

BATCH No.
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**SOMERSET NURSING HOME,
1 CHURCH LANE,
WHELDRAKE,
CITY OF YORK**

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ARCHAEOLOGICAL EVALUATION

Written Scheme of Investigation

November 2001

AOC
ARCHAEOLOGY
GROUP



**SOMERSET NURSING HOME,
1 CHURCH LANE,
WHELDRAKE,
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WRITTEN SCHEME OF INVESTIGATION

1 Introduction

- 1.1 Planning permission has been granted for an extension to the Somerset Nursing Home, Church Lane, Wheldrake within the City of York, subject to an archaeological condition requiring that no work shall take place until the applicant has secured the implementation of a programme and timetable of archaeological work in accordance with a written scheme of investigation submitted to and approved in advance by the local planning authority (Application reference number: 01/00267/FUL). This document forms the written scheme of investigation to be submitted to the archaeological adviser to the Planning and Environment Department of the City of York as Local Planning Authority.
- 1.2 A Brief for the required archaeological evaluation has been prepared by the Principal Archaeologist, City of York Council (Somerset Nursing Home, 1 Church Lane, Wheldrake; Archaeological Scheme of Investigation; Evaluation; April 2001: Issue 1). This Written Scheme of Investigation describes how such an evaluation would be undertaken. The first part is site specific while the Appendices detail AOC general procedures and standards.
- 1.3 The results of this evaluation will be used to determine whether any further archaeological investigation is required on this site and what the scale and nature of that archaeological work might be. Given that there is good circumstantial evidence that significant archaeological remains may be found on this site, it should be noted that the balance of probability at present is that further archaeological work may be needed after this evaluation to allow the discharge of the condition.
- 1.4 The archaeological policy of the planning authority is to seek to preserve archaeological deposits and features of national importance in situ. Where archaeological deposits which are not of national importance are identified, these may need to be the subject of an archaeological excavation prior to construction commencing.

2 Site Description

- 2.1 The site lies on the North side of Church Lane, the eastern end of the main east-west street running through the village of Wheldrake. The proposed development area measures c. 50 metres square and lies to the north of the existing nursing home. It is currently a garden area, surrounded by trees, with grass covering most of it and with a pond c. 350 m². in area in the middle and a dog-racing track running diagonally across it.

- 2.2 The village of Wheldrake lies along the top and on the slopes of a slight rise above the River Derwent floodplain. Ground level at the highest point of the village is about 16m. AOD and ground level at the northern edge of the village is at c. 9.00 metres AOD. Ground level on the site slopes down from South to North, generally between the range of 11.00 and 9.00 metres AOD.

3 Archaeological Background

- 3.1 The site lies on the raised spur of land known as the Escrick Moraine. The underlying geology is boulder clay with the moraine consisting of glacially deposited sand and gravel, with a depositional date of c. 10,000 BC. Such sites have been shown to be attractive to prehistoric and Roman period settlers elsewhere in the Ouse and Humber basins.
- 3.2 The soils of the area are classified as being of the Bishampton Association deriving from glaciofluvial clays and till (Soil Survey of England and Wales, Soil Map, Sheet 6, 1983 1:250,000).
- 3.3 The derivation of the name Wheldrake is uncertain, as it is not clear whether it is of Anglian or Viking origin. In either case the “-drake” ending refers to a strip of land but the “whel-” beginning might mean where wells might be found (Viking) or where death had occurred (Anglo-Saxon). Given that Well Field to the north-west of the village was the name of one of the three main medieval open fields the Viking derivation looks quite likely.¹
- 3.4 There is some slight evidence of local prehistoric occupation in the shape of 2 flint axes, one found close by on the south side of Church Lane and the other found at the western end of the village (Sites and Monuments Record, SMR, numbers 5657.00.002 and 5657.00.003).
- 3.5 There is also apparent evidence of Bronze Age settlement in the general area from two identifications of possible barrow sites from circular cropmarks on aerial photographs. These are SMR entries 5659 and 5660 and are situated 2.5 km. to the west and 1 km to the south-west respectively.
- 3.6 At the time of the Domesday Book, 1086, the village of Wheldrake was known as Coldrid and held by William Coleville as a tenant of William de Percy. The village was inhabited by 3 villeins and 3 bordars and had a church and 3 fisheries². It has been suggested that the basic settlement pattern of the village of a main street with two parallel back lanes was established well before this but the early medieval period would seem the most likely starting date.³
- 3.7 In the 12th and 13th centuries there was a castle at Wheldrake. This was destroyed by the citizens of York in 1149 and rebuilt by Richard Malebisse late in the 12th century. Its

¹ Smith, A.H., 1937, Place Names of the East Riding of Yorkshire and York.

² Allison, K., 1976 Victoria County History of Yorkshire Volume III.

³ Wheldrake Local History Society, 1995, Aspects of a Yorkshire Village.

exact location is uncertain but it is believed to have been built to the east of the village at a spot now known as Mill Hill.⁴

- 3.8 Malebisse also granted land to function as a grange for Fountains Abbey, which encouraged the steady growth in the population of the village until it peaked in the mid-14th century. Immediately before the onset of the Black death in 1348 there were 84 households in Wheldrake and the number subsequently fell, presumably because of the plague, to 56 in 1394. Wheldrake Hall on the south side of Church Lane opposite the study site was subsequently built on the site of the grange.⁵
- 3.9 Territorial disputes between the inhabitants of Wheldrake, Elvington and Escrick were commonplace in medieval times and mostly revolved around cattle and sheep grazing rights in the low lying land. Around Wheldrake the open fields were known as the Well Field, Mill Field and Dovecot Field until the mid-18th century and enclosure. Development did not stray beyond the northern Back Lane on to them until the 20th century.
- 3.10 Agriculture was the main occupation in Wheldrake until modern times. 19th century directories show that most of the villagers' occupations were connected with it, with typical attendant poverty and high infant mortality rates. Most of the inhabitants were locally born although there were a few migrant Scottish and Irish agricultural labourers. The village is now largely a sleeper town for the City of York.

4 Recent Archaeological Work in Wheldrake.

- 4.1 The first of the two recent archaeological interventions in the village took place in 1999. This was reported in "Land Adjacent to 37 Main Street, Wheldrake, York: Report on an Archaeological Watching Brief, 1999. York Archaeological trust Field Report No. 43."
- 4.2 This report noted that the site probably lay within a group of early medieval tofts identified here by the Victoria County History but all of the remains recorded above the natural gravel subsoil appear to have been of very modern date.
- 4.3 The second intervention was reported in "Archaeological Desk-based Assessment and Field Evaluation Report at Wheldrake Hall, Wheldrake, Yorkshire by the John Samuels Archaeological Consultancy, November 2000". Desk-based research indicated that this site (directly opposite the study site on the south side of the road) would have probably been the site of the Fountains Abbey grange and subsequent post-medieval manor house.
- 4.4 A metal detecting survey produced only apparently modern objects. The geophysical survey showed many anomalies which might have had an archaeological origin so that a trial-trenching exercise was devised to target these. 11 Trial trenches were dug and generally produced evidence of archaeological features dating from the 13th to the 14th century, particularly rubbish pits with charred domestic food debris in them and a good range of locally important medieval pottery. Some postholes were also identified which did not form any obvious pattern and most of the features appeared to be pits and boundary ditches and gullies.

⁴ Cathcart-King D.J., 1983, *Castellarum Anglicarum: An Index and Bibliography of the Castles in England Wales and the islands.*

⁵ Hey, D. 1986, *Yorkshire after AD 1000*

- 4.5 The evaluation produced 155 sherds of pottery of which 104 could be firmly dated to 1250-1350 and a few others roughly attributable to that date range. The biggest groups were of Humber Wares, Brandsby Wares and York Sandy Red Wares. There were also several post-medieval wares represented and 1 piece of Roman grey ware. There was also evidence of iron smithing from residual hammerscale although the actual place at which it was being done was not identified.
- 4.6 The subsequent phase of fieldwork has yet to be fully reported. Fieldwork was carried out by Network Archaeology and the report is being produced by EC Harris Consultants, from which company the author, Tony Walsh, writes:

“The excavations revealed evidence ranging from the medieval to the modern period. (Only four sherds of Roman pottery were recovered. No features of this date were identified. The sherds were probably residual). The pottery assemblage was very good, beginning in the 10th century and running right through to the 20th.”

Medieval features identified included at least two systems of ditched boundaries and a number of pits. The larger pits may have functioned as wells, others may have been used for domestic waste, including cess. Nearby smithing activity was indicated by the presence of hammerscale and iron slag. There was a focus of modern and post-medieval activity in the north-western part of the site represented by demolition and remnant building remains. Other features from these periods included brick-lined wells, ditches and pits as well as at least two post-hole alignments and a ditch and bank system.”

- 4.7 A metal-detector survey has been carried out over the development site and the list of objects found is attached as Appendix 6 with a plan of the findspots. These have yet to be closely examined but the sherd of easily identifiable medieval pottery is notable.
- 4.8 A geophysical survey of the site has also been carried out in accordance with the Brief set by the City Council and the report has been submitted to the Principal Archaeologist (A Report for AOC Archaeology Ltd. on a Geophysical Survey carried out at Somerset Nursing Home, Wheldrake York, October 2001 by EJF Mercer).

This report concluded : “The two techniques of magnetometry and resistivity were carried out over the area of proposed development in order that a complementary data set would locate any features of possible archaeological potential. However, the magnetometry did not prove very successful due to the presence of modern debris and fences distorting the data and obstructing a full survey. Nevertheless some features of possible archaeological origin were located in the form of positive linear anomalies representative of cut features. These are recommended for further investigation.....The resistivity data located areas of high resistance whose origin is not possible to interpret from the survey. No features of archaeological importance are known from the site which could aid interpretation. Therefore, these anomalies should be considered for trenching.”

- 4.9 It is proposed to carry out the trial trenching aspect of the evaluation by targeting four of the anomalies identified in the magnetometry survey and one of the resistivity survey anomalies in the south-western corner of the development area. The specific research questions to be addressed by the trial-trenching are :

- What is the profile of the natural geological deposits on the site?
- Is there evidence of any prehistoric activity on the site?
- Is there any evidence for Roman occupation of the site and, if there are any finds, can they be associated with any features or deposits on the site?
- Can a deposit prediction for the site as a whole be made indicating the nature and preservation of prehistoric, Roman, Anglian, Anglo-Scandinavian, medieval and post-medieval strata be made?

5 Strategy

- 5.1 The archaeological investigations will comprise the excavation and recording of four trial trenches. Of these two will be 10 metres long and two will be 5 metres long. Three of these have been positioned in order to coincide with the magnetometer anomalies identified in the geophysical survey and one to coincide with an area of high resistance causing a resistivity anomaly. All trenches will be of standard ditching bucket width, 1.8 metres. The 30 metres of trenching constitute a 2% sample of the whole site, as required by the Brief.
- 5.2 The topsoil will be removed by mechanical excavator, fitted with a toothless ditching bucket, under the supervision of an experienced archaeologist, down to the top of undisturbed natural subsoil or the top of archaeological deposits whichever is the higher. Where necessary, areas will be cleaned by hand to ensure the visibility of archaeological deposits or features. This will include the cleaning of the natural subsoil to check for archaeological features.
- 5.3 Should disarticulated human remains be discovered, the Principal Archaeologist and the Coroner's Office will be informed and a Home Office licence will be obtained prior to their removal. Should articulated human bone be found the appropriate Home Office Licence will be obtained for the accidental disturbance of bones but they will be recorded, covered over to shield them from view and left in situ until a decision is taken by the relevant authorities about their further treatment.
- 2.4 If archaeological deposits are visible they will be recorded on a plan of the site at an appropriate scale. In addition remains will be recorded in more detail in plan (at a scale of 1:20) and in section (1:10). Other recording will be as detailed in the Appendices to this document and the requirements of the Brief.
- 2.5 A sample of any surviving remains, which will be disturbed or destroyed by the construction works, will be archaeologically excavated and recorded, generally a 50% sample of cut features and archaeological deposits, unless agreed otherwise with the City's Principal Archaeologist.
- 2.6 All finds will be retained from each archaeological context excavated.
- 2.7 Advice has been sought from Ian Panter, Regional Science Advisor for English Heritage and all archaeological sampling will be in accordance with his recommendations and

those of the Association for Environmental Archaeology paper, Environmental Archaeology and Archaeological Evaluations.

Mr. Panter's letter of 8th November 2001 says : "For the purposes of the above evaluation I would recommend collecting bulk sediment samples (of between 10 and 30 litres, depending upon the size of the context) from any feature and occupation deposit, in order to ascertain degree of preservation and potential of the bioarchaeological remains. The sampling strategy should address issues of spatial and temporal variations across the site. Larger samples might be required from those deposits which are visibly rich in biological material, such as small animal bones, charred seeds and insect remains.A minimum number of ten bulk samples should be sufficient, and I would suggest that from these five samples should be processed and evaluated for the purposes of the assessment.

Localized concentrations of material such as charcoal, seeds and small animal bones should be treated as spot finds...

Animal bones and shells should be hand collected from all excavated features and assessed."

3 Report and archive preparation

- 3.1 Within four months of the completion of the on-site works, subject to the availability of finds specialist reports, a written report detailing the results of the archaeological evaluation will be prepared and the scale of the report will take into consideration the significance of the project results and the requirements of the City Council's Brief.
- 3.2 In accordance with the Brief, the evaluation report will include as appropriate:
 - a plan of the site showing the position of trenches;
 - drawings of sections and artefacts and plans and photographs;
 - a stratigraphical matrix of context records;
 - an interpretation of the structural sequence and an interpretation of the archaeological and research potential of the remainder of the site;
 - a full Sites and Monuments Record entry for the site and/or an Urban Archaeological Database entry, as advised by the City Council's Principal Archaeologist.
- 3.3 A list of specialists that may be used on this project is given in Appendix 5. These specialists may recommend the use of others with a more local knowledge.
- 3.6 After completion of the reports, the site and research archives including finds (subject to the landowner's agreement) will be deposited with the Yorkshire Museum. All work will be done using the Yorkshire Museum accession and numbering systems.

APPENDICES

Appendix 1: Machine Excavated Trenches

Excavation of Evaluation Trenches

- 1.1 The entire site will be visually inspected before the commencement of any machine excavation. This will include the examination of any available exposures (e.g. recently cut ditches and geotechnical test pits).
- 1.2 Normally trench positions will be accurately surveyed prior to excavation and related to the National Grid. It may be necessary to survey the positions after excavation in some instances.
- 1.3 All machining will be carried out by appropriate sized plant. This will normally be a JCB 3CX or similar or 360 degree tracked excavator with a 1.6 or 1.8m. wide toothless bucket. Where access or working space is restricted a mini-excavator such as a Kubota KH 90 may be used.
- 1.4 All machining will be carried out under direct control of an experienced archaeologist.
- 1.5 Undifferentiated topsoil or overburden of recent origin will be removed in successive level spits down to the first significant archaeological horizon.
- 1.6 Excavated material will be examined in order to retrieve artefacts to assist in the analysis of their spatial distribution.
- 1.7 On completion of machine excavation, all faces of the trench that require examination or recording will be cleaned using appropriate hand tools.
- 1.8 All investigation of archaeological horizons will be by hand, with cleaning, inspection, and recording both in plan and section.
- 1.9 A minimum number of features, within each significant archaeological horizon, required to meet the aims of the evaluation will be hand-excavated. Pits and postholes normally will be sampled by half-sectioning although some features may require complete excavation.

Linear features will be sectioned as appropriate. Features not suited to excavation within the confines of narrow trenches will not be sampled. No deposits will be entirely removed unless this is unavoidable. As the objective is to define remains it will not necessarily be the intention that all trenches will be fully excavated to natural stratigraphy. However the full depth of archaeological deposits across the entire site will be assessed. Even in the case where no remains have been located the stratigraphy of all evaluation trenches will be recorded.

- 1.10 Any excavation, whether by machine or by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits which appear to be demonstrably worthy of preservation *in situ*.
- 1.11 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 10 litres (but up to 30 litres for early prehistoric features) will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 1.12 Any finds of human remains will be left *in situ*, covered and protected. The coroner's office will be informed. If removal is essential it will only take place under the relevant Home Office licence and local authority environmental health regulations.
- 1.13 All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to Treasure Trove. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.
- 1.14 After recording, the trenches will be backfilled with excavated material and compacted with the excavator's machine bucket only. Any further reinstatement would be the subject of an agreement separate from this document.

Recording

- 1.15 For each trench, a block of numbers in a continuous sequence will be allocated.
- 1.16 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardized sheets.
- 1.17 Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
- 1.18 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- 1.19 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.

- 1.20 Long sections of trenches showing layers and any cut features will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20.
- 1.21 Generally all sections will be accurately related to Ordnance Datum. There may on occasions be instances where this is unnecessary when it will be agreed with the local authority's archaeological representative in advance.
- 1.22 Registers of sections and plans will be kept.
- 1.23 A full black and white, and colour (35mm transparency) photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork.
- 1.24 A register of all photographs taken will be kept on standardised forms.
- 1.25 All recording will be in accordance with the standards and requirements of the *Archaeological Field Manual* (Museum of London Archaeology Service 3rd edition 1994).

Finds

- 1.26 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.
- 1.27 Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. In addition the artefacts will be used to characterise the site, and to establish the potential for all categories of finds should further archaeological work be necessary.
- 1.28 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.
- 1.29 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

Appendix 2: Evaluation Reports

- 2.1 The style and format of the evaluation report will be determined by AOC Archaeology.

The report will include as a minimum the following:

- 2.2 A location plan of the site.
- 2.3 A location plan of the trenches and/or other type of fieldwork strategy employed.
- 2.4 Plans and sections of features and/or extent of archaeology located. These will be at an appropriate scale.
- 2.5 A summary statement of the results.
- 2.6 A table summarising per trench the deposits, features, classes and numbers of artefacts encountered and spot dating of significant finds.
- 2.7 Consideration to the methodology will be given along with a confidence rating for the results
- 2.8 For more extensive and complicated evaluation projects, especially where they form part of large-scale programmes of work in historic urban centres, the procedures defined in English Heritage's *Management of Archaeological Projects* 2nd edition 1991 will be followed for immediate post-field archive preparation and initial assessment. It will then be agreed with the local authority's archaeological advisor, which aspects will need to be taken forward to the report stage.

Appendix 3: Area Excavation

Excavation

- 3.1 Prior to any area excavation, appropriate survey (e.g. geophysical, earthwork, contour) or sampling strategy (e.g. for topsoil artefact densities, metal detecting, phosphate analysis) will be undertaken prior to the site strip.
- 3.2 In most cases sites will be mechanically stripped of topsoil and other overburden. An appropriate machine will always be used. This will normally be a 360° tracked excavator with a 1.5 or 1.8m wide toothless bucket. In other cases a JCB 3CX Sitemaster (or similar), or for work with restricted access or working room a mini-excavator such as a Kubota KH 90 will be used. Suitably sized dumpers or lorries will be employed to remove spoil. No plant will be allowed to cross stripped areas.
- 3.3 All machining will be undertaken under the direct control of experienced archaeologists.
- 3.4 All undifferentiated topsoil or overburden will be removed down to the first significant archaeological horizon in level spits. The archaeological horizon to which the material will be cleared will have first been established by an evaluation or by the digging of test pits.
- 3.5 Depending on the aims of the project, the excavated spoil may be monitored in order to recover artefacts. Where their findspots are plotted this will usually be on a 2m grid.
- 3.6 The surface exposed by the stripping will be cleaned using appropriate hand tools.
- 3.7 Should the site grid not have already been established it will be done at the cleaning stage. The grid will normally be based on a 10m spacing and related to the National Grid. A temporary benchmark related to Ordnance Datum will be founded.
- 3.8 After the cleaning and planning of the excavation area the sampling strategy will be finalised. This will take into account the project aims (which may need modifying at this stage) and the type, quality and quantity of remains revealed. The sampling strategy will normally seek to maintain at least the following levels:
 - all structures and all zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded
 - ditches and gullies will have all relationships defined, investigated and recorded. All terminals will be excavated. Sufficient of the feature lengths will be excavated to determine the character of the feature over its entire course; the possibility of recuts of parts, and not the whole, of the feature will be considered. This will be achieved by a minimum 25% sample of each feature.

Sufficient artefact assemblages will be recovered (where possible) to assist in dating the stratigraphic sequence and for obtaining ample ceramic groups for comparison with other sites.

- all pits, as a minimum, will be half-sectioned. Usually at least 50% (by number) of the pits will be fully excavated. Decisions as to which pits will be fully excavated will be taken in the light of information gained in the half-sectioning taking into consideration, amongst other things; pit function, artefact content and location
- for post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation.
- for other types of feature such as working hollows, quarry pits etc., all relationships at least will be ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date and function.
- for layers a decision on-site will be made as to the extent that they will be excavated. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.

3.9 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised remains, bulk samples of a minimum of 10 litres (but up to 30 litres for early prehistoric features) will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.

3.10 Any finds of human remains will be left *in situ*, covered and protected. The coroner's office will be informed. Excavation, recording and removal will only take place under the relevant Home Office licence and local authority environmental health regulations.

3.11 All finds of gold and silver will be moved to a safe place and reported to the coroner's office according to the procedures relating to Treasure Trove. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

Recording

- 3.12 All on-site recording will be undertaken in accordance with the standards and requirements of the *Archaeological Site Manual* (Museum of London 1994).
- 3.13 A continuous unique numbering system will be employed.
- 3.14 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.
- 3.15 Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
- 3.16 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- 3.17 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
- 3.18 Long sections of trench edges or internal baulks showing layers and any cut features will be drawn at 1:50 or 1:20 depending on amount of detail contained. Sections of features will be drawn at 1:20.
- 3.19 All sections will be accurately related to Ordnance Datum.
- 3.20 Registers of sections and plans will be kept.
- 3.21 A full black and white, and colour (35mm transparency) photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork.
- 3.22 A register of all photographs taken will be kept on standardised forms.

Finds

- 3.23 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.
- 3.24 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned,

conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.

- 3.25 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds. If for any reason the landowner does not consent to deposit the finds then a full written and drawn record of the artefacts will be prepared, the cost of which will be paid by the landowner.

Archiving, Post-Excavation and Publication

- 3.26 Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in the format agreed with the receiving institution. The excavation archive will be security copied and a copy deposited with the NAR before post-excavation analysis begins or as soon after as can be arranged.

- 3.27 On completion of the archive a summary report will be prepared. This will include:

- an illustrated summary of the results to-date indicating to what extent the project aims were fulfilled
- a summary of the quantities and potential for analysis of the information recovered for each category of site, artefacts, dating and palaeoenvironmental data
- proposals for analysis and publication

- 3.28 The proposals for analysis and publication will include:

- a list of the revised project aims arising from the fieldwork and post-excavation assessment
- a method statement which will make clear how the methods advocated are those best suited to ensuring that the data-collection will fulfil the stated aims of the project
- a list of all tasks involved in meeting the stated methods to achieve the aims and produce a report and research archive in the stated format
- details of the research team and their projected work programmes in relation to the tasks. Allowance will be made for general project-related tasks such as project meetings, management, editorial and revision time

- a publication synopsis indicating publisher, report format and content shown by chapters, section and subheadings with the anticipated length of text sections and proposed number of illustrations

- 3.29 The summary report embracing the analysis and publication proposals will be submitted to the local authority's archaeological representative for approval.
- 3.30 Any significant variation in the project design, including timetables, proposed after the agreement of the proposals must be acceptable to the local authority's archaeological representative.
- 3.31 The results of the project will be published in an appropriate archaeological journal or monograph. The suitable level of publication will be dependent on the significance of the project results, but as a minimum the basic requirements of Appendix 7.1 of *Management of Archaeological Projects* (English Heritage 1991) will be met.

Appendix 4: General

- 4.1 The requirements of the Brief will be met in full where reasonably practicable (see also Para 8.2).
- 4.2 Any significant variations to the proposed methodology will be discussed and agreed with the local authority's archaeological representative in advance of implementation.
- 4.3 The scope of fieldwork detailed in the main part of the Written Scheme of Investigation is aimed at meeting the aims of the project in a cost effective manner. AOC Archaeology attempts to foresee all possible site specific problems and make allowances for these. However there may on occasions be unusual circumstances, which have not been included in the programme and costing. These can include:
- unavoidable delays due to extreme bad weather, vandalism etc.
 - trenches requiring shoring or stepping, ground contamination, unknown services, poor ground conditions
 - extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor
 - complex structures or objects, including those in waterlogged conditions, requiring specialist removal

Health and Safety

- 4.4 All relevant health and safety legislation, regulations and codes of practice will be respected.
- 4.5 With the introduction of the Construction (Design and Management Regulations) 1994 AOC works with Clients, Main Contractors, and Planning Supervisors to create a Health and Safety Plan. Each project will have its own unique plan.

Insurances

- 4.6 AOC holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
- 4.7 AOC will not be liable to indemnify the client against any compensation or damages for or with respect to:
- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)

- the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
- any other damage which is the unavoidable result of the Project in accordance with the Agreement
- injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by AOC Archaeology or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto

4.8 Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and Confidentiality

- 4.9 AOC Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- 4.10 AOC will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
- 4.11 AOC will advise the Client of any such materials supplied in the course of projects, which are not AOC's copyright.
- 4.12 AOC undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition AOC further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect AOC's and the Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

- 4.13 AOC conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Desk Based Assessments, Field Evaluations etc., and the British Archaeologists and Developers Liaison Group Code of Practice.
- 4.14 Project Directors normally will be recognised in an appropriate Area of Competence by the Institute of Field Archaeologists.
- 4.15 Where practicable AOC will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

Appendix 5: Specialist Staff

The following specialist staff may be used on this project depending on the type of artefacts and soil samples recovered during the course of the fieldwork.

Dorothy Rankin	Macroscopic plant remains	AOC
Clare Ellis	Soils and sediments analysis	AOC
Coralie Mills	Palaeoenvironmental archaeology	AOC
Andy Smith	Human remains	AOC
Amanda Clydesdale	Conservation	AOC
Naomi Crowley	Building material	AOC
Thomas Rees	Lithics	AOC
Sylvia Warman	Mammal and bird bone	AOC
Francis Raymond	Prehistoric pottery	Sub-contract
Malcolm Lyne	Roman pottery	Sub-contract
Lucy Whittingham	Medieval and post-medieval pottery	Sub-contract
Phil Jones	Medieval Pot	Sub-contract
Lynne Keyes	Metal	Sub-contract
Cecily Cropper	Glass	Sub contract

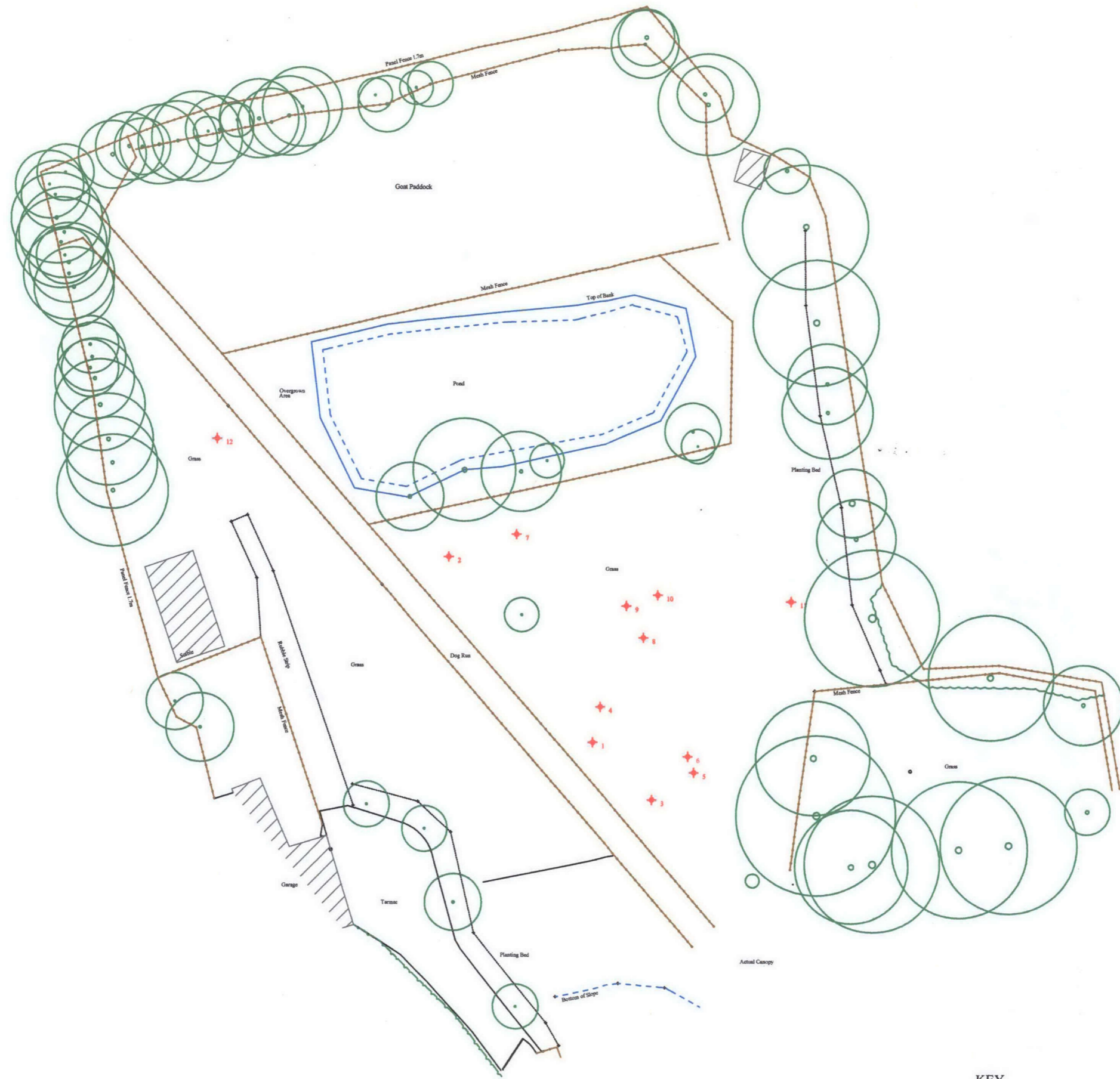
APPENDIX 6: WHELDRAKE METAL DETECTOR SURVEY

Survey area walked in transects, finds removed, bagged and labelled, then left in situ. Locations then plotted by E.D.M.

Soil conditions - good quality loam; weather conditions - very wet.

The survey produced twelve objects, listed below and an area of strong signals, which could not be pinpointed, noted on the survey drawing.

Find number	Description
1	Cu? Ornamental plate
2	Fe obj.
3	Metal ring-dog lead?
4	Thimble
5	Fe nail
6	Fe nail, 2 pieces
7	Slag
8	Metal eyelet
9	Pb off cut
10	Perforated cap-watering can spout?
11	Fe scissors
12	Pb off cut (found with 1 sherd of Medieval pottery)



Metal Detector Survey

KEY
 + Metal Detector Points

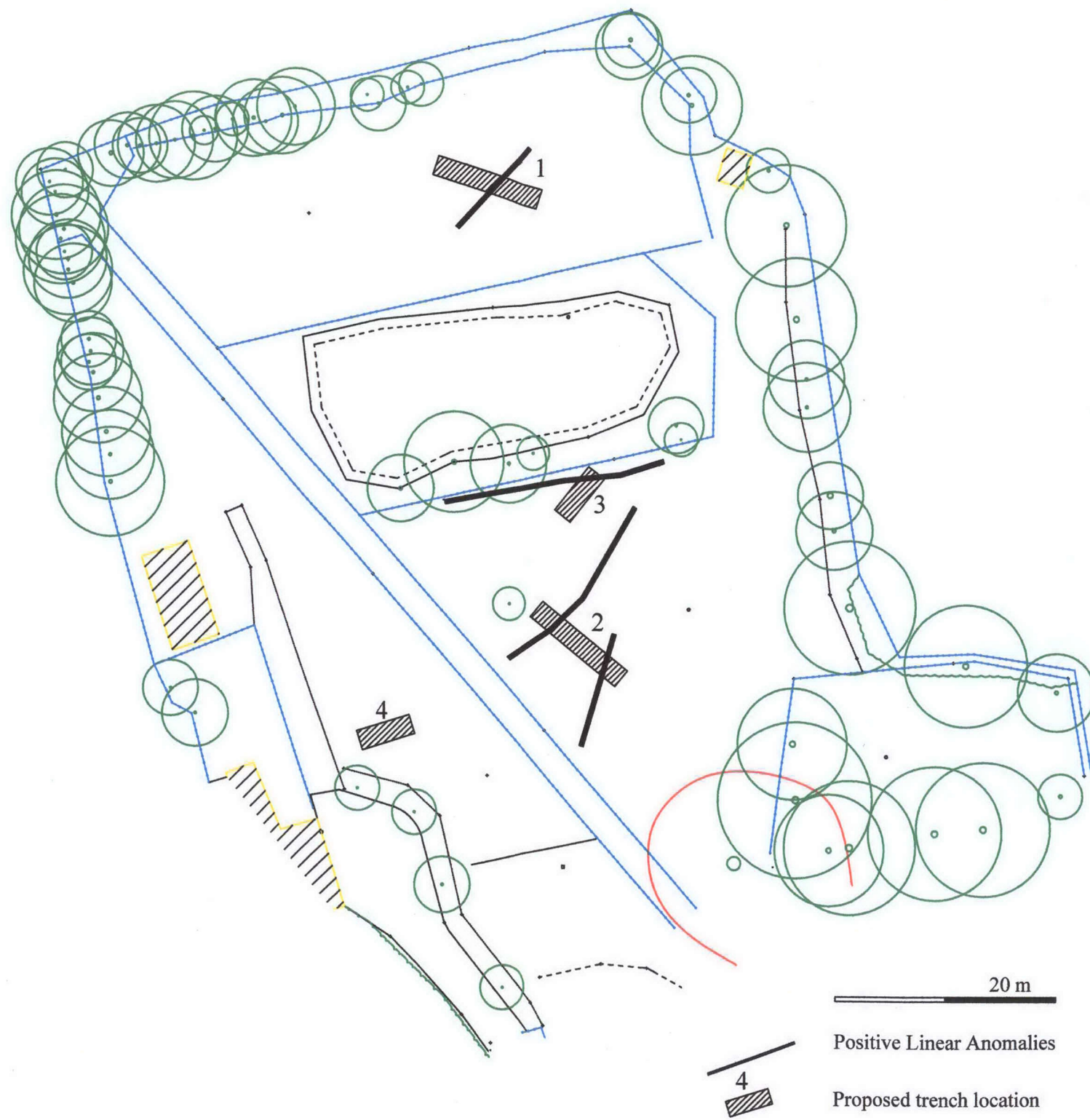


Figure 1: Proposed Trench Layout

The AOC Archaeology Group provides a wide range of archaeological services, including consultancy, desktop studies, historic building recording, survey, excavation, post-excavation analyses, conservation and publication.

Our management team blends archaeological excellence with financial expertise and many of our highly trained personnel are recognised leaders in their own fields. Consequently, we possess an approach which is both commercially aware and of the very highest professional standard. We aim to provide an efficient and effective service to clients in both the private and public sectors.

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The logo incorporates a design from a lead disc found on Birsay, Orkney, dated to the sixth century AD.