

SPECIFICATION FOR ARCHAEOLOGICAL EVALUATION
At Durham School,
Grove Street, Durham City,
Co. Durham

1.0 Site Location

1.1 The proposed development site lies south-west of Durham City centre. The proposed development is centred on OS grid reference NZ26994 42005 on the south side of Grove Street. The site forms part of the land occupied by the Durham School.

2.0 The Development

2.1 The client for this work is Hugh Massey Architects on behalf of Durham School.

2.2 The development will include the construction of a three storey extension to the existing building to the east. It will have a footprint of 176sqm.

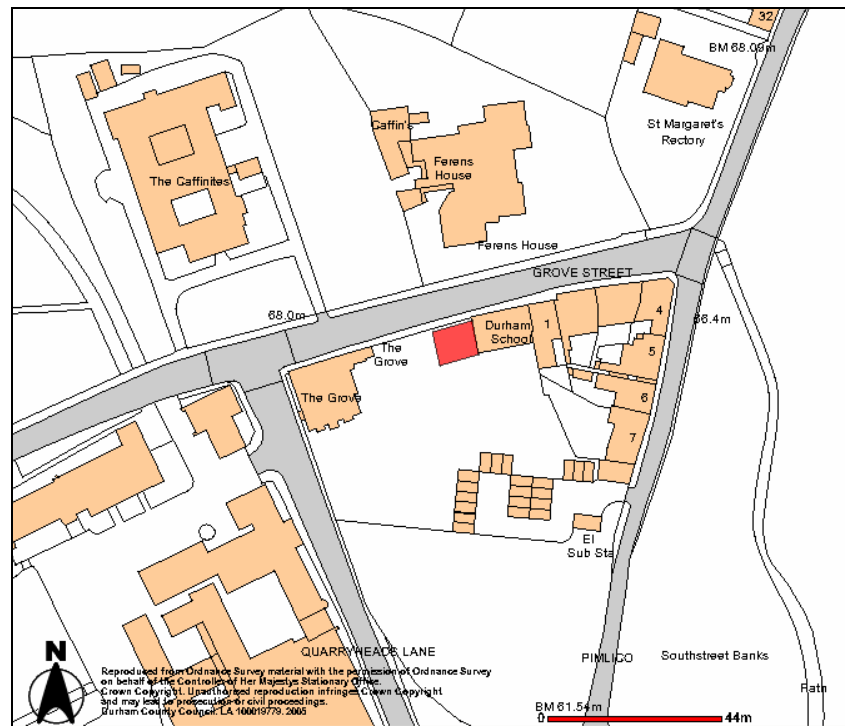


Figure 1: Site location shown in red (© DCC)

3.0 Background

3.1 These archaeological works are being undertaken in advance of submission of a planning application. The result will be required to enable the planning authority to make an informed and reasonable planning decision as per PPG16 (Planning and Archaeology) and Durham City District Local Plan.

3.2 The evaluation should include some documentary research into the site history. The proposed

development site is situated along Grove Street which likely formed part of an historic route into the city. South Street, onto which Grove Street joins, is historically one of the main arterial routes into the Medieval city and there is documentary as well as archaeological evidence of settlement here around the 12-13th centuries AD (SMR 6415). Grove Street would also have provided access to the corn mills along the River Wear, e.g. South Street Banks Corn mill (SMR 1240).

4.0 Archaeological brief

- 4.1 This brief sets out what archaeological works are required in order to evaluate the site, and how they should be carried out. Any further works required to mitigate the impact of the proposed development may be dealt with under a separate brief as required either in advance of planning permission or as a condition of future detailed planning permission.
- 4.2 There are no recorded archaeological remains within the development site. But given the site's location, there may potentially be Medieval and later activity on the site. The site has been previously undeveloped.
- 4.3 In order to evaluate the archaeological potential for remains of any period an evaluation trench should be excavated within the footprint of the building.

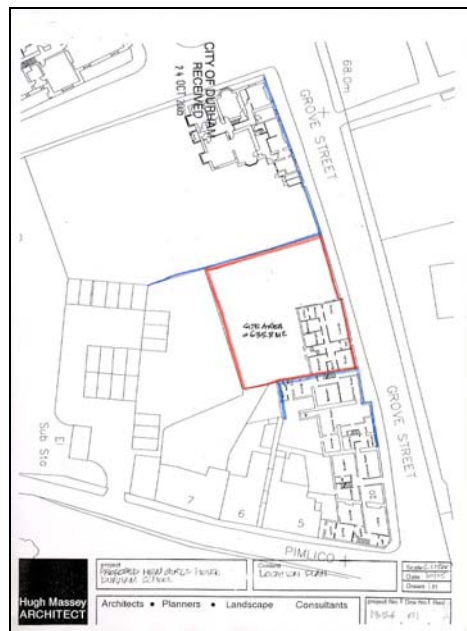


Figure 2: Architect's plan showing approximate location of the development (north is to the bottom)

- 4.4 The location of the trench will be agreed with Durham County Council Archaeology Section to ensure that the results will be acceptable for submission to the planning authority. It is recommended that a T- or L-shaped trench is cut to sample the site.
- 4.5 A contingency sum to allow for up to a further **5m** of trenching is to be allocated in the tender document. The contingency is to be used to answer any questions of an unexpected nature which may be raised by the evaluation. It is more suitable in the long term to be able to answer questions of this nature whilst the archaeological team is still in the field. The contingency budget can only be utilised after consultation between the developer, the contractor and the Durham County Council Archaeology Section.
- 4.6 The overall aim of the trial trenching will be:

- to establish the presence/absence, nature, depth and character of any possible archaeological features;
- to establish, where possible, further mitigation which may be necessary to preserve archaeological features *in situ*, or
- to ascertain if preservation of archaeological features by record is required, where necessary;
- to determine if further archaeological interventions are needed

4.7 Following the completion of trenching, the site must be left in a state as agreed with the client.

5.0 Recording

5.1 A sufficient sample of exposed archaeological features and deposits will be excavated in an archaeologically controlled and stratigraphic manner to fulfil the purpose of the project. The complete excavation of all features is not a necessity, especially where these continue into sections or below the maximum depth of excavation.

5.2 Any human remains encountered should be accurately recorded, including *in-situ* examination by a palaeo-pathologist, but not removed from site until a Section 25 licence has been obtained from the Department of Constitutional Affairs. Both the client and the DCC Assistant Archaeology Officer should be informed if human remains are found.

5.3 A full record of excavated features should be made using a single context planning system. All archaeological features will be photographed and recorded at an appropriate scale. Sections should be drawn at 1:10, and plans at 1:20. All levels will be tied into Ordnance Datum and the trenches accurately located with the National Grid. Photographic records should use black and white prints and colour slide. Suitable digital images of the site for inclusion on the Keys to the Past website must be included with the report.

5.4 Pottery and animal bone should be collected as bulk samples by context. Significant small finds should be three dimensionally located prior to collection. All finds should be processed to MAP2 standards and subject to specialist assessment. Palaeo-environmental samples should also be taken where appropriate. If necessary conservation of finds should be appraised to allow for specialist study (see section 6.0 Specialist Services below).

5.5 Scientific dating techniques such as archaeo-magnetism and radio-carbon (C^{14}) should be applied where appropriate. X-ray photography of metal objects should be used where appropriate.

5.6 All relevant procedures relating to artefacts which fall under the Treasure Act (1996) must be adhered to should any such finds be discovered in the course of the evaluation.

6.0 Specialist Services and Reports

6.1 The vast majority of sites where excavation takes place will require the input of archaeological specialists for dating, artefact analysis, palaeo-environmental sampling and conservation. Contingency sums should be set aside for all of these areas and clearly indicated in any tender documents. In the instance of palaeo-environmental remains and conservation, policies as follows should be adopted. In each case the specialist involved should be kept informed of the start date and progress of sites so that sampling and necessary on site conservation needs can be timetabled

6.2 Specialist advice regarding the need for palaeo-environmental sampling, appropriate sampling techniques and research questions for specific sites should be identified in advance. The successful contractor must make contact with, and ensure that any proposed sampling strategy includes the input of Jacqueline Huntley, The English Heritage Science Advisor for the NE, University of Durham, Archaeology Department, Biological Sciences Laboratory, South Road,

Durham DH1 3LE. The contractor's environmental specialist must be named in the project design/WSI.

- 6.3 WSI/Project designs which fail to indicate that contractors have discussed the environmental potential of the site with the EH Science Advisor will not be approved.
- 6.4 Specialist conservation advice and services should be budgeted for in all tenders along with other specialist services. A contingency amount should be identified for the appraisal of the conservation needs of artefactual material excavated on site and for the initial stabilisation of such finds where needed so that they may be studied as part of the post-excavation for the project. In the first instance for sites within County Durham advice should be obtained from Jennifer Jones, Conservation Laboratory, Department of Archaeology, University of Durham, South Road, Durham DH1 3LE. If contractors intend to use a different source of advice then the specialist should be named in advance.

7.0 OASIS

- 7.1 The Durham County Council Archaeology Section supports the Online Access to Index of Archaeological Investigations (OASIS) Project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large scale developer funded fieldwork.
- 7.2 The archaeological contractor must therefore complete the online OASIS form at <http://ads.ahds.ac.uk/project/oasis/> within 3 months of completion of the work. Contractors are advised to ensure that adequate time and costings are built into their tenders to allow the forms to be filled in.
- 7.3 Technical advice should be sought in the first instance from OASIS (oasis@ads.ahds.ac.uk) and not from Durham County Council Archaeology Section.
- 7.4 Once a report has become a public document by submission to or incorporation into the SMR, Durham County Council Archaeology Section will validate the OASIS form thus placing the information into the public domain on the OASIS website.
- 7.5 The archaeological consultant or contractor must indicate that they agree to this procedure within the specification/project design/written scheme of investigation submitted to Durham County Council Archaeology Section for approval

8.0 Health and Safety Policy

- 8.1 Contractors are expected to abide by the *1974 Health and Safety Act* and its subsequent amendments. Appropriate provision of first aid, telephone and safety clothing as described in the *SCAUM* manual on archaeological health and safety should be followed. Each site should have a nominated safety officer.
- 8.2 The undertaking of a risk assessment prior to the commencement of works is strongly recommended. Extra care and attention should be taken in areas where excavation goes below 1.20m.

9.0 Publication

- 9.1 All assessments, evaluations and watching briefs which do not progress to further excavation and research (with the relevant post-excavation and publication scheme and costs), should have a time and budget allocation identified for publication. This should be to a minimum standard to include a summary of the work, findings, dates, illustrations and photographs and references to where the archive is lodged.

- 9.2 Editors of regional journals, either the *Durham Archaeological Journal* or *Archaeologia Aeliana* should be contacted for information on outline publication costs, fuller figures may be worked out on completion of the watching brief. As the final note is largely unpredictable in advance a contingency sum should be set aside at the outset of work in the tender.
- 9.3 Where publication is required, conditions will not be discharged until County Durham Archaeology Section have received written agreement from the contractor that publication will be funded.**
- 9.4 County Durham Archaeology Section will be producing an annual publication every March which will highlight the archaeological work conducted in the county over the previous 12 months. To this end, it is now a requirement of every specification that a précis of archaeological works conducted in the county as a result of PPG16 must be submitted to the DCC Archaeology Section.
- 9.5 The précis should be no more than 500 words in length and it would be appreciated if JPEG or TIFF images of 300dpi are also included. The summary must be sent to the County Archaeologist by the beginning of December of the same year in which the work was conducted.

10.0 The Report

- 10.1 At least two copies of the report should be sent to the client as well as one to the SMR. The evaluation report should include the following:
- executive summary
 - a site location plan to at least 1:10,000 scale with 10 figure central grid reference
 - OASIS reference number
 - contractor's details including date work carried out
 - nature and extent of the proposed development, including developer/client details
 - description of the site location and geology
 - a trench plan to a suitable scale and tied into the national grid so that features can be correctly orientated
 - discussion of the results of field work
 - context & feature descriptions
 - features, number and class of artefacts, spot dating & scientific dating of significant finds presented in tabular format
 - plans and section drawings of the features drawn at a suitable scale
 - recommendations regarding the need for, and scope of, any further archaeological work, including publication
 - bibliography
- 10.2 A report synthesising the results of the works should be produced for the client and the County Durham SMR. This should include a site location plan with NGR references, and also be accompanied by additional plans/map extracts to display noted and recorded archaeological features as appropriate.
- 10.3 The report should be presented in an ordered state and contained within a protective cover/sleeve or bound in some fashion (loose-leaf presentation is unacceptable). The report should contain a title page listing site/development name, district and County together with a general NGR, the name of the archaeological contractor and the developer or commissioning agent. The report should be page numbered and supplemented with sections and paragraph numbering for ease of reference.
- 10.4 The report should seek to identify any deposits remaining on or associated with the site that will remain following the completion of the evaluation.

11.0 The Tender

- 11.1 Tenders for the work must include a method statement and the following:
- 11.2 Brief details of the organisation and the number of staff who are proposing to carry out the work including any relevant specialisms or experience.
- 11.3 The earliest date at which the work can be commenced and the amount of notice required to initiate the fieldwork.
- 11.4 Details concerning proposed methods of recording.
- 11.5 Statement agreeing to complete the OASIS forms on completion of the evaluation report.
- 11.6 An estimate of how long the work will take broken down by time and cost in terms of data collection and report production (the anticipated extent of the work should be confirmed with the client in advance). The tender should include a breakdown of costs attributable to:
- travelling and subsistence
 - fieldwork
 - finds analysis
 - report production
 - administration
 - other
- 11.7 Contingency sums must be clearly allocated for the following:
- another 5m for contingency trenching
 - conservation of finds
 - environmental sampling
 - archiving and **publication**
 - post-ex assessment
 - other

12.0 Submission of Report

- 12.1 This evaluation should be considered as a project in its own right. At least **two copies of the report** should be sent to the client. A third copy of the report and digital images (JPEG's) of the site for the *Keys To The Past* website should be sent to the Archaeology Section, Durham County Council for inclusion into the County Durham Archaeological Archive (SMR) at:

Archaeology Section, Culture & Leisure, County Hall, Durham, DH1 5TY.

13.0 The Archive

- 13.1 The site archive comprising the original paper records and plans, photographs, negatives etc, should be deposited in the appropriate museum at the completion of post-excavation. This should be in accordance with County Archaeological Archive policy, a guidance note on which can be obtained from the County Archaeology Service.

14.0 Notice

- 14.1 The County Archaeologist should be given two weeks notice in writing of the commencement of evaluation works. During such works the County Archaeologist or his nominated representative should be allowed access to the site and excavations at all reasonable times.

December 2005