

**Church of Saint Lawrence, Barlow,  
Dronfield, Derbyshire**

**Archaeological Watching Brief and  
Building Recording**



Western elevation of the vestry of the Church of St Lawrence

**ARS Ltd Report 2010/68**

April 2011

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**ARS Ltd Report 2010/68**

**Archaeological Research Services Ltd**

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## ***EXECUTIVE SUMMARY***

*In October 2010 Archaeological Research Services Ltd were commissioned by Anthony Short and Partners on behalf of the PCC of St. Lawrence Church to undertake an archaeological watching brief and limited building survey at the request of the Development Control Archaeologist for North East Derbyshire District Council.*

*The work included the extension to the vestry on the north side of the church to incorporate a toilet, kitchen storage and office facilities, and included the resurfacing of some existing pathways. The proposed development would have impacted upon the building, both in terms to the Grade II\* Listed fabric where a corner of the 1867 vestry was removed, and in terms of below-ground impacts to buried archaeology from foundations and service trenches.*

*A single headstone, presumably originally associated with a now-lost grave, was found to be located within the footprint of the proposed extension. The headstone listed three burials of late 19<sup>th</sup> and early 20<sup>th</sup> century date and therefore careful supervision and excavation in the immediate area was required so as to cause as little disturbance to any burials as possible. Two burials were uncovered in the area of the foundation trench and were recorded and left in situ.*

*Other than the grave cuts and associated undisturbed human remains described above, the watching brief did not identify any significant archaeological features, deposits, buried land surfaces or small finds within the extent of excavation.*

## **1. INTRODUCTION**

1.1 An archaeological watching brief and limited building survey was undertaken by Archaeological Research Services Ltd (ARS Ltd) at the request of the Development Control Archaeologist for North East Derbyshire District Council (NEDDC) during works at Church of Saint Lawrence, Main Road, Barlow, Dronfield, Derbyshire.

1.2 Planning consent (NED/09/00261) was granted for the extension to the vestry on the north side of the church to incorporate a WC, kitchen storage and office facilities, including the resurfacing of some existing pathways. The proposed development impacted on the building, both in terms of the Grade II\* Listed fabric where a corner of the 1867 vestry was removed, and in terms of below-ground impacts to buried archaeology from foundations and service trenches.

1.3 The following condition has been attached to the planning consent:

“10. Following the approval of the details required under condition 9 above (*NB, this relates to details of foundations and finished levels*) and unless otherwise approved in writing by the Local Planning Authority, no development shall take place within the site until the developer has secured the implementation of a programme of archaeological work to be carried out in accordance with a written scheme of investigation that shall first be submitted to and approved in writing by the Local Planning Authority. All works shall be carried out and completed as approved”.

1.4 The village of Barlow is located on the B6051 approximately 3 miles north-west of Chesterfield and roughly 4.5 miles south of the Sheffield City boundary. The church is located centrally on the main road through the village (SK 3440 7468, Fig. 1).

1.5 The underlying geology consists of Silkstone Rock—sandstone (British Geological Survey).

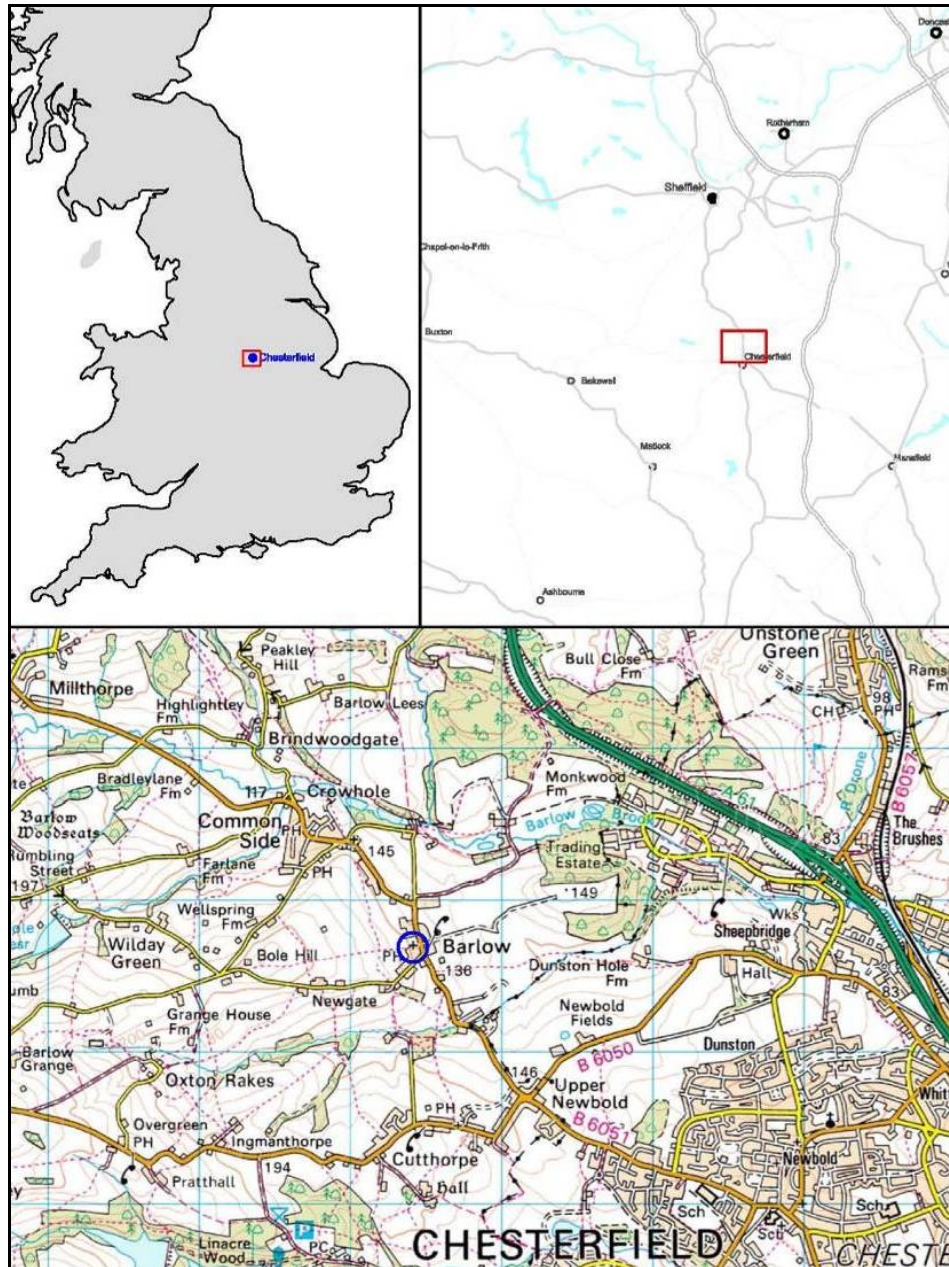


Fig. 1 Site Location

## 2. BACKGROUND

2.1 St Lawrence's Church is a Grade II\* Listed Building (Derbyshire Historic Environment Record 1203), dating from the mid-11<sup>th</sup> century which was built on land donated to the monks of Louth Priory ([www.aboutbarlow.co.uk](http://www.aboutbarlow.co.uk)). The chantry chapel was added in the early 13<sup>th</sup> century and underwent further additions and alterations during the 14<sup>th</sup> and 15<sup>th</sup> centuries. A full restoration including the addition of a chancel and vestry was carried out in 1867 by S. Rollinson (HER 1203).

2.2 The Duke of Rutland funded the re-roofing and major restoration of the interior in 1906 including the removal of the minstrel's gallery above the Lady Chapel. In 1920 a spate of

generous gifts funded the addition of the organ gallery and the rood and vestry screens and chancel stalls. In the 1930's the Barlow family restored the Lady Chapel. Other gifts paid for the Lych gate to be built, a new pulpit, new oak pews and oak wall screen to the rear of the altar ([www.aboutbarlow.co.uk](http://www.aboutbarlow.co.uk)).

2.3 A single headstone, presumably associated with a grave, was located within the footprint of the extension. The headstone lists three burials of late 19<sup>th</sup> and early 20<sup>th</sup> century date.

2.4 The old medieval churchyard cross at Barlow was made into a War memorial in memory of the men who died in World War I, the ancient shaft having been lengthened and crowned with a crucifix (HER 1204).

### **3. AIMS AND OBJECTIVES**

3.1 The watching brief provided an appropriate level of *preservation by record* for any archaeological deposits exposed or surface earthworks impacted, during the proposed ground-works.

3.2 The limited scheme of building recording provided a record of the vestry fabric to be impacted upon during extension work.

### **4. METHODOLOGY**

#### **4.1 Archaeological Watching Brief (Below Ground)**

4.1.1 ARS Ltd provided an archaeological officer at all times during any groundworks. A toothless ditching bucket was used at all times. All excavation in the vicinity of the known grave was carried out by hand. The on-site archaeologist was given the opportunity to stop site work in order to investigate and fully record any exposed archaeological features such as masonry or floors. Adequate time was allowed for the recording of any such features.

4.1.2 Where any unmarked grave cuts or other features of archaeological significance were identified by the archaeologist, all further excavation was carried out by hand.

4.1.3 The archaeologist inspected and monitored the upcast spoil from the excavations. All stratified pottery and a representative sample of unstratified wares was retained.

4.1.4 A written, drawn and photographic record was maintained during the watching brief and all significant archaeological remains were recorded and/or retrieved. All excavations were recorded in accordance with normal principles of archaeological evaluation upon pro forma context sheets. All significant architectural features were photographed (with scale) *in situ* and their location recorded on a plan of the site.

4.1.5 Where archaeological features and/or deposits were identified during the watching brief, then a sufficient quantity of the said features were investigated by hand to allow their date, nature and degree of survival to be ascribed. All features thus investigated were recorded in plan and section and any significant archaeological finds recovered were retained for analysis. Any

archaeological features identified were photographed and drawn in plan at a scale of 1:20 and in section at a scale of 1:10. The stratigraphy, where relevant and observable, was recorded.

4.1.6 For brick structures, the record included 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).

4.1.7 A plan of the excavated areas was maintained, features noted and section lines recorded. All drawings were carried out at an appropriate scale and all contexts were recorded using a single context recording system. The site archive included plans and sections at an appropriate scale, a scale photographic record, and full stratigraphic records on recording forms/context sheets or their electronic equivalent. Where archaeological features were identified then the locations and height AOD of the features were accurately fixed, surveying in either the planning baselines or the features themselves.

4.1.8 The watching brief was undertaken in accordance with the respective guidance by the Institute for Archaeologists (2008).

4.1.9 Any human remains discovered were left *in-situ* after discussion with the Ministry of Justice, Diocesan committee and Derbyshire County Council.

4.1.10 ARS Ltd ensured that heavy plant or machinery was not be operated in the immediate vicinity of archaeological remains until the remains had been recorded. Contractors and plant operators were notified that any observations of archaeological remains must be reported immediately to the archaeological officer on site.

4.1.11 A risk assessment was undertaken before commencement of the work and health and safety regulations were adhered to at all times.

## **4.2 Building Recording and watching brief on building works to the vestry**

4.2.1 The building recording programme included a photographic record, internal and external, of the fabric to be removed, and a watching brief on the knock-through process.

4.2.2 All photographs included an appropriate photographic scale. The position and direction of each photograph was recorded on a site plan.

4.2.3 An archaeologist was present on site throughout the knock-through process. A photographic record of the knock-through process was also compiled. Any significant features exposed during this process were recorded by photography and by measured drawings at an appropriate scale.

## **5. RESULTS**

### **5.1 Watching Brief**

5.1.1 The watching brief covered an area of excavation for terracing and deeper foundation trenches for the footprint of a new extension to the vestry of St Lawrence's church (Fig. 3).



This was an area of reclaimed burial ground with several 20<sup>th</sup> century burials contained within it. It was thought that the proposed development would impact upon at least one of these, located in the centre of the footprint of the proposed extension (Fig. 3). A single grave stone relating to the same identified burial had to be removed and was successfully relocated to the edge of the graveyard. Once this had been done the area of the extension was excavated to 1.2m deep, to create a terrace on which the new building would sit. A trench 0.6m wide was also excavated for the foundations of the extension.

5.1.2 Within the terraced area ten possible grave cuts were identified, however only six of these would be potentially impacted upon by the further excavation of 1m deep foundation trenches. As it was thought that these grave cuts related to late 19<sup>th</sup> and early 20<sup>th</sup> century burial, and after discussion with the Development Control Archaeologist, the portions of the visible grave cuts that were at risk of impact from the groundworks were hand excavated. This was done in order to assess the preservation of each burial encountered.

5.1.3 Two of the burials produced small amounts of human bone and so were fully excavated. A moderately well-preserved adult inhumation was revealed in Grave 6 (Fig. 2) and a small amount of degraded skull fragments were revealed in Grave 7. As these remains were related to late 19<sup>th</sup> and 20<sup>th</sup> century coffin handles they were quantified and re-interred in a new plot.



Fig. 2 The human remains uncovered in Grave 6. Scale = 1m.

5.1.4 In April 2011 a trench was excavated to the west of the extension. The trench was aligned approximately north to south and it measured *c.* 7m in length, 900mm in width and its depth varied from 600 to 700mm (Fig. 3). The excavated soil consisted of a mixture of silty clay topsoil with frequent rotten roots, which did not contain any archaeological feature or deposits.

5.1.5 A further short service trench was excavated immediately west of the trench. The trench was aligned north to south and measured 2m in length, 300/400mm in width and 500mm in depth. It was excavated to join two existing water ducts within the topsoil. The trench did not produce any archaeological features or deposits.



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 Derbyshire

Site Code: BAR10  
 Drawing Ref: Report Fig. 2  
 Date: 20th September 2010  
 Drawn: AB  
 Scale: 1:500 at A4

Figure 3  
 Plan of development site

Key:

- Fenceline
- Proposed area of pipeline
- Buildings
- Area of excavations covered by first watching brief
- Area of excavations covered by second watching brief

Notes:

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Fig. 4 Excavated area of the proposed building, looking west. Scale = 1m x 2

## **5.2 Building Recording (by Alvaro Mora-Ottomano)**

5.2.1 The vestry is a structure integral to the chancel erected in 1867 by S. Rollinson (HER 1203), and is built in a neo-Romanesque architectural style (Fig. 7). The vestry is a two-bay single-storey half-pitched stone-built northern projection of the chancel (Fig. 8). The structure has a basement used as a boiler room and thus contains a chimney stack situated on the north-east corner of the east gable. It was recorded prior to its partial demolition during October 2010 by Alvaro Mora-Ottomano of ARS Ltd.

5.2.2 The roof construction consists of sandstone slates laid to diminishing courses. It has projecting eaves with wooden guttering and both of the gables have short parapets at their verges with sandstone copings. The copings are decorated with flat chamfered underside edges. There are two kneeler sandstones forming a termination at the eaves which are an integral part of the coping construction.

5.2.3 The walls are externally built with sandstone squared and punch faced rubble masonry bonded with soft lime mortar and laid to sneaked bond. Moderate alveolar weathering is present within the masonry. The walls have a continuous projecting plinth with two steps and an upper chamfered edge.

5.2.4 The eastern gable elevation has a two-light window with semi-circular arched heads and a moulded column with a cushion capital.

5.2.5 The north elevation has two pilasters with chamfered coping. There is a straight staircase to a doorway of the basement.

5.2.6 The north-western corner of the vestry is the area to be partially demolished and rebuilt (Fig. 7). This section abuts part of the north-eastern end of the primary medieval church. The western gable elevation has a doorway with a semi-circular arched head (Fig. 8). The doorway is built with dressed sandstones and contains a ledged timber door with hand-forged iron strap hinges decorated with double scrolls (Fig. 9). The dressed doorway is decorated with flat chamfered edges including moulded stops (Fig. 10).

5.2.7 Ground-work reduction exposed the foundation of the vestry which is composed of coarse sandstone rubble (Fig. 11). It also exposed lower masonry courses of the primary medieval church wall. The area adjacent to the vestry's entrance revealed a projecting stone (c. 100mm), from the medieval church, which may be the upper course of its foundation. The projecting stone was observed at c. 1 metre below the present ground level but it was only partially visible (Fig. 12). The western edge of the reduced ground also revealed lower masonry courses of the primary medieval church wall (Fig. 13). This area enabled sufficient investigation and recording, establishing that the masonry is equivalent to the main exposed wall constructed with irregular gritstone rubble built to courses. However, the lower courses differ from the exposed main wall as the stones are bonded with mid brown soft sandy clay with occasional little stones pushed into the joints as *galletting*; whereas the above ground section is bonded with lime mortar. This may imply that the present joints of lime mortar are the result of a secondary re-pointing and the clay identified below the present ground level is the original bonding material of the medieval church.

5.2.8 The internal walls of the vestry are slightly different, consisting of irregular elongated sandstone rubble built to courses (Fig. 14). The semi-circular arched head of the doorway is made of a single course of standard red brick (Fig. 15). The entire walls and doorway are re-pointed with cement. The north wall of the medieval church contains an inserted plain doorway within the vestry. The wall itself is rendered with plaster.

5.2.9 The dismantling of the stone slates revealed modern battens over a membrane of felt suggesting that the roof structure has been repaired sometime in the past (Fig. 16). Underneath the kneeler stone two fragments of grave stones were identified as part of the masonry (Fig. 17). The fragments have incised decoration and writings (Figs 18-19). Further dismantling exposed the original common rafters, wall plate and side purlin. The original ceiling is made of lath-and-plaster which has been concealed with modern plaster board (Fig. 20). The dressed doorway was carefully dismantled as part of the masonry is proposed to be re-used (Fig. 21).

5.2.10 The demolition programme exposed a cross-sectional view of the walls enabling further observation of its construction design (Fig. 22). The bonding material of the entire masonry construction was found to be moderately soft, enabling the rubble to be dismantled without difficulty. The demolition continued down to the lower projecting step of the plinth. Following the demolition of the wall abutting the main church, it was established that the vestry was not keyed in with the medieval masonry. The upper section of the north wall of the medieval church appears to have two major horizontal construction breaks marked by almost straight lines and different masonry type made of regular gritstone rubble work (Fig. 23). The original medieval north wall has been modified with the insertion of a doorway to

the vestry and two safes (Fig. 24). The current floor appears to be a later addition consisting of raised timber joists, over water proof membrane, supporting modern floor boards.

5.2.11 The building survey provides an adequate analytical record of the fabric affected by the demolition programme of the north-western corner of the mid 19<sup>th</sup> century vestry.



Fig. 5 St Lawrence church with the neo-Romanesque chancel on the right, looking north-west.



Fig. 6 North elevation of the vestry, looking south (scale 2m)



Fig. 7 North wall of the vestry prior to demolition (scale 2m)



Fig. 8 West wall of the vestry prior to demolition (scale 2m).



Fig. 9 Detail of doorway (scale 1m).





Fig. 10 Detail of chamfer stop (scale 100mm).



Fig. 11 Plinth and foundation of vestry, looking south (scale 1m).



Fig. 12 Lower courses of north wall of the church, looking south (scale 1m).



Fig. 13 Lower courses of medieval church exposed after ground reduction, looking south (scale 1m).



Fig. 14 Sandstone internal wall of the vestry, looking north-west (scale 2m)



Fig. 15 Doorway with internal brick arched head, looking west (scale 2m).



Fig. 16 South-western corner of vestry during demolition, looking south-east.



Fig. 17 Grave stone fragment used as masonry indicated with red arrow, looking south-west (scale 300mm).



Fig. 18 Detail of grave stone fragment used as masonry (scale 300mm).



Fig. 19 Detail of grave stone fragment used as masonry (scale 300mm).



Fig. 20 Detail of ceiling structure during demolition, looking east.

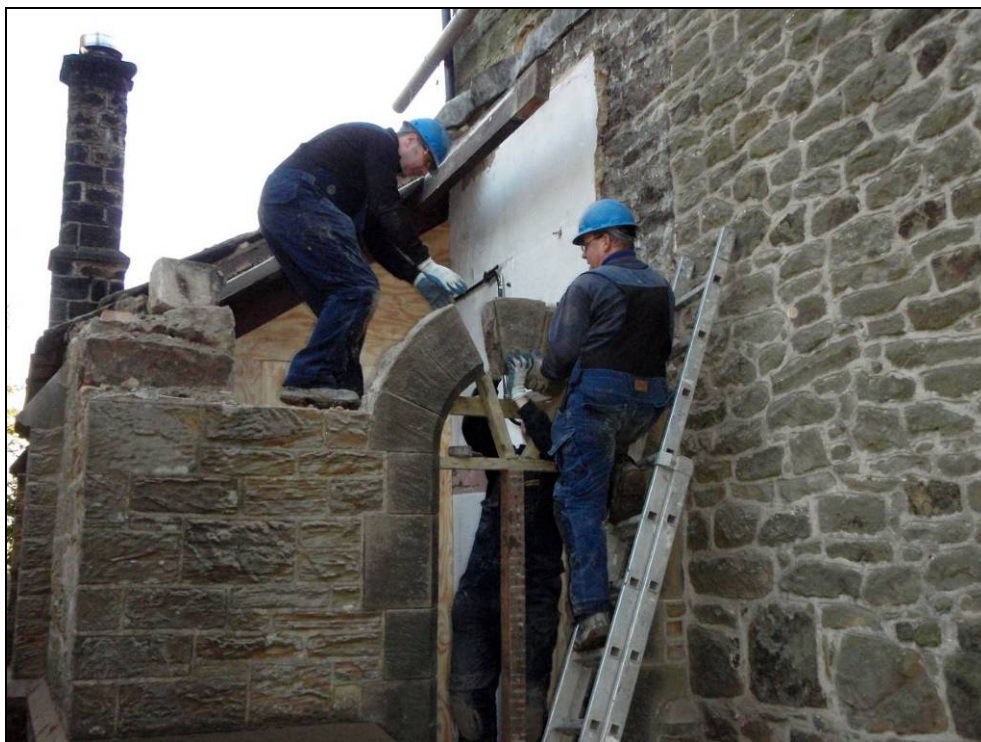


Fig. 21 Careful dismantling of the arched doorway, looking east.

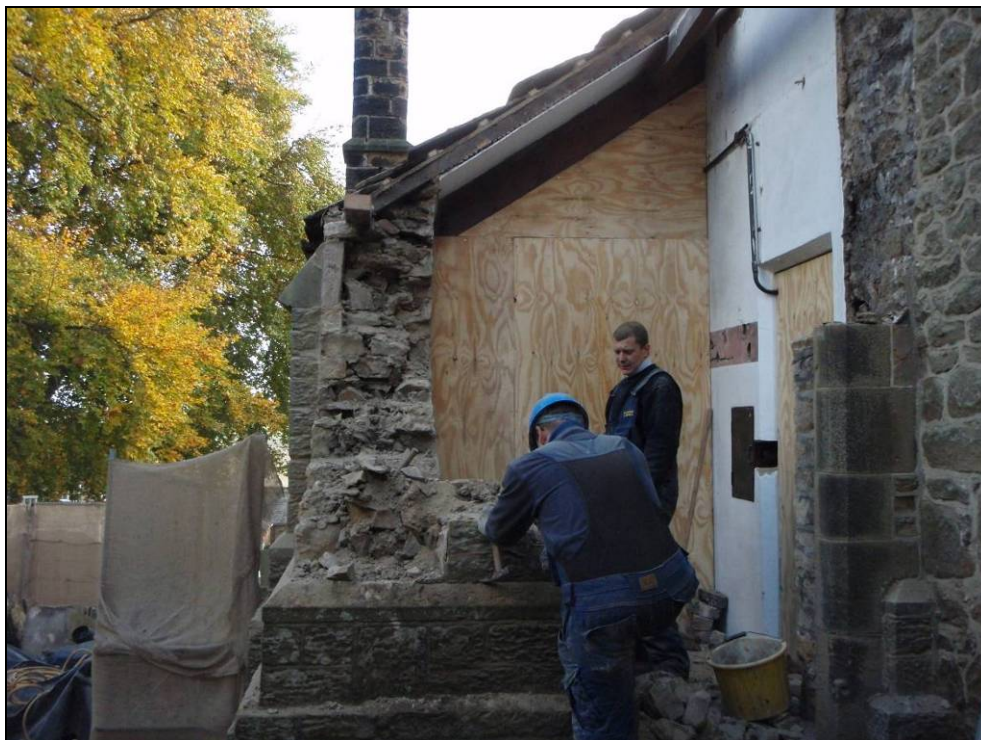


Fig. 22 Demolition work in progress, looking east.

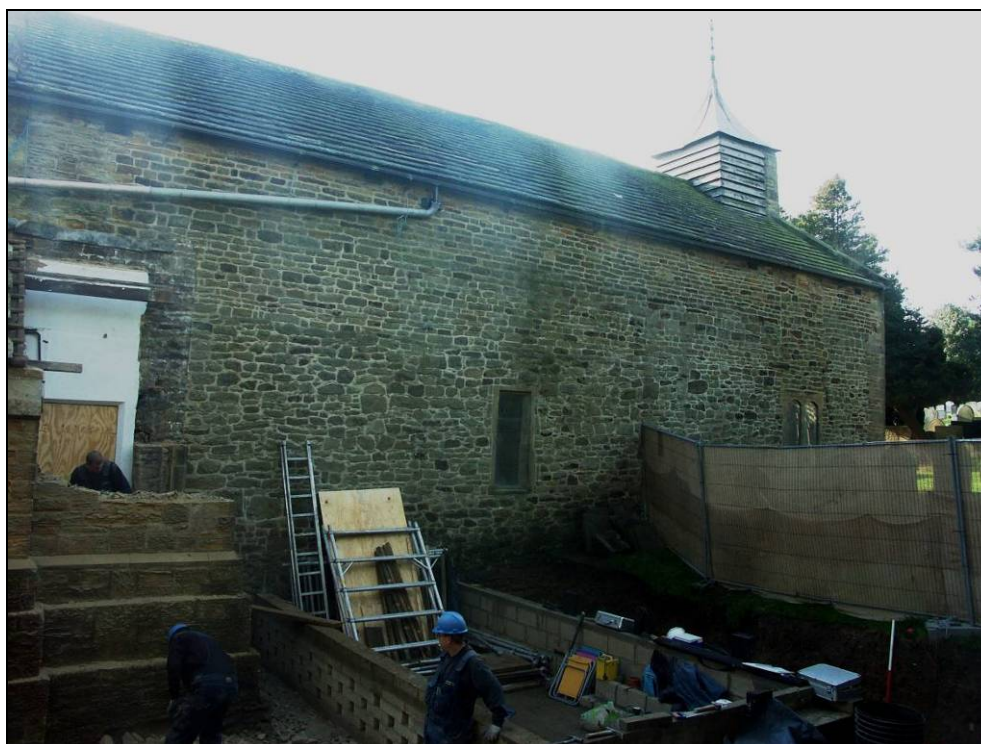


Fig. 23 Partial demolition work of the vestry and view of the adjoining church wall, looking south-west.



Fig. 24 Completed demolition showing the inserted safes, looking south (scale 2m).

## 6. CONCLUSION

6.1 The archaeological building survey undertaken at the Church of St. Lawrence, Great Barlow served to provide an accurate recording of the church fabric that was affected by the demolition programme undertaken in the north-western corner of the vestry. It also uncovered two pieces of worked stone that had been used as building material. The watching brief that followed uncovered several grave cuts, although only two of these were excavated deep enough during the work to reveal human remains. The remains were recorded and left *in situ*.

6.2 Other than the grave cuts and associated human remains described above, the watching brief did not identify any significant archaeological features, deposits, buried land surfaces or small finds within the extent of excavation.

## 7. ARCHIVING AND PUBLICATION

7.1 A digital, paper and artefactual archive will be prepared by ARS Ltd, consisting of all primary written documents, plans, sections, photographs and electronic data. As archive deposition with Sheffield Museum has been temporarily suspended the archive will be retained by ARS Ltd until the position has been resolved.

7.2 A summary of the project, with selected drawings, illustrations and photographs, will be submitted within 2 years of the completion of the project to Derbyshire Archaeological Journal for publication.



## **8. STATEMENTS AND ACKNOWLEDGEMENTS**

8.1 Any publicity will be handled by the client.

8.2 Archaeological Research Services Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

8.3 All statements and opinions contained within this report arising from the works undertaken are offered in good faith and compiled according to professional standards. No responsibility can be accepted by the author/s of the report for any errors of fact or opinion resulting from data supplied by any third party, or for loss or other consequence arising from decisions or actions made upon the basis of facts or opinions expressed in any such report(s), howsoever such facts and opinions may have been derived.

8.4 Archaeological Research Services Ltd. would like to thank the Parish Church Council of St Lawrence Church for commissioning the project; the staff of Anthony Short and Partners for their help onsite; and Steve Baker, Development Control Archaeologist for NEDDC, for monitoring and providing assistance throughout the project.

## **REFERENCES**

Institute for Archaeologists. 2008. *Standard and Guidance for Archaeological Watching Brief*. Reading, Institute for Archaeologists.

[www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)

## **APPENDIX I – DRAWINGS**



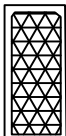
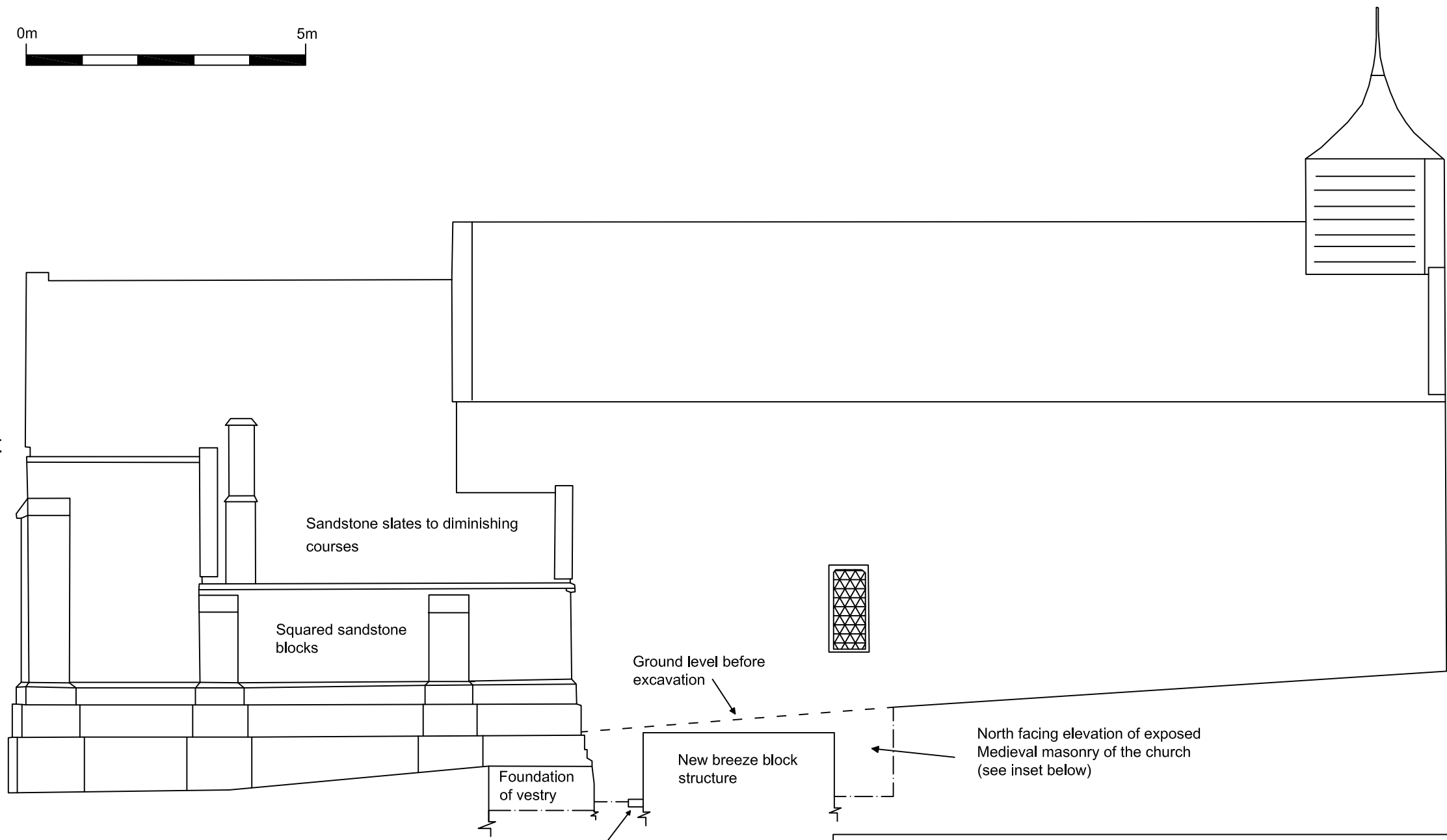
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Site Code: BAR10  
 Date: 11/05/2011  
 Drawn: KM

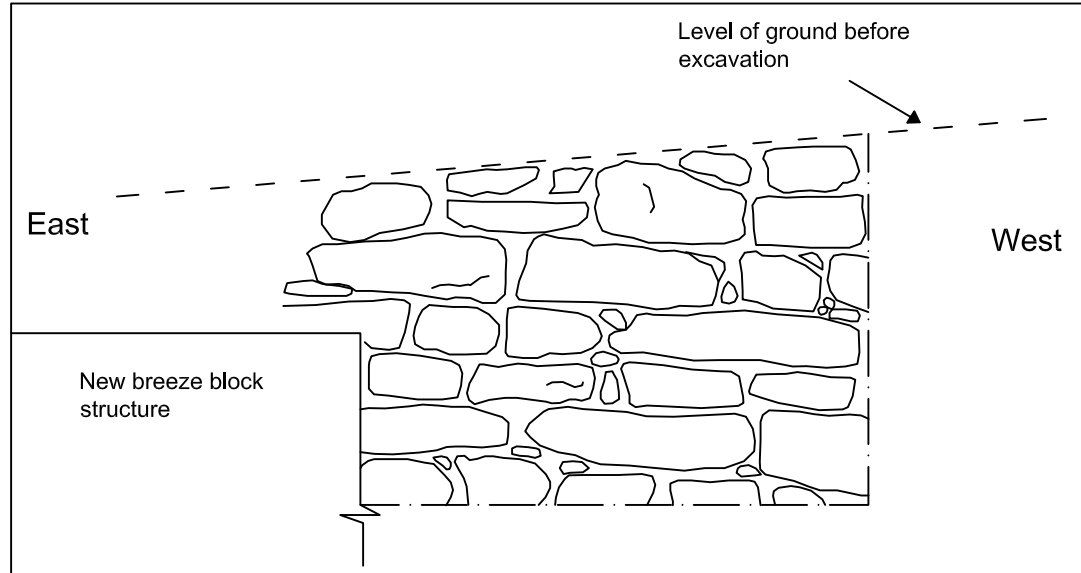
North Elevation of Church  
 showing exposed  
 brickwork in the area of  
 conversion work

East

West



North facing elevation of exposed  
 Medieval masonry of the church  
 (see inset below)

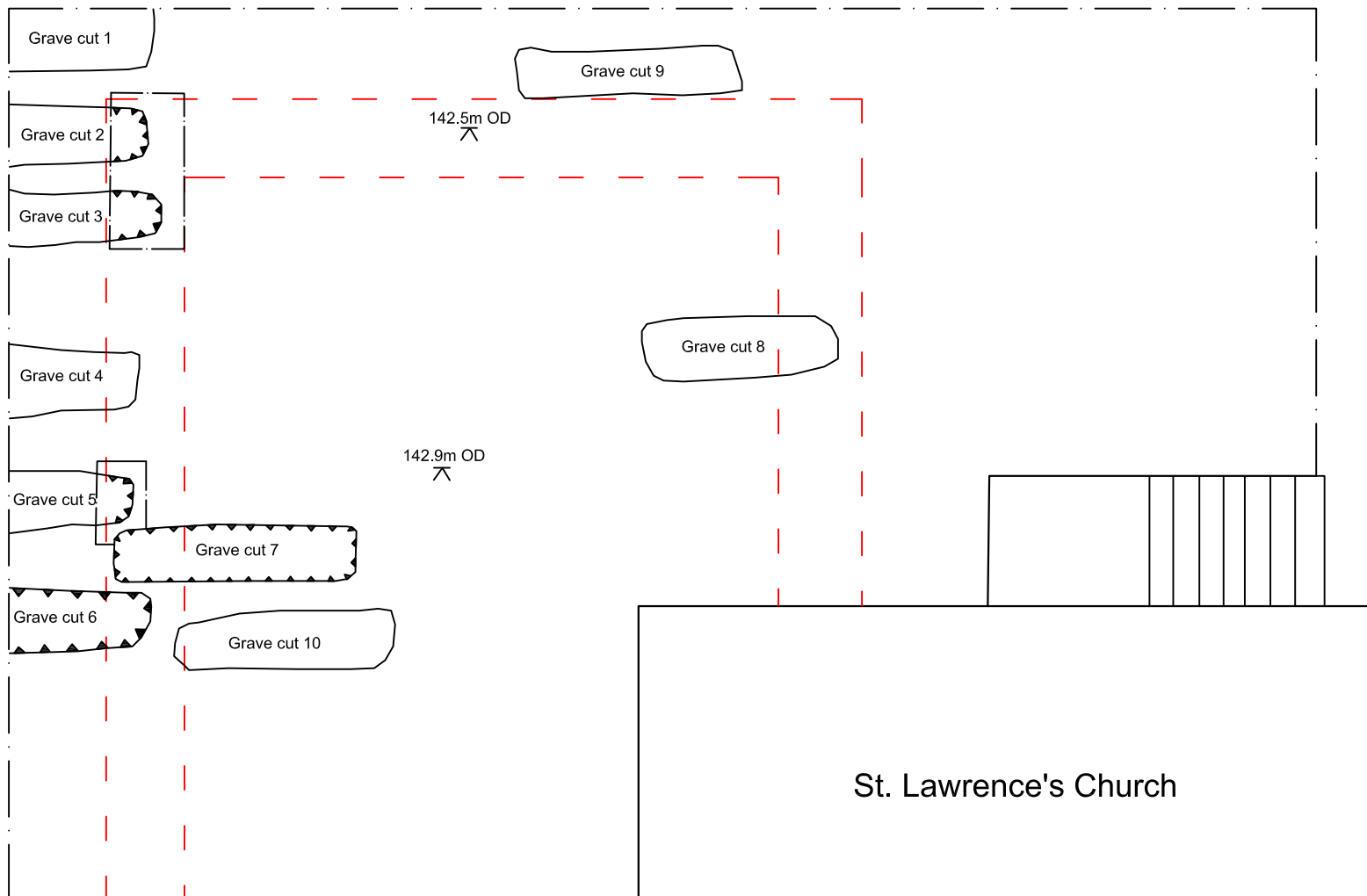


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Site Code: BAR10  
Date: 11/05/2011  
Drawn: KM

Plan of excavated area  
showing burial locations

Key:  
- - - - - Foundation trench

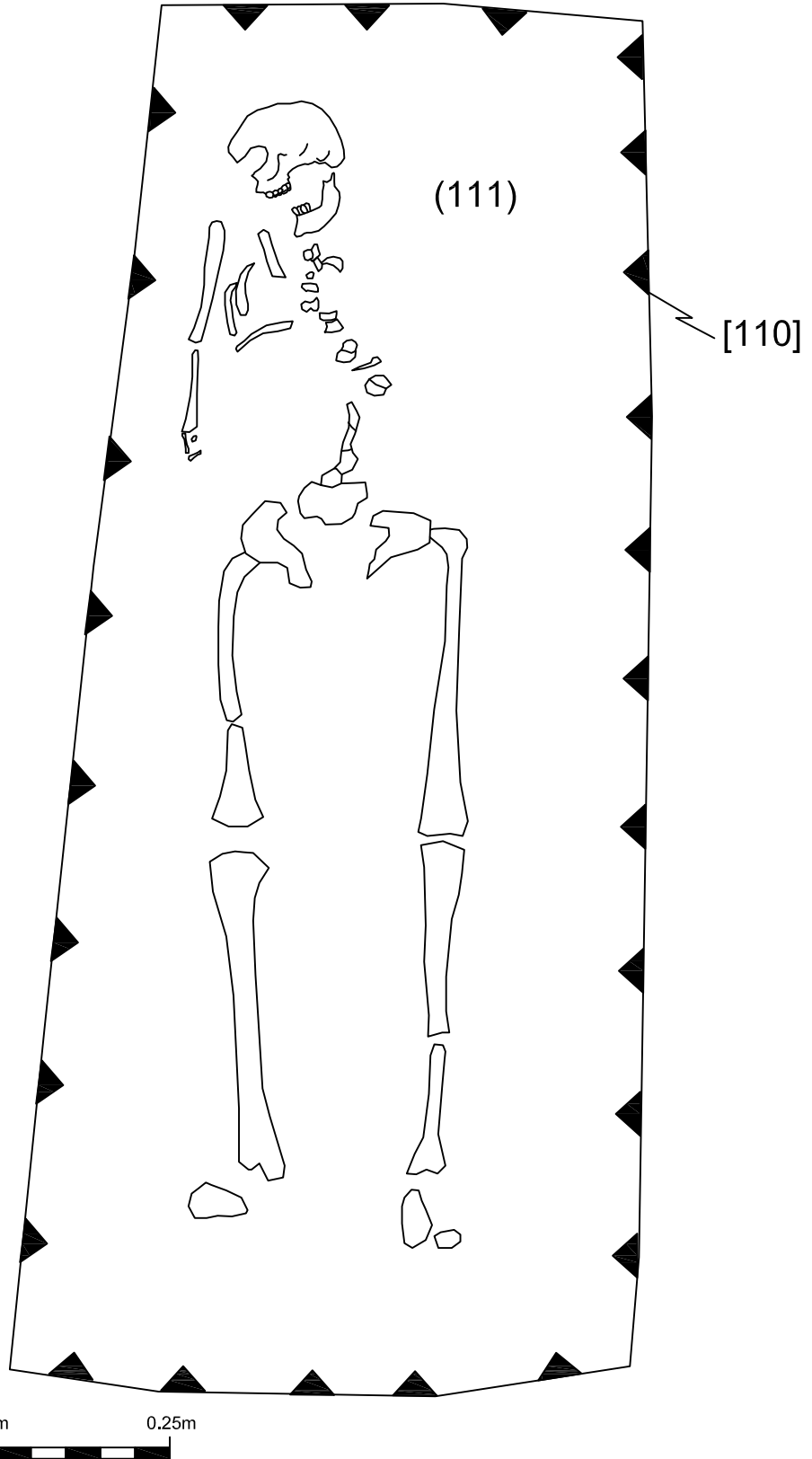
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St. Lawrence's Church



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Site Code: BAR10  
Date: 11/05/2011  
Drawn: KM

Plan of Human  
Remains in  
Grave 6

Key:

Notes:

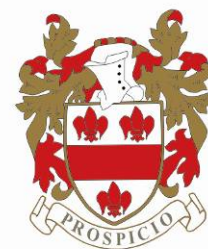
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## **APPENDIX II – SPECIFICATION**

### **Church of Saint Lawrence, Barlow, Dronfield.**

#### **Written Scheme of Investigation for an Archaeological Watching Brief and Building Recording.**



**Archaeological Research  
Services Ltd**

### **1.0 Introduction**

- 1.1 A watching brief and building recording has been requested by the Development Control Archaeologist for North East Derbyshire District Council on works at the Church of Saint Lawrence, Main Road, Barlow, Dronfield.
- 1.2 Planning consent has been granted for the extension to the vestry on the north side of the church to incorporate a WC, kitchen storage and office facilities, including the resurfacing of some existing pathways.
- 1.3 The proposals will impact upon the Grade II\* Listed fabric of St Lawrence's Church and, potentially, on below-ground archaeological remains within the Medieval churchyard.
- 1.4 This document is a written scheme of investigation confirming the nature of the works to be undertaken by Archaeological Research Services Ltd.
- 1.5 In addition to the above works further works preparatory to the laying of a gas pipe need to be undertaken in accordance with Archdeacon's permission subject to a later confirmatory faculty. This will require the excavation of a trench to a depth of 750mm along the route identified in figure 1 below. These works will be monitored by the DAC Archaeological Adviser as detailed below.

### **2.0 Objective**

- 2.1 The archaeological programme will provide for achieving an appropriate level of *preservation by record* for any archaeological deposits or historic building fabric to be impacted during the development process.

### **3.0 Background**

- 3.1 St Lawrence's Church is a Grade II\* Listed Building dating from the early 13<sup>th</sup> century. A number of additions and alterations were made in the 14<sup>th</sup> and 15<sup>th</sup> centuries and a chancel and vestry were added by S Rollinson in 1867. The churchyard is Medieval in date and there is a significant possibility that unmarked burials are present within the proposed footprint of the extension.

- 3.2 The proposed development includes a) the removal of a corner of the 1867 vestry and b) the disturbance of subsurface remains related to the construction of foundations and service trenches up to 2m in depth.
- 3.3 A headstone listing three burials of late 19<sup>th</sup> to early 20<sup>th</sup> century date is located within the footprint of the extension. The foundation trenches of the proposed extension may impact upon this grave.

#### **4.0 Fieldwork Methodology**

- 4.1 *Archaeological Watching Brief (Below Ground)*  
Archaeological Research Services Ltd will provide an archaeological officer at all times during any ground works. If a mechanical excavator is to be used for the groundworks the archaeologist on site will ensure that a toothless ditching bucket will be used at all times. The on site archaeologist will be given the opportunity to stop site work in order to investigate and fully record any exposed archaeological features such as masonry or floors. Adequate time will be allowed for recording any such features.
- 4.2 All excavation in the vicinity of the known grave will be carried out by hand. Top soil will be removed by the main site contractor but all of the grave fill and other archaeological material will be excavated by an archaeologist. Should any unmarked grave cuts or other features of archaeological significance be identified by the archaeologist, all further excavation will be carried out by hand.
- 4.3 Any human remains discovered will initially be left *in-situ* and, if removal is deemed necessary, this will be undertaken in accordance with the faculty which has been obtained or, alternatively, relevant Ministry of Justice, Diocesan and other regulations as appropriate.
- 4.4 If at all possible any human remains will be left *in situ* and protected. Only where there is no alternative due to the nature of the development will the human remains be removed.
- 4.5 In the event of disarticulated human remains being identified, they will be collected, quantified and re-buried. In the event of articulated human remains being identified, the level at which the remains are founds will be cleaned back by hand and any grave cuts identified will be recorded on plan and any grave fill excavated by hand to expose the skeleton contained therein. Once exposed, the skeleton will be fully recorded prior to removal. This may be undertaken by rectified digital photography. Any coffin fittings and/or other artefacts discovered associated with particular burials will be retained and recorded in a manner to retain that association. A report from a suitable specialist will be obtained on any such artefacts.
- 4.6 An assessment report on any significant (medieval or early post-medieval) human remains removed will be obtained from a suitably qualified Osteoarchaeologist. The assessment will advise on the necessity for further analysis and any recommendations will be implemented



- 4.7 The human remains will be re-buried within the grounds of the Church of St Lawrence within twelve months of the completion of the fieldwork.
- 4.8 The archaeologist will inspect and monitor the upcast spoil from the excavations. All stratified pottery and a representative sample of significant unstratified wares will be retained.
- 4.9 A written, drawn and photographic record will be maintained during the watching brief and all significant archaeological remains will be recorded and/or retrieved. All excavations will be recorded in accordance with normal principles of archaeological evaluation upon pro forma context sheets. All significant architectural features will be photographed (with scale) *in situ* and their location recorded on a plan of the site.
- 4.10 Where archaeological features and/or deposits are identified during the watching brief, then a sufficient quantity of the said features will be investigated by hand to allow their date, nature and degree of survival to be ascribed. All features thus investigated will be recorded in plan and section and significant archaeological finds recovered will be retained for analysis. Any archaeological features identified will be photographed and drawn in plan at a scale of 1:20 and in section at a scale of 1:10. The stratigraphy, where relevant and apparent, will be recorded.
- 4.11 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).
- 4.12 A plan of the excavated areas will be maintained, features noted and section lines recorded. All drawings will be carried out at an appropriate scale and all contexts will be recorded using a single context recording system. The site archive will include plans and sections at an appropriate scale, a scale photographic record, and full stratigraphic records on recording forms/context sheets or their electronic equivalent. Should archaeological features be present then the locations and height AOD of the features will be accurately fixed, surveying in either the planning baselines or the features themselves.
- 4.13 The watching brief will be undertaken in accordance with the Institute for Archaeologists *Standards and Guidelines for Archaeological Watching Briefs* (2008).
- 4.14 Archaeological Research Services Ltd will ensure that heavy plant or machinery will not be operated in the immediate vicinity of archaeological remains until the remains have been recorded. Contractors and plant operators will be notified that any observations of archaeological remains must be reported immediately to the archaeological officer on site.
- 4.15 A risk assessment will be undertaken before commencement of the work and health and safety regulations will be adhered to at all times.

*Building Recording and watching brief on building works to the vestry*

- 4.16 The building recording programme will include a photographic record, internal and external, of the fabric to be removed, and a watching brief on the knock-through process.
- 4.17 All photographs will include an appropriate photographic scale. The position and direction of each photograph will be recorded on a site plan.
- 4.18 An archaeologist will be present on site throughout the knock-through process. A photographic record of the knock-through process will be compiled. Any significant features exposed during this process will be recorded by photography and by measured drawings at an appropriate scale.

## **5.0 Artefact and Ecofact collection and recording**

- 5.1 Artefact collection policy will be concerned with the provision of adequate samples for meeting the objectives of the work. Discarded artefactual materials will be described and quantified through assignment to broad categories in the field. Analysis of finds will be undertaken, as necessary, by suitably qualified specialists. Retained finds will be cleaned, marked, catalogued and packed in materials, as appropriate, for long term storage (see 8. Archive Deposition below).
- 5.2 A representative sample of unstratified wares will be retained. Finds of "treasure" will be reported to the Coroner in accordance with the Treasure Act (1996).
- 5.4 Collection policies for structural remains and industrial residues have been set out by the Society of Museum Archaeologists (SMA, 1993). The presence of such materials within a context will be recorded even where comprehensive retention is not considered appropriate.
- 5.5 It is not considered likely that waterlogged or palaeoenvironmental will be encountered at any stage of this project. However, should such remains be identified work will cease and a meeting arranged between Archaeological Research Services Ltd and Steve Baker the Development Control Archaeologist to discuss further procedures.

## **6.0 Monitoring Arrangements**

- 6.1 The DCA contact will be:  
Steve Baker:  
Tel no: 01629 533358  
Mobile: 07795 255837  
[steve.baker@derbyshire.gov.uk](mailto:steve.baker@derbyshire.gov.uk)

The DAC Archaeological Adviser will be Dave Barrett of Derbyshire County Council whose telephone number is:

01629 539774.

- 6.2 Archaeological Research Services Ltd will liaise with the Development Control Archaeologist at regular intervals through out the course of the work.

## **7.0 Report**

7.1 Following completion of the watching brief Archaeological Research Services Ltd will produce a report which will include,

- Non-technical summary
- Introductory statement
- Aims and purpose of the project
- Methodology
- A location plan showing all excavated areas with respect to nearby fixed structures and roads
- Illustrations of all archaeological features with appropriately scaled hachured plans and sections (illustrating height AOD)
- An objective summary statement of results
- Conclusions
- Supporting data – tabulated or in appendices
- Index to archive and details of archive location
- References
- Statement of intent regarding publication
- Confirmation of archive transfer arrangements
- A copy of the DCA brief
- A copy of the OASIS form

7.2 Copies of the final report will be submitted to the Local Planning Authority, the DCA and the Derbyshire HER.

## **8.0 Archive Deposition**

8.1 A digital, paper and artefactual archive will be prepared by Archaeological Research Services Ltd, consisting of all primary written documents, plans, sections, photographs and electronic data (in a format that will be agreed with the repository museum). As archive deposition with Sheffield Museum has been temporarily suspended the archive will be retained by Archaeological Research Services Ltd until the position has been resolved.

8.2 All artefacts and associated material will be cleaned, recorded, properly stored and deposited in the archive (see above).

8.3 A full set of annotated, illustrative pictures of the site, excavation, features, layers and selected artefacts will be supplied to the HER and deposited with the archive as digital images on a CD ROM along that will be attached with the report.

8.5 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed on Details, Location and Creators forms. All parts of the OASIS online form will be completed for submission to the HER. This will include an uploaded .pdf version of the entire report (a paper copy will also be included within the archive).

## **9.0 Changes to Methodology or Work Programme**

- 9.1 Changes to the approved methodology or programme of works will only be made with the prior approval of Steve Baker the Development Control Archaeologist for North East Derbyshire District Council.

### **APPENDIX III: OASIS FORM**

# OASIS DATA COLLECTION FORM: England

[List of Projects](#) | [Manage Projects](#) | [Search Projects](#) | [New project](#) | [Change your details](#) | [HER coverage](#) | [Change country](#) | [Log out](#)

## Printable version

**OASIS ID: archaeol5-99266**

### Project details

Project name	Church of St Lawrence, Barlow, Dronfield, Derbyshire
Short description of the project	watching brief during excavation for an extension to the vestry of the church
Project dates	Start: 20-01-2011 End: 12-04-2011
Previous/future work	Not known / Not known
Type of project	Recording project
Monument type	CHURCH Post Medieval
Significant Finds	NONE None
Investigation type	'Watching Brief'
Prompt	Listed Building Consent

### Project location

Country	England
Site location	DERBYSHIRE NORTH EAST DERBYSHIRE BARLOW Church of St Lawrence, Barlow, Dronfield, Derbyshire
Study area	100.00 Square metres
Site coordinates	SK 3440 7468 53.2677185435 -1.484163760910 53 16 03 N 001 29 02 W Point

### Project creators

Name of Organisation	Archaeological Research Services Ltd
Project brief originator	Derbyshire County Council
Project design originator	Archaeological Research Services Ltd
Project director/manager	James Brightman
Project supervisor	Andrew Burn

### Project archives

Physical Archive Exists?	No
Digital Archive Exists?	No
Paper Archive Exists?	No

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	archaeological watching brief at Church of St Lawrence, Barlow, Derbyshire
Author(s)/Editor(s)	Burn, A.
Date	2011
Issuer or publisher	Archaeological Research Services Ltd.
Place of issue or publication	bakewell
Description	negative watching brief
Entered by	Alvaro Mora-Ottomano ( <a href="mailto:alvaro@archaeologicalresearchservices.com">alvaro@archaeologicalresearchservices.com</a> )
Entered on	14 April 2011

## OASIS:

Please e-mail [English Heritage](#) for OASIS help and advice

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