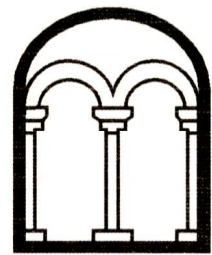


**CHURCH FARM  
TURVEY ROAD  
CARLTON  
BEDFORDSHIRE**

**WRITTEN SCHEME OF INVESTIGATION FOR  
ARCHAEOLOGICAL FIELD EVALUATION**

**Albion**  
archaeology



**CHURCH FARM  
TURVEY ROAD  
CARLTON  
BEDFORDSHIRE**

**WRITTEN SCHEME OF INVESTIGATION FOR  
ARCHAEOLOGICAL FIELD EVALUATION**

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Compiled by	Approved by
Mark Phillips	Drew Shotliff

Produced for  
Robinson & Hall LLP

On behalf of:  
Richard and Debbie Davis



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## **Contents**

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<b>1. INTRODUCTION</b>	<b>4</b>
1.1 Project Background	4
1.2 Status and Purpose of this Document	5
1.3 Site Location, Topography and Geology	5
1.4 Archaeological and Historical Background	5
1.5 Project Objectives	6
<b>2. METHOD STATEMENTS</b>	<b>7</b>
2.1 Methodological Standards	7
2.2 Trial Trenching	7
2.3 Post-fieldwork Analysis and Reporting	8
2.4 Archiving	8
2.5 Liaison with the BBC AO	8
2.6 Project Timetable	9
2.7 Health and Safety	9
<b>3. RESOURCES</b>	<b>10</b>
3.1 Albion Archaeology Company Profile	10
3.2 Relevant Experience	10
3.3 Albion Archaeology Staff Resources	10
3.4 External Sub-contracted Specialists	10
<b>4. QUALITY ASSURANCE</b>	<b>12</b>
<b>5. BIBLIOGRAPHY</b>	<b>13</b>
<b>6. APPENDIX 1: DETAILED METHOD STATEMENTS</b>	<b>14</b>
6.1 Trial Trenching	14
6.2 Artefacts	14
6.3 Environmental Sampling	15
6.4 Post-Fieldwork Analysis and Reporting	15



<b>6.5</b>	<b>Publication</b>	<b>17</b>
<b>6.6</b>	<b>Archive</b>	<b>17</b>
<b>7.</b>	<b>APPENDIX 2: SITE CONSTRAINTS AND H&amp;S CONSIDERATIONS</b>	<b>19</b>
<b>8.</b>	<b>APPENDIX 3: PROJECT STAFF CVS</b>	<b>20</b>
<b>9.</b>	<b>APPENDIX 4: DATA MANAGEMENT PLAN</b>	<b>22</b>

***List of Figures***

Figure 1: Site and trench location plan

*The figure is bound at the rear of the document.*



## 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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This document was researched and written by Mark Phillips (Assistant Archaeological Manager). Albion Archaeology projects are under the overall management of Drew Shotliff (Operations Manager) and Hester Cooper-Reade (Business Manager).

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## Version History

Version	Issue date	Reason for re-issue
1.0	16/04/2021	

## Key Terms

The following terms or abbreviations are used throughout this document:

AO	BBC Archaeological Officer
BBC	Bedford Borough Council
BBHET	Bedford Borough Historic Environment Tea
CI/A	Chartered Institute for Archaeologists
HER	Bedford Borough Historic Environment Record
LPA	Local Planning Authority
NGR	National grid reference
NPPF	National Planning Policy Framework
PDA	Permitted development area
WSI	Written Scheme of Investigation



## 1. INTRODUCTION

---

### 1.1 **Project Background**

Bedford Borough Council granted planning permission (20/02827/MAF) for a new timber-framed agricultural building at Church Farm, Turvey Road, Carlton

In his comments on the proposals the LPA's Archaeological Officer (AO) noted that the proposed site lies within an area of potential archaeological interest. He advised that a programme of archaeological work would be required in order to safeguard archaeological heritage assets within the site.

Accordingly, the following condition (no. 3) was attached to the consent:

*No development shall take place until an archaeological strategy for evaluation and if necessary, a further mitigation strategy based on the outcome of the evaluation, have been submitted to and approved in writing by the Local Planning Authority.*

*The archaeological mitigation strategy shall include a timetable and the following components (the completion of each to the satisfaction of the Local Planning Authority will result in a separate confirmation of compliance for each component):-.*

*(i) a post-excavation assessment report (to be submitted within six months of the completion of fieldwork);*

*(iii) a post-excavation analysis report, preparation of site archive ready for deposition at a store approved by the Local Planning Authority, completion of an archive report, and submission of a publication report (to be completed within two years of the completion of fieldwork).*

*The archaeological mitigation strategy shall be carried out in accordance with the approved details and timings.*

*REASON: To safeguard archaeological assets within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely preservation and/or investigation, recording, reporting and presentation of archaeological assets affected by this development, in accordance with Policy 41S of the Bedford Borough Local Plan 2030 and according to national policies contained in the National Planning Policy Framework (2019).*

The AO further advised that the initial phase of work should comprise archaeological field evaluation in the form of trial trenching, in order to assess the presence/absence, significance, extent, condition, character and date of any archaeological remains within the PDA.

Albion Archaeology was commissioned to carry out the archaeological trial trenching and prepared this written scheme of investigation (WSI), which represents the archaeological strategy required by the condition. Should the trial trenching reveal significant archaeological remains that will be impacted by the development, then a further stage of mitigation work will be agreed with the AO.



## 1.2 **Status and Purpose of this Document**

This WSI describes the circumstances of the project, the scope of the work required, and the procedures, methodologies and resources that are to be employed for its successful completion. This information is provided to assist the AO in monitoring and assessing the archaeological work on behalf of the LPA.

## 1.3 **Site Location, Topography and Geology**

Carlton is a village in north Bedfordshire, lying on the south-east side of the River Great Ouse. The county town of Bedford is situated c.11km to the south-east and the villages of Harrold and Turvey lie to the north and south respectively.

Church Farm lies c.1km to the south-west of the village centre, c.80m west of the isolated parish church of St Mary the Virgin. The c.0.5ha permitted development area (PDA) occupies the south-east part of the farmyard between Turvey Road and the existing farm buildings. It is centred on NGR SP 95031 54833 (Figure 1). It is bounded to the east and west by pasture fields.

From a high point of c.57m OD, the surface of the PDA slopes very gently downwards to the north, towards the floodplain of the Great Ouse. The underlying bedrock consists of Blisworth Limestone Formation – Limestone, formed approximately 166 to 168 million years ago in the Jurassic Period<sup>1</sup>. No superficial deposits are recorded, but river terrace gravels and boulder clay are present immediately to the north and south of the PDA respectively.

## 1.4 **Archaeological and Historical Background**

The planning application was accompanied by a heritage statement, which provided an assessment of the impact of the proposals on the setting of the nearby church (CSA 2020).

The church comprises a chancel, nave with north and south aisles, a west tower and a south porch (Albion Archaeology 2020), although it originated in the late Anglo-Saxon period as a simple two-cell building, consisting of nave and chancel. The tower is a slightly later addition and the chancel was lengthened in the 14th century when the aisles were also added. Further, more modest additions were made in the 15th century and, following Victorian repairs, this is essentially the building that has survived to the present day (despite abortive plans in the early 19th century to demolish it). The church is a Grade I listed building (HER1034, NHLE1114248) and sits within a modest-sized graveyard.

There is currently no archaeological or historical map evidence for associated former settlement in the immediate vicinity of the church. The building is of late Anglo-Saxon origin and in its isolated position is some distance from the known medieval settlement locations in Carlton. It is uncertain whether the church was in this isolated location at the time of its construction or whether it was formerly within an associated Anglo-Saxon (and/or medieval) settlement focus, of which no above-ground traces now survive.

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<sup>1</sup> <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> [accessed 13-04-2021]



Other heritage assets in the vicinity include indistinct cropmarks on the opposite side of Turvey Road (HER14730). They may represent one or more rectangular enclosures, although it is uncertain whether they are associated with settlement or not.

### **1.5 Project Objectives**

The principal purpose of the archaeological field evaluation is to recover information on the:

- location, extent, nature, and date of any archaeological features or deposits that may be present within the PDA;
- integrity and state of preservation of any archaeological features or deposits that may be present within the PDA;
- nature of palaeo-environmental remains to determine local environmental conditions.

This information will be used by the AO and the LPA to evaluate the significance of the potential impact of the proposed development on any archaeological remains that might survive within the site.

If archaeological remains are uncovered during the evaluation, their significance will be assessed against the published research frameworks for the region. The relevant documents for the region are provided by *Research and Archaeology: A Framework for the Eastern Counties* (Bedfordshire, Cambridgeshire, Norfolk, Hertfordshire and Essex) (Brown and Glazebrook 2000) and *Research and Archaeology Revisited: A Revised Framework for the East of England* (Medlycott 2011).

In addition to these regionally focussed documents, work has also specifically been done on the county of Bedfordshire: *Bedfordshire Archaeology. Research and Archaeology: Resource Assessment, Research Agenda and Strategy* (Oake et al 2007).

Potential archaeological heritage assets on the PDA would most likely date to the late Anglo-Saxon or medieval periods. Such evidence would fit into a number of broad research objectives that are identified in the regional agenda.



## 2. METHOD STATEMENTS

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

### 2.1 *Methodological Standards*

The standards and requirements set out in the following documents will be adhered to throughout the project:

• Albion Archaeology	<i>Procedures Manual: Volume 1 Fieldwork</i> (2nd edn, 2017).
• Bedford Museum	<i>Preparing Archaeological Archives for Deposition in Registered Museums in Bedfordshire</i> (2010)
• CIfA	<i>Charter and by-law</i> (2014); <i>Code of conduct</i> (2019)
	<i>Standard and guidance for archaeological field evaluation</i> (2020)
	<i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i> (2020)
• Historic England	<i>Management of Research Projects in the Historic Environment PPN3: Archaeological Excavation</i> (2015)
	<i>Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation. 2nd ed.</i> (2011)

### 2.2 *Trial Trenching*

The area of the site available for trenching is constrained by an overhead cable, vegetation, and its current use within the farmyard. The proposed trench layout (Figure 1) uses the available grassed areas to test the footprint of the new building and the new area of concrete hardstanding to its east. It represents a total of 70m of 1.8m-wide trenching. A further 10m of contingency trenching will be available, if required by the AO to further investigate archaeological features revealed in the initial sample.

The trenches will be opened using a mechanical excavator fitted with a flat-edged bucket, operated by an experienced driver under close archaeological supervision. All excavation and recording will be carried out by experienced Albion staff with external specialists consulted as necessary. An appropriate level of environmental and other sampling will be undertaken in accordance with standard guidelines.

The extent of investigation of exposed archaeological remains will be sufficient to achieve the objectives of the project. If complex, important and/or deep archaeological deposits or features are uncovered, an appropriate strategy of investigation will be agreed with the client and the AO.

A detailed method statement for the trial trenching is provided in Section 6.1.



### **2.3 Post-fieldwork Analysis and Reporting**

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 ClfA guidelines. Site drawings will be digitised and geo-referenced.

Data gathered during all stages of the evaluation will be analysed and synthesised into a final report. The analysis will be carried out using Albion's networked Access database system and GIS.

The report will be sufficiently detailed to allow the results of the project to be interpreted without recourse to the site archive and where appropriate, place them in their local, regional and national context. It will include appropriate illustrative material, including copies of relevant parts of the drawn and photographic record.

### **2.4 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 Historic England's *Management of Research Projects in the Historic Environment* (2015) and EAA's *Standards for Field Archaeology in the East of England* (Gurney 2003). Bedford Museum has also issued guidance entitled *Preparing Archaeological Archives for Deposition in Bedfordshire* (2010) and the Archaeology Data Service has issued guidance on digital archives in *Guidelines to Good Practice*<sup>2</sup>. A Data Management Plan (DMP) can be found in Appendix 4.

Permission will be sought from the landowner for transfer of title of all finds to The Higgins Art Gallery & Museum, Bedford on completion of post-excavation analysis and reporting (accession no. BEDFM: 2021.29). The digital archive will be submitted to the Archaeology Data Service.

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 (ref. albionar1- 419352).

Albion Archaeology employs a full time Archives Officer to ensure that all archives are completed to the correct standards and deposited according to the relevant guidelines.

### **2.5 Liaison with the BBC AO**

The AO is responsible for monitoring the project on behalf of the LPA to ensure adherence to this WSI and the maintenance of professional standards.

The AO will, therefore, be given notice of the commencement of fieldwork so that arrangements for monitoring can be made if required. Monitoring meetings will be arranged at the AO's request.

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<sup>2</sup> <https://guides.archaeologydataservice.ac.uk/g2gp/Main>



Any variation to the WSI will be agreed with the client and the AO before its implementation.

## **2.6 Project Timetable**

Fieldwork is expected to be completed within 1 week. The evaluation report will be issued within 2–3 weeks of the completion of the fieldwork.

## **2.7 Health and Safety**

A risk assessment will be carried out 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. All work will comply with Albion Covid-19 *Site Operating Procedures*.

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



### 3. RESOURCES

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#### 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 45 years has undertaken major fieldwork and evaluation projects throughout Bedfordshire. It also now operates over a wider area, including the neighbouring counties of Northamptonshire, Cambridgeshire, Hertfordshire and Buckinghamshire. It offers a comprehensive service to local and national government, statutory bodies, and the private sector.

#### 3.2 **Relevant Experience**

Albion Archaeology staff can draw on decades of experience of working on a wide range of archaeological sites within the eastern region and beyond. The monitoring and recording works will be undertaken by a team of professional, employed archaeologists. The team leader will be competent at archaeological evaluation and excavation techniques, with a proven track record. The team leader will directly supervise all site works and will be the main author of the report.

#### 3.3 **Albion Archaeology Staff Resources**

Albion Archaeology employs over 45 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 (detailed CVs are presented in Appendix 2).

Drew Shotliff MA MCIIfA, Operations Manager: *quality control and overall management*

Mike Luke BSc MCIIfA, Project Manager: *day-to-day operational management, budget management*

Project supervisor – to be confirmed: *on-site supervision, report preparation*

Joan Lightning, CAD/GIS Technician: *archive digitisation and production illustrations*

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

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

#### 3.4 **External Sub-contracted Specialists**

All sub-contractors used by Albion Archaeology are established and well respected in their respective 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 sub-contractor.

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

Artefact conservation	Drakon Heritage Ltd
Coinage	Dr. Peter Guest
Faunal remains	Dr. Mark Maltby, Bournemouth University
Human remains	Dr Corrine Duhig, Cambridge University
Plant, insect and molluscan remains	Dr. John Giorgi
Scientific dating	Scottish Universities Environmental Research Centre, University of Glasgow
Soil formation processes and micromorphology	Dr. Mike Allen



## 4. QUALITY ASSURANCE

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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.



## 5. BIBLIOGRAPHY

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## 6. APPENDIX 1: DETAILED METHOD STATEMENTS

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### 6.1 Trial Trenching

1. The trenches will be a minimum of 1.8m wide and of various lengths.
2. Site constraints may lead to alterations of trench lengths, alignments and locations. Any changes to the trench layout will be agreed with the AO.
3. Trench depth cannot be specified at this stage but would typically be no more than c.0.5m. Staff will not enter any part of the trench deeper than 1.2m, or less if the excavations are deemed unstable, without prior agreement of the Albion Project Manager, and following a risk assessment and implementation of any necessary safety measures.
4. The trench locations will be marked out on the ground in advance of machining. The trench locations will be set out by GNSS/GPS survey, using coordinates tied into OS national grid and ordnance datum.
5. All machine excavation will be supervised by an archaeologist.
6. Topsoil/overburden and subsoil will be stockpiled separately on either side of the trenches. These stockpiles will be positioned at a safe distance from the trench edges.
7. Topsoil and modern overburden will be removed by machine down to the top of archaeological deposits, or natural subsoil, whichever is encountered first.
8. A sufficient sample of identified archaeological features or deposits will be excavated in order to achieve the project objectives. Discrete features will normally be half-sectioned and slots across linear features will be at least 1m wide. Features such as hearths, burials, surfaces, structural remains and the key relationships will be investigated in such a way as to minimise unnecessary destruction.
9. All excavated features and deposits will be fully recorded in accordance with Albion Archaeology's *Procedures Manual*. Plans will normally be drawn at 1:50, though 1:20 will be used if greater clarity is required. Sections will be drawn at 1:10 or 1:20 as necessary.
10. Each trial trench will be issued with a unique block of context numbers to facilitate recording and identification of archaeological deposits.
11. Spoil will be scanned for artefacts by both eye and metal detector.
12. A full photographic record in digital format (min. 12MP) will be compiled during the works. This will include working shots, feature record shots and publication shots. A register detailing the subject, direction, date and author of each photograph will be kept. The file format will be in accordance with the current ADS preferred file formats.
13. The trenches will not be backfilled before the AO has had the opportunity to inspect them.

### 6.2 Artefacts

Artefacts will be collected and treated in accordance with *CIfA Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020), 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 trench. 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.

If human remains are encountered and their excavation is required, Albion Archaeology will liaise with the Ministry of Justice and acquire the appropriate Licence. Only in exceptional circumstances will human remains be removed during an evaluation.

Any finds which are identified as Treasure, as defined in the 1996 Treasure Act and the 2003 extension of definition will be reported to the appropriate Portable Antiquities Scheme officer upon their discovery/identification.

### **6.3 Environmental Sampling**

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

In summary, samples of at least 40 litres (where available) 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. The primary purpose of sampling will be to examine:

- survival of material
- key archaeological contexts

Processing will be undertaken at St Mary's Church in accordance with the *Procedures Manual*. Specialist advice will be sought as necessary.

### **6.4 Post-Fieldwork Analysis and Reporting**

1. During or immediately after fieldwork all records will be checked and cross-referenced to ensure they are internally consistent.
2. Recording, cleaning and conservation of finds will follow CIfA guidelines.
3. Any soil samples will be processed and assessed as appropriate.
4. Site drawings will be digitised and geo-referenced.
5. 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.
6. The data acquired during all stages of fieldwork will be analysed to a level that is appropriate to provide the information required to achieve the project objectives. Site drawings will be 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.
7. The report will contain sufficient detail to enable the results of the evaluation to be interpreted without recourse to the project 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.

#### **6.4.1 Report contents**

The report will contain the following elements:

- Version control and QA details.
- Non-technical summary.
- Objectives of the project.
- Circumstances and date when project undertaken.
- Identity of the organisation and individuals carrying out the work.
- Summary account of the strategy and results, with illustrations, set within context of HER evidence and national, regional and local research frameworks.
- Site plan at 1:2500 or 1:10000.
- A gazetteer/referenced summary and location plan (at 1:2500 or 1:10000) of all relevant previously known and newly discovered sites within or adjacent to the site.
- Summary of physical and health and safety constraints.
- Conclusion (with confidence rating and statement as to whether the project objectives were met), placing results in their regional and local context.
- Where used, details of selection/retention and requests to discard archaeological material.
- Index to and proposed location of the archive and accession number.
- References.
- OASIS reference ID and completed Data Collection Form.

Where the trial trenching identifies significant archaeological remains the report will also include:

- Descriptions and plans of surveys or trial trenches which produced significant archaeological information.
- Section drawings of features and trenches that contained significant information.
- Photographic images of archaeological features and significant artefacts.
- Finds quantification and assessment, tabulated by context and with the results interpreted.
- Environmental archaeology assessment, tabulated by context and with the results interpreted.
- Summary of extent, depth and state of preservation of archaeological deposits across site.
- Statement of the archaeological value of the results, and significance in relation to regional and local research frameworks.

#### **6.4.2 Submission of report and Oasis**

- Unless otherwise agreed, the report will be submitted with 1 month from the end of fieldwork as a PDF/A file sent to the AO.
- After formal approval the report will be submitted to the HER via the OASIS website (within two weeks of approval).



- Subcontracted specialist reports will be uploaded at this time.
- Site location and trench plans will be supplied (.dwg or .shp format) with the submission of the report to OASIS (referred to by OASIS as boundary files).
- Albion Archaeology is a trading unit of Central Bedfordshire Council; our GDPR Privacy Statement can be read at <https://www.centralbedfordshire.gov.uk/terms>. As the evaluation report will be published/archived as part of the HER, it will include a statement confirming that consent to share their recorded details has been obtained from all individuals involved in the project, both internal and external to the organisation and that the data has been collected for specified, explicit and legitimate purposes.

## 6.5 Publication

If the evaluation produces significant archaeological results, a summary report will be submitted to *South Midlands Archaeology*. A PDF/A copy will be sent to the BBHET at the same time. Reports and publications will acknowledge the involvement of the BBHET.

## 6.6 Archive

A full project archive will be compiled in accordance with Historic England (MoRPHE) standards. See Appendix 4 for the Data Management Plan.

### 6.6.1 Selection strategy

During the fieldwork stage of the project all archaeological materials will be collected. The CIfA and ALGAO's *Selection Toolkit for Archaeological Archives* will be used to help create a project-specific selection strategy to ensure that the project archive (both artefacts/ecofacts and project documentation) is fit for purpose, prior to its deposition on completion of the project. All stakeholders including specialists, BBHET and The Higgins will be consulted when devising a selection strategy and no discard of archaeological archive will take place without BBHET's and The Higgin's prior approval. Any selection/discard policy will be undertaken in accordance with BBHET requirements.

### 6.6.2 Physical archive

The Higgins Art Gallery & Museum will be contacted within 1 month of the completion of fieldwork to arrange a timetable for deposition of the physical archive and BBHET will be notified of the intended date of deposition<sup>3</sup>. The archive will comply with *Procedure for preparing archaeological archives for deposition with registered museums in Bedfordshire* (version 2.8, 2010). In line with the current requirements a security copy of the documentary archive will be produced on micro-fiche.

### 6.6.3 Digital archive

The digital archive (primarily digital images) will be deposited with the Archaeology Data Service (ADS).

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<sup>3</sup> At the time of writing (April 2021) The Higgins is not taking archives due to Covid-19 restrictions.



Prior to deposition with ADS, the digital data to be archived will be submitted to the BBHET and The Higgins using WeTransfer or a Zip file for checking. Following notification that it is of a satisfactory standard it will be sent to the ADS. Once ADS has acknowledged receipt of the digital archive, the BBHET will be informed.

#### **6.6.4 Transfer of title**

Albion will agree the Transfer of Ownership with the legal landowner at the earliest opportunity.

The standard BBHET brief states that:

*“In the event of the legal owner(s) resolving to retain all or part of the site archive, it is necessary that the archaeological contractor make them aware that they shall be responsible for the future preservation and maintenance of any material element of that archive. The part of the site archive in question shall be transferred to the legal owner only after the following stages have been completed:*

- *all necessary processing, research, analysis and investigation*
- *a full inventory of all elements of the archive to be returned to the landowner, complete with photographs*
- *all necessary stabilising, conservation and packing necessary to prepare the archive for preservation and in a usable, accessible form*
- *the provision of a final approved report for submission to the HER and/or publication*
- *the owner has demonstrated that all necessary provision is made for the long-term preservation of the archive in a satisfactory environment, and that it is accessible for future research”*

If the finds are to remain with the landowner, a full paper copy of the archive will be deposited with the Higgins and digital files with the ADS.

A summary of the archive contents will be supplied to the BBHET.



## **7. APPENDIX 2: SITE CONSTRAINTS AND H&S CONSIDERATIONS**

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The following issues should be taken into consideration when planning the site works:

1. Potential live services, including the overhead line
2. Safe access onto site for plant and staff
3. Staff welfare facilities
4. Ecological constraints, i.e. trees, hedges, etc.
5. Activity in the farmyard





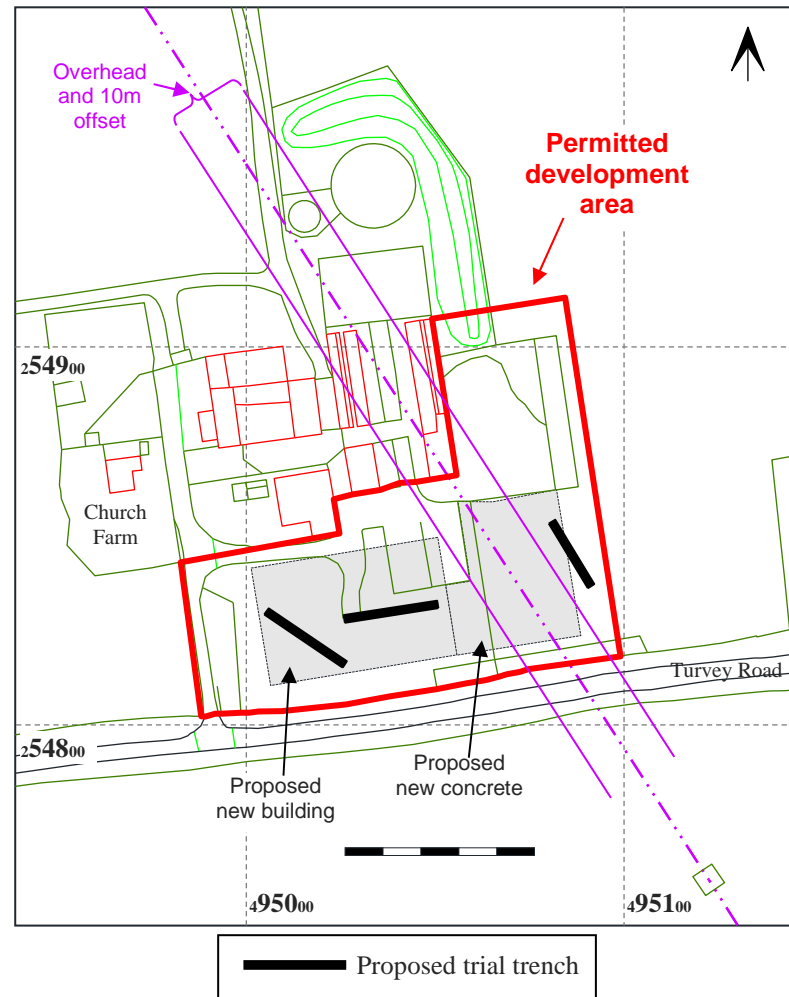
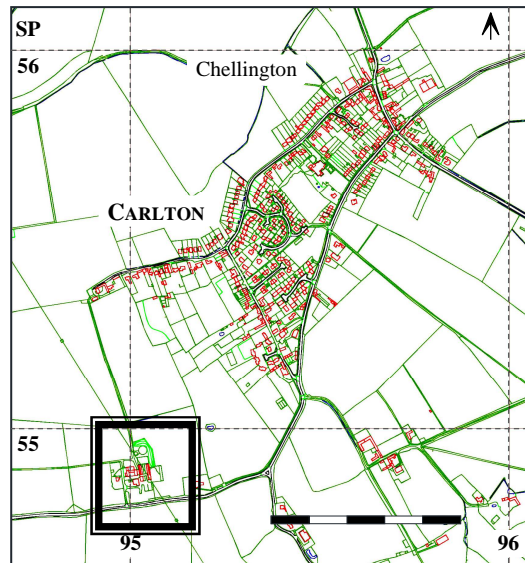
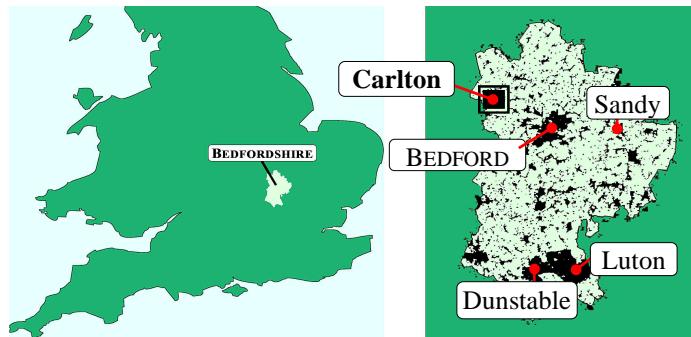


## 9. APPENDIX 4: DATA MANAGEMENT PLAN

<b>Project Manager</b>	Mike Luke
<b>Project Number</b>	CF3720
<b>Project Name</b>	Church Farm, Carlton, Bedfordshire
<b>Author(s)</b>	Mike Luke/Helen Parslow
<b>Stakeholders</b>	Albion Archaeology, Robinson & Hall LLP, Richard and Debbie Davis
<b>Origination Date:</b>	14/04/2021
<b>Reviser(s)</b>	n/a
<b>Date of last revision</b>	n/a
<b>Project stages covered</b>	Evaluation
<b>Version</b>	1
<b>Status</b>	Draft
<b>Summary of Changes</b>	n/a
<b>File Name/Location</b>	Box\ALBION PROJECTS - CURRENT\Bedford Borough Unitary\CF3720 Church Farm, Carlton\Archive\ CF3720 DMP.docx
<b>Related Policies</b>	CBC data management policies, IT policy, CBC Data Protection Policy, Information Security Policy, Records Management Policy and IT Acceptable Use Policy.
<b>Data Collection/Creation</b>	
<b>Data to be Collected/Created</b>	<p><i>Specify what data you will collect or create. Indicate the likely types and formats of your data (e.g. Word Documents, Excel Spreadsheets) and volume. Outline and justify any deviation from Data Management Procedure or Policy in choice of format and consider the implications of data format and data volumes in terms of cost, storage, backup and access.</i></p> <p><b>Physical (to be deposited with the Higgins Art Gallery and Museum, Bedford)</b>  Site recording sheets  Site drawings  Correspondence (letters/logs)  Full copy of the evaluation report (inc. specialist reports, if required)  Form showing the Transfer of Title of the material archive to The Higgins  Detailed indexes to both the documentary and material archives  Finds-box contents list  List of all physical material being transferred to The Higgins,  List of registered artefacts,  Concordance of context and feature numbers  Print-out of site plan, at a legible scale, showing interventions and feature numbers</p> <p><b>Digital (to be deposited with the Archaeological Data Service, York)</b>  Photographs (.JPEG/.TIF)  Spatial Data (plans, sections), AutoCAD (.DWG), ESRI Shape file (.SHP)  Finds and context information (MS Access)  Reports (MS Word)  Correspondence (e-mail, logs)</p>
<b>How Data will be Collected/Created</b>	<p><i>Document the standards and methodologies used, and quality assurance processes. Document any deviation from Data Management Procedure or Policy on version control, file naming, folder structure and usage.</i></p> <p>The data will be created according to Albion Archaeology's Procedures Manual and Data Management Procedure, CBC Data Protection Policy, Information Security Policy, Records Management Policy and IT Acceptable Use Policy.</p>
<b>Relations</b>	n/a
<b>Documentation and Metadata</b>	
<b>Metadata</b>	<p><i>Document any deviation from Data Management Procedure or Policy</i></p> <p>None proposed</p>
<b>Documentation</b>	None proposed
<b>Ethical and Legal Compliance</b>	
<b>Data Security Issues</b>	Client confidentiality where appropriate



<b>Intellectual Property Rights</b>	<p>Copyright – Albion Archaeology</p> <p>The Higgins is granted an irrevocable, royalty-free, non-exclusive licence to use and reproduce the documentary material created by Albion Archaeology and contained in the deposited archive. The Higgins has the right to grant sub-licences and can transfer the licence to third parties. Albion Archaeology shall not be liable for the use of any documents produced or reproduced from the archive. The authorship of Albion Archaeology and other specialist contributors must be acknowledged in any copy whether in part or whole. Albion Archaeology acknowledges that The Higgins will be responsible for controlling access to the project archive.</p>
<b>Data Storage</b>	
<b>Storage and Backup</b>	<p><i>Document any deviation from Procedure for backing up data and transfer to network.</i></p> <p>Data will be stored on the Albion Archaeology network, or CBC BOX account, managed by Central Bedfordshire Council's ICT Team. During fieldwork, data will be managed in line with Project Procedures for backing up data and transferring it to the network and/or the CBC BOX account. Digital photographs will be downloaded to the network and/or the CBC BOX account at frequent intervals.</p>
<b>Access and Security</b>	<p><i>Document any deviation, to provide access to data and any security measures required.</i></p> <p>Data will be made available to the project team through the Albion Archaeology network and/or CBC BOX account. Selected data will be made available to external specialists where appropriate. There are no specific security issues.</p>
<b>Selection and Preservation</b>	
<b>Preservation Plan</b>	<p><i>Document what data will be preserved and the repositories for the archive.</i></p> <p>The physical archive, documentary and material, will be transferred to the Higgins Art Gallery and Museum (accession no. BEDFM 2021.29). In addition, a copy of any digital files they wish to receive will also be transferred to them. The documentary archive will contain any hard-copy data reports the repository wishes to receive (see above for list of elements to be deposited in the archive). The digital data will be deposited with the Archaeology Data Service and will also be stored on the Albion Archaeology network and/or the CBC BOX account. A copy of the report will be uploaded to OASIS.</p>
<b>Data Sharing</b>	
<b>Data Sharing Plan</b>	<p><i>Document any addition to the dissemination of the data, other than deposition with the repository, HER and publication. Consider how this may be affected by file types, size, complexity and sensitivity of the data. Consider how data will be shared with externals during the project.</i></p> <p>The digital data will be deposited with the Archaeology Data Service. A copy will also remain with Albion Archaeology, and will be available on request where appropriate.</p>
<b>Data Sharing Restrictions</b>	<p><i>Document any restrictions on the use of the data after project completion.</i></p> <p>There are no restrictions on the use of this data after project completion, subject to client confidentiality, copyright, GDPR etc.</p>
<b>Responsibilities and Resources</b>	
<b>Responsibilities</b>	<p><i>Document any deviation to the responsibilities set out in Data Management Procedure or Policy.</i></p> <p>The Project Manager and Archaeological Archive Manager are responsible for ensuring that the data management plan is followed.</p>
<b>Resources</b>	<p><i>Consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.</i></p> <p>Resources required to deliver this plan are covered by the project budget or by Albion Archaeology, as are the costs of deposition of the archive.</p>

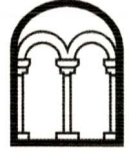


**Figure 1: Site and trench location plan**

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