

ARCHAEOLOGICAL  
SERVICES  
DURHAM UNIVERSITY

on behalf of  
Jacobs UK Ltd  
for



Selby Day Centre  
Selby  
North Yorkshire

archaeological monitoring

report 3138  
April 2013

## Contents

1.	Summary	1
2.	Project background	2
3.	Landuse, topography and geology	2
4.	Archaeological and historical background	3
5.	The archaeological monitoring	4
6.	Artefacts and palaeoenvironmental evidence	4
7.	The archaeological resource	4
8.	Assessment	4
9.	Sources	5
Appendix 1: Data table		5
Appendix 2: Stratigraphic matrix		5
Appendix 3: Project specification		6

## Figures

Figure 1:	Site location
Figure 2:	Location of archaeological monitoring
Figure 3:	Drainage trench, looking west
Figure 4:	Wall F6, looking east
Figure 5:	General shot of site, looking north-west towards boundary wall

## **1. Summary**

### **The project**

- 1.1 This report presents the results of an archaeological watching brief conducted during a development at Selby Day Centre, Selby, North Yorkshire. The works comprised the monitoring of ground reduction and excavation of drainage trenches during refurbishment works.
- 1.2 The works were commissioned by Jacobs UK Ltd and conducted by Archaeological Services Durham University.

### **Results**

- 1.3 A short length of late 19th- or 20th-century brick wall was uncovered at the east of the site. It was not attached to any other walls and may have been a garden feature. No other archaeological features were uncovered and no artefacts recovered during the course of the works.

### **Recommendations**

- 1.4 No further scheme of archaeological works is recommended in relation to this development.

## 2. Project background

### Location (Figure 1)

- 2.1 The site is located at Selby Day Centre, Selby, North Yorkshire (NGR centre: SE 6112 3198). It covers an area of approximately 0.6ha. To the west is Doncaster Road/A19, to the north is housing, to the east and south is Union Lane.

### Development

- 2.2 The works comprised the refurbishment of existing buildings and the construction of new car parks and drainage. The planning application reference number is NY/2012/0238/FUL.

### Objective

- 2.3 The objective of the monitoring programme was to identify and record any archaeological features or artefacts uncovered during groundworks.

### Written Scheme of Investigation

- 2.4 The works have been undertaken in accordance with a Written Scheme of Investigation provided by Jacobs UK Ltd (Jacobs 2012a) and approved by the planning authority (Appendix 3).

### Dates

- 2.5 Fieldwork was undertaken between 14th January and 1st March 2013. This report was prepared for April 2013.

### Personnel

- 2.6 Fieldwork was conducted by Alan Rae, Mark Randerson and Rebekah Watson. This report was prepared by Alan Rae and edited by Daniel Still, with graphics by David Graham. The Project Manager was Daniel Still.

### Archive/OASIS

- 2.7 The site code is **SDC13**, for **Selby Day Centre 2013**. The archive is currently held by Archaeological Services Durham University and will be transferred to the Yorkshire Museum Trust in due course. Archaeological Services Durham University is registered with the **Online AccesS** to the Index of archaeological investigationS project (**OASIS**). The OASIS ID number for this project is **archaeol3-147864**.

## 3. Landuse, topography and geology

- 3.1 At the time of the monitoring, the works area comprised buildings, car parks and access roads.
- 3.2 The area was predominantly level with a mean elevation of approximately 6.71m OD.
- 3.3 The underlying solid geology of the area comprises Permian and Triassic strata of the Sherwood Sandstone Group, which are overlain by Devensian glacial deposits.

## 4. Archaeological and historical background

### Previous archaeological works

- 4.1 There have been no known previous archaeological excavation works on the site. A heritage statement has already been produced in connection with the project (Jacobs 2012b), the results of which are summarised here.

### The prehistoric period (up to AD 70)

- 4.2 There are no known prehistoric sites or recorded find spots within the immediate vicinity of the site.

### The Roman period (AD 70 to 5th century)

- 4.3 Roman coins were found on the banks of the River Ouse in the 19th century. There are no known Roman sites or recorded find spots within the immediate vicinity of the site.

### The medieval period (5th century to 1540)

- 4.4 The site lies to the south of the medieval town and is located on what would most likely have been agricultural land during this period. There are no known medieval sites or recorded find spots within the immediate vicinity of the site.

### The post-medieval period (1541 to 1899)

- 4.5 The study area most likely continued to be used as agricultural land until 1842 when Selby Workhouse was built. The construction of the workhouse followed the passing of the Poor Law Amendment Act in 1834 and the founding of the Selby Poor Law Union in 1837. New workhouses built after the Poor Law Amendment Act were generally constructed on greenfield sites and located within ten miles of the Union boundaries so as to be accessible to paupers travelling on foot. Selby Workhouse comprised three blocks, an entrance block with a central archway facing Doncaster Road, a main building to the west containing accommodation for adults and children a chapel and dining room, and a board room to the south. Situated around these buildings were separate yards for women, girls, men and boys. To the rear was the infirmary. In the early 1890s the workhouse was modified with the entrance block being demolished and the infirmary replaced. The infirmary was moved to the north-west of the site and a range of new buildings were constructed around the existing complex. The new buildings include a mental block, a porter's lodge, a casuals and labour ward which incorporated a new Gate Lodge and entrance to the workhouse and a series of ancillary buildings such as toilets, laundries and coal stores.

### The modern period (1900 to present)

- 4.6 In 1930 control of the workhouse passed to West Riding Council. Renamed as a public assistance institution, it provided accommodation and relief for the chronic sick, elderly, unmarried mothers and vagrants. Following the repeal of the Poor Laws in 1948 the former workhouse was transferred to the newly formed National Health Service, when it was renamed Brook Lodge and turned into an old peoples' home. The main workhouse building was demolished in the 1960s and replaced with Carentan House. The infirmary was demolished in the late 1970s or early 1980s and Selby Day Centre erected on the site. The Gate Lodge and the Board Room remain extant and in use by North Yorkshire County Council. The former Casuals Ward which had been attached to the Gate Lodge was demolished as part of the refurbishment works.

## **5. The archaeological monitoring**

### **Introduction**

- 5.1 The works area measured approximately 400m<sup>2</sup> (Figure 2). All excavation was undertaken using a 360° backhoe excavator fitted with a toothless ditching bucket under close archaeological supervision.

### **Results (Figure 2)**

- 5.2 Natural subsoil, dark orange clay sand [context 5], was identified at a depth of between 0.7m and 0.95m. Immediately overlying the natural clay was orange silty clay sand [context 4: 0.2m thick. Context 4 was truncated in the east part of the monitored area by construction cut [context F7: 0.5m to 0.23m wide by 0.3m long] which contained a late 19th-or early 20th-century brick wall [context F6: 0.5m to 0.23m wide by 0.3m long]. Wall [F6] consisted of a 2m length of double brick set in an English bond attached to 0.5m by 0.5m square brick pier or column bases at either end. It was not necessary for the contractors to remove the wall as the required depth of ground reduction had been achieved and the wall was therefore only recorded in plan. Overlying the wall [F6] and the rest of the monitored area was a deposit of dark grey clay silt made ground [context 3: 0.4m thick] which contained 20th-century reinforcement bars, plastic pipe fragments and broken concrete. Immediately above the made ground was yellow crushed dolomite [context 2: 0.25m thick] and tarmac [context 1: 0.1m thick] which covered all of the areas that were monitored.
- 5.3 Wall [F6] was not attached to any other wall and there were no features recorded in association with it. It is interpreted as a garden feature or decorative wall built inside the grounds of the workhouse grounds, as it would be to the immediate west of the entrance to the main workhouse block. No other walls or features associated with the workhouse were uncovered or recorded during the works.

## **6. Artefacts and palaeoenvironmental material**

- 6.1 No artefacts and no material suitable for palaeoenvironmental assessment were recovered during the course of the works.

## **7. The archaeological resource**

- 7.1 A short length of late 19th- or 20th-century brick wall was uncovered at the east of the site. It was not attached to any other walls and may have been a garden feature. In the rest of the site, the monitoring results indicate that the area has been truncated by modern activity, and no archaeological resource has been identified or recorded.
- 7.2 The project archive will be deposited with The Yorkshire Museum.

## **8. Assessment**

- 8.1 The archaeological potential of this site is assessed as nil. No further scheme of archaeological works is recommended in relation to this development. The project archive is small and archival requirements are minimal.

## 9. Sources

Jacobs 2012a *Selby Day Centre: written scheme of investigation for archaeological monitoring during construction*

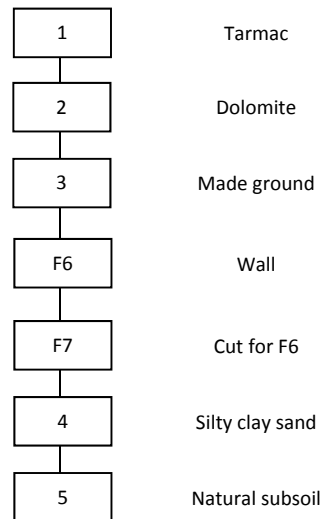
Jacobs 2012b *Selby Day Centre: heritage statement*

## Appendix 1: Data table

**Table 1.1: Context data**

No	Description
1	Tarmac
2	Dolomite
3	Made ground
4	Orange silty clay sand
5	Dark orange clay sand natural subsoil
F6	Wall
F7	Construction cut for F6

## Appendix 2: Stratigraphic matrix



## Appendix 3: Project specification

Selby Day Centre

Written Scheme of Investigation for Archaeological Monitoring During Construction

Volume 1: Specification

Planning Decision Ref. NY/2012/0238/FUL

October 2012

### Introduction

1.1.1 North Yorkshire County Council (NYCC) has obtained planning permission for the redevelopment of Selby Day Centre, Union Lane Selby (National Grid Reference 461065,431967 – see Figure 1).

1.1.2 Condition 5 of the planning consent (Planning decision reference NY/2012/0238/FUL) states that: No development shall take place within the application area 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 County Planning Authority.

1.1.3 Condition 19 of the planning consent states that: The development permitted by this planning permission shall only be carried out in accordance with the mitigation measures detailed within Section 8 of the approved Heritage Statement dated June 2012.

1.1.4 Jacobs UK Ltd have been commissioned by North Yorkshire County Council to carry out a programme of archaeological works to fulfil conditions 5 and 19 of the planning consent. These works comprise:

- A programme of archaeological monitoring during construction;
- Historic building recording of the Gate Lodge and Casuals Ward (Assets 16 and 17) to English Heritage Level 3 standards (English Heritage 2006a);
- An external photographic survey of the Board Room (Asset 18); and
- Provision of an interpretation panel recording the former presence of Selby Workhouse on the site.

1.1.5 This Written Scheme of Investigation defines the works required in relation to archaeological monitoring during construction.

1.1.6 The archaeological monitoring and any required reporting shall be undertaken by an Archaeological Contractor who will be appointed under the terms of the Institution of Civil Engineers (ICE) Conditions of Contract for Archaeological Investigation (first edition, September 2004). Although there will be only two parties to the Contract (the Employer and the Contractor), there are five key roles relevant to its operation, as set out below:

The Employer means NYCC, who will appoint the Contractor;

The Consultant means a named individual appointed by Jacobs to fulfil this role;

The Archaeological Contractor means the archaeological organisation appointed by the Employer to carry out the work defined in the Specification (Volume 1);

The Main Contractor means F Parkinson Ltd. or their sub-contractors, who will undertake construction of the proposed development.

The Curator means Lucie Hawkins, Development Management Archaeologist for NYCC or their representative on this project.

1.1.7 The Consultant on this project will be Robert McNaught (Senior Archaeologist, Jacobs).

1.1.8 Further information about these roles is given in the Conditions of Contract and in their accompanying Guidance Notes (ICE 2004a and b).

1.1.9 This Specification (Volume 1) sets out the requirements and methodologies for the works while Instructions for Tendering, the Conditions of Contract, Bill of Quantities and Form of Tender are included in Volume 2 (Tender & Contractual Documents).

1.1.10 The requirements set out in this specification have been agreed with the Development Management Archaeologist for NYCC.

### 2. Cultural Heritage Background

2.1.1 The following has been extracted from 'Selby Day Centre: Heritage Statement' (Jacobs 2012), a copy of which will be supplied to the Archaeological Contractor.

#### 2.2 Archaeological and Historical Background

2.2.1 While activity in the area of Selby has been recognised from the Roman period onwards, its character remains poorly understood. Roman coins were discovered in the banks of the Ouse during the 19th century, and ditches of Roman date identified by archaeological excavation at the junction of Ousegate and New Street. The discovery of abraded Roman pottery to the south of Selby Dam has been interpreted to indicate that this area was used for agriculture (Scott 2005, 10).

2.2.2 Greater evidence for activity during the Anglo-Saxon period has been identified, with the discovery of c.30 pagan burials in the 1850s and 1870s around Church Hill (Plann.it Ltd 2007, 3; Scott 1987, 7), and possible boundary dykes identified to the rear of Finkle Street (Scott 2005, 12).

2.2.3 The name 'Selby' is suggested to originate from the Scandinavian meaning settlement / farmstead near a willow copse (Mills, 2003, 412). The –gate element used in several street names within the town is taken from the Old Norse word gata, meaning street, whilst the –thorpe element in Gawthorpe, is derived from the Norse word for farmstead. Whilst it is probable that these terms continued in use after the Norman Conquest, it has been suggested that these names indicate a settlement to have been present in the area of Church Hill by the 10th century (Plann.it Ltd 2007, 3).

2.2.4 Selby Abbey was established in the late 1060s or 1070s by a monk named Benedict from Auxerre in France, who is reputed to have had visions of St Germanus instructing him to travel to Selby to establish an abbey (Scott 2005, 21). A wooden



chapel was first established Chapel Hill, and was replaced from the 12th century with a stone building on the current site of the abbey, under Hugh, the second abbot. The Abbey expanded considerably throughout the medieval period, coming to be of one three most important Benedictine houses in England (Plann.it Ltd 2007, 4), with land holdings in Lincolnshire and Nottinghamshire.

2.2.5 The establishment of the abbey provided a focus for the development of the town over the next 500 years, facilitating its development through the establishment of a weekly market, the construction of mills along the riverfront, and the improvement of infrastructure, such as the construction Selby Dam by the 14th century, linking Hambleton with the town and the River Ouse (Plann.it Ltd 2007, 4). Also important to the growth of the town was its role as an inland port on the River Ouse. The importance of Selby as a port is demonstrated by its payment (along with other principle ports) of tollage to the Crown in the 13th century, (Scott 1987, 25). In the layout of streets such as Gowthorpe, Market Place, Micklegate and Ousegate, property boundaries along these streets and the dominating presence of Selby Abbey the plan of the medieval town remains visible in the modern town centre today. Throughout the medieval period, settlement remained focused in the area of the town centre, with land outside this area remaining as low-lying frequently flooded fenlands (Scott 1987, 13).

2.2.6 Following the Dissolution of the abbey in 1539, Selby continued to develop as a regional market centre, and as an inland port for the expanding towns of the West Riding. During the Civil War, the town occupied a key location between strongholds in Hull and West Yorkshire, and was the site of important battle in April 1644 which ended with a Royalist defeat.

2.2.7 Selby's role as a port was diminished following the opening of the Aire and Calder Navigation in the early 18th century which bypassed the town and provided a direct link to the River Ouse at Rawcliffe and later at Airmyn, c.12km to the southeast of the town (Farrar 1987, 73). It was not until 1778 and the opening of the Haddesley Canal that Selby's role as an inland port was reinstated. The town subsequently developed as the chief port of the West Riding, with the construction of a customs house and ship building docks, and the development of associated trades such as stone shipping, rope and sail making. Other important trades within the town during the post-medieval period included flax scotching and agriculture. Selby's growth was aided by further improvements in communications including the opening of the Leeds – Selby turnpike in 1741, the construction of a bridge over the River Ouse in the late 18th century, and the opening of the Leeds Selby Railway in the 1830s (Asset 21). Expansion of the town during the post-medieval period resulted in rebuilding within the historic town core and the construction of new suburbs around the town centre.

### 2.3 Selby Workhouse

2.3.1 While a workhouse was present in Selby from the later 18th century with accommodation for 20 inmates<sup>1</sup> the town's provision for the poor was transformed by the passing of the Poor Law Amendment Act in 1834.

2.3.2 The Poor Law Amendment Act was based on the findings of a Royal Commission into the Old Poor Law, undertaken in 1832. This report was highly moralistic in its findings, attributing poverty to the indigence of individuals, rather than economic and social conditions. The provision of outdoor relief was believed to result in idleness and interfere with supply and demand of labour, as well as resulting in moral laxity such as improvident marriages or children born out of wedlock. The Commission's report included a series of recommendations for reform of the poor law which did not try to tackle the causes of poverty, but sought to bring about moral reformation of the poor.

2.3.3 The Poor Law Amendment Act passed in 1834 was based heavily on the principles of the Commission's report, resulting in the creation of a system of deterrence intended to be distasteful to the poor and induce moral reform, through the widespread abolishment of outdoor relief and its replacement with a national system of workhouses. Responsibility for provision of the workhouse passed from individual parishes to Poor Law Unions, newly formed by amalgamation of parishes and townships.

2.3.4 New workhouse buildings erected under the Poor Law Amendment Act were often sited on green field sites and were generally located centrally within ten miles of the Union boundaries so as to be accessible to paupers travelling on foot (Morrison 1999, 44). A series of model plans for workhouses were published by the Board of Guardians, based on rigorous separation and classification of inmates, whilst the architecture of the buildings was inspired principally by economy rather than aesthetics (Morrison 1999, 53).

2.3.5 Selby Poor Law Union was established in 1837, and comprised a total of 27 parishes and townships. The Board of Guardians was elected locally and included three representatives from Selby, and one representative for every other member of the Union.

2.3.6 Selby Workhouse opened in 1842, on former agricultural land located to the southwest of Selby, between Doncaster Road (now Brook Street) and Union Lane (Plate 1). Constructed at a cost of £5100, the workhouse provided accommodation for c.189 paupers, although it more usually contained around fifty (W W Morrell, 1867, quoted in Selby Times 06/08/1992). In contrast to the model designs published by the Board of Guardians, the workhouse was built on a scale more similar to an almshouse or small college (Chadwick 1996), with the main building laid out on a corridor plan.

2.3.7 The Selby Workhouse comprised three main structures. To the west of the site, facing Doncaster Road was the entrance block (Asset 11), which contained a central archway giving access into the site, flanked by a range of buildings to the north and south, which included the board room which housed the fortnightly meetings of the Board of Guardians. The main building was located in the centre of the site (Asset 9). A long corridor ran along the centre of the building, providing access to a combined dining room and chapel in the centre of the structure, female accommodation to the north and male accommodation to the south, each of which contained a schoolroom for girls and boys respectively. Separate yards for women, girls, men and boys were situated around the main building. To the rear (east) of the site was the infirmary (Asset 8).

2.3.8 The workhouse was modified in the early 1890s, with the demolition of the original entrance building and hospital (Asset 9 and 11) and the construction of a range of new buildings including an infirmary located to the northwest of the site (Asset 10), offices and a mental block (Asset 12), a porter's lodge (Asset 7), casual's and labour ward, which incorporated the new entrance into the

workhouse (Assets 15, 16 and 17), a board room (Asset 18), and a series of ancillary buildings, such as toilets, laundries and coal stores (Assets 3, 6, 13 and 14; Plate 2).

2.3.9 Casuals wards were provided in workhouses from the 1870s onwards, to provide temporary accommodation for tramps and vagrants. In return for overnight accommodation, inmates were required to undertake labour, such as stone breaking or

oakum picking, before being allowed to leave the workhouse. Casual accommodation was typically provided in cells and wards, with adjoining cells or sheds provided for completion of labour.

2.3.10 Following the local government act of 1929, control of Selby Workhouse passed to the West Riding Council in 1930. Renamed as a public assistance institution, it provided accommodation for the elderly, chronic sick, unmarried mothers and vagrants. At this time it is recorded that the workhouse could accommodate 158 inmates, including 47 casuals (40 male and 7 female). The casuals block (Assets 15 and 17) is recorded as containing 32 cells with iron beds and 5

canvass mattresses, 29 of which had a stone-breaking shed attached, with a wood-cutting shed also provided.

2.3.11 The Poor Laws were repealed in 1948, and the former Selby Workhouse was transferred to the newly formed National Health Service, when it was renamed as Brook Lodge, and used as an old people's home. The main building (Asset 9) was demolished in the 1960s and replaced by the current single-storey building of Carentan House which provides residential care for the elderly. The infirmary was demolished in between the 1960s and 1980s, and Selby Day Centre erected on its site. The Gate Lodge (Asset 16), part of the former Casuals Ward (Asset 17), Board Room (Asset 18) and Brook Lodge Annexe (Asset 1) remain extant on the site and in use today.

### 3. Aims and Objectives

#### 3.1 General Aims

3.1.1 All work shall be planned, managed and carried out in accordance with the requirements and standards set out in Management of Research Projects in the Historic Environment Project Planning Note 3: Archaeological Excavation (MoRPHE PPN3) (English Heritage 2008), and with the requirements and standards set by the Institute for Archaeologists (IfA) in their Standard and Guidance for an archaeological watching brief (IfA 1994; revised 2008). The latter guidance defines the purpose of a watching brief as follows: "...to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works; to provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the Watching Brief itself are not sufficient to support treatment to a satisfactory and proper standard." (IfA 1994, 2)

#### 3.2 Specific Aims

3.2.1 The aims of the archaeological recording works are to ensure that any archaeological remains are identified during the course of construction, and to mitigate the impact of the construction of the scheme on any such remains by making a record of them. More specific aims and objectives are:

- to identify, investigate and record any such archaeological remains to the extent possible by the methods put forward in this WSI;
- to determine (so far as possible) the stratigraphic sequence and dating of the deposits or features identified;
- to establish any ecofactual and environmental potential of archaeological deposits and features, and
- to disseminate the results through deposition of an ordered archive at the local museum, the deposition of a detailed report at the Historic Environment Record, and reporting at a level of detail appropriate to the significance of the results.

### 4. General Requirements

#### 4.1 General

4.1.1 The Contractor shall not commence work until instructed to do so by the Consultant.

#### 4.2 Access and Site Compound

4.2.1 Access shall be by approved routes only.

4.2.2 Site accommodation and welfare facilities will be provided by the Main Contractor. However, it is the Archaeological Contractor's responsibility to discuss their requirements with the Main Contractor before the commencement of fieldwork.

#### 4.3 Monitoring of fieldwork

4.3.1 The Contractor shall inform the Curator of the start date and timetable of works at least two weeks in advance of each stage of work commencing, so that monitoring meetings may be arranged.

4.3.2 Reasonable access to the site will be afforded to the Curator or their nominee at all times, for the purposes of monitoring the works.

4.3.3 During the fieldwork, monitoring may include visits to the site by representatives of the Consultant and/or the Curator and/or Dr Andy Hammon the EnglishHeritage Regional Science Advisor (EHRSA), who will be given full access to any site records or other information recorded.

4.3.4 The Contractor will supply brief weekly reports summarising progress and results to the Consultant by no later than noon on the Monday following each week's work. As a minimum, the weekly reports will include the following:

- a table setting out all staff and other resources used on the project during the relevant period
- staff time will be broken down by staff grade/role and task on project
- any standing time due to weather, staffing or technical problems
- a short free text summary of archaeological tasks undertaken and archaeological results, and
- a statement of progress towards completion of the works and an approximation of the % of work complete.

4.3.5 On request of the Consultant the Contractor shall include in their weekly reports copies of plans (sketch or measured), or digital photographs of features or finds identified.

4.3.6 Following completion of the fieldwork, all documentation produced will be reviewed and the completed archive may be inspected by the Consultant at any time. The Contractor will take into account any comments made by the Consultant and remedy any faults identified.

#### 4.4 Yorkshire Museum

4.4.1 Prior to the start of fieldwork, the Archaeological Contractor shall liaise with the Yorkshire Museum in order to:

- inform them of the intended work, including its nature, location, start date and intended duration;
- obtain the agreement in principle of the relevant museum to accept the archive for long-term storage and curation;
- identify any policies of the museum in respect of selection/retention of archive materials;
- identify any requirements of the museum in respect of the format, presentation and packaging of the archive records and materials, and
- determine a policy for the selection, retention and disposal of excavated material by consultation with the museum prior to excavation.

## **5. Methodology for Archaeological Monitoring During Construction**

5.1.1 The following works shall be subject to archaeological recording during construction:

- excavations for strip footings;
- excavations for raft foundations, and
- excavation in connection with underground services and landscape mitigation works.

5.1.2 All such operations shall remain subject to the oversight of the Archaeological Contractor and no further construction operations may commence until they have issued in writing a clearance to proceed with construction in any specific area, defined by reference to plans. They may issue such clearance in any of the following circumstances:

- they are satisfied that no remains of archaeological interest are present in the specified area;
- they are satisfied that all remains of archaeological interest in the specified area have been identified, investigated and recorded in accordance with the requirements set out below;
- they are satisfied that, although there remains a possibility that unidentified archaeological remains are present in the specified area, no further ground disturbance will take place that would result in the exposure or disturbance of those remains.

5.1.3 Removal of topsoil, hard surfaces or other overburden and any relevant deeper excavations shall be undertaken by the Earthworks Contractor's (or their subcontractor's) plant operating under continuous observation of the Archaeological Contractor. Where excavation is in progress at more than one location, at least one archaeologist shall be present at each location. Where more than one mechanical excavator is in use at any given location, sufficient archaeologists shall be present to ensure that all stripping is properly monitored.

5.1.4 During the monitoring process, the Archaeological Contractor shall endeavour to identify archaeological features or artefacts by visual inspection. Where potential archaeological remains are identified during monitoring works, the Archaeological Contractor shall mark out the area of the remains in such a manner that they are clearly visible and no plant shall enter the marked out areas and no works shall be carried out in those areas until they have been cleared for construction works to proceed by the archaeologist as described at 5.1.2 above. The Archaeological Contractor shall investigate and record the remains according to the methodology set out below. If this is not feasible, the contingency arrangements set out in paragraphs 5.3.1 below shall be implemented.

### **5.2 Investigation and Recording of Archaeological Remains**

5.2.1 Where archaeological remains are identified which in the judgement of the Archaeological Contractor are of low density or complexity, and where they can reasonably do so without compromising ongoing monitoring work, the Archaeological Contractor shall investigate and record the remains according to the methodology set out below. Where this is not feasible because the remains are too complex or extensive to be investigated with the available resources or without compromising ongoing monitoring, then the contingency arrangements set out at paragraph 5.3 below shall be implemented.

5.2.2 Hand-cleaning of features or selected areas shall be undertaken to clarify the extent of, or relationship between, features/deposits. Discrete features shall be investigated by hand-excavation of a half section, or otherwise as appropriate. Linear features shall be investigated by excavation of one or more crosssections as appropriate; where necessary, this may be done by mechanical excavation of the section followed by cutting-back the exposed face by hand excavation. Relationships between intersecting features shall be determined by hand-excavation. All hand-excavation shall be carried out in a stratigraphic manner in accordance with best industry practice.

5.2.3 All excavated contexts shall be fully recorded by a descriptive written context record for each stratigraphic unit, together with full photographic records and drawn plans and sections at appropriate scales, in accordance with best industry practice.

5.2.4 All finds shall be recorded by context as a minimum significant finds shall, be recorded individually. Soil or other samples for potential palaeoenvironmental analysis or scientific dating shall be collected from suitable contexts, including any waterlogged deposits, deposits visibly rich in charred or other organic materials or other deposits as appropriate, in accordance with best practice.

5.2.5 If any human remains are encountered, the Curator, the coroner and the local police shall be notified and the appropriate procedures shall be adhered to. Excavation and removal of the remains shall only occur after obtaining an appropriate licence from the Ministry of Justice. The Archaeological Contractor will notify the Consultant and Curator within 24 hours of such a discovery. Any conditions in the Ministry of Justice Licence affecting the future deposition and curation of human remains should be discussed with the Curator and the recipient museum at the earliest opportunity.

5.2.6 Small-scale hand-excavation shall be undertaken where necessary to clarify the nature or significance of features or deposits, or to facilitate recording, or for hand-cleaning of sections or other surfaces as part of the recording process. In areas of deep excavation, it is anticipated that features and deposits will largely be excavated by machine.

5.2.7 All finds of potential archaeological value shall be retained and removed from the site; cleaned, catalogued and appropriately packaged.

### **5.3 Contingency Arrangements**

5.3.1 Where archaeological remains are identified which, for whatever reason, cannot be properly investigated and recorded with the resources available on site without compromising the ongoing monitoring work, then the Archaeological Contractor shall mark-out the relevant area in an appropriate manner and notify the Main Contractor, Consultant and Curator. Plant or vehicles shall not be permitted to enter the marked-out area except if given clearance to do so by the Archaeological

Contractor. All construction works within the marked-out area shall be suspended until completion of the archaeological investigation in that area.

5.3.2 Notification of discoveries as set out above shall be made within 1 working day of the discovery, and shall include an estimate of the time and resources required to complete the investigation.

5.3.3 After such notification, the Archaeological Contractor will initiate a meeting between the Consultant, Curator, Archaeological Contractor and the Employer (or their representatives) to determine the need for, nature and scope of any further archaeological investigation and recording works or an alternative design solution to avoid or reduce the impact. If this meeting cannot be arranged to take place within two working days of the initial notification by telephone, then the remains will be recorded according to the methodology set out below, or otherwise as agreed with the Curator. Additional archaeological staff and other resources will be required to arrive on site as soon as possible and in any case within two working days of receipt of an instruction to proceed with the works.

5.3.4 Unless otherwise agreed with the Curator, the Archaeological Contractor shall undertake archaeological excavation by hand of any archaeological remains identified in accordance with the following strategy:

- 1) discrete negative features (less than 1m diameter): at least 50% by area in addition to all stratigraphic relationships;
- 2) discrete negative features (more than 1m diameter): at least 50% by area in addition to all stratigraphic relationships;
- 3) discrete negative features containing good assemblages: 100%;
- 4) non-structural linear negative features: at least 20% by area in addition to all stratigraphic relationships and termini;
- 5) structural negative features: 100%;
- 6) other features: 25%;
- 7) 100% of all inhumations and cremations;
- 8) All wall lines and other post medieval features shall be recorded by plan and section. A section through wall and foundation trenches should be excavated (by machine where feasible) and recorded.

5.3.5 The strategy will be implemented in a way that ensures the investigation of all stratigraphic relationships between features/deposits. All archaeological excavation will extend to the full depth of deposits. Any significant archaeological features which extend beyond the defined watching brief area may need to be investigated beyond these limits, while remaining within the footprint of the scheme. Such extensions will be undertaken, where necessary, in consultation with the Curator.

5.3.6 All excavated contexts will be fully recorded by detailed written context records giving details of location, composition, shape, dimensions, relationships, finds, samples, cross-references to other elements of the record and other relevant contexts.

5.3.7 All excavated features and, where possible, all deposits will be recorded on at least one hand-drawn plan, normally at 1:20 scale, and at least one section drawing, normally at 1:10 scale. During or immediately after the completion of hand excavation, the overall site plan will be updated to show all features identified and all excavated sections. All hand-drawn plans and sections will show at least two reference points which will be tied-in by instrument survey and whose coordinates will be marked on the drawing. All hand-drawn plans and sections will show spot-heights related to the Ordnance Survey Datum and accurate to two decimal places.

5.3.8 All excavated features and deposits shall be recorded photographically using, as a minimum, both colour slide, and black and white negative film, in a 35mm or medium format as appropriate. Additional illustrative photographs shall be taken as appropriate using colour slide and/or print film, and/or digital photography. All black and white record photographs should be taken using silver based film only (such as Ilford FP4, HP5 or Delta 400 Pro). Chromagenic (dye-based) films are not acceptable because they are not archivally stable. Black and white film should be processed to British Standard 5699 as this is recognised as being suitable for long-term storage (Brown 2007, 13). Where digital photography are used as a supplement to formal record photographs, images should be taken using a camera with a minimum resolution of four Megapixels.

5.3.9 Adequate resources shall be provided during fieldwork to ensure that all records are checked and internally consistent.

5.3.10 All finds shall be recorded by context as a minimum, significant finds being recorded individually. Soil or other samples for potential palaeoenvironmental analysis or scientific dating shall be collected from suitable contexts, including any waterlogged deposits, deposits visibly rich in charred or other organic materials or other deposits as appropriate, in accordance with best practice.

#### 5.4 Monitoring

5.4.1 The Archaeological Contractor should allow for monitoring by the Consultant and Curator during fieldwork.

#### 5.5 Site Archive

5.5.1 Adequate resources shall be provided during fieldwork to ensure that all records are checked and internally consistent.

5.5.2 Immediately after completion of fieldwork, all retained soil samples shall be appropriately processed in accordance with the sampling strategy agreed prior to the start of fieldwork or otherwise agreed during fieldwork, and appropriate records shall be kept.

5.5.3 Archive consolidation shall be undertaken immediately following the conclusion of fieldwork.

5.5.4 The site record shall be checked, cross-referenced and indexed as necessary.

5.5.5 All retained finds shall be cleaned, conserved, marked and packaged as necessary to maintain the archive prior to transfer.

5.5.6 All retained finds shall be assessed and recorded using pro-forma recording sheets, by suitably qualified and experienced staff. Initial artefact dating shall be integrated with the site matrix.

5.5.7 The archive shall be assembled in accordance with the guidelines set out in Appendix 1, P1 of MoRPHE PPN3 (English Heritage 2008) and the Yorkshire Museum's Draft Deposition Strategy for Archaeological Excavation Archives. In addition to the site records, artefacts, ecofacts and other sample residues, the archive shall contain:

- site matrices where appropriate;
- a summary report synthesising the context records;
- a summary of the artefact record; and

- a summary of any other records or materials recovered.

5.5.8 The integrity of the primary field records shall be preserved and the Archaeological Contractor shall create security copies in digital, fiche or microfilm format of all primary field records.

## 6. Reporting

### 6.1 Post-Fieldwork Assessment

6.1.1 It is possible that very few archaeological remains will be recorded in which case a summary report will be adequate (a full archive will still need to be prepared), and that a full post fieldwork assessment and Updated Project Design (UPD) will not be required. In this case the structure of, and timescales for, this summary report will be confirmed with the Curator.

6.1.2 If sufficient archaeological discoveries are made a post-fieldwork assessment will be required in line with the principles set out in MoRPHE PPN3 (English Heritage 2008). The products of the post-fieldwork assessment shall be an assessment report and an Updated Project Design (UPD) (Section 3.5 of MoRPHE PPN3) setting out the scope of works recommended by the Archaeological Contractor.

6.1.3 Each category of data and material recovered by the fieldwork (site records/stratigraphic data, each category of artefact or other find, each category of palaeoenvironmental/economic evidence, any other data) shall be examined, quantified, catalogued and assessed by suitably qualified and experienced archaeologists or specialists in line with the principles set out in Section 3.5 of MoRPHE PPN3 (English Heritage 2008).

6.1.4 If possible and necessary to achieve the aims and objectives of the fieldwork, dating evidence shall be obtained by the application of radiocarbon, dendrochronological or other scientific dating techniques. Scientific dating shall be undertaken only after instruction from the Consultant, following agreement with the Curator.

6.1.5 The Archaeological Contractor shall provide verbal or written progress reports and interim plans or other data at any point during the contract, on request from the Consultant.

6.1.6 The report shall be prepared in line with the principles set out in the Institute for Archaeologist's Standard and Guidance for an Archaeological Watching Brief (IfA 1994 (revised 2008)) and Appendix 1; Product P1 of MoRPHE PPN3. The report shall clearly acknowledge the role of the Consultant, and shall show the logo of North Yorkshire County Council, and shall include as a minimum:

- 1) A non technical summary;
- 2) Site Code Project number;
- 3) Planning Reference number;
- 4) Dates when the fieldwork took place;
- 5) A description of the background to and circumstances of the work;
- 6) A brief description of the previously known archaeology of each site;
- 7) An account of the methods and results of the works, describing both structural data and associated finds and/or environmental data recovered;
- 8) A brief interpretation of the results of the fieldwork;
- 9) Interpretation, including phasing of the site sequence and spot-dating of ceramics. (Descriptive material should be clearly separated from interpretative statements);
- 10) A specialist assessment of the artefacts recovered with a view to their potential for further study. Allowance should be made for preliminary conservation and stabilisation of all objects and an assessment of longterm conservation and storage needs;
- 11) A specialist assessment of environmental samples taken, with a view to their potential for subsequent study. The preservation state, density and significance of material retrieved must be assessed, following methods presented in Environmental Archaeology: a Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-Excavation (English Heritage 2011);
- 12) Details of archive location and destination (with accession number, where known), together with a catalogue of what is contained in that archive;
- 13) An assessment of the archaeological significance of the deposits identified, in relation to other sites in the region;
- 14) A conclusion with recommendations for further post-fieldwork work, if required;
- 15) General and detailed plans at appropriate scales, showing the location of each site or group of sites accurately positioned on an up-to-date Ordnance Survey base;
- 16) Plans and sections of each site and at appropriate scales, with keys, levels and north points;
- 17) Detailed plans and sections of individual features where necessary, all scales used on any drawings should be standard scales such as would appear on a normal scale ruler;
- 18) A complete matrix for each site;
- 19) A copy of the specification and/or project design; and
- 20) References and bibliography of all sources used.

6.1.7 In addition the following shall be included:

- an assessment of each category of data ("statement of potential" in MAP2); and
- a statement of the storage and curation requirements for each category of data.

6.1.8 The post-fieldwork assessment report shall set out the further analytical and further reporting works, if any, required to achieve the potential identified during the post-fieldwork assessment. It will also identify the chapter headings and approximate figure and word requirements for the report. The publication medium (e.g. journal, monograph etc.) should be identified at this stage, along with the publisher's requirements with regard to timetabling, formatting and costs.

6.1.9 As part of the post-fieldwork assessment process, an UPD should be produced, the purpose of which is to put forward proposals for the work to be carried out in the post-fieldwork analysis stage. These proposals will define the objectives of the post-fieldwork analysis stage and the strategies and resources required to achieve them.

6.1.10 The UPD should be presented in the same format as the original project design but with an additional section: a 'summary' or 'statement of potential', that details those aspects selected for further analysis. The UPD may be submitted as a stand-alone document or as a separate chapter within the post-fieldwork assessment report.

6.1.11 A draft report will be required no later than 6 weeks following completion of fieldwork.

6.1.12 One copy of a complete draft post-fieldwork assessment report shall be submitted in the first instance for review/checking by the Consultant, who will consult with the Curator. The Consultant shall submit comments and/or corrections within ten working days of receipt of the draft report. In finalising the report, the Archaeological Contractor shall take into account any comments made by the Consultant and remedy any faults identified by the Consultant. The finalised report shall be submitted to the Consultant within five working days of receipt of the Consultant's comments on the draft report. The Archaeological Contractor should note that six bound copies, one unbound copy and a digital copy (including drawings) of the post-fieldwork assessment report and UPD will be required.

6.1.13 In addition, one bound copy and a digital copy in PDF format of the final report will be deposited with the Curator. Digital data derived from the report will be provided in a format suitable for inclusion into the County HER for record enhancement purposes, and the Archaeological Contractor shall liaise with the Curator to discuss the nature and format of the material required.

6.1.14 North Yorkshire Historic Environment Record (HER) supports 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. On completion of the report, the Archaeological Contractor will make a copy accessible to the wider research community by submitting it to the OASIS Project.

6.1.15 Together with the post-fieldwork assessment report/updated project design, the Archaeological Contractor shall submit a priced schedule of activities and resources required to complete the works recommended in the UPD.

## 6.2 Post-Fieldwork Analysis

6.2.1 Where the conclusion of the post fieldwork assessment is that detailed analysis is required, it shall proceed in line with the principles set out in Section 3.7 of MoRPHE PPN3 (English Heritage 2008).

6.2.2 The post-fieldwork analysis shall only begin following approval of the UPD by the Consultant in consultation with the Curator and the products will be a post-fieldwork analysis report (Section 3.7 of MoRPHE PPN3), a research archive (Appendix 1; P1 of MoRPHE PPN3) and a report for publication which is likely to be the post-fieldwork analysis report.

## 6.3 Reporting

6.3.1 The post-fieldwork analysis report will be required within six months of the completion of the post-fieldwork assessment.

6.3.2 The post-fieldwork analysis will consist of detailed work on the stratigraphy, artefacts and environmental data and will lead to the production of a fully synthetic and integrated report text.

6.3.3 One copy of a complete draft post-fieldwork analysis report shall be submitted in the first instance for review/checking by the Consultant who will consult with the Curator. The Consultant shall submit comments and/or corrections within 15 working days of receipt of the draft post-fieldwork analysis report. In finalising the report, the Archaeological Contractor shall take into account any comments made by the Consultant and remedy any faults identified by the Consultant. The finalised report shall be submitted to the Consultant within five working days of receipt of the Consultant's comments on the draft report. The Consultant should note that six bound copies, one unbound copy and a digital copy (including drawings) of the post-fieldwork analysis report will be required.

6.3.4 Copies of the final post-fieldwork analysis report shall be deposited with North Yorkshire Historic Environment Record (HER) by the Archaeological Contractor.

## 6.4 Publication

6.4.1 Where publication of a report in an academic journal or as a monograph has been recommended in the post-fieldwork analysis report or UPD, and agreed with the Consultant and the Curator, this should be accepted for publication within 12 months of the completion of the fieldwork.

6.4.2 Publication shall be deemed to be complete when the journal or other publisher has provided written confirmation that the article has been accepted, that no modifications are required, no further payments are required to secure publication and the edition/volume in which the article is to be published has been confirmed, together with the expected date of publication.

## 6.5 Archive Deposition

6.5.1 Immediately upon completion of the reviewed post-fieldwork analysis report or acceptance by the chosen journal of the publication text, the post-fieldwork analysis and publication report (if this has been produced) and any data or other documentation produced during the post-fieldwork assessment and analyses shall be integrated into the site archive. This additional material forms the research archive as defined in Appendix 1; P3 of MoRPHE PPN3.

6.5.2 The Contractor shall store the archive in suitable conditions in a secure location until instructions are received from the Consultant for the implementation of further analysis/reporting works or for the deposition of the archive in the appropriate museum or other transfer.

6.5.3 The archive shall be transferred to the Yorkshire Museum. The Site Archive shall be prepared in accordance with the standards set out in Appendix 1; P1 of MoRPHE PPN3 and the Yorkshire Museum's Draft Deposition Strategy for Archaeological Excavation Archives. The Site Archive shall contain all the data collected during the investigation, including all primary written documents, plans sections and photographs. It shall be quantified, ordered, indexed and internally consistent.

6.5.4 The Archaeological Contractor shall supply the Consultant with written confirmation of the acceptance of the archive by the recipient museum.

## 7. Health, Safety and Environment

7.1.1 The scope and duration of the scheme means that it is 'notifiable' as defined by the Construction (Design and Management) Regulations 2007.

7.1.2 All the Archaeological Contractor's staff shall be required to hold current CSCS cards and to present these to the Main Contractor prior to induction.

7.1.3 The Archaeological Contractor shall provide the Main Contractor with their method statements, risk assessments and safe plans of action prior to the start of works.

7.1.4 All site staff shall be inducted onto site by the Main Contractor and shall comply with all site rules

7.1.5 Welfare facilities will be provided by the Main Contractor.

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Ordnance Survey, 1891, 2nd edition 1:500 town plan, Selby sheet 221.11.6

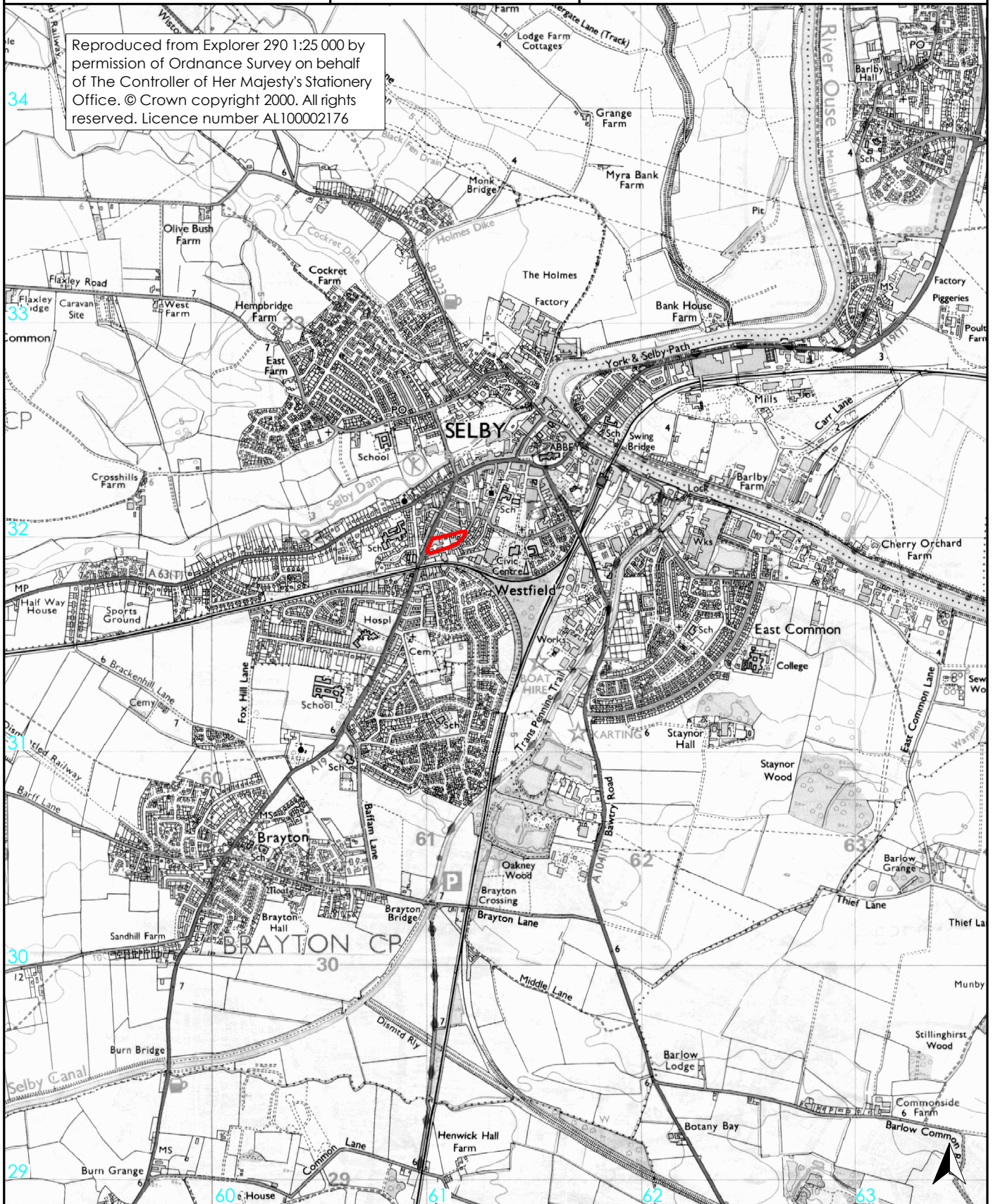
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 site location

0 1km  
scale 1:25 000 for A4 plot

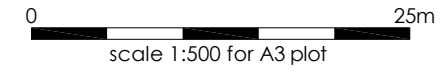
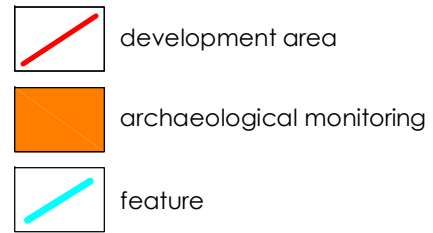


Figure 2: Location of archaeological monitoring

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Figure 3: Drainage trench, looking west



Figure 4: Wall F6, looking east



Figure 5: General shot of site, looking north-west towards boundary wall