



Manchester Medieval Quarter, Phase 1a

Written Scheme of Investigation for an Archaeological Watching Brief





Project Name:	Manchester Medieval Quarter Phase 1a
Project Code:	TBC
Site Location:	The site comprises Victoria Street between the Cathedral and the Chapel Street Junction, and the west end of Fennel Street, in Manchester City Centre
NGR:	NGR 383853 398806 (centred)
Document Title:	Manchester Medieval Quarter Phase 1a: Archaeological Watching Brief
Document Type:	Written Scheme of Investigation
Version:	Version 1.0
Prepared for:	Civic Engineers

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1. Introduction

1.1 Circumstances of the Project

- 1.1.1 Civic Engineers are acting as consulting engineers for the phase 1a landscaping works at Manchester Medieval Quarter (NGR 383853 398806; Figures 1 and 2). The phase 1a works will include re-surfacing, landscaping, tree planting, drainage and the installation of street furniture, all of which will require excavation and surface stripping (Plate 1).

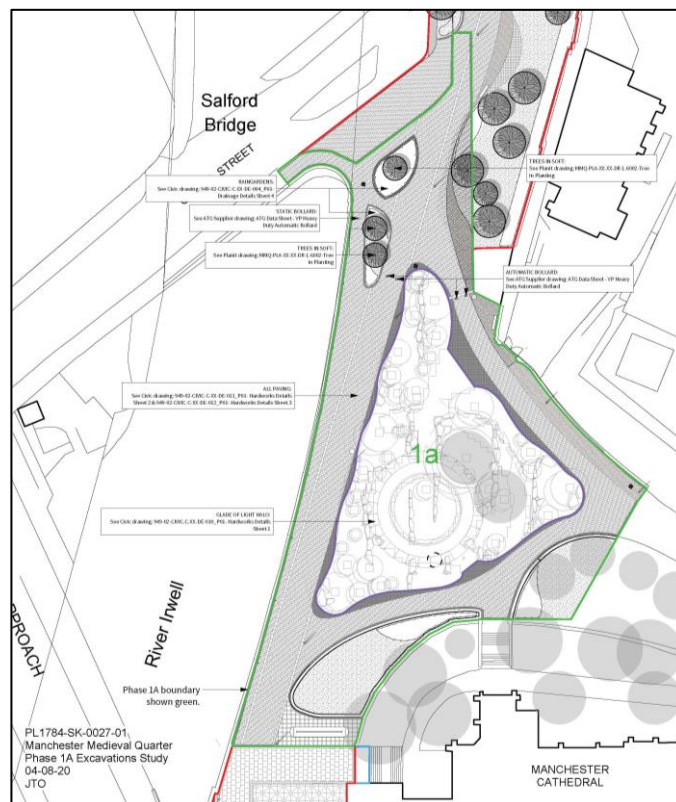


Plate 1: Location of the phase 1a works (in green)

- 1.1.2 The archaeological interest of the proposed development site was initially highlighted in an archaeological desk-based assessment produced in 2011 (*The Medieval Cultural Quarter, Manchester: Volumes 1 and 2* Arrowsmith 2011). Subsequently an archaeological watching brief was carried out by Salford Archaeology during site investigation works in January 2019 and an interim statement produced (*Manchester Medieval Quarter Phase 1a, Archaeological Watching Brief During Site Investigation: Interim Statement* Mottershead 2019). The interim statement identified four zones of archaeological potential within the phase 1a works area (designated zones 1 to 4; Figure 3). Zone 1 has potential for buried human remains within the former graveyards, zone 2 has the potential for pre-industrial archaeological remains and within zone 3 is the structures of the historic brick vaulting. Although zone 4 also had potential for archaeologically significant remains they were at a greater depth than the other zones and none of the planned works would be deep enough to affect those remains.

In the light of the conclusions drawn from the desk-based assessment and the site investigation watching brief, and following consultation with the Greater Manchester Archaeological Advisory Service, it was recommended that an archaeological watching brief be maintained during any intrusive groundworks, excavations and surface removal works within zones 1, 2 and 3 (Figure 3).

- 1.1.3 This Written Scheme of Investigation (WSI) for the archaeological monitoring of the phase 1a works has been prepared by Graham Mottershead of Salford Archaeology on behalf of Civic Engineers. Any change to the proposed WSI must be agreed between the Client, GMAAS and Salford Archaeology. It must be noted that this WSI covers only the phase 1a works and further consultation with GMAAS will be required prior to any further phases of work.

1.2 Purpose of the Document

- 1.2.1 An Archaeological Written Scheme of Investigation (WSI) is a comprehensive document detailing the requirements and methodological approaches of a programme of archaeological works. It is defined by Historic England as:

‘Where development will lead to the loss of a material part of the significance of a heritage asset, policy HE12.3 [of PPS5, now paragraph 199 of the revised NPPF] requires local planning authorities to ensure that developers take advantage of the opportunity to advance our understanding of the past before the asset or the relevant part is irretrievably lost. As this is the only opportunity to do this it is important that:

- 1: Any investigation is carried out to professional standards and to an appropriate level of detail proportionate to the assets likely significance, by an organisation or individual with appropriate expertise;
2. The resultant records, artefacts and samples are analysed and, where necessary, conserved;
- 3: The understanding gained is made publicly available;
- 4: An archive is created and deposited for future research.’

1.3 National and Local Planning Policies

- 1.3.1 The National Planning Policy Framework (NPPF; Department for Communities and Local Government, July 2018) sets out the Government’s planning policies and outlines the presumption in favour of sustainable development, which is defined by three dimensions: economic, social and environmental. Of the core planning principles underpinning plan and decision making, conserving ‘heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations’ is one.
- 1.3.2 Section 16 specifically deals with the historic environment (paragraphs 184-202) and paragraph 189 states that local planning authorities, when determining applications, should require the applicant to describe the significance of any affected heritage assets. This should be sufficient so as to understand the potential impact on their significance and this should be done using the appropriate expertise where necessary. Paragraph 197



indicates that the effect of the proposal on non-designated assets (designated assets are covered in paragraphs 193-96) should be taken into account. Paragraph 199 requires developers to record and advance understanding of heritage assets to be lost, in a manner proportionate to their importance and impact.

- 1.3.3 The NPPF outlines the need for local planning policies to create local plans and frameworks to implement the NPPF at a local level.

The NPPF outlines the need for local planning policies to create plans and frameworks to implement the NPPF at a local level. Manchester adopted a Core Strategy in 2012, which is scheduled until 2027. The heritage strategy is outlined in Objective 6: Environment and summarises the approach the local authority will take in determining planning applications which may affect the historic environment.

Policy EN3 states:

‘Throughout the City, the Council will encourage development that complements and takes advantage of the distinct historic and heritage features of its districts and neighbourhoods, including those of the City Centre.

New developments must be designed so as to support the Council in preserving or, where possible, enhancing the historic environment, the character, setting and accessibility of areas and buildings of acknowledged importance, including scheduled ancient monuments, listed buildings, registered parks and gardens, conservation areas and archaeological remains.

Proposals which enable the re-use of heritage assets will be encourage where they are considered consistent with the significance of the heritage asset.’

- 1.3.4 Manchester City Council is advised on archaeological matters by the development control archaeologist at Greater Manchester Archaeological Advisory Service (GMAAS).

2. Aims and Objectives

2.1 Academic Aims

2.1.1 The main aim of the archaeological watching brief will be to monitor all intrusive groundworks, excavations and surface removal works within zones 1, 2 and 3 and to record any buried archaeological remains that are exposed during the groundworks, coupled with the appropriate dissemination of the results (Figure 3). This approach to offsetting the impact of development on the archaeological resource of the development area is in accordance with national guidelines set out in the National Planning Policy Framework: Section 16 – *Conserving and enhancing the historic environment*.

2.2 Objectives

2.2.1 The principal objectives of the archaeological investigation are:

- to record, as far as is reasonably possible, the location, extent, condition, significance and quality of any surviving archaeological remains observed;
- to produce a report on the archaeological works and an archive;
- to make available the results of the work in an appropriate format.

3. Method Statement

3.1 Watching Brief

- 3.1.1 Following consultation with the Greater Manchester Archaeological Advisory Service (GMAAS) it has been recommended that the implementation of an archaeological watching brief would be an appropriate strategy to offset any harm to buried archaeological remains. This is in accordance with the archaeological condition.
- 3.1.1 **General Methodology:** all archaeological work shall be conducted following the ClfA Standards and Guidance for an archaeological watching brief (2014a). All ground-breaking works within the areas of archaeological interest will be supervised closely by a suitably experienced archaeologist, and any structural remains will be cleaned manually to define their extent, nature, form and, where possible, date.
- 3.1.2 All information identified during the site works will be recorded stratigraphically. Results of the watching brief will be recorded on *pro-forma* context sheets, where appropriate, and will be accompanied with sufficient pictorial record (plans, sections and high-resolution digital photographs) to identify and illustrate individual features.
- 3.1.3 In the event of significant archaeological remains being encountered during the watching brief, construction works will be halted temporarily to enable an appropriate level of archaeological recording to be carried out. Any such intervention will be kept to the minimum necessary for the recording of any remains to the standard required by the planning condition.
- 3.1.4 **Context Recording:** all contexts, where appropriate, will be recorded using *pro-forma* sheets, and details will be incorporated into a Harris matrix. All written recording of survey data, contexts, photographs, artefacts and ecofacts will be cross-referenced from record sheets using sequential numbering.
- 3.1.5 **Photography:** a full and detailed photographic record of individual contexts will be maintained and similarly general views from standard view points of the overall site at all stages of the watching brief will be generated. Photography will be undertaken using high-resolution digital cameras, and in accordance with current Historic England guidance embodied in *Digital Image capture and File Storage Guideline for Best Practice* (Historic England 2015). All frames will include a graduated metric scale.
- 3.1.6 **Planning:** the location of all archaeological structures encountered will be surveyed using an appropriate method. This will entail a mixture of hand drawing and GPS location, as necessary. This process will generate scaled plans at an accuracy appropriate for 1:20 scale, but can be output at any scale required. All information will be tied in to Ordnance Datum.
- 3.1.7 **Human remains:** if human remains are encountered they will, where possible, be left *in-situ* covered and protected. The removal of human remains will only take place in compliance with environmental health regulations and following discussions with, and with the approval of, the Ministry of Justice. A Ministry of Justice licence for the removal and re-burial of human remains will be obtained prior to the commencement of any site works.



- 3.1.8 *Finds policy*: finds recovery and sampling programmes will be in accordance with best practice (following current Chartered Institute for Archaeologists' guidelines; ClfA 2014b) and subject to expert advice in order to minimise deterioration. Finds storage during fieldwork and any site archive preparation will follow professional guidelines (UKIC 1990)

4. Health and Safety

4.1 Health and Safety

4.1.1 Full regard will be given to all constraints during the course of the project, and all relevant Health and Safety legislation, CDM, COSHH regulations and codes of practice will be respected. The University of Salford provides a Health and Safety Statement for all projects and maintains a Safety Policy. Salford Archaeology is advised on its Health and Safety matters by the University of Salford, who provide ongoing advice on health and safety matters to all departments in the organisation. All site procedures are in accordance with the guidance set out in the Health and Safety Manual compiled by the Federation of Archaeological Employers and Managers (FAME), and in accordance with current legislation, including:

- The Health and Safety at Work Act (1974);
- Management of Health and Safety at Work Regulations (1999);
- The Construction (Design and Management) Regulations (2015);
- The Control of Asbestos Regulations (2006);
- Construction (Health, Safety and Welfare) Regulations (1996);
- The Health and Safety (Miscellaneous Amendments) Regulations (2002);
- The Control of Substances Hazardous to Health Regulations (2002);
- The Health and Safety (First-Aid) Regulations (1981);
- The Regulatory Reform (Fire Safety) Order (2005);
- The Provision and Use of Work Equipment Regulations (1998);
- Lifting Operations and Lifting Equipment Regulations (1998).

4.1.2 A risk assessment/method statement (RAMS) will be produced by the archaeological contractor and submitted to the Client prior to the commencement of any onsite archaeological works. All Salford Archaeology staff associated with the excavation will be given a copy of the RAMS prior to the beginning of the works and will be required to read both documents.

4.1.3 Salford Archaeology undertakes to safeguard, so far as is reasonably practicable, the health, safety and welfare of its staff and of others who may be affected by our work. This applies in particular to providing and maintaining suitable premises, and providing all reasonable safeguards and precautions against accidents. The University of Salford will also take all reasonable steps to ensure the health and safety of all persons not in their employment, such as volunteers, students, and members of the public.

4.1.4 The profession of Archaeologist is largely covered by the CSCS, Project Support Function Related Degree; other cards are available for site visitors etc. For this all Salford Archaeology staff likely to undertake fieldwork must pass a CITB Health and Safety Test at least to operative level, as a minimum. Where a member of staff has not yet received their card, they will produce a certificate to prove that they have passed the test. Additionally, all Salford Archaeology fieldwork staff are required to undertake asbestos awareness training.

4.1.5 **Personal Protective Equipment (PPE):** all staff will wear PPE at appropriate times dictated as by the Senior Archaeologist on site. All Salford Archaeology staff are supplied with the following PPE:

- Safety Helmets (EN397);
- Ear Defenders (EN 352-3);
- Safety spectacles (EN166);
- Goggles (Chemical BSEN 166 Type 3);
- Dust masks plain and valved (EN149 2001);
- Disposable overalls (Type 5/6 disposable EN340);
- Hi-visibility vests (EN471);
- Gloves Nitrile and latex disposable, PVC, EN374;
- Heavy-duty nitron rubber gloves (EN420, 388);
- Safety footwear - steel toecap and mid-sole boots and Wellingtons EN345-47.

Any other PPE required by the client and/or Principal Contractor must be provided or funded by them, if not otherwise agreed in advance.

4.1.6 **Services (Gas, Electricity, Water, Sewers, Telecoms):** it is the duty of the Client to provide all information reasonably obtainable relating to any contamination or live services present on site prior to the commencement of the programme of archaeological works.

Service plans will be inspected closely prior to the commencement of any works. Prior to excavation all trenches will be scanned with a Cable Avoidance Tool.

No member of Salford Archaeology staff will touch or otherwise interfere with a live service even if declared 'safe'. In the event of the accidental disruption of a live service by archaeologists, the Salford Archaeology Senior Archaeologist will inform both their project manager and the Principal Contractor and, when appropriate, call the relevant emergency number. Any underground service not previously identified which is encountered during excavation will be assumed to be live and will need to be made safe by the Client before further excavation. Any visible overhead cables, pipes, ducts, etc will be assumed to be live if there is no written substantiation that they are dead, and will immediately need to be made safe and/or isolated from further excavation. Where for whatever reason making safe of under- or over-ground services does not happen, Salford Archaeology may need to remove its staff from the site or an area.

4.1.7 All procedures set out in the accompanying Risk Assessment (forthcoming) relating to the COVID-19 outbreak will be adhered to by all staff at all times. Any staff that repeatedly fail to adhere to these procedures will be required to leave site.

5. Other Matters

- 5.1 **Project Monitoring:** the aims of monitoring are to ensure that the archaeological works are undertaken within the limits set by the Written Scheme of Investigation, and to the satisfaction of GMAAS.

As a minimum requirement, GMAAS will be given a minimum of one week's notice of work commencing on site. Normally GMAAS would be afforded the opportunity to visit the site during and prior to completion of the on-site works so that the general phasing of the site and results of the fieldwork can be assessed and to discuss the requirement of reporting or any further phases of archaeological work. During the restrictions in place due to the COVID-19 outbreak site visits will not be made and Salford Archaeology will provide GMAAS with email updates on the progress of the evaluation.

- 5.2 Salford Archaeology will notify the Client and GMAAS of any discoveries of archaeological significance so that site visits can be made, as necessary. Any changes to this agreed WSI will only be made in consultation with the Client and GMAAS.

- 5.3 **Working Hours:** normal working hours are variable between 7.30 am and 6.00 pm, Monday to Friday. It is not normal practice for the University of Salford staff to be asked to work weekends or bank holidays, and should the Client require such time to be worked during the course of a project a contract variation to cover additional costs will be necessary.

- 5.4 **Insurance:** the University of Salford has professional indemnity to a value of £50,000,000, employer's liability cover to a value of £50,000,000 and public liability to a value of £50,000,000. Written details of insurance cover can be provided if required.

6. Report and Archive

- 6.1 **Report:** a draft copy of a report will be submitted for comment within eight working weeks of the completion of the last element of fieldwork. This will present the results obtained from the archaeological watching brief, and will include:
- a title page detailing site address, NGR, author/originating body, client's name and address;
 - full content's listing;
 - a non-technical summary of the findings of the fieldwork;
 - a description of the archaeological background;
 - an account of the historical development of the site;
 - a description of the methodologies used during the fieldwork;
 - a description of the findings of the fieldwork;
 - detailed plans showing any archaeological features exposed;
 - appropriate photographs of specific archaeological features;
 - an assessment of any artefacts recovered from the watching brief;
 - a consideration of the importance of the archaeological remains present on the site in local, regional and national terms;
 - a complete bibliography of sources from which data has been derived.
- 6.2 **Archive:** the results of the archaeological evaluation and historic building investigation will be integrated to form the basis of a full archive to professional standards, in accordance with current Historic England guidelines, and current ClfA guidance (*Standards and Guidelines for the Creation, Compilation, Transportation and Deposition of Archaeological Archives* ClfA 2014). The project archive represents the collation and indexing of all the data and material gathered during the course of the project. The deposition of a properly ordered and indexed project archive in an appropriate repository is considered an essential and integral element of all archaeological projects by the ClfA in that organisation's code of conduct. As part of the archiving process, the on-line OASIS (On-line AccesS to Index of archaeological investigationS) form will be completed.
- 6.3 The site archive will be so organised as to be compatible with the other archaeological archives produced in the north-west of England. All drawn records will be transferred to and stored in digital format, in systems which are easily accessible. The integrity of the site archive will be maintained upon completion of the archaeological works with the archive ultimately being deposited with the appropriate repository body (Manchester Museum of Science and Industry(MoSI) or Manchester Museum, subject to their approval).
- 6.4 The archaeological archive will consist of the following:
- All original records created throughout the course of the project;
 - All original drawings, whether created during fieldwork or post-investigation;
 - Indexes to the drawings;



- Indexes to the photographic archive;
- All born digital material;
- Digital material created from written, drawn or photographed original records;
- The final project report;
- A list of contents of the archive.

6.5 It is likely that a large element of the project archive will be in digital format. It would thus be appropriate to deposit a copy of the archive generated from the archaeological investigation with the Archaeological Data Service (ADS), through ADS-Easy. Any records that are created in hard copy during the course of the project will be scanned and added to this digital archive.

6.6 **Dissemination:** as a minimum, the information will be finally disseminated through the deposition of the archive and a final report at the Greater Manchester Historic Environment Record. In the event of significant remains being encountered, however, a higher level of dissemination may be required. In addition, a scheme to commemorate the site's heritage may be formulated in consultation with the Client and GMAAS. The precise nature of the scheme of public interpretation will be guided by the results obtained from the watching brief.



7. Timetable

- 7.1 The duration of the archaeological investigation will be dependent upon the main contractor's programme.
- 7.2 A draft report will be submitted to the Client and GMAAS for comment within eight weeks of completion of the fieldwork. The project archive will be deposited with the receiving repository (where applicable) within six months of completion of the fieldwork.



8. Staffing Proposals

- 8.1 The project will be under the overall charge of **Graham Mottershead** (Project Manager (Excavations), Salford Archaeology) to whom all correspondence should be addressed. Graham has over 30 years' experience in commercial archaeology and has worked on a variety of projects across England. He holds a valid CSCS card, SMSTS certification and a PRINCE2 qualification.
- 8.2 His role will be to ensure that the Written Scheme of Investigation is implemented within the framework of the Project Objectives. He will be responsible for all aspects of staff and resource logistics, ensuring the smooth running of the project programme.
- 8.3 It is not possible to provide details of specific technicians that will be involved with the fieldwork at this stage, but all shall be suitably qualified archaeologists with proven relevant experience. It is anticipated that one technician will be required for the watching brief.

9. References

- Arrowsmith, Dr P, 2011 *The Medieval Cultural Quarter, Manchester: An Archaeological Desk-Based Assessment Volumes 1 and 2*
- Chartered Institute for Archaeologists. 2014a *Standards and Guidance for Archaeological Watching Briefs*. Reading
- Chartered Institute for Archaeologists, 2014b *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Material*, Reading
- Chartered Institute for Archaeologists, 2014c *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*, Reading
- Department for Communities and Local Government, 2018 *National Planning Policy Framework*, London
- Historic England, 2015 *Digital Image Capture and File Storage Guidelines for Best Practice*, London
- Mottershead, G, 2019 *Manchester Medieval Quarter Phase 1a: Archaeological Watching Brief Interim Statement* Salford Archaeology unpubl client report
- United Kingdom Institute for Conservation (UKIC), 1990 *Guidelines for the Preparation of Archives for Long-Term Storage*, London

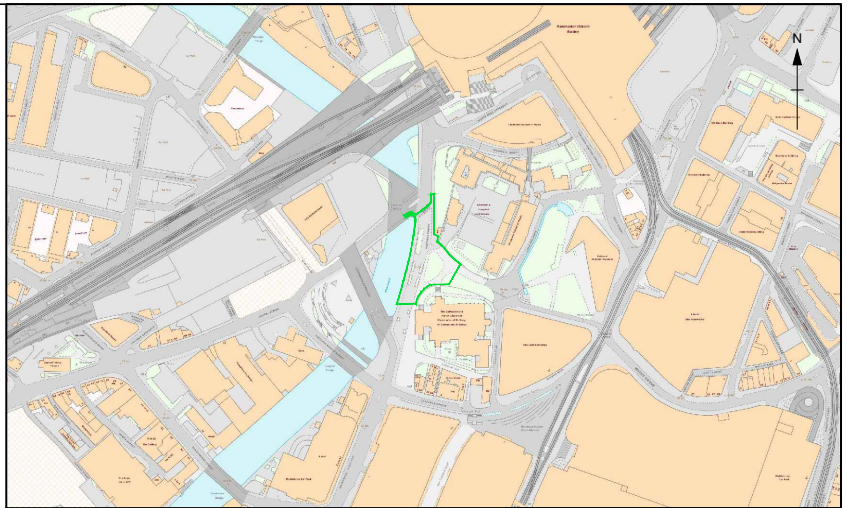
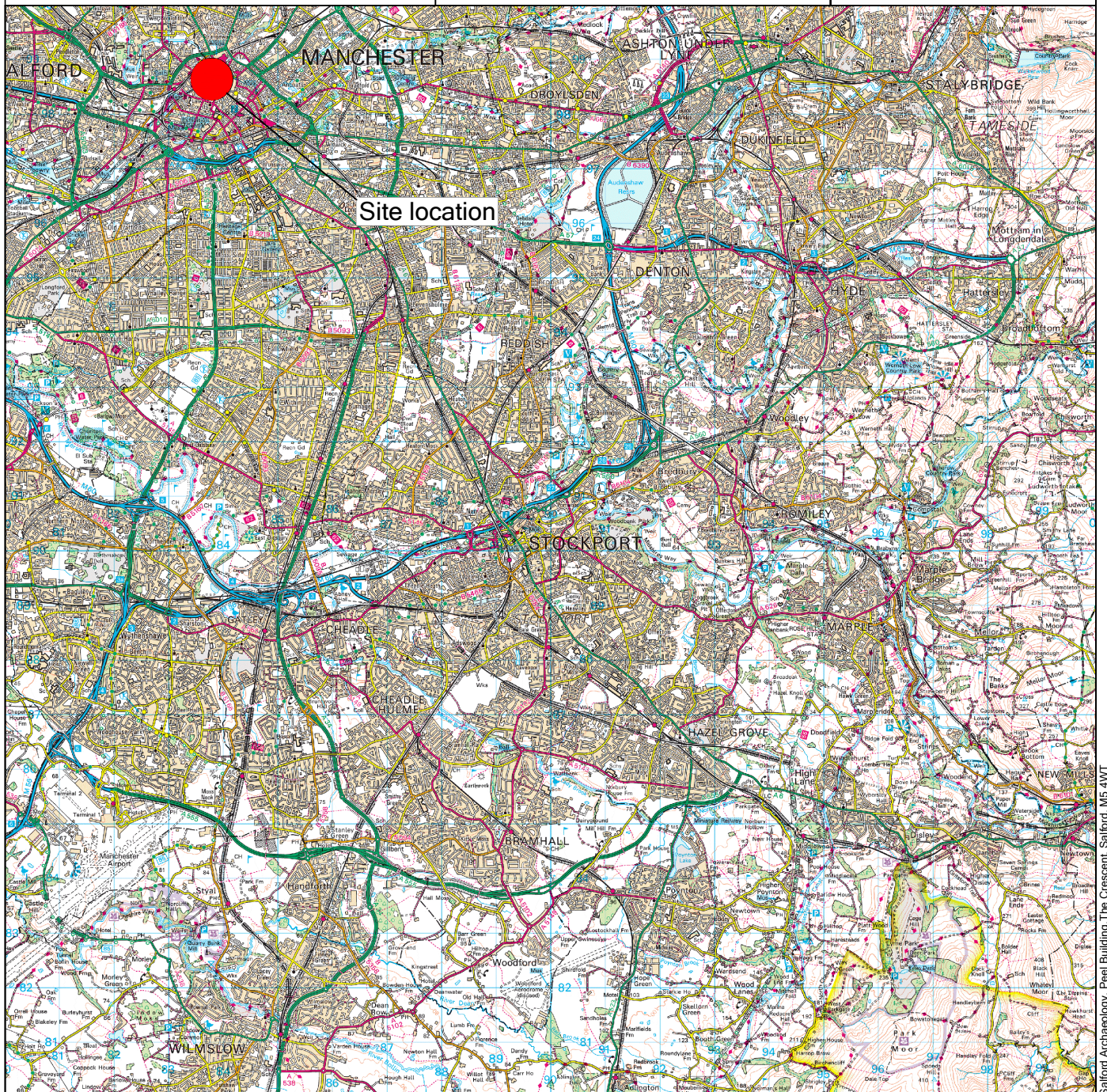


Figure 1:
Location plan of phase 1a works



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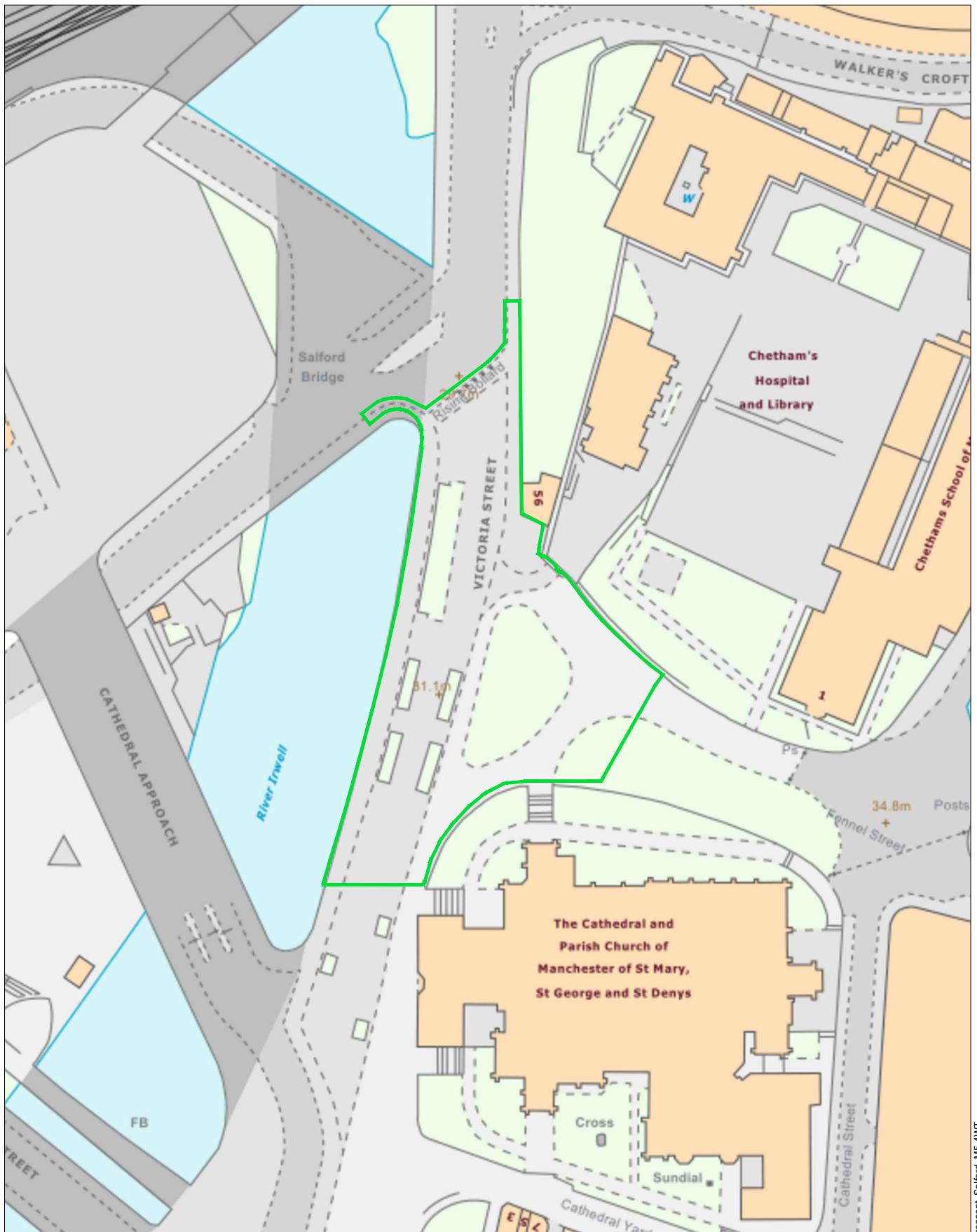


Figure 2:

Extent of phase 1a works



Key:

— Boundary of phase 1a works



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0

50 m



Scale at A4 1:1000

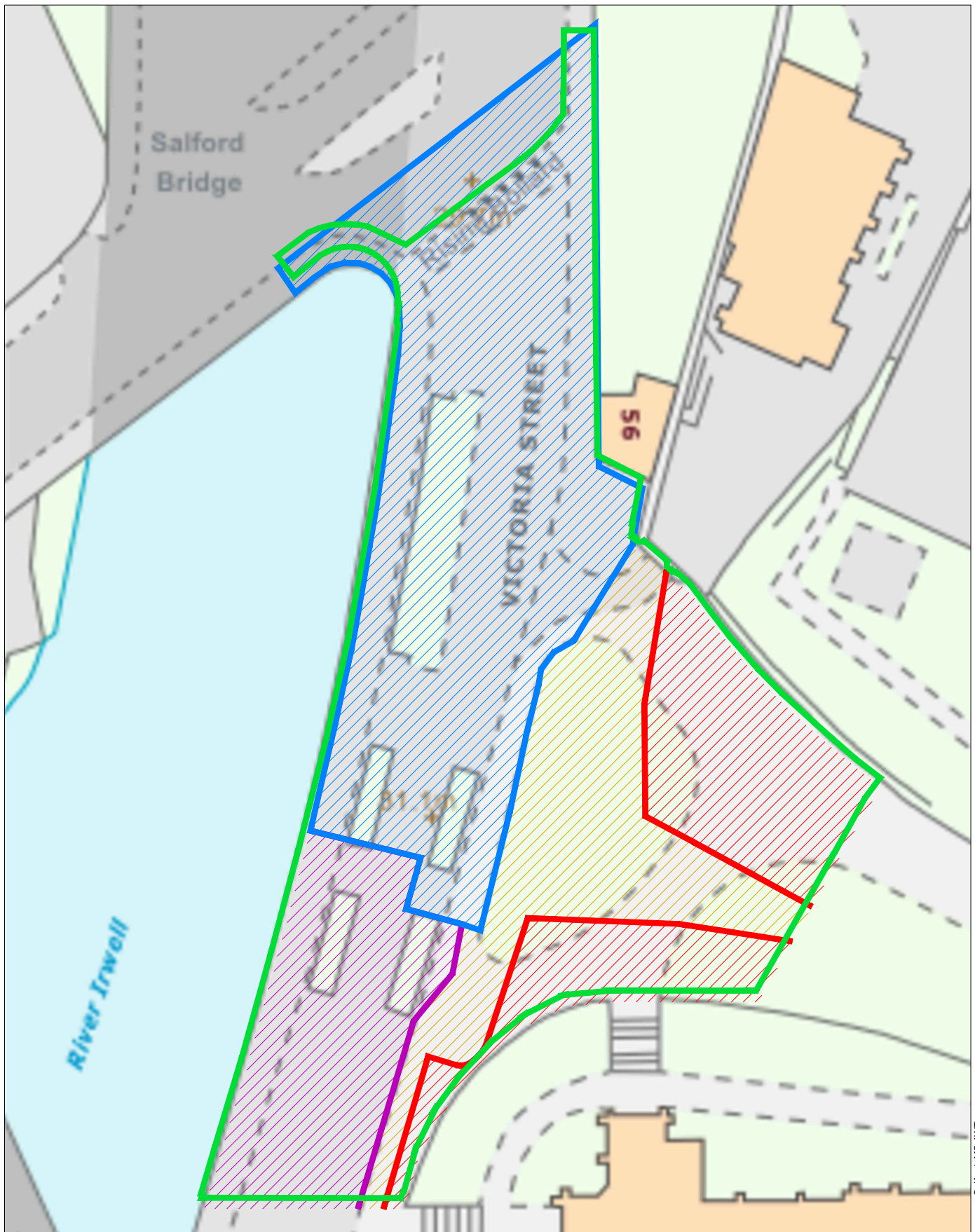


Figure 3:

Archaeological watching brief zones



Key:

- Phase 1a boundary
- ▨ Zone 1 (watching brief)
- ▨ Zone 2 (watching brief)
- ▨ Zone 3 (watching brief)
- ▨ Zone 4 (no watching brief)



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0 20 m
Scale at A4 1:500