



maparch

MAP Archaeological Practice

Manor Cottage  
Low Road  
Aldborough  
North Yorkshire

MAP 10-05-23

Planning References- 21/02800/FUL & 21/02801/LB

Scheduled Monument Consent - 500243988

Archaeological Watching Brief



# maparch

## MAP Archaeological Practice

Client	Olivia Spilman
Work Type	Archaeological Watching Brief
Address	Manor Cottage, Low Road, Aldborough, North Yorkshire
LPA Archaeologist	Peter Rowe, North Yorkshire Council
NGR	SE 40521 66499
Planning Ref	21/02800LFUL & 21/02801/LB
SMC Ref	500243988
Oasis Ref	maparcha1-515564
Site Code	10-05-23
Project Manager	Charlie Puntorno
Project Team	Paula Ware

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Manor Cottage  
Low Road  
Aldborough  
North Yorkshire

21/02800/FUL & 21/02801/LB  
10-05-23

Archaeological Watching Brief

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## *Non-technical Summary*

*An Archaeological Watching Brief was carried out by MAP Archaeological Practice Ltd., on the groundworks associated with the construction of a new single storey extension to Manor Cottage, Low Road, Aldborough, North Yorkshire in May 2023 (Planning Refs. 21/02800/FUL and 21/02801/LB). The groundworks were observed by an archaeologist, in accordance with the Written Scheme of Investigation which was approved by Peter Rowe, Principal Archaeologist for North Yorkshire Council and Dr Keith Emerick, Inspector of Monuments at Historic England and in accordance with the Scheduled Monument Consent granted by the Secretary of State for Culture, Media & Sport (Ref. 500243988).*

*The test pit for the existing garage wall foundations was hand excavated to a depth of 0.45m and the foundation trenches for the extension were machine excavated to a depth of c.0.50m and were 0.5m wide; then hand cleaned.*

*No archaeological deposits, finds or features were observed.*

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## 1. Introduction & Planning History

1.1 This report sets out the results of an Archaeological Watching Brief which was carried out by MAP Archaeological Practice Ltd. at Manor Cottage Farm, Low Road, Aldborough, North Yorkshire in May 2023.

1.2 The work was carried out in order to archaeologically observe the groundworks and record any archaeological deposits, finds or features within the development footprint.

1.3 Planning permission was granted for the demolition of the existing rear extensions and erection of a single storey extension, interior alterations and alterations to fenestration (Refs. 21/02800/FUL and 21/02801/LB) with the condition 8 stated:

*A) No demolition/development shall commence until a Written Scheme of 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. The programme for post investigation assessment*

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

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

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

*6. 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 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 Investigation approved under condition (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.*

*The reasons for the conditions are shown below:-*

*8) To protect anything of archaeological importance.*

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1.4 The site is located within the boundary of the Aldborough Roman Town Scheduled Monument (NHLE 1003133, see 3.1). As such Scheduled Monument Consent has been granted by Historic England (reference S00243988). The consent was granted with the following conditions attached

- *The works to which this consent relates shall be carried out to the satisfaction of the Secretary of State, who will be advised by Historic England. At least 2 weeks' notice (or such shorter period as may be mutually agreed) in writing of the commencement of work shall be given to Dr Keith Emerick, Inspector of Ancient Monuments, Historic England, 37 Tanner Row, York, YO1 6WP; 01904 601988; keith.emerick@historicengland.org.uk in order that an Historic England representative can inspect and advise on the works and their effect in compliance with this consent.*
  - *The specification of work for which consent is granted shall be executed in full.*
  - *This consent may only be implemented by Mrs Olivia Spilman.*
  - *Where consent is transferable to future owners, Historic England shall be notified of land disposal upon completion of the sale.*
  - *All those involved in the implementation of the works granted by this consent must be informed by the owner that the land is designated as a scheduled monument under the Ancient Monuments and Archaeological Areas Act 1979 (as amended); the extent of the scheduled monument as set out in both the scheduled monument description and map; and that the implications of this designation include the requirement to obtain Scheduled Monument Consent for any works to a scheduled monument from the Secretary of State prior to them being undertaken.*
  - *Equipment and machinery shall not be used or operated in the scheduled area in conditions or in a manner likely to result in damage to the monument or ground disturbance other than that which is expressly authorised in this consent.*
  - *Any ground disturbance to which this consent relates shall be carried out under the archaeological supervision of Ms Paula Ware, MAP Archaeological Practice Ltd, Showfield Lane, Malton, N Yorks YO17 6BT who shall be given at least 2 weeks' notice (or such shorter period as may be agreed) in writing of the commencement of work. No works shall commence until Ms Paula Ware has confirmed in writing to Historic England that they are willing and able to undertake the agreed supervision.*
  - *The foundations for the single storey linking structure shall be restricted to a depth not exceeding 750mm.*
-

- *A report on the archaeological recording shall be sent to: Peter Rowe, Principal Archaeologist, NYC, Northallerton, N. Yorks., DL7 8AH (the County Historic Environment Record) and to Dr Keith Emerick, Inspector of Ancient Monuments at Historic England within 3 months of the completion of the works (or such other period as may be mutually agreed).*
- *The archaeological 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.*

- 1.5 The work was carried out in accordance with a Written Scheme of Investigation that was prepared by MAP Archaeological Practice Ltd and approved by the Principal Archaeologist at North Yorkshire Council and Inspector of Ancient Monuments at Historic England (Appendix 2).
- 1.6 MAP adhered to the principles of both the ClfA '*Code of Conduct*' (2022) and '*Standard and Guidance for Archaeological Watching Brief*' (2014) throughout the project.
- 1.7 All maps within this report have been produced with permission of the Controller of His Majesty's Stationary Office (© Crown copyright. License AL50453A). With additional mapping data derived from OpenStreetMap (<https://www.openstreetmap.org/copyright>).

## 2. Site Description

- 2.1 Manor Cottage is located within the village of Aldborough, on the north side of Low Road, bounded to the north by a farm, to the south of Low Road by St. Andrew's church yard and with residential dwellings to the east and west (Fig. 1).
- 2.2 Bedrock geology within the site boundary consists of Sherwood Sandstone Formation (BGS. 2023), overlain by clay and silt derived from the Alne Glaciolacustrine Formation.
-



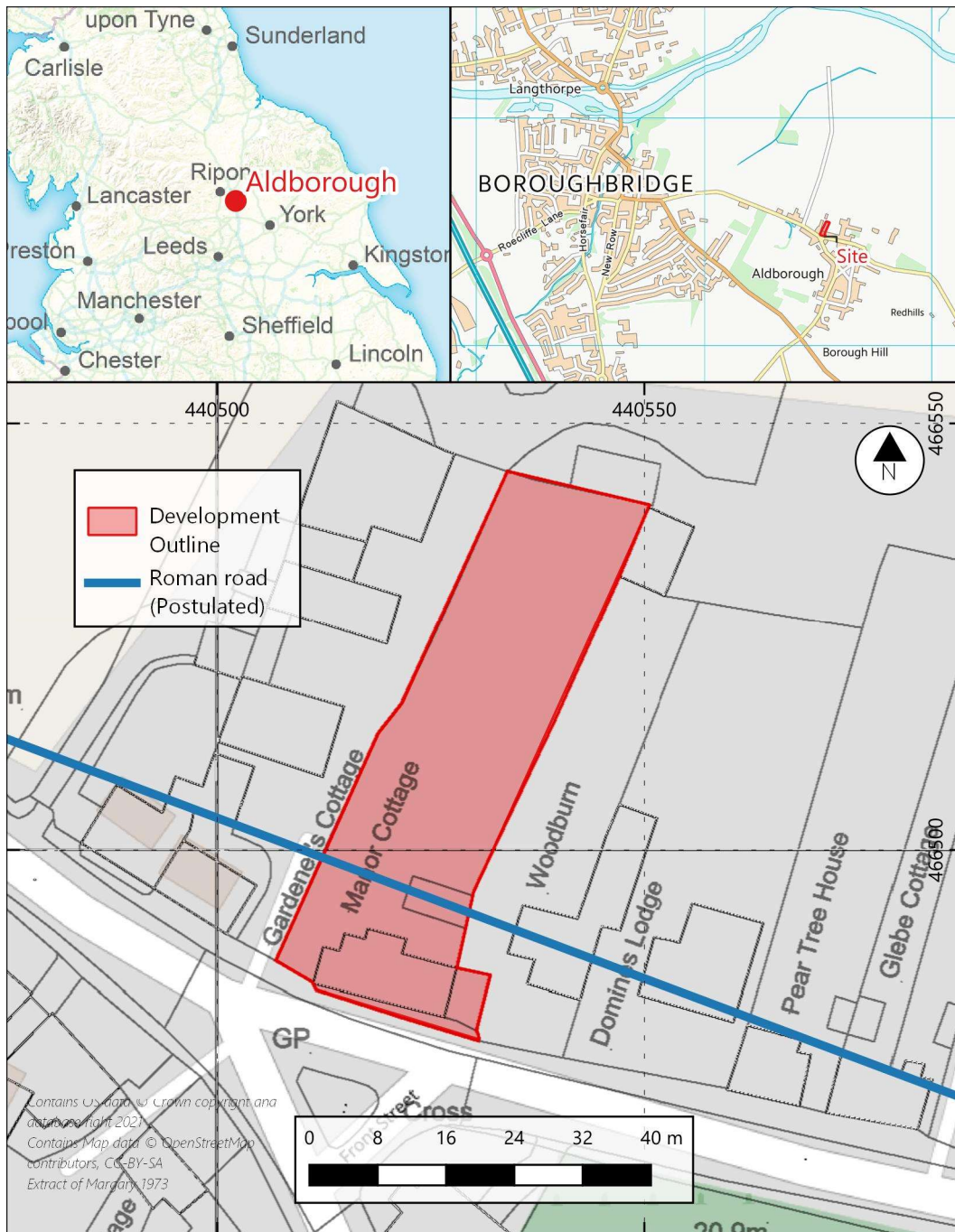


Figure 1: Site location and area of observed works

### 3. Archaeological and Historical Background

- 3.1 The site lies the Scheduled Monument of Aldborough Roman Town (List Entry No. 1003133/55220 & HER Ref. MNY11257). A Roman fort and attached vicus supposedly predated the civitas, Isurium Brigantum, regional capital of the Brigantes tribe. The Roman town was 55 acres in size (22.26 hectares) and dated from the 1<sup>st</sup> to early 5<sup>th</sup> centuries, with town defences dating to the mid-late 2<sup>nd</sup>/mid-3<sup>rd</sup> century AD. There were excavations undertaken in 1924, 1934-5 and 1937-8, then

between 1961-1968. Buildings, earthwork features and enclosures have been plotted from aerial photographs from parch marks.

3.2 Extensive Roman remains have been identified within the immediate vicinity of the site. A watching Brief carried out to the immediate south of Manor Cottage during the replacement of a gas main (Johnson. 2013) identified walling, believed to be Roman which was aligned north- east to south-west and stood several courses tall.

3.3 The remains of a Roman road has been identified during a watching Brief was carried out at Pear Tree Cottage, to the east of the (Cale. 2000), and also at the Ship Inn (Cale. 1996). Cale (1996) also makes references to a portion of the road being identified during ground disturbance at Manor Cottage within 0.40m of the ground surface.

3.4

3.5 Manor Cottage is located within the medieval core of the village of Aldborough and is a Grade II listed building, with timber frame construction cased in reddish brown local brick; dating to the 16<sup>th</sup> century with 18<sup>th</sup> century and later alterations (NHLE Ref. 1315501).

## 4. **Aims and Objectives**

4.1 The aim of the Archaeological Watching Brief was to

- to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works and
- to provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard.

## 5. **Methodology**

5.1 The Watching Brief consisted of an archaeologist from MAP Archaeological Practice Ltd observing all groundworks across the site.

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5.2 The concrete slab covering the area north of Manor Cottage within the extension area was broken up and removed by machine. A test pit and foundation trenches were excavated using a mechanical excavator, fitted with a 0.5m wide toothless bucket operating under close archaeological supervision. In each trench, soils were removed down to the required formation depth (c. 0.5m).

5.3 High resolution digital photographs were taken before, during and after the groundworks had been excavated (Appendix 1).

## 6. **Results** (Pls. 1-8)

6.1 The concrete slab north of Manor Cottage was removed in the area of the new extension using a machine under archaeological supervision (Pl. 1), The area was then cleaned up (Pl. 2) and a test pit was excavated to see the depth of the garage foundations, to a depth of 0.45m (Pls. 3-4).

6.2 The foundation trench was then excavated by machine, adjacent to the rear of Manor Cottage, to a depth of 0.50m (Pls. 5-8). The trench was then hand cleaned and exposed existing drains within the subsoil.

6.3 Excavation of the house plot foundation trenches revealed a brown sandy subsoil (Pls. 2-8).

6.4 No archaeological finds, features or deposits were observed.

## 7. **Conclusions**

7.1 The Archaeological Watching Brief observed the groundworks for the extension and no archaeology was found.

7.2 It is possible that any archaeological deposits or features which may have been present on the site may have been compromised during the construction of Manor Cottage in the 16<sup>th</sup> century, or during later alteration and improvement works.

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## 8. Bibliography

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Historic England. 2023. Manor Cottage, Low Road. Available at

<https://historicengland.org.uk/listing/the-list/list-entry/1315501?section=official-list-entry> [accessed 10.05.23]

Johnson, M. 2013 Gas Mains Replacement, Aldborough, North Yorkshire. Watching Brief Report York Archaeological Trust

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*Plates*



*Plate 1: Removal of existing concrete slab. Facing east.*



*Plate 2: Area of extension after removal of the concrete. Facing south-west.*





Plate 3: Excavation of test pit to expose the garage foundation depth. Facing south.

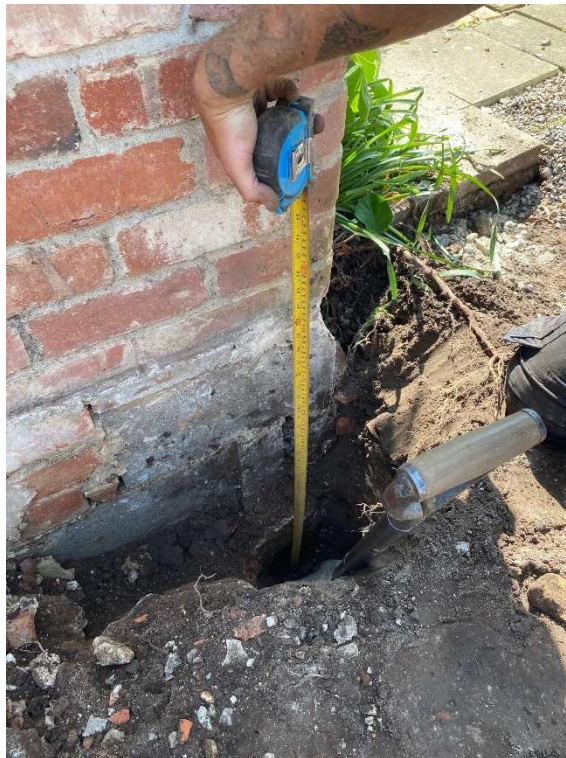
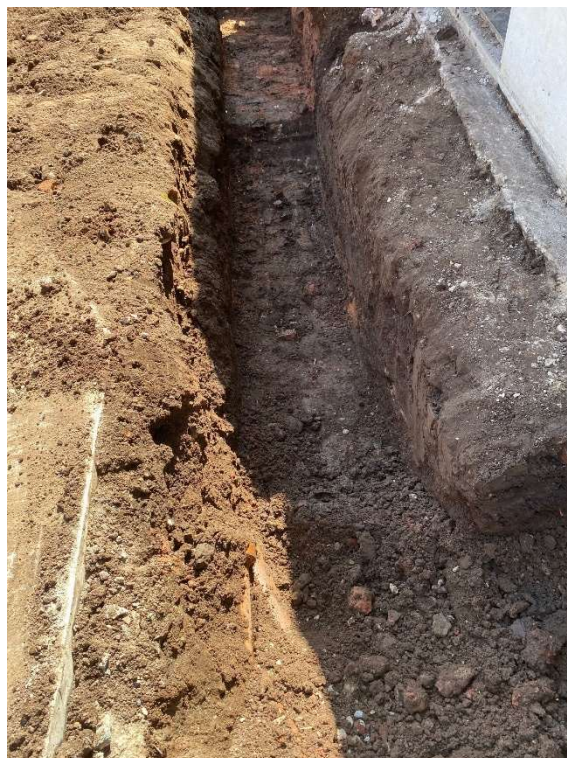


Plate 4: Test pit depth 0.45m. Facing south-east.



*Plate 5: Foundation trench (0.50m deep). Facing south-west.*



*Plate 6: Foundation trench (depth 0.50m). Facing east.*





Plate 7: Modern drain in the foundation trench. Facing north.

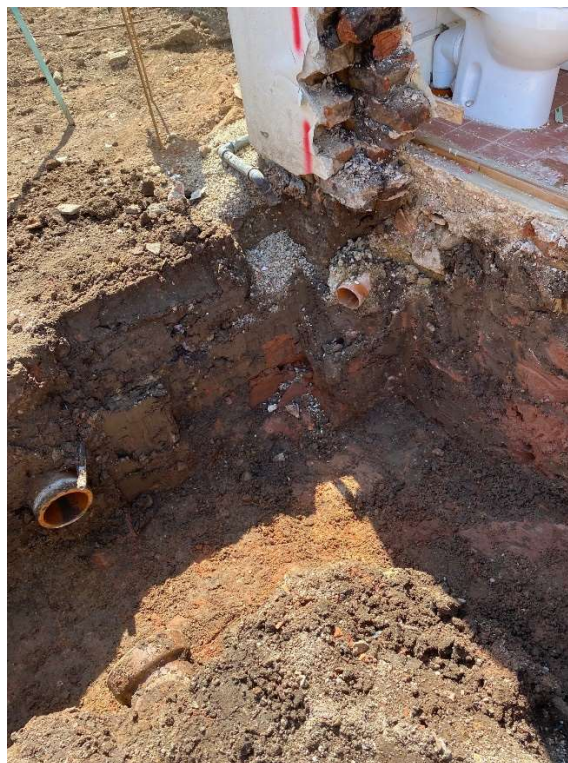


Plate 8: Modern drains within foundation trench. Facing south-east.



## APPENDIX 1

### Photographic Listing

File (.jpg)	Description	Date
MCA23_001	Removal of concrete base. Facing east.	22/05/2023
MCA23_002	Test pit for depth of garage wall. No archaeological deposits depth 0.45m. Facing south.	22/05/2023
MCA23_003	Required depth for slab: no archaeological deposits. Facing south-west	22/05/2023
MCA23_004	Depth of garage wall test pit 0.45m. Facing south	22/05/2023
MCA23_005	Depth of garage wall test pit 0.45m. Facing south	22/05/2023
MCA23_006	Single footing adjacent to house. Depth of soil 0.5m. Facing west	23/05/2023
MCA23_007	Single footing adjacent to house. Depth of soil 0.5m. Facing south-west	23/05/2023
MCA23_008	Modern drainage under slab. Facing north	23/05/2023
MCA23_009	Modern drainage under slab. Facing east	23/05/2023
MCA23_010	Modern drainage under slab. Facing south-west	23/05/2023
MCA23_011	Modern drainage under slab. Facing south-east	23/05/2023



MCA23\_001



MCA23\_002



MCA23\_003



MCA23\_004



MCA23\_005



MCA23\_006



MCA23\_007



MCA23\_008



MCA23\_009



MCA23\_010



MCA23\_011



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MAP Archaeological Practice

Manor Cottage  
Aldborough  
North Yorkshire

Listed Building Consent- 21/02801/LB  
Scheduled Monument Consent-S00243988  
MAP site code- 10.05.23

Written Scheme of Investigation-Archaeological Watching Brief



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MAP Archaeological Practice

<b>Client</b>	Olivia Taylor
<b>Work Type</b>	Archaeological Watching Brief
<b>Address</b>	Manor Cottage, Aldborough
<b>LPA Archaeologist</b>	Peter Rowe- North Yorkshire Council & Keith Emerick- Historic England
<b>NGR</b>	SE 40521 66499
<b>Planning Ref</b>	Listed Building Consent- 21/02801/LB Scheduled Monument Consent-S00243988
<b>Oasis Ref</b>	maparcha1-515564
<b>Site Code</b>	10.05.23
<b>Project Manager</b>	Paula Ware/ Charlie Puntorno
<b>Version History</b> A100523	Edited/QA by Max Stubbings

Manor Cottage  
Aldborough  
North Yorkshire

Listed Building Consent- 21/02801/LB  
Scheduled Monument Consent-S00243988  
MAP site code- 10.05.23

Archaeological Watching Brief

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## 1. Background

- 1.1 Manor Cottage is located immediately north of Low Road, to the north of the village of Aldborough, (fig. 1, SE 40521 66499, Monkeys.Fatherly.pickles).

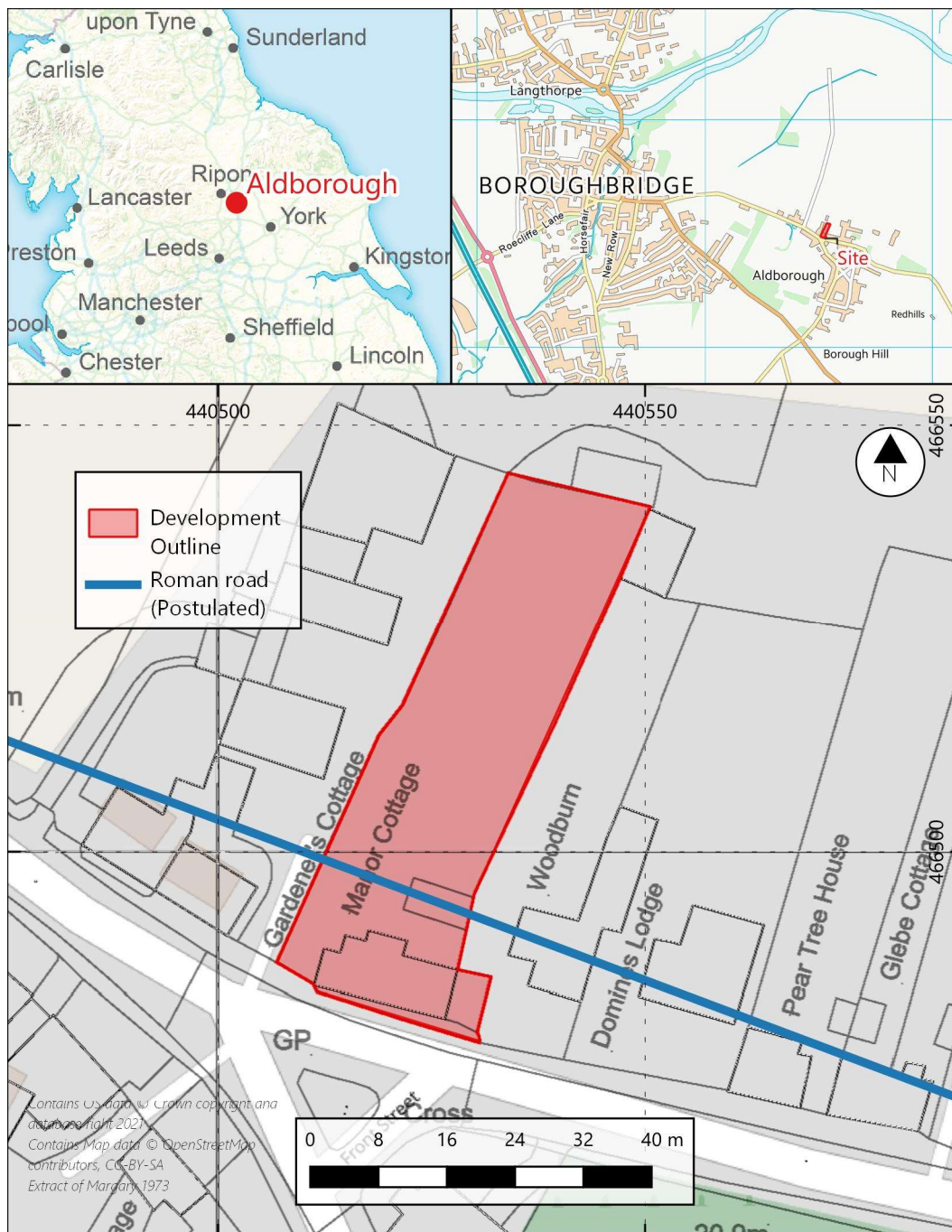


Figure 1: Site Location

- 1.2 Listed Building Consent has been granted, by Harrogate Borough Council, for the erection of a single storey extension at the site (planning reference 21/02801/LB). It has been recommended that an Archaeological Watching Brief be carried out in order to monitor all groundworks associated with

the application. This document sets out the details of the Watching Brief, project inception through to reporting and dissemination.

1.3 The site is located within the boundary of the Aldborough Roman Town Scheduled Monument (NHLE 1003133, see 2.2.1). As such Scheduled Monument Consent has been granted by Historic England (reference S00243988). The consent was granted with the following conditions attached

- *The works to which this consent relates shall be carried out to the satisfaction of the Secretary of State, who will be advised by Historic England. At least 2 weeks' notice (or such shorter period as may be mutually agreed) in writing of the commencement of work shall be given to Dr Keith Emerick, Inspector of Ancient Monuments, Historic England, 37 Tanner Row, York, YO1 6WP; 01904 601988; keith.emerick@historicengland.org.uk in order that an Historic England representative can inspect and advise on the works and their effect in compliance with this consent.*
- *The specification of work for which consent is granted shall be executed in full.*
- *This consent may only be implemented by Mrs Olivia Spilman.*
- *Where consent is transferable to future owners, Historic England shall be notified of land disposal upon completion of the sale.*
- *All those involved in the implementation of the works granted by this consent must be informed by the owner that the land is designated as a scheduled monument under the Ancient Monuments and Archaeological Areas Act 1979 (as amended); the extent of the scheduled monument as set out in both the scheduled monument description and map; and that the implications of this designation include the requirement to obtain Scheduled Monument Consent for any works to a scheduled monument from the Secretary of State prior to them being undertaken.*
- *Equipment and machinery shall not be used or operated in the scheduled area in conditions or in a manner likely to result in damage to the monument or ground disturbance other than that which is expressly authorised in this consent.*
- *Any ground disturbance to which this consent relates shall be carried out under the archaeological supervision of Ms Paula Ware, MAP Archaeological Practice Ltd, Showfield Lane, Malton, N Yorks YO17 6BT who shall be given at least 2 weeks' notice (or such shorter period as may be agreed) in writing of the commencement of work. No works shall commence until Ms Paula Ware has confirmed in writing to Historic England that they are willing and able to undertake the agreed supervision.*
- *The foundations for the single storey linking structure shall be restricted to a depth not exceeding 750mm.*



- *A report on the archaeological recording shall be sent to: Peter Rowe, Principal Archaeologist, NYC, Northallerton, N. Yorks., DL7 8AH (the County Historic Environment Record) and to Dr Keith Emerick, Inspector of Ancient Monuments at Historic England within 3 months of the completion of the works (or such other period as may be mutually agreed).*
- *The archaeological 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.*

1.4 Historic England were also consulted in respect of the Listed Building Consent. No objection was raised on heritage grounds and it was deemed appropriate that Harrogate Borough Council's Conservation and Design Officer to comment on the application.

1.5 The work will be monitored under the auspices of the Principal Archaeologist at North Yorkshire Council (henceforth NYC) and the Ancient Monument Inspector at Historic England (henceforth HE), both of whom will be consulted at least two weeks before the commencement of site works.

1.6 MAP will adhere to the principles of the ClfA Code of Conduct (ClfA 2022) throughout the project and to the ClfA 'Standards and Guidance for Archaeological Field Evaluations' (CIFA 2020).

## 2. **Site Information**

### 2.1 *Land Use, Topology and Geology*

2.1.1 The site currently falls within the curtilage of Manor Cottage. The proposed scheme of work involved the demolition of an existing lean-to and car port at the rear of the cottage which is to be replaced with a new lean-to and a link to the existing garage.

2.1.2 The British Geological Society records bedrock geology of the site as deposits of Sherwood Sandstone overlain by clay and silt derived from the Alne Glaciolacustrine Formation (British Geological Society, 2023).

### 2.2 *Archaeological Potential*

2.2.1 The site is located within the boundary of the Scheduled Monument of Aldborough Roman Town (NHLE 1003133, HER ID MNY11257). Historic England's record is derived from an Old County Number scheduling record and as such no full description is available however the Aldborough Conservation Area Appraisal (Harrogate Borough Council, 2008) states that it is likely that the town

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was 'established by the Romans as an invasion fort towards the end of the first century at the point where the main north south route east of the Pennines (roughly the equivalent of the modern A1) crossed the Ure and was joined by the roads from York and Ilkley. The highest standard of culture attained by the Romans (Romano British) is evidenced by the mosaic pavements and other finds discovered at Aldborough. Isurium declined into obscurity after the end of the Roman period and had become a modest Anglican settlement before it was sacked by the Danes in 870. When discussing the character of the Roman town area, the appraisal states that 'Some buildings and roads within the village seem to follow and/or respect the alignment of the Roman town, the extent of which is identified by the Scheduled Ancient Monument, as shown on the map. In particular the northern half of the town beyond the main east-west Roman road is relatively undisturbed with the Roman roads in situ - as seen on aerial photographic evidence. This area is mostly under pasture land. The land adjoining the probable site of the East Gate in the grounds of Aldborough Hall is also little disturbed due to the parkland setting of the Hall. The main road down Chapel Hill follows the line of the Roman southern approach road. The line of the town wall is also visible as earthworks on the northwest and south-east side of the town.'

- 2.2.2 Extensive Roman remains have been identified within the immediate vicinity of the site. A watching Brief carried out to the immediate south of Manor Cottage during the replacement of a gas main (Johnson. 2013) identified walling, believed to be Roman which was aligned north- east to south-west and stood several courses tall.
- 2.2.3 The remains of a Roman road has been identified during a watching Brief was carried out at Pear Tree Cottage, to the east of the (Cale. 2000), and also at the Ship Inn (Cale. 1996). Cale (1996) also makes references to a portion of the road being identified during ground disturbance at Manor Cottage within 0.40m of the ground surface.
- 2.2.4 The Roman road is recorded as Margery's 8A, which ran from York to Aldborough, the postulated route of which runs through the garage associated with Manor Cottage (see Fig. 1). It is therefore likely that development within the site boundary would encounter archaeological deposits associated with the road or other Roman features.
- 2.2.5 Manor Cottage is itself designated as a Grade II Listed Building (NHLE 1315501). The listing detail describes the cottage as '*Probably late C16 with C18 and later alterations. Timber frame, cased in reddish-brown local brick, except for the 1st floor front. Corbelling out at gable ends, raised brick verges.*
-

*Pantile roof. End chimneys. Timber frame of 2 bays. Close studding with arch braces. C20 brick extensions at both ends. 2 storeys. 2 modern casements to each floor and an off-centre modern door.'* (Historic England. 2023).

### 3. Project Details

#### 3.1 *Aims and Objectives*

3.2 The purpose of the Watching Brief is;

- to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works
- to provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard.

#### 3.3 *Output and Dissemination*

3.3.1 It is anticipated that the project will produce the following output

Data type	Detail
Physical Archive	Drawn plans and sections- permatrace Site indices (context, photograph, drawing, samples) Finds collected during the evaluation Environmental material retained from samples collected during the evaluation
Digital Archive	Diggit derived data (PDF context sheets and indices. .xlsx indices) GIS ESRI Shapefile (.shp & .shx & .dbf, plus associated files) Photographs .jpg, .raw (to be deposited as .tiff). to include all photographs taken during the project Reports (.docx & PDF). WSI, evaluation report and all associated specialist reports
Reports	Printed report

3.3.2 All digital data will be curated in line with the attached Data Management Plan.

3.3.3 MAP undertake public engagement for all appropriate projects. This will be offered in numerous ways to reflect the nature of the archaeological works. It is likely that public engagement will be via

site notices and discussions with the public during the duration of the fieldwork. A copy of the report will be submitted to the North Yorkshire Historic Environment Record for public access.

#### 4. **Fieldwork Methodology**

##### 4.1 *Excavation Methodology*

4.1.1 The Watching Brief will consist of an archaeologist from MAP Archaeological Practice Ltd observing groundworks across the site.

4.1.2 The watching brief will be carried out by the archaeologist in a manner that allows the contractor to proceed with their construction programme without unreasonable interference or delay. The contractor must inform the archaeologist of the schedule for any groundwork which falls under the remit of the Watching Brief and must allow the archaeologist reasonable access and resources to implement this archaeological scheme of investigation.

4.1.3 The archaeologist will record the presence or absence of archaeological features and deposits and make all appropriate written, drawn and photographic records of any archaeological deposits which are revealed; all burials must be recorded and removed by the archaeologist; a Home Office burial licence must be obtained for this procedure.

4.1.4 Where structures, finds, soil features and layers of archaeological interest are exposed or disturbed by construction works, the archaeologist should be provided with the opportunity to observe, clean, assess, excavate by hand where appropriate, sample and record these features and finds. If the contractors or plant operators notice archaeological remains, they should immediately tell the archaeologist. The sampling of deposits for environmental evidence should be a standard consideration, and arrangements should be made to ensure that specialist advice and analysis are available if appropriate.

4.1.5 Heavy plant should not be operated in the near vicinity of archaeological remains until they have been recorded, and the Archaeologist on site has allowed operations to recommence at that location. Sterile subsoils and parent materials below archaeological deposits may be removed without archaeological supervision. Where reinstatement is required, subsoils should be backfilled first and topsoil last.

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## 4.2 *Recording Methodology*

- 4.2.1 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.
- 4.2.2 A full written, drawn, and photographic record will be made of all material revealed during the course of the Watching Brief. Plans and section drawings will be drawn to a scale appropriate to the excavated feature.
- 4.2.3 Digital photography will be undertaken in accordance with standards set by Historic England and the recipient archive. All digital photography will be undertaken using a high quality camera recommended to have no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in RAW to be converted to TIFF for archive and JPEG for reporting.
- 4.2.4 Appropriately sized scales will be used in all photography.

## 4.3 *Sampling Strategy*

- 4.3.1 All finds (artefacts and ecofacts) visible during the Watching Brief 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.

## 4.4 *Human Remains*

- 4.4.1 Should any inhumation or cremation burials be encountered, their extent, number and state of preservation will be established and HE and the Principal Archaeologist will be notified to discuss an appropriate strategy for their management. Remains should not be removed or chased beyond the existing limits of excavation prior to agreement with HE and the Principal Archaeologist.
- 4.4.2 Removal of human remains will be carried out under the conditions of, and after the receipt of, licences for the removal of human remains (issued by the Ministry of Justice) and in accordance with the Burial Act (1857), '*Updated Guidelines to the Standards for Recording Human Remains*' (Brickley & McKinley. 2017), CIFA guidelines '*Excavation and Post-Excavation Treatment of Cremated and*
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Inhumed Human Remains (McKinley & Roberts 1993), and all Historic England and Advisory Panel on the Archaeology of Burials in England (APABE) guidance, 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.

#### 4.5 *Artefact recovery*

4.5.1 All stratified archaeological artefacts and ecofacts will be collected, except for modern (mid-20th century or later) finds from topsoil and subsoil contexts unless it is determined that they are of archaeological interest. All artefacts will be bagged and labelled by type and context.

4.5.2 Removal, packaging, and labelling of finds will be undertaken in accordance with '*First Aid for Finds*' and specific Historic England guidance as required.

4.5.3 Artefacts defined as treasure under the Treasure Act 1996 (as supplemented by the Treasure (Designation) Order 2002) will be treated in accordance with the Treasure Act 1996 Code of Practice. All finds of treasure must be reported to the local coroner within 14 days of discovery. In the first instance, it is recommended that details of the find are provided to the local Portable Antiquities Scheme Finds Liaison Officer to confirm that it constitutes treasure; they will be able to apply for a Treasure Reference Number and declare the find to the coroner on your behalf. Historic England will also be notified. A short Treasure Report will be compiled for submission to the coroner.

4.5.4 Where recovery of treasure cannot be undertaken on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

### 5. **Post-Investigation Assessment, Analysis and Reporting**

#### 5.1 *Assessment & Analysis*

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

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

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- 5.1.3 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).
- 5.1.4 Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long term conservation and storage needs.
- 5.1.5 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
- 5.1.6 Once assessed, all material will be packed and stored in optimum conditions, as described in First Aid for Finds.
- 5.1.7 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.
- 5.1.8 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.
- 5.1.9 The preservation state, density and significance of material retrieved will be assessed, following methods presented in Environmental Archaeology (Historic England, 2011). Unprocessed subsamples will be stored in conditions specified by the appropriate specialists.
- 5.1.10 Assessments for any technological residues will be undertaken. Any required 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.
- 5.1.11 Basic stratigraphic information will be supplied to the project specialists outlines in section 7.
- 5.2 *Reporting*
- 5.2.1 A brief, interim report may be required shortly after the completion of fieldwork.
- 5.2.2 On completion of the post-excavation assessment, an assessment report will be prepared, to include the following as a minimum;
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- An introduction including background information (with planning application details, where appropriate);
- A location plan, with scale
- A plan of the developer's plan, with scale showing the areas monitored (e.g. the service trenches and any associated landscaping, construction of access routes etc.) and indicating the position of archaeological features in relation to the foundations etc.
- The original research aims and objectives and rationale for selected area of investigation;
- An archaeological and historical baseline;
- A description of results;
- Section and plan drawings (where archaeological deposits are exposed), with ground level, Ordnance Datum and vertical and horizontal scales
- General site photographs. A high-resolution digital archive, including general as well as photographs of significant archaeological deposits or artefacts if encountered
- Specialist artefact and environmental reports, as necessary

5.2.3 Copies of the report will be submitted to the commissioning body, the Local Planning Authority and Historic England within 3 months of the completion of the Watching Brief, unless an alternative timescale is agreed.

5.2.4 We will provide a physical and digital copy of the report to the North Yorkshire Historic Environment Record. A digital copy will also be lodged with Oasis and subsequently the ADS.

5.2.5 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.

## 6. **Archive**

### 6.1 *Working Archive*

6.1.1 All material (whether digital or physical) recovered or generated through the duration of the project will be appropriately and securely stored in a working project archive. This will be undertaken in accordance with the selection strategy and digital data management plan set out at the commencement of the project (appendix 1).

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6.1.2 All physical documents or drawings will be indexed, collated, and stored in a secure location when not in use.

6.1.3 Secure digital security copies will be made of physical and born digital records at regular intervals, to be stored and backed up in a secure location. Documents and drawings will be scanned at an appropriate resolution (see appendix 1).

## 6.2 *Archive Deposition*

6.2.1 The requirements for archive preparation and deposition must be addressed and undertaken in a manner agreed with the recipient museum, who will be contacted before commencement of fieldwork. In line with the '*Archaeological Archive Deposition Policy for Museums in Yorkshire and the Humber*', produced by Renaissance Yorkshire, the museum will also be contacted during a mid-point review of the project during which information will be passed to the museum regarding the archive and the proposed timescale for deposition, and following the completion of work.

6.2.2 Guidance set out in the ClfA Toolkit for Selecting Archives (2019) will be followed, prior to the commencement of fieldwork in order to establish project-specific strategies for the retention or discarding of material. The retention of material will also be discussed with the Museum with regards to the significance and research potential of the archive.

6.2.3 Archive deposition will be arranged in consultation with the museum, and in accordance with their deposition policy relating to the preparation and transfer of archives. The timetable for deposition shall be agreed on completion of the site archive and narrative.

6.2.4 The digital archive will be deposited with the Archaeology Data Service (ADS) at the University of York. A link to the final digital archive will be provided to the HER.

## 7. **Staffing**

7.1 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.

7.2 At the time of writing the field work team is to be confirmed however as a minimum the following contacts will be relevant for the duration of the project.

- Paula Ware/ Charlie Puntorno-MAP Project Manager
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Telephone- 01653 697752 07879791369

Email- paula@maparchltd.co.uk

charlie@maparchltd.co.uk

- Peter Rowe- Principal Archaeologist, North Yorkshire Council

Telephone- 07609532316

Email- peter.rowe1@northyorks.gov.uk

- Keith Emerick- Ancient Monuments Inspector-Historic England

Telephone- 01904 601988 / 07967 712111

Email- keith.emerick@historicengland.org.uk

- Andy Hammon-Historic England Science Advisor

Telephone- 07747486255

Email- andy.hammon@historicengland.org.uk

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

- Prehistoric pottery - T. Manby
  - Medieval & Post-medieval pottery - M. Stephens (MAP)
  - Roman pottery - P Ware (MAP)
  - 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 (MAP)
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## 8. Bibliography

British Geological Society. Geology of Britain Viewer. Available at:  
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> [accessed 10.05.23]

Cale. K. 1996. Archaeological Evaluation. The Ship Inn. Low Lane. Aldborough. SAM No. 436. North Yorkshire

Cale. K. 2000. Archaeological Investigation. Pear Tree Cottage. Aldborough. SAM no 436. North Yorkshire

Johnson. M. 2013. Gas Mains Replacement, Aldborough, North Yorkshire. Watching Brief Report York Archaeological Trust

Harrogate Borough Council. 2002. Aldborough Conservation Area

Historic England. 2023. Manor Cottage, Low Road. Available at  
<https://historicengland.org.uk/listing/the-list/list-entry/1315501?section=official-list-entry> [accessed 10.05.23]

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## Appendix 1

### Digital Data Management Plan

<b>Project Administration</b>	
<b>Project Name</b>	Manor Cottage Aldborough
<b>Site Code</b>	10.05.23
<b>Project Description</b> (Eg, number of trenches, area of excavation)	Watching Brief
<b>OASIS ID</b>	maparcha1-515564
<b>Museum Name &amp; Accession code (where applicable)</b>	York Museum Trust Accession number TBC
<b>Client/ Landowner (where applicable)</b>	Olivia Spilman
<b>Project Lead</b>	TBC
<b>Project Manager</b>	Paula Ware/ Charlie Puntorno
<b>Date &amp; Version</b>	A 10.05.23

### Data Collection

<b>Data to be Collected/ Created (to be updated throughout duration of project)</b>		
<b>Type</b>	<b>Format</b>	<b>Volume</b>
GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files) (Metadata to be deposited as .csv)	WSI= 2 shapefiles
CAD	.dwg, .dxf (Metadata to be deposited as .csv)	
Spreadsheets & databases	Excel (.xlsx) Access (.accdb) (to be deposited as .csv)	
Images	.jpg, .raw (to be deposited as .tiff)	WSI=1 .jpg
Text/ Documents	Word (.docx) PDF (.pdf)	WSI = 3.docx & 5 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 perform. 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.
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- 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 Republic 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.
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- 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.
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## 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

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- 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\_PhB\_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\_PhB\_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\_PhB\_DrawReg

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- 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\_PhB\_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\_PhB\_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

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