An Archaeological Evaluation at Ripley Waste Transfer Station, North Yorkshire

Excavation of Trench One

Planning ref:
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ARS Ltd Report 2006/31
August 2006

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Archaeological Research Services Ltd

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EXECUTIVE SUMMARY

Archaeological Research Services Ltd (ARS Ltd) was commissioned by HACS Construction Ltd to carry out an archaeological evaluation on land at Ripley Waste Transfer Station, Station Yard, Ripley, North Yorkshire in August 2006. The work was to be carried out prior to the proposed development of a two storey office and workshop building with 51 parking spaces and associated hardstanding storage areas for skips, materials, vehicles and machinery.

Due to the location of the site, there was potential for archaeological remains within the proposed development area, however no remains were uncovered. All of the evaluation trenches were excavated down to the natural boulder clay or to a safe working depth of 1.2m below modern ground surface. Due to the presence of a steep bank in the evaluation area, there was considerable variation in the depth of deposits between the northern end of the site, where the topography was steepest, and the southern end of the site, where the ground became flatter. At the southern end of the site, boulder clay was encountered at a depth of 0.75m below modern ground surface (approximately 53.8m OD). At the northern end of the site 53.8m OD could not be achieved without deep excavation far below any possible archaeological impact. After achieving maximum safe working depth of 1.2m (55.1m OD) without encountering the boulder clay at this end of the site, sondages were dug (within which no access was permitted) to further assess the depth. At a depth of 1.5m (approximately 54.8 m OD) below modern ground surface at the northern end of the site, the boulder clay had still not been encountered, very likely because the boulder clay surface is generally flat in this area, and as stated above, 53.8m OD, where boulder clay was shown to exist at the southern end of the site, could not be achieved here due to the steep slope of the site.

It was concluded that, due to the absence of any features, deposits or artefacts of any archaeological interest in the evaluation trenches, it is unlikely that there is any archaeological interest within the area of the proposed development. Clean boulder clay was encountered at a depth of approximately 53.8m OD in the southern part of the site. The steep bank at the site comprises made ground consisting of re-deposited boulder clay and alluvial material, and though the depth of the bank could not be determined, it appears that the boulder clay horizon continues north at an approximately constant depth of 53.8 m OD.

1. INTRODUCTION

1.1. Location and Scope of Work

1.1.1 Archaeological Research Services Ltd (ARS Ltd) was commissioned by HACS Construction Ltd to carry out an archaeological evaluation on land at Ripley Waste Transfer Station, Station Yard, Ripley, North Yorkshire in August 2006. The site is centred at SE28505980 (Fig. 1) and the proposed development comprises a two storey office and workshop building with 51 parking spaces and associated hardstanding storage areas for skips, materials, vehicles and machinery.

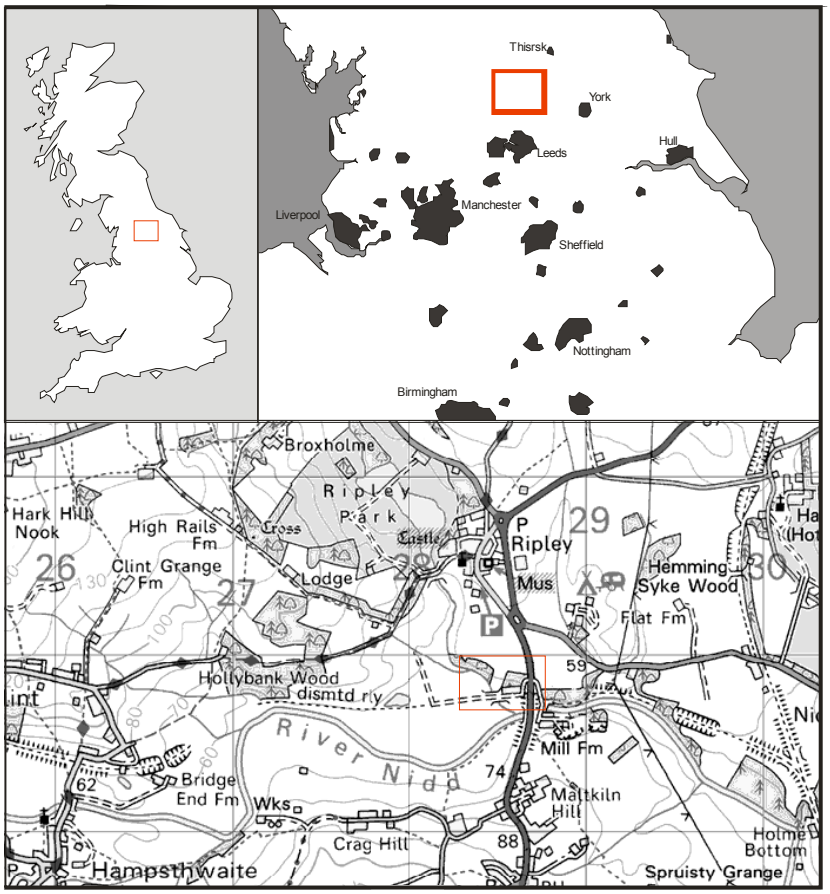


Fig. 1 Site location (Ordnance Survey data copyright OS, reproduced by permission, Licence no. 100045420)

1.1.2 The site is located to the immediate north of the River Nidd and a former channel of the Old Nidd ran across the south-western corner of the site continuing below a raised area of a former railway, which is now occupied by the waste transfer station. The village and township of Ripley are of significant archaeological and historical interest, and have been subject to intensive landscape study by Richard Muir (2001). Although the findings of this detailed work are beyond the scope of this evaluation report, a number of archaeological features of significance were identified. In particular, in the area of rising ground to the north of the site, a series of terraces preserve the earthwork traces of former settlement enclosures, and a Roman road on an approximately east-west

alignment running between Ilkley and Aldborough passes close by to the north of the site, crossing the Ripley beck, to which the site is adjacent. There are strong indications that there may have been a pre-Conquest church at Ripley, the site of which is located close by, probably a few hundred metres due west of the site, on a bluff overlooking the river Nidd, and artefacts, including eighth-century decorative metalwork, have been recovered from the site. Ripley also thrived in medieval times, in spite of serious instability in the region, and the A61 to the north of the river, from which the site is accessed, may have had medieval origins (Muir 2001, 59). Consequently, given the location of the proposed development site, there was potential for archaeological remains to be present within the area.

1.1.3 The Ripley Beck runs through the west side of the site and to the north is an inclined bank. To the immediate south is the A61 and to the east lies a wooded area. Topographically, the site is low-lying, being adjacent to the Ripley Beck, with arable farmland beyond. The bank to the north of the site is both artificial in shape and out of keeping with the generally flat topography, and is probably a mound or spoil heap created by modern landscaping or industrial processes.

1.2. Geology and Soils

1.2.1 The solid geology of the site consists of Magnesian Limestone and Permian mudstones (British Geological Survey 1979). The site lies at the edge of a north-west south-east aligned band of superficial drift cover recorded as silt and clay by the BGS on 1:50,000 scale mapping (British Geological Survey 1987), with undifferentiated Fluvio-glacial terrace deposits laid down by the river Nidd to the north.

1.2.2 The proposed development site comprises topsoil (001), overlying a mixed stoney subsoil (002), which in turn overlay a heavy grey-brown clay (003, 004 and 007).

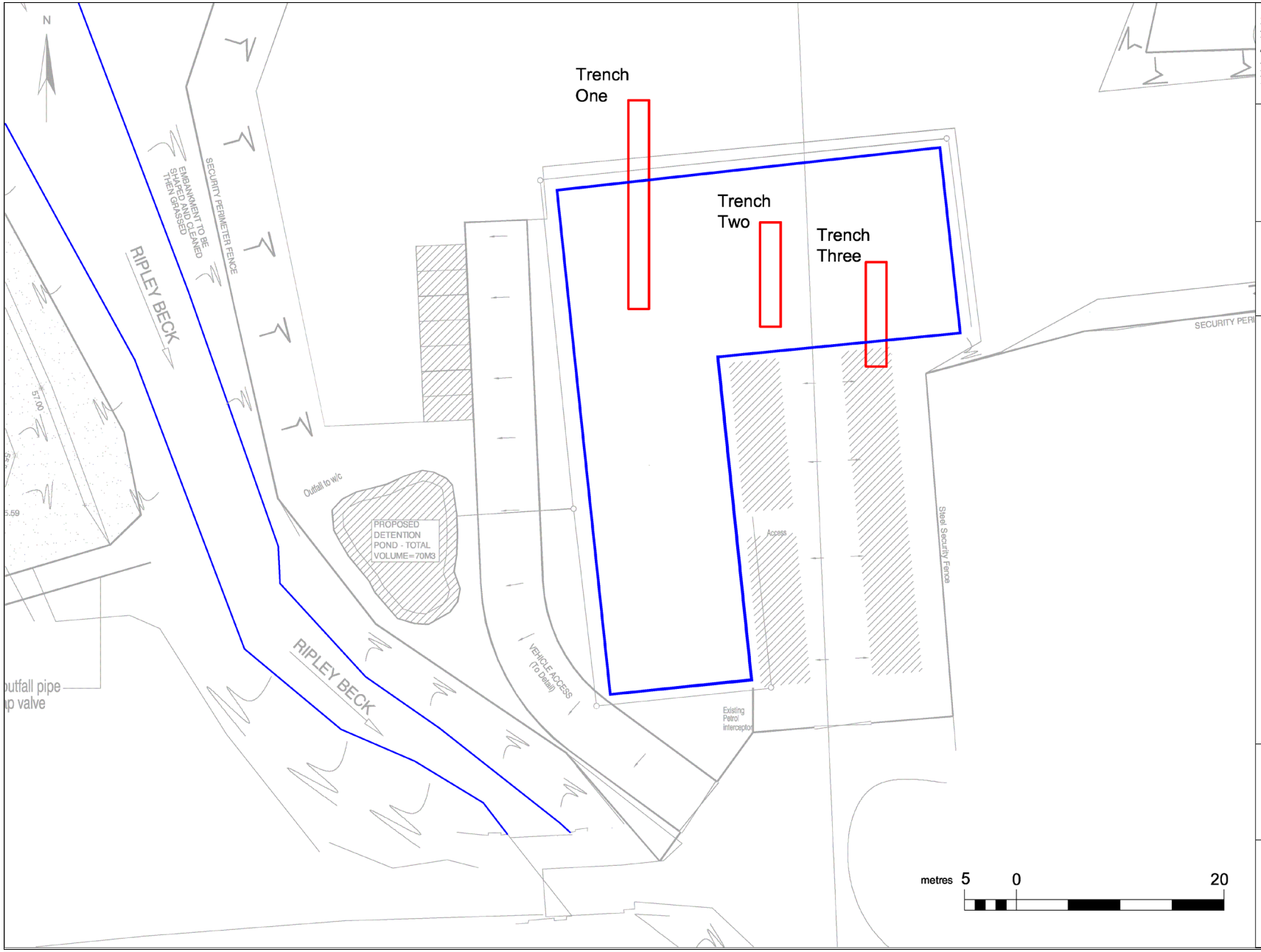
2. METHODOLOGY

2.1. An archaeological investigation was carried out in order to determine whether there were any archaeological remains within the proposed development area. The specification provided by North Yorkshire County Council required the excavation of three trenches aligned north-south and each measuring 10m by 2m. However, due to the complex nature of the deposits at the site it was deemed necessary to extend the first trench to 20m by 2m in order to gain a clearer understanding of the site (Fig. 2).

2.2. The trenches were opened by machine using a toothless ditching bucket. Deposits were removed in spits so that any horizons into which archaeological features might be cut could be observed. This process was continued down to a maximum safe depth of 1.2m below modern ground level. Deep sondages (in excess of 1.5m below modern ground level) were dug into the clay at both ends of Trench 1 to test the clay deposits (003 and 004). This was monitored by an archaeologist in order to assess whether any significant archaeological features were exposed during the process. Each separate layer encountered was given a unique context number (a Harris matrix can be found in Appendix I and a full context register can be found in Appendix II) and the whole trench was then

cleaned using hand tools in order to expose any potential archaeological features or deposits.

2.2. The trenches were then photographed in colour transparency film, black and white print and digital formats. A section drawing was completed for each trench at a scale of 1:50 and the trenches were recorded with above ordnance datum (AOD) levels.



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Site Code: RIP06
Drawing Ref: Report Fig. 2
Date: 11 Aug 2006
Drawn: CC
Scale: 1:500 at A4

Title:

Figure 2: Trench Location

Key:

Trenches

Notes:

3. RESULTS

3.1. Trench One

Trench One measured 20m by 2m and was excavated to varying depths due to the steep topography of the site and the need to clarify the nature of the deposits (Fig. 3 and 4). Natural boulder clay (004) was encountered at a depth of 53.8m OD in the southern end of the trench. A sondage was excavated at the northern end of the trench in an attempt to locate this geological horizon, but at 54.8m OD, the trench was 1.5m deep, and excavation was discontinued, primarily for reasons of safety (though no access was permitted to excavations deeper than 1.2m in any case), but also because this was in excess of the impact depth of the development. Boulder Clay (004), where observed in the southern end of the trench, was overlain by a substantial redeposited clay make-up layer, (003) to a depth of c. 54.3m OD, though the base of this layer was not observed in the northern end of the trench (as discussed above). This layer was interpreted as a redeposited clay make-up horizon for construction of the inclined bank. Cut into this layer at 6.5m and 7.5m from the southern end of the trench were two deposits of backfilled gravel (005 and 006), clearly not of natural origin, consisting of medium textured orange gravel. The depth of these dumped deposits is unknown as they continued beyond the depth of excavation (Fig. 5). Subsoil (002), measuring between 0.25m and 0.45m in depth, overlay (003), sealing (005) and (006). Two juvenile cow bones, probably from a modern livestock burial, were recovered from the mixed subsoil (002) at the interface between this layer and (003) in the southern end of the trench. The topsoil (001) measured between 0.35m and 0.51m in depth, and consisted of a fine, brown, silty sand, much of it likely redeposited during construction of the inclined bank. The provenance of these finds within the modern mixed subsoil layer preclude the possibility that they are of any antiquity. No remains of any archaeological interest were uncovered.

Fig. 3 Trench One facing North, scale 2m

Fig. 4 West facing section of Trench One, scale 2m

3.2. Trench Two

Trench Two measured 10m by 2m (Fig. 6). Boulder clay (007) was encountered in Trench 2 at a depth of approximately 54.1m OD. The boulder clay (007) appears to be a natural deposit although it is possible that it may have also been redeposited in order to build up the bank to the north (Fig. 8), something that could not be confirmed without further excavations beyond impact depth of the development. Subsoil (002), as observed in Trench 1 was also present here directly overlying (007), and was between 0.25m and 0.35m in depth (Fig. 7). Topsoil (001) overlay all deposits and measured between 0.35m and 0.50m in depth. No archaeological remains were uncovered from within the trench.

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Site Code: ARS/2/96
Drawing Ref: Figure 8
Date: 21st August 2006
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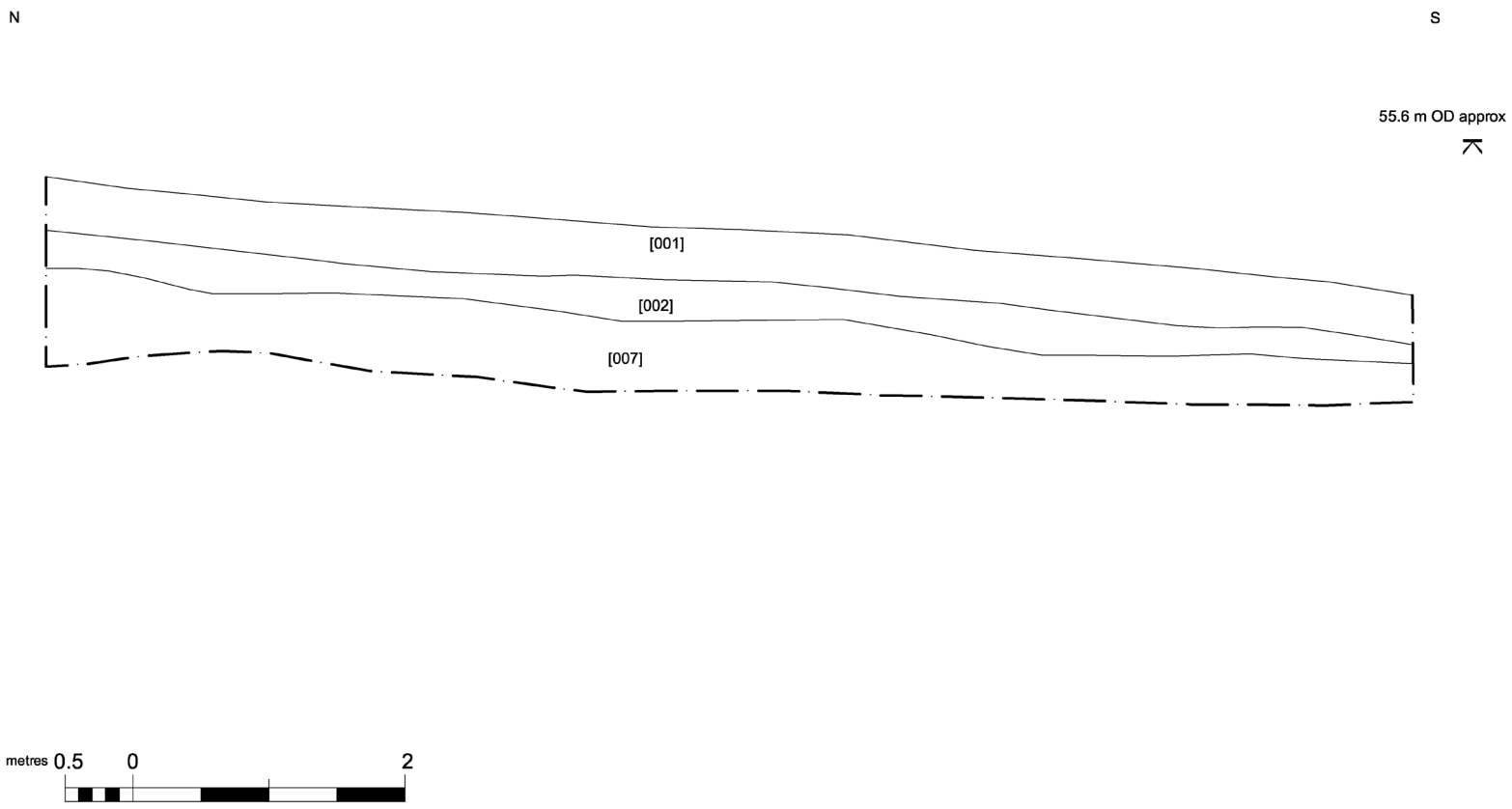
Scale: 1:50 at A4

Title:

Figure 8: West-Facing section of trench 2



Notes:

Fig. 6 Trench Two facing north, scale 2m

Fig. 7 West facing section in Trench Two, scale 2m

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Drawing Ref: Figure 11
Date: 21st August 2006
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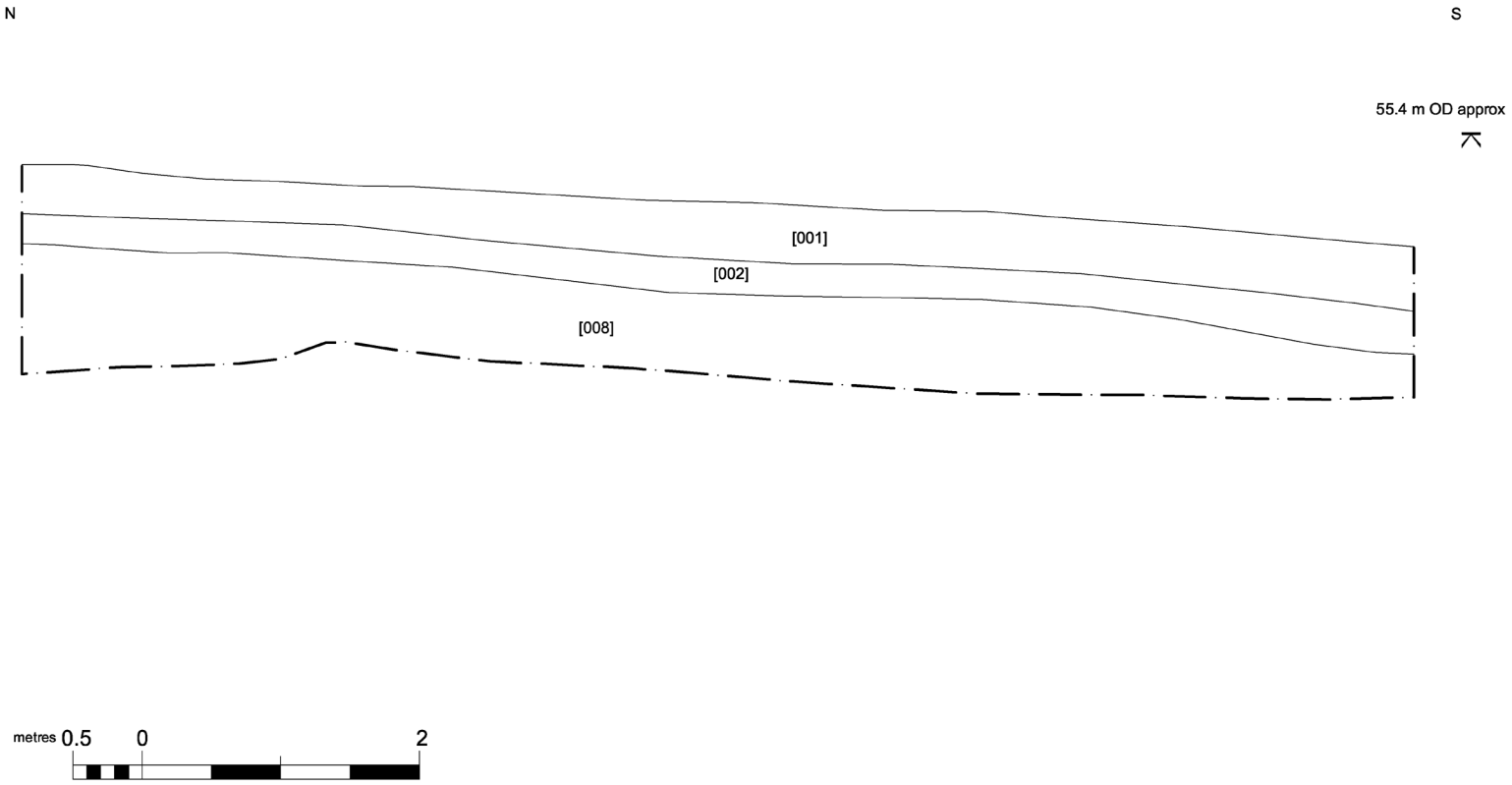
Scale: 1:50 at A4

Title:

Figure 11:
West-Facing section of trench 3



Notes:

3.3. Trench Three

Trench Three (Fig. 9) measured 10m by 2m (Fig. 10). Topsoil (001), measuring between 0.21m and 0.46m in depth overlay subsoil (002), measuring approximately 0.35m in depth, which overlay boulder clay (008), which, as a natural deposit, was not excavated to depth. The boulder clay (008) was encountered at a depth of 53.9m OD approximately. No archaeological remains were uncovered from within the trench.

Fig. 9 Trench Three facing north, scale 2m

Fig. 10 East facing section in Trench Three, scale 2m

4. DISCUSSION

Given the location of the site, it has been suggested (WSI, Appendix V) that there was potential for archaeological remains to exist within the proposed development area. However, the three evaluation trenches contained no significant archaeological features, deposits or small finds. The deposits excavated and recorded within the three trenches were either natural clays (004), (007), (008) or varying thicknesses of backfilled deposits (002), (003), (005), (006), which, toward the northern edge of the site represent a modern episode of bank construction.

5. ARCHAEOLOGICAL POTENTIAL OF THE SITE

It can therefore be concluded, that despite the archaeological sensitivity of adjacent areas recognised in the work of Muir (2001), the evaluation trenching has produced no evidence to demonstrate the survival of archaeological deposits at the site.

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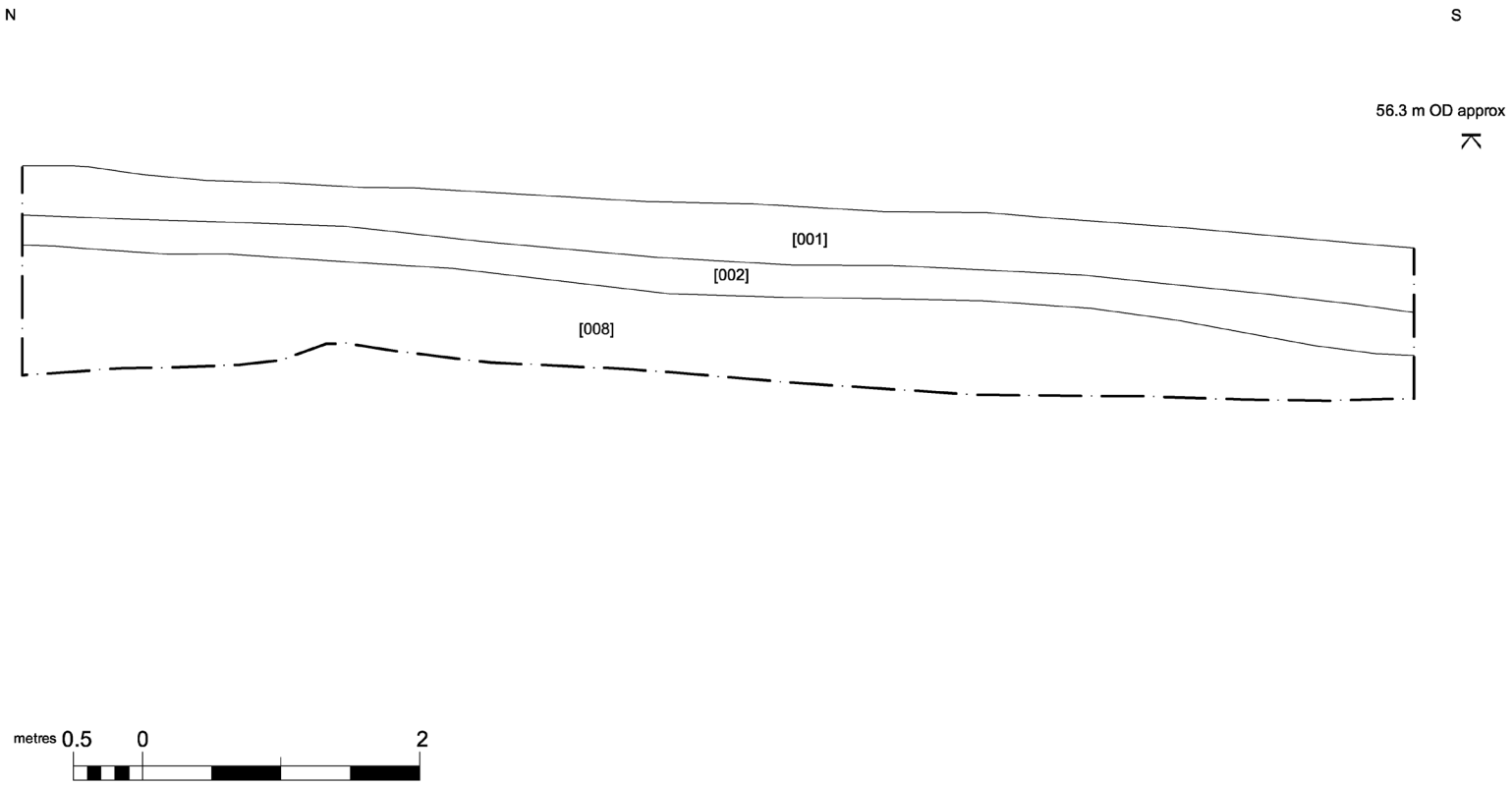
Site Code: ARS/2/96
Drawing Ref: Figure 11
Date: 21st August 2006
Drawn: CC/RH
Scale: 1:50 at A4

Title:

Figure 11:
West-Facing section
of trench 3



Notes:

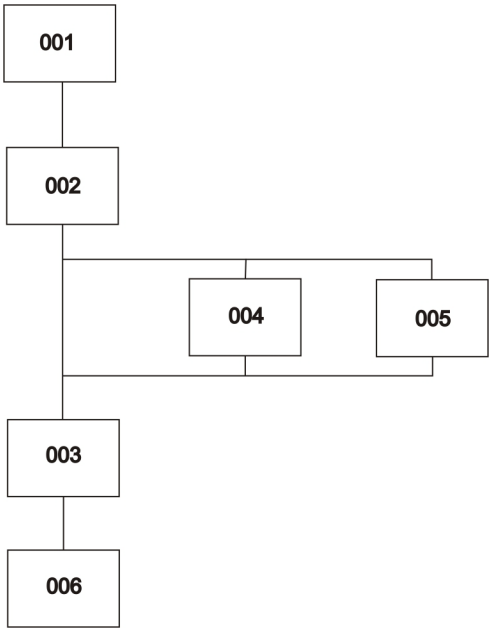
6. REFERENCES

British Geological Survey, 1979. *Geological Survey Ten Mile Map. South Sheet. Third Edition (Solid)*. Southampton: Ordnance Survey.

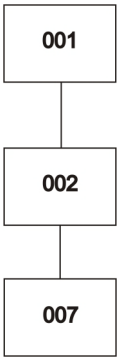
Muir, R. 2001. *Landscape Detective: Discovering a Countryside*. Cheshire: Windgather Press.

APPENDIX I: Harris Matrix

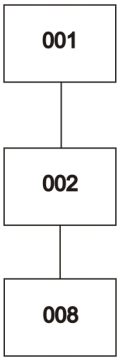
Trench One



Trench Two



Trench Three



APPENDIX II: CONTEXT REGISTER

Context Number	Trench	Finds	Description
001	1, 2 and 3	-	Topsoil
002	1, 2 and 3	Modern cow bone	Redeposited subsoil
003	1	-	Redeposited boulder clay
004	1	-	Natural boulder clay
005	1	-	Redeposited gravel
006	1	-	Redeposited gravel
007	2	-	Natural boulder clay
008	3	-	Natural boulder clay

APPENDIX IV: PHOTOGRAPHIC REGISTER

Black and White Print

Film Number	Photograph Content
1	Excavation of Trench One
2	Trench One facing north, scale 2m
3	West facing section of Trench One, scale 2m
4	Trench Two facing north, scale 2m
5	West facing section of Trench Two, scale 2m
6	Trench Three facing north, scale 2m
7	East facing section of Trench Three, scale 2m
8	Site shot facing north

Colour Slide

Slide Number	Photograph Content
1	Excavation of Trench One
2	Trench One facing north, scale 2m
3	West facing section of Trench One, scale 2m
4	Trench Two facing north, scale 2m
5	West facing section of Trench Two, scale 2m
6	Trench Three facing north, scale 2m
7	East facing section of Trench Three, scale 2m
8	Site shot facing north

Digital

Film Number	Photograph Content
1	Excavation of Trench One
2	Trench One facing north, scale 2m
3	Trench One facing north, scale 2m
4	West facing section of Trench One, scale 2m
5	West facing section of Trench One, scale 2m
6	West facing section of Trench One, scale 2m
7	Trench Two facing north, scale 2m
8	Trench Two facing north, scale 2m
9	West facing section of Trench Two, scale 2m
10	West facing section of Trench Two, scale 2m
11	West facing section of Trench Two, scale 2m
12	Trench Three facing north, scale 2m
13	Trench Three facing north, scale 2m
14	East facing section of Trench Three, scale 2m
15	East facing section of Trench Three, scale 2m
16	Site shot facing north
17	Site shot facing north
18	Site shot facing north

APPENDIX V: WRITTEN SCHEME OF INVESTIGATION

Application No.: 6.75.1.AA.FULMAJ 04/04768/FULMAJ

1. Introduction

1.1. This scheme of investigation details the works to be undertaken during an archaeological evaluation at the Ripley Waste Transfer Station, Ripley, North Yorkshire accordance with documentation supplied by the client (HACS Construction Ltd.) and the Senior Archaeologist at North Yorkshire County Council. The proposed development is a two storey office and workshop building with 51 parking spaces and associated hard standing storage areas for vehicles/ skips/ machinery and materials. A former channel of the Old Nidd ran across the south-western corner of the site continuing below a raised area of a former railway, which is now occupied by the waste transfer station. Further north as the ground rises, a series of terraces preserve the earthwork traces of former settlement enclosures. Due to the location of the proposed development site there is potential for archaeological remains to be present within the area.

2. Purpose

2.1. This written scheme of investigation represents a summary of the broad archaeological requirements to enable an assessment of the impact on potential archaeological remains by the proposed development. This is in accordance with Policy HD4 of the Harrogate District Local Plan (2001) and the guidance of Planning Policy Guidance note 16 on *Archaeology and Planning*, 1990. No work on site should commence until the implementation of the scheme is the subject of a standard ICE Conditions of Contract for Archaeological Investigation (ICE *et al* 2004), or similar agreement between the Client and the selected archaeological contractor.

3. Location and Description (centred at SE2850859805)

3.1. The area of proposed development is located within the town of Ripley, North Yorkshire, within the Borough of Harrogate.

3.2. The application site lies to the south of a Roman road and to the west of a Medieval road. The former course of the River Nidd runs through the south-west corner of the site (Muir 2001, 21).

4. Objectives

4.1. The work to be undertaken is an archaeological evaluation on land to be developed the Ripley Waste Transfer Station, Ripley, North Yorkshire. The aim of the evaluation work is to ascertain whether there are any archaeological constraints which may affect the planned development. This will be done by establishing the presence or absence of archaeological remains, their quality, depth and preservation.

4.2. The evaluation will comprise three trenches each measuring 10m by 2m within the proposed development area. They will be excavated to the depth of any significant archaeological horizons or a safe working depth. The trenches will be

aligned north-south and placed through the deposits at the bottom of the slope to assess the potential for the survival of archaeological material. Archaeological deposits will be explicitly related to depths below existing surface and actual heights in relation to Ordnance Datum.

4.3. Should any changes in the trench dimensions become necessary they will be discussed with the Senior Archaeologist and approved prior to work commencing on the site.

4.4. Access arrangements, especially for mechanical excavation equipment, will be confirmed with the person or body commissioning the work, and where appropriate also with the landowner. Utility information will be requested prior to work commencing on site, so that the utilities can be avoided.

4.5. A report summarising the results of the work and assessing the archaeological implications of proposed development will be prepared following County Council's guidance on reporting: *Reporting Check-List.*

4.6. A suitable archive will be prepared and submitted to the appropriate museum.

4.7. Variations to work arising from the presence of structures or archaeological remains not anticipated by the written scheme of investigation or the archaeological contractor will be subject to consultation with the Senior Archaeologist, NYCC and the commissioning body, and put into effect as appropriate with the written agreement of the parties involved.

5. Project Management and Standards

5.1 The project will be carried out in compliance with the codes of the Institute of Field Archaeologists (IFA) (2000) and will follow the IFA Standard and Guidance for Excavations (1995).

5.2 All staff employed on the project will be suitably qualified and experienced for their respective project roles and have practical experience of archaeological excavation and recording. All staff will be made aware of the archaeological importance of the area surrounding the site and will be fully briefed on the work required by this specification. Each member of staff will be fully conversant with the aims and methodologies and will be given a copy of this written scheme of investigation to read. All members of staff employed by Archaeological Research Services Ltd are fully qualified and experienced archaeologists, this will ensure that appropriate decisions regarding environmental and dating sampling will be made in the field.

5.3 Deposits that have the potential for providing environmental or dating evidence will be assessed while the work is in progress. An environmental sampling strategy has been agreed with the English Heritage Scientific advisor for North-East England, Jaqui Huntley. The sampling strategy comprises the following:

- All intact archaeological contexts will be sampled. Small pit features will be 100% sampled while bulk samples of 40 litres will be taken from larger feature contexts, such as linear ditch fills.

- Any samples recovered will be floated on site in graduated sieves with the smallest being 500µm and the flots and residues collected. Samples will be analysed by Palaeoecology Research Services and a report prepared in accordance with MAP2 (HBMC 1991).

6. Methods

6.1. Three trial trenches each measuring 10m by 2m will be investigated to determine the nature, depth, extent and state of preservation of archaeological deposits within the site of proposed development (see fig. 1). The project will be undertaken in a manner consistent with the guidance of MAP2 (English Heritage, 1991) and professional standards and guidance (IFA, 2001).

6.2 Archaeological investigations will be carried out over the full area of the trench, either by area excavation or sectioning of features. Sondages or slit trenches will only be used to facilitate the recording of the trench. Where excavation below a safe working depth constrains investigation, consideration will be given to stepping back or shoring the excavation. In such case discussion shall be had with the Senior Archaeologist, NYCC, and the commissioning body.

6.3 All deposits will be fully recorded on standard context sheets, in black and white print photographs, colour transparency and digital format, and conventionally-scaled plans and sections. Each trench area will be recorded to show the horizontal and vertical distribution of contexts. All four sides of a trench will be recorded in section, if they differ significantly. Fewer sections will be recorded only if there is a substantial similarity of stratification across the trench. The elevation of the underlying natural subsoil where encountered will be recorded. The limits of excavation will be shown in all plans and sections, including where these limits are coterminous with context boundaries.

6.4 Overburden such as turf, topsoil, made ground, rubble or other superficial fill materials will be removed by machine using a toothless ditching bucket. Mechanical excavation equipment shall be used judiciously, under archaeological supervision down to the top of archaeological deposits, or the natural subsoil (C Horizon or soil parent material), whichever appears first. Bulldozers or wheeled scraper buckets will not be used to remove overburden above archaeological deposits. Topsoil will be kept separate from subsoil or fill materials at the commissioning body's request. Thereafter, hand-excavation of archaeological deposits shall be carried out. The need for, and any methods of, reinstatement will be agreed with the commissioning body in advance of submission of tenders.

6.5 Due attention will be paid to artefact retrieval and conservation, ancient technology, dating of deposits and the assessment of potential for the scientific analysis of soil, sediments, biological remains, ceramics and stone. The specialists that will be consulted are as follows:

- Geoarchaeology – Clive Waddington (ARS Ltd)
- Botanical macrofossils – Ben Johnson (ARS Ltd)
- Faunal remains – Geoff Bailey (University of York)

- Human Osteoarchaeology – Alex Thornton (ARS Ltd)

Their prior agreement has been obtained before the fieldwork commences and opportunity will be afforded for them to visit the fieldwork in progress. Scientific investigations will be undertaken in a manner consistent with the English Heritage best-practice guidelines (2003).

6.6 All artefacts and ecofacts visible during excavation will be collected and processed, unless variations in this principle are agreed with the Senior Archaeologist, North Yorkshire County Council. In some cases, sampling may be most appropriate.

6.7 Finds will be appropriately packaged and stored under optimum conditions, as detailed in First Aid for Finds (Watkinson & Neal, 1998). The guidance of Jones (*ed* 2006) will be followed. Where there is evidence for industrial activity, large technological residues will be collected by hand, with separate samples collected for micro-slags. In these instances, the guidance of English Heritage (2001) will be followed.

6.8 Samples will be taken where appropriate (i.e. in sealed, uncontaminated contexts) for scientific dating, principally radiocarbon (C14) and archaeomagnetic dating, where dating by artefacts is insecure and where dating is a significant issue for the development of subsequent mitigation strategies. This strategy will be discussed with the Senior Archaeologist, NYCC and the commissioning body, should it be required.

6.9 Buried soils and sediment sequences will be inspected and recorded on site and samples for laboratory assessment collected where appropriate, in collaboration with Clive Waddington, a recognised geoarchaeologist. The guidance of Canti (1996) will be followed.

6.10 A strategy for the sampling of deposits for the retrieval and assessment of the preservation conditions and potential for analysis of all biological remains has been devised in collaboration with the English Heritage Scientific Advisor for Yorkshire (presently Jacqui Huntley). Sampling methods will follow the guidance of the Association for Environmental Archaeology (1995) and English Heritage (2002). Samples will be collected from primary and secondary contexts, where applicable, from a range of representative features, including pit and ditch fills, postholes, floor deposits, ring gullies and other negative features. Positive features will also be sampled. Sampling will also be considered for those features where dating by other methods (for example pottery and artefacts) is uncertain. Spot finds of other material will be recovered where applicable.

6.11 Bulk samples and samples taken for coarse-sieving from dry deposits will be processed at the time of fieldwork wherever possible. In accordance with the English Heritage Guidelines (2002), bulk samples will be between 30 and 40 litres in size, although this will be dependent upon the volume of the context. Entire contexts will be sampled if the volume is low, and specialist samples, such as for General Biological Analysis (GBA) will be of the order of 10 litres.

6.12 Should any articulated human burials be discovered, the remains will be left *in situ* at this evaluation stage, unless their removal can be justified. In case of query, the advice of the Senior Archaeologist, NYCC and commissioning body will be sought and a site meeting convened where appropriate.

6.13 Upon completion of archaeological field recording work, a full and appropriate programme of analysis and publication of the results of the evaluation will be completed, in the event that no further excavation takes place. The post-excavation assessment of material will be undertaken in accordance with the guidance of MAP2 (English Heritage, 1991).

7. Recording

7.1 The site will be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area.

7.2 A full and proper record (written, graphic and photographic as appropriate) will be made for all work, using pro-forma record sheets and text descriptions appropriate to the work. Accurate scale plans and section drawings will be drawn at 1:50, 1:20 and 1:10 scales as appropriate.

7.3 The stratigraphy of all trenches will be recorded even where no archaeological deposits have been identified.

7.4 All archaeological deposits and features will be recorded with above ordnance datum (AOD) levels.

7.5 A photographic record of all contexts will be taken in colour transparency and black and white print and will include a clearly visible, graduated metric scale. A register of all photographs will be kept.

7.6 Where stratified deposits are encountered, a Harris matrix will be compiled.

8. Access, Safety and Monitoring

8.1. Access to the site will be arranged through the commissioning body.

8.2. All necessary Health and Safety requirements will be fulfilled. These will include, but not be limited do, preparation of a suitable Risk Assessment, full briefing of all project staff, and supplying of all necessary equipment and practices to comply with all relevant Health and Safety Regulations. Archaeological Research Services Ltd retain the services of Peninsula Business Services as a Health and Safety consultant

8.3 The project will be monitored by the Senior Archaeologist, North Yorkshire County Council to whom written documentation will be sent before the start of the trial trenching confirming:

a) the date of commencement,

b) the names of all finds and archaeological science specialists likely to be used in the evaluation (see section 6.5), and

c) notification to the proposed archive repository of the nature of the works and opportunity to monitor the works.

8.4 Where appropriate, the advice of the Regional Advisor for Archaeological Science (Yorkshire) at English Heritage will be called upon.

8.5 Archaeological Research Services Ltd will ensure that:

- a meeting or discussion prior to the commencement of the field evaluation takes place, to agree in writing the locations of the proposed trial trenches.

- progress meeting(s) will be held during the fieldwork phase at appropriate points in the work schedule, to be agreed as appropriate the Senior Archaeologist, NYCC.

- a meeting will take place during the post-fieldwork phase to discuss the draft report and archive before completion.

8.6 Archaeological Research Services Ltd will ensure that any significant results are brought to the attention of the Senior Archaeologist, NYCC and the commissioning body as soon as is practically possible. This is particularly important where there is any likelihood of the contingency arrangements being required.

9. Finds Processing and Storage

9.1. All finds processing, conservation work and storage of finds will be carried out in compliance with the IFA guidelines for Finds Work (2001) and those set out by UKIC (1990).

9.2 Artefact collection and discard policies will be appropriate for the defined purpose.

9.3 Bulk finds which are not discarded will be washed and, with the exception of animal bone, marked. Marking and labelling will be indelible and irremovable by abrasion. Bulk finds will be appropriately bagged, boxed and recorded. This process will be carried out no later than two months after the end of the excavation.

9.4 All small finds will be recorded as individual items and appropriately packaged (e.g. lithics in self-sealing plastic bags and ceramic in acid-free tissue paper). Vulnerable objects will be specially packaged and textile, painted glass and coins stored in appropriate specialist systems. This process will be carried out within two days of the small find being excavated. Prehistoric pottery will not be cleaned or be subject to any abrasion or loss of adhering residues.

9.5 During and after the excavation all objects will be stored in appropriate materials and storage conditions to ensure minimal deterioration and loss of information

(including controlled storage, correct packaging, and regular monitoring, immediate selection for conservation of vulnerable material). All storage will have appropriate security provision.

9.6 Assessment and analysis of artefacts and environmental samples will be carried out by an approved named specialist. Lithics and pottery will be looked at by Clive Waddington.

9.7 The deposition and disposal of artefacts will be agreed with the legal owner and the local museum prior to the work taking place. All finds except treasure trove are the property of the landowner.

9.8 All retained artefacts and ecofacts will be cleaned and packaged in accordance with the requirements of the recipient museum.

10. Archive

10.1 A field archive will be compiled consisting of all primary written documents, plans, sections and photographs. Catalogues of contexts, finds, soil samples, plans, sections and photographs will be produced and cross-referenced. Preparation and deposition of the site archive will be undertaken with reference to the appropriate museum guidelines and standards, to Walker (1990), the Society of Museum Archaeologists (1993) and the County Council's *Guidelines on the Transfer and Deposition of Archaeological Archives*.

10.2 Archaeological Research Services Ltd will liaise with an appropriate museum to establish the detailed requirements of the museum and discuss archive transfer in advance of fieldwork commencing. The relevant museum curator will be afforded access to visit the site and discuss the project results.

10.3 The archiving of any digital data arising from the project will be undertaken in a manner consistent with professional standards and guidance (Richards & Robinson 2000). Archaeological Research Services Ltd will liaise with an appropriate digital archive repository to establish their detailed requirements and discuss the transfer of the digital archive.

10.4 The archaeological contractor will also liaise with the HER Officer, North Yorkshire County Council, to make arrangements for digital information arising from the project to be submitted to the North Yorkshire Historic Environment Record for HER enhancement purposes. The North Yorkshire Historic Environment Record is not an appropriate repository for digital archives arising from projects.

11. Copyright

11.1 Copyright in the documentation prepared by Archaeological Research Services Ltd will be the subject of additional licences in favour of the repository accepting the archive and North Yorkshire County Council to use such documentation for their statutory educational and museum service functions, and to provide copies to third parties as an incidental to such functions.

11.2 Under the Environmental Information Regulations 2005 (EIR), information submitted to the HER becomes publicly accessible, except where disclosure might lead to environmental damage, and reports cannot be embargoed as 'confidential' or 'commercially sensitive'. Requests for sensitive information are subject to a public interest test, and if this is met, then the information has to be disclosed. Archaeological Research Services Ltd will inform the client of EIR requirements, and ensure that any information disclosure issues are resolved before completion of the work. Intellectual property rights are not affected by the EIR.

12. Report

12.1 An evaluation report will be prepared following County Council's guidance on reporting: *Reporting Check-List*. The report will set out the aims of the work and the results as achieved. Diagrams will be included to illustrate the location and depth of archaeological deposits in relation to existing ground levels, and projected depths of disturbance associated with the development proposals, where these are known. The report will identify the archaeological potential of the site, the research questions applicable to the site, and the deposits, finds or areas needing further investigation. The report will also include a listing of contexts, finds, plans and sections, and photographs.

12.2 All excavated areas will be accurately mapped with respect to nearby buildings and roads, and levels related to Ordnance Datum. In case of query as to the nearest OS bench mark, the Senior Archaeologist, NYCC will be contacted.

12.3 At least six copies of the report will be produced and submitted to the commissioning body, the museum accepting the archive, the English Heritage Regional Advisor for Archaeological Science, the local planning authority and, under separate cover, North Yorkshire County Council Heritage Section.

12.4 If the archaeological fieldwork produces results of sufficient significance to merit publication in their own right, allowance will be made for the preparation and publication of a summary in a local journal, such as the *Yorkshire Archaeological Journal*. This will comprise, as a minimum, a brief note on the results and a summary of the material held within the site archive, and its location.

12.5 Upon completion of the work, Archaeological Research Services Ltd will make the work accessible to the wider research community by submitting digital data and copies of reports online to OASIS (http://ads.ahds.ac.uk/project/oasis/).

13. References

Muir, R. 2001. *Landscape Detective: Discovering a Countryside*. Cheshire: Windgather Press.