An Archaeological Evaluation on land adjacent to Whitley Lodge, Selby, North Yorkshire

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February 2011

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Archaeological Research Services Ltd

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Executive Summary

In February 2011, Archaeological Research Services Ltd were commissioned by Scott Wilson, on behalf of Harron Homes Ltd, to undertake an archaeological evaluation on land adjacent to Whitley Lodge near Selby, North Yorkshire. The archaeological works were carried out prior to residential development. The aim of the evaluation was to determine the location, extent and condition of any archaeological remains encountered on the site.

In May 2010 an archaeological Desk Based Assessment written by AOC Archaeology Group identified the possibility that significant archaeological remains relating to the 19th century, and earlier, buildings of Whitley Lodge may survive beneath ground level.

Two 20 x 2m trenches were excavated down to the undisturbed natural sand deposits. There were no archaeological finds, features or buried land surfaces discovered during the evaluation.

1. Introduction

1.1 In February 2011 Archaeological Research Services Ltd were commissioned by Scott Wilson on behalf of Harron Homes Ltd to carry out an archaeological evaluation on land adjacent to Whitley Lodge near Selby, North Yorkshire. The work was carried out prior to residential development on the site.

1.2 In 2006, the development area was subject to geophysical survey, and although some pit-type anomalies were identified, they are not thought to be archaeological.

1.3 In May 2010, AOC Archaeology Group carried out an archaeological Desk Based Assessment on Whitley Lodge (AOC Archaeology Group, 2010). Studies of cartographic and documentary sources determined that there was a possibility of encountering significant archaeological remains on the site relating to earlier phases of Whitley Lodge and its surrounding buildings and landscape.

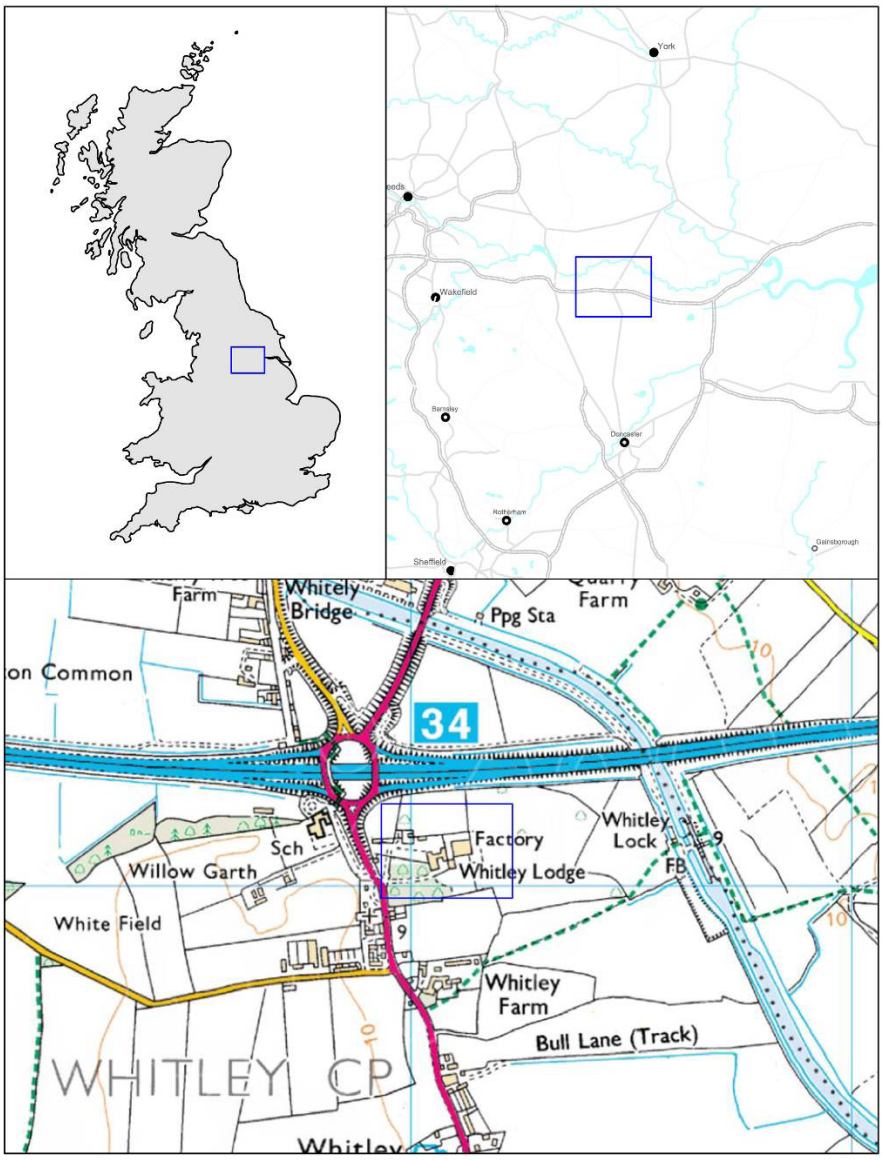

Fig. 1 Location map of the development site.

2. Location and Geology

2.1 The site is centred at SE 56150 22030 (Fig. 2) in the town of Whitley. The site is situated immediately south of the M62 Motorway. The bedrock geology of the area is Triassic sandstone overlain by superficial deposits of sand and gravel (bgs.ac.uk/opengeoscience).

3. Aims and Objectives

3.1 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 trial trenches were not dug in order to target potential features but were instead positioned to confirm the presence/absence of archaeological remains.

3.2 The evaluation was carried out in order to fulfil a planning condition relating to residential development on the site.

4. Methodology

4.1 The trenches were opened by machine using a toothless ditching bucket in level spits. Spoil from each trench was stored adjacent to the trench and was separated into topsoil, subsoil and made ground. Once the natural was reached the trenches were examined and cleaned by hand. All machine excavation was carried out under careful archaeological supervision.

4.2 The deposits were recorded according to the normal principles of stratigraphic excavation. Each context was recorded on ARS Ltd 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 and photographic registers.

4.3 The trenches were planned at a scale of 1:50. Entire trench sections were also drawn at a scale of 1:50. All deposits and the base of each trench were levelled, and heights are expressed in metres above Ordnance Datum.

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

5. Archaeological and Historical Background

5.1 Prehistoric

5.1.1 There are no known prehistoric sites within the development site or the surrounding area. However, evidence such as that discovered during an excavation at nearby Wood Hall, suggests that the land surrounding the development area may have been a focus for early prehistoric settlement (Metcalf 2001 cited in AOC Archaeology Group, 2010).

5.2 Roman

5.2.1 There are no known Roman sites from within the development area or the surrounding landscape. However, the excavations at Wood Hall also revealed evidence for Roman settlement (AOC Archaeology Group, 2010).

5.3 Medieval

5.3.1 The name 'Whitley' is thought to have originated in the 11th century, meaning 'white leah'. There is a mention of a village called Whitley in the Domesday Book, recorded as 'Whitelare' (Ekwall 1960 cited in AOC Archaeology Group, 2010).

5.3.2 Aerial photographs taken of the area show cropmarks and a number of features that appear to be ditched enclosures and field boundaries. These possibly date from the Medieval or Post-Medieval period (Kershaw 2001 cited in AOC Archaeology Group, 2010). However none of these features lie within the development area.

5.4 Post-Medieval

5.4.1 Whitley is included and named on maps as early as 1664, although there are no buildings shown (AOC Archaeology Group, 2010). The owners and residents of Whitley Lodge during the Post-Medieval period are unknown (AOC Archaeology Group,2010). However records show that most of the land around Whitley, possibly including the development area, was owned by various members of the More family throughout the 17th century.

5.4.2 In 1876 William Eadon sold some land to the west of the development area to the Whitley school board. A school was built on the site and opened in 1877. At this time, maps show that the development site was covered with trees which suggests that it was part of the lodge garden or some parkland (AOC Archaeology Group, 2010).

5.5 Modern

5.5.1 Ordnance Survey maps dating from the 20th century show that there was very little change in and around the development area since the Post-Medieval period (AOC Archaeology Group, 2010).

6. Evaluation Results

6.1 Trench 1

6.1.1 Trench 1 was located to the south of Whitley Lodge and was orientated from east to west. The trench measured 20 x 2m and was excavated down to the natural undisturbed sand deposits. Black topsoil and turf with small stone inclusions (101) covered the entire trench with a depth of 0.25m. Beneath this, at the western extent of the trench only, was a 0.2m deep layer of made ground (102). This consisted of red brick rubble and dark soil. Beneath both (101) and (102) across the entire trench was a fine textured orange brown sandy subsoil with a depth of between 0.82m and 1.1m. This subsoil lay above the fine textured orange grey sand natural (104) that continued beyond the limits of the excavation. This sandy deposit had patches of natural discolouration throughout as well as patches of naturally occurring degraded ironstone.

6.1.2 There were no archaeological finds, features or buried land surfaces encountered across Trench 1.

6.2 Trench 2

6.2.1 Trench 2 was located to the south east of Trench 1 and was orientated from north east to south west. The trench measured 20 x 2m and was excavated down to the natural undisturbed sand deposits. A layer of black topsoil and turf (201) covered the trench to a depth of 0.25m. Beneath this lay fine textured light brown sandy silty subsoil (202) with a depth of between 0.75m and 1.1m. Below the subsoil was the fine textured orange grey sand natural (203) with patches of natural discolouration as well as patches of naturally occurring degraded ironstone. This deposit continued beyond the limits of the excavation.

6.2.2 There were no archaeological finds, features or buried land surfaces encountered in Trench 2.

7. Discussion

7.1 There were no archaeological finds, features or buried land surfaces discovered during the archaeological evaluation on land adjacent to Whitley Lodge in Selby. Although a Desk Based Assessment (AOC Archaeology 2010) had identified a number of archaeologically significant sites and features around the development site, none of these were located within the development area itself. In both trenches it was evident that unditusturbed natural ground was located at a depth of approximately 0.4m below the present-day ground surface. This is probably due to the fact that the land does not seem to have been used as anything more than gardens or parkland.

8. Conclusion

8.1 No evidence of pit type anomalies that were identified by a previous geophysical survey (Gaffney 2006) were discovered during the archaeological evaluation. The naturally occurring ironstone that was identified in both trenches may account for these results. It is not recommended that there be any further archaeological works carried out on the site prior to the development taking place.

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 Annie Calder of Scott Wilson as well as J. Hughes Construction and Harron Homes Ltd.

12. References

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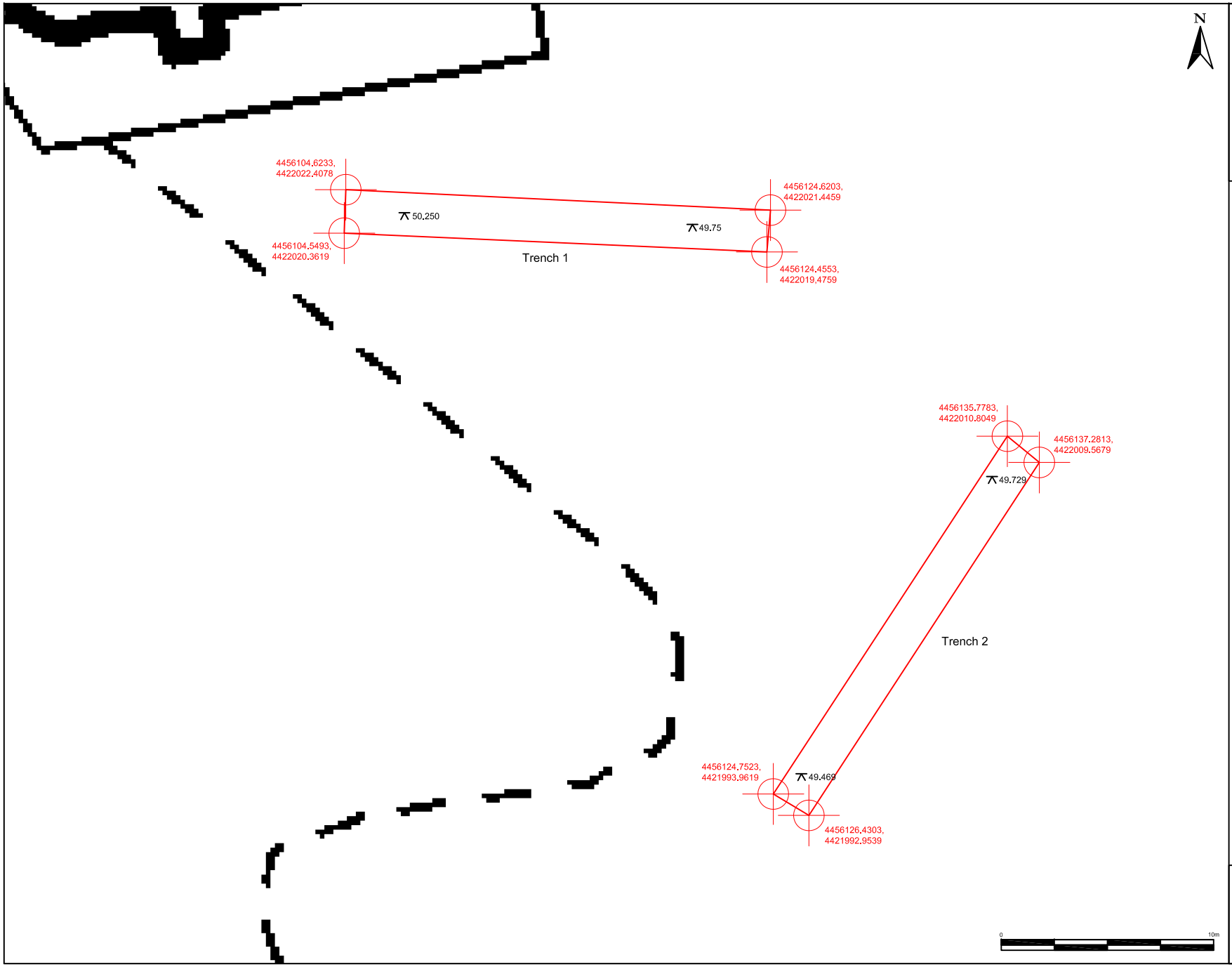

Title:

Figure 2: Trench locations

Scale = 1:250 at A4

Key:

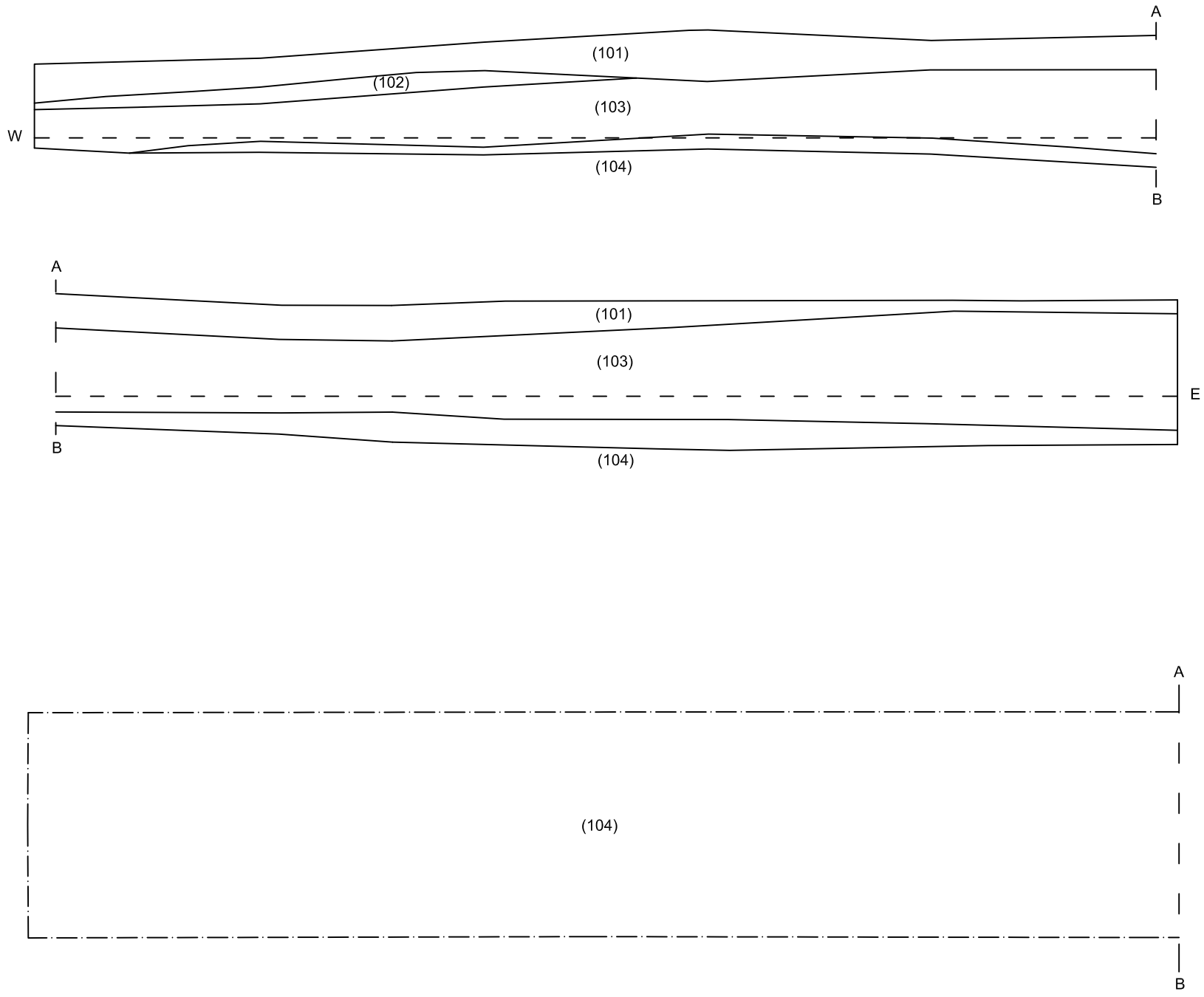

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Figure 3: Sections and plans of Trench 1

Scale = 1:50 at A3

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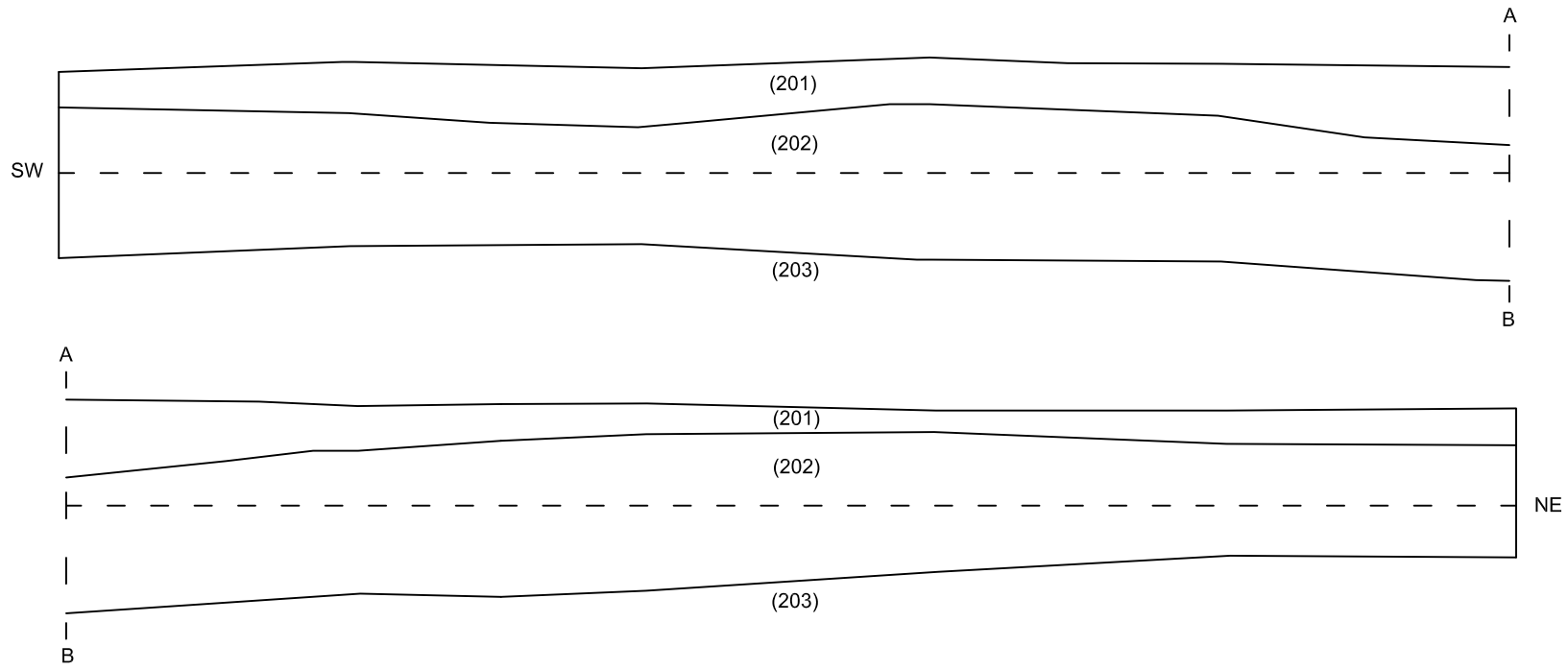

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Figure 4: Sections and plans of Trench 2

Scale = 1:50 at A3

Key:

Figure 5. Trench 1, looking west. Scale = 2m

Figure 6. Trench 2, looking south west. Scale = 2m

Figure 7. Whitley Lodge, with Trench 2 in the foreground and Trench 1 beyond.

APPENDIX II- CONTEXT REGISTER

Context No.	Trench	Description
101	1	Topsoil and turf
102	1	Made ground
103	1	Subsoil
104	1	Natural
201	2	Topsoil and turf
202	2	Subsoil
203	2	Natural

APPENDIX III- PHOTOGRAPHIC REGISTERS

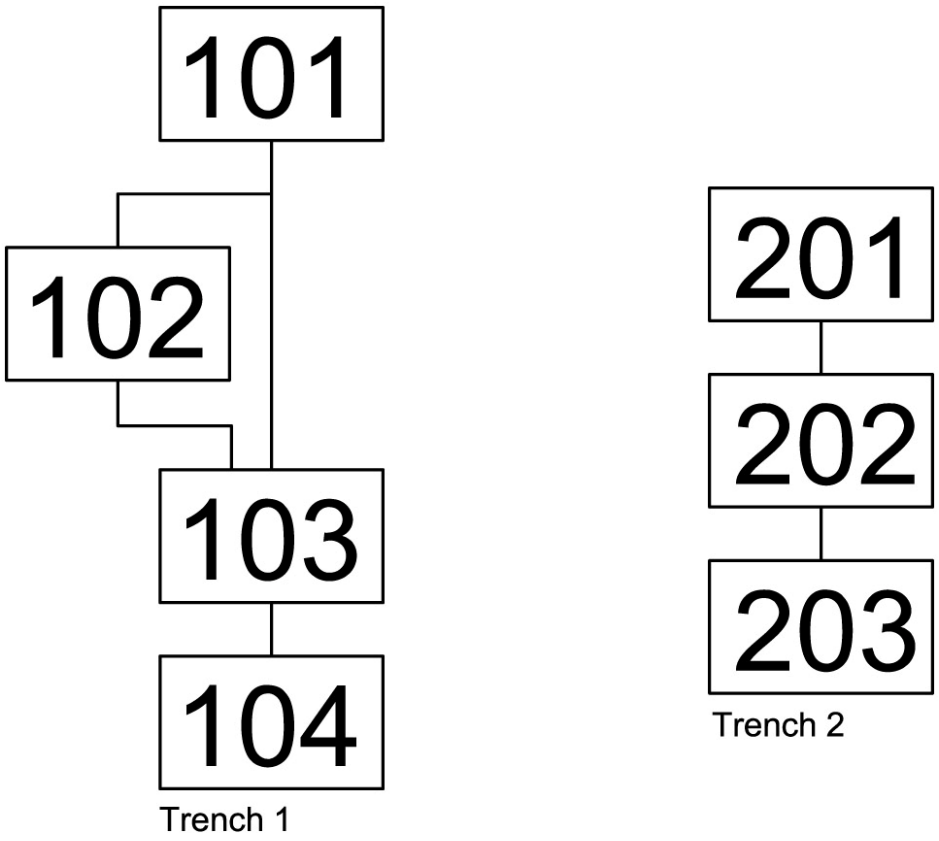
Film One: Black and White Print

Shot No.	Direction	Scale	Description	Taken By
1	W	2m	Trench 1	PC
2	W	2m	Trench1	PC
3	SE	2m	Trench 2	CS
4	SE	2m	Trench 2	CS

Film Two: Colour Print

Shot No.	Direction	Scale	Description	Taken By
1	W	2m	Trench 1	PC
2	W	2m	Trench1	PC
3	SE	2m	Trench 2	CS
4	SE	2m	Trench 2	CS

APPENDIX IV- HARRIS MATRICES



Whitley Lodge, Selby

Specification for Archaeological Trench Evaluation

January 2011

Revision Schedule

Specification
January 2011

Rev	Date	Details	Prepared by	Reviewed by	Approved by
01	Jan 2011	Draft for approval	**Annie Calder** Senior Archaeologist	**Andrew Copp** Principal Archaeologist	**Annette Roe** Technical Director

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Appendices

1 Introduction

Project background

1.1 URS Scott Wilson has been commissioned by Harron Homes Ltd to prepare a specification for archaeological evaluation at Whitley Lodge, Selby.

1.2 This proposed evaluation will be undertaken in order to fulfil a planning condition relating to residential development at the site (planning application ref: 2010/0592/FUL).

1.3 The results of the evaluation will aid in the formulation of an appropriate mitigation strategy for the area. This Specification has been prepared by URS/Scott Wilson it describes a programme of archaeological trial trench evaluation.

1.4 This document details the methods to be used for the evaluation and will be reviewed by the Planning Officer for Selby District Council. In addition, the scope of work proposed in this Specification has already been discussed with the Development Management Archaeologist at North Yorkshire County Council.

1.5 The works specified in this document will be let by competitive tender by URS/Scott Wilson (the Consultant) to an (archaeological) 'Contractor'.

1.6 The Consultant may instruct the 'Contractor' to investigate additional areas during the course of the fieldwork if required to establish details of importance to the fieldwork objectives.

1.7 The archaeological fieldwork, archiving, analysis and preparation of the fieldwork report text will be undertaken by the 'Contractor', unless specified otherwise in this Specification.

Site description

1.8 The development site is located within the grounds of Whitley Lodge on the east side of the A19, Whitley, North Yorkshire centred at NGR SE 559 222. The site is bounded by Whitley Lodge and Tunstall Communications Factory to the north, by the A19 to the east and by open agricultural land to the south and west. The proposed development covers a land area of approximately 2.02 ha which is occupied by dense tree cover.

1.9 The underlying solid geology of the region in which the development area is situated consists of Permo-Triassic sandstones. Drift geology is predominantly glaciofluvial and river terrace drift.

1.10 The site lies at approximately 10m OD and is relatively flat. The majority of the site is wooded; the dominant species present sycamore but there are also several well established mature oak. These areas have been removed from the evaluation programme as sub-surface remains will have been heavily disturbed by tree roots. The area to be evaluated lies to the immediate south of the current Lodge. The ground conditions are uneven but generally flat and there is no obvious evidence of previous disturbance.

Previous Investigations

1.11 A Desk-based Assessment has been undertaken by AOC Archaeology Group which details the historical background to the site. This report is attached to this Specification as Appendix 2.

1.12 A series of Geotechnical Investigation test pits have been excavated across the site. This has identified areas of truncation and made ground, which has disturbed sub-surface deposits.

2 Project Objectives

General Objectives

2.1 The area for evaluation was subject to geophysical survey in 2006, however anomalies of archaeological potential were not identified (Gaffney, C 2006 Whitley Lodge, Whitely, North Yorkshire Geophysical Survey Report Unpublished Report. GSB Prospection Project No: 2006/37). Therefore the trial trenches will not be targeting potential features and will instead be positioned purely to confirm the presence/ absence of archaeological remains.

2.2 The general project cultural heritage objectives are detailed below:

- to preserve by record potential archaeological remains that will be impacted by the proposed scheme;
- to contribute archaeological information to the key research topics identified in the regional research framework.

2.3 In addition to the general objectives there are also specific aims which are detailed below:

- to determine the location, natures, extent, date, condition, state of preservation, significance and complexity of archaeological remains;
- to determine the likely range, quality and quantity of artefactual and environmental evidence present;
- to provide information on the extent and amount of ground disturbance;
- to inform the design of further archaeological investigations and a suitable mitigation strategy.

3 Scope of Works

3.1 Trial trench evaluation will comprise a total of 2 trenches measuring 2m x 20m. The location and size of the trenches is shown on Figure 1.

3.2 Access to the evaluation area will be via routes agreed with the Principal Contractor. Currently the area is inaccessible from the west due to the presence of dense woodland and the north is bounded by a garden boundary wall and a low retaining wall. The evaluation will only commence once access has been created by the Principal Contractor.

3.3 Additional evaluation trenches may be required once the on-going surveys are completed and the results assessed. URS/Scott Wilson will notify the 'Contractor' of any variation to the amount or location of trial trench evaluation works.

3.4 Existing trenches may need to be extended in order to clarify specific issues that might arise during the course of the evaluation. URS/Scott Wilson will notify the 'Contractor' of any variation to the amount or location of trial trench evaluation works.

3.5 It may be necessary for the 'Contractor' to undertake a preliminary assessment of ground conditions prior to the commencement of the fieldwork. The 'Contractor' will notify URS/Scott Wilson of any areas that in their opinion are unsuitable for excavation.

4 Works Specification

General Works

4.1 All archaeological works will be carried out in accordance with this Specification (and any further instructions from the Consultant). This Specification takes account of assessment guidance in Standard and Guidance for Archaeological Field Evaluation prepared by the Institute for Archaeologists (IfA, 2008), the IfA Code of Conduct (IfA, 2010) and other current and relevant best practice and standards and guidance (refer to Appendix 1).

4.2 The 'Contractor' shall prepare and submit a Method Statement for the works prior to commencement of fieldwork for approval by URS/Scott Wilson. The Method Statement must make reference to the surveying technique proposed to map the archaeological remains and to layout the trenches, and the accuracy and performance of the technique.

4.3 The on-site recording and recovery techniques will be in line with current industry best practice and should be fully understood by all.

4.4 All paper and digital records made during the course of the fieldwork, and the treatment of artefacts and environmental remains, will be reviewed continuously. Record checking and collation will be completed at regular intervals, as appropriate, and before an area is considered complete, abandoned, backfilled or the site closed. Errors or omissions in recording discovered during post-excavation cannot be recovered. The Contractor must make suitable allowance for this task.

Specific Works

4.5 Trial trenches will be excavated at the locations indicated by URS/Scott Wilson and shown on Figure 1. The trenches should be positioned to an accuracy of ± 100mm of the specified trench location using survey-grade GPS (English Heritage 2003) or equivalent metric-survey equipment.

4.6 If appropriate the 'Contractor' must ensure that any survey stations are tied-in to permanent landscape features recorded on the latest Ordnance Survey edition maps to enable accurate re-location of the trenches. If appropriate survey stations utilised during previous surveys should be re-used (where possible) to locate the position of the trenches.

4.7 Prior to the opening of the trenches the excavation area(s) will be subject to a rapid metal detector scan, in order to identify and recover metal artefacts within the upper topsoil/ploughsoil. Scanning will only be undertaken by an experienced operator, if necessary under direct archaeological supervision. Unless of relevance to the project objectives all recent artefacts (later 19th century and modern) will be noted but will not be retained. If a non-professional archaeologist is to be used to carry out the metal detecting, a formal agreement of their position as a sub-contractor working under direction must be agreed in advance of their use on site. This formal agreement will apply whether they are paid or not. An archaeological surveyor will record all the locations where an artefact has been detected and recorded. All finds should be surveyed-in and retrieved along with any associated markers by the close of play on each working day.

4.8 Each trench will be opened under direct archaeological supervision using an appropriate mechanical excavator fitted with a toothless ditching bucket.

4.9 The arisings from the archaeological works will be stored adjacent to the trench (within a safe working distance) and will be separated according to material, so that topsoil will be separated from subsoil and made ground separated from topsoil.

4.10 The arisings from the trenches shall be subject to a rapid metal detector scan, in order to recover metal artefacts not recovered during mechanical excavation of the trench.

4.11 The excavation will proceed under direct archaeological supervision, in broadly level spits, until either the top of the first archaeological horizon or undisturbed natural deposits are encountered. Particular attention should be paid to achieving a clean and well-defined horizon with the machine. It is not anticipated that entire trenches will require hand cleaning. Under no circumstances should the machine be used to cut arbitrary trenches down to natural deposits. The surface achieved through machine excavation will be inspected for archaeological remains. The mechanical excavator will not traverse any stripped areas.

4.12 If important concentrations of artefacts are uncovered during machining, suggestive of significant activity, these should be left in situ in the first instance, and if appropriate investigated using hand tools only.

4.13 The machined surface will be cleaned by hand, where required, for the acceptable definition of archaeological remains. Following cleaning, all archaeological remains will be planned, to enable the selection of features and deposits for sample excavation by the 'Contractor'.

4.14 The trial trenches will be clearly demarcated with appropriate fencing (netlon is suitable), supplied by the 'Contractor', to ensure that persons or plant cannot inadvertently traverse across the area of investigation whilst archaeological works are in progress. The fencing will be regularly inspected and maintained until works in the area have been completed, inspected and approved by URS/Scott Wilson and the trenches backfilled.

4.15 The trial trenches shall not be reinstated without the prior approval of URS/Scott Wilson, although in exceptional circumstances some backfilling would be permitted if health and safety or ground stability reasons warrant this.

4.16 The trial trenches shall only be backfilled by machine under appropriate conditions and with direct archaeological supervision. Arisings will be returned strictly in the correct sequence and will not be compacted.]

4.17 Any land drains encountered during the archaeological works will be left in situ and upon completion of the works they will be carefully backfilled and covered over to avoid damage.

Hand Excavation

4.18 Sample excavation shall be restricted to that required to meet the key objectives of the evaluation.

4.19 Archaeological deposits/features selected for sample excavation will be hand excavated in an archaeologically controlled and stratigraphic manner in order to meet the objectives of the evaluation. Machine-assisted excavation may be permissible if large deposits are encountered but only after consultation with URS/Scott Wilson and the Local Authority Archaeologist. A

sufficient number of deposits/features will be investigated through sample excavation in each trench to record the horizontal and vertical extent of the stratigraphic sequence down to the level of undisturbed natural deposits. No archaeological deposit should be entirely removed unless this is unavoidable. Excavation must be undertaken with a view to avoiding damage to any features or deposits which appear to be worthy of preservation in situ.

4.20 The following sampling strategies will be employed:

Linear features: A minimum of 10% sample (each length not less than 1m long) where the depositional sequence is consistent along the length. Linear features with complex variations of fill type will be sampled sufficiently in order to understand the sequence of deposition - a minimum of 20% along the length.

Where possible one section will be located and recorded adjacent to a trench edge. If appropriate all intersections will be investigated to determine the relationships between features. All termini will be investigated.

Discrete features: Pits, post-holes and other isolated features will normally be half-sectioned. A minimum requirement to meet the project objectives will be agreed in consultation with URS/Scott Wilson. It is not anticipated that all of these features will be half-sectioned. If large pits or deposits (over 1.5m diameter) are encountered then the sample excavated should be sufficient to define the extent and maximum depth of the feature and to achieve the objectives of the evaluation, but should not be less than 25%.

Structures: Each structure will be sampled sufficiently to define the extent, form, stratigraphic complexity and depth of the component features and its associated deposits to achieve the objectives of the evaluation. All intersections will be investigated to determine the relationship(s) between the component features.

Recording

4.21 The perimeter of each trench and all archaeological remains within the trenches will be recorded in plan using metric survey-grade equipment (or its equivalent) (English Heritage, 2003).

4.22 A full written, drawn and photographic record will be made of each trench, even where no archaeological features are identified. Hand drawn plans and sections of features will be produced at an appropriate scale (normally 1:20 for plans and 1:10 for sections). One long section of each trench will be drawn at a scale of not less than 1:50 but only after the features within the trench have been excavated. All plans and sections will include spot heights relative to Ordnance Datum in metres, correct to two decimal places.

4.23 Photography (digital, colour transparency and monochrome negative photographs) will be taken using a minimum format of 35mm or 5 megapixels resolution. In addition to records of archaeological features, a number of general site photographs will also be taken to give an overview of the site. Particular attention should be paid to obtaining shots suitable for displays, exhibitions and other publicity. The photographer of the general shots taken for this purpose should ensure that all members of staff included in the photographs are wearing appropriate Personal Protective Equipment (PPE).

Artefact Recovery

4.24 All artefacts will be collected, stored and processed in accordance with standard methodologies and national guidelines (refer to Appendix 1). Except for modern artefacts all finds will be collected and retained, the 'Contractor' will clarify in the Method Statement the Collection Policy and will ensure that it is in-line with relevant local authority guidelines. Each 'significant find' will be recorded three dimensionally. Similarly if artefact scatters are encountered these should be also recorded three dimensionally. Bulk finds will be collected and recorded by context.

[Table 1 Example Collection Policy

Category	Sub-category	Treatment		
		Ignore	Record Location	Record Location & Save
Pottery				X
brick/tile			X	
baked clay				X
Bone		X		
Metal		X		
Flint	worked			X
	Unworked (burnt)		X	
Stone				
Mortar			X	
Glass		X		
Slag		X		
coke/coal		X		
Charcoal		X		
other significant finds				X

KEY:
Ignore: do not record location or save find
Record location: record location three dimensionally, note material category and save a sample of this type of find
Record location & save: record location three dimensionally, allocate code, and save artefact for further study]

4.25 All recovered artefacts will be stabilised, conserved and stored in accordance with the current national conservation guidelines and standards (see Appendix 1). If necessary, a conservator will visit the site to undertake 'first aid' conservation treatment.

4.26 Artefacts will be stored in appropriate materials and conditions, and monitored to minimise further deterioration.

Environmental Sampling

4.27 The Method Statement will outline an appropriate environmental sampling strategy that conforms to this specification. The English Heritage Regional Advisor for Archaeological Science will be notified of the commencement of the project and will be consulted regarding the sampling strategy proposed by the 'Consultant'. Provision will also be made for the recovery of material suitable for scientific dating.

4.28 Any samples taken must come from appropriately cleaned surfaces, be collected with clean tools and be placed in clean containers. They will be adequately recorded and labelled and a register of all samples will be kept. Once the samples have been obtained they should be stored appropriately in a secure location prior to being sent to the appropriate specialist.

Human Remains

4.29 Should human remains be discovered during the course of the trial trenching the remains will be covered and protected and left in situ in the first instance, in accordance with current best practice. The removal of human remains will only take place in accordance with a Department of Constitutional Affairs licence and under the appropriate Environmental Health regulations and the Burial Act 1857. In the event of the discovery of human remains the 'Contractor' will notify URS/Scott Wilson immediately, who will arrange to contact H.M. Coroner.

Treasure

4.30 Any artefacts which are recovered that fall within the scope of the Treasure Act 1996 and Treasure (Designation) Order 2002 will be reported to URS/Scott Wilson immediately. Artefacts that are defined as Treasure according to the above legislation will be vested in the franchisee, or if none the Crown. The Consultant will contact H. M. Coroner, and will ensure that the Treasure regulations are enforced and that all the relevant parties are kept informed. A list of finds that have been collected that fall under the Treasure Act and related legislation will be included in the fieldwork report.

4.31 Artefacts that are classified as 'treasure' will be removed to a safe place but where removal cannot be effected on the same working day as the discovery, suitable security measures must be taken to protect the finds from damage or unauthorised removal.

Finds processing

4.32 Initial processing of finds (and if appropriate other samples) will be carried out concurrent with the fieldwork. The processing of finds will be finished shortly after completion of the investigations, the finds will be retained, washed, marked, bagged and logged on a MS Access or GIS database (or equivalent), together with their locations according to the National Grid and Ordnance Datum, accurate to 2 decimal places.

4.33 The finds assemblage will be treated, labelled and stored in accordance with the appropriate English Heritage guidance documents, local authority guidelines and the Institute of Conservation guidelines (refer to Appendix 1). The 'Contractor' will ensure that the processing of the assemblage is in accordance with the requirements of the recipient repository.

4.34 If appropriate each category of find or each material type will be examined by a suitably qualified archaeologist and the results incorporated into the report.

5 Completion of Archaeological Fieldwork

5.1 The 'Contractor' shall prepare and submit a Completion Statement to URS/Scott Wilson within one working day of completing the fieldwork.

5.2 The site will be left in a tidy and workman-like condition and the archaeological contractor will ensure that all materials brought onto site are removed.

5.3 As a minimum on OASIS entry shall be completed at the end of the fieldwork, irrespective of whether a formal report is required (http://ads.ahds.ac.uk/project/oasis/). If appropriate the entry should include caveats about conclusions drawn in advance of analysis. The OASIS entry may be updated and re-submitted not later than 3 months after the completion of a report. When completing the form the 'Contractor' must make reference to the Regional Research Framework. The 'Contractor' is advised to ensure that adequate time and costings are built into their tenders to allow sufficient time to complete the form.

6 Monitoring, Progress Reports & Meetings

6.1 The fieldwork will be subject to regular weekly monitoring visits by URS/Scott Wilson, who will have unrestricted access to the site, site records or any other information. The work will be inspected to ensure that it is being carried out to the required standards and that it will achieve the stated objectives.

6.2 Weekly written progress reports (if applicable) will be provided to URS/Scott Wilson by the 'Contractor' during the fieldwork. In addition the 'Contractor' will inform URS/Scott Wilson on the progress of the survey verbally upon request.

6.3 Progress meetings between URS/Scott Wilson and the 'Contractor' will be held on site during the course of the fieldwork. The Local Authority Archaeological Officer/ Planning Officer and the English Heritage Regional Inspector (if applicable) shall be invited to attend. These meetings will be arranged by URS/Scott Wilson.

6.4 The 'Contractor' will only accept instruction from URS/Scott Wilson.

7 Reporting

7.1 An Interim Statement of the results of the evaluation will be prepared and submitted to URS/Scott Wilson within 1week of the completion of the fieldwork. It will include:

- a brief summary of the results;
- a plan of each trench at an appropriate scale, showing the mapped features;
- a quantification of the primary site archive including contexts, finds and samples.

7.2 The finds and samples will be processed (cleaned and marked) as appropriate. Each category of find or environmental/industrial material will be examined by a suitably qualified archaeologist or specialist and the results incorporated into a fieldwork assessment report.

7.3 The fieldwork report will be submitted in draft within xxx weeks of the completion of fieldwork. The preparation of the site archive will be undertaken in accordance with this Project Design and will follow relevant archaeological standards and national. The report will include the following:

- a QA sheet detailing as a minimum - title, author, version, date, checked by, approved by;
- a non-technical summary;
- a site location drawing;
- the archaeological and historical background;
- the methodology employed for the evaluation;
- the aims and objectives of the investigations;
- the results of the evaluation (to include full description, assessment of condition, quality and significance of the remains);
- where human remains are encountered the report will include a statement that addresses the future retention of the material, including if appropriate, options for reburial
- an appendix containing specialist artefact reports; palaeo-environmental /geoarchaeological reports or their equivalent;
- an appendix illustrating specific finds and general working shots or portraits of specific features or structures as appropriate;
- a list of all finds that fall within the scope of the Treasure Act and associated legislation;
- a stratigraphic matrix for each trench (as appropriate);
- Assessment /conclusion and a statement of potential with recommendations for further work and analysis;
- a statement of the significance of the results in their local, regional and national context cross referenced to the Regional Research Framework;
- publication proposals if warranted;
- the current and proposed arrangements for long term conservation and archive storage (including details of the accredited repository details);
- general and detailed plans showing the location of the survey accurately positioned on an Ordnance Survey base map (at an appropriate and recognised scale);
- detailed plans and sections illustrating archaeological features (at an appropriate and recognised scale);

- colour photographic plates illustrating the site setting, work in progress and archaeological discoveries;
- a cross-referenced index of the project archive.

7.4 The fieldwork report will specifically comment on the level of preservation and will comment on the character of the overlying deposits and on the potential for extrapolating the results into adjacent areas.

7.5 Two bound hard copies and a digital pdf copy (complete with illustrations and plates) of the completed report will be submitted to URS/Scott Wilson as a draft for comment. If in the opinion of the Consultant, the draft report contains a large number of mistakes or significant omissions, then it is likely that the Contractor will need to revise the draft report a number of times before it is finalised. The Contractor should make allowance in their costs to cover this eventuality. When the draft report is of a sufficient standard URS/Scott Wilson will submit a copy of the draft report to the Local Authority Archaeological Officer for comment. In finalising the report the comments of URS/Scott Wilson will be taken into account.

7.6 Six bound copies, one unbound master-copy and a digital version will be submitted within one week of the receipt of comments on the draft report.

7.7 A project CD shall be submitted containing image files in JPEG or TIFF format, digital text files shall be submitted in Microsoft Word format, illustrations in AutoCAD format or ArcView shapefile format. A fully collated version of the report shall be included in PDF format.

8 Resources & Timetable

8.1 The Contractor must ensure that they have adequate and appropriate management procedures in place to ensure that risks to the programme timetable can be identified at an early stage. These risks will be kept under constant review by the Contractor to ensure that the aims and objectives are met within the agreed budget. The consultant will be notified at the earliest opportunity of any changes to the methodology or programme of work that arise from review. Changes /variation to the programme will only be accepted after they have been agreed in writing with the Consultant. The 'Contractor' shall give immediate warning to URS/Scott Wilson should any agreed programme date not be achievable.

8.2 Communication skills are essential in all fieldwork projects, they can be multi-disciplinary and liaison with or negotiation between separate teams, experts, specialists and sub-contractors may be required. Regular meetings should be held between selected team members as appropriate and relevant; and information should be passed down to all contributors to ensure that everyone is kept informed.

8.3 All archaeological personnel involved in the project should be suitably qualified and experienced professionals. The 'Contractor' shall provide URS/Scott Wilson with staff CV's of the Project Manager, Site Supervisor and any proposed specialists that might be involved in the post-excavation work. Site assistants' CV's will not be required, but all site assistants should have an appropriate understanding of excavation procedures.

8.4 All metal-detectorists shall abide by the Code of Practice for Responsible Metal Detecting in England and Wales (CBA 2007) and must adhere to this Specification at all times. The 'Contractors' Method Statement must include copies of the waiver rights for ownership and reward signed by each metal-detector operator (see 13.4).

8.5 If an independent /freelance operator is going to be used in the survey then a formal agreement of their position as a 'sub-contractor' working under archaeological direction and supervision must be agreed in advance and before the start of any fieldwork. In order to avoid any claims of reward under the Treasure Act 1996, the formal agreement will apply to all metal-detectorists. A suggested from of words contained in the formal agreement should be as follows (an alternative Waiver Form is in Annex 4, English Heritage 2006):

> 'In the process of working on the archaeological investigations at [name of project /site and location] between the dates of [insert dates], [name of person contributing to the project] is working under the direct permission of and will accept instruction from [name of archaeological organisation], and hereby waives all rights to rewards for objects discovered that could otherwise be payable under the Treasure Act 1996 and the Treasure (Designation) Order 2002.'

8.6 All staff, including metal-detecting operators will be fully briefed and aware of the work required under this specification and will understand the objectives of the investigation and methodologies to be employed.

8.7 The fieldwork is programmed to be implemented at the earliest available opportunity (subject to land access being arranged by the Principal Contractor) and will be completed within 1 week. URS/Scott Wilson will inform the 'Contractor' of the start date for the works and the 'Contractor' will provide URS/Scott Wilson with a programme for the works (fieldwork and reporting) within 1 week of the start date.

9 Archive Preparation & Deposition

9.1 Archaeological material recovered from fieldwork is irreplaceable and data recorded in the course of fieldwork can and should be copied and additionally held securely in a separate location in line with current best practice. The Method Statement shall include reference to an Incident Management Plan which will ensure, in the event of a major incident, that business can continue (eg. water damage or destructive fire).

9.2 The site records and assemblages (list of fieldwork interventions, notebooks /diaries, context records, feature records, structure records, site geometry, photographs and films, finds records and associated datafiles) will constitute the primary Site Archive. This is the key archive of the fieldwork project and the raw data upon which all subsequent assessment and analysis and future interpretation will be based. The archive will therefore not be altered or compromised – it remains the original record of the fieldwork. The site archive should be quantified, ordered, indexed and made internally consistent. All finds and coarse-sieved and flotation samples will have been processed and stored under appropriate conditions. The archive will also contain a site matrix, a summary of key findings and descriptions of artefactual and environmental assemblages. Arrangements should be made for the proper cataloguing and storage of the archive during the project life-cycle. The content of an outline structure for a fieldwork archive is presented in Appendix 1, Product P1 and Product P3 (MoRPHE, 2008, PPN3).

9.3 In addition and where appropriate the Research Archive will be generated as a result of the fieldwork analysis stage (MoRPHE 2008, PPN3). The content of the Research Archive will vary depending upon the types of analyses undertaken but may include specialist analyses and reports, the results of comparative archaeology study, methodology, bibliography, and the results of assessment and evaluation.

9.4 The ‘Contractor’ will, prior to the start of fieldwork, liaise with an appropriate accredited repository to obtain agreement in principle to accept the documentary, digital and photographic archive for long-term storage. The ‘Contractor’ will be responsible for identifying any specific requirements or policies of the recipient repository in respect of the archive, and for adhering to those requirements.

9.5 The archive of finds and records generated during the fieldwork will be removed from site at the end of each day and kept secure at all stages of the project until it is deposited in the agreed repository. The archive will be produced to current national standards (refer to Appendix 1).

9.6 The deposition of the archive forms the final stage of this project. The ‘Contractor’ shall provide URS/Scott Wilson with copies of communication with the accredited repository and written confirmation of the deposition of the archive. URS/Scott Wilson will deal with the transfer of ownership and copyright issues.

10 Publication

10.1 If significant results are obtained and it is likely that further stages of archaeological work will be required, publication shall be deferred until such time as the project works are substantially complete.

10.2 The format of any publication shall be commensurate with the importance of the results and be agreed in advance with URS/Scott Wilson.

11 Confidentiality & Publicity

11.1 Detailed information regarding the proposed development is not yet in the public domain and the archaeological works may attract interest.

11.2 All communication regarding this project is to be directed through URS/Scott Wilson. The 'Contractor' will refer all inquiries to URS/Scott Wilson without making any unauthorised statements or comments.

11.3 The 'Contractor' will not disseminate information or images associated with the project for publicity or information purposes without the prior written consent of URS/Scott Wilson.

12 Copyright

12.1 The 'Contractor' shall assign copyright in all reports, documentation and images produced as part of this project to URS/Scott Wilson. The 'Contractor' shall retain the right to be identified as the author or originator of the material. This applies to all aspects of the project. It is the responsibility of the 'Contractor' to obtain such rights from sub-contracted specialists.

12.2 The 'Contractor' may apply in writing to use or disseminate any of the project archive or documentation (including images). Such permission will not be unreasonably withheld.

12.3 The results of the archaeological works shall be submitted to the client, the Local Authority Archaeologist (or their equivalent) and if appropriate to English Heritage by URS/Scott Wilson and will ultimately be made available for public access.

13 Access Arrangements & Site Information

13.1 Access to the site will be arranged /organised by URS/Scott Wilson who will liaise with the Public Liaison Officer. Designated routes into and out of the evaluation area will be identified and will be adhered to at all times.]

13.2 The schedule of trial trench evaluation will be agreed in advance with URS/Scott Wilson. There will be no separate negotiation concerning the availability of land for the works with any other third party (including landowners, their agents or representatives).

13.3 Should the 'Contractor' require an adjustment to the trial trench locations due to unforeseen local conditions, these shall be agreed with URS/Scott Wilson prior to implementation.

13.4 The 'Contractor' will notify URS/Scott Wilson immediately of any trenches that cannot be opened and will provide a clear explanation for the situation.

13.5 The 'Contractor' will record photographically (digital photographs) ground conditions of each trial trench location before the start of excavation, at the end of the excavation and again after each trench has been reinstated.

14 Insurances, Health & Safety

14.1 The 'Contractor' will provide URS/Scott Wilson with details of their public and professional indemnity insurance cover.

14.2 The 'Contractor' will have their own Health and Safety policies compiled using national guidelines, which conform to all relevant Health and Safety legislation and best practice. A copy of the 'Contractors' Health and Safety policy will be submitted to URS/Scott Wilson with their tender.

14.3 The 'Contractor' shall prepare Risk Assessments and a project specific Health and Safety Plan and submit these to URS/Scott Wilson for approval prior to the commencement of the fieldwork. If amendments are required to the Risk Assessment during the works URS/Scott Wilson and any other interested party must be provided with the revised document at the earliest opportunity.

14.4 All staff involved in the fieldwork should be CSCS qualified to a minimum standard as an 'Archaeologist Technician'. Staff CVs will include CSCS qualifications.

14.5 The 'Contractor' will also liaise closely with the Principal Contractor and comply with their specified site rules.

14.6 All site personnel will familiarise themselves with the following:

- site emergency and evacuation procedures;
- the sites health and safety coordinator;
- the first aider;
- the location of the nearest hospital and doctors surgery.

14.7 The supervisor will maintain a record of site attendance for each day that there is a team in the field.

14.8 All site personnel will wear full PPE consisting of hardhat, steel toe-capped boots with mid-sole protection and high-visibility vest or jacket at all times. Additional PPE will be issued by the archaeological contractor as required, i.e. goggles, ear defenders, masks, gloves etc. In addition, site personnel will ensure that any visitors to the excavation are equipped with suitable PPE prior to entry to the site.

14.9 As photographs taken as part of this project may be utilised for publicity or for publication purposes, it is essential that all personnel photographed within any working shot is wearing the specified PPE.

14.10 All equipment must be 'fit for purpose' and be maintained in a sound working condition that complies with all relevant Health and Safety regulations and recommendations.

15 Adherence to Project Design

15.1 The 'Contractor' will undertake the works according to this Specification and any subsequent written variations. No variation from or changes to the Specification will occur except by prior agreement with URS/Scott Wilson.

16 General Provisions

16.1 All communications on archaeological matters will be directed through URS/Scott Wilson.

16.2 The 'Contractor' shall make the minimum of disturbance during the fieldwork and will avoid any unnecessary damage. If appropriate, access for temporary parking and the location of site welfare shall be agreed with the 'Contractor' prior to commencement of the survey. The provision of welfare facilities shall be the responsibility of the 'Contractor'.

16.3 The 'Contractor' will immediately notify URS/Scott Wilson of any evidence of or damage to the excavations.

16.4 The 'Contractor' will supply and be responsible for all plant, welfare facilities and safety fencing used at the site.

17 References

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Appendix 1

Standards & Guidance

Archaeological Standards and Guidelines

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