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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

JULY 2024; REVISED DECEMBER 2024

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DATE ISSUED:	**JULY 2024; Revised DECEMBER 2024**
JOB NUMBER:	**BE10863**
EVENT NUMBER:	**ECB7226**
REPORT NUMBER:	**0001**
VERSION:	**V2**
STATUS:	**FOR ISSUE**

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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 Reference 24/00370/FUL) was granted by Huntingdonshire District Council in September 2024 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 read as follows:

'4. 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: to safeguard archaeological assets within the approved development boundary from impacts relating to any demolition or groundworks associated with the development scheme and to ensure the proper and timely preservation and/or investigation, recording, reporting, archiving and presentation of archaeological assets affected by this development, in accordance with nationl policies contained in the National Planning Policy Framework (DLUHC 2023).

1.1.4 The archaeological advisors to Huntingdonshire District Council, the Cambridgeshire County Council Historic Environment Team (CCCHET), have provided a Brief (dated

July 2024) for the required Archaeological Monitoring and Recording which should take place during **all** development groundworks. A **graveyard recording survey** is also required for any headstones and tombs effected by the proposed work.

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:

- *Standard for archaeological monitoring and recording*. Chartered Institute for Archaeologists: Reading (CIfA 2023).
    - *'Archaeological monitoring and recording will record and report on the archaeological resource within a specified area, using methods that are described in a project design that is fit for purpose. The programme of work undertaken will be carried out by suitably competent persons in accordance with that project design and the CIfA Code of conduct and give due regard to the guidance for archaeological monitoring and recording. All archaeological monitoring and recording will result in a report, published accounts where appropriate, and a stable, ordered, accessible archive'.*
- *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 section has been largely taken from the 2019 Archaeological Solutions Evaluation report (Barlow & Podbury 2019). An updated HER search has been provided alongside the new Brief and any updates inserted into the below sections.

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; limited to ditches recorded c.900m to the north and south of the site respectively (CHER MCB22408 and MCB23453) and a probable Roman ladder settlement (MCB27649) at Farriers Way formed by a series of enclosures and a trackway investigated during a geophysical survey (Trace 2017) and an evaluation (Graham 2018). 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). An evaluation on Ramsey Road revealed evidence of medieval activity, including three pits, a ditch and two postholes with metalworking residues suggestive of small scale industry (CHER MCB18587) 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 02870, 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(CHER CB15154).

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 (CHER MCB27647). 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:

- Record the current position of headstones and their new locations within the graveyard;
- 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;
- Archaeological remains exposed during to groundworks will be excavated, recorded, and interpreted to an acceptable standard
- 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 All intrusive groundworks must be monitored by an Archaeologist as per section 2.2 of the CCCHET brief. This will include ground reduction for the car park, drainage runs, new footpaths, service trenches and any landscaping.

4.1.6 The duration of groundworks is unknown at this time.

4.1.7 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 (**ECB7226**) has been issued by the Cambridgeshire Historic Environment Record and will be included on all future project documentation.

4.1.8 Prior to the relocation of headstones, Wardell Armstrong will conduct a graveyard survey (see 4.5 below) to record the current position of headstones set to be moved. The new positions of these headstones should also be plotted.

4.1.9 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.

4.1.10 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 At least one weeks 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 Prior to the relocation of headstones, Wardell Armstrong will conduct a graveyard survey to record the current position of headstones set to be moved. The new positions of these headstones should also be plotted.

4.4.2 All features and gravestones/headstones 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.

4.4.3 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.

4.4.4 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.

4.4.5 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 Graveyard Survey

4.5.1 As per the CCCHET Brief (Section 5), prior to the movement of any graves or infilling of underground grave structures such as tombs, a survey will be carried out to record headstones and tombs effected by the works.

4.5.2 The graveyard survey will conform to all relevant guidance recommended by CCCHET, including the CBA handbook *Recording and Analysing Graveyards* (Mytum 2000).

4.5.3 The locations grave markers 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. A full photographic record of each effected grave marker will be included with reference to location and direction of shots and the location of the grave marker.

4.5.4 A record will be kept of the new location of any grave marker that is permanently moved.

4.5.5 Information on the number of individuals commemorated with dates and any legible inscriptions will be recorded alongside monument type, style, alignment, dimensions, condition and any symbolic or decorative treatments.

4.5.6 The report shall include an account of the above methodology employed, evaluation of the data and a summary of findings, including analysis of how the findings relate to what is known of the history of the site.

4.6 Recording Human Remains

4.6.1 In the event that human remains, both inhumations and/or cremations, are exposed during the course of the works, which is likely due to the nature of the site, CCCHET and the local coroner will be 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.

4.6.2 Any excavation of human remains would only be carried out following advice from CCCHET and always in accordance with specialist recommendations. It is expected that both articulated and disarticulated remains will remain in situ, within the church grounds and will not be removed from site.

4.6.3 Wardell Armstrong will have an appropriately qualified and experienced osteoarchaeologist (see Appendix 1) available to consult for excavation and sampling strategies in the unlikely scenario that this becomes necessary.

4.6.4 In the unlikely 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.

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

4.6.6 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).

4.7 Finds recovery and processing

4.7.1 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).

4.7.2 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.

4.7.3 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.

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

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

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

4.8 Treatment of treasure

4.8.1 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.

4.8.2 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.

4.9 Palaeoenvironmental Sampling

4.9.1 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).

4.9.2 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.

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

4.9.4 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.

4.9.5 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.

4.9.6 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: Monitoring Report (as per 4.6 of the CCCHET Brief)
- 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 necessity for further reporting would be determined by the features revealed and the finds assemblage/samples. CCCHET would determine the necessity for further reporting/further fieldwork.

5.2 Monitoring Report

5.2.1 It is expected that the production and submission of a monitoring Report could be undertaken in 4 weeks of completion of the Watching Brief.

5.2.2 As a minimum, the Monitoring Report will conform to the CHET Monitoring and Recording guidance rev 06 (as per section 4.6 of the CCCHET Brief). It 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;

- an account of the methodology employed during the graveyard survey, evaluation of the data, summary of findings and analysis of how this relates to the known history of the site;
- 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 and within 2 weeks of approval.

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 monitoring 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.

7.1.7 WA maintains appropriate insurance cover for the project, including Public and Employers Liability (£10 million each) and Professional Indemnity cover of £2m as standard.

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APPENDICES

APPENDIX 1

Staff Profiles and External Specialists

MANAGEMENT TEAM

REGIONAL DIRECTOR
[redacted] PhD MSc BA MCIfA

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

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

[redacted] 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. [redacted] is responsible for the delivery and overall quality of our archaeological projects undertaken in the East of England.

In a c. [redacted] career [redacted] 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.

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

ASSOCIATE DIRECTOR - PROJECT MANAGER
[redacted] BA MCIfA

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

Experience: [redacted] has been working as a professional Archaeologist in East Anglia since the mid [redacted] 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 [redacted] 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. [redacted] 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.

[redacted] 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)
[redacted] BA MCIfA

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

Experience: [redacted] has been working as a specialist across East Anglia and adjacent regions since [redacted] 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 [redacted] 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). [redacted] is a long-standing committee member and contributor to the Study Group for Roman Pottery.

ASSOCIATE DIRECTOR & ENVIRONMENTAL ARCHAEOLOGIST
[redacted] 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: [redacted] 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, [redacted] undertakes archaeobotanical assessment and analysis for a number of other archaeological units. [redacted] 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, [redacted] 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, [redacted] 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
[redacted]BA ACIfA

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

Experience: [redacted] has over [redacted] years' experience supervising and coordinating archaeological fieldwork and geophysics projects across East Anglia. [redacted] has led numerous small to large trial trench evaluations, excavations and geophysical surveys (both handheld and cart based). [redacted] 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.

[redacted] 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
[redacted]

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

Experience: Since completing [redacted] advanced education, [redacted] has held a number of professional administrative roles with companies and institutions including Nationwide Building Society (2007–2011) and Civica (2013–2014). [redacted] 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. [redacted] has also gained valuable clerical experience through voluntary roles and work experience. Since joining Archaeological Solutions Ltd/Wardell Armstrong [redacted] 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)
[redacted] **MPhil PCIFA**

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

Experience: [redacted] has carried out geophysical surveys for GeoQuest Associates on sites throughout the UK and has worked as a site assistant with BUFAU. During 2001 [redacted] 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. [redacted] is a member of the Society of Antiquaries of Newcastle-upon-Tyne and a Practitioner Member of the Institute for Archaeologists. [redacted] joined Archaeological Solutions Ltd/Wardell Armstrong in 2005 as Project Officer writing desk-based assessments, [redacted] has since gained considerable experience in post-excavation work and [redacted] principal role is conducting post-excavation research and authoring site reports for publication. Significant post-excavation projects [redacted] 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. [redacted] 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. [redacted] 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 [redacted] research responsibilities, [redacted] undertakes outreach and publicity work and carries out some fieldwork.

PRINCIPAL ARCHAEOLOGIST - PROJECT OFFICER (POST-EXCAVATION)
[redacted] **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: [redacted] has over [redacted] 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), [redacted] work and research has taken [redacted] 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). [redacted] was a member of the Niah Caves Project, Borneo (University of Cambridge, 2000-2004), which led on to [redacted] post-graduate research (MPhil,

PhD) into later prehistorical mortuary practice in Island Southeast Asia. Following this, [redacted] 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. [redacted] spent four years (2011-2015) working as an Assistant Professor at the Institute for East Asian Studies, Sogang University, Seoul, South Korea, where [redacted] taught Area Studies and Southeast Asian Archaeology and directed the Early Central Borneo Project (2013-2016). During this time [redacted] 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, [redacted] worked at Leicester University as an Associate Tutor in the School of Archaeology and Ancient History where [redacted] designed and wrote a Distance Learning Masters Module in Archaeology and Education. [redacted] 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
[redacted] MA

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

Experience: [redacted] has over [redacted] commercial site excavation experience mainly with Bristol and Region Archaeological Services and the Bath Archaeological Trust. [redacted] 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*). [redacted] 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
[redacted] 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: [redacted] has been a professional archaeologist for over [redacted] beginning her career at the Museum of London as a field archaeologist working on urban excavations in central London. Moving into post-excavation [redacted] has been working with artefact assemblages on a range of sites across the country, with particular focus on East Anglia. Since 2008 [redacted] 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. [redacted] 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 [redacted] has written publication reports on medieval urban metalwork assemblages from Gloucester and Bristol. In addition to working on Wardell Armstrong projects, [redacted] undertakes assessment and analysis on small finds for other archaeological units.

[redacted] undertook seven seasons of fieldwork in Vietnam between 1994 to 2000, ranging from excavation to survey and museum-based studies. [redacted] 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 [redacted] specialist work, [redacted] has considerable experience with archaeological archiving and the reporting, recording and closing of archaeological treasure cases.

PRINCIPAL ARCHAEOLOGIST - HISTORIC BUILDING RECORDING
[redacted] BSc MSt

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

Experience: [redacted] archaeological experience has been gained on diverse sites throughout England, Ireland, Scotland and Wales. [redacted] 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.

[redacted] 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. [redacted] knowledge was consolidated by completing, with Distinction, the MSt in Building History at the University of Cambridge. [redacted]

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

[redacted] 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
[redacted] BA

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

Experience: Throughout [redacted] higher education, [redacted] 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 [redacted] 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. [redacted] joined Archaeological Solutions Ltd/Wardell Armstrong as a field archaeologist, working on a variety of commercial fieldwork projects, developing [redacted] practical skills and gaining a good understanding of various archaeological periods across the East of England. In 2019 [redacted] joined the historic buildings team, since then [redacted] 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. [redacted] also conducts background research and contributes to archaeological report writing. [redacted] is CSCS certified and is trained in Emergency First Aid at Work.

SENIOR ARCHAEOLOGIST - DESK-BASED ASSESSMENTS
[redacted] MA (Oxon)

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

Experience: [redacted] 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, [redacted] also assisted in compiling a database of archaeological and anthropological artefacts from Papua New Guinea, which were held in Scottish museums.

POST-EXCAVATION TEAM

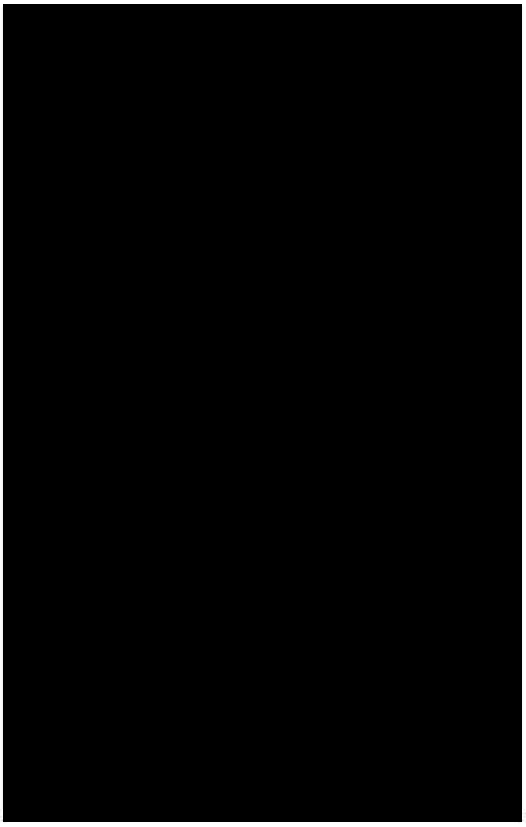
[redacted] has varied archaeological experience from [redacted] years at Oxford University, including participating in excavations at a Roman amphitheatre and an early church at Marcham/ Frilford in Oxfordshire, with the Bamburgh Castle Research Project in Northumberland, which also entailed the excavation of human remains at a Saxon cemetery, and also excavating, recording and drawing a Neolithic chambered tomb at Prissé, France. [redacted] 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, [redacted] has researched and authored a variety of reports, concentrating on desk-based assessments in advance of archaeological work and historic building recording.

POST-EXCAVATION TEAM

PRINCIPAL SPECIALISTS LIST

GEOPHYSICAL SURVEYS

AIR PHOTOGRAPHIC ASSESSMENTS
PHOTOGRAPHIC SURVEYS
PREHISTORIC POTTERY
ROMAN POTTERY
SAXON & MEDIEVAL POTTERY
POST-MEDIEVAL POTTERY
FLINT
GLASS
COINS
SMALL FINDS
SLAG
ANIMAL BONE
HUMAN BONE:
ENVIRONMENTAL CO-ORDINATOR
POLLEN AND SEEDS:
CHARCOAL/WOOD
SOIL MICROMORPHOLOGY
CARBON-14 DATING:
CONSERVATION



SENIOR SITE STAFF

PRINCIPAL ARCHAEOLOGIST - SENIOR PROJECT OFFICER
[redacted] BSc

Qualifications: BSc Archaeology, University of Reading (2011)

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

PRINCIPAL ARCHAEOLOGIST - SENIOR PROJECT OFFICER
[redacted] MSc BA

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

Experience: [redacted] 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. [redacted] joined Archaeological Solutions Ltd/Wardell Armstrong in 2003 and has worked on numerous archaeological projects throughout the South East and East Anglia. [redacted] is CSCS and First Aid at Work (St Johns Ambulance) qualified.

PRINCIPAL ARCHAEOLOGIST – PROJECT OFFICER
[redacted]

Experience: [redacted] has extensive experience of working within the construction sector, including as a company director of a landscaping business. [redacted] 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 [redacted] has worked on a variety of commercial fieldwork projects, developing [redacted] knowledge and excavation, surveying and supervisory skills. [redacted] is a CPCS trained operator of 360 Excavators. [redacted] 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
[redacted] BSc

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

Experience: During his Undergraduate degree, [redacted] 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 [redacted] time at university [redacted] 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 [redacted] 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. [redacted] has gained valuable experience in site coordinating, excavation strategies and efficient and professional interpreting and recording systems. As a Supervisor [redacted] 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. [redacted] also assists in the creation of 'grey' literature and published literature during the post excavation processes. [redacted] is CSCS qualified and has completed a First Aid at Work Course.

SENIOR ARCHAEOLOGIST - SUPERVISOR
[redacted] BA, PCIfA

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

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

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: 24/00370/FUL
Project Name
Church of St Mary Magdalene, Church Road, Warboys
Project Description
Monitoring and Recording with Graveyard Survey
Project Funder / Grant Reference
The Parochial Church Council of St Mary Magdalene
Project Manager
[redacted] MCIfA
Principal Investigator / Researcher
[redacted] LLP
Data Contact Person
Project Manager
Date DMP Created
24/06/2024
Date DMP Last Updated
03/12/2024
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 CIfA 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 CoralDRAW original using CoralDRAW 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 suitablepublic 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 accessiblevia 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

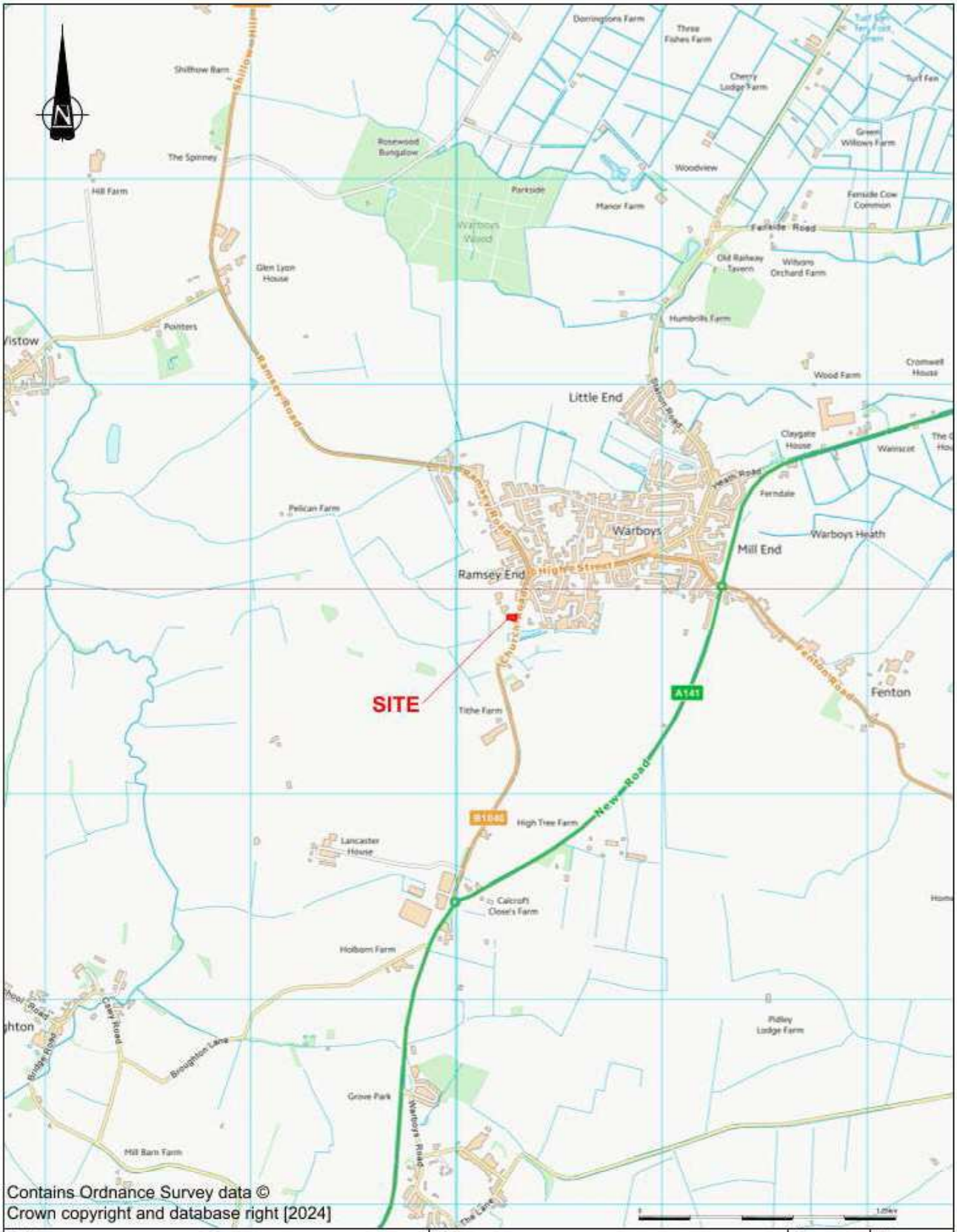
Data Management Plan Responsibilities
The Cambridgeshire Guidelines - specifically regarding digital archiving requirements will be checked and implemented throughout the course of the project by all staff involved with producing data for the digital archive. The Project Manager will be responsible for 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



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		

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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
	SIZE A4	SCALE 1:250	DATE 24/06/2024	
PROJECT: Church of St Mary Magdalene, Church Road, Warboys	DRAWN BY JS			
DRAWING TITLE: Figure 2 Trial Trench results (Basemap copyright Campbell McCrae Ltd)	CHECKED BY KJB			
	APPROVED BY RG			

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

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