

Old Hall Cottage
Whittonstall
Northumberland
NZ 07345 56955

Archaeological Watching Brief
059-13-HS | June 2013

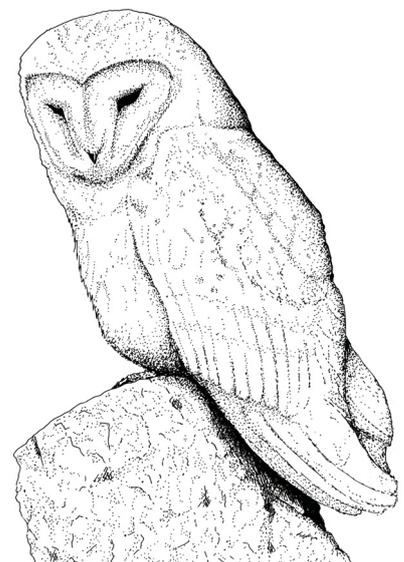


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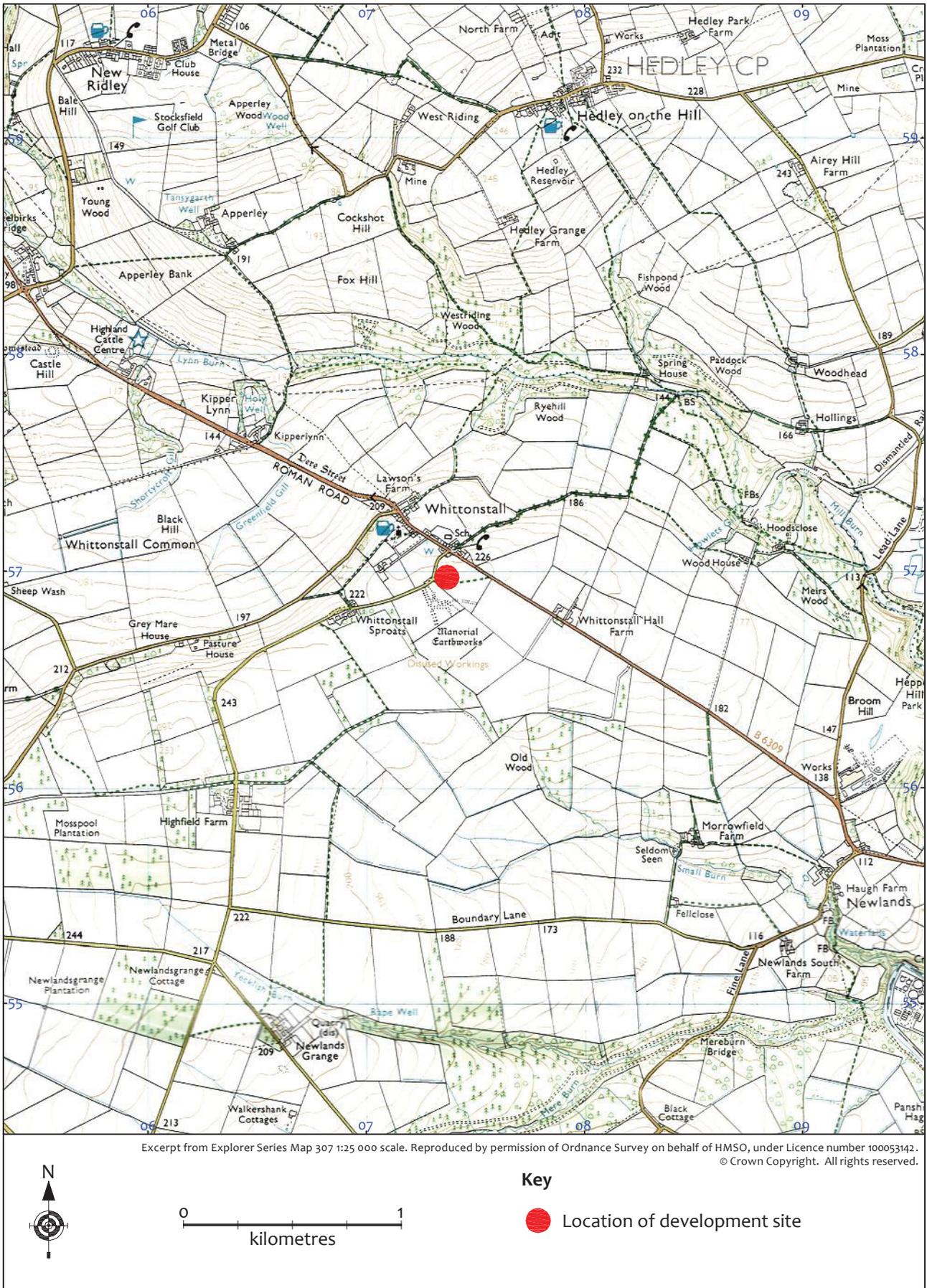


Figure 1. Location of development site

SUMMARY

Name of location:	Old Hall Cottage
Address of location:	Whittonstall, Northumberland, DH8 9JN
NGR:	NZ 07345 56955
Client:	Mr Kevin Rooney
Project Type:	Archaeological Watching Brief
Project Code:	OHW13
Vindomora Solutions ref:	059-13-HS
Planning Application ref:	13/00361/FUL
Northumberland Conservation ref:	T42/1; 16460
Report Author:	Tony Liddell
Report Date:	6 th June 2013
OASIS ID:	vindomor1-152173
Ordnance Survey Licence Ref:	100053142

CONCISE SUMMARY OF REPORT

A planning application (13/00361/FUL) was submitted to Northumberland County Council for the construction of a two-storey extension (and change of use of the relevant plot of land) to the rear of Old Hall Cottage, Whittonstall (NGR NZ 07345 56955). The site is owned by Mr. Kevin Rooney who commissioned Vindomora Solutions on the 15th May 2013 to undertake the archaeological recording necessary to fulfil planning conditions.

Old Hall Cottage lies within an area associated with the medieval Manorial settlement of Whittonstall. Northumberland Conservation have advised that planning permission should be granted, with the condition attached requiring a scheme of archaeological works consistent with the objectives of paragraphs 141, 176 and 203-206 of the National Planning Policy Framework. As such, a watching brief was put in place to monitor all ground-works relating to the development that could have a potential impact on archaeological remains.

The initial ground reduction was monitored on the 3rd-4th June 2013 and no archaeological remains were observed. Natural substrate, boulder clay over soft shale, was cut into by two late post-medieval/modern service runs. Over the clay was a layer of subsoil with rubble inclusions, over which was a thick deposit of topsoil. Natural substrate was uncovered across the entire development area, thus concluding that further ground-works for foundation cuts and new services will be of no impact to archaeological remains within the current development boundary.

1. SCOPE OF PROJECT



Plate 1: The development area to the rear of Old Hall Cottage, looking south.

1.1 Location

1.1.1 The site is located at Old Hall Cottage, Whittonstall, Northumberland and centred at at NGR NZ 07345 56955. The area under development lies directly to the north of Old Hall Cottage, currently agricultural pasture, part of a field bounded to the north by the B6309 and to the west by a minor road to Kiln Pit Hill.

1.2 Circumstances of the project

1.2.1 A planning application (13/00361/FUL) has been submitted to Northumberland County Council for the construction of a two-storey extension (and change of use of the relevant plot of land) to the rear of Old Hall Cottage, Whittonstall (NGR NZ 07345 56955). The site is owned by Mr. Kevin Rooney who commissioned Vindomora Solutions on the 15th May 2013 to undertake the archaeological recording necessary to fulfil planning conditions.

1.2.2 The National Planning Policy Framework sets out policy relating to the assessment and potential mitigation to heritage resources within the planning system. The Framework requires that Local Planning Authorities (in this case, Northumberland County Council) instigate schemes of work to be undertaken by developers to investigate the value of the heritage assets which their projects will impact upon. In the case of the project in question, Old Hall Cottage lies within an area associated with the medieval Manorial settlement of Whittonstall. Northumberland Conservation

have advised that planning permission should be granted, with the condition attached requiring a scheme of archaeological works consistent with the objectives of paragraphs 141, 176 and 203-206 of the National Planning Policy Framework.

1.2.3 The development required the initial reduction of 220m² to a minimum of 0.30m below current ground surface for the 'garden area', with the addition of a minimum of an extra 0.20m within a 61.40m² block (within the initial 220m²) for the footprint of the extension.

1.2.4 The overall objective of the watching brief was to identify and record any archaeological remains uncovered during the groundworks.

1.3 Specification and Written Scheme of Investigation

1.3.1 The specification for the programme of archaeological recording (T42/1; 16460) was prepared by Karen Derham, Assistant County Archaeologist of Northumberland Conservation, and can be viewed in Appendix 2. The subsequent Written Scheme of Investigation (WSI) for a watching brief of the proposed development was produced by Vindomora Solutions and approved by Northumberland Conservation. The work undertaken during this watching brief adheres to the methodologies and guidelines set out in the brief and subsequent WSI.

1.4 Research agenda

1.4.1 Archaeological and historical research objectives are now built into developer funded archaeological schemes of work. This is the result of a number of English Heritage national policy frameworks: *Exploring our Past* (1991), *Frameworks for our Past* (1996), *Research Agenda* (1997) and *Policy Statement on Implementation* (1999). The research priorities with direct relevance to this project are set out in *Shared Visions: North East Regional Research Framework for the Historic Environment* (2006), in particular *Mdi: Settlement*, potentially *Mdvii: Medieval Ceramics* and other artefacts and *Mdxi: The medieval to post-medieval transition*.

1.5 Project personnel

1.5.1 The fieldwork was undertaken and the project managed by Tony Liddell. This report and associated illustrations were produced by Tony Liddell.

1.6 Timetable

1.6.1 The Historic Environment Record (HER) was consulted on Wednesday 15th May, 2013 and the Written Scheme of Investigation produced and approved on the 20th May. The fieldwork took place on the 3rd and 4th June and the report was produced and approved for the 10th June.

1.7 Archive

1.7.1 A full archive has been compiled in line with the specification and current UKIC and English Heritage Guidelines. The project code is OHW-13 for **Old Hall Cottages, Whittonstall 2013**. Vindomora Solutions support the **Online AccesS to the Index of Archaeological InvestigationS** project (OASIS). As a result, this report will be made available to the project under the unique identifier **vindomor1-152173**.

1.8 Acknowledgements

1.8.1 Thanks are extended to Mr Kevin Rooney for commissioning the project, and to Martin Jewitt Plant Hire for undertaking the groundworks.

2. BACKGROUND

2.1 Underlying geology

- 2.1.1 The solid underlying geology comprises thinly bedded sandstones, mudstones and coal seams (Coal Measures, Carboniferous age). Over this is a glacial deposit of boulder clay and till, with higher ground also containing soft shales and sandstones (Countryside Commission 1998).

2.2 Historical background

- 2.2.1 This background history and its relevance to the development in question is based primarily on information stored within the Historic Environment Record, along with a basic map study. The HER search produced 14 sites of potential interest and 1 Listed Building in proximity to the development site: the historical background strongly suggested the potential for post-medieval or medieval remains within the development area, as well as the possibility of earlier remains potentially dating from the period of use relating to Dere Street.
- 2.2.2 Dere Street Roman Road: Dere Street runs in close proximity to the development site, following the line of the B6309 bounding the field to the north. The road dates from the Roman period (from AD 79), but remained in use throughout the medieval period until the end of the 18th century as major throughfare, and then until the early 19th century as a driveway for cattle.
- 2.2.3 Archaeological excavations in the region include a watching brief 55m north of Shawwell Farm, Corbridge parish by Tyne and Wear Museums Archaeology in 2012, revealing the metalled surface of the road surviving in part. A year earlier saw Pre-Construct Archaeology evaluating an area just south of Farnley Gate between Corbridge and Riding Mill: the investigation revealed the remains of Dere Street surviving beneath the modern A695 road.
- 2.2.4 Whittonstall Medieval Manorial Site: Whittonstall Manorial Site (centred at NGR NZ 0734 5685) occupied the summit of the hill close to Dere Street (Roman road) and lay in the fields directly to the south of Old Hall Cottage. Little remains of the deserted medieval village now, apart from some earthworks and hedgerows suggestive of avenues of approach, due to opencast mining (Rooney, *pers. comm.*). Before the mining took place, a number of features relating to the deserted medieval village remained, including a rectangular enclosure marking the site of Whittonstall Hall and earthworks marking outbuildings, tracks, ditches and walls: the site of the manor now lies under reclaimed pasture.
- 2.2.5 The site was originally scheduled in 1968, but the scheduling was removed in 1970 for coal mining to be undertaken. Initial tests were undertaken in the early '70s by the National Coal Board, confirming the presence of substantial coal seams. An opencast operation was undertaken in the fields between Whittonstall Sproats Farm and Old Hall Cottage with later planning permission for an extensive opencast mine denied in 1978 and again in 1984.
- 2.2.6 The vill of Whittonstall was originally quite substantial. By AD 1268, the vill contained three free tenants, four farmers, seven bondage tenants and eleven cottars. By 1296, 12 taxpayers were recorded in the Lay Subsidy, and by 1666 22 houses were recorded in The Hearth Tax. By 1740 however, only 9 out of 17 farmholds remained, due to reorganisation by Greenwich Hospital Commissioners, and a century later in 1842 only 2 farms and a handful of cottages remained.
- 2.2.7 A number of archaeological investigations have taken place on the site of the manor, the most recent of which was undertaken by Archaeological Services Durham University in 2005 at White Tara Cottage (which lies to the north of the development site). The watching brief revealed a ditch running through the site, dating to the manor and giving rise to the strong suggestion that the medieval remains may continue much further in the landscape than the extant earthworks would suggest. Previous works undertaken in the late 1960s through early '70s by the Lincolnshire

- Archaeological Trust led by C.M. Mahany investigated a number of earthworks, revealing the presence of an eleven-aisled barn, demolished by the 15th century, as well as the noteworthy fact that the manorial buildings were set in the northern part of the site with an enclosing stone boundary wall. An annex was located to the south of this enclosure, delimited by a bank and ditch and containing the eleven-aisled barn mentioned above.
- 2.2.8 William Fryer's 1819 Enclosure Map of Newlands and Whittonstall Common give a total acreage for the district of 3827.074 acres and held fragmentary building names. The Ordnance Survey map of 1864 shows Old Hall Cottage as the site of Hall Farm with earthworks associated with the medieval manor directly to the south.
- 2.2.9 Historical interest within the present village of Whittonstall: The present church of St. Philip and St. James dates to post-1830, when the chapel to St. Philip and St. James was demolished and the new church erected. Records indicate the presence of the chapel on site here as early as AD 1289, with later descriptions recalling an arch in the west wall, no belfry and three small windows in the eastern end. It is likely that the chapel was built in the 13th century whilst the Manor of Whittonstall was occupied by the Baliol family.
- 2.2.10 Centred at NGR NZ 07285717, a coin hoard dating from the 14th century was discovered whilst digging the foundations of the Police Station in Whittonstall in 1958, containing approximately 1200 silver pennies minted between the 13th-14th centuries. The hoard was found in a metal box sealed with wax, with coins belonging to the reigns of English Kings Edward I and II as well as Scottish coins of Alexander III and John Baliol. Potentially, the hoard was thought to have been buried between AD 1311-12, though no actual archaeological examination of the dig site took place. The hoard is now in the possession of the British Museum.
- 2.2.11 Whittonstall Old Vicarage, now a private house, dates to c. 1830 and lies at NGR NZ 0707957029. The building holds Grade II Listed Building status.
- 2.2.12 In 2011, TWM Archaeology excavated a number of evaluation trenches northwest of Wittonstall School (NGR NZ 07491 57305). These features related to those mapped on a 1736 estate plan of the area, and medieval pottery was recovered from one of the gullies.
- 2.2.13 A post-medieval well (NZ 0768 5724) was recorded in the RCHME Data Exchange, 1997, along with an observatory centred at NZ 0707 5701 of potential post-medieval date, and a blacksmith's workshop of potential post-medieval date at NGR NZ 0722 5717.
- 2.2.14 Mining evidence in the immediate region: A series of bell pits were located within the area of open cast coal mining, centred on Whittonstall Sproats Farm (NZ 069569). The bell pits were examined in 1971 during the open-cast works, and though no dating evidence was found it was assumed they must date pre-1700.
- 2.2.15 An area of earthworks centred at NZ 0774 5702 is suggestive of possible bell pits. The earthworks are described as roughly circular mounds with hollows, retaining water centrally. Evaluation work by TWM Archaeology in 2011 revealed that the features were infilled with 19th and 20th century detritus.
- 2.2.16 To the west of Whittonstall Farm, evaluation trenching by TWM Archaeology in 2011 revealed two potential mine shafts, though one was thought to be potentially subsidence (NGR NZ 07793 56871).
- 2.2.17 A post-medieval quarry at NGR NZ 0738 5706 referenced in the RCHME Data Exchange, 1997.

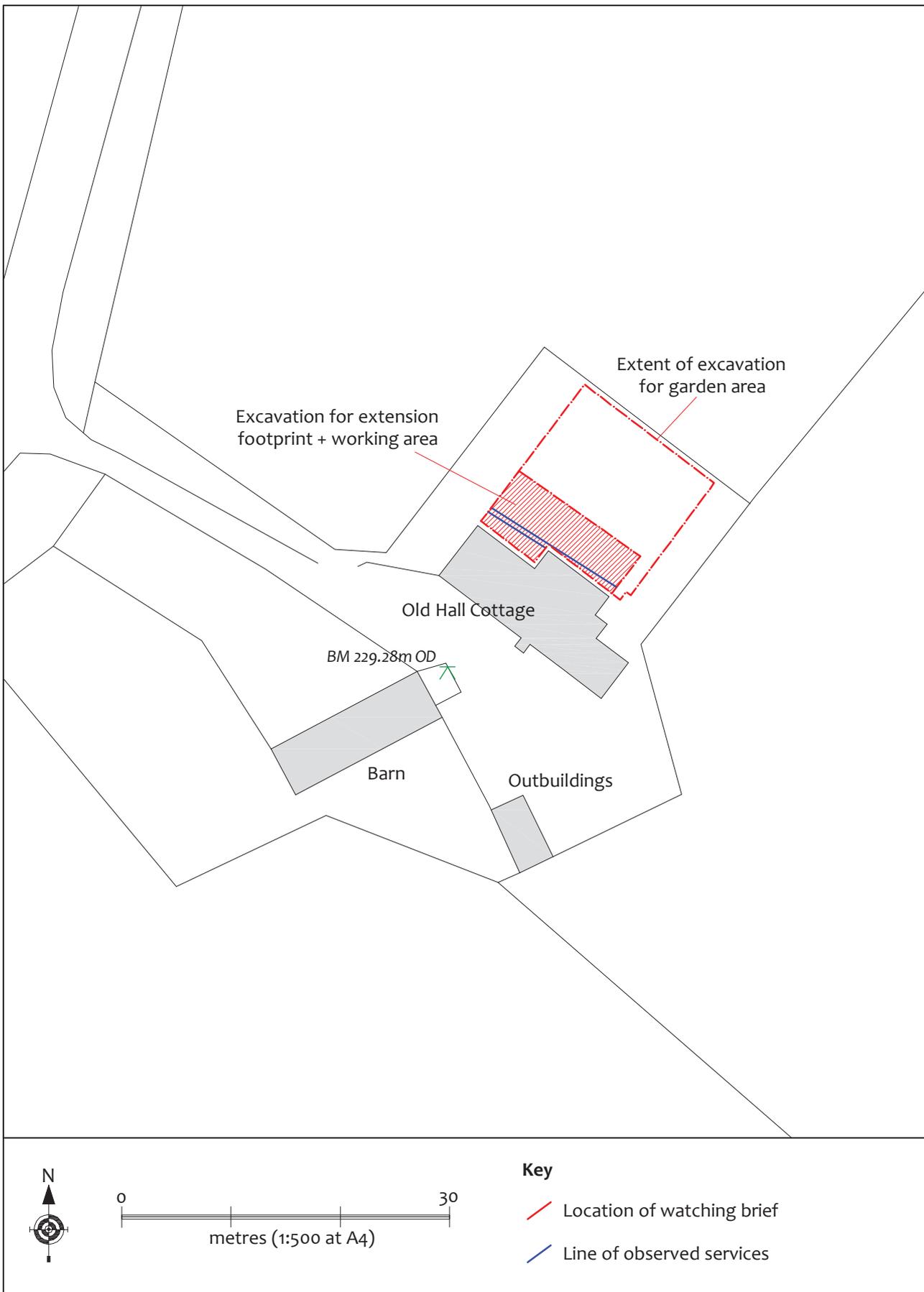


Figure 2. Location of watching brief

3. THE WATCHING BRIEF



Plate 2: the watching brief area, looking south.

3.1 Introduction

- 3.1.1 The watching brief involved the observation and examination of all archaeological deposits, artefacts or horizons encountered during the development. The excavation work was undertaken by a JCB 3CX, using a toothless ditching bucket. Northumberland Conservation were informed of the commencement of fieldwork, as well as close of fieldwork.
- 3.1.2 Recording was undertaken using pro-forma record sheets, as well as a photographic record in digital, black and white print (Film #1) and colour transparency (Film #2), alongside a photographic register. The photographs included a metric scale in 0.50m increments.
- 3.1.3 All work undertaken was in accordance with the Institute for Archaeologists' Code of Conduct (2010) and their Standard and Guidance for an archaeological watching brief (2008). Standards were also in accordance with the British Archaeologists' and Developers' Liaison Group's Code of Practice (1988).

3.2 Observed geology

- 3.2.1 Natural geology, context [3] was observed at a height of approximately 228.90m OD. This comprised thinly banded boulder clay with soft shale strata beneath.

3.3 Archaeological observation

- 3.3.1 Three modern services were uncovered during the monitoring scheme running east-west along the southern edge of the development. These services included a live water pipe and 4" ceramic drain in one cut [4], and an assumed dead 4" drain in a separate cut [6]. These services cut into the natural geology, but were not observed in the subsoil or topsoil above.
- 3.3.2 Above the natural geology was a deposit of grey-brown sandy clay subsoil [2], averaging 0.20m thick with frequent sandstone inclusions ranging in size from 0.20m diameter to 0.70m in diameter. Above this was a deposit of pale brown sandy clay topsoil/turf [1], between 0.30-0.50m thick.



Plate 3: the extension footprint, looking east.

- 3.3.3 5 sherds of late 19th/early 20th century pottery were recovered from the topsoil. These artefacts have been discarded, in consultation with the client.
- 3.3.4 The topsoil/subsoil removed from the monitoring area was scanned using a metal detector post-excitation. No artefacts were recovered during this process.
- 3.3.5 No deposits or structures of archaeological interest were observed during the watching brief.

3.4 Identified contingencies

- 3.4.1 No human remains were found within the monitoring area.
- 3.4.2 No deposits suitable for environmental sampling and analysis were found within the monitoring area.
- 3.4.3 No deposits suitable for archaeomagnetic dating were found within the monitoring area.
- 3.4.4 No artefacts recovered were deemed to be categorised as Treasure Trove.

3.5 Depth of further groundworks

- 3.5.1 Further groundworks are scheduled to take place in July 2013, comprising foundation and service cuts. The groundworks monitored during the initial scheme of work, reported on in this volume, all exceeded the depth of human disturbance, meaning that future groundworks in the monitoring area will have no potential impact on archaeological remains.



Plate 4 (above): the west-facing section of the extension footprint.

Plate 5 (below): the garden area during topsoil strip, looking west.



4. CONCLUSIONS AND RECOMMENDATIONS

4.1 Conclusions

- 4.1.1 The initial ground reduction was monitored on the 3rd-4th June 2013 and no archaeological remains were observed. Natural substrate, boulder clay over soft shale, was cut into by two late post-medieval/modern service runs. Over the clay was a layer of subsoil with rubble inclusions, over which was a thick deposit of topsoil. Natural substrate was uncovered across the entire development area, thus concluding that further ground-works for foundation cuts and new services will be of no impact to archaeological remains within the current development boundary.
- 4.1.2 Due to the lack of archaeological remains, no contingencies marked by the project specification or written scheme of investigation were required.
- 4.1.3 While no archaeological remains were observed within the development area, the field to the north of Old Hall Cottage, owned by Mr. Rooney, contains visible earthworks in the form of dips and hollows. This would suggest (unless they are geological features) that archaeological remains may still exist in close proximity to Old Hall Cottage.

5. BIBLIOGRAPHY AND SOURCES

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APPENDIX 1: DATA TABLES

Context index

Context	Type	Area	Description	Initials	Date
1	Deposit	all	Topsoil and turf	TL	3/6/13
2	Deposit	all	Subsoil	TL	3/6/13
3	Natural	all	Natural substrate, clay + shale	TL	3/6/13
4	Cut	ext	Cut for service	TL	3/6/13
5	Fill	ext	Fill of cut [4]	TL	3/6/13
6	Cut	ext	Cut for service	TL	3/6/13
7	Fill	ext	Fill of cut [5]	TL	3/6/13

Black and white photograph + colour slide index

PROC-FRAME #	AREA	DESCRIPTION	FACING	BY
1	ext	Pre-groundworks, general monitoring area	S	TL
2	ext	Pre-groundworks, general monitoring area	N	TL
3	ext	Pre-groundworks, general monitoring area	E	TL
4	ext	Pre-groundworks, general monitoring area	W	TL
5	ext	Extension footprint to depth	E	TL
6	ext	Extension footprint to depth	E	TL
7	garden	Garden area, excavated to clay natural	E	TL
8	garden	Garden area, excavated to clay natural	W	TL
9	garden	Garden area, excavated to clay natural	N	TL
10	garden	Garden area, excavated to clay natural	S	TL
11	garden	West facing section of extension footprint	E	TL

Digital photograph Index

PROC-FRAME #	AREA	DESCRIPTION	FACING	BY
OHW13001	all	Pre-groundworks, general monitoring area	NE	TL

PROC-FRAME #	AREA	DESCRIPTION	FACING	BY
OHW13002	all	Pre-groundworks, general monitoring area	N	TL
OHW13003	all	Pre-groundworks, general monitoring area	W	TL
OHW13004	all	Pre-groundworks, general monitoring area	NW	TL
OHW13005	all	Pre-groundworks, general monitoring area	S	TL
OHW13006	ext	Example of boulder clay [3]	E	TL
OHW13007	ext	Excavation through mound of topsoil/turf [1]	E	TL
OHW13008	ext	Excavation through mound of topsoil/turf [1]	E	TL
OHW13009	ext	Extension area to depth	E	TL
OHW13010	ext	Extension area to depth	N	TL
OHW13011	garden	Working shot	NE	TL
OHW13012	garden	Working shot	SW	TL
OHW13013	garden	Working shot	N	TL
OHW13014	garden	Working shot	W	TL
OHW13015	garden	Working shot, showing natural horizon	W	TL
OHW13016	garden	Natural clay [3] in garden area	SW	TL
OHW13017	garden	Garden area showing horizon between [2] and [3]	W	TL
OHW13018	garden	Natural clay [3] in garden area	S	TL
OHW13019	garden	West-facing section of extension footprint	E	TL
OHW13020	house	General shot	E	TL

Finds

Context	Type	#	Description
1	Pottery	5	Late post-medieval/early modern body and rim sherds

APPENDIX 2: SPECIFICATION

Planning ref: 13/00361/FUL

NC ref: T42/1; 16460

LAND AT OLD HALL COTTAGE, WHITTONSTALL, NORTHUMBERLAND

Brief for an Archaeological Watching Brief

1 Introduction

1.1 A planning application has been submitted for the construction of a two storey extension to existing dwelling and change of use of land to domestic garden to rear, Old Hall Cottage, Whittonstall (Fig. 1). The site is located to the immediate north of earthworks remains recorded on the Ordnance Survey (OS) and associated with the medieval manorial settlement. It is highly likely that below ground remains continue over a much greater area than those noted on the OS map. This is attested to by the presence of a ditch which is likely to be associated with the manorial complex uncovered during an archaeological watching brief to the rear of White Tara Cottage, to the north of Old Hall Cottage. The proposed development is therefore likely to be located within the manorial complex, even if the earthwork remains are less visible in this location.

1.2 National Policy Background

1.2.1 Policy relating to the assessment and mitigation of impacts to the heritage resource within the planning system is set out in the *National Planning Policy Framework*. The Framework identifies that the planning system should perform ‘an environmental role’, contributing to and protecting the built and historic environment and that the pursuit of ‘sustainable development’ includes seeking improvements to the built, natural and historic environment.

1.2.2 The Framework further clarifies that, in circumstances where heritage assets will be damaged or lost as a result of development, Local Planning Authorities should require developers to record and advance the understanding of the asset to be lost in a manner appropriate to the significance of the asset. The evidence (and any archive) generated as part of the plan making process should be made publically accessible; copies of the evidence generated should be deposited with the relevant Historic Environment Record and archives with the relevant museum.

1.3 Archaeological mitigation of development impact

1.3.1 Having assessed the potential impact of the development on the archaeological resource, Northumberland Conservation has advised Northumberland County Council (NCC) Development Management Team (Western Area) that should permission be granted, a condition should be attached to the permission requiring a programme of archaeological mitigation consistent with the objectives of paragraphs 141; 176; 203-206 of the *National Planning Policy Framework*.

1.4 Northumberland Conservation Charging Policy

1.4.1 Northumberland Conservation now operates a charging policy for to recover the costs of officer time and travel expenses.

1.4.2 Full details of the charging policy can be accessed on the Northumberland County Council website or a copy can be provided on request.

1.4.3 This is an application for a *householder development*. Fees as set out in the charging document will apply for this type of application.

1.5 Purpose of the Brief

1.5.1 This brief constitutes Northumberland Conservation's justification for the investigation, its objectives and the strategy and procedures to apply to the programme of archaeological recording. This brief does not constitute the required 'written scheme of investigation'.

1.5.2 The brief is intended to establish the project parameters to enable an archaeological consultant or contractor to tender for the work and, once commissioned, to prepare and submit an appropriate Written Scheme of Investigation/Project Design/Method Statement to Northumberland Conservation for approval prior to work commencing. The mitigation brief is tied directly into the planning condition and as a result there will be no charge for the production of a mitigation brief.

1.6 Purpose of the Written Scheme of Investigation (WSI)

1.6.1 The Written Scheme of Investigation (WSI)/Project Design/Method Statement should be produced in line with the detailed requirements laid out in the brief or following detailed discussion with the Assistant County Archaeologist.

1.6.2 The WSI should be based on a thorough study of all relevant background information, in particular any assessment or evaluation reports or, in their absence, data held or referenced in Northumberland Historic Environment Record (HER). Contractors should therefore ensure that they have made provision to consult the HER as part of any required tender submissions or project costings. The results should be included in the written scheme of investigation.

1.6.3 The developer should discuss the extent of the development, the nature of the works and their intended scope of works with their archaeological contractor prior to the production of a WSI, in order that an appropriate programme of archaeological monitoring can be agreed and confirmed within the WSI.

1.6.4 In line with part (a) of the planning condition, work cannot commence on site until the WSI has been submitted to NCC Development Management Team (**Western Area**) and approved in writing on the advice of Northumberland Conservation. Northumberland Conservation now charges for this service. The current costs laid out in the charging document will apply for a householder development application.

2 Method of work

2.1 *The purpose of this work is to ensure that important archaeological remains are not destroyed without first being adequately recorded.*

2.2 *The proposed development has the potential to disturb important archaeological remains associated with the medieval manorial settlement at Whittonstall. It is considered that in this case a watching brief is the appropriate archaeological response. The watching brief should cover the following groundworks for the development:*

- 1 Groundworks associated with the construction of the new extension
- 2 Excavations for the provision of services
- 3 Groundworks associated with site clearance and landscaping activities

2.3 Should the groundworks not exceed modern disturbance or equally should they exceed the depth at which archaeological remains are present, Northumberland Conservation should be contacted in order to establish whether the watching brief need continue in these specific areas.

2.4 General Standards

2.4.1 All work should be carried out in compliance with the Regional Statement of Good Practice and the codes of conduct of the Institute for Archaeologists (IfA) and should follow the IfA Standards for Watching Briefs.

2.4.2 All staff must be suitably qualified and experienced for their project roles.

2.4.3 All staff must familiarise themselves with the archaeological background of the site, and the results of any previous work in the area, prior to the start of work on site. All staff must be aware of the work required under the specification, and must understand the projects aims and methodologies.

2.4.4 Pre-site work preparation

- i) A specification in line with this brief must be submitted and approved by Northumberland Conservation prior to work commencing.
- ii) As required by Paragraph 128 of the *National Planning Policy Framework*, the appointed contractor must consult the Historic Environment Record as part of the site assessment process. Contractors should therefore ensure that they have made provision to consult the HER as part of any required tender submissions or project costings. The results should be included in the written scheme of investigation.
- iii) The archaeological contractor should note that the formulation of an appropriate environmental sampling strategy is a mandatory part of this project. Advice on such a strategy must be obtained from the English Heritage Scientific Advisor for North East England, Dr Jacqui Huntley, English Heritage Offices, Bessie Surtees' House, 41-44 Sandhill, Newcastle upon Tyne NE1 3JF (Tel. 0191 269 1250 or Mobile (preferred contact): 077134 00387).

2.4.5 Fieldwork

- i) This observation shall involve the systematic examination and accurate recording of all archaeological features, horizons and artefacts identified.
- ii) If archaeological remains are uncovered, the archaeologist should be given the opportunity of excavating and recording the remains before they are destroyed.
- iii) A full and proper record (written, graphic and photographic as appropriate) should be made for all work, using pro forma record sheets and text descriptions appropriate to the work. Accurate scale plans and section drawings should be drawn at 1:50, 1:20 and 1:10 scales as appropriate. Where skeletons are encountered, they should be recorded by photography and the use of pro forma skeleton recording sheets.
- iv) The area watched by the archaeologist should be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area. All archaeological deposits and features and at the top and base of all groundworks must be recorded with an above Ordnance Datum (aOD) level.
- v) A photographic record of all contexts should be taken in colour transparency and black and white print and should include a clearly visible, graduated metric scale. A register of all photographs should be kept.
- vi) In the event of human burials being discovered, the archaeologist will procure and comply with all statutory consents and licences under the Burial Act 1857.
- vii) Where any part of a human burial is disturbed, the whole burial must be archaeologically excavated.
- viii) Appropriate procedures under the relevant legislation must be followed in the event of the discovery of artefacts covered by the provisions of the Treasure Act 1996.
- ix) During and after the excavation, all recovered artefacts must be stored in the appropriate materials and storage conditions to ensure minimal deterioration and loss of information (this should include controlled storage, correct packaging, regular monitoring of conditions, immediate selection for conservation of vulnerable material).

3 Contingency arrangements

3.1 *In the event of the discovery of archaeological remains which are of a greater number or extent than anticipated, work will cease and Northumberland Conservation and a representative of the developer will be*

notified. An assessment will be made of the importance of the remains and any provision for their recording or preservation in situ as appropriate.

3.2 The contingency for this project has been set at up to 15 person-days.

3.3 In the event that hearths, kilns or ovens (of whatever period, date or function) are identified during the watching brief, provision should be made to collect at least one archaeo-magnetic date to be calculated from each individual hearth surface (or in the case of domestic dwellings sites a minimum of one per building identified). Where applicable, samples to be collected from the site and processed by a suitably trained specialist for dating purposes. In the event that such deposits or structures are identified, the Conservation Team should be contacted to discuss the appropriate response. This specific aspect of the sampling strategy should also be discussed in advance with English Heritage as per 'General Standards' above.

3.4 Site monitoring and visits

3.4.1 The Assistant County Archaeologist dealing with this application must be informed on the start date and timetable for the watching brief in advance of work commencing.

3.4.2 Reasonable access to the site for the purposes of monitoring the archaeological scheme will be afforded to the Assistant County Archaeologist or his/her nominee at all times.

3.4.3 Regular communication between the archaeological contractor, the Assistant County Archaeologist and other interested parties must be maintained to ensure the project aims and objectives are achieved.

3.4.4 Northumberland Conservation does not anticipate that a site visit will be required unless significant archaeological remains area revealed. In the event that significant archaeological remain are revealed, a single site visit may be required for the mitigation programme. Site visits may be chargeable – fees set as out in the current fee structure document will apply.

3.4.5 There will be no charge for the first visit but any additional visits will be charged at the standard hourly rate plus mileage. Any additional visits requested by the developer will be charged for at the rate stated in the charging document. Visits estimated that do not occur, will not be charged for. Site visits will be charged on the basis of return mileage from County Hall to the site (51 miles).

4 Post-excavation work and reporting

4.1 Finds

4.1.1 All finds processing, conservation work and storage of finds must be carried out in compliance with the IfA Guidelines for Finds Work and those set by UKIC.

4.1.2 The deposition and disposal of artefacts must be agreed with the legal owner and recipient museum prior to the work taking place. Where the landowner decides to retain artefacts adequate provision must be made for recording them. Details of land ownership should be provided by the developer.

4.1.3 All retained artefacts must be cleaned and packaged in accordance with the requirements of the recipient museum.

4.2 Site Archive

4.2.1 Paragraph 141 of the *National Planning Policy Framework* clarifies that Local Planning Authorities should make evidence gathered as part of archaeological mitigation exercises, including any archive, publically accessible. Copies of the primary report should be deposited with the Historic Environment Record and the archive deposited with an agreed local museum.

4.2.2 Archiving work must be carried out in compliance with the IfA Guidelines for Archiving .

4.2.3 The archive and the finds must be deposited in the appropriate local museum, within 6 months of completion of the post-excavation work and report.

4.2.4 Before the commencement of fieldwork, contact should be made with the landowners and with the appropriate local museum to make the relevant arrangements. Details of land ownership should be provided by the developer. Details of the appropriate museum can be provided by Northumberland Conservation.

4.2.5 Northumberland Conservation will require confirmation that the archive has been submitted in a satisfactory form to the relevant museum before recommending to the local planning authority that the condition should be fully discharged.

4.3 Report

4.3.1 The archaeological consultant or contractor must submit a copy of the report to their client and Northumberland Conservation within 2 months of completion of the work.

4.3.2 Northumberland Conservation requires one bound paper copy and one digital copy (in Word or PDF format) of the report.

4.3.3 Each page and paragraph should be numbered within the report and illustrations cross-referenced within the text.

4.3.4 The report should include as a minimum the following:

- i) Planning application number, Northumberland Conservation reference, OASIS reference number and an 8 figure grid reference
- ii) A summary statement of the results
- iii) A copy of this brief
- iv) A copy of the 'check-list' appended to this brief
- v) A table summarising the deposits, features, classes and numbers of artefacts encountered and spot dating of significant finds
- vi) Above Ordnance Datum levels and levels below current ground level in the text
- vii) A location plan of the site at an appropriate scale of at least 1:10 000
- viii) A location plan of the extent of the watching brief within the site. This must be at a recognisable planning scale, and located with reference to the national grid, to allow the results to be accurately plotted on the Historic Environment Record
- ix) Plans and sections of archaeology located at a recognisable planning scale (1:10, 1:20, 1:50 or 1:100, as appropriate)
- x) Above Ordnance Datum (aOD) levels included on plans and sections
- xi) Both aOD levels and depth below current ground level to be included within the text
- xii) Any variation to the above requirements should be approved by the planning authority prior to work being submitted

4.4 Approval of report

4.4.1 In line with the planning condition, the report will need to be submitted to NCC Development Management Team (**Western Area**) and approved in writing before the condition can be discharged. Approval of the report will be on the advice of Northumberland Conservation.

4.4.2 There will be a fixed charge for approving the report submitted at the post-excavation phase, including (if appropriate) interim and final reports. This cost has been based on the estimated time required to complete this activity. Details are set out in the published Fee Structure.

4.5 OASIS

4.5.1 Northumberland Conservation and HER support the Online Access to Index of Archaeological Investigations (OASIS) Project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large scale developer funded fieldwork.

4.5.2 The archaeological consultant or contractor must therefore complete the online OASIS form at <http://oasis.ac.uk/>. If the contractors are unfamiliar with OASIS, they are advised to contact Northumberland HER prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, Northumberland HER will validate the OASIS form thus placing the information into the public domain on the OASIS website. The archaeological consultant or contractor must indicate that they agree to this procedure within the specification/project design/written scheme of investigation submitted to Northumberland Conservation for approval

4.6 Publication

4.6.1 A summary should be prepared for 'Archaeology in Northumberland' and submitted to Liz Williams, Northumberland HER Officer, by December of the year in which the work is completed.

4.6.2 A short report of the work should also be submitted to a local journal if appropriate and agreed with Northumberland Conservation. If publication is a requirement, the publication report will need to be approved by Northumberland Conservation before discharging the condition on the planning permission.

5 Further Guidance

5.1 Any further guidance or queries regarding the provision of a specification should be directed to:

Karen Derham
Assistant County Archaeologist
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF

Tel: 01670 622655
Fax: 01670 533409
e-mail: Karen.derham@northumberland.gov.uk

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