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MAP Archaeological Practice

22a Quay Street
Scarborough
North Yorkshire

MAP 5-17-2023

TA 04956 88851
Maparcha1-515815
20/00357/FL & 21/01222/FL

HISTORIC BUILDING RECORD (LEVEL II)

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HISTORICAL BUILDING RECORD

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Summary

This report has been undertaken by MAP Archaeological Practice Ltd under the instruction from Sarah Normandale to record 22a Quay Street, Scarborough, North Yorkshire prior to its demolition.

The building at 22a Quay Street was formerly a boatshed, which predated the 1852 Ordnance Survey Town Series Map of Scarborough. 22a Quay Street was located between Nesfield Yard to the west of 22a and Bakehouse Yard to the east of 22. The building was probably of late 18th/early 19th century date within the earlier medieval burgage plots north of the original quayside of the Old Harbour. The building to the east of 22a Quay Street was last depicted on the 1965 Ordnance Survey Map and had subsequently been demolished. In 1996, three trial trenches were excavated on vacant plot, east of 22a, which revealed late medieval deposits.

The building had been in poor condition when the present owner bought it. Each of the three floors had separate entrances. The ground slopped up from Quay Street, with access to the west into the first floor, then steps up to the rear yard (second floor level) to the east & west. The former boatshed was three storeys high, built of brick in English garden wall bond (3 stretcher to 1 header course) with sloping pitch roof covered in metal sheet. At the time of the photographic survey, the ground floor was used for storage, the first floor as a workshop for trawler nets and the second floor had been converted into a surfer's hostel. A new roof and structural steel had been inserted on the ground and first floors, the retaining wall (east elevation) had been repaired and rendered, and a large buttress constructed to the east. The east elevation had sections of exposed stonework. Each of the floors were concrete. With windows for the ground and first floor on the west elevation. The main entrance to

the south onto Quay Street had large wide doors, for use as a boatshed on the ground and first floors. There was an outside toilet on the ground floor.

Ninety-four high resolution digital photographs were taken to record the exterior and interior of 22a Quay Street.

1. Introduction

1.1 The Historic Building Recording was commissioned by Sarah Normandale, to record the 18th century boatshed at 22a Quay Street, Scarborough, North Yorkshire in advance of its demolition and to provide an archive record of the building to inform future study (TA 04956 88851: Fig. 1).

1.2 In accordance with the recommendations of the National Planning Policy Framework (July 2021: Para 205, 58) states that the '*Local Planning Authorities should also require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible [Copies of evidence should be deposited with the relevant historic environment record, and any archives with a local museum or other public depository].*' The Archaeological Building Recording and Report (Historic England Level 2, 2016) was undertaken to record of the boat shed prior to demolition and redevelopment (North Yorkshire Council Planning Refs. 21/01222/FL) Condition 2, which stated:-

2 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. 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 Investigation approved under (A) above.

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 (A) above and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason : In accordance with Policy DEC5 of the Scarborough Borough Local Plan and Section 16 of the NPPF as the site is of archaeological significance.

1.3 The Archaeological Building Record was undertaken on Tuesday 12th May 2023.

1.4 This report was funded by Fred Normandale.

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

2. Site Description

2.1 The Development Area is located within the historic core of Scarborough, which is a designated Conservation Area. Quay Street is located on the South Bay foreshore, below the South Cliff, on the north side of Quay Street

2.2 The building at 22A is currently used as a store on the ground floor, a workshop on the first floor and a surfer's hostel on the second floor (NGR TA 04956 88851: Fig. 1 & Pls. 1-3).



Figure 1. Site Location.

2.3 The area of the development is c. 304m² and at heights between c. 9.80 to 15.15m AOD.

-
- 2.4 The site sits on bedrock geology of the Long Nab Member – Jurassic Sandstone, siltstone and mudstone, overlain by Quaternary Devensian-Diamicton Till (British Geological Society: <https://geologyviewer.bgs.ac.uk/>) and soils of soilscape 18, Slowly permeable seasonally wet slightly acid but base-rich loamy and clayey soils (<https://www.landis.org.uk/soilscapes>).

3. Historical Background

- 3.1 The castle, town and port on South Bay developed during the second half of the 12th century, by Henry II. The port developed with Quay Street as the first waterfront, with a possible stone and timber harbour wall. Subsequent reclamation meant that the harbour front moved progressively further south and by the middle of the 14th century, with development beginning along Sandside (Pearson 1996, 1-3).
- 3.2 The area around the harbour was the most densely settled part of the medieval Scarborough, indicated by the high rents value in the 14th century. Several houses along Quay Street still preserve possible medieval timberwork in their structures, most notably the former Three Mariners Inn, the former Dog & Duck Inn, both on the south side of the street, and No 2 Quay Street on the north. The present boundaries of 22A and 22 Quay Street are typical of a medieval burgage plot, where plots are perpendicular to the street. Quay Street has been depicted on maps since the 18th century. The first edition Ordnance Survey Town Series map of 1852 depicted buildings covering the entire plot (ibid).

- 3.3 In 1996 excavations on the vacant plot to the east of 22A Quay Street, by the Scarborough Archaeological and Historical Society, recorded a sequence of archaeology. There was a stone wall dating to the late 14th/15th century with an interior floor level. Later activity was indicated by fish processing remains and then the stone wall was partially replaced by the less substantial foundations for an outhouse (ibid, 10).



Figure 2. 1998 photograph of 22a Quay Street (taken from Heritage, Design and Assess Statement, Doughty 2021, 14).

- 3.4 A 1998 photograph of the site in the Heritage Statement showed the brick and stone east elevation shored up by three timber buttresses and a loading hatch opening on the second floor of the south elevation and the chimney stack visible (Fig. 2). The demolition of the attached building to the east had

destabilised the adjoining wall, with the wood buttresses needed to hold the building up. The present owner stated there had been a forge on the first floor.

- 3.5 The building had been derelict for some time and since change of ownership, the present owner undertook major structural work, inserting an internal steel frame with on the ground and first floors with ten tie-beams to structurally stabilise the building, also reroofing (removing the chimney in the loft and exterior), rendering the east and south elevations and converting the loft (second floor) into a surfer's hostel in 2015.

4. Aims and Objectives

- 4.1 The Aim of the Historic Building Recording of the former boat/trawler shed was to:-
- Provide a systematic record of the building prior to the commencement of its demolition,
 - to determine the original nature, date and survival of any earlier structures and/or fabric and their development to present day,
 - to record exterior and interior architectural details.

5. Methodology

- 5.1 The exterior and interior of 22a Quay Street was observed and notes taken on the layout, construction materials and architectural details. A photographic record was undertaken using a 24 megapixel digital camera (Nikon D-5300).

- 5.2 Floorplans were sketched based on-site measurements, the site plan and elevations are based on the planning drawings provided by Andrew Doughty.
- 5.3 The photographic record for the building record comprised 94 digital shots. The Photographic Record of the buildings are included on a film register noting file name, location of shot, direction of the shot, and a brief description of the subject (Appendix 1). Metadata was included on all digital files including name of site, description, tags (Building Record), comments (Planning Reference and National Grid Reference), Author (Photographer) and Copyright. All digital photographs will be archived on the Archaeological Data Service.

6. Results

- 6.1 The Archaeological Building Record was undertaken at 22a Quay Street on the 12th May 2023. The weather conditions were overcast after an early morning fret. The location of the external photographs is noted on Figure 3 and the internal photographs on Figure 4.

6.2 Exterior Description (Figs. 3-4; Pls. 1-22)

- 6.2.1 The building at 22a Quay Street was formerly a boat/trawler shed, converted c. 2015 to be a store, workshop and surfer's hostel. The building was tall rectangular building on a steep slope rising from Quay Street to the south, where it was three storeys high and the rear yard at second floor height. The exterior walls were constructed in brick in English Garden wall bond (3 stretcher to each header course) single pitch roof, covered in metal sheet, sloping down from the east to the west (Fig. 3). The east and south elevations

were rendered, with some stone exposed on the east elevation. The southern west elevation was painted brick.

- 6.2.1 The north elevation was rendered on the ground to the below the second-floor window, with timber panelling on the second floor to the roof line (Fig. 4 & Pls. 4-6). There were two buttresses on the east side, one to the south and one to east sides to the height of the second-floor lintel. On the ground floor, there was a wide double door, stepped in from the west side, with an RSJ lintel. On the first floor, there were four panelled openings with RSJ lintel above, with timber panels below the four windows. On the second floor there was a three-pane window to the east, where the roof pitch was highest.
- 6.2.2 The access to the west side of 22a Quay Street rises to the north (Fig. 2), from ground floor level at the front (south) to first floor level at the rear (north). The west elevation was exposed brick with a step in the east, with a narrower rear first floor towards the rear (Fig. 4 & Pls. 5, 7-10). The front had painted (white) brick on the ground floor (Fig. 4 & Pls. 5, 7-8). There was a string course of brick above the first-floor windows on both the front and rear and timber panelling on the second floor below the shallow edge of the single pitch roof. On the ground floor, on the front part of the building, there was a door into the outside toilet to the south, then three windows with shallow flat brick lintels then two windows reducing in size to the north (Figs. 3-4 & Pls. 7 & 8). Above on the first floor, to the rear, were two windows north and south of the double door and four larger windows to the south (Fig. 4 & Pls. 9 & 10). All the windows had flat brick arch lintels and brick sills. Above the brick, on the second floor, were four rows of glass brick windows below the eaves of the single pitch roof (Fig. 4 & Pl. 10). The two windows on the ground floor to the south had six panel lower fenestration and an arch above (Figs. 3-4 & Pl. 11). The rear door was the main entrance to the first-floor

workshop, which had double doors with plain glass fanlight above (Fig. 4 & Pl. 12) which was accessed by a ramp raising from north to south. On the west elevation, to the north were access steps top the second-floor-level yard area (Fig. 4 & Pls. 13 & 20).

6.2.3 The East Elevation was rendered, painted wall up to the roof with four buttresses (Figs. 3-4 & Pls. 14-18). There were patches of exposed stone wall (Fig. 3-4 & Pls. 15-17) at ground floor level of the east elevation and on the north elevation of second, central main buttress. On the interior floor levels, the steelwork was tied into ties visible on the west elevation, five on the ground floor and seven on the first floor (Figs. 3-4 & Pls. 14, 15, 17 & 18). To the north of the main buttress is a deck at c. first floor level to the east of the east wall and then steps up to the rear deck at second floor level (Figs. 3-4 & Pl. 18-20)

6.2.4 The north elevation to the rear of 22a Quay Street was at second floor level and was the entrance into the surfer's hostel (Figs. 3-4 & Pls. 19, 21-22). The north elevation was glazed with a double door on the east side and four windows sloping to the west with floor to timber panelled eaves. There was a narrow, exposed brick wall to the west and east and a paved yard to the north. Decorating the yard was a boat timber engraved with an arrow and 'Scoresby' and a pair of cobble doors.

6.3 *Interior Description (Fig. 4 & Pls. 23-52)*

6.3.1 All three floors of 22a Quay Street had separate entrances. There were no internal connections between the three floors and each floor was utilised for separate purposes. The ground floor acting as a store for a shop. The first floor had been used by the owner to repair and store nets for his trawler and

the second floor had been converted for use as a surfer's hostel. The floors were all concrete, supported by the internal steel work.

6.3.2 The ground floor comprised an outside toilet to the west and a store within the main body of the building accessed from the large double doors to the front (Fig. 5 & Pls. 23-30). There were four windows on the west wall (Fig. 5 & Pl. 26). The outside toilet was partitioned on the west side, with access from the yard to the west between 22 & 22a Quay Street (Figs. 3, 4 & 5). A concrete block pillar was located on the east and south wall of the toilet to support the RSJ above the main door (Fig. 5 & Pl. 27). There was access through the west wall above the door for the waste pipe (Fig. 5 & Pl. 28). There were the original cistern brackets on the south wall and a Bakelite light switch and socket on the east wall of the outside toilet (Fig. 5 & Pls. 29-30).

6.3.3 There were two rooms on the first floor, a workshop area to the south and a storeroom to the north (Fig. 5 Pls. 31-48). The wider part of the workshop to the south corresponded in size to the ground floor room below. The room narrowed to the north workshop and store was built into the sloping south cliff only at first floor level. The floor plan was L-shaped as the workshop narrowed to the rear. The entrance for the first floor was from the west side to the rear of the workshop (Fig. 4 & Pls. 32, 41 & 47). The walls of the first floor had a second course of brickwork on the west wall and a half height second course with columns on the east wall to support the steel work to the south and two steel beams to support the frame to the south (Fig. 5 & Ps. 31-36 & 38). There were two pairs of additional concrete block columns, supporting RSJs to the rear (north) of the workshop (Fig. 5 & Pls. 32, 37, 39 & 41) on both walls supporting the steel work to the rear of the workshop. The fireplace was constructed in handmade brick measuring

222mm 105 by 62mm high. The later brick walls were built in bricks 323 by 110 by 52mm high. On the west wall was a workman's compensation Act, 1925 poster (Pl. 40) The first floor had been used as a forge/smithy in the past (F. Normandale pers. Comm), and there was a large chimney for the forge on the east wall (Fig. 5 & Pls. 34 & 35). There were five courses of stepped out brickwork above the fireplace, with a raised stone hearth. To the rear on the east wall was a scar in the brick work (Fig. 5 & Pl. 43), which may indicate an earlier internal wall. To the rear of the entrance was an inserted brick wall in English Garden wall bond (five stretcher to one header) made of bricks 230mm by 110mm & 70mm high. The west wall of the workshop had five windows and then the entrance. To the north, was the door into the rear storeroom (Fig.5 & Pls. 44-48). The wall to the east bulged inwards, and a frame of steelwork above was supported by corner steel pillars. There was a window in the west wall of the storeroom.

6.3.4 The second floor had an entrance to the north, from the yard accessed by Bakehouse steps to the east and the steps up from the yard between 22 & 22a Quay Street to the west. The second floor had four joists supporting the new metal sheet roof and was split into two common access areas to the north, two areas, each with two bunk and two single beds and the shower-room and toilet area were to the south (Fig. 5 & Pls.49-52). This had been converted from a loft in 2015 into the hostel.

7. Conclusions

7.1 The building at 22a Quay Street was still in use at the time of the survey. Extensive work had been undertaken by the present owner to consolidate the derelict structure with

-
- an internal steelwork on the ground and first floors with concrete block pillars to support the east wall and external ties,
 - new roof trusses and metal sheet roof,
 - timber facades on the second floor,
 - new doors and windows.

7.2 The 1998 photograph in the Heritage, Design and Access Statement (Fig. 2), depicted the property at that time had three floors, an outside toilet, a chimney for the forge on the first floor and the original loading door in the loft with the east wall supported by timber buttresses. The interior brick supports along the east and west walls suggest an earlier attempt at consolidation of the building, possibly after the demolition of the structure to the east in the late 1960s. The east wall buttresses suggest the building to the east had a single pitch roof. The building was owned by Allied Fish in the 1990's, so the building was probably used as a boat shed at that time.

7.3 The rear of the building was cut into south cliff, with the ground floor only at the south fronting onto Quay Street and full length first and second floors. With loading to all three floors from the south. The layout with concrete floors and fenestration on the west wall, probably date from the later 19th or early 20th century, within the same layout depicted on the first edition Ordnance Survey map.

8. Bibliography

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9. List of Contributors

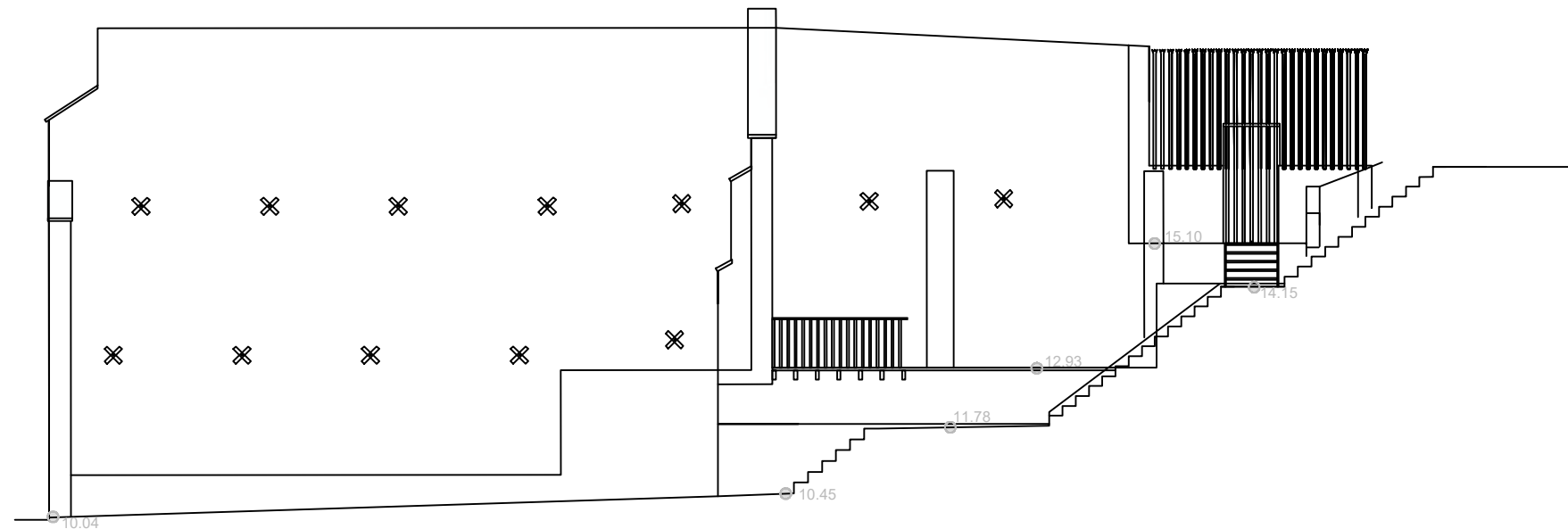
Photographer, Report, Illustrations and Plates: Kelly Hunter

Illustrations editor: Max Stubbings

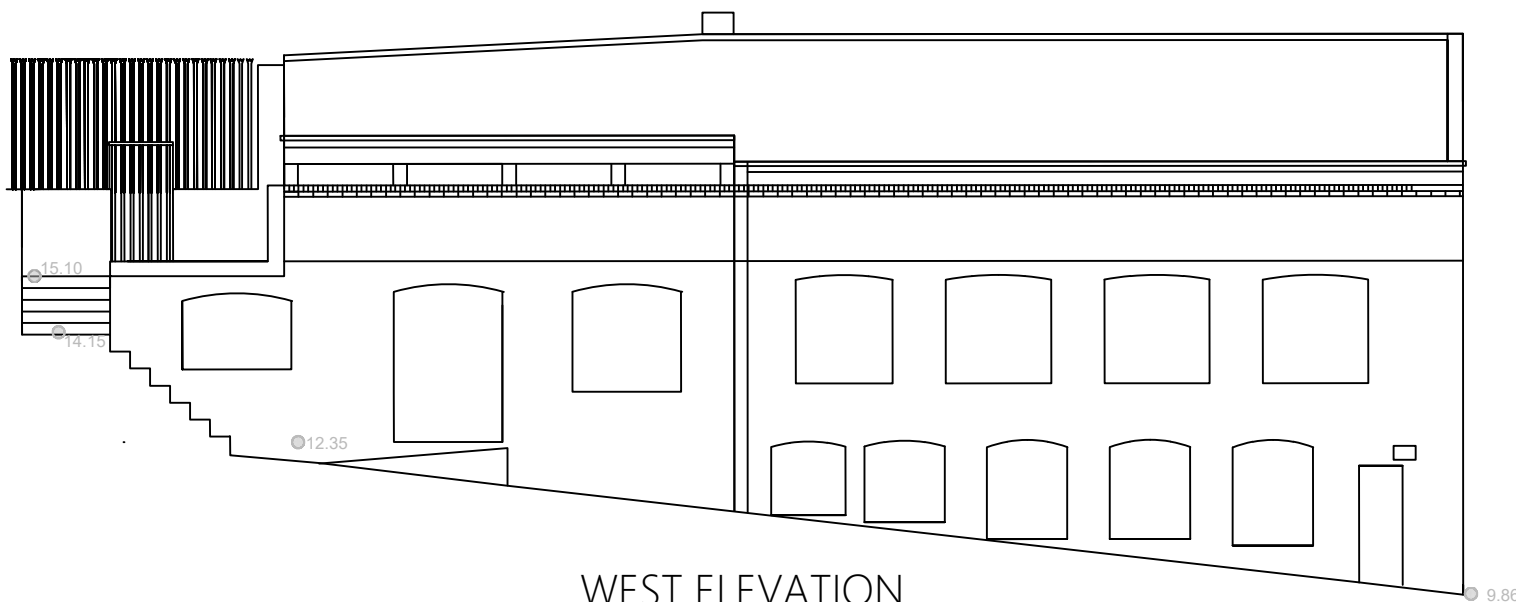
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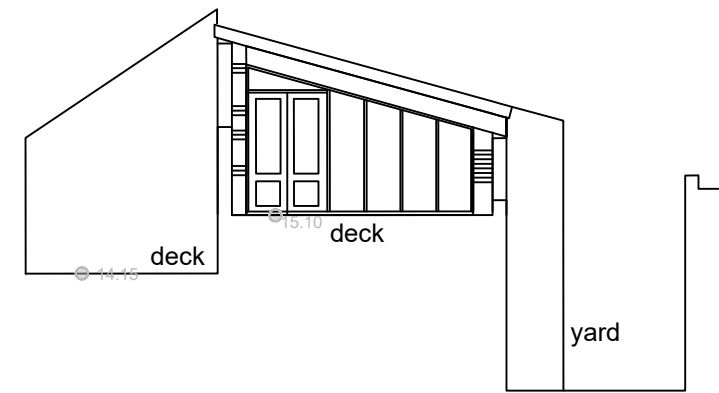
SOUTH ELEVATION



EAST ELEVATION



WEST ELEVATION



NORTH ELEVATION

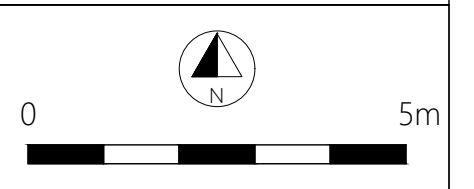


Figure 3
South, East, West & North
Elevations
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Client: Fred Normandale

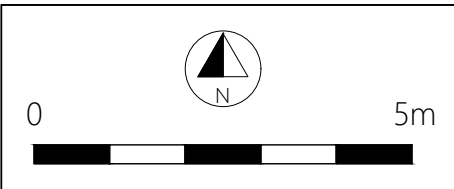


Figure 5
Ground, First & Second Floor
plans with Photo Locations
Scale: 1:100 @ A3
Client: Fred Normandale



Plate 1. 22a Quay Street (DSC_0695). Facing West.



Plate 2. 22a Quay Street (DSC_0697). Facing East.



Plate 3. 22a Quay Street (DSC_0686). Facing South.



Plate 4: Exterior South & East Elevations (DSC_674). Facing North-west.



Plate 5. Exterior West & South Elevations (DSC_0670). Facing North-east.



Plate 6. Exterior South Elevation (DSC_0671). Facing North.



Plate 7. Exterior West Elevation (DSC_0669). Facing North-east.



Plate 8. Exterior West Elevation (DSC_0645), Facing South-east.



Plate 9. Exterior West Elevation (DSC-656), facing North-east.



Plate 10. Exterior West Elevation (DSC_660). Facing South-east.

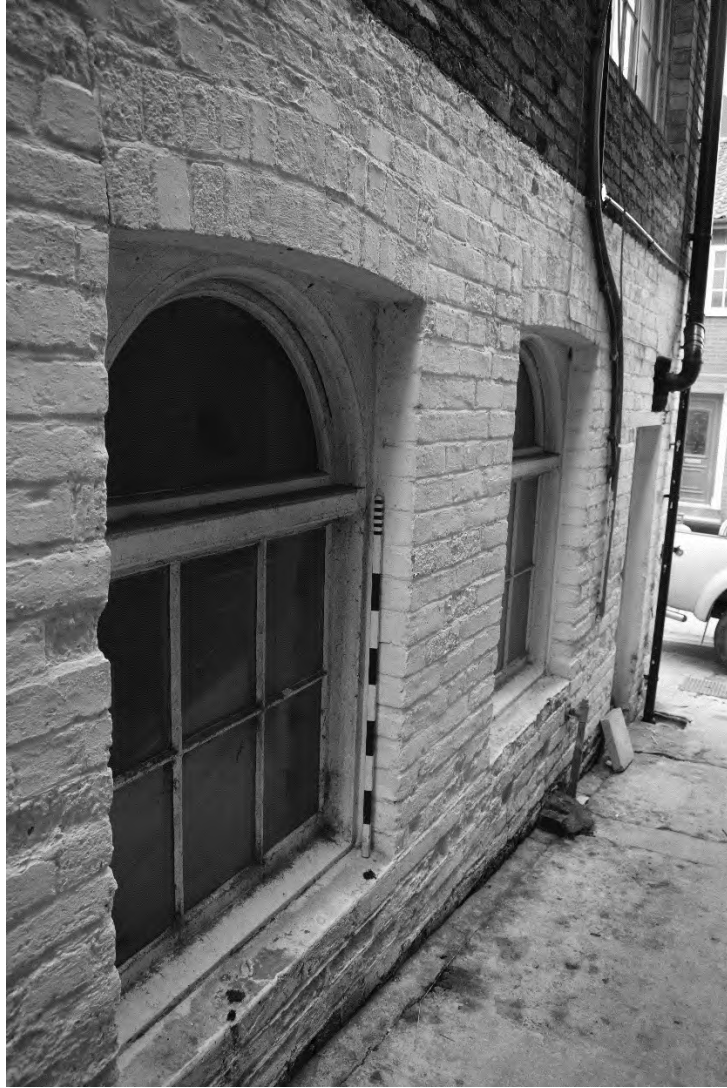


Plate 11. Exterior West Elevation Windows (DSC_0667). Facing South-east.



Plate 12. Exterior West Elevation Access (DSC_0657). Facing North-east.



Plate 13. Exterior West Elevation Rear Steps (DSC_0718). Facing North.



Plate 14. Exterior South & east Elevations (DSC_0673). Facing North-west.



Plate 15. Exterior East Elevation (DSC_0677). Facing South-west.



Plate 16. Exterior Buttress (DSC_0678). Facing North.



Plate 17. Exterior East Elevation Exposed Stone (DSC_0676). Facing West.



Plate 18. Exterior East Elevation (DSC_0680). Facing South-west.



Plate 19. Exterior North Elevation (DSC_0692). Facing North-east.



Plate 20. Exterior Rear Yard (DSC_0659). Facing East.



Plate 21. Exterior Rear Yard (DCS_0694). Facing North.



Plate 22. Exterior Rear Yard (DSC_0709). Facing West.



Plate 23. Interior Ground Floor (DSC_0626). Facing North.



Plate 24. Interior Ground Floor (DSC_0627). Facing South.



Plate 25. Interior Ground Floor (DSC_0630). Facing North.



Plate 26, Interior Ground Floor (DSC_0632). Facing West.



Plate 27. Outside Toilet on Ground Floor (DSC_0698). Facing South-east.



Plate 28. Outside Toilet on Ground Floor (DSC_0701). Facing South-east.



Plate 29. Disused Cistern Brackets (DSC_0702). Facing South.



Plate 30. Bakelite Light switch & Socket (DSC_703). Facing East.



Plate 31. Interior First Floor Workshop (DSC_0635). Facing South.



Plate 32. Interior First Floor Workshop (DSC_0643). Facing North.



Plate 33. Interior First Floor Workshop (DSC_0636). Facing South-east.



Plate 34. Interior First Floor Workshop: Disused Forge (DSC_0633). Facing South-east.



Plate 35. Interior First Floor Workshop: Disused Forge (DSC_0634). Facing East.



Plate 36. Interior First Floor Workshop (DSC_0642). Facing North-east.



Plate 37. Interior First Floor Workshop (DSC_0644). Facing North-east.



Plate 38. Interior First Floor Workshop (DSC_0641). Facing South-west.



Plate 39. Interior First Floor Workshop (DSC_0717). Facing North-west.



Plate 40. Interior First Floor: Poster 'Workmen's Compensation Act, 1925' (DSC_0715). Facing West.



Plate 41. Interior First Floor Workshop (DSC_0645). Facing South-west.



Plate 42. Interior First Floor Workshop Door to Rear Store (DSC_0645). Facing North.



Plate 43. Interior First Floor Workshop: wall scar (DSC_0655). Facing North-east.



Plate 44. Interior First Floor Store: bowing wall & structural steelwork (DSC_0647). Facing North-east.

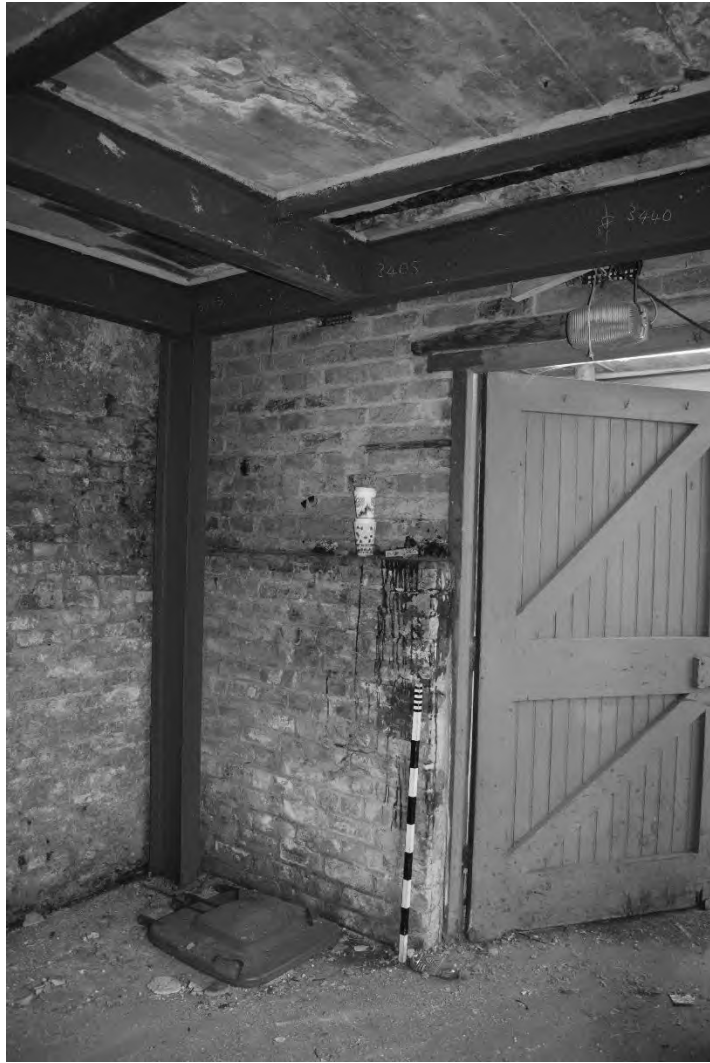


Plate 45. Interior First Floor Store (DSC_0652). Facing South-east.



Plate 46. Interior First Floor Store (DSC_0649). Facing West.



Plate 47. Interior First Floor Store (DSC_0651). Facing South-west.



Plate 48. Interior First Floor Store Ceiling (DSC_0653). Facing North.



Plate 49. Interior Second Floor Surfer's Hostel (DSC_0708). Facing North.



Plate 50. Interior Second Floor Surfer's Hostel (DSC_0707). Facing South.



Plate 51. Interior Second Floor Surfer's Hostel (DSC_0704). Facing South.



Plate 52. Interior Second Floor Surfer's Hostel (DSC_0705). Facing North.

APPENDIX 1

Photographic Archive Listing

MAP 5-17-23: 22a Quay Street, Scarborough, North Yorkshire
(Planning Refs. 20/0357/FL & 21/01222/FL)

Camera: Nikon 5300 (24 Megapixel)

File	Date	Description	Facing
DSC_0626	12/05/2023	22a Quay Street: Ground floor store	North
DSC_0627	12/05/2023	22a Quay Street: Ground floor store	South
DSC_0628	12/05/2023	22a Quay Street: Ground floor store	South
DSC_0629	12/05/2023	22a Quay Street: Ground floor store	South
DSC_0630	12/05/2023	22a Quay Street: Ground floor store	North
DSC_0631	12/05/2023	22a Quay Street: Ground floor store	North-west
DSC_0632	12/05/2023	22a Quay Street: Ground floor store	West
DSC_0633	12/05/2023	22a Quay Street: First floor workshop fireplace/forge	North-east
DSC_0634	12/05/2023	22a Quay Street: First floor workshop fireplace/forge	East
DSC_0635	12/05/2023	22a Quay Street: First floor workshop	South
DSC_0636	12/05/2023	22a Quay Street: First floor workshop	South-east
DSC_0637	12/05/2023	22a Quay Street: First floor workshop	North-east
DSC_0638	12/05/2023	22a Quay Street: First floor workshop loading doors	South
DSC_0639	12/05/2023	22a Quay Street: First floor workshop loading doors	South
DSC_0640	12/05/2023	22a Quay Street: First floor workshop	West
DSC_0641	12/05/2023	22a Quay Street: First floor workshop	South-west
DSC_0642	12/05/2023	22a Quay Street: First floor workshop	North-east
DSC_0643	12/05/2023	22a Quay Street: First floor workshop	North
DSC_0644	12/05/2023	22a Quay Street: First floor workshop	North-east
DSC_0645	12/05/2023	22a Quay Street: First floor workshop	North-west
DSC_0646	12/05/2023	22a Quay Street: First floor workshop storeroom door	North
DSC_0647	12/05/2023	22a Quay Street: First floor workshop storeroom	North-east
DSC_0648	12/05/2023	22a Quay Street: First floor workshop storeroom	North-west
DSC_0649	12/05/2023	22a Quay Street: First floor workshop storeroom	West
DSC_0650	12/05/2023	22a Quay Street: First floor workshop storeroom	South
DSC_0651	12/05/2023	22a Quay Street: First floor workshop storeroom	South-west
DSC_0652	12/05/2023	22a Quay Street: First floor workshop storeroom	South-east
DSC_0653	12/05/2023	22a Quay Street: First floor workshop storeroom ceiling	North
DSC_0654	12/05/2023	22a Quay Street: First floor workshop ceiling	South
DSC_0655	12/05/2023	22a Quay Street: First floor workshop wall scar	East
DSC_0656	12/05/2023	22a Quay Street: rear west elevation	North-east
DSC_0657	12/05/2023	22a Quay Street: rear west elevation	North-east
DSC_0658	12/05/2023	22a Quay Street: rear west elevation exterior steps	North-east
DSC_0659	12/05/2023	22a Quay Street: rear west elevation exterior steps	East
DSC_0660	12/05/2023	22a Quay Street: west elevation	South
DSC_0661	12/05/2023	22a Quay Street: rear west elevation	North-east
DSC_0662	12/05/2023	22a Quay Street: front west elevation	South
DSC_0663	12/05/2023	22a Quay Street: front west elevation (ground floor)	South-east
DSC_0664	12/05/2023	22a Quay Street: front west elevation	South-east

File	Date	Description	Facing
DSC_0665	12/05/2023	22a Quay Street: front west elevation	South-east
DSC_0666	12/05/2023	22a Quay Street: front west elevation (ground floor)	North
DSC_0667	12/05/2023	22a Quay Street: front west elevation (ground floor)	South
DSC_0668	12/05/2023	22a Quay Street: front west elevation (ground floor window)	South
DSC_0669	12/05/2023	22a Quay Street: front west elevation	North
DSC_0670	12/05/2023	22a Quay Street: west & south elevations	North-east
DSC_0671	12/05/2023	22a Quay Street: south elevation	North
DSC_0672	12/05/2023	22a Quay Street: south & east elevations	North-west
DSC_0673	12/05/2023	22a Quay Street: south & east elevations	North-west
DSC_0674	12/05/2023	22a Quay Street: south & east elevations	North-west
DSC_0675	12/05/2023	22a Quay Street: east elevation buttress	North-west
DSC_0676	12/05/2023	22a Quay Street: east elevation exposed stone	West
DSC_0677	12/05/2023	22a Quay Street: front east elevation	South-west
DSC_0678	12/05/2023	22a Quay Street: east elevation buttress	North
DSC_0679	12/05/2023	22a Quay Street: east elevation buttress	North-west
DSC_0680	12/05/2023	22a Quay Street: east elevation	South-west
DSC_0681	12/05/2023	22a Quay Street: east elevation	South-west
DSC_0682	12/05/2023	22a Quay Street: east elevation	South-west
DSC_0683	12/05/2023	22a Quay Street: east elevation	South-west
DSC_0684	12/05/2023	22a Quay Street: east & north elevations	South
DSC_0685	12/05/2023	22a Quay Street: east & north elevations	South-west
DSC_0686	12/05/2023	22a Quay Street: east & north elevations	South
DSC_0687	12/05/2023	22a Quay Street: east elevation	South-west
DSC_0688	12/05/2023	22a Quay Street: rear east elevation	South-west
DSC_0689	12/05/2023	22a Quay Street: rear east elevation	West
DSC_0690	12/05/2023	22a Quay Street: rear east elevation	West
DSC_0691	12/05/2023	22a Quay Street: north elevation	South
DSC_0692	12/05/2023	22a Quay Street: north elevation	South-west
DSC_0693	12/05/2023	22a Quay Street: rear gate	East
DSC_0694	12/05/2023	22a Quay Street: yard	North
DSC_0695	12/05/2023	22a Quay Street: front east elevation	West
DSC_0696	12/05/2023	22a Quay Street: south elevation	North-east
DSC_0697	12/05/2023	22a Quay Street: south elevation	East
DSC_0698	12/05/2023	22a Quay Street: ground floor outside toilet	East
DSC_0699	12/05/2023	22a Quay Street: ground floor outside toilet	East
DSC_0700	12/05/2023	22a Quay Street: ground floor outside toilet	East
DSC_0701	12/05/2023	22a Quay Street: ground floor outside toilet	South-east
DSC_0702	12/05/2023	22a Quay Street: ground floor outside toilet	South
DSC_0703	12/05/2023	22a Quay Street: ground floor outside toilet (bakelite switch and bulb socket)	East
DSC_0704	12/05/2023	22a Quay Street: second floor (surfer's hostel)	South
DSC_0705	12/05/2023	22a Quay Street: second floor (surfer's hostel)	North
DSC_0706	12/05/2023	22a Quay Street: second floor (surfer's hostel)	West
DSC_0707	12/05/2023	22a Quay Street: second floor (surfer's hostel)	South
DSC_0708	12/05/2023	22a Quay Street: second floor (surfer's hostel)	North
DSC_0709	12/05/2023	22a Quay Street: yard (boat name 'Scoresby')	West
DSC_0710	12/05/2023	22a Quay Street: yard (Cobble doors)	South-west
DSC_0711	12/05/2023	22a Quay Street: yard (Cobble doors)	South

File	Date	Description	Facing
DSC_0712	12/05/2023	22a Quay Street: west side (wood fish crates)	West
DSC_0713	12/05/2023	22a Quay Street: first floor (tin fish crate from 'Courage')	West
DSC_0714	12/05/2023	22a Quay Street: first floor wood on chimney	South
DSC_0715	12/05/2023	22a Quay Street: first floor poster (Workmen's Compensation Act 1925)	West
DSC_0716	12/05/2023	22a Quay Street: first floor wood on chimney	South-east
DSC_0717	12/05/2023	22a Quay Street: first floor windows	North-west
DSC_0718	12/05/2023	22a Quay Street: side yard steps	North
DSC_0719	12/05/2023	22a Quay Street: rear west elevation	North-east



DSC_0626



DSC_0627



DSC_0628



DSC_0629



DSC_0630



DSC_0631



DSC_0632



DSC_0633



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DSC_0639



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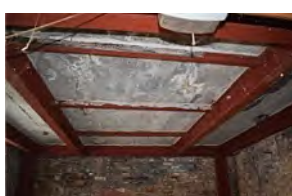
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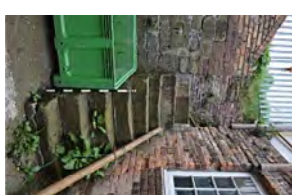
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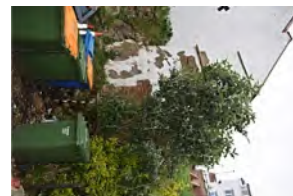
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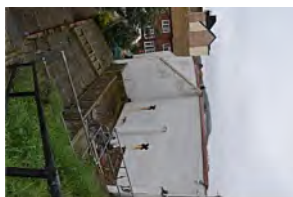
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DSC_0719

Appendix 2 Digital Data Management Plan

Project Administration	
Project Name	22a Quay Street, Scarborough
Site Code	5-17-23
Project Description (Eg, number of trenches, area of excavation)	Archaeological Building Record
OASIS ID	Mapa1-515815
Museum Name & Accession code (where applicable)	Archaeological Data Service
Client/ Landowner (where applicable)	Fred Normandale
Project Lead	Kelly Hunter
Project Manager	Charlie Puntorno
Date & Version	30may23B

Data Collection

Geophysical survey has previously been undertaken at the site and will be used to inform the excavation strategy. The data images including interpretation are likely to be included within the project report with permission, but the original data copyright resides with the original researchers (Phase Site Investigations Limited) and will not be deposited with this project archive.

Data to be Collected/ Created (to be updated throughout duration of project)		
Type	Format	Volume
CAD	.dwg, .dxf (Metadata to be deposited as .csv)	1 file (5_17_13Figures.dwg)
Spreadsheets & databases	Excel worksheet (.xlsx)	1 file (5_17_23PhotoListing.xlsx)
Images	.jpg, .raw (to be deposited as .tiff)	94 image files (DSC_0626.jpg to DSC_0719.jpg)
Text/ Documents	Word (.docx) PDF (.pdf)	2 files Report text (word file22aQuayStA30may23.docx), Data Management Plan (quaystDMPB30may23.docx) &

		pdf report file (22aQuayStA30may23.pdf)
Scanned Images/ Drawings/Notes	600dpi PDF (.pdf)/image (.jpeg) 300dpi PDF (.pdf)/image (.jpeg)	No scanned image files

- 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.

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.
- 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, which is currently on trial (May 2022), is provided by DiggItArchaeology.com, who provide access to the app and web versions by email and password. The backup of this material is provided by DiggIt's use of the three point server system with automatic backups working in tandem. 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



22A Quay Street
Scarborough
North Yorkshire

Written Scheme of Investigation:
Historic Building Record & Archaeological
Watching Brief

21/01222/FL (20/00357/FL)

TA 04562 88798

MAP Archaeological Practice Ltd © 2023

22a Quay Street
Scarborough
North Yorkshire

WRITTEN SCHEME OF INVESTIGATION:
Historic Building Record & Archaeological Watching Brief

21/01222/FL (20/00357/FL)

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1. Site Location.	4

1 Summary

1.1 Planning permission has been granted by Scarborough District Council, now North Yorkshire Council, for the demolition of a building and erection of a new building with parking spaces and storage at ground floor with 9no. apartments on the floors above (21/01222/FL, a revised scheme following grant of planning permission ref. 20/00357/FL).

1.2 A condition on the planning permission (Planning Ref. 21/01222/FL: Condition 2) stated:-

- A) *No demolition/development shall commence until a Written Scheme of Investigation has been submitted 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 of 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 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 (A) above.*
- C) *The development shall not be occupied until the site investigation and post excavation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under (A) above and provision made for analysis, publication and dissemination of results and archive deposition has been secured.*

Reason : in accordance with Policy DEC5 of Scarborough Borough Local Plan and Section 16 of the NPPF as the site is of archaeological significance,

1.3 It has been recommended by the Principal Archaeologist at North Yorkshire Council that the current building is photographically recorded prior to demolition (Historic England Level 2) with a subsequent Watching Brief conducted to monitor groundworks associated with the application, allowing the attending archaeologist time to record any archaeological deposits, features or structures, if any. This is to be followed by appropriate analysis and reporting.

1.4 MAP Archaeological Practice Ltd has been commissioned by Sarah Normandale to undertake a Written Statement of Investigation (WSI) for a Historical Building Record and an Archaeological Watching Brief during groundworks. This document sets out the details of the Archaeological Work that North Yorkshire Council considers to be necessary.

2 Site Description.

2.1 The Development Area is located within the historic core of Scarborough, which is a designated Conservation Area. Quay Street is located on the South Bay foreshore, below the South Cliff. 22A is located on the north side of Quay Street

2.2 The building at 22A is currently used as a store with a surfer's hostel on the second floor (NGR SE 6260 4420: Fig. 1).

2.3 The site sits on bedrock geology of the Long Nab Member – Jurassic sandstone, siltstone and mudstone, overlain by Quaternary Devensian – Diamicton Till (British Geological Society: <https://geologyviewer.bgs.ac.uk/>) and soils of soilscape 18, Slowly permeable

seasonally wet slightly acid but base-rich loamy and clayey soils
(<https://www.landis.org.uk/soilscapes>).



Figure 1. Site Location.

3. Archaeological and Historical Background

3.1 Scarborough had a Roman signal station and later Medieval castle located on the cliff top between north and south bays. The castle, town and port on South Bay was developed during the second half of the 12th century by Henry II. The port developed with Quay Street as the first waterfront, with a possible stone and timber harbour wall. Subsequent

reclamation meant that the harbour front moved progressively further south and by the middle of the 14th century, with development beginning along Sandside (Pearson 1996, 1-3).

3.2 The area around the harbour was the most densely settled part of the medieval Scarborough, indicated by the high rents value in the 14th century. Several houses along Quay Street still preserve possible medieval timberwork in their structures, most notably the former Three Mariners Inn, the former Dog & Duck Inn, both on the south side of the street, and No 2 Quay Street on the north. The present boundaries of 22A and 22 Quay Street are typical of a medieval burgage plot, where plots are perpendicular to the street. Quay Street has been depicted on maps since the 18th century. The first edition Ordnance Survey Town Series map of 1852 depicted buildings covering the entire plot (ibid).

3.4 In 1996 excavations at 22A Quay Street, by the Scarborough Archaeological and Historical Society, recorded a sequence of archaeology with a stone wall dating to the late 14th/15th century with an interior floor level. Later activity was indicated by fish processing remains and then the stone wall was partially replaced by much less substantial foundations for an outhouse (Pearson 1996, 10).

4. Archaeological Programme

4.1 The site is within the designated Scarborough Conservation Area, the building at 22A Quay Street dates to the post-medieval period, set within a medieval burgage plot. Possible sub-surface archaeology dating to the medieval and post-medieval periods, could be present which would be of local to regional significance.

4.2 The purpose of the Historic England Level 2 Historic Building recording is:

- to photograph the building to provide a systematic historic building recording prior to partial demolition and conversion.

4.3 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 attending 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.

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

4.5 Should any inhumation or cremation burials be encountered, their extent, number and state of preservation will be established 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 the Principal Archaeologist.

4.6 If archaeological deposits are encountered, excavation and recording will take place in agreement with the Principal Archaeologist at North Yorkshire Council. Where it becomes clear during the Watching Brief that there is no likelihood of archaeological deposits surviving on the site the Watching Brief may be curtailed with the agreement of the Principal Archaeologist.

5 Compliance

- 5.1 MAP will adhere to the general principles of the ClfA Code of Conduct: Professional Ethics in Archaeology (ClfA 2022) throughout the project. The Historic Building Recording shall be undertaken in a manner consistent with the Chartered Institute for Archaeologists Standard and Guidance '*Standards and guidance for the archaeological investigation and recording of standing buildings or structures*' (2020) and the Historic England's Guidelines '*Understanding Historic Buildings, A Guide to Good Recording Practice*' (2016). The archaeological Watching Brief shall be undertaken in a manner consistent with the ClfA *Standards and Guidance for An Archaeological Watching Brief* (CIFA 2014).
- 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 Council who should 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 His Majesty's Stationery Office, Crown Copyright. License No. AL50453A and also data derived from Open Street Map (<https://www.openstreetmap.org/copyright>).
- 5.5 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 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
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scientific study, and long-term storage with an appropriate museum; however, the burial licence may specify reburial or cremation as a requirement.

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 Methodology

6.1 Historic Building Record

6.1.1 The Historic Building Recording will be an archival record undertaken prior to and during the partial demolition, which will seek to determine their original nature, date and survival of any earlier structure and fabric and their development to present, to inform an assessment of significance.

6.1.2 Assessment of all internal and external features of historical or architectural interest shall be undertaken to a professional standard by fully trained and competent archaeologist. Each feature shall be recorded in its context within the present structure.

6.1.3 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.

6.1.4 The photographic record will comprise:

- The building in the context of the immediate surrounding (i.e. the relationship to other buildings and structures)
- External elevations
- A general internal photographic record should be made of the building, including internal walls/subdivisions
- The roof structure of each section of the building
- Details, e.g. windows, openings, doors, decorative brickwork, carpentry joints, reused timbers and any other interesting features, fixtures or fittings. Where particular features such as windows or openings of a single type, occur more than once within the structure, only representative photographs need be taken.
- General views should be taken of each room/space to be altered, and on each floor or discrete internal space, from a sufficient number of vantage points to adequately record the form, general appearance and method of construction of each area photographed; this may require ancillary lighting or flash equipment.
- Wherever possible photographs should be taken at right angles to the elevations or detail. A metric scale of an appropriate length will be used (preferably a 0.5m, 1m or 2m ranging pole as appropriate).
- Electronic flash and/or battery powered strip lights may be used for fill-in lighting for the internal shots.

6.1.4 Floor plans shall be produced at a scale of 1:100. Section or elevation drawings, if required, will be drawn at a scale of 1:50.

6.2 Archaeological Watching Brief

6.2.1 All excavation for groundwork should be carried out using a toothless ditching bucket in order to allow for a clear view of potential archaeological deposits.

- 6.2.2 The attending archaeologist will be present at such times during the excavation for the groundworks as they consider appropriate and necessary. 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 only be recorded and removed by a competent archaeologist; and in compliance with paragraphs 4.5 and 5.5 in this document.
- 6.2.3 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.
- 6.2.4 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.
- 6.2.5 Context recording methodologies and systems will be used. 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.
- 6.2.6 A full written, drawn and photographic record will be made of all material revealed during the course of the excavation. All plans and sections will be drawn at a scale appropriate to the excavated feature. High resolution digital photographs should form the basis of the photographic archive.
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6.2.7 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.

6.3 Health and safety

6.3.1 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 an internal Risk Assessment.

6.3.2 Necessary precautions should be taken by the client to identify any underground services and overhead lines.

6.3.3 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.

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

6.4 Community Involvement

6.4.1 During the archaeological work, any archaeological discoveries should be shared via updated site bulletins, joint social media posts and public outreach with Scarborough Archaeological and Historical Society.

7. Post Excavation Analysis and reporting

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

7.2 On completion of the on-site work, a report will be produced by the archaeologist, and submitted to the developer, the Local Planning Authority and the North Yorkshire Historic Environment Record within 2 months.

The final report will include the following (as appropriate):

- A non-technical summary
 - Site code/project number
 - Planning reference number and HER casework number
 - Dates for fieldwork/visits
 - Grid reference
 - 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.
 - Section and plan drawings (where archaeological deposits are exposed), with ground level, Ordnance Datum and vertical and horizontal scales.
 - Site & Building Recording photographs. A high-resolution digital archive, including general as well as photographs of significant archaeological deposits or artefacts if encountered and the photographs of the limited building record.
 - A written description and analysis of the methods and results of the Watching Brief, in the context of the known archaeology of the area
 - Specialist artefact and environmental reports, as necessary.
 - The archaeological contractor will also supply a digital copy of the report in PDF format to the North Yorkshire Historic Environment Record.
 - Where a significant discovery is made, consideration should be given to the preparation of a short note for inclusive in a local journal.
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- All work will be carried out in accordance with the developer's proposed timetable and shall not cause undue delay to the development unless otherwise agreed.

7.3 Copies of the report will be submitted to the commissioning body, the Local Planning Authority and the North Yorkshire Historic Environment Record within an agreed timetable and subject to any contractual requirements on confidentiality (see 8.1 below).

7.4 We will provide a digital copy of the report in PDF format to the North Yorkshire Historic Environment Record Office.

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.

9. Archive Preparation and Dissemination

9.1 Where necessary the requirements for archive preparation and deposition should be addressed and undertaken in a manner agreed with the recipient museum: in this instance, the Scarborough Museum is recommended. The recipient museum will be contacted at an early stage, before submission of the project design and before commencement of fieldwork.

9.2 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).

9.3 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, a copy of which should be deposited with the NMR (Historic England). An index to the contents of the archive together with details of its date and place of deposition should be lodged with the North Yorkshire HER.

9.4 The digital archive of the site archive and historic building photographs will be deposited with the Archaeological Data Service.

- The photographic archive should be accompanied by a short written summary providing brief details of the photographic survey, the equipment and methodology used, the name of the photographer and the date and duration of the photographic survey.
- Metadata for each photo will include the name and address of the building, date recorded, photographer's name, and national grid reference (see NGR above).
- A photographic register and photo location plan are required. The photographic register should (as a minimum) include location, direction and subject of shot must accompany the photographic record; a separate photographic register should be supplied for any colour slides and digital photographs. Position and direction of each photograph and slide should be noted on a scaled copy of the building plan, which should also be marked with a north pointer and a scale.

9.5 Archive deposition must be arranged in consultation with the recipient museum and the Principal Archaeologist at the North Yorkshire County Council and must 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.

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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://historicensland.org.uk/images-books/publications/geoarchaeology-earth-sciences-to-understand-archaeological-record/>

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Mineralised Plant and Invertebrate Remains: A Guide to the Identification of Calcium Phosphate Replaced Remains (2020):

<https://historicensland.org.uk/images-books/publications/mineralised-plant-and-invertebrate-remains/>

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EAC Guidelines for the Use of Geophysics in Archaeology: Questions to Ask and Points to Consider (2016) [Europae Archaeologiae Consilium]: <https://historicensland.org.uk/images-books/publications/eac-guidelines-for-use-of-geophysics-in-archaeology/>

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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]:

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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]:

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Archaeological and Historic Pottery Production Sites: Guidelines for Best Practice (2015):
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<https://historicengland.org.uk/images-books/publications/glassworkingguidelines/>

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Science for Historic Industries: Guidelines for the Investigation of 17th- to 19th-century Industries (2018):
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Preservation in Situ

Land Contamination and Archaeology: Good Practice Guidance (2017):
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Piling and Archaeology: Guidance and Good Practice (2019):
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Scientific Dating

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Appendix 2 Digital Data Management Plan

Project Administration	
Project Name	22a Quay Street
Site Code	5-17-23
Project Description (Eg, number of trenches, area of excavation)	Archaeological Building Record
OASIS ID	
Museum Name & Accession code (where applicable)	Archaeological Data Service
Client/ Landowner (where applicable)	
Project Lead	Kelly Hunter
Project Manager	Charlie Puntorno
Date & Version	05/05/2023 A

Data Collection

Geophysical survey has previously been undertaken at the site and will be used to inform the excavation strategy. The data images including interpretation are likely to be included within the project report with permission, but the original data copyright resides with the original researchers (Phase Site Investigations Limited) and will not be deposited with this project archive.

Data to be Collected/ Created (to be updated throughout duration of project)		
Type	Format	Volume
CAD	.dwg, .dxf (Metadata to be deposited as .csv)	Floor plan and elevations based on measured survey and site survey Meta data for drawings
Spreadsheets & databases	Excel (.xlsx)	Photo Listing (Photo & Drawing Metadata (.csv))
Images	.jpg, .raw (to be deposited as .tiff)	All images taken
Text/ Documents	Word (.docx) PDF (.pdf)	Report (pdf)

Scanned Images/ Drawings/Notes	600dpi PDF (.pdf)/image (.jpeg) 300dpi PDF (.pdf)/image (.jpeg)	All site notes, survey drawings and annotated plans
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- 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

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

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.
- 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.

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- 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, which is currently on trial (May 2022), is provided by DiggItArchaeology.com, who provide access to the app and web versions by email and password. The backup of this material is provided by DiggIt's use of the three point server system with automatic backups working in tandem. 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"

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- 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
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- 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