

**An Archaeological Watching Brief at  
Burradon Farm, Burradon Village,  
Cramlington, Tyne & Wear**



Groundworks at Burradon

**ARS Ltd Report 2008/82**  
November 2008

Planning ref:  
Oasis no: archaeol5-52466

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# **An Archaeological Watching Brief at Burradon Farm, Burradon Village, Cramlington, Tyne and Wear**

**ARS Ltd Report 2008/82**

November 2008

**Archaeological Research Services Ltd**

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## **EXECUTIVE SUMMARY**

*In November 2008 Archaeological Research Services Ltd were commissioned by Sanderson Weatherall on behalf of Mr and Mrs Younger to undertake an archaeological watching brief at Burradon Farm, Burradon. The monitoring was carried out during ground works for the partial demolition of the farm buildings and their conversion into three holiday let cottages.*

*The watching brief was undertaken on excavations for services trenches associated with the development and revealed a layer of 19<sup>th</sup> century levelling deposits used to create a level platform onto which the farm complex was built. There were no surviving in-situ archaeological remains of significance in the areas of the watching brief.*

## 1. INTRODUCTION

### 1.1. Location and scope of work

1.1.1. In November 2008 Archaeological Research Services Ltd were commissioned by Sanderson Weatherall on behalf of Mr and Mrs Younger of Burradon Farm, Burradon to undertake an archaeological watching brief at Burradon Farm, Burradon (Fig. 1). The work was carried out during groundworks for the partial demolition of the farm buildings and their conversion into three holiday let cottages.

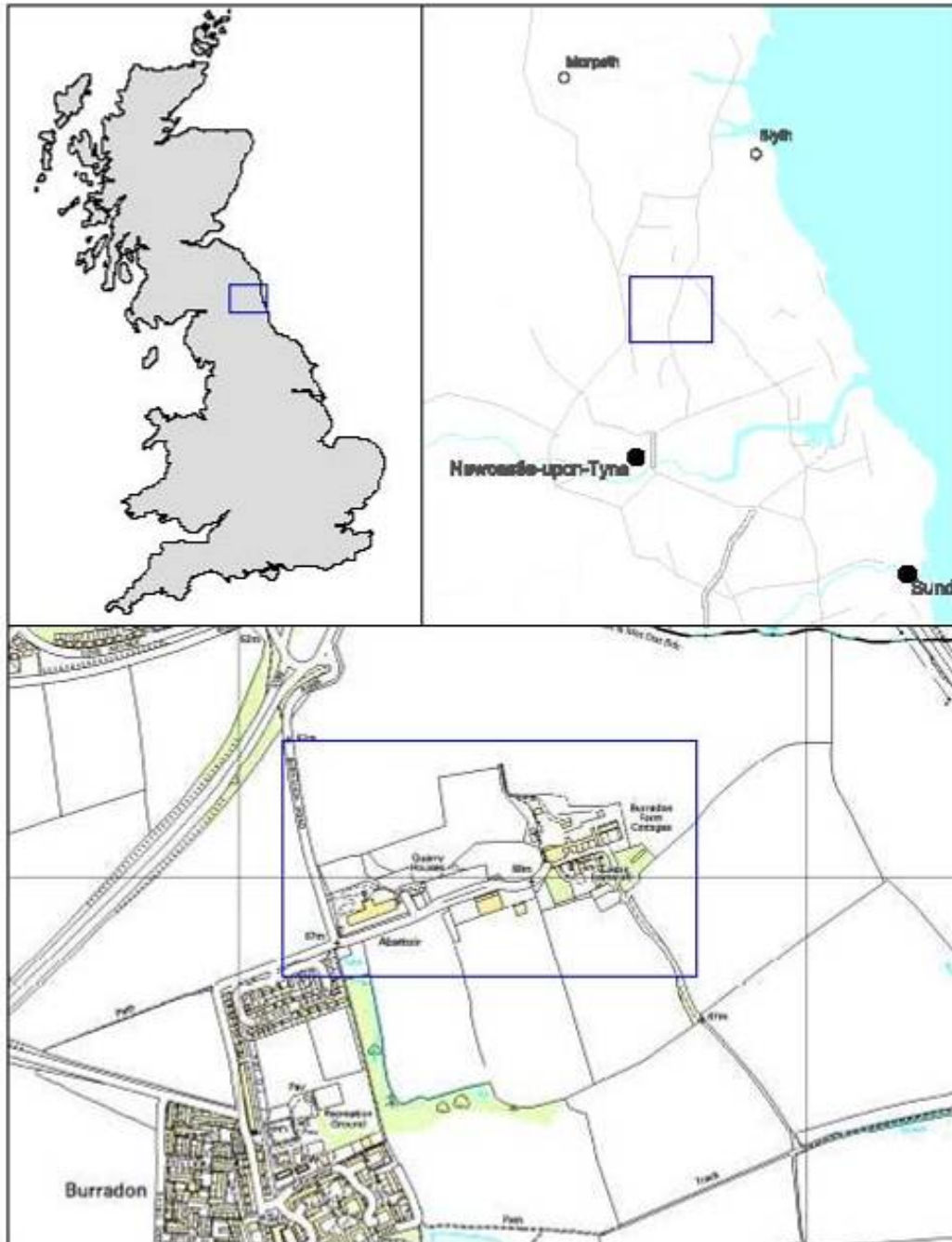


Fig. 1 Site location

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## **1.2 Location and topography**

- 1.2.1 Burradon Farm is located on Burradon Road, North Tyneside at NZ 275730 (Fig. 2). The landscape is gently undulating and a mixture of agricultural and urban in character, lying to the north of the major conurbation of Newcastle-upon-Tyne. The farm complex is situated at 60m aOD. The bedrock geology of the area consists of Westphalian Coal Measures and the superficial geology is made up of glacial till deposits (British Geological Survey 2007).

## **2. METHODOLOGY**

- 2.1 The specification required that a watching brief should be carried out to observe any ground works taking place for the proposed development, in order to identify any potential archaeological remains. This involved monitoring the excavation of service trenches for sewer pipes and electric cables on the north, west and south sides of the farm complex.
- 2.2 The trenches were excavated by machine, using a back-acting toothless ditching bucket under continuous archaeological supervision. The machine removed the modern overburden in level spits until the limit of necessary excavation was reached.
- 2.3 A single context recording system was employed. Each layer encountered was given a unique context number and a full written description (a Harris matrix is shown in Appendix I and a full context register is shown in Appendix II). Photographs were taken in black and white print and colour transparency in order to record the ground work. A photographic register can be found in Appendix III.

**Fig 2. site plan with areas of groundworks**

### **3. HISTORICAL AND ARCHAEOLOGICAL BACKGROUND**

#### **3.1. Prehistoric**

Three rectilinear enclosures represent prehistoric activity in the vicinity of the study area. Two rectilinear enclosures (HER 758 & 177) lie approximately 1km east of the study area (Miket 1984). The third enclosure (HER 305) lies approximately 350m west of the study area and contained part of a Neolithic axe head (Jobey 1970).

#### **3.2. Romano-British**

There is no evidence of Romano-British occupation within the immediate vicinity of the study area but it is possible that the rectilinear enclosures were in use during this time.

#### **3.3. Medieval**

Little is known of Burradon during the early medieval period other than its existence (Craster 1909). Early tax records of 1312 showed only 3 households in the area. The Ogle family are known to have owned land in Burradon from as early as 1312 (Fryer 1994) but by 1552 the owners of the study area are listed as the Andersons who owned the township at this time (Bulmer 1887). Burradon tower (HER 312), which still exists on the site was believed to have been built in the 15<sup>th</sup> century by Bertram Anderson. In 1569 a deed was taken out on the land by Oliver Ogle by which he had to take a mortgage over 14 years to the value of £80. This deed made Oliver Ogle the holder of the land and tower for 32 years as a tenant farmer (Fryer 1994).

#### **3.4. Post-Medieval**

John Moor is listed as being the farmer of Burradon in a census of 1841 and the cottages around the farm were used to house his labourers (Fryer 1994). John Moor died in the 1840's and the tenancy of the farm was taken over by John Younger. In 1857 the land and farm were jointly purchased from the Ogle family by Messrs Joseph & John Straker, the younger family remaining the tenant farmers. William Younger built the current farmhouse around 1860. An indication of the progress of the farm can be found in an extract from the 'Shields Daily News' dated 1867, which states 'Mr John Younger of Burradon Farm has Purchased two self propelled steam driven cultivating machines'. It is as part of this process that the buildings that form the focus of this study were built. A quarry existed at Burradon from 1837. Positioned approximately 400m from the study area, the quarry operated until its closure in 1975.



## 4. RESULTS

4.1 A total of 7 trenches were excavated which are shown on the plan in Fig. 2.

### 4.2 *Modern surfaces (001)*

The upper surface of each excavation trench consisted of either asphalt or concrete hard standings and road surfaces to a depth of 0.2m.

### 4.4 *Building Debris (002)*

Beneath the hard standings a mixed deposit of clay, ash, and brick debris was revealed which continued below the extent of excavation (Fig. 3). This deposit represented the infilling and levelling of the landscape prior to the erection of the barn complex in the 19<sup>th</sup> Century. No excavation continued beyond the depths of this material.



Fig. 3 Photograph of sample service trench showing 19<sup>th</sup> century deposits

## 5. CONCLUSION

5.1 The watching brief revealed a layer of 19<sup>th</sup> century levelling deposits across the site, used to create a level platform onto which the farm complex was built. There were no surviving *in-situ* archaeological remains of significance in the areas of the watching brief.

**6. PUBLICITY, CONFIDENTIALITY AND COPYRIGHT**

- 6.1. Any publicity will be handled by the client.
- 6.2. Archaeological Research Services Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

**7. STATEMENT OF INDEMNITY**

- 7.1 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.

**8. ACKNOWLEDGEMENTS**

- 8.1. Archaeological Research Services Ltd would like to express special thanks to Louise Pescott of Sanderson Weatherall and to Mr & Mrs Younger of Burradon Farm

## 9. REFERENCES

British Geological Survey 1979. *Geological Survey 1:50000 Map*. Third Edition (Solid). Southampton: Ordnance Survey.

### Websites

British Geological Survey      [www.bgs.ac.uk/geoindex/index.htm](http://www.bgs.ac.uk/geoindex/index.htm)

## APPENDIX I: HARRIS MATRICES

Tarmac/Hard Standing

001

19<sup>th</sup> Century levelling deposit

002

## APPENDIX II: CONTEXT REGISTER

Context No.	Trench	Description
001	All	Tarmac road surface/ Concrete Hard Standing
002	All	Redeposited clay, ash and brick

## APPENDIX III: PHOTOGRAPHIC REGISTER

### Film One: Black and white print

Shot Number	Photograph Content
1	General shot of excavation
2	General shot of excavation
3	General shot of excavation
4	General shot of excavation
5	General shot of excavation
6	General shot of excavation

### Film One: Colour transparency

Shot Number	Photograph Content
1	General shot of excavation
2	General shot of excavation
3	General shot of excavation
4	General shot of excavation
5	General shot of excavation
6	General shot of excavation

## APPENDIX IV: SPECIFICATION

### TYNE AND WEAR SPECIALIST CONSERVATION TEAM

#### **Specification for an Archaeological Watching Brief at Burradon Farm, Burradon Road, Burradon, North Tyneside**

##### ***Introduction***

A planning application has been submitted for the partial demolition and conversion of farm buildings into 3 holiday let cottages. Landscaping is proposed to the front of the development in the form of a courtyard and grassed lawns. New parking will be provided screened by a low stone wall. A patio area will be constructed to the rear of unit 1. A new access road will be created to the west of the cottages.

The site lies some 50m west of Burradon Tower, which is protected as a Scheduled Ancient Monument.

##### HER 312 Burradon Tower

There is no secure evidence for the date of the tower. Bates plumps for C15, NCH suggests Bertram Anderson ("of Burradon", 1553) may have built it. The tower measures 25 ft 3 in x 22 ft 6in, and is 3 storeys high. It has the remains of a parapet on a corbel table, and machicolations over the east door. The ground floor is vaulted, and has a north loop. A newel stair in the SE angle gives access to the upper floors. On the first floor, in the SW angle, there was a garderobe, and a secondary fireplace (with initials of Lancelot Ogle, and date 1633 on the lintel) in E wall. Also perhaps C17 are the remains of a 3-light window in the S wall. Lumps of the E and W walls have fallen out. By the C19, after it had become part of the adjoining farm, there had been further alterations. By the early 20th century it stood alone, ruinous and neglected. One of the most southerly towers in Northumberland.

SAM 32054 and listed grade 2

##### HER 5672 Burradon Farm

Burradon Farm was inspected in 1995 by Ian Ayris, County Industrial Archaeologist in advance of the first wave of residential conversion. Ian concluded that the farm buildings shown on a plan of 1804 were replaced by a new farm complex by the second half of the nineteenth century and this is what survives today. The new farm was based on the introduction of steam power and the construction of a long two storey range on an east-west axis forming the spine of the farm. Typically the engine house with its attendant chimney protruded from the rear of the threshing barn at the centre of this range. On the south elevation were a series of arched entrances at ground level with window openings above. A series of foldyards were created by the construction of single storey ranges extending southwards from the main buildings. The eastern elevation of the easternmost range was left open as a cart shed and a smithy stood at its southern end. Most of the buildings have survived. In general the structures do not have the building quality of some of the farmsteads of the period, particularly those owned by the Duke of

Northumberland and other major landowners, but were clearly part of a process of gentrification of the site within which a modern range of farm buildings were built to accompany the gentleman's residence and the historic pele tower. The whole complex however is typical of the period - dating principally from a point after 1858 and the agricultural depression of the 1880s. Many features survive, particularly the arched openings, a considerable number of window openings, the engine house chimney and the overall plan-form of the nineteenth century farm.

#### HER 5441 Quern

An Iron Age or Romano British quern has previously been found in Burradon. Beehive quern (iron age/Romano-British) found in garden at Burradon Farm by D. Heslop in May 1997.

#### HER 495 Burradon Village

Burradon is in origin a medieval settlement. The earliest documentary reference is pre 1162. Though the township was quite large the settlement always seems to have been small and included orchards, 2 cottages, 6 tofts and gardens in 1570. By 1793 the township was divided into the East and West Farms, the buildings of the West Farm being on the north side of the east-west 'street', i.e. where the present farm buildings are, and the East Farm being of courtyard type incorporating the medieval tower in its north-west corner. Probably in the 19th century the two were amalgamated, the present house, farm buildings and cottages erected, and the East Farm, except for the tower, demolished.

The construction of the refuse collection point, landscaping, car parking spaces and vehicle access road may reveal medieval or prehistoric remains.

Ground disturbing work must therefore be monitored by an archaeologist as a Watching Brief, in order that any archaeology can be recorded.

The watching brief must be carried out by a suitably qualified and experienced archaeological organisation.

All work must be carried out in compliance with the codes of practice of the Institute of Field Archaeologists and must follow the IFA Standard and Guidance for Watching Briefs (revised 2001).

The work will record, excavate and environmentally sample (if necessary) any archaeological deposits of importance found on the plot. The purpose of this brief is to obtain tenders for this work. The report must be the definitive record for deposition in the Tyne and Wear HER.

**A toothless bucket will be used on the plant employed on site to reduce damage to archaeological remains.**

The North-East Regional Research Framework for the Historic Environment (2006) notes the importance of research as a vital element of development-led archaeological work. It sets out key research priorities for all periods of the past

allowing commercial contractors to demonstrate how their fieldwork relates to wider regional and national priorities for the study of archaeology and the historic environment. The aim of NERRF is to ensure that all fieldwork is carried out in a secure research context and that commercial contractors ensure that their investigations ask the right questions.

See sections on later medieval settlement and defensible structures.

The commissioning client will provide plans indicating the location of the proposed work.

### ***Notification***

**The County Archaeologist needs to know when archaeological fieldwork is taking place in Tyne and Wear so that he can inform the local planning authority and can visit the site to monitor the work in progress. The Archaeological Contractor must therefore inform the County Archaeologist of the start and end dates of the Watching Brief. He must also keep the County Archaeologist informed as to progress on the site. The CA must be informed of the degree of archaeological survival. The Client will give the County Archaeologist reasonable access to the development to undertake monitoring.**

### ***The tasks***

1 A construction timetable has yet to be agreed. Tenders for the Watching Brief should therefore be a cost per day including overheads such as travel costs and equipment. Contingency costs will be provided for environmental sampling and scientific dating per sample and for finds analysis. Any variation on the agreed timetable will be notified by the client, who will give a minimum of 48 hours notice of a change on the days of site attendance. Close liaison between the parties involved will be needed to co-ordinate this element of the work.

2 The work involves undertaking a structured watching brief to observe and record any archaeological deposits and finds from this locality. The absence of deposits and finds must be recorded as negative evidence. **The Watching Brief will not aim to hinder the construction programme, however should archaeological remains be found, the appointed archaeologist must be allowed sufficient time to fully record (by photograph and scale plan and section), excavate and environmentally sample (if necessary) the archaeological deposits.** Within the course of the Watching Brief, it may be possible to record sections through the stratigraphy exposed during the construction work.

### ***General Conditions***

All staff employed by the Archaeological Contractor shall be professional field archaeologists with appropriate skills and experience to undertake work to the highest professional standards.

The Archaeological Contractor must maintain a Site Diary for the benefit of the Client, with full details of Site Staff present, duration of time on site, etc. and contact with third parties.

The Archaeological Contractor must be able to provide written proof that the necessary levels of Insurance Cover are in place.

## **Environmental Sampling and Scientific Dating**

Scientific investigations should be undertaken in a manner consistent with “The Management of Archaeological Projects”, English Heritage 1991 and with “Archaeological Science at PPG16 Interventions: Best Practice for Curators and Commissioning Archaeologists”, English Heritage, 2003.

Aims of environmental sampling – to determine the abundance/concentration of the material within the features and how well the material is preserved, to characterise the resource (the site) and each phase, to determine the significance of the material and its group value, what crop processing activities took place on the site? What does this tell us about the nature of the site? Is there any evidence for changes in the farming practice through time? How did people use this landscape? Can we place certain activities at certain locations within the site? Function and date of individual features such as pits, hearths etc. Are the charred assemblages the result of ritual deposition or rubbish? Is the charcoal the result of domestic or industrial fuel?

Advice on the sampling strategy for environmental samples and samples for scientific dating etc. must be sought from Jacqui Huntley, English Heritage Regional Advisor for Archaeological Science (0191 3341137 or 07713 400387) **before** the evaluation begins. The sampling strategy should include a reasoned justification for selection of deposits for sampling.

Deposits should be sampled for retrieval and assessment of the preservation conditions and potential for analysis of biological remains (English Heritage 2002). Flotation samples and samples taken for coarse-mesh sieving from dry deposits should be processed at the time of fieldwork wherever possible. Sieving recovers fish, amphibian, small bird and mammal bone, small parts of adult mammals and young infused bones which may be under-represented otherwise. However it is noted that clay soils in this region make sieving difficult. Discuss the potential for sieving with Regional Advisor for Archaeological Science.

Environmental samples (bulk soil samples of 30 litres volume, to be sub-sampled at a later stage) will be collected by the excavator from suitable (i.e. uncontaminated) deposits. It is suggested that a large number of samples be collected during evaluation from which a selection of the most suitable (uncontaminated) can be processed. All tenders will give a price for the full analysis, report production and publication per sample.

Deposits will be assessed for their potential for radiocarbon, archaeomagnetic (guidance is available in the Centre for Archaeology Guideline on Archaeometallurgy 2001) and Optically Stimulated Luminescence dating. Timbers will be assessed for their potential for dendrochronology dating. Sampling should follow procedures in “Dendrochronology: guidelines on producing and interpreting dendrochronological dates”, Hillam, 1998. All tenders will quote the price of these techniques per sample.

The following information should be provided with the environmental samples to be processed – brief account of nature and history of the site, aims and objectives of the project, summary of archaeological results, context types and stratigraphic relationships, phase and dating information, sampling and processing methods, sample locations, preservation conditions, residuality/contamination etc.

Laboratory processing of samples shall only be undertaken if deposits are found to be reasonably well dated, or linked to recognisable features and from contexts the derivation of which can be understood with a degree of confidence.



A range of features, and all phases of activity, need to be sampled for charred plant remains and charcoal. Ac ceramic features should not be avoided as the plant remains from these features may help to date them. Deep features should be sampled in spits to pick up changes over time. Part, or all of each of the contexts should be processed. In general samples should be processed in their entirety. All flots should be scanned, and some of the residues.

Pollen samples can be taken from features such as lakes, ponds, palaeochannels, estuaries, saltmarshes, mires, alluvium and colluvium, and from waterlogged layers in wells, ditches and latrines etc. Substances such as honey, beer or food residues can be detected in vessels. Activities such as threshing, crop processing and the retting of flax can be identified. When taken on site, pollen samples should overlap. Your regional science advisor can advise on the type of corer or auger which would be most appropriate for your site. Samples need to be wrapped in clingfilm and kept dark and cool. Make a description of the sediments in which the pollen was found, and send this with the sample to be assessed.

Coastal or estuary sites (even those which are now well drained) are suitable for sampling for foraminifera. Diatoms can also be found on marine sites, but also in urban settings (sewers, wells, drains, ditches etc). They only survive in waterlogged conditions. These aquatic microfossils are used as proxy indicators of the former aquatic ecological conditions on site, changes in sea levels and temperature, salinity, PH and pollution. Forams are taken from cores, monolith tins or bulk samples. Diatoms are cut from monolith tins or cores or taken as spot samples.

Insects, which are useful as palaeoenvironmental indicators, survive best in waterlogged deposits such as palaeochannels and wells. They can provide information on climate change and landscape reconstruction as some species are adapted to particular temperatures, habitats or even particular trees. Certain insects can indicate the function of a feature or building (eg. Weevils, which were introduced by the Romans, often indicate granary sites, parasites will indicate the presence of particular animals such as sheep or horse, latrine flies survive in the mineral deposits in latrines, or in the daub of medieval buildings etc). Samples need to be sealed (eg. in a plastic box).

Where there is evidence for industrial activity, macroscopic technological residues should be collected by hand. Separate samples should be collected for micro-slugs (hammer-scale and spherical droplets). Guidance is available in the English Heritage "Archaeometallurgy" guidelines, 2001.

Buried soils and sediment sequences should be inspected and recorded on site by a recognised geoarchaeologist. Procedures and techniques in the English Heritage document "Environmental Archaeology", 2002 and "Geoarchaeology", 2004 should be followed.

Sampling strategies for wooden structures should follow the methodologies presented in "Waterlogged wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood" R. Brunning, 1996. If timbers are likely to be present on your site, contact a wood specialist beforehand. Pre-excavation planning – determine questions to ask, agree on a sampling strategy, allocate reasonable time and budget. Soil samples should be taken of the sediments surrounding the timber. Keep the timbers wet! Record them asap on-site – plan, photograph, record the size and orientation of the wood (radial, tangential, transverse), any toolmarks, joints, presence of bark, insect damage, recent breaks, and if another piece of wood was on top of or below the piece sampled. Both vertical and horizontal positioning of wattling must be recorded. Wood samples can provide information on woodland management such as medieval coppicing, type of taxa (native or foreign), conversion technology (how the wood was turned into planks), building techniques and type of tools used.

Waterlogged organic materials should be dealt with following recommendations in "Guidelines for the care of waterlogged archaeological leather", English Heritage and Archaeological Leather Group 1995.

### **Animal Bone**

Animal bone can explore themes such as hunting and fowling, fishing, plant use and trade, seasonality, diet, age structures, farrowing areas, species ratios, local environment.

Animal bone assemblages should be assessed by a recognised specialist.

The specialist will need to know a brief account of the nature and history of the site, an account of the purpose, methods (details of sampling) for recovery of animal bones, and the main aims and results of the excavation, details of any specific questions that the excavator wants the animal bone specialist to consider, information about other relevant finds from the excavation (e.g. bone tools, fishing equipment, weaving equipment), specific information about each context that has produced significant quantities of animal bone (recovery method, phase, context type, position in relation to major structures, contamination by more recent material, some indication of the amount of bone (by weight or by container size). See "Ancient Monuments Laboratory Advisory Note, "Assessment of animal bone collections from excavations", Sebastian Payne, 1991 and "The Assessment of a collection of animal bones", S. Davis, n.d., Ancient Monuments Laboratory.

### **Human Remains**

Human remains must be treated with care, dignity and respect.

Excavators must comply with the relevant legislation (essentially the Burial Act 1857) and local environmental health concerns. If found, human remains must be left in-situ, covered and protected. The archaeological contractor will be responsible for informing the police, coroner and County Archaeologist. If it is agreed that removal of the remains is essential, the archaeological contractor will apply for a licence from the Home Office and their regulations must be complied with.

Site inspection by a recognised osteologist is desirable for isolated burials and essential for cemeteries. The remains will be recorded in-situ and subsequently lifted, washed in water (without additives). They will be marked and packed to standards compatible with "Excavation and post-excavation treatment of cremated and inhumed human remains", McKinley and Roberts, 1993. After excavation, the remains will be subject to specialist assessment.

Analysis of the osteological material should take place according to published guidelines "Human Remains from Archaeological Sites, Guidelines for producing assessment documents and analytical reports, English Heritage, 2002.

Some of the potential benefits from the study of human skeletons – demography, growth profiles, patterns of disease, genetic relationships, activity patterns, diet, burial practices, human evolution. New scientific techniques available include DNA and stable isotope analyses.

The final placing of the remains after scientific study and analysis will be agreed beforehand.

Further guidance is available in:

"Guidance for best practice for treatment of human remains excavated from

Christian burial grounds in England”, The Church of England and English Heritage, 2005 ([www.english-heritage.org.uk/upload/pdf/16602\\_HumanRemains1.pdf](http://www.english-heritage.org.uk/upload/pdf/16602_HumanRemains1.pdf))

“Church Archaeology: its care and management”, Council for the Care of Churches, 1999

The Advisory Panel on the Archaeology of Christian burials in England can provide free well-informed advice with consideration of relevant religious, ethical, legal, archaeological and scientific issues. Panel’s website:

<http://www.britarch.ac.uk/churches/humanremains/index.html>

or email the secretary [simon.mays@english-heritage.org.uk](mailto:simon.mays@english-heritage.org.uk)

### **Treasure**

Defined as:

- Any metallic object, other than a coin, provided that at least 10% by weight of metal is precious metal and that is at least 300 years old when found
- Any group of two or more metallic objects of any composition of prehistoric date that come from the same find
- All coins from the same find provided that they are at least 300 years old when found, but if the coins contain less than 10% gold or silver there must be at least ten
- Any object, whatever it is made of, that is found in the same place as, or had previously been together with, another object that is Treasure
- Any object that would previously have been treasure trove, but does not fall within the specific categories given above. Only objects that are less than 300 years old, that are made substantially of gold or silver, that have been deliberately hidden with the intention of recovery and whose owners or heirs are unknown will come into this category

If anything is found which could be Treasure, under the Treasure Act 1996, it is a legal requirement to report it to the local coroner within 14 days of discovery. The Archaeological Contractor must comply with the procedures set out in The Treasure Act 1996. Any treasure must be reported to the coroner and to The Portable Antiquities Scheme Finds Liaison Officer, Rob Collins (0191 2225076 or [Robert.Collins@newcastle.ac.uk](mailto:Robert.Collins@newcastle.ac.uk)) who can provide guidance on the Treasure Act procedures.

### **Finds Processing and Storage**

Finds shall be recorded and processed in accordance with the IFA Guidelines for Finds Work

Finds will be assessed by an experienced finds specialist.

The Archaeological Contractor will process and catalogue the finds in accordance with Museum and Galleries Commissions Guidelines (1992) and the UKIC Conservation Guidelines, and arrange for the long term disposal of the objects on behalf of the Client. A catalogue of finds and a record of discard policies, will be lodged with the finds for ease of curation.

Assessment should include x-radiography of all iron objects (after initial screening to exclude recent debris) and a selection of non-ferrous artefacts (including all coins). Refer to “Guidelines on the x-radiography of archaeological metalwork, English Heritage, 2006.

If necessary, pottery sherds and bricks should be recommended for Thermoluminescence dating.

Finds processing, storage and conservation methods must be broadly in line with current practice, as exemplified by the IFA “Standard and guidance for

the collection, documentation, conservation and research of archaeological materials”, 2001. Finds should be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication “First Aid for Finds” (Watkinson and Neal 1998). Proposals for ultimate storage of finds should follow the UKIC publication “Guidelines for the Preparation of Excavation Archives for Long-term Storage” (Walker 1990). Details of methodologies may be requested from the Archaeological Contractor.

Other useful guidance – “A Strategy for the Care and Investigation of Finds”, English Heritage, 2003, “Finds and Conservation Training Package”, English Heritage, 2003.

All objects must be stored in appropriate materials and conditions to ensure minimal deterioration. Advice can be sought from Jacqui Huntley of English Heritage (0191 3341137 or 07713 400387) where necessary.

### **The report**

The production of Site Archives and Finds Analysis will be undertaken according to English Heritage Guidelines (Managing Archaeological Projects 2nd Edition).

The archaeological contractor will provide a report of archaeological operations, including:

- a site location plan and grid reference
- brief description of recording procedures
- plans and sections of stratigraphy recorded (if practical)
- report on the finds (if any)
- environmental report (if relevant)
- colour photographs of the site and any significant archaeological features/finds
- a summary of the results of the work
- copy of this specification

The report will form an addition to the *Short Reports* files in the Tyne and Wear Historic Environment Record.

Three bound and collated paper copies of the report need to be submitted:

- one for the commissioning client
- one for the planning authority (North Tyneside Council) – to be submitted by the developer
- and one for deposition in the County HER at the address below. A digital copy of the report on CD is also required by the HER, in a plastic case and not attached to the report.

***The report and CD for the HER must be sent by the archaeological consultant or their client directly to the address below. If the report is sent via the planning department, every page of the report will be stamped with the planning application number which ruins the illustrations. The HER is also often sent a photocopy instead of a bound colour original which is unacceptable.***

### **Site Archive**

The archive should be a record of every aspect of an archaeological project – the aims and methods, information and objects collected, results of analysis,

research, interpretation and publication. It must be as complete as possible, including all relevant documents, records, data and objects {Brown, 2007, 1}.

The site archive (records and materials recovered) should be prepared in accordance with *Managing Archaeological Projects*, Second Edition, 5.4 and appendix 3 (HBMC 1991), "Archaeological documentary archives" IFA Paper No. 1, "Archaeological Archives – creation, preparation, transfer and curation" Archaeological Archives Forum etc., *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990) and "Archaeological Archives – A guide to best practice in creation, compilation, transfer and curation" by Duncan H. Brown, Archaeological Archives Forum, July 2007.

### *Documentary Archive*

The documentary archive comprises all records made during the archaeological project, including those in hard copy and digital form.

This should include written records, indexing, ordering, quantification and checking for consistency of all original context sheets, object records, bulk find records, sample records, skeleton records, photographic records (including negatives, prints, transparencies and x-radiographs), drawing records, drawings, level books, site note-books, spot-dating records and conservation records, publication drafts, published work, publication drawings and photographs etc.

A summary account of the context record, prepared by the supervising archaeologist, should be included.

All paper-based material must at all times be stored in conditions that minimise the risk of damage, deterioration, loss or theft.

Do not fold documents

Do not use self-adhesive labels or adhesive or tape of any kind

High quality paper (low-acid) and permanent writing materials must be used.

Original drawings on film must be made with a hard pencil, at least 4H.

Do not ink over original pencil drawings.

Use polyester based film for drawings (lasts longer than plastic).

Store documents in acid-free, dust-proof cardboard boxes

Store documents flat

All documents must be marked with the project identifier (e.g. site code) and/or the museum accession number.

All types of record must use a consistent terminology and format.

Use non-metal fastenings, and packaging and binding materials that ensure the longevity of documents.

Copies of reports and appropriate drafts, with associated illustrative material, must be submitted for inclusion with the archive.

### *Material Archive*

The material archive comprises all objects (artefacts, building materials or environmental remains) and associated samples of contextual materials or objects.

All artefacts and ecofacts retained from the site must be packed in appropriate materials.

All finds must be cleaned as appropriate to ensure their long-term survival

All metal objects retained with the archive must be recorded by x-radiograph (except gold or lead alloys or lead alloys with a high lead content and objects too thick to be x-rayed effectively e.t.c. )

All finds must be marked or labelled with the project and context identifiers and where relevant the small-finds number

Use tie-on rot-proof labels where necessary

Bulk finds of the same material type, from the same context, may be packed together in stable paper or polythene bags

Mark all bags on the outside with site and context identifiers and the material type and include a polyethylene label marked with the same information

Use permanent ink on bags and labels

Sensitive finds must be supported, where appropriate, on inert plastic foam or acid-free tissue paper. It is not advisable to wrap objects in tissue as the unwrapping could cause damage.

The archive will be placed in a suitable form in the appropriate museum (typically Museum of Antiquities for Newcastle and Tyne and Wear Museums for the rest of Tyne and Wear (check with these institutions).

A letter will be sent to the County Archaeology Officer within six months of the report having been submitted, confirming where the archive has been deposited.

### **Monitoring**

The Archaeological Contractor will inform the County Archaeologist of the start and end dates of the Watching Brief to enable the County Archaeologist to monitor the work in progress. The Client will give the County Archaeologist reasonable access to the development to undertake monitoring.

### **OASIS**

The Tyne and Wear County Archaeologist supports the Online Access to the Index of Archaeological Investigations (OASIS) project. This project aims to provide an online index/access to the large and growing body of archaeological grey literature, created as a result of developer-funded fieldwork.

The archaeological contractor is therefore required to register with OASIS and to complete the online OASIS form for their watching brief at <http://www.oasis.ac.uk/>. Please ensure that tenders for this work takes into account the time needed to complete the form.

Once the OASIS record has been completed and signed off by the HER and NMR the information will be incorporated into the English Heritage Excavation Index, hosted online by the Archaeology Data Service.

The ultimate aim of OASIS is for an online virtual library of grey literature to be built up, linked to the index. The unit therefore has the option of uploading their grey literature report as part of their OASIS record, as a Microsoft Word document, rich text format, pdf or html format. The grey literature report will only be mounted by the ADS if both the unit and the HER give their agreement. The grey literature report will be made available through a library catalogue facility.

Please ensure that you and your client understand this procedure. If you choose to upload your grey literature report please ensure that your client agrees to this in writing to the HER at the address below.

For general enquiries about the OASIS project aims and the use of the form please contact: Mark Barratt at the National Monuments Record (tel. 01793 414600 or [oasis@english-heritage.org.uk](mailto:oasis@english-heritage.org.uk)). For enquiries of a technical nature please contact: Catherine Hardman at the Archaeology Data Service (tel. 01904 433954 or [oasis@ads.ahds.ac.uk](mailto:oasis@ads.ahds.ac.uk)). Or contact the Tyne and Wear Archaeology Officer at the address below.

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Ref: MON6582  
24 October 2008  
Planning Application: 08/02065/FUL