

Appendix 3: Project Specification

WEST YORKSHIRE ARCHAEOLOGY ADVISORY SERVICE: SPECIFICATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF AT ENTERPRISE WAY, CASTLEFORD

**Specification prepared on behalf of Wakefield MDC at the request of Wes
Maccabe of Spaceworks
Planning ref: 07/01832/FUL**

1. Summary

1.1 A limited amount of archaeological work consisting of a watching brief is proposed to identify and record any archaeological remains that are revealed and/or disturbed during groundworks at this site. This specification has been prepared by the West Yorkshire Archaeology Advisory Service (WYAAS), the holders of the West Yorkshire Historic Environment Record (HER).

NOTE: The requirements detailed in paragraphs 4.2, 6.2, 6.3, 6.4, 6.5 and 11.1 are to be carried out by the archaeological contractor **prior** to the commencement of fieldwork and WYAAS notified using the attached form.

2. Site Location & Description

Grid Reference: SE 4250 2546

2.1 The development site lies on the southern side of Castleford town centre, just north of the railway line. It is bounded to the south by the railway line approaching Castleford Station, to the north by Enterprise Way, and to the west by a trading estate. The land is currently used as parking for the existing Aldi Supermarket.

2.2 The site lies in Wakefield District and in the historic township of Castleford.

2.3 The watching brief will be maintained during all groundworks that are undertaken during the development.

3. Background

3.1 Planning permission for an extension to the existing supermarket has been granted by Wakefield MDC Planning Authority. The Planning Authority was advised by WYAAS that there is reason to believe that important archaeological remains may be affected by the proposed development and that archaeological investigations are required. This work is a condition to the planning consent.

3.2 This specification has been prepared by WYAAS, at the request of Wes Maccabe of Spaceworks to detail what is required for the watching brief.

4. Archaeological Interest

4.1 The development site lies c. 200m south of the defences of Castleford's Roman fort ('*Lagentium*'). The course of the Roman road leading to the fort corresponds with

Welbeck Street and Beancroft Road, and lies close to the eastern boundary of the site.

4.2 The full extent of the Roman civilian settlement ('*vicus*') which grew up around the fort has not been established, but previous excavations have revealed significant remains in close proximity to this site. The majority of the known *vicus* lies to the west of the Roman road (Welbeck Street). Excavations in the 1970s and 1980s revealed the significant and well-preserved remains of structures including houses/workshops, a pottery shop, guesthouse ('*mansio*'), and a possible temple. To the rear of these buildings were yards which contained burials, and timber-lined wells and pits. The finds assemblages from these excavations were extensive and significant.

4.3 Previous work in 1987-8 on land between Enterprise Way and the railway identified the Roman road and a sequence of associated timber (and in later phases, stone) buildings. Evidence of industrial activity, including metal-working and enamelling was found, plus pits, a well and two graves. The finds assemblage indicates activity from the 1st to the 4th centuries AD, with a possible hiatus in the second half of the 2nd century. A recent reassessment of the evidence also suggests that some of the remains, specifically the burials, could in fact be post-Roman (5th or 6th century). Cremation burials (including a pyre site and ceramic and glass vessel assemblages) of 1st to 4th century date have been identified to the north-east of the site and further cremations have been found to the south, indicating that the roadside areas to the south of the fort and civilian settlement were used as a cemetery.

4.4 Recently, significant quantities of pottery (including amphora) were recovered during a watching brief during construction at the Goodenough's Bakery site which lies to the southeast of the site

4.5 The construction of the proposed extension will involve some ground disturbance for foundation etc. There is potential for archaeological remains, dating from the Roman period onwards, to be disturbed or destroyed during by this development.

5. Aim of the Watching Brief

5.1 The aim of the watching brief is to identify and record the presence/absence, extent, condition, character and date (as far as circumstances permit) of any archaeological features and deposits which are disturbed or exposed as a result of groundworks at the development site.

5.2 This work will mitigate the destruction of buried archaeological remains through 'preservation by record'.

6. General Instructions

6.1 Health and Safety

6.1.1 The archaeologist on site will operate with due regard for Health and Safety regulations. In this case, where archaeological work is carried out at the same time as the work of other contractors, regard should also be taken of any reasonable additional constraints that these contractors may impose on Health and Safety

grounds. This work may require the preparation of a Risk Assessment of the site, in accordance with the Health and Safety at Work Regulations. WYAAS and its officers cannot be held responsible for any accidents or injuries that may occur to outside contractors engaged to undertake this watching brief while attempting to conform to this specification.

6.2 Confirmation of Adherence to Specification

6.2.1 Prior to the commencement of *any work*, the archaeological contractor must confirm adherence to this specification in writing to WYAAS, or state (with reasons) any proposals to vary the specification. Should the contractor wish to vary the specification, then written confirmation of the agreement of WYAAS to any variations is required prior to work commencing. Unauthorised variations are made at the sole risk of the contractor. Modifications presented in the form of a re-written specification/project design **will not** be considered by WYAAS.

6.3 Confirmation of Timetable and Contractors' Qualifications

6.3.1 Prior to the commencement of *any work*, the archaeological contractor **must** provide WYAAS **in writing** with:

- a projected timetable for the site work;
- details of the staff structure and numbers;
- names and CVs of key project members (the project manager, site supervisor, any proposed specialists, sub-contractors *etc.*),

6.3.2 All project staff provided by the archaeological contractor must be suitably qualified and experienced for their roles. The timetable should be adequate to allow the work to be undertaken to the appropriate professional standard, subject to the ultimate judgement of WYAAS.

6.4 Notification and Monitoring

6.4.1 The recording exercise will be monitored as necessary and practicable by WYAAS in its role as curator of the county's archaeology. WYAAS should be provided with as much notice as possible in writing (and certainly not less than one week) of the intention to start the watching brief. A copy of the archaeological contractor's risk assessment of the site should accompany the notification.

6.4.2 The museums officer named in paragraph 11.1 should be notified in writing of the commencement of fieldwork at the same time as WYAAS.

7.1 Fieldwork Methodology

7.1.1 An archaeologist should be present on site during the excavations and ground reduction, whether this is for site preparations, foundation excavations, service trenches or landscaping. The archaeologist should view the area as it is being dug and any trench sections after excavation has been completed. Where archaeology is judged to be present, the excavated area should be rapidly cleaned and the need for further work assessed. Where appropriate, any features and finds should then be quickly hand excavated, sampled if appropriate, and recorded.

7.1.2 Features/deposits of archaeological concern should be accurately located on a site plan and recorded by photographs, scale drawings and written descriptions sufficient to permit the preparation of a report. Section drawings (at a minimum scale of 1:20) **must** include heights O.D. Plans (at a minimum scale of 1:50) **must** include O.D. spot heights for all principal strata and any features.

7.1.3 The actual areas of ground disturbance (even if no archaeological remains are present) should be recorded on a suitable base map/development plan and the stratigraphic sequence and the depth/nature of the excavations will be briefly recorded. If archaeological remains are identified, their location is to be accurately tied into the National Grid and located on an up-to-date 1:1250 O.S. map base.

7.1.4 Excavated soil should be searched as practicable for finds. All artefacts are to be retained for processing and analysis except for unstratified 20th-century material, which may be noted and discarded.

7.1.5 All securely stratified contexts should be sampled for environmental analysis and scientific dating. Additional 'spot' samples should be taken if suitable material is encountered during the watching brief.

7.1.6 The intention of the archaeological watching brief is not to unduly delay the work of other contractors on site, however, a degree of flexibility is also expected of the developer in order that the archaeologist can fulfil the terms of this specification (see 8.1 below). The archaeologist shall not excavate any area beyond those scheduled for destruction by the development.

7.1.7 If, in the professional judgement of the archaeologist on site, the watching brief reveals below-ground conditions which indicate that potentially archaeological levels are absent, the archaeologist should contact WYAAS to discuss reducing or curtailing the requirements. The work may only be curtailed with the prior agreement of WYAAS and written confirmation will be provided by WYAAS.

7.2 Use of Metal detectors

7.2.1 Spoil heaps are to be scanned for non-ferrous metal artefacts using a metal detector capable of making this discrimination, operated by an experienced metal detector user (if necessary, operating under the supervision of the contracting archaeologist). Modern artefacts are to be noted but not retained (19th-century material and earlier should be retained.)

7.2.2 If a non-professional archaeologist is to be used to carry out the metal-detecting, a formal agreement of their position as a sub-contractor working under direction must be agreed in advance of their use on site. This formal agreement will apply whether they are paid or not. To avoid financial claims under the Treasure Act a suggested wording for this formal agreement with the metal detectorist is: "In the process of working on the archaeological investigation at [*location of site*] between the dates of [*insert dates*], [*name of person contributing to project*] is working under direction or permission of [*name of archaeological organisation*] and hereby waives all rights to rewards for objects discovered that could otherwise be payable under the Treasure Act 1996."

8. Unexpectedly Significant or Complex Discoveries

8.1 Should there be, in the professional judgement of the archaeologist on site, unexpectedly significant or complex discoveries made that warrant more detailed recording than possible within the terms of this specification, then the archaeological contractor is to urgently contact WYAAS with the relevant information to enable the matter to be resolved with the developer.

8.2 Any human remains discovered during the watching brief must be excavated archaeologically in accordance with the *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England* published by English Heritage (2005), a valid Ministry of Justice licence (if necessary) and any local environmental health regulations.

8.3 The terms of the Treasure Act, 1996 must be followed with regard to any finds, which might fall within its purview. Any such finds must be removed to a safe place and reported to the local coroner as required by the procedures laid down in the Code of Practice. Where removal cannot be effected on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

9. Post-excavation Analysis and Report Preparation

9.1 On completion of the fieldwork, any samples shall be processed and all finds shall be cleaned, identified, analysed, dated (if possible), marked (if appropriate) and properly packed and stored in accordance with the requirements of national guidelines. Finds of 20th century date should be quantified and summarily described, but can then be discarded if appropriate. All finds of 19th century or earlier date should be retained and archived.

9.2 The site archive will be checked, cross-referenced and internally consistent. A fully indexed field archive shall be compiled consisting of all primary written documents, plans, sections, and fully labelled photographs/slides. Labelling should be in HB pencil on the *back* of the print and should include film and frame number; date recorded and photographer's name; name and address of site; national grid reference. Photographic prints should be mounted in appropriate archivally-stable sleeves. A quantified index to the field archive should form an appendix to the report. The original archive is to accompany the deposition of any finds, providing the landowner agrees to the deposition of finds in a publicly accessible archive (see Section 10 below). In the absence of this agreement the field archive (less finds) is to be deposited with the West Yorkshire Archaeology Advisory Service.

9.3 A fully illustrated report should be produced, which should include background information on the need for the project, a description of the methodology employed, and a full description and interpretation of the results, placing them in a local and regional, and if appropriate, national context. It is not envisaged that the report is likely to be published, but it should be produced with sufficient care and attention to detail to be of academic use to future researchers.

9.4 Location plans should be produced at a scale which enables easy site identification and which depicts the full extent of the areas investigated (a scale of 1:50,000 is not regarded as appropriate unless accompanied by a more detailed plan or plans). Plans should be at an appropriate scale showing: areas excavated and the identified (and, where possible, predicted) archaeological features/deposits. Trench and feature plans must include O.D. spot heights for all principal strata and any features. Section drawings must include O.D heights and be cross-referenced to an appropriate plan.

9.5 All artefacts and environmental material will be analysed by a qualified and experienced specialist. Artefact analysis is to include the production of a descriptive catalogue. Finds critical for dating and interpretation should be illustrated.

9.6 Details of the style and format of the report are to be determined by the archaeological contractor, but should include a full bibliography, a quantified index to the site archive, and as an appendix, a copy of this specification.

10. Report Submission and Deposition with the HER

10.1 The archaeological contractor will supply a copy of the report **directly** to the West Yorkshire Archaeology Advisory Service within a period of **one month** following completion of fieldwork, unless specialist reports are awaited. In the latter case a revised date should be agreed with WYAAS. Completion of this project and a recommendation from WYAAS to discharge the planning condition are dependant on receipt by WYAAS of a satisfactory report which has been prepared in accordance with this specification. Any comments made by WYAAS in response to the submission of an unsatisfactory report will be taken account of in finalising the report, within a timescale which has been agreed with WYAAS.

10.2 The report will be supplied on the understanding that it will be added to the West Yorkshire Historic Environment Record and will become publicly accessible once it is deposited with WYAAS, unless confidentiality is explicitly requested in which case it will become publicly accessible six months after deposition.

10.3 A summary sheet should be completed and submitted to the West Yorkshire Archaeology Advisory Service for inclusion on WYAAS's website.

11. Archive Deposition

11.1 Before commencing any fieldwork, the archaeological contractor must contact the district museum archaeological curator to determine the museum's requirements for the deposition of an excavation archive. In this case the contact is Wakefield M.D.C. Museum and Arts, Wakefield Art Gallery, Wentworth Terrace, WF1 3QW; telephone 01924 305352; Keeper of Archaeology: Mrs Pam Judkins. Agreement for deposition should be confirmed in writing by the archaeological contractor; this correspondence is to be copied to WYAAS.

11.2 It is the policy of Wakefield Museum to accept complete excavation archives, including primary site records and research archives and finds, from all excavations carried out in the District that it serves.

11.3 It is the responsibility of the archaeological contractor to endeavour to obtain consent of the landowner, in writing, to the deposition of finds with Wakefield Museum.

11.4 It is the responsibility of the archaeological contractor to meet Wakefield Museums' requirements with regard to the preparation of excavation archives for deposition.

12. General Considerations

12.1 Authorised Alterations to Specification by Contractor

12.1.1 If, on first visiting the site or at any time during the course of the recording exercise, it appears in the archaeologist's professional judgement that:

- i) a part or the whole of the site is not amenable to recording as detailed above, and/or
- ii) an alternative approach may be more appropriate or likely to produce more informative results,

then it is expected that the archaeologist will contact WYAAS as a matter of urgency in order that the matter can be resolved in liaison with the developer and the Local Planning Authority.

12.2 Unauthorised Alterations to Specification by Contractor

12.2.1 It is the archaeological contractor's responsibility to ensure that they have obtained WYAAS's consent in writing to any variation of the specification prior to the commencement of on-site work or (where applicable) prior to the finalisation of the tender. Unauthorised variations may result in WYAAS being unable to recommend determination of the planning application to the Local Planning Authority based on the archaeological information available and are therefore made solely at the risk of the contractor.

12.3 Technical Queries

12.3.1 Similarly, any technical queries arising from the specification detailed above, should be addressed to WYAAS without delay.

12.4 Valid Period of Specification

12.4.1 This specification is valid for a period of one year from date of issue. After that time it may need to be revised to take into account new discoveries, changes in policy or the introduction of new working practices or techniques.

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