KATE'S CABIN SERVICES, GREAT NORTH ROAD, CHESTERTON, CAMBRIDGESHIRE: ADDENDUM TO WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL MITIGATION

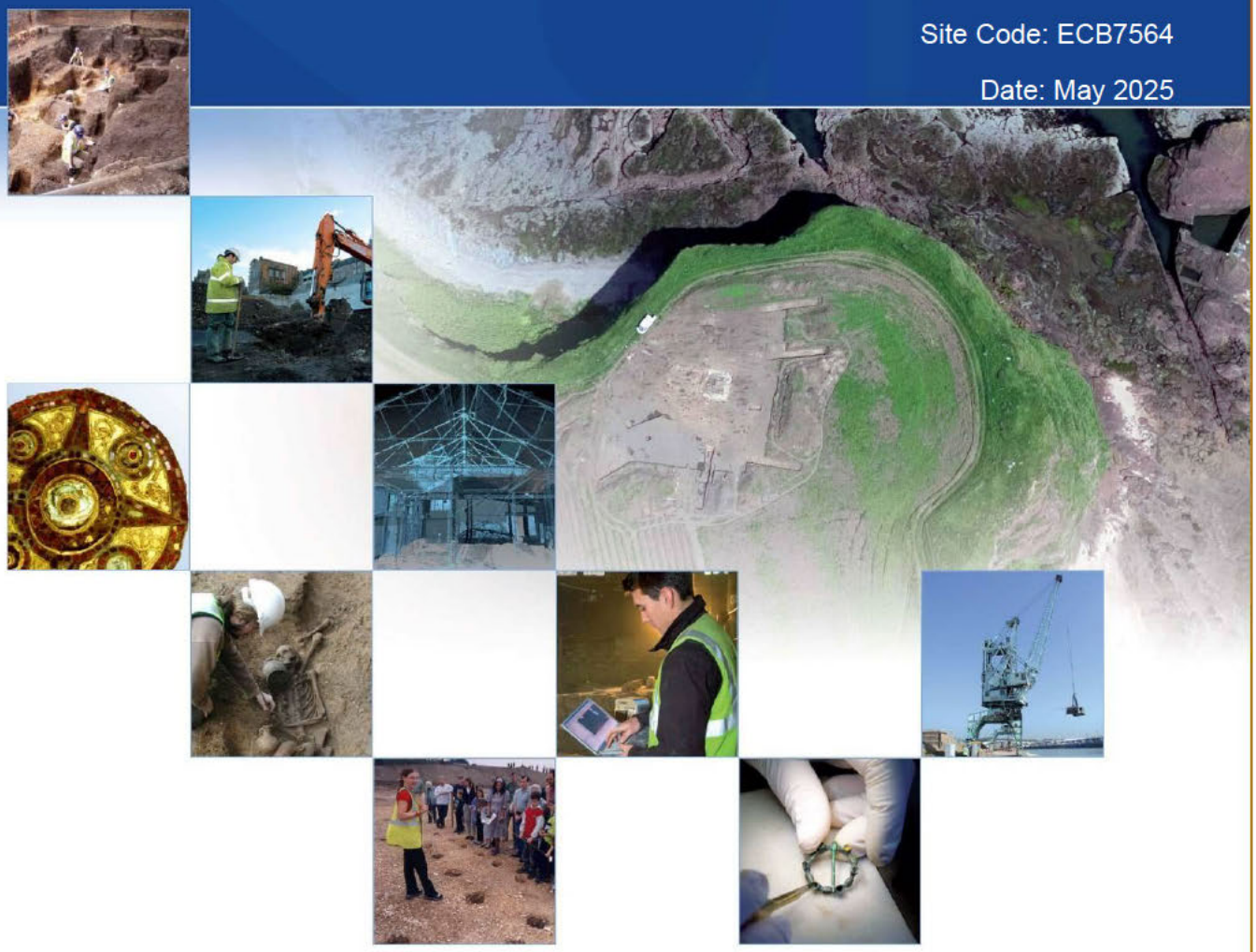
Planning Reference: 23/00876/FUL

National Grid Reference: TL 13225 95362 (Centred)

AOC Project No: 80215

Site Code: ECB7564

Date: May 2025



AOC Archaeology Group

ARCHAEOLOGY | HERITAGE | CONSERVATION

© AOC ARCHAEOLOGY GROUP 2025

KATE'S CABIN SERVICES, GREAT NORTH ROAD, CHESTERTON, CAMBRIDGESHIRE: ADDENDUM TO WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL MITIGATION

On Behalf of:	**Welcome Break, 2 Vantage Court, Tickford Street, Newport Pagnell MK16 9EZ**
National Grid Reference (NGR):	**TL 13225 95362 (centre)**
AOC Project No:	**80215**
Prepared by:	[redacted]
Illustration by:	[redacted]
Date:	**May 2025**

This document has been prepared in accordance with AOC standard operating procedures.

Author: [redacted] **Date: May2025**

Approved by: [redacted] **Date: May 2025**

Draft/Final Report Stage: Draft v2 **Date: June 2025**

Enquiries to: AOC Archaeology Group
Unit 3
Goulds Close
Chancerygate Business Centre
Denbigh West
Milton Keys
MK1 1QE

[redacted]

AOC Archaeology Group

www.aocarchaeology.com

Contents

1 INTRODUCTION 1
2 PLANNING BACKGROUND 1
3 GEOLOGY AND TOPOGRAPHY 2
4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND 3
5 AIMS OF THE INVESTIGATION 8
6 SCOPE OF WORKS AND STRATEGY 9
7 METHODOLOGY 12
8 HEALTH AND SAFETY 17
9 GENERAL 18
10 BIBLIOGRAPHY 18
APPENDIX A: Insurance, Copyright, and Confidentiality and Standards 22
APPENDIX B: SPECIALIST STAFF 24
APPENDIX C: DIGITAL MANAGEMENT PLAN 25

Figures

Figure 1 Archaeology Mitigation and Phasing Plan

1 INTRODUCTION

1.1 A programme of archaeological works is being undertaken prior to the construction of new service station on land known as Kate's Cabin Services, Chesterton, Cambridgeshire (the site) located at National Grid Reference (NGR) TL 13225 95362.

1.2 An archaeological evaluation by trial trenching was undertaken within the Site in November 2024 revealed evidence of Roman/ Romano British occupation of the site in the 2nd and 3rd centuries AD, which led to an archaeological condition being placed on planning consent. In respect of this an archaeological excavation was undertaken in April and May 2005. A Written Scheme of Investigation (WSI) was prepared by AOC Archaeology in March 2025 for Archaeological Mitigation (AOC 2025) and the excavation, which finished on Site on Wednesday 14th May 2025 was conducted in keeping with the approved WSI.

1.3 Due to the presence of archaeological remains and the potential for buried archaeological remains to continue beyond the area excavated to date Cambridgeshire County Council Historic Environment Team (CHET) have determined that further archaeological measures are required during groundworks and the demolition works. This comprises Monitoring and Recording (Watching Brief) in part of the Site and Monitoring and Recording within the footprint of the building to be demolished (Figure 1). This WSI Addendum details how the archaeological mitigation will be undertaken and should be read in conjunction with the approved WSI (AOC 2025).

1.4 The works will be undertaken by suitably qualified archaeologists. All works will be undertaken in accordance with relevant national, regional and local guidance.

1.5 The site is located on land currently occupied by a café and truck stop off the Great North Road, Chesterton, Peterborough in Cambridgeshire. The site location is illustrated in the preceding WSI (Figure 1 in (AOC 2025)).

1.6 The site totals approximately 6500m^2 located in the area to the north of the petrol station. The site is situated on flat land at 20m above Ordnance Datum (AOD).

2 PLANNING BACKGROUND

2.1 The planning authority is Cambridgeshire County Council Planning Services to whom archaeological advice is provided by Lu Speariett, Archaeological Officer at Cambridgeshire County Council Historic Environment Team (CHET). The archaeological mitigation outlined in the preceding WSI (AOC 2025) was requested by CHET as a condition of planning.

2.2 Planning permission (Planning Ref: 23/00876/ FUL) has been granted for the demolition of a cabin truck stop and associated buildings, alongside an extension to a petrol filling station, landscaping and associated works. The Planning Authority determined that this was conditional upon an agreed programme of archaeological work taking place

2.3 Condition 8 attached to the permission states: "*No demolition/development shall commence until the applicant, or their agents or successors in title, has implemented a programme of archaeological work which has been secured in accordance with a written scheme of investigation (WSI) which has been submitted to and approved in writing by the local planning authority. For land that is included within the WSI, no demolition/development shall commence other than under the provisions of the agreed WSI, which shall include:*

a) The statement of significance and research objectives;

b) The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works; and

c) The timetable for the field investigation as part of the development programme;

d) The programme and timetable for the analysis, publication & dissemination, and deposition of resulting material.

***Reason.** This is a pre-commencement condition to ensure that before any demolition and/or development commences an appropriate archaeological investigation of the site has been submitted and thereafter implemented in accordance with that investigation in accordance with Policy LP34 of the Huntingdonshire Local Plan to 2036 and the National Planning Policy Framework 2023.*

2.4 The archaeological work will be undertaken in accordance with the preceding WSI (AOC 2025) this WSI Addendum and the requirements of nationally recognised archaeological guidance, including the professional standards issued by the Chartered Institute for Archaeologists (CIfA), specifically the Standard and Guidance for Archaeological Field Evaluation (CIfA 2020).

2.5 The archaeological works will be managed in accordance with the Historic England publications Management of Research Projects in the Historic Environment (MoRPHE): Project Managers Guide (2006), and the MoRPHE Project Planning Note 3: Archaeological Excavation (PPN3) (2008). It will also meet the requirements of the National Planning Policy Framework (NPPF; Chapter 16: 'Conserving and enhancing the historic environment'; DLUHC 2023).

2.6 This WSI Addendum has been prepared in consultation with Lu Speariett, Archaeological Officer for Cambridgeshire County Council Historic Environment Team. This document represents a Written Scheme of Investigation (WSI) for the archaeological mitigation ONLY; this document alone will NOT result in the discharge of the archaeological condition.

3 GEOLOGY AND TOPOGRAPHY

3.1 The British Geological Survey (BGS) (2025) indicates that the site is largely underlain by Oxford Clay Formation with primarily Mudstone to the west and Kellaways Sand Member comprising of Sandstone and siltstone, interbedded to the east (British Geological Viewer 2025).

3.2 The site is located on flat land at 20m above Ordnance Datum (aOD), at a low point with ridges of terrace gravel over 1km away to the east and west, whilst the site is located 1km south of abroad meander of the River Nene. Alluvial deposition characterises the superficial geology of the site.

3.3 The archaeological evaluation and excavation revealed that the general stratigraphy of this site comprised a superficial geology of terrace deposits, overlain by alluvial silty clay, which is likely to represent gradual, seasonal deposition of silts in slow moving water, with no large inclusions representing periods of rapid inundation (AOC Archaeology 2025). The alluvium in Trenches 6 and 8 both contained the desiccated remains of randomly lain branches that represent floating materials settling out with the silt. These were not located at any specifically higher or lower level, so may be evidence of a second, localised channel where detritus was collecting. Apart from the building remains, the Roman features that cut this horizon were not associated with surviving subsoils, so post-Roman scouring and redeposition has occurred, as shown by a second layer of alluvial silt being deposited before topsoil developed. A singular lack of finds in any of the alluvial layers or buried topsoil indicates a lack of habitation in the area during these decades or centuries.

3.4 A possible palaeochannel was recorded during the archaeological evaluation (AOC Archaeology 2025) by the presence of a low ridge of river terrace deposits at the northern end of Trench 3, in the west of the site, which is overlain by alluvial silt, through which Roman features were cut. Much of the lowest alluvial horizon lies at a level lower than the terrace gravel, suggesting that there was a palaeo channel that had silted up through alluvial deposition by the Roman period. That the features were overlain by further alluvium in the post-Roman period indicates the continual damp, marshy character of the landscape into the modern period.

4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

4.1 The archaeological background below is drawn from the brief provided by CHET accompanied by an HER data search of the site undertaken in February 2025 through Cambridgeshire Historic Environment Records (CHER). All references below can be found in the HER.

Early Prehistoric (500,000 BC – AD 43)

4.2 Prehistoric finds have been recorded in Chesterton, a flint core and four flint flakes (HER07852) possibly dating to the Mesolithic were found. These unstratified finds were found 600m to the west of site and are now in Peterborough Museum.

4.3 Excavations at Minerva Business Park in Alwalton identified prehistoric finds and the remains of an Iron Age settlement (CB15466). A number of unstratified flints were recovered, alongside a pit which contained Bronze Age pottery. A large amount of Early Iron Age material including worked bone indicate this area was occupied during that period.

4.4 It is thought that further prehistoric structures may survive beneath the fort and walled Roman town of Durobrivae (DCB307) which is located to the north-west of Site. This Scheduled Monument is located approximately 2km away from Site adjacent to route of Roman Ermine Street (A1). To the south of the A1 is a scatter of circular ditched features, probably Bronze Age barrows, measuring between 15m and 25m in diameter. There are also three large Neolithic henge-like circular structures. Two of these are linked to form a figure of eight, and lie about 80m from the town wall; the third lies about 400m to the south of the town, close to the southern line of the scheduling. All three measure over 100m in diameter.

4.5 A possible prehistoric ring ditch (HER01893) was recorded in the form of a cropmark. This wide, diffuse mark measures in excess of 100m and is located 950m to the north-east of Site near the village of Alwalton.

4.6 Excavations at Bottom Lodge Farm in Haddon (MCB30944) recorded at least 21 Iron Age ditches and gullies, along with five pits and postholes. The finds assemblage consisted of Iron Age pottery, animal bone and fired clay. Many of the Iron Age ditches were sampled, with low evidence for cereal grain, wood charcoal and snail shells.

Romano-British (AD 43 – AD 410)

4.7 The Site is located adjacent to former Roman Ermine Street (A1) and is in the vicinity of the fort and walled Roman town of Durobrivae (DCB7846) which is a Scheduled Monument. The surviving earthworks, suburbs and extramural cemeteries occupy a stretch of land 2km long and 1km wide to the north and south of the A1, to the north-west of Site. It is thought that extensive suburbs surrounded the walled town and that the route of Ermine Street is lined with small buildings and enclosures. In the area immediately to the south, lead and stone coffins and inhumations were revealed during the construction of the Great North Road (A1). A hoard of gold coins date 330-350 AD was discovered within the walled town, a further hoard of silver vessels and plaques were also recovered, dating from the late third or fourth century.

4.8 A further Roman roadway (MCB31712) at Chesterton is recorded to the north of site. This feature has been identified through cropmarks, aerial imagery and enhanced LiDAR. This feature appears to represent a road feature leading into the settlement at Durobrivae.

4.9 A Roman villa at Alwalton (HER00912) is located 750m to the north, an inhumation burial of a man and a woman was recorded in 1883. These burials were associated with a Samian cup, a coin of Alexander Severus and two bronze bangles. There is a suggestion of a Roman building in the vicinity and the remains of ramparts and Roman building material was noted.

4.10 A findspot of unstratified Roman coin (HER00965) was recorded at Manor Farm in Chesterton, approximately 700m to the south-east of Site. This was a 3rd brass of Allectus, a usurper emperor who died in 296AD.

4.11 A Scheduled earthwork (DCB307) is located at Chesterton, 800m to the south-west of site. This earthwork stands on the brow of the hill holding a commanding position over the surrounding landscape. It is exceptionally well preserved and almost completely surrounded by a ditch that is recorded as being up to 3.5m wide and 0.5m deep. The barrow is located 750m south-west of former Roman Ermine Street (the A1) and is most likely of Roman date, which was then reused as a mill mound in the Medieval period. Roman barrows are rare, with less than 150 recorded nationally and this example is thought to be largely intact.

4.12 A findspot of a bronze key, ring, buckle and six coins (HER01604) were recovered 700m to the west of Site in 1880. The coins were attributed to Allectus and Gratian and were found in the environs of Manor Farm, Chesterton.

4.13 In 1754, when (the original) Kate's Cabin was being rebuilt, a stone Roman coffin was found (HER01881), this contained the remains of male skeleton with a silver plate on his chest, along with an inscribed brass seal, four glass unguentaria bottles along with multiple pins and coins. The coins included some of Nero, a Faustina, a silver Gordian, Constantine alongside a piece of white wood inscribed VTERE FELIX. At least nine or ten further skeletons were recorded in the vicinity. Kate's Cabin, the original farmhouse is located 300m to the north of Site. Trial excavation at this site in 1926 revealed that the Roman roadside settlement extended at least 1.5km to the south of Durobrivae. Masonry buildings were found, alongside a cobbled spread which may be the edge of the original Ermine Street.

4.14 A findspot of a bronze Roman dolphin buckle (HER01898) was recorded as being found at a 'Roman site', this was 1.5km to the north-west of Site. Further Roman findspots have been recorded to the south-west of Site where a seated Roman bronze figure (HER02023) was found and to the north-east where a Roman brooch (HER02110) was recovered from a lock on the River Nene.

4.15 A Roman finds scatter was recorded by the HER at Chesterton (CB14731), this scatter consists of pottery sherds and is likely an extension of another record to the east, in the village of Alwalton (HER 02109).

4.16 During a watching brief that was conducted during the groundworks for the A605 flyover at Alwalton there was Roman pottery recorded along with stone structures.

4.17 Roman finds have been recorded within the study area and in close proximity to the Site. There is judged to be a High potential for Roman remains to survive on the Site.

Early Medieval (AD 410 – AD 1066)

4.18 During the archaeological excavations at Minerva Business Park (CB15465), a mixed rite cemetery of fifth and sixth century date burials was discovered. This is located 950m to the north-east of Site. In total, 89 Anglo Saxon burials were excavated. Most of the cremation burial urns were decorated and the majority contained pyre goods. Just under half of the inhumations were accompanied by grave goods and a small number of the graves were stone lined. A possible funerary pyre was identified in the northern part of the excavation, along with a possible funerary house.

4.19 Saxon pottery (CB15453) was recovered from an archaeological evaluation carried out at St Michael's Church, Chesterton, 500m to the north-west of site. Ditches and gullies of probable medieval date were revealed, these were found to be on the same alignment as the existing site boundaries.

Medieval (AD 1066 – 1540)

4.20 The Listed Building of the Manor House at Alwalton (HER01624) records a Manor House that was built in the late sixteenth or early seventeenth century, much of the house was destroyed and there are modern additions to the back. The associated gardens (MCB19382) are also recorded in the HER, these are set out into a series of garden rooms by trimmed yew and beach hedges.

4.21 The HER records ridge and furrow earthworks at Chesterton (HER01602), these were visible as earthworks on the LiDAR data and also cropmarks on the aerial imagery.

4.22 Medieval watermills and an associated mill pond (HER01864) are located in Alwalton, 750m to the north of Site. By 1128, there were three mills associated with the manor. By 1649, these watermills, which were fed by the River Nene and were called the Town Mills had fallen into decay.

4.23 A findspot of three medieval lead weights (HER07841) were found in 1985 and have since been deposited in Peterborough Museum

4.24 A shrunken medieval village (MCB17605) is located 400m to the west in the village of Chesterton. A moat is recorded along with earthworks to the east of the field, along with a sunken trackway to the south.

4.25 In Chesterton, the parish church of St Michael's is a Listed Building (MCB17087). The earliest part is the nave which was probably built in the twelfth century. The south aisle was added in the early thirteenth century, with the chancel being completely rebuilt in the eighteenth and nineteenth century. In the churchyard, there is a rectangular stone coffin, which may be Roman in date. Medieval gravestones (HER01606) have also been recorded at this location.

4.26 The Parish Church of St Andrews (HER10571) is a Listed Building, located 600m to the north-east of Site. The original form of the church is thought to date to the twelfth century, in the fourteenth century the chancel and transepts were rebuilt. In the nineteenth century, the church was entirely restored and re-roofed. The cemetery belonging to St Andrews (MCB25034) is still in active use.

Post-Medieval (AD 1540 – 1900)

4.27 The Manor Farm at Chesterton (HER05712) is located 500m to the north-west has a datestone from 1879. The original house was thought to be built circa 1700 but has been extended and modernised over time. Two original windows survive in the rear wing and the original staircase is extant with close strings and turned balusters. In the same precinct is the Priory at Chesterton (HER05713), this extant building has a datestone from 1852 and is in use as domestic building. An archaeological evaluation (MCB26976) undertaken in 2018 adjacent to the East Barn identified two parallel limestone walls that may have formed part of a demolished building. A single post hole was also identified along with a single sherd of post medieval pottery. A building survey (MCB26977/MCB 26978) was also carried out during these works which found the Barns, Stables and Coach House to be of nineteenth century date with minor twentieth century alterations.

4.28 The Listed Building of Alwalton Hall (HR05714) is of seventeenth century date and is located 550m to the north of Site. This Manor House is approached through a court of farm barns and is overlooking the flood meadows of the River Nene. Alwalton Hall was used as the Dower House by members of the Fitzwilliam family at Milton Hall.

4.29 The remains of ridge and furrow (HER08749) have been recorded in Chesterton, these have also been recorded in Alwalton (MCB 17578).

4.30 Wheatsheaf public house (MCB25036) is depicted on the OS Maps dating to 1885. The buildings are located 500m to the north-east of site and is still in use as public house, now called the Cuckoo.

4.31 The Ordnance Survey (OS) map published in 1885 records a lime kiln in Chesterton (MCB26988), 400m to the west of Site.

4.32 A number of ditches or gullies of a post medieval date were recorded in the Rose Garden of Michaels Church in Chesterton (CB15453). These were on the same alignment as the existing site boundaries and suggested that the landscape had not changed significantly since medieval times.

Modern (AD 1900- Present)

4.33 A nineteenth century Blacksmiths workshop (MCB25028) in Chesterton is recorded on the OS map of Huntingdonshire from 1901. This building is no longer extant, being replaced by modern housing. A further smithy is recorded in the village of Alwalton (MCB25038), this building is extant and part of a house.

Undated Evidence

4.34 Approximately 1km west of the Site is a possible moat (HER01603). A sub-rectangular enclosure bounded by a shallow ditch is recorded within the HER. Without further investigation this feature cannot be securely dated.

Previous Geophysical Investigations

4.35 A geophysical survey of Boat Field, to the north of the Great North Road was carried out in 2023 by the Community Archaeology Geophysics Group (HER09107). In total, 6.73ha of land was surveyed revealing a series of rectilinear enclosures separated by a road network. Discrete anomalies were also noted across this site and these were interpreted as pottery kilns and pits. A section of Ermine Street was also recorded along with the outer defences of the Roman settlement of Durobrivae. In the adjacent field, aerial imagery appears to show at least one ring ditch and a possible trackway (MCB32684), this has been interpreted as an extension of the Roman extramural settlement.

Previous Investigations

4.36 Previous archaeological works, where discussed by period above, will not be repeated here.

4.37 During the construction of a new residential block at Oundle Road, a watching brief was carried out in 1996 (HER11918). The foundation trenches revealed a nineteenth century well, along with the footings of early nineteenth century Almshouses. These Almshouses were recorded on the Ordnance Survey Maps of 1885. Further archaeological evaluation on Oundle Road in 2018 (MCB26975) revealed limited evidence of a post medieval pond and a brick abutting wall, alongside two undated ditches.

4.38 Field walking in 2002 has identified a possible Roman kiln in Alwalton (MCB16964), approximately 850m to the north-west. This is based on the discovery of Roman pottery, dome material and fragmentary firebands. Further fieldwalking (MCB16970), either side of the A1 has located further pottery scatters including burnt areas and fired clay. This is suggestive of industrial activity occurring in close proximity to Ermine Street.

Aerial Photography and LiDAR

4.39 The Environment Agency LiDAR data from 2015 shows an area of degraded ridge and furrow earthworks within the grounds of Alwalton Hall (MCB25039).

Archaeological Evaluation

4.40 An archaeological evaluation was undertaken at the site in November 2024 (AOC Archaeology 2025). The results of the archaeological evaluation revealed evidence of Roman/ Romano British occupation of the site in the 2nd and 3d centuries AD. The remains comprised parts of a substantial building with stone foundations and floor in the northeast of the site, a substantial boundary ditch in the north, and smaller ditches and a pit to the west. Cultural remains include domestic pottery, in the form of broken bowls and storage jars from a domestic source, plus dietary evidence from cattle, sheep and pig bones, as well as cereal grains and shellfish. These features may be related to the Roman settlements at Durobrivae and Chesterton, or could be an individual roadside settlement.

4.41 Several undated features including three ditches and a possible post-hole were also observed.

Archaeological Excavation

4.42 An archaeological excavation was undertaken at the Site in April and May 2025. The excavation revealed extensive stone surfacing and intercutting ditches as well as an oven/kiln with the evidence being demonstrative of Roman settlement and small-scale industrial activity. A large assemblage of artefactual remains of Roman date were also collected. These remains appeared to be continuing to the south of the limit of excavation, and beneath the existing modern building on site. The fieldwork finished on Site on Wednesday 14th May 2025 and the post-excavation work has not commenced due to the ongoing nature of the project.

5 AIMS OF THE INVESTIGATION

5.1 The aims of the archaeological excavation and watching brief are defined as being:

- To preserve the archaeological evidence contained within the Site **by record**, to attempt a reconstruction of the history and use of the Site and undertake comparative analysis between the Site and other relevant sites in the locality.

5.2 Attention is drawn to research objectives within:

- *Research and Archaeology Revisited: a revised framework for the East of England* (EAA Occ. Paper No 24, 2011),

5.3 Also, the updated agenda in the current online version to define research objectives:

- *East of England Regional Research Framework* (ALGAO East of England 2020).

Research Priorities

5.4 The investigation should seek to establish the scale and nature of Roman activity at the site and relate this to the wider rich Roman landscape, and develop how the economy of the site fits into the wider settlement pattern.

5.5 The environmental potential of the site could be high due to the nature of the deposits so there should be a focus on this while minimising potential contamination.

5.6 Key questions that should be considered in line with the regional research framework are as follows. Further questions may arise throughout the archaeological excavations depending on the character and nature of archaeological remains identified.

- LIA-Rom 06: How can we increase our understanding of the Iron Age and Roman environment?
- LIA-Rom 10: Can we map the development of Late Iron Age and Roman roads?
- 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 20: How can we improve the recovery of Late Iron Age and Roman buildings?
- LIA-Rom 24: How can we increase our understanding of Late Iron Age and Roman pottery industries?

6 SCOPE OF WORKS AND STRATEGY

6.1 The scope of preceding archaeological excavation was outlined during consultation with Lu Speariett, Archaeological Officer at CHET in 2025 and presented within a Design Brief for Archaeological Investigation (CHET, 2025). This will be followed during this stage of works, along with the strategy outlined below agreed with CHET.

6.2 This further mitigation is being completed post demolition as the archaeological remains appear to be continuing into areas shown on Figure 1 and detailed below. To date there has not been any evidence for archaeological remains being completely truncated by building construction. If the archaeological mitigation outlined below reveals evidence for extensive truncation it is possible that the strategy will be revised following discussion and agreement with CHET.

6.3 A Microsoft Teams Meeting was held between Lu Speariett, Archaeological Officer at CHET, Craig Stevens, Construction Manager at Welcome Break and Yvonne Robertson, Operations Manager at AOC Archaeology on 16th May 2025. An archaeology phasing plan consisting of five areas was agreed during this meeting and subsequent correspondence by email. This comprises the following (as shown in Figure 1):

- (a) Area where archaeological works are complete, no Site restrictions and groundworks can proceed (No archaeological mitigation) (area outlined in green on Figure 1)
- (b) Area where groundworks can procced with Monitoring and Recording (Watching Brief) in place (area outlined in blue on Figure 1)
- (c) Area where further review is required after the demolition of the building and possible excavation required following Monitoring and Recording (Watching Brief) and possible Excavation (area outlined in orange on Figure 1)
- (d) Area considered to be an "overlap zone" that is to be protected by a layer of terram as protection and identification layer to the archaeology (3m zone) (area outlined in pink on Figure 1)
- (e) Area with no Site restrictions and groundworks can proceed (No archaeological mitigation) (remaining area on Figure 1)

6.4 In respect of area (c) Lu Speariett, Archaeological Officer at CHET has advised that it would be prudent to monitor the entire breaking out of the slab for the existing buildings.

Archaeological Monitoring and Recording (Watching Brief)

6.5 All intrusive works associated with the works in the area outlined in blue shown on Figure 1 will be subject to an archaeological watching brief. The ground reduction will be under the control of an experienced archaeologist, and the area will not be handed back to the client before being approved by CHET. No development will occur while the area is under archaeological control.

6.6 All works will be monitored by an experienced archaeologist being present to identify the nature and extent of any archaeological resource which may be exposed during works. All works will be undertaken in consultation with the Contractor.

6.7 The monitoring archaeologist will monitor the stripping of the overburden within the watching brief area, down to the first archaeological horizon or natural geology, whichever is encountered first. All deposits will be removed in spits, allowing for archaeological features and deposits to be fully visible and accessible to the monitoring archaeologist. All significant archaeological features will be cleaned and fully defined by the monitoring archaeologist.

6.8 If access to the working area is needed the machines will cease operations and if necessary, relocate to ensure safe access. Subject to safe access, the archaeologists will enter the excavated area to carry out close inspection, excavation and recording.

6.9 In the event that significant archaeological remains are revealed, excavation will be undertaken as described below in the excavation methodology.

Archaeological Monitoring and Recording (Watching Brief) and Excavation

6.10 The breaking out of slab in the area outlined in orange shown on Figure 1 will be subject to an archaeological watching brief. The breaking out and removal of slab will be under the control of an experienced archaeologist. The ground reduction will be under the control of an experienced archaeologist, and the area will not be handed back to the client before being approved by CHET. No development will occur while the area is under archaeological control.

6.11 The monitoring and recording will follow the approach outlined above. Additionally, once the slab has been removed the monitoring archaeologist will direct the stripping of the overburden within the area outlined in orange on Figure 1. The stripping will be undertaken working from the 'overlap zone' outlined in pink on Figure 1 -i.e. working from the known area of archaeological remains and features revealed during the recent excavation.

6.12 Following stripping the ongoing archaeological requirements in the area outlined in orange on Figure 1 will be discussed between AOC Archaeology, CHET and the client. Following Monitoring and Recording (within the footprint of the building) it is possible that full excavation will be required.

Archaeological Excavation

6.13 Any open excavation required of the identified areas (Figure 1) will consist of the following sequential programme:

1) Initial site clearance of overburden under the supervision of a competent professional archaeologist.

2) Where stratified soils of old land surfaces are known or that emerge during stripping within the excavation area, stripping should cease at the interface with these soils. A sampling strategy should be specified in the WSI and implemented (e.g.1m2 test pits hand excavated in spits of appropriate depth (specify) for vertical finds control on a grid or in transects supported by bulk samples extracted for wet sieving) - to examine their artefact content and spatial distribution, and to search for and excavate earth-fast features present only within former land surface soil horizons. Once completed, removal of the buried soils by machine can ensue.

3) The excavation area will be subjected to a metal detection survey prior to and during stripping and during excavation. An archaeologist specifically trained in metal detection work, using a high-quality instrument, should undertake this work. The detector should not be set to discriminate against iron. Recovered items should be plotted on the base plans and their depths recorded to ensure accuracy of their context.

4) Manual cleaning and base planning of archaeological features is required to refine the excavation strategy.

5) Monitoring review/discussion with CHET officer to discuss the excavation strategy needed for the Site as it is revealed, any specific machining needs, other variations that may be required, and to monitor compliance with the agreed WSI.

6) Excavation of archaeological features and stratigraphic evidence (see Section 6).

7) Implementation of a public engagement programme during the course of the excavation (see Section 7.2).

8) Submission of a short summary report followed by the preparation of a post excavation assessment (PXA) to establish the research potential of evidence acquired from all fieldwork stages integrating evaluation results as necessary, and the production of an updated project design (UPD) setting out the objectives and methods for conducting the remaining analysis and reporting stages (**cost review stage**).

9) Arrangements for the transfer of title of the archive to Cambridgeshire County Council's publically accessible archive facility. Arrangements for display, interpretation and deposition of the archive to a suitably accredited storage facility must be agreed at the PXA preparation stage.

10) Completion of analysis and production of a full archive report.

11) Submission of a short, illustrated statement for parish magazine and/or client's media outlet.

12) Preparation of artwork and content for interpretation boards and/or display materials for suitable locations in the development area.

13) Publication of the project results.

14) Deposition of the collated archive in Cambridgeshire County Council's Archaeological Archive Facility (or equivalent accredited store) and to a CoreTrustSeal certified digital archive repository.

6.14 The archaeological fieldwork will conform to current best archaeological practice and local and national standards and guidelines:

- Chartered Institute for Archaeologists (2023) – Standard for Archaeological Field Evaluation.
- Chartered Institute for Archaeologists (2020b). Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.
- Chartered Institute for Archaeologists (2019). Code of Conduct.

- East of England Regional Research Framework (2020) ALGAO East of England.
- Gurney D. (2003) Standards for Field Archaeology in the East of England. EAA Occasional Paper 14.
- Historic England (2015). Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide.
- Historic England (2018) Archaeological Guidance Paper 3: Standards and Practices in Archaeological Fieldwork.
- Historic England (2015) Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation.
- Museum of London (MoL 1994) – Archaeological Site Manual (Third Edition).
- Research and Archaeology Revisited: a revised framework for the East of England (2011) EAA Occasional Paper 24.
- RESCUE & ICON – First (2001) Aid for Finds.
- Solent Thames Archaeological Research Framework (Hey and Hind 2014).
- United Kingdom Institute for Conservation (UKIC 1990)– Guidance for Archaeological Conservation Practice.

6.15 Insurances, copyright and confidentiality, and standards are defined in Appendix A.

6.16 A unique site code for the project (ECB7564) will be used as the site identifier for all records produced.

6.17 The archaeological investigation will be carried out by a Project Officer/ Project Supervisor and a team of professional archaeologists as required and managed by Yvonne Robertson (MCIfA, SMSTS), Operations Manager at AOC Archaeology. The works will be monitored by Lu Speariett, Archaeological Officer at CHET.

6.18 A copy of the approved WSI will be held on site along with the detailed site risk assessment. All site staff will be made aware of and will have reviewed both documents.

6.19 CHET will monitor the works on behalf of the LPA with site visits arranged by AOC. CHET will be advised in advance of the proposed start date of works, with a period of at least five working days required to give notice to CHET to agree monitoring arrangements ahead of commencement of work.

7 METHODOLOGY

7.1 The preceding archaeological mitigation was undertaken pre-demolition in the area defined within the Design Brief (CHET, 2025) at the north of the site. The current phase of archaeological mitigation will be undertaken during groundworks in the areas shown on Figure 1.

7.2 After scanning for services, the modern make up from the delineated area (Figure 1) will be mechanically stripped by a tracked vehicle(s) with a 2m wide toothless ditching bucket. Dumper trucks must be prevented from travelling across stripped surfaces and routes arranged to remove spoil to heaps placed away excavated areas.

7.3 A metal detection survey will be conducted across all parts of the site at various times .

7.4 Phased stripping may be required should buried soils of old land surfaces by encountered that require sample excavation prior to removal.

7.5 Immediately after stripping, areas will be hand-cleaned to define archaeological features in order to produce a base plan, to be recorded digitally using survey-grade GPS equipment to allow a high degree of accuracy (typically 5mm horizontal, 10mm vertical control). Photogrammetry can be used to record complicated evidence. Plans will be produced at appropriate scales (normally 1:20 or finer where complex archaeology is present or 1:50 or 1:100 in areas of less density) and provided for the Client and CHET during works as required.

7.6 Monitoring meetings will be be arranged during the course of the project as required.

7.7 Archaeological recording, where not precluded by Health & Safety considerations, will consist of:

- Limited hand cleaning of archaeological features, sections and surfaces sufficient to establish the stratigraphic sequence expose;
- Excavated material will be examined in order to retrieve artefacts to assist in the analysis of their spatial distribution;
- Sample excavation of exposed features
    - Linear features not directly associated with settlement will be sufficiently sampled to allow an informed interpretation of their date and function, with a minimum individual slot length of 1m. The termini of any linear features will be 100% excavated.
    - Linear features associated with settlement will be at least 25% excavated, and final sample size will reflect the nature of the feature.
    - Pits and discrete features will be at least 50% excavated.
    - Solid or bonded structural remains, building slots or postholes will 100% recorded. Recognised structural remains such as eaves drip gullies, beam slots and post holes that form parts of buildings will be 100% excavated.
    - Complex features such as hearths, ovens and furnaces will also be 100% excavated following discussion with specialists such as archaeometallurgists concerning suitable sampling and methods of dating.
- Completion of pro-forma record sheets;
- Plans and sections of all exposed archaeological features and horizons (including boundaries of natural) at an appropriate scale. 1:100/1:200 will be utilised to initially map the entire exposure and linked to detail plans at 1:20 of excavated features and sections at 1:10, if necessary. All features will be accurate tied into the Ordnance Survey National Grid and Ordnance Datum;
- A scaled photographic record of representative exposed sections and surfaces, along with sufficient photographs to establish the setting and scale of the groundworks.
- A record of the datum levels of archaeological deposits.

7.8 Records will be produced using either *pro-forma* context or trench record sheets and by the single context planning method and will be compatible with those published by the Museum of London (MoL 1994).

7.9 A record of the full sequence of all archaeological deposits as revealed in the mitigation will be made. Plans and sections of features will be drawn at an appropriate scale of 1:10 or 1:20, with sections drawn at 1:10.

7.10 A photographic record of all significant features observed will be undertaken. This will consist of SLR digital photography capturing RAW and JPEG data as well as black and white.

7.11 An initial sampling strategy is set out below. Sampling methods will follow Historic England guidelines (2015a & 2015b) and advice will be sought from the Planning Archaeological Advisor and the Historic England Regional Archaeological Science Advisor throughout the project, as appropriate.

7.12 Sediment samples within archaeological or natural Holocene features (such as palaeochannels, creeks, ponds/oxbows; dry valleys/winterbournes, pingos and roddons) will be taken. For nonwaterlogged deposits a 40–60 litre bulk sample will be taken (or 100% of the context where contexts have a volume of less than this). Each bulk sample will only contain sediment derived from a single context. Waterlogged deposits are unlikely in archaeological features, and samples sizes will be in the range of 10–20 litres, which is suitable for the recovery of palaeoenvironmental information.

7.13 For the archaeological remains targeted by SMS, it is likely that dating by finds and typology will be the most appropriate method in terms of accuracy and precision. Radiocarbon dating should be considered only where organic horizons with plant macrofossils in stratigraphic association or within otherwise undatable features are revealed. Sequential samples down-profile should be taken for radiocarbon dating either by column (monolith) or special scientific sample (10 litre).

7.14 Where house floors or buried land-surfaces are encountered and are sampled, appropriately sized monolith or kubiena boxes may be used for the recovery of 'undisturbed' monolith samples for soil micromorphology and to sub-sample for microfossils (e.g. pollen and spores, diatoms, ostracods). Where longer sequences are sampled, contiguous column samples may be collected for the retrieval of macrofossils (e.g. molluscs, plant remains and insects).

7.15 Any finds of human remains will be treated with respect, covered and protected ahead of excavation. The Ministry of Justice and the local constabulary will be informed. A Licence will be sought from the Ministry of Justice to allow any human remains to be fully excavated and recorded. The Planning Archaeologist, and the Local Authority Environmental Health Officer will also be informed of the presence of human remains, prior to excavation and lifting.

7.16 Any finds covered by the provisions of the Treasure Act (1996, amended 2003) and Treasure (Designation) Order 2002, including gold and silver, will be moved to a safe place and reported to the coroner's office according to the procedures determined by the Act. They will also be reported to the local finds liaison officer from the Portable Antiquities Scheme. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

7.17 All identified finds and artefacts will be collected and retained. Certain classes of material, i.e. post-medieval pottery and building material may be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological advisor and the receiving museum.

7.18 Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. In addition, the artefacts will be used to characterise the site, and to establish the potential for all categories of finds should further archaeological work be necessary.

7.19 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's Conservation Guidelines (UKIC 1990).

7.20 Provision for onsite conservation and finds treatment, in addition to any scientific dating of materials uncovered, will be undertaken where appropriate.

7.21 Opportunities for public engagement throughout the fieldwork programme will be sought and may take the form of press releases, social media, and on site activities such as public open days (where practicable).

7.22 Upon completion of the project the landowner and the receiving museum, will be contacted regarding the preparation, ownership and deposition of the archive and finds.

Report and Archive Preparation

7.23 The arrangements for reporting and archive preparation will comply with the requirements for archaeological mitigation detailed here.

7.24 On completion of the mitigation the stratigraphic record and all excavated material from the site will be assessed.

7.25 Within six to nine months of completion of the work on site, these results will be presented as a post-excavation assessment report. A draft copy of the report will be provided to CHET for verification and comment, prior to the completion of a final version or additional post excavation work being completed. A digital copy of the final agreed report and a phased GIS file of the final excavation plan (Shape File), will also be issued to CHET and the Historic Environment Record.

7.26 The post-excavation assessment report will include, as a minimum:

- A non-technical summary;
- A table of contents;
- An introduction including a list of all staff members involved in the project;
- Summary geological, archaeological and historical background details for the site;
- A statement of the aims of the project;
- A statement of the methodology of the mitigation and an assessment of the same;
- A preliminary archaeological site narrative and account of the phasing based on the stratigraphic record and spot dating;
- Phased plans and sections at an appropriate scale cross-referenced with the written description;

- Appropriate maps, photographs and artefact drawings;
- A discussion of the location, extent, date, nature, condition, quality and significance of any archaeological deposits identified during the work;
- All finds and environmental specialist reports;
- An interpretation of the results of the mitigation in relation to archaeology in the vicinity and an identification of any research implications arising;
- A bibliography of sources consulted;
- Site matrix;
- Context register.
- An updated post-excavation project design within the assessment report will propose work to be carried out in the analysis phase, defining the objectives of the analysis phase and the strategies and resources necessary to achieve them. The updated post-excavation project design will include:
- A list of the revised project aims arising from the fieldwork and post-excavation assessment;
- A method statement which will make clear how the methods advocated are those best suited to ensuring that the data-collection will fulfil the stated aims of the project;
- A list of all tasks involved in meeting the stated methods to achieve the aims and produce a report and research archive in the stated format;
- Details of the research team and their projected work programmes in relation to the tasks. Allowance will be made for general project-related tasks such as project meetings, management, editorial and revision time

7.27 A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix B.

7.28 Copies of reports will be issued to CHET for approval, whilst a paper and hard copy will be supplied to the CHET HER, on the understanding that it will become a public document after an appropriate period of time.

7.29 Publication of the results will be pursued. As a minimum this will be a summary text in a local journal. Should archaeology be encountered that may warrant further dissemination, AOC will seek to implement a scheme of **public outreach** to be agreed with all parties. Potential options include a press release, social media, displays for local libraries/museums and public talks among others.

Archive Preparation

7.30 The site archive will comprise all artefacts, environmental samples and written and drawn records. It is to be consolidated after completion of the whole project, with records and finds collated and ordered as a permanent record. Archaeological finds rarely have any monetary value but they are an important source of information for future research, included in museum exhibits and teaching collections. The Chartered Institute for Archaeologists (CIfA 2020b) and the Society of Museum Archaeologists (SMA 1993) recommend that finds are publicly accessible and that landowners donate archaeological finds to a local museum.

7.31 On completion of the project AOC will discuss arrangements with the developer/landowner to endeavour to ensure that the full of records and finds archive will be deposited into the Cambridgeshire County Council's Archaeological Archive Facility. Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in the format agreed with the recipient facility (Cambridge County Council 2020)

7.32 In the case where finds are retained, landowner consent will be required to allow transfer of the finds to CHET. This will require the completion of a Deed of Transfer form accompanied by a Legal Title Consent Request Letter from the landowner. A complete finds inventory and further finds information can be provided to the landowner on request. The report will state whether the Deed of Transfer has been signed by the landowner.

7.33 The digital archive will be deposited with the Archaeological Data Service (ADS), and an OASIS record will be created. GIS (Shape) files of the excavated trench plans will be provided to Cambridgeshire Historic Environment Records following approval of the report.

7.34 The site archive will be deposited with Cambridgeshire County Council's Archaeological Archive Facility within one year of the completion of fieldwork (if no further work is required). It will then become publicly accessible.

8 HEALTH AND SAFETY

8.1 Health and Safety will take priority over all other requirements. A conditional aspect of all archaeological work is both safe access to the area of work and a safe working environment.

8.2 The project will be carried out in accordance with safe working practices and under the defined Health and Safety Policy. The Construction (Design and Management) Regulations 2007 (CDM) may apply to the archaeological work depending on whether contractors other than the archaeological team are present on the site.

8.3 A separate Risk Assessment/Method Statement (RAMS) will be prepared prior to the commencement of the fieldwork.

8.4 Staff present on site will be required to wear the appropriate Personal Protective Equipment (PPE), which will be issued as necessary. Facilities will be made available on site for staff welfare and washing.

8.5 Where AOC is not the main contractor on a site the main contractor's Risk Assessment will have primacy over the AOC document given that:

- The main contractors' risk assessment is aware of, and takes account of, AOC's working practices – i.e. it does not compromise normal and safe archaeological procedure as set out in our Written Scheme of Investigation and Risk Assessment;
- AOC was notified of the full suite of hazards present prior to arriving on site;

- There is a proper induction and monitoring process in place and AOC staff have been through this process;
- There is no significant conflict between AOC H & S procedures and those proposed by the main contractor; and
- AOC are made aware of new threats or hazards as they arise during the course of our on-site involvement.

9 GENERAL

9.1 The methodologies of the WSI will be met in full where reasonably practicable.

9.2 Any variations to the proposed methodology will be discussed and agreed with the client and CHET in advance of implementation.

9.3 The scope of fieldwork is aimed at meeting the aims of the project in a cost-effective manner. AOC Archaeology attempts to foresee all possible site-specific problems and make allowances for these. However, there may on occasion be unusual circumstances, which have not been included in the programme and costing. These can include:

- unavoidable delays due to extreme bad weather, vandalism etc;
- the presence of deep deposits requiring additional preparation of a trench by stepping or trench support in order to guarantee archaeological deposits can be safely accessed.
- extensions to feature excavation sample sizes requested by the local authority's archaeological advisor; and/or
- complex structures or objects, including those in waterlogged conditions, requiring specialist removal.

10 BIBLIOGRAPHY

ADS (2011) *Guides to Good Practice*, http://guides.archaeologydataservice.ac.uk/g2gp/Main

AOC (2025) Kate's Cabin Services, Great North Road, Chesterton, Cambridgeshire: Written Scheme of Investigation for an Archaeological Mitigation

British Geological Survey (BGS). 2025. Geology of Britain Viewer. Available: http://mapapps.bgs.ac.uk/geologyofbritain /home.html [Accessed March 2025].

AOC Archaeology 2025. *Kate's Cabin Services, Great North Road, Chesterton, Cambridgeshire: An Archaeological Evaluation Report.* AOC Project 80183. Unpublished client report.

Brown, D.H. (2011) *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Second Edition).

Cambridgeshire County Council (2025). *Design Brief for Archaeological Investigations* v 1.5

Cambridgeshire County Council (2020) Deposition of archaeological archives in Cambridgeshire V5

Chartered Institute for Archaeologists (2014). *Standards and Guidance and Guidelines for the collection, documentation, conservation and research of archaeological materials.*

Chartered Institute for Archaeologists (2022). *Code of Conduct.*

Chartered Institute for Archaeologists (2023). *Standard for an Archaeological Evaluation*.

Chartered Institute of Archaeologists (2023) *Universal guidance for archaeological field evaluation.*

Chartered Institute for Archaeologists (2020). *Standards and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.*

Historic England (2018a). *The Role of the Human Osteologist in an Archaeological Fieldwork Project*. Swindon: Historic England.

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

Historic England (2015). *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*

Historic England (2015) *Geoarchaeology: Using earth sciences to understand the archaeological record.*

Historic England (2015). *Digital Image Capture and File Storage Guidelines for Best Practice*

Historic England (2014) *Animal Bones and Archaeology: Guidelines for Best Practice.*

Historic England (2012) *Waterlogged Organic Artefacts: Guidelines on Their Recovery, Analysis and Conservation.*

Historic England (2011) *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition).*

Historic England *(2010) Waterlogged Wood: Guidelines on the Recovery, Sampling, Conservation and Curation of Waterlogged Wood.*

Historic England (*2008), Investigative Conservation: Guidance on How the Detailed Examination of Artefacts from Archaeological Sites Can Shed Light on Their Manufacture and Use.*

Historic England (2004) *Human Bones from Archaeological Sites: A guideline for best practice for producing human osteological assessments and analytical reports*

Gurney D. (2003). *Standards for Field Archaeology in the East of England*. EAA Occasional Paper 14.

Ministry for Housing, Communities and Local Government (MHLG) (2019; updated 2021). *National Planning Policy Framework*.

Museum of London (1994). *Archaeological site Manual* (3rd edition).

RESCUE & ICON (2001). *First Aid for Finds*. (3rd ed).

Research and Archaeology Revisited: a revised framework for the East of England. EAA Occasional Paper 24

Society of Museum Archaeologists (1993) *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland*.

United Kingdom Institute for Conservation (1983). *Conservation Guidelines No 2*

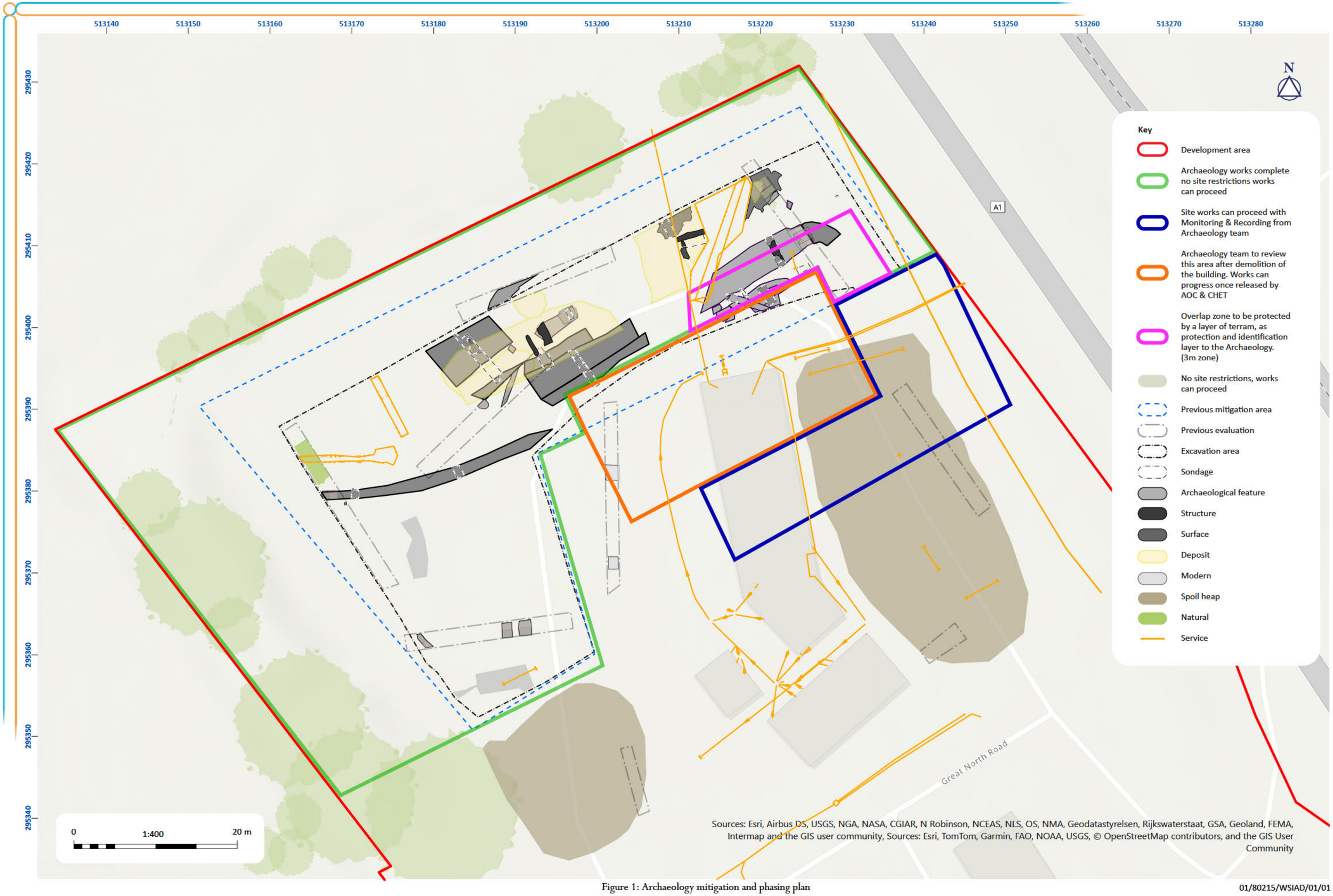


Figure 1: Archaeology mitigation and phasing plan

01/80215/WSIAD/01/01

Appendices

APPENDIX A: Insurance, Copyright, and Confidentiality and Standards

Insurances

1. AOC holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
2. AOC will not be liable to indemnify the client against any compensation or damages for or with respect to:
   - damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
   - the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
   - any other damage which is the unavoidable result of the Project in accordance with the Agreement
   - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by AOC Archaeology or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto
3. Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and Confidentiality

4. AOC Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive license to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
5. AOC will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
6. AOC will advise the Client of any such materials supplied in the course of projects, which are not AOC's copyright.
7. AOC undertake to respect all requirements for confidentiality about the Client's proposals provided hat these are clearly stated. In addition, AOC further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect AOC's and the Chartered Institute for Archaeologists' (CIfA) general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

8. AOC Archaeology is an accredited ISO 9001:2015 organisation and a Registered Archaeological Organisation with the CIfA, operating to nationally agreed guidelines, processes and procedures. These are set within a framework that endeavours to carry out

the required work and submit the final report in a manner that meets the client's specific needs, providing quality assurance throughout the project and for the end product.

9. AOC Archaeology conforms to the standards of professional conduct outlined in the Chartered Institute of Archaeologists' Code of Conduct (CIfA 2022), the CIfA Standard and Guidance for Archaeological Field Evaluation (CIfA 2020) and the British Archaeologists and Developers Liaison Group Code of Practice (1991).

10. Where practicable AOC will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

APPENDIX B: SPECIALIST STAFF

The following specialist staff may be used on this project depending on the type of artefacts and soil samples recovered during the course of the fieldwork.

Macroscopic plant remains	[redacted]	AOC
Soils and sediments analysis	[redacted]	AOC
Palaeo-environmental archaeology	[redacted]	AOC
Human remains	[redacted]	AOC
Conservation	[redacted]	AOC
Building material	[redacted]	AOC
Lithics	[redacted]	Freelance
Mammal and bird bone	[redacted]	AOC
Prehistoric pottery	[redacted]	Freelance
Roman pottery	[redacted]	Wardell Armstrong
Medieval	[redacted]	Wardell Armstrong
Post-medieval pottery	[redacted]	AOC
Metal	[redacted]	AOC
Glass	[redacted]	AOC
Geo-archaeology	[redacted]	AOC

APPENDIX C: DIGITAL MANAGEMENT PLAN

1. Project

Site Code:	*AOC80215 / ECB7564*
Site Name:	*Kates Cabin Mitigation*
Project Type:	*FW Excavation*
OASIS ID:	*TBC*
Local authority:	*Cambridgeshire County Council*
Data Repository:	*the Archaeology Data Service (ADS)*

2. Data Collection and Standards

Data Standards & Methods of Collection

Methods of collection will conform to AOC recording practices and relevant CIfA Standards and Guidance for Archaeological Excavation (CIfA 2014). Digital data acquisition standards are defined from *ADS Guides to Good Practice* (Niven 2021):

https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/the-project-lifecycle/planning-for-the-creation-of-digital-data/

Data collection will adhere to FAIR Principles and will be in line with CIfA *Dig Digital* Guidance:

https://www.archaeologists.net/sites/default/files/downloads/selection-toolkit/digdigital_full_guidance.pdf

The intended repository for digital data is the Archaeology Data Service (ADS)

The intended repository for physical site records is the designated repository of the local authority: Cambridgeshire County Council.

Site Records

Records for this project will be:

- *Created on pro-forma record cards and data entered into spreadsheets/scanned to PDF on completion of fieldwork.*

Photographic Record

The photographic record will comprise digital images taken using an SLR camera of at least 12 megapixels. The photography format to be used is:

JPG

Survey

Archaeological features will be surveyed using a Trimble GNSS GPS tied to OSGB with corrections provided by Trimble VRS Network. Tolerance will be to a horizontal and vertical accuracy of +/- 0.05m. Where tree cover or site obstructions prevent a clear GPS signal, survey will be carried out either by Total Station positioned over a known point or tied to a predefined grid or by hand planning. Where hand plans are required, these will be georeferenced in GIS and shapefiles exported for final plans and archiving purposes.

Data Standards

Data collected will include standard formats which maximise use and reuse in the future. The table below conforms to ADS Instructions for Depositors (2021) https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/files-and-metadata/.

The table below provides a summary of the data types and formats for data collected and created. In cases where the project progresses or becomes more complex, additional types will be added to this section where required.

Data Type Collected	Format for Storage and Archive
Spreadsheets ➢ *Context Register* ➢ *Finds Registers* ➢ *Sample Registers* ➢ *Photographic Register* ➢ *Drawing Register* ➢ *Specialist Data Tables* ➢ *Harris Matrices*	Registers and Data Tables Microsoft Excel (**.csv**)
➢ *Metadata Tables*	Metadata as **.csv** files
Text / Documents ➢ *WSI* ➢ *Daybook/watching brief logs* ➢ *Final Report* ➢ *Individual Specialist Reports*	All reports as PDF (**.pdf/a**)
Photography & Raster Images Photography will be undertaken using: 1. *Digital SLR* 2. *Colour print* 3. *B/W print* 4. *Colour side* 5. *B/W slide* ➢ *Final Archive Images*	Site photographs will be provided in: Joint Photographic Experts Group JPG (.jpg)
GIS ➢ *Site Plans* ➢ *Survey Data*	ESRI Shapefile (**.shp,.shx & .dbf**, plus associated files) deposited as **.zip** file

Additional Survey Types (if applicable):

Photogrammetry *3D survey*	Final model in Wavefront OBJ (.obj) Source images archived as specified below.

The source images used to create photogrammetric models will not be retained following project completion.

-

3. Data Storage and Backup

Field Data

Site Records

- *'Born digital' data from AOC's Field Data Manager app data is uploaded to a live SharePoint list on creation and backed up daily.*
- Paper records are kept in site folders and removed from site at close of work each day

Photographic Backup Strategy

- Site cameras are removed from site at close of work each day

Digital photographs are recorded onto SD cards and backed up as follows:

- SD cards are downloaded to site laptop and duplicated to external hard drive daily

Survey Data

- *Survey data is synced daily to cloud storage and downloaded as a Trimble .job file to the specific project folder on AOCs servers.*

Project Data

- *The primary data storage location for this project is AOC's on-premises servers*
- *Sufficient data storage space is available via AOC's servers and via SharePoint backup. The server is accessible by staff on and off-site through a secure log-in, including 2-factor authentication.*
- *The on-premises server is backed up daily to maintain an up-to-date security copy of the organisation wide data. A working copy is kept in cloud storage.*
- *Off-site access to the project files on AOC's servers is provided to support back-up of raw data while fieldwork is ongoing.*
- *Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive) and transferred to the server at the earliest possible opportunity.*
- *Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.*
- *Project folders and files will be named following established AOC procedures. ProjectNumber_name_date (yyyymmdd) and conform to ADS best practice and version control guidance.*
- *On completion of the project, cloud data will be moved to AOC on-premises servers for long term storage.*
- *Data intended for digital archive will be structured in the server directory as follows:*
  - ***Archive***
    - ***3D***
    - ***Graphics***
    - ***GIS***

- ***Photos***
- ***Spreadsheets***
- ***Reports***

4. Metadata

- *Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by:*

  ADS Guides to Good Practice (Niven 2021).

  https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/the-project-lifecycle/project-metadata/

- *Data documentation will meet the requirement of the Project, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the WSI.*

5. Ethics and Legal Compliance

- *Personally Identifiable Information (PII) will be removed from the archaeological project archive and permission to include individual's names in any reporting will be gained prior to use.*
- *Copyright for all data collected by the project team belongs to AOC Archaeology Group (AOC Holdings Ltd), and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.*
- *Where formal permissions and/or license agreements are linked to data sharing, details of these will be included in the project documentation folders and will accompany the archaeological project archive.*

6. Archive

Digital archive material will be deposited with a trusted digital repository, where data migration and backup procedures are in place, and the integrity of the digital archive is maintained (see Section 1). Where a trusted repository is not specified, digital archive material will be deposited with the county museum on Archival Gold CD.

- *Version control will be applied throughout the project in line with AOC standard operating procedures and ADS (2021) CIfA (2019) and HE (2015) guidelines.*
- *Only the final version of 'born digital' documents (reports, databases, images, survey files) will be selected for inclusion in the Digital Archive. The material de-selected from inclusion in the preserved archive will be duplicates or re-productions created during the lifespan of the project.*
- *Digital photographs will be assessed during post-excavation and selection based on the principles set out in the ADS (2011) & and HE guidelines (2015).*

- ***Raw data (all formats) will only be preserved if specifically requested by the Client or specified by local authority requirements, e.g. unprocessed survey, raw photogrammetric data. Where an archive of raw data with an accepted repository (e.g. ADS) is required, a subsequent costing for storage and archiving will be provided.***

- *Selection will be defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results. Selection will be carried out based on the following guidelines:*

ADS (2021) Guidelines for Depositors
http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors

ADS (2018) Guidance for the selection of material for deposit and archive
https://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml

CIfA (2019) Selection Toolkit for Archaeological Archives
https://www.archaeologists.net/selection-toolkit

Historic England (2015) Digital Image Capture and File Storage – Guidelines for Best Practice
https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage

7. Data Sharing and Accessibility

Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

- *A summary of the project will be included on the OASIS Index of Archaeological Investigation (see Section 1).*
- *A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.*
- *The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.*
- *The Repository in Section 1 will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).*

8. Responsibilities

- *The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.*

The Project Manager is Yvonne Robertson.

- *Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager with support from the Geomatics Manager and Archives Officer.*
- *Storage and backup of data in the field is the responsibility of the field team. Data management on site will be supervised by the site lead.*

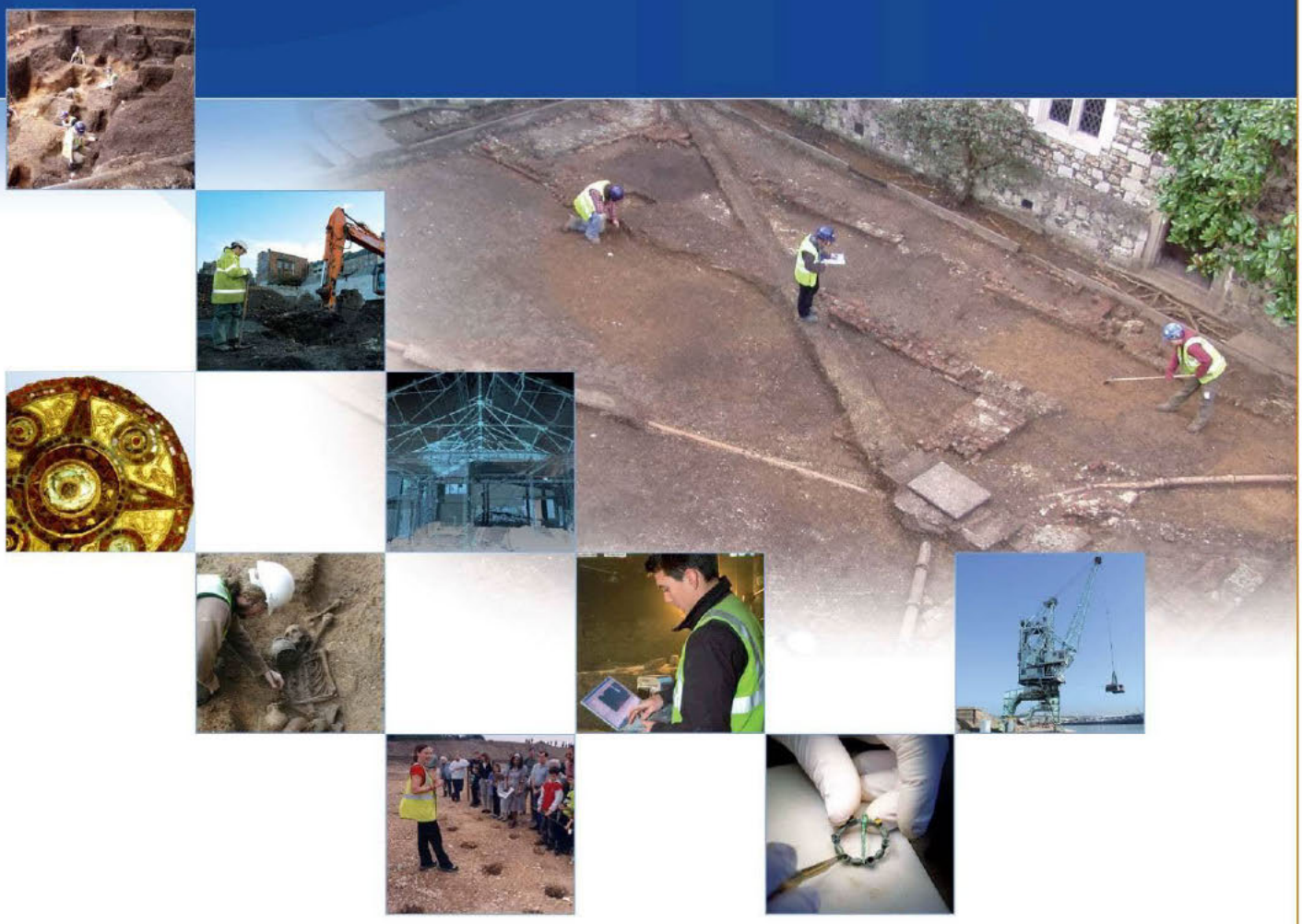
The site lead responsible for field data management is Jay Wood.

- *Once data is incorporated into the organisations project server, storage and backup is managed by AOC's IT Support Team.*
- *Data archiving is undertaken by the project team under the guidance of the Archives Officer with the support of the Geomatics Manager.*
- *The Archives Officer is responsible for the transfer of the Archaeological Project Archive to the agreed repository.*
- *Details of the core project team can be provided on request.*

9. Additional References

Brown, D.H., 2011. Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation, Archaeological Archives Forum (2nd ed). https://archaeologydataservice.ac.uk/archiveDS/archiveDownload?t=arch-799-1/dissemination/pdf/AArchives_v2.pdf

CIfA Dig Digital Online Resource, https://www.archaeologists.net/digdigital



AOC Archaeology Group, **Unit 3, Goulds Close, Chancerygate Business Centre, Denbigh West Milton Keynes MK1 1EQ**

AOC Archaeology Group