

Professional archaeology: a guide for clients



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Professional archaeology: a guide for clients

Buildings archaeology and development

This guide is for anyone who needs to commission archaeology. It explains what you need to do and why you need a professional archaeologist to help you through the process. It also provides some recent case studies as examples. This guide will help you increase the benefits from your archaeological work and avoid some of the possible hazards.

Involving professional archaeologists early in your project will help you

- plan the archaeological elements of your project to add value
- assess the timetable and resource requirements
- ensure you have the right skills in place to interpret and fulfil your obligations

You can find a copy of this guide, along with further information and additional case studies, on CIfA's website at www.archaeologists.net.



Magnetic data superimposed over UAS Digital Elevation Model for Time Team 2022



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COVER IMAGE: *BOS Plant Teeming Bay, showing a de-gasser unit* ©TEP
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ClfA Client Guide



Professional Registers

We would like to thank all those who have helped in the compilation of this Guide for clients, our publishers Cathedral Communications who prepared it for publication, and the advertisers who enable it to be produced and mailed at no cost to the Institute.



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Archaeology adds value to business and society.

We are sending this guide to colleagues in the many professions that archaeologists work with. If you know you need an archaeologist, or think that one day you might, this guide will help you maximise that value added.

Archaeology done well, as the case studies here show, can bring many benefits. Planned late or executed poorly, it can involve unnecessary costs, delays, compliance issues and reputational damage. Archaeology is a complex subject: getting it right, and delivering social and commercial value is not easy. A guide like this can't give you all the answers.

Fortunately, there are professionals who can manage the opportunities and complexities for you. Using accredited archaeologists assures you that the work will meet your needs and the needs of the public.

This is the second yearly version of a client guide. This year, the focus is on buildings archaeology, a specialist discipline within the archaeological family that brings its unique skills to bear on some of the larger, more visible and more familiar assets that archaeologists work with. As the guide explains, buildings archaeologists can show you how a building was used – how it *worked* – and how it can work again. Those seeking new uses, a new life, for an old structure, may be surprised by how much change it can absorb without losing its character, and how little change it may need to breathe again.

We hope that the case studies show the value of involving a buildings archaeologist at the outset of design, or earlier. What may feel like a requirement, or a process of recording what is to be lost for an unidentified posterity, should be seen as an investment. The buildings archaeologist can help you find an adaptation that is more valuable, more sympathetic, more respectful of the building's history and of its neighbours, and more sustainable – one that creates a more pleasant place to work, live or play. Finding an approach that is good for the environment, works for longer, makes nicer places and can generate more money – that's not a bad investment.

Don't miss out on success or jeopardise your scheme by commissioning an organisation that isn't on the ClfA Register, or an individual archaeologist who isn't professionally accredited by ClfA!

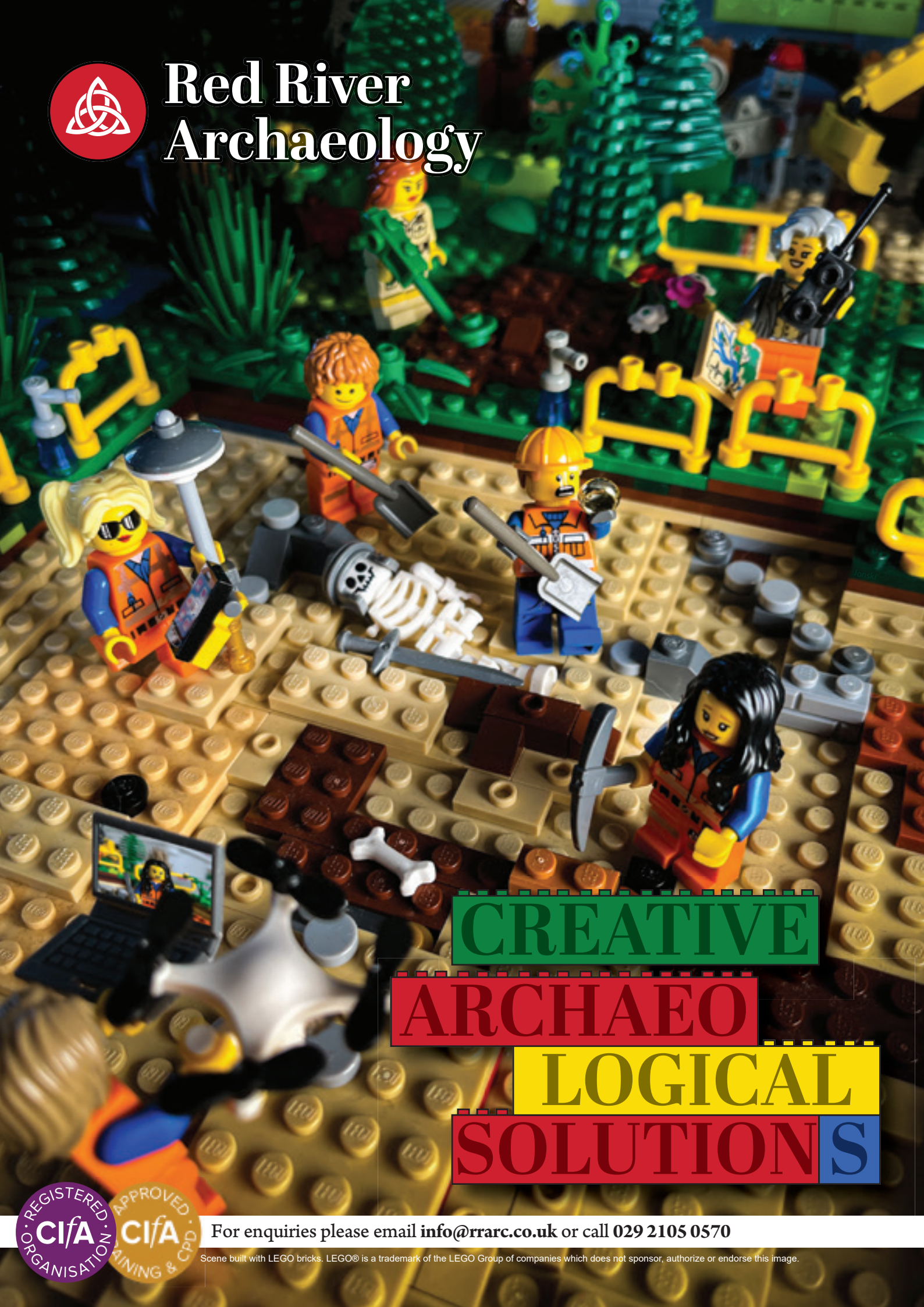
We hope you enjoy this guide to professional archaeology.

A handwritten signature in black ink, appearing to read 'P. Hinton'.

Peter Hinton MCIfA
Chief Executive, ClfA



Red River Archaeology



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ARCHAEOLOGY AND THE HISTORIC ENVIRONMENT: A QUICK INTRODUCTION

Our environment is changing rapidly. Environmental change is affecting where and how we live: our cities are growing and the way we travel and produce energy are being revolutionised through major infrastructure projects. We need our economy to grow, we face pressure for space, we are confronted by technological, cultural and social change, and we want to steward our natural and historic environment.

The historic environment is all around us. It has been shaped by people, interacting with the natural environment, over thousands of years. It is made up of a landscape of fields, routeways, villages, towns and cities, of buildings and monuments and the objects they contain. It ranges from the mega to the nano scale, from vast river systems to fragments of DNA. And it exists above and below ground and under water.

Archaeology is the approach and processes by which we evidence from the historic environment, understand what this evidence means, and show how it can be used. It reveals how people have created and reacted to environmental and other changes, and how they have adapted where and how they live to meet to the opportunities and challenges those changes bring. Some strategies and some places have succeeded; others have not. We can learn from them.

This year's client guide focuses on one of the most visible elements of the historic environment: buildings. It illustrates how a specialist discipline, buildings archaeology, analyses buildings and demonstrates how and why people built, used and changed them. Buildings archaeology can show how a building *worked*, and how it could work again. Crucially, whether dealing with older structures designed for a low-carbon economy or more recent edifices from an energy-hungry era, buildings archaeology can show how much adaptation a building could take if desired, and often how little change it needs to be put to full economic use.

The following pages present case studies that highlight the broad application of buildings archaeology. They show the breadth of skills and knowledge that buildings archaeologists offer. Each case study shows that understanding is the primary focus of the buildings archaeologist. Understanding incorporates not only an appreciation of the significance of the historic building, but also an interpretation of how it may have influenced or have been influenced by its local and national context.

A buildings archaeologist can assist the stakeholders in a historic building or area to understand its values and how they contribute to significance. This includes communal value. Community is partly manifested through a city or town's heritage assets, many of which house important local services, such as libraries, and businesses or projects. The historic environment is part of the fabric of day-to-day existence, and it contributes significantly to people's quality of life. It is on this understanding that a buildings archaeologist engages with all types of clients and assists in the development of proposals for historic buildings. The archaeologist's input enables those proposals to be informed by an interrogative, robust and thorough assessment of significance and an understanding of the opportunities and

constraints it presents, and to be focused on sustainable and viable uses which benefit communities.

We hope that the following case studies illustrate some of the contributions brought by an archaeological approach to understanding buildings, and inspire those who are responsible for finding new uses for old structures to seek advice and support from a ClfA-accredited professional.

It needs expertise and professionalism to find and study the information locked up in the historic environment, and to exploit its full potential. This guide tells you when and how to find to professional archaeologist you can trust to meet your needs and the needs of the public.

You may be seeking archaeological expertise as

- a national or international government department or agency
- a private developer or contractor
- a landowner
- a local authority
- a public-sector body
- a local community or
- another private organisation.

You need a professional archaeologist if

- you are carrying out investigations before purchasing a development site
- you are working within the planning process and you need someone to help you meet a planning condition
- you are developing a project within your local community
- you own a historic site or visitor attraction
- you are developing a programme of research or education.



Archaeologist excavating post-medieval structural remains ©Iceni Projects

ABOUT THE CHARTERED INSTITUTE FOR ARCHAEOLOGISTS (CIFA)

The Chartered Institute for Archaeologists is the leading professional body for archaeologists working in the UK and overseas. Cifa champions professionalism in archaeology. It promotes high professional standards and strong ethics in archaeological practice to maximise the benefits that archaeologists bring to society. Its ethical *Code of conduct* provides a framework which underpins the professional lives of archaeologists. Cifa accredits individuals and organisations who are skilled in the study and care of the historic environment. In 2022 there are 83 Cifa Registered Organisations and 3,230 professionally accredited archaeologists.

Using accredited archaeologists assures clients that the work will meet their needs and the needs of the public.

WHAT WE DO

Training and development

- we provide access to training, good practice advice and guidance, and support to strengthen entry routes into the profession

Networks

- we provide an active community of professional archaeologists to support and shape our profession

Accreditation

- we recognise and promote the skills and competence of professional archaeologists

Regulate the profession

- our *Code of conduct* and Standards and guidance define good, ethical practice in archaeology. They provide the organisation, structures and mechanisms for self-regulation, allowing the profession to take responsibility for the assurance of the quality of its work, monitor it, and hold accredited archaeologists to account

WHOM WE WORK WITH

Employers, universities and training providers, governments, trade unions, clients, other sector partners and other professional bodies

WHAT WE ACHIEVE

Improving professional archaeology through

- competence and knowledge
- ethical awareness
- recognition and respect
- career pathways and prospects
- diversity and skills
- value and public benefit

Cifa-accredited professionals are committed to setting and meeting high standards for learning, competence and ethical practice. They inspire the discipline to help society better recognise the benefits archaeology brings it, and inspire the profession to ensure that Cifa-accredited professionals are more trusted and valued by those they engage with. This is achieved collaboratively and effectively by Cifa members.



Walberton Warrior
©Archaeology South-East/UCL

THE HISTORIC ENVIRONMENT: A RESOURCE AND AN OPPORTUNITY

Some elements of the historic environment are protected by statute (they are ‘designated’ as listed buildings or scheduled monuments, for example) and some are not, but both kinds are often described in current legislation and policy as ‘assets’. These assets are generally considered by local and national government, by experts and by society as a resource capable of producing value.

The need to understand and manage historic environment assets will present challenges and opportunities for your project – there will be a process involved (see ‘Archaeology, planning policy and legislation’ below) to establish what the resource is that you are dealing with.

If archaeology is to be part of your project, you need to know what you are dealing with so you can plan your project with a good knowledge of any cost or time implications.

You will need professional advice to help you

- understand the nature and significance of the assets you are responsible for before you submit any application or start your project
- inform planning decisions and avoid planning refusal, prosecution, delays and costs or community distrust
- understand the level of legal protection afforded to assets within your project
- decide whether to avoid damaging assets and how to use them to enhance your project
- understand how managing archaeological assets will affect your costs and programme

Working with a professional archaeologist enables you to

- enhance the significance of the assets you are working with
- contribute to human knowledge
- make distinctive, attractive places
- support education through the involvement of local communities and schools and through the work of universities using the results of your work
- develop better community relations through sharing information
- get beneficial publicity for your project, particularly for controversial development schemes
- contribute to the United Nations’ Sustainable Development Goals, and to meet other social value, environmental and corporate social responsibility targets.



*Roman chicken-shaped brooch
©Highways England, courtesy of
MOLA Headland Infrastructure*



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REALISING ECONOMIC AND PUBLIC BENEFITS THROUGH ARCHAEOLOGY

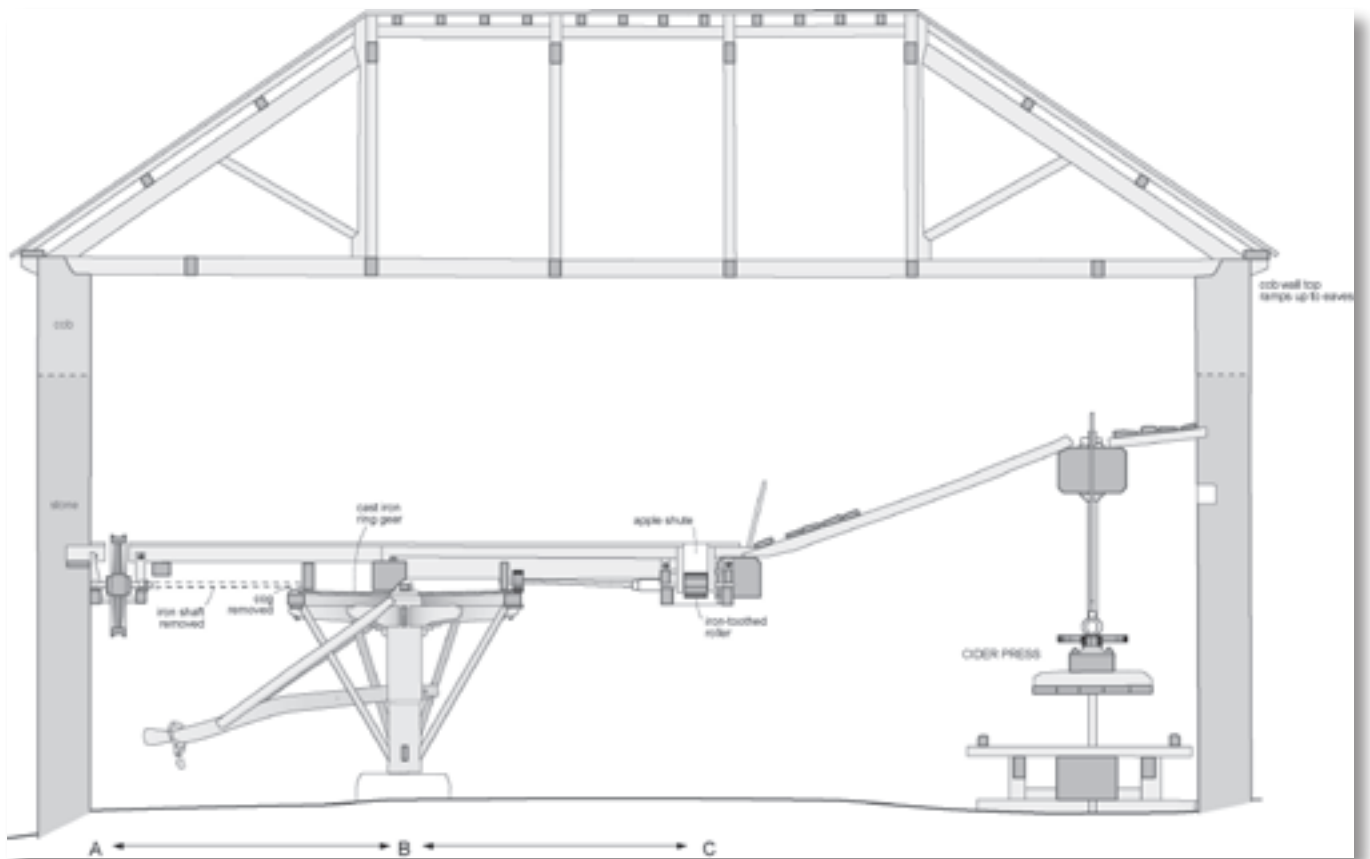
In the UK and elsewhere the emphasis of planning policy is on sustainable development that benefits economy, society and the environment and it requires, among other things, the protection and enhancement of the historic environment. For projects in the developing world, banks and development agencies increasingly require cultural assets to be looked after and to be incorporated into new development.

There is growing evidence that proper understanding and enlisting of historic environment resources carries benefits across all three areas of sustainability – economy, society and environment. It is the responsibility of archaeologists to help you understand how to realise this potential.

ARCHAEOLOGY AND ENVIRONMENTAL BENEFIT

An archaeologist can help you understand the significance and value of the historic environment and the benefits it can offer alongside the natural environment. Environmental benefit can be secured through retaining and enhancing the historic landscape and protecting our most valued monuments and traditional villages, towns and cities. The appearance of a new development can sometimes be improved by the conservation and reuse of buildings and spaces. This can make a place more desirable to live in and can also have valuable knock-on benefits for other aspects of the environment, such as energy efficiency.

Enhancement of the historic environment often takes place hand in hand with ecological and landscape conservation, providing more green space and biodiversity, both desirable for sustainable development.



Remains of a cider barn in the parish of Doddiscombsleigh, Devon recorded c2008 ©SWARCH

ARCHAEOLOGY AND ECONOMIC BENEFIT

Economic benefit derives from the regeneration of historic places, often leading to revitalisation of surrounding communities and neighbourhoods. Reinforcing historic character, reusing historic fabric, and maintaining locally distinctive patterns of development can play a significant role in the recovery of declining towns and cities. Archaeology can contribute substantially to place-making – enhancing the image of a place, making it somewhere people want to live and so increasing the potential income it can realise. The World Bank positively encourages development that looks to preserve cultural heritage – it sees that understanding and enhancement of cultural significance or ‘cultural capital’, has a positive effect on the value of its projects and assets. Historic buildings and places can also provide the opportunity for types of commercial activity that might not otherwise be possible, providing additional economic activity and new employment opportunities for local people.

The historic environment plays an important role in tourism, providing focal points and venues for visitors, creating jobs, and supporting business on the local and national scale, stimulating small and medium-sized enterprises, developing new markets, and encouraging inward investment.

An archaeologist can tell you what it is about your city or community that makes it historically interesting and distinct, its contemporary cultural importance, and where the potential lies for development and enhancement of the historic fabric.



ARCHAEOLOGY AND SOCIAL VALUE



An archaeologist recording at Poundbury Farm ©Wessex Archaeology

Engaging with professional archaeologists offers the opportunity for such organisations to demonstrate

- the value they place on ethics and integrity – professional archaeologists are bound by a code of conduct
- their respect for the environment – professional archaeologists know what is best for the historic environment
- responsible business conduct – many professional archaeological organisations are local and small businesses
- a contribution to training and capacity building – professional archaeologists have a strong training ethos and commitment to workplace learning

The preceding two pages indicate how professional archaeologists can help clients meet many of the United Nations Sustainable Development Goals (SDG), notably

- SDG3** Good health and well-being
- SDG4** Inclusive and quality education for all & promoting lifelong learning
- SDG5** Gender equality and empowerment for all women and girls
- SDG8** Sustainable economic growth, full and productive employment for all
- SDG9** Resilient infrastructure, innovation
- SDG11** Inclusive, safe, resilient, and sustainable cities and settlements
- SDG12** Sustainable consumption and production
- SDG13** Climate action

Social benefits can be closely linked to the historic environment, in particular benefits for individuals through learning and development and the ability to acquire new skills (such as volunteering). Community strength and cultural identity can be enhanced through contact with the historic environment through community heritage projects. These projects can engage diverse groups of people, from refugee groups to the homeless, young offenders and injured service personnel, offering new skills, confidence, the opportunity to become an active citizen and to connect with a shared human past. There is also evidence that engaging with the historic environment can make a significant contribution to community wellbeing and promote social and human capital, leading to improvement in health, wealth, and education. A professional archaeologist can tell you how to approach the investigation of the historic environment to bring the widest public benefit. Examples of projects showcasing a range of ways in which public benefit can be delivered are on our website at <https://bit.ly/3v9pttq>.

Many larger companies monitor themselves against self-imposed criteria for responsible business performance, adherence to legal and ethical standards, and their contribution to society and social development.



With construction responsible for so much of our emissions (eg 40% in the UK), re-use of existing buildings is preferable to newbuild wherever feasible: having a buildings archaeologist on the design team will help make the most of the existing stock.

ARCHAEOLOGY, PLANNING POLICY AND LEGISLATION

Legislation and policy relating to archaeology and the historic environment are complex and constantly changing. If you need to understand the legal context for the archaeology you are doing, an appropriately skilled professional archaeologist can advise you.

Governments recognise the historic environment is a fragile resource and have adopted policies for understanding its significance and for ensuring its appropriate management.

Although the resources of the historic environment have the potential to bring great benefits, the interests of different parties involved in their management and use are not always aligned. In many parts of the world, the planning systems and legislation relating to heritage provide a framework for mediation of those interests. They recognise that landowners have rights to do what they wish with their property, but that those rights may need to be constrained if changes planned to benefit the owner will have particularly damaging effects on resources that are important to society at large. This concept of balancing conflicting needs involves weighing up short-term benefits with potential impoverishment of society's resources for future use. Where the demand for development is found to outweigh the need for preservation of the historic environment, destruction of assets can be permitted but offset by an improved understanding of what happened in the past, normally through excavation or other types of investigation.

All historic environment assets, whether designated or not, are material considerations. The spatial planning processes in the UK, for example, involve a regularly used series of steps or phases to manage change in the historic environment. Any professional archaeologist you appoint will be familiar with these steps, although they may only have experience of a particular step themselves and will need to pass you on to a different expert as the project progresses.

*The scheduled Preston Tower dovecot (17th or 18th century in date) being recorded prior to a programme of restoration works and access improvements on behalf of East Lothian Council
©CFA Archaeology Ltd*

GOOD PRACTICE GUIDANCE

ClfA-Registered Organisations and ClfA-accredited individuals are committed to working ethically, in accordance with our *Code of conduct*. That ethical code is underpinned by ClfA Standards for all stages of the process, and by guidance on good practice in meeting those standards. In the UK, it is highly likely that authorities will require your archaeological work to be carried out to ClfA Standards. The ClfA Standards and guidance can be found on our website at <https://bit.ly/3gq34Tt>. You can refer to any of these documents to ensure you are receiving a service that meets professional standards.

Steps taken within the spatial planning process in the UK can include

- communication with a local or national authority to discuss historic environment assets and their value or legal protection
- desk-based assessment of the resource, its significance and the potential impact of the scheme on that significance (to support outline or detailed planning applications)
- field investigations, if the significance of archaeological remains cannot be adequately defined without; (geophysical survey, targeted trench or pit excavation, or limited building investigation might be used)
- reporting to the planning authority on the results of investigations or production of an environmental impact assessment chapter
- granting planning permission by the local authority, with or without an archaeological condition
- if significant remains are present, recording or conservation work in advance of or during development in accordance with the terms of a planning condition
- if appropriate, community or public engagement in the work
- analysis and interpretation of results
- publication of findings of all stages
- archiving of documentation, digital data, research material and finds

Enlisting the help of professionally accredited archaeologists at the start of your project will benefit all stages of a development. A professional archaeologist will guide you through the planning process from start to finish. For more detailed guidance on managing archaeology within construction projects, we recommend the recently updated CIRIA archaeology guide – *Archaeology and construction: good practice guidance* (www.ciria.org), which provides technical advice and good practice examples.

WORKING ON PROJECTS OUTSIDE THE UK

The Chartered Institute for Archaeologists requires that the institute's *Code of conduct* and Standards be adhered to wherever an accredited professional or Registered Organisation works. If you are looking for an archaeologist to help you with a project based outside the UK, you will need to select an archaeologist with experience of working with different types and levels of legislation and guidance and in different cultural contexts. Internationally, legislation and policy vary in scope and focus. International conventions and charters need to be interpreted and applied by experts for each case as it arises.

A professional archaeologist will be able to help you interpret the requirements of

- Environmental and social impact assessment legislation, requirements, and standards
- policies and environmental and social standards of international banks and lending institutions for projects receiving funding support (which are also applied widely even where a specific bank is not involved as a lender)
- International Finance Corporation (IFC) Performance Standard 8 and accompanying guidance in relation to tangible and intangible heritage, EBRD Performance Requirement 8 Cultural Heritage (2014) and European Investment Bank; Environmental and Social Standard 5 Cultural Heritage (2018)
- relevant local legislation and guidelines
- World Bank Environmental and Social Framework Standard 8 Cultural Heritage (2014)
- the Burra Charter

A professional archaeologist can advise on using professional standards and when to use the appropriate guidance or methodologies from other jurisdictions.



Melton bone spindle ©Archaeological Services WYAS

THE ROLE OF THE PROFESSIONAL ARCHAEOLOGIST

Archaeologists are used to working in multi-disciplinary teams on projects that affect the historic environment. Whether you are putting together an environmental or design team for a development project or a panel of experts for a community heritage or research project there should be a place for an archaeologist on it. The earlier you appoint an archaeologist, the greater chance you have of realising the benefits that professional advice can bring.

The sort of archaeologist you will engage at project level will normally be an archaeological consultant. They may work for a specialist archaeological organisation that offers consulting services or for a larger consultancy organisation that employs archaeological specialists. You might receive initial advice from your archaeologist through a meeting, a design or community workshop, or through a more formal form of written advice.

However you engage with an archaeologist, they should be able to

- interpret the requirements of your project
- liaise with stakeholders, including planning authorities, national agencies and landowners
- specify how and through what process archaeology will add to your project's success
- identify specialist areas of archaeological expertise that may be required
- provide an estimate of the cost of archaeological work on your project
- carry out archaeological investigations or procure specialists to carry out specific types of investigation in accordance with industry standards
- liaise with your project team to ensure that archaeological work is fully integrated into the design and delivery of the project
- guide on meeting UN sustainable development goals
- ensure that public relations and community benefit from archaeology on the project are maximised

PROJECT TYPES

The sorts of projects you might find an archaeologist working on could be

- development, transport and minerals plans
- local economic development plans
- environmental impact assessments
- appraisals, desk-based assessments or field evaluations in support of applications for planning permission, listed building consent and scheduled monument consent
- urban design
- landscape design
- infrastructure design
- architectural design
- archaeological research undertaken before, during and after construction to offset changes to heritage assets, often required as a condition of permissions and consents or in response to managed environmental change
- research that is not in response to a proposed or anticipated change
- heritage management or conservation plans
- tourism strategies
- education strategies
- school projects
- community projects
- PR or media projects
- film and television programme writing
- forensic investigation



London project ©MOLA

WORKING WITH PROFESSIONALLY ACCREDITED ARCHAEOLOGISTS AND REGISTERED ORGANISATIONS



Staff on site in fog
©Archaeological Services WYAS

INDIVIDUAL ACCREDITATION

Archaeologists can be professional (accredited) or non-professional (not accredited). An accredited archaeologist, like any professional person, is bound by an ethical code, has demonstrated necessary technical and ethical competence, and is subject to the oversight of their peers. A professional archaeologist can be trusted to carry out work to high professional standards and in the public interest. A professional archaeologist will not sell you services you do not need and will help you to carry out your obligations in a way that is beneficial to you and to others. Using accredited archaeologists assures clients that the work will meet their needs and the needs of the public.

ClfA has three progressive levels of accreditation. **ClfA Members (MCIfA)** are accredited professionals with the highest level of understanding of the sector and its requirements, able to take full responsibility and be accountable for their own work and to deal with complex issues. Individuals can also be accredited as **Associates (ACIfA)** and **Practitioners (PCIfA)**. All levels of accreditation demonstrate a commitment to professional practice and recognition of a certain level of knowledge and experience, but archaeological projects should be led by a Member.

REGISTERED ORGANISATIONS

Registered Organisations are businesses and suppliers of archaeological services that are also accredited by ClfA. The Registered Organisations scheme is a unique quality assurance scheme for the historic environment. It is a badge of commitment to professional ethics, standards, competence and accountability.

Registered Organisations have demonstrated the requisite skills to provide informed and reliable advice, and execute schemes of work appropriate to the circumstances, minimising uncertainty, delay and cost.

Your project needs will determine the type of accredited archaeologist you want. Usually a consultant archaeologist can point you in the right direction, but it is worth knowing that different consultants and specialists are used to working for different clients and on different types of project. All these archaeologists are professional experts in their own field, but virtually none is an expert across the whole field. Be clear on the nature of your project when you approach archaeologists to tender for work or to provide advice.



PROCUREMENT

You may wish to procure your archaeologist through direct appointment, competitive tender, or other means. It is important that you are clear in any invitation to tender how offers for archaeological services will be judged (fee only, quality only, quality and fee, fee and initial project design), bearing in mind that offers based on price alone which do not specify exactly how the work will be delivered could exclude major components and thereby present a risk to your project.

If you need archaeological work to be carried out, ClfA strongly recommends the use of a ClfA Registered Organisation and ideally a ClfA-accredited archaeologist. Access our online Professional Registers here <https://bit.ly/2RJLL7o> and more information on page 19 of this guide.

Check that the archaeologist or organisation you approach has worked

- at the local/regional/national/international level – whichever is appropriate to your project
- on projects that deliver similar archaeological conditions and outcomes to your project
- in a multi-disciplinary design team, if required for your project
- at project level, and can report to a project team in a way that will be understood
- to professional standards across their portfolio
- within project communication and reporting structures that are similar to yours

Check that the archaeologist or organisation you approach

- is professionally accredited by ClfA
- has a safety regime and up-to-date health and safety training and certification
- has a track record of publishing results and depositing of archives
- has understood the historic environment in the relevant region(s)
- can provide personnel with appropriate professional accreditation
- has a business infrastructure and insurances appropriate to the type and scale of work

Tell the archaeologist or organisation

- whether you already have a brief for their work, or if developing the brief is part of the commission
- what outcomes you are looking for from archaeology on your project
- what your budget is likely to be
- what the constraints are on archaeological work
- whether there are any risks you foresee

REGULATION AND PROFESSIONAL CONDUCT PROCEDURES

If an accredited archaeologist or Registered Organisation does not meet the standards set, ClfA has a professional conduct process in place. This process and its sanctions underpin ClfA's primary function of public and consumer protection.

Anyone may raise a professional conduct allegation if they believe that a ClfA-accredited archaeologist or a Registered Organisation has failed to comply with the ClfA *Code of conduct* or regulations of the institute, identifying the relevant principle(s) and rule(s) that they believe to have been breached.

All cases need supporting evidence to proceed. ClfA will not get involved in contractual or professional disputes other than allegations of misconduct, except where parties have agreed to be subject to its arbitration scheme.

You can find further guidance about regulation and professional conduct on our website at <https://bit.ly/35d8RGx>.



Monitoring works (on behalf of Forth Ports Ltd) taking place during the demolition of the Grade B Listed Imperial Dock Grain Warehouse in Leith, Edinburgh following detailed historic building survey. ©CFA Archaeology Ltd.



If you need archaeological work to be carried out, ClfA **strongly recommends the use of a ClfA Registered Organisation or Gütezeichen für Archäologie** and ideally a ClfA-accredited archaeologist.

REGISTERED ORGANISATIONS on the register are identifiable by the designations ‘ClfA Registered Organisation’, ‘Gütezeichen für Archäologie’ or ‘registered as an organisation with the Chartered Institute for Archaeologists’, and by using the Registered Organisation logo in promotional literature.

A ClfA Registered Organisation is led by experienced Members (MCfA) of the institute who have a track record of responsibility for substantial projects. They have personally undertaken to be bound by the *Code of conduct*, ClfA regulations and Standards and guidance, and are responsible for ensuring that all work undertaken by the organisation will comply with these requirements.

The **Register of Organisations** includes all Registered Organisations of the Chartered Institute who have given us permission to include their details in line with GDPR. These organisations have undergone rigorous peer review through regular inspections by a panel (which include a site visit for organisations that undertake intrusive works) and are assessed by ClfA’s Registrations committee (organisations).

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A UAV is captured mid-take-off as it begins an aerial survey of the site. In the background Wessex Archaeology archaeologists excavate and record features relating to Iron Age occupation at Coleshill, on HS2 Phase 1. © Wessex Archaeology



If you need archaeological work to be carried out, Cifa **strongly recommends the use of** a Cifa Registered Organisation or Gütezeichen für Archäologie and ideally a Cifa-accredited archaeologist.

A list of the current Registered Organisations (May 2022) is below:

- AB Heritage Limited
- ADAS
- AECOM Infrastructure & Environment UK Limited
- AEON Archaeology
- Albion Archaeology
- Allen Archaeology Ltd
- AMS Ltd (t/a Foundations Archaeology)
- AOC Archaeology Group
- Archaeological Project Services
- Archaeological Research Services Ltd
- Archaeological Services WYAS
- Archaeological Surveys Ltd
- Archaeology South-East (contracts division of the UCL Centre for Applied Archaeology)
- Archaeology Wales (incorporating Archaeology England)
- Archaeology Warwickshire
- Armour Heritage Limited
- Atkins Heritage service
- Avon Archaeology Limited
- Britannia Archaeology Ltd
- Cambridge Archaeological Unit
- Canterbury Archaeological Trust Ltd
- Centre for Applied Archaeology University of Salford (Salford Archaeology & Greater Manchester Archaeological Advisory Service)
- CFA Archaeology Ltd
- Clwyd-Powys Archaeological Trust
- Colchester Archaeological Trust Ltd
- Cornwall Archaeological Unit
- Cotswold Archaeology
- Dalcour Maclaren
- DigVentures
- Dyfed Archaeological Trust Ltd
- Ed Dennison Archaeological Services Ltd
- Environmental Dimension Partnership Ltd (EDP)
- Glamorgan-Gwent Archaeological Trust Ltd
- Gloucestershire County Council Archaeology Service
- Greater London Archaeology Advisory Service
- GUARD Archaeology Ltd
- Gwynedd Archaeological Trust Ltd
- HCUK Group (formerly Archaeology Collective Ltd)
- Headland Archaeology (UK) Ltd (part of the RSK Group)
- Highland Archaeology Services Ltd
- Icení Projects
- Jacobs UK Ltd
- JESSOP Consultancy, The (TJC Heritage Ltd)
- John Moore Heritage Services
- KDK Archaeology Ltd
- L - P : Archaeology
- Magnitude Surveys Ltd
- Maritime Archaeology Trust (Maritime Archaeology Ltd)
- Mills Whipp Projects Ltd
- MOLA (Museum of London Archaeology)
- Mott MacDonald
- MSDS Marine
- Norfolk County Council Environment Service
- Orion Heritage Limited
- Orkney Research Centre for Archaeology
- Oxford Archaeology
- Perth and Kinross Heritage Trust
- Phoenix Consulting Archaeology Ltd
- Place Services
- Pre-Construct Archaeology Ltd
- Quaternary Scientific (Quest)
- Red River Archaeology Group Ltd
- RPS (Archaeology)
- SLR Consulting Ltd
- South West Archaeology Ltd.
- South West Heritage Trust Historic Environment Service
- SPAU GmbH
- SUMO Geophysics Limited
- Surrey County Archaeological Unit
- The Environment Partnership (TEP) Ltd
- TigerGeo Limited
- Trysor
- University of Leicester Archaeological Services
- University of Winchester Department of Archaeology, Anthropology and Geography incorporating ARCA
- Wardell Armstrong LLP
- Waterman Infrastructure & Environment Ltd
- Wessex Archaeology Ltd
- Witham Archaeology Ltd
- Worcestershire Archive and Archaeology Service
- WSP
- York Archaeological Trust (Archaeology Division)



Staff member excavating stone wall/foundation
©Archaeological Services WYAS

Buildings archaeology and development

The following pages present case studies that highlight the broad application of buildings archaeology. They show the breadth of skills and knowledge that buildings archaeologists offer. Each case study shows that understanding is the primary focus of the buildings archaeologist. Understanding incorporates not only an appreciation of the significance of the historic building, but also an interpretation of how it may have influenced or have been influenced by its local and national context.

A buildings archaeologist can help the stakeholders in a historic building or area to understand its values and how they contribute to significance. This includes communal value. Community is partly manifested through a city or town's heritage assets, many of which house important local services, such as libraries, and also businesses or projects. The historic environment is part of the fabric of day-to-day existence, and it contributes significantly to people's quality of life. It is on this understanding that a buildings archaeologist engages with all types of clients and assists in the development of proposals for historic buildings. The archaeologist's input enables those proposals to be informed by an interrogative, robust and thorough assessment of significance and an understanding of the opportunities and constraints a building presents, and to be focused on sustainable and viable uses that benefit communities.

We hope that the following case studies illustrate some of the contributions brought by an archaeological approach to understanding buildings and inspire those who are responsible for finding new uses for old structures to seek advice and support from a ClfA-accredited professional.



Teesworks industrial zone



Eastward Farmhouse and attached barns, The Lake District



A strategic approach to adaptive reuse

TEESWORKS INDUSTRIAL ZONE

A case study of the challenges of industrial archaeology and historic building recording

Amir Bassir MCIfA, Senior Historic Environment Consultant at The Environment Partnership (TEP) Ltd

Built heritage varies considerably, from a single small structure to an entire cohesive landscape of interconnected buildings and sites. Each site will present its own logistical challenges and the methodology for recording will need to be adapted to work within a project's timeframe, the level of detail required, and health and safety and access constraints.

The historic environment team at The Environment Partnership (TEP) Ltd was instructed by the Tees Valley Combined Authority, advised by the Teesworks Heritage Taskforce, to undertake historic building recording of a substantial industrial site comprising the Redcar Iron Works, the

*Basic Oxygen
Steelmaking (BOS)
plant ©TEP*



Lackenby Steelworks, and plant at South Bank. This area is collectively referred to as the Teesworks Industrial Zone or Teesworks. The work was not in accordance with a condition of planning but was undertaken as part of the local authority's commitment to the area's industrial heritage.

TEP is a CifA Registered Organisation, which gave the commissioning body confidence that the archaeological recording would be undertaken ethically, to professional standards and by competent experts. TEP produced a detailed methodology for the proposed works as part of the commission, which ensured that the work would meet the needs of the client and the public.

Exterior view of BOS Plant ©TEP





*BOS Plant Teeming Bay,
showing a de-gasser unit*
©TEP

THE SITE

Teesworks is located at Redcar, North Yorkshire, and is currently being redeveloped to transform Europe's largest brownfield site into a multi-sector industrial zone focused on clean energy and advanced manufacturing. The site covers 4,500 acres and will include the UK's first carbon capture utilisation and storage facility. It is envisaged to create 20,000 new jobs and contribute £1 billion annually to the Tees Valley economy.

The extensive site is over 5km from end to end and the larger buildings can be hundreds of metres long, with multiple levels, and containing substantial equipment and machinery. The principal objective of the survey was to produce an archaeological record of the site, including the various processes of materials movement and manufacturing that took place in the different areas of the works. The scope of recording encompassed many large and complex buildings and plant, including a blast furnace which at the time of construction in 1979 was Europe's largest and most technologically advanced.

The main areas to be recorded included raw materials handling facilities, coke ovens and by-products plant, sinter plant, power station and turbine hall, gasholders, workshops and offices, and the Basic Oxygen Steelmaking (BOS) plant. These were supported by an array of ancillary equipment including a network of conveyors and a dedicated rail system that carried raw materials around the site.

METHODOLOGY AND CHALLENGES

Producing a comprehensive record of the site, including all major buildings as well as the associated networks of conveyors and stockyards, presented the team with a logistical challenge because of time and safety constraints.

A detailed programme for the archaeological works was drawn up and included provision for project set up, archive visits, site survey, reporting and production of illustrations and archiving. The programme included a schedule of client meetings and updates, as part of which the project manager would keep the client team informed of progress and raise any risks to delivery. The team was able to keep to this tight schedule, delivering each stage of works within the allocated timeframe.

At the time of the archaeological recording, the site had been given over to demolition and was under Construction (Design and Management) regulations, requiring the team to prioritise areas in accordance with the demolition schedule and to undertake works in line with strict health and safety procedures, which limited access in certain areas and buildings.

The number and large scale of the buildings and site presented a major challenge as the on-site element of recording had only a two-week timeframe. The site was divided into recording areas and a daily recording schedule was created to ensure each area was completed. This schedule was communicated to all key stakeholders ahead of time and necessary site managers were put in place to enable access to all areas on the designated date.

Over 4,000 high-resolution digital photographs were taken over a two-week period and included main elevations, views of principal rooms and spaces, and details of plant and equipment. Interviews were carried out with key plant operators and site managers to provide technical information regarding the operation of the site. An archive visit was also carried out to help provide a comprehensive historic background and to aid in understanding the social significance of the site for the local area.

A particular challenge to photographic recording was the restricted access to parts of the site and interior of some of the buildings. The internal spaces were often large and poorly lit; flash photography was of relatively little use in lighting these spaces. The limited fieldwork time and strict recording schedule also restricted the use of long tripod exposures, requiring a balance between rapid data capture and image quality. Because of safety concerns and limited access, it was not possible to use tripods in certain areas and hand-held photography was the only option. The use of high-quality cameras with high ISO and recording in RAW helped to provide the best possible images in these conditions.



Interior view ©TEP



Blast furnace charging conveyor ©TEP

A highlight of the site and recording project was the blast furnace, which was prioritised early in the recording schedule because of its heritage significance and the level of detail required. Built in 1979, the uppermost plant was almost the same height as the top of St Pauls Cathedral, rising to approximately 104m. The blast furnace was the focal point in the flow of materials around the Redcar site and its primary purpose was to produce molten iron to a specific tonnage and quality as required at the steel plant. Although at first glance often taken as comprising the upstanding furnace, the blast furnace facility actually contains a wider sprawl of associated infrastructure including gas and dust collection, cleaning and processing, conveyors and charger, slag and waste material processing, as well as the gas, air and water required to drive the process. At the height of operation, the furnace provided the continuous production of iron at a capacity of 63,000 tonnes per week. The team was fortunate to be able to gain access into the blast furnace facility and was able to record the principal elements from inside the structure and from the multitude of working platforms.

The Basic Oxygen Steelmaking (BOS) Plant received the molten iron from the blast furnace. The iron was transferred into 240-tonne-capacity converter vessels where oxygen was blown in to convert the iron to high-quality steel. The steel works building was made up of a series of steel-framed bays measuring up to 700m in length and with the larger bays being up to 70m in height. Large overhead cranes were used to carry heavy ladles filled with molten metal around the various stations. The molten steel was poured into continuous casting moulds where it was formed into straight ingots for immediate use in adjacent rolling mills or for sale as raw material. The survey provided a record of the structure and layout of the building and there was specific emphasis on documenting and describing the process of manufacturing and materials through the building and its place within the wider site.

It was found that little published or archival material was available for the site because of its relatively recent construction and decommissioning. A large number of documents and plans were present in various site offices but had not been organised or digitised. It was considered vital, therefore, to make use of the knowledge of the site staff, many of whom came from generations of iron and steel workers. The team was accompanied by the relevant plant manager for each recording area, who were able to provide on-going commentary and explanation of each building and works process. On completion of the fieldwork a series of informal interviews was carried out, which considerably aided our understanding of the site and provided a valuable level of technical detail.

On return to the office, the photographic archive and all notes were reviewed and any areas of deficiency or which required further detail were identified. Return visits to specific areas were then arranged to ensure the record was as robust as possible.

CONCLUSION

The recording project was noted by Historic England as being among the largest of this type of recording undertaken by archaeologists of an industrial site. The archaeological survey was part of a wider effort by the Teesworks Heritage Taskforce to explore ways to capture, record and recognise the cultural economic and industrial heritage of the Teesworks site.

It was noted from the outset that there is considerable local community interest in the site and the project was designed specifically to engage with and enhance the public record. As an important site in Britain's steel and iron industry there is also a significant national as well as international audience.

The survey created a comprehensive and high-quality visual record of the site prior to demolition and the report provided a systematic descriptive account of the history and development of the local iron and steel industry, as well as a technical description of all the main buildings and manufacturing processes. A separate archive gap analysis was also produced which provided recommendations for ongoing and long-term heritage management, including public engagement and outreach and publicly accessible publications to help raise awareness of Teesside's rich iron and steelmaking heritage.

The work was well received by the client and has helped with the ongoing management of the site, which remains under development, providing guidance in the potential retention or conservation of heritage assets and historic features and forming a baseline for any further heritage projects and publication.

The grey literature report is available to the public through the Archaeological Data Service and the archive is held by the Teesside Archive.



Blast Furnace detail
©TEP

Eastward Farmhouse and attached barns, The Lake District

Catherine Bell, Listed Building Caseworker, Council for British Archaeology (CBA)



Front elevation of the farmhouse, with the south barn to the left
©www.parti.global

As a national amenity society, the Council for British Archaeology (CBA) assesses hundreds of applications for proposed changes to the historic environment each week. The majority are for adaptation of listed buildings to better meet contemporary needs. The principle of change is accepted; it just needs to be informed by an understanding of which aspects of a site contribute towards its significance and therefore where opportunities for alterations lie. Good Listed Building Consent (LBC) applications use an assessment process to understand a site and identify those areas that can be altered with no or minimal harm to those features of a site that hold value or special interest. Well-considered schemes also seek to retain the legibility of how a place has evolved over time.

The CBA's criteria for commenting centres around a site's archaeological interest, or evidential value. As a result, we often comment on multi-phased buildings which contain considerable quantities of archaeological interest (or evidential value) about how past people have lived and worked at a site, adapting them with changes in technologies, fashions, wants and needs.

In early 2022 an application for Eastward Farm in the Lake District landed in our inbox. It is an exceptionally well-preserved site, with many layers going back to at least the 17th century, and has evidence for a substantial 18th-century expansion. These layers illustrate the ways of life and agricultural practices that have typified the Lake District for centuries. The farm is crying out for the skills of a buildings archaeologist to get to grips with the full extent of its archaeological and historical interest.

Kitchen range
©www.parti.global





South barn interior
©www.parti.global

The house has retained many features that have commonly been ripped out and have little or no record. The fragile, 18th-century timber panel partition walls are intact and the worn groove in the flagstones demonstrates how long it has defined the movement of people between the kitchen and parlour. A large inglenook in the old kitchen contains a tidy 19th-century range within an earlier stone fireplace. Within the inglenook there are multiple metal hooks, and the inner face of the fire beam has a series of crude cupboards, some with butterfly hinges. Fitted stone benches and shelving survive in the cold butteries/dairies to the rear, showing how, up until the recent past, most Lakeland farms made their own butter and cheese. The contrast between these functional aspects of the house and the quality of the 18th-century joinery in fitted cupboards, shutters and window reveals in the 18th-century extension how farmers aspired towards the aesthetic tastes of polite society during this period.

The large 18th-century threshing barn and combination barn also demonstrate the prosperity of the farm and the importance of mixed agriculture in an area that, since the late 19th-century, has been best-known for its pastoral landscape grazed by sheep and cattle. In the 18th-century barns, timber stall partitions and a manger are still in place in the cattle housing. Unusually, there is still a stone-flagged threshing floor. This is so often replaced by a more practical concrete screed. Substantial numbers of roof timbers and trusses are still in good order across the site. With reference to Historic England's Farmstead and Landscape Statement for the High Fells (<https://historicengland.org.uk/research/current/discover-and-understand/rural-heritage/farmsteads-character/>), it is clear that the whole group is outstanding for its evidential interest, the way that it illustrates how farming developed in the Lake District and also for the architectural and aesthetic interest of its fabric and detail.

Kitchen parlour
©www.parti.global



Eastward Farm presents a challenge to those of us who are familiar with rural heritage – a site which has been in the same family, either tenanted or owner-occupied, for generations until its sale and then is at risk from alterations which, however well-intentioned, could cause cumulative harm to the site’s historical and archaeological interest. In this case, new owners have applied to upgrade the site into a single holiday unit and are prepared to make a considerable investment in conserving the historic fabric and sympathetically bringing Eastward Farm into the 21st century.

So how best to move forward? This is where the skills of a buildings archaeologist are critical in providing an illustrated and written record that identifies the different phases of a site and its significance in a national and local context, and reaching a balanced judgement on how it can be adapted for future use while minimising harm to its legibility and character.

National and local planning legislation, policies and guidance protect the historic environment from unjustified levels of harm and seek to conserve sites so that their significance is retained and enhanced. In this case, the CBA decided that the listing of the farmhouse with its attached barns at Grade II – the most common listing grade, which affects 92 per cent of buildings on the statutory list – did not adequately capture its outstanding degree of preservation and interest. In order for a balanced planning judgement to be proportional to Eastward Farm’s historical and archaeological interest the CBA applied to Historic England for the site’s designation to be reassessed.

Historic England has since carried out a full inspection and the Secretary of State has decided to amend Eastward Farm’s designation to Grade II*. This will ensure that works to upgrade the site will be proportionate to its outstanding historical and archaeological interest. The CBA’s hope is that a Level 4 Building Recording of the site (see *Understanding Historic Buildings: A Guide to Good Recording Practice*, Historic England, 2009) will inform a revised scheme that retains more of the extant fabric and character as a proportionate response to Eastward Farm’s significance and potential for sensitive adaptation



Interior view
©www.parti.global

A strategic approach to adaptive reuse

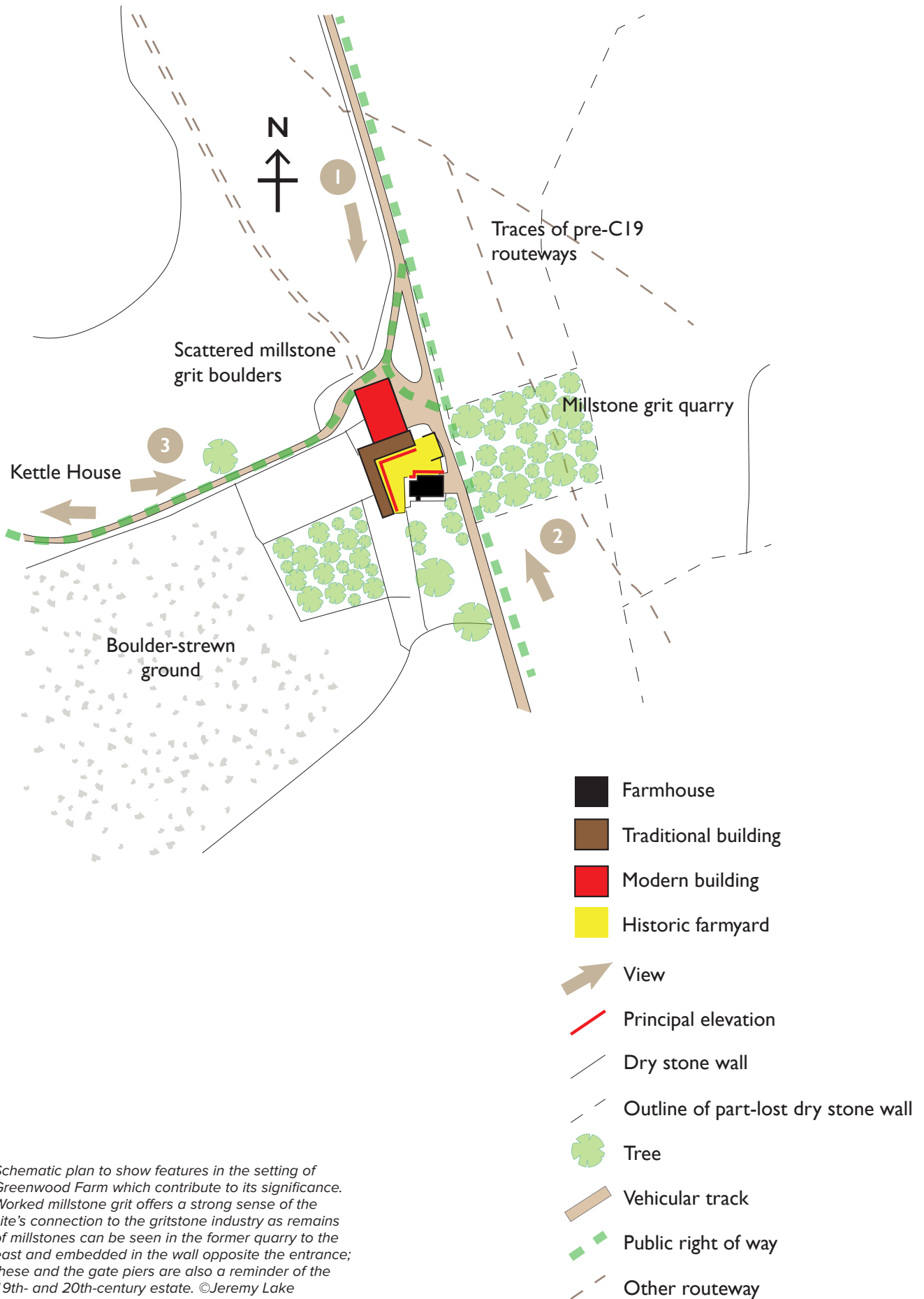
Jeremy Lake, MCIfA, MLI



View of the farmstead from the west, showing the fragments of the early 20th-century shelter shed which has been retained as part of the scheme, and the main L-plan range to the right of the image.
©Jeremy Lake

In addition to preparing illustrated and written records to different levels of specification, accredited buildings archaeologists are also well-placed to deliver high-level and strategic assessments of buildings in their landscape and historic context. In this instance, the National Trust has commissioned a rapid assessment of the historic character, significance and potential for change of its traditional farm buildings in the Peak District to inform options for adaptive reuse following Historic England's advice on this.

The first step, held at a workshop attended by the National Trust and the Peak District National Park Authority, was to identify any key issues and establish common ground including the criteria for assessing significance. There followed a rapid analysis of each site in its landscape setting and to then consider their significance in the context of the whole National Park. The staged approach for assessment follows that set out in *Peak District National Park Farmsteads Assessment Framework* and its accompanying guidance (www.peakdistrict.gov.uk/looking-after/living-and-working/farmers-land-managers/historic-farmsteads-guidance). A high-level approach conducted by an accredited archaeologist was essential in this respect, as it ensured that the different phases of construction could be correctly identified and related to the historic character presented by the patterns of fieldscapes and other heritage assets in the landscapes around them. A second workshop then considered the results of this assessment, the capacity and potential for change of each site and the issues to inform the options for design.



Schematic plan to show features in the setting of Greenwood Farm which contribute to its significance. Worked millstone grit offers a strong sense of the site's connection to the gritstone industry as remains of millstones can be seen in the former quarry to the east and embedded in the wall opposite the entrance; these and the gate piers are also a reminder of the 19th- and 20th-century estate. ©Jeremy Lake



Exterior view
©Jeremy Lake

It is possible to report on one site, due for completion later this year, which was granted planning permission and listed building consent. Greenwood Farm comprises a farmhouse (listed Grade II) dating from the mid-18th-century and an L-shaped combination barn, stables and cattle housing of mid-19th-century date with fragments of earlier fabric. This type of formal courtyard layout comprises 6 per cent of recorded farmsteads in the National Park, regular courtyard farmsteads being most commonly found on estates that were investing in improved agriculture in the 19th-century. This formal layout is echoed in the straight-sided and survey-planned enclosures along the fringes of the moorland and in the routeway, straightened as an estate drive, that continues south past the site; this offers a striking contrast to the looser layouts with 17th-century and earlier recorded buildings set in more ancient landscapes that are characteristic of this part of the Dark Peak and the valley slopes of the Derwent Valley. Similarly the house, which faces away from the group into its own garden, illustrates changing standards of living from a vernacular tradition into more classical-influenced symmetry that reflects the history of the estate and the aspirations of its farming tenants. The land to the east and north of the site is scattered with evidence for the quarrying and manufacture of millstone grit, an industry which often developed in combination with farming; although any historic association between Greenwood Farm and local industry has not yet been proven. There are tentative references to the use of the stables for transporting products to the local railway station.

Understanding the constraints and opportunities offered by the historic buildings has been a critical factor in informing the design and consideration of the site in its context, including the substantial rebuilding of a partially-extant early 20th-century shelter which had been absorbed into modern sheds but commands wonderful views over the Derwent Valley; this has taken pressure off the historic barn space and use of the enabled access around the northern side of the buildings to this part of the site. The assessment of this site and across the Peak District has also highlighted significant opportunities, with reference to the National Park's 'Landscape First' approach and the Statements of Environmental Opportunity for the Dark Peak and other National Character Areas, to realise opportunities for the enhancement of the landscape and habitats around the site, and to interpret Greenwood Farm and its historic landscape context for the benefit of visitors to the property and those using the Public Rights of Way.

The advantage of this approach is that, in delivering a rapid and high-level understanding of sites on a whole estate or across a wide area, it offers a framework for the more detailed consideration of these issues when putting together more detailed plans for planning permission or listed building consent. Besides being far more cost-effective than a piecemeal and 'site-by-site' approach it meets a key concern for the PDNPA, which gives greater weight to the development of Whole Estate Plans which enable proposals to be seen within the context of a whole estate rather than on a 'one-off' basis. This rapid assessment can then be used to prepare Farmstead Assessments, Statements of Significance and Design and Access Statements for sites that are then being put forward for changes of use that require planning permission and listed building consent.

ARCHAEOLOGY INDUSTRY CONTACTS

ARCHAEOLOGY DATA SERVICE

Tel 01904 323954

Web www.archaeologydataservice.ac.uk

ARCHAEOLOGY SCOTLAND

Tel 0300 012 9878

Web www.archaeologyscotland.org.uk

ARCHIVES WALES

Tel 01970 632800

Web <https://archives.wales/>

ARTS COUNCIL ENGLAND

Tel 0161 934 4317

Web www.artscouncil.org.uk

ASSOCIATION FOR ENVIRONMENTAL ARCHAEOLOGY

Web www.envarch.net

ASSOCIATION FOR INDUSTRIAL ARCHAEOLOGY

Web www.industrial-archaeology.org

ASSOCIATION FOR STUDIES IN THE CONSERVATION OF HISTORIC BUILDINGS

Web www.aschb.org.uk

ASSOCIATION OF LOCAL GOVERNMENT ARCHAEOLOGICAL OFFICERS

Tel 01223 728592

Web www.algao.org.uk

CADW

Tel 0300 0256000

Web <https://cadw.gov.wales/>

CATHEDRAL COMMUNICATIONS

Tel 01747 871717

Web www.buildingconservation.com

CHARTERED INSTITUTE OF BUILDING

www.ciob.org

THE CHURCHES CONSERVATION TRUST

Tel 0845 303 2760

Web www.visitchurches.org.uk

CHURCH MONUMENTS SOCIETY

Web www.churchmonumentsociety.org

CONSTRUCTION SKILLS CERTIFICATION SCHEME

Tel 0344 994 4777

Web www.cscs.uk.com

CIVIL ENGINEERING CONTRACTORS ASSOCIATION

Tel 020 7340 0450

Web www.ceca.co.uk

COUNCIL FOR BRITISH ARCHAEOLOGY

Tel 01904 671417

Web www.archaeologyuk.org

DEFENSE INFRASTRUCTURE ORGANISATION, MINISTRY OF DEFENCE

Tel 020 7218 9000

Web www.gov.uk/government/organisations/ministry-of-defence

DEPARTMENT FOR COMMUNITIES (NI): HISTORIC ENVIRONMENT DIVISION

Tel 028 9081 9226

Web www.communities-ni.gov.uk

DEPARTMENT FOR CULTURE, MEDIA AND SPORT

Tel 020 7211 6000

Web www.culture.gov.uk

ENVIRONMENT AGENCY

Tel 03708 506 506

Web www.gov.uk/government/organisations/environment-agency

EUROPEAN ASSOCIATION OF ARCHAEOLOGISTS

Tel 00 420 7337016979

Web www.e-a-a.org

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS

Tel 0116 243 7581

Web www.famearchaeology.co.uk

THE GARDENS TRUST

Tel 020 7608 2409

Web <http://thegardenstrust.org/>

HEALTH AND SAFETY EXECUTIVE

Tel 0300 003 1747

Web www.hse.gov.uk

THE HERITAGE ALLIANCE

Tel 020 72330 500

Web www.theheritagealliance.org.uk

HERITAGE FUND

Tel 020 7591 6000

Web www.hlf.org.uk

HIGHWAYS ENGLAND

Tel 0300 123 5000

Web www.gov.uk/government/organisations/highways-england

HISTORIC ENGLAND (LONDON)

Tel 020 7973 3700

Web www.historicengland.org.uk

HISTORIC ENGLAND (FORT CUMBERLAND)

Tel 023 9285 6704

Web www.historicengland.org.uk

HISTORIC ENGLAND (SWINDON)

Tel 01793 445050

Web www.historicengland.org.uk

HISTORIC GARDENS FOUNDATION

Tel 020 7633 9165

Web www.historicgardens.org

HISTORIC HOUSES ASSOCIATION

Tel 020 7259 5688

Web www.historichouses.org/

HISTORIC ENVIRONMENT SCOTLAND

Tel 0131 668 8600

Web www.historicenvironment.scot

INSTITUTE OF ARCHAEOLOGISTS OF IRELAND

Tel 00 353 1 6629517

Web www.iai.ie

INSTITUTE OF CONSERVATION

Tel 020 3142 6799

Web www.icon.org.uk

INSTITUTE OF ENVIRONMENTAL MANAGEMENT & ASSESSMENT

Tel 01522 540 069

Web www.iema.net

INSTITUTE OF HISTORIC BUILDING CONSERVATION

Tel 01747 873133

Web www.ihbc.org.uk

INSTITUTION OF CIVIL ENGINEERS

Tel 020 7222 7722

Web www.ice.org.uk**INTERNATIONAL COUNCIL ON MONUMENTS & SITES UK**

Tel 020 7566 0031

Web www.icomos-uk.org**LOCAL GOVERNMENT ASSOCIATION**

Tel 020 7664 3000

Web www.local.gov.uk**LONDON PARKS & GARDENS TRUST**

Tel 020 7839 3969

Web www.londongardenstrust.org**MANX NATIONAL HERITAGE**

Tel 01624 648000

Web www.manxnationalheritage.im**MARITIME & COASTGUARD AGENCY (RECEIVER OF WRECK)**

Tel 020 3817 2575

Web www.gov.uk/government/groups/receiver-of-wreck**MINISTRY OF JUSTICE**

Tel 020 3334 3555

Web www.gov.uk/government/organisations/ministry-of-justice**THE NATIONAL ARCHIVES**

Tel 020 8876 3444

Web www.nationalarchives.gov.uk**NATIONAL ASSEMBLY FOR WALES**

Tel 0300 200 6565

Web www.assemblywales.org**NATIONAL MONUMENTS SERVICE (ARCHAEOLOGY)**

Tel 00 353 01 888 2178

Web www.archaeology.ie**NATIONAL RECORDS OF SCOTLAND**

Tel 0131 334 0380

Web www.nrscotland.gov.uk**NATIONAL TRUST**

Tel 01793 817401

Web www.nationaltrust.org.uk**NATIONAL TRUST FOR SCOTLAND**

Tel 0131 4580200

Web www.nts.org.uk/**NATURAL ENGLAND**

Tel 0300 060 3900

Web www.naturalengland.org.uk**NATURAL ENVIRONMENT RESEARCH COUNCIL**

Tel 01793 411500

Web www.nerc.ac.uk**NATURAL RESOURCES WALES**

Tel 0300 065 3000

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THE ROLE OF LOCAL AUTHORITY ARCHAEOLOGISTS (LAA)



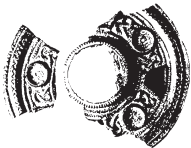
The job of the archaeological advisor is crucial where archaeology is undertaken in the spatial planning process, in response to development proposals. The advisor is equally important where archaeology takes place in accordance with some other condition or permission, for example under an archaeological excavation licence or a consent to investigate a designated, protected site.

Working within local government, archaeological services have **four** key functions in order to encourage the identification, recording, protection, management, interpretation and promotion of archaeological sites and monuments:

- 1 To develop and maintain comprehensive public information resources (Historic Environment Records/Sites and Monuments Records) for the understanding and enjoyment of the historic environment.
- 2 To ensure that all development and other land use takes into account the need properly to conserve the archaeological heritage.
- 3 To conserve the historic environment by improved management through, for example, agri-environment schemes which can protect archaeological sites from the damaging effects of ploughing.
- 4 To promote awareness, understanding and enjoyment of the historic environment through education and outreach programmes.

For more information and the up-to-date list of LAA archaeologists please see www.algao.org.uk/localgov.

THE ROLE OF THE PORTABLE ANTIQUITIES SCHEME (PAS)



Portable
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www.finds.org.uk

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The Portable Antiquities Scheme is run by the British Museum and Amgueddfa Cymru – National Museum Wales to encourage the recording of archaeological objects found by members of the public in England and Wales. Finds recorded with the PAS help advance knowledge of the history and archaeology of England and Wales.

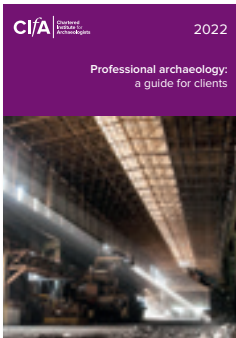
In order to do this the PAS

- promotes the maximum public interest and benefit from the recovery, recording and research of portable antiquities
- promotes best practice by finders/landowners and archaeologists/museums in the discovery, recording and conservation of finds made by the public
- in partnership with museums and others, raises awareness among the public, including young people, of the educational value of recording archaeological finds in their context and facilitating their research
- creates partnerships between finders and museums/archaeologists to increase participation in archaeology and advance our understanding of the past
- supports the Treasure Act and increases opportunities for museums to acquire archaeological finds for public benefits

For more information and the up-to-date list of PAS contacts please see <https://finds.org.uk/contacts>.

PUBLICATIONS

CIFA CLIENT GUIDE



This guide is for anyone who needs to commission archaeology. It explains what you need to do and why you need a professional archaeologist to help you through the process. It also provides some recent case studies as examples. This guide will help you increase the benefits from your archaeological work and avoid some of the possible hazards.

This year's edition, along with further information and case studies, is available on ClfA's website at <https://bit.ly/2WFSfGJ>.

THE ARCHAEOLOGIST



ClfA publishes *The Archaeologist* magazine three times a year. It includes diverse coverage of developments in UK and international archaeology as well as news of the latest institute activities, events and other information for front-line archaeology professionals. Contact ClfA for subscription information. PDF copies of the magazine are also available online at <https://bit.ly/3kXmhQh>.

HISTORIC ENVIRONMENT: POLICY & PRACTICE



In collaboration with ClfA, Taylor & Francis produces four issues per year of the peer-reviewed journal *Historic Environment: Policy & Practice*.

The journal is essential reading for all archaeological practitioners, and those involved in building conservation, both professional and voluntary, demonstrating good practice and appropriate methods, and the enhancement of technical and professional skills. The journal relates these skills to topical

issues and features the political, legal, economic, cultural, environmental, social and educational contexts, and the academic frameworks, in which those involved in the historic environment work.

The journal is available by subscription to all and at a discounted rate to ClfA members, both can submit articles for publication. Content from past volumes is also available online. See www.tandfonline.com for further information.

CIFA PROFESSIONAL PRACTICE PAPERS

All ClfA professional practice and technical papers are available digitally to members free of charge via the ClfA website at <https://bit.ly/3xbXGcP>.

Non-members digital £5 and hard copy £10.

Here are a few examples:

Professional Archaeology: a guide for clients 2021

Theme: Innovations: new ways to deliver social value through archaeology Digital and limited hard copy available.

An introduction to professional ethics

Gerry Wait, 2017, ISBN 978 0 948393 26 6

Digital and hard copy available.

An introduction to drawing archaeological pottery, revised edition

Lesley Collett, 2017, ISBN 978 0 948393 25 9

Digital and hard copy available.

Updated guidelines to the standards for recording human remains

Piers D Mitchell and Megan Brickley, 2017

ISBN 978 0 948393 27 3

Digital and hard copy publicly available.

CIFA CONSTITUTIONAL DOCUMENTS

A complete set of constitutional documents, including the Charter and by-law, ClfA Regulations and *Standards and guidance* can be downloaded from <https://bit.ly/3y79XA1>.

Each of the five principles of the *Code of conduct* is underpinned by a number of more specific rules.

Supporting the *Code of conduct* are further regulations.

These are

- Professional conduct
- Regulations for the registration of organisations
- Membership regulations
- Area and Special Interest Groups
- Board of Directors
- Advisory Council
- Procedure at general meetings
- Regulations for the Equality, Diversity and Inclusion (EDI) committee
- Regulations for the accreditation of degree programmes
- Regulations governing membership of the Forensic Archaeology Expert Register and Panel

In addition, ClfA has 13 standards and guideline documents that are binding on all members and Registered Organisations. These are the *Standard and guidance* for

- archaeological advice by historic environment services
- historic environment desk based assessment
- archaeological field evaluation
- archaeological excavation
- an archaeological watching brief
- the archaeological investigation and recording of standing buildings or structures
- the collection, documentation, conservation and research of archaeological materials
- stewardship of the historic environment
- nautical archaeological recording and reconstruction
- the creation, compilation, transfer and deposition of archaeological archives
- forensic archaeologists
- geophysical survey
- commissioning work on, or providing consultancy advice on, archaeology and the historic environment

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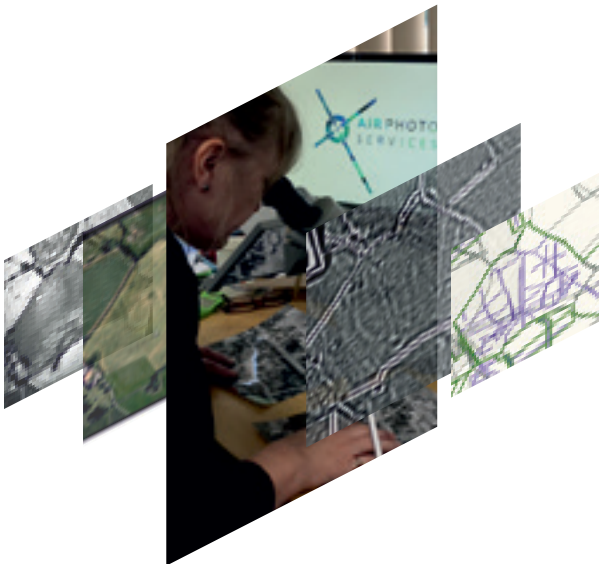
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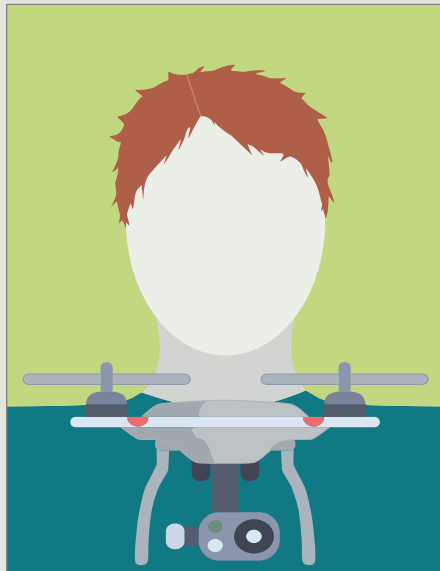
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