CAMBRIDGESHIRE / BEDFORDSHIRE BRIEF FOR

A PROGRAMME OF ARCHAEOLOGICAL INVESTIGATION and PUBLIC ENGAGEMENT SCHEME

Site:	**A428 Black Cat to Caxton Gibbet Improvements**
Development Consent Order (DCO) Stage/	Post-Submission
Brief version:	Update 1
Company:	Highways England
Location:	NGR (TL) 515468 255438 west of Black Cat/A1 Junction, to 529651 260657 A428 Caxton Gibbet/A1198 (Ermine Street) Junction, - crossing the River Great Ouse at 526795 255383, and the Great Northern Railway Line at 518190 255434

This design brief has been jointly prepared by Cambridgeshire County Council (CCC) Bedford Borough Council (BBC) and Central Bedfordshire Council (CBC) and may be periodically updated to reflect updates and new professional and planning guidance.

This document is written for commercial archaeological contractor organisations of proven competency to facilitate their production of a responding project design, or Written Schemes of Investigation (WSIs), which should cover all of the minimum requirements of the programme of archaeological investigation shown below, enhancing and adding value to the programme where possible.

The Local Authority HERs should be contacted to obtain refreshed up-to-date HER search data to assist in the development of WSIs, analysis programmes, and for familiarisation with the local archaeological character.

Project Managers are strongly advised to visit the site before completing their specifications, as there may be implications for accurately costing the project.

The WSI should follow published professional protocols issued by the Chartered Institute for Archaeologists (CIfA):

CIfA, 2019. *Code of Conduct*
CIfA, 2020 *Standard and guidance for archaeological excavation*

NO FIELDWORK MAY COMMENCE UNTIL WRITTEN APPROVAL OF A SITE-SPECIFIC WRITTEN SCHEME OF INVESTIGATION HAS BEEN ISSUED BY THE RELEVANT HISTORIC ENVIRONMENT TEAMS FOR CAMBRIDGESHIRE, BEDFORD BOROUGH AND CENTRAL BEDFORDSHIRE COUNCILS.

1.0 SITE DESCRIPTION

1.1 The A428 Black Cat to Caxton Gibbet improvements scheme involves upgrading the existing route between the Black Cat roundabout and Caxton Gibbet roundabout with a new 10-mile dual carriageway and a number of junction improvements.

1.2 The scheme footprint crosses undulating land comprised of several geological facies, mudstones and clays of Jurassic age (Ampthill, Kellaways, West Walton Formation, Kimmeridge and Oxford) with a series of sedimentary deposits (Third River Terrace Sand and Gravels and alluvium) in the River Great Ouse valley at the west end. The land slopes westwards from a high point at Cambourne (65mAOD) down to the river and its western terraces that lie at *c*25mAOD. River tributaries and brooks flow roughly east westwards off the clays towards the Great Ouse, while smaller water courses, many of which are now canalised, flow northward to join the Hen/Alconbury Brook, a principal tributary of the Great Ouse, north of Abbotsley. Essential in all periods, these water courses were particularly important for the siting of numerous Late Saxon villages and Medieval moated enclosures and fishponds (some scheduled) in the countryside outside the nearest town of St Neots in this western part of the county (apply to the HERs for a full suite of data relating to this scheme and see 1.5).

1.3 Archaeological sites are known across the entire length of the road scheme. Transforming earlier understanding of human occupation on the clays, the density of settlement and distinctive land use of later prehistoric to Medieval date has been well established in air reconnaissance flights and aerial photographic transcriptions commissioned in Bedfordshire and Cambridgeshire since the 1990s[1]. While large areas of gravel terraces of the Great Ouse valley were quarried without recourse to archaeological examination prior to Planning Policy Guidance Note 16's publication in 1990, ongoing excavations and those conducted in advance of settlement expansion around St. Neots since 2005 have revealed closely spaced Iron Age, Roman and Anglo-Saxon settlement, burials and communications[2], and the gradual incorporation of abandoned settlements into the Medieval open fields, altering the landscape character in that important time of change and land ownership. Hundred/parish boundaries, furlong boundaries and Medieval and later cultivation remains are distinctive on aerial photographic transcription and geophysical surveys acquired for this scheme and more widely in the HERs, and are seen to follow the contours and mirror the alignment of water courses, winterbournes and other morphological features in the territory.

1.4 Excavations for the new development at Wintringham Park (eg ECB5250: Site 4i) to the west of the A428 Improvement Scheme in Cambridgeshire is currently providing new evidence of Iron Age to Roman settlement on prominent ridges within the development area and further Iron Age and Roman settlement is being excavated to the east of the Caxton Gibbet roundabout at Ermine Street for the West Cambourne development at Swansley Wood (ECBs5357-5361). Large Roman barn/buildings are present along with contemporary settlement and earlier enclosed farmsteads.

1.5 Excavation work undertaken in advance of the A421 Improvement Schemes immediately west of the current scheme identified evidence for remains from the Neolithic to Medieval periods[3]. The majority of these works occurred on the clay uplands of Bedfordshire, a trend for the establishment of middle Iron Age settlements was established with a noted increase of activity in these areas from this period onwards. Site 8 of the A421 Great Barford Bypass showed continued activity through to the early Saxon period. Recent excavations at the Black Cat Roundabout in Bedfordshire (EBB1192) within the route of the A428 Improvement Scheme has identified evidence of early dispersed prehistoric activity including several crouched inhumations as well as a multi-phased Roman settlement and associated cemetery. Additionally, these works identified a large enclosure against the banks of the Great Ouse dating to the 10th century and possibly correlating with the Tempsford fort described in the Anglo-Saxon chronicle. Excavation work undertaken in advance of the A421 Improvement Schemes immediately west of the current scheme identified evidence for remains from the Neolithic to Medieval periods. The majority of these works occurred on the clay uplands of

[1] Mills, J. and Palmer, R. 2007 *Populating Clay Landscapes.* Stroud: Tempus

[2] Hinman, M. and Zant, J. 2018. *Conquering the Claylands: Excavations at Love's Farm, St Neots, Cambridgeshire.* East Anglian Archaeology Report no 165. Oxford Archaeology East

[3] Timby, J., Brown, R., Hardy, A., Leech, S., Poole, C., & Webley, L. J. (2007). *Settlement on the Bedfordshire Claylands: Archaeology along the A421 Great Barford Bypass.* Oxford Archaeology Ltd. https://library.thehumanjourney.net/493/

Bedfordshire, a trend for the establishment of Middle Iron Age settlements was established with a noted increase of activity in these areas from this period onwards. Site 8 of the A421 Great Barford Bypass showed continued activity through to the early Saxon period.

1.6 A series of Roman roads are present in the scheme area. Some may have Iron Age origins, at least in part, as has been established at Loves Farm and for excavations on the Old/Great North Road, Ermine Street and along the current line of the A428 between Cambridge and Caxton Gibbet (e.g. MCB16337). The SSW-NNE aligned Sandy to Godmanchester Roman Road (MCB17569, Margary 22), marked by field boundaries and paths in the present landscape, will be crossed by the new A428 Cambridge Road junction. Many footpaths in the scheme have ancient/historic origins. The relationship of ancient roads to the settlements of the Late Iron Age and Roman period, and subsequent Medieval landscape, in the locality will be a focus of investigation.

1.7 A comprehensive field evaluation supported by non-intrusive surveys has taken place across the scheme area to provide tangible evidence of archaeological activity for an Environmental Impact Assessment (Cambridgeshire reference: ECB6150). Three reports of field data demonstrate the presence of settlement sites of various characters (eg Roman and Medieval roadside, heterogeneous enclosed/open Iron Age farms, series of Iron Age enclosures of potentially different functions strung along sinuous boundary ditches that seem to enclose territories[4], *villa rustica*, industrial areas, field systems (prehistoric to Post-Medieval) and cultivation evidence attesting to the land use order controlled by manorial and other landlords. While some sites were previously known from cropmarks, new occupation sites have materialised in the scheme corridor that expand the density of closely spaced settlement that largely originated with pioneering Iron Age communities seeking new opportunities on the clay plain.

1.8 The results of HER searches have been prepared but are not attached to this brief. Please request the data to be supplied in GIS format (MapInfo TAB. or ESRI/QGIS shapefile SHP.) by contacting the CHER, BBC HER or CBC HER. An OS Licence Agreement will be supplied and require signing to obtain the files.

1.9 The A428 Development Consent Order Application Document relevant to the archaeology of this scheme can be found on the PINS website and should be read in conjunction with this brief. Non-intrusive and trench based evaluation reports are contained in the document library along with the PEIR, Environmental Statement for Cultural Heritage and the Archaeological Mitigation Strategy (AMS), which is to be amended prior to approval. The AMS sets out Highways England's strategy to mitigate the impact of the road scheme on the archaeological resource and other heritage assets. A full reference list for the DCO documents is here.

2.0 THE NATURE OF THE DEVELOPMENT AND ARCHAEOLOGICAL REQUIREMENTS

2.1 The development is for a 17km (10.5miles) road improvement scheme, 5km of which is in Bedfordshire with the remaining 12km in Cambridgeshire. Attendant scheme features will include borrow pits, soil storage areas, compounds, lay down areas, flood compensation areas, ecological/new habitat areas, balancing ponds and any other aspects of temporary or permanent works.

2.2 Due to the evidence of significant archaeological remains at the site, the scheme will be subject to a robust mitigation strategy to be identified in the Development Consent Order or Local Authority planning conditions, should these be granted. This will require a scheme of archaeological investigation programme to be undertaken at the site complemented by an appealing public engagement scheme and ultimately the display and interpretation of

[4] Brudenell, M. 2018. Late Bronze Age to Middle Iron Age, *c*. 1150-100BC. *Revised Eastern Counties Archaeological Research Framework*.ALGAO & Historic England

important facets of newly discovered evidence. This design brief sets out the requirements for the archaeological investigation programme for the scheme.

2.3 The investigation should include a suitable level of documentary research to set the results in their geographical, topographical, archaeological and historical context.

2.4 The investigation should include **detailed excavation** of the area(s) of archaeological significance and will include the excavation of sufficient archaeological evidence to conform to section 3.0 and 6.0 below. Any discrete archaeological features or areas that extend beyond the area(s) identified for excavation and that are within the development boundary may also need to be investigated. Following on-site discussions with all parties, decisions regarding expansion of the investigation programme will require authorisation by CHET, BBC and CBC who are responsible for the protection, enhancement of local archaeological assets and to manage change to the resource. A suitable contingency (including for concomitant post-excavation work) should be included in arising specifications for this eventuality.

3.0 MITIGATION STRATEGY COMPRISING EXCAVATION

3.1 The part of the mitigation strategy comprising open excavation of the identified area will consist of the following sequential programme.

1. Initial site clearance of overburden under the supervision of competent professional archaeologists with proven experience in this area;
   NOTE: Archaeologists responsible for the stripping of excavation areas should be assisted by the main contractor to enable close contact machining practices conducted in a safe manner. This will enable greater recognition of the height at which archaeological evidence defines in the soil sequence, which is particularly relevant for the definition of earth-fast features such as interments, hearths, structural remains and occupation/industrial surfaces, which are to be examined prior to stripping off the remaining soils.

2. Where stratified soils of old land surfaces are known or that emerge during stripping within the excavation area, stripping should cease at the interface with these soils. A sampling strategy should be specified in the WSI and implemented (e.g. 1m^2 test pits hand excavated in spits of appropriate (specify) depth on a grid or in transects supported by bulk samples extracted for wet sieving) - to examine their artefact content and spatial distribution, and to search for and excavate earth-fast features present only within former land surface soil horizons. Once completed, removal of the buried soils by machine can ensue.

3. The excavation area(s) will be subjected to a metal detection survey over key sites prior to excavation and during stripping and excavation at all sites. Key sites include:

   Site 3: Iron Age and Roman settlement in rectilinear enclosures in Field 9 adjacent to potential Roman Road beneath A1 to east
   Site 9: Giants Parlour Iron Age site in Field 49
   Site 13: A sub-square Iron Age/Roman enclosure was located in Field 58
   Site 15: A large Roman site, possible *villa rustica*, in Fields 64 & 65
   Site 17: Late Bronze Age/Early Iron Age settlement and Saxo-Norman settlement in Fields 69 & 70
   Site 18: Iron Age – Medieval settlement in Fields 73 & 74
   Site 22: Iron Age and Roman settlement & field system in Field 77
   Sites 29 &30: Iron Age string boundary with enclosures Field 92
   Site 37: Iron Age settlement est of Ermine Street Roman Road at Caxton Gibbet Field 97.

   Archaeologists specifically trained in metal detection work, using a high quality instrument, should undertake this work. The detector should not be set to discriminate

against iron. Recovered items should be plotted on the base plans and their depths recorded to ensure accuracy of their context;

4. Manual cleaning and base planning of archaeological features is required to refine the excavation strategy;

5. Regular monitoring reviews on site with relevant Local Authority Archaeologists (followed by periodic reviews) to discuss the excavation strategy needed for the site as it is revealed, any specific machining needs, other variations that may be required, and to monitor compliance with the agreed WSI;

6. Excavation of archaeological features, stratified deposits and landscape evidence (see Section 6);

7. Implementation of a public engagement programme during the course of and subsequent to the excavation period (see Section 7.2);

8. Submission of a short summary report for each site to the Local Authority Archaeologists followed by the preparation of a post excavation assessment (PXA) to establish the research potential of evidence acquired from all fieldwork stages integrating evaluation results as necessary, and the production of an updated project design (UPD) setting out the objectives and methods for conducting the remaining analysis and reporting stages (**cost review stage**);

9. Arrangements for the transfer of title of the archive to Cambridgeshire County Council's publically accessible archive facility or to the Higgins Art Gallery and Museum, Bedford. Arrangements for display, interpretation and deposition of the archive to a suitably accredited storage facility must be fully agreed at the PXA preparation stage – early discussions with the depositories are, therefore, crucial for understanding the needs of these facilities;

10. Completion of analysis and the production of a full archive report;

11. Submission of short illustrated statements for parish magazines, client's media outlet, popular archaeology magazines (also during the fieldwork).

12. Publication of the project results;

13. Deposition of the collated archive in Cambridgeshire County Council's Archaeological Archive Facility or in the Higgins Art Gallery and Museum, Bedford (or equivalent accredited store) and to an accredited CoreTrustSeal digital archive repository.

All of the above stages should be carried out in accordance with the procedures and guidance contained within Historic England's manager's guide: *Management of Research Projects in the Historic Environment. The MoRPHE Project Managers' Guide.* (HE 2015).

4.0 MITIGATION STRATEGY DETAILS

4.1 Aims and Objectives

4.1.1 The primary objectives are to preserve the archaeological evidence contained within the sites **by record**, to attempt a reconstruction of the history and use of the sites and undertake comparative analysis between the sites and other relevant sites in the locality.

4.1.2 The following research priorities are important considerations although the Project Manager is encouraged to propose others. Attention is drawn to research objectives within *Research and*

Archaeology Revisited: a revised framework for the East of England (EAA Occ. Paper No 24, 2011) and the updated agenda in the current review to define research objectives.

4.1.3 Minimum standards for investigations conducted in the eastern region of England should be followed: *Standards for Field Archaeology in the East of England* (Gurney, D. 2003, East Anglian Archaeology Occasional Paper 14).

4.2 Research priorities

Iron Age

4.2.1.1 To investigate the character and diverse morphologies of Iron Age settlement/territory and associated activity, with reference to its origins and development, and with consideration of the pioneer character of settlement on the clay plain between the River Great Ouse and Cambridge.

4.2.1.2 To compare and contrast the differences between the Iron Age settlements in the Ouse Valley and those on the clay uplands, is there evidence for significant differences in the nature and pattern of these settlements? To examine any variance in the settlements identified on the east and west side of the Great Ouse valley. What role did the river play in the establishment of these settlements and is there evidence for its use as a natural resource or is it simply a case of the geology being more suitable for early agricultural practices?

4.2.1.3 To examine the spatial distribution of settlements, their hetero- or homogeneity and determine their chronologies and determine how they may have been linked by prehistoric trackways and other communications;

4.2.1.4 To investigate the function of the 'string boundaries', their attendant enclosures and associated activity away from the sinuous boundary line. These have become visible on the western Cambridgeshire clay plain since excavations on the A14 occurred and are prominent in the landscape here. What lands might they enclose and how do the long linear boundaries compare to other contemporary boundaries more commonly seen as triple ditches through settlements, such as at Northstowe and at Black Peak, Melbourn?

4.2.1.5 To develop an understanding of trade and the economy of the Iron Age settlements, through analysis of recovered artefacts and ecofacts;

4.2.1.6 To contribute to an understanding and closer dating of Iron Age ceramic sequences;

4.2.1.7 To investigate the character of the treatment and disposal of the dead in this period, with particular reference to discovering either the northern reaches of the Aylesford-Swarling culture or the influence of other distinctive customs;

Iron Age to Roman transitions

4.2.1.8 With Godmanchester located far to the north of the A428, to consider the potential influence of the roadside settlements at Sandy, which had an Iron Age mint and developed into a significant Roman small town, and of contemporary sites in the St Neots area upon the settlements of the A428 within their hinterlands.

4.2.1.9 Within the Great Ouse valley settlement sites have origins within the Iron Age but continued through to the Roman period. What evidence is there for changes in the nature of the type of occupation and land use during the transition period at these sites? How comparable is the transition period at these sites, what are the differences and similarities and can reasons for these be established?

4.2.1.10 Recognition of the prehistoric pioneers' colonisation of this landscape and land improvements to farm and drain the intractable clay-derived soils is a core objective. Environmental

mapping should include pollen catchment work should establish the general environmental conditions and vegetation to define the general character of the land – wooded (dense/light/intermittent) and cleared vs open grassland. Mapping the use of wild fauna and flora vs domesticates is required to establish diet and settlement economy and the arrangement of fields (arable) or corrals (pasture) should be compared against published contemporary sites. Settlement character - open to enclosed or only enclosed, alongside the chronology of change should be examined.

4.2.2 Roman

4.2.2.1 To investigate the political and landscape impact of conquest: *Britannia Perdomita*,[5] and Romanisation of the landscape and economy with reference to the reorganisation of existing patterns of settlement, agriculture and communications;

4.2.2.2 To investigate and date patterns of intensive agriculture represented by parallel, linear furrows – e.g. *pastinatio*: the apparent planning of new layouts and the relationship to/modification of previous and contemporary activity; evidence for the nature and character of the agricultural activity; the longevity and possible reasons for the abandonment of this cultivation method;

4.2.2.3 To consider the location of the sites with reference to the Roman communications network, including, for instance, the road linking the Roman settlements of Sandy, St Neots and Godmanchester (HER MCB17569, Margary 22). The emergence of distinctive early Roman farms - potential *villa rusticae*: e.g. Site 14 (F59), Site 15 (F64 & 65) Sites 18-19 (F73-4); Site 22 (F77) along the road networks and the abandonment of some of the Iron Age settlements, particularly at the eastern end of the scheme, should be addressed;

4.2.2.4 To develop an understanding of the economy and trade of the Roman period settlements, through analysis of recovered artefacts and ecofacts;

4.2.3.5 To contribute to an understanding of Roman period ceramic sequences;

4.2.3.6 To investigate the character of the treatment and disposal of the dead in this period.

4.2.4 Anglo-Saxon, Saxon/Danish, Medieval and Post-Medieval

4.2.4.1 To characterise and identify morphological change in settlement and farming connected with periods of occupation caused by migration or conquest;

4.2.4.2 To examine the hundred/parish boundaries (within the mitigation areas) for their origins subsequent recuts/re-establishment;

4.2.4.3 To examine the impact of the development and expansion of manorial landholdings on the landscape and the deserted/shrunken Medieval settlements within the scheme (e.g. adjacent to Wintringham (Site 17 (F69-70), Croxton and Weald (SMs unaffected by the scheme) and Chawston (Site 2 F5);

4.2.4.4 To identify changes in the character of farming and husbandry;

4.2.4.5 To understand the origins of the Old/Great North Road and the spatial distribution and character of roadside settlement in this period.

4.2.5.6 To fully establish the relationship between the early Medieval enclosure ditch in Field 5, Site 2 and the adjacent industrial area with kilns which have been tentatively dated to the Post-Medieval period. Is there evidence for continued activity within this area between these periods and if so what form did it take?

[5] *cf* Mattingly, D. 2006: 136ff. *An Imperial Possession. Britain in the Roman Empire*. Penguin Books.

4.2.5 All Periods

4.2.5.1 To examine the environmental setting for all periods of settlement and related land use, including evidence for human interaction with and impact on the local environment.

4.2.5.2 The investigation should consider the interrelationship of the settlement cores for each period. Specific attention should be given to any evidence for social or economic differences between the settlement cores, and for the evidence of land use between the settlement cores. Consideration should also be given to the relationship of the site to sites beyond the development boundary, both excavated and from crop mark evidence.

4.2.5.3 The investigation should consider how the topography of the site has influenced the pattern of prehistoric to Roman land use. Continuity or changes in the pattern of land division beyond the Roman period may also be worth consideration, with regard to how the post medieval/modern pattern of field boundaries may or may not have been influenced by previous land use and communications.

4.2.5.4 Documentary, cartographic and available archaeological evidence should be studied to determine the origins and demise of distinctive farms and patterns of land holdings within the scheme, such as that at High Hayden, Yelling parish (Site 25 (F85)), and of its occupants. Whether this constituted an early Post-Medieval estate or a much later farm with a well-developed farm yard of significant barn arrangements is to be established by this scheme in lieu of excavation.

4.3 Geoarchaeology and environmental reconstruction

4.3.1 A geoarchaeological approach to the fieldwork programme is required for the investigation of lived in and human/naturally modified landscapes[6]. The combined study of archaeological and geomorphological records with appropriate environmental sampling will enable the definition and characterisation of landscape change to occur and to provide the context in which past activity represented at the site(s) or within the scheme is understood[7]. The selection of relevant appropriate sampling techniques should, therefore, be shown in the WSI to gain evidence to from the geomorphological features in the development area (e.g. palaeochannels, creeks, ponds/oxbows; dry valleys/winterbournes) and from feature and deposit contexts for environmental mapping purposes and to examine past landscape character and transformation brought about by the settlement's inhabitants and due to natural events. Emphasis should be given to relict soils preserved below plough depths, beneath banks, alluvial or colluvial deposits, or that survive as floors in buildings. Soil micromorphology and geochemical analyses combined with bulk, column or mini samples should be factored into bespoke sampling strategies. Specialist advisors should assist with specifying this area of the investigation programme and be encouraged to visit the site to refine the strategy during the excavation and explain how to implement the strategy to field staff.

4.3.2 A detailed environmental sampling programme should be designed for this investigation[8] (see section 7.3) to include: the examination of midden deposits, waterlogged fills, grain-rich fills, utilised buried soils, abandonment deposits and dark earths is a requirement of this investigation. Particular interest will be on the presence of blocky charcoal in soil fills, which may be suggestive of the use of charcoal in craft production, while hammerscale and other metalworking by-products indicative of on-site manufacture should be sought and appropriately investigated and sampled. The recovery of whole animal bones should be

[6] French, C. 2015. *A handbook of geoarchaeological approaches for investigating landscapes and settlement sites.* Oxbow Books.

[7] Historic England 2020. *Deposit Modelling and Archaeology: Guidance for Mapping Buried Deposits.* Swindon. Historic England.

[8] English Heritage 2011 *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation (second edition).* Swindon English Heritage.

attempted wherever possible for measurement purposes and sampling of bone-rich deposits favoured for economic, dietary and butchery evidence. Shell-rich deposits should also be specifically sampled, with on-site weighing for high volumes of for example, oyster shells, with sub-samples returned for analysis (by agreement with relevant specialist). Specific sampling strategies for small fauna, plant and invertebrate remains will be required. The bespoke sampling of graves, cremations, pyres and of deposits in and around the interred human body should be presented.

5.0 PROGRAMME OF WORKS

5.1 Site clearance and base planning

5.1.1 After scanning for services, the modern make up from the delineated area will be mechanically stripped by a tracked vehicles with a minimum 2m wide toothless ditching bucket. Dumper truck must be prevented from travelling across stripped surfaces and routes arranged to remove spoil to heaps placed away excavated areas.

5.1.2 Metal detection will be conducted across all parts of the site at various times in its stripping and excavation: to include deep section faces and spoils heaps.

5.1.3 Phased stripping may be required should buried soils of old land surfaces be encountered that require sample excavation prior to removal. Provision to re-strip areas should be factored into the scheme.

5.1.4 Immediately after stripping, areas will be hand-cleaned to define archaeological features in order to produce a base plan, to be recorded digitally using a total station theodolite or survey-grade GPS equipment to allow a high degree of accuracy (typically 5mm horizontal, 10mm vertical control). Photogrammetry can be used to record complicated evidence. Plans should be produced at appropriate scales (normally 1:20 or finer where complex archaeology is present or 1:50 or 1:100 in areas of less density).and provided for the Client and the Local Authority Archaeologists for the first monitoring meeting and as ongoing work. Surveying techniques should be presented in the WSI.

5.2 Monitoring

5.2.1 The first monitoring meeting will be held after the initial site clean and presentation of the base plan but prior to major excavation work. Subsequent monitoring meetings will be held and will be arranged during the course of the project.

5.3 Excavation

5.3.1 A programme of excavation within these areas will be designed to take account of the research aims and objectives detailed above, general requirements and specific methodology detailed below and presented in the WSI in accordance with paragraph 8.1.

5.3.2 The use of control baulks within relevant sites for sampling and interpretation purposes should be considered. Attention should be paid to the cleaning of limits of excavation section faces as these can hold important contextual evidence.

5.3.3 Details of context recording procedures should be shown in the WSI.

5.3.4 The Project Manager will ensure that sufficient resource is available for this programme of work and that a **contingency resource** is included to enable the necessary investigation of unexpected discoveries or should poor or extreme weather conditions impede the programme. The use of the contingency reserve should be discussed in advance and agreed with the promoter and/or their agent and the Local Authority Archaeologists.

5.4 Mile markers

5.4.1 A number of historic mile stones or mile posts are located along the existing road (A428) and around the Black Cat /A1 junction. Usually designated as listed structures, these will require locating in advance of the road construction programme, lifting, conservation, restoration and temporary storage until they can be relocated in suitable positions once the new road works have occurred. The Milestone Society should be contacted in connection with this work and to map the new locations, which should also be discussed with Highway Assets teams in the local authorities. New locations will be shared with the HERs for mapping purposes. Note: there is an undesignated 18th century mile marker near the Black Cat roundabout, which requires incorporation into this strategy.

5.4.2 Local parishes may have history or archaeology societies that are keen to locate 'their' milestones, restore and place them in more suitable positions. Eltisley parish are one such group that have come forward with this intention and wish to work with the archaeological contractor and relevant authorities to undertake this work to move two markers at a new junction that will be created to the north of the village:

• MCB18059, NHLE 1163534 - 8 miles from St Ives, in the west verge at the junction of A428 Cambridge Road and B1040 St Ives Road, and
• MCB18069, NHLE 1331394 – 12 miles from Cambridge, in the south verge of A428 Cambridge Road.

• A stone 7 miles from St Ives, west verge B1940 St Ives Road south of Papley Hollow, has been missing for some time. Attempts to locate it should be supported.

5.5 Post-excavation assessment and analysis programme

5.5.1 The Project Manager will ensure that sufficient resource is made available for a comprehensive post-excavation assessment, the analytical programme, the production of an archive report and the appropriate publication of the results. This programme must include the following;

1. A simple site summary report should be provided within **two weeks** of leaving the site.

2. Individual site-specific Post-Excavation Assessment (PXA) reports must be produced for each site presenting the specialist assessments and the research potential of all artefact assemblages and environmental samples. The methods for detailed analysis and spatial representation of the evidence should be identified during this stage and an illustrated interim site narrative integrated within the report. Normally within six months of completing the excavation, the PXA should be submitted along with the signed Transfer of Title documents. However, to reflect the magnitude of this scheme, the archaeological contractor is asked to indicate a realistic timeframe for the delivery of key aspects of the post-excavation programme: to include the delivery of the PXA, signed Transfer of Title forms, the analytical reports, the archive.

3 Following completion of the assessment of all material and stratigraphic evidence, a **review** of the post-excavation programming should be held with the relevant specialists. At this review stage, a timetable including a Critical Path Analysis and the aims of specialist research and spatial analyses will be identified along with any conservation and discard requirements necessary for archive preparation and/or display. The results of this process should be presented for review and approval by the Local Authority Archaeologists in an **Updated Project Design** accompanying the PXA.

NB: THIS IS A COST REVIEW STAGE – only achievable once the assessment of all excavated evidence has occurred. Changes to funding requirements should be discussed with the funding body of the scheme at this stage.

4. After the review, all agreed specialist work will be commissioned and the full post-excavation programme implemented through to the production of full archive reports for each site, preparation of publication drafts and preparation of the physical and digital archives. Analysis should be completed **within 3 years of the completion of the PXA**. Any extension of time needed should be communicated as soon as possible to the Local Authority Archaeologists as this may have an impact on the discharging of the archaeological condition or have other planning implications.

5. The Project Manager must satisfy the Local Authority Archaeologists that their organisation is capable of completing these works **within two years** of the completion of site works. A longer period is possible for major developments by arrangement. The final monitoring meeting will take place when the archive is prepared ready for deposition (see Archive section below), and the archive report and draft publication report have been submitted to the Local Authority Archaeologists.

The archaeological programme will be considered complete and signed off when each stage has been concluded to the satisfaction of the Local Authority Archaeologists.

NSIPS are subject to planning policies in NSPNN and must comply with those policies of that to the satisfaction of independent curators.

5.5.2 Any variation to these timetables or outputs **must be agreed in advance** with the Local Authority Archaeologists. The Project Manager is advised to ensure that arrangements for securing the specialist analyses and for obtaining absolute dates, are made at as early a stage as possible.

5.5.3 The Association of Local Government Archaeological Officers (ALGAO) published an advice note in 2015 to guide the preparation of post-excavation assessment reports. Use of this guide will assist with ongoing management of the post-excavation component of this investigation programme.

6.0 METHODOLOGY

6.1 Where safe to do so, all discrete features should, in normal circumstances, be half-sectioned or excavated in quadrants where they are large or found to be deep. The use of an auger is recommended to gain depth information for deep features and should be available in the field tool kit and to guide the need for machine assistance, which may be required for very large/deep features and should be shown as a contingency arrangement in the Written Scheme of Investigation.

6.2 The excavation of linear features not directly associated with settlement must be sufficiently sampled to allow an informed interpretation of their date and function. As a guide, 10% excavation of field system ditches is normally acceptable. Excavation slots must be **at least 1m** in width/length. Indication of the interval between excavation slots must be given in the project design.

NB: a priority is given to determining the character of Roman spade cut trenches/furrows and consequently a larger proportion of these usually sterile features should be given in the WSI. Attention to bulk sampling, mollusc and pollen work should be considered by environmental specialists and presented in the WSI.

6.3 The excavation of linear features associated with settlement must be a minimum of 25%; this may increase depending on the nature of the physical evidence. In addition, all terminals of linear features are to be excavated. While the professional judgement of the site director in determining a suitable sample is recognised, structural remains such as eaves drip gullies, beam slots and post-holes demonstrated to be part of a building's construction require total

excavation (100%). The use of control baulks and cross baulks across buildings and some other features types (eg large wells) is encouraged[9]. Post-hole fills of buildings should be retained in their entirety for wet sieving.

6.4 Deep features should be examined in suitably wide, stepped sections with pumps to clear water and enable safe working. Machine assistance may be repeatedly needed for working at depth to be secured at suitable times during the programme.

6.5 All industrial features including "domestic" ovens, hearths, furnaces, smelting pits etc. should be assessed in advance of excavation by an archaeometallurgist for sampling and dating purposes. Thereafter they should be subject to 100% excavation (or as agreed on site) and further sampled for content assessments.

6.6 Under no circumstances is the percentage of sampling of archaeological features to be determined by resource limitations. Any changes both to the above methodology and the final specification must be agreed by the Local Authority Archaeologists.

6.7 The photographic record must consist of high-quality digital uninterpolated images of at least 10 megapixels taken using a camera with an APS-C or larger sensor. Graduated metric scales of appropriate lengths should be used, ensuring the use of appropriate vertical scales against deep sections in combination with horizontal scales. Digital photographs intended for archive purposes must comply with best practice available at the current time – i.e. high quality non-proprietary raw files (DNG) or TIFF images. The incorporation of clear digital images within ensuing reports, to augment the drawn record, is expected.

6.8 The photographic record must include high level images to capture the extent of excavated areas. The use of drone photography undertaken at a suitable height is recommended, acknowledging that their use must comply with all current legal constraints and safe working practices. Pole-cam images are acceptable. Photogrammetry can be conducted for capturing detailed evidence. In addition to final excavation photographs the project manager may wish to consider their use following the initial site strip as well as prior to excavation as an aid to excavation strategy/planning features and interpretation.

6.9 The use of metal detectors on site to aid the recovery of artefacts is required and should be performed by a named, experienced metal detector user trained in the use of a suitable instrument. The metal detector should not be set to discriminate against iron. Metal detected finds should be plotted on suitable plans within the report.

6.10 The Project Manager may wish to allow for the use of mobile "all weather" shelters to enable excavation of crucial or sensitive areas.

7.0 SPECIFIC REQUIREMENTS

7.1 Archaeological Science & Methods

7.1.1 An outline strategy for sampling for scientific dating, geoarchaeology and soil science, biological analysis, artefact conservation and analysis, and analysis of technological residues, ceramics (residue and petrology studies where appropriate, and stone must be agreed with the Local Authority Archaeologists following consultation with the environmental and scientific specialists appointed to the project. Historic England's Science Advisor for the East of England should be consulted as necessary, before the commencement of site work. The science and sampling strategy should be based on the evaluation results and should be contained in the specification of works (section 8.1). The strategy will be subject to variation as appears necessary during the excavation, following consultation the project's

[9] For micro-sampling purposes. Bulk samples should be taken from fills during the excavation process to restrict contamination and the oxidation of samples in section faces.

palaeoenvironment and science specialists and with the Local Authority Archaeologists and, where necessary, the H.E. Science Advisor.

7.1.2 The Project Manager is advised to consult their appointed environmental and science specialists with the aim of providing a tailor-made sampling scheme for the sampling of plant and animal remains, industrial residues and for soil geochemical analyses - and for costing purposes. Reference to the following publication is advised in relation to sample sizes (see page 12), type, location, and when designing the site's environmental archaeology strategy:

Historic England, 2011 (reissued 2015), *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition).*

7.1.3 The excavation of human burials and disarticulated human remains should be conducted according to the principles and technical advice published in:

Historic England 2018 *The Role of the Human Osteologist in an Archaeological Fieldwork Project* Swindon. Historic England.

Provision for the in-field recording of human remains by the appointed human osteologist is required. For known burial sites, the WSI should include a section written by the osteologist that deals with the methods of excavation (including sieving), sampling, analysis and recommendations for archive preparations.

7.1.4 The Project Manager is also advised to consult the following (and other relevant) guidance documents in order to provide an adequate strategy for the excavation, field treatment and conservation of any delicate organic materials:

Historic England, 2012 (reissued 2015), *Waterlogged Organic Artefacts: Guidelines on Their Recovery, Analysis and Conservation*;

Historic England, 2008 (reissued 2015), *Investigative Conservation: Guidance on How the Detailed Examination of Artefacts from Archaeological Sites Can Shed Light on Their Manufacture and Use*;

Historic England, 2010 (reissued 2015), *Waterlogged Wood: Guidelines on the Recovery, Sampling, Conservation and Curation of Waterlogged Wood;*

7.1.5 **The project manager must ensure that the results of palaeoenvironmental investigation, industrial residue assessments/analyses & scientific analyses are included in a full report and sent to the Historic England Science Advisor.**

7.2 OUTREACH & PUBLIC ENGAGEMENT

7.2.1 It is the policy of the Local Authority Archaeologists to ensure that the results of archaeological work in Cambridgeshire and Bedfordshire are made available to the public through a variety of media in absorbing and informative ways. The Project Manager of the Contracting Archaeologist is required to provide an engaging **strategy** to run for the lifetime of the project for site presentation, which could include any or all of the following:

- The issue of press releases/articles to local/national media and popular archaeology magazines and parish magazines;
- Relevant television programmes;
- The use of a web-based and social media platforms – to include videoblogs, interactive opportunities;
- Where appropriate, "Open days" for visitors and school groups;
- Community excavation/participation in finds work or documentary research;
- Pop-up displays in public places;

- Significant evidence should be broadcast to the professional and academic communities at the earlier opportunity, inviting participation/consultation on site as necessary;
- Parish-based presentations of the evidence during or after the excavation/analysis;
- Preparation of materials for use by local schools;
- Museum/gallery displays (requires early partnership working and funding)

7.2.2 All public outreach events must be conducted following consultation with and approval by the Client and the Local Authority Archaeologists. We require advanced notice of your outreach events in order to publicise them for you through our authorities' social media and communications channels. We have an obligation to highlight significant evidence to Council Members at the soonest time and would welcome your co-operation with this aspect of joint work. Contractors should also be prepared to consult with the Parish Councils, local societies, and other representatives of the local community with regards to other reasonable options for public engagement with the project.

8.0 GENERAL REQUIREMENTS

8.1 The investigation must be undertaken by a professional archaeological team of recognised competence, fully experienced in work of this character and formally acknowledged by the Local Authority Archaeologists as advisors to Local Planning Authorities and the Mineral Planning Authorities. Inclusion in The Chartered Institute for Archaeologists' Register of Organisations is recommended. Details, including the name, qualifications and experience, of the Site Director and all other key project personnel will be communicated to the Local Authority Archaeologists as part of a **Written Scheme of Investigation** that conforms to Historic England's MoRPHE guidelines[10]. These details may need to include a statement of the current post-excavation commitments of the Project Manager and Site Director. This specification must:

1. be supported by a research design which sets out the site-specific objectives of the archaeological works;
2. detail the proposed works as precisely as is reasonably possible, indicating clearly on plan their location and extent;
3. provide a timetable for the proposed works including the outreach work and contingency mentioned above;
4. provide details of all specialists;
5. indicate the methods of recording;
6. indicate the level and grade of all key project staff;
7. indicate that the analysed results will be published as a journal article and/or as a monograph(s) and provide an estimate in the proposed budget for the benefit of the client, indicating that this sum should be set aside for this specific purpose and that it will be revised following the completion of the PXA & UPD, AND
8. indicate that the evidence will be published in a popular format supported by digital publication online, stating how this is to be achieved.

8.2 Care must be taken in the siting of offices and other support structures in order to minimise impact on the environment. Extreme care must also be taken in the structure and maintenance

[10] Historic England, 2015. *Management of Research Projects in the Historic Environment. The MoRPHE Project Manager's Guide.*

of spoil heaps for the same reasons and to facilitate a high quality reinstatement. This is particularly important in relation to pasture land.

8.3 Archaeological Project Managers must satisfy themselves that all constraints to groundworks have been identified, including the siting of live services, Tree Preservation Orders and public footpaths. The Local Authority Archaeologists officers bear no responsibility for the inclusion or exclusion of such information within this brief.

8.4 Care must be taken in dealing with human remains and the appropriate Ministry of Justice (MoJ) and environmental health regulations followed. The Local Authority Archaeologists and the local Coroner must be informed immediately upon discovery of human remains. Where human remains are encountered as part of the investigation, it is essential that an **exhumation licence** is requested from the MoJ in advance of excavating the remains. The post-excavation assessment should contain an analysis of the remains and a statement indicating the location of the archived assemblage. The qualified statement must address future research potential, where applicable, and any options for reburial (rare). Please ensure that the exhumation licence indicates a realistic timeframe for the analysis of the human remains and their entry to Cambridgeshire County Council's or the Higgins Art Gallery and Museum archaeological archives facility.

8.5 Before commencing work the Project Manager must carry out a **risk assessment** and liaise with the site owner, Client and the Local Authority Archaeologists in ensuring that all potential risks are minimised.

8.6 The requirements of the **Treasure Act 1996** (with subsequent amendments) must be complied with. Any finds that could be considered treasure under the terms of the Act made during the process of fieldwork **should be reported** within 14 days of discovery in line with the **Act.** Advice and guidance on compliance with Treasure Act issues can be obtained from the Finds Liaison Office of the Portable Antiquities Scheme at the Cambridgeshire or Bedfordshire Historic Environment Team offices. For treasure finds in Cambridgeshire, please use this **form** available from our website for reporting any potential treasure objects. This form has been produced in collaboration with the Finds Liaison Officer for Cambridgeshire and Peterborough, and the Cambridgeshire Coroner's Office to streamline the process.

8.7 The archaeological Project Manager should make arrangements for specialists to visit the site to view significant remains *in situ* if necessary and included as a field requirement in the WSI.

8.8 The Project Manager will ensure that sufficient resource is available for this programme of work and that an agreed contingency is included to enable the investigation of unexpected discoveries, the use of a pump or for slower working in poor weather conditions. The use of the reserved contingency fund should be agreed with the Local Authority Archaeologists and the client in advance of use. The Cost Review stage following the preparation of the PXA and UPD is a vital stage at which the finding of the programme can be fully determined. Prior to this it is impossible to accurately cost a scheme of archaeological investigation.

8.9 All post excavation and analysis should be completed within **two years (or as agreed)** of the completion of site works unless there are reasonable grounds for more time and this has been discussed and agreed with the Local Authority Archaeologists.

8.10 The Local Authority Archaeologists are responsible for monitoring and advising on all archaeological programmes within their territories and will normally inspect site works and review the progress of post-excavation, reports and archive preparation. We should be kept regularly informed about developments both during the site works and subsequent post-excavation work.

8.11 The Project Manager must inform the Local Authority Archaeologists in writing, **at least one week in advance**, detailing proposed start dates for the project.

8.12 Any changes to the specifications that the Project Manager may wish to make after approval by this office should be communicated directly to the Local Authority Archaeologists for

approval. Unapproved changes to the agreed WSI constitute departures from this planning document and can result in enforcement action.

9.0 ARCHIVE PREPARATION AND DEPOSITION

9.1 To assist with the creation and curation of the project's archive in the Cambridgeshire section, the Project Manager must contact the CHER office to obtain a series of Event numbers (ECBs) at the outset of the project, presenting a plan showing the area of the archaeological site to be excavated. CHER use this number as a unique identifier linking all physical and digital components of the site archive. **The unique event number must be clearly indicated on any specification received for each site.** The event number should be shown on all paperwork (WSI, context/photo/enviro sample forms, lists, plans and reports), and on finds bags and sample containers/bags created on site and later shown on ensuing reports and on the OASIS data collection form.

9.2 Before the project commences the appropriate registered museum for Bedfordshire, The Higgins Art Gallery and Museum, Bedford must also be contacted in order to discuss the allocation of an accession number, timescale for deposition of the physical archive and resources for box storage and other matters relevant to the long-term curation of the archive. The cost of museum box storage must be included in the quote for the project. Guidance on these matters can be found in Preparing Archaeological Archives for Deposition in Registered Museums in Bedford (2010). The unique accession number must be clearly indicated on any WSI received for this project and any ensuing reports. WSI's that do not contain an accession number will not be approved. **Each site excavated will require a separate accession number from the Higgins.**

9.3 For Cambridgeshire: Project Manager and Finds Officers should consult our guidelines: ***Deposition of archaeological archives in Cambridgeshire*** regarding the requirements for the deposition of the archive into Cambridgeshire County Council's publically accessible Archaeological Archive Facility. Please ensure familiarity with the latest online version, as there may be cost implications for preparation/deposition within relevant physical and digital archive repositories. Communications with the HERs should continue throughout the programme and include a plan for uploading information to HERs in suitable formats.

9.4 For Bedfordshire: The procedures and requirements, which must be followed for the deposition of physical archaeological archives with The Higgins, are documented in Preparing Archaeological Archives for Deposition in Registered Museums in Bedford (2010). The archiving process should also conform to the guidelines in MoRPHE (HE 2015), e.g. section 2.5.3 and the CIfA document Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2020). All projects must make a digital security copy of the documentary archive, a copy to be submitted to The Higgins as part of the deposition process before the final part of the planning condition will be discharged.

9.5 The site archive specification should also conform to the guidelines in MoRPHE (HE 2015), eg section 2.5.3.

9.6 Arrangements for the long-term storage and deposition of all artefacts must be agreed with the landowner and the archive depositories, initially at the start of the fieldwork programme and continue during the PXA stage through to the final stages of archive preparation. Transfer of Title (ownership) of the archive to Cambridgeshire County Council or the Higgins Art Gallery and Museum, or another local, accredited and publically accessible depository, needs to have been arranged by this time. The archaeological organisation's Transfer of Title form should be signed by the landowner and the archaeological Project Manager and submitted to the relevant officers. Where Highways England is the landowner the archive will be received by Higgins Art Gallery and Museum and Cambridgeshire's Archaeological Archive facility. For all other areas of the scheme in multiple landownerships, a strategy is required to seek permission to deposit the archive in a publicly accessible store. Permission will be sought from landowners

at the outset of the project regarding the Transfer of Title and deposition of the archive in the two named, accredited, publicly accessible stores.

9.7 Archive deposition is a requirement of the archaeological programme of works reflecting planning policy (*National Policy Statement for National Networks* (DoT 2014) - NPSNN 5.140 and *National Planning Policy Framework* (MHCLC 2021) – NPPF 205) and should be arranged while contact with a client is still active. PXAs and/or archive reports should indicate a ***realistic*** timeframe for the delivery of the physical archive so that arrangements can be made to accession it and also indicate the delivery timeframe to the planning office. We recommend that delivery of the archive occurs within one year of the approval of the archive report or draft publication text.

9.8 **A digital data management plan** (DMP) should be included in the WSI. Plans will require project staff to demonstrate consideration of all issues relating to digital data collection or transfer such as metadata, backups, selection and long-term archival storage from the beginning of the project. The DMP is expected to be 'living' document and should be reviewed and amended throughout a project. Should any substantial amendments be made to the plan, then the revised version should be submitted to the Local Authority Archaeologists. WSIs that do not contain a digital data management plan will not be approved.

9.9 The digital archive should be deposited with the Archaeological Data Service (ADS) or another publically accessible CoreTrustSeal certified repository on completion of the archaeological programme. The PXA report should demonstrate that ADS (or equivalent) has been consulted over the cost for digital archive deposition and indicate the terms of that deposition. The PXA report should also indicate the components of the physical and digital archives in line with the guidance.

9.10 The location of the physical and digital archive should be indicated in the full archive report and any publication arising from the investigation and be shown on the OASIS data collection form.

9.11 For Cambridgeshire, the current archive deposition cost is £100 per box (or minimum £50 per archive). This combined charge covers accessioning and uplift (£30) together with a fee to provide for the long term storage (£70). Further details of charges for the use of the County Archive Facility can be found in Section 6 of the guidelines. **Please note,** these charges will be periodically reviewed to remain compliant with Deep Store's charging schedule. Charges for Bedfordshire should be clarified directly with the Higgins Art Gallery and Museum.

9.12 In compliance with the General Data Projection Regulation (GDPR), the project manager is responsible for providing a statement within the report confirming that the organisation has secured permission to share the recorded details of all individuals involved in the project, both internal and external to the organisation. This includes all landowners, consultants and external specialist involved throughout the project. The data is collected for specified, explicit and legitimate purposes. Further processing for archiving purposes in the public interest, scientific or historical research or statistical purposes are considered to be compatible with the initial purposes. For more information or clarification regarding GDPR and our archiving process please see section 9 of the guidelines *Deposition of archaeological archives in Cambridgeshire* (2020).

10.0 REPORTS

10.1 The Local Authority Archaeologists support the national programme: Online Access to the Index of Archaeological Investigations (OASIS III) project and requires archaeological contractors working in Cambridgeshire to support this initiative. In order that a record is made of all archaeological events within the county, the archaeological contractor is required to input details of this project online at the ADS internet site[11]. The OASIS reference ID

[11] http://ads.ahds.ac.uk/project/oasis

should be cleared indicated on the relevant report and the Data Collection Form should be included within the report. **Any report that does not contain this information will not be accepted.**

10.2 Reports of each phase (Post Excavation Assessment, Full Archive Report, Publication Text), clearly marked **DRAFT**, should be prepared and presented to the Local Authority Archaeologists. These should include a comprehensive assessment of the regional archaeological context and present well described, illustrated (including site and artefact/deposit photos - both in situ and /or as cleaned objects) and tabulated archaeological evidence. Report conclusions must include a clear statement of the archaeological value of the results and their significance in the context of the national research themes and the Regional Research Framework (East Anglian Archaeology, Occasional Papers 3, 8 and 24, 1997, 2000 and 2011).

10.3 These reports should reflect the procedures set out in Historic England's MoRPHE publication (HE 2006, reissued 2015), *Standards for Field Archaeology in the East of England* (Gurney, D., 2003. East Anglian Archaeology Occasional Paper 14) and with the Chartered Institute for Archaeologist's *Standard and guidance for archaeological excavation* (2020).

10.4 Following acceptance, a copy of the approved report **in digital form** should be submitted to the Local Authority Archaeologists **via the OASIS website** https://oasis.ac.uk/form within **two weeks** of approval.

10.5 The archaeological advisory and planning role of the Local Authority Archaeologists Historic Environment Team should be acknowledged in any report or publication generated by this project.

11.0 MONITORING & COMMUNICATING CHANGES

11.1 The Local Authority Archaeologists officers are responsible for monitoring and advising on all archaeological programmes within their areas and will need to inspect site works at an appropriate time during the fieldwork, review Written Schemes of Investigation, reports of results and archive preparation.

11.2 Monitoring visits should be booked with the Local Authority Archaeologists ideally prior to works commencing on site or 5 working days in advance.

11.3 The Project Manager will ensure that sufficient resource is available for this programme of work and that an agreed contingency is included to enable the investigation of unexpected discoveries or poor weather conditions. The use of the reserved contingency fund should be agreed with the Local Authority Archaeologists and the client in advance of use.

11.4 Areas of excavation should not be backfilled without the approval of the Local Authority Archaeologists. Further trenching or deposit testing may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to refine the mitigation strategy. Appropriate provision should be made for this eventuality.

11.5 The project manager must inform the Local Authority Archaeologists in writing **at least one week in advance** of the proposed start date for the project.

11.6 Any changes to the specifications that the project manager may wish to make after approval by this office should be communicated directly to the Local Authority Archaeologists for approval.

11.7 The Local Authority Archaeologists should be kept regularly informed about developments both during the site works and subsequent post-excavation work.

11.8 The archaeological advisory and planning role of the Local Authority Historic Environment Teams should be acknowledged in any report, display or publication generated by this project.

Kasia Gdaniec

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