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PAROCHIAL CHURCH COUNCIL OF ST MARY MAGDALENE

CHURCH OF ST MARY MAGDALENE, CHURCH ROAD, WARBOYS, CAMBRIDGESHIRE

WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MONITORING AND RECORDING

JUNE 2024

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DRAWINGS	**TITLE**	**SCALE**
Figure 1	Site location plan	1:25,000@A4
Figure 2	Proposed development plan	1:600@A4

1 INTRODUCTION AND CONTEXT HISTORY

1.1.1 Wardell Armstrong LLP (WA), a Registered Organisation with the Chartered Institute for Archaeologists, has been commissioned by Garry Dawson-Jones on behalf of the Parochial Church Council of St Mary Magdalene/4Parishes (hereafter referred to as 'the Client') to prepare a Written Scheme of Investigation (WSI) for archaeological monitoring and recording at the Church of St Mary Magdalene, Church Road, Warboys, Cambridgeshire (hereafter referred to as 'the Site'). The Site is centred on NGR: TL 3026 7981 (Fig. 1).

1.1.2 Planning permission (application number 19/02517/FUL) has been granted by Huntingdonshire District Council for the provision of twenty new parking spaces at the southern end of the churchyard, relocation of headstones, a new footpath and widening of the existing gated access. The application was granted with an archaeological condition.

1.1.3 The condition reads as follows:

> *'7. No demolition/development shall commence until the applicant, or their agents pr successors in title, has implemented a programme of archaeological work which has been secured in accordance with a written scheme of investigation (WSI) which has been submitted to and approved by the Local Planning Authority in writing. For land that is included within the WSI, no demolition/development shall take place other than under the provisions of the agreed WSI, which shall include:*
>
> > *a). The statement of significance and research objectives;*
> >
> > *b). The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works;*
> >
> > *c). The timetable for the field investigation as part of the development programme;*
> >
> > *d). The programme and timetable for the analysis, publication & dissemination, and deposition of resulting material.*
>
> *Reason: A pre-commencement condition is considered necessary to ensure that the significance of historic assets is conserved in line with Section 16 of the National Planning Policy Framework and Policy LP34 of the Huntingdonshire Local Plan to 2036.*

1.1.4 The archaeological advisors to Huntingdonshire District Council, the Cambridgeshire County Council Historic Environment Team (CCCHET), have subsequently requested Archaeological Monitoring and Recording during all development groundworks.

1.1.5 This document forms the required Written Scheme of Investigation (WSI) and provides a methodology for the archaeological monitoring and recording (or Watching Brief). It conforms to the requirements of the CCCHET Brief and the guidelines and standards laid down in the following documents:

- *Standards and Guidance for archaeological monitoring and recording*. Chartered Institute for Archaeologists: Reading (CIfA 2023).
    - *'An archaeological watching brief will record and report on the archaeological resource during development within a specified area using appropriate methods and practices. These will satisfy the stated aims of the project and comply with the Code of Conduct and other relevant regulations of CIfA'.*
- *Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Papers 14 (Gurney 2003).
- *Standards and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists: Reading (CIfA 2014, updated 2020).
- *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.* Chartered Institute for Archaeologists: Reading (CIfA 2014, updated 2020).
- *Management of Archaeological Research Projects in the Historic Environment (MoRPHE).* Historic England: London (HE 2015a).

2 BACKGROUND

2.1.1 The following background sections have been taken from the 2019 Archaeological Solutions Evaluation report (Barlow & Podbury 2019). An updated HER search will be requested and included in the monitoring report produced at the end of the work.

2.2 Location and Geological Context

2.2.1 The site lies on at c.29m AOD, at the northern end of a slightly undulating plateau, which overlooks a large loop in the river Great Ouse, whose course passes 8km to the south of the village Warboys. A series of drains and minor water courses are situated to the west of the village, and eventually converge to feed the main river channel.

2.2.2 The geology underlying the site comprises solid deposits of mudstone belonging to the West Walton Formation and Ampthill Clay Formation (undifferentiated), with drift deposits of diamicton that belongs to the Oadby Member; sealed by lime-rich loamy and clayey soils with impeded drainage.

2.3 Historical and Archaeological Background

2.3.1 The site is located in the historic core of the settlement at Warboys within the churchyard of the Church of St Mary Magdalene, on the western side of Church Road, with nearby archaeological remains recorded on the Cambridgeshire Historic Environmental Record (CHER). Prehistoric remains in the local area are limited to the bronze chape from the scabbard of an Iron Age sword, found in the northern area of the village but at an uncertain location (CHER 03657). Roman remains are also sparse and limited to ditches recorded c.900m to the north and south of the site respectively (CHER MCB22408 and MCB23453). An early Anglo-Saxon burial was recorded c.900m to the north-east (CHER MCB 23599).

2.3.2 The current Church of Mary Magdalene has extant stonework in the chancel arch and northern arcade that dates to the mid-12th century (CHER 03540) and an earlier church is recorded here at Domesday. The proposed car park area is closed to burials and is generally free of existing monuments. Whether or not the area was part of the original burial zone of the churchyard, or a more recent extension, is not known. Excluding the church, extensive evidence for medieval activity has been recorded in the close proximity to the site. A medieval boundary ditch was recorded c.25m to the south of the site (CHER MCB20215) and on the opposite side of Church Road, off Pope's Lane, further boundary ditches, earthworks and a fish pond have been recorded (CHER 11709, 10488, 10058 and 03586). There is also extensive evidence for

medieval ridge-and-furrow cultivation around the village, including within c.200m to the north and south of the site (CHER 11638 and MCB21169).

2.3.3 In the post-medieval period, on the opposite side of Church Road to the site, there formerly stood a rectory with fishponds, an ice house and extensive landscaped gardens (CHER 12225); adjacent to the south of the site is a pond, possibly a former moat, with an uncertain association to the former rectory (CHER 01072). Immediately to the north of the church is the early 17th century house and barn of the Manor House (CHER 03541) and slightly further north are two 18th century dovecotes (CHER 10370 and 10371). From the mid to late 19th century the buildings of the village are accurately mapped on early editions of the Ordnance Survey, including houses, farms, inns and windmills. They are principally distributed along the High Street and Ramsey Road but include a former inn c.100m to the north on Church Road (CHER MCB22420) and the site of Blake's Farm c.150m to the east (CHER MCB22415). In the Second World War the airfield of the RAF Warboys had a perimeter that extended to within c.350m to the south-west of the site.

Previous investigations

2.3.4 In July 2019 Archaeological Solutions (AS) carried out an archaeological evaluation on land within the churchyard at the Church of St Mary Magdalene. The evaluation was undertaken to provide information on the archaeological impact of the proposed new car park development.

2.3.5 The specific objective of the evaluation was to identify if there were any grave cuts or other evidence of burials within the upper 1000mm of the churchyard in order that it was understood if any remains will be impacted by the proposed landscaping or by compression during the development.

2.3.6 The evaluation revealed the density of burials and their depths:

Trench	Depth Below Ground Level (m)	Depth M AOD
1	0.45 – 0.94	8.85 – 8.28m
2	0.25 – 0.79	8.86 – 8.32m
3	0.26 – 1.08	8.89 – 7.80m

2.3.7 Twenty-five burials were revealed, all aligned east/west. Four infant burials were recorded (F1045; F1051; F1055 and F1063). The remnants of wooden coffins were sometimes visible, and most often associated with the infant burials. Disarticulated human bone was sparse suggesting a lack of repetitive grave digging, and indeed few burials intercut. No archaeological finds were present, for example, pottery sherds. A footstone was present in the SE end of Trench 2 (DP9) and this was not removed from site. Two brick mortuary structures (tombs) were also encountered.

3 AIMS AND OBJECTIVES

3.1.1 The objective of the archaeological monitoring and recording is to record all archaeological deposits which are damaged or removed by the sites' development, specific aims being to:

- Identify and record any further burials and burial vaults that may be uncovered during the proposed works;
- determine the presence or absence of any other buried archaeological remains during development groundworks;
- determine the character, date, extent and state of preservation of any further archaeological deposits;
- provide an assessment of any identified archaeological remains in a local, regional (Medlycott 2011, RFN 2021) and (if relevant) national context;
- disseminate the results of the fieldwork through an appropriate level of reporting (including publication if necessary).

3.1.2 If significant or unexpected archaeological remains are encountered CCCHET and the Client will be informed immediately. Amendments to the required scope of works may be required, and as such amendments to this WSI may be needed to ensure adequate provision for archaeological recording.

4 METHOD STATEMENT

4.1 Preliminaries and General Procedures

4.1.1 The project will be directly managed by a full Member of the Chartered Institute for Archaeologists (Dr Rhodri Gardner) or an archaeologist of equivalent standing.

4.1.2 The standards and codes of conduct of the Chartered Institute for Archaeologists will be adhered to at all times.

4.1.3 All elements of the project will be carried out in accordance with the Brief.

4.1.4 This scheme for archaeological monitoring and recording has been designed in order to satisfy the stated objectives of the project as set out under Section 3.

4.1.5 The duration of groundworks is unknown at this time.

4.1.6 This project has been registered with the Online AccesS to the index of archaeological InvestigationS (OASIS) via http://oasis/.ac.uk (Ref No. wardella2-520185). A Site Code (**XXXX**) has been issued by the Cambridgeshire Historic Environment Record and will be included on all future project documentation.

4.1.7 Wardell Armstrong will request that intrusive groundworks are carried out using a mechanical excavator fitted with a toothless ditching bucket to maximise the chance for identification of archaeological remains should they be present.

4.1.8 Notwithstanding any information on constraints already supplied, in advance of fieldwork Wardell Armstrong requests that the Client demonstrates that all reasonable measures have been taken to identify constraints to ground disturbance and that they have been provided with all reasonable information regarding the confirmation of the presence of services, any ecological constraints, any areas of potentially contaminated land and/or any other known risks to health and safety.

4.2 Monitoring and Liaison

4.2.1 Ten working days' notice of the commencement of site work will be given to CCCHET along with the name, CV and contact number of the attending archaeologist. The archaeologist in attendance will have suitable field experience and will be fully competent in the recording of archaeological sites.

4.2.2 Wardell Armstrong will liaise closely with CCCHET throughout the course of the watching brief and, in consultation with the Client, will arrange for on-site meetings if necessary.

4.3 Investigation and Sampling Strategy

4.3.1 All machine excavation will be done under the close supervision of a suitably experienced archaeologist. Should archaeological deposits or finds be revealed, time will be allowed for excavation by hand. Clean surfaces will be inspected and selected deposits excavated to retrieve artefactual material and environmental samples, as well as to determine their character, significance and date.

4.3.2 In the event that archaeological features are revealed these will be sampled sufficiently to characterise and date them and to determine their significance i.e. 10% of fills of linear features (unless the linear features are substantial in which case an alternative sampling strategy will be discussed with CCCHET) and 50% of pit fills. Smaller discrete features such as postholes will be a 100% sampled. All archaeological features will be investigated, unless otherwise agreed with CCCHET.

4.3.3 All ground works, features, sections and upcast soil will be scanned with a metal detector before and during excavation, including when it is excavated by machine. The detector will not be set to discriminate against iron. Metal detected finds will be plotted on suitable area plans.

4.3.4 The metal detecting will be carried out by a Principal Archaeologist suitably experienced in the use of metal detectors and retention methodologies. Topsoil, subsoil or other overburden will be scanned with a metal detector before and during its excavation, including when it is excavated by machine. The detector will not be set to discriminate against iron. Metal detected finds will be plotted on suitable areas plans.

4.3.5 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and /or theft.

4.4 Recording

4.4.1 All features will be recorded using a Leica RTK GPS unit (or equivalent) with centimetre level accuracy and each point recorded using the OSGB36 geodetic co-ordinate reference system. Data will be coded to an internal database to provide a dataset that records feature type, context number, associated drawing numbers and any other feature specific information that may be relevant.

4.4.2 Plans will be drawn to a scale of 1:20 and sections at 1:10 on polyester based drafting film and clearly labelled. All plans and sections will be levelled in respect to AOD. A combination of multi and single context planning will be utilised as appropriate.

4.4.3 A full photographic record of all contexts will be maintained in digital formats. All images are to be taken using a digital SLR camera with a minimum megapixel resolution of 10mp (and fitted with an APS-C or larger sensor). All photographs will include a clearly visible, graduated metric scale. Graduated metric scales of appropriate lengths should be used, ensuring the use of vertical scales against deep sections in combination with horizontal scales. A register of all photographs will be maintained. The photographic record is to be regarded as part of the site archive and the digital files will be labelled appropriately and cross-referenced in relation to a site-specific photography register. The digital archive should comprise of high-quality DNG or TIFF files.

4.4.4 Wardell Armstrong will ensure that the complete site archive including finds and paleoenvironmental samples is to be kept in a secure place throughout the period of fieldwork and post-excavation process.

4.5 Recording Human Remains

4.5.1 In the event that human remains, both inhumations and/or cremations, are exposed during the course of the watching brief then all works are to cease to avoid any further disturbance and CCCHET informed. The area will be screened from view and discussions will be held with the Client and CCCHET on options to proceed in accordance with professional standards and guidelines once the antiquity of the remains has been suitably proven.

4.5.2 Any excavation of human remains would only be carried out following advice from CCCHET and always in accordance with specialist recommendations. Wardell Armstrong will have an appropriately qualified and experienced osteoarchaeologist (see Appendix 1) available to consult for excavation and sampling strategies and may also supervise the excavation and removal of any human remains from the Site if this becomes necessary.

4.5.3 In the event that human burials are to be removed, a Ministry of Justice Licence will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Ministry of Justice Licence applies to both inhumation and cremated remains.

4.5.4 Human remains will be treated at all stages with care and respect.

4.5.5 Wardell Armstrong will adhere to the following guidelines when dealing with human remains: *Code of Ethics* (BABAO online 2019a), *Code of Practice* (BABAO online 2019b), *Guidelines to the Standards for Recording Human Remains* (Brickley and McKinley 2004), *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017), *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (HE 2018a) and *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (APABE 2017).

4.6 Finds recovery and processing

4.6.1 All artefacts recovered during the course of the archaeological monitoring and recording are the property of the landowner/Client. They will be suitably bagged, boxed and marked in accordance with the *Standards and Guidance for the Collection, Conservation and Research of Archaeological Materials* (CIFA 2020) and *A Standard and Guide to Best Practice for Archaeological Archiving in Europe* (Perrin *et al.* 2014).

4.6.2 All artefacts and samples will be processed and analysed by our team of specialists based at our Bury St Edmunds office. Basic profiles and a list including our regularly used external specialists is provided in Appendix 1.

4.6.3 All artefacts revealed will be recovered regardless of date so that the provisional dating of as many contexts as possible can be ascertained. In circumstances where the quantity of finds present preclude total recovery then a representative sample will be taken and this will be noted on the context sheet.

4.6.4 On completion of the project, discard of artefacts should only take place following discussion and agreement with CCCHET and their Archives Officer.

4.6.5 The primary archive records will clearly state how all artefact assemblages have been recovered, sub-sampled and processed.

4.6.6 Once assessed, all retained material must be packed and stored in optimum conditions, as described in *First Aid for Finds* (Watkinson and Neal 2001).

4.7 Treatment of treasure

4.7.1 Finds falling under the statutory definition of treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported to the Finds Liaison Officer (FLO) of the Portable Antiquities Scheme, the Client and CCCHET. Advice and guidance on compliance with the Treasure Act and a Treasure Receipt form are obtainable from

the FLO. The form will be submitted to the FLO and the Cambridgeshire Coroners Office, within 14 days of understanding that the find is treasure. Failure to report within 14 days of discovery is a criminal offence.

4.7.2 The Treasure Receipt form will include the date, location and circumstances of the discovery, a description of the object(s), and details of the finder (Wardell Armstrong) and landowner.

4.8 Palaeoenvironmental Sampling

4.8.1 The strategy and methodology for the sampling of deposits will be in accordance with *Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (HE 2011). Where deemed appropriate the advice of the relevant Historic England Regional Science Advisor will be sought in relation to the collection of palaeoenvironmental material, industrial residues or other relevant scientific material. Historic England's guidance on geoarchaeology will also be referred to as necessary (HE 2015b) as will their guidance on animal bones and archaeology (HE 2019).

4.8.2 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will be sampled in isolation. The size of the sample is expected to be 40 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features or where context horizons are not fully defined.

4.8.3 Mollusc samples of two litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.

4.8.4 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the Client and CCCHET. Where bulk samples are to be taken a minimum of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.

4.8.5 Environmental samples from dry deposits will be processed by flotation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.

4.8.6 Waterlogged organic deposits are not anticipated but in the event that waterlogged wood or other delicate organic deposits are uncovered Historic England's guidance (2010, 2018b) will be followed.

5 REPORTING AND DISSEMINATION

5.1 Types of Reporting

5.1.1 Reporting may be staged as follows:

- Minimum: Assessment Report(s).
- Further Reporting (as necessary):
  - Updated Project Design (to set out the scope and extent of further reporting requirements such as specialist analysis).
  - Specialist Analysis Reports (to analyse finds and or samples).
  - Post Excavation/Archive Report (Grey Literature Report) (consolidating all of the above).
- Publication (for the purposes of public dissemination, for example a journal article).

5.1.2 The minimum level of reporting would be an Assessment Report for the Watching Brief. Depending on the results of the fieldwork the assessment report may be skipped in favour of a full Archive Report, subject to the approval of CCCHET.

5.1.3 The necessity for further reporting after the Assessment Report stage would be determined by the features revealed and the finds assemblage/samples. CCCHET would determine the necessity for further reporting/further fieldwork.

5.2 Assessment Report

5.2.1 It is expected that the production and submission an Assessment Report could be undertaken in 4-6 weeks of completion of the Watching Brief.

5.2.2 As a minimum, the Assessment Report will include:

- A title page inclusive of a site address, an NGR, a WA report number, the OASIS code, and a museum accession number for the project archive where this is required;
- a summary of the project's planning and archaeological/historic background and results;
- the aims and methods adopted in the course of the Watching Brief;

- an assessment of the stratigraphic and other written, drawn and photographic records and compilation of a site narrative;
- a catalogue and assessment of each category of artefact recovered during the fieldwork (including a conservation assessment), a discussion of appropriate discard policy and a summary of the potential for further analysis (post excavation) if appropriate;
- a catalogue and basic specialist assessment of soil samples and ecofacts, and a summary of the potential for further analysis (post excavation) if appropriate;
- an interpretation of the results in an appropriate context, in consultation with the East of England Regional Research Framework (RFN 2021, Medlycott 2011).
- an appendix containing a list and summary description of all contexts recorded;
- a summary of the contexts of the project archive and its location;

5.2.3 The report will be accompanied by plans, sections and photographs where appropriate.

5.2.4 A completed OASIS summary sheet will be included in the report as an appendix.

5.3 Dissemination/Publication

5.3.1 This project has been registered with the Online AccesS to the index of archaeological InvestigationS (OASIS) via http://oasis/.ac.uk (Ref No. wardella2-520185). At the end of the project the OASIS form will be completed and a digital copy of the archaeological report will be made available upon its completion.

5.3.2 A summary of the work will be submitted to the editor any relevant journals agreed with the LPA should the results of the fieldwork warrant this.

5.3.3 A copy of the report in .pdf format will be issued to the Cambridgeshire Historic Environment Record and Client. Hard copies will be available on request.

5.4 Archive Preparation and Deposition

5.4.1 Wardell Armstrong will make arrangements for the deposition of the final Site archive with the Cambridgeshire Archaeology Archive and all documents, recovered artefacts and any other material associated with the project will be marked with a unique site code, Event number ECB7226. Following completion of the fieldwork, preparation of the site archive will follow all guidance from the archive regarding deposition (Cambridgeshire County Council 2020). All artefacts recovered are the property of the

landowner who will be asked to sign a Transfer of Title document which will be included in the archive.

5.4.2 The final Site archive will include all project records and cultural material produced by the investigation and will be prepared in accordance with Guidelines for the Preparation of Excavation Archives for Long Term Storage (Brown 2011) and A Standard Guide to Best Practice for Archaeological Archiving in Europe (Perrin et al 2014). The receiving archive's guidelines will also be adhered to.

5.4.3 Please refer to Appendix 2 for arrangements for the digital archive.

6 TIMETABLE & STAFFING

6.1.1 The project will be managed by a full Member of the Chartered Institute for Archaeologists (Dr Rhodri Gardner) or an archaeologist of equal standing.

6.1.2 Timing and duration of the project is dependent on the Client's groundworks contractor. On completion of fieldwork we would expect the assessment report to be complete within 4-6 weeks (dependant on results and need for specialist input).

6.1.3 Details of Wardell Armstrong staff likely to be involved with the project are provided in Appendix 1. The onsite archaeologist(s) will be drawn from a pool of experienced field staff, as determined by availability at the time, fully competent in the recognition and recording of archaeological stratigraphy, features and finds.

6.1.4 Additional Wardell Armstrong field staff will be deployed as required, should archaeological features be uncovered in a volume that cannot be dealt with by a single archaeologist.

7 HEALTH AND SAFETY

7.1.1 The Client will be asked to provide all information reasonably obtainable on contamination and confirm the location of services before the archaeological works commence.

7.1.2 Site staff will have an appropriate level of training to enable them to conduct fieldwork safely. Appropriate PPE as directed by the Client will be worn by field staff at all times.

7.1.3 The Client will be requested to provide details of their own risk assessment and specify PPE required before fieldwork commences.

7.1.4 Wardell Armstrong will abide by the Client's health and safety methodology as well as producing their own internal risk assessment and method statement document as required. If there is conflict between the Client's risk assessment and that of Wardell Armstrong's then the Client's will take priority, unless it is perceived to be placing the field team at greater risk.

7.1.5 All staff will assist the Client in maintaining the Site in a safe condition. Hazards will be appropriately identified and managed including identification of buried and above ground services/utilities.

7.1.6 In addition to the risk assessment and method statement, where appropriate a COSHH assessment will also be undertaken. Once onsite, these documents will be assessed, and any variations will be highlighted and added to the appropriate assessment. These will be re-evaluated periodically during the course of the fieldwork to make sure that they remain consistent to the Site-specific risks. All staff and visitors will be required to be inducted and sign these documents on first arrival to Site to show that they have read and understood the contents and any variations will be communicated as required.

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APPENDICES

APPENDIX 1

Staff Profiles and External Specialists

MANAGEMENT TEAM

REGIONAL DIRECTOR
Dr Rhodri Gardner PhD MSc BA MCIfA

Qualifications: PhD, Archaeology, UCL (2000)
MSc, Bioarchaeology & Geoarchaeology (Distinction), UCL, (1993)
BA Hons, Archaeological Studies, University of Leicester (1993)

Experience: Rhodri has been a professional Archaeologist for over 20 years. He is currently a Technical Director for Archaeology within Wardell Armstrong based at the Bury St Edmunds Office. He was previously Head of Cotswold Archaeology's Suffolk Office and their Head Fieldwork.

Rhodri is an experienced senior manager who has worked on a large variety of archaeological projects throughout East Anglia for several different leading commercial contractors in the region. He is responsible for the delivery and overall quality of our archaeological projects undertaken in the East of England.

In a c.23 year career he has built up a wide range of experience on variety of rural and urban sites, including complex multi-period urban excavations in Ipswich and London as well as large rural projects across East Anglia. These have included a number of Road Schemes in Suffolk and Norfolk (e.g. Bury St Edmunds eastern relief Road for SCC and the recent A47 evaluation works for Highways England/Galliford Try). Predominantly working in the south of England, he has experience of all periods.

Rhodri is also an experienced osteologist and zooarchaeologist and has worked as both a human and animal bone specialist.

ASSOCIATE DIRECTOR - PROJECT MANAGER
John Craven BA MCIfA

Qualifications: BA Hons, Ancient History and Archaeology, University of Birmingham (2001)

Experience: John has been working as a professional Archaeologist in East Anglia since the mid 1990's, in various roles at Suffolk County Council, Suffolk Archaeology, Cotswold Archaeology and AOC Archaeology, before joining Wardell Armstrong in 2021 where he is responsible for the management of projects from initial client contact to completion.

An experienced field archaeologist and Project Manager John has previously assisted on, directed or managed a wide range of archaeological fieldwork and related heritage projects in the region, including extensive multi-period sites in west Suffolk across the airbases of RAF Lakenheath and RAF Mildenhall, for a broad range of commercial, private and public clients. He has an extensive record of producing project designs, desk-based assessments, post-excavation assessments and client reports and of team-wide archaeological data management and quality assurance.

John also takes an interest in disseminating the results of archaeological investigation to a wide variety of audiences and has managed several well-received Heritage Lottery funded community projects.

ASSOCIATE DIRECTOR - POST-EXCAVATION MANAGER & ARTEFACT SPECIALIST (POTTERY, LITHICS AND CBM RESEARCHER)
Andrew Peachey BA MCIfA

Qualifications: BA Hons, Archaeology and History, University of Reading (2001)

Experience: Andrew has been working as a specialist across East Anglia and adjacent regions since 2002, with a particular interest in prehistoric and Roman pottery and ceramic building materials, as well as in the prehistoric technology and use of struck flint. Working as an internal specialist for Archaeological Solutions Ltd/Wardell Armstrong and accepting work as an external specialist for other contracting archaeological units has afforded Andrew a diverse and wide-ranging portfolio of projects and experience. Projects have included Neolithic pit groups at Coxford and flint assemblages from Blakeney Norfolk, extensive Neolithic to Iron Age assemblages from a riverside site at Dernford, Cambs and an important fenland occupation and ritual site at Sawtry, Cambs. Significant Roman pottery and CBM assemblages have included a large farmstead complex and pottery production site at Stowmarket, Suffolk and a Roman villa at Bottisham, Cambs; as well as from intensive agro-industrial sites at Soham, Cambs; Beck Row and Newmarket, Suffolk. A large pottery production and industrial site at East Winch Norfolk has recently been published as an East Anglian Archaeology monograph, while other kiln sites have included early Roman production at Snape, Suffolk (published in the Journal of Roman Pottery Studies) and Horningsea, Cambs (published in the Proceedings of the Cambridge Antiquarian Society). Andrew is a long-standing committee member and contributor to the Study Group for Roman Pottery.

ASSOCIATE DIRECTOR & ENVIRONMENTAL ARCHAEOLOGIST
Dr John Summers PhD MSc BSc

Qualifications: PhD "The Architecture of Food", University of Bradford (2010)
MSc, Biological Archaeology, University of Bradford (2006)
BSc Hons, Bioarchaeology, University of Bradford (2005)

Experience: John is an archaeobotanist with a primary specialism in the analysis of carbonised plant macrofossils and charcoal. He has undertaken archaeobotanical analyses for numerous excavations, mainly in the Eastern region, including assemblages from a number of large Romano-British, medieval and multi-phased sites. In addition to work on Archaeological Solutions Ltd/Wardell Armstrong projects, John undertakes archaeobotanical assessment and analysis for a number of other archaeological units. He also maintains a connection with research projects in Scotland, including recent work with the University of

Bradford's Covesea Caves Project. In addition to archaeobotanical investigations, John is responsible for co-ordinating field survey with GPS and total station, as well as in house magnetic gradiometer surveys. With Archaeological Solutions Ltd/Wardell Armstrong, he has co-ordinated and written up a number of gradiometer surveys, including a number of large areas (up to 140ha) and cart-based surveys, in conjunction with our external consultant.

ASSOCIATE DIRECTOR - PROJECT MANAGER
Keeley-jade Bingham BA ACIfA

Qualifications: BA Hons, Archaeology and Geography, University of Southampton (2017)

Experience: Keeley-jade has over 5 years' experience supervising and coordinating archaeological fieldwork and geophysics projects across East Anglia. She has led numerous small to large trial trench evaluations, excavations and geophysical surveys (both handheld and cart based). Keeley-jade plays a leading role in geophysics at the Bury St Edmunds office and has trained multiple members of staff to correctly use magnetometry and GPS equipment.

Keeley now assists with the preparation of quotes, written schemes of investigation and the day-to-day management of the field team.

ARCHAEOLOGIST - ARCHIVES CO-ORDINATOR & FINDS MANAGER
Luke Harris

Qualifications: A-Level History, English Literature and Language and AS-Level Government and Politics, Northampton College (2006)

Experience: Since completing his advanced education, Luke has held a number of professional administrative roles with companies and institutions including Nationwide Building Society (2007–2011) and Civica (2013–2014). His duties and responsibilities in these posts included the supervision and coordination of co-workers, the handling of customer enquiries and the categorisation, collation and digitalisation of paper records. Luke has also gained valuable clerical experience through voluntary roles and work experience. Since joining Archaeological Solutions Ltd/Wardell Armstrong Luke has received training in finds recognition, finds and environmental processing/ storage, archiving and the deposition of archaeological archives.

POST-EXCAVATION TEAM

PRINCIPAL ARCHAEOLOGIST - PROJECTS MANAGER (POST-EXCAVATION)
Andrew Newton MPhil PCIFA

Qualifications: MPhil, University of Bradford (2004)
BSc (Hons), Archaeology, University of Bradford (2003)
Dip Professional Archaeological Studies, University of Bradford (2002)

Experience: Andrew has carried out geophysical surveys for GeoQuest Associates on sites throughout the UK and has worked as a site assistant with BUFAU. During 2001 he worked as a researcher for the Yorkshire Dales Hunter-Gatherer Research Project, a University of Bradford and Michigan State University joint research programme, and has carried out voluntary work with the curatorial staff at Beamish Museum in County Durham. Andrew is a member of the Society of Antiquaries of Newcastle-upon-Tyne and a Practitioner Member of the Institute for Archaeologists. Andrew joined Archaeological Solutions Ltd/Wardell Armstrong in 2005 as Project Officer writing desk-based assessments, he has since gained considerable experience in post-excavation work and his principal role is conducting post-excavation research and authoring site reports for publication. Significant post-excavation projects he has been responsible for include the Ingham Quarry Extension, Fornham St. Genevieve, Suffolk – a site with large Iron Age pit clusters arranged around a possible wetland area; the late Bronze Age to early Iron Age enclosure and early Saxon cremation cemetery at the Chalet Site, Heybridge, Essex; and, the high status Anglo-Saxon cemetery at Burwell Road, Exning, Suffolk. Andrew's work on the Iron Age settlement at Black Horse Farm, Sawtry, Cambridgeshire was recently published by BAR and he co-authored the recent *East Anglian Archaeology* monograph on the Romano-British industrial site at East Winch, Norfolk. Andrew also writes and co-ordinates Environmental Impact Assessments and has worked on a variety of such projects across southern and eastern England. In addition to his research responsibilities, Andrew undertakes outreach and publicity work and carries out some fieldwork.

PRINCIPAL ARCHAEOLOGIST - PROJECT OFFICER (POST-EXCAVATION)
Lindsay Lloyd-Smith BSc MPhil PhD

Qualifications: PhD, Archaeology, University of Cambridge (2008)
MPhil, Archaeological Research, University of Cambridge (2005)
BSc (Hons), Archaeology, Institute of Archaeology, UoL (1992)

Experience: Lindsay has over 25 years' experience in archaeology working on a wide variety of contract and research projects. As well as working in East Anglia for the Norfolk Archaeological Unit (1992), the Cambridge Archaeology Unit (repeatedly between 1995 and 2010), and most recently for Pre-Construct Archaeology (2016-2018), Lindsay's work and research has taken him to Belize (1992), the Netherlands (1992-1995), Sweden (1997-2004), India (1996-2005), Egypt (2002-2004), Malaysia (2000-2017), the Philippines (2006), Vietnam (2009), and South Korea (2011-2015). He was a member of the Niah Caves Project, Borneo (University of Cambridge, 2000-2004), which led on to his post-graduate research (MPhil,

PhD) into later prehistorical mortuary practice in Island Southeast Asia. Following this, he was a Post-Doctoral Research Associate on the Cultured Rainforest Project, University of Cambridge (2007-2011), responsible for archaeological fieldwork investigating the prehistory of the central highlands of Borneo. He spent four years (2011-2015) working as an Assistant Professor at the Institute for East Asian Studies, Sogang University, Seoul, South Korea, where he taught Area Studies and Southeast Asian Archaeology and directed the Early Central Borneo Project (2013-2016). During this time he also was lead editor for the newly launched journal *TRANS: Trans –Regional and –National Studies of Southeast Asia* published by Cambridge University Press. Returning to the UK in 2015, Lindsay worked at Leicester University as an Associate Tutor in the School of Archaeology and Ancient History where he designed and wrote a Distance Learning Masters Module in Archaeology and Education. Lindsay joined Archaeological Solutions Ltd/Wardell Armstrong in June 2018 and is responsible for the post-excavation management of large excavation projects, from the assessment, interpretation and synthesis of site data to the production of archaeological reports from assessment to publication level.

PRINCIPAL ARCHAEOLOGIST - POTTERY RESEARCHER
Peter Thompson MA

Qualifications: MA, Landscape Archaeology, University of Bristol (1999)
BA (Hons), Archaeology, University of Bristol (1998)

Experience: Peter has over two years commercial site excavation experience mainly with Bristol and Region Archaeological Services and the Bath Archaeological Trust. Peter joined HAT (now Archaeological Solutions Ltd/Wardell Armstrong) in 2002 to specialise in Anglo-Saxon and Medieval pottery research covering East Anglia and the Greater London areas, and also has good knowledge of Prehistoric pottery identification. Publications include pottery assemblages from a Late Bronze Age and Early Iron Age enclosure and Early Saxon cemetery at Heybridge, Essex (*Essex Archaeology and History 2008, Vol 39);* Saxon and Medieval settlement at Marham, Norfolk (*Norfolk Archaeology 2012, Vol 46*); Iron Age settlement and burials and Early Anglo-Saxon settlement from Harston Mills, Cambs (*East Anglian Archaeology 2016 Vol 157*); two rural Suffolk Anglo-Saxon sites at Snape and Oulton (*Anglo-Saxon Studies in Archaeology and History 2018, Vol 21*); A Medieval Grimston ware pottery assemblage at Pott Row, Norfolk *(Norfolk Archaeology 2014 Vol 48*); a medieval rural landscape at Stone, Bucks (*Records of Buckinghamshire 2018, Volume 58 part 1*); and a late medieval kiln site at Stowmarket, Suffolk (*forthcoming*). Peter has also written more than 100 Desk-Based Assessments primarily for commercial developers in both rural and urban locations. These include particularly archaeologically sensitive sites such as a double Scheduled Ancient Monument site at Kings Langley, Herts, and The Great Hospital in Norwich.

POST-EXCAVATION TEAM

PRINCIPAL ARCHAEOLOGIST – SMALL FINDS SPECIALIST
Ruth Beveridge BA MA PhD

Qualifications: PhD, Archaeology, Institute of Archaeology, University College London (2000)
MA, Archaeology, Institute of Archaeology, University College London (1992)
BA (Hons), Archaeology, University of Exeter (1987)

Experience: Ruth has been a professional archaeologist for over 30 years, beginning her career at the Museum of London as a field archaeologist working on urban excavations in central London. Moving into post-excavation she has been working with artefact assemblages on a range of sites across the country, with particular focus on East Anglia. Since 2008 she has worked as a metalwork and small finds specialist, beginning as freelance and then working full time for both Suffolk Archaeology CIC and Cotswold Archaeology. Ruth has reported on a wide variety of assemblages from multi-period urban sites in Norwich, Ipswich and Bury St Edmunds to a range of rural settlements of all periods across the eastern region. More recently Ruth has written publication reports on medieval urban metalwork assemblages from Gloucester and Bristol. In addition to working on Wardell Armstrong projects, Ruth undertakes assessment and analysis on small finds for other archaeological units.

Ruth undertook seven seasons of fieldwork in Vietnam between 1994 to 2000, ranging from excavation to survey and museum-based studies. She has maintained contact with the European Association of South-East Asian Archaeologists and the Indo-Pacific Prehistoric Association, for whom she has regularly provided conference presentations, most recently in 2018 in Hue, Vietnam

In addition to her specialist work, Ruth has considerable experience with archaeological archiving and the reporting, recording and closing of archaeological treasure cases.

PRINCIPAL ARCHAEOLOGIST - HISTORIC BUILDING RECORDING
Tansy Collins BSc MSt

Qualifications: MSt Building History, University of Cambridge (2015)
BSc (Hons), University of Sheffield, Archaeological Sciences (2002)

Experience: Tansy's archaeological experience has been gained on diverse sites throughout England, Ireland, Scotland and Wales. Tansy joined Archaeological Solutions Ltd/Wardell Armstrong in 2004 where she developed skills in graphics, backed by her grasp of archaeological interpretation and on-site experience, to produce hand drawn illustrations of pottery, and digital illustrations using a variety of packages such as AutoCAD, Corel Draw and Adobe Illustrator.

She is a historic building specialist with over fifteen years experience investigating and recording historic buildings, and is skilled in all aspects of such projects including technical analysis, research, drawn and photographic surveys. Tansy's knowledge was consolidated by completing, with Distinction, the MSt in Building History at the University of Cambridge. Her

dissertation focused on the under-researched topic of the marking of Baltic timber imported into Britain in the 18th and 19th centuries.

She has authored over 150 historic building reports from pre-application appraisals and impact assessments through to condition-based recording with monitoring during planned works that adhere to Levels 1 to 4 as outlined in guidance documents by Historic England. These projects include a number of regionally and nationally significant buildings, for example a previously unrecognised medieval aisled barn belonging to a small group of nationally important agricultural buildings, one of the earliest surviving domestic timber framed houses in Hertfordshire, a Cambridgeshire house retaining formerly hidden 17th century decorative paint schemes. Larger projects include The King Edward VII Sanatorium in Sussex, RAF Bentley Priory in London as well as the Grade I Listed Balls Park mansion in Hertfordshire.

SENIOR ARCHAEOLOGIST - HISTORIC BUILDING RECORDING
Liam Podbury BA

Qualifications: BA (Hons), Archaeology, Newcastle University (2016)

Experience: Throughout his higher education, Liam has gained extensive practical archaeological experience, assisting in the excavation of the Hasting Hill Neolithic Monument Complex in Sunderland and the excavation of an early Bronze Age metallurgy site in Sicily with the *Case Bastione Project*. After graduating Liam trained in the practical conservation of historic structures with the *National Heritage Training Group* and went on to work as a project manager, restoring and renovating numerous listed historic buildings. Liam joined Archaeological Solutions Ltd/Wardell Armstrong as a field archaeologist, working on a variety of commercial fieldwork projects, developing his practical skills and gaining a good understanding of various archaeological periods across the East of England. In 2019 he joined the historic buildings team, since then Liam has authored reports for a wide range of building types; both timber-framed and brick-built buildings with date ranges varying from the medieval period to the 20th century. Liam also conducts background research and contributes to archaeological report writing. He is CSCS certified and is trained in Emergency First Aid at Work.

SENIOR ARCHAEOLOGIST - DESK-BASED ASSESSMENTS
Kate Higgs MA (Oxon)

Qualifications: MA (Oxon), Archaeology & Anthropology, St Hilda's College University of Oxford (2004)

Experience: Kate has archaeological experience dating from 1999, having taken part in clearance, surveying and recording of stone circles in the Penwith area of Cornwall. During the same period, she also assisted in compiling a database of archaeological and anthropological artefacts from Papua New Guinea, which were held in Scottish museums.

Kate has varied archaeological experience from her years at Oxford University, including participating in excavations at a Roman amphitheatre and an early church at Marcham/ Frilford in Oxfordshire, with the Bamburgh Castle Research Project in Northumberland, which also entailed the excavation of human remains at a Saxon cemetery, and also excavating, recording and drawing a Neolithic chambered tomb at Prissé, France. Kate has also worked in the environmental laboratory at the Museum of Natural History in Oxford, and as a finds processor for Oxford's Institute of Archaeology. Since joining Archaeological Solutions Ltd/Wardell Armstrong in November 2004, Kate has researched and authored a variety of reports, concentrating on desk-based assessments in advance of archaeological work and historic building recording.

PRINCIPAL ARCHAEOLOGIST - ILLUSTRATOR
Kathren Henry

Experience: Kathren has over twenty-five years' experience in archaeology, working as a planning supervisor on sites from prehistoric to late medieval date, including urban sites in London and rural sites in France/ Italy, working for the Greater Manchester Archaeological Unit, Passmore Edwards Museum, DGLA and Central Excavation Unit of English Heritage (at Stanwick and Irthlingborough, Northamptonshire). She has worked with Archaeological Solutions Ltd/Wardell Armstrong (formerly HAT) since 1992, becoming Senior Graphics Officer. Kathren is Wardell Armstrong's principal photographer in the Bury St Edmunds office, specializing in historic building survey, and she manages the office's photographic equipment and dark room. She is in charge of the office Graphics Department, managing computerised artwork and report production. Kathren is also the principal historic building surveyor/illustrator, producing on-site and off-site plans, elevations and sections.

POST-EXCAVATION TEAM

PRINCIPAL SPECIALISTS LIST

GEOPHYSICAL SURVEYS	Dr David Bescoby Dr John Summers
AIR PHOTOGRAPHIC ASSESSMENTS	Aerial-Cam Ltd – SUMO Aerial Surveys
PHOTOGRAPHIC SURVEYS	K Henry
PREHISTORIC POTTERY	A Peachey MCIfA
ROMAN POTTERY	A Peachey MCIfA
SAXON & MEDIEVAL POTTERY	P Thompson
POST-MEDIEVAL POTTERY	P Thompson
FLINT	A Peachey MCIfA
GLASS	H Cool
COINS	R Henry
SMALL FINDS	Dr R Beveridge
SLAG	A Newton
ANIMAL BONE	J Curl
HUMAN BONE:	S Anderson
ENVIRONMENTAL CO-ORDINATOR	Dr J Summers
POLLEN AND SEEDS:	Dr R Scaife
CHARCOAL/WOOD	Dr J Summers
SOIL MICROMORPHOLOGY	Dr R MacPhail, Dr C French
CARBON-14 DATING:	SUERC Radiocarbon Laboratory
CONSERVATION	Drakon Heritage and Conservation

SENIOR SITE STAFF

PRINCIPAL ARCHAEOLOGIST - SENIOR PROJECT OFFICER
Kerrie Bull BSc

Qualifications: BSc Archaeology, University of Reading (2011)

Experience: During her undergraduate degree at the University of Reading Kerrie worked on the Lyminge Archaeological Project (2008), the Silchester 'Town Life' Project (2009) and the Ecology of Crusading Research Programme (2011). Through her academic and professional career, Kerrie has gained good experience of archaeological fieldwork and post-excavation techniques. Since joining Archaeological Solutions Ltd/Wardell Armstrong Kerrie has gained enhanced experience of commercial archaeological practice, and has managed the fieldwork elements of various large projects, including the excavation of Chilton Leys, Stowmarket. Kerrie's other responsibilities include the training and management of field staff, and professional liaison with clients and local authority representatives. Kerrie has contributed towards the dissemination of project outcomes through the production of 'grey' literature and published works. Kerrie is CSCS certified.

PRINCIPAL ARCHAEOLOGIST - SENIOR PROJECT OFFICER
Gareth Barlow MSc BA

Qualifications: MSc, Environmental Archaeology & Palaeoeconomy, University of Sheffield, (2003)
BA (Hons), Archaeology, King Alfred's College, Winchester (2002)

Experience: Gareth worked on a number of excavations in Cambridgeshire before pursuing his degree studies and worked on many archaeological projects across the UK during his university days. Gareth joined Archaeological Solutions Ltd/Wardell Armstrong in 2003 and has worked on numerous archaeological projects throughout the South East and East Anglia. Gareth is CSCS and First Aid at Work (St Johns Ambulance) qualified.

PRINCIPAL ARCHAEOLOGIST – PROJECT OFFICER
John Haygreen

Experience: John has extensive experience of working within the construction sector, including as a company director of a landscaping business. His duties and responsibilities in these posts included the supervision and coordination of co-workers, liaising with stakeholders to determine specific project design elements and managing projects to ensure deadlines were realised. Since joining Archaeological Solutions Ltd/Wardell Armstrong John has worked on a variety of commercial fieldwork projects, developing his knowledge and excavation, surveying and supervisory skills. John is a CPCS trained operator of 360 Excavators. John is also CSCS certified, passed the CITB Health and Safety Awareness Course and is trained in Emergency First Aid.

SENIOR SITE STAFF

PRINCIPAL ARCHAEOLOGIST – PROJECT OFFICER
Peter Clarke MSc BSc

Qualifications: MSc Bioarchaeology (Human Osteology), University of Exeter (2016)
BSc Archaeology with Forensic Archaeology, University of Exeter (2015)

Experience: Peter has worked in commercial archaeology for over three years, taking part in a variety of archaeological projects across East Anglia. He has taken part in all types of project from watching briefs to trial trench evaluations and large quarry sites. Peter has led several trial trench evaluations and excavations – involving liaising with clients and county archaeologists, communicating with project staff, and ensuring the projects are completed on schedule. He has also taken part in archaeological monitoring on several construction projects. Peter has also led several geophysical projects, using both handheld and cart-based methodologies. He is proficient at using a GPS and total station to stakeout jobs and survey features. Peter has experience writing reports for his sites, as well as preparing WSIs for future projects. He also spent time preparing digital archives for museum deposition. Peter has a CSCS card and First Aid training.

PRINCIPAL ARCHAEOLOGIST – PROJECT OFFICER
Christian Burgess BSc

Qualifications: BSc (Hons), Archaeology, Bournemouth University (2018)

Experience: During his Undergraduate degree, Christian worked with several universities and professional companies across multiple sites in the U.K and in the western Hebrides, most notable of which was on the island of Islay on several Mesolithic, Neolithic and Bronze Age sites including; 'Sloch Mesach', a Neolithic Clyde Cairn used through to the Bronze Age and 'Rubha Port an t-Seilich', a Mesolithic campsite. During his time at university Christian also worked in Dorset with the Durotriges project, a Bournemouth university led excavation, investigating the transition from the Iron Age to Roman Britain. Since leaving university and joining Wardell Armstrong as a site assistant Christian has worked on a great many projects in the East Anglian area, these include an Anglo-Saxon cemetery at Oulton, Suffolk and a Bronze Age ring ditch at Thorley, Hertfordshire. Christian has gained valuable experience in site coordinating, excavation strategies and efficient and professional interpreting and recording systems. As a Supervisor his duties include the carrying out of Watching Briefs and direction of small/medium scale evaluations, management and supervision of site staff, liaison with clients and local authority representatives and managing fieldwork timescales with deadlines. Christian also assists in the creation of 'grey' literature and published literature during the post excavation processes. He is CSCS qualified and has completed a First Aid at Work Course.

SENIOR SITE STAFF

SENIOR ARCHAEOLOGIST - SUPERVISOR
Shannon Lucas BA, PCIfA

Qualifications: BA (Hons), Archaeology, University of York (2019)

Experience: Shannon has over four years' experience in commercial archaeology, working on a variety of projects within North Yorkshire and across East Anglia. Shannon has an extensive knowledge of Osteology through university studies, analysing monastic cemeteries in Yorkshire to produce skeletal reports. This has transferred to the field where she spent time excavating a large Anglo-Saxon cemetery in Oulton, Suffolk. Since joining Archaeological Solutions Ltd/Wardell Armstrong in 2019, she has been involved in small and large trial trenching evaluations, excavations and monitoring construction projects. Shannon has led several trial trench evaluations and excavations, including large quarry projects. She is proficient in supervising geophysical projects using the handheld methodologies, GPS and total station in order to stakeout or survey fieldwork projects. Shannon regularly liaisons with clients, county archaeologists and communicates with project staff to create a happy working environment, ensuring projects are completed to schedule. She often assists in writing archaeological reports of her own sites. Shannon frequently takes responsibility for the training and development of staff on site. Shannon has a CSCS card and Emergency First Aid training.

SENIOR ARCHAEOLOGIST - SUPERVISOR
Emma Warner BA MSc

Qualifications: MSc, Forensic Archaeology, Bournemouth University (2018)
BSc (Hons), Physical Geography, The University of Reading (2017)

Experience: During her studies Emma gained experience taking part in a range of fieldwork projects. This includes the excavation of Neolithic sites with Islay Heritage in the Hebrides and an Early Christian Basilica in Southern Cyprus with Grampus heritage. Emma was awarded a space on the Undergraduate Research Opportunities Programme, her project focusing on the application of geophysics to identify a buried river channel within a floodplain. Emma has worked within commercial archaeology since 2019, providing her extensive experience throughout East Anglia on a wide range of excavations. During her time with Wardell Armstrong she has assisted on larger projects with the running of excavations and training of staff as well as undertaking lone work through archaeological monitoring for small construction projects. Emma is CSCS certified.

APPENDIX 2

Data Management Plan

Data Management Plan (DMP)

Section 1: Project Administration

Project ID / OASIS ID
Project No: BE10863 ECB Reference: **ECB7226** OASIS ID: wardell2a-520185 NGR: TL 6512 7481 Planning Application: 19/02517/FUL
Project Name
Church of St Mary Magdalene, Church Road, Warboys
Project Description
Monitoring and Recording
Project Funder / Grant Reference
The Parochial Church Council of St Mary Magdalene
Project Manager
Dr Rhodri Gardner MCIfA
Principal Investigator / Researcher
Wardell Armstrong LLP
Data Contact Person
Project Manager
Date DMP Created
24/06/2024
Date DMP Last Updated
24/06/2024
Version
1
Related Data Management Policies
A requirement for a digital data management plan is listed under section 6.7 of the CHET brief for the project.As stipulated in the project brief, the DMP will be treated as a 'living' document and will be periodically reviewed and amended throughout each stage of the project. In the event of any major amendments to the DMP, a revised version will be submitted to CHET for review. The data management policy follows the 'Dig Digital' DigVentures guidance and template for managing and producing digital archives & data management plans, as well as implementing standards and guidance fromCifA & the Archaeology Data Service (ADS). https://digventures.com/projects/digital-archives/.
ECB Reference Number – ECB7226
At the archiving stage of the project research, the ECB reference will be labelled clearly on everything withinthe project's digital, documentary, and physical archive to maintain consistency and accuracy throughout.

Section 2: Data Collection

Data Collection & Creation - Selection Strategy
Following a strategy of selection after the project has been completed, many digital files may be removed from the archive in prep as they will not be necessary for deposition or may be duplicates of other files already included within the archive. The CCC guidelines will be consulted to see what files are required to be retained within the archive: https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/archaeology/archives/depositing- archaeological-archive-in-cambridgeshire. Advice and guidance on the selection strategy will also involve consulting with other colleagues internally withinthe company, to ensure that all relevant data produced for the project is included within the project archive. Useful resources such as the ClfA selection toolkit & digital archive guidance will be considered in this processof archiving via: https://www.archaeologists.net/selection-toolkit https://www.archaeologists.net/projects/digital-archives-archaeology. The data that will be selected for inclusion within the archaeological archive will largely be present within theinitial project folder. However, by reviewing the files within each project, the archive can be reduced significantly and become much more succinct and useful for potential future research. For example, multiple copies of the same image can be removed so that the 'Photos' folder contains a clear and organised representation of each shot taken on site. Likewise, duplicates of the report can be reduced to inclusion only of the final PDFA copy rather than including all the previous versions which otherwise might cause confusion ifthe archive is later re-visited. However, just as data can be removed from the archive, data will also be added. For example, any finds data or specialist reports will be copied over to the digital archive and reviewed in the same process. These files are stored in the internal Projects drive N:\BE\BE10863 – Church of St Mary Magdalene. Relevant admin data (WA document formats) will also be created and added to the archive, such as a completed 'Transfer of Ownership Form' (evidence of the agreed transfer of the archaeological archive to the Cambridgeshire County Council Archaeological Archive Facility signed by the landowner), the 'Documentary Archive Form' (an index to the contents of the documentary archive), 'Licence of Copyright Form', 'Archive Transfer Form' & a 'File List/Metadata' for the project.

Data Collection & Creation - File Re-Naming, Conversion & Selection Procedures/Examples
Documents: In addition to reviewing the CCC guidelines, the following ADS 'Guides for Good Practice' resources may alsobe reviewed for guidance on relevant data collection and acceptable file formats which support long-term access and preservation of an archive: http://guides.archaeologydataservice.ac.uk/g2gp/Contents https://archaeologydataservice.ac.uk/advice/FileFormatTable.xhtml. As part of the archiving process, all DOC & PDF files will be converted to a PDFA standard (via software suchas PDFCreator or PDF24). Each file within the project archive will also be re-named in the following order, ensuring all spaces areremoved from file names: ECBRef_WorkPhase_FileName (_PDFA if it is a converted PDF file). Examples: - ECB7226_TT_OASIS-Form_PDFA - ECB7226_TT_Archive-Transfer-Form_PDFA - ECB7226_TT_Finds-Concordance Graphics: Once complete, all graphics files will be reviewed as part of the selection strategy. Any PDF files will

be combined into 1 PDFA file and added to the main graphics folder for the project archive, then re-named as below.
Examples:
- ECB7226_TT_Combined-Figs_PDFA
- ECB7226_TT_Layout
- ECB7226_TT_Fig-2_DSLP

Within the selection strategy, any graphics files that do not have 'Fig' in the name or any .bak & .dxf files arelikely to be deemed unnecessary for deposition and will be removed from the digital archive.

Photos:
During the selection strategy, any exact duplicates of photos from the site will be deleted before being compiling into 1 folder (or folders separated by different work phases). These will then be re-named in bulk with the ECBRef_WorkPhase_Photo-Number- with shot numbers added to the end of the file names – see below:
Examples:
- ECB7226_TT_Photo-001_ID-Shot
- ECB7226_TT_Photo-002_Site-Shot
- ECB7226_TT_Photo-003_Shot-1
- ECB7226_TT_Photo-004_Shot-1a
- ECB7226_TT_Photo-005_Shot-2

When re-named, a contact sheet of the digital photos will be created and added to the 'Primary-Docs' file in the digital SiteRecords folder.

Folder Structure & File Organisation
The project folder will be re-named to include the ECB Reference (**ECB7226**) and any spaces will be removed from the site name.
Example:
- ECB7226_Church-of-st-mary-magdalene

Within the main project folder, the following generic folder structure will be implemented, with each fileorganised into the appropriate folders:
- Admin (File List & Metadata; PDFA versions of the following: Transfer of Ownership Form, DocumentaryArchive Form, Licence of Copyright Form, Archive Transfer Form; OASIS Form, Brief & WSI)
- Database (Finds Concordance, Sample Concordance & any other relevant SpecialistSpreadsheet/Database Files)
- Finds (PDFA versions of any Specialist Finds Reports)
- Graphics (PDFA combined version of the PDF Figures used in the report, Any CDR, DWG & JPG figures)
- Photos (Digital Site Photos)
- Report (PDFA version of the Final Report)
  - Appendices (PDFA versions of the following: Any Appendix, the Photo Index & Finds Concordance)
- SiteRecords ('Primary-Docs': A scanned copy of the Documentary Archive compiled with necessary digital files created for the archive)

Section 3: Documentation and Metadata

Metadata Documentation Format
When all digital files have been prepped, a File List & Metadata are required to be created and included within the digital archive. A file list in the format of a text (.txt) document will be generated through WA software and procedures and will feature basic information of the project archive data (file names, date/time of creation and file sizes in bytes).

Information from the file list will also be transferred and expanded on into a more detailed metadata file and saved as a text (.txt) document. The metadata file will therefore provide further file-specific information such as: software/camera type (examples: Adobe Acrobat/Microsoft Word/AutoCAD/CANON), software/camera versions (examples: Adobe Acrobat X Professional/Microsoft Office 2016/AutoCAD 2012 LT/Canon EOS 4000D), file conversions (example: 'The.pdf figure was created from the CorelDRAW original using CorelDRAW Graphics Suite X6 and converted to PDFA'), as well as a brief summary of the contents of the documentary and physical archives (example of an WA metadata structure below).

```
ECB5757_TT_Metadata

PAPER ARCHIVE -  <1 Box
DOCUMENT FILE -  Report, Field Records, Photographs & Drawings

REPORT - 5931
INTRO / OASIS FORM / BRIEF / WSI
EVALUATION TRENCH RECORD SHEET
CONTEXT REGISTER
CONTEXT SHEETS (1000 - 1039)
SHEET REGISTER
DRAWING REGISTER
DIGITAL PHOTO REGISTER / CONTACT SHEETS - SHOTS 1 - 44
EVALUATION TRENCH ARTEFACT SAMPLING OF TOPSOIL & SUBSOIL SHEET
SAMPLE REGISTER
A3 PERMATRACE DRAWINGS
MISC

FINDS

<1 Box of Finds

DIGITAL FILES

The Word processed documents were created in Microsoft Office Word using Microsoft Office 2016.
PDF/A versions were created directly from Microsoft Word using the Adobe PDF maker 9.0 plugin.
All PDF/A files conform to PDF/A-1b and have been verified using Adobe Acrobat Professional V.9.0.

DOCUMENTS

Admin

DATE AND TIME OF               FILE                  FILE_NAME / CONTENT
CREATION                       (BYTES)

01/12/2020 - 09:32             148,043               ECB5757_TT_Brief_PDFA.pdf
21/01/2021 - 10:29             36,230                ECB5757_TT_Documentary-Archive-Form_PDFA.pdf
21/01/2021 - 10:24             62,253                ECB5757_TT_Licence-of-Copyright-Form_PDFA.pdf
21/01/2021 - 10:24             60,040                ECB5757_TT_Museum-Transfer-Form_PDFA.pdf
01/12/2020 - 09:31             91,546                ECB5757_TT_OASIS-FORM_PDFA.pdf
01/12/2020 - 09:30             274,428               ECB5757_TT_Report-Approval_PDFA.pdf
01/12/2020 - 09:31             160,036               ECB5757_TT_Transfer-of-Ownership_PDFA.pdf
01/12/2020 - 09:31             766,758               ECB5757_TT_WSI_PDFA.pdf
28/01/2021 - 08:29             10,421                ECB5757_TT_File-List.txt
28/01/2021 - 08:33             12,184                ECB5757_TT_Metadata.txt

SiteRecords

DATE AND TIME OF               FILE                  FILE_NAME / CONTENT
CREATION                       (BYTES)

26/01/2021 - 09:13             31,152,154            ECB5757_TT_Primary-Docs_PDFA.pdf
```

Example section of a metadata document

It will be ensured that all files from the file list are also present in the metadata document under the relevant subject area. When all checks have been made, the file will be saved as ECB7226_TT_Metadata.txt.

Section 4: Ethics and legal compliance

Management of Ethical, Copyright and Intellectual Property Rights (IPR) Issues
Compliance of all ethics and legal matters will be maintained and verified throughout each stage of theproject by the Project Manager. Where formal permissions and/or license agreements are linked to data sharing, these will be included in the project archive folder. During the compilation of the digital archive, appropriate documents such as the'Transfer of Ownership', 'Licence of Copyright Form', 'Archive Transfer Form', 'Purchase Order Form' & 'Deposition Letter' will be completed by the Archives Officer to accompany the archive and maintain compliance of legal archive management procedures. The archive will also not be deposited until every effort to contact the original landowner has been made togain a completed 'Transfer of Ownership Form'. However, after 3 failed attempts to contact the landowner,a 'Due Diligence Form' will be completed and will serve as sufficient transfer of ownership for the archive asper WA procedures.

Section 5: Data Security: Storage and Backup

Data Accessibility, Storage & Preservation Procedures
As previously specified, all data from the working project archive will be stored in a project specific folderon internal servers. These servers are routinely backed up at each stage of the project research, to maintainan up-to-date security copy of all the project data. Furthermore, all site records and data collected will bereviewed throughout stages of the project delivery to maintain data accuracy and security. Project files will be shared with external specialists directly using the same servers, with the wider project team gaining access to only the files needed using a controlled permissions-based access.

Section 6: Selection and Preservation

Which Selection of Data to be Retained, Shared, and/or Preserved
The guidelines for deposition of archives in Cambridgeshire (2020) are stored digitally on the internal WA Server and are also available online via the CCC website. However, as the guidelines may be altered in the future, the most up to date guidance will be checked regularly, and any changes/new versions of the guidelines will be used to update internal WA systems accordingly to ensure the new information is integrated into archive preparation. As previously stated, a selection strategy of data will be implemented whilst maintaining compliance with the Cambridgeshire guidelines to create a project archive that can be effectively used for future research purposes.
Long-Term Preservation Plan
The guidelines for Cambridgeshire state that the digital archive generated as part of this project should bedeposited with the Archaeology Data Service (ADS) - a Core Trust Seal certified data repository. The ADS guidelines for depositors is available online and will be consulted during the preparation of the digital archive: http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.
Digital Archive Completion & Deposition
Upon finalisation of the digital archives, as per the county guidelines, the archives will be uploaded to the ADS repository, ensuring sustainable long-term preservation for the data. The ADS will be contacted and consulted when the project reaches the archiving stage. The data will then be uploaded to the ADS only whena deposition has been formerly arranged with Cambridgeshire County Council Archaeological Archive Facility in case there is further data to be added to the archive.
Archive Data Costing

All costs of archiving will have been considered within the initial costing breakdown of the project work. This costing will also follow the current CCC guideline requirement of an archive deposition fee being priced at £100 per box (or a minimum of £50 per archive). However, as the cost of archiving may change in the future,the most current guidance and costs schedule will be checked regularly, and any changes will be updated. on this document and internal systems accordingly to ensure the new costs are integrated into deposition costs.

All costs of digital archiving will have been considered within the initial costing breakdown of the project work. This will ensure that the cost of depositing the digital archive with the appropriate repository (Archaeology Data Service) is acknowledged at the forefront of the project research, as well as consideringthe cost of the overall data management and archiving process.

Section 7: Data Sharing

Data Sharing & Accessibility Procedures
The project archive will facilitate suitable public access to any evidence acquired during the investigation through the records gathered and produced: This objective will be achieved through implementing the selection strategy of the digital data (outlined in Section 2 of this document), ensuring that the archive contains a concise and coordinated record of the investigation that will allow efficient use in any potential future research. Once the deposition of the archive has taken place, the digital data will remain preserved and accessible via the ADS.
Data Sharing Restrictions
Any data specific requirements or legal/ethical restrictions and issues which are linked to specific dataformats will be added to an updated version of this DMP and documented within the project archive.

Section 8: Responsibilities

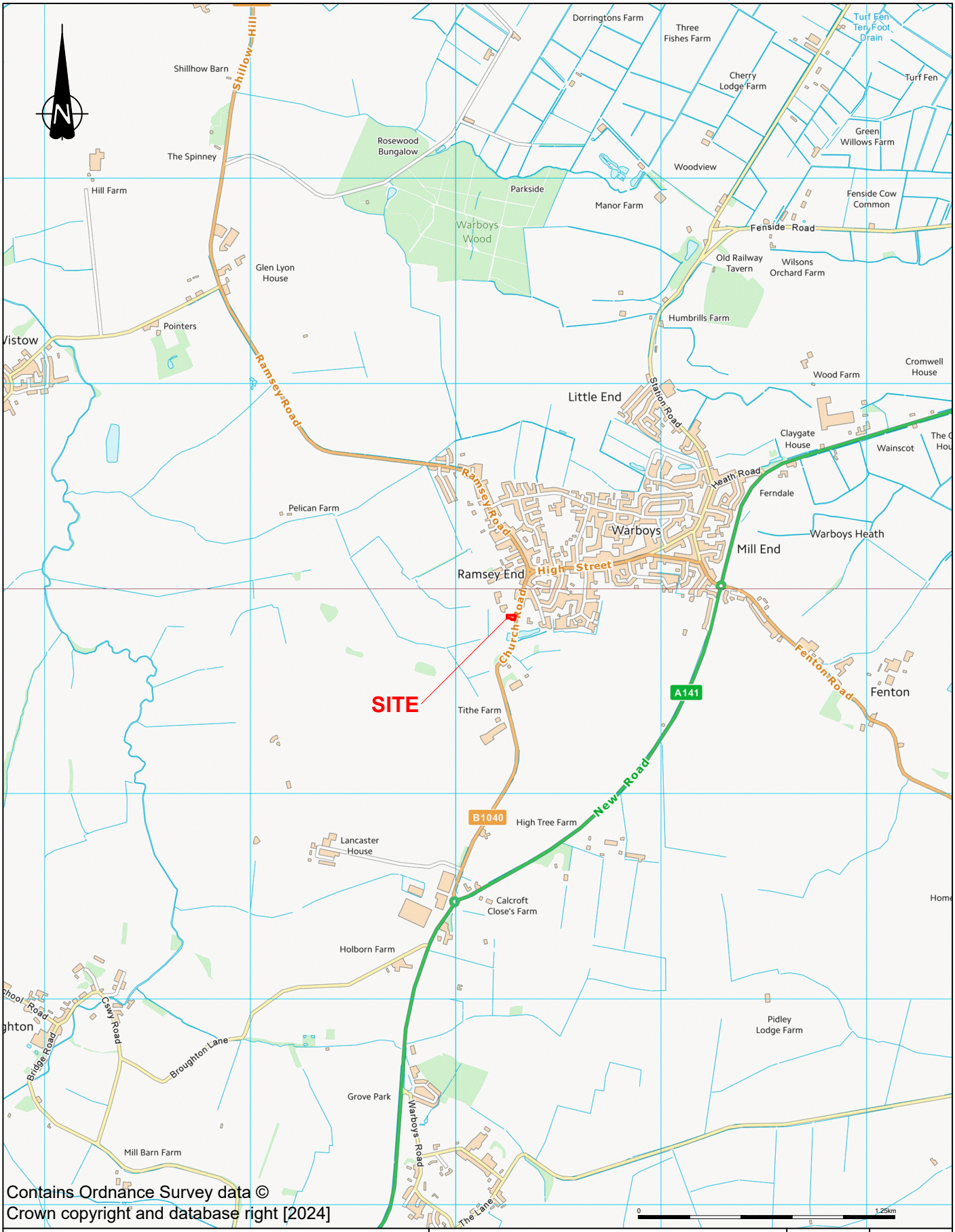
Data Management Plan Responsibilities
The Cambridgeshire Guidelines - specifically regarding digital archiving requirements will be checked and implemented throughout the course of the project by all staff involved with producing data for the digital archive. The Project Manager will be responsible for developing the Written Scheme of Investigation (WSI) for the project, alongside updating and implementing the DMP for the project; ensuring that the DMP is reviewed and revised at each stage of the project research. The Admin Team will be responsible for such processes as checking that the site to be deposited has been signed off and the report completed, as well as ensuring that the digital OASIS Form has been completed forthe site to be archived. The Field Team will be responsible for maintaining accuracy of documentation and data captured on site, which will be digitised upon completion of the fieldwork. The Graphics Team will be responsible for creating and maintaining graphics files to be used in the production of the project report, which will be written by the Post-Excavation Team. The overall compilation of the archive, including producing relevant forms, metadata, file conversions/re- naming, strategic selection and general archiving of all digital data in conjunction with digitising all relevantdocumentary material will be undertaken and verified by the Archives Officer. The Finds Coordinator will prepare any relevant finds data (such as concordances) to be used for archiving.Finds Specialists will also be responsible for reviewing the finds and creating a digital dataset

of the projectfindings.

Both the Archives Officer & Finds Coordinator are therefore responsible for respecting and following the county guidelines throughout the preparation of the project during the archive stage, as well as ensuring thefinal transfer of the archaeological project archive to Cambridgeshire County Council Archaeological Archive Facility.

Further details of the core project team are included within the Written Scheme of Investigation for the project.

DRAWINGS

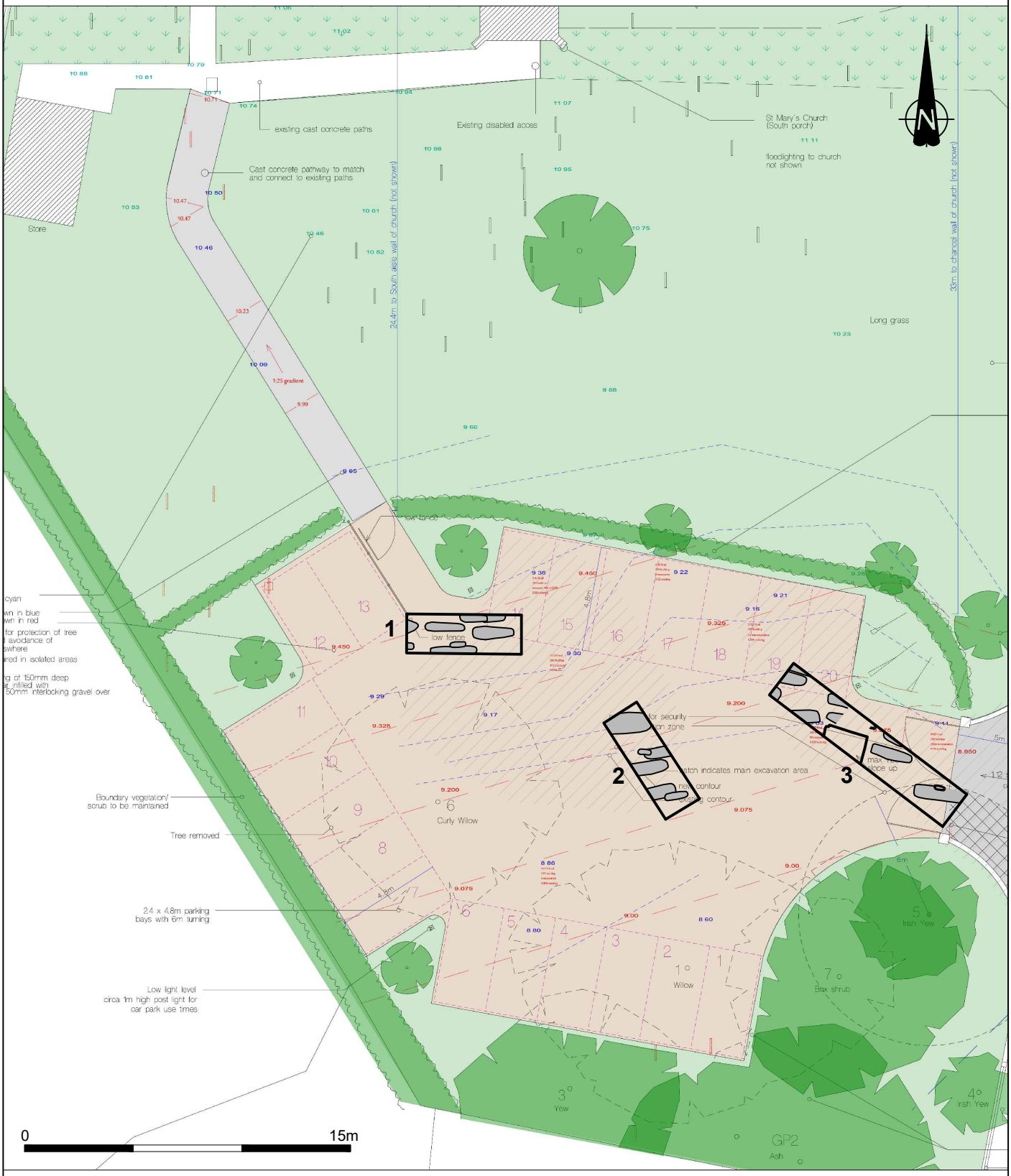


Contains Ordnance Survey data © Crown copyright and database right [2024]

CLIENT: Parochial Church Council of St Mary Magdalene	DRG No.: BE10863-101	REV: A	SUIT.
PROJECT: Church of St Mary Magdalene, Church Road, Warboys	SIZE: A4	SCALE: 1:25,000	DATE: 24/06/2024
DRAWING TITLE: Figure 1 Site location plan	DRAWN BY: JS		
	CHECKED BY: KJB		
	APPROVED BY: RG		

wardell armstrong

N:\BE\BE10863\03 - DESIGN\AUTOCAD\001 WSI\BE10863 FIGS 1 AND 2.DWG



CLIENT: Parochial Church Council of St Mary Magdalene	DRG No.: BE10863-102	REV: A	SUIT.
PROJECT: Church of St Mary Magdalene, Church Road, Warboys	SIZE: A4	SCALE: 1:250	DATE: 24/06/2024
DRAWING TITLE: Figure 2 Trial Trench results (Basemap copyright Campbell McCrae Ltd)	DRAWN BY: JS		
	CHECKED BY: KJB		
	APPROVED BY: RG		

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N:\BE\BE10863\03 - DESIGN\AUTOCAD\001 WSI\BE10863 FIGS 1 AND 2.DWG

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