
*GARDEN ROOM AND TERRACE
CARRYCOATS HALL
NORTHUMBERLAND*

ARCHAEOLOGICAL WATCHING BRIEF



JUNE 2023

*The Archaeological
Practice Ltd.*



CARRYCOATS HALL
GARDEN ROOM AND TERRACE
NORTHUMBERLAND

REPORT ON AN ARCHAEOLOGICAL WATCHING BRIEF



Frontispiece: North view of Limestone bedrock visible below the structure of the rear range of Carrycoats Hall.

Grid reference (NGR):	<i>NY 92408 79959</i>
Date of fieldwork:	<i>16th June 2023</i>
NCC Planning Ref:	<i>22/01055/FUL</i>
Client:	<i>JABA Architects</i>
Project code:	<i>AP 23/17</i>
Stage:	<i>Final</i>
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OASIS ID:	<i>thearcha2-516749</i>

CONTENTS

SUMMARY

1. INTRODUCTION
2. CULTURAL HERITAGE BACKGROUND
3. MONITORING PROGRAM
4. RESULTS
5. CONCLUSIONS & RECOMMENDATIONS

APPENDIX 1:

CARRYCOATS HALL, GARDEN ROOM AND TERRACE:
Written Scheme of Investigation for an Archaeological Watching Brief
Prepared by The Archaeological Practice Ltd., May 2023

APPENDIX 2:

NCC ref. 22/01055/FUL. *Small stone extension with slate roof on west side of kitchen, re-using salvaged window surround. New raised stone terrace and gate. Carrycoats Hall Birtley Hexham NE48 3JG.* By Karen Derham – Assistant County Archaeologist

ILLUSTRATIONS

Front Cover: North view of the south part of the rear range of Carrycoats Hall.

Frontispiece: North view of limestone bedrock visible below the structure of the rear range of Carrycoats Hall.

Illus. 01: Regional view, showing the location of Carrycoats Hall (circled in red) to the north of Corbridge in Northumberland.

Illus. 02: District view, showing the location of Carrycoats Hall (circled in red) less than 1km east of the A68 and approximately 1.6km north of Colt Crag Reservoir.

Illus. 03: Settlements view, showing the location of Carrycoats Hall.

Illus. 04: Property view, showing the location of Carrycoats Hall and associated buildings.

Illus. 05: Extract from the 1st edition Ordnance Survey Plan of Northumberland, 6 inch series c.1863, showing Carrycoats Hall.

Illus. 06: Extract from the 2nd edition Ordnance Survey Plan of Northumberland, 25 inch series c.1895, showing Carrycoats Hall.

Illus. 07: Extract from the 3rd edition Ordnance Survey Plan of Northumberland, 25 inch series c.1920, showing Carrycoats Hall.

Illus. 08: Ground floor plan, showing the position of the proposed garden room.

Illus. 09: Plan of works, showing location of services and footing trenches.

Photographic Record

Photo 01: View looking north of the unglazed ceramic drain.

Photo 02: View looking west showing bedrock, encountered under made ground.

Photo 03: View looking west across the centre of the ground reduction.

Photo 04: View looking west across the centre of the ground reduction.

Photo 05: View looking north of the east end of the ground reduction.

Photo 06: View looking north across the centre of the ground reduction.

Photo 07: View of the south footing trench, showing made ground overlying bedrock.

Photo 08: View looking north of the west footing trench.

Photo 09: View looking east of the south footing trench.

Photo 10: View of the west footing trench, showing made ground overlying bedrock.

SUMMARY

The following is a report on archaeological monitoring carried out over one working day at Carrycoats Hall, Birtley, Northumberland (NY 92408 79959). The monitoring was recommended by the Assistant County Archaeologist for Northumberland to mitigate the impact of groundworks associated with an extension on any surviving archaeological remains.

The aims of the archaeological works were to identify and record any archaeological remains as they appeared during the scheme of works without causing significant delays to the groundworks. This included the recording of negative results. The work was undertaken by archaeologically monitoring the area subject to groundworks.

The groundworks subject to monitoring were the reduction of ground height to sub-floor level throughout the footprint of the extension and the subsequent excavation of footing trenches on the south and west sides of the extension.

Excavations commenced on 19th June 2023. During the ground reduction, it was noted that the overburden, a mid grey-brown sandy-silt made-ground in most areas of the extension footprint was extremely shallow, with most areas of the ground reduction hitting a hard, layered limestone bedrock well before depth.

Overall, no archaeological finds or features were encountered during the works. Very little modern debris was present in the topsoil. Natural horizons were encountered in most areas of excavation, with excavation depth reaching the generic made ground [100] material in all other areas.

Despite the negative results of this monitoring project, there remains potential for significant archaeological remains surrounding Carrycoats Hall, relating to both prehistoric activity, and to the country seat of Filton/Carrycoats. It is recommended that further projects in the immediate vicinity of Carrycoats Hall should involve archaeological monitoring.

1. INTRODUCTION - PURPOSE OF EVALUATION

1.1 Introduction

The following is a report on archaeological monitoring carried out over one working day at Carrycoats Hall, Birtley, Northumberland (NY 92408 79959). The monitoring was recommended by the Assistant County Archaeologist for Northumberland to mitigate the impact of groundworks associated with an extension on any surviving archaeological remains. The position of the works is considered archaeologically sensitive due to its location in a wider archaeological landscape containing numerous prehistoric heritage assets, and due to Carrycoats Hall itself, which has been the seat of a medieval manor since at least the 13th century and contains structural elements possibly dating from the 16th century.

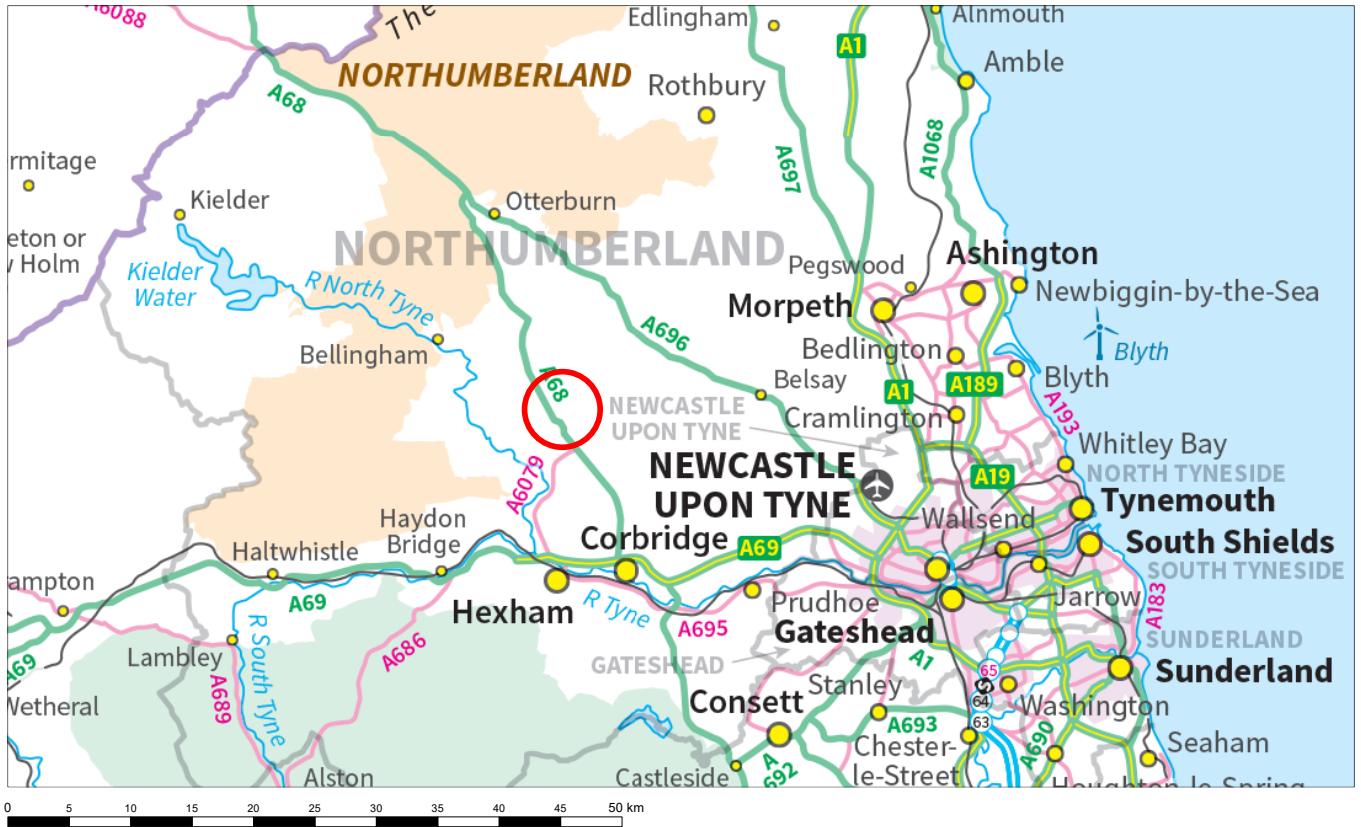
The country house is situated in the open, rolling countryside of lower North Tynedale. It is located a short way east of the A68, less than 2km north of Colt Crag Reservoir, 3km west-north-west of Thockrington and 9km east-south-east of Bellingham. It sits at c. 230m above Ordnance Datum (aOD) on the south bank of the Carry Burn, a minor watercourse of the North Tyne catchment.

1.2 Planning Background

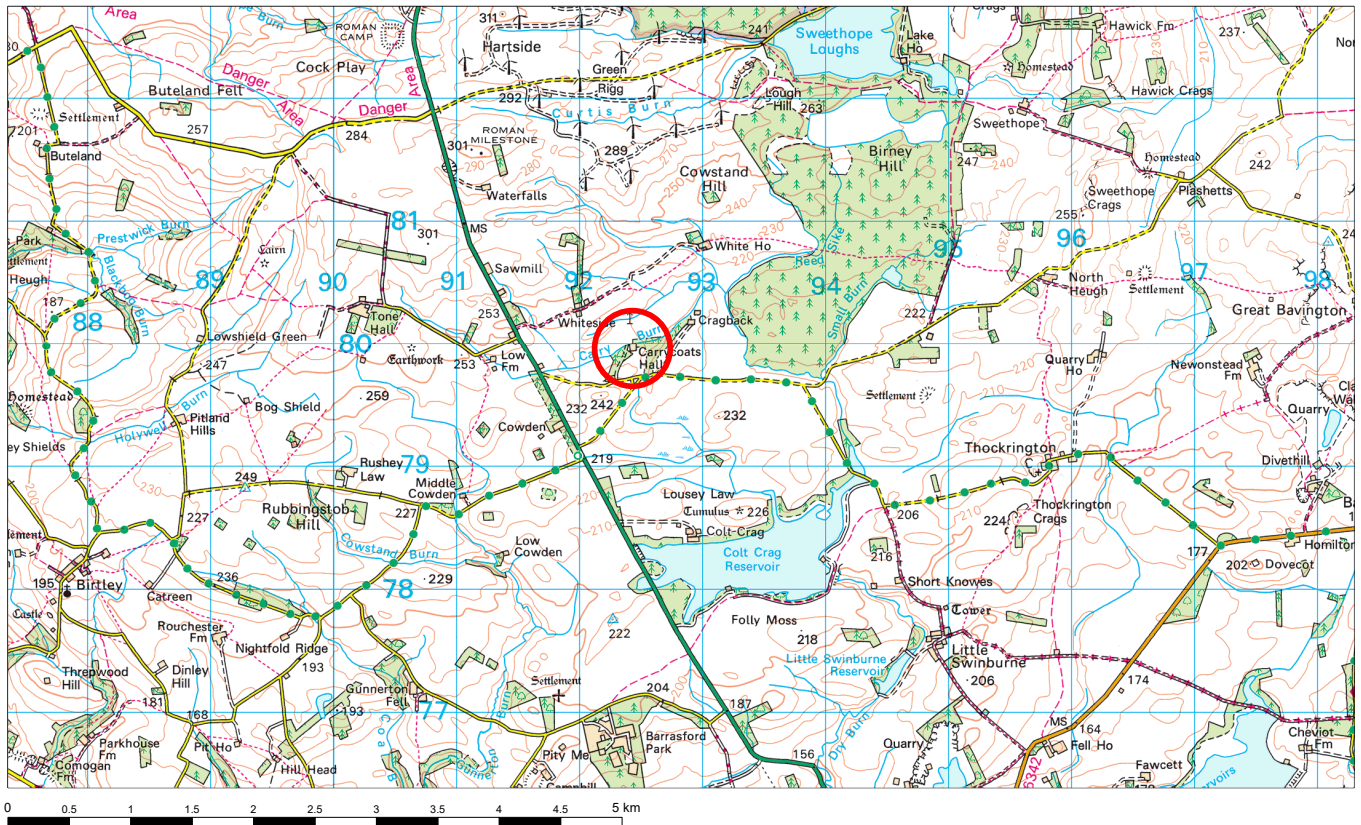
No intrusive archaeological works have occurred at Carrycoats. Assessment of the character of the structures at Carrycoats Hall was carried out by Peter Ryder in his study of Towers and Bastles of the Tynedale District. There is the possibility of encountering remains related to the early post-medieval use and development of Carrycoats, as well as a lower potential for finding medieval or older remains.

The watching brief therefore has the potential to address multiple research priorities identified by the **North-East Regional Research Framework (NERRF)** (Petts with Gerrard 2006), within the Medieval and Post-Medieval period-based agendas, but is most likely to uncover evidence related to life in the 16th centuries:

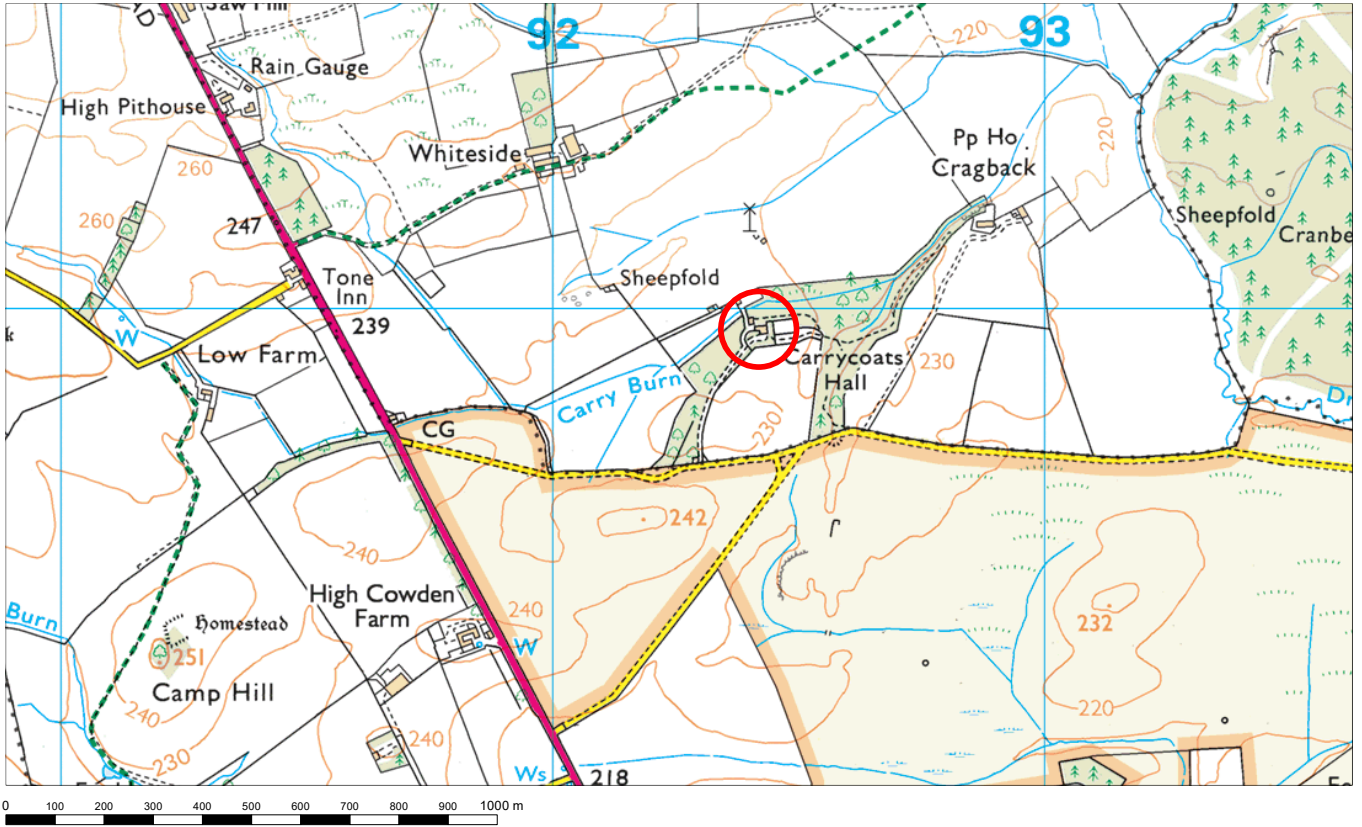
- **PM8:** Anglo-Scottish identities
- **PMi:** Cultural and ethnic identity



Illus. 01: Regional view, showing the location of Carrycoats Hall (circled in red) to the north of Corbridge in Northumberland.



Illus. 02: District view, showing the location of Carrycoats Hall (circled in red) less than 1km east of the A68 and approximately 1.6km north of Colt Crag Reservoir.



Illus. 03: Settlements view, showing the location of Carrycoats Hall (circled in red).



Illus. 04: Property view, showing the location of Carrycoats Hall and associated buildings. The proposed development area is highlighted in red.

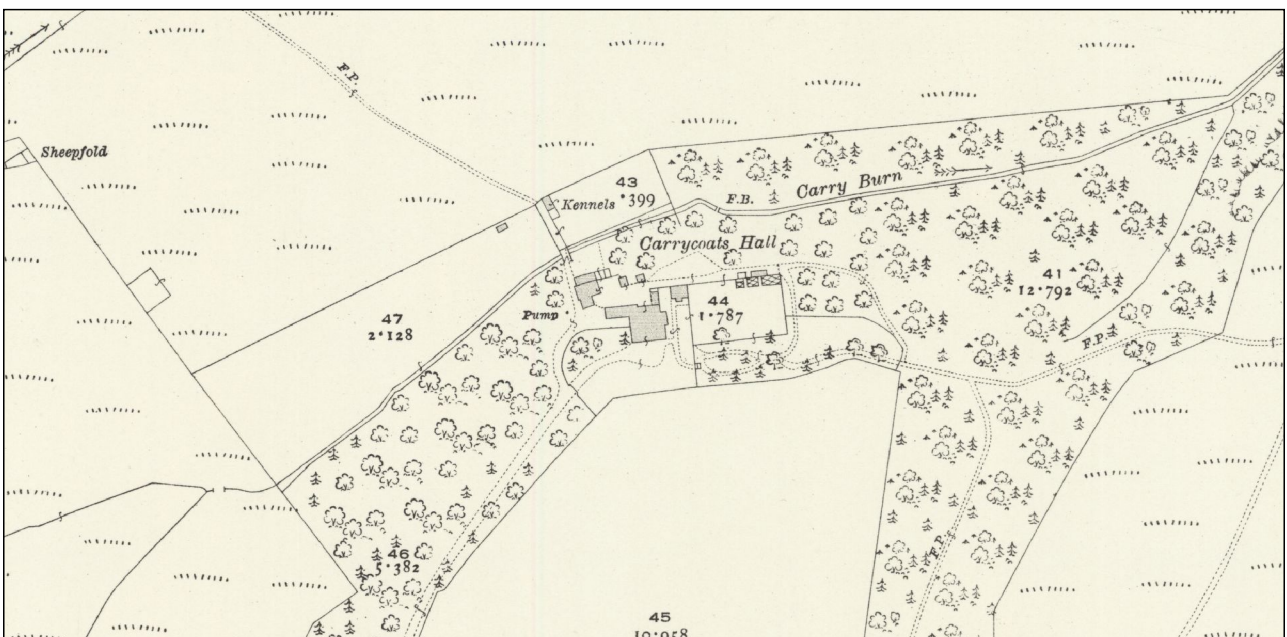
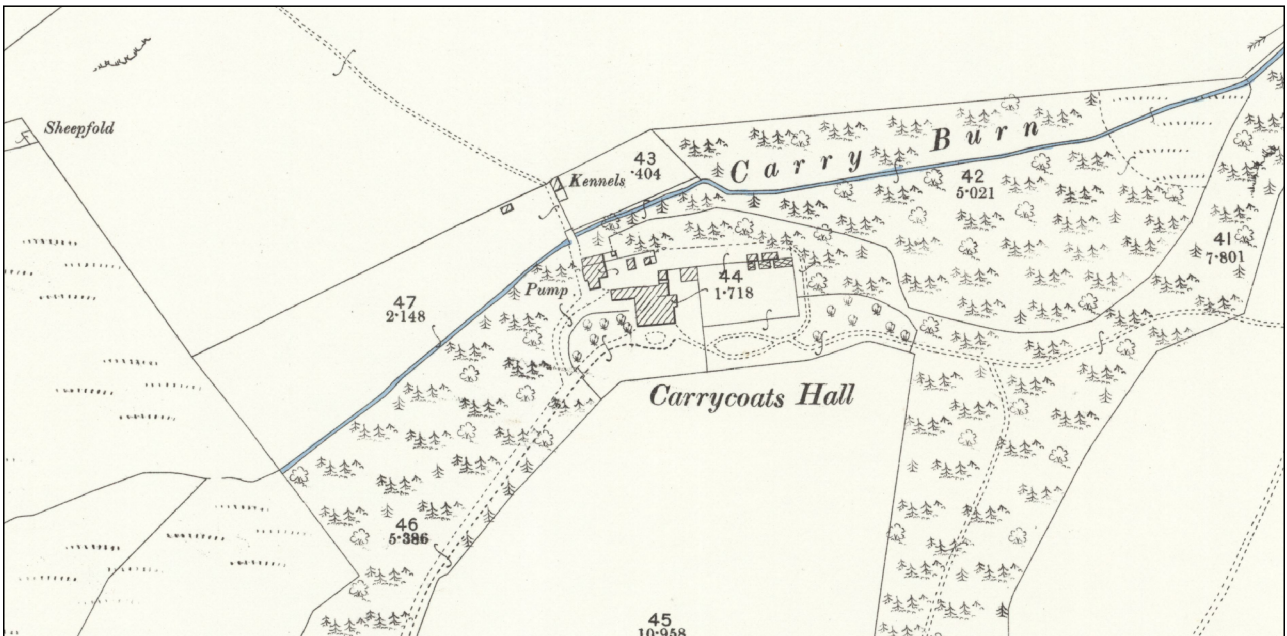
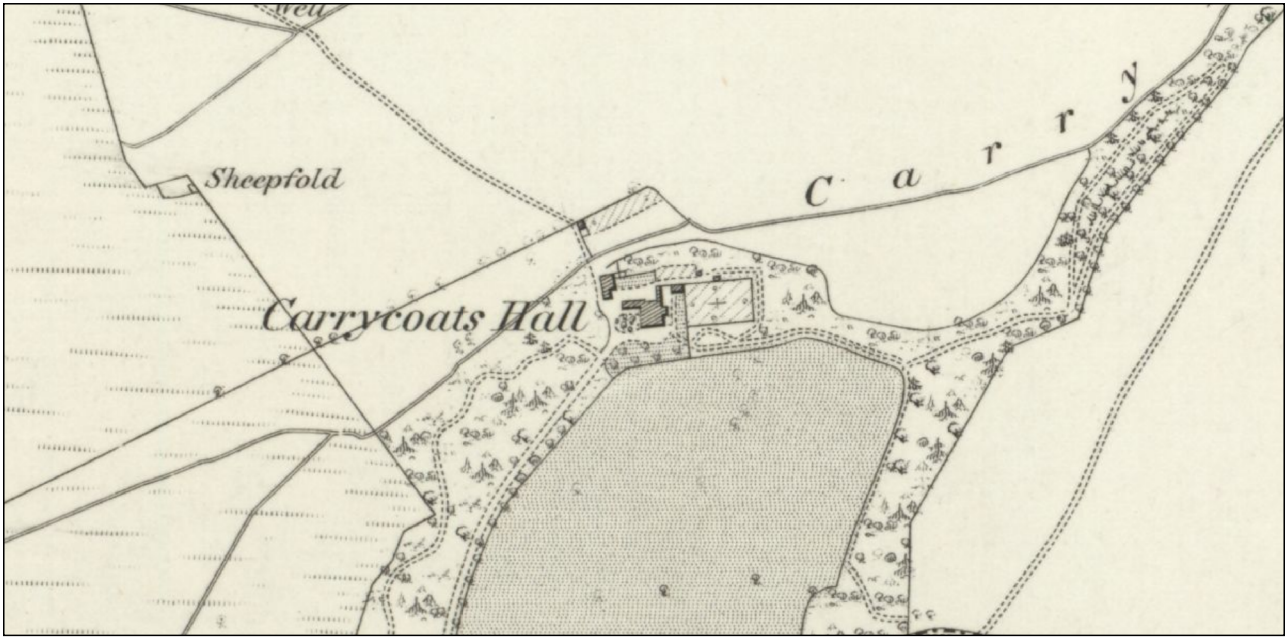
2. CULTURAL HERITAGE BACKGROUND

Carrycoats Hall lies within a wider landscape containing known prehistoric heritage, including the Tone Hall henge monument. A number of enclosures and apparent settlements presumed to be prehistoric or contemporaneous with Roman Britain lie within 5km of Carrycoats Hall.

The manor of Filton, in the lordship of Prudhoe, was granted to Newminster Abbey probably in the early 13th century. In 1296 Williams of Filton was assessed for the Lay Subsidy under the entry for Colwell. By 16th century Filton had been renamed 'Carre Cottis'. Ridge and furrow and a variety of earthworks of unclear date are present in the vicinity, so the presence of earlier settlement remains cannot be discounted.

A survey of 1522 describes a 'store house' being present at Carrycoats, while the house is more certainly referred to in the 1541 Great Border Survey, where 'Carre Cottis' is described as being in good condition. The house was later expanded significantly, with an east-west range of probable 18th century date being tacked on to the probable bastle to the east, as well as a 19th century extension to the west. A section of the bastle appeared to have been replaced in the 18th or 19th centuries by an out-shut, but sections of 0.9m thick rubble walling remain. The remnants of the bastle are therefore likely located directly to the north of the present extension, although evidently much altered.

The final phase of development on Carrycoats Hall was the twin-gabled 'Tudor' front, believed to have been added in the 1840s or 1850s. As can be seen by map regression, no further alterations or additions have been made since then.



Illus. 05-07: Extracts from the first-third editions of the Ordnance Survey Plan of Northumberland, (from top to bottom) 6-inch c.1863; 25-inch c.1895 and c.1920), showing Carrycoats Hall.

3. MONITORING PROGRAMME

The aims of the archaeological works were to identify and record any archaeological remains as they appeared during the scheme of works without causing significant delays to the groundworks. This included the recording of negative results. The work was undertaken by archaeologically monitoring the area subject to groundworks in the position outlined (see Garden Room details on Illus. 08). The groundworks subject to monitoring were:

- The reduction of ground height to sub-floor level throughout the footprint of the extension
- The excavation of footing trenches (on the south and west sides of the extension only).

In practice, this meant monitoring the removal of overburden from the footprint of the building down to bedrock in most places, followed by excavations for the footings. Excavation was carried out by a small 360° excavator with both toothless and toothed ditching buckets. All excavation was supervised by suitable trained and qualified staff from The Archaeological Practice Ltd.

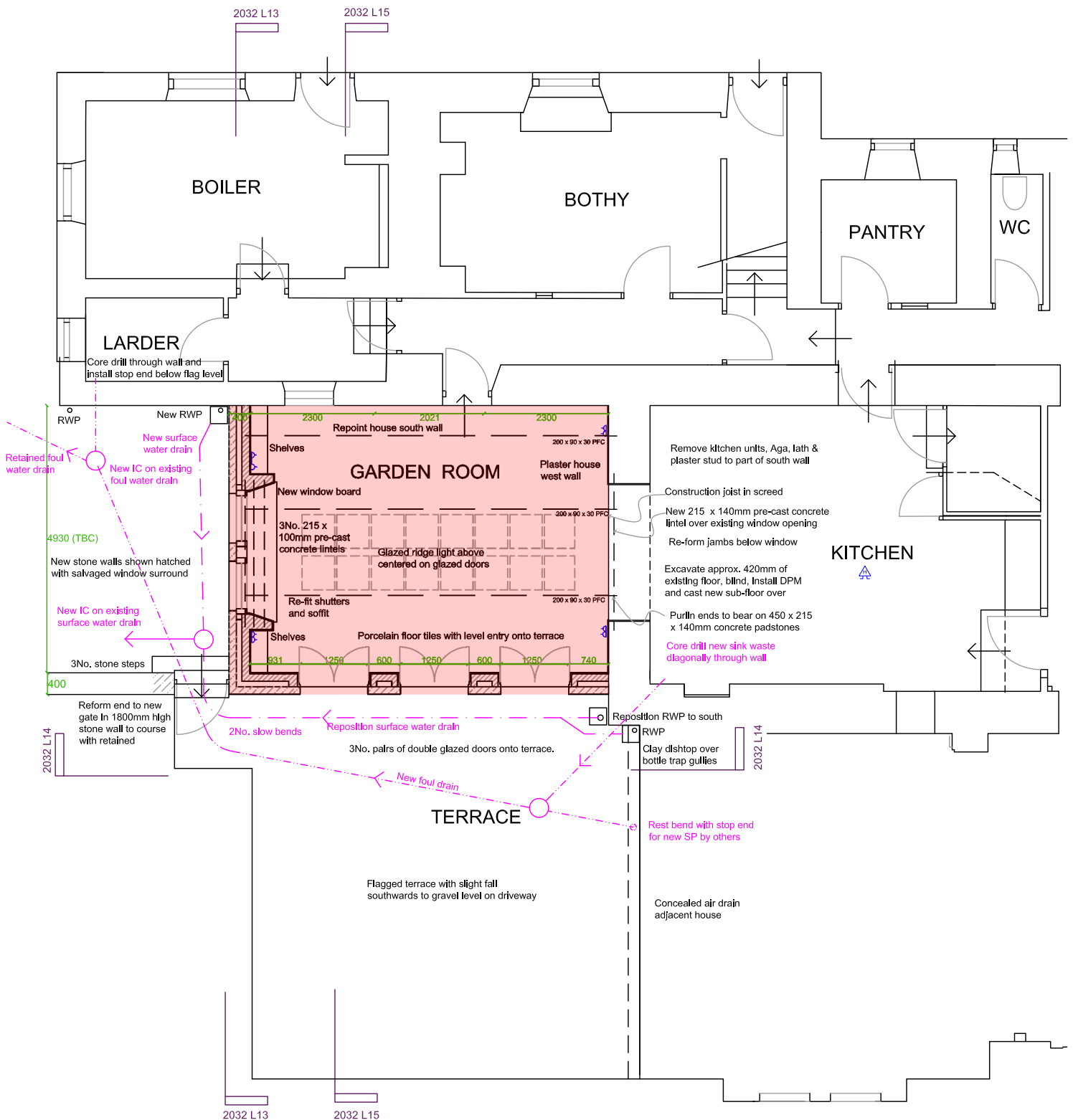
4. RESULTS

Excavations commenced on 19th June 2023. During the ground reduction, it was noted that the overburden, mid grey-brown sandy-silt made-ground [100] in most areas of the extension footprint was extremely shallow, with most areas of the ground reduction hitting a hard, layered limestone bedrock [101] well before depth. Overburden [100] contained frequent rubble or degraded bedrock limestone, and little obvious modern litter or debris. No features beyond drainage runs were able to be discerned and no finds were recovered during these works. An area of significantly deeper overburden was present in the northwest corner of the extension's footprint. No clear edges could be discerned and the material within this area seemed little different from the overburden anywhere else within the site area. It is speculated that this area of deeper overburden might represent disturbance from the construction of the 18th century range to the immediate north.

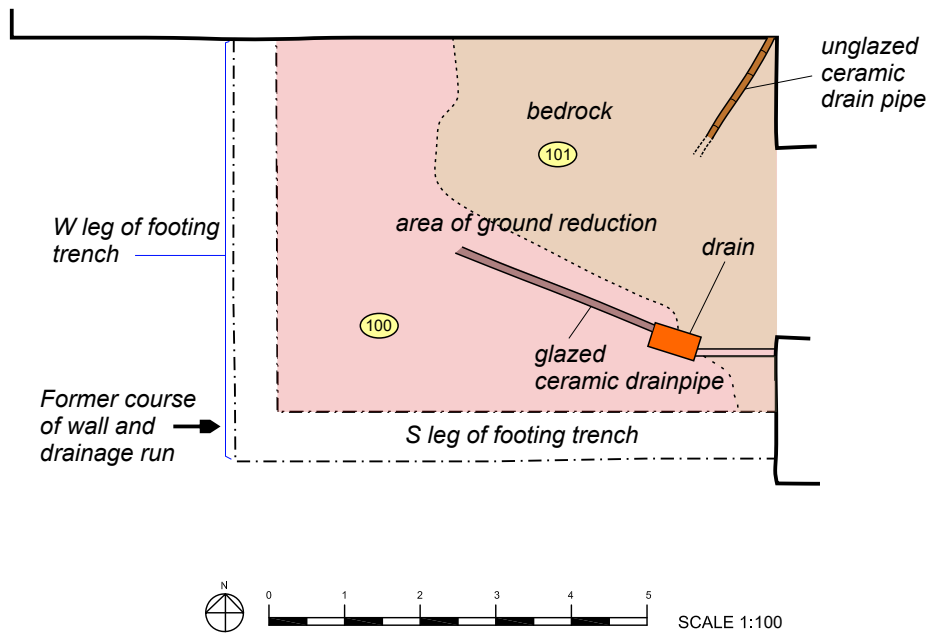
A service run consisting of a plastic pipe coursed east-west directly along the line of the south footing away from the Tudor main range, while a second service run coursing in more of a west-northwest direction from a drain consisted of glazed ceramic pipe. An unglazed ceramic drainpipe coursed south from the oldest element of Carrycoats Hall, just above the bedrock, and might represent a substantially older service run. It petered out after 2.20 m.

The south footing was excavated along the route of the modern service run (above). These excavations encountered slightly deeper overburden before hitting bedrock at c. 0.50 m from the wider excavation level, before depth. The west footing, excavated in a north-south alignment in the area of deeper overburden, encountered bedrock at c.0.40-0.50 m from the surface. No finds or features were encountered in the footing trenches.

Overall, no archaeological finds or features were encountered during the works. Very little modern debris was present in the topsoil. Natural horizons were encountered in most areas of excavation, with excavation depth reaching the generic made ground [100] material in all other areas.



Illus. 08: Ground floor plan, showing the position of the proposed Garden Room (highlighted in red) and associated services.



Illus. 09: Plan of works, showing location of services and footing trenches.

5. SUMMARY CONCLUSIONS & RECOMMENDATIONS

During the course of the watching brief at Carrycoats Hall, no finds or features of interest were encountered. Bedrock or made ground was encountered in all areas of the footprint of the building and in the footing trenches. The western half of the site area had likely seen some removal of bedrock, as the overburden here was significantly deeper.

Two modern services were present, alongside one possible older service run that ran from the probable 16th century element of the rear range of Carrycoats Hall. This surviving structural element has clearly been much altered, and the drain might represent a significantly later addition.

Despite the negative results of this monitoring project, there remains potential for significant archaeological remains surrounding Carrycoats Hall, relating to both prehistoric activity, and to the country seat of Filton/Carrycoats. It is recommended that further projects in the immediate vicinity of Carrycoats Hall should involve archaeological monitoring.



Photo 01. *View looking north of the unglazed ceramic drain.*



Photo 02. *View looking west showing bedrock, encountered under made ground.*



Photo 03. View looking west showing the area of ground reduction.



Photo 04. View looking west showing the area of ground reduction.



Photo 05. View looking north of the east end of the ground reduction.



Photo 06. View looking north across the centre of the ground reduction. Modern service runs course through the area..



Photo 07. View of the south footing trench, showing made ground overlying bedrock.



Photo 08. View looking north of the west footing trench..



Photo 09. View looking east of the south footing trench.



Photo 10. View of the west footing trench, showing made ground overlying bedrock.

6. REFERENCES

Ryder, P.F. (2021) *Towers and Bastles: Defensible Buildings in Northumberland*, Seaton Burn: Northern Heritage Services

Wrathmell, S. (1975) *Deserted and Shrunken Villages in Southern Northumberland from the Twelfth to the Twentieth Centuries*, Unpublished Ph. D. thesis, University of Cardiff

APPENDIX 1:
CARRYCOATS HALL, GARDEN ROOM AND TERRACE:
Written Scheme of Investigation for an Archaeological Watching Brief
Prepared by The Archaeological Practice Ltd., May 2023

***CARRYCOATS HALL
GARDEN ROOM AND TERRACE:***

Written Scheme of Investigation
for an Archaeological Watching Brief

[NCC ref. 22/01055/FUL]; [NGR: NY 92408 79959]



MAY 2023

***The Archaeological
Practice Ltd.***



CONTENTS

SUMMARY

- 1. Introduction**
 - 1.1 Background to the Project
- 2. Cultural Heritage Background**
- 3. Fieldwork Methodology**
 - 3.1 Watching Brief
 - 3.2 Recording
 - 3.3 Finds Processing
 - 3.4 Environmental Sampling and Dating
 - 3.5 Production of Site Archive
 - 3.6 Production of Final Report
 - 3.7 Publication of Results of Archaeological Works
 - 3.8 OASIS
- 4. Execution of the Scheme of Investigation**
- 5. Timetable and Staffing**

Assumptions and Limitations

Data and information obtained and consulted in the compilation of this report has been derived from a number of secondary sources. Where it has not been practicable to verify the accuracy of secondary information, its accuracy has been assumed in good faith. Any information accessed from external databases (e.g., NLHE, HERs) represents a record of known assets and their discovery and further investigation. Such information is not complete and does not preclude the future discovery of additional assets and the amendment of information about known assets which may affect their significance and/or sensitivity to development effects. All statements and opinions arising from the works undertaken are provided in good faith and compiled according to professional standards. No responsibility can be accepted by the author/s of the report for any errors of fact or opinion resulting from data supplied by any third party, or for loss or other consequence arising from decisions or actions made upon the basis of facts or opinions expressed in any such report(s), howsoever such facts and opinions may have been derived.

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ILLUSTRATIONS

Front Cover: *View of west facing kitchen elevation and yard area proposed for garden room development, taken in February 2023.*

Location Maps and Plans:

- **Illus. 01:** *Regional view, showing the location of Carrycoats Hall (circled in red) to the north of Corbridge in Northumberland.*
- **Illus. 02:** *District view, showing the location of Carrycoats Hall (circled in red) less than 1km east of the A68 and approximately 1.6km north of Colt Crag Reservoir.*
- **Illus. 03:** *Settlements view, showing the location of Carrycoats Hall (circled in red).*
- **Illus. 04:** *Property view, showing the location of Carrycoats Hall and associated buildings. The proposed development area is highlighted in red.*

Historic Maps & Documents:

- **Illus. 05-07:** *Extracts from the first-third editions of the Ordnance Survey Plan of Northumberland, (from top to bottom) 6-inch c.1863; 25-inch c.1895 and c.1920), showing Carrycoats Hall.*

Archaeological Plans:

- **Illus. 08:** *Ground floor plan, showing the position of the proposed Garden Room and associated services.*

1. INTRODUCTION

1.1 BACKGROUND TO THE PROJECT

1.1.1 The following represents a project outline for a programme of archaeological monitoring to mitigate the potential impact of groundworks associated with a small stone extension and associated works on the west side of Carrycoats Hall (centred on NGR: NY 92408 79959), Birtley, Northumberland (see *Illus. 01-04*). Carrycoats Hall is a modest country house, with parts dating from the 16th century. It is Grade II listed and is located in the open countryside east of the A68 near the Colt Crag Reservoir, 2km west of Thockrington and 10.5km ESE of Bellingham on the North Tyne, at a height of 220m AOD.

1.1.2 Consultation with the Assistant County Archaeologist for Northumberland resulted in a recommendation for groundworks associated with the development to be monitored by means of an archaeological watching brief to mitigate their impact on any surviving archaeological remains.

1.1.3 The position of the works is considered archaeologically sensitive due to its location in a wider archaeological landscape containing known sites from the prehistoric period onwards, and specifically at Carrycoats Hall, which has been the seat of a medieval manor since at least the 13th century. Whilst the present building dates largely to the 19th century, elements on its north side have been identified as resembling a Bastle House and could date to the 16th century.

1.1.4 Consent for the works has been granted with attached conditions stipulating that the work must be undertaken under terms agreed in advance with the NCC archaeologist, and followed by a report and OASIS record. Specifically, the condition requires that the developer has engaged the services of an archaeologist and that they will permit access for the purposes of monitoring the excavations and for the archaeologist to investigate and record any features, finds or items of interest observed. Furthermore, the appointed archaeologist will liaise with the NCC archaeologist should any significant features or finds be observed, and produce a report for submission within 3 months of the completion of the monitoring work.

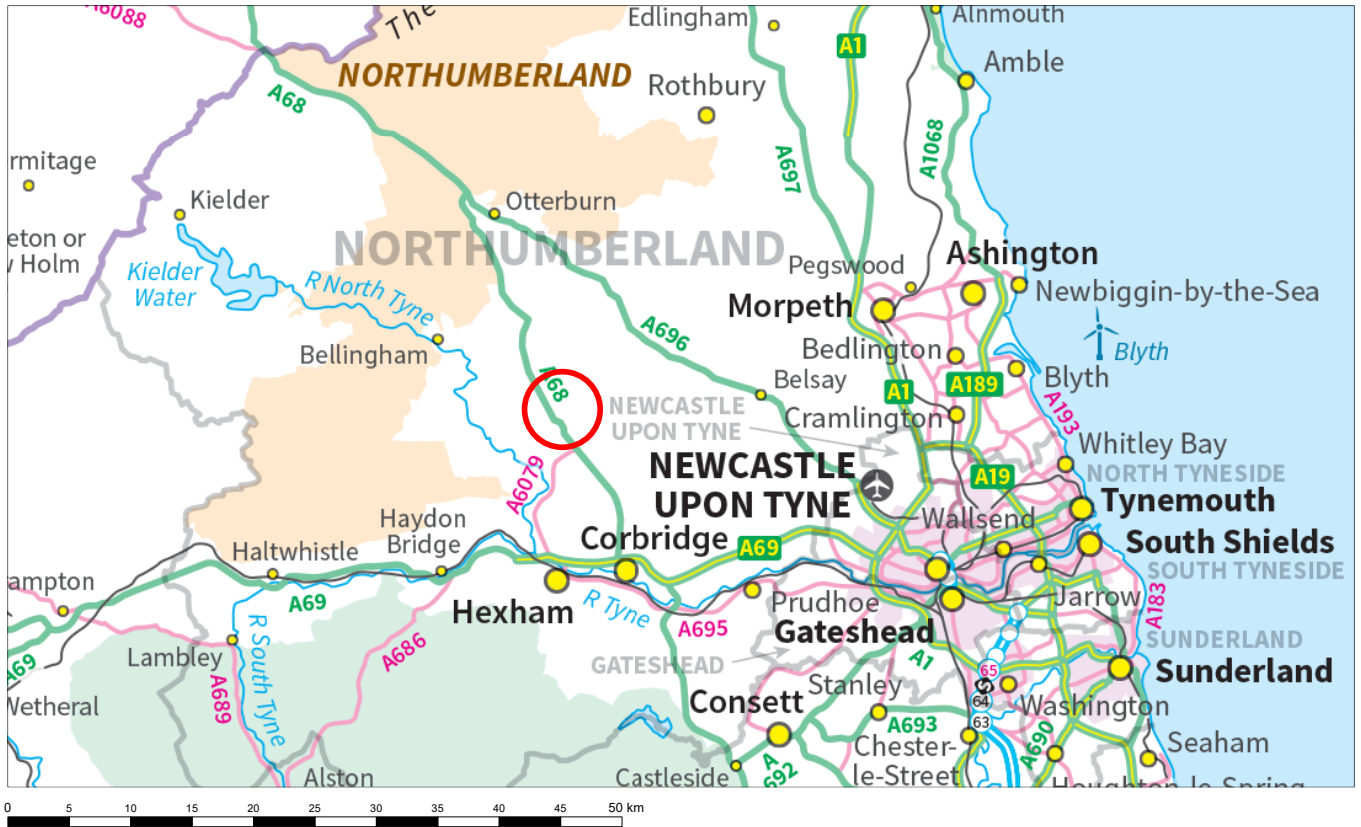
1.1.5 Accordingly, this document specifies the methodology by which a watching brief will be undertaken in order to mitigate any potential impacts on surviving archaeological features by ensuring they are properly recorded during the groundworks, and subsequently reported.

2. CULTURAL HERITAGE BACKGROUND

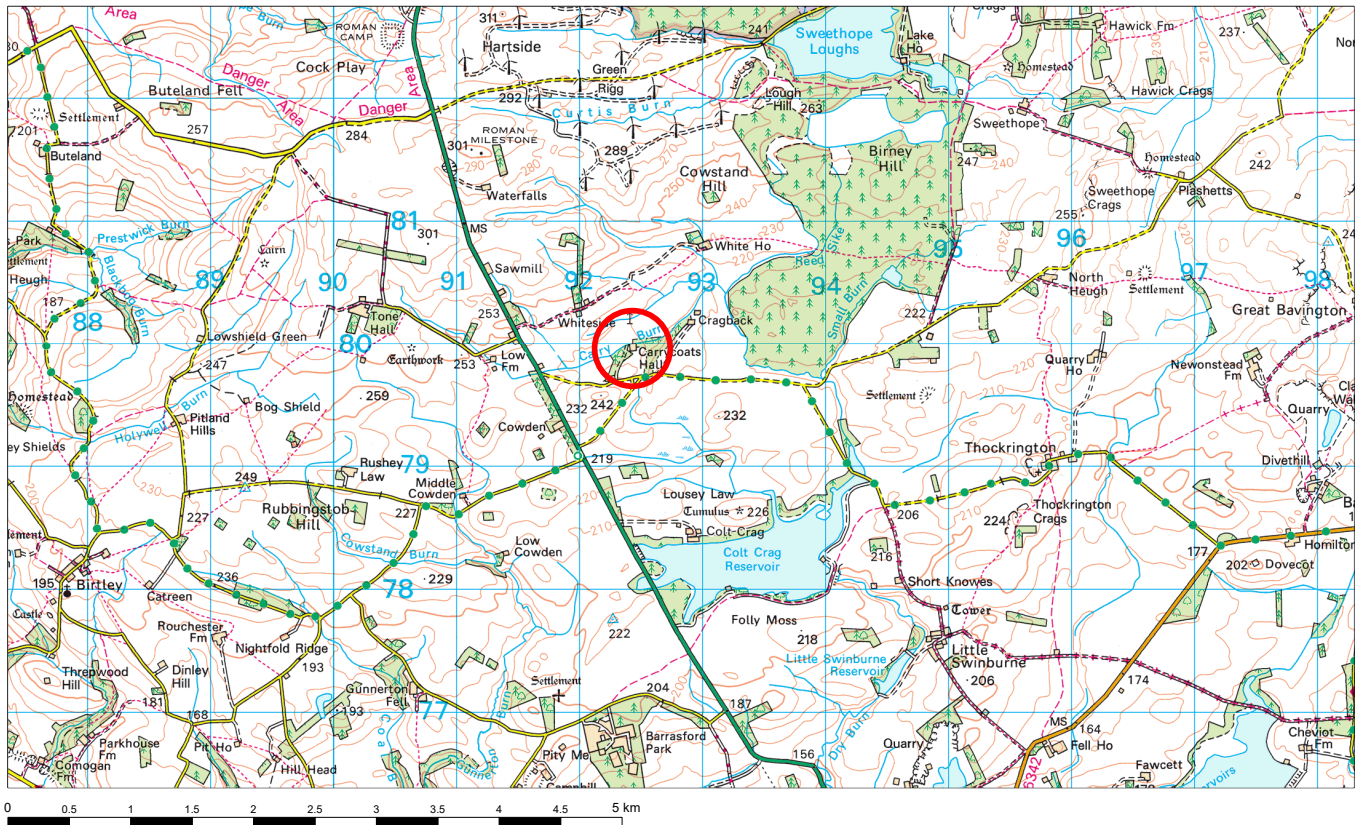
2.1 The proposed development is located in a wider archaeological landscape containing known sites from the prehistoric period onwards.

2.2 The manor of Filton, in the lordship of Prudhoe, was granted to Newminster Abbey probably in the early 13th century. In 1296 Williams of Filton was assessed for the Lay Subsidy under the entry for Colwell. By 16th century Filton had been renamed Carrycoats. While medieval ridge and furrow is clear in the fields to the north and west of Carrycoats Hall, the area to the south is less clear with the presence of a variety of earthworks. While some earthworks are associated with later drainage, the presence of earlier settlement remains cannot be discounted based on the available evidence.

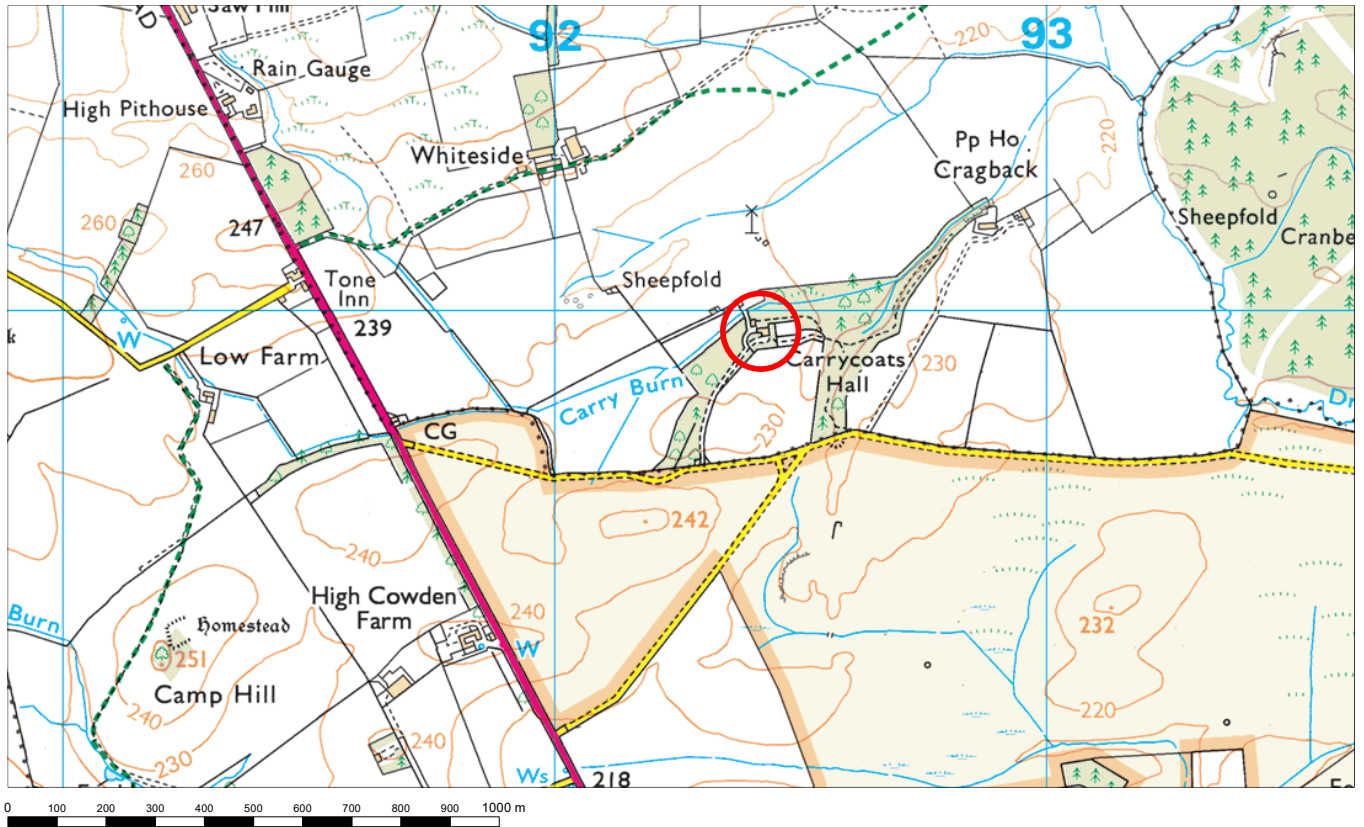
2.3 A survey of 1522 refers to a 'store house' at Carrycoats, and a list of Border holds in 1541 refers to the bastle there as being in good repair. While the present grade II listed house appears to



Illus. 01: Regional view, showing the location of Carrycoats Hall (circled in red) to the north of Corbridge in Northumberland.



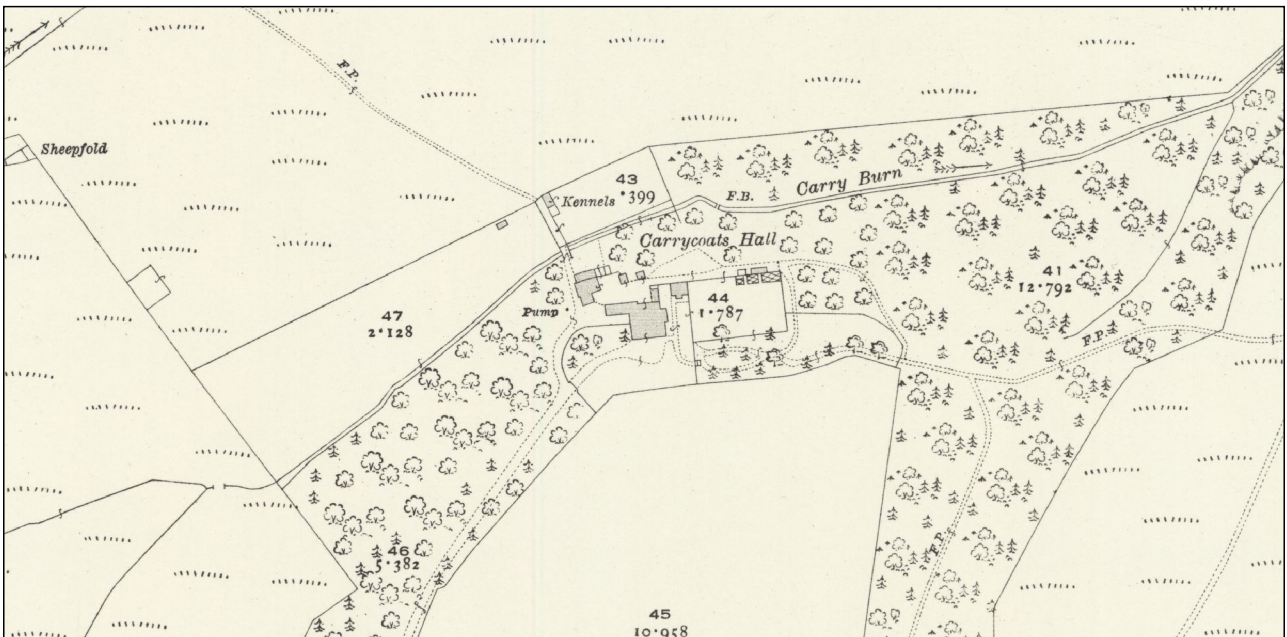
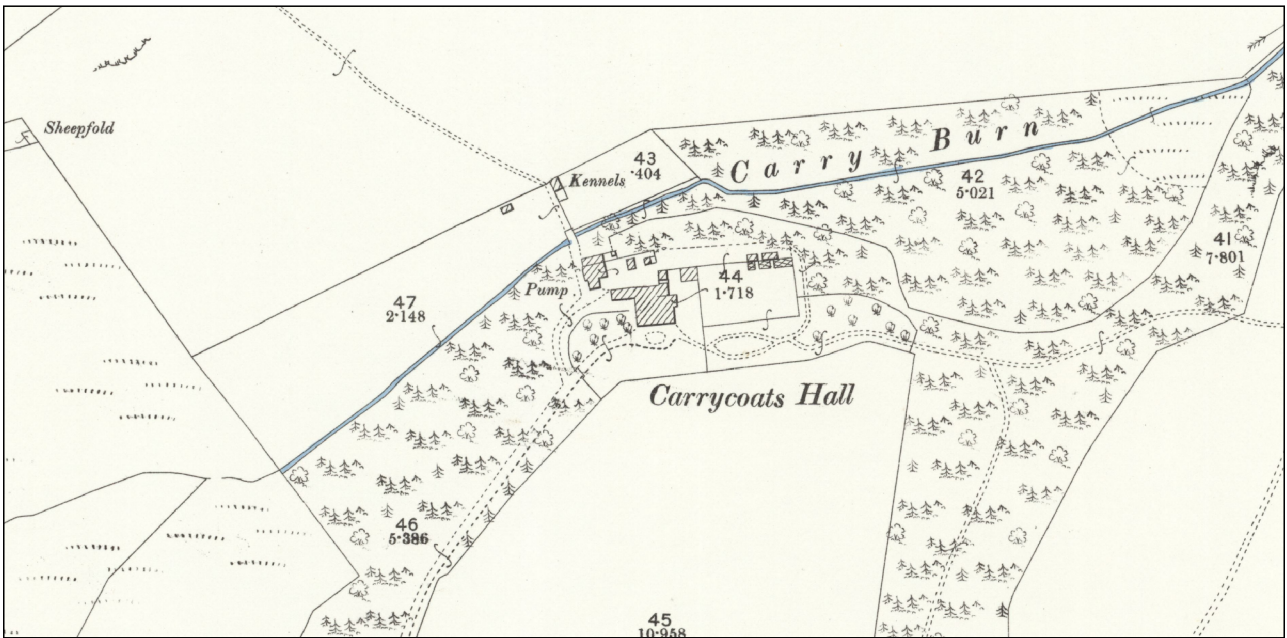
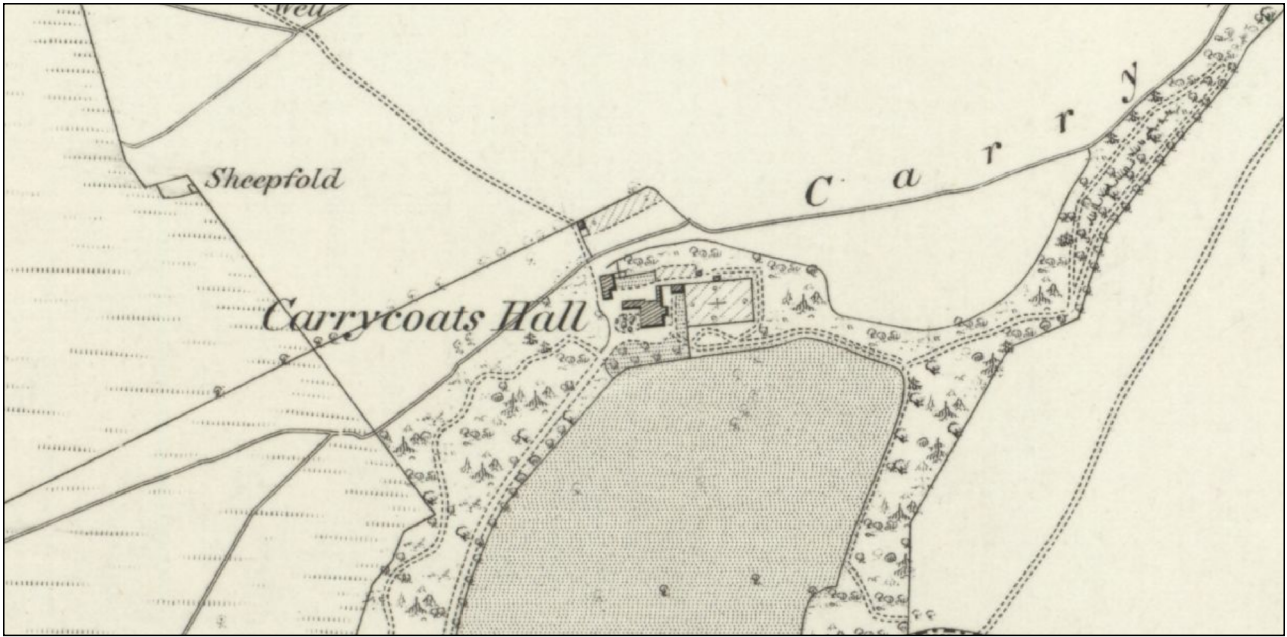
Illus. 02: District view, showing the location of Carrycoats Hall (circled in red) less than 1km east of the A68 and approximately 1.6km north of Colt Crag Reservoir.



Illus. 03: Settlements view, showing the location of Carrycoats Hall (circled in red).



Illus. 04: Property view, showing the location of Carrycoats Hall and associated buildings. The proposed development area is highlighted in red.



Illus. 05-07: Extracts from the first-third editions of the Ordnance Survey Plan of Northumberland, (from top to bottom) 6-inch c.1863; 25-inch c.1895 and c.1920), showing Carrycoats Hall.

be largely 19th century, various sources have different views on whether there is the potential that the bastle either forms an earlier core of the building or may be present below ground in this area.

2.4 In his study of Towers and Bastles in the Tynedale District, Peter Ryder identified that the twin-gabled 'Tudor' front characteristic of the 1840s or 1850 appeared to be added on to an earlier east-west range that is probably a century earlier in date. He also identified that behind that 18th century structure, and overlapping its west end, was a shorter parallel block with masonry and quoins with a bastle character, although most of the openings appear to be later insertions. To the west of that block, he identified a 19th century extension, and to the east a late 18th or 19th century out-shut, possibly replacing a further section of the earlier building. From his description and illustration, the likely remnants of the bastle are located to the immediate north of the proposed extension. There still remains the potential for below ground archaeological remains associated with the bastle or the medieval monastic grange.

2.5 The gardens walls, gate pier, and Belvedere wall to the east and south of the Hall and the Stables and Groom's Cottage to the north-west are also grade II listed.

3. FIELDWORK METHODOLOGY

3.1 Watching Brief

3.1.1 The work will be undertaken by archaeologically monitoring the area subject to groundworks in the position outlined (see Garden Room details on *Illus. 08*). The groundworks subject to monitoring will include the following:

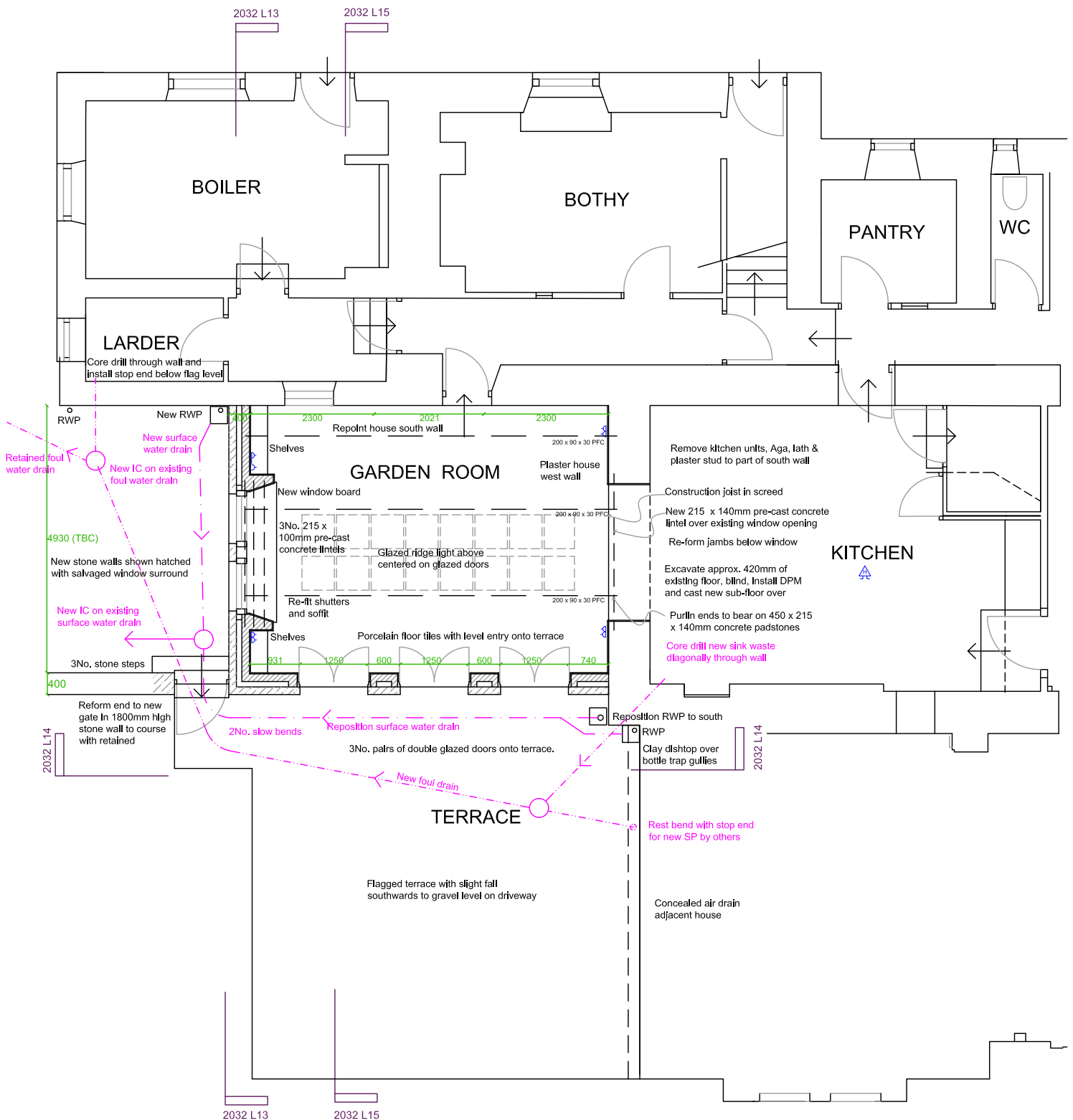
- Wall Foundations (dimensions of the proposed foundation trenches are: 0.45m (width) x 0.85m (depth) and located on the south and west sides of the extension area.
- Ground reduction and landscaping.
- Service trenching.

Monitoring is required in these areas unless it can be demonstrated that the groundworks do not exceed modern layers or disturbance. All work will be carried out in compliance with the codes of practice of the Chartered Institute for Archaeologists (CIfA) and will follow the CIfA Standard and Guidance for Archaeological Excavations.

3.1.2 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.

3.1.3 The developer will allow the archaeological team access to the site and, in turn, the archaeological contractor will keep the NCC Archaeologist apprised of the timing of the works and any significant discoveries made. Unless otherwise agreed, monitoring will be required until the groundworks are completed or an agreed stage in the project has been reached, such as the pouring of concrete for foundation trenches.

3.1.4 All sections and deposits exposed during construction operations will be systematically examined to identify, excavate, sample and record, as appropriate, any previously unidentified archaeological features which survive within the area of excavation and which are threatened by development works.



Illus. 08: Ground floor plan, showing the position of the proposed Garden Room and associated services.

3.1.5 Any archaeological deposits encountered will be recorded photographically. Photographic recording shall also be undertaken where no archaeological features are encountered, and include general working shots.

3.1.6 In the event of the discovery of archaeological remains which are of greater significance than anticipated, work will cease and the NCC Archaeologist and a representative of the developer will be notified. An assessment will be made of the importance of the remains and a mitigation strategy for recording or preservation *in situ*, as appropriate, will be agreed upon by all the parties.

3.1.7 Should additional staff time and resources be deemed necessary by the archaeological contractor to excavate, record and sample revealed archaeological features, a contingency should be allowed for up to 20 days of additional excavation, this being a standard mandatory requirement specified by NCC (see *Appendix 1, p5*).

3.1.8 In the event that hearths, kilns or ovens (of whatever period, date or function) are identified during the watching brief, the NCC Archaeologist will be contacted to discuss the appropriate response.

3.1.9 In the event of human burials being discovered, the archaeological contractor will procure and comply with all statutory consents and licences under the Burial Act 1857. Where any part of a human burial is disturbed, the whole burial will be archaeologically exhumed.

3.1.10 Appropriate procedures under the relevant legislation will be followed in the event of the discovery of artifacts covered by the provisions of the Treasure Act 1996.

3.2 Recording

3.2.1 A full and proper record (written, graphic and photographic, as appropriate) will be made for all work, using pro-forma record sheets and text descriptions appropriate to the work. Written descriptions should comprise both factual data and interpretative elements. Accurate scale plans and section drawings will be drawn at 1:50, 1:20 and 1:10 scales as appropriate. Sections will be related to Ordnance Datum (i.e. levels will be recorded as above Ordnance Datum – aOD).

3.2.2 The stratigraphy of the excavation will be recorded even when no archaeological deposits have been identified.

3.2.3 Where stratified deposits are encountered, a 'Harris' matrix will be compiled.

3.2.4 The excavation will be accurately tied into the National Grid and located on a 1:1250 or 1:500 map of the area, using a total-station-theodolite.

3.2.5 A photographic record of all contexts will be taken in colour transparency and black and white print and will include a clearly visible, graduated metric scale. A register of all photographs will be kept. The location of all photographs will be recorded on a plan base.

3.2.6 Drawings, photography and written records of discrete features, where deemed necessary, will be sufficient to allow interpretation of the material and the preparation of a report on the site.

3.3 Finds Processing

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

3.3.1 Artefact collection and discard policies will be fit for the defined purpose.

3.3.2 Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. Artefacts will be used to establish the potential for all categories of finds, should further archaeological work be necessary.

3.3.3 All bulk finds which are not discarded will be washed and, with the exception of animal bone, marked. Marking and labelling will be indelible and irremovable by abrasion. Bulk finds must be appropriately bagged and boxed and recorded. This process will be carried out no later than two months after the end of the excavation.

3.3.4 All small finds will be recorded as individual items and appropriately packaged. Vulnerable objects must be specially packaged, and textiles, painted glass and coins stored in appropriate specialist systems. This process will be carried out within two days of the small find being excavated.

3.3.5 Assessment and analysis of artefacts and environmental samples will be carried out by an approved, named specialist.

3.3.6 The deposition and disposal of artefacts will be agreed with the legal owner and recipient museum prior to the work taking place. Where the landowner decides to retain artefacts, adequate provision will be made for recording them.

3.3.7 During and after the excavation and watching brief, all objects will be stored in the appropriate materials and storage conditions to ensure minimal deterioration and loss of information (this will include controlled storage, correct packaging, regular monitoring of conditions, immediate selection for conservation of vulnerable material). All storage will have appropriate security provision.

3.4 Environmental Sampling and Dating

The following strategy for environmental sampling has been confirmed with Don O'Meara, Historic England Science Advisor (0191 2691250).

3.4.1 If significant archaeological deposits are encountered, selective sampling will be carried out in a manner consistent with Historic England's *Environmental Archaeology Guidelines* (English Heritage 2011).

3.4.2 Deposits/fills with potential for environmental evidence will be assessed by taking up to two bulk samples of 30 litres from any context selected for analysis by the excavator from suitable (i.e. uncontaminated) deposits. Deposits/fills totalling less than 30 litres in volume will be sampled in their entirety. Samples will be taken from all deposits/fills containing charcoal, unless the contexts are evidently subject to modern contamination.

3.4.3 Deposits will only be sampled for material that is pertinent for our understanding of the past human activity on the site. The preservation at this area is likely to not favour waterlogging, and the types of material which might be sampled will be mindful of this.

3.4.4 Any significant ecofactual assemblages will be assessed by a recognised specialist.

3.4.5 Due to the location of the ground works, and the proposed depth the dating of the deposits is likely to be restricted to artefactual dating. If any deposits or material are encountered which might require specialist dating this will be discussed with the Historic England Science Advisor, NCC Archaeological Team, and the Client.

3.4.6 Information on the nature and history of the site, aims and objectives of the project, summary of archaeological results, context types and stratigraphic relationships, phase and dating information, sampling and processing methods, sample locations, preservation conditions, residuality/ contamination, etc. will be provided with each sample submitted for analysis.

3.4.7 Laboratory processing of samples shall only be undertaken if deposits are found to be reasonably well dated, or linked to recognisable features and from contexts the derivation of which can be understood with a degree of confidence.

3.4.8 Human remains will be treated with care, dignity and respect, in full compliance with the relevant legislation (essentially the Burial Act 1857) and local environmental health concerns. If found, human remains will be left in-situ, covered and protected, and the police, coroner and NCC Archaeological Officer informed. If it is agreed that removal of the remains is essential, the Archaeological Practice Ltd, will apply for a licence from the Ministry of Justice. As any burials are likely to relate to the Christian period in Britain, guidelines will follow the 2017 Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England.

3.4.9 If anything is found which could be Treasure, under the Treasure Act 1996, it is a legal requirement to report it to the local coroner within 14 days of discovery. The Archaeological Practice Ltd. will comply with the procedures set out in The Treasure Act 1996. Any treasure will be reported to the coroner and to The Portable Antiquities Scheme Finds Liaison Officer, Andrew Agate (0191 2085031 or andrew.agate@twmuseums.org.uk) (currently covered by Abigail Baker; Abigail.Baker@twmuseums.org.uk) for guidance on the Treasure Act procedures.

Treasure is defined as the following:

- Any metallic object, other than a coin, provided that at least 10% by weight of metal is precious metal and that is at least 300 years old when found
- Any group of two or more metallic objects of any composition of prehistoric date that come from the same find
- All coins from the same find provided that they are at least 300 years old when found, but if the coins contain less than 10% gold or silver there must be at least ten
- Any object, whatever it is made of, that is found in the same place as, or had previously been together with, another object that is Treasure
- Any object that would previously have been treasure trove, but does not fall within the specific categories given above. Only objects that are less than 300 years old, that are made substantially of gold or silver, that have been deliberately hidden with the intention of recovery and whose owners or heirs are unknown will come into this category

3.4.10 The potential requirement for specialist analyses is an unavoidable risk in all such investigations. Although the evaluation results would suggest that the likelihood of such analyses being required in this case is relatively low, the possibility can not be entirely dismissed, and the investigation of any features/deposits which are considered significant would be undertaken as a non-negotiable part of this specification. Any such analyses would be carried out by specialists and priced to the client on a cost-only basis.

3.5 Production of Site Archive

3.5.1 The site archive will be prepared according to the guidelines given in Historic England's MoRPHE: <https://historicengland.org.uk/images-books/publications/morphe-project-managers-guide/> and D.H. Brown *Archaeological Archives: A guide to best practice* (2011) http://www.archaeologyuk.org/archives/aaf_archaeological_archives_2011.pdf. This will include the indexing, ordering, quantification and checking for consistency of all original context records, object records, bulk finds records, sample records, skeleton records (if recovered), photographic records, drawing records, photographs, drawings, level books, site note-books, spot dating records, and conservation records; and ensuring that all artefacts and ecofacts recovered and retained from the

site are packed and stored in the appropriate materials and conditions and that all their associated records are complete. This will be completed by the end of the field work. A summary account of the context record will be included and written by the supervising archaeologist.

3.5.2 The archive will be submitted to the Great North Museum in Newcastle upon Tyne within 6 months of the end of the fieldwork. The location of artefacts will be stated in the archive.

3.6 Production of Final Report

3.6.1 The report will be bound, with each page and paragraph numbered. It will include as a minimum the following:

- Project number, OASIS reference number and site grid reference
- A non-technical summary of results
- Introduction
- Aims and method statement
- Stratigraphic description outlining all archaeological deposits, features, classes and numbers of artefacts and spot dating of significant finds
- Results of any specialist assessment and analysis undertaken on artefacts and ecofacts recovered through the course of the fieldwork
- Discussion of results related to previous research and fieldwork, and in the local, regional and, where relevant, national context
- Illustrative photography
- Location plan of the site of at least 1:10000 scale
- Extent plan of the site and, where necessary, individual areas of groundworks at a recognised scale positioning all archaeological and palaeoenvironmental features and deposits in relation to the national grid
- Plans and sections of all archaeological features at a suitable scale
- Above Ordnance Datum (aOD) levels on plans and incorporated into the text
- Legislative, policy and guidance framework
- A copy of this WSI as an appendix.

Any variation to the minimum requirements above will be approved in advance and in writing by the Assistant County Archaeologist for Northumberland County Council.

3.6.2 Copies of the report will be provided within two months of the completion of fieldwork to the developer, Historic England and NCC Archaeologist. One bound paper copy and digital copy (in pdf format) will be submitted to Northumberland HER.

3.7 Publication of Results of Archaeological Works

3.7.1 The Contractor will, at the request of the NCC Archaeologist, prepare a short report on the work for publication in an agreed journal.

3.8 OASIS

3.8.1 The Archaeological Contractor will complete the online form for the Online Access to Index of Archaeological Investigations Project (OASIS), following consultation with the NCC 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 2.6) into the 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 terms of the NCC planning approval.

4.2 The present WSI must be submitted for approval and, if necessary, modification by the NCC Archaeological Officer before work on-site can proceed.

4.3 The Developer will allow the NCC Archaeological Officer 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 NCC Archaeological Officer and other involved 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 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

The work will be carried out in the summer of 2023 according to the construction timetable which should be made available to the NCC Archaeological Officer.

Personnel:

Archaeological Practice

*PM: Project Manager:
Richard Carlton*

*PO: Project Officer:
Marc Johnstone*

Sub-Contractors

*Palaeo-environmental services, Durham University:
Environmental Analysis*

Lindsay Allason-Jones: Small finds

APPENDIX 2:

NCC ref. 22/01055/FUL. Small stone extension with slate roof on west side of kitchen, reusing salvaged window surround. New raised stone terrace and gate. Carrycoats Hall Birtley Hexham NE48 3JG. By Karen Derham – Assistant County Archaeologist

From: Karen Derham - Assistant County Archaeologist
To: NCC Planning Office
Your Ref: 22/01055/FUL
Date: 26/04/22
Copy to: Extension: 622655

Small stone extension with slate roof on west side of kitchen, re-using salvaged window surround. New raised stone terrace and gate. Carrycoats Hall Birtley Hexham NE48 3JG

Thank you for your consultation on this application. I have reviewed the application and can provide the following advice.

Archaeological background

The proposed development is located in a wider archaeological landscape containing known sites from the prehistoric period onwards.

The manor of Filton, in the lordship of Prudhoe, was granted to Newminster Abbey probably in the early 13th century. In 1296 Williams of Filton was assessed for the Lay Subsidy under the entry for Colwell. By 16th century Filton had been renamed Carrycoats. While medieval ridge and furrow is clear in the fields to the north and west of Carrycoats Hall, the area to the south is less clear with the presence of a variety of earthworks. While some earthworks are associated with later drainage, the presence of earlier settlement remains cannot be discounted based on the available evidence.

A survey of 1522 refers to a 'store house' at Carrycoats, and a list of Border holds in 1541 refers to the bastle there as being in good repair. While the present grade II listed house appears to be largely 19th century, various sources have different views on whether there is the potential that the bastle either forms an earlier core of the building or may be present below ground in this area.

In his study of Towers and Bastles in the Tynedale District, Peter Ryder identified that the twin-gabled 'Tudor' front characteristic of the 1840s or 1850 appeared to be added on to an earlier east-west range that is probably a century earlier in date. He also identified that behind that 18th century structure, and overlapping its west end, was a shorter parallel block with masonry and quoins with a bastle character, although most of the openings appear to be later insertions. To the west of that block, he identified a 19th century extension, and to the east a late 18th or 19th century out-shut, possibly replacing a further section of the earlier building. From his description and illustration, the likely remnants of the bastle are located to the immediate north of the proposed extension. There still remains the potential for below ground archaeological remains associated with the bastle or the medieval monastic grange

The gardens walls, gate pier, and Belvedere wall to the east and south of the Hall and the Stables and Groom's Cottage to the north-west are also grade II listed.

Policy background – historic environment

The application has been considered in line with paragraphs 8, 11, 189, 190, 192, 194, 195, 197, 199, 200, 201, 202, 203 and 205 (including footnotes 7, 68 and 69) of the NPPF and relevant supporting guidance, where applicable.

Assessment of development

Below ground archaeological remains

The proposed extension and associated works are located in an area with the potential for below ground archaeological remains associated with a medieval monastic grange settlement and bastle. While the footprint of the proposed extension has been subject to surfacing, there is still the potential for archaeological remains to survive in this location. In addition, the proposed raised patio area to the south will require the construction of retaining walls to build up the ground level.

Having considered all the available information, I have concluded that an archaeological watching brief condition is the most appropriate response based on archaeological potential and impact. As a result, I recommend that an archaeological mitigation condition is attached to this application in line with paragraph 205 of the NPPF.

It will therefore be necessary for the developer to commission a professional archaeologist to observe the excavations necessary for the development in line with NCC Environment and Design Team (NCEDT) Standards for Archaeological Mitigation and Site-Specific Requirements documents. The archaeological contractor will need to have sufficient time to investigate and record any archaeological remains that are revealed.

Historic buildings

I have assessed the pre-application consultation from an archaeological perspective, looking at the nature, date and significance of the historic buildings, particularly the parts of the buildings impacted by the proposed development. I have also assessed whether the proposals will impact on our understanding of the nature and historic use of the building. I have not commented on the impact on the setting of the listed building, as this is outside my archaeological remit.

Based on the available information, the core of the bastle appears to be located to the immediate north of the proposed extension but has been subject to later alteration. While the extension will obscure the south facing elevation of the bastle, the proposals do not appear to involve any impact on the bastle structure and later openings in it.

The proposals will impact on the existing historic window in the kitchen which the Heritage Statement identifies as dating to the 1837 remodelling of the central section of the house. It is proposed that the window will be dismantled to enable access between the kitchen and proposed extension and the historic window surround will be rebuilt in the west elevation of the proposed extension. The proposed works will also involve the removal of a 7m long section of garden wall, of probable late 19th century date, on the footprint of the proposed extension.

I looked at the impact of the proposed works, the date of the historic fabric impacted, and the re-use of the window surround along with the information which could be gained from a greater level of historic building recording than the photographs included in the Heritage statement. I have concluded that in this particular instance I have no objections to the proposals from an archaeological perspective and historic building recording will not be required.

Advice

I have assessed the potential archaeological impact of the proposed development on below ground archaeological remains. Based on the available information, I have no objections to the proposals from an archaeological perspective, providing that the site is the subject of an appropriate programme of archaeological work.

I would therefore be grateful, if it is intended to grant permission for this development, that the following condition could be imposed:

Condition

A programme of archaeological work is required in accordance with NCC Environment and Design Team (NCEDT) Standards for Archaeological Mitigation and Site-Specific Requirements document (dated 26/04/2022). The archaeological scheme shall comprise three stages of work. Each stage shall be completed and approved in writing by the Local Planning Authority before it can be discharged.

a) No development or archaeological mitigation shall commence on site until a written scheme of investigation based on NCEDT Standards and Site-Specific Requirements documents has been submitted to and approved in writing by the Local Planning Authority.

b) The archaeological recording scheme required by NCEDT Standards and Site-Specific Requirements documents must be completed in accordance with the approved written scheme of investigation.

c) The programme of analysis, reporting, publication and archiving if required by NCEDT Standards and Site-Specific Requirements documents must be completed in accordance with the approved written scheme of investigation.

Reason

The site is of archaeological interest.

NCC Environment and Design Team is now obliged to make a charge for the production and approval of certain pieces of work which exceed the advisory role of the NCC Environment and Design Team within the planning process. This includes the approval of documents such as written schemes of investigation, reports and site visits submitted outside the planning process. The cost of each service provided is dependent on the size and nature of the application and have been calculated using the same planning application categories as those defined by NCC Development Services.

Engaging an archaeologist

The Environment and Design Team is part of the Planning Service within Northumberland County Council. The role of the Environment and Design Team is to advise the LPA regarding the need for and scope of archaeological work to inform the planning process and to mitigate development impacts to the historic environment. The Environment and Design Team is an advisory service only and does not undertake archaeological fieldwork.

The Environment and Design Team does not retain or provide a list of approved archaeological contractors or consultants. Directories of archaeological contractors and consultants are hosted by independent organisations, including:

- Chartered Institute for Archaeologists:
<http://www.archaeologists.net/regulation/organisations>
- British Archaeological Jobs and Resources:
<http://www.bajr.org/RACSmapp/default.asp>

Site Specific Requirements attached below



Northumberland
County Council

ENVIRONMENT AND DESIGN TEAM

SITE SPECIFIC REQUIREMENTS

Planning ref: 22/01055/FUL

Site name: Small stone extension with slate roof on west side of kitchen, re-using salvaged window surround. New raised stone terrace and gate. Carrycoats Hall Birtley Hexham NE48 3JG

Type of development: Householder

Archaeological background:

The proposed development is located in a wider archaeological landscape containing known sites from the prehistoric period onwards.

The manor of Filton, in the lordship of Prudhoe, was granted to Newminster Abbey probably in the early 13th century. In 1296 Williams of Filton was assessed for the Lay Subsidy under the entry for Colwell. By 16th century Filton had been renamed Carrycoats. While medieval ridge and furrow is clear in the fields to the north and west of Carrycoats Hall, the area to the south is less clear with the presence of a variety of earthworks. While some earthworks are associated with later drainage, the presence of earlier settlement remains cannot be discounted based on the available evidence.

A survey of 1522 refers to a 'store house' at Carrycoats, and a list of Border holds in 1541 refers to the bastle there as being in good repair. While the present grade II listed house appears to be largely 19th century, various sources have different views on whether there is the potential that the bastle either forms an earlier core of the building or may be present below ground in this area.

In his study of Towers and Bastles in the Tynedale District, Peter Ryder identified that the twin-gabled 'Tudor' front characteristic of the 1840s or 1850 appeared to be added on to an earlier east-west range that is probably a century earlier in date. He also identified that behind that 18th century structure, and overlapping its west end, was a shorter parallel block with masonry and quoins with a bastle character, although most of the openings appear to be later insertions. To the west of that block, he identified a 19th century extension, and to the east a late 18th or 19th century out-shut, possibly replacing a further section of the earlier building. From his description and illustration, the likely remnants of the bastle are located to the immediate north of the proposed extension. There still remains the potential for below ground archaeological remains associated with the bastle or the medieval monastic grange

The gardens walls, gate pier, and Belvedere wall to the east and south of the Hall and the Stables and Groom's Cottage to the north-west are also grade II listed.

Type of archaeological work required:

Archaeological mitigation tied into a planning condition

- Watching brief

Percentage of application area requiring archaeological work: All groundworks

Site specific requirements:

Archaeological Watching Brief on all groundworks including:

- Wall foundations
- Ground reduction and landscaping
- Services

Monitoring is required in these areas unless it can be demonstrated that the groundworks do not exceed modern layers or disturbance.

Contingency requirements: up to 20 days

Number of NCCEDT site visits required: up to 1

The work will be carried out by a suitably experienced professional archaeologist in accordance with:

The current North East Regional Research Framework (NERRF)

<http://www.nerrf.net/>

**Northumberland County Council (NCC) Environment and Design Team
Standards for Archaeological Mitigation Work 2018**

- Watching brief

Date: 26/04/2022

NCC Environment and Design Team Standards for Archaeological Mitigation attached below



Northumberland
County Council

ENVIRONMENT AND DESIGN TEAM

STANDARDS FOR ARCHAEOLOGICAL MITIGATION WORK

1. Introduction

- 1.1. The National Planning Policy Framework (NPPF) sets out the policy relating to the assessment and mitigation of impacts to the heritage resource within the planning system. The NPPF identifies that the planning system should pursue 'an environmental objective', contributing to protecting and enhancing the built and historic environment¹ and that planning policies and decisions should play an active role in guiding developments towards sustainable solutions.²
- 1.2. Paragraph 199 of the NPPF advises that, Local Planning Authorities should require developers to record and advance the understanding of the asset to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and archive generated) publicly accessible.³
- 1.3. This document is to be used on sites where Northumberland County Council (NCC) Environment and Design Team considers that the proposed development has the potential to impact on known and/or potential heritage assets of archaeological interest. As a result, NCC Environment and Design Team has advised NCC Development Management Team, that, a condition should be attached to the planning permission requiring a programme of archaeological mitigation consistent with the objectives of paragraphs 199, 54 and 55 of the National Planning Policy Framework.
- 1.4. This document covers the standards required for:
- Open area excavation
 - Strip, Map and Record
 - Watching brief
 - Earthwork survey
 - Metal detecting survey
 - Fieldwalking survey
- 1.5. **A separate Site-Specific Requirements document has been produced which summarises the site-specific mitigation requirements to be carried out in line with this standard guidance document**
- 1.6. **NCC Environment and Design Team Charging policy**
- 1.7. NCC Environment and Design Team (NCCCT) operates a charging policy for the approval of WSIs/project designs. Charges are calculated to recover the costs of staff time and travel associated with the preparation and monitoring of archaeological assessment and mitigation work in the planning context. A copy of the current charging policy can be viewed via the NCC website.⁴ **The Site-Specific Requirements document will indicate the type of application and the relevant fees are set out in Table 2 of the charging document.**

¹ NPPF Paragraph 8

² NPPF Paragraph 9

³ NPPF Paragraph 199

⁴ <http://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Planning-and-Building/Conservation/Archaeology/Charging-Policy.pdf>

- 1.8. **Purpose of the Standards Document**
- 1.9. This Standards Document constitutes NCCCT's requirements for post-determination mitigation work. **It does not constitute the required 'written scheme of investigation' (WSI).**
- 1.10. The Standards Document is intended to establish the project requirements to enable an archaeological consultant or contractor to tender for the work and, once commissioned, to prepare and submit an appropriate Written Scheme of Investigation (WSI)/Project Design/Method Statement to NCCCT for approval prior to work commencing. **The prior approval of the WSI for archaeological work is a chargeable service if submitted outside the formal planning consultation process.**
- 1.11. **The requirements of the Written Scheme of Investigation (WSI)**
- 1.12. All archaeological mitigation work requires a WSI produced in line with the detailed requirements laid out in **this NCC Environment and Design Team Standards Document** and the site-specific requirements laid out in the **Site-Specific Requirements** document.
- 1.13. The WSI needs to state that it will comply with the relevant sections of this document rather than reiterating this detail in the Site-Specific Requirements Document.
- 1.14. The WSI should be based on a thorough study of all relevant background information, in particular any assessment or evaluation reports or, in their absence, data held or referenced in Northumberland Historic Environment Record (HER). *Contractors should therefore ensure that they have made provision to consult the HER as part of any required tender submissions or project costings.* **The submitted WSI should include a summary archaeological background informed by the results of the HER search. The WSI also needs to identify and list the relevant research agenda in the North-East Regional Research Framework⁵ WSIs which do not include this information will not be approved.**
- 1.15. The developer should discuss the extent of the development, the nature of the works and their intended scope of works with their archaeological contractor **prior to the production of a WSI**, in order that an appropriate programme of archaeological mitigation can be **agreed and confirmed within the WSI.**
- 1.16. The archaeological contractor will need to confirm if they intend to use digital or slide and print photography. Contact should be made with the relevant Archives (see sections 2.16 and 4.34) to discuss their requirements **prior to the production of the WSI. Details of these requirements should be included in the WSI for approval.** *Contractors should therefore ensure that they have made provision for any associated fees as part of any required tender submissions or project costings.*
- 1.17. In line with part (a) of the planning condition, work cannot commence on site until the WSI has been submitted to NCC Development Management Team and approved in writing on the advice of NCC Environment and Design Team. When the WSI is submitted outside the planning process, the NCC Environment and Design Team will charge to approve the WSI in line with Table 2 of the NCC Environment and Design Team charging Policy and the scale of the development.⁶

2. **Method of Work**

- 2.1. The purpose of this mitigation work is to ensure that regionally and/or locally important archaeological remains are not destroyed without first being adequately recorded.
- 2.2. Based on the information submitted with the planning application, any archaeological assessment and evaluation of the site and an understanding of the archaeological potential of the site, a mitigation strategy has been formulated by the NCC Environment and Design Team and detailed in the **Site-**

⁵ Petts, D & Gerrard, C. 2006. Shared Visions: The North-East Regional Research Framework for the Historic Environment

⁶ <http://www.northumberland.gov.uk/default.aspx?page=1627> Charging Policy document

Specific Requirements document. **Multiple stages of archaeological work will need to be combined at the reporting stage and may require one or more of the following:**

2.3. Full open area excavation

Full excavation will be required **prior to** development work commencing where there is potential for significant archaeological remains. The extent of the excavation is generally informed by previous evaluation results and is shown in a plan attached to **Site Specific Requirements** document. Post-excavation analysis, assessment and reporting will be required. Publication is likely to be required.

2.4. Strip, Map and Record

A programme of Strip, Map and Record will be required **prior to** development work commencing where there is the potential for a low to moderate level of archaeological remains of local/regional significance, in line with the recommendations outlined in the **Site-Specific Requirements** document. The extent of the Strip, Map and Record area is shown in a plan attached to **Site Specific Requirements** document. Post-excavation analysis, assessment and reporting will be required. Publication may be required, dependent on the nature and significance of the archaeological remains revealed.

2.5. Watching brief

A watching brief will be required where there is the potential for a low level of locally important remains. The watching brief will be carried out during the groundworks required for the proposed development, in line with the recommendations outlined in the **Site-Specific Requirements** document. On complex sites requiring multiple stages of archaeological mitigation work, the extent of the watching brief area may be shown in a plan attached to **Site Specific Requirements** document, otherwise the extent of the work will be detailed in writing in that document.

2.6. Earthwork/Topographic survey

2.7. The earthwork/topographic survey is required to accurately identify, locate and interpret upstanding earthworks over an area defined in the **Site-Specific Requirements** document. It will be required **prior to** development work commencing.

2.8. Metal detecting survey

2.9. The metal detecting survey is intended to record the presence or absence of metal finds across the site, identifying any concentration of finds based on date and type. It will be required **prior to** development work commencing.

2.10. Fieldwalking

2.11. The fieldwalking survey is intended to record the presence or absence of metal finds across the site, identifying any concentration of finds based on date and type. It will be required **prior to** development work commencing.

2.12. General Standards

2.13. All work will be carried out in compliance with the Codes of Conduct⁷ and Policy Statements⁸ of the Chartered Institute for Archaeologists (CifA) in line with the Regional Statement of Good Practice⁹ and will follow the CifA Standard and Guidance for:

- archaeological excavation¹⁰
- Archaeological watching brief¹¹

and

- Historic England Metric Survey Specifications for Cultural Heritage¹²

2.14. The archaeological contractor must be able to prove that they have appropriate and current insurance to undertake the fieldwork.

2.15. All staff must be suitably qualified and experienced for their project roles, with practical experience of excavating sites of the known or likely period anticipated on the site. Curricula vitae will be supplied to NCCCT for approval.

2.16. Pre-site work preparation

- i) A specification must be submitted in line with this Standard Guidance document and the **Site-Specific Requirements** document and approved by the NCC Environment and Design Team **prior** to work commencing.
- ii) The archaeological contractor should note that the formulation of an appropriate environmental sampling strategy is a mandatory part of intrusive fieldwork. Advice on such a strategy must be obtained from Don O'Meara, the Historic England Scientific Adviser for North East England, Historic England Offices, Bessie Surtees' House, 41-44 Sandhill, Newcastle upon Tyne NE1 3JF (Tel. 0191 269 1250 or Mobile: 07824 529245). **The sampling strategy should be included in the specification and submitted to NCCCT for approval.**
- iii) **The Great North Museum, Newcastle-upon-Tyne and ADS (if digital photography is being used) should be contacted to discuss archiving prior to work commencing. Digital archiving details will need to be included in the WSI.**
- iv) All staff must familiarise themselves with the archaeological background of the site, and the results of any previous work in the area, prior to the start of work on site. All staff must be aware of the work required under the specification and must understand the projects aims and methodologies.
- v) Access arrangements, should be confirmed with the person or body commissioning the work, and where appropriate also with the land owner.
- vi) The archaeological contractor should note that the formulation of **a metal detecting survey** should be carried out in consultation with the Finds Liaison Officer for the Portable Antiquities Scheme in Northumberland (Andrew Agate 0191 208 5031)

⁷ Chartered Institute for Archaeologists, 2014. *By-Laws: Code of Conduct*
<http://www.archaeologists.net/codes/ifa>

⁸ Chartered Institute for Archaeologists, 2016. Policy Statements

⁹ Yorkshire, The Humber and the North-East: A Regional Statement of Good Practice for Archaeology in the Development Process (25 November 2009)

¹⁰ Chartered Institute for Archaeologists, 2014. *Standard and Guidance for archaeological excavation*

¹¹ Chartered Institute for Archaeologists, 2014. *Standard and Guidance for an archaeological watching brief*

¹² Andrews, D., Bedford, J. & Bryan, P. 2015. Historic England. Metric Survey Specifications for Cultural Heritage
<http://historicengland.org.uk/images-books/publications/metric-survey-specifications-cultural-heritage/>

2.17. Site briefing/'Toolbox talk

2.18. Provision should be made for the archaeological contractor to host a short project briefing or 'toolbox talk' prior to any development work commencing on site. The briefing should include a summary of the requirements of the Standard Guidance document and the **Site-Specific Requirements** document and the objectives of the mitigation exercise. Where appropriate reference should be made to the types of archaeological feature / deposits / finds potentially present.

2.19. The objective of the briefing is to ensure that all site operatives understand the scope of the archaeological mitigation work and the obligations it conveys on the developer and sub-contractors. Provision should be made to brief new sub-contractors before they commence work on site (or as soon as reasonably possible after they start) and to provide summary updates on the progress of the archaeological work to all site staff at appropriate intervals or following significant discoveries on site.

2.20. Excavation and/or Strip, Map and Record: soil stripping

- i) Topsoil and unstratified modern material may be removed mechanically by a machine using a **wide toothless ditching bucket**, under continuous archaeological supervision.
- ii) **Should archaeological remains continue outside the area shown in the figure attached to the Site-Specific requirement document, further machining will be required so that the full extent of archaeological remains is exposed as per the excavation and Strip, Map and Record contingencies (detailed in the Site-Specific Requirements document)**
- iii) The topsoil or recent overburden should be removed down to the first significant archaeological horizon in successive level spits
- iv) No machinery should track over areas that have previously been stripped.
- v) The whole area should be cleaned using appropriate hand tools in order to expose the full nature and extent of archaeological features and deposits
- vi) Areas containing archaeological features and deposits should be recorded on a pre-excavation plan.

2.21. Excavation: recording and excavation

- i) All features exposed should be sample excavated. This should comprise:
 - i) 50-100% of every feature and features of particular interest
 - ii) 25% of the area of linear/curvilinear features with a non-uniform fill
 - iii) 10% of the area of linear/curvilinear features with a uniform fill
- ii) All archaeological features and deposits must be excavated by hand
- iii) Deposits should be assessed for their potential for providing environmental or dating evidence. Sampling should be in line with the strategy agreed with Don O'Meara and NCCCT **and included in the specification**. Any variation from this scheme must be approved by Don O'Meara, NCCCT and representatives of the developer
- iv) In the event that hearths, kilns or ovens (of whatever period, date or function) are identified during the excavation, provision should be made to collect at least one archaeo-magnetic date to be calculated from each individual hearth surface (or in the case of domestic dwelling sites a minimum of one per building identified). Where applicable, samples to be collected from the site and processed by a suitably trained specialist for dating purposes. In the event that such deposits or structures are identified, NCC Environment and Design Team should be contacted to discuss the appropriate response. This specific aspect of the sampling strategy should also be discussed in advance with Historic England
- v) Charcoal should be appropriately sampled and stored for radiocarbon dating
- vi) In the event of human burials being discovered, they should be left *in situ*, and covered. If removal is essential, a license will be obtained from the Ministry of Justice and work will be carried out under appropriate environmental health regulations.
- vii) Appropriate procedures under the relevant legislation must be followed in the event of the discovery of artefacts covered by the provisions of the Treasure Act 1996
- viii) During and after the excavation, all recovered artefacts and environmental samples must be stored in the appropriate materials and storage conditions to ensure minimal deterioration and loss of information (this should include controlled storage, correct packaging, regular monitoring of conditions, immediate selection for conservation of

- vulnerable material)
- ix) The site should be accurately tied into the National Grid and located on a 1:2500 or 1:1250 map of the area
- x) A full and proper record (written, graphic and photographic as appropriate) should be made for all work, using pro-forma record sheets and text descriptions appropriate to the work. Accurate scale plans and section drawings should be drawn at 1:50, 1:20 and 1:10 scales as appropriate
- xi) All archaeological deposits and features must be recorded with an **above Ordnance Datum (aOD)** level
- xii) A photographic record of all contexts should be taken in colour transparency and black and white print or digital photography and should include a clearly visible, graduated metric scale. A register of all photographs should be kept.
- xiii) Where stratified deposits are encountered, a 'Harris' matrix should be compiled

2.22. **Strip, Map and Record: recording and excavation**

- i) All features exposed should be sample excavated. This should comprise:
 - i) 50-100% of every discrete feature and features of particular interest
 - ii) 10% of the area of linear/curvilinear features with a non-uniform fill
 - iii) 5% of the area of linear/curvilinear features with a uniform fill
- ii) Additional targeted excavation may also be required in certain locations in the event that stratigraphic relationships or artefactual dating evidence cannot be recovered from archaeological features via the initial sampling process. A contingency allowance should be made for any additional work required under these circumstances which is detailed in the **Site-Specific Requirements** document.
- iii) Points ii-xiii of section 2.21 apply.

2.23. **Watching Brief: recording and excavation**

- i) The watching brief involves archaeological monitoring of the groundworks required for the proposed development and/or intrusive works to the historic fabric of a standing structure as detailed in the Site-Specific Requirement Document
- ii) This observation shall involve the systematic examination and accurate recording of all archaeological features, deposits, fabric, and artefacts identified
- ii) **If archaeological remains or historic features are uncovered, the archaeologist should be given the opportunity of investigating/ excavating and recording the remains before they are destroyed or removed.**
- iii) Points ii-xiii of section 2.21 apply

2.24. **Earthwork/topographic survey**

- i) The survey area is defined in the **Site-Specific requirement** document.
- ii) The earthworks and/or topography should be accurately related to the National Grid and located on a 1:2500 or 1:1250 map of the area.
- iii) Earthworks will be located with an accuracy of 0.5m or less using GPS, total station or measured survey
- iv) Earthworks should be recorded to an appropriate level to quantify dimensions and potential date and function
- v) A photographic record of all earthwork features should be taken in colour transparency and black and white print or digital photography and should include a clearly visible, graduated metric scale. A register of all photographs should be kept.
- vi) Features should be assessed for their potential for providing environmental or dating evidence.

2.25. **Metal detecting survey**

- i) Details must be provided of the metal detecting equipment being used and the experience of the operator.
- ii) Larger projects may need involvement from local Metal Detecting groups. In these instances, Andrew Agate, the local Finds Liaison Officer should be able to provide contact details.
- iii) Metal detecting should be carried out across the site in 5m spaced transects. If another survey technique is recommended by the experienced operator, the detail and justification of

the approach will need to be included in the WSI.

- iv) The machine should be set to not discriminate against ferrous objects.
- v) All finds should be individually located with a grid-reference and accuracy to 0.5m
- vi) During and after fieldwork, all recovered artefacts must be stored in the appropriate materials and storage conditions to ensure minimal deterioration and loss of information (this should include controlled storage, correct packaging, regular monitoring of conditions, immediate selection for conservation of vulnerable material)

2.26. Fieldwalking

- i) Fieldwalking should be carried out across the site in 5m spaced transects, unless otherwise agreed with NCC Environment and Design Team. If another survey technique is recommended by the experienced operator, the detail and justification of the approach will need to be included in the WSI.
- ii) All finds should be individually located with a grid-reference and accuracy to 0.5m
- iii) During and after fieldwalking, all recovered artefacts must be stored in the appropriate materials and storage conditions to ensure minimal deterioration and loss of information (this should include controlled storage, correct packaging, regular monitoring of conditions, immediate selection for conservation of vulnerable material)

2.27. Contingency

2.28. The site-specific contingency is detailed in the **Site-Specific Requirements** document.

3. Monitoring

- 3.1. The Assistant County Archaeologist must be informed on the start date and timetable for **each** stage of archaeological work **in advance** of work commencing.
- 3.2. Reasonable access to the site will be afforded to the Assistant County Archaeologist or his/her nominee at all times for the purposes of monitoring the archaeological scheme.
- 3.3. Regular communication between the archaeological contractor, the Assistant County Archaeologist and other interested parties must be maintained to ensure the project aims and objectives are achieved.
- 3.4. The number of required site visits is detailed in the **Site-Specific Requirements** document.
- 3.5. There will be no charge for the first site visit but any additional visits will be charged at the standard hourly rate plus mileage. Any additional visits requested by the developer will be charged for at the rate stated in the charging document. Visits estimated that do not occur, will not be charged for. Site visits will be charged on the basis of return mileage from County Hall to the site.

4. Post excavation work, report production and archive

An allowance **up to 60%** of the total cost of the fieldwork phase (including any contingency expenditure) of the work must be allowed for Post-excavation costs. This must include **up to 15%** of the costs for the Post-excavation assessment (see section 4.9) and updated project design (see section 4.21) and **up to 45%** of the total cost for reporting and publication of the report (see section 4.24 below).

4.1. **Finds**

4.2. All finds processing, conservation work and storage of finds must be carried out in compliance with the CiFA Guidelines for Finds Work¹³ and those set by UKIC.

4.3. The deposition and disposal of artefacts must be agreed with the legal owner and the Great North Museum **prior** to the work taking place. Where the landowner decides to retain artefacts adequate provision must be made for recording them. Details of land ownership should be provided by the developer.

4.4. All retained artefacts must be cleaned and packaged in accordance with the requirements of the Great North Museum.

4.5. **Finds and environmental analysis**

4.6. All finds and environmental samples should be processed and subsequently analysed by appropriate specialists as part of the post-excavation assessment (see section 4.9).

4.7. The Specialist identification and analysis should include as a minimum and where appropriate.

- Pottery and ceramic building material
- Bone
- Flint
- Metal work
- Industrial debris
- Environmental micro and macro fossils
- Residue analysis
- Radiocarbon dating
- Any other analysis identified as necessary during the fieldwork or post-excavation work

4.8. In order to avoid unnecessary sample processing, NCC Environment and Design Team and the Historic England Regional Science Adviser should be contacted to agree the sample processing strategy. In the majority of cases, the whole environmental sample should be processed. Sub-sampling should only be carried out following discussions with and the agreement of the Historic England Science Adviser.

¹³ Chartered Institute for Archaeologists, 2014. *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials*
<http://www.archaeologists.net/codes/ifa>

- 4.9. Post-Fieldwork Assessment Report**
- 4.10.** A post-excavation assessment report must include all the information necessary to make decisions about whether further assessment and publication is required in line with Historic England's Management of Research Projects in the Historic Environment¹⁴. The report should be submitted to the NCC Environment and Design Team for comment and approval, prior to any further analysis or publication work commencing, if appropriate.
- 4.11. This document should be submitted within six months of the end of fieldwork unless previously agreed with all relevant parties**
- 4.12. The NCC Environment and Design Team require a digital copy (in Word or PDF format) of the report. Any variation to the requirements in this Standards document should be approved by the planning authority prior to work being submitted**
- 4.13.** Certain reporting requirements are the same for all archaeological reports. These are:
- i) Each page and paragraph should be numbered within the report and illustrations cross-referenced within the text.
 - ii) Planning application number, OASIS reference number and an 8 figure grid reference
 - iii) The nature and extent of the proposed development and client information
 - iv) A location plan of the site at an appropriate scale of at least 1:10 000
 - v) A description of the topography and geology on the site and the impact this may have had on the location and nature of archaeological remains recorded on the site
 - vi) Above Ordnance Datum levels on the plans and sections and, if appropriate, levels below current ground level in the text and drawings
 - vii) An Ordnance Survey based location plan showing the extent of the archaeological investigation area within the site. This must be at a recognisable planning scale, and located with reference to the national grid, to allow the results to be accurately plotted on the Historic Environment Record
 - viii) Plans and sections of archaeological features, deposits and earthworks located at a recognisable planning scale (1:10, 1:20, 1:50 or 1:100, as appropriate)
 - ix) Period-based discussion of the archaeological features recorded within the proposed development area and their significance
 - x) A summary statement of the results
 - xi) A copy of the WSI
- 4.14.** In addition, the different stages of mitigation work have specific requirements which include:
- 4.15. Excavation**
- i) A table summarising the deposits, features, classes and numbers of artefacts encountered and spot dating of all finds pre-dating the post-medieval period and significant post-medieval finds
 - ii) A summary of the environmental sampling of significant deposits
 - iii) Assessment of the relevant research agendas in North East Regional Research Framework
 - iv) Assessment of the nature and extent of the required publication
- 4.16. Strip, Map and Record**
- i) A table summarising the deposits, features, classes and numbers of artefacts encountered and spot dating of all finds pre-dating the post-medieval period and significant post-medieval finds
 - ii) A summary of the environmental sampling of significant deposits
 - iii) Assessment of whether publication is required, based on the nature and significance of the excavated archaeological remains.

¹⁴ Historic England, 2015. Management of Research Projects in the Historic Environment (MoRPHE)
<https://historicengland.org.uk/images-books/publications/morphe-project-managers-guide/>
"https://historicengland.org.uk/images-books/publications/morphe-project-managers-guide/"

4.17. Watching brief

- i) A table summarising the deposits, features, classes and numbers of artefacts encountered and spot dating of all finds pre-dating the post-medieval period and significant post-medieval finds
- ii) A summary of the environmental sampling of significant deposits
- iii) No additional recording requirements other than those detailed in paragraph 4.13 above are needed as standard, unless detailed in the Site-Specific Requirement document.

4.18. Earthwork survey

- i) Larger scale plans and profiles (if appropriate) of earthworks located at a recognisable planning scale (1:10, 1:20, 1:50 or 1:100)
- ii) A table summarising the nature, location, dimensions and potential date of the earthworks with a 12-figure grid reference
- iii) Discussion of the known and potential archaeological earthworks within the proposed development area, their potential date, function and significance and an interpretation of the findings

4.19. Metal detecting survey

- i) A table summarising the finds that have been recovered, their date and location with a 12-figure grid reference
- ii) A summary of the date, nature and significance of the finds, whether there are any concentration of artefacts that may indicate a focus of activity and an interpretation of the findings.

4.20. Fieldwalking survey

- i) A table summarising the finds that have been recovered, their date and location with a 12-figure grid reference
- ii) A summary of the date, nature and significance of the finds, whether there are any concentrations of artefacts that may indicate a focus of activity and an interpretation of the findings

4.21. Updated project specification for full analysis and publication

4.22. *The need for an updated project specification will be identified either in the Specific requirements document or the Post-Fieldwork Assessment Report*

4.23. The archaeological contractor must submit an updated specification for full analysis and publication in line with Historic England's Management of Research Projects in the Historic Environment¹⁵. This document should be submitted to the NCC Environment and Design Team for approval, prior to further work commencing and should detail the level and location of publication.

4.24. **This document should be submitted within six months of the approval of the Post-excavation Assessment report, unless previously agreed with all relevant parties.**

4.25. Publication

4.26. ***The need for publication will be identified either in the Specific requirements document or the Post-Fieldwork Assessment Report***

4.27. An appropriate level of publication will be agreed with the NCC Environment and Design Team and should be prepared in line with the approved project design and Historic England's Management of Research Projects in the Historic Environment ¹⁶.

4.28. **The publication article should be submitted within one year of the approval of the updated project design for full analysis and publication, unless previously agreed with all relevant parties.**

4.29. **The NCC Environment and Design Team will require confirmation that the publication report has been submitted in a satisfactory form to an appropriate journal before recommending to the local planning authority that the condition should be fully discharged.**

4.30. A summary should be prepared for 'Archaeology in Northumberland' and submitted to Liz Williams, Northumberland HER Officer, by December of the year in which the publication work is completed.

4.31. Greater levels of publication and publicity, where appropriate, will be subject to the agreement of the NCC Environment and Design Team, the archaeological contractor and the developer.

4.32. Site and Research Archive

4.33. Paragraph 141 of the *National Planning Policy Framework* clarifies that Local Planning Authorities should make evidence gathered as part of archaeological mitigation exercises, including any archive, publicly accessible. Copies of the primary report should be deposited with the Historic Environment Record and the archive deposited with the Great North Museum.

4.34. Archiving work must be carried out in compliance with the CiFA Guidelines for Archiving¹⁷ and must be submitted in line with Historic England's Management of Research Projects in the Historic Environment¹⁸.

4.35. The site archive and the finds and the research archive must be deposited in the Great North Museum or archive, within **6 months** of completion of the post-excavation work.

4.36. Before the commencement of fieldwork, contact should be made with the landowners and with the Great North Museum and *ADS (if a digital archive has been produced)* to make the relevant arrangements. Details of land ownership should be provided by the developer.

4.37. **The NCC Environment and Design Team will require confirmation that the archive had been submitted in a satisfactory form to the relevant museum or archive before recommending to the local planning authority that the condition should be fully discharged.**

5. OASIS

¹⁶ Historic England, 2015. Management of Research Projects in the Historic Environment (MoRPHE)

¹⁷ Chartered Institute for Archaeologists, 2014. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*
<http://www.archaeologists.net/codes/ifa>

¹⁸ Historic England, 2015. Management of Research Projects in the Historic Environment (MoRPHE)

- 5.1. NCCCT and the Northumberland HER support the Online Access to Index of Archaeological Investigations (OASIS) Project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork.
- 5.2. The contractor shall complete and submit an entry on OASIS (On-line Access to the Index of Archaeological Investigations - <http://oasis.ac.uk/england/>) prior to project completion, and shall deposit any digital project report with the Archaeology Data Service, via the OASIS form, upon completion. If the contractors are unfamiliar with OASIS, they are advised to contact Northumberland HER prior to completing the form. Once a report has become a public document by submission to or incorporation into the HER, Northumberland HER will validate the OASIS form thus placing the information into the public domain on the OASIS website. **The archaeological consultant or contractor must indicate that they agree to this procedure within the specification/project design/written scheme of investigation submitted to NCCCT for approval.**

6. Further Guidance

- 6.1. Any further guidance or queries regarding the provision of a specification should be directed to:
- Assistant County Archaeologist
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF
- Tel: 01670 622655/622657
Fax: 01670 533409
E-mail: karen.derham@northumberland.gov.uk
nick.best@northumberland.gov.uk

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