological/historical background of the site and environs. In addition to providing a knowledge base for the work in hand, the results of this assessment may be incorporated into the contractor's report where they are considered to contribute to that report, but any extraneous material should be omitted. Please note that the SMR makes a charge for consultations of a commercial nature. The results of this exercise should be used to inform the whole project. **Please note, however, that a formal desk-based report is not required and the results of this stage of work should be incorporated in the final report.**

7. Trenching Methodology

7.1 Trench Size and Placement

The work is will involve the excavation of two trenches, one 10m wide x 2m long and one 6m long x 2m wide, which can be machine-opened, in the grassed area next to Station Road. The contractor should also allow for a contingency allowance of 8 square metres. The use of the contingency will depend upon the results obtained in the initial trial trenching. The use of the contingency will be at the decision of the LCAS, whose decision will be issued in writing, if necessary in retrospect after site discussions. **The location of the trenches is to be agreed with the LCAS.**

7.2 Method of Excavation

The trial trenches may be opened and the topsoil and recent overburden removed down to the first significant archaeological horizon in successive level spits of a **maximum** 0.2m. thickness, by the use of an appropriate machine using a wide toothless ditching blade. **Under no circumstances should the machine be used to cut arbitrary trenches down to natural deposits.** Any machine work must be carried out under direct archaeological supervision and the machine halted if significant archaeological deposits are encountered. The top of the first significant archaeological horizon (pre-19th century) may be exposed by the machine, but must then be cleaned by hand and inspected for features and then dug by hand.

7.3 Method of Recording

The trenches are to be recorded according to the normal principles of stratigraphic excavation. The stratigraphy of each trial trench is to be recorded even where no archaeological deposits have been identified. No archaeological deposits should be entirely removed unless this is unavoidable

in achieving the objectives of this evaluation, although generally a 50% sample of any features identified is expected to be half-sectioned and the depth of archaeological deposits must be assessed. Modern artefacts are to be noted but not retained (18th-century material and earlier should be retained.)

7.4 Use of Metal Detectors on Site

7.4.1 Spoil heaps are to be scanned for non-ferrous metal artefacts using a metal detector capable of making this discrimination, operated by an experienced metal detector user (if necessary, operating under the supervision of the contracting archaeologist). Modern artefacts are to be noted but not retained (18th-century material and earlier should be retained.)

7.4.2 If a non-professional archaeologist is to be used to carry out the metal-detecting, a formal agreement of their position as a sub-contractor working under direction must be agreed in advance of their use on site. This formal agreement will apply whether they are paid or not.

7.4.3 To avoid financial claims under the Treasure Act a suggested wording for this formal agreement with the metal detectorist is: "In the process of working on the archaeological investigation at [*location of site*] between the dates of [*insert dates*], [*name of person contributing to project*] is working under direction or permission of [*name of archaeological organisation*] and hereby waives all rights to rewards for objects discovered that could otherwise be payable under the Treasure Act 1996."

7.5 Environmental Sampling Strategy

Deposits must be sampled for retrieval and assessment of the preservation conditions and potential for analysis of all bioarchaeological remains. A sampling strategy must be agreed with a recognised bioarchaeologist, and the sampling methods should follow the procedures outlined by the English Heritage's Centre for Archaeology Guidelines, *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (2002/01). Provision should be also be made for the specialist to visit the site and discuss the sampling strategy, if necessary.

7.6 Conservation Strategy

A conservation strategy must be developed in collaboration with a recognised laboratory. All finds must be assessed in order to recover information that will contribute to an understanding of their deterioration and hence preservation potential, as well as identifying potential for further investigation. Furthermore, all finds must be stabilised and packaged in accordance with the requirements of the receiving museum. As a guiding principle only artefacts of a "displayable" quality would warrant full conservation, but metalwork and coinage from stratified contexts would be expected to be X-rayed if necessary, and conservation costs should also be included as a contingency.

7.7 Documentation

The actual areas of trenching and any features of possible archaeological concern noted within the trenches, should be accurately located on a site plan and recorded by photographs, summary scale drawings and written descriptions sufficient to permit the preparation of a report on the material. The site grid is to be accurately tied into the National Grid and located on the largest scale map available of the area (either 1:2500 or 1:1250).

7.8 Location of Services, etc.

The archaeological contractors will be responsible for locating any drainage pipes, service pipes, cables *etc*. which may cross any of the trench lines, and for taking the necessary measures to avoid disturbing such services.

7.9 Human Remains

Any human remains that are discovered must initially be left in-situ, covered and protected. If removal is necessary, this must comply with the relevant legislation, any Home Office and local environmental health regulations and English Heritage's and The Church of England's *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (2005) where relevant. Ethical guidance for burial grounds of non-Christian faiths should be sought from the appropriate religious authorities.

7.10 Treasure Act

The terms of the Treasure Act 1996 must be followed with regard to any finds that might fall within its purview. Any finds must be removed to a safe place and reported to the local coroner as required by the procedures as laid down in the "Code of Practice". Where removal cannot be effected on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

8. Commencement of work

8.1 Notification

The project will be monitored as necessary and practicable by the LCAS, in its role as "curator" of the county's archaeology. The LCAS should receive as much notice as possible and certainly one week of the intention to start fieldwork. This notification is to be supplied in writing, and copied to the relevant Museum (see para. 10.1 below). A copy of the contractor's risk assessment should accompany notification of intention to commence work.

9. Access/Monitoring Methodology

9.1 The representative of the LCAS will be afforded access to the site at any reasonable time. It is usual practice that the visit is arranged in advance, but this is not always feasible. The LCAS's representative will be provided with a site tour and an overview of the site by the senior archaeologist present and should be afforded the opportunity to view all trenches, any finds made

that are still on site, and any records not in immediate use. It is anticipated that the records of an exemplar context that has previously been fully recorded will be examined. Any observed deficiencies during the site visit are to be made good to the satisfaction of the LCAS's representative, by the next agreed site meeting. Access is also to be afforded at any reasonable time to English Heritage's Regional Archaeological Scientific Advisor.

10. Excavation Archives Deposition.

10.1 Before commencing any fieldwork, the archaeological contractor must contact the relevant museum archaeological curator to determine the museum's requirements for the deposition of an excavation archive. In this case the contact is Edmund Southworth, Curator, Museum of Lancashire, Stanley Street, Preston, PR1 4YP; telephone 01772 534075, fax 01772 534079. Agreement for deposition should be confirmed in writing by the archaeological contractor; this correspondence is to be copied to the LCAS.

10.2 It is the policy of the Museum of Lancashire to accept complete excavation archives, including primary site records and research archives and finds, from all excavations carried out in the Districts that it serves.

10.3 It is the responsibility of the archaeological contractor to endeavour to obtain consent of the landowner, in writing, to the deposition of finds with the Museum of Lancashire.

10.4 It is the responsibility of the archaeological contractor to meet the Museums' requirements with regard to the preparation of excavation archives for deposition.

10.5 The museums officer named in 10.1 above should be notified in writing of the commencement of fieldwork at the same time as the LCAS (see para. 8.1).

11. Unexpectedly Significant or Complex Discoveries

11.1 Should there be unexpectedly significant or complex discoveries made that warrant, in the professional judgement of the archaeologist on site, more detailed recording than is appropriate within the terms of this specification, then the archaeological contractor should urgently contact the LCAS with the relevant information to enable them to resolve the matter with the developer.

12. Post-Excavation Work

12.1 After Completion of Fieldwork

On completion of the fieldwork, any samples taken shall be processed and any finds shall be cleaned, identified, assessed, dated (if possible), marked (if appropriate) and properly packed and stored in accordance with the

requirements of national guidelines. A fully indexed field archive shall be compiled consisting of all primary written documents, plans, sections, photographic negatives and a complete set of labelled photographic prints. An index to the field archive is to be deposited with the LCAS (preferably as an appendix in the report). The original archive is to accompany the deposition of any finds, providing the landowner agrees to the deposition of finds in a publicly accessible archive (see para. 8.1 above). In the absence of this agreement the field archive (less finds) is to be deposited with the LCAS.

12.2 Report Format and Content

A report should be produced, which should include background information on the need for the project, a description of the methodology employed, and a full description and interpretation of results produced. It is not envisaged that the report is likely to be published, but it should be produced with sufficient care and attention to detail to be of academic use to future researchers. Location plans should be produced at a scale which enables easy site identification and which depicts the full extent of the site investigated (a scale of 1:50,000 is not regarded as appropriate unless accompanied by a more detailed plan or plans). Site plans should be at an appropriate scale showing trench layout (as dug), features located and, where possible, predicted archaeological deposits. Upon completion of each evaluation trench all sections containing archaeological features will be drawn. Section drawings (at a minimum scale of 1:20) must include heights O.D.. Plans (at a minimum scale of 1:50) must include O.D. spot heights for all principal strata and any features. Where no archaeological deposits are encountered at least one long section of each trench will be drawn. Artefact analysis is to include the production of a descriptive catalogue with finds critical for dating and interpretation illustrated. Details of the style and format of the report are to be determined by the archaeological contractor, but should include a full bibliography, a quantified index to the site archive, and as an appendix, a copy of this specification.

12.3 Summary for Publication

A brief summary report of fieldwork, to appear in the Council for British Archaeology North West *Archaeology North West* should be produced, even when the fieldwork encountered no archaeological deposits. This should be sent to the editor of Archaeology North West in accordance with the standard format for summary reporting, and in time for it to appear within a calendar year of the completion of fieldwork.

12.4 Publicity

If the project is to be publicised in any way (including media releases, publications etc.), then it is expected that the LCAS will be given the opportunity to consider whether it wishes its collaborative role to be acknowledged, and if so, the form of words used will be at the LCAS' discretion.

12.5 Consideration of Appropriate Mitigation Strategy

The report should not give a judgement on whether preservation or further investigation is considered appropriate, but should provide an interpretation of results, placing them in a local and regional, and if appropriate, national

context. However, a client may wish to separately commission the contractor's view as to an appropriate treatment of the resource identified.

12.6 Report Deposition

An 'Adobe Acrobat pdf' copy of the report on CD-ROM is to be supplied to the Sites and Monuments Record held by the LCAS within a period of two months following completion of fieldwork unless specialist reports are awaited. In the latter case a revised date should be agreed with the LCAS. The report will be supplied on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months, unless otherwise agreed). A copy shall also be supplied to English Heritage's Regional Science Adviser at the same time (Sue Stallibrass, University of Liverpool, School of Archaeology, Classics and Oriental Studies (SACOS), William Hartley Building, Brownlow Street, Liverpool, L69 3GS, tel: 0151 794 5046, e-mail: Sue.Stallibrass@liv.ac.uk)

13. General considerations

13.1 Authorised alterations to specification by contractor

It should be noted that this specification is based upon records available in the County Sites and Monuments Record and on a brief examination of the site by the LCAS. Archaeological contractors submitting tenders should carry out an inspection of the site prior to submission. If, on first visiting the site or at any time during the course of the recording exercise, it appears in the archaeologist's professional judgement that

i) a part or the whole of the site is not amenable to recording as detailed above, and/or

ii) an alternative approach may be more appropriate or likely to produce more informative results, and/or

iii) any features which should be recorded, as having a bearing on the interpretation of the structure, have been omitted from the specification,

then it is expected that the archaeologist will contact the LCAS as a matter of urgency. If contractors have not yet been appointed, any variations which the LCAS considers to be justifiable on archaeological grounds will be incorporated into a revised specification, which will then be re-issued to the developer for redistribution to the tendering contractors. If an appointment has already been made and site work is ongoing, the LCAS will resolve the matter in liaison with the developer and the Local Planning Authority.

13. 2 Unauthorised Alterations to Specification by Contractor

It is the archaeological contractor's responsibility to ensure that they have obtained the LCAS's consent in writing to any variation of the specification prior to the commencement of on-site work or (where applicable) prior to the finalisation of the tender. Unauthorised variations may result in the LCAS

being unable to recommend determination of the planning application to the Local Planning Officer based on the archaeological information available and are therefore made solely at the risk of the contractor.

14. Technical queries

14.1 Similarly, any technical queries arising from the specification detailed above, should be addressed to the LCAS without delay.

15. Valid period of specification

15.1 This specification is valid for a period of one year from date of issue. After that time it may need to be revised to take into account new discoveries, changes in policy or the introduction of new working practices or techniques.

Doug Moir
Planning Officer (Archaeology)
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APPENDIX 2: PROJECT DESIGN

1. INTRODUCTION

1.1 PROJECT BACKGROUND

1.1.1 Mr Christopher Rushton, Architect on behalf of Mr Edward Stirling, proprietor of the Railton Hotel (hereafter the 'client') has requested that Oxford Archaeology North (OA North) submit costs and a design for a programme of archaeological investigation to be undertaken in advance of the proposed development of the Railton Hotel, 2 Station Road, Lancaster, Lancashire (Planning Application 905/00725/FUL) in accordance with a specification from Lancashire County Archaeology Section (LCAS). The following document outlines the methodology for an archaeological evaluation to be undertaken within the front garden of the Railton Hotel, and for the production of a report.

1.1.2 The proposed development will involve the demolition of the existing late Victorian structure and the construction of a new building, extending over what is currently the front garden of the property. Foundations for this new structure will penetrate to a maximum depth of 3m. The front garden is divided by a path and it is suspected that the area to the east of this path has been made-up with large quantities of domestic refuse within the last twenty years. It is thought that the garden to the west of the path has not been affected by such activity.

1.2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

1.2.1 The development site lies to the north of the historical centre of Lancaster, standing on the south bank of the river Lune, close to the foot of Castle Hill. Although prehistoric finds, including a Bronze Age palstave from Castle Hill itself, have been found within the wider area of Lancaster, the earliest known settlement is likely to have been the Roman fort. This was constructed in the AD 70s on the strategic position of Castle Hill, overlooking the crossing point of the Lune. The original turf and timber installation was expanded, possibly in the AD 80s and then rebuilt in stone *c*AD 102, as evidenced epigraphically. A civilian settlement developed in association with the fortress, and is likely to have extended to the south-east, between the river and Penny Street. Burials, which by Roman law had to made outside of the city, largely comprise cremations and have been recorded stretching in an arc along, and to the south of Penny Street (Shotter 2001). Cremations were also observed during construction work in 1935 at Westfield War Memorial Village, just to the north-east of the development area, and is thought that these remains could represent burials aligned along a westward route into the city (Penney 1981). During the 1980s, both Roman remains and Medieval finds were encountered at the County Garage site, less than 100m from the Railton Hotel.

1.2.2 The Castle Railway Station, which lies opposite the Railton Hotel, was opened in 1846 within an area that appears not to have been particularly developed at the time. It is suspected that material of Roman date was impacted upon during the construction of the station, but also of significance is the large amount of landscaping that would have resulted from the excavation of the railway cuttings and the construction of the associated road bridge. It is also likely that some redeposition of material onto the area of the front garden will have occurred when the cellars and foundations of the hotel were excavated.

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 an appropriate response to the development in order to assess the subsoil deposits within the development area to determine and, where necessary, record the presence, extent, nature, quality and significance of any archaeological deposits that may be threatened by the proposed development. To this end, the following programme of archaeological work has been designed. The results will provide information as to whether further mitigation works are required prior to, or during, ground works associated with the development. The required stages to achieve these ends are as follows:

2.2 ***Documentary Research:*** prior to the commencement of fieldwork, to undertake a survey of relevant sources in the Lancashire SMR in order to gain an overview of the archaeological and historical background of the site and its environs.

2.3 ***Archaeological Evaluation****:* prior to the demolition of the existing hotel, to implement a programme of trial trenching within the current garden area, which represents part of the area to be occupied by the new building.

2.4 ***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 evaluation and would make an assessment of the archaeological potential of the area, and any recommendations for further work.

3. METHOD STATEMENT

3.1 EVALUATION

3.1.1 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.

3.1.2 ***Trench configuration:*** the evaluation will comprise the excavation of two trial trenches, one measuring 10m by 2m within the western half of the front garden, as partitioned by the existing garden path, and one measuring 6m by 2m in the eastern half. A further 8m of trench area will be retained as a contingency, which will be used only under the direct instruction of LCAS and subject to agreement with the client. The trenches will initially be dug to a depth of 1.2m and any requirement for deeper excavation may require recosting. A plan of the proposed trench location will be submitted for the approval of Lancaster County Archaeology Service (LCAS).

3.1.3 ***Methodology:*** the topsoil and any modern overburden will be removed in 0.2m thick spits 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 initially be excavated deeper than 1.20m to accommodate health and safety constraints; any requirements to excavate below this depth will involve stepping-in of the sides.

3.1.4 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.

3.1.5 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*.

3.1.6 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.

3.1.7 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.

3.1.8 ***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.

3.1.9 ***Fencing/hoarding requirements:*** it is assumed that the client will advise on the arrangements/requirements for the site to be protected from public access. If not provided by the contractor, Heras fencing or similar may be required, and has been costed as a contingency.

3.1.10 ***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.

3.1.11 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.

3.1.12 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.

3.1.13 ***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.

3.1.14 ***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.

3.1.15 ***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. Metal finds from stratified deposits will be x-rayed. The cost of conservation has been included as a contingency, which will be agreed with the client.

3.1.16 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. A metal detector will be used to scan spoil heaps for non-ferrous metal artefacts.

3.1.17 ***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.

3.1.18 ***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.

3.1.19 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. In the unlikely event of this project design being an insufficient basis for the treatment of the archaeological remains on site, a more specific strategy will be designed in consultation with LCAS and the client.

3.2 REPORT AND ARCHIVE

3.2.1 ***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, an interim statement 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
- an interpretation of the desk-based assessment results and their significance, using the 'Secretary of State's criteria for scheduling ancient monuments' included as Annex 4 of PPG 16 (DoE 1990)
- plans and sections at an appropriate scale showing the location and position of deposits and finds located during the watching brief and excavation, as well as sites identified during the desk-based assessment
- 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 the LCAS specification and 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.

3.2.2 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.

3.2.3 ***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.

3.2.4 ***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.

3.2.5 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.

3.2.6 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.

3.2.7 ***Publication***: A brief summary report of fieldwork, to appear in the Council for British Archaeology North West *Archaeology North West* will be produced, even when the fieldwork encountered no archaeological deposits. This will be sent to the editor of Archaeology North West in accordance with the standard format for summary reporting, and in time for it to appear within a calendar year of the completion of fieldwork.

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

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 LCAS on behalf of the developer.

6. WORK TIMETABLE

6.1 **DOCUMENTARY RESEARCH**

6.1.1 A single day will be required for the completion of this element.

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 3.2.1*, will be issued to the client and other relevant parties within two 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. Any human remains are likely to be examined by **Angela Boyle** (OA South Project Officer). Current time-tabling precludes the allocation of specific members of staff at this juncture, but OA North can guarantee that the desk-based assessment and walkover survey will be undertaken by an OA North supervisor experienced in such work and capable of carrying out projects of all sizes. Similarly, 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

Penney, S, 1981 *Lancaster: The Evolution of its Townscape to 1800*, Lancaster University

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

Shotter, D, 2001 'Roman Lancaster: settlement and location' in A White (ed) *A History of Lancaster*, Edinburgh University

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

UKIC, 1998 *First Aid for Finds*, London

APPENDIX 3: CONTEXT LIST

Context Number	Trench Number	Depth (m)	Description
1	1	1.15	Nineteenth century in-fill
2	1	0.7	Nineteenth century in-fill
3	1	0.2	Buried pre-AD 1840 topsoil
4	1	0.6	Buried pre-AD 1840 subsoil
5	1 and 2		Glacial till
6	2	0.3	Nineteenth century in-fill, a layer of crushed coal
7	2	2.0	Nineteenth century in-fill
8	2	0.7	Buried pre- AD 1840 topsoil

ILLUSTRATIONS

FIGURES

PLATES

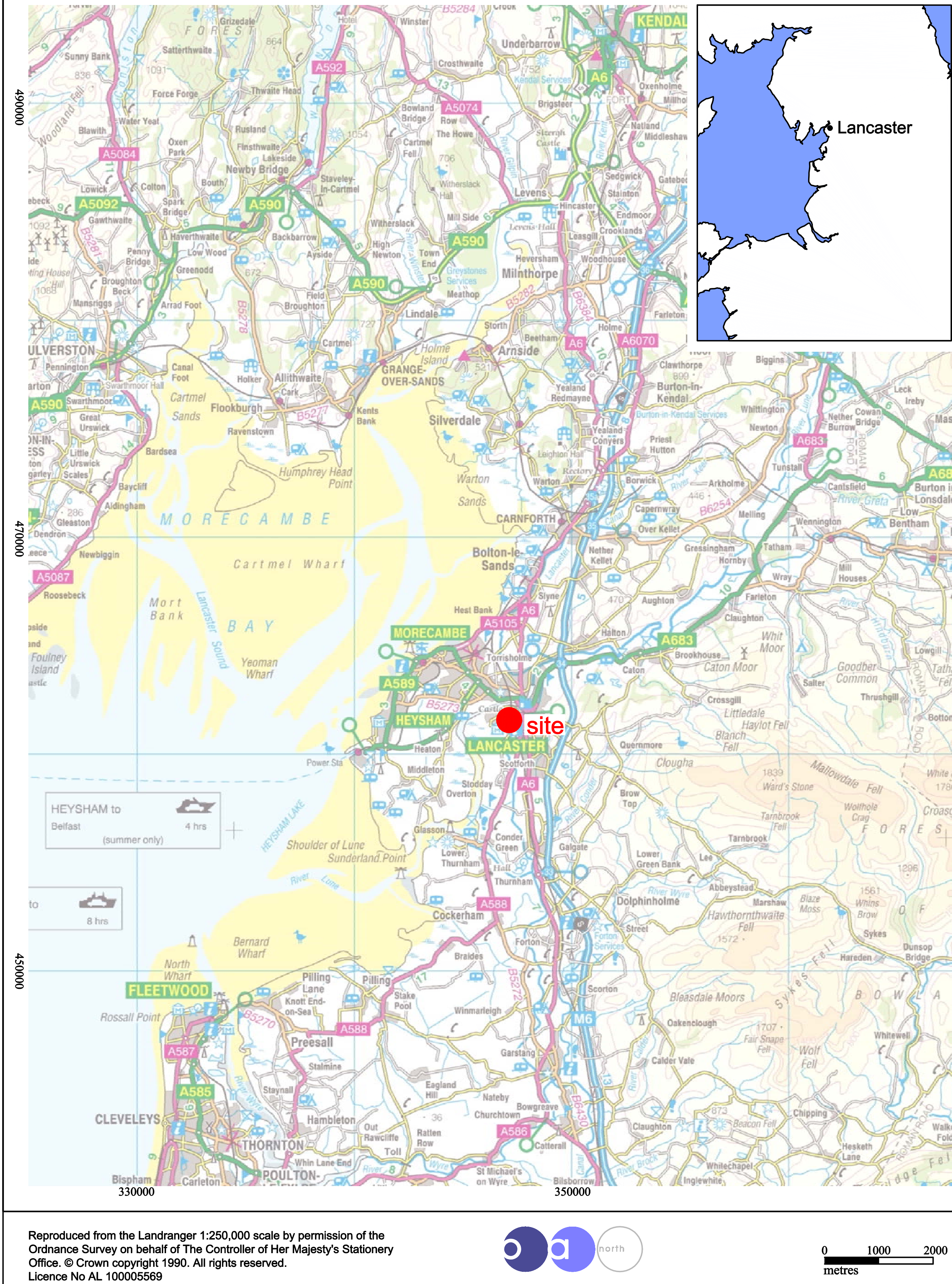

Figure 1: Location Map

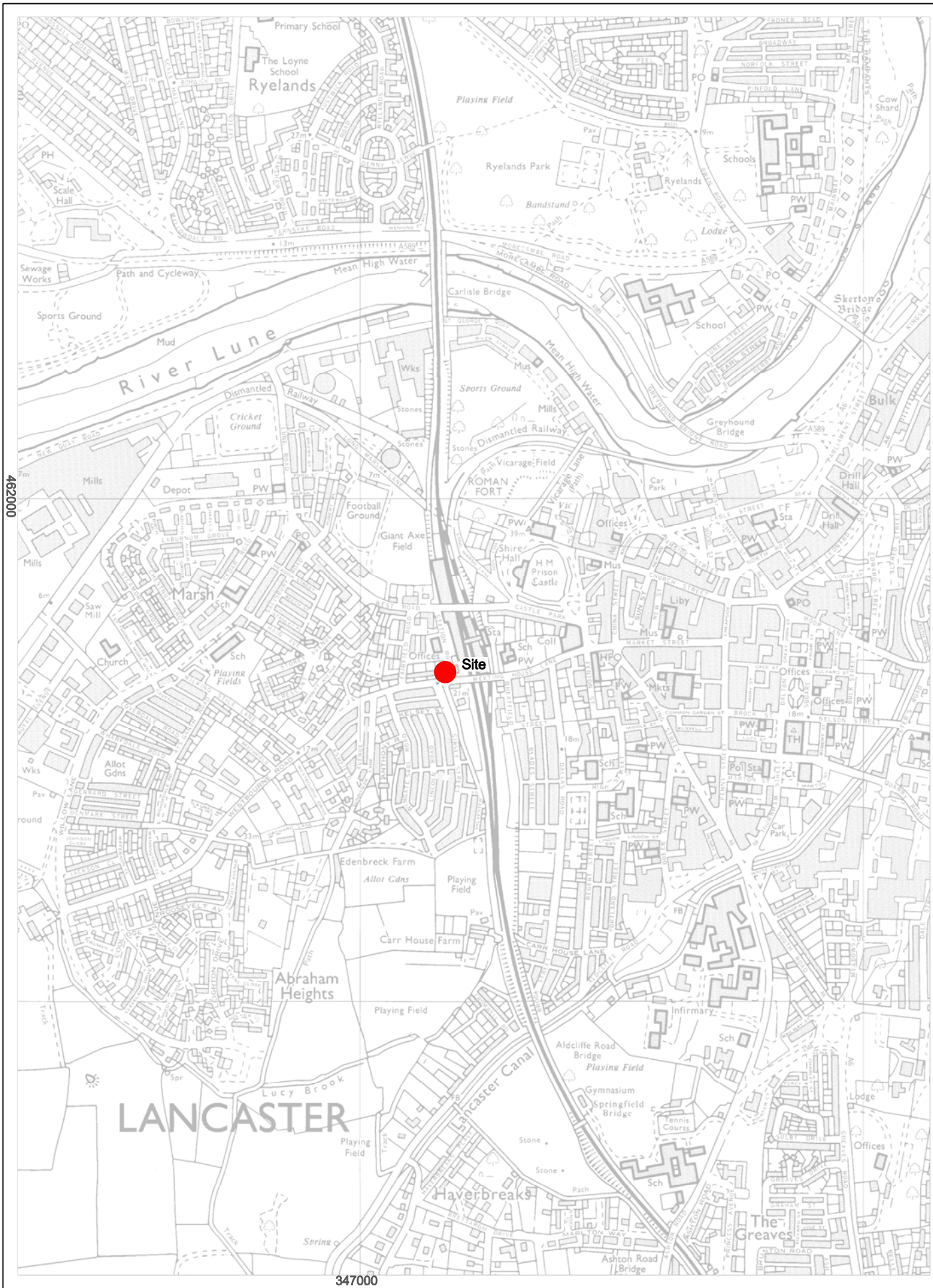

Figure 2: Site location plan

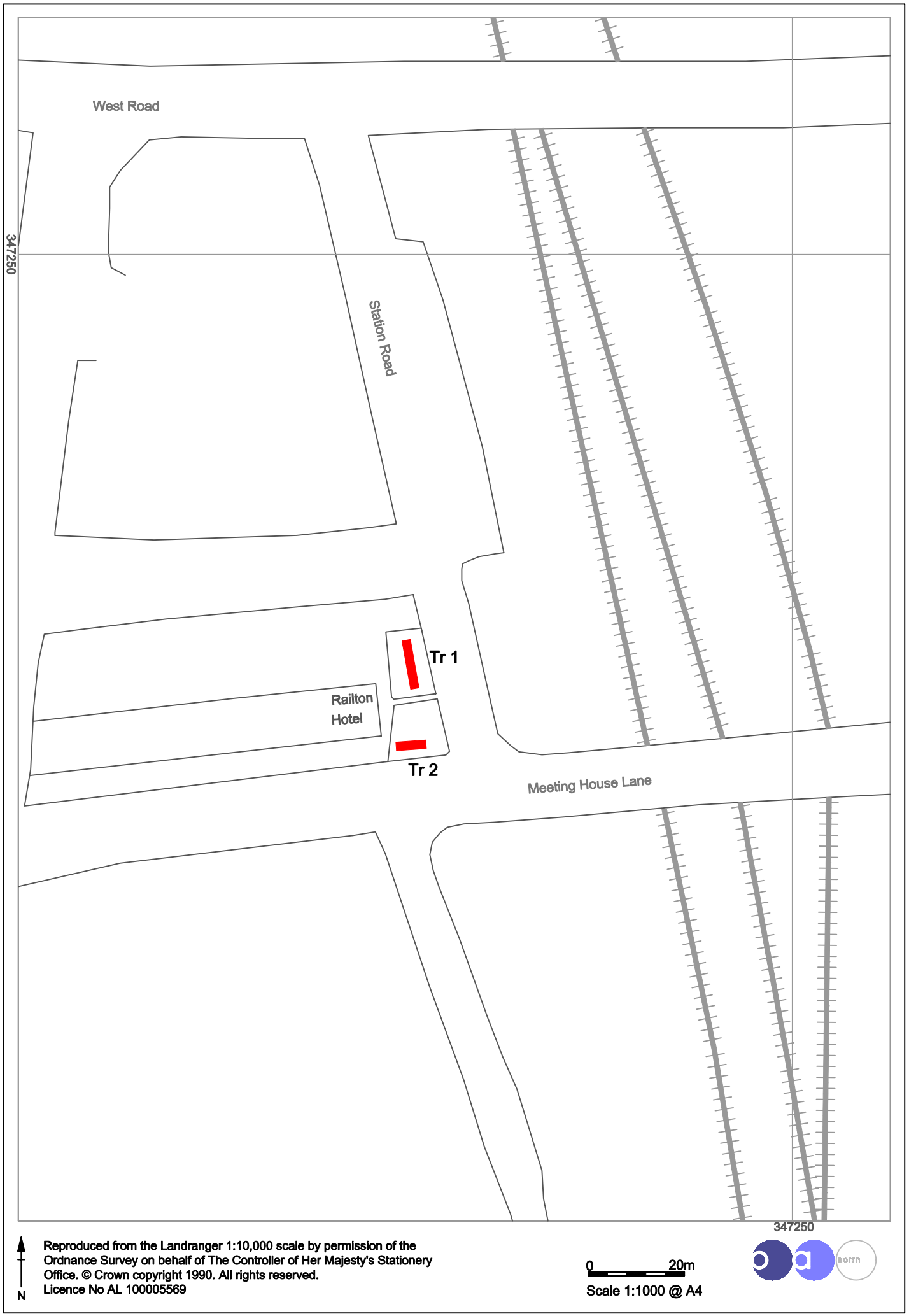

Figure 3: Trench location plan

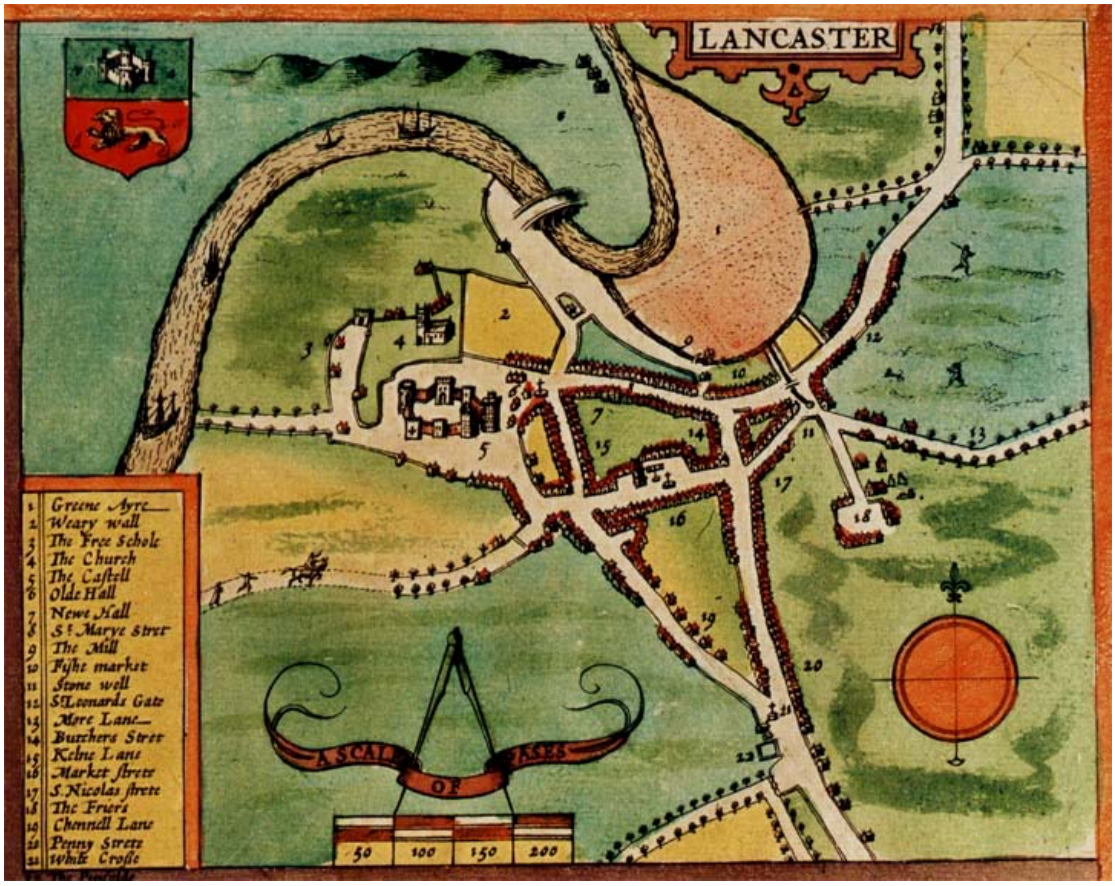

Figure 4: Speed's map of AD 1610

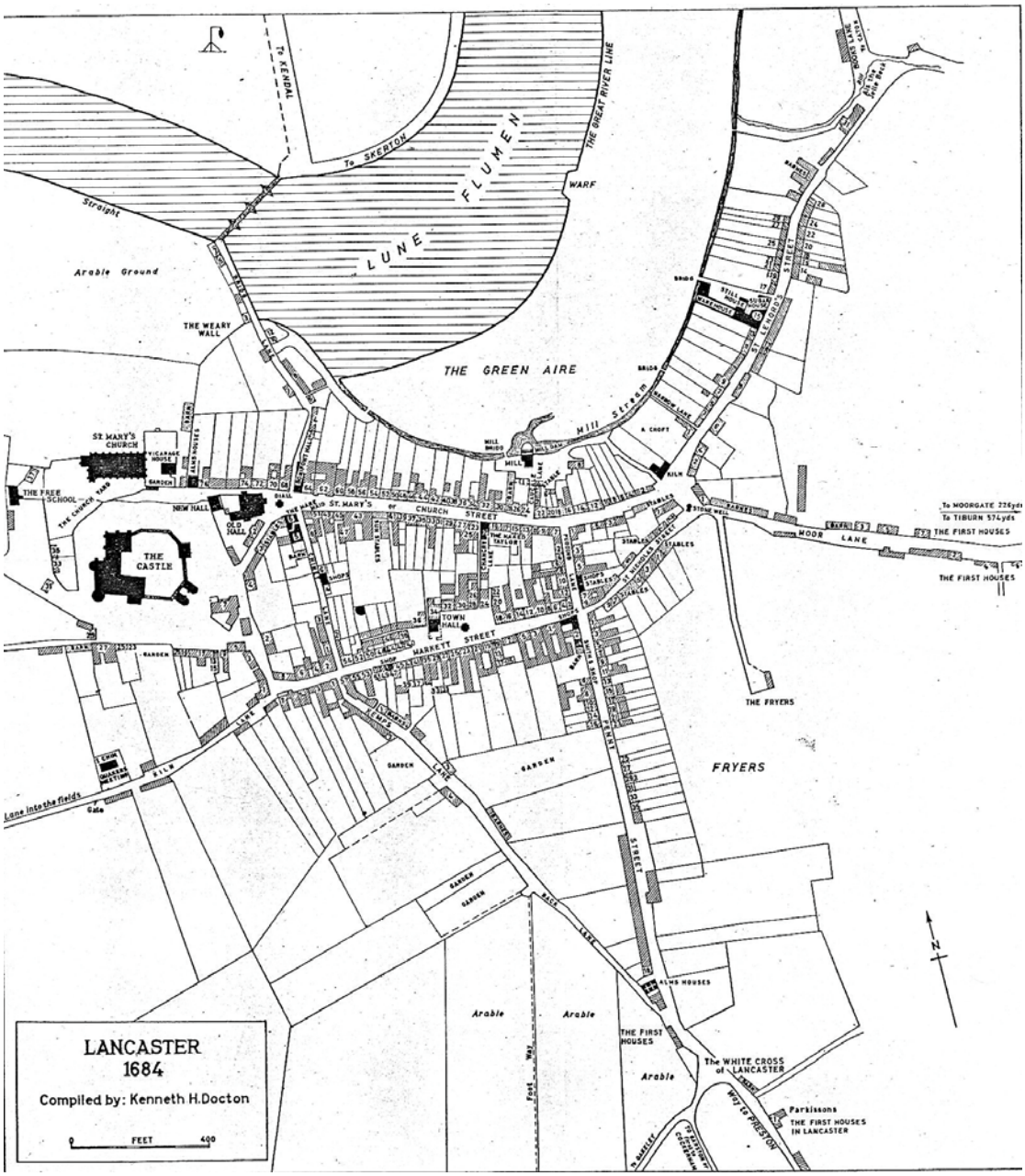

Figure 5: Docton's map of AD 1684

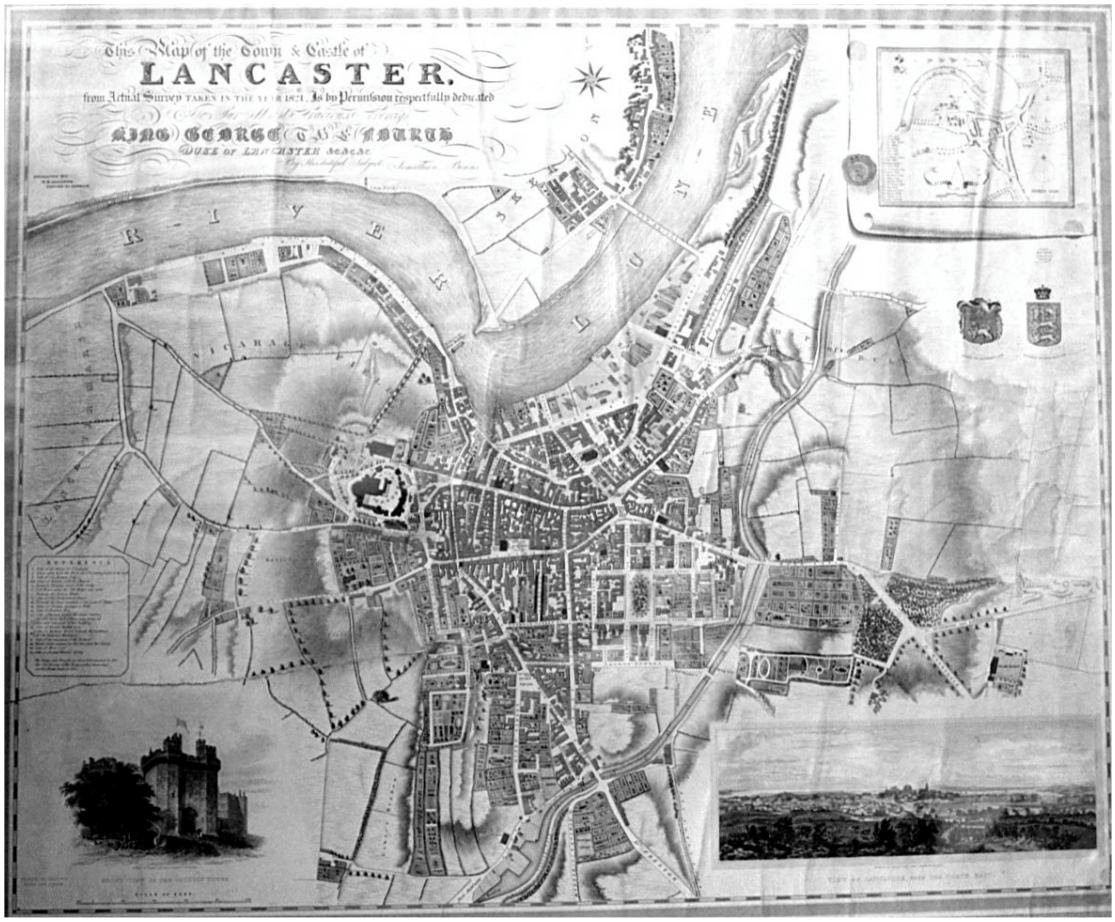

Figure 6: Binn’s map of AD 1821

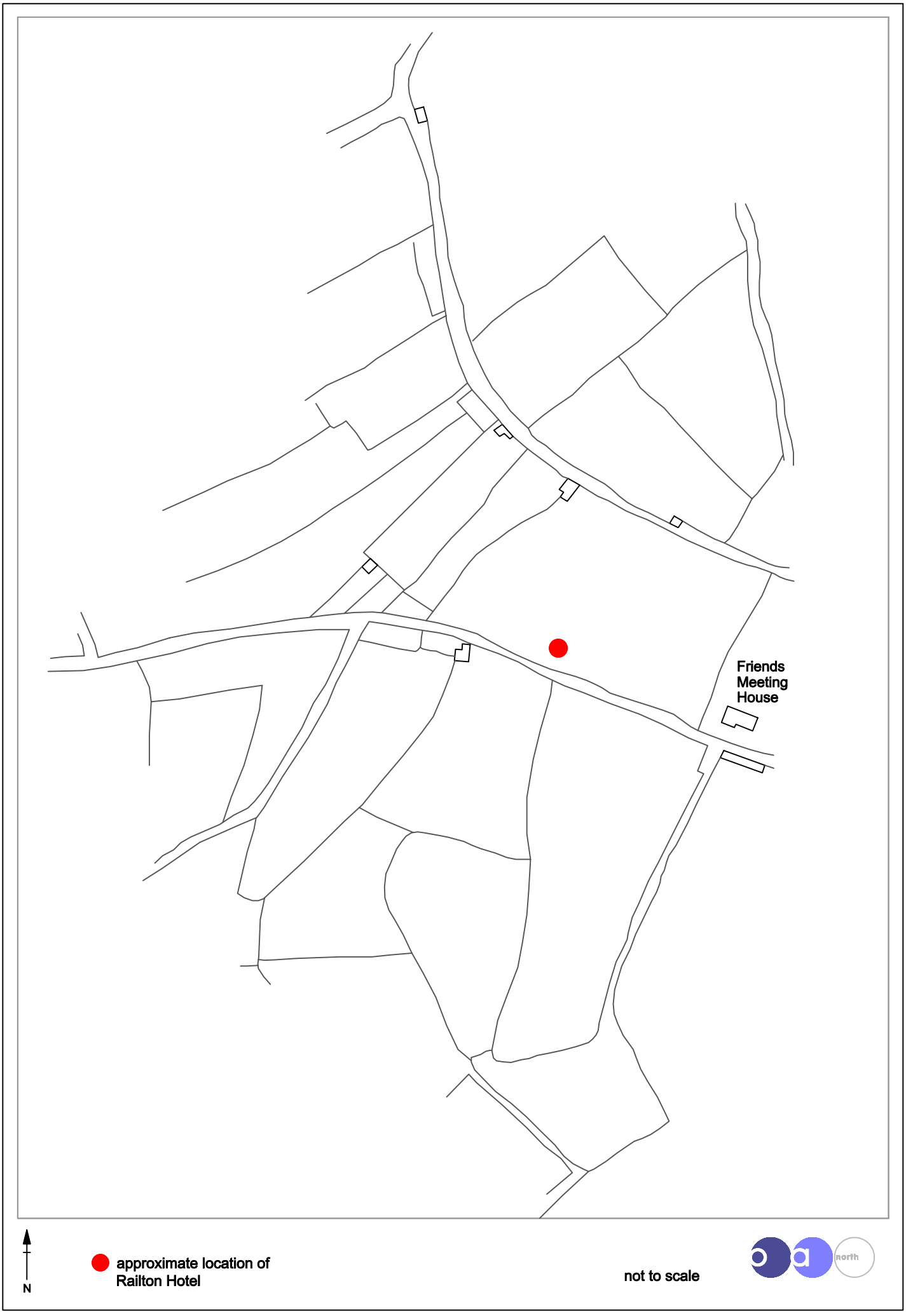

Figure 7: Extract from 1833 Tithe Map, "Map of the Township of Lancaster"

Plate 1: West-facing section of Trench 1

Plate 2: Trench 2, facing east

Plate 3: South-facing section of Trench 2