

An Archaeological Evaluation on land adjacent to Mill House, Ponteland, Northumberland



Trench 1, looking north

ARS Ltd Report No. 2012/43

July 2012

OASIS No.: archaeol5-130051

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Executive Summary

In July 2012 Archaeological Research Services Ltd. were commissioned by Galliford Try to undertake an archaeological evaluation on land adjacent to Mill House in Ponteland, Northumberland, prior to development. The proposed development involves demolition of Galliford Try's existing office building and the construction of seven new dwellings.

A Desk-Based Assessment (DBA) carried out by North Pennines Archaeology (Wooler 2011) determined that an old mill forms the core of the existing office building on the site and that the mill race ran across the site underneath the current car park surface. The evaluation was carried out in order to provide sufficient information to properly assess the archaeological impact of this application in line with policy HE6 of PPS5 (now superseded by the NPPF). The evaluation was specifically designed to evaluate the survival of the mill race and whether an earlier mill race or buildings are located on this site.

The mill race was successfully located and recorded during the evaluation. A finely textured black deposit was encountered that is believed to be the fill of the race. Preserved reed fragments were also discovered that confirm that the ditch was once a watercourse. The discovery confirms the location of the mill race as it is shown on the First Edition OS map of 1865.

1. INTRODUCTION

1.1. In July 2012 Archaeological Research Services Ltd. were commissioned by Galliford Try to undertake an archaeological evaluation on land adjacent to Mill House in Ponteland, Northumberland. The evaluation was carried out prior to demolition of the existing buildings and the construction of seven new dwellings. A Desk-Based Assessment (DBA) carried out by North Pennines Archaeology (Wooler 2011) determined that an old mill forms the core of the existing office building on the site and that the mill race ran across the site underneath the current car park surface. The client has been recommended by Northumberland County Council Development Management Team, on behalf of Northumberland Conservation, that archaeological evaluation and an appraisal of relevant Historic Environment Record information be carried out before the application is determined

1.2. The evaluation was carried out in order to provide sufficient information to properly assess the archaeological impact of this application in line with policy HE6 of PPS5 (now superceded by the NPPF). The evaluation is specifically designed to evaluate the survival of the mill race and whether an earlier mill race or buildings are located on this site. The results of the evaluation will therefore enable an informed decision to be made on the planning application.

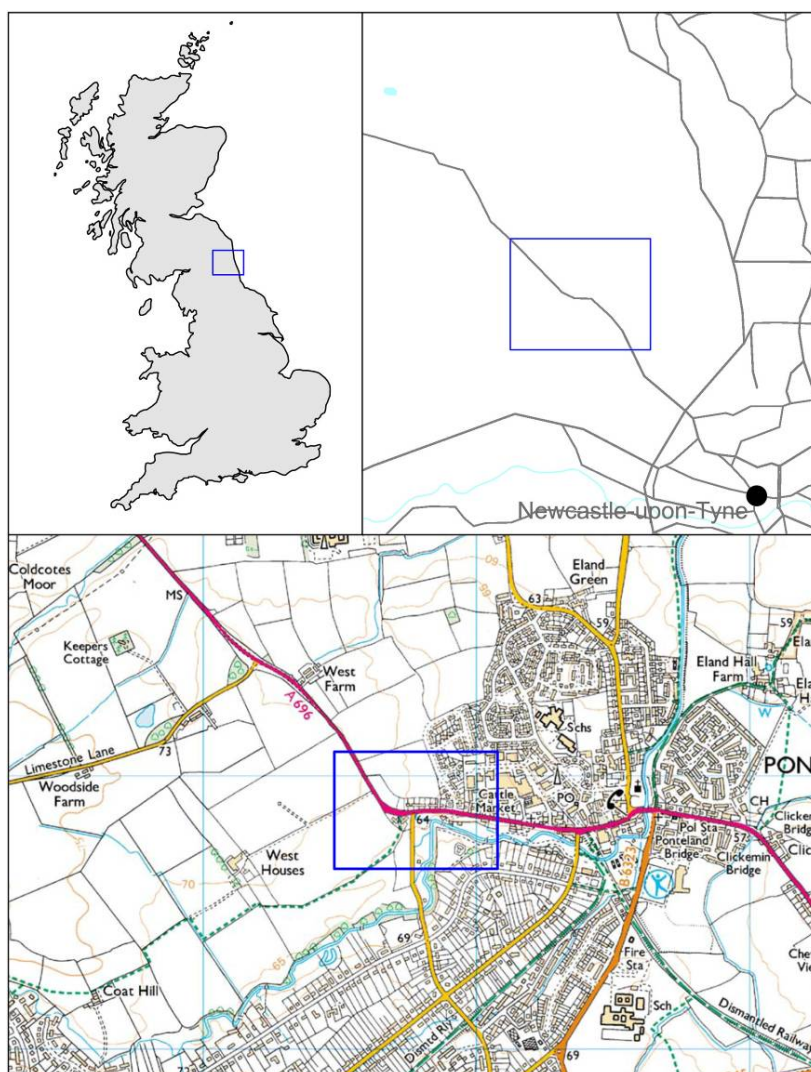


Fig. 1 Location map of the development site.

2. LOCATION AND GEOLOGY

2.1. The site is situated in Ponteland and is centred at NZ 15896 72840. It sits approximately 50 metres from the centre of Ponteland on West Road which runs from east to west through the centre of the town. The bedrock geology of the area comprises Yoredale Group limestone, sandstone, siltstone and mudstone with overlying superficial deposits of sand and gravel (BGS 2012).

3. BACKGROUND

3.1. The historic core of the mill building was identified in both the DBA and the standing building assessment and appears to relate to the 1828 mill. However, maps were also identified that showed an earlier mill building on this site from 1800 onwards. While historic references to a mill at Ponteland were discovered, the actual location of that building is not known. Historic Ordnance Survey maps from c.1860 onwards show the mill race running through the western wing of the building, however later extensions have obscured the earlier walls so no associated openings can be seen and the line of the mill race is not visible on the ground to the west of the building and car park. The mill race is known to have been culverted beneath the car park in c. 1916. Historic maps predating c.1860 appear to show the mill running through the eastern wing of the mill buildings and it is unclear whether this indicates the location of an earlier mill race or more stylised maps at a smaller scale.

3.2. In addition to the mill itself, Ponteland contains a number of designated sites. Within 500m of Mill House there is one designated site, Vicars Peel, which is a SAM but also a Grade II listed Vicarage Tower. The tower is said to be 14th century in date but existing remains appear to be early 17th century. There are also three HER sites within 500m of the development site. These are listed below:

- HER No. 11031, Ponteland Corn Mill and Mill Race
- HER No. 19477, NGR: NZ1614372816. Site of 'Lady Well'.
- HER No. 19478, NGR: NZ1637272747. Stepping stones across the river Pont.

4. AIMS AND OBJECTIVES

4.1. The aim of the archaeological evaluation was to gather sufficient information to establish the extent, condition, character and date of any archaeological features and deposits within the area of proposed development, and to record any features or deposits at an appropriate level. The evaluation work was designed to ascertain whether there were any archaeological constraints that would affect the planned development.

5. METHODOLOGY

5.1. The archaeological evaluation took the form of one machine-excavated trench measuring 10 x 2m. The positioning of the trench was decided upon in order to establish the location of the mill race where it possibly passes beneath the current car park.

5.2. The trench was opened by machine using a toothless ditching bucket in level spits to a maximum depth of 1.2m, at which point the trenches were examined and cleaned by hand. All machine excavation was carried out under careful archaeological supervision.

5.3. The deposits were recorded according to the normal principles of stratigraphic excavation. Each context was recorded on pro-forma records which included the following: character and contextual relationships; detailed description (dimensions and shape; soil components, colour, texture and consistency); interpretation and phasing as well as cross-references to the drawn, photographic and finds registers.

5.4. Each trench was planned at 1:50. Trench sides were also drawn in section at a scale of 1:20. All deposits and the base of each trench were levelled and heights are expressed in metres above Ordnance Datum.

5.5. A photographic record was maintained including photographs of each trench. All images were taken in black and white print, colour print and digital format, and contain a graduated photographic scale.

6. EVALUATION RESULTS

6.1. A thorough CAT scan was carried out of the site at Mill House prior to any excavation. An electric cable was found to be passing directly through the area where the evaluation trench was intended to be dug. The orientation of the trench was therefore altered in order to avoid the service, and the trench was shortened to 8m as opposed to the originally intended 10m. A number of additional services that had not been detected by the CAT were encountered in the trench during excavation. The avoidance of these services meant that the trench could not be dug to 1.2m in some places.

6.2. Trench 1 was excavated in the car park to the north east of the existing office building. It measured 8 x 2m and was orientated north-south. The trench was dug through the tarmac (001) and hardcore (002) layers of the car park. These contexts had a combined depth of 0.2m and consisted of black bituminous tarmac overlying a layer of broken brick and stone hardcore. Beneath the tarmac and hardcore and at the southern end of the trench only, the concrete capping of a modern drain (003) was encountered. The concrete had a depth of 0.32m. Below the hardcore (003) across the remainder of the trench was a 0.3m deep layer of made ground (004). This consisted of mixed sandy mid-brown clay with small stone inclusions and crushed brick. A ceramic duct containing an electric cable (005) was encountered towards the southern end of the trench while a modern black plastic water pipe (006) and an electric cable (007) were encountered further to the north. Below the made ground (004), in the southern and central areas of the trench, a deep finely textured silty black deposit was encountered (008). Due to the presence of the services in the trench it was not possible to excavate this deposit beyond 2m. The deposit is believed to be the fill of the mill race. It became increasingly peaty towards the base of the trench and contained glass bottles (see Figure 6) and small pieces of bone. Some preserved reed fragments were also discovered towards the base of the deposit. Below the uppermost layer of made ground (004), at the northern end of the trench, was another layer of made ground (009) consisting of mixed grey and yellow sandy clay with large boulder inclusions and mortar. This layer of made ground was sitting directly above the natural brown clay (010).

7. DISCUSSION

7.1. The main aim of the evaluation was to attempt to locate the mill race in order to determine whether or not the mill race seen on historic maps is depicted accurately. The black silty deposit (008) encountered in the evaluation trench is believed to be the natural silting up of the mill race. The preserved reed fragments confirm that there was once a watercourse running beneath the current car park surface. The cut of the race was not visible, however, due to the presence of services. The location of the race as discovered during the evaluation matches the location seen on the First Edition OS map of 1865, thus confirming the accuracy of the map.

8. CONCLUSIONS

8.1. The archaeological evaluation successfully located the mill race and confirmed its location. Therefore it is not recommended that any further work be carried out on the site at Mill House prior to commencement of the proposed development.

9. PUBLICITY, CONFIDENTIALITY AND COPYRIGHT

9.1. Any publicity will be handled by the client.

9.2. Archaeological Research Services Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

10. STATEMENT OF INDEMNITY

10.1. All statements and opinions contained within this report arising from the works undertaken are offered in good faith and compiled according to professional standards. No responsibility can be accepted by the author/s of the report for any errors of fact or opinion resulting from data supplied by any third party, or for loss or other consequence arising from decisions or actions made upon the basis of facts or opinions expressed in any such report(s), howsoever such facts and opinions may have been derived.

11. ACKNOWLEDGEMENTS

11.1. Archaeological Research Services Ltd would like to thank all those involved with this work, in particular Karen Derham, Northumberland Assistant County Archaeologist and David Atkinson of Galliford Try.

12. REFERENCES

Wooler, F. 2011. 'Land at Mill House, West Road, Ponteland, Northumberland, Archaeological Desk-Based Assessment and Standing Building Assessment'. NP Archaeology, Cumbria

Websites:

British Geological Survey: <http://www.bgs.ac.uk/>

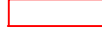
APPENDIX I: CONTEXT REGISTER

Context No.	Within	Description
001	Trench 1	Car park tarmac surface
002	Trench 1	Hardcore
003	Trench 1	Concrete drain cap
004	Trench 1	Made ground
005	Trench 1	Electric cable with ceramic duct
006	Trench 1	Plastic water pipe
007	Trench 1	Electric cable
008	Trench 1	Black silty fill of mill race
009	Trench 1	Made ground
010	Trench 1	Natural brown clay

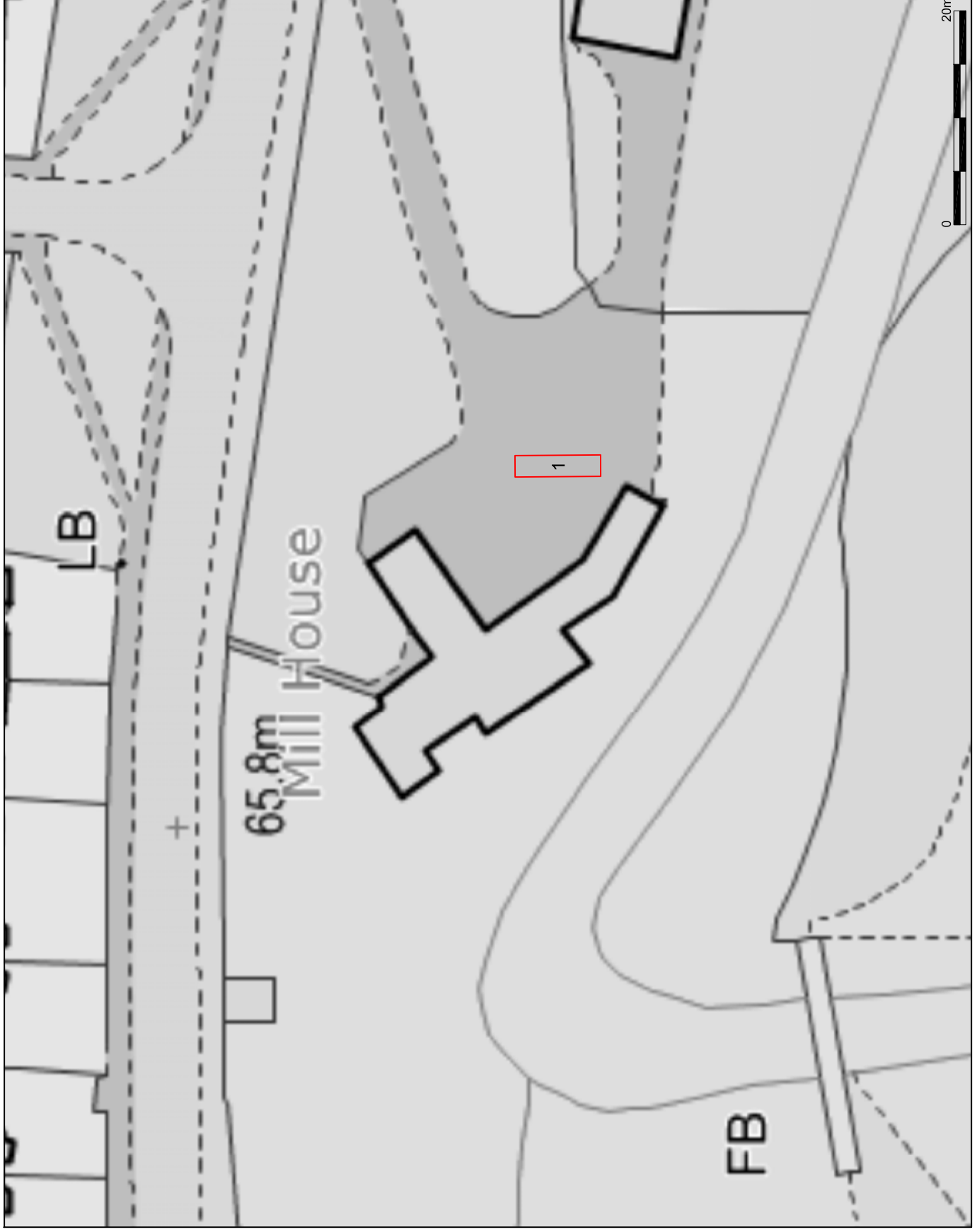
Figure 2:

A plan of the site at Mill House
showing the location of Trench 1
Scale = 1:500 at A4

Key:



Trench



Copyright/ Licensing

This Drawing
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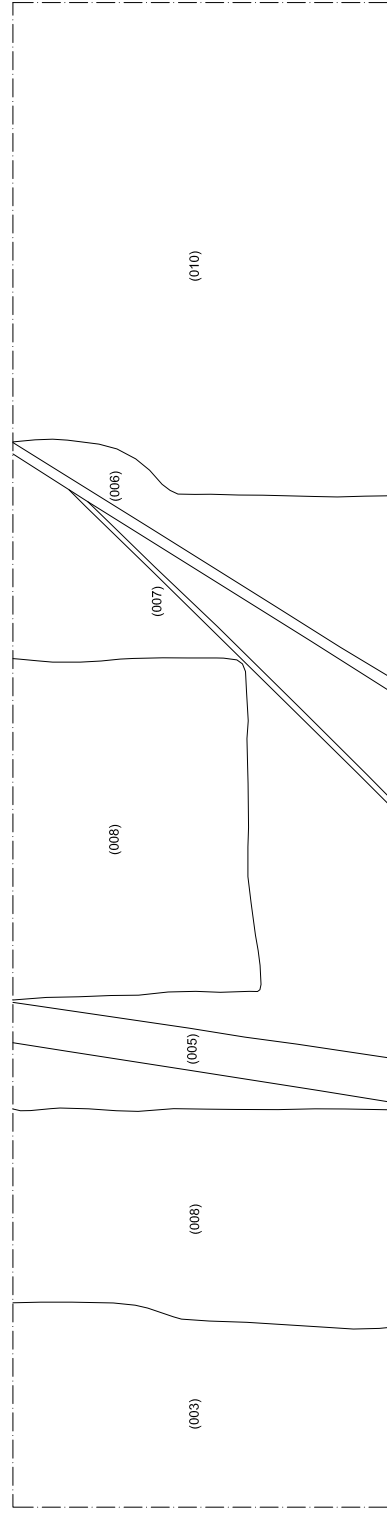
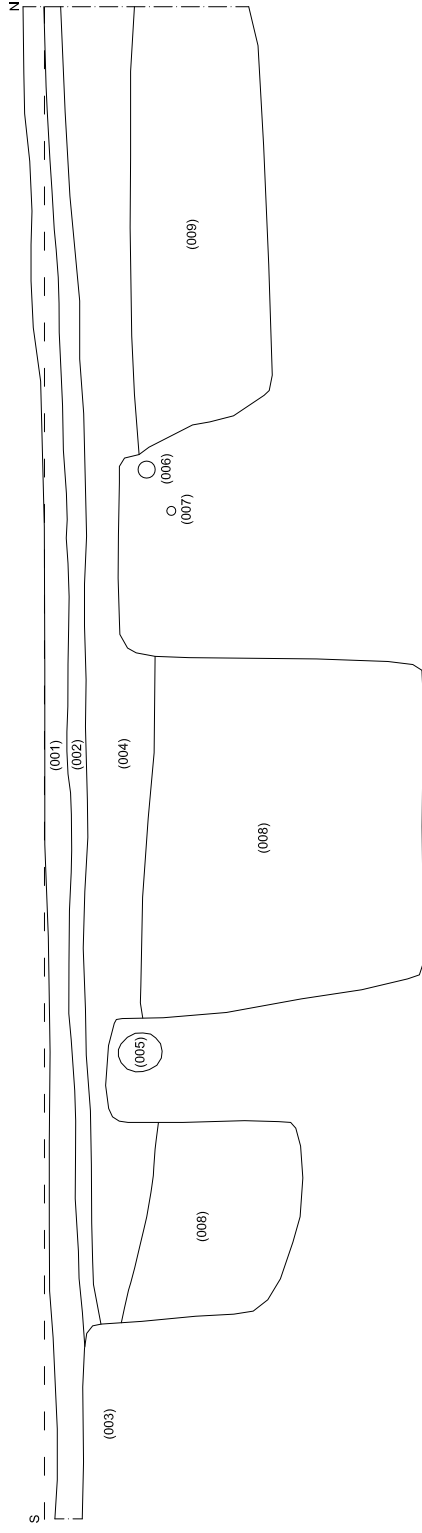
Ordnance Survey data if applicable
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Figure 3:

Plan and section of Trench 1

Scale = 1:40 at A4

Key:



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Figure 4: Trench 1, looking north. Scale = 2 x 2m



Figure 5: Trench 1, east facing section. Scale = 2 x 2m



Figure 6: Two of the glass bottles recovered from the fill of the mill race (008). Scale = 0.15m

LAND AT MILL HOUSE, WEST ROAD, PONTELAND NORTHUMBERLAND

Brief for an Archaeological Evaluation

1 Introduction

1.1 A planning application has been submitted for the demolition of the existing office building and construction of 7 new dwellings at Mill House, West Road, Ponteland (Fig 1). The old mill forms the core of the existing offices on the site. A desk-based assessment and standing building assessment report has been produced for this application. The report identified the historic core of the building which appears to relate to the 1828 mill but also identified maps showing an earlier mill building on this site from 1800 onwards. It also identified historic references to a mill at Ponteland although the actual location of that building is not known. Although historic Ordnance Survey maps (c.1860 onwards) show the mill race running through the western wing of the building, later extensions have obscured the earlier walls so no associated openings can be seen and the line of the mill race is not visible on the ground to the west of the building and car park. The mill race is known to have been culverted beneath the car park in c. 1916. Historic maps predating c.1860 appear to show the mill running through the eastern wing of the mill buildings and it is unclear whether this indicates the location of an earlier mill race or more stylised maps at a smaller scale.

1.2 While the assessment has been useful in identifying areas of archaeological potential, it does not prove or, for that matter, discount the survival of remains associated with the 1828 and earlier mills either below ground or in the standing building behind later extensions and plaster board. While there is the possibility that the 1828 mill and later extension will have removed any earlier remains, 19th century buildings in Northumberland are frequently shown to have been constructed with minimal foundations although a wheel pit is naturally likely to have much deeper foundations. While the extensions from the 1970s onwards are likely to have more significant groundworks, the presence of a 19th century building cannot discount the potential for earlier remains.

1.3 Policy Background

1.4 Policy relating to the assessment and mitigation of impacts to the cultural heritage resource within the planning system is set out in Planning Policy Statement 5: Planning for the Historic Environment, published on 23rd March 2010.¹

1.5 Policy HE6 of PPS5 states that:

- i) Local Planning Authorities should require applicants to provide a description of the significance of heritage assets affected by a development proposal and the contribution their setting makes to that significance (HE6.1).
- ii) As a minimum, the relevant historic environment record should be consulted and the heritage assets themselves should have been assessed using appropriate expertise (HE6.1)
- iii) Where an application includes, or is considered to have the potential to include, heritage assets with archaeological interest, local planning authorities

¹ PPS5: *Planning for the Historic Environment* and the associated *Practice Guide* can be viewed on the Communities and Local Government website at:
<http://www.communities.gov.uk/publications/planningandbuilding/pps5>

- should require developers to submit an appropriate desk-based assessment (HE6.1)
- iv) Where desk-based research is insufficient to properly assess the interest, a field evaluation may be required (HE6.1).
 - v) The results of all stages of assessment (including, where required, geophysical survey and intrusive evaluation trenching) should be set out in the application (within the Design and Access Statement, or if applicable, an Environmental Statement) as part of the explanation of design concept (HE6.2)
 - vi) Local planning authorities should not validate applications where the extent of the impact of the proposal on the significance of heritage assets affected cannot be adequately understood from the application and supporting documents (HE6.3)
- 1.6 Northumberland Conservation considers that the application site has the potential to include heritage assets with archaeological interest. In accordance with Policy HE6 of PPS5: *Planning for the Historic Environment*.² Northumberland Conservation has advised Northumberland County Council (NCC) Development Management Team (West Area), that the planning application should provide sufficient information to understand the impact of the proposal on the significance of potential heritage assets. Northumberland Conservation considers that a field evaluation is necessary to provide sufficient information to properly assess the archaeological impact of this application in line with policy HE6 of PPS5.
- 1.7 This brief constitutes Northumberland Conservation's justification for the investigation, its objectives and the strategy and procedures to apply to the archaeological evaluation. The results of this work will be used to inform the planning decision.
- 1.8 **This brief does not constitute the 'written scheme of investigation'**. It is intended to establish the project parameters to enable an archaeological consultant or contractor to tender for the work and once commissioned to prepare and submit an appropriate Method Statement, Project Design or Specification to Northumberland Conservation for approval prior to work commencing. The project design/specification should be based on a thorough study of all relevant background information, in particular any assessment or evaluation reports or, in their absence, data held or referenced in Northumberland Historic Environment Record Office (HER).
- 1.9 The extent of the development (Fig 1) has been taken from plans attached to the planning application. The archaeological consultant or contractor will need to confirm the extent of the development and the nature of the works with the developer as part of the specification.

² Planning Policy Statement 5: *Planning for the Historic Environment*, available to view or download via the Department of Communities and Local Government website at: <http://www.communities.gov.uk/publications/planningandbuilding/pps5>

2 Site Specific Requirements

- 2.1 The evaluation work proposed here is designed to ascertain whether there are any archaeological constraints that may affect the planned development. The purpose of trial excavation is to establish the presence or absence of archaeological remains, their quality, depth and preservation.
- 2.2 The evaluation should take the form of at least 5 trenches measuring c.5-10m in length located to answer specific questions and to establish the presence/absence, survival and significance of potential remains identified by the desk-based assessment.
- 2.3 The trenches should be located to investigate:
 - the mill race shown on the First Edition Ordnance Survey map (c.1860) where it has been culverted beneath the existing car park and on the footprint of a proposed building
 - The mill race to the east of the car park in the wooded area and on the footprint of a proposed building
 - The potential line of an earlier mill race shown on plans predating 1860 which may also help to identify any structural remains of earlier mills in the car park close to the entrance of the existing building and on the footprint of a proposed building
 - The eastern edge of the mill pond to the north of the existing building including the footprint of a proposed building
 - The area to the immediate west of the existing building in order to assess whether any earlier structural remains survive on the footprint of a proposed building
- 2.4 Should changes to the trench locations and size be necessary, these should be discussed with the Assistant County Archaeologist and approved prior to work commencing on site.
- 2.5 Access arrangements, especially for mechanical excavation equipment, should be confirmed with the person or body commissioning the work, and where appropriate also with the land owner. Utility information should be requested prior to work commencing on site, so that the utilities can be avoided.

3 General Standards

- 3.1 All work should be carried out in compliance with the codes of conduct of the Institute for Archaeologists (IfA) ³ and will follow the IfA Standard and Guidance for Archaeological Field Evaluation.⁴
- 3.2 All work should be carried out in compliance with the Regional Statement of Good Practice.⁵
- 3.3 Archaeological contractors must be able to prove that they have appropriate excavation experience and current insurance to undertake excavations.
- 3.4 The contractor should provide an indication of the resources they are proposing to use

³ Institute for Archaeologists, 2009. *By-Laws: Code of Conduct* (23 October 2009):

http://www.archaeologists.net/modules/icontent/inPages/docs/codes/code_conduct.pdf

⁴ Institute for Archaeologists, 2008. *Standard and Guidance for archaeological field evaluation* (28 October 2008):

<http://www.archaeologists.net/modules/icontent/inPages/docs/codes/fldeval2.pdf>

⁵ Yorkshire, The Humber and the North-East: A Regional Statement of Good Practice for Archaeology in the Development Process (25 November 2009)

on the site, expressed where appropriate as a number of person days for each grade.

- 3.5 All staff must be suitably qualified and experienced for their project roles. Short CVs/relevant career histories should be provided in the specification for all site staff of supervisor or higher grade as well as any specialists involved in the project either in the field or during the post excavation phase. Details must also be supplied for office based staff involved in the management and direction of the project.

3.6 Pre-site work preparation

- i) A specification in line with this brief must be submitted and approved by Northumberland Conservation prior to work commencing.
- ii) All staff must familiarise themselves with the archaeological background of the site, and the results of any previous work in the area, prior to the start of work on site. All staff must be aware of the work required under the specification, and must understand the projects aims and methodologies.
- iii) As required by Policy HE6.1 of PPS5, the appointed contractor must consult the Historic Environment Record as part of the site assessment process. Contractors should therefore ensure that they have made provision for to consult the HER as part of any required tender submissions or project costings. The results should be included in the written scheme of investigation.
- iv) The archaeological contractor should note that the formulation of an appropriate environmental sampling strategy is a mandatory part of this project. Advice on such a strategy must be obtained from the English Heritage Scientific Advisor for North East England, Dr Jacqui Huntley, English Heritage Offices, Bessie Surtees' House, 41-44 Sandhill, Newcastle upon Tyne NE1 3JF (Tel. 0191 269 1250 or Mobile (preferred contact): 077134 00387).The sampling strategy should be included in the specification and submitted to the Assistant County Archaeologist for approval.
- v) The relevant museum should be contacted to discuss archiving, prior to work commencing.

3.7 Fieldwork

- i) Topsoil and unstratified modern material may be removed mechanically by a machine using a **wide toothless ditching blade**. This must be carried out under continuous archaeological supervision
- ii) The topsoil or recent overburden should be removed in successive level spits down to the first significant archaeological horizon or the natural subsoil, whichever is encountered first.
- iii) All faces of the trench that require examination or recording must be cleaned sufficiently to establish the presence or absence of archaeological remains
- iv) The top of the first significant archaeological horizon or the natural subsoil must be cleaned sufficiently to allow for its inspection for features.
- v) **In the event that small discrete archaeological features are revealed, including but not limited to postholes and pits, during machining or subsequent cleaning of the trench, the trench will need to be expanded either side of the feature by a machine bucket width as standard. If further additional trench expansion is required, this should be carried out following discussions with the Assistant County Archaeologist and at that stage the contingency allowance can be used.**
- vi) All subsequent deposits must be excavated by hand
- vii) The archaeology must be investigated sufficiently to establish its nature, extent and date, unless it is deemed of sufficient importance to require total

preservation *in situ*. All features exposed should be sample excavated. This would typically comprise:

- i) 50% of every discrete feature
- ii) 25% of the area of linear/curvilinear features with a non-uniform fill
- iii) 10% of the area of linear/curvilinear features with a uniform fill
- viii) Within the constraints of the site, the excavations should be maintained in a manner that allows quick and easy inspection without any requirement for additional cleaning.
- ix) Deposits should be assessed for their potential for providing environmental or dating evidence. Sampling should be in line with the strategy agreed with Jacqui Huntley and Northumberland Conservation
- x) In the event of human burials being discovered, they should be left *in situ*, covered and protected and the coroners' office should be informed. If removal is essential, work must comply with relevant Home Office regulations.
- xi) Appropriate procedures under the relevant legislation must be followed in the event of the discovery of artefacts covered by the provisions of the Treasure Act 1996.
- xii) The drawn record from the site must include a representative selection of long sections from the excavations that clearly allow the nature and depth and any significant changes in the deposits recorded to be demonstrated. If there is any uncertainty, advice should be sought from the Assistant County Archaeologist as to which sections may be appropriate for inclusion within the site record.
- xiii) During and after the excavation, all recovered artefacts must be stored in the appropriate materials and storage conditions to ensure minimal deterioration and loss of information (this should include controlled storage, correct packaging, regular monitoring of conditions, immediate selection for conservation of vulnerable material).

3.8 Contingency

- 3.8.1 In some circumstances a programme of evaluation may, in answering the questions posed, also raise others of an unexpected nature. Every attempt should be made to deal with the problem by agreed modification of the specification while fieldwork is in progress.
- 3.8.2 A contingency sum should be allowed for the excavation of an additional 10m of trench to answer particular issues that may arise during fieldwork. **Failure to make this allowance, where appropriate, may necessitate further evaluation work being recommended to the local authority and a delay in the decision making process.**
- 3.8.3 The activation of the contingency must only be undertaken after discussion with, and with the agreement of the Assistant County Archaeologist. A representative of the developer/owner etc should be present at such discussions.
- 3.8.4 In the event that hearths, kilns or ovens (of whatever period, date or function) are identified during the watching brief, provision should be made to collect at least one archaeo-magnetic date to be calculated from each individual hearth surface (or in the case of domestic dwellings sites a minimum of one per building identified). Where applicable, samples to be collected from the site and processed by a suitably trained specialist for dating purposes. In the event that such deposits or structures are identified, Northumberland Conservation should be contacted to discuss the appropriate response. This specific aspect of the sampling strategy should also be

discussed in advance with English Heritage as per 'General Standards' above.

3.9 Recording

- i) The evaluation trenches should be accurately related to the National Grid and located on a 1:2500 or 1:1250 map of the area.
- ii) A full and proper record (written, graphic and photographic as appropriate) should be made for all work, using pro forma record sheets and text descriptions appropriate to the work. Accurate scale plans and section drawings should be drawn at 1:50, 1:20 and 1:10 scales as appropriate
- iii) The stratigraphy of all trenches should be recorded even where no archaeological deposit have been identified
- iv) All archaeological deposits and features, the current ground level and base of each trench must be recorded with an **above Ordnance Datum (aOD)** level.
- v) A photographic record of all contexts should be taken in colour transparency and black and white print and should include a clearly visible, graduated metric scale. A register of all photographs should be kept
- vi) Where stratified deposits are encountered, a 'Harris' matrix should be compiled

4 Post excavation work, archive, and report preparation

4.1 Finds

- 4.1.1 All finds processing, conservation work and storage of finds must be carried out in compliance with the IfA Guidelines for Finds Work ⁶ and those set by UKIC.
- 4.1.2 The deposition and disposal of artefacts must be agreed with the legal owner and recipient museum **prior** to the work taking place. Where the landowner decides to retain artefacts, adequate provision must be made for recording them. Details of land ownership should be provided by the developer.
- 4.1.3 All retained artefacts must be cleaned and packaged in accordance with the requirements of the recipient museum.

4.2 Site Archive

- 4.2.1 Archiving work must be carried out in compliance with the IfA Guidelines for Archiving ⁷.
- 4.2.2 The archive and the finds must be deposited in the appropriate local museum, within **6 months** of completion of the post-excavation work and report.
- 4.2.3 Before the commencement of fieldwork, contact should be made with the landowners and with the appropriate local museum to make the relevant arrangements. Details of land ownership should be provided by the developer. Details of the appropriate museum can be provided by the Assistant County Archaeologist.
- 4.2.4 Northumberland County Council will require confirmation that the archive had been submitted in a satisfactory form to the relevant museum.**

⁶ Institute for Archaeologists, 2008, *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* (28 October 2008):

<http://www.archaeologists.net/modules/icontent/inPages/docs/codes/Finds2008.pdf>

⁷ Institute for Archaeologists, 2008. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (October 2008):

<http://www.archaeologists.net/modules/icontent/inPages/docs/codes/Archives2009.pdf>

4.3 Report

4.3.1 The archaeological evaluation is the first stage in a potentially multi-staged programme of archaeological assessment which has been requested to inform the determination of a planning application. Further stages of assessment may be required. As required by PPS5 (Policy HE6), all stages of assessment should be undertaken prior to the submission of an application and the results used to inform the explanation of design concept and consideration of the impact of development on the significance of the heritage resource.

4.3.2 Northumberland Conservation require one bound paper copy and one digital copy (in Word or PDF format) of the report

4.3.3 Each page and paragraph should be numbered within the report and illustrations cross-referenced within the text.

4.3.4 The report should include the following as a minimum:

- i) Planning application number, Northumberland Conservation reference, OASIS reference number and an 8 figure grid reference
- ii) The nature and extent of the proposed development and client information
- iii) A location plan of the site at an appropriate scale of at least 1:10 000
- iv) A location plan showing trench locations within the site. This must be at a recognisable planning scale, and located with reference to the national grid, to allow the results to be accurately plotted on the Historic Environment Record
- v) Plans and sections of archaeology located at a recognisable planning scale (1:10, 1:20, 1:50 or 1:100, as appropriate)
- vi) Period based discussion of the known and potential archaeological sites within the proposed development area
- vii) A summary statement of the results
- viii) A table summarising the deposits, features, classes and numbers of artefacts encountered and spot dating of significant finds
- ix) A description of the geology on the site
- x) Discussion of the physical impact of the proposed development on known and potential archaeological sites
- xi) A copy of this brief
- xii) A copy of the 'check-list' appended to this brief
- xiii) **Any variation to the above requirements should be approved by the planning authority prior to work being submitted**

4.4 OASIS

4.4.1 Northumberland Conservation and HER support the Online Access to Index of Archaeological Investigations (OASIS) Project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large scale developer funded fieldwork.

4.4.2 The archaeological consultant or contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/>. If the contractors are unfamiliar with OASIS, they are advised to contact Northumberland HER prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, Northumberland HER will validate the OASIS form thus placing the information into the public domain on the OASIS website. **The archaeological consultant or contractor must indicate that they agree to this procedure within the specification/project design/written scheme of investigation submitted to Northumberland Conservation for approval**

4.5 Publication

- 4.5.1 A summary should be prepared for 'Archaeology in Northumberland' and submitted to Liz Williams, Northumberland HER Officer, by December of the year in which the work is completed.
- 4.5.2 A short report of the work should also be submitted to a local journal if appropriate.

5 Monitoring

- 5.1 The Assistant County Archaeologist must be informed on the start date and timetable for the evaluation **in advance** of work commencing.
- 5.2 Reasonable access to the site will be afforded to the Assistant County Archaeologist or his/her nominee at all times, for the purposes of monitoring the archaeological evaluation
- 5.3 Regular communication between the archaeological contractor, the Assistant County Archaeologist and other interested parties must be maintained to ensure the project aims and objectives are achieved.

6 Further Guidance

- 6.1 Any further guidance or queries regarding the provision of a specification should be directed to:

Karen Derham
Assistant County Archaeologist
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF

Tel: 01670 534057
Fax: 01670 533409
e-mail: Karen.derham@northumberland.gov.uk

2/11/11

FOR COPYRIGHT REASONS, ALL MAPS SUPPLIED BY NORTHUMBERLAND COUNTY COUNCIL MUST BE RETURNED TO THEM ON COMPLETION OF THE PROJECT

Archaeological Evaluation Report Check List

Site name:

Archaeological Contractor:

Check List	Contractor	Northumberland Conservation (NC)
Copy of report checklist		
Planning ref.		
Northumberland Conservation ref.		
OASIS ref.		
Confirmation that all OASIS sections completed incl. submission of grey literature		
8 figure grid reference		
Results		
Summary statement of the results		
Table summarising the deposits, features, classes and numbers of artefacts encountered and spot dating of significant finds		
Plans and sections		
Location plan at scale of at least 1:10000		
Plans showing location of archaeological work at recognisable planning scale		
Plans showing location of archaeological work with reference to national grid		
Detailed plans and sections at recognisable planning scale		
Above Ordnance Datum levels and levels below current ground level in the text		
Above Ordnance Datum levels included on plans and sections		
Any variation approved by NC prior to work commencing		

Contractor checked:

NC Officer checked:

Date:

Date:

