

Plots 1, 2 and 6, The Highlands Exning Suffolk

Archaeological Evaluation



for:
Reed Design and Build Ltd

CA Project: SU0177
CA Report: SU0177_1
OASIS ID: cotswold2-403289
HER Ref: EXG 152

October 2020



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SUMMARY

Project name:	Plots 1, 2 and 6, The Highlands
Location:	Exning, Suffolk
NGR:	562673 265754
Type:	Evaluation
Date:	29 September 2020
Planning reference:	DC/18/1122 and DC/19/0702
OASIS ID:	cotswold2-403289
Location of Archive:	To be deposited with Suffolk County Council Archaeological Service (SCCAS) and the Archaeology Data Service (ADS)
Site Code:	EXG 052

In September 2020, Cotswold Archaeology carried out an archaeological evaluation on land at 6 The Highlands, Exning, Suffolk. A total of two trenches were excavated, no archaeological features were identified, and no finds were recovered, or environmental samples collected.



1. INTRODUCTION

- 1.1. In September 2020, Cotswold Archaeology (CA) carried out an archaeological evaluation at 6 The Highlands, Exning, Suffolk (centred at NGR: 562673 265754; Fig. 1). This evaluation was undertaken for Reed Design and Build Ltd.
- 1.2. Forest Heath District Council has granted outline planning permission for the construction of two new houses in the garden of 6 The Highlands, Exning (planning refs: DC/18/1122 and DC/19/0702) on the condition that a programme of archaeological work was carried out.
- 1.3. The scope of this evaluation was defined in a Brief prepared by Matthew Baker of Suffolk County Council Archaeological Service (SCCAS), the archaeological advisor to Forest Heath District Council. The evaluation was carried out in accordance with a Written Scheme of Investigation (WSI) prepared by Stuart Boulter (2020) and approved by Matthew Baker.
- 1.4. The evaluation was also in line with the *SCC Requirements for Trenched Archaeological Evaluation* (SCCAS 2019), *Standard and guidance for archaeological field evaluation* (ClfA 2014; updated June 2020), *Management of Research Projects in the Historic Environment (MoRPHE) PPN 3: Archaeological Excavation* (Historic England 2015) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England 2015).

The site

- 1.5. The proposed new dwellings together cover approximately 450m² and lie on a shallow south-eastern facing spur of land overlooking two shallow streams to the south-west and south-east. Immediately to the south is the A14 while to the west is open fields, the site is bounded to the north and east by housing plots. Locally, the site slopes down from the north with the two proposed buildings situated in a garden currently laid to lawn with a mature conifer hedge and lies at approximately 29m AOD.
- 1.6. The underlying bedrock geology of the site is mapped as Zig Zag Chalk Formation – chalk, a sedimentary rock formed approximately ninety-four to one hundred and one million years ago during the Cretaceous Period in a local environment previously dominated by warm chalk seas. These sedimentary rocks are shallow-marine in origin, biogenic and detrital, generally comprising carbonate material (coccoliths), forming distinctive beds of chalk. This is overlain superficial deposits of alluvium -

clay, silt, sand and gravel, formed up to two million years ago in the Quaternary Period in a local environment previously dominated by rivers. These sedimentary deposits are fluvial in origin, detrital, ranging from coarse- to fine-grained and form beds and lenses of deposits reflecting the channels, floodplains and levees of a river or estuary (if in a coastal setting) (BGS 2020). On site the natural geology presented as mid orange to pale yellow coarse sand and gravel becoming chalky sand and gravel.

2. ARCHAEOLOGICAL BACKGROUND

2.1. The site lies in an area of high potential for the preservation of below ground heritage assets with a substantial Iron Age enclosure along with an Early Anglo-Saxon cemetery and inhumation burials all recorded to the north (HER ref. nos. EXG 082, EXG 005 and EXG 028).

3. AIMS AND OBJECTIVES

3.1. The objectives of the evaluation are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality. In accordance with Standard and guidance: Archaeological field evaluation (ClfA 2014, updated 2020), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable SCCAS to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the National Planning Policy Framework (DCLG, revised 2019).

3.2. The SCCAS Brief (4.2) states that the trial-trenching is required to:

- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Establish the potential for the survival of environmental evidence.

-
- Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

3.3. Any archaeological remains that are identified will be put into their local and regional context with reference to the East Anglian Regional Research Agenda (Medleycott 2011).

4. METHODOLOGY

4.1. The evaluation fieldwork comprised the excavation of two trenches (Fig. 2):

- 1no 20m x 1.8m trench (DC/18/1122); and
- 1no 25m x 1.8m trench (DC/19/0702).

4.2. The trenches were located across the footprint of each of the proposed new buildings. In order to avoid a buried service, Trench 1 was shortened by 3m, which was added to Trench 2.

4.3. Trenches were set out on OS National Grid co-ordinates using Leica GPS. Overburden was stripped from the trenches by a mechanical excavator fitted with a toothless ditching bucket. All machining was conducted under archaeological supervision to the top of the natural substrate, which was the level at which archaeological features were first encountered.

4.4. Potential archaeological deposits were investigated by hand, records were maintained in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*.

4.5. No deposits were identified that required sampling.

4.6. CA will make arrangements with SCCAS for the deposition of the project archive. A digital archive will also be prepared and deposited with the Archaeology Data Service (ADS). The archives (museum and digital) will be prepared and deposited in accordance with *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2014; updated June 2020).

4.7. A summary of information from this project, as set out in Appendix B, will be entered onto the OASIS online database of archaeological projects in Britain.

5. RESULTS

Trench 1 (Figs 2 and 3)

- 5.1. This trench was north-east south-west aligned, 17m long by 1.9m wide with dark brownish grey friable and moderately stony silty sand topsoil 0.25m thick, 0100, directly over the naturally derived deposits of mid brownish orange coarse sand and gravel with patches of pale yellow coarse sand and chalky sand and gravel, 0101.

No archaeological deposits were identified in this trench.

Trench 2 (Figs 2 and 3)

- 5.2. Trench 2 was east north-east west south-west aligned and 28m long by 1.9m wide. The topsoil was dark brownish grey friable and moderately stony silty sand 0.25m thick, 0200, and was directly over the naturally derived deposits of mid brownish orange coarse sand and gravel becoming pale yellow coarse sand and chalky sand and gravel towards the west, 0201.

No archaeological deposits were identified in this trench.

6. CONCLUSION

- 6.1. Despite being located in an area of high potential, no archaeological deposits were revealed during the evaluation, no artefactual material was recovered, and no environmental samples were taken. Preservation was also shown to be potentially compromised with topsoil just 0.25m thick and directly over the natural stratum. Truncation of the archaeological levels possibly due to landscaping of the garden or associated with the construction of the A14, c.50m to the south, or potentially through earlier agricultural practises, cannot be ruled out. However, no direct evidence for this was identified either and the sloping ground levels on site appeared to follow the natural contours of the surrounding landscape. Indeed, the location of the development area on the slope suggest that the site lies outside the enclosed hilltop identified to the north, placing the site on the periphery of potential settlement activity further upslope.

7. CA PROJECT TEAM

- 7.1. Fieldwork was undertaken by Simon Picard, assisted by Matt Stevens. This report was written by Simon Picard. The report illustrations were prepared by Amy Wright.

The project archive has been compiled and prepared for deposition by Clare Wootton.
The project was managed for CA, and this report was edited by Stuart Boulter.

8. REFERENCES

British Geological Survey 2020 *Geology of Britain Viewer*

<http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>

Accessed 30 September 2020

Cotswold Archaeology 2020 *Plots 1, 2 and 6, The Highlands, Exning: Written
Scheme of Investigation for an Archaeological Evaluation*



APPENDIX A: CONTEXT DESCRIPTIONS

Trench	Context No.	Type	Interpretation	Description	Depth/ thickness (m)
1	0100	Deposit	Topsoil	Dark brownish grey friable and moderately stony silty sand	0.25
1	0101	Deposit	Natural	Mid brownish orange coarse sand and gravel with patches of pale yellow coarse sand and chalky sand and gravel	
2	0200	Deposit	Topsoil	Dark brownish grey friable and moderately stony silty sand	0.25
2	0201	Deposit	Natural	Mid brownish orange coarse sand and gravel becoming pale yellow coarse sand and chalky sand and gravel towards the west	



APPENDIX B: OASIS REPORT FORM

PROJECT DETAILS	
Project name	Plots 1, 2 and 6, The Highlands, Exning
Short description	In September 2020, Cotswold Archaeology carried out an archaeological evaluation on land at 6 The Highlands, Exning, Suffolk. A total of two trenches were excavated, no archaeological features were identified, and no finds were recovered, or environmental samples collected.
Project dates	29-09-2020
Project type	Field evaluation
Previous work	No
Future work	Unknown
PROJECT LOCATION	
Site location	6 The Highlands, Exning, Suffolk
Study area (m ² /ha)	450m ²
Site co-ordinates	562673 265754
PROJECT CREATORS	
Name of organisation	Cotswold Archaeology
Project brief originator	Matthew Baker Suffolk County Council Archaeological Service
Project design (WSI) originator	Stuart Boulter Cotswold Archaeology
Project Manager	Stuart Boulter
Project Supervisor	Simon Picard
MONUMENT TYPE	None
SIGNIFICANT FINDS	None
PROJECT ARCHIVES	Intended final location of archive (museum/Accession no.) Suffolk County Council Archaeological Service
Physical	None
Paper	"Context sheet", "Drawing", "Report", "Section", "Unpublished Text"
Digital	"Database", "GIS", "Images raster / digital photography", "Spreadsheets", "Survey", "Text"
BIBLIOGRAPHY	
Publication Type	Grey literature (unpublished document/manuscript)
Title	Plots 1, 2 and 6, The Highlands, Exning, Suffolk, Archaeological Evaluation, Suffolk
Author(s)/Editor(s)	Picard, S.
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Plots 1, 2 and 6, The Highlands, Exning, Suffolk

Written Scheme of Investigation for an Archaeological Evaluation



For
Reed Design and Build Ltd

OASIS ID: cotswold2-403289
HER Ref: EXG 152

September 2020



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REVISION	DATE	AUTHOR	CHECKED BY	STATUS	REASONS FOR REVISION	APPROVED BY

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Figure 1 Site location

Figure 2 Location of proposed evaluation trenches

Summary Project Details

Location	Site Name	Plots 1, 2 and 6, The Highlands	
	Parish/County	Exning/Suffolk	
	Grid Reference	562673 265754	
Site details	Project type	Trenched evaluation	
	Size of Area	c.450m ²	
	Access	From The Highlands	
	Planning proposal	Housing	
Staffing	No. of personnel (CA)	Estimated as 1 x PO + 1 Project Assistant/surveyor and metal detectorist as required	
	No. of subcontractor personnel	Excavator driver	
Project dates	Start date	Autumn/Winter 2020	
	Fieldwork duration	Projected as 1 day (with contingency for a second)	
Reference codes	Site Code	EXG 152	
	OASIS No.	Cotswold2-403289	
	Planning Application No.	DC/18/1122 and DC/19/0702	
	HER Search Invoice Number	TBA	
	CA Jobcode	SU0177	
Key persons	Project Manager	Stuart Boulter	
	Project Officer	TBA	
	Metal Detectorist	Steve Hunt, Mike Green or Matt Stevens	
Hire details	Plant	Holmes Plant Hire	01473 890766
	Welfare	Karzees	0800 432 0048
	Tool-hire	NA	

Personnel and contact numbers

Cotswold Archaeology; Suffolk Office	Office Head	Dr Rhodri Gardner	01449 900120
	Project Managers	Joanna Caruth	01449 900121
		Stuart Boulter	01449 900122
	Finds Dept	Richenda Goffin	01449 900129
	H&S	Luke Brannlund	07809 195727
EMS	Jezz Meredith	01449 900124	
Client	Client	Reed Build and Design Ltd	-
	Client Contact	Darren Moffat	07581 188131
	Landowner/Tenant	-	-
Archaeological	Curatorial Officer	Matthew Baker (SCCAS)	01284 741329
	EH Regional Science Advisor	Dr Zoe Outram	01223 582707

1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) prepared by Cotswold Archaeology (CA) covering an archaeological trenched evaluation of the site of proposed housing development on land know as Plots 1, 2 and 6, The Highlands, Exning (centred at NGR: 562673 265754) (Fig. 1).
- 1.2 Planning Applications DC/18/1122 and DC/19/0702 attracted planning conditions requiring a programme of archaeological work. The scope of the required archaeological works is detailed in a Brief prepared by Suffolk County Council Archaeological Service (SCCAS), the archaeological advisors to the Local Planning Authority (LPA), archaeologist Matthew Baker in a document dated 11th August 2020. This Written Scheme of Investigation (WSI) covers the trenched evaluation only. Any further stages of archaeological work that might be required as a consequence of the evaluation's results would be subject to new documentation.
- 1.3 This WSI has been guided in its composition by *Standard and guidance: Archaeological field evaluation* (ClfA 2014; updated June 2020), the SCC Requirements for Trenched Archaeological Evaluation (SCCAS 2019), the *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3* (English Heritage 2008), the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (EH 2006) and any other relevant standards or guidance contained within Appendix B.

The site

- 1.4 The proposed dwellings, which together cover an area of approximately 450m², lie at approximately 30m AOD on a shallow south-east facing spur of land overlooking small streams to both the south-west and south-east. The site is bounded by the A14 to the south, open fields to the west and housing plots to the north and east.
- 1.5 Geologically, the site is likely to have superficial deposits of alluvium - clay, silt, sand and gravel, formed up to two million years ago in the Quaternary Period in a local environment previously dominated by rivers. These sedimentary deposits are fluvial in origin, detrital, ranging from coarse- to fine-grained and form beds and lenses of deposits reflecting the channels, floodplains and levees of a river or estuary (if in a coastal setting). The underlying bedrock comprises Zig Zag Chalk Formation – chalk,

a sedimentary rock formed approximately ninety-four to one hundred and one million years ago during the Cretaceous Period in a local environment previously dominated by warm chalk seas. These sedimentary rocks are shallow-marine in origin, biogenic and detrital, generally comprising carbonate material (coccoliths), forming distinctive beds of chalk (BGS 2020).

2. ARCHAEOLOGICAL BACKGROUND

2.1 The evaluation Brief states that the proposed housing development lies in an area of high archaeological importance recorded on the County Historic Environment Record (HER). **NB: A full HER search of an area encompassing a c.1km radius of the site will be undertaken as part of the evaluation works and included in the subsequent report.**

2.2 The Brief also summarises the most significant HER records noted in the vicinity of the proposed development site; specifically within the vicinity of a substantial Iron Age enclosure (HER ref. no. EXG 082). In addition, an Early Anglo-Saxon cemetery and inhumation burials have been recorded to the north (EXG 005 and 028). As a result, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and ground works associated with the development have the potential to damage or destroy any archaeological remains which exist.

3. AIMS AND OBJECTIVES

3.1 The objectives of the evaluation are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality. In accordance with *Standard and guidance: Archaeological field evaluation* (ClfA 2014, updated 2020), the evaluation has been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable SCCAS to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (DCLG, revised 2019).

- 3.2 The SCCAS Brief (4.2) states that the trial-trenching is required to:
- Identify the date, approximate form and purpose of any archaeological deposit, together with its likely extent, localised depth and quality of preservation.
 - Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
 - Establish the potential for the survival of environmental evidence.
 - Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.
- 3.3 Any archaeological remains that are identified will be put into their local and regional context with reference to the East Anglian Regional Research Agenda (Medleycott 2011).
- 3.4 During the course of the project, any changes proposed by the CA Project Manager (Stuart Boulter) to the following specifications and methodologies will be communicated directly to SCCAS for their approval.

4. METHODOLOGY

Excavation and recording

- 4.1 The Brief (4.3) states that linear trenches are thought to be the most appropriate sampling method and will target the footprints of the proposed buildings, resulting in a 20m length of 1.8m wide trench in the area cover by application DC/18/1122 and 25m in application area DC/19/0702 (Fig. 2). In addition, provision will be made for a 20m length of contingency trench that may be required on site should further deposit testing be needed. The trenches will be set out on OS National Grid (NGR) co-ordinates using Leica GPS, and scanned for live services by trained Cotswold Archaeology staff using CAT and Genny equipment in accordance with the Cotswold Archaeology *Safe System of Work for avoiding underground services*. The locations of trenches may need to be adjusted on site to account for currently unidentified services and other constraints, but only with the approval of the archaeological advisor to the LPA (SCCAS). The final 'as dug' trench plan will be recorded with GPS.
- 4.2 The trench will be excavated by a mechanical excavator equipped with a toothless ditching bucket with topsoil and subsoil stored separately adjacent to each trench. All

machining will be conducted under archaeological supervision and will cease when the first significant archaeological horizon or natural substrate is revealed (whichever is encountered first) or at a depth where health and safety considerations make further excavation without trench support problematic. Should the depth of the archaeological deposits be such that unsupported excavation cannot continue, there will be discussions with SCCAS regarding the need to proceed; if deeper excavation is deemed necessary then, in the first instance, stepping/battering of the trench edges will be initiated. However, in extreme circumstances, other methods such as formal shoring may be employed and will represent an additional expense to the client. Where deep excavations need to be left open overnight, security fencing will be erected.

- 4.3 Following machining, all archaeological features revealed will be planned and recorded in accordance with *CA Technical Manual 1: Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS or Total Station (TST) as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Where detailed feature planning is undertaken using GPS/TST this will be carried out in accordance with *CA Technical Manual 4: Survey Manual*. Photographs (high resolution digital images; unprocessed Raw files of at least 10 megapixels with a APS-C sensor or larger) will be taken as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation*.
- 4.4 Unless agreed with SCCAS, all archaeological deposits and features will be sampled by hand excavation in order to satisfy the project aims and also comply with the SCCAS Requirements for Archaeological Evaluation (2019). Where complex or unexpected deposits are encountered or deposits that are suitable for mechanical excavation, these will be discussed with SCCAS to agree an excavation strategy.
- 4.5 Sample excavation of archaeological deposits will, wherever possible, be limited and minimally intrusive, sufficient to achieve the aims and objectives identified above. Wherever possible, excavation will not compromise the integrity of the archaeological record and will be undertaken in such a way as to allow for the subsequent protection of remains, either for conservation or to allow more detailed investigations to be

conducted under better conditions at a later date. However, the general assumption is that a minimum of 1m wide slots will be manually excavated across the width of linear features, while for discrete features, such as pits, 50% of their fills should be sampled, although in some instances 100% may be requested by SCCAS. Stratified deposits will be cleaned manually and then sampled by sondage unless it is agreed with SCCAS that at the evaluation stage of the project the deposit should remain intact. Where complex stratigraphy is encountered, provision will be made to record long trench-sections. It is assumed that unless agreed with SCCAS that all features will be sampled.

- 4.6 Metal detector searches (non-discriminating against iron), undertaken by an experienced metal-detectorist (CA staff Steve Hunt, Michael Green or Matt Stevens), will take place throughout the project. This will include prior to the trenches being dug, during the machine excavation and the subsequent hand-excavation phase as well as scanning the upcast spoil. Metal finds recovered which are not from hand-excavated features will have their location recorded by GPS.
- 4.7 All pre-modern finds (with the exception of unstratified animal bone) will be kept and no discard policy will be considered until all the finds have been processed and assessed.
- 4.8 All finds will be brought back to the CA Suffolk premises for processing, preliminary assessment, conservation and packing. Most finds analysis work will be done in house, but in some circumstances, it may be necessary to send some categories of finds to external specialists (see below).
- 4.9 Should circumstances on site require additional security measures, for example fencing, then the client will be informed and the additional measures put in place.

Human remains

- 4.10 In the case of the discovery of human remains (skeletal or cremated), at all times they should be treated with due decency and respect. For each situation, the following actions are to be undertaken:
- In line with the recommendations *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England* (APABE 2017) human burials should not be disturbed without good reason. However,

investigation of human remains should be undertaken to an extent sufficient for adequate evaluation. Therefore, a suspected burial feature (inhumation or cremated bone deposit) will be investigated to confirm the presence and condition of human bone. Once confirmed as human, the buried remains will not be disturbed further and will instead be left *in situ* - unless further disturbance is absolutely unavoidable and required by SCCAS.

- Where further disturbance is unavoidable, or full exhumation of the remains is deemed necessary by SCCAS, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *ClfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (ClfA 2004).

Environmental remains

- 4.11 Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated. This will follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011), *Additional Requirements for Palaeoenvironmental Assessment* (SCCAS 2017) and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*. The sampling strategy will be adapted for the specific circumstances of this site, in close consultation with the CA Environmental Officer and, if necessary, the Heritage England Science Advisor (currently Zoe Outram), but will follow the general selection parameters set out in the following paragraphs.
- 4.12 Secure and phased deposits, especially those related to settlement activity and/or structures will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains. Any cremation-related deposits will be sampled appropriately (100%) for the recovery of cremated human bone and charred remains. If any evidence of *in situ* metal working is found, suitable samples for the recovery of slag and hammer scale will be taken. Sample sizes will be a minimum of 40 litres, or 100% of the context where deemed more suitable.

- 4.13 Where sealed waterlogged deposits are encountered, samples for the recovery of waterlogged remains, insects, molluscs and pollen, as well as any charred remains, will be considered. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits such as deep enclosure ditches, barrow ditches, palaeo-channels, or buried soils. Monolith samples may also be taken from this kind of deposit, as appropriate, to allow soil and sediment description/interpretation as well as sub-sampling for pollen and other micro/macrofossils such as diatoms, foraminifera and ostracods.
- 4.14 The need for any more specialist samples, such as OSL, archaeomagnetic dating and dendrochronology will be evaluated and will be taken in consultation with the relevant specialist.
- 4.15 The processing of samples will be done in conjunction with the relevant specialist following the *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.
- 4.16 Upon completion of the evaluation the backfilling will not be undertaken without the consent of SCCAS. Once this is acquired, trenches will be backfilled by mechanical excavator. Spoil will be pushed back into trenches in the correct sequence and tracked over by the attending machine in order to ensure the ground surfaces are flat safe and level. More formal reinstatement is not offered by CA.

5. STAFF AND TIMETABLE

- 5.1 The project will be managed by CA Project Manager Stuart Boulter MCIfA.
- 5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the evaluation as required during the period of fieldwork. Day to day responsibility however will rest with the CA Project Leader (TBA) who will be on-site throughout the project.

- 5.3 It is projected that the CA team in the field will consist of a maximum of two staff: a Project Officer (acting as Project Leader) and an Archaeologist (surveyor/metal-detectorist) as required.
- 5.4 It is envisaged that the project will require one - two days of fieldwork although, depending on what is uncovered, although a third day may be required to complete investigations and backfill the trench should SCCAS require further deposit testing as a result of the site monitoring visit. Analysis of the results and subsequent reporting will take between four - six weeks depending on the complexity of the results.
- 5.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Ed McSloy, Steve Benfield (CA)
Metalwork	Ed McSloy, Ruth Beveridge (CA)
Flint	Jacky Sommerville, Michael Green (CA)
Animal Bone	Andy Clarke BA (Hons) MA (CA), Matty Holmes BSc MSc ACIfA (freelance), Julie Curl (freelance)
Human Bone	Sharon Clough (CA)
Environmental Remains	Sarah Wyles, Anna West (CA)
Conservation	Pieta Greeves (freelance)
Geoarchaeology	Dr Keith Wilkinson (ARCA)
Building Recording	Peter Davenport MCIfA FSA (freelance)

- 5.6 Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult other specialists not listed here. A full list of specialists currently used by Cotswold Archaeology is contained within Appendix A.

6. POST-EXCAVATION, ARCHIVING AND REPORTING

- 6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and SCCAS guidelines. A recommendation will be made regarding material

deemed suitable for disposal/dispersal in line with the relevant recipient Museums' collection policy, in this case almost certainly the county store.

6.2 An illustrated report will be compiled on the results of the fieldwork and assessment of the artefacts, palaeoenvironmental samples etc. The report will include:

- (i) an abstract containing the essential elements of the results preceding the main body of the report;
- (ii) a summary of the project's background;
- (iii) description and illustration of the site location;
- (iv) a methodology of the works undertaken;
- (v) integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the evaluation results;
- (vi) a description of the project's results;
- (vii) an interpretation of the results in the appropriate context;
- (viii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- (ix) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (x) a plan showing the location of the trenches and exposed archaeological features and deposits in relation to the site boundaries;
- (xi) plans of each trench, or part of trench, in which archaeological features are recognised. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of trenches in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xii) appropriate section drawings of trenches and features will be included, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile trenches will not be illustrated unless they provide significant information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;

- (xiii) photographs showing significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
- (xiv) a consideration of evidence within its wider local/regional context;
- (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- (xvi) specialist assessment or analysis reports where undertaken;
- (xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).

6.3 Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:

- (i) specialist aims and objectives
- (ii) processing methodologies (where relevant)
- (iii) any known biases in recovery, or problems of contamination/residuality
- (iv) quantity of material; types of material present; distribution of material
- (v) for environmental material, a statement on abundance, diversity and preservation
- (vi) summary and discussion of the results to include significance in a local and regional context

6.4 Copies of the draft report will be distributed to the Client or their Representative and to the LPA's Archaeological Advisor (SCCAS) thereafter for verification and approval. Subsequently, copies of the approved report will be issued to the Client, LPA's Archaeological Advisor (SCCAS) and the local Historic Environment Record (HER). Reports will be issued in digital format (PDF/PDFA as appropriate) and a hard copy will be supplied to the HER along with shapefiles containing location data for the areas investigated, if required.

6.5 Should no further work be required, an ordered, indexed, and internally consistent site archive (both physical and digital) will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and the *Archaeological Archives in Suffolk* guidelines (SCCAS 2019). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.

6.6 If the client does not agree to transfer ownership to SCCAS, they will be required to nominate another suitable repository to be approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects). In the rare event that artefacts of significant monetary value are discovered, separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.

6.7 Should items considered to be Treasure as detailed in the Treasure Act 1996 and the Code of Practice referred to therein, be identified, the following guidelines will be followed.

- The client (and landowner if different) and curator will be informed as soon as any such objects are discovered/identified and the find will be reported to the Coroner within fourteen days of discovery or identification. SCCAS, the British Museum and the local Portable Antiquities Scheme (PAS) Finds Liaison Officer will subsequently be informed of the find.
- Treasure objects will immediately be moved to secure storage at CA and appropriate security measures will be taken on site if required.
- Upon discovery of potential treasure, the landowner will be asked if they wish to waive or claim their right to a treasure reward, which in this instance would be 100% of the market value. If the landowner wishes to claim an inquest will be held and, once officially declared as Treasure and valued, the item will if not acquired by a museum, be returned to CA and the project archive. Employees of CA, or volunteers etc. present on site, will not be eligible for any share of a treasure reward.

Academic dissemination

6.8 As the limited scope of this work is likely to restrict its publication value, it is anticipated that only a short publication note will be produced, suitable for inclusion within the PSIAH. The archaeological advisory and planning role of the SCCAS Historic Environment Team will be acknowledged in any report or publication generated by this project. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological

projects in Britain, including the upload of a digital (PDF) copy of the final report, which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination

- 6.9 In addition to the ADS website, a digital (PDF) copy of the final report will also be made available for public viewing via Cotswold Archaeology's *Archaeological Reports Online* web page, generally within twelve months of completion of the project (<http://reports.cotswoldarchaeology.co.uk/>).

Archive deposition

- 6.10 CA will make arrangements with SCCAS for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection.

7. HEALTH, SAFETY AND ENVIRONMENT

- 7.1 CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

8. INSURANCES

- 8.1 CA holds Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

9. MONITORING

- 9.1 Notification of the start of site works will be made to the archaeological advisor to the LPA (SCCAS) at least ten working days before commencement of the trenching in order that there will be opportunities to visit the site and check on the quality and progress of the work. Where a site visit is possible, it will be booked with SCCAS prior to the works commencing on site.

9.2 However, while the present Covid-19 pandemic is in progress, SCCAS had ceased to undertake site visits and have issued guidelines regarding remote monitoring. While this is currently subject to revision, their remote monitoring requirements are as follows:

- All features present, including presumed natural and geological features are to be investigated as per the WSI
- GPS plans showing what is present, with context numbers included and which features have had environmental samples taken
- Running phase plans
- Written text stating what finds were found (if any) in each context, with provisional date
- Photographs of features (Please note all photographs should be taken at appropriate times of day and not in bad lighting conditions and once trenches, sections, features have been cleaned)
- Overall site shots from an elevated point or pole cam if possible
- Provision for SCCAS to review the remote monitoring documents and for any queries to be addressed.

9.4 Post-excavation and archiving progress will also be subject to review by SCCAS. For their part, CA will keep SCCAS informed regarding the progress of the project through both the fieldwork and post-excavation phases.

10. QUALITY ASSURANCE

10.1 CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the *Code of Conduct* (CIfA 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the CIfA.

10.2 CA operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility

for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

- 11.1 This project will not afford opportunities for public engagement or participation during the course of the fieldwork. However, the results will be made publicly available on the ADS and CA websites, as set out in Section 6 above.

12. STAFF TRAINING AND CPD

- 12.1 CA has a fully documented mandatory Performance Management system for all staff which reviews personal performance, identifies areas for improvement, sets targets and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning Career Development Programme for its staff, which ensures a consistent and high quality approach to the development of appropriate skills.
- 12.2 As part of the company's requirement for Continuing Professional Development, all members of staff are also required to maintain a Personal Development Plan and an associated log which is reviewed within the Performance Management system. All staff are subject to probationary periods on appointment, with monthly review; for site-based staff additional monthly Employee Performance Evaluations measure and record skills and identify training needs.

13. REFERENCES

APABE (Advisory Panel on the Archaeology of Burials in England) 2017 *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England, 2nd Edition*.

BGS (British Geological Survey) 2020 *Geology of Britain Viewer* <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> (accessed 11th September 2020)

DCLG (Department of Communities and Local Government) 2019 *National Planning Policy Framework*

APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS***Ceramics***

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Steve Benfield (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield (CA)
(Samian) (Amphorae stamps)	Gwladys Montell MA PhD (freelance) Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Paul Blinkhorn BTEch (freelance) Sue Anderson (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance)
Medieval/post-medieval	Ed McSloy BA MCIFA (CA) Richenda Goffin (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTEch (freelance) John Allan BA MPhil FSA (freelance)
South West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
East of England	Steve Benfield (CA) Richenda Goffin (CA)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance)
Ceramic Building Material	Ed McSloy MCIFA (CA) Dr Peter Warry PhD (freelance)

Other Finds

Small Finds	Ed McSloy BA MCIFA (CA) Ruth Beveredge (CA)
Metal Artefacts	Katie Marsden BSc (CA) Ruth Beveridge (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics	Ed McSloy BA MCIFA (CA) Mike Green (CA) Jacky Sommerville BSc MA PCIFA (CA)
(Palaeolithic)	Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked Stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage)
Coins	Ed McSloy BA MCIFA (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance)
Leather	Quita Mould MA FSA (freelance)

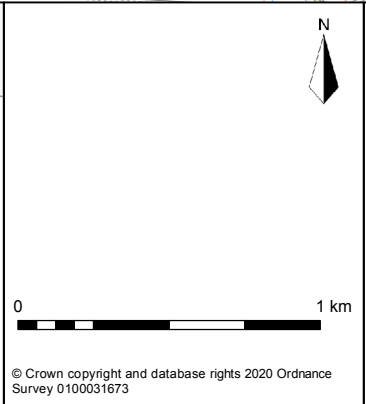
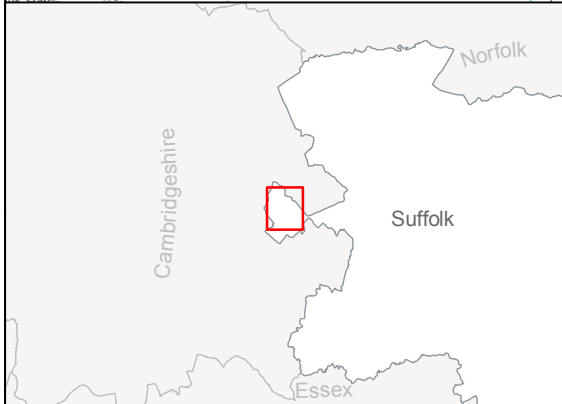
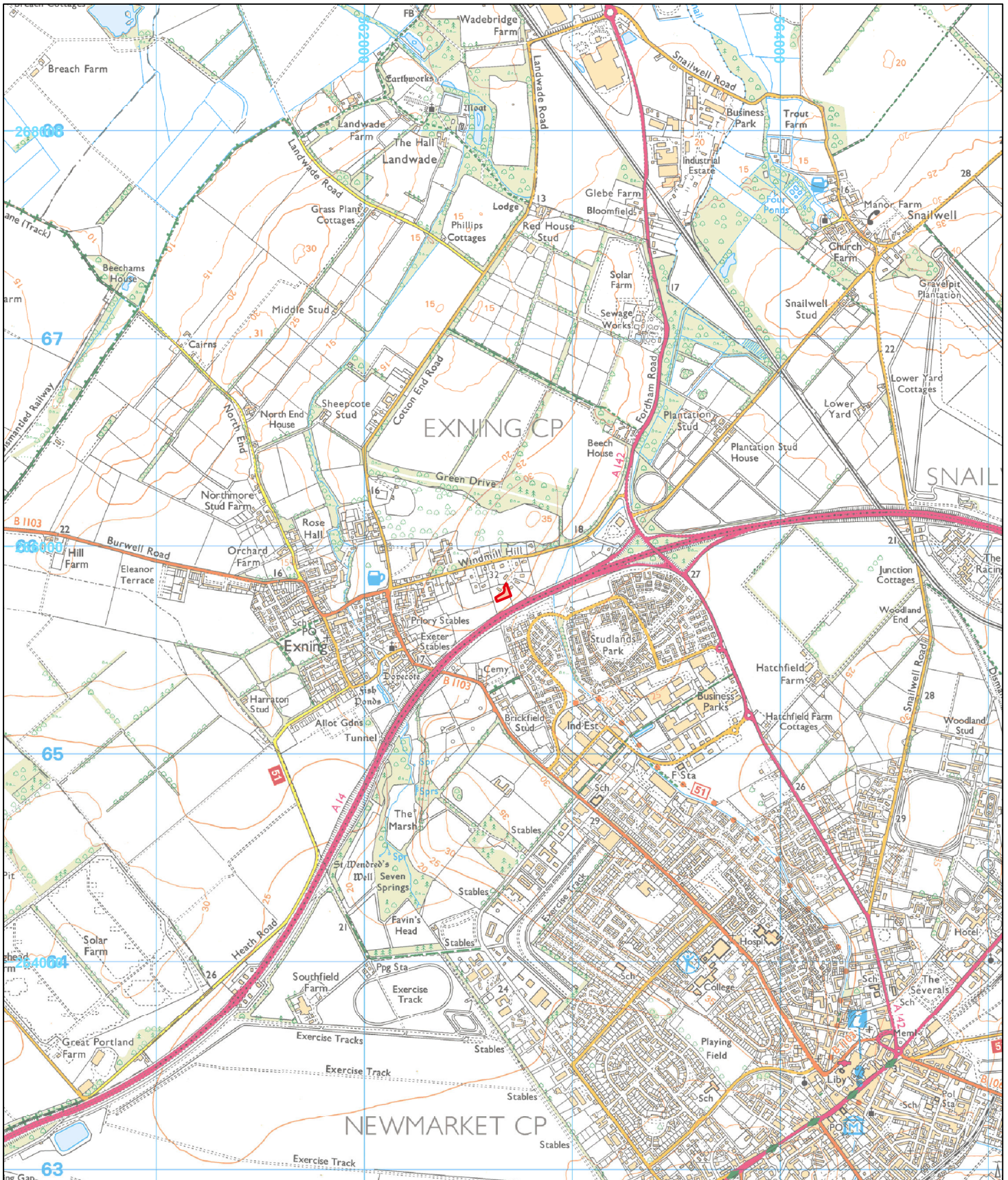
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD
Worked wood	Michael Bamforth BSc MCIFA (freelance)
Biological Remains	
Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance)
Human Bone	Sharon Clough BA MSc MCIFA (CA) Sue Anderson (freelance)
Environmental sampling	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Anna West (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred Plant Remains	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)
Wood/Charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA PCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Fish bones	Dr Philip Armitage MSc PhD MCIFA (freelance)
Geoarchaeology	
Soil micromorphology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Richard Macphail BSc MSc PhD (University College London)
Scientific Dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	
	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)

APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

- AAF 2007 *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation.* Archaeological Archives Forum
- AAI&S 1988 *The Illustration of Lithic Artefacts: A guide to drawing stone tools for specialist reports.* Association of Archaeological Illustrators and Surveyors Paper 9
- AAI&S 1994 *The Illustration of Wooden Artefacts: An Introduction and Guide to the Depiction of Wooden Objects.* Association of Archaeological Illustrators and Surveyors Paper 11
- AAI&S 1997. *Aspects of Illustration: Prehistoric pottery.* Association of Archaeological Illustrators and Surveyors Paper 13
- AAI&S nd *Introduction to Drawing Archaeological Pottery.* Association of Archaeological Illustrators and Surveyors, Graphic Archaeology Occasional Papers 1
- ACBMG 2004 *Draft Minimum Standards for the Recovery, Analysis and Publication of Ceramic Building Material. (third edition)* Archaeological Ceramic Building Materials Group
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- Brickstock, R.J. 2004 *The Production, Analysis and Standardisation of Romano-British Coin Reports.* English Heritage (Swindon)
- Brown, A. and Perrin, K. 2000 *A Model for the Description of Archaeological Archives.* English Heritage Centre for Archaeology/ Institute of Field Archaeologists (Reading)
- Brown, D.H. 2007 *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation.* IFA Archaeological Archives Forum (Reading)
- Brown, N & Glazebrook, J., 2000, *Research and Archaeology: a framework for the Eastern Counties 2. Research agenda and strategy,* East Anglian Archaeology Occasional Paper 8
- Buikstra, J.E. and Ubelaker D.H. (eds) 1994 *Standards for Data Collection from Human Skeletal Remains.* (Fayetteville, Arkansas)
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- CIfA, 2014 (updated 2017), *Standard and Guidance for Archaeological Desk-based Assessment.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014 (updated 2020), *Standard and Guidance for Archaeological Watching Brief.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Excavation.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014 (updated 2019), *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014 (updated 2020), *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014 (updated 2020), *Standard and Guidance for Archaeological Field Evaluation.* Chartered Institute for Archaeologists (Reading)
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- EH 2003b *Twentieth-Century Military Sites. Current approaches to their recording and conservation* English Heritage (Swindon)
- EH 2004a *Dendrochronology. Guidelines on producing and interpreting dendrochronological dates*. English Heritage (Swindon)
- EH 2004b *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical report*. English Heritage Centre for Archaeology Guidelines
- EH 2006a *Guidelines on the X-radiography of Archaeological Metalwork*. English Heritage (Swindon)
- EH 2006b *Archaeomagnetic Dating*. English Heritage (Swindon)
- EH 2006c *Science for Historic Industries: Guidelines for the investigation of 17th- to 19th-century industries*. English Heritage (Swindon)
- EH 2007a *Understanding the Archaeology of Landscapes. A guide to good recording practice*. English Heritage (Swindon)
- EH 2007b *Geoarchaeology. Using earth sciences to understand the archaeological record*. (London)
- EH 2008a *Luminescence Dating. Guidelines on using luminescence dating in archaeology*. English Heritage (Swindon)
- EH 2008b *Geophysical Survey in Archaeological Field Evaluation. English Heritage Research and Professional Services Guidelines No 1* (second edition). English Heritage (Swindon)
- EH 2008c *Research and Conservation Framework for the British Palaeolithic*. English Heritage/Prehistoric Society (Swindon)
- EH 2008d *Investigative Conservation. Guidelines on how the detailed examination of artefacts from archaeological sites can shed light on their manufacture and use*. English Heritage (Swindon)
- EH 2010 *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of archaeological wood*. English Heritage (London)
- EH 2011 *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation*. English Heritage Centre for Archaeology Guidelines (London)
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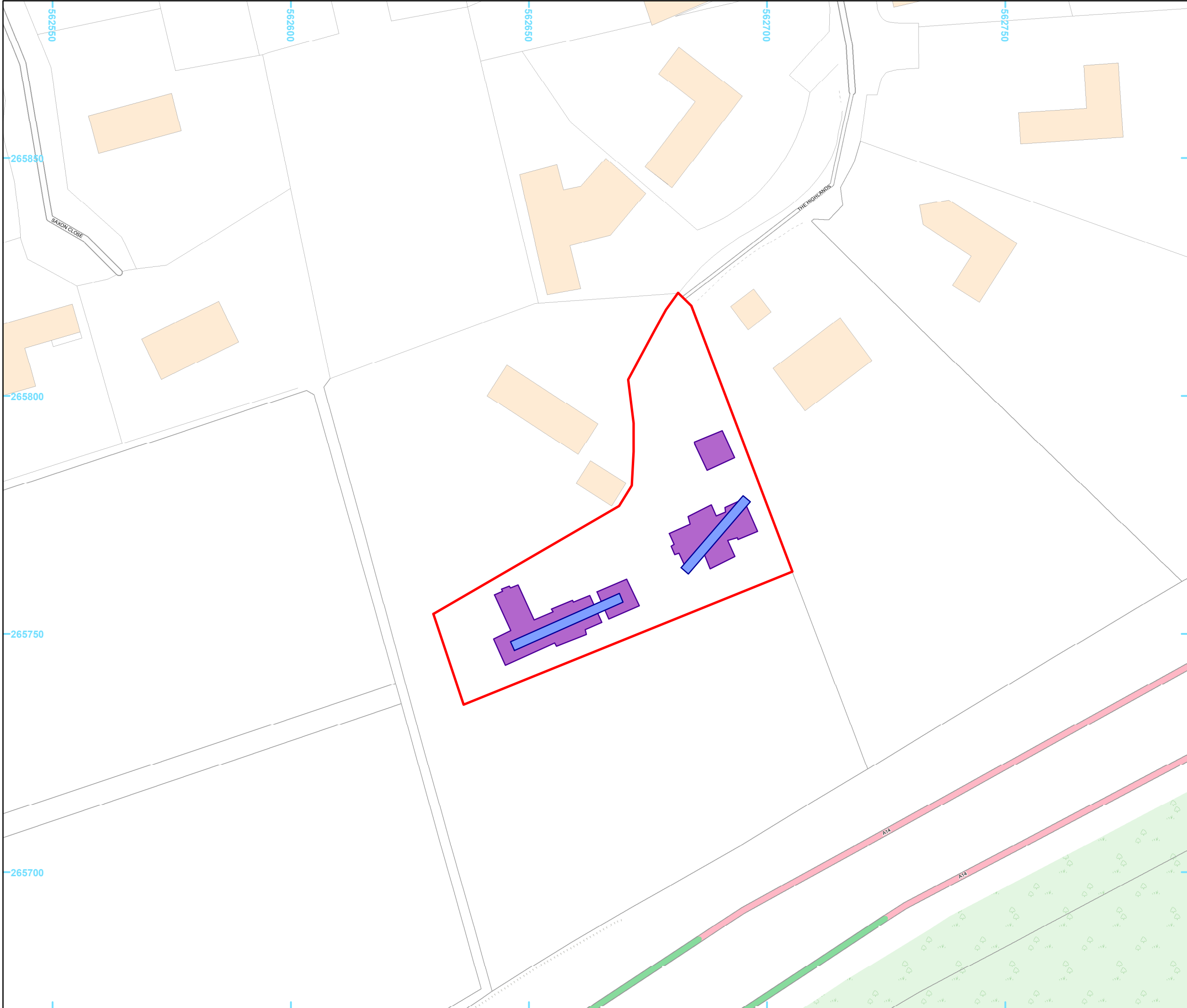
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PROJECT TITLE
Plots 1, 2 and 6
Highlands, Exning

FIGURE TITLE
Site location plan

DRAWN BY	KW	PROJECT NO.	SU0177	FIGURE NO.
CHECKED BY	SB	DATE	14/09/2020	1
APPROVED BY	SB	SCALE @ A4	1:25,000	



Legend

- Site boundary
- Proposed evaluation trench
- Proposed buildings



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PROJECT TITLE
 Plots 1, 2 and 6
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FIGURE TITLE
 Trench location plan
 showing proposed buildings outlines

DRAWN BY KW/IAH	PROJECT NO SU0177	FIGURE NO. 2
CHECKED BY SB	DATE 14/09/2020	
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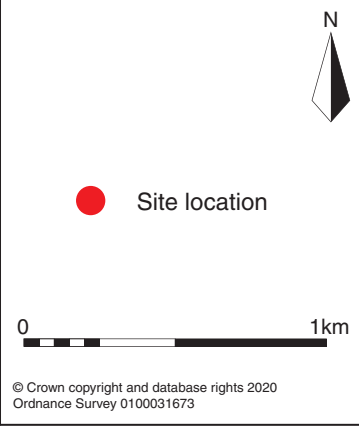
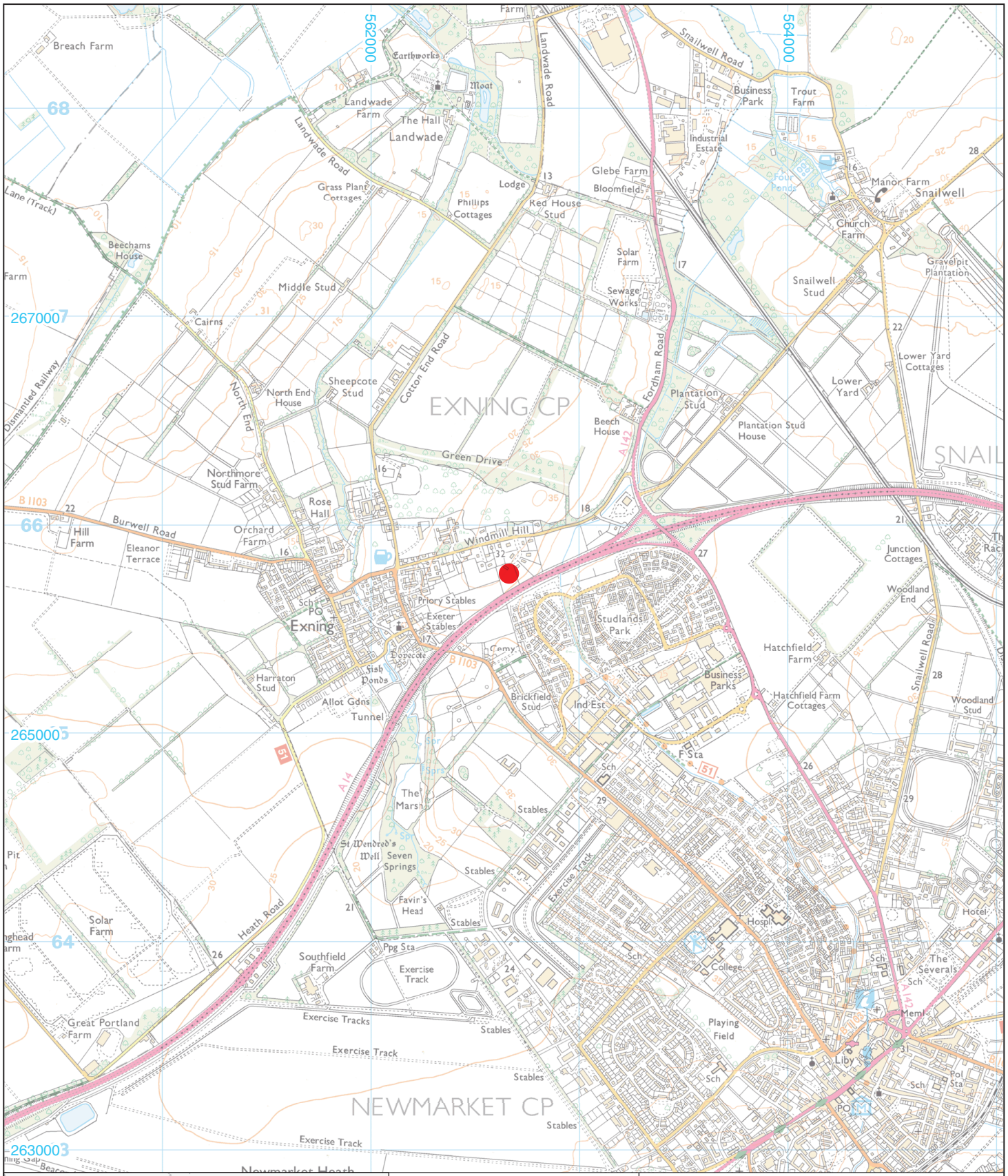
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PROJECT TITLE
 Plots 1, 2 and 6, The Highlands,
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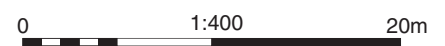
FIGURE TITLE
 Site location plan

DRAWN BY	AW	PROJECT NO.	SU0177	FIGURE NO.
CHECKED BY	DJB	DATE	05.10.20	1
APPROVED BY	SP	SCALE@A4	1:25,000	

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- Site boundary
- Evaluation trench
- Proposed building outline
- A A Section location



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PROJECT TITLE
**Plots 1, 2 and 6, The Highlands,
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FIGURE TITLE
Trench location plan

DRAWN BY	AW	PROJECT NO.	SU0177	FIGURE NO.
CHECKED BY	DJB	DATE	05.10.20	2
APPROVED BY	SP	SCALE@A3	1:400	

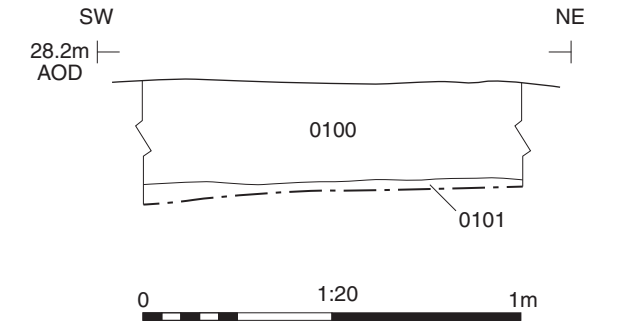


Trench 1, looking north-east (1m scale)



Trench 1 soil profile, looking north-west (1m scale)

Section AA

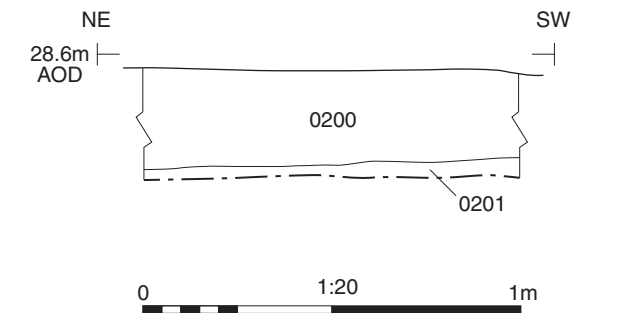


Trench 2, looking west south-west (1m scale)



Trench 2 soil profile, looking south-east (1m scale)

Section BB




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PROJECT TITLE
 Plots 1, 2 and 6, The Highlands,
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FIGURE TITLE
**Trenches 1 and 2: sections and
 photographs**

DRAWN BY	AW	PROJECT NO.	SU0177	FIGURE NO.
CHECKED BY	DJB	DATE	05.10.20	3
APPROVED BY	SP	SCALE@A3	1:20	

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