



Victoria Hospital, Whinney Heys Road, Blackpool, Lancashire

Archaeological Watching Brief Report



Oxford Archaeology North

April 2013

**ESE Project Management Ltd,
on behalf of Blackpool Teaching
Hospitals NHS trust**

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SUMMARY

ESE Project Management, on behalf of Blackpool Teaching Hospitals NHS Trust, requested a programme of archaeological watching brief during ground works to create a new main entrance and multi-storey car park to the north of the existing Women and Children's Unit, on Whinney Heys Road, at the Victoria Hospital, Blackpool, Lancashire (NGR centred SD 33443 36483). The proposed development site lay over the position of the former Whinney Heys Hall that was in existence from 1575 until 1957. The planning approval (ref 10/0382) contained a condition (No 12) that a programme of archaeological work needed to be undertaken in consultation with Lancashire County Archaeology Service (LCAS). Consequently, with a potential for encountering cellars, foundations or other archaeological remains during any ground breaking works, Oxford Archaeology North (OA North) was commissioned to conduct the watching brief, which took place over 12 days between 6th and 22nd March 2013.

Initially, an area of former car park measuring approximately 10m by 20m was stripped. Under thin deposits of tarmac and hardcore, at a depth of around 0.3m, some of the remaining foundations of the eastern half of the hall and an area of cobblestones, presumably forming an external yard area, were exposed. An extension to the initially stripped area exposed the surviving foundations from the western half of the building. These remains showed that Whinney Heys Hall would have been a modest-sized dwelling closely resembling the building represented on the Ordnance Survey map of 1893 in both shape and orientation. There was no disturbance in the natural deposits underlying the remains of Whinney Heys Hall suggesting that no construction or settlement occurred prior to the building in 1575. Other works observed in the immediate vicinity of the hall's footprint showed large amounts of disturbance relating to the existing hospital buildings construction, and therefore any future works in the area will yield very little in the way of archaeological remains.

ACKNOWLEDGEMENTS

Oxford Archaeology North (OA North) would like to thank Roger Smith of ESE Project Management, acting on behalf of Blackpool Teaching Hospitals NHS Trust, for commissioning the project. Thanks are also extended to Harry Basra of Willmott Dixon for his logistical assistance on site, Andrew Burgess for undertaking the on-site survey work, and Craig Harris of Blackpool, Fylde and Wyre Hospitals, NHS, for his interest and local knowledge. Also, Doug Moir of Lancashire County Archaeology Service is thanked for his advice.

The watching brief was undertaken by Aidan Parker, who also wrote the report, and the drawings were produced by Mark Tidmarsh. The project was managed by Emily Mercer, who also edited the report.

1. INTRODUCTION

1.1 CIRCUMSTANCES OF PROJECT

1.1.1 ESE Project Management, on behalf of their client Blackpool Teaching Hospitals NHS Trust, requested a programme of archaeological watching brief during ground works to create a new main entrance and multi-storey car park to the north of the existing Women and Children's Unit, on Whinney Heys Road, at the Victoria Hospital, Blackpool, Lancashire (NGR centred SD 33443 36483; Fig 1). This was in accordance with a condition (No 12) of the planning approval (ref 10/0382). The proposed development site lay over the position of the former Whinney Heys Hall that was in existence from 1575 until 1957. Consequently, with a potential for encountering cellars, foundations or other archaeological remains during any ground breaking works, Oxford Archaeology North (OA North) was commissioned to conduct the watching brief, which took place over 12 days between 6th and 22nd March 2013.

1.2 LOCATION, TOPOGRAPHY AND GEOLOGY

- 1.2.1 The development site is a small area currently used as a car park, positioned within the Victoria Hospital campus on Whinney Heys Road, Blackpool, Lancashire, just to the north of the current Women and Children's Unit.
- 1.2.2 The solid geology of the site consists of the Sidmouth mudstone formation, Triassic Sedimentary bedrock. Overlying this, are various alluvial deposits characteristically associated with coastal areas, comprising a mixture of clays, silts, sand and gravels (bgs.uk).
- 1.2.3 Blackpool lies on a small coastal ridge to the south of Morecambe Bay with low-lying moss-lands to the east and south. Today it forms part of an extensive built-up area flanking the Fylde coast. Its hinterland remains agricultural and there is little development away from the coastal strip (Lancashire County Council 2005). The Victoria Hospital is situated on the eastern side of Blackpool and, while the area is built-up to the north and west, the south and east remains relatively open with parkland and a zoo as the main features.

1.3 HISTORICAL AND ARCHAEOLOGICAL BACKGROUND

1.3.1 Whinney Heys Hall was known to have existed from 1575 until 1957. The hall, associated buildings, and the area of the estate is visible on the Ordnance Survey Map of 1893 (Ordnance Survey first edition 25":1 mile map, 1893, Fig; 2). The last owner of the estate gifted the land to the trust to enable the construction of a hospital in Blackpool while he relocated to another property in the area (Craig Harris, BFW Hospitals, NHS, pers. comm.). Demolition of the hall occurred in 1957, seemingly without any historical/archaeological recording of the premises, its layout or materials.

2. METHODOLOGY

2.1 PROJECT DESIGN

2.1.1 A request for an archaeological watching brief was made by ESE Project Management, on behalf of Blackpool Teaching Hospitals NHS Trust. A project design was produced to this effect by OA North and approved by LCAS (*Appendix 1*). The work was consistent with the relevant IfA and English Heritage guidelines (Institute for Archaeologists 2008a, 2008b, 2012; English Heritage 2006).

2.2 WATCHING BRIEF

2.2.1 A permanent archaeological presence was maintained during the stripping and reduction, which was carried out by a 360° mechanical excavator with a 1.5m wide toothless bucket. One area was stripped measuring 10m by 20m with a smaller section, approximately half the size, excavated later. The purpose was to identify, investigate and record any archaeological remains encountered.

2.2.2 A daily record of the nature, extent and depths of ground works was maintained throughout the duration of the project. All archaeological contexts were recorded on OA North's *pro-forma* sheets, using a system based on that of the English Heritage former Centre for Archaeology.

2.3 ARCHIVE

2.3.1 A full professional archive has been compiled, and in accordance with current IfA and English Heritage guidelines (English Heritage 2006). The paper and digital archive will be deposited with Lancashire Museum, with the report sent to the Historic Environment Record (HER) Office in Preston, Lancashire on completion of the project.

3. WATCHING BRIEF RESULTS

3.1 INTRODUCTION

3.1.1 The objective of the watching brief was to identify, investigate and record any archaeological remains encountered during the ground works for the new main entrance; the following is a summary of the findings. The position of the area excavated under archaeological watching brief is plotted in Figure 1. The list of contexts used is in *Appendix 1*

3.2 RESULTS

3.2.1 The areas of investigation had previously been used as a car park and comprised two deposits; a thin layer of asphalt **107**, roughly 0.1m thick, overlying a hardcore gravel layer, **106**, a further 0.2m deep. Upon the removal of these deposits at an average depth of 0.3m, the archaeological remains of Whinney Heys Hall could be observed (Fig 3). The remains comprised several wall foundations, **100-103** and **111-114** respectively, a substantial patch of cobblestones **104**, and a rectangular-shaped brick surface **105**. These features were recorded to document the extent of the original building and any information that could be gathered regarding the internal layout (Plate 1).



Plate 1: Aerial view of site

3.2.2 **Wall Foundations:** several surviving wall foundations were exposed, the majority of which, **100-103**, related primarily to the south-eastern end of Whinney Heys Hall. However, walls **112** and **113** formed a corner of the northern part of the building and wall **114** was the only remnant of the western

external wall. All wall foundations appeared to be constructed from the same handmade red brick and were, in most cases, only a single course high (Plate 2), although *114* is the exception with three intact courses of brick and the only evidence of mortar from all of the surviving brickwork (Plate 3). The bricks were laid in stretcher formation for the majority, with a few examples of header bricks observed. As only a single course of brick survived for most of the wall, and only the lowest parts of the foundations could be observed, the bonding patterns or other construction techniques remain elusive.



Plate 2: Wall foundations *100*



Plate 3: Elevation of *114*

- 3.2.3 **Cobble Surface:** surface *104* was an extensive patch of natural sub-rounded cobblestones of various sizes (Plate 4), although averaging around 0.2m in circumference. These were likely sourced locally and were set into the underlying natural subsoil, rather than a mortar bed of any sort. The cobbles were covered by a dark compacted deposit, *108*. This deposit was likely a by-product of the demolition process, or perhaps later construction debris, compacted during the progress of works. Removal of the deposit exposed the cobbles and the remains of two wooden posts (Plate 5) set into gaps among the stones. The cobbles were probably an external feature of the building, a yard or work area, and the presence of the posts suggests that it may have been covered, at least in part, by some kind of awning or roof. The cobbles were bordered to the north by wall foundation *111*, this may have been a point of access to the cobbled area, perhaps holding a gate, though no evidence for this was observed. The area recorded measured 10.1m by 4m wide (possibly extending further beyond the limit of excavation). However, sporadic clusters of cobbles were observed stretching along the southern external wall *103*, and heavy disruption by modern services in this area and further south prevented the true extent of the surface to be observed, but it is assumed that the cobbled yard area would have dominated most of the southern end of the hall.



Plate 4: Cobble surface *104*



Plate 5: Wooden post

3.2.4 **Brick Surface:** surface **105** was found butting against the southern face of wall foundation **103**, and is butted on the remaining three sides by cobble surface **104**. Measuring 6.3m by 1.5m it was initially thought to resemble the capping of a cellar, although it appeared too narrow for a cellar associated with a building the size of Whinney Heys Hall. Constructed from the same handmade red brick as the wall foundations, this surface has a single brick's depth laid shiner style (Plate 6). Excavation at the southern end of the construct, in an area of truncation by modern services, revealed that this context was not a cellar cap, but simply a series of bricks laid to form a crude surface or path. As this surface appears to be on the outside of the main building, and is bordered by the cobbled area, it is possibly the remains of a floor, perhaps within a small shed-like structure, the remains of which are no longer evident. Alternatively, it may have been a simple path; no evidence remains to prove that it lead to a doorway in the southern face of the building. Judging by the primary use of cobbles as a surfacing material in the area it is perhaps more likely an internal floor surface of some form of outbuilding.



Plate 6: Brick surface **105**

4. CONCLUSION

4.1 DISCUSSION

- 4.1.1 Taking account of the site as a whole, Whinney Heys Hall would have been a modest-sized dwelling bordered, for the majority of the southern exterior, by an extensive cobbled yard. While nothing remained of the internal divisions of the building or cellars, it is interesting to note that the apparent 'U' shape of the hall closely resembles the building represented on the Ordnance Survey map of 1893, in both shape and orientation.
- 4.1.2 There was no disturbance in the natural deposits underlying the remains of Whinney Heys Hall suggesting that no construction or settlement occurred prior to the building in 1575. Other works observed in the immediate vicinity of the hall's footprint showed large amounts of disturbance relating to the existing hospital buildings construction and, therefore, any future works in the area will yield very little in the way of archaeological remains.

5. BIBLIOGRAPHY

English Heritage, 2006 *Management of Research Projects in the Historic Environment* (MoRPHE), Swindon

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Institute for Archaeologists, 2012 *Code of Conduct*, Reading

Ordnance Survey first edition 25": 1 mile map, 1893

Lancashire County Council, 2005, *Lancashire Historic Town Survey, Blackpool Historic Town Report*

www.bgs.ac.uk

6. ILLUSTRATIONS

6.1 FIGURES

Figure 1: Site location

Figure 2: Extract from the Ordnance Survey first edition 25":1 mile map of 1893

Figure 3: Plan of archaeological features observed during the watching brief

6.2 PLATES

Plate 1: Aerial view of site

Plate 2: Wall Foundations **100**

Plate 3: Elevation of **114**

Plate 4: Cobble surface **104**

Plate 5: Wooden post

Plate 6: Brick surface **105**

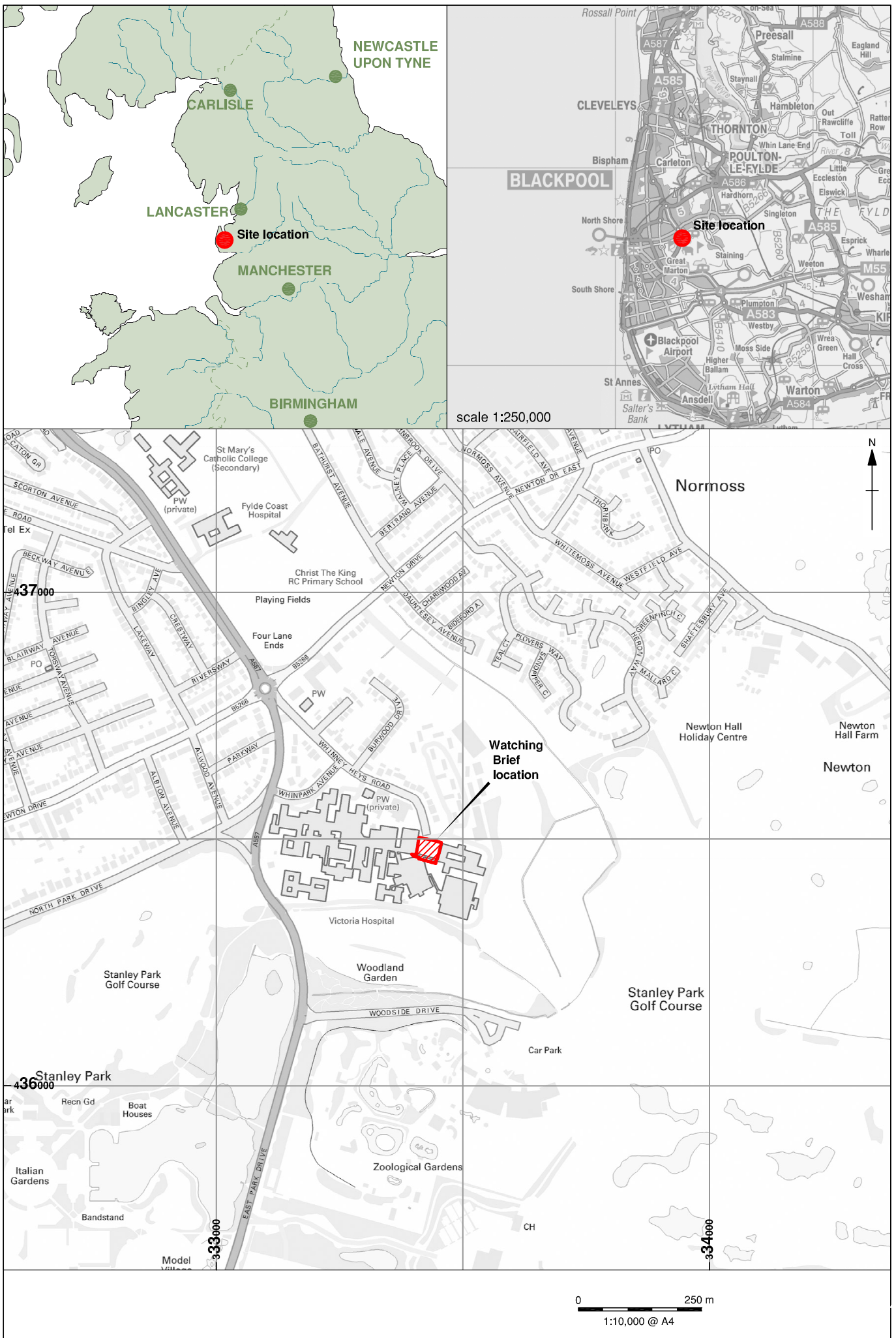
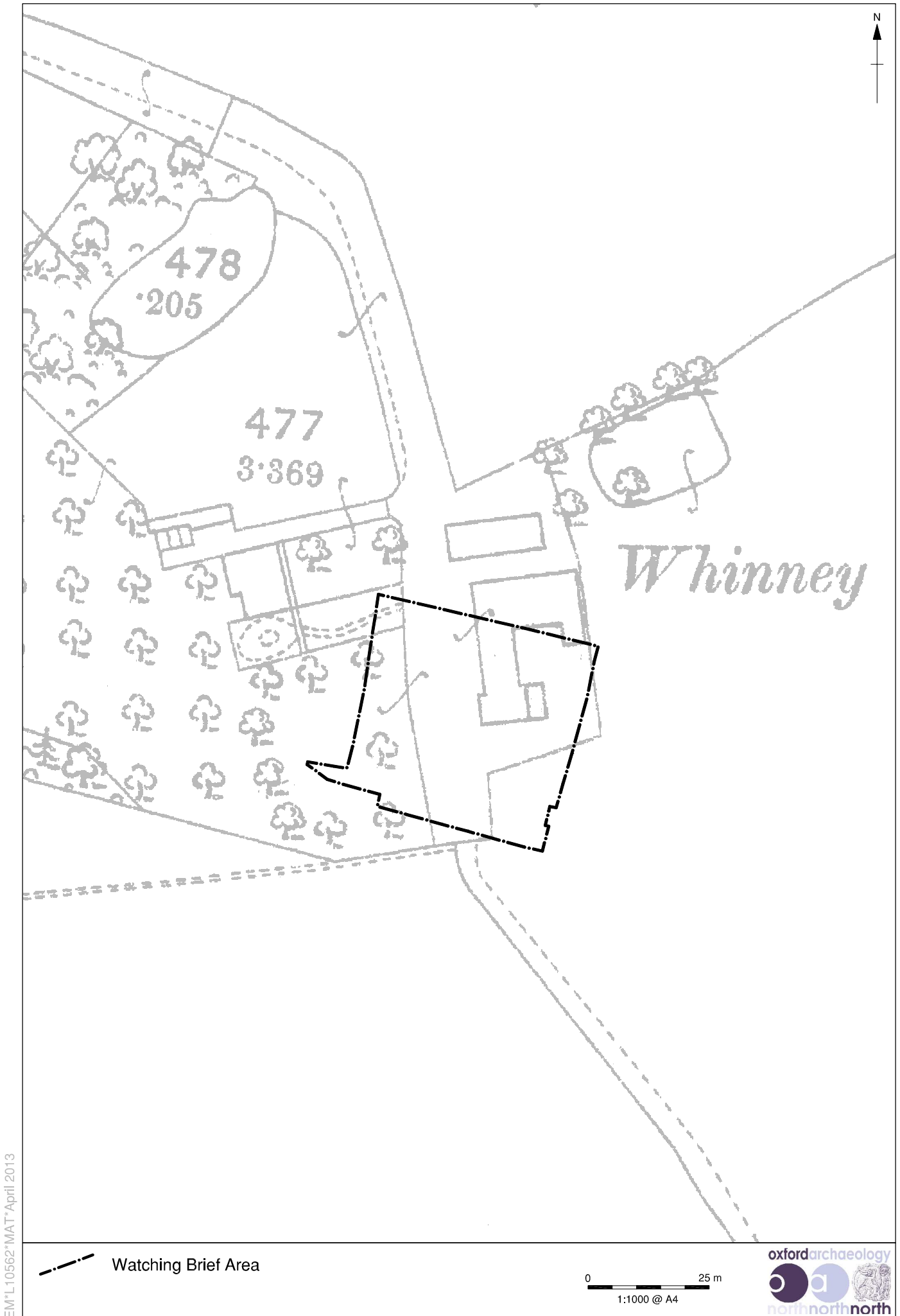


Figure 1: Site location



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Figure 2: Extract from the Ordnance Survey first edition 25":1 mile map of 1893

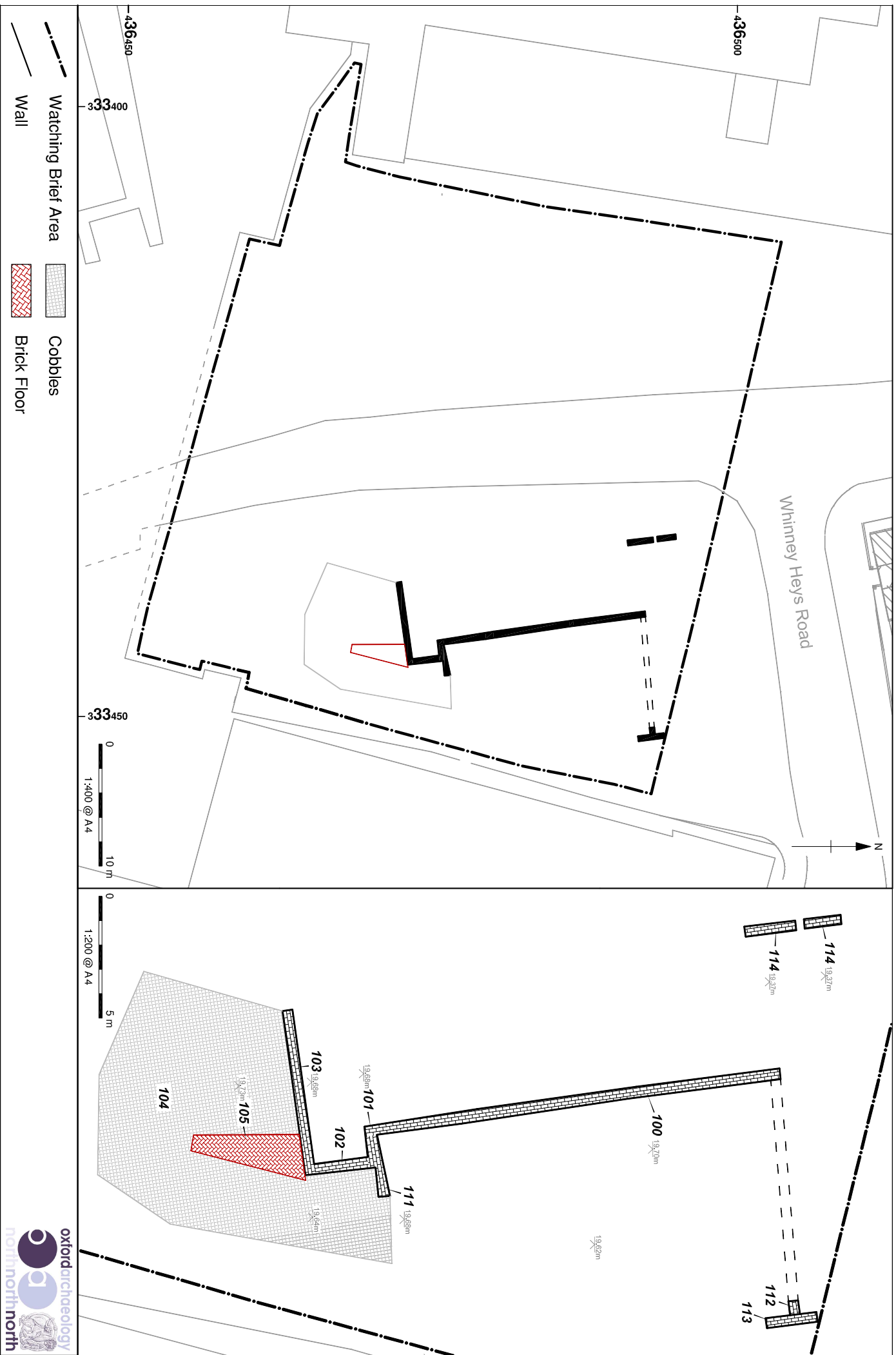


Figure 3: Plan of archaeological features observed during the watching brief

APPENDIX 1: PROJECT DESIGN

1. INTRODUCTION

1.1 PROJECT BACKGROUND

1.1.1 ESE Project Management, on behalf of their client Blackpool Teaching Hospitals NHS Trust, has requested that Oxford Archaeology North (OA North) submit proposals for a programme of archaeological watching brief during groundworks to create a new main entrance and multi-storey car park to the north of the existing Women and Children's Unit, on Whinney Heys Road, at the Victoria Hospital, Blackpool, Lancashire (NGR centred SD 33443 36483; Fig1). The proposed development site lies over the position of the former Whinney Heys Hall that was in existence from 1575 until 1957 when it was demolished for some of the current hospital buildings (see attached client plan no. V5000). It is possible that cellars or foundations of the buildings may survive below ground and may be disturbed during ground moving works. Consequently, a condition has been recommended for any earthmoving activities to be carried out under permanent archaeological presence by the Lancashire County Archaeology Service (LCAS). The watching brief will enable any archaeological remains disturbed during the groundworks to be recorded in mitigation of the development works. Following consultation, the following proposals are in accordance with a verbal brief provided by the LCAS.

1.2 OXFORD ARCHAEOLOGY

1.2.1 Oxford Archaeology (OA), which is an educational charity under the guidance of a board of trustees, has over 30 years of experience in professional archaeology, and can provide a professional and cost-effective service. We are the largest employer of archaeologists in the country, and can thus deploy considerable resources with extensive experience to deal with any archaeological obligations. In the UK, we have offices in Lancaster, Oxford and Cambridge, trading as Oxford Archaeology North (OA North), Oxford Archaeology (OA South), and Oxford Archaeology East (OA East) respectively, enabling us to provide a truly nationwide service. OA is an Institute of Archaeologists Registered Organisation (No 17). All work on the project will be undertaken in accordance with relevant professional standards.

1.2.2 Oxford Archaeology North (OA North) has considerable experience of the assessment of sites of all periods, having undertaken a great number of small and large-scale projects during the past 30 years. Such projects have taken place within the planning process, to fulfil the requirements of clients and planning authorities, to very rigorous timetables.

2. OBJECTIVES

2.1 The following programme has been designed to identify any archaeological deposits or features that may be present during earth moving activities. The work will be undertaken in order to mitigate the impact by means of preservation by record of any such archaeological features or deposits, and will be carried out in accordance with best practice guidelines, including English Heritage (2006) and IfA (2008a, b and 2010), and in line with the requirements of the National Planning Policy Framework (NPPF; DCLG 2012).

2.2 **Archaeological Watching Brief:** to maintain a permanent archaeological presence in order to identify, investigate and record any archaeological remains that may be encountered.

2.3 **Report:** the results will culminate in a final report to be submitted within six weeks of completion of the fieldwork (subject to any specialist reports outstanding), unless an alternative deadline is agreed with the client at the outset of the project.

2.4 **Archive:** a site archive will be produced to English Heritage guidelines (MAP 2 (1991)). The information will be finally disseminated through the deposition of the archive at a local museum, and report at the Historic Environment Record (HER) Office in Preston.

3. METHOD STATEMENT

3.1 HEALTH AND SAFETY

- 3.1.1 **Risk assessment:** OA North provides a Health and Safety Statement for all projects and maintains a Company Safety policy. All site procedures are in accordance with the guidance set out in the Health and Safety Manual compiled by the Standing Conference of Archaeological Unit Managers (1997). OA North will liaise with the client to ensure all health and safety regulations are met. The outline risk assessment to accompany these proposals will be updated in advance of any on-site works, with continuous monitoring during the fieldwork.
- 3.1.2 **Contamination:** any contamination issues must also be made known to OA North in order that adequate PPE can be supplied prior to commencement. Should any presently unknown contamination be discovered during excavation, it may be necessary to halt the works and reassess the risk assessment. Any specialist safety requirements may be costed as a variation.
- 3.1.3 **Staff Issues:** OA North staff will be wearing appropriate PPE, including steel toe-capped boots, hi-visibility vest or coat, and a hard hat. All project staff will be CSCS qualified, proof of which can be provided in the form of CSCS cards.
- 3.1.4 It is assumed that the client or Main Contractor will provide all necessary welfare facilities.

3.2 ARCHAEOLOGICAL WATCHING BRIEF

- 3.2.1 **Introduction:** a programme of field observation will accurately record the location, extent, and character of any surviving archaeological features and/or deposits during the ground disturbance for the works associated with the proposed development. These will be carried out under constant archaeological supervision.
- 3.2.2 **Methodology:** a programme of field observation will accurately record the location, extent, and character of any surviving archaeological features and/or deposits within the proposed ground disturbance, which includes topsoil stripping, excavation of foundation or service trenches and any other earth moving activities. Excavation of any ground surfaces should be carried out using a toothless ditching bucket under archaeological supervision (toothed buckets inhibit observation of archaeological features and their recording). Any approach to the excavator will be made from the front of the machine (i.e. facing the driver) after signalling to the driver and being acknowledged.
- 3.2.3 The work will comprise observation during the groundworks, the systematic examination of any subsoil horizons exposed, and the accurate recording of all archaeological features and horizons, and any artefacts, identified during observation. The excavation area will only be entered by OA North staff if it is considered safe to do so.
- 3.2.4 Discovery of archaeological remains will require stoppage of the excavation. Areas of potential archaeological remains will require fencing-off from any construction works, preferably with netlon-type fencing, to allow the OA North archaeologist sufficient time to undertake adequate recording under safe conditions. This will be carried out as efficiently as possible in order to minimise disruption. Depending on the deposits revealed, it is anticipated that the average time for the suspension of works will be approximately 2-4 hours.
- 3.2.5 Clearance will be given for construction to proceed once the archaeologist is satisfied that either no remains are present, or that they have been adequately recorded, or that the level of impact will not disturb any deeper remains that can be preserved *in situ*.
- 3.2.6 **Complex or extensive remains:** should the remains be too complex or extensive to be investigated and recorded under watching brief conditions then the area will be fenced-off and the client will be immediately contacted in order to determine the requirements for further investigation. All further construction works within the marked area will cease until clearance is given to proceed. All further works would be subject to a variation to this project design.
- 3.2.7 **Investigation and recording:** putative archaeological features and/or deposits identified by the machining process, together with the immediate vicinity of any such features, will be cleaned by hand, using either hoes, shovel scraping, and/or trowels depending on the subsoil

conditions, and where appropriate sections will be studied and drawn. Any such features will be sample excavated (i.e. selected pits and postholes will normally only be half-sectioned, linear features will be subject to no more than a 10% sample, and extensive layers will, where possible, be sampled by partial rather than complete removal).

- 3.2.8 During this phase of work, recording will comprise a full description and preliminary classification of features or materials revealed, and their accurate location (either on plan and/or section, and as grid co-ordinates where appropriate). Features will be planned accurately at appropriate scales and annotated on to a large-scale digital plan provided by the client.
- 3.2.9 A photographic record will be undertaken simultaneously of features and finds, and of general working shots. This will entail monochrome contact prints with replica digital photographs for presentation purposes.
- 3.2.10 Levels will be recorded and reduced to their OD heights, with all benchmark and TBMS to be shown. The location of all features excavated will be recorded by Total Station with appropriate spot heights and tied into the OS grid. Altitude information will be established with respect to OS Datum. The location of the remains within the areas of construction will be based on site plans provided by the client containing OS information.
- 3.2.11 A plan will be produced of the areas of groundworks showing the location and extent of the ground disturbance and one or more dimensioned sections will be produced.

3.3 GENERAL PROCEDURES

- 3.3.1 **Environmental Sampling:** samples (bulk samples of 40 litres volume, to be sub-sampled at a later stage) will be collected from stratified undisturbed deposits and will particularly target negative features (gullies, pits and ditches). These will be returned to OA North's offices for processing. Deposits of particular interest may incur additional sampling, on advice from the appropriate in-house specialist.
- 3.3.2 The location of all samples will be recorded on drawings and sections with heights OD etc.
- 3.3.3 Between 50%-100% of bulk samples shall be selected for processing, based on the advice from OA North's in-house environmental manager. However, the basis of the advice will be agreed with the client prior to processing commences, which will be included in the final report. An assessment of the environmental potential would include soil pollen analysis and the retrieval of charred plant macrofossils and land molluscs from former dry-land palaeosoils and cut features. In addition, the samples would be assessed for plant macrofossils, insect, molluscs and pollen from waterlogged deposits.
- 3.3.4 In order to achieve the aims of the programme of work, it may be required to obtain dating evidence through radiocarbon dating, dendrochronological or other such techniques. This would only be undertaken in consultation with the client.
- 3.3.5 **Human Remains:** no human remains are anticipated, but should any be uncovered they will be left *in situ*, covered and protected. No further investigation will continue beyond that required to establish the date and character of the burial. The client, curator and the local Coroner will be informed immediately. If removal is essential the exhumation of any funerary remains will require the provision of a Home Office license, under section 25 of the Burial Act of 1857. An application will be made by OA North for the study area on discovery of any such remains and the removal will be carried out with due care and sensitivity under the environmental health regulations. Any delays caused by unforeseen and complex excavation of inhumations may be subject to a variation to the cost of the contract and will be agreed with the client.
- 3.3.6 **Finds:** all finds recovered during the evaluation investigation (metal detecting and trial trenching) 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) and the recipient museum's guidelines.
- 3.3.7 Finds recovery and sampling programmes will be in accordance with best practice (current IFA guidelines) and subject to expert advice. OA has close contact with Ancient Monuments Laboratory staff at the Universities of Durham and York and, in addition, employs in-house artefact and palaeoecology specialists, with considerable expertise in the investigation,

excavation, and finds management of sites of all periods and types, who are readily available for consultation. Finds storage during fieldwork and any site archive preparation will follow professional guidelines (UKIC). Emergency access to conservation facilities is maintained by OA North with the Department of Archaeology, the University of Durham.

- 3.3.8 Neither artefacts nor ecofacts will be collected systematically during the mechanical excavation of the topsoil unless significant deposits, for example clay pipe waster dumps, are encountered. In such an eventuality, material will be sampled in such a manner as to provide data to enhance present knowledge of the production and dating of such artefacts, although any ensuing studies will not be regarded as a major element in any post-excavation analysis of the site. Other finds recovered during the removal of overburden will be retained only if of significance to the dating and/or interpretation of the site. It is not anticipated that ecofacts (e.g. unmodified animal bone) will be collected during this procedure.
- 3.3.9 Otherwise, artefacts and ecofacts will be collected and handled as per specification. All material will be collected and identified by stratigraphic unit during the evaluation trenching process. Hand collection by stratigraphic unit will be the principal method of collection, but targeted on-site sieving could serve as a check on recovery levels. Objects deemed to be of potential significance to the understanding, interpretation and dating of individual features, or of the site as a whole, will be recorded as individual items, and their location plotted in 3-D. This may include, for instance, material recovered from datable medieval pit groups.
- 3.3.10 All finds will be treated in accordance with OA standard practice, which is cognisant of IfA and UKIC Guidelines. In general this will mean that (where appropriate or safe to do so) finds are washed, dried, marked, bagged and packed in stable conditions; no attempt at conservation will be made unless special circumstances require prompt action. In such case guidance will be sought from OA North's consultant conservator.
- 3.3.11 All waterlogged finds will be treated as appropriate. In the case of large deposits of waterlogged environmental material (e.g. unmodified wood), advice will be sought with the OA North consultant with regard to an appropriate sampling strategy.
- 3.3.12 Where possible, spot dates will be obtained on pottery and other finds recovered from the site. Artefacts will be examined and commented upon by OA North in-house specialists. Initial artefact dating shall be integrated into the site matrix.
- 3.3.13 Any gold and silver artefacts recovered during the course of the excavation will be removed to a safe place and reported to the local Coroner according to the procedures relating to the Treasure Act, 1996. Where removal cannot take place on the same working day as discovery, suitable security will be employed to protect the finds from theft.

3.4 REPORT

- 3.4.1 **Final Report:** one bound copy of a written synthetic report will be submitted to the client, together with a pdf version on CD, within six weeks of the completion of the fieldwork, unless an alternative deadline is agreed with the client beforehand. A pdf version will also be supplied to the Lancashire HER for reference purposes. The report will present, summarise, and interpret the results of the programme detailed above in order to come to as full an understanding as possible of the archaeology of the development area. The report will include;

- a site location plan related to the national grid
- a front cover to include the planning application number and the NGR
- a concise, non-technical summary of the results
- the circumstances of the project and the dates on which the fieldwork was undertaken
- description of the methodology
- appropriate plans showing the location and position of features or sites located
- a statement, where appropriate, of the archaeological implications of the proposed development
- illustrative photographs as appropriate

- a copy of this project design, and indications of any agreed departure from that design
- the report will also include a complete bibliography of sources from which data has been derived, and a list of any further sources identified but not consulted
- plans and sections showing the positions of deposits and finds
- an index to the project archive

3.4.2 **Confidentiality:** all internal reports to the client are designed as documents for the specific use of the Client, for the particular purpose as defined in the project brief and project design, and should be treated as such. They are not suitable for publication as academic documents or otherwise without amendment or revision.

3.5 ARCHIVE

3.5.1 The results of all archaeological work carried out will form the basis for a full archive to professional standards, in accordance with current English Heritage guidelines (*Management of Archaeological Projects*, Appendix 3, 2nd edition, 1991). The archive will contain site matrices, and summary reports of the artefact record, context records, and any other records or materials recovered.

3.5.2 This archive will be provided in the English Heritage Centre for Archaeology format and a synthesis will be submitted to the Lancashire HER (the index to the archive and a copy of the report). OA North will deposit the original record archive of projects (paper, magnetic and plastic media), and a full copy of the record archive (microform or microfiche), together with the material archive (artefacts, ecofacts, and samples) with an appropriate museum, likely to be the Museum of Lancashire in Preston.

4. OTHER MATTERS

4.1 WORK TIMETABLE

4.1.1 **Archaeological Watching Brief:** the duration of the archaeological presence for the watching brief will be dictated by the client's schedule of on-site works and is anticipated to commence in January 2013.

4.1.2 **Report:** the client report will be completed within approximately six weeks following completion of the fieldwork, subject to any outstanding specialist reports.

4.1.3 **Archive:** the archive will be deposited within six months.

4.2 PROJECT MONITORING

4.2.1 Whilst the work is undertaken for the client, monitoring of the archaeological investigations will be undertaken by LCAS, on behalf of the local planning authority, who will be afforded access to the site at all times.

4.2.2 OA North will ensure that any significant results are brought to the attention of the client and LCAS as soon as is practically possible.

4.3 STAFFING

4.3.1 The project will be under the direct management of **Emily Mercer BA MSc MIFA** (OA North Senior Project Manager) to whom all correspondence should be addressed.

4.3.2 The fieldwork will be undertaken by an OA North supervisor or assistant supervisor experienced in this type of project, who will be responsible for liaison with the site contractors and the client, and other relevant interested parties with regards to on-site work and procedures.

4.3.3 The site teams will be supported by specialist staff based both on site and in the office in Lancaster. Finds management will be undertaken by **Christine Howard-Davis** who will also provide specialist input on certain finds categories. Environmental management will be undertaken by **Elizabeth Huckerby**, who will also provide specialist input on charred remains and pollen. Elizabeth will advise on site sampling procedures and co-ordinate the processing of samples and organise internal and external specialist input as required.

4.4 INSURANCE

- 4.4.1 OA North has professional indemnity to a value of £2,000,000, employer's liability cover to a value of £10,000,000 and public liability to a value of £15,000,000. Written details of insurance cover can be provided if required.

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APPENDIX 2: CONTEXT LIST

Context Number	Description
100	Long wall foundation, north/south alignment
101	Wall spur, east/west alignment
102	Small wall, north/south alignment
103	Long wall foundation, southern end, east/west alignment
104	Cobble surface
105	Rectangular brick surface
106	Hardcore
107	Asphalt
108	Dark compacted deposit over cobble surface
109	Natural sand
110	Natural clay
111	Small wall north of cobble surface
112	Remainder of wall at north end of hall
113	Wall forming corner at northern end of hall
114	Western external wall foundation



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