17 CASTLE HILLS HOUSE
SCHOOL LANE
EATON SOCON
CAMBRIDGESHIRE

WRITTEN SCHEME OF INVESTIGATION
FOR
ARCHAEOLOGICAL MONITORING AND RECORDING

Albion
archaeology

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Contents

1. INTRODUCTION 4

1.1 Background 4

1.2 Status of the Written Scheme of Investigation 4

1.3 Site Location and Description 5

1.4 Archaeological and Historical Background 5

1.5 Project Objectives 7

2. METHOD STATEMENTS 8

2.1 Methodological Standards 8

2.2 Archaeological Monitoring and Recording 8

2.3 Post-Fieldwork Analysis and Reporting 10

2.4 Archiving 10

2.5 Liaison with the Cambridgeshire Historic Environment Team 11

2.6 Health and Safety 11

2.7 Environmental Policy 11

2.8 Insurance 11

2.9 Project Timetable 11

3. RESOURCES 12

3.1 Albion Archaeology Company Profile 12

3.2 Relevant Experience 12

3.3 Albion Archaeology Staff Resources 12

3.4 Specialist Input 12

4. QUALITY ASSURANCE 14

5. BIBLIOGRAPHY 15

6. APPENDIX 1: DETAILED METHOD STATEMENTS 16

6.1 Investigation Methodology 16

6.2 Artefacts **16**

6.3 Environmental Sampling **17**

6.4 Post-Fieldwork Analysis and Reporting **17**

6.5 Archive **18**

7. APPENDIX 2: PROJECT STAFF CVS **19**

8. APPENDIX 3: SELECTION STRATEGY **21**

9. APPENDIX 4: DATA MANAGEMENT PLAN **26**

List of Figures

Figure 1: Site location
Figure 2: Existing ground-floor plan overlaid with proposed extension

The figure is bound at the back of the document.

Preface

All statements and opinions in this document are offered in good faith. This document has been prepared for the titled project or named part thereof and was prepared solely for the benefit of the client. This document should not be relied upon or used for any other project without an independent check being carried out as to its suitability and the prior written authority of Albion Archaeology (a trading unit of Central Bedfordshire Council).

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This document was written by [redacted] *(Archaeological Supervisor) and edited by* [redacted] *(Archaeological Manager). Albion Archaeology projects are under the overall management of* [redacted] *(Operations Manager) and* [redacted] *(Business Manager).*

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Key Terms

Throughout this document the following terms or abbreviations are used:

CHER	Cambridgeshire Historic Environment Record
CHET	Cambridgeshire Historic Environment Team
CI*f*A	Chartered Institute *for* Archaeologists
Client	Martin Hicks
LPA	Local Planning Authority
NHLE	National Heritage List for England
PDA	Permitted development area
WSI	Written Scheme of Investigation

1. INTRODUCTION

1.1 Background

Planning permission (24/00228/HHFUL) was granted by Cambridgeshire County Council for the erection of an orangery to 17 Castle Hills House, School Lane, Eaton Socon, Cambridgeshire.

The Cambridgeshire Historic Environment Team (CHET) advised that the proposed development is located just to the south of the scheduled ancient monument the Castle Hills (National Heritage List for England (NHLE) 1009629). The CHET considered that the groundworks associated with the proposed development had the potential to reveal heritage assets of archaeological interest.

Condition (no. 4) was therefore attached to the planning consent stating:

No demolition/development shall commence until the applicant, or their agents or successors in title, has implemented a programme of archaeological work, commencing with the evaluation of the application area, that has been secured in accordance with a Written Scheme of Investigation (WSI) that 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 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 and digital archives.

REASON: To safeguard archaeological assets within the approved development boundary from impacts relating to any demolitions 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 national policies contained in the National Planning Policy Framework (DLUHC 2023).

Albion Archaeology was commissioned by the client to prepare this Written Scheme of Investigation (WSI), representing the mitigation strategy required by condition no. 4, and to carry out the required programme of archaeological works.

1.2 Status of the Written Scheme of Investigation

The planning permission (24/00228/HHFUL) requires the investigation and recording of any archaeological deposits that might be affected by the

development. This WSI, therefore, sets out a scheme of work that will achieve that and thereby fulfil the requirements of the condition. It describes the circumstances of the project, the scope of the work required, and the procedures, methodologies and resources that are to be employed for its successful completion. This information is provided to assist the Cambridgeshire Historic Environment Team (CHET) in monitoring and assessing the archaeological work on behalf of the Local Planning Authority (LPA).

1.3 Site Location and Description

The permitted development (PDA) is for the addition of an orangery to 17 Castle Hills house, which lies off School Lane to the south. The PDA is located directly to the south of the scheduled ancient monument the Castle Hills (NHLE 1009629), west of the River Great Ouse within Eaton Socon at the western part of Cambridgeshire, *c.*2.1km southwest of St. Neot's.

The PDA is centred on grid reference TL 17273 58824, located at a height of approximately 19m above Ordnance Datum. The underlying bedrock comprises Oxford Clay Formation – Mudstone, formed between *c.*166 and 157 million years ago in the Jurassic period overlain by River Terrace Deposits, 2 – Sand and gravel sedimentary deposits[1]. The majority of the site is covered with freely draining slightly acid loamy soils (Soilscape 6)[2].

1.4 Archaeological and Historical Background

The following section discusses the archaeological and historical background within and in the vicinity of the permitted development area (PDA). It is largely based on the CHER data, provided in the CHET Design Brief (CHET 2025).

1.4.1 Prehistoric

The earliest evidence for human activity within the study area includes scatters of pottery and flint dating from the Mesolithic to the Bronze Age periods (HER 00372, 00373, 00377, 00447, 00511, 01919, 02032, 04459). Of particular interest is the potential Neolithic hearth on Little End Road *c.*500m southwest of the PDA (HER 00369).

In 2000-1 excavations *c.*900m southeast of the PDA revealed extensive Neolithic to early Iron Age activity including a Neolithic ring ditch monument and long barrow (Ellis 2004). Other significant finds were a late Bronze Age/early Iron Age pit alignment comprising of 440 pits, a number of early Bronze Age cremations and the southern part of a probable north-south running Neolithic cursus that had been previously identified by aerial photography (HER 11671).

1.4.2 Iron Age and Roman

Investigations at Eynesbury in 2000-1 also uncovered a number of ditches, pits and a trackway relating to potential Roman rural activity (Ellis 2004). Other

[1] https://geologyviewer.bgs.ac.uk/ [accessed 03/03/2025]
[2] https://www.landis.org.uk/soilscapes/ [accessed 03/03/2025]

excavations *c.*700m southwest of the PDA at Prior's Gate and Alpha Park industrial estates identified a Late Iron Age and Roman rural site which included a field system, enclosures and a trackway (MCB 16504, 16505).

Numerous cropmarks within the vicinity of the site indicate potential Roman and Iron Age settlement activity, including a possible Roman villa close to Barford Road, Eynesbury *c.*950m east of the PDA (HER 04253). Geophysics and test pitting on the site of Ernulf School to the west of the possible villa uncovered Roman settlement remains that may be related to the villa (HER 10898).

Excavations on Bushmead Road *c.*650m northwest of the PDA have uncovered numerous ditches, roundhouses, pits, an aisled building and an earthwork dating to the Iron Age and Roman periods (HER 00370)

Archaeological investigations ahead of an extension immediately to the south of the proposed orangery within the PDA revealed both Iron Age and Roman linear features indicating likely settlement of these dates within the wider area. Disarticulated human remains were also recovered more likely relating to the Saxon activity at Castle Hills (ECB 3682, MCB 19620).

1.4.3 Anglo-Saxon and Medieval

Immediately to the north of the PDA is Castle Hills, a Scheduled Ancient Monument (NHLE 1009629). This is a Norman ringwork castle which overlays late Saxon and early medieval settlement. After the abandonment of the ringwork and settlement, a windmill was constructed on the site (HER 00374). Trial trench evaluation within the vicinity of the monument in 1949-50 dated the ringwork to the 12th century as well as uncovering a Saxon cemetery. Further excavation in 1962 ahead of the residential development to the west of the PDA uncovered extensive Saxon and medieval settlement evidence (DCB 151).

Excavations at both Eynesbury and Alpha Park have uncovered numerous Saxon sunken featured buildings (SFBs) and associated features (Ellis 2004; MCB 18207). Evaluation *c.*80m east of the PDA at the 19th Century building River Mill uncovered early medieval ditches containing St Neot's ware pottery (CB 15259). Other medieval finds include a crucible (HER 09782) and a horse decoration (MCB 17754).

St Mary's Church *c.*200m northeast of the PDA is a 14th Century Grade II listed building (HER 00371, DCB 3836).

1.4.4 Post-medieval and Modern

The only find of post-medieval date within the vicinity is a trade token (MCB 16097) found *c.*170m west of the PDA at 14 School Lane.

A number of 18th to 20th century Grade II listed buildings lie within the study area, including The White Horse Hotel (DCB 3833), The George and Dragon Inn (DCB 3835), The Old Sun Inn (DCB 3291) and a number of cottages (DCB 4088, 2435, 3826).

Non-listed buildings mostly relate to now-demolished or repurposed structures including the 19th century Vicarage (MCB 24744), The Cock public house (MCB 24746) and a 19th century Blacksmith's workshop (MCB 24749).

1.5 Project Objectives

Groundworks associated with the permitted development have the potential to impact archaeological remains of the type known to exist in the vicinity, particularly those of the Saxon and medieval settlement identified within the Castle Hills monument.

The purpose of the archaeological investigation is therefore to:

- Monitor all groundworks that have the potential to reveal archaeological remains;
- Investigate the location, extent, date, character, condition, significance and quality of any archaeological remains within them.

Dependent on the nature of any remains that are revealed, specific research aims will be derived from regional research frameworks (e.g. Brown and Glazebrook 2000; Medlycott 2011). In 2021 ALGAO East of England, supported by Historic England, completed the latest review of the East of England Regional Research Framework, which is now available online[3].

Potential heritage assets with archaeological interest in the PDA would most likely date from the Iron Age through to the Saxon and medieval periods and have the potential to inform the following regional research questions:

- LIA-Rom 04: How can we map the distributions of key artefact and site types?
- LIA-Rom 13: How can we increase our understanding of Late Iron Age and Roman farmsteads?
- E-Sax 04: How are we to date and characterise fifth-century sites and material?
- MSax-Lsax 01: How can we improve the archaeological recovery of Middle and Late Anglo-Saxon settlement evidence?
- Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?
- Med (Rural) 22: How can we better understand the significance and setting of medieval rural castles?
- P-Med 13: What can archaeology add to our understanding of well documented periods?

Should the investigation produce evidence relevant to other objectives identified in the published research frameworks, they will be added to the objectives during the course of the project.

[3] https://researchframeworks.org/eoe/ [accessed 03/03/2025]

2. METHOD STATEMENTS

The methodological approach to the project is summarised below and detailed in Appendix 1.

2.1 Methodological Standards

The project will adhere throughout to the standards set out in the following documents:

Albion Archaeology	*Procedures Manual: Volume 1 Fieldwork* (2017, 3rd ed).
ALGAO East	*Gurney, D. Standards for Field Archaeology in the East of England (2003)*
Cambridgeshire County Council	*Deposition of archaeological archives in Cambridgeshire (2020)*
	Design Brief for Archaeological Monitoring and Recording: School Lane, 17 Castle House (orangery) (2025)
CIfA[4]	*Charter and by-law* (2022); *Code of Conduct* (2022)
	Standard for archaeological monitoring and recording (2023)
	Standard and guidance for the collection, documentation, conservation and research of archaeological materials (2020)
	Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2020)
Historic England	*Management of Research Projects in the Historic Environment PPN3: Archaeological Excavation* (2015)
	Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation. 2nd ed. (2011)

2.2 Archaeological Monitoring and Recording

The methodology to be employed is summarised below; see Appendix 1 Section 6.1 for full details.

2.2.1 Fieldwork

All groundworks with the potential to impact archaeological remains will be monitored. These will primarily comprise any ground reduction or excavations associated with construction of new foundations, insertion of new services etc. If archaeological deposits are found, the groundwork contractors will allow sufficient time for their investigation and recording; if necessary, parts of the site will be fenced off while such archaeological fieldwork is completed.

[4] All CI*f*A codes, standards and guidelines are available at: https://www.archaeologists.net/codes/cifa [accessed 03/03/2025]

All archaeological features revealed during the groundworks will be investigated. Where it appears from initial sample excavation that a feature would benefit from additional hand excavation, this will be undertaken, subject to any health & safety constraints.

Archaeological excavation and recording will be carried out by experienced Albion Archaeology staff. An appropriate level of environmental and other sampling will be undertaken in accordance with Historic England guidelines.

2.2.2 Artefacts

All artefacts found during fieldwork will be retained by context, with the exception of those recovered from topsoil (which will only be kept if they are of intrinsic interest). To maximise the metallic artefact assemblage a metal detector (set not to discriminate against iron) will be used routinely both to check spoil and to locate metal artefacts in advance of the excavation of features.

Recording, cleaning and conservation of artefacts will follow CI*f*A guidelines. Site drawings will be digitised and geo-referenced to allow features to be located in relation to Ordnance Survey mapping.

If human remains are encountered during ground reduction, where possible they will be left *in situ*, covered and protected when discovered. Remains would not normally be subject to further investigation, other than that necessary to establish the date, condition and character of the burial. However, if disarticulated human remains are encountered these will not be left in situ unless otherwise agreed with CHET. Should removal of human remains be required by the CHET a licence will be obtained from the Ministry of Justice before any remains are exhumed. Arrangements for the analysis and reporting (where research potential exists), will be made as soon as possible after their discovery.

All finds of gold and silver will be recorded, removed to a safe place and reported to the Coroner and HER in accordance with the Treasure Act 1996, the Treasure (Designation) Order (2002) and the revised Treasure Act 1996: Code of Practice (2023). They will also be reported to the Portable Antiquities Scheme officer.

2.2.3 Ecofacts

Samples will be taken from the following types of deposits:

- those visibly containing charred plant remains;
- those where a significant animal bone assemblage has been recovered;
- where waterlogging is evident;
- irrespective of the above, as a sampling control (from the range of feature/deposit types, stratigraphic and spatial location etc.).

If a group of animal bones appears to be articulated, they will be exposed in their entirety. If appropriate, they will be recorded as an “animal skeleton” in line with the Procedures Manual.

2.3 Post-Fieldwork Analysis and Reporting

During or immediately after fieldwork all records will be checked and cross-referenced to ensure that they are internally consistent. Recording, cleaning and conservation of finds will follow CI*f*A guidelines, subject to agreement for removal from site if required. Site drawings will be digitised and geo-referenced.

Data gathered during the fieldwork will be consolidated into an archive. The archive will be assessed, and an appropriate level of analysis and reporting will be undertaken. This analysis work will be carried out using Albion Archaeology's Intrasis database system and GIS system.

The report will be sufficiently detailed to allow the results of all aspects of the fieldwork to be interpreted without recourse to the site archive (see Section 6.4 for summary contents). Where appropriate, it will place the results of the investigation in their local, regional and national context. The report will include appropriate illustrative material including copies of relevant parts of the drawn and photographic record.

If significant and/or extensive archaeological remains are uncovered at the site requiring a higher level of analysis and reporting, it may be appropriate to prepare an interim assessment report and/or an updated project design. This may lead to further analysis and production of an article for publication. Any such work will be carried out with the agreement of the CHET and the client.

2.4 Archiving

The archive of finds and records generated during the project will be kept secure at all stages of the operation. All records and materials produced will be archived to the standards outlined in Historic England's *Management of Research Projects in the Historic Environment* (MoRPHE) and the CHET's *Deposition of archaeological archives in Cambridgeshire* (2020). The Archaeology Data Service's guidance on digital archives, *Guidelines to Good Practice*[5] will be followed. Details on archiving procedure can be found in Section 6.5. A Data Management Plan (DMP) can be found in Appendix 4.

Permission will be sought from the landowners for transfer of title of all finds to the CHER (event no.: ECB7556) and deposited into Cambridgeshire County Council's Archaeological Storage Facility.

Albion Archaeology employs a full time Archives Officer to ensure that all archives are completed to the correct standards and deposited according to the relevant guidelines.

Details of the project and its findings will be submitted to the OASIS database in accordance with the guidelines issued by Historic England and the Archaeology Data Service (reference no. albionar1-531983). The digital archive will be deposited with the Archaeological Data Service in accordance with the project's digital management plan (DMP) (see Appendix 3).

[5] https://guides.archaeologydataservice.ac.uk/g2gp/Main [accessed 09/01/2024]

2.5 Liaison with the Cambridgeshire Historic Environment Team

Monitoring of the archaeological work will be carried out on behalf of the LPA by the CHET. They will ensure that the WSI is complied with and that professional standards are maintained. The CHET will be given at least one week's notice of the start of the fieldwork and all reasonable access to the site and site documentation will be afforded to them.

Any variation to the WSI will be agreed with the CHET and the client before its implementation.

2.6 Health and Safety

A risk assessment and method statement (RAMS) will be carried out before the start of fieldwork in accordance with Albion Archaeology's *Health & Safety Policy*. As part of the project briefing all staff will be made aware of their responsibilities and the specific site hazards (identified under the risk assessment). The risk assessment will be reviewed as the project progresses.

Albion Archaeology will comply fully with all operational and safety requirements of the principal contractor on site.

2.7 Environmental Policy

Albion Archaeology adheres to Central Bedfordshire Sustainability Plan 2020-2030, as part of carbon reduction planning for projects.

2.8 Insurance

Albion Archaeology hold appropriate Professional Indemnity, Employee Liability & Public Liability insurance for the works described in this document.

2.9 Project Timetable

Construction groundworks are programmed to commence in early 2025. The duration of the project is dependent upon the construction schedule. Unless otherwise agreed in witing with the LPA, the final report will be submitted to the CHET within 2 months of the date of completion of the groundworks (which is to be confirmed in writing by the client) and the project site archives will be prepared for deposition with the CCC Archaeological Storage Facility.

3. RESOURCES

3.1 Albion Archaeology Company Profile

Albion Archaeology, formerly called Bedfordshire County Archaeology Service was established in 1974. In keeping with its commitment to the maintenance of the highest standards of professional practice, it has been a Registered Organisation with the Chartered Institute *for* Archaeologists since August 1997. Albion Archaeology is one of the region's leading archaeological organisations and for more than 30 years has undertaken major fieldwork and evaluation projects throughout Bedfordshire. It also now operates over a wider area, including the neighbouring counties of Northamptonshire, Cambridgeshire, Hertfordshire and Buckinghamshire. It offers a comprehensive service to local and national government, statutory bodies, and the private sector.

3.2 Relevant Experience

Albion Archaeology staff can draw on decades of experience of working on a wide range of archaeological sites within the eastern region and beyond. The monitoring and recording works will be undertaken by a team of professional, employed archaeologists. The team leader will be competent at archaeological evaluation and excavation techniques, with a proven track record. The team leader will directly supervise all site works and will be the main author of the report.

3.3 Albion Archaeology Staff Resources

Albion Archaeology employs over 45 full-time, professional archaeological staff. Additional staff are recruited as required by the organisation's workload. The following individuals will be deployed on this project (detailed CVs are presented in Appendix 2).

Iain Leslie MA MCI*f*A, Operations Manager: *quality control and overall management*
Benjamin Carroll, Bsc (Hons) Project Manager: *day-to-day operational management, budget management*
TBC, Archaeological Supervisor: *on-site supervision, report preparation*
Jackie Wells MA, Finds Manager: *finds processing and reporting*
Joan Lightning, Geomatics Technician: *digitisation and report illustrations*

Technical support will be provided by in-house specialist staff in the areas of surveying, illustration and computing.

3.4 Specialist Input

The following in-house staff with appropriate specialist expertise will be used as necessary, on this project:

Jackie Wells MA: *later prehistoric to modern pottery, non-ceramic artefacts and animal bone identification and reporting;*
Irene Sala BA: *plant remains*
Joan Lightning BA: *GIS and digital drawing creation;*

Helen Parslow HND: *archive creation and transfer*.

Should the results of the investigation warrant further analysis, or additional input, external specialists will be consulted. All sub-contracted specialists employed by Albion Archaeology are established and well respected in their respective fields of expertise. Each has a proven track record of providing quality services within set deadlines. *Pro forma* contracts are used to ensure work is correctly specified and delivered to time and budget. Albion Archaeology continually reviews the quality of work received from sub-contractors and continually seeks competitive quotes in order to avoid over-reliance on a single supplier.

The following external specialists will be used, if required, on this project:

Artefact conservation	Drakon Heritage Ltd
Coinage	Dr. Peter Guest
Faunal remains	Dr. Mark Maltby, Bournemouth University
Human remains	Dr Corrine Duhig, Cambridge University
Plant, insect and molluscan remains	Dr. John Giorgi
Scientific dating	Scottish Universities Environmental Research Centre, University of Glasgow
Soil formation processes and micromorphology	Dr. Mike Allen

4. QUALITY ASSURANCE

Albion Archaeology's three principal organisational goals are:

i. delivery of a first-class service to clients;
ii. development of the highest professional standards;
iii. timely dissemination of the results of archaeological projects.

To meet these goals the following elements of quality management are under continuing development.

- A networked Projects Database and client contact *pro formae* which underpin our service delivery.
- A networked time and cost recording system which underpins project budget management.
- Use of Project Management software for scheduling both individual projects and the work of the organisation as a whole.
- Specific standards reviews at the completion of each project stage.
- Adherence to professional standards set out by the CI*f*A.
- Commitment to utilisation and development of regional and national research frameworks.
- Commitment to staff development to maintain professional expertise.
- Comprehensive Procedures Manual and quality procedures.
- Consistent approach to assessment, analysis and archiving by means of standardised database templates and procedures.
- Continual review of service standards provided by sub-contractors.
- Support for Albion Archaeology staff involved in national archaeological organisations.
- Regular publication of the results of fieldwork projects, in both stand alone format and as part of regional and period-based summaries.
- Safe and secure storage of project archives prior to deposition with relevant museum.
- Provision of an education service for local schools.
- Maintenance of public display area at St Mary's Archaeology Centre, Bedford.

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6. APPENDIX 1: DETAILED METHOD STATEMENTS

6.1 Investigation Methodology

1. All machine excavation requiring archaeological monitoring will be carried out by the client's building contractor, operating under archaeological supervision.
2. Any ground reduction in plan will be carried out by a machine with a toothless bucket.
3. Any exposed archaeological features will be cleaned, and hand excavated, unless the area is deemed unsafe to enter.
4. For deep, narrow trenches, such as drainage runs, recording will be undertaken from the side of the trench with any machine-excavated deposits recorded.
5. All features will be investigated, unless agreed with CHET, in order to achieve the project objectives. Features such as hearths, burials, surfaces and key stratigraphic relationships will be investigated.
6. All excavated features and deposits will be fully recorded in accordance with Albion Archaeology's *Procedures Manual*.
7. Features will be recorded at an appropriate scale, generally 1:20 for plans and 1:10 for sections, with all plans tied into the National Grid.
8. If human remains are encountered, they will be dealt with in accordance with Ministry of Justice procedures.
9. Spoil will be scanned for artefacts by both eye and metal detector, set not to discriminate against iron.
10. A full photographic record in digital format (min. 12MP) will be compiled during the works. This will include working shots, feature record shots and publication shots. Albion currently uses Olympus TD-6 digital cameras with 12-megapixel BSI-CMOS sensors, raw image support and built-in GPS and compass to aid image location. A text register detailing the subject, direction, date, and author of each record photograph will also be kept. The file format will be in accordance with the current ADS preferred file formats.

6.2 Artefacts

Artefacts will be collected and treated in accordance with the CI*f*A's *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020), and the Albion Archaeology *Procedures Manual*.

In summary, artefacts, including those recovered from spoil heaps, will be assigned to the relevant context number for the investigation area. Artefact processing will be undertaken concurrently with the investigation. This will comprise cleaning and marking, documenting and storing as appropriate. Documenting will comprise identification, dating and entry of data onto the Context Assemblage database. All ironwork, and other materials deemed suitable, will be submitted for x-radiography.

Artefacts recorded as special finds, or small finds will be located in three dimensions utilising the site grid. Significant artefact scatters which have the

potential to provide information on site use or patterns of discard will be planned/3D located.

Artefact information will be available during fieldwork and monitoring meetings.

Any finds which are identified as Treasure, as defined in the 1996 Treasure Act, the 2003 extension of definition and the amendment Order (2023) will be immediately reported to the Finds liaison Officer and to the district Coroner within 14 days of their discovery/identification.

6.3 Environmental Sampling

A programme of environmental sampling will be carried out in accordance with Historic England's *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (2011), and the Albion Archaeology *Procedures Manual*. Specialist advice will be sought as necessary.

In summary, samples will be taken from a representative range of context types from each phase of identified archaeological activity. Samples will be taken from contexts that appear rich in environmental material and from other key contexts identified within the excavations. The primary purpose of sampling will be to examine:

- survival of material
- key archaeological contexts

Processing will be undertaken at St Mary's Church Archaeology Centre in accordance with the *Procedures Manual*. In summary, this will comprise the following main stages:

- flotation of samples
- drying of residues and flots
- sorting of coarser residues
- scanning of flots and unsorted residues
- inputting information into the database/table

6.4 Post-Fieldwork Analysis and Reporting

During or immediately after fieldwork all records will be checked and cross-referenced to ensure they are internally consistent. Recording, cleaning, and conservation of finds will follow CI*f*A guidelines. All soil samples will be processed and assessed as appropriate.

The data acquired during all stages of fieldwork will be analysed to a level that is appropriate to provide the information required to achieve the project objectives. Site drawings will be digitised and geo-referenced. Contextual, artefactual and ecofactual data will be entered onto a networked Intrasis database. This will be used to analyse and report on the results of the fieldwork.

The report will contain sufficient detail to enable the results of the monitoring to be interpreted without recourse to the project archive. This will include the tabulation of contextual and finds information. The report will consider the significance of any archaeological deposits in local, regional and national terms.

This will be used to assess, analyse, and report on the results of the fieldwork. Following assessment of the archive, either an Updated Project Design (UPD) will be submitted to the CHET or their formal agreement will be obtained for proceeding straight to post-fieldwork analysis and reporting.

The report will comprise the following:

- Non-technical summary;
- Introduction (site location and description, planning background, archaeological background);
- Aims of project and methodology;
- Detailed description and specialist interpretation of any archaeological features and deposits;
- Summary of results and significance including reports on artefacts and environmental remains where appropriate;
- Bibliography;
- Figures will include a location plan, appropriate all features plans, sections and photographs.

A digital copy of all reports will be supplied to the HER.

6.5 Archive

A full project archive will be compiled in accordance with Historic England (MoRPHE) standards.

Albion Archaeology adheres to strict archiving standards and ensures that all archive is stored appropriately. All storage material is of archival-quality and includes archival-quality photographic storage sleeves. The archive will be deposited with Cambridgeshire County Council's Archaeological Storage Facility. The digital archive will be deposited with the Archaeology Data Service.

An online OASIS form will be completed in accordance with the guidelines provided by English Heritage and the Archaeology Data Service.

7. APPENDIX 2: PROJECT STAFF CVS

Iain Leslie: Operations Manager

Technical qualifications
MA European Prehistory, University of Sheffield 2007
BA (Hons) Archaeology, University of Sheffield 2006
Member of the Chartered Institute *for* Archaeologists

Core Skills
Responsible for co-ordination of Albion resources and overall quality control. Experience includes management of a wide range of archaeological fieldwork, from inception to publication and archive. Has played a major role in revising and creating Albion procedures, with particular emphasis on the use of database and GIS software in post-excavation analysis. Current interests include the use of Open Source software for the analysis and visualisation of archaeological data.

Employment History
2023 to present: Operations Manager with Albion Archaeology
2018-2023: Project Manager with Albion Archaeology
2015-2018: Project Officer with Albion Archaeology
2011-2015: Archaeological Supervisor with Albion Archaeology
2009-2010: Assistant Archaeological Supervisor with Albion Archaeology
2008-2009: Archaeological Technician with Albion Archaeology

Benjamin Carroll: Project Manager

Technical qualifications
Bsc (Hons) Archaeology, University of Bournemouth 2007
Practitioner of the Chartered Institute *for* Archaeologists
CITB Site Management Safety Training Scheme (SMSTS)
CITB Site Supervisor Safety Training Scheme (SSSTS)
Core skills
Managing and overseeing projects from inception through to completion, ensuring professional standards are maintained. Overseeing projects health and safety guidelines and procedures are complied with. Achieving successful discharge of planning conditions for all stakeholders in line with budgets, timescales, and procedures.
Employment History
2023 to present: Archaeological Manager, Albion Archaeology
2020-2023: Assistant Archaeological Manager, Albion Archaeology
2019-2020: Project Officer, Albion Archaeology
2016-2019: Archaeological Supervisor, Albion Archaeology
2012-2016: Assistant Archaeological Supervisor, Albion Archaeology
2010-2012: Archaeological Technician, Albion Archaeology
2007-2010: various archaeological employment, mainly in East Anglia and Greater London.
2006: various excavations in Germany around Magdeburg, with Europass training
2005: excavations at Knowlton landscape project Dorset, with Bournemouth University

TBC: Project Supervisor

Jackie Wells: Finds Manager

Technical qualifications
MA Post-Excavation Studies, University of Leicester, 1990
BA (Hons) Archaeology and History, University of Nottingham, 1988

Core skills
Jackie has over 20 years postgraduate experience in processing, analysing and reporting on artefactual assemblages. Jackie has written the ceramic and non-ceramic sections for articles

published in *Bedfordshire Archaeology*, the Bedfordshire Monograph Series, the Albion Monograph Series and over 100 BCAS/Albion evaluation reports. She is a member of the Study Group for Romano-British Pottery and Roman Finds Group.

Employment History
The majority of her experience concerned sites in the East Midlands (mainly Bedfordshire, Northamptonshire and Leicestershire). However, she has also worked on finds from the Peak District (predominantly prehistoric sites), South Wales (Caerwent Roman town) and West Sussex (Alfoldean Roman roadside settlement

Joan Lightning – Geomatics Technician, Albion Archaeology
Technical qualifications
BA (Hons) Archaeology and Prehistory
HND (Merit) Practical Archaeology
City and Guilds: AutoCAD 4351-01, and 4351-03.
Core skills
Experienced in using AutoCAD, Gsys, Aerial 5.12, Surfer 7, IntelliCAD, Access, Word, Corel Photopaint, Corel Draw and Corel Trace. Uses data collected from field survey to produce landscape survey plans and 3d models/deposit models. Also experienced at aerial photographic interpretation using Aerial. Joan has also undertaken some building recording work.
Employment History
1999 to present: CAD / Survey Technician for Albion Archaeology
1996–1999: Archaeological Technician /AutoCAD operator for Bedfordshire County Archaeology Service
1985–1996: Excavator on a variety of archaeological excavations covering many periods and in various parts of the country.

8. APPENDIX 3: SELECTION STRATEGY

17 Castle Hills House, School Lane, Eaton Socon, Cambridgeshire SELECTION STRATEGY (4th March 2025, ver. 1.0)		
Project Manager:	[redacted]	
Archaeological Archive Manager:	[redacted]	
Organisation:	Albion Archaeology	
STAKEHOLDERS		**Date Contacted**
Collecting Institution(s):	Cambridgeshire County Council's Archaeological Storage Facility ADS	
Project Assurance:	Cambridgeshire Historic Environment Team (CHET)	
Landowner/Developer:	[redacted]	
Other:	Project Finds Officer – [redacted] Project Archives Officer – [redacted] Animal Bone – [redacted] Ecofacts etc. – [redacted]	To be informed as necessary
RESOURCES REQUIRED	Albion Archaeology Staff time – 2 days External Contractors approx. 1 day per specialist	

CONTEXT

Background
Planning permission (24/00228/HHFUL) was granted by Cambridgeshire County Council for the erection of an orangery to 17 Castle Hills House, School Lane, Eaton Socon, Cambridgeshire.

The Cambridgeshire Historic Environment Team (CHET) advised that the proposed development is located just to the south of the scheduled ancient monument the Castle Hills (National Heritage List for England (NHLE) 1009629). Due to the high archaeological potential of the proposed development area (PDA), an archaeological condition was placed on the consent on the advice of the CHET. The CHET issued a brief (CHET 2025) to set out the requirements of the archaeological evaluation.

Albion Archaeology was commissioned by the client to carry out the required programme of archaeological works.

Objectives and Relevant National, Regional and County Research Frameworks
Groundworks associated with the permitted development have the potential to impact archaeological remains. These are most likely to date from the Iron Age through to the Saxon and medieval periods.

The purpose of the archaeological investigation is to make a full record of any archaeological remains

impacted by the development, and to place them within their cultural and environmental setting. The specific aims of the archaeological fieldwork are therefore to:

- monitor all groundworks that have the potential to reveal archaeological remains; and
- investigate the location, extent, date, character, condition, significance and quality of any archaeological remains within them.

Dependent on the nature of any remains that are revealed, specific research aims will be derived from regional research frameworks (e.g. Brown and Glazebrook 2000; Medlycott 2011). In 2021 ALGAO East of England, supported by Historic England, completed the latest review of the East of England Regional Research Framework, which is now available online[6].

Depending on their nature and state of preservation, any such remains would most likely be of local or regional significance. Such evidence would fit into a number of broad research aims that are identified in the regional agenda.

Archive

The archive of finds and records generated during the project will be kept secure at all stages of the operation. All records and materials produced will be archived to the standards outlined in the CHET's Deposition of archaeological archives in Cambridgeshire (2020). In liaison with the landowner, in principle, permission will be sought for transfer of title of all finds to the CHER (event no.: ECB7556) and deposited into Cambridgeshire County Council's Archaeological Storage Facility.

Details of the project and its findings will be submitted to the OASIS database in accordance with the guidelines issued by English Heritage and the Archaeology Data Service (ref. no. albionar1-531983). The digital archive will be deposited with the Archaeological Data Service in accordance with the project's digital data management plan.

1. DIGITAL DATA	
STAKEHOLDERS	Project Archives Officer – Helen Parslow Project Manager – Benjamin Carroll Digital Repository – ADS Project Assurance – CHET Repository – Cambridgeshire County Council's Archaeological Storage Facility
SELECTION	
Location of Data Management Plan (DMP):	Supplied with this document (Appendix 4).

[6] https://researchframeworks.org/eoe/ [accessed 03/03/2025]

Selection of digital data: Digital data will be selected for inclusion in the preserved archive by the Project Manager and Project Archives Officer in conjunction with the stakeholders. Any deviation from the below strategy will be discussed and agreed with the stakeholders.

Selection strategy reviews will be undertaken at review points at the end of fieldwork and prior to final archiving.

Digital data collected during the project will likely include:

- Photographs (.JPEG, .TIFF)
- Spatial Data (.DWG, .SHP)
- Finds and context information (Intrasis, MS Excel)
- Reports (MS Word, .PDF)

Digital data selection will be based factors such as:

- Relevance
- Uniqueness
- Non-replicability
- Cost

It is envisaged that not all of the born digital photographs taken on site will be kept, for example multiple shots of the same feature or random shots not relevant to the site. Any digital data which could be in breach of GDPR will not be kept (or the relevant data redacted). No duplicate data created during the project, or data that duplicates data already in an archive (i.e. OASIS reports, scanned section drawings etc.) will be selected.

Only final versions of documents and drawings will be selected unless draft versions are thought to hold special importance. Only the final, post-excavation version of the site plan, in .SHP or .DWG format, will be selected. Individual surveys or those drawings created during analysis will not be selected, unless they represent unique data relevant to the project. Digital versions of sections will not be selected, unless no physical drawing exists, to prevent the duplication of data. Databases and spreadsheets will only contain the primary data; queries, analysis tables etc. will be removed before deposition.

Data (including metadata) will be managed in line with ADS guidelines (https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml)

Digital data will be managed in accordance with Albion Archaeology and Central Bedfordshire Council (CBC) procedures. See the DMP for further details.

DE-SELECTED DIGITAL DATA

The procedure for dealing with deselected digital data will be in line with Albion Archaeology and CBC procedures, *e.g.* CBC data management policies, IT policy, Data Protection Policy, Information Security Policy and Records Management Policy. De-selected data subject to GDPR retention rules will be deleted according to CBC policy. De-selected data not subject to GDPR may be retained by Albion Archaeology for any such period that it is deemed useful, after which it will be deleted.

AMENDMENTS

Date	Amendment	Rationale	Stakeholders Involved

2. DOCUMENTS	
STAKEHOLDERS	Project Archives Officer – [redacted] Project Manager – [redacted] Repository – Cambridgeshire County Council's Archaeological Storage Facility Project Assurance – CHET

SELECTION

Analogue data will be selected for inclusion in the preserved archive by the Project Manager and Project Archives Officer in conjunction with the stakeholders. Any deviation from the below strategy will be discussed and agreed with the stakeholders.

Analogue data will include the following:

- The site drawings, all of which will be selected.
- Copies of any other data requested by the Repository (this should include all primary site records, copies of any finds records)
- Original finds drawings, should any finds be drawn.
- Any relevant correspondence which does not breach GDPR.

All data not meeting the above criteria will be deselected. Selection strategy reviews will be undertaken at review points at the end of fieldwork and prior to final archiving.

Standards and guidance: Analogue data will be managed in accordance with Albion Archaeology procedures and those standards outlined by CHET (see Albion Archaeology *Procedures Manual* and *Deposition of archaeological archives in Cambridgeshire*). See also DMP for further details.

It is not currently anticipated that decisions will be made that differ from the standards and guidance cited above.

DE-SELECTED DOCUMENTS

The de-selected analogue data will be destroyed (especially that containing anything in regarding GDPR) subject to final checking by the Project Archives Officer. Possible exceptions include images, records retained for business purposes including promotional or teaching material.

AMENDMENTS

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders Involved

3. MATERIALS			
Material Type:	**Bulk Finds**	**Page**	
STAKEHOLDERS	Project Manager – [redacted] Project Archives Officer – [redacted] Finds Officer – [redacted] Repository – Cambridgeshire County Council's Archaeological Storage Facility Project Assurance – CHET Landowner – [redacted]		

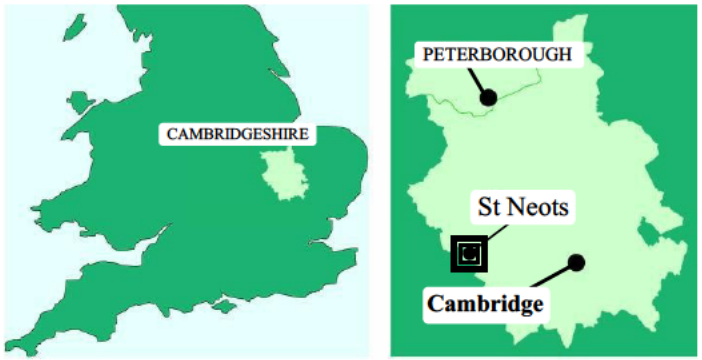
SELECTION STRATEGY
It is not anticipated that bulk finds of any category will be present in such quantity as to require the implementation of a selection strategy during the fieldwork phase of the project. Bulk finds will be selected for inclusion in the preserved archive by the Project Manager, Project Archives Officer and Finds Officer in conjunction with the CHET and the Repository Manager. Specialist advice will be sought in order to inform these decisions where necessary. We will consult with each of our specialists, the CHET and Repository Manager during fieldwork and post-excavation work as required. Any de-selection, beyond what is described below, will be discussed and agreed with the stakeholders. Selection strategy reviews will be undertaken at review points at the end of fieldwork and prior to final archiving. Bulk finds will be managed in accordance with Albion Archaeology procedures and to the standards set out in *Deposition of archaeological archives in Cambridgeshire*. Material that will not be collected during fieldwork will include: • Material that is from the overburden or post-19th-century deposits, unless it is deemed to be intrinsically significant, is considered Treasure Trove or comprises human remains. • All other finds will be collected and recorded.
UNCOLLECTED MATERIAL
Uncollected material will be left on site. Where relevant, its presence will be noted in the project record.
DE-SELECTED MATERIAL
This will be returned to the site, should it still be in progress. If site works are complete, the landowner will be consulted to see if they would like to keep the material. Some material may be retained for educational purposes. Should the de-selected material be disposed of elsewhere, it will be left with an appropriate marker to identify it as re-buried material.
AMENDMENTS
Detail any amendments to the above selection strategy.

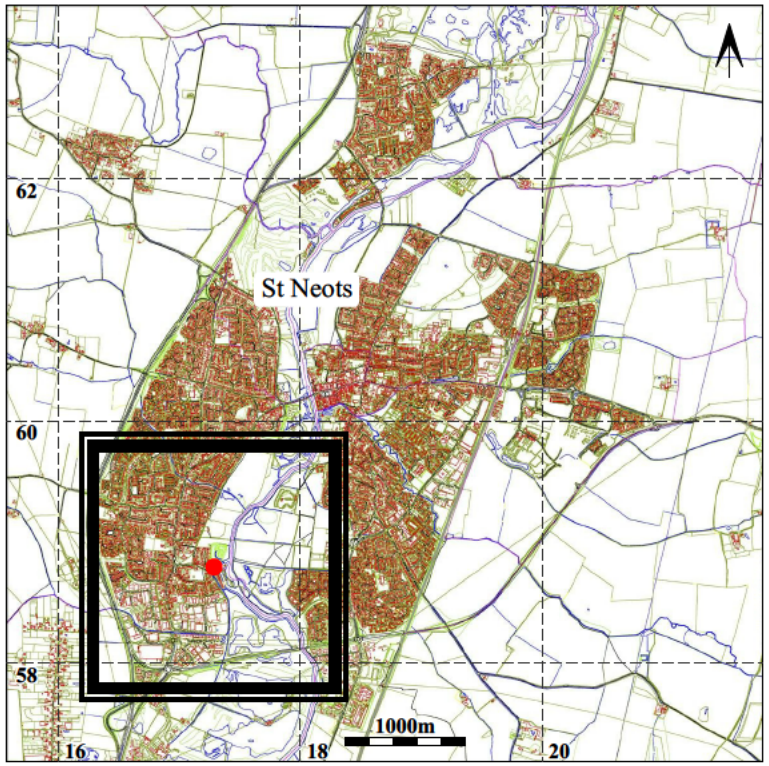
Date	Amendment	Rationale	Stakeholders Involved

9. APPENDIX 4: DATA MANAGEMENT PLAN

Project Manager	[redacted]
Project Number	CH5023
Project Name	17 Castle Hills House, School Lane, Eaton Socon, Cambridgeshire
Author(s)	Jonathan Durman/ Benjamin Carroll
Stakeholders	Albion Archaeology, Martin Hicks
Origination Date:	04/03/2025
Reviser(s)	n/a
Date of last revision	n/a
Project stages covered	Mitigation of building works
Version	1.0
Status	Draft
Summary of Changes	n/a
File Name/Location	SharePoint\C and D Archaeology\Projects\Projects_Cambridgeshrie\CH5023CastleHillsEatonSocon
Related Policies	CBC data management policies, IT policy, CBC Data Protection Policy, Information Security Policy, Records Management Policy and IT Acceptable Use Policy.
Data Collection/Creation	
Data to be Collected/Created	*Specify what data you will collect or create. Indicate the likely types and formats of your data (e.g. Word Documents, Excel Spreadsheets) and volume. Outline and justify any deviation from Data Management Procedure or Policy in choice of format and consider the implications of data format and data volumes in terms of cost, storage, backup and access.*
	Physical Site recording sheets Site drawings Correspondence (letters/logs) **Digital** Photographs (.JPEG/.TIF) Spatial data (plans, sections), AutoCAD (.DWG), ESRI Shape file (.SHP) Finds and context information (Intrasis, MS Excel) Reports (MS Word/PDF) Correspondence (e-mail, logs)
How Data will be Collected/Created	*Document the standards and methodologies used, and quality assurance processes. Document any deviation from Data Management Procedure or Policy on version control, file naming, folder structure and usage.*
	The data will be created according to Albion Archaeology's Procedures Manual and Data Management Procedure, CBC Data Protection Policy, Information Security Policy, Records Management Policy and IT Acceptable Use Policy.
Relations	n/a
Documentation and Metadata	
Metadata	*Document any deviation from Data Management Procedure or Policy*
	None proposed
Documentation	None proposed
Ethical and Legal Compliance	
Data Security Issues	Client confidentiality where appropriate
Intellectual Property Rights	Copyright – Albion Archaeology
Data Storage	
Storage and Backup	*Document any deviation from Procedure for backing up data and transfer to network.*
	Data will be stored on the Albion Archaeology network, or CBC SharePoint account, managed by Central Bedfordshire Council's ICT Team. During fieldwork, data will be managed in line with Project Procedures for backing up data and transferring it to the network. Digital photographs will be downloaded to the network at frequent intervals.

Access and Security	*Document any deviation, to provide access to data and any security measures required.*
	Data will be made available to the project team through the Albion Archaeology network and/or CBC SharePoint account. Selected data will be made available to external specialists where appropriate. There are no specific security issues.
Selection and Preservation	
Preservation Plan	*Document what data will be preserved and the repositories for the archive.*
	The physical archive (documentary and material) will be transferred to the CHER. In addition, a copy of any digital files they wish to receive will also be transferred to them. The documentary archive will contain any hard-copy data reports the repository wishes to receive. The digital data will be deposited with the Archaeology Data Service and will also be stored on the Albion Archaeology network. A copy of the report will be uploaded to OASIS.
Data Sharing	
Data Sharing Plan	*Document any addition to the dissemination of the data, other than deposition with the repository, HER and publication. Consider how this may be affected by file types, size, complexity and sensitivity of the data. Consider how data will be shared with externals during the project.*
	The digital data will be deposited with the Archaeology Data Service. A copy will also remain with Albion Archaeology and will be available on request where appropriate.
Data Sharing Restrictions	*Document any restrictions on the use of the data after project completion.*
	There are no restrictions on the use of this data after project completion, subject to client confidentiality, copyright, GDPR *etc*.
Responsibilities and Resources	
Responsibilities	*Document any deviation to the responsibilities set out in Data Management Procedure or Policy.*
	The Project Manager and Archaeological Archive Manager are responsible for ensuring that the data management plan is followed.
Resources	*Consider any resources needed to deliver the plan,* e.g. *software, hardware, technical expertise,* etc. *Where dedicated resources are needed, these should be outlined and justified.*
	Resources required to deliver this plan are covered by the project budget or by Albion Archaeology, as are the costs of deposition of the archive.





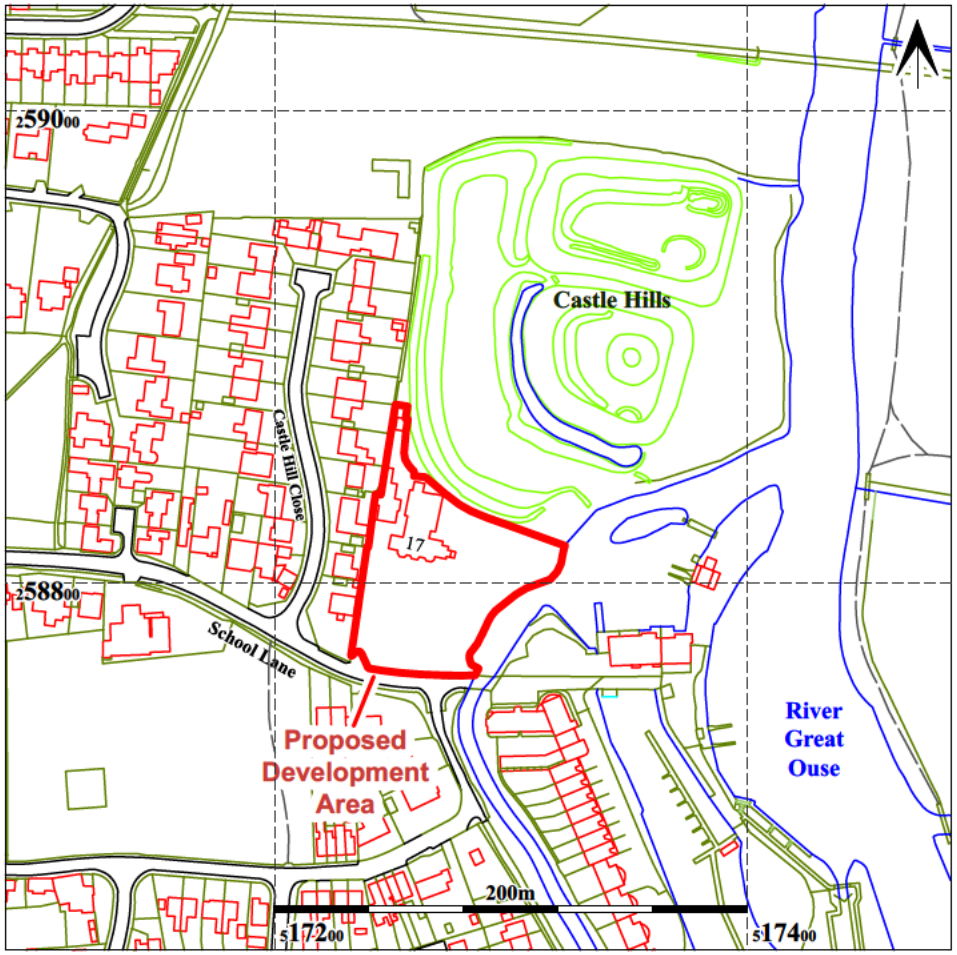


Figure 1: Site location

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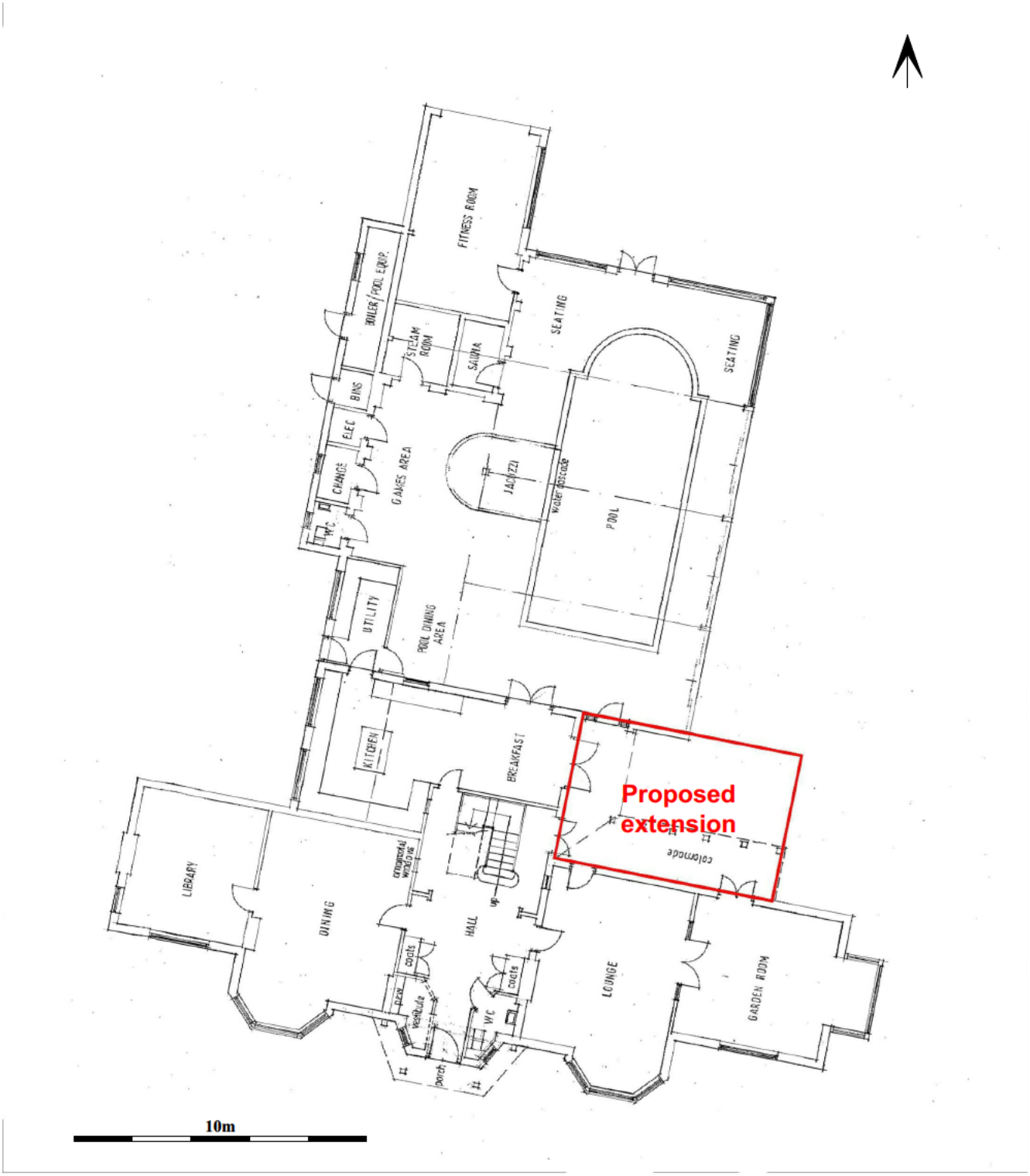


Figure 2: Existing ground-floor plan overlaid with proposed extension

Central Bedfordshire

Albion archaeology

Albion Archaeology
St Mary's Church
St Mary's Street
Bedford
MK42 0AS

[redacted]

www.albion-arch.com

REGISTERED ORGANISATION CIfA