



maparch

MAP Archaeological Practice

Land north of Ousefield House
Fulford Road
York

MAP 5.25.23

Planning Reference-22/00114/FUL

Archaeological Evaluation by Trial Trenching



maparch

MAP Archaeological Practice

Client	Mulgrave Property Group
Work Type	Archaeological Evaluation by Trial Trenching
Address	Land north of Ousefield House, Fulford Road, York
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NGR	SE 60786 49971
Planning Ref	22/00114/FUL
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Site Code	5-25-23
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Land north of Ousefield House
Fulford Road
York

22/00114/FUL

5-25-23

Archaeological Evaluation by Trial Trenching

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Non-technical Summary

An Archaeological Evaluation by Trial Trenching was carried out by MAP Archaeological Practice Ltd., on land north of Ousefield House, Fulford Road, York in June 2023. The evaluation was undertaken to inform the City Archaeologist at City of York Council of the archaeological potential of the site and to allow a reasoned decision to be made regarding the need for further archaeological work, in advance of residential development. The work was undertaken on behalf of Mulgrave Property Group.

The Trial Trenching followed a Heritage Statement undertaken Wessex Archaeology, on behalf of Capita, in 2021, which described the impacts, setting and significance of Ousefield House, a Grade II listed building within the Fulford Road Conservation Area. The City of York Historic Environment Record recorded Roman, Medieval and later archaeological features within 500m.

Excavation of two trial trenches revealed natural moraine geological deposits, below the tarmac, hardcore and grey clay sand overburden. No archaeological features or finds were noted. No further mitigation measures will be necessary.

1. Introduction & Planning History

- 1.1 This report sets out the results of an Archaeological Evaluation by Trial Trenching which was carried out by MAP Archaeological Practice Ltd. on land north of Ousefield House, Fulford Road, York in June 2023.
- 1.2 The work, which followed a Heritage Statement by Wessex Archaeology (Capita 2021), was carried out in order to inform the City Archaeologist at the City of York Council of the archaeological potential of the site, and to allow a reasoned decision to be made regarding the need for further archaeological work in advance of development.
- 1.3 Outline planning permission was granted, for the demolition of the 1970's extension of Ousefield House, the demolition of garage units and erection of up to 4 detached dwellings, with associated infrastructure and landscaping (planning reference 22/00114/FUL). Condition 9 attached to the permission states that;

A programme of post-determination archaeological evaluation is required on this site. The archaeological scheme comprises 3-5 stages of work. Each stage shall be completed and agreed by the Local Planning Authority (LPA) before it can be approved.

- a) No archaeological evaluation or development shall take place until a written scheme of investigation (WSI) has been submitted to and approved by the local planning authority in writing. The WSI should conform to standards set by LPA and the Chartered Institute for Archaeologists.*
- b) The site investigation and post investigation assessment shall be 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 will be secured. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI.*
- c) A copy of a report on the evaluation and an assessment of the impact of the proposed development on any of the archaeological remains identified in the evaluation shall be deposited with City of York Historic Environment Record to allow public dissemination of results within 6 weeks of completion or such other period as may be agreed in writing with the Local Planning Authority.*
- d) Where archaeological features and deposits are identified proposals for the preservation in-situ, or for the investigation, recording and recovery of archaeological remains and the publishing of findings shall be submitted as an amendment to the original WSI. It should be understood that there shall be presumption in favour of preservation in-situ wherever feasible.*
- e) No development shall take place until:*
 - Details in D have been approved and implemented on site*
 - Provision has been made for analysis, dissemination of results and archive deposition has been secured*

- A copy of the report on the archaeological works detailed in Part D should be deposited with City of York Historic Environment Record with 4 months of completion or such other period as may be agreed in writing with the Local Planning Authority.

Reason: The site lies within an area of archaeological interest. An investigation is required to identify the presence and significance of archaeological features and deposits and ensure that archaeological features and deposits are either recorded or, if of national importance, preserved in-situ. This condition is imposed in accordance with Section 16 of NPPF. The information is sought prior to commencement to ensure that it is initiated at an appropriate point in the development procedure.

- 1.4 The work was carried out in accordance with the recommendations of the National Planning Policy Framework (2021) on 'Archaeology and Planning' and according to the Written Scheme of Investigation that was prepared by MAP Archaeological Practice Ltd and approved by the City Archaeologist (Appendix 2).

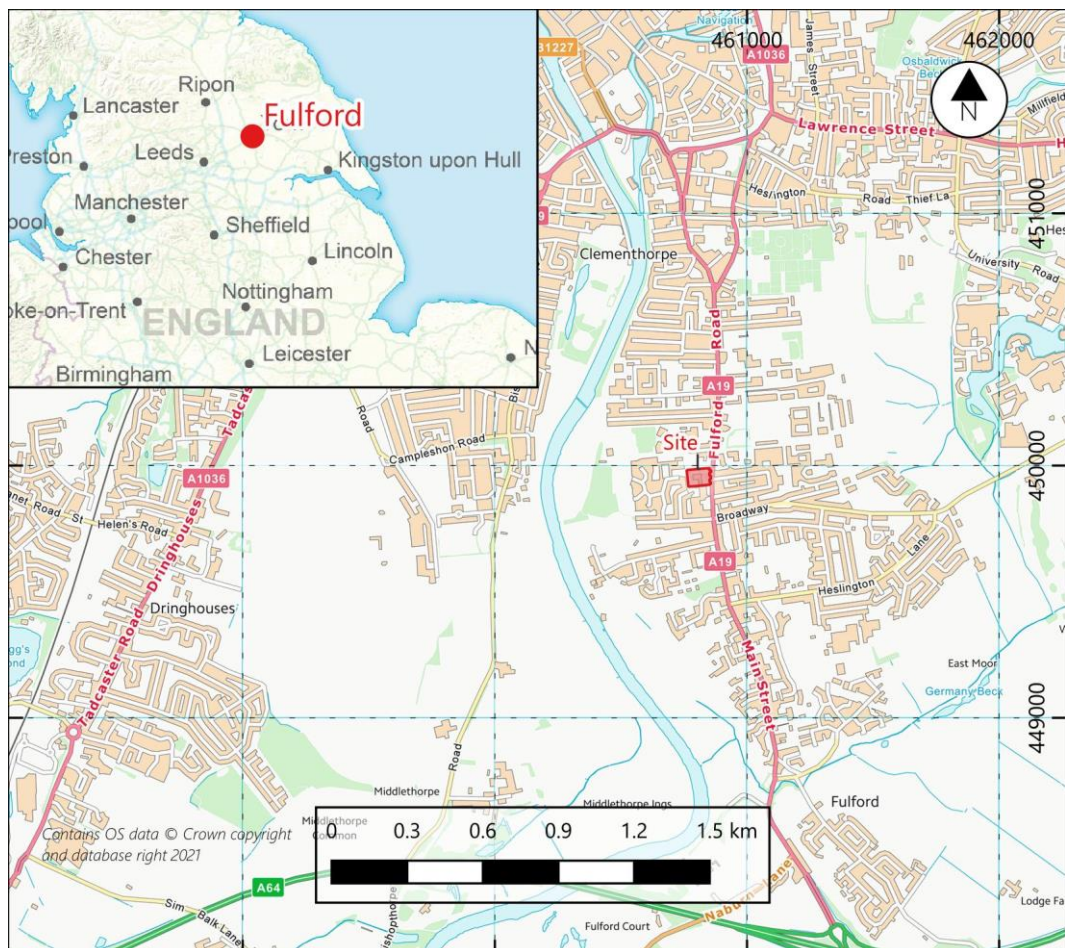


Figure 1: Site Location

- 1.5 MAP adhered to the principles of both the Clfa 'Code of Conduct' (2022) and 'Standard and Guidance for Archaeological Field Evaluation' (2020) throughout the project.

1.6 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

2.1.1 The development area measured 1358m² and was located to the north and west of Ousegate House, on the west side of Fulford Road, c. 1.7 km south of York city centre. The development area forms the car park, tennis court, part of the garden and the 1970s extension north and west of the late 19th century Ousefield House, which is a Grade II listed building. Previously, Ousefield House and its surrounding gardens and infrastructure had been utilised as part of Imperial Barracks.

2.2 The site stands at heights between 15.48m AOD to the north-east and 16.75m AOD to the south-west.

2.2.1 The site lies on bedrock geology of the Sherwood Sandstone, overlain by York Moraine sedimentary deposits of sandy, clay & gravel (British Geological Society, 2023). The soils on the site described as naturally wet very acidic sandy and loamy soils (Soilscape 15; landis.org.uk/soilscape).

3. Archaeological and Historical Background

3.1 An Heritage Statement by Wessex Archaeology supported the planning application and concluded *'The northern part of the Site is of poor landscape quality, comprising hardstanding a tennis court, concrete garages, and the unimaginative northern part of the 1970s extension (to Ousefield House). There is potential within this plot to enhance the amenity of Ousefield House through re-landscaping and redevelopment* (Capita 2021, 26)

3.1.1 The Heritage Statement for Ousefield House (Capita 2021) supported the application and should be consulted for impact, significance and setting of the heritage assets within the site and its environs.

3.1.2 There are Prehistoric, Roman, Medieval and Post-medieval heritage assets within 500m of the survey area and recent archaeological work found Iron Age, Roman, Medieval and later features (www.heritagegateway.org).

3.1.3 Ousefield house is a Grade II Listed Building within the City of York Fulford Road Conservation Area, which was constructed in 1899 and designed by Walter Brierley in his *'Wrenaissance'* style. The site

has historic interest for its connection as the officer's mess at Imphal Barracks since the 1970s (City of York HER Ref. MYO663).

4. Aims and Objectives

- 4.1 The aim of the Archaeological Trial Trenching is to determine the presence/absence, nature, date, quality of survival and importance of archaeological deposits to enable an assessment of the potential and significance of archaeology to be made.

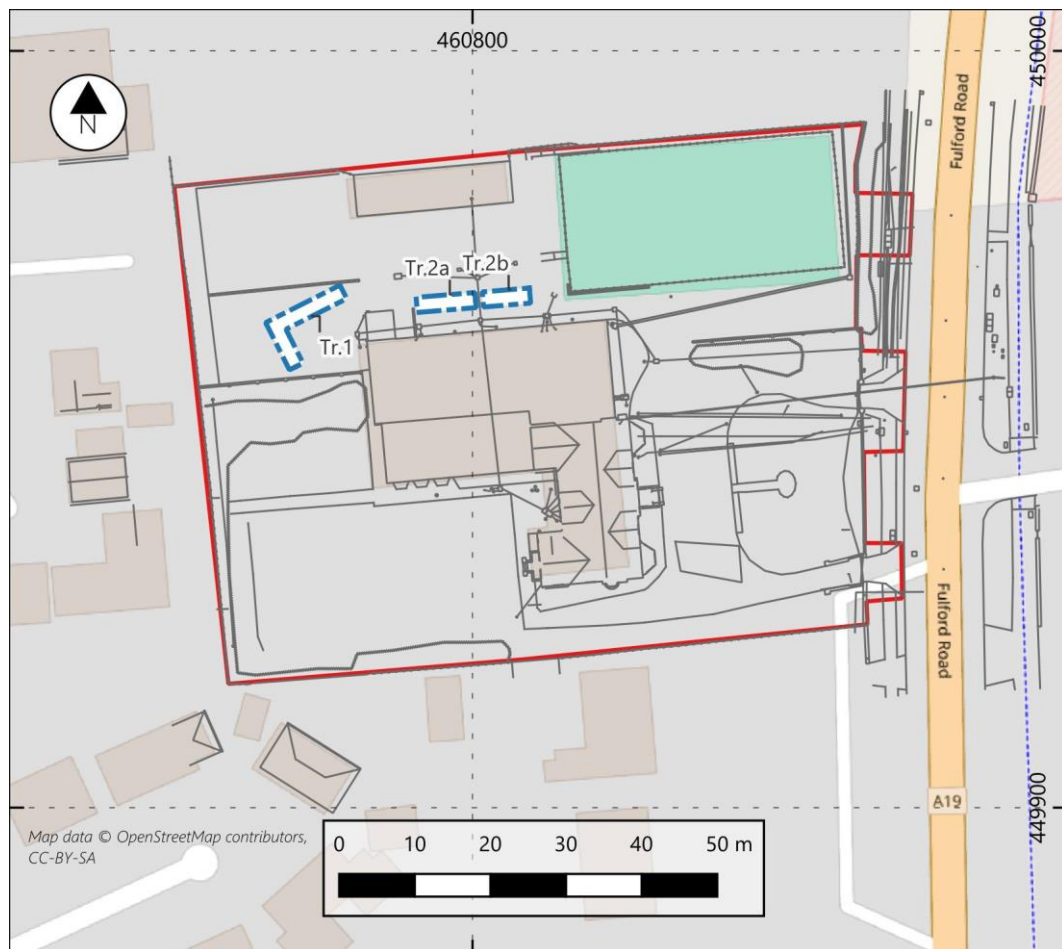


Figure 2: Trench Location

5. Methodology

- 5.1 The two trenches were located and levelled using a Trimble GPS Rover (Fig. 2). Existing drainage crossing Trench 2 was marked, with 1m area to remain undisturbed. Trench 1 was L-shaped in plan, measuring 5x2m south-east to north-west, then turning to the north-east for 10x2m. Trench 2 was c. 15x2m long east-west and was excavated in two sections to avoid existing drainage (a to the west and b to the east).

- 5.2 Once positioned the trenches were excavated using a tracked mechanical excavator, hired by the client, fitted with a hydraulic pecker to break the asphalt car park surface, a toothed bucket to remove the asphalt and hardcore and a wide toothless bucket operating under close archaeological supervision to remove the overburden. In each trench, material was removed down to perceived geological/archaeological horizon. The exposed surfaces were cleaned appropriately.
- 5.3 The deposits were recorded (Appendix 1) and high-resolution photographs were taken with a Nikon D-5300 digital camera (Appendix 2). All recording was carried out in line with the approved Written Scheme of Investigation (Appendix 3).

6. Results

- 6.1 Excavation of the two trenches revealed deposits of asphalt and hardcore overlying a subsoil of dark grey clay sand with cobbles, interpreted as previously disturbed natural. The moraine geological deposit in both trenches was sand and clay sand with frequent river cobbles and pebbles. The total depths of excavation, depths of the topsoil and elevations of both trial trenches are displayed in the below table along with their orientation within the site.

Trench	Orientation – Elevation	Excavation Depth	Asphalt/hardcore Thickness	Subsoil Thickness
Tr.1	South – 16.48m AOD	0.57m-0.68m	(101) - 0.10m	(103) - 0.28m
	North – 16.48m AOD		(102) - 0.30m	
	East – 16.28m AOD			
Tr.2	West – 16.29m AOD	0.65m-0.74m	(201) - 0.10m	(205) - 0.25m
	East – 16.24m AOD		(202) - 0.25m	
			(203) - 0.08m	
			(204) - 0.10m	

- 6.2 Trenches 1 and 2 contained no archaeological finds, features nor deposits.

7. Conclusions and Recommendations

- 7.1 The Archaeological Evaluation confirmed the absence of archaeological features. The deposit below the hardcore in both trenches was probably disturbance into the natural moraine deposits during the work to lay the car park in the 1970s.
- 7.2 No further archaeological work will be required.

8. Bibliography

British Geological Society. Geology of Britain Viewer.

Available at: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> [accessed 21.06.23]

Capita 2021 Defence Estate Optimisation Portfolio. Heritage Statement Ousefield House.

Cranfield Environmental Centre Soilscales Soils type viewer.

Available at: www.landis.org.uk/soilscales/ [accessed 21.06.23]

Chartered Institute for Archaeologists. 2021. Code of Conduct: Professional Ethics in Archaeology

Chartered Institute for Archaeologists. 2020. Standards and Guidance for Archaeological Field Evaluation

Plates



Plate 1: General view of Trench 1 area. Facing south-west



Plate 2: General view of Trench 2 area. Facing south-east



Plate 3: Trench 1: 2x1m scale. Facing south



Plate 4: Trench 1: 2x1m scale. Facing west



Plate 5: West facing section of Trench 1: 1m scale



Plate 6: Trench 2a: 2x1m scale. Facing east



Plate 7: Trench 2b: 2x1m scale. Facing west



Plate 8: North facing section of Trench 2. 1m scale

APPENDIX 1

Land north of Ousefield House, Fulford Road, York
(Site Code: MAP 5-25-2023)

Context Listing

Trench	Context	Type	Description	Depth
1	1001	Surface	Tarmac	0.10m
1	1002	Deposit	Hardcore	0.30m
1	1003	Deposit	Overburden: dark grey clay sand with cobbles	0.28m
1	1004	Natural	Geology: clay sand with cobbles	
2	2001	Surface	Tarmac	0.10m
2	2002	Deposit	Hardcore	0.25m
2	2003	Surface	Tarmac	0.08m
2	2004	Deposit	Hardcore	0.10m
2	2005	Deposit	Overburden: dark grey clay sand with cobbles	0.25m
2	2006	Natural	Geology: clay sand with cobbles	

APPENDIX 2

Photographic Listing

Digital Camera (Nikon D-5300 - 24 Megapixel)

Filename	Date	Description
DSC_0777	28/06/2023	Area of Trench 1 (before excavation). Facing south-west
DSC_0778	28/06/2023	Area of Trench 1 (before excavation). Facing south
DSC_0779	28/06/2023	Area of Trench 2 (before excavation). Facing west
DSC_0780	28/06/2023	Area of Trench 2 (before excavation). Facing south-east
DSC_0781	28/06/2023	Area of Trench 1 (before excavation). Facing west
DSC_0782	28/06/2023	Trench 2: breaking up of tarmac. Facing west
DSC_0783	28/06/2023	Trench 1: breaking up of tarmac. Facing south-west
DSC_0784	28/06/2023	Machine excavation of Trench 1. Facing north-west
DSC_0785	28/06/2023	Trench 1. Facing north
DSC_0786	28/06/2023	Trench 1. Facing south
DSC_0787	28/06/2023	Trench 1. Facing north-east
DSC_0788	28/06/2023	Trench 1. Facing south-west
DSC_0789	28/06/2023	Machine excavation of Trench 2. Facing south-east
DSC_0790	28/06/2023	Disused cable in Trench 2. Facing south-east
DSC_0791	28/06/2023	Trench 2. Facing east.
DSC_0792	28/06/2023	Trench 2 section. Facing south.
DSC_0793	28/06/2023	Trench 2. Facing west
DSC_0794	28/06/2023	Trench 1 section. Facing east



DSC_0777



DSC_0778



DSC_0779



DSC_0780



DSC_0781



DSC_0782



DSC_0783



DSC_0784



DSC_0785



DSC_0786



DSC_0787



DSC_0788



DSC_0789



DSC_0790



DSC_0791



DSC_0792



DSC_0793



DSC_0794



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MAP Archaeological Practice

Land north of Ousefield House
Fulford Road
York

22/00114/FUL
MAP 05.25.23

Written Scheme of Investigation-Archaeological Evaluation
by Trial Trenching

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MAP Archaeological Practice

Client	Mulgrave properties
Work Type	Archaeological Evaluation by Trial Trenching
Address	Land north of Ousefield House, Fulford Road, York
LPA Archaeologist	Claire MacRae – City Archaeologist, City of York Council
NGR	SE 60777 49987
Planning Ref	22/00114/FUL
Oasis Ref	maparcha1-516805
Site Code	05-25-23
Project Manager	Charlie Puntorno
Version History A140423	Edited/QA by Max Stubbings

Ousefield House

Fulford Road

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Archaeological Evaluation by Trial Trenching

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Read & Understood by	Revision	Initial and Date

1. Background

- 1.1 The site, which measures approximately 0.6ha is located to the south of York city, on the west side of Fulford Road (A19), centred at NGR SE 60777 49987 (Fig. 1).

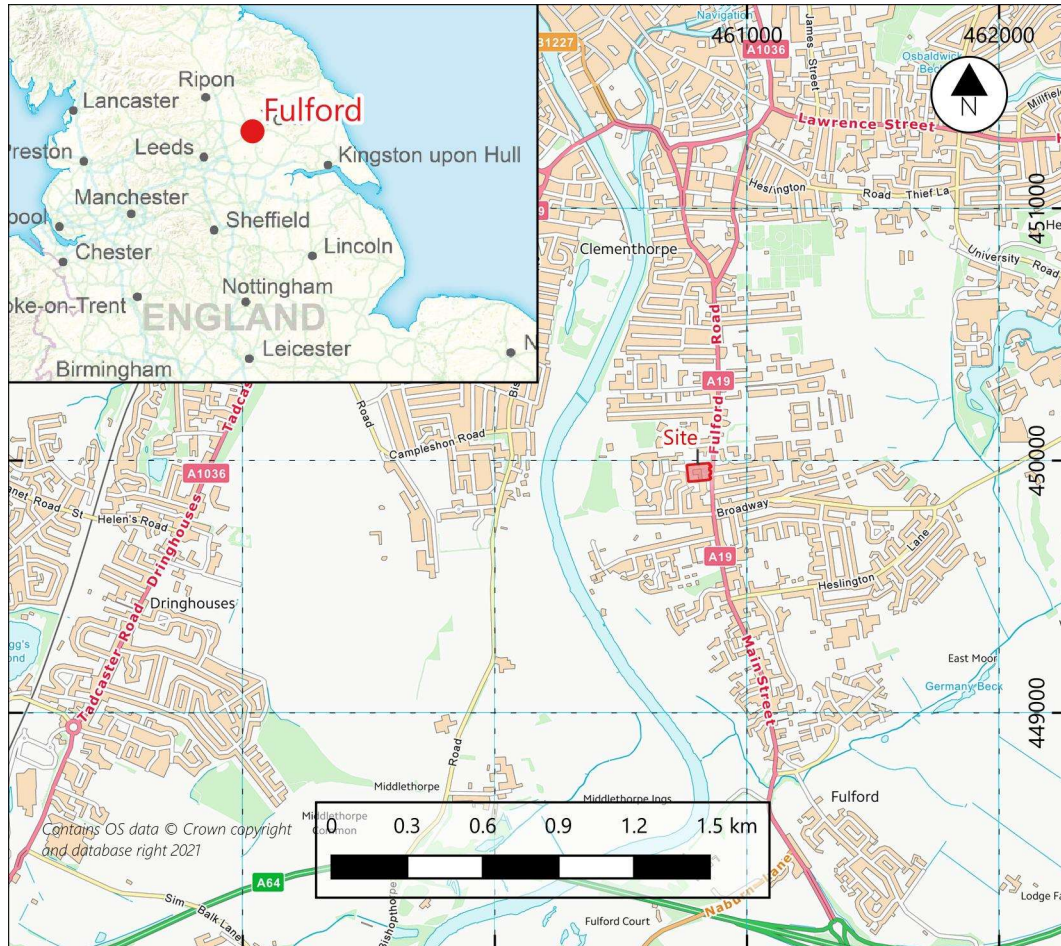


Figure 1: Site Location

- 1.2 Outline planning permission has been granted, by City of York Council, for the partial demolition of Ousefield House, the demolition of garage units and erection of up to 4 detached dwellings, with associated infrastructure and landscaping (planning reference 22/00114/FUL). Condition 9 attached to the permission states that;

A programme of post-determination archaeological evaluation is required on this site. The archaeological scheme comprises 3-5 stages of work. Each stage shall be completed and agreed by the Local Planning Authority (LPA) before it can be approved.

- a) *No archaeological evaluation or development shall take place until a written scheme of investigation (WSI) has been submitted to and approved by the local planning authority in writing. The WSI should conform to standards set by LPA and the Chartered Institute for Archaeologists.*

- b) *The site investigation and post investigation assessment shall be 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 will be secured. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI.*
- c) *A copy of a report on the evaluation and an assessment of the impact of the proposed development on any of the archaeological remains identified in the evaluation shall be deposited with City of York Historic Environment Record to allow public dissemination of results within 6 weeks of completion or such other period as may be agreed in writing with the Local Planning Authority.*
- d) *Where archaeological features and deposits are identified proposals for the preservation in-situ, or for the investigation, recording and recovery of archaeological remains and the publishing of findings shall be submitted as an amendment to the original WSI. It should be understood that there shall be presumption in favour of preservation in-situ wherever feasible.*
- e) *No development shall take place until:*
 - *Details in D have been approved and implemented on site*
 - *Provision has been made for analysis, dissemination of results and archive deposition has been secured*
 - *A copy of the report on the archaeological works detailed in Part D should be deposited with City of York Historic Environment Record with 4 months of completion or such other period as may be agreed in writing with the Local Planning Authority.*

Reason: The site lies within an area of archaeological interest. An investigation is required to identify the presence and significance of archaeological features and deposits and ensure that archaeological features and deposits are either recorded or, if of national importance, preserved in-situ. This condition is imposed in accordance with Section 16 of NPPF. The information is sought prior to commencement to ensure that it is initiated at an appropriate point in the development procedure.

- 1.3 The results of the Heritage Statement for Ousefield House concluded *'The northern part of the Site is of poor landscape quality, comprising hardstanding a tennis court, concrete garages, and the unimaginative northern part of the 1970s extension (to Ousefield House). There is potential within this plot to enhance the amenity of Ousefield House through re-landscaping and redevelopment.* (Phase Capita. 2021).
- 1.4 The work will be monitored under the auspices of the City Archaeologist at City of York Council, who will be consulted at least one week before the commencement of site works. Where necessary the regional Science Advisor at Historic England may also be contacted about the work.
- 1.5 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).
- 1.6 The project will be continuously reviewed in order to monitor the projects progress towards meeting its aims and objectives. As a minimum the results of the evaluation will be assessed as the fieldwork

is taking place, to allow for any necessary changes to the agreed methodology. Any deviance from the methodology outlined in this document must be agreed by the City Archaeologist.

2. Site Information

2.1 *Land Use, Topology and Geology*

2.1.1 Ousegate House was a detached part of Imphal Barracks, located on the west side of Fulford Road, c. 1.7 km south of York city centre. The site comprises the late 19th century Ousefield House, which is a Grade II listed building, with the area of the former 1970s extension to the north, a former carpark area to the north-west and former tennis court to the north-east. Previously the land has been utilised as part of Imphal Barracks.

2.1.2 The site lies on bedrock geology of the Sherwood Sandstone, overlain by York Moraine sedimentary deposits of sandy, clay & gravel (British Geological Society, 2023). The soils on the site described as naturally wet very acidic sandy and loamy soils (Soilscape 15; landis.org.uk/soilscapes).

2.2 *Archaeological Potential*

2.2.1 The Heritage Statement for Ousefield House (Capita 2021) supported the application and should be consulted for a wider archaeological and historical background.

2.2.2 There are Prehistoric, Roman, Medieval and post-medieval heritage assets within 500m of the site. A Watching Brief carried out on Hospital Fields Road, to the west of the site, identified a boundary ditch which was interpreted to be of Medieval date, although Bronze Age and Roman pottery was recovered from the feature (WYAS. 2007).

2.2.3 Ousefield house (MYO663, NHLE 1256238) is a Grade II Listed Building within a Conservation Area. The site was York Military Hospital, built c. 1854 (City of York HER Ref. MYO4865).

3. Project Details

3.1 *Aims and Objectives*

3.1.1 The aim of the Archaeological Trial Trenching is to determine the presence/absence, nature, date, quality of survival and importance of archaeological deposits to enable an assessment of the potential and significance of the archaeology to be made.

3.2 *Excavation Rationale*

3.2.1 Two trenches are proposed, positioned in order to assess the presence/absence of archaeology in the area of the development. (Fig 2).

3.2.2 Trench 1 was L-shaped (S-N 8mx2m and W-E 10mx2m) and Trench 2 was 15mx2m (Fig. 2).

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 evaluation 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 evaluation report will be submitted to the City of York Historic Environment Record for public access.

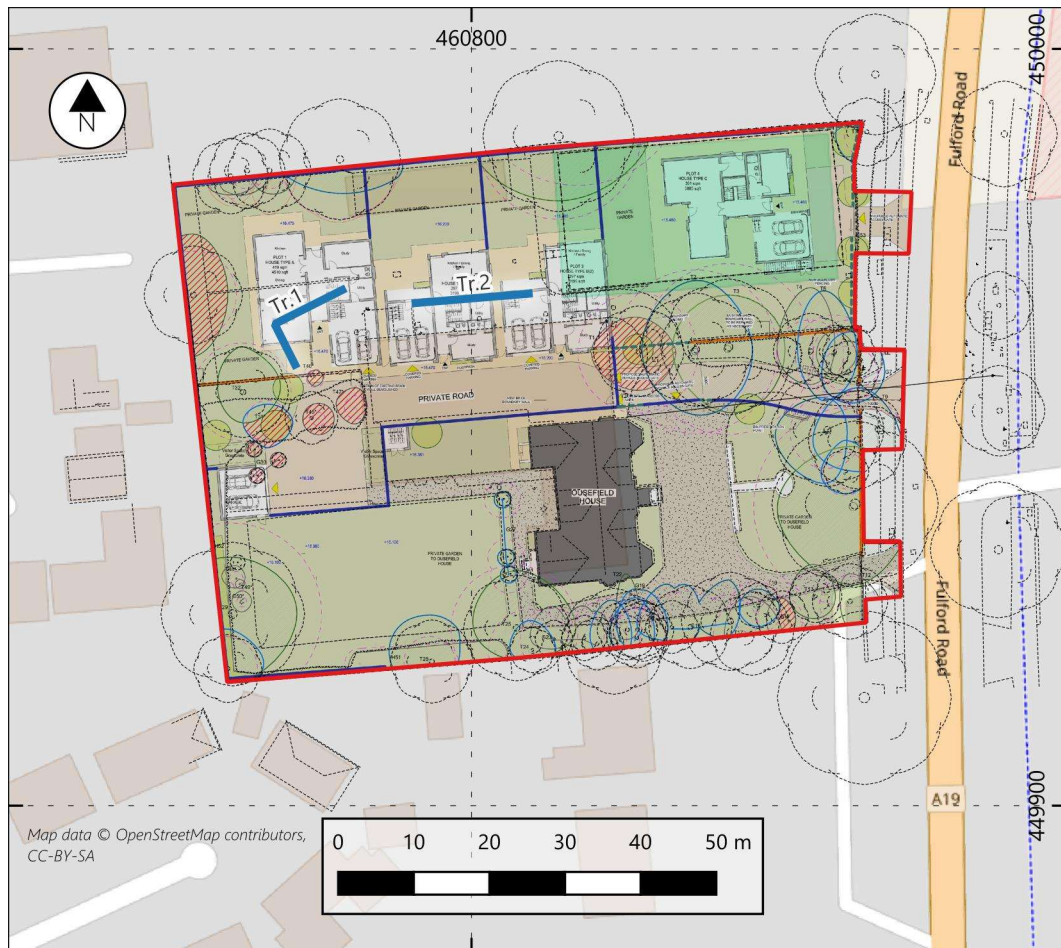


Figure 2: Trench Location

4. Fieldwork Methodology

4.1 Excavation Methodology

4.1.1 The positions of all trenches will be located using a Trimble GPS Rover and necessary precaution will be taken over underground services and overhead lines.

4.1.2 All overburden, hardstanding and any subsequent subsoils will be carefully removed by mechanical excavator using a wide toothless blade, under archaeological supervision, to the top of archaeological features or layers. Excavated topsoil will be redeposited in bunds around the edge of the site, or at an alternative location, to be determined in agreement with the client. Topsoil and subsoils will be stored separately, and all spoil will be stored and managed in line with the standards of the Construction Code of Practice for Sustainable Use of Soils on Construction Sites (DEFRA 2009).

- 4.1.3 Minor adjustments may be undertaken to avoid previously unknown obstacles such as vegetation or services, or to enable machine manoeuvring. Trenches located to target specific features will not be moved without prior agreement of the City Archaeologist.
- 4.1.4 Should trenches require stepping or shoring to reach their required depth, the base of the trench will reflect the size specified in section 3.2.
- 4.1.5 Archaeological deposits will be cleaned and excavated by hand using appropriate tools. The stratigraphy of all trenches will be recorded, regardless of a lack of archaeological features.
- 4.1.6 The excavation sampling policy is:
- An initial half section of all discrete features. Where justified further excavation may be deemed necessary
 - linear features will be sampled a minimum of 10% along their length (each sample section to be not less than 1m), or a minimum of a 1m sample section, if the feature is less than 5m long,
 - All junctions/intersections and corners of linear features will be investigated and their stratigraphic relationships determined – if necessary, using box sections. All termini will be examined
 - Funerary contexts, buildings and industrial features will be subject to sufficient excavation to establish the objectives of the evaluation
 - No archaeological deposit will be entirely removed unless this is necessary to meet the aims of the project

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 Trial Trenching. 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 A sampling strategy for the recovery for environmental remains has been formulated in accordance with an Environmental Strategy written by an Environmental Consultant (Diane Aldritt, appendix 2).

4.3.2 Where necessary provision will be made for relevant specialists to visit the site.

4.3.3 Bulk samples will be taken from all securely stratified deposits using a strategy which combines systematic and judgement sampling, but which also follows the methodologies outlined in the English Heritage (2011) '*Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (Second Edition)*' guidance. As standard a 40-litre sample will be taken, where this is not possible, entire contexts may be sampled. Positive features will also be sampled; retention of structural material such as bricks will be implemented where necessary.

4.3.4 Sampling will also be considered for those features where dating by other methods (for example pottery and artefacts) is uncertain. Such sampling may be carried out at the request of the City Archaeologist or following advice from the Historic England Science Advisor and may include, but is not restricted to, radiocarbon dating, luminescence dating and archaeomagnetic dating.

4.3.5 Animal bones will be hand collected, and bulk samples collected from contexts containing a high density of bones. Spot finds of other material will be recovered where applicable.

4.3.6 Flotation samples and samples taken for coarse-mesh sieving from dry deposits will be processed at the time of the fieldwork, or as soon as possible thereafter, partly to permit variation of sampling strategies.

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 the City 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 City Archaeologist.

4.4.2 It is considered best practice to not remove the remains during evaluation, however, this should be considered at a site-specific level. If it is deemed necessary to remove human remains, this will be carried out under the conditions of, 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 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. The City Archaeologist 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 evaluation, 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 all excavated material will be undertaken by conservators and finds researchers in collaboration. Material considered vulnerable will be selected for stabilisation after specialist recording.
- 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;

- An introduction including background information (with planning application details, where appropriate);
- The original research aims and objectives and rationale for selected area of investigation;
- An archaeological and historical baseline;
- A description of results;
- A report of all find and sample categories to assessment level, by appropriate specialists, including their research potential;
- The results of any scientific dating;
- A discussion of the results including a phased interpretation of the site
- A summary of the results in their local, regional, and national context, and the extent to which the work has addressed the project aims and objectives;
- An assessment of the effectiveness of the evaluation strategy, including earlier stages of work
- Recommendations for any further investigation, specialist analysis or conservation, recording and/or preservation of in situ archaeological remains, to be determined in consultation with the City Archaeologist;
- Supporting illustrations, including as a minimum:
 - A detailed location map
 - A detailed site plan showing all trenches, as excavated;
 - Plans for all trenches where archaeological features were identified;

- Detailed plans of archaeological features;
 - Detailed sections of archaeological features;
 - An overall (phased) site plan showing all archaeological features recorded
 - Selection of photographs of work in progress;
 - Select artefact illustrations and/or photographs
- Supporting tables of data
 - Acknowledgements identifying those involved in the project, including the City Archaeologist.

5.2.3 Where an updated WSI is necessary, the updated document should contain

- Any changes to the aims and objectives of the project;
- The requirement and content of the final analysis report;
- Any changes to the archive arrangements, including details of proposed specialist conservation.
- Any updates to the Selection Strategy and Data Management Plan.

5.2.4 Copies of the report will be submitted to the commissioning body, the Local Planning Authority and City of York Historic Environment Record within 3 months of the completion of the evaluation, unless an alternative timescale is agreed.

5.2.5 We will provide a physical and digital copy of the report to the City of York Historic Environment Record. A digital copy will also be lodged with Oasis.

5.2.6 Printed copies of reports will be included with the physical archive to the recipient museum (see section 6).

5.2.7 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 field evaluation 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).

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 Yorkshire Museum with regards to the significance and research potential of the archive.

6.2.3 Archive deposition will be arranged in consultation with the Yorkshire Museum and the City Archaeologist, 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. A copy of the archive receipt will be provided to the City of York Historic Environment Record.

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 City of York Historic Environment Record.

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.

- Max Stubbings-MAP Project Manager
Telephone- 07944411919
Email- max@maparchltd.co.uk

- Claire MacRae- City Archaeologist, City of York Council
Telephone- 01904 551402 & 07871 736467
Email- Claire.MacRae@york.gov.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)

8. Bibliography

British Geological Society. Geology of Britain Viewer. Available at:
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> [accessed 14.04.23]

Capita 2021 Defence Estate Optimisation Portfolio. Heritage Statement Ousefield House.

WYAS. 2007. The Edge, 23 Hospital Fields Road, York: archaeological watching brief Report

Appendix 1

Digital Data Management Plan

Project Administration	
Project Name	Ousefield House, Fulford Road, York
Site Code	05.25.23
Project Description (Eg, number of trenches, area of excavation)	Excavation of 2 archaeological trial trenches
OASIS ID	maparcha1-516805
Museum Name & Accession code (where applicable)	Yorkshire Museums Accession number TBC
Client/ Landowner (where applicable)	Ebor Developments PLC
Project Lead	TBC
Project Manager	Charlie Puntorno
Date & Version	A 21-06-23

Data Collection

Data to be Collected/ Created (to be updated throughout duration of project)		
Type	Format	Volume
GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files) (Metadata to be deposited as .csv)	WSI= 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.

- 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.

- 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_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

- 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

APPENDIX 2

Environmental Strategy By Diane Alldrit

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

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

Bulk soil samples shall be processed using an Ankara-type water flotation machine (French 1971) for the recovery of carbonised plant remains and charcoal. The flotation tank should contain a >1mm mesh for collection of the retent or 'residue' portion of the sample (which may contain pottery, lithics and animal / bird bone, in addition to the heavier fragments of charcoal which do not float). The 'flot' portion of the sample, which may include carbonised seeds, cereal grain, charcoal and sometimes mollusc shell, should be captured using a nest of >1mm and >300micron Endicot sieves. Flotation equipment, including sieves, meshes, brushes and so forth must be meticulously cleaned between samples in order to prevent contamination of potential radiocarbon dating material. All material resulting from flotation will be dried prior to microscopic examination. Flotation is not

suitable for the recovery of pollen or for processing waterlogged samples, which shall be discussed below.

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

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

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

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

References

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

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

APPENDIX 3

Conservation Strategy By Ian Panter of York Archaeological Trust

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

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

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

Waterlogged wood, including structural elements will be assessed following the English Heritage guidelines, **Waterlogged wood: sampling, conservation and curation of structural wood** (Brunning 1996). The assessment will include species identification, technological examination and potential for dating.

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