

**Written Scheme of Investigation for
archaeological observation, investigation, recording
analysis and publication of works at
15 Roade Hill, Ashton, Northampton
Northamptonshire
March 2020**

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Illustrator: Carla Ardis



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Written Scheme of Investigation for archaeological observation, investigation, recording, analysis and publication of works at 15 Roade Hill, Ashton, Northampton Northamptonshire

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SITE NAME: 15 Roade Hill, Ashton

NATIONAL GRID REF: SP 76575 50058

EVENT NUMBER: ENN109855

PLANNING REF: S/2019/2361/FUL

CLIENT: Lee Randall, LMR Designs

DATE: 19th March 2020

1 INTRODUCTION

- 1.1 MOLA has been commissioned by Mr Lee Randall to undertake a programme of archaeological observation, investigation, recording, analysis and publication of works on land at 15 Roade Hill, Ashton, Northamptonshire (NGR, Fig 1). The work comprises the demolition of a dwelling and the construction of a new dwelling and associated works.
- 1.2 This Written Scheme of Investigation (WSI) has been prepared by MOLA to describe the proposed methodology to be undertaken for the archaeological works, under the archaeological advice of Northamptonshire County Council (NCC 2020), and in accordance with the National Planning Policy Framework (MHCLG 2019). The programme of archaeological works will be undertaken to ensure satisfactory archaeological investigation and recording to provide further information to the authority and inform upon the needs of any potential mitigation should a planning application go ahead.
- 1.3 This WSI complies with, and all subsequent work will comply with, current best archaeological practice as defined by the Chartered Institute for Archaeology's *Code of Conduct* (CIfA 2019a) and Standards and Guidance Documents (CIfA 2014b-d). The project will be managed in accordance with the procedural document *Management of Research Projects in the Historic Environment* (MoRPHE) (HE 2015) and the *Northamptonshire Archaeological Archives Standard* (Donnelly-Symes 2019).
- 1.4 The Event number for this work is **ENN109855** and will be used as the site code.

2 BACKGROUND

2.1 Location, topography and geology

The site lies in the north-eastern corner of Ashton village, located one kilometre east of Rushden. The site is flat and lies at c82m above Ordnance Datum (aOD) on private land. To the north, west and south, the site is bounded by scrubby bush and trees with a neighbouring property to the east. Beyond the northern hedgerow are open agricultural fields.

The geology of the site has been mapped as comprising of mixed Rutland Formation mudstone, sedimentary bedrock, Wellingborough Limestone Member, Whitby Mudstone formation and Blisworth Limestone formation. The deposits formed up to 170 million years ago in the Jurassic period, the local environment was reflects a channels and floodplains of a coastal setting (BGS 2020).

2.2 Historical and archaeological background

The following information has been requested from the Northamptonshire Historic Environment Record (NHER). Data was gathered for designated and non-designated heritage assets within 0.5km radius of the development site boundary. Heritage assets held within the Northamptonshire Historic Environment Record relevant to the report have been included with their record number and where the asset is also a listed building, the list entry number is included. There are no known heritage assets within the site itself.

Prehistoric and Roman

No prehistoric activity has been found in the search area surrounding Roade Hill at this time other than the Late Iron Age pottery sherds from the Roman ditch (see below).

Fieldwalking by the Manor House in 1948-49 (MNN6163) revealed possible Roman activity.

Three unstratified Roman coins (MNN28185) were found during this field walking: a silver coin of Vespasian; a copper coin, possibly Constantine II; and a bronze coin. Residual Roman pottery was also found during evaluation at Ashton Manor in 1994 (MNN31167). A probable Roman field boundary (MNN142620) and associated activity (MNN142621) has been found through excavation. Finds comprised 17 sherds of Late Iron Age to Roman pottery were found but no post-Roman finds were identified.

At least two intercutting Roman pits (MNN164955) were found during an evaluation at Stoke Road, Ashton in 2013. Finds included 14 sherds of Roman pottery and animal bone. Excavation in April 2014 on land at Stoke Road, Ashton (MNN169882) revealed more Roman remains but this time were early. A north-south aligned ditch contained 1st-century pottery and snail shells showing it to be in an area of open grassland subject to damp conditions, possibly part of a Roman field system located away from settlement. Four sherds of residual Roman pottery were found within a medieval ditch on the site.

Anglo-Saxon

No Anglo-Saxon material has so far been found within the search area.

Medieval

The possible medieval or post-medieval settlement of Cold Higham now exists only as an earthwork (MNN1798). In the north-east of Ashton settlement centres on the moated manor house and church, including Roade Hill and Stoke Road (MNN6162). A possible rabbit warren (MNN6164 and MNN10621) has been identified, a watermill (MNN10619) as well as a windmill site (MNN6165 and MNN12839). The Church of St. Michael and All Angels is a Grade II* Listed Building (DNN4814).

Possible medieval enclosures (MNN125292 and MNN125295) have been identified by aerial photography, along with building platforms (MNN125294). A medieval moat survives as an earthwork (MNN125296). Excavation in its south-east corner revealed pottery dating between 1200 and 1400, although this included a 'piece of Roman jar'.

A ditch dating to the 11th to 14th centuries was uncovered during excavation at Stoke Road, Ashton in April 2014 (MNN169883). Snail shells were also recovered from the ditch fill showing it to be seasonally water-filled. This may have functioned as an overflow drain for the manor immediately north.

Post-medieval

A medieval or post-medieval Hollow Way (MNN24628) has been identified which was still in use in 1819. A number of landscape features such as ponds (MNN28182, MNN28183) and building platforms (MNN24624) have been identified from maps. Ashton contains a number of post-medieval historic buildings from the 17th century onwards such as Orchard Cottage (MNN105005) and Rectory Cottage (MNN105006). Ashton Manor (MNN105007) is an early 17th-century building probably replacing a medieval precursor. A number of historic walls have been identified in and around Ashton (MNN163473 to MNN163485) although their dating is unclear.

Previous archaeological work

There have been several archaeological investigations within the search area surrounding Roade Hill, Ashton. Field walking by the Manor House in 1948-49 (MNN6163) has revealed possible Roman activity. Ashton Manor (MNN15482) has been subject to evaluation in 1994 (MNN31167) and Watching Brief in 2000

(ENN100490) uncovering the corner of a 12th-century stone building and possibly an oven. A possible medieval soil horizon was found here in 1997 (ENN16803). At St Michael's and All Angels Church (MNN105002) in 2005 within two test pits were found evidence of Late Iron Age, Roman and medieval activity (ENN103976).

- 2.10 Historic Building Recording undertaken at 85 Hartwell Road, Ashton in 2012 (ENN106137). Buildings at 14 to 16 Hartwell Road was subject to Strip, Map and Sample (ENN105339) in 2011. A ditch with 13th-century pottery in the fill was discovered. The Ashton coin hoard (ENN100351) comprised 184 post-medieval silver coins hidden in the building's thatch in 1955. Coins dated between 1554 and 1688 (MNN102318).
- 2.11 Evaluation in 2013 at Stoke Road comprised three trenches (ENN106893) which revealed an area of intercutting Roman pits in the northern part of the site. Excavation south of Ashton Manor in 2014 (ENN107875) revealed a Roman ditch and a medieval ditch. An evaluation in 2016 comprised three trenches which all contained archaeological features, a probable Roman ditch, medieval ditch terminus or pit and an undated posthole (ENN108491).

3 AIMS AND OBJECTIVES

- 3.1 In order to examine the archaeological resource within the proposed development area the objectives of the investigation are to:
 - Establish the level, condition and identification of any archaeological features which may have survived previous onsite construction work.
 - Identify, investigate and record all archaeological deposits exposed during the ground works;
 - Determine and record the date, extent, character, state of preservation and depth of burial of any archaeological deposits;
 - Recover any artefacts that may assist in the development of pottery type series within the region;
 - Establish the relationship of any archaeological deposits with the wider contemporary landscape;
 - Create a permanent archive and record of the archaeological information collected during the fieldwork and analysis.
- 3.2 Specific research objectives will be addressed as detailed in the national and regional research frameworks documents (Knight, Vyner and Allen 2012, updating Cooper 2006) as relevant depending upon the results archaeological works.

4 OBSERVATION & INVESTIGATION METHODOLOGY

- 4.1 All works will be carried out in accordance with the Chartered Institute for Archaeologists *Code of Conduct* (CIfA 2019a), and *Standard and guidance for archaeological watching brief* (CIfA 2014b). All works will conform to the Historic England procedural document *Management of Research Projects in the Historic Environment (MoRPHE)* (HE 2015). All site recording procedures are detailed in MOLA Northampton's in-house manual (MOLA 2014), which is issued to all staff.

- 4.2 Archaeological mitigation will comprise the continuous observation of removal of overburden and any access or service routes, followed by the investigation and recording of any archaeological features that are revealed.
- 4.3 A toothless grading bucket will be used for the removal of topsoil and subsoil down to the final formation level or identified archaeological deposits.
- 4.4 Any archaeological deposits encountered will be sampled sufficiently to determine their date and character and recorded using standard MOLA procedures (MOLA 2014).
- 4.5 All archaeological features will be given a unique context number with deposits described on *pro-forma* context sheets to include details of the context, its relationships, interpretation and a checklist of associated finds.
- 4.6 Archaeological features will be plotted on plans at 1:50 scale. Buildings, other significant remains or areas of complex stratigraphy, and sections will be drawn in greater detail at 1:20 or 1:10 scale, as appropriate. All levels will be related to Ordnance Datum.
- 4.7 A photographic record will be maintained by high resolution digital photography exceeding 12 megapixels. Images of the site will be taken prior to, and during excavation. Detailed images of individual features and feature groups will be taken as needed. All photographs, except general images and those for publication will include a north arrow and suitable photographic scale.
- 4.8 Finds will be collected from individual deposits, packed and stored in stable conditions by context, receiving appropriate care prior to removal from site (ClfA 2014c; Watkinson and Neal 1998). Unstratified animal bones and modern material will not be collected. Material that comprises a large quantity of a standard product (e.g. brick or tile) will be retained as a sub-sample representing its typical composition.
- 4.9 Samples will be taken for environmental analysis from all suitable contexts following the guidance for sampling as outlined by Campbell *et al* (2011). Bulk environmental soil samples would normally be taken from appropriately/ securely dated sealed archaeological features or deposits for plant macro fossils, small animal bones and small artefacts. The volume of such samples will be context and sediment specific and will be 40 litres or 100% of feature fills (whichever is less).
- 4.10 All groundwork and associated spoil heaps will be scanned with a metal-detector. No unauthorised metal detecting be permitted anywhere within the development area.
- 4.11 Should significant archaeological deposits or structural remains be encountered that require preservation *in situ*, consultation will be held with both the client and the Northamptonshire County Council Archaeological Officer in order to pursue an appropriate methodology.
- 4.12 In the event of human remains being encountered, these will be left undisturbed and protected until the relevant authorities are informed. Should removal be necessary then this will only be done following the appropriate Home Office and Environmental Health regulations, and where necessary adhering to the Disused Burial Grounds (Amendment) Act 1981. Removal of burials is not part of the current contracted works.
- 4.13 Finds coming under the definition of 'treasure' as defined by the Treasure Act 1996 will be reported to the Coroner and dealt with under the procedures of the Treasure Act and Code of Practice. This includes both precious metals and base metals where they are of prehistoric date. Suitable measures will be taken to ensure their security where removal cannot take place.
- 4.14 The client has been contacted in advance of the start of fieldwork in order to confirm their agreement in principle of Transfer of Title to any finds recovered from the site.

5 POST-EXCAVATION, REPORTING AND ARCHIVE

- 5.1 A report will be submitted within 4-6 weeks of completion of fieldwork. The report will be prepared following the ClfA *Standard and Guidance for Archaeological Watching Briefs, Appendix 4* (ClfA 2014b). In addition, it will include the end of development site assessment and a copy of the publication summary. An OASIS form will be included as part of the report. The post-excavation aspect of the project will be undertaken following the formula set out in the Historic England procedural document *Management of Research Projects in the Historic Environment* (HE 2015).
- 5.2 Upon completion of the fieldwork stage of the project the site archive will be consolidated within one month of the termination of the fieldwork. This will adhere to the guidelines as described in *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2011) and recognised industry standards (ClfA 2014c and d, MGC 1992, SMA 1993 and Walker 1990), as well as Donnelly-Symes (2019) as far as is currently practicable.
- 5.3 Qualified specialists from within MOLA and outside the organisation will examine the finds. Specialists likely to have an involvement in the project are listed in Section 6 below.
- 5.4 Copies of the report will be submitted to the client and to the County Archaeological Advisor and for inclusion in Northamptonshire County Council Historic Environment Record.
- 5.5 Within six months of the report publication the archive formed by the site records and artefacts will be finalised under Accession code **ENN109855**. The archive will be submitted to the Archaeological Resource Centre, Northamptonshire. The archive will be prepared and ordered in accordance with *Northamptonshire Archaeological Archives Standard* (Donnelly-Symes 2019). The process for digital archiving is currently under review at MOLA and will be finalised soon. A Data Management Plan outlining MOLA's methodology for collecting and managing digital data is included within Appendix 2.

6 KEY PERSONNEL AND TIMETABLE

- 6.1 The programme of fieldwork outlined above is yet to be confirmed. Monitoring will be agreed with the Assistant Archaeological Advisor, Northamptonshire County Council and all parties will be given advance notice prior to commencement.
- 6.2 MOLA is a ClfA registered organisation, under the overall management of **Janet Miller BA MA MCIfA FSA, Chief Executive Officer**. MOLA Northampton is under the management of **Steve Parry BA MA MCIfA FSA, Director**.
- 6.3 The project will be carried out under the management of **Paul Thompson HND BA(Hons) AMA PCIfA, Project Manager**. Day to day responsibility on site during the groundworks will be exercised by one of MOLA team of Project Supervisors, assisted, if necessary, by a Project Assistant drawn from MOLA's team of permanent and temporary staff. All staff will be suitably competent to undertake the tasks to which they are appointed.
- 6.4 All finds will be examined by specialists drawn from within the pool of MOLA employees. Outside specialists will be appointed as required. All staff will be suitably competent to undertake the tasks to which they are appointed. **Tora Hylton, Finds Manager** will examine small finds and appoint external and internal specialists as required. Specialist analysis will be undertaken by period and artefact specialists regularly used by MOLA. These will be drawn from the following pool as well as specialist staff of MOLA London:

Flint	Yvonne Wolframm-Murray BSc PhD (MOLA)
Prehistoric pottery	Adam Sutton BA MA PHD (MOLA)
Roman pottery	Adam Sutton BA MA PHD(MOLA)
Medieval pottery	Paul Blinkhorn BTech (Freelance specialist)
Ceramic building material	Rob Atkins BSocSc Dip Arch MCIfA (MOLA) Mary Ellen Crothers BA MA
Registered finds & metalwork	Tora Hylton (MOLA)
Conservation/x-ray photography	MOLA London
Faunal remains	Sander Aerts BA MA (MOLA)
Plant macrofossils	Karen Stewart, Senior Archaeobotanist (MOLA) Sander Aerts BA MA (MOLA)

7 HEALTH AND SAFETY

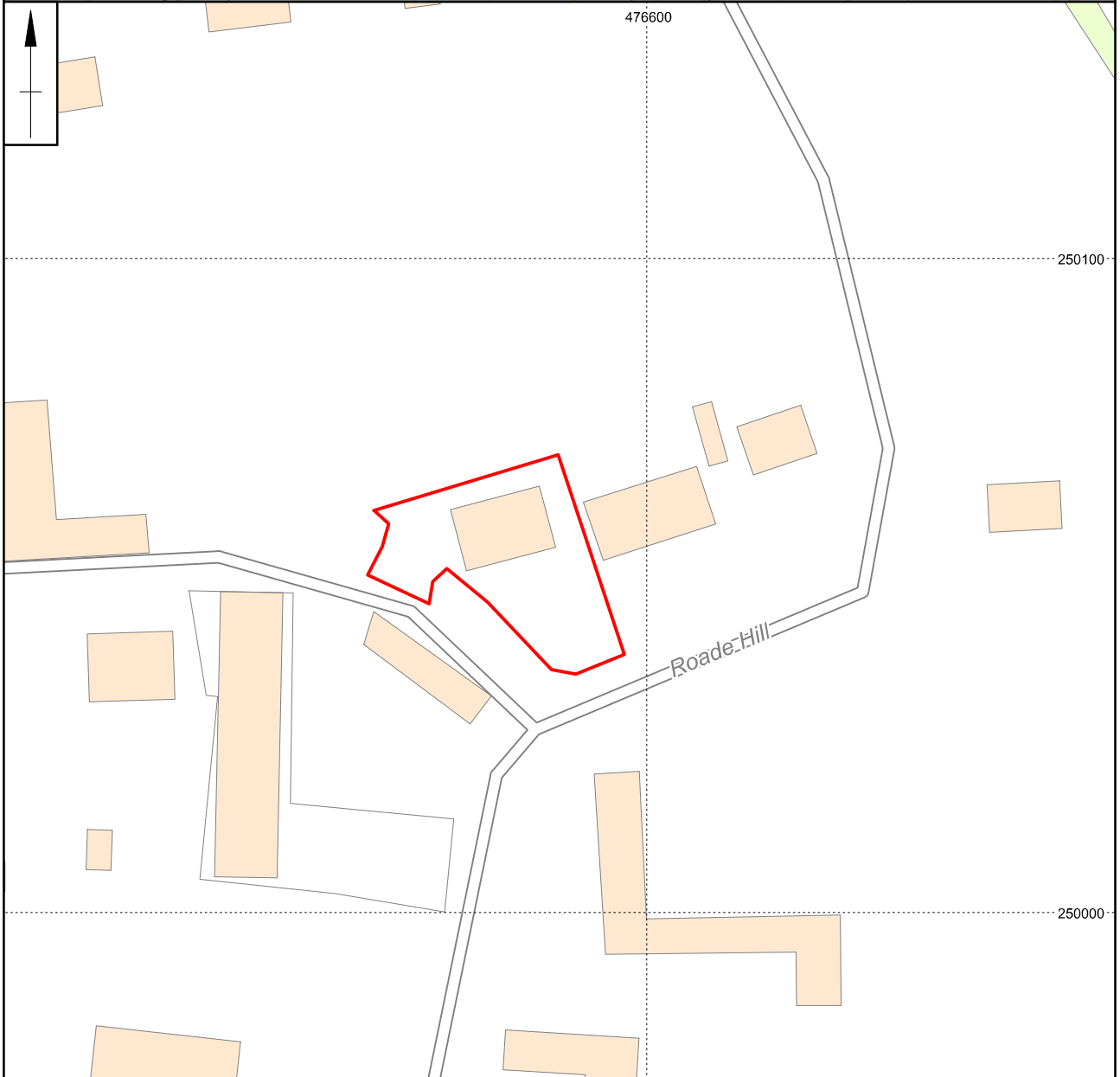
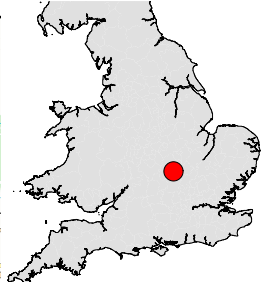
- 7.1 A site specific risk assessment and safety plan (RAMS) will be prepared before the start of the project and will be updated throughout the project if appropriate. All site staff are inducted in the site-specific risk assessment and made aware of potential hazards before they commence the works on site.
- 7.2 MOLA is a responsible employer and all work is conducted in accordance with MOLA's established Health and Safety Policy. This provides a practical framework for the implementation of the Health and Safety at Work Act 1974, the management of Health and Safety at Work regulations 1992 and other relevant legislation.

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- MHCLG 2018 *National Planning Policy Framework*, Ministry of Housing, Communities and Local Government
- MOLA 2014 *Archaeological Fieldwork Manual*, Museum of London Archaeology
- SMA 1993 *Selection, retention and dispersal of archaeological collections*, Society of Museum Archaeologists
- Walker, K, 1990 *Guidelines for the preparation of excavation archives for long term storage*, United Kingdom Chartered Institute for Conservation
- Watkinson, D, and Neal, V, 2001 *First Aid for Finds* (3rd edition reprinted), United Kingdom Institute for Conservation

MOLA

19th March 2020



0 50m

Site location

OS OpenData contains Ordnance Survey data © Crown copyright and database right 2020

Appendix 1: Northamptonshire HER Data

Table 1: Events

HER Number	Name	Description	Grid Reference
ENN109855	Roade Hill Watching Brief	This activity	SP 7670 4990
ENN108491	Roade Hill Trial Trench	Evaluation in 2016 by Trent & Peak Archaeology. Three trenches all contained archaeological features. A probable Roman ditch, medieval ditch terminus or pit and an undated posthole.	SP 7657 5010
ENN107875	Land at Stoke Road	Excavation in 2014 by MOLA ahead of residential development. A Roman ditch and a medieval ditch were identified, the latter contemporary with the moated Manor to the north..	SP 76408 49984
ENN106893	Stoke Road	Evaluation in 2013. Three trenches excavated within the footprint of the proposed structures. An area comprising extensive intercutting Roman pits was recorded in the northern part of the site as well as a recently filled-in pond.	SP 7640 4998
ENN106137	85 Hartwell Road	Historic Building Recording Survey in 2012 to EH level II in advance of demolition.	SP 7686 5002
ENN105339	14 – 16 Hartwell Road	Strip, map and sample in 2011. During the investigation a north-south to east-west ditch was uncovered. Unbraided pottery recovered from the ditch fill of 13 th century date. The only other feature was a post hole. Sealing this ditch and post hole was an extensive soil layer containing pottery of similar date.	SP 7662 4976
ENN105072	Vale Farm Plot 1	Watching Brief undertaken in 2011. No features or artefacts earlier than 19 th /20 th centuries were observed.	SP 7659 4973
ENN104469	St.Michael and All Angels Service Trenches	Watching Brief undertaken in 2008. A combined service trench (c. 90m) was mechanically excavated from the mid point of the north aisle, around the west end of the church and then eastwards along the southern side of the churchyard, to the entrance on to Roade Hill.	SP 76508 49975
ENN105200	Orchard Cottage	Architectural Survey of Orchard Cottage undertaken in 2008.	SP 7668 4981
ENN104062	Ashton Village	General observations of surviving ridge and furrow in 2006.	SP 76453 49807
ENN103976	St Michaels and All Angels Church	Two Test Pits hand excavated in 2005 on the north side of the church. Despite several modern disturbances evidence of Late Iron Age, Roman and Medieval activity was revealed.	SP 76523 49986
ENN103555	The Old Mansion, Ashton	Archive Interpretation and documentary research: Notes produced in 2004.	SP 761 500
ENN100490	Ashton Manor	Watching Brief in 2000. Found important medieval archaeological deposits surviving on the eastern part of the site 0.5m below present ground level, including the corner of a 12 th century stone building and possible oven.	SP 7643 5005
ENN103453	Ashton Manor	Three Trial Pits hand excavated in 1998 on site of proposed garage within the Scheduled Monument of Ashton Manor Moated site.	SP 764 500
ENN16803	Ashton Manor	Watching Brief undertaken in 1997 for storm drain installation in the south-eastern corner of the Scheduled Monument. A possible medieval horizon was identified within the hollow of the former moat.	SP 764 500
ENN14602	Ashton Manor	Watching Brief undertaken in 1996. Archaeological observation was undertaken during landscaping work on part of the Scheduled Monument at Ashton Manor. Groundwork was entirely restricted to the	SP 764 500

		removal of modern deposits, thus leaving more deeply buried archaeological levels unaffected.	
ENN12854	Ashton Manor	A single archaeological Trial Trench was excavated in October 1994 at this Scheduled Monument. The investigation provided ceramic evidence giving a terminus post quem of the mid-18 th century for the construction of the causeway; a possible medieval horizon was identified in the inner area.	SP 764 500
ENN7647	Ashton Moated Site	English Heritage notification.	SP 7645 5003
ENN102891	Ashton	Listed Building Survey in 1987 by Clews Architects.	SP 76545 49942
ENN10285	Ashton	Listed Building Survey in 1987 by Clews Architects.	SP 76596 50004
ENN7638	Ashton	RCHM Survey site 2.	SP 764 500
ENN7630	Ashton	RCHM Survey site 3.	SP 7661 4990
ENN7637	Ashton	RCHM Survey site 4.	SP 769 501
ENN7642	Ashton	Cold Higham Closes. RCHM Survey before 1982	SP 761 501
ENN100934	Ashton	St. Michael. Graveyard survey. 1978.	SP 765 499
ENN100351	Ashton	Brook Cottage: find in 1955 of hoard of post-medieval silver coins after removal of thatch.	SP 7686 5003
ENN7643	Ashton	Unsystematic field walking in 1948 and 1949.	SP 765 501
ENN7641	Ashton	Cold Higham Closes – Documentary interpretation.	SP 761 501
ENN7644	Ashton	Fieldname evidence, documentary.	SP 7656 5030
ENN7645	Ashton	Fieldname evidence, documentary.	SP 765 505

Table 2: Monuments

HER Number	Name	Description	Grid Reference
MNN1798	Possible Medieval / Post Medieval Settlement of Cold Higham	Earthwork and cropmark remains possibly the site of Cold Higham.	SP 760 501
MNN6162	Ashton Village	The village now has a rather amorphous plan, mainly due to the massive embankment of the London to Birmingham Railway which cuts through the village. However, early maps show a more understandable, if complex, plan made up of two distinctive parts. In the north-east, set around the moated manor and the church was an irregular arrangement of streets, now Roade Hill and Stoke Road. To the south and east was a separate part of the village, with a generally L-shaped plan. It was made up of lanes and streets laid out at right-angles to each other and bounded on the south-east by the present Hartwell Road. On the north-west side was a small green.	SP 76568 50000
MNN6163	Possible Roman Activity	Field walking in 1948 to 1949.	SP 765 501
MNN6164	Undated Agricultural site	Possible Medieval or Post Medieval rabbit warren.	SP 7656 5030
MNN6165	Possible medieval industrial activity	Possible Medieval or Post Medieval Windmill.	SP 765 505

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MNN10619	Possible Watermill	Possible Medieval or Post Medieval Watermill	SP 769 501
MNN10620	Church of St Michael, Ashton	Medieval Church	SP 7653 4998
MNN10621	Possible rabbit warren	Possible Medieval or Post Medieval rabbit warren.	SP 7656 5030
MNN12839	Possible Windmill	Possible Medieval or Post Medieval Windmill.	SP 765 505
MNN13441	Railway Route	London & North Western Railway (London to Birmingham Line) opened in 1838. The London and Birmingham Railway (L&BR) was an early railway company from 1833 until 1846, at which date it became a constituent part of the London and North Western Railway. The 112 mile (180km) long railway line that the company built between London and Birmingham was, when it opened in 1838, one of the first intercity railway lines in the world, and the first railway line to be built into London. It survives to the present day as the southern section of the West Coast Main Line. The line was engineered by Robert Stephenson.	SP 62433 60787
MNN15482	Ashton Manor	Medieval Manor House with moat and pond sites and causeway.	SP 7645 5003
MNN24623	Possible Mill Building	Either side of stream below the dam, an area of uneven ground marks site of a building.	SP 769 501
MNN24624	Medieval or Post Medieval Building sites	Building platforms. Buildings standing in 1729 or 1819.	SP 765 499
MNN24628	Hollow Way	Medieval / Post medieval Hollow Way. Traces of one of the original lanes, still in use in 1819, survives on either side of the railway line but only as a degraded hollow way partly occupied by a stream.	SP 7679 4991
MNN28182	Pond to south of moat	The 1768 map also shows a second pond to the south (SP76404994 to SP76454994). Now destroyed except for a low scarp marking the northern edge.	SP 7643 4994
MNN28183	Pond to east of moat	The map of 1768 also shows a long, narrow pond running east to west on the line of, but detached from, the south part of the moat (SP76515002 to SP76575001). Now destroyed.	SP 7654 5002
MNN28184	Cold Higham Closes	Documentary reference: post medieval closes of possible deserted village; closes shown in 1720	SP 761 501
MNN28185	Un-stratified Roman Coins	Field walking in 1948/9 near the manor house recovered three Romano-British coins. A silver coin of Vespasian, a copper coin, possibly of Constantine II, and a bronze coin. Location of coins unknown.	SP 765 501
MNN31167	Post hole and Medieval Occupation debris	Archaeological Evaluation and Watching Brief at Ashton Manor in 1994 and 2000. At the western end of the trench was a layer of yellowish grey clay containing flecks of charcoal, fragments of animal bone and 2 sherds of medieval shell-tempered coarseware pottery (with a date range of AD1100 - 1400). Would appear to relate to former medieval occupation. Oyster shells and pottery sherds were found during the excavation as well as some post medieval pottery sherds. A sub circular feature of grey silty clay was found which may represent a posthole. Its fill consisted of pitched limestone pieces which may represent packing for another posthole. In all three trenches, the main part of the overlying sequence comprises layers of clay containing varying amounts of limestone. These produced little dating evidence, but on balance they appear to be of medieval date, probably C13th -14th, and in trial trench 3 they also	SP 7644 5005

		produced a small assemblage of residual Roman pottery. The nature and the function of these clay layers is uncertain. However, at 500-700mm thick they clearly comprise a substantial dumped deposit and so may denote the presence of either a localised bank or a more extensive platform, and formed of redeposited natural clays and limestone that may have come from the digging of the moat.	
MNN32655	Medieval / Post Medieval Pond	The valley is spanned by the remains of a large earthen dam, up to 20m wide and 2m high, which formerly created a trapezoidal pond nearly 2 hectares in extent. The present stream flows through a gap in the centre of the dam.	SP 769 501
MNN102318	Ashton Coin Hoard	Hoard of 184 silver coins discovered when removing thatch from Brook Cottage, Ashton. Declared Treasure Trove on 21 February 1955 and subsequently acquired by Northampton Museums. Coins date from the reign of Phillip and Mary (1554 - 8) to James II (1685-8).	SP 7686 5003
MNN103969	Possible Medieval Manorial Outbuilding	The remains of a possible structure, perhaps one of several outbuildings of the medieval moated manor site was found. The remains comprised a substantial wall, with a possible return that was substantially robbed out. The wall was aligned east west, roughly parallel to the existing manor house buildings, and had an excavated length of 4.4 m before continuing under the east baulk. There were at least two courses of wall. At the western end of the wall there was a possible buttress surviving as the northwest corner of the structure. There is a robber trench associated with this which contained two pottery sherds including one dating to the mid C15th which suggests that the structure had fallen out of use and had been robbed by this date. Within the structure a dark grey clay abutted the internal face of the wall and was probably an internal floor of the building. Two sherds of mid-late C12th pottery were recovered from the fill. Unless the sherd were residual the building floor may date to this period. Cutting through the floor was a circular limestone structure perhaps representing an oven or a well.	SP 7644 5005
MNN105002	Church of St. Michael and All Angels	Church. C14 and C15. West tower rebuilt 1848 by R.C. Hussey (Pevsner), body of church restored 1853 onwards by E.F. Law and again in 1911. Coursed limestone rubble, limestone and ironstone dressings, and slate roofs. Chancel, nave, north aisle, south porch and west tower. 1-bay chancel has 3-light Perpendicular east window with 4-centred head, 3-light Perpendicular window to south with similar head and 2-light window to north with Decorated tracery, all with hood moulds. Priest's door to south-west with chamfered stone surround, segmental -arched head and hood mould. Nave has 3-light Perpendicular windows either side of porch with 4 -centred heads, that to east side larger, and 2-light clerestory windows with straight heads and ogee-arched heads to lights, all with hood moulds; 1-light window to south-east at low level with chamfered stone surround. Double hollow-chamfered south door, similar doorway to porch, and 1 -light windows to east and west, the latter with cinquefoiled head, all with hood moulds. North aisle has large 3 -light east window with intersecting tracery, 3-light west window with reticulated tracery, and 2 -light windows to north with Y-tracery, quatrefoils to head and lopsided	SP 76524 49978

		cusped heads to lights; all have hood moulds.	
MNN105005	Orchard Cottage	Cottage. Late C17/early C18, altered and extended C20. Limestone rubble, painted, thatch roof, brick ridge and end stacks. One storey and attic; 3-window range. 2-unit plan. Main front faces garden and has C20 casement windows with wood lintels, those to first floor in eyebrow dormers. C20 full-height wing to rear left; entrance to rear. Interior has elm spine beams and open fireplace with chamfered, cambered bressumer.	SP 76688 49810
MNN105006	Rectory Cottage	House. Early-mid C17 with medieval origins, altered and extended C20. Coursed limestone, C20 plain-tile roof, brick end stacks. Hall house originally, now 2-unit-plan house with central cross passage. 2-storey, 3-window range. Central blocked door with C20 casement window and wood lintel, a one-light casement to right, 3-light casements to ground floor left and right and 2-light casements to first floor, all with wood lintels. Single-storey C20 extension to left end. Interior: bar-stop-chamfered spine beams, some old stop-chamfered joists and 2 open fireplaces with chamfered bressumers and small double bar stops. Roof has pair of arch-braced collar trusses with side-struts to principal rafters; possibly C14.	SP 76642 49841
MNN105007	Ashton Manor	Manor house, now house. Early C17 with earlier origins, altered C19. Coursed limestone rubble, old plain-tile roofs. Stone end and ridge stacks. L-plan. 2 storeys and attic and 3 storeys. C20 door near re-entrant angle with wood lintel. 2- and 3-light casement windows with wood lintels, some stop-moulded. Massive end stack to outer right end of main range, upper portion partly resting on stone corbel. Large segmental-arched opening to end of other wing, now glazed. Former outbuilding range now part of house projects to rear; one storey and loft. Interior: stop-chamfered spine beams, fine dog-leg staircase from ground floor to attic with square newel posts and turned balusters. Stone fireplace with moulded Tudor-arched head and jambs, and stone fireplaces associated with large end stack to ground, 1st and 2nd floors all with chamfered cambered heads, smaller to upper rooms. Sub-divided C19 and split up into 4 dwellings until 1953.	SP 76449 50039
MNN105008	No. 26 and 26a Manor Farm House and Old Manor Farm House	Former farmhouse, now divided into pair of houses. Late C17, altered and extended C20. Coursed limestone rubble, C20 plain-tile roof, brick end and ridge stacks. L-plan. 2 storeys and attic. Main front faces road and has 2-light ovolo-moulded stone mullion windows to right half (Manor Farm House) with hood moulds and gabled stone porch to right of centre originally giving access to whole building, now only to Manor Farm House. Left half (Old Manor Farm House) has three-light ovolo moulded stone mullion window to left of centre with wood lintel, similar 2-light casement window further left, a 3-light ovolo moulded stone mullion window to 1st floor left of centre and similar 2-light window to 1st floor further left, both with hood moulds. Left end bay is C20 extension with stone mullion windows. Entrance to rear. Right end bay of range has stone-coped gable with kneelers. Right side elevation facing garden has 2 bays of 3-light ovolo-moulded stone mullion windows with hood	SP 76596 50004

		moulds. A 1-bay 2-storey-and-attic wing projects to rear of Old Manor Farmhouse. Interior: Manor Farm House has stop - chamfered spine beams open fireplace with cambered stop -chamfered bressumer and partly re-arranged dog-leg staircase with square panelled newels with finials and splat balusters. Old Manor Farmhouse has chamfered and ogee -stop-chamfered spine beams and some original stop-chamfered joists and open fireplace with cambered, chamfered bressumer. Collar –truss roof.	
MNN116544	The Old Mansion, Ashton	Large house shown on maps dating to 1727 & 1768. Not marked on the enclosure map of 1816. Mentioned in various documents including wills.	SP 761 500
MNN125292	Possible medieval enclosure	Earthwork from a poor quality aerial photograph.	SP 7609 5014
MNN125294	Possible medieval Building platform	Possible medieval building platforms from aerial photography.	SP 7610 5011
MNN125295	Possible medieval enclosure	Possible medieval enclosure from aerial photography.	SP 7609 5000
MNN125296	Medieval Moat	Earthwork of moat. A level oval platform, about 45m x 40m is bounded on the west, south and east, by a wide ditch 2m deep on the downhill side but only 1m deep on the uphill side. On the north the original ditch and platform appear to have been cut back into the hillside but the ditch has apparently been filled in at this point. Only a scarp 0.25m high marks its outer edge. Plan: Fig.24. On the 1768 map the moat was shown as water - filled on the south and east sides. Whellan recorded that the manor house was surrounded by a broad deep moat, but that the remains had been badly damaged and the ditch partly filled in. Oval moated site 65-75m diam. Present entrance is possibly the original one. Ditch slightly altered on north side, destroyed to south side. Survives to 10m wide X 1 - 2m deep, and still waterlogged to the east. {6} A small area of brownish yellow clay and limestone flecks was seen during an excavation at the south east corner of the moat. An associated sherd of medieval shelly ware and a piece of Roman jar, both in a good state of preservation, provide a terminus post quem of between AD1200-1400 for the deposit. The layer forms part of a more extensive and deeper horizon which might be associated with the infilling of the moat. The redeposited clays and limestone that were seen in test pits in the north west side of the site may have come from the digging of the moat.	SP 76439 50016
MNN135237	Open Field System	The common fields of the parish were enclosed by an Act of Parliament of 1816. The Draft Enclosure map of 1817 -18 shows four named fields, Warren Field in the north west, Breach Field in the north east, South Field in the south west and Bossenham Field in the south east; the latter included a small part of the parish which is now in Hartwell. The same four fields are shown on an earlier map of 1768. Very little of the ridge and furrow of these fields survives or can be traced from air photos. There is one block west of Ashton lodge (SP 771508) known as Nether Furlong on the 19th century map, and another north of Bozenham Mill (SP 767484). Of a small group of end -on and interlocking furlongs west of the village, some were	SP 770 500

		on land shown as old enclosures in both 1768 and 1817.	
MNN136417	Area of surviving Ridge and Furrow	Area of surviving ridge and furrow, In 2006 threatened by development.	SP 76453 49807
MNN142614	St. Michael's Church Graveyard	Present graveyard boundary may have changed over time. Post medieval churchyard level was seen in Test pit 2 in 2005.	SP 7653 4998
MNN142615	Post Medieval Causeway	Access to the present manor house is gained by a metalled road occupying a causeway supported by a buttressed stone wall. This causeway was located beneath a layer of modern road surfaces. The upper layer was a mixture of coarse limestone rubble (max size 0.30 x 0.25 x 0.20m) with stratum of finer, pounded rubble (max size 0.15m x 0.10 x 0.10m) below. 2 sherds of medieval pottery found in lower layer assumed to be residual as post -medieval pottery was also found. {2} Ceramic evidence giving a terminus post quem of the mid C18th for construction of the causeway.	SP 7647 5005
MNN142619	Post-Medieval Occupation Layer	Trial pits 1 and 2 contained a layer of clay containing small fragments of limestone, pieces of brick and both ceramic and roof tile, plus sherds of post medieval pottery and clay tobacco -pipe stems.	SP 7644 5005
MNN142620	Probable Roman Field Boundary	A ditch or gully with a shallow v-section profile, containing 17 sherds of late Iron Age and Roman pottery but no post - Roman artefacts. It therefore seems likely that the feature represents an Iron Age/ Roman boundary or field ditch.	SP 7652 4998
MNN142621	Probable Roman Agricultural Activity	Late Iron Age to Late Roman Field System	SP 76466 49986
MNN144135	Uncertain Medieval features	A ditch orientated north east - south west with a max. width of 3.55m and a depth of 0.35m. It had gradually sloping sides which then dropped steeply to a narrow base. Its fill contained sherds of 13th century pottery. The ditch is probably agricultural in nature, either a field boundary or a drainage ditch. A roughly circular posthole with vertical sides and a flat base, 0.5m in diameter and 0.35m deep. The fill had been reddened by heat but no evidence remained of the activity which caused this. A shallow irregular sub-oval scoop, possibly a small root hole. It too had a scorched fill. Three very shallow (less than 50mm deep) areas of scorched earth.	SP 7662 4976
MNN163473	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7658 4984
MNN163474	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7654 4988
MNN163475	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7649 4988
MNN163476	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH	SP 7649 4987

		NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	
MNN163477	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7646 4988
MNN163478	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7645 4988
MNN163479	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7649 5000
MNN163480	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7648 5004
MNN163481	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7652 5000
MNN163482	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7657 4998
MNN163483	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7658 5002
MNN163484	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7663 5004
MNN163485	Historic Wall	Identified by South Northamptonshire Council as being an important historic wall. SOUTH NORTHAMPTONSHIRE COUNCIL, 2012, <i>South Northamptonshire Council Survey of Significant Historic Buildings, (unchecked)</i> (Catalogue). SNN108984.	SP 7662 5005
MNN164955	Roman Pits	Evaluation at Stoke Road in 2013. Part of at least two intercutting pits was observed. The excavate pit was in excess of 1m long and 0.9m wide and contained 14 sherds of abraded Romano-British pottery along with animal bone. The pit was sealed by a layer only surviving to a depth of 0.2m which also contained pottery and animal bone. It seems likely that this material was the fill of another	SP 7640 4998

		overlapping pit, the limits of which were beyond the trench. There was some evidence that the pits had been deliberately sealed and the ground levelled. The full function of the pit group could not be determined although the presence of wet land snails and the concreted lower fills suggests that the pits had been water-filled, though possibly only seasonally.	
MNN165056	Possible undated pond	Evaluation at Stoke Road in 2013. A layer of late 20th or early 21st century data covered a layer of gleyed dark brownish -grey waterlogged plastic clay with frequent lenses of decayed organic material. This deposit had the appearance of a pond fill. The full extent of the possible pond was not established. Local residents remember a pond on the site but were unsure when it had been filled in. There are no ponds shown on the later 20th century OS maps although one does appear on the 1884 OS map slightly to the south west of the trench position.	SP 7641 4997
MNN165137	61 Stoke Road Ashton	Significant Historic Building. 1800 – 1999.	SP 7622 4998
MNN165138	59 Stoke Road, Ashton	Significant Historic Building. 1800 – 1999.	SP 7624 4998
MNN165139	Stoke Road, Ashton	Significant Historic Building. 1800 – 1999.	SP 7624 4997
MNN165140	Vale Farm, Ashton	Significant Historic Building. 1800 – 1999.	SP 7636 4982
MNN165141	The Old Crown, Ashton	Significant Historic Building. 1800 – 1999.	SP 7653 4986
MNN165142	4 Roade Hill, Ashton	Significant Historic Building. 1800 – 1999.	SP 7655 4983
MNN165153	Orchard House, Ashton	Significant Historic Building. 1800 – 1999.	SP 7666 4979
MNN165154	5 St. Michael's Court, Ashton	Significant Historic Building. 1800 – 1999.	SP 7658 4991
MNN165155	1-4, 6 and 7 St Michael's Court, Ashton	Significant Historic Building. 1800 – 1999.	SP 7656 4993
MNN165156	Ashton Primary School	Significant Historic Building. 1800 – 1999.	SP 7653 5001
MNN165157	House	Significant Historic Building. 1800 – 1999.	SP 7653 5003
MNN165158	The Rectory, Ashton	Significant Historic Building. 1800 – 1999.	SP 7647 4999
MNN165159	3 Roade Hill, Ashton	Significant Historic Building. 1800 – 1999.	SP 7656 5003
MNN165160	21 and 23 Roade Hill, Ashton	Significant Historic Building. 1800 – 1999.	SP 7665 5006
MNN165161	81 Hartwell Road, Ashton	Significant Historic Building. 1800 – 1999.	SP 7686 4997
MNN165162	77 Hartwell Road, Ashton	Significant Historic Building. 1800 – 1999.	SP 7686 4994
MNN165163	65 to 75 Hartwell Road, Ashton	Significant Historic Building. 1800 – 1999.	SP 7687 4990
MNN169750	85 Hartwell Road, Ashton	Significant Historic Building. 1540 – 1999. The building is believed to date to the late C17th and may well be the building shown on the Grafton Estate map of 1727, although there are differences in chimney position etc. The house remained the property of the Dukes until the whole estate was put up for sale in 1913. At this time it was purchased by James Malcher, baker. The thatch, which was up to 4ft thick in places concealed a hoard of post medieval coins which was recorded in the 1950s. These were possibly concealed as a result of the great recoinage of 1696. The building is a single	SP 76861 50026

		stone-built dwelling of squared local stone with a pitched roof of corrugated asbestos cement sheets. It is 1.5 storeys high. Four extensions had been built onto the original structure over time, including a garage to the west, a kitchen to the east, an extension on the eastern side of the rear elevation and a full length porch on the principal elevation. The building may originally have been two separate dwellings. Its windows and doors had been removed prior to the site visit. Recent photographs suggest that these were all modern replacements. Internally the building was much altered and modernised, leaving very little of architectural or historical interest. The first floor supporting beam showed a straight cut step stop at its western end, common in the late C17th and early C18th. Further detailed description is given along with plans, sections and photographs. The house appears to be a largely single phase locally built rural dwelling, originally constructed as two dwellings, but later formed into a single dwelling. Maps and the coin hoard found in its thatch suggest that the building is late C17th.	
MNN169882	Roman ditch and possible gully or pit	A north-south aligned ditch with a U-shaped profile in the north, becoming V-shaped to the south, was 0.07 to 1.20m wide x 0.35 to 0.55m deep. The excavated segments contained late C1st Roman pottery as well as snail shells. The ditch cut an earlier pit or terminating gully, shown in the south-facing section of the excavation trench. This had a U-shaped profile and was 0.50m wide x 0.25m deep. It also contained small snail shells. The pit or gully was overlain by a layer which had been picked up during the earlier trial trenching, when it was found to contain late C1st to C2nd pottery. The features were on a south-facing slope and the environmental evidence suggests that they were in an area of open grassland subject to damp conditions, possibly part of an early Roman field system located away from settlement.	SP 76406 49986
MNN169883	Medieval Ditch	A ditch aligned north-east to south-west was revealed; it had a U-shaped profile, 0.55-0.90m wide x 0.30-0.45m deep, and contained a moderate amount of small snail shells. The ditch contained three sherds of C11th to C14th pottery as well as four sherds of abraded residual C2nd Roman pottery. The ditch was partially truncated by a tree throw. The ditch is likely to be contemporary with the medieval moated manor immediately to the north, and may have functioned as an overflow drain to the moat as the molluscs and macrofossils suggested that it was seasonally water-filled.	SP 76405 49989
MNN169884	Post Medieval Pond	At the east end of the excavation was part of a backfilled post medieval pond of sub-circular shape with a shallow U-shaped profile. Its backfill contained various modern materials. This indicates that the pond was only backfilled recently and may have been part of a system of ponds recorded on the 1768 map of the village, similar to that found in Trench 2 of the earlier evaluation.	SP 76416 49983
MNN170444	Probable Roman Ditch	A ditch aligned north-west to south and up to 1.3m wide and 0.50m deep was observed in two trenches; likely to be the same ditch. Abraded pottery, probably Roman, was recovered from both sections. Given the abraded and undiagnostic nature of the ceramic assemblage it is possible that the ditch could be medieval in origin.	SP 7655 5010

MNN170445	Possible Medieval Activity	A ditch aligned north-west to south and up to 1.3m wide and 0.50m deep was observed in two trenches; likely to be the same ditch. Abraded pottery, probably Roman, was recovered from both sections. Given the abraded and undiagnostic nature of the ceramic assemblage it is possible that the ditch could be medieval in origin.	SP 7659 5010
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Table 3: Listed Buildings

HER Number	Name	Description	Grid Reference
DNN4814	Church of St. Michael and All Angels	Grade II* listed building. 14 th and 15 th centuries. West tower built in 1848. Monuments: wooden effigy of knight with crossed legs. Early C14. Said to be of Sir Philip de Lou, Lord of the Manor in 1315. Alabaster effigy of Sir John de Herteshull, who died before 1365, on tomb-chest with arched panels, ball-flower frieze and inscription to upper edge. Brasses of Robert Marriott d.1584 and family on chest tomb.	SP 7652 4997
DNN206	Ashton Manor House	Manor house, Grade II Listed. Early C17 with earlier origins, altered C19. Coursed limestone rubble, old plain-tile roofs. Stone end and ridge stacks. L-plan. 2 storeys and attic and 3 storeys. C20 door near re-entrant angle with wood lintel. 2- and 3-light casement windows with wood lintels, some stop-moulded. Massive end stack to outer right end of main range, upper portion partly resting on stone corbel. Large segmental-arched opening to end of other wing, now glazed. Former outbuilding range now part of house projects to rear; one storey and loft. Interior: stop-chamfered spine beams, fine dog-leg staircase from ground floor to attic with square newel posts and turned balusters. Stone fireplace with moulded Tudor-arched head and jambs, and stone fireplaces associated with large end stack to ground, 1st and 2nd floors all with chamfered cambered heads, smaller to upper rooms. Sub-divided C19 and split up into 4 dwellings until 1953.	SP 7644 5003
DNN4691	Orchard Cottage	Grade II Listed. Late C17/early C18, altered and extended C20. Limestone rubble, painted, thatch roof, brick ridge and end stacks. One storey and attic; 3-window range. 2-unit plan. Main front faces garden and has C20 casement windows with wood lintels, those to first floor in eyebrow dormers. C20 full-height wing to rear left; entrance to rear. Interior has elm spine beams and open fireplace with chamfered, cambered bressumer.	SP 7668 4981
DNN4526	Rectory Cottage	Grade II Listed. House. Early-mid C17 with medieval origins, altered and extended C20. Coursed limestone, C20 plain-tile roof, brick end stacks. Hall house originally, now 2-unit-plan house with central cross passage. 2-storey, 3-window range. Central blocked door with C20 casement window and wood lintel, a one-light casement to right, 3-light casements to ground floor left and right and 2-light casements to first floor, all with wood lintels. Single-storey C20 extension to left end. Interior: bar-stop-chamfered spine beams, some old stop-chamfered joists and 2 open fireplaces with chamfered bressumers and small double bar stops. Roof has pair of arch-braced collar trusses with side-struts to principal rafters; possibly C14.	SP 7664 4984

Appendix 2: Data Management Plan

Project details				
Project Manager	Paul Thompson			
Project Name	15 Roade Hill, Ashton			
Project Finance Code	P20-115			
Accession Code	ENN109855			
Project stages covered	Watching brief			
Related Policies	DM01 Digital Preservation Policy (DPP) DM02 Data Management Procedures for Projects			
Version control				
Version	Author(s)	Date:	Status	Summary of Changes
V1	CF	19/03/2020	Draft	-
Data Collection/Creation				
Data to be Collected/Created	<p>All file formats created will meet the standards set out in MOLA's Data Management Procedure and Fieldwork Manual.</p> <ul style="list-style-type: none"> • The digital documentary archive for this phase of works will consist of: <ul style="list-style-type: none"> - Text: PDF/A documents comprising completed site report, WSI, Brief - Databases: ORACLE dataset - Survey data: GIS DXF files - Illustration files: AutoCAD DWG, PDF/A, MapInfo files - Metadata files for the above • The recording of trenches, horizons, and all archaeological contexts encountered will be made as paper records on site. Paper registers will be made to record contexts, digital photos, drawings, samples, levels, burials, small finds, sketch plans and masonry, as appropriate. The data will be entered into an Excel database. • The volume of data and format are not expected to exceed that appropriate for archive through the ADS-easy system for medium-sized project archives (<1000 files, files <100MB). Costs for digital archives will have been calculated using the Costing Calculator and incorporated into the initial quoting phase. 			
How Data will be Collected/Created	<ul style="list-style-type: none"> • The data will be created according to MOLA's Fieldwork Manual and MOLA's Data Management Procedure, and in accordance with the county guidelines. • All site data recorded on paper records will be entered into the site's database. • Drawings will be created by hand on polyester drawing film, using 4H/6H Staedtler Mars Lumograph pencils. These scanned in by the Archaeological Archives Team and/or digitised using AutoCAD to standards set out in Data Management Procedure. • Overall photographic shots of the site will be taken prior to excavation and after backfilling, with detailed shots being made of individual features and groups as appropriate. The photographic record will consist of high-quality digital uninterpolated images taken using a camera with an APS-C or larger sensor. Digital photographs intended for archive purposes will comply with best practice i.e. high quality non-proprietary raw files (DNG) or TIFF images. 			

	<ul style="list-style-type: none"> • Survey data will be recorded accurately using Leica Viva Survey Grade RTK GNSS using SMARTNET real-time corrections, operating to a 3D tolerance of $\pm 0.05\text{m}$ to Ordnance Survey National Grid and Datum. These data will be stored as DWG or similar file types. • GPS Survey data and on-site drawings will be used to create digital illustrations using AutoCAD, ArcGIS, CorelDraw X7 and/or MapInfo software. • File structure will be created automatically by Union Square Knowledge Management System and ORACLE CDE databasing. Version control will be managed by a strict file-naming structure and by Union Square Knowledge Management System's inbuilt version control manager.
Relations	N/A
Documentation and Metadata	
Metadata	Metadata will be created to the standard set out in MOLA's Data Management Procedure. Metadata tables will be updated throughout the course of the project and will be archived along with the digital data at the end of the project.
Documentation	The data will be accompanied by the site report, databases, survey data and processed illustrations as PDFs. No additional documentation is required.
Ethical and Legal Compliance	
Data Security Issues	The dataset may contain commercially sensitive data due to the ongoing planning application. MOLA will not make data available to any persons outside of the approved project team/ registered organisations, without discussion and approval of the client. MOLA will communicate data and updates to the clients who will be responsible for distributing any relevant data to any other third parties.
Intellectual Property Rights	The copyright of any written, graphic or photographic records and reports will rest with MOLA. The data and reports created by any external specialists will be MOLA Copyright; this will be managed through their contracts. Other data not owned by MOLA, such as OS data, HER datasets or historic maps, will be used under licence and any downloaded data will be deleted from MOLA systems at the end of the term of the licence agreement.
Data Storage	
Storage and Backup	<ul style="list-style-type: none"> • Born digital data (photographs/ GPS and drone survey) will be backed up to the office network at the end of every week by Team Leaders. • Quality assurance processes will include regular review of the collected data on site. Records will be checked in the office by Team Leaders. • MOLA will retain a back-up of the digital data of the project for a minimum of five years following the deposition of the site archive, in accordance with MOLA's Digital Management Procedure.
Access and Security	Data will be made available to the project team/ external specialists through the ORACLE CDE cloud-based system controlled via password access, maintained and managed by MOLA IT support.
Selection and Preservation	
Preservation Plan	<ul style="list-style-type: none"> • The physical and digital archives will be constructed in accordance with local and national guidelines, and specifically with reference to MOLA's Physical and Digital Data Retention/Discard policies. Discarded data that has been identified for deletion will be recorded as such within the metadata and site records, as appropriate. • The physical archive accession code and archiving location are listed on the front page of this document. • The digital site archive comprising the report, ORACLE database, digital photographs, survey data and metadata tables will be archived with the ADS.

Data Sharing	
Data Sharing Plan	During the course of the project, site data will need to be shared with external persons for the acquisition of specialist reporting. External specialists will be given access to ORACLE CDE, MOLA's cloud-based databasing system. The data will not be shared more widely at this stage. The data generated from this project will be made publically available through submission to the Archaeological Data Service (ADS) as a digital archive and the finished report will be submitted to the Online AccesS to the Index of archaeological investigationS (OASIS). The file types submitted will comply with ADS digital archiving guidance in order to ensure maximum compatibility and access.
Data Sharing Restrictions	There are no known restrictions on the use of this data after project completion although data will be kept confidential during the course of the project.
Responsibilities and Resources	
Responsibilities	In the absence of a dedicated Digital Data Officer, the Project Manager and the Senior Archaeological Archivist are responsible for ensuring the data management plan is followed.
Resources	None additional required.
References	<p>Brown, D H, 2011 <i>Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation, Second edition</i>, Archaeological Archives Forum</p> <p>CIfA 2014c <i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i>, Chartered Institute for Archaeologists</p> <p>CIfA 2014d <i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives</i>, Chartered Institute for Archaeologists</p> <p>Donnelly-Symes, B, 2019 <i>Northamptonshire Archaeological Archives Standard</i>, Standards Working Party, Northamptonshire Archaeological Resource Centre</p> <p>MOLA 2014 <i>Archaeological Fieldwork Manual</i>, Museum of London Archaeology</p>