63 Gatehouse Estates, Cambridge Street, Godmanchester

WRITTEN SCHEME OF INVESTIGATION
ARCHAEOLOGICAL MONITORING



Project Number: P1506

October 2025

63 GATEHOUSE ESTATES, CAMBRIDGE STREET, GODMANCHESTER

WRITTEN SCHEME OF INVESTIGATION
ARCHAEOLOGICAL EXCAVATION

Prepared on behalf of:

Bright Advice

By:

[redacted]

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FIGURE LIST

Figure 1 General Location Plan
Figure 2 HER Data – Events & Scheduled Monuments
Figure 3 HER Data – Monuments
Figure 4 Existing & Proposed Ground Floor Plan

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1.0 INTRODUCTION

This Written Scheme of Investigation (WSI) has been prepared by Britannia Archaeology Ltd (BA) on behalf of Bright Advice. The archaeological work is required as a condition of application 26/00628/FUL for the conversion of the existing garage and extension to the current existing building at 63 Gatehouse Estates, Cambridge Street, Godmanchester (TL 24499 70570) (Fig.1).

This WSI presents a programme of archaeological investigation by means of an archaeological monitoring and recording to assess the nature and potential of the site, and to determine the need for any future site investigations. A design brief issued by Cambridgeshire County Council (Busby, L. 2025).

This document represents a Written Scheme of Investigation (WSI) for the archaeological evaluation ONLY; this document alone will NOT result in the discharge of the archaeological condition.

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2.0 SITE DESCRIPTION (Fig. 1)

The site is located in the historic core of Godmanchester at the junction of Cambridge Street and the Causeway.

The site is bound by Cambridge Street to the North, Causeway to the west and by residential and commercial properties to the east and south.

The site is occupied by Bright Mortgage Advice

2.1 Site Geology

The bedrock geology is recorded as Oxford Clay Formation - Mudstone. This sedimentary bedrock formed between 166.1 and 157.3 million years ago during the Jurassic period. (BGS, 2025).

The superficial deposits are recorded as River Terrace Deposits, 1 To 2 - Sand and gravel. This sedimentary superficial deposit formed between 11.8 thousand years ago and the present during the Quaternary period (BGS, 2025).

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3.0 PLANNING POLICIES

The archaeological investigation is to be carried out on the recommendation of the local planning authority, following guidance laid down by the *National Planning and Policy Framework* (NPPF, HMCLG 2025).

3.1 National Planning Policy Framework (NPPF, HMCLG, February 2025)

The NPPF recognises that 'heritage assets' are an irreplaceable resource and planning authorities should conserve them in a manner appropriate to their significance when considering development. It requires developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. The key areas for consideration are:

- The desirability of sustaining and enhancing the significance of heritage assets, and putting them to viable uses consistent with their conservation;
- The wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;
- The desirability of new development making a positive contribution to local character and distinctiveness; and
- Opportunities to draw on the contribution made by the historic environment to the character of a place.

The NPPF asks that in determining planning applications the local planning authorities should take account of:

- The desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation.
- The positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and
- The desirability of new development making a positive contribution to local character and distinctiveness.

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4.0 ARCHAEOLOGICAL BACKGROUND (Figs. 2 & 3)

The following archaeological background draws on the Cambridgeshire Historic Environment Record (CHER) (1km search centred on the site), English Heritage PastScape (www.pastscape.org.uk), and the Archaeological Data Service (www.ads.ahds.ac.uk) (ADS) (Figs. 2 & 3). The Cambridgeshire HER preferred reference has been provided where possible.

The following archaeological background draws on the Cambridgeshire Historic Environment Record (CHER) (1km search centred on the site), English Heritage PastScape (www.pastscape.org.uk), and the Archaeological Data Service (www.ads.ahds.ac.uk) (ADS) (Figs. 2 & 3). The Cambridgeshire HER preferred reference has been provided where possible.

4.1 Summary of Site Heritage Status

Three Scheduled Ancient Monuments were returned by the CHET search.

1006804 and 1011712 relate to Huntington Castle (01774) and Huntington Bridge (02544) c.1km northwest of the assessment site.

1018393, which lies c.260m northeast of the assessment site, relates to a medieval moated site. Located c.170m east of St Mary's Church, the site is believed to be the former residence of the Prior of Merton. Merton Priory, an Augustinian institution founded in Surrey in the early 12th century, gained possession of the Church of St Mary at Godmanchester and its attached lands through a grant from King Stephen between 1135 and 1154. Historical records, including a 1276 document and an early 16th-century map, attest to the house's existence before the priory's dissolution in 1538, after which its Godmanchester properties were transferred to Westminster Abbey, and the house is presumed to have been demolished soon afterwards. The moated site itself forms a large enclosure, measuring up to 70m by 80m. Its boundaries on the north-east and north-west are defined by a ditch, approximately 2m-3m wide and up to 2m deep, which represents the remaining, partly infilled sections of what was originally a four-sided moat. An external bank, surviving to about 0.5m, is visible on the outside of the north-eastern moat arm, while shallow linear depressions on the south-eastern and south-western sides mark the locations of other moat sections, largely infilled in the mid-20th and late 19th centuries respectively, now surviving

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as buried features. Within the interior of this moated enclosure, shallow earthworks are discernible, notably a large, raised platform on the eastern side, believed to indicate the precise location of the principal buildings that once occupied this historically rich site.

143 listed buildings were returned by the CHET search and are primarily situated along Post Street and Causeway. Within a 50m radius, 7 listed buildings are located. These include grade II listed Royal Oak Puiblic House (1161517), Nos. 3 – 5 Causeway Street (1128660), Nos. 60 – 62 Cambridge Street (1310066), Queen Elizabeth Grammar School (1128566), No.2 Causeway Street (1330667), the old town hall/senior citizens club (1161502) and Grade II* listed Chinese Bridge (1128661).

4.2 Prehistoric

Findspots of flint axes dating to the Palaeolithic, Mesolithic and Neolithic period were returned by the CHER search (11421A, MCB16158/MCB19444 and 02627 respectively).

Neolithic to early Bronze Age activity is noted in the wider area, particularly in the river valley to the northeast of the town where a Neolithic monument complex at Rectory Farm (MCB16367) is recorded.

Settlement remained dispersed into the mid to late Iron Age, with two focal points identified within the search area; one at Wigmore Farm (MCB16893) located c.880m to the south and a second at Park Lane (02804) c.350m north of the assessment site. Closer to the site, the remains of an Iron Age hut was recorded during excavations prior to residential construction (ECB7000).

4.3 Roman

The origins of the town date to the Roman period with the foundation of a Fort overlooking a river crossing in the Claudian or Neronian periods.Initially a late 1st century fort, the Roman town of Godmanchester, *"Durovigutum"* developed in the 2nd to 4th centuries to feature civic buildings, a mansio, bathhouse, religious buildings and defended by a town wall with defensive ditches (Cambridgeshire Historic Environment Record reference. 00857). The town lay at the crossroads of Ermine Street (CB15034), the *via Devana* (07970) and a military road from Sandy in Bedfordshire (MCB17569).

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The site lies on the north-western edge of the Roman town, with the potential for remains associated with the town's defences within the development area itself.

A very high concentration of records dating to the Roman period are located close to the site which lies c.70m west of the Roman road known as Ermine Street (CB15034). To the south-east of the site c.200m, archaeological investigations have revealed the remains of a large mansion (01536), Basilica (01539), temples (0926) bath-house structure (CB15621), fort, marketplace and a bakery (MCB31843) and general occupation MCB31835/6).

The most significant evidence for Roman occupation, industry and burial has been found to the north in the Park Lane and New Street areas, within the former Roman defences (CB14699, 01537 & 01541), however, a plethora of Roman archaeology from the modern urban area includes evidence for an inhumation cemetery within 470m of the southeast of the site (10116A & 10376), potentially associated with roadside settlement on Ermine Street (01543a) close to the line of London road to the east (CB14808, MCB19838 & MCB20327). This occupation and cemetery activity may also be associated with a scatter of Roman pottery just to the north of the site recorded at 14 London Street (05561), and a Venus figurine recorded on Piper Street (00961).

The most significant record relating to the assessment site relates to investigations *c.*60m to the east, having revealed a Roman timber framed smithy building, defensive ramparts, towers and part of the Roman road of Ermine Street (CHER ref. 02651).

4.4 Saxon and medieval

Occupation at Godmanchester appears to have continued into the Saxon period, with evidence indicating Ermine Street remained in use (01543b), however evidence for occupation is limited to isolated Sunken Featured Buildings and finds including a sceattas and a Saxon purse (MCB16789 & 09770).

The town subsequently became a Danish Burgh (02581) and is later recorded in the Domesday Book, with specific reference to mills on the river (02628, 02614); while evidence for Saxon-Norman activity is focussed to the south in thearea of St. Ann's Lane, Earning Street and West Street (02651, 02631 & 02609/02732).

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The town grew in the medieval period, with planned development along Ermine Street necessitating the moving of the line of the road, with properties encroaching on the area of the medieval site and settlement (HER 01543b) c.580m to the southeast.

As mentioned above (see 4.1), of note are the medieval earthworks associated with the Scheduled Ancient Monument (1018393) and within its immediate vicinity.

Earthworks have also been recorded at Buttermel meadow to c.40m south of the site indicating the possible location of house platforms and a hollow way (10116); further house platforms have been identified c.700m to the southwest (MCB25104). The earthwork remains of ridge and furrow have been recorded within the broader landscape of the town (02528, 11428, CB15616).

The site of St Ann's Cross (02615) and Market Cross (02617/18) lie c.20m to the north and c.50m south of the assessment site respectively.

4.5 Post-medieval

The 1885 OS map denotes the assessment site as Horse Shoe Inn, a coaching Inn on the corner of the Causeway, with accommodation and stabling. Coaches used to enter through a large archway off the Causeway into a courtyard at the back, and out through an entrance on the Cambridge Street side. The Inn was in a prime location, situated directly at the western end of the Godmanchester to Cambridge toll road (MCB31244) and just north of the Godmanchester to St Neots toll road (MCB31487).

As with many other inns and public houses in Godmanchester over the last c.140 years, the Horse Shoe Inn gradually disappeared and turned into a private dwelling, and today, offices.

There CHER returned substantial evidence for the post-medieval occupation of Godmanchester. Primarily post-medieval buildings, parks and gardens, both extant and non-extant, were returned by the CHER search. Examples include Red Lion Inn (02664), Railway Station (MCB23336), 25 Silver Street (MCB33200), Clay Farm (MCB25194), the site of former almshouses (MCB25191), Tudor House (02657) and Island Hall (12323).

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4.6 Undated

Earthworks and cropmark enclosures of unknown date have been recorded c.700m, c.900m and c.920m to the northeast (02935, 02546 and 02644 respectively) and c.920m south of the assessment site.

Two undated inhumations were also returned by the CHER search (10381 and 02623), lying c.245m to the north and south of the assessment site.

4.7 Archaeological potential

Given the above, there is **high potentia**l for finds and features from the Roman, Medieval and post-medieval periods.

The potential for all other periods is **low**.

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5.0 PROJECT AIMS

The CHET brief (Busby, L. 2025) states that:

- The primary objective is to preserve the archaeological evidence contained within the site by record and to attempt a reconstruction of the history and use of the site.
- Any ground works, and also the upcast soil, are to be closely monitored during and after excavation by the archaeological contractor (and subject to metal-detecting survey) in order to ensure no damage occurs to any heritage assets.
- Evaluate the likely impact of past land uses, and the possible presence of masking colluvial/alluvial deposits.
- Adequate time is to be allowed for cleaning of the archaeological horizon (where encountered), archaeological recording of archaeological deposits during excavation, and of soil sections following excavation. Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables and orders of cost.

Both the WSI, fieldwork and resulting report/archiving will be undertaken in accordance with *CIfA Universal Guidance for Archaeological monitoring and recording 2023*, and *Standards form Field Archaeology in the East of England* 2003.

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6.0 PROJECT OBJECTIVES

Research objectives for the project are in line with those laid out in *Research and Archaeology Revisited: a revised framework for the East of England,* East Anglian Archaeology Occasional Paper 24 (Medlycott, 2011) as well as the updated agenda in the current online version to define research objectives: - *East of England Regional Research Framework* (ALGAO East of England 2020).

Particular study of the following should occur:

- presence/absence of palaeosols and old land surface soils/deposits,
- the character of deposits and their contents within negative features
- palaeochannels
- site formation processes generally.

An assessment of the environmental potential of the site through examination of suitable deposits must also be arranged with a suitably qualified specialist. Attention should be paid:

- to the retrieval of charred plant macrofossils and land molluscs from former dry-land palaeosols and cut features, and to soil pollen analysis.
- to the retrieval of plant macrofossils, insect, molluscs and pollen from waterlogged deposits located.
- provision for the absolute dating of critical contacts should be made: *eg* the basal contacts of peats over former dryland surfaces; distinct landuse or landmark change in urban contexts

The evaluation should also carefully consider the retrieval, characterisation and dating (including absolute dating) of artefact, burial or economic evidence to assist in the characterisation of the site's evidence and in the development of future mitigation strategies (Busby, L. 2025. Section 3.2).

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7.0 FIELDWORK METHODOLOGY

The CHET brief requires a continuous archaeological monitoring and recording of all excavations associated with the demolition of the existing garage and extension to the current existing building at 63 Gatehouse Estates, Cambridge Street, Godmanchester.

The archaeology will be recorded using pro-forma record sheets, drawn plans and section drawings and appropriate photographs will also be taken.

In the event that important archaeological remains or complex/unexpected deposits are identified, a site meeting will be held with the client and the CHET planning archaeologist to discuss the significance of the remains and decide on the strategy and scope of further excavation and recording. Provision for a trenching contingency has been made, to enable further clarification of areas of archaeology defined during the evaluation if required. **The client is aware of the need for contingency funding to cover additional works if necessary.**

7.1 Site Plans

A site location plan based on the current Ordnance Survey 1:25000 map and indicating site north will be prepared. This will be supplemented by a site plan showing the area of investigation in relation to the proposed development.

A pre-excavation base plan accurately plotting all features will be produced using a Real Time Kinetic Global Positioning System (RTK). The final post-excavation plan will be based on this. All drawings will be tied into the Ordnance Survey National Grid.

7.2 Mechanical Excavation

The location of electricity, gas, water, sewage and telephone services in addition to the known gas pipeline will be identified from information supplied by the client or relevant authorities prior to machining. Care will be taken when operating machinery in the vicinity of overhead services. All staff are trained in the use of CAT scanners that will be employed before the bucket breaks the ground.

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Overburden and any sterile subsoil layers shall be removed by mechanical excavator using a toothless ditching bucket under the supervision of a professional archaeologist. The exposed archaeological horizon will be cleaned by hand and any archaeological deposits or negative features planned.

No excavators or dumpers will be driven over the excavated surfaces.

The machine operator will have the relevant experience and appropriate documentation; will maintain the appropriate inspection register, Form F91 Part 1, Section C, either on the machine or at the depot. The operator will produce a clean, flat surface at precisely the correct level.

7.3 Hand Excavation

All archaeological features will be excavated by hand, in the appropriate way detailed below, where it is safe to do so.

7.4 Metal Detector

A professional metal detectorist (see specialist list) will scan spoil heaps, exposed surfaces and any features. The finds will be recovered and recorded in the proper way. The machined spoil heaps will also be scanned, however demonstrably modern finds will not be retained. The metal detector will not be set to discriminate against iron.

7.5 Excavation of Stratified Sequences

All archaeological remains will be excavated by phase, from the most recent to the earliest, excluding those of obvious later 20th century origin. The phasing of the features will be distinguished by their stratigraphic relationships, fills and finds.

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7.6 Excavation of Buildings

Following assessment of any structural remains encountered, a strategy for recording these will be implemented, and it may be that further mitigation will be required to allow the full recording of these remains. It may also be the case that any remains may best be left *in situ.* Any excavated building structures and associated features (e.g. stakeholes, postholes, sill-beams, gullies, masonry walls, possible floors) will be excavated in stratigraphic sequence.

7.7 Ditches

Ditch segments will be positioned to provide a total coverage of 20% if possible and to ascertain relationship information and will be a minimum of 1.00m in length (dependant on the total length of ditch visible).

7.8 Discrete Features

All discrete features will be half-sectioned or excavated in quadrants providing for a minimum 50% sample.

7.9 Full Excavation

Industrial remains and intrinsically interesting features e.g. hearths, kilns etc. may merit full excavation in agreement with the CHET planning archaeologist.

7.10 Burials

Articulated human remains will usually receive minimal excavation to define the extent and quality of their preservation. However, in circumstances of poor preservation or if required to meet the project objectives, human remains may require full excavation. A decision in consultation with the CHET planning archaeologist and the relevant specialist will be made on the extent to which human remains are excavated during the trenching. The aim will be to inform the requirements for future treatment during subsequent Phases. Disarticulated human remains will be recorded and retained for assessment.

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The coroner and the Ministry of Justice will be informed. Any removal of human remains will be carried out under a licence issued by the Ministry of Justice under section 25 of the Burials Act 1857 and in accordance with *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England'* (English Heritage & the Church of England 2005).

7.11 Written Record

All archaeological deposits and artefacts encountered will be fully recorded on *pro forma* context, finds and sample forms, using a single context recording system.

7.12 Photographic Record

All features and deposits will be photographed in detail and general site and working shoots taken as part of the photographic record. This record will comprise high quality digital photographs saved in RAW/CR2 format and taken on an 11 Mega Pixel, Canon 750, DSLR. The RAW/CR2 files will be converted and stored in uncompressed .tiff at 8 bit. If for any reason acceptable digital photography cannot be undertaken, the primary record will be on 35mm black and white film. All photographs will be listed, indexed and archived.

7.13 Drawn Record

All drawings will be tied into the Ordnance Survey National Grid, plans will be initially hand drawn at a scale of 1:20 and the sections at 1:10 on drafting film (permatrace). The height AOD of all features and principal strata will be written on the appropriate plans and sections.

7.14 Finds and Environmental Remains

All finds recovered from sealed contexts will be retained. A sample of those found in the topsoil and subsoil will be taken to characterise the assemblage. Finds will be identified, by a unique site code and context number.

All finds will be processed according to BA standards and to the CIfA *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials,*

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2014. Important, rare or unusual finds will also be assigned a small finds number and sent away for specialist analysis.

Bulk samples will also be taken for retrieving artefacts and biological remains (for palaeoenvironmental and palaeoeconomic investigations) to be processed and analysed. These samples will be taken from well-stratified datable deposits and specifically targeted areas of interest (e.g. undated sealed primary ditch fills) and will be a minimum of 40 litres where appropriate. The suitability of deposits for analysis will be discussed with Dr Boreham and Dr Zoe Outram where appropriate.

Preserved wood will be sampled for potential dating via dendrochronology and Carbon 14 methods and will be assessed by Dr Roderick Bale (University of Wales Trinity St David). Prior to recovering timbers, suitability for dating will be assessed in conjunction with Dr Bale, CHET and Dr Outram where appropriate. The project manager must ensure that the results of palaeoenvironmental investigation, industrial residue assessments/analyses & scientific analyses are included in a full evaluation report and sent to the Historic England Science Advisor.

Each deposit retained will be identified by context and a unique sample or timber number. For a full list of specialists see Appendix 2.

7.15 Artefact Recovery

All finds recovered from sealed contexts will be retained. Those found in the topsoil and subsoil will be retained to characterise the assemblage at the site except where the finds are demonstrably modern. Finds will be identified, by a unique site code and context number. All finds will be processed according to BA standards and to the CIfA Standard and Guidance for the collection, documentation, conservation and research of archaeological materials, 2014. Important, rare or unusual finds will also be assigned a small finds number so the find can be easily identified in the post excavation process.

7.16 Finds classed as Treasure

It is the responsibility of the project manager for the site, after consultation with the relevant finds specialist, to submit any items falling under the provisions of the Act to the local

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coroner via the treasure co-ordinator (currently the Portable Antiquities Officer at the British Museum). See below for details of the act:

The Treasure Act
The Treasure Act of 1996 defines objects that qualify as Treasure and includes any metallic object other than coin that is made up of more than 10% gold or silver and is over 300 years old, any group of two or more metallic objects of prehistoric date that come from the same find, coin hoards that have been deliberately hidden, smaller groups of coins, votive or ritual deposits, any object from the same place as Treasure. Objects that are less than 300 years old made mainly of gold or silver, which have been deliberately hidden with the intention of recovery, and whose owners or heirs are unknown would also be classed as Treasure.

Treasure will be immediately reported to the Cambridgeshire Finds Liaison Officer who will in turn inform the coroner within 14 days.

- All features present in the trenches, including presumed natural and geological features, are to be investigated as per this WSI.
- A GPS trench plan showing what is present in each trench (including context numbers) will be produced.
- A written text stating what finds were found (if any) in each context, with provisional dates, will be made available.
- Trench shots will be taken from each end of the trench and provided to CHET.
- Photographs of trench sections (bulk) will also be provided.
- Photographs of all features will be provided with context numbers.
- A diagram indicating the direction each photograph was taken from including the photograph number will be produced.
- Provision will be made for CHET to review the remote monitoring documents and for any queries to be resolved.

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8.0 PRESENTATION OF RESULTS

A report will be prepared on the conclusion of the evaluation and will be completed 4 weeks after the field work ends, or a maximum of 6 months from the end of fieldwork (if further specialist analysis is required) in consultation with CHET. Resourcing of the post-excavation phase is dependent on findings. Where further publication is required a detailed publication programme will be provided within 4 weeks of completion of fieldwork, and a publication report will be programmed for completion within an acceptable timeframe.

The prepared client/archive report will be commensurate with the results of the fieldwork, and will be consistent with the principles of *Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2015)* and contain the following:

- *Summary.* A concise summary of the work undertaken and the results;
- *Introduction*. Introduction to the project including the reasons for work, funding, planning background;
- *Background*. The history, layout and development of the site;
- *Aims and Objectives;*
- *Methodology.* Strategy and technique for site excavation;
- *Results*. Detailed description of findings outlining the nature, location, extent, date of any archaeological material;
- *Deposit Model.* Description of events behind the archaeological stratigraphy and geological deposition;
- *Specialist Reports.* Description of the artefactual and ecofactual remains recovered;
- *Discussion and Conclusions.* A synopsis interpreting the archaeological deposits and artefacts, including details of preservation, impact assessment, wider

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survival, condition and relative importance of the site and its component parts in local, regional and national context;

- *Bibliography;*

- *Appendices.* Context Descriptions, Finds Concordance, Project Archive Contents and Archive Deposition, HER/OASIS Summary Sheet;

- Illustrative material including maps, plans, drawings and photographs.

A digital copy of the report, clearly marked DRAFT, should be prepared and presented to CHET within four weeks of the completion of site works unless there are reasonable grounds for more time.

Digital and paper report copies will be supplied to the client and CHET (one copy and a .pdf copy). An OASIS entry will be completed, and a summary included with the report; this will be done within two weeks of approval. A .pdf file of the report will be uploaded to the ADS. A digital vector plan will be included with the report, which will be compatible with ESRI or MapInfo GIS software which will also be made available on request subsequent to the report being issued.

It is understood that, if substantial archaeological remains are recorded during the project, it will be necessary to undertake a full programme of analysis and publication in accordance with the guidelines of *MoRPHE*. The archaeological advisory and planning role of Cambridgeshire County Council's Archaeological Service Team will be acknowledged in any report or publication generated by this project.

Provision has been made for a summary in the annual PCAS roundup if positive results are drawn from the evaluation.

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9.0 PROJECT ARCHIVE AND DEPOSITION

A full archive will be prepared for all work undertaken in accordance with guidance from the *Selection, Retention and Dispersion of Archaeological Collections,* Archaeological Society for Museum Archaeologists, 1993, and in accordance with *Deposition of archaeological archives in Cambridgeshire* (2020).

The final archive will be deposited with the Cambridgeshire County Council's Archaeological Archive Storage Facility on completion of the evaluation programme or following any publication of the evaluation results and subject to agreement with the legal landowner where finds are concerned. An appropriate accession number will be used. The digital archive will be stored with the Archaeological Data Service (ADS).

The archive will be quantified, ordered, indexed, cross-referenced and checked for internal consistency. The material will be catalogued, labelled and packaged for transfer and storage in accordance with the guidelines set out in the United Kingdom Institute for Conservation's *Conservation Guidelines No.2* and the Archaeological Archives Forum's *Archaeological Archives, A guide to best practice, compilation, transfer and curation* (Brown, 2007).

Arrangements for the long-term storage and deposition of all artefacts will be agreed with the landowner and CHET during the reporting stage. Transfer of title and the transfer of the ownership of the archive to the Archaeological County Archive Facility will be arranged at this time, and the arrangements indicated in the evaluation report.

Where the project comprises multiple stages, the entire archive will be collated and deposited as a whole.

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10.0 HEALTH AND SAFETY

BA operates a comprehensive Health and Safety Policy in accordance with the Health and Safety Executive. This Policy is based on a Health and Safety system in line with the Federation of Archaeological Managers and Employers (FAME) *Health and Safety Field Manual*, which is regularly updated by supplements.

BA holds employer's liability; public liability and professional indemnity insurance arranged through Towergate Insurance (see Appendix 3).

10.1 Code of Practice, Risk Assessment and Site Induction

BA's Code of Practice covers all aspects of excavation work and ensures all risks are adequately controlled. A site visit will be undertaken and an assessment of the potential risks be highlighted including the potential for toxins and contaminants. It will be the responsibility of the client/agent to undertake a full assessment of any toxins present and services present and provide Britannia Archaeology Ltd with a report detailing the results, prior to the commencement of any fieldwork. A full site risk assessment will be produced using this information and suitable tools and PPE will provided and used based on the results of any pre-project investigation.

The assessment of risk is an on-going process and this document can be updated if any change in risk occurs on site. A copy of the Risk Assessment is kept on site, read and countersigned by all staff and visitors during the BA site induction.

10.2 COVID-19

Britannia will closely monitor and adhere to the Standard Operational Procedure (SOP) outlined by the Construction Leadership Council and Prospect. A full Covid-19 Risk Assessment will be undertaken and will be available upon request.

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11.0 RESOURCES

The archaeological works will be undertaken by a team of professional archaeologists, qualified to undertake this type of work (Appendix 1). Full CV's are available on request.

All site work will be undertaken by a Projects Officer (with a field team if required) in close communication with a Project Manager. This project officer will also be responsible for post-excavation and publication in liaison with the relevant specialists (Appendix 2).

Other specialists may be consulted and will be made known to the CHET planning archaeologist for approval prior to their engagement. Any changes to the specialists documented in Appendix 2 will be made known to the CHET planning archaeologist immediately.

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12.0 TIMETABLE AND PROGRAMME OF WORK

The archaeological evaluation fieldwork is likely to begin in August 2025 pending approval of this Written Scheme of Investigation by CHET. It is anticipated that the works will take at least two days to complete with a monitoring archaeologist. Provision has been made for additional contingency days should any unexpected remains be encountered.

The client is aware of the working methods and provision has been made to allow access to undertake trenching as required by the design brief.

The CHET Archaeologist will be responsible for monitoring progress and standards throughout the project. The CHET archaeologist will be kept updated with developments both on site and in the post excavation process.

Any variations to the WSI will be agreed with the CHET Archaeologist prior to work being carried out. The monitoring officer will be kept informed of progress throughout the project. CHET will be given a minimum of 10 days written notice of the commencement of work so as to make arrangements for monitoring. The trenches will not be backfilled without the approval of CHET. Further trenching or deposit testing may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy.

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12.0 BIBLIOGRAPHY

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English Heritage PastScape www.pastscape.org.uk

Archaeological Data Service (ADS) www.ads.ahds.ac.uk

English Heritage National List for England
www.english-heritage.org.uk/professional/protection/process/national-heritage-list-for-england

DEFRA Magic http://magic.defra.gov.uk/website/magic

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APPENDIX 1 - STAFF

The following members of staff have the skills and experience necessary to undertake the supervision of archaeological work as required in the brief. All have a wide range of experience on a variety of site types.

Supervisor [redacted]

Qualifications [redacted]

[redacted]

Trainee Supervisor [redacted]

Qualifications [redacted]

[redacted]

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Project Officer [redacted]

[redacted]

Specialist [redacted]

[redacted]

[redacted]

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Director [redacted]

[redacted]

Director [redacted]

[redacted]

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APPENDIX 2 - SPECIALISTS

Prehistoric Pottery:	[redacted]
Roman Pottery:	
Saxon and Medieval Pottery:	
Post Medieval Pottery:	
Flint:	
Animal Bone:	
Human Bone:	
Environmental:	Oxford Archaeology East [redacted]
Pollen and Seeds:	Quest (Reading University)
Charcoal and Wood:	[redacted]
Soil Micromorphology:	Earthslides (University of Newcastle)
	Quest (Reading University)
Carbon-14 Dating:	Beta Analytic Inc
Conservation:	University of Leicester Archaeological Services (ULAS)
Metalwork:	[redacted]
Leather:	
Glass:	
Small Finds:	
Illustration:	

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Slag:

Geophysical Consultant:

Air Photographic Assessments:

Topographic Survey:

CAD:

Metal Detecting:

Coins & Medals:



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APPENDIX 4 – DATA MANAGEMENT PLAN

Section 1: Project Details

DMP VERSION No: **2**
Last Updated: **08.10.2026**

Project Name: 63 Gatehouse Estates, Cambridge Street, Godmanchester
Project Number: P1506
Site Code: ECB7645
OASIS ID: britanni1-535762

Project Type: Archaeological Monitoring
Main Excavation Method: Footing Trenches

Developer: Bright Mortgage Advice
Main Funder: Mortgage Advice

DMP Coordinator: [redacted]
Project Manager:
Main Project Cont

Related Documentation:

- 63 Gatehouse Estates, Cambridge Street, Godmanchester (Brief)
- Deposition of archaeological archives in Cambridgeshire (2020)
- Chartered Institute for Archaeologists. December 2014 (updated 2023). Standard and Guidance for the collection, documentation, conservation and research of archaeological materials.
- ADS Guidelines for Depositors Version 4.0 July 2020

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Section 2: Data Collection

The table below summarizes the expected file types and estimated quantities of data to be produced by the project. This information will be updated as the project progresses.

Type	Format	Estimated volume (Data Archive)
Spreadsheets	Excel (.xlsx) To be deposited in preservation format (.csv)	15 objects (size <3MB total) (Context Register / Finds & Samples Register / Photo Register / Drawing Register / Specialist data tables x 7 / metadata tables)
Text / documents	Word (.docx) PDF (.pdf/a)	15 objects (size <100MB) (Project Brief / Project Design / Updated Project Design / Final Report / Individual Specialist Reports x 6)
Vector graphics	AutoCAD Drawing Database (file extension) (.dwg)	Site plans x 3, av size 6MB Report images x 5, av size 2MB
Images	Joint Photographic Group file (.jpg) Intended deposition format - uncompressed (.tiff)	Archive shots x 100, av size 4MB
GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files)	Overall GIS files x 3, including 6 shp layers <5MB

Standards and Methods

- The standard methods of data collection will be used in the project defined against the standards set out in ADS Guides to Good Practice 2021.
- The methods of collection are detailed in within the Written Scheme of Investigation (P1506 63 Gatehouse Estates, Cambridge Street, Godmanchester)).
- The methods used will meet the standards of the Project Brief (63 Gatehouse Estates, Cambridge Street, Godmanchester, Brief 2025)

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Data Storage / File Naming

- The active project file is stored in a secure folder on an external server. The server is backed up weekly to create secure copies of the documentation of all company data.
- All project folders are named using established company procedure.
- All files include version control.
- All files are named as follow:
    - Project number e.g P1234
    - Abbreviated site name e.g Bottisham
    - File description e.g WSI
    - Version number e.g V1.3
    - e.g P1234; Bottisham, WSI – V1.3
- Final versions all include the word "Final" in the filename.

Quality Assurance

- All company instruments are calibrated on a regular basis to check that they are in functioning order.
- All project records are reviewed and signed off to ensure that the data contained is accurate.
- Data Collection is reviewed as per to the company's ongoing Quality assurance Policy as set out in QM001.Quality Manual V1.3.docx.

Section 3: Documentation and Metadata

- All collected data will be held in standard formats to maximize the opportunity for reuse at a future data.
- A summary of all the meta data collected is provided with the project archive.
- All data collected will meet the requirements of the brief, collecting museums guidelines and standards set out in ADS Guides to Good Practice 2021.

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Section 4: Ethics and Legal Compliance

- The data archive includes all the contact details for all individuals who worked on the project.
- The companywide GDPR policy will ensure that personal data is managed through a secure means and not retained in specific accessible folders.
- Permission will be gained prior to the use of any individual details.
- Where permission is not gained that data will be removed.
- Where formal licenses are required, copies will be kept within the digital project file.

Section 5: Storage and Backup

- Britannia Archaeology uses an external data management provider who is responsible for the verification of users, back-ups and security.
- Sufficient storage space is available, and this is accessible to all key staff.
- All project files can be shared with external specialists and contractors.

Section 6: Selection and Preservation

- CIfA's Selection Toolkit for Archaeological Archives 2018 provides comprehensive advice regarding the development of a project-specific Selection Strategy.
- The selection strategy for the project will be reviewed as part of the post excavation assessment (PXA) and updated project design (UPD).
- All documentation will be updated as required when reviewed.
- Selection of data will be informed by the original project design.
- The finalised selection strategy will be made in agreement with the Client, ADS, Receiving museum, DC archaeologist and Britannia Archaeology.
- The finalised reports from the project will be accessible online (via OASIS)
- All data will be kept and ordered as outlined in section 2.

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What is the long-term preservation plan for the dataset?

- The digital archive will be deposited with the Archaeology Data Service, which is a certified repository with Core Trust Seal status.
- The archive will be prepared for deposition by the archive team at Britannia Archaeology and the costs for the time needed for preparation, and the cost of deposition have been included in the agreed project budget.
- An estimate using the ADS Costing Calculator and sufficient funding to cover this cost has been made available in the project budget.

Section 7: Data Sharing and Accessibility

- A summary of the findings from the report will be included on OASIS Index of Archaeological Investigation.
- Receiving bodies will be updated as necessary.
- A final copy of the final report will be supplied to the HER via OASIS and any other format requested.
- The digital elements of the archive will be distributed under a creative commons license.

Section 8: Responsibilities

- The Project Manager will be responsible for the implementation of the DMP and ensuring its review at each stage of the project.
- Data capture, metadata production and data quality will be the responsibility of the Project Team, with delegated authority from the Project Manager.
- Storage and backup of data in the field is the responsibility of the field team under the control of the project supervisor/project officer.
- Once data is on the server this is managed and secured by an external data management company.
- The data archiving will be undertaken by the Project Manager who is responsible for the transfer of the Archaeological Project Archive to the receiving body.
- Details of the core project team can be found in the WSI.

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Project stage and relevant functions	/ P folder	Working project files	Selected and converted for archaeological. project archive
Start Up Project Brief issued by local authority archaeologist	/ Project Brief	Monitoring brief – 63 Gatehouse Estates, Cambridge Street, Godmanchester	Converted to PDF/A for long-term preservation. Monitoring brief – 63 Gatehouse Estates, Cambridge Street, Godmanchester
Initiation Detailed Project Design or WSI written by Project Manager and agreed by relevant parties WSI includes a copy of the DMP which articulates the approach to data management within the project	/ WSI	/ WSI text P1506; 63 Gatehouse Estates, Cambridge Street, Godmanchester WSI V.1.0 P1506; 63 Gatehouse Estates, Cambridge Street, Godmanchester WSI V.1.1 Pdf combining text, appendices, and illustrations: P1506; 63 Gatehouse Estates, Cambridge Street, Godmanchester WSI V.1.0 P1506; 63 Gatehouse Estates, Cambridge Street, Godmanchester WSI V.1.1 P1506; 63 Gatehouse Estates, Cambridge Street, Godmanchester WSI V.1.2 Amended copy:	P1506; 63 Gatehouse Estates, Cambridge Street, Godmanchester WSI V.1.1 Final text document: P1506; 63 Gatehouse Estates, Cambridge Street, Godmanchester WSI V.1.2 Combined PDF version, text and illustrations saved as PDF/A for long-term preservation:
	/ Graphics	/ WSI Drafts Illustrations: P1506 WSI Fig1 P1506 WSI Fig2 P1506 WSI Fig3 P1506 WSI Fig 4 P1506 WSI Fig 4 V2	P1504 WSI Fig1 P1504 WSI Fig2 P1504 WSI Fig3 P1504 WSI Fig 4 V2

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Project stage and relevant functions	/ P folder	Working project files	Selected and converted for archaeological. project archive
Execution Data gathering, data management, carried out by Project Team Project Team updates and maintains the DMP	/Risk Assessment	P1506RA-V1.0	

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Team ensures digital files are named and stored in a manner consistent with DMP and organisationa l policy.			

Project stage and relevant functions	/ P folder	Working project files	Selected and converted for archaeological project archive
		JPG files: CR2 files: JPG files:	Selected site photographs , preservation format:

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		/ Small finds CR2 files:	Selected finds images:
		/client plans	

Project stage and relevant functions	/ P folder	Working project files	Selected and converted for archaeological project archive
	/ CAD /GIS	P1506 Events, AIMS & Listed buildings P1506 Monuments	
		/ Survey	GIS files: P1504 Events, AIMS & Listed buildings P1504 Monuments
		/ Rasters	

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Execution Analysis and Reporting carried out by Project Team Team continues to follow conventions re digital data, and ensures that external specialists provide digital files and metadata as required	/Reports	/ Assessment Text only: /Graphics /Separate PDFs /Draft /Final	

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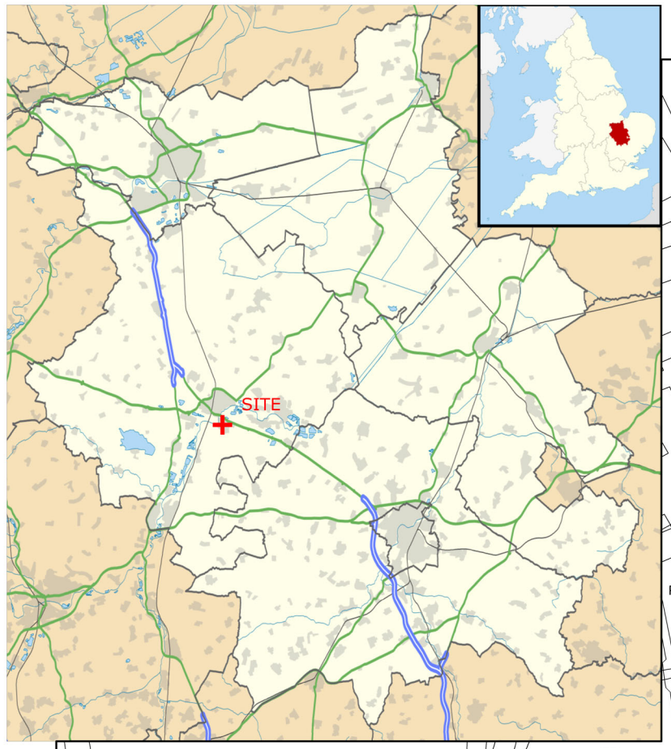

N

Site Boundary

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County Map: CC licensed Image by Wikipedia under CC BY-SA 3.0

NGR: 524494 270570 | REF: P1506

PROJECT: 63 GATEHOUSE ESTATES, CAMBRIDGE STREET, GODMANCHESTER

DESCRIPTION: GENERAL LOCATION PLAN

CLIENT: BRIGHT MORTGAGE ADVICE

BRITANNIA ARCHAEOLOGY LTD
UNIT 2
THE OLD WOOL WAREHOUSE
ST ANDREWS STREET SOUTH
BURY ST EDMUNDS
SUFFOLK
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T: 01284 630057
E: info@brit-arch.com
W: www.britannia-archaeology.com

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DATE: AUG 2025 | PLOT: A3 | VERSION: 1

AUTHOR: DPM | APPROVED: MB

FIGURE: 1



0 1:10000 500m

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N

- HER Search Area
- Site Boundary
- Archaeological Event
- Scheduled Monument
- Conservation Area
- Registered Parks & Gardens

NGR: 524494 270570 | REF: P1506

PROJECT: 63 GATEHOUSE ESTATES, CAMBRIDGE STREET, GODMANCHESTER

DESCRIPTION: HER DATA - EVENTS & SCHEDULED MONUMENTS

CLIENT: BRIGHT MORTGAGE ADVICE

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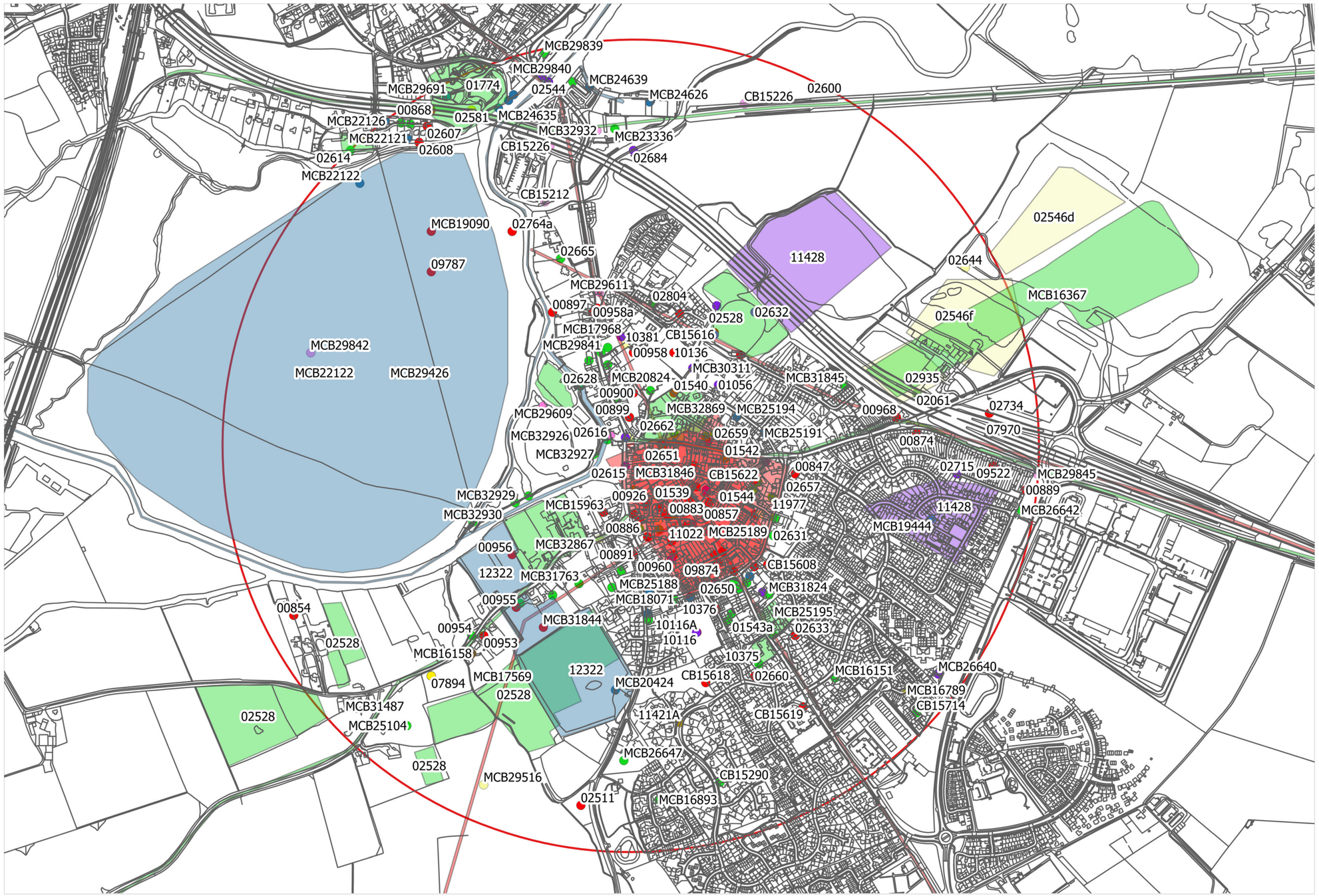
DATE: AUG 2025 | PLOT: A3 | VERSION: 1

AUTHOR: DPM

APPROVED: MB

FIGURE: 2



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N

- HER Search Area
- Site Boundary
- Undated Record
- Multiperiod Record
- Modern Record
- Post-medieval Record
- Medieval Record
- Anglo Saxon Record
- Roman Record
- Iron Age Record
- Bronze Age Record
- Neolithic Record
- Mesolithic Record
- Palaeolithic Record

NGR: 524494 270570
REF: P1506

PROJECT: 63 GATEHOUSE ESTATES, CAMBRIDGE STREET, GODMANCHESTER

DESCRIPTION: HER DATA - MONUMENTS

CLIENT: BRIGHT MORTGAGE ADVICE

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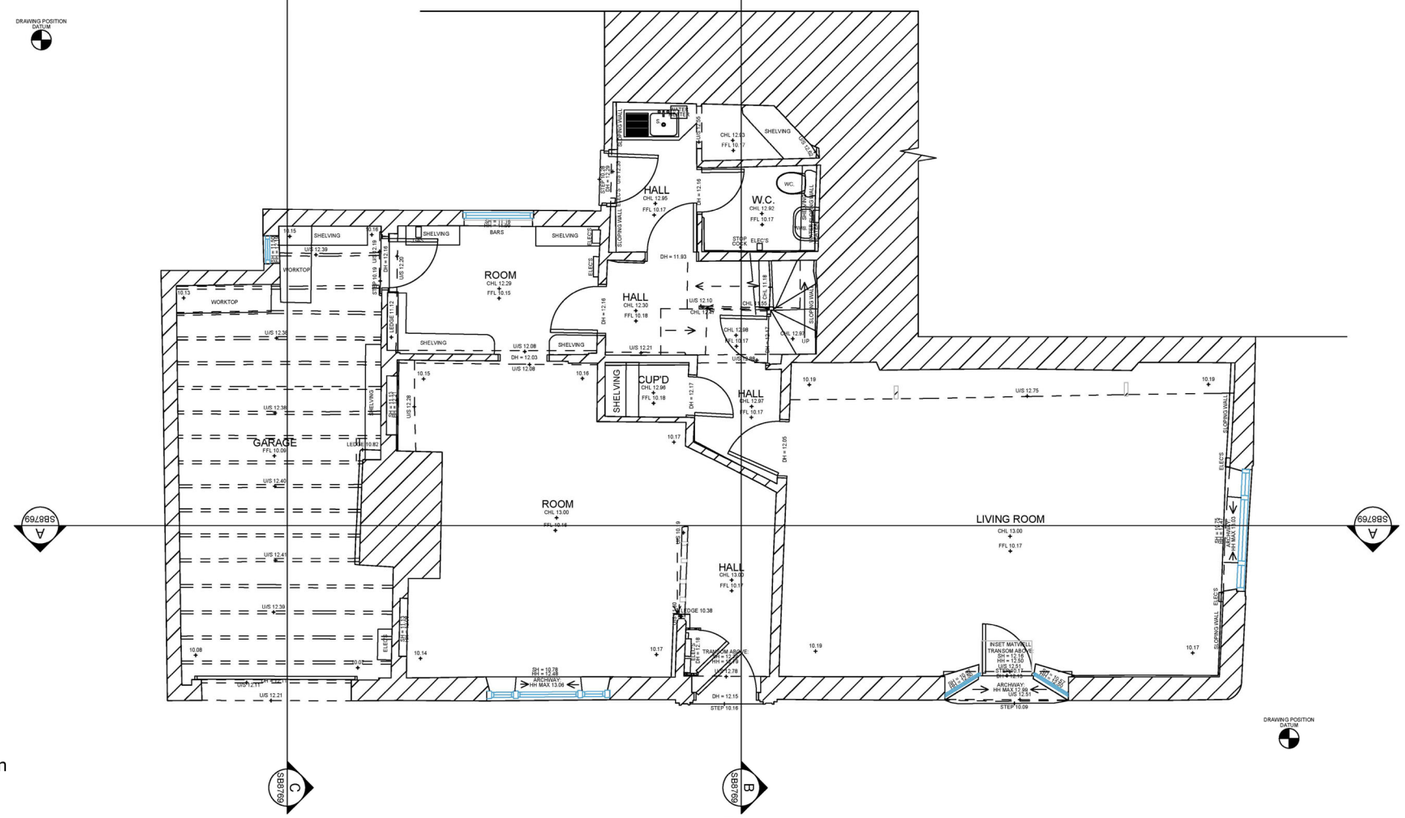
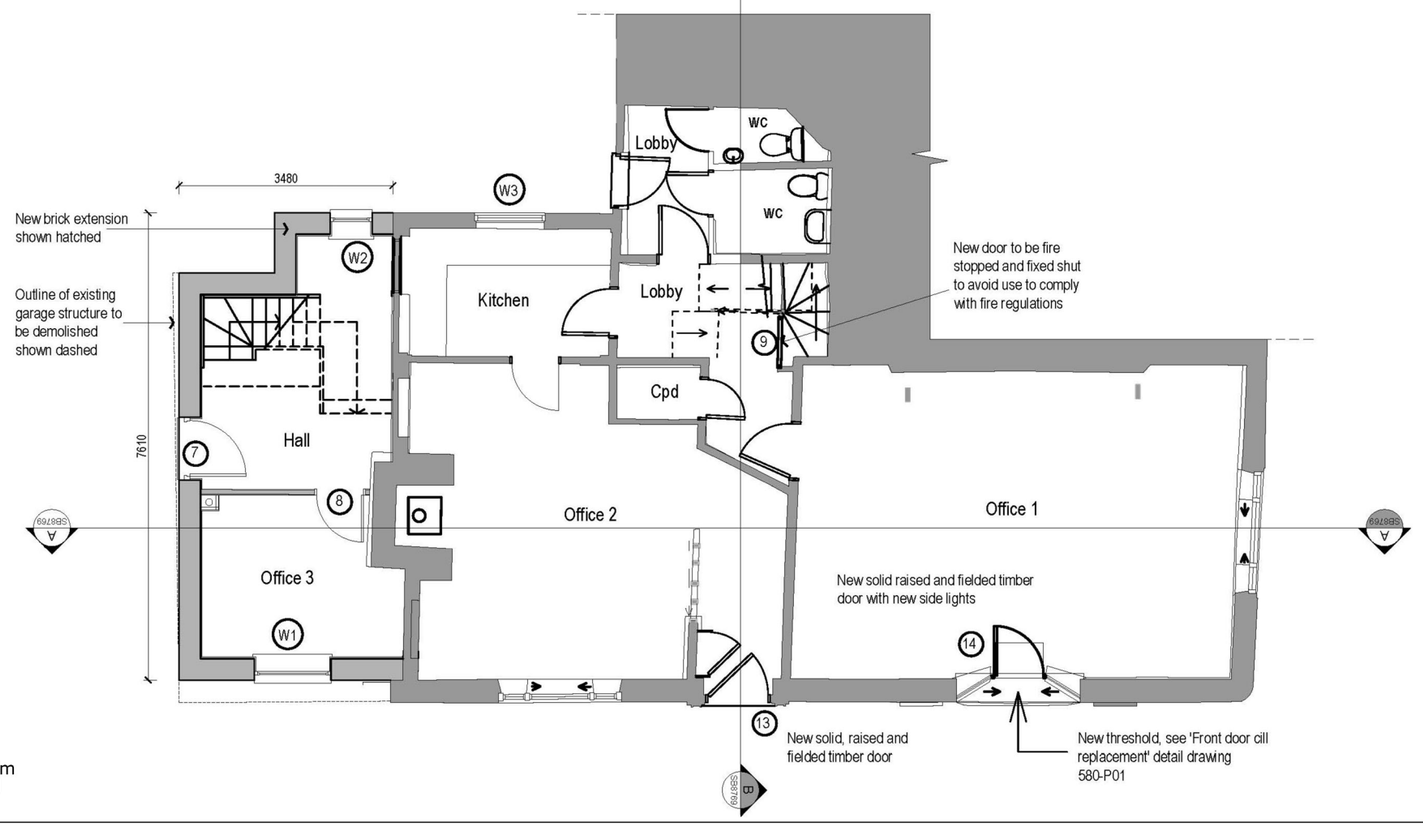
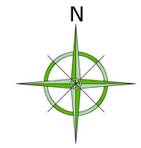
DATE: AUG 2025 | PLOT: A3 | VERSION: 1
AUTHOR: DPM
APPROVED: MB
FIGURE: 3

EXISTING



PROPOSED





Site Boundary

NGR: 524494 270570

REF: P1506

PROJECT: 63 GATEHOUSE ESTATES, CAMBRIDGE STREET, GODMANCHESTER

DESCRIPTION: EXISTING & PROPOSED GROUND FLOOR PLANS

CLIENT: BRIGHT MORTGAGE ADVICE

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DATE: OCT 2026 | PLOT: A3 | VERSION: 2

AUTHOR: DPM

APPROVED: MB

FIGURE: 4