

APPENDIX 1

Context Listing

Atlas Ward Structures, Sherburn 02-10-06

Context	Description
1000	Deposit; Dark grey/brown, silty loam, topsoil
1001	Deposit; Mid grey/brown, sandy silt, bund material
1002	Deposit; Dark red/brown, fine sand, aeolian deposit
1003	Deposit; Mid yellow/orange, sand, natural sand subsoil
1004	Deposit; Modern concrete hardcore laid during current development
1005	Deposit; Dark brown/grey, sandy silt, fill of 1006
1006	Cut; posthole filled by 1005
1007	Deposit; light brown/grey, silt, buried soil horizon
1008	Cut; Modern rubbish pit
1009	Deposit; Dark grey/brown, silt, modern building refuse

APPENDIX 2

Finds Catalogue

Atlas Ward, Sherburn 02-10-05

Context No:	Type	Total	Description	Weight (g)	Spot date
1001	Pottery	21	6 rim sherds 12 body sherds 2 base sherds 1 handle	173	19th century
	CBM	3	tile fragments	69	19th century
	Glass	4	1 rim sherd 3 body sherds	72	19th century
	Flint	1	flake	3	19th century
	Clay Pipe	2	stem fragments	7	Undiagnostic
	Metal	1	Iron horseshoe	411	

APPENDIX 3

Atlas Ward Structures, Sherburn 02-10-06

Drawing Archive Listing

No.	Scale	Type	Description
1	1:50	Section	North- facing section of evaluation trench
2	1:20	Section	West-facing section of bund
3	1:10	Profile	Profile of Cut 1006
4	1:20	Plan	Cut 1006

APPENDIX 4

Photographic Archive Listing

Atlas Ward Structures, Sherburn 02-10-05

Film 1: Colour Slide

Frame	Description	Scale	Facing
1	View of Evaluation Trench	1x1m	East
2	View of Evaluation Trench	1x1m	East
3	View of Evaluation Trench	1x1m	East
4	View of Stanchion 1	1x1m	West
5	View of Stanchion 1	1x1m	West
6	View of Stanchion 3	1x1m	East
7	View of Stanchion 3	1x1m	East
8	View of Stanchion 4	1x1m	North
9	View of Stanchion 4	1x1m	North
10	View of Stanchion 5	1x1m	North
11	View of Stanchion 5	1x1m	North
12	View of Stanchion 6	1x1m	North
13	View of Stanchion 7	1x1m	North
14	View of Stanchion 8	1x1m	North
15	View of Stanchion 2	1x1m	West

Film 2: Monochrome

Frame	Description	Scale	Facing
1	View of Evaluation Trench	1x1m	East
2	View of Evaluation Trench	1x1m	East
3	View of Evaluation Trench	1x1m	East
4	View of Stanchion 1	1x1m	West
5	View of Stanchion 1	1x1m	West
6	View of Stanchion 3	1x1m	East
7	View of Stanchion 3	1x1m	East
8	View of Stanchion 4	1x1m	North
9	View of Stanchion 4	1x1m	North
10	View of Stanchion 5	1x1m	North
11	View of Stanchion 5	1x1m	North
12	View of Stanchion 6	1x1m	North
13	View of Stanchion 7	1x1m	North
14	View of Stanchion 8	1x1m	North
15	View of Stanchion 2	1x1m	West

Film 3: Colour Print

Frame	Description	Scale	Facing
1	View of Evaluation Trench	1x1m	East
2	View of Evaluation Trench	1x1m	East
3	View of Evaluation Trench	1x1m	East
4	View of Stanchion 1	1x1m	West
5	View of Stanchion 1	1x1m	West
6	View of Stanchion 3	1x1m	East
7	View of Stanchion 3	1x1m	East
8	View of Stanchion 4	1x1m	North

9	View of Stanchion 4	1x1m	North
10	View of Stanchion 5	1x1m	North
11	View of Stanchion 5	1x1m	North
12	View of Stanchion 6	1x1m	North
13	View of Stanchion 7	1x1m	North
14	View of Stanchion 8	1x1m	North
15	View of Stanchion 2	1x1m	West

Digital Photography

File	Description	Scale	Facing
s05-1	Pre-excavation view of bund	N/A	East
s05-2	Bund excavation-working shot	N/A	West
s05-3	Bund excavation-working shot	N/A	North-East
s05-4	Bund excavation, showing Subsoil 1003 in section	N/A	East
s05-5	Bund excavation-working shot	N/A	North-West
s05-6	Bund excavation-working shot	N/A	East
s05-7	Roadway strip along foot of bund	N/A	East
s05-8	Bund excavation, showing Subsoil 1003 in section	N/A	East
s05-9	Bund excavation-working shot	N/A	East
s05-10	Bund excavation-working shot	N/A	East
s05-11	Bund excavation-working shot	N/A	West
s05-12	Bund excavation-working shot	N/A	East
s05-13	Bund excavation-working shot	N/A	East
s05-14	Bund excavation-working shot	N/A	East
s05-15	Bund excavation-working shot	N/A	North
s05-16	Bund excavation, showing Subsoil 1003 at formation level	N/A	East
s05-17	Bund excavation, showing Subsoil 1003 at formation level	N/A	East
s05-18	Bund excavation-working shot	N/A	North
s05-19	Bund excavation-working shot	N/A	North
s05-20	Bund excavation-working shot	N/A	North-East
s05-21	Bund excavation-working shot	N/A	North-West
s05-22	Bund excavation-working shot	N/A	East
s05-23	Bund excavation-working shot	N/A	East
s05-24	View of Evaluation Trench	N/A	East
s05-25	View of Evaluation Trench	N/A	West
s05-26	Bund excavation-working shot	N/A	East
s05-27	South-facing section of bund excavation	N/A	North
s05-28	Formation level of bund excavation, showing Cut 1008	N/A	West

APPENDIX 5

Written Scheme of Investigation

Atlas Ward Structures, Sherburn 02-10-06



**North
Yorkshire County Council**

**WRITTEN SCHEME OF INVESTIGATION FOR
ARCHAEOLOGICAL RECORDING**

**ATLAS WARD STRUCTURES, ST HILDA'S STREET,
SHERBURN, NORTH YORKSHIRE**

NGR SE 96490 76886

**Prepared for
Severfield-Reeve Projects
on behalf of Atlas Ward Structures Ltd**

by

**North Yorkshire County Council
Heritage Section
Countryside Service
Planning & Countryside Unit
Environmental Services
County Hall
Northallerton
North Yorkshire
DL7 8AH**

**Tel. 01609 532839
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15 September 2005

S.R. PROJECTS				
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WLR	DN	DH	PS	KB
DATE RECEIVED		15 SEP 2005		
ACTION:				
FILE: P358 / cum / North Yorkshire CC				

GUIDANCE FOR DEVELOPERS - ARCHAEOLOGICAL WORK

- 1 The purpose of archaeological work as requested by the Planning Authority is to conserve the archaeological interest of a site for the long-term benefit of our community and culture. Desk-top assessments and field evaluations prior to determination of planning permission are requested under Regulation 4 of the *Town & Country Planning (Applications) Regulations 1988*, or the *Town & Country Planning (Assessment of Environmental Effects) Regulations 1988* and subsequent amendments. Excavations and recording briefs are implemented before or during development under Sections 70, 72 or 106 of the *Town & Country Planning Act 1990*. Planning Policy Guidance Note 16, 1990, gives general guidance on archaeology and planning matters.
- 2 Investigations should follow a brief, normally prepared by the County Archaeologist, giving the objectives of the work, the information which needs to be recorded, and the works or techniques to be undertaken. Detailed specifications or a written scheme of investigation (WSI) should be prepared by a consultant archaeologist, but these need to be approved in writing by the Planning Authority and they should be the subject of a contract between the selected archaeological contractor and the developer. It is a standard requirement in all schemes that post-excavation work is undertaken, and a final report produced. Archaeological contractors should provide reports for the developer, the County Heritage Section, and the Planning Authority or English Heritage.
- 3 Archaeological work should be carried out to professional standards by suitably qualified contractors, and comply with employment legislation and health & safety regulations. Where human burials are present, all monuments and markers must be recorded, and human remains excavated under the conditions of a Home Office licence. Any unauthorised investigations, use of inappropriate techniques, or unsupervised machine operations could be held to be a breach of planning conditions and subject to a breach of condition or enforcement notice.
- 4 The results of geotechnical investigations, or the opportunity to observe trial pits, boreholes and structural surveys should be made available to the archaeological contractor. Metal detecting of topsoil and spoil should only be allowed with the permission of the landowner, and with an archaeologist present to record properly any finds.

Contd\...

- 5 When seeking estimates or quotations for archaeological work, the developer should provide:
 - the brief or WSI
 - site location plan
 - plan of existing services, cellar, or other site hazards
 - details of any proposed demolition of structures
 - plan of proposed foundations and services
 - a contact name and number to arrange access to the site
 - details of any help-in-kind which can be offered
 - details of any reinstatement needed afterwards
 - time or period when the work should be undertaken

- 6 Archaeological contractors should include with their quotations the following details:
 - a note of the research potential or academic questions presented by the site
 - a strategy for the proper recording of the archaeology, including a breakdown of tasks, deployment of staff-time, recording systems to be used, the kinds of evidence to be collected, and the criteria used to evaluate the results.
 - a listing of the staff and specialists to be employed, their experience or qualifications, position, and areas of responsibility
 - a breakdown of costs exclusive of VAT including:
 - (i) staff-time and costs for each of the specified works,
 - (ii) travel expenses,
 - (iii) equipment and plant hire costs,
 - (iv) ancillary costs such as search fees, publicity or security,
 - (v) overheads or on-costs, and
 - (vi) contingent or variation fees for unexpected conditions or archaeology
 - daily, weekly or hectare rates if the work is variable or dependent on other variables
 - a period for which the quotations will remain valid

- 7 The Planning Authority and the County Archaeologist should be notified at the start of any investigations. All work should be monitored by the commissioning or County Archaeologist, to ensure that the specified works are completed and best value obtained.

- 8 Should you have any questions, or wish to discuss quotations for archaeological work, please contact the Heritage Section, County Hall, Northallerton, DL7 8AH, telephone (01609) 780780.

ATLAS WARD STRUCTURES, ST HILDA'S STREET, SHERBURN, NORTH YORKSHIRE

WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL RECORDING

1. Summary

- 1.1 The erection of a new workshop and formation of a new access road are proposed on land at Atlas Ward Structures Ltd, St Hilda's Street, Sherburn, North Yorkshire. This development is proposed to the south of the existing structures on the site, in an area of existing access road and a large linear earthen bund which runs along the southern boundary of the site. The proposed development lies in an area of archaeological sensitivity identified in the Ryedale Local Plan (March 2002). An extensive archaeological landscape study of the area between East Heslerton and Sherburn has revealed evidence for a palimpsest of nationally important archaeological remains dating from the Neolithic through to the medieval periods. There is potential for such remains to extend into the area of proposed development. Such remains would contribute significantly to our understanding of prehistoric and later occupation and activity in the Sherburn area.
- 1.2 In response to a full planning application for the proposed development (Ryedale District Council ref 05/00711/MFUL), a programme of controlled archaeological recording at the commencement of the development has been advised by the Senior Archaeologist, North Yorkshire County Council. This written scheme of investigation has, therefore, been prepared to define the scope of the archaeological recording at the request of Severfield-Reeve Projects, on behalf of the applicant, Atlas Ward Structures Ltd.

2. Purpose

- 2.1 This written scheme of investigation represents a summary of the broad archaeological requirements to mitigate the impact of development proposals upon the archaeological resource. This is in accordance with Policy C13 of the Ryedale Local Plan (2002) and the guidance of Planning Policy Guidance note 16 on *Archaeology and Planning*, 1990. The scheme does not comprise a full specification or Bill of Quantities, and the County Council makes no warranty that the works are fully or exactly described. No work on site should commence until the implementation of the scheme is the subject of a standard ICE Conditions of Contract for Archaeological Investigation (ICE *et al* 2004) or similar agreement between the Client and the selected archaeological contractor.

3. Location and Description (centred at NGR SE 96490 76886)

- 3.1 The village of Sherburn lies on the A64 road, midway between Malton and Seamer, in the Ryedale District of North Yorkshire. The site of proposed development is located to the south east of the Atlas Ward Structures Ltd premises at St Hilda's Street, Sherburn, North Yorkshire, north of the High Street (A64 road).
- 3.2 A major full planning application was submitted by Atlas Ward Structures Ltd to Ryedale District Council in June 2005, application ref. 05/00711/MFUL. The development proposals entail the erection of a new workshop and formation of a new access road (see drawings: 'General Arrangement - As Existing', Severfield-Reeve Projects drawing no. P358 PP02 Rev A, scale 1:750/1000 @ A1, May 2005 and 'General Arrangement - As Proposed', Severfield-Reeve Projects drawing no. P358 PP03 Rev A, scale 1:750/1000 @ A1, May 2005). In the area of the proposed new access road and workshop extension, there is already a compacted hardcore road on site, bounded to the south by a large, linear earthen bund covered with grass, shrubs and trees. This is believed to have been formed from material that was stripped off the site in the mid 1980s during the construction of the present industrial buildings which occupy the site. This material is likely to contain unstratified archaeological material, such as pottery sherds

and flints. It is presumed that the original (ploughed) ground surface that existed prior to the development in the 1980s will have been sealed beneath the bund, and once the bund material is removed, excavations for the new workshop extension and new access road may disturb these levels.

- 3.3 It is proposed to resurface the existing access road with concrete following a limited levelling exercise that will reduce existing levels by 200mm to 300mm. A borehole survey has been undertaken along the southern side of the current warehouse (Solmek 2005); this indicates that the existing compacted hardcore road extends to depths of between 0.4m and 0.8m. This aspect of the proposal should not, therefore, affect any surviving buried archaeology.
- 3.4 The proposed extension to the warehouse will cover an area measuring c. 65m by 30m and will be of portal frame construction. This will entail the excavation of 32 stanchion holes in four parallel rows of 8, measuring c. 1m by 1m by 600mm to 1.0m deep. Approximately half of these will be cut through the area of existing access road, whilst the other half will require the prior removal of half the width of the existing soil bund along the southern site boundary. Following removal of the mound, a new length of access road will be formed to the south of the new extension. The approximate area of bund to be removed in this area covers a length of 100m and a width of 15m.

4. Historical and Archaeological Background

- 4.1 The proposed development site lies within the area of land bounded by the A64 and the railway line between Malton and Seamer which is identified in the Ryedale Local Plan (March 2002) in Chapter 9.5.7 (i) as an area of particular archaeological sensitivity. Geophysical surveys of the fields to the east and west of Sherburn village have been undertaken as part of an extensive archaeological landscape study focussing upon an area of several kilometres of land from Sherburn towards East Heslerton. This research programme, undertaken by the Landscape Research Centre, Yedingham, has revealed evidence for a palimpsest of nationally important archaeological remains dating from the Neolithic through to medieval periods (Powlesland 2003).
- 4.2 Of particular importance is a linear 'ladder settlement' originating in the late Bronze Age and continuing into the Romano-British period running east-west along the edge of the wetland Vale of Pickering at the foot of the Yorkshire Wolds. This comprises areas of field systems, trackways, settlement, industrial activity and burial. In addition, there are substantial linear ditches and pit alignments marking major prehistoric land boundaries, including a 50m wide double-ditched trackway and pit alignment which run almost parallel to the present A64 road on its north side. The origin of the pit alignment could be as early as the Neolithic period, with the use of the trackway continuing into the medieval period. This trackway can be seen from geophysical survey and aerial photographic evidence to survive in fields to the east and west of the application site, and there is high potential for associated remains to be present within the area of the proposed new workshop and access road to the south of the existing works, below the earthen bund.
- 4.3 It is also known that archaeological remains were disturbed during the construction of the present works in the mid 1980s (letter on file in HER dated 07/11/85 re application 3/118/13V/PA), although no detailed recording was feasible at the time. In addition, this area around Sherburn preserves extremely rare evidence for the survival of remains of Anglian settlement and it is believed that an oval enclosure in the field to the north of the application site could be that of an early monastic site associated with St Hilda.
- 4.4 Archaeological information for the area is held by the North Yorkshire Historic Environment Record (HER). The HER can be consulted by prior appointment by contacting the HER Officer, North Yorkshire County Council, Heritage Section, Countryside Service, Planning and Countryside Unit, Environmental Services, County Hall, Northallerton, North Yorkshire, DL7 8AH; Tel. 01609 532331, Fax. 01609 532558.

5. Objectives

- 5.1 The objectives of the archaeological work within the proposed development area are:

- .1 to determine by means of targeted archaeological excavation the character, extent and nature of the archaeological remains within the development area,
- .2 to locate, recover, identify, assess and conserve (as appropriate), by means of sample dry-sieving, any archaeological artefacts exposed during the course of the excavation of the earthen bund,
- .3 where appropriate, to undertake a post-excavation assessment after completion of fieldwork and site archive to assess the potential for further analysis and publication, and to undertake such analysis and publication as appropriate,
- .4 to prepare and submit a suitable archive to the appropriate museum.

6. Tenders

- 6.1 Archaeological contractors should submit their estimates or quotations to the commissioning body with reference to the County Council's *Guidance for Developers – Archaeological Work*.

7. Variations to Work

- 7.1 An allowance of time, or a contingent sum for bad weather, should be agreed as part of any contract. Variations to work arising from the presence of structures or archaeological remains not anticipated by the written scheme of investigation or the archaeological contractor should be subject to consultation with the Senior Archaeologist, NYCC and the commissioning body, and put into effect as appropriate with the written agreement of the parties involved.

8. Access, Safety and Monitoring

- 8.1 Access to the site should be arranged through the commissioning body.
- 8.2 It is the archaeological contractor's responsibility to ensure that Health and Safety requirements are fulfilled.
- 8.3 The project will be monitored by the Senior Archaeologist, North Yorkshire County Council, to whom written documentation should be sent before the start of the work confirming:
 - a) the date of commencement,
 - b) the names of all finds and archaeological science specialists likely to be used in the evaluation, and an outline strategy of sampling for scientific dating, geoarchaeology and soil science, biological analysis, artefact conservation and analysis, and analysis of technological residues, ceramics and stone, and
 - c) notification to the proposed archive repository of the nature of the works and opportunity to monitor the works.
- 8.4 Where appropriate, the advice of the English Heritage Regional Advisor for Archaeological Science, Mr Ian Panter, Yorkshire Region may be called upon to monitor the archaeological science components of the project. Archaeological contractors may wish to contact him to discuss the science components of the project before submission of tenders.
- 8.5 It is the archaeological contractor's responsibility to ensure that monitoring takes place by arranging appropriate monitoring points as follows:
 - .1 a preliminary meeting or discussion prior to the commencement of the work.
 - .2 progress meeting(s) during the fieldwork phase at appropriate points in the work schedule, to be agreed.

- .3 a meeting during the post-fieldwork phase to discuss the draft report and archive before completion.
- 8.6 It is the responsibility of the archaeological contractor to ensure that any significant results are brought to the attention of the Senior Archaeologist, North Yorkshire County Council and the commissioning body as soon as is practically possible. This is particularly important where there is any likelihood of the contingency arrangements being required.
9. **Brief**
- 9.1 The archaeological contractor should maintain a presence on site to supervise ground disturbance works associated with the initial earthen bund removal, site preparation and topsoil strip over the site of the proposed workshop extension and associated new stretch of access road to the south of the extension. The archaeological contractor should be informed of the correct timing and schedule of site preparation and excavation works associated with the development proposal. The project should be undertaken in a manner consistent with the guidance of MAP2 (English Heritage, 1991) and professional standards and guidance (IFA, 2001).
- 9.2 Archaeological work within this area of the proposed development should include:
- a) A watching brief and sample dry-sieving during the removal of the length of earthen bund.
- This should provide for the recovery of artefactual material by means of dry-sieving a sample of the material to be removed. A 5mm mesh should be used to sieve a maximum sample of 2000 litres of bund material. The aim should be to sample sieve 100 litres (approximately 10 buckets) at 5m intervals along the length of the bund, targeted at areas of former topsoil, which are the most likely parts of the bund to contain artefactual material.
- Following this sample sieving, particular attention should be paid to the removal of the lowest levels of the bund and any buried former ground surface/ploughsoil, during the reduction in levels for the creation of the area of new access road to the south of the proposed workshop extension.
- b) A targeted area of archaeological excavation along the southern edge of the proposed workshop extension.
- This should provide for a topsoil strip measuring 2m in width along the southern edge of the new workshop for the 65m length of the new structure, incorporating the sites of the 8 new stanchion holes.
- 9.3 The archaeological contractor should be informed in advance of the correct timing and schedule of site preparation and preliminary excavation works associated with the construction of the proposed development. A specified timetable should be agreed within which the archaeological excavation (see 9.2b above) may be carried out prior to further construction commencing.
- 9.4 Archaeological work should include the initial supervision of the preliminary site/topsoil strip areas down to the top of archaeological deposits. Overburden such as turf, topsoil, made ground, rubble or other superficial fill materials may be removed by machine using a back-acting excavator which should be fitted with a toothless or ditching bucket. Mechanical excavation equipment shall be used judiciously, under archaeological supervision down to the top of archaeological deposits, or the natural subsoil (C Horizon or soil parent material), whichever appears first. Bulldozers or wheeled scraper buckets should not be used to remove overburden above archaeological deposits. Topsoil should be kept separate from subsoil or fill materials.
- 9.5 Once overburden/topsoil has been removed, any further machine or hand excavation should be halted to allow the archaeological contractor to observe, clean and assess any archaeological remains on the site. Using the information and artefacts collected to this stage, all features and deposits should be assessed as to their origin or function, probable date, and importance

for further recording. Features and layers identified as having potential for further recording should be excavated by hand, sampled, and recorded. This is in order to fulfil Objectives 5.1.1 and 5.1.2 above and in order to understand the full stratigraphic sequence down to natural deposits, or to the depth to be affected by the development, whichever is the higher. In case of query as to the extent of investigation, a site meeting shall be convened with the Senior Archaeologist, NYCC.

- 9.6 The character, information content and stratigraphic relationships of features and deposits should be determined and a running section along the excavation area, from highest to lowest point, should be recorded to show the vertical distribution of layers. All linear features, such as ditches, should have their shape, character, and depth determined by hand excavation of sections. A minimum sample of 20% of each linear feature of less than 5m in length and a minimum sample of 10% of each linear feature greater than 5m in length (each section will be not less than 1m wide) should be excavated (however, see 9.7 below). All junctions of linear features should have their stratigraphic relationships determined, if necessary using box sections. A 100% sample of all stake-holes should be excavated, and all pits, post-holes and other discrete features should be half-sectioned by hand to record a minimum of 50% of their fills, and their shape. Any other unknown or enigmatic features should be investigated similarly. Large pits, post-holes or deposits of over 1.5m diameter should be excavated sufficiently to define their extent and to achieve the objectives of the investigation, but should not be less than 25%. All intersections should be investigated to determine the relationship(s) between features.
- 9.7 On the basis of the geophysical survey and aerial photographic information for this area, it is anticipated that a section of the linear, east-west trackway running north of the A64 may be encountered (see 4.2 above). In this instance, a minimum length of 5m of the trackway ditch should be excavated, with the aim of identifying whether there is an earlier phase of pit alignment. Previous investigation of the pit alignment has shown it to be comprised of 2m square pits, spaced at intervals of between 1 and 1.5 metres (D Powlesland, pers comm).
- 9.8 The project should be undertaken in a manner consistent with the guidance of MAP2 (English Heritage 1991) and professional standards and guidance (IFA 2001a & b). Scientific investigations should be undertaken in a manner consistent with the English Heritage best-practice guidelines (2003). An outline strategy of sampling for scientific dating, geoarchaeology and soil science, biological analysis, artefact conservation and analysis, and analysis of technological residues, ceramics, and stone should be agreed with the Local Authority, in consultation with the English Heritage Regional Advisor for Archaeological Science (RA) before commencement of site work (see 8.3b above). This strategy should be based on the results of previous archaeological work in the area, and should be agreed in writing prior to the commencement of fieldwork. The strategy will be subject to variation as appears necessary during the excavation, following consultation with the Local Authority and the RA.
- 9.9 All specialists in Archaeological Science, (both those employed in-house by the archaeological contractor or those sub-contracted), should be named in project documents. Agreement of specialists must always be obtained before their names are listed. Their competence to undertake proposed investigations, and the availability of adequate laboratory facilities and reference collections should be demonstrated. There should be agreement in writing on timetables and deadlines for all stages of work.
- 9.10 All deposits should be fully recorded on standard context sheets, photographs and conventionally-scaled plans and sections. Each excavation area should be recorded to show the horizontal and vertical distribution of contexts. The elevation of the underlying natural subsoil where encountered should be recorded. The limits of excavation should be shown in all plans and sections, including where these limits are coterminous with context boundaries.
- 9.11 Any significant unstratified artefacts or small finds should be collected. Spoil from machine clearance and archaeological excavation should be subject to the detection and collection of metal objects. All hand cleaned surfaces, features and archaeological layers should be scanned for metal object signals, and excavation priorities assessed taking these signals into account. Metal objects should be recovered from the surface of *in situ* deposits before the end of each day, subject to archaeological supervision such that finds are properly recorded and conserved. Where feasible, local detectorists should be contacted to discuss their involvement

in this work. All metal detection should be carried out following the Treasure Act 1996 Code of Practice. Metal detecting, including the scanning of topsoil and spoil heaps, should only be permitted subject to archaeological supervision and recording so that metal finds are properly located, identified, and conserved.

- 9.12 All artefacts and ecofacts visible during excavation should be collected and processed, unless variations in this principle are agreed with the Senior Archaeologist, NYCC. In some cases, sampling may be most appropriate. Finds should be appropriately packaged and stored under optimum conditions, as detailed in *First Aid for Finds* (Watkinson & Neal, 1998).
- 9.13 Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) should be collected by hand. Separate samples (c. 10ml) should be collected for micro-slugs hammer-scale and spherical droplets). In these instances, the guidance of English Heritage (2001) should be followed.
- 9.14 Samples should be collected for scientific dating (radiocarbon, dendrochronology, luminescence dating, archaeomagnetism and/or other techniques as appropriate), following an outline strategy presented to the Senior Archaeologist, NYCC. For this excavation, tenders should allow provision for a minimum of one date using scientific techniques.
- 9.15 Where appropriate, buried soils and sediment sequences should be inspected and recorded on site by a recognised geoarchaeologist. Samples may be collected for analysis of chemistry, magnetic susceptibility, particle size, micromorphology and/or other techniques as appropriate, following an outline strategy presented to the Senior Archaeologist, NYCC, and in consultation with the geoarchaeologist. The guidance of Canti (1996) and English Heritage (2002) should be followed.
- 9.16 Deposits should be sampled for retrieval and analysis of all biological remains following the outline strategy presented (see 8.3b above). The sampling strategy should include a reasoned justification for selection of deposits for sampling, and should be developed in collaboration with a recognised bioarchaeologist. Sampling methods should follow the guidance of the Association for Environmental Archaeology (1995) and English Heritage (2002). Flotation samples and samples taken for coarse-mesh sieving from dry deposits should be processed at the time of the fieldwork wherever possible, partly to permit variation of sampling strategies if necessary, but also because processing at a later stage could cause delays.
- 9.17 Samples should be collected from primary and secondary contexts, where applicable, from a range of representative features, including pit and ditch fills, postholes, floor deposits, ring gullies and other negative features. Positive features should also be sampled. Sampling should also be considered for those features where dating by other methods (for example pottery and artefacts) is uncertain. Animal bones should be hand collected, and bulk samples collected from contexts containing a high density of bones. Spot finds of other material should be recovered where applicable.
- 9.18 In accordance with the English Heritage Guidelines (2002), bulk samples should be between 30 and 40 litres in size, although this will be dependent upon the volume of the context. Entire contexts should be sampled if the volume is low, and specialist samples, such as for General Biological Analysis (GBA) should be of the order of 10 litres. Allowance should be made for a site visit from the contractor's environmental specialists/consultants and for this excavation, tenders should allow provision for a minimum of 4 bulk samples to be taken.
- 9.19 In the event that any human remains are encountered, they must be treated at all stages with care and respect. Excavators must be aware of, and comply with, the relevant legislation and any Home Office and local environmental health concerns. Burials should be recorded *in situ* and subsequently lifted, washed in water (without additives), marked and packed to standards compatible with McKinley and Roberts (1993). Site inspection by a recognised specialist is desirable in the case of isolated burials, and necessary for cemeteries. Proposals for the final placing of human remains following study and analysis will be required in the Project Design. Further guidance is provided by English Heritage (2004), Mays *et al* (2004) and Brickley and McKinley (2004).

Post-Excavation Assessment

- 9.20 Upon completion of archaeological fieldwork, where appropriate, a post-excavation assessment should be undertaken and an assessment report produced in accordance with the guidance of MAP2 (English Heritage 1991). The assessment report should summarise the evidence recovered and should consider its potential for further analysis, review the programme of archaeological science, update the project design as necessary and provide costings for the post-excavation analysis stage of work, with proposals for the production of a final report and/or publication. The site assessment report should include reports on all aspects of Archaeological Science investigated, and include assessment of their suitability for analysis, so as to inform the updated project design.
- 9.21 Assessment of artefacts should include x-radiography of all iron objects, (after initial screening to separate obviously modern debris), and a selection of non-ferrous artefacts (including all coins and a sample of any industrial debris relating to metallurgy). An assessment of all excavated material should be undertaken by conservators and finds researchers in collaboration. Where necessary, active stabilisation/consolidation will be carried out, to ensure long term survival of the material, but with due consideration to possible future investigations. Once assessed, all material should be packed and stored in optimum conditions, as described in Watkinson and Neal (1998).
- 9.22 Assessment of any technological residues should be undertaken. Processing of all samples collected for biological assessment, or sub-samples of them, should be completed. Assessment will include recording the preservation state, density and significance of material retrieved, to inform up-dated project designs. Methods presented in English Heritage (2002) should be followed. Unprocessed sub-samples should be stored in conditions specified by the appropriate specialists.
- 9.23 Samples collected for geoarchaeological assessment should be processed as deemed necessary by the specialist, particularly where storage of unprocessed samples is thought likely to result in deterioration. Appropriate assessment should be undertaken (see Canti 1996, English Heritage 2002). Animal bone assemblages, or sub-samples of them, should be assessed by a recognised specialist (English Heritage 2002). Assessment of human remains should be undertaken by a recognised specialist (English Heritage 2004).

Analysis

- 9.24 Within a time agreed with the Senior Archaeologist, NYCC, a timetable for post-excavation work should be produced, following consultation, (including team meetings for larger-scale sites), with all specialists involved in the project. Agreement of timetables should be made in writing with external specialists.
- 9.25 Where appropriate, a detailed and cost-effective strategy for scientific dating should be prepared, in consultation with appropriate specialists. Samples for dating should be submitted to promptly, and prior agreement should be made with the laboratory on turn-around time and report production.
- 9.26 All artefacts should be conserved and stored in accordance with Watkinson and Neal (1998). Investigative conservation should be undertaken on those objects selected during the assessment phase, with the aim of maximising information whilst minimising intervention. Where necessary, active stabilisation/consolidation will be carried out, to ensure long-term survival of the material, but with due consideration to possible future investigations. Proposals for ultimate storage should follow Walker (1990).
- 9.27 Appropriate analysis of technological residues should be undertaken, as outlined in English Heritage (2001). Samples or sub-samples collected for all types of biological and geoarchaeological analysis should be processed, and material retrieved analysed by recognised specialists. Any unprocessed sub-samples should be stored in conditions specified by the specialists, or a reasoned discard policy should be developed (English Heritage 2002).
- 9.28 Analysis of animal bones should be undertaken by a recognised specialist, as specified in the updated project design (see also English Heritage 2002). Analysis of human remains should be undertaken by a recognised specialist, as specified in the up-dated project design.

10. Archive

- 10.1 The archaeological contractor should liaise with an appropriate museum to establish the detailed requirements of the museum and discuss archive transfer in advance of fieldwork commencing. In this instance, the Malton Museum is suggested. The relevant museum curator should be afforded access to visit the site and discuss the project results.
- 10.2 Preparation and deposition of the site archive should be undertaken with reference to the appropriate repository guidelines and standards, to Walker (1990), the Society of Museum Archaeologists (1993) and the County Council's *Guidelines on the Transfer and Deposition of Archaeological Archives*. A field archive should be compiled consisting of all primary written documents, plans, sections and photographs. Catalogues of contexts, finds, soil samples, plans, sections and photographs should be produced and cross-referenced.

11. Copyright

- 11.1 Copyright in the documentation prepared by the archaeological contractor and specialist sub-contractors should be the subject of an additional licence in favour of the museum accepting the archive and North Yorkshire County Council to use such documentation for their statutory educational and museum service functions, and to provide copies to third parties as an incidental to such functions.
- 11.2 Under the Environmental Information Regulations 2005 (EIR), information submitted to the HER becomes publicly accessible, except where disclosure might lead to environmental damage, and reports cannot be embargoed as 'confidential' or 'commercially sensitive'. Requests for sensitive information are subject to a public interest test, and if this is met, then the information has to be disclosed. The archaeological contractor should inform the client of EIR requirements, and ensure that any information disclosure issues are resolved before completion of the work. Intellectual property rights are not affected by the EIR.

12. Report

- 12.1 A report should be prepared following County Council's guidance on reporting: *Reporting Check-List*. The report should set out the aims of the work and the results as achieved. Diagrams should be included to illustrate the location and depth of archaeological deposits in relation to existing ground levels. The report should also include a listing of contexts, finds, plans and sections, and photographs.
- 12.2 All excavated areas should be accurately mapped with respect to nearby buildings and roads.
- 12.3 At least six copies of the report should be produced and submitted to the commissioning body, the local planning authority, the museum accepting the archive, the English Heritage Regional Advisor for Archaeological Science and, under separate cover, North Yorkshire County Council Heritage Section.
- 12.4 If the archaeological fieldwork produces results of sufficient significance to merit publication in their own right, allowance should be made for the preparation and publication of a summary in a local journal, such as the *Yorkshire Archaeological Journal*. This should comprise, as a minimum, a brief note on the results and a summary of the material held within the site archive, and its location.
- 12.5 Upon completion of the work, the archaeological contractor should make their work accessible to the wider research community by submitting digital data and copies of reports online to OASIS (<http://ads.ahds.ac.uk/project/oasis/>). Submission of data to OASIS does not discharge the planning requirements for the archaeological contractor to notify the Senior Archaeologist, NYCC of the details of the work and to provide the Historic Environment Record (HER) with a report on the work.

13. Further Information

13.1 Further information or clarification of any aspects of this brief may be obtained from:

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13.2 This written scheme of investigation is valid for a period of six months from the date of issue. After that time it may need to be revised to take into account new discoveries, changes in policy or the introduction of new working practices or techniques.

13.3 References

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