
**ENGLISH MARTYRS, HAMILTON DRIVE, YORK
ARCHAEOLOGICAL SCHEME OF INVESTIGATION:
WATCHING BRIEF**

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Directorate of City Strategy
Planning and Sustainable Development Group
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31 AUGUST 2009
issue one

1.0 INTRODUCTION

- 1.1 An archaeological watching brief on all groundworks linked to ground investigations is required in order to assess the likelihood of archaeological remains within the grounds of English Martyrs School, Hamilton Drive, York. This document sets out the details of the archaeological watching brief that the City of York Council considers will be necessary in conjunction with the proposed works.

2.0 SITE DESCRIPTION

- 2.1 The site is located on the north side of Hamilton Drive, centred at SJ 587510. Ground level is at about 10m AOD.
- 2.2 The site lies on the eastern side of Holgate Beck on an area of floodplain. Traditionally, this appears to have been used for water meadow and other agricultural purposes until the late 19th century and expansion of the City of York.

3.0 ARCHAEOLOGICAL PROGRAMME

- 3.1 It will be necessary for a watching brief to be kept on all ground disturbances linked to the geotechnical test-pitting operations being carried out. An archaeologist from SLR Consulting will carry out the work. SLR Consulting is a Registered Archaeological Organisation with the Institute for Archaeologists. SLR Consulting have been approved in writing by the Assistant Director (Planning and Sustainable Development) as being an acceptable organisation for carrying out the archaeological monitoring.
- 3.1.1 The watching brief will consist of the archaeologist observing all groundworks across the site as described in 3.1 above. Where it becomes clear during the watching brief that there is no likelihood of archaeological deposits surviving on the site the watching brief may be curtailed with the agreement in writing of the Assistant Director (Planning and Sustainable Development). Where it becomes clear that the extent of surviving archaeology is greater than the archaeologist had allowed for in their costing of the watching brief, the archaeologist must inform their client that this is the case. In this situation the client should consult with the City of York Archaeologist in order to determine what, if any, further archaeological work must be undertaken in order to meet the terms of the planning condition.
- 3.1.2 The watching brief must be carried out by the archaeologist in a manner that allows the contractor to proceed with their construction programme without unreasonable interference or delay. The contractor must allow the archaeologist reasonable access and resources to implement this archaeological scheme of investigation.

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- 3.1.3 Where archaeological deposits of national importance are revealed during the watching brief, the archaeological contractor must notify the City of York Council's Archaeologist at once. Consultations can then take place to determine what additional steps, if any, are appropriate in the circumstances relating to the deposits.
 - 3.1.4 In addition the archaeologist will undertake the following work in association with the metal detecting survey:
 - 3.2 The objective of the watching brief is to establish the following details:
 - 3.2.1 the date and character of any archaeological deposits disturbed by the development
 - 3.3 During the watching brief the following methodologies must be followed:
 - 3.3.1 the archaeologist will be in attendance at such times during the excavation for the groundworks as he or she considers appropriate and necessary; the archaeologist will record the presence or absence of archaeological features and deposits and make all appropriate written, drawn and photographic records of any archaeological deposits which are revealed;
 - 3.3.2 all records must be indexed, ordered, quantified, and checked for consistency;
 - 3.3.3 all artefacts and ecofacts recovered and retained from the watching brief must be fully documented and packed and stored in the appropriate materials and conditions to ensure that minimal deterioration takes place and that all their associated records are complete;
 - 3.3.4 all artefacts and ecofacts recovered from the watching brief must be assessed, and where appropriate processed analysed drawn and published, by a person or organisation with skills and expertise relating to the artefacts and ecofacts;
 - 3.3.5 where inhumations or cremations are located during the groundworks programme, and in the absence of up to date guidance from the Department of Justice on licensed removal of human remains in an archaeological context, the archaeologist must alert the Coroner and the City of York Archaeologist and City of York Environmental Health Department. The archaeologist must identify the full extent of the deposit and excavate and remove the inhumations or cremations for analysis and retention in the Yorkshire Museum or reburial in a location agreed in advance with the Archaeologist, City of York Council.

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- 3.4 The details and processes outlined in 3.3.1—3.3.4 will produce the following output as a concise report:
- 3.4.1 plan of site showing position of trench;
 - 3.4.2 portfolio of drawn sections, trench plans, and, where appropriate, drawings of artefacts;
 - 3.4.3 an assessment of the artefacts and ecofacts and where produced reports on any further analyses;
 - 3.4.4 a full description of and an interpretation of the archaeological sequence, setting the site into the context of the known archaeology of the area;
 - 3.4.5 an index to and details of the location of the archive. The long term care of the watching brief archive must be provided for. All the original material and paper archive must be prepared for deposition with an approved archaeological depository such as the Yorkshire Museum. These Institutions will normally make a charge to cover the long-term curation of the archaeological archive. The requirements of the receiving Institution must be identified at the time of producing an estimate for this scheme of investigation.
 - 3.4.6 The City of York Council UAD/SMR 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. **The archaeological contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>.** If the archaeological contractor does not have internet access a paper copy of the form can be obtained from the City of York UAD/SMR at 9 St Leonard's Place, York YO1 7ET. Contractors are advised to contact the City of York UAD/SMR prior to completing the form. **Four printed copies of the report must be deposited with City of York Council. In addition a copy of the report must be supplied in electronic form.** This must be done on a CD-ROM as a PDF file or files. If in doubt about formats please contact John Oxley on 01904 551346 or e-mail to john.oxley@york.gov.uk. Once a report has become a public document by forming part of a planning application, City of York Council will place the information on its WWW. Please ensure that you and your client agree to this procedure in writing as part of the process of submitting the report to the Principal Archaeologist.
 - 3.4.7 The contractor must produce a written synopsis of the results of the watching brief and submit this to the City of York Council no later than two months after the completion of work on site.

3.4.8 The Contractor must give at least seven days notice in writing of the start of works on site to
*Assistant Director (Planning and Sustainable Development),
Planning and Sustainable Development, 9 St Leonard's Place,
York, YO1 7ET*

3.4.9 The Contractor will be subject to regular monitoring visits by the City of York Council. Reasonable access must be given at all times to the Principal Archaeologist, City of York Council or his agent to the site and to premises used for the purposes of post-excavation work to allow this monitoring to proceed. This will ensure that the scheme of investigation is being followed and that high professional standards are being maintained. It can be anticipated that the City of York Council will want to inspect a 10% sample of all archaeological records generated by the project.

4.0 SUMMARY

4.1 This document sets out the background to and outlines a programme for the watching brief which the City of York Council considers is reasonable and necessary on this site.

APPENDIX

1.0 Introduction

- 1.1 This appendix describes a set of procedures which must be implemented by all contractors.

2.0 Procedures

- 2.1.1 All work must be undertaken in a professional manner paying attention to the Institute for Field Archaeologist Standards and Guidance:

- [Introduction to Standards and Guidance](#) (PDF)
- [Standard and Guidance for desk-based assessment](#) (PDF)
- [Standard and Guidance for field evaluation](#) (PDF)
- [Standard and Guidance for Excavation](#) (PDF)
- [Standard and Guidance for an archaeological watching brief](#) (PDF)
- [Standard and Guidance for the archaeological investigation and recording of standing buildings or structures](#) (PDF)
- [Standard and Guidance for the collection, documentation, conservation and research of archaeological materials](#) (PDF)
- [Appendices to Standards](#) (PDF)

All documents are available from either the City of York Council or from the IFA website at <http://www.archaeologists.net>

- 2.2 All finds processing, conservation work and storage of finds from this site must be carried out in accordance with the standards agreed by the Yorkshire Museum, the Castle Museum, and YAT those set by the UKIC. These standards form the basis of current practice in York and all contractors will be expected to base their estimates on the implementation of those standards (see section 3 below).
- 2.3 Finds specialists must be able to document and demonstrate levels of professional competence and technical expertise and access to comparative material.
- 2.4 Where the conservation of archaeological objects is necessary, this work should be undertaken either by or in consultation with the Conservation Section of the York Archaeological Trust.

3.0 Finds Processing Standards

3.1 The following finds-processing standards must be followed by all contractors

3.2 *On-site finds processing*

3.2.1 All bulk material must be washed

3.2.2 All bulk material except animal bone marked. Marking and labelling materials indelible and irremovable by abrasion

3.2.3 All bulk finds must be appropriately boxed and recorded on computer

3.2.4 Identification of stone-type and tile must be undertaken on site

3.2.5 All the above to be completed within two months from the end of the excavation

3.2.6 All small finds recorded both in the finds register and on computer

3.2.7 Small find recording system must be compatible with Yorkshire Museum accessioning system

3.2.8 All small finds must be appropriately packaged for optimum survival of data

3.2.9 All the above to be completed within two days of the object having been excavated

3.3 *Off-site Finds Processing*

3.3.1 All small find and bulk find data must be made available to finds researchers, conservators and curatorial staff

3.3.2 Computer system should be used to monitor location of objects to allow rapid access

3.3.3 All material stored in optimum conditions to ensure survival of data. Includes

Controlled environment storage where appropriate

Correct packaging with inert materials

Regular checking of the condition of objects

Immediate selection for conservation of vulnerable material

3.3.4 All material stored in buildings with appropriate security (see storage below)

3.4 *Conservation*

- 3.4.1 All metal objects will be x-rayed, then selected for conservation. Non-conserved material stored in controlled conditions.
- 3.4.2 All organic materials will be appropriately treated, including prior specialist recording for materials where there is possible information loss in the process of conservation
- 3.4.3 Specialist advice must be taken for wood, leather, osseous material and textile conservation and research
- 3.4.4 All other classes of material must be treated where appropriate
- 3.4.5 Special packaging undertaken must be provided for all vulnerable objects. All textiles, coins, and painted glass stored in specially-designed systems.

3.5 *Storage*

- 3.5.1 All objects stored in appropriate materials and storage conditions
 - 3.5.2 All objects stored to allow rapid access on demand
 - 3.5.3 All storage at appropriate security levels, eg:
 - Small finds in storage approved by National Security Adviser or Area Museums Service
 - Bulk finds in storage with lower security rating but still physically secure and alarmed
 - 3.5.4 Safe secure and environmentally controlled storage must be provided for all material between excavation and the deposition of the archive with the receiving body.
- 4.0 All contractors must follow the above guidelines.