

WRITTEN SCHEME OF INVESTIGATION

Gallery Gardens / Block A, Greater Manchester
Evaluation Trenching



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

e: admin@archaeologicalresearchservices.com
w. www.archaeologicalresearchservices.com

Large Scale Infrastructure ▪ Environmental Impact Assessment
Desk-Based Assessments ▪ Heritage Statements ▪ Geophysics ▪ Historic Buildings
Evaluation ▪ Excavation ▪ Watching Briefs ▪ Palaeoenvironment

Written Scheme of Investigation for archaeological trial trench evaluation at Gallery Gardens / Block A, Greater Manchester

ARS Ltd Project No. ARS25/257



**ARCHAEOLOGICAL
RESEARCH SERVICES LTD**
Digging with Purpose

www.archaeologicalresearchservices.com

Connect with us:



Issue	Author	Checked By	Approved By	Date Approved	Reason for issue
1	Alan Flower	Jenny Doole	John Duffy	27/08/25	Initial draft for consultation
2		Jenny Doole	John Duffy	03/09/25	Client comments addressed

Prepared on behalf of: Drum Property Group
Planning Reference: 124302/FO/2019
Local Authority: Manchester City Council
Site central NGR: SJ 82658, 97172

© Archaeological Research Services Ltd 2025

CONTENTS

1	Introduction	1
1.1	Project and Planning Background	1
1.2	Site Location and Description.....	4
1.3	Geology and Soils	4
1.4	Archaeological and Historical Background.....	4
1.5	Previous Archaeological Investigations.....	6
2	Aims and Objectives.....	7
2.1	Evaluation Aims and Objectives	7
2.2	Relevant Research Aims and Objectives	7
3	Evaluation Strategy	9
3.1	Coverage.....	9
3.2	Methodology	9
4	Monitoring Arrangements	12
5	Variations to the Scope of Works	12
6	Timetable, Staffing and Resources.....	13
7	Finds and Sample Processing	14
8	Reporting.....	14
8.1	Fieldwork reporting.....	14
8.2	Provisions for publication.....	15
9	Project Archive	15
9.1	Site Records.....	15
9.2	Material Archive	16
9.3	Archive Deposition	16
10	Publicity, Engagement and Copyright	17
11	Professional Standards.....	17
12	Health and Safety.....	17
13	References.....	18

LIST OF FIGURES

Figure 1. Site location.	3
Figure 2. Trench plan overlaid on 1891 OS map.....	8

I INTRODUCTION

1.1 Project and Planning Background

- 1.1.1 This is a Written Scheme of Investigation (WSI) for evaluation trenching that has been prepared by Archaeological Research Services Ltd (ARS Ltd) on behalf of Drum Property Group.
- 1.1.2 The WSI sets out a scheme of evaluation trenching work in support of a planning application for development at Gallery Gardens/Block A, on the corner of Chester Road and Hulme Hall Road, Castlefield, Hulme, Greater Manchester. Comprising: The demolition of the existing building on site and the erection of a residential-led mixed use development within two build blocks ranging from 8 to 18 storeys in height. The development consists of 366 residential units (C3); 217 sq.m of commercial floor space (Use Classes A1, A2, A3, A4, B1 or D2); associated car and cycle parking within a basement level; public realm and landscaping; access and servicing arrangements and other associated works (Ref: 124302/FO/2019).
- 1.1.3 An archaeological desk-based assessment was conducted in 2017 (Burpoe 2017). The assessment identified archaeological excavations in the vicinity where foundations and cellars of different styles of 19th century terraced housing had survived below ground, though this appears to be dependent upon the level of truncation caused by later 20th century construction works. The site itself appears to have been subject to a relatively low level of truncation since the construction of the Manchester Regiment Public House and separate Warehouse in the early 1970s, however 19th century remains may have been impacted by development earlier in the 20th century. Such remains may include cellars, foundations, courtyards, alleyways and roads that were in existence across the site from the mid-19th century – early 20th centuries.
- 1.1.4 The site was also the location of the original route of Hulme Hall Lane (now Hulme Hall Road), which connected Hulme Hall in the north to Chester Road in the south. Hulme Hall itself dated at least from the 16th century, and it is possible that this road has been present since the Hall's early existence. There is the low potential that remains associated with this road survive below ground, due to the later phases of development the site has undergone since the 19th century.
- 1.1.5 The development area (DA) is considered by Greater Manchester Archaeological Advisory Service (GMAAS) to have potential to host buried archaeological remains. An archaeological evaluation is required in line with the *National Planning Policy Framework (NPPF)*. *"...where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation"* (MHCLG 2025).
- 1.1.6 On the advice of Greater Manchester Archaeological Advisory Service (GMAAS) as archaeological advisors to the Local Planning Authority, a condition was set on planning permission requiring implementation of a programme of archaeological work in accordance with an approved Written Scheme of Investigation.

'No development shall take place unless and until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological works. The works are to be secured through and undertaken in accordance with a Written

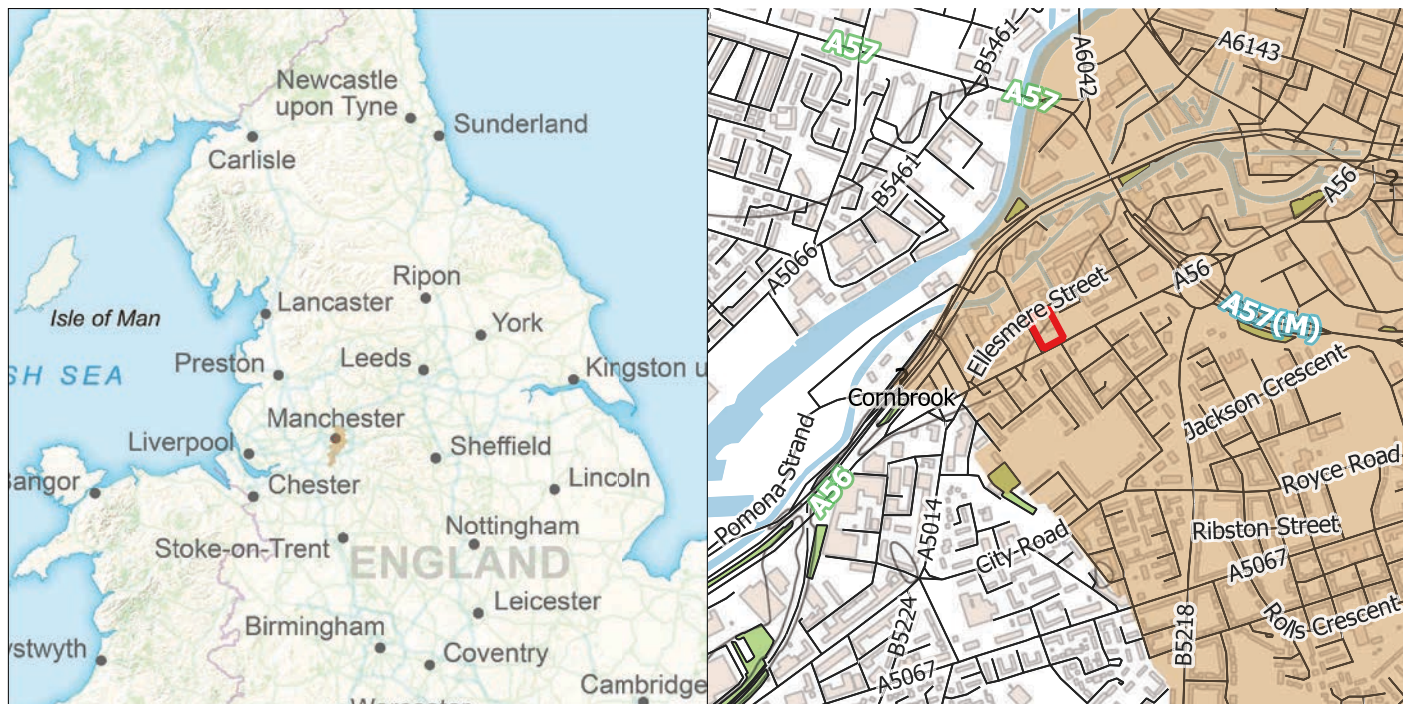
Scheme of Investigation (WSI) prepared by the appointed archaeological contractor and submitted to Greater Manchester Archaeological Advisory Service for agreement. The WSI shall cover the following:

- a. A phased programme and methodology of investigation and recording that includes:
 - ◆ targeted archaeological evaluation through trial trenching;
 - ◆ dependent on the evaluation trial trenching above, targeted open area excavation and recording (subject to a separate WSI);*
- b. A programme for post investigation assessment to include:
 - ◆ analysis of the site investigation records and finds;
 - ◆ production of a final report on the significance of the below-ground archaeological interest;*
- c. Deposition of the final report with the Greater Manchester Historic Environment Record;*
- d. Dissemination of the results of the archaeological investigations commensurate with their significance;*
- e. Provision for archive deposition of the report and records of the site investigation;*
- f. Nomination of a competent person or persons/organisation to undertake the works set out within the approved WS.'*

1.1.7 The scope of this WSI is therefore to outline the aims and methodology of evaluating the impact of the development proposal via a programme of archaeological trial trenching, which will consider the results of the desk-based assessment.

1.1.8 The results of the evaluation will inform any further requirements from the archaeological planning advisor that may be necessary to achieve mitigation of the development impact in compliance with NPPF: *"Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible..."* (MHCLG 2025).

1.1.9 Any variations/additions to this scope of works will be by agreement of the Client and the archaeological planning advisor to the Local Planning Authority (LPA). Should further mitigation requirements, outside the scope of this WSI, be deemed appropriate by the LPA then these will be informed to the Client and only proceed if agreed by both parties prior to implementation.



Site name: Gallery Gardens/Block A, Greater
 Date: Manchester
 Drawn by:
 Scale: July 2017
 MB

This drawing: © ARS Ltd

Contains Ordnance Survey data.
 © Crown copyright and database right 2015

**Figure 1:
 Site location**



Site Boundary



Manchester District

Archaeological Research Services Ltd

Angel House
 Portland Square
 Bakewell
 Derbyshire
 DE45 1HB

Tel: 01629 814540

www.archaeologicalresearchservices.com

1.2 Site Location and Description

- 1.2.1 The 'red line boundary' of the proposed development area (hereafter 'DA') is depicted by a red polygon on Figure 1, and is c.0.38ha in area. It is bounded to the north-west by Ellesmere Street, to the south-west by Hulme Hall Road, to the south-east by Chester Road, and to the north-east by an empty warehouse fronting Ellesmere Street and a construction site.
- 1.2.2 The area for development comprises a single-storey warehouse, a number of small, temporary construction trailers, and a single car park in the north-western part of the site. The site is centred at NGR SJ 82658 97172 (Figure 1).

1.3 Geology and Soils

- 1.3.1 The underlying solid geology of the site consists of sandstone of the Chester Pebble Beds Formation, formed approximately 246 to 251 million years ago during the Triassic Period when the local environment was previously dominated by rivers. The superficial geology comprises sand and gravel Devensian sheet (BGS 2025).
- 1.3.2 The soils of the DA are classified by the Cranfield Soil and Agrifood Institute as *Soilscape* 15, naturally wet very acid sandy and loamy soils (Cranfield University 2025).

1.4 Archaeological and Historical Background

- 1.4.1 This archaeological and historical background is summarised from a Desk-Based Assessment (DBA) which reviewed archaeological and heritage assets within a 1km search radius of the DA (Burpoe 2017). This information also utilises data held by the Greater Manchester Historic Environment Record. The relevant information is summarised below.
- 1.4.2 A number of desk-based assessments have been carried out for sites in the vicinity of the DA, including one within the north-western part of the DA, which provided a thorough chronology of the landscape of this area of Greater Manchester. The GMAAS Heritage Management Director (Archaeology) therefore requested that the 2017 assessment focused on the post-medieval – modern history of the DA by examining available historic mapping for the site and identifying potential areas of surviving below-ground remains.
- 1.4.3 William Green's 1787-94 Plan of Manchester and Salford ends just to the north of the DA, but does indicate that at least part of the site was under ownership of the Duke of Bridgewater. The Duke of Bridgewater constructed one of the first industrial canals within Manchester in 1764, which connected his mines at Worsley to Manchester, and runs c.90m to the north-west of the DA.
- 1.4.4 Green's map also depicts a bridge and road leading from Hulme Hall south-east towards the DA. Hulme Hall (c.175m north-west of the DA), was once the site of a c.16th century (or earlier) half-timbered house, and was the former seat of Hulme Hall Manor. The building itself was demolished in the 1840s after years of neglect. It would appear that this road and bridge provided the main access to the Hall from the south. Bancks & Co.'s 1828 Plan of Manchester confirms that this road was Hulme Hall Lane, cutting through the DA from the north-west to the south-east, where it joined with Chester Road at the south-eastern corner of the DA.

- 1.4.5 The map 1828 mapping does not depict any buildings within the DA, with the northern side of Chester Road appearing largely undeveloped with the exception of St. George's Church c.200m to the north-east of the DA.
- 1.4.6 By the mid-late 1850s, the northern side of Chester Road began to be developed, with the area of the DA likely seeing its first structures by the early 1860s. The Street Directory of Manchester from 1861 indicates that these dwellings fronting Chester Road were likely commercial properties.
- 1.4.6 OS mapping of 1848 and 1850 shows the first changes within the DA. The construction of a Saw Mill c.15m to the north in the early 1840s truncated the line of Hulme Hall Lane, which was realigned now forming the south-western boundary of the DA. While this area north of Chester Roads is still largely undeveloped, the two maps do depict a footpath running along the north-western boundary of the DA.
- 1.4.7 There here are some inconsistencies between historic maps regarding the progression of construction within the DA, but it appears development first took place within the southern area, and eventually expanded to the north.
- 1.4.8 By the 1860s, the DA appears to be almost completely developed, with the wider street layout having been formally established. The site is now bounded along three sides by Chester Road, Hulme Hall Road, and the newly established Ellesmere Street, which follows the line of the former footpath that ran adjacent the northwestern boundary of the DA. Two small roads, Cawdor Street and Church Street, run south-west to north-east through the DA, parallel to one another, and Hulme Hall Lane is now Hulme Hall Road.
- 1.4.9 The 1891 OS, is the first map to show the various terraced dwellings within the DA in detail. It would appear that the majority of the houses were small through-houses with individual rear yards and narrow alleyways behind the houses. The buildings fronting onto Chester Road are substantially larger than the other buildings within the DA, further supporting the idea that these buildings were also used as commercial premises, as well as family residences. The houses fronting Church Street, whilst smaller than the Chester Road buildings, appear to be larger in size than the dwellings fronting Cawdor Street and Ellesmere Street.
- 1.4.9 The DA remained largely unchanged throughout the early part of the 20th century, with the most substantial alterations being the construction of a small structure within the empty space for no.188 Chester Road, and the demolition of a dwelling along Hulme Hall Road by 1922. Aerial photography of the Hulme area shows the state of the DA in 1930 and it is easy to see the difference in the size of the buildings within the DA.
- 1.4.10 At the time of the 1948-1949 OS, a number of dwellings along both Cawdor and Church Streets had been demolished and by the 1963 OS, almost all of the dwellings within the centre of the DA had been demolished. At this point, Church Street has also been renamed to Cogley Street. All of the terraced houses within the DA have been demolished by the time of the 1977 OS, and two new structures have been constructed in their place. Within the north-eastern corner of the DA, the Manchester Regiment Public House and within the eastern part of the DA, a square Warehouse. Cawdor and Cogley Streets also no longer extend within the DA.
- 1.4.11 Mapping shows that the DA remained largely unchanged until the early 21st century, when Google Earth Imagery indicates that the Manchester Regiment Public House was demolished sometime between 2005 and 2009.

1.5 Previous Archaeological Investigations

- 1.5.1 A number of archaeological assessments have been carried out within the immediate vicinity of the DA within the last five years.
- 1.5.2 A desk-based assessment was produced for the north-eastern corner of the DA in 2016, detailing the archaeological potential of the site of the former Manchester Regiment Public House. The report concluded that archaeological deposits, such as terraced housing and/or earlier medieval/post-medieval agricultural deposits, have likely been truncated by the construction of the Public House. The level of truncation is unknown, as it remains unknown if the Public House was basemented (L-P Archaeology 2016).
- 1.5.3 A series of desk-based assessments have also been produced by Paul Butler Associates for several sites along Chester Road, between Hulme Hall Road and Bentinck Street. All three of these assessments concluded that there was the high potential of truncated remains of terraced housing to survive. If these buildings had basements, which it appears many of them may have, they may survive largely intact below ground level. If non-cellared remains survive, there is the possibility of exposing floor surfaces and internal features (Paul Butler Associates 2014; 2015; 2016).
- 1.5.4 In 2016, two phases of archaeological investigation were carried out adjacent the DA at the 'Block C' site, in order to assess if any archaeological remains survived below ground, as suggested in the 2014 DBA. The archaeological works revealed a number of well-preserved remains along Chester Road, and confirmed that these dwellings did indeed have cellars. Excavation of dwellings fronting Church Street revealed that these terraces had poorly-built foundations and no cellars (Trow 2016).
- 1.5.5 Archaeological excavation was also carried out in 2014 at the corner of Ellesmere and Bentinck Streets. These works revealed the preserved remains of Cawdor Street and the cellars of at least four separate terraced houses which fronted Cawdor Street (The Centre for Applied Archaeology 2014).

2 AIMS AND OBJECTIVES

2.1 Evaluation Aims and Objectives

- 2.1.1 The aim of archaeological evaluation is to determine the presence or absence of archaeological remains that may be affected by the proposed development, and where possible to establish their significance.
- 2.1.2 The objectives of the fieldwork are to:
- ◆ Record evidence for the absence/presence, location and extent of any archaeological features or deposits that may be present;
 - ◆ Identify, where possible, the broad date and sequence of the remains;
 - ◆ Establish the integrity and condition of preservation of any remains present;
 - ◆ Assess potential for recovery of artefactual and/or environmental remains;
 - ◆ Assess any palaeoenvironmental or other ecofactual potential of deposits.
- 2.1.3 A key objective of the works will be to establish more accurately the date and form of structures, whether cellars are present and how buildings changed in relation to developing housing policy.

2.2 Relevant Research Aims and Objectives

- 2.2.1 The investigations will be conducted with a view to addressing objectives suggested by the published research priorities set out for *The North West England Regional Research Framework* (EH 1997; Research Frameworks 2025).
- 2.2.2 Research priorities that might become relevant are those that focus upon Industrial period Urban Landscape:
- ◆ Ind21: How did industrial period towns affect the pre-existing historic landscape?
 - ◆ Ind22: How can we take forward our understanding of the impact of industrialisation on the working class and their living conditions?
 - ◆ Ind23: What evidence do we have for the improvement of urban public health during this period?
 - ◆ Ind26: How can we take forward our understanding of the impact of industrialisation on the middle class, particularly their housing and its location?
 - ◆ Ind29: How can we establish a typology of modern buildings, particularly of the twentieth century, and how does this vary within the region?
 - ◆ Ind32: To what extent did houses and shops incorporate workshops and warehousing?
 - ◆ Ind33: How well studied and understood are the back yards of workers housing and what is their significance?
 - ◆ Ind37: What do we understand about the historic development and character of retail outlets?
- 2.2.3 Other research objectives may become relevant should any archaeological features investigated during investigations produce significant findings of regional or greater importance.

3 EVALUATION STRATEGY

3.1 Coverage

- 3.1.1 The site will be subject to archaeological evaluation trenching. On the advice of the Heritage Management Director (Archaeology), GMAAS, a 17 x 10m trench will be excavated in the north of the DA, targeting the location of four typical back-to-back houses depicted on the 1891 OS map (Figure 2).
- 3.1.2 The exact location of the trench may be subject to minor repositioning to avoid utilities, overhead services, drains, tree preservation orders and/or other constraints (i.e. no more than 1.0m, or allowing for exclusion). Any substantive change will be by agreement of the archaeological planning advisor.

3.2 Methodology

- 3.2.1 The trench will be accurately tied into the National Ordnance Survey Grid and located at a suitable scale. Survey data of features will be collected using survey grade equipment typically providing accuracy of $\pm 0.05\text{m}$ (Historic England 2016). Digital data will be surveyed with equipment using Real Time Kinematic (RTK) corrections from a Global Navigation Satellite System (GNSS) network. The same equipment will be used to record known points on drawn plans and sections and to take spot heights to supplement other available planning/survey techniques as applicable.
- 3.2.2 Further desk-based research will be undertaken to further understand the dates of any structures uncovered and the development of the site, as required to achieve the objective outlined in section 2.1.3 above.

Machine excavation

- 3.2.3 A suitably experienced archaeologist will direct machine excavation. The machine works will be undertaken using a toothless ditching bucket. Topsoil, subsoil, and non-archaeological modern overburden will be removed to the surface of the first archaeological horizon, or where this is absent the natural substrate. Where excavation requires digging through hard standing or tarmac, a breaker will be used. No trench will be excavated below 1.2m without stepping out the sides for safe working.
- 3.2.4 The trench will be machined cleanly, sufficiently to identify and establish the extent of any archaeological features present. Any modern features will be mapped in extent, profile and recorded photographically before removal to reach earlier deposits. Pre-excavation photographs will be taken of each trench and any exposed archaeology within them.
- 3.2.5 During evaluation, unexpected, complex, or undated archaeological remains may be encountered. Care will be taken not to compromise the integrity of the archaeological record without first undertaking a full investigation. Where archaeological remains are encountered that are of greater significance, complexity or quality and preservation than anticipated (*e.g.* human burial, kiln *etc.*), then the client will be informed, and the archaeological planning advisor will be consulted. Burials are not typically excavated as part of evaluation work.
- 3.2.6 Any cellars exposed during machine excavation will be emptied checked for potentially hazardous waste or other contaminants and will be cordoned off/excluded if they are considered a risk to health. Where cellars are filled with soil or rubble without

contaminants, the cellars will be emptied, cleaned up and a rapid record undertaken. They will then be available during hand excavations for safely disposing of loose spoil.

Investigation and Recording

- 3.2.7 All archaeological features and deposits will be sample excavated to achieve the evaluation objectives. Archaeologically sensitive horizons will be subject to limited hand excavation and/or auguring in the following ways:
- ◆ Isolated discrete features such as non-structural pits or features representing industrial activities, will be half sectioned in the first instance (50% of each feature).
 - ◆ Archaeological linear features, such as ditches and gullies that are not of a structural nature will be sample excavated to a minimum 1m in width.
 - ◆ Postholes and stakeholes will be half-sectioned (50% of each feature).
 - ◆ Where it is desirable to understand the relationship of more than one intersecting feature, and this relationship cannot be viewed in plan following hand cleaning, sections will be strategically located and stratigraphically excavated to elucidate sequence and secure accurate finds provenance.
- 3.2.8 Where more structured deposition occurs, this may be subject to a variation in sampling strategy and/or quantity subject to the nature of the archaeological remains and in discussion with the archaeological planning advisor (*i.e.* pottery middens, cereal processing waste, demolition spreads *etc.*).
- 3.2.9 Features requiring specialist attention such as burials, kilns, wells, buildings, structures, floor levels and other significant industrial or domestic features or deposits will be cleaned, planned, and photographed but will be left intact pending a more suitable method of investigation. Samples or finds will only be retrieved for assessment purposes, leaving the majority undisturbed unless otherwise agreed with the archaeological planning advisor.
- 3.2.10 All excavated spoil will be visually scanned to retrieve any artefacts. Artefacts will be collected by hand and retained, provided they are uncontaminated, receiving appropriate care prior to removal from site (CIfA 2020; Walker 1990; Watkinson & Neal 2001). No contaminated finds or samples will be retained. Unstratified animal bones and modern material will not be collected. Selected examples of material that comprise a large quantity of a standard product, such as brick or tile, will be retained for assessment by a specialist.
- 3.2.11 Limited representative samples of bricks from brick-built structures, and selective products of the brick working proves will be retained for specialist analysis where appropriate. For brick structures, the record will include details of brick dimensions, and type (handmade/machine made, plain/frogged), mortar (colour, composition, hardness) and the extent of structures (number of courses, thickness in skins). Brick samples will be taken for structures likely to pre-date the mid-19th century.
- 3.2.12 Archaeological features will be recorded digitally to produce individual trench plans at a scale appropriate to their complexity. Buildings and other significant remains (*i.e.* kiln, stone structures *etc.*) will be planned individually in greater detail using photogrammetry or hand planning, if necessary. Sections or profiles through features and stratigraphic sequences will normally be drawn at a scale of 1:10, or 1:20 for long sections. All levels will be related to Ordnance Datum.
- 3.2.13 All archaeological deposits and artefacts encountered during the investigation will be fully recorded. Recording will follow the Company's field recording practices appropriate to the archaeology under investigation (ARS Ltd 2020). All archaeological features will be given a

separate context number. Deposits will be described on digital *pro-forma* trench recording logs that will generate context records. The information given will include details of the context, its stratigraphic relationships, interpretation and a checklist of associated finds and samples.

- 3.2.14 Digital photographs will form the principal photographic record for report purposes and will follow the standards of Historic England where applicable (Historic England 2015a). A photographic record will be maintained by high resolution digital photography. Overall images of the site will be taken prior to excavation. Detailed images of individual features will be recorded. All photographs, except general site images or specific images for publication, will include a north arrow and suitable photographic scale.

Soil Samples

- 3.2.15 Deposits of clear archaeological origin, with the potential to provide paleoenvironmental evidence, industrial residues, small animal/fish bones, datable charred remains and/or micro artefacts significant to the interpretation of the site will be reviewed by the project manager and archaeological planning advisor to agree an appropriate sampling strategy. Should a sequence of superimposed deposits of note be present, column sampling may be considered.
- 3.2.16 Where there is evidence for industrial activity, macroscopic residues will be collected by hand as a sample. Separate samples (c.10ml) will be collected from micro-slugs (*i.e.* smithing hammer scale or glassworking spherical droplets) in accordance with best practice (Historic England 2015b; 2018).
- 3.2.17 Sampling methods will typically follow guidelines issued by Historic England (Campbell *et al.* 2011) and will be targeted in order to assess the quality of organic preservation that may be present.
- 3.2.18 Typically, bulk environmental samples will be collected from contexts that have potential for further analysis. Bulk sample sizes will be 40 litres per context or the entire excavated portion of smaller features if less than 40 litres and collected and stored in sealable buckets.
- 3.2.19 The application of specialist sampling techniques such as column sampling, geoarchaeological sampling, or samples for scientific dating purposes will be considered where appropriate. If such a variation is required by the LPA, advice from the Historic England Regional Scientific Advisor (RSA) may be sought. Close attention will be paid to retrieve samples that have the potential to contribute to the proposed mitigation objectives.

Human Remains

- 3.2.20 If any human remains are encountered, they will be investigated sufficiently to confirm identification and then left *in situ*. They will not be exposed, disturbed, cleaned, or recorded in detail. The client, local Coroner and the archaeological planning advisor will be informed immediately upon discovery of human remains by the Project Manager.
- 3.2.21 If removal is deemed necessary and appropriate on the requirement of the LPA it will be completed following the issue of the relevant Ministry of Justice license in accordance with the relevant legislation and according to the conditions set out therein. Any exhumation

will be undertaken following current best practice guidelines (APABE/Historic England 2017; Mitchell and Brickley 2017).

Treasure

- 3.2.22 Finds coming under the definition of ‘treasure’ as defined by the Treasure Act 1996 will be reported to the Portable Antiquities Finds Liaison Officer within 48 hours of discovery by the Project Manager and dealt with under the procedures of the Treasure Act and Code of Practice (DCMS 2023). This includes not only precious metals and base metals where they are of prehistoric date, but also artefacts with potential to be of historical or cultural significance. Suitable measures will be taken to ensure their security where removal cannot take place (e.g. they are within a human burial).
- 3.2.23 The archaeological planning advisor will also be notified and, if necessary, a meeting arranged to determine if further investigation in the vicinity of the find spot is required.

4 MONITORING ARRANGEMENTS

- 4.1.1 Notice is given prior to commencement of the archaeological works upon submission of this WSI to the archaeological planning advisor. Work will not commence until the WSI has been approved.
- 4.1.2 If the start date is not known, then the archaeological planning advisor will be kept informed of progress and will be notified when a start date has been set within 5 working days, assuming that the WSI has already been approved and there have been no changes to the proposal.
- 4.1.3 The archaeological planning advisor for the Local Planning Authority (LPA) is Greater Manchester Archaeological Advisory Service (GMAAS).
- 4.1.4 ARS Ltd will consult with the archaeological planning advisor at regular intervals throughout the course of the work. The archaeological planning advisor is invited to attend for monitoring purposes by appointment. It is expected that archaeological monitoring will take place on a regular basis for large projects.
- 4.1.5 The client will afford reasonable access to the archaeological planning advisor for the LPA or representative officers, for the purposes of monitoring the archaeological work.
- 4.1.6 A visit on completion may be needed to advise on requirement for any mitigation stage. Backfill will not proceed without the agreement or prior arrangement of the archaeological planning advisor.

5 VARIATIONS TO THE SCOPE OF WORKS

- 5.1.1 If an archaeological find is made for which the resources allocated to the project itself are not sufficient to support treatment to a satisfactory and proper standard, then work in the relevant area will cease until the client and local planning authority’s archaeological advisor have been consulted and appropriate resource put in place to meet the necessary disbursements. On occasion this may require a new WSI or an addendum to the approved WSI.
- 5.1.2 Any variations to the coverage, methodology or scope of works will be made in agreement with the Client and the archaeological planning advisor.

- 5.1.3 Variations prior to the commencement of works will be agreed in writing by updating and resubmitting the WSI or an addendum. Variations on site will be tracked by the Project Manager as part of the course in monitoring the works.
- 5.1.4 Additional works that trigger contingency items or extra overs will be notified to the Client and agreed before they are implemented. Where no contingency agreement exists such works will only be implemented where they are reasonably practicable with the resources already available, or unless the Client grants further resource.

6 TIMETABLE, STAFFING AND RESOURCES

- 6.1.1 ARS Ltd is a Chartered Institute for Archaeologists (CIfA) Registered Organisation. Registered Organisations are regularly assessed to ensure that high standards of work, processes and training are embedded in the organisation, in line with the professional Code of Conduct (CIfA 2022) and the Chartered Institute's Standards and Guidance documents.
- 6.1.2 The fieldwork will be managed and conducted by a suitably qualified Project Manager and Team Leader, supported by a team of archaeological staff and assistants, as necessary.
- 6.1.3 All staff employed on the project will be suitably qualified and experienced for their respective project roles and will be briefed on the archaeological context of the area and the work required by this specification.
- 6.1.4 The archaeological works are scheduled to commence on date to be confirmed and should be completed within approximately one to two weeks on site. Evaluation trenches will be opened in a continuous process and archaeological investigations will commence immediately in each trench once it is safe to do so.
- 6.1.5 It is expected that archaeological investigation can proceed at a rate that will allow for monitoring and sign off of completed trenches promptly with minimal delay to backfill.
- 6.1.6 All artefact and sample processing will be undertaken swiftly following the completion of fieldwork, whilst archive consolidation and post-excavation analysis of the plans and records are brought together.
- 6.1.7 Information will be provided to specialists by context and site location, appropriate to the relevant assemblages.
- 6.1.8 Specialist analysis will be undertaken by the following individuals where needed, subject to availability, and if not, other specialists will be found as appropriate:

Worked flint and prehistoric pottery:	Dr Robin Holgate
Iron Age/Roman pottery:	Dr Alice Lyons, Sarah Percival, Ian Rowlandson or Dr Jane Timby
Medieval and post-medieval pottery:	Paul Blinkhorn or Dr Chris Cumberpatch
Ceramic Building Materials:	Rob Atkins
Faunal remains:	Milena Grzybowska

Plant macrofossils (seeds and charcoal):	Emma Aitken
Metalwork and Small Finds:	Elizabeth Foulds

- 6.1.9 Sufficient time will be given for adequate specialist assessment of the materials recovered, and the production of the accompanying specialist reports.

7 FINDS AND SAMPLE PROCESSING

- 7.1.1 All finds processing, conservation work and storage of finds will be conducted in accordance with recognised industry standards and guidance (ClfA 2020; Walker 1990).
- 7.1.2 Artefact collection and discard policies will be appropriate to the contextual and stratigraphic circumstances of the material identified, its quality as a resource and the practicality of retention (e.g. stone gate posts would be photogrammetrically recorded and not retrieved).
- 7.1.3 Bulk finds worthy of retention will be washed and marked. Bone will only be marked where required by the receiving repository. Marking and labelling will be indelible and irremovable by abrasion. Bulk finds will be appropriately bagged, boxed, and recorded.
- 7.1.4 All small finds will be recorded and appropriately packaged according to context (e.g. lithics in self-sealing plastic bags, ceramic in acid-free tissue paper etc.). Vulnerable objects will be specially packaged and textile, painted glass and coins stored in appropriate specialist systems. Ceramics will be bagged by context, whereas small finds such as chipped lithics, coins etc. will be recorded as individual finds by context.
- 7.1.5 Bulk soil samples taken for environmental purposes will be sieved and scanned during processing by ARS Ltd using the flotation technique to retrieve botanical macrofossils, charcoal and mollusc remains. All the resultant residues will then be hand sorted to retrieve any other items such as bone, flint, and other finds.
- 7.1.6 During and after the fieldwork, all objects will be stored in appropriate materials and storage conditions to ensure minimal deterioration and loss of information. ARS Ltd undertake controlled storage, correct packaging, regular monitoring, and immediate selection for conservation of vulnerable material as part of the archive process. All storage will have appropriate security provision.
- 7.1.7 All retained artefacts and ecofacts will be cleaned and packaged in accordance with the requirements of the recipient museum.

8 REPORTING

8.1 Fieldwork reporting

- 8.1.1 Following completion of the fieldwork, ARS Ltd will produce a report that will comprise:
- ◆ Non-technical summary
 - ◆ Introductory statement
 - ◆ Aims and objectives
 - ◆ Method statement

- ◆ A location plan showing all excavated areas and any archaeological features with respect to nearby fixed structures and roads
 - ◆ An objective summary statement of results
 - ◆ Illustrations of all archaeological features with appropriately scaled plans and sections
 - ◆ Specialists' assessments of artefacts and samples, where found
 - ◆ Discussion outlining conclusions
 - ◆ Supporting data – tabulated or in appendices to include
 - ◆ Trial trench data and/or context information
 - ◆ Index to archive and details of archive location
 - ◆ Bibliography
 - ◆ Confirmation of archive transfer arrangements
 - ◆ A copy of the OASIS form
- 8.1.2 A draft report will be submitted to the archaeological planning advisor for agreement and comment before being issued as a planning document to the client.
- 8.1.3 One bound copy of the final report (if required) and a digital copy of the report in PDF/A format will be deposited with the Historic Environment Record (HER). A copy of the report will be uploaded as part of the OASIS record, and a hardcopy will be included in the physical archive.

8.2 Provisions for publication

- 8.2.1 Any publication requirements contained within the archaeological planning brief will be reviewed between the Project Manager, client, and archaeological planning advisor prior to preparation of the site report. In general, the publication of an evaluation would appear as a short note in an appropriate journal.
- 8.2.2 As a minimum publication would be as a c.300-word summary of the project with, if appropriate, selected illustration for inclusion in the annual round-up of fieldwork within the region. More significant sites may warrant a light article in a relevant county or period journal with, if appropriate, selected illustrations and photographs.

9 PROJECT ARCHIVE

9.1 Site Records

- 9.1.1 The site records shall comprise the original records created and collected during the archaeological works and the registers/indexes generated as a means to make these accessible. Where the digital recording app has been used, it is expected the majority of record will be in digital form and as this becomes more commonly used the paper record will be increasingly *de minimis*.
- 9.1.2 Interpretative materials generated during post-excavation will not be included. Any duplicate records (including photocopies) of original documents will be removed along with non-archaeological records and non-project related information (i.e. reports from other sites, planning documentation, H&S records *etc.*).
- 9.1.3 All digital data created over the course of this project will be collected, stored, and selected for final deposition in line with the project's Data Management Plan.
- 9.1.4 The key types of digital data produced will include:

Type	Data
Text	Digital copies of the WSI and final report
Images	Site photographs, scans of site drawings, report illustrations, digital drawings
Finds data	Finds reports and tables, conservation records, images

- 9.1.5 Digital data to be included in the final archive will be reviewed during the post-excavation and archiving phase of works. Digital photographs will be assessed and selected in line with Historic England guidelines (Cole and Backhouse 2015). High resolution digital photographs will typically be submitted to the Archaeological Data Service (ADS) with the associated photographic registers and metadata.

9.2 Material Archive

- 9.2.1 The retention of material finds, and seed flots/charcoal will be based on specialist advice and their value to understanding the archaeological contexts from which they derive. This approach draws on guidance provided by the Chartered Institute for Archaeologists (CIfA 2019). Any items for deselection and disposal will be with agreement of the archaeological planning advisor. In general, where archaeological features/deposits have been recorded, the whole of the finds archive will be retained excluding unstratified material and artefacts of modern origin.
- 9.2.2 The planned deposition of artefacts will be agreed with the legal owner prior to the works taking place. All finds except treasure trove are the property of the landowner.
- 9.2.3 No material will be discarded without processing and recording. Deselected material may be retained as part of a handling or teaching collection, returned to the landowner, or discarded.

9.3 Archive Deposition

- 9.3.1 The archaeological archive will be deposited with the recipient museum or archive store for the area/region where the works took place. Should there be no archaeologically significant discoveries, then it is not deemed necessary to deposit a physical archive. ARS Ltd will contact the museum and the archaeological planning advisor following acceptance of the project report to confirm and finalise archiving requirements and whether a solely digital upload to the ADS is deemed acceptable.
- 9.3.2 Archaeologically significant finds and project archives will be prepared for deposition by ARS Ltd in accordance with accepted with industry standards and best practice guidelines (SMA 1993; Brown 2011; CIfA 2020). The digital archive will be prepared in line with current best practice (ADS/Digital Antiquity 2011; ADS 2024). In addition, the recommendations of the receiving museum or archive store will be followed. The archive will be deposited at the next available opportunity following acceptance of the report.
- 9.3.3 All projects have an Online Access to the Index of Archaeological Investigations (OASIS) registration form within the report. All parts of the OASIS online form will be completed for submission to the Historic Environment Record (HER). This will include an uploaded PDF/A version of the entire report. Upon final completion of the project, a final copy of the report will be deposited with the county HER in an agreed format.

10 PUBLICITY, ENGAGEMENT AND COPYRIGHT

- 10.1.1 The Client will manage any publicity. ARS Ltd will not undertake media engagement except where approved and directed by the Client.
- 10.1.2 Any form of public community engagement, presentations, exhibitions, or other opportunities will be by separate agreement with the Client.
- 10.1.3 ARS Ltd retain and will retain the copyright of all documentary, photographic and video material under the Copyright, Designs and Patent Act 1988. This report and produced reports may not be reproduced in part or in whole without the express permission of the authors.

11 PROFESSIONAL STANDARDS

- 11.1.1 The project will be managed according to the Historic England guidance for research projects (Historic England 2015c).
- 11.1.2 As a Registered Organisation Archaeological Research Services Ltd follows the Chartered Institute for Archaeologists (CIfA) Code of Conduct (2022). All archaeological works will follow accepted with industry standards and best practice guidelines (CIfA 2023a; b).

12 HEALTH AND SAFETY

- 12.1.1 All works will be undertaken in full compliance with the Health and Safety at Work Act 1974 and with the Management of Health and Safety Regulations 1992.
- 12.1.2 A risk assessment will be produced before commencement of the work that will be followed throughout the course of the project, and updated as necessary.

13 REFERENCES

- Archaeological Data Service (ADS). 2024. *Guidelines for Depositors*. Available online at: <https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/files-and-metadata/>. Last accessed 06/08/2025.
- Advisory Panel on the Archaeology of Burials in England (APABE) and Historic England. 2017. *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (2nd edition)*. Advisory Panel on the Archaeology of Burials in England (APABE) and Historic England.
- ARS Ltd. 2020. *Field recording manual*. Archaeological Research Services Ltd.
- British Geological Survey (BGS). 2025. *Geoindex (onshore)*. Available online at: <https://www.bgs.ac.uk/map-viewers/geoindex-onshore/>. Last accessed 06/08/2025.
- Brown, D H. 2011. *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation (2nd edition)*. Archaeological Archive Forum.
- Burpoe, M. 2017. *An Archaeological Desk-Based Assessment of Gallery Gardens/Block A, Greater Manchester*. ARS Ltd Report 2017/93
- Campbell, G. Moffett, L. and Straker, V. 2011. *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*. 2nd edition. London, Historic England.
- Chartered Institute for Archaeologists (CIfA). 2019. *Toolkit for Selecting Archaeological Archives*. Reading, Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists (CIfA). 2020. *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*. Reading, Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists (CIfA). 2022. *Code of conduct: Professional ethics in archaeology*. Reading, Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists (CIfA). 2023a. *Standard for archaeological field evaluation*. Reading, Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists (CIfA). 2023b. *Universal guidance for archaeological field evaluation*. Reading: Chartered Institute for Archaeologists.
- Cole, S. and Backhouse, P. 2015. *Digital image capture and file storage: Guidelines for best practice*. London, Historic England.
- Cranfield University. 2025. *Soilscapes*. Available online at [LandIS - Land Information System - Soilscapes soil types viewer](#). Last accessed 06/08/2025.
- Department of Culture, Media and Sport (DCMS). 2023. *The Treasure Act 1996: Code of Practice (3rd Revision)*. London, HM Stationery Office.
- English Heritage (EH). 1997. *English Heritage Archaeology Division Research Agenda*. London, English Heritage.
- Historic England. 2015a. *Metric Survey Specifications for Cultural Heritage*. Historic England.
- Historic England. 2015b. *Archaeometallurgy: Guidelines for best practice*. London, Historic England.
- Historic England. 2015c. *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*. Historic England.

- Historic England. 2016. *Where on earth are we? The Global Positioning System (GPS) in archaeological field survey*. London, Historic England.
- Historic England. 2018. *Archaeological evidence for glassworking*. London, Historic England.
- L-P: Archaeology. 2016. *Archaeological Desk Based Assessment. Hulme Hall Road, Manchester*. Unpublished report ref. LP2075C-DBA-v1.4.
- Ministry of Housing, Communities and Local Government (MHCLG). 2025. *National Planning Policy Framework*. Available online at: <https://www.gov.uk/guidance/national-planning-policy-framework/16-conserving-and-enhancing-the-historic-environment>. Accessed 06/08/2025.
- Mitchell, P.D. and Brickley, M. 2017 *Updated guidelines to the standards for recording human remains*. Reading, Chartered Institute for Archaeologists.
- Paul Butler Associates. 2014. *Proposed Mixed-use Development at Bentinck Street, Manchester*. Archaeological Desk-Based Assessment. Unpublished report no. 14.880.
- Paul Butler Associates. 2015. *Proposed Mixed-use Development at Chester Road, Castlefield, Manchester*. Archaeological Desk-Based Assessment. Unpublished report no. 15.992.
- Paul Butler Associates. 2016. *Proposed Mixed-use Development at Chester Road and Arundel Street, Castlefield, Manchester*. Archaeological Desk-Based Assessment. Unpublished report no. 15.997.
- The Centre for Applied Archaeology. 2014. *Archaeological Evaluation & Excavation Report. Ellesmere Street, Hulme, Manchester*. Unpublished report no. 2014/04.
- Research Frameworks. 2025. *The Research Frameworks Network*. Available online at: <https://researchframeworks.org/wmrf/>. Historic England. Last accessed 06/08/2025.
- Society of Museum Archaeologists (SMA). 1993. *Selection, retention and dispersal of archaeological collections*. London, Society of Museum Archaeologists.
- Trow, R. 2016. *Archaeological Investigations at Block C, Chester Road, Castlefield, Hulme, Greater Manchester*. Archaeological Research Services Ltd unpublished report no. 2016/91.
- Walker, K. 1990. *Guidelines for the preparation of excavation archives for long term storage*. London, United Kingdom Chartered Institute for Conservation.
- Watkinson, D. and Neal, V. 2001. *First aid for finds (3rd edition)*. London, United Kingdom Institute for Conservation.