

1) Background

- a) This specification has been produced in response to the need for an archaeological watching brief to be carried on site ground works. It is for a minimum standard of work; a higher standard may be offered and accepted

2) Terms of Reference

- a) This specification is for archaeological recording work occasioned by planning application no.[-]. It is based on these documents. If these details are changed a new specification will be needed. It is valid until April 1st 2002 after which if no work has been carried out a revised specification will be needed.
- b) The specification has been produced for the applicant, who will be responsible for the work, including all tendering and contractual arrangements. Estimates should be obtained from archaeological contractors on the basis of this specification
- c) Any reference to 'archaeologist' in this specification is to be taken to mean a qualified and experienced practitioner acceptable to the Senior Archaeologist. This is to ensure that work is carried out to professional standards. The project should be carried out by, or under the immediate direction of, a member of the Institute of Field Archaeologists or an archaeologist of equivalent standing.
- d) **Before site works commence, the proposed arrangements, including a timetable for the work must be agreed with the Area Planning Manager, and the Senior Archaeologist in writing.**

3) Tendering

- a) Tenders must be accompanied by a project design, statement and evidence of competence, including the CV of the Project Director, and other staff where possible.

4) Objectives

- a) To record, to professional standards, any features and objects of archaeological importance that will be damaged or destroyed by this development. This is often achieved by clearing the topsoil to a clean surface in which archaeological features can be identified by the archaeologist. M

5) Method

- a) A watching brief will be conducted by an archaeologist on site ground-works, including service trenches so that any finds or features of importance can be recorded to professional standards.
- b) Those carrying out site works will need to work closely with the archaeologist and provide all necessary access and other arrangements. Where excavating machinery is to be used, a straight-edged bucket must be used on a back acting machine. Care will need to be taken to avoid over excavation, and the advice of the archaeologist on-site should be adhered to regarding this.
- c) The archaeologist must be given every aid by contractors to enable the archaeological work to be carried out. Contractors may need to use differing work practices on site than usual to enable the archaeologist to complete the work. This must be catered for and adhered to.
- d) **Should archaeological remains be encountered during the work, the archaeologist must be allowed up to one hour to record each feature. If longer than this is required, refer to paragraph 6(d)**