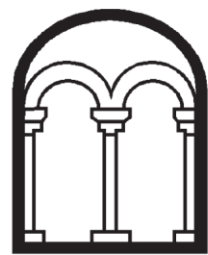


**LAND EAST OF OLD NORTH ROAD
SAWTRY
CAMBRIDGESHIRE**

**WRITTEN SCHEME OF INVESTIGATION
FOR
ARCHAEOLOGICAL EVALUATION**

Albion
archaeology



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SAWTRY
CAMBRIDGESHIRE**

**WRITTEN SCHEME OF INVESTIGATION
FOR
ARCHAEOLOGICAL EVALUATION**

Project: ST3347
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Prepared for:
Matrix Planning Ltd

On behalf of:
Spirotech Group



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Preface

All statements and opinions in this document are offered in good faith. This document has been prepared for the titled project or named part thereof and was prepared solely for the benefit of the client. This document should not be relied upon or used for any other project without an independent check being carried out as to its suitability and the prior written authority of Albion Archaeology (a trading unit of Central Bedfordshire Council).

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Key Terms

Throughout this project design the following terms or abbreviations are used:

CIfA	Chartered Institute <i>for</i> Archaeologists
CHER	Cambridgeshire Historic Environment Record
CHET	Cambridgeshire Historic Environment Team
NHLE	National Heritage List for England
LPA	Local Planning Authority
PDA	Proposed development area
SA	Study area (for the trial trenching)



1. INTRODUCTION

1.1 *Planning Background*

Matrix Planning Ltd are gathering information in support of a planning application for the relocation of a local industrial site with associated works and car parking on land to the east of Old North Road, Sawtry, Cambridgeshire.

Because of the high archaeological potential of the proposed development area (PDA), the Cambridgeshire Historic Environment Team (CHET) advised the applicant to provide information (by means of an archaeological evaluation of the site) on the potential impact of the proposed development on archaeological remains.

The CHET, acting in the capacity of archaeological adviser to the local planning authority (LPA), issued a Design Brief for the archaeological evaluation, specifying geophysical survey (depending on ground conditions) and trial trenching (CHET 2018). Albion Archaeology has been appointed to carry out the evaluation in accordance with the CHET's Design Brief.

The approach advised by the CHET is in accordance with the *National Planning Policy Framework – Section 12: Conserving and enhancing the historic environment* (March 2012).

1.2 *Status of the Written Scheme of Investigation*

This document represents a written scheme of investigation (WSI) for the evaluation, to be approved by the CHET before work begins on site. It outlines the circumstances of the project and describes the scope of the work to be implemented in response to the requirements of the CHET's Design Brief. The WSI also includes the proposed schedule of works and details the procedures, methodologies and resources that are to be employed for the successful completion of the evaluation.

This WSI does not cover any archaeological mitigation that might be requested by the CHET on completion of the evaluation and in the event of a planning consent being obtained. Section 3.3 of the Design Brief notes that, depending on the evaluation results, a further Design Brief might be issued to secure any works that might be required for the mitigation of constructional impacts on archaeological remains.

1.3 *Site Location and Description*

The PDA is located above the fen edge in the eastern part of Sawtry parish, to the east of the Old North Road and A1(M). Land heights vary from c.8.5m OD in the north-west part of the PDA to c.5.5m OD in the south-east corner. The Middle Level Catchwater Drain defines the eastern boundary of the land parcel.

The study area (SA) defined for the purposes of the current archaeological evaluation is based on the proposed development footprint plus a 20m buffer



to the south and east. The north-west corner of the site is not accessible for trenching due to the presence of vegetation, a waterlogged hollow and dumped refuse (cut vegetation, rubble, tarmac planings etc.). In total the SA comprises an area of *c.* 2.65ha (Figure 1).

Oxford Clay forms the undulating hillocks in the area, and to the immediate south alluvial deposits and peats were seen in excavations for an industrial unit at the lowest part of the fen edge.

1.4 Archaeological Background

Selected records from the Cambridgeshire Historic Environment Record illustrate the character of known archaeological evidence around the PDA. This information was provided as part of the CHET Design Brief (CHET 2018) and pre-application archaeological advice; it is reproduced below.

1.4.1 Iron Age and Roman

A well-preserved Iron Age settlement is located at Black Horse Farm *c.* 250m to the south of the PDA (Nordic House and units to the north. MCB18242, MCB16484). Excavations revealed the remains of middle to late Iron Age houses (*c.* 350–50BC) set in deep-ditched enclosure boundaries that likely functioned as water management features rather than as defensive enclosures. A partial stone wall survived in the largest house. Wooden objects and waterlogged plant remains indicated excellent preservation in spite of de-watering effects caused by a 19th-century principal drain cutting through the site (since re-routed as the Middle Level Catchwater Drain with the older drain culverted). Burials were present and were thought to be foundation deposits, typical of the period. Metalworking was in evidence at the site. The settlement was located at the fen edge and was prone to flooding, as seen in alluvial layers infilling the tops of ditches and within some of the houses. In the 1st-2nd centuries AD, during the Roman period, a field system was located in the area around the abandoned Iron Age village.

Roughly 430m to the north of the PDA is an area of dark soil with burnt stone, and Roman to medieval pottery sherds (MCB24693). A notable colour-coated sherd was found during road works on the A1 west of the site in 1959; it was painted with the figure of a spearman in white on a black ground, with beard brooch and other details picked out in red (MCB1716). No excavations occurred during this period to recover evidence of occupation in this area.

An evaluation of land adjacent to St Andrew's graveyard immediately north of the PDA revealed archaeological features dating from the Roman and medieval periods. The site lies close to Roman Ermine Street and south of a late Iron Age and Roman roadside settlement.

The Roman settlement at Tort Hill lies 1km north of the PDA and is a significant archaeological zone, last examined during the A1 widening scheme in 1996. This largely confirmed the character of the Roman roadside settlement located along Roman Ermine Street (MCB13710), finding remains of post-Conquest to 4th-century occupation, including boundary ditches, pits, surfaces, and ovens. It is believed that this area of settlement is a continuation



of that on the west side of Ermine Street (MCB13711). Evaluation work along a pipeline to the east of Tort Hill found ditches and postholes with Roman and prehistoric pottery, iron objects, slag, coins and brooches. Cobbled areas, ovens and hearths were also found. The area is suggested to represent plots to the rear of the Roman roadside settlement along Ermine Street.

An evaluation of land adjacent to St. Andrew's graveyard revealed archaeological features dating from the Roman and medieval periods. The site lies close to Roman Ermine Street and south of a late Iron Age and Roman roadside settlement. Medieval remains are associated with the demolished church.

1.4.2 Medieval

The site of the former Sawtry medieval settlement and a moated manorial site lie 200m west of the PDA (DCB111 NHLE 1006817 MCB1708). Five hectares of the site are a designated scheduled monument. The 21m-square moat has a central platform raised 1.82m above the surrounding ground surface. The well-preserved moat is partly filled with water. Its outline is irregular and is approximately 10m wide at the broadest point.

Medieval remains of tracks and paddocks extend south of this site and were investigated ahead of construction for a new residential development. This excavation also revealed Iron Age occupation evidence indicating that settlement from this period was relatively extensive in the area.

Bruce's Castle, a grand 13th-century medieval moated site enclosing at least 1 hectare, built by Bernard de Brus, is located just over 1km to the north-east of the PDA on a small rise of land; it too is scheduled (DCB255, NHLE1017844). It had vineyards and orchards, service yards and buildings (bake house, ale house, kitchen, stores etc.) and a chapel. Evidence of burning suggests its demise was due to an uncontrollable fire.

The scheduled remains of Sawtry Abbey (NHLE 1012280, DCB223) lie on a small knoll rising above the medieval fen 2km to the south-east of the PDA. They are mentioned here to indicate the importance of Sawtry parish in this period. This was a Cistercian monastery founded in 1147 by monks from Warden Abbey in Bedfordshire, on land granted by Simon de St Liz, Earl of Northampton and Huntingdon. It was served by Monk's Lode cut to bring stone for the abbey's construction.

Cultivation remains of ridge and furrow (MCB14652) within the medieval open field system show as widespread earthworks and cropmarks around Sawtry, including within the PDA.

1.4.3 Post-medieval

Given the intensity of known settlement in the Iron Age period at this south-west fen edge location, a northbound track is likely to have existed in some form in the period prior to its adoption and modification in the Roman period, when multiple tracks were straightened and improved by the Roman legions connecting garrison towns initially between London and York. The Roman



Road was named Ermine Street in the 19th century. Its use continued for centuries after the withdrawal of Roman rule in Britain serving the Saxon and medieval settlements along its route, and became the Old North Road after being replaced by the London to York and Edinburgh Great North Road in the 17th century. This was a significant period of carriage transport and coaching inns with stables and turnpiked sections with toll booths developed along it. The modern A1 replicates the course of the earlier roads.

Immediately north of the PDA is the former site of the Parish Church of St Andrew (MCB1715), 400m east of the Parish Church of All Saints. St Andrew's church was pulled down in 1879 along with All Saints' Church, due to them being ecclesiastically joined in 1873 and civilly joined in 1886. A new church was built on the site of All Saints. St Andrew's consisted of chancel, nave, west tower and south porch. The walls were mainly of rubble and plaster-covered, with much alteration undertaken. Despite the destruction of the church, its grave-yard remains.

A row of five headstones in churchyard are designated heritage assets (DCB3616 NHLE 1130156).

The site of former Chapel Houses — a terrace of four properties now demolished — is recorded on the Ordnance Survey First Edition map from 1885 (MCB22009).

1.4.4 Summary

Sawtry parish is host to a wealth of sites and monuments information, indicating a rich historic environment. Archaeological surveys and investigations have mostly revealed evidence of Iron Age, Roman and medieval settlement wherever they have occurred. No investigation has occurred within the PDA and aside from its use in the open field system in the medieval period its archaeological character remains unknown.

The fen edge is much indented in this area and small 'islets' of higher ground once stood proud of the surrounding medieval fen and formed the focus of significant occupation sites in that period. Episodic flooding forced the removal of settlement at the fen edge where soils were fertile and resources abundant, and they were thereafter situated above the 5m contour on drier ground less likely to flood. Occupation has persisted in Sawtry and its wider parish around an important road that is likely to have developed in pre-Roman times given the intensity of Iron Age settlement sites in the area. Long-lived Roman settlement flourished on account of their roadside locations, declining only as Roman rule diminished in Britain. Notably absent is a definitive Saxon settlement and it is thought that occupation of this date lies beneath the present village.

1.5 Project Objectives

On present evidence, the SA has the potential to preserve archaeological heritage assets dating from the Iron Age to post-medieval periods. Depending on their nature and state of preservation, any such remains within the SA would most likely be of local to regional significance.



The objective of the evaluation is, therefore, to provide information on any archaeological remains present within the SA and to enable an appropriate mitigation strategy to be formulated, if necessary.

Information on the following is required:

- The presence/absence of palaeosols and old land surface soils/deposits;
- The character of deposits and their contents within negative features;
- Palaeochannels;
- General site formation processes.

The report on the evaluation will examine the significance of the results with reference to regional research frameworks. Relevant research frameworks are *Research and Archaeology Revisited: a revised framework for the East of England* (Medlycott 2011) whilst English Heritage has produced an extensive library of national guides covering a wide range of topics¹.

¹ <https://historicengland.org.uk/advice/latest-guidance/> [Accessed 15/06/2018].



2. METHOD STATEMENT

The methodological approach to the project is summarised below and detailed in Appendix 1.

2.1 Standards

Throughout the project the standards set out in the following documents will be adhered to:

- Albion Archaeology *Procedures Manual: Volume 1 Fieldwork* (3rd ed., 2017)
- ALGAO (East) *Standards for Field Archaeology in the East of England* (Gurney 2003), Association of Local Government Archaeological Officers
- Cambridgeshire County Council *Deposition of archaeological archives in Cambridgeshire* (2017)
- *Design Brief for Archaeological Evaluation, Land east of Old North Road, Sawtry* (15 May 2018)
- CIfA²
 - *Charter and By-law; Code of Conduct* (2014)
 - *Standard and guidance for archaeological field evaluation* (2014)
 - *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2014)
- Historic England *Management of Research Projects in the Historic Environment (MoRPHE) Project Managers' Guide* (2015)
- *Animal Bones and Archaeology: Guidelines for Best Practice* (2014)
- *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (2011)
- *Geoarchaeology: Using earth sciences to understand the archaeological Record* (2015)
- *Human Bones from Archaeological Sites: A guideline for best practice for producing human osteological assessments and analytical reports* (2004)

2.2 Archaeological Evaluation

As outlined in the Design Brief (CHET 2018, section 2.6) the current ground conditions were assessed in order to identify whether a geophysical survey

² All CIfA codes, standards and guidelines are available at: <http://www.archaeologists.net/codes/ifa>.



was appropriate. Due to the extremely uneven and waterlogged nature of the ground as well as extensive vegetation, it was concluded that conditions were not currently conducive to geophysical survey.

In accordance with the Design Brief (CHET 2018, section 2.7), in the absence of a geophysical survey, a trial trenching strategy equating to 2% of the c. 1.85ha study area has been devised. This will comprise the excavation of nine 30m x 1.8m trial trenches and an L-shaped trench measuring 44m x 1.8m, providing an even distribution across the SA (Figure 2).

The trenches will be opened by a mechanical excavator fitted with a flat-edged ditching bucket. The machine will be operated by an experienced driver under the supervision of an archaeologist. All archaeological excavation and recording will be carried out by experienced Albion Archaeology staff, with the assistance of external palaeo-environmental specialists, if necessary. An appropriate level of environmental and other sampling will be undertaken in accordance with standard guidelines (see Appendix 1, Section 7.1).

If excavation is required below a safe working depth (normally 1.2m below ground level), an appropriate method for safe working will be agreed with the client and the CHET.

2.3 Artefact Recovery

Any finds made during the process of fieldwork that could be considered treasure under the terms of the Treasure Act will be immediately reported to the Portable Antiquities Scheme's Finds Liaison Officer³.

In addition to excavation, two methods will be applied to aid in the recovery of artefacts:

- Metal-detectors will be used on site to aid the recovery of artefacts. The detector will not be set to discriminate against iron.
- Bucket samples of spoil, taken at the end points of each trench, will be hand-sorted. The field data will be quantified and spatially illustrated in the report. Unstratified artefacts will also be sought and recovered from all spoil heaps.

2.4 Post-fieldwork Analysis

During or immediately after fieldwork all records will be checked and cross-referenced to ensure they are internally consistent. Recording, cleaning and conservation of finds will follow the CIfA guidelines. Site drawings will be digitised and geo-referenced.

Data gathered during the fieldwork will be consolidated into an archive. The archive will be assessed and an appropriate level of analysis and reporting will be undertaken. This analysis work will be carried out using Albion's networked Access-based database system and GIS.

³ <https://finds.org.uk/contacts>



2.5 Reporting

Data gathered during all stages of the evaluation will be analysed and synthesised into a final report. The report will be sufficiently detailed to allow the results of the fieldwork to be interpreted without recourse to the site archive. It will place the results of the evaluation in their local, regional and national context, and will highlight any relevance to national and regional research frameworks.

The report will provide a predictive model of surviving archaeological remains and map zones of relative importance against known development proposals. It will include an identification of the predicted impact of the proposed development on any identified remains.

If appropriate, the results of the project will be made known to the Historic England Regional Science Advisor.

A draft copy will be submitted to the client and the CHET within four weeks of the completion of fieldwork. A copy of the subsequently approved document will be supplied in both hard copy and digital format to the CHET and the CHER.

2.6 Archiving

The archive of finds and records generated during the Project will be kept secure at all stages of the operation. All records and materials produced will be archived to the standards outlined in the CHET's *Deposition of archaeological archives in Cambridgeshire* (2017). In liaison with the landowner, in principle, permission will be sought for transfer of title of all finds to the CHER.

Details of the project and its findings will be submitted to the OASIS database in accordance with the guidelines issued by English Heritage and the Archaeology Data Service.

2.7 Liaison with the Historic Environment Team

Monitoring will be carried out on behalf of the local planning authority by the CHET Archaeologist. They will ensure that the work is undertaken in accordance with the WSI and that professional standards are maintained.

The CHET Archaeologist will be given at least one week's notice of the start of the fieldwork and a monitoring visit will be booked prior to works commencing on site. All reasonable access to the site and site documentation will be afforded to the CHET Archaeologist.

Any variation to this written scheme of investigation will be agreed with the client and the CHET before its implementation.

2.8 Health and Safety

A risk assessment and method statement (RAMS) will be prepared before the start of fieldwork in accordance with Albion Archaeology's *Health & Safety Policy*. As part of the project briefing all staff will be made aware of their



responsibilities and the specific site hazards (identified under the risk assessment). The risk assessment will be reviewed as the project progresses.

Albion Archaeology will comply fully with all operational and safety requirements of the client and/or landowner.



3. RESOURCES

3.1 **Albion Archaeology Company Profile**

Albion Archaeology, formerly called Bedfordshire County Archaeology Service, was established in 1974. In keeping with its commitment to the maintenance of the highest standards of professional practice, it has been a Registered Organisation with the Chartered Institute *for* Archaeologists since August 1997. Albion Archaeology is one of the region's leading archaeological organisations and for more than 40 years has undertaken major fieldwork and evaluation projects in Cambridgeshire and surrounding counties. It offers a comprehensive service to local and national government, statutory bodies, and the private sector. Current clients include David Wilson Homes, Willmott Dixon Ltd, Bellway Homes and Morgan Sindall plc.

3.2 **Albion Archaeology Staff Resources**

Albion Archaeology employs over 40 full-time, professional archaeological staff. Additional staff are recruited as required by the organisation's work load. The following individuals will be deployed on this project (details in Appendix 2).

Drew Shotliff MA MCI(A), Operations Manager: *quality control and strategic management;*

Mike Luke MA MCI(A), Project Manager: *day-to-day operational management, budget management*

Jackie Wells MA, Finds Officer: *finds processing and reporting*

Archaeological Technicians will be assigned to the project team as necessary. Technical support will be provided by in-house specialist staff in the areas of surveying, illustration and computing.

3.3 **Specialists Input**

The following in-house staff with appropriate specialist expertise will be used, as necessary, on this project:

Jackie Wells MA: *later prehistoric to modern pottery/animal bone identification and reporting;*

Holly Duncan M Litt: *identification, management and analysis of non-ceramic artefacts;*

Gary Edmondson BA: *environmental processing and initial assessment;*

Joan Lightning BA: *GIS and digital drawing creation;*

Helen Parslow HND: *archive creation and transfer.*

Should the results of the investigation warrant further analysis, or additional input, external specialists will be consulted. All sub-contracted specialists employed by Albion Archaeology are established and well-respected in their fields of expertise. Each has a proven track record of providing quality services within set deadlines. Pro forma contracts are used to ensure work is correctly specified and delivered to time and budget. Albion Archaeology continually reviews the quality of work received from sub-contractors and



continually seeks competitive quotes in order to avoid over-reliance on a single supplier.

The following external specialists will be used, as required, on this project:

Dr. Corrine Duhig, Cambridge University: *human remains*

Dr. Mike Allen: *soil formation processes and micromorphology*

John Giorgi, freelance: *plant remains*

Emily Edwards, freelance: *early prehistoric pottery*

Mark Maltby, Bournemouth University: *faunal remains*

Dr. Peter Guest, Cardiff University: *coinage*

Rob Scaife, Southampton University: *palynology*

Birmingham Museums Trust: *artefact conservation*



4. PROGRAMME AND TASK LIST

4.1 Summary of Overall Programme

The start date is subject to confirmation by the client, but the overall programme is expected to be as follows:

Mid-2018	Excavation of trial trenches
Mid-2018	Analysis, reporting, archiving

4.2 Detailed Task List

4.2.1 Key to staff initials

AO: Archives Officer
 AS: Archaeological Supervisor
 AT: Archaeological Technician
 CT: CAD Technician
 FO: Finds Officer
 PM Project Manager
 PO: Project Officer

4.2.2 Detailed task list

Task description	Staff	Qty	Days
<u>Site set up and mobilisation</u>	PM	1	1
	PO	1	1
<u>Fieldwork</u>			
Trial trenching	AS	1	5-10
	AT	2	5-10
<u>Data processing</u>			
Context record checking and inputting	AS	1	1
Digitisation and tagging of site drawings	CT	1	1
Environmental sample processing	AT	1	2
Finds processing	FO	1	0.5
<u>Reporting and archiving</u>			
Preparation of final evaluation report – text	FO	1	0.5
	AS	1	5
	PO	1	1
	PM	1	0.25
Preparation of evaluation report – figures	CT	1	1-2
Archive preparation	AO	1	1



5. QUALITY ASSURANCE

Albion Archaeology's three principal organisational goals are:

- i. delivery of a first class service to clients;
- ii. development of the highest professional standards;
- iii. rapid dissemination of the results of archaeological projects.

To meet these goals the following elements of Total Quality Management are under continuing development.

- A networked Projects Database and client contact *pro formae* which underpin our service delivery.
- A networked time and cost recording system which underpins project budget management.
- Use of Project Management software for scheduling both individual projects and the work of the organisation as a whole.
- Specific standards reviews at the completion of each project stage.
- Adherence to professional standards set out by the CIfA.
- Commitment to utilisation and development of regional and national research frameworks.
- Commitment to staff development to maintain professional expertise.
- Comprehensive Fieldwork Procedures Manual.
- Consistent approach to assessment, analysis and archiving by means of standardised database templates and procedures.
- Continual review of service standards provided by sub-contractors.
- Support for Albion Archaeology staff involved in national archaeological organisations.
- Regular publication of the results of fieldwork projects, in both stand-alone format and as part of regional and period-based summaries.
- Safe and secure storage of project archives prior to deposition with relevant museum.
- Provision of an education service for local schools.
- Maintenance of public display area at St Mary's Archaeology Centre.



6. BIBLIOGRAPHY

Albion Archaeology, 2017 *Procedures Manual: Volume 1 Fieldwork* (3rd ed., 2017)

CHET, 2017, *Design Brief for Archaeological Evaluation, Land east of Old North Road, Sawtry, Cambridgeshire.*

Medlycott, M., 2011, *Research and Archaeology Revisited: a revised framework for the East of England.* EAA Occasional Paper **24**



7. APPENDIX 1: METHOD STATEMENTS

7.1 Investigation Methodology

1. All ground reduction will be undertaken by a mechanical excavator fitted with a flat-edged bucket and operated by an experienced driver under the supervision of an archaeologist.
2. The depth of the trial trenches cannot be specified at this stage but would typically be c. 0.5m. Staff will not enter any excavation deeper than 1.2m without prior agreement of the Albion Archaeology Project Manager, and following a risk assessment and implementation of any necessary safety measures.
3. Topsoil/overburden and subsoil will be stockpiled separately on either side of the open excavations. These stockpiles will be positioned at a safe distance from the trench edges.
4. Topsoil and modern overburden will be removed by machine down to the top of archaeological deposits, or natural subsoil, whichever is encountered first.
5. All identified archaeological features or deposits will be investigated and recorded, unless otherwise agreed. A sufficient sample of each feature or deposit will be excavated in order to achieve the project objectives. Slots through linear features will be at least 1m wide; discrete features will be half-sectioned or quadranted. Features such as hearths, burials, surfaces and the key relationships will be investigated in such a way as to minimise unnecessary destruction.
6. All excavated features and deposits will be fully recorded in accordance with Albion Archaeology's *Procedures Manual*.
7. Features will be recorded at an appropriate scale, generally 1:20 for plans and 1:10 for sections, with all plans tied into the National Grid. A general plan will be recorded at 1:50.
8. Each component of the project will be issued with a unique block of context numbers to facilitate recording and identification of archaeological deposits.
9. Spoil will be scanned for artefacts by both eye and metal detector. The latter will also be used on features within the trenches. The detector will not be set to discriminate against iron.
10. Bucket samples of spoil, taken at the end of each trench, will be hand sorted for artefacts.
11. A record of the excavations will be made by 35mm monochrome print photography, supplemented by digital and 35mm colour slide/print photography as appropriate. A register detailing the subject, direction, date and author of each photograph will be kept.
12. If human remains are encountered and their excavation is required, Albion Archaeology will liaise with the Ministry of Justice and acquire the appropriate Licence. The CHET and the Coroner will also be informed. Only in exceptional circumstances will human remains be removed during the trial trenching.
13. The trial trenches will not be backfilled before the client and the CHET have inspected them, or that agreement has otherwise been obtained.



7.2 **Artefacts**

Artefacts will be collected and treated in accordance with *CIfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2014), and the *Albion Archaeology Procedures Manual*.

In summary, artefacts, including those recovered from spoil heaps, will be assigned to the relevant context number for the investigation area. Artefact processing will be undertaken concurrently with the investigation. This will comprise cleaning and marking, documenting and storing as appropriate. Documenting will comprise identification, dating and entry of data onto the Context Assemblage database. All ironwork, and other materials deemed suitable, will be submitted for x-radiography.

Artefacts recorded as special finds, or small finds will be located in three dimensions utilising the site grid. Significant artefact scatters which have the potential to provide information on site use or patterns of discard will be planned and located.

Any finds which are identified as Treasure, as defined in the 1996 Treasure Act and the 2003 extension of definition will be immediately reported to the Finds Liaison Officer and to the district Coroner within 14 days of their discovery/identification.

7.3 **Environmental Sampling**

A programme of environmental sampling will be carried out in accordance with English Heritage's *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (Historic England 2011), and the *Albion Archaeology Procedures Manual*. Specialist advice will be sought as necessary.

In summary, samples will be taken from a representative range of context types from each phase of identified archaeological activity. Samples will be taken from contexts that appear rich in environmental material and other key contexts identified within the excavations. Sample size will normally be <40 litres, dependent on feature type and the volume of the available deposit. The primary purpose of sampling will be to examine:

- survival of material
- key archaeological contexts

Processing will be undertaken at St Mary's Church, Bedford, in accordance with the *Procedures Manual*. In summary, this will comprise the following main stages:

- floatation of samples
- drying of residues and flots
- sorting of coarser residues
- scanning of flots and unsorted residues
- Inputting information into the database/table



7.4 Post-Fieldwork Analysis and Reporting

During or immediately after fieldwork all excavation records will be checked and cross-referenced to ensure they are internally consistent. Recording, cleaning and conservation of finds will follow the relevant CIfA guidelines. All soil samples will be processed and assessed as appropriate.

The data acquired during all stages of fieldwork will be analysed to a level that is appropriate to provide the information required by to achieve the project objectives. Site drawings will digitised and geo-referenced. Contextual, artefactual and ecofactual data will be entered onto a networked Access database. This will be used to analyse and report on the results of the fieldwork.

The report will contain sufficient detail to enable the results of the evaluation to be interpreted without recourse to the site archive. This will include the tabulation of contextual and finds information. The report will consider the significance of any archaeological deposits in local, regional and national terms.

The report will be laid out as follows:

- Non-technical summary
- Introduction (site location and description, planning background, archaeological background);
- Description of the investigation (method statement, results, limitations);
- Summary of results and significance (including reports on artefact and environmental remains where appropriate);
- Heritage asset assessment and impact assessment;
- Appendices: summary of contexts, finds etc. within the trench and observation areas;
- Figures will include a location plan, appropriate all features plans, sections and photographs.

7.5 Archive

A full project archive will be compiled in accordance with English Heritage (MoRPHE) standards.

Albion Archaeology adheres to strict archiving standards and ensures that all archive is stored appropriately. All storage material is of archival-quality and includes archival-quality photographic storage sleeves. As part of the archiving process all records are micro-fiched. The archive will be deposited with the County Archive Facility.

An online OASIS form will be completed in accordance with the guidelines provided by English Heritage and the Archaeology Data Service.



8. APPENDIX 2: KEY PROJECT STAFF CVS

Drew Shotliff: Operations Manager

Technical qualifications

MA Archaeological Practice, University of Birmingham, 1985

BA (Hons) Modern History, Mansfield College, Oxford, 1980

Member of the Chartered Institute for Archaeologists

Core skills

Archaeological project management through design and fieldwork to publication. Post-excavation analysis of large urban and rural sites. Development of fieldwork and post-fieldwork analysis methodologies using database, AutoCAD and GIS applications. Research interests centre on Saxon and medieval rural settlement. Member of the Service Management Team, with specific responsibility for project programming and finance.

Employment History

1991 to present, Operations Manager, Albion Archaeology

1991, Consultant to ODA/British Council, Samanalawewa Project, Sri Lanka

1990–1991, Project Officer, Cambridgeshire County Council

1987–1990, Senior Archaeologist, Museum of London

1982–1987, various archaeological employment including English Heritage, University of Birmingham (Sutton Hoo), and Ecuador, Cyprus and France

Mike Luke: Project Manager

Technical qualifications

BSc (Hons) Archaeology, University of Wales (Cardiff) 1986

Member of the Chartered Institute for Archaeologists

Core skills

Management of multiple projects ranging from evaluations to major excavations. Post-fieldwork analysis, including the preparation of MAP2 style Assessments/UPDs and publication. He has published the excavation results on Iron Age and Roman sites in *Bedfordshire Archaeology* for Hinksley Road, Flitwick; Yarl's Wood; Toplers Hill and Haynes Park and has authored monographs on sites around the Biddenham Loop. Independent of Albion he has produced an article on the Roman roadside settlement at Alfoldean, West Sussex in *Sussex Archaeological Collections*. Independent of Albion he has worked as a vice director on excavations in Bulgaria (University of Nottingham) and in Herefordshire (University of Wales). He has a particular interest in applying IT to the development of systems which will improve the efficiency and quality of archaeological fieldwork and analysis.

Employment History

1995- present Albion Archaeology, Project Manager

1991-1995 Bedfordshire County Archaeology Service, Senior Supervisor

1989-1991 Bedfordshire County Archaeology Service, Supervisor

1988-1989 Cleveland County Archaeology Service, Supervisor

1986-1991 CADW (Historic Wales), Seasonal Supervisor

1986-1988 various archaeological work including Essex County Council, Trent and Peak, Leicester Museums Service, Northamptonshire County Council, English Heritage

1979-1983 various voluntary archaeological work including work in Surrey, West Sussex, Wroxeter and Caerwent.

TBC: Project Supervisor



Jackie Wells: Finds Officer

Technical qualifications

MA Post-Excavation Studies, University of Leicester, 1990

BA (Hons) Archaeology and History, University of Nottingham, 1988

Core skills

Processing and analysis of ceramic and non-ceramic artefact types. Computer-based artefacts analysis. Establishment and maintenance of County Ceramic Type Series. Jackie has written the ceramic and non-ceramic sections for articles published in *Bedfordshire Archaeology*, the Bedfordshire Monograph Series and numerous BCAS/Albion evaluation reports.

Employment History

Over 15 years postgraduate experience in processing and analysing artefactual assemblages, gained mainly through work in the Peak District (predominantly prehistoric sites), South Wales (Caerwent Roman town) and Bedfordshire (variety of chronological periods). Independent of Albion, she has analysed the artefacts from the Roman roadside settlement at Alfoldean, West Sussex. She is a member of the Study Group for Romano-British Pottery and Roman Finds Group.

Holly Duncan: Artefacts Manager (non-ceramics)

Technical qualifications

M Litt, Department of Archaeology, University of Glasgow, 1982

BA (Hons) Anthropology, University of Pennsylvania, Philadelphia, 1976

Member of the Chartered Institute *for* Archaeologists

Core skills

Management and analysis of non-ceramic artefacts, with specialist knowledge of the post-Roman and medieval periods and substantial experience in the prehistoric and Roman periods. Responsible for the Bedfordshire Artefact Typology (BAT) in conjunction with the two registered museums in the county. Wide network of specialist researchers and conservation specialists.

Employment History

An artefact specialist since 1981, her work has been published in both Scottish and English archaeological journals, and she has conducted research in the United States. She is a member of both the Roman Finds Group and the Finds Research Group (AD700 - AD1700); former committee member of the IFA Finds Group, having sat on their Standards and Guidance for Finds Work Working Party, and a past member of the MDA Archaeological Objects Thesaurus Working Party.

Joan Lightning: CAD Technician

Technical qualifications

BA (Hons) Archaeology and Prehistory

HND (Merit) Practical Archaeology

City and Guilds: AutoCAD 4351-01, and 4351-03.

Core skills

Experienced in using AutoCAD, Gsys versions 2 to 5.0, Aerial 5.12, Surfer 7, IntelliCAD, Access, Word 97, Corel Photopaint, Corel Draw and Corel Trace. Use data collected from field survey to produce landscape survey plans and 3d models/deposit models. Also experienced at aerial photographic interpretation using Aerial. Joan has also undertaken some building recording work.

Employment History

1999-present: CAD / Survey Technician for Albion Archaeology

1996-1999: Archaeological Technician /AutoCAD operator for Bedfordshire County Archaeology Service

1985-1996: Excavator on a variety of archaeological excavations covering many periods and in various parts of the country.

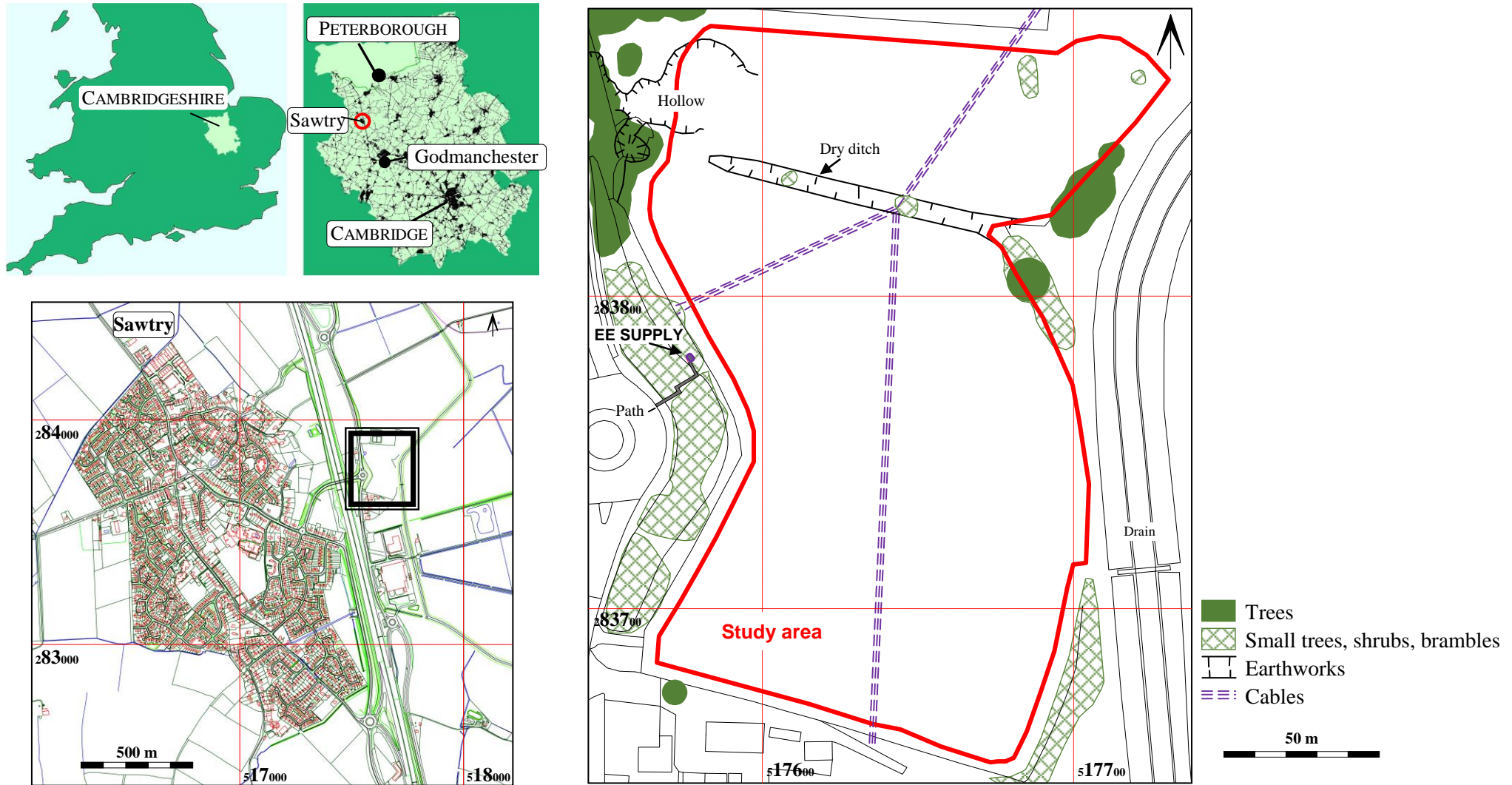
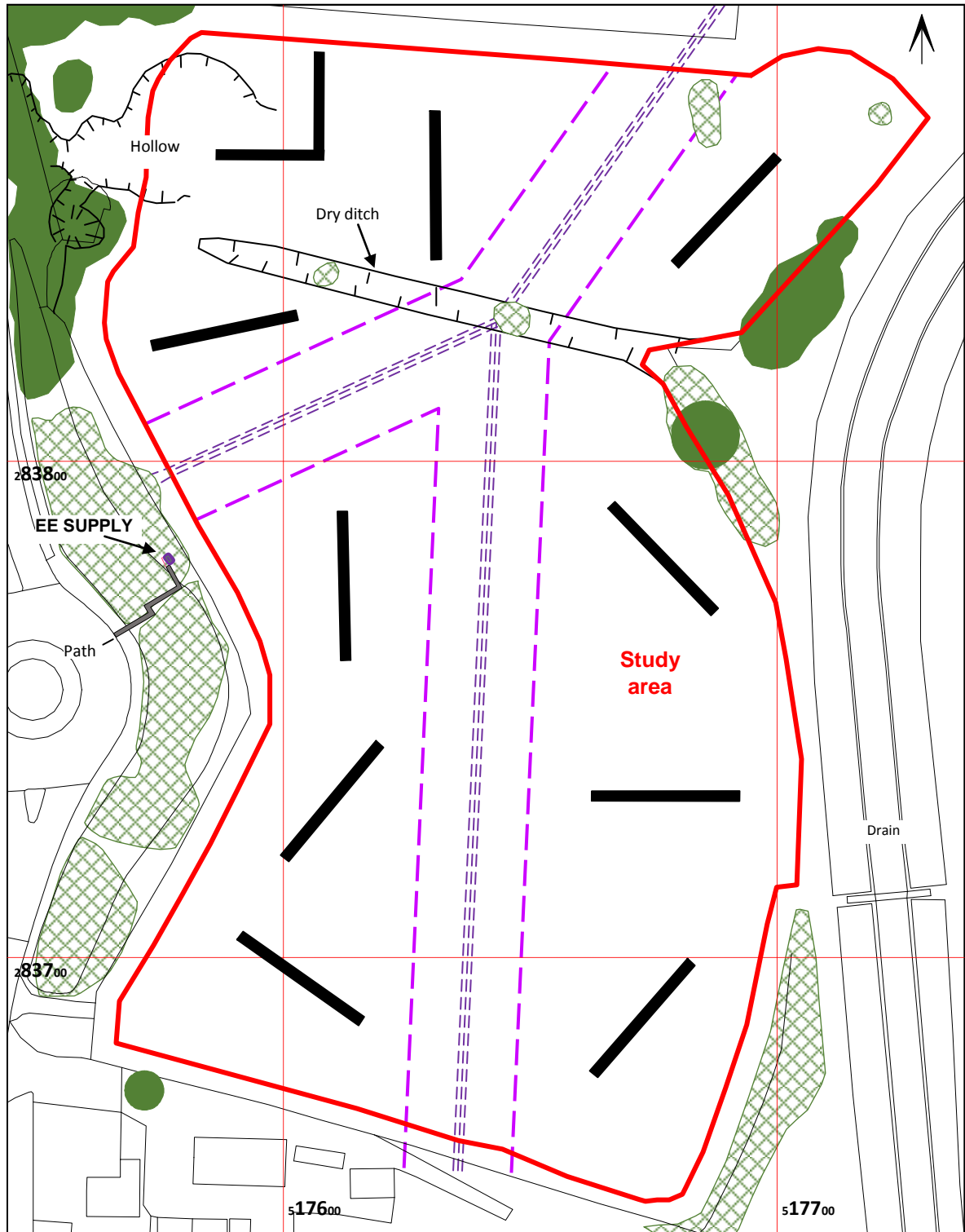


Figure 1: Site location

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



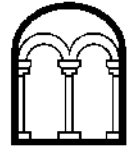
-  Trees
-  Small trees, shrubs, brambles
-  Earthworks
-  Cables
-  10m offset from cables
-  Proposed trial trench

Figure 2: Proposed trenches

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Bedfordshire

Albion
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