

## Archaeological Planning Requirements

**The following will need to be included, provided, or demonstrated in project designs and/or specifications for archaeological work submitted for approval in the Test Valley Borough Council area.**

### General requirements

Given the wording of all archaeological and building recording planning conditions, it is necessary to obtain the Council's approval for specification and/or project designs prior to archaeological work commencing on site. This issue is specifically dealt with by the Institute of Field Archaeologists (IFA) in their standard and guidance documents and codes of practice.

Where archaeological work commences in advance of such an approval, subsequent reports may not be accepted and thus the archaeological condition may remain undischarged. This is specifically the case where archaeological fieldwork may have been undertaken and there has been no opportunity for appropriate monitoring by the archaeological curator.

Where an archaeological firm is undertaking work for the first time within the Test Valley area, a copy of the operating unit's excavation manual is required to be submitted for monitoring purposes. In other cases reference to the Museum of London or other commercially available manual is acceptable.

All archaeological projects being undertaken to satisfy planning conditions, or in advance of potential development, need to state clearly the published industry standards being adhered to for monitoring purposes.

Where invasive archaeological work is required and the site has previously been subject to any archaeological excavation or evaluation, the results of previous archaeological work, in particular if unpublished, needs to inform the project design. Appropriate provision will need to be made by archaeological contractors/consultants to assess the quality and quantity of material and how this information will be incorporated into any final report and publication. The **reason** for this is to ensure the project design is appropriately informed by recent knowledge and understanding of data and materials that may not previously have been recognised.

The Borough Council will, wherever possible, comment on draft specifications and final reports and will accept them and respond via email at [planning@testvalley.gov.uk](mailto:planning@testvalley.gov.uk).

### Specific requirements

- The planning application number(s) must be included within the introductory section of any specification, along with the National Grid Reference and any recent planning history of the site. It is useful to include the precise wording of the archaeological planning condition(s)
- A full list of the relevant *Sites and Monuments Records* information must be provided as an appendix, specifically the information obtained from Hampshire County Council. This is to ensure that the historical and background summary can be internally checked within the document
- The specification must state the personnel who will undertake the project. In the event that the personnel change, additional names must be submitted as and when appointed and noted in any final report. Where new personnel might become involved during the course of a project then, in the first instance, it will be necessary to submit a CV which can be held on file and allow us to determine, as required by IFA and other codes, the suitability of personnel and their track record, skills, etc.
- In certain locations and on some sites, the volumes of soil to be excavated for sampling purposes must be indicated. Early discussion with the ‘curator’, prior to submission of a specification and certainly before submission to your client of a specification, would be advisable. In respect of environmental sampling and scientific analysis, it would be appropriate to seek the advice of the English Heritage Scientific Advisor
- In Romsey, the former Test Valley Archaeological Trust had a long history of studying site formation processes. Therefore, on sites in Romsey, there is a specific requirement for the retrieval and study of artefacts and ‘ecofacts’ from buried and developed soil structures to enhance the British Academy Funded ‘Romsey Rubbish Project’
- A project design or specification for any building archaeological recording project should always be kept separate from any below ground specification. The **reason** for this is that these issues are covered by quite different and separate planning conditions. This will require two separate specifications to be approved although both should be cross- referenced to deal with any interface archaeology
- A copy of the developer’s foundation design proposal is always helpful in assessing the method statement. With the exception of sites where a foundation design condition has been imposed, there would otherwise be no knowledge within a planning context against which to check the method statement
- All project designs should include the following on publicity:-

A suitable publicity statement will be produced in conjunction with the Planning Service of Test Valley Borough Council. This statement will have been approved by the archaeological contractor/consultant’s client and will be submitted to the Council

within an agreed period of the completion of the archaeological field-work. This is to cater for the public interest aspect of archaeological discoveries

- Fourteen days notice in writing (see email address above) is required of the start date of the archaeological fieldwork project. This ensures that monitoring takes place to an agreed timetable
- All project designs must state the timescale within which the final report on the fieldwork will be submitted to the Council. Please ensure that project designs for watching briefs indicate that they will be completed within six weeks of completion of fieldwork. Large or complex projects may require interim statements and progress reports, as well as defined time scales for work to be completed
- The specification is to include a section on the report preparation. This should include a full list of all the headings and contents of the final report
- For planning purposes, the Council requires one electronic copy (see email address above) and two hard copies of all project designs/specification for approval
- For planning purposes and before an archaeological planning condition can be discharged, the Council requires one electronic copy and three bound copies of all final reports. The Planning Service will only forward a copy of a final report to Hampshire County Council *Sites and Monuments Records* when it is satisfied that the report meets the objectives of the project design and the standards set out or referred to in the project design

It should be noted that the Council reserves the right to submit draft/final specifications and reports for peer group/academic review.

- All specifications must include a clause to provide for the assessment of any publication needs if significant discoveries or information is recovered. Archaeological consultants and contractors need to alert their clients to the potential for publication requirements
- A detailed statement on archive deposition is always needed in any specification:  
  
The site archive will be prepared for long term storage in accordance with Guidelines for the Preparation of Excavation Archives for long term storage Walker 1990; United Kingdom Institute for Conservation and also the Standards in the Museum Care of Archaeological Collections (Museums and Galleries Commission 1994). In Hampshire arrangements for deposition of archive are contained in the Hampshire County Museum Service, Archaeology Section Procedures governing the deposition of archaeological archives Version 1.3 February 2001
- Any specific requirements of the Hampshire County Museum Service (HCMS) will need to be referred to in any project design

- An accession number from HCMS will need to be obtained before work commences and this reference number needs to be included in the introduction to the project design. The accession number must be included in any final report
- A statement of ownership is needed, eg. it is proposed in principle that, subject to the wishes of the landowner, the entire archive (including the finds) will be deposited with the Hampshire County Museum Service
- Photographic archives and drawings resulting from building recording work are to be deposited with the Test Valley Borough Council Planning Service. This is to allow those portions of the archive to be copied for conservation purposes. The archive will then be transferred to the County Record Office so that it is publicly available and can inform future programmes of work on historic buildings
- Specifications for archaeological field-work need to make provision for any costs of long term storage and this must be covered by a suitable statement

### **Copyright**

All specifications need to contain clauses along the following lines:-

The report will be provided, initially in draft form, to the Planning Service, Test Valley Borough Council for comment. Three hard copies of the final report will be provided to meet planning requirements. One of these copies will be passed to the County Sites and Monuments Records where it may be freely copied for planning, development control and research purposes without recourse to the originator.

Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority.