



# The Cavendish School, Impington, Cambridgeshire Written Scheme of Investigation

## Client: Client RPS on behalf of

Prepared by	Nick Gilmour
Date prepared	February 2021
Version	2

Planning application no.	S/4295/19/FL
Site code	IMPCAV21
Project number	25021
Project type	trench evaluation
NGR	TL 44550 62942
Event number	ECB6513



## CONTENTS

<b>1</b>	<b>GENERAL BACKGROUND .....</b>	<b>1</b>
1.2	Circumstances of the project	1
1.3	The proposed archaeological strategy	1
1.4	Changes to this method statement	1
1.5	Liaison with the Archaeological Planning Advisor	2
<b>2</b>	<b>THE GEOLOGY, TOPOGRAPHY AND OTHER FEATURES OF THE SITE .....</b>	<b>3</b>
<b>3</b>	<b>ARCHAEOLOGICAL BACKGROUND .....</b>	<b>4</b>
<b>4</b>	<b>AIMS AND OBJECTIVES.....</b>	<b>5</b>
4.1	Aims of the evaluation	5
4.2	Research frameworks	5
<b>5</b>	<b>METHODS.....</b>	<b>6</b>
5.1	Background research	6
5.2	Event number and site code	6
5.3	Trial Trenching	6
5.4	Recording of archaeological deposits and features	8
5.5	Exceptional remains, including human remains	9
5.6	Metal detecting and the Treasure Act	10
5.7	Post-excavation processing	10
5.8	Finds recovery and processing	10
5.9	Sampling for environmental remains and small artefact retrieval	11
<b>6</b>	<b>REPORTING .....</b>	<b>14</b>
6.1	Evaluation Report	14
6.2	Contents of the evaluation report	14
6.3	Draft and final reports	14
6.4	OASIS	16
<b>7</b>	<b>ARCHIVING.....</b>	<b>17</b>
<b>8</b>	<b>TIMETABLE.....</b>	<b>19</b>
<b>9</b>	<b>STAFFING AND SUPPORT.....</b>	<b>20</b>
9.1	Fieldwork	20
9.2	Post-excavation processing	20
<b>10</b>	<b>OTHER MATTERS .....</b>	<b>21</b>
10.1	Monitoring	21
10.2	Insurance	21
10.3	Chartered Institute for Archaeologists	21
10.4	Services, Public Rights of Way, Tree Preservation Orders etc.	21
10.5	Site Security	21
10.6	Access	22
10.7	Site Preparation	22
10.8	Site offices and welfare	22
10.9	Backfilling/Reinstatement	22
10.10	Health and Safety, Risk Assessments	22
<b>11</b>	<b>APPENDIX: CONSULTANT SPECIALISTS .....</b>	<b>23</b>

## 1 GENERAL BACKGROUND

---

- 1.1.1 This WSI conforms to the principles identified in Historic England's guidance documents *Management of Research Projects in the Historic Environment (MoRPHE)*, specifically the *MoRPHE Project Manager's Guide (2015)* and *Project Planning Note 3: Archaeological Excavation*.
- 1.1.2 All work will be conducted in accordance with the Chartered Institute for Archaeologists *Code of Conduct and Standard and Guidance for Archaeological Excavation (2014)*.
- 1.1.3 This document represents a Written Scheme of Investigation (WSI) for the archaeological evaluation only. This document alone will not result in the discharge of any archaeological condition.
- 1.1.4 This WSI also incorporates the requirements of the EAA Standards for Field Archaeology in the East of England (Gurney 2003).

### 1.2 Circumstances of the project

- 1.2.1 The Site is in the grounds of Impington Village College, Impington, Cambridge. It comprises only part of the College campus. It is proposed to erect a single two-storey building and one single-storey bulging, both for educational use (Class D1), with associated landscaping, car parking and replacement grounds storage facility.
- 1.2.2 There is potential for buried archaeological features on the site, particularly on medieval date. As there is potential for this to be damaged by the construction on the new buildings, the local planning authority has required a trench evaluation to check for the presence of any buried heritage assets and to assess their significance if they are present.
- 1.2.3 Archaeological investigation on the site has been required by the Local Planning Authority, in a condition to planning application S/4295/19/FL.
- 1.2.4 This Written Scheme of Investigation (WSI) has been prepared on behalf of the Client.

### 1.3 The proposed archaeological strategy

- 1.3.1 It is proposed that nine trenches, each measuring 1.8m by 25m are excavated across the development area. These will be laid out as show in figure 1 below.

### 1.4 Changes to this method statement

- 1.4.1 If changes need to be made to the methods outlined below – either before or during works on site – the Cambridgeshire Historic Environment Team (CHET) will be informed and asked to consider changes before they are made. Changes will be agreed in before work on site commences, or else at the earliest available opportunity.

## **1.5 Liaison with the Archaeological Planning Advisor**

- 1.5.1 The CHET will be informed at least 1 week in advance of the start of fieldwork, and will be kept informed during the site work and following report writing.
- 1.5.2 Trenches will not be backfilled without the approval of the CHET. Further trenching or deposit testing may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy.

---

## 2 THE GEOLOGY, TOPOGRAPHY AND OTHER FEATURES OF THE SITE

---

- 2.1.1 The bedrock geology of the site is mudstone of the Gault formation, with no superficial deposits recorded overlying this. (British Geological Survey 2014, (British Geological Survey online map viewer viewer <http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html> ). (January 2021)
- 2.1.2 The site is relatively flat, at a height of c.12m OD. It is currently part of the ground of Impington Village College. Th main building of this school is Grade 1 listed. However, the works will not directly impact on this building. Part of the site is currently occupied by single story modern buildings. The impact the construction of these had on any burred heritage assets is currently uncertain.

---

### 3 ARCHAEOLOGICAL BACKGROUND

---

- 3.1.1 A full background has previously been presented in a Heritage Statement (JLL Heritage, November 2019), which is not repeated in full here here. However, three key heritage assets in close proximity to the development area are; St Andrew's Church, Impington Hall and the buildings of Impington Village College.
- 3.1.2 St Andrews Church is located c. 350m to the north-east of the development area. Part of the structure of this church is 13<sup>th</sup> century date, with 14<sup>th</sup> century, 15<sup>th</sup> century and later additions.
- 3.1.3 Impington Hall was located approximately 250m to the north-east of the development area. This was built in 1579 by the great-grandfather of Samuel Pepys.
- 3.1.4 The first buildings of Impington Village college were constructed in the 1930's. These buildings are Grade 1 listed.

---

## 4 AIMS AND OBJECTIVES

---

### 4.1 Aims of the evaluation

- 4.1.1 This evaluation will seek to establish the character, date and state of preservation of archaeological remains within the proposed development area. The scheme of works detailed below aims to:
- establish the presence or absence of archaeological remains on the site, characterise where they are found (location, depth and extent), and establish the quality of preservation of any archaeology and environmental remains
  - provide sufficient coverage to establish the character, condition, date and purpose of any archaeological deposits
  - provide sufficient coverage to evaluate the likely impact of past land uses, and the possible presence of masking deposits
  - set results in the local, regional, and national archaeological context – and, in particular, its wider cultural landscape and past environmental conditions
  - provide – in the event that archaeological remains are found – sufficient information to construct an archaeological mitigation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables, and orders of cost.

### 4.2 Research frameworks

- 4.2.1 This evaluation takes place within, and will contribute to the goals of Regional Research Frameworks relevant to this area:
- Glazebrook J. (1997). *Research and Archaeology: A Framework for the Eastern counties: 1. Resource Assessment*. East Anglian Archaeology Occasional Papers 3.
  - Brown, N. & Glazebrook, J. (2000). *Research and Archaeology: A Framework for the Eastern counties: 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Papers 8.
  - Medlycott, M. (2011). *Research and Archaeology Revisited: A Revised Framework for the East of England*. East Anglian Archaeology Occasional Papers 24.

---

## 5 METHODS

---

### 5.1 Background research

- 5.1.1 A suitable level of background research has previously been undertaken. This research drew on information in the County Historic Environment Record and County Records Office, and included historical sources, maps, previous archaeological finds, and past archaeological investigations in the vicinity. The results are presented separately in a Heritage Statement (JLL Heritage, November 2019).

### 5.2 Event number and site code

- 5.2.1 Before work commences on site, an event number will be obtained from the Cambridgeshire HER, and a unique site code (IMPCAV21) assigned to the project.

### 5.3 Trial Trenching

#### Excavation standards

- 5.3.1 The proposed archaeological evaluation and analysis will be conducted in accordance with current best archaeological practice and the appropriate national and regional standards and guidelines.
- 5.3.2 All work will be conducted in accordance with the Chartered Institute for Archaeologists' *Code of Conduct and Standard and Guidance for Archaeological Field Evaluations*.
- 5.3.3 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming). Further guidance is provided to all excavators in the form of the OA *Fieldwork Crib Sheets – a companion guide to the Fieldwork Manual*. These have been issued ahead of formal publication of the revised Fieldwork Manual.

#### Pre-commencement

- 5.3.4 Before work on site commences, service plans will be checked to ensure that access and groundworks can be conducted safely.
- 5.3.5 In order to minimise damage to the site and disruption to site users, Oxford Archaeology will agree the following with the client/landowner before work on site commences:
- the location of entrance ways
  - sites for welfare units
  - soil storage areas
  - refuelling points for plant (if necessary), and the extent of any bunding required around fuel dumps
  - access routes for plant and vehicles across the site



**Excavation methods**

- 5.3.6 A total of nine trenches measuring 1.8m by 25m will be excavated. This is equivalent to just over 5% of the development area (which is c.0.6ha). A plan of the proposed trench layout is attached to this WSI. During machine stripping, the location of trenches may be altered if there are site obstructions, services, or modern disturbance. If so, the location of affected trenches will be re-surveyed.
- 5.3.7 Service plans will be checked before work commences on site. Before trenching, the footprint of each trench will be scanned by a qualified and experienced operator using a CAT and Genny with a valid calibration certificate.
- 5.3.8 All machine excavation will take place under the supervision of a suitably qualified and experienced archaeologist.
- 5.3.9 Trial trenches will be excavated by a mechanical excavator to the depth of geological horizons, or to the upper interface of archaeological features or deposits, whichever is encountered first. A toothless ditching bucket with a minimum bucket width of 1.8m will be used to excavate the trenches. Overburden will be excavated in spits not greater than 0.1m thick.
- 5.3.10 Spoil will be stored alongside trenches, unless otherwise specified by the client. Topsoil, subsoil, and archaeological deposits will be kept separate during excavation, to allow for sequential backfilling of excavations. Trenches will not be backfilled without the approval the CHET.
- 5.3.11 Where the archaeological levels are particularly deep, safe excavation procedures will be followed to ensure that trenches are safe to enter. This may include shoring or stepping the sides of trenches, as appropriate to the soil and site conditions. If trenches become flooded, pumps may be used to remove excess water, and they will be assessed for stability and safety before staff enter them.
- 5.3.12 The depth and nature of any colluvial or other masking deposits will be established across the site. Buried soils will be tested pitted, or bucket sampled at trench ends (90 litres sampled per 50m).
- 5.3.13 The top of the first archaeological deposit will be cleared by machine, then cleaned off by hand. Exposed surfaces will be cleaned by trowel and hoe as necessary, in order to clarify located features and deposits.
- 5.3.14 A representative sample of all archaeological features encountered will be investigated and recorded to adequately characterise the remains on site and allow decisions to be made with regard to future mitigation, whilst at the same time minimising disturbance to archaeological structures, features, and deposits. All relationships between features or deposits will be investigated and recorded. Any natural subsoil surface revealed will be hand cleaned and examined for archaeological deposits and artefacts. Excavation will characterise the full archaeological sequence down to undisturbed natural deposits. Apparently natural features (such as tree throws) will be sampled sufficiently to establish their character.

- 5.3.15 All excavation of archaeological deposits will be done by hand, unless agreed with the CHET that there will be no loss of evidence using a machine. The method of excavation will be decided by the senior project archaeologist.
- 5.3.16 There will be sufficient excavation to give clear evidence for the period, depth, and nature of any archaeological deposit. Investigation slots through all linear features will be a least 1m in width. Discrete features will be half-sectioned or excavated in quadrants where they are large or deep.
- 5.3.17 Deep features will be evaluated with hand auger or boreholes, to assess their depth and structure.

#### **5.4 Recording of archaeological deposits and features**

- 5.4.1 Records will comprise survey, drawn, written, and photographic data.

##### **Survey**

- 5.4.2 Surveying will be done using a survey-grade differential GPS connected to Leica Smartnet providing an accuracy of 5mm horizontal and 10mm vertical.
- 5.4.3 The site grid will be accurately tied into the Ordnance Survey National Grid and located on the 1:2500 or 1:1250 map of the area. Elevations will be levelled to the Ordnance Datum.

##### **Written records**

- 5.4.4 A register of all trenches, features, photographs, survey levels, small finds, and human remains will be kept.
- 5.4.5 All features, layers and deposits will be issued with unique context numbers. Each feature will be individually documented on context sheets, and hand-drawn in section and plan. Written descriptions will be recorded on pro-forma sheets comprising factual data and interpretative elements.
- 5.4.6 Where stratified deposits are encountered, a Harris Matrix will be compiled during the course of the excavation.

##### **Plans and sections**

- 5.4.7 Site plans will normally be drawn at 1:50, but on deeply-stratified sites a scale of 1:20 will be used. Detailed plans of individual features or groups will be at an appropriate scale (1:10 or 1:20).
- 5.4.8 Long sections showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20 [Lincolnshire 1:10]. All section levels will be tied in to Ordnance Datum.
- 5.4.9 All site drawings will include the following information: site name, site code, scale, plan or section number, relevant context or feature numbers, orientation, date and the name or initials of the archaeologist who prepared the drawing.

### **Photogrammetric recording**

- 5.4.10 Plans and sections may be supplemented with photogrammetric recording of the excavation areas. Photogrammetric models will be based on high-resolution digital photographs with a minimum file size of 5 MB. Photogrammetric processing will be conducted using the Agisoft Metashape (Professional Edition) software, and will be referenced using ground control points recorded with a dGPS or total station by GPS-based survey equipment.

### **Photographs**

- 5.4.11 The photographic record will comprise high resolution (at least 10 megapixel) and taken with camera which has an APS-C or larger sensor. Digital photographs will consist of JPEGs and RAW versions of each shot.
- 5.4.12 Photographs will include both general site shots and photographs of specific features. Every feature will be photographed at least once. Photographs will include a scale, north arrow, site code, and feature number (where relevant), unless they are to be used in publications. The photograph register will record these details, and photograph numbers will be listed on corresponding context sheets.

## **5.5 Exceptional remains, including human remains**

### **Significant archaeological features**

- 5.5.1 If exceptional or unexpected features are uncovered, the CHET will be informed, and their advice sought on further excavation or preservation.
- 5.5.2 Significant archaeological features (e.g. solid or bonded structural remains, building slots or post-holes) will be preserved intact, even if fills are sampled. The following features will normally be cleaned, recorded and preserved for future excavation, unless directed to by the CHET:
- layers relating to domestic, craft or industrial activity (e.g. floor, middens)
  - discrete features relating to domestic or industrial activity (e.g. kilns, ovens, hearths)
  - artefact scatters (e.g. flint, metal-working debris).
- 5.5.3 If preservation *in situ* is required by the CHET, all exposed surfaces will be cleaned and prepared for reburial beneath construction materials. If appropriate, the areas will be protected with geotextile or other buffering materials.

### **Human remains**

- 5.5.4 If human remains are encountered, the Client, County Coroner, and the CHET will be informed immediately.
- 5.5.5 Unless directed otherwise by the CHET, human remains will be left in situ (covered and protected), until a full programme of excavation is agreed by the CHET and Client. No further excavation will then take place in the vicinity of the remains until removal becomes necessary. If the remains are

under imminent threat, or if the CHET requires information on date and preservation, we will excavate and remove them.

- 5.5.6 Human remains will be excavated in accordance with all appropriate legislation and Environmental Health regulations. Excavation will only take place after Oxford Archaeology has obtained a Ministry of Justice exhumation licence.

## 5.6 Metal detecting and the Treasure Act

- 5.6.1 Metal detector searches will take place at all stages of the excavation by an experienced metal detector user. Excavated areas will be detected immediately before and after mechanical stripping. Both excavated areas and spoil heaps will be checked. To prevent losses from night-hawking, features will be metal detected immediately after stripping.
- 5.6.2 Metal detectors will not be set to discriminate against iron.
- 5.6.3 Artefacts will be removed and given a small find number. Labels will be placed on the location of each 'small find' and surveyed in with a GPS.
- 5.6.4 If finds are made that might constitute 'Treasure' under the definition of the Treasure Act (1996), they will, if possible, be excavated and removed to a safe place. Should it not be possible to remove the finds on the day they are found, suitable security will be arranged. Finds that are 'Treasure' will be reported to the landowner and County Coroner within 14 days, in accordance with the Act. The County Finds Liaison Officer from the Portable Antiquities Scheme will also be informed.

## 5.7 Post-excavation processing

- 5.7.1 Processing will take place in tandem with excavation, and advice will be sought from relevant specialists on key artefact types. The Project Manager and fieldwork project officer will be given feedback to enable them to develop excavation strategies during fieldwork.
- 5.7.2 Any finds requiring specialist treatment and conservation will be sent for appropriate treatment.
- 5.7.3 Finds will be marked with context numbers, site code or accession number, as detailed in the requirements of the Cambridgeshire Archives.

## 5.8 Finds recovery and processing

### Standards for finds handling

- 5.8.1 Finds will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in line with the standards in:
- United Kingdom Institute for Conservators (2012) *Conservation Guidelines No. 2*
  - Watkinson & Neal (1988) *First Aid for Finds*

- Chartered Institute for Archaeologists (2014) *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*
- English Heritage (1995) *A Strategy for the Care and Investigation of Finds*.

5.8.2 Where finds require conservation, this will be done in accordance with the guidelines of the Institute for Conservation (ICON),

#### **Procedures for finds handling**

5.8.3 At the start of work, a finds supervisor will be appointed to oversee the collection, processing, cataloguing, and specialist advice on all artefacts collected.

5.8.4 Artefacts will be collected by hand, sieving, and metal detector. Excavation areas and spoil will be scanned visually and with a metal detector to aid recovery of artefacts. All finds will be bagged and labelled according to the individual deposit from which they were recovered, ready for later cleaning and analysis. 'Special/small finds' may be located more accurately by GPS if appropriate.

5.8.5 Processing will take place in tandem with excavation, and advice will be sought from relevant specialists on key artefact types. (See the Appendix for a list of specialists.)

5.8.6 All artefacts recovered from excavated features will be retained for post-excavation processing and assessment, except:

- those which are obviously modern in date
- where very large volumes are recovered (typically ceramic building material)
- where directed to discard on site by the CHET.

5.8.7 Where artefacts are not removed from site, a strategy will be employed to ensure a sufficient sample is retained, in order to characterise the date and function of the features they were excavated from. A record will be kept of the quantity and nature of artefacts which are not removed from site.

## **5.9 Sampling for environmental remains and small artefact retrieval**

### **Standard methodology – summary**

5.9.1 Sampling methods will follow guidelines produced by Historic England and Oxford Archaeology. The project team will consult Historic England's Scientific Advisor on environmental sampling and dating where necessary. Where possible an environmental specialist(s) will visit the site to advise on sampling strategies which will be reviewed periodically during the length of the excavation. Specialists will be consulted where non-standard sampling is required (e.g. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.

### Standards for environmental sampling and processing

Paleoenvironmental remains will be sampled and processed in accordance to the OA Sampling Policy (2005) with reference to the relevant guidelines produced by Historic England:

- Oxford Archaeology 2005. *Environmental Sampling Guidelines*, 2nd ed.
- Historic England 2011. *Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation*, (2nd ed)
- Historic England 2008. *Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains*.
- Historic England 2010. *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood*.
- Historic England 2012. *Waterlogged organic artefacts. Guidelines on their recovery, analysis and conservation*.
- Historic England 2008. *Investigative conservation. Guidance on how detailed examination of artefacts from archaeological sites can shed light on their manufacture and use*.
- Historic England 2014. *Animal Bones and Archaeology. Guidelines for Best Practice*.
- Historic England 2004. *Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates*.
- Historic England 2006. *Archaeomagnetic Dating. Guidelines for Producing and Interpreting Archaeomagnetic Dates*.
- Historic England 2008. *Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology*.
- Historic England 2015. *Archaeometallurgy. Guidelines for Best Practice*.
- Historic England 2015. *Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record*.

### Procedures for sampling and processing

- 5.9.2 Environmental samples (up to 40 litres or 100% of context if less is available) will be taken from a range of potentially datable features and well-stratified deposits to target the recovery of plant remains, fish, bird, small mammal and amphibian bone and small artefacts. Samples will be labelled with the site code, context number, and sample number and a register will be kept.
- 5.9.3 Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments.
- 5.9.4 Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) in consultation with the appropriate

- specialists. Where features containing very small artefacts such as micro-debitage and hammerscale are identified, 1L grid sampling may be employed.
- 5.9.5 Early feedback on selected samples taken during the excavation will result in a dynamic sampling strategy according to the results of rapid assessment of typically 10L sub-samples.
- 5.9.6 Typically, 20 litres of each bulk sample will be processed standard water flotation using a modified Siraf-style machine and meshes of 0.3mm (flot) and 0.5 or 1mm depending on sediment type and likely modes of preservation (residue). The remaining soil from a sample will be subsequently processed if appropriate based on the results of an initial assessment. Normally, early prehistoric samples will be fully processed and samples containing human remains will always be fully processed. Heavy residues will be wet sieved, air dried and selectively sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples will have a sub-sample (approximately 10L) processed as above and the flot will be assessed whilst wet and again once dried. Snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.5mm; these flots and residues will be sorted by the specialist.
- 5.9.7 Where practical, waterlogged wood specimens will be recorded in detail on site, in situ. When removed, they will be cleaned and photographed, and stored in wet cool conditions for assessment by a suitably qualified specialist (see the Appendix).

---

## 6 REPORTING

---

### 6.1 Evaluation Report

- 6.1.1 Post-excavation analysis and reporting will follow guidance in Historic England's *Management of Research Projects in the Historic Environment* (2006, reissued 2015).

### 6.2 Contents of the evaluation report

- 6.2.1 The report will include:
- a title page detailing site address, site code and accession number, NGR, author/originating body, client's name and address
  - full list of contents
  - a non-technical summary of the findings and appropriate acknowledgements
  - the aims of the evaluation
  - a description of the geology and topography of the area
  - a description of the methodologies used
  - a description of the findings
  - tables summarising features and artefacts
  - site and trench location plans, and plans of each area excavated showing the archaeological features found
  - sections of excavated features
  - interpretation of the archaeological features found
  - specialist reports on artefacts and environmental finds
  - relevant colour photographs of features and the site
  - a predictive model of surviving archaeological remains, where affected by development proposals, and assessment of their importance at local, regional and national level.
  - An impact assessment of development proposals
  - a bibliography of all reference material
  - the OASIS reference and summary form.

### 6.3 Draft and final reports

- 6.3.1 A draft copy of the report will be supplied to the CHET for comment.
- 6.3.2 Following approval of the report, one printed copy and one digital copy (PDF) will be presented to the Cambridgeshire Historic Environment Record. A copy will also be sent to Historic England's Regional Scientific Advisor.
- 6.3.3 If the CHET requires no further excavation on the site, a summary report will be prepared for the *Proceedings of the Cambridge Antiquarian Society*.

### 6.4 Digital Data Management Plan

- 6.4.1 All digital data will be collected, stored and selected in line with the Oxford Archaeology (OA) Data Management Plan (forthcoming).



- 6.4.2 The data to be collected and created comprises that specific to the project. It does not include related information from the same development, such as site works undertaken by other contractors, except where the findings are fully integrated into this analysis.
- 6.4.3 Site survey data is captured using Leica survey equipment and imported into ArcGIS via FTP transfer. Final versions of site plans will be produced in ArcGIS, AutoCAD and/or Adobe Illustrator.
- 6.4.4 Section drawings are created by hand on drafting film and paper context records are created by hand on standard OA pro forma recording forms. Selected data will be transferred to digital format in line with OA archive preparation guidance. Digital photographic images are taken in accordance with OA digital data guidance in Photographic Recording Manual.
- 6.4.5 Strict version control will be applied throughout the project in line with the OA Data Management Plan (DMP). It is proposed that only the final version of all born digital documents (reports, databases, images) will be selected for inclusion in the Preserved Archive. Digital photographs will be assessed during post excavation and selection based on the principles set out in the OA DMP. All raw and processed survey data will be included in the preserved archive
- 6.4.6 Analytical data created during post-excavation with comprise a project-specific MS Access database. Where appropriate, site stratigraphic matrices will be created using MSEXcel. Individual contributing specialists create MSEXcel, MSWord and/or MSAccess datasheets which may stand alone from the site database. Analytical data may also include GIS files, charts and figures in MSEXcel and hand-drawn visuals.
- 6.4.7 The site's digital archive will be deposited with the Archaeological Data Service or another publicly accessible CoreTrustSeal certified repository on completion of the archaeological programme. The CHET will be notified when this is complete.
- 6.4.8 The strategy will be reviewed and amended throughout the project. Should any substantial amendments be made to the plan, then the revised version will be submitted to CHET.
- 6.4.9 The digital archive is expected to comprise the following data types (formats):
- Final report (.pdfa)
  - Final analytical specialist reports (.doc, .docx)
  - Final analytical supporting data (.xls, .xlsx)
  - Selected digital photographic images (.jpeg)
  - Site survey GIS data (.shp, .geotiff)
  - Stratigraphic matrices for each excavation Area (.xlsx)
  - Microsoft Access database (.csv) including context data and interpretive data produced during analysis.

**6.5 OASIS**

- 6.5.1 A digital copy of the approved report will be uploaded to the OASIS database.
- 6.5.2 A copy of the OASIS Data Collection Form will be included in the report.

---

## 7 ARCHIVING

---

### Archive standards

- 7.1.1 The site archive will conform to the requirements Appendix 1 of the Historic England's (2015) *Management of Research Projects in the Historic Environment* (MoRPHE), and the requirements of the Cambridgeshire County Council Stores (*CCC Deposition of Archaeological Archives in Cambridgeshire*, version 2, 2017).
- 7.1.2 The preparation of the archive will follow the guidelines contained in *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (United Kingdom Institute for Conservation, 1990), *Standards in the Museum care of Archaeological Collections* (Museums and Galleries Commission 1992), and *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2007).

### Archive contents

- 7.1.3 The archive will be quantified, ordered, and indexed. It will include:
- artefacts
  - ecofacts
  - project documentation – including plans, section drawings, context sheets, registers, and specialist reports
  - photographs (digital photographs will be stored on CD-ROM, and colour printouts made of key features)
  - an archive-standard CD-ROM with electronic documentation (such as GIS and CAD files)
  - a printed copy of the Written Brief
  - a printed copy of the WSI
  - a printed copy of the final report
  - a printed copy of the OASIS form.
- 7.1.4 It is Oxford Archaeology Ltd's policy, in line with accepted practice, to keep site archives (paper and artefactual) together wherever possible.
- 7.1.5 A digital security copy of all documentary parts of the archive will also be made and retained by Oxford Archaeology.

### Transfer of ownership

- 7.1.6 The archaeological material and paper archive produced from this investigation will be held in storage by OA East who will seek to transfer the complete project archive to the Cambridgeshire Archives, in order to facilitate future study and ensure long-term public access to the archive. To do so will require a transfer of title to the repository in line with the county's guidance on deposition of archaeological archives (*CCC Deposition of Archaeological Archives in Cambridgeshire*, version 2, 2017).
- 7.1.7 Where the landowner wishes to retain items recovered during excavation, all selected artefacts will be fully drawn and photographed, identified, analysed, documented and conserved in order to create a comprehensive

- catalogue of items to be kept by the landowner before the remainder of the archive can be deposited in the Cambridgeshire Archives.
- 7.1.8 A written transfer of ownership document will be forwarded to the CHET before the archive is deposited.
- 7.1.9 In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to Treasure Act legislation, separate ownership arrangements may be negotiated following the creation of a comprehensive illustrated catalogue, as described above.

---

## 8 TIMETABLE

---

- 8.1.1 Trial trenching is expected to take five working days to complete, based on a five-day week, working Monday to Friday. This does not allow for delays caused by bad weather, but it does include time for site set-up and final backfilling of trenches.
- 8.1.2 Post-excavation tasks and report writing will take a maximum of six weeks following the end of fieldwork, unless there are exceptional discoveries requiring lengthier analysis.
- 8.1.3 The project archive will be deposited within 12 months of delivering the final report, unless the CHET requires further excavation on the site.

---

## 9 STAFFING AND SUPPORT

---

### 9.1 Fieldwork

- 9.1.1 The fieldwork team will be made up of the following staff:
- 1 x Project Manager (supervisory only, not based on site)
  - 1 x Project Officer/Supervisor (full-time)
  - 1 x Site Assistants (as required)
  - 1 x Archaeological Surveyor
  - 1 x Finds Assistant (part-time, as required)
  - 1 x Environmental Assistant (part-time, as required)
- 9.1.2 The Project Manager will be Nick Gilmour. Site work will be directed by one of OAE's Project Officers or Supervisors.
- 9.1.3 All Site Assistants will be drawn from a pool of qualified and experienced staff. Oxford Archaeology East will not employ volunteer, amateur, or student staff, whether paid or unpaid, except as an addition to the team stated above.

### 9.2 Post-excavation processing

- 9.2.1 We anticipate that the site may produce later prehistoric to medieval remains. Environmental remains will also be sampled.
- 9.2.2 Pottery will be assessed by Matt Brudenell (prehistoric), Alice Lyons (Roman) and Carole Fletcher (Anglo-Saxon and medieval).
- 9.2.3 Environmental analysis will be carried out by OA East staff, in consultation with the OA Environmental Department in Oxford. The results will be reported to Historic England's Regional Scientific Advisor. Environmental analysis will be undertaken by Rachel Fosberry (charred plant macrofossils, plant macrofossils), Liz Stafford (land molluscs), and Denise Druce and Mairead Rutherford (pollen analysis).
- 9.2.4 Faunal remains will be examined by Hayley Foster.
- 9.2.5 Conservation will be undertaken by Karen Barker (Antiquities Conservator), and will be undertaken in accordance with guidelines issued by the Institute for Conservation (ICON).
- 9.2.6 In the event that OA's in-house specialists are unable to undertake the work within the time constraints of the project, or if other remains are found, specialists from the list in the Appendix will be approached to carry out analysis.

---

## 10 OTHER MATTERS

---

### 10.1 Monitoring

- 10.1.1 The CHET will be informed appropriately of dates and arrangements to allow for adequate monitoring of the works.
- 10.1.2 During the excavation, representatives of the client, Oxford Archaeology East and the CHET will meet on site to monitor the excavations, discuss progress and findings to date, and excavation strategies to be followed.

### 10.2 Insurance

- 10.2.1 Oxford Archaeology is covered by Public and Employer's Liability Insurance. The underwriting company is CNA / Hardy, policy number 10347803. Details of the policy can be supplied on request to the Oxford Archaeology (East) office.

### 10.3 Chartered Institute for Archaeologists

- 10.3.1 Oxford Archaeology is a Registered Organisation with the Chartered Institute for Archaeologists (CIfA), and is bound by CIfA By-Laws, Standards, and Policy.

### 10.4 Services, Public Rights of Way, Tree Preservation Orders etc.

- 10.4.1 The client will inform the project manager of any live or disused cables, gas pipes, water pipes or other services that may be affected by the proposed excavations before the commencement of fieldwork. Hidden cables/services should be clearly identified and marked where necessary. If there are overhead cables on the site or in the approachways, a survey must be completed by the relevant authority before plant is taken onto site.
- 10.4.2 The client will likewise inform the project manager of any public rights of way or permissive paths on or near the land which might affect or be affected by the work.
- 10.4.3 The client will inform the Project Manager if the site is a Scheduled Ancient Monument, Site of Special Scientific Interest (SSSI), or any other type of designated site. The client will also inform the project manager of any trees subject to Tree Preservation Orders, protected hedgerows, protected wildlife, nesting birds, or areas of ecological significance within the site or on its boundaries.

### 10.5 Site Security

- 10.5.1 Unless previously agreed with the Project Manager in writing, this specification and any associated statement of costs is based on the assumption that the site will be sufficiently secure for archaeological work to commence. All security requirements, including fencing, padlocks for gates etc. are the responsibility of the client.

## **10.6 Access**

- 10.6.1 The client will secure access to the site for archaeological personnel and plant, and obtain the necessary permissions from owners and tenants to place a mobile office and portable toilet on or near to the site. Any costs incurred to secure access, or incurred as a result of withholding of access will not be Oxford Archaeology's responsibility. The costs of any delays as a result of withheld access will be passed on to the client in addition to the project costs already specified.

## **10.7 Site Preparation**

- 10.7.1 The client is responsible for clearing the site and preparing it so as to allow archaeological work to take place without further preparatory works, and any cost statement accompanying or associated with this specification is offered on this basis. Unless previously agreed in writing, the costs of any preparatory work required, including tree felling and removal, scrub or undergrowth clearance, removal of concrete or hard standing, demolition of buildings or sheds, or removal of excessive overburden, refuse or dumped material, will be charged to the client, in addition to any costs for archaeological evaluation already agreed.

## **10.8 Site offices and welfare**

- 10.8.1 All site facilities – including welfare facilities, tool stores, mess huts, and site offices – will be positioned to minimise disruption to other site users, and to minimise impact on the environment (including buried archaeology).

## **10.9 Backfilling/Reinstatement**

- 10.9.1 Backfilling – but not specialist reinstatement – of trenches is included in the cost unless otherwise agreed with the client. Backfilling will only take place with the approval of the CHET.

## **10.10 Health and Safety, Risk Assessments**

- 10.10.1 A risk assessment and method statement (RAMS) covering all activities to be carried out during the lifetime of the project will be prepared before work commences.
- 10.10.2 The risk assessment will conform to the requirements of health and safety legislation and regulations, and will draw on OA East's activity-specific risk assessment literature.
- 10.10.3 All aspects of the project, both in the field and in the office will be conducted according to OA East's Health and Safety Policy, Oxford Archaeology Ltd's Health and Safety Policy, and Health and Safety in Field Archaeology (J.L. Allen and A. St John-Holt, 1997). A copy of OA East's Health and Safety Policy can be supplied on request.



## 11 APPENDIX: CONSULTANT SPECIALISTS

NAME	SPECIALISM	ORGANISATION
Allen, Leigh	Worked bone, CBM, medieval metalwork	Oxford Archaeology
Allen, Martin	Medieval coins	Fitzwilliam Museum
Allen, Martyn	Zooarchaeology	Oxford Archaeology
Anderson, Katie	Roman pottery	Freelance
Anderson, Sue	Medieval & post-medieval pottery (specifically from Norfolk & Suffolk), CBM and human remains	Freelance
Bamforth, Mike	Woodworking	York University
Barker, Karen	Small find conservation & X-Ray	Freelance
Bayliss, Alex	C14 advice	Historic England
Biddulph, Edward	Roman pottery	Oxford Archaeology
Billington, Lawrence	Lithics	Oxford Archaeology
Bishop, Barry	Lithics	Freelance
Blinkhorn, Paul	Iron Age, Anglo-Saxon and medieval pottery	Freelance
Booth, Paul	Roman pottery and coins	Oxford Archaeology
Boreham, Steve	Pollen and soils/ geology	Cambridge University
Broderick, Lee	Zooarchaeology	Oxford Archaeology
Brown, Lisa	Prehistoric pottery	Oxford Archaeology
Brudenell, Matt	Prehistoric pottery	Oxford Archaeology
Cane, Jon	Display & reconstruction artist	Freelance
Champness, Carl	Molluscs, geoarchaeology	Oxford Archaeology
Cotter, John	Medieval/post-medieval finds, pottery, CBM	Oxford Archaeology
Crummy, Nina	Small finds	Freelance
Cowgill, Jane	Slag/metalworking residues	Freelance
Dickson, Anthony	Worked Flint	Oxford Archaeology
Dodwell, Natasha	Osteology, including cremations	Oxford Archaeologist
Donnelly, Mike	Lithics	Oxford Archaeology
Doonan, Roger	Slags, metallurgy	Freelance
Druce, Denise	Pollen, charred plants, charcoal/wood identification, sediment coring and interpretation	Oxford Archaeology
Drury, Paul	CBM (specialised)	Freelance
Fletcher, Carole	Medieval & post-medieval pottery, glass, shell & small finds	Oxford Archaeology
Fosberry, Rachel	Charred waterlogged and mineralised plant remains	Oxford Archaeology
Foster, Hayley	Zooarchaeologist	Oxford Archaeology
Fryer, Val	Molluscs/environmental	Freelance
Mark Gibson	Osteology	Oxford Archaeology

<b>NAME</b>	<b>SPECIALISM</b>	<b>ORGANISATION</b>
Gleed-Owen, Chris	Herpetologist (amphibians & reptiles)	CGO Ecology Ltd
Goffin, Richenda	Post-Roman pottery, building materials, painted wall plaster	Suffolk CC
Howard-Davis, Chris	Small finds, Mesolithic flint, leather, wooden objects and wood technology	Freelance
Locker, Alison	Fish bone	Freelance
Loe, Louise	Osteology	Oxford Archaeology
Lyons, Alice	Late Iron Age/Roman pottery	Oxford Archaeology
Martin, Toby	Anglo-Saxon metalwork and artefacts	Oxford University
Masters, Pete	Geophysics	Cranfield University
McIntyre, Lauren	Osteology	Oxford Archaeology
Middleton, Paul	Phosphates/garden history	Peterborough Regional College
Mould, Quita	Ironwork, leather	freelance
Nicholson, Rebecca	Fish and small mammal and bird bones, shell	Oxford Archaeology
Palmer, Rog	Aerial photographs	Air Photo Services
Percival, Sarah	Prehistoric pottery, quern stones	Freelance
Poole, Cynthia	Multi-period finds, CBM, fired clay	Oxford Archaeology
Popescu, Adrian	Roman and later coins	Fitzwilliam Museum
Quinn, Patrick	Pottery thin section, ceramic petrology	UCL
Riddler, Ian	Worked bone objects & related artefact types	Freelance
Robinson, Mark	Insects	Oxford University
Rowland, Steve	Zooarchaeology & osteology	Oxford Archaeology
Rutherford, Mairead	Pollen, diatoms, etc	Oxford Archaeology
Samuels, Mark	Architectural stonework	Freelance
Scott, Ian	Roman, medieval, post-medieval finds, metalwork, glass	Oxford Archaeology
Shaffrey, Ruth	Worked stone and Roman CBM	Oxford Archaeology
Smith, David	Insects	University of Birmingham
Smith, Ian	Zooarchaeology	Oxford Archaeology
Spoerry, Paul	Medieval pottery	Oxford Archaeology
Stafford, Liz	Molluscs and geoarchaeology	Oxford Archaeology
Timberlake, Simon	Archaeometallurgy & geoarchaeology	Freelance
Tyers, Ian	Dendrochronology	Sheffield University
Ui Choileain, Zoe	Osteology & zooarchaeology	Oxford Archaeology
Vickers, Kim	Insects	Sheffield University
Wadson, Stephen	Samian pottery, Roman glass	Oxford Archaeology
Walker, Helen	Medieval pottery (Essex)	Essex CC
Way, Twigs	Medieval landscape and garden history	Freelance

<b>NAME</b>	<b>SPECIALISM</b>	<b>ORGANISATION</b>
Webb, Helen	Osteology	Oxford Archaeology
Young, Jane	Medieval Pottery (Lincolnshire)	Freelance
Zant, John	Roman coins	Oxford Archaeology

Radiocarbon dating is normally undertaken for Oxford Archaeology East by SUERC and by the Oxford University Accelerator Laboratory.

Geophysical prospection is normally undertaken by Magnitude Surveys Ltd.



Figure 1. Cavendish School, Impington. Trench Plan



**Head Office/Registered Office/  
OA South**

Janus House  
Osney Mead  
Oxford OX20ES

t: +44 (0) 1865 263 800  
f: +44 (0) 1865 793 496  
e: [info@oxfordarchaeology.com](mailto:info@oxfordarchaeology.com)  
w: <http://oxfordarchaeology.com>

**OA North**

Mill 3  
Moor Lane  
Lancaster LA1 1QD

t: +44 (0) 1524 541 000  
f: +44 (0) 1524 848 606  
e: [oanorth@oxfordarchaeology.com](mailto: oanorth@oxfordarchaeology.com)  
w: <http://oxfordarchaeology.com>

**OA East**

15 Trafalgar Way  
Bar Hill  
Cambridgeshire  
CB23 8SQ

t: +44 (0) 1223 850500  
e: [oaeast@oxfordarchaeology.com](mailto: oaeast@oxfordarchaeology.com)  
w: <http://oxfordarchaeology.com>



**Director:** Gill Hey, BA PhD FSA MCIfA  
*Oxford Archaeology Ltd is a  
Private Limited Company, N<sup>o</sup>: 1618597  
and a Registered Charity, N<sup>o</sup>: 285627*