

ST MARY'S CHURCH,
WHARRAM LE STREET, NORTH YORKSHIRE

ARCHAEOLOGICAL WATCHING BRIEF

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East Yorkshire HU17 8NU

On behalf of

L A Hall (Hull) Ltd
19-27 Lime Street
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HU8 7AB

**ARCHAEOLOGICAL WATCHING BRIEF,
ST MARY'S CHURCH, WHARRAM LE STREET, NORTH YORKSHIRE**

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EXECUTIVE SUMMARY

In March 2010, Ed Dennison Archaeological Services Ltd (EDAS) were commissioned by L A Hall (Hull) Ltd, via the project architects, Ferrey and Mennim of York, to undertake an archaeological watching brief during external groundworks associated with a new surface water drainage system at St Mary's Church, Wharram le Street, North Yorkshire (NGR SE8639 6592). The archaeological recording was made a condition of a Diocesan Faculty.

The small scale nature of the groundworks adjacent to the church meant that only a limited amount of new information was obtained in relation to the structural development of the church. However, the various sections of plinth exposed in the gully pits appear to confirm the sequence of development as previously suggested, with the stepped plinth of the tower being very different in form to the other plinths around the rest of the church. The watching brief also uncovered two partial *in situ* burials in a soakaway pit to the north of the tower, one at the relatively shallow depth of 0.6m below existing ground level. The depths of these burials might indicate that they are medieval in date, but this cannot be confirmed as no dating evidence was recovered.

1 INTRODUCTION

- 1.1 In March 2010, Ed Dennison Archaeological Services Ltd (EDAS) were commissioned by L A Hall (Hull) Ltd, via the project architects, Ferrey and Mennim of York, to undertake an archaeological watching brief during external groundworks associated with a new surface water drainage system at St Mary's Church, Wharram le Street, North Yorkshire (NGR SE8639 6592).
- 1.2 The new drainage works were being undertaken as part of a larger programme of restoration to the church, which included the renewal of the roof structure, the replacement of the rainwater goods and various internal plasterwork repairs. The single condition of a Diocesan Faculty, granted on 21st November 2008, stated that an appropriate programme of archaeological recording should be carried out and it was determined, following discussions with the project architect, that this work should be restricted to the external drainage works.

2 SITE LOCATION AND SUMMARY DESCRIPTION

- 2.1 St Mary's Church is located in an elevated position within the small hamlet of Wharram le Street, some 10km to the south-east of Malton (at NGR SE8639 6592) (see figure 1). It lies to the west of the main road (the B1248) through the hamlet, set back from the road frontage within a small churchyard and reached via an enclosed trackway. The church was listed as being of Special Architectural or Historic Interest, Grade 1, on 10th October 1966 (see Appendix 2). The church is listed on English Heritage's National Monuments Record (site SE86NE18) and the North Yorkshire Historic Environment Record (site 61940).

- 2.2 The church comprises an early medieval three bay nave with a 14th century north aisle (added in two sections) and 19th century south porch, a two bay square-ended chancel of 1862 and a four stage medieval west tower. It is clearly a complex structure, and has been described in some detail by Bilson (1923) (see figure 2). It is further described by Pevsner and Neave (1995, 749) as follows:

'St Mary. An impressive late Anglo-Saxon tower with restored nave and rebuilt chancel of 1862-4. The tower top must be of the so-called Saxo-Norman overlap, i.e. late C11 to early C12. The belfry windows are divided by a deeply recessed shaft and to each side are narrow strip pilasters. The lower part of the tower is earlier. The simple round-headed W doorway and the high slightly horseshoe-shaped arch to the nave are possibly early C12 insertions. Above the arch is a doorway which probably led to a wooden balcony. The story as put forward so far is confused by the fact that both the W doorway and the arch to the nave received Norman columns. The arch mouldings of the doorway are of course Norman too. The arch to the nave is single-step. The same situation is met with regard to the S doorway. Its proportion is Saxon, its decoration Norman - late Norman in this case. The pointed chancel arch rests on Norman jambs with volute capitals. C14 N aisle of two bays separated by a length of wall representing perhaps a compartment of the Saxon nave (cf. Barton-on-Humber). W bay added to N aisle in the C19. The chancel and S nave wall were rebuilt, the S porch added and the church restored in 1862-4 by J.B. & W. Atkinson. Two fragments of C14 grave slabs with parts of incised cross heads built into exterior wall at W end of N aisle'.

- 2.3 The church has been the subject of some previous architectural debate, primarily relating to the date of the fabric which forms the tower and the nave. Bilson (1923, 64 & 69-73) has demonstrated that the tower is unlikely to date from before 1100, but this view was challenged on the grounds that the features which pointed to an early 12th century date had been inserted into earlier fabric (Taylor & Taylor 1985, 651-653). The Taylor's view depended mainly on the belief that the equivalent arches at St Rule's church at St Andrew's in Fife (which Bilson had compared to

Wharram) had been inserted into an earlier fabric, but this has since been overturned by Fernie (1986, 404-405). A date as late as the 1120s has been advanced for the tower at Wharram elsewhere, but this depends on an inference from a hypothetical historical context (Gem 1988, 28). Bilson's more cautious dating relies on a detailed analysis of the architectural forms but unfortunately the form of the uppermost belfry openings remains uncertain as they were altered in the later Middle Ages. However, the overall conclusion is that the tower is a single phase structure, as originally suggested by Bilson (Gem 1988, 28-29; Cambridge 1998, 143).

- 2.4 The surrounding churchyard, within which the drainage works were undertaken, falls gradually away from south to north, and then more steeply towards its northern edge. The ground level around the church itself is relatively level, falling from 137.99m AOD on the south side of the nave to 137.34m AOD to the north-west of the north aisle.

3 METHODOLOGY

- 3.1 The archaeological watching brief was undertaken in a single phase, on 22nd March 2010. No specification or methods statement was issued for the project, and so the work was carried out in accordance with a Standard Written Scheme of Investigation produced by North Yorkshire County Council (see Appendix 3). More general advice produced by the Institute of Field Archaeologists in relation to watching briefs (IFA 1999) was also followed, as well as that relating to archaeological work in Christian cemeteries and burial grounds (ADCA 2004; EH/CoE 2005). The aim of the archaeological work was to record and recover information relating to the nature, date, depth, and significance of any archaeological features and deposits which might be affected by the groundworks associated with the new surface water drainage scheme.
- 3.2 Five small pits were excavated around the base of existing downpipes; one was positioned at the junction of the tower and the north aisle, one at the north-east corner of the north aisle, one at the junction of the north aisle and the chancel, and two at the junction of the south side of the nave and chancel. The pits were excavated so that the existing gullies could be removed and replaced with new gullies, which were then connected to existing drainage. The pits varied slightly in size, but none was larger than 1.50m long, and they were excavated to a maximum depth of 0.40m below ground level (BGL); the deepest reached a maximum overall depth of 137.18m AOD at the north-east corner of the north aisle. A drain was also excavated from the new gully at the junction of the tower and the north aisle towards a new soakaway pit located 5.0m to the north of the tower; this drain was excavated to a maximum depth of 0.30m BGL while the soakaway pit reached 0.95m BGL (136.39m AOD).
- 3.3 All excavations were undertaken by hand. The pits for the gullies were left open and observed by an archaeologist immediately after excavation. The drain and soakaway pit were excavated in the presence of an archaeologist, and the lower level of the soakaway was archaeologically excavated to removed the two *in situ* burials which were exposed. Those parts of the burials which were located within the soakaway pit were recorded, removed by hand, and carefully bagged separately in black plastic bags. They were clearly labelled and, with the agreement of the Church Warden, stored securely in the tower for the duration of the repair works, after which time they would be given an appropriate reburial by the church authorities.

- 3.4 Following standard archaeological procedures, each discrete stratigraphic entity (e.g. a cut, fill or layer) was assigned an individual context number and detailed information was recorded on *pro forma* context sheets. A total of six archaeological contexts were recorded; these are all described in the following text as three digit numbers (e.g. [005]). In-house recording and quality control procedures ensured that all recorded information was cross-referenced as appropriate. The positions of all monitored groundworks were indicated on a 1:50 site plan, and more detailed drawings were made of individual features as necessary. A photographic record was also maintained using 35mm colour digital photography. All heights AOD were calculated from an Ordnance Survey benchmark cut into the south-west corner of the church tower (value 139.19m AOD).
- 3.5 With the agreement of the Parochial Church Council (PCC), the project archive, comprising written and photographic elements, will be deposited with Malton Museum (site code SMW 10). No artefacts were retained from the watching brief; as noted above, human bone which had to be disturbed by the works was bagged and handed to the church authorities for subsequent reburial elsewhere in the churchyard. In accordance with the Diocesan Faculty, reports on the watching brief have been sent to the PCC, the Diocesan Advisory Committee, the Diocesan Registry and the North Yorkshire Historic Environment Record.

4 RESULTS FROM THE WATCHING BRIEF (see figures 3 and 4)

- 4.1 A total of five small pits for new gullies were excavated at the base of the existing downpipes, together with a single drainage trench and the associated soakaway pit. For ease of description, the gully numbering system devised by the project architects has been retained in this report.

Gully 1 and soakaway

- 4.2 The pit for Gully 1 was located at the junction of the tower and the north aisle. The excavation of the pit allowed the stepped plinth of the tower to be more closely examined. The plinth comprised two stages, an upper step projecting 0.11m out from the wall face and a lower step projecting 0.20m beyond the lower step (see plate 1); the former may have been the 'foundation set-off' described by Bilson (1923, 58). The exposed section of the plinth stood c.0.50m in height and continued below the base of the adjacent drain (137.56m AOD). Both parts of the stepped plinth had been disturbed by the construction of the earlier downpipe gully, and so their relationship to the west wall of the north aisle is uncertain. However, the upper step can be traced around the west face of the tower, where it is broken by the doorway, and then around the south face, where it eventually fades beneath the rising ground surface here.
- 4.3 The pit for the gully took the form of a linear drainage trench, 0.25m wide and excavated to a depth of 0.25m BGL (137.56m AOD) adjacent to the church. The trench ran parallel to the north face of the tower for 2.70m and then angled to the north-west, returning to the north for a further 1.50m before entering a new soakaway pit at a point 5m north of the north-west corner of the tower; at the point where it entered the soakaway, the trench was 0.30m deep (137.04m AOD).
- 4.4 The soakaway pit was aligned north-south, and measured 1.10m long by 0.70m wide. It was excavated to a maximum depth of 0.95m BGL (136.39m AOD). The upper sequence of deposits exposed in the soakaway pit was replicated in the drainage trench, and indeed in all of the other gully pits around the church.

Beneath a 0.10m deep layer of black sandy silt topsoil [001], a compacted dark brown sandy silt subsoil [002] was exposed, which extended to 0.30m BGL and contained frequent inclusions of chalk up to 0.05m across. This overlay a compacted/firm mid-brown clayey silt [003] with frequent inclusions of chalk rubble up to 0.30m across.

- 4.5 Within this layer [003], an *in situ* articulated burial [004] was partly exposed beneath the south section of the soakaway pit at 0.60m BGL (136.74m AOD) (see figure 4 and plate 3) - there was no clear cut associated with the burial. The skull, upper thoracic area and part of one arm were excavated; in accordance with best practice, the burial was not 'chased' beyond the limits of the excavation (EH/CoE 2005, 33) (see plate 4). The skeleton, which was extended with the head to the west, was probably that of an older child or young adult, and the bone appeared to be in a good state of preservation. Unusually, rather than lying prone, with the face looking upwards, the skull was placed upright, so that the face looked east, although there was no indication that the head had been detached from the body prior to burial. No nails or other coffin fittings were noted in association with the burial, and there was no dating evidence, but its relatively shallow depth might suggest that it is of medieval date.
- 4.6 The partial remains of a second *in situ* articulated burial [005] were exposed to the north of the first, at a slightly lower level (0.95m BGL or 136.93m AOD) (see figure 4). In contrast to the first, a cut [006] was associated with this second burial, visible in plan only, running east-west across the base of the soakaway pit, although the fill was very difficult to distinguish from the general body of context [003], and so has not been numbered separately. The legs immediately above and below the knee were excavated; once again, the skeleton was not 'chased' beyond the limits of the excavation. The skeleton appeared to be that of an adult and to be extended, and to continue beneath the east section of the pit. The west end of the skeleton (i.e. the upper part of the legs) had been truncated, almost certainly by the excavation of a grave cut associated with the burial of David Hara (d.1967) or Jane Hara (d.1977), commemorated on a headstone immediately to the west. No clear cut for either of these latter burials was visible, although there was an area of loose material in the west section aligned with the shallow mound over one of the burials. The mid-brown clayey silt [003] continued beneath the base of the soakaway pit, although to the north of cut [006] it appeared to contain a higher proportion of chalk rubble, and may in fact have represented a different deposit although this was not certain.

Gully 2

- 4.7 The pit for Gully 2 was located at the north-east corner of the north aisle. The excavation for the pit allowed the plinth of the north aisle to be more closely examined. The plinth comprised two stages, having an upper part with a gently concave profile, projecting 0.14m from the wall face above, and a slight lip. The underside of the lip returned horizontally for 0.04m back towards the wall face, and then the face itself dropped 0.40m vertically (a single course of stone) to meet the top of a chamfered plinth; the plinth projects 0.10m from the wall face above it, and continued below the base of the pit (137.18m AOD). The plinth continues around the east and north sides of the north aisle, but is not present to the west side.
- 4.8 The excavated pit for Gully 2 was sub-rectangular in plan and aligned east-west, measuring a maximum of 1.20m long and 0.65m wide; it was excavated to a depth of 0.35m BGL (137.18m AOD). The same sequence of three deposits [001] to

[003], occurring at the same depths BGL relative to the ground surface here, were observed as are described for the upper part of the soakaway pit above.

Gully 3

- 4.9 The pit for Gully 3 was located at the junction of the north aisle and the chancel. Once again, the excavation allowed the plinths of both these parts of the church to be more closely examined. The plinth to the east side of the north aisle was of the same form, and set at the same height, as that described above for the north side of the north aisle under Gully 2. The north aisle plinth appeared to butt that to the north side of the chancel, but this might derive from later repairs/alterations rather than denoting an original relationship. The chancel plinth was formed by a single chamfered course, 0.08m wide, below which the wall face dropped vertically until 0.25m BGL (137.43m AOD), when the remains of a stepped plinth may have been visible in plan only, projecting 0.12m from the wall face above. The chamfered part of the chancel plinth continues around the east and south sides of the chancel.
- 4.10 The pit for Gully 3 was sub-rectangular in plan and aligned north-south, measuring a maximum of 0.80m long and 0.60m wide; it was excavated to a maximum depth of 0.30m BGL (137.38m AOD). The same sequence of three deposits [001] to [003], occurring at the same depths BGL relative to the ground surface here, were observed as are described for the upper part of the soakaway pit above.

Gullies 4 and 5

- 4.11 The pits for Gullies 4 and 5 were formed by a single conjoined excavation, located at the junction of the south sides of the chancel and the nave (see plate 2). The excavation of this pit allowed the plinths of both these parts of the church to be more closely examined. The plinth to the south side of the chancel is of the same form, and set at the same height, as that described for the north side of the chancel above under Gully 3. However, below the chamfered course, the wall face dropped vertically to the base of the pit (137.59m AOD), with no sign of the possible stepped plinth noted in Gully 3. The chamfered course of the chancel plinth continues unbroken around to the south side of the nave, where it forms the lower part of a double chamfered plinth. This double chamfered plinth runs the full length of the south side of the nave as far as the south porch, but is not present to the west of the porch.
- 4.12 The pit for Gullies 4 and 5 was sub-rectangular in plan and aligned east-west, measuring a maximum of 1.55m long and 1.05m wide; it was excavated to a maximum depth of 0.40m BGL (137.59m AOD). The same sequence of three deposits [001] to [003], occurring at the same depths BGL relative to the ground surface here, were observed as are described for the upper part of the soakaway pit above.

5 DISCUSSION AND CONCLUSIONS

- 5.1 The small scale nature of the groundworks adjacent to the church meant that only a limited amount of new information was obtained in relation to the structural development of the church. However, the various sections of plinth exposed in the gully pits appear to confirm the sequence of development as suggested by Pevsner and Neave (1995, 749), with the stepped plinth of the tower being very different in form to the other plinths around the rest of the church. The watching brief also uncovered two partial *in situ* burials in a soakaway pit to the north of the tower, one at the relatively shallow depth of 0.6m below existing ground level. The

depths of these burials might indicate that they are medieval in date, but this cannot be confirmed as no dating evidence was recovered.

6 BIBLIOGRAPHY

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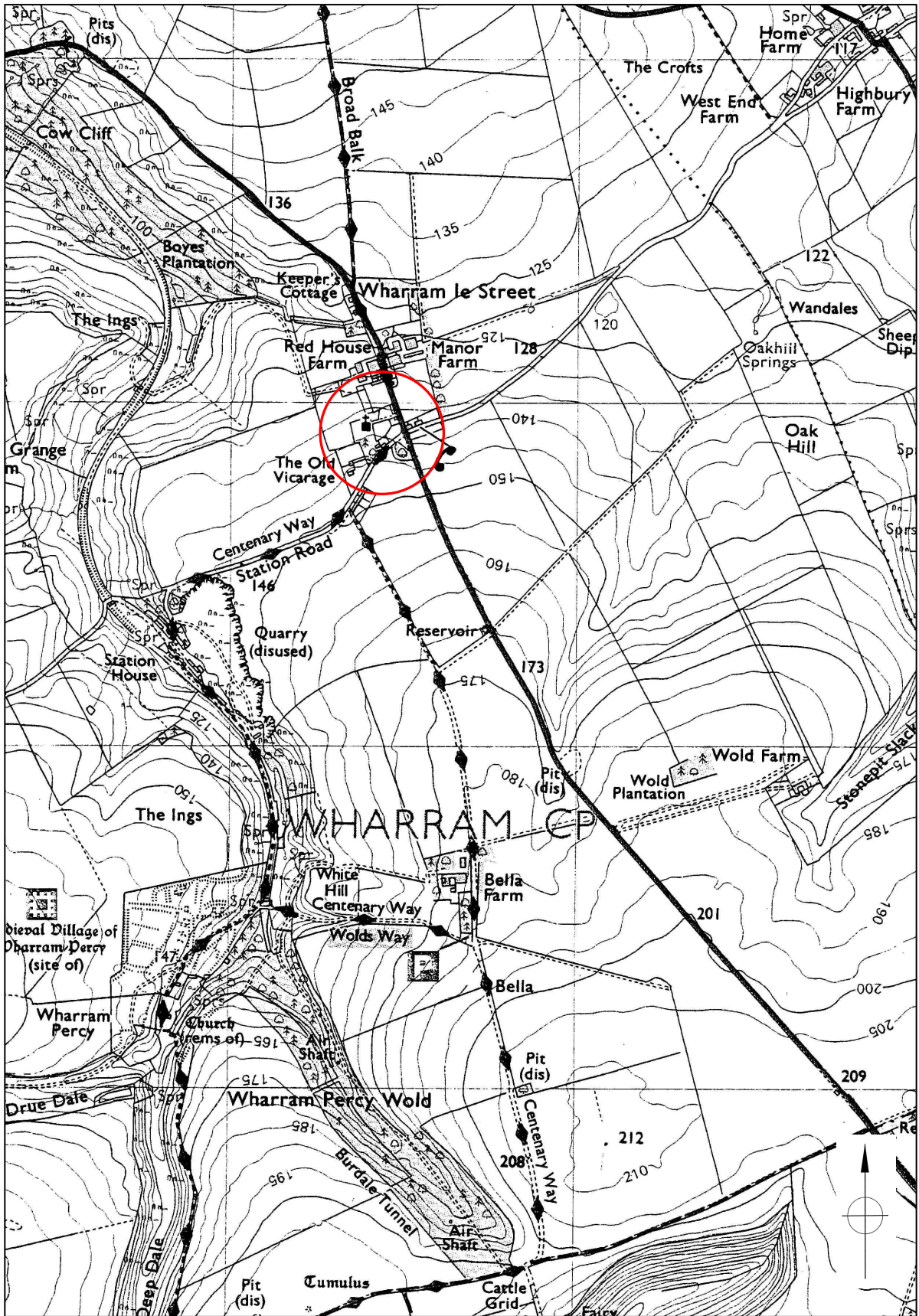
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Taylor, H M & Taylor, J 1985 *Anglo-Saxon Architecture* vol 3

7 ACKNOWLEDGEMENTS

7.1 The archaeological watching brief at St Mary's Church was commissioned by the contractors, L A Hall (Hull) Ltd. EDAS would like to thank Mr Steve Copeman of L A Hall and the staff of G L Beal Ltd for their co-operation in carrying out the archaeological recording. Thanks are also due to Colin Beal of G L Beal Building Contractors and Andrew Boyce of Ferry and Mennim Ltd.

7.2 The on-site recording was undertaken by Shaun Richardson of EDAS, who also produced a draft report and compiled the site archive. The final report was produced by Ed Dennison of EDAS, with whom the responsibility for any errors remains.



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PROJECT		ST MARY'S CHURCH, WHARRAM	
TITLE		GENERAL LOCATION	
SCALE	DATE	NTS	APR 2010
EDAS		FIGURE	1

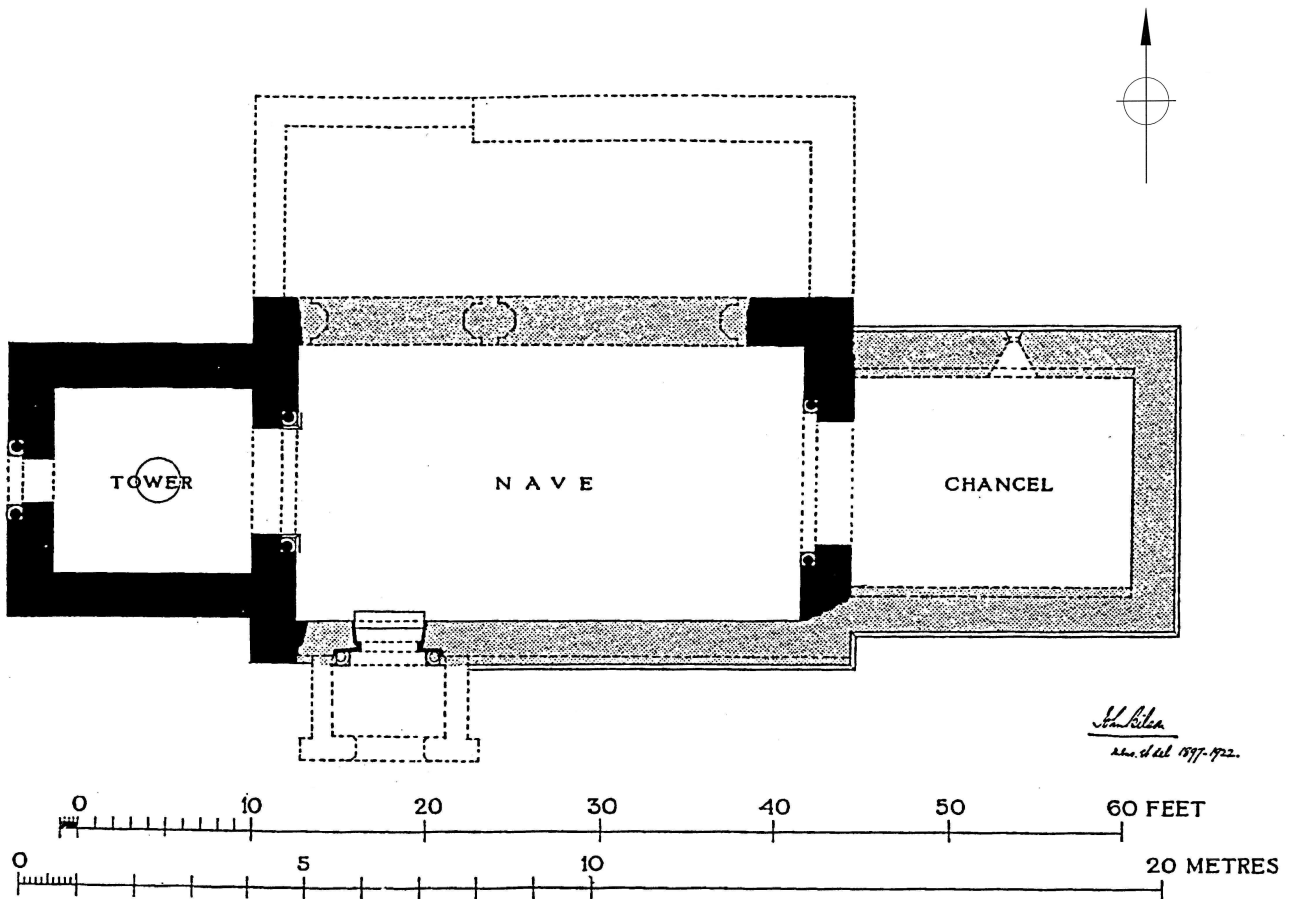
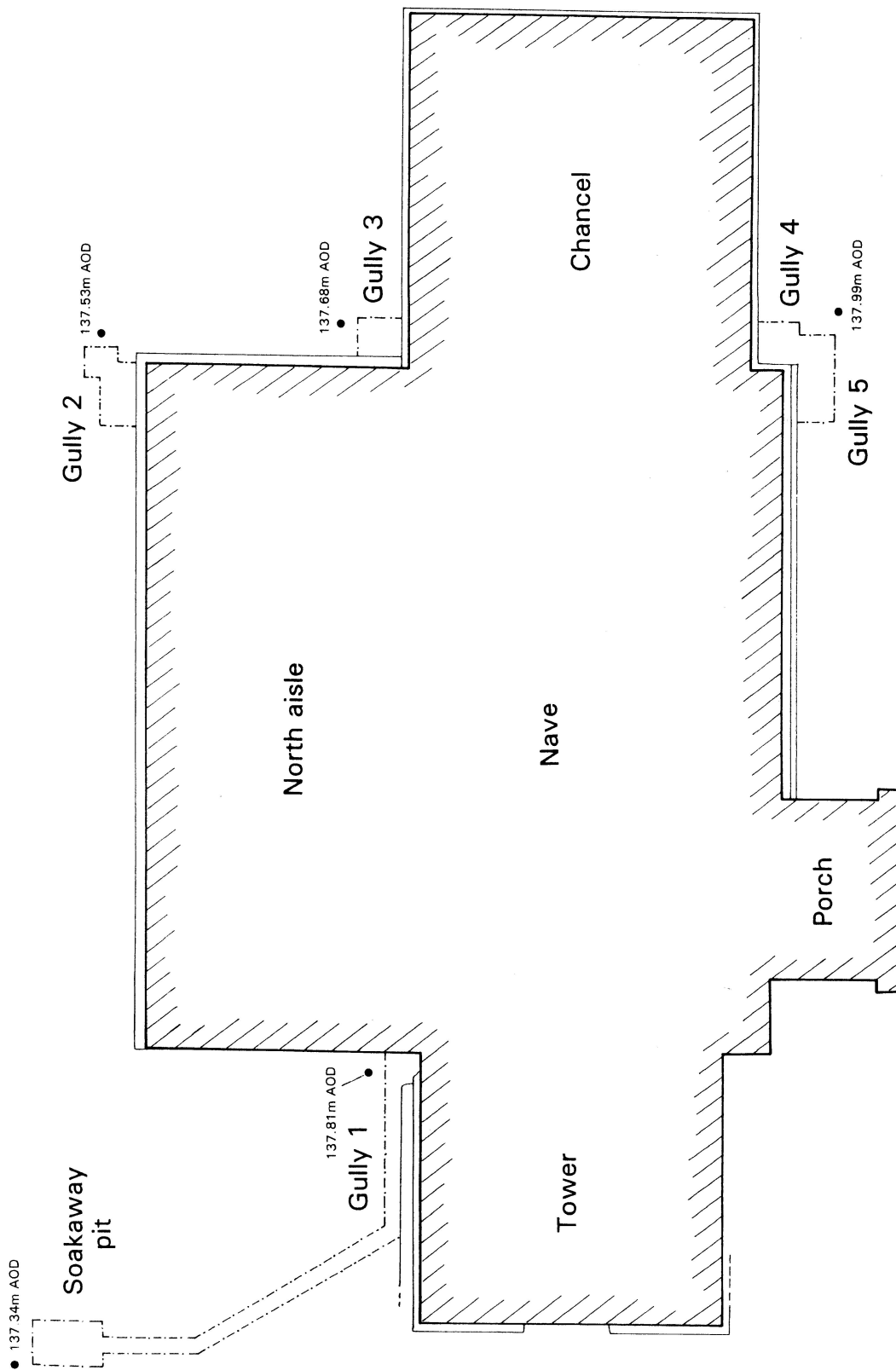


Fig. 1. Wharram-le-Street Church, ground plan.

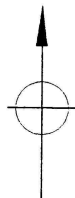
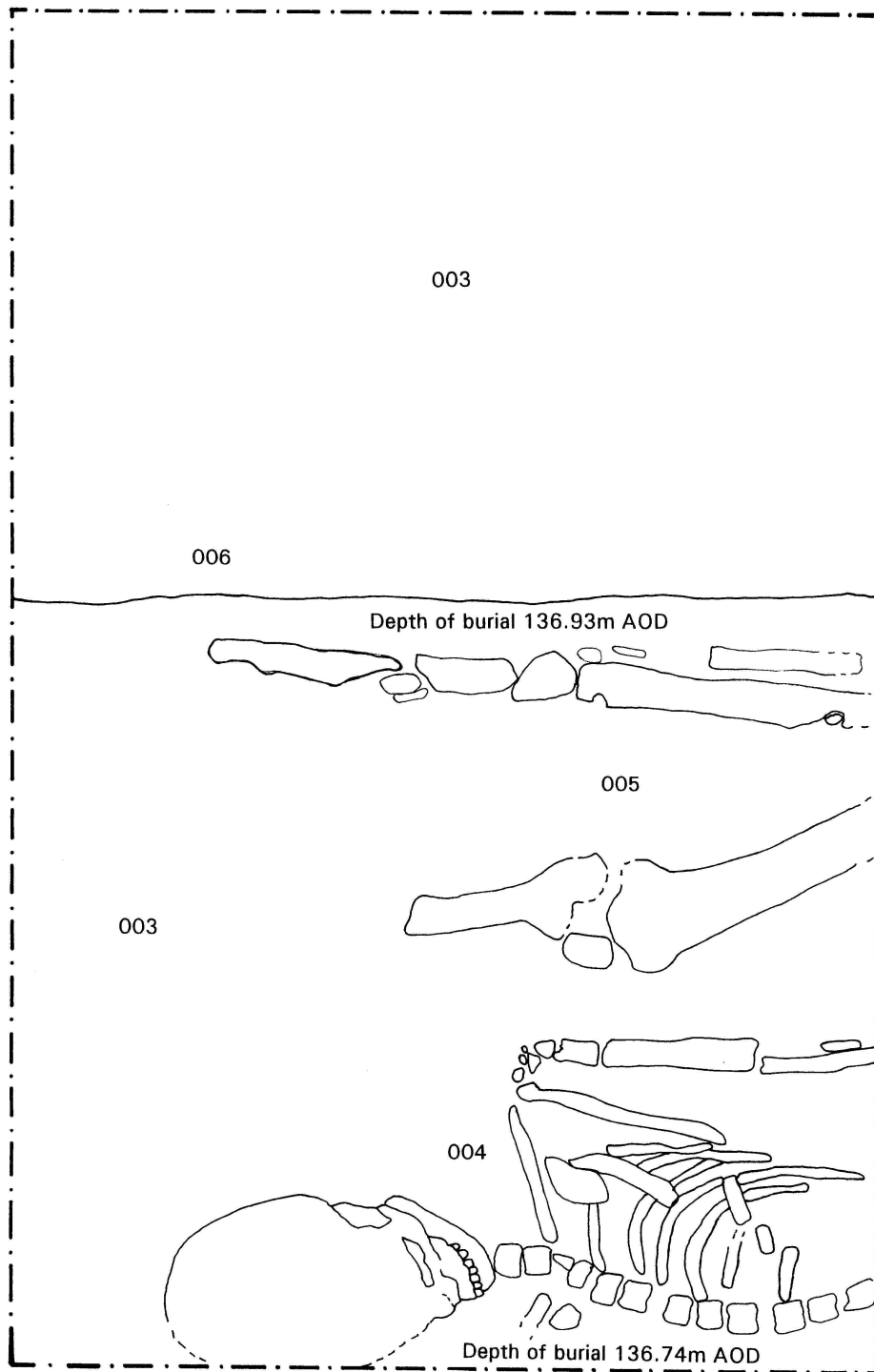
Source: Bilson 1923, 56.

The accompanying text notes that 'On the plan, original work which still remains is shown black. The lighter shading shows original walls which have been destroyed or rebuilt. Later works are dotted and unshaded'.

PROJECT ST MARY'S CHURCH, WHARRAM	
TITLE BILSON'S PLAN	
SCALE AS SHOWN	DATE APR 2010
EDAS	FIGURE 2



PROJECT	ST MARY'S CHURCH, WHARRAM		
TITLE	LOCATION OF EXCAVATIONS		
SCALE	AS SHOWN	DATE	APR 2010
	EDAS	FIGURE	3



PROJECT ST MARY'S CHURCH, WHARRAM	
TITLE PLAN OF BURIALS 004 AND 005	
SCALE AS SHOWN	DATE APR 2010
EDAS	FIGURE 4



Plate 1: Gully 1 adjacent to church showing stepped plinth, looking E.



Plate 2: General view of Gullies 4/5, looking E.



Plate 3: General view of burial 004 in soakaway pit, looking S.



Plate 4: Burial 004 in soakaway pit, looking W.

APPENDIX 1

APPENDIX 1: LIST OF CONTEXTS

- 001 Turf and compacted black sandy silt topsoil, average 0.10m deep.
- 002 Compacted dark brown sandy silt with frequent inclusions of chalk fragments up to 0.05m across, average 0.20m deep.
- 003 Compacted/firm mid-brown clayey silt, with very frequent inclusions of chalk fragments/rubble up to 0.30m across, at least 0.65m thick. Natural?
- 004 Extended in situ burial of large child or young adult.
- 005 Extended in situ burial.
- 006 Cut for burial 006.

APPENDIX 2

APPENDIX 2: LISTED BUILDING DESCRIPTION

Location : CHURCH OF SAINT MARY, MAUN STREET (west off), WHARRAM, RYEDALE, NORTH YORKSHIRE

IoE number : 328828

Date listed : 10 OCTOBER 1966

Date of last amendment : 10 OCTOBER 1966

Grade : I

SE86NE

WHARRAM

MAIN STREET
(west off)

4/125

Church of St Mary

GV

I

Church. Of tower and nave with early C12 insertions, C14 north aisle with additional late C18 or early C19 west bay, C19 rebuilding of south nave wall, chancel of 1862. Hammer-dressed sandstone rubble, Welsh slate roof. West tower, 3-bay nave with north aisle and south porch, 2-bay chancel. West front: 4-stage tower with blocked round-headed doorway of 2 moulded orders on narrow shafts with pendant triangle capitals, probably of Norman date. Square-headed slit windows to second and third stage. String course. Double round-headed belfry windows. Rebuilt 4-course parapet, slightly corbelled out. South porch contains Norman round-headed door with arch of 5 orders, the innermost rolled, the outermost with billet and zigzag. Volute capital to left, fluted capital to right, both worn. Both responds absent. Nave: C19 paired lancets. North aisle: additional west bay with one Y-traceried window. Square-headed window with 2 trefoiled lights to easternmost bay and east end. Chancel: blind to north, lancets to south, 3 stepped lancets to east. Interior: tall round-headed tower arch of 2 orders with detached shafts carrying capitals with pendant triangles. Pointed chancel arch seems to rest on earlier jambs with volute capitals. Norman tub font. Monument on west wall of north aisle to James Fox, died 1790. Plaque, on shelf held by consoles, flanked by fluted pilasters with paterae to capitals. Fluted frieze and moulded cornice supporting urn. For detailed arguments concerning the dating of the fabric of the tower and nave and their features, see Bilson J, "Wharram-le-Street Church, Yorkshire and Saint Rule's Church, Saint Andrew's, *Archaeologia*, 73, 1923, pp 55-72, Taylor H M and Joan, *Anglo-Saxon Architecture*, Vol II, 1965, pp 647-653, and Pevsner N, *Yorkshire, York and the East Riding*, 1972.

Source: Images of England website (www.imagesofengland.org.uk)

APPENDIX 3



North

Yorkshire County Council

STANDARD WRITTEN SCHEME OF INVESTIGATION (WSI) FOR ARCHAEOLOGICAL RECORDING BRIEF

- 1 The purpose of the work is to record and recover archaeological remains which are affected by proposed development. The area of topsoil strip/foundation and service trench excavation is to be carried out under archaeological supervision and any features/deposits thus exposed should be recorded to professional archaeological standards.
- 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 Ministry of Justice (<http://www.justice.gov.uk/whatwedo/burials.htm>), or a faculty obtained where the remains are buried in land consecrated according to the rites of the Church of England.