Rufford Old Hall, Rufford
Lancashire

Archaeological Watching Brief

Oxford Archaeology North
June 2011

The National Trust

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RUFFORD OLD HALL, RUFFORD, LANCASHIRE

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SUMMARY

The National Trust commissioned Oxford Archaeology North (OA North) to undertake an archaeological watching brief of improvement works at the Cottage and Coach House at Rufford Old Hall, Lancashire (NGR centred SD 463 160). The works comprised the replacing of brick-sets fronting the Cottage. The brief also required the excavation of a trench for a new foul water pipe from the cottage to the main drain but this was not excavated due to the presence of an electricity cable. Monitoring of the groundworks was requested by Lancashire Council Archaeology Service (LCAS) as part of the planning condition: the buildings sit within the curtilage of the Grade I Listed Hall; and study of the early editions of the Ordnance Survey (1848, 1894 and 1910) indicated that the Cottage may have replaced an earlier building on a different footprint to the current structure.

After the removal of brick-sets, an area 6.3m by 2m by 0.3m was excavated immediately to the north of the Cottage, which would be backfilled with hardcore and sand to accommodate a new flagged area. Topsoil 101 was removed to reveal a small area, approximately 2.1m by 0.66m, of rough cobbled surface, 100, which comprised a mix of limestone cobbles and handmade brick fragments. It had been heavily truncated by later landscaping activities, and either formed part of a rough cobbled courtyard in front of the Cottage, or the underlying hardcore levelling for a now removed finer cobbled surface. The surface sat upon a substantial layer of demolition rubble, 102, which was most likely the result of landscaping, and backfilling over ceramic drain 104; significant quantities of later post-medieval pottery were recovered from this deposit. The rubble, in-turn, sealed a buried soil horizon, 103.

It was likely that the majority of the area adjacent to the Cottage and Coach House had been levelled up and landscaped, with the presence of the rubble 102 suggesting that demolition had taken place in the local vicinity. Although no features were encountered relating to the earlier phases of the Cottage and Coach House, the presence of a buried soil horizon might indicate high potential for extant, early remains in the adjacent areas. Therefore, any further work in this area may have a significant impact.
ACKNOWLEDGEMENTS

OA North would like to thank Jamie Lund of The National Trust for commissioning the project and for his advice, and the staff of the B and E Boys Ltd for their assistance in the fieldwork, in particular Craig Paull. Thanks are also extended to Phil Walker of Byrom Clark Roberts, for his assistance throughout the project. The fieldwork was undertaken by Kelly Clapperton, who also wrote the report. The illustrations were produced by Mark Tidmarsh, and the report was edited by Emily Mercer, who also managed the project.
1. INTRODUCTION

1.1 CIRCUMSTANCES OF THE PROJECT

1.1.1 The National Trust commissioned Oxford Archaeology North (OA North) to undertake an archaeological watching brief of improvement works affecting the Cottage and Coach House at Rufford Old Hall, Lancashire (NGR centred SD 463 160). The works comprised the removal of brick-sets fronting the Cottage, and replacing them with stone flags.

1.1.2 As both buildings sit within the curtilage of the Grade I Listed hall, and as the Cottage is thought to have replaced an earlier building on a different footprint, permanent monitoring of the groundworks was requested by Lancashire Council Archaeology Service (LCAS) as part of the planning condition. In response, a brief was produced by The National Trust detailing the requirements (Appendix 1), to which OA North produced a project design (Appendix 2) detailing a programme of archaeological works. These took place on 28th and 29th March 2011. The following report provides a summary of fieldwork results.

1.2 LOCATION, TOPOGRAPHY AND GEOLOGY

1.2.1 Rufford Old Hall (NGR centred SD 463 160; Fig 1) is located to the north of the village of Rufford. The site is bounded to the east by the Leeds and Liverpool Canal, and lies in the flood plain of the River Douglas, approximately 0.5km to the east. The A59 road lies immediately to the west of the site, and further west, Rufford Park and Rufford New Hall.

1.2.2 Rufford lies within the flat plain to the south of the River Ribble, in a richly arable landscape, comprising large fields demarcated by drainage ditches, with wooded areas planted in large angular blocks, replicating the field patterns (Countryside Commission 1998, 32-33). The underlying geology of the area consists of Permo-Triassic red mudstones, siltstones and New Red Sandstone, which is overlain by thick deposits of glacial and post-glacial material (op cit, 33). The geology was subsequently sealed by Typical Stagnogley Soils (Ordnance Survey 1983).

1.3 HISTORICAL BACKGROUND

1.3.1 The following section provides a brief summary of the historical background of the Cottage and Coach House, based on information provided by Byrom Clark Roberts Ltd (2010), and The National Trust (Appendix 1), and earlier editions of the Ordnance Survey (1848, 1894 and 1910).

1.3.2 The first building constructed at Rufford Old Hall was the Great Hall, established c 1530, to the west end of the current complex (The National Trust, Appendix 1). Service wings to the east of the Great Hall were replaced c 1662 by later timber wings and further extensions to the north and east. By 1736 the west-cross wing, which held the family apartments, had been dismantled. The Cottage and Coach House form the northern side of the service courtyard, located to the east of the Hall (ibid).
1.3.3 The earliest available map evidence of Rufford Old Hall is the first edition map of the Ordnance Survey (1848), which illustrates the range including the Cottage and Coach House flanking the northern side of the courtyard. However, it does not clearly define if the cottage existed then in its current form (Byrom Clark Roberts 2010). The second edition map (Ordnance Survey 1894) clearly shows the offset to the north forming the cottage, though it is thought that the width of the cottage exceeds that of its present size, and may be an oversailing roof from an earlier structure (Byrom Clark Roberts 2010).

1.3.4 By the 1910 edition of the Ordnance Survey map, the Cottage and Coach House have been clearly divided, and the layout very much resembles the current configuration. There is little change in the design of the range until the present day.

1.3.5 Assessment of the Cottage would suggest that it was of later construction than the Coach House, and may have replaced an earlier structure integral to the Coach House and Stables (Byrom, Clark Roberts 2010). A large timber beam in the party wall between the two buildings, might have formed the opening between the Coach House and the earlier structure (ibid). It was likely that the earlier building followed the footprint of the Coach House, and retained the same ridge line (ibid). Assessment of the Coach House, however, would suggest that little has changed in its general layout, with the majority of the alterations being internal.
2. METHODOLOGY

2.1 PROJECT DESIGN

2.1.1 In response to a request from The National Trust, OA North issued a project design for an archaeological watching brief (Appendix 2), the methodology of which was adhered to. The brief (Appendix 1) had requested monitoring of the excavation of a trench for a foul water pipe also, but this was not undertaken by the on-site contractors due to the presence of an electricity cable. The work was consistent with the current standards and procedures of the Institute for Archaeologists (IfA 2008a), and generally accepted best practice.

2.2 FIELDWORK

2.2.1 The improvement groundworks for the Cottage and Coach House comprised the removal of brick-sets, which formed a path to the cottage from the main thoroughfare, and manual excavation of an area under constant archaeological supervision (Plate 1). This would then be reinstated to the current ground level with a mixture of hardcore chippings and sand, and flagged to form the new access route to the Cottage.

2.2.2 All deposits and features of archaeological significance observed were cleaned, excavated by hand, and recorded on pro forma sheets produced by OA North. Features were illustrated on permatrace, in plan and section, at a suitable scale (1:10 and 1:20), and located on a plan provided by the client, and then tied into the Ordnance Datum. A digital photographic archive was produced, with scales as appropriate, and was also recorded on pro forma sheets.

2.3 FINDS

2.3.1 All finds recovered from stratified deposits were exposed, lifted, cleaned and bagged in accordance with the United Kingdom for Conservation (UKIC) First Aid for Finds, 1998 (new editions).

2.4 ARCHIVE

2.4.1 A full and professional archive has been compiled in accordance with the project design (Appendix 2), and with current IfA (2008b) and English Heritage (1991) guidelines. The archive will be deposited with the County Record Office in Preston, and copies of the report will be supplied to the Lancashire County Council Historic Environment Record (LCCHER), also in Preston, and The National Trust.
3. FIELDWORK RESULTS

3.1 INTRODUCTION
3.1.1 The following section provides a summary of the deposits and features encountered during the archaeological watching brief. Full descriptions of the contexts referred to can be found in Appendix 3 at the rear of this document.

3.2 FIELDWORK RESULTS
3.2.1 The groundworks adjacent to the cottage and stables comprised the removal of the brick-sets and the manual excavation of an area 6.3m by 2m by 0.3m, to accommodate levelling for a new flagged surface. The earliest deposit encountered across the development trench was a buried soil horizon, 103, which comprised a very dark, compact sandy-silt, with regular, residual brick and mortar fragments, and was sealed by a layer of building rubble, 102, which was 0.26m thick. This extended across the entire trench, and produced significant quantities of late post-medieval domestic pottery, a sample of which was retained for analysis. It was likely that was contemporary with the drainage pipe, 104, which extended along the length of the trench, and may have been backfilled around it. This rubble deposit was capped with a fragment of rough limestone cobble and brick surface, 100, which extended for an area 2.1m by 0.66m, measured 0.11m thick, and produced two fragments of later post-medieval ceramics. It had been bedded into an orange, crushed brick and sand matrix, and had been truncated by later landscaping activities. This was overlain by a deposit of topsoil, 101, 0.13m thick, which extended across the area, and provided the bedding for the brick-sets.

3.2.2 No further features or deposits of archaeological interest were encountered during the watching brief.

3.3 FINDS
3.3.1 A sample of eight fragments of pottery were recovered during the watching brief, and are all effectively unstratified as they are within disturbed layers. They are dominated by nineteenth-century black-glazed redwares, with a single fragment from a late grey stoneware dish. The blackwares represent at least four vessels, three of which are common forms, being a large deep dish or pancheon, a cylindrical storage vessel, and a smaller cylindrical vessel with a sharply hooked rim. The fourth vessel is rather more unusual, being effectively two large internally-glazed dishes luted together, and then pierced by large louvre-like additions. The external surfaces are sooted. The precise form of this vessel has not been identified, but is reminiscent of a chicken feeder, or perhaps a strawberry pot, although it would be unusual for these to be glazed.
4. CONCLUSIONS

4.1 DISCUSSION

4.1.1 The results of the archaeological watching brief would suggest that the area to the north of the Cottage had been heavily landscaped in the relatively recent past. A buried soil horizon (103) was observed at the level of impact, but did not produce any features or finds of archaeological interest. This had been sealed by a layer of demolition rubble, which contained large amounts of nineteenth century domestic wares, and most likely formed the levelling hardcore for the surface, 100, identified along the north-west edge. This surface either formed a rough courtyard outside the cottage, or was another levelling deposit for a finer cobbled surface that has since been removed. It was probably also contemporary with the putative extension of the cottage. It was likely, therefore, that the topsoil, 100, had been imported at a reasonably recent date, levelling up the area further, and providing a bedding layer for the brick-sets.

4.1.2 Although no features were encountered relating to the earlier phases of the Cottage and Coach House, the presence of a buried soil horizon might indicate high potential for extant, early remains in the adjacent areas. Therefore, any further work in this area may have a significant impact.
5. ILLUSTRATIONS

5.1 FIGURES
Figure 1: Site location

Figure 2: Plan of surface 100

Figure 3: South-west-facing representative section through the trench

5.2 PLATES
Plate 1: General trench shot looking south-west

Plate 2: Surface 100 looking north-east

Plate 3: Detail of surface 100, looking north-west

Plate 4: South-west-facing section through the trench, showing the various deposits
Figure 1: Site location
Plate 1: General trench shot looking south-west

Plate 2: Surface 100 looking north-east
Plate 3: Detail of surface 100, looking north-west

Plate 4: South-west-facing section through the trench, showing the various deposits
6. BIBLIOGRAPHY

6.1 PRIMARY SOURCES
Ordnance Survey, 1848 first edition, Lancashire and Furness, 1:10560
Ordnance Survey 1894, second edition, Lancashire and Furness, 1:2500
Ordnance Survey 1910 third edition, Lancashire and Furness, 1:2500
Ordnance Survey 1983, Soils of Northern England, 1:250000

6.2 SECONDARY SOURCES
Byrom Clark Roberts Ltd, 2010 Statement of Significance: Cottage and Coach House at Rufford Old Hall, unpubl report
Countryside Commission, 1998 Countryside Character, Volume 2: North West, Cheltenham
IfA, 2008a Standard and guidance for an archaeological watching brief, Reading
IfA, 2008b Standard and Guidance for the Creation, Preparation, Transfer and Deposition of Archaeological Archives, Reading
APPENDIX 1: PROJECT BRIEF
Invitation to tender: Watching brief during excavations for new access and drainage improvements to the Cottage and Coach House at Rufford Old Hall, Lancashire

Introduction
The National Trust would like to invite Oxford Archaeology North to produce a Written Scheme of Investigation for an archaeological watching brief on a small program of access and drainage improvement works affecting the Cottage and Coach House at Rufford Old Hall, Lancashire.

As part of a project to refresh the visitor welcome at Rufford Old Hall the Cottage attached to the former Stable and Coach House is being refurbished for use as a ticketing office and reception point. Within the scope of the proposed works are plans to lift the existing brick sets that provide pedestrian access to the door in the central front elevation of the Cottage and replace them with a more even and attractive surface. A small scheme of drainage improvement works will also be undertaken to connect a new drain to be installed in front of the Cottage to an existing drainage pipe buried in front of the Coach House and Stable block. The detail of these operations is set out in a separate plan (supplied as a PDF document).

These operations are subject to an archaeological condition from the local planning authority, in this case Lancashire County Council, who are advised by Douglas Moir, Planning Officer (Archaeology).

We would like Oxford Archaeology North to develop a simple Written Scheme of Investigation that responds to this brief and satisfies the archaeological condition set out in the attached planning approval letter (supplied as a separate PDF document).

The contractor is only required to undertake an archaeological watching brief on the lifting of the brick sets and subsequent works to create a new access route, and on the excavation of a trench for a new drainage pipe. All other works identified on the plan are outside the scope of the contract.

Archaeological Background
Rufford Old Hall consists of a Great Hall (c1530) which is to the west end of the existing building complex. The former service wings to the east side of the Hall have been lost and replaced by a later timber cross wing and further extensions to the North and East (c1662). The west cross wing, to the side of the Great Hall, had already been taken down by 1736. This would have housed the family apartments.

A service courtyard is located to the rear/east side of the Hall and is accessed via an open driveway from the North. This route divides the North wing of the main house from the Coach House, Stables and Cottage. These later buildings form a North side enclosing the Service Courtyard.

The existing buildings, comprising the Cottage and Coach House, are separately listed structures. However, they are considered “significant”
because of their location within the curtilage of the Grade I Listed Hall. The buildings are not significant due to any ‘outstanding’ architectural features. Nor do they merit significance due to any known event or incident.

The earliest available detailed map showing the layout of Rufford Old Hall is the 1848 Lancashire 1:10,560 scale map of Ormskirk. The Coach House and Stable range are clearly shown to the north side of the courtyard, but it is unclear, at this scale, if the Cottage forms part of the complex at this time.

The 1894 first series ordnance survey map (1:2,500 scale) clearly shows the Coach House and Stable range with a large offset to the north side of the buildings which may form the Cottage, but there is no clear division shown. The width of the offset appears greater than the cottage and may be an oversailing roof from an earlier structure.

The 2nd series ordnance survey of 1910 is more detailed and clearly shows a division between the Coach House and the Cottage and we may safely assume that the existing buildings were largely complete by this date.

The 1960 ordnance survey shows further detail and highlights the stone trough located to the south side of the Cottage within the courtyard. The 1991 Ordnance Survey plan shows the current arrangement for the car parking to the north side of the House together with the current driveway and access arrangements.

**Outline of work required**
The proposed scheme of archaeological recording involves undertaking an archaeological watching brief on the proposed scheme of access and drainage improvement works in order to identify and record any features and finds of archaeological interest that come to light as a consequence of the work. In particular the opportunity to look for evidence that this existing Cottage has been rebuilt on new foundations within the footprint of an earlier building is seen as significant.

The main aims of the watching brief are as follows:

- To attend and supervise the ground works associated with the creation of a new access route and drainage system to the front of the Cottage.

- The contractors undertaking the ground works will be instructed by the client to stop work if requested by the archaeological contractor to allow for recording on exposed features as necessary. If significant archaeological features are found the archaeological contractor should contact the National Trust Archaeologist/Property Manager and building surveying consultant monitoring and the overall refurbishment project who will consider the issues and provide further instruction.

- The ground works contractor will be instructed to provide sufficient time for the archaeologist to clean and record features and finds of
archaeological interest. However, the archaeologist should not delay the works without good cause. Close liaison between the archaeological contractor and site foreman will be essential.

- The archaeological recording methodology will follow the standard guidelines set down by the Institute of Field Archaeologists. The record to consist of a minimum of a brief written statement with drawn and digital photographic record of any archaeological features or finds that are encountered along with working shots of the ground works.
- The archaeological contractors are to comply with the requirements of Health and Safety legislation.

**Project outputs**

A report will be produced that describes the results of fieldwork and contains the following:

- Non-technical summary.
- Brief historical and archaeological background.
- Reasons for the watching brief.
- Methodology.
- Results, illustrated as appropriate by drawings and quality digital photographs. To also include general working shots.
- An annotated digital survey plot showing the extent of the excavations and location of any archaeology encountered (a digital version of the maps and plans attached will be provided on request).
- Discussion of significance of results.
- List of archives consulted.

An ordered and fully catalogued archive will be produced to be deposited with the National Trust. At the conclusion of the investigations, the contractor will provide the products described below to the National Trust Archaeologist in the following fashion:

- Five bound paper copies of the report.
- Two digital copies of the report complete with all plans and images fixed in the body of the report in both Adobe PDF and Word formats.
- An additional digital copy of the report to be sent to the Lancashire County Council Historic Environment Record.

Should no significant archaeology be encountered a shortened written report will be produced. This would include a simple brief description of what was seen to be accompanied by a location plan, at 1:10000 and another site plan, 1:2500 which clearly shows the limits of the area subject to the watching brief.

**Other Considerations**

The contractor should inform a member of National Trust staff upon arrival at Rufford Old Hall and follow what ever booking in arrangements are required at the property.
The working area is within an area accessible by the public and due regard must be given to the health and safety and general comfort of visitors.

Responsibility for the hire of plant and safety fencing will be the responsibility of the ground works contractor.

The National Trust will provide welfare facilities (toilet and hand washing facilities, a room to site and eat lunch) for the archaeological contractor.

The National Trust Archaeologist will monitor the implementation of the watching brief.

**General terms**

The archaeological contractor must prepare a Written Scheme of Investigation for the watching brief to be agreed with the National Trust Archaeologist prior to the start of work. The National Trust will retain copyright over the resulting report and all associated archival material (including all digital maps and photographic material), and shall have absolute control over the use and dissemination of that information. The National Trust fully recognises the originator’s moral right to suitable accreditation in any publication of the results.

The project will be undertaken by the contractor acting on an independent basis. Staff working on the project will not be deemed employees of the National Trust. Tenders should reflect this fact and more specifically the Contractor will take sole responsibility for the payment of tax, National Insurance contributions, etc. If VAT is payable, this too should be indicated in the bid.

**Timescale**

The ground work contractor has indicated that they would like to begin work on-site in mid-March. It is anticipated that the ground works will take between 1 and 2 days to complete. As with all projects, it is possible that the start date may move forward or back at short notice, it will be the job of the National Trust Archaeologist to ensure the contractor is kept up to date with changes to the timetable.

The final report and project archive should be handed over within six weeks of the end of the project. The National Trust Archaeologist should be given an opportunity to comment on the report at the final draft stage.

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Figures

Figure 1 – View of the front elevation of the Cottage showing the red brick sets to be removed and replaced with a new even surface.

Figure 2 – A view of the Cottage and Coach House showing the approximate extent of the new drainage pipe to be installed close to the base of the wall.
APPENDIX 2: PROJECT DESIGN
NEW ACCESS AND DRAINAGE IMPROVEMENTS, RUFFORD OLD HALL, LANCASHIRE

Archaeological Watching Brief
Project Design

Oxford Archaeology North
March 2011
THE NATIONAL TRUST
1. **INTRODUCTION**

1.1 **PROJECT BACKGROUND**

1.1.1 The National Trust (hereafter the ‘client’) has requested that Oxford Archaeology North (OA North) prepare a simple Written Scheme of Investigation (WSI) for a small programme of archaeological watching brief of access and drainage improvement works affecting the Cottage and Coach House at Rufford Old Hall, Lancashire (NGR centred 3463 4160). The visitor welcome facilities are being refreshed and, as a result, the Cottage is undergoing refurbishment in order that it can be used as a ticket office and reception point. This includes replacing the brick sets and installing a new drain both in front of the Cottage. The new drain will be connected to an existing drain in front of the Coach House and Stable block.

1.1.2 Although the Cottage and Coach House are separately listed, the magnitude of their significance is heightened as they lie within the curtilage of the Grade I listed hall, which is mainly sixteenth and seventeenth century in date, as opposed to any outstanding architectural features. Due to this significance, the groundworks necessitate permanent archaeological monitoring during the lifting of the sets, and any work associated with creating a new access route and excavating a pipe trench in front of the Cottage as a planning condition, as advised by Lancashire County Archaeology Service (LCAS). The following WSI has been prepared in accordance with a detailed brief provided by the National Trust and, therefore, should be read in conjunction with the document and its accompanying plan of the groundworks.

1.2 **OXFORD ARCHAEOLOGY NORTH**

1.2.1 OA North has considerable experience of fieldwork and post-excavation, having undertaken a great number of small and large-scale projects during the past 30 years. Such projects have taken place to fulfil the requirements of the clients to rigorous timetables. OA North is also familiar with the site, having undertaken building survey of the hall in the past, in the former guise of Lancaster University Archaeological Unit (LUAU 1996) OA North has the professional expertise and resources to undertake the project detailed below to a high level of quality and efficiency. OA North is an Institute for Archaeologists (IfA) registered organisation, registration number 17, and all its members of staff operate subject to the IfA Code of Conduct (2008a).
2. OBJECTIVES

2.1 The following programme has been designed to identify any archaeological deposits or features that may be present during groundworks. Of particular significance during the groundworks is the opportunity to attempt to establish whether the Cottage has been rebuilt on new foundations within the footprint of an earlier building. The following will be undertaken in order to mitigate the impact by means of preservation by record of any such archaeological features or deposits. The work will be carried out in line with current IfA guidelines (2008b) and in line with the IfA Code of Conduct (2008a).

2.2 Archaeological Watching Brief: to maintain a permanent archaeological presence during groundworks associated with the creation of a new access route and drainage system. The purpose is to identify, investigate and record any archaeological remains that may be encountered. Where such remains cannot be adequately recorded under watching brief conditions it may be necessary to undertake consultation with the client (National Trust Archaeologist/Property Manager), the on site contractors, and any other interested parties such as LCAS, to determine and implement the appropriate mitigation.

2.3 Report: the results of the fieldwork and any post-excavation assessment will culminate in a final report, prepared in line with the National trust brief, to be submitted within six weeks of completion of the fieldwork (subject to any specialist reports outstanding).

2.4 Archive: a site archive will be produced to English Heritage guidelines (1991). The information will be finally disseminated through the deposition of the archive with the client, and a digital copy of the report to the County 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.

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.

3.2 **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 proposed works.

3.2.2 **Methodology:** The work will comprise archaeological observation during the excavation, to include the systematic examination of any subsoil horizons exposed during the course of the groundworks, and the accurate recording of all archaeological features and horizons, and any artefacts, identified.

3.2.3 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.

3.2.4 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.

3.2.5 **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 and any other interested parties 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.

3.2.6 **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).

3.2.7 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 to be provided by the client. A photographic record will be undertaken simultaneously.

3.2.8 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.

3.2.9 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). Monolith samples will be collected from freshly exposed sections through all buried soils/old ground surfaces by trained staff. These will be returned to OA North’s offices for processing.

3.3.2 Deposits of particular interest may incur additional sampling, on advice from the appropriate in-house specialist.

3.3.3 The location of all samples will be recorded on drawings and sections with heights OD etc.

3.3.4 Between 50%-100% of bulk samples shall be selected for processing, based on the advice from OA North’s in-house environmental manager. 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 palaeosols and cut features. In addition, the samples would be assessed for plant macrofossils, insect, molluscs and pollen from waterlogged deposits.

3.3.5 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.

3.3.6 Human Remains: it is not anticipated that there is any potential for human remains. However, should any be discovered 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, LCAS 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.

3.3.7 **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 National Trust’s guidelines.

3.3.8 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.

3.3.9 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.

3.3.10 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.

3.3.11 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.
3.3.12 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.

3.3.13 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.

3.3.14 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: a copy of the draft report will be forwarded initially to the National Trust Archaeologist for approval. Once this has been finalised five bound copies of a written synthetic report will be submitted to the client, together with two digital copies (both pdf and word) on CD, within six weeks of completion of the fieldwork, unless an alternative deadline is agreed with the client. A pdf version will also be submitted 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 front cover to include the NGR,
- a concise, non-technical summary of the results,
- the circumstances of the project and the dates on which the fieldwork was undertaken,
- a summary of the historical background of the study area,
- description of the methodology, including the sources consulted,
- a statement, where appropriate, of the archaeological implications of the impact,
- a copy of the client’s brief and 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,
- a site location plan related to the national grid,
- appropriate plans showing the location and position of features or sites located,
- plans and sections showing the positions of deposits and finds,
- illustrative photographs as appropriate.
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 the National Trust.
4. WORK TIMETABLE

4.1 *Archaeological Watching Brief*: the duration of the archaeological presence for the watching brief will be dictated by the client’s schedule of works but is anticipated to be one to two days, commencing mid-March 2011.

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

4.3 *Archive*: the archive will be deposited within six months following completion of the site work.
5. STAFFING

5.1 The project will be under the direct management of Jamie Quartermaine or, alternatively, Emily Mercer (both OA North Senior Project Managers) to whom all correspondence should be addressed.

5.2 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. The attending archaeologist will be supported by specialist staff based both on site and in the office in Lancaster.

5.3 Finds management will be undertaken by Christine Howard-Davis (OA North Finds Manager) who will also provide specialist input on certain finds categories.

5.4 Environmental management will be undertaken by Elizabeth Huckerby (OA North Environmental Manager) who has unparalleled experience of the palaeoecology of the North West through her work on the English Heritage-funded North West Wetlands Survey. Elizabeth will be assisted by Denise Druce, both of whom will provide specialist input on charred remains and pollen, and will advise on site sampling procedures and co-ordinate the processing of samples and organise internal and external specialist input as required.
BIBLIOGRAPHY


Institute for Archaeologists (IfA), 2008a *Code of Conduct*, Reading

Institute of Field Archaeologists (IfA), 2008b *Standards and Guidance for an Archaeological Watching brief*, Reading

LUAU, 1996 *Rufford Old Hall, Final Report*, unpubl

SCAUM (Standing Conference of Archaeological Unit Managers), 1997 *Health and Safety Manual*, Poole

United Kingdom Institute for Conservation (UKIC), 1990 *Guidelines for the preparation of archives for long-term storage*, London

United Kingdom Institute for Conservation (UKIC), 1998 *First Aid for Finds* London
### APPENDIX 3: CONTEXT DESCRIPTIONS

<table>
<thead>
<tr>
<th>Context No</th>
<th>Dimensions: length Width Depth/thickness</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>2.1m 0.66m 0.11m</td>
<td>Mix of limestone cobbles, brick and slate fragments, measuring 20mm to 0.26m x 0.14m x 0.04m, bedded into a mid-orange, coarse and friable matrix of crushed red brick and sand. Aligned roughly north-east/south-west. Forms a rough surface, or underlying hardcore levelling for a now removed, finer cobbled surface.</td>
</tr>
<tr>
<td>101</td>
<td>&gt;6.3m &gt;2m 0.13m</td>
<td>Dark brownish-grey, fine and soft sandy-silt, with &lt;1% sub-angular sandstone fragments &lt;10mm. Topsoil covering the site.</td>
</tr>
<tr>
<td>102</td>
<td>&gt;6.3m &gt;2m 0.26m</td>
<td>Mid-brownish-grey, coarse and friable sandy-silt, with &lt;50% sub-angular sandstone fragments, limestone cobbles and handmade brick fragments, 20mm to 0.16m x 0.1m x 0.05m, and 20% crushed lime mortar patches. Layer of demolition rubble laid across the area, probably used to level and landscape the area.</td>
</tr>
<tr>
<td>103</td>
<td>&gt;6.3m &gt;2m &gt;0.04m</td>
<td>Dark blackish-grey, gritty and compact sandy-silt, with 10% crushed brick fragments and flecks &lt;40mm, 5% lime mortar flecks, 5% sub-angular sandstone fragments &lt;20mm. Buried soil horizon, may seal any earlier archaeological remains if they are still extant. Has been disturbed by residual demolition material pushed in from above.</td>
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</tbody>
</table>