

# 152 CORPORATION STREET, PRESTON, LANCASHIRE

## Archaeological Strip and Record



Client: Marcus Worthington and  
Co Ltd  
Planning Application No.:  
6/06/0041  
NGR: 353549 429650

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March 2010



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## **Non-Technical Summary**

Following submission of a planning application on behalf of Marcus Worthington and Co Ltd relating to premises at 152 Corporation Street in Preston, Lancashire, a programme of archaeological work was commissioned, which was to comprise an archaeological strip and record. In the event, however, because of the limited extent of the groundworks the site was simply monitored while floors and footings were removed. Greenlane Archaeology carried out this work in March 2010. Although the site is situated within part of the medieval town of Preston, only late 19<sup>th</sup> and 20<sup>th</sup> century deposits were encountered to the depth of the current groundworks which had minimal impact on underlying deposits.

## **Acknowledgements**

Greenlane Archaeology would like to thank Marcus Worthington and Co Ltd for commissioning and supporting the project. Further thanks are due to the staff of Pete Marquis (contractors and plant hire), whose ground workers facilitated the recording.

The site visit was conducted by Steve Clarke. Subsequent work on site was carried out by Tom Mace who also wrote this report. The pottery was examined by Jo Dawson who also edited the report. The project was managed by Dan Elsworth.

# 1. Introduction

## 1.1 Circumstances of the Project

1.1.1 As part of a planning requirement relating to the construction of student accommodation and retail units (No. 6/06/0041) at 152 Corporation Street in Preston, Lancashire (NGR 353549 429650), a programme of archaeological work was requested by Preston City Council. The site is situated within part of the medieval town of Preston, of which Friargate is thought to have been one of the main streets (Moir 2009), and it was thought to have potential for the preservation of medieval remains within the site. Although the intended development of the site has changed (it is now intended to be used as a car park for the nearby College), after consultation with Doug Moir, Planning Officer (Archaeology), at Lancashire County Council it was determined that the work should comprise an archaeological 'strip and record'. After the project design was accepted Greenlane Archaeology carried out the work in accordance with Institute for Archaeologists guidelines (IfA 2008) in March 2010.

## 1.2 Location, Geology, and Topography

1.2.1 The site is situated near Preston city centre (Ordnance Survey 1992), within a substantially commercialised part of the city to the north of the Ribble Viaduct (Figure 1). The site itself slopes gently upwards from north-west to south-east, along Corporation Street, and slopes more sharply from Corporation Street up along Marsh Lane to the north and east between a height of approximately 26 and 28m above sea level (Figure 2). The site is located near to the main buildings of the University of Central Lancashire. Preston lies on a low rise on the north side of the River Ribble and is on the eastern edge of the Lancashire and Amounderness coastal plains, to the west lie the Lancashire valleys and the Bowland fringe. The solid geology comprises Permian and Triassic Red New Sandstones which is overlain by deposits of glacial drift comprising clay with a thick overlay of sand, which is up to 9m thick in places (LCC and ELC 2006, 9). The plain's lush green pasture and rich arable land are a creation of the last two centuries, prior to this it was marshland which was created by rising sea levels after the last glaciation (Countryside Commission 1998, 87-88).

## 1.3 Historical Background and Previous Work

1.3.1 The site is situated within part of the medieval town of Preston, of which Friargate is thought to have been one of the main streets (Moir 2009). However, the investigated area, which is located at the north-west end of Friargate, was not heavily developed by the time of George Lang's 1774 map of Preston (LRO DDK 1549/6 1774; Plate 1), which appears to show that the site occupied fields and part of a bowling green to the rear of houses on Bridge Street (what is now Marsh Lane), which branches off to the south-west near the north end of Friargate. The structures facing onto Bridge Lane do not appear on later maps and neither Edward Street nor Corporation Street had been built by this time.



Plate 1: Lang's Plan of Preston, 1774 (LRO DDK 1549/6 1774)

1.3.2 The area developed rapidly towards the end of the 18<sup>th</sup> century and into the 19<sup>th</sup> century, concomitant with the Industrial Revolution. By 1836 much of the site is occupied by terraced housing along both Edward Street and Bridge Street (Marsh Lane), with a large yard located to the rear of these properties (Plate 2). Corporation Street has still yet to be built. This is still shown to be the case on the first edition of the Ordnance Survey which was published in 1849 (Plate 3).



Plate 2 (left): Myers Plan of Preston, 1836



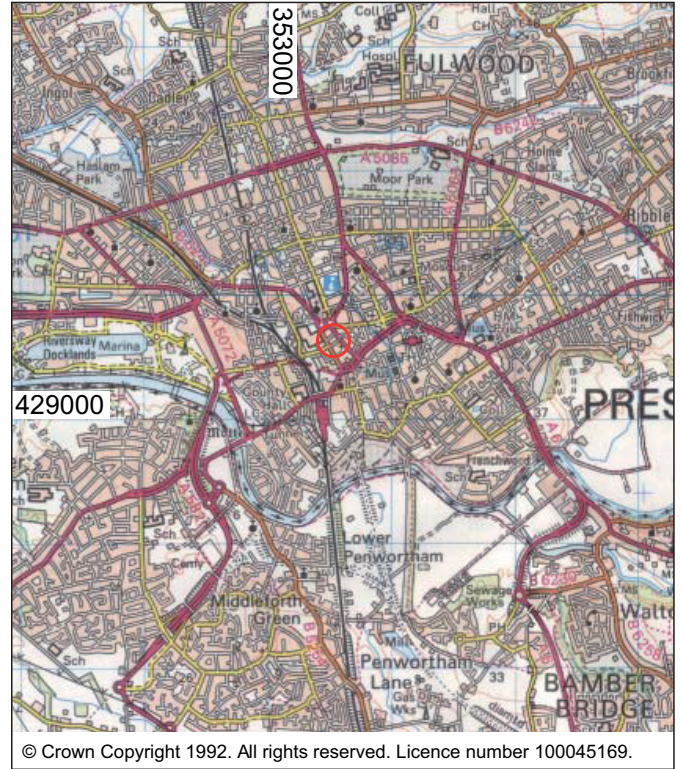
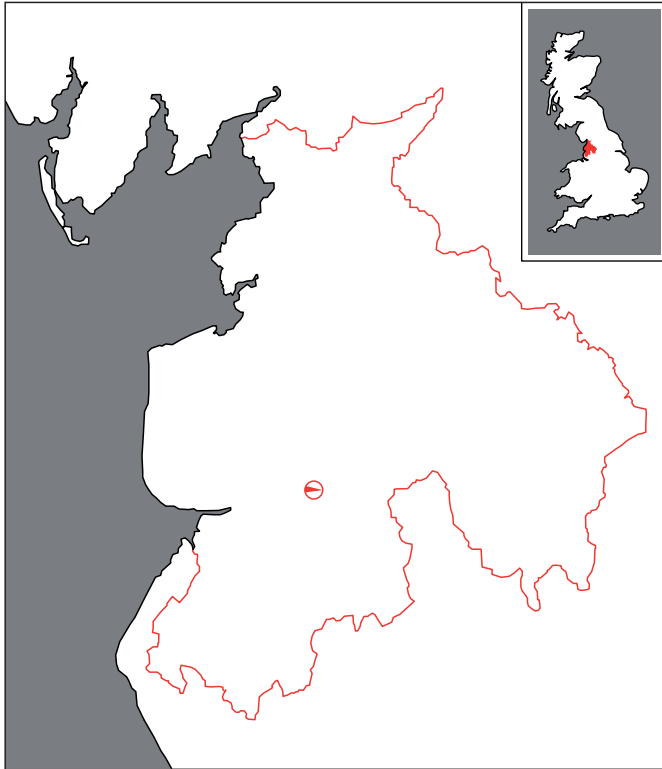
Plate 3 (right): Ordnance Survey Map, 1849

1.3.3 After the construction of Corporation Street towards the end of the 19<sup>th</sup> century the west side of the site is unoccupied for a period and the yard appears to have been built over (Plate 4). During the 20<sup>th</sup> century the site was the location of various commercial premises and the terraced houses along Edward Street were also demolished.



**Plate 4: Ordnance Survey Map, 1893**

1.3.4 Although no archaeological work has been carried out at this site previously, an intermittent archaeological watching brief was carried out on area immediately to the north and east of the current site by Oxford Archaeology North in 2007 (Doug Moir and Steve Rowland pers comm.). The area investigated by OAN extended to Friargate from the rear of the car park and warehouse of the current site (see Figure 2) but yielded no significant archaeological finds or features. A watching brief and subsequent excavation was also carried out by OA North at Brunel Court, in advance of a development on the opposite side of Corporation Street on the south side of Marsh Street. Although the full results of this are not yet available this work revealed substantial remains of medieval date including 31 graves, some with surviving timber coffins, and associated cobbled and sandstone structures (Doug Moir pers comm.). These remains are assumed to represent part of medieval friary, which was thought to be situated in this area, although a medieval chapel is also thought to have been situated nearby (Steve Rowland pers comm.).



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Figure 1: Site location

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## 2. Methodology

### 2.1 Introduction

2.1.1 Prior to the intended programme of strip and record work a site visit was carried out on the 14<sup>th</sup> July 2009 to record a standing 19<sup>th</sup> century building on the site thought to be of some historical interest. However, this had already been demolished and the site had been reduced to the level of the footings and various concrete floor surfaces ahead of the commencement of the current piece of work, which took place between the 12<sup>th</sup> and 16<sup>th</sup> of March 2010. This was intended to comprise an archaeological 'strip and record' but due to the limited extent of the groundworks the work undertaken was more akin to an archaeological watching brief (IfA 2008).

2.1.2 All aspects of the archaeological recording were carried out according to the project design (*Appendix 1*) which adhered to the standards and guidance of the Institute for Archaeologists (IfA 2008).

### 2.2 Archaeological 'Strip and Record'

2.2.1 The site occupies an area of approximately of 1680m<sup>2</sup>. All below ground works were monitored, which included the removal of various modern concrete floor surfaces and the excavation of additional test pits associated with the proposed development. The excavation was recorded in the following manner:

- **Written record:** descriptive records of all deposits encountered were made using Greenlane Archaeology *pro forma* record sheets. In addition, a general record was made the day's events;
- **Photographs:** photographs were taken in 35mm colour slide, black and white print, and colour digital format of the site during the site visit. Black and white print and colour digital slides only were taken during the 'strip and record'. A selection of the colour digital photographs is included in this report. A written record of all of the photographs was also made using Greenlane Archaeology *pro forma* record sheets;
- **Drawings:** drawings were produced on site as follows:
  - i. Site plans were produced at a scale of 1:500;
  - ii. Additional sketches were added to watching brief record sheets.

2.2.2 Features of interest were recorded relative to the known location of nearby buildings and other structures that were evident on the site plans and Ordnance Survey maps.

### 2.3 Finds

2.3.1 Artefacts were washed, naturally air-dried, and packaged appropriately in self-seal bags with white write-on panels prior to assessment and identification.

### 2.4 Environmental samples

2.4.1 No samples were deemed necessary as no suitable contexts were encountered.

### 2.5 Archive

2.5.1 A comprehensive archive of the project has been produced in accordance with the project design (*Appendix 1*) and current IfA and English Heritage guidelines (English Heritage 1991, Brown 2007). The archive (see *Appendix 2*), which comprises the drawn, written, and photographic record, will be deposited with the Lancashire Record Office in Preston (LRO(P)). A copy of the written report will also be submitted to the client and Greenlane Archaeology will retain a copy; digital copies will be produced for the Lancashire Historic Environment Record HER and the OASIS scheme (English Heritage 2007).

### 3. Fieldwork Results

#### 3.1 Site Visit

3.1.1 A site visit was carried out in July 2009 in order to examine buildings in the south-east corner of the site but unfortunately these had already been demolished. The remaining structures on site were photographed ahead of demolition. These included the offices of 'T. Jolly Services Ltd' at the corner of Edward Street and Corporation Street (Plate 5) and their warehouse to the east (Plate 6). A car parking area covered in tarmac was located to the north and east (Plate 7) and a small raised approximately square, brick-built structure was located midway along Corporation Street to the south-east (Plate 8). The area to the south-east corner of the site had been further reduced ahead to reveal an underlying orange sand layer.



**Plate 5 (left): Commercial premises on the corner of Edward Street and Corporation Street**

**Plate 6 (right): Warehouse to the rear of the offices on Edward Street**

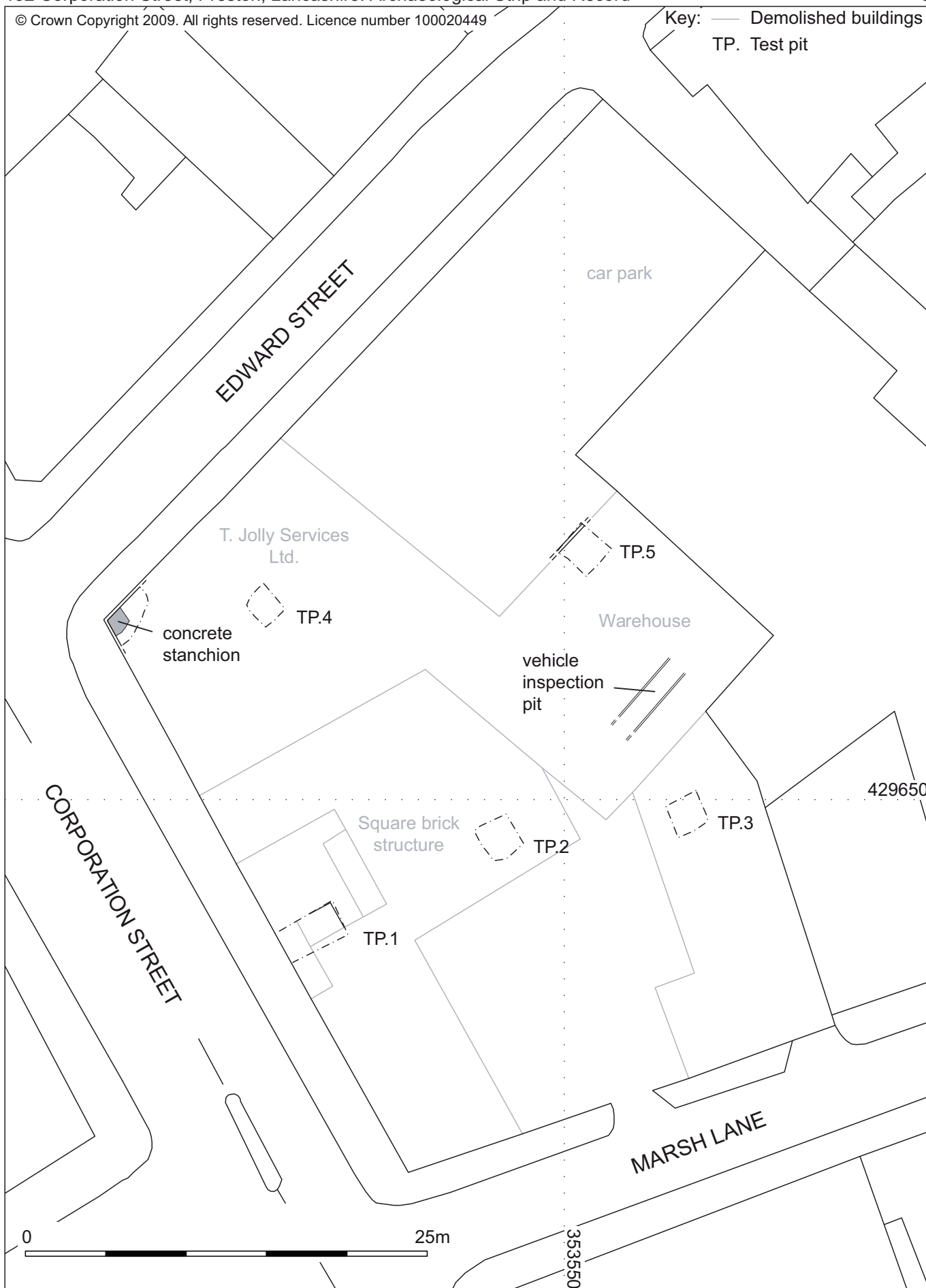


**Plate 7 (left): Car park on Edward Street**

**Plate 8 (right): Brick-built structure midway along Corporation Street and exposed sand to the south-east**

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Key: — Demolished buildings  
TP. Test pit



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Figure 2: Site plan

## 3.2 Strip and Record

3.2.1 **Introduction:** the remaining buildings had been reduced to floor level and foundation level ahead of the 'strip and record' phase. The removal of the remaining concrete floor and other tarmac surfaces was monitored by an archaeologist. The level of the car parking area to the north-east corner of the site (on Edward Street) was not reduced.

3.2.2 **Area of T. Jolly Service Ltd. Offices, corner of Edward Street and Corporation Street:** the concrete floor of the office buildings at the corner of Edward Street and Corporation Street was 0.15 to 0.20m thick and overlay a fine, mixed brownish-orange sand to the east (Plate 9) and a blackish gritty deposit to the west (Plate 10). The gritty deposit was clearly bedding material for the overlying concrete floor and the sandy deposit appeared to back-fill the foundations of the brick built structure to a depth of at least 0.4m. Some white earthenware with a Willow pattern transfer print was recovered from this sandy deposit, which dates to the 19<sup>th</sup> century.



**Plate 9 (left): Removal of concrete floors to the north-west of site**

**Plate 10 (right): Removal of concrete floors along Corporation Street**

3.2.3 The excavation of an area approximately 3m long by 2m wide in the north-west corner of this area exposed a large concrete stanchion with some metal attachments just inside the red-brick structure of the office buildings, immediately below the concrete floor, and revealed that the foundation walls continued to a depth of at least 1.1m below the level of the road (Plate 11). A mixed greyish-brown and light orange silty-sand deposit with some rubble inclusions continued within the foundations of the building to this depth and some frogged brick was noted. The underlying natural was not encountered and no significant archaeological deposits were revealed at this depth.



**Plate 11: Concrete stanchion within the foundations of the building at the corner of Edward Street**

3.2.4 **Area of the warehouse to the east of the T. Jolly Services Ltd. Offices:** a vehicle inspection pit was exposed below the concrete floor of what was the warehouse of T. Jolly Services Ltd (see Plate 12 and Plate 13). The site had been a car showroom and workshop prior to an application for a change of use to a plumbers design office, workshop and storage assembly area by T. Jolly Services Ltd. in 1991 (*Reference Number: 06/1991/0129*).



**Plate 12 (left): Surface exposed below the concrete floor within the T. Jolly Services Ltd. warehouse**

**Plate 13 (right): Vehicle inspection pit, viewed from the south-west**

3.2.5 **Square brick structure and Test Pit 1:** the remains of this square 'platform' were removed during the course of the strip and record (Plate 14). The structure had been capped with reinforced concrete and raised above the level of the road. A test pit (Test Pit 1) was dug against the south side of this structure which revealed that the foundation walls (or perhaps a basement) continued to a depth of 1.6m below the road surface (Plate 15). The walls used frogged red brick. A ceramic land drain sealed in concrete ran along the side of Corporation Street and a manhole was exposed. A light orange sandy deposit was encountered below a blackish deposit used for bedding for the concrete but no archaeological deposits were encountered. Two fragments of 'hotel' ware with a blue hand-painted stripe were recovered from the back fill, which dates from the late 19<sup>th</sup> to early 20<sup>th</sup> century.



**Plate 14 (left): Removal of brick-built platform midway along Corporation Street**

**Plate 15 (right): Manhole and foundations to the south-east corner of the brick-built platform – Test Pit 1**

3.2.6 **Additional Test Pits – Test Pits 2 to 5:** Test Pit 2 was located to the east of the square brick built platform and revealed a light orange sand approximately 1m below the level of the hardcore and rubble deposits which had been brought to the site to level the area in readiness for the car park (Plate 16). Test Pit 3 revealed that the fine light orange sand deposit continued to a depth of 1.5m below the hardcore layer which had been imported to the site between the time of the site visit and the commencement of the strip and record (Plate 17). This sandy layer was the only deposit observed in Test Pit 3. Hardcore continued to be brought in and levelled during the course of the groundworks. Test Pits 4 and 5 exposed this light orange sand immediately below the hard core layer imported to site and immediately below the foundations of the buildings (Plate 18 and Plate 19). No significant archaeological features or deposits were observed.



**Plate 16 (left): North-east facing section of Test Pit 2**

**Plate 17 (right): North-west facing section of Test Pit 3**



**Plate 18 (left): North-east facing section of Test Pit 4**

**Plate 19 (right): North-west facing section of Test Pit 5**

3.2.7 **Summary:** during the course of the groundworks no significant archaeological finds or features were observed. Fine light orange sand had been exposed at the south-east corner of the site prior to the site visit and this layer was encountered across site during the excavation of the test pits. The buildings on site further to the north had deep foundations continuing to a depth of more than 1m and various sections towards the middle of the site were artificially raised on made-ground. The car parking area at the north-east corner of the site was not reduced further. Only three fragments of pottery were recovered from the site from within the buildings' foundations. The pottery consistently dates from the late 19<sup>th</sup> to 20<sup>th</sup> century and it is likely that any earlier deposits or features, if there were any, have been heavily truncated by these later buildings.

## 4. Conclusion

### 4.1 Discussion of results

4.1.1 The results from the archaeological work have added little to our overall knowledge of Preston. Although the site is situated within part of the medieval town, only late 19<sup>th</sup> and 20<sup>th</sup> century deposits were encountered during the 'strip and record'. Since the site is now to be used as a car park instead of being developed for student accommodation above commercial premises as originally intended it was not necessary to excavate a large area of the site and outside of the various test pits the site was not reduced by more than 0.4m; which was the lowest depth reached at the north end of the site. In addition, hardcore continued to be brought to the site to level the area once the concrete floors were removed. No significant archaeological features were encountered to this depth.

4.1.2 An archaeological watching brief undertaken by Oxford Archaeology North in an area adjacent to the north and east of the current site did not reveal any significant archaeological features either (Doug Moir and Steve Rowland pers comm.). It seems likely that the buildings which were located on site previously truncated any earlier features, especially given the lack of any earlier finds recovered from the site. To the north of the site it appeared that the foundations of these building cut the natural sand, which had already been fully exposed to the south side of the site and was encountered in each of the test pits. However, these test pits exposed a very limited area; the majority of the groundworks did not reveal the natural and the depth of intrusion remained within the foundations of the buildings. The limited extent of the groundworks meant that any earlier deposits present on site, if any, would be preserved below the car park, but any subsequent building work on the current site could have potential to disturb archaeological remains, even if this potential is low.

## 5. Bibliography

### 5.1 Cartographic Sources

LRO DDK 1549/6, 1774 *A copy of the township of Preston*

Myers, JJ, 1836 *Map of the Town of Preston*

Ordnance Survey, 1849 *Lancashire Sheet 61*, 1:10,560, surveyed 1844-47

Ordnance Survey, 1893 *Lancashire Sheet 61.10*, 1:2,500, re-surveyed 1891-92

Ordnance Survey, 1992 *Landranger 102: Preston, Blackpool & Surrounding Area*, 1:50,000

### 5.2 Secondary Sources

Brown, DH, 2007 *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer, and Curation*, IFA, Reading

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LCC (Lancashire County Council) and ELC (Egerton Lea Consultancy), 2006 *Lancashire Historic Town Survey Programme: Preston with Walton-le-Dale and Penwortham Historic Town Assessment Report*, unpubl rep

Moir, D, 2009 *Specification for a Programme of Archaeological Work (Strip and Record) at 152 Corporation Street, Preston (SD 5354 2965)*

### 5.3 Planning Applications

06/1991/0129, 1991 *Change of use from car showroom and workshop to plumbers design office, workshop and storage assembly area. Application submitted by Lea, Hough & Co. as agent for T. Jolly (Services) Ltd. in relation to premises on Corporation Street and Edward Street, Preston*



## Appendix 1: Project Design

# 152 CORPORATION STREET, PRESTON, LANCASHIRE

Project Design for a Programme of Archaeological Work (Strip and Record)



Client: Marcus Worthington & Co Ltd

June 2009

Planning Application No.: 6/06/0041

## 1. Introduction

### 1.1 Project Background

1.1.1 Planning permission (Planning Application No. 6/06/0041) has been granted to Marcus Worthington & Co Ltd (hereafter 'the client') for the construction of student accommodation and retail units at 152 Corporation Street, Preston, Lancashire (NGR SD 5354 2965). Planning permission for these proposals was granted with a condition requiring that a programme of archaeological work be carried out on the site prior to any construction, following a recommendation by the Lancashire County Archaeology Service (LCAS). Doug Moir, the Planning Officer (Archaeology) at LCAS, provided a brief for the work (Moir 2009), in response to which this project design was produced.

1.1.2 The site is situated within part of the medieval town of Preston, of which Friargate is thought to have been one of the main streets (Moir 2009). It is thought to have potential for the preservation of medieval remains within the site, especially as at least part of it appears to have been relatively undeveloped for some time (*ibid*).

### 1.2 Greenlane Archaeology

1.2.1 Greenlane Archaeology is a private limited company based in Ulverston, Cumbria, and was established in 2005 (Company No. 05580819). Its directors, Jo Dawson and Daniel Elsworth, have a combined total of over 18 years continuous professional experience working in commercial archaeology, principally in the north of England and Scotland. Greenlane Archaeology is committed to a high standard of work, and abides by the Institute for Archaeologists' (IfA; formerly the Institute of Field Archaeologists (IFA)) Code of Conduct. The archaeological work will be carried out according to their appropriate Standards and Guidance (IFA 2001a; 2001b).

### 1.3 Project Staffing

1.3.1 The work will be carried out by **Sam Whitehead (BA (Hons), MA)** or **Steve Clarke**, depending on scheduling. Sam has more than eight years experience in archaeology, much of which has been in a supervisory capacity. He has extensive experience of excavations, evaluations, and watching briefs, as well as report writing and illustration production. He joined Greenlane Archaeology in 2006, and since then he has increasingly been involved in building recording projects, as well as running larger excavations and evaluations. Steve began working for Albion Archaeology in 2001, before moving to OA North in 2004, where he worked in a supervisory capacity principally on excavation projects, and has carried out large numbers of watching briefs on sites across the north-west of England. He joined Greenlane Archaeology in 2008 and has since been involved in a wide range of projects including excavations, desk-based assessments, watching briefs, and building recording.

1.3.2 All artefacts will be processed by Greenlane Archaeology, and it is envisaged that they will initially be examined by Jo Dawson, who will fully assess any of post-medieval date. Finds of earlier date will be assessed by specialist sub-contractors as appropriate, and in this case it is envisaged that medieval pottery will be examined by Ian Miller at Oxford Archaeology North. LCAS will be notified of any other specialists, other than those named, who Greenlane Archaeology wishes to engage, before any specialist contracts are awarded, and their approval will be sought.

1.3.3 Environmental samples and faunal remains will be processed by Greenlane Archaeology. It is envisaged that charred plant remains will be assessed by Scott Timpany of Headland Archaeology Ltd, and faunal remains by Steve Rowland or Andy Bates, both at Oxford Archaeology North. LCAS will be informed and their approval will be sought for these arrangements.

## 2. Objectives

### 2.1 Archaeological Work

2.1.1 To identify any surviving archaeological remains or deposits and to investigate and record them.

### 2.2 Report

2.2.1 To produce a report detailing the results of the archaeological work, which will outline the nature, form, extent, and date of any archaeological remains discovered.

## 2.3 Archive

2.3.1 Produce a full archive of the results of the archaeological work.

# 3. Methodology

## 3.1 Archaeological Work

3.1.1 The archaeological work on site is to comprise a 'strip and record'. The groundworks are to be monitored, with one archaeologist on site, assuming only a single machine is stripping deposits at any given time. If more than one machine is working on site it may be considered necessary to have one archaeologist per machine.

3.1.2 The 'strip and record' methodology will be as follows:

- Following the demolition of the existing buildings to ground level or floor slab, the underlying deposits will be stripped under the supervision of staff from Greenlane Archaeology, including the removal of any floor slab or any existing external ground surfaces. This is to be carried out by a machine using a **toothless ditching blade**;
- All deposits of archaeological significance will be examined by hand if possible in a stratigraphic manner, using shovels, mattocks, or trowels as appropriate for the scale;
- The position of any features, such as ditches, pits, or walls, will be recorded and where necessary these will be investigated in order to establish their full extent, date, and relationship to any other features. If possible, negative features such as ditches or pits will be examined by sample excavation, typically half of a pit or similar feature and approximately 10% of a linear feature;
- All recording of features will include detailed plans and sections at a scale of 1:20 or 1:10 where practicable or sketches where it is not;
- Photographs of specific features, the general area of investigation, and working shots in both 35mm black and white and colour slide format, supplemented by colour digital, will be taken wherever practicable;
- All deposits, drawings, and photographs will be recorded on Greenlane Archaeology *pro forma* record sheets;
- All finds will be recovered during the 'strip and record' for further assessment as far as is practically and safely possible. Should significant amounts of finds be encountered an appropriate sampling strategy will be devised;
- All faunal remains will also be recovered by hand during the 'strip and record' as far as is practically and safely possible, but where it is considered likely that there is potential for the bones of fish or small mammals to be present appropriate volumes of samples will be taken for sieving;
- Deposits that are considered likely to have preserved environmental remains will be sampled. Bulk samples of between 10 and 40 litres in volume, depending on the size and potential of the deposit, will be collected from stratified undisturbed deposits and will particularly target negative features (gullies, pits, and ditches) and occupation deposits such as hearths and floors. An assessment of the environmental potential of the site will be undertaken through the examination of samples of suitable deposits by specialist sub-contractors (see *Section 1.3.3* above), who will examine the potential for further analysis. All samples will be processed using methods appropriate to the preservation conditions and the remains present;
- Any human remains discovered during the 'strip and record' will be left *in situ*, and, if possible, covered. The Planning Officer (Archaeology) at Lancashire County Council will be immediately informed as will the local coroner. Should it be considered necessary to remove the remains this will require a Home Office licence, under Section 25 of the Burial Act of 1857, which will be applied for should the need arise;
- Any objects defined as 'treasure' by the Treasure Act of 1996 (HMSO 1996) will be immediately reported to the local coroner and secured stored off-site, or covered and protected on site if immediate removal is not possible;
- Should any significant archaeological deposits be encountered during the 'strip and record' these will immediately be brought to the attention of the Planning Officer (Archaeology) at Lancashire County Council so that the need for further work can be confirmed. Any additional work and ensuing costs will be agreed with the client and according to the requirements of the Planning Officer (Archaeology) at Lancashire County Council, and subject to a variation to this project design.

## 3.2 Report

3.2.1 The results of the archaeological work will be compiled into a report, which will contain the following sections:

- A front cover including the appropriate national grid reference (NGR);
- A concise non-technical summary of results, including the date the project was undertaken and by whom;
- Acknowledgements;
- Project Background;
- Methodology, including a description of the work undertaken;
- Results of the archaeological work including descriptions of any deposits identified, their extent, form and potential date, and an assessment of any finds or environmental remains recovered;
- Discussion of the results, with specific reference to their relationship with previous discoveries in the area and the known history and archaeology of this part of Preston;
- Illustrations at appropriate scales including:
  - a plan showing the location of the ground works;
  - plans and sections of the areas investigated, as appropriate, showing any features of archaeological interest;
  - photographs taken during the archaeological works to illustrate the form and extent of any remains encountered, including both detailed and general shots of features of archaeological interest and the site as a whole;
  - photographs of individual artefacts as appropriate.
- A quantified index of the excavation archive.

## 3.3 Archive

3.3.1 The archive, comprising the drawn, written, and photographic record of the archaeological work, formed during the project, will be stored by Greenlane Archaeology until it is completed. Upon completion it will be deposited in the Lancashire Record Office (Preston), and a copy of the report will be deposited with any finds (see *Section 3.3.3* below). The archive will be compiled according to the standards and guidelines of the IfA (Brown 2007), and in accordance with English Heritage guidelines (English Heritage 1991). In addition details of the project will be submitted to the Online Access to the Index of archaeological investigationS (OASIS) scheme. This is an internet-based project intended to improve the flow of information between contractors, local authority heritage managers and the general public.

3.3.2 Within six weeks of the completion of fieldwork, a digital copy of the report will be provided for the Lancashire Historic Environment Record (HER), unless otherwise agreed. In addition, a copy of the report will be deposited with the archive at the Lancashire Record Office in Preston, one will be supplied to the client, and Greenlane Archaeology Ltd will retain one copy, and a digital copy will be deposited with the OASIS scheme as required.

3.3.3 The client will be encouraged to transfer ownership of the finds to the Museum of Lancashire in Preston. Any finds recovered during the archaeological work will be offered to the museum, depending their suitability and significance and following consultation with the curator. If the finds are not considered suitable for deposition they may be discarded or returned to the land owner, and in this case as full a record as possible would be made of them beforehand.

## 4. Work timetable

4.1 Greenlane Archaeology will be available to commence the project on **16<sup>th</sup> July 2009**, or at another date convenient to the client. It is envisaged that the project will involve tasks in the following order:

- **Task 1:** on-site archaeological work;
- **Task 2:** post-excavation work on archaeological work, including processing of finds and production of draft report and illustrations;
- **Task 3:** feedback, editing and production of final report, completion and deposition of archive.

## 5. Other matters

### 5.1 Access

5.1.1 Access to the site will be organised through co-ordination with the client and/or their agent(s).

### 5.2 Health and Safety

5.2.1 Greenlane Archaeology carries out risk assessments for all of its projects and abides by its internal health and safety policy and relevant legislation. Health and safety is always the foremost consideration in any decision-making process.

### 5.3 Insurance

5.3.1 Greenlane Archaeology has professional indemnity insurance to the value of **£250,000**. Details of this can be supplied if requested.

### 5.4 Environmental and Ethical Policy

5.4.1 Greenlane Archaeology has a strong commitment to environmentally- and ethically-sound working practices. Its office is supplied with 100% renewable energy by Good Energy, uses ethical telephone and internet services supplied by the Phone Co-op, is even decorated with organic paint, and has floors finished with recycled vinyl tiles. In addition, the company uses the services of The Co-operative Bank for ethical banking, Naturesave for environmentally-conscious insurance, and utilises public transport wherever possible. Greenlane Archaeology is also committed to using local businesses for services and materials, thus benefiting the local economy, reducing unnecessary transportation, and improving the sustainability of small and rural businesses.

## 6. Bibliography

Brown, DH, 2007 *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer, and Curation*, IFA, Reading

English Heritage, 1991 *The Management of Archaeological Projects*, 2<sup>nd</sup> edn, London

English Heritage, 2001 *Images of England*, [www.imagesofengland.or.guk](http://www.imagesofengland.or.guk)

HMSO, 1996 *Treasure Act*, <http://www.opsi.gov.uk/acts/acts1996/1996024.htm>

IFA, 2001a *Standard and Guidance for Archaeological Watching Brief*, revised edn, Reading

Moir, D, 2009 *Specification for a Programme of Archaeological Work (Strip and Record) at 152 Corporation Street, Preston (SD 5354 2965)*

## Appendix 2: Archive Index

<b>Project name:</b>	152 Corporation Street, Preston, Lancashire		
<b>Project Code:</b>	G1112	<b>Site Code:</b>	CS09
<b>Description</b>	<b>Material</b>	<b>Size</b>	<b>Quantity</b>
Report	Paper	A4, comb-bound	20 pages, double-sided
Drawings	Drafting film	Non-format	1 sheet, single sided
Day record sheet	Paper	A4	3 sheets, single -sided
Photo record sheet	Paper	A4	5 sheets, single- and double-sided
Negatives	Negative film	6 inches x 1 inch (approx)	9 strips
Black and white prints	Photographic gloss prints	6 inches x 4 inches	30 prints
Colour slides	Colour transparency in a plastic frame	5 cm x 5 cm	31 slides
Digital archive indices	Paper	A4	1 sheet, single-sided
Digital archive	CD	-	1