



Historic England

Guidelines for Archaeological Projects in Greater London

**Greater London Archaeological Advisory
Service**

April 2015

**Development should incorporate measures that identify, record,
interpret, protect and, where appropriate, present the site's archaeology.
(London Plan Policy 7.8 B)**

Introduction

Historic England's Greater London Archaeological Advisory Service (GLAAS) provides advice to London Boroughs (except the City of London and Southwark) and other responsible bodies on the archaeological implications of proposed development. Advice is provided in accordance with the GLAAS Charter in the context of relevant legislation and planning policy. These technical guidelines have been prepared for the use of professional archaeologists undertaking archaeological projects in connection with development. GLAAS also encourages their adoption for other archaeological projects.

The guidelines provide a framework for archaeological projects across London consistent with the European Convention on the Protection of the Archaeological Heritage (Valetta 1992), the National Planning Policy Framework (NPPF 2012), the London Plan (2015) and professional best practice as articulated by the Chartered Institute for Archaeologists (CIfA) and Historic England.

There is an expectation that all archaeological projects will be conducted in a scientific manner by properly qualified, experienced and competent archaeologists operating with sufficient resources and time to provide positive outcomes relevant to the specific purpose of the project, and proportionate to the significance of the archaeological interest. There are several ways in which an archaeological project can deliver positive outcomes:

- Informing decision-making by identifying the heritage assets present on a site, their significance and the impact of development upon them
- Informing development design by identifying how harm to heritage assets can be minimised, and opportunities taken to enhance sense of place and local distinctiveness
- Investigating and recording threatened heritage assets, and publishing the results to advance understanding
- Enhancing public enjoyment and understanding of local heritage

Five topic papers cover respectively:

1. Desk-based assessment
2. Written schemes of investigation (project design)
3. Fieldwork (survey, evaluation and excavation)
4. Post-excavation analysis, publication and museum archiving
5. Public archaeology

We encourage early consultation with the relevant GLAAS Advisor to ensure that the scope of the project is understood and appropriate outcomes identified.

Further information on professional accreditation, the Code of Conduct and professional standards of the Chartered Institute for Archaeologists can be found at: <http://www.archaeologists.net/>

Part 1: Desk-based assessments

1.1 Introduction

1.1.1 Desk-based archaeological assessments are prepared by studying documentary, cartographic, photographic and archival material in order to assess the significance of known heritage assets, and the potential for new discoveries. They are an important resource for archaeological curators when determining the impact of development proposals and how to manage change to the historic environment. When prepared early in the development process, desk-based assessments can provide useful information to potential developers by raising awareness of heritage issues.

1.1.2 Desk-based assessments are expected conform to the Chartered Institute for Archaeologists' 'Standard for desk-based assessment'. We strongly encourage early consultation with the GLAAS Advisors, to discuss their site-specific scope and focus.

1.2 Contents

1.2.1 Desk-based assessments will contain, as a minimum, the following elements:

- cover and title page
- summary
- site location information
- planning framework
- geological and topographical information
- archaeological and historical background
- site visit and appraisal
- archaeological potential
- impact assessment
- conclusions and recommendations
- bibliography and list of sources consulted

Omissions to the above should be accounted for within the text.

Cover and title page

1.2.2 The cover and title pages provide the unique identifiers for the site and project. Include a detailed site address, report type, organisation, author, date and any relevant planning references or site codes. The GLHER unique search number should also be included.

Summary

1.2.3 Using plain, non-technical language, summarise the significance and

potential of the heritage assets, an overview of development impacts and any recommendations.

Site location information

1.2.4 Include a site location plan, indicating site north and based on the current Ordnance Survey 1:1250 map. Clearly delineate the site boundary. National Grid References should be included on detailed location maps.

Planning framework

1.2.5 Make reference to appropriate national, regional and local planning policy documents and cite relevant extracts in full. Individual London boroughs give their historic environment policies in Local Development Frameworks.

1.2.6 State all statutory and non-statutory constraints upon the site that relate to the historic environment. Include if the site is within or adjacent an archaeological priority area, a scheduled ancient monument or statutorily or locally listed building, a World Heritage Site, a conservation area, registered historic park and garden, a registered historic battlefield or a locally designated area. Known natural environment constraints, such as Sites of Special Scientific Interest or Tree Protection Orders should also be included.

1.2.7 Planning Permission or Listed Building Consent references must be provided if applicable.

Geological and topographical information

1.2.8 Geological conditions and topographic features have a great influence on where people have chosen to settle. Understanding the nature of a site's soil formation and location will aid in predicting what archaeological and environmental remains may be present, and how these are best investigated. Maps provided by the British Geological Survey give an indication of solid and drift geology. Contour maps are useful in understanding the topographic situation of the site. Site reports from nearby investigations will also have information on the depths of soil horizons.

1.2.9 Monitor site investigations or use geotechnical logs to assist with predictive modelling and to identify constraints such as areas of truncation or contamination. A deposit model or transect is an appropriate way of demonstrating the buried site sequences and is useful in projecting the depth of the archaeological horizon. BGS now provide online searchable borehole data which may provide more detail on depth and types of deposits more locally.

1.2.10 Make note of any potential preservation conditions, such as anoxic

deposits.

Archaeological and historical background

Archaeological information

1.2.11 The Greater London Historic Environment Record holds up-to-date information on archaeological sites, artefacts, listed buildings and other heritage assets throughout London and is the primary resource for any archaeological assessment in the region.

1.2.12 It is essential to obtain an up to date search on archaeological discoveries and activity for the site and its surroundings from the GLHER, and a licence for data use. It is the responsibility of the organisation undertaking a desk-based assessment to ensure that the search area is appropriate to the location and nature of the development. Discussion with the GLHER can help ensure an appropriate search is run. Overly narrow search areas or arbitrary limits on the number of records returned should be avoided. A search on other data bases, such as the Heritage Gateway, is not an acceptable substitute for a GLHER search and may constitute breach of copyright.

Present GLHER data as a map showing the results of the search (events and monuments shown as polygons where possible) accompanied by a gazetteer using the GLHER 'Pref Ref' number. .

The GLHER can be contacted on GLHER@HistoricEngland.org.uk or on 020 7973 3731/3779.

1.2.13 The Historic England Archive and the London Archaeological Archive and Research Centre also hold information on heritage assets and past archaeological investigations which may provide useful information.

1.2.14 The results of many significant archaeological investigations in the area are often published in the journals of the County Archaeological Societies that have a historic interest in what is now Greater London. This would include the London and Middlesex Archaeological Society, the Surrey Archaeological Society, the Essex Society for Archaeology and History and the Kent Archaeological Society. The magazines *London Archaeologist* and *Current Archaeology* often have site reports for smaller pieces of work.

Several archaeological organisations working in the region publish their major excavations in their own monograph series. New sites under consideration near to previous excavations will benefit from comparison.

Historical documents

- 1.2.15 It is important to identify any historical sources that pertain to the site. Local studies libraries should be consulted for secondary source material.
- 1.2.16 Further resources are available at the Guildhall Library, the London Metropolitan Archive, the British Library, the National Archive (Kew) and Diocesan archives.

Cartographic and pictorial sources

- 1.2.17 London is well served by historic maps and illustrations from the 16th century onwards, many of which are available in print publications (e.g. *LONDON A Life in Maps*, Whitfield 2006) or online (e.g. <http://mapco.net/london.htm> and <http://maps.nls.uk/index.html>). Include a map regression, using the earliest available maps to the full range of Ordnance Survey maps (including early 19th century OS surveyors' drawings), in order to examine how the site has developed to the present day. The London bomb damage maps should also be consulted. Give consideration to the affect that previous buildings or other impacts to the site have affected the potential for archaeological survival.

Reproduce relevant maps at an appropriate size using a consistent scale and orientation. Use the largest scale of a map edition where possible. Always show the boundary of the study site.

- 1.2.18 Early prints, paintings and photographs provide valuable views of historic buildings and streetscapes that may complement cartographic evidence. These make an important contribution to the understanding of a site, and are particularly useful when designing display panels or interpretation schemes.

Aerial photographs

- 1.2.19 Although London is masked by extensive suburban development, there are still considerable areas of outer London that are green, and some actively farmed. There has been no comprehensive aerial photo mapping survey of archaeology in London but a considerable resource of photographs is available, particularly the Aerofilms Collection, part of the Historic England Archives at Swindon. Any assessment of an area that has not been built over, or only developed in the post-war period, would merit study of aerial photographic collections and online sources (see 2.20 below).
- 1.2.20 Crop marks are occasionally seen on aerial surveys available on a number of internet sites (e.g. Google Earth Historic Maps). If any new crop marks are identified, save the relevant images immediately as such surveys are regularly updated. The image should then be passed to the GLHER, preferably as a geo-referenced ArcGIS shapefile.

Site visit and appraisal

- 1.2.21 It is essential to visit the site being assessed. Describe and illustrate the current state of the site, its topography, usage and condition. Any potential non-archaeological constraints to field investigation should be identified and mapped.
- 1.2.22 Where appropriate, describe standing buildings, structures and landscape features and assess their potential significance and contribution to the historic environment. Heritage values, as described in *Conservation Principles: policies and guidance for the sustainable management of the historic environment (2008)* can be Evidential, Historic, Communal or Aesthetic. For example, social housing, hospitals, and other public buildings may have played a significant role in local social history as well as making their own contribution to the streetscape, without necessarily being of great architectural merit. Particular building types may be subject to regional or national research programmes. Industrial buildings and their surroundings could have housed important industrial processes, and be significant to local employment history. Older surfaces, outbuildings, boundary walls, gates and other site fittings may have local significance and merit recording and/or preservation within a site.
- 1.2.23 Visible or remnant garden and landscaping features, significant planting, planting beds, paths and avenues, greenhouses and garden fixtures may also be worthy of identification and assessment of their significance.

Impact assessment

Past impacts

- 1.2.24 Assess the degree of any previous or existing impacts that could potentially affect the survival of heritage assets. This may include previous buildings on the site, basements, landscaping or areas of quarrying or ground remediation. On previously developed sites it may be possible to estimate the likely level of historic ground surfaces, the depths of modern made ground and the degree of truncation or burial of those surfaces.

Where appropriate, provide a figure showing ordnance survey levels, anticipated areas of survival and potential.

Proposed impacts

- 1.2.25 The impact of any development proposals, including preliminary and enabling works should be assessed with reference to engineers' and planning application drawings. Clearly indicate areas of proposed ground disturbance, including top soil stripping, the removal of existing

buildings and foundations and remediation of contaminated areas.

- 1.2.26 Consider if the proposed development could harm nearby heritage assets by changing their surroundings and, if so, assess the impacts using Historic England's guidelines on 'The Setting of Heritage Assets'.

Assessing potential and significance, and making recommendations

- 1.2.27 Use the above information to assess the archaeological and historical interest of the site. Such interest will encompass the significance of known heritage assets at local, regional and national levels and the potential for new discoveries. The potential for new discoveries will be a product of the archaeological, historical and topographical context of the site and the extent and nature of any modern disturbance.
- 1.2.28 Assessment of significance should have regard to Historic England's Conservation Principles. National designation criteria should be used to consider whether an undesignated heritage asset is or could be of demonstrably equivalent significance to a scheduled monument. For judging regional and local significance, *A Research Framework for London's Archaeology 2002* (MoLAS, 2003) should be considered, as should any relevant Archaeological Priority Area description. Research frameworks for the surrounding administrative areas and national topics may also be relevant. For sites close to the Thames the Greater Thames Estuary Research Framework will also be of use.
- 1.2.29 Assess the nature and scale of the proposed development's likely impact on the archaeological and historical interest. The likelihood that significant harm will result from development will be a product of the site's known and potential archaeological interest and the impact of development upon that interest.

If the development could cause significant harm and there is not already sufficient information to establish the presence, significance, condition and nature of any heritage asset which could be significantly harmed then further information will probably be needed to reach an informed planning decision, the assessment will be expected to outline proposals for field evaluation which should be appropriate and proportionate to the significance of the archaeological interest, the proposed development and have regard to site conditions. Fieldwork should be undertaken to a Written Scheme of Investigation that has been agreed with the GLAAS Archaeological Advisor. **Planning consent can be refused on the grounds of insufficient archaeological information** - if an applicant believes there are overriding reasons which make it impractical for them to supply sufficient information in support of an application then the circumstances should be discussed with the GLAAS Advisor and the borough's planning case officer.

- 1.2.30 Preservation in-situ is normally preferred for heritage assets of

archaeological interest. It is expected that the results of assessment and evaluation will be used to inform design to minimise harm. Areas where preservation *in situ* is proposed should be clearly marked, for example where foundations can be sympathetically designed to cause minimal damage to the heritage asset and not damage its integrity.

- 1.2.31 If some archaeological interest has been identified but the development would not cause significant harm or where significant harm has been identified but preservation in-situ is not proposed then a strategy for investigation should be outlined. This should be appropriate and proportionate to the significance of the archaeological interest and the impact of development upon that interest. **The ability to record a heritage asset is not a factor in deciding if its loss should be permitted. A planning authority may refuse permission for development which would cause unacceptable harm even if provision is made for recording.**
- 1.2.32 Opportunities for heritage assets to contribute to local place-shaping, distinctiveness and public enjoyment by informing design or other measures should be identified with reference to relevant planning policies.
- 1.2.33 The scope for design changes to mitigate harm to the setting of heritage assets should be considered.

Part 2: Written Schemes of Investigation

2.1 Introduction

- 2.1.1 All archaeological investigations, building recording projects or other works concerning the historic environment should have a project design, known as a written scheme of investigation. Clearly stated aims, objectives, risks, products and tasks are essential. When incorporated into a defined methodology, this allows for programming and planning decisions to be made, responsibilities to be made clear, and a successful project to be run.
- 2.1.2 For projects initiated through the planning system, such as through a condition attached to planning permission, Listed Building or Scheduled Monument Consent, a written scheme of investigation is a requirement. Written schemes of investigation are expected conform to the relevant Institute for Archaeologists' standard for the proposed work. It is best practice for those involved in pre-determination fieldwork to liaise with the relevant GLAAS Advisor regarding requirements prior to the implementation of any work.
- 2.1.3 GLAAS also encourages those proposing any historic environment project within the Greater London area to prepare and apply project designs, including local societies, student research projects and community outreach programmes.

2.2 Procedures

- 2.2.1 GLAAS will only write formal project briefs for major projects. For the majority of projects, the GLAAS Advisor will provide an informal brief which set out the justification for the project, its broad aims and an indication of the scope and scale of the works in the form of their advisory letter to the local planning authority and subsequent correspondence which informs the preparation of a written scheme of investigation (WSI). Such guidance will only be considered valid for twelve months at which point it may need to be revised to take account of new discoveries, changes in policy or the introduction of new working practices or techniques
- 2.2.2 A Method Statement or Written Scheme of Investigation is prepared by the archaeological practitioner, and sets out in detail how the requirements of the brief will be achieved. The Written Scheme of Investigation should include all aspects of the investigation, from on-site arrangements and methodological approaches through to archiving and dissemination. This must be sufficiently clear about objectives, methods, standards, resources and timetable to form a standard against which delivery of the project will be monitored.
- 2.2.3 Written Schemes of Investigations should be agreed by the GLAAS Advisor prior to the commencement of works. Where works are to be

undertaken in compliance with a planning condition the WSI must then be submitted to the local planning authority for their formal approval. Consultants should take care that they submit the agreed version of the WSI and not an earlier draft.

2.2.4 Written Schemes of Investigation should be sufficiently flexible to allow for contingencies and re-assessment of priorities in the field. Investigations should be subject to a process of continuous review, which in some circumstances may be substantial enough to warrant revisiting the agreed Written Scheme of Investigation. Any substantial deviation to the original document or methodology should be agreed in writing with the GLAAS Advisor, and the local planning authority.

2.2.5 GLAAS considers that any given project will not have been fully implemented until all fieldwork and post-excavation work leading to publication and archiving has been completed.

2.3 Contents

2.3.1 It is expected that those preparing Written Schemes of Investigations will be familiar with the archaeology and history of the site and its environs. If no desk based assessment has been prepared for the site, the GLHER should be consulted prior to the writing of a specification. A GLHER unique search number should be included in all Written Schemes of Investigations. A search on the Heritage Gateway or any similar data sharing website is not considered an adequate substitution for a GLHER search, and will not be accepted.

2.3.2 *The Archaeology of Greater London* (MoLAS, 2000), *A Research Framework for London Archaeology* (MoLAS, 2002) and the forthcoming *Historic Environment Research Strategy for Greater London* should be used in formulating research aims and objectives as should any desk-based assessment or Archaeological Priority Area description. Research frameworks for the surrounding administrative areas and national topics may also be relevant. For sites close to the Thames the Greater Thames estuary research Framework will also be of use.

2.3.3 Where appropriate, the site should be inspected prior to the production of the Written Scheme of Investigation so that all practical issues surrounding the work can be addressed.

2.3.4 Those preparing Written Schemes of Investigations should have sufficient experience to give full consideration to the appropriate means of investigating the asset, including the selection of appropriate techniques and sampling strategies such as trial trench densities and layouts. If required specialist advice should be sought. Historic England and the Chartered Institute for Archaeologists have produced a number of technical guidance notes and papers on a wide variety of topics. These can be accessed through the Historic Environment, Local

Management (HELM) website (www.helm.org.uk) and through the ClfA's website (www.archaeologists.net).

2.3.5 The Written Scheme of Investigation will contain, at a minimum, the following elements:

- organisation, author and date
- GLHER unique search reference number
- Museum of London issued site code, where appropriate
- non-technical summary
- site location information (including map) and descriptions
- survey, evaluation trench or excavation location plans
- context of the project
- details of planning or other consents (i.e. Faculty or SMC) under which the work is being carried out, or if the works are prior to the determination of a planning consent
- geological and topographical background
- archaeological and/or historical background
- general and site specific research aims and objectives
- reference to relevant legislation, including a statement of adherence to IfA, GLAAS and Historic England guidance and standards documents
- field and recording methodologies
- collection and discard policies for artefacts
- a site specific sampling strategy for environmental deposits and ecofacts, including provision for obtaining absolute dates, as appropriate, prepared in consultation with the Science Advisor
- arrangements for immediate conservation of artefacts
- details for handling human remains
- policy statement for treasure
- post-fieldwork methodology
- report preparation methodology
- publication and dissemination proposals, including GLHER and OASIS deposition
- public outreach proposals where appropriate
- copyright information
- archive deposition details including timescale for deposition, and if available Transfer of Title documentation
- timetable - including for post-excavation assessment and reporting, which should normally be completed within 12 months of the completion of fieldwork. For major projects the timescales may be longer and where post-excavation assessment recommends further work it should be stated that the timetable will be updated by that document
- details of site personnel, support staff and specialists, including CVs where appropriate
- health and safety considerations
- monitoring procedures

- contingency arrangements, if appropriate

- 2.3.6 Archaeological evaluation is often only the first stage of a programme of work and all parties should be aware of the possibility of a requirement for further archaeological investigation or preservation *in situ*. Written Schemes of Investigations will include a statement to the effect that if significant archaeological remains are identified in the initial phase of works, a programme of mitigation, which may include elements of preservation *in situ*, excavation or conservation, will be required in accordance with an agreed revised Written Scheme of Investigation.
- 2.3.7 If the project includes wider applications, such as GIS components or other means of capturing and recording spatial data, specify the methods to be used. Ensure compatibility with the recipient archive, if appropriate.
- 2.3.8 GLAAS expects the use of overarching written schemes for larger projects that will have several phases, or that will take place over an extended period of time (for example quarries, major development projects, infrastructure projects). Phase or area specific methodologies may be needed to supplement the wider document.
- 2.3.9 There is an expectation that all projects will be conducted by properly qualified, experienced and competent archaeologists. Appropriate general accreditation would normally be a Chartered Institute for Archaeologists (CIfA) Registered Organisation or a project manager being a full member of the CIfA (MCIFA). Specialist roles and projects will require specific demonstrated expertise in a particular topic (e.g. buildings archaeology, environmental archaeology, medieval pottery etc) to a level broadly equivalent to a CMIFA, or for less experienced staff their work should be supervised by someone of that level.

2.4 Submission and Approval

- 2.4.1 A draft Written Scheme of Investigation should be sent to the GLAAS Advisor for comment before formal submission to the local planning authority (where necessary to comply with a condition). This will allow for the Advisor to consider the document, consult with curatorial colleagues and respond with any suggested amendments.
- 2.4.2 The client and/or funding body should fully understand the contents of the Written Scheme of Investigation prior to submission to GLAAS. This will allow responsibilities to be transparent and any practical issues to be addressed before formal approval of the document (by the local planning authority in the case of work to be done in compliance with a condition).

2.4.3 A Written Scheme of Investigation will be returned without agreement if:

- there is insufficient documentation or detail, as given in Section 3.5 (above)
- the requirements of the brief are not met
- appropriate consideration is not given to how the impacts upon the historic resource will be managed
- it cannot be demonstrated that the consultants and/or contractors have the appropriate levels of competence, experience and ability to undertake the project.

2.4.4 If a Written Scheme of Investigation is returned without agreement the author will be informed of the reasons in writing and be given the opportunity to make appropriate amendments.

2.4.5 Fieldwork should not commence until the written scheme of investigation has been approved in writing by GLAAS and, where necessary, the local planning authority.

Part 3: Fieldwork

3.1 Introduction

- 3.1.1 Field investigation is wide ranging, including intrusive and non-intrusive archaeological investigation, the recording and understanding of historic buildings and surveying landscapes. Investigation is undertaken either to inform a planning decision or in response to a decision to permit development which is expected to harm a heritage asset of archaeological interest.
- 3.1.2 A Written Scheme of Investigation must be approved prior to any field work commencing (see Part 2).
- 3.1.3 The GLAAS Advisor should be informed at least one week in advance of the commencement of fieldwork.
- 3.1.4 All members of the project team, including external specialists, must have read and understood the WSI and any other relevant documentation before work starts on site.

3.2 Fieldwork – ground investigations

Site preparation

- 3.2.1 Restrict unsupervised demolition to slab level only; the removal of building slabs, makeup levels and similar should be done under archaeological supervision unless otherwise agreed. Monitor pile probing and other enabling work that can also cause damage to archaeological deposits.
- 3.2.2 Developers, working with their archaeological contractors should identify what space, services and accommodation will be needed during fieldwork to ensure an efficient, safe and healthy working environment.
- 3.2.3 At an early stage in site preparation give consideration to on-site viewing, either by platforms or holes in the site hoarding, at an early stage in site preparation.

Trench preparation

- 3.2.4 Unless you are collecting soil-samples from sub-soils or reworked deposits, remove all undifferentiated topsoil or overburden of recent origin to the first significant archaeological horizon.
- 3.2.5 If using a mechanical excavator use a wide blade, toothless ditching bucket capable of producing a clean and level surface. The machine will remove spits of no more than 0.20m depth, moving along the length of the trench or excavation area until the archaeological horizon

is reached. If the machine has to re-enter the trench take care to ensure that it does not damage exposed or underlying remains.

3.2.6 Following machining, clean the sides and base of the excavation area with hand tools.

3.2.7 If appropriate, and as soon as possible, scan any readily apparent features and surfaces with a metal detector and take measures to secure metal artefacts.

Investigation techniques

3.2.8 All investigations will be by hand unless agreed with the GLAAS Advisor. There may be some provision for bulk deposits of little archaeological or environmental potential to be removed mechanically.

3.2.9 It is expected that some naturally occurring layers and features, such as peat, alluvium, geo-archaeological deposits and palaeochannels, will be investigated. This is particularly likely when the deposits contain well preserved biological remains and/or were laid down during periods of archaeological interest. Sampling strategies will be agreed with the GLAAS and Science Advisors.

Human Remains

3.2.10 Any human remains encountered during evaluations will be left *in situ*, covered and protected. If removal is essential follow the guidelines for excavation below.

3.2.11 Excavation of human remains can only take place under relevant Faculty jurisdiction, Ministry of Justice licence, environmental health regulations and, if appropriate, in compliance with the Disused Burial Grounds (Amendment) Act 1981 or other local Act. Adequate screening and security must be provided. A strategy for the removal, assessment, analysis and reburial/retention for human remains must be agreed with the GLAAS and Science Advisors, and included in the Written Scheme of Investigation. Obtain relevant permissions before works commence.

3.2.12 Unexpected human remains encountered during excavations can be removed only once the relevant permissions have been received and the GLAAS Advisor notified.

Treasure

3.2.13 All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to the local Finds Liaison Officer or Coroner. If the finds cannot be removed from site the same day as discovery, provision against theft must be taken.

Survey techniques

- 3.2.14 Geophysical surveys should be in accordance with the guidance document *Geophysical Survey in Archaeological Field Evaluation* (English Heritage, 2008). The Science Advisor can advise on appropriate techniques and strategies for various geologies and other constraints.
- 3.2.15 Topographic, fieldwalking and metal detecting surveys should be undertaken in accordance with guidance issued by Historic England.
- 3.2.16 Baseline information on the inter-tidal zone of the Thames foreshore is stored on the GLHER. Stretches of the foreshore that may be affected by a proposed development will require more detailed survey. Take into account the constraints of the working environment when designing foreshore surveys as well as the need to agree access with the Port of London Authority and the Environment Agency.

Geotechnical investigations

- 3.2.17 Archaeological monitoring of geotechnical test pits and boreholes should be undertaken as a method of rapidly assessing the potential of archaeological deposits.
- 3.2.18 Due to health and safety or access constraints it may not be possible to clean and record the archaeological profile of geotechnical test pits. Every effort, however, should be made to establish the presence/absence of archaeological deposits, including the depth of modern intrusions, key stratigraphic components and natural deposits.
- 3.2.19 Where appropriate, borehole data should be examined by a geoarchaeologist.
- 3.2.20 Maximise the collection of remains or deposits suitable for scientific dating, in order to assist in the design of an appropriate mitigation strategy, if required.

3.3 Fieldwork – evaluation by archaeological trial trenching

- 3.3.1** An archaeological field evaluation is undertaken in order to assess: the presence or absence of archaeological remains; their extent; nature; quality; date, and; character. An evaluation should enable the significance of the site's archaeological potential to be understood. This understanding, in turn, will allow for appropriate decisions to be made regarding change to the archaeological assets.
- 3.3.2 Archaeological evaluations are often undertaken in the context of development management, generally in relation to applications for planning permission, listed building or scheduled ancient monument

consent. Evaluation is normally required before an application is determined, in order to allow an informed decision to be made (see Part 1).

- 3.3.3 An evaluation should be of a scale to enable a sufficient sample of the site to be investigated. The sample must be large enough to confidently assess the principle aims and objectives of the fieldwork, as articulated in the Written Scheme of Investigation (see Part 2).
- 3.3.4 The investigation will not be at the expense of any structures, features or finds which might reasonably be considered to merit preservation *in situ* (or be in any way prejudicial to the protection of such remains), and where potential mitigation, including preservation, is still being considered.
- 3.3.5 Within significant archaeological levels the partial excavation or half-sectioning of features and deposits, sampling, the recovery of dating evidence and the cleaning and recording of structures is preferable to full excavation. The full excavation and/or removal of deposits will be agreed with the GLAAS Advisor in the Written Scheme of Investigation or during a site monitoring meeting.
- 3.3.6 Appropriate provision should be made for safe excavation of trenches to the necessary level by stepping or shoring the sides.
- 3.3.7 On 'difficult' geologies, such as brickearth, appropriate provision should be allowed for trenches to weather so that features can be recognised.

3.4 Mitigation

Preservation in-situ

- 3.4.1 Preference will be given to preservation *in situ* for archaeological remains, particularly when of national or international significance.
- 3.4.2 Where archaeological remains are to be preserved *in situ* a specification will be drawn up in order to adequately protect the remains from deterioration, for example from changes to groundwater levels or load impacts. Consideration will also be given to the provision of monitoring for conservation purposes and for necessary contingencies, should monitoring show that preservation is not being achieved.
- 3.4.3 In the case of exceptional remains, provision for public viewing or access should be part of the development proposals.

Excavation

- 3.4.4 Where archaeological excavation is required, provision should be made for the spot-dating of finds and the processing and assessment of samples whilst on site. Results can then be fed back into the ongoing fieldwork, so that an iterative approach is generated.
- 3.4.5 Excavations are of great interest to the general public. Provision should be made, in so far as is possible, for public viewing during fieldwork, either through site tours and open days, viewing platforms, windows in site hoarding, digital media outputs or similar (see Section 5, Public Archaeology).

3.5 Fieldwork – standing structures and historic buildings

- 3.5.1 A historic building assessment should provide a description of the building or structure and assess its significance and value by understanding its character, history, dating, use, form and development. An assessment should also consider context and setting along with any ancillary buildings, external spaces and buried components relating to the building. Fixtures and fittings, such as machinery on industrial sites, may also be significant and should be noted where relevant.
- 3.5.2 Building recording work is undertaken to mitigate the loss of historic fabric or character resulting from approved demolition or alterations. The scope of recording work should be based on the assessment of the building. Recording should follow the same processes and produce the same outputs as other forms of archaeological fieldwork, for example, an ordered archive and a report, leading to publication if appropriate.
- 3.5.3 Recording methodology should be derived from *Understanding Historic Buildings: a guide to good recording practice* (English Heritage, 2006), and agreed with the GLAAS Advisor in a Written Scheme of Investigation. Photographic and drawing registers should be included in all reports.

3.6 Monitoring

- 3.6.1 Representatives from the Local Planning Authority, GLAAS, the Historic England Inspector of Ancient Monuments, the Science Advisor and any other nominated individual may monitor works at any stage. Consideration should be given to regular review points and project updates at agreed intervals, which should be included in the overall timetable for on-site and off-site work as agreed in the Written Scheme of Investigation.
- 3.6.2 The purpose of monitoring is to ensure compliance with the written scheme of investigation and to enable appropriate interpretation or variation, for example in response to new discoveries or operational issues. The GLAAS monitor will seek mutually agreeable solutions,

referring significant proposed variations to the local planning authority. The GLAAS monitor will raise any concerns with site staff and the project manager and it is expected that the vast majority of concerns will be resolved by negotiation at this way. Exceptionally, if a satisfactory resolution is not possible then further action may be taken including contact with the archaeological organisation's chief officer, reference to the local planning authority for possible enforcement action and/or reference to the Chartered Institute for Archaeologists for possible disciplinary action under their Code of Conduct.

3.7 Unexpected discoveries

3.7.1 If the discovery of unforeseen significant archaeological remains present difficulties in fulfilling the agreed Written Scheme of Investigation a site meeting will be called immediately with the client, the Local Planning Authority, the GLAAS Advisor and the Inspector of Ancient Monuments (for discoveries of possible national importance) where a forward strategy for preservation *in situ* or excavation will be discussed.

3.8 Recording systems

Written records

- 3.8.1 Obtain a unique site code from the London Archaeological Archives and Research Centre (the LAARC) before fieldwork commences. This site code will be used in all project reporting, recording and archiving.
- 3.8.2 Base recording systems upon those developed by the Department of Urban Archaeology in the 1980s, which are published in the *Archaeological Site Manual* (Museum of London Archaeology Service, 1994). Pro-forma recording sheets modelled on the Museum of London Archaeology systems should be used. No alternative recording system may be adopted without the prior agreement of the GLAAS Advisor.
- 3.8.3 Projects which make use of GIS based data systems, or other means of collecting and storing digital data, will need to liaise with the LAARC prior to the commencement of work, in order to ensure compliance and compatibility. The English Heritage document *MoRPHE Technical Guide 1: Digital Archiving and Digital Dissemination (2006)* should also be consulted.
- 3.8.4 The site archive will be deposited with the London Archaeological Archive and Research Centre (LAARC) within the timescales specified in the Written Scheme of Investigation. Only in exceptional circumstances will another museum be considered acceptable as an alternative depository. This will require written confirmation from the museum curator that they are willing to act as the recipient body.

- 3.8.5 Review current LAARC deposition guidelines prior to the commencement of works, to ensure that the archive is acceptable and compatible with others produced in Greater London. Make provision for archiving costs.

Drawn and graphic records

- 3.8.6 Prepare a site location plan, indicating site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO). A trench plan should show the location of trenches or interventions in relation to the site location plan. This should be at a scale of 1:200 or 1:100, and should include a National Grid Reference. All sections should be located on plan with OS co-ordinates. The site should be identified using best current practice, including digital recording.
- 3.8.7 Ensure that plans are made of all archaeological deposits and features, showing their full extent. Plans should be at a scale of 1:10 or 1:20 and should be located using a National Grid Reference. Single context planning should be used on deeply stratified sites. It is expected that the plan information should be digitised for eventual CAD applications or for use in GIS compatible systems.
- 3.8.8 Draw at least one long section, or a representative sample section, of each trench or open area of excavation. This should include a profile of the top of natural deposits. Other sections, such as the half-sections of individual features, should be drawn at 1:10 or 1:20 as appropriate.
- 3.8.9 Calculate the Ordnance Datum height of all principal deposits and features and indicate the OD height on all appropriate plans and sections.
- 3.8.10 Use a site matrix to record stratigraphic relationships. The matrix should be compiled and fully checked during the course of the excavations. Land-use and other diagrams may also be helpful in determining relationships and phases of activity.

Photographic record

- 3.8.11 Prepare a full photographic record of the investigations in accordance with the specified policy agreed in the Written Scheme of Investigation. The primary photographic record will be captured either on monochrome negative film or digital equipment that at least matches the quality of a 35mm SLR film camera. Refer to the LAARC standards on photography and digital data for guidance as to how to curate, store and submit digital imagery.
- 3.8.12 The photographic record should illustrate both the detail and the general context of the principle features and finds discovered. Working shots to illustrate more generally the progress of the archaeological

investigation should also be included, as should photographs of artefacts or other events not easily captured in the drawn record.

3.8.13 Where appropriate, make a photogrammetric record of complex structures, such as buildings or parts of buildings. Agree scales and formats in the Written Scheme of Investigation.

3.8.14 On occasion GLAAS, the Local Planning Authority or other interested parties may request selected copies of photographs in order to raise awareness of archaeology and the historic environment, and cooperation is appreciated. Full credit will be assigned to all images used.

3.9 Treatment of finds and samples

Environmental sampling

3.9.1 Site specific sampling strategies will be required for all investigations and will be included in the Written Scheme of Investigation.

3.9.2 Strategies should consider the site-wide research questions, the potential significance of the deposits under investigation, and sampling targets, although in some instances the environmental investigation of a site will be the principle aim of a project.

3.9.3 Refer to the publication 'Environmental archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation' (English Heritage second edition, 2011) for general guidance, and consult the Science Advisor for site specific queries.

3.9.4 The sampling strategy should state the type of features to be targeted, along with the material to be recovered and the recovery technique to be employed. Targets for sampling can include a wide range of archaeological and environmental deposits and remains, including soils and sediments, timber structures, pollen, charred plant remains, insects, diatoms, animal bone, and human bone. A high priority will be given to sampling anoxic deposits where organic materials may be well preserved.

3.9.5 As far as possible, the assessment of sampled deposits should form part of an iterative process, providing feedback to excavators during the progress of the fieldwork (e.g. spot-dating of select deposits or the results obtained from flots).

Scientific dating

3.9.6 Consider suitable deposits and structures for scientific dating, for instance using dendrochronology, radiocarbon, archaeomagnetic or luminescence dating techniques; in some instances this will be a requirement. Investigators should be aware that some dating

techniques require specific work whilst in the field that cannot be conducted once the site has been completed.

- 3.9.7 The Historic England Science Advisor can advise on the suitability of sampling techniques, how to retrieve and store samples, sample selection and mathematical modelling of results.

Finds treatment

- 3.9.8 The finds retrieval policies of the London Archaeological Archive and Research Centre will be adopted. All identified finds and artefacts will be retained according to the stated selection, retention and disposal/discard policies appropriate to the material type and date. Discard policies will be agreed in advance with the GLAAS Advisor.
- 3.9.9 All finds and samples will be treated in a proper manner and to standards agreed in advance with the LAARC. They will be exposed, lifted, and processed, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out by the LAARC.
- 3.9.10 On-site conservation, where required, will be the responsibility of the archaeological contractor. Conservation advice can be obtained through the Science Advisor, if necessary.
- 3.9.11 Ceramic reference collections (for pottery, clay tobacco pipes, building material fabric and brick form) are housed at the LAARC, and must be referred to for descriptive and analytical purposes. The Museum of London Archaeology pottery codes must be used in all specialist reports in order to ensure that terminology is consistent across the region.
- 3.9.12 The British Museum and other local Museums may also hold important comparative collections of material and these should be consulted as appropriate.
- 3.9.13 The archaeological organisation responsible for the works will ensure that contracts are in place, and that availability is confirmed, with internal and external specialists to cover all necessary processing, conservation and specialist analysis through assessment and analysis stages of the project.

3.10 Access and safety

- 3.10.1 All relevant current health and safety legislation and codes of practice will be adhered to. It is the responsibility of the organisation undertaking the work to ensure that their health and safety policies are up-to-date and in line with current legislation.
- 3.10.2 Risk Assessments should be drawn up for all activities. No fieldwork should be undertaken without a current risk assessment having been

prepared, read and understood by all relevant members of staff and sub-contractors. This constitutes a non-archaeological constraint on project designs.

- 3.10.3 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.
- 3.10.4 Areas of known or suspected contamination or other health and safety risks must be identified so that strategies for the sampling and recording of archaeological deposits and structures can be designed accordingly.
- 3.10.5 If, for any reason, it is proposed to discontinue work during the progress of archaeological works, suitable arrangements must be made to temporarily protect and support exposed faces of archaeology until such time that a long-term preservation strategy is implemented or full excavation resumed.

Part 4: Reporting, dissemination and publication

4.1 Introduction

- 4.1.1 Reporting follows on from an agreed investigation or study, where the results are interpreted and presented. This includes any assessment or analytical work undertaken, dissemination of the results, deposition of the archive into the recipient depository and providing information to the Greater London Historic Environment Record.
- 4.1.2 The reporting of the results of archaeological investigations is crucial in furthering understanding of the historic environment. In order to share knowledge and increase understanding with the widest possible audience, all reports will be lodged with the Greater London Historic Environment Record so that public access is assured.
- 4.1.3 Most reports are prepared and submitted in support of applications for planning consent, or as a requirement of a planning condition.
- 4.1.4 It is expected that the organisations that undertook the field investigation will continue to see projects through to the final stages of reporting, dissemination and publication so that continuity of a project and its archive is maintained.

4.2 Reports that inform on decision making

- 4.2.1 Following the completion of an archaeological evaluation, historic building assessment or other survey, even if negative, a report will be produced that will allow for an informed decision to be made on the need for further investigation or study.
- 4.2.2 Reports should follow a recognised format unless otherwise agreed in the Written Scheme of Investigation. The report should include the following:
- Cover page (which must include site name and address, grid reference, site code, type of work, author and project manager, date and revision number, and planning references);
 - Non-technical summary;
 - Introduction;
 - Planning background including relevant references;
 - Relevant historical and archaeological background;
 - Geology and topography of the site;
 - Research aims and objectives;
 - Methodology of site-based and off-site work;
 - Details of the stratigraphic sequence;
 - Specialist reports in full, including any recommendations for further work;
 - Plans, sections and photographs as appropriate;

- Harris Matrix where appropriate;
- Assessment of the results against the original expectations;
- Statement of potential of the archaeology;
- Conclusions and recommendations for an appropriate mitigation strategy;
- Publication and dissemination proposals, if relevant at this stage;
- Archive details, including date of deposition and Transfer of Title details, if applicable;
- Bibliography;
- Acknowledgements;
- GLHER/OASIS form.

4.2.3 Submit one digital PDF/A file of the report and GIS data (see 5.3 below) to the GLAAS Advisor within the timeframe agreed in the Written Scheme of Investigation, usually six weeks of completing fieldwork. The GLAAS Advisor will pass a copy of the report to the GLHER.

4.2.4 If a report is required in response to a planning condition, the archaeological consultant or contractor is responsible for submitting copies to the Local Planning Authority.

4.2.5 A copy of the report should also be deposited with the appropriate Local Studies Library and to any relevant Local Archaeological or Historical Society.

4.3 Post-excavation assessments, Updated Project Designs and Analysis

4.3.1 Certain types of projects, most commonly archaeological excavations but increasingly archaeological building recording work, require a formal review phase, where results are assessed according to their significance and potential to further understanding of the historic environment. As part of this assessment phase the work needed to complete any further study or analysis is identified.

4.3.2 Refer to *The Management of Research Projects in the Historic Environment (MoRPHE) Project Planning Note 3: Archaeological Excavations* (English Heritage, 2007), for the principles and procedures used in undertaking a post-excavation assessment. Unless otherwise agreed, all post-excavation assessment work undertaken should follow these models.

4.3.3 The Post-excavation assessment report contents should follow the same broad outline as given above in Section 2.2. The primary addition is the inclusion of an Updated Project Design, which puts forward proposals for analytical work necessary to bring the site to publication. This will include details of tasks, resources, personnel and programming. The Updated Project Design should also contain a

synopsis of the publication proposals for the site.

- 4.3.4 The Updated Project Design should cover all components of a project, including any field evaluation. This is particularly important for large projects undertaken in several phases of work or those inherited from other organisations, so that all elements of the site are included when considering proposals for analysis and publication.
- 4.3.5 Update the OASIS form when the post-excavation assessment is complete.
- 4.3.6 Any archaeological conditions attached to a planning consent will not be recommended as satisfied until the details of the Updated Project Design have been agreed and a timetable produced which includes a date for archive deposition. Written assurances will also be sought that an appropriate level of resourcing is available to complete the tasks leading to publication.
- 4.3.7 The submission of the post-excavation assessment report will follow the procedures given in Sections 2.3 – 2.5 above. The report should be submitted within an agreed timeframe, usually twelve months following the completion of fieldwork.

4.4 Research and Analysis Programme Monitoring

- 4.4.1 The GLAAS Advisor and/or the Science Advisor may monitor analysis and research work at any point. It is recommended that monitoring points are tied into the work programme at appropriate stages within an agreed overall timetable.

4.5 The Historic Environment Record, Publication and Dissemination

- 4.5.1 The results of all archaeological work will be made available to historic environment colleagues and the general public through inclusion in the Greater London Historic Environment Record.
- 4.5.2 Provide all digital copies of reports as PDF/A documents, which makes them suitable for long-term archiving. PDF/A comprises two levels: PDF/A-1a (fully compliant with the ISO standard 19005-1) or PDF/A-1b (minimal compliance). Either level of PDF/A is acceptable for deposition with the GLHER. PDF/A files can be created by a number of commercially available software packages. Further information can be found on the website for the PDF/A Competence Centre <http://www.pdfa.org>.
- 4.5.3 It is expected that the GLHER will be provided with Geographic Information System (GIS) or Computer Added Design (CAD) files for the project showing:
- Site outline, and
 - Trench/test-pit location(s)

Files can be submitted in .dwg, .dxf, or .shp formats. Please ensure that the file contains, or indicates:

- The Site Code,
- Scale, and
- Accuracy of recording
 - 1: Outline derived largely from a digital source, i.e CAD or GIS image,
 - 2: Outline digitised from a hard copy or screen image, or
 - 3: Site address/estimated extent for sites where no or poor mapping survives or where only a site address is available (e.g. non-archaeological excavations carried out to lay sewers in the mid-19th century by the Corporation of London, but which identified archaeological remains).

4.5.4 Complete an OASIS form (Online Access to the Index of Archaeological Investigations <http://ads.ahds.ac.uk/project/oasis/>) at the end of all relevant stages of reporting. A copy of completed OASIS forms should be appended to the back of each report submitted.

4.5.5 Update the online OASIS form with publication dates and details once these have been finalised. A copy of this updated OASIS form should also be sent to the GLHER so that bibliographic details are noted.

4.5.6 Ensure that site summaries are submitted to the annual 'round-up' of the *London Archaeologist* and any appropriate county and period based national journals.

4.5.7 Agree the level and outlet for publication and dissemination of significant results with the GLAAS Advisor. The scale of publication will be based upon on the significance and interest of the findings.

4.5.8 GLAAS welcomes alternative ideas for the dissemination of archaeological investigation results, and would encourage practitioners and consultants to explore additional means of engagement, such as web-based publications, social media, displays and lectures.

4.6 Archiving

General

4.6.1 It is assumed that the site archive will be deposited with the London Archaeological Archive and Research Centre (LAARC) within the timescales specified in the Written Scheme of Investigation and in accordance with current deposition guidelines (*General Standards for the Preparation of Archaeological Archives Deposited with the Museum of London*). Only in exceptional circumstances will another museum be considered acceptable as an alternative depository. This will require written confirmation from the museum curator that they are willing to act as the recipient body.

- 4.6.2 Arrangements for the curation of the archive, including a transfer of title or deposit agreement, should be agreed with the appropriate recipient museum prior to starting fieldwork.
- 4.6.3 If the archive is not to be donated to an appropriate museum, arrangements must be made for a comprehensive record of all materials (including detailed drawings, photographs and descriptions of individual finds, and in some instances samples, thin sections, etc) which can be deposited in lieu of the actual archive.
- 4.6.4 Archives will be deposited in accordance with an agreed timeframe, usually twelve months following the completion of works.
- 4.6.5 Reasonable access to finds and records from archaeological investigations will be given, at the request of the GLAAS Advisor or Science Advisor, to nominated individuals or archaeological organisations before they have been formally deposited if it is considered that the information therein is imperative to other current research.

Integrity of archaeological archives

- 4.6.6 The integrity of the site archive should be maintained. All finds and records should be curated by a single organisation, and all elements of a site (for example different evaluation and mitigation stages) should be fully integrated, even when the works have been carried out by different archaeological organisations.

Temporary storage

- 4.6.7 The archaeological organisation will be expected to have the resources required for temporary storage of collections prior to their transfer to the recipient museum. This storage must be secure and appropriate to the material contained within the site's archive.

Contents of the archive

- 4.6.8 The minimum acceptable standard for the site archive is defined in *MoRPHE Project Planning Note 3* and *General Standards for the Preparation of Archaeological Archives Deposited with the Museum of London*.
- 4.6.9 Archives typically include all materials recovered and all written, drawn and photographic records, including a copy of all reports relating directly to the investigations undertaken. The archive should be quantified, ordered, indexed and internally consistent before transfer to the recipient Museum. It will contain a site matrix, a site summary and artefactual and environmental assessment and analysis reports. Copyright will be clearly identified at the time of transfer. Appropriate

guidance set out by the Museums and Galleries Commission, the Society of Museum Archaeologists, and appropriate recipient museums will be followed in all circumstances.

4.6.10 The recipient Museum's guidance on the needs of digital storage and archival compatibility will be sought and followed. Security copying will be in line with the recommendations of the Historic England Archives.

Part 5: Public archaeology

Consideration should be given to publicising the results of the project through a range of outlets, from conventional archaeological publications to, for example, site viewing platforms, interpretation panels and lectures, open days and school visits, radio and television programmes, videos and popular publications. (*Chartered Institute for Archaeologists, 'Standards and Guidance for Archaeological Excavations', 2014*)

Learning is central to sustaining the historic environment. It raises people's awareness and understanding of their heritage, including the varied ways in which its values are perceived by different generations and communities. It encourages informed and active participation in caring for the historic environment. (*English Heritage, 'Conservation Principles', 2008*)

The vision is that commercial investigation and explanation of the historic environment should be commissioned and conducted in a way that makes opportunities for an appropriate scale and form of public participation in professionally led projects the norm not the exception. (*'Realising the benefits of planning-led investigation in the historic environment: a framework for delivery', A report by the Southport Group, July 2011*)

5.1 Introduction

5.1.1 The popularity of archaeology, and the value placed upon it by individuals and communities, is irrefutable. Archaeology and history have a significant role to play in building a sense of place amongst established and new communities. Understanding can develop a sense of pride, which in turn leads to a place being more greatly valued and appreciated.

5.1.2 Whilst an appropriate level of publication of archaeological work in a development context must be the result of any investigation, there is much to be gained through the immediate communication of fieldwork and its results to the local community. The immediacy of archaeological excavation or other forms of field investigation has a particular fascination, but discoveries made during post-excavation and analysis can also be interesting, as well as the final conclusions and interpretation of a project.

5.1.3 The London Plan and most Borough Local Plans include within their archaeological policies specific requirements for the popular dissemination of the results of archaeological work. It is therefore reasonable to secure public involvement in the archaeological process, where appropriate, within the agreed Written Scheme of Investigation.

5.1.4 It is recognised that every project is different, and as such imaginative proposals from both the developer and archaeological professionals that involve local communities and innovative, creative means of disseminating results are welcomed. Engaging the public should not be

seen as an onerous obligation, but as a means of education, promotion and publicity that is beneficial to both the archaeological professional and the developer.

- 5.1.5 There already exist a number of heritage outreach days and events in London that may provide a platform on which to base your own outreach activities, such as the Festival of British Archaeology (sponsored by the Council for British Archaeology), London Open House weekend, Heritage Open Days, and local festivals.
- 5.1.6 The English Heritage publication *Capital Values: the contribution of the historic environment to London* (English Heritage, 2006) has many ideas for outreach projects, new audiences and means of integrating the historic environment into other agendas, and should be consulted when considering outreach or education projects.

5.2 Project preparation

- 5.2.1 Prior research, such as that carried out in a desk-based assessment, may assist in identifying important features of a site that will be of particular interest within the project. Collating a good sequence of early maps and pictorial views as well as background history and earlier discoveries may inform the interpretation and display of the site, as well as the broader presentation and marketing of the development scheme.
- 5.2.2 If outreach projects are proposed, it is suggested that end users and stakeholders are consulted early in the development process. Working with the identified target groups in the planning stages will result in a more successful project, and will help ensure that whatever is being developed has a real and lasting relevance to the local people and their experiences. Developers and site contractors will also need to be engaged in this process, so that site needs and constraints can be accommodated.
- 5.2.3 It is strongly encouraged that communicating to new and diverse groups be made a priority, so that new audiences can be reached and developed.
- 5.2.4 Whatever form of public dissemination or engagement is envisaged, it is crucial to secure resourcing and programming, prior to the commencement of site works.

5.3 On-site viewing

- 5.3.1 One of the easiest and most cost effective means of engaging the public, particularly on urban or sub-urban sites, is to allow people the opportunity to observe excavation areas through open days or invitation only events. This should be accompanied by an explanation

of the work being undertaken, which can then be updated to show the evolution of the project and significant finds. Links to project websites and use of social media, are strongly encouraged.

5.3.2 Means of on-site viewing could include:

- Viewing platforms
- Viewing windows in fences
- Interpretation cabins
- Artefactual and environmental displays
- Photographic displays
- Explanatory panels
- Explanatory leaflets
- Site lectures
- Site tours
- Open days

5.4 Off-site viewing

5.4.1 Not all sites are readily accessible to the general public; nonetheless remote engagement is often achievable. An added advantage of off-site displays and access is that communication can continue after site-based work is complete.

5.4.2 Remote access to sites has the added advantage of being able to engage audiences that would not usually be reached, either through geography, special needs or disabled access.

ICT projects

5.4.3 Websites, web cameras, blogs, pod casts, social networking sites and many other forms of digital communication can be easily used to disseminate site information, and may reach new audiences. Dynamic, creative and regularly updated websites are able to maintain public interest throughout the archaeological process and with appropriate links can provide additional publicity for the development scheme.

Temporary displays

5.4.4 There are many potential opportunities for creating temporary displays in local communities. Local libraries, museums, resource centres and civic offices are but a few of the places where small scale displays, exhibiting work in progress or current finds, could be placed. It is often possible to arrange for displays to be created within public space in the completed development.

5.4.5 Temporary displays need not be restricted to artefact display cases, but can also consist of or include photographic exhibitions; interactive computer displays, or leaflets, for example.

Talks and lectures

- 5.4.6 GLAAS strongly encourages archaeological practices and others to share their discoveries with local archaeological and history societies. Many of the societies have lecture series that could be capitalised on, and are very keen in having local sites presented to them, which creates a greater sense of ownership into the history of their localities.
- 5.4.7 Consideration should be given to introducing sites that demonstrate a regional or national significance to a larger audience. The London and Middlesex Archaeological Society, for example, hosts annual conferences on both archaeology and local history that welcome speakers.

5.5 Permanent displays and urban design

- 5.5.1 On sites where preservation *in situ* has been achieved and the remains are on display, interpretive planning, site interpretation and exhibition design will need to be considered. Similarly, where sites have been removed, or remains reburied, we would encourage the use of graphic panels, mobile downloads or other forms of display to communicate what was once present. Archaeological contractors or consultants are urged to seek advice from specialist heritage interpretation groups if such facilities are not available in-house.
- 5.5.2 With certain projects, particularly those in which there is a close working relationship between historic environment professionals and designers and architects, there is a greater potential for incorporating elements of the site's history into the concept of the development. Creating open space or utilising landscape design, for example, may mark where archaeological remains lay and public art or motifs may be inspired by archaeological finds. In certain instances, designers may even be able to incorporate substantial remains or finds into their schemes.

5.6 The media

- 5.6.1 Media coverage of archaeological findings is encouraged, as this has the potential to reach a large audience quickly and easily, depending on the level of publicity. Whilst recent on-site discoveries are often the most interesting, stories on the results of post-excavation analysis and artefact discoveries can continue to be fed to the media after investigations have been completed. The potential for positive public relations for the developer should not be discounted.

5.7 Outreach and education

- 5.7.1 Working with schools and school groups can be a very rewarding experience, and is strongly encouraged, particularly when there is a

nearby school or the archaeological works is taking place on school grounds.

- 5.7.2 It is crucial to establish working relationships with teachers prior to the development of educational packages, so that they can be engaged in that process. Key to this is identifying areas within the national curriculum that can be linked to the archaeological work – not just history, but maths, science, art, citizenship and many other subjects can be relevant. Local museums may already have links with school groups or have education officers that can be utilised.

5.8 Public archaeology

- 5.8.1 Providing people with the opportunity to actively engage with archaeological work and discovery is to give them a unique and valued experience. Involvement in the archaeological process can have a significant effect in people developing a sense of ownership with an area, and as a result feeding back into themes of identity. It is also an opportunity for people to develop new skills and abilities.
- 5.8.2 Some sites may have the potential to use volunteers from local societies or schools during the fieldwork process. This need not be restricted to work once excavation is underway, which is often subject to pressures of time and resource, but could involve the digging of test pits, survey, or building recording in advance of large-scale site works. Care must be taken to ensure that use of volunteers on a site is appropriately managed and does not supplant professional archaeologists. The Institute for Archaeologists has prepared a policy statement on the use of volunteers and students on archaeological sites, which should be followed (Institute for Archaeologists, *Policy Statements*, October 2008).
- 5.8.3 Hands on activity does not need to be confined to work on site; for example artefact handling, pot-washing, environmental sorting and archive preparation can all be adapted to use volunteers.