

Archaeological Evaluation Report

46B STATION ROAD SOHAM

For Alison Beavis and Jonathan Lonsdale

John Duffy PgCert MA MCIfA

L~P:ARCHÆOLOGY

Archaeological Evaluation Report

46B STATION ROAD SOHAM

Client: Alison Beavis and Jonathan Lonsdale

Local Authority: East Cambridgeshire District Council

NGR: 559159, 273377

Planning App: 16/00438/FUL

Author: J. Duffy

Doc Ref: LP2370E-AER-v1.2

Site Code: ECB4867

Date: March 17

L~P:ARCHÆOLOGY

A trading name of the L – P : Heritage LLP.

Unit i5 | Woodside | Dunmow Road | Bishop's Stortford | Herts, CM23 5RG | +44 [0]1279 755252 | eoe@lparchaeology.com

www.lparchaeology.com

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Abstract

An archaeological evaluation was carried out at 46b Station Road, Soham. The evaluation was implemented because of the potential for archaeological remains on the site. The work was carried out by L - P : Archaeology. This report has been prepared by John Duffy of L – P : Archaeology on behalf of Alison Beavis and Jonathan Lonsdale.

The site is located to the rear of 46 Station Road, Soham and to the east of the 19th century Grade II listed United Reform Church. Occupation evidence dating from the Prehistoric and Medieval periods has been identified to the west of the site with 10th to 12th century evidence recovered to the east and north. Further Early Medieval and Medieval remains have been recorded to the south east of the site close to the 12th century Grade I listed parish church.

The objectives of the evaluation were to assess the preserved archaeological deposits on the site and to assess the implications for the proposed development.

A single trial trench was excavated within the footprint of the proposed new building. The trench identified a Post Medieval well and the possible remains of a yard surface associated with the property facing Station Road, No.46. An earlier undated ditch was also recorded within the trench and was likely the remains of a field boundary.

1. Introduction

- 1.1. This evaluation report has been prepared by John Duffy of L - P : Archaeology on behalf of Alison Beavis and Jonathan Lonsdale.
- 1.2. The trial trench was excavated by John Duffy and Daniel Bateman of L – P : Archaeology between 16th to 18th January 2016. The finds assessment was undertaken by Lorraine Mephram of Wessex Archaeology.
- 1.3. The site is located on land to the south of 46b Station Road, Soham (FIGURE 1). The National Grid Reference is 559159, 273377.
- 1.4. The event number, ECB4867, provided by the Cambridgeshire Historic Environment Record was also used as the site code.
- 1.5. The work was carried out in accordance with the written scheme of investigation prepared by John Duffy of L - P : Archaeology (DUFFY 2016 AND APPENDIX 3).

2. Site Background

2.1. PLANNING

- 2.1.1. In March 2012 the Department for Communities and Local Government issued the National Planning Policy Framework (NPPF) (DCLG 2012). Section 12 of this document sets out planning policies on the conservation of the historic environment.
- 2.1.2. In considering any planning application for development the local planning authority, East Cambridgeshire District Council, must consider the Policy ENV14 (Sites of archaeological interest) of the East Cambridgeshire Local Plan (adopted 2015). On matters concerning archaeology and the historic environment East Cambridgeshire District Council take impartial advice from the Cambridgeshire Historic Environment Team.
- 2.1.3. The site on land between 46 Station Road and 46b Station Road, Soham and is currently part of a garden associated with 46b. Planning permission has been granted for the development and archaeological work forms part of a condition on the planning consent.
- 2.1.4. The evaluation was undertaken as a condition of planning due to the archaeological potential of the site and the fieldwork was based on a Brief provided by Cambridgeshire County Council Historic Environment Team. This is to provide as much detailed information about the archaeological deposits on the site in order to determine a suitable mitigation strategy.

2.2. GEOLOGY

- 2.2.1. The British Geological Survey GeoIndex shows the site to be located on West Melbury Marly Chalk Formation (BRITISH GEOLOGICAL SURVEY 2016). This data is at relatively low resolution and does not give site specific data.
- 2.2.2. The evaluation results indicate a sand deposit overlying chalk.

2.3. TOPOGRAPHY AND SITE CONDITIONS

- 2.3.1. The proposed development site is located on land to the north of 46 Station Road, Soham and to the south of 46b Station Road, Soham (FIGURE 2). The

proposed development between the existing buildings is within the garden with other properties to the east and west.

2.3.2. The site is currently in use as a lawn within the garden for 46b Station Road, Soham (FIGURE 2).

2.3.3. The site is generally flat with a slight slope down to the south. The site area is approximately 8.5m OD.

2.4. ARCHAEOLOGY AND HISTORY

2.4.1. The site is in an area of known activity from the Prehistoric periods onwards.

2.4.2. Prehistoric occupation has been identified during archaeological work at 52 Station Road, to the west of the site, alongside undated inhumations and Medieval occupation (MCB18106). Iron Age and Roman settlement evidence has been recorded to the south east of the site to the east of High Street (MCB18184). A single sherd of Roman pottery was found during fieldwalking to the rear of 52 Station Road (MCB18105) but this was likely the result of manuring.

2.4.3. The Early Medieval and Medieval periods indicate an increase in activity with the construction of the St Andrew's Church, a Grade I listed building, in the 12th century (07123) and a possibly Early Medieval cemetery on the site (07123a), although there is limited evidence to support this. This also seems to be the focus of activity during this period with settlement evidence identified further to the east of High Street (MCB18185). 10th to 12th century, Saxo-Norman, occupation evidence has also been located in the vicinity of the site to the east at 32 Station Road (11985) and to the north (11932). Medieval occupation, along with undated inhumations, has been recorded to the west of the site to the rear of 52 Station Road (MCB18106).

2.4.4. Immediately to the south east of the site is the 19th century Grade II listed United Reform Church (MCB17130) and historic Ordnance Survey maps from the late 19th century onwards show a property adjacent to the church which is on the site of the current, heavily modified, 46 Station Road. Yard areas and buildings are shown on the maps associated with the street frontage property.

3. Aims

3.1. The general aims of the evaluation were:

- ◆ To determine the presence or absence of archaeological deposits or remains.
- ◆ To assess the character, date, location and preservation of any archaeological remains on the site. The results will include a comment on the quality and significance of the remains.
- ◆ To assess the nature and extent of any previous damage to archaeological remains on the site.
- ◆ To assess the anticipated impact of the development proposals on any surviving archaeological remains.
- ◆ To collect enough information to allow a suitable mitigation strategy to be devised, if required. Any such strategy could consist of further fieldwork followed by a programme of post excavation analysis, reporting and possible publication and dissemination.

4. Methodology

- 4.1. A single trench was excavated in order to assess the potential archaeological remains within the footprint of the proposed building (FIGURE 2). The methodology for the excavation and recording of the trench is set out within the written scheme of investigation (DUFFY 2016 AND APPENDIX 3).
- 4.2. There was no variation on site from the written scheme of investigation. The trench was excavated to the top of the undisturbed natural geology.
- 4.3. Finds were collected from all deposits including the topsoil (101) to allow a full characterisation of all the deposits (see Section 6).
- 4.4. Metal detecting was undertaken during excavation within the trench and on the spoil. The detecting of the spoil produced no finds. Two iron objects were recovered from context (108).
- 4.5. The undisturbed natural geology was not exposed in the centre of the trench within the area of the Post Medieval well.

5. Results

5.1. Results are given below each method employed on the site. Deposit numbers are given in (parentheses) and cut numbers are given in [square brackets]. Heights are given in mOD and depths are given below ground level (BGL)

5.2. TRENCH 1 (FIGURE 3 AND 4)

5.2.1. Trench 1 was excavated in the lawn within the footprint of the proposed building (FIGURE 2). It measured 10m by 1.8m and reached a maximum depth 1.3m BGL where undisturbed natural geology was encountered.



Plate 1 - Trench 1 General Shot, looking north

5.2.2. The upper layer was a topsoil (101) and underlying light blackish brown sandy silt subsoil (102). Both extended the length and width of the trench and

between 0.1m and 0.2m thick.

5.2.3. Within the central area of the trench a rubble and light yellowish brown sandy silt layer (106) was identified below subsoil (102) and sealing a brick lined well (107). The layer was a maximum of 0.35m thick and appeared to be backfill over the top of the well after the well was no longer in use.

5.2.4. The well (107) was circular in plan, 1.2m in diameter, with a domed top and circular, 0.45m in diameter, central opening at the top covered by a concrete slab. It was constructed using yellow brick, measuring 200mm by 120mm by 70mm, and grey lime mortar. It was located within a circular construction cut [109], 0.1m wider than the well, which was filled by a black silty sand (108). The fill of the construction cut was the only deposit to contain identifiable 18th century finds. Internally the well was rubble filled (113), up to approximately 1m below the top of the well, with approximately 0.5m of standing water above the rubble backfill.



Plate 2 - Well (107), looking north

5.2.5. To the north and south of deposit (106) was a disturbed compacted yellow gravel layer (103) which sealed a mixed rubble and brown sandy silt layer (104). The gravel and rubble did not extend over the well (107) and maybe the remains of a contemporary yard surface while the well was in use.

- 5.2.6. Below rubble layer (104) and cut by the construction cut of the well [109] was a mid brown silty sand layer (105), up to 0.6m thick, visible to the north and south of the well.
- 5.2.7. Below layer (105) was a linear feature extending across the trench [111], measuring 0.49m wide and 0.15m deep. It was steep sided with a concave base and filled by a mid brown silty sand (110) which contained no finds.
- 5.2.8. The natural deposit was a mid orange silty sand (112) with some chalk visible in the base of ditch [111].



Plate 3 - Ditch [111], looking east

6. Finds by Lorraine Mepham

6.1. A small quantity of finds is reported on here, comprising 26 sherds of pottery, two fragments of ceramic building material (CBM), three fragments of clay tobacco pipe, one fragment of glass, two fragments of animal bone, and two iron objects. These derived from five contexts on the site (contexts 101, 105, 106, and 108) – topsoil, other soil layers, and the fill of the construction cut for a well. The datable material is entirely Post Medieval/Modern.

6.2. All finds have been quantified (count and weight) by material type within each context, and this information, together with details of the finds, is presented in (APPENDIX 2).

6.3. POTTERY

6.3.1. The small pottery assemblage (26 sherds; 224g) comprises a range of wares. One sherd of glazed redware, from a large, side-handled bowl or jar, is broadly dated as Post Medieval, but is unlikely to date earlier than the 17th century. Two sherds of stoneware are of 18th century date or later, while the remaining sherds are nearly all of refined earthenwares (pearlware, whiteware, yellow ware) dating from the 19th or 20th centuries, and including tea- and tablewares (mostly transfer-printed) as well as kitchen wares. The exception is a single sherd from an unglazed redware flowerpot, also 19th or 20th century.

6.3.2. The pottery provides the primary dating evidence for the site. Despite the potential date range of at least 18th–20th century for the assemblage as a whole, all contexts contained sherds of more closely dated 19th/20th century date.

6.4. CERAMIC BUILDING MATERIAL (CBM)

6.4.1. Two fragments of CBM, both from context 108 (the fill of the construction cut for well 107), are from roof tiles – one pantile and one flat peg tile. Both are Post Medieval; the pantile dates from the later 17th century or later.

6.5. GLASS

6.5.1. One fragment of glass, recovered from lower subsoil layer 105, is from a mould-made green cylindrical beverage bottle (wine or beer) of 19th or 20th

century date.

6.6. OTHER FINDS

6.6.1. Other finds comprise two small pieces of animal bone (unidentifiable to species); two fragments of plain clay tobacco pipe stem (broadly dated as post-medieval); and two iron nails (undated).

6.7. POTENTIAL AND FURTHER RECOMMENDATIONS

6.7.1. This is a small assemblage, which has a correspondingly limited potential to contribute further to an understanding of the site beyond what has already been recorded in terms of the range of types and their chronology. Datable material is entirely Post Medieval/Modern, and all finds belong to commonly occurring types. The assemblage is of purely local significance.

6.7.2. Data has been collected to an appropriate archive level, and no further analysis or publication is warranted.

6.7.3. Given the very low research potential of the assemblage, the finds does not warrant retention for long-term curation.

7. Summary and Conclusions

7.1.A site on land between 46 and 46b Station Road, Soham is proposed for redevelopment. The proposed redevelopment involves the construction of a single house with associated access and services.

7.2.A single trench was excavated within the footprint of the proposed building. The trench identified a Post Medieval well and a possibly contemporary gravel yard surface. These would have been associated with the property fronting Station Road, No46. Several structures are shown on late 19th and 20th century Ordnance Survey maps. A possible pump, marked as 'p', is shown on the 1888 Ordnance Survey map.

7.3.An earlier feature was identified at the northern limit of the trench. The feature appeared to be the remains of a boundary ditch but was undated.

8. Archive

8.1. The paper archive consists of:

- ◆ 1 x Drawing Register
- ◆ 3 x Drawing Film
- ◆ 1 x Photographic Register
- ◆ 1 x Trench Sheet
- ◆ 8 x Context Sheets

8.2. The finds archive consists of:

- ◆ 1 x box artefacts as described in Section 6 (all materials).

8.3. The archive is to be deposited at the Cambridgeshire County Council Archaeological Store.

SOURCES CONSULTED

BIBLIOGRAPHIC

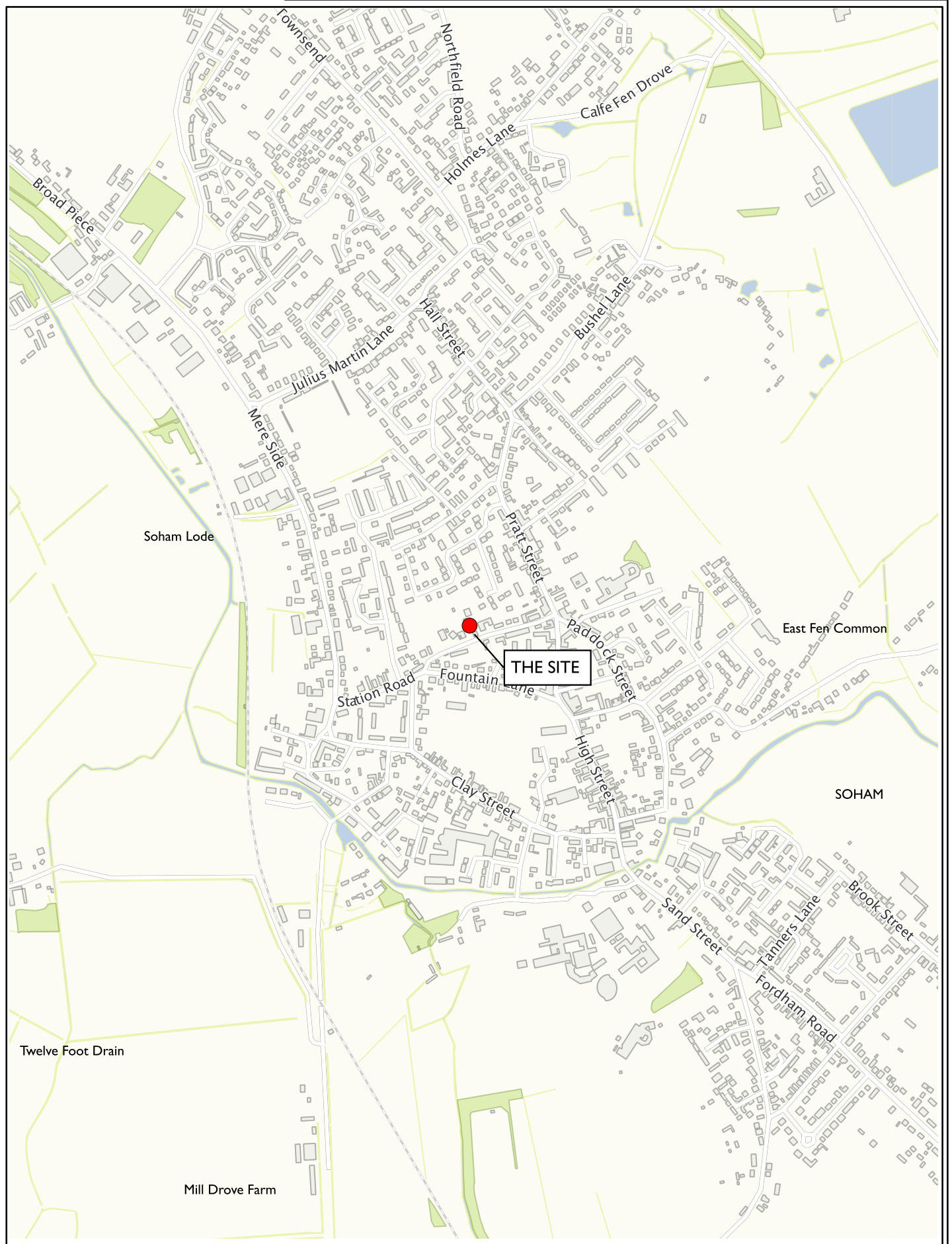
BRITISH GEOLOGICAL SURVEY, 2016. 'British Geological Survey GeoIndex'. Available at:
www.bgs.ac.uk/geoindex.

DCLG, 2012. 'National Planning Policy Framework: Planning for the Historic Environment'.

DUFFY, J., 2016. *Specification for Archaeological Evaluation 46b Station Road, Soham*. L – P □ :
Archaeology.

FIGURES

FIGURE 1 // Site Location



0 500 m



PROJECT // 2370E - 46b Station Road, Soham

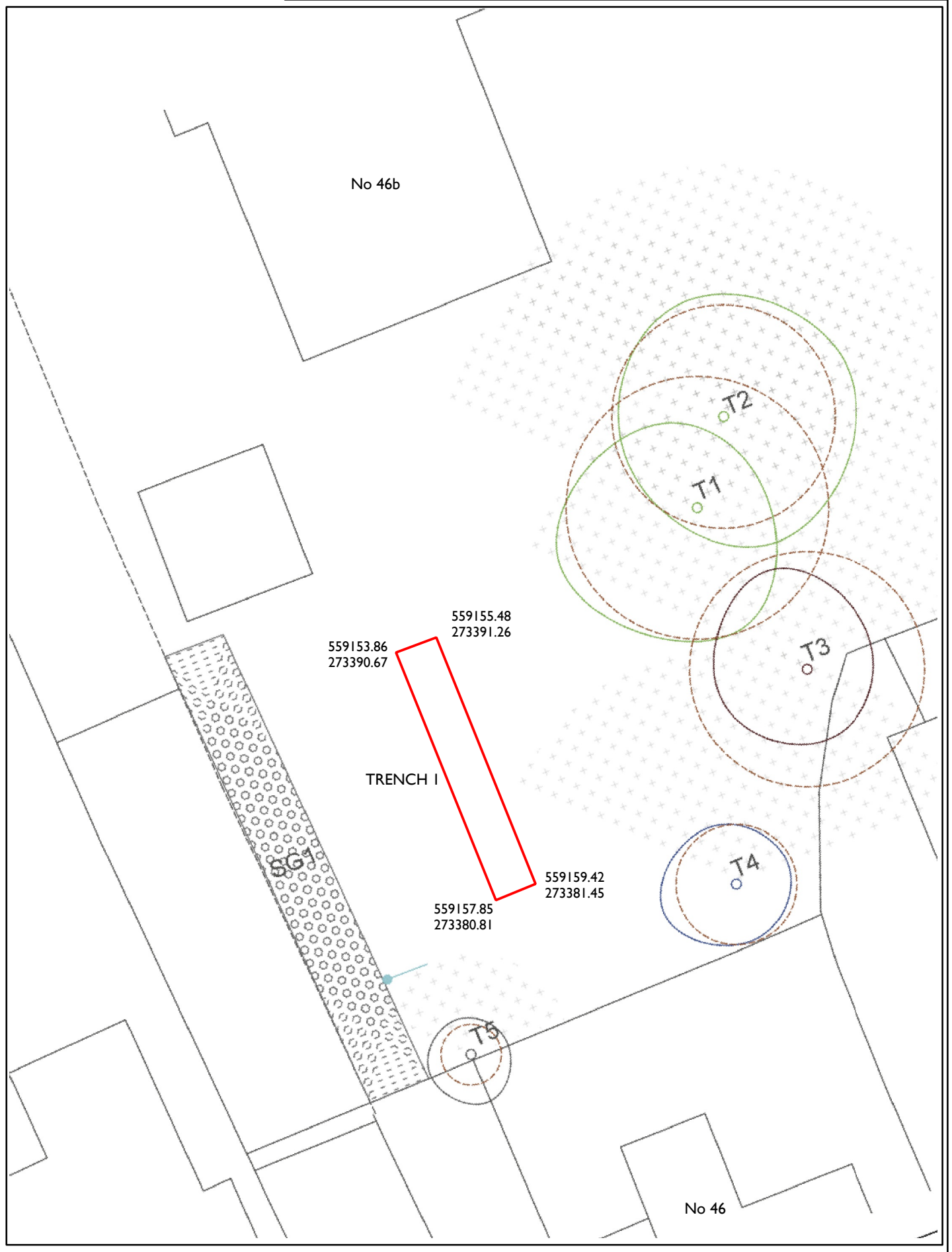
DESCRIPTION // Site Location

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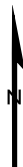
DOC REF: LP2370E-AER-v1

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FIGURE 2 // Site Detail



0 10 m



PROJECT // 2370E - 46b Station Road, Soham

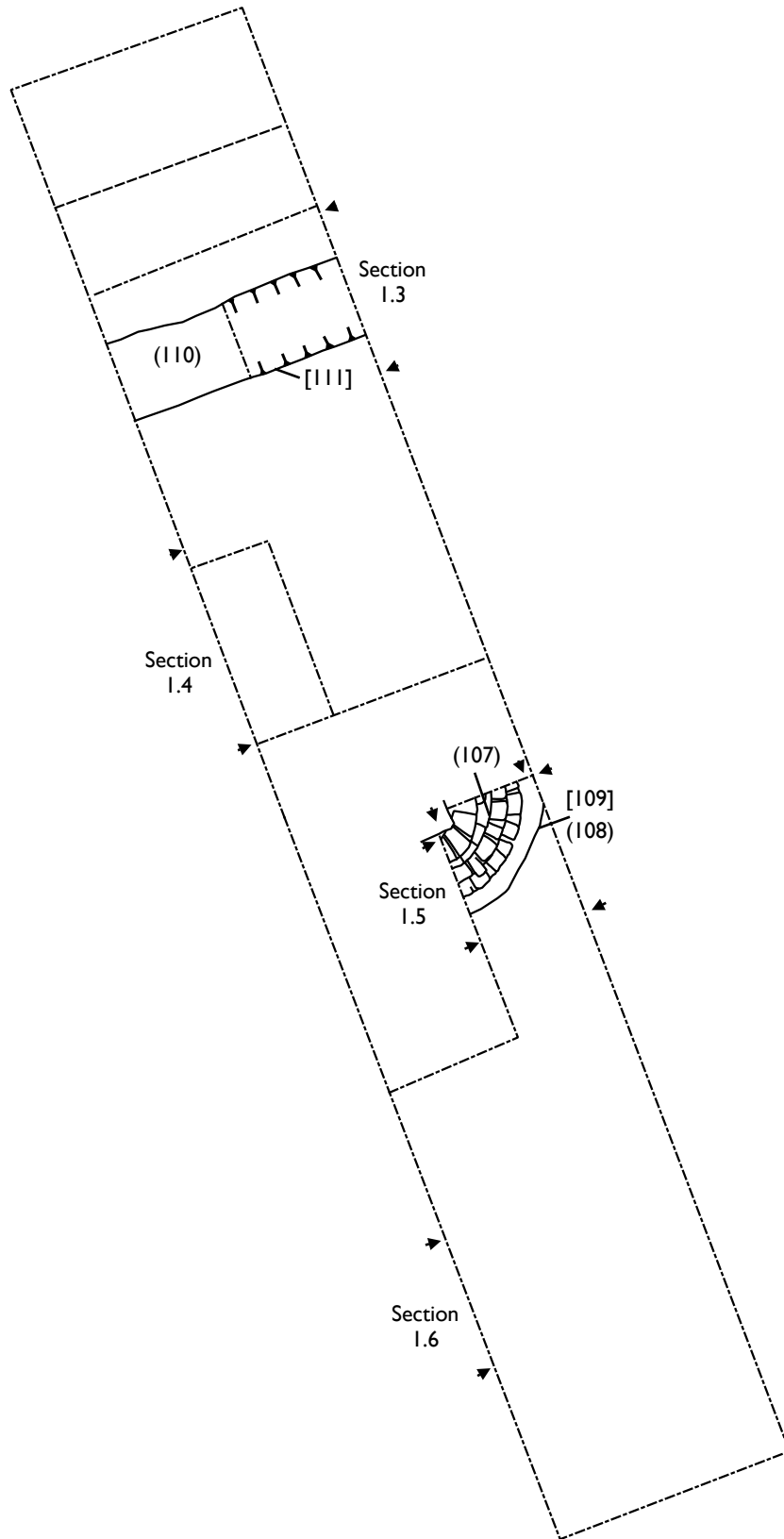
DESCRIPTION // Site detail and trench location

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DOC REF: LP2370E-AER-v1

L-P:ARCHAEOLOGY

FIGURE 3 // Trench I Plan



0 2 m



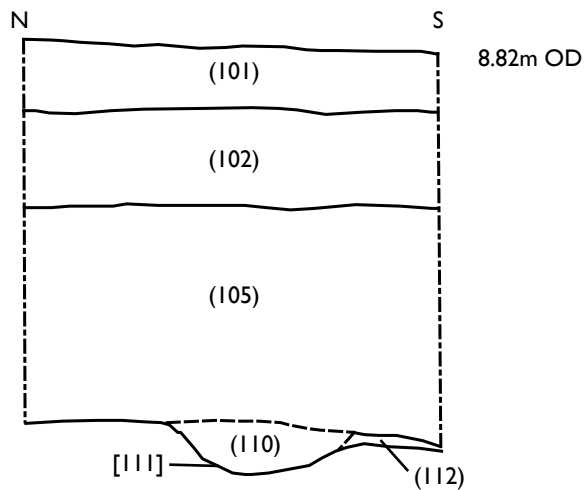
PROJECT // 2370E - 46b Station Road, Soham

DESCRIPTION // Plan of Trench I

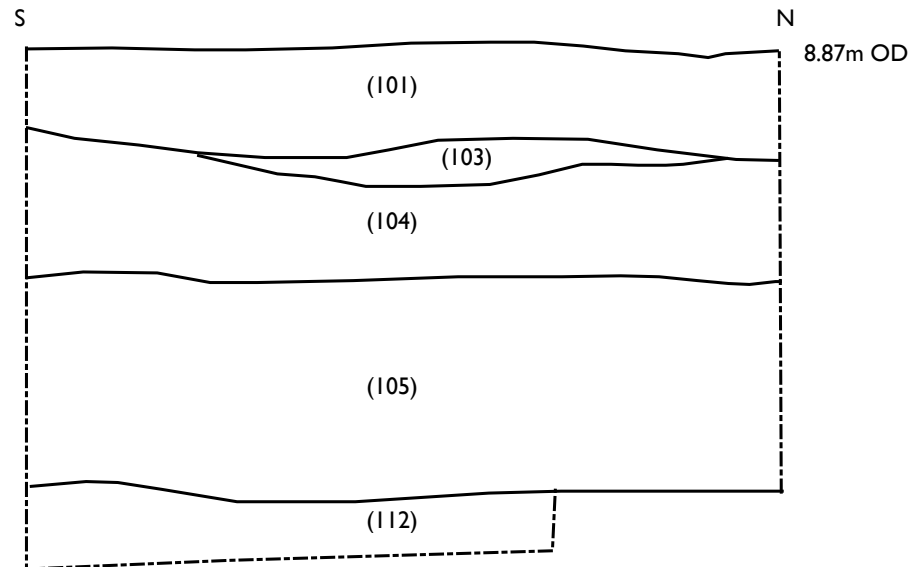
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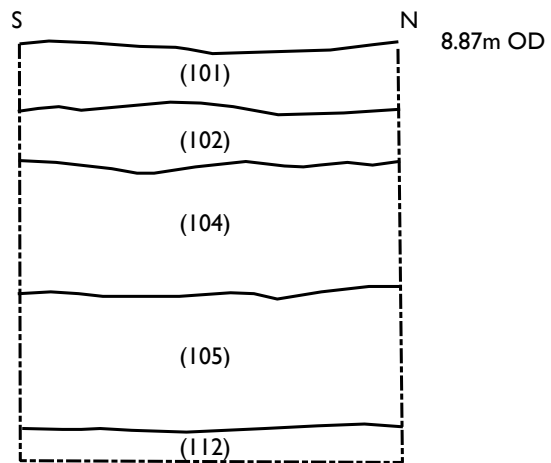
Section I.3



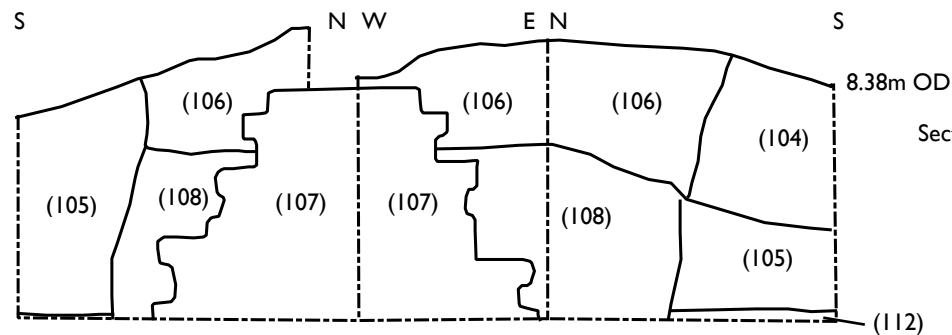
Section I.4



Section I.6



Section I.5



PROJECT // 2370E - 46b Station Road, Soham

DESCRIPTION // Sections of Trench I

DOC REF: LP2370E-AER-v1

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OASIS FORM

APPENDIX I

OASIS DATA COLLECTION FORM: England

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Printable version

OASIS ID: Iparchae1-277045

Project details

Project name	46b Station Road, Soham Evaluation
Short description of the project	A single 10m by 1.8m trench was excavated as a planning condition ahead of the construction of a new 4 bedroom house
Project dates	Start: 16-01-2017 End: 18-01-2017
Previous/future work	No / Not known
Any associated project reference codes	ECB4867 - HER event no.
Any associated project reference codes	16/00438/FUL - Planning Application No.
Type of project	Field evaluation
Site status	None
Current Land use	Other 5 - Garden
Monument type	WELL Post Medieval
Monument type	DITCH None
Significant Finds	POT Post Medieval
Significant Finds	POT Modern
Methods & techniques	"Sample Trenches"
Development type	Small-scale (e.g. single house, etc.)
Prompt	Planning condition
Position in the planning process	After full determination (eg. As a condition)

Project location

Country	England
Site location	CAMBRIDGESHIRE EAST CAMBRIDGESHIRE SOHAM 46b Station Road, Soham
Postcode	CB7 5DY

Study area	575 Square metres
Site coordinates	TL 59159 73377 52.334932706253 0.336257835058 52 20 05 N 000 20 10 E Point
Height OD / Depth	Min: 8.5m Max: 9m

Project creators

Name of Organisation	L - P : Archaeology
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	L - P : Archaeology
Project director/manager	John Duffy
Project supervisor	John Duffy
Type of sponsor/funding body	Landowner
Name of sponsor/funding body	Alison Beavis and Jonathan Lonsdale

Project archives

Physical Archive recipient	Cambridgeshire County Council
Physical Archive ID	ECB4867
Physical Contents	"Ceramics","Glass","Metal"
Digital Archive recipient	Cambridgeshire County Council
Digital Archive ID	ECB4867
Digital Media available	"GIS","Images raster / digital photography","Text"
Paper Archive recipient	Cambridgeshire County Council
Paper Archive ID	ECB4867
Paper Media available	"Context sheet","Plan","Report","Section","Survey ","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	Archaeological Evaluation at 46b Station Road, Soham
Author(s)/Editor(s)	Duffy, J.
Other bibliographic details	LP2370-AER-v1
Date	2017
Issuer or publisher	L - P : Archaeology
Place of issue or publication	Bishop's Stortford
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Entered by	John Duffy (john.duffy@lparchaeology.com)
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FINDS BY CONTEXT

APPENDIX 2

Context	Material Type	No	Wt (g)	Description	Date Range
101	Clay pipe	2	8	plain stems	Post Medieval
101	Pottery	1	3	pearlware, transfer printed tableware	19 th century
101	Pottery	1	10	yellow ware, white-slipped interior; kitchen bowl	19 th /20 th century
101	Pottery	1	4	refined whiteware; overglaze painted decoration, very worn; cup?	19 th /20 th century
105	Animal bone	1	4	scrap	undated
105	Glass	1	9	Post Medieval green cylindrical bottle	19 th /20 th century
105	Pottery	1	135	Post Medieval redware; horizontally looped side handle from large bowl	Post Medieval
105	Pottery	1	4	pearlware, transfer printed tableware	19 th century
106	Pottery	4	23	pearlware, transfer printed tableware (3 conjoining)	19 th century
108	Animal bone	1	2	scrap	undated
108	CBM	1	194	pantile	17 th century +
108	CBM	1	128	peg tile, pale-firing	Post Medieval
108	Clay pipe	1	1	plain stem	Post Medieval
108	Iron	1	95	large T-headed nail	undated
108	Iron	1	6	smaller nail	undated
108	Pottery	1	9	unglazed redware flowerpot rim	19 th /20 th century
108	Pottery	1	2	English stoneware	18 th century +
108	Pottery	1	1	English (Staffs-type) dipped stoneware	18 th century
108	Pottery	7	10	refined whiteware tea-/tableware (6 blue-coloured body); 1 transfer printed	19 th /20 th century
108	Pottery	6	21	pearlware tea-/tableware (5 transfer printed); 1 cup/mug, 1 plate	19 th century
108	Pottery	1	2	yellow ware (white-slipped exterior); kitchen ware	19 th /20 th century

WRITTEN SCHEME OF INVESTIGATION

APPENDIX 3

Specification for Archaeological Evaluation

46B STATION ROAD SOHAM

For Alison Beavis & Jonathan Lonsdale

John Duffy PgCert MA MCIfA

L~P:ARCHÆOLOGY

APPENDIX 3

Specification for Archaeological Evaluation

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NGR: 559159, 273377

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Author: J. Duffy

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A trading name of L – P : Heritage LLP.

Unit i5 | Woodside | Dunmow Road | Bishop's Stortford | Herts, IP32 7DF | +44 [0]1279 755252 | eoe@lparchaeology.com

www.lparchaeology.com

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APPENDIX 3

TABLE OF FIGURES

Figure 1 - Site Location

Figure 2 - Proposed Trench

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Appendix I - Brief

APPENDIX 3

1. Introduction

- 1.1. This document has been prepared by John Duffy of L - P : Archaeology on behalf of Alison Beavis and Jonathan Lonsdale.
- 1.2. This document has been prepared in response to a request by the Cambridgeshire Historic Environment Team to determine the presence and preservation of archaeological deposits ahead of the construction of a new four bedroom house between 46 and 46b Station Road.
- 1.3. The document sets out the methodology for an archaeological evaluation adjacent to 46b Station Road, Soham (FIGURE 1). The National Grid Reference is 559159, 273377.
- 1.4. The event number issued by Cambridgeshire Historic Environment Record is ECB4867. This number will be used as the site code.
- 1.5. This document sets out the detailed methodology to be employed for the evaluation fieldwork, reporting and archiving at the above site.

2. Site Background

2.1. PLANNING

2.1.1. In March 2012 the Department for Communities and Local Government issued the National Planning Policy Framework (NPPF) (DCLG 2012). Section 12 of this document sets out planning policies on the conservation of the historic environment.

2.1.2. In considering any planning application for development the local planning authority, East Cambridgeshire District Council, must consider the Policy ENV14 (Sites of archaeological interest) of the East Cambridgeshire Local Plan (adopted 2015). On matters concerning archaeology and the historic environment East Cambridgeshire District Council take impartial advice from the Cambridgeshire Historic Environment Team.

2.1.3. The site is to the rear of 46 Station Road and to the front of 46b Station Road, Soham and is currently part of a garden. Planning permission has been granted for the development and archaeological work forms part of a condition on the planning consent.

2.1.4. The evaluation is to be undertaken as a condition of planning due to the archaeological potential of the site based on a Brief provided by Cambridgeshire County Council Historic Environment Team (APPENDIX 1). This is to provide as much detailed information about the archaeological deposits on the site in order to determine a suitable mitigation strategy.

2.2. GEOLOGY

2.2.1. The British Geological Survey GeoIndex shows the site to be located on West Melbury Marly Chalk Formation (BRITISH GEOLOGICAL SURVEY 2016). This data is at relatively low resolution and does not give site specific data.

2.3. TOPOGRAPHY AND SITE CONDITIONS

2.3.1. The proposed development site is located on land to the north of 46 Station Road, Soham and to the south of 46b Station Road, Soham and is currently in use as a garden (FIGURE 2). The proposed development between the existing

APPENDIX 3

buildings is within the garden and with other properties to the east and west.

2.3.2. The site is currently in use as a lawn within the garden for 46b Station Road, Soham (FIGURE 2).

2.4. ARCHAEOLOGY AND HISTORY

2.4.1. The site is located within the village of Soham. The archaeological information below is based on the summary within the project brief (APPENDIX 1) and a detailed archaeological background will be presented in the evaluation report. Cambridgeshire Historic Environment Numbers are given in parentheses, e.g. (MCB18106).

2.4.2. The site is located off Station Road where Prehistoric and Medieval occupation along with inhumations recorded in archaeological work to the west of the site (MCB18106). To the east on Station Road evidence of Saxo-Norman occupation has been identified (11985). Further Saxo-Norman structures have been recorded to the north (11932).

2.4.3. St Andrew's Church, a 12th century church, is located to the south (07123) with a Saxon burial ground (07123a).

2.4.4. Iron Age and Roman settlement evidence is recorded to the south east (MCB18184) as well as evidence of Medieval settlement (MCB18185), along White Hart Lane. Several burials in this area are also recorded.

2.4.5. Based on previous archaeological work the proposed development area has a high potential for Early Medieval and Medieval remains and a potential for earlier Prehistoric and Roman remains.

2.5. PROPOSED DEVELOPMENT

2.5.1. The proposed development consists of a single four bedroom house and associated access and services.

3. Aims

3.1. The aims of the evaluation are:

- ◆ To determine the presence or absence of archaeological deposits or remains.
- ◆ To assess the character, date, location and preservation of any archaeological remains on the site. The results will include a comment on the quality and significance of the remains.
- ◆ To assess the nature and extent of any previous damage to archaeological remains on the site.
- ◆ To assess the anticipated impact of the development proposals on any surviving archaeological remains.
- ◆ To collect enough information to allow a suitable mitigation strategy to be devised, if required. Any such strategy could consist of further fieldwork followed by a programme of post excavation analysis, reporting and possible publication and dissemination.

4. Methodology

4.1. SITE WORKS

- 4.1.1. A single 10m long and 2m wide trench is proposed running within the footprint of the proposed building (FIGURE 2). CHET will be responsible for monitoring the archaeological work undertaken.
- 4.1.2. The trench will be excavated by a 360 machine or JCB with a toothless ditching bucket under the supervision of an experienced archaeologist. The trench will not be backfilled without agreement of CHET.
- 4.1.3. The trench location is subject to reasonable change by the field officer dependent on conditions on site, to avoid services or obstructions. Any required changes will require the approval of CHET and no changes will be made that affect the aims of the project.
- 4.1.4. The trench location will be accurately surveyed prior to excavation and related to the National Grid.
- 4.1.5. Examination and cleaning of all archaeological deposits will be by hand using appropriate hand tools. Any archaeological deposits will be examined and recorded both in plan and section. The objective will be to define remains rather than totally remove them. All features will be investigated, where possible, as follows:
- ◆ 50% of each intrusive feature (pits, postholes).
 - ◆ All terminals and intersections of linear features along with 1m wide slots elsewhere along the feature.
 - ◆ 50% structural features (beamslots, ring ditches) - actual surviving structural elements (walls, collapse/debris fields) only require exposure, cleaning and preservation for excavation in more appropriate circumstances.
 - ◆ 50-100% domestic/industrial working features (hearths, ovens) - unless large and structural, in which case see above.
- 4.1.6. A metal detector, which will not be set to discriminate against iron, will be

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used at all stages of the evaluation in checking the trench and spoil.

- 4.1.7. Finds from the topsoil and overburden will be collected from a sample of the trench to allow characterisation of the topsoil and other deposits sealing the buried archaeology.
- 4.1.8. Should significant archaeological deposits be encountered that are worthy of preservation *in situ*, excavation will cease. A site meeting will be held to assess the significance of the deposits and to decide on a strategy for sampling them to provide sufficient data for a useful assessment or subsequent mitigation strategy.
- 4.1.9. All works will be carried out in accordance with the *Code of Approved Practice* as set out by the Chartered Institute for Archaeologists (CHARTERED INSTITUTE FOR ARCHAEOLOGISTS 2014). Accordingly the project team will abide by the CIfA's code of approved practice, the CIfA's Standard and Guidance for Archaeological Evaluation (CHARTERED INSTITUTE FOR ARCHAEOLOGISTS 2014) and the Standards for Field Archaeology in the East of England (GURNEY 2003).

4.2. FINDS

- 4.2.1. All identified finds, artefacts, industrial and faunal remains will be collected and retained. Certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of the archaeological advisor to the local authority.
- 4.2.2. Excavated material will be examined in order to retrieve information to assist in the analysis of the spatial distribution of artefacts.
- 4.2.3. The finds assemblage will be retained for deposition with the site archive in the Cambridgeshire County Archive.
- 4.2.4. Marking of finds will follow the requirements of the Cambridgeshire County Archive. Bulk finds will be bagged in clear self-sealing plastic bags marked with the same details.
- 4.2.5. All finds which constitute Treasure under the 1996 Treasure Act for England

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and Wales will be immediately reported the Finds Liaison Officer and to the coroner within 14 days of discovery. Any treasure will be excavated and moved to a safe storage facility or suitable security will be arranged on site if immediate removal is not possible.

4.2.6. Any human remains will be left *in situ*, covered and protected. If removal is essential it can only take place under appropriate government regulations. Furthermore, if removal is essential, such removal will be in accordance with the *Excavation and Post Excavation Treatment of Cremated and Inhumed Human Remains* (MCKINLEY & ROBERTS 1993) and the *Guidelines for the Standards for Recording Human Remains* (BRICKLEY & MCKINLEY 2004) as set out by the Cifa.

4.2.7. Should finds that require immediate conservation be encountered, they will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation *Conservation Guideline No. 2* (UNITED KINGDOM INSTITUTE FOR CONSERVATION 1983). Appropriate guidance set out in the Museums and Galleries Commissions *Standards in the Museum Care of Archaeological Collections* (MUSEUMS AND GALLERIES COMMISSION 1992) and the current Cifa guidelines (CHARTERED INSTITUTE FOR ARCHAEOLOGISTS 2014) will also be followed. Packaging of all organic finds and metalwork will follow the UKIC/Rescue guidelines, *First Aid for Finds* (LEIGH 1998). Any necessary conservation and treatment of metalwork will be arranged in conjunction with specialist conservators.

4.3. ENVIRONMENTAL SAMPLING

4.3.1. Environmental sampling during the evaluation will target a representative range of contexts from each phase and examine the survival of material and key archaeological contexts. During the works the site will be visited at least once by our specialist environmental consultant if appropriate deposits are identified and the Historic England Regional Science Advisor notified. Should significant environmental deposits be encountered, they will be taken and processed in line with English Heritage guidelines (CAMPBELL ET AL. 2011).

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Provision will be made for the requirement of the following samples:

- ◆ Bulk samples of 30-60 litres, or 100% of the context, for process using a floatation tank for the recovery of charred plant remains from the 'flot' and artefacts such as small bones, mineralised plant remains, charcoal and hammer scale from the residues.
- ◆ Samples of 1-5 litres from waterlogged deposits for analysis of waterlogged plant remains. These may be taken as sub-samples from bulk samples.
- ◆ Samples of 5-15 litres from waterlogged deposits for analysis of insect remains and other macroscopic artefacts. These may be taken as sub-samples from bulk samples.
- ◆ Samples of 2 litres for mollusc analysis, with associated continuous column samples.
- ◆ Monolith samples which may be sub-sampled for diatom, spore or pollen analysis.
- ◆ Monolith samples for soil micromorphology.

4.3.2. All environmental samples will be assessed for potential through summary analysis by an environmental specialist.

4.3.3. Bulk samples will be processed as soon as possible or discarded with the agreement of Cambridgeshire Historic Environment Team. Residues will be treated as part of the finds assemblage.

4.3.4. Further guidance will be used as appropriate and will include *Waterlogged Organic Artefacts* (ENGLISH HERITAGE 2012), *Investigative Conservation* (ENGLISH HERITAGE 2008), and *Waterlogged Wood* (ENGLISH HERITAGE 2010). The regional archaeological science advisor for English Heritage will also be notified of any significant deposits.

4.4. SCIENTIFIC DATING

4.4.1. Where appropriate, samples for scientific dating will be taken. Provision will be made for:

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- ◆ Dendrochronological analysis from timbers.
- ◆ C14 dating from organic material, which may be taken as sub-samples from bulk or monolith samples.
- ◆ Archaeomagnetic dating from hearths or other suitable deposits.

4.5.RECORDING SYSTEM

- 4.5.1. The site code is ECB4867. This code will be used to label all sheets, plans and other drawings; all context and recording sheets; all photographs (but not negatives); all other elements of the documentary archive.
- 4.5.2. The recording system used will follow the Museum of London Archaeological Site Manual (SPENCE 1994). Context sheets will include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram will be employed. This matrix will be fully checked during the course of the evaluation. If there is any doubt over recording techniques, the Museum of London Archaeological Site Manual will be used as a guide (SPENCE 1994).
- 4.5.3. A site location plan will be prepared in GIS showing the investigation area and development site in relation to the surrounding locality and related to the National Grid
- 4.5.4. This will be supplemented by a detailed plan (at an appropriate scale, usually OS 1:200 or 1:100), which will show the location of the areas investigated in relation to the investigation area.
- 4.5.5. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale, usually 1:50 or 1:20.
- 4.5.6. The extent of any visible archaeological deposits will be recorded in plan.
- 4.5.7. Sections containing significant deposits, including half sections, will be drawn at an appropriate scale, usually 1:10 or 1:20. All sections will be related to the Ordnance Datum using spot heights and registers of sections and plans will be kept.
- 4.5.8. Upon completion of each significant feature at least one sample section will be drawn, including a profile of the top of natural deposits (extrapolated from cut

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features etc. if it has not been fully excavated). The stratigraphy will be recorded, even if no archaeological deposits have been identified.

4.5.9. An adequate photographic record will be made of any significant archaeological remains, including photographs of sections. This will include black and white prints, colour transparencies (both on 35mm film) and digital photographs as appropriate. These will illustrate in both detail and general context the principal features and finds discovered. The photographic record will also include working shots to illustrate the general nature of the archaeological works. A register of all photographs taken will be kept on standardised forms.

4.5.10. A Harris Matrix stratification diagram will be compiled and fully checked during the course of the excavation.

4.6. COMMUNITY INVOLVEMENT

4.6.1. On site staff will be allowed to answer questions from members of the public regarding the archaeology of the area and potential archaeology of the site.

4.6.2. Detailed inquiries from members of the public regarding the results of the works, or sensitive information, will be directed to the project manager.

4.6.3. Given the nature and scale of the works information boards, site tours and other community involvement activities are not considered appropriate.

5. Report

5.1. A formal report on the results of the archaeological evaluation will be prepared on completion of the fieldwork. The report will conform to Annex 2 of the CIFAs Standard and Guidance for Archaeological Field Evaluation (CHARTERED INSTITUTE FOR ARCHAEOLOGISTS 2014) and the Standards for Field Archaeology in the East of England (GURNEY 2003) will include:

- ◆ A non-technical summary (abstract).
- ◆ Introductory statements and site background.
- ◆ The aims and methods adopted in the course of the evaluation.
- ◆ A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during the works, with specialist opinions and parallels from other sites if required.
- ◆ Illustrative material including maps, plans, sections, drawings and photographs as necessary.
- ◆ A catalogue of finds, including any specialist reports.
- ◆ A discussion and summary of the results of the trenching including an assessment of the regional context and a statement of significance.
- ◆ An index of the contents and location of the archive.
- ◆ Sources consulted.
- ◆ A copy of the OASIS record sheet.

5.2. A hard copy of the report will be produced within four weeks of the completion of fieldwork and sent to the Cambridgeshire Historic Environment Team for approval. This document will be clearly marked as a draft copy.

5.3. Within two weeks following approval, one bound copy of the report will be sent to the Cambridgeshire Historic Environment Record. Digital copies will be supplied to the client, the HER and uploaded to OASIS.

5.4. If requested, a copy of any relevant spatial data, including feature distribution and

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phase plans where appropriate and registered to the National Grid, will also be sent to Cambridgeshire Historic Environment Record in ESRI Shapefile format.

5.5.L -P : Archaeology shall retain full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client in all matters directly relating to the project as described in this document. Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority. Any information deposited in the Historic Environment Record can be freely copied without reference to the originator for research or planning purposes.

6. Archive

- 6.1. The site code ECB4867 will be used to mark all plans, drawings, context and recording sheets, photographs and other site material during excavation.
- 6.2. The site archive will be so organised as to be compatible with current requirements of the Cambridgeshire County Archive (CAMBRIDGESHIRE COUNTY COUNCIL 2014). Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto *pro-forma* recording sheets. Relevant context, sample and photograph registers and environmental sample sheets will also be used.
- 6.3. On completion of finds analysis, the landowner will be asked to sign a Deed of Transfer transferring title of the finds to the Cambridgeshire County Archive.
- 6.4. The integrity of the site archive will be maintained. All finds and records will properly be curated (subject to the Deed of Transfer) by the Cambridgeshire County Archive and be available for public consultation.
- 6.5. Further appropriate guidance is set out in the *MGC Standards in the Museum Care of Archaeological Collections* (MUSEUMS AND GALLERIES COMMISSION 1992), and the *Selection, Retention and Disposal of Archaeological Collections* (SOCIETY OF MUSEUM ARCHAEOLOGISTS 1993) will be followed in all circumstances.
- 6.6. The minimum acceptable standard for the archival report is defined in the *Management of Research Projects in the Historic Environment* (ENGLISH HERITAGE 2009). It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 6.7. United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long-term storage (WALKER 1990) will be followed. With consent of the landowner, arrangements for the curation of the site archive will be agreed with the Cambridgeshire County Archive.
- 6.8. Pursuant to these agreements the archive will be presented to the Cambridgeshire County Archive within six months of the completion of the fieldwork (unless

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alternative arrangements have been agreed in writing with the Local Planning Authority or Cambridgeshire Historic Environment Team). In addition, written confirmation from the client will be provided for the transfer of ownership.

6.9.The project will be registered and regularly updated as part of the OASIS project.

6.10.The Cambridgeshire County Archive shall be granted license for the use of the archive for educational purposes, including academic research, as long as such use is non-profit making and conforms to the Copyright and Related Rights regulation 2003.

7. Access and Safety

- 7.1. Reasonable access to the site will be arranged for the Local Planning Authority and their archaeological advisor, in this instance CHET, who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 7.2. The archaeological advisor will be given notice of at least one working week prior to the commencement date of site works. All works will be monitored by CHET and CHET will be kept informed and updated during all stages of work.
- 7.3. Before any site work commences, a full Risk Assessment Document will be produced setting out the site specific health and safety policies that will be enforced in order to reduce to an absolute minimum any risks to health and safety.
- 7.4. All relevant health and safety regulations will be followed. Barriers, hoardings and warning notices will be installed as appropriate. Safety helmets and visibility jackets will be used by all personnel as necessary.
- 7.5. No personnel will work in deep unsupported excavations. The installation of temporary support work and other attendances will be provided as required.

8. Staffing and Timetable

- 8.1. The project manager is John Duffy of L – P : Archaeology.
- 8.2. John Duffy will be responsible for the overall coherency of the team and for the management of the archaeological evaluation. Additional field officers, when required on site, will be under his direction and will be responsible for particular tasks that he assigns to them.
- 8.3. A start date for the evaluation is yet to be confirmed.
- 8.4. Site work is expected to be completed within 3 working days.
- 8.5. The on site work will be undertaken by a Field Officer plus one or two site assistants depending on the archaeological remains found.
- 8.6. Specialists will be consulted based on the results of the trial trenching. All specialists will have knowledge of the area and will be acceptable to Cambridgeshire Historic Environment Team.
- 8.7. Likely specialists to be consulted are Lorraine Mepham (ceramics) and Lorraine Higbee (animal bone), both Wessex Archaeology. Environmental evidence will be assessed by Matt Law (molluscs) of L – P : Archaeology and Lisa Grey (plant macrofossils). CVs of all specialists to be used can be provided if required.

SOURCES CONSULTED

APPENDIX 3

BIBLIOGRAPHIC

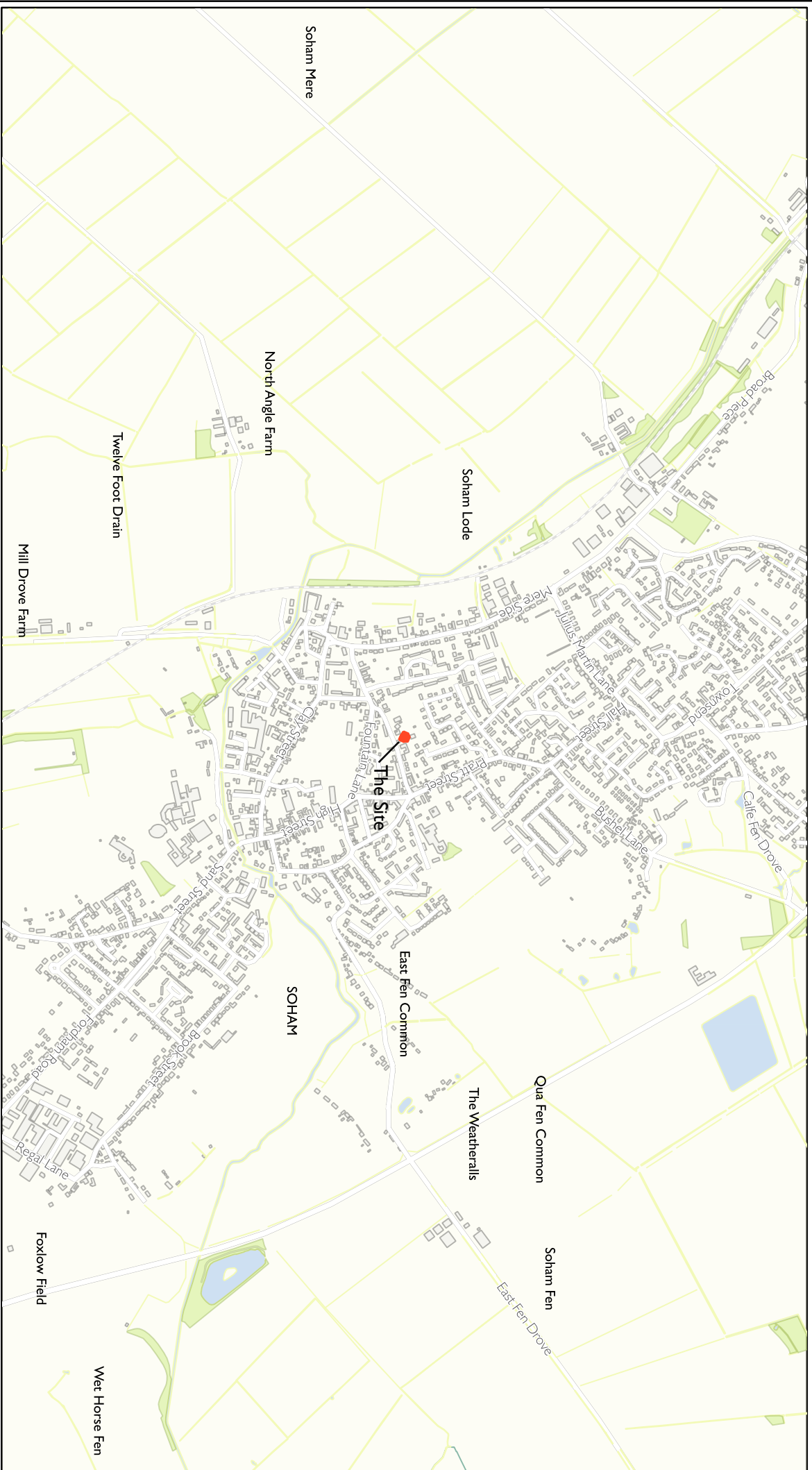
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FIGURES

FIGURE 1 // Site Location



0 500 m



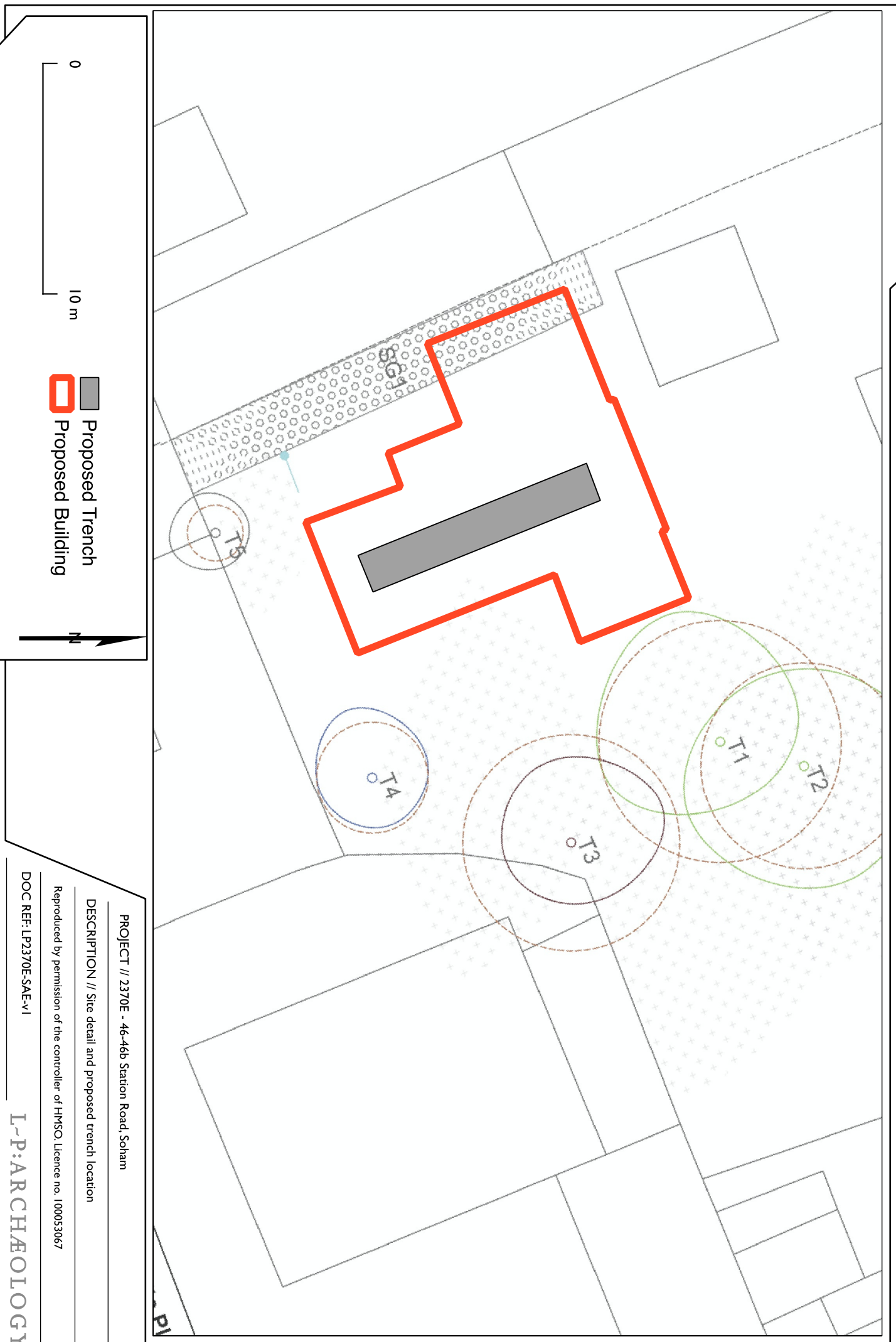
PROJECT // 2370E - 46-46b Station Road, Soham

DESCRIPTION // Site Location

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DOC REF: LP2370E-SAE-v1

L-P:ARCHAEOLOGY



Proposed Trench
Proposed Building

PROJECT // 2370E - 46-46b Station Road, Saham

DESCRIPTION // Site detail and proposed trench location

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DOC REF.: LP2370E-SAE-v1

L-P:ARCHAEOLOGY

BRIEF

APPENDIX I

BRIEF FOR ARCHAEOLOGICAL EVALUATION Cambridgeshire Historic Environment Team

Site: Tenby Manor, 46B, Station Road, Soham

Planning Application: 16/00438/FUL

Company: Jonathan Lonsdale

Location: NGR TL 5915 7338

This design brief is only valid for six months after the date of issue. After this period the Cambridgeshire Historic Environment Team (CHET) should be contacted. Any specifications resulting from this brief will only be considered for the same period. Please note that this document is written for archaeological project managers to facilitate the production of an archaeological specification of work; the term project manager is used to denote the archaeological project manager only.

The project manager is strongly advised to visit the site before completing their specification, as there may be implications for accurately costing the project. Historic environment data from the Cambridgeshire Historic Environment Record (CHER) is attached to this brief, but further contact with the CHER for specific information is recommended. Any response to this brief should follow CIFA Standard and Guidance for Archaeological Field Evaluations, 2014.

NO FIELDWORK MAY COMMENCE UNTIL WRITTEN APPROVAL OF A SPECIFICATION HAS BEEN ISSUED BY THE HISTORIC ENVIRONMENT TEAM

1.0 SITE DESCRIPTION

- 1.1 The development area is situated in the historic core of Soham on West Melbury Marly Chalk formation geology at roughly 8.5m AOD.
- 1.2 Archaeological investigations 50m to the west along Station Road revealed evidence of Prehistoric and medieval occupation, including inhumations (Historic Environment Record reference MCB18106). Archaeological investigations 40m to the east along Station Road revealed evidence of Saxo-Norman occupation (11985) with Saxo-Norman structures to the north at Pratt Street (11932). To the south is 12th century Saint Andrew's Church (Historic Environment Record reference 07123) as well as Saxon burial ground (07123a). To the south east at White Hart Lane archaeological investigations have revealed evidence of Iron Age and Roman settlement (MCB18184) and medieval settlement (MCB18185). In addition, numerous burials have been recorded from the gardens of houses along the Lane (for example, at No 1: MCB17746; at No 11: 11789 and adjacent to No 46: MCB19457).
- 1.3 The results of a CHER search are attached in map and pdf report format. Due to the large amount of data included in the area, this data can also be supplied in a GIS format (MapInfo TAB. or ESRI ArcGIS shapefile SHP.) at no further cost. If you would like to receive this data, please complete and return the attached GIS licence form (stating the responsible officer and which GIS format you require) to the CHER either by email or post; email and address details are included on the form.

Reproduction of spatial data by any other means is not recommended.

2.0 DEVELOPMENT DESCRIPTION AND ARCHAEOLOGICAL REQUIREMENTS

- 2.1 The development is for a two storey 4 bedroom house including integral garage.

- 2.2 Due to the high archaeological potential of the site, a condition has been placed on planning consent requiring a scheme of archaeological work to be undertaken at the site. The first phase of this work will be an archaeological evaluation to assess the nature and potential of the site. This brief deals solely with the evaluation phase.
- 2.3 The evaluation should include a suitable level of documentary research, including further consultation with information held in the CHER as necessary, to set the results in their geographical, topographical, archaeological and historical context.
- 2.4 The required scheme shall include a field evaluation of the application area.

Non-intrusive methods

- 2.5 Aerial photographic assessment is not required for this site.
- 2.6 Geophysical survey is not required for this site.

Intrusive methods

- 2.7 The evaluation should include a programme of linear trial trenching, or test-pitting in confined areas, to adequately sample the development area. A single trench through the development area is recommended, with contingency for judgemental trench use, should this prove necessary in the field. Archaeological features within the trenches will be sufficiently excavated to conform to section 3.0 below.
- 2.8 The artefact contents of the ploughsoil and any lower soil horizons should be examined as part of the evaluation and the field data quantified and spatially illustrated within the report. If the field conditions are not conducive for fieldwalking, a bucket sampling or test pit programme should be conducted, whereby 90 litres of spoil is hand sorted for each soil horizon encountered. Bucket sampling points should occur at each end of trenches that are less than 50m in length, or at trench ends and mid-point of 50m and longer trenches. Unstratified artefacts should be sought and recovered from trench spoil heaps.
- 2.9 The use of metal detectors on site to aid the recovery of artefacts is required. The detector should not be set to discriminate against iron.
- 2.10 **All** features must be investigated and recorded unless otherwise agreed with CHET. Investigation slots through all linear features must be **no less than 1m in width**. Discrete features must be half-sectioned or excavated in quadrants where they are large or found to be deep. The use of a hand held auger (or a power auger where appropriate) is recommended to gain information from very deep deposits should be available in the staff tool kit.

3.0 OBJECTIVES

Character and Significance

- 3.1 The evaluation should aim to determine, the location, extent, date, character, condition, significance and quality of any surviving archaeological remains liable to be threatened by the proposed development. An adequate representative sample of all areas where archaeological remains are potentially threatened should be studied.
- 3.2 The evaluation results will be used to:
- a) determine the character, date, condition and significance of the archaeological resource,
 - b) define the nature and extent of any mitigation works that may be required.
- 3.3 The mitigation of construction impacts to archaeological remains identified during this evaluation will be outlined in a further design brief for archaeological investigation.

Environment, Economy and Industry

- 3.4 Particular study of the following should occur:
- i. presence/absence of palaeosols and old land surface soils/deposits,
 - ii. the character of deposits and their contents within negative features
 - iii. palaeochannels
 - iv. site formation processes generally.
- 3.5 Buried soils and associated deposits should be inspected on site by a suitably qualified geoarchaeologist whose advice should be sought as to whether soil micromorphology or other analytical techniques will enhance understanding of depositional processes and transformations at the site. If so, suitable samples should be taken from relevant deposits or features for assessment and inclusion in the report.
- 3.6 The assessment of the potential to inform on the general environmental and dietary evidence of the inhabitants of the site through examination of suitable deposits must also be arranged with a suitably qualified specialist. Attention should be paid to:
- i. the retrieval of charred plant macro & microfossils, faunal remains and land molluscs from former dry-land palaeosols and cut features,
 - ii. the retrieval of plant macro & microfossils, insect, faunal remains, molluscs, pollen and other biological remains from waterlogged deposits located;
 - iii. provision for the absolute dating of critical contacts should be made: eg the basal contacts of peats over former dryland surfaces; distinct landuse or landmark change in urban contexts.
- 3.7 The evaluation should also carefully consider the retrieval, characterisation and dating (including absolute dating) of artefact, burial or economic evidence to assist in the characterisation of the site's evidence and in the development of future mitigation strategies.
- 3.8 The assessment of environmental & economic potential should follow advice in these and other guidance documents:
- Historic England, 2011, *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)*.
 - Association for Environmental Archaeology, 1995, *Environmental archaeology and archaeological evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England*. Working Papers of the Association for Environmental Archaeology 2, 8 ff. York: Association for Environmental Archaeology;
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 - Murphy, P.L. and Wiltshire, P.E.J., 1994, *A guide to sampling archaeological deposits for environmental analysis*.
- 3.9 The Project Manager & field team are also advised to consult the following guidance documents in order to provide an adequate strategy for the excavation, field treatment and conservation of any delicate organic materials:
- Historic England, 2012, *Waterlogged Organic Artefacts: Guidelines on Their Recovery, Analysis and Conservation*;
- Historic England, 2008, *Investigative Conservation: Guidance on How the Detailed Examination of Artefacts from Archaeological Sites Can Shed Light on Their Manufacture and Use*;
- Historic England, 2010, *Waterlogged Wood: Guidelines on the Recovery, Sampling, Conservation and Curation of Waterlogged Wood*.
- Reference to other specialist investigation and assessment methodologies should also occur.
- 3.10 The project manager must ensure that the results of palaeoenvironmental investigation, industrial residue assessments/analyses & scientific analyses are included in a full evaluation report and sent to the Historic England Science Advisor.

4.0 REQUIREMENTS

- 4.1 The evaluation must be undertaken by an archaeological team of recognised competence, fully experienced in work of this character and formally acknowledged by the CHET officers, advisors to the Local Planning Authority (LPA). Inclusion in the Chartered Institute for Archaeologists' Register of Archaeological Organisations is recommended. Details, including the name, qualifications and experience, of the site director and all other key project personnel (including specialist staff) will be communicated to CHET within a specification of works, or Written Scheme of Investigation (WSI), which must be prepared by the archaeological contractor undertaking the programme. The specification must conform to the guidance in Historic England's MoRPHE publication (*Management of Research Projects in the Historic Environment, Historic England, 2006, reissued 2015*). This specification must:
- i. be supported by a research design which sets out the site specific objectives of the archaeological works.
 - ii. detail the proposed works as precisely as is reasonably possible, indicating clearly on plan their location and extent.
 - iii. provide a timetable for the proposed works including a "safety" margin in the event of bad weather or any other unforeseen circumstances that may effect this timetabling.
- 4.2 All aspects of the evaluation shall be conducted in accordance with
- Chartered Institute for Archaeologists' *Code of Conduct*
 - *Standard and Guidance for Archaeological Field Evaluations* (CIFA 2014),
 - *Standards for Field Archaeology in the East of England* (EAA Occasional Paper 14).
 - *Research and Archaeology Revisited: a revised framework for the East of England* (EAA Occ. Paper No 24, 2011), to define research objectives.
- 4.3 Care must be taken in dealing with **human remains** and the appropriate guidance issued by the Ministry of Justice should be followed. Environmental health regulations must also be followed. The CHET officer must be informed immediately upon discovery of human remains. If found during an evaluation, the human remains can be left *in situ*, covered and protected when discovered, depending on the site circumstances and depths of cover soils. Where the reburial of revealed human remains would be considered detrimental to their survival, arrangements for their immediate excavation should be made to establish the date, condition and character of the burial. If removal is essential an exhumation licence should be requested from the MoJ.
- 4.4 Project Managers are reminded of the need to comply with the requirements of the **Treasure Act 1996** (with subsequent amendments). Advice and guidance on compliance with Treasure Act issues can be obtained from the Finds Liaison Office of the Portable Antiquities Scheme at the Cambridgeshire Historic Environment Team office. Any finds that could be considered treasure under the terms of the Act made during the process of fieldwork **should be immediately reported** to the Finds Liaison Officer, so that it is properly reported to the appropriate Coroner within 14 days of discovery in line with the Treasure Act¹.
- 4.5 Care must be taken in the siting of offices and other support structures in order to minimise impact on the environment. Extreme care must also be taken in the structure and maintenance of spoil heaps for the same reasons and to facilitate a high quality reinstatement. This is particularly important in relation to pastureland.
- 4.6 The archaeological project manager must satisfy themselves that all constraints to groundworks have been identified, including the siting of live services, Tree Preservation Orders and public footpaths. The CHET officers bear no responsibility for the inclusion or exclusion of such information within this brief.

¹ Please see <http://finds.org.uk/treasure> for further information.

- 4.7 Before commencing work the project manager must carry out a risk assessment and liaise with the site owner, client and CHET in ensuring that all potential risks are minimised. A copy of this must be given to CHET before the commencement of works.

5.0 REPORTS

- 5.1 The evaluation report should include a comprehensive assessment of the regional context and present well described, illustrated (including site and artefact/deposit photos) and tabulated archaeological evidence. It should highlight any relevant research objectives published in themed national and regional research frameworks.
- 5.2 The evaluation report should refer to the CHER evidence submitted with the brief.
- 5.3 The evaluation should provide a predictive model of surviving archaeological remains detailing zones of relative importance against known development proposals. Constraints to the evaluation should be clearly shown and explained. An impact assessment should also be provided.
- 5.4 If any areas of analysis from Section 3 (above) are not considered appropriate for inclusion the report will detail justification for their exclusion.
- 5.5 One hard or digital copy of the report, clearly marked **DRAFT**, should be prepared and presented to CHET within four weeks of the completion of site works unless there are reasonable grounds for more time. This report should conform to the format contained within the document **HET Evaluation report guidance 2016** dealing with the production of archaeological evaluation reports. Copies can be obtained from the address below. CfA *Standard and Guidance for Archaeological Field Evaluation* (2014) Annex 2.
- 5.6 CHET supports the national project: Online Access to the Index of Archaeological Investigations (OASIS III) project and requires archaeological contractors working in Cambridgeshire to support this initiative. In order that a record is made of all archaeological events within the county occurring through the planning system, the archaeological contractor is required to input details of this project online at the OASIS website². The OASIS reference ID and completed Data Collection Form should be clearly presented in the relevant report. **Any report that does not contain this information will not be approved.**
- 5.7 Following acceptance, **one hard copy** of the approved evaluation report should be submitted to the **CHER**. The approved report in digital form should also be uploaded to the **OASIS** database within **two weeks** of approval.
Note: Project Managers must ensure that sub-contracted specialist reports are uploaded at this time (e.g. geophysics and AP reports, geoarchaeological assessment reports).

6.0 ARCHIVE

- 6.1 The site archive specification should conform to the guidelines in MoRPHE (HE 2006, reissued 2015), eg section 2.5.3 and be deposited within the County's archaeological archive storage facility (see 6.3) on completion of site analysis and any ensuing publication.
- 6.2 To assist with the creation and curation of the project's archive, the Project Manager must contact the CHER office to obtain an **Event number (ECB)** at the outset of the project. CHER use this number as a unique identifier linking all physical and digital components of the archive. **The unique event number must be clearly indicated on any specification received for this project. It should be shown on all paperwork created on site (context forms and plans etc), on relevant ensuing reports and on the OASIS data collection form.**

² <http://ads.ahds.ac.uk/project/oasis>

6.3 Arrangements for the long term storage and deposition of all artefacts must be agreed with the landowner and CHER before or during the reporting stage. Transfer of title and the transfer of the ownership of the archive to the County Archive Facility or another local registered depository need to be arranged at this time, and the arrangements indicated in the evaluation report. The Project Manager should consult *Deposition of archaeological archives in Cambridgeshire* regarding the requirements for the deposition of the archive into the County Archive Facility at this web link:
http://www.cambridgeshire.gov.uk/info/20011/archives_archaeology_and_museums/318/archaeology/2 .

6.4 The current archive deposition cost is £75 per box (or minimum £50 per archive). This combined charge covers accessioning and uplift (£15) together with a fee to provide for the long term storage (£60). Further details of charges for the use of the County Archive Facility can be found in Section 5 of the guidelines.

7.0 MONITORING & COMMUNICATING CHANGES

7.1 CHET officers are responsible for monitoring all archaeological work within Cambridgeshire and will need to inspect site works at an appropriate time during the fieldwork, and review the progress of excavation reports and/or archive preparation.

7.2 Trenches should not be backfilled without the approval of 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. Appropriate provision should be made for this eventuality. The project manager must inform CHET in writing **at least one week in advance** of the proposed start date for the project.

7.3 Any changes to the specifications that the project manager may wish to make after approval by this office should be communicated directly to CHET for approval.

7.4 CHET should be kept regularly informed about developments both during the site works and subsequent post-excavation work.

7.5 The archaeological advisory and planning role of Cambridgeshire County Council's Historic Environment Team should be acknowledged in any report or publication generated by this project.

As part of our desire to provide a quality service to all our clients we would welcome any comments you may have on the content or presentation of this design brief. Please address them to the author at the address below.

Gemma Stewart

Historic Environment Team
Growth & Economy
Cambridgeshire County Council
SH1011 Shire Hall
Cambridge, CB3 0AP