Land West of Longlands Close and North of The Paddock Caravan Park, Ramsey Road, Warboys, Cambridgeshire

Written Scheme of Investigation

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Land West of Longlands Close and North of The Paddock Caravan Park, Ramsey Road, Warboys, Cambridgeshire

Written Scheme of Investigation for an Archaeological Evaluation

Centred on TL 30158 80120

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1 INTRODUCTION

1.1 Project details

1.1.1 Oxford Archaeology (OA) has been commissioned by Burmor Construction to undertake a archaeological evaluation of the site of a proposed housing development (Fig. 1).

1.1.2 The work is being undertaken as a condition of Planning Permission (planning ref: 20/00308/OUT)/to inform the Planning Authority in advance of submission of a Planning Application. A brief/specification has been set by Simon Wood from the Cambridgeshire Historic Environment Team (CHET) detailing the Local Authority's requirements for work necessary to inform the planning process/discharge the planning condition. This Written Scheme of Investigation (WSI) outlines how OA will implement those requirements.

1.1.3 All work will be undertaken in accordance with the Chartered Institute for Archaeologists *Code of Conduct* and relevant *Standard* and *Universal guidance*, and local and national planning policies.

1.1.4 This document represents a WSI for this phase of archaeological evaluation only. This document alone does not result in the discharge of any archaeological condition.

1.2 Location, topography and geology

1.2.1 The site lies to the west of Ramsey Road, on the west side of Warboys. The site is bounded by fields to the north and west and a caravan park (the Paddock) to the south.

1.2.2 The area of proposed development mainly consists of grassland with small areas of woodland. Standing buildings exist within the eastern part of the development area, fronting Ramsey Road.

1.2.3 The geology of the area is mapped as The West Walton Formation and Ampthill Clay Formation overlain by superficial deposits of the Oadby Member – Diamicton (BGS 14/04/25)

2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Archaeological and historical background

2.1.1 The historical background of the site has been detailed within a Heritage Statement produced by Orion Heritage (2020) and will not be repeated here. The following section draws upon this source and information from the Cambridgeshire Historic Environment Record (CHER), Licence number 24-5744, as well as previous work undertaken by OA in the area.

2.2 Prehistoric and Roman

2.2.1 Evidence for prehistoric and Roman activity is well attested to in the wider area around Warboys, notably to the south of Warboys at Farriers Way (Graham 2018), however evidence within the immediate vicinity of the site is more limited. A bronze chape from an Iron age scabbard (CHER 03657) was found in the area around the site.

2.3 Anglo-Saxon and Medieval

2.3.1 The parish of Warboys was first recorded as the gift of Archbishop Dunstan to the Abbey of St. Benedict of Ramsey and was confirmed by King Edgar in AD 974 (Page et al. 1932, 243). Warboys is recorded in the Domesday Survey of 1086, among the lands of St. Benedict of Ramsey and it was stated that the abbot had 10 hides in the manor which paid geld. There was a priest and a church and three acres of meadow, along with a wood (ibid.). By 1279 the Abbot of Ramsey held the manor of Warboys cum Caldecote of the king, including a windmill, and a messuage with a garden of 2½ acres, and gallows and tumbrel (ibid., 244).

2.3.2 Few Anglo-Saxon finds have been recovered in Warboys. A Saxon burial was found during an evaluation at Station Road, Warboys (MCB23599). The burial contained grave goods consisting of a sherd of 5th to 6th century pottery, a copper alloy buckle and an iron knife.

2.3.3 The site lies 300m north of the 12th century Church of St Mary Magdelene and medieval remains have been found on Pope's Lane (CHER 10488 and 11709) and at 94 Ramsey Road (MCB23453). The remains of well-preserved medieval agriculture (ridge and furrow) are present on site as upstanding earthworks (MCB13682) with further evidence for ridge and furrow present locally (MCB13682, MCB20005).

2.4 Designated heritage assets

2.4.1 Several listed buildings are located in the immediate vicinity of the site. To the south of the site are Grade II listed 'The Chestnuts' (NHLE no. 1318073) and Grade II listed 'The Dovecote' (NHLE no. 1330803) and to the east of the site is Grade II listed no. 14 Ramsey Road.

3 PROJECT AIMS

3.1.1 This evaluation will seek to establish the character, date and state of preservation of archaeological remains within the proposed development area. The scheme of works aims to:

i. Characterise the ridge and furrow shown on lidar.

ii. Establish the presence or absence of any other archaeological remains on the site, characterise where they are found (location, depth and extent), and establish the quality of preservation of any archaeology and environmental remains

iii. Provide sufficient coverage to establish the character, condition, date and purpose of any archaeological deposits

iv. Provide sufficient coverage to evaluate the likely impact of past land uses, and the possible presence of masking deposits

v. Provide – in the event that archaeological remains are found – sufficient information to construct an archaeological mitigation strategy, dealing with preservation, the recording of archaeological deposits, working practices, timetables, and orders of cost.

3.2 Research Frameworks

3.2.1 This project takes place within the East of England and will contribute to the goals of Regional Research Frameworks relevant to this area:

- Glazebrook J. (1997). *Research and Archaeology: A Framework for the Eastern counties: 1. Resource Assessment*. East Anglian Archaeology Occasional Papers 3
- Brown, N. & Glazebrook, J. (2000). *Research and Archaeology: A Framework for the Eastern counties: 2. Research Agenda and Strategy*. East Anglian Archaeology Occasional Papers 8
- Medlycott, M. (2011). *Research and Archaeology Revisited: A Revised Framework for the East of England*. East Anglian Archaeology Occasional Papers 24

3.2.2 The East of England Regional Research Framework was reviewed during 2018-2019. From that a series of period-specific resource assessments and research agendas were compiled. These are available online: https://researchframeworks.org/eoe/

4 Project Specific Excavation and Recording Methodology

4.1 Scope of works

4.1.1 A total of ten 1.8m wide trenches measuring 35m (x1), 30m (x 6), 25m (x1) and 15m (x2) will be excavated at pre-determined locations in order to assess the archaeological remains present on site (Fig. 1). This equates to an 5% sample of the development area. The proposed trenches will be reviewed when on site and potentially the locations will be adjusted if services or other constraints are present. Trenches 1, 4 and 5 are aligned perpendicular to the ridge and furrow present on site.

4.1.2 Up to 30m contingency is allowed for judgemental use in the field (to extend trenches over features and enable safe excavation of deep features). To be determined at site monitoring visits.

4.2 Programme

4.2.1 It is anticipated that the fieldwork will take one week to complete, by a team consisting of a Project Officer/Project Supervisor, directing up to two Project Archaeologists, under the management of Andrew Greef, Senior Project Manager.

4.2.2 All fieldwork undertaken by Oxford Archaeology is overseen by the Head of Fieldwork (Cambridge), Patrick Moan MCIfA.

4.3 Site specific methodology

4.3.1 OA's approach to excavation and recording can be found in Appendix A. Methodologies for geomatics and survey, environmental evidence, artefactual evidence and burials can also be found below (Appendices B, C, D and E respectively).

5 PROJECT SPECIFIC REPORTING AND ARCHIVE METHODOLOGY

5.1 Programme

5.1.1 The evaluation report will be produced within six weeks of completion of the fieldwork.

5.1.2 A draft copy of the report will be supplied to CHET for comment. Following approval of the report, one digital copy (PDF) will be presented to CHER via the OASIS website.

5.1.3 If the CHET requires no further excavation on the site, a fieldwork summary will be prepared for the *Proceedings of the Cambridge Antiquarian Society*.

5.1.4 A draft copy of all post-excavation reports will be supplied to CHET for comment. Following approval of the report, one digital copy (PDF) will be presented to CHER via the OASIS website.

5.2 Content

5.2.1 The content of this report will be as defined in Appendix F.

5.3 Specialist input

5.3.1 OA has a large pool of internal specialists, as well as a network of external specialists with whom OA have well established working relationships. A general list of these specialists is presented in Appendix G; in the event that additional input should be required, an updated list of specialists can be supplied.

5.4 Archive

5.4.1 The site archive will be deposited with the Cambridgeshire County Council (CCC) Archaeological Archives Facility following completion of the project and will follow the requirements of the CCC *Deposition of Archaeological Archives in Cambridgeshire* (2020).

5.4.2 OA's approach to documentary archiving can be found in Appendix H.

5.5 Transfer of title

5.5.1 The archaeological material and paper archive produced from this investigation will be held in storage by OA who will seek to transfer the complete project archive to the CCC Archaeological Archive Facility, in order to facilitate future study and ensure long-term public access to the archive. To do so will require a transfer of title to the repository in line with the county's guidance on deposition of archaeological archives (CCC *Deposition of Archaeological Archives in Cambridgeshire*, version 5, 2020).

5.5.2 Where the landowner wishes to retain items recovered during excavation, all selected artefacts will be fully drawn and photographed, identified analysed, documented and conserved in order to create a comprehensive catalogue of items to be kept by the landowner before the remainder of the archive can be deposited in the CCC Archaeological Archive Facility.

5.6 Digital data management plan

5.6.1 A digital data management plan (DMP) has been produced for this project, details of which can be found in Appendix I. The DMP is a living document and will be reviewed and amended throughout the project. Should any substantial amendments be made to the plan, then the revised version will be submitted to CHET.

6 HEALTH AND SAFETY

6.1 Roles and responsibilities

6.1.1 The Senior Project Manager, Andrew Greef, has responsibility for ensuring that safe systems of work are adhered to on site. He delegates elements of this responsibility to the Project Officer, who implements these on a day-to-day basis.

6.1.2 The Director with responsibility for Health and Safety at OA is Dan Poore Tech IOSH (Chief Business Officer).

6.2 Method statement and risk assessment

6.2.1 A summary of OA's approach to health and safety can be found in Appendix I. A site-specific risk assessment has also been undertaken and approved and will be kept on site, along with OA's standard Health and Safety file, which will contain all relevant health and safety documentation.

6.2.2 The Health and Safety file will be available to view at any time.

6.3 Monitoring of works

6.3.1 At least five days' notice of the commencement of the archaeological works will be given to CHET. A provisional date for an initial monitoring meeting will also be agreed at this point.

6.3.2 CHET will have free access to the site (subject to Health and Safety considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards.

7 BIBLIOGRAPHY

Cambridgeshire County Council 2020, *Deposition of Archaeological Archives in Cambridgeshire*

Cambridgeshire County Council *Archaeological Archives Requirements for Post Excavation Analysis (PXAs)*

Cambridgeshire County Council *Guidance for completing a Treasure Receipt form for potential treasure found during archaeological fieldwork*

OA Fieldwork Methodology Appendices

APPENDIX A Excavation and Recording Methodology

A.1 Methodology

Mechanical excavation

A.1.1 An appropriate mechanical excavator will be used for machine excavation. This will normally be a 360° tracked excavator with a 1.8m to 2m wide toothless ditching bucket.

A.1.2 All undifferentiated topsoil or overburden of recent origin will be stripped and stored separately down to the first significant archaeological horizon, in successive, level spits. All machine excavation will be monitored by a suitably experienced archaeologist.

A.1.3 Following mechanical excavation, all areas that require examination or recording will be cleaned using appropriate hand tools.

A.1.4 Spoil heaps will be monitored in order to recover artefacts to assist in the analysis of the spatial distribution of artefacts. Modern artefacts will be noted but not retained.

A.1.5 Topsoil and subsoil will be stripped and stored separately, with topsoil on one side of the trench and subsoil on the other. After recording, evaluation trenches and test pits will usually be backfilled with excavated material in reverse order of excavation, and compacted as far as is practicable with the mechanical excavator.

Hand excavation

A.1.6 All investigation of archaeological levels will usually be by hand, with cleaning, examination and recording both in plan and section.

A.1.7 All features will be sample excavated, unless otherwise agreed with CHET. The stratigraphy of a representative sample of the evaluation trenches will be recorded even where no archaeological deposits have been identified. Linear features will be subject to 1m wide slots and discrete features will be subject to a 50% sample. Any excavation, both by machine and by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ. Where deep features cannot be excavated safely, they will be sampled in the first instance using a hand auger, in order to assess their depth. Deep features will require their own particular excavation strategy, which will be agreed with CHET and would usually comprise the controlled use of a small mechanical excavator to step the trench and feature, as necessary.

A.1.8 Archaeological features will be excavated and recorded in line with the requirements of CHET to adequately characterise the remains on site and to allow decisions to be made with regard to future mitigation, whilst at the

same time minimising disturbance to archaeological structures, features, and deposits.

Recording

A.1.9 Written descriptions will be recorded on proforma sheets comprising factual data and interpretative elements. Where stratified deposits are encountered a Harris matrix will be compiled during the course of the excavation.

A.1.10 Plans will be prepared using dGPS-based survey equipment. Where detailed hand drawn plans of individual features or groups are required, these will be at an appropriate scale. (1:10 or 1:20). Burials will be drawn at scale 1:10 or recorded using georeferenced digital photography. A register of plans will be kept.

A.1.11 The site will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.

A.1.12 Long sections of showing layers will be drawn at 1:50. Sections of features or short lengths of trenches will be drawn at 1:20. All sections showing relationships will be drawn. A register of sections will be kept. All sections will be tied into Ordnance Datum.

A.1.13 A full photographic record, illustrating in both detail and general context the principal features and finds discovered will be maintained. The photographic record will also include working shots to illustrate more generally the nature of the archaeological work. The photographic record will consist of high-resolution digital uninterpolated images of at least 10 megapixels taken using a camera with an APS-C or larger sensor. Digital photographs will consist of JPEGs and RAW versions of each shot. Graduated metric scales of appropriate lengths will be used, ensuring the use of vertical scales against deep sections in combination with horizontal scales. Photographs will be recorded on OA Photographic Record Sheets.

A.2 Metal detecting

A.2.1 Metal detector searches will take place at all stages of fieldwork, including the topsoil/subsoil strip, by an experienced metal detector user. All exposed surfaces will be metal detected. Metal finds will not be excavated during the metal detector searches but will be flagged on site for future hand excavation. Metal detectors will not be set to discriminate against iron.

A.2.2 Artefacts will be removed and given a small find number. Labels will be placed on the location of each 'small find' and surveyed in with a dGPS.

A.3 Relevant industry standards and guidelines

A.3.1 The Chartered Institute for Archaeologists (CIfA) Standard and Universal guidance notes relevant to this project are:

- Standard for archaeological field evaluation, 2023
- Universal guidance for archaeological field evaluation, 2023

A.3.2 These will be adhered to at all times.

A.4 Relevant OA manual and other supporting documentation

A.4.1 All fieldwork will be undertaken in accordance with the requirements of the OA Field Manual (ed. D Wilkinson 1992), and the revised OA fieldwork manual (publication forthcoming).

A.4.2 Further guidance is provided to all excavators in the form of the OA 'Fieldwork Crib Sheets - a companion guide to the Fieldwork Manual'. These have been issued ahead of formal publication of the revised Fieldwork Manual.

APPENDIX B GEOMATICS AND SURVEY

B.1 Methodology

B.1.1 The aim of OA's methodology is to provide comprehensive survey cover of all investigation areas. Additionally, it is designed to provide coverage for any areas, beyond the original scope of the project, which arise as a result of further work. It provides digital plans of all required elements of the project.

B.1.2 It also maintains all necessary survey data and ensures that the relevant information is copied into the primary record, in order to ensure the integrity of the project archive. Furthermore, it ensures that all core data is securely stored and backed up. It establishes accurate project reference systems utilising a series of control stations and permanent base lines.

B.1.3 The survey will be conducted primarily using a GNNS system connected to Leica Smartnet providing an accuracy of greater than 20mm horizontal and 30mm vertical, with hand-measured elements and photogrammetry/UAV where appropriate.

B.1.4 All spatial data will be regularly downloaded uploaded and backed up to our central servers via ftp. It will be cleaned, validated and inspected. All survey data will be digitally recorded in a raw format and translated during the download process this shall allow for any errors to be cross referenced with the daily survey record and corrected accordingly.

B.1.5 A plan of all trenches, features and interventions will be produced at the end of fieldwork. For largescale evaluations, plans will be produced as necessary to allow for trenches to be signed off for backfilling.

B.1.6 Areas of complex stratigraphy will be hand drawn or recorded by photogrammetry as appropriate. Where hand drawn, at least two Drawing Points (DPs) will be set in as a baseline and measurements taken off this by tape and offset. DP points will be surveyed in with a dGPS. These hand drawn elements will then be scanned in, georeferenced using the DPs as reference points and digitised following OA's digitising protocols. For further details on hand planning procedure please refer to the fieldwork guidelines.

B.1.7 Photogrammetry may also be used to record standing structures or burials. This will be carried out in line with Standard OA procedures for photogrammetry.

B.1.8 Survey data recorded in the field will be downloaded using appropriate downloading software, and saved as an AutoCAD Map DWG file, or an ESRI

Shapefile. These files will be regularly updated and backed up with originals being stored on the OA server.

B.1.9 All drawings will be composed of closed polygons, polylines or points in accordance with the requirements of GIS construction and OA Geomatics protocols. The aim of the GIS work is to produce workable draft plans, which can be produced as stand-alone products, or can be readily converted to GIS format.

B.1.10 All plan scans will be numbered according to their plan site number. Digital plans will be given a new plan number taken out from the site plan index.

B.1.11 Information (metadata) on all other digital files will be created and stored as appropriate. At the end of the survey all data recorded will be made available for archiving purposes.

B.2 Relevant industry standards and guidelines

B.2.1 Historic England, 2017 Understanding the Archaeology of Landscapes A Guide to Good Recording Practice

B.2.2 Historic England, 2015 Metric Survey Specifications for Cultural Heritage (3rd edn)

B.2.3 Historic England, 2016 Understanding Historic Buildings: A Guide to Good Recording Practice

B.2.4 Historic England, 2017 Photogrammetric Applications for Cultural Heritage: Guidance for Good Practice

B.3 Relevant OA manual and other supporting documentation

B.3.1 OA Metric Survey, Data Capture and Download Procedures

B.3.2 OA Digitising Protocols

B.3.3 OA GIS Protocols

B.3.4 These will be superseded by the OA Geomatics Manual (in progress).

APPENDIX C ENVIRONMENTAL EVIDENCE

C.1 Methodology

C.1.1 Different environmental and geoarchaeological sampling strategies may be employed according to established research targets and the perceived importance of the strata under investigation. Where possible an environmental specialist(s) will visit the site to advise on sampling strategies. Sampling methods will follow guidelines produced by Historic England and Oxford Archaeology. A register of samples will be kept. Specialists will be consulted where non-standard sampling is required (e.g. TL, OSL or archaeomagnetic dating) and if appropriate will be invited to visit the site and take the samples.

C.1.2 Geoarchaeological sampling methods are site specific, and methodologies will be designed in consultation with the geoarchaeological manager on a site by site basis.

C.1.3 Bulk soil samples, where possible of 40 litres or 100% of a deposit if less is available, will be taken from potentially datable features and layers for flotation for charred plant remains and for the recovery of small bones and artefacts. Larger soil samples (up to 100L) may be taken for the complete recovery of animal bones, marine shell and small artefacts from appropriate contexts. Smaller bulk samples (general biological samples) of 10-20 litres will be taken from any waterlogged deposits present for the recovery of macroscopic plant remains and insects. Series of incremental 2L samples may be taken through buried soils and deep feature fills for the recovery of snails and/or waterlogged plant remains, depending on the nature of the stratigraphy and of the soils and sediments. Columns will be taken from buried soils, peats and waterlogged feature fills for pollen and/or phytoliths, diatoms, ostracods and foraminifera if appropriate. Soil samples will be taken for soil investigations (particle size, organic matter, bulk chemistry, soil micromorphology etc.) and possibly for metallurgical analysis in consultation with the appropriate specialists.

C.1.4 Bulk samples from dry deposits will be processed by water flotation using a modified Siraf-style machine and meshes of 0.25mm (flot) and 0.5 or 1mm depending on sediment type and like modes of preservation (residue). Heavy residues will be wet sieved, air dried and sorted. Samples taken exclusively for the recovery of bones, marine shell or artefacts will be wet sieved to 2mm. Waterlogged samples (1L sub-sample) and snail samples (2L) will be processed by hand flotation with flots and residues collected to 0.25mm (waterlogged plants) and 0.5mm (snails) respectively; these flots and residues will be sorted by the specialist. Samples specifically taken for insects, pollen, other microflora and microfauna, metallurgy and soil analysis will be submitted as whole earth to the appropriate specialists or processed following their instructions.

C.2 Relevant industry standards and guidelines

C.2.1 Historic England, 2010 Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.

C.2.2 Historic England, 2018 Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation.

C.2.3 Historic England, 2011 Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post excavation, (2nd ed)

C.2.4 Historic England, 1998 Dendrochronology: Guidelines on Producing and Interpreting Dendrochronological Dates (revision due 2021).

C.2.5 University of Bradford, 2019 Archaeomagnetism: Magnetic Moments in the Past https://www.brad.ac.uk/archaeomagnetism/

C.2.6 Historic England, 2008 Luminescence Dating. Guidelines on Using Luminescence Dating in Archaeology (revision due 2020).

C.2.7 Historic England, 2008 Guidelines for the Curation of Waterlogged Macroscopic Plant and Invertebrate Remains (currently being revised).

C.2.8 Historic England, 2015 Archaeometallurgy. Guidelines for Best Practice.

C.2.9 Historic England, 2015 Geoarchaeology. Using Earth Sciences to Understand the Archaeological Record.

C.2.10 Historic England, 2017 Organic Residue Analysis and Archaeology.

C.2.11 Baker, P and Worley, F, 2019 Animal Bones and Archaeology: Recovery to archive. Historic England, London

C.2.12 Bayliss, A and Marshall, P, 2022 Radiocarbon Dating and Chronological Modelling: Guidelines and Best Practices, Historic England, London

C.3 Relevant OA manual and other supporting documentation

C.3.1 Oxford Archaeology 2017. Environmental Sampling Guidelines, 4th ed.

APPENDIX D ARTEFACTUAL EVIDENCE

D.1 Methodology

D.1.1 Before a site begins arrangements concerning the finds will be discussed with the Finds Team, as necessary. Information will be provided by the project manager about the nature of the site, the expected size and make-up of the finds assemblage and any site specific finds retrieval strategies. On-site requirements will be discussed and a conservator appointed who can be called on to make site visits if required. Special requirements regarding particular categories of material will be raised at this early stage for instance the likelihood of recovering assemblages of waterlogged material, large timbers, quantities of structural stone or ceramic building material. Specialists may be required to visit sites to discuss retrieval strategies.

D.1.2 The on-site retrieval, lifting and short term packaging of bulk and small finds will follow the detailed guidelines set out in the OA Finds Manual (sections 2 and 3), First Aid for Finds and the UKIC conservation guidelines No.2.

D.1.3 All finds recovered from site will be transported to an OA regional office for processing. All bulk finds are washed (where appropriate), marked, bagged and boxed by the processing team according to the guidelines set out in section 4 and 5 of the OA Finds Manual, First Aid for Finds and the UKIC guidelines No.2. They must also take into account the requirements of the relevant archive facility. Primary data recording count and weight of fragments by material from each context is recorded on the site database.

D.1.4 Unstable and sensitive objects are recorded onto the database and then packaged and stored in controlled environments according to their individual requirements. The advice of a conservator will be sought for sensitive objects in need of urgent conservation. All metalwork will be x-rayed prior to assessment (and to meet the requirements of most receiving bodies).

D.1.5 Finds recovered from the environmental sample processing will be incorporated into the main assemblage and added to the database.

D.1.6 On completion of the processing and data entry a finds file for each archaeological investigation will be produced, a summary of which is available for the project manager.

D.1.7 On completion of the post-excavation stage of the project the team prepares the finds assemblage for deposition with the receiving archive facility. Discussions will be held with the relevant repository, the excavator and the Finds Team to finalise any selection, retention or discard policy.

D.1.8 Following OAs Finds Collection Policy and Procedure (2018) any artefacts considered for de-selection and/or discard from the project archive will be identified by the relevant material specialists. These will be identified in the report.

D.2 The Treasure Act

D.2.1 Finds that are Treasure will be reported to the client/landowner and the Cambridgeshire Finds Liaison Officer (who will report them to the coroner) within 14 days, in accordance with the Act. CCC's *Guidance for completing a Treasure Receipt form for potential treasure found during archaeological fieldwork* will be followed and the report form located on the CCC website will be filled in and submitted should any such finds be uncovered on site.

D.3 Relevant industry standards and guidelines

D.3.1 CIfA, 2020 Standard and guidance for the collection, documentation, conservation and research of archaeological materials

D.3.2 Society of Museum Archaeologists, 1993 Selection, retention and dispersal of Archaeological Collections. Download available via http://www.socmusarch.org.uk/publica.htm

D.3.3 UKIC, 1983 Packaging and Storage of Freshly-Excavated Artefacts from Archaeological Sites. Conservation Guidelines No.2. Archaeology Section, United Kingdom Institute for Conservation.

D.3.4 UKIC, 1988 Excavated Artefacts and Conservation: UK sites Revised Edition. Conservation Guidelines No.1. Archaeology Section, United Kingdom Institute for Conservation.

D.3.5 Watkinson, D E & Neal, V, 1998 First Aid for Finds (3rd edition). RESCUE & UKIC

D.4 Relevant OA manual and other supporting documentation

D.4.1 Allen, L, and Cropper, C (internal publication only) Oxford Archaeology Finds Manual.

D.4.2 OA 2018 Finds Collection Policy and Procedure

APPENDIX E HUMAN REMAINS

E.1 Methodology

E.1.1 If human remains are encountered, the Client, Coroner, and CHET will be informed immediately.

E.1.2 Unless directed otherwise by CHET, human remains will be left in situ (covered and protected), until a full programme of excavation is agreed by CHET and Client. No further excavation will then take place in the vicinity of the remains until removal becomes necessary. If the remains are under

imminent threat, or if CHET requires information on date and preservation, we will excavate and remove them.

E.1.3 Human remains will be excavated in accordance with all appropriate legislation and Environmental Health regulations. Excavation will only take place after OA has obtained a Ministry of Justice exhumation licence.

E.2 Relevant industry standards and guidelines

E.2.1 Advisory Panel on the Archaeology of Burials in England, 2023 Science and the Dead. A guideline for the destructive sampling of archaeological human remains for scientific analysis. English Heritage Publishing.

E.2.2 Advisory Panel on the Archaeology of Burials in England, 2017 Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England

E.2.3 Advisory Panel on the Archaeology of Burials in England, 2015 Large Burial Grounds. Guidance on sampling in archaeological fieldwork projects

E.2.4 Association of Diocesan and Cathedral Archaeologists and APABE, 2010 Archaeology and Burial Vaults. A guidance note for churches. Guidance Note 2

E.2.5 British Association of Biological Anthropology and Osteoarchaeology. 2019a Code of Practice (http://www.babao.org.uk/index/ethics-and-standards)

E.2.6 British Association of Biological Anthropology and Osteoarchaeology. 2019b Code of Ethics (http://www.babao.org.uk/index/ethics-and-standards)

E.2.7 British Association of Biological Anthropology and Osteoarchaeology, 2019c Recommendations on the Ethical Issues Surrounding 2D and 3D Digital Images of Human Remains (http://www.babao.org.uk/index/ethics-and-standards)

E.2.8 Cox, M, 2001 Crypt archaeology. An approach. CIfA Paper No. 3

E.2.9 English Heritage, 2002 Human Bones from Archaeological Sites. Guidelines for producing assessment documents and analytical reports

E.2.10 Historic England, 2018 The Role of the Human Osteologist in an Archaeological Fieldwork Project. Swindon, Historic England

E.2.11 McKinley, J, and Roberts, C, 1993 Excavation and post-excavation treatment of cremated and inhumed human remains, CIfA Technical Paper No. 13

E.2.12 McKinley, J, 2004 Compiling a skeletal inventory: cremated human bone. In Brickley, M, and McKinley, J (eds) Guidelines to the Standards for Recording Human Remains, CIfA Technical Paper No. 7. 9-13

E.2.13 McKinley, J, 2017 Compiling a skeletal inventory: cremated human bone. In Mitchell P, and Brickley, M (eds) Updated Guidelines to the Standards for Recording Human Remains, CIfA 14-19

E.2.14 Mitchell P, and Brickley, M (eds) Updated Guidelines to the Standards for Recording Human Remains, CIfA 2017

E.2.15 Mytum, H, 2000 Recording and Analysing Graveyards. CBA Handbook No. 15

E.2.16 Reeve, J, and Adams, M, 1993 The Spitalfields Project. Volume I – The Archaeology Across the Styx. CBA Research Report No. 85

E.2.17 The Human Tissue Act 2004

E.3 Relevant OA manual and other supporting documentation

E.3.1 Loe, L, 2008 The Treatment of Human Remains in the Care of Oxford Archaeology. Oxford Archaeology internal policy document

E.3.2 Oxford Archaeology 2018 Fieldwork Manual Human Remains unpublished

APPENDIX F REPORTING

F.1 Methodology

F.1.1 style and format of the report will be determined by OA, but will include as a minimum the following:

- A title page detailing site location, Event number, OASIS number, NGR, author/originating body and clients name
- Full list of contents
- A non-technical summary of the findings as appropriate
- Acknowledgements
- Aims and objectives
- A description of the geology and topography of the area
- A description of the methodologies used
- A description of the findings
- Interpretation and discussion of the archaeological features found
- Tables summarising features and artefacts
- A bibliography
- A context register
- Specialist reports on artefacts and environmental finds
- The OASIS reference and summary form
- Site and trench location plans showing the archaeological features found
- Sections of excavated features
- Relevant colour photographs of features and the site

F.2 Relevant industry standards and guidelines

F.2.1 OA adheres to the national standards in post-excavation procedure as outlined in Historic England's Management of Research Projects in the Historic Environment (MoRPHE; HE 2015). Furthermore, all post-excavation projects take into account the appropriate regional research frameworks as

well as national research agendas such as the Framework for Historic Environment Activities & Programmes in Historic England (SHAPE; EH 2008).

APPENDIX G LIST OF SPECIALISTS REGULARLY USED BY OA

G.1.1 Below are two tables, one containing 'in-house' OA specialists, and the other containing a list of external specialists who are regularly used by OA.

Internal archaeological specialists used by OA

Specialist	Specialism	Qualifications
Will Attard	Flint	MARes
Karen Barker	Finds conservation	MSc (Hons)
Séverine Bézie	Roman pottery	BA (Hons)
Lawrence Billington	Flint	MA, PhD
Kathryn Blackbourn	Roman pottery	BA ACIfA
Rona Booth	Flint	PhD
Kate Brady	Roman pottery	BA, ACIfA
Martha Craven	Charred plant remains	BA
Natasha Dodwell	Human bone	BA, MSc, BABAO
Denise Druce	Charred plant remains, charcoal and pollen	BA (Hons), PhD, MCIfA
Carole Fletcher	Post-Roman pottery, glass, shell & clay pipe	HND, BA (Hons), ACIfA
Rachel Fosberry	Charred plant remains	ACIfA
Hayley Foster	Animal bone	BA, MA, PhD
Nick Gilmour	Neolithic and Bronze Age pottery	MA (cantab.), MCIfA
David Kay	Geoarchaeology	PhD, FGS
Ted Levermore	CBM and fired clay	MA (cantab.), MA
Louise Loe	Human bone	BA PhD, MCIfA, BABAO
Anna Lound	Worked stone artefacts	BA (Hons), MA
Carlotta Marchetto	Iron Age pottery	MA, ACIfA
Lauren McIntyre	Human bone	BSc, MSc, PhD, MCIfA, BABAO
Julia Meen	Charcoal	BSc, MA
Rebecca Nicholson	Fish and bird bone	BA (Hons), MA, DPhil, MCIfA, FSA Scot
Hannah Pighills	Waterlogged wood	BA, MSc
Denis Sami	Metalwork and Anglo-Saxon pottery	PhD
Ruth Shaffrey	Worked stone artefacts	BA, PhD, MCIfA
Elizabeth Stafford	Geoarchaeology and land snails	BA (Hons), MSc
Zoe Ui Choileain	Animal bone and human bone	MA, MSc, BABAO
Joshua White	Animal bone and shell	BA MSc ACIfA

External archaeological specialists regularly used by OA

Specialist	Specialism	Qualifications
Enid Allison	Insects	BSc, DPhil, MCIfA
Katie Anderson	Roman pottery	BA, MA
Sue Anderson	Post-Roman pottery	BA, MPhil, MCIfA, FSA, FSA Scot
Martin Bates	Geoarchaeology	BSc, PhD
Mike Bamforth	Worked wood	BSc, MA, MCIfA
Wendy Carruthers	Charred and waterlogged plant remains	BA (Hons)
Hilary Cool	Roman glass	BA, PhD
Carola Del Mese	Conservation	BA, PGDip, MA
Pieta Greaves	Conservation	ACR
Sue Harrington	Mineralised preserved organics	PhD, FSA
David Higgins	Clay pipe	BA, PhD, MCIfA
Chris Howard-Davis	Small finds	BA (Hons), MCIfA
Lynne Keys	Slag	BA (Hons)
Matt Law	Snails	PhD, ACIfA
Toby Martin	Anglo-Saxon metalwork and artefacts	PhD, SFHEA
Quita Mould	Leather	BA, MA
Adrian Parker	Phytoliths and pollen	BSc (Hons), DPhil
Ian Riddler	Worked bone	MA, FSA
Jacqui Watson	Mineralised preserved organics and conservation	ACR, FSA
Susie White	Clay pipe	PhD

APPENDIX H DOCUMENTARY ARCHIVING

H.1 Methodology

H.1.1 The documentary archive constitutes all the written, drawn, photographic and digital records relating to the set-up, fieldwork and post-excavation phases of the project. This documentary archive, together with the artefactual and environmental ecofact archive collectively forms the record of the site. The report is part of the documentary archive, and the archive must provide the evidence that supports the conclusions of the report, but the archive may also include data which exceeds the limitations of research parameters set down for the report and which could be of significant value to future researchers.

H.1.2 At the outset of the project OA archive officer will contact the CCC Archives Facility to notify them of the imminent start of a new fieldwork project. Cambridgeshire guidelines will be observed and site codes, which integrate with the receiving repository, will be agreed for labelling of archives and finds.

H.1.3 During the course of the project the archive team will assist the project manager in the management of the archive including the cataloguing and development technique suitable for photographic archive requirements.

H.1.4 The hard copy site archive will be security copied by scanning to PdFA and a copy of this will be housed on the OA server. A full digital copy of the archive, including scanned hard copy and born digital data, will be deposited with and made publicly available online through the ADS. A further copy will be maintained on the OA server and if requested a copy on disk will also be sent to the CCC Archives Facility with the hard copy. This will act as a safeguard against the accidental loss and the long-term degeneration of paper records and photographs.

H.1.5 Born digital data will only be printed to hard copy where practical. Archive elements that need maintaining in digital form will be sent to ADS in accordance with Archives Standard and ADS guidelines and back-up copies will be stored on the OA cloud. In most cases a digital copy of the report will be included in the OASIS project library hosted by ADS.

H.1.6 Prior to deposition the archive team will contact the CCC Archives Facility regarding the size and content of the archive and discuss any retention and dispersal policies which may be applicable in line with local and SMA Guidelines ' Selection, Retention & Dispersal of Archaeological Collections' 1993 and the CCC *Deposition of Archaeological Archives in Cambridgeshire* (2020).

H.1.7 The site archive will then be deposited with the CCC Archives Facility at the earliest opportunity unless further archaeological work on the site is expected. The documentary archive will include correspondence detailing landowner consent to deposit the artefacts and any copyright licences in accordance with the CCC guidelines. Deposition charges will be required from the client as part of the project costs, but the level of the fee is set by the receiving body and may be subject to change during the lifespan of the project. Changes to archiving charges beyond OA's control will be passed across to the client.

H.1.8 OA will retain full copyright of any commissioned reports, tender documents, or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide the CCC Archives Facility with a full licence for use to the client in all matters directly relating to the project as described in the Written Scheme of Investigation, and in line with the relevant receiving body guidelines.

H.1.9 OA will advise the CCC Archives Facility of 3rd party materials supplied in the course of projects which are not OA's copyright.

H.1.10 OA undertakes to respect all requirements for confidentiality about the client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. Archaeological findings and conclusions can be kept confidential for a limited period but will be made publicly available in line with the above procedure either after a specified time period agreed with the client at the outset of the project, or where no such period is agreed, after a reasonable period of time. It is expected that clients respect OA's general

ethical obligations not to suppress significant archaeological data for an unreasonable period.

H.2 Digital data and OASIS

H.2.1 A digital copy of the approved report will be uploaded to the OASIS database. A copy of the OASIS Data Collection Form will be included in the report. The sites digital archive will be deposited with ADS on completion of the archaeological programme of works. Digital data will include all data captured by OA but will not include OS copyright data. A digital security copy of all documentary parts of the archive will also be made and retained by OA.

H.3 Relevant industry standards and guidelines

H.3.1 At the end of the project the site archive will be ordered, catalogued, labelled and conserved and stored according to the following national guidelines:

H.3.2 EAC, 2014 A Standard and Guide to Best Practice for Archaeological Archiving in Europe (EAC Guidelines 1)

H.3.3 CIfA, 2014 (Updated 2020) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives

H.3.4 Brown, D, 2011 Archaeological Archives A Guide to Best Practice in Creation, Compilation, Transfer and Curation. AAF

H.3.5 UKIC, 1990 Guidelines for the preparation of excavation archives for long-term storage

H.3.6 SMA, 2020 Standards and Guidance in the Care of Archaeological Collections

H.3.7 The site archive will be prepared to at least the minimum acceptable standard defined in Management of Archaeological Projects 2, Historic England 1991.

H.4 Relevant OA manual and other supporting documentation

H.4.1 The OA Archives Policy.

APPENDIX I DIGITAL DATA MANAGEMENT PLAN

I.1.1 All digital data will be collected, stored and selected in line with the OA Data Management Plan (forthcoming).

I.1.2 The data to be collected and created comprises that specific to the project. It does not include related information from the same development, such as site works undertaken by other contractors, except where the findings are fully integrated into this analysis.

I.1.3 Site survey data is captured using Leica survey equipment and imported into ArcGIS via FTP transfer. Final versions of site plans will be produced in ArcGIS, AutoCAD and/or Adobe Illustrator. Final site plans will be supplied to CHET in a georeferenced compatible GIS format, with the final evaluation report, to assist in accurate mapping of information on the HER.

I.1.4 Section drawings are created by hand on drafting film and paper context records are created by hand on standard OA pro forma recording forms.

Selected data will be transferred to digital format in line with OA archive preparation guidance. Digital photographic images are taken in accordance with OA digital data guidance in Photographic Recording Manual.

I.1.5 Analytical data created during post-excavation with comprise a project-specific MS Access database. Where appropriate, site stratigraphic matrices will be created using MSExcel. Individual contributing specialists create MSExcel, MSWord and/or MSAccess datasheets which may stand alone from the site database. Analytical data may also include GIS files, charts and figures in MSExcel and hand-drawn visuals.

I.1.6 OA use Microsoft Office, Adobe Acrobat and QGIS. File formats will be readable by these programmes. Where appropriate, AutoCAD files will be in a format that can be imported into GIS (for example, .dfx) or already transferred to TAB of SHP files.

I.1.7 Strict version control will be applied throughout the project in line with the OA Data Management Plan (DMP). It is proposed that only the final version of all born digital documents (reports, databases, images) will be selected for inclusion in the Preserved Archive. Digital photographs will be assessed during post excavation and selection based on the principles set out in the OA DMP. All raw and processed survey data will be included in the preserved archive.

I.1.8 The digital data will be reviewed following data gathering and analysis to check that data is being properly preserved and version control upheld in-line with the OA DMP. The final decision about selection for inclusion in the Preserved Archive will be made following the reporting stage of the project and enacted during archive completion.

I.1.9 The project executive will decide the fate of all de-selected material archaeological digital data although it is likely this will consist mainly of duplicate and superseded data or confidential business data. It is envisaged that the de-selected material will be retained on the OA Archive Server for a minimum of 3 years following the completion of the project at which point they will be reviewed and deleted as necessary in line with the OA DMP. Information will be held and discarded in accordance with good business practice and GDPR guidelines.

I.1.10 The site's digital archive will be deposited with the Archaeological Data Service or another publicly accessible CoreTrustSeal certified repository on completion of the archaeological programme. CHET will be notified when this is complete.

Administrative Data	
Project Number	WARRAM25EV
Project Name	Land West of Longlands Close and North of The Paddock Caravan Park, Ramsey Road, Warboys, Cambridgeshire
Project Manager	Andrew Greef
Author	Andrew Greef
Date Plan Created	14/04/2025
Version	1

Related Documentation	OA Fieldwork Recording Manual 2017 OA Archive Checklist 2019 Historic England and Dig Ventures 2019. *Work Digital/Thick Archive. A guide to managing digital data generated from archaeological investigations*. https://digventures-thepixelparlour.netdna-ssl.com/wp-content/uploads/2019/12/WDTA-Guide-FINAL.pdf Archaeology Data Service/Digital Antiquity. *Guides to good practice*. http://guides.archaeologydataservice.ac.uk/g2gp/MainADS Archaeology Data Service. *Guidelines for Depositors* http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors Historic England 2015. *Digital Image Capture and File Storage. Guideline for Best Practice*. https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/heag059-digital-images/ Cambridgeshire County Council 2020. *Deposition of Archaeological Archives in Cambridgeshire* Oxford Archaeology (forthcoming). *Data Management Plan*.
Data Collection/Creation	
Data to be collected/created	The digital archive is expected to comprise the following data types (formats): • Final reports (.pdfa) • Final analytical specialist reports (.doc, .docx) • Final analytical supporting data (.xls, .xlsx) • Selected digital photographic images (.RAW) • Site survey GIS data (.shp, .geotiff) • Microsoft Access database (.csv) including context data and interpretive data produced during analysis.
Data collection/creation method	The data to be collected and created comprises data specific to the project defined above. It does not include related information from the same development, such as evaluations and site works undertaken by other contractors, except where the findings are fully integrated into this analysis. Site survey data is captured using Leica survey equipment and imported into ArcGIS via FTP transfer. Final versions of site plans will be produced in ArcGIS, QGIS, AutoCAD and/or Adobe Illustrator. Section drawings are created by hand on drafting film and paper context records are created by hand on standard OA pro forma recording forms. Selected data will be transferred to digital format in line with OA

	archive preparation guidance. Digital photographic images are taken in accordance with OA digital data guidance in Photographic Recording Manual. Analytical data is created during post-excavation using a project-specific MS Access database. Site stratigraphic matrices are created using MSExcel. Individual contributing specialists create MSExcel, MSWord and/or MSAccess datasheets which may stand alone from the site database. Analytical data may also include GIS files, charts and figures in MSExcel and hand-drawn visuals.
Data exclusion	
	The following types of data will be excluded from the archive: • Draft and working reports and documents • Draft and working datasheets • Draft and working survey and GIS data • Administrative and financial data • Digital images that are not part of the primary site record (working pictures, outreach/publicity images, videos) • Repetitive, uninformative and sub-standard images • Images and information not generated by the project/ reproduced from other sources • Original HER data (shp file and PDF) provided by CHET.
Documentation and Metadata	
Documentation	OA internal and regionally or nationally recognised code lists will form part of the data set or accompanying documentation where relevant.
Metadata	Metadata will be created to the standard set out by the Archaeology Data Service (ADS). Specific codes and specialist keys will be supplied through named supporting documents.
Ethics and Legal Compliance	
Data Security	Personal data (including digital images) collected, will be with the consent of any individuals involved and will be stored on OA's secure servers in line with OA's GDPR procedures.
Intellectual Property Rights	Third party data, such as Ordnance Survey mapping, is reproduced under licence. Other third-party data may be reproduced under appropriate licences/agreements as arising during analysis. Data produced by sub-contractors will be granted under licence to OA to allow inclusion in the final report, the digital archive and other outreach/publicity/academic dissemination as may be required (in accordance with individual sub-contracts).

Data Storage	
Storage and Backup	Data will be stored on OA file servers, including our own hosted NextCloud server. All OA file servers are kept up to date and patched systematically. Standard project data is backed up once per day to disk and replicated each night to another OA site. Data identified as more critical is backed up more frequently and is also replicated once per night to another site. Data management is the responsibility of the Project Manager, with advice from IT where necessary
Access and Security	Data is accessible to OA employees via the secure OA. Sensitive and confidential data is stored in restricted access folder locations. Personal data will be stored in line with OA's GDPR procedures. Copies of data, or access to a separate shared server, is provided to external project members. Secure server access via OA secured server infrastructure is provided only employees of those respective companies.
Selection and Preservation	
Data to be Preserved	All project data other than duplicated files will be stored by OA while the project is ongoing. Upon project completion selected data will be transferred to the relevant repositories detailed below.
Data Preservation Plan	The paper and material archive will be transferred to CHET in line with their guidance and standards and following the implementation of the project's agreed finds retention policy. The digital archive will be deposited with the ADS following OA standard quality control procedures.
Data Sharing	
Archive and publication	The digital data from this project will be accessible to the public via the ADS. The finds and other data cared for by CHET will be publicly accessible in accordance with their policies and practices. As a minimum, a site summary of the project will be prepared for the *Proceedings of the Cambridge Antiquarian Society* OA and/or the Client and archive repositories may wish to use the results of the project on website, outreach exhibitions, presentations and other published articles (subject to data sharing restrictions).
Data Sharing Restrictions	There are no known restrictions on the use of the data after project completion. Any references to OA intellectual property must be credited.
Responsibilities and Resources	
Responsibility for Data Management	The OA IT Manager, Archives & Finds Manager and Project Managers are responsible for ensuring the Data Management Plan is implemented and reviewed. OA

	will have no ongoing responsibilities for data management once the data has been deposited with the relevant repositories.
Resources	The resources required to deliver this plan form part of the resources committed to the project.

I.2 Relevant industry standards and guidelines

I.2.1 The project specific digital Data Management Plan has been prepared in relation to the following standards and guidelines:

I.2.2 Historic England and Dig Ventures 2019. *Work Digital/Thick Archive. A guide to managing digital data generated from archaeological investigations*. https://digventures-thepixelparlour.netdna-ssl.com/wp-content/uploads/2019/12/WDTA-Guide-FINAL.pdf

I.2.3 Archaeology Data Service/Digital Antiquity. *Guides to good practice*. http://guides.archaeologydataservice.ac.uk/g2gp/MainADS

I.2.4 Archaeology Data Service. *Guidelines for Depositors* http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors

I.2.5 Historic England 2015. Dig*ital Image Capture and File Storage. Guideline for Best Practice*. https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/heag059-digital-images/

I.2.6 Cambridgeshire County Council 2020. *Deposition of Archaeological Archives in Cambridgeshire*

I.2.7 Oxford Archaeology (forthcoming). *Data Management Plan*.

APPENDIX J HEALTH AND SAFETY

J.1 Summary

J.1.1 All work will be undertaken in accordance with the current OA Health and Safety Policy, the OA Site Safety Procedures Manual, a site-specific Risk Assessment and, if required, Safety Plan or Method Statement. Copies of the site-specific documents will be submitted to the client or their representative for approvals prior to mobilisation, and all relevant H and S documentation will be available on site at all times. The Health and Safety documentation will be read in conjunction with the project WSI.

J.1.2 Where a project falls under the Construction (Design and Management) Regulations (2015), all work will be carried out in accordance with the Principal Contractor's Construction Phase Plan (CPP).

J.2 Insurance

J.2.1 OA is covered by Public and Employer's Liability Insurance. The underwriting company is CNA / Hardy. Details of the policy can be supplied on request to the relevant regional office.

J.3 Relevant industry standards and guidelines

J.3.1 All work will be carried out according to the requirements of all relevant legislation and guidance, including, but not exclusively:

J.3.2 The Health and Safety at Work Act (1974).

J.3.3 Management of Health and Safety at Work Regulations (1999).

J.3.4 Manual Handling Operations Regulations 1992 (as amended).

J.3.5 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).

J.3.6 The Construction (Design and Management) Regulations (2015).

J.3.7 Relevant OA manual and other supporting documentation

J.3.8 The OA Health and Safety Policy.

J.3.9 The OA Site Safety Procedures Manual.

J.3.10 The OA Risk Assessment templates.

J.3.11 The OA Method Statement template.

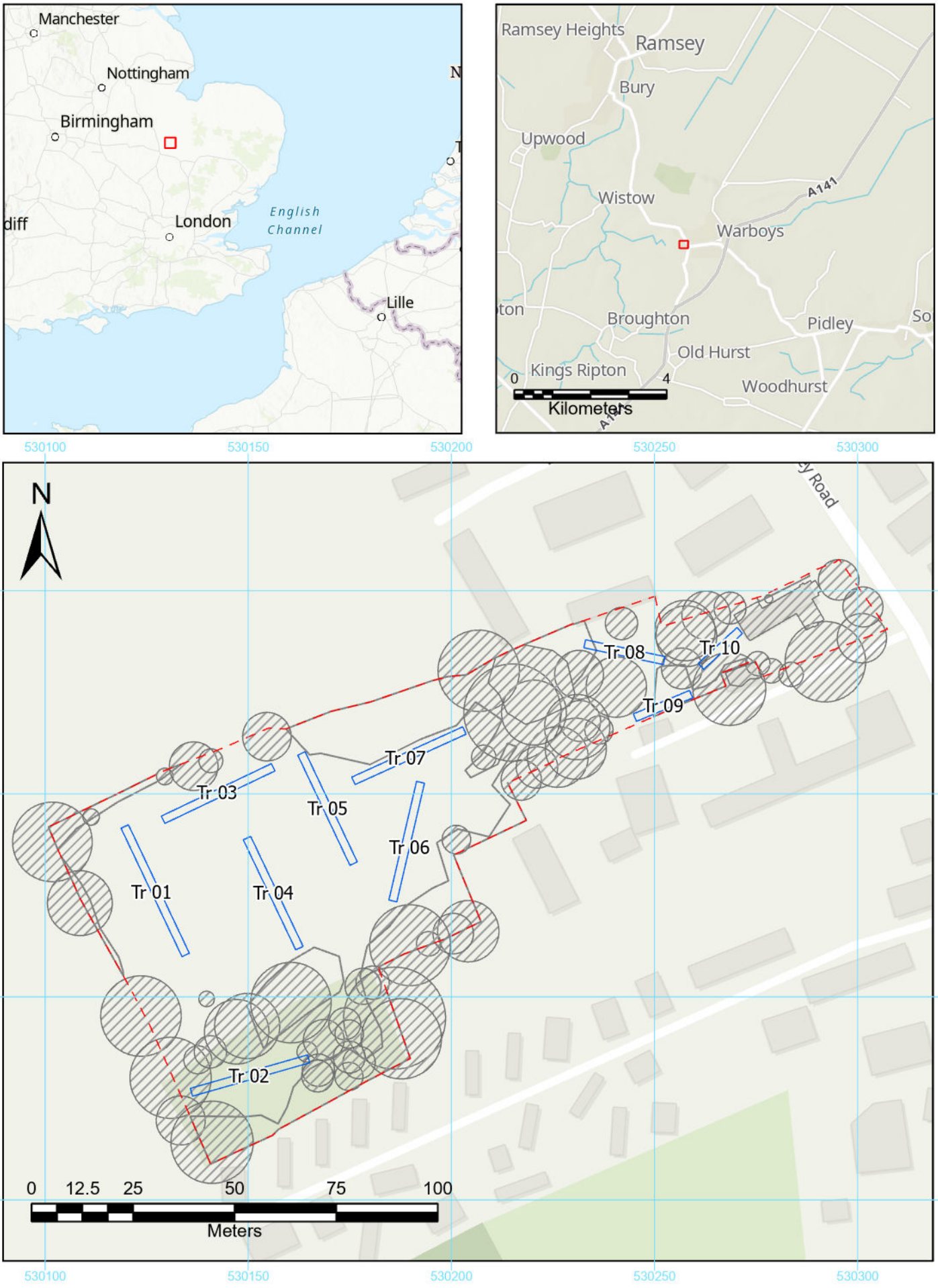

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Figure 1: Site location showing Proposed Trenches (blue) in development area (dashed red) 1:1250@A3

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