

WRITTEN SCHEME OF INVESTIGATION

Archaeological Works at The Ashes Farm, Fenny Bentley, Derbyshire Dales, Derbyshire

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Submitted on behalf of: Robert Winter	Submitted by: LOCUS Consulting	Submitted to: Natalie Ward Peak District National Park Authority

LOCUS

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1 INTRODUCTION

1.1 PROJECT BACKGROUND

- 1.1.1 In 2021 Locus Consulting was commissioned by Robert Winter (the 'Client') to compile a Written Scheme of Investigation (WSI) for archaeological works associated with the proposed development at The Ashes Farm, Fenny Bentley, Derbyshire Dales, Derbyshire (the Site).
- 1.1.2 Locus Consulting produced a Heritage Impact Assessment to support an application for planning permission for the works outlined in Section 1.3 in 2021 (Locus Consulting Ltd, 2021).
- 1.1.3 In the event that planning permission is granted, discussions with the local planning authority archaeologist have indicated that a program of historic building recording and archaeological monitoring will be required.
- 1.1.4 This document aims to set out the full scope of works and methodology, for both the historic building recording and the archaeological monitoring.

1.2 SITE LOCATION AND GEOLOGY

- 1.2.1 The Site is located to the south-west of the village of Fenny Bentley, approximately 3.2km north of the market town of Ashbourne. It sits at the end of Ashes Lane which joins the A515 which runs north south, bisecting Fenny Bentley. Ashes Lane is the only access to the Site. The size of the site is approximately 0.9 hectares.
- 1.2.2 The Site lies within the Derbyshire Dales and in the southern-most area of the Peak District National Park. In 1996 the village of Fenny Bentley was designated a Conservation Area. The Site does not lie within this area, sitting to the south-west of the boundary (Peak District National Park, 1996).
- 1.2.3 The farmstead currently comprises a detached double pile farmhouse with extensions, a U-shaped range of outbuildings forming a central yard, with additional modern barn and rectangular concrete surface.
- 1.2.4 The development Site includes the northern range of the U-shaped outbuilding to the rear of the farmhouse, a small paddock to the west of the U-shaped range, and the south east corner of the adjacent field to the east.
- 1.2.5 Both the farmstead and surrounding earthworks are considered to be non-designated heritage assets by virtue of their architectural and historical interest and archaeological interest respectively.¹
- 1.2.6 The Site is surrounded by open fields on all four sides and is near to the watercourses of Wash Brook and Bentley Brook. No neighbouring properties lie adjacent the Site, with the closest being Ashes Barn on Ashes Lane to the north. The village of Fenny Bentley is small in size and

¹ Natalie Ward, Senior Conservation Archaeologist, Peak District National Park, pers. comm., 25.05.21.

notable local buildings include St Edmund's Church and the 15th century Bentley Hall, now known as Cherry Orchard Farm, both Grade II* listed.

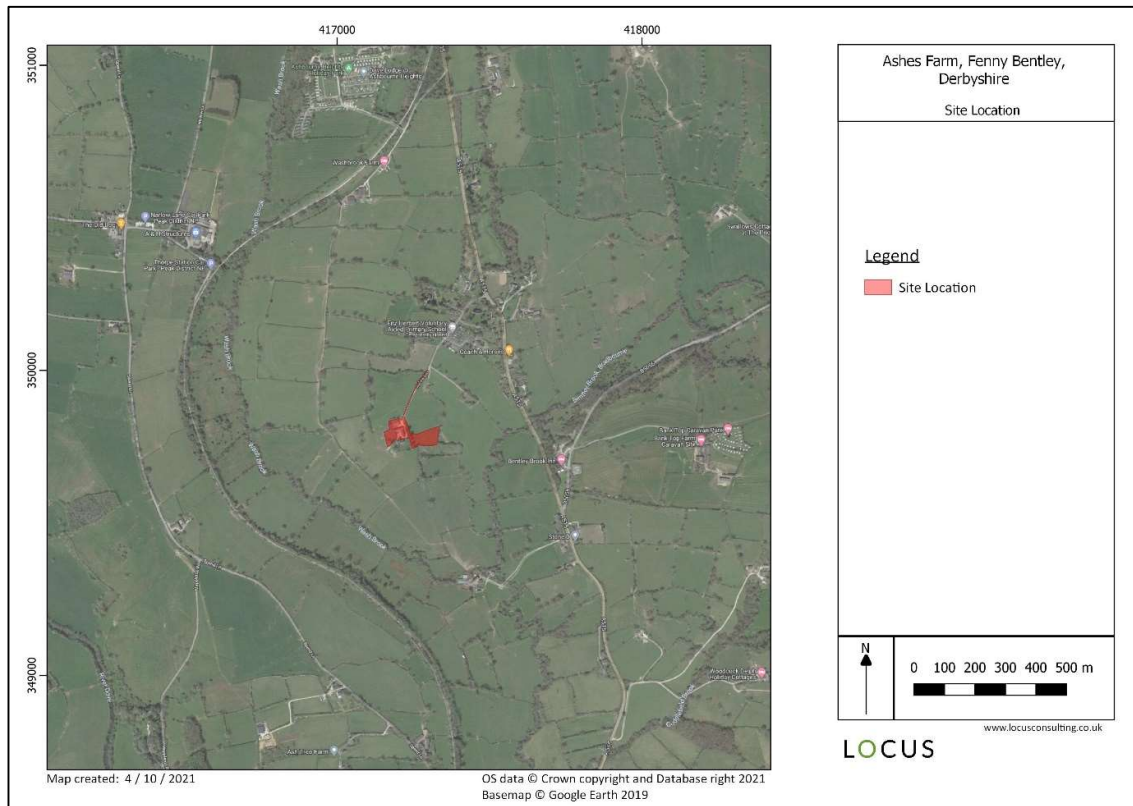


Figure 1: Site Location

- 1.2.7 The bedrock geology of the Site consists of Widmerpool Formation – Limestone and Mudstone Interbedded, sedimentary bedrock formed approximately 329 to 337 million years ago in the Carboniferous period, in a local environment previously dominated by sub-aqueous slopes. There are no superficial deposits recorded (British Geological Society, 2014).

1.3 PROPOSED WORKS

- 1.3.1 In the event of planning permission being granted, the proposed works include the refurbishment and conversion of the northern building of the U-shaped range of outbuildings into an apartment, library, gymnasium and workspace and the construction of a manège to the east of the Site with associated fencing.
- 1.3.2 For full details of the proposed development, please refer to the application submission documents.

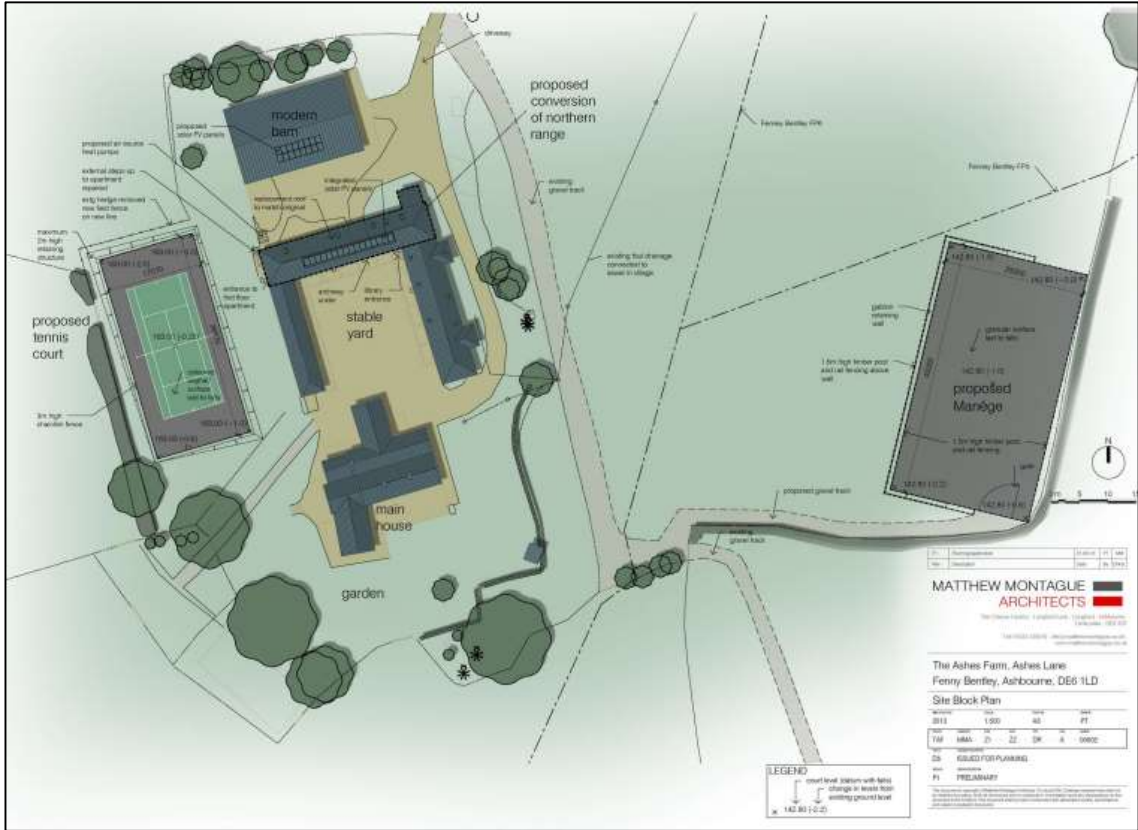


Figure 2: Proposed Site block plan

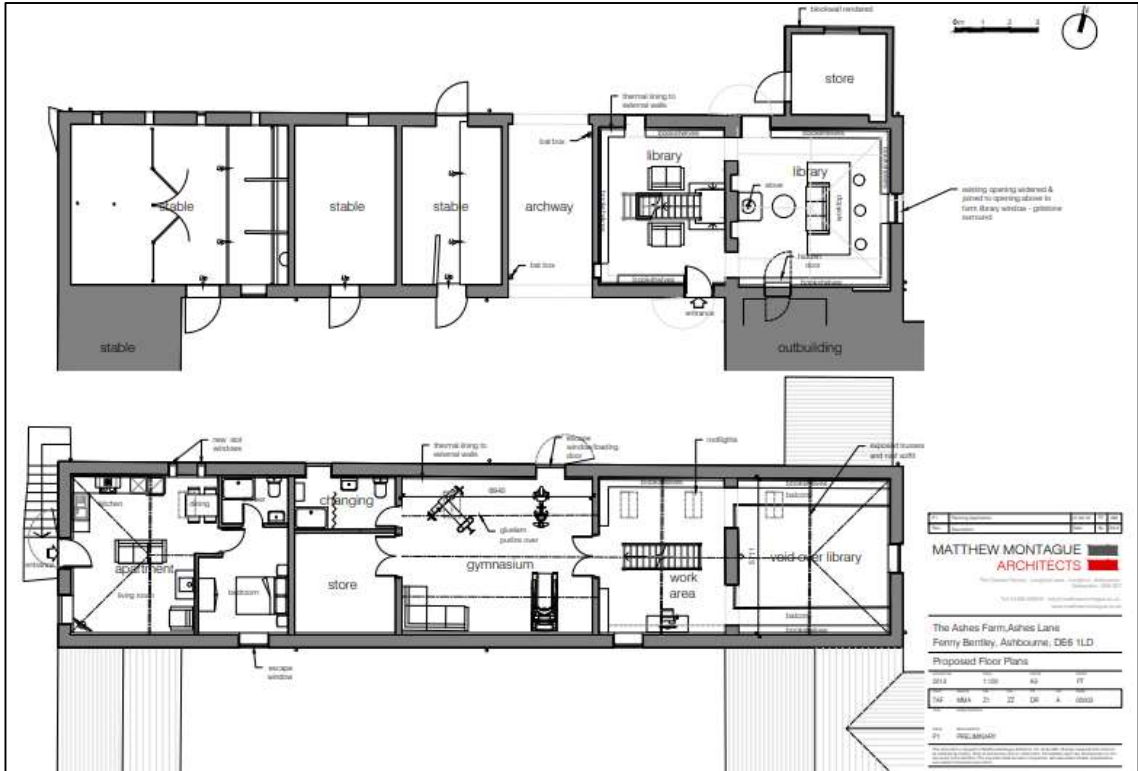


Figure 3: Floor plans for stable conversion

1.4 SCOPE OF ARCHAEOLOGICAL WORKS

1.4.1 The Local Planning Authority archaeologist has advised:

“Should the planning balance be favourable I recommend that:

- *the harm identified above to the barn is mitigated by a conditioned scheme of building recording and,*
- *the harm resulting from the manège is mitigated by a conditioned scheme of archaeological monitoring.*

The building recording needs to supplement the existing heritage statement to provide a Level 2 descriptive record of the building. Additional elements need to include:

- *A full visual record of the building internally and externally*
- *Full recording of first floor areas which were previously inaccessible.*
- *Draw record depicting the form and location of historic fabric, features, fixtures and fittings. These can be based on the architects drawings if they can be provided in a suitable format, at an appropriate scale and if checked for accuracy.*
- *Written description to supplement information in the heritage statement.”*

1.4.2 This document represents a Written Scheme of Investigation fully specifying the scope and methodology of both the Historic Building Recording and Program of Archaeological monitoring.

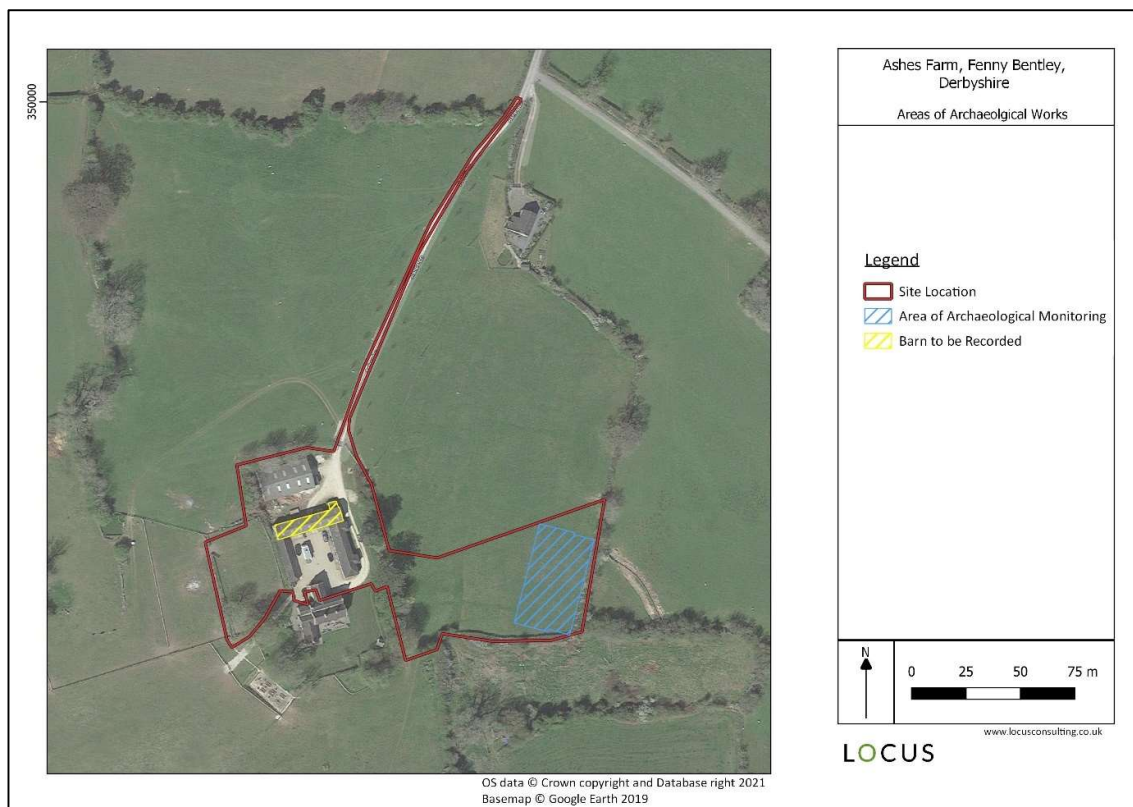


Figure 4: Areas of Archaeological Works

2 ARCHAEOLOGICAL AND HISTORICAL CONTEXT

- 2.1.1 A Heritage Impact Assessment of the Site was prepared by Locus Consulting (Locus Consulting Ltd, 2021) which identified the Site having a low to at most moderate potential to retain archaeological remains. If present, remains within the Site are most likely associated with transient farming practices from the medieval period onwards. Evidence for such activity would be of local to at most regional archaeological significance.

3 METHOD STATEMENT

3.1.1 The scheme of archaeological works associated comprises two stages, each of which is outlined in full below.:

- Stage 1 – Historic Building Survey
- Stage 2 – Archaeological Monitoring and Recording

3.2 AIMS AND OBJECTIVES

3.2.1 The main objective of the historic building survey is to record any features of architectural or historic interest prior to alteration. Exposed features and structures will be identified and recorded equivalent to a Level 2 survey as defined in Understanding Historic Buildings: a guide to good recording practice (Historic England, 2016) and with regard to the Chartered Institute of Field Archaeologists, Standard and Guidance for the archaeological investigation and recording of standing buildings or structures (Chartered Institute for Archaeologist, 2014).

3.2.2 The main aim of the archaeological works is to enable the identification, sample excavation and recording, to professional standards, of buried archaeological deposits within the Site.

3.2.3 Depending on their nature, buried archaeological remains could offer an opportunity to address research priorities highlighted in the East Midlands Historic Environment Research Framework (Knight, et al., 2018).

3.2.4 Research priorities identified in the East Midlands Historic Environment Research Framework, relevant to the proposed works, are:

6.7.1 Is there evidence for new crops and other agricultural changes during the Roman/Saxon transition?

7.7.2 Can we establish the character and extent of the field systems of non-champion landscapes (e.g. upland Derbyshire)?

3.2.5 This Written Scheme of Investigation has been prepared in consultation with the local planning authority archaeologist with reference to the prevailing framework of national, and local, policy and guidance.

3.3 DETAILED METHODOLOGY

BUILDING RECORDING

- 3.3.1 A Level 2 Building Survey provides a descriptive and visual record, as defined by Historic England's *Understanding Historic Buildings* (2016), Section 5.2.
- 3.3.2 The survey will be of the exterior and interior of the 19th century barn.
- 3.3.3 The historic research undertaken for the Heritage Impact Assessment produced by Locus Consulting Ltd will be used to establish the baseline historical and architectural interest of the barn.
- 3.3.4 An analysis of its development, use over time, and architectural and historical significance will be provided, with figures and photographs as illustration where necessary.
- 3.3.5 The survey will be undertaken by a heritage professional. The objective is to create a record of the northern barn and set it within its historic context. This will include a note of any statutory designation, and a statement describing the building's type or purpose, historically and at present, its materials and possible date(s) so far as these are apparent from a superficial inspection.

Recording

- 3.3.6 A digital photographic record of suitable quality is to be created. Images will be captured in RAW format using cameras with manual controls and sensors of at least 10 megapixels. These will be converted to the TIFF file format for preservation purposes. Images should also be saved to the highest quality setting in photo editing software (e.g. not compressed). Original camera images should be provided alongside any edited images.
- 3.3.7 During the survey, a 2m ranging pole, 0.30m strip scale and 0.05m north arrow shall be used.
- 3.3.8 Photographs will be taken of the following:
- All external elevations
 - All internal elevations, including internal walls/subdivisions (where safely accessible)
 - The roof structure of the building (where safely accessible)
 - The building in the context of its immediate surrounding (i.e. the relationship to other buildings and structures)
 - Details, e.g. windows, openings, doors, decorative brickwork, carpentry joints, reused timbers and any other interesting features, fixtures or fittings. Where particular features such as windows or openings of a single type, occur more than once within the structure, only representative photographs need be taken.
 - A general internal photographic record should be made of the building. General views should be taken of each room/space to be altered, and on each floor or discrete internal space, from a sufficient number of vantage points to adequately record the form, general appearance and method of construction of each area photographed; this may require ancillary lighting or flash equipment.

- 3.3.9 A photographic register detailing (as a minimum) location and direction of each shot together with a basic description of the view will be completed.
- 3.3.10 Stored materials, vegetation and other obstructions cleared prior to record being made.
- 3.3.11 If required, additional lighting in the form of portable spotlights will be used to ensure adequate lighting is provided.
- 3.3.12 The position and direction of each photograph is also to be noted on a copy of the building plan or site plan.
- 3.3.13 Scaled plans and elevations supplied by the client. The will be added to through annotation and amended if required to produce the drawn record.

Reporting

- 3.3.14 The report will be compiled in accordance with industry standards, and a PDF/A of final report will be submitted to the DHER, the Local Planning Authority, and anyone else the developer wishes by email attachment or file transfer. File size should be pro-actively managed for minimum file size while preserving image quality and legibility and aiming for 5Mb or less.
- 3.3.15 The building survey will follow guidelines in accordance with industry standards, as set out within the relevant sections of the Chartered Institute for Archaeologists *“Standard and guidance for the archaeological investigation and recording of standing buildings or structures”* (Chartered Institute for Archaeologist, 2014). The final report will include, as a minimum:
 - Non-Technical Summary
 - Introductory Statements
 - Aims and Objectives
 - Methodology
 - Basic structural description of the 19th century barn
 - Documentary research detailing the historic context and development of the barn
 - Analysis of the above data
 - Conclusion
 - Supporting Drawings, Photographs etc
 - Supporting Data
 - Index of Archive Content
 - Location of Archive
 - References
- 3.3.16 Following completion of the fieldwork an OASIS (Online AccesS to the Index of archaeological investigationS) record will be created. The report will include the OASIS record number.

Archiving

- 3.3.17 Provision will be made for an archive to be compiled in accordance with industry standards, the Archaeological Archives: A guide to best practice in creation, compilation, transfer, and

curation. (Brown, 2007), the Procedures for the Deposition of Archaeological Archives from Derbyshire (Derbyshire Museums 2016), and the CiFA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (The Chartered Institute for Archaeologists, 2020).

- 3.3.18 The non-digital portion of the archive to be deposited with the 'Buxton Museum and Art Gallery', in accordance with the Procedures for the Deposition of Archaeological Archives from Derbyshire (Derbyshire Museums 2016). Any associated project initiation form will be completed by the appointed archaeological contractor prior to commencement of works. A digital copy of which will also be supplied to the Local Planning Authority Archaeologist and the Client's representative.
- 3.3.19 A suitably qualified employee of the appointed archaeological contractor will select the documentary material to be deposited upon completion of fieldwork, analysis and reporting. Selection procedures will follow the collection guidelines of Buxton Museum (Derbyshire Museums 2016), the stated aims and objectives of the project, and the list of material set out in paragraph 3.3.23.
- 3.3.20 The all-digital photographic archive will be deposited with the Archaeological Data Service (ADS) as per the Procedures for the Deposition of Archaeological Archives from Derbyshire (Derbyshire Museums 2016), regarding digital archiving. Digital data to be included in the final archive will be reviewed during the post-excavation and archiving phase of works.
- 3.3.21 The project manager of the appointed archaeological contractor, and archive depository (both digital and physical) will be consulted on the fate of any deselected material. Deselected material is expected to include duplicates, and any non-final versions of data.
- 3.3.22 The two archives will be linked by supplying the web address of the digital archive within the physical archive & report and including the Buxton Museum and Art Gallery accession number within the digital ADS archive.
- 3.3.23 The archive will include:

- Project specification, aims and objectives
- List of Archive Contents
- All original written records created throughout the course of the building recording
- All original drawings, whether created during survey, in analysis or for publication
- Indexes to the drawings
- All born digital material
- Digital material created from written, drawn or photographed original records
- Documentation accompanying the digital archive, either in digital or written form
- Web address of the digital photographic archive
- The final project report, including any specialist reports (where present)
- Relevant correspondence and incidental material

Access and Insurance

3.3.24 The client will arrange for safe access to the land.

3.3.25 The archaeological contractor will carry the appropriate insurances, copies of which will be available for inspection if required.

Health and Safety

3.3.26 All work will be carried out in a way that complies with the Health and Safety at Work Act 1974 and its related regulations and codes of practice. The attending archaeologist(s) will perform their duties in accordance with company safety policy, with senior staff responsible for monitoring compliance with health and safety requirements and legislation.

3.3.27 The archaeological contractor will prepare and regularly update risk assessments of archaeological fieldwork and recording tasks for each stage of the archaeological project. Copies of all health and safety documentation prepared for the scheme by the archaeological contractor will be made available to the client.

3.3.28 If areas are not safe to access, these will not be surveyed. Any areas not surveyed due to health and safety concerns will be explicitly referenced in the report.

Project Team

The survey and reporting will be undertaken by Locus Consulting Ltd.

ARCHAEOLOGICAL MONITORING

- 3.3.29 As a baseline, a ca. 1207m² strip will be excavated in the area set out in Figure 4. The area has been located to investigate, characterise and preserve by record any archaeological remains present within the footprint of the menage.
- 3.3.30 All interventions will be located using survey grade GPS (model specified by the appointed archaeological contractor to the LPA in writing at least 10 days prior to the commencement of work), and their final position will take into account surface topography, services, safety requirements and existing features (tree, fences etc.) and prior to any excavation the area of the intervention will be scanned with a CAT Scanner to locate any services.
- 3.3.31 The machine excavation during the works will be carried out using a back-acting mechanical excavator fitted with a toothless bucket, under the supervision of a suitably qualified archaeologist.
- 3.3.32 The works will be carried out in accordance with the Chartered Institute for Archaeologists publication "Standard and guidance for an archaeological watching brief" (The Chartered Institute for Archaeologists, 2020) and any revisions of such received up to the acceptance of this specification.
- 3.3.33 Machine excavation will be monitored to the depth of archaeological deposits/natural strata, whichever occurs first. Excavation will not proceed past a maximum unsecured depth of 1m, or to a perceived safe depth if the sides are secure, to comply with Health and Safety requirements.
- 3.3.34 Should archaeological or paleoenvironmental deposits be encountered, the area of the trench will be hand cleaned, and the feature(s) sufficiently excavated and recorded to be characterised and dated.
- 3.3.35 Excavated overburden and underlying deposits will be separated and stored in a location specified by the attending archaeologist prior to the works commencing.
- 3.3.36 The location of any artefacts recovered in the overburden/topsoil will be recorded by context/spit where appropriate.

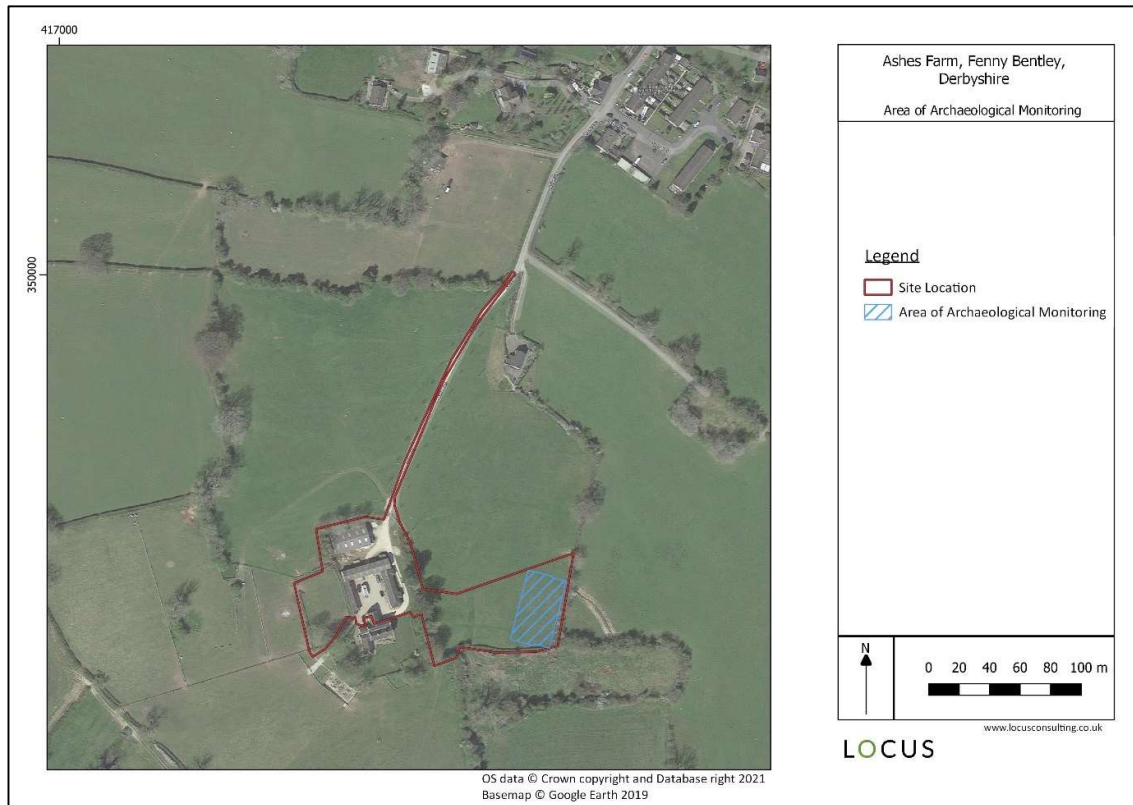


Figure 5: Area of Archaeological Monitoring

Monitoring

3.3.37 The Local Planning Authority Archaeologist will be informed at least 10 working days prior to the commencement of works of the start date and may arrange monitoring visits following discussions with the clients representative and the attending archaeologist.

Recording, Reporting and Archiving

Hand Excavation and /or Cleaning

- 3.3.38 All archaeological works will be carried out in accordance with the Code of Conduct of The Chartered Institute for Archaeologists (CIfA 2014).
- 3.3.39 Archaeological features will be hand-cleaned and recorded prior to excavation to determine their plan and form, and to recover any datable artefacts. Where sampling is deemed appropriate it will follow guidelines below.
- 3.3.40 The fills of archaeological features will be removed by contextual change (the smallest usefully definable unit of stratification).
- 3.3.41 All finds will be recorded by context where appropriate, if deemed necessary finds are to be recorded three dimensionally.

- 3.3.42 Linear features will normally be subject to a minimum 10% sample with slots of at least 1m width (where possible), all terminals and intersections will also be excavated to establish relationships.
- 3.3.43 All discrete cut features, such as pits or post holes, will be subject to a 50% sample with plan and section drawn.
- 3.3.44 Complex features will be removed by contextual change in plan and/or in spits no greater than 100mm and will be hand excavated to a maximum depth of 1m, or a perceived safe depth if the sides are unstable.
- 3.3.45 Any structural or burial features (that cannot be left in situ) need to be 100% excavated.
- 3.3.46 Spoil will be searched for artefacts, including the use of a metal detector as appropriate.

Recording

- 3.3.47 Plans of all trenches and contexts, including features will be drawn on drafting film in pencil at an appropriate scale and will at the very minimum show:
- context numbers
 - all colour and textural changes
 - principal slopes represented as hachures
 - levels expressed as O.D. values, or levelled to permanent features if a benchmark is absent
 - sufficient details to locate the subject.
- 3.3.48 Sections will show the same information, with the levelling information given in the form of a datum line with O.D/arbitrary value. The locations of all sections will be shown on an accompanying plan.
- 3.3.49 A digital photographic record of suitable quality will be created, comprising images of each trench and/or context as well as general views of the Site. Images will be captured in RAW format using cameras with manual controls and sensors of at least 10 megapixels. These will be converted to the TIFF file format for preservation purposes. Images should also be saved to the highest quality setting in photo editing software (e.g. not compressed). Original camera images should be provided alongside any edited images.
- 3.3.50 Written records will be maintained to current industry standards.

Environmental Sampling

- 3.3.51 Where suitable deposits (such as organic, charcoal-rich soils, buried soils, stratified deposits associated with early activity, or deposits deemed suitable and informative following onsite assessment) are encountered, samples will be taken for environmental analysis. The sampling of features will follow procedures set out within the English Heritage Centre of Archaeology Guidelines, Environmental Archaeology 2011. Material removed from Site will be stored in appropriate controlled environments. The aims of the environmental sampling is to further the understanding of the types of biological remains present within the Site, their

preservation, concentration and distribution, and the significance of environmental remains in a local, regional and national context.

- 3.3.52 Bulk samples, 20L for wet and 40L for dry contexts (or as much as possible) will be taken from appropriate contexts for the recovery and assessment of environmental data. Sampling methods will follow English Heritage guidelines (English Heritage 2011).

Post-excavation Processing of Finds

- 3.3.53 All finds will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in accordance with the United Kingdom Institute for Conservation (UKIC) First Aid for Finds, 1998 (new edition), by the attending archaeologist(s).
- 3.3.54 The specialist to be used, will be confirmed in writing with the local authority archaeologist at least 10 working days prior to the commencement of the works.

Reporting

- 3.3.55 A report for the archaeological monitoring will be produced by the appointed archaeological fieldwork contractor upon completion of all archaeological fieldwork. The report will follow current industry guidelines. A final digital copy will be submitted to the Local Planning Authority, Derbyshire Historic Environment Record and anyone else the Client wishes. It is understood that the planning condition will not be fully discharged until the report and archive have been deposited with the relevant parties.
- 3.3.56 The final report will include, as a minimum:
- Non-Technical Summary
 - Introductory Statements
 - Aims and Objectives
 - Methodology
 - Simple historical development to set the findings within their historic context
 - Specialist reports on artefacts and ecofacts (where present)
 - Analysis of the above data
 - Conclusion
 - Supporting Drawings and Photographs
 - Location of Archive
 - Index of Archive Content
 - References
 - OASIS record sheet
- 3.3.57 Following completion of the fieldwork an OASIS (Online AccesS to the Index of archaeological investigationS) record will be created. The report will include the OASIS record number.
- 3.3.58 Unless agreed otherwise, a brief site summary in text format will be provided for Derbyshire Archaeological Journal's annual fieldwork round-up. This will be sent to Derbyshire Archaeological Journal at the same time as submitting the final report to Derbyshire HER.
- 3.3.59 Provision should be made for updating the East Midlands Historic Environment Research Framework (EMHERF) where the results of a fieldwork project contribute towards agenda topics. This should be done using the interactive digital resource at

<https://researchframeworks.org/emherf/> and noted explicitly in the conclusions of the relevant report.

Archiving

- 3.3.60 Provision will be made for an archive to be compiled in accordance with industry standards, the Archaeological Archives: A guide to best practice in creation, compilation, transfer, and curation (Brown, 2007), the Procedures for the Deposition of Archaeological Archives from Derbyshire (Derbyshire Museums 2016), the Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (The Chartered Institute for Archaeologists, 2020), and will be undertaken with reference to the ClfA Archive Selection Toolkit (ClfA and Historic England 2019).
- 3.3.61 The non-digital portion of the archive to be deposited with the 'Buxton Museum and Art Gallery', in accordance with the Procedures for the Deposition of Archaeological Archives from Derbyshire (Derbyshire Museums 2016). Any associated project initiation form will be completed by the appointed archaeological contractor prior to commencement of works. A digital copy of which will also be supplied to the Local Planning Authority Archaeologist and the Client's representative.
- 3.3.62 A suitably qualified employee of the appointed archaeological contractor will select documentary, artefactual and ecofactual material to be deposited upon completion of all fieldwork and post excavation analysis. Selection procedures will follow the collection guidelines of Buxton Museum (Derbyshire Museums 2016), the stated aims and objectives of the project, the recommendations of specialists and the list of material set out in paragraph 3.3.67.
- 3.3.63 No material will be discarded without processing and recording.
- 3.3.64 The all-digital photographic archive will be deposited with the Archaeological Data Service (ADS) as per the Procedures for the Deposition of Archaeological Archives from Derbyshire (Derbyshire Museums 2016), regarding digital archiving. Digital data to be included in the final archive will be reviewed during the post-excavation and archiving phase of works.
- 3.3.65 The project manager of the appointed archaeological contractor, and archive depository (both digital and physical) will be consulted on the fate of any deselected material. Deselected material is expected to include duplicates, any non-final versions of data, and any artefacts and/or ecofacts recommended for deselection by specialists.
- 3.3.66 The two archives will be linked by supplying the web address of the digital archive within the physical archive & report and including the Buxton Museum and Art Gallery accession number within the digital ADS archive.
- 3.3.67 The Archive will include, as a minimum, the following elements:
- Project specification, aims and objectives
 - List of Archive Contents
 - All original written records created throughout the course of the fieldwork
 - All original drawings, whether created during fieldwork, in analysis or for publication

- Indexes to the drawings
- All born digital material
- Digital material created from written, drawn or photographed original records
- Documentation accompanying the digital archive, either in digital or written form
- Web address of the digital photographic archive
- All finds and other archaeological materials selected for retention, and associated documentation
- All scientific samples suitable for curation, and associated documentation
- The final project report, including any specialist reports (where present)
- Relevant correspondence and incidental material

Extensive Remains and/or Significant Finds

- 3.3.68 If significant archaeological remains or artefacts are encountered, the Local Planning Authority Archaeologist, the Client's representative and, where appropriate, Historic England's Regional Science Advisor for the East Midlands will be contacted.
- 3.3.69 The nature of any additional work will be agreed between the Local Planning Authority Archaeologist and the Client's representative prior to the works being carried out and will be signed off by the Peak District National Park Planning Authority. The scope of any additional work should be guided by the tests of planning conditions as set out in Paragraph 56 of the NPPF and the test of proportionality of Paragraph 205 of the NPPF.
- 3.3.70 Any additional archaeological works will be carried out in accordance with the Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide (Historic England, 2015). All excavation works will be carried out to line with industry standards, to the methodology outlined above.
- 3.3.71 The discovery of specific types of significant archaeological remains will be treated as follows:

Human Remains

- 3.3.72 If human remains are encountered, the preference would be for them to remain in situ. If this does not prove possible, an exhumation licence from the Ministry of Justice will be obtained prior to any excavation of the remains, in accordance with Section 25 of the Burial Act (1857).
- 3.3.73 Where possible, human remains, visible grave goods and other obvious associated artefacts would be recorded and removed before the end of the day of discovery, to avoid the risk of vandalism or theft. All remains, and artefacts will be excavated in accordance with industry standards to the methodology outlined above.

Treasure

- 3.3.74 Any objects encountered which can be described as 'Treasure' according to the Treasure Act (1996) will be reported to the Coroner's Office. To protect the objects from vandalism or theft, and where it is not possible to preserve the objects in situ, the objects should be recorded and

removed from the Site to a secure location on the day of discovery. The objects will be excavated in accordance with industry standards to the methodology outlined above.

Archaeological Remains of National Significance

- 3.3.75 In the event that any archaeological remains that are deemed to be of potentially national significance are encountered, the Local Planning Authority's Archaeologist and Historic England's Regional Science Advisor will be informed immediately. It will then be investigated, in conjunction with the two aforementioned parties and the Client's representatives, whether preservation in situ would be feasible.
- 3.3.76 If preservation in situ is not possible, preservation by record will be undertaken. This may involve open-area excavation and will be carried out in accordance with industry standards. The Client will be required to allow sufficient time for this to take place, which will be determined in conjunction with the Local Planning Authority Archaeologist, Historic England's Regional Science Advisor, and the Client's representatives.

Administrative

Access and Insurance

- 3.3.77 The Client will arrange for safe access to the land.
- 3.3.78 The appointed archaeological contractor will carry the appropriate insurances, copies of which will be available for inspection if required.

Health and Safety

- 3.3.79 All work will be carried out in a way that complies with the Health and Safety at Work Act 1974 and its related regulations and codes of practice. The attending archaeologist(s) will perform their duties in accordance with company safety policy, with senior staff responsible for monitoring compliance with health and safety requirements and legislation.
- 3.3.80 All works will be undertaken in accordance with the most current and up to date advice issued by the Government and the Construction Leadership Council guidance on Site Operating Procedures (<https://builduk.org/Coronavirus/>).
- 3.3.81 The archaeological contractor will prepare and regularly update risk assessments of archaeological fieldwork and recording tasks for each stage of the archaeological project. Copies of all health and safety documentation prepared for the scheme by the archaeological contractor will be made available to the Client.

Project Team

- 3.3.82 The archaeological contractor due to carry out the work will be confirmed in writing to the local planning authority archaeologist at least 10 working days prior to the commencement of the works.
- 3.3.83 At least 10 working days prior to the commencement of the works outlined within this document, the appointed contractor will inform the local planning authority archaeologist of all outstanding information within this document, as well as staff structure and project timetable.

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