LAND ADJACENT TO TOWNSEND HOUSE, 24 LUCAS LANE, ASHWELL, HERTFORDSHIRE SG7 5LN

WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL EVALUATION

23rd April 2018

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LAND ADJACENT TO TOWNSEND HOUSE, 24 LUCAS LANE, ASHWELL, HERTFORDSHIRE SG7 5LN
ARCHAEOLOGICAL EVALUATION BY TRIAL TRENCHING

1 INTRODUCTION

1.1 This specification (Written Scheme of Investigation) provides for a programme of archaeological trial trench evaluation as the initial requirement of a condition to be imposed on planning approval requiring a programme of archaeological work in association with the erection of 4 x 3 bed dwellings with creation of new vehicular access off Lucas Lane, on land adjacent to Townsend House, 24 Lucas Lane, Ashwell, Hertfordshire SG7 5LN (NGR 527265 239739) (NHDC Planning Ref. 17/01807/1). The works will be carried out according to the requirements of Hertfordshire County Council Historic Environment Advisory Team (HCC HEAT). This WSI has been prepared for the approval of HCC HEAT and the LPA. It represents the first stage of the requirement. If remains are present HCC HEA may advise the LPA that further mitigation will be required in to complete the requirements of the planning condition.

2 COMPLIANCE

2.1 If AS carried out the project, AS would adhere to the requirements of HCC HEAT. The project will be undertaken according to the requirements of the document *Standards for Field Archaeology in the East of England* (Gurney 2003) and the CIfA *Standard and Guidance for Archaeological Evaluation* (2014).

3 PROJECT OBJECTIVES

3.1 The requirements of the project are set out in the HCC advice, namely

- The principal objectives for the evaluation include:

- To determine the location, date, extent, character, condition, significance and quality of any surviving remains (and palaeoenvironmental remains) liable to be threatened by the proposed development. It will also be important to understand the level of any previous truncation on the site and also to ascertain whether it will be possible to mitigate the development proposals to accommodate any surviving archaeological remains within the area of proposed redevelopment.

- To provide an adequately detailed project report to place the findings of the project in their local and regional context, with

reference to the East Anglian Regional Research Frameworks and through relevant background research.

• The project report will provide for the identification of areas of archaeological potential within the site. It will also consider the site within the wider archaeological context. The likely extent, nature, condition and importance of the archaeology will be described. The context of the development proposal for the site will also be examined. The evaluation will provide a predictive model of any archaeological remains likely to be present on the site as a whole, and include an assessment of their significance.

3.2 Research Design

3.2.1 The site is located on the south eastern side of Lucas Lane in Ashwell, adjacent to Townsend House. It comprises existing garden land, and extends to some 1200m2. It is proposed to erect 4 x 3 bed dwellings with creation of a new vehicular access.

3.2.2 The site lies within an area of archaeological potential, as noted on the Hertfordshire Historic Environment Record (HER), within an Area of Archaeological Significance designated on the Local Plan. This encompasses the historic core of the village of Ashwell and its fields to the south and east. The village was likely established in the late Saxon period but the area has been occupied from much earlier times, as shown by a high number of cropmarks visible on aerial photographs in the fields surrounding the village which likely represent Bronze Age barrows and later prehistoric and/or Romano-British settlement enclosures. A late Neolithic Henge monument has been investigated some 150m to the south east in 2015 in advance of housing development, one of only three monuments of this type known from the county. The village has been subject to an extensive urban survey by HCC, which suggest that the line of Ashwell Street may have date to the Roman period (HER 4692), and was subsequently used in the medieval period, and that area may have been a Roman religious centre where the Ashwell Springs are located.

3.2.3 The regional research frameworks have been presented in Glazebrook (1997) and Brown & Glazebrook (2000), and updated by Medlycott & Brown (2008) and Medlycott (2011). The key issues for the Neolithic and Bronze Age (as set out by Brown & Murphy in Brown & Glazebrook 2000, 9-13) centre on the theme of the development of farming and the attendant development and integration of monuments, fields and settlements. Medlycott & Brown (2008) and Medlycott (2011, 13) suggest that future research on the Neolithic should include synthetic and regional studies for the region; an examination of the Mesolithic/Neolithic transition through radiocarbon dates; the establishment of a chronology for Neolithic ring-ditches; improved understanding of the chronological development of pottery; the

excavation and study of cropmark complexes; greater understanding of burial practices; a study of the inter-relationships of settlements; greater use of scientific methods of dating and modelling of the environmental conditions during this period; targeted programmes of sedimentological, palynological and macrofossil analyses of sediment sequences in valley bottoms, lakes or the intertidal zone; and the human impact on the natural landscape during this period. The nature of Neolithic burial in the region and the pattern of burial practice, including the relationship between settlement sites and burial, require further research. Settlement sites themselves also form part of an important research subject as there is a requirement to identify if a consensus exists on the subject of non-permanent settlement in the Neolithic (Medlycott 2011, 13). Further work on understanding the effects of plough damage on Neolithic sites is considered to be an important research subject for the region (Medlycott 2011, 13).

3.2.4 Inter-relationships between settlements and greater understanding of patterns of burial practice are important areas of research for the Bronze Age (Medlycott & Brown 2008). Medlycott (2011, 21) identifies artefact studies as of particular importance for the study of the Bronze Age in the region; the typological identification of later Bronze Age pottery linked to close radiocarbon dating, the further study of Bronze Age flintworking and the significance of hoarding and other depositional practices are all identified as being key research subjects. Artefact studies can contribute to the refinement of chronologies for the period and to an assessment of the reasons behind the marked divide in research results between the northern and southern parts of the region, which are identified by Medlycott (2011, 21) as important research areas. Like the Neolithic, sedimentological, palynological and macrofossil analyses of sediment sequences are considered to be important areas of research as are the effects of colluviation and the possibility that colluvial deposits mask some significant sites (Medlycott 2011, 21).

3.2.6 Research topics for the Iron Age set out by Bryant (in Brown & Glazebrook 2000, 14-18) include further research into chronologies, precise dating and ceramic assemblages, further research into the development of the agrarian economy (particularly with regard to field systems), research into settlement chronology and dynamics, research into processes of economic and social change during the late Iron Age and Romano-British transition (particularly with regard to the development of Aylesford/Swarling and Roman culture, and also regional differences and tribal polities in the late Iron Age and further research into *oppida* and ritual sites), further analysis of development of social organisation and settlement form/function in the early and middle Iron Age, further research into artefact production and distribution and the Bronze Age/Iron Age transition. Medlycott & Brown (2008) and Medlycott (2011, 29-32) build on these themes, paying particular attention to chronological and spatial development and

variation and adding subjects as the Bronze Age/Iron Age transition and manufacturing and industry.

3.2.7 Medlycott (2011, 47) identifies regional variation and tribal distinctions as underlying themes for research in the Roman period. Research topics for the Roman period previously set out by Going & Plouviez (in Brown & Glazebrook 2000, 19-22) include analysis of early and late Roman military developments, further analysis of large and small towns, evidence of food consumption and production, further research into agricultural production, landscape research (in particular further evidence for potential woodland succession/regression and issues of relict landscapes, as well as further research into the road network and bridging points), further research into rural settlements and coastal issues. Medlycott (2011, 47-48) states that these research areas remain valid and presents updated consideration of them. To these themes Medlycott & Brown (2008) and Medlycott (2011, 47-48) add rural settlements and landscapes, the process of Romanisation in the region, the evidence for the Imperial Fen Estate, and the Roman/Saxon transition.

3.2.8 Wade (in Brown & Glazebrook 2000, 23-26) identifies research topics for the rural landscape in the Saxon and medieval periods. These include examination of population during this period (distribution and density, as well as physical structure), settlement (characterisation of form and function, creation and testing of settlement diversity models), specialisation and surplus agricultural production, assessment of craft production, detailed study of changes in land use and the impact of colonists (such as Saxons, Danes and Normans) as well as the impact of the major institutions such as the Church.

3.2.9 Medlycott (2011, 57) states that he study of the Anglo-Saxon period still requires further cooperation between historians and archaeologists. Important research issues for this period comprise: the Roman/Anglo-Saxon transitional period; settlement distribution, which suffers from problems associated with the identification of Saxon settlement sites; population modelling and demographics, which has the potential to be advanced by modern scientific methods; differences within the region in terms of settlement type and economic practice and subjects related to this such as links with the continent, trading practices and cultural influences; rural landscapes and settlements, including detailed study of the changes and developments in such settlements over time and the influence of Saxon landscape organisation and settlements on these issues in the medieval period; towns and their relationships with their hinterland; infrastructure, including river management, the identification of ports and harbours and the role of existing infrastructure in shaping the Saxon period landscape; the economy, based on palaeoenvironmental studies; ritual and religion; the effect of the Danish occupation; and artefact studies (Medlycott 2011, 57-59).

3.2.10 The issues identified by Ayers (in Brown & Glazebrook, 2000) and Wade (in Brown & Glazebrook, 2000) remain valid research subjects (Medlycott 2011, 70) for the medieval period. The study of landscapes is dominated by issues such as water management and land reclamation for large parts of the region, the economic development of the landscape and the region's potential to reveal information regarding field systems, enclosures, roads and trackways. Linked to the study of the landscape are research issues such as the built environment and infrastructure; the main communication routes through the region need to be identified and synthesis needs to be carried out regarding the significance, economic and social importance of historic buildings in the region (Medlycott 2011, 70-71). Also considered to be important research subjects for the medieval period are rural settlements, towns, industry and the production and processing of food and demographic studies (Medlycott 2011, 70-71).

3.2.11 The main research issues for the project are therefore to identify the presence of any archaeological remains for which further provision may be required in association with the planning condition. The site has a potential for significant prehistoric, Roman and medieval remains.

References

Brown, N & Glazebook, J (eds.), 2000, *Research and Archaeology: A Framework for the Eastern Counties,* East Anglian Archaeology Occasional Papers 8

Glazebrook, J (ed.), 1997, *Research and Archaeology: A Framework for the Eastern Counties. 1. Resource Assessment*, East Anglian Archaeology Occasional Papers 3

Medlycott, M & Brown, N, 2008, *Revised East Anglian Archaeological Research Frameworks,* www.eaareports/algaoee

Medlycott, M. (ed.) 2011, *Research and Archaeology revisited: a revised framework for the East of England*, ALGAO East of England Region, East Anglian Archaeology Occasional Papers 24

4 ARCHAEOLOGICAL EVALUATION

4.1 The evaluation aims:

- To determine the location, date, extent, character, condition, significance and quality of any surviving remains (including palaeoenvironmental remains) liable to be threatened by the proposed development. It will also be important to understand the level of any previous truncation on the site and also to

ascertain whether it will be possible to mitigate the development proposals to accommodate any surviving archaeological remains within the area of proposed redevelopment.

- To provide an adequately detailed project report to place the findings of the project in their local and regional context, with reference to the East Anglian Regional Research Frameworks and through relevant background research.

4.2 The project report will provide for the identification of areas of archaeological potential within the site. It will also consider the site within the wider archaeological context. The likely extent, nature, condition and importance of the archaeology will be described. The context of the development proposal for the site will also be examined. The evaluation will provide a predictive model of any archaeological remains likely to be present on the site as a whole, and include an assessment of their significance.

4.3 Archaeological Trial Trench Evaluation

4.3.1 The evaluation will conform with the guidelines set down in the document Gurney (2003) *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Paper 14/ALGAOEE, and also the Chartered Institute for Archaeologists *Standard and Guidance for Archaeological Evaluations* (revised 2014).

4.3.2 HCC advice requires the excavation of trial trenches to evaluate the presence of any archaeological remains within the area of proposed development. A *c.*5% sample of the (c.1200m2) site is proposed to be trenched, focussing on the new house plots, access and parking areas. Three trenches of 12m x 1.8m are proposed. A proposed trench location plan is appended. AS will be happy to consider relocation of the trenches following comments from HCC HEA or the client. A method statement for the recording of archaeological remains is provided (Appendix 2).

4.3.3 The environmental strategy will adhere to the guidelines of the Historic England document *Environmental Archaeology; A guide to the theory and practice of methods, from sampling and recovery to post-excavation,* Centre for Archaeology Guidelines (revised 2011). An environmentalist, Dr David Bescoby/Dr John Summers, will visit the site if remains/deposits of interest are present, and appropriate column/bulk sampling will be undertaken and the samples processed and assessed. A provision for C14 dating is included.

4.3.4 Estimate of time and resources required for each phase, to complete the trial trenching, project archive and the production of an evaluation report.

Trial Excavation
Processing, Cataloguing and Conservation of Finds
Preparation of Report and Archive *c.*10-15 Days

Staff on site: a Project Officer and up to 2 Site Assistants as needed.

4.3.5 The evaluation will conform with the guidelines set down in the document Gurney (2003) *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Paper 14/ALGAOEE, and also the Chartered Institute for Archaeologists CIfA *Standard and Guidance for Archaeological Evaluations* (revised 2014).

4.3.6 In advance of the field work AS will liaise with North Herts Museum to fulfil their requirements for the long term deposition of the project archive. A notification form will be provided. The museum's needs will encompass: their collection policy, and their financial and technical requirements for long term storage. The resources include provision for the long term-deposition of the project archive.

4.3.7 Details of staff and specialist contractors are provided (Appendix 1).

4.3.8 Archaeological Solutions is a member of FAME formerly the Standing Conference of Archaeological Unit Managers (SCAUM) and operates under the `Health & Safety in Field Archaeology Manual'

4.3.9 AS is a member of the Council for British Archaeology and is insured under their policy for members.

5 GENERAL STANDARDS & REQUIREMENTS
For drawn and written records
General guidance documents

5.1 As set out in the HCC HEAT advice, CIfA documents, and below.

5.2 It is noted that all material used for the compilation of the record should be of archival quality.

6 CONTENTS OF WRITTEN SCHEME OF INVESTIGATION

6.1 Staffing

6.1.1 Profiles of Archaeological Solutions Limited (AS) staff are presented (Appendix 2).

6.1.2 The report will adhere to the requirements set out in the HCC advice and CIfA documents and will comprise (as appropriate):

- a summary of the work undertaken and the results obtained
- the aims and methods adopted in the course of the recording
- the history, layout, development of the site
- survival condition and the relative importance of the site and its component parts in local, regional and is possible, national terms
- appropriate illustrative material including maps, plans, drawings, finds illustrations and photographs
- the nature, location, extent, date, significance and quality of any archaeological evidence and artefacts recovered
- the anticipated degree of survival of archaeological deposits or structures on the site not disturbed by development, with surviving areas of archaeological potential
- description of the contents of the project archive
- information on the arrangements for the long-term deposition of the project archive
- All specialists reports
- an HER entry summary sheet.
- a schedule of on-site time, including details of the staffing levels present during the project.

6.1.3 Report copies will be lodged with the client, Hertfordshire HER, and the NMR. Two copies will be provided for the County Historic Environment Unit (HER).

6.1.4 It is understood that, if substantial archaeological remains are recorded during the project, it will be necessary to undertake a full programme of analysis and publication in accordance with the guidelines of MoRPHE (HE 2015). The project report will contain recommendations as to whether this will be appropriate, given the results of the project report

7 PROJECT ARCHIVE

7.1 The long-term deposition of the project archive will be with North Herts Museum. A full project archive will be prepared according to Historic England (MoRPHE) standards.

7.2 The archive will be deposited within six months of the conclusion of the fieldwork, and a notification form provided.

7.3 The archive will be prepared in accordance with the UK Institute for Conservation's *Conservation Guideline No.2* and the *Hertfordshire Archaeological Archive Standards; A Countywide Standard for the Creation, Compilation and Transfer of Archaeological Archives in Hertfordshire* (2017) as well as the document *Archaeological Archives;*

a guide to best practice in creation, compilation, transfer and curation, IFA/Archaeological Archives Forum, 2007.

7.4 The full archive of finds and records will be made secure at all stages of the project, both on and off site. Arrangements will be made at the earliest opportunity for the archive to be accessed into the collections of the Museum. It is acknowledged that it is the responsibility of the field investigation organisation to make these arrangements with the landowner and Museum. The archive will be adequately catalogued, labelled and packaged for transfer and storage in accordance with the guidelines set out in the United Kingdom Institute for Conservation's *Conservation Guidelines No.2* and the other relevant reference documents.

7.5 Archive records, with inventory, are to be deposited, at the Museum and in accordance with their requirements. The archive will be quantified, ordered, indexed, cross-referenced and checked for internal consistency.

8 SECURITY

8.1 Throughout all site works care will be taken to maintain all existing security arrangements, and to minimise disruption.

8.2 Archaeological Solutions is a member of FAME, formerly the Standing Conference of Archaeological Unit Managers (SCAUM) and operates under the `Health & Safety in Field Archaeology Manual' (4th Edition, 2002, with updates).

8.3 AS is a member of the Council for British Archaeology and is insured under their policy for members.

9 MONITORING & DISCHARGE OF THE ARCHAEOLOGICAL PLANNING CONDITION

9.1 It is understood that HCC HEA will monitor the project on behalf of the local planning authority.

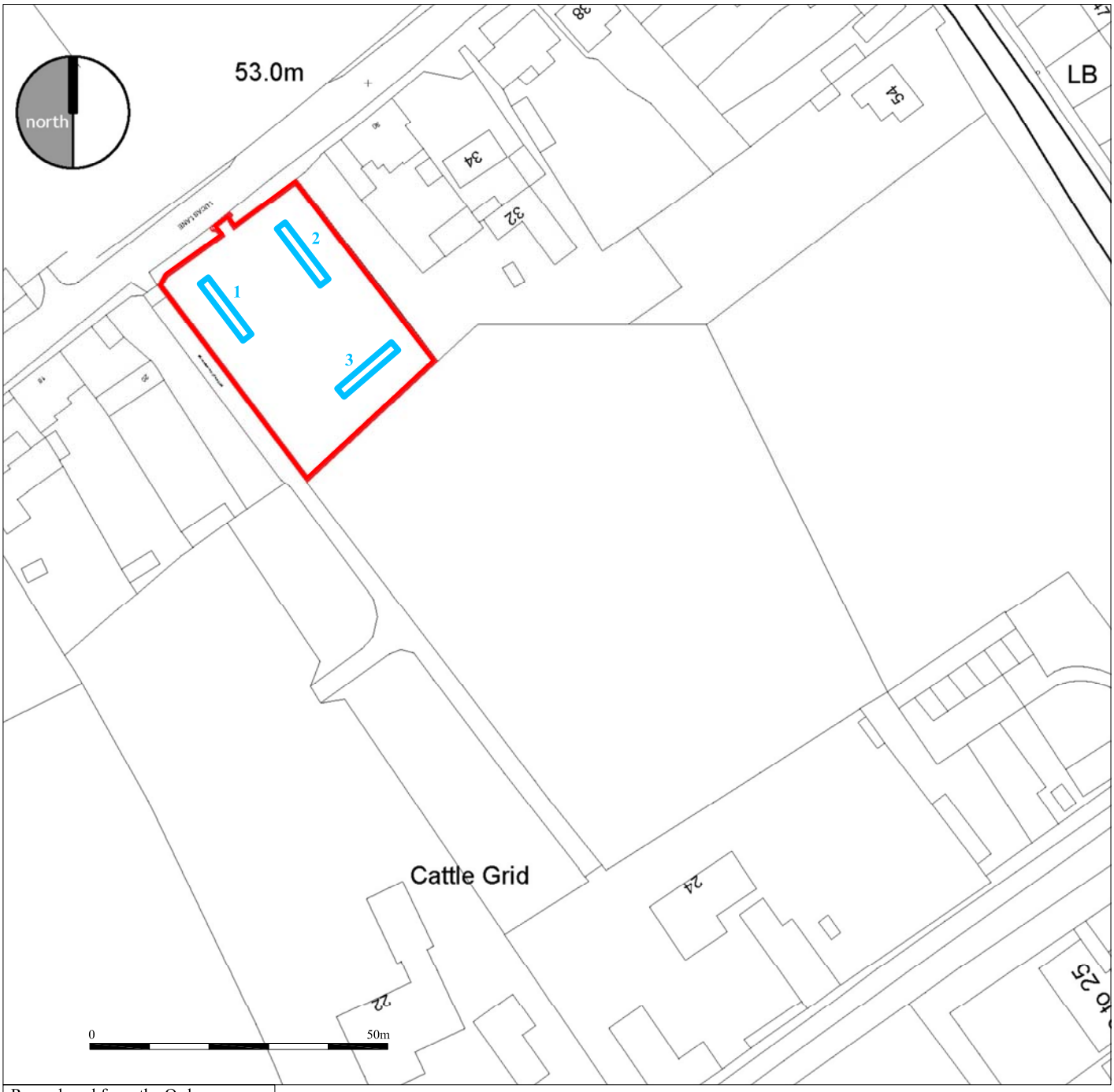
9.2 ***Notification*** Archaeological Solutions will give HCC HEA notification prior to the commencement of the project on site (3 days minimum notice are required).

9.3 ***Monitoring*** HCC HEA will be responsible for monitoring progress and standards throughout the project, both on site and during the post-survey/report stages, to ensure compliance with the planning condition, the approved WSI and any subsequent Brief and approved WSI for further fieldwork, analyses and publication.

9.4 Any variations to the WSI will be agreed in advance with HCC HEA prior to them being carried out.

10 OASIS REPORTING

10.1 The project results will be supplied to the OASIS project.



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Proposed trench location plan

Scale 1:1000 at A4

Lucas Lane, Ashwell, Hertfordshire (P7564)



Archaeological Solutions Ltd
Trenches on proposed development
Scale 1:400 at A4
Lucas Lane, Ashwell, Hertfordshire (P7564)

APPENDIX 1

ARCHAEOLOGICAL SOLUTIONS LIMITED
PROFILES OF KEY STAFF & SPECIALISTS

DIRECTOR
Claire Halpin BA MCIfA

Qualifications: Archaeology & History BA Hons (1974-77). Oxford University Dept for External Studies In-Service Course (1979-1980). Member of Institute of Archaeologists since 1985: IFA Council member (1989-1993)
Experience: Claire has 25 years' experience in field archaeology, working with the Oxford Archaeological Unit and English Heritage's Central Excavation Unit (now the Centre for Archaeology). She has directed several major excavations (e.g. Barrow Hills, Oxfordshire, and Irthlingborough Barrow Cemetery, Northants), and is the author of many excavation reports e.g. St Ebbe's, Oxford: *Oxoniensia* 49 (1984) and 54 (1989). Claire moved into the senior management of field archaeological projects with Hertfordshire Archaeological Trust (HAT) in 1990, and she was appointed Manager of HAT in 1996. From the mid 90s HAT has enlarged its staff complement and extended its range of skills. In July 2003 HAT was wound up and Archaeological Solutions was formed. The latter maintains the same staff complement and services as before. AS undertakes the full range of archaeological services nationwide.

DIRECTOR
Tom McDonald BSc MCIfA

Qualifications: Member of the CIfA
Experience: Tom has over twenty years' experience in field archaeology, working for the North-Eastern Archaeological Unit (1984-1985), Buckinghamshire County Museum (1985), English Heritage (Stanwick Roman villa (1985-87) and Irthlingborough barrow excavations, Northamptonshire (1987)), and the Museum of London on the Royal Mint excavations (1986-7), and as a Senior Archaeologist with the latter (1987-Dec 1990). Tom joined HAT at the start of 1991, directing several major multi-period excavations, including excavations in advance of the A41 Kings Langley and Berkhamsted bypasses, the A414 Cole Green bypass, and a substantial residential development at Thorley, Bishop's Stortford. He is the author of many excavation reports, exhibitions etc. Tom is AS's Health and Safety Officer and is responsible for site management, IT and CAD. He specialises in prehistoric and urban Archaeology, and is a Lithics Specialist.

OFFICE MANAGER (ACCOUNTS)
Rose Flowers

Experience: Rose has a very wide range of book-keeping skills developed over many years of employment with a range of companies, principally Rosier Distribution Ltd, Harlow (now part of Securicor) where she managed eight accounts staff. She has a good working knowledge of both accounting software and Microsoft Office.

OFFICE MANAGER (LOGISTICS)
Jennifer O'Toole

Experience: Jennifer's professional career has included a variety of roles such as Operations Director with The Logistics Network Ltd, Tutor/Trainer & Deputy Manager with Avanta TNG and Training and Assessment Consultant with PDM Training and Consultancy Ltd. Jennifer's career history emphasises her organisational and interpersonal skills, especially her ability to efficiently liaise with and manage individuals on various levels, and provide a range of supportive/ administrative services. Jennifer holds professional qualifications in a number of subjects including recruitment practice, customer service, workplace competence and health and safety. In her role with Archaeological Solutions Ltd, Jennifer has assisted in the delivery of the company's services on a variety of projects as well as co-ordinating recruitment and providing a range of complex administrative support.

OFFICE ADMINISTRATOR
Sarah Powell

Experience: Sarah is an experienced and efficient administrative assistant with more than ten years' experience of working in a variety of office environments. She is IT literate and proficient in the use of Microsoft Word, particularly Microsoft Excel. She has completed NVQ 2 & 3 in Administration and Office Skills. She recently attended and completed a course in Microsoft Excel – Advanced Level.

OFFICE ADMINISTRATOR
Janet Frary
Experience: Janet's professional experience has involved a variety of administrative, curatorial and management level posts with institutions/organisations including West Suffolk Hospital and Marlows Home & Garden Ltd. Her duties have included professional and public relations, the preparation of correspondence, health and safety checks and various elements of day-to-day office management.

SENIOR PROJECTS MANAGER
Jon Murray BA MCIfA

Qualifications: History with Landscape Archaeology BA Hons (1985-1988).
Experience: Jon has been employed by HAT (now AS) continually since 1989, attaining the position of Senior Projects Manager. Jon has conducted numerous archaeological investigations in a variety of situations, dealing with remains from all periods, throughout London and the South East, East Anglia, the South and Midlands. He is fluent in the execution of (and now project manages) desk-based assessments/EIAs, historic building surveys (for instance the recording of the Royal Gunpowder Mills at Waltham Abbey prior to its rebirth as a visitor facility), earthwork and landscape surveys, all types of evaluations/excavations (urban and rural) and environmental archaeological investigation (working closely with Dr Rob Scaife), preparing many hundreds of archaeological reports dating back to 1992. Jon has also prepared numerous publications; in particular the nationally-important Saxon site at Gamlingay, Cambridgeshire (*Anglo-Saxon Studies in Archaeology & History*). Other projects published include Dean's Yard, Westminster (*Medieval Archaeology*), Brackley (*Northamptonshire Archaeology*), and a medieval cemetery in Haverhill he excavated in 1997 (*Proceedings of the Suffolk Institute of Archaeology).* Jon is a member of the senior management team, principally preparing specifications/tenders, co-ordinating and managing the field teams. He also has extensive experience in preparing and supporting applications for Scheduled Monument Consent/Listed Building Consent

SENIOR PROJECTS MANAGER
Vincent Monahan BA

*Qualifications:*University College Dublin: BA Archaeology (2007-2012)
Experience: Professionally, Vincent has worked for various archaeological groups and projects including the Stonehenge Riverside Project (Site Assistant/ Supervisor; 2008), University College Dublin Archaeological Society (Auditor; 2009-2010) and the Castanheiro do Vento Research Project (Site Assistant/ Supervisor; 2009-2010 (seasonal)). This background has provided Vincent with a good experience of archaeological fieldwork including excavation, various sampling techniques and on-site recording. He also gained experience of museum-grade curatorial practice during his undergraduate degree. Since joining Archaeological Solutions Ltd, Vincent has managed various large and complex excavation projects including a number of sites associated with the onshore element of the East Anglia One project (ScottishPower Renewables). His duties include overall project management (fieldwork), the management of staff and timescales, and professional liaison with clients, local authority representatives and other organisations as necessary. Vincent also assists in the dissemination of project outcomes through

contributions to 'grey' and published literature, and through the organisation and delivery of site open days. He is CSCS qualified (expires June 2020) and has successfully completed the Emergency First Aid at Work course (January 2018).

SENIOR PROJECT OFFICER
Kerrie Bull BSc

*Qualifications:*University of Reading: BSc Archaeology (2008-2011)
Experience: During her undergraduate degree at the University of Reading Kerrie worked on the Lyminge Archaeological Project (2008), the Silchester 'Town Life' Project (2009) and the Ecology of Crusading Research Programme (2011). Through her academic and professional career, Kerrie has gained good experience of archaeological fieldwork and post-excavation techniques. Since joining Archaeological Solutions Ltd, Kerrie has gained enhanced experience of commercial archaeological practice, and has managed the fieldwork elements of various large projects, including the excavation of Chilton Leys, Stowmarket. Kerrie's other responsibilities include the training and management of field staff, and professional liaison with clients and local authority representatives. Kerrie has contributed towards the dissemination of project outcomes through the production of 'grey' literature and published works. She is CSCS qualified (expires February 2019).

PROJECT OFFCICER
Gareth Barlow MSc

Qualifications: University of Sheffield, MSc Environmental Archaeology & Palaeoeconomy (2002-2003)
King Alfred's College, Winchester, Archaeology BA (Hons) (1999-2002)
Experience: Gareth worked on a number of excavations in Cambridgeshire before pursuing his degree studies, and worked on many archaeological projects across the UK during his university days. Gareth joined AS in 2003 and has worked on numerous archaeological projects throughout the South East and East Anglia with AS. Gareth was promoted to Supervisor in the Summer 2007. Gareth is qualified in the Construction Skills Certification Scheme (CSCS) and is a qualified in First Aid at Work (St Johns Ambulance).

SUPERVISOR
Keeley-jade Diggons

*Qualifications:*University of Southampton, BA Archaeology and Geography (2014-2017)
Experience: Keeley's higher education at the University of Southampton provided her with a good, working understanding of archaeological fieldwork method and theory through the completion of modules including *Archaeological Survey*, *Geophysics* and *Advanced*

GIS. She also gained valuable excavation and finds administration experience through participation on British and overseas field projects. Since joining Archaeological Solutions Ltd, Keeley has participated on a number of fieldwork projects, including elements of the East Anglia One infrastructure project (ScottishPower Renewables), and has coordinated geophysical survey projects, including cart-based surveys. Keeley has also contributed to the production of archaeological reports through the collation and assessment of site data and she holds a qualification in Remote Outdoor First Aid.

SUPERVISOR
Niomi Edwards BSc (Hons) MSc

Qualifications: Bridgend College (2010 - 2012) BTEC National Diploma in Applied Science (Forensics)
Bournemouth University (2012 - 2015) BSc Archaeology, Anthropology and Forensic Science
Bournemouth University (2015 - 2016) MSc Forensic Anthropology

Experience: Niomi's higher education has provided her with a solid foundation in archaeological theory and practice. With Bournemouth University she undertook 16 weeks of archaeological fieldwork training as part of the Professional Archaeological Studies and Training Project, and also participated in the simulated excavation of a mass grave. Professionally, Niomi has worked as a trainee with Cotswold Archaeology, where she furthered her practical knowledge of fieldwork skills on a number of commercial projects. Niomi holds a CSCS accreditation.

SUPERVISOR
Craig Jones BA MSc

Qualifications: BA (Hons) Prehistoric and Roman Archaeology (Bournemouth University 2010–13)
MSc Osteoarchaeology (Bournemouth University 2015–16)

Experience: Craig's higher education has provided him with a good, practical knowledge of archaeological theory and method, through the completion of modules including *Archaeological Management*, *Later Prehistoric Britain* and *Practical Skills.* Craig's past participation on a number of research projects, including the *Durotriges Project* (2011 and 2013) and the *Wiggold Farm Excavation* (2012) has provided a firm grounding in archaeological fieldwork techniques, including excavation, recording, resistivity and magnetometer survey, and environmental sampling/processing. In a voluntary capacity with Corinium Museum, he also gained valuable experience of professional curation and outreach, including the provision of educational activities. Since joining Archaeological Solutions Ltd, Craig has undertaken a variety of commercial fieldwork across the East of England, including participation on

the East Anglia One infrastructure project (ScottishPower Renewables). Craig is CSCS certified.

SUPERVISOR
Samuel Thomelius BA MA

Qualifications: Bachelor Programme in Archaeology and Ancient History, Archaeology (Uppsala University 2012–15)

Master Programme in the Humanities, Archaeology (Uppsala University 2015–17)

Experience: Samuel's higher education has provided him with a good, practical understanding of the archaeology of northern Europe and a firm grounding in various vocational skills. Samuel's practical experience encompasses archaeological excavation duties and post-excavation curation, including a lead role in digital documentation at Uppsala University (2016). His principle research interests are landscape archaeology and digital methods in archaeology. Since joining Archaeological Solutions Ltd, Samuel has worked on a variety of commercial fieldwork projects, developing his practical skills and gaining a good understanding of various archaeological periods across the East of England. Samuel is CSCS certified.

PROJECT OFFICER (DESK-BASED ASSESSMENTS)
Kate Higgs MA (Oxon)

*Qualifications:*University of Oxford, St Hilda's College Archaeology & Anthropology MA (Oxon) (2001-2004)
Experience: Kate has archaeological experience dating from 1999, having taken part in clearance, surveying and recording of stone circles in the Penwith area of Cornwall. During the same period, she also assisted in compiling a database of archaeological and anthropological artefacts from Papua New Guinea, which were held in Scottish museums. Kate has varied archaeological experience from her years at Oxford University, including participating in excavations at a Roman amphitheatre and an early church at Marcham/ Frilford in Oxfordshire, with the Bamburgh Castle Research Project in Northumberland, which also entailed the excavation of human remains at a Saxon cemetery, and also excavating, recording and drawing a Neolithic chambered tomb at Prissé, France. Kate has also worked in the environmental laboratory at the Museum of Natural History in Oxford, and as a finds processor for Oxford's Institute of Archaeology. Since joining AS in November 2004, Kate has researched and authored a variety of reports, concentrating on desk-based assessments in advance of archaeological work and historic building recording.

ASSISTANT PROJECTS MANAGER (POST-EXCAVATION)
Andrew Newton MPhil PCIFA

*Qualifications:*University of Bradford, MPhil (2002-04)
University of Bradford, BSc (Hons) Archaeology (1999-2003)
University of Bradford, Dip Professional Archaeological Studies (2002)

Experience: Andrew has carried out geophysical surveys for GeoQuest Associates on sites throughout the UK and has worked as a site assistant with BUFAU. During 2001 he worked as a researcher for the Yorkshire Dales Hunter-Gatherer Research Project, a University of Bradford and Michigan State University joint research programme, and has carried out voluntary work with the curatorial staff at Beamish Museum in County Durham. Andrew is a member of the Society of Antiquaries of Newcastle-upon-Tyne and a Practitioner Member of the Institute for Archaeologists. Since joining AS in early Summer 2005, as a Project Officer writing desk-based assessments, Andrew has gained considerable experience in post-excavation work. His principal role with AS is conducting post-excavation research and authoring site reports for publication. Significant post-excavation projects Andrew has been responsible for include the Ingham Quarry Extension, Fornham St. Genevieve, Suffolk – a site with large Iron Age pit clusters arranged around a possible wetland area; the late Bronze Age to early Iron Age enclosure and early Saxon cremation cemetery at the Chalet Site, Heybridge, Essex; and, Church Street, St Neots, Cambridgeshire, an excavation which identified the continuation of the Saxon settlement previously investigated by Peter Addyman in the 1960s. Andrew also writes and co-ordinates EnvironmentalImpact Assessments and has worked on a variety of such projects across southern and eastern England. In addition to his research responsibilities Andrew undertakes outreach and publicity work and carries out numerous fieldwork projects including strip, map and sample investigations and watching briefs.

PROJECT OFFICER (POST-EXCAVATION)
Antony Mustchin BSc MSc DipPAS

*Qualifications:*University of Bradford BSc (Hons) Bioarchaeology (1999-2003)
University of Bradford MSc Biological Archaeology (2004-2005)
University of Bradford Diploma in Professional Archaeological Studies (2003)

Experience: Antony has over 15 years' experience in field archaeology, gained during his higher education and in the professional sector. Commercially in the UK, Antony has worked for Archaeology South-East (2003), York Archaeological Trust (2004) and Special Archaeological Services (2003). He has also undertaken a six-month professional placement as Assistant SMR Officer/ Development

Control Officer with Kent County Council (2001-2002). Antony's academic interests have led to his gaining considerable research excavation experience across the North Atlantic region. He has worked for projects and organisations including the Old Scatness & Jarlshof Environs Project, Shetland (2000-2003), the Viking Unst Project, Shetland (2006-2007), the Heart of the Atlantic Project (Føroys Fornminnissavn), Faroe Islands (2006-2008) and City University New York/ National Museum of Denmark/ Greenland National Museum and Archives, Greenland (2006 & 2010). Shortly before Joining Archaeological Solutions in November 2011, Antony spent three years working for the Independent Commission for the Location of Victims Remains. Antony has a broad experience of fieldwork and post-excavation practice including specialist (archaeofauna), teaching, supervisory and directing-level posts. In his current role, Antony is responsible for the post-excavation management of large excavation projects, from the assessment, interpretation and synthesis of site data to the production of archaeological reports from assessment to publication level. Antony has successfully published in a variety of regional and national peer reviewed journals including *Medieval Settlement Research* and *Anglo-Saxon Studies in Archaeology and History*.

POTTERY, LITHICS AND CBM RESEARCHER
Andrew Peachey BA MCIfA

*Qualifications:*University of Reading BA Hons, Archaeology and History (1998-2001)

Experience: Andrew joined AS (formerly HAT) in 2002 as a pottery researcher, and rapidly expanded into researching CBM and lithics. Andrew specialises in prehistoric and Roman pottery and has worked on numerous substantial assemblages, principally from across East Anglia but also from southern England. Recent projects have included a Neolithic site at Coxford, Norfolk, an early Bronze Age domestic site at Shropham, Norfolk, late Bronze Age material from Panshanger, Hertfordshire, middle Iron Age pit clusters at Ingham, Suffolk and an Iron Age and early Roman riverside site at Dernford, Cambridgshire. Andrew has worked on important Roman kiln assemblages, including a Nar Valley ware production site at East Winch Norfolk, a face-pot producing kiln at Hadham, Hertfordshire and is currently researching early Roman Horningsea ware kilns at Waterbeach, Cambridgeshire. Andrew is an enthusiastic member of the Study Group for Roman Pottery, and also undertakes pottery and lithics analysis as an 'external' specialist for a range of archaeological units and local societies in the south of England.

POTTERY RESEARCHER
Peter Thompson MA

*Qualifications:*University of Bristol BA (Hons), Archaeology (1995-1998)
University of Bristol MA; Landscape Archaeology (1998-1999)

Experience: As a student, Peter participated in a number of projects, including the excavation of a Cistercian monastery cemetery in Gascony and surveying an Iron Age promontory hillfort in Somerset. Peter has two years excavation experience with the Bath Archaeological Trust and Bristol and Region Archaeological Services which includes working on a medieval manor house and a post-medieval glass furnace site of national importance. Peter joined HAT (now AS) in 2002 to specialise in Iron Age, Saxon and medieval pottery research and has also produced desk-based assessments. Pottery reports include an early Iron pit assemblage and three complete Early Anglo-Saxon accessory vessels from a cemetery in Dartford, Kent.

PROJECT OFFICER (OSTEOARCHAEOLOGY)
Dr Julia Cussans

Qualifications:University of Bradford, PhD (2002-2010)
University of Bradford, BSc (Hons) Bioarchaeology (1997-2001)
University of Bradford, Dip. Professional Archaeological Studies (2001)

Experience: Julia has over 14 years of archaeozoological experience. Whilst undertaking her part time PhD she also worked as a specialist on a variety of projects in northern Britain including Old Scatness (Shetland), Broxmouth Iron Age Hillfort and Binchester Roman Fort. Additionally Julia has extensive field experience and has held lead roles in excavations in Shetland and the Faroe Islands including, Old Scatness, a large multi-period settlement centred on an Iron Age Broch; the Viking Unst Project, an examination of Viking and Norse houses on Britain's most northerly isle; the Laggan Tormore Pipeline (Firths Voe), a Neolithic house site in Shetland; the Heart of the Atlantic Project, an examination of Viking settlement in the Faroes and Við Kirkjugarð, an early Viking site on Sanday, Faroe Islands. Early on in her career Julia also excavated at Sedgeford, Norfolk as part of SHARP and in Pompeii, Italy as part of the Anglo-American Project in Pompeii. Since joining AS in October 2011 Julia has worked on animal bone assemblages from Beck Row, a Roman agricultural site at Mildenhall, Suffolk and Sawtry, an Iron Age, fen edge site in Cambridgeshire. Julia is a full and active member of the International Council for Archaeozoology, the Professional Zooarchaeology Group and the Association for Environmental Archaeology.

ENVIRONMENTAL ARCHAEOLOGIST
Dr John Summers

Qualifications: 2006-2010: PhD "The Architecture of Food" (University of Bradford)
2005-2006: MSc Biological Archaeology (University of Bradford)
2001-2005: BSc Hons. Bioarchaeology (University of Bradford)

Experience: John is an archaeobotanist with a primary specialism in the analysis of carbonised plant macrofossils and charcoal. Prior to joining Archaeological Solutions, John worked primarily in Atlantic Scotland. His research interests involve using archaeobotanical data in combination with other archaeological and palaeoeconomic information to address cultural and economic research questions. John has made contributions to a number of large research projects in Atlantic Scotland, including the Old Scatness and Jarlshof Environs Project (University of Bradford), the Viking Unst Project (University of Bradford) and publication work for Bornais Mound 1 and Mound 2 (Cardiff University). He has also worked with plant remains from Thruxton Roman Villa, Hampshire, as part of the Danebury Roman Environs Project (Oxford University/ English Heritage). John's role at AS is to analyse and report on assemblages of plant macro-remains from environmental samples and provide support and advice regarding environmental sampling regimes and sample processing. John is a member of the Association for Environmental Archaeology.

SENIOR GRAPHICS OFFICER
Kathren Henry

Experience: Kathren has over twenty-five years' experience in archaeology, working as a planning supervisor on sites from prehistoric to late medieval date, including urban sites in London and rural sites in France/ Italy, working for the Greater Manchester Archaeological Unit, Passmore Edwards Museum, DGLA and Central Excavation Unit of English Heritage (at Stanwick and Irthlingborough, Northamptonshire). She has worked with AS (formerly HAT) since 1992, becoming Senior Graphics Officer. Kathren is AS's principal photographer, specializing in historic building survey, and she manages AS's photographic equipment and dark room. She is in charge of AS's Graphics Department, managing computerised artwork and report production. Kathren is also the principal historic building surveyor/illustrator, producing on-site and off-site plans, elevations and sections.

GRAPHICS OFFICER
Juan Palomeque-Gonzalez

Qualifications: University Alfonso X (Madrid), MSc post-graduate certificate in education (2014-2015)
University Complutense of Madrid, BSc Archaeology (2010-2014)

Experience: Juan's higher education provided him with a good, working understanding of archaeological theory and practice, including specialist knowledge of the archaeological application of micro-photogrammetry. He is an author on a number of technical academic papers, including 'On applications of micro-photogrammetry and geometric morphometrics to studies of tooth mark morphology: The modern Olduvai Carnivore Site (Tanzania)', *Palaeogeography*, *Palaeoclimatology, Palaeoecology* (2017), and 'Micro-photogrammetric characterization of cut marks on bones', *Journal of Archaeological Science* (2015). Juan's academic interests have led to his involvement on a number of international research projects including the OLDUVAI Project (Tanzania) and The Ulaca Research Project, Avila (Spain). He has gained good experience of archaeological excavation and post-excavation practice through voluntary and professional participation on a number of field projects and has worked commercially for LURE ARCHAEOLOGY S.L. (Madrid). Since joining Archaeological Solutions Ltd, Juan has worked on various projects across East Anglia and has received training in the use of AutoCAD. He has passed the Health, Safety and Environment Test for Managers and Professionals (October 2017) and has been awarded a certificate in Emergency First Aid at Work (November 2017).

HISTORIC BUILDING RECORDING
Tansy Collins BSc

Qualifications: University of Sheffield, Archaeological Sciences BSc (Hons) (1999-2002)
University of Cambridge, MSt Building History (2013-2015)

Experience: Tansy's archaeological experience has been gained on diverse sites throughout England, Ireland, Scotland and Wales. Tansy joined AS in 2004 where she developed skills in graphics, backed by her grasp of archaeological interpretation and on-site experience, to produce hand drawn illustrations of pottery, and digital illustrations using a variety of packages such as AutoCAD, Corel Draw and Adobe Illustrator. She joined the historic buildings team in 2005 in order to carry out both drawn and photographic surveys of historic buildings before combining these skills with authoring historic building reports in 2006. Since then Tansy has authored numerous such reports for a wide range of building types; from vernacular to domestic architecture, both timber-framed and brick built with date ranges varying from the medieval period to the 20th century. These projects include a number of regionally and nationally significant buildings, for example a

previously unrecognised medieval aisled barn belonging to a small group of nationally important agricultural buildings, one of the earliest surviving domestic timber framed houses in Hertfordshire, and a Cambridgeshire house retaining formerly hidden 17th century decorative paint schemes. Larger projects include The King Edward VII Sanatorium in Sussex, RAF Bentley Priory in London as well as the Grade I Listed Balls Park mansion in Hertfordshire.

HISTORIC BUILDING RECORDING
Lauren Wilson

Qualifications:University of Chester (2010-2013) BA (Hons) Archaeology
University of York (2013-2014) MA Archaeology of Buildings

Experience: Throughout her higher education, Lauren has gained extensive practical archaeological experience, including small finds processing and cataloguing at Norton Priory, Runcorn and assisting in the excavation of a Roman villa as part of the *Santa Marta Project*, Tuscany. Lauren also participated in a training excavation at Grovesnor Park, Chester, centred on a Roman road and 16th century chapel. As part of her Masters dissertation, Lauren worked with the Historic Property Manager of Middleham Castle, North Yorkshire, gaining a good practical knowledge of public outreach and events planning. Since joining Archaeological Solutions Ltd, Lauren has contributed to complex historic buildings recording projects at Landens Farm, Horley (Surrey) and the Ostrich Inn, Colnbrook (Berkshire). She also conducts background research and contributes to archaeological report writing.

ARCHIVES CO-ORDINATOR
Luke Harris

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

Experience: Since completing his advanced education, Luke has held a number of professional administrative roles with companies and institutions including Nationwide Building Society (2007–2011) and Civica (2013–2014). His duties and responsibilities in these posts included the supervision and coordination of co-workers, the handling of customer enquiries and the categorisation, collation and digitalisation of paper records. Luke has also gained valuable clerical experience through voluntary roles and work experience. Since joining Archaeological Solutions Ltd, Luke has received training in finds recognition, finds and environmental processing/ storage, archiving and the deposition of archaeological archives.

ARCHAEOLOGICAL SOLUTIONS: PRINCIPAL SPECIALISTS

GEOPHYSICAL SURVEYS	David Bescoby Dr John Summers
AIR PHOTOGRAPHIC ASSESSMENTS	Air Photo Services
PHOTOGRAPHIC SURVEYS	K Henry
PREHISTORIC POTTERY	A Peachey MCIfA
ROMAN POTTERY	A Peachey MCIfA
SAXON & MEDIEVAL POTTERY	P Thompson
POST-MEDIEVAL POTTERY	P Thompson
FLINT	A Peachey MCIfA
GLASS	H Cool
COINS	British Museum, Dept of Coins & Medals
SMALL FINDS	R Sellwood
SLAG	A Newton
ANIMAL BONE	Dr J Cussans
HUMAN BONE:	S Anderson
ENVIRONMENTAL CO-ORDINATOR	Dr J Summers
POLLEN AND SEEDS:	Dr R Scaife
CHARCOAL/WOOD	Dr J Summers
SOIL MICROMORPHOLOGY	Dr R MacPhail, Dr C French
CARBON-14 DATING:	Historic England Ancient Monuments Laboratory (for advice).
CONSERVATION	University of Leicester

APPENDIX 2

Method Statement for the recording of archaeological remains

The archaeological excavation will be conducted in accordance with the advice letter, and the code of the Chartered Institute for Archaeologists.

1 Mechanical Excavation

1.1 The removal of overburden and any groundworks will be monitored by an archaeologist.

2 Site Location Plan

2.1 A `site location plan', based on the current Ordnance Survey 1:1250 map and indicating site north, will be prepared. This will be supplemented by an `area plan' at 1:200 (or 1:100) which will show the location of the area(s) investigated in relationship to the development area, OS grid and site grid.

3 Manual Cleaning & Base Planning of Archaeological Features

3.1 Exposed areas will be hand-cleaned to define archaeological features sufficient to produce a base plan.

4 Excavation Methodology

4.1 *Excavation of Stratified Sequences*
Any archaeological remains will be excavated by phase, from the most recent to the earliest and the phasing of the features will be distinguished by their stratigraphic relationships, fills and finds.

Deep features e.g. quarry holes, clay lined pits, may incorporate stratified deposits which will be excavated by hand-dug sections and recorded.

Stratified deposits will be fully excavated.

4.2 *Excavation of Buildings*
Building remains may be encountered. They may comprise stake holes, post holes, sill-beams and gullies, in addition to masonry walls and possible floors. Associated features may be present e.g. hearths

The features comprising buildings will be excavated fully and in plan/phase

4.3 *Full Excavation*
Industrial remains and intrinsically interesting features e.g. hearths, burials will clearly merit full excavation (within the confines of the small excavation area). Discrete features associated with the possible structure/settlement will be fully excavated.

4.4 *Ditches*
Segments will be placed to provide adequate coverage of the ditches, establish their relationships and obtain samples and finds.

4.5 Burials
Any burials will be fully excavated, as appropriate.

5 Written Record

5.1 All archaeological deposits and artefacts encountered during the course of the excavation will be fully recorded on the appropriate context, finds and sample forms.

5.2 The site will be recorded using AS's excavation manual which is directly comparable to those used by other professional archaeological organisations, including English Heritage's own Central Archaeological Service.

6 Photographic Record

6.1 An adequate photographic record of the investigations will be made. It will include black and white prints and colour transparencies (on 35mm) illustrating in both detail and general context the principal features and finds discovered. It will also include `working and promotional shots' to illustrate more generally the nature of the archaeological operations. The black and white negatives and contacts will be filed, and the colour transparencies will be mounted using appropriate cases. All photographs will be listed and indexed.

7 Drawn Record

7.1 A record of the full extent, in plan, of all archaeological deposits encountered will be drawn on A1 permatrace. The plans will be related to the site, or OS, grid and be drawn at a scale of 1:50 or 1:20, as appropriate. In addition where appropriate, e.g. recording an inhumation/cremation, additional plans at 1:10 will be produced. The sections of all archaeological contexts will be drawn at a scale of 1:10 or, where appropriate, 1:20. The OD height of all

principal strata and features will be calculated and indicated on the appropriate plans and sections.

8 Recovery of Finds

GENERAL

The principal aim is to ensure that adequate provision is made for the recovery of finds from all archaeological deposits.

The Small Finds will be 3-dimensionally recorded.

The proposed, minimal half sectioning of features will not create invalid finds assemblages, however, there will be occasions when a feature will require full excavation and these are indicated below under the individual finds sections.

A metal detector will be used to enhance finds recovery. The metal detector survey will be conducted during the topsoil stripping, and thereafter during the course of the excavation. The spoil tips will also be surveyed. Regular metal detector surveys of the excavation area and spoil tips will reduce the loss of finds to unscrupulous users of metal detectors (treasure hunters). All non-archaeological staff working on the site should be informed that the use of metal detectors is forbidden.

WORKED FLINT

When flint knapping debris is encountered large-scale bulk samples will be taken for sieving.

POTTERY

It is important that the excavators are aware of the importance of pottery studies and therefore the recovery of good ceramic assemblages.

The pottery assemblages are likely to provide important evidence to be able to date the structural history and development of the site.

The most important assemblages will come from `sealed' deposits which are representative of the nature of the occupation at various dates, and indicate a range of pottery types and forms available at different periods.

`Primary' deposits are those which contain sherds contemporary with the soil fill and in simple terms this often means large sherds with

unabraded edges. The sherds have usually been deposited shortly after being broken and have remained undisturbed. Such sherds are more reliable in indicating a more precise date at which the feature was `in use'. Conversely, `secondary' deposits are those which often have small, heavily abraded sherds lacking obvious conjoins. The sherds are derived from earlier deposits.

HUMAN BONE

Should human remains be discovered and be required to be removed, the coroner will be informed and a licence from the Ministry of Justice sought immediately; both the client and the HCC HEAT monitoring officer will also be informed. Excavators would be made aware, and comply with, provisions of Section 25 of the Burial Act of 1857 and pay due attention to the requirements of Health & Safety.

ANIMAL BONE

Animal bone is one of the principal indicators of diet. As with pottery the excavators will be alert to the distinction of primary and secondary deposits. It will also be important that the bone assemblages are derived from dateable contexts. A zooarchaeologist will visit the site as appropriate.

ENVIRONMENTAL SAMPLING

The sampling will adhere to the guidelines of English Heritage, *Environmental Archaeology, a guide to the theory and practice of methods, from sampling and recovery to post-excavation,* Centre for Archaeology Guidelines, 2011. The specialist will make his/her results known to the regional science advisor of Historic England, who co-ordinates environmental archaeology in the region. The results will be maintained as an archive at AS and supplied to the HE regional co-ordinator as requested.

FINDS PROCESSING

The Project Officer will have overall responsibility for the finds and will liaise with AS's own finds personnel and the relevant specialists. A person with particular responsibility for finds on site will be appointed for the excavation.

The person will ensure that the finds are properly labelled and packaged on site for transportation to AS’s Bury office.

The finds processing will take place in tandem with the excavations and will be under the supervision of AS's Archives Officer.

The finds processing will entail first aid conservation, cleaning (if appropriate), marking (if appropriate), categorising, bagging, labelling, boxing and basic cataloguing (the compilation of a Small Finds Catalogue and quantification of bulk finds) i.e. such that the finds are ready to be made available to the specialists. The Archives Officer, having been advised by the Project Officer and relevant specialists, will select material for conservation. AS's Archives Officer, in conjunction with the Project Officer, will arrange for the specialists to view the finds for the purpose of report writing.