

**An Archaeological Evaluation, Land
south of Chaffinch Road, Castletown,
Sunderland.**



Trench 3 beginning to fill with snow

ARS Ltd Report No. 2010/4
January 2010

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Archaeological Research Services Ltd

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Executive Summary

This document reports the findings of an archaeological evaluation undertaken by Archaeological Research Services Ltd, commissioned by Gentoo Homes, on the site of Chaffinch Road, Castletown, Sunderland. Four evaluation trenches were opened up across the site. The trenches were positioned to avoid known services in the area.

Mention should be made that during the time of the excavations the weather in the area was very poor, the ground having a starting coverage of snow from around 0.20m deep. Continual snow made recording of the site difficult. However, sufficient information was gathered to fulfil the criteria laid out in the specification provided by the Tyne and Wear Archaeological Officer.

There were no archaeological features, deposits, buried land surfaces or small finds located within the trenches. The lack of archaeology is likely due to the former land use of the site. The area had been previously occupied by terraced housing and the land levelled prior to construction. It was evident from the trenches that the level of demolition penetrated the natural clay and any archaeological remains which may have existed here will have been damaged or destroyed. The former allotment area to the south of the site has also been extensively disturbed in order to utilise the land. The various services in the area will also have damaged or removed any archaeological remains which may have existed below the road surfaces.

1. Introduction

- 1.1 In December 2009 Archaeological Research Services Ltd were commissioned by Gentoo Homes, to undertake an archaeological evaluation on the site of Chaffinch Road, Castletown, Sunderland. The purpose of the evaluation is to inform the presence or absence of archaeological remains prior to the development of the site.

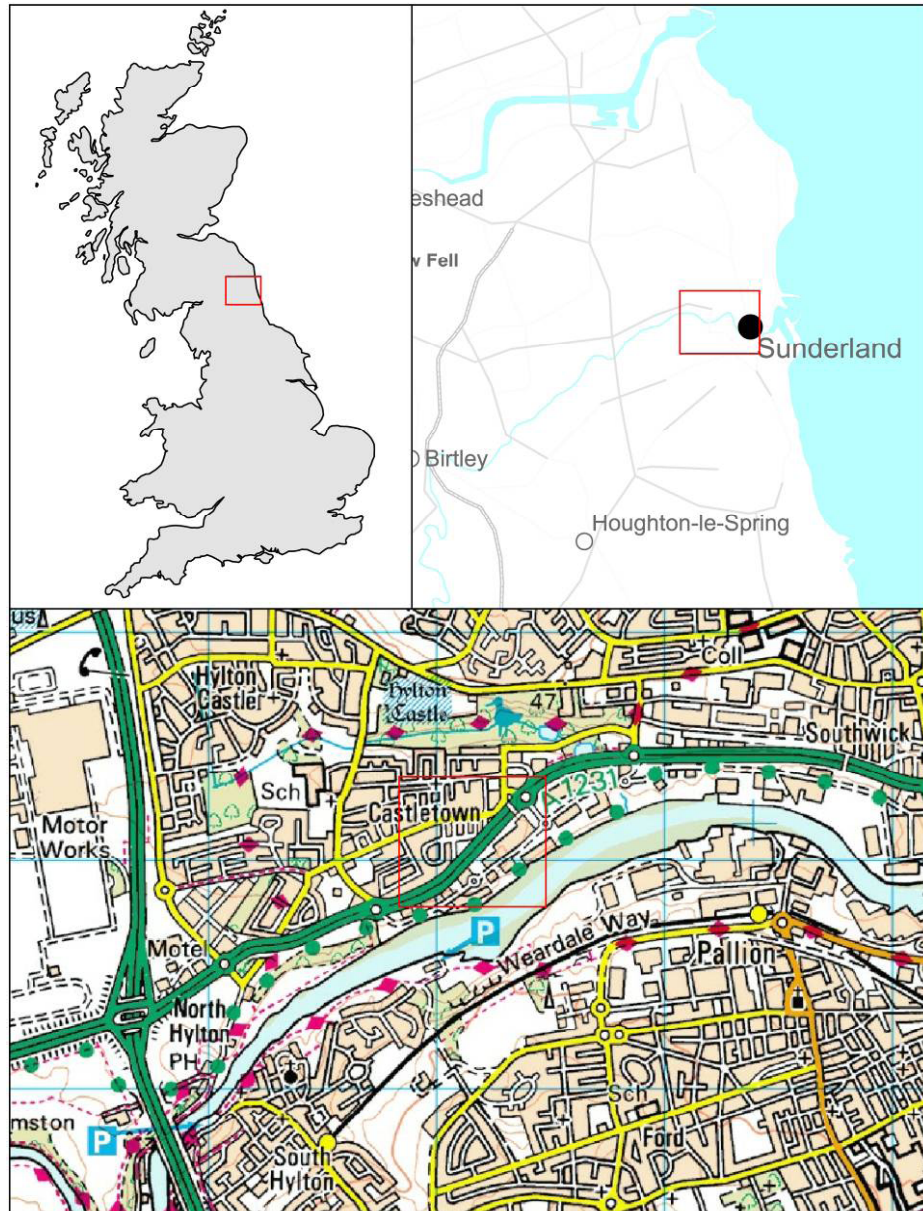


Fig. 1 General location map of the development site.

2. Location and Geology

- 2.1. The development site comprises a former allotment area and a recently demolished residential area to the south of Chaffinch Road in Castletown (NZ 3611 5824). The site is situated less than 50m north of the 'Wessington Way' (A1231) and approximately 300m north of the River Wear. The former allotment area comprises a derelict triangular plot of land, while the former area of terraced housing is demolished.

- 2.2. The solid geology of the proposed development area consists of Magnesian Limestone with Carboniferous Coal Measures (British Geological Survey 1:625,000 digital data). The overlying deposits are Boulder Clay with Alluvial Sands and Gravels along the river valley.

3. HISTORICAL AND ARCHAEOLOGICAL BACKGROUND

- 3.1. An archaeological desk based assessment has been produced (Archaeological Services University of Durham, August 2009) which outlines the historic background of the site. The assessment concluded that the site lies close to Hylton Castle and Chapel (just over 500m north-west), which are protected as a Scheduled Ancient Monument (SAM 32074). The development area is thought to lie within the grounds of the castle in the Medieval period. The site was used for agriculture until the late 20th century when terraced houses were constructed. The southern portion of the site, which is now allotments, has never been developed and so archaeological deposits has the potential to survive on the site.

4. Aims and Objectives

- 4.1 The aim of the archaeological evaluation was to gather sufficient information to establish the extent, condition, character and date of any archaeological features and deposits within the area of proposed development, and to record any features or deposits at an appropriate level.

5. Methodology

- 5.1 The archaeological evaluation comprised four trenches (Fig. 2). The trench locations were determined based upon the results found in the desk-based assessment (Archaeological Services University of Durham, August 2009) and the locations of known services and restraints on the site. Trench 1 measured 30m in length by 2m in width. Trench 2 measured 15m in length by 2m in width. Trench 3 measured 20m long by 2m in width and Trench 4 measured 35m long by 2m in width.
- 5.2 The trenches were opened by machine using a toothless ditching bucket in level spits until the natural level was reached, at which point the trenches were examined and cleaned by hand. All machine excavation was carried out under careful archaeological supervision.
- 5.5 The deposits were recorded according to the normal principles of stratigraphic excavation. Each context was recorded on pro-forma records which included the following: character and contextual relationships; detailed description (dimensions and shape; soil components, colour, texture and consistency); interpretation and phasing as well as cross-references to the drawn, photographic and finds registers.
- 5.6 Each trench was planned at 1:50. Trench sides were also drawn in section at a scale of 1:20. All deposits and the base of each trench were levelled and heights are expressed in metres above Ordnance Datum.
- 5.7 A photographic record was maintained including photographs of each trench. All images were taken in black and white print, colour print and digital format, and contain a graduated photographic scale.

6. Evaluation Results

6.1. Weather conditions during the excavations at Castletown were very poor. Heavy snow and ice for the duration of the evaluation made recording and cleaning difficult particularly in trenches 1 & 2 as outlined below. The site was initially covered in snow roughly 0.20m deep. The north side of the site was also waterlogged and rapidly filled with water during the excavation process.

6.1 Trench 1 (Figs. 2, 3, 4, 5 & 6)

6.1.1 Trench 1 measured 30m x 2m at its base. The trench was located to the north west of the study area and was orientated north-south. A layer of grassed over dark brown/ black (10yr 2/1) backfill (001) which existed to a depth of 0.6m in the northern end of the trench and 0.25m in the southern end was recorded. The backfill (001) consisted of building debris including bricks, concrete, plastics and glass which were remnants of the recently demolished modern housing estate that previously occupied the site. Directly underlying the backfill layer (001) was natural orange/ brown (10yr 6/8) clay (002) which continued beyond the depth of excavation

6.1.2 Flooding began in this trench upon completion of the excavation. Sufficient time was available to clean and view the base of the trench, but it subsequently flooded to a depth of between 0.20m and 0.10m, which promptly froze and was covered with snow.

6.2 Trench 2 (Figs. 2, 3, 4, 5 & 7)

6.2.1 Trench 2 measured approximately 15m x 2m at its base and was located to the east of Trench 1 and orientated north-south. A layer of dark brown/ black (10yr 2/1) backfill (001) which existed to a depth of 1.5m was recorded. Directly underlying the backfill (001) was a layer of natural orange/ brown (10yr 6/8) clay (002) which continued beyond the depth of excavation. Situated four meters from the northern edge of the trench was a 2m wide concrete slab lined with brick which appeared to hold a sewage pipe, so was left *in situ*.

6.2.2. Excavation began in the north of the trench. When the depth got below 0.40m the trench began to rapidly fill with water so an attempt was made to build a dam to stem the flow of water. Once past the sewage pipe (004) the excavation continued but the flow of water became too great so excavation of the trench was abandoned at 15m length. During the excavation the base of the trench was monitored and no archaeological features were revealed. However, the trench filled rapidly with water and therefore recording of the trench was limited.

6.3 Trench 3 (Figs. 2, 3, 4, 5 & 8)

6.3.1 Trench 3 measured 20m x 2m at its base and was located within the former allotment area of the site and was orientated east – west. A layer of dark brown/ black (10yr 3/2) made ground (003) which contained backfill material, including wood, glass and other remnants of the former allotment was recorded. The made ground (003) existed to depths between 0.67m and 0.70m and directly overlay natural orange/ brown (10yr 6/8) clay (002).

6.4. Trench 4 (Figs. 2, 3, 4, 5 & 9)

- 6.4.1. Trench 4 measured 35m x 2m at its base and was located within the former allotment area of the site. Positioned south of Trench 3 it was orientated north – south. A layer of dark brown/ black (10yr 3/2) made ground (003) which contained backfill material, including wood, glass and other remnants of the former allotment was recorded. The made ground (003) existed to depths between 0.60m and 0.70m and directly overlay natural orange/ brown (10yr 6/8) clay (002).

7. Discussion

- 7.1 There were no archaeological features, deposits, buried land surfaces or small finds located within the trenches. The lack of archaeology is likely due to the former land use of the site. The area had been previously occupied by terraced housing and the land levelled prior to construction. It was evident from the trenches that the level of demolition penetrated the natural clay level and any archaeology which may have existed here will have been damaged or destroyed. The former allotment area to the south of the site has also been extensively disturbed in order to utilise the land. The various services in the area will also have damaged or removed any archaeological remains which may have existed below the road surfaces.

8. Conclusions

- 8.1. During the evaluation no archaeological evidence was found of a Medieval settlement or extension of the grounds of Hylton Castle. Previous groundworks and site use are considered to have destroyed any potential archaeological remains evidence in the area.

9. Publicity, Confidentiality and Copyright

- 9.1. Any publicity will be handled by the client.
- 9.2. Archaeological Research Services Ltd will retain the copyright of all documentary and photographic material under the Copyright, Designs and Patent Act (1988).

10. Statement of Indemnity

- 10.1 All statements and opinions contained within this report arising from the works undertaken are offered in good faith and compiled according to professional standards. No responsibility can be accepted by the author/s of the report for any errors of fact or opinion resulting from data supplied by any third party, or for loss or other consequence arising from decisions or actions made upon the basis of facts or opinions expressed in any such report(s), howsoever such facts and opinions may have been derived.

11. Acknowledgements

- 11.1 Archaeological Research Services Ltd would like to thank all those involved with this work, in particular Brian Dakers of Gentoo Homes and Jennifer Morrison, Tyne and Wear Archaeological Officer.

12. References

Archaeological Services University of Durham. 2009. *Castletown, Sunderland, Tyne and Wear archaeological desk-based assessment*.

British Geological Survey, 2008, *Sunderland – Solid and Drift Edition*, 1:50 000 Series, Sheet 21

Tyne and Wear Sitelines HER <http://www.twsitelines.info/>



Archaeological Research Services Ltd
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 Saltmeadows Road
 Gateshead
 NE8 3DA

Site Code: Cat009
 Drawing Ref: Report Fig. 2
 Date: 11 January 2010
 Drawn: DA
 Scale: 1:1000 at A4

Title:
 Figure 2: Trench locations

Key:

Notes:

Copyright/ Licencing
 The Drawing
 © A.R.S. Ltd

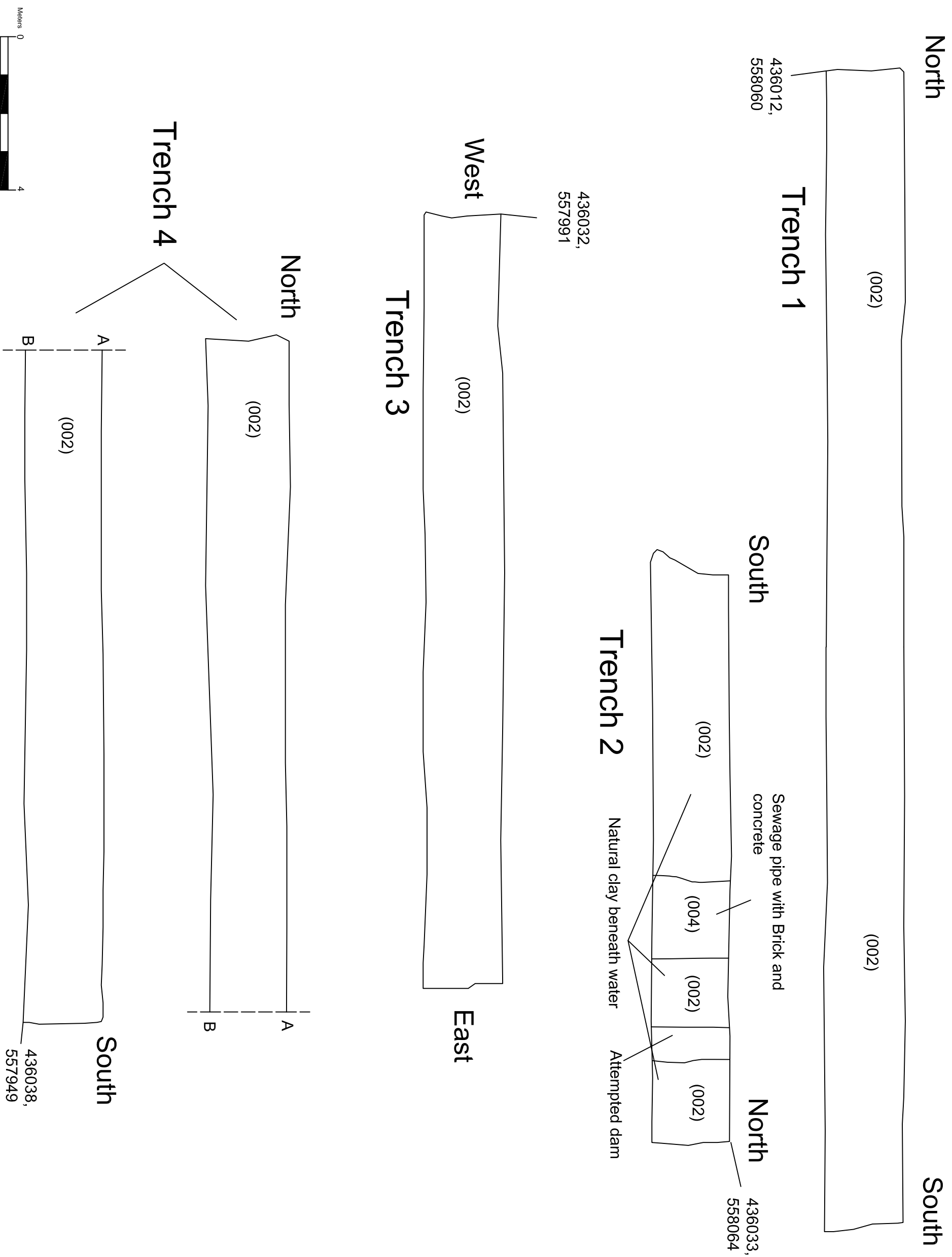
Ordnance Survey data if applicable
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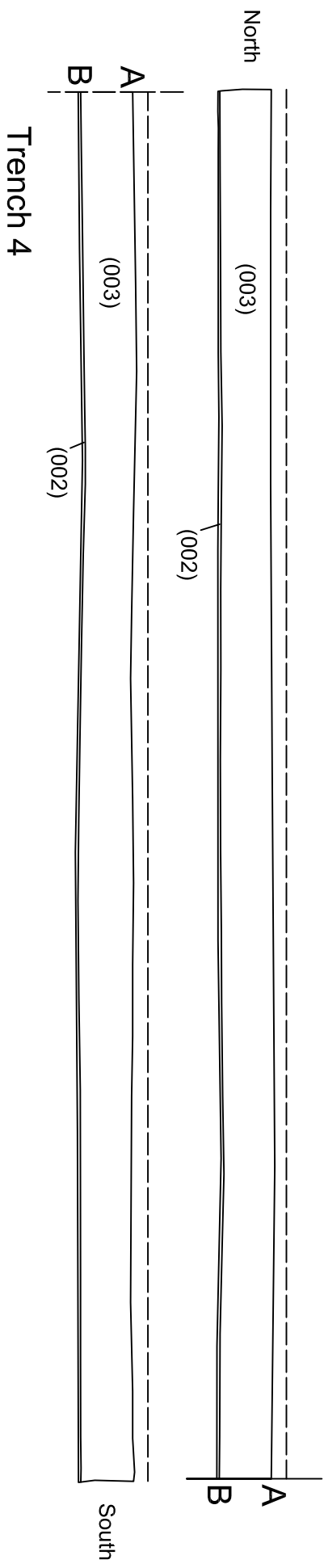
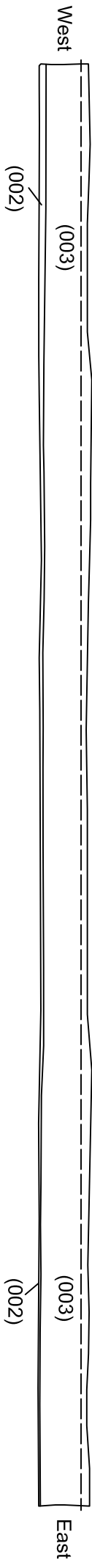
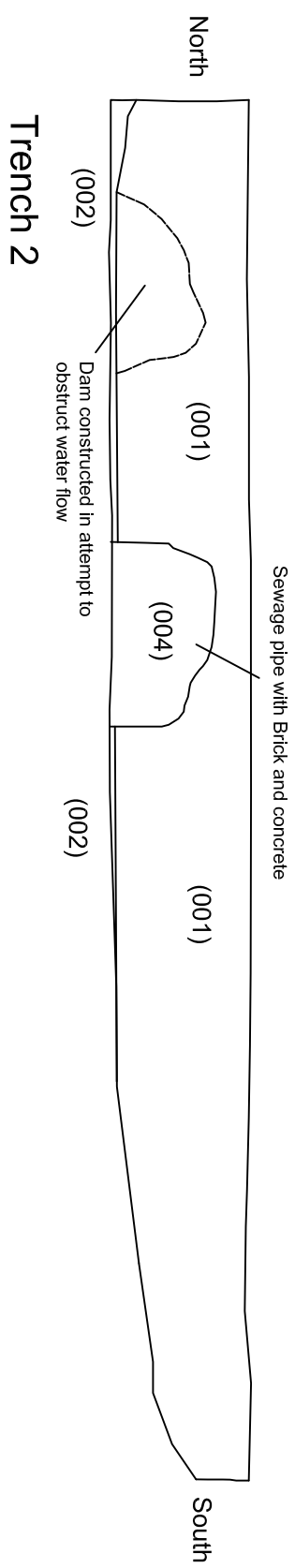
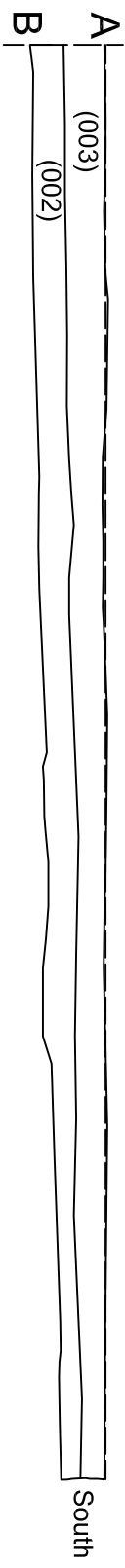
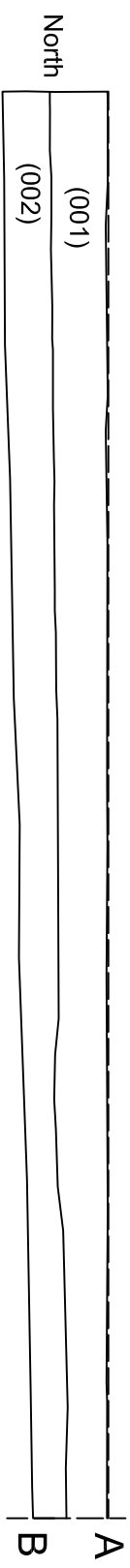
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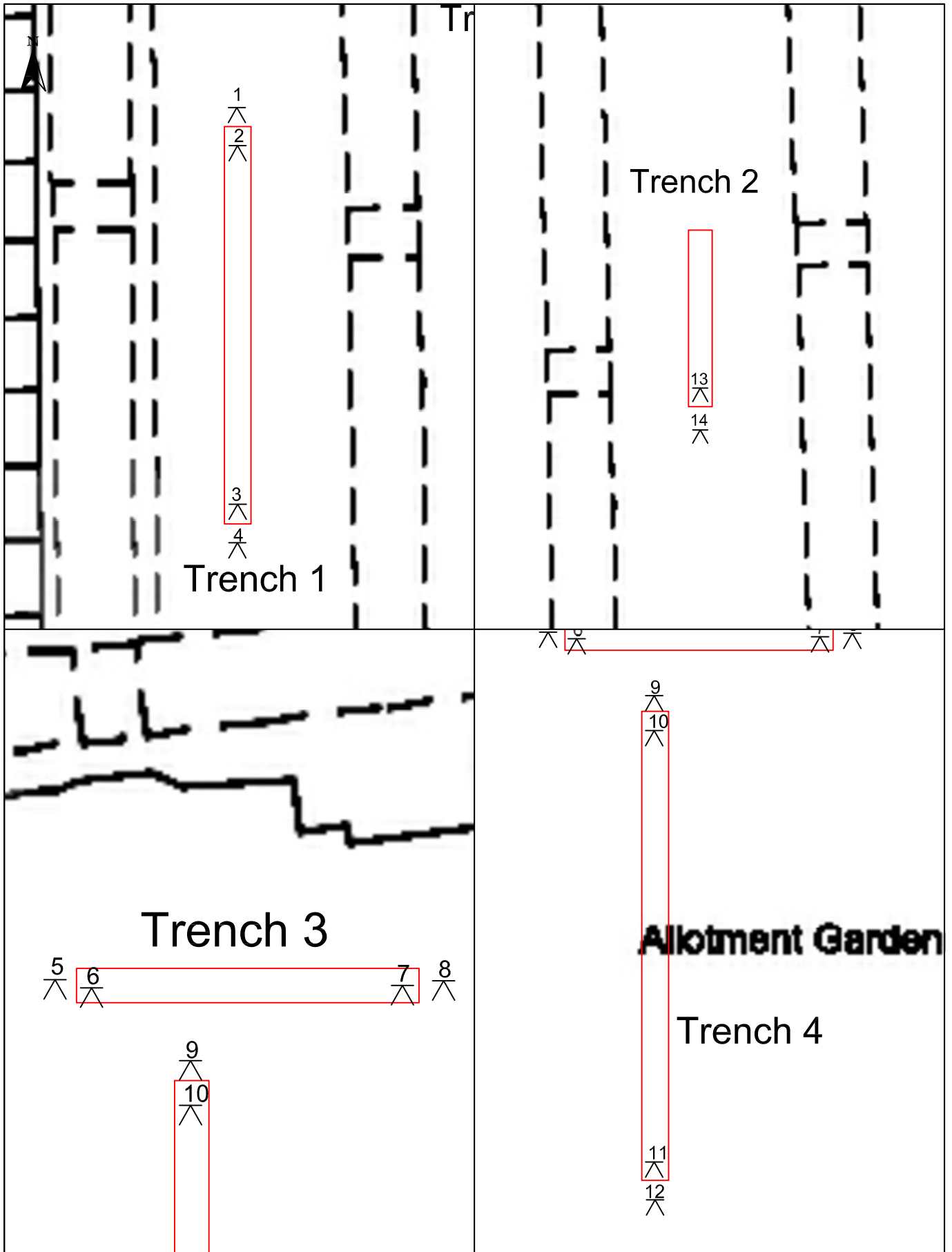
Figure 3: Trench plans

Key:



Notes:





<p>Archaeological Research Services Ltd Baltic Business Centre Saltmeadows Road Gateshead NE8 3DA</p>	<p>Title: Figure 5: Levels</p>	<p>Key:</p>	<p>Copyright/ Licencing This Drawing © A.R.S. Ltd Ordnance Survey data if applicable © Crown Copyright, all rights reserved reproduction with permission. Licence No. 100045420</p>
<p>Site Code: Cato09 Drawing Ref: Report Fig. 5 Date: 11 January 2010 Drawn: DA Scale: 1:500 at A4</p>	<p>Notes:</p>		



Fig. 6 Trench 1



Fig. 7 Trench 2 flooded with central sewage pipe



Fig. 8 Trench 3



Fig. 9 Trench 4

APPENDIX II: REGISTERS

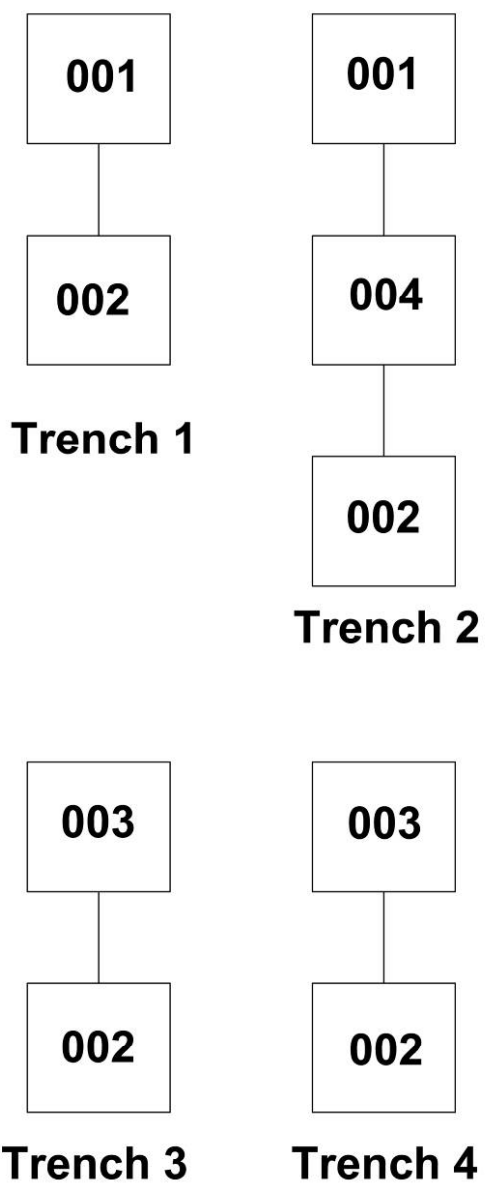
Context Register

Context No.	Trench	Description
001	1, 2	Backfill of housing debris
002	1, 2, 3, 4	Natural clay
003	3, 4	Made ground of allotment
004	2	Sewage pipe

Levels Register

Level No.	Bench mark	Level aOD
1	26.2	26
2	26.2	25.1
3	26.2	25.45
4	26.2	25.9
5	26.2	25.3
6	26.2	24.62
7	26.2	24.6
8	26.2	25.3
9	26.2	25.2
10	26.2	24.6
11	26.2	24.1
12	26.2	24.8
13	26.2	24.6
14	26.2	26.1

APPENDIX III: HARRIS MATRIX



Tyne and Wear Specialist Conservation Team

Specification for Preliminary Archaeological Evaluation at land north and south of Chaffinch Road, Castletown, Sunderland

Planning Application: 09/02977/FUL

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Date: 1 December 2009

County Archaeologist's Reference Number: MON7508

The Tyne and Wear Specialist Conservation Team is the curatorial service for archaeology, industrial archaeology and historic buildings throughout the Tyne and Wear districts. It helps and advises Newcastle, Gateshead, North Tyneside, South Tyneside and Sunderland Councils to carry out their statutory duties to care for the precious historic environment of Tyneside and Wearside. The Team can be found at the Strategic Housing, Planning and Transportation Division of the Environment & Regeneration Directorate of

Introduction

Site grid reference: NZ 3611 5824

Planning permission has been granted for 145 dwellings. Part of the site is allotments, part of the site had terraced houses on it (now demolished) and the remainder of the site still has housing on it.

An archaeological desk based assessment has been produced (Archaeological Services University of Durham, August 2009).

The assessment concluded that the site lies close (just over 500m south-west) to Hylton Castle and Chapel, which are protected as a Scheduled Ancient Monument (SAM 32074). The site was probably within the grounds of the castle in the medieval period. The site was used for agriculture until the late 20th century when terraced houses were constructed.

The southern portion of the site, which is now allotments, has never been developed and so archaeological deposits may survive.

The appointed archaeologist must familiarise themselves with the results of previous archaeological work on the site before starting work.

In accordance with PPG16 and UDP Policies B13 and B14 a programme of archaeological evaluation is required.

Research Aims and Objectives

The evaluation report should make reference to Regional and Thematic Research Frameworks.

The North-East Regional Research Framework for the Historic Environment (2006) notes the importance of research as a vital element of development-led archaeological work. It sets out key research priorities for all periods of the past allowing commercial contractors to demonstrate how their fieldwork relates to wider regional and national priorities for the study of archaeology and the historic environment. The aim of NERRF is to ensure that all fieldwork is carried out in a secure research context and that commercial contractors ensure that their investigations ask the right questions.

See <http://www.algao.org.uk/Association/England/Regions/ResFwks.htm>

Ideally and where possible the evaluation should cross-reference its aims and objectives to national priorities, defined in SHAPE (Strategic Frameworks for Historic Environment Activities and Programmes in English Heritage), and the English Heritage Research Agenda 2005-2010.

Where appropriate note any similar nationwide projects using ADS, internet search engines, ALSF website, HEEP website, OASIS, NMR excavation index.

All staff on site must understand the project aims and methodologies.

Methods statement

4 evaluation trenches are needed to inform the Planning Authority of the character, nature, date, depth, degree of survival of archaeological deposits on this site. The excavation must be carried out by a suitably qualified and experienced archaeological organisation. The work will record and environmentally sample any archaeological deposits of importance found on the plot. The purpose of this brief is to obtain tenders for this work. The report must be the definitive record for deposition in the Tyne and Wear HER, and it must contain recommendations for any further archaeological work needed on this site.

The commissioning client needs to be aware that the purpose of the preliminary evaluation is merely to ascertain if archaeological remains survive on this site and if they do, to determine their broad date, nature and function. Where archaeological remains are found in the preliminary trenches, and if these remains are at threat by the proposed development, further archaeological excavation and or a watching brief will be required before and during development work.

All staff employed by the Archaeological Contractor shall be professional field archaeologists with appropriate skills and experience to undertake work to the highest professional standards.

The work will be undertaken according to English Heritage Guidelines - Managing Archaeological Projects 2nd Edition ('MAP2') 1991 (www.english-h.gov.uk/guidance/map2/index.htm) and Management of Research Projects in the Historic Environment (MoRPHE) – The MoRPHE Project Managers' Guide, Project Planning Notes and Technical Guides 2006 (www.english-heritage.org.uk/publications).

The work will be undertaken according to MoRPHE Project Planning Notes 2006 - PPN3 – Archaeological Excavation and PPN6 – Development of Procedural standards and guidelines for the historic environment.

All work must be carried out in compliance with the codes of practice of the Institute of Field Archaeologists and must follow the IFA Standard and Guidance for Archaeological Field Evaluations, Excavation or Watching Briefs as appropriate. www.archaeologists.net

Notification

The County Archaeologist needs to know when archaeological fieldwork is taking place in Tyne and Wear so that he can inform the local planning authority and can visit the site to monitor the work in progress. The Archaeological Contractor must therefore inform the County Archaeologist of the start and end dates of the Evaluation. He must also keep the County Archaeologist informed as to progress on the site. The CA must be informed of the degree of archaeological survival and of any significant finds. The Client will give the County Archaeologist reasonable access to the development to undertake monitoring.

PROJECT INITIATION

PROJECT DESIGN

Because this is a detailed specification, the County Archaeologist does **not** require a Project Design from the appointed archaeologist. The appointed archaeologist is expected to comply with the requirements of this specification.

HEALTH AND SAFETY AND RISK ASSESSMENT

A health and safety statement and risk assessment, identifying potential risks in a risk log (see template in appendix 2 of The MoRPHE Project Manager's Guide) and specifying suitable countermeasures and contingencies, is required to be submitted to the commissioning client.

The Client may wish to see copies of the Archaeological Contractor's Health and Safety Policies.

The Archaeological Contractor must maintain a Site Diary for the benefit of the Client, detailing the nature of work undertaken on a day by day basis, with full details of Site Staff present, duration of time on site, etc. and contact with third parties.

The Management of Research Projects in the Historic Environment (MoRPHE) – The MoRPHE Project Managers' Guide 2006 contains general guidance on Risk management (section 2.3.2, Appendix 2).

Risk assessments must be produced in line with legislative requirements (for example the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the Personal Protective Equipment at Work Regulations 2002) and best practice e.g. as set out in the SCAUM (Standing Conference on Archaeological Unit Managers) Health and Safety Manual <http://www.scaum.org/uk>

The Risk Assessment will identify what PPE (hard hats, glasses/goggles, steel toe cap and instep boots, gloves, high-viz clothing etc) is required.

Other potentially applicable legislation:

Working at Heights Regulations 2005, Manual Handling 1992

'Safe use of ladders and stepladders: An employers' guide' HSE Books 2005

Some archaeological work (such as those that last more than 30 days or involve more than 500 person days) may be deemed notifiable projects under C.D.M Regulations 1994 (amended 2007). Where C.D.M Regs apply, the HSE must be notified. A CDM Co-ordinator and principal contractor must be appointed. The CDM-C will produce a Health and Safety file. The PC will prepare the Construction Phase Plan. The HSE website includes a Power Point presentation on CDM training.

Detailed information on hazards and how to carry out a risk assessment can be obtained from the Health and Safety Executive (www.hse.gov.uk) and the local authority health and safety department.

Specific guidance for land contamination and archaeology can be obtained from the Institute for Archaeologists (www.archaeologists.net), the Construction Industry Research and Information Association (www.contaminated-land.org) and the Association of Geotechnical and Geoenvironmental Specialists (www.ags.org.uk).

See also Environment Agency, 2005 "Guidance on Assessing the Risk Posed by Land Contamination and its Remediation on Archaeological Resource Management".

The Archaeological Contractor must be able to provide written proof that the necessary levels of Insurance Cover are in place.

The Archaeological Contractor must detail measures taken to ensure the safe conduct of excavations, and must consult with the client's structural engineers concerning working in close proximity to the foundations of the surrounding buildings.

Excavation trenches should:

- Be protected from vehicles and guarded off for pedestrians
- not have steep sides or must be shored
- have good access and egress

The archaeologists must not work near overhead power lines.

Underground services can be easily damaged during excavation work. If proper precautions are not taken, it is all too easy for workers to hit these services resulting in a risk of

- heat, flame and molten metal from electric cables
- escaping gas from gas pipes
- flooding of the excavation when a water pipe is damaged
- interruption of services

Excavation work in the public highway, kerbside or pavement can only be undertaken by those with a Street Works certificate of competence. Before the excavation takes place the person supervising the digging must have been given service plans and be trained in how to read them. All persons involved in the excavation must know about safe digging practice and emergency procedures. A locator must be used to trace the line of any pipe or cable or to confirm that there are no pipes or cables in the way. The ground will be marked accordingly. There must be an emergency plan to deal with damage to cables and pipes.

PROJECT EXECUTION

1) Archaeological evaluation

The suggested location of trenches are shown on the accompanying plan. The dimensions of the trenches are

Trenches on former allotments 2m x 30m
Trenches on site of terraced housing 2m x 20m

in plan **at base**.

Trench locations can be adjusted to avoid services or for practical or safety purposes.

Trenches can be widened if feasible in order to step the sides to reach depths over 1.2m where necessary, otherwise shoring will be required.

Trenches must avoid known services.

Trenches must stay a safe distance away from pylons and overhead power lines.

The commissioning client will advise of any ecological or biodiversity issues which need to be taken into consideration.

The commissioning client will advise of any protected trees which must be avoided by the evaluation. Damage to trees covered by a Tree Protection Order carries a substantial fine.

Trench positions should be accurately surveyed prior to excavation and tied in to the national grid.

The trenches should be excavated to the depth of natural subsoil if this can be reached safely.

Tasks

Hand excavation, recording and environmental sampling (as stipulated below) of deposits down to the depth specified above.

Any modern overburden or levelling material can be machined-off using a wide toothless ditching bucket under strict archaeological supervision and the remaining deposits are to be excavated by hand.

All faces of the trench that require examination or recording will be cleaned.

Excavation is to be carried out with a view to avoid damage to any archaeological features which appear to worthy of preservation in-situ.

Excavation is to be carried out by single context planning and recorded on *pro forma* context sheets. Features over 0.5 m in diameter can be half sectioned.

Environmental sampling (and where relevant scientific dating) are compulsory parts of the evaluation exercise. All tenders will give a price for the assessment,

full analysis, report production and publication per environmental and scientific dating sample as a contingency.

Samples will be taken of bricks from any brick-built structures. The dimensions of the bricks and the type of bonding must be recorded.

Scientific investigations should be undertaken in a manner consistent with “The Management of Archaeological Projects”, English Heritage 1991 and with “Archaeological Science at PPG16 Interventions: Best Practice for Curators and Commissioning Archaeologists”, English Heritage, 2003. Advice on the sampling strategy for environmental samples and samples for scientific dating etc. must be sought from Jacqui Huntley, English Heritage Regional Advisor for Archaeological Science (jacqui.huntley@english-heritage.org.uk or 07713 400387) **before** the evaluation begins. See Appendix 1 for more information.

See Appendix 2 for guidance on procedures relating to human remains.

See Appendix 4 for guidance on Treasure Act procedures.

The spoil can be kept close-by and rapidly backfilled into the trenches at the conclusion of this work.

Recording

A full written, drawn (accurate scale plans, elevations and section drawings) and photographic record (of all contexts in black and white print and colour transparency with clearly visible graduated metric scale) will be made.

The finished report must include a plan and section of each trench (even where no archaeological remains are recorded) plus plans and sections through excavated archaeological features.

The plans will include at least two site grid points and will show section line end points.

The plans will depict building material (i.e. brick and stone) where a complex of structures has been found.

Where there is a complex of interlocking multi-phased structures, a phasing plan will also be included.

There will be elevation drawings of any standing structures such as walls.

Pro-forma context sheets will be used.

All deposits and the base of the trench will be levelled. Levels will be expressed as metres above Ordnance Datum.

Stratigraphy shall be recorded even when no archaeological features have been recognised.

A ‘Harris’ matrix will be compiled where stratified deposits are recorded.

2) Post-excavation and report production

Finds Processing and Storage

The Archaeological Contractor will process and catalogue the finds in accordance with Museum and Galleries Commissions Guidelines (1992) and the UKIC Conservation Guidelines, and arrange for the long term disposal of the objects on behalf of the Client. A catalogue of finds and a record of discard policies, will be lodged with the finds for ease of curation.

Finds shall be recorded and processed in accordance with the IFA Guidelines for Finds Work

Finds will be assessed by an experienced finds specialist.

Human and animal bone assemblages should be assessed by a recognised specialist (see Appendices 2 and 3 for more information).

Industrial slag and metal working debris will be assessed by a specialist.

Assessment should include x-radiography of all iron objects (after initial screening to exclude recent debris) and a selection of non-ferrous artefacts (including all coins). Refer to “Guidelines on the x-radiography of archaeological metalwork, English Heritage, 2006.

Brick dimensions will be measured and a note made of the bonding material.

If necessary, pottery sherds and bricks should be recommended for Thermoluminescence dating.

Inductively-coupled plasma spectroscopy (ICPS) and thin sectioning can be used to establish the chemical composition of clay fabric (pottery), which helps to locate production sites and identify the products of known sites.

Finds processing, storage and conservation methods must be broadly in line with current practice, as exemplified by the IFA “Standard and guidance for the collection, documentation, conservation and research of archaeological materials”, 2001. Finds should be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication “First Aid for Finds” (Watkinson and Neal 1998). Proposals for ultimate storage of finds should follow the UKIC publication “Guidelines for the Preparation of Excavation Archives for Long-term Storage” (Walker 1990). Details of methodologies may be requested from the Archaeological Contractor.

Other useful guidance – “A Strategy for the Care and Investigation of Finds”, English Heritage, 2003, “Finds and Conservation Training Package”, English Heritage, 2003.

All objects must be stored in appropriate materials and conditions to ensure minimal deterioration. Advice can be sought from Jacqui Huntley of English Heritage (07713 400387) where necessary.

PRODUCTS

The report

1. The Archaeological Contractor must produce an interim report of 200 words minimum, **two weeks after the completion of the field-work**, for the Client and the Planning Authority, with a copy for information to the County Archaeologist. This will contain the recommendations for any further work needed on site.

2. The production of Site Archives and Finds Analysis will be undertaken according to English Heritage Guidelines - Managing Archaeological Projects 2nd Edition ('MAP2') 1991 and Management of Research Projects in the Historic Environment (MoRPHE) 2006.

3. A full archive report or post-excavation assessment, with the following features should be produced **within six months of the completion of the field-work**. All drawn work should be to publication standard. The report must include:

- * Location plans of trenches and grid reference of site
- * Site narrative – interpretative, structural and stratigraphic history of the site
- * Plans showing major features and deposit spreads, by phase, and section locations
- * Sections of the two main trench axes and through excavated features with levels
- * Elevation drawings of any walls etc. revealed during the excavation
- * Artefact reports – full text, descriptions and illustrations of finds
- * Tables and matrices summarising feature and artefact sequences.
- * Archive descriptions of contexts, grouped by phase (not for publication)
- * Deposit sequence summary (for publication/deposition)
- * Colour photographs of trenches and of archaeological features and finds
- * Laboratory reports and summaries of dating and environmental data, with collection methodology.
- * A consideration of the results of the field-work within the wider research context (ref. NERRF).
- * Recommendations for further work on site, or further analysis of finds or environmental samples
- * Copy of this specification

4. One bound and collated copy of the report needs to be submitted:

- for deposition in the County HER at the address on the first page.

Three digital copies (pdfs on CD) must be submitted:

- one for the commissioning client

- one for the planning authority (Sunderland City Council) – this must be formally submitted by the developer to the planning department with the appropriate fee.
- one for deposition in the County HER at the address below. Please do not attach this to the paper report.

The report and CD for the HER must be sent by the archaeological consultant or their client directly to the address below. If the report is sent via the planning department, every page of the report will be stamped with the planning application number which ruins the illustrations. The HER is also often sent a photocopy instead of a bound colour original which is unacceptable.

Publication

If significant archaeological features are found during the evaluation, the results may also warrant publication in a suitable archaeological journal. The tender should therefore include an estimated figure for the production of a short report of, for example 20 pages, in a journal such as *Archaeologia Aeliana*, the *Arbeia Journal*, *Industrial Archaeology Review* or *Durham Archaeological Journal*. This is merely to give the commissioning client an indication of potential costs.

Before preparing a paper for publication, the archaeological contractor must discuss the scope, length and suitable journal with the County Archaeologist.

Archive Preparation and Dissemination

The archive should be a record of every aspect of an archaeological project – the aims and methods, information and objects collected, results of analysis, research, interpretation and publication. It must be as complete as possible, including all relevant documents, records, data and objects {Brown, 2007, 1}.

The site archive (records and materials recovered) should be prepared in accordance with *Managing Archaeological Projects*, Second Edition, 5.4 and appendix 3 (HBMC 1991), MoRPHE Project Planning Notes 2006 PPN3 – *Archaeological Excavation*, “Archaeological documentary archives” IFA Paper No. 1, “Archaeological Archives – creation, preparation, transfer and curation” *Archaeological Archives Forum* etc., *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990) and “Archaeological Archives – A guide to best practice in creation, compilation, transfer and curation” by Duncan H. Brown, *Archaeological Archives Forum*, July 2007.

Documentary Archive

The documentary archive comprises all records made during the archaeological project, including those in hard copy and digital form.

This should include written records, indexing, ordering, quantification and checking for consistency of all original context sheets, object records, bulk find records,

sample records, skeleton records, photographic records (including negatives, prints, transparencies and x-radiographs), drawing records, drawings, level books, site note-books, spot-dating records and conservation records, publication drafts, published work, publication drawings and photographs etc.

A summary account of the context record, prepared by the supervising archaeologist, should be included.

All paper-based material must at all times be stored in conditions that minimise the risk of damage, deterioration, loss or theft.

Do not fold documents

Do not use self-adhesive labels or adhesive or tape of any kind

High quality paper (low-acid) and permanent writing materials must be used.

Original drawings on film must be made with a hard pencil, at least 4H.

Do not ink over original pencil drawings.

Use polyester based film for drawings (lasts longer than plastic).

Store documents in acid-free, dust-proof cardboard boxes

Store documents flat

All documents must be marked with the project identifier (e.g. site code) and/or the museum accession number.

All types of record must use a consistent terminology and format.

Use non-metal fastenings, and packaging and binding materials that ensure the longevity of documents.

Copies of reports and appropriate drafts, with associated illustrative material, must be submitted for inclusion with the archive.

Material Archive

The material archive comprises all objects (artefacts, building materials or environmental remains) and associated samples of contextual materials or objects.

All artefacts and ecofacts retained from the site must be packed in appropriate materials.

All finds must be cleaned as appropriate to ensure their long-term survival

All metal objects retained with the archive must be recorded by x-radiograph (except gold or lead alloys or lead alloys with a high lead content and objects too thick to be x-rayed effectively e.t.c.)

All finds must be marked or labelled with the project and context identifiers and where relevant the small-finds number

Use tie-on rot-proof labels where necessary

Bulk finds of the same material type, from the same context, may be packed together in stable paper or polythene bags

Mark all bags on the outside with site and context identifiers and the material type and include a polyethylene label marked with the same information

Use permanent ink on bags and labels

Sensitive finds must be supported, where appropriate, on inert plastic foam or acid-free tissue paper. It is not advisable to wrap objects in tissue as the unwrapping could cause damage.

The archive will be placed in a suitable form in the appropriate museum (typically the Museum of Antiquities for Newcastle (stores in Bedson Building and at Team Valley) and Tyne and Wear Museums for the rest of Tyne and Wear (check with these institutions) with the landowner's permission. Contact Andrew Parkin at the Museum of Antiquities (0191 2228996) and Alex Croom at Tyne and Wear Museums (0191 4544093).

A letter will be sent to the County Archaeology Officer within six months of the report having been submitted, confirming where the archive has been deposited.

Digital Archive

See MoRPHE Technical Guide 1 – Digital Archiving & Digital Dissemination 2006.

SIGNPOSTING

OASIS

The Tyne and Wear County Archaeologist supports the Online Access to the Index of Archaeological Investigations (OASIS) project. This project aims to provide an online index/access to the large and growing body of archaeological grey literature, created as a result of developer-funded fieldwork.

The archaeological contractor is therefore required to register with OASIS and to complete the online OASIS form for their evaluation at <http://www.oasis.ac.uk/>. Please ensure that tenders for this work takes into account the time needed to complete the form.

Once the OASIS record has been completed and signed off by the HER and NMR the information will be incorporated into the English Heritage Excavation Index, hosted online by the Archaeology Data Service.

The ultimate aim of OASIS is for an online virtual library of grey literature to be built up, linked to the index. The unit therefore has the option of uploading their grey literature report as part of their OASIS record, as a Microsoft Word document,

rich text format, pdf or html format. The grey literature report will only be mounted by the ADS if both the unit and the HER give their agreement. The grey literature report will be made available through a library catalogue facility.

Please ensure that you and your client understand this procedure. If you choose to upload your grey literature report please ensure that your client agrees to this in writing to the HER at the address below.

For general enquiries about the OASIS project aims and the use of the form please contact: Mark Barratt at the National Monuments Record (tel. 01793 414600 or oasis@english-heritage.org.uk). For enquiries of a technical nature please contact: Catherine Hardman at the Archaeology Data Service (tel. 01904 433954 or oasis@ads.ahds.ac.uk). Or contact the Tyne and Wear Archaeology Officer at the address below.

The tender

Tenders for the work should contain the following:-

1. Brief details of the staff employed and their relevant experience
2. Details of any sub-contractors employed
3. A quotation of cost, broken down into the following categories:-
 - * Costs for the excavation, incl. sub-headings of staff costs on a person-day basis, transport, materials, and plant etc.
 - * Post-excavation costs, incl. storage materials
 - * Cost of Environmental analysis and scientific dating per sample
 - * Estimated cost for full publication of results in an archaeological journal
 - * Overheads
4. An indication of the required notification period (from agreement to start date) for the field-work; the duration of fieldwork and the expected date for completion of the post-excavation work (a maximum of 6 months after completion of the fieldwork)

Monitoring

The Archaeological Contractor will inform the County Archaeologist of the start and end dates of the excavation to enable the CA to monitor the work in progress.

Should important archaeological deposits be encountered, the County Archaeologist must be informed. If further archaeological evaluation is required on this site, then the archaeological contractor must submit a written scheme of investigation for approval by the CA before extending the size of the trenches.

APPENDICES

1 Environmental Sampling, Scientific Analysis and Scientific Dating

This is a compulsory part of the evaluation exercise.

Scientific investigations should be undertaken in a manner consistent with “The Management of Archaeological Projects”, English Heritage 1991 and with

“Archaeological Science at PPG16 Interventions: Best Practice for Curators and Commissioning Archaeologists”, English Heritage, 2003.

Aims of environmental sampling – to determine the abundance/concentration of the material within the features and how well the material is preserved, to characterise the resource (the site) and each phase, to determine the significance of the material and its group value, what crop processing activities took place on the site? What does this tell us about the nature of the site? Is there any evidence for changes in the farming practice through time? How did people use this landscape? Can we place certain activities at certain locations within the site? Function and date of individual features such as pits, hearths etc. Are the charred assemblages the result of ritual deposition or rubbish? Is the charcoal the result of domestic or industrial fuel?

Advice on the sampling strategy for environmental samples and samples for scientific dating etc. must be sought from Jacqui Huntley, English Heritage Regional Advisor for Archaeological Science (07713 400387) **before** the evaluation begins. The sampling strategy should include a reasoned justification for selection of deposits for sampling.

Deposits should be sampled for retrieval and assessment of the preservation conditions and potential for analysis of biological remains (English Heritage 2002). Flotation samples and samples taken for coarse-mesh sieving from dry deposits should be processed at the time of fieldwork wherever possible. Sieving recovers fish, amphibian, small bird and mammal bone, small parts of adult mammals and young infused bones which may be under-represented otherwise. However it is noted that clay soils in this region make sieving difficult. Discuss the potential for sieving with Regional Advisor for Archaeological Science.

Environmental samples (bulk soil samples of 30-40 litres volume) will be collected by the excavator from suitable (i.e. uncontaminated) deposits. It is suggested that a large number of samples be collected during evaluation from which a selection of the most suitable (uncontaminated) can be processed. All tenders will give a price for the assessment, full analysis, report production and publication per sample.

The full 30-40 litre sample must be assessed by the laboratory, not just a small sub-sample.

Deposits will be assessed for their potential for radiocarbon, archaeomagnetic (guidance is available in the Centre for Archaeology Guideline on Archaeometallurgy 2001) and Optically Stimulated Luminescence dating. Timbers will be assessed for their potential for dendrochronology dating. Sampling should follow procedures in “Dendrochronology: guidelines on producing and interpreting dendrochronological dates”, Hillam, 1998. All tenders will quote the price of these techniques per sample.

The following information should be provided with the environmental samples to be processed – brief account of nature and history of the site, aims and objectives of the project, summary of archaeological results, context types and stratigraphic relationships, phase and dating information, sampling and processing methods, sample locations, preservation conditions, residuality/contamination etc.

Laboratory processing of samples shall only be undertaken if deposits are found to be reasonably well dated, or linked to recognisable features and from contexts the derivation of which can be understood with a degree of confidence.

A range of features, and all phases of activity, need to be sampled for charred plant remains and charcoal. Ceramic features should not be avoided as the plant remains from these features may help to date them. Deep features should be sampled in spits to pick up changes over time. Part, or all of each of the contexts should be processed. In general samples should be processed in their entirety. All flots should be scanned, and some of the residues.

Pollen

Pollen samples can be taken from features such as lakes, ponds, palaeochannels, estuaries, saltmarshes, mires, alluvium and colluvium, and from waterlogged layers in wells, ditches and latrines etc. Substances such as honey, beer or food residues can be detected in vessels. Activities such as threshing, crop processing and the retting of flax can be identified. When taken on site, pollen samples should overlap. Your regional science advisor can advise on the type of corer or auger which would be most appropriate for your site. Samples need to be wrapped in clingfilm and kept dark and cool. Make a description of the sediments in which the pollen was found, and send this with the sample to be assessed.

Forams and diatoms

Coastal or estuary sites (even those which are now well drained) are suitable for sampling for foraminifera. Diatoms can also be found on marine sites, but also in urban settings (sewers, wells, drains, ditches etc). They only survive in waterlogged conditions. These aquatic microfossils are used as proxy indicators of the former aquatic ecological conditions on site, changes in sea levels and temperature, salinity, PH and pollution. Forams are taken from cores, monolith tins or bulk samples. Diatoms are cut from monolith tins or cores or taken as spot samples.

Insects

Insects, which are useful as palaeoenvironmental indicators, survive best in waterlogged deposits such as palaeochannels and wells. They can provide information on climate change and landscape reconstruction as some species are adapted to particular temperatures, habitats or even particular trees. Certain insects can indicate the function of a feature or building (eg. Weevils, which were introduced by the Romans, often indicate granary sites, parasites will indicate the presence of particular animals such as sheep or horse, latrine flies survive in the mineral deposits in latrines, or in the daub of medieval buildings etc). Samples need to be sealed (eg. in a plastic box).

Industrial Activity

Where there is evidence for industrial activity, macroscopic technological residues should be collected by hand. Separate samples should be collected for micro-slugs (hammer-scale and spherical droplets). Guidance should be sought from the English Heritage Regional Science Adviser on the sampling strategy for

metalworking features and advice on cleaning and packaging. Specialist on-site advice must be sought on identification of metalworking features. Slag and metal working debris must be assessed by a specialist. Scientific analysis (such as x-ray fluorescence, chemical analysis, metallography or scanning electron microscope) of slag can provide information on the melting temperature, chemical composition (is it iron, zinc, copper etc), microstructure (the type and shape of the crystals), physical properties (the hardness or viscosity), isotopic composition (strontium_87 or strontium_88 etc) and mineralogical composition. Guidance is available in the English Heritage “Archaeometallurgy” guidelines, 2001; “Archaeomagnetic dating”, 2006 and “Guidelines on the X-radiography of archaeological metalwork”, 2006.

See also Historical Metallurgy Society, 2008, “Metals and metalworking: a research framework for archaeometallurgy”.

Buried soils and sediments

Buried soils and sediment sequences should be inspected and recorded on site by a recognised geoarchaeologist. Procedures and techniques in the English Heritage document “Environmental Archaeology”, 2002 and “Geoarchaeology”, 2004 should be followed.

Wood

Sampling strategies for wooden structures should follow the methodologies presented in “Waterlogged wood. Guidelines on the recording, sampling, conservation and curation of waterlogged wood” R. Brunning, 1996. If timbers are likely to be present on your site, contact a wood specialist beforehand. Pre-excavation planning – determine questions to ask, agree on a sampling strategy, allocate reasonable time and budget. Soil samples should be taken of the sediments surrounding the timber. Keep the timbers wet! Record them asap on-site – plan, photograph, record the size and orientation of the wood (radial, tangential,transverse), any toolmarks, joints, presence of bark, insect damage, recent breaks, and if another piece of wood was on top of or below the piece sampled. Both vertical and horizontal positioning of wattle must be recorded. Wood samples can provide information on woodland management such as medieval coppicing, type of taxa (native or foreign), conversion technology (how the wood was turned into planks), building techniques and type of tools used.

Suitable samples should be submitted for dendrochronological dating. See English Heritage guidelines, 2004, “Dendrochronology”.

Leather and organic materials

Waterlogged organic materials should be dealt with following recommendations in “Guidelines for the care of waterlogged archaeological leather”, English Heritage and Archaeological Leather Group 1995.

2 *Animal Bone*

Animal bone can explore themes such as hunting and fowling, fishing, plant use, trade network, seasonality, diet, butchery, animal husbandry, food procurement, age structures, farrowing areas, species ratios, local environment.

Domestic animal bone was used in prehistoric and Roman cremation rituals.

Post medieval cattle bones – small cow bones invariably represent animals which produced high quality buttermilk for cheese. Big ‘improved’ cattle with large bones were produced for large quantities of meat and poorer quality milk. Large and small cattle bones are often found together on post medieval sites, usually with less of the small bones.

Animal bone assemblages should be assessed by a recognised specialist.

The specialist will need to know a brief account of the nature and history of the site, an account of the purpose, methods (details of sampling) for recovery of animal bones, and the main aims and results of the excavation, details of any specific questions that the excavator wants the animal bone specialist to consider, information about other relevant finds from the excavation (e.g. bone tools, fishing equipment, weaving equipment), specific information about each context that has produced significant quantities of animal bone (recovery method, phase, context type, position in relation to major structures, contamination by more recent material, some indication of the amount of bone (by weight or by container size). See “Ancient Monuments Laboratory Advisory Note, “Assessment of animal bone collections from excavations”, Sebastian Payne, 1991 and “The Assessment of a collection of animal bones”, S. Davis, n.d., Ancient Monuments Laboratory.

Fish bone – there was some herring exploitation in the early medieval period. Christian fasting from around 970 allowed fish to be eaten on Fridays which led to a huge demand for fish. There was an increase in marine fishing, fish trade and fish consumption (cod, haddock, ling, herring etc) around 1000 AD. Middens provide evidence of commercial fishing. There was a decline in freshwater fish (cyprinid or carp, salmon, smelt, eel, pike) from the eleventh century.

Smoking fish is a recent practice. They were previously air dried and salted.

Newcastle was a major port. Samples should be sieved to retrieve fish and bird bones along with small parts of other animal skeletons and young infused bones.

A crane bone was recovered from excavations at Tuthill Stairs, Newcastle – a rare find.

Herring bones are so small that they can only be retrieved by 2mm sieving.

Clay soils are difficult to sieve, hot water can help.

Acidic soils mean poor preservation of bone.

See English Heritage 2002, “Environmental Archaeology – a guide to the theory and practice of methods from sampling and recovery to post excavation”, Centre of Archaeology Guideline 1.

Isotope analysis can determine where the fish were coming from – North Sea, Scandinavia, Newfoundland, Iceland etc.

There is an excellent reference collection of fish bone at York.

Fish bones should be archived to museums for future dating and isotope analysis where this is not undertaken as part of the post-excavation process.

www.fishlab.org

3 Human Remains

Human remains must be treated with care, dignity and respect.

Excavators must comply with the relevant legislation (essentially the Burial Act 1857) and local environmental health concerns. If found, human remains must be left in-situ, covered and protected. The archaeological contractor will be responsible for informing the police, coroner, local Environmental Health department and the County Archaeologist. If it is agreed that removal of the remains is essential, the archaeological contractor will apply for a licence from the Home Office and their regulations must be complied with.

The excavation area must be shielded from public view with screens.

The excavation of human remains is a delicate and time consuming operation. The process can take one or two days per skeleton. If the skeleton cannot be excavated all in one day cover it with plastic sheeting overnight to prevent it from drying out. The remains should be excavated as completely as possible to give the bioarchaeologist the maximum amount of data.

A bioarchaeologist should be employed for any burial excavation from the start of the project.

A basic diagram of a skeleton should be available on site for staff to consult (such as that in Abrahams et al, 2008, McMinn's the human skeleton).

Once the top of a skeleton is reached, excavation will be undertaken using delicate tools such as paintbrushes, teaspoons, dental equipment and plasterers' leaves.

Recover all teeth, hand and foot bones.

Excavate the pubic symphysis of the pelvis with care as it is needed for age estimation of adults.

The ends of the ribs that meet the sternum are useful for age estimation of adults.

There will be a possibility that gall, bladder and kidney stones may survive. Sesamoid bones may be present in the hands and feet, calcified cartilages in the neck, on the ribs and on the hyoid bone in the neck.

Foetal bones may be present in the abdominal area of female skeletons.

The bones should be shaded from strong sunlight so they do not dry out and crack.

Bones should be drawn at 1:10 using a planning frame. Manual and digital photographs should be taken with a scale and a magnetic north arrow clearly visible. 3D recording using an EDM may be undertaken.

Site inspection by a recognised osteologist is desirable for isolated burials and essential for cemeteries. The remains will be recorded in-situ and subsequently lifted, washed in water (without additives). They will be marked and packed to standards compatible with "Excavation and post-excavation treatment of cremated and inhumed human remains", McKinley and Roberts, 1993. After excavation, the remains will be subject to specialist assessment.

Analysis of the osteological material should take place according to published guidelines "Human Remains from Archaeological Sites, Guidelines for producing assessment documents and analytical reports, English Heritage, 2002.

Some of the potential benefits from the study of human skeletons – demography, growth profiles, patterns of disease, genetic relationships, activity patterns, diet, burial practices, human evolution. New scientific techniques available include DNA and stable isotope analyses.

Diseases which yield ancient DNA – leprosy, syphilis, tuberculosis, mycobacterium bovis (animal form of TB passed to humans when they shared a living space from Neolithic period onwards).

Cremation destroys the crown of the tooth so it cannot be dated (the closure of the cranium vault can be used in adults for dating instead). Cremation also fragments bone, distorts it due to lack of water, shrinks the bone, causes microstructural alteration and destroys organic components (so DNA analysis not possible).

The final placing of the remains after scientific study and analysis will be agreed beforehand.

Health & Safety associated with human remains:

Micro-organisms that might cause harm to humans are extremely unlikely to survive beyond about 100 Years.

More recent remains could be more hazardous to health as they may be in sealed lead coffins.

The possible risks of contracting disease from excavated human remains are highly negligible but could include the virus smallpox, tetanus and anthrax spores, the bacterial infection leptospirosis and the fungal disease mycoses (a problem in dry dusty soils and in crypts).

Excavators should be up-to-date with tetanus inoculations.

Anthrax can come from materials derived from animals – coffin pads, pillows or coffin packing.

Working with human remains may cause psychological stress (see J. Thompson, 1998, Bodies, minds and human remains, in M. Cox (ed) 1998, Grave concerns: Death and Burial in England 1700-1850, pp 197-201).

There is a danger of lead poisoning arising from high levels of lead in the atmosphere generated by lead coffins (see H. Needleman, 2004, Lead poisoning in Annual Review of Medicine, 55, pp. 209-22).

Normal hygiene measures should be undertaken – washing hands, wearing masks and gloves. Heavily soiled clothing should be burned at an HSE approved site.

Further guidance is available in:

“Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England”, The Church of England and English Heritage, 2005 (www.english-heritage.org.uk/upload/pdf/16602_HumanRemains1.pdf)

“Church Archaeology: its care and management”, Council for the Care of Churches, 1999

Charlotte A. Roberts, 2009, ‘Human Remains in archaeology: a handbook’, CBA Practical Handbooks in Archaeology No. 19

The Advisory Panel on the Archaeology of Christian burials in England can provide free well-informed advice with consideration of relevant religious, ethical, legal, archaeological and scientific issues. Panel’s website:
<http://www.britarch.ac.uk/churches/humanremains/index.html>
or email the secretary simon.mays@english-heritage.org.uk

4 Treasure

Defined as:

- Any metallic object, other than a coin, provided that at least 10% by weight of metal is precious metal and that is at least 300 years old when found
- Any group of two or more metallic objects of any composition of prehistoric date that come from the same find
- All coins from the same find provided that they are at least 300 years old when found, but if the coins contain less than 10% gold or silver there must be at least ten
- Any object, whatever it is made of, that is found in the same place as, or had previously been together with, another object that is Treasure
- Any object that would previously have been treasure trove, but does not fall within the specific categories given above. Only objects that are less than 300 years old, that are made substantially of gold or silver, that have been deliberately hidden with the intention of recovery and whose owners or heirs are unknown will come into this category

If anything is found which could be Treasure, under the Treasure Act 1996, it is a legal requirement to report it to the local coroner within 14 days of discovery. The Archaeological Contractor must comply with the procedures set out in The Treasure Act 1996. Any treasure must be reported to the coroner and to The Portable Antiquities Scheme Finds Liaison Officer, Rob Collins (0191 2225076 or

Robert.Collins@newcastle.ac.uk) who can provide guidance on the Treasure Act procedures.

If you need this information in another format or language, please contact Jennifer Morrison, Archaeology Officer.