Worcester CITY COUNCIL

Guidelines for archaeological work in Worcester

Worcester City Council 2016

Introduction

These technical guidelines have been prepared for the use of professional archaeologists undertaking archaeological projects in Worcester in connection with development. They are closely based on guidelines developed by GLAAS for archaeological projects on London. Worcester City Council also encourages their adoption for other archaeological projects. The draft guidelines were endorsed by Worcester City Council's Planning Committee on 17 November 2016.

The guidelines provide a framework for archaeological projects which is consistent with:

- the European Convention on the Protection of the Archaeological Heritage (Valletta 1992)
- the National Planning Policy Framework (DCLG 2012)
- Planning Practice Guidance
- sectoral guidance (Historic Environment Good Practice Advice and Historic Environment Advice Notes published by Historic England)
- the South Worcestershire Development Plan (2016)
- and professional best practice as articulated by the Chartered Institute for Archaeologists (CIfA) and Historic England.

It is expected 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 chapters cover the following elements of archaeological work:

1. Desk-based assessments

2. Written schemes of investigation

3. Fieldwork

4. Analysis, reporting, dissemination, publication and archiving

5. Public archaeology

We encourage early consultation with the City Archaeological Officer to ensure that the scope of a 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 Archaeological desk-based assessments are prepared by studying documentary, cartographic, photographic and archival material, using the Historic Environment Record and other resources. They aim 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 to conform to the Chartered Institute for Archaeologists' *Standard and guidance for desk-based assessment*. We strongly encourage early consultation with the City Archaeological Officer, 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
assessment of archaeological potential
impact assessment
conclusions and recommendations
bibliography and list of sources consulted

Any 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 Worcester City HER 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 current national and local planning policy documents and cite relevant extracts in full.

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 to a scheduled monument or statutorily or locally listed building, 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 had a great influence on where people have chosen to settle and how they have used places. 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, including online mapping, give an indication of solid and drift geology. Soil Survey of Great Britain information should be used where available. 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 Worcester City Historic Environment Record (HER) holds up-to-date information on archaeological sites, artefacts, listed buildings and other heritage assets and heritage information for Worcester and is the primary resource for any archaeological assessment in the city. For sites close to the Worcester City boundaries, some data may derive from the Worcestershire County HER.

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 Worcester City HER, 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 Worcester City HER 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 based solely on other data resources, such as the Heritage Gateway, is not an acceptable substitute for a Worcester City HER search. This may also constitute breach of copyright where data has not been licenced for commercial reuse.**

Present HER data on a map, at an appropriate scale, showing the results of the search (events and monuments shown as polygons where possible) accompanied by a gazetteer using the Worcester City HER number (prefixed WCM).

The Worcester City HER can be contacted at archaeology@worcester.gov.uk or 01905 721133.

1.2.13 The Historic England Archive also holds information on heritage assets and past archaeological investigations which may provide useful information.

1.2.14 The results of significant archaeological investigations in the area are often published in the *Transactions of the Worcestershire Archaeological Society*.

Historical documents

1.2.15 It is important to identify any historical sources that pertain to the site. The local studies section of Worcestershire Libraries at the Hive should be consulted for secondary source material.

1.2.16 Much primary source material is available in the Worcestershire Archives (indexed online), which includes the Diocesan archives. A key source of material for Worcester is the late 19th and early 20th century building applications. Further resources are available at the British Library and the National Archive (Kew).

Cartographic and pictorial sources

1.2.17 There are many historic maps of Worcester, from the early 17th century onwards. Worcester City HER can supply a list of available maps, as well as digitised copies of the First Edition Ordnance Survey maps (1:500 and 1:2500) which are free of use restrictions. Include a map regression, and give consideration to the extent that previous buildings or other impacts to the site may 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 Aerial photographs should be consulted. These include a 1938 vertical aerial survey which covers a large proportion of Worcester.

1.2.20 Cropmarks are occasionally seen on aerial surveys available on a number of internet sites (e.g. Google Earth Historic Maps). If any new cropmarks are identified, save the relevant images immediately as such surveys are regularly updated. The image should then be passed to the Worcester City HER, 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 or anticipated 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 or anticipated ground disturbance, including topsoil stripping, the removal of existing buildings and foundations and remediation of contaminated areas.

1.2.26 Consider if the proposed development could harm the setting of 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, use appropriate research frameworks, including the West Midlands Regional Research Framework and the *Outline Resource Assessment and Research Framework for the Archaeology of Worcester*.

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.

1.2.30 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 City Archaeological Officer. **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, the circumstances should be discussed with the City Archaeological Officer and the planning case officer.

1.2.31 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.

1.2.32 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.**

1.2.33 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.

1.2.34 The scope for design changes to mitigate harm to the setting of heritage assets should be assessed and, where relevant, suggested changes should be outlined.

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 (WSI). 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 WSI is a requirement. All WSIs are expected to conform to the relevant Chartered Institute for Archaeologists' standard and guidance for the proposed work. It is best practice for those involved in pre-determination fieldwork to liaise with the City Archaeological Officer regarding requirements prior to the implementation of any work.

2.1.3 A formal WSI is not usually required for projects consisting only of photographic recording of buildings. These should conform to Worcester City Council's standard requirements for photographic recording.

2.1.4 Worcester City Council also encourages those proposing any historic environment project within the city to prepare and apply project designs, including local societies, student research projects and community outreach programmes.

2.2 Procedures

2.2.1 Worcester City Council will provide a formal project brief on request. Briefs or agreed WSIs will only be considered valid for six months, at which point they will need to be reviewed and potentially revised to take account of new discoveries, changes in policy or the introduction of new working practices or techniques. **Note that a charge is made for monitoring projects undertaken to fulfil the requirements of planning conditions, including the provision of briefs.**

2.2.2 A WSI is prepared by the archaeological practitioner, and sets out in detail how the requirements of the brief will be achieved. The WSI 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 WSIs should be agreed by the City Archaeological Officer 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 WSIs 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 WSI. Any substantial deviation to the original document or methodology should be agreed in writing with the City Archaeological Officer.

2.2.5 Worcester City Council 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 WSIs 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 Worcester City HER should be consulted prior to the writing of a specification. A Worcester City HER unique search number should be included in all WSIs. A search on the Heritage Gateway or any similar data sharing website is not considered an adequate substitution for a Worcester City HER search, and will not be accepted.

2.3.2 WSIs for all archaeological work should make due reference to research frameworks. All relevant frameworks should be referenced, in particular the West Midlands Regional Research Framework (comprising *The Archaeology of the West Midlands*, published period volumes, and period seminar papers available online), and the *Outline Resource Assessment and Research Framework for the Archaeology of Worcester*. Other local, regional and national frameworks should be referenced as relevant, including period-based and material-based frameworks.

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

2.3.4 Those preparing WSIs 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 England website (https://historicengland.org.uk/advice/) and the CIfA website (www.archaeologists.net).

2.3.5 The WSI will contain, at a minimum, the following elements:

organisation, author and date
Worcester City HER unique search reference number

HER event number for proposed fieldwork
Museums Worcestershire issued accession number, 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 CIfA, Worcester City Council 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 Historic England's Science Advisor
arrangements for immediate conservation of artefacts
arrangements for handling human remains, including a statement of legal compliance
policy statement for treasure, including a statement of legal compliance
post-fieldwork methodology
report preparation methodology
publication and dissemination proposals, including Worcester City HER 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 be 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*. WSIs 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 WSI.

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 Worcester City Council 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 and/or a project manager being a full member of 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 MCIfA, 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 WSI should be sent to the City Archaeological Officer for comment before formal submission to the local planning authority (where necessary to comply with a condition). This will allow for the Archaeological Officer to consider the WSI, consult if necessary, and respond with any suggested amendments.

2.4.2 The client and/or funding body should fully understand the contents of the WSI prior to submission to Worcester City Council. 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 WSI will be returned without agreement if:

- there is insufficient documentation or detail, as given in Section 2.3.5 (above)
- the requirements of the brief (if one has been supplied) are not met
- appropriate consideration is not given to how the impacts upon the historic resource will be managed
- it has not been 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 WSI 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 WSI has been approved in writing by Worcester City Council.

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. In the planning process, 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 WSI must be approved prior to any fieldwork commencing (see Part 2).

3.1.3 The City Archaeological Officer 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 – general

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 for the public, for instance by platforms or holes in site hoardings.

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 City Archaeological Officer. 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 Worcester City Council and the Regional Science Advisor.

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, depending on the site circumstances, in compliance with the Burial Act (1857), Disused Burial Grounds (Amendment) Act 1981 or other legislation. Published best practice documents should be followed. Adequate screening and security must be provided. A strategy for the removal, assessment, analysis and reburial/retention for human remains must be agreed with Worcester City Council and the Regional Science Advisor, and included in the WSI. All relevant permissions must be obtained 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 City Archaeological Officer notified.

Treasure

3.2.13 All finds specified 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, adequate precautions 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 Regional Science Advisor can advise on appropriate techniques and strategies for various geologies and other constraints. In interpreting the results of geophysical survey, any reference to 'negative evidence' must be fully qualified and explained. This is especially necessary on 'difficult' soils or geologies.

3.2.15 Topographic, fieldwalking and metal detecting surveys should be undertaken where appropriate, in accordance with guidance issued by Historic England.

Geotechnical investigations

3.2.16 In sensitive areas geotechnical investigation should be undertaken by borehole or window sampling rather than test pits.

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 material 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 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 principal aims and objectives of the fieldwork, as articulated in the WSI (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. The guidance on evaluation given in *Preserving archaeological remains: decision-taking for sites under development* (Historic England 2016: section 1.1) should be followed. This should include formal preservation assessment and deposit characterisation where appropriate.

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 City Archaeological Officer in the WSI or during a site monitoring meeting. Sieving of feature fills, deposits or topsoil should be undertaken where appropriate.

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 and soils, appropriate provision should be allowed for trenches to weather so that features can be recognised.

3.3.8 Where there is uncertainty about the identification of 'natural' deposits this should be tested by the excavation of a sondage.

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 City Archaeological Officer in a WSI. Worcester City Council has produced guidance on levels of survey appropriate for development-related projects. Photographic and drawing registers should be included in all reports.

3.5.4 As noted above (2.1.3), a formal WSI is not required for photographic recording. The method set out in *Comprehensive photographic records for historic buildings and structures* should be followed.

3.6 Monitoring

3.6.1 Representatives from Worcester City Council, the Historic England Inspector of Ancient Monuments, the Regional 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 WSI.

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 Worcester City Council monitor will seek mutually agreeable solutions, referring significant proposed variations to the local planning authority. The Worcester City Council 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 WSI a site meeting will be called immediately with the client, the planning case officer, the City Archaeological Officer 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 (WCM number) from the Worcester City HER before fieldwork commences. This site code will be used in all project reporting, recording and archiving.

3.8.2 Use an industry-standard site recording system compatible with other single-context recording systems which are currently used in Worcester. This should be fully documented in a manual. No alternative recording system may be adopted without the prior agreement of the City Archaeological Officer.

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 Worcester City Council prior to the commencement of work, in order to ensure compliance and compatibility. Born-digital systems are in principle acceptable where fully documented and compatible as for paper-based systems. 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 normally be deposited with Museums Worcestershire, within the timescales specified in the WSI. 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 Museums Worcestershire deposition guidelines prior to the commencement of works, to ensure that the archive is acceptable and compatible with others produced in Worcester. 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. 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 coordinates. 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 records of archaeological investigations

3.8.11 Prepare a full photographic record of the investigations in accordance with the specified policy agreed in the WSI. 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.

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 WSI.

3.8.14 On occasion Worcester City Council 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 WSI.

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 Regional 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 (eg 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 Regional 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 Museums Worcestershire 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 City Archaeological Officer and Museums Worcestershire.

3.9.9 All finds and samples will be treated in a proper manner and to standards agreed in advance with Museums Worcestershire. They will be exposed, lifted, and processed, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out by Museums Worcestershire.

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 The Worcestershire County Fabric Series is the key reference resource for ceramics, and is curated by the Worcestershire Archive and Archaeology Service. This must be referred to for descriptive and analytical purposes. The fabric series is available online, but only in an incomplete form which has not been regularly updated. All specialist ceramics reports must either use the Worcestershire County Fabric Series, or be fully cross-referenced to it, in order to ensure that terminology is consistent.

3.9.12 Museums Worcestershire also holds important comparative collections of material and 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: Analysis, reporting, dissemination, publication and archiving

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 Worcester City 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 Worcester City HER so that public access is assured. This will include post-excavation assessments and updated project designs where these contain information which is not included in the final report (eg on material not taken forward for full analysis).

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 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 preservation of remains, and/or further investigation or study.

4.2.2 Reports should follow a recognised format unless otherwise agreed in the WSI. 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
Worcester City HER/OASIS form

4.2.3 Submit one digital PDF/A file of the report and GIS data (see 5.3 below) to the City Archaeological Officer within the timeframe agreed in the WSI, usually six weeks of completing fieldwork. The City Archaeological Officer will pass a copy of the report to the Worcester City HER.

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.

4.3 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 City Archaeological Officer and/or the Regional 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 Worcester City 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 Worcester City HER. 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 Worcester City HER will be provided with Geographic Information System (GIS) or Computer Added Design (CAD) files for the project showing:

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

- Site outline, and
- Trench/test-pit location(s)
- The Site Code,
- Scale
- 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

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 Worcester City HER so that bibliographic details are noted.

4.5.6 Ensure that site summaries are submitted to the appropriate period-based national journals.

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

4.5.8 Worcester City Council 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 Museums Worcestershire within the timescales specified in the WSI and in accordance with current deposition guidelines as advised by the Museum. Only in exceptional circumstances will another museum be considered acceptable as an alternative depository. This will in the first instance 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 deposited with 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 City Archaeological Officer or Regional 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 *Archaeological archives: a guide to best practice in creation, compilation, deposition and curation.*

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 Museums Worcestershire do not curate digital archives, and arrangements for deposition of the digital archive must be made with ADS, whose guidance on the needs of digital storage and archival compatibility will be followed.

4.6.11 Security copying will be in line with the recommendations of the Historic England Archive.

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, *Standard 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 Planning policy (NPPF para 141, SWDP 24D) encourages 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 WSI.

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 may be opportunities to incorporate outreach activities into programmes such as the Festival of British Archaeology (sponsored by the Council for British Archaeology), Heritage Open Days, or local festivals.

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 suburban 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 can include:

- Viewing platforms
- Viewing windows in hoardings
- 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 Many sites are not 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 and digital communication

5.4.3 Websites, webcams, blogs, podcasts, 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. Libraries, museums, community centres and civic offices are only 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 Worcester City Council strongly encourages those undertaking archaeological work to share their discoveries with the community through talks and lectures.

5.4.7 Local archaeological societies, including the Worcestershire Archaeological Society, have lecture series which can accommodate lectures on current or recent excavations and other archaeological work. It may also be possible to arrange for a lecture at the annual Worcestershire Archaeological Dayschool, organised by the Worcestershire Archive and Archaeology Service.

5.5 Permanent displays and urban design

5.5.1 On sites where preservation *in situ* has been achieved and 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, it may be possible to incorporate substantial remains or finds into a development.

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 involve 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 the involvement of volunteers on a site is appropriately managed and does not supplant professional archaeologists. The Chartered Institute for Archaeologists has prepared a policy statement on employing volunteers and students on archaeological sites, which should be followed (*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 so that volunteers can participate.

Appendix 1: Comprehensive photographic records for historic buildings and structures

This specification covers comprehensive photographic records, including those submitted to Worcester City Council for discharge of planning, listed building or conservation area consent conditions. A comprehensive photographic record aims to provide a rapid record of a building or structure before works take place which may affect its interest. If new information comes to light during works, further photographs may be required.

Depending on the extent of works, the record may need to be comprehensive for a whole building, or only for those parts which are affected.

Photographic records should be submitted digitally wherever possible. Photographs should be taken with a good quality camera, either a digital camera with a 5 megapixel or larger sensor, or a film SLR. Digital photographs should be submitted in either TIFF or high quality JPEG format.

The following should be included in a comprehensive photographic record:

Written information

- The precise location of the building, by name or street number, civil parish (if relevant), postcode and National Grid reference; details of any designations (listing etc).
- The date(s) when the record was made, and the name(s) of the recorder(s).

Survey drawings

- Architects drawings or roughly dimensioned sketch plans should be marked up with the locations of photographs (where taken from and direction).

Photography

- General view or views of the exterior of the building.
- General views of all rooms and circulation areas.
- Detailed coverage of the building's external appearance.
- Any external detail (structural, decorative or functional), which is relevant to the building's design, development and use and which does not show adequately on general photographs.
- Internal detail (structural, decorative or functional), as above.
- The building's relationship to its setting, to other buildings, or to a significant viewpoint.
- Detailed photographs of features or areas of the building to be affected by development or works.

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Versions

1.0	Draft endorsed by Worcester City Council Planning Committee 17 November 2016.
1.1	Published version December 2016 Cover picture and Appendix 1 added. Amendments made to take account of *Preserving archaeological remains* guidance and recommendations from *What value? Archaeological evaluation and mitigation in Worcestershire 1990 to 2014* (draft report). [Case studies to be added]

Cover: aerial view of excavations at Newport Street, 2005 (Mike Glyde)