



English Historic  
Towns Forum

for prosperity and conservation in historic towns

Report No. 51

# Archaeology in Historic Towns

## - A Practical Guide



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This topic paper follows on from the publication "**Conservation Area Management - A Practical Guide**" (June 1998).

Further papers will be published in this series.

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# Archaeology in Historic Towns: A Practical Guide

## Introduction

This guidance paper is aimed at those individuals who need to take account of archaeological issues in their day to day work, but who are not archaeologists and who have not had any archaeological training. This hands on guide:

- sets out the background to archaeology in historic towns
- looks at the guidance and legislation relating to archaeological deposits and monuments
- deals with archaeology in development plans
- describes the methodologies for dealing with archaeological issues on sites affected by development proposals
- provides pointers to sources of archaeological advice.

## What is archaeology?

Archaeology is the study of the material remains of the past. The impact of humans on their environment in order to provide food and shelter, places to work, places to worship, burial places, places to fight (or be safe from fighting) and to play has created a rich legacy of deposits and artefacts, features, structures, and buildings that together make up the archaeological resource of this country. It can be either buried and invisible as, for example, the majority of urban archaeological deposits; or it can be visible as, for example, historic buildings, cathedrals, burial mounds or henges.

The archaeological resource is important for three reasons. First, it provides a sense of place which people understand and can relate to. Second, it provides a reservoir of potential data that can be used to explore and answer questions about the past. Third, it is valuable for its role in education, leisure and tourism, and economic and social regeneration.

Standing buildings or structures, whether listed or not, may incorporate elements of earlier structures. They may be structures that have survived almost unchanged and represent important examples of particular types of structure, be it domestic, industrial, religious, or civic. Standing buildings represent a reservoir of data, for example:

- the exploitation of raw materials to produce buildings
- the development of construction techniques
- the development of building forms
- the development of industrialisation
- and the material expression of social attitudes and habits

In many cases standing buildings preserve the dimension which is not represented in buried archaeological deposits; the space in which people performed the tasks which produced the buried archaeological record. Therefore, standing buildings preserve an important part of the archaeological resource of this country.



*Dragon Hall Norwich. Archaeology surviving both above and below ground.*



This resource requires proactive management in order to ensure either its continued preservation or recording prior to alteration or destruction.

## Legislation and Guidance

### *Ancient Monuments and Archaeological Areas Act 1979*

This is the *main* piece of archaeological legislation. There is no single coherent legal framework for the protection of archaeology as is often found in the rest of Europe.

- Part One of the Act allows the Secretary of State to include a site or monument on the schedule of ancient monuments. This gives the monument statutory protection against disturbance or destruction. It is a *criminal* offence to do unauthorised works to or damage a scheduled ancient monument (SAM).
- Part Two of the Act relates to the designation and operation of Areas of Archaeological Importance (AAI) where special rules apply - only five towns (Canterbury, Chester, Exeter, Hereford, and York) have been so designated.

### *Planning Policy Guidance 16: Archaeology and Planning (PPG16).*

Most archaeological deposits are not scheduled and lie outside AAI's. The impact of development on these deposits can be managed through the development control process following the guidance provided by PPG 16 which:

- describes the importance of archaeology
- provides advice on the handling of archaeological matters in the planning process
- establishes a presumption in favour of preservation of archaeological deposits of national importance, whether scheduled or not
- defines a process of assessment and evaluation prior to granting planning consent for a development.

PPG 16 is important in that it supplies a cogent framework for archaeology that can be used in conjunction with the Town and Country Planning Act 1990 and the Planning (Listed Buildings and Conservation Areas) Act 1990.

### *Planning Policy Guidance 15: Planning and the Historic Environment (PPG15)*

Much archaeology survives above ground in buildings and other structures. PPG15:

- gives guidance on the assessment, analysis and recording of listed buildings affected by alterations or demolition (paras 3.22-3.24)

- requires consent for the demolition of unlisted buildings in Conservation Areas (paras 4.25-4.29)
- offers English Heritage (formerly the Royal Commission for Historic Monuments England) the opportunity to undertake recording work in advance of alterations or demolition to listed buildings (para 3.22)
- gives guidance on archaeology and the designation of conservation areas (para 4.4)

### *Archaeology and Permitted Development*

Archaeological deposits are often threatened and destroyed by operations that do not require planning permission. On SAMs or within AAIs most of these operations are covered by the provisions of the Ancient Monuments and Archaeological Areas Act 1979. However, most, if not all, of the operations undertaken by the statutory undertakers fall outside the scope of both the Town and Country Planning Act 1990 and the Ancient Monuments and Archaeological Areas Act 1979. The exception is on SAMs where consent is required from the Secretary of State for any disturbance. Most statutory undertakers, however, are under a legal obligation to have



*Excavation of human remains*



regard to the desirability of preserving archaeological deposits and may have internal procedures to discharge this duty.

There are several other pieces of legislation that can be used to manage archaeological deposits, these are listed in the appendix.

### Archaeology in Development Plans

Archaeological deposits are a finite, non-renewable resource. Development plans must contain policies that cover the protection, enhancement, and preservation of sites of archaeological interest and their settings. There should be specific policies for the following issues:

- the evaluation of the archaeological potential of a site as part of a planning application
- the recording, analysis, publication and deposition of archaeological deposits and excavation archives where the in-situ preservation of deposits is not warranted
- the investigation and recording of historic buildings, whether listed or unlisted.
- preserving sites of regional, county or local importance, with an emphasis on preservation in-situ
- preserving internationally renowned areas (eg World Heritage Sites) and nationally important archaeological sites or areas (eg Scheduled Ancient Monuments) with a strong emphasis on preservation in-situ
- conserving historic parks and gardens

### How should archaeological issues be handled on sites affected by development proposals?

Where development proposals could result in the demolition or alteration of buildings of historic interest or in significant ground disturbance, archaeology must be addressed. The flow-chart (Appendix 1) and the following sections provide a general framework and guidance which can be followed.

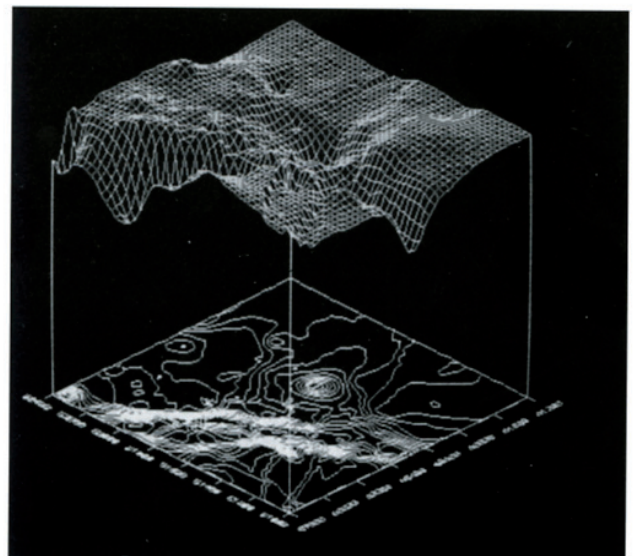
#### Sources of advice and information

Archaeological information is held by number of different agencies.

- The local County or District Archaeologist, often also referred to as the curator, should be the first point of contact. The curator holds and maintains an archaeological database called a *Sites and Monuments Record (SMR)*.

Some counties have *Extensive Urban Surveys* of their smaller historic towns. In some larger historic towns, the curator may also hold and maintain an *Urban Archaeological Database (UAD)*. These databases are held either on computers (sometimes in a GIS), or as a paper record (cards, record sheets), supplemented with annotated maps at 1:10000 scale, aerial photographs, and parish files.

- The local authority Conservation Officer who holds a copy of the Secretary of State's List of Buildings of Special Architectural or Historic Importance (the *List*, sometimes called the *greenback* or the *blueback*). Some local authorities have also identified buildings of local interest in the Local Plan. The Local Plan may also contain details of archaeological sites and areas and may also provide supplementary planning guidance on archaeology.
- English Heritage which maintains the National Monuments Record (NMR). The NMR is the public archive of the former Royal Commission on the Historical Monuments of England (RCHME; see <http://www.rchme.gov.uk/nmr.html>). Where a site contains a SAM then English Heritage's relevant regional office must be consulted as soon as possible as consent is required from the Secretary of State.
- The local museum, reference library, County or City Record Office, will also contain useful information. Some local History Societies and amenity groups also maintain useful records.



York Urban Archaeological Database: deposit model of medieval deposits



### Early Discussions

*Whenever a site or application is considered where archaeology (either above or below ground) may be an issue, the County or District Archaeologist and the local authority Conservation Officer must be your first contacts.*

This should be at the earliest possible stage, preferably prior to an application being made. The potentially conflicting needs of development and archaeology can be reconciled if developers discuss their proposals at an early stage with the local planning authority.

In order to manage archaeology within the planning process, there are a number of clear stages that must be gone through: a desk-based assessment; field evaluation; producing a mitigation strategy; and making recommendations to planning committee.

### Desk-based Assessment

Where discussions with the County or District Archaeologist indicate that there will be no archaeological implications caused by development, then no further archaeological action is necessary. However, where the curator or Conservation Officer indicates that a site may contain archaeological deposits or be of known archaeological importance, then it is normal for the developer to commission a desk-based assessment. This exercise will normally consist of a thorough review of all existing archaeological information relating to the area, site, or structure in question. It will not involve the collection of new data through fieldwork.

### Field Evaluation

An archaeological field evaluation may be necessary following a desk-based assessment if the assessment considers it necessary to provide detailed information about the character, date, quality and state of preservation of the deposits or structures on a development site. When considering applications for alteration, extension or demolition of a standing building, it is important to know whether the building as a whole, or only elements of it, have archaeological potential. In many cases, the potential will extend to the whole building and its surrounding curtilage of land. However, in other cases, inappropriate and unsympathetic additions and alterations may have destroyed much of the character and appearance of the building.

*It is the responsibility of the developer or applicant to commission and pay for the desk-based assessment, the archaeological field evaluation and all subsequent stages in this process. The curator will monitor all stages in this process.*

Curators may maintain a list of archaeological contractors that will be made available to the developer and the local planning authority. Where such lists do not exist, the Institute of Field Archaeologists' *Directory of Members and register of Archaeological Organisations* may be helpful. The choice of archaeological contractor rests with the client.



*An archaeological evaluation, St George's Street Norwich*

A field evaluation is normally carried out by an archaeological contractor to a brief or specification prepared either by the curator or by an archaeological consultant employed by the developer and agreed with the curator. The brief will define the planning situation and set out the archaeological issues which have to be addressed, together with an indication of the scope of works which will be required. A specification is a schedule of works set out in sufficient detail which can be quantified, implemented and monitored. A specification may sometimes be used to appoint an archaeological contractor by competitive tender. Field evaluations are normally small, rapid and inexpensive projects quite distinct from full archaeological excavation. When an archaeological unit has been appointed, it will normally produce a written scheme of investigation (WSI) which describes in detail how the field evaluation will be carried out and its objectives met.



The field evaluation may consist of both intrusive and non-intrusive methods. Intrusive methods may normally include boreholes and the excavation of a small number of trenches on the site. Sometimes a developer will commission a geotechnical investigation of the site at the same time. Archaeological and geotechnical investigations can often be combined. This reduces the number of destructive intrusions into the archaeology and can also save the developer money. Non-intrusive methods will normally consist of some form of geophysical survey (resistivity, magnetometry, or ground probing radar). Non-intrusive methods at present have limited applications in an urban context, except where a site may include areas of green open space or where very specific questions can be asked.

Where a standing building is the subject of an archaeological field evaluation, both non-intrusive and intrusive methods may be used. Where a full archaeological survey of a building is deemed necessary, it should include full drawings (eg measured hand plans and elevations, photogrammetric drawings, or rectified photography) and complementary photographs. Infra-red thermography, ultrasound, and ground-probing radar may also be used. Intrusive investigations may include selective opening up (with listed building consent where necessary), samples of paint finishes, wallpapers, wood and mortar (particularly if they provide convincing evidence of the earliest condition of the building) and dendrochronology.



*Dendrochronology: taking samples from in-situ timber framing, Walmgate Bar, York*

Archaeological surveys of standing buildings will need to be undertaken by a suitably qualified archaeologist or historic buildings expert. The Association of Local Government Archaeological Officers has produced a useful advice booklet, *Analysis and Recording for the Conservation and Control of Works to Historic Buildings* (1997).

The evaluation will produce a report that will address the questions set out in the brief and specification. This information must be used to produce an archaeological mitigation strategy. Most planning authorities will require a report on the results of an archaeological evaluation and a mitigation strategy to be submitted as part of a planning application.

If a developer is not prepared to provide evaluation information voluntarily, then the local planning authority may direct the applicant to provide such information under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988.

Where an application is made without prior discussions local planning authorities must, in consultation with the curator, make a rapid assessment of the archaeological implications. If there is insufficient evidence available to provide this assessment then the authority may either direct the applicant to supply the information or it may ask for an application to be withdrawn until such evidence is made available, or, where appropriate policies exist in the Local Plan, it may refuse consent.

### *Mitigation Strategy*

An archaeological mitigation strategy will normally consist of:

- the evaluation report
- a statement setting out what impact the development will have on the archaeological deposits or structure preserved on the site
- what archaeological or design measures will be taken to mitigate the impact of the proposals and allow for either preservation in-situ or for archaeological excavation (sometimes called preservation by record), or further recording of above-ground structures
- limits to the depth to which construction groundworks can go into a site

It is the responsibility of the developer and applicant to submit a mitigation strategy. Discussions can take place on the acceptability of the mitigation strategy either during its preparation or once it has been submitted to the local planning authority. These discussions are very important. The best





*Mitigation Strategy in action: carefully positioned piling avoids excessive damage to important archaeological remains*

mitigation strategies are the result of informed positive discussions between all parties involved in the development process - developers, architects, engineers, archaeological contractors, curators, Conservation Officers, and planners.

The mitigation strategy will contain archaeological information, architects or engineering drawings, and methods statements (on, for instance, foundation construction). Where the mitigation strategy requires archaeological excavation, the detailed scheme of investigation for the project must be included. A frequent archaeological response will be an archaeological watching brief. This allows an archaeologist to be on-site so that any deposits which may be revealed during construction works can be recorded. The costs of an archaeological excavation, watching brief, or building recording are the responsibility of the developer.

This information should be reported to the Planning Committee who can then make an informed decision on the application.

#### *Use of Conditions*

A mitigation strategy can be made the subject of either a planning condition (such as is suggested in para 30 of PPG16) or can be incorporated into a legal agreement under Section 106 of the Town and Country Planning Act 1990. PPG16 paras 29 and 30 give advice on the use of conditions. Many authorities have devised their own standard conditions to cover the mitigation strategy, archaeological excavation, an archaeological watching brief, foundation design and methodology, and limits to the depth of disturbance.

Where consent is granted for works of extension or alteration and a more detailed record than that which has been made at the desk-based assessment or field evaluation stage, a condition requiring detailed recording work may be used. In any case, it is sensible to use a condition requiring the developer to alert the local planning authority if unsuspected features are revealed during the course of development.

#### *Unexpected archaeological discoveries during development*

Para 31 of PPG 16 gives guidance on what to do when totally unexpected problems arise while development is in progress. In practice, this rarely happens if the procedures described above are followed. However, where this situation does arise, the best way forward is for all the parties concerned (the developer, the local authority, the curator and Conservation Officer, the archaeological contractor and, if a find of potential national importance is made, English Heritage) to meet and discuss ways of dealing with the problem. This may involve some degree of compromise in order to reach a satisfactory agreement.

### **Treasure**

There is often a lot of confusion over what constitutes treasure (or treasure trove as it was formerly called). The 1996 Treasure Act introduced a new, clearer definition of treasure (see Appendix for details, and for more detailed guidance see <http://www.finds.org.uk>). If there is any doubt as to what may constitute treasure, it will probably be safest to report the find. All finds of treasure must be reported to the coroner for the district in which they are found either within 14 days after the day on which the find was made or within 14 days after the day on which it was realised that the find might be treasure (for example, as a result of having it identified). The obligation to



report finds applies to everyone, including archaeologists. Where a Museum wishes to acquire the find, the coroner will hold an inquest to decide whether the find is treasure. The coroner will inform the finder, occupier and landowner and they will be able to question witnesses at the inquest. Treasure inquests will not normally be held with a jury. If the find is declared to be treasure then it will be taken to the British Museum or the National Museums & Galleries of Wales so that it can be valued by the Treasure Valuation Committee. This valuation will be paid as a reward to the finder and/or landowner, depending on any agreements that had been made prior to the find being made.

### And then...?

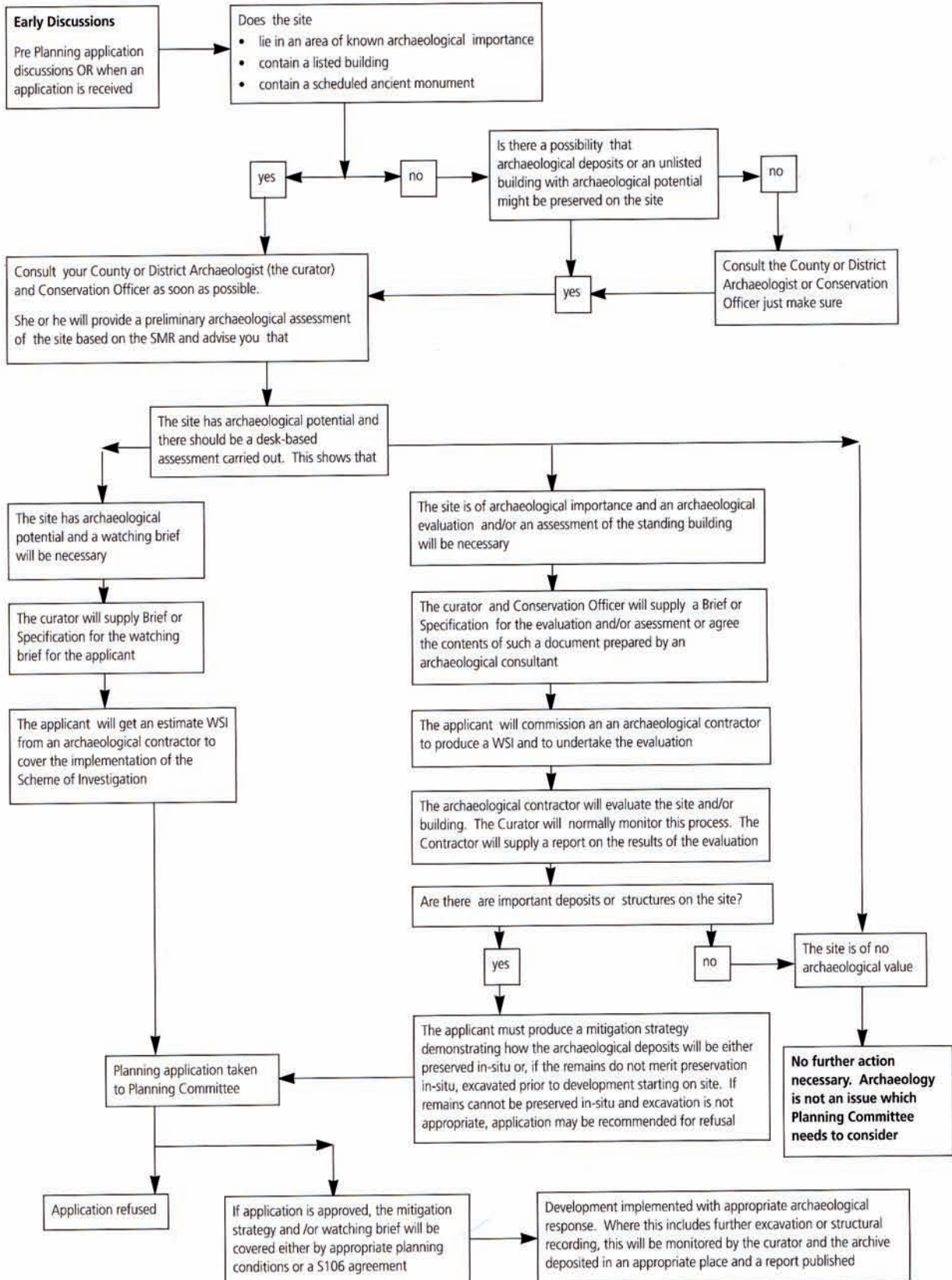
The processes described above will produce a large amount of archaeological information. Each element will produce a report, often accompanied by portfolios of photographs and drawings. An archaeological mitigation strategy will also potentially be a series of drawings and reports. These reports must be deposited with the appropriate SMR. A copy of the mitigation strategy must also be deposited with the SMR. It is very important that all this archaeological information is maintained and made available for public use. The local SMR is the key archive. All discussions with developers and applicants must include an agreement to deposit copies of all archaeological reports surveys, photographs, etc with the relevant SMR. *The landowner will own any archaeological material which is removed from a site and will retain ownership except where material is declared as treasure and may therefore be claimed by the local museum or the British Museum.*

However, where an evaluation, watching brief, or excavation produces archaeological material, this material should be deposited with an appropriate museum. This will entail a transfer of ownership to the museum. Where a landowner does not want to give up ownership of the material, appropriate storage conditions must be provided for the archive by the owner of the material. In addition provision must be made for the effective communication of the results of an archaeological project to the general public.



## Appendix I

This flow chart represents a generalised, sequential process. In practice, where sufficient information exists, stages may be leapfrogged. On complex sites, stages may occasionally need to be repeated.





## Appendix II

### Useful Contacts

#### Association of Local Government Archaeological Officers (ALGAO),

c/o Planning Division,  
Essex County Council,  
County Hall,  
Chelmsford,  
Essex,  
tel 01245 437676  
<http://www.algao.org.uk/>

ALGAO provides a forum representing archaeologists working for local authorities and national parks throughout England and Wales. Its members are senior professional archaeologists employed by local authorities to provide advice on archaeological conservation and management.

#### Council for British Archaeology (CBA),

Bowes Morrell House,  
111 Walmgate,  
York  
YO1 2UA,  
tel 01904 671417,  
fax 01904 671384  
<http://www.britarch.ac.uk/>

The CBA is the leading representative body for archaeology in Britain. It is a source of advice on local plan policies and is a statutory consultee on listed building applications. Its Internet Information Service is a comprehensive index of British archaeology

#### County and District Archaeologists

See ALGAO above. A contact list is available at <http://www.rchme.gov.uk/smr/addresslist.html>.

#### English Heritage

Fortress House  
23 Saville Row  
London  
W1X 2HE  
tel 0171 973 3000  
fax 0171 973 3001  
<http://www.english-heritage.org.uk/>

English Heritage's principal aims are:

- To secure the conservation of England's historic sites, monuments, buildings and areas.
- To promote people's access to, and enjoyment of, this shared heritage.
- To raise the understanding and awareness of the heritage and thereby increase commitment to its protection

English Heritage has nine regional offices; contact details are available from Fortress House

#### Institute for Field Archaeologists

University of Reading  
2 Early Gate  
PO Box 239  
Reading RG6 6AU  
Telephone: 0118 931 6446  
Fax: 0118 931 6446  
<http://www.archaeologists.net/>

The Institute of Field Archaeologists (IFA) is the professional organisation for archaeologists. It was founded in 1982 to advance the practice of archaeology and allied disciplines by promoting professional standards and ethics for the conservation, management and study of the archaeological resource.

#### Institute of Historic Building Conservation (IHBC)

Dr Richard Morrice  
Secretary to the IHBC  
3 Stafford Road  
Tunbridge Wells  
Kent TN2 4QZ  
e-mail: [secretary@ihbc.org.uk](mailto:secretary@ihbc.org.uk)  
<http://www.ihbc.org.uk/>

IHBC is the professional institute which represents conservation professionals in the public and private sectors in the United Kingdom and Ireland

**NB: Information correct at time of publication**



## Appendix III

### Glossary

#### AAI

Area of Archaeological Importance. Part Two of the Ancient Monuments and Archaeological Areas Act 1979 allows the Secretary of State to designate AAI's. Five towns have AAI's (Canterbury, Chester, Exeter, Hereford, York). Within an AAI there is a Statutory Investigating Authority (SIA), usually the local archaeological unit. Anyone who undertakes an operation that will either disturb the ground, flood the ground or tip material on the ground must serve notice on the local authority. Receipt of the notice gives the SIA six weeks within which it can either claim access for a watching brief, claim a period of up to 4 months and two weeks to undertake an excavation, or state that it has no interest in the operation. The Act makes no provision for meeting the costs of the SIA in exercising its statutory rights under the Act. The use of metal detectors within an AAI is prohibited.

#### *Ancient Monuments and Archaeological Areas Act 1979*

The principal piece of archaeological legislation as subsequently amended by the Heritage Act 1983. Part One allows the Secretary of State to add monuments of national importance to the Schedule of Ancient Monuments. It is a criminal offence to undertake works to a scheduled ancient monument (SAM) without the consent of the Secretary of State. It is a criminal offence to use a metal detector on a SAM. Part Two of the Act is described above (see AAI).

#### Archive

Archive has two meanings in the context of archaeology. It can mean (a) the collection of paper records, photographs, digital records, and material which is created or recovered as a result of an archaeological project (building survey, evaluation, excavation, watching brief) and (b) the place, usually either the SMR or the local museum, where an archaeological archive is deposited.

#### Borehole

A method for extracting small diameter cores of soil for archaeological or geotechnical analysis

#### *Burial Act 1857*

The legislation which relates to the interment, protection and exhumation of human remains is complex. Section 25 of the Burial act 1857 makes it a criminal offence to remove human

remains from a place of burial without a licence. See also Disused Burial Grounds Act 1884 and 1981.

#### Client

\*The individual or organisation commissioning and funding an archaeological project

#### Contractor

The archaeologist or archaeological organisation appointed by the Client to undertake an archaeological project

#### Curator

\*A person or organisation responsible for the conservation and management of archaeological evidence by virtue of official or statutory duty.

#### Curtilage

The area of land surrounding the listed building at the date of the statutory listing. Ultimately any decision as to whether a building, structure or object is within the curtilage of a listed building is a matter for the Courts (see PPG 15 paras 3.30-3.36)

#### Dendrochronology

Tree-ring dating based on counting and comparing patterns of annual growth rings with a master chronology

#### Desk-based Assessment

\*An assessment of the known or potential archaeological resource within a specified area or site consisting of a collation of existing written and graphic information, in order to identify the likely character, extent and relative quality of the actual or potential resource

#### *Disused Burial Grounds Acts 1884 and 1981*

These Acts provide protection for human remains which lie within a former burial ground which may be threatened with disturbance through development.

#### Evaluation

\*A limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site and, if they are present, defines their character and extent and relative quality. It enables an assessment of their worth in a local, regional, national or international context.

### *Excavation*

The systematic recording and removal of archaeological features, structures, deposits, artefacts and ecofacts according to a clearly defined research and project design. Usually the first step in an archaeological project consisting of excavation, post-excavation analysis, publication and deposition of an archive with an appropriate museum or SMR.

### *Extensive Archaeological Survey*

English Heritage funded programme designed to address the problem of the lack of contextual and comparative archaeological and historical information by characterising particular areas of the towns (known as plan elements) and making an informed assessment of their archaeological and historical importance on a County by County or regional basis. Data collected will be fed into the local SMRs

### *Geophysical Survey*

A non-intrusive, non-destructive survey consisting of one or more different techniques designed to produce an image or series of images of sub-surface features and deposits. See ground probing radar, magnetometry and resistivity

### *Geo-technical Survey*

Survey normally undertaken by a specialist soil-survey company designed to provide information relating to ground contamination, chemical characteristics of the soils, and load-bearing capacities of the soils.

### *GIS*

Geographic Information System. Computer software designed to present and analyse data spatially.

### *Ground Probing Radar (GPR)*

Non-intrusive method used in geophysical surveys. Uses radar technology to create images of sub-surface features, deposits and voids.

### *Infra-red thermography*

Non-destructive survey allows identification of structural features covered over by later fabric due to differential emanation of IR radiation.

### *Magnetometry*

A non-intrusive method based on remote measurements of differences, or local anomalies, in the magnetic field relative to the earth's magnetic field are measured. These anomalies are due to local variations of magnetic susceptibility in the subsurface of the site caused by archaeological features such as walls, ditches etc. Readings collected over a site can be displayed as an image.

### *NMR*

National Monuments Record is the public archive of the former Royal Commission on the Historical Monuments of England (RCHME). It holds over 12 million items including old and new photographs, maps, reports and surveys as well as complete coverage of the country in aerial photographs

### *RCHME*

Royal Commission for Historic Monuments England. Now part of English Heritage.

### *Resistivity*

A non-destructive method based on measurements of differences in electrical resistance in the ground. This type of survey works by passing an electric current through the ground to determine resistance. Stone walls will be more resistant than their surroundings (because less water is present in them) whereas ditches or pits will be less resistant, because water collects in them.

### *SAM*

Scheduled Ancient Monument. An archaeological site, structure or feature which meets the Secretary of States criteria (see PPG 16 Annex 4 for a list and explanation of these criteria) as being of national importance See Ancient Monuments and Archaeological Areas Act 1979.

### *SMR*

Sites and Monuments Record. Each County Council in England, as well as some Unitary Authorities and District Councils, maintains an SMR. It is a database containing information about individual archaeological monuments, buildings and sites and will include details about sites from the prehistoric period to the 20th century.



### Treasure Act 1996

The Treasure Act 1996 introduced a new, clearer definition of treasure:

- Objects other than coins: any object other than a coin provided that it contains at least 10 per cent of gold or silver and is at least 300 years old when found.
- Coins: all coins from the same find provided they are at least 300 years old when found
- An object or coin is part of the same find as another object or coin if it is found in the same place as, or had previously been left together with, the other object. Finds may have become scattered since they were originally deposited in the ground. Only the following groups of coins will normally be regarded as coming from the 'same find': (a) hoards, which have been deliberately hidden; (b) smaller groups of coins such as the contents of purses, which may have been dropped or lost and (c) votive or ritual deposits. Single coins found on their own are not treasure.
- Associated objects: any object, whatever it is made of, that is found in the same place as, or that had previously been together with, another object that is treasure.
- Objects that would have been treasure trove: any object that would previously have been treasure trove, but does not fall within the specific categories given above. These objects have to be made substantially of gold or silver; they have to have been buried with the intention of recovery and their owner or his heirs cannot be traced.

The following types of find are not treasure:

- objects whose owners can be traced
- unworked natural objects, including human and animal remains, even if they are found in association with treasure
- objects from the foreshore which are not wreck.

### UAD

Urban Archaeological Database (a database of archaeological excavations, watching briefs, etc). English Heritage is funding a programme to produce a UAD and an archaeological strategy document for thirty historic towns in England. It is within the historic core of each of the 30 towns.

### Ultrasound

Method for evaluating the structural integrity of structural elements, particularly timber, in a building.

### Watching Brief

A watching brief consists of one or more archaeologists being present during the excavation by builders of trenches for foundations and services in order to record any archaeological deposits or features which may be revealed in the trenches.

### Water Act 1989

Part I, Para 8(1)(b) places a statutory duty on every relevant body covered by the Act 'to have regard to the desirability of protecting and conserving buildings, sites and objects of archaeological, architectural or historic interest...'

### WSI

Written Scheme of Investigation. A document that describes in detail how a field evaluation will be carried out and its archaeological objectives achieved.

The EHTF is grateful to the Institute of Field Archaeologists for permission to reproduce definitions (marked \* above) from By-Laws, Standards and Policy Statements of the Institute of Field Archaeologists, IFA 1999

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