

5.2.11 Finds of "treasure" will be reported to the Coroner in accordance with the Treasure Act (DCMS 2008). The Portable Antiquities Liaison Officer will also be notified.

HM Coroner
5-6 Royal Court
Basil Close
Chesterfield
Derbyshire
S41 7SL
Tel: 01246 201391

Finds Liaison Officer
Museum and Art Gallery
The Strand
Derby
Derbyshire
DE1 1BS
Tel: 01332 641903

5.2.12 Regular contact will be ensured between ARS Ltd and the site project manager to ensure that ARS Ltd is kept up to date with site works and given the chance to respond appropriately and in line with the Derby & Derbyshire Development Control Archaeologist requirements.

5.2.13 An assessment of the quality and preservation of the archaeological remains within the trenches should be discussed with the Derby & Derbyshire Development Control Archaeologist to enable a decision to be made concerning any further excavation and/or supervision and monitoring of ground works that may be required.

5.3 Recording

5.3.1 The site will be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area. The site will be recorded using a single context planning system in accordance with the ARS Ltd field recording manual.

5.3.2 A full and proper record (written, graphic and photographic as appropriate) will be made for all work, using pro-forma record sheets and text descriptions appropriate to the work. Accurate scale plans and section drawings will be drawn where required at 1:50, 1:20 and 1:10 scales, as appropriate. In addition to relevant illustrations, provision for rectified photographic recording shall be made, if deemed necessary.

5.3.3 The stratigraphy of the site will be recorded even where no archaeological deposits have been identified.

5.3.4 All archaeological deposits and features will be recorded with above ordnance datum (aOD) levels.

5.3.5 A photographic record of all contexts will be taken using a digital camera, and will include a clearly visible, graduated metric scale. A register of all photographs will be kept. A selection of working shots will be taken to demonstrate how the site was investigated and what the prevailing conditions were like during excavation.

5.3.6 Where stratified deposits are encountered, a 'Harris' matrix will be compiled.

5.4 Finds Processing and Storage

5.4.1 All finds processing, conservation work and storage of finds will be carried out in accordance with the Chartered Institute for Archaeologists' (2014e) *Standard*



and Guidance for the collection, documentation, conservation and research of archaeological materials and the UKIC (1990) *Guidelines for the Preparation of Archives for Long-Term Storage*.

5.4.2 Artefact collection and discard policies will be appropriate for the defined purpose.

5.4.3 Bulk finds which are not discarded will be washed and, with the exception of animal bone, marked. Marking and labelling will be indelible and irremovable by abrasion. Bulk finds will be appropriately bagged, boxed and recorded. This process will be carried out no later than two months after the end of the excavation.

5.4.4 All small finds will be recorded as individual items and appropriately packaged (e.g. lithics in self-sealing plastic bags and ceramic in acid-free tissue paper). Vulnerable objects will be specially packaged and textile, painted glass and coins stored in appropriate specialist systems. This process will be carried out within two days of the small find being excavated.

5.4.5 During and after the excavation all objects will be stored in appropriate materials and storage conditions to ensure minimal deterioration and loss of information (including controlled storage, correct packaging, and regular monitoring, immediate selection for conservation of vulnerable material). All storage will have appropriate security provision.

5.4.6 The deposition and disposal of artefacts will be agreed with the legal owner and the recipient museum prior to the work taking place. All finds except treasure trove are the property of the landowner.

5.4.7 All retained artefacts and ecofacts will be cleaned and packaged in accordance with the requirements of the recipient museum

6 REPORTS

6.1 Historic Buildings Report

6.1.1 Within two months of the completion of the building recording, ARS Ltd will produce a report which will include as a minimum:

- ♦ A summary statement of the background to the project and the findings of work undertaken.
- ♦ The background to the survey including locational details (to include grid reference, reason for survey). The site will be located on a 1:50,000 OS map and a more detailed OS map.
- ♦ An outline of the methodology employed.
- ♦ An account and description of the site's setting and the significance of the buildings.
- ♦ An illustrated developmental account of the documented history of the buildings including, as appropriate, historic mapping/ plans/ photographs (historic mapping extracts/ plans included will be enlarged sufficiently for the buildings outlines to be easily discernable).



- ◆ The results covering all of the aims set-out in Section 3.
- ◆ Photographic images at laser printer quality, no smaller than 5" x 4" and suitably captioned.
- ◆ A copy of the brief.
- ◆ A CD (with the project title, date and author noted on the CD) containing; i) digital copy of the report (PDF/A); and ii) separate digital (TIF/JPG/BMP) copies of all photographic images.

6.1.2 Copies of the final report will be submitted to the Derby and Derbyshire Development Control Archaeologist and deposited with the Derbyshire Historic Environment Record (HER).

6.2 Evaluation Trenching Report

6.2.1 Following completion of the fieldwork, ARS Ltd will produce a report which will include the following:

- ◆ Non-technical executive summary.
- ◆ Introductory statement.
- ◆ Aims and purpose of the project.
- ◆ Methodology.
- ◆ A location plan showing all excavated areas and any archaeological features with respect to nearby fixed structures and roads.
- ◆ Illustrations of all archaeological features with appropriately scaled hachured plans and sections.
- ◆ 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 WSI and OASIS form.

6.2.2 One bound copy of the final report with a digital copy of the report in PDF/A format on disk will be deposited with the Derbyshire HER. A copy of the report will be uploaded as part of the OASIS record (see section 9.2.5 below) for online access via the Archaeological Data Service.



7 MONITORING ARRANGEMENTS

7.1 Provision will be made for an appropriate site visit during the historic building recording and evaluation trenching for the Derby and Derbyshire Development Control Archaeologist or his nominated representative.

7.2 Reasonable prior notice of the commencement of the historic building survey will be given to the Derby and Development Control Archaeologist as follows.

Steve Baker
Development Control Archaeologist
Derbyshire County Council
Shand House
Dale Road South
Matlock
Derbyshire
DE4 3RY
Email: steve.baker@derbyshire.gov.uk
Tel: 01629 585146
Mob: 07781 850742

7.3 ARS Ltd will maintain appropriate communication with the Derby and Derbyshire Development Control Archaeologist to ensure that the project aims and objectives are met.

8 PROJECT MANAGEMENT AND STAFFING

8.1 The Project Manager will be Reuben Thorpe MCIfA, Projects Manager at ARS Ltd. The historic building recording will be carried out by Alvaro Mora-Ottomano ACIfA, Project Officer at ARS Ltd. Alvaro is a specialist in historic building recording and is a corporate member of the Institute of Historic Building Conservation (2583AFF). The Fieldwork Project Officer will be Tim Cobbold, Archaeology Officer at ARS Ltd. An outline timetable for project implementation is presented below.

| No | Task | Commencement date |
|----|---|--|
| 1 | Week 1 | Building recording |
| 2 | Week 2 | Sign-off of primary site archive for the historic building recording to allow demolition to take place |
| 3 | To run consecutively or concurrently with Task 2 above. | Site set up and mobilisation |
| 4 | Following Task 3 | Undertaking of evaluation trenching and site sign off |
| 5 | Following Task 4 | Archive consolidation, specialist reports |
| 6 | Following Task 5 | Reporting |

8.2 Specialist analyses will be carried out by appropriately qualified specialists as detailed subject to availability.

| | |
|--|--|
| ♦ Flint and prehistoric pottery: | Dr Clive Waddington MCIfA or Dr Robin Holgate MCIfA |
| ♦ Romano-British pottery: | Ruth Leahy or Ian Rowlandson |
| ♦ Samian Ware: | Dr Gwladys Monteil |
| ♦ Medieval and post-medieval pottery: | Dr Chris Cumberpatch or Dr Robin Holgate MCIfA |
| ♦ Post-medieval glass, clay pipes & metalwork: | Mike Wood MCIfA |
| ♦ Plant macrofossils and charcoals: | Elise McLellan |
| ♦ Human and animal bone: | Milena Grzybowska |
| ♦ Radiocarbon dating: | Prof Gordon Cook (SUERC) |
| ♦ Finds conservation: | Vicky Garlick (Durham University) |

9 ARCHIVE DEPOSITION

9.1 Historical Buildings

9.1.1 A digital and paper archive will be prepared by ARS Ltd and deposited with the Derbyshire Records Office (DRO).

9.1.2 All high resolution digital photographs will be submitted to the Archaeological Data Service (ADS) digital archive repository with the associated photographic registers and metadata.

9.1.3 A paper archive, consisting of the final project report, together with all primary written documents, plans and sections, and a digital archive, consisting of the final project report in PDF/A format, will be deposited at the Derbyshire Record Office (DRO).

9.1.4 The archive will be deposited within two months of the completion of fieldwork. The Derby and Derbyshire Development Control Archaeologist will be notified in writing on completion of the fieldwork with projected dates for the completion of the report and deposition of the archive, and will also be sent a CD with the high resolution digital photographs that it is proposed to submit to ADS as the digital archive along with the and associated photographic registers. The date for deposition of the archive will be confirmed in the report and the Derby and Derbyshire Development Control Archaeologist informed in writing on final deposition of the archive.

9.1.5 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 Derbyshire HER. This will include an uploaded .pdf version of the entire report (in addition to those listed above).



9.2 Evaluation Trenching

9.2.1 A digital and paper archive will be prepared by ARS Ltd and deposited with Buxton Museum and Art Gallery. This is in line with the Museums of Derbyshire (2016) *Procedures for the Transfer of Archaeological Archives*.

9.2.1 All high resolution digital photographs will be submitted to the Archaeological Data Service (ADS) digital archive repository with the associated photographic registers and metadata.

9.2.3 A paper archive, consisting of the final project report, together with all primary written documents, plans and sections, and a digital archive, consisting of the final project report in PDF/A format, will be deposited at the Derbyshire Record Office (DRO).

9.2.4 The archive will be deposited within two months of the completion of fieldwork. The Derby and Derbyshire Development Control Archaeologist will be notified in writing on completion of the fieldwork with projected dates for the completion of the report and deposition of the archive, and will also be sent a CD with the high resolution digital photographs that it is proposed to submit to ADS as the digital archive along with the and associated photographic registers. The date for deposition of the archive will be confirmed in the report and the Derby and Derbyshire Development Control Archaeologist informed in writing on final deposition of the archive.

9.2.5 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 Derbyshire HER. This will include an uploaded .pdf version of the entire report (in addition to those listed above).

10 PUBLICATION

10.1 If significant architectural and/or historical findings are made during the course of the building recording exercise, a summary of the project with, if appropriate, selected drawings, illustrations and photographs will be prepared for publication. The requirement for, and the final form of, any publication arising from the project will be agreed with the Derby and Derbyshire Development Control Archaeologist and the client dependent on the results of the fieldwork.

11 CHANGES TO METHODOLOGY OR WORK PROGRAMME

11.1 Changes to the approved Written Scheme of Investigation or programme of works will only be made with prior written approval of the Derby and Derbyshire Development Control Archaeologist.

12 GENERAL ITEMS

12.1 Health and Safety

12.1.1 A full health and safety risk assessment will be carried out prior to fieldwork commencing. All people working on the site will be briefed on the safety



requirements whilst working on-site and given access to a copy of the risk assessment. ARS Ltd maintains a strict health and safety policy and the appointed Health and Safety Officer for the company is Tony Brennan.

12.2 Insurance Cover

12.1.2 ARS Ltd has full insurance cover for employee liability public liability, professional indemnity and all-risks cover.

12.3 Copyright

12.3.1 Any publicity will be handled by the client. ARS Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

13 REFERENCES

British Geological Survey. 2016. Geology of Britain viewer. Available online at: <http://bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html> [Accessed 26th July 2016].

Chartered Institute for Archaeologists. 2014a. *Code of Conduct*. Reading: Chartered Institute for Archaeologists.

Chartered Institute for Archaeologists. 2014b. *Standards and Guidance for Archaeological Building Recording*. Reading: Chartered Institute for Archaeologists.

Chartered Institute for Archaeologists. 2014c. *Standards and Guidance for Archaeological Watching Briefs*. Reading: Chartered Institute for Archaeologists.

Chartered Institute for Archaeologists. 2014d. *Standards and Guidance for Archaeological Field Evaluation*. Reading: Chartered Institute for Archaeologists.

Chartered Institute for Archaeologists. 2014e. *Standards and Guidance for the collection, documentation, conservation and research of archaeological materials*. Reading: Chartered Institute for Archaeologists.

Chartered Institute for Archaeologists. Revised 2014f. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*. Reading: Chartered Institute for Archaeologists.

Department for Communities and Local Government (DCLG). 2012. *The National Planning Policy Framework*. London, The Stationery Office.

Historic England. 2011. *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation*. English Heritage.

Historic England. 2016. *Understanding Historic Buildings; a Guide to Good Recording Practice*. Swindon: English Heritage.



Knight, D., Vyner, B., & Allen, C. 2012. *East Midlands Heritage: An Updated Research Agenda and Strategy for the historic Environment of the East Midlands*. Nottingham.

Mora-Ottomano, A. & Cockburn, P. 2011. *Charlestown Works, Glossop, Derbyshire. A Cultural Heritage Desk-Based Assessment and Historic Building Appraisal*. ARS Ltd Rep. No. 2011/80.

Museums in Derbyshire 2016. *Guidelines for the Preparation of Archives for Long-Term Storage and Procedures for the Deposition of Archaeological Archives from Derbyshire at Buxton Museum and Art Gallery*. Matlock, Derbyshire County Archaeological Services.

Museum of London Archaeological Services (MoLAS). 2002. *Site Manual*. London, Museum of London.

Society of Museum Archaeologists. 1993. *Selection, Retention, and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland*. Society of Museum Archaeologists, London.

United Kingdom Institute for Conservation (UKIC). 1990. *Guidelines for the Preparation of Archives for Long-Term Storage*.

