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1 SUMMARY

Archaeological monitoring and recording is required during groundworks on land at Pond Yard, Back Lane, Collyweston, Northamptonshire.

The site lies in an archaeologically sensitive area, located within the vicinity of the medieval manor, a Scheduled Monument of which one of the three areas (1003632) lies immediately to the east. Former buildings and enclosures were recorded at the Site on the Enclosure Map of 1841.

The archaeological work will comprise archaeological monitoring and recording during the excavation of foundation and service trenches associated with garage and extension to the building. Features revealed will be planned, investigated and recorded.

On completion of the fieldwork a report will be prepared detailing the results of the scheme of works. The report will consist of a narrative supported by illustrations and photographs.

INTRODUCTION

This document comprises a specification for archaeological monitoring and recording during development on land at Pond Yard, Back Lane, Collyweston, Northamptonshire

This document contains the following parts:

Overview.

Stages of work and methodologies.

List of specialists.

Programme of works and staffing structure of the project

SITE LOCATION

Collyweston is a civil parish in the administrative district of East Northamptonshire. The site is located on the northwest edge of the village, where Back Lane becomes Ketton Road at National Grid Reference SK 9382 2922.

PLANNING BACKGROUND

Planning permission (17/00360/FUL) has been granted for the construction of a two storey western extension and single storey double garage at Pond Yard, Back Lane, Collyweston, Northamptonshire. The present document is a Written Scheme of Investigation for the archaeological monitoring of foundation and service trenches.

SOILS AND TOPOGRAPHY

The site lies at c. 65m AOD on land that slopes down to the west. Local soils are of the Elmtou 1 association consisting mainly of shallow, brown, fine calcareous soils developed on Inferior Oolite Limestone (Hodge *et al* 1974, 179).

ARCHAEOLOGICAL OVERVIEW

The Domesday Survey records that *Westone* (west farm), in the hundred of Willybrook, had a total population of 22 households. The Lord in 1066 was Earl Morcar and the land's value to him was £5. By 1086, the Lord was Herlewin of Collyweston and the tenant-in-chief was Ralph of Limesy. There was land for six ploughs, 12 acres of meadow, 3 furlongs of woodland and a mill (Williams and Martin 1993).

In 1309, the Calendar of Patent Rolls refers to *Colynweston*. This is thought to refer to Colin, a pet-form of the name Nicholas, who held the manor in the 13th century (Gover, Mawer and Stenton, 1933, 200).

6.3 After Domesday, the Lordship of the manor at Collyweston was held by Ralph de Limesi, who held as many as 41 manors of the king in various counties. He was succeeded by his son Alan and grandson Gerard who died without heirs. Passing into the hands of Gerard's daughter the manor at Collyweston became the property of the Oddingshells family until the 15th century. The overlords of the manor would have had little connection with Collyweston itself, rather the tenant-in-chief. Nicholas de Seagrave who died in 1322 had a life interest in the manor and it was after him that Collyweston is now named (see above). Seagrave became Marshal of England under Edward II. In the later 14th century the manor was held by Alice, the wife of Hugh Despenser. The house at Collyweston was said to have been begun by William Porter, a lowly tenant who raised his social station; it was continued by his more illustrious successors. By the reign of Henry VIII, the manor was to be granted to Anne Boleyn, although she was executed before this took effect. Henry visited Collyweston several times in the latter part of his reign (Page, 1906 pp551-553)

AIMS AND OBJECTIVES

The aims of the investigation will be:

To monitor the excavation of service and foundation trenches and archaeologically excavate and record features revealed.

The objectives of the scheme of works will be to:

Determine the form and function of the archaeological features encountered;

Determine the spatial arrangement of the archaeological features encountered;

As far as practicable, recover dating evidence from the archaeological features,
and

Establish the sequence of the archaeological remains present on the site.

The work has the potential to address research objectives such as the morphology of medieval rural settlements (Knight *et al.* 2012, 100).

SITE OPERATIONS

General considerations

All work will be undertaken following statutory Health and Safety requirements in

operation at the time of the scheme of works.

The work will be undertaken according to the relevant codes of practise issued by the Chartered Institute for Archaeologists (CIfA 2014). Archaeological Project Services is CIfA registered organisation no. 21, and is managed by a Member of the Institute (MCIfA).

Any and all artefacts found during the investigation and thought to be 'treasure', as defined by the Treasure Act 1996, will be removed from site to a secure store and promptly reported to the appropriate coroner's office. The Finds Liaison/Portable Antiquities Officer will also be notified.

Methodology

The archaeological monitoring and recording will be undertaken during the ground works phase of development and includes the archaeological monitoring of all phases of soil movement.

In line with the requirements of Northamptonshire County Council, there will be continuous observation of the removal of overburden within the building footprint and other excavated areas, followed by the investigation and recording of any archaeological features revealed.

Section drawings of the trenches will be recorded at a scale of 1:10. Should features be recorded in plan, these will be drawn at a scale of 1:20. Written descriptions detailing the nature of the deposits, features and fills encountered will be compiled on Archaeological Project Services pro-forma record sheets.

Any finds recovered will be bagged and labelled for later analysis.

Bulk samples for environmental study will be taken, if necessary from dated features for subsequent specialist processing and examination.

Throughout the scheme of works a photographic record will be compiled. The photographic record will consist of:

- the site during work to show specific stages, and the layout of any archaeology within the stripped area.
- individual features and, where appropriate, their sections.
- groups of features where their relationship is important

Should human remains be located they will be left *in situ* and only removed if absolutely necessary. Should excavation be required the appropriate Ministry of Justice licence will be obtained before the removal of the remains. In addition, the Local Environmental Health Department and the police will be informed, if necessary. The archaeological curator will also be informed.

POST-EXCAVATION

Stage 1

On completion of site operations, the records and schedules produced during the scheme of works will be checked and ordered to ensure that they form a uniform sequence forming a level II archive. A stratigraphic matrix of the archaeological deposits and features present on the site will be prepared. All photographic material will be catalogued and labelled, the labelling referring to schedules identifying the subject/s photographed.

All finds recovered during the field work will be washed, marked and packaged according to the deposit from which they were recovered. Any finds requiring specialist treatment and conservation will be sent to York Archaeological Trust.

Stage 2

Detailed examination of the stratigraphic matrix to enable the determination of the various phases of activity on the site.

Finds will be sent to specialists for identification and dating.

Stage 3

On completion of stage 2, a report detailing the findings of the scheme of works will be prepared.

This will consist of:

- A non-technical summary of the results of the investigation.
- A description of the archaeological setting of the scheme of works.
- Description of the topography of the site.
- Description of the methodologies used during the scheme of works.
- A text describing the findings of the scheme of works.
- A consideration of the local, regional and national context of the scheme of works findings.
- Plans of the site and archaeological features exposed. If a sequence of archaeological deposits is encountered, separate plans for each phase will be produced.
- Sections of the archaeological features.
- Interpretation of the archaeological features exposed, and their chronology and setting within the surrounding landscape.

- Specialist reports on the finds from the site.
- Appropriate photographs of the site and specific archaeological features.

REPORT DEPOSITION

Two copies of the report (one hard copy and one digital) will be submitted to the Archaeological Advisor. After approval, the report will be passed to the Northamptonshire Historic Environment Record to act as a permanent record of the investigation. Copies of the final report will also be sent to the client.

ARCHIVE

The documentation, finds, photographs and other records and materials generated during the investigations will be sorted and ordered in accordance with the procedures detailed in *Northamptonshire Archaeological Archives Standard* (2014) and the Society of Museum Archaeologists' document *Transfer of Archaeological Archives to Museums* (1994), for long-term storage and curation.

Upon completion and submission of the report, the landowner will be contacted to arrange legal transfer of title to the archaeological objects retained during the investigation from themselves to the receiving museum. The transfer of title will be effected by a standard letter supplied to the landowner for signature. Note, currently Northamptonshire does not have a receiving museum.

PUBLICATION

Details of the investigation will be input to the Online Access to the Index of Archaeological Investigations (OASIS).

A report of the findings of the investigation will be submitted for inclusion in the journal *Northamptonshire Archaeology*.

If appropriate, notes on the findings will be submitted to the appropriate national journals: *Britannia* for discoveries of Roman date, and *Medieval Archaeology* for findings of medieval or later date.

CURATORIAL RESPONSIBILITY

Curatorial responsibility for the project lies with the Archaeological Advisor of Northamptonshire County Council. As much notice as possible will be given in writing to the curator prior to the commencement of the project to enable them to make appropriate monitoring arrangements.

VARIATIONS AND CONTINGENCIES

Variations to the proposed scheme of works will only be made following written confirmation of acceptance from the archaeological curator.

In the event of the discovery of any unexpected remains of archaeological importance, or of any changed circumstances, it is the responsibility of the archaeological contractor to

inform the archaeological curator.

Where important archaeological remains are discovered and deemed to merit further investigation additional resources may be required to provide an appropriate level of investigation, recording and analysis.

Any contingency requirement for additional fieldwork or post-excavation analysis outside the scope of the proposed scheme of works will only be activated following full consultation with the archaeological curator and the client.

PROGRAMME OF WORKS AND STAFFING LEVELS

Archaeological monitoring will be undertaken by a Project Officer or Supervisor experienced in similar types of work.

Post-excavation analysis and report production will be undertaken by the supervisor, or a post-excavation analyst as appropriate, with assistance from a finds supervisor, illustrator and external specialists.

SPECIALISTS TO BE USED DURING THE PROJECT

The following organisations/persons will, in principle and if necessary, be used as subcontractors to provide the relevant specialist work and reports in respect of any objects or material recovered during the investigation that require their expert knowledge and input. Engagement of any particular specialist subcontractor is also dependent on their availability and ability to meet programming requirements.

<u>Task</u>	<u>work</u>	<u>Body to be undertaking the</u>
Conservation		York Archaeological Trust
Pottery Analysis		Prehistoric – A Beeby, APS Roman – A Beeby, APS Post-Roman – A Beeby, APS
Non-pottery Artefacts		J Cowgill, Independent Specialist
Animal Bones		J Rackham/M Holmes, Independent specialists
Environmental Analysis		J Rackham/ V Fryer, Independent Specialists
Human Remains Analysis		R Gowland/R Kendall, Independent Specialists

INSURANCES

Archaeological Project Services, as part of the Heritage Trust of Lincolnshire, maintains Employers Liability Insurance of £10,000,000, together with Public and Products Liability insurances, each with indemnity of £5,000,000. Copies of insurance documentation can be supplied on request.

COPYRIGHT

Archaeological Project Services shall retain full copyright of any commissioned reports under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the Project Specification.

Licence will also be given to the archaeological curators to use the documentary archive for educational, public and research purposes.

In the case of non-satisfactory settlement of account then copyright will remain fully and exclusively with Archaeological Project Services. In these circumstances it will be an infringement under the Copyright, Designs and Patents Act 1988 for the client to pass any report, partial report, or copy of same, to any third party. Reports submitted in good faith by Archaeological Project Services to any Planning Authority or archaeological curator will be removed from said planning Authority and/or archaeological curator. The Planning Authority and/or archaeological curator will be notified by Archaeological Project Services that the use of any such information previously supplied constitutes an infringement under the Copyright, Designs and Patents Act 1988 and may result in legal action.

The author of any report or specialist contribution to a report shall retain intellectual copyright of their work and may make use of their work for educational or research purposes or for further publication.

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