

REAY CASTLE HARBOTTLE NORTHUMBERLAND

ARCHAEOLOGICAL EVALUATION

December 2006



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Prepared for:
Mr Malcolm Guy

By:
The Archaeological Practice Ltd.

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REAY CASTLE
HARBOTTLE
NORTHUMBERLAND

REPORT ON AN ARCHAEOLOGICAL EVALUATION

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Frontispiece: View of the evaluation site from the north-west.

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SUMMARY

This document reports on archaeological evaluation trenching conducted to inform a proposal for the construction of extensions to a residential property on the east and south sides of Reay Castle, an existing bungalow of modern origin in Harbottle village. Previous documentary work has provided contextual information regarding the archaeological and historical development of the area, demonstrating the likelihood that it was the focus of intensive human activity in the medieval and early post-medieval periods. The trenching at Reay castle was devised to determine the precise impact of the proposed scheme on the cultural heritage.

In requesting archaeological evaluation of the site, the planning archaeologist for the Northumberland National Park Authority noted the possibility that structures or features of medieval date may have existed upon the site and that their remains may survive below the modern ground surface. The suspicion that this area harboured settlement remains of medieval origin was confirmed by the results of an archaeological evaluation carried out in Summer 2006 within the neighbouring property (The Archaeological Practice Ltd. 2006).

The investigation of the site by archaeological trenching revealed no structural remains of archaeological significance. Seven sherds of abraded medieval pottery were recovered confirmed the presence of medieval settlement in the vicinity but does not prove that such settlement extended into the Reay castle site itself.

It is concluded that the Reay Castle site has been disturbed by the construction of the present bungalow, where the ground surface appears to be truncated. It is possible, though unproven that medieval settlement activity extended into the area of the evaluation, but likely that any remains of such activity have been removed.

The nature of remains found upon the site does not support a recommendation for mitigation by avoidance, and no further archaeological work there is merited. However, any further work of a substantive nature on this site or any others within the bounds of the medieval village should be subject to archaeological investigation..

1. INTRODUCTION

1.1 Purpose of Evaluation

The following is a report on a programme of archaeological evaluation trenching carried out on an area of land at Reay Castle, on the south side of Harbottle village, by the Archaeological Practice Ltd. on behalf of Mr Malcolm Guy. The evaluation strategy was designed to further inform the planning process with regard to the proposed construction of extensions to the existing bungalow. The trenching was designed to test for the existence and define the nature of any features of archaeological importance within the site of the proposed development.

1.2 Cultural Heritage Background

Several documentary assessments of Harbottle village have been carried out recently (The Archaeological Practice 1997, The Archaeological Practice Ltd. 2004a, 2004b & 2004c). The most recent work (The Archaeological Practice Ltd. 2006) has indicated that the present site lies within the part of the village considered to display greatest archaeological potential, due to its proximity to the medieval Harbottle Castle and known existence of associated settlement remains

1.3 Historical Synthesis

Harbottle is notable as the site of a major and long lasting baronial, and later, royal castle, which served as the centre of government for a very large territory, the Liberty of Redesdale, one of the vice regal franchises used by the crown to administer the Northumbrian upland border zone. Inevitably, the presence of such an important administrative seat had a profound impact on the development of the settlement at Harbottle in the medieval and early modern period.

The surviving structural remains of Harbottle Castle have been comprehensively discussed in several recent surveys (Ryder 1990, Bowden 1990, Crow 1998, and ASUD 1997) which summarise and bring up to date earlier descriptions (e.g. Hartshorne 1858; Hunter Blair 1932-34; 1944; Hope Dodds 1940). However, while attention has been focussed on the castle, the medieval and later village of Harbottle has received very little attention from an archaeological perspective.

1.3.1 Prehistoric Occupation and Land-Use

The prime defensible location of the castle site, on a flat-topped ridge overlooking steep slopes which drop down to the flat, marshy, river valley, raises the possibility that it too was once crowned by an Iron-Age hill fort, like that at the neighbouring, topographically similar site of Harehaugh (Carlton, forthcoming). As yet, however, there is no firm archaeological evidence for prehistoric or Romano-British occupation at Harbottle.

1.3.2 The evidence for early medieval settlement

Much previous discussion regarding the pre-Norman history of Harbottle has focussed on the possibility that it was the site of an early medieval fortress. This idea was first put forward in 1864 (Anon.) and subsequently found favour with many commentators (e.g. Dixon 1903, 177-8; Hope Dodds 1940, 472), to such an extent that it is now well-entrenched, even though direct supporting evidence is lacking. The argument is well summarised in the County History (Hope Dodds 1940, 472).

Harbottle is one of a number place names in northern England and southern Scotland which incorporate the Old English suffix *botl*, generally translated as 'lord's hall'. It is perhaps the equivalent of the Latin term *villa*, which is used frequently in the works of Bede and his contemporaries to denote royal and ecclesiastical estates. However, decisive archaeological confirmation for early medieval settlement at Harbottle is lacking.

1.3.3 The medieval settlement and castle

Documentary evidence for the castle commences in the mid-12th century, from which time it appears to have been continuously occupied until the end of the 16th or early 17th centuries. During this time it functioned as a baronial seat and major Border fortress, playing a significant role in the defence of the northern frontier. Subsequently it was used as a stone quarry for the associated village, and as agricultural land, latterly mainly turned over to pasture.

Harbottle, in the medieval period lay at the heart of seigniorial landscape designed to ensure the efficient exploitation of the lordship, comprising elements such as the castle, a deer park, the borough of Harbottle and the demesne manor of Shirmundesden (or Shermington), which can still be reconstructed from surviving features and documentary evidence. The post-medieval township of Harbottle essentially represents the extent of the medieval borough and its associated common. This explains why it excludes the castle site - the most substantial medieval monument in the present village - which instead falls within the township of Peels on the north side of Harbottle.

The Castle

The castle served as the administrative and logistical centre of baronial estate, the instruments and symbols of the Umfravilles' authority within their domain (see above).

The Borough

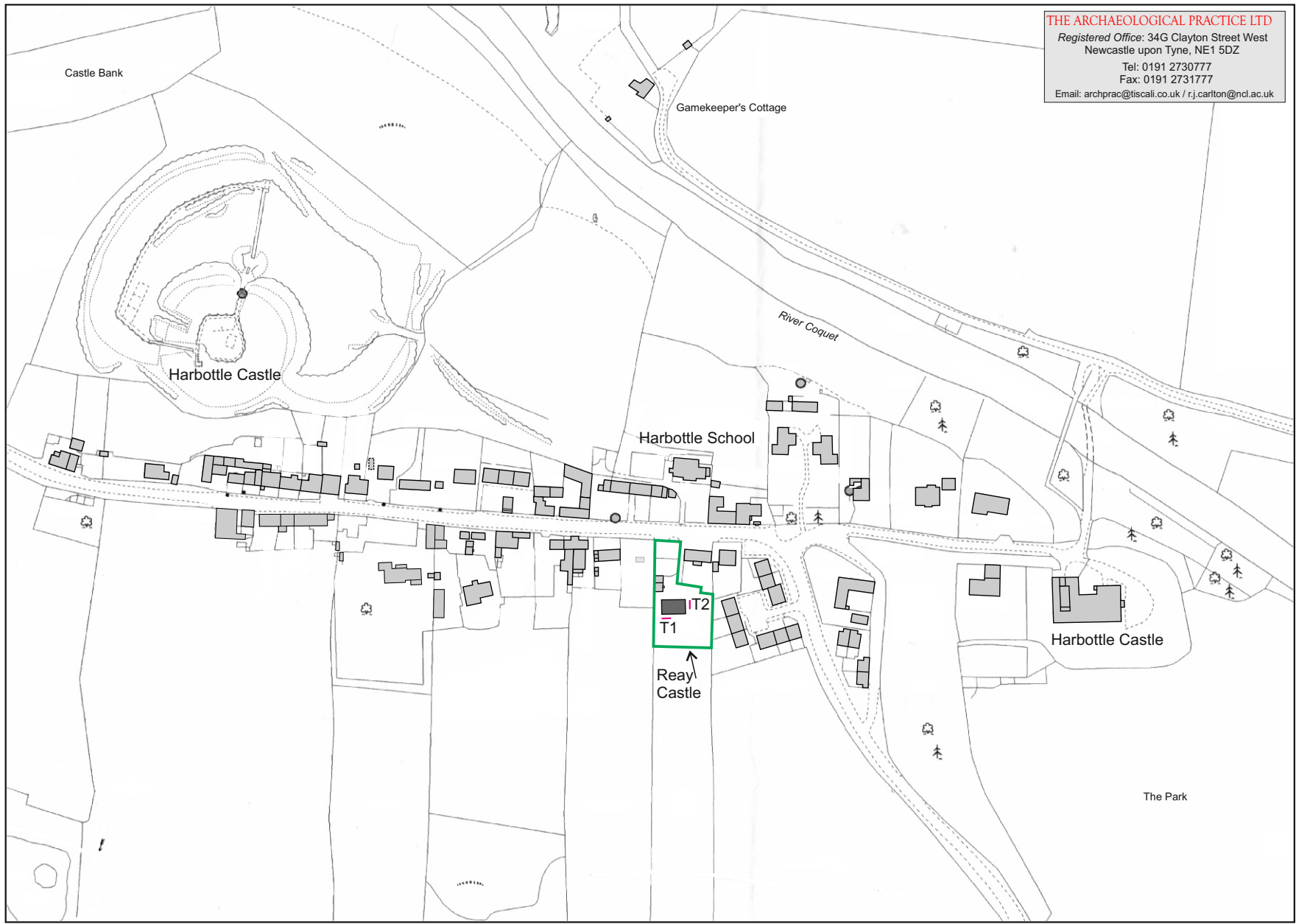
The medieval settlement at Harbottle, which may have occupied the site of the present village, had the status of a borough. As such it differed from ordinary agricultural villages, since its property holding inhabitants, known as burgesses or burghers, were effectively freeholders. They owed low fixed rents and otherwise could sell or dispose of their property, or burgage plots, as they wished. The foundation date of the borough is not recorded, but it was certainly in existence by 1245 when it is mentioned in the Inquisition Post Mortem of Gilbert de Umfraville I. The Umfraville barons who doubtless established the borough did so in order to profit through taxes and rents from its commercial activity.

In 1604 Harbottle had 15 burger freeholders who possessed 23 houses and three outhouses. The position of the settlement is unknown, but the first detailed map evidence - the 1806 map of Harbottle estate, the 1817 Inclosure Award and the 1843 tithe award - suggests that by that stage it principally comprised a single street between the old castle and the 17th century hall (also called Harbottle Castle).

It is likely that most of the north-south land divisions running back from properties on the south side of the village road originally defined medieval plot divisions, or burgage plots. Today these survive in the form of drystone field walls, banks and hedge lines. Furthermore, it is possible that some of the older properties in the village are built upon, or preserve within them fragments of medieval buildings.

The Park

Another essential element of this baronial landscape was the park, which provided the lord with an enclosed hunting reserve immediately adjacent to his castle. The outline of the park is



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Illus. 01: Location of the development site (outlined) in Harbottle Village.



Illus. 02: Enclosure map of Harbottle Common, 1817.

apparent on the earliest detailed maps such as the 1806 estate map, where it is evinced by field names such as 'Park' and 'Park Head'.

The Chapel

The existence of a chapel is first alluded to in 1287/8 and church at Harbottle is also mentioned in 1390, but may have decayed and fallen out of use during the disturbed conditions of the later medieval period. Nothing survives of the chapel, which lay at the east end of the village.

1.3.4 Harbottle from 1600 to the present day

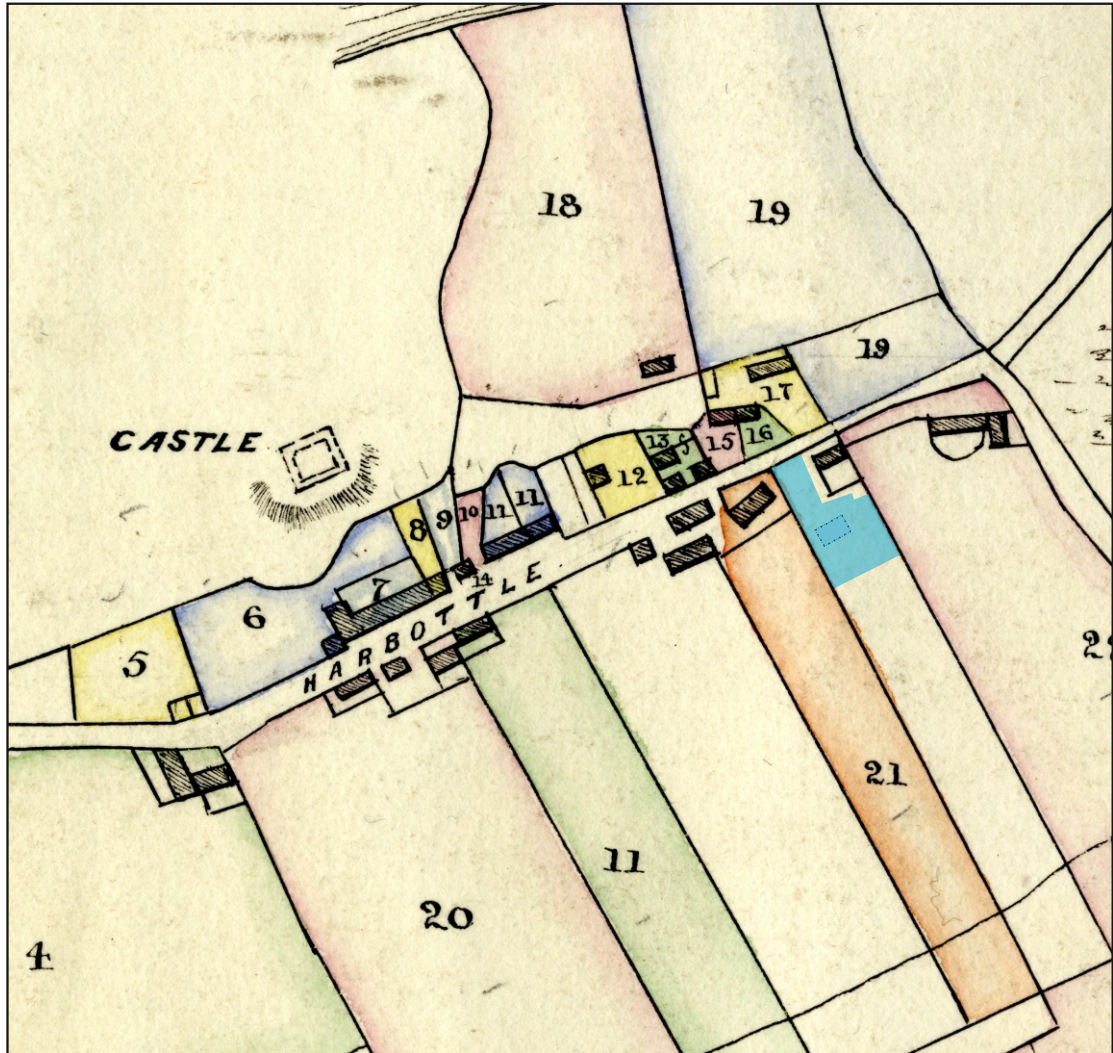
The 1604 Border Survey provides the clearest overview of Harbottle in the late 16th and early 17th centuries. There were still 15 burger freeholders in 1604, whose built property consisted of 23 houses and three outhouses. However there are indications that the centuries of disruption and turmoil had taken their toll on the fortunes of the community. The settlement apparently no longer merited the title a market town implying that the weekly Tuesday market, which had still existed in 1495, had ceased. Nor is there any mention of the annual fair, although the fairground at west end of the village is marked on the earliest available detailed maps so this may in fact have continued throughout.

The union of the crowns in 1603 had finally made border fortifications such as Harbottle Castle redundant and James I granted the manor of Harbottle to George, Lord Home of Berwick. In 1635-7, the castle, demesne, park, tithes and water mill of Harbottle, and 23 burgages and three closes came into the possession of Roger Widdrington of Cartington (Hope Dodds 1940, 477), who subsequently built himself a new mansion, also called 'Harbottle Castle', at the east end of the village. The new hall seems to have been built between 1635-1650, much of it constructed from the decaying remains of the old castle.

Many of the village's present buildings were constructed during the late 18th and early 19th centuries, perhaps using stone from the castle, when the use of the ruins as a quarry appears to have ceased by c. 1830 when Hodgson's sketch shows the remains in much the same state as they survive today.

Reay Castle

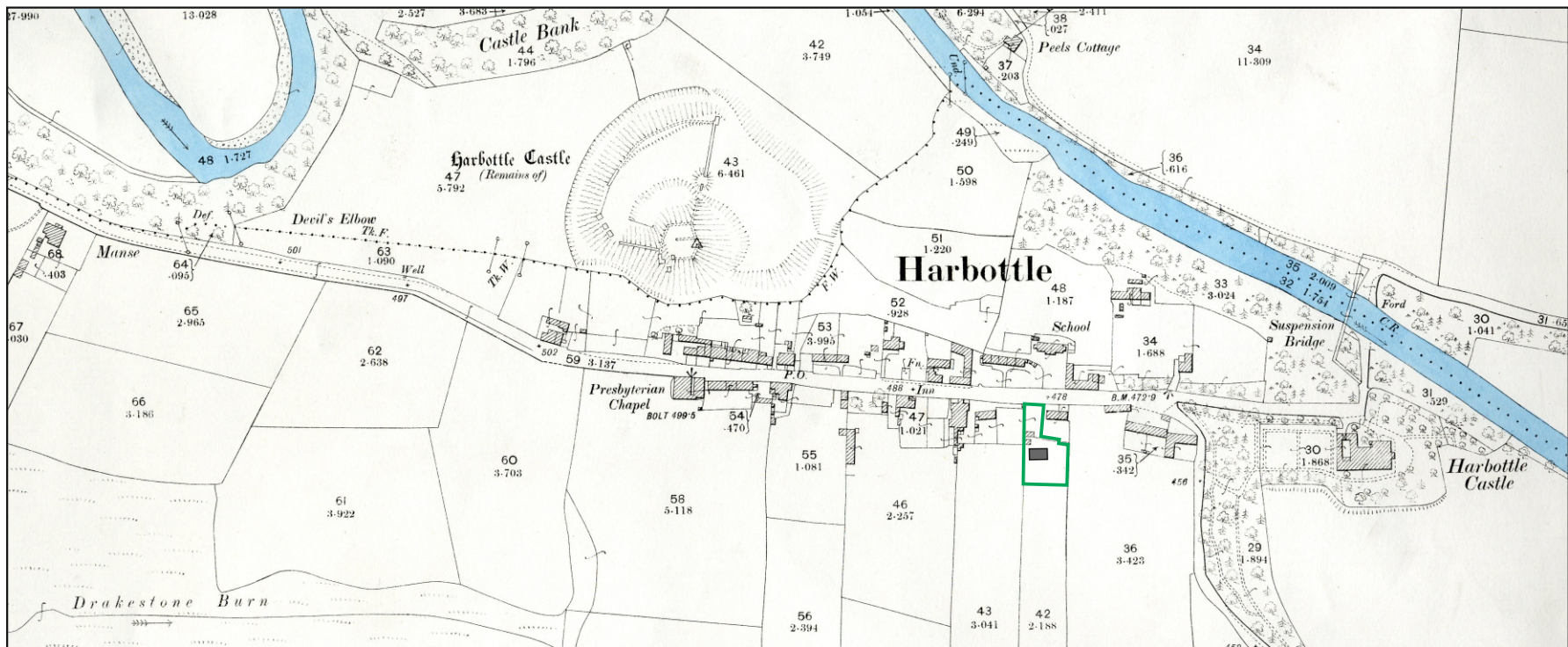
The Harbottle Enclosure map of 1817 shows no structures of any kind in the position of the present Reay Castle. The landholding it now occupies was then a long strip or toft in the possession of Thomas Clennel Esq. Three small enclosures lay close to the road within this property, one (marked 'X' on *Illus. 02*) surrounding a house on the roadside north of the present assessment site, one forming a narrow strip in front of the house (a front garden), the other on the west side of the house contiguous with the White House. The latter enclosure, which did not extend into the area occupied by the present, Reay Castle, had disappeared by 1840, as indicated by the tithe plan (*Illus. 03*) which also suggests that the neighbouring White House had been truncated along its east side. The only significant change shown on the subsequent First Edition Ordnance Survey Plan, surveyed c.1855-60 (*Illus. 04*), is a southward lengthening of the enclosure ('X') north of the assessment site (the neighbouring White House also seems to have been re-extended eastwards, with the extension perhaps forming a separate property). The Second Edition Ordnance Survey plan (*Illus. 05*) shows the addition of two small outbuildings, presumably associated with the house on the roadside north of the present assessment site, along the dividing wall with the adjacent landholding to the east (possibly still property associated with The White House - the latter again truncated along its east side, this time much more severely). These small structures appear to lie just north of the area now occupied by Reay Castle, but by the early 20th century they had been extended southwards (see *Illus. 06*) with the addition of another small structure and large enclosure which encroach into the site of the present evaluation.



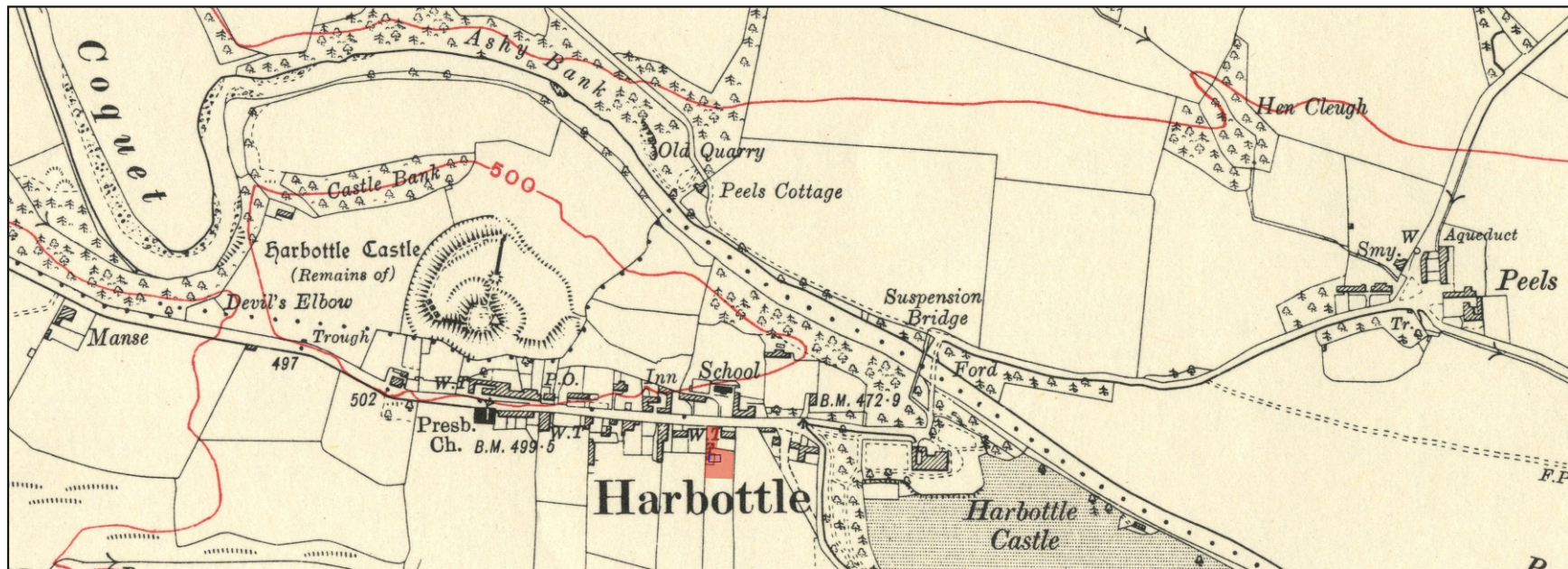
Illus. 03: Tithe Map of Harbottle Village surveyed in 1843 (award 1844), showing the approximate position of the evaluation site (blue transparency).



Illus. 04:
First Edition Ordnance Survey Map of Harbottle, 1865, showing the approximate extent of the evaluation site (green outline).



Illus. 05: Second Edition Ordnance Survey Map of Harbottle, 1899 (25" scale), showing the approximate location of the evaluation site.



Illus. 06: Third Edition Ordnance Survey Map of Harbottle, 1923 (6" scale), showing the location of the evaluation area (red transparency; present bungalow outlined blue) at the west end of the village .

2. EVALUATION PROGRAMME

2.1 Aims

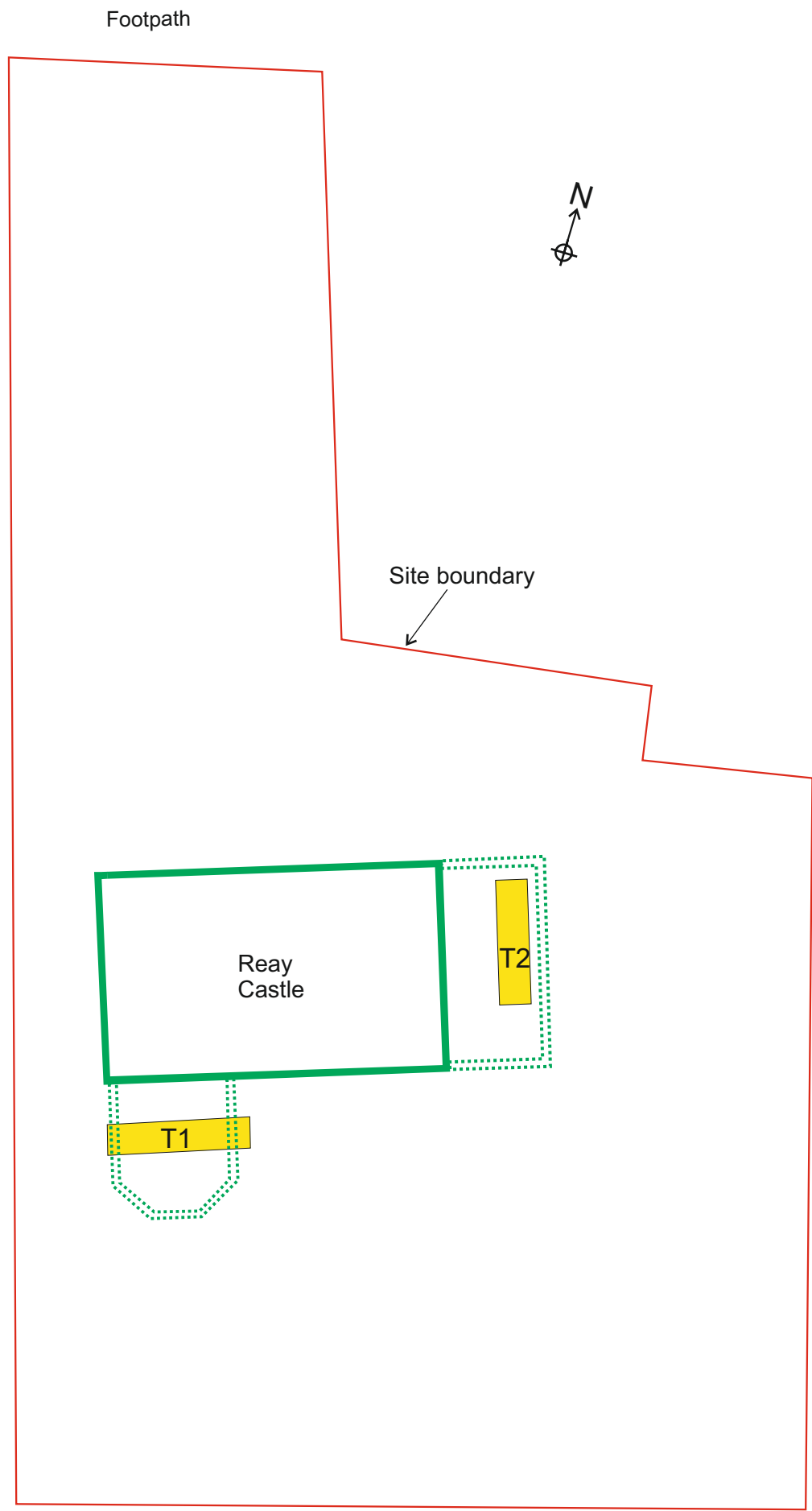
The aims of the programme of evaluation trenching were to investigate the possibility that significant archaeological remains were present within the site, to determine the character of any such remains and determine, as far as possible, their date, function and state of preservation.

2.2 Methods

Two trenches were placed in positions which it was considered provided a reasonable sample of the site area. A mechanical excavator, closely supervised by an archaeologist, was used to excavate the surface topsoil until archaeological features were encountered. All anomalies or features of potential interest were examined closely by hand to appraise their importance and, if necessary, for recording purposes. The surface of the sub-soil was also cleaned by hand to reveal any potential features cut into it. All trench sections were also hand-cleaned for recording purposes.

2.3 Trench Location and Extent

The trenches, excavated on the south and east sides of the existing structure, covered slightly more than the 25% of the area of development specified in the Evaluation Brief supplied by the Northumberland National Park Authority archaeologist. Trench 1, measuring 6m by 1.3m and aligned east-west, was positioned some two metres from the south side of the building, while Trench 2:, measuring 5m by 1.3m was aligned north-south and placed some two metres from the east side. The locations and extent of the evaluation trenches are shown on *Illustration 01*.



Illus. 07: Trench layout plan

3. RESULTS

3.1 **Trench 1** - 6m by 1.3m (E-W)

The excavation revealed a deep deposit of dark, loamy topsoil [101] which was largely free of stones or rubble but contained, as well as sparse finds of medieval and modern pottery, a single, thin deposit of lime or mortar [102], probably the remains of construction activity. The topsoil [101] gave way abruptly to the underlying natural deposit of gravelly, clay-based till at a depth 0.77m at the west end and 0.98m at the east end of the trench. The upward, W-E gradient of the trench floor (intersection between [101] & [104]) was interrupted in the western part of the trench by a N-S ridge [105], possibly associated with a modern pipe trench [103] which crossed the trench diagonally from NW-SE.

Interpretation

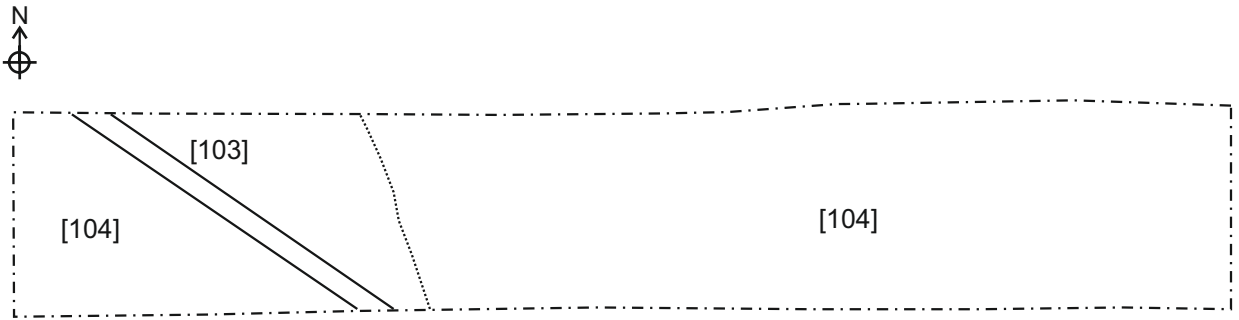
The deep deposit of top-soil encountered on the site was a garden soil, perhaps the result of terracing the slope from the village street onto the heugh land to the south. The discovery of several sherds of abraded medieval pottery from this deposit confirms that medieval settlement activity took place in the vicinity, but there were no remains attesting to such activity on the Reay Castle site itself. The clean distinction between deposits [101] & [104] suggests that the latter may have been truncated sometime prior to the construction of Reay Castle, perhaps due to terracing in order to provide garden soils for the post-medieval properties on the main street. The apparent N-S ridge [105] uncovered in trench 1 may be a natural feature, or the remains of a N-S boundary dividing properties which had been eroded to either side.

3.2 **Trench 2**: - 5m by 1.3m (N-S)

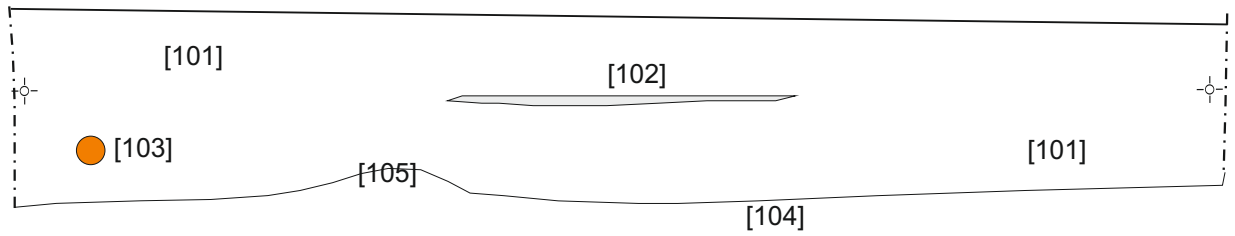
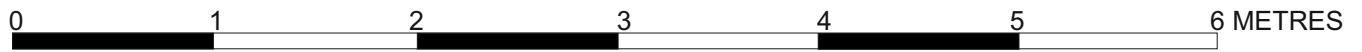
The excavation revealed a deep deposit of dark, loamy topsoil [101] similar to that encountered in Trench 1 but with fewer finds of pottery, all of modern origin. As in Trench 1, the topsoil [101] gave way abruptly to the underlying natural gravelly till [102] at a depth 0.91m at the north end and 1.07m at the south end of the trench. The trench floor (intersection between [101] & [102]) was interrupted in the southern part of the trench by an E-W ditch and ridge, or bank [105], although it was unclear whether the 'ridge' was made up of *in situ* or redeposited natural subsoil.

Interpretation

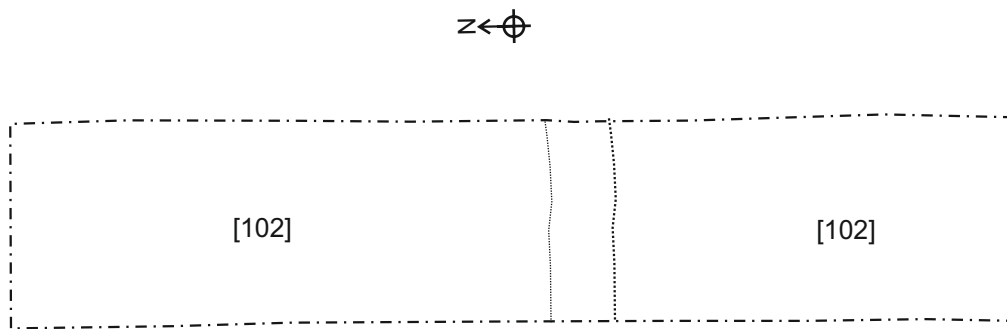
The same conclusions apply to Trench 2 as were arrived at for Trench 1 regarding the origin or the deep top-soil layer and its relationship with the underlying sub-soil. The apparent E-W earthwork [103] is, on balance, likely to be a constructed feature, probably the remains of revetment for terracing or an ephemeral agricultural structure.



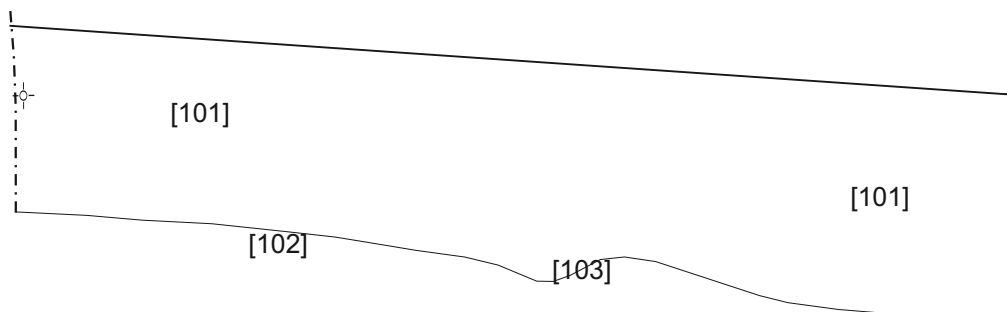
Illus. 08: Plan of evaluation trench 1.



Illus. 09: South-facing section of evaluation trench 1.



Illus. 10: Plan of evaluation trench 2.



Illus. 11: West-facing section of evaluation trench 2.



Illus. 12: The position of Trench 1, running E-W parallel with the south elevation of Reay Castle.



Illus. 13: Trench 1 viewed from the east end.



Illus. 14: Trench 1 viewed from the west end.



Illus. 15: The position of Trench 2, running N-S parallel with the west elevation of Reay Castle.



Illus. 16: Trench 2 viewed from the North end.

4. CONCLUSIONS

The evaluation excavations revealed no structures, features or finds suggesting that settlement activity associated with the medieval village of Harbottle extended into this area. While it is possible that all traces of settlement remains have been removed by subsequent remodelling (truncation) of the ground surface, the scarcity of finds from this area suggests that it is likely that this site lay south of the southern limit of activity related to settlement in the back-plots of houses lining the south row of the village.

It is concluded that no archaeological remains of importance were disturbed during the evaluation excavations and that none are likely to be impacted by the proposed building works.

5. RECOMMENDATIONS

- The nature of remains found upon the site does not support a recommendation for mitigation by avoidance or record. Therefore, no further archaeological monitoring of work on the evaluation site is recommended.
- The recent discovery of medieval settlement remains in the close vicinity of the present site means that any further development within or in the vicinity of the known extent of the medieval village should be assessed and, if necessary, evaluated on the basis of its specific context.

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7. APPENDICES

7.1 CONTEXT DESCRIPTIONS

7.1.1 TRENCH 1

[101] Dark, loamy topsoil.

[102] Buff-grey sandy mortar.

[103] Ceramic land drain (approx 4" diam.) set in (invisible) pipe trench cut through topsoil.

[104] Orange, clay/silt-based, gravely till.

[105] Ridge in the natural sub-soil, perhaps caused by erosion either side of a former boundary.

7.1.2 TRENCH 2

[201] Dark, loamy topsoil.

[202] Orange, clay/silt-based, gravely till.

[203] Earthwork possibly formed by cutting into (and casting aside) the natural sub-soil.

7.2 APPENDIX 2: FINDS LISTS

7.2.1 TRENCH 1

Context [101]

Ceramics

<20 sherds of modern, glazed pottery

Seven sherds of medieval pottery (12th-15th century) in at east two fabrics:

Fabric 1 – Coarse, with mixed inclusions of micaceous river sand, max. particle size 1mm, , all fired grey internally, orange externally. Three body sherds, all wheel-made, one externally green-glazed; one pulled handle.

Fabric 2 – Finer sandy fabric, internally and externally oxidised to buff o brown. One rim sherd with splashed orange (transparent) glaze, two glazed body sherds, one with rouletted decoration.

7.2.2 TRENCH 2

Ceramics

One modern, glazed bread crock rim and one stone-ware rim of post-medieval, probably relatively modern origin.

7.3 REAY CASTLE, HARBOTTLE, NORTHUMBERLAND:

Project Design for Archaeological Evaluation Excavation, November 2006 -
Produced for Mr Malcolm Guy by The Archaeological Practice Ltd.

1. INTRODUCTION

A planning application has been submitted for an extension to the south-facing rear and east side of Reay Castle, Harbottle. A cultural heritage assessment carried out in 2004 (Archaeological Practice Ltd. 2005) concluded that this site falls within an area of significant archaeological potential, suggesting that archaeological remains associated with the medieval and later village may survive there. That possibility is enhanced by an archaeological evaluation carried out on an adjacent site in Summer 2006, which uncovered remains associated with medieval settlement.

Given the archaeological sensitivity of the site, the Northumberland National Park Archaeologist has stipulated that the archaeological potential of the site should be investigated in order to establish whether the proposed invasive development works are likely to impact on archaeological remains of potential regional or national significance. It has been agreed that the archaeological evaluation work will be carried out over 25% of the area to be impacted by groundworks. The purpose of archaeological trenching is to determine the character and state of survival of any archaeological features found to exist within the development area.

The following represents a project design for archaeological work.

2. SCHEME OF EVALUATION

2.1 Programme and specification

2.1.1 A programme of evaluation fieldwork sufficient to establish the character and quality of any surviving archaeological features, such as those identified above, is described below. Specifically, the proposed programme has the following principal features:

2.2 Trench location and dimensions

2.2.1 Two trenches (Trenches 1 & 2) are to be excavated in the positions indicated on *Illustration 1*, with dimensions as follows:

TRENCH NO.	DIMENSIONS	ORIENTATION
1	6 X 1.5m	N-S parallel with east side of house
2	5 X 1.5m	E-W parallel with south side of house

2.2.1 All trenches will be excavated to a depth sufficient to investigate the character and stratigraphy of significant archaeological features. This will require excavation to sub-soil level in at least some part of each trench.

3. METHOD OF INVESTIGATION

3.1 General

3.1.1 The Field Investigation will be carried out by means of Archaeological Excavation.

3.1.2 All work will be carried out in compliance with the codes of practice of the Institute of Field Archaeologists (IFA) and will follow the IFA Standard and Guidance for Archaeological Excavations.

3.1.3 All archaeological staff will be suitably qualified and experienced for their project roles. Before commencement of work they will have been made aware of what work is required under the specification and they will understand the aims and methodologies of the project.

3.2 Excavation

3.2.1 Evaluation trenches will be excavated in the positions indicated in the preceding section. Excavation, recording and sampling procedures will be undertaken using the strategies indicated below.

3.2.2 The setting out of the trenches will be undertaken by The Archaeological Practice Ltd. Using plans provided by the developer.

3.2.3 Topsoil and unstratified modern material sealing colliery period or earlier horizons will be removed mechanically. An appropriate machine with a toothless ditching blade will be used. The removal of topsoil or recent overburden above the first significant archaeological horizon will be executed in successive level spits up to a maximum depth of 1.2 metres. On completion of machine excavation, all trench faces will be cleaned using appropriate hand tools. All mechanical excavation will be supervised by, and all manual excavation carried out by archaeologically competent staff.

3.2.4 All excavation of archaeological horizons will be carried out by hand and every effort will be made to leave important remains *in situ*.

3.2.5 Sufficient of the archaeological features and deposits identified will be excavated by hand through a sampling procedure to enable their date, nature, extent and condition to be described. Pits and postholes will normally be sampled by half-sectioning although some features may require complete excavation. Linear features will be sectioned as appropriate. No archaeological deposits will be entirely removed unless this is unavoidable.

3.2.6 Archaeological stratigraphy revealed by excavation will be recorded by the following means:

3.2.6.1 **Written descriptions.** Each archaeological context will be recorded on a pro-forma sheet. Minimum recorded details will consist of the following: a unique identifier; an objective description which includes measurements of extent and details of colour and composition; an interpretative estimate of function, clearly identified as such; at least one absolute height value; the identifiers of related contexts and a description of the relationship with such contexts (for preference, executed as a mini Harris matrix); references to other recording media in which representations of the context are held (plans, sections, photographs).

3.2.6.3 Measured illustrations. Detail plans and sectional profiles of archaeological features will be at appropriate scales (1:20 or 1:10). Archaeological contexts will be referenced by their unique identifiers. All illustrations will be properly identified, scaled and referenced to the site survey control.

3.2.6.4 Photographs. Digital photographs will be taken for purposes of record. A system will be used for identifying the archaeological features photographed.

3.2.7 An appropriate control network for the survey of any archaeological remains revealed in excavation will be established.

3.2.8 The survey control network will be related to the OS grid.

3.2.9 The survey control network and the position of recorded structures, features and finds will be located on a map of an appropriate scale (1:2500 or 1:500)

3.2.10 At least one absolute height value related to OD will be recorded for each archaeological context.

3.2.11 All processing, storage and conservation of finds will be carried out in compliance with the relevant IFA and UKIC (United Kingdom Institute of Conservation) guidelines.

3.2.12 Portable remains will be removed by hand; all artifacts encountered will be recovered.

3.2.13 Deposits/fills with potential for environmental evidence will be assessed by taking up to two bulk samples of 30 litres from any contexts selected for analysis. Deposits/fills totalling less than 30 litres in volume will be sampled in their entirety. Six of the collected samples which are judged to be most suitable on grounds of deriving from will be selected for full analysis, reporting and publication. The samples will be selected on the basis that they derive uncontaminated and reasonably well-dated deposits and/or recognisable features.

3.2.14 A maximum of 5 samples of material suitable for dating by scientific means (eg: Radiocarbon, Luminescence, Remnant Magnetism, etc.) will be collected.

3.2.15 The potential requirement for specialist analyses is an unavoidable risk in all such excavations. The scientific investigation of any features/deposits which are considered significant will be undertaken as a non-negotiable part of this programme. Any such analyses would be carried out by specialists and priced to the client on a costs only basis (see Contingencies in the Project Costing).

3.3 Analysis and Reporting of Recovered Data

3.3.1 Following the completion of the Field Investigation and before any of the post-excavation work is commenced, an archive (the Site Archive) containing all the data gathered during fieldwork will be prepared. This material will be quantified, ordered, indexed and rendered internally consistent. It will be prepared according to the guidelines given in English Heritage's MAP 2 document, Appendix 3 (English Heritage 1991).

3.3.2 An interim report of no less than 200 words, containing preliminary recommendations for any further work required, will be produced within two weeks of completion of the field investigation for the commissioning client and the NNPA Archaeologist.

3.3.3 Following completion of the Field Investigation, a full report will be prepared collating and synthesizing the structural, artefactual and environmental data relating to each agreed constituent part of the evaluation works.

3.4 Production of Final Report

3.4.1 Copies of the report will be provided within two months of the completion of fieldwork to the Client and the National Park Archaeologist (for consideration and deposition in the NNPA/County HER). An additional digital copy of the report will be lodged with the County HER.

3.4.2 Four bound and collated copies of the report will be provided. Each will be bound, with each page and heading numbered. Any further copies required will be produced electronically. The report will include as a minimum the following:

Type of monument and its period

National Grid Reference of site

Name of compiler, date of investigation

A summary statement of methodologies used.

A location plan of the site and any significant discoveries made.

Summary statement describing the salient features

Detailed description of the site, including full analysis and interpretation of the plan, form, dimensions, area, function, age, development sequence and past land use

Supporting evidence

Topographic setting of the site

Brief assessment of local, regional and national significance of the site.

A list of drawings, cross-referenced to a location plan or plans

A card cover - with title, date, author, contractor organisation and commissioning client – and secure ring binding

3.4.3 The report will finish with a section detailing recommendations for further archaeological work needed to mitigate the effects of the development upon any significant deposits revealed during the evaluation or if necessary, for further evaluation. This will be drawn up in consultation with the NNPA Archaeologist.

3.4.4 Results of the evaluation work will form the basis of recommendations from the following range of options:

- 1.** *No further archaeological work required.*
- 2.** *Further evaluation work required.*

3. *Mitigation work will be required to preserve features by record (i.e. excavation or watching brief and consequent reporting) should they be threatened by development.*
4. *Features located are of sufficient significance to justify preservation in situ.*

3.4.5 Following completion of the analysis and publication phase of the work, an archive (the Research Archive) containing all the data derived from the work done during the analysis phase will be prepared. The archive will be prepared to the standard specified by English Heritage (English Heritage 1991) and in accordance with the United Kingdom Institute of Conservation guidelines.

3.4.6 Arrangements will be made to deposit the Site Archive (including Finds) and the Research Archive with the designated repository, The Museum of Antiquities, within 6 months of the end of the fieldwork. Additionally, a copy shall be offered to the National Monuments Record (NMR).

3.4.7 Summary reports of the project will be prepared, if necessary, for inclusion in the appropriate Notices, Annual Reviews, Reports, etc.

3.4.8 An entry for inclusion in the NNPA/County Heritage Environment Record will be prepared and submitted.

3.5 OASIS

3.5.1 The Archaeological Contractor will complete the online form for the Online Access to Index of Archaeological Investigations Project (OASIS), following consultation with the NNPA Archaeologist. The Contractor agrees to the procedure whereby the information on the form will be placed in the public domain on the OASIS website, following submission to or incorporation of the final report (see 3.4) into the NNPA/County HER.

4. EXECUTION OF THE SCHEME OF INVESTIGATION

4.1 The Developer has appointed The Archaeological Practice Ltd. as a professionally competent Archaeological Contractor, on agreed terms, to execute the scheme as set out in the brief supplied by the County Archaeology Service.

4.2 The present project design must be submitted for approval and, if necessary, modification by the County Archaeology Service before work on-site can proceed.

4.3 The Developer will allow the County Archaeology Service and the appointed contractor all reasonable access to the site for the purposes of monitoring the archaeological scheme, subject only to safety requirements.

4.5 The archaeological contractor appointed to manage the execution of the scheme shall ensure that:

4.5.1 the appropriate parties are informed of the objectives, timetable and progress of the archaeological work

4.5.2 the progress of the work is adequately and effectively monitored and the results of this are communicated to the appropriate parties.

4.5.3 significant problems in the execution of the scheme are communicated at the earliest opportunity to the appropriate parties in order to effect a resolution of the problems.

4.6 The archaeological contractor will carry, and will ensure that other archaeological contractors involved in the scheme carry appropriate levels of insurance cover in respect of Employers Liability, Public and Third Party Liability & Professional Indemnity.

4.7 The archaeological contractor will liaise with the appointed CDM Planning Supervisor and prepare or arrange for the preparation of a Safety Plan for the archaeological work.

4.8 At or before the commencement of the scheme the Developer, the appointed Archaeological Contractors, the County Archaeological Officer and other appropriate parties will agree arbitration procedures to be followed in the event of any unresolvable difficulties or disputes arising from the scheme

4.9 Careful assessment has led to the definition of a number of research objectives which identify with a high degree of likelihood the kind of archaeological deposits which the investigation will encounter. Nevertheless, it is possible that discoveries will be made which could not reasonably have been foreseen on the basis of all the information currently available. Any difficulties arising from unforeseen discoveries will be resolved by discussion between all the parties involved. There will be a presumption, the investigation having been carried out in accordance with the schedule set out in this document, and to the satisfaction of the County Archaeological Officer, and all other considerations being equal, that no executive or financial obligation shall attach to any particular party in the event of unforeseen discoveries being made, and that the executive and financial responsibility for dealing with such unforeseen discoveries shall rest outside the currently agreed scheme of investigation.

4.10 The Archaeological Contractor(s) appointed to execute the scheme will procure and comply with all statutory consents and licences under the Disused Burial Grounds (Amendment) Act 1981 regarding the exhumation and interment of any human remains discovered within the site, and will comply with all reasonable requirements of any church or other religious body or civil body regarding the manner and method of removal, re-interment or cremation of the human remains, and the removal and disposal of any tombstones or other memorials discovered within the site. The Developer will incur all costs resulting from such compliance.

5. TIMETABLE AND STAFFING

Notice of at least one week will be required from the client prior to on-site work commencing.