

Charlestown Works, Glossop, Derbyshire

Written Scheme of Investigation

2016



© Archaeological Research Services Ltd 2016

Angel House, Portland Square, Bakewell, Derbyshire, DE45 1HB

www.archaeologicalresearchservices.com

Prepared on behalf of: Sherwood Homes

Date of compilation: July 2016

Compiled by: Tim Cobbold

Planning Reference: HPK/2013/0597

Local Authority: High Peak Borough Council

Site central NGR: SK 0337 9299

TABLE OF CONTENTS

1	INTRODUCTION	1
1.1	Project Background.....	1
1.2	Location and Land use	2
2	ARCHAEOLOGICAL AND HISTORICAL BACKGROUND.....	2
2.1	Archaeological Background.....	2
2.2	Historical Background	3
3	AIMS AND OBJECTIVES.....	4
3.1	Regional Research Aims and Objectives	4
3.2	Archaeological Works Aims and Objectives	4
4	METHODOLOGY.....	5
4.1	Historic Buildings Recording Methodology.....	5
4.2	Evaluation Methodology.....	10
5	REPORTS.....	12
5.1	Historic Buildings Report.....	12
5.2	Evaluation Report	13
6	MONITORING ARRANGEMENTS.....	14
7	ARCHIVE DEPOSITION	15
8	PUBLICATION.....	16
9	CHANGES TO METHODOLOGY OR WORK PROGRAMME.....	16
10	HEALTH AND SAFETY.....	16
11	REFERENCES.....	17
	FIGURES	19



1 INTRODUCTION

1.1 Project Background

1.1.1. This Written Scheme of Investigation (WSI) has been prepared by Archaeological Research Services Ltd (ARS Ltd) on behalf of Sherwood Homes (the client). It details a WSI for archaeological works, including historic buildings recording and archaeological evaluation trenching, at Charlestown Works, Glossop, Derbyshire (NGR SK 0337 9299).

1.1.2. The proposed scheme was awarded planning permission after appeal by High Peak Borough Council (HPK/2013/0597) subject to Condition 20 as follows.

“(a) No development shall take place until a Written Scheme of Investigation for historic building recording has been submitted to and approved by the local planning authority in writing, until all pre-commencement elements of the approved scheme have been completed to the written satisfaction of the local planning authority, and until the provision to be made for analysis, reporting, publication and dissemination of the results and archive deposition has been secured. The Written Scheme of Investigation shall include an assessment of significance and research questions; and

- 1. The programme and methodology of site investigation and recording*
- 2. The programme and provision for post-investigation analysis and reporting*
- 3. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- 4. Provision to be made for archive deposition of the analysis and records of the site investigation*
- 5. Nomination of a competent person or persons/organization to undertake the works set out within the Written Scheme of Investigation.*

(b) No development shall take place other than in accordance with the provisions for in-conversion building recording contained within the Written Scheme of Investigation approved under condition (a)”.

1.1.3 Archaeology is a material consideration in the planning process under paragraph 141 of *National Planning Policy Framework (NPPF)* (DCLG 2012), which outlines a requirement *to record and enhance understanding of the significance of any heritage assets to be lost during the proposed development in a manner proportionate to their importance, and to make this evidence (and any archive generated) publicly accessible.*

1.1.4 This document comprises a Written Scheme of Investigation (WSI) for an historic building recording and archaeological evaluation trenching in accordance with guidance provided by the Derby and Derbyshire Development Control Archaeologist and in line with the planning condition. Should significant archaeological remains be encountered during the evaluation trenching, further phase(s) of archaeological fieldwork in the form of either open area excavation and/or strip-and-record or a watching brief would be required which would need to



be the subject of an addendum to this WSI or a separate WSI.

1.2 Location and Land use

1.2.1 The site is located in Glossop, and occupies two areas either side of Charlestown Road covering an area of 4.1 hectares in total, centred on NGR: SK 0337 9299 (Figure 1).

1.2.2 The land to the east is occupied by large vacant industrial buildings that are mainly constructed in natural stone. These buildings also occupy a narrow section to the west of Glossop Road forming a dominant feature when approaching Glossop from the south. It is intended to retain the existing office building (Building U) in its present location on the west of Charlestown Road (Figure 2).

1.2.3 The land to the east is of irregular shape and has significant level changes across the site, where the land elevates from Charlestown Road. Steep woodland bank forms the majority of the eastern boundary. The southern boundary is occupied by the former mill pond and existing woodland. The existing Long Clough brook follows the southern boundary of the site eventually disappearing under the existing Mill buildings and then across Charlestown Road. The western boundary is formed by Charlestown Road and existing residential properties are located to the east of the site.

1.2.4 The long narrow section of land west of Charlestown Road is currently occupied by the existing Mill buildings. The brook reappears along the eastern boundary of the site. The existing development beyond the eastern boundary is predominately commercial. The access to the western site is by the existing access from Charlestown Road, this area of land is set approximately 8m below Charlestown Road. Heavily wooded banks form the boundaries along the northern boundary and Glossop Road. The eastern boundary backs onto existing commercial premises; once again the brook reappears along this boundary and disappears into the existing woodland along the north eastern boundary. The site's northern boundary is formed by residential properties elevated approximately 5m above the site level.

1.2.5 The underlying solid geology comprises mudstone, siltstone and sandstone of the Millstone Grit Formation. This is overlaid by superficial deposits of Alluvium – clay, silt, sand and gravel (BGS 2016).

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Archaeological Background

2.1.1 No previous archaeological works have taken place within the development area.

2.1.2 Prehistoric Period

There are no sites or findspots from the prehistoric period either within the site or within 500m of the site.



2.1.3 Iron Age and Romano-British Period

The approximate route of a Roman road (MDR11569) runs from north-west to south-east to the eastern side of the study area. The road itself is now mainly lost to erosion or is buried under peat. Some Celtic heads (MDR693) have been discovered on Fitzallan Street, north-north-east of the study area.

2.1.4 Early Medieval and Medieval Period

Carved stone heads (MDR665 and MDR668), believed to date from the medieval period have been discovered in close proximity to the study area. One was found 70m north-east of the boundary of the study area and the other was discovered approximately 440m to the north-north-west.

2.1.5 Post-medieval Period

A chimney (HER: MDR689) relating to the nearby Turn Lee Paper Mill lies approximately 100m to the west of the boundary of the study area. Turn Lee Paper Mill itself (HER: MDR689) lies within the boundary of the study area. The Mill was in existence by 1835 and ceased production in the 1960s. The site of Dover Mills Paper Mill (HER: MDR11200) sits immediately to the south of the study area boundary. The Mill was constructed in the 19th century and was possibly originally built for the wool trade. A house at no. 45 Hague Street (HER: MDR681) sits approximately 300m to the east.

2.2 Historical Background

2.2.1 The 1st Edition OS map of 1880 shows that at this time Turnlee Mill, labelled as 'Turnlee Mill (Paper)' and the Charlestown Works, labelled as 'Charlestown Works (Bleaching)', occupied the majority of the study area with some fields and trees to the extreme north and south. Turnlee Mill comprised of a number of buildings with associated features such as mill ponds. A sluice that entered the study area in the north runs through the centre past the Mill and towards the east. Some of the small outbuildings in the centre of the study area still survive and can be seen on the modern OS map. Only small sections of the sluice are visible on the modern map however it could still survive beneath the subsequent buildings. The Charlestown Works comprised of some large and smaller buildings surrounded by a number of outbuildings and mill ponds. The sluice ran alongside the Works to the west and exited the study area in the south, in the same position as it can be seen on the modern OS map. Some of the buildings also appear to have survived.

2.2.2 The 1st Revision OS map of 1898 shows that the study area had undergone a number of changes since 1880. The extreme north of the site remained relatively empty but Turnlee Mill, now labelled as 'Turn Lee Mills (Paper)', had expanded dramatically with the addition of more buildings. There is not much evidence of these buildings on the modern OS map however. The Charlestown Works, now labelled 'Charlestown Bleach and Dye Works' had also expanded and parts can still be seen on the modern version of the map.



2.2.3 2nd Revision Ordnance Survey Map of 1921 shows that the only visible change to the study area between 1898 and 1921 is the addition of some small buildings in the north. There is no evidence to suggest that these buildings survive today.

2.2.4 The 3rd Revision OS map of 1968-1972 shows that since 1921 there has been an 'Electric Cable Depot' built in the extreme north of the study area and the Charlestown Works has had a building added to it.

3 AIMS AND OBJECTIVES

3.1 Regional Research Aims and Objectives

3.1.1 The proposed archaeological works have the potential to identify the presence of evidence pertinent to research objectives and overarching research themes identified in the Updated Research Agenda for the East Midlands (Knight *et al.* 2012), notably Research Objective 9I for the Modern (1750 to present) period: explore the evidence for continuing non-factory trades and industries (Knight *et al.* 2012, 132).

3.2 Archaeological Works Aims and Objectives

3.2.1 The aims and objectives of the building recording are as follows.

- ♦ To produce a formal description of the buildings at the site, including floor plans, elevations, roof structures, flooring, internal layouts and spaces, detailing, form, fabric, and evidence for phasing and development.
- ♦ To produce measured survey drawings of the buildings, at an appropriate scale, including floor plans and elevations.
- ♦ To produce a photographic record with photographic scales with all photographs descriptively captioned and cross referenced to a plan, plans and/or elevations clearly showing the viewing position, direction and photographic image reference.
- ♦ To produce an appropriate historic context account for the buildings to outline their historic significance.

3.2.2 The aims and objectives of the evaluation trenching are as follows.

- ♦ Identify the presence/absence of archaeological features and deposits within the site.
- ♦ Record all archaeological features and deposits encountered.
- ♦ Sample sufficient of the archaeological features and deposits to establish relative sequence, likely dating and quality of preservation.
- ♦ Gather sufficient information to establish the character, extent, form, function and likely status of any surviving archaeological deposits with a view to evaluating their significance and potential to inform the aims and objectives outlined in section 3.1 above.



4 BUILDING RECORDING

4.1 Coverage

4.1.1 Historic building recording to Historic England (2016) Level 2 standard will be conducted on twelve buildings (A, B, C, D, E, F, G, H, I, J, R and U) associated with the 19th century mill complex within the site boundary (Figure 2) and building recording to Level 1 standard will be carried out on eight later structures (K, L, M, N, O, S, T and X) incorporated into the site (Figure 2) as detailed in the archaeological building assessment (Mora-Ottomano & Cockburn 2011). Since the archaeological building assessment was completed, the site has not been occupied. As a result, some buildings (B, M, N, O, R, S, T and U) are partially inaccessible and/or unsafe to access in full, and parts of the site are overgrown.

4.1.2 All site operations will be carried out in a safe manner in accordance with ARS Ltd's Health and Safety Policy. A risk assessment will be prepared before commencement on site and health and safety regulations will be adhered to at all times.

4.2 Historic Buildings Recording Level 1 Methodology

4.2.1 All aspects of the Level 1 building recording will be conducted according to the guidelines in *Understanding Historic Buildings – A guide to good recording practice* by Historic England (Historic England 2016) and the Chartered Institute for Archaeologists' *Code of Conduct* (2014a) and *The Standards and Guidance for Archaeological Building Recording* (2014b).

4.2.2 A photographic survey of the building will be conducted using high resolution digital photography (minimum of 10 megapixels). Where possible, photographs will include a graduated scale and cameras will be mounted on tripods for extra stability. Details of the photographs will be recorded on pro-forma index sheets, which include location, subject and orientation.

4.2.3 The photographic record will cover the following as a minimum.

- ♦ Photographs of the interiors, exteriors and settings of the buildings. A two metre ranging rod will be included, where possible, in a selection of general shots in order that the scale of all elements of the building can be sufficiently established.
- ♦ The building's external appearance is to be recorded. Typically a series of oblique views will show all external elevations of the structures and give an overall impression of sizes and shapes. Where an individual elevation embodies complex historical information or have been conceived as formal compositions, views at right angles to the plane of the elevation may also be appropriate.

4.2.4 The written account will include the following.

- ♦ The precise locations of the buildings, by names or street numbers, civil parish, town and National Grid Reference.



- ♦ The date when the record was made, the names of the recorders and the archive content/character and location
- ♦ A note of any relevant statutory designations
- ♦ An introduction setting out the circumstances in which the records were made, its objectives, methods, scope and limitations. This will also detail any constraints which limited the achievement of the objectives.
- ♦ A description of the building's date and type.
- ♦ A register of photographs taken.

4.3 Historic Buildings Level 2 Methodology

4.3.1 All aspects of the Level 2 building recording will be conducted according to the guidelines in *Understanding Historic Buildings –A guide to good recording practice* by Historic England (Historic England 2016) and the Chartered Institute for Archaeologists' *Code of Conduct* (2014a) and *The Standards and Guidance for Archaeological Building Recording* (2014b).

4.3.2 A photographic survey of the building will be conducted using high resolution digital photography (minimum of 10 megapixels). Where possible, photographs will include a graduated scale and cameras will be mounted on tripods for extra stability. Details of the photographs will be recorded on pro-forma index sheets, which include location, subject and orientation. The location and direction of the photographs will be plotted on scaled plans forming part of the general archive.

4.3.3 The photographic record will cover the following as a minimum.

- ♦ Photographs of the interior, exterior and setting of the building. A two metre ranging rod will be included, where possible, in a selection of general shots in order that the scale of all elements of the building can be sufficiently established.
- ♦ The building's external appearance is to be recorded. Typically a series of oblique views will show all external elevations of the structure and give an overall impression of size and shape. Where an individual elevation embodies complex historical information or have been conceived as formal compositions, views at right angles to the plane of the elevation may also be appropriate.
- ♦ The overall appearance of principal rooms and circulation areas.
- ♦ Photographs of any internal or external fixtures, fittings or machinery relevant to the building's use or development.
- ♦ Copies of maps, drawings, views and photographs present in the building and illustrating its development/use, or that of its site.

4.3.4 The written account will include the following.

- ♦ The precise location of the building, by name or street number, civil parish, town and National Grid Reference.



- ♦ The date when the record was made, the names of the recorders and the archive content/character and location.
- ♦ A note of any relevant statutory designations.
- ♦ An introduction setting out the circumstances in which the records were made, its objectives, methods, scope and limitations. This will also detail any constraints which limited the achievement of the objectives.
- ♦ A summary of the building's form, function date and sequence of development, together with a summary of the names of architects, builders, patrons and owners if known.
- ♦ A discussion of published sources relating to the building and its setting. This will refer to the existing archaeological building assessment (Mora-Ottomano 2011).
- ♦ A register of photographs taken.

4.3.5 The drawn record will include the following.

- ♦ Site location plans at suitable scales (preferably indicating the position of the site within the country, within the county and a clear plan of the precise location/outline of the building i.e. 1:50).
- ♦ A set of detailed measured survey drawings based on any available architect's drawings of the site provided by the client including floor plans at 1:50 with annotations and conventions following Historic England (2016).
- ♦ A plan indicating the position and orientation of all photographs/images taken which will be included on a CD accompanying the report (other than duplications). A selection of images will also be reproduced in the report as appropriate to illustrate points in the discussion.
- ♦ Phased plans showing the development of the buildings.

4.4 Completion of the Building Recording

4.4.1 Development work, initially demolition of the buildings to slab level to enable the evaluation trenching (section 5 below) to take place may not commence until the primary site archive for the historic building recording has been signed off to discharge the archaeological planning condition by the Derby and Derbyshire Development Control Archaeologist and until the programme for reporting, publication and archiving has been submitted and approved in writing (see sections 6.1 and 9 below).

4.5 Intra-demolition Watching Brief Methodology

4.5.1 Where the building survey identifies opportunities for hidden structural evidence to be exposed during the demolition process relating to the development, history, sequence, function or other aspect of the building(s) and site that may be resolved by hidden evidence, for example the area of the 'kilns' in Building L and any areas where water management features will be exposed as part of the demolition process, an intra-demolition watching brief will be undertaken in accordance with



the Chartered Institute for Archaeologists' *Standard and Guidance for Archaeological Watching Briefs* (2014c).

4.5.2 The objective of the intra-demolition watching brief will be to provide a sufficient record of structural building elements and water management features prior to their removal during demolition.

4.5.3 All site operations will be carried out in a safe manner in accordance with ARS Ltd's Health and Safety Policy. A risk assessment will be prepared before commencement on site and health and safety regulations will be adhered to at all times.

4.5.4 The duration of the works will be dictated by the length and scope of the demolition works as well as the nature of the potential structural building elements to be recorded. Consultation between the client, ARS Ltd and the Derby and Derbyshire Development Control Archaeologist will be required on completion of the demolition works to ensure that any archaeological remains affected by development works have been adequately recorded.

4.5.5 The on-site archaeologist will be given the opportunity to stop demolition work in order to investigate potential structural building elements and adequate time will be allowed for recording any such features.

4.5.6 A written, drawn and photographic record will be maintained during the watching brief plus all significant structural building elements will be recorded. A photographic survey of the building will be conducted using high resolution digital photography (minimum of 10 megapixels). Where possible, photographs will include a graduated scale and cameras will be mounted on tripods for extra stability. Details of the photographs will be recorded on pro-forma index sheets, which include location, subject and orientation.

5 EVALUATION TRENCHING

5.1 Coverage

5.1.1 Following demolition of the buildings to slab level within the area of the proposed development, ten 15m by 2m trenches will be excavated in the first instance (Figure 3) based on the data gathered by the historic building appraisal (Mora-Ottomano 2011) as follows.

- ♦ *Trench 1 (15m x 2m).* Located in a relatively undeveloped area in the north-east corner of the site to investigate potential for surviving prehistoric, Romano-British or medieval features.
- ♦ *Trench 2 (15m x 2m).* Located to investigate early structures identified on 1st Edition OS map of 1880 together with any surviving external features.
- ♦ *Trench 3 (15m x 2m).* Situated within the footprint of Building E, located over the position of an earlier building identified on the 1st Edition OS map of 1880.



- ♦ *Trench 4 (15m x 2m).* To investigate any surviving remains of buildings and water channels identified on the 1st Edition OS map of 1880.
- ♦ *Trench 5 (15m x 2m).* Situated within the footprint of Building G, located to investigate any surviving remains of buildings and potential water channels identified on the 1st Edition OS map of 1880.
- ♦ *Trench 6 (15m x 2m).* Situated partly within the footprints of Buildings K and L, located to identify early buildings, sluices, ponds and a water tank identified on the 1st Edition OS map of 1880.
- ♦ *Trench 7 (15m x 2m).* Located outside of any buildings to investigate water movement and power transfer across site.
- ♦ *Trench 8 (15m x 2m).* Located outside of any buildings to investigate water movement and power transfer across site.
- ♦ *Trench 9 (15m x 2m).* Situated within Building M, located over the potential location of a water channel and weir identified on the 1st Edition OS map of 1880.
- ♦ *Trench 10 (15m x 2m).* Situated within Building M, located over the position of an earlier building identified on the 1st Edition OS map of 1880.

5.1.2 Should significant archaeological remains be encountered, in consultation with the Derby & Derbyshire Development Control Archaeologist a further stage of excavation in the form of extending one or more of the trenches and/or area excavation and/or strip-and-record or a watching brief would be required, which would be the subject of an Addendum to this WSI or a separate WSI.

5.1.3 All site operations will be carried out in a safe manner in accordance with ARS Ltd's Health and Safety Policy. Deep sections, such as those across ditches or pits, will be shored as necessary. A risk assessment will be prepared before commencement on site and health and safety regulations will be adhered to at all times.

5.2 Evaluation Trenching Methodology

5.2.1 The evaluation trenching will be carried out in accordance to the guidance laid out in Chartered Institute for Archaeologists' *Code of Conduct* (2014a) and *Standards and Guidance for Archaeological Field Evaluation* (2014d). The records will follow standard conventions set out by the Museum of London Archaeological Service (MoLAS) (2002).

5.2.2 ARS Ltd will provide suitably qualified archaeologist(s) to undertake the excavation. The on-site archaeologists will be fully apprised of the archaeological potential of the site.

5.2.3 Hard standing, unstratified modern material and topsoil will be removed mechanically by a machine using a wide toothless ditching bucket, under continuous archaeological supervision. The topsoil or recent overburden will be removed down to the first significant archaeological horizon in successive level spits. Where archaeological features and/or deposits are identified during the excavation, 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.

5.2.4 All excavations will be recorded in accordance with normal principles of archaeological excavation and the relevant Chartered Institute for Archaeologists guidance upon pro forma context sheets (this will include at a minimum context record sheets, an accurate site plan and record photography where no archaeological features are present).

5.2.5 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). Brick samples will be taken for structures likely to pre-date the mid-19th century.

5.2.6 Site photography will be in high resolution (7 megapixel or greater) colour DSLR photography. Photography will include general site shots, shots of the excavation area and shots of individual features and groups of features. All photographs will include a suitable photographic scale (where appropriate) and will be recorded on a photographic register with the subject and direction of each shot.

5.2.7 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. Sample representative levels will be taken to record the maximum depth of excavation and /or natural should no archaeological features be uncovered. 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.

5.2.8 The excavation will be undertaken in accordance with the Chartered Institute for Archaeologists' *Code of Conduct* (2014a) and *Standards and Guidelines for Archaeological Excavation* (2014d).

5.2.9 For deposits that have potential for providing environmental or dating evidence, a minimum of 40 litres of sample will be taken, or 100% of the sample if smaller. This material will be floated and passed through graduated sieves, the smallest being a 500 mesh. Should other types of environmental deposits be encountered, appropriate specialist advice will be sought and an appropriate sampling strategy devised. All environmental sampling will be undertaken in line with *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation* (Historic England 2011). Samples will be assessed by a suitable specialist with provision for further analysis as required. Advice from the Historic England Scientific Advisor will be taken as appropriate.

5.2.10 Any human remains discovered will initially be left in-situ and, if removal is deemed necessary, this will be undertaken in accordance with the relevant Ministry of Justice regulations and in discussion with the Derby & Derbyshire Development Control Archaeologist.



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.

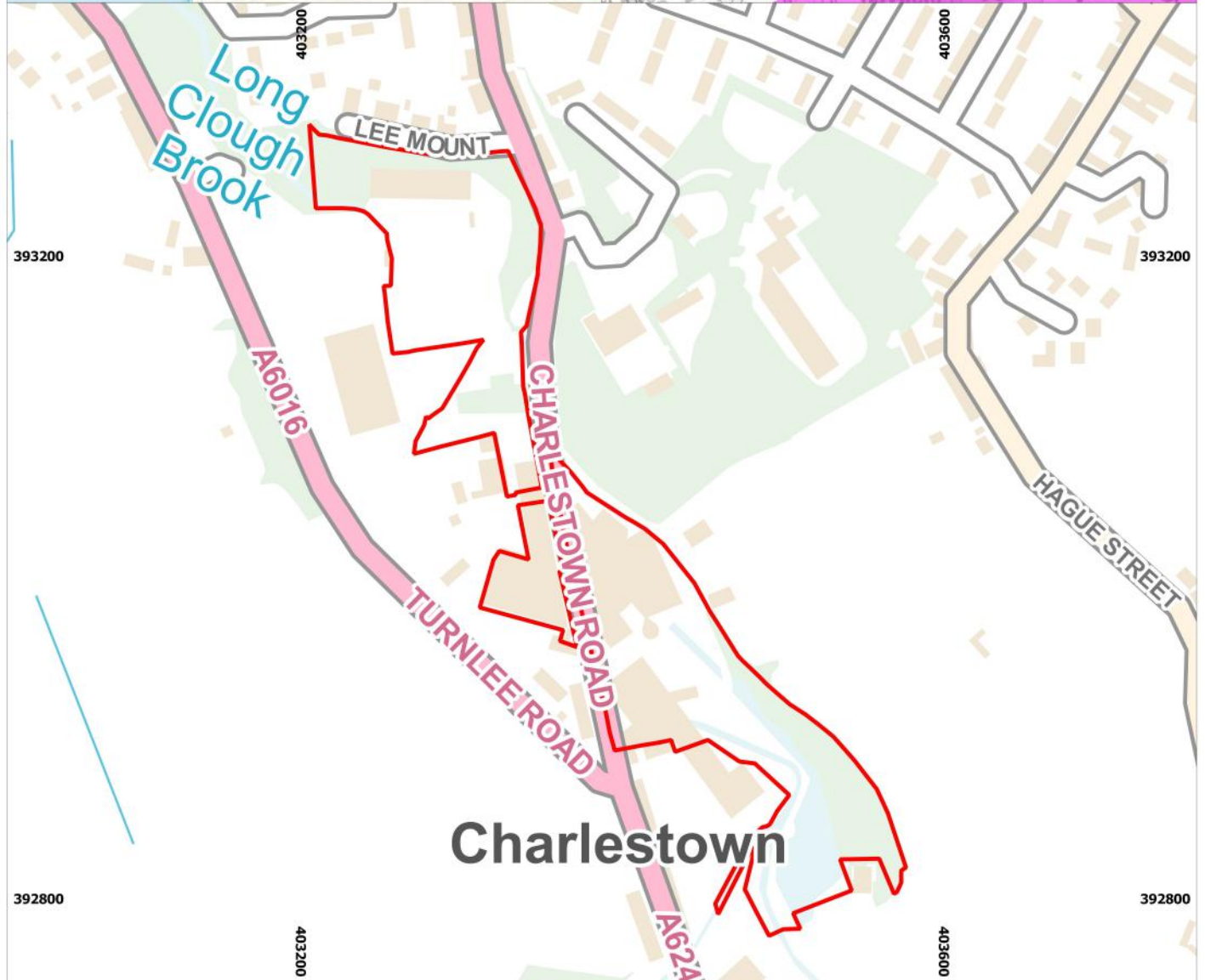
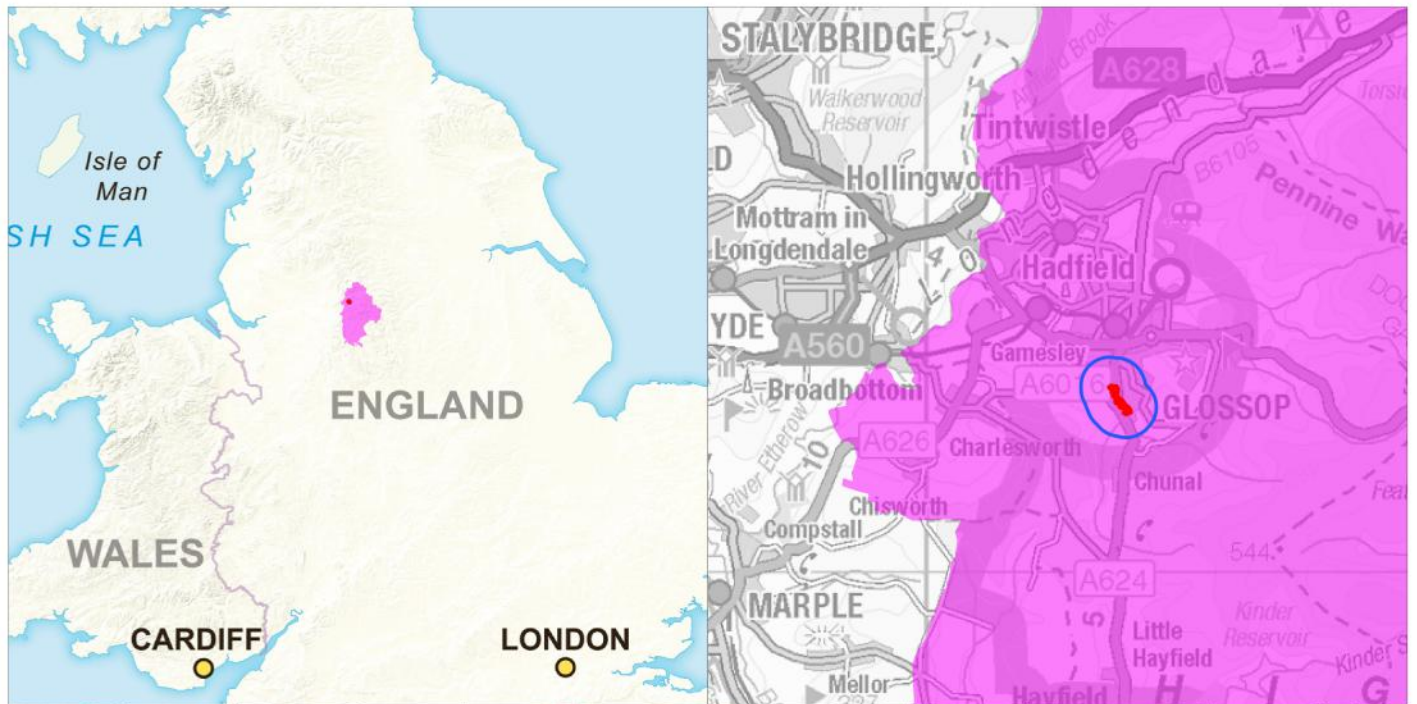
Society of Museum Archaeologists. 1993. *Selection, Retention, and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland*. Society of Museum Archaeologists, London.

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



FIGURES





Site name: Charlestown Works, Glossop
 Date: August 2016
 Drawn by: MB
 Scale: Varies

**Figure 1:
 Site location**



Archaeological Research Services Ltd

Angel House
 Portland Square
 Bakewell
 Derbyshire
 DE45 1HB

Tel: 01629 814540

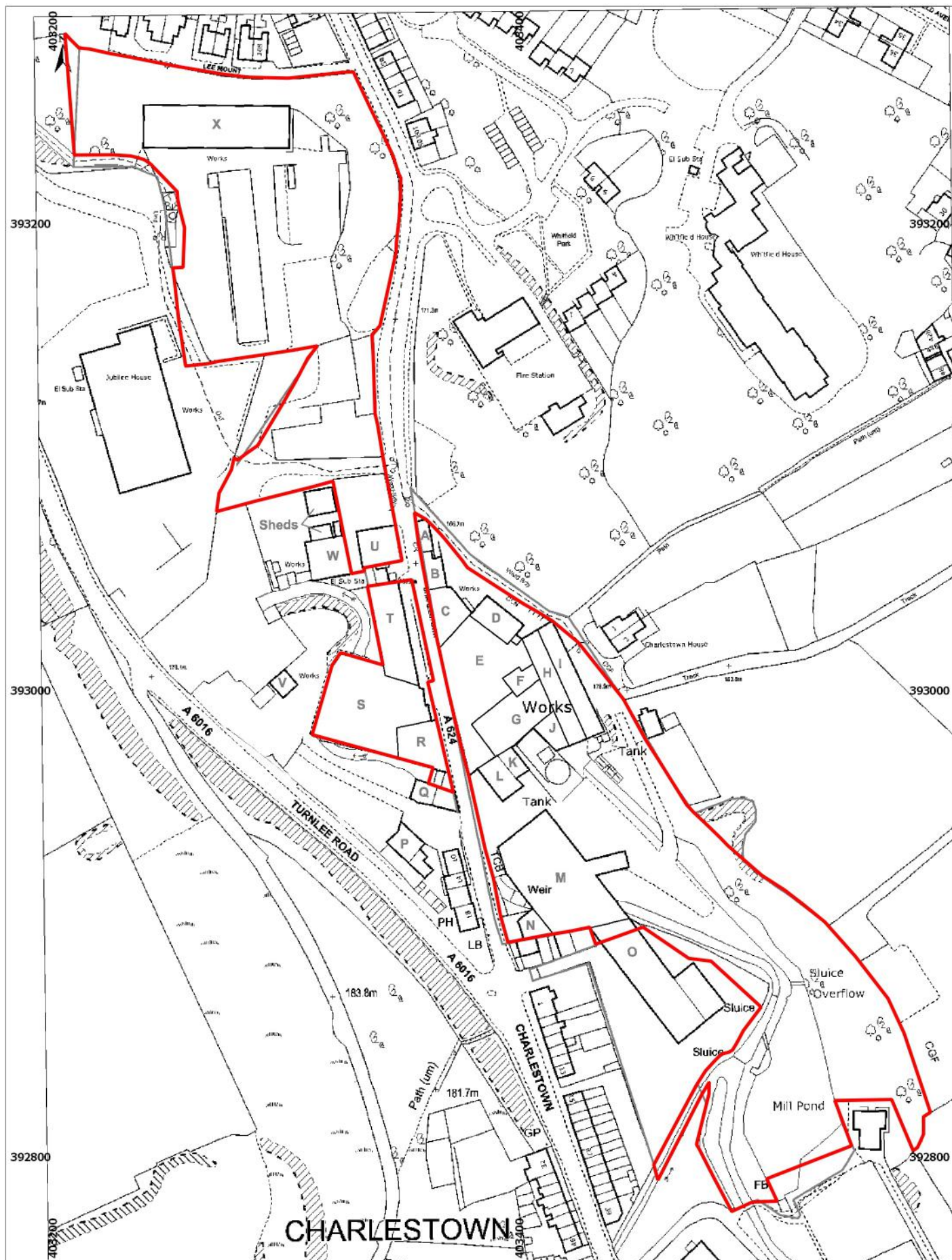
www.archaeologicalresearchservices.com



This drawing: © ARS Ltd

Contains Ordnance Survey data.
 © Crown copyright and database right 2015

Site boundary
 Buffer



Site name: Charlestown Works, Glossop
 Date: August 2016
 Drawn by: MB
 Scale: 1:2200 @ A4

0 25 50 75 100 m



Archaeological Research Services Ltd

Angel House
 Portland Square
 Bakewell
 Derbyshire
 DE45 1HB

Tel: 01629 814540

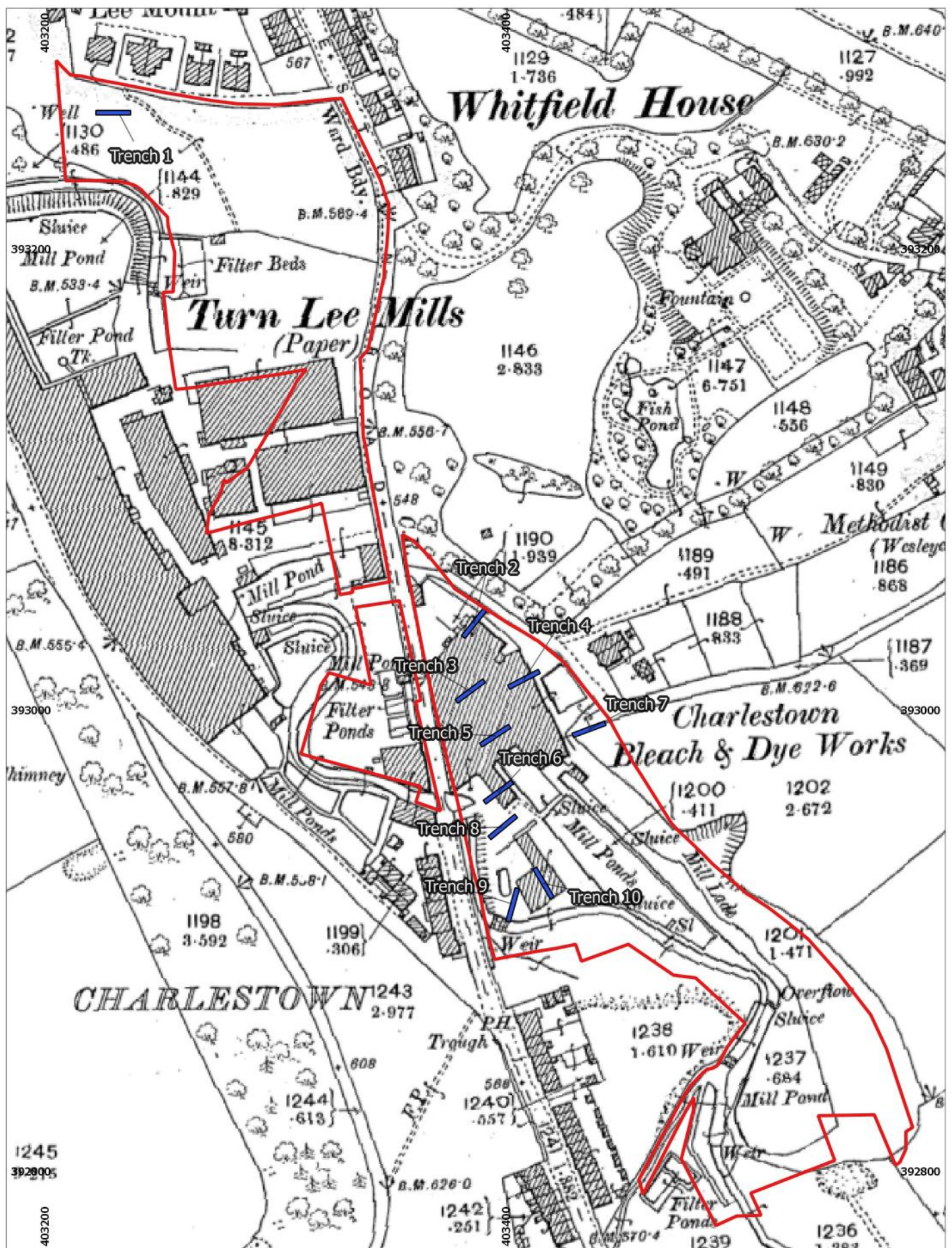
www.archaeologicalresearchservices.com



This drawing: © ARS Ltd
 Ordnance Survey mapping (if applicable):
 Crown © All rights reserved.
 Reproduced with permission
 Licence no. 100054398

Figure 2:
Standing Buildings within
Site Boundary

 Site Boundary



Site name: Charlestown Works, Glossop
 Date: February 2017
 Drawn by: MB
 Scale: 1:2200 @ A4

0 25 50 75 100 m



Archaeological Research Services Ltd

Angel House
 Portland Square
 Bakewell
 Derbyshire
 DE45 1HB

Tel: 01629 814540

www.archaeologicalresearchservices.com



This drawing: © ARS Ltd
 Ordnance Survey mapping (if applicable):
 Crown © All rights reserved.
 Reproduced with permission
 Licence no. 100054398

Figure 3:
Trench Location Plan
on 1898 OS Map

Site Boundary
 15 x 2m Trench