

Archaeology Wales

Yew Tree Cottage, Ratlinghope Shropshire

Archaeological Watching Brief



By

Kate Pitt ACIfA

Report No. 1718

Archaeology Wales Limited
The Reading Room, Town Hall, Llanidloes, SY18 6BN
Tel: +44 (0) 1686 440371
Email: admin@arch-wales.co.uk
Web: arch-wales.co.uk



Archaeology Wales

Yew Tree Cottage, Ratlinghope Shropshire

Archaeological Watching Brief

Prepared For: Mrs C Earnshaw

Edited by: Irene Garcia Rovira

Signed: 

Position: Project Manager

Date: 23.10.18

Authorised by: Irene Garcia Rovira

Signed: 

Position: Project Manager

Date: 23.10.18

By
Kate Pitt ACIfA

Report No. 1718

October 2018

CONTENTS

Non-Technical Summary	
1	Introduction 1
1.1	Location and Scope of Work..... 1
1.2	Geology and Topography..... 1
1.3	Archaeological and Historical Background 2
2	Aims and Objectives 2
3	Methodology 3
4	Results of the Watching Brief 3
4.1	Description 3
5	Interpretation and Conclusion 4
5.1	Overall Interpretation 4
6	Bibliography and References 4

Appendix I Figures

Figure 1	Location Map
Figure 2	Site Plan

Appendix II Plates

Plates 1-16	Views of the site and site strip
-------------	----------------------------------

Appendix III Written Scheme of Investigation

Appendix IV Archive Cover Sheet

Copyright Notice:

Archaeology Wales Ltd. retain copyright of this report under the Copyright, Designs and Patents Act, 1988, and have granted a licence to Mrs C Earnshaw to use and reproduce the material contained within.

The Ordnance Survey has granted Archaeology Wales Ltd a Copyright Licence (No. 100055111) to reproduce map information; Copyright remains otherwise with the Ordnance Survey.

Non-Technical Summary

On the 14th of September 2018 Archaeology Wales Ltd (AW) carried out an archaeological watching brief on land at the development of an outdoor riding arena at Yew Tree Cottage, Ratlinghope, Shrewsbury, Shropshire, SY5 0SR centred on SO40259693, on behalf of Mrs C Earnshaw (Figure 1 and 2). The associated Planning Application No. is 18/01351/FUL.

The development site is located in the scattered medieval settlement of Ratlinghope, and NW of a medieval priory (PRN 00221) thought to have existed. Excavations immediately S of the site revealed a wall, a cobbled surface of medieval date.

The remains of a dry stone boundary wall and its associated stone demolition rubble was revealed in the eastern site area, with one piece of redeposited red earthenware medieval pottery. There is a moderate potential for medieval features or deposits at this site given its location. However, the truncation by the construction of the previous corral and general shallow nature of the ground works resulted in limited archaeology being encountered. There is a high potential for medieval archaeological remains in the adjacent field that is located immediately to the north of the church, which is uneven and undulating.

This watching brief was undertaken to the standards set in the CIfA's Standards and Guidance: for an archaeological watching brief (2014) and current Health and Safety legislation.

1 Introduction

1.1 Location and Scope of Work

On the 14th of September 2018 Archaeology Wales Ltd (AW) carried out an archaeological watching brief on land at the development of an outdoor riding arena at Yew Tree Cottage, Ratlinghope, Shrewsbury, Shropshire, SY5 0SR centred on SO40259693, on behalf of Mrs C Earnshaw (Figure 1 and 2). The associated Planning Application No. is 18/01351/FUL.

The development site is located in the scattered medieval settlement of Ratlinghope, and NW of a medieval priory (PRN 00221) thought to have existed. Excavations immediately S of the site revealed a wall, a cobbled surface of medieval date.

Shropshire County Council – Historic Environment Team (henceforth SCC-HER) in its capacity as archaeological advisors to the local planning authority recommended that a watching brief of the development area is undertaken during ground works to mitigate the impact of the proposed development on the archaeological resource. The SCC-HER recommendations were made in relation to Chapter 12 of the National Planning Policy Framework NPPF.

A Written Scheme of Investigation for the work was prepared by Archaeology Wales Ltd (henceforth - AW) at the request of Shropshire County Council and agreed with Shropshire County Council Historic Environment Team (henceforth SCC-HER) in its capacity as archaeological advisors to the local planning authority.

The following report provides details of the results of the work undertaken. The project was managed by Dr Irene Garcia Rovira and undertaken by Kate Pitt (ACIfA). The AW Project Number is 2627 and the Site Code YTC/18/WB.

All work was undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (2014). AW is a Registered Organisation with the CIfA.

1.2 Geology and Topography

The development area encompasses a horse riding arena as well as the northern region of a green field. It measures approximately 783 square meters and it is located c. 285m AOD.

The underlying geology is defined by the Bridges Formation, characterised by siltstone and limestone interbedded, and formed in the Ediacaran Period. The superficial soils are characterised by river terrace deposits formed during the Quaternary Period (BGS 2018).

1.3 Archaeological and Historical Background

In a letter dating to the 6th of April 2018, SHCET-DC noted that:

The development site is located within the scattered medieval settlement of Ratlinghope, and to the north west of the site of a medieval priory (HER PRN 00221), thought to have existed at Ratlinghope in the 12th century. There are no visible remains of the priory buildings, though there is a tradition that foundations could formerly be seen to the north of the church and there are still some slight earthworks visible in the field on the north side of the churchyard and a potentially related linear earthwork to the west. Excavations immediately to the north of the church identified a wall, cobbled surface and foundations likely to be medieval in date, with the latter probably belonging to a structure associated with the medieval priory.

2 Aims and Objectives

2.1 Watching Brief

2.1.1 The aims of an archaeological watching brief, as defined by the Chartered Institute for Archaeologists (CIfA, 2014) are:

- 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;

- To establish and make available information about the archaeological resource existing on the site.

3 Methodology

3.1 Fieldwork

Excavation of the entire 45m x 25m site strip was undertaken using a mechanical excavator with a smooth toothless bucket under close archaeological supervision.

The excavation locations are shown on Figure 2. The strip was a topsoil strip, on average 0.1m deep in the western and central areas where the construction levels were being built up in height. In the eastern area the excavations were to a depth of 0.75m, removing topsoil and natural deposits.

The on-site work was undertaken by Kate Pitt. The overall management of the project was undertaken by Dr Irene Garcia Rovira. All areas were photographed using high resolution (16mp+) digital photography.

All on-site illustrations were undertaken on drafting film using recognised conventions and scales (1:10, 1:20, 1:50, as appropriate).

All works were undertaken in accordance with the CIfA's *Standards and Guidance: for an archaeological watching brief* (2014) and current Health and Safety legislation.

3.2 Finds

Seven archaeological finds were recovered during the course of the watching brief. A redeposited late-medieval vessel base pottery sherd was recovered from the eastern site area, from the mixed demolition deposit of stone rubble, being of sand-tempered, poorly fired, red-earthenware fabric with a splash of green glaze internally, weighing 41g. Other finds from this context were post-medieval in date, including 1 sherd of 17th century Staffordshire slipware (4g), 2 sherds of Buckley-type glazed earthenware (124g), 1 sherd of white china with a blue painted decoration (9g), 1 tobacco pipe stem (1g) and 1 equine front tooth (5g).

3.3 Palaeo-environmental Evidence

No deposits suitable for sampling were encountered during the fieldwork.

4 Results of the Watching Brief

4.1 Description (Figure 2; Plates 1-16)

The field to the immediate north of the church was undulating and uneven. The field to the north-west of the church where the watching brief was undertaken was flat. The western and central site areas were previously a corral for horses and had been levelled

and base constructed from mixed, made ground. The eastern site area had not previously been disturbed and was pasture.

Natural orange-brown till and clay deposits were located at 0.02m below the current ground surface in the eastern site area. The remains of a dry stone boundary wall, 1m in width, ran from the eastern section of the trench, aligned south-east to north-west, leading to the western side of the northern gated entrance where the wall had still been extant to a height of 0.5m. Surrounding the wall remains was a large quantity of mixed demolition stone rubble, from which a sherd of redeposited medieval pottery with green glaze was recovered, as well as a small number of post-medieval finds. On the eastern site boundary a partially removed holly hedge running east to west also had a dry stone boundary bank associated. These deposits were covered by a dark-brown clay loam topsoil

In the western and central site area mixed made ground was seen at 0.2m below the present ground surface, sealed by 0.2m of topsoil.

5 Interpretation and Conclusion

5.1 Overall Interpretation

The upper soil sequence identified during the investigation comprised thin topsoil. This overlay natural deposits of silty clay and gravels. The remains of a dry stone boundary wall and its associated stone demolition rubble was in the eastern site area. This boundary wall was on a south-eastern alignment, running towards the church.

5.2 Conclusion

There is a moderate potential for medieval features or deposits at this site given its location. However, the truncation by the construction of the previous corral and the general shallow nature of the ground works resulted in limited archaeology being encountered. There is a high potential for medieval archaeological remains in the adjacent field that is located immediately to the north of the church, which is uneven and undulating.

6.3 Storage and Curation

- 6.3.1 The project archive will be prepared in accordance with: Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (CIfA, 2014) and the Management of Research Projects in the Historic Environment MoRPHE (Historic England, 2006).

6 Bibliography and References

British Geological Survey. 2001, 4th Edition. *Solid Geology Map, UK South Sheet.*

Chartered Institute for Archaeologists. 2014, Standards and Guidance for a Watching Brief.

British Geological Survey 2018,
<http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>

Archaeology Wales

APPENDIX I: Figures



— Location of site

Figure 1
Site location
Scale 1:20,000



0 50m

— Location of site

Figure 2
Site location plan

Archaeology Wales

APPENDIX II: Plates



Plate 1. Eastern end of excavations. View E towards church, showing undulating adjacent field.



Plate 2. Eastern end of excavations. View S. 2m scale



Plate 3. Eastern end of excavations. View E. 2m scale



Plate 4. Eastern end of excavations with stone rubble. View E. 2m scale



Plate 5. Eastern end of excavations, section. View E. 2m scale



Plate 6. Eastern end of excavations,
remains of dry stone boundary wall.
View N. 2m scale



Plate 7. Eastern end of excavations. View S. 2m scale



Plate 8. Eastern end of excavations showing natural clay. View S. 2m scale



Plate 9. Eastern end of excavations, section of bank with holly hedge. View E. 2m scale



Plate 10. Eastern end of excavations, section of bank with holly hedge. View SE. 2m scale



Plate 11. Eastern end of excavations. View S.



Plate 12. Eastern end of excavations. View SW.



Plate 13. Eastern end of excavations. View SW.



Plate 14. Eastern end of excavations. View S.



Plate 15. Western end of excavations, topsoil strip onto mixed made-ground. View SE



Plate 16. Western end of excavations, topsoil strip onto mixed made-ground. View N

Archaeology Wales

APPENDIX III: Written Scheme of Investigation

WRITTEN SCHEME OF INVESTIGATION

FOR AN ARCHAEOLOGICAL

WATCHING BRIEF

Yew Tree Cottage, Ratlinghope, Shrewsbury,

Shropshire, SY5 0SR

Prepared for:
Mrs C Earnshaw

Planning Application Number: 18/01351/FUL
Project No: 2627

20.6.18



Contents	Page
<i>Summary</i>	3
1. Introduction and planning background	3
2. Site Description	4
3. Archaeological background	4
4. Objectives	4
5. Timetable of works	5
5.1. Fieldwork	5
5.2. Report delivery	5
6. Fieldwork	5
6.1. Detail.....	5
6.2. Recording	6
6.3. Finds.....	6
6.4. Environmental sampling strategy.....	7
6.5. Human remains	7
6.6. Specialist advisers	7
7. Monitoring	8
8. Post-fieldwork programme	9
8.1. Archive assessment.....	9
8.2. Reports and archive deposition.....	9
9. Staff	10
Additional Considerations	10
10. Health and Safety	10
10.1. Risk assessment	10
10.2. Other guidelines.....	11
11. Community Engagement and Outreach	11
12. Insurance	11
13. Quality Control	11
13.1. Professional standards	11
13.2. Project tracking	12
14. Arbitration	12
15. References	12

Figure 1. Site location

Summary

This Written Scheme of Investigation (WSI) details an archaeological mitigation to be undertaken by Archaeology Wales at the request of Mrs C Earnshaw.

The archaeological mitigation will consist of a watching brief, and will be undertaken during ground works associated with the proposed development of formation of an outdoor riding arena at Yew Tree Cottage, Ratlinghope, Shrewsbury, Shropshire, SY5 0SR centred on SO40259693. The associated Planning Application No. is 18/01351/FUL.

The development site is located in the scattered medieval settlement of Ratlinghope, and NW of a medieval priory (PRN 00221) thought to have existed. Excavations immediately S of the site revealed a wall, a cobbled surface of medieval date.

All work will be undertaken in accordance with the standards and guidelines of the Chartered Institute for Archaeologists (2014).

1. Introduction and planning background

This WSI details the methodology for archaeological mitigation to be undertaken in association with the proposed development of formation of an outdoor riding arena at Yew Tree Cottage at Yew Tree Cottage, c, Shrewsbury, Shropshire, SY5 0SR centred on SO40259693. The associated Planning Application No. is 18/01351/FUL (Figure 1).

The development site is located in the scattered medieval settlement of Ratlinghope, and NW of a medieval priory (PRN 00221) thought to have existed. Excavations immediately S of the site revealed a wall, a cobbled surface of medieval date.

This WSI has been prepared by Irene Garcia Rovira, Project Manager, Archaeology Wales Ltd (henceforth - AW) at the request of Mrs C Earnshaw.

The methodology set out in this WSI has been agreed with SCHET-DC in its capacity as archaeological advisors to Shropshire Council. SCHET-DC has recommended that a watching brief of the development area is undertaken during ground works to mitigate the impact of the proposed development on the archaeological resource.

The recommendations made by SCHET-DC are set out in a letter dated to the 6th of April 2018.

The purpose of the watching brief is to provide the local planning authority with sufficient information regarding the nature of archaeological remains on the site of the development, the requirements for which are set out in Planning Policy (revised edition 9, 2016), Section 6.5 and Technical Advice Note (TAN) 24: The Historic Environment (2017). The work is to ensure that all buried artefacts and deposits are fully investigated and recorded if they are disturbed or revealed as a result of activities associated with the development.

All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (2014). AW is a Registered Organisation with the CIfA.

2. Site Description

The development area encompasses a horse riding arena as well as the northern region of a green field. It measures approximately 783 square meters and it is located c. 285m AOD.

The underlying geology is defined by the Bridges Formation, characterised by siltstone and limestone interbedded, and formed in the Ediacaran Period. The superficial soils are characterised by river terrace deposits formed during the Quaternary Period (BGS 2018).

3. Archaeological background

In a letter dating to the 6th of April 2018, SHCET-DC noted that:

The development site is located within the scattered medieval settlement of Ratlinghope, and to the north west of the site of a medieval priory (HER PRN 00221), thought to have existed at Ratlinghope in the 12th century. There are no visible remains of the priory buildings, though there is a tradition that foundations could formerly be seen to the north of the church and there are still some slight earthworks visible in the field on the north side of the churchyard and a potentially related linear earthwork to the west. Excavations immediately to the north of the church identified a wall, cobbled surface and foundations likely to be medieval in date, with the latter probably belonging to a structure associated with the medieval priory.

4. Objectives

This WSI sets out a program of works to ensure that the watching brief will meet the standard required by The Chartered Institute for Archaeologist's *Standard and Guidance for Archaeological Watching Briefs* (2014).

The objective of the watching brief will be:

- to allow a rapid investigation and recording of any archaeological features that are uncovered during the proposed groundworks within the application area.
- to provide the 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 are not sufficient to support the treatment to a satisfactory or proper standard.

A written report will be compiled following the fieldwork. Sufficient desk-top research will be undertaken to ensure that the results of this work are properly understood, interpreted and reported.

The report will include a comprehensive assessment of the historic context within which the archaeological evidence rests and will aim to highlight any relevant research issues within regional, national and, if relevant, international research frameworks.

5. Timetable of works

5.1. Fieldwork

The programme of mitigation will be undertaken during ground works associated with the proposed development. The work is proposed to start in July 2018. Archaeology Wales will update SCHET-DC with the exact date.

5.2. Report delivery

The report will be submitted to Mrs C Earnshaw and to SCHET-DC within three months of the completion of the fieldwork. A copy of the report will also be sent to the regional HER.

6. Fieldwork

6.1. Detail

The work will be undertaken to meet the standard required by The Chartered Institute for Archaeologists' *Standard and Guidance for Watching Briefs* (2014).

An archaeological watching brief will be undertaken during all intrusive ground works. This will include:

- All groundworks located outside the already existing arena.
- All groundworks for services associated with the development.
- All groundworks within the area of the arena when reaching non-disturbed levels.

If the ground work is undertaken by a mechanical excavator then this should be fitted with a flat bladed bucket.

The site archaeologist undertaking the watching brief will be afforded the required access by the main contractor in order to observe and where necessary to record any archaeological remains revealed. Groundwork will not be undertaken without the presence of the site archaeologist. The site archaeologist will record finds and less

significant archaeological deposits and features without significant delay to the work program.

Where significant or complex archaeological deposits or features are encountered there will be a requirement for those areas to be fenced off and highlighted to all contractors employed on the site. Machines or contractors shall not enter this area until archaeological recording has been completed. If significant archaeological features are revealed during the work a meeting between Mrs C Earnshaw, SCHET-DC and AW will be called at the earliest convenience.

To comply with professional guidelines, a contingency for a maximum of three days' uninterrupted access to each such area and for a team of up to two further archaeologists to be employed should be provided. Contingency costs will be agreed in advance before any extension to the programme commences and will follow a site meeting between Archaeology Wales, Mrs C Earnshaw and SCHET-DC.

6.2. Recording

Recording will be carried out using AW recording systems (pro-forma context sheets etc) using a continuous number sequence for all contexts.

Plans and sections will be drawn to a scale of 1:50, 1:20 and 1:10 as required and related to Ordnance Survey datum and published boundaries where appropriate.

All features identified will be tied in to the OS survey grid and fixed to local topographical boundaries.

Photographs will be taken in digital format with an appropriate scale, using a 12MP camera with photographs stored in Tiff format.

The archaeologist undertaking the watching brief will have access to the AW metal detector and be trained in its use.

6.3. Finds

The professional standards set in the Chartered Institute for Archaeologists' *Standard and guidance for the collection, documentation, conservation and research of archaeological* (2014) will form the basis of finds collection, processing and recording.

All manner of finds regardless of category and date will be retained.

Finds recovered that are regarded as Treasure under *The Treasure Act 1996* will be reported to HM Coroner for the local area.

Any finds which are considered to be in need of immediate conservation will be referred to a UKIC qualified conservator (normally Phil Parkes at Cardiff University).

6.4. Environmental sampling strategy

Deposits with a significant potential for the preservation of palaeoenvironmental material will be sampled, by means of the most appropriate method (bulk, column etc). Where sampling will provide a significant contribution to the understanding of the site AW will draw up a site-specific sampling strategy alongside a specialist environmental archaeologist. All environmental sampling and recording will follow English Heritage's *Guidelines for Environmental Archaeology* (2nd Edition 2011).

6.5. Human remains

In the event that human remains are encountered, their nature and extent will be established and the coroner informed. All human remains will be left *in situ* and protected during backfilling. Where preservation *in situ* is not possible the human remains will be fully recorded and removed under conditions that comply with all current legislation and include acquisition of licenses and provision for reburial following all analytical work. Human remains will be excavated in accordance with the Chartered Institute for Archaeologists' *Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains: Technical Paper Number 13* (1993).

A meeting with SCHET-DC, Mrs C Earnshaw and AW will be called if the human remains uncovered are of such complexity or significance that the contingency arrangement (6.1 above) would not be of sufficient scope.

6.6. Specialist advisers

In the event of certain finds, features or sites being discovered, AW will seek specialist opinion and advice. A list of specialists is given in the table below although this list is not exhaustive.

Artefact type	Specialist
Flint	Kate Pitt (Archaeology Wales)
Animal bone	Richard Madgwick (Cardiff University)
CBM, heat affected clay, Daub etc.	Rachael Hall (APS)
Clay pipe	Hilary Major (Freelance)
Glass	Rowena Hart (Archaeology Wales)
Cremated and non-cremated human bone	Malin Holst (University of York)/Richard Madgwick (Cardiff University)
Metalwork	Kevin Leahy (University of Leicester)/ Quita Mold (Freelance)

Metal work and metallurgical residues	Dr Tim Young (GeoArch)
Neo/BA pottery	Dr Alex Gibson (Bradford University)
IA/Roman pottery	Jane Timby (Freelance)
Roman Pottery	Rowena Hart (Archaeology Wales)/ Peter Webster (Freelance)
Post Roman pottery	Stephen Clarke (Monmouthshire Archaeology)
Charcoal (wood ID)	John Carrot (Freelance)
Waterlogged wood	Nigel Nayling (University of Wales – Lampeter)
Molluscs and pollen	Dr James Rackham
Charred and waterlogged plant remains	Wendy Carruthers (Freelance)

6.6.1. Specialist reports

Specialist finds and palaeoenvironmental reports will be written by AW specialists, or sub-contracted to external specialists when required.

7. Monitoring

SCHET-DC will be contacted approximately five days prior to the commencement of archaeological site works, and subsequently once the work is underway.

Any changes to the WSI that AW may wish to make after approval will be communicated to SCHET-DC for approval on behalf of Planning Authority.

Representatives of SCHET-DC will be given access to the site so that they may monitor the progress of the field evaluation. No area will be back-filled, until SCHET-DC has had the opportunity to inspect it, unless permission has been given in advance. SCHET-DC will be kept regularly informed about developments, both during the site works and subsequently during post-excavation.

8. Post-fieldwork programme

8.1. Archive assessment

8.1.1. Site archive

An ordered and integrated site archive will be prepared in accordance with: Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2006) upon completion of the project.

The site archive (including artefacts and samples) will be prepared in accordance with the National Monuments Record agreed structure and deposited with an appropriate receiving organisation, in compliance with CIfA Guidelines (*Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*; 2014). The legal landowners consent will be gained for deposition of finds.

8.1.2. Analysis

Following a rapid review of the potential of the site archive, a programme of analysis and reporting will be undertaken. This will result in the following inclusions in the final report:

- Non-technical summary
- Location plan showing the area/s covered by the watching brief, all artefacts, structures and features found
- Plan and section drawings (if features are encountered) with ground level, ordnance datum and vertical and horizontal scales.
- Written description and interpretation of all deposits identified, including their character, function, potential dating and relationship to adjacent features. Specialist descriptions and illustrations of all artefacts and soil samples will be included as appropriate.
- An indication of the potential of archaeological deposits which have not been disturbed by the development
- A discussion of the local, regional and national context of the remains by means of reviewing published reports, unpublished reports, historical maps, documents from local archives and the regional HER as appropriate.
- A detailed archive list at the rear listing all contexts recorded, all samples finds and find types, drawings and photographs taken. This will include a statement of the intent to deposit, and location of deposition, of the archive.

8.2. Reports and archive deposition

8.2.1. Report to client

Copies of all reports associated with the watching brief together with inclusion of supporting evidence in appendices as appropriate, including photographs and illustrations, will be submitted to the client and SCHET-DC upon completion.

8.2.2. Additional reports

After an appropriate period has elapsed, copies of all reports will be deposited with the relevant county Historical Environment Record, the National Monuments Record and, if appropriate, Historic England.

8.2.3. Summary reports for publication

Short archaeological reports will be submitted for publication in relevant journals; as a minimum, a report will be submitted to the annual publication of the regional CBA group or equivalent journal.

8.2.4. Notification of important remains

Where it is considered that remains have been revealed that may satisfy the criteria for statutory protection, AW will submit preliminary notification of the remains to Historic England.

8.2.5. Archive deposition

The final archive (site and research) will, whenever appropriate, be deposited with a suitable receiving institution, usually the relevant Local Authority museums service. Arrangements will be made with the receiving institution before work starts.

Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.

Wherever the archive is deposited, this information will be relayed to the HER. A summary of the contents of the archive will be supplied to SCHET-DC.

8.2.6. Finds deposition

The finds, including artefacts and ecofacts, excepting those which may be subject to the Treasure Act, will be deposited with the same institution, subject to the agreement of the legal land owners.

9. Staff

The project will be managed by Irene Garcia Rovira (AW Project Manager) and the fieldwork undertaken by xxx (Archaeology Wales). Any alteration to staffing before or during the work will be brought to the attention of SCHET-DC and Mrs C Earnshaw.

Additional Considerations

10. Health and Safety

10.1. Risk assessment

Prior to the commencement of work AW will carry out and produce a formal Health and Safety Risk Assessment in accordance with *The Management of Health and*

Safety Regulations 1992. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document.

10.2. Other guidelines

AW will adhere to best practice with regard to Health and Safety in Archaeology as set out in the FAME (Federation of Archaeological Managers and Employers) health and safety manual *Health and Safety in Field Archaeology (2002)*.

11. Community Engagement and Outreach

Wherever possible, AW will ensure suitable measures are in place to inform the local community and any interested parties of the results of the site investigation work. This may occur during the site investigation work or following completion of the work. The form of any potential outreach activities may include lectures and talks to local groups, interested parties and persons, information boards, flyers and other forms of communication (social media and websites), and press releases to local and national media. The form of any outreach will respect client confidentiality or contractual agreements. As a rule, outreach will be proportional to the size of the project.

Where outreach activities have a cost implication these will need to be negotiated in advance and in accordance with the nature of the desired response and learning outcomes.

12. Insurance

AW is fully insured for this type of work, and holds Insurance with Aviva Insurance Ltd and Hiscox Insurance Company Limited through Towergate Insurance. Full details of these and other relevant policies can be supplied on request.

13. Quality Control

13.1. Professional standards

AW works to the standards and guidance provided by the *Chartered Institute for Archaeologists*. AW fully recognise and endorse the Chartered Institute for Archaeologists' *Code of Conduct*, *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* and the *Standard and Guidance for archaeological watching briefs* currently in force. All employees of AW, whether corporate members of the Chartered Institute for Archaeologists or not, are expected to adhere to these Codes and Standards during their employment.

13.2. Project tracking

The designated AW manager will monitor all projects in order to ensure that agreed targets are met without reduction in quality of service.

14. Arbitration

Disputes or differences arising in relation to this work shall be referred for a decision in accordance with the Rules of the Chartered Institute of Arbitrators' *Arbitration Scheme for the Institute for Archaeologists* applying at the date of the agreement.

15. References

Chartered Institute for Archaeologists, 2014. Standards and guidance for the collection, compilation, transfer and deposition of archaeological archives.

Chartered Institute for Archaeologists, 2014. Standards and guidance for the collection, documentation, conservation and research of archaeological materials.

Chartered Institute for Archaeologists, 2014. Standards and guidance for excavation.

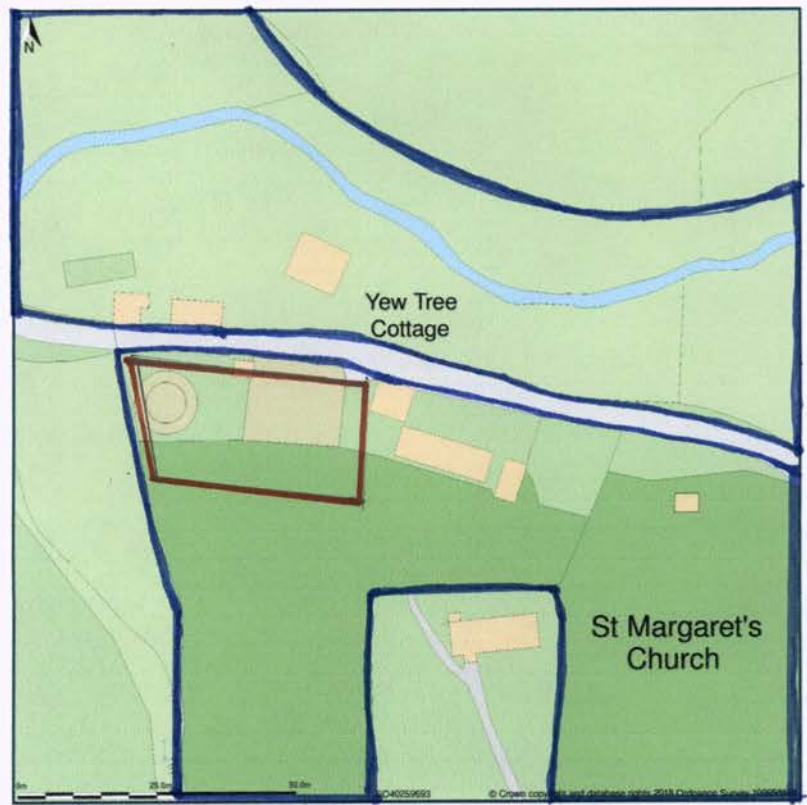
Chartered Institute for Archaeologists, 2014. Standards and guidance for an archaeological watching brief.

English Heritage, 2002. Guidelines for Environmental Archaeology.

English Heritage, 2006. Management Of Research Projects in the Historic Environment (MORPHE).

McKinley, J., Roberts C., 1993, Excavation and post-excavation treatment of cremated and inhumed human remains, Technical Paper 13.

Yew Tree Cottage, Junction At Stitt Farm To Brow Farm Junction Ratlinghope, Ratlinghope, Shropshire, SY5 0SR



Site Plan shows area bounded by: 340181.78, 296862.46 340323.2, 297003.88 (at a scale of 1:1250), OSGridRef: SO40259693. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

Produced on 11th Mar 2018 from the Ordnance Survey National Geographic Database and incorporating surveyed revision available at this date. Reproduction in whole or part is prohibited without the prior permission of Ordnance Survey. © Crown copyright 2018. Supplied by www.buyaplan.co.uk a licensed Ordnance Survey partner (100053143). Unique plan reference: #00303883-840CFD

Ordnance Survey and the OS Symbol are registered trademarks of Ordnance Survey, the national mapping agency of Great Britain. Buy A Plan logo, pdf design and the www.buyaplan.co.uk website are Copyright © Pass Inc Ltd 2018

SHROPSHIRE
 20 MAR 2018
 18/01351
 CENTRAL VALIDATION

Archaeology Wales

APPENDIX III: Archive Cover Sheet

ARCHIVE COVER SHEET

Yew Tree Cottage, Ratlinghope, Shrewsbury,
Shropshire, SY5 0SR

Site Name:	Yew Tree Cottage, Ratlinghope
Site Code:	YTC/18/WB
PRN:	PRN 00221
NPRN:	-
SAM:	-
LB:	-
NGR:	SO40259693
Site Type:	Greenfield - Farm
Project Type:	Watching brief
Project Manager:	Irene Garcia Rovira
Project Dates:	September 2018
Categories Present:	Medieval – Post-medieval - Modern
Location of Original Archive:	AW
Location of Duplicate Archives:	RCAHMW
Number of Finds Boxes:	-
Location of Finds:	AW
Museum Reference:	N/A
Copyright:	AW
Restrictions to Access:	None

Archaeology Wales

Archaeology Wales Limited

The Reading Room, Town Hall, Llanidloes, SY18 6BN

Tel: +44 (0) 1686 440371

Email: admin@arch-wales.co.uk

Company Directors: Mark Houston MCifA & Jill Houlston

Company Registered No. 7440770 (England & Wales)

Registered Office: Morgan Griffiths LLP, Cross Chambers

9 High Street, Newtown, Powys, SY16 2NY