

**WRITTEN SCHEME OF INVESTIGATION FOR
HISTORIC BUILDING RECORDING
AND ARCHAEOLOGICAL EVALUATION**

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**PREPARED BY LANPRO SERVICES
ON BEHALF OF WESTCHURCH HOMES**

June 2023



Planning + Development | Design Studio | Archaeology + Heritage

Project Reference: 4627
 Planning Reference: 134775/FO/2022
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Revision	Reason for Update	Document Updated

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1 INTRODUCTION

- 1.1 This Written Scheme of Investigation (WSI) has been prepared by Lanpro Services Ltd on behalf of Westchurch Homes (the client) and details the methodology for undertaking a programme of historic building recording (HBR) of existing standing buildings and structures to be removed, an archaeological evaluation in the form of trial trenching and, pending the results of the trial trenching, a targeted open area excavation, on land at Louisa Street Works, Louisa Street, Openshaw, Greater Manchester. This work will be undertaken in compliance of a planning condition (Condition 19) attached to planning permission issued by Manchester City Council as advised by Greater Manchester Archaeological Advisory Service (GMAAS).
- 1.2 This WSI has been informed by a Desk-based Assessment (DBA) prepared by LP Archaeology (L-P Archaeology 2022), and a Heritage Appraisal (HA) prepared by SLHA Ltd (SLHA Ltd 2022) which outlined the significance of the site including an iron foundry which was founded by Joseph Stubbs in c.1905 and partly demolished in 2017. The DBA concluded that there was high potential for Post-medieval and Industrial activity within the site and that such remains were likely to be associated with agricultural use and later foundry. GMAAS recommended the programme of HBR and evaluation be subject to the pre-commencement condition attached to planning consent.
- 1.3 This WSI has also been informed by consultation with the Heritage Management Director at the Greater Manchester Archaeological Advisory Service (GMAAS).
- 1.4 The HBR of the historic structures (Figure 2) will be undertaken generally in line with an Historic England Level 2/3 historic building survey (Historic England 2016).
- 1.5 The archaeological trial trench evaluation will provisionally comprise the excavation by machine of 3 no trenches, 2 no measuring 10 by 4m and 1 no measuring approximately 50m by 2m (Figure 2) which have been positioned over features plotted on historic plans of the foundry. The programme will be followed by a post-excavation assessment of the results of the evaluation.
- 1.6 The results of the evaluation will inform decisions on the need for any further archaeological mitigation investigation. Should this be required, the scope of any additional targeted archaeological excavation or monitoring will be detailed in an addendum to this WSI.

2 SITE LOCATION AND DESCRIPTION

- 2.1 Louisa Street Works lies on the east side of the suburb of Openshaw some 5km from Manchester city centre. The site is located on the east side of Louisa Street (centred at NGR SJ 88596 97628 (Figure 1).

- 2.2 The proposed development site extends to an area of 0.9ha and includes concrete hardstanding and gravel along with upstanding buildings of various dates, including two long buildings, one facing Louisa Street, the other forming the northern boundary to the site. The site is level and lies at approximately 71m above Ordnance Datum (aOD).
- 2.3 The site is bound by industrial units and terraced housing to the north, Louisa Street to the east, greenspace to the south and the route of the infilled line of the Stockport Branch of the Manchester & Ashton Under Lyne canal, now a pedestrian footway. The boundaries of the site comprise the upstanding buildings, brick walls that are probably surviving iron foundry building walls and steel fences.
- 2.4 The recorded bedrock geology within the proposed development site consists of the Chester Formation Sandstone overlaid by superficial deposits of Till, Devensian - Diamicton (BGS 2023).

3 PLANNING BACKGROUND

- 3.1 The proposed scheme of historic building recording and archaeological evaluation is designed to fulfil Condition 19 of planning permission (ref. 134775/FO/2022) issued by Manchester City Council on 13th June 2023.

'No development works shall take place until the applicant or their agents or their successors in title has secured the implementation of a programme of archaeological works in accordance with a Written Scheme of Investigation (WSI) which has been submitted to and approved in writing by the local planning authority. The WSI shall cover the following:

- 1. A phased programme and methodology of investigation and recording to include:
 - a historic building investigation (Historic England Level 2/3);
 - archaeological evaluation trenching;
 - pending the results of the above, a targeted open-area excavation.*
- 2. A programme for post-investigation assessment to include:
 - production of a final report on the results of the investigations and their significance.*
- 3. Deposition of the final report with the Greater Manchester Historic Environment Record.*
- 4. Dissemination of the results of the archaeological investigations commensurate with their significance.*
- 5. Provision for archive deposition of the report and records of the site investigation.*
- 6. Nomination of a competent person or persons/organisations to undertake the works set out in the approved WSI.*

Reason – In accordance with NPPF policy 16, paragraph 205: To record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) and to make this evidence (and any archive generated) publicly accessible (and any archive generated) publicly accessible, and pursuant to policies EN3 and DM1 of the Greater Manchester Core Strategy (2012).

- 3.2 There are no records included on the Greater Manchester Historic Environment Record within the site boundary. None of buildings is listed. The structures are currently deteriorating and not occupied.
- 3.3 This WSI provides a detailed methodology for undertaking the programme of archaeological historic building recording and evaluation trenching aimed at identifying, recording and sampling any archaeological features that may be present, and assessing the need for further mitigation investigations, if required. If significant or complex archaeological remains are identified during the evaluation trenching, agreement of a further addendum to this WSI with GMAAS will be required to establish the methodology for any further stages of work, if necessary.

4 ARCHAEOLOGICAL BACKGROUND AND SITE DESCRIPTION

- 4.1 The archaeological background is a precis of information from the DBA (archaeology) produced by L-P Archaeology and HA (built heritage) by SLHA Ltd.
- 4.2 There is no evidence for activity within the site from the Early/Later Prehistoric, Roman, Early/ Later Medieval or Post Medieval periods. The potential for archaeological remains from these periods within the site is low.
- 4.3 In the Industrial and Modern periods, Manchester was at the heart of the Industrial Revolution and Openshaw underwent rapid development and change, particularly in mill and iron workings supported by communication networks such as the canals. The Stockport Branch of the Manchester & Ashton Under Lyne canal, built in 1797 and infilled in the 1960s, ran adjacent to the west boundary of the site and was used to transport coal to Manchester.
- 4.4 The general area including the site was relatively undeveloped until the end of the 19th century, and compressed open fields. The firm of Joseph Stubbs developed the site into an Iron Foundry and were detailed on proposed plans dating to 1892 (SLHS Ltd 2022) showing that the foundry was located in the centre of the site with workshops flanking either side. A 'lowering oven' is shown at the western end of the foundry space and a 'casting and pattern store' was located to the north of the foundry space with a connecting exhaust pit. There is a range of ovens and flues connect onto the south-western aspect of the with access to the road network behind. The cupola house and furnaces are shown in the centre

of the workshop range with an engine house and machine workshop to the east. The range facing Louisa Street consisted of a coach house and stable block.

- 4.5 Plans indicate that the buildings were constructed by 1903, the first Ordnance Survey map to show the foundry being the 1908 map and it is listed in Slater's Manchester, Salford Suburban Directory of 1911 (Grace's Guide 2023). In 1903, the foundry was extended to fill empty space at the rear where the site met the canal, doubling its size and adding another Engine Room and Core Stove and several changes occurred in later years. The Louisa Street range was altered and the coach house and stable block was superseded with the current structure.
- 4.6 The complex comprised a row of buildings along Louisa Street with the main foundry building behind. A northern extension was added by the time of the 1922 Ordnance Survey map along with a small structure at the south-east corner. Further changes and additions are seen on subsequent maps with a 'Canteen' and other buildings shown on the 1949 Ordnance Survey map.
- 4.7 The foundry was closed in 1966 and by 2017, most of the foundry had been demolished due to fire damage, with the exception of the Louisa Street frontage, some small buildings at the south-east corner and the northern extension.

5 AIMS AND OBJECTIVES

Building Recording

- 5.1 The primary aim of the historic building recording is to record surviving evidence for the original use and subsequent historical form, function and development of the upstanding historic buildings comprising the Louisa Street frontage and northern extension, through the production of a record consisting of measured plans and a detailed photographic record, in line with Historic England Level 2/3 historic building survey standards (Historic England 2016).
- 5.2 The results will be provided in a report that will collate available documentary, cartographic and photographic evidence for the original use, and subsequent historical development, form and function of the buildings, as well as the results of a measured survey. The results of the survey will be analysed and interpreted to gain a clear understanding of the buildings' uses, and phases of alteration and addition to the structures, with focus on evidence allowing the reconstruction of historical structural, functional and importantly, power and processing arrangements.
- 5.3 An additional aim of the historic building recording is to provide information that may help to define and finalise the locations of the proposed evaluation trenches. The historic building survey should, therefore, be carried out in advance of the evaluation trenching.

Archaeological Evaluation Trenching

- 5.4 The overall aim of the archaeological evaluation in the form of trial trenching will be to obtain sufficient information to establish the presence/absence, character, extent, state of preservation and date of any archaeological remains relating to the features of the foundry. In particular, features such as engine room and core stove (T1 and T2), cupola house and furnaces/engine house (T3), shown on historic plans of the foundry, have been targeted (Figure 2). This will allow reasoned and informed recommendations to be made on the application for development of the site, and any requirements for further archaeological mitigation, the scope of which would be detailed in a subsequent addendum to this WSI in agreement with GMAAS.
- 5.5 This will be achieved through meeting the following objectives:
- To determine the location, extent, date, character, condition and significance of any archaeological remains;
 - To excavate and record identified archaeological features and deposits to a level appropriate to their extent and significance;
 - To assess vulnerability/sensitivity of any exposed remains;
 - To assess the impact of previous land use on the site;
 - To assess the potential for survival of environmental/industrial evidence;
 - To inform a strategy to avoid or mitigate impacts of the proposed development on surviving archaeological remains;
 - To undertake sufficient post-excavation assessment to confidently interpret identified archaeological features; and
 - To report the results of the investigation and place them in their local, regional or national context and to make this record available by disseminating the results in an appropriate form.

Research Framework

- 5.6 The programme of archaeological investigation and recording will be conducted within the general research parameters and objectives defined by in the regional research agenda, the *North West Regional Research Framework* for archaeology (NWRF 2023). The previous research agenda *The Archaeology of North West England: An Archaeological Research Framework for North West England, Vol 2 Research Agenda and Strategy* (Brennand 2007) will also be considered.
- 5.7 The following initial research questions may be considered and should be revised both during and following the results of the investigation. The NWRF must be consulted during all phases of this work and the research agenda considered with regard to the results:
- Ind21: How did Industrial period towns affect the pre-existing historic landscape?

- Ind52: What Industrial and Modern period type sites need further study?
- Ind60: How can we make sense of the relative significance of historic industrial processes and building types perceived as poorly understood and recorded?

6 STANDARDS AND GUIDANCE

- 6.1 All work will be undertaken to fully meet the requirements of all nationally recognised guidance for such work, including standards laid down by the former English Heritage (now Historic England) and the Chartered Institute for Archaeologists (CIfA).
- 6.2 All historic building recording and subsequent reporting will be undertaken to fully meet the requirements of a Level 2/3 historic building record as defined by Historic England in their guidance document, *Understanding Historic Buildings* (2016).
- 6.3 The programme of archaeological evaluation will be managed in line with the standards laid down in the Historic England guideline publication *Management of Research Projects in the Historic Environment (MoRPHE): Project Managers Guide* (2015a) and the *MoRPHE Project Planning Note 3: Archaeological Excavation (PPN3)* (2008a), as well as to meet the requirements of the National Planning Policy Framework (NPPF; Chapter 16: 'Conserving and enhancing the historic environment'; revised 2021). All excavation will be undertaken using recording standards detailed in the *Archaeological Field Manual* (MOLAS 1994).
- 6.4 Guidance of particular relevance to the programme of works are:
- *Understanding Historic Buildings. A Guide to Good Recording Practice* (Historic England 2016);
 - *Standard and guidance for archaeological field evaluation* (CIfA 2020a);
 - *Standard and guidance for archaeological excavation* (CIfA 2020b);
 - *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2020c); and
 - *Management of Research Projects in the Historic Environment: PPN3: Archaeological Excavation* (English Heritage 2008a).

7 METHODOLOGY

Project initialisation

- 7.1 Lanpro will inform GMAAS at least one week in advance of the commencement of fieldwork.
- 7.2 The Museum of Science and Industry will be approached by the archaeological fieldwork contractor to arrange for the project archive to be created and deposited in accordance with their deposition and archiving standards.

- 7.3 Before fieldwork commences an OASIS online record will be initiated and key fields completed on Details, Location and Creator forms.

8 HISTORIC BUILDING RECORDING METHODOLOGY

Background Historical Research

- 8.1 The DBA and HA must be consulted prior to commencement of all fieldwork in order that the archaeological contractor will be informed about the history of the foundry and the site.

Plans and Drawings

- 8.2 Historic building recording will be undertaken of the surviving two buildings of the iron works (Figure 2) to the standard of an Historic England Level 2/3 survey (2016).
- 8.3 Measured floor plans will be produced of all upstanding buildings and spaces, showing the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance, power transmission, and processing. Cross-sections, elevations and other drawings may be produced where they contribute to the understanding of the building's design, development or function.

Photographic Record

- 8.4 An external photographic record will be made of all elevations of all the historic building, from as nearly parallel to the elevation as possible within the constraints of the site. A general external photographic record will be made including a number of oblique general views of the building from all sides, showing its setting.
- 8.5 An interior photographic record will be made to record the form, general appearance and manner of construction of each area. This may be limited by access restrictions and health and safety requirements due to the condition of the building.
- 8.6 Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, will be photographed. A scale must be included on all photographs within the constraints of the building.
- 8.7 Photographs will be taken of any dates or other inscriptions, signage, makers' plates or graffiti which contribute to an understanding of the building. A transcription will be made wherever characters are difficult to interpret. Any building contents which have a significant bearing on the building's history which are still present will also be photographed.
- 8.8 Photographs must be taken in 'RAW' format with a high resolution digital SLR camera and again, all photographs must include an appropriate scale where possible. All photography will conform to industry best practice (Historic England 2015b). Images will be converted to

uncompressed baseline v.6 TIFF for archiving. All images will have accompanying metadata specifying; photo ID, capture device, converting software, colour space, bit depth, resolution, date of capture, photographer, caption, and any alterations made to the image. A tripod must be used where camera shake and blurring of photographs is potentially an issue, blurred images or out of focus images will not be acceptable as being of archival quality.

- 8.9 A register of the location, direction and subject of each shot will accompany the photographic record, and the position and direction will be recorded on copies of the building and site plans.

Historic Building Report

- 8.10 The results of the historic building recording will be presented in a fully illustrated descriptive report, containing at a minimum the following elements:

- A concise non-technical summary of the results of the work, and its aims and objectives;
- A frontispiece including the site code/project number, planning reference number, dates when the fieldwork took place and a full National Grid Reference;
- An introduction, including a site description, background on the development and reasons for the building survey and recording;
- An account of the methodology and equipment used;
- An architectural description of the buildings and structures;
- A discussion placing the buildings and the results of the survey, into their historical, technological, regional and national context;
- A description of the function(s) of the building, with attention to their historical plans and changes in layout and process flow ;
- A site location map identifying the site at national, regional and street level;
- Relevant historical plans, photographs or other material;
- Reproductions of selective photographs of the buildings;
- A complete set of building plans of all buildings marked with the position and location of each photograph cross referenced with the photographic register;
- Detailed photographic register cross-referenced with all plans; and
- A description of the site archive and name of the institution where it will be deposited.

9 EVALUATION EXCAVATION METHODOLOGY

- 9.1 The archaeological evaluation will comprise the excavation of 3 no trenches in the locations plotted on Figure 2. The final locations of the trenches may be informed by the results of the

historic building recording. The proposed sizes and trench locations (Figure 2) have been provisionally agreed in advance with GMAAS to characterise below ground remains.

- 9.2 Trench positions will be laid out using cm accurate survey-grade GPS equipment tied into the Ordnance Survey National Grid.
- 9.3 Concrete will be removed by mechanical excavation using a hydraulic breaker. Overburden will be stripped across the trench using a mechanical excavator fitted with a toothless, flat bladed, grading bucket down to the first archaeological horizon or natural deposits, whichever occurs first. A toothed bucket may be used to remove broken up concrete but this should be kept to an absolute minimum and be supervised by an archaeologist at all times. All excavation by mechanical excavator will be undertaken under direct archaeological supervision, by a suitably experienced and qualified archaeologist, with one archaeologist responsible for monitoring each excavator.
- 9.4 Where appropriate, any below ground voids encountered may be mechanically excavated using a toothless bucket down to base in order to avoid extensive manual excavation. Similarly, areas of brick, flagged or paved flooring may be cleaned using a toothless bucket, In both instances, this much be carried out under strict archaeological supervision at all times. Final cleaning will be carried out by hand.
- 9.5 All archaeological features and deposits revealed will be cleaned and excavated in an archaeologically controlled manner in order to establish their extent, form, date, function and relationship to other features.
- 9.6 Should the excavation of the trench be deemed necessary beyond 1.2m in depth (or limit of safe working depth), suitable stepping out will be employed. Deep features containing demolition debris may be present, requiring excavation below 1.2m. Stability of the trenches will be continually assessed and excavation will abandoned if safe excavation beyond 1.2m is not achievable. Any areas below 1.2m will require demarcation with heras or netlon-type fencing as appropriate.
- 9.7 All identified finds and artefacts will be collected, retained, and bagged and labelled according to their context. Finds of significant interest will be given a 'small finds' number, and information on their location in three dimensions will be entered on a separate pro-forma sheet. No finds will be discarded without assessment by an appropriate finds specialist, and/or the approval of GMAAS.
- 9.8 A full written, drawn and photographic record will be made of all features revealed during the course of the archaeological evaluation. Plans will be completed at a scale of 1:20 (as appropriate), with section drawings at a scale of 1:10. All plans will be tied in with the Ordnance Survey National Grid with levels given to above OD.

- 9.9 The photographic record will utilise high resolution digital photography in RAW format. The photographic record will be maintained throughout the course of the fieldwork and will include as a minimum:
- The site prior to commencement of fieldwork;
 - The site during work, showing specific stages of fieldwork;
 - The layout of archaeological features within the trench;
 - Individual features and, where appropriate, their sections; and
 - Groups of features where their relationship is assessed to be important.
- 9.10 All photography will follow the Historic England guidance for digital image capture (Historic England 2015b). All images will have accompanying metadata specifying; photo ID, capture device, converting software, colour space, bit depth, resolution, date of capture, photographer, caption, and any alterations made to the image.
- 9.11 Following excavation and recording of any archaeological remains, and with the agreement of GMAAS, the trench will be backfilled with the previously excavated spoil or left open at the client's request. It is assumed that post-excavation fencing will be the responsibility of the client as will any requirement for reinstatement.

Environmental Sampling Strategy

- 9.12 Where necessary, soil samples will be taken from all suitable features or deposits for palaeoenvironmental and/or industrial residue sampling during the evaluation trenching. This will comprise the removal of a bulk sample from every securely sealed and hand-excavated context, excepting those with excessive levels of residuality or those with minimal 'soil' content (such as building rubble).
- 9.13 Bulk samples will comprise representative 40 litre samples. Where a context does not yield 40 litres of material, smaller samples will be taken (generally the maximum amount of material that it is practicable to collect). Bulk samples will be used to recover a sub-sample of charred macroplant material, faunal remains and artefacts where necessary, as well as any significant industrial residues.
- 9.14 Environmental material will be stored in a controlled environment and specialists consulted during the course of the work if necessary.

Human Remains

- 9.15 There is no evidence to suggest that any human remains will be present on the site.
- 9.16 The client, the Ministry of Justice and GMAAS will be informed if human remains are found. Disturbance of human skeletal remains will be kept to a minimum, and remains will be left in situ, covered and protected as necessary.

- 9.17 Human remains will only be removed if necessary to protect and secure them. Removal of human remains will only take place under appropriate government and environmental health regulations, in compliance with the Burial Act 1857 and after obtaining a Section 25 exhumation licence obtained from the Ministry of Justice.
- 9.18 If required a qualified and experienced osteoarchaeologist will undertake site visits to discuss the recording and assist in the removal of any human skeletal remains. Human remains will be processed as part of the post-excavation assessment following national standards and guidance, including English Heritage (2004), Mitchell and Brickley (2017) and the Church of England/Historic England (2017).

Finds

- 9.19 All finds and samples will be treated in a proper manner during the excavation and post-excavation stage and to standards agreed in advance. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and stored in accordance with the guidelines set out in United Kingdom Institute for *Conservation's Conservation Guidelines No. 2* (1990) and the ClfA guidelines *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* (2014c).
- 9.20 If required, conservation will be undertaken by approved conservators in line with the *First Aid for Finds* guidelines (Watkinson and Neal 1998). In accordance with the procedures outlined in English Heritage's MoRPHE PPN3 (2008), significant iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy should be X-radiographed before assessment.
- 9.21 All finds of gold and silver will be moved to a safe place. Where removal cannot be effected immediately, suitable security measures will be taken to protect the artefacts from theft or damage. All finds of gold and silver, and associated objects, will be reported to the regional Finds Liaison Officer, who will inform the coroner, according to the procedures relating to the Treasure Act 1996 and the act's amendment in The Treasure (Designation) Order 2002, including prehistoric objects such as Bronze Age metalworking hoards and other non-precious metal items.
- 9.22 Ownership of any finds recovered during archaeological works rests with the landowner except where other law overrides this (e.g. Treasure Act 1996, Burial Act 1857). However, Lanpro will seek to obtain 'in principle' agreement from the landowner to donate the recovered artefacts to the museum.

Unexpectedly significant or complex discoveries

- 9.23 Should unexpectedly extensive, complex or significant remains be uncovered that warrant, in the professional judgment of the archaeologist on site and in consultation with GMAAS,

more detailed recording than is appropriate within the terms of the WSI, the scope of the WSI will be reviewed.

Plant and equipment

- 9.24 The archaeological contractor on site will be responsible for provision of all required welfare, plant, and health and safety equipment during the building survey and evaluation trenching.

Strategy Review

- 9.25 The strategy for the archaeological evaluation will be held under continuous review. Should the strategy be considered unsuitable at any time by Lanpro, an alternative strategy will be proposed for agreement with GMAAS.
- 9.26 Pending the results of the archaeological evaluation, targeted open-area excavation may be required. The scope of this will be agreed with GMAAS and will be subject to an addendum to this WSI.

10 POST-EXCAVATION ASSESSMENT AND REPORTING

- 10.1 The post-excavation assessment work will comprise the following:
- Checking of drawn and written records during and on completion of fieldwork;
 - Production of a stratigraphic matrix of the archaeological deposits and features present on the site, if appropriate;
 - Cataloguing of photographic material;
 - Cleaning, marking, bagging and labelling of finds according to the individual deposits from which they were recovered;
 - Processing and assessment of environmental samples; and
 - Finds requiring specialist conservation will be sent to appropriate specialists for assessment, including identification and initial dating;
- 10.2 The report will consist of:
- A title page detailing site address, site code and accession number, NGR, author / originating body, client's name and address;
 - Full contents listing;
 - A non-technical summary of the findings of the evaluation;;
 - A description of the topography and geology of the evaluation area
 - A description of the archaeological background to the site drawing on results of previous DBA and additional research;
 - A description of the methodologies used during the evaluation;

- A description of the findings of the evaluation;
 - Assessment of the archaeological features exposed and their context within the surrounding landscape, and at a local, regional and national level as appropriate;
 - Site and trench location plans and plans of each of the trenches;
 - Section drawings of the excavated archaeological features;
 - Specialist reports on the artefactual / ecofactual remains from the site;
 - Appropriate photographs of specific archaeological features;
 - A full context list;
 - The OASIS reference and summary form; and
 - A copy of this WSI as an appendix.
- 10.3 The results of the work will be related to the relevant known archaeological information held in the Greater Manchester HER. It will include, where relevant, examination of all readily available cartographic sources to record evidence for historic or archaeological sites and history of previous land uses. Where relevant and permitted, photographs, photocopies or traced copies will be presented in the report.
- 10.4 A copy of the report will be presented to GMAAS for approval within four weeks of the completion of fieldwork unless other arrangements are negotiated due to the complexity of the archaeology, or the quantity of finds or environmental samples required to be processed.
- 10.5 Following acceptance, a hard copy of the report will be presented to GMAAS for inclusion in the Greater Manchester HER as well as a digital copy of the approved report. Digital vector trench plan can be included with the report, compatible with industry standard GIS software for integration in the Greater Manchester HER.
- 10.6 Where positive results are drawn from the evaluation, a summary report will be prepared, in an established format, suitable for inclusion in a suitable journal, if required.
- 10.7 GMAAS will require a short (c. 300) word summary of the project results to be sent through to the editor of *Post Medieval Archaeology* for inclusion in their annual round-up of fieldwork, with a copy forwarded to GMAAS. This would not need to include the evaluation results should the trenches prove to be sterile, but a summary of the historic building survey will need to be included. Please note that the deadline for submission is usually the end of March in the year following the completion of the fieldwork.
- 10.8 It is required that the results be disseminated which will be dictated by the significance of the findings which will be discussed with GMAAS following the completion of the fieldwork or subsequent reporting.

11 ARCHIVING AND DATA MANAGEMENT

Archive Content

- 11.1 The archive will be prepared in accordance with the ClfA guidelines detailed in the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020c). The preparation of the archive will also be informed by the *Guidelines for the preparation of Excavation Archives for long-term storage* (United Kingdom Institute for Conservation, 1990), *Standards in the museum care of archaeological collections* (Museums and Galleries Commission 1994), and in accordance with any museum deposition guidelines. Provision will be made for the stable storage of paper records and their long-term storage.
- 11.2 The appointed archaeological contractor will approach the Museum of Science and Industry in advance of commencing any fieldwork to determine the preparation, and deposition of the archive and finds, and obtain an accession number for all archaeological works. The landowner will be encouraged to transfer ownership of the finds to the museum. The archive will be presented to the curator within 6 months of completion of the fieldwork, unless alternative arrangements have been agreed in writing with GMAAS.
- 11.3 Adequate resources will be provided during fieldwork to ensure that all records are checked and internally consistent. Archive consolidation will be undertaken immediately following the conclusion of fieldwork and will include the following work:
- the site record will be checked, cross-referenced and indexed as necessary;
 - all retained finds will be cleaned, conserved, marked and packaged in accordance with the requirements of the Museum of Science and Industry;
 - all retained finds will be assessed and recorded using pro forma recording sheets, by suitably qualified and experienced staff. Initial artefact dating will be integrated within the site matrix; and
 - all retained environmental samples will be processed by suitably experienced and qualified staff.
- 11.4 The archive will consist of paper records and digital data, as well as finds and samples as selected. Not all material collected or created during the course of the works will require preservation in perpetuity, and the final contents of the archive will be subject to selection prior to the accession of the archive to the museum, in line with a selection strategy agreed with the client and GMAAS.
- 11.5 The selected contents of the archive will be appropriate to establish the significance of the results of the project and support future research, outreach, engagement, display and learning activities. Selection will be focused on selecting what is to be retained to support

these future needs. Methods for disposing of de-selected material will be agreed with the landowner and other relevant stakeholders.

- 11.6 A copy of the digital archive will be submitted for integration into the Greater Manchester HER.
- 11.7 An OASIS form will be completed for the project and an electronic copy of the final report and the digital archive deposited with the ADS.

Data Management

- 11.8 A Data Management Plan will be created and managed by the appointed archaeological contractor on commencement of the project, which will outline the strategy for the sharing and preservation of the project's digital data.
- 11.9 The Data Management Plan will be produced in line with ClfA standards (2020c) and guidance produced by the ADS (2014), and will include:
 - Details of data that will be generated during the work;
 - Type of file formats to be used (e.g. .doc, .pdf, .dwg, .shp, etc);
 - Methods of data collection or capture (e.g. GPS/Total Station/digitising from hard copies);
 - File naming conventions (e.g. ADS naming conventions);
 - Metadata, standards and quality assurance measures;
 - Plans for sharing data;
 - Ethical and legal issues or restrictions on data sharing (e.g. client confidentiality etc);
 - Copyright and intellectual property rights of data;
 - Data storage and back-up measures;
 - Data management roles and responsibilities; and
 - Costing or resources needed (ADS archiving costs etc.).
- 11.10 The digital archive will be produced using industry standard file formats, with a clear file structure that allows these to be easily shared with all stakeholders, and allows the data to continue to be preserved and shared with the public through, for example, the HER.
- 11.11 The data comprising the digital archive will comply with the English Heritage (now Historic England) guidance on historic environment data standards, *MIDAS Heritage; the UK Historic Environment Data Standard* (English Heritage 2012).
- 11.12 It is anticipated that the repositories to which the digital archive are submitted (i.e. HER/local museum/archive) will have in-house Data Management Plans to allow for the long term preservation of the digital archive data, including plans for data back-up and migration to new digital formats as these emerge.

12 TIMETABLE

- 12.1 GMAAS will be given at least one week's notice of the commencement of the fieldwork and will monitor implementation of the programme of works on behalf of the Local Planning Authority and evaluate the work being undertaken on site against the methodology detailed in this WSI. They will be free to visit the site at any time by prior arrangement with Lanpro.
- 12.2 Fieldwork is anticipated to be carried out over a period of one week, depending on the nature of any archaeological remains encountered. A report will be produced within six weeks of completion subject to the complexity of any archaeological features or finds encountered.

13 STAFFING

- 13.1 Karl Taylor MCIfA (Principal Archaeologist, Lanpro) will oversee management of the project and will monitor the work on behalf of the client.
- 13.2 The archaeological evaluation trenching and post-excavation works will be undertaken by a suitably qualified and experienced professional archaeological contractor, that will adhere to the ClfA Code of Conduct and all appropriate standards and guidance. Details of the CVs of key personnel and specialists can be provided to GMAAS in advance of the commencement of fieldwork, following appointment of the archaeological contractor.
- 13.3 The appointed archaeological contractor's Project Manager for the project will be able to demonstrate competence and experience of managing archaeological projects of a similar size, nature and complexity. Assessment and analysis of finds, environmental samples and human remains will be undertaken by suitably qualified and experienced specialists, if required. The archaeological contractor will be responsible for the organisation and management of all plant, welfare and health and safety on site in line with national professional guidance.

14 MONITORING

- 14.1 GMAAS will monitor the implementation of the archaeological evaluation on behalf of the Local Planning Authority and evaluate the scope and progress of the work against the methodology detailed in the WSI.
- 14.2 GMAAS will be responsible for considering any changes to the agreed scope of works including repositioning of trenches. Any such changes will be agreed in writing with relevant stakeholders prior to commencement of on-site works, or at the earliest opportunity.
- 14.3 The appointed archaeological contractor will provide at least weekly updates to Lanpro.

Any issues that arise on site or during the post-excavation stages should first be addressed by the archaeological contractor directly to Lanpro, who will then liaise with the client, GMAAS and other stakeholders in order to resolve the matter. In the event of issues arising regarding the implementation of this WSI, or the scope or methodology of the excavation, these will be resolved in the first instance by contacting Lanpro who will liaise with the client and the GMAAS to determine a solution. Should the issue not be resolved remotely a meeting will be held between key stakeholders to facilitate discussion of the issues and identification of a suitable strategy for progress to be agreed by all parties.

15 COPYRIGHT AND PUBLICITY

- 15.1 Copyright of the documentation prepared by the archaeological contractor and specialist sub-contractors should be the subject of additional licences in favour of the client, Lanpro, and the Greater Manchester HER to use such documentation for their commercial, statutory or educational functions, and to provide copies to third parties.
- 15.2 Under the *Environmental Information Regulations* (EIR 2005), information submitted to the HER becomes publicly accessible, except where disclosure might lead to environmental damage, and reports cannot be embargoed as 'confidential' or 'commercially sensitive'.
- 15.3 It is recognised that the project may identify remains which are of interest to the public and these may be publicised through appropriate media. Any publicity for the project proposed by the archaeological contractor should be approved by Lanpro and the client. The appointed contractor will not issue any information on the work through media, internet or social media without prior agreement with Lanpro and the client.
- 15.4 Care will be taken to ensure that any publicity does not compromise the security of archaeological remains that may have been identified or recovered. Any approaches by the press to the archaeological contractor should be referred to Lanpro in the first instance.

16 INSURANCE

- 16.1 The appointed archaeological contractor will hold Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance to at least the following amounts;
- Public Liability £5,000,000
 - Employer's Liability £5,000,000
 - Professional indemnity (for any single claim) £5,000,000

17 HEALTH AND SAFETY

- 17.1 The management of all health and safety on site during the fieldwork phase will be the responsibility of the appointed archaeological contractor. All works will be undertaken by the contractor in compliance with the Health and Safety at Work Act (1974) and all applicable regulations and Codes of Practice. All archaeological staff will undertake their operations in accordance with safe working practices and will be CSCS certified. At least one First Aider will be present on site at all times.
- 17.2 A site-specific risk assessment and method statement (RAMS) will be produced by the appointed archaeological contractor, prior to the commencement of work on site, which will be subject to regular review.
- 17.3 Documented procedures for safe working will be supplied by the appointed archaeological fieldwork contractor, in addition to the usual site specific RAMS.
- 17.4 Suitable Personal Protective Equipment (PPE) and welfare facilities will be provided by the archaeological contractor, including hi-visibility coats/vests, hard hats, safety boots and gloves, as well as safety glasses if required.
- 17.5 All staff will receive a health and safety induction prior to starting work on site to be provided by the archaeological contractor. Toolbox talks on health and safety issues will be conducted at minimum weekly intervals and/or after changes in working practices or identification of new threats/risks. The risk assessment will be reviewed and updated as necessary. Control measures will be implemented as required in response to specific hazards.
- 17.6 Regular audits of health and safety practices will be carried out during the course of the project by Lanpro and the archaeological contractor in consultation with the site workforce.
- 17.7 Safe working will take priority over the desire to record archaeological features or remains, and where it is considered that recording is dangerous, any such features will be recorded by photography at a safe distance.
- 17.8 All trench locations will be scanned with a Cable Avoidance Tool (CAT) and Genny prior to ground works commencing. Necessary measures will be taken to avoid disturbing any services.
- 17.9 Provision will be made, through grading of trench ends or provision of planks, to allow wildlife egress from trenches left open overnight.
- 17.10 Plant operators will be required to produce evidence of qualification within an industry accepted registration scheme. Sub-Contractors health and safety performance will be kept under review and action taken if necessary. All spoil will be stored and managed safely in line with the standards of the *Construction Code of Practice for Sustainable Use of Soils on Construction Sites* (DEFRA 2009).

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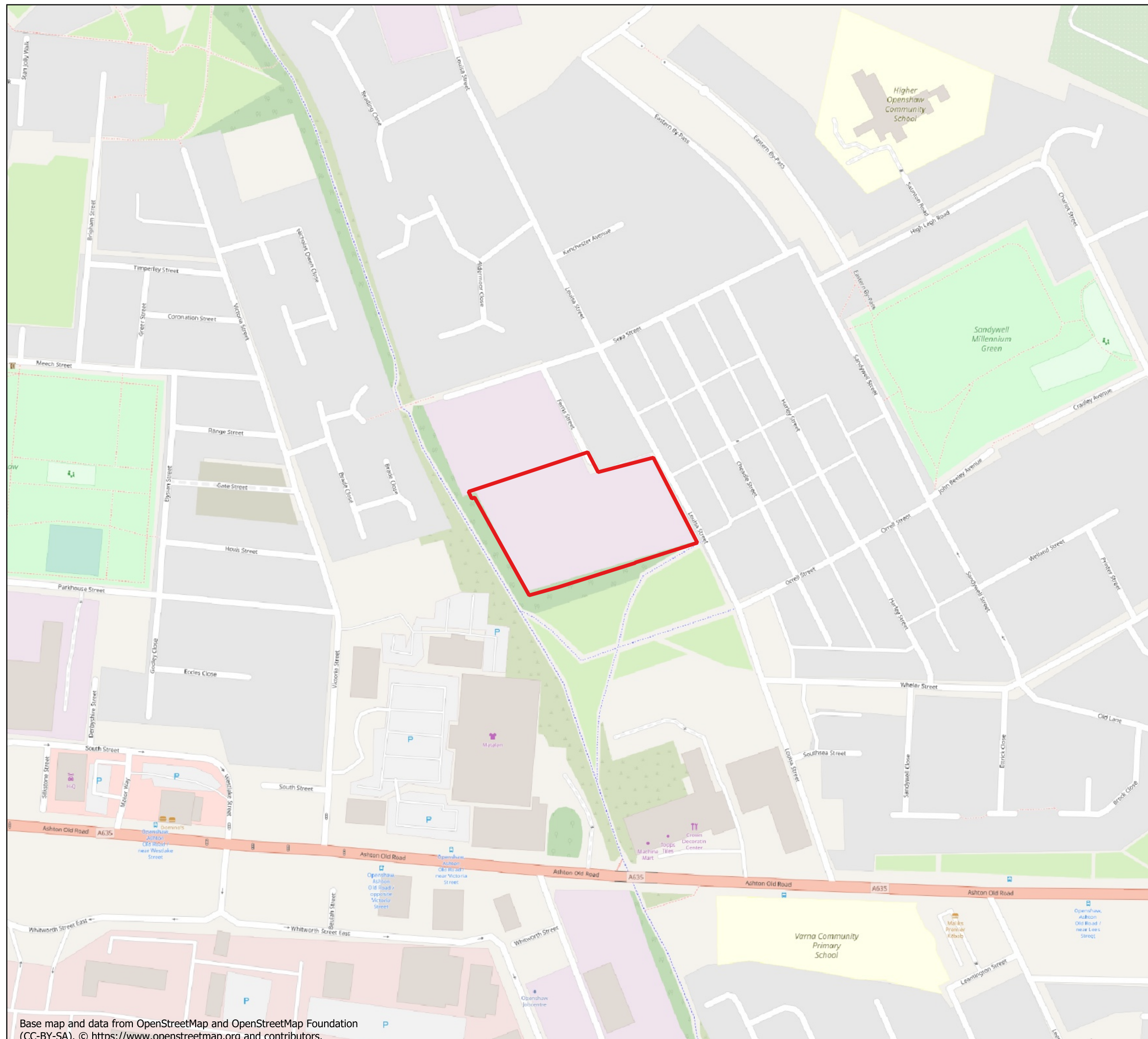
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Figures

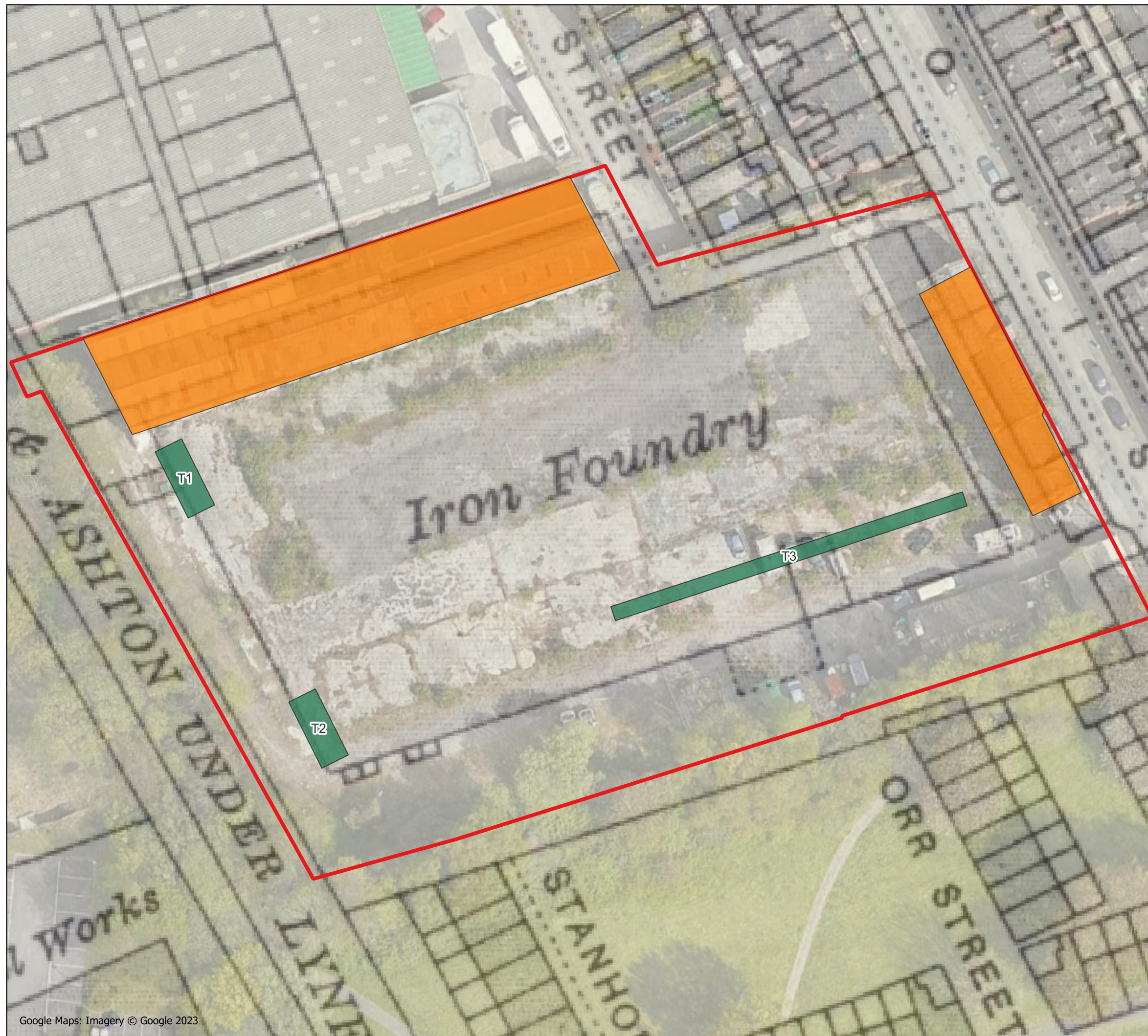


 Site Outline



0 50 100 150 m

Figure 1. Site Location



- Site Outline
- HBR
- Trenches

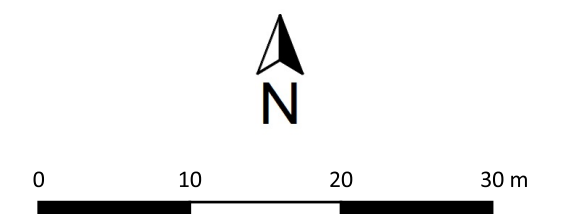


Figure 2. Locations of HBR and proposed trench locations overlaid onto Ordnance Survey 25 inch map of 1922 and aerial imagery

Norwich:

Brettingham House
98 Pottergate
Norwich
Norfolk
NR2 1EQ

01603 631 319

London:

8 Devonshire Square
London
EC2M 4JY

020 3011 0820

York:

Stanley Harrison House
The Chocolate Works
Bishopthorpe Road
York
YO23 1DE

01904 803 800

Manchester:

One St Peter's Square
Manchester
M2 3DE

0161 711 1740

Cambridge:

50 – 60 Station Road
Cambridge
Cambridgeshire
CB1 2JH

01223 776740



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