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MAP Archaeological Practice

Land at Back Lane
Tollerton
North Yorkshire

MAP 5.15.22

Archaeological Trial Trenching and Earthwork Survey

MAP Archaeological Practice

Land at Back Lane, Tollerton North Yorkshire

21/02172/FUL

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Archaeological Trial Trenching and Earthwork Survey

Version	Written/Revision by:	Date:	Checked by:	Date:
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Land at Back Lane,

Tollerton,

North Yorkshire

SE451464

MAP 05.15.22

21/02712/FUL

Archaeological Trial Trenching and Earthwork Survey

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Archaeological Trial Trenching and Earthwork Survey

Summary

A scheme of Archaeological Trial Trenching was carried out by MAP Archaeological Practice Ltd., on land at Back Lane, Tollerton August 25th 2022. The work was undertaken on behalf of Mulgrave Properties.

A single trench was excavated, located with the aim of preserving via record the ridge and furrow present on the site. A supplementary topographic survey was also carried out.

Aside from the ridge and furrow, no archaeological features or material was uncovered.

1. Introduction

1.1 This report sets out the results of an Archaeological Trial Trenching and Earthwork Survey that was carried out by MAP Archaeological Practice Ltd. on land at Back Lane, Tollerton on August 25th 2022.

1.2 The work has been carried in accordance with the recommendations of a Desk Based Assessment written by Pre-Construct Archaeology (2021), to fulfil condition 19 attached to the planning permission (planning reference: 21/0217/FUL), with the intention of preserving via record the upstanding ridge and furrow within the site boundary.

1.3 The work was carried out in accordance with the recommendations of the National Planning Policy Framework 2021) on 'Archaeology and Planning' and according to the Written Scheme of Investigation that was prepared by MAP Archaeological Practice (appendix 4).

1.4 MAP adhered to the general principles of the CIfA Code of Conduct (CIfA 2021) throughout the project and to the CIfA 'Standards and Guidance for Archaeological Field Evaluations' (CIfA 2020).

1.5 The site code for the project was MAP 5.15.2022.

1.6 All maps within this report have been produced from the Ordnance Survey with the permission of the Controller of Her Majesty's Stationery Office, Crown Copyright, License No. AL 50453A.

1.7 All work was funded by Mulgrave Properties.

2. Site Description

2.1 The site is 0.32ha and situated north of Back Lane on the northern side of Tollerton (NGR SE 45167 46420 Fig 1.). It is bounded to the south by Back Lane, the east by residential developments, and to the west and north by open fields.

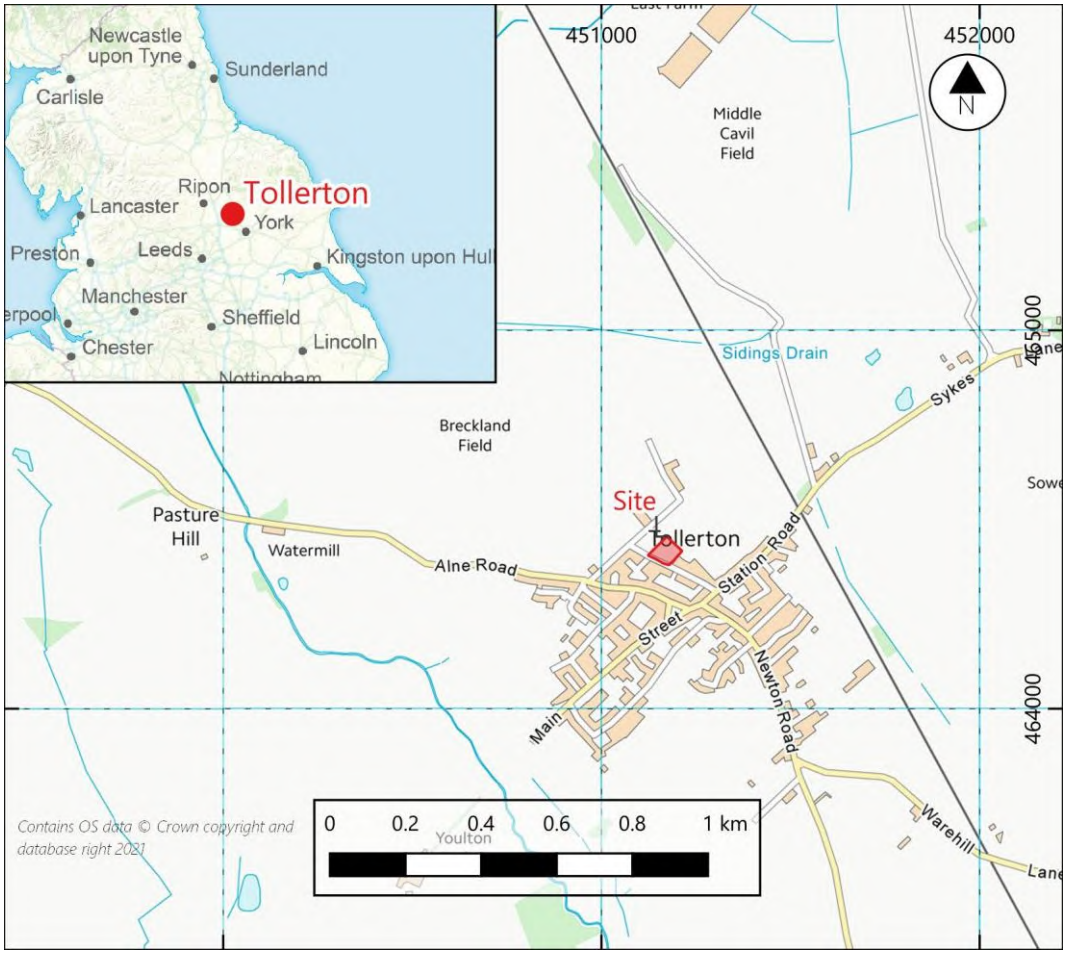

Figure 1: Site Location

2.2 The site geology consists of deposits of Sherwood Sandstone Group, overlain by the Breighton Sand Formation (BGS. 2022).

3. Archaeological and Historical Background

3.1 There is scant evidence for pre-medieval activity in the vicinity of the site, though a single flint dagger was recovered 436m to the southwest (MNY 18047).

3.2 The village of Tollerton is recorded in the Domesday Survey of 1086, consisting of 8 households, and is most-likely pre-conquest in origin. Upstanding remains of ridge and furrow are present across the site and are part of a wider picture of Medieval agricultural activity across the local area.

3.3 A Desk Based Assessment was carried out by Pre-Construct Archaeology in 2021, which recommended that the ridge and furrow be preserved through record.

4. Aims and Objectives

4.1 The aim of the Archaeological Trial Trenching was to create a lasting record of the ridge and furrow which is present across the wider field boundary, prior to its total loss within the development area.

5. Methodology

5.1 Excavation

5.1.1 A single trench, aligned northwest-southeast and measuring 2mx30m, was excavated across the ridge and furrow.

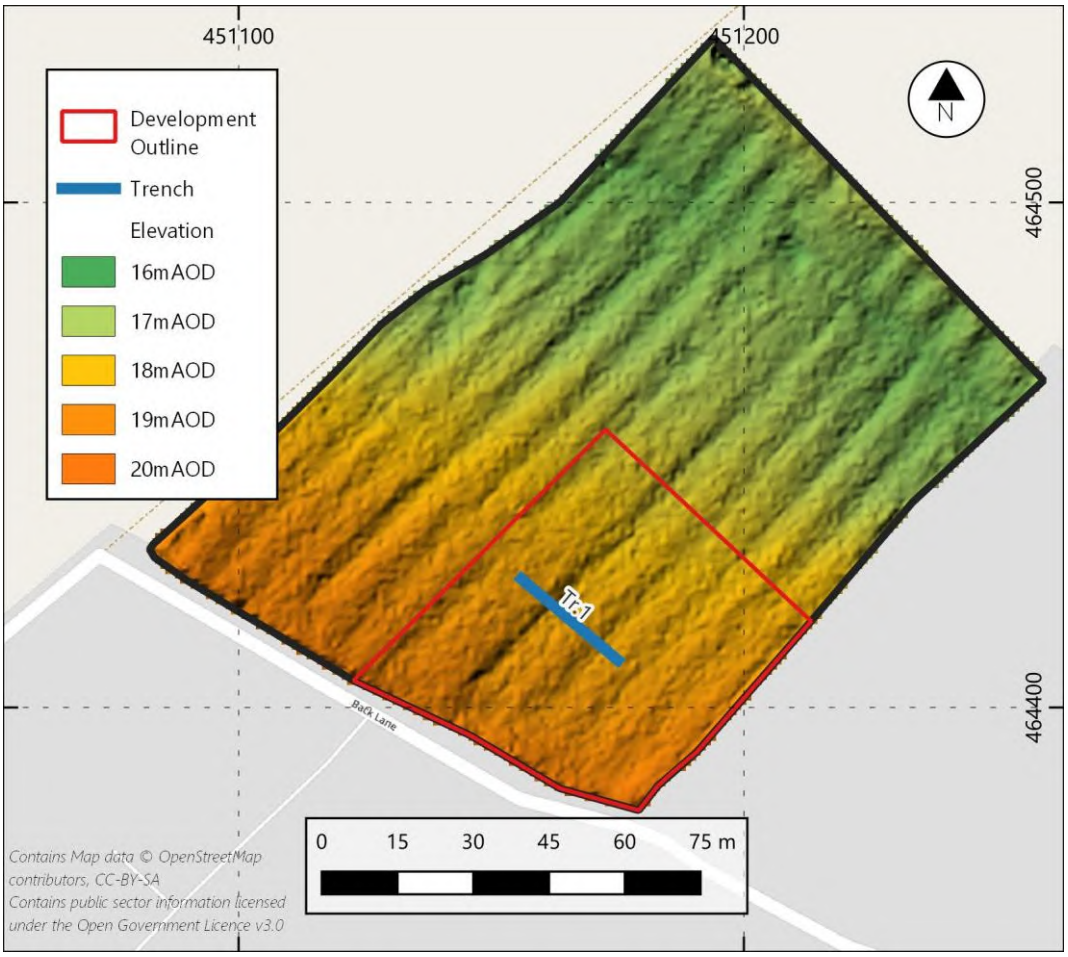

Figure 2: Trench Location Plan

5.1.2 Topsoil was removed by a tracked excavator fitted with a toothless bucket, operating under close archaeological supervision. Machining ceased at the top of naturally formed deposits. No archaeological deposits were encountered. The exposed surface was cleaned by hand.

5.1.3 All work was carried out in line with both the Chartered Institute of Field Archaeologists

Code of Conduct and Standard and Guidance for Archaeological Field Evaluation (CIfA 2020).

5.1.4 An earthwork survey was conducted via R12 GPS Rover to augment and compliment LiDAR the existing LiDAR data for the ridge and furrow.

5.2 On-site Recording

5.2.1 All trenches were recorded via paper record. A single context was identified and recorded.

5.3 Drawn Record

5.3.1 The drawn record comprised of 1 representative section drawing, at a scale of 1:50 (appendix 2).

5.4 Photographic Record

5.4.1 The photographic record comprised of 20 digital photographs. The photographic record included a shot number, location and direction of shot, and brief description (Appendix 3).

6. Results

6.1 The total depths and elevations of the trench are displayed in the below table.

Trench	*Elevation*	*Depth of Excavation*	*Depth of Topsoil*
Tr.1	West - 18.41m AOD East - 18.44m AOD	0.5m	0.20m- 0.40m

6.2 A single homogenous deposit of topsoil was identified, consisting of mid brownish grey, soft sandy silt. This deposit was deepest to the northwest, and shallowest to the southeast. The ridges and furrows were comprised of and filled by this material.

6.3 Three ridges and associated furrows were identified, with a possible partial third ridge present to the southeast. Ridge 1, at the northwest end of the trench, was approximately 6m wide and 0.4m deep, while Ridge 2 was centrally located and measured 8m wide and 0.2m deep. These were separated by a furrow with an approximate width of 3m. Ridge 2 dipped down into another furrow to the east, also around 3m in width. East of this, a partial third ridge was observed, 4m wide and 0.2m deep, which continued beyond the eastern limit of the trench.

6.4 On the surface, the earthworks of ridge and furrow were significantly less pronounced to the east of the trench, where it had been partially flattened by a farm track which ran from the field entrance in the southwest corner along the southern boundary before turning northeast.

7. Conclusions

7.1 The Archaeological Evaluation was successful in recording the form and nature of the surviving Medieval ridge and furrow on the site.

7.2 No other archaeological features were identified within the trench.

7.3 The survey was affected by several factors, such as high vegetation reducing visibility, and plant movement, which restricted access to some parts of the site, and as such only able to provide a fragmented picture. However, combined with LiDAR data will present a good understanding of the form and extent of the ridge and furrow on site.

8. Bibliography

British Geological Society. Geology of Britain Viewer. Available at;
http://mapapps.bgs.ac.uk/geologyofbritain/home.html

Chartered Institute for Archaeologists. (2019) Code of Conduct.
https://www.archaeologists.net/sites/default/files/CodesofConduct.pdf

Chartered Institute for Archaeologists (2020). *Standard and guidance for archaeological field evaluation. Reading: Chartered Institute for Archaeologists.*
http://www.archaeologists.net/sites/default/files/CIfAS&GFieldevaluation_1.pdf

Pre-Construct Archaeology. (2021). *Heritage Statement for Land Adjacent to Back Lane, Tollerton, North Yorkshire.*

9. List of Contributors

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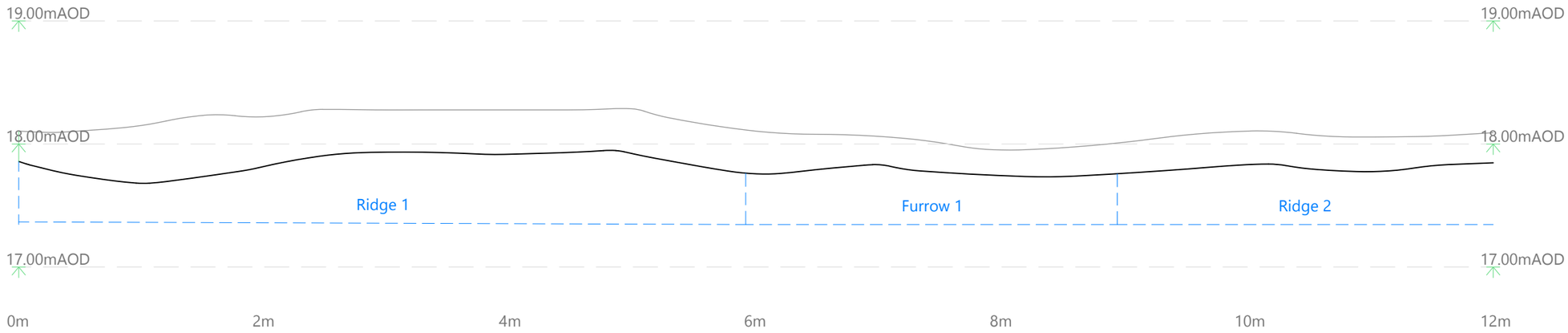

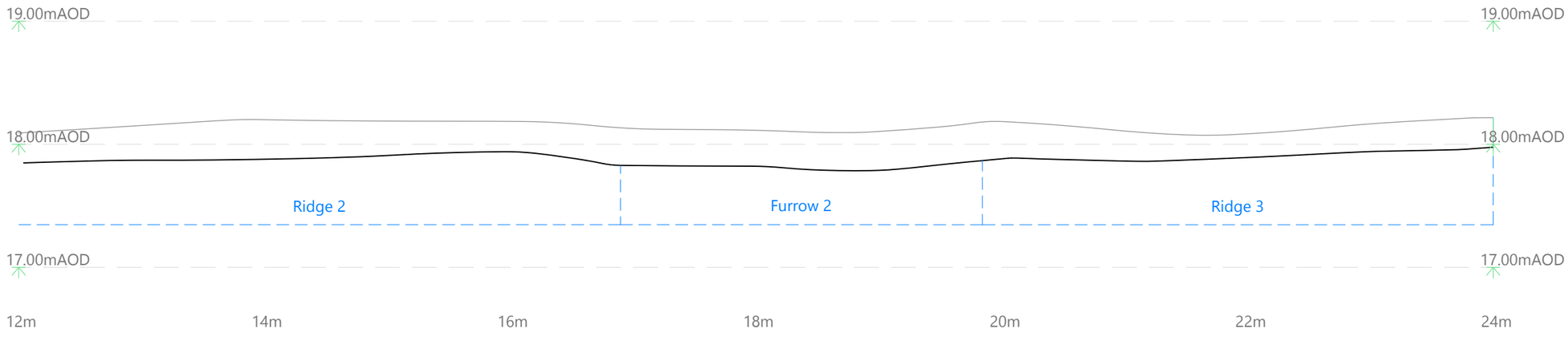

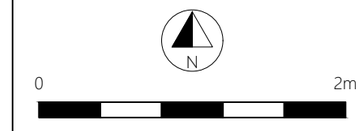

Figure 3
Ridge and Furrow Profile
Scale: 1:40 @ A3

Plate 1: General View from Site, Facing North

Plate 2: General View from Site, Facing Northeast

Plate 3: Trench 1, Facing Southeast, 1m Scale

Plate 4: Trench 1, Facing Northwest, 1m Scale

Plate 5: Trench 1 Section at northwest end, Facing Northeast, 2m Scales

Plate 6: Trench 1 Section at centre, Facing Northeast, 2mScale

Plate 7: Trench 1 Section at Southeast end, Facing Northeast, 2m Scale

APPENDIX 1

Context Listing

Context	Type	Description
1	Layer	Mid Brownish Grey, soft sandy silt. Topsoil.

APPENDIX 2

Drawing Listing

Drawing	Type	Scale	Description
1	Section	01:50	Southwest facing section of Trench 1

APPENDIX 3

Photo Listing

Photo	Facing	Scales	Description
3308	NE	-	General View of Site
3309	NE	-	General View of Site
3310	N	-	General View of Site
3311	N	-	General View of Site
3312	NW	1m	Trench 1 Post-Excavation
3313	NW	1m	Trench 1 Post-Excavation
3314	SE	1m	Trench 1 Post-Excavation
3315	SE	1m	Trench 1 Post-Excavation
3316	NE	2m	Trench 1 Southwest Facing Section, Southeast End
3317	NE	2m	Trench 1 Southwest Facing Section, Southeast End
3318	NE	2m	Trench 1 Southwest Facing Section
3319	NE	2m	Trench 1 Southwest Facing Section
3320	NE	2m	Trench 1 Southwest Facing Section
3321	NE	2m	Trench 1 Southwest Facing Section
3322	NE	2m	Trench 1 Southwest Facing Section
3323	NE	2m	Trench 1 Southwest Facing Section
3324	NE	2m	Trench 1 Southwest Facing Section
3325	NE	2m	Trench 1 Southwest Facing Section
3326	NE	2m	Trench 1 Southwest Facing Section, Northwest End
3327	NE	2m	Trench 1 Southwest Facing Section, Northwest End

Land off Back Lane
Tollerton
North Yorkshire

Written Scheme of Investigation
Archaeological Trial Trenching

21/02712/FUL

OASIS Id: maparcha1- 508707

Read by	Revision	Company/Position	Initial and Date

Land off Back Lane
Tollerton
North Yorkshire

Written Scheme of Investigation
Archaeological Trial Trenching

21/02712/FUL
OASIS Id: maparcha1- 508707

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Land off Back Lane
Tollerton
North Yorkshire

Written Scheme of Investigation
Archaeological Trial Trenching

21/02712/FUL
OASIS Id: maparcha1- 508707

1 Summary

1.1 This document sets out the details for the archaeological work required on land at off Back Lane, Tollerton, to allow for the recording of upstanding ridge and furrow earthworks to be recorded prior to residential development (planning reference 21/02712/FUL)

1.2 The work, which follows a desk-based assessment (PCA. 2021), will be carried out in order to fulfil condition 19 attached to the planning permission, which states that;

A) No demolition/development shall commence until a Written Scheme of Archaeological Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and:

1. The programme and methodology of site investigation and recording

2. Community involvement and/or outreach proposals

3. The programme for post investigation assessment

4. Provision to be made for analysis of the site investigation and recording

5. Provision to be made for publication and dissemination of the analysis and records of the site investigation

6. Provision to be made for archive deposition of the analysis and records of the site investigation

7. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.

B) No demolition/development shall take place other than in accordance with the Written Scheme of Archaeological Investigation approved under condition A).

C) The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Archaeological Investigation approved under condition A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Following discussion with the Principal Archaeologist at North Yorkshire County Council, it was recommended that the ridge and furrow earthworks within the site boundary should be recorded by means of trial trenching.

1.3 This Written Scheme of investigation has been commissioned by Mulgrave Properties.

2 Site Description

2.1 The site, which is located to the north of Back Lane, on the north side of the village of Tollerton at NGR SE 51176 64402. The site, which measures 0.32ha is bounded by Back Lane, residential development and open fields.

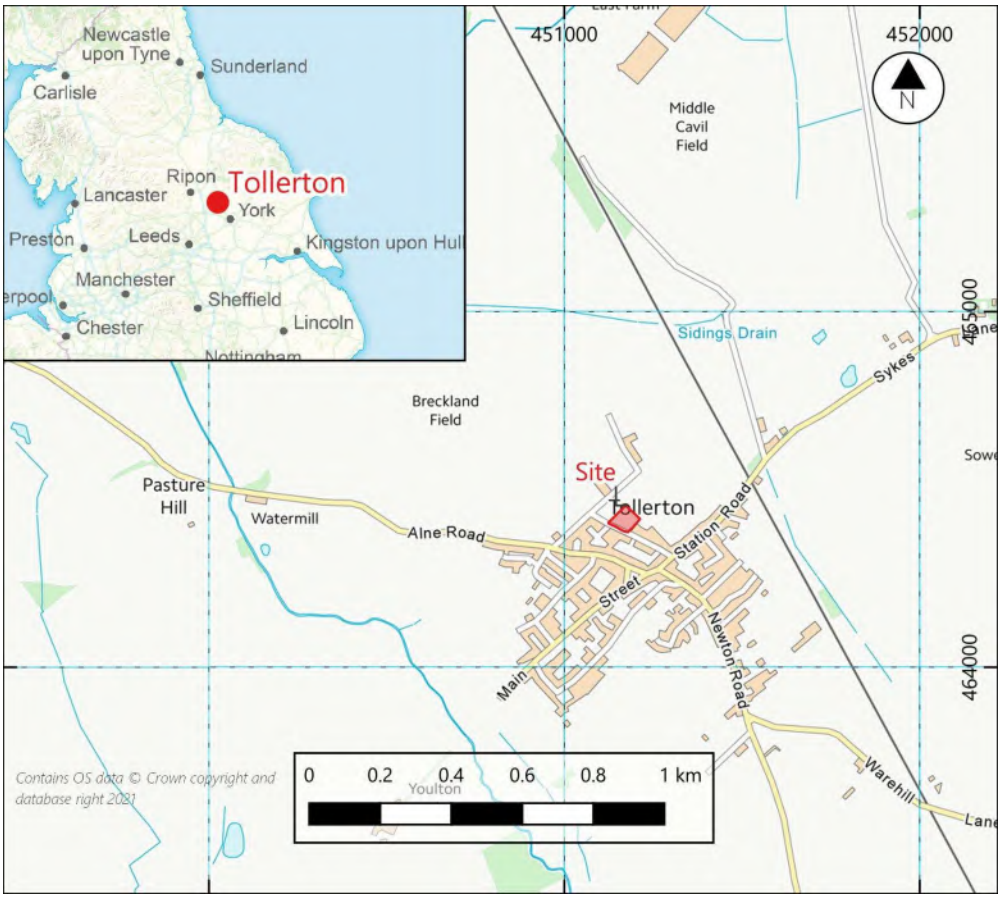

Figure 1. Site Location.

2.2 The site lies on deposits of the Sherwood Sandstone Group, overlain by the Breighton Sand Formation (BGS. 2022)

3. Archaeological and Historical Background

3.1 Evidence for pre-medieval activity within the vicinity of the site is scant, although a stray flint dagger was recovered some 436m south-west of the site (PCA. 2021).

3.2 The village of Tollerton is likely to be of pre-conquest origin and is recorded in the Domesday Survey of 106. Medieval agricultural activity is well recognised in the area and the upstanding remains of ridge and furrow are present within the site boundary.

3.3 A Desk Based Assessment written by Pre-Construct Archaeology in 2021 recommended that the ridge and furrow be preserved by record, though the excavation of a single trench through the earthworks.

4. Aims and Objectives

4.1 The aim of the Trial Trenching is to create a lasting record of the ridge and furrow which is present across the wider field boundary, prior to its total loss within the site boundary.

5 Compliance

5.1 MAP will adhere to the general principles of the CIfA Code of Conduct (CIfA 2021) throughout the project and to the CIfA 'Standards and Guidance for Archaeological Field Evaluations' (CIfA 2020).

5.2 All work will be carried out in accordance with chapter 16 of the National Planning Policy Framework (2021) on 'Archaeology and Planning'.

5.3 The work will be monitored under the auspices of the Principal Archaeologist at North Yorkshire County Council who will be consulted before the commencement of site works.

5.4 All maps within this report have been produced from the Ordnance Survey with the permission of the Controller of Her Majesty's Stationery Office, Crown Copyright. License No. AL 50453A and also data derived from Open Street Map (https://www.opennstreetmap.org/copyright).

5.5 If human remains are encountered during the course of this trial trenching it is considered best practice to not remove the remains at this stage, however, this should be considered at a site-specific level. If it is deemed necessary to remove human remains, this will be carried out under the conditions of licences for the removal of human remains (issued by the Ministry of Justice) and in accordance with the Burial Act (1857) and 'Guidelines to the Standards for Recording Human Remains' (Brickley & McKinley. 2017) to ensure that they are treated with due dignity.

5.6 MAP Archaeological Practice is an ISO 9001 accredited organisation (certificate number GB2005425). The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates MAP's commitment to providing a quality service to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.

6 Fieldwork Methodology

6.1 A single Trial Trench is proposed, positioned in order to record a block of ridge and furrow within the site boundary (Fig. 2).

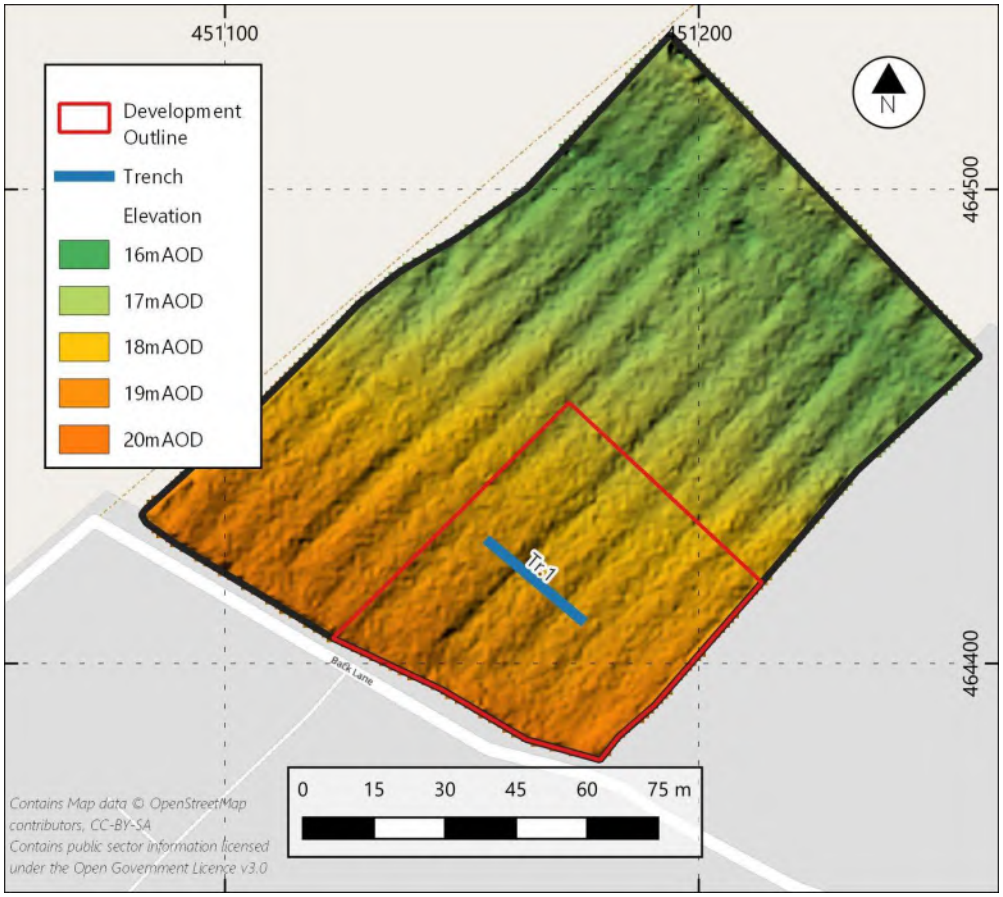

Figure 2. Trench Location Plan

6.2 All overburden, topsoil and any subsequent subsoils will be carefully removed by mechanical excavator using a wide toothless blade, under archaeological supervision, to the top of archaeological features or natural deposits, whichever is identified soonest. Excavated topsoil will be redeposited in bunds around the edge of the site, or at an alternative location, to be determined in agreement with the client. Topsoil and subsoils will be stored separately, and all spoil will be stored and managed in line with

the standards of the Construction Code of Practice for Sustainable Use of Soils on Construction Sites (DEFRA 2009).

6.3 Should archaeological features be encountered during the excavation of the Trial Trench; their excavation will be carried out will be by hand. A full methodology relating to sub-surface archaeological features is outlined in Appendix 1.

6.4 A full written, drawn and photographic record will be made of all features revealed during the course of the Trial Trenching. All drawn plans and sections will be drawn at a scale appropriate to the features, as a minimum a trench plan and representative section will be drawn which records the presence of the ridge and furrow. High resolution digital photographs will form the basis of the photographic archive.

6.5 All deposits and features will be recorded using Diggit Archaeology, a digital recording system which is compatible with the MoLAS recording system. All indices will be produced using MAP's pro forma sheets. The MAP recording manual will be used on site where necessary.

6.6 Arrangements for site access and reinstatement are to be agreed with the commissioning body.

6.7 Health and safety will take priority over archaeological matters. All archaeologists undertaking fieldwork must comply with all Health and Safety Legislation, this includes the preparation of a Risk Assessment.

6.8 Necessary precautions should be taken over underground services and overhead lines.

6.9 All on site staff hold valid CSCS cards. All Project Officers and Project Managers hold a valid First Aid at Work Certificate and Site Supervisor Safety Training qualifications.

6.10 MAP will provide evidence of all necessary insurances, including Employer's Liability, Professional Liability and Public Liability Cover.

7. Reporting

7.1 On completion of the post-excavation assessment, a site assessment report will be prepared to include the following;

a) A non-technical summary of the results of the work, Introduction and aims and objectives.

b) An introduction which will include

- the site code/project number
- planning reference number
- dates when fieldwork took place
- grid reference
- Oasis reference

c) An account of the methods and results of the trial trenching, describing all encountered features

d) Interpretation, including phasing of the site sequence and spot-dating of ceramics (Descriptive material will be clearly separated from interpretive statements). This will be supported by the use of photographs and drawings, to include an overall plan of the site accurately identifying the location of

trenches, accurately tied in to the National Grid; individual trench plans as excavated indicating the location of features, with at least one section detailing the stratigraphic sequence of deposits within the trench and sections of features. All plans and sections will include accurate scales and hights relative to Ordnance Datum correct to two decimal places.

e) A conclusion with recommendations for further post-excavation work, if required.

f) Detailed archive contents, location and destination.

g) Appendices and figures, as appropriate

h) References and bibliography of all sources used

i) A copy of the OASIS summary report form

7.2 Copies of the evaluation report will be submitted to the commissioning body, the Local Planning Authority and the Humber Historic Environment Record within 12 weeks and subject to any contractual requirements on confidentiality

7.3 The report and a summary of findings will be lodged with OASIS, following the completion of work. OASIS Id: maparcha1- 508707.

8. Copyright, Confidentiality and Publicity

8.1 Unless the individual/organisation commissioning the project wishes to state otherwise, the copyright of any written, graphic or photographic records and reports rests with MAP.

8.2 MAP undertake public engagement for all appropriate projects. This will be offered in numerous ways to reflect the nature of the archaeological works.

9. Bibliography

British Geological Society. Geology of Britain Viewer. Available at; http://mapapps.bgs.ac.uk/geologyofbritain/home.html [accessed 12.08.22]

Pre-Construct Archaeology. 2021. Heritage Statement for Land Adjacent to Back Lane, Tollerton, North Yorkshire

APPENDIX 1

Archaeological Features

1. Excavation and Recording Methodology

1.1 All excavation of archaeological features, concentrations of artefacts and deposits carried out will be by hand. Areas of intensive modern disturbance will be given a low priority in excavation. Where practicable, the fills of these features will be removed by mechanical excavator.

1.2 All archaeological deposits and features will be recorded using Diggit Archaeology, a digital recording system which is compatible with the MoLAS recording system. All indices will be produced using MAP's pro forma sheets. The MAP recording manual will be used on site where necessary.

1.3 The excavation sampling policy is :

a. A 100% sample of stakeholes

b. An initial 50% sample should be taken of all postholes, but where they are part of a building these should be 100% excavated

c. A 50% sample of pits with a diameter up to 1.5m (where justified, these should be 100% excavated,

d. A minimum 25% sample of all pits over 1.5m in diameter, but this should include a complete section across the pit to record a full profile (where justified, these should be 100% excavated)

e. linear features will be sampled a minimum of 10% along their length (each sample section to be not less than 1m), or a minimum of a 1m sample section, if the feature is less than 5m long.

f. All junctions/intersections and corners of linear features will be investigated and their stratigraphic relationships determined – if necessary, using box sections and all ditch terminals will be examined,

g. Funerary contexts, buildings and industrial features will be subject to sufficient excavation to establish the objectives of the evaluation but no archaeological deposit will be entirely removed unless this is unavoidable to meet the aims of the fieldwork.

1.4 In certain cases, the use of mechanical excavation equipment may also be appropriate for removing deep intrusions (e.g modern brick and concrete floors or footings), or for putting sections through major features after partial excavation (e.g ditches), or through deposits to check that they are of natural origin

1.5 A full written, drawn and photographic record will be made of all material revealed during the course of the Trial Trenching. All drawn plans and sections will be drawn at a scale appropriate to the excavated features. High resolution digital photographs should form the basis of the photographic archive.

1.6 A sampling strategy for the recovery for environmental remains has been formulated in accordance with an Environmental Strategy written by an Environmental Consultant (Diane Aldritt, appendix 1) and also follows the guidance of the Association for Environmental Archaeology (1995) and Historic England (2011).

1.7 Bulk samples will be taken from all securely stratified deposits using a strategy which combines systematic and judgement sampling, but which also follows the methodologies outlined in the English Heritage (2011) 'Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition)' guidance. As standard a

40-litre sample will be taken, where this is not possible, entire contexts may be sampled. Positive features will also be sampled; retention of structural material such as bricks will be implemented where necessary. Sampling will also be considered for those features where dating by other methods (for example pottery and artefacts) is uncertain. Animal bones will be hand collected, and bulk samples collected from contexts containing a high density of bones. Spot finds of other material will be recovered where applicable. Flotation samples and samples taken for coarse-mesh sieving from dry deposits will be processed at the time of the fieldwork wherever possible, partly to permit variation of sampling strategies, if necessary, but also because processing at a later stage could cause delays.

1.8 If human remains are encountered during the course of this evaluation and it is deemed necessary to remove the remains, this will take place under the conditions of licences for the removal of human remains (issued by the Ministry of Justice, to ensure that they are treated with due dignity). The preferred option would be for them to be adequately recorded before lifting, and then carefully removed for scientific study, and long-term storage with an appropriate museum; however, the burial licence may specify reburial or cremation as a requirement.

1.9 A finds recovery and conservation strategy will be discussed with the Archaeology Manager and recipient museum in advance of the project commencing, and a policy for finds recording should be agreed and submitted to the Archaeology Manager, before commencement of site works. Any recording, marking and storage, materials will be of archive quality, and recording forms and manuals will be submitted to the Archaeology Manager, prior to the commencement of on-site works, if these

have not been supplied previously. Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs We have made an allowance for a minimum four boxes in calculating estimates for museums storage grant.

1.10 All finds (artefacts and ecofacts) visible during excavation will be collected and processed, unless variations in this principle are agreed with the Local Authority. Finds will be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication First Aid for Finds. In accordance with the procedures outlined in MoRPHE, all iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy will be X-radiographed before assessment.

1.11 We will make provision within our excavation strategies, where necessary, for use of shoring, pumps or artificial lighting. Such strategies will also follow for sampling for radiocarbon, archaeomagnetic and/or dendrochronological determinations, as appropriate: where in situ timbers are found to survive in good condition, samples should be taken for dendrochronological assay.

1.12 Arrangements for site access and reinstatement are to be agreed with the commissioning body.

1.13 Health and safety will take priority over archaeological matters. All archaeologists undertaking fieldwork must comply with all Health and Safety Legislation, this includes the preparation of a Risk Assessment.

1.14 Necessary precautions should be taken over underground services and overhead lines.

1.15 All on site staff hold valid CSCS cards. All Project Officers and Project Managers hold a valid First Aid at Work Certificate and Site Supervisor Safety Training qualifications.

1.16 MAP will provide evidence of all necessary insurances, including Employer's Liability, Professional Liability and Public Liability Cover.

2. Post Excavation Assessment

2.1 Upon completion of the evaluation, the artefacts, soil samples and stratigraphic information will be assessed as to their potential and significance for further analysis.

2.2 A rapid scan of all excavated material will be undertaken by conservators and finds researchers in collaboration. Material considered vulnerable will be selected for stabilisation after specialist recording.

2.3 Where intervention is necessary, consideration will be given to possible investigative procedures (e.g glass composition studies, residues in or on pottery, and mineral preserved organic material).

2.4 Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long term conservation and storage needs.

2.5 Assessment of artefacts will include inspection of X-radiographs of all iron objects, a selection of non-ferrous artefacts (including coins), and a sample of any industrial debris relating to metallurgy.

2.6 Once assessed, all material will be packed and stored in optimum conditions, as described in First Aid for Finds.

2.7 Waterlogged organic materials will be dealt with, following Historic England documents, Guidelines for the care of waterlogged archaeological leather, and guidelines on the recording, sampling, conservation and curation of waterlogged wood.

2.8 Processing of all samples collected for biological assessment, or subsamples of them, will be completed. Bulk and site-riddled samples from dry deposits will have been processed during excavation, where possible.

2.9 The preservation state, density and significance of material retrieved will be assessed, following methods presented in Environmental Archaeology (Historic England, 2011). Unprocessed sub-samples will be stored in conditions specified by the appropriate specialists.

2.10 Assessments for any technological residues will be undertaken. Samples for dating will be submitted to laboratories promptly, so as to ensure that results are available to aid development of specifications for subsequent mitigation strategies.

2.11 The following Specialists have been contacted as are available to work on the project:

Pottery - T G Manby (Prehistoric),

M R Stephens (medieval and Post-medieval)

P A Ware (Roman)

Flint - P Makey

Animal Bone – Jane Richardson

Environmental Sampling – Diane Alldritt

Conservation – York Archaeological Trust

Human Remains – York Osteology

Ceramic Building Material – Dr Phil Mills

Clay Tobacco Pipe - M R Stephens

3. Archive Preparation and Dissemination

3.1 A site archive should be prepared in accordance with the specification outlined in *Management of Archaeological Projects* (MoRPHE (Lee, E, 2006). See also *Towards an Accessible Archaeological Archive, the Transfer of Archaeological Archives to Museums: Guidelines for use in England, Northern Ireland, Scotland and Wales* Society of Museum Archaeologists 1995.

3.2 The site archive, including finds and environmental material, subject to the permission of the relevant landowners, will be labelled, conserved and stored according to the United Kingdom Institute for Conservation (UKIC)'s. Provision will be made for the stable storage of paper records and their long term storage on a suitable medium, such as microfilm. An index to the contents of the archive together with details of its date and place of deposition should be lodged with the HER.

3.3 Archive deposition will be arranged in consultation with the recipient museum and Historic Environment Officer and will take account of the

requirements of the recipient museum and the relevant guidelines (see above) relating to the preparation and transfer of archives. The timetable for deposition shall be agreed on completion of the site archive and narrative.

Best Practice & Scientific Guidance

Archaeological Conservation

Investigative Conservation: Guidelines on how the Detailed Examination of Artefacts from Archaeological Sites can Shed Light on their Manufacture and Use (2008): Officially archived, but available on request.

Guidelines on the X-radiography of Archaeological Metalwork (2006): https://historicengland.org.uk/images-books/publications/x-radiography-of-archaeological-metalwork/

Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation (2018): https://historicengland.org.uk/images-books/publications/waterlogged-organic-artefacts/

Environmental Archaeology

Animal Bones and Archaeology - Recovery to Archive (2019): https://historicengland.org.uk/images-books/publications/animal-bones-and-archaeology/

Deposit Modelling and Archaeology: Guidance for Mapping Buried Deposits (2020): https://historicengland.org.uk/images-books/publications/deposit-modelling-and-archaeology/

Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition) (2011): https://historicengland.org.uk/images-books/publications/environmental-archaeology-2nd/

Geoarchaeology: Using Earth Sciences to Understand the Archaeological Record (2015): https://historicengland.org.uk/images-books/publications/geoarchaeology-earth-sciences-to-understand-archaeological-record/

Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains (2008): Currently being revised, but available on request.

Mineralised Plant and Invertebrate Remains: A Guide to the Identification of Calcium Phosphate Replaced Remains (2020): https://historicengland.org.uk/images-books/publications/mineralised-plant-and-invertebrate-remains/

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Geophysical Survey in Archaeological Field Evaluation (2008): Officially archived, but available on request.

Marine Geophysics Data Acquisition, Processing and Interpretation: Guidance Notes (2013): https://historicengland.org.uk/images-books/publications/marine-geophysics-data-acquisition-processing-interpretation/

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Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (Second Edition) (2017) [Advisory Panel on the Archaeology of Burials in England]: https://www.archaeologyuk.org/apabe/pdf/APABE_ToHREfCBG_FINAL_WEB.pdf

Guidance for the Care of Human Remains in Museums (2005) [Department for Culture, Media and Sport]: https://www.archaeologyuk.org/apabe/pdf/DCMS_Guidance_Human_Remains_in_Museums.pdf

Large Burial Grounds: Guidance on Sampling in Archaeological Fieldwork Projects (2015) [Advisory Panel on the Archaeology of Burials in England]: https://www.archaeologyuk.org/apabe/pdf/Large_Burial_Grounds.pdf

Science and the Dead: A Guideline for the Destructive Sampling of Archaeological Human Remains for Scientific Analysis (2013) [Advisory Panel on the Archaeology of Burials in England]: https://www.archaeologyuk.org/apabe/pdf/Science_and_the_Dead.pdf

The Role of the Human Osteologist in an Archaeological Fieldwork Project (2018): https://historicengland.org.uk/images-books/publications/role-of-human-osteologist-in-archaeological-fieldwork-project/

Updated Guidelines to the Standards for Recording Human Remains (2017) [Chartered Institute for Archaeologists / British Association for Biological Anthropology and Osteoarchaeology]: https://babao.org.uk/assets/Uploads-to-Web/14-Updated-Guidelines-to-the-Standards-for-Recording-Human-Remains-digital.pdf

Materials Science and Industrial Processes

A Standard for Pottery Studies in Archaeology (2016) [Prehistoric Ceramics Research Group, the Study Group for Roman Pottery and the Medieval Pottery Research Group]: https://historicengland.org.uk/images-books/publications/standard-for-pottery-studies-in-archaeology/

Archaeological and Historic Pottery Production Sites: Guidelines for Best Practice (2015): https://historicengland.org.uk/images-books/publications/archaeological-and-historic-pottery-production-sites/

Archaeometallurgy: Guidelines for Best Practice (2015): https://historicengland.org.uk/images-books/publications/archaeometallurgy-guidelines-best-practice/

Archaeological Evidence for Glassworking: Guidelines for Recovering, Analysing and Interpreting Evidence (2018): https://historicengland.org.uk/images-books/publications/glassworkingguidelines/

Organic Residue Analysis and Archaeology: Guidance for Good Practice (2017): https://historicengland.org.uk/images-books/publications/organic-residue-analysis-and-archaeology/

Science for Historic Industries: Guidelines for the Investigation of 17th- to 19th-century Industries (2018): https://historicengland.org.uk/images-books/publications/science-for-historic-industries/

Preservation in Situ

Land Contamination and Archaeology: Good Practice Guidance (2017): https://historicengland.org.uk/images-books/publications/land-contamination-and-archaeology/

Piling and Archaeology: Guidance and Good Practice (2019): https://historicengland.org.uk/images-books/publications/piling-and-archaeology/

Preserving Archaeological Remains: Decision-taking for Sites under Development (2016): https://historicengland.org.uk/images-books/publications/preserving-archaeological-remains/

Scientific Dating

Archaeomagnetic Dating: Guidelines on Producing and Interpreting Archaeomagnetic Dates (2006): Officially archived, but available on request; Historic England also suggests people consult the 'Archaeomagnetism: Magnetic Moments in the Past' webpages

(https://www.bradford.ac.uk/archaeomagnetism/) hosted by the University of Bradford.

Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates (2004): Currently being revised, but available on request.

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Practice and Guidelines

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https://www.sheffield.gov.uk/content/dam/sheffield/docs/planning-and-development/archaeology/The-regional-statement-for-good-practice-in-archaeology-within-Planning--pdf--24KB-.pdf

APPENDIX 2

Conservation Strategy By Ian Panter of York Archaeological Trust

Artefacts from all categories and all periods will be recovered as a matter of routine during the excavation. When retrieved from the ground finds will be kept in a finds tray or appropriate bags in accordance with First Aid for Finds. Where necessary, a conservator may be required to recover fragile finds from the ground depending upon circumstances.

If waterlogged conditions are encountered a wide range of organic materials may be recovered, including wood, leather and textiles. Advice will be sought from a conservator to discuss optimum storage requirements before any attempt is made to retrieve organic finds and structural timbers from the ground.

After the completion of the fieldwork stage, a conservation assessment will be undertaken which will include the X-radiography of all the ironwork (after initial screening to separate obviously modern debris), and a selection of the non-ferrous finds (including all coins). A sample of slag may also be X-rayed to assist with identification and interpretation. Wet-packed material, including glass, bone and leather will be stabilised and consolidated to ensure their long-term preservation. All finds will be stored in optimum conditions in accordance with First Aid for Finds and Guidelines for the Preparation of Excavation Archives for Long-Term Storage (Walker, 1990).

Waterlogged wood, including structural elements will be assessed following the English Heritage guidelines, Waterlogged wood: sampling, conservation and

curation of structural wood (Brunning 1996). The assessment will include species identification, technological examination and potential for dating.

The conservation assessment report will include statements on condition, stability and potential for further investigation (with conservation costs) for all material groups. The conservation report will be included in the updated project design prepared for the analysis stage of the project.

References

Brunning, R. and Watson, J. *Guidelines on Recording, Sampling, Conversation and Curation of Waterlogged Wood*. Swindon: English Heritage (2010). http://www.english-heritage.org.uk/publications/waterlogged-wood/waterlogged-wood.pdf

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APPENDIX 3

Environmental Strategy By Diane Alldrit

The on-site environmental sampling strategy will systematically seek to recover a representative sample of botanical, molluscan (both terrestrial and aquatic), avian and mammalian evidence from the full range of contexts encountered during the excavation. This will enable, at the assessment stage, the possibility for radiocarbon dating material to be obtained, and for an initial analysis of the economic and environmental potential of the site. In order to achieve this, a bulk sample (BS, Dobney *et al* 1992) comprising an optimum size of 40litre of sediment (where possible) should be taken from every stratigraphically secure and archaeologically significant context. In practice it may not always be possible to obtain 28l of sediment from certain features during the assessment stage, for instance from partially excavated pits or post-holes, in which case a single bucket sample, c.10 to 14litre should be taken at the site supervisors discretion. Deposits of mixed origin, for instance topsoil, wall fills and obvious areas of modern contamination, should be avoided where possible, as these will contain intrusive material and not provide secure radiocarbon dates.

All buckets and other sampling equipment must be clean and free of adherent soil in order to prevent cross-contamination between samples. If dry soil is to be stored for any length of time it should be kept in cool, dry conditions, and away from strong light sources. However, it is preferable to process samples as soon as possible after excavation.

Bulk soil samples shall be processed using an Ankara-type water flotation machine (French 1971) for the recovery of carbonised plant remains and charcoal. The

flotation tank should contain a >1mm mesh for collection of the retent or 'residue' portion of the sample (which may contain pottery, lithics and animal / bird bone, in addition to the heavier fragments of charcoal which do not float). The 'flot' portion of the sample, which may include carbonised seeds, cereal grain, charcoal and sometimes mollusc shell, should be captured using a nest of >1mm and >300micron Endicot sieves. Flotation equipment, including sieves, meshes, brushes and so forth must be meticulously cleaned between samples in order to prevent contamination of potential radiocarbon dating material. All material resulting from flotation will be dried prior to microscopic examination. Flotation is not suitable for the recovery of pollen or for processing waterlogged samples, which shall be discussed below.

Where there is potential for waterlogged preservation, shown for instance by the presence of wood and other organic or wet material, then a 5 to 10litre size sample should be taken (GBA sample, Dobney *et al* 1992). This material is to be retained for later processing using laboratory methods to enable the recovery of waterlogged plant material and insects. For assessment purposes a 1litre sub-sample of the organic sediment from each potential waterlogged sample shall be processed using laboratory wash-over methods, and once processed kept wet. All waterlogged samples awaiting processing should be kept damp, preferably stored in plastic sealable tubs, and in cool conditions. Where large waterlogged timbers are recovered these should be stored under refrigerated conditions and an appropriate conservator consulted.

There is the possibility that the waterlogged deposits may require parasite egg analysis. It is proposed that the 'squash' technique is adapted, this would require small lumps of raw sediment approximately 3mm in diameter taken from three separate points from within the sample and homogenised in a little water by shaking. After allowing coarse particles to settle for a few moments, a drop of the supernatant

was removed. This work would be undertaken by either John Carrott or Harry Kenwood if necessary.

If sediment suitable for pollen analysis is encountered, for instance rich organic peaty deposits, or deep ditch sections with organic preservation, the archaeobotanical specialist is to be consulted prior to any sampling taking place. These deposits would require sampling with large kubiena tins and require the specialist to be on-site. Pollen analysis, even at assessment level, would subsequently impose a considerable cost implication should it be carried out.

The specialist is available to provide consultation and advice on the environmental sampling strategy throughout the course of the excavation and during post-excavation processing if required.

References

Dobney, K. D., Hall, A. R., Kenward, H. K. and Milles, A. 1992 A working classification of sample types for environmental archaeology. *Circaea* 9 24-26.

French, D. H. 1971 An Experiment in Water Sieving. *Anatolian Studies 21* 59-64.

Appendix 4
Digital Data Management Plan

Project Administration	
Project Name	Back Lane Tollerton
Site Code	TBC
Project Description (Eg, number of trenches, area of excavation)	Excavation of a single trench to record ridge and furrow earthworks
OASIS ID	maparcha1- 508707
Museum Name & Accession code (where applicable)	N/A
Client/ Landowner (where applicable)	Mulgrave Properties
Project Lead	Martyn Thomas
Project Manager	Charlie Puntorno (MAP)
Date & Version	A 12.08.22

Data Collection

Data to be Collected/ Created (to be updated throughout duration of project)		
Type	Format	Volume
GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files) (Metadata to be deposited as .csv)	WSI- 2x shapefile
CAD	.dwg, .dxf (Metadata to be deposited as .csv)	
Spreadsheets & databases	Excel (.xlsx) Access (.accdb) (to be deposited as .csv)	Inc (Context Register / Finds & Samples Register / Photo Register / Drawing Register / Specialist data tables x 6 / Metadata tables)
Images	.jpg, .raw (to be deposited as .tiff)	WSI- 2x .Jpg
Text/ Documents	Word (.docx) PDF (.pdf)	WSI- 3x word doc, 1x PDF

- All data will be collected in line with the project specific Written Scheme of Investigation, *Guides to Good Practice* produced by the ADS and MAP's guidance on the *Creation and Treatment of Documentary, Digital and Material Archives*.

- The digital archive will be stored in an appropriately named project specific folder which will be regularly backed up. All data raw data will be stored in the appropriate folder. Version control will be maintained throughout the project.

Documentation and Metadata

- Data collected will include standard formats which maximise opportunities for use and reuse in the future

- Data documentation will meet the requirement of the Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the Written Scheme of Investigation. Following the completion of the project all paper-based material will be digitised and included within the archive.

- A metadata form consistent with ADS examples will be completed for each dataset and included within the final archive. As a minimum the metadata will include a file name, keywords & dates, creator & date of creation, copyright holder, location (site address or coordinates as appropriate), software and version

- An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository (ADS).

Ethics and Legal Compliance

- MAP staff must only participate in work which conforms to accepted ethical standards and which they are able to competently preform. Where there is any doubt, which should be raised with management.

- MAP places an emphasis on internal peer review of documents and the discussion of results. All Written Schemes of Investigations are reviewed by the relevant Local Authority Archaeologists prior to submission. Where confidentiality is requested by a client, this is strictly upheld by MAP.

- The project archive will include the names of all individuals who contributed to the project unless it is requested otherwise. No personal data will be held within the project archive.

- MAP have a GDPR compliant Privacy Policy underpins the management of all personal data. Such data is not retained in project specific folders and is not accessible to unauthorised staff nor will it be shared with any third-party companies.

- Unless otherwise agreed at the inception of a project, the copyright of all data collected throughout the project belongs to MAP. The inclusion of data derived from external specialists and/or contractors is secured at the point of agreement of their participation on the project.

- By depositing an archive with an HER or museum MAP gives permission for the material presented to be used by the recipient, in perpetuity, although MAP retains the right to be identified as the author of all project documentation and reports as specified in the Copyright, Designs and Patents Act 1988 (Chapter IV, section 79).

- All relevant licences and permissions to reproduce external data are discussed in the site-specific Written Scheme of Investigation and all subsequent reporting, including Desk Based Assessment. Where site specific licences are required (i.e.

for the removal of human remains), licence numbers and dates will also be included within site reports and a copy of the licence held within the archive.

Data Security: Storage and Backup

- MAP's current IT infrastructure is divided between SharePoint for documents and an NAS (Network Attached Storage) drive for larger data files (acting as back up of locally held files on work laptops). Both require username and password intrinsic to the individual users.

- Digital Recording is currently provided by DiggitArchaeology.com, who provide access to their mobile app and web app via email and password login. The backup of recorded material is provided by Diggit's use of the three-point server system with automatic backups working in tandem. Diggit's data is encrypted in transit and stored and backed up on a MongoDB Atlas server cluster of 3 replicate nodes in the Repubic of Ireland (in the GDPR-compliant EEA). In the rare event that one server is down, a replicate node instantly replaces it with no perceptible change in behaviour or functionality. These servers are backed up daily, and the datacentres housing them are accredited to ISO 27001 (2005) or higher. In the very unlikely scenario that data must be restored from a backup, we estimate the Recovery Time Objective (RTO) for restoring this data to be approximately 10 minutes of downtime. At the close of the site material will be downloaded and stored using SharePoint.

- In regard to filing within the SharePoint and NAS, a folder template sets out the associated locations of files; these folders should be appropriately named and populated with file names for field data stored on the NAS. See section on "Naming Conventions"

- SharePoint is maintained/delivered under licence by Practical Networks with in-house maintenance by the Commercial Director. The NAS drive is a WD PR2100 and is maintained by the Archaeology and Geomatics Manager with weekly backups and checks of the data; field data such as photographs and survey data to be uploaded weekly by the Project Officer.

- Field and in-house access to the SharePoint and the NAS drive is limited/restricted by user email and password.

- Files such as databases, tables and documents required by the external specialists and in-house post-excavation team will be distributed using the SharePoint system. Any further data such as photographs, AutoCAD files, QGIS projects etc will be distributed via secure alternative means (WeTransfer or similar) to protect the integrity of the NAS Drive.

Selection and Preservation

- A selection strategy and the DMP for each project will be considered from the inception of the work. The process of selection should be devised in consultation with LPA frameworks, guidance and individual stakeholders, reviewed by the Appointed Project Manager at each milestone of a project's lifespan; inclusive a peer review and appropriate consultation with stakeholders to provide quality assurance.

- The strategy should dictate which parts of the archive, both digital and analogue, are relevant and would provide future generations with a soundly curated archive. Documents and Data should be quality assured prior to deposition, checking for consistency and following any deposition guidance of the eventual repository.

- All costs relating to the digital archiving have been factored into the original quote and intended repository will be notified. At each milestone costing considerations must be undertaken to ensure that deposition is not out of pocket or unexpectedly above factored levels.

Data Sharing

- A summary of the site will be made available at the earliest opportunity, latterly curated and adapted at each major milestone to reflect most up to date information regarding the site.

- All reports relevant to the site will also be curated and added to the OASIS record, updated at pertinent milestones of the project; the final report must be lodged with the HER in the first instance.

- Any archive material must be authorised for dissemination by the relevant stakeholders, primarily this is likely to be the client; though any such action will only be temporary, and usually as a result of planning issues.

Responsibilities

- The appointed Project Manager shall ensure the DMP is correctly followed, reviewed and adapted (where appropriate) at each milestone. In the unlikely event that the project changes hands, the responsibility will ultimately rest with the Managing Director, who will ensure the needs of the DMP are addressed and properly handed over to the next Project Manager.

- Curation of the field data, data synthesis/analysis, quality assurance should be the responsibility of senior figures of the project team, usually the Project Officer/Supervisor. They will make sure that all data is stored correctly and backed up to minimise any loss of integrity of the archive.

- Reports both internal and external shall be subject to MAP's ideal naming preferences of project files. It is the responsibility of each department to ensure their curated report/work is correct, quality assured and seek clarification from the authors (external or otherwise) of any document which contains errors.

- All work will be latterly audited by the Project Manager working towards creating an archive and level of reporting which is both ethically sound, accurate and reliable for future use by anyone internal or external to the company.

Naming Conventions

- Files and Folders should be named consistently throughout the project folder. The use of an _ (underscore) should be used to separate words instead of spaces e.g. use Pott_Asmnt instead of Pottery Assessment. File names vary according to the content of the file, the _ rule still applies here.
  - There should be no spaces in any file naming
  - No symbols (e.g. #?,) should be used as they are not ADS compliant
  - Full stops in file names are not accepted, except between file name and file type
  - Abbreviate where possible, losing extraneous vowels and consonants, as file paths are cumulative and cannot exceed a certain number of characters

- Naming Examples.

  - Reports and digitised registers

  Should follow the structure of: Site Code, Type of Work (Adding excavation Phase if required), Component, Version. Varied slightly for digitised registers as per example:

  e.g. 05-08-20-TT_FINALReport_A210622

  05-26-19-EXC_PhsB_App01_CtxtListing

  - Digital Photographs and Black & White Photographs

  Should include the Site Code, Type of Work (Adding excavation Phase if required), and Frame No, varied slightly for B&W film:

  e.g. 05-08-20-TT_Digi_001

  05-26-19-EXC_PhsB_BW_FLM01-001

  NB be aware that jpegs and raw (as well as selected archive tiff's) should be in separate folders and be concurrent with each other

- Scanned Site Registers

Should be scanned in pdf format and be formatted as: Site Code, Type of Work (Adding excavation Phase if required), Register Name.

e.g. 05-08-20-TT_CtxtReg

05-26-19-EXC_PhsB_DrawReg

- Scanned Context Sheets & other site sheets

Should be scanned in pdf format and be formatted as: Site Code, Type of Work (Adding excavation Phase if required), Type of Sheet, Sheet Nos.

e.g. 05-08-20-TT_Ctxt-0001-0050

05-26-19-EXC_PhsB_Ctxt0001-0050

- Site Drawings and Plans

Should be scanned as TIFF's and be formatted as: Site Code, Type of Work (Adding excavation phase if required), Drw, Sheet No

e.g. 05-08-20-TT_Drw_Sh-001

05-26-19-EXC_PhsB_Drw_Sh-001

NB. The phase of work or field numbers may only be relevant at the time the work was undertaken, if work is part of a larger continuing outline, check where the next tranche of numbers will start and bare that in mind or check with PM prior to archiving reports.

List of Abbreviations

Registers

Ctxt

Drw

Digi

BW

Env

SF

Specialist Reports

Pott Pottery

ABn Animal Bone

FeR Iron Waste Residues

Crbn Carbonised Plant Remains

Cnsrv Conservation