FOOTPATH REPAIRS, SHERIFF HUTTON CASTLE, SHERIFF HUTTON, NORTH YORKSHIRE

ARCHAEOLOGICAL RECORDING BRIEF

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On behalf of

North Yorkshire County Council
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EXECUTIVE SUMMARY

In September 2009, Ed Dennison Archaeological Services (EDAS) Ltd were commissioned by Mr Aidan Rayner on behalf of North Yorkshire County Council (Public Rights of Way Section) to undertake a programme of archaeological recording during groundworks associated with the repair and renewal of a public footpath around Sheriff Hutton Castle, Sheriff Hutton, North Yorkshire (NGR SE653663 centred). The archaeological recording was made a condition of Scheduled Monument Consent (ref HSD 9/2/10810).

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 limited groundworks. Cartographic evidence indicates that the majority of the footpath's existing route has been established after 1979.

The shallow nature of the ground works meant that, along the majority of the footpath's route, the only deposits encountered were topsoils and subsoils. However, it is interesting to note that all the earthworks over which the footpath alignment passed comprised a very similar material, a hard/compacted clayey sand silt with frequent inclusions of stones. It is assumed that this material represents a natural subsoil that was either used to create the earthworks or was produced as a result of their excavation. The only structural remains to be uncovered by the groundworks was a surface or building foundation apparently deliberately positioned across the west end of the north canal which runs to the south of the castle ruins. It was not possible to fully investigate this feature due to the limits placed on the depth of excavation, but it may be contemporary with the canals, and so perhaps forms a deliberately constructed end to the north canal, which is significantly shorter than the parallel south canal. If this were to be the case, then it would firstly suggest that the north canal was never intended to be as long as its neighbour, and secondly that the canals were in some way artificially lined or revetted. However, the mixture of materials used in its construction suggest that a later, perhaps 17th or 18th century date, is more likely, and that it was built by re-using both stone and also ceramic building materials from the castle. If not a building, it may have been a trackway running into the canal, to assist with maintenance, or simply be a stoned surface to allow stock easier access to drinking water.

1 INTRODUCTION

1.1 In September 2009, Ed Dennison Archaeological Services Ltd (EDAS) were commissioned by Mr Aidan Rayner on behalf of North Yorkshire County Council, Public Rights of Way Section, to undertake a programme of archaeological recording during groundworks associated with the repair and renewal of a public footpath at Sheriff Hutton Castle, Sheriff Hutton, North Yorkshire (NGR SE653663 centred). The archaeological recording was made a condition of Scheduled Monument Consent (ref HSD 9/2/10810) granted by the Secretary of State for Culture, Media and Sport on 21st April 2009.

2 SITE LOCATION AND DESCRIPTION

2.1 Sheriff Hutton Castle is located on the south side of Sheriff Hutton village (at NGR SE653663 centred), some 16km to the north-east of York, in North Yorkshire. The castle lies in the angle of Main Street and Finkle Street and commands an elevated position above the eastern edge of the Vale of York (see figures 1 and 2). Originally, the castle would have been at the west end of the village but subsequent development means that it now lies towards the centre.

2.2 Construction work on this second, stone, castle commenced in c.1382, when a licence to crenellate was granted to John Neville, Lord of Raby (d.1388). The castle was built on an entirely new site, and replaced an earlier castle or manorial centre, still visible as an earthwork complex, located near the church at the east end of the village. After John Neville's death in 1388, it is assumed that construction of the stone castle was completed by his son Ralph Neville, Earl of Westmorland, and that the complex was probably finished by c.1402 (Wright & Richardson 2005, 96-101).

2.3 The finished castle shares many characteristics with other large late 14th century palatial residences, such as Bolton Castle in Wensleydale, North Yorkshire and Wressle Castle in East Yorkshire, and it forms part of an extensive building programme undertaken by the Nevilles at their major residences during this period. In its late medieval form, the castle complex comprised three courts or wards, containing the castle itself, service buildings and yards, ornamental gardens, orchards and other features; the court or ward areas are as defined by Wright and Richardson (2005). Within the wider landscape, there was an extensive deer park to the south of the castle, which had itself developed in a number of phases, and elements of the planned village, for example the creation of a central market place and green, was integral to the position and functioning of the castle (Dennison & Richardson 2005, 52-57; Dennison 2005b, 13-16). The castle complex appears to have undergone substantial remodelling during the early to mid 16th century when it formed the residence of first Henry Fitzroy, Duke of Richmond and then afterwards that of Thomas Howard, Duke of Norfolk. However, the castle was in decay by the late 16th century, and fixtures and fittings were already being removed. Actual demolition does not appear to have started until the early 17th century and by c.1700 the castle was an uninhabitable ruin (Wright & Richardson 2005, 111-121).

2.4 Today, although there are extensive earthwork and buried remains on the site, the only major structural survivals are the four *c.*30m high ruined rectangular corner towers of the inner court or ward. Castle Farm, which was converted to residential accommodation in 2003-04, now occupies most of the area of the middle ward or court, whilst the majority of the outer court is given over to pasture. The castle and surrounding earthworks were designated as a Scheduled Monument in the 1950s (SM 32704) and the castle ruins are listed by the Department of Culture, Media and Sport as being of Special Architectural or Historic Interest, Grade II*.

2.5 The section of the public footpath subject to the repair and renewal programme lay to the west of the castle, and was formerly situated within the western part of the outer court (see figure 4). For ease of description, the section of path can be divided into three lengths. The eastern length runs parallel to the south bank of the northern of the pair of canals which mark the boundary between the outer court and the park to the south. This eastern length is aligned north-west/south-east and measures 37.0m in length, before turning sharply to the north to assume a north-east/south-west alignment. This central length runs for a distance of 82.5m, although the northern end includes several short changes in angle. Finally, at the north end of the central length, the footpath passes through a gateway and returns to the west. This western length is aligned east-west and measures 43.5m in length. At its west end, it passes through another gateway to form an alley between two houses fronting onto Finkle Street. The eastern and central lengths of the footpath are enclosed by post and wire fences on both sides, while the western length is open on the north side. The majority of the footpath is located at a height of between 57m and 61m AOD.

3 METHODOLOGY

3.1 The archaeological recording was carried out in accordance with a Standard Written Scheme of Investigation produced by North Yorkshire County Council (see Appendix 2), and took account of the various conditions attached to the Scheduled Monument Consent. More general advice produced by the Institute of Field Archaeologists in relation to watching briefs (IFA 1999) was also considered. 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 limited groundworks associated with the footpath repair and renewal.

3.2 The archaeological recording was undertaken on 14th and 15th October 2009, during the ground surface reduction of the existing footpath surface. Following this reduction, the sides of the footpath were to be lined with timber edging boards secured with wooden pegs, and then the path surface itself was relaid using small angular gravel. Prior to the commencement of the archaeological recording, the footpath's ground surface comprised grass and bare soil, which in several sections had a tendency to flood during periods of heavy rain or prolonged wet weather. In two other places, two 2m lengths of 0.30m diameter plastic pipe were laid across the paths to create culverts where the existing drainage problems were at their worst.

3.3 All excavation was undertaken using a tracked mini-excavator equipped with a 0.75m wide scraper bucket. The existing ground surface of the footpath was reduced by a maximum of 0.25m below ground level (BGL), although in many sections it was much shallower, generally 0.125m and sometimes as shallow as 0.05m. The reduced ground level of the footpath followed the slopes and rises of the existing ground surface; further details are given in the description of the results below.

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 eight archaeological contexts were recorded; these are all described in the following text and on figures 4 and 5 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 marked on a general site plan, and more detailed drawings were made of each area

as necessary; a photographic record was also maintained using digital colour prints. It should also be noted that any earthworks affected by the works are identified using the same unique letter reference code given in previous descriptions (Dennison 1998; Roberts & forthcoming 2005, 124). All heights were calculated using a temporary bench mark located at the north-east external corner of Castle Farm, established during previous works in the area.

3.5 With the agreement of the landowner, the project archive, comprising written and photographic elements, will be deposited with the Yorkshire Museum (site code SHF 09). No artefacts were retained from the recording project.

4 RESULTS FROM THE RECORDING BRIEF (see figures 4 and 5)

Eastern Section of Footpath

4.1 The groundworks for the footpath renewal started at the eastern end of the eastern section. As has already been noted, this section is aligned north-west/south-east along the south bank of the northern of the two canals and measures 37.00m in length. Within this section, the strip within which the ground level was reduced was on average 1.10m wide; the strip was positioned immediately adjacent to the post and wire fence on the south side, to minimise damage to the bank on the south side of the north canal. The ground reduction varied between 0.05m to 0.07m BGL on the south side to 0.10m to 0.20m BGL to the north; the difference in depth was accounted for by the north side of the path cutting slightly into the slope of the canal bank. The reduced ground level also sloped slightly downwards from east to west, falling from 58.52m AOD to 57.48m AOD respectively.

4.2 Three contexts were exposed within this part of the footpath alignment. Beneath the 0.05m thick dark brown/black silt topsoil (001), a friable mid-brown sandy silt subsoil (002) was revealed. This subsoil was only visible on the southern side of the footpath, where it extended beyond the base of the reduced area. On the northern side of the footpath, it overlay a hard/compacted orange-brown clayey sandy silt (003) which contained frequent inclusions of both angular and rounded stones; the former were up to 0.03m across, while the latter were somewhat larger at 0.10m (see plate 1). The clayey sandy silt (003) formed the make-up of the bank running parallel to the canal and it extended for a maximum of 1.50m to the south of the post and wire fence forming the north side of the footpath.

Central Section of Footpath

4.3 At the west end of the eastern section of the footpath, the alignment returns to the north to form the 82.50m long central section. The strip within which the ground surface was reduced was increased to 1.50m wide, although it was still contained within the post and wire fence to either side and flanked by undisturbed strips c.0.40m in width. The mid-brown subsoil (002) and the compacted clayey sandy silt (003) both continued around the return, and were visible in the south part of the central section. However, at a point 2.40m north of the return, the subsoil (002) increased in depth, and so the clayey sandy silt (003) was no longer visible.

4.4 At a point 6.50m north of the return, the top of the remains of a structure (004) was partially exposed beneath the subsoil (002), and so the reduced ground level was slightly deepened by hand in two places to more fully expose the structure, in order to gain further information about its form and possible function. The southernmost visible part of the structure was located just to the north of the centre line of the north canal, which now terminates as an earthwork immediately to the east. The

surface of this southernmost part of the structure was set at 57.35m AOD, while the surface of the northernmost visible part was set at 57.44m AOD, the ground sloping gently upwards here from south to north in line with the north side of the canal. The structure was at least 2.50m long (north-south) and may have extended north for a further 1.50m beyond the northernmost exposed part. It was at least 1.20m wide (east-west) and in both exposed parts it was formed by a variety of different materials, laid approximately flat but hardly forming a level surface, and none appeared particularly worn (see figure 5 and plate 3). In the northernmost part, the majority of the surface was formed by angular pieces of the brown iron-rich medium grained sandstone used to build the castle. There were also a number of larger smooth cobbles at the east end, fragments of shallow red handmade bricks (average depth 40mm) and a fragment of purple glazed floor tile. In the southernmost part, the cobbles, brick and sandstone pieces were more evenly distributed, although the cobbles did appear to form an "edge" at the east side, and there were only a very few, very small, pieces of brick. When the subsoil (002) to the east of these cobbles was removed, a stiff orange brown clay (005) was exposed, with a surface set 0.30m BGL (57.14m AOD); the clay may underlie structure 004, but this was not certain.

4.5 Moving northwards from the structure (004), the reduced ground surface of the footpath comprised only subsoil (002), which was clean with very few inclusions, and rose gradually to over 60m AOD. Shortly before the point where the footpath angles to the north-east, it crosses a prominent east-west aligned bank. This bank was visible in the reduced ground surface as a compacted clayey orange-brown sandy silt (006), 4.80m wide and similar to context 003, but perhaps containing a higher concentration of rubble fragments. As the reduced ground surface continued to rise (to 61.18m AOD) beyond the change of angle, a second spread of similar clayey sandy silt (007) was exposed, again corresponding to the south scarp of a prominent earthwork bank.

4.6 The reduced ground surface reached its maximum elevation of 61.92m AOD at the north end of the angled section, and then began to fall away again as it resumed a more northerly direction. Here, a third deposit of compacted orange-brown clayey sandy silt (008) was observed, over 10.0m in length and widening towards the north end of the central section of the footpath. This clayey sandy silt may represent the remains of an earthwork bank located to the east of the footpath, which could have been partly terraced into when the footpath was created.

Western Section of Footpath

4.7 At the north end of the central section there is a gate, and beyond this the footpath returns to the west to form the 43.50m long western section. At its east and west ends, the reduced ground level of the footpath was virtually equal (60.99m AOD) but it slumped to a lowest point of 60.18m AOD towards the middle. The strip within which the ground level was reduced was, like the central section, 1.50m wide, and placed between 0.75m to 1.0m north of the post and wire fence to its south.

4.8 The whole of the western section was very clean, with only topsoil (001) and subsoil (002) encountered (see plate 2). The excavation through the central part of the western section (c.14m in length) was not monitored, as this area was already disturbed, having been used to dump spoil prior to it being removed from site. However, the c.11.50m length to the east and the c.17.50m length to the west were monitored, and these were found to contain no deposits of archaeological significance. It was therefore decided to curtail the archaeological recording at this point.

Other Works

4.9 As part of the groundworks, 0.30m diameter pipes were to be laid where the central and western section of the footpath crossed prominent ditches, in order to prevent surface water collecting against the path. However, given that the route of the central section of the footpath was only established relatively recently (Dr R Howarth, *pers comm.*), the raised bank of the ditch here can only be of similar date. Similarly, the bank crossing the ditch in the western section could be seen to contain both concrete and bricks of 20th century appearance. Given that in both cases the installation of the pipes would only involve the removal of the recent bank, and not cause any disturbance to historic ditch fills, it was also decided that these works should not be subject to archaeological monitoring.

5 DISCUSSION AND CONCLUSIONS

5.1 As might be expected, the shallow nature of the groundworks meant that, along the majority of the footpath's route, the only deposits encountered were topsoil (001) and subsoil (002). However, it is interesting to note that all the earthworks that were crossed by the footpath comprised very similar material, a hard/compacted clayey sand silt (003, 006 and 008) with frequent inclusions of stones. It is assumed that this material represents a natural subsoil that was either used to create the earthworks or was produced as a result of their excavation (for example, the bank along the south side of the north canal). Dennison (1998, 13-24) includes a detailed description of the development of the village morphology and those earthworks in the immediate vicinity of the castle which may preserve evidence of this development; the earthworks at "b" and "c" (see figure 4) to the south and north of the western section of the footpath are suggested to be the remains of east-west aligned crofts associated with properties on Finkle Street; the crofts running south from Main Street were truncated by the creation of the stone castle in the late 14th century.

5.2 Nevertheless, the extent to which the natural topography in this area was altered, both to create a platform for the late 14th century castle and during earlier periods of settlement, remains uncertain. Sheriff Hutton village is located on a prominent east-west aligned ridge of Lower Jurassic mudrocks and sands, and the second castle is set towards the western end of this ridge. The information gained during the footpath recording work on the redistribution of natural subsoils through human activity could contribute towards a more comprehensive future study of the natural post-glacial landscape into which the settlement and later the second, stone, castle were inserted. An important part of such a study would be trying to asses to what extent deposits taken from reshaped natural topography were themselves re-worked at a later date due to, for example, alterations to the settlement pattern or designed landscape around the castle.

5.3 The only structural remains (004) uncovered during the recording work were apparently positioned across the west end of the north canal; only a limited amount of information could be gained as deeper excavation or groundworks were not permitted under the terms of the Scheduled Monument Consent. The juxtaposition of the structure and the canal is considered unlikely to be coincidental, but its purpose, form and date remain uncertain. The double canals are generally considered to date to either the very end of the 15th century or perhaps more likely the early 16th century, and to have formed part of an extensive designed landscape incorporating a formal visual relationship between the castle and the park to the south (Roberts & Richardson 2005, 132-134). In this light, several possible functions might be suggested for the structure. It may be contemporary with the

canals, and so form a deliberately constructed end to the north canal, which does not run as far west as the south canal. If this were to be the case, then it would form important evidence that firstly the north canal was never intended to be as long as the south, and secondly that the canals were in some way artificially lined or revetted, particularly if clay (005) formed part of the structure. However, the mixture of materials used in its construction suggest that a later, perhaps 17th or 18th century date, is more likely, and that it was built by re-using both stone and also ceramic building materials from the castle. As has already been noted, the surface of the structure was rather uneven and also not noticeable worn. It could conceivably have formed part of a trackway running into the west end of the canal, perhaps associated with maintenance or clearing out, or simply have been a stoned surface to allow stock easier access to drinking water in the canal. Alternatively, it may represent the foundations for a building or structure of some kind, although again, it is difficult to imagine why such would be built here unless there was a relationship with either the canal or perhaps a need to source the water contained within it.

5.4 Given that the footpath passes through what was formerly an enclosed area forming part of the castle's outer court, and indeed part of a probable early 16th century designed landscape (Roberts & Richardson 2005; Richardson & Dennison 2008), it is unlikely to have originated much earlier than the mid 17th century, by which time the castle was in serious disrepair and the court layout around it partly disused (Wright & Richardson 2005, 113-121). The earliest known cartographic depiction of the castle, John Norden's 1624 park survey (WYASL100/SH/B4/1; reproduced in Dennison 2005a, plate 37), shows a number of drains or leats within the former outer court area, including those still surviving as earthworks (e.g. to the south of earthwork "b") but apparently no paths or tracks, although these are indicated by dotted lines in the adjacent park. There are also no paths or tracks shown on the present alignment on the 1765 and 1776 maps (WYASL 333/318 & 313) of the castle garth, or the 19th and early 20th century Ordnance Survey maps (e.g. 1855 and 1911), although the western section between the houses on Finkle Street and an extension to the east was in place (see figure 3). The 1979 Ordnance Survey 1:2500 scale map shows that only the western section was in place as a footpath at that date, and its slightly sunken form suggests that it may have been established on this route for some time before. However, the central and eastern sections have been created since 1979; previous to this, the footpath followed a more sinuous route to the east, crossing the north canal by a narrow footbridge (at "l") and then running along the top of a south-west facing scarp ("q") (see figure 4).

6 BIBLIOGRAPHY

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1911 Ordnance Survey 25" map sheet 140/4

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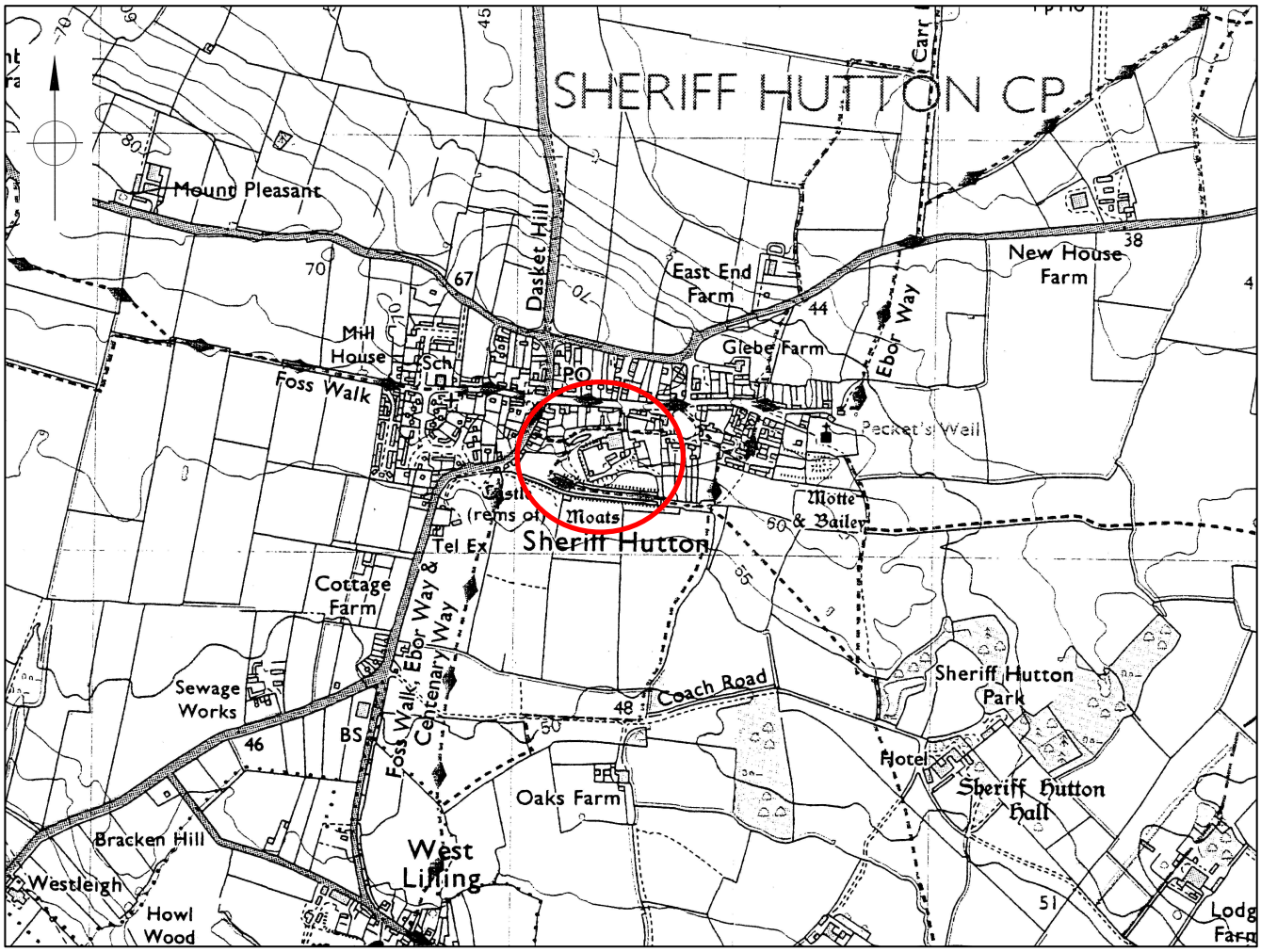
7 ACKNOWLEDGEMENTS

7.1 The archaeological recording was commissioned by North Yorkshire County Council, via Aidan Rayner of the Public Rights of Way Section of the Countryside Service. EDAS would like to thank Aidan Rayner and the site contractors (Wilf Nobel Ltd) for their co-operation in carrying out the archaeological work.

7.2 The on-site recording was undertaken by Shaun Richardson of EDAS, who also produced 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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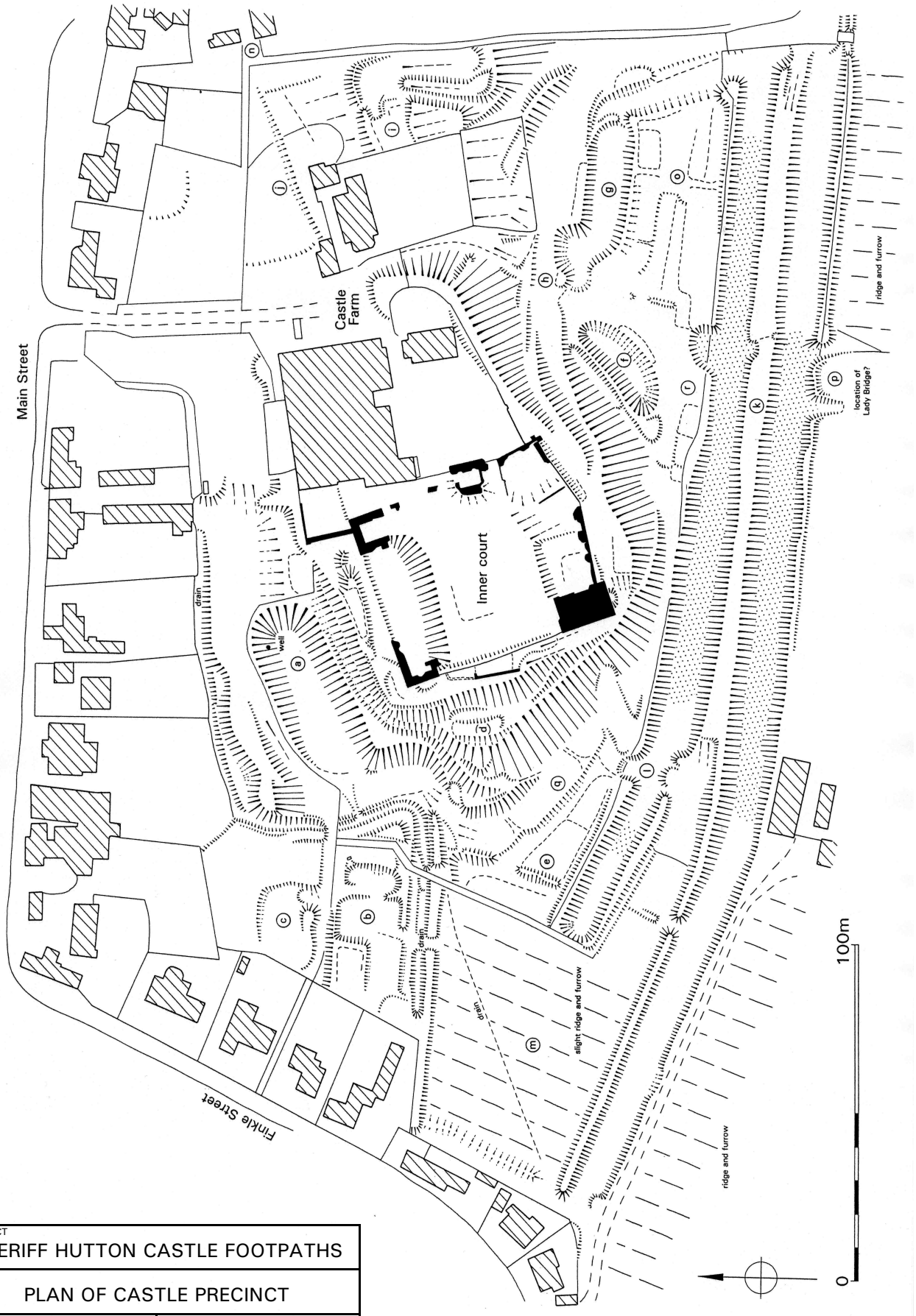
EDAS	FIGURE: 1



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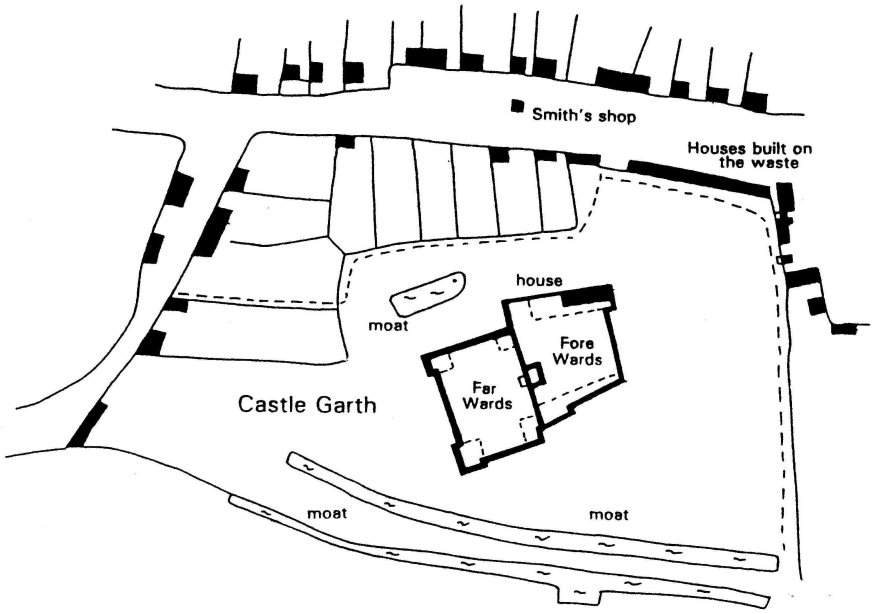
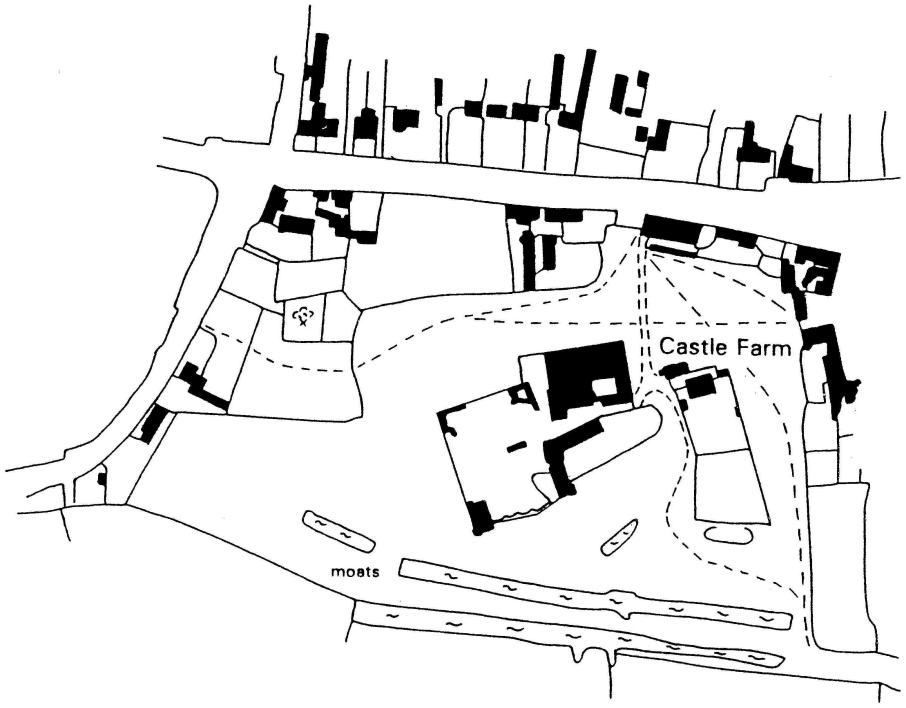
TITLE: PLAN OF CASTLE PRECINCT	
SCALE: AS SHOWN	DATE: JAN 2010
EDAS	FIGURE: 2

Source: Roberts & Richardson 2005, figure 8/2.



1765 map (WYAS ADD 318)



OS 1911 25" map (sheet 140/4)

0 250m

Source: Dennison 1998, figure 3.

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TITLE: HISTORIC PLANS	
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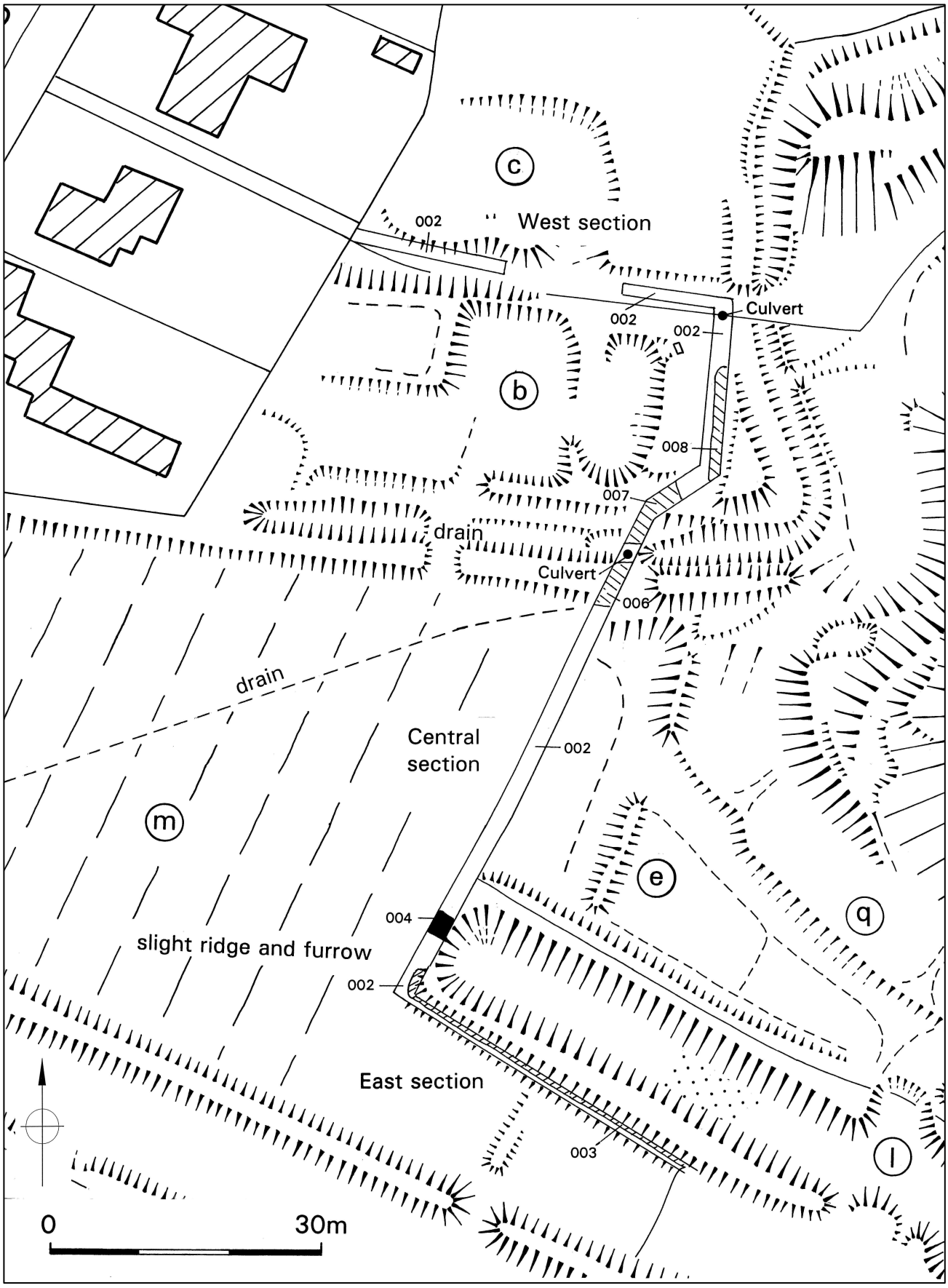
EDAS	FIGURE: 3



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TITLE: RESULTS OF RECORDING	
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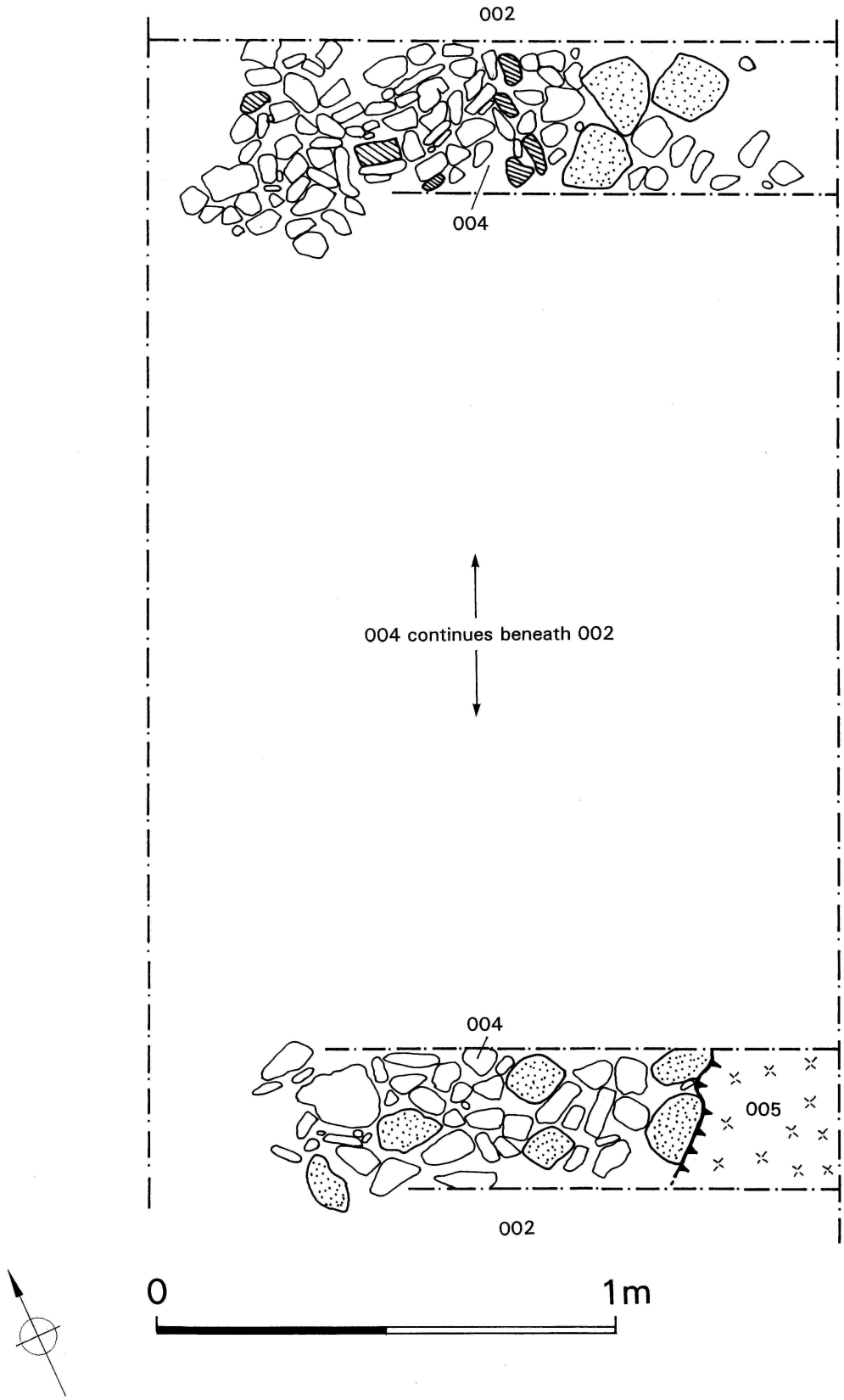
EDAS	FIGURE: 4



Large cobbles
Ceramic building material
Clay

PROJECT: SHERIFF HUTTON CASTLE FOOTPATHS	
TITLE: PLAN OF STRUCTURE 004	
SCALE: AS SHOWN	DATE: JAN 2010
EDAS	FIGURE: 5

Plate 1: East section of footpath after ground reduction, showing contexts 002 (left) and 003 (right), looking W.

Plate 2: East end of west section of footpath after ground reduction, looking W.

Plate 3: Structure 004 in central section of footpath, looking S.

APPENDIX 1

APPENDIX 1: LIST OF CONTEXTS

Context	*Description*
001	Turf and compacted dark brown/black silt topsoil, up to 0.05m thick.
002	Friable mid-brown sandy silt, average 0.10m thick.
003	Hard/compacted orange brown clayey sandy silt with frequent stone up to 0.10m - natural subsoil.
004	Possible structure/footings at least 2.5m long (n-s) and c.1.10m wide (e-w) - mix of sandstone, cobbles and cbm.
005	Stiff orange-brown clay.
006	Hard/compacted orange-brown clayey sandy silt, with very frequent stone up to 10cm - natural subsoil.
007	Hard/compacted orange-brown clayey sandy silt, with very frequent stone up to 10cm - natural subsoil.
008	Hard/compacted orange-brown clayey sandy silt, with very frequent stone up to 10cm - natural subsoil.

APPENDIX 2

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.