



**STANDARD WRITTEN SCHEME OF INVESTIGATION (WSI)
FOR LIMITED ARCHAEOLOGICAL RECORDING ("WATCHING BRIEF")**

- 1 The purpose of the work is to record and recover archaeological remains which are:
 - a) affected by proposed development only to a limited and clearly defined extent,
 - b) not available or susceptible to standard area excavation techniques, or
 - c) of limited importance or potential.The work should not require the construction programme or development to be held up while archaeological investigation takes place, although some developers may give such a facility.
- 2 The WSI represents a summary of the broad archaeological requirements needed to comply with an archaeological planning condition or obligation. The scheme does **not** comprise a full specification or Bill of Quantities, and the County Council makes no warranty that the works are fully or exactly described. No work on site should commence until the implementation of the scheme is the subject of a standard ICE Conditions of Contract for Archaeological Investigation or similar agreement between the Developer and the Archaeologist.
- 3 The Archaeologist should notify by letter or e-mail the County Archaeology Service (archaeology@northyorks.gov.uk) at least 10 working days in advance of the start of work on site.
- 4 The removal of overburden (that is vegetation, turf, loose stones, rubble, made ground, Tarmac, concrete, hardcore, building debris and topsoil) should be supervised by the Archaeologist contracted to carry out the WSI. The Archaeologist should be informed of the correct timing and schedule of overburden removal.
- 5 Removal of overburden by machine should be undertaken using a back-acting excavator fitted with toothless or ditching bucket only. Where materials are exceptionally difficult to lift, a toothed bucket may be used temporarily. Subsoils (B horizons) or deep, uniform fills of features may also be removed by back-acting excavator but only in areas specified by the Archaeologist on site, and only with archaeological supervision. Bulldozers or wheeled scraper buckets should not be used to remove overburden above archaeological deposits. Where reinstatement is required, topsoil should be kept separate from other soil materials.
- 6 Metal detecting within the development area, including the scanning of topsoil and spoil heaps, should only be permitted subject to archaeological supervision and recording such that metal finds are properly located, identified, and conserved. All metal detection should be carried out following the Treasure Act 1996 Code of Practice.
- 7 Where structures, finds, soil features and layers of archaeological interest are exposed or disturbed by construction works, the Archaeologist should be provided with the opportunity to observe, clean, assess, excavate by hand where appropriate, sample and record these features and finds. If the contractors or plant operators notice archaeological remains, they should immediately tell the Archaeologist. The sampling of deposits for palaeo-environmental evidence should be a standard consideration, and arrangements should be

made to ensure that specialist advice and analysis are available if appropriate.

- 8 Heavy plant should not be operated in the near vicinity of archaeological remains until they have been recorded, and the Archaeologist on site has allowed operations to recommence at that location. Sterile subsoils (C horizons) and parent materials below archaeological deposits may be removed without archaeological supervision. Where reinstatement is required, subsoils should be backfilled first and topsoil last.
- 9 Upon completion of fieldwork, samples should be processed and evaluated, and all finds identified, assessed, spot-dated, properly stored, and subject to investigative conservation as needed. A field archive should be compiled consisting of all primary written documents, plans, sections, and photographs. The Archaeologist should arrange for either the County Archaeologist or an independent post-excavation specialist to inspect the archive before making arrangements for the transfer of the archive to an appropriate museum or records office.
- 10 A summary report should be produced following NYCC guidelines on reporting. The report should contain planning or administrative details of the project, a summary of works carried out, a description and interpretation of the findings, an assessment of the importance of the archaeology including its historical context where appropriate, and catalogues of finds, features, and primary records. All excavated areas should be accurately mapped with respect to nearby buildings, roads and field boundaries. All significant features should be illustrated with conventionally-scaled plans, sections, and photographs. Where few or no finds are made, it may be acceptable to provide the report in the form of a letter with plans attached.
- 11 Copies of the summary report should be provided to the client(s), the County Heritage Section (HER), to the museum accepting the archive, and if the works are on or adjacent to a Scheduled Ancient Monument, to English Heritage. A licence should be granted to the accepting museum and the County Council to use the documentation arising from the work for its statutory functions and to give to third parties as an incidental to those functions.
- 12 Upon completion of the work, the Archaeologist should make their work accessible to the wider research community by submitting digital data and copies of reports online to OASIS (<http://ads.ahds.ac.uk/project/oasis/>). Submission of data to OASIS does not discharge the planning requirements for the Archaeologist to notify the County Archaeology Service of the details of the work and to provide the Historic Environment Record (HER) with a summary report on the work.
- 13 Under the Environmental Information Regulations 2005 (EIR) information submitted to the HER becomes publicly accessible, except where disclosure might lead to environmental damage, and reports cannot be embargoed as 'confidential' or 'commercially sensitive'. Requests for sensitive information are subject to a public interest test, and if this is met, then the information has to be disclosed. The Archaeologist should inform the client of EIR requirements, and ensure that any information disclosure issues are resolved before completion of the work. Intellectual property rights are not affected by the EIR.
- 14 The County Archaeologist should be informed as soon as possible of the discovery of any unexpected archaeological remains, or changes in the programme of ground works on site. Any significant changes in the archaeological work should be specified in a variation to the WSI to be approved by the planning authority. If there is a need to remove human remains, an exhumation licence should be obtained from the Department for Constitutional Affairs (coroners@dca.gsi.gov.uk), or a faculty obtained where the remains are buried in land consecrated according to the rites of the Church of England.