

ARCHAEOLOGICAL WATCHING
BRIEF AT
77, OLD ROAD,
BROMYARD,
HEREFORDSHIRE

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With a contribution by Dennis Williams

Illustrations by Carolyn Hunt

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Project 3102
Report 1695
HSM 44818

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Archaeological watching brief at 77, Old Road, Bromyard, Herefordshire

Tom Vaughan

With a contribution by Dennis Williams

Part 1 Project summary

An archaeological watching brief was undertaken at 77, Old Road, Bromyard, Herefordshire (NGR: SO 6510 5458). It was undertaken on behalf of Hercules House Ltd, who intends residential redevelopment, for which a planning application has been submitted. The project aimed to determine if any significant archaeological deposits were present and if so to indicate their extent, state of preservation, date, type, vulnerability and documentation.

Observation and recording of archaeological deposits was limited to areas of ground disturbance associated with the development. Approximately 40% of the total area of the development site was monitored. The works included major ground reduction along the southern side of Old Road and the excavation of building platforms.

No significant archaeological features, layers, structures, deposits or horizons were identified, not artefacts recovered.

The earliest structural remains on site comprised a stack of handmade 17th-18th century roof tiles. However, they were associated with a dump of building debris which contained 20th century material. It is unclear if these tiles were removed from a building which previously occupied the site, such as No. 77, or were from further afield. The earliest identified in situ structural remains observed date from the 18th century and comprised a stone structure with an internal brick floor, which may have been an outhouse the former No. 77. The date of construction of the main house is unclear, although a building with a similar footprint is indicated on the tithe map of 1844.

A small brick and stone structure with a red tile floor lay within a sand revetting wall to the north-east corner of the site. It appears to be the building depicted on the 1st edition OS map of 1885. Otherwise only a small number of 19th-20th century rubbish pits and a brick soakaway were identified across those monitored areas of the site.

The limited finds assemblage from this site provided evidence of residual domestic debris from the early 17th century onwards. It would appear therefore that the site has not been extensively occupied or utilised previously, and was put to pasture and gardens from at least the mid 19th century.

Part 2 Detailed report

1. Background

1.1 Reasons for the project

An archaeological watching brief was undertaken at 77, Old Road, Bromyard, Herefordshire (NGR SO 6510 5458; Fig 1), on behalf of Hercules House Ltd. They intend residential redevelopment with sixteen houses, for which a planning application has been submitted to Herefordshire Council, who consider that archaeological remains may be affected.

1.2 Project parameters

The project conforms to the *Standard and guidance for an archaeological watching brief* (IfA 2008).

The project also conforms to a generic brief prepared by Herefordshire Council (Herefordshire Archaeology 2004) and for which a project proposal (including detailed specification) was produced (HEAS 2007).

1.3 Aims

The aims of the watching brief were to monitor all groundworks associated with the development, in order to locate and record surviving archaeological deposits and, if present, to determine their extent, state of preservation, date, type, vulnerability and documentation. The purpose of this was to establish their significance.

2. Methods

2.1 Documentary search

Prior to fieldwork commencing a search was made of the Herefordshire Sites and Monuments Record (SMR). In addition to the sources listed in the bibliography the following were also consulted:

Cartographic sources

- 1844, Bromyard Tithe map
- 1st edition Ordnance Survey 1888, sheet XXI SW, scale 6":1 mile
- 1st edition Ordnance Survey 1891, sheet XXI NW, scale 6":1 mile

2.2 Fieldwork methodology

2.2.1 Fieldwork strategy

A detailed specification has been prepared by the Service (HEAS 2007).

Fieldwork was undertaken between 30 January and 28 April 2008.

The site reference number and site code is HSM 44818.

Trees, shrubs and scrub were removed and the extant house, no. 77, on the frontage was demolished prior to commencement of monitoring.

Observation and recording of archaeological deposits was limited to areas of ground disturbance associated with the development and followed the progress of the construction team. The works included major ground reduction along the south frontage of Old Road, the excavation of building platforms, foundation trenches and service trenches and the insertion of temporary features such as access roads.

The total area of the ground reductions observed was approximately 1,900m². The total length of foundation and service trenches observed was 125m, covering approximately 100m². This equates to *c* 40% of the total site area of approximately 5,000m².

With the exception of two hand-dug test pits, tracked mechanical excavators with toothed and toothless buckets were employed during the groundworks. Archaeological deposits encountered were cleaned by hand and recorded according to standard Service practice (CAS 1995).

2.2.2 **Structural analysis**

All fieldwork records were checked and cross-referenced. Analysis was affected through a combination of structural and artefactual evidence, allied to the information derived from other sources.

2.3 **Artefact methodology, by Dennis Williams**

2.3.1 **Artefact recovery policy**

The artefact recovery policy conformed to standard Service practice (CAS 1995; appendix 2). This states that all finds observed will be recovered. However in this case, only a sample of post-medieval and modern material was retrieved for analysis. Following analysis the assemblage has not been retained.

2.3.2 **Method of analysis**

All hand-retrieved finds were examined and a primary record made on a Microsoft Access 2000 database. The finds were identified, quantified and dated to period. A terminus post quem date was produced for each stratified context. These dates were used for determining the broad date of phases defined for the site. All information was recorded on pro forma sheets.

The pottery and ceramic building material was examined under ×20 magnification and recorded by fabric type and form according to the fabric reference series maintained by the Service (Hurst and Rees 1992; www.worcestershireceramics.org).

2.4 **Environmental archaeology methodology**

2.4.1 **Sampling policy**

The environmental sampling strategy conformed to standard Service practice (CAS 1995; appendix 4). In the event, no deposits were identified which were considered to be suitable for environmental analysis.

2.5 **The methods in retrospect**

The methods adopted allow a high degree of confidence that the aims of the project have been achieved.

3. **Topographical and archaeological context**

The site lies approximately 0.4km west of Bromyard town centre. It comprises a sub-rectangular plot of land, approximately 5,000m² in area, with a steep slope from south to north. It is occupied by the small house, No. 77 located on the frontage, and extensive gardens dominated by shrubberies and trees. It is bounded by Old Road (the B4214) to the north, houses and gardens to the south, east and west. Access is also obtained off Clover Terrace, at the south-west corner. Prior to development, the site comprised

The predominant soils across the area belong to the Bromyard Soil Association (571b) comprising well-drained reddish fine silty soils over shale and siltstone, some similar soils with slowly permeable subsoils and slight seasonal waterlogging, some well-drained coarse loamy soils over sandstone, with a slight risk of water erosion. The parent material is Devonian reddish silty shale, siltstone and sandstone (Soil Survey of England and Wales 1983).

The historic and archaeological background to the town has previously been summarised by Dalwood (1996). Old Road was formerly known as Sheep Street. It comprises a deep holloway along its western extent (HSM 19617). It lies outside the medieval settlement and street system which was recorded in 1285 (HSM 19628). To date, no archaeological remains have been identified within the immediate vicinity of the site.

The tithe map of 1844 indicates that the site was then comprised of two discrete plots (B58 and B59) along with a small portion of a much larger land parcel (772). B58 is unrecorded, although it contains a long narrow building along the frontage. B59 is listed in the award as a house and garden. 772 is named as *The Clover Meadow* and appears to be undeveloped agricultural land. A long narrow unnamed meadow (770) extends along the south side of the site, along the north side of New Road.

4. **Results**

4.1 **Structural analysis**

The areas and trenches observed are shown in Fig 2. The features and structures recorded are shown in Figs 2-5. The results of the structural analysis are presented in Appendix 1.

4.1.1 **Phase 1 Natural deposits and topsoil**

Toward the frontage, ground reduction was undertaken to several metres below the existing level, revealing the full soil sequence and successive geological layers. The topsoil comprised a dark blackish brown silty loam (100) to a maximum depth of 0.20m. This overlay a mid orangey brown sandy silt subsoil (101), generally to 0.50m depth, but up to 0.90m in places, over the natural matrix.

The upper horizon of the natural matrix (102) comprised reddish brown sandy silt, with patches of mottled blue green clay and lenses of greenish grey sandstone. Towards the south-west of the site the natural deposit was a mid orange brown clayey silt with patches of mid orange brown and greenish grey silty clay (107). Across the site the natural was recorded at varying depths, from a minimum of 0.30m below the current ground surface toward the south-east, to 1.10m toward the south-west.

4.1.2 Phase 2 Post-medieval and modern deposits

No deposits, features, structures or layers were recorded which predated the post-medieval period.

A dump of modern building debris was observed toward the frontage, containing a large number of handmade roof tiles (103) of 18th century date (pers comm Derek Hurst).

A brick floor surface (105) was noted toward the centre of the site, west of the former No. 77 which had been demolished prior to commencement of monitoring. The floor butted a sandstone wall (106) on two sides. This structure had been demolished to floor level.

A dry stone wall (109) of irregular sandstone blocks was observed within the north-east corner of site. It acted as a revetting wall, dug into the slope to the south (108), to demarcate a rectangular area of approximately 7m by 8m. Within this plot lay the foundations for a small structure comprising a wall of green sandstone blocks and brick (112), with an internal tile floor (110) of machine made red tiles and an external surface (111) of flagstone fragments and brick. This structure had similarly been demolished to floor level.

A single pit, 113, was recorded within the foundation trenches dug toward the south-west corner of the site. Although the full dimensions were indeterminate, it was just over 1m across and 0.40m deep with irregular concave sides curving a shallow base. The single fill, 114, was a mixed silty loam with occasional charcoal. It lay sealed below the topsoil, 100.

Two small sub-oval pits containing modern 20th century debris were observed toward the north-west corner, cut into the subsoil (102). A brick soakaway was noted to the south-west corner, adjacent to extensive tree root activity. These features were all identified and dated on site, so not recorded further.

4.2 Artefact analysis, by Dennis Williams

4.2.1 The artefact assemblage

The artefactual assemblage comprised 51 items with a total weight of 6.415kg (Table 1). Pottery and building materials accounted for most of the assemblage, which was entirely post-medieval and modern. The standard of preservation was generally good, with only limited signs of abrasion amongst the ceramic materials. A single fragment of bone from a medium-sized mammal was recovered. No metal finds were reported.

Period	Material class	Count	Weight(g)
Modern	Mineral	1	12
Undated	Bone	1	6
Post-medieval	Ceramic	17	5865
Post-medieval/ modern	Ceramic	30	527
Post-medieval/ modern	Glass	1	4
Undated	Stone	1	1
Totals:		51	6415

Table 1: Quantification of the assemblage.

4.2.2 Pottery

The pottery sherds were grouped and quantified by fabric type, then dated to their known production spans (Table 2). None of the pottery was diagnostic in terms of form type.

Post-medieval red wares (fabric 78), unstratified and from subsoil 101 were of 17th-18th century manufacture. These had black or brown glazes, which were primarily functional, as they sealed the inner surfaces of the porous earthenware fabrics. A single sherd of thin-walled pottery from topsoil 100 had a fine purplish fabric (78.2) with a good quality black glaze (inside and out), which probably placed it in a narrower 17th century date range. Two orange ware (90) sherds from the single fill 114 of pit 113 were white-slip decorated, and from the 18th century, although it also contained china (fabric 85) of 19th to early 20th century date.

All contexts yielded sherds of glazed, transfer-printed china and earthenwares (fabric 85). These were mass-produced from the early 19th century onwards. The only other pottery finds were one flowerpot from the top and subsoils, 100 and 101.

Period	Fabric code	Fabric name	Count	Weight(g)
Post-medieval	78	Post-medieval red wares	4	120
Post-medieval	78.2	Red sandy ware purplish	1	1
Post-medieval	90	Post-medieval orange ware	2	44
Post-medieval/ modern	85	Modern china	28	489
Post-medieval/ modern	100	Miscellaneous post-medieval wares	2	38
Totals:			37	692

Table 2: *Quantification of the pottery by period and fabric type.*

4.2.3 Other artefacts

Non-pottery finds consisted mainly of ceramic building materials. Three rectangular, nibbed, flat (but slightly bowed) roof tiles were recovered from the building debris spread, 103. These had mean dimensions of 11½" × 6⅝" × ⅝" (290mm × 169mm × 16mm) and coarse but hard fabrics, typical of material produced during the 17th and 18th centuries. Although earlier production of these could not be ruled out, Davey and Roseff (2002) have noted that flat roof tiles seem to have been seldom used in Herefordshire before this time. Roof tile fragments found in association with wall 109 were more uniformly flat, approximately 11mm thick, with a very hard fabric, and were probably 19th century.

A single brick fragment, hand-made without a frog, was retained from the subsoil, 101. Its width and depth of 4" × 2⅞" (102mm × 73mm), respectively, were non-standard. The latter dimension indicates a manufacturing date from the early 18th century onwards, but before 1840 (when the 'Imperial brick' size of 9" × 4½" × 3" (229mm x 114mm x 76mm) was introduced). The hard, reddish-brown fabric had sparse but large (up to 10mm) calcareous inclusions. If it was made in Herefordshire, then the nearest limestone-containing clay source for this brick would have been the western flanks of the Malvern Hills.

The floor of handmade red bricks (8⅝" × 4" × 2½"; 105) associated with stone wall 106, is of 18th century date (pers comm Angus Crawford).

A small fragment of cement sheeting, reinforced with asbestos fibres, bore traces of paint, and was modern, dating from the early to mid 20th century.

The only other find worthy of note was a clay pipe bowl, whose shape (with a flat heel) and size were typical of pipes from the late 17th century (Ayto 2002).

4.2.4 Overview of artefactual evidence

The limited assemblage from this site provided evidence of occupation and use that was almost certainly domestic, but with no clear evidence of activity earlier than the 17th century. The post-medieval orange and red wares were all residual in contexts that contained modern china and earthenwares with long production runs, so the *terminus post quem* date ranges given in Table 3 are therefore very broad.

Context	Material class	Object Specific Type	Fabric code	Count	Weight(g)	Start date	End date	<i>Terminus post quem</i>
Residual 0	Ceramic	Clay pipe	-	1	10	1650	1700	1800-1950
	Glass	Vessel	-	1	4	1800	1950	
	Ceramic	Pot	85	1	2	1800	1950	
	Ceramic	Pot	85	1	38	1800	1950	
	Ceramic	Pot	78	2	20	1600	1800	
	Ceramic	Pot	85	1	6	1800	1950	
	Ceramic	Pot	85	1	4	1800	1950	
Topsoil 100	Mineral	Roofing/ cladding	-	1	12	c.1920	c.1975	c.1920-c.1975
	Ceramic	Pot	85	3	24	1800	1950	
	Ceramic	Pot	85	1	6	1800	1950	
	Ceramic	Pot	100	1	10	1800	1950	
	Ceramic	Pot	78.2	1	1	1600	1700	
Subsoil 101	Ceramic	Pot	85	1	40	1800	1950	1800-1950
	Ceramic	Pot	85	1	36	1800	1950	
	Ceramic	Pot	85	2	10	1800	1950	
	Ceramic	Pot	85	1	1	1800	1950	
	Ceramic	Brick/tile	-	1	8	1700	1900	
	Stone	Flint	-	1	1	0	0	
	Ceramic	Brick	-	2	48	1700	1900	
	Bone	-	-	1	6	0	0	
	Ceramic	Pot	100	1	28	1800	1950	
	Ceramic	Pot	85	1	24	1800	1950	
	Ceramic	Pot	78	1	10	1600	1800	
	Ceramic	Pot	78	1	90	1600	1800	
Building debris 103	Ceramic	Roof tile	-	3	4168	1700	1900	1800-1950
	Ceramic	Brick	-	1	1198	1720	1840	
	Ceramic	Pot	85	2	36	1800	1950	
	Ceramic	Pot	85	4	52	1800	1950	
Wall 109	Ceramic	Roof tile	-	2	268	1800	1900	1800-1950
	Ceramic	Pot	85	1	1	1800	1950	
Pit fill 114	Ceramic	Pot	90	2	44	1700	1800	1800-1950
	Ceramic	Pot	85	4	11	1800	1950	

Table 3 Summary of context dating based on artefacts.

5. **Synthesis**

No significant archaeological features, layers, structures, deposits or horizons were identified, not artefacts recovered.

The earliest structural remains on site comprised the stack of handmade 17th-18th century roof tiles, 103, recorded toward the centre. However, they were residual and within a wider scatter of building debris which contained 20th century material and was buried beneath vegetation and recently developed topsoil. It is unclear if these tiles were removed from a building which previously occupied the site, such as No. 77, or were from further afield.

The earliest identified in situ structural remains on site date from the 18th century. This was the internal brick floor, 105, with associated sandstone wall 106. It is conjectured to be an outhouse associated with the former No. 77, which lay immediately to the north-east. Unfortunately it is unclear at this stage what the date of construction of the main house was. The earliest available cartographic source, the tithe map of 1844, indicates a building with the same footprint at this time. It does not show the adjacent outhouse, although a long narrow L-shaped structure is denoted toward the north-east corner.

This L-shaped building does not appear to relate to the structure recorded at the north-east corner of the site, 108-112. The extant footprint of this building appears to relate to that shown on the OS map of 1885.

The small number of rubbish pits on site were determined to be of 19th and 20th century origin, as was the brick soakaway to the south-west corner. No other features were recorded.

The limited finds assemblage is of largely domestic character and dates from the early 17th century onwards.

It is therefore considered that the site has not been extensively occupied or utilised previously, and was put to pasture and gardens from at least the mid 19th century.

6. **Publication summary**

The Service has a professional obligation to publish the results of archaeological projects within a reasonable period of time. To this end, the Service intends to use this summary as the basis for publication through local or regional journals. The client is requested to consider the content of this section as being acceptable for such publication.

A watching brief was undertaken on behalf of Hercules House Ltd at 77, Old Road, Bromyard, Herefordshire (NGR. SO 6510 5458; HSM 44818). Approximately 40% of the total area of the development site was monitored.

No significant archaeological features, layers, structures, deposits or horizons were identified, not artefacts recovered.

The earliest structural remains on site comprised a stack of handmade 17th-18th century roof tiles. However, they were associated with a dump of building debris which contained 20th century material. It is unclear if these tiles were removed from a building which previously occupied the site, such as No. 77, or were from further afield. The earliest identified in situ structural remains observed date from the 18th century and comprised a stone structure with an internal brick floor, which may have been an outhouse the former No. 77. The date of construction of the main house is unclear, although a building with a similar footprint is indicated on the tithe map of 1844.

A small brick and stone structure with a red tile floor lay within a sand revetting wall to the north-east corner of the site. It appears to be the building depicted on the 1st edition OS map

of 1885. Otherwise only a small number of 19th-20th century rubbish pits and a brick soakaway were identified across those monitored areas of the site.

The limited finds assemblage from this site provided evidence of residual domestic debris from the early 17th century onwards. It would appear therefore that the site has not been extensively occupied or utilised previously, and was put to pasture and gardens from at least the mid 19th century.

7. **Acknowledgements**

The Service would like to thank the following for their kind assistance in the successful conclusion of this project, Sue Taylor (Hercules House Ltd), Melissa Seddon (SMR Officer, Herefordshire Council) and Julian Cotton (Archaeological Advisor, Herefordshire Council).

8. **Personnel**

The fieldwork was led by Stephen Potten, and report preparation by Tom Vaughan. The project manager responsible for the quality of the project was Tom Vaughan. Fieldwork was undertaken by Stephen Potten, Adam Lee, Tom Rogers and Jo Wainwright. Finds analysis was by Dennis Williams and illustration by Carolyn Hunt.

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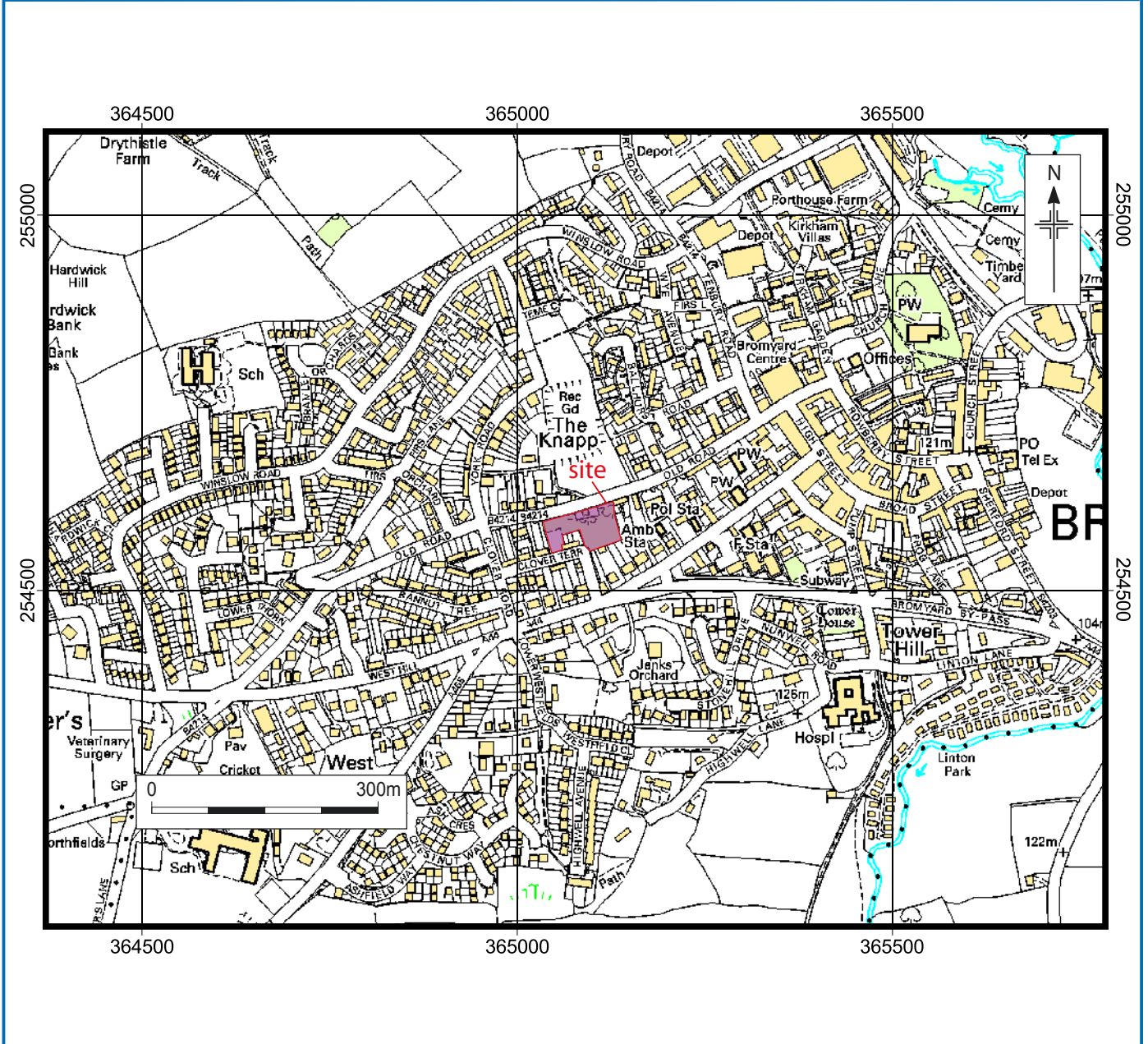
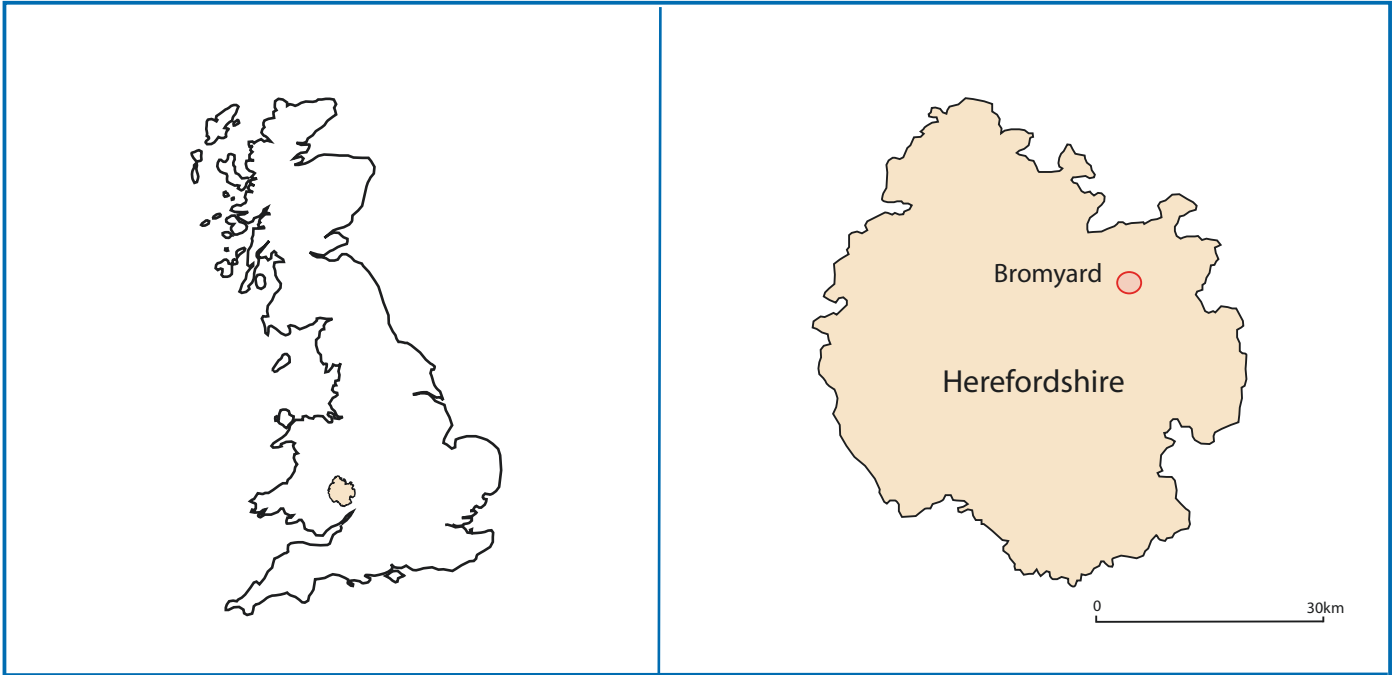
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Soil Survey of England and Wales, 1983 Midland and Western England, sheet 3, scale 1:250,000 + *Legend for the 1:250,000 Soil Map of England and Wales (A brief explanation of the constituent soil associations)*

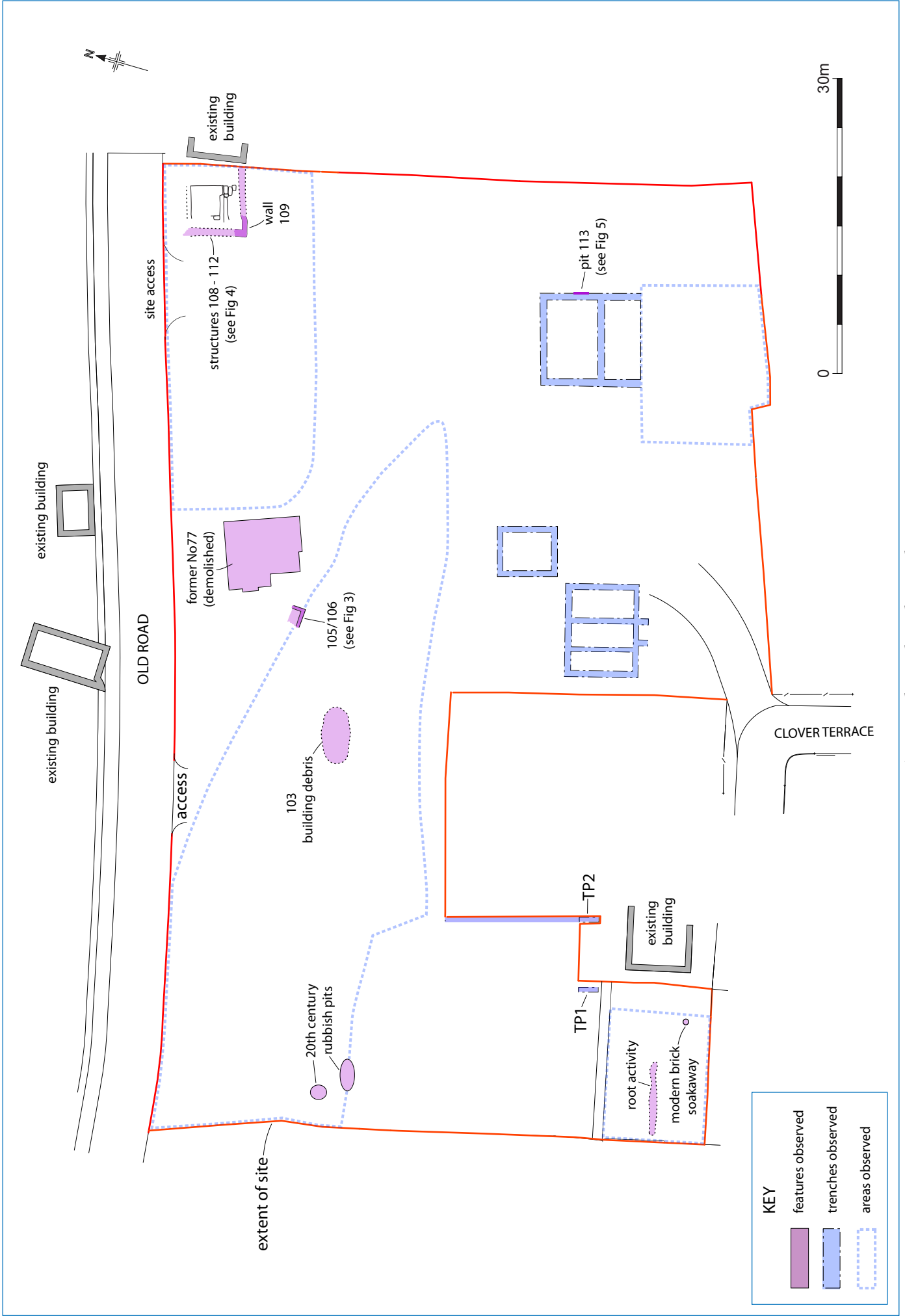
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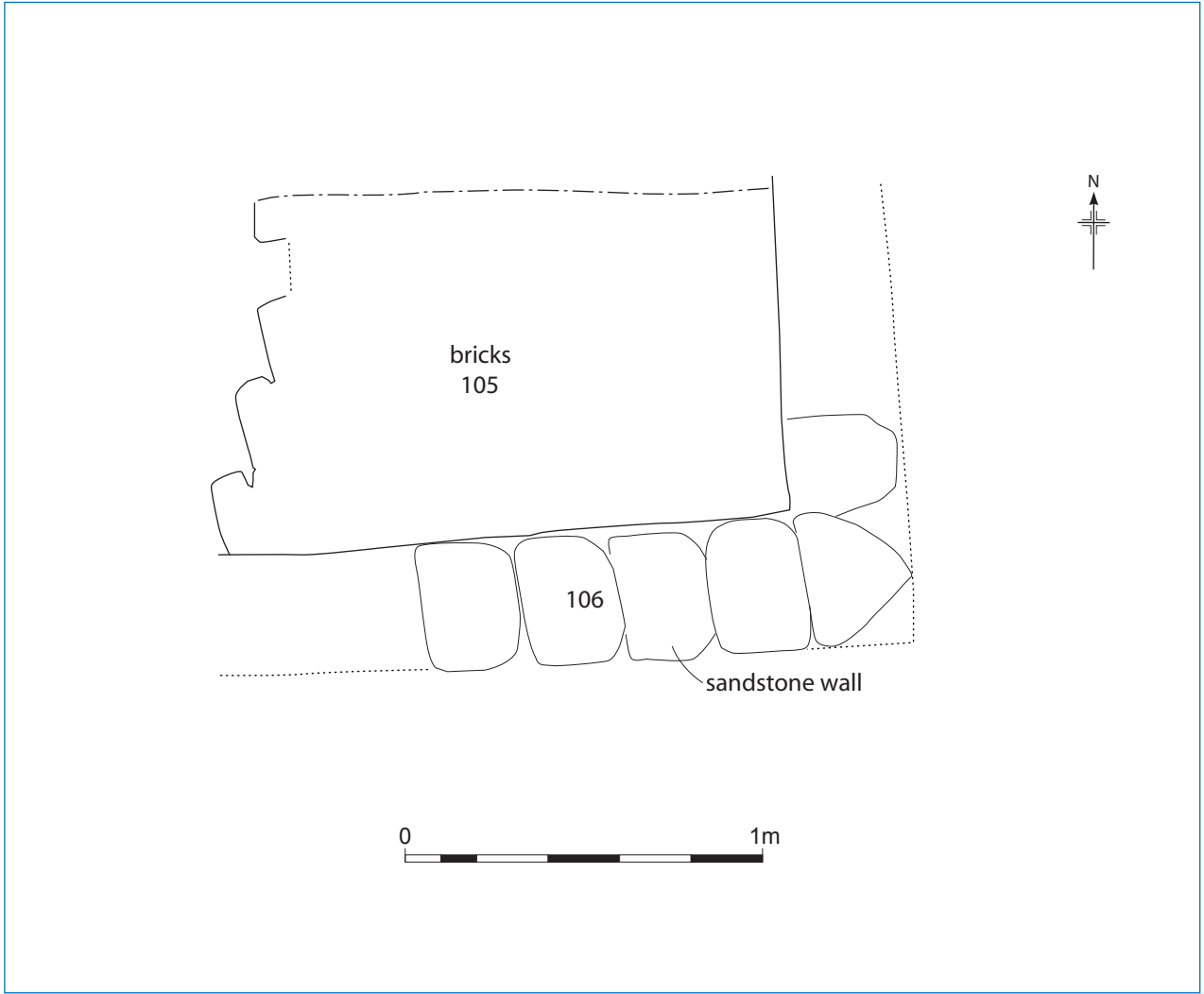


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Location of the site

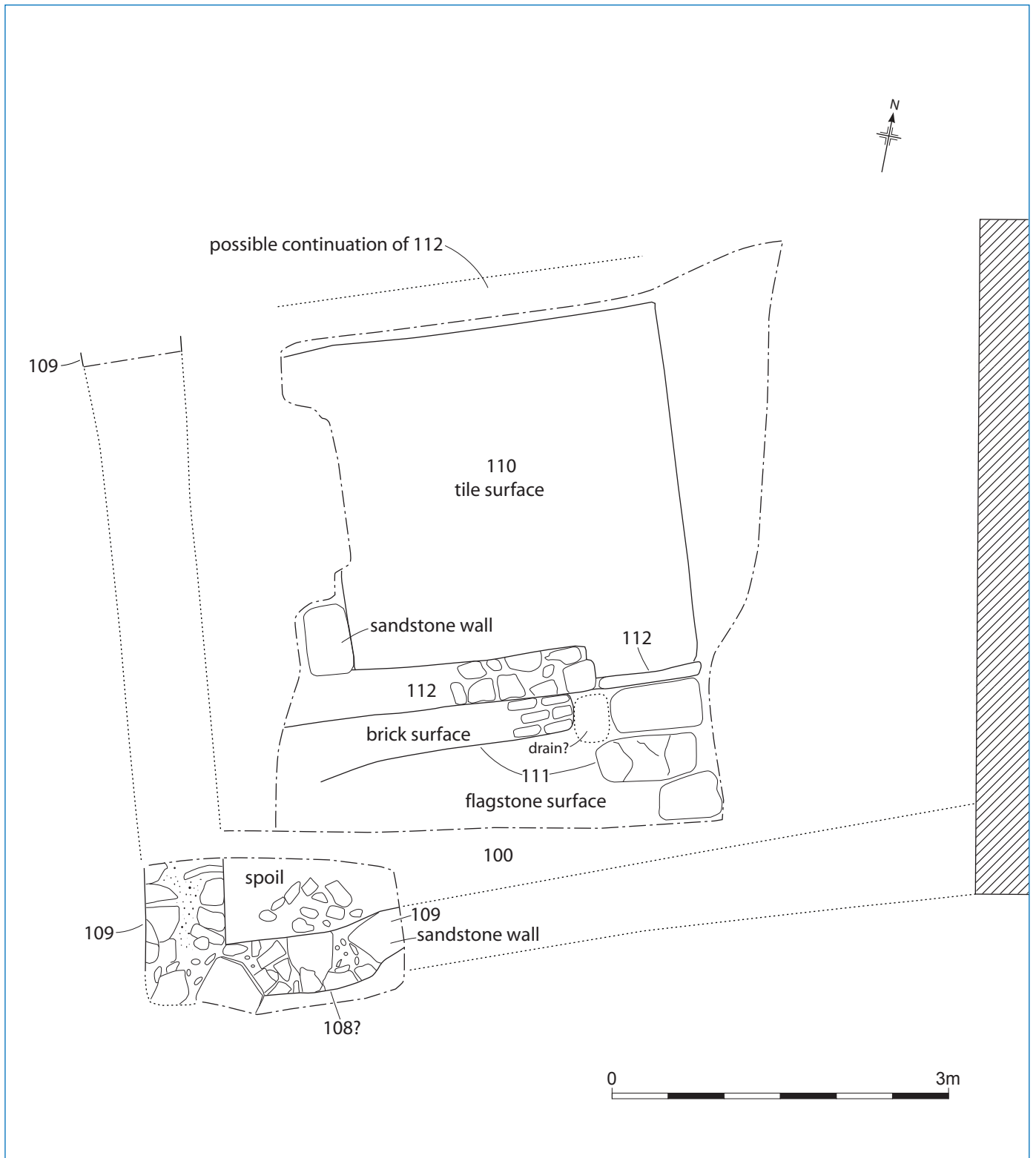
Figure 1





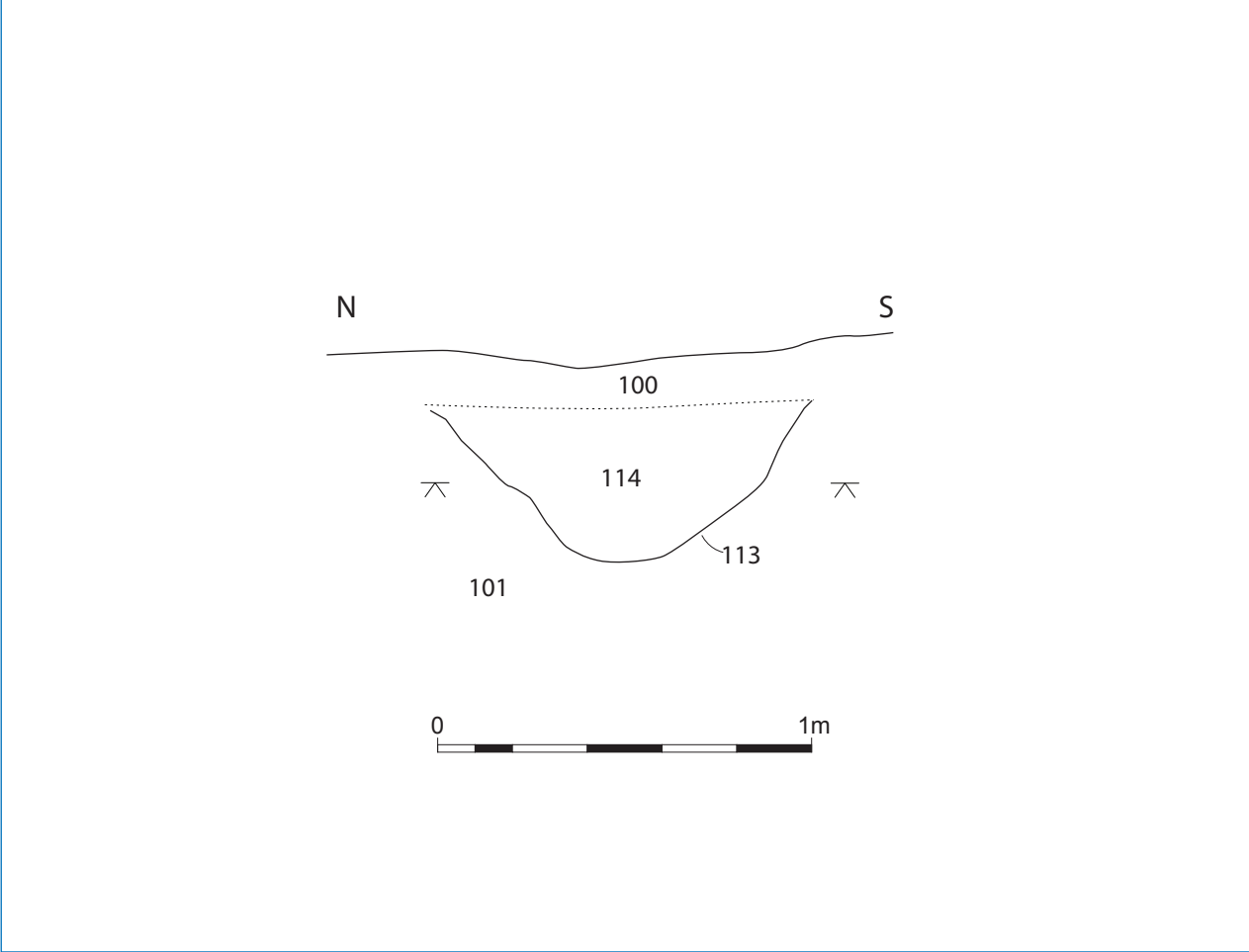
Brick and sandstone structure 105/106

Figure 3



Brick, tile and sandstone structure 108 - 112

Figure 4



West-facing section of pit 113

Figure 5

Plates



Plate 1, soil strip in progress toward frontage, view east



Plate 2, soil strip in progress toward frontage and modern pits, view east



Plate 3, revetting wall to rear of No. 77 post-demolition, view south-east



Plate 4, revetting wall to rear of No. 77 post-demolition, view south-west



Plate 5, overgrown stack of 18th century roof tiles and general building debris, 103



Plate 6, brick floor 105 and associated stone wall 106, view east



Plate 7, access road strip in progress off frontage, view south-west



Plate 8, site strip in progress along frontage, view south-west



Plate 9, site strip completed along frontage, view south-west



Plate 10, tile floor 110 with associated wall 112 and path 111, view north-east



Plate 11, tile floor 110 with associated wall 112 and path 111, view north-west



Plate 12, soil strip in south-west corner of site, view west



Plate 13, sample section in south-west corner of site, view south



Plate 14, root activity toward south-west corner of site, view west



Plate 15, site strip in south-east corner, view south



Plate 16, foundation trenches in south-east corner of site, view west



Plate 17, Pit 113 in foundation trench in south-east corner of site, view east

Appendix 1 Context descriptions

Main deposit descriptions

Context	Classification	Description	Depth below ground surface (b.g.s) – top and bottom of deposits
100	Topsoil	Moderately compact and cohesive dark blackish brown silty loam. Much modern debris (brick, stone, plastic, glass etc). Occasional patches of charcoal. Much tree rooting. Depth varies over site.	0.00-0.20m
101	Subsoil	Moderately compact and cohesive mid light orangey brown sandy silt. Becoming clayey towards south-west. Occasional charcoal flecks and spreads. Rare medium angular sandstone fragments. Much tree rooting.	0.20-1.10m
102	Natural/bedrock	Compact cohesive mid light orangey/reddish brown sandy silt, with patches of silty clay towards south-west. Blue/green mottled clay and large lenses of greenish grey sandstone, medium fragments of thin laminated stone. Same as 107.	0.90m+
103	Building debris	A stack of handmade red ceramic roof tiles, with two nibs at one end. No mortar adhering. Over a large dump of mixed building material, containing ceramic building material, bricks, plastic and glass. On north facing bank that descends to Old Road. Sealed by 104.	0.10-0.60m
104	Recent topsoil	Loose humic dark brown silty loam with much modern detritus (glass, bone, metal and pottery). Seals 103.	0.00-0.15m
105	Brick Floor	Floor surface of red handmade bricks, bonded with soil, sealed by 100. Butts 106. 8 ⁵ / ₈ " x 4" x 2 ¹ / ₂ " / 220mm x 100mm x 65mm.	0.15-0.35m
106	Stonewall	Sandstone blocks bonded with yellow cream sandy mortar. Aligned approx east-west with possible north-south return. Butted by 105. Sealed by 100. No construction cut.	0.15-0.35m
107	Natural	Mixed sand and sandstone with patches of light greenish grey and mid orange brown silty clay. Toward south-west corner of site. Same as 102.	0.30m+
108	Foundation trench	Vertical construction cut for wall 109, adjacent to southern edge of wall, only observed in plan for a short section.	c 0.75m+
109	Sandstone wall	Dry stone wall aligned east-west with a north-south return. Sandstone blocks vary in size, averaging 400mmx350mmx100mm. Bonded with soil, with post-medieval pot and brick. Disturbed by roots. In north-east corner of site. Within cut 108; associated with 110-112.	c 0.75m+
110	Tile floor surface	Tile floor surface within wall 112. Tiles 150mmx150mmx15mm. Truncated to west. Butts 112. Associated with 108, 109, 111 and 112. Possible internal outhouse floor surface.	c 0.75-0.77m
111	Stone surface	Deliberately laid flagstone fragments and three brick wide section, bonded with garden soil. Butts wall 112. Associated with 108-110 and 112.	c 0.75m+
112	Wall	Sandstone wall with a short brick extension/alteration, aligned east-west. Bonded with friable cream mortar. Associated with 108-111.	c 0.75m+
113	Cut	Steep break of slope with concave sides curving to a flattish base. Filled by 114. Cuts 101. Only observed in section in south-west corner of site.	0.14-0.56m
114	Fill	Moderately compact and cohesive dark greyish brown silty loam. Moderate charcoal flecks and small lumps. Occasional post-medieval pottery fragments. Abundant tree rooting. Sealed by 100. Fill of 113.	0.14-0.56m

Appendix 2 Technical information

The archive

The archive consists of:

19	Fieldwork progress records AS2
6	Photographic records AS3
237	Digital photographs
1	Drawing number catalogues AS4
8	Abbreviated context records AS40
1	Trench record sheets AS41
8	Permatrace sheets with 14 scale drawings
1	Computer disk

The project archive is intended to be placed at:

Hereford City Museum and Art Gallery
Broad Street
Hereford, HR4 9RU
Tel. Hereford (01432) 268121 ext. 207/334

Appendix 3 Herefordshire HER data

HSM ref.	Name	NGR	Period
<i>Monuments</i>			
21471	Holloway, Old Road	SO 6500 5460	medieval
19628	Medieval Street System	SO 6500 5470	medieval
22569	Land between 49 and 59/61 Old Road,	SO 6517 5461	modern
19565	Site of timber framed cottage, N side of Old Road	SO 6520 5467	17 th C.
19617	Tenement plots, N side of Old Road	SO 6520 5470	medieval
19564	Site of timber framed house, 22 Old Road	SO 6527 5470	17 th C.
19566	Site of timber framed house, S side of Old Road	SO 6529 5469	17 th C.
11502	Tenement plots between Old Road and New Road	SO 6530 5467	medieval
<i>Events</i>			
34022	34, Old Road, watching brief	SO 6520 5470	modern/negative
34275	52, Old Road, watching brief	SO 65 54	post-medieval finds

Appendix 4 Summary of current site for Herefordshire HER

Report name and title	Archaeological watching brief at 77, Old Road, Bromyard, Herefordshire	
Contractor's name and address	Historic Environment and Archaeology Service, Worcestershire County Council, Woodbury, University of Worcester, Henwick Grove, Worcester, WR2 6AJ	
Site name	77, Old Road, Bromyard, Herefordshire	
Grid Reference (8 fig)	SO 6510 5458	Planning Application Number - unknown
SMR number/s of site	HSM 44818	
Date of fieldwork	30 January - 28 April 2008	
Date of report	9 July 2009	
	Number and type of finds	
Pottery	Period	Number of sherds
	Post-medieval	7
	Post-medieval/modern	30
Other finds	Period	Quantity
CBM	Medieval	17
CBM	Post-medieval/modern	30
Bone	Post-medieval/modern	1
Glass	Post-medieval/modern	1
Stone	Undated	1
	Number and type of samples collected	
	N/a	
Sieving for charred plant remains	Number of features sampled:	
	Number of buckets:	
C14/scientific dates	N/a	
Pollen	N/a	
Bone	N/a	
Insect	N/a	
Other	N/a	
Summary of the report	<p>No significant archaeological features, layers, structures, deposits or horizons were identified, not artefacts recovered.</p> <p>The earliest structural remains on site comprised a stack of handmade 17th-18th century roof tiles. However, they were associated with a dump of building debris which contained 20th century material. It is unclear if these tiles were removed from a building which previously occupied the site, such as No. 77, or were from further afield. The earliest identified in situ structural remains observed date from the 18th century and comprised a stone structure with an internal brick floor, which may have been an outhouse the former No. 77. The date of construction of the main house is unclear, although a building with a similar footprint is indicated on the tithe map of 1844.</p> <p>A small brick and stone structure with a red tile floor lay within a sand revetting wall to the north-east corner of the site. It appears to be the building depicted on the 1st edition OS map of 1885. Otherwise only a small number of 19th-20th century rubbish pits and a brick soakaway were identified across those monitored areas of the site.</p> <p>The limited finds assemblage from this site provided evidence of residual domestic debris from the early 17th century onwards. It would appear therefore that the site has not been extensively occupied or utilised previously, and was put to pasture and gardens from at least the mid 19th century.</p>	

Appendix 5 Brief

Herefordshire Archaeology, 2004 *Standards for archaeological projects in Herefordshire (Issue 1)*,
Herefordshire Council, unpublished document, dated 27 August 2004



HEREFORDSHIRE
COUNCIL

**STANDARDS
FOR ARCHAEOLOGICAL
PROJECTS IN HEREFORDSHIRE (ISSUE 1)**

HEREFORDSHIRE ARCHAEOLOGY, 27 AUGUST 2004

**From 1/1/2005, archaeological projects carried out in Herefordshire
should refer to and be in accordance with this document**

(21 PAGES)

Julian Cotton, Archaeological Advisor

Herefordshire Archaeology
Conservation and Environmental Planning
Planning Services
Environment Directorate
County of Herefordshire District Council

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Standards for Archaeological Projects in Herefordshire (1)

0001 THIS DOCUMENT HAS BEEN PRODUCED BY HEREFORDSHIRE ARCHAEOLOGY, THE COUNTY ARCHAEOLOGICAL SERVICE OF HEREFORDSHIRE COUNCIL. IT REPLACES ALL PREVIOUS 'LIKE' DOCUMENTS IN HEREFORDSHIRE. THE DOCUMENT BECOMES EFFECTIVE AT THE BEGINNING OF JANUARY 2005, AND WILL REMAIN EFFECTIVE UNTIL SUCH TIME AS IT MAY BE AMENDED OR SUBSUMED.

0002 THIS DOCUMENT DESCRIBES THE BROAD **STANDARDS** AND APPROACH, AND ALSO PROVIDES THE GENERAL **BRIEF**, FOR ARCHAEOLOGICAL PROJECTS IN THE COUNTY. ALTHOUGH THE ITEMS HEREIN ARE SPECIFICALLY, AND IN SOME CASES EXPLICITLY, AIMED AT 'CONTRACT ARCHAEOLOGY' PROJECTS, THEY ARE ALSO INTENDED TO HAVE A WIDER CURRENCY.

0003 WHERE THE TERM "BRIEF" IS ALLUDED TO AT ANY TIME, THIS DOCUMENT WILL BE THE PRINCIPAL BRIEF BEING REFERRED TO, UNLESS CLEARLY INDICATED TO THE CONTRARY. PROJECT SPECIFIC BRIEFS/REQUIREMENTS AND OTHER ADVICE MAY ON OCCASION BE PROVIDED IN ADDITION OR FOR CLARIFICATION, OR FOR OTHER REASONS. THIS DOCUMENT DOES NOT AND CANNOT COVER ALL MATTERS.

0004 THIS DOCUMENT HAS BEEN PARTLY CONCEIVED AS A NECESSARY COUNCIL SUPPLEMENT TO AND CLARIFICATION OF THE ENTIRELY SEPARATE 'STANDARDS' OF THE INSTITUTE OF FIELD ARCHAEOLOGISTS (1999, **IFA**).

0005 HEREFORDSHIRE ARCHAEOLOGY IS AN INTEGRAL PART OF THE CONSERVATION SECTION. THIS SECTION IS PART OF PLANNING SERVICES, WITHIN THE ENVIRONMENT DIRECTORATE OF HEREFORDSHIRE COUNCIL. HEREFORDSHIRE ARCHAEOLOGY IS MANAGED BY DR KEITH RAY, THE COUNTY ARCHAEOLOGIST.

0006 THE STAFF OF HEREFORDSHIRE ARCHAEOLOGY WORK IN ASSOCIATION WITH HEREFORDSHIRE HERITAGE SERVICES (HEREFORD MUSEUM) AS JOINT CURATORS. HEREFORDSHIRE HERITAGE SERVICES HAVE ADDITIONAL STANDARDS, AND ARE PART OF THE POLICY AND COMMUNITY DIRECTORATE.

0007 THE STAFF OF HEREFORDSHIRE ARCHAEOLOGY WORK IN ASSOCIATION WITH OTHER CONSERVATION OFFICERS AND OTHER OFFICERS WITHIN PLANNING SERVICES, AND WITH OTHER OFFICERS WITHIN THE DIRECTORATE AND THE COUNCIL AS APPROPRIATE.

0008 THE ARCHAEOLOGICAL ADVISOR IS THE STAFF MEMBER OF HEREFORDSHIRE ARCHAEOLOGY PRINCIPALLY DELEGATED BY THE COUNTY ARCHAEOLOGIST TO DEAL WITH ARCHAEOLOGY AND DEVELOPMENT (THE CORE ISSUE THIS DOCUMENT ADDRESSES).

0009 FOR THE PURPOSES OF THIS DOCUMENT, 'DEVELOPMENT' INCLUDES ANY PROPOSALS OR WORKS WITHIN THE SCOPE OF THE 1990 TOWN AND COUNTRY PLANNING ACT OR OTHER PLANNING LEGISLATION, ANY ECCLESIASTICAL PROPOSALS OR WORKS, ANY UTILITY OR OTHER INFRASTRUCTURE PROPOSALS OR WORKS, AND MOST OTHER PROPOSALS OR WORKS INVOLVING INVASIVE OPERATIONS OR A MATERIAL CHANGE OF USE TO THE LAND OR STRUCTURES ON / WITHIN IT.

0010 SOME PROPOSALS OR WORKS MAY BE OUTSIDE THE ABOVE DEFINITION OF DEVELOPMENT ALTOGETHER, OR WOULD NORMALLY BE DEALT WITH BY OTHER STAFF MEMBERS OF HEREFORDSHIRE ARCHAEOLOGY. THE COUNTY ARCHAEOLOGIST SHOULD BE CONSULTED IF THERE IS ANY DOUBT. THE ARCHAEOLOGICAL ADVISOR WILL REFER MATTERS THAT ARE NOT FELT TO BE WITHIN HIS CURRENT REMIT.

0011 HEREFORDSHIRE ARCHAEOLOGY ARE CONSULTED BY AND *LIA/SE* WITH ENGLISH HERITAGE REGARDING PROPOSALS OR WORKS AFFECTING MONUMENTS SCHEDULED UNDER THE 1979 ANCIENT MONUMENTS AND ARCHAEOLOGICAL AREAS ACT. HOWEVER, WITHIN THE BOUNDARIES OF SUCH MONUMENTS, THE DEPARTMENT OF CULTURE MEDIA AND SPORT, AS ADVISED BY ENGLISH HERITAGE, ARE THE PRINCIPAL ARCHAEOLOGICAL AUTHORITY.

0012 IN THE EVENT THAT PROPOSALS OR WORKS AFFECTING A SCHEDULED MONUMENT HAVE *NO* IMPLICATIONS IN TERMS OF THE 1990 TOWN AND COUNTRY PLANNING ACT OR OTHER PLANNING LEGISLATION (OR OTHER POWERS OR INTERESTS), HEREFORDSHIRE ARCHAEOLOGY GENERALLY DEFER TO ENGLISH HERITAGE.

0013 IN THE EVENT THAT PROPOSALS OR WORKS AFFECTING A SCHEDULED MONUMENT *DO* HAVE SUCH IMPLICATIONS, HEREFORDSHIRE ARCHAEOLOGY WILL PROVIDE SUCH ADDITIONAL ADVICE AS THEY CONSIDER APPROPRIATE.

0014 HEREFORDSHIRE ARCHAEOLOGY CURRENTLY HAVE NO DIRECT ROLE IN RELATION TO THE GRANTING OF ANY SCHEDULED MONUMENT CONSENTS THAT MAY BE NECESSARY UNDER THE ANCIENT MONUMENTS AND ARCHAEOLOGICAL AREAS ACT 1979.

0015 HEREFORDSHIRE ARCHAEOLOGY ARE DELEGATED TO ADMINISTER THE HEREFORD AREA OF ARCHAEOLOGICAL IMPORTANCE, UNDER PART 2 SECTIONS 33-41 OF THE 1979 ACT. NOTIFICATIONS AND OTHER ACTIONS THAT MAY BE NECESSARY UNDER THIS PART OF THE 1979 ACT ARE GENERALLY PART OF THE ARCHAEOLOGICAL ADVISOR'S REMIT, AND HE SHOULD BE CONTACTED FOR ADVICE ACCORDINGLY.

0016 HEREFORDSHIRE ARCHAEOLOGY ARE CONSULTED BY THE DIOCESES OF HEREFORD AND CARDIFF REGARDING PROPOSALS OR ANY WORKS AFFECTING CONSECRATED OR OTHER ECCLESIASTICAL GROUND AND THE STRUCTURES UPON / WITHIN IT. APPROPRIATE ADVICE IS GIVEN BY THE APPOINTED DIOCESAN ARCHAEOLOGICAL ADVISORS FOLLOWING SUCH CONSULTATION.

0017 IN THE EVENT OF ECCLESIASTICAL PROPOSALS OR WORKS ALSO BEING WITHIN THE SCOPE OF THE 1990 TOWN AND COUNTRY PLANNING ACT OR OTHER PLANNING LEGISLATION, HEREFORDSHIRE ARCHAEOLOGY PROVIDE SUCH ADDITIONAL ADVICE AS THEY CONSIDER APPROPRIATE.

0018 HEREFORDSHIRE ARCHAEOLOGY ARE CONSULTED BY THE DEAN AND CHAPTER OF HEREFORD CATHEDRAL (THROUGH THEIR CONSULTANT ARCHAEOLOGIST) REGARDING ANY PROPOSALS AND WORK AFFECTING HEREFORD CATHEDRAL AND ITS ASSOCIATED PROPERTIES STRUCTURES AND LAND. HEREFORDSHIRE ARCHAEOLOGY PROVIDE SUCH ADVICE AS THEY CONSIDER APPROPRIATE.

0019 HEREFORDSHIRE ARCHAEOLOGY ARE CONSULTED BY OR ON BEHALF OF A RANGE OF ORGANISATIONS THAT DEAL (IN THE BROAD SENSE) WITH UTILITY AND INFRASTRUCTURE PROPOSALS OR WORKS. HEREFORDSHIRE ARCHAEOLOGY PROVIDE SUCH ADVICE AS THEY CONSIDER APPROPRIATE.

0020 HEREFORDSHIRE ARCHAEOLOGY ARE CONSULTED BY VARIOUS NATIONAL AND LOCAL BODIES WITH AN INTEREST IN ARCHAEOLOGY, AND RESPOND AS APPROPRIATE. OF PARTICULAR IMPORTANCE IS THE NATIONAL TRUST.

0021 THERE ARE NUMEROUS OTHER CASES IN WHICH INDIVIDUAL CONSULTATION TAKES PLACE ON A LESS FORMALISED PROJECT BY PROJECT BASIS WITH ALL KINDS OF OTHER PERSONS AND ORGANISATIONS, PRINCIPALLY DEVELOPERS AND THEIR AGENTS. THE CURRENT NATIONAL ARCHAEOLOGICAL GUIDANCE SET OUT IN PPG 15 AND PPG16 AND ELSEWHERE IS LARGELY AIMED AT SUCH.

0022 FOR THE PURPOSES OF THIS DOCUMENT, A 'DEVELOPER' IS DEFINED AS A PERSON OR ORGANISATION PRINCIPALLY RESPONSIBLE FOR BRINGING ABOUT THE DEVELOPMENT OF LAND OR STRUCTURES ON IT AS DESCRIBED IN ITEM **0009**. THIS PERSON OR ORGANISATION IS OFTEN BUT NOT NECESSARILY THE LANDOWNER, AND MAY OR MAY NOT BE AN 'APPLICANT' (SEE BELOW).

0023 IN THE CLEAR MAJORITY OF CASES, DEVELOPERS WILL NEED TO NOTIFY THE LOCAL PLANNING AUTHORITY, OR APPLY FOR PLANNING PERMISSION OR OTHER CONSENTS UNDER THE 1990 TOWN AND COUNTRY PLANNING ACT OR OTHER PLANNING LEGISLATION. HENCE THEY ARE COMMONLY TERMED 'APPLICANTS'.

0024 THE PROCESS OF DEALING WITH SUCH APPLICANTS IS COMMONLY TERMED 'DEVELOPMENT CONTROL'. THE DEVELOPMENT CONTROL SECTION OF HEREFORDSHIRE COUNCIL IS PART OF PLANNING SERVICES IN THE ENVIRONMENT DIRECTORATE (AS INDEED IS HEREFORDSHIRE ARCHAEOLOGY). DEVELOPMENT CONTROL STAFF ARE THEREFORE IN ONE SENSE CLOSE COLLEAGUES OF THE ARCHAEOLOGICAL ADVISOR, BUT IN ANOTHER SENSE HAVE A VERY DIFFERENT FUNCTION.

0025 IT IS IMPORTANT TO GRASP THE FORMAL DIFFERENCE IN ROLE BETWEEN THE ARCHAEOLOGICAL ADVISOR, WHO WILL **GIVE ADVICE** ON THE NEED FOR AND DETAILED CONDUCT OF VARIOUS ARCHAEOLOGICAL MEASURES, AND THE PLANNING OFFICERS, WHO WILL **MAKE RECOMMENDATIONS** ON THE FORMAL REQUIREMENTS FOR AND/OR DISCHARGE OF ARCHAEOLOGICAL MEASURES AS ADVISED. SOMETIMES, SUCH RECOMMENDATIONS NEED TO BE APPROVED BY PLANNING AND OTHER COMMITTEES, OR INDEED THE SECRETARY OF STATE.

0026 HOWEVER, IN PRACTICAL TERMS, IT IS THE ARCHAEOLOGICAL ADVISOR WHO DEALS WITH THE DAY-TO-DAY PROCESSES OF DEVELOPMENT CONTROL ARCHAEOLOGY.

0027 WITH THE LIMITED EXCEPTION OF 'ACCESS' MONITORING REQUIRED UNDER ARCHAEOLOGICAL CONDITION, HEREFORDSHIRE ARCHAEOLOGY DO NOT *UNDERTAKE* DEVELOPMENT CONTROL ARCHAEOLOGICAL PROJECTS, NOR GENERALLY CONTRACT PROJECTS AT ALL SUCH PROJECTS ARE IN ALMOST ALL CASES UNDERTAKEN BY INDEPENDENT *ARCHAEOLOGICAL CONTRACTORS*. SOME CONTRACTORS ARE *REGISTERED CONTRACTORS* AS PART OF A FORMAL HEREFORDSHIRE COUNCIL SCHEME.

0028 THE TERM 'ARCHAEOLOGICAL CONTRACTOR', OR 'CONTRACTOR', FOR THE PURPOSES OF THIS DOCUMENT, INCLUDES ALL ARCHAEOLOGICALLY QUALIFIED PERSONS OR ORGANISATIONS WHO DO OR COULD PROVIDE, ON A NON STATUTORY BASIS IN HEREFORDSHIRE, ARCHAEOLOGICAL SERVICES OF ANY KIND IN RETURN FOR MONEY OR OTHER REMUNERATION. THIS DEFINITION IS DELIBERATELY INCLUSIVE.

0029 ARCHAEOLOGICAL CONTRACTORS ARE OFTEN COMMISSIONED DIRECTLY BY DEVELOPERS AND THEIR AGENTS (IE 'CLIENTS') TO UNDERTAKE ARCHAEOLOGICAL PROJECTS, ALTHOUGH THE NATURE OF THE COMMISSIONING PROCESS MAY VARY.

0030 ON OCCASION, A DEVELOPER WILL ALSO COMMISSION AN 'ARCHAEOLOGICAL CONSULTANT', GENERALLY TO PROVIDE INDEPENDENT ARCHAEOLOGICAL TENDERING, ADVICE, MANAGEMENT AND MONITORING SERVICES ETC. SUCH CONSULTANTS ARE ALSO CONTRACTORS UNDER ITEM 0029, AND ARE STYLED ACCORDINGLY IN THIS DOCUMENT.

0031 ALL CONTRACTORS WHO WORK IN HEREFORDSHIRE MUST AT ALL TIMES ACCURATELY REPRESENT THEIR ROLE IN THE ARCHAEOLOGICAL PROCESS AS PER THIS DOCUMENT AND ACCEPTED BEST PRACTICE. THE REQUIREMENTS ARE CLEARLY STATED IN THE ARCHAEOLOGICAL LITERATURE AND MUST BE FOLLOWED.

0032 ARCHAEOLOGICAL CONTRACTORS ARE *PROFESSIONALLY* RESPONSIBLE FOR THE STANDARD AND EXECUTION OF THE ARCHAEOLOGICAL WORK THEY UNDERTAKE. IRRESPECTIVE OF OTHER CONSIDERATIONS, THEY MUST WITHIN REASON ENSURE THAT ARCHAEOLOGICAL PROJECTS ARE UNDERTAKEN TO AN ADEQUATE STANDARD AND FULLY COMPLETED. IN PRACTICE THEY WILL OF COURSE 'RUN' MOST OF SUCH PROJECTS.

0033 HOWEVER, IN RELATION TO DEVELOPMENT CONTROL PROJECTS FOR INSTANCE, *ULTIMATE* RESPONSIBILITY FOR AN ARCHAEOLOGICAL PROJECT WILL LIE WITH THE CLIENT. CONTRACTORS MAY UNDERTAKE THE WORK ARISING FROM A PROJECT, BUT THEY DO NOT GENERALLY 'OWN' SUCH PROJECTS. FOR THIS REASON, THE ARCHAEOLOGICAL ADVISOR MAY CORRESPOND WITH DEVELOPERS AND OTHERS, RATHER THAN CONTRACTORS. THIS IS WITHOUT PREJUDICE TO A CONTRACTORS RIGHT TO OBTAIN SUCH INFORMATION AS MAY BE PUBLICLY ACCESSIBLE ANYWAY.

0034 CONTRACTORS MUST NOT ENTER INTO ANY AGREEMENTS, EXPLICIT OR IMPLIED, CONTRACTUAL OR OTHERWISE, WHICH WOULD COMPROMISE THEIR ABILITY TO PROPERLY UNDERTAKE A FULL ARCHAEOLOGICAL PROJECT, AS PER THIS DOCUMENT AND ACCEPTED BEST PRACTICE. IN PARTICULAR, CONTRACTORS MUST ENSURE THAT ANY CONTRACTS THEY HAVE ENTERED INTO ARE REASONABLE AND FULLY ENFORCEABLE IN THEMSELVES. CONTRACTORS MUST ALSO ENSURE THAT ANY LONG TERM ARCHAEOLOGICAL LIABILITIES WHICH MAY AFFECT THEIR CLIENTS (EG THE POSSIBLE COSTS AND COMMITMENTS ASSOCIATED WITH PUBLICATION) ARE CLEARLY AND **EXPLICITLY** STATED FROM THE OUTSET.

0035 ALL ARCHAEOLOGICAL PROJECTS TAKE PLACE ON AN INDIVIDUAL BASIS AND ARE TREATED AS SUCH BY HEREFORDSHIRE ARCHAEOLOGY. SPECIFIC ADVICE GIVEN OR REQUIREMENTS MADE/WAIVED IN RESPECT OF SUCH PROJECTS SHOULD NOT THEREFORE BE TAKEN AS SETTING ANY KIND OF PRECEDENT.

0036 CONTRACTORS MUST AIM TO UNDERTAKE ALL ARCHAEOLOGICAL PROJECTS IN ACCORDANCE WITH BEST PRACTICE, IN PARTICULAR THE ENGLISH HERITAGE DOCUMENT *MANAGEMENT OF ARCHAEOLOGICAL PROJECTS* ('MAP 2', AS AMENDED). IT IS ACKNOWLEDGED HOWEVER THAT A SIMPLIFIED APPROACH WILL NECESSARILY TAKE PLACE IN RELATION TO SMALL SCALE PROJECTS.

0037 THE CODE OF CONDUCT OF THE INSTITUTE OF FIELD ARCHAEOLOGISTS (I.F.A.) MUST BE ADHERED TO, AND REGARD MUST BE HAD TO THE *CODE OF APPROVED PRACTICE FOR THE REGULATION OF CONTRACTUAL ARRANGEMENTS IN ARCHAEOLOGY*. CONTRACTORS

MUST NOT DISCLAIM OR UNJUSTIFIABLY EXCLUDE THEIR NORMAL FUNCTION AS ARCHAEOLOGISTS.

0038 CONTRACTORS MUST ENSURE EFFECTIVE COMMUNICATION WITH HEREFORDSHIRE ARCHAEOLOGY AT ALL TIMES.

0039 HEREFORDSHIRE SITES AND MONUMENTS RECORD ('SMR') IS A FUNDAMENTAL TOOL AND MUST BE USED APPROPRIATELY. THE SMR OFFICERS MUST BE CONTACTED ON A REGULAR BASIS TO ESTABLISH THE CURRENT SCOPE OF THE SMR AND ITS TERMS OF USAGE.

0040 'HISTORIC HEREFORDSHIRE ON LINE' IS A VALUABLE PRELIMINARY TO AN SMR VISIT, NOT GENERALLY A LONG TERM ALTERNATIVE TO IT. ON MANY PROJECTS, THE LEVEL OF PRIOR ARCHAEOLOGICAL INFORMATION REQUIRED IS SUCH THAT A PHYSICAL VISIT TO THE SMR WILL ALSO BE NECESSARY.

0041 VISITS TO LOCAL AND NATIONAL RECORDS OFFICES WILL ALSO BE IMPORTANT IN SOME CASES. IT IS UP TO A CONTRACTOR TO SHOW THAT SUCH VISITS MAY BE UNECESSARY, NOT THE OTHER WAY ROUND.

0042 PUBLIC ACCESS TO ARCHAEOLOGICAL INFORMATION IS FUNDAMENTAL TO ARCHAEOLOGY AND PART OF IT'S *RAISON D'ETRE*. CONTRACTORS MUST BOTH BE PART OF THIS ACCESS AND PROVIDE THE INFORMATION THAT OTHERS MAY WISH TO ACCESS. IF FEASIBLE PRACTICABLE AND SAFE, THE GENERAL PUBLIC SHOULD BE PROVIDED WITH A MEANS TO VISIT SITES. RESPONSIBLE PRESS COVERAGE SHOULD BE ENCOURAGED.

0043 CONTRACTORS MUST NOT, EITHER BY THEMSELVES OR IN COLLUSION WITH THEIR CLIENTS, SEEK TO WITHOLD ARCHAEOLOGICAL INFORMATION ON MORE THAN A VERY SHORT TERM BASIS.

0044 THE ONLY LIKELY EXCEPTIONS TO THE ABOVE ARE AS FOLLOWS: INFORMATION PERTAINING TO SPECIAL CASE 'PRE APPLICATION' SITES; WHERE THERE IS A MANIFEST SENSITIVITY; OR WHERE RELEASE OF INFORMATION MIGHT BE PREJUDICIAL TO A CURRENT COURT CASE OR THE PUBLIC INTEREST.

0045 IT IS UP TO A CLIENT TO SHOW THAT A PARTICULAR MATTER IS GENUINELY 'CONFIDENTIAL'. CONTRACTORS SHOULD FOR INSTANCE BE AWARE THAT MANY ITEMS OF SENT CORRESPONDENCE RELATING TO PLANNING APPLICATIONS ARE PUBLIC DOCUMENTS, AND WILL BE TREATED AS SUCH. ATTENTION IS ALSO DRAWN TO *THE FREEDOM OF INFORMATION ACT 2005*.

0046 CONTRACTORS MUST ENSURE THAT THE ARCHAEOLOGICAL PROJECTS THEY UNDERTAKE ARE CONDUCTED TO THE CORRECT BRIEF / AND OR PROJECT DESIGN. THIS DOCUMENT (IE 'STANDARDS.....') MUST ALWAYS BE FOLLOWED, BUT CONTRACTORS MUST ALSO BE CLEAR WHETHER THERE ARE ADDITIONAL SUMMARY BRIEFS OR OTHER ADVICE THAT MAY BE RELEVANT TO A PARTICULAR PROJECT.

0047 IT SHOULD BE ASSUMED THAT HEREFORDSHIRE ARCHAEOLOGY WILL REQUIRE THE SUBMISSION OF AN INDIVIDUAL PROJECT DESIGN IN RELATION TO ALL ARCHAEOLOGICAL PROJECTS. HOWEVER, BECAUSE *IN SOME CASES* ARCHAEOLOGICAL PROJECTS ARE STRAIGHTFORWARD, HEREFORDSHIRE ARCHAEOLOGY MAY BE PREPARED TO CONSIDER AND ACCEPT 'PRE-AGREED' STANDARD PROJECT DESIGNS. **THE ARCHAEOLOGICAL ADVISOR SHOULD BE CONTACTED ABOUT THIS.**

0048 WITH REFERENCE TO THE ABOVE, IT SHOULD NEVER BE ASSUMED THAT A STANDARD PROJECT DESIGN *WILL* BE ACCEPTABLE. CONTRACTORS MUST ALWAYS CONFIRM THIS IN ADVANCE WITH HEREFORDSHIRE ARCHAEOLOGY.

0049 IN A CASE WHERE A STANDARD PROJECT DESIGN HAS BEEN DEEMED TO BE ACCEPTABLE, IN RELATION TO A PROJECT, THIS DOES NOT MEAN THAT THIS PROJECT IS IDENTICAL TO OTHER PAST PRESENT OR FUTURE PROJECTS. REFER TO ITEM 0035.

0050 ALL PROJECT DESIGNS SHOULD BE PRODUCED TO A SATISFACTORY STANDARD. A FINANCIAL QUOTE IS NOT A PROJECT DESIGN, AND IT IS NOT REGARDED AS ACCEPTABLE TO OBTAIN ARCHAEOLOGICAL CONTRACTS ON THE BASIS OF A QUOTE ALONE. CLIENTS HAVE EVERY RIGHT TO KNOW IN ADVANCE THE SPECIFIC DETAILS AND RATIONALE BEHIND THE BILLS THEY MAY BE EXPECTED TO PAY.

0051 THE SCOPE AND NATURE OF PROJECT DESIGNS IS CLEARLY STATED IN THE ARCHAEOLOGICAL LITERATURE. THE GUIDANCE THEREIN MUST BE FOLLOWED.

0052 PROJECT DESIGNS MUST MAKE PLAIN THE UNPREDICTABILITY OF ARCHAEOLOGICAL REMAINS, AND DEMONSTRATE THAT APPROPRIATE ADVANCE COVER IS IN PLACE TO PROPERLY DEAL WITH THIS UNPREDICTABILITY IF NEEDED.

0053 PROJECT DESIGNS THAT ARE INADEQUATE FOR WHATEVER REASON WILL NOT BE ACCEPTED BY HEREFORDSHIRE ARCHAEOLOGY. IN THE EVENT THAT A PROJECT DESIGN IS UNACCEPTABLE, HEREFORDSHIRE ARCHAEOLOGY WILL PROVIDE A LETTER OF EXPLANATION.

0054 PROJECT DESIGNS MAY FOR INSTANCE BE INADEQUATE FOR THE FOLLOWING PRINCIPAL REASONS. THEY ARE MERELY QUOTES, THEY ARE NOT QUANTIFIABLE, FAIL TO ADEQUATELY IDENTIFY OR UNDERSTAND THE SITE / PROJECT, FAIL TO ADEQUATELY CONSIDER THE LIKELY AND POSSIBLE ARCHAEOLOGICAL IMPLICATIONS, OMIT OR FAIL TO ADEQUATELY DETAIL THE NECESSARY METHODOLOGIES, OR FAIL TO TREAT THE MATTER OF PROGRAMMING AND RESOURCING IN AN APPROPRIATE, REASONABLE, AND TRANSPARENT WAY.

0055 PROJECT DESIGNS MAY BE REGARDED AS UNACCEPTABLE FOR OTHER REASONS THAN THE ABOVE, IF IN THE VIEW OF HEREFORDSHIRE ARCHAEOLOGY THEIR ENACTMENT WOULD PUT THE ARCHAEOLOGICAL RESOURCE OF HEREFORDSHIRE AT RISK.

0056 IT IS ACCEPTED THAT STANDARD PROJECT DESIGNS WILL NECESSARILY CONTAIN FEWER PROJECT SPECIFICS THAN IS GENERALLY THE CASE WITH INDIVIDUAL PROJECT DESIGNS.

0057 PROJECT DESIGNS INITIALLY DEEMED TO BE UNACCEPTABLE MAY OFTEN, FOLLOWING AN APPROPRIATE EXCHANGE OF LETTERS, BE ACCEPTED IN DUE COURSE, SUBJECT TO AMENDMENTS BEING AGREED. FAILING THAT, A COMPLETELY NEW PROJECT DESIGN MUST BE SUBMITTED.

0058 FURTHER MINOR *AMENDMENTS* MAY BE ACCEPTED BY HEREFORDSHIRE ARCHAEOLOGY AND THE CLIENT DURING THE PROGRESS OF A PROJECT. HEREFORDSHIRE ARCHAEOLOGY WILL FORMALLY RESPOND TO ALL REQUESTS FOR AMENDMENTS, WITHIN REASON. THE ACCEPTANCE OF AN AMENDMENT WILL ALWAYS BE CASE SPECIFIC AND NO PRECEDENTS WILL BE SET BY ANY ACCEPTANCE OR NON-ACCEPTANCE.

0059 IN THE EVENT THAT AN ARCHAEOLOGICAL CONTRACTOR IS APPROACHED BY A CLIENT IN RELATION TO THE POTENTIAL ARCHAEOLOGICAL IMPLICATIONS OF PROPOSALS OR WORK, THAT CONTRACTOR MUST ESTABLISH WHETHER OR NOT HEREFORDSHIRE ARCHAEOLOGY HAVE ALSO BEEN APPROACHED, AND IF SO, WHAT VIEWS HAVE BEEN GIVEN.

0060 IN THE EVENT OF A CLIENT REQUESTING PROFESSIONAL ADVICE ON POTENTIAL OR ACTUAL REQUIREMENTS FOR ARCHAEOLOGICAL PROJECTS, CONTRACTORS MUST ENSURE THAT ANY PERSONAL VIEWS THEY GIVE ARE CLEARLY DISTINGUISHED FROM ANY FORMAL ADVICE GIVEN BY (E.G.) HEREFORDSHIRE ARCHAEOLOGY.

0061 IF A CONTRACTOR IS COMMISSIONED TO UNDERTAKE AN ARCHAEOLOGICAL PROJECT, THAT CONTRACTOR SHOULD CONFIRM THE COMMENCEMENT DATE, BUT SHOULD NOT COMMENCE THE PROJECT UNTIL THE NECESSARY PRELIMINARIES HAVE BEEN COMPLETED (ITEMS 0062 - 0069). THESE PRELIMINARIES WILL GENERALLY APPLY TO **ALL** PROJECTS.

0062 CONTRACTORS MUST NOT COMMENCE ARCHAEOLOGICAL PROJECTS WITHOUT FIRST OBTAINING THE CONSENT OF THEIR CLIENTS.

0063 CONTRACTORS MUST NOT COMMENCE ARCHAEOLOGICAL PROJECTS WITHOUT FIRST OBTAINING THE CONSENT OF THE LANDOWNERS, AND DOING ALL THEY REASONABLY CAN TO ENCOURAGE SUCH LANDOWNERS TO AGREE FULL TRANSFER OF TITLE (SEE BELOW). COPYRIGHT ISSUES SHOULD ALSO BE ADDRESSED AT THIS STAGE , ACCORDING TO BEST PRACTICE (COPYRIGHTS DESIGNS AND PATENTS ACT, 1988).

0064 CONTRACTORS MUST NOT COMMENCE ARCHAEOLOGICAL PROJECTS WITHOUT FIRST ENSURING THAT THEY OR THEIR CLIENTS ARE IN POSSESSION OF ANY STATUTORY CONSENTS (E.G SCHEDULED MONUMENT CONSENT, LISTED BUILDING CONSENT) THAT MAY BE REQUIRED.

0065 CONTRACTORS MUST NOT COMMENCE ARCHAEOLOGICAL PROJECTS WITHOUT FIRST OBTAINING A UNIQUE PROJECT NUMBER (IE 'EVENT' NUMBER FROM THE SMR.

0066 CONTRACTORS MUST NOT COMMENCE ARCHAEOLOGICAL PROJECTS WITHOUT FIRST OBTAINING ADVICE ON ACCESSION NUMBERS FROM HEREFORDSHIRE HERITAGE SERVICES.

0067 CONTRACTORS MUST NOT COMMENCE ARCHAEOLOGICAL PROJECTS WITHOUT FIRST ENSURING COMPLIANCE WITH CURRENT HEALTH AND SAFETY LEGISLATION (EG THE CONSTRUCTION [DESIGN AND MANAGEMENT] REGULATIONS 1994) AND ANY OTHER RELEVANT SITE LAWS AND REGULATIONS.

0068 CONTRACTORS MUST NOT COMMENCE ARCHAEOLOGICAL PROJECTS WITHOUT FIRST HAVING RECEIVED, OR HAVING BEEN MADE AWARE OF, A FORMAL ACCEPTANCE OF THEIR PROJECT DESIGN BY HEREFORDSHIRE ARCHAEOLOGY. THE CLIENT MUST HAVE AGREED TO THAT DESIGN, AND THE PROJECT MUST BE CONDUCTED TO THAT DESIGN.

0069 CONTRACTORS MUST NOT COMMENCE ARCHAEOLOGICAL PROJECTS WITHOUT FIRST SUBMITTING A VALID START OF PROJECT FORM ('HASP1') TO HEREFORDSHIRE ARCHAEOLOGY. THREE WORKING DAYS NOTICE IS GENERALLY REQUIRED, AND IF THE FORM IS SUBMITTED BY POST, FOUR DAYS (TO ALLOW FOR POSTAGE TIME). APPROPRIATE FAXES OR E MAIL ATTACHMENTS WILL GENERALLY BE ACCEPTABLE.

0070 IF A CLIENT INSTRUCTS A CONTRACTOR TO COMMENCE A PROJECT WITHIN A TIMESCALE LESSER THAN THE PERIODS INDICATED ABOVE, THE CONTRACTOR MUST IMMEDIATELY CONTACT HEREFORDSHIRE ARCHAEOLOGY. FORMAL ENFORCEMENT ACTION MAY BE TAKEN BY HEREFORDSHIRE COUNCIL IN SUCH CASES, ALTHOUGH OTHER OPTIONS MAY BE PURSUED, WITHOUT PREJUDICE. CONTRACTORS MAY WISH TO CONSIDER WITHDRAWING FROM PROJECTS WHERE THEY ARE INSTRUCTED TO WORK TO INAPPROPRIATE TIMETABLES.

0071 ONCE A PROJECT HAS FORMALLY COMMENCED, HEREFORDSHIRE ARCHAEOLOGY WILL REGARD PERIODS OF NOTICE FOR SUBSEQUENT SITE ATTENDANCES ETC. AS LARGELY A CONTRACTURAL MATTER BETWEEN CLIENT AND CONTRACTOR. IT IS ASSUMED THAT CONTRACTORS WILL RETAIN SUFFICIENT STAFF AND RESOURCES TO BE ABLE TO ADEQUATELY RESPOND TO THE VARIOUS PROJECT COMMITMENTS THEY HAVE MADE. HOWEVER, ATTENTION IS STRONGLY DRAWN TO ITEM 0034.

0072 IT IS ACCEPTED THAT ON LONG TERM 'WATCHING BRIEFS' IN PARTICULAR, THERE MAY BE A VALID CASE FOR DISCONTINUING ALL OR PARTS OF A FIELD ARCHAEOLOGICAL PROJECT, WHERE IT IS MANIFESTLY THE CASE THAT THERE IS LITTLE ARCHAEOLOGICAL BENEFIT IN CONTINUING. SUCH DISCONTINUANCE CAN ONLY BE ACHIEVED BY AN AGREED FORMAL AMENDMENT TO THE RELEVANT PROJECT DESIGN. THIS MUST NEVER BE ASSUMED, AND MUST NEVER BE REGARDED AS HAVING SET A PRECEDENT.

0073 SOME STAFF MEMBERS OF HEREFORDSHIRE ARCHAEOLOGY (FOR INSTANCE THE ARCHAEOLOGICAL ADVISOR) ARE DULY AUTHORISED PERSONS IN LAW FOR THE PURPOSES OF THE TOWN AND COUNTRY PLANNING ACT 1990 AND RELATED LEGISLATION. THEY MUST WITHIN REASON BE ADMITTED TO SITES FALLING WITHIN THIS LEGISLATION.

0074 THE CURATORIAL MONITORING OF FIELDWORK AND PREMISES IS AN IMPORTANT COMPONENT OF THE WORK OF HEREFORDSHIRE ARCHAEOLOGY. WHICH SITES ARE MONITORED, HOW THEY ARE MONITORED, AND THE CIRCUMSTANCES / FREQUENCY OF THOSE VISITS, ARE A MATTER FOR HEREFORDSHIRE ARCHAEOLOGY.

0075 BECAUSE OF THE SIGNIFICANCE OF THE PLANNING ISSUES AT STAKE, THERE IS A STRONG PROBABILITY THAT ANY "PRE DETERMINATION" PROJECT WILL BE SUBJECT TO ONE OR MORE MONITORING VISITS. SITES THAT ARE BEING DEALT WITH UNDER ARCHAEOLOGICAL CONDITION (SEE BELOW) ARE PERHAPS LESS LIKELY TO BE ACTIVELY MONITORED, ALTHOUGH LARGER SITES IN PARTICULAR MAY BE SUBJECT TO REGULAR VISITS.

0076 IN PRACTICE IT IS REALISED THAT THE MAJORITY OF PROJECTS THAT ARE MONITORED WILL BE CONDUCTED TO A HIGH STANDARD, AND SUCH HIGH STANDARDS WILL ALWAYS BE VERBALLY ACKNOWLEDGED AT THE TIME OF THE MONITORING VIST. HEREFORDSHIRE ARCHAEOLOGY DO REGARD THIS AS IMPORTANT.

0077 ON OCCASION HOWEVER, IT WILL BE FOUND THAT PROJECTS ARE - FOR WHATEVER REASON - NOT BEING CONDUCTED TO AN APPROPRIATE STANDARD. IT MAY BE FOR INSTANCE THAT THE PROJECT DESIGN (AS FORMALLY AMENDED) IS NOT BEING FOLLOWED, OR THAT DUE DILIGENCE IS NOT MANIFEST. IF THERE IS PARTICULAR CAUSE FOR CONCERN, HEREFORDSHIRE ARCHAEOLOGY MAY NEED TO MAKE A DIRECT COMPLAINT, OR EVEN INSTIGATE ENFORCEMENT PROCEDURES.

0078 DURING THE COURSE OF THEIR WORK IT IS LIKELY THAT CONTRACTORS WILL BE INVOLVED IN BOTH EARLY AND LATE STAGE ARCHAEOLOGICAL PROJECTS, AS ADVISED IN PPG16 AND ELSEWHERE.

0079 WHEN ARCHAEOLOGICAL PROJECTS ARE REQUIRED, OR THOUGHT TO BE NECESSARY, PRIOR TO THE DETERMINATION OF A PLANNING APPLICATION (ASSESSMENTS AND EVALUATIONS ETC), CONTRACTORS MUST ENSURE THAT THEIR CLIENTS ARE FULLY AWARE OF THE PURPOSE AND NATURE OF SUCH PROJECTS, AND THAT THERE MAY BE FURTHER ARCHAEOLOGICAL IMPLICATIONS.

0080 CONTRACTORS ARE FULLY ENTITLED TO SUBMIT DESK-BASED ARCHAEOLOGICAL ASSESSMENTS ON BEHALF OF THEIR CLIENTS, BUT MUST BE AWARE THAT UNSOLICITED ASSESSMENTS MAY BE REGARDED BY HEREFORDSHIRE ARCHAEOLOGY AS POINTLESS OR MISCONCEIVED.

0081 IN SOME CASES MORE EXTENSIVE GENERAL DOCUMENTS (EG. ENVIRONMENTAL IMPACT ASSESSMENTS) WILL BE NEEDED BY CLIENTS. CONTRACTORS MUST ENSURE THAT THE ARCHAEOLOGICAL INFORMATION THEY PROVIDE IS APPROPRIATE AND EXPRESSED IN THE CORRECT WAY IN SUCH DOCUMENTS. IT IS PARTICULARLY IMPORTANT THAT IF SUCH A DOCUMENT IS TO BE PRODUCED, CONTRACTORS FULLY CONSULT HEREFORDSHIRE ARCHAEOLOGY BEFOREHAND.

0082 IN GENERAL, HEREFORDSHIRE ARCHAEOLOGY HAVE A STRONG PREFERENCE FOR THOROUGH TRIAL TRENCHING AS THE BEST MEANS OF INFORMING PLANNING AND OTHER ARCHAEOLOGICAL ADVICE. OTHER MEANS OF FIELD EVALUATION MAY BE USEFUL IN SOME CASES, BUT WILL NOT GENERALLY BE ACCEPTABLE AS A SUBSTITUTE OR REPLACEMENT METHODOLOGY.

0083 HEREFORDSHIRE ARCHAEOLOGY GENERALLY CONSIDER THAT A MINIMUM 5% SAMPLE OF A GIVEN APPLICATION SITE (OR OTHER SITE IF NOT SUBJECT TO PLANNING) IS AN ADEQUATE SCOPE OF TRIAL TRENCHING, AND NOT LESS. SUCH PERCENTAGES WILL RELATE TO THE SITE OF PROPOSALS, NOT THE PROPOSALS THEMSELVES.

0084 IT MAY BE THE CASE IN PARTICULAR CIRCUMSTANCES THAT GEOPHYSICS CAN BE HELPFULLY EMPLOYED AS AN ADJUNCT TO TRIAL TRENCHING. THE APPROPRIATENESS OF GEOPHYSICS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS, AND NO PRECEDENTS WILL BE SET BY THIS.

0085 OTHER METHODS THAT MAY FROM TIME TO TIME BE CONSIDERED AS A PARTICULAR MEANS OF OR AID TO FIELD EVALUATION INCLUDE WALKOVERS, FIELDWALKING, EARTHWORK SURVEYS, AERIAL SURVEYS, METAL DETECTING, AUGERING, AND OTHER METHODS AS DEEMED APPROPRIATE. HOWEVER, THE NEED FOR THESE OTHER METHODS IS LIKELY TO BE LIMITED AND SPECIFIC: AS SUCH, THEY WILL NORMALLY BE THE SUBJECT OF A PROJECT-SPECIFIC BRIEFING.

0086 WHEN ARCHAEOLOGICAL PROJECTS ARE REQUIRED UNDER PLANNING CONDITIONS ATTACHED TO PERMISSIONS, SUCH *CONDITIONS* ARE THE LIABILITY OF THE APPLICANT OR SUCCESSOR IN TITLE, AND ARE NOT ULTIMATELY THE RESPONSIBILITY OF CONTRACTORS. THE FORMAL DISCHARGE OF CONDITIONS IS NOT THEREFORE A MATTER THAT CONTRACTORS SHOULD BE DIRECTLY INVOLVED IN.

0087 ARCHAEOLOGICAL CONTRACTORS MUST NEVERTHELESS HELP TO ENSURE THAT THEIR CLIENTS ARE FULLY AWARE OF THE IMPLICATIONS OF ANY ARCHAEOLOGICAL CONDITIONS.

0088 ARCHAEOLOGICAL CONDITIONS WILL BE IMPOSED AS THE LOCAL PLANNING AUTHORITY (OR IN SOME CASES THE PLANNING INSPECTORATE / SECRETARY OF STATE) SEES FIT. HOWEVER, IN THE VAST MAJORITY OF CASES, A SMALL NUMBER OF STANDARD OR NORMAL CONDITIONS WILL BE EMPLOYED. ARCHAEOLOGICAL CONTRACTORS MUST BE AWARE OF THE WORDING AND INTENTION OF THESE CONDITIONS.

0089 THE USE OF 'ACCESS CONDITIONS', WHICH IS RATHER DIFFERENT, IS DISCUSSED UNDER ITEM 0027.

0090 CURRENTLY, HERFORDSHIRE ARCHAEOLOGY WILL OTHERWISE GENERALLY ADVISE THE FOLLOWING CONDITIONS, EITHER INDIVIDUALLY OR IN COMBINATION, ACCORDING TO THE SPECIFICS OF A CASE: A 'PROGRAMME OF WORKS' SITE INVESTIGATION CONDITION; A BUILDING SURVEY CONDITION; AN OBSERVATION AND RECORDING 'WATCHING BRIEF' CONDITION; A FOUNDATION DESIGN CONDITION; A GROUND DISTURBANCE CONDITION; A PROTECTIVE FENCING CONDITION; A POST- FIELDWORK CONDITON.

0091 FOR THE AVOIDANCE OF DOUBT, IT IS VERY IMPORTANT THAT CONTRACTORS, IN CORRESPONDENCE, EMPLOY *VERBATIM* THE TERMS AND REFERENCES USED BY THE OFFICERS AND OTHER STAFF OF HERFORDSHIRE COUNCIL IN *THEIR* CORRESPONDENCE. SUCH TERMS AND REFERENCES MUST BE CLEARLY AND UNAMBIGUOUSLY STATED.

0092 CONTRACTORS MUST UNDERTAKE ALL ARCHEOLOGICAL WORK, ESPECIALLY FIELDWORK, IN ACCORDANCE WITH BEST PRACTICE, AND THE GENERALITY OF THIS DOCUMENT. SPECIFCALLY, FIELDWORK MUST BE UNDERTAKEN AS INDICATED BELOW .

0093 FIELDWORK BEST PRACTICE IS CLEARLY STATED IN THE GUIDANCE AND LITERATURE. THE PRESUMPTION WOULD ALWAYS BE THAT THIS BEST PRACTICE BE FOLLOWED IN FULL, UNLESS THERE ARE SPECIFIC REASONS, AGREED WITH HERFORDSHIRE ARCHAEOLOGY, TO THE CONTRARY. VALID JUSTIFICATION MUST BE PROVIDED FOR *NOT* UNDERTAKING A NORMAL ARCHAEOLOGICAL FUNCTION OR TASK, RATHER THAN THE OTHER WAY ROUND.

0094 ALL FIELDWORK (AND OTHER WORK) MUST BE UNDERTAKEN BY PERSONNEL WHO ARE PROPERLY TRAINED AND QUALIFIED FOR THE PURPOSE.

0095 ALL FIELDWORK MUST BE UNDERTAKEN USING THE CORRECT AND PROPERLY FUNCTIONING EQUIPMENT.

0096 ALL FIELDWORK MUST BE UNDERTAKEN IN SUCH AWAY AS TO MINIMISE THE DAMAGING EFFECT OF POOR WEATHER OR GROUND CONDITIONS. WHILST GENUINELY SEVERE CONDITIONS CAN HAVE A MAJOR EFFECT ON THE STANDARD AND EXECUTION OF FIELDWORK, AVERAGELY POOR CONDITIONS SHOULD HAVE ONLY A MINOR EFFECT. SUPPOSEDLY 'UNANTICIPATED' POOR CONDITIONS DO NOT EXCUSE POOR RESOURCING AND PLANNING.

0097 ALL FIELDWORK MUST BE UNDERTAKEN IN SUCH A WAY AS TO LIMIT THE GENERAL DAMAGE TO LAND OR STRUCTURES ON IT, BEYOND THAT WHICH IS INEVITABLE OR GENUINELY NECESSARY AND/OR AGREED TO ACHIEVE THE PROJECT AS UNDERSTOOD.

0098 ALL FIELDWORK, IN WHOLE AND IN PART, MUST BE FULLY AND ACCURATELY MAPPED IN THREE DIMENSIONS, EXPRESSED IN TERMS OF THE ORNANCE SURVEY NATIONAL GRID AND NEWLYN DATUM ONLY. IN GENERAL, FOR PRIMARY HORIZONTAL DATA THE 100KM 'SO' PREFIX SHOULD BE USED, FOLLOWED BY AT LEAST A TEN FIGURE

REFERENCE (IE EXPRESSED TO THE NEAREST METRE [SO ORIGIN] AS A MINIMUM). FOR VERTICAL DATA, HEIGHT SHOULD BE EXPRESSED TO THE NEAREST CENTIMETRE [A.O.D.N].

0099 ALL FIELDWORK PRIMARY RECORDS AND ARCHIVE MUST BE PRODUCED IN A MANNER THAT IS RELEVANT, FULL, ACCURATE, PROMPT, AND SECURE.

0100 NON INVASIVE FIELDWORK (SITE SURVEYS ETC) MUST UNLESS OTHERWISE AGREED TAKE PLACE PRIOR TO INVASIVE WORK (TRENCHES EXCAVATION ETC), AS IT IS GENERALLY THE CASE THAT THE FORMER IS PART INTENDED TO INFORM THE SCOPE AND NATURE OF THE LATTER.

0101 IT IS OFTEN THE CASE THAT ARCHAEOLOGICAL PROJECTS WILL INVOLVE A PHASED APPROACH. IN THE EVENT HOWEVER THAT A PROJECT IS ONLY TO CONSIST OF SPECIFIED ITEMS OF WORK, THIS WILL BE CLEARLY ADVISED IN THE RELEVANT CORRESPONDENCE.

0102 ON OCCASION IT WILL BE NECESSARY TO UNDERTAKE AN INITIAL 'WALKOVER' OF A SITE IN ORDER TO MAKE A PRELIMINARY ASSESSMENT OF THE VISIBLE AND INFERRED ARCHAEOLOGICAL POTENTIAL. SUCH WALKOVERS WIL BE A COMMON FEATURE OF MUCH SO-CALLED "DESK BASED" WORK.

0103 IN THE EVENT THAT 'FIELDWALKING' IS REQUIRED, IT MUST BE AGREED IN ADVANCE WHETHER ALL ITEMS FOUND AND RECORDED WILL BE COLLECTED, OR WILL IN WHOLE OR IN PART BE LEFT IN THE GROUND.

0104 IF COLLECTION IS UNDERTAKEN, ANY DISCARD POLICIES WITH REGARD TO (FOR EXAMPLE) CERAMIC BUILDING MATERIALS MUST BE CLEARLY STATED AND AGREED IN ADVANCE. IT WOULD NORMALLY ONLY BE ACCEPTABLE TO DISCARD MATERIALS THAT ARE EITHER/ BOTH VERY RECENT OR EXCEPTIONALLY NUMEROUS/WEIGHTY.

0105 THE SCOPE AND FORM OF FIELDWALKING GRIDS ETC MUST BE ADEQUATE TO ASSESS THE DISTRIBUTION OF SURFACE FINDS *AND THE SURFACE DEPOSITS THEY ARE CONTAINED WITHIN.*

0106 FINDS FROM EACH COLLECTION UNIT MUST BE INDIVIDUALLY BAGGED, NUMBERED, LABELLED, AND MARKED BY CONTEXT AND RECORDED ON PRO-FORMA FIELDWALKING SHEETS.

0107 IF METAL DETECTING IS REQUIRED, IT MUST BE UNDER STRICT PROFESSIONAL CONTROL AND TAKE PLACE IN ACCORDANCE WITH THE TREASURE ACT 1996 (AND ITS CODE OF PRACTICE). THE REGIONAL PORTABLE ANTIQUITIES OFFICER MUST BE INFORMED.

0108 CONTRACTORS MUST CONSIDER OPPORTUNITIES FOR THE JUDICIOUS AND APPROPRIATE USE OF METAL DETECTING TOOLS DURING THEIR PROJECTS. USED PROPERLY SUCH TOOLS CAN GREATLY ENHANCE INFORMATION AND ARTEFACT RETRIEVAL.

0109 IF A TOPOGRAPHIC SURVEY OF ANY KIND IS REQUIRED (CONTOURED HACHURED ETC,) ARCHAEOLOGICAL CONTRACTORS MUST LIAISE WITH SURVEY STAFF OFTHE ROYAL COMMISSION, PRIOR TO COMMENCING WORK.

0110 FULL POSITIONAL CONTROL MUST BE EXERCISED OVER TOPOGRAPHIC SURVEYS. THE LEVELS OF ACCURACY REFERRED TO IN ITEM 0098 SHOULD BE MAINTAINED.

0111 TOPOGRAPHIC SURVEYS HAVING A CONTOUR INTERVAL OF MORE THAN 0.2M ARE UNLIKELY TO ADEQUATELY REPRESENT *SHALLOW EARTHWORK FEATURES* , AND THESE AT LEAST MUST BE DEPICTED BY DETAILED HACHURING.

0112 TOPOGRAPHIC SURVEYS MUST ALLOW FOR BASE MAPS OF AT LEAST 1:500 DETAIL, AND SHOW SUFFICIENT DETAIL OF THE ADJACENT LANDSCAPE TO ALLOW FOR THE SURVEY TO BE UNDERSTOOD IN CONTEXT.

0113 PROFILES AND INTERPRETIVE TEXT SHOULD BE INCLUDED WITH ALL TOPOGRAPHIC SURVEYS.

0114 STRUCTURAL SURVEY (IE SO-CALLED 'BUILDING RECORDING', ETC) IS A COMMON REQUIREMENT IN DEVELOPMENT CONTROL ARCHAEOLOGY, AND IS TO BE EXPECTED AS PART OF A CONTRACTOR'S NORMAL WORK PROGRAMME. HOWEVER, IT IS OFTEN THE CASE THAT THERE WILL BE SOME OVERLAP WITH BELOW GROUND PROJECT COMPONENTS (E.G. 'WATCHING BRIEFS').

0115 IT IS ESSENTIAL THAT ARCHAEOLOGICAL CONTRACTORS CARRYING OUT STRUCTURAL SURVEYS HAVE THE NECESSARY EXPERTISE, EITHER IN-HOUSE OR DELEGATED TO A SUB-CONTRACTOR OR CONSERVATION ARCHITECT, TO BE ABLE TO PROPERLY DISCHARGE THOSE SURVEYS.

0116 ON OCCASION (ALTHOUGH THIS IS CURRENTLY RARE) A STANDING STRUCTURE IMPACT ASSESMENT MAY BE REQUIRED, POSSIBLY BEFORE THE DETERMINATION OF A PLANNING APPLICATION.

0117 WITH REGARD TO ALL STRUCTURAL SURVEYS, THE EXACT LEVEL OF DETAIL AND ACCURACY REQUIRED WILL DEPEND ON THE INTRINSIC SIGNIFICANCE OF WHAT IS BEING SURVEYED AND THE EXTENT OF DAMAGE THAT MIGHT ARISE FROM ANY WORK PROPOSALS RELEVANT TO THE SURVEY. THE COMMONLY USED RCHME 'LEVELS' OF RECORDING ARE A GUIDE ONLY, AND CONTRACTORS HAVE A PROFESSIONAL RESPONSIBILITY TO RECORD AT-RISK STRUCTURES TO AN APPROPRIATE LEVEL.

0118 STRUCTURAL SURVEY IS A COMPLEX AND SPECIALIST AREA OF OPERATION, THE DETAILED CONSIDERATION OF WHICH FALLS OUTSIDE THIS PRESENT DOCUMENT. HOWEVER, HEREFORDSHIRE ARCHAEOLOGY ARE REVIEWING WORK AND REQUIREMENTS IN THIS AREA, WITH A VIEW TO CLARIFYING METHODOLOGY.

0119 IF GEOPHYSICAL SURVEY IS REQUIRED, OR CONSIDERED TO BE HELPFUL, IT IS ESSENTIAL THAT THE METHODS EMPLOYED ARE FULLY ANALYSED AND JUSTIFIED IN ADVANCE. ENGLISH HERITAGE OR OTHER SPECIALIST GUIDANCE SHOULD BE SOUGHT AND A COST BENEFIT ANALYSIS WOULD BE EXPECTED.

0120 IF A GEOPHYSICAL SURVEY IS UNDERTAKEN, CONTRACTORS MUST RECORD, IN FULL AND PRECISE DETAIL, EXACTLY WHAT EQUIPMENT WAS USED, HOW THAT EQUIPMENT WAS USED, AND IN WHAT CIRCUMSTANCES IT WAS USED.

0121 GEOPHYSICAL SURVEYS ARE IN A SENSE A REPEATABLE EXPERIMENT. IF THEY ARE NOT UNDERTAKEN PROPERLY, IT MAY BE REQUESTED THAT THEY *ARE* REPEATED.

0122 INVASIVE FIELDWORK METHODS WILL VARY GREATLY IN SCOPE, BUT COULD ALL RESULT IN THE REMOVAL OF MATERIAL FROM SITES. IT IS THEREFORE PARTICULARLY IMPORTANT THAT ITEMS 0062 - 0069 ARE COMPLIED WITH (REFER).

0123 IT IS ALSO IMPORTANT THAT THE ADVICE OF THE ENGLISH HERITAGE REGIONAL SCIENCE ADVISOR AND/OR RELEVANT RECOGNISED SPECIALISTS IS SOUGHT AT AN EARLY STAGE, SUCH ADVICE SHOULD BE TAKEN INTO ACCOUNT FOR THE DURATION OF EACH PROJECT.

0124 SMALL SCALE EXPLORATORY METHODS SUCH AS AUGERING ARE A VALUABLE TOOL FOR PROVIDING A VERY BROAD VIEW OF DEPOSIT PROFILES. AN IDEA OF PALAEO-ENVIRONMENT CAN ALSO ON OCCASION BE OBTAINED. SUCH METHODS MUST NOT HOWEVER BE PERCEIVED OR REPRESENTED AS A FULLY RELIABLE MEANS OF DEPOSIT CHARACTERISATION AND PLOTTING.

0125 IN THE EVENT THAT THERE IS DEEP CULTURAL STRATIGRAPHY ON A SITE THAT WOULD OTHERWISE (FOR WHATEVER REASON) BE LEFT IN SITU AS PART OF A PARTICULAR ARCHAEOLOGICAL PROJECT, THAT PROJECT SHOULD NEVERTHELESS INVOLVE SOME LIMITED AUGERING, TO PROVIDE A BROAD INDICATION OF THE LIKELY SEQUENCES THAT HAVE BEEN PRESERVED.

0126 LARGER SCALE CORING METHODS MUST BE UNDERTAKEN AS PER BEST PRACTICE AND MUST BE CLEARLY ASSOCIATED WITH A FULL PROGRAMME OF SPECIALIST STUDY.

0127 SMALL HAND DUG TRIAL HOLES SHOULD BE SUFFICIENTLY EXTENSIVE (A MINIMUM OF 1.2M X 1.2M) TO ALLOW THEM TO BE EFFECTIVELY ENTERED AND EXCAVATED TO A MAXIMUM SAFE DEPTH (WHICH MAY INVOLVE SHORING).

0128 SUCH HAND EXCAVATED TRIAL HOLES MUST BE EXCAVATED STRATIGRAPHICALLY AS FAR AS IS POSSIBLE, AND THE CONTEXTED SPOIL SIEVED IF IT HAS DEMONSTRABLE OR POSSIBLE ARCHAEOLOGICAL POTENTIAL.

0129 MECHANICALLY EXCAVATED TRIAL HOLES THAT ARE SUBJECT TO OBSERVATIONS DURING (FOR INSTANCE) GEOTECHNICAL OR GROUND INVESTIGATION WORKS MUST BE RECORDED TO AN APPROPRIATE STANDARD.

0130 MECHANICALLY EXCAVATED TRIAL OR SAMPLE TRENCHES THAT ARE SPECIFICALLY DUG FOR AN ARCHAEOLOGICAL PURPOSE (EVALUATION TRENCHES ETC) ARE IN ONE SENSE A LINEAR ARCHAEOLOGICAL EXCAVATION (SEE BELOW). HOWEVER, BECAUSE THE LEVEL OF COVER THEY PROVIDE IS INHERENTLY PARTIAL, IT IS PARTICULARLY IMPORTANT THAT SUFFICIENT DETAILED INVESTIGATION AND ANALYSIS OF THE EXPOSED AND INFERRED MATERIALS TAKES PLACE. CONTRACTORS ARE REFERRED TO THE PRECISE WORDING OF THE IFA STANDARDS.

0131 ON THE OTHER HAND IT IS NOT GENERALLY THE PURPOSE OF SUCH TRENCHES TO ACHIEVE (FULL) EXCAVATION WITHIN THEMSELVES, ESPECIALLY IF PARTICULARLY SIGNIFICANT ARCHAEOLOGICAL FEATURES ARE ENCOUNTERED, WHICH MIGHT BE CONSIDERED FOR PRESERVATION *IN SITU*.

0132 THE TERM "EXCAVATION" UNLESS QUALIFIED, WOULD IN PRINCIPLE MEAN FULL EXCAVATION, INVOLVING THE COMPLETE TO STANDARDS RECORDING AND REMOVAL, WITHIN A GIVEN AREA, OF ALL ARCHAEOLOGICAL AND OTHER RELEVANT MATERIALS TO THE LEVEL OF COMPLETELY NATURAL, EFFECTIVELY PRE-ARCHAEOLOGICAL (IE IN MOST CASES PLEISTOCENE, AND IN SOME CASES PRE CROMERIAN) LEVELS.

0133 THERE WILL HOWEVER BE MANY INSTANCES WHEN EXCAVATION IS NOT 'FULL'. FOR INSTANCE, INDIVIDUAL DEPOSITS OF FEATURES MAY ON OCCASION BE SAMPLED ON A PERCENTAGE BASIS ONLY, SUBJECT TO ADVANCE AGREEMENT; PROJECT SPECIFIC GENERAL DEPTHS OR OTHER LIMITS TO WORK MAY BE AGREED IN ADVANCE. ON MANY DEVELOPMENT LEAD PROJECTS IT WILL BE COMMON FOR LIMITED EXCAVATION WORKS TO TAKE PLACE TO MITIGATE THE LOSS OF DIRECTLY AT-RISK REMAINS DISCOVERED DURING A WATCHING BRIEF OR SIMILAR.

0134 ON ANY KIND OF EXCAVATION, THE FUNDAMENTAL ARCHAEOLOGICAL DIGGING SKILLS AND PROCEDURES MUST BE EMPLOYED AND BE SEEN TO BE EMPLOYED.

0135 HEREFORDSHIRE ARCHAEOLOGY WILL NOT TOLERATE PLAINLY INADEQUATE CLEANING, CULPABLY INNACURATE DIGGING OUT, POOR CONTEXTING AND THE LIKE.

0136 THE *NORMAL ASSUMPTION* WILL OF COURSE BE THAT ALL EXCAVATION SURFACES ARE FULLY CLEANED BY TROWEL AS PART OF STANDARD WORKING PRACTICES. IT IS OFTEN THE CASE HOWEVER THAT PROPERLY UNDERTAKEN HOEING, SHOVEL- SCRAPING, AND EVEN CAREFUL MACHINING, CAN ACHIEVE AN ADEQUATE STANDARD OF CLEANING, BUT CONTRACTORS **MUST** JUSTIFY ANY DECISION IN THIS RESPECT.

0137 WITH REGARD TO MACHINING, HEREFORDSHIRE ARCHAEOLOGY WOULD NOT NORMALLY REGARD IT AS POSSIBLE FOR A SINGLE OPERATIVE TO SIMULTANEOUSLY ACT AS A PROPER BANKSMAN WHILST GENUINELY ASSESSING AND CLEANING THE DEPOSITS AND FEATURES BEING REVEALED. AS A MORE GENERAL PRINCIPLE, IT IS MANIFESTLY THE CASE THAT INADEQUATE STAFFING LEVELS HAVE A DIRECT CAUSAL LINK WITH INADEQUATE STANDARDS OF WORK.

0138 IT WOULD NOT NORMALLY BE ACCEPTABLE FOR AN ARCHAEOLOGICAL CONTRACTOR TO KNOWINGLY MACHINE AWAY MULTIPLE CONTEXTS OF GENUINE OR LIKELY ARCHAEOLOGICAL INTEREST OR RELEVANCE. NOR WOULD IT NORMALLY BE ACCEPTABLE TO MACHINE SECTIONS THROUGH ARCHAEOLOGICAL DEPOSITS, ALTHOUGH THERE WILL BE SOME EXCEPTIONS TO THIS, COMMONLY WHERE SUCH DEPOSITS ARE OF CONSIDERABLE HORIZONTAL OR VERTICAL EXTENT.

0139 THE USE OF JUDICIOUS SONDAGES WITHIN E.G. EVALUTION TRENCHES WILL OFTEN BE ACCEPTABLE, EVEN DESIRABLE, IN CASES WHERE THE STRATIGRAPHY IS PROBLEMATIC OR THERE IS SOME DOUBT AS TO THE VERACITY OF "NATURAL". TO ASSUME THAT A DEPOSIT IS NATURAL WITHOUT GOOD REASON AND FULL CHECKS MAY BE REGARDED AS A CULPABLE ERROR.

0140 ARCHAEOLOGICAL CONTRACTORS MUST PROVIDE ADEQUATE ON SITE PROVISION FOR THE TO-STANDARDS PROCESSING AND STORING OF RECORDS, FINDS, AND OTHER ARCHAEOLOGICAL MATERIALS.

0141 SITE RECORDS MUST BE TO-STANDARD, FIT FOR PURPOSE, AND ACCORD WITH GENERALLY ACCEPTED BEST PRACTICE. HEREFORDSHIRE ARCHAEOLOGY MAY INSPECT SITE RECORDS DURING MONITORING VISITS. ALL PROFESSIONAL ARCHAEOLOGISTS SHOULD BE ABUNDANTLY AWARE OF THE IMPORTANCE AND NATURE OF PROPER SITE RECORDS. HOWEVER, A FAIR DEGREE OF VARIATION IN APPROACH IS EXPECTED.

0142 SO-CALLED ARCHAEOLOGICAL "WATCHING BRIEFS" CAN CAUSE PARTICULAR DIFFICULTY FOR EVERYONE INVOLVED IN THE ARCHAEOLOGICAL PROCESS. WHILST IN A SENSE THEY ARE A PASSIVE OPERATION, ACHAEOLOGICAL CONTRACTORS MUST MAKE

EXPLICIT THE POSSIBILITY OF AND MAKE PROVISION FOR SUCH LIMITED DIRECT INTERVENTION AS MAY BE NECESSARY TO DEAL WITH APPRECIABLE DISCOVERIES WITHIN THE DIRECT SCOPE OF (E.G. A DEVELOPER'S) WORKS.

0143 WHILST SUCH DIRECT INTERVENTION WILL NOT BE COMMON (APART OF COURSE FROM VERY RAPID INCURSIONS INTO TRENCHES ETC IN ORDER TO EFFECTIVELY RECORD WHAT IS THERE), AND SHOULD NOT NORMALLY EXCEED THE SPECIFIC SCOPE OF (DEVELOPMENT) WORKS, IT IS NEVERTHELESS A POTENTIAL ISSUE THAT SHOULD BE MADE PLAIN BY AN ARCHAEOLOGICAL CONTRACTOR FROM THE OUTSET. THIS ISSUE SHOULD ALSO BE CLEARLY EXPRESSED AS A CONTINGENT SUM IN ANY QUOTATION.

0144 THERE IS OF COURSE A POSSIBILITY THAT AT-RISK ARCHAEOLOGICAL REMAINS OF *EXCEPTIONAL* IMPORTANCE ARE DISCOVERED DURING A WATCHING BRIEF OR SIMILAR. AGAIN THIS POSSIBILITY SHOULD HAVE BEEN RAISED FROM THE OUTSET, ALTHOUGH FINDING THE ADDITIONAL RESOURCES NEEDED TO FULLY DEAL WITH IT MAY NEED SPECIFIC NEGOTIATION. HEREFORDSHIRE ARCHAEOLOGY MUST BE CONTACTED AS A MATTER OF URGENCY IN SUCH CASES.

0145 ARCHAEOLOGICAL FIELDWORK RELATING TO CHURCHES CAN BE ESPECIALLY SENSITIVE, AND FULL CARE MUST BE TAKEN BY ARCHAEOLOGICAL CONTRACTORS. THE FACT THAT *SOME* DEVELOPMENTS WITHIN CHURCH GROUNDS DO NOT REQUIRE SECULAR PLANNING PERMISSION DOES NOT OBTIATE THE REQUIREMENT FOR NORMAL ARCHAEOLOGICAL PROCEDURES AND BEST PRACTICE AS PUT FORWARD IN THIS DOCUMENT AND ELSEWHERE. IN FACT, THE RESPONSIBILITY IS WIDER,

0146 ARCHAEOLOGICAL CONTRACTORS MUST PROPERLY RECOGNISE AND RESPECT THE SENSIBILITIES BELIEFS AND CONCERNS OF THOSE WHO ADMINISTER AND RECEIVE THE SACRAMENTS OF THE CHURCH OR WHO USE OR SUPPORT THE CHURCH IN ANY OTHER WAY.

0147 ARCHAEOLOGICAL CONTRACTORS MUST TAKE ALL REASONABLE STEPS NOT TO DAMAGE CHURCH PROPERTY, IN WHOLE OR IN PART, AND MUST CONDUCT THEMSELVES IN A WAY THAT REFLECTS WELL ON THEIR PROFESSION IN THE WIDER WORLD. THIS IS PARTICULARLY THE CASE WITH REGARD TO THE ISSUE OF HUMAN REMAINS.

0148 DISCOVERED HUMAN REMAINS ARE FUNDAMENTALLY DIFFERENT FROM ALL OTHER KINDS OF ARCHAEOLOGICAL 'FIND', AND CAN PRESENT SERIOUS ETHICAL AND OTHER DILEMMAS. ARCHAEOLOGICAL CONTRACTORS MUST BE FULLY AWARE OF THIS, AND BE CLEAR OF THEIR PRECISE PURPOSE IN DEALING WITH SUCH REMAINS.

0149 IF HUMAN REMAINS ARE ENCOUNTERED AND/OR RECORDED BY AN ARCHAEOLOGICAL CONTRACTOR DURING THE COURSE OF A PROJECT, IT IS ESSENTIAL THAT THEY ARE TREATED WITHIN THE LAW, WITHIN THE TERMS OF ANY RELEVANT AGREEMENTS AND CONSENTS (EG FACULTIES OR HOME OFFICE LICENCES), WITH DUE REVERENCE AND RESPECT, AND (IF *IN SITU*) WITH A STRONG PRESUMPTION THAT THEY SHOULD ONLY BE *REMOVED* IF IT IS GENUINELY NECESSARY.

0150 THERE SHOULD ALSO BE A STRONG PRESUMPTION, WHERE FEASIBLE, THAT ANY HUMAN REMAINS THAT ARE REMOVED WILL BE RESPECTFULLY AND PROMPTLY REINTERED, PREFERABLY IN THE ORIGINAL POSITION OF INTERMENT. SUCH REINTERMENT SHOULD BE IN ACCORDANCE WITH RELEVANT BELIEFS AND PRACTICES WHERE THESE CAN BE ESTABLISHED, AND CONDUCTED BY PERSONS QUALIFIED FOR THE PURPOSE.

0151 THERE WILL BE CASES WHERE HUMAN REMAINS ARE OF SUCH ARCHAEOLOGICAL OR OTHER SIGNIFICANCE, OR ARE UNDER SUCH THREAT, THAT THEIR SUMMARY IN SITU STUDY IS INAPPROPRIATE, AND REMOVAL/FULL SCIENTIFIC STUDY IS THE BEST OPTION IN THE CIRCUMSTANCES. VERY GOOD ACADEMIC AND PROCEDURAL JUSTIFICATION SHOULD ALWAYS BE GIVEN FOR THE COMPLETE REMOVAL OF HUMAN REMAINS FROM THEIR ORIGINAL PLACE OF INTERMENT.

0152 IF HUMAN REMAINS ARE COMPLETELY REMOVED FOR FULL SCIENTIFIC STUDY, THIS WOULD GENERALLY BE REGARDED AS A TEMPORARY STEP, PENDING REINTERMENT. THE ROUTINE LONG TERM ARCHAEOLOGICAL STORAGE (IN WHATEVER SENSE) OF HUMAN REMAINS SHOULD BE REGARDED AS AN EXCEPTIONAL AND CASE-SPECIFIC ACTION NEEDING FULL JUSTIFICATION AND STATE OF THE ART FACILITIES.

0153 IT IS ACCEPTED THAT HUMAN REMAINS OF CONSIDERABLE ANTIQUITY (EG PRE MEDIEVAL REMAINS OF 'PAGAN (?)' DERIVATION) MAY NOT BE SUITABLE FOR REINTERMENT AS THERE MAY BE NO REALISTIC MEANS OF ESTABLISHING OR REINACTING ANY BURIAL RITES. HOWEVER THIS DOES NOT MAKE IT ACCEPTABLE TO MAINTAIN COLLECTIONS OF SUCH REMAINS IN *INAPPROPRIATE* STORAGE.

0154 WHATEVER THE POSITION AS REGARDS REMOVAL AND REINTERMENT, IT IS THE PROFESSIONAL RESPONSIBILITY OF AN ARCHAEOLOGICAL CONTRACTOR TO UNDERTAKE SUCH RECORDING STUDY AND CONSERVATION OF HUMAN REMAINS AS IS REASONABLE UNDER THE CIRCUMSTANCES AND GIVEN THE ABOVE. STUDY MUST BE UNDERTAKEN BY A RECOGNISED SPECIALIST, ACCORDING TO ARCHAEOLOGICAL BEST PRACTICE.

0155 UNLESS ANCIENT REMAINS ARE PART OF A WELL UNDERSTOOD WIDER ASSEMBLAGE AND/OR CAN BE ACCURATELY DATED THROUGH OTHER MEANS, C14 DATING (IF PRACTICAL AND SECURE), WOULD BE EXPECTED.

0156 REMOVED HUMAN REMAINS OF CLEAR ARCHAEOLOGICAL SIGNIFICANCE MUST BE SUBJECT TO ALL NORMAL METHODS OF SCIENTIFIC STUDY IN ORDER TO MAXIMISE THE INFORMATION GAIN. ARCHAEOLOGICAL CONTRACTORS MUST JUSTIFY ANY DECISION NOT TO UNDERTAKE A KNOWN AND GENERALLY ACCEPTED METHOD OF SCIENTIFIC STUDY.

0157 HEREFORDSHIRE ARCHAEOLOGY WOULD NOT NORMALLY REGARD HUMAN REMAINS POST DATING 1800AD AS AN ARCHAEOLOGICAL MATTER AT ALL, UNLESS THERE ARE SPECIFIC CIRCUMSTANCES OR EXCEPTIONAL SCIENTIFIC REASONS TO THE CONTRARY.

0158 ARCHAEOLOGICAL SCIENCE, WHICH INCLUDES SUCH MATTERS AS SCIENTIFIC DATING, GEOARCHAEOLOGY AND SOIL SCIENCE, ANALYSIS OF BOTANICAL AND FAUNAL REMAINS, ARTEFACT CONSERVATION AND INVESTIGATIVE ANALYSIS, AND THE ANALYSIS OF TECHNOLOGICAL MATERIALS AND RESIDUES, CERAMICS LITHICS ETC, IS OF APPRECIABLE IMPORTANCE IN MODERN PROFESSIONAL ARCHAEOLOGY. ISSUES RELATING TO ARCHAEOLOGICAL SCIENCE MUST BE CLEARLY ADDRESSSED.

0159 ARCHAEOLOGICAL CONTRACTORS MUST FROM THE OUTSET EMPLOY RELEVANT (GENUINE) SPECIALISTS IN ORDER TO ASSESS THE LIKELY OR POSSIBLE SCIENTIFIC IMPLICATIONS OF THE ARCHAEOLOGICAL PROJECTS THEY ARE TO UNDERTAKE.

0160 ARCHAEOLOGICAL CONTRACTORS MUST ALSO FROM THE OUTSET MAKE THEIR CLIENTS AWARE OF THE NEED FOR, NATURE, AND COST/TIME IMPLICATIONS OF THE LIKELY ARCHAEOLOGICAL SCIENCE COMPONENT OF PROJECTS. IT IS ACCEPTED THAT IT MAY BE DIFFICULT TO PRECISELY QUANTIFY ANY OF THIS IN ADVANCE BUT SUCH ISSUES MUST BE RAISED IN A CLEAR, REASONABLE, AND TRANSPARENT WAY.

0161 ARCHAEOLOGICAL CONTRACTORS MUST JUSTIFY ANY DECISION **NOT** TO PROPERLY UNDERTAKE A NORMAL AND ACCEPTED METHOD OF SCIENTIFIC STUDY THAT IS RELEVANT TO AN ARCHAEOLOGICAL PROJECT AND WOULD BE UNDERTAKEN IN THE NORMAL COURSE OF BUSINESS. AS AN EXAMPLE, IT IS PART OF AN ARCHAEOLOGISTS NORMAL FUNCTION TO PROPERLY COLLECT CONSERVE AND SUBJECT TO PROVISIONAL ANALYSIS ALL ITEMS OF BONE FOUND DURING A PROJECT, AND TO APPROPRIATELY SAMPLE DEPOSITS THAT MERIT SAMPLING.

0162 WITH REGARD TO THE GENERAL MATTER OF ARTEFACTS/ECOFACETS DISCOVERED DURING THE COURSE OF FIELDWORK, IT IS ESSENTIAL THAT THEY ARE PROPERLY PROCESSED AS SOON AS POSSIBLE TO PREVENT MIS-CONTEXTING, DECAY OR LOSS. IF IN SITU CONSERVATION IS NECESSARY, IT SHOULD TAKE PLACE WITHOUT DELAY. BEST PRACTICE MUST BE FOLLOWED.

0163 WHEN A CONTRACTOR CONSIDERS THAT THE FIELDWORK PHASE OF A PROJECT IS COMPLETE, THAT CONTRACTOR MUST SUBMIT A VALID END OF FIELDWORK FORM ('HAEF1') TO HEREFORDSHIRE ARCHAEOLOGY. THIS MUST CONTAIN AN INITIAL VIEW OF THE LIKELY POST FIELDWORK COMMITMENT (ESPECIALLY THE POTENTIAL FOR FURTHER ASSESSMENT AND ANALYSIS).

0164 IN MANY CASES IT IS ANTICIPATED THAT SUCH POTENTIAL WILL NOT BE ESPECIALLY GREAT, AND THAT THERE WILL BE NO NEED FOR A FULL POST EXCAVATION PROGRAMME AS PER MAP 2 PHASES 3-4. IN SUCH CASES, THE FIRST ('INTERIM') REPORT WILL IN EFFECT BE THE FINAL REPORT (SUPPORTED BY A SHORT SUMMARY PUBLICATION SUBMITTED IN *TRANSACTIONS* OF THE WOOLHOPE CLUB AND *WEST MIDLANDS ARCHAEOLOGY*).

0165 IT MUST BE STRONGLY EMPHASISED HOWEVER THAT *SOME PROJECTS* WILL INVOLVE A MUCH MORE EXTENSIVE POST EXCAVATION REQUIREMENT. ON RECEIPT OF AN HAEF1 FORM HEREFORDSHIRE ARCHAEOLOGY WILL GIVE INTIAL ADVICE ON THE LIKELY NEED FOR AND SCOPE OF SUCH. IN SOME INSTANCES THERE WILL BE A NEED FOR FULL PUBLICATION IN A FORM TO BE AGREED.

0166 SUBMISSION OF A REPORT SHOULD BE MADE AS SOON AS IS FEASIBLE IN EACH CASE. CLEARLY, 'PRE-DETERMINATION' REPORTS AND THE LIKE ARE REQUIRED VERY URGENTLY AND SHOULD BE AVAILABLE WITHIN A MONTH AT THE LATEST.

0167 ALL OTHER REPORTS MUST BE SUBMITTED WITHIN SIX MONTHS OF THE SUBMISSION DATE OF THE RELEVANT HAEF1, UNLESS OTHERWISE AGREED WITH HEREFORDSHIRE ARCHAEOLOGY. IT IS ACCEPTED THAT IT MAY TAKE LONGER TO PRODUCE THE INTERIM REPORT ON *EXCEPTIONALLY* LARGE OR COMPLEX PROJECTS. EXCESSIVE BACKLOGS WILL NOT BE TOLERATED.

0168 THREE BOUND COPIES OF EACH REPORT SHOULD BE SUBMITTED, AT THE SAME TIME, IN THE SAME POSTED OR HAND-DELIVERED PACKAGE, TO THE ARCHAEOLOGICAL ADVISOR **ONLY**. THE ARCHAEOLOGICAL ADVISOR WILL TRANSFER COPIES INTERNALLY AS APPROPRIATE. NO OTHER FORM OF SUBMISSION IS ACCEPTABLE UNLESS SPECIFICALLY AGREED IN ADVANCE WITH HEREFORDSHIRE ARCHAEOLOGY.

0169 INTERIM REPORT COPIES MUST BE ACCOMPANIED BY A SUBMISSION OF REPORT FORM ('HASR1' – EFFECTIVELY THE OLD 'CONTRACTORS REPORT FORMS', WHICH WILL STILL BE ACCEPTABLE) A SINGLE SUCH FORM MUST BE FIRMLY AFFIXED TO THE FRONT OF ONE REPORT COPY ONLY.

0170 ARCHAEOLOGICAL REPORTS ARE IMPORTANT DOCUMENTS, IN MANY CASES BEING THE PRIMARY MEANS OF DETAILED INFORMATION DISSEMINATION. CONTRACTORS MUST ENSURE THAT ALL ARCHAEOLOGICAL REPORTS CONTAIN THE FOLLOWING ITEMS IN FULL, AT A LEVEL OF DETAIL COMMENSURATE WITH THE RESULTS.

0171 IF A CONTRACTOR WISHES TO OMIT ANY OF THE BELOW ITEMS THIS WILL ONLY BE ALLOWABLE AS AN AGREED PRIOR AMENDMENT. ARCHAEOLOGICAL REPORTS ARE STAND ALONE DOCUMENTS, AND MUST THEREFORE BE COMPLETE.

0172 ARCHAEOLOGICAL REPORTS MUST CONTAIN A BRIEF NON-TECHNICAL EXECUTIVE SUMMARY OF THE PROJECT BEING UNDERTAKEN AND THE RESULTS OBTAINED.

0173 ARCHAEOLOGICAL REPORTS MUST CONTAIN CLEAR DETAILS OF THE PLANNING OR OTHER BACKGROUND TO THE WORK. PROJECT REFERENCES SUCH AS PLANNING APPLICATION OR ENQUIRY NUMBERS, SMR EVENT AND MUSEUM ACCESSION NUMBERS (WHERE OBTAINED), AND O.S. DATA., MUST BE GIVEN.

0174 ARCHAEOLOGICAL REPORTS MUST CONTAIN GENERAL DETAILS OF THE SITES / OBJECTS BEING CONSIDERED BY THE PROJECT, SUMMARISING AND EXPLAINING THE BROAD NATURAL AND HUMAN ENVIRONMENT WITHIN WHICH SUCH SITES AND STRUCTURES ARE SET.

0175 ARCHAEOLOGICAL REPORTS MUST CONTAIN A SERIES OF ACCURATE MAPS THAT CLEARLY AND PRECISELY LOCATE THE BROAD LOCATION OF AND CONSTITUENT PARTS OF THE PROJECT IN THE *CURRENT* LANDSCAPE. SUCH MAPS SHOULD ALSO ALLOW FOR THE IDENTIFICATION OF THE PROJECT IN THE FUTURE.

0176 ARCHAEOLOGICAL REPORTS MUST RELEVANT INFORMATION ABOUT THE KNOWN AND INFERRED *ARCHAEOLOGICAL* BACKGROUND TO THE PROJECT, INCLUDING AIMS AND OBJECTIVES. A 'SHORT DOCUMENTARY STUDY' WILL BE A SPECIFIC BUT LIMITED REQUIREMENT IN RELATION TO MANY PROJECTS, IN ORDER (AND ONLY IN ORDER) TO PUT THE WORK IN CONTEXT. SUCH STUDIES ARE NOT DESK BASED ASSESMENTS (QV) AND SHOULD NOT BE EXCESSIVE IN DETAIL.

0177 ARCHAEOLOGICAL REPORTS MUST CONTAIN DETAILS OF THE SCOPE OF THE PROJECT AND THE METHODS EMPLOYED.

0178 ARCHAEOLOGICAL REPORTS MUST CONTAIN A SITE/OBJECT NARRATIVE, COMPRISING A DETAILED DESCRIPTION ANALYSIS AND INTERPRETATION OF THE SITE OR OBJECT.

0179 ARCHAEOLOGICAL REPORTS MUST CONTAIN A DETAILED DESCRIPTION OF ANY ARTEFACTUAL, ECOFACTUAL, OR STRUCTURAL EVIDENCE, AND ANY OTHER SPECIALIST OR SCIENTIFIC EVIDENCE. SUCH EVIDENCE MUST BE SUBJECT TO A PROVISIONAL LEVEL OF ANALYSIS AND INTERPRETATION, EVEN IF THE REPORT IS ONLY 'INTERIM' IN NATURE. A CONFIDENCE RATING ON THE RESULTS MUST BE GIVEN.

0180 ARCHAEOLOGICAL REPORTS MUST CONTAIN FULL PROJECT ILLUSTRATIONS (PLANS, ELEVATIONS, SECTIONS, ARTEFACT/ECOFACT DRAWINGS, AND PHOTOGRAPHS AS APPROPRIATE). INADEQUATELY ILLUSTRATED REPORTS WILL NOT BE ACCEPTED. ALL ILLUSTRATIONS MUST PRECISELY AND CLEARLY IDENTIFY SITES AND OBJECTS TO SCALE IN THE THREE DIMENSIONAL MEDIA AND IN RELATION TO OTHER ILLUSTRATIONS, CONTEXTUAL DATA, AND TEXT.

0181 ARCHAEOLOGICAL REPORTS MUST CONTAIN A DISCUSSION OF THE SUM OF THE EVIDENCE, AND PROVISIONAL CONCLUSIONS. IT IS ACCEPTABLE AND INDEED NECESSARY THAT CONTRACTORS GIVE A PROFESSIONAL VIEW AS TO THE SIGNIFICANCE OF WHAT HAS BEEN FOUND, BUT THEY SHOULD NOT MAKE FORMAL RECOMMENDATIONS WITH REGARD TO THE REQUIREMENT OR POSSIBLE REQUIREMENT FOR FUTURE ARCHAEOLOGICAL MITIGATION.

0182 ARCHAEOLOGICAL REPORTS MUST CONTAIN AN APPROPRIATE BIBLIOGRAPHY.

0183 ARCHAEOLOGICAL REPORTS MUST CONTAIN AN APPENDIX THAT CROSS - REFERENCES CONTEXTS, FINDS, AND OTHER RELEVANT NUMBERINGS OR DESIGNATIONS.

0184 ARCHAEOLOGICAL REPORTS MUST CONTAIN AN APPENDIX CONTAINING ALL RELEVANT SPECIALIST SUB-REPORTS.

0185 ARCHAEOLOGICAL REPORTS MUST CONTAIN AN APPENDIX CLARIFYING THE PROJECT DESIGN TO WHICH THE PROJECT WAS CONDUCTED. IN THE EVENT THAT THE PROJECT WAS CONDUCTED TO A STANDARD PROJECT DESIGN (SEE ITEM 0047 **ETC**), THE REFERENCE ONLY OF THAT DESIGN SHOULD BE PROVIDED. IF A PROJECT HAD AN INDIVIDUAL (PROJECT SPECIFIC) DESIGN, THAT WHOLE DESIGN SHOULD BE REPRODUCED IN THE APPENDIX.

0186 ARCHAEOLOGICAL REPORTS MUST BE BOUND AND PRESENTED IN SUCH A WAY THAT EFFECTIVE LONG TERM STORAGE AND USAGE CAN BE ACHIEVED.

0187 ARCHAEOLOGICAL REPORTS RELATING TO ARCHAEOLOGICAL DESK-BASED ASSESSMENTS MUST PARTICULARLY CONTAIN A FULL SCOPE OF DOCUMENTARY INFORMATION. THIS WILL INCLUDE, UNLESS OTHERWISE AGREED, AT LEAST THE FOLLOWING: SMR / OTHER HER DATA; AVAILABLE MAP REGRESSION (HISTORIC, ESTATE, ENCLOSURE, PARISH, TITHE, O.S., GEOLOGICAL, SOILS, RELEVANT OTHERS); PERTINENT DATA OF ANY KIND FROM NATIONAL AND LOCAL RECORDS OFFICES; DATA FROM NATIONALLY AND LOCALLY HELD AERIAL PHOTORGAPHS, AND DATA CONCERNING PREVIOUS SITE INVESTIGATIONS OR RESEARCH (ARCHAEOLOGICAL AND OTHER).

0188 ARCHAEOLOGICAL REPORTS RELATING TO FIELD EVALUATIONS MUST PARTICULARLY CONTAIN DETAILS AND ANALYSIS OF THE APPARENT VERTICAL AND HORIZONTAL STRATIFICATION ON A SITE. THIS WILL INCLUDE, UNLESS OTHERWISE AGREED, THE FOLLOWING: ACCURATE SCALED PLANS OF THE TRENCHES EXCAVATED SHOWING BOTH THE OVERALL DISTRIBUTION OF TRENCHING AND THE CONFIGURATION OF FEATURES AND DEPOSITS WITHIN INDIVIDUAL TRENCHES; REPRESENTATIVE SCALED SECTIONS OF ALL TRENCHES, SUFFICIENTLY SCOPED TO ALLOW FOR THE DETAILED ANALYSIS OF DEPOSIT PROFILES FROM PRE-ARCHAEOLOGICAL LEVELS TO PRESENT DAY ONES.

0189 ARCHAEOLOGICAL REPORTS RELATING TO FULL ARCHAEOLOGICAL EXCAVATIONS MUST PARTICULARLY CONTAIN THE FOLLOWING: A COMPREHENSIVE DESCRIPTION AND INTERPRETATION OF ALL KNOWN AND INFERRED ARCHAEOLOGICAL FEATURES DEPOSITS AND MATERIALS OF ANY KIND THAT WERE ENCOUNTERED, PLUS A DESCRIPTION OF ALL OTHER ITEMS, INCLUDING WHOLLY NATURAL OR MODERN CULTURAL ITEMS, THAT COULD REASONABLY BE REGARDED AS RELEVANT.

0190 THE ARCHAEOLOGICAL ADVISOR, OR OTHER STAFF MEMBER OF HEREFORDSHIRE ARCHAEOLOGY, WILL COMMENT ON THE STANDARD AND ACCEPTABILITY OF EACH REPORT AS APPROPRIATE. IN PARTICULAR, THE PLANNING OFFICERS OF HEREFORDSHIRE

COUNCIL WILL BE CONTACTED IN ALL CASES WHERE A REPORT ARISING FROM A PLANNING APPLICATION IS SUBMITTED.

0191 CONTRACTORS ARE STRONGLY ENCOURAGED TO PROVIDE DIGITAL SUMMARIES OF THEIR REPORTS ON LINE. THIS IS NOT CURRENTLY A REQUIREMENT HOWEVER, AND THERE ARE CURRENTLY NO PRE-SET PROCEDURES IN PLACE.

0192 CURRENT "FULL PUBLICATION" IS BY DEFINITION PROJECT SPECIFIC, SO THIS ISSUE IS NOT ADRESSED IN DETAIL IN THIS DOCUMENT. GENERAL ARCHAEOLOGICAL GUIDANCE IN THIS AREA IS CLEAR.

0193 HOWEVER, IF THE NEED FOR FULL PUBLICATION IS IDENTIFIED THROUGH CONSIDERATION OF A SUBMITTED HAEF1 FORM, OR IN OTHER WAYS, THE FOLLOWING MATTERS MAY BE ESPECIALLY PERTINENT (ITEMS 0194 - 0196).

0194 FIRSTLY IT MUST BE REMEMBERED THAT A PROJECT PROGRESSES THROUGH DETAILED ANALYSIS TO FULL PUBLICATION *IF* THE SIGNIFICANCE OF THE RESULTS IS SUCH THAT THEY MAKE A SIGNIFICANT CONTRIBUTION TO THE RESEARCH CYCLE.

0195 THE UPDATED PROJECT DESIGN THAT FORMS PART OF THE PREPARATION STAGE (MAP PHASE 4), AND ANY PUBLICATION SYNOPSIS OR DRAFT TEXT SUBMITTED TO HEREFORDSHIRE ARCHAEOLOGY FOLLOWING ANALYSIS WILL HELP TO CLARIFY THE FORM AND REVISED COSTS OF LIKELY PUBLICATION. THE CLIENT MUST BE INFORMED OF AND AGREE TO THESE.

0196 IN CASES WHERE FULL PUBLICATION IS BEING PURSUED, CONTRACTORS SHOULD SEEK AN INDEPENDENT ACADEMIC REVIEW PRIOR TO FINAL PUBLICATION, TO VERIFY THAT THE PUBLICATION WOULD MEET PROPER ACADEMIC STANDARDS.

0197 CONTRACTORS MUST ENSURE THAT THE ARCHIVES FROM THE PROJECTS THEY HAVE BEEN INVOLVED IN ARE PROPERLY DEPOSITED WITHOUT DELAY. SUCH DEPOSITION MUST BE IN ACCORDANCE WITH THE SEPARATE STANDARDS OF HEREFORDSHIRE HERITAGE SERVICES (*"ARCHAEOLOGICAL DEPOSITION POLICY – MAY1999"*) AND WITH GENERALLY ACCEPTED BEST PRACTICE (U.K.I.C. ETC).

0198 ALTHOUGH CONTRACTORS WILL PRINCIPALLY CONSULT WITH HEREFORDSHIRE HERITAGE SERVICES IN RELATION TO ARCHIVES, CONTRACTORS MUST FORMALLY NOTIFY HEREFORDSHIRE ARCHAEOLOGY OF THE SPECIFIC DETAILS OF ANY DEPOSITIONS THEY MAKE. EXCESSIVE DELAYS IN DEPOSITION WILL NOT BE TOLERATED.

0199 DEPOSITION IS THE COMPLETED ACT OF CORRECT DEPOSITION, NOT AN INTENTION TO DEPOSIT OR THE MEANS TO DEPOSIT. HEREFORDSHIRE HERITAGE SERVICES MAY NOT ACCEPT MATERIAL THAT IS NON-COMPLIANT IN ANY WAY.

0200 WHEN AN ARCHAEOLOGICAL PROJECT IS ENTIRELY FINISHED, CONTRACTORS MUST SUBMIT A FULL AND VALID PROJECT COMPLETION FORM ('HAPC1'). **HEREFORDSHIRE ARCHAEOLOGY WILL REGARD ALL PROJECTS AS INCOMPLETE UNTIL SUCH TIME AS THEY RECEIVE SUCH A FORM AND HAVE ACCEPTED IT.**

0201 FROM TIME TO TIME, SPECIFIC TECHNICAL ISSUES MAY ARISE, THAT IN THE VIEW OF HEREFORDSHIRE ARCHAEOLOGY REQUIRE A FORMAL STATEMENT OF CLARIFICATION. EXACTLY WHEN AND HOW THAT CLARIFICATION MAY BE PROVIDED IS A MATTER FOR HEREFORDSHIRE ARCHAEOLOGY.

0202 HEREFORDSHIRE ARCHAEOLOGY RESERVE THE RIGHT, ON OCCASION, TO VARY, IN ANY WAY AND AT ANY TIME, ANY OF THE PRINCIPLES REQUIREMENTS OR OTHER ITEMS IN THIS DOCUMENT. SUCH VARIATION WILL BE AT THE SOLE AND ABSOLUTE DISCRETION OF HEREFORDSHIRE ARCHAEOLOGY AND WILL NOT REPRESENT ANY KIND OF PRECEDENT.

0203 REASONABLE NOTICE AND/OR EXPLANATION WILL ON REQUEST BE GIVEN WITH REGARD TO SPECIFIC VARIATIONS, AND SUCH VARIATIONS WILL NOT SUPECEDE ANY PRIOR PROJECT AGREEMENTS. IF EXTENSIVE AMENDMENTS ARE THOUGHT TO BE NECESSARY BY HEREFORDSHIRE ARCHAEOLOGY, THIS WHOLE DOCUMENT MAY BE RE-ISSUED. REASONABLE NOTICE AND EXPLANATION WILL BE GIVEN OF ANY RE-ISSUE.

Appendix 6 Proposal

HEAS, 2007 *Proposal for an archaeological watching brief at 77, Old Road, Bromyard, Herefordshire, HR8 4BQ*, Historic Environment and Archaeology Service, Worcestershire County Council, unpublished document dated 14 June 2007, **P3102**

WRITTEN SCHEME OF INVESTIGATION

PROPOSAL FOR AN ARCHAEOLOGICAL WATCHING BRIEF AT 77, OLD ROAD, BROMYARD, HEREFORDSHIRE, HR8 4BQ

© Historic Environment and Archaeology Service
Worcestershire County Council

14th June 2007

Field Section,
Historic Environment and Archaeology Service,
Worcestershire County Council,
Woodbury,
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INVESTOR IN PEOPLE

Project reference P3102

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As a Registered Archaeological Organisation of the Institute of Field Archaeologists we deliver a quality service to our clients, users and partners. We have a commitment to providing clients with projects to a high standard and which are on time and within budget. Through information and education we provide the present and future communities of Worcestershire with a well managed archaeological heritage. To the Service's partners we will initiate ideas and seek their implementation in areas such as research.

Proposal for an archaeological watching brief at 77, Old Road, Bromyard, Herefordshire, HR8 4BQ

1. Project specific design

1.1 Background

The Field Section of the Historic Environment and Archaeology Service (the Service) has been requested to prepare a proposal for a watching brief on an archaeological site (National Grid ref. SO 6510 5458)

The proposal has been requested by Hercules House (the Client) in response to a generic brief (the Brief) prepared by the Institute of Field Archaeologists (IFA). The Brief results from the submission of a planning application to Herefordshire Council (the Curator). This proposes the construction of 16 houses and is considered by the Curator to have the potential to affect archaeological remains.

The Client should be aware that buried archaeological evidence can be very variable, and that neither the Brief, nor this proposal, can always accurately specify what may exist on this particular site. This proposal is based on an existing state of knowledge, as discussed with Julian Cotton (Archaeological Advisor, Herefordshire Council).

1.2 Aims and objectives

The aims and scope of the project are given in the Brief.

Significant deposits may be defined as those likely to be of medieval date (pers comm Julian Cotton).

1.3 Methods

Stage 1 Fieldwork

The project will conform to the Brief and to the Institute of Field Archaeologists' *Standard and guidance for an archaeological watching brief (1999)*.

Prior to fieldwork commencing existing information on the site will be collected. Relevant sources will be derived from those given by the Sites and Monuments Record (SMR), first edition Ordnance Survey, any earlier estate or tithe maps, and any information supplied by the Client.

Observation and recording of archaeological deposits will be restricted to areas of ground disturbance associated with construction (ground breaking and preparation, foundations, services etc) following the progress of the construction team.

The Client should note the Brief's requirement for a contingency for recording of any significant deposits, which may be revealed. During this time, unencumbered access for archaeological investigation and recording must be

allowed. Every effort will be made to avoid interruption to the progress of the Construction Team, however, in some circumstances this may be unavoidable in order to fulfil the requirements of the Brief. The Client is advised to ensure that the Construction Team is aware and has allowed for this possibility (for instance in tender documentation).

Professional standards and Service methodologies are detailed in Section 2.

Stage 2 Report

Following completion of fieldwork, a report will be prepared for submission to the Client and Curator as specified in Section 2.

Contingency

A contingency has been allowed to be applied to either fieldwork or report stages where necessary. The contingency is to allow for the appropriate treatment of the archaeological resource where this cannot be accommodated within the original costs. The contingency will be implemented in one or more of the following circumstances.

- The circumstances described in the Brief.
- The further recording and analysis of archaeological remains of a date and nature as indicated in the Brief.
- Where possible to cover or offset the additional costs for circumstances excluded from the cost given in Section 3.

1.4 Personnel

The Project Manager will be the first point of contact in all matters relating to the project.

- The Project Manager for this project will be Tom Vaughan (a profile is appended).
- The Project Leader for this project will be Adam Lee (a profile is appended).

All staff will be appropriately qualified and with an established record of expertise. Profiles of key members of the team will be made available to the Client and Curator on request. The team will comprise the following, as required.

- | | |
|------------------------|---|
| • Project Manager | Responsible for the project. |
| • Project Leader | Direct fieldwork and prepare report. |
| • Field Archaeologists | Undertake fieldwork and associated tasks. |
-

- Specialist coordination and support Finds and environmental assessment and illustration.

In-house specialist support may be provided in a number of broad areas common to this type of project.

- Artefacts - Derek Hurst, Laura Griffin, Alan Jacobs, Angus Crawford.
- Environmental archaeology - Elizabeth Pearson (plant macrofossils, wood and charcoal), Katie Head (pollen and diatoms), Andrew Mann (molluscs).

In-house specialist support is also available in further more specialised areas (details will be supplied on request).

The Service has worked previously with a range of specialists in other fields (details will be supplied on request).

1.5 Programme

The Service will meet externally imposed deadlines wherever possible. Please inform the Service of specific commencement dates and date requirements for submission of the report.

The level of resources indicated below is for the purposes of demonstrating that an adequate level of resources have been committed to the project and variation may occur due to staff availability and the nature of the archaeological site. Any such variation will not compromise the quality or standard of the project.

Periods for report production and the contingency are dependent on the quantity and complexity of information retrieved and cannot be quantified at present. Due to the extent of the groundworks being unknown at present, the number of visits which will be required is similarly unknown (Stage 1). The fieldwork costs are therefore expressed as a daily rate, along with a provisional figure for report production (Stage 2). By way of illustration the resources identified for the report would allow for three and a half person days (including specialist contributions). The resources identified for the contingency would allow for two additional person days in the field and a further three person days for the report.

Programme	Stage name Stage number	Fieldwork Stage 1 (daily rate)	Report Stage 2	Contingency
staff				
Project Manager	Person days			
Project Leader	Person days	1	2	3
Field Archaeologists	Person days			
Specialists	Person days		2	2

2. Standard project design

2.1 Quality

The Service is part of Worcestershire County Council and is subject to the Council's policies, safeguards, practices and audit procedures.

The Service is registered as an archaeological organisation with the Institute of Field Archaeologists, and as such is bound to the IFA's *Code of Conduct* and bylaws.

The following are relevant to this project:

- *Code of approved practice for the regulation of contractual arrangements in field archaeology (1997)*;
- *Standard and guidance for archaeological watching briefs (1999)*; and
- *Guidelines for finds work*.

The project and any recommendations will conform to the government advice contained in *Planning Policy Guidance: archaeology and planning* (DoE, PPG 16 1990).

2.2 Standard methods

The project will follow the procedures of the *Manual of Service Practice: fieldwork recording manual*, 1995 as amended, County Archaeological Service internal report, 399. Of particular importance here are the *Guidelines on watching briefs*, *Finds recovery policy*, and *Guidelines for environmental sampling*. Copies of the guidelines will be supplied to the Client and Curator on request.

Stage 1 Fieldwork

The County Sites and Monuments Record (SMR) will be consulted before fieldwork starts, with the aim of refining the project strategy as presented in this proposal.

- Clean surfaces and sections will be inspected wherever possible.
 - Selected deposits will be fully or partially excavated to determine their nature and retrieve artefactual material and environmental samples as appropriate.
 - Deposits will be selected for excavation on the basis of the minimum required to meet the aims of the Brief.
 - Selection for excavation will be on the judgement of the Project Leader.
 - The Service welcomes the assistance of the Curator in selection of deposits for excavation.
-

- The Service's specialist staff in artefacts and environmental evidence will be available for on-site advice.
- Recording of deposits will be undertaken and will follow standard Service practice (*Manual of Service Practice: fieldwork recording manual*, 1995 as amended, County Archaeological Service internal report, **399**).
- The Brief requires that the Curator is invited to monitor fieldwork, and the Service will normally arrange visits. Any requirements of the Curator must be notified to the Service before fieldwork commences.

Stage 2 Reporting

The results of all fieldwork will be presented as a report in the Service's internal report series.

The report will contain:

- a non-technical summary;
- background;
- aims;
- methods;
- location and size of archive; and
- discuss results.

The Service will normally supply three copies of the report to the Client (or agent if they are coordinating the project on the Client's behalf). One of these copies may be forwarded to the Curator. A reasonable number of extra reports will be supplied to the Client on request. Where requested the Service will forward a copy directly to the Curator (in the interests of speed).

The Service has a professional obligation to make archaeological information available within a reasonable period (outside of any period of confidentiality reasonably required by the Client). The report will be submitted to the SMR with a short summary to be published in one or more regional journals (eg West Midlands Archaeology, Transactions of the Worcestershire Archaeological Society) where appropriate. The report will be submitted to the SMR within three months of completion of the fieldwork, unless the Service is notified to the contrary.

All artefacts, except articles defined as treasure under the Treasure Act 1996 (or other legal requirements), discovered in the course of the archaeological project shall be the property of the Client (or landowner if not the Client). The Service will encourage the Client to donate any artefacts to an appropriate museum where they may be curated and made available for research and education. The Service will approach the Client after completion of the project with regard to the deposition of artefacts.

The record archive will be offered to an appropriate museum (usually the same as that for the deposition of artefacts) and security copies kept by the Service (or other appropriate arrangement).

2.3 Health and safety

The current (available through the County Council's intranet) conditions and requirements of the County Council's health and safety policies and procedures cover the Service.

- *Health and Safety, corporate health and safety policy.*
- *Corporate Services safety policy (Cultural Services).*

The County Council also produces supplementary guidance (for example).

- *Accidents, emergencies, fire and first aid.*
- *Action in unbearably hot workplaces.*
- *Display screen equipment*
- *General risk assessment.*
- *How to set up your workstation.*
- *Lone working.*
- *Moving and handling of objects.*
- *No smoking policy.*
- *Personal protective equipment.*
- *The handling, storage and use of hazardous substances.*
- *Violence and personal safety.*
- *Workplace (health safety and welfare).*

The Service has issued *Manual of Service practice: safe working practice* (2005 as amended, internal report, **461**) which are guidelines drawn from its risk assessments of common situations. The following guidelines are relevant to this project, and all staff will be aware of them.

- *Working out of doors and working with soils.*
 - *Travelling.*
 - *Working with tools and small equipment.*
 - *Lone working.*
-

- *Sharing the site with other contractors.*

In addition provision has been made within the guidelines for assessing further risks which may be encountered during the project (*The specific circumstances of the site*).

All these documents may be viewed at the Service's offices, and may be copied to the Client and Curator on request.

The Client must notify the Service of any hazards within the archaeological site before the project commences. These include unsafe parts of any structure (eg unstable walls, rotten floors), hidden voids and contaminated ground or materials.

Where the project falls within the Construction (Design and Management) Regulations 1994 the Service will act in the role of Contractor for the purposes of the regulations. The Client must provide the Service with the following.

- The name of the Planning Supervisor.
- The name of the Principal Contractor.
- The relevant contents of the Safety Plan.
- Service staff will follow any proper instruction given by the Principal Contractor for the purposes of health and safety when on site.
- Protective clothing will consist of hard hat, protective boots, and high visibility jacket.
- The Service will maintain hazard fencing around areas in which it is undertaking detailed recording and where this may be a hazard to others working on the site.
- All staff will be appropriately certified in the use of any equipment used during the project. Any equipment or plant (including scaffolding) provided by the Client will be inspected before use by Service staff.

The Client must notify the Service of any hazards within the archaeological site before the project commences. These include the location of existing services, contaminated ground, any agricultural chemicals.

Where the project falls within the Construction (Design and Management) Regulations 1994 the Service will act in the role of Contractor for the purposes of the regulations. The Client must provide the Service with the following.

- The name of the Planning Supervisor.
 - The name of the Principal Contractor.
 - The relevant contents of the Safety Plan.
-

In addition.

- Service staff will follow any proper instruction given by the Principal Contractor for the purposes of health and safety when on site.
- Protective clothing will consist of hard hat, protective boots, and high visibility jacket.
- The Service will maintain hazard fencing around areas in which it is undertaking detailed recording and where this may be a hazard to others working on the site.
- All staff will be appropriately certified in the use of any equipment used during the project. Any equipment or plant (including scaffolding) provided by the Client will be inspected before use by Service staff.

2.4 Conditions

The project is undertaken under the provisions of one or more of the following:

- *Local Government Act, 1972, section 111,*
- *Local Authorities (Goods and Services) Act, 1970,*
- *Ancient Monuments and Archaeological Areas Act, 1979,*
- any other relevant legislation.

In undertaking an archaeological project Worcestershire County Council's support (or otherwise) cannot be assumed or expected for any development proposal unless specifically indicated.

Worcestershire County Council will not have, or obtain any tenancy, or other estate, or interest in the archaeological site other than the access granted for the purposes of the archaeological project.

The Client will be responsible for obtaining all necessary permissions for undertaking the project. Of particular importance may be any consents for sites scheduled (or areas of archaeological importance) under the *Ancient Monuments and Archaeological Areas Act 1979*, or listed buildings legislation.

The Client must inform the Service of any non-archaeological constraints to the site, which, in addition to those related to safety, include the presence of any legally protected species, tree preservation orders, Sites of Special Scientific Interest.

Access to the site is the responsibility of the Client. Permissions for access must be arranged by the Client, with the landowner and tenant, as appropriate.

The Client should notify the Service of their site representative (if any) to whom the Service will report when on site. Where the Client has a site

representative the Service will not give any instruction directly to the Construction Team, but will direct any requests through the Client's site representative. Where there is no site representative the Service will liaise directly with the Construction Team. Any recording will be undertaken where possible and as directed by the Client's site representative (if any).

The project will only be undertaken when supported by a written agreement between Worcestershire County Council, the Client and/or the landowner (as appropriate). Forms of agreement or a draft agreement are enclosed with this proposal.

The Service is covered by public and employer's liability insurance (with a limit of £40 million), and professional indemnity insurance (with a limit of £2 million). Insurance is with AIG Europe (UK) Ltd (Policy Number 21005095, expires 29 September 2007).

The Service will retain full copyright of the report under the *Copyrights, Designs and Patents Act 1988* with all rights reserved; excepting that it shall provide an exclusive licence to the Client in all matters directly relating to the project as described in this proposal. This licence will only become effective on payment of any agreed costs to Worcestershire County Council.



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Tom Vaughan AIFA **Archaeological Project Officer**

Joined the Service in 2001

In archaeological practice since 1994

Tom has a wide range of experience in directing archaeological projects of many periods and in all aspects of fieldwork including open-area excavation, evaluation, watching brief, fieldwalking, building recording and desk-based assessment. He also undertakes project management, proposals and tenders, site tours and talks. His particular interests lie in Iron Age hill forts, medieval and burial archaeology.

- **Attainments**

Associate of the Institute of Field Archaeologists, member since 1994

MA Practical Archaeology, University of Birmingham, 1994

BA (Hons Dunelm) 2.1 Archaeology, University of Durham, 1993

- **Selected publications and reports**

Excavations at Tallow Hill & Pheasant Street, Worcester, WHEAS Report No. 941 (06/05)

Tallow Hill, Worcester, England: The importance of detailed study of post-medieval graveyards, *Proceedings of the Fifth Annual Conference of the British Association for Biological Anthropology and Osteoarchaeology*, eds. Zakrzewski and Clegg, M, 2005, BAR International Series 1383 (co-author w/ Alan Ogden and Anthea Boylston, University of Bradford)

- **Other information**

Project leader, Worcester Cathedral Chapter House excavation 2003

Volunteer, World Institute of Archaeology/Albanian Institute Tirana, Butrint excavations, 2001 & 2002

Project Officer, Essex County Council Field Archaeology Unit, 2000-1

Project Officer, Hertfordshire Archaeological Trust, 1997-2000

Archaeologist, Ironbridge Gorge Museum Trust Archaeology Unit, 1995-7



Adam Lee

Archaeological Field Supervisor

Joined the Service in 2005

In archaeological practice since 2002

Adam has a wide range of experience in archaeological field projects in many aspects of fieldwork including open-area excavation, evaluation, watching briefs, fieldwalking, machine monitoring and has trained volunteers on several community archaeological projects. He has worked on sites covering many periods in rural and urban locations with a variety of soil conditions and has experience of managing small projects and supervising staff. His particular interests lie in prehistoric archaeology, landscape archaeology and lithics.

- **Attainments**

BA (Hons) 2.1 Archaeology, University of Southampton, 2001.

- **Selected publications and reports**

Lee, A. 2007. Archaeological watching Brief at Church House Farm, Clifton-upon-Teme, Worcestershire. WHEAS Report 1498.

Lee, A. 2007. Archaeological watching Brief at Main Street, Lenchwick, Worcestershire. WHEAS Report 1509.

Lee, A. 2007. Archaeological watching Brief at 1 Victoria Road, Malvern, Worcestershire. WHEAS Report 1516.

- **Other information**

Trench Supervisor, Commandery, Worcester, excavation 2006.

Archaeologist, Worcester Archaeology Service. 2005-2006.

Assistant Supervisor, Albion Archaeology, Bedford. 2003-2005.

Archaeological Technician, Albion Archaeology, Bedford. 2002-2003.