CAMBRIDGE ARCHAEOLOGICAL UNIT

Written Scheme of Investigation for Archaeological Excavation on Land Northwest of Spittals Way and Ermine Street, Great Stukeley

Location:	TL 22360 73380 (centre)
Planning reference	18/01918/OUT, Huntingdonshire District Council
Event Number:	ECB7506

DRAFT

Prepared by Rob Wiseman, December 2024
Version 1

Client	Bloor Homes
Consultant	Charles Le Quesne, Quercus Heritage
Contractor	Cambridge Archaeological Unit Department of Archaeology University of Cambridge Downing Street, Cambridge CB2 3DZ
Copyright	Cambridge Archaeological Unit 2024

1. BACKGROUND

1.1 Context of the project

1.1.1 The client's plans for the proposed development area (PDA) northwest of Spittals Way involve construction of up to 1,000 new dwellings, a primary school, and retail and community space. There will also be landscaping incorporating open spaces and play areas; pedestrian and cycle paths, roads, drainage and other engineering works.

1.1.2 As a condition of planning consent, Huntingdon District Council (HDC) requires a programme of archaeological works to be carried out before development commences (Condition 17, HDC planning application 18/01918/OUT).

1.1.3 A geophysical survey of the site was carried out in 2000 followed by fieldwalking and an archaeological trial trench evaluation in 2004. The Cambridgeshire Historic Environment Team (CHET, archaeological advisors to HDC) requires archaeological excavation of three areas in order to meeting planning conditions placed on the development. A Written Brief outlining the archaeological requirements has been issued by the Cambridgeshire Historic Environment Team (CHET) (Thomas 21 Oct 2024).

1.1.4 This Written Scheme of Investigation (WSI) has been prepared in response to the Written Brief and addresses its requirements. It sets out the methods to be used in the excavation, and conforms to the requirements of the MoRPHE Project Manager's Guide (Historic England 2015), Project Planning Note 3: Archaeological Excavation (2008), *Standards for Field Archaeology in the East of England* (Gurney 2003), and all relevant CIfA Standards (see section 4.1). Please note that CHET will not discharge the archaeological condition on the basis of this document alone.

1.2 Site Description

1.2.1 The PDA is located northwest of the junction of Ermine Street and Spittals Way (A141), Great Stukeley, Cambridgeshire. Three areas are to be excavated, all centred on TL 22360 73380. The three excavation areas cover c.0.65ha (Area1), c.0.45ha (Area 2), and c.9ha (Area 3).

1.2.2 The PDA is currently large open arable fields, bounded by the A141 to the southeast, Ermine Street to the northwest, A1307 to the southwest and a band of trees to the northwest.

1.2.3 There are large overhead power pylons to the south of the excavation areas. There is a large boundary ditch through Area 3, and a band of trees along the western edge of the field.

1.2.4 There are no designations on the site or tree protection orders, protected hedgerows, protected animals and birds, or vegetation.

1.2.5 Access to the site is via a private farm lane from the north, off Ermine Street.

1.3 Geology, topography and land use

1.3.1 The bedrock comprises mudstones of the Oxford Clay Formation. The higher ground along Ermine Street is covered with diamicton on the Oadby member. (British Geological Survey: https://geologyviewer.bgs.ac.uk/ ; accessed December 2024)

1.3.2 The PDA's soils are lime-rich loamy and clayey soils with impeded drainage (UK Soils Observatory website, http://mapapps2.bgs.ac.uk/ukso/home.html; accessed December 2024)

1.3.3 The PDA lies at the foot of a line of hills to the north east, with the Alconbury Brook c.1500m to the south. The ground on Ermine Street lies at c.28m above OD, while the lower point of the field is at c.13m aOD.

1.3.4 The site is currently used for cropping, and the presence of furrows in the evaluation shows the site has been in agricultural use for most of the last millennium.

2. ARCHAEOLOGICAL CONTEXT

2.1 Previous investigations in the PDA

2.1.1 An assessment of aerial photographs was carried out in 1998 (palmer 1998); a geophysical survey was carried out in 2000 (GSB 2000); fieldwalking in 2004 (Upton Smith 2024), and an evaluation by trial trenching in 2004 (Cullen 2004). These identified two phases of activity.

2.1.2 The first dated to the Late Bronze Age/Early Iron Age. In Zone 2, trenching identified pits, gullies and postholes suggesting occupation nearby. In Zone 2, features uncovered comprised parallel ditches and intercutting pits which were interpreted as trackways or a field system. Undated features in Zone 4 including a ring ditch may also date to the Bronze Age.

2.1.3 The second phase of activity dated to the Roman era. In Zone 4, evaluation identified a double-ditched rectangular enclosure, with potentially several phases of activity. It probably had an agricultural function. There was also evidence for field systems to the west. In Zone 3, two Roman-era ditches were found, along with undated pits, gullies and ditches sealed by gravels in the same area which may be prehistoric.

2.2 Archaeology in the wider area

Earlier prehistory

2.2.1 There is very limited evidence for human activity before the Bronze Age in the area around the PDA.

2.2.2 Evaluation of the site found Late Bronze Age/Early Iron Age pits and gullies which may indicate settlement, and parallel ditches which may be either trackways or remnants of a field system (ECB1883).

2.2.3 Around 1km south of the PDA, at Bob's Wood, Hinchinbrook, excavation uncovered a pit containing a horse's skull and covered in pottery, and is probably Late Neolithic or Early Bronze Age in date (MCB 13031, MCB 13032)

Iron Age

2.2.4 A Middle Iron Age settlement was excavated immediately north of Ermine Street (MCB 19110, 19111), c.500m northeast of the PDA.

2.2.5 A second Middle/Late Iron Age settlement was excavated c.1km to the south of the PDA at Bob's Wood (MCB13031, 13032, 13303). This was a significant settlement which persisted

into the Roman period. Excavation recovered currency bars, querns, large quantities of pottery and animal bone.

Roman

2.2.6 The Roman town of Durovigutum lay 4km to the southeast by the Great Ouse at Godmanchester. Running northeast from it was Ermine Street, which runs along the ridge of hills through Great and Little Stukeley (CB15034). A second Roman road has been hypothesized to run along the lower ground toward the Alconburys (MCB30156), but no evidence for this was found during geophysics and trenching on the PDA (ECB2187, ECB1883), and recent geophysical survey 3.5km to the northwest by the Sawtry Archaeology Group aimed at identifying the route has failed to find any sign of it (https://sawtryarchaeology.wixsite.com/my-site/events)

2.2.7 Beside Ermine Street in Great Stukeley are two Roman barrows, now both scheduled monuments (1018972, CHER 02591, 02592).

2.2.8 In the area around the PDA, the principal site of Roman settlement was a Bob's Wood, Hinchinbrook, c.1km to the south. It built on the previous Iron Age settlement. Excavations have uncovered evidence for a high status settlement in the area, possibly a villa, nine roundhouses and a number of later rectangular buildings, along with cremations and inhumation burials (MCB 13031, 13033).

2.2.9 By the PDA, evaluation identified a double ditched rectangular enclosure, probably with an agricultural function (MCB16364). Ditches with Roman pottery were uncovered nearby (MCB16366). Settlement is probably located in the field to the northwest, where cropmarks show a cluster of rectilinear ditches (MCB16939).

Anglo-Saxon and medieval

2.2.10 Anglo-Saxon and Medieval activity around the PDA is concentrated on the Stukeleys to the northwest and Stuckely Road, Huntington to the southeast.

2.2.11 Stukeley is listed in the Domesday Book of 1086, indicating it had been established by the time of the Norman Conquest. At the time, the village had 27 households, which is slightly above the average size. Archaeological evidence for activity in this period is limited to a posthole and ditch with Late Saxon pottery at 4–10 ermine Street Great Stukeley; (MCB20088); gullies, pits and postholes, one of which contained Late Saxon pottery, at 67 Ermine Street Great Stukeley (MCB20151).

2.2.12 In Stukeley, c.1km north of the PDA, there are upstanding earthworks, including medieval house platforms and hollow ways (MCB11103). St Bartholomew's church (CB14991) dates from the 13th century, and there are medieval gravestones in the graveyard (CHER 02557).

2.2.13 Towards Huntingdon, by Ermine Street/Stukeley Road, excavation uncovered Late Saxon and early medieval street settlement, including buildings and boundary ditches, dating from the 10th to 14th centuries (MCB20431, MCB16823, also MCB18503, MCB17983, and a buried soil at MCB31206). Close by is the site of the now-demolished St Peter's church (CHER02596). A leper hospital was located to the north on Ermine Street (MCB8351). Excavations on the Spittals roundabout on Stukeley Road uncovered human remains (CHER 03958).

2.2.14 Around settlements are wide areas of ridge and furrow (mostly ploughed out, but intact in areas around the core of the Stukeleys and Green End). Fieldwalking on the site in 2004

found 10 sherds of medieval pottery (MCB31321)—presumably remnants of medieval field manuring.

Post-medieval and Modern

2.2.15 In the 16th century, a large country house and landscaped park was created at Hinchingbrooke Park, c.1.5km south of the PDA. The house was built around an 11th century Benedictine nunnery, closed during the Dissolution. To the north of the PDA, there is also a late (post-1760) park associated with Stukeley Hall, which may contain remnants of an earlier park (CHER 12102). There is also a possible moated site or ornamental pond at Great Stukeley, c.1km northwest of the PDA (MCB30822).

2.2.16 Following Inclosure in the 19th century, the area immediately around the PDA remained arable farmland, although several farmhouses were built in the fields (e.g. Hungry Hall, c.350m to the southeast, MCB24460; Washingley's Manor Farm, c.800m north MCB25679).

2.2.17 In the 19th century, the town of Huntingdon expanded northwest along Ermine Street. Developments included a prison (MCB22115), workhouse (MCB22067), saw mills (MCB30038). Close to the current Spittals roundabout was an almshouse (MCB25801). In the Stukeleys, there is evidence for a blacksmith's workshop (MCB25800) and school (MCB24455).

2.2.18 Just before WWII, a large airfield was constructed on the high ground north of the Stukeleys, c.2km from the PDA. This was used by the RAF and USAF from WWII down to the present day. The presence of the base contributed to the growth the Stukeleys, with accommodation and services for service personnel (e.g. MCB31580, CB14992). There is a war memorial by the church (MCB21925). To the southeast of the PDA were a number of defences for Huntingdon, erected in WWII (CB15228).

2.3 Research potential

2.3.1 There are two main lines of research potential.

2.3.2 The first is for Late Bronze Age/Early Iron Age settlement and pastoral activity, focused on the potential animal enclosures and areas of pits and postholes.

2.3.3 The second is for Roman agricultural activity around the double ditched rectangular enclosure. Settlement activity may also extend from the field to the northwest.

3. OBJECTIVES

3.1.1 The primary goals of the excavation are:

- to preserve the archaeological evidence on the site by record and archive
- to reconstruct the uses and development of the site over time
- to put the site into the context of others nearby and in the wider region, compare it with other relevant nearby sites, and understand their relationship.

3.1.2 The results of the excavation, both positive and negative, will contribute to the Regional Research Framework for the East of England (2021, https://researchframeworks.org/eoe/)

3.1.3 Depending on the nature of features and artefacts recovered during excavation, potential contributions to research themes are:

- LBA-MIA 03: Which features should be sampled to give us the best understanding of the Late Bronze Age to Middle Iron Age and the chronology of change?
- LBA-MIA 06: How do we identify and characterise regional difference during the Late Bronze Age to Middle Iron Age?
- LBA-MIA 09: Were settlements permanently or periodically occupied?
- LBA-MIA 11: Can finds assemblages be better used to characterise sites?
- LBA-MIA 15: How can we increase our understanding of Bronze Age field systems?
- LBA-MIA 16: What crops were grown and which animals reared during this period?
- LIA-Rom 13: How can we increase our understanding of Late Iron Age and Roman farmsteads?
- LIA-Rom 14: How can we improve the environmental sampling of Late Iron Age and Roman farmsteads?
- LIA-Rom 17: How can we better utilise site finds densities in the study of Romano-British sites?
- LIA-Rom 19: How can we make greater use of metal-detecting during the excavation of Roman sites?

3.1.4 Beyond these specific goals, general site formation processes will be studied, with particular attention to the presence/absence of palaeosols and old land surfaces, along with the character of deposits and their content within negative features. To model the landscape and its development over time, several sampling techniques will be used, including, but not limited to, bulk samples and column samples. Buried soils and midden deposits will be examined closely if found.

4. METHODS

4.1 Standards

4.1.1 The work will be carried out in accordance with the Written Brief prepared by CHET (Thomas 2024) and Gurney (2003) *Standards for Field Archaeology in the East of England* (ALGAO East of England Region).

4.1.2 The CAU is a Registered Organisation with the Chartered Institute for Archaeologists (CIfA), and complies with its Code of Conduct (2014 updated 2020) and all is standards; in particular, the *Standard for Archaeological Excavation* (CIfA 2023) and *Universal Guidance for Archaeological Excavation* (2023).

4.2 Event number and site code

4.2.1 The CAU has obtained an event number (ECB7506) from the Cambridgeshire Historic Environment Record and this will be used as the CAU site code. This number will appear on all project documentation. The CAU has also obtained an OASIS number (cambridg3-530413).

4.3 Mitigation strategy—summary

4.3.1 The overall mitigation strategy will include the following:

- Stripping topsoil and subsoil using two 360° tracked excavator fitted with a toothless ditching bucket, working under archaeological supervision. If buried soils are

encountered, machine stripping with cease so samples can be taken. Once sampled, any buried soils will be removed by machine.

- Once the site has been stripped and cleaned, an initial base plan of all features will be produced. A copy will be provided to the client and CHET before the first site meeting.
- At the first onsite meeting with the client and CHET, the CAU will agree a programme to excavate archaeological features. This meeting will be held before major hand excavation commences. Subsequently onsite monitoring meetings will be arranged as necessary.
- Hand excavation of the site will follow. Excavated features will be recorded using the CAU's pro forma recording sheets, and drawn in plan and section. The site will be surveyed using GPS-enabled survey equipment or a total station. Digital photographs will be taken of features and may be supplemented with drone photography and site photographs.
- All finds and samples will be returned to the CAU's Cambridge facilities for processing and any necessary conservation. Written records will be entered into databases and all site drawings scanned.
- Two to four weeks after completing fieldwork, the CAU will submit a short site summary to the client and CHET.
- The site archive will be assessed for its research potential, and a post-excavation assessment (PXA) report produced for the client and CHET, along with an Updated Project Design (UPD) which will outline remaining analysis and reporting.
- A programme of analysis, publication and dissemination will follow, guided by the UPD.
- The physical archive will be deposited in the Cambridgeshire County Council's archaeological archive, and digital archive uploaded to the Cambridge University Library's Apollo Repository.

4.4 Trenching: pre-commencement

4.4.1 Before starting on site, the CAU will confirm the following with the client, in order to minimize disruption and damage:

- access for plant and vehicles, and access routes within the site—particularly where plant and staff need to be kept separate
- any access routes to trenching locations (for example, tramlines in crops).
- locations for the welfare, vehicle parking and fuel storage
- fencing and security requirements, particularly where the site is publicly accessible or there are rights of way across the site
- location of areas for soil storage
- any contamination and mitigation measures required by the client
- the presence of any Tree Preservation Orders, significant hedgerows, and public footpaths

4.4.2 The client will be responsible for supplying results of any ecological surveys and advising necessary mitigation.

4.4.3 Before groundworks commence, the CAU will check service plans. Where required by the providers, services will be surveyed and any set-off clearly marked. In particular, overhead power cables will be surveyed by UK Power Networks and crossing points for plant agreed. The CAU will confirm that all buried services have been disconnected and are not 'live'.

4.5 Topsoil stripping by machine

4.5.1 The areas to be excavated are shows in Figure 1.

4.5.2 Before stripping, excavation areas will be scanned with CAT and Genny, to detect any cables or other services.

4.5.3 Trenches will be excavated by two 20-tonne 360 excavator fitted with a 2.0m-wide toothless ditching bucket.

4.5.4 The excavation sequence will be designed to avoid plant, dumper trucks or other vehicles travelling across stripped areas. Excavators will work backwards from the excavation areas to avoid tracking over exposed areas.

4.5.5 Spoil will be transferred from excavation areas to the soil storage areas by dumper truck. Soil will be stored in bunds, with topsoil and subsoil stored separately so they can be reinstated after excavation.

4.5.6 Trenching will take place under the supervision of the site director or an experienced field archaeologist.

4.5.7 Soil will be stripped to the top of archaeological deposits, or natural subsoil, whichever is exposed first. The lower levels of topsoil/subsoil will be removed in spits of no more than 0.15m to cleanly expose the surface of the natural subsoil.

4.5.8 Trenching may be extended in order to allow for archaeological features to be fully exposed, or to permit safe excavation.

4.5.9 Before and during machining, surfaces and spoil heaps will be systematically scanned with a high-quality metal detector operated by a trained CAU field archaeologist. After machining, all features will again be scanned with metal detector. The detector will not be set to discriminate against iron. All finds will be plotted on the base plan and their depths recorded.

4.5.10 Significant archaeological deposits will not be removed by machine unless sanctioned by CHET. The nature and depth of any colluvial deposits or other spreads on the site will investigated and recorded where they are encountered.

4.5.11 Where buried soils are encountered, machine stripping will cease, and the soils sampled by hand. 1×1m test pits excavated on a ten metre grid, with hand collection of all artefacts. The investigation strategy will be guided by Historic England's guidance on mapping buried deposits (Historic England 2020).

4.6 Excavation methods

4.6.1 Once the excavation area has been stripped, the site will be cleaned as necessary to define all archaeological features. An initial base plan of the site will then be prepared and all archaeological features recorded.

4.6.2 All features will be investigated by hand and recorded unless otherwise agreed with CHET.

4.6.3 The site will be kept clean and clear of loose soil. Soil excavated from archaeological features will be removed to beyond the edge of the excavation area.

4.6.4 The full stratigraphic sequence will be excavated, where possible and safe to do so. If the water table is encountered, a submersible pump may be used, if safe to do so.

4.6.5 Where apparently natural features—such as tree throws, solution hollows or palaeochannels—are identified, a sample will be hand excavated to assess their nature.

4.6.6 The location and extent of hand excavation and sampling of archaeological features will be driven by the excavation's objectives (Section 2.3). As a default, features will be excavated to the following levels. In specific cases, some features may not warrant sampling as these levels and may be varied, following consultation with CHET.

- human burials, hoards and potential ritual practices—100% hand excavated
- structural remains and layers, such as floors, walls, foundations, beamslots, and eaves gullies—100% hand excavated and sampled, first as alternating slots or chequerboards, then the balance
- industrial features, such as ovens, kilns and hearths—assessed by an appropriate specialist (e.g. archaeobotanist, archaeometallurgist) and, if warranted, 100% hand excavated and sampled.
- discrete, non-structural features—50% hand excavated, unless particularly large or there are large numbers of similar features. Discrete features will normally be half-sectioned or excavated in quadrants. Where large or significant assemblages are found, discrete features may be 100% hand excavated.
- non-structural linear features within settlements, such as gullies and paths—25% hand excavation, with particular focus on terminals and relationships with other features. Slots through linear features will be a minimum of 1m long.
- Non-structural linear features outside settlements such as ditches, droveways and field boundaries—10% hand excavation.

4.6.7 Particular attention will be paid to the degree of truncation to buried deposits; the presence or absence of a palaeosol or 'B' horizon; the preservation of deposits within negative features and palaeochannels; and to site formation processes generally. As appropriate, relevant specialists will visit to site advise on excavation and sampling strategies or to take samples themselves.

4.6.8 Deep features will be excavated following to safe working methods detailed in the FAME Health and Safety in Field Archaeology Manual (FAME 2010). Open excavation may persist to a depth of 1.0m and thereafter excavations will be stepped or shored for safety. The figure of 1.0m is a rough guide only, and the depth used will be depend soil cohesion and prevailing ground conditions. Where features are too deep to be excavated safely, they may be sampled using a hand augur to assess their depth, structure and basic depositional sequence. Particularly deep or large features may be excavated by machine, following consultation with CHET.

4.7 Artefact Retrieval, Sampling, and Human Burials

4.7.1 All artefacts will be collected and retained unless agreed otherwise with CHET. Artefacts which may be discarded in site are those which are clearly modern or are present in large volumes for which only a sample is required to meet the objectives of the excavation (e.g. brick and tile). Where bulk objects are not retained, a record will be kept of the number and types involve.

4.7.2 Artefacts will be retrieved and recorded on site in accordance with CIfA's *Standard and Guideline for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2014).

4.7.3 Artefacts will be collected by hand and using a metal detector. They will be bagged and labelled with the context number and feature they were retrieved from. Small finds (called 'Special Finds' in the CAU system) will be given a unique number and their location recorded.

4.7.4 Bulk soil samples will be taken to retrieve plant macrofossils, small bones, molluscs, metalworking debris and other small artefacts. They will be taken from contexts which have good potential to preserve organic remains, and can be well-dated. Collection and processing will follow Historic England's guidelines *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (English Heritage 2011). Samples will be either 40 litres or 100% of contexts, whichever is less. Bulk samples will be assigned a unique identification number, and cross-references to the context and feature from which the sample was taken.

4.7.5 Depending on the nature of features, finds and preservation on the site, samples might also be taken in order to analyse issues such as vegetation and pollen, invertebrates, metalworking practices, charcoal use, funeral pyres, shell middens, soil micromorphology, soil chemistry (e.g. for phosphates or chemical elements), and magnetic susceptibility. These will be decided in consultation with relevant specialists and CHET advised.

4.7.6 Waterlogged wood and other waterlogged finds will be kept wet and transferred back to the CAU's Cambridge facilities for appropriate treatment. Advice for specialist conservators will be sought as appropriate.

4.7.7 All human remains identified will be treated with respect and screened from public view. A burials license will be obtained from the Ministry of Justice before excavation takes place. Appropriate detailed recording will be carried out of all excavated human remains under the guidance of the CAU human remains specialist and as detailed in the CAU Site Manual. The excavation of human remains will follow the principles and guidelines in *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Historic England 2018).

4.8 Treasure

4.8.1 In the event of the discovery of finds identified as treasure (as defined by the Treasure Act 1996), the local Coroner will be informed within 14 days of discovery in line with the requirements of the Treasure Act. Finds will be reported following the Cambridgeshire County Council's *Guidance for completing a Treasure receipt form for potential treasure found during archaeological work*, and the associated form. The completed form will be sent to the Portable Antiquities Finds Liaison Officer for Cambridgeshire and Peterborough, and CHET will also be informed. Finds will, if possible, be excavated promptly and removed to a safe place, in order to avoid theft.

4.9 Recording Procedures

4.9.1 Recording will be carried out using the CAU Site Recording System.

4.9.2 Features and excavation areas will be surveyed using GPS-enabled EDM (electronic distance measuring) equipment, and locations tied to the OS grid.

4.9.3 Registers will be kept of trenches, contexts, features, section drawings, photographs, samples and small finds.

4.9.4 All archaeological features, layers, structures and deposits will be recorded using the CAU's proforma recording sheets. Items recorded will include the character and context, a detailed

description, stratigraphic relationships, any associated finds, interpretation, and cross-references to drawings, photographs and finds.

4.9.5 The Event Number will be clearly indicated on all paperwork and reports.

4.9.6 Each feature, structure, layer or deposit will be given a unique context number. This will include contexts for which there is no archaeological interpretation or definition at the time of excavation. This number will be recorded on context sheets and drawings. The context sheet forms the basis of the written archive but may be supplemented by Feature sheets (for complex features) as well as 'specialist' sheets such as skeleton and cremation sheets.

4.9.7 All sectioned and excavated archaeological features will be drawn at a scale of 1:20 or 1:10, as appropriate. Plans of complex features such as cremations or inhumations will be hand-drawn at a scale of 1:10. Drawings of excavation edges and baulks will be made where these preserve stratigraphic information.

4.9.8 The site and all individual features will be surveyed digitally using a Leica System TPS.

4.9.9 The photographic record will consist of high-quality uninterpolated digital images of at least 10 megapixels. Objects and excavated features will be photographed with recognisable graded scales. Deep features will include vertical scales. Archive imagery will follow current best practice by using high-quality non-proprietary DNG, TIFF or RAW data files (not JPEGs) in APS-C format.

4.9.10 Photogrammetry may be used to record the site, built structures or complex features.

5. PUBLIC OUTREACH

5.1.1 The CAU will agree an outreach programme with client and CHET before work commences, along with any necessary funding. The programme will cover matters such as site events, brochures and take-way publications, and the use of social and broadcast media. The agreement will also cover matters such as parking, security, and short-term hire of marquees and display boards. The extent and types of public outreach conducted will be at the discretion of the client, and will take into account other construction activities underway on the site.

5.1.2 The CAU plans to hold an open day on the site, so that members of the public can see and hear about the results of the excavation. To maximise public access, ensure safety of visitors, and minimise disruption to work on site, the event will be held on a weekend. It will be advertised in the local press, on social media and via local interest groups. During the open day, the CAU site team will conduct site tours to showcase what has been found and its significance. Site plans, display boards and a sample of finds will also be on show. For the safety of visitors and to protect any vulnerable archaeology, temporary fencing will be erected on the site and walking routes created around the site. An event-specific risk assessment will be prepared for the open day.

5.1.3 With the permission of the client, the CAU will also provide updates on excavation and post-excavation via social media and local press, including the local parish newsletter.

5.1.4 Following completion of post-excavation, the CAU will make an informal presentation to local interest groups and members of the public about findings.

5.1.5 Depending on the nature of findings, the CAU may also seek to publicise findings from the excavation in:

- broadcast and print media (national and regional)
- archaeology magazines such as *Current Archaeology* and *British Archaeology*
- information packs for new-build housing developments
- school resources
- museum displays.

6. POST-EXCAVATION ASSESSMENT AND REPORTING

6.1 Post-excavation processes and timetable

6.1.1 All post-excavation work will follow the processes laid out in Historic England's *Management of Research Projects in the Historic Environment* (MoRPHE, 2015) and the ALGAO *Advice Note for Post-Excavation Assessment* (2015).

6.1.2 Within two to four weeks of completing all elements of the fieldwork a site summary will be provided to the Client (Bloor Homes), their archaeological consultant (Quercus Heritage) and CHET.

6.1.3 Within six months of completing all stages of fieldwork, the CAU will deliver a Post-Excavation Assessment (PXA) report. The report will:

- summarise the results of fieldwork
- report on specialists' assessment of the site's artefactual, environmental and research potential
- provide site plans, along with plans and sections of selected features
- place the site and the findings in the geographical, archaeological and historical context.

6.1.4 At the same time, the CAU will also prepare an updated Project Design (UPD). This will detail:

- areas for further analysis, along with appropriate analytic methods (including scientific dating, soil science, and analyses of artefacts, plant remains, and industrial residues)
- the specialists and resources required to undertake any analysis
- plans for publishing (or otherwise disseminating) the excavation's findings
- conservation, discard and archiving
- further public outreach activities, such as media, popular publications, school resources, websites, or museum displays.
- a timetable for the remaining work.

6.1.5 A draft digital copy of the PXA report and UPD will be sent to CHET for comment. Once approved, a digital version of the PXA report will be supplied to CHET, the Cambridgeshire Historic Environment Record, the Historic England Science Advisor, and a copy uploaded to OASIS (Section 6.8). At this time, a summary report will also be prepared for publication in the Proceedings of the Cambridge Antiquarian Society.

6.1.6 Within eighteen months of submitting the PXA report, the CAU will submit an archive report to CHET, containing a full site narrative, unabridged specialist reports, a full list of contexts and features, and site plans and drawings. By this time, the CAU will also have submitted article for publication. The physical and digital archives will also be deposited.

6.2 Specialist assessment

6.2.1 Each category of data and material generated during the fieldwork will be examined and assessed by a suitably qualified and experienced archaeologist or specialist in line with the principles set out in Section 3.5 of MoRPHE Project Planning Note 3 (PPN3, English Heritage 2008). Material assessed will include plans, drawings, site records, stratigraphic data, artefacts and palaeoenvironmental evidence.

6.2.2 Key CAU post-excavation staff include:

- Finds Officer — E. Banfield
- Specialist coordinator — V. Rajkovača
- Survey Officer — J. Matthews
- Graphics Officer — A. Hall
- Photography — D. Webb, D. Matzliach

6.2.3 Specialists involved may include:

- Flint — E. Banfield (CAU), L. Billington
- Prehistoric Pottery — M. Knight (CAU), J. Tufton (CAU), M. Brudenell (CAU)
- Roman Pottery — K. Anderson (CAU), J. Tufton (CAU), C. Going
- Medieval & Post Medieval Pottery — C. Cessford (CAU), E. Banfield (CAU), S. Anderson
- Metalwork/glass — A. Hall (CAU), V. Herring (CAU), R. Quick (CAU)
- Faunal remains — V. Rajkovača (CAU)
- Environmental — C. Boulton (CAU), G. Warham
- Pollen — C. Langdon
- Wood — I. Robinson-Zeki (CAU), M. Cameron-Heffer (CAU)
- Human remains — B. Neil (CAU)
- Worked bone and antler — I. Riddler, M. Rovira Formento (CAU)
- Industrial residue — R. Quick (CAU)
- Worked stone — R. Quick (CAU), E. Banfield (CAU)
- Ceramic building materials — R. Quick (CAU)
- Architectural fragments — M. Samuel

6.3 Finds handling—standards and guidelines

6.3.1 All finds will be collected, stored and processed in accordance with standard methodologies and national guidelines, including:

- United Kingdom Institute for Conservators 2012. *Conservation Guidelines No. 2.*
- CIfA 2014. *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*
- English Heritage 1995. *A Strategy for the Care and Investigation of Finds*.
- Baker, P. and Worley, F. (eds.) 2019. *Animal Bones and Archaeology: Recovery to Archive*. Historic England.
- Bailey, J., Dungworth, D. and Paynter, S., 2015. *Archaeometallurgy: Guidelines for Best Practice*. Historic England in association with Historic Scotland, CADW, the Environment and Heritage Service and the Historical Metallurgy Society
- Campbell, G., Moffett, L. and Straker, V. 2011 (2nd ed.). *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation*. Historic England.
- Historic England, 2018. *Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation*.

- English Heritage, 2010. *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood*.
- Mitchell, P. and Brickley, M. (eds.) 2017. *Updated Guidelines to the Standards for Recording Human Remains.* BABAO & CIfA.
- English Heritage 2008. *Investigative Conservation: Guidance on How the Detailed Examination of Artefacts from Archaeological Sites Can Shed Light on Their Manufacture and Use.*
- Historic England 2018. *The Role of the Human Osteologist in an Archaeological Fieldwork Project*.

6.4 Finds Assessment

6.4.1 Finds will be assessed as follows:

- *Ceramics*: basic quantifications by sherd count and weight; provisional, quantified phasing of the assemblages; a description of the range of forms and fabrics in relation to existing type series.
- *Building materials* (e.g. brick, tile, worked stone): full quantification (by count or weight as appropriate) according to context.
- *Burnt clay*: full quantification (by weight) according to context; basic characterisation (i.e. daub, artefact).
- *Lithics*: full quantification and basic characterisation of worked flint by count and burnt flint by weight, according to context.
- *Metalwork*: full quantification (by count) according to context; basic identification by object type and material, conservation needs.
- *Other* (e.g. slag, leather, wood, clay tobacco pipe): full quantification (by count or weight as appropriate) according to context. A sample of any slag will be X-rayed.

6.5 Environmental potential

6.5.1 The environmental material likely to be recovered falls three main categories:

- animal bone
- bulk samples (for charred plant remains, insects, molluscs and other preserved macrofossils)
- column samples (for pollen and soil micromorphology).

6.5.2 All bulk environmental samples will be flotation sieved at the CAU using a modified version of the Sirāf tank. Samples (flots) will be collected in 300µm aperture meshes and remaining heavy residues washed over a 1mm mesh. The flots and heavy residues will be left to naturally dry indoors prior to analysis and sorted. The fractions of the heavy residues greater than 4mm will be sorted by eye. Dry flots will be separated through a stack of sieves; fractions will be sorted and macro-remains identified under a low power binocular microscope (6× – 40× magnification).

6.5.3 Assessment of the environmental potential of the site through examination of suitable deposits will be arranged with a suitably qualified specialist. This may include:

- retrieval of charred plant macro and microfossils, faunal remains and land molluscs from former dry land palaeosols and features
- retrieval of plant macro and micro fossils, insect, faunal remains, molluscs, pollen and other biological remains from waterlogged deposits
- absolute dating of critical contacts.

6.5.4 Assessment of potential will be carried out as follows:

- *Animal Bone*: quantification (by count and weight) of assemblages by context; basic species identification where possible, and quantification; and description of the condition of the bone.
- *Bulk samples*: samples will be processed and sorted with quantified summaries of the range of plant and other species present, giving an indication of the potential value recoverable from the site.
- *Column samples*: selected profiles will be sub-sampled and processed, sorted and assessed for pollen species counts, giving an indication of the value of data recoverable from the columns. This may be done as part of the analysis phase.

6.5.5 A copy of the report of results will be sent to the Historic England Regional Science Advisor.

6.6 Conservation

6.6.1 The site archive and finds will receive immediate conservation as part of the excavation process. Further conservation needs will be assessed following the fieldwork phase.

6.6.2 Items for conservation will be selected in consultation with the appropriate specialists: metalwork, slag etc. will be prioritised for X-ray (the intention would be eventually to X-ray the remainder of the material at the analysis stage). All conservation and storage will be carried out in accordance with UK institute of conservators' guidelines.

6.7 PXA Reporting

6.7.1 Following completion of the fieldwork and specialist assessment, a PXA report will be produced. This will follow the formula laid out in Historic England's *Management of Research Projects in the Historic Environment* (MoRPHE, 2015).

6.7.2 The PXA report will include:

- a non-technical summary
- site code and project number
- Planning Reference number and CHER event codes
- dates when the fieldwork took place
- a description of the background to and circumstances of the work
- a brief description of the previously known archaeology of each site
- a description of the excavation and sampling methods used
- an objective description of the results, supported by a tabulation of all contexts and features excavated ('factual data' in Appendix 1; P2 of MoRPHE PPN3)
- a description of any parts of the site preserved in situ, together with plans for their protection and monitoring
- a specialist assessment of each category of data ('statement of potential' in Appendix 1; P2 of MoRPHE PPN3)
- details of archive location and destination (with accession number, where known), together with a catalogue of what is contained in that archive
- an assessment of the archaeological significance of each category of evidence generated in relation to other sites in the region and the regional research framework
- a conclusion including, if required, recommendations for further post-excavation work, along with the types of analyses which might be required
- a statement of the storage and curation requirements for each category of data

- general and detailed plans at appropriate scales, showing the location of each site accurately positioned on an up-to-date Ordnance Survey base
- plans of each site at appropriate scales, with keys and north points
- detailed plans and sections of individual features where appropriate
- scale drawings of selected artefacts where appropriate
- a selection of photographs of the site, excavated features and artefacts, as relevant
- a copy of the original WSI and/or project design
- references and bibliography of all sources used
- a copy of the OASIS record sheet

6.8 OASIS

6.8.1 An OASIS record has been created (cambridg3-530413) and will be completed as part of submission of the report. A copy of the completed OASIS form will be included in the report. A copy of the report will be uploaded to the OASIS database within three months of submission to CHET or within two weeks of approval, whichever is less.

6.9 Copyright

6.9.1 Copyright of all project material belongs to the CAU. The CAU grants to Client a non-exclusive and copyright-free license to use all reports and outputs produced during the project.

6.9.2 Three months after the project report is submitted to CHET, and subject to any confidentiality conditions on the work required by the client, a copy may be uploaded to a publicly-accessible digital archive accredited with CoreTrustSeal. The report will normally be released under a Creative Commons license. A copy of the report will also be uploaded to OASIS (see section 6.8).

7. ARCHIVE

7.1 Discard

7.1.1 During the assessment, specialists will be asked to make recommendations regarding the discard and retention of material. These will be itemised in the UPD for discussion with CHET. Materials will only be disposed of once agreement has been secured.

7.1.2 The Cambridgeshire County Council's archaeological archive charges £120 per standard archive box.

7.2 Physical archive

7.2.1 The site archive will conform to MoRPHE guidelines (HE 2006, reissued 2015)

7.2.2 The physical archive will comprise:

- all registers, records, plans, section drawings, and notebooks created during fieldwork
- all finds and ecofacts recovered
- a printed copy of the Written Brief, this WSI, all reports and the OASIS form.

7.2.3 Ownership of finds rests with the landowners. However, the CAU will seek the transfer title of ownership, so that the archive and archive can be transferred to the Cambridgeshire County Council's archaeological archive.

7.2.4 Preparation and deposition of the physical archive will be carried out in accordance with Cambridgeshire County Council's *Archaeological Archives Requirements for Post Excavation Analysis* (CCC 2017), and *Deposition of Archaeological Archives in Cambridgeshire* (CCC 2019), as well as CIfA's *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2014, updated 2020).

7.3 Digital archive

7.3.1 The digital archive will comprise:

- Digital versions of key documents, including this WSI, the UPD, the PXA report and archive report (Word and/or PDFA)
- Digital plans of the site and features (CAD and/or GIS)
- Digital versions of all registers (spreadsheets and/or databases)
- Specialists' spreadsheets and databases (spreadsheets and/or databases)
- Digital photographs
- All associated metadata
- The final digital data management plan (Appendix 1)

7.3.2 The digital archive will be prepared and managed in line with CIfA guidelines (Foster 2019). The Data Management Plan (DMP) for this project is in Appendix 1.

7.3.3 During the working life of the project, the digital archive will be held on the CAU's secure servers, which are managed and maintained by the University Information Services (https://www.uis.cam.ac.uk/).

7.3.4 At the conclusion of the project, the digital archive will be transferred to a publicly-accessible digital archive accredited by CoreSealTrust for permanent digital archiving.

7.3.5 The Data Management Plan (DMP) for this project can be seen in Appendix 1 (below). Appropriate funding for digital archiving has been agreed with the client.

7.4 General Data Protection Regulation (GDPR)

7.4.1 In compliance with GDPR, the CAU will ensure that it secures all necessary permission to collect and retain details of individuals involved in the project—including clients, consultants, CHET, external specialists, staff and landowners. These people will be informed of how the information collected will be used, including in publication and archiving.

8. RESOURCES AND PROGRAMMING

8.1 About the CAU

8.1.1 The Cambridge Archaeological Unit is part of the Department of Archaeology in the University of Cambridge. It has been operating for over thirty years, primarily in Cambridgeshire and neighbouring counties.

8.1.2 The CAU is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (CIfA), and adheres to its Code of Conduct and its Standards. The CAU's Director and all its Project Managers are Members of CIfA (MCIfA). The CAU is also a member of the Federation of Archaeological Managers and Employers (FAME) and is accredited by CHAS, SSIP and Avetta.

8.1.3 The CAU has an experienced field team and along with in-house specialists and a wide network of external specialist (see Section 6.2 for a list). Together, these provide all of the necessary skills to deliver archaeological investigations to a high professional standard.

8.2 Staffing

8.2.1 All staff employed by the CAU are professional archaeologists. All field staff will have a minimum of three months' experience; most have a minimum of 6–12 months.

8.2.2 The Project Manager will be Ricky Patten.

8.2.3 The field team will consist of a Site Director and six other experienced supervisors and field archaeologists. The Site Director has experience supervising machine stripping. Metal detecting will be undertaken by competent members of staff trained in the use of the equipment.

8.2.4 Post-excavation finds work will be co-ordinated by the CAU Finds Officer and conform to the practices and standards described in the CIfA *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2014, updated 2020).

8.3 Timetable

8.3.1 Fieldwork is expected to take c.30 weeks to complete.

8.3.2 Post-excavation assessment and reporting is partly dependent on the availability of specialists, but the CAU aims to produce the PXA report and UPD within six months of completing fieldwork.

8.3.3 If there is extensive preserved wood recovered, then additional specialist assessment, along with conservation, may be required. Radiocarbon dates typically take 3 months to return from the laboratory.

8.3.4 The final archive report is expected to be completed within 18 months of completing fieldwork, and an article submitted for publication within this time.

8.4 Health and Safety

8.4.1 All work during the project is conducted in accordance with the CAU's Health and Safety policy (last updated 2021), drawing on advice from the University of Cambridge's Safety Office. The CAU's health and safety procedures on site draw on the FAME *Manual of Health and Safety in Field Archaeology* (2010).

8.4.2 Before work on site commences, risk assessment and method statement (RAMS) will be drawn up. Any Safety, Health and Environmental rules in force for the project will be strictly adhered to.

8.4.3 All CAU field staff hold the recognised CSCS card qualification in health and safety.

8.4.4 Before beginning work on site, all staff will take part in a project briefing so they are aware of specific site hazards and appropriate mitigation required. All archaeological personnel will be made aware of safety documentation and requirements.

8.4.5 Weekly 'tool box talks' will be held to reinforce ongoing health and safety training.

8.4.6 Deep features will be excavated according to safe working methods detailed in the FAME *Manual of Health and Safety in Field Archaeology* (2010) (see paragraph 4.7.8).

8.4.7 CAU will provide suitable accommodation for staff to shelter in poor weather and during breaks. Hand washing and toilet facilities will be provided.

8.5 Environment

Environmental protection plan for fieldwork

8.5.1 The Client has advised there are no environmental constraints on the site and no site-specific environmental management plan.

Reducing carbon emissions

8.5.2 The CAU has a detailed environmental plan and carbon reduction plan which can be supplied on request.

8.5.3 As part of the University of Cambridge, the CAU also adheres to the University's environmental policies and carbon reduction plan (accessible online at https://www.environment.admin.cam.ac.uk/).

8.5.4 The CAU's carbon emissions are monitored by the University, and the University's carbon monitoring is audited annually.

8.5.5 The CAU aims to reduce its Scope 1 and 2 CO2 emissions through the following strategies over the next five years (2023–2027):

- swapping our fleet of diesel 4x4 Hilux-type pick-up trucks with electric equivalents, and installing charging points at our offices
- halving use of petrol vehicles (currently this is generated mostly when staff use their own cars for client meetings and site monitoring)
- replacing our refrigerators with newer models and reducing the volume of material in cold storage
- the University maintaining its current power purchase agreement (in 2019, this was set at 20% wind energy and 80% nuclear generation)
- The University's solar farm at Barton coming online, producing 26% of the University's electricity supply
- behavior change programs in our office to better retain heat in buildings during winter, which will reduce gas use (est. 3% annual saving).

8.5.6 The CAU will also liaise with its plant suppliers about opportunities to reduce Scope 3 carbon emissions through strategies such as alternative fuels.

8.6 Budget

8.6.1 An adequate budget has been agreed with the client to cover the cost of fieldwork, public outreach, reporting and archiving.

8.6.2 The client has been advised of contingency costs in the event of unexpected finds, such as human remains or items covered by the Treasure Act, as well scientific analysis like radiocarbon dating and pollen analysis, which are impossible to quantify in advance.

8.7 External monitoring

8.7.1 CHET will monitor all stages of the project. An initial meeting with CHET and the client will be held once the site is stripped to confirm the excavation strategy, and agree any changes required to the methods described here. Subsequent site visits will be arranged as required by CHET and agreed with the client. The Regional Inspector for Ancient Monuments (Will Fletcher) and the Regional Science Adviser (Zoe Outram) at Historic England will be consulted by the CAU as appropriate.

8.7.2 Any changes to the specifications outlined in this WSI following its approval by CHET will be communicated to them in writing for approval.

8.7.3 CHET will be kept informed about developments during the fieldwork and post excavation process.

8.8 Insurance

8.8.1 The CAU is covered by the University of Cambridge's insurances (https://www.insurance.admin.cam.ac.uk). It carries the following levels of insurance:

- Employers Liability £50 million
- Public Liability £50 million
- Pollution/Products £50 million
- Professional Indemnity £5 million

9. REFERENCES

ALGAO 2015. Advice Note for Post-Excavation Assessment.

Bailey, J., Dungworth, D. and Paynter, S., 2015. Archaeometallurgy: Guidelines for Best Practice. Historic England in association with Historic Scotland, CADW, the Environment and Heritage Service and the Historical Metallurgy Society

Baker, P. and Worley, F. (eds.) 2019. Animal Bones and Archaeology: Recovery to Archive. Historic England.

British Geological Survey. Geology of Britain website. https://geologyviewer.bgs.ac.uk/

British Geological Survey. UK Soils Observatory website. http://mapapps2.bgs.ac.uk/ukso/home.html

Cambridgeshire County Council 2017. Archaeological Archives Requirements for Post Excavation Analysis.

Cambridgeshire County Council 2019. Deposition of Archaeological Archives in Cambridgeshire.

CIfA 2014, updated 2020. Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.

CIfA 2014. Code of Conduct.

CIfA 2014. Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.

CIfA 2023. Standard for Archaeological Excavation

CIfA 2023. Universal Guidance for Archaeological Excavation

Cullen, K. 2004. Northbridge Huntingdon, Cambridgeshire. Archaeological Evaluation for Persimmon Homes (east Midlands) Ltd. Cotswold Archaeology Report 04181.

English Heritage 1995. A Strategy for the Care and Investigation of Finds.

English Heritage 2008. Investigative Conservation: Guidance on How the Detailed Examination of Artefacts from Archaeological Sites Can Shed Light on Their Manufacture and Use.

English Heritage 2008. MoRPHE Project Planning Note 3.

English Heritage, 2010. Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.

English Heritage (Campbell, G., Moffet, L. and Straker, V.) 2011 (2nd edition). Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation

FAME 2010. Manual of Health and Safety in Field Archaeology.

Forster, M. 2019. Dig Digital. Work Digital. Think Archive. Create Access. Historic England, CIfA and DigVentures.

GSB Prospection 2000. Land West of Ermine Street, Huntingdon. Geophysical Surveys of Bradford Report 2000/07

Gurney, D. 2003. Standards for Field Archaeology in the East of England. (East Anglian Archaeology Occasional paper 14). ALGAO East of England Region.

Historic England 2015. Management of Research Projects in the Historic Environment.

Historic England 2018. The Role of the Human Osteologist in an Archaeological Fieldwork Project.

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

Historic England 2020. Deposit Modelling and Archaeology: Guidance for Mapping Buried Deposits.

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

Palmer, R. 1998. Land West of Ermine Street, TL2273, Huntingdon, Cambridgeshire: Aerial Photographic Assessment. Air Photo Services (Cambridge) Report 1998/11

Regional Research Framework for the East of England (2021, https://researchframeworks.org/eoe/)

Thomas, A. 2024. Design Brief for Archaeological Investigation. Land West of Ermine Street, Huntingdon.

United Kingdom Institute for Conservators 2012. Conservation Guidelines No. 2.

Upson-Smith, T. 2004. Field walking survey, land east of Ermine Street, Huntingdon

10. APPENDIX 1: DATA MANAGEMENT PLAN (VERSION 1: DECEMBER 2024)

10.1 A1. Standards and procedures

10.1.1 All digital data generated during the project will be managed according to the *CAU Digital Data Management Policy and Procedures* (2021). This is consistent with:

- Forster, M. 2019, *Dig Digital. Work Digital. Think Archive. Create Access*. Historic England, CIfA and DigVentures.
- CIfA, 2014 (updated 2020) Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives
- CIfA 2014 (updated 2020) Standard and Guidance for Archaeological Excavation.
- Cambridgeshire County Council's Archaeological Archives Requirements for Post Excavation Analysis (CCC 2017), and Deposition of Archaeological Archives in Cambridgeshire (CCC 2020, version 5).

10.2 A2. Data Collection and Responsibility

10.2.1 Final responsibility for the project's digital data lies with the Project Manager (Ricky Patten). The following table outlines the main types of data anticipated to be generated, and project staff who will be responsible for each, and where these documents and data will be stored.

Document type	Responsibility	Storage location
Project documentation Final project design Contract with client Site information	Project Manager	CAU server (Projects)
Health and Safety (RAMS)	Project Manager	CAU server (Projects)
Fieldwork site registers (spreadsheet) context sheets (database) working photographs (TIFFs)	Site Director	CAU Server (Projects)
Survey site plans (scanned) section drawings (digitised) GPS/CAD data	CAU Survey lead	CAU Server (Survey)
Specialist photography site photographs artefact photographs	Graphics	CAU Server (Photographs)
Specialist assessments databases spreadsheets report text	CAU specialists External specialists	CAU Server (Projects) subcontracted specialists' computers
Project reporting text	Site Director	CAU Server (Projects)
Report illustrations figure files formatted report	CAU graphics	CAU Server (Graphics)
GIS, photogrammetry	CAU Graphics	CAU Server (Survey)

Document type	Responsibility	Storage location
Finds finds catalogue archive catalogue project metadata	CAU Finds	CAU Server (Finds)

10.3 A3. Project administration

Project name	Land Northwest of Spittals Way and Ermine Street, Great Stukeley
Project identifiers	
HER event number	ECB7506
CAU site code	ECB7506
OASIS ID	cambridg3-530413
Project description	Excavation
Project manager	Ricky Patten
Local Authority	Huntingdonshire District Council
Planning Archaeologist	Cambridgeshire Historic Environment Team

10.4 A4. Identification

10.4.1 A unique identification code will be used to prefix all core digital documents created during the project. All core documents will also be identified with descriptive labels (e.g. context_register, pottery_catalogue, site_photo). Version numbers will be used to distinguish documents when substantial changes are made (v1, v2, v3, etc.).

10.5 A5. Storage and backup

10.5.1 Digital data will be stored on the CAU's main server, in the allocated folders indicated above. The server is backed up hourly to offsite storage, and is provided by the University of Cambridge Information Service. Staff homeworking will transfer documents to the CAU server weekly (minimally). No core documents will be stored on desktop PCs (as these are not backed up offsite) or outside the relevant folders.

10.6 A6. Ethics and legal compliance

10.6.1 Copyright will belong to the CAU.

10.6.2 The only digital data that has been identified as requiring copyright license are Ordnance Survey maps and British Geological Survey Maps. Appropriate licensing fees will be paid (costs have been included in the budget). In the final report to the client, all copyright vector data will be 'flattened' so that it cannot be digitally extracted.

10.7 A7. Data sharing and accessibility

10.7.1 To maximise re-use of the project data, digital information will be stored in widely-used formats wherever possible (although for some specialist analyses and read-outs, as well as photogrammetry this may not be feasible)

- Final public reports .pdf
- Text .doc or .txt
- Spreadsheets .xls or .csv

- Databases (if not converted to spreadsheets) .accdb
- Survey .dwg
- GIS .shp, .shx, .cpg, .dbf, .prj, .qpj
- Photographs (uncompressed, minimum 10MB) .tiff or .raw

10.8 A8. Selection and preservation

10.8.1 This DMP will be updated by the Project Manager following post-excavation assessment.

10.8.2 The digital archive will be transferred to the University of Cambridge digital repository at the conclusion of the project.

10.8.3 An OASIS record has been created and will be completed when the reports have been prepared.

10.8.4 The digital archive will comprise the final versions of the following documents:
- Project Design (the project budget will be redacted)
- Final project report (both .pdf and .doc)
- CAD/survey files
- Site registers (database or spreadsheet)
- Context sheets (database)
- Finds registers (database or spreadsheet)
- Scans of site plans and section drawings
- Specialist databases, spreadsheets, diagrams
- Selected site photographs

10.8.5 The following files will not form part of the public archive deposited:
- social media posts
- illustration files
- non-final versions of all documents
- working calculations
- financial and contractual information
- any information deemed confidential or data covered by GDPR

10.8.6 Site photographs will be assessed by the CAU's Graphics and Finds team, and only clear illustrative images will be included in the public archive deposited.

10.9 A9. Documentation and metadata

10.9.1 The archive will be accompanied by metadata listing the contents of the archive, with each file listed by name and file type, along with a brief description of the contents (where not apparent from the file name). The meta-data will also include descriptive lists of all the abbreviations and acronyms used.

11. APPENDIX 2: STE PLAN

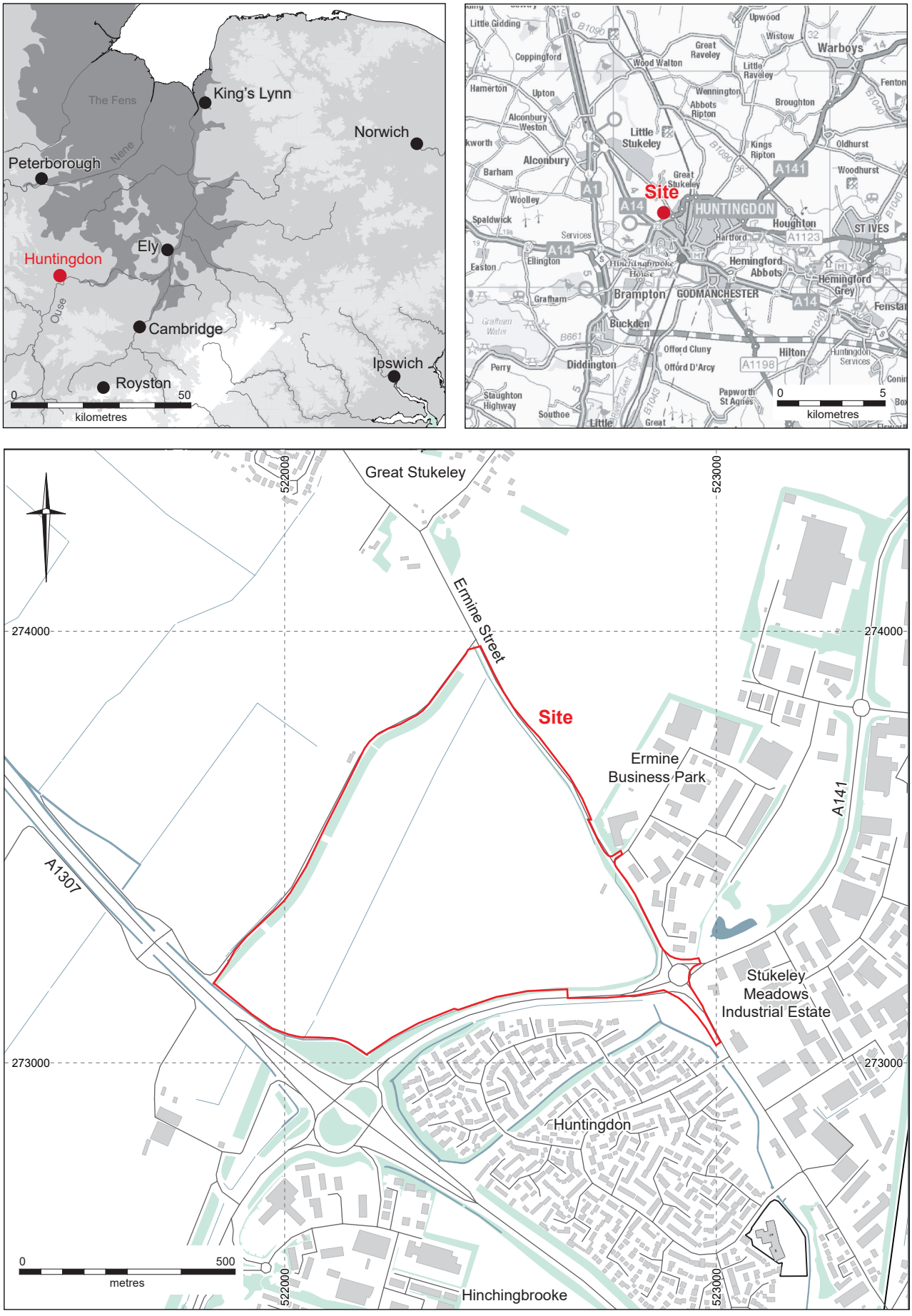


Figure 1. Site location

N

0 200
metres

88440m² (78515m²)

6375m²

4125m²

ZONE 1 see Fig. 3

ZONE 3 see Fig. 5

ZONE 4 see Fig. 6

Section 15

Section 16

PROJECT NAME: Great Stukeley	DRAWING TITLE: Proposed archaeological excavation areas	DRAWN BY: JM	SITE CENTRE CO-ORDINATES: 522400,273500	LEGEND: Proposed excavation area; PDA; Previous evaluation trench	CAMBRIDGE ARCHAEOLOGICAL UNIT
SITE CODE: N/A		DATE: 31/10/24	SCALE: See bar		Department of Archaeology, University of Cambridge, Downing St, Cambridge, CB2 3DZ. Tel: 01223 327802 Email: cauadmin@arch.cam.ac.uk