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WRITTEN SCHEME OF INVESTIGATION (WSI) FOR
ARCHAEOLOGICAL RECORDING: 'WATCHING BRIEF'

SHERBURN CHURCH OF ENGLAND PRIMARY
SCHOOL, ST HILDA'S STREET, SHERBURN

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Site: Sherburn Church of England Primary School,
St Hilda's Street, Sherburn

Site Code: SHRB'10

County: North Yorkshire

NGR: TBC

Planning Application No: NY/2009/0471/FUL

SMR/HER No: TBC

Development: Extension to form a new front entrance, administration offices and new classroom including the demolition of an external store

Date of Issue: 26 May 2010

Proposed Start Date: 5th July 2010

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On behalf of: FAO: Mr Mark Williams
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1 SUMMARY

- 1.1 This Written Scheme of Investigation (WSI) for Archaeological Recording details a programme of archaeological observation, investigation and recording, to take place during the ground works associated with the above-named development at Sherburn Church of England Primary School, Planning Application No. NY/2009/0471/FUL.
- 1.2 This document has been produced in accordance with the advice issued by North Yorkshire County Council (NYCC) Historic Environment Team, on 26th November 2009 (Hawkins 2009).

2 THE PLANNING CONDITION

- 2.1 An archaeological condition was placed on the development by North Yorkshire County Council (NYCC) Historic Environment Team, on 26th November 2009 (Hawkins 2009). The condition states: 'No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority. This is in accordance with PPG16 guidance (para.30; Circular 11/95, Model Clause 55).
- 2.2 This document is the said 'written scheme of investigation'.
- 2.3 The methodology proposed is that for a standard archaeological 'watching brief'.

3 ARCHAEOLOGICAL BACKGROUND

- 3.1 The development site lies within the historic core of the medieval village. The area around Sherburn is of major archaeological interest; archaeological work in the area has identified considerable evidence for earlier settlement dating from the prehistoric, Romano-British and early Anglo-Saxon periods. There is potential, therefore, that development in this area could encounter archaeological remains relating to medieval or earlier occupation.

4 METHODOLOGY

- 4.1 The supervising archaeologist will be Chris Fern.
- 4.2 The guidelines for archaeological excavation, issued by the *Institute for Archaeologists* (2008), will be adhered to throughout.
- 4.3 An archaeologist shall be present to monitor all ground-works associated with the development. This is to include, as necessary: geotechnical works, topsoil stripping, ground levelling, the excavation of foundation and service trenches, and soak-aways.
- 4.4 Monitoring will be fulfilled only in accordance with the following criteria: all ground-works that intrude below the level of the topsoil (or other 'modern' made ground layers) have been completed; all necessary archaeological recording has been completed; it is apparent that the site is archaeologically sterile (*premature cessation of monitoring will only take place with the permission of NYCC Historic Environment Team*).

- 4.5 If the contractors or plant operators notice archaeological remains, they should immediately tell the archaeologist.
- 4.6 A two-week notice period of the start of works must be given to both the archaeological contractor and NYCC.
- 4.7 A back-acting mechanical excavator fitted with a *toothless bucket* must be used for all excavations into buried soil, to assist the identification of archaeology. Where necessary it is acceptable for the developer or their agents to use a toothed bucket to remove hard-standing surfaces.
- 4.8 Where archaeology is encountered the archaeologist must be afforded the time necessary to excavate, record and sample exposed features.
- 4.9 Heavy plant is not to be operated in the vicinity of archaeologists engaged in excavation and recording.
- 4.10 No human remains are expected. However, if they are encountered a licence from the Ministry of Justice will be required if they are disturbed or need to be removed. A short delay may occur. Human remains will be treated in accordance with *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (EH 2005). All additional costs pertaining to this are the responsibility of the client/developer.
- 4.11 A standard single context recording system will be used to keep a document record of all archaeology encountered.
- 4.12 Where possible, all archaeological features as a minimum will be sample excavated to the following criteria: ditches 5%; pits 50%; post-holes 100%; burials 100%; linear structures (walls etc.) 5%;
- 4.13 Where possible, all archaeological features will be drawn in plan and section to either 1:10 or 1:20 scales on an archive stable *permatrace*.
- 4.14 Where possible, all archaeological features will be photographed as appropriate using both a 6-megapixel digital colour camera and 35mm colour-film.
- 4.15 All archaeological finds pre-dating c.AD1900 will be collected. Later finds will be noted but not collected.
- 4.16 On completion of work, all records, photographs, finds and samples will be processed, cleaned, conserved, suitably stored and catalogued, in accordance with the *Institute for Archaeologists* guidance (2008) and the *First Aid For Finds* manual (Watkinson and Neal 2001).
- 4.17 Finds will be subject to specialist assessment as appropriate and where statistically significant:
- i) a small pottery assemblage is likely. *Jane Young Pottery Consultancy* will undertake any necessary assessment;
 - ii) in the unlikely event of human remains being discovered, *York Osteoarchaeology* will undertake any necessary analysis;
 - iii) any significant assemblages of flint will be assessed by *Anthony Dickson of AD Archaeology*.
 - iii) any significant assemblages of animal bone will be assessed by *Palaeoecological Research Services*. They are also the nominated specialist if any soils of palaeo-ecological significance are suspected.

- 4.18 Finds definable as 'treasure' in accordance with the Treasure Acts 1996 and 2003 will be reported to the local coroner. In the unlikely event that they cannot be removed on the day of exposure suitable security will need to be arranged. All additional costs pertaining to this are the responsibility of the client/developer.
- 4.19 Where unexpectedly complicated or significant archaeological remains are encountered, or where their quantity exceeds that which can be encompassed by a 'watching brief', NYCC Historic Environment Team will be contacted immediately for advice. Such instances may require variations from the WSI and special measures (such as increased staffing) to enable the facilitation of the archaeological condition. Where this becomes apparent the significance of the archaeology will be conveyed to the client/developer as soon as possible. All additional costs pertaining to this are the responsibility of the client/developer.

5 REPORT

- 5.1 Where possible, a report will be produced within 2 months of the cessation of monitoring. In some instances this deadline may be extended on account of external specialist schedules.
- 5.2 Hardcopies of the report will be provided to the client/developer, the Local Planning Authority and the Historic Environment Team for inclusion in the Historic Environment Record (HER) (see Section 8.2 below). Digital copies will also be sent to the HER and client/developer.
- 5.2 A digital copy of the report will be uploaded to the *Online Access to Index of Archaeological Investigations* (OASIS) archive: (<http://ads.ahds.ac.uk/project/oasis/>)
- 5.3 As a minimum the report will include the following:
- i) Summary;
 - ii) Site Code;
 - iii) Planning and HER refs;
 - iv) Dates of fieldwork;
 - v) National Grid Reference;
 - vi) Location plan with scale;
 - vii) Detail plan showing monitored areas and position of any archaeological features;
 - viii) Section and plan drawings of archaeological deposits and features with scales and Ordnance Datum heights (where possible);
 - ix) Photographs;
 - x) A written description of the methodology employed and analysis of any results, in the context of the known history of the area;
 - xi) Specialist reports as necessary.

6 ARCHIVE

- 6.1 The archive, excepting any items of 'treasure' and human remains, is the property of the client/developer. However, it is the expectation of the archaeological planning condition that any archive will be deposited with a suitable local museum, with full ownership transferred.
- 6.2 Malton Museum is identified as the most suitable institution to receive any archaeological archive.

7 HEALTH AND SAFETY

- 7.1 All staff will operate within health and safety regulations, in accordance with the *1974 Health and Safety at Work Act*, and will be equipped with the necessary Personal Protective Equipment.

8 COPYRIGHT AND PUBLIC ACCESS

- 8.1 *Fern Archaeology* retains full copyright of any commissioned reports, tender documents and all other project documents, subject to the Copyright, Designs and Patents Act 1988. Copyright will be assigned to the client/developer for reasonable use and for the purposes of the archaeological condition.
- 8.2 The client/developer is hereby informed that in accordance with Environmental Information Regulations 2005 (EIR), information submitted to the Historic Environment Record (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.

9 PUBLICATION

- 9.1 If significant results are found and where possible, a summary text will be submitted to a suitable journal, such as *Medieval Archaeology* or the *Yorkshire Archaeological Journal*. All additional costs pertaining to this are the responsibility of the client/developer.