Leicestershire & Rutland Archaeological Network

Archaeological Wardens' Information Pack

LEICESTERSHIRE AND RUTLAND ARCHAEOLOGICAL NETWORK
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Produced by Leicestershire County Council Environment and Heritage Services' Museums service. Further information can be sought from the Network Co-ordinator, e-mail rpollard@leics.gov.uk, telephone 0116 305 8324, or on the County Council's website, www.leics.gov.uk , or by post to Richard Pollard, Archaeological Services Team, Room 500, County Hall, Leicester Road, Glenfield, Leicester LE3 8TE.

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Acknowledgments

The Leicestershire and Rutland Archaeological Network was launched in 1996 by Leicestershire Museums, Arts and Records Service, which at the time covered Rutland and Leicester as well as the administrative County of Leicestershire. Leicester and Rutland formed their own administrations with their own museums services on 1st April 1997, following local government re-organisation.

Leicester City Council, lacking civil parishes, has not participated in the Network since March 1997. However, Rutland County Council has remained a Partner, as of course have all those Parish and Town Councils and Parish Meetings who have appointed Wardens.

Thanks are due to

- Museums' staff past and present for their support and encouragement.
- The membership of the numerous organisations with a remit covering the past for their commitment to the study of the counties' history and archaeology. The Leicestershire Museums Archaeological Fieldwork Group in particular has provided the Network with numerous Wardens.
- The Heritage Watch scheme, supported by the Heritage Lottery Fund, which produced the first edition of this Information Pack.
- Finally, and most importantly, to the Network's Archaeological Wardens. Their unstinting efforts have led to the discovery and recording of archaeological sites and landscapes right across Leicestershire and Rutland. Without their skill and dedication, the past would be a poorer place to visit; with them, the future is a richer one to anticipate.

INTRODUCTION TO THE LEICESTERSHIRE AND RUTLAND ARCHAEOLOGICAL NETWORK

Background

Leicestershire County Council's Environment and Heritage Services (LCCEHS), and previously Leicestershire Museums, Arts and Records Service, has been developing Community Archaeology since the mid-1970's, establishing and co-ordinating Fieldwork Groups right across Leicestershire and Rutland, built from the ranks of enthusiasts.

These two strands have now been woven together to produce the Leicestershire and Rutland Archaeological Network (LRAN), in partnership with Rutland County Council.

The Objectives

To establish Archaeological Wardens in every parish in the two Counties, who will develop our understanding of the past in their parishes, promote sympathetic interest in archaeology, and improve communication between the general public, LCCEHS and Rutland County Museum.

Establishing the Network

The Network is co-ordinated by LCCEHS's Archaeological Services Team, who can put parish representatives and local archaeologists in touch with each other, and with Heritage Wardens. Parish representative bodies are invited to appoint an Archaeological Warden, in consultation with LCCEHS, when a volunteer approaches either the parish or LCCEHS. Parishes and Archaeological Wardens incur no costs by joining the Network.

The Role of LCCEHS

Wardens are provided with a summary of the Historic Environment Record (HER) of their Parish; this lists and maps all recorded archaeological sites and finds, together with a selected range of buildings (including all Listed Buildings) and industrial features. They also receive an Information Pack covering aspects of archaeological practice. LCCEHS's archaeologists can offer training, advice and the identification of objects. Wardens are informed of the progress of the LRAN through a regular Newsletter, and can be put in touch with neighbouring Wardens to aid co-ordination of local initiatives.

The Work of Archaeological Wardens

One of the joys of archaeology is that it is such a diverse subject, the pursuit of which embraces a wide range of skills. Local knowledge and enthusiasm are invaluable assets for a Warden to have. Archaeology exists in every parish, sometimes patently obvious, sometimes hidden, and everyone can contribute to recovering and recording it.

The commitment of a Warden is open-ended, dependent upon the time and skills individuals can offer. Some may choose to actively seek out archaeological sites and finds, while others may prefer simply to be a recorder, reporting on information brought to them.

The former is more likely to bring rewards in discovery, leading to preservation or recording, of sites and features, but the importance of collecting records of finds and information received from others should not be understated.

The following are some suggestions of initiatives Wardens could take.

- Record local collections of objects, memories of past land use, and parish lore.

- Encourage people to look in their gardens for finds; garden ornaments can prove to be objects of some antiquity, unrecognised as such, and many finds have been made whilst digging the garden or allotment.

- Establish a field survey, with the co-operation of the farmers. Walking fields in a regular grid is an excellent way of finding objects on the surface, particularly pottery, tile and flint, and locating sites. Newly-ploughed fields are especially important, as many objects deteriorate over the course of a few years' exposure to the elements and to arable cultivation.

- Metal detecting on ploughed fields is a valuable complementary technique to field walking. LCCEHS advises against detecting on undisturbed pasture, as archaeological features may lie close to the surface and could be damaged by digging to recover detected objects.

- Examine “holes” in the ground such as drainage ditches, service trenches, and building foundation trenches, with due permission. Many fieldworkers have undertaken such “watching briefs” on behalf of LCCEHS and the Archaeological Adviser to the local Diocese of the Church of England.

- Record local buildings and traditional building techniques, and "ridge and furrow" earthworks.

- Use of the HER, and advancing local knowledge, will help Parish Councils in their role of local consultants. These Councils are empowered to draw the attention of planning authorities to the need for consultation with their specialist archaeologist advisers in Leicestershire County Council on particular sites when commenting upon planning applications.

How to Join

If you would like to become a Volunteer Archaeological Warden, or represent a Parish or Town Council or Meeting interested in making an appointment, or would simply like more information of the Network or any aspect of the Counties' archaeology, please contact Richard Pollard or Peter Liddle. We can be found at Leicestershire County Council Environment and Heritage Services, Room 500, County Hall, Leicester Road, Glenfield, Leicester LE3 8TE , telephone numbers: (0116) 305 8324 and 8326 respectively; Fax (0116) 305 7965; e-mail rpollard@leics.gov.uk. Personal callers are welcome, but an appointment is necessary to ensure that we will be able to receive you.

GETTING STARTED: Archaeological and Historical Heritage

The British landscape has evolved over the centuries, creating patterns that are observable to amateurs and professionals alike. By looking at these past markers in our landscape, we are able to understand our present environment. The countryside is so full of the remains of past activity that almost any study or fieldwork activity will usually yield something. This is both exciting and interesting when you are carrying out the work and can spur you on to further investigations.

Before attempting to undertake any fieldwork, we firstly suggest a little detective work and background study. This could include visiting local museums, libraries and the Record Office, to see what has already been found in your local area. It might also give an idea of what to look for. Read books on local history and look at maps, (both old and new), paintings or old photographs, to see how your area has developed. Another suggestion is to look around your parish, note what you feel is important, what needs recording or is special to you or others. By doing these things, you should get an idea of what you want to look at in further detail, and you can then begin your research.

Maps are an important source in deciding what to study. Ordnance Survey maps are the best to use, and some editions mark selected sites and monuments on them: for example the Explorer (1:25,000 scale) show a greater number than the Landranger (1:50,000). Obviously, if these sites are marked, then they are already known, but this does not stop you recording them, not least because we need to know what sort of condition they are in.

Maps are essential for supplying grid references if new sites are discovered. For example, if you found a scattering of pottery whilst field walking, or an interesting mound in the earth that you cannot quite explain, these need to be recorded, even if you are unsure of what they are. Detailed descriptions and the grid reference will be very important, as experts can be brought in to analyse your finds.

Paintings, old photographs or pictures of any kind can show how your village looked in years gone by. They can be a valuable source of history and could be used as a comparison with your village today. To help you, there are many old photographs held at the Record Office for Leicestershire, Leicester and Rutland, and within local Museum Services there are historic painting collections which could be invaluable for your project.

All methods described here should be used in conjunction with one another, rather than in isolation. Each method can complement the others and give you a clearer overall picture of your area.

To help give you an idea of the range of sources available, we have included a list of some of the records which can be studied, below:

Agricultural statistics	Chapel records
Diaries	Enclosure maps
Estate maps	Field name surveys
Land tax assessments	Manorial records
Newspapers	Parish records, registers and magazines
Posters	Railway plans
Title deeds	Tithe maps

GETTING STARTED: Sources of Information

The Historic Environment Record

The Historic Environment Record (HER) for Leicestershire and Rutland, which has been developed from the Sites and Monuments Record (SMR), is maintained by Leicestershire County Council's Environment and Heritage Services' (LCCEHS) Historic and Natural Environment Team at County Hall, Glenfield. There is a separate SMR for the City of Leicester, maintained by Leicester City Council.

The format of the HER compromises a series of paper-based and computerised records, maps and photographs. These provide data about archaeological sites and structures ("Monuments"), both above ground and buried, objects ("Finds") whose findspots are known, and archaeological fieldwork activities ("Events"). Landscape features of archaeological significance, such as field systems are also recorded.

The computerised database includes both contemporary and earlier Ordnance Survey maps, and vertical aerial photographs, which can be viewed as overlays, enabling the Monuments and Finds to be studied in relation to topography. Prints of low-level oblique aerial photographs are also held in the HER, whilst high-level vertical photographs taken in 1969 and 1991 at a 1:10,000 scale are available by courtesy of the Chief Executive's Dept. A set of the 1991 vertical photographs is also available at the Holly Hayes Environment and Heritage Resources Centre, Birstall.

The HER's photographic collection also includes images of buildings, earthworks, excavations, and landscapes, taken both from the ground and the air. Some objects are also recorded by photograph.

RAF aerial photographs from the mid 20th century are held at the Record Office for Leicestershire, Leicester and Rutland in Wigston Magna.

A series of Site Files, which include correspondence, drawings, site plans, maps and reports, provide more detailed information about many of the sites, finds and fieldwork activities recorded on the database. The Site Files complement the Documentary Archives that are held in LCCEHS Museums' Archaeology Collections.

The Leicestershire County Council Museums Services' Archaeology Collections

LCCEHS Museums Service, Leicester City Museums Service and Rutland County Council's Museum Service each hold collections of objects, and documentary archives, the latter sometimes being referred to as History Files.

What is in the Leicestershire County Council Archaeology Collections?

The collections form a representative sample of finds from the County of Leicestershire, ranging in date from over a quarter of a million years old to the 20th century. Almost all of the archaeological material has a Leicestershire (but not Leicester or Rutland) provenance. The principal exceptions are a few fieldwalking archives where a project has extended into an adjacent county, as has been the case for example with the Ashby-de-la-Zouch and Leicester Western Bypasses and projects on the Roman small town at High Cross.

Where are they?

The objects on display in the County Council's museums, and at Jewry Wall Museum (Leicester City Council), are but a small part of the collections. The greater part of the County Council's Archaeology Collections are housed at the Collections Resources Centre, near Barrow-upon-Soar. The Centre unites the objects themselves with the records relating to their history: excavation archives, photographs, site plans, correspondence and so on.

How does the County Council acquire collections?

New accessions to the Collections come from a variety of sources, including:

- Volunteers - notably collections from fieldwalking, but also metal detected and chance finds of special interest;
- Developer funded fieldwork;
- Objects declared by the coroner to be Treasure and purchased by the Service;
- Research and training fieldwork by universities and other institutions.

Would the Service like to have …?

The collections are developed in accordance with a Management Policy which governs what the Service collects and how it looks after the material in its care. The Service is always interested in acquiring new material from the voluntary sector and general public, particularly where this fills gaps in the typological, chronological, and geographical ranges represented already.

Archaeological objects and records offered as donations and loans, or for sale, can be left with reception staff at any of the County Council's museums (see below), who will ensure that an Entry Form is filled out and the pink receipt copy is given to the donor or lender. It is, however, worth contacting the Archaeology Collections curator in advance to establish whether the Service is likely to be interested in acquiring the material, particularly where items are offered for sale.

What has the Service got?

General enquiries about the collections are always welcome, though the more tightly focussed the enquiry, the easier it is to deal with: for example, by specifying a place or area, age or type of find.

Can I see, or borrow, the collections?

Enquiries about access to study the collections housed at the Centre are always welcome; booking at least ten working days in advance is advisable, and visits are normally restricted to weekdays, between 10.00 and 3.00.

Copying and photographing of the archives for research purposes may be possible, and the Service is always keen to promote its collections and the archaeology of the County via publication, but requests should be discussed in advance with the curator in order to clarify issues of copyright, conservation, and security. There is normally a charge for the photocopying and reproduction of images held in the collections.

Much of the collection is available on loan for public events such as local history exhibitions, or to institutions for research and exhibition, subject to certain conservation and security conditions being met. Please approach the curator at least ten weeks in advance.

The Record Office for Leicestershire, Leicester and Rutland

The Record Office is a vast local history library including books and Gazetteers (which highlight business use of buildings), as well as the results of past research. The Record Office also holds many estate and tithe maps, although this is not a complete collection. Occasionally, research needs to be undertaken beyond the Leicestershire, Leicester and Rutland office: for example, for the south-east of the County, many estate tithe maps are held at the Record Office for Northamptonshire. Where estates are held by an established family, records are often held at the Record Office nearest to the main family residential house. The Record Office Catalogue may be accessed at:
http://record-office-catalogue.leics.gov.uk/DServe/
Details of what is listed is here: www.leics.gov.uk/record_office_catalogue_information.htm

The Community Archaeology Forum

The Council for British Archaeology (see 'National Archaeological Organisations' below) has developed a central web space for anyone involved in community based archaeology. The Community Archaeology Forum provides 'advice and guidance explaining how to go about doing an archaeological project, where to get help and funding, and what official permissions must be sought. There is also guidance on where to deposit project archives and artefacts, and a set of useful web links to other resources'. Registered users, once signed-in, can 'create new pages describing their own project, comment on other people's pages or add to the advice and guidance section' (quotations from the CBA's 'Conservation' newsletter, issue 3, distributed with 'British Archaeology' 97 (November December 2007). www.britarch.ac.uk/caf

GOING INTO THE FIELD: discovering Archaeological and Historical Sites

Preparation

The researches outlined above form what is, in the jargon of archaeological planning, a "desk based assessment", as they have by and large involved work on existing records and collections. The next stages in preparing to undertake fieldwork are to establish where exactly you intend to go, who owns the land, and what methods you are going to follow.

Ordnance Survey Maps and Grid References

Where do you get Ordnance Survey Maps from?

Ordnance Survey maps can be purchased at most stationers and bookshops, and copies can usually be found at local libraries, if you don't have your own copy. Maps can also be found at Ordnance Survey Map Centres, which have trained staff to help you with any queries you have.

Be careful to choose a map with an appropriate scale for your work. A 1:50,000 is good for looking at large areas of land, however if more detail is required a smaller scale map, such as a 1:25,000, will be required.

Copyright

It is important to note that Ordnance Survey Maps (O.S. Maps) are Crown Copyright. At no time can these maps be copied. Many local authorities, like Leicestershire County Council, have a Service Level Agreement with Ordnance Survey which allows the local authority to use Ordnance Survey mapping for its own internal business use. If maps are supplied by the County Council for surveys you are undertaking on our behalf, they should not be copied or used for anything other than the project usage. All maps supplied by the County Council are, under the O.S. Service Level Agreement, the property of Leicestershire County Council. They are supplied to you for survey usage as you are effectively working 'under contract to undertake the survey on behalf of Leicestershire County Council'. All maps supplied from Leicestershire County Council will have licence agreement details on them and a warning that they should not be reproduced.

What are Grid References?

A 'grid reference' is a unique number that pinpoints an exact location in the country, providing a valuable tool in heritage recording and detailing localities**.** Grid references are taken from Ordnance Survey maps.

The Ordnance Survey National Grid provides a unique reference system, which covers the whole of Great Britain. The map of Great Britain is divided up into 100km grid squares and each square is identified by two letters, which can be found in the borders of Ordnance Survey maps. Most of Leicestershire and Rutland are covered by SP (to the south of Leicester) and SK, with the exception of the easternmost part of Rutland, which is in square TF. On Ordnance Survey maps, these 100km squares are further sub-divided into smaller squares by grid-lines representing 10km spacing, each numbered 0 to 9 in an easterly (left to right) and northerly (upwards) direction from the south-west (bottom left) corner. These squares are further divided into 1km squares. This system is used on all Ordnance Survey maps.

Why Do We Need Grid References?

Grid references are useful because they enable us to pinpoint exact sites, which you have looked at. A full six-figure grid reference can be accurate to within 100 metres on the ground! Correct use of the grid reference system means any of your discoveries are recorded accurately and can be revisited. This is particularly valuable when others are looking at your records in the future and wish to pinpoint an area that you have recorded, or are detailing.

Grid references act as an exact language for talking to others about where you have been. Correct use means that you can give an accurate location, in a recognised format. Most Records Centres receive records based around this system both in the natural history field and for other features, such as archaeological finds.

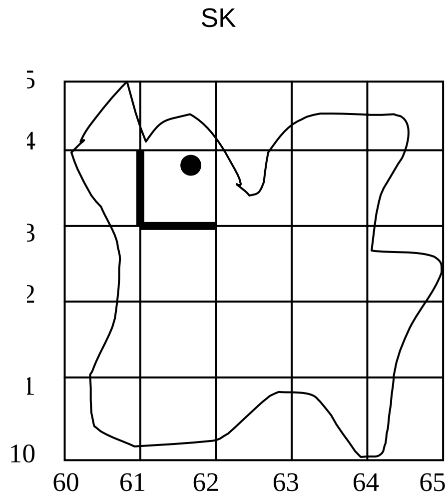
How to Give a Grid Reference

Using the diagram below, a grid reference can be taken.

EASTING Take the south west corner of the grid square and follow the vertical line up / down to the top or bottom of the map - this will give you the easting number. In this case it is 61.

NORTHING Take the south edge of the grid square and follow the horizontal line left / right of the map - this will give you the northing number, in this case 13.

THIS GIVES A GRID REFERENCE OF SK 61 13



A four-figure grid reference is only accurate to within 1km. To make your grid reference more accurate you can estimate the eastings and northings to give a six-figure grid reference. All you have to do is measure with a metric ruler how many tenths away from the grid your point falls. This point is six tenths to the east and eight tenths to the north. Remember with grid references quote horizontal first – then vertical or, "along the hall **then** up the stairs". This will make your reading correct to within 100 metres.

THIS MAKES THE FULL SIX-FIGURE REFERENCE: SK 616 138

Landowners and Rights of Way

Public Access to the Countryside

Most land in the countryside is privately owned and to enter this without the owners' permission is deemed trespass. However, footpaths, bridleways and byways give a free and easy method of access to the countryside, and much of your area should easily surveyed from public footpaths, unless you are planning a field walking exercise.

The major new “right of access” to walk freely across mapped “access land” is enshrined in the Countryside and Rights of Way Act 2000, and completed across England in 2005.

Many people confuse the right of access to land such as “public” footpaths and parks and “access” land with the right to prospect for, and take possession of, objects found on the land. The landowner, be they private individual, trust, company or public authority, should be approached for permission to search for and remove material from footpaths, parks and common land.

The right of access does not permit the use of a metal detector, or the removal of anything from the area (information from a Countryside Information leaflet dated October 2005: for details see www.countrysideaccess.gov.uk).

It is important to recognise the difference between permissive routes and Public Rights of Way. Permissive routes are those that have been open to the public via an agreement between the landowner and someone else, for example the Parish Council. They are only open for a given period of time, for example ten years. As it is Permissive, the right to use it can be revoked but it should be waymarked appropriate to its designation. Public Rights of Way are open to the public all year, at all hours, whatever the weather.

The Enclosure Acts of the 18th century had a significant effect on the routes of public Rights of Way. The Acts enabled routes to be altered to suit new patterns of farming in the enclosed field systems. In areas of the Midlands the multitude of access ways and tracks were swept aside and new, simple systems laid down. Both the parishes and landlords had interests in minimizing public Rights of Way. The hallmarks of “enclosure routes” are straight, roads 30, 40 or 60 feet wide, hedges on both sides and changes of alignment on high ground or at parish boundaries. The enclosures restricted the right of free passage on foot over agricultural land for the first time. There was also a subtle shift in philosophy, the basic question now being “who uses”, not “who maintains”. Local people were most interested in maintaining “common ways” within a village or to adjacent villages or towns: they had little interest in through routes. This attitude was perpetuated by the parishes and “highways” fell into disrepair.

Parochial control was eventually brought to an end by the first of the Highway Acts in 1835. Salaried officials and hired labour were introduced for maintenance. The 1878 Act required counties to meet half the maintenance costs of all main roads and the 1894 Act was the first to deal specifically with the maintenance of footpaths.

Public Rights of Way were first defined by the 1932 Rights of Way Act. Under the 1949 National Parks and Access to the Countryside Act any public footpaths and bridleways already in existence were to be maintained at public expense. Parish Councils were invited to “define” all the public Rights of Way in their parish and hence The Definitive Map of Public Rights of Way came into being.

Cul-de-sac public Rights of Way present evidence of the changing use of Rights of Way. An established route may have led to a disused mill, shrunken village or disused quarry etc. In other cases public Rights of Way may stop abruptly where there was/is a change in land ownership!

Leicestershire has approximately 3000km of Public Rights of Way, which are often "on your doorstep", and give access to much of the parish. Public rights of access extend only to the defined route of the path. Any straying from the path should only be undertaken after obtaining permission of the landowner. Public footpaths allow access on foot only, and on waymarked routes they are indicated by yellow arrows; bridleways allow access on foot, horseback or pedal cycle, and on waymarked routes, these are generally indicated with blue arrows; byways are open to all traffic and are waymarked with red arrows.

On a public right of way you can take a pram, pushchair or wheelchair, but you should expect to encounter stiles on footpaths. You are entitled to take a short alternative route around an obstacle, or remove an illegal obstacle sufficiently to get past. You can of course, providing you do not cause an obstruction, sit down by the side of the path to rest, make a sketch etc.

Public rights of way are shown on many Ordnance Survey maps, but beware of changes since the maps were published. Paths are sometimes diverted with new road or housing developments. The definitive map detailing rights of way is the most reliable, and copies of this are held by the County Council. It shows all public footpaths, bridleways and byways known in the county, and is constantly updated. Copies are supplied to parish councils free of charge, so it is worth checking if they have a recent copy for you to view. If you have a query about your access rights to a path or piece of land, contact your local authority Right Of Way Officer for further advice: in Leicestershire, Rights of Way are part of the County Council's Environment and Heritage Services.

It is important to remember that a right of way gives only a "right of passage" to travel across the land. It does not entitle you to roam at will over land or to use the land (or the path). When carrying out a survey from a public right of way, it is courteous to notify the landowner, so they do not get a surprise seeing an unknown person with a clipboard!

Contacting Landowners

Making contact with landowners is most important where surveys of land are being undertaken.

Landowners need to be informed not just to gain access to survey or record their land, but out of courtesy. A local approach shows that the project is being led by the local community and gives an opportunity to explain and discuss the project.

Telephone landowners and explain the Archaeological Network. Ask if they will allow recorders to work on their land. Explain what you will be doing, for example, field walking and what you will be doing with finds or information collated. Check they are happy with your proposals and take time to answer their questions and send them further details if required (see also the section on 'Protected Sites of Archaeological and Historical Interest' below for restrictions on access to land designated under various national heritage schemes).

Identifying Landowners - Where to Look for Ownership Details

Information on who owns land in the parish can come from a number of sources.

❖ Ask at a parish council meeting. Parish councillors collectively will have a lot of information. Also identify land owned by the parish council and mark this on a map! Scan parish council records and the electoral register for farms. From this you should get a good start!

- Ask older residents who have been in the village a long time. They often know who own the little bits that often prove hard to identify.
- Scan the Yellow Pages under farmers - this actually gives you a lot of information. If you know a farmer, speak to them and ask if they can give you any further details of who owns farms in the parish. Farmers tend to also know who owns adjoining land.
- Arrange a visit to the County Council Rights of Way Section.
- Contact the Property (or "Terrier") Departments of both the County and District Councils. These can be gained through the main switch board. A terrier department will identify land that they own and generally will send you a map with this marked on. Remember to explain why you want information!
- Contact the Gas, Water and Electricity Board Land Agents. Again if you explain the Network they will let you know what land they own in a parish. They will also discuss any access restrictions which are in place for land they own.

Remember to mark everything you gather on ownership details on a map for the parish, and to write ownership contacts somewhere safe! Mark ownership boundaries as accurately as possible on a map of the parish and collate notes in a file of names, addresses and contact points.

You should ensure that the landowner has given permission for the removal of finds before you take anything away from the field: this permission is best had in writing, and a model Access Form is included below.

HEALTH AND SAFETY AND GENERAL ADVICE

Accidents

First Aid

Accidents sometimes will happen whilst out in the countryside. Most will only be minor, but some could potentially be more dangerous. Do not administer any First Aid unless you are trained to do so. If you are not trained in First Aid, make the casualty comfortable and call for help immediately.

If a large group is going out surveying it may be worth taking a basic First Aid kit. If you are going out regularly, as a group, it may be worth finding out if anyone is a registered First Aider or has done a 'First Aid at Work' course.

If in doubt, do not administer First Aid to the casualty and always call an ambulance. You may cause more damage by applying inappropriate treatment.

Hopefully, you will never need to use these guidelines, but they may prove useful.

Countryside Diseases

Lyme disease

Lyme disease is transmitted to man from animals by the bite of the adult female tick. Animal hosts include deer, fox, squirrel, sheep, mice and other rodents, and possibly domestic pets.

The ticks require conditions of high humidity and a habitat such as forest, woodland, or heath. Their feeding phase occurs from late March to early June, or from August to October. Not all ticks are infected and risk of transmission is reduced if an infected tick is removed from the skin within 24 hours. Before becoming engorged with blood, ticks are only about 2mm long.

The commonest sign of infection is a mild skin rash which occurs a few days after the infected bite. It begins as a red spot at the site of the bite and enlarges as a faint pink ring some 2 - 3 cm wide leaving a clear central area. This rash may not occur or may be so faint as to escape notice. Other early signs may be flu-like symptoms (fever, fatigue, headache or aching muscles and joints), or enlargement of the glands in the groin, armpit or neck. At this stage the infections responds well to treatment. See your doctor immediately.

There is no preventative vaccine. Prevention is by:

a) **prevention of tick bites**
Where there is a risk of tick bite the skin, especially the legs should be covered preferably by clothing of fine closely woven smooth material. Gaps between footwear and trousers should be avoided.

b) **prompt removal of ticks when discovered**
Inspect clothing for ticks before returning home and inspect skin at home, remembering that ticks may reach parts of the body not easily seen. Brush ticks off clothing and pick off skin before becoming attached. If attached it should be removed without delay. Using fine pointed tweezers, grasp the tick's head as close to the skin as possible. Use a slight rocking action to lever, rather than a direct pull. The mouthparts will be firmly embedded in the skin.

c) **prompt referral for medical attention**
If symptoms described appear within days or weeks of known tick bites, or exposure to ticks, seek medical advice promptly. Ensure the doctor is aware that you may have been exposed to Lyme disease.

Weils' Disease

Weils's disease is caused by an organism which is present in many rivers and lakes. There is a very small chance of catching the disease whilst taking part in water-based outdoor activities. It responds well to early treatment; left untreated it has occasionally proved fatal.

Sensible precautions should be taken to minimise the risk. Cover all cuts with waterproof plasters; observe high standards of personal hygiene and wear waterproof protective gloves if undertaking work where there is a risk of being cut.

The early symptoms of the disease are similar to influenza and include headache, raised temperature and joint or muscle pains. If you fall ill with these symptoms within three weeks of taking part in a water-based activity see your doctor immediately and tell him about the work you have been doing.

Spoil Heaps – dangerous places

"Spoil" is the rather unflattering name given to material such as soil that is dug up and put to one side. It includes the topsoil set aside on building sites for reuse or removal, ploughsoil, and archaeological deposits that have been recorded and excavated.

Spoil heaps used to be the playgrounds of archaeologists in their tea breaks, as they inevitably hold artefacts that have been overlooked during digging. Metal detectorists have often been permitted to search over the spoil, even if they have not been deployed to scan the soil before its excavation.

However, it is now recognised that heaps of loose spoil are dangerous places, and the Risk Assessments that form part of Archaeological Project Health and Safety Statements routinely state that loose spoil heaps will not be walked on.

Volunteers permitted access to sites where archaeological work is taking place should always check with the senior archaeologist on site before searching the spoil. It may be possible to do so without stepping on to the heap, at least in the early stages of work. There is no doubt that searching spoil is rewarding, but it should only be done when the senior archaeologist, or, where an archaeological contractor is not to be engaged by the developer, the Site Manager, deems it to be safe. Even then, caution should be exercised, and the spoil never walked over.

Assessing Risk

What Is a Risk Assessment?

A risk assessment is not a complicated procedure and can be completed in matter of minutes. There are two basic elements used in the process of risk assessment.

- Hazard - something that has potential to do harm (e.g. ice on path, nettles, water or tools)
- Risk - the probability of hazard causing harm or the amount of harm it could cause

What to Do

- Identify the hazards - walk round the site and think about the activities taking place.
- Categorise each hazard as low, medium or high risk.
- Decide what safety measures you will take for each hazard - think what you will do to prevent or reduce each hazard.

Designing a simple form which can be signed and dated, will be an easy way to keep an up to date record of risk assessments.

For more help on risk assessments please call Scott Boyles, Leicestershire County Council Community Services' Health & Safety Advisor on 0116 305 8258.

The five steps to risk assessment

Step 1: List hazards	**Step 2:** List people at risk from the hazard	**Step 3:** List precautions taken and evaluate if more needs to be done

Step 4: Record your findings

Step 5: Review your assessment and revise if necessary

General Advice

- When undertaking any research in your area, please be aware of the following advice and try to adhere to it wherever you go:
- Do not go out alone, go in pairs or groups and always tell someone where you are going.
- Please ensure that all people involved in an oral history project are happy to be interviewed and that they understand that their words may be used in future displays or publications.
- Please remember when taking photographs, especially of children to get consent from parents and the people in the shot. Make sure that they understand that the photograph may be used in future displays or publications.
- Respect the copyright of other peoples' work or photographs etc.
- Enjoy the countryside and respect its life and work.
- Guard against all risk of fire.
- Fasten all gates.
- Keep dogs under close control, but in general we advise do not take dogs when doing archaeological or wildlife surveys.
- Keep to public paths across farmland, unless permission has been granted by a landowner/tenant farmer to leave a Right of Way.
- Use gates and stiles to cross fences, hedges and walls.
- Leave livestock, crops and machinery alone.
- Take your litter home.
- Help to keep all water clean.
- Protect wildlife, plants and trees.
- Take special care on country roads.
- Make no unnecessary noise.
- Do not pick wildflowers, fungi or fruit, or take any birds' eggs, birds, reptiles or mammals as this can be illegal and will spoil the countryside for everyone else.
- Do not disturb any geological sites. Removing or chipping out specimens to take home can be an offence and may also be dangerous.

- Do not disturb any archaeological sites without consulting Leicestershire County Council's Historic Environment Record, as these many such sites are Scheduled Monuments and again it is an offence to damage or destroy them.

ARCHAEOLOGICAL FIELDWORK PROJECTS

Fieldwalking

Fieldwalking is one of the key techniques that you can use to build up a picture of past human activity in your area. It is fascinating for all ages and can yield substantial evidence about the past.

It can be defined as the "systematic collection of artefacts from the surface of ploughed fields". Not all artefacts in the field need to be collected, as a representative sample will be sufficient, and you may find that you have too much to carry!

The aim of fieldwalking is basically the discovery of sites, usually settlement sites, indicated by dense scatters of pottery, building materials or flint. Other features can be discovered by this method, such as agricultural techniques and ancient industries.

Before You Start

Firstly, consult a map of the area and fields you wish to walk. They may show features already evident in the landscape. They are also useful for marking where you have walked and what you have found.

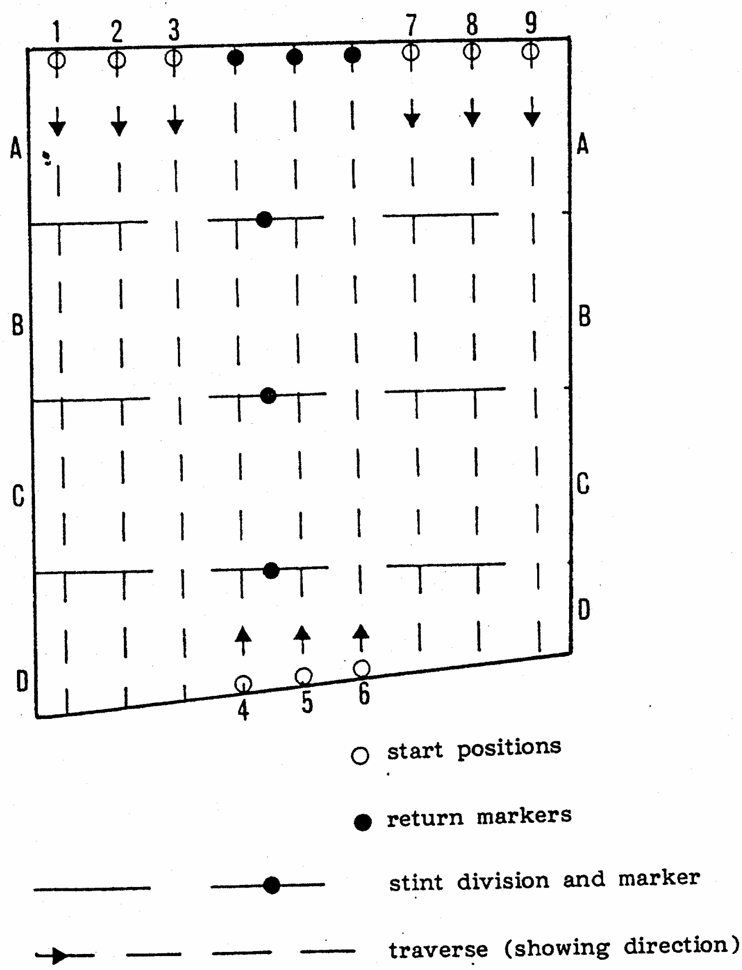
Next, it may be useful to consult an experienced walker, either to talk you through the process or actually guide you whilst in the field. Within Leicestershire and Rutland, there are many fieldwalking groups who would be happy to help with your project.

Lastly, and most importantly, you must get permission from the landowner before you begin recording. If the land you wish to walk includes a Scheduled Monument, you will need a licence from English Heritage if you intend to remove any finds from the ground within the scheduled monument. If you need any information about this, a list of all Scheduled sites is held in the HER. There are also restrictions on archaeological fieldwork on land which is included in Stewardship arrangements between Natural England and the landowner.

Out in the Field

The best time to carry out your fieldwalking is likely to be from about September to May, depending on the crops being grown. For the best results, the field should be bare, recently ploughed but weathered so that the lumps of soil will have broken down to expose the artefacts hidden beneath.

Methods of carrying out fieldwalking vary, but the one favoured by Leicestershire Museums that requires little in the way of equipment is the 'Traverse and Stint Method'. In this, the field is divided into a series of straight lines (traverses), along which you and your group would walk, looking along the ground for your finds. These traverses are also divided into stints (see diagram below).



Each stint is identified by a letter and a number. Finds are put into a plastic bag marked with this, and the field name. When the walker reaches the end of the stint, he/she changes to the next bag.

If you look at the diagram, walker number 1 starts on stint 1A, moving onto 1B and so on. At the far end of the field, he/she will then walk stints 4D, 4C, etc. then onto 7A. By dividing the field into areas and keeping the finds in marked bags, it is easy to gain a picture of their distribution. An alternative is to use a Global Positioning System (GPS), plotting each find as you discover it.

Once you have walked your field and collected your finds, they need to be sorted, washed and identified. For help in identification, you can contact Museum Service staff, or a local group that has knowledge in this area.

Finally, when you know what types of object you have found and where, they can be marked on your map, perhaps by having a separate map for each archaeological period. By doing this, you may be able to see patterns emerging, especially if there are large groups of a particular type of object such as Roman pottery concentrated in a particular area, possibly suggesting a settlement. Armed with this information, you could possibly continue your research by looking at old maps and documentary sources to try and discover what has been evident in the area you walked. This builds up an exciting and interesting view of your parish and its varied past.

Archaeological Fieldwork Access Form

I agree that (*name of individual or group*)

………………………………………………………………………..

can have access to agricultural land in my ownership / tenancy*

(**please delete as appropriate*)

at ……………………………………………………………………………………..

to undertake surface collection of archaeological samples (“finds”) to locate archaeological sites (“fieldwalking”) and / or to walk over grass fields.

I agree to donate finds of no significant financial value that are discovered by the above-named fieldworker(s) to the Leicestershire County Council Museums Collection, but would like to be notified of anything of significant monetary value. I acknowledge that the Treasure Act 1996 requires the finder to report relevant finds to Leicestershire County Council’s museums service.

I confirm that, if I am the tenant, I have the landowner's permission to give away finds made on the land in my tenancy.

Signed ……………………………………..   Date ………………………

Name and Address in full ………………………………………………………………..

………………………………………………………………..

………………………………………………………………..

Postcode ………………… E-mail …………………………….

Name and Phone number of tenant / person to contact (if different from above)

……………………………………………………………………………………………

……………………………………………………………………………………………

Making Sense of Archaeological Time

(Dates Used By Leicestershire HER, and some key historical events)

Period name	*Other name/event*	*Comment*	*Dates*
Palaeolithic	"Old Stone Age"	Includes Ice Ages. Hunters & gatherers using stone tools	Pre-500,000-10,000 BC
Mesolithic	"Middle Stone Age"	After the last Ice Age. Still hunters & gatherers using stone tools	c.10,000-4,000 BC
Neolithic	"New Stone Age"	Development of farming. Stone tools; first use of pottery	c.4,000-2,500 BC
Bronze Age		Copper and bronze tools and weapons first used	c.2,500-800 BC
Iron Age		Iron tools and weapons produced.	c.800 BC-43 AD
	The Roman Conquest	Usually taken as the end of the Iron Age	43 AD
Roman Britain		Mainland Britain in the Roman Empire	43-c.410 AD
Anglo-Saxon Britain	"The Dark Ages"	Settlement of Germanic migrants following collapse of Roman administration, and development of English Kingdom	c.410-1066 AD
	Viking Era	Raids by Vikings and Danes, culminating in settlement of northern and eastern England under Danish rule. Saxon monarchy re-established after defeat of Cnut (King "Canute").	793-1042 AD
	The Norman Conquest	Defeat of King Harold by William "The Conqueror".	1066 AD
Medieval England	"The Middle Ages"	William I to Richard III/Henry VIII	1066-1485/1539 AD
	The Battle of Bosworth	Defeat of Richard III by Henry Tudor (who then became Henry VII) often taken as end of Medieval period.	1485 AD
	The Dissolution by Henry VIII of the Monasteries	The Dissolution (1536-9) is an alternative closing date.	1536-9 AD
Post Medieval and Modern		Establishment of Tudor dynasty by Henry VII, through English Civil War, Industrial Revolution, to modern era. 1800 taken as cut-off date for some studies, reflecting the development of mass production and modern transport and power generation systems.	1485/1539 AD – present; Post Medieval / Modern division may be set at 1900 AD (Leics HER) or 1800 AD

For more detailed information on how to carry out fieldwalking, see: “Community Archaeology: A Fieldworkers Handbook of Organisation and Techniques.” by Peter Liddle. Published by Leicestershire Museums, Arts and Records Service in 1985, copies are available from the Archaeological Services Team of LCCEHS.

Leicestershire Museums Archaeological Fieldwork Group

The Leicestershire Museums Archaeological Fieldwork Group was set up in 1976 to work alongside the Leicestershire County Council’s museum archaeologists in their task of finding, protecting and investigating archaeological sites in Leicestershire and Rutland. The Group is independent from, though administered through, the County Council’s museums service (contact Peter Liddle on 0116 305 8326, e-mail pliddle@leics.gov.uk). It is perhaps best known for its promotion of fieldwalking, but members also undertake other forms of fieldwork including building recording, geophysical survey, and excavation. The group has an excellent series of talks and lectures and seven newsletters for members a year. Many members have years of experience as amateur archaeologists and are willing to help those who wish to develop a local fieldwork group.

Metal Detecting

The metal detector is an invaluable tool for discovery. Used sensitively, it can complement field walking, which rarely finds metal objects such as coins or brooches. It is useful to employ the ‘traverse and stint’ method as used in fieldwalking, or a GPS, so that you know whereabouts in your field particular objects were found. Ploughed fields are usually the best areas for metal detecting. Techniques for recording, identifying and reporting your finds are the same as for pottery and flint, but note you should make yourself familiar with the law, such as the Treasure Act 1996, before you start.

Code of Practice for responsible metal-detecting in England and Wales

This code of practice is voluntary, but has been endorsed by a number of organisations including the British Museum; the Council for British Archaeology; Country Landowners and Business Association; English Heritage; Federation of Independent Detectorists; National Council for Metal Detecting; National Farmers Union; Portable Antiquities Scheme; Society of Museum Archaeologists.

Being responsible means:

Before you go metal-detecting:

1. Not trespassing; before you start detecting obtain permission to search from the landowner/occupier, regardless of the status, or perceived status, of the land. Remember that all land has an owner. To avoid subsequent disputes it is always advisable to get permission and agreement in writing first regarding the ownership of any finds subsequently discovered.
2. Adhering to the laws concerning protected sites (e.g., those defined as Scheduled Monuments or Sites of Special Scientific Interest: you can obtain details of these from the landowner/occupier, Finds Liaison Officer, Historic Environment Record or at

www.magic.gov.uk). Take extra care when detecting near protected sites: for example, it is not always clear where the boundaries lie on the ground.

3. You are strongly recommended to join a metal detecting club or association that encourages co-operation and responsive exchanges with other responsible heritage groups. Details of metal detecting organisations can be found at www.ncmd.co.uk / www.fid.newbury.net.
4. Familiarising yourself with and following current conservation advice on the handling, care and storage of archaeological objects (see www.finds.org.uk).

While you are metal-detecting:

5. Wherever possible working on ground that has already been disturbed (such as ploughed land or that which has formerly been ploughed), and only within the depth of ploughing. If detecting takes place on undisturbed pasture, be careful to ensure that no damage is done to the archaeological value of the land, including earthworks.
6. Minimising any ground disturbance through the use of suitable tools and by reinstating any excavated material as neatly as possible. Endeavour not to damage stratified archaeological deposits.
7. Recording findspots as accurately as possible for all finds (i.e. to at least a one hundred square metre, using an Ordnance Survey map or hand-held Global Positioning Systems (GPS) device) whilst in the field. Bag finds individually and record the National Grid Reference (NGR) on the bag. Findspot information should not be passed on to other parties without the agreement of the landowner/occupier (see also clause 9).
8. Respecting the Country Code (leave gates and property as you find them, do not damage crops, frighten animals or disturb ground nesting birds, and dispose properly of litter: see www.countrysideaccess.gov.uk).

After you have been metal-detecting:

9. Reporting any finds to the relevant landowner/occupier; and (with the agreement of the landowner/occupier) to the Portable Antiquities Scheme, so the information can pass into the local Historic Environment Record. Both the Country Land and Business Association (www.cla.org.uk) and the National Farmers Union (www.nfuonline.com) support the reporting of finds. Details of your local Finds Liaison Officer can be found at www.finds.org.uk, e-mail info@finds.org.uk or phone 020 7323 8611.
10. Abiding by the provisions of the Treasure Act and Treasure Act Code of Practice (www.finds.org.uk), wreck law (www.mcga.gov.uk) and export licensing (www.mla.gov.uk). If you need advice your local Finds Liaison Officer will be able to help you.
11. Seeking expert help if you discover something large below the ploughsoil, or a concentration of finds or unusual material, or wreck remains, and ensuring that the landowner/occupier's permission is obtained to do so. Your local Finds Liaison Officer may be able to help or will be able to advise of an appropriate person. Reporting the find does not change your rights of discovery, but will result in far more archaeological evidence being discovered.
12. Calling the police, and notifying the landowner/occupier, if you find any traces of human remains.
13. Calling the police or HM Coastguard, and notifying the landowner/occupier, if you find anything that may be a live explosive: do not use a metal-detector or mobile phone nearby as this might trigger an explosion. Do not attempt to move or interfere with any such explosives.

Treasure

The Treasure Act 1996 replaced the common law of treasure trove, which had existed since medieval times. The Act widened the scope of material that could be considered as “treasure”, and introduced new requirements for reporting finds that might be “treasure”.

What is the definition of Treasure?

The following finds are Treasure under the Act, if found after 24 September 1997 (or, in the case of category 2, if found after 1 January 2003):

1. Any metallic object, other than a coin, provided that at least 10 per cent by weight of metal is precious metal (that is, gold or silver) and that it is at least 300 years old when found. If the object is of prehistoric date it will be Treasure provided any part of it is precious metal.

2. Any group of two or more metallic objects of any composition of prehistoric date that come from the same find (see Note below).

3. All coins from the same find provided they are at least 300 years old when found (but if the coins contain less than 10 per cent of gold or silver there must be at least ten of them). Only the following groups of coins will normally be regarded as coming from the same find:

- hoards that have been deliberately hidden
- smaller groups of coins, such as the contents of purses, that may been dropped or lost
- votive or ritual deposits.

4. Any object, whatever it is made of, that is found in the same place as, or had previously been together with, another object that is Treasure (see Note below).

5. Any object that would previously have been Treasure Trove, but does not fall within the specific categories given above. Only objects that are less than 300 years old, that are made substantially of gold or silver, that have been deliberately hidden with the intention of recovery and whose owners or heirs are unknown will come into this category.

Note: An object or coin is part of the ‘same find’ as another object or coin if it is found in the same place as, or had previously been together with, the other object. Finds may have become scattered since they were originally deposited in the ground.

What should I do if I find something that may be Treasure?

You must report all finds of Treasure to a Coroner for the district in which they are found either within 14 days of the day on which you made the discovery or within 14 days of the day on which you realised the find might be Treasure.

A leaflet on ‘Advice for Finders of Archaeological Objects, including Treasure, is available from the Finds Liaison Officer upon request.

The Portable Antiquities Scheme

The Portable Antiquities Scheme (PAS) is a voluntary scheme set up in 1997 for the recording of archaeological objects found by members of the public. The Scheme was established to promote the recording of finds discovered by the general public (as opposed to professional archaeologists and museums staff) and broaden public awareness of the importance of such objects for understanding our past. Finds of interest to the Scheme include all those deliberately found by metal detector users and field walkers, as well as chance find by children, gardeners, builders and walkers.

The heart of the Scheme is its national network of Finds Liaison Officers (FLOs), who have a role in publishing the Scheme, recording reported finds, giving advice on finds recording, conservation and the Treasure Act, giving talks and lectures and encouraging liaison between members of the public, metal detector users, archaeologists and museums. The PAS website, www.finds.org.uk, carries records of finds reported to the Scheme, with photographs and information on where and how they were found.

PAS also has a children's website, www.pastexplorers.org.uk, which explains what Archaeology is, provides period guides and has fun games that help them understand how it is done. This has all been designed to tie into the National Curriculum and PAS hopes it will get children interested in archaeology!

To help the teachers we have full lesson plans and we also have an interactive Anglo-Saxon village which helps children to understand how life was different from today.

The Finds Liaison Officer for, Leicestershire, Leicester and Rutland is ;
Wendy Scott, Leicestershire County Council museums service, Room 500 County Hall, Glenfield, Leicester LE3 8TE. Telephone 0116 305 8325, email wscott@leics.gov.uk .

If you have an object that you feel should be recorded or that you want to know more about you can contact her direct or you can leave the object at any Leicestershire County Council museum, Rutland County Museum, or, in Leicester, Jewry Wall Museum, and it will be forwarded to her as part of the Leicestershire County Council museums service's Object Enquiry Service. We also advise on items that may be treasure and can advise on the whole process.

Care of Finds

Detailed guidance on conserving your finds can be found on the websites of the Portable Antiquities Scheme, www.finds.org.uk, and the Conservation Register, www.conservationregister.com. The six Conservation Notes on the former website relate to metal finds, and can be downloaded as a pdf document; alternatively you can get a copy from the Leicestershire and Rutland Finds Liaison Officer. The Institute of Conservation factsheet "Care and conservation of archaeological materials" on the latter website has a wider scope: the following is extracted from it.

Handling, packaging, environment

Poor handling and inappropriate packaging present the most common threats to objects, often causing breakage and other physical damage. However, by far the greatest threat is long-term neglect. If unchecked, the effects of a combination of poor environment, inadequate physical protection and chemically unstable packaging materials gradually take their toll. The resulting damage may go unnoticed over a long period of time.

- Give your objects the best chance of surviving these threats by following good conservation and collection-care practices and seeking professional advice.

What you can do to 'stop the rot'?
Most of the actions you need to take to protect your valued objects are comparatively simple, but require a little bit of knowledge. A conservator can give you advice and there are a number of publications and web-based sources that will give you simple instructions (e.g. the Portable Antiquities Scheme, http://www.finds.org.uk/conservation). One of the most important steps towards collections care is to assess the condition of your objects as fully as possible, through examination and observation, and to keep a check on them on a regular basis. This will alert you to changes in their condition so you can take corrective action. Here are some basic do's and don'ts:

- Keep direct handling of objects to a minimum, and when you do handle them, hold them over a table with a soft covering to avoid loss or breakage.

- Use only archival quality 'acid free' containers and packaging materials. Provide padding to stop objects moving about and to separate items within the same container.

- Provide a stable storage environment for metal objects by keeping them in airtight 'dry' boxes with renewable silica gel sachets and humidity indicator cards (see http://www.finds.org.uk/documents/drybox-leaflet.pdf).

- Avoid attempting to clean corrosion or concretions from archaeological artefacts. Archaeological conservators are trained to have the knowledge, skills and equipment to do this effectively without harming the object. You may – inadvertently – be removing important information.

- It is best not to apply waxes or lacquers to any object unless you have taken professional advice beforehand. Incorrect application can do more harm than good.

- If attempting to clean dirt from antiquities such as ceramics, marble and stone, test-clean a small area first with warm water and a cotton bud - is there softening or loss from the surface? If it is safe to proceed, a little mild non-ionic detergent may be used. Swab clean areas with small amounts of fresh water and allow to dry slowly and naturally. Do not immerse the whole object in water.

- The condition you find your antiquity in is an important part of its history and value. Do not try to 'restore' your objects to their former complete state by - for example, filling gaps and holes invisibly, or supplying missing parts recycled from other objects. This is at best misleading and, at worst, dishonest.

- Keep records of any treatments that you apply to your objects, along with images, measurements, identifying features and, of course, information about where and when you found or acquired the object."

Pottery in Leicestershire and Rutland from the Iron Age to c. 1550AD

Introduction: What to study and why

The study of pottery is carried out by archaeologists for many reasons. The most obvious of these has been to provide vital dating evidence for sites, but others include the evidence for trade and exchange, social and economic status, religion and ritual, cultural activities and art history.

Complete pots, whether intact or broken, are very rare archaeological finds: vessels included with human burials, or found in the fills of pits and wells, represent a large proportion of the collections of complete pots from Leicestershire and Rutland. Most pottery found by archaeological investigation is fragmented into pieces called *sherds*. These sherds contain a great deal of information about the people who made and used the pots that they represent. The recording and interpretation of this information is one of the fundamental tasks that archaeologists undertake.

The intrinsic aspects of a sherd that may be studied include:
- the clay of which it is made, and any material added to the clay as *temper*
- forming and firing techniques
- its colour, feel, and hardness
- its surface coatings, and decoration, if any
- its size, and the degree of abrasion and weathering it exhibits.

Much of the pottery found by archaeologists is literally rubbish, broken vessels that have been thrown away and incorporated into the fills of pits and ditches, or gathered up with organic refuse and deposited as manure on fields and kitchen gardens. Recording of the composition of a collection, or *assemblage* of sherds, and the pattern of distribution of sherds in a feature or on the surface of a field, is as important as the study of the intrinsic aspects. *Quantification*, the measuring of the amounts of sherds, is an essential part of the analysis of assemblages and distributions. Sherd counting, and the calculation of the proportions of different types and periods present, are the most commonly used techniques.

The pottery of each archaeological period has distinctive characteristics that relate to technology, function, and culture. Some characteristics, and combinations of these, are unique to a single period, or even to a part of that period, whilst others are common to more than one period. It is not always possible to attribute a sherd to a single period, still less to a single century or reign. However, for any given sherd, some periods can usually be ruled out, and the composition of an assemblage may indicate which period it belongs to, or in the case of mixed assemblages like those usually recovered from the surfaces of ploughed fields, which period or periods are dominant.

Prehistoric pottery

Pottery was used in the East Midlands as early as Neolithic times. However, Neolithic, Bronze Age and Early Iron Age pottery is very rare compared to that of later periods. This is due in part to its fragility and age, but also, perhaps, to it not being in common, everyday use. The Middle Iron Age, from the fifth century BC, appears to have seen the more widespread adoption of pottery. Much of this has scratchmarks on the outside, which give it the name of *Scored Ware*. This was in use from c. 450 BC to 50AD. Like all prehistoric pottery it is quite soft, being fired in bonfires, and made of clays which fire to "earthy" colours such as brown, black and buff. Inclusions and temper such as quartz, rock, and shell fragments are commonplace. As in later periods, shelly vessels, with white or grey flecks of fossil shell in the clay, are more common in the east of the region than in the west, owing to the nature of local potting clays. The converse is the case with rock tempered ware, for which raw materials derived from the ancient rocks of the Croft-Charnwood area were exploited.

Broken pieces of pot or clay pellets added to the clay, called *grog*, are another common temper used in prehistoric pottery. Used throughout this era, it is particularly common in the Late Iron Age, from c. 50BC, and early Roman periods, up to c. 70-100AD. This period also saw the introduction of the potter's wheel, and, around the middle of the 1st century AD, the purpose built kiln. The wheel enabled pots to be made to a more regular shape, and the kiln produced harder pots owing to the higher firing temperatures that could be achieved. Kiln fired pottery is usually of a more even colour, sharper than the earthy, mottled pots that result from bonfire firing. Production of hand made - particularly coil built - and bonfired pots continued, but by c. 100AD these are relatively few in number.

Late Iron Age grog tempered ware is often called *"Belgic"*, as it has similarities to types used in northern France and Belgium, the area of the Gaulish tribe called the Belgae. Although common in the south east of the region and Leicester it is very rare elsewhere. In the east of the region "Belgic" ware is found in shelly as well as grog tempered fabrics, and sandy fabrics are also known. Horizontal raised bands called *cordons* are common on pots in this ware, and carinated shapes, so called because of the sharp angles called *carinations*, are also characteristic. The ware occurs in both coil built and wheel thrown vessels.

Roman pottery

The Roman Conquest, begun in 43AD, brought about rapid and radical changes in pottery production, distribution and typology. Large scale importation of pottery from the Continent occurred for the first time: prior to this, imported pottery was restricted to fine wares from Gaul (modern France and Belgium) and Italy dating to c. 10BC onwards and found in the region only in the Late Iron Age settlement at Leicester. Specialised forms of pottery such as *amphorae* (vessels for transportation of produce in bulk), flagons, and *mortaria* (spouted mixing bowls) are both imported to and made in Roman Britain, reflecting new forms of cuisine. Clays with a low iron content, that produced white wares, were exploited for the first time as well as the iron rich clays that result in grey, red and "earthy" coloured pots.

The great majority of pots have a smooth or sandy fabric, that can feel powdery or gritty when abraded. Many have a thin surface coating of fine clay called a *slip*; this is called a *colour-coat*, unless white, if it is of a contrasting colour to the clay of which the vessel is formed. Slips are generally less shiny than glazes; green-glazed Roman pottery was produced, for example, near Derby, but is so rare that it is reasonable to assume that any glazed sherd found in the field will be of the period c. 850AD+. Slips similar to Roman ware also occur on earthenwares made from around 1600AD, but these are usually of matt finish with a glaze covering at least part of the vessel.

Pottery kilns have been found throughout the region. Early kilnsites have been recorded in Leicester, making sandy and grog tempered grey utility wares in the late 1st century AD. The Leicester Forest area seems to have been the setting for a rural industry, supplying Leicester with grey ware in the 2nd century and perhaps later, whilst the Roman small towns near Ravenstone/Ibstock and Market Overton/Thistleton also had grey ware producing kilns. Shelly pottery was made near Greetham, and at Bourne in south Lincolnshire. Many of these kilns had a raised oven floor made of tapering bars of fired clay, which rested on a central pedestal and the wall of the kiln. These kiln bars are usually grey, with linear voids where the straw or chaff that was added to the clay has burnt away, and somewhat less heavy than pottery or tile.

Grey ware, both sandy and smooth, is the most common type of Roman pottery in the region, and was made throughout the period. Forms include jars, bowls, dishes, beakers and lids. Some field scatters of Roman pottery are composed entirely of grey ware, and any assemblage that contains only grey pottery is likely to be Roman in date.

Colour-coated ware is also found frequently, in particular a white fabric with red, brown or black slip made in the Lower Nene Valley, in the Peterborough area. Most of this ware is of late 3rd to 4th century date, when thick walled jars, bowls and dishes were produced. Beakers were made by the industry from as early as the mid 2nd century, and are generally thinner.

White wares are less common, and include flagons and mortaria. The latter are particularly robust, with stout projections from the lip called flanges, and large pieces of grit on the inside surface. No other type of any period has this *trituration* grit, which is thought to have aided the pounding of the material being prepared. The area around the villages of Mancetter and Hartshill, in north east Warwickshire, and the Lower Nene Valley, are the main sources of white wares in the region. White pots have also been made from c. 850/900AD to the present day, but many medieval, and all later, vessels are glazed.

Samian ware, made in Gaul from the mid 1st to early 3rd century, is not a frequent find, but is very distinctive, with its bright red glossy slip on an orange or red body. Some vessels were made in a mould, and have raised decoration on the outside.

There is a wide range of other Roman wares, including grog tempered and shelly fabrics, and hand made sandy ware from Dorset called Black-burnished ware. Rock tempered ware was not used in the region, but Derbyshire Ware, a wheel thrown type made to the north west of Derby, has large quartz inclusions which can easily be mistaken for rock.

Anglo-Saxon pottery

Production of Roman pottery seems to have ended shortly after the end of the Roman period, perhaps by 420-430AD. There is a complete break in the techniques of production, and types used, between this pottery and the earliest used in the Anglo-Saxon period from perhaps 450AD to 700AD or later. Early Anglo-Saxon pottery looks a lot like Middle to Late Iron Age rock tempered and shelly wares, but lacks the extensive scoring. A minority of pots, in particular burial urns, is decorated with a variety of stamped and incised motifs. All early Anglo-Saxon pottery is hand made and bonfired.

There is a strong possibility that pottery ceased to be used around the time of the Conversion of the Anglo-Saxons to Christianity, in the late 7th century. The period from

700 to 850/900AD may thus be unrepresented in the pottery record except for a few sherds in sandy grey Ipswich Ware found in Leicester and Uppingham.

The late 9th and 10th centuries saw a rapid redevelopment of pottery production. The principal types include wheel thrown white ware, often with a thin yellow or pale green glaze, made at Stamford, shelly wares from Lincolnshire with orange to buff or red-brown surfaces, and sandy grey wares from, or similar to, types made in Lincolnshire and East Anglia. One kiln producing the last has been excavated in Leicester. Forms are mainly cooking pots, storage jars, bowls and spouted pitchers. Shelly ware sherds are hard to differentiate from Iron Age, Roman, and medieval (e.g. Stanion-Lyveden) fabrics, and the grey wares look superficially like Roman grey ware. This period also witnessed the formation of medieval villages, and sherds in modern fields may represent the manuring of the villages' open fields, a process that carried right through into the 19th century.

Medieval pottery

The Norman Conquest, unlike the Roman, did not bring in train significant changes in pottery usage. However, by c. 1150AD jugs were in production at Stamford, replacing spouted pitchers. The other main forms of late Anglo-Saxon pottery continued to be made right through the medieval period, being joined in the later 14th and 15th centuries by an increasing range of specialised forms such as bung-hole cisterns, pancheons and handled cups. A little pottery was imported from the Continent in the late Saxon and medieval periods, but the great majority was locally made. Hand building, wheel throwing, bonfire and kiln firing might all be practiced by a single industry, as with Potters Marston Ware.

Early medieval pottery, up to around 1400AD, was made with a diverse range of inclusions, of which sand and shell/limestone were used by the greatest number of industries. Grog does not seem to have been used, and rock is restricted to the igneous syenite from Croft used in Potters Marston Ware. 15th century and later pottery was made, virtually exclusively, in sandy, and fine, smooth wares.

The characteristic form of medieval pot is the jug, with a green or brown glaze on the outside. Cooking pots are less frequently glazed, and some jugs are not glazed. To complicate matters further, many vessels are only glazed on part of the surface, and some are splashed with glaze rather than having an overall coating. Green glazes continued into the 16th century, but from the late 14th are joined by purple glazed, sandy, grey to purple *Midland Purple* ware. Yellow glazes, which largely disappeared by the 13th with the end of production at Stamford, reappeared in the 16th with the introduction of the fine, white fabric *Midland Yellow* ware.

The medieval period shows a marked regionalisation of production and trade. In the west, sandy wares from north east Warwickshire, particularly Chilvers Coton, south Derbyshire, and Nottingham, dominate from c.1200. Many of these are orange to buff or pink, but some Nottingham ware is grey to off-white. Orange to buff Potters Marston Ware supplied up to 60% of Leicester's needs in the 12th and 13th centuries, and is the ware prevalent in central and central southern Leicestershire. The south east is dominated by Stanion-Lyveden ware, a range of red-brown to orange and buff shell and limestone tempered products, produced around these north east Northamptonshire villages between c. 1200 and 1400AD. The limestone temper is quite distinctive, appearing as small spheres of oolite or as "pinprick" voids if burnt or leached out by acids in the soil or vessel contents; shell appears as thin, flat voids under the same circumstances. The north, like the west, has a high proportion of sandy wares from Derbyshire and Nottingham. Other wares found across the region include Oxidised and Reduced (broadly orange and grey respectively) Sandy Wares. The latter, as sherds, can look very much like Roman grey ware, but are never likely to dominate a medieval assemblage the way the latter can a Roman.

Midland Purple ware tends to be harder than earlier medieval sandy wares. Though some buff ware continued in use into the mid 15th century, Midland Purple and its fine, purple to black-glazed counterpart, Cistercian Ware, dominate 15th and early 16th century assemblages. Midland Purple was used for cooking and utility forms, and Cistercian Ware for table wares, notably drinking vessels. These wares were made at Ticknall, in south Derbyshire, and Midland Purple also at Chilvers Coton. They were refined in the 16th century, resulting in fabrics with little or no sand visible to the naked eye, and smoother, more even glazes.

The term Midland Purple is used by some archaeologists for utility pots in these apparently sand-free fabrics with purple and black glazes dating as late as the 18th century. Leicestershire Museums prefers the term ‘early post medieval reduced earthenwares’ simply to confine the use of the label ‘Midland Purple’ to the late medieval period. The finer, post medieval development of Cistercian Ware is generally referred to as Midland Black or Blackware. However, it is difficult to separate late medieval/early 16th century from early post medieval/late 16th century examples of both utility and table wares.

Photography

Photography is, obviously, a useful tool for recording a project. It might be that it is a main activity for recording your area, such as a photographic record of all the houses of your village. You may use it to record the people and actions that form the phases of completing a task - such as restoring a village pump. The photographs that you produce will be a valuable part of the archive that documents your project. Guidance on archiving photographs, slides and negatives are in the Archive Section.

These notes aim to give you some ideas on how to take good photographs, whether you are recording sites or activities. In general you should not need fancy equipment - most modern compact cameras will automatically take care of focusing and exposure for you. The main choice you must make is when to press the button!

Please remember when taking photographs, especially of children, to get consent from parents. In addition it may be appropriate to consult people if photographs of them are going to be used in displays and publications. Please respect Copyright of other people’s, works, photographs etc. The copyright of a photograph remains with the photographer, so please ensure their work is recognised in publications or ask them to sign over copyright to your group.

Hints When Taking Pictures - What You Should Do

- The camera and film can be affected by heat, so keep it out of the car and other hot places.
- Camera batteries should be checked regularly.
- Watch out for a cluttered background that detracts attention from your main subject.
- If the sun is in front of you it can cause problems with it flaring into the lens, causing light patches on your picture - try shading the lens with your hand to avoid this, or take

the picture with lighting from the side. (This can also produce some fascinating shadows!)

- If you have a complicated story to tell in film, take a series of shots, rather than trying to cram everything into one shot.
- Think about using familiar objects to show scale, such as coins.
- Get the film developed as soon as possible after taking the last photograph - films deteriorate if kept in the camera for a long period of time.
- Most of all, have a go at taking photographs -and don't be afraid to press the button!
- Remember that film is often cheaper than a second visit, so don't be too sparing with the film - to get the best results take several shots!
- Lighting is crucial to taking good outdoor photographs. The best conditions are found in the early morning and in the evening. Unless you are taking creative photographs, the light should come from behind or to the side of you.

What You Should Not Do

- Keep fingers, hands, straps etc. away from the lens and view finder as they can cause obstruction.
- Do not point camera directly into sunlight.
- Do not photograph objects which are less than 3 feet away, unless a macro lens is fitted to the camera.
- Do not flash a subject which is more than 15 feet away - unless you have a powerful flash gun.
- Do not take photographs of people straight on, this causes 'red eye', instead take the picture at a slight angle. Remember that some modern cameras have 'red eye' correction.
- Do not photograph people without their consent.

Hints For After the Film Has Been Processed

- Negatives and slides must be of standard sizes, you should not cut or mishandle them as this can degrade the quality of the prints and leave finger marks.
- Always place negatives / slides in sleeves, photobags or boxes as appropriate.
- Keep them well sealed and protected at all times.
- Keep the negatives, or pass them for storage with your archive documentation, since these will last longer than prints, which deteriorate with time.

Documenting Your Photographs

To assist with archive documentation it is important to record why, when and where shots have been taken and what the photographs are of. This information should be recorded on a simple form relating to the numbered negative. It is also important to record who has taken the photograph. A simple form might include:

Photograph Negative Comment sheet for ....
Please also list addresses of the people involved, or ensure their details kept.

Negative number	Subject of Photograph	When taken date/time	Where taken/location	Why taken	Photograph taken by

You may want to consider submitting all negatives with your archive documentation. This will ensure that the archive is usable in the long term.

The modern digital cameras mean that you could submit a number of images on disk as part of your documentation. Digital cameras allow you to download images onto your computer. This allows you to collect a large number of images which you can sort at a later date. Some groups have found it a good way of involving people by loaning them the camera to take shots, with this producing some good results. Digital images can also be used on web pages.

Final Uses

- If you are using photographs you have taken for use in displays or publications, ensure that they are sharp and in focus.
- You can use colour slides and prints in black and white publications - but always remember they must have good contrast.
- Remember that you don't have to use the full image, you can have reprints 'cut down' or cropped to highlight the part of the picture you want to include.
- Think about captions for your images. Use captions to give more information, rather than to just describe what has been caught on film. As a rule of thumb, the printed text of your caption can be equivalent of about 10% of the area of your picture. Remember that you can even put captions in other places than underneath your photograph. You can use graphic devices such as points to draw people's attention to particular features.

Earthwork surveys

Earthworks of interest to archaeologists and landscape historians take many forms. These include the remnants of sites where people once dwelled, such as castles and "deserted" medieval villages; where they carried out rituals, such as disused Christian churches, chapels and monasteries, and pagan burial mounds ("barrows" or "tumuli"); places of recreation and display of wealth or culture such as Roman amphitheatres and medieval and later formal gardens; transport networks such as Roman roads; and features associated with agriculture and industry, such as rabbit warrens, windmill mounds, and field systems.

Recording of these earthworks has been achieved in a number of ways, including contour ground surveys, and aerial photography. Contour surveys have been published by Leicestershire County Council's museums service of the medieval earthworks of the Districts of Blaby, Charnwood, Melton, North West Leicestershire, and Oadby & Wigston, as well those of Leicester and Rutland. Although out of print, some copies are still available from the Archaeological Services Team of LCCEHS. The publication of Hinckley & Bosworth's earthworks is well advanced; copies of the surveys for this District, and for Harborough District, are lodged with the Leicestershire Historic Environment Record .

Many earthworks are Scheduled Monuments, a status that affords them a degree of protection. However, damage and destruction, both of Scheduled and unscheduled earthworks, continues, both by human and animal/natural agencies, and the constant need to monitor earthworks can only be partly met by local authority and English Heritage staff. Local communities are often best placed to keep an eye on earthworks, reporting encroachments to the Historic Environment Record or Sites and Monuments Record officer for the area.

Ridge and Furrow: the earthworks of Medieval and later Field Systems

What is ridge and furrow?

"Ridge and furrow", often referred to in the East Midlands as "rig and furrow", is a characteristic feature of the landscape of Leicestershire and Rutland. Together with parish churches, it is the most widespread medieval upstanding landscape feature to be preserved in the two counties, and is of critical importance to our understanding of medieval rural life.

The physical evidence consists of blocks of ridges separated from each other by raised headlands. These blocks are called furlongs, and a group of furlongs is termed an open, or "Great", field. The "open" fields are so called because they lacked the hedges of an enclosed field system. Each parish had a group of open fields: three is typical. The furlongs were divided into strips, and the strips were allocated to individual farmers so that, in theory at least, each had a fair share of the land of the parish.

Each furlong was ploughed as a single unit. The ridges were formed by the continuous turning of the sod towards the centre and away from the furrow by a heavy fixed mould-board plough. These ploughs were drawn by teams of oxen, which, requiring a long turning space, followed a reverse-S curving line whilst going around in a clockwise direction. The plough was raised at the end of each strip to turn it, dropping a small amount of soil which, over time, built up to form the headland which came to provide the physical boundary between furlongs. The ridges provided soil drainage, the furrows acting as open drains.

A strip could have been made up of one or more ridges, though the average size of a strip in the Midlands was about a third of an acre (7 x 180 metres), and ridges are commonly 7 metres apart. The term "land" defines the block of land from the bottom of one furrow to the next.

Why did they use ridge and furrow?

The origins of ridge and furrow lie in the late Saxon period, with the development of villages out of the hamlets and dispersed farmsteads of earlier Saxon times. Nucleated villages are a prerequisite of communal farming within an open field system. In many parishes, pasture was at a premium. The development of a system of crop rotation, often over two or three years, allowed one field at a time to be set aside as fallow, providing both grazing for the villagers' livestock and direct manuring of the field by it.

When was it first used?

It is thought that, although it may have begun before the Norman Conquest, the open field system was not fully developed until AD 1200. The ridges themselves became clearly visible by the 13th century. The predominance of arable over pasture, that the system represents, waned in the 14th century. In the wake of crop failure, and population decline brought about by a deteriorating climate and bubonic plague - the Black Death - land which gave poor crop returns was either abandoned or converted to grazing. Many of the villages associated with this marginal land suffered a population decline that was to prove irreversible, leading finally to desertion, though more often in the 15th than 14th century. The decline in population was arrested in other villages, leaving areas of house platforms and field earthworks - tofts and crofts - abandoned within or on the edges of villages.

Why is it no longer used?

The enclosure of the open fields for pasture, associated with the decline in the agricultural population, and the increase in the value of wool was, in Leicestershire, a gradual process over 400 years, gathering pace between 1607 and 1710. Acts of Parliament were obtained for the enclosure of parishes from the mid-18th century, leaving a body of Enclosure Maps depicting the open field system in its final phase. Some parishes, such as Medbourne, were not enclosed by Act until the mid-19th century.

Enclosure led to the fossilisation of ridge and furrow following the conversion of the land to pasture. The boundaries of enclosed fields sometimes followed ridges and headlands: sinuous fields are a very good indication of the direction of a furlong's ridges, even if the ridges themselves have been ploughed out. More typical of Leicestershire and Rutland are the rectangular fields with hawthorn hedges that cut across the earthworks of the open fields. Enclosure was also accompanied by extensive drainage of the fields. Initially, stone and brushwood were used to fill drainage trenches but, in the late 18th century, ceramic drainpipes were becoming available. Pipe making machines were perfected in the 1840s, and the period 1840-1869 witnessed the peak of investment in drainage. Recent ploughing has brought many of these pipes to the surface, where they can be easily confused with Roman roof tiles.

The end of the open field system did not see the complete end to ridge and furrow creation. In Cambridgeshire and elsewhere, straight ridge and furrow has been noted, formed within enclosed fields in the 17th and 18th centuries, with headlands lying inside, not under, the boundary hedges. Straight ridge and furrow can also occur within the open fields, where consolidation of strip holdings gave individual farmers larger blocks of land. The reversed-S strips were sometimes reploughed with straight sides, the older headlands being overploughed as the original strips were lengthened. The introduction of horse traction also reduced the turning arc needed by the team.

18th and 19th century agricultural practice led to the preservation of much ridge and furrow, which survived under pasture into the mid-20th century. Developments after the Second World War have led to a much-publicised decline in the nation's stock of hedgerows, but also in the acreage of extant ridge and furrow. An English Heritage project, in the late 1990s, has documented the extent of survival in much of the Midlands and identified 43 priority areas for preservation. Most of Leicestershire, and all of Rutland, was included in the study, with areas in 8 parishes in the former county and 3 in the latter being included in the priority list.

Roads and Trackways

The Romans invaded in AD43 and, over the course of the next few years, conquered most of Great Britain. The road system they found had probably developed over hundreds of years, and comprised for the most part a series of local tracks connecting settlements, farms and fields. Some long distance routes are believed to have existed, such as the

Icknield Way along the Chilterns and into Norfolk, and the evidence of pottery and other artefacts shows that places, sometimes hundreds of miles apart, were in contact with one another, directly or indirectly. These roads and tracks would all have been unmetalled 'dirt tracks'.

The Romans quickly set about creating a system of roads to connect the new towns, and military bases, that they were building, with each other, and with the ports that connected the new province of Britannia with the rest of the Roman Empire. Some of these towns and forts lay close to, or as in the case of Leicester were superimposed upon, existing settlements, but many others were on sites carved out of fields and open land. It has been estimated that during the first hundred years of Roman occupation, some 8,000-10,000 miles of metalled roads were constructed.

Leicestershire and Rutland lie on three of the most important strategic routes that the Romans established, roads that retained their importance until the creation of the motorways and, to a lesser extent, still do. Watling Street leads north through Kent (the A2), London, and the Midlands (the A5) to the Roman town and military base at Wroxeter, near Shrewsbury, and still forms Leicestershire's south western boundary. It forms an intersection at High Cross, the Roman town of Venonae, with the Fosse Way, which runs from Exeter to Lincoln via Bath, Cirencester and Leicester. The A46 from Leicester to Willoughby-on-the-Wolds, another Roman small town, follows the line of the Fosse Way. Ermine Street, known in more recent times as the Great North Road (the A1), runs through Rutland, passing through Great Casterton, the site of an early Roman fort, which was succeeded by a town the fourth century fortifications of which are still visible along the Ryhall Road.

These major roads were supplemented by a network of secondary roads, such as the Gartree Road from Godmanchester on Ermine Street (near Huntingdon) through Medbourne to Leicester and the north west. Local roads connected the small towns with the cities and, as before the Roman conquest, farms and villages with fields. Larger towns had a regular street pattern whilst smaller settlements might have a series of lanes running back off the long distance road that formed their main street. Leicester's Roman streets, and the gates through the town's later Roman walls, helped shape the Saxon and medieval borough. Though the modern network of ring roads ignores the Roman grid, Southgate Street/Highcross Street and High Street are close to the main roads of the Roman city, and Belgrave Gate is on the line of the Fosse Way as it heads to Lincoln.

Most Roman roads were laid out in straight lines between landmarks. However, it is not the case that all Roman roads are always straight. If there was an obstacle in the way, which could not be demolished, then the Romans would by-pass it. Hills, mountains, forests, marshes etc. were built around, if they posed a particular problem, and rivers and streams were dealt with by constructing bridges, if fords or ferries could not be used.

How did the Romans build their roads?

The first phase of Roman road building was undertaken by soldiers. The conquering armies travelled with their own engineers and surveyors, and all the materials and tools for the construction work were brought along as well. Later, road building and maintenance was taken over by prisoners and forced labour.

The actual construction of the road began with an embankment, which was raised above the land that surrounded it. Drainage ditches were dug on either side, and then three layers of different materials were added to the raised earth. The first layer consisted of large stones, followed with a second layer of smaller stones, and then a top layer of gravel or small stones. The paved area was also edged with upright stones to provide extra stability. The layers could vary in depth from 2-12 inches, and the width of the road could be as little as 12 feet or as wide as 30 feet. Generally, the roads were about three metres in width on major routes, enabling two wheeled vehicles to pass.

Tracing the course of Roman roads

Large-scale maps are a good place to start, as is the excellent Ordnance Survey map of Roman Britain. Almost any straight stretch of road is a possible Roman road, and often the roads follow parish boundaries or hedges.

The best unaltered examples of Roman roads in Britain today exist at Wheeldale Moor (North Yorkshire), Holtye (Sussex), and Blackstone Edge (near Littleborough, Greater Manchester). The names we now call the Roman roads, such as Watling Street and Gartree Road, were given to them in the late Saxon period, perhaps 800 years after they were built. The name of *Via Devana,* often used for the Gartree Road, is not a Roman survival, but an invention of the 18th century scholar Dr Charles Mason. A "street" element in a place name may indicate that a Roman road is close by. Examples in Leicestershire and Rutland include Great and Little Stretton on Gartree Road, and Stretton on Ermine Street. Stretton-en-le-Field in north west Leicestershire presumably lies on a minor Roman road.

Medieval Tracks and Roads

The road system that William the Conqueror's inspectors would have used whilst compiling the records that form the Domesday Book of 1086, would have been largely the legacy of the Roman Empire. The Anglo-Saxons and Vikings are not generally perceived as being great road builders, but their new towns, such as Northampton, would have developed trade routes where they did not lie on an existing Roman road. It has been claimed that, excluding a handful of new roads and, of course, the motorways, our present road system was, to all intents and purposes, virtually complete by the 11th century.

During the Medieval period, England saw a massive growth in all areas of economic life. The population increased, towns grew to accommodate this, industry grew and flourished and all these factors combined made trading vitally important. And to be able to trade successfully, transport was needed, in order for goods to be taken to and from market. In the Medieval period, roads were the favoured system for transporting goods. Some could be transported by rivers and canals, but due to low bridges, difficult navigation and weirs, this was not a favoured option.

Medieval roads were not what we think of as roads today, rather, they were seen as a right of way, leading from a village or a town, to the next. If these tracks became an established route, and were continually used, two important 'provisos' were applied. Firstly, if the road became obstructed, or impassable due to bad weather, then the people using the road could move from the road and take another route, even trampling over fields of crops should it be necessary. This even became legal when it was added to the Statute of Winchester in 1285. Secondly, if the road was on a hill, multiple tracks were allowed to develop, with the traveller taking the easier route. These types of road are the best surviving, as they were generally not on cultivated land, so the trackways have not been ploughed out and destroyed.

The building of roads did take place but on a much smaller scale. Roads in North Wales were widened, and three causeways were constructed across the fenlands in the East of the country, which were possibly one of the largest medieval road constructions.

Royal statutes were also passed relating to the road system. Requirements were set for the width, whether the land should be cleared on the edges, and safety along the roads from ambushes by outlaws. The four main highways, left behind by the Romans - Watling Street, Ermine Street, Fosse Way and Icknield Way - were always placed under the King's special protection, which helps to support the idea that Roman roads were continuing to be used at this time.

Trying to find these roads nowadays is quite difficult. If the road ceased to be used, then it will have largely disappeared, especially if at had not been constructed out of stone or some other long lasting material. However, if the road did remain in use, it is likely that it has been modernised, with a new road constructed on top of it. This will, therefore, bury any archaeological or topographical evidence of the road ever existing. Leicestershire has several examples of small bridges, generally referred to as pack horse bridges, which appear to be of medieval origin even if their superstructure is somewhat more recent. Those at Aylestone and Enderby, the latter on a footpath south of the Enderby-Whetstone road, may have been for the use of the growing, late medieval, coal trade. Anstey has two over the Rothley Brook: one alongside the present road from Leicester, and one at the end of Sheepwash Lane.

The excavation in 1993 of a quarry at Hemington, near Castle Donington, on the Trent, revealed the remains of three medieval bridges, for which no contemporary documentation is known. The first two, dating to the end of the 11th and to the late 12th to early 13th centuries, were built of timber, but the third, constructed in the mid 13th century, has pier bases of both stone - near the river banks - and timber - in the main river channel. Timbers from the first bridge are in storage at Snibston Discovery Park, where they are being conserved. The stone foundations of a medieval bridge east of Burton Lazars were excavated by archaeologists in 2001. This carried the Sawgate Road, a possible Roman route, across the Burton Brook, and may have been associated with the hospital of St Lazarus, in whose estate it lay.

For the amateur road hunter, the best place to begin is in the library/record office etc. Written data should provide evidence for these roads, medieval maps should show them and travellers' records and place-names can all help the determined researcher.

The third volume of the Victoria County History of Leicestershire (published in 1969), pages 57-91, is a useful source of maps and documentary references relating to roads from prehistoric tracks to the turnpike roads of the 18th century. The larger public libraries should have copies of the VCH. The information on prehistoric and Roman roads is certainly out of date, and the Historic Environment Record should be consulted for these periods in particular. This also has details of pack horse bridges in Leicestershire and Rutland. Sadly, there is no equivalent chapter in the VCH of Rutland.

Another good place to start looking for old roads and tracks is on an Ordnance Survey map. A close study of these can reveal quite a lot, including:

- Unusual twists and turns in the road. This might indicate ancient estate and forest boundaries or a road around a building which has now disappeared.
- Very straight or wide roads within the countryside may indicate a Roman road.

Test Pitting – Sampling an archaeological site by limited excavation

The opening of small trenches or sampling pits to discover something of what lies below the ground is a cost effective way of assessing the archaeology of an area whilst minimising the risk of damaging any deposits or features. Leicestershire County Council undertook extensive work of this nature on pasture fields in Medbourne and Blaston between 1987 and 1993 as a complement to fieldwalking by the Council's Archaeological Survey Team. Test pits were also dug in a garden in Medbourne to investigate the villa.

Digging a Test Pit

Digging is a destructive process: are you sure that you have the skills and resources necessary for a successful project? What are you looking for - why here? Why dig? Could a non-destructive survey achieve the results you are looking for? The archives of museums and local groups are crowded with digs that have never been published, and the whole purpose of archaeology is to let the world know what you have found, and what you think it means!

The first thing to do is to consult your parish HER summary. It is important that you do not damage a protected archaeological site - for example, one that is a Scheduled Monument, or one that might lie undisturbed beneath pasture. To make sure, it is worth contacting the HER officer, in case new sites have been reported since your HER summary was sent to you. It is equally important not to work on a site that is, or is expected to be, the subject of a planning application, as there is a strong possibility that the developer will be required to pay an archaeological contractor to investigate it. The Parish Council may be able to tell you if a site is subject to a planning application, as may the HER officer.

How big?

There is no set size for a test pit: they can vary from less than half a metre square to two metres square. Anything larger is really a trench! Health and Safety considerations limit depth to a maximum of sixty centimetres, or roughly two feet. They are usually dug down until an archaeological deposit ('context') is first encountered. A section of this deposit is then dug to find out what it is: the fill of a feature such as a ditch or pit, or a spread of clay, for example. The digging of a section has at least two virtues: part of the deposit is left undisturbed for future study, and a vertical profile (the 'section') can then be drawn to record whether, for example, the ditch was cut as a V or U profile and how the various infilling layers lie in it.

Using finds to date deposits

Finds are collected and recorded by context, and may give a date for when the deposit was laid down. Assessing the significance of finds for dating is usually a matter of probabilities, and archaeologists prefer to look at the material from the deposit beneath, or cut by, the one they are trying to date. Think about a paved path. There may be a 1983 coin wedged between the slabs. It may have been dropped there at any time during *or* *after* the laying of the slabs. If, however, on lifting a slab you find a coin underneath it, there is little likelihood of it having got there after the slab was laid. It could have already been there, or been dropped during the laying. Let us say it is 1965 sixpence. It tells you that the slab probably was laid in *or after* 1965, but not how soon after, though the amount of wear may hint at this.

Still want to dig?

LCCEHS has been at pains to encourage fieldworkers to undertake fieldwalking rather than excavation because the former is relatively straightforward and non-destructive, although of course even the taking of potsherds and flints from ploughsoil is removing evidence: hence the emphasis on recording not just what is collected, but where in the field it was found.

If you decide to go ahead, do please consult with Leicestershire County Council's archaeologists first: the Archaeological Services Team should all be able to advise you how to dig in the right place, in the right way, and produce a report and archive that can be understood by those who weren't there!

Watching Briefs – the observation and recording of sites during development

Archaeological Wardens are occasionally asked to undertake the observation of development work, or may do so on their own initiative, in order to record any archaeological deposits and finds revealed. This activity is known as a “watching brief”.

Voluntary watching briefs, once a frequent recommendation by Leicestershire County Council’s Planning Archaeologists to District Planning Authorities, are no longer suggested as a condition of planning permission. This is because:

(i) they were rarely productive, and thus hard to justify to developers and planners alike;
(ii) cumulatively they consumed too much of the Planning Archaeologists’ time, and that of the District Planning Officers, which needed to spent on development proposals with greater archaeological implications;
(iii) The whole body of policies such as lone working, risk assessment, health and safety, training, and provision of County Council insurance cover for volunteers makes it difficult for officers to assure themselves that volunteers can operate in safety without direct supervision. Some construction companies require an individual to present a Construction Related Occupation Card before they are allowed on site.

Watching briefs may still arise, from several sets of circumstances:

- the developer may be required, by Planning Conditions set by the Local Authority, to afford access to the site throughout the development to an archaeologist nominated by the authority - in practice, to a member or representative of the museums service;
- the developer - usually the parochial church council – may be required, by Conditions attached to a Faculty issued by the Chancellor of the Diocese, to afford access to the Diocesan Archaeological Adviser (DAA) or his/her representative;
- the developer may be required, either by Planning or Faculty Conditions, to employ an

archaeological contractor to undertake the watching brief, the contractor and their method of working to be approved by the planning authority specialist archaeological adviser, or the DAA;
- a local volunteer archaeologist, or member of Leicestershire County Council Environment and Heritage Services, may negotiate access to a development site even though the developer is not required to afford access, or to employ an archaeological contractor.

Instances may arise wherein a developer may misunderstand the requirements of a condition, or interpret them incorrectly.

To avoid volunteer archaeologists, including Archaeological Wardens, being placed in the difficult position of undertaking a watching brief that should have been carried out by an archaeological contractor, such volunteers are requested to check with Environment and Heritage Service's Archaeological Services Team (telephone County Hall 0116 305 8324) in order to ascertain what Conditions, if any, have been attached to the planning consent or Faculty. The Historic and Natural Environment Team's Planning Archaeologists can also be contacted at County Hall on 0116 305 8322 and 8323.

This check is best made when the volunteer is first approached by the developer, or before requesting voluntary access to the site, whichever is appropriate.

A Handbook on the Conduct of Watching Briefs is available from the Archaeological Services Team; this is free to volunteer archaeologists undertaking work in Leicestershire and Rutland.

Publishing and archiving fieldwork projects

Publication and archiving are essential elements of the archaeological process. Without them, a project cannot be considered to be completed, and indeed, cannot have a serious claim to be considered as a piece of archaeological research.

Archaeological contractors employed by a developer to undertake work as part of the local authority planning process in Leicestershire, Rutland and Leicester are required to submit a summary of the results of each project to the Editor of the Leicestershire Archaeological and Historical Society. The Editor then decides on the appropriate form of publication the project should have in the society's journal, the *Transactions*. Work carried out in Rutland may additionally be published in *Rutland Record*, the journal of the Rutland Local History and Record Society. It is fair to say that projects that do not produce any significant archaeological information may simply be listed by site in the former journal, and that most fieldwalking reports have, in the past, merited just a couple of lines to say that X found Y at Z in a stated year. Nevertheless, this gives the casual reader a flavour of what has gone on in the county, and the researcher an indication of what they might wish to follow up.

Fieldworkers are encouraged to produce a short report on their findings and send it to the Editor of the Leicestershire Archaeological and Historical Society at The Guildhall, Guildhall Lane, Leicester LE1 5FQ. The deadline for publication is the end of January: for example, submission by the end of January 2007 should mean that a report is considered for publication or summarising in Volume 81, due out late in the same year. The journal is sent to all members of the society, as is the *Leicestershire Historian*, another annual publication.

A copy of your report should also be given to the appropriate HER or SMR. This could be sent to the Archaeological Services Team, who will be happy to forward it to the appropriate officer. If you want a mention in The Fieldworker, the newsletter of the Leicestershire Museums Archaeological Fieldwork Group, it might be worth notifying Peter Liddle directly, and similarly Richard Pollard for Network News.

Your report should, ideally, include both a factual statement of what was found, where, when, and by whom, and also some consideration of what you think your findings mean (the interpretation). A guide to writing archaeological reports appears below. The HER will need a six or eight figure national grid reference as well as a map showing the location of each of the field walked, but publication in open access media such as the web and journals should include only a four figure reference, to ensure that the field and the finds still in it get a measure of protection from unwanted visitors.

Your archive will include the finds themselves, together with the records you have made. A copy of these records – or even better, the original records, keeping a copy for yourself if you wish – should, if at all possible, be sent to the HER with your report. They will then be placed in the appropriate Parish File. Subject to the landowner's consent, you might wish to consider donating the finds, as well as a copy of the records, to the appropriate museums service. Acceptance of such a donation is not automatic, as the three services for Leicestershire, Rutland and Leicester may have differing criteria for acquisition of collections. In principal, Leicestershire County Council's Museums Service is keen to receive fieldwalking collections from the county. It cannot take finds from Rutland, unless the collection is part of a project which took place mainly in Leicestershire. If you decide to donate, your records should be included with the finds; the records will then be placed in a History File for the accession number allocated to the donation.

It is extremely helpful if finds intended for donation can be marked by the finders with a site code and the collection unit number: e.g. WL1 27A. Finds should be bagged by collection unit subdivided, if practicable, by material type and period: e.g. 27A, Roman pottery. It is even more helpful if donation can be agreed in advance of handing over the archive: in this case, the museum service may be able to give you an accession number which you can mark the finds with in place of a site code, and appropriate bags and boxes.

A Guide to the Content of Archaeological Fieldwork Reports

Introduction

The following is based on a model developed by the Leicestershire Archaeological Unit in 1994. It will be apparent that not all of the headings will be appropriate for every piece of fieldwork, but the order of those that are should be retained for clarity, providing a logical progression from background through results to interpretation.

The separation of the "statement of the evidence" (*Results*), from the interpretation, is of fundamental importance; all too often, authors confuse the two, making it very difficult to disentangle what they found (e.g. a 3m length of masonry two courses high) from what they think they found (e.g. the foundations of a 17^{th} century rectory).

Theory does not appear as a distinct section here. It is often implicit in the methodology that should be, but is not always, stated in archaeological reports. It is important to remember that everything we do in archaeology is guided by theory, whether we are conscious of it or not.

"If, by fieldwalking, I collect enough bits of Anglo-Saxon pot, I can date the beginning, peak and decline of the settlement on this site that it clearly derives from" sounds like a simple statement of fact, but relies upon a body of theory, including the following:

i) pottery is datable;
ii) the pottery will have been dropped or discarded by the inhabitants and remains more or less where it was disposed of;
iii) pottery usage and discard was constant, i.e. at the Same rate across time.

Statement i) is of course one of the cornerstones of archaeology, Statement ii) may be acceptable but needs testing by other techniques to prove that there was a settlement. Statement iii) is contentious; there is good evidence to suggest that quantities in use fluctuated across time, and that there may even have been periods when pottery was not in use at all, or at least with such rarity that it is all but invisible archaeologically.

Thus, it is always advisable to state why you draw such and such a conclusion, as well as to quantify the evidence!

The Report

Title page
Include the title of your report, author(s) name(s), and year of writing.

Summary/Abstract
A short summary of where, why and what. It is useful to include the map grid reference as well as site name. The reason the project was carried out, the methodology, the results and the conclusions should all be summarised. Short reports in the "Archaeology in Leicestershire and Rutland" section of "Transactions of the Leicestershire Archaeological and Historical Society" provide a good model for the summary; indeed, it helps with editorial work on this journal if fieldwork report summaries can be submitted in the format used therein.

Introduction
Include in this section the general background to the project, that is why it was undertaken, when, and for and by whom.

Location
Give map grid reference, site name and whereabouts, together with information on the size and land use at the time of the project. Any information you can provide on geology, height O.D. and topography, for example "land slopes down gently to the east towards a stream running S>N just beyond the site boundary" should be included here.

The Archaeological and Historical Background
Summarise what you already knew about the site before you undertook the project. The Parish Historic Environment Record summary as supplied to Parish Archaeological Wardens and Fieldwork Group Contacts will be invaluable here. Even if you have an HER

summary, it will be very useful to you to look at the full record held at County Hall, as more recent finds may be recorded.

Mention, for example, if you are working within the historic centre of a medieval village; any earthworks or cropmarks known to have been recorded in the field or site, including ridge and furrow; and any significant features or structures on adjoining land such as old buildings, the parish church, earthworks and so on.

Aims

State the aims of the project: that is what questions were you hoping to answer, or problems to address.

Methodology

Record here how you went about achieving the aims. For example, how many trenches were observed and their dimensions; the tools used; and the depth the trenches were dug to. Mention any guidelines and manuals you are referring to; for example a Council for British Archaeology Practical Handbook. State when the work was carried out, and who the archaeologists were.

Results

Describe what was found, including the soils and any features as well as the finds. This section should present “the facts”. A useful model for summarising the basic features of each trench follows, adopted from reports produced by the University of Leicester Archaeological Services; this should be complemented by a descriptive paragraph, including reference to the objects found as well as the deposits and features.

Trench No:	**1**
Orientation:	E-W
Length:	25m
Width:	1.5m
Surface level (OD):	90.74 (E end) 90.21 (W end)
Maximum topsoil depth:	0.40m
Maximum subsoil depth:	0.74m
Maximum trench depth:	0.80m
Contexts:	(3), (4)

Depths are the lowest point reached by the soil, deposit, or trench, measured from the top of the trench, as opposed to thickness of the deposit or soil.

Note: the shape of a feature, such as linear, or circular, is a description, or “fact”; calling it a ditch, or a pit, is an interpretation, for which see below! Likewise a spread of cobbles; it *may* be a road metalling, or a yard surface, or even the rubble core of a collapsed wall from which enterprising locals have removed the facing stones for reuse, but don’t call it so in your *discussion and interpretation* without describing its appearance here first.

Giving numbers to individual deposits (contexts) and features makes cross-referencing a jolly sight easier than calling them “the grey soil by the back wall” or whatever!

“Contexts” are individual elements of stratification or structure, such as a lens of charcoal, a layer of sand, a soil, a length of wall or the cut for a feature; each context is the outcome of an archaeological or natural “event” such as the digging of a pit, the dumping of rubbish, or the construction of a wall. “Features” comprise of a context or group of contexts; the minimum record should include the orientation, shape and dimensions of a feature and a description of its component contexts and associated finds.

Example: F1: linear feature, N-S orientation, 3m minimum length. Cut, V-shape profile, filled with dark brown sandy layer with cobbles and charcoal, 200mm thick. Finds include frequent animal bone, tile and “willow pattern” pottery sherds. Sticky grey clay in bottom 30mm.

Discussion/Interpretation
Having described what was recorded and recovered, the task now is to make sense of it all; to say what you think it all means. This is one the hardest aspects of archaeology; theories based upon the evidence presented in *Results* are acceptable, flights of fancy without any evidential basis are not. Archaeologists may read Fantasy novels for relaxation, and envy the novelist for not being tied to the evidence, but they should not write them, at least not whilst pretending to interpret a set of site data! The Discussion section is the place to bat ideas around, fly (tethered) kites and generally think.

Conclusions
Drawing together the threads of your discussion, present a concise statement of your conclusions. This may, as well as summarising “what you think it all means” include:

- comments on the extent to which the aims were achieved;
- the effectiveness of the methods used to achieve them;
- the reliability and significance of the results;
- suggestions for future work on the site;
- modifications of the aims and methods should you be proposing to do further work on the project, such as walk another set of fields, or watch another set of trenches.

The Archive
List and quantify what you have from the site: this may include: photographs of different types – slide, colour print etc.; drawings of the site; site notes; finds of different types.

State who holds the archive, and if it has a record number such as a Museums Accession Number or HER Number, cite it. It is amazing how many excavation reports fail to say where the reader should go to look at the records and finds.

Acknowledgements
Self explanatory really: your opportunity to record your thanks to people involved in the project.

References
The bibliography, listed alphabetically by author; year of publication; publication or article title; publisher and place of publication *or* journal title, volume number and year; page numbers if an article within a book or journal.

Appendices
These may include:
- a list of the contexts, with descriptions;

- a list of the finds, including any reports from specialists such as Leicestershire Museums Identification Reports and the Portable Antiquities Scheme.

Illustrations
Reports should carry a site location plan and trench/working area location plan. A sketch site location plan is acceptable so long as named landscape features such as roads, the village church, woods and water courses are included so that the site can be related to the OS maps held by the HER; OS maps are copyright and should not be reproduced without licence.

Plans and section drawings of features should also be included, even if only the most basic record could be made at the time. Sketches with measurements recorded on them are also acceptable, in recognition of the fact that there is often insufficient time or resources available to do a scale drawing on site.

All maps and plans should include orientation (a north-pointing arrow is the usual method).

Drawings and photographs of objects should include a drawn scale to enable measurements to be taken by the reader.

How To Donate Finds From Fieldwork:
a short guide to Leicestershire Museums' preferred procedure.

The museums service is always interested in opportunities to acquire as donations finds from archaeological fieldwork in Leicestershire. We do have to work within a code of good practice, which requires us to ask potential depositors of such material to follow the guidance below. We must, for example, ensure that all material in our Collections is appropriately marked, labelled and bagged. We do not have the resources to do this "in house" for newly acquired material, and therefore have to ask that this is done by the finders before they deposit collections.

1. You (the fieldworker) bring your finds in to one of our museums for identification or verification, with Diary Sheet or other records of your fieldwork, and get an Entry Form filled in for the IDENTIFICATION.

2. We (the museums service) identify them, and return them to you via the museum you brought them in to, with you signing off the Entry Form. We will hang on to the Diary Sheet for the HER, assuming you have a copy already, or return a copy to you if you indicate that you haven't made one.

3. When you wish to deposit the finds as an offer of donation, AND have a completed copy of the access/donation form signed by the landowner (or tenant, if the latter has the right to give the finds away), contact Richard Pollard for an accession number. It is extremely helpful if finds intended for donation can be marked by the finders with a site code or accession number and the collection unit (e.g. traverse and stint) number: e.g. WL1 27A. Finds should be bagged by collection unit subdivided, if practicable, by material type and period: e.g. 27A, Roman pottery. You should then get each bag marked with the accession number and the collection unit number. Please note that metal and glass should not be marked.

4. Bring them in to one of the County Council's museums again, together with the completed access/donation form. A new Entry Form will be made out for the DONATION.

Fill in the details of the signatory to the access/donation form in the "Owner (if different)" box on the Entry Form, as well as your own in the "Received from" box.

5. Write the accession number and the DONATION EN number on your copy of the Diary Sheet (and any copy you make of the access/donation form signed by landowner).

6. We will write to the person whose details appear in the "Owner" box, thanking them for agreeing to the donation of finds from their land, and to you as well, so that all parties know what has happened to the finds.

In the event that any landowner will not donate the finds you have discovered, but offers to lend them to us, let us know so that we can look at our identification records, consider what use we would make of the borrowed material, and decide whether to proceed with the loan.

THE PLANNING SYSTEM (‘development control’):

“Community involvement in town and country planning” is the title of the first “Good practice note” to be issued by the National Planning Forum, in 2005. These notes are designed “to promote better outcomes for everyone seeking to develop or change the use of land or buildings in England.” To judge from the first note, they will also be useful for those seeking to prevent or modify development proposals. The website is at www.natplanforum.org.uk

Guide to Planning (Archaeology)

Today’s archaeological landscape is the product of human activity over thousands of years. It ranges through settlements and remains of every period, from the camps of the early hunter-gatherers 600,000-500,000 years ago to remains of 20th century activities. These remains are part of our sense of national and local identity and are valuable both for their own sake, and for their role in education, leisure and tourism.
(The above statement has been adapted from Planning Policy Guidance Note 16, issued by the Department of the Environment in 1990.)

The following information attempts to summarise the planning systems in place in Leicestershire, Leicester and Rutland. It should be used as a general introduction, not a definitive document. The planning process is extremely complex and ever-changing, and specialist advice should be sought before attempting to negotiate a path through it, whether as an applicant hoping to carry out a development or as an individual or body opposing one.

The language of planning is notoriously full of jargon so South West Planning Aid service has produced a jargon buster for a range of commonly used technical terms, see http://www.planningaid.rtpi.org.uk/SITE/UPLOAD/DOCUMENT/SW%20documents/TownPlanningBooklet-Glossary.pdf

Planning Aid, run in most regions by the Royal Town Planning Institute, provides free, independent and professional help, advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. It aims to complement the work of local authorities but is wholly independent. To see if your group might qualify or to become a Planning Aid volunteer yourself visit http://www.planningaid.rtpi.org.uk

National Planning Policy Guidance Notes

At national level, the government provides guidance on a number of topics, contained in Planning Policy Guidance Notes (PPGs), progressively being updated by Planning Policy Statements (PPSs). The following are particularly relevant:

- PPS 1: Delivering Sustainable Development;
- PPS 9: Biodiversity and Geological Conservation;
- PPG 12: Development Plans;
- PPG 15: Planning and the Historic Environment;
- PPG 16 Archaeology and Planning

These notes form the framework for regional and more local planning documents.

PPG 15 & 16

Planning Policy Guidance Notes 15 and 16 were issued by the then Department of the Environment in September 1994 and November 1990 respectively. PPGs set out Government policy on planning issues and provide guidance to local authorities and others on the operation of the planning system. LPAs take their content into account in preparing their development plans. The guidance is also material to decisions on individual planning applications and appeals.

PPG 15 “Planning and the Historic Environment” deals with Listed Buildings, Conservation Areas, and other elements of the historic environment, including parks, gardens and battlefields. PPG 16 “Archaeology and Planning” deals with archaeological remains, both upstanding and buried, including historic buildings that are not Listed.

The Development Plan

This comprises the regional spatial strategy, structure plan, district-wide local plans, and the minerals and waste local plans, which are prepared by planning authorities. It sets out policies for promoting and controlling development in a particular area. You can find out what applies to your particular locality by contacting your district council planning office. Planning authorities must make decisions based on the policies within the development plan, unless there are very good reasons not to. This is known as the 'Plan-Led System'. The development plan includes policies designed to protect wildlife sites and species from any damaging developments, and to protect open space.

Regional Spatial Strategy

Regional Spatial Strategy for the East Midlands has been prepared by the East Midlands Regional Assembly and approved by the government. It forms part of the East Midlands Integrated Regional Strategy, and covers topics such as:

- Built development;
- Natural and cultural resources;
- Transportation;
- Urban and rural networks.

Regional Spatial Strategy provides a framework for local development frameworks prepared by local planning authorities.

The Structure Plan

'The Leicestershire, Leicester and Rutland Structure Plan 1996 - 2016 was adopted on 7th March 2005. It replaced the Leicestershire Structure Plan that covered the period up to 2006. The Plan was prepared jointly by Leicestershire County Council, Leicester City Council and Rutland County Council. It provides a strategic planning framework for development and use of land consistent with national and regional policy. Structure Plans guide the more detailed policies and proposals of Local Development Frameworks and decisions on planning applications.

'The Plan covers important land use issues such as how many new houses are needed, creating major employment sites, new road proposals, providing for recreation, leisure and shopping, mining and the disposal of waste. However, new development needs will be balanced by preserving the area's unique historic, cultural and natural assets, and by creating an environment that promotes the social and economic well-being of local communities.'

The Leicestershire, Leicester and Rutland Structure Plan can be viewed at: http://www.leics.gov.uk/structure_plan The above statement of purpose is taken from the web pages.

Local Plans

Local plans are prepared by district councils and have to conform to the strategy set out in the structure plan. Generally, a local plan will contain policies on housing, employment, shopping, environment, recreation and transport. These enlarge upon the structure plan and provide detailed policies, and proposals, for specific areas set out on an Ordnance Survey base map. It is only at this level of plan that actual areas of land are identified for particular uses or protection.

The minerals and waste plans cover the same area as the structure plan and are also prepared jointly by the County Council, Leicester City Council and Rutland County Council. They contain specific proposals for the extraction of minerals and disposal of waste.

Local Development Frameworks

Following enactment of the Planning and Compulsory Purchase Act 2004, districts are required to replace their local plans with local development frameworks. These have to conform to the regional spatial strategy, and have regard to the structure plan.

Planning Applications

A planning application has to be made to the local planning authority (LPA) before many types of changes of use of land or external additions to a building are carried out. The LPA either refuses permission, or grants permission possibly with certain Conditions that must be met by the applicant. The LPA bases its decisions on the policies contained within the SP and LP, and on other material considerations such as the natural and historic environment. The LPA may require certain information to be supplied to it by the applicant prior to deciding whether or not to grant permission. This might include a written assessment of the impact of the proposed development upon the archaeological environment based upon existing records and a site visit (a Desk-based Assessment), and field trials such as evaluative excavation, field walking and geophysical survey. Conditions might include provision by the applicant for full or partial archaeological excavation of the site, or for attendance by a professional archaeologist to observe the site during development and record any archaeological features or finds that are uncovered.

LPAs should make full use of the expertise of County Archaeological Officers or their equivalents in considering planning applications.

Agricultural activities are for the most part not governed by planning regulations. A farmer can plough up many archaeological sites without submitting a planning application, because a change from pastoral to arable farming is not considered to be a change in land use. A significant exception to this view is that it is necessary to apply to the LPA in order to remove a hedgerow.

Similarly, the felling of woodland is not covered by planning regulations. However, it is necessary to obtain a felling licence from the Forestry Commission to cut down more than a certain number of trees. In addition, individual trees may be protected by a Tree Preservation Order. Woodlands and trees can have an archaeological, as well as ecological significance.

In most cases, it is the LPA that should be approached regarding the lodging of, or registering of opposition to, a planning application. Background information on the archaeology and history of the site and its surrounding area may be sought from the HER/SMR, the Museum Service, and the Record Office.

Protected Sites of Archaeological and Historical Interest

All local development plans give some measure of protection to certain sites in the area which are recognised for their archaeological, geological or ecological value. The following categories of site are recognised in the local area. Proposals are expected from the Government in 2007 that may alter how sites of archaeological importance are designated and managed.

Scheduled (Ancient) Monuments (SMs or SAMs)

The main law affecting archaeology is the Ancient Monuments and Archaeological Areas Act 1979. Under this legislation, sites of national importance and features can be classed as ‘monuments’ and can be ‘scheduled’ by the appropriate Government minister (in 2006, the Secretary of State for Culture, Media and Sport). Most proposals for scheduling of monuments in England originate with English Heritage, although HER/SMR officers can make proposals to English Heritage.

A Scheduled Monument (the ‘Ancient’ is an obsolete form of the term, given that many SMs are less than 300 years old, but still in current usage) can be almost any structure of human construction or area of known archaeological deposits, of any period; it is expected that landscapes of archaeological importance will increasingly come under protection; examples in Leicestershire of such a landscape are areas of ‘ridge and furrow’.

Scheduling a site does not necessarily mean that activities such as farming have to cease, but once a site is a Scheduled Monument, written consent from the Secretary of State is needed before any work on the site, which would:

- Result in demolition, destruction damage to the monument
- Involve removing, repairing the monument, altering or adding to it
- Involve flooding or tipping operations on the land in, on or under which the monument lies.

Planning permission may also be required, or permission under the Church of England's Faculty Jurisdiction system. SMs remain in the landowner's ownership and management, with the exception of Guardianship sites, which are managed, and sometimes owned, by the State.

There are numerous SMs in Leicestershire, Rutland and Leicester, but only four Guardianship sites (the castles at Ashby-de-la-Zouch and Kirby Muxloe, Lyddington Bede House, and the standing structure that is the Jewry Wall, part of the Roman baths in Leicester).

Listed Buildings (LBs)

A LB is one recognised by the Government as being of special architectural or historic interest. The listing relates to the building itself, to objects and structures fixed to the building, and to pre-1948 objects or structures within the curtilage of the building (in general terms, within the boundaries of the land attached to the building). Many LBs are not really buildings at all, such as post boxes or gates. Local authorities have the power to temporarily list a building, and English Heritage also makes recommendations to the Secretary of State for Culture, the Media and Sport.

Listed Building Consent is required before undertaking alterations which affect its character, and planning permission is also needed if the proposed works would normally require it. Both are granted, or not, by the LPA. Church of England churches in use for ecclesiastical purposes, though often listed, by and large do not require Listed Building Consent.

LPAs have powers to secure the repair of LBs which have been allowed to fall into disrepair, and they and English Heritage make grants towards the cost of repairing historic buildings (whether listed or not).

Stewardship Land

Countryside Stewardship (CSS) was introduced as a pilot scheme in England in 1991 by the then Countryside Commission. March 2005 saw the launch by Defra (the Government Department for Environment, Food and Rural Affairs) of a new scheme called Environmental Stewardship (ES). Both schemes provide funding to farmers and other land managers in England who deliver effective environmental management on their land.

The significance of these schemes for archaeological fieldwork is that they place restrictions on the landowner's ability to permit access to land for any form of fieldwork, including fieldwalking, metal detecting, excavation and, potentially, non-invasive surveys such as earthwork mapping and geophysics. Landowners participating in these schemes should be aware of this, but it is good practice for fieldworkers to ask them if the land in question is under a Stewardship scheme, and what the implications are for access.

Generally, landowners will have a map of Entry Level Environmental Stewardship land with heritage sites marked on (in orange): in those areas no archaeological investigation is permitted without permission (called derrogation) from Natural England. There is a blanket ban on such investigation on all Higher Level Environmental Stewardship land, and on all Countryside Stewardship land (CS land is gradually being transferred to the Higher Level scheme): again Natural England must be approached. In all cases, however, permission will only be given if the landowner is willing to allow it: Natural England will not overrule a landowner's refusal to grant access. Full information can be found on Natural England's website or more directly on defra's. Visit: www.naturalengland.org.uk, http://www.defra.gov.uk/erdp/schemes/css/default.htm#5 and http://www.defra.gov.uk/erdp/schemes/es/default.htm

Conservation Areas

These are areas created by local authorities in order to preserve character and appearance deemed to be of special architectural or historic interest. The designated area may be a street or a village centre for example, and both listed and unlisted buildings as well as open spaces and the layout of the area are included in the rules governing development. Conservation Area Consent is required from the LPA before any building is demolished. Planning permission is also required for works as in other areas.

Churches and churchyards

Under a legal system known as Ecclesiastical Exemption, certain works carried out on churches (defined as "buildings whose primary use is as a place of worship") and within the curtilage (broadly, the area bounded by the churchyard) of churches are exempted from the planning application system as managed by LPAs, but are subject to the Church of England's own planning control system, the Faculty Jurisdiction system, managed through the Dioceses of Leicester (Leicestershire and the City of Leicester) and Peterborough (Rutland) so far as the local area is concerned.

Some works carried out on churches and within their curtilages do require planning permission, or Listed Building Consent, or Scheduled Monument Consent as well as a Faculty.

The arrangements for other Christian denominations, and for the places of worship of other faiths, may differ from the foregoing, depending upon the internal planning control systems established by them, if any.

Hedgerows

The Hedgerow Regulations 1997 were established under the Environment Act 1995. Under these regulations, certain criteria exist for determining the importance of hedgerows including their age and archaeological and historical significance. It is against the law to remove most countryside hedgerows without the permission of the LPA, although the LPA has to respond within 6 weeks after receipt of the applicant's hedgerow removal notice if it wishes to refuse permission to remove the hedgerow. The LPA consults the HER/SMR to assist it in establishing the archaeological and historic value.

Sites of Archaeological Interest
The Town and Country General Development Order 1988 provided a definition of a site of archaeological interest. Of relevance to the local area are the following definitions:
- land which is included in the schedule of monuments (see above);
- land which is within a site registered in the HER/SMR.

According to Government guidance in PPG 15 and 16, their interest has to be taken into account when planning applications are determined. The archaeological potential of areas which are not already Scheduled Monuments, Listed Buildings, or listed on the HER/SMR must also be considered when such areas are subject to planning applications.

Who does the fieldwork? – Archaeological Contractors

Generally, archaeological fieldwork arising from the planning process is undertaken by the "professional" or "commercial" sector's Archaeological Contractors, often colloquially referred to as 'the Units'. These are either independent businesses, or centres within larger organisations such as universities. Although the university-based units may have a role in providing student training fieldwork, the bulk of these contractors' projects arise from the planning process. Their clients are developers, either in the private or public sector, and they work to a brief and specification set by or agreed with the LPA's or Diocesan Advisory Committee's specialist archaeological advisers.

Archaeological contractors have a professional obligation to disseminate the results of their fieldwork through publications, and by deposition of their archives and reports with the HER/SMR and the museum services, and will sometimes give public lectures. Public access to the sites they excavate, and provision for training opportunities for people who want to learn fieldwork skills is of necessity severely restricted in view of their contractual obligations. Several archaeological contractors have been willing to show the local Warden or Group around a site under archaeological excavation, if an approach has been made by Leicestershire County Council archaeologists, but the terms of contract with the developer, or operational timescales, may not always permit this.

Occasionally, public open days or information boards are provided on development-led archaeological sites, or exhibitions set up in local museums, particularly where public money is wholly or partly funding the fieldwork or where the developer wants to achieve a favourable public profile.

Providing Information to Wardens on Contract Fieldwork

The provision to Wardens of summaries of recent fieldwork by the "professional" or "commercial" sector is more difficult than might be imagined, or indeed than it should be. "The Fieldworker" newsletter, sent to all members of the Leicestershire Museums Archaeological Fieldwork Group, carries brief notes of such work, and the twice-yearly newsletter of the Leicestershire Archaeological and Historical Society (LAHS) a small number of longer summaries. The journal of the LAHS, "Transactions", provides a more comprehensive overview for both Leicestershire and Rutland, but one that is nearly two years old by the time it is published. "Rutland Record", for the Rutland Local History and Record Society, performs the same task for that county.

Summaries of reports that are thought to be of interest, received by the HER from archaeological contractors, are sent to individual Wardens for the parishes in which the work took place, but the reports themselves are received usually months, if not over a year or more, after the fieldwork took place.

These reports, referred to as 'grey literature' because they are not produced and distributed in a way that enables them to be ordered from bookshops or libraries, are often placed on the internet site of the Archaeology Data Service (see 'A Selection of Websites' below).

Notification of fieldwork related to development control is hampered by the fact that the Leicestershire County Council archaeologists themselves are not always informed by the archaeological contractors when such projects are taking place. However, Leicestershire County Council archaeologists do endeavour to notify Wardens when work is due to start when *we* know!

CONTACTS

Archaeological Contractors

Local government officers are not permitted to recommend specific contractors to potential clients. One very useful source of information is the Institute of Field Archaeologists' website www.archaeologists.net .

Local Authorities

These comprise Leicestershire County Council, the Unitary Authorities of Leicester and Rutland, and the seven District Councils in Leicestershire. The Unitary and District Councils deal with most planning applications; the County Council deals with minerals, roads, waste and its own applications, amongst other matters. Local authorities may employ conservation officers whose remit may include Listed Building and Conservation Area issues, as well as museum services.

Addresses can be found in telephone directories, websites and local libraries. Enquiries about planning permission Conditions, and expressions of support for or opposition to the Development Plan or individual planning applications, should be directed to the appropriate authority's planning department.

Local Authority Museum and Archaeological Services

Note: it is advisable to make an appointment for access to the HERs and SMRs and collections of all three museum services.

Leicestershire County Council, Environment and Heritage Services (LCCEHS)

The Museums Archaeological Services Team (AST), along with the archaeology staff of the Historic and Natural Environment Team and the Historic Environment Record (HNET), are based at Room 500, County Hall, Leicester Road, Glenfield, Leicester LE3 8TE.

Telephone and Fax numbers are all 0116 305:

Richard Pollard (AST)	8324
Wendy Scott (AST)	8325
Peter Liddle (AST)	8326
Richard Knox (AST)	8327
Richard Clark (HNET)	8322
Helen Wells (HNET: contact for Leicestershire HER)	8323
Lucy Griffin (HNET)	6217
Fax machine:	7965

E-mail addresses are, respectively:
rpollard@leics.gov.uk; wscott@leics.gov.uk; pliddle@leics.gov.uk; rknox@leics.gov.uk; riclark@leics.gov.uk; hwells@leics.gov.uk lgriffin@leics.gov.uk

The website for Community Archaeology is www.leics.gov.uk/community_archaeology.htm

***Leicestershire County Council Museums*:**
www.leics.gov.uk/index/community/museums.htm

BOSWORTH BATTLEFIELD HERITAGE CENTRE
Sutton Cheney, near Market Bosworth, Nuneaton CV13 0AD.
Open Feb-Oct 10.00-5.00. Admission to Battlefield exhibition and evidence lab. (2008): Adults £6.00, OAP/Concessions £4.00, Children (3 years and above) £3.00, under 3s FREE. Family tickets available. Entry to Country Park and Bosworth Trail FREE. Car parking is £1.50. Tel: (01455) 290 429.
www.bosworthbattlefield.com

CHARNWOOD MUSEUM
Queen's Park, Granby Street, Loughborough LE11 3DU
Open Mon-Sat 10.00-4.30; Sun 2.00-5.00 (summer), 1.00-4.00 (winter from 29 Oct). Tel: (01509) 233754. FREE ENTRY
www.leics.gov.uk/charnwood_museum.htm

COLLECTIONS RESOURCE CENTRE
Barrow-upon-Soar, Leicestershire.
Tel: (01509) 815514. Guided visits by appointment with the Site Manager, Fred Hartley. Appointments to examine collections should be made with the relevant collection curator, but will normally be between Mon-Thurs 10.00-3.30, and Fri 10.00-3.00. Contact: Archaeology - Richard Pollard (0116 305 8324 or 01509 815514); Art and Costume - Philip Warren (01509 815514); Geology - Susan Cooke (01509 233737); Home and Family Life - Fiona Ure (01530 278442); Natural Life - Tony Fletcher (01509 813934); Working Life - Fred Hartley (01509 814583).
www.leics.gov.uk/barrow_crc.htm

DONINGTON-LE-HEATH MANOR HOUSE
Manor Road, Donington-le-Heath, Coalville, LE67 2FW.
Open daily from February through to end of November at least, 11.00-4.00. Dec.-Jan. hours to be announced: in 2008 open weekends only throughout January. Tel: (01530) 831259. FREE ENTRY
www.leics.gov.uk/donington_le_heath.htm

HOLLY HAYES ENVIRONMENT AND HERITAGE RESOURCES CENTRE
216 Birstall Road, Birstall, Leicester, LE4 4DG. Open by appointment only: Mon-Fri 10.00-4.00. Tel: (0116) 267 1950. FREE ENTRY
www.leics.gov.uk/holly_hayes.htm

HARBOROUGH MUSEUM
Council Offices, Adam and Eve Street, Market Harborough LE16 7AG
Open Mon-Sat 10.00-4.30; Sun 2.00-5.00. Tel: (01858) 821085. FREE ENTRY
www.leics.gov.uk/harborough_museum.htm

MELTON CARNEGIE MUSEUM

Thorpe End, Melton Mowbray LE13 1RB
Open Daily 10.00-4.30. Tel: (01664) 569946. FREE ENTRY
www.leics.gov.uk/melton_carnegie.htm

THE RECORD OFFICE FOR LEICESTERSHIRE, LEICESTER & RUTLAND
Long Street, Wigston Magna, LE18 2AH.
Open Mon, Tues, Thurs 9.15-5.00; Wed 9.15-7.30; Fri 9.15-4.45; Sat 9.15-12.15; closed on Suns. Tel: (0116) 257 1080. FREE ENTRY
www.leics.gov.uk/record_office.htm

SNIBSTON DISCOVERY PARK
Ashby Road, Coalville, LE67 3LN
April-Sept: open daily 10.00-5.00. Oct-March: Mon-Fri 10.00-3.00m; Sat & Sun 10am - 5pm. Admission (2008): Adults £6.40; Concessions £4.50; Children £4.30, under 5's free;; half price after 3pm. FREE entry to Fashion Gallery after 3pm on Weds. Group discounts: call for details or check website www.snibston.com . Tel: (01530) 278444.

There are many other museums and historic buildings in Leicestershire and Rutland open to the public, run by the voluntary sector and other organisations. Details should be available at your local library, or log on to www.lrmf.org.uk .

Leicester City Council (archaeology)

Jewry Wall Museum, St Nicholas Circle, Leicester LE1 4LB (Exhibitions of City, County and Rutland archaeology; access to archives of City archaeological collections). Telephone 0116 225 4971.
City Archaeologist (City Planning/SMR). Visit the Leicester City Council website, or telephone 0116 252 7000 and ask to be put through to the City Archaeologist

Rutland County Council

Rutland County Museum and Rutland Collections: Catmos Street, Oakham, Rutland, LE15 6HW. Telephone 01572 758440.
Historic Environment Record: Helen Wells, 0116 305 8323 (see Leicestershire County Council, above)

The Church of England

Diocese of Leicester: Church House, 3/5 St Martin's East, Leicester LE1 5FX
Diocese of Peterborough: Bouverie Court, The Lakes, Bedford Road, Northampton NN4 7YD
Leicestershire and Leicester fall within the former, and Rutland within the latter, Diocese.

Parochial Church Councils: addresses may be sought from the Diocesan Office or through the parish church.

General enquiries about the archaeology of a church may be directed to the appropriate HER/SMR officer. The Record Office for Leicestershire, Leicester and Rutland should hold the records of a particular church, for example, tithe maps and parish registers, if the church itself does not.

Contacts for Archaeology and Local History Studies in Leicestershire and Rutland

The following is a selection only; suggestions for other inclusions should be sent to Richard Pollard, LCCEHS.

Great Bowden Heritage Group Details of the work are on our website on www.marketharboroughonline.co.uk Click on Great Bowden on the map and the Group has two sites for both archaeology and heritage.

Hinckley & District Museum The museum is situated in Lower Bond Street, Hinckley, in the town centre. It is open from Easter Monday to the end of October on Saturdays and Bank Holidays 10.00 – 4.00, Sundays 2.00 – 5.00 (last admission before closing). There is an admission charge. See www.hinckleydistrictmuseum.org.uk or telephone 01455 251218 for more information.

Hinckley Field Walking Group: for details of the Group's activities, and a photograph gallery, visit www.fieldwalking.org.uk

Leicestershire Archaeological and Historical Society, c/o Dr A.D. McWhirr, 37 Dovedale Road, Leicester LE2 2DN, 0116 270 3031; www.le.ac.uk/lahs

Leicestershire Museums Archaeological Fieldwork Group: contact Peter Liddle (see Leicestershire Museums, above)

Leicestershire and Rutland Family History Society, e-mail lrfhs.org.uk

Loughborough Archaeological and Historical Society: c/o Barry Gidley, 19Woodbrook Road, Loughborough, Leics LE11 3QB, 01509 237 433

The Record Office for Leicestershire, Leicester and Rutland, Long Street, Wigston Magna, Leicestershire LE18 2AH, 0116 257 1080

Reference Library (Leicester City Council), Local Studies Section, Bishop Street, Leicester LE1 6AA, 0116 299 5401

Rutland Local History and Records Society, c/o Rutland County Museum, Catmose Street, Oakham, Rutland LE15 6HW, 01572 758440

Sapcote Heritage Group:
http://beehive.thisisleicestershire.co.uk/default.asp?WCI=SiteHome&ID=9554

Vaughan Archaeological and Historical Society, Gerry Stacey, Secretary (as at April 2006), 01455 636686, or c/o Vaughan College, St Nicholas Circle, Leicester LE1 4LB

National Archaeological Organisations

There is a plethora of national archaeological bodies: those listed here are a selection, with Mission Statements drawn from the websites or from the CBA's magazine "British Archaeology", No. 91.

Council for British Archaeology (CBA) is an educational charity working throughout the UK to involve people in archaeology and to promote the appreciation and care of the historic environment for the benefit of present and future generations. It was founded in 1944, and has 11 English regional groups, including one for the East Midlands, as well as groups for Scotland and Wales. www.britarch.ac.uk

Council for Independent Archaeology (CIA) aims to promote archaeology done independently of government money in the belief that independent archaeologists have much to contribute, not only by their labour, but even more by the introduction of fresh ideas and new approaches. Founded in 1989, it argues that excavation by amateurs and local societies should be encouraged, not hindered. www.compulink.co.uk/~archaeology/cia

English Heritage was separated from the Civil Service in 1983. It exists to protect and promote England's spectacular historic environment and ensure that its past is researched and understood. Local issues should be directed to the office for the East Midlands Region, 44 Derngate, Northampton NN1 1UH, telephone 01604 735400. In practice, many general queries can be dealt with by the relevant HER officer or the LCCEHS Archaeological Services Team, who can also forward concerns about possible damage to SMs to EH. A wide range of free publications is accessible on the EH website, including guidance on good practice, Buildings at Risk registers, and much more.

http://www.english-heritage.org.uk

Heritage Link has since 2002 given the many diverse independent heritage organisations in England a collective voice. It aims to influence policy, underpin advocacy and build capacity in the non-governmental sector, and acts as an information hub for the whole heritage sector. www.-heritagelink.org.uk

'Heritage Link Update' is sent to members and supporters of Heritage Link as a way of sharing information of relevance to the historic environment sector. Archaeological and Heritage Wardens who would like to receive Heritage Link Updates are invited to e-mail the Archaeological Network co-ordinator, Richard Pollard. E-mail addresses will then be added to a Distribution List; please note that this does mean that your e-mail address will appear on the e-mail sent to everyone who is on the List.

The **Institute of Field Archaeologists** (IFA) is the professional organisation for archaeologists in the UK. It promotes professional standards and ethics for conserving, managing, understanding and promoting enjoyment of heritage. [Several Archaeological Wardens have become members of the IFA, whose membership is aimed primarily at practitioners of archaeology as opposed to armchair members, but is not restricted to full time, paid archaeologists]. www.archaeologists.net

Rescue, the British Archaeological Trust is an independent charity with no ties to government or any public body. Formed in 1971, it promotes archaeology's interests in Britain, and seeks to maintain the position of archaeology as a vital part of our nation's cultural life, urging adequate funds for excavation, archiving and storage and publication, and arguing for better legislation. www.rescue-archaeology.freeserve.co.uk

The **Society of Museum Archaeologists** (SMA) was founded in 1976 to promote the interests of archaeology in museums. www.socmusarch.org.uk

A Selection of Websites

The following is a selection only; suggestions for other inclusions should be sent to Richard Pollard, LCCEHS.

Access to Archives aims to develop a virtual national archival catalogue for England, accessible on the internet. Six archive offices in the East Midlands are working on the project, including The Record Office for Leicestershire, Leicester and Rutland. Family and estate papers have provided the themes for the East Midlands' collaborative contribution. The website address is www.a2a.pro.gov.uk .

Archaeology Data Service: http://ads.ahds.ac.uk . Access to so-called 'grey literature' reports prepared for developers can be found at http://ads.ahds.ac.uk/catalogue/library/greylit/browse.cfm

English National Inventory Online at *Archsearch*. The English Heritage National Monuments Record Centre and the Archaeology Data Service/AHDS Archaeology has announced the inclusion of the English Heritage National Inventory within ArchSearch (a menu option available on the homepage of www.ads.ahds.ac.uk/catalogue/collections/blurbs/396.cfm). Although the English National Inventory has now been online for some time via the NMR's own facility, ArchSearch allows users to search several databases simultaneously, and this latest development means that researchers can follow up multiple leads or pull together resources that might otherwise be difficult: for example, it is now possible to interrogate the National Inventory for England and the National Monuments Record of Scotland for sites and monuments along the Anglo-Scottish border.

The National Inventory is the primary record of England's archaeological and architectural sites held by the National Monuments Record (NMR) and contains over 400,000 records. It encompasses the historic environment in its widest sense and includes archaeological, architectural and historical sites from earliest times to the present day, covering England and its territorial waters (the 12-mile limit).

The *British and Irish Archaeological Bibliography* is available by subscription on the internet: see www.biab.ac.uk . Details can also be found on www.britarch.ac.uk the website of the Council for British Archaeology.

The East Midlands Oral History Archive based at the University of Leicester, is adding "oral history" clips to the web pages of villages and towns on the Leicestershire Villages website. www.leicestershirevillages.com

Images of England In 13,000 rolls of film since 1999, *Images of England*, the English Heritage initiative to create one of the UK's largest on-line image libraries, concluded in Autumn 2007. The Project is a point-in-time visual record of the country's listed historic buildings over a seven year period. Each image appears with the listing description as at February 2001. More than 300,000 monuments, structures and buildings - over 80% of England's listed buildings - have been photographed.
The website is www.imagesofengland.org.uk . There is a need to register in order to undertake detailed searches, but basic searches can be done without registering, for example by parish or building type.

Internet Archaeology "the premier international e-journal for archaeology", is a subscription publication: see details on http://intarch.ac.uk .

Natural England. Natural England was formed in 2006 by bringing together English Nature, the landscape, access and recreation elements of the Countryside Agency and the environmental land management functions of the Rural Development Service.
www.naturalengland.org.uk,

PastScape. This online resource from English Heritage's National Monuments Record (NMR) provides an easy-to-use way to find information about many of England's ancient and historical sites, buildings and monuments. The information within PastScape is taken directly from the NMR's national historic environment database containing nearly 400,000 records on the archaeology and buildings of England and its territorial waters. These records contain descriptions of any interesting archaeological details, pictures (where available), and links to maps and aerial photographs on other websites. Pastscape is free to use and there is no need to register http://www.pastscape.org

Pevsner online: The entire 48 hardback county volumes and paperback city guides in *The Buildings of England* series is now searchable as a database of over 550,000 records, and is available on CD-ROM, and by online subscription at http://www.pevsnerindex.co.uk/ - the second and updated edition of the CD-ROM published by Oxford University Press in 1995.

The Five National *Population Censuses* from 1861 through to 1901 can be studied at www.ancestry.co.uk . This is a subscription site, but a free trial is offered on the Home Page.

The Society of Antiquaries of London: www.sal.org.uk

ViewFinder is an online picture resource from the National Monuments Record, the public archive of English Heritage. It contains about 30,000 historic photographs covering the whole of England. They are free to view, and you do not have to register. The website is www.english-heritage.org.uk/viewfinder .