MODEL BRIEF FOR
ARCHAEOLOGICAL EVALUATION BY TRIAL TRENCHING

1 SUMMARY
1.1 There is reason to believe that archaeological remains exist on the site but little is known as to their character, extent and state of preservation. South Yorkshire Archaeology Service (SYAS) has advised that the archaeological implications of the proposal cannot be adequately assessed on the basis of the available information. It has been recommended, therefore, that an archaeological field evaluation will be carried out. This recommendation is in line with government guidance as set out in the National Planning Policy Framework (DCLG 2012).

1.2 All archaeological work undertaken will comply with:
- The “Regional statement of good practice for archaeology in the development process, Yorkshire, the Humber & the north east” (available for download from the ‘Technical Documents’ page of the SYAS website).
- relevant English Heritage/Historic England best practice guidance documents
- relevant CIIfA Standard and Guidance documents

2 REQUIREMENT FOR AN EVALUATION
2.1 Proposed works may damage or destroy any archaeological remains that may be present on the site. It has, therefore, been recommended that an archaeological evaluation will take place, to obtain further information on the presence and preservation of any archaeological deposits.

2.2 The aim of the evaluation will be to gather sufficient information to establish presence/absence, character, extent, state of preservation and date of any archaeological deposits within the areas of proposed development and to report the results.

2.3 The evaluation will investigate the whole of the proposal area and any areas to be affected by associated activities, e.g. creation of storage compounds.

2.4 The results of the evaluation will be used by SYAS to assess the suitability of the site for the proposed scheme and the need for, and scope of, any further archaeological investigation.
3 EVALUATION STRATEGY
3.1 The fieldwork strategy chosen will be selected to cause the minimum amount of destruction and will naturally operate with due regard to health and safety regulations.

3.2 The amount of trenching required will be dependent upon the nature of the site and the amount and quality of data from any previous non-intrusive investigations. Where such work has been carried out, an appropriate level of trenching will be targeted to test anomalies, apparently blank areas and any areas un-surveyed. Where no such work has been carried out, a minimum 5% sample of the site will be tested.

3.3 In case the extent and nature of features needs to be clarified, an additional 10% of trenching will be allowed for as a contingency.

3.4 The rationale for each trench location will be set out in the project design. Any subsequent changes to trench location will need to be agreed with SYAS.

4 PROJECT DESIGN
4.1 A detailed project design (PD) will be submitted to SYAS for approval. The PD will include:

- Consideration of any previous work at the site and its immediate environs, geology, topography, etc.
- The methodology for site investigation and recording, including sampling strategies (see section 5 below);
- Details of trench location, with the rationale for each;
- The methodology for post-excavation assessment and reporting;
- The timetable for completion of all site investigation and post-excavation works;
- The contingencies made for full analysis and reporting;
- Details of the arrangements made for deposition of the site archive (see section 9 below).

4.2 The work shall be carried out by appropriately qualified and experienced staff. Details of staff numbers, their roles and relevant experience will be included. Staff CVs will be included (unless already supplied to SYAS in previous project specifications). Any sub-contracted specialists will be subject to the same provisions.

4.3 Prior to submission of the project design, the proposed works must be discussed with Andy Hammon, Science Advisor (SA) for Historic England. The SA’s comments will then be incorporated into the PD.

4.4 Once agreed, any changes to the project design will need to be discussed with, and agreed by, SYAS before implementation.

5 EXCAVATION GUIDELINES
5.1 Where trenches are to be opened by machine, the following guidelines will be observed.
5.2 An appropriate machine will be used. The choice will be influenced by the prevailing site conditions, and the machine must carry out a clean and safe job.

5.3 An appropriate bucket will be used.

5.4 All machining will be carried out under the direct supervision of an archaeologist and will be halted if archaeological deposits are encountered.

5.5 All topsoil or recent overburden will be removed down to the first significant archaeological horizon in successive level spits. Under no circumstances will the machine be used to cut arbitrary trenches down to natural deposits.

5.6 **All features need to be investigated.** Discrete features will be half-sectioned in the first instance; linear features will be sampled a minimum of 20% 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. No archaeological deposit will be entirely removed unless this is unavoidable to meet the aims of the fieldwork.

5.7 The deposits at junctions or interruptions in linear features will be sufficiently excavated for the relationship between components to be established. All termini will be investigated.

5.8 Trenches will be recorded according to accepted principles of stratigraphic excavation.

5.9 The stratigraphy of each trial trench is to be recorded, even where no archaeological deposits have been identified.

5.10 Any human remains that are revealed must initially be left *in situ* and, if removal is necessary, this must comply with the relevant Ministry of Justice, Diocesan and other regulations, as appropriate.

5.11 All finds that are ‘treasure’ (in terms of the Treasure Act 1996) will be reported to the Coroner and appropriate procedures then followed.

5.12 The trenches, as excavated, and any features within them, must be accurately located on a site plan and recorded by photographs, summary scale drawings, and written descriptions.

5.13 All record photographs will be on black and white film and 35mm colour slide film.

5.14 Digital photography can only be used to supplement the photographic record; it must not form any part of the primary archive.

5.15 All trenches will be planned at 1:50, with individual features being planned at 1:20 where additional detail is required. One representative long section of each trench will be produced, at an appropriate scale. Sections and profiles of each feature sampled will be drawn at 1:10 or 1:20, depending on the size of the feature. All plans, sections and profiles will be related to Ordnance Datum, in metres.
5.16 Illustrated notices will be displayed around the site (with the client’s agreement), explaining what work is in progress and why, to keep members of the public informed. The notice will be a minimum of A3 size, with font at a minimum size of 16 point.

5.17 Appropriate specialists will visit the site to advise on sampling strategies and their suggested strategies will then be implemented.

5.18 Provision will be made to recover material suitable for scientific dating. Contingency sums will be made available to undertake such dating.

5.19 Further contingency provision will be made for additional specialist advice, e.g. for finds analysis and conservation.

6 POST-EXCAVATION GUIDELINES
6.1 For all categories of material recovered, including finds, palaeo-environmental, industrial and other specialist samples, an assessment by an appropriately experienced specialist will be undertaken. Samples must be processed and sorted, and any artefacts recovered provided to the appropriate specialist(s) to be considered alongside the hand-recovered material. Basic stratigraphic information will be supplied to the project specialists.

6.2 All finds are to be treated in accordance with current best practice guidance, including English Heritage’s ‘Investigative Conservation’. Finds are to be cleaned and marked, according to accepted principles and in line with appropriate period/material guidelines.

6.3 For ceramic assemblages, recording shall be carried out in a manner compatible with existing typological series in local pottery reference collections, e.g. the South Yorkshire and north Derbyshire medieval ceramics reference collection: http://archaeologydataservice.ac.uk/archives/view/ceramics_eh_2003/

6.4 The guidelines for handling Post Roman Ceramics produced by the Medieval Pottery Research Group are also to be followed, for relevant material: MPRG, 2001 “Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Ceramics” Medieval Pottery Res Group Occ Paper 2.

6.5 All ferrous objects and a selection of non-ferrous objects (including all coins), will be x-radiographed.

6.6 Where material suitable for scientific dating was recovered, sufficient dating will be undertaken to meet the aims of the evaluation.

6.7 Where further fieldwork is not to be undertaken and assessment has identified the need for further analysis, this will be completed drawing upon the contingency allowed.

6.8 The site archive will be prepared in accordance with the UKIC’s document Guidelines for the Preparation of Excavation Archives for Long Term Storage and the
ClfA’s “Standard And Guidance for the creation, compilation, transfer and deposition of archaeological archives”.

7 MONITORING
7.1 SYAS will be responsible for monitoring the evaluation. A minimum of one week’s notice of the commencement of fieldwork must be given by the archaeological contractor to the SYAS in order that arrangements for monitoring the fieldwork may be made.

7.2 Site inspections will be arranged so that the general site stratigraphy can be assessed in the initial stage of trial trenching and/or so that the site can be inspected when fieldwork is near to completion but before any trenches have been backfilled.

7.3 An interim note will be submitted to SYAS within a fortnight of fieldwork finishing. This will include:
   - A brief summary of fieldwork results
   - A basic description of material recovered
   - An initial assessment of character and significance
   - A sketch plan of archaeological features on the site
   - An updated post-excavation timetable

7.4 A progress update will be supplied to SYAS, in writing, on a monthly basis following this until submission of the full report on the evaluation.

8 REPORTING
8.1 The evaluation will result in a report including background information (with planning application details, where appropriate), methods, detailed results, discussion and conclusions.

8.2 Illustrations to be included are:
   - a detailed location map;
   - a detailed site plan showing all trenches, as excavated;
   - all trench plans and trench sections;
   - detailed plans of relevant features, as excavated;
   - detailed sections of all features, as excavated;
   - an overall (phased) site plan showing all archaeological features recorded;
   - selection of photographs of work in progress;
   - select artefact illustrations and/or photographs.

8.3 The results of assessment of all find categories, by appropriate specialists, will be included in the evaluation report.

8.4 The results of assessment of palaeo-environmental, industrial and other samples, by appropriate specialists, will be included in the evaluation report.

8.5 The results of any scientific dating undertaken will be included in the evaluation report.
8.6 The evaluation report will include a phased interpretation of the site, if possible, and consider the results in their local and regional context.

8.7 A recommendation on whether further investigation or preservation is considered appropriate will first be discussed with SYAS and then be clearly expressed in the report.

8.8 The evaluation report will include a detailed context index and an index to the archive.

8.9 A printed and bound copy of the report must be supplied to SYAS for incorporation into the South Yorkshire Sites and Monuments Record. A digital copy of the report must also be supplied to SYAS and to the HE Science Advisor.

8.10 A summary report of an appropriate length, accompanied by illustrations (at 300dpi resolution), must be prepared and submitted in digital format, for publication in the appropriate volume of *Archaeology in South Yorkshire*.

8.11 Provision will be made for publicising the results of the work locally, e.g. by presenting a paper at South Yorkshire Archaeology Day and talking to local societies.

8.12 The archaeological contractor must complete the online OASIS form at [http://ads.ahds.ac.uk/project/oasis/](http://ads.ahds.ac.uk/project/oasis/).

8.13 Where further fieldwork is not to be undertaken and further analysis is completed, contingency will be made for the preparation and submission of a separate report on the results.

8.14 Where further fieldwork does not take place, a contingency will be made for the preparation and publication, in a local, regional or national journal, of the results of the evaluation.

9 DEPOSITION OF ARCHIVE AND FINDS

9.1 Arrangements for the deposition of the finds and site archive will be made with the relevant museum service in advance of commencement of fieldwork. The relevant service can be found via the ‘*Archaeological Collections Areas Database and Map*’ on the ADS website.

9.2 “Archaeological Archive Deposition Policy for Museums in Yorkshire and the Humber”, produced by Renaissance Yorkshire, created a uniform region-wide approach to the preparation and deposition of archaeological archives. The resulting formal process requires the completion and submission of forms to the relevant museum service at the project initiation, mid-point review and completion stages (template forms are available for download from the ‘Technical Documents’ page of the SYAS website).

9.3 The archaeological contractor will contact the museum’s archaeological curator or collections manager to discuss archaeological archiving requirements at the initial stage of preparation of the project design. Following agreement with the client, details of archiving arrangements will be incorporated into the project design. This
will include confirmation that a budget to cover the museum’s deposition charge has been allowed for.

9.4 The South Yorkshire museum services do not accept digital archives; digital archiving will need to be discussed with ADS (or equivalent service) and appropriate costs allowed for.

9.5 Archiving is expected to be carried out as specified, in a timely manner, unless further fieldwork is undertaken and it is agreed that the archives from the separate phases can be amalgamated. On completion of archiving, confirmation of deposition will be supplied to SYAS.

South Yorkshire Archaeology Service
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