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Produce a MORPHE compliant project design for an agreed archaeological project addressing all the key components defined in the standard demonstrating your awareness of current archaeological project management best practice.

PCA

Further Post-Determination of the Site: Land at Sturry, near
Canterbury, Kent. Written Scheme of Investigation (WSI)

Planning reference: CA//18/00868

Local planning authority: Canterbury City Council

PCA report no. n/a Site Code KENT666- 21

PCA project no. KENT666PM ***Date*** April 22

PRE-CONSTRUCT ARCHAEOLOGY LIMITED

www.pre-construct.com

Site Name: Land at Sturry, Canterbury Kent
Project type: further post-determination of the site: Written Scheme of Investigation (WSI)
Site address: Sturry CT2 0QR
NGR TR 171611 / Sturry NGR 171605
Local planning authority Canterbury City Council
Planning reference CA//18/00868
Commissioning client: Somerlee Homes Ltd
Project dates: June - July 2022
Archive site code: KENT666PM
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Table of Contents:

Project Outline:	
1.1 Introduction	6
1.2 Geology and Topography	6
1.3 Archaeological Interpretation of Site	7
1.4 Scope of Proposal	8
1.5 Research Aims and Objectives.....	8
1.6 The Business Case	9
Project Design:	
2.1 Methods Statements	10
2.2 Stages, Products, Tasks	10
2.3 Interfaces and Communications	11
2.4 Confirmed Project Team Structure	12
2.5 Resources: Costs and Timescale	12
2.6 Project Risk Log	13
2.7 Project Health and Safety Log	13
2.8 Outreach and Engagement	13
Project Design Execution & Closure:	
3.1 Research Data Collection and Processing	14
3.2 Highlight Reports	14
3.3 Issue log	14
3.4 Archive Preparation – meta data?	15
3.5 Project Para-Data	15
3.6 Dissemination, Outputs and Closure	15
Bibliography	16
Appendices:	
Appendix A: Map of Land at Broad Oak Farm and Land at Sturry	16
Appendix B: New Link Road	20
Appendix C: flint scatters	21
Appendix D: HER map of finds	23
Appendix E: Proposed area of excavation map	25
Appendix F: Research questions methodologies tables	26
Appendix G: Stages, products, and tasks	27
Appendix H: Interfaces and Communications Structure	33
Appendix I: Budget and Expenditure	34

Appendix J: Total Project Expenditure and Payment Schedule	39
Appendix K: GNATT Chart Time Scales Screenshots	40
Appendix L: Risk Log	45
Appendix M: Health and Safety Log / Environmental Impact Assessment / Covid-19	46
Appendix N: Highlight Report Template	50
Appendix O: Issue Log Template	51

Project Outline

1.1 Introduction

This project came about from an initial joint planning application CA//18/00868 to develop land for residential housing 3.2 km north-east of Canterbury, Kent. The Joint planning application comprised two parcels of land amounting to approximately 75.6 ha. The larger of the two sites, called the land at Sturry, comprised 56.6 ha NGR 171605 and is located to the immediate south of the Land at Broad-Oak Farm, comprising 19 ha NGR 171611 (Appendix A). Both sites have been subject to two desk-based assessments (Moody, 2013) and (Oxford Archaeology, 2017), a geophysical survey (Bartlett, 2016) and, most recently, an archaeological evaluation (Oxford Archaeology, 2018).

Following discussions between Oxford Archaeologies Senior project officer, the developer's private consultant Miriam Cameron, and Canterbury City Council's archaeology officer Rosanna Cummings, it was agreed that further post-determination work of the lithic scatters was required. The justification was as follows:

- Further work was still needed to fulfil planning condition 48 of the planning consent.
- Canterbury City Councils Local Plan Policy HE11 and HE12, areas of archaeological potential and policy LB2 areas of high landscape value, endorse that further investigation is needed (Canterbury City Council, 2017).
- Kent County Council (KCC) Highways department has agreed to a new relief road located within the land boundary at Sturry, called the A28 Sturry Link Road. investigations are planned in 2022/3 to start a series of test pitting and sieving on the deposits for palaeolithic archaeology. Investigations to the south of the road would supplement the project commissioned by KCC Highways (Appendix B).
- The additional work could add to a significant English Heritage project from 2015, called the Stour Basin Palaeolithic project (Kent County Council, 2018), potentially building upon Palaeolithic datasets for the local HER.

This Written Scheme of Investigation (WSI) is intended as the application to undertake the further post-determination work on the Land at Sturry; to review potential flint scatters revealed in the southern area of the site during the last evaluation in 2018 by Oxford Archaeology (Appendix C).

1.2 Geology and Topography

The proposed excavation area can be characterised London Clay Formation - clay and silt, and sand. The sedimentary bedrock formed approximately 48 to 56 million years ago in the Palaeogene Period (British Geological Survey, 2022). The topography is a series of graduated Pleistocene fluvial terraces and forms part of the river Stour's northern valley. The Stour valley floodplain starts at the site's southern boundary, approximately 10 meters above Ordnance Datum (AOD), rising to 50 meters AOD to the extreme north of the site. The gravel terraces formed over the last 700,000 years; before this, the river Stour formed a further northern course from the gravel terraces. The Southeast Research framework (SERF) for the early Palaeolithic (Pope, *et al.* 2019) zones the gravel terraces into a dating sequence between 15,000 BP to 400,000 BP. As the Wantsum Channel separating the Isle of Thanet from mainland Kent slowly silted up, the river Stour shifted south towards the medieval town of Fordwich, where it remains to this day. Map regression exercises from the late 18th Century have shown that the land has not been developed beyond agricultural and gravel extraction purposes in the early Twentieth Century. Large parts have remained as ancient woodland dating back to the late medieval period (Oxford Archaeology, 2018).

1.3 Archaeological Interpretation of Site

The focus of this project is to build upon the findings of the 2017 Oxford Archaeology Evaluation Report. The 2017 evaluation results found evidence of Mesolithic flint spreads *in situ*. This report's interpretation section only focuses on the prehistoric lithics potential of the Land at Sturry, which indicated a large assemblage of 1428 struck lithics and 167 burnt unworked flints. Please refer to the 2017 desk-based assessment (Oxford Archeology, 2017), for a comprehensive historical background of the later periods.

Palaeolithic

The south of the site has a high probability for Palaeolithic archaeology. Palaeolithic flint finds and Palaeolithic fauna has been discovered in the overlain brickearth deposits at similar latitudes along the river Stour gravel terraces, located to the east of the site, from the extraction pits constructed in the Twentieth Century (Appendix D). The potential for *in-situ* remains in river terraces is uncommon, given the turbulent conditions during the formation process. However, some remains might exist in the lighter gravel formations in the terraces, reflecting less turbulent riverine conditions. The evaluation trenches did not return precise results in 2018; however, the build-up of colluvium and alluvium deposits could be providing a protective environment for upper Palaeolithic remains pre-dating Anglian glaciation. Some recovered artefacts such as backed blades and debitage were difficult to placate in 2017 and could be Palaeolithic in date.

Mesolithic

Recovered Mesolithic artefacts in the locality have inclined towards tools designed and constructed for hafting purposes, maybe for tree clearance in the valley? The 2017 evaluation revealed a potentially important Mesolithic environment of flint scatters: notably, trench 117 accounted for 90% of the assemblage (1272/1428). The struck flint report by Michael Donnelly (Oxford Archaeology, 2018) indicates an *in-situ* scatter for tranchet adzes and bladelet cores knapping, recovered in three-dimensional recording. Sieving recovered 164 flint scatters between 10-4mm in the locality. Environmental samples taken from Trench 117 were negative due to the acidic composition of the brickearths.

Neolithic

Close to trench 117, trench 150, running off to the west, showed a second scatter weighing 609g of tools for domestic purposes such as scrapers dating to the early Neolithic period. In addition, in this approximate area, trenches 118, 116, 120, 127 and 131 also had a significant amount of burnt flints, blade cores, and retouched flakes thought to be from the same Neolithic period. A third possible flint scatter was identified at Trench 127, 50m south-west of Trench 117, and a fourth at Trench 110, 200m east of Trench 117.

Bronze Age

The struck flint report indicated that elements of the recovered flint could be dated to the Bronze Age period and 100m to the west of the land at Sturry, a significant late Bronze Age hoard of seventeen artefacts stored in a ceramic vessel was discovered in 1942. The pottery report by Paul Booth found in the 2017 evaluation indicates that the recovered middle Bronze Age pottery used flint temper to form the prehistoric pottery, and the pottery was widely distributed across the south of the site.

1.4 Scope of Proposal

The 2017 evaluation report returned evidence of a double ditch feature; part of a possible early Roman military site located to the site's southwest corner. Previous excavations in 2000 found a drainage system and enclosure ditches dating to this period (Allen *et al.* 2000).

However, the main scope of this project is to focus on lithic scatters that might be concealed under deposits in the central-southern part of the site, especially near the 117 exploration trench. This project could supplement previous projects by English Heritage and a future excavation project funded by KCC Highways in 2022/23 for the link road that passes through the centre of the site.

The second motivation for this project comes from the findings of the 2018 evaluation report, highlighted in the report by the lithics expert Michael Donnelley. Specifically, this site has great potential for revealing anything between 20 to 100 flint scatters under the Holocene and Pleistocene Colluviums, with numerous rare *in-situ* scatters on knapping floors.

The following research questions in Section 1.4 were developed to improve our knowledge of lithic scatters by utilising the most effective methodologies for managing lithic scatter sites, detailed in Section 2.1 of this report.

The proposed excavation area focuses on the area that revealed the highest propensity of recovered lithics in the central and southern extent of the site (Appendix E). If earlier period archaeology, such as Roman, is recovered in the study area, this will be recorded and included in the final report to current archaeological excavation standards and guidance (CIFA, 2017).

1.4 Research Aims and Objectives:

Regional Questions

The Southeast Regional Framework (SERF) is partially completed. It does include research themes on the upper Palaeolithic and Mesolithic periods, but it does not include specific research questions for the Neolithic and early Bronze Age periods (Pope, *et al.* 2019).

Question 1: Is there evidence of later prehistoric re-use of Mesolithic flint working sites, particularly in the Bronze Age (perhaps through Bronze Age discovery of these sites during forest clearance)?

Question 2: How can lithic analysis reveal choices of local or distant sources, chronological patterning, potential travel distances, exchange mechanisms or preferential selection for specific tool types?

Thematic Questions

The following thematic questions were applied from Historic England's Guidance on lithic Scatter Case studies – Case study 4 (Bayer, 2022).

Question 3: How can lithic scatters be used to understand the character and composition of inhabitation? What types of activity created the scatter? How intense is occupation? Nucleated/dispersed? Dense/low-level? Focus of activity/background noise?

Question 4: How can lithic scatters be used to understand the temporality of inhabitation? When does occupation occur? What is the duration of occupation? Is it sustained or episodic? A single event/ or an accretion of multiple events?

Question 5: How can lithic scatters contribute to biographies of place? What is there before, during and after a scatter? What do scatters tell us about the prehistory, use and afterlife of monuments/locales? How do scatters relate to monuments or topographic features?

Question 6: What can lithic scatters tell us about scales of mobility/contact? Where do raw materials come from? What state do raw materials arrive/leave in? Is the scatter balanced? What is there, and what is missing? How do the scatters in the study area relate to each other/other places within the study area? How do the scatters in the study area relate to places outside the study area?

1.5 The Business Case

According to guidance from Historic England, lithic scatters are an important resource which can provide the best insight we have into our Prehistory (Historic England, 2022). However, they are also unfortunately often overlooked as standard excavation methodologies are not effective in identifying lithic scatters and can be perceived as complex due to logistical and financial requirements in commercial archaeology projects (Bond, 2011).

Therefore, the following project offers a unique opportunity to build upon an area that has been neglected, and compliments at least two other related projects, as detailed in Section 1.1 Introduction. The commissioning client, Somerlee Homes Ltd, is keen to showcase the recovered prehistoric archaeology in public engagement events, incorporating the archaeology into the narrative of the residential housebuilding project. The client believes this project can add significant long-term monetary and social value to the completed development.

Project Design

2.1 Method Statement

In the initial geophysical survey in 2016, a basic gradiometer was used with negative results (Bartlett, 2016). To identify possible Palaeolithic channels, Ground Penetrating Radar (GPR) will be used in this project to build up a better dataset of the excavation area that could help to target positive results. In addition, targeted sediment sampling through coring will be used in conjunction with GPR datasets and Geological Deposits Modelling (GDM) to build a clear picture of the prehistoric land surfaces and, therefore, areas of the site can then be targeted using excavation methodologies (Wickham-Jones, 2020).

Flint scatters are susceptible to being truncated by deep machine excavations; for this reason, plant machines will only be used to remove part of the topsoil using a toothless bucket and supervised by a senior archaeologist. Once removed, the remaining overburden will be hand removed in a series of targeted 1x1 meter test pits based on the gathered data sets. If a positive result for flint scatters is found from the test pitting, then a decision will be made to expand the excavation area and record the scatter on a 5m² grid plan, removing the soil horizon down on spit to an agreed depth, recording on plan by hand on a 1:20 scale and then adding to a sequential context numbering system. Flint scatters will be recorded using GPS, and if thought to be *in-situ*, further 3D photogrammetry will be used to record the distribution accurately on the knapping floor.

All recovered finds will be bagged, recorded, and numbered per PCA field manual procedures (PCA, 2022). Once the flint scatters have been removed, the soil will be wet sieved to 100% sampling strategy to recover any additional flint material associated with the scatter and recorded back to the original context. The recovered finds will be transported back to PCA headquarters and updated to the site archive at the end of each week. The site supervisor will also upload archive data to the PCA database, so that it is ready to be distributed to the post-excavation team on Monday of the following week. Recovered lithics material and recorded data will then be re-distributed by the post excavation team, forwarding to the external lithics specialist Michael Donnelly to produce the post-excavation report on lithic scatters based upon analysis of the lithics typology, usage, refitting and possible residual analysis and spatial analysis to discern results to the research aims detailed in section 1.4 of this report.

Please see (Appendix F) research questions methodologies grid.

2.2 Stages, Products and Tasks

The Project Design is broken down into eight stages and 102 products and tasks. For a detailed understanding of the process, please see the project design spreadsheet tab 1. Below is a brief overview of each stage with further details in (Appendix G).

Stage 1: Project commencement (tasks 1 to 6). The objective of this stage is for the PM to ascertain the background and research aims and put together a core team.

Stage 2: MoRPHE Stage One (tasks 7 to 12). the first collective meeting between PM, project team and stakeholders to establish initial requirements, risks, timetables, and cost.

Stage 3: Update Project Design based on the outcome of MoRPHE Stage One (tasks 13 to 19) and develop project risk log, health & safety strategy, methodologies, outreach & engagement, and budget.

Stage 4: MoRPHE Stage Two (tasks 20 to 24). Project to gain authorisation from the executive and to agree on a payment schedule.

Stage 5 Execution of the Project Design (tasks 25 to 66, 76 & 77). The opening of the site, further assessment of the site, installation of welfare units, initiation of plant, excavation, transportation, and communication.

Stage 6: MoRPHE Stage Three (tasks 67 to 75). End of Execution stage review, update the project design, review aims and objectives, risk, issues, archive preparation, and lessons learnt.

Stage 7: Project Post-Execution (tasks 78-96) most of this stage comes under the remit of the post-excavation manager Jill Hersden and her team. In addition to reports written by the site supervisor and specialists for final dissemination and publication.

Stage 8 Project Closure meeting (tasks 97 to 102) Check that all stages, products, and tasks have been covered. Project Executive signs project as completed.

2.3 Interfaces and Communications

Please see Figure 1 (Appendix H) for a diagram of the interfaces and communications structure.

Interface	Description
Project Team	- Project Manager – Paul Crame (Senior Responsible Project Owner) - PCA Senior Project Assessor - Director Sally Wilson PCA - internal team and contracted external specialists: see Section 2.4 below for detail.
Stakeholders (Local Government)	- Planning Officer Canterbury City Council (CCC) Nigel Jenkins - CCC Archaeology Officer Rosanna Cummings - CCC Planning Committee https://www.canterbury.gov.uk/ - Kent County Council Highways – Barry Peirce - Kent County Council Historical Environmental Records Office
Stakeholders (Developer)	- Somerlee Homes Ltd PM Sally Wilson (Sponsor /Executive) - Private Heritage Consultant Miriam Cameron (Independent advisor to Executive).
Stakeholders (Organisations)	- English Heritage – Simon Jenkins (Project Assurance) - Stour Basin Palaeolithic Project - The Southeast Research Framework (SERF) - Oxford Archaeology Ltd
Stakeholders (Community and interest Groups)	- Fordwich and Sturry Community Group – Phill Price (Project Assurance) - Canterbury Archaeology Trust - University of Kent / Christ Church University archaeology departments - Thanet Archaeology Trust

2.4 Project Team Structure

PCA Management Team

Project Assessor	PCA Director Sally Wilson
Project Manager	Paul Crame (Senior Responsible Project Owner)
Post-Excavation Manager and Finds Specialist	Jill Hersden
Office Admin and Finance Manager	John Watson

PCA Specialist Team

Jane Fellows	Pottery, CBM and Materials Specialist
Roger Fellows	Animal Bones and Palaeolithic/Mesolithic Specialist
Barry Jones	Human Remains Specialist

PCA Supervisor Team

John Kirton	Site Supervisor
Peter Smith	Health and Safety Supervisor
Alice Cooper	GIS, Graphics and Technical Supervisor

PCA External Specialist Team

Norman Wisdom	GPR Specialist
Stephen King	Sediment Core Sampling
Betty Davis	Geological Deposits Modelling
Michael Donnelly	Lithics Specialist

2.5 Resources – Costs and Timescale

The budget for the project is broken down into three main sections (Appendix I).

- Human Resources: This covers the forecasted expenditure for both internal and invoiced external PCA human Resources.
- External Equipment Costs: This covers forecasted expenditure for Plant, welfare facilities, storage, and excavation equipment.
- Internal Overhead Costs: covers miscellaneous project costs such as GPS software and staff transport/accommodation linked to internal budget codes.
-

The total expenditure for the project is £105,586.41, including the PCA 8% commissioning fee (Appendix J).

Timescale: Please see the project website at asana.com:

<https://app.asana.com/0/1202156725310342/timeline>

Select the top ribbon tab for overview, tasks, timeline, workflow, and dashboard for the project. The project timescale for the eight stages will be approximately six months, from April to September 2022. The slight delay from mid-April to May 2022 is due to site access problems with KCC Highways.

The listed dependencies are visible on the asana GNATT chart under the timeline tab, which is linked to the workflow and associated team communications webform. (Appendix K).

2.6 Project Risk Log

The current project Risk Log is in (Appendix L). The main risks associated with the project concern access to the site, delays with plant, loss of project data and access to live data from the location, ongoing problems with Covid-19, ensuring that all team members are not overloaded with excessive workloads, ensuring pre-excavations analysis methods are effective and that the potential for losing recovered artefacts in transit or archives is minimised. The Project Risk Log will be continuously assessed and updated during the project by the team.

2.7 Project Health and Safety Log

A standard Health and Safety log has been initiated by the health and safety supervisor Peter Smith (Appendix M). The site does not present any exceptional risk associated with the location. However, a more extensive survey will be conducted in early May 2022. All staff working on the site or visiting third parties will be inducted into the site's health and safety policy and asked to sign the log.

2.8 Outreach and Engagement

The developer Somerlee Homes Ltd is to have an open day for the public, community groups, local schools, and the regional KM newspaper the day after the site has been excavated. PCA has agreed that the site supervisor John Kirton will be at hand to answer questions, and members of the post-excavation team will be at hand to present and explain the finds that have been recovered from the project in a series of workshops.

In addition, PCA will be on social media to promote the post-excavation project data in early September 2022.

Project Design Execution & Closure

3.1 Research Data Collection and Processing

Following on from the method statements in the project design and applying Historic England's guidance on Research Strategies objectives to value, understand, diversify, adapt, conserve, inform, support skills, inspire and innovate (Historic England, 2016); the collection, processing and archiving of data produced in this project is integral to these core values and our professional commitment to heritage research in the UK.

With a field team of eleven staff over six weeks, we will be able to excavate approximately 10 hectares of land based upon a targeted strategy of using the 2017 datasets and our research investigations of the site once the soil has been stripped. We estimate that it should be possible to recover anything between 20 to 100 flint scatters. The wet sieving process should recover additional smaller lithics. Therefore, we could potentially be processing a considerable amount of lithics, between 150-250 kg, over the six-week excavation. Therefore, we must use a three-way process to collect the critical data points and record the less important data points as background data.

Stage One:

The site supervisor with a senior archaeologist in the dig team will ensure that all recovered lithics are recorded as expressed in the methods statement. Lithics that are believed to be less important will be discarded on-site. However, essential finds will be sorted and forwarded to the post-excavation team with associated data, photos, and paper archives every week.

Stage Two:

The post-excavation team will sort the recovered lithics into category types and record them into an Excel data spreadsheet with the context numbers, GPS map Locations, associated photogrammetry and linked numbered items IDs to the paper archive. The hard copies with the finds will be stored in location XYZ in HQ stores, ready to be forwarded to the external lithics specialist in Northern Ireland.

Stage Three:

We should be sending a maximum of 50kg to be processed into typology, usage, refitting and possible residual analysis and spatial analysis. The turnaround has been estimated as ten days, with the final report sent before 28/08/2022.

3.2 Highlight Reports

In addition to the regular MoRPHE review points that are to take place throughout the duration of the project, the project manager will also communicate with the project team, stakeholders, and the executive via a series of highlight reports sent out weekly between the 26th of June 2022 to the 29th of July 2022. A template copy can be found in (Appendix N).

3.3 Issue log

The project has an associated website with a webform in the workflows tab that allows all feedback to be recorded and the issue log to then be updated:

https://form.asana.com/?k=i1KPGZ7ZO8_LaiPbulW2A&d=1202156725182137

The collated data will then be put into a standard-issue log and circulated to the project team, stakeholders, and the executive at the MoRPHE review points (18/04/2022, 05/08/2022, 12/09/2022) and with the weekly highlight reports between the 26th of June 2022 to the 29th of July 2022. A template copy can be found in (Appendix O).

3.4 Archive

Archiving will be planned and resourced from the project budget and be set up, ready and operative from the first week of the excavation by the post-excavation team following the guidelines for the preparation of excavation archives for long-term storage (UKIC, 1990). All digital project data will be archived on the PCA data servers and the Archaeology Data Service (ADS). All metadata will follow ADS standard guidelines for depositors (ADS, 2022) to make the project data accessible in proprietary formats.

Canterbury Museum has kindly agreed to catalogue and store the recovered finds over the longer term once the project has been completed, updating the Kent HER with the project number KENT666-22.

3.5 Project Para-data

(Para)-data is an important component of projects that have not always been captured in the past. It is important because it adds an extra dimension to understanding the thinking and decision-making processes involved in projects. For this reason, we have endeavoured to capture this important data type in all stages of the project review process, which can then be uploaded to the project archive. The project website also allows (para)-data to be uploaded in multiple text and video formats via the webform, and the excavation team will be encouraged to contribute via the online webform once the project has been completed.

3.6 Dissemination, Outputs and Closure

The project could produce a published monograph as Lithic scatters under-researched in academia; the project could produce additional research outputs for future study. The end of the project report will, however, include the following:

Non-technical summary, a table of contents, introduction including a list of staff members involved in the project, summary of geological, archaeological, and historical background details for the site, a statement for the aims of the project (including methodology), full description of the results of the excavation, plans and sections at the appropriate scale cross-referenced with the written description, maps, photographs, discussion of the location, date, extent, nature, condition, quality, and significance of archaeological deposits identified. Finds and environmental specialist reports interpretation of the results of the excavation in relation to the archaeology in the area. Bibliography, Index to the project archive and an OASIS record.

The final report will be disseminated to all the project stakeholders, ADS and Kent County Councils (KCC) environmental Historical Records department. With the express permission of our executive stakeholders, we also want to promote the project online via social media platforms and established local and perhaps national media once the project has been completed on the targeted date of Monday the 12th of September 2022.

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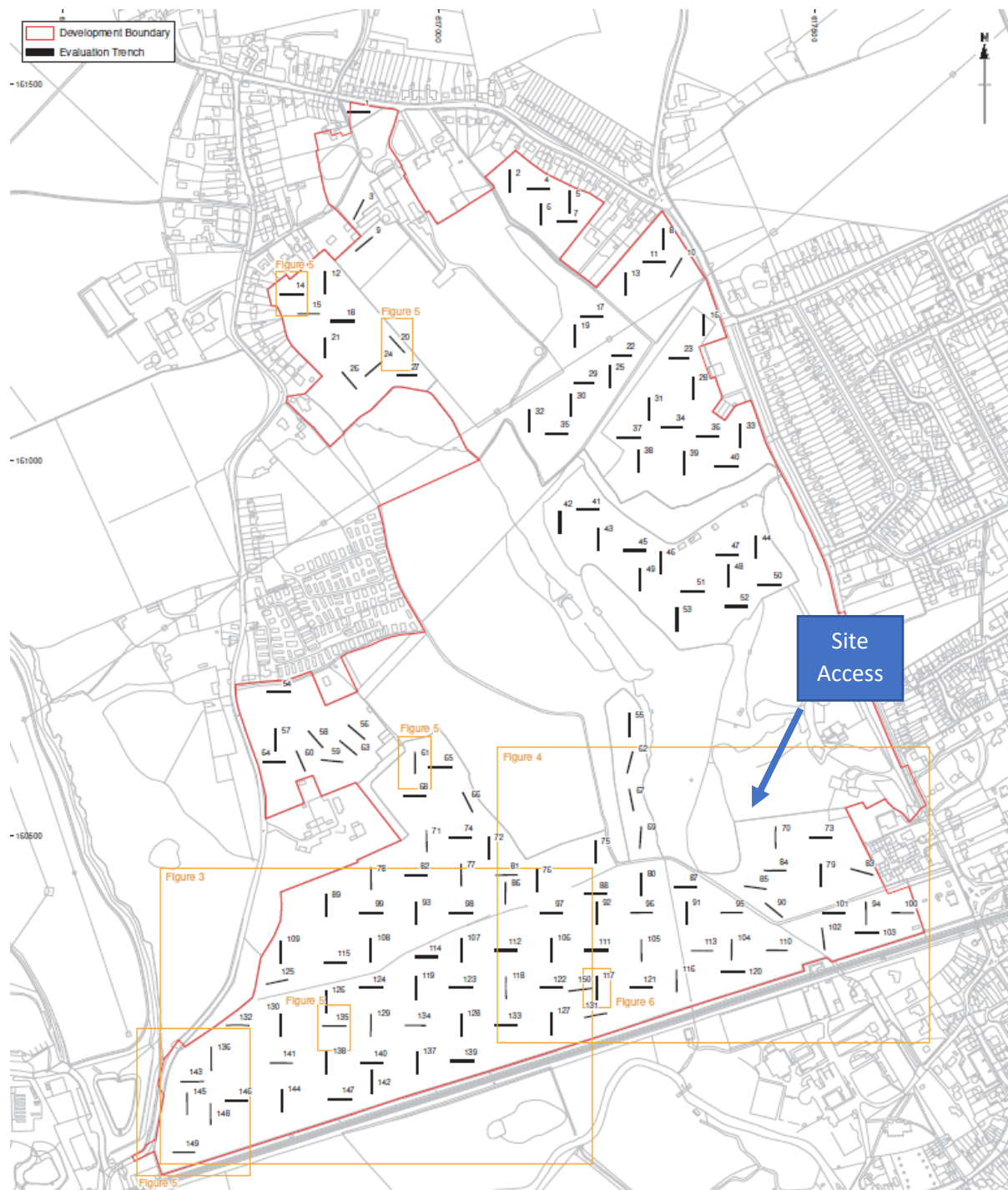
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Appendices:

Appendix A:

Map of Land at Broad Oak Farm and Land at Sturry with 2017 evaluation trenches.



Source: Oxford Archeology 2017.

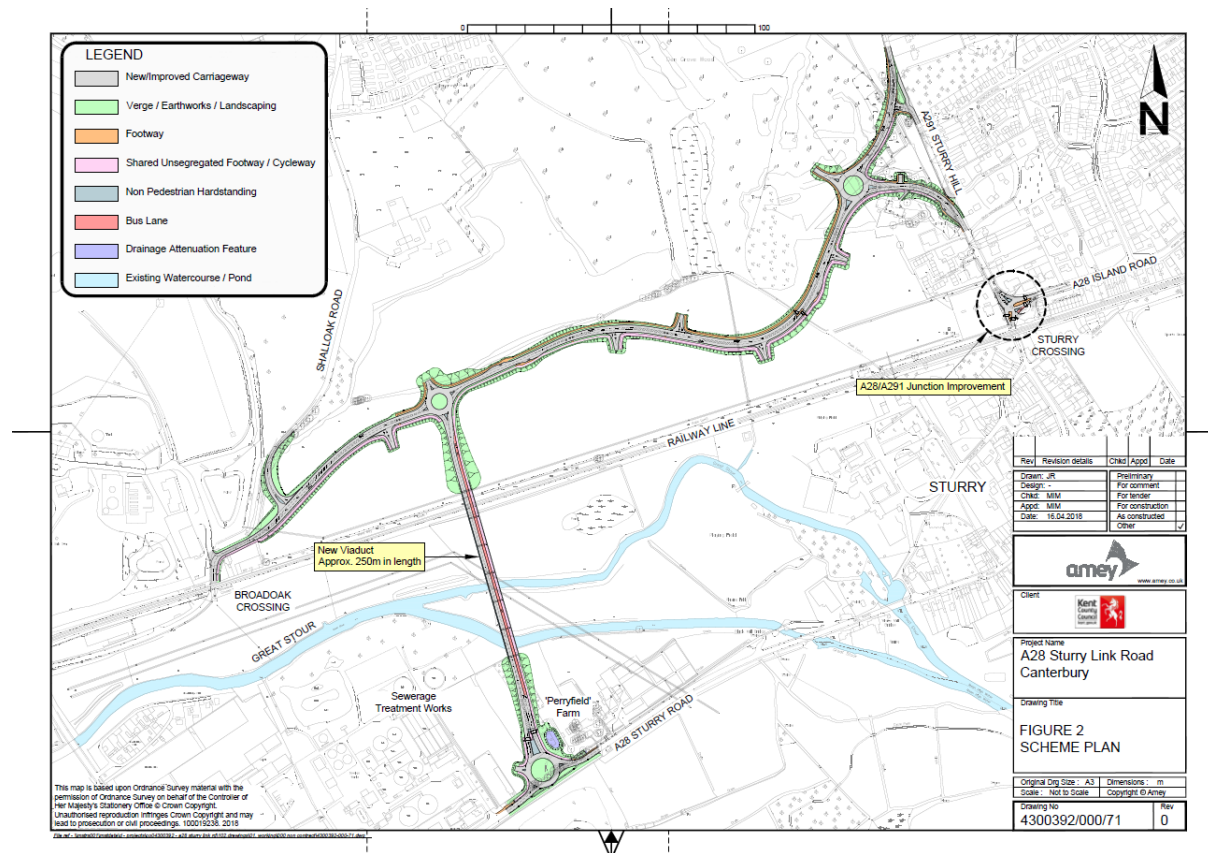
Illustrative Masterplan of the development at Sturry.



Source: Somerlee Homes Ltd

Appendix B:

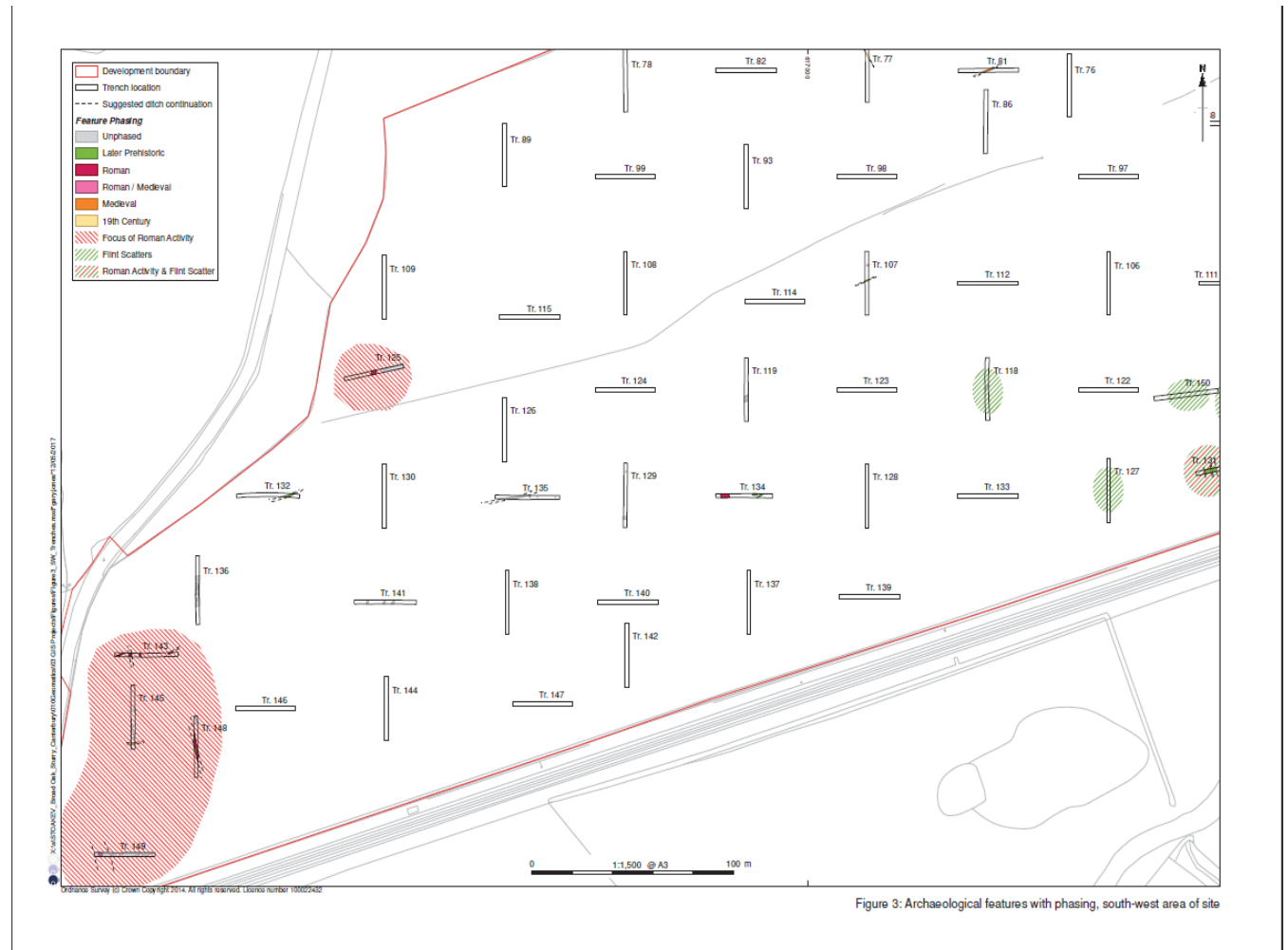
The A28 Sturry Link Road. Note, KCC Highways plan to do 2022/23 excavations to the east of the site in the approximate location of the roundabout, the location of a discontinued quarry pit.



Source: KCC Highways.

Appendix C:

Flint scatter locations to the southeast of the Land at Sturry from the 2017 Evaluation.



Source: 2017 oxford Archaeology.

Flint scatter locations to the southeast of the Land at Sturry from the 2017 Evaluation.

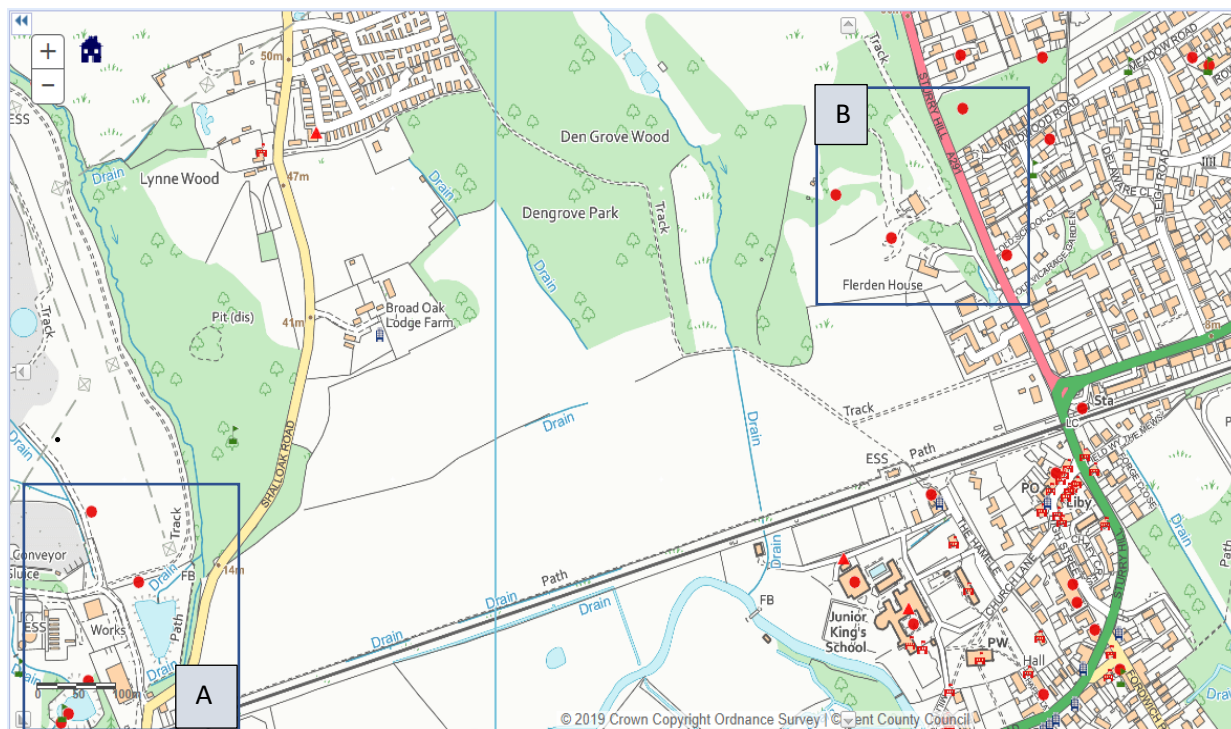


Figure 4: Archaeological features with phasing, south-east area of site

Source: 2017 oxford Archaeology.

Appendix D:

Kent Historical Environmental Map of the excavation area. 24/04/2022



Box A:

HER Number: TR 16 SE 230

Monument Types PIT (Early Medieval or Anglo-Saxon - 410 AD to 1065 AD) **Associated Finds** SHERD (Early Medieval or Anglo-Saxon - 410 AD to 1065 AD)

HER Number: TR 16 SE 229

Monument Types PIT (Roman - 43 AD? to 409 AD?) POST HOLE (Roman - 43 AD? to 409 AD?)

HER Number: TR 16 SE 228

Pits and ditches possibly relating to a Late Bronze Age/Early Iron Age field system.

HER Number: TR 16 SE 88

Evaluation in advance of the construction of a facility relating to Brett Waste Management exposed structural remains of a Late Iron Age-Roman occupation site. The buildings survived in the form of foundations and linear rubble spreads including rubble-filled beam slots and may have been in two phases. Also present was an associated hollow way later converted into a metalled path with a fence running along its eastern edge. The substantial foundations suggest that a strongly-built structure measuring 8.9m by 10.5m was the principal building within the farm complex.

HER Number: TR 16 SE 2

INHUMATION (INHUMATION, Early Medieval or Anglo-Saxon - 410 AD to 1065 AD)

Box B:

HER Number: TR 16 SE 18

Bronze Age burial found 1932 - Late Bronze Age/Early Iron Age sherds found 1937.

HER Number: TR 16 SE 241

Sturry, School Pit - abundant Palaeolithic finds including c. 200 hand axes, one Levallois core, numerous retouched flakes and debitage.

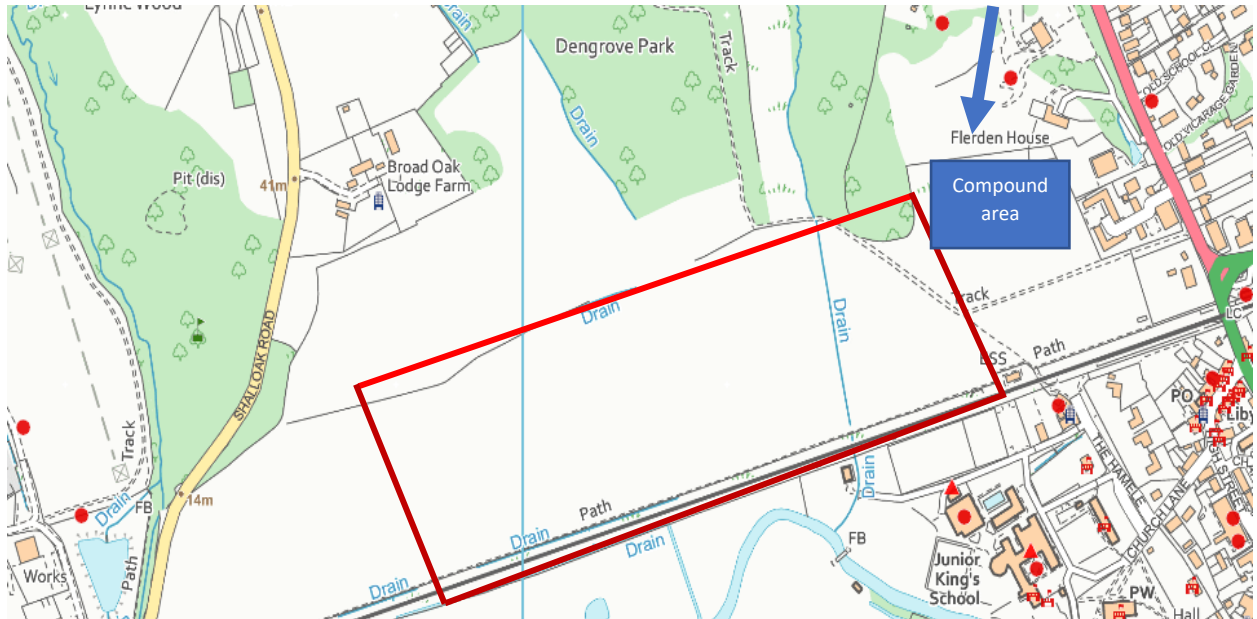
HER Number: TR 16 SE 273

Site of former National School, Sturry

HER Number: TR 16 SE 9

Homershams West Pit, Sturry - abundant lithic remains from terrace gravel, including numerous hand axes.

Proposed excavation area



Grid reference 617017, 160177. Location is based on the area that showed a high propensity for lithic scatters in the 2017 evaluation. Area = 97,551.06 m² (9.755 Hectare). Public paths will remain accessible with Neto fencing to protect the site. Plant may have to temporally access the paths to enter/exit site (avoiding water drains) with the assistance of a Banksman.

Appendix F:

Research questions methodologies tables.

	GPR	Coring	GDM
Q1	X	X	X
Q2			
Q3	X	X	X
Q4			
Q5	X	X	X
Q6			

Table 1. Evaluation methods to research aims.

	Undercut removal of topsoil by machine	Hand removal by 1 x 1 meter test pitting of targeted sample area of remaining overburden	Positive results of flint scatters hand recorded on grid square plan and context recorded	Three-dimensional GPS recording and 3D photography of flint scatters	Dry Sieving of identified flint scatters	Post evaluation Finds Recording and Processing
Q1		X	X	X	X	X
Q2		X	X	X	X	X
Q3		X	X	X	X	X
Q4		X	X	X	X	X
Q5		X	X	X	X	X
Q6		X	X	X	X	X

Table 2. Excavation methods to research aims.

	Typology	Refitting	Useware	Residue Analysis	Spatial analysis
Q1					
Q2	X	X	X	X	X
Q3	X	X	X	X	X
Q4	X		X		
Q5	X	X	X	X	X
Q6	X	X	X	X	X

Table 3. Specialisation methods to research aims.

Appendix G:

Stages, Products, and Tasks:

Project Stage:	Project Task:	Product:	Duration Hours:	Min Start Time:	Max Finish Time:	Duration Working Days:	Material Resources Required :	Human Resources Required:	Research Aims:	Notes:
1	1	Project commencement	0	02/04/2022	02/05/2022	0.00				
1	2	Set up project microsite, database and GIS - Initiate OASIS project profile Code KENT666-22	3.5	02/04/2022	03/04/2022	0.50		1 x Grade 8		
1	3	Research Project proposal background	2.2	03/04/2022	04/04/2022	0.30		1 x Grade 8		
1	4	Outline proposal, scope and research aims	2	04/04/2022	05/04/2022	0.20		1 x Grade 8	Q1-Q6	
1	5	Develop the business case	2	05/04/2022	06/04/2022	0.20		1 x Grade 8		
1	6	Initial online meeting of proposed project team	1	06/04/2022	07/04/2022	0.10		2 x Grade 8, 3 x Grade 7, 4 X Grade 6		
2	7	MoRPHE Review Point One - Outline	2	08/04/2022	08/04/2022	0.20		2 x Grade 8, 3 x Grade 7, 4 X Grade 6		Note: Meeting to be held at head office 10AM-12PM between PM, proposed Project Team and Project Sponsor / stakeholders to confirm outline of proposal
2	8	Identify possible early risks in the project		08/04/2022	08/04/2022					Meeting Agenda Task
2	9	Agree basic and maximum outline of timetable to start project		08/04/2022	08/04/2022					Meeting Agenda Task
2	10	Agree basic and maximum outline of resources and payments schedules		08/04/2022	08/04/2022					Meeting Agenda Task
2	11	Archive generated review point Para-data - consent obtained		08/04/2022	08/04/2022					Meeting Agenda Task
2	12	Update project design from Review Point 1	7	10/04/2022	10/04/2022	1.00		1 X Grade 8		
3	13	Confirm external team structure and request invoices for services	1	11/04/2022	11/04/2022	0.10		1 X Grade 8		
3	14	Confirm internal core team structure PCA	1	11/04/2022	12/04/2022	0.10		1 X Grade 8		
3	15	Develop project risk Log	4	12/04/2022	13/04/2022	0.60		1 X Grade 8		
3	16	Develop health and safety risk log	4	13/04/2022	14/04/2022	0.60		1 X Grade 8		
3	17	Develop outreach and engagement strategy	4	14/04/2022	15/04/2022	0.60		1 X Grade 8		
3	18	Produce methodology statements inline with research objectives	4	15/04/2022	15/04/2022	0.60		1 X Grade 8		
3	19	Produce Project Budget	3	15/04/2022	15/04/2022	0.40		1 X Grade 8		
4	20	MoRPHE Review Point Two - sign off	2	18/04/2022	18/04/2022	0.20		2 x Grade 8, 3 x Grade 7, 4 X Grade 6		Note: Meeting to be held at head office 10AM-12PM between PM, Project Team and Project Sponsor and stakeholders to confirm project design
4	21	Review Project Design and agree to proceed or discontinue?		18/04/2022	18/04/2022					Meeting Agenda Task
4	22	Project Authorisation by Executive agreed and signed		18/04/2022	18/04/2022					Note: Payment Schedule 1, 2 & 3
4	23	Confirm payment schedule to proposed project stages.		18/04/2022	18/04/2022					Meeting Agenda Task

	24	Archive generated review point Para-data - consent obtained		18/04/2022	18/04/2022					Meeting Agenda Task
5	25	KCC Highways to make site entrance on the east of the site and open water mains source	7	02/05/2022	02/05/2022					Note: Payment Schedule 4 & 5
5	26	PCA Health and Safety Supervisor to visit site - assess risks and CAT scan the area for underground risks	14	03/05/2022	05/05/2022	2.00	PCA Cat Scanner	1 X Grade 6		
	27	PCA Supervisor to update Health and Safety Project Log	4	06/05/2022	06/05/2022	0.60		1 X Grade 6		
5	28	GPR survey of site	21	09/05/2022	11/05/2022	3.00	Contractor supply	External contractor 3 days work	Q1-Q6	Invoice PCA5421 requested 11/04/2022
5	29	Sediment Core Sampling	21	11/05/2022	13/05/2022	3.00	Contractor supply	External contractor 3 days work	Q1-Q6	Invoice PCA5621 requested 11/04/2022
5	30	Geological Deposits Modelling	7	16/05/2022	16/05/2022	1.00	Contractor supply	External contractor 1 days work	Q1-Q6	Invoice PCA5821 requested 11/04/2022
5	31	PM to request invoices for x 2 Welfare huts (hire, fuel and installation) and Plant Equipment	2	17/05/2022	17/05/2022	0.20		1 X Grade 8		Invoices PCA5921 and PCA8121 requested 17/05/2022
5	32	PM to request invoices for hire of secure equipment container	2	18/05/2022	18/05/2022	0.20		1 X Grade 8		Invoice PCA6021 requested 18/05/2022
5	33	Admin Team to request invoices for field staff equipment (10 archaeologist) from usual bulk supplier: M Browns Ltd	4	19/05/2022	19/05/2022	0.60		1 x Grade 5		Note: see Equipment Costs tab for details: Invoice PCA6121 requested 19/05/2022
5	34	PM to contact admin team to arrange staff accommodation, fuel and welfare needs	2	01/06/2022	01/06/2022	0.20		1 X Grade 8		Note: all payments from general field staff fund: Fund Code YXX22
5	35	Compound and Welfare Facilities installed on site	35	01/06/2022	08/06/2022	5.00	2 x welfare units male/female			Note: welfare units contain office, toilet, dry room and food preparation (microwave and kettle) and seating area for six people
5	36	Secure equipment shed installed on site	7	09/06/2022	09/06/2022	1.00	1 x shipping container and lock			
5	37	Site supervisor arrives to set up site	7	10/06/2022	10/06/2022	1.00		1 x Grade 6		
5	38	Archaeological excavation equipment arrives on site from M Browns Ltd	2	10/06/2022	10/06/2022	0.20	12 x spades, buckets, mattocks, hand shovels... See equip tab			
5	39	Plant arrives	2	13/06/2022	13/06/2022	0.20	1 x 360 digger 20 tons and 2 x dumper trucks	X 3 plant drivers (agreed day rate price inc of equipment based on area stripped)		
5	40	Top soil stripped	37.5	13/06/2022	17/06/2022	5.00		X 3 plant drivers (agreed day rate price inc of equipment based on area stripped)		
5	41	Site supervisor monitors soil removal and marks in parameters of site with GPS	37.5	13/06/2022	17/06/2022	5.00	PCA mobile GPS station and software HQ Supply	1 x Grade 6		Note: GPS cost code under main PCA budget

5	42	GPS data upload to head office and GIS mapping added to project database	2	17/06/2022	17/06/2022	0.20		1 x Grade 5		
5	43	PM and Site Supervisor review methodology for excavation	4	17/06/2022	17/06/2022	0.60		1 x Grade 8, 1 x Grade 6		Note: insure that GPR, Sediment Core Sampling and Geological Deposit Modelling report have been received before meeting.
5	44	Archaeology field workers arrive on site for Induction	2	20/06/2022	20/06/2022	0.20		10 x Grade 5		
5	45	Supervision of site excavation	262.5	20/06/2022	01/08/2022	35.00		1 x Grade 6	Q1-Q6	See project methodology WSI
5	46	Manual excavation of Site	2625	20/06/2022	01/08/2022	350.00		10 x Grade 5	Q1-Q6	See project methodology WSI
5	47	Transportation by van of finds, samples and paper archive to HQ from site - Weekly adhoc Task no specified dates	7	20/06/2022	01/08/2022	1.00		1 x Grade 5		
5	48	Transportation of requested items i.e., Fresh water, toilet roll from HQ to site - Weekly adhoc Task no specified dates	7	20/06/2022	01/08/2022	1.00		1 x Grade 5		
5	49	Staff accommodation costs	2	20/06/2022	01/08/2022	0.20		1 x Grade 8, 1 x Grade 5		Note: Email admin team 01/06/2022 to make sure payments have been scheduled to Premier Inn Ltd - 5 people 7 weeks standard board and breakfast
5	50	Staff transport costs	2	20/06/2022	01/08/2022	0.20		1 x Grade 8, 1 x Grade 5		Note: Email admin team 01/06/2022 to make sure payments have been scheduled to Payroll - 6 x fuel costs over 6 weeks period outside M25 circular to site - Recibts to forwarded directly and paid following week
5	51	Staff food, drink welfare costs	2	20/06/2022	01/08/2022	0.20		1 x Grade 8, 1 x Grade 5		Note: Email admin team to make sure payments have been scheduled to Payroll: 5 staff over 6 weeks £15 each member of staff no recibts necessary
5	52	Extra PCA Admin HR support - General Appox	7	20/06/2022	01/08/2022	1.00		1 x Grade 5		
5	53	Admin technical support GIS and Data management - paradata - digital archive	40	20/06/2022	01/08/2022	5.60		1 x Grade 5		
5	54	PM to update and circulate Issue log	2	24/06/2022	24/06/2022	0.20		1 x Grade 8		
5	55	PM to circulate Highlight Report	2	24/06/2022	24/06/2022	0.20		1 x Grade 8		
5	56	Post-excavation team preparation and updating of active site archive and cleaning, identification, cataloguing and short-term storage of finds at HQ	240	27/06/2022	05/08/2022	34.00		3 x Grade 7	Q1-Q6	This task requirement has been estimated by the post excavation manager, Jill Hersden. 3 x Grade 7 - 10h each per week over seven weeks
5	57	PM to update and circulate Issue log	2	01/07/2022	01/07/2022	0.20		1 x Grade 8		
5	58	PM to circulate Highlight Report	2	01/07/2022	01/07/2022	0.20		x 1 Grade 8		
5	59	PM to update and circulate Issue log	2	08/07/2022	08/07/2022	0.20		x 1 Grade 8		
5	60	PM to circulate Highlight Report	2	08/07/2022	08/07/2022	0.20		x 1 Grade 8		
5	61	PM to update and circulate Issue log	2	15/07/2022	15/07/2022	0.20		x 1 Grade 8		
5	62	PM to circulate Highlight Report	2	15/07/2022	15/07/2022	0.20		x 1 Grade 8		
5	63	PM to update and circulate Issue log	2	22/07/2022	22/07/2022	0.20		x 1 Grade 8		

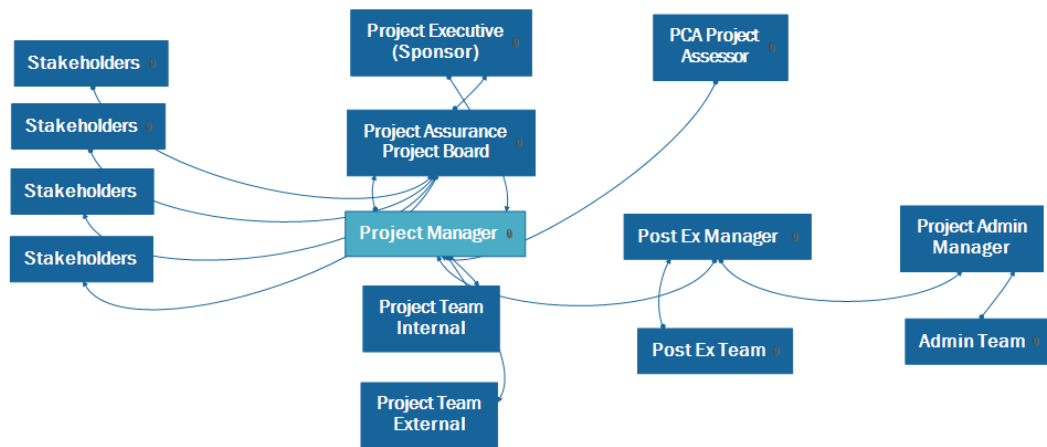
5	64	PM to circulate Highlight Report	2	22/07/2022	22/07/2022	0.20		x 1 Grade 8		
5	65	PM to update and circulate Issue log	2	29/07/2022	29/07/2022	0.20		x 1 Grade 8		
5	66	PM to circulate Highlight Report - Update Oasis Records	2	29/07/2022	29/07/2022	0.20		x 1 Grade 8		Note: Payment Schedule 6
6	67	MoRPHE Review Point Three - End of Execution Project Design Review	4	05/08/2022	05/08/2022	0.60		2 x Grade 8, 3 x Grade 7, 4 X Grade 6		Note: Scheduled Microsoft Teams meeting to be held 9AM-1PM- Online notifications to be sent in advance by PM to project team, sponsors and stakeholders
6	68	Updated Project Design		05/08/2022	05/08/2022					Meeting Agenda Task
6	69	Aims and Objectives and the Business Case in line?		05/08/2022	05/08/2022					Meeting Agenda Task
6	70	Project status reviewed against timetable, budget, and standards?		05/08/2022	05/08/2022					Meeting Agenda Task
6	71	Has risk-management been contained		05/08/2022	05/08/2022					Meeting Agenda Task
6	72	Issues log recorded during the current Stage and actions used to mitigate issue?		05/08/2022	05/08/2022					Meeting Agenda Task
6	73	Review progress with archive preparation and dissemination		05/08/2022	05/08/2022					Meeting Agenda Task
6	74	Review Lessons learned log and add to site archive		05/08/2022	05/08/2022					Meeting Agenda Task
6	75	Weekly teams' data consented, recorded, and stored in the project archive in a suitable format		05/08/2022	05/08/2022					Meeting Agenda Task
5	76	End of Dig - Outreach and public engagement open day	14	06/08/2022	06/08/2022	2.00		1 x Grade 6 - site supervisor and 1 X Grade 6 post ex staff		This event is being hosted by the developer, they have requested two senior staff to provide a presentation and workshop for the general public and interested local community groups
5	77	Site Closed: Contractors to remove welfare huts and storage facilities	7	07/08/2022	07/08/2022	1.00				Note: Housing developer have agreed to backfill excavation area from Monday the 8th of August.
7	78	PM updates completed project design, OASIS Records, aims and objectives, business case, timetable, budget and standards from output on Review point 3 meeting 05/08/2022	4	08/08/2022	08/08/2022	0.60		1 x Grade 8		Note: Payment Schedule 7
7	79	PM updates risk management and Issues log from meeting 05/08/2022	2	08/08/2022	08/08/2022	0.20		1 x Grade 8		
7	80	PM to meet Admin team manager to insure external invoices have paid to contractors - Purchase ordered raised and correct fund codes used	1	08/08/2022	08/08/2022	0.10		1 x Grade 8		Invoices: PCA5421, PCA5521 PCA5621 PCA5721, PCA5821, PCA5921, PCA6021, PCA6121, PCA8121 (PO Raised and Paid under project code KENT666-22)
7	81	Post - Excavation Manager to finalise site archive data/finds and forward recovered flint material to external specialist Michael Donnelly - Northern Ireland	30	08/08/2022	12/08/2022	3.20		1 x Grade 8		This task requirement has been estimated by the post excavation manager, Jill Hersden.

7	82	Post-excavation PCA Pottery report finalised - Jane Fellows	20	08/08/2022	12/08/2022	2.80		1 x Grade 7	Q1-Q6	This task requirement has been estimated by the post excavation manager, Jill Hersden.
7	83	Post-excavation PCA animal bones report finalised - Roger Fellows	20	08/08/2022	12/08/2022	2.80		1 x Grade 7	Q1-Q6	This task requirement has been estimated by the post excavation manager, Jill Hersden.
7	84	Post-excavation PCA Human bones report finalised - Barry Jones	20	08/08/2022	12/08/2022	2.80		1 x Grade 7	Q1-Q6	This task requirement has been estimated by the post excavation manager, Jill Hersden.
7	85	Site Supervisor to work with assistance from post-excavation team to write final excavation report/monograph	60	08/08/2022	31/08/2022	8.60		1 x Grade 6	Q1-Q6	
7	86	GIS and Graphics team member to give assistance to site supervisor on final report draft	20	08/08/2022	31/08/2022	2.80		1 x Grade 6	Q1-Q6	This task requirement has been estimated by the post excavation manager, Jill Hersden.
7	87	Admin Team to update OASIS Project Files KENT666-22	2	09/08/2022	09/08/2022	2.00		1 x Grade 5		Note: request confirmation of task
7	88	Admin Team to Contact Kent HER and update with requested project data: email heritageconservation@kent.gov.uk	2	09/08/2022	09/08/2022	0.20		1 x Grade 5		Note: request confirmation of task
7	89	Received and Returned lithics material to external specialist Michael Donnelly for analysis - Northern Ireland		15/08/2022	25/08/2022		Packaging and Shipping costs	See invoice PCA5721 (prepaid 08/08/2022 for services and material)		Material to be returned by prepaid Royal Mail Air freight
7	90	Latest date lithics report returned to post-ex team by Michael Donnelly.		25/08/2022	28/08/2022	8.00		See invoice PCA5721 (prepaid 08/08/2022 for services and material)	Q1-Q6	
7	91	Final draft excavation report completed and signed off by PM - Hard copies distributed to client, county archaeologist, planning department.	2	01/09/2022	01/09/2022	0.20	Packaging and Post costs	1 x Grade 8	Q1-Q6	
7	92	Post-Excavation Manager to forward hard and digital copies of project archive to admin team.	1	01/09/2022	01/09/2022	0.10		1 X Grade 8		
7	93	Admin team to upload completed project archive to PCA secure server - Hard copies to be printed and stored in secure document library in metal fire-proof boxing	2	01/09/2022	01/09/2022	0.20		1 x Grade 5		
7	94	Final copy of excavation report to be uploaded to ADS in addition to project data files and recorded paradata from the review meetings of the project	7.5	01/09/2022	02/09/2022	1.05	ADS Fees	1 x Grade 8, 1 X Grade 5 admin support	Q1-Q6	Note: PM to review before upload for compliance with GDPR, ADS metadata standards, and consent of project team / stakeholders
7	95	Post-excavation team to forward finds to Canterbury Museum to be catalogued and stored long-term	20	01/09/2022	09/09/2022	2.80	Packaging and Post costs	1 x Grade 6		Note: Canterbury Museum will contact Kent HER under project ID KENT666-22 with catalogue locations for significant finds so this can be updated online.

7	96	Outreach and engagement: Promote the excavation on PCA Twitter, PCA Facebook platforms...	10	01/09/2022	09/09/2022	1.40		1x Grade 5	Note: Possible local / national news articles? Broadcasts? Academic outputs?
8	97	Project Closure Meeting	4	12/09/2022	12/09/2022			2 x Grade 8, 3 x Grade 7, 4 X Grade 6	Final meeting to be held at head office between 9AM to 12 PM between PM, Project Team, and Project Sponsors and stakeholders.
8	98	Check all Tasks and Products completed		12/09/2022	12/09/2022				Meeting Agenda Task
8	99	Aims and objectives of the post determination of the site have been concluded		12/09/2022	12/09/2022				Meeting Agenda Task
8	100	Lessons learned recorded and archived as project paradata		12/09/2022	12/09/2022				Meeting Agenda Task
8	101	Project Executive to agree final closure of the project on the following Criteria: •Agreed work covered in project design and this has been updated. •Stakeholders and contractors issued final notification that project has closed. •All invoices have been received and paid. •Possible further scope for future projects evaluated from the current project. •All data and artefacts have been archived. •End of project report has been disseminated to sponsors and stakeholders.		12/09/2022	12/09/2022			Q1-Q6	Meeting Agenda Task
8	102	Project Executive signed off project as completed.		12/09/2022	12/09/2022				Note: Final Payment Schedule 8
Totals			3733.7			508.95			

Appendix H:

Interfaces and Communications Structure.



Appendix I:

Budgets and Expenditure.

- Human Resources

Human Resources Internal:	Grade	Total Hours	Gross	Human Resources External:	Invoice	Total Hours	Gross inc VAT
	10	N/A	N/A				
	9	N/A	N/A	1	PCA5421	21	£432.00
	8	150.2	£2,822.25				
	7	300	£4,242.00	2	PCA5621	21	£864.00
	6	479	£6,706				
	5	2741.5	£32,843.17	3	PCA5821	7	£132.00
				4	PCA7221	56	£2,400.00
* National Insurance	5 to 8	N/A	5645.77				
Totals			£52,259.19	Totals		105	£3,828.00

* NI Employer Contributions worked out by payroll Aprox £56645.77

PCA Pay Rates 2022/23				
PCA Grades	Min Per annum £	Max Per annum	Avr Gross Hourly Rate	Job Category
10	42636	60365	29.76	Director
9	35698	42636	22.63	Senior Regional Manager
8	29332	35698	£18.79	Project Manager - Post Ex- Manager
7	25600	29332	£14.14	Specialist internal
6	22850	25600	£14.00	Site Supervisor, Senior archeoeogist, Post ex-team
5	18630	22850	£11.98	Field Archeolgists, Admin Staff
4	17556	18630	£10.45	Junior Office Staff and Trainees
3	N/A	N/A	N/A	N/A
2	N/A		N/A	N/A
1	N/A	N/A	N/A	N/A
Note: Company pension contributions and holiday pay calculated into gross salary				
Note : AVR hourly rate divided by 1730 hours per year				

Invoice PCA5421 - Ground Penetrating Rader Services LTD				
Dear Sir/Madam				
Please see below a break down of my costs:				
			No VAT	VAT
		Day Rate 7 hours	£120	£144
09/05/2022	11/05/2022	3 Days	£360	£432
	Total:			£432.00

Invoice PCA5621 - Sediment Core Sampling Services Ltd				
Dear Sir/Madam				
Please see below a break down of my costs:				
			No VAT	VAT
		Day Rate 7 hours	£240	£288
09/05/2022	11/05/2022	3 Days	£720	£864
		Total:		£864.00
Invoice PCA5821 - Geo Model Services Services Ltd				
Dear Sir/Madam				
Please see below a break down of my costs:				
			No VAT	VAT
		Day Rate 7 hours	£110	£132
09/05/2022	09/05/2022	1 Days	£110	£132
		Total:		£132.00
Invoice PCA7221 -Lithics Report - Mr MD - Northern Ireland				
Dear Sir/Madam				
Please see below a break down of my costs:				
			No VAT	VAT
		Day Rate 7 hours	£250	£300
15/08/2022	25/08/2022	8 Days	£2,000	£2,400
		Total:		£2,400.00

- External Equipment Costs

Invoice Number: Total inc VAT:		Invoice PCA8121 - JPC land stripping services Ltd					
PCA8121	£9,460.00	Dear Sir/Madam					
PCA5921	£10,800.00	Please see below a break down of our costs:					
PCA6021	£3,240.00			Service / Equip	Day Rate	No VAT	VAT
PCA6021	£3,228.00	13/06/2022	17/06/2022	360 Driver	£200.00	£1,000.00	£1,000.00
		13/06/2022	17/06/2022	Dumpy Driver	£150.00	£750.00	£750.00
		13/06/2022	17/06/2022	Dumpy Driver	£150.00	£750.00	£750.00
		13/06/2022	17/06/2022	360 Truck	£500.00	£2,500.00	£3,000.00
		13/06/2022	17/06/2022	Dumpy Truck	£300.00	£900.00	£1,080.00
		13/06/2022	17/06/2022	Dumpy Truck	£300.00	£900.00	£1,080.00
		13/06/2022	17/06/2022	Fuel	£200.00	£1,000.00	£1,200.00
		13/06/2022	17/06/2022	Transport	£100.00	£500.00	£600.00
				Total:	£1,900.00	£8,300.00	£9,460.00
		Invoice PCA5921 - Welfare Hut services Ltd					
		Dear Sir/Madam					
		Please see below a break down of our costs:					
		(All charges inclusive of Transport, assembly , weekly toilet cleaned and fuel - Charged from date of use not assembly)					
				Equipment Hire	Week Rate	No VAT	VAT
		01/06/2022	01/08/2022	1 x XPI Welfare Hut	£500.00	£4,500.00	£5,400.00
				1 x XPI Welfare Hut	£500.00	£4,500.00	£5,400.00
				Total:		£9,000.00	£10,800.00
		Invoice PCA6021 - Secure Storage Services Ltd					
		Dear Sir/Madam					
		Please see below a break down of our costs:					
		(All charges inclusive of Transport, assembly and fuel - Charged from date of use not assembly)					
				Equipment Hire	Week Rate	No VAT	VAT
		01/06/2022	01/08/2022	1 x shipping container	£300.00	£2,700.00	£3,240.00
				Total:		£2,700.00	£3,240.00

Invoice PCA6021 - M.Browns - Arc Equipment Ltd					
Dear Sir/Madam					
Please see below a break down of our	Items	Quantity	Unit Price	No VAT	VAT
	Spades	12	£10.00	£120.00	£144.00
	Hand Shovels	12	£7.00	£84.00	£100.80
	Buckets	12	£4.00	£48.00	£57.60
	Storage Racks	4	£10.00	£40.00	£48.00
	Sample	150	£0.50	£75.00	£90.00
	Sample Labels	200	£0.10	£20.00	£24.00
	Sample Bag				
	Assorted size - 1000	1	£20.00	£20.00	£24.00
	Neto Fencing - 1000 meters	1	£50.00	£50.00	£60.00
	Iron Stakes	50	£1.00	£50.00	£60.00
	Wheelbarrows	12	£17.00	£204.00	£244.80
	Tape 30M	12	£5.00	£60.00	£72.00
	Mattocks	12	£10.00	£120.00	£144.00
	Mason String 200 M	5	£4.00	£20.00	£24.00
	Photo Scale	2	£15.00	£30.00	£36.00
	Digital				
	Cameras + Battery Charger	2	£200.00	£400.00	£480.00
	Gloves -	12	£1.00	£12.00	£14.40
	Trowels	12	£10.00	£120.00	£144.00
	Spray Paint	24	£1.00	£24.00	£28.80
	Dumpy Level and Kit	1	£500.00	£500.00	£600.00
	Chalk Boards	2	£8.00	£16.00	£19.20
	Chalk pens	10	£1.00	£10.00	£12.00
	Wet Sieving Equipment	5	£40.00	£200.00	£240.00
	Pond Gloves	4	£5.00	£20.00	£24.00
	Hand Brush	12	£2.75	£33.00	£39.60
	North Arrows	5	£1.00	£5.00	£6.00
	Sharpie Pens	12	£1.00	£12.00	£14.40
	Compass	2	£4.00	£8.00	£9.60
	Calliper	1	£9.00	£9.00	£10.80
	Range Poles 1m	10	£5.00	£50.00	£60.00
	Trench Pegs and Protective tops (100 Pack)	2	£20.00	£40.00	£48.00
	Kneeling pads	12	£5.00	£60.00	£72.00
	Record Sheets (100 F	2	£5.00	£10.00	£12.00
	Folders A4 (10)	2	£20.00	£40.00	£48.00
	Clipboard	12	£5.00	£60.00	£72.00
	Find trays (10)	10	£4.00	£40.00	£48.00
	Planning Frames	2	£40.00	£80.00	£96.00
	Totals			£2,690.00	£3,228.00

- Internal overhead costs

Internal PCA Budgets Costs For Project									
Item / Service:	Duration:	Total Cost inc VAT:	Internal Fund Code:						
GPS Equipment	10 Weeks	£350.00	DDF21						
Software ArcGIS Licence	20 Weeks	£100.00	DDG12						
Software AutoCAD Licence	3 Weeks	£75.00	FFG433						
Site standard Stationary Pack	10 Weeks	£20.00	FXX21						
Microsoft Office Licence x 10	20 Weeks	£100.00	FFG433						
Site Paper Archive Pack (including trace paper)	10 Weeks	£50.00	FXX21						
GPS Software with online support - Globe 21X	10 Weeks	£100.00	DDF21						
Site Water Packs	7 Weeks	£20.00	FXX21						
Site Hygiene Pack (Suncream, first aid, washing up liquid, toilet roll, sanitary towels...)	7 Weeks	£50.00	FXX21						
Tea, Coffee and Milk	7 Weeks	£30.00							
Site Accident and Theft Insurance	20 weeks	£3,150.00	DFG33						
Mobile Communications x 3 contract phones unlimited data	20 Weeks	£100.00	HHJ54						
OASIS Fee		£100.00	XYZ54						
Cifa Staff Fee x 11		£200.00	XYZ54						
Digital photo storage x 2 Camera		£30.00	GGH76						
Projected Long Term Data Storage Fee for site archive	N/A	£100.00	XX43S						
Cardboard Box Storage finds		£50.00	FV12						
Projected Utility Bills for cleaning and storage of finds		£100.00	FV12						
KCC Fees		£100.00	VV34						
Postage and Packaging of finds to Northern Ireland		£100.00	CC45						
5 x Field Archaeologists Accommodation Costs	6 weeks	£5,500.00	See Payroll						
5 x Away from home field archaeologists food and drink costs	6 weeks	£1,875.00	See Payroll						
6 x fuel cost outside M25	6 weeks	£2,150.00	See Payroll						
Publication and shipping costs for hard copies of end of excavation report		£200.00	ZX211						
Media engagement budget		£200.00	TT435						
Branded PPE (Hi Viz and extra hard hats)		£100.00	DDf56						
Total		£14,950.00							

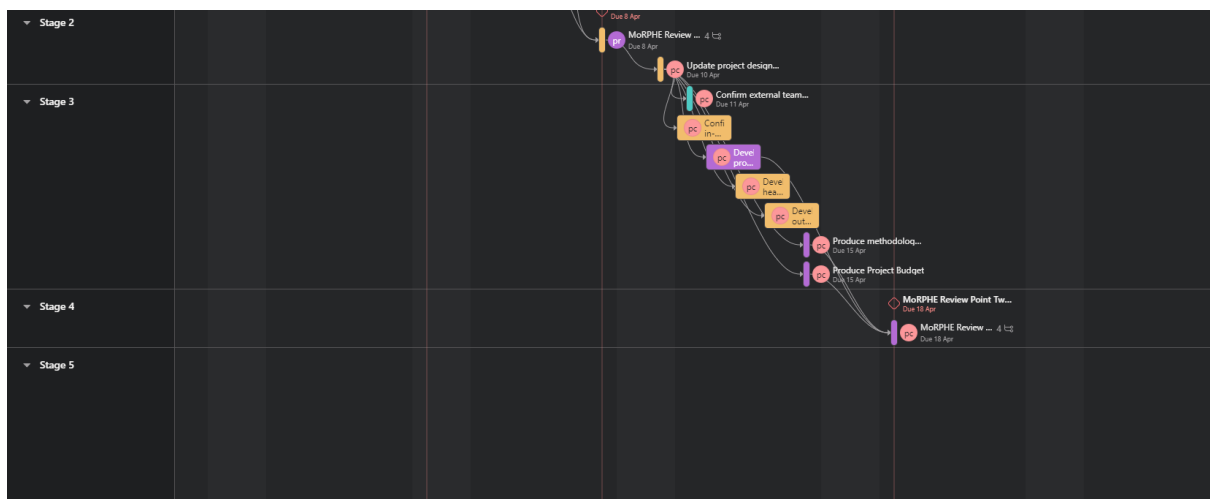
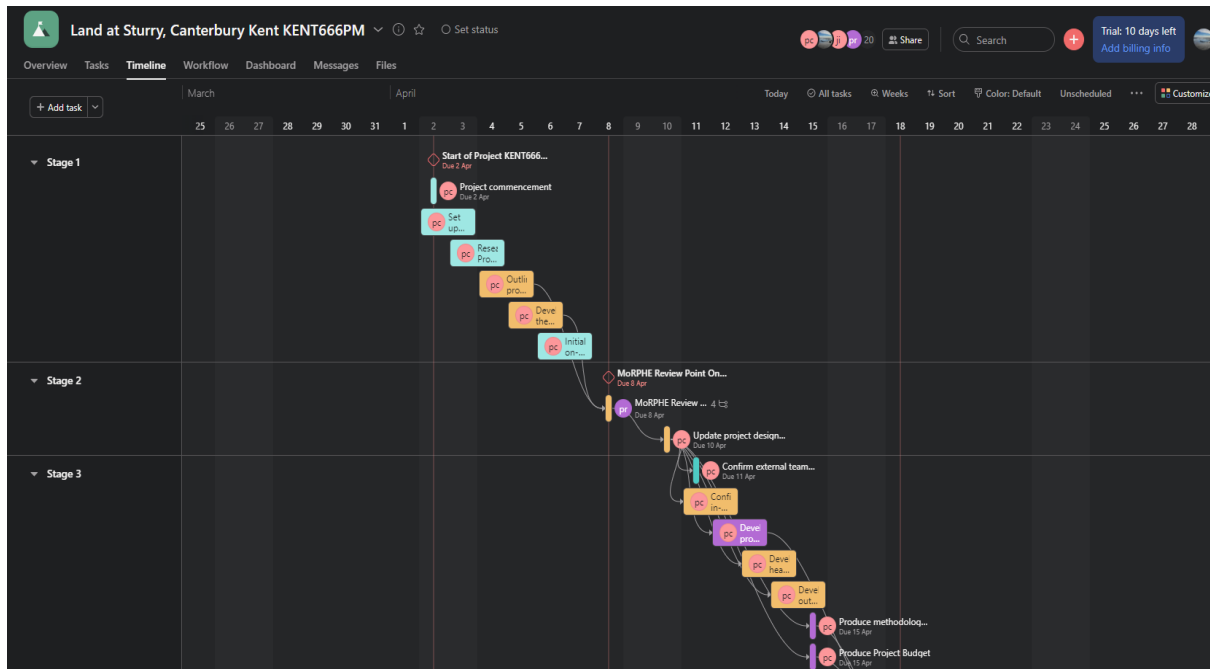
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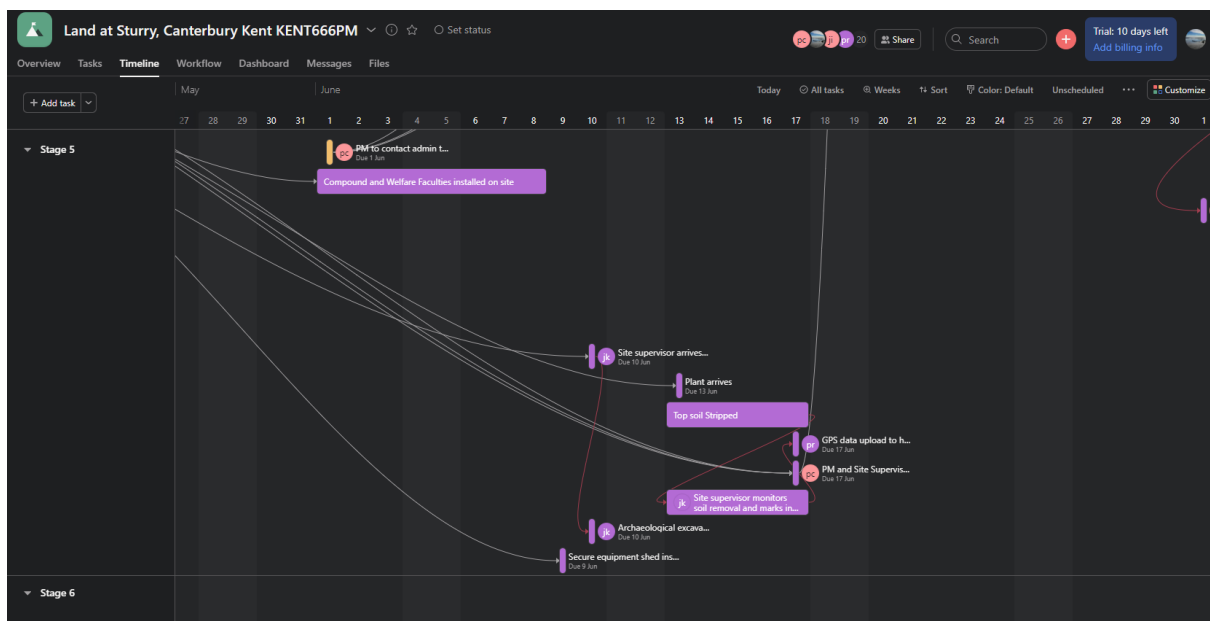
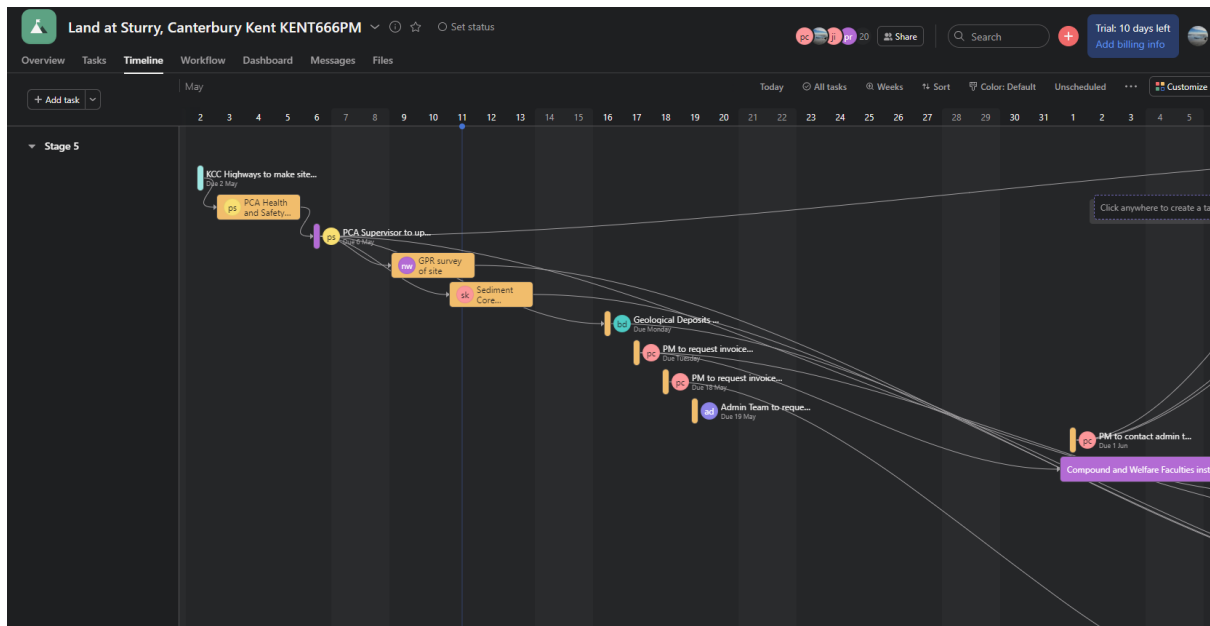
- Total Project Expenditure and Payment Schedule

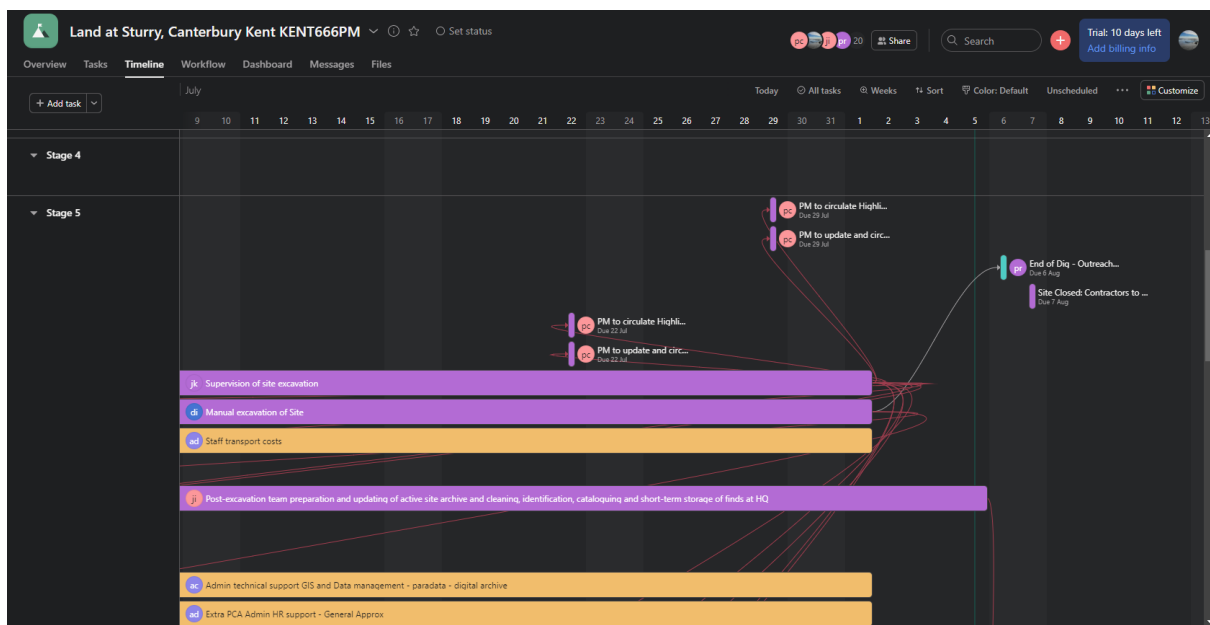
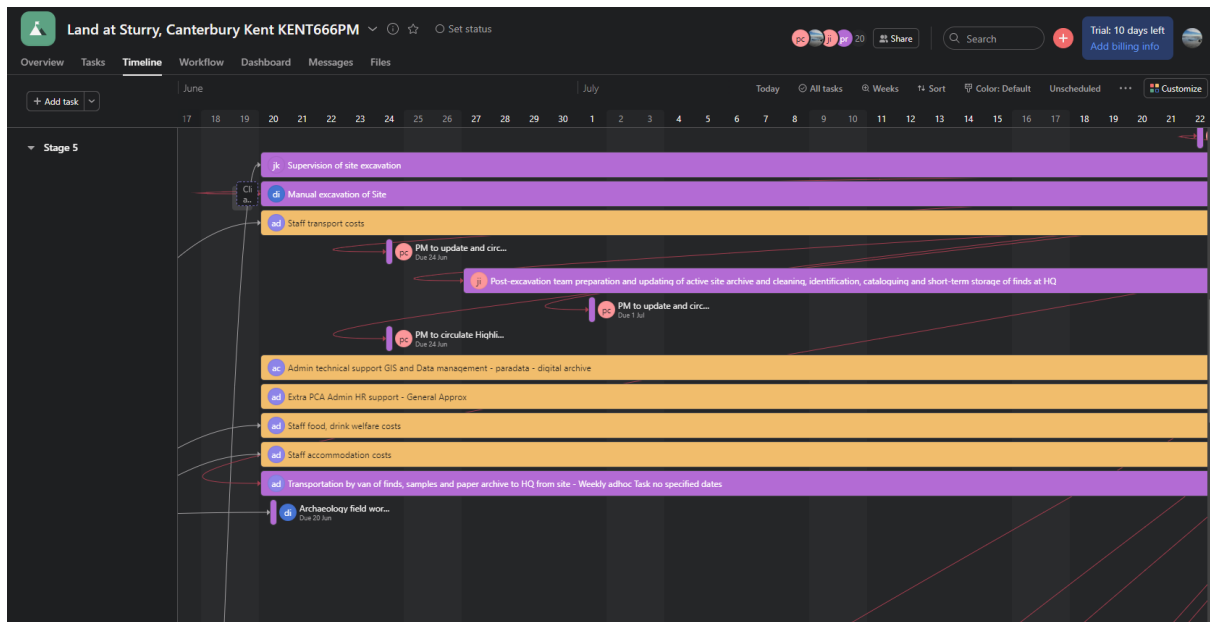
Total Project Budget									
	Budget:	Amount:							
	Internal Human Resource:	£52,259.19							
	External Human Resources:	£3,828.00							
	Invoiced Equipment	£26,728.00							
	Internal PCA - Miscellaneous	£14,950.00							
	PCA commissioning fee	£7,821.22							
	Total:	£105,586.41							
Payment Schedule									
	Stages:	Date:	Amount:						
	Stages 1, 2 & 3	17/04/2022	39,594.90						
	Stage 4 & 5	02/05/2022	26,396.60						
	Stage 6	29/07/2022	13,198.30						
	Stage 7	08/08/2022	13,198.30						
	Stage 8	12/09/2022	13,198.30						
	Total:		105,586.41						
	* By 24 Hour BACS Transfer to Lloyds Account ACC 02542125 SORT 554422								
* Please Note - PCA will add a single commissioning fee of 8% to the total (£7,821.2152); to cover future longer-term investment in company capital.									

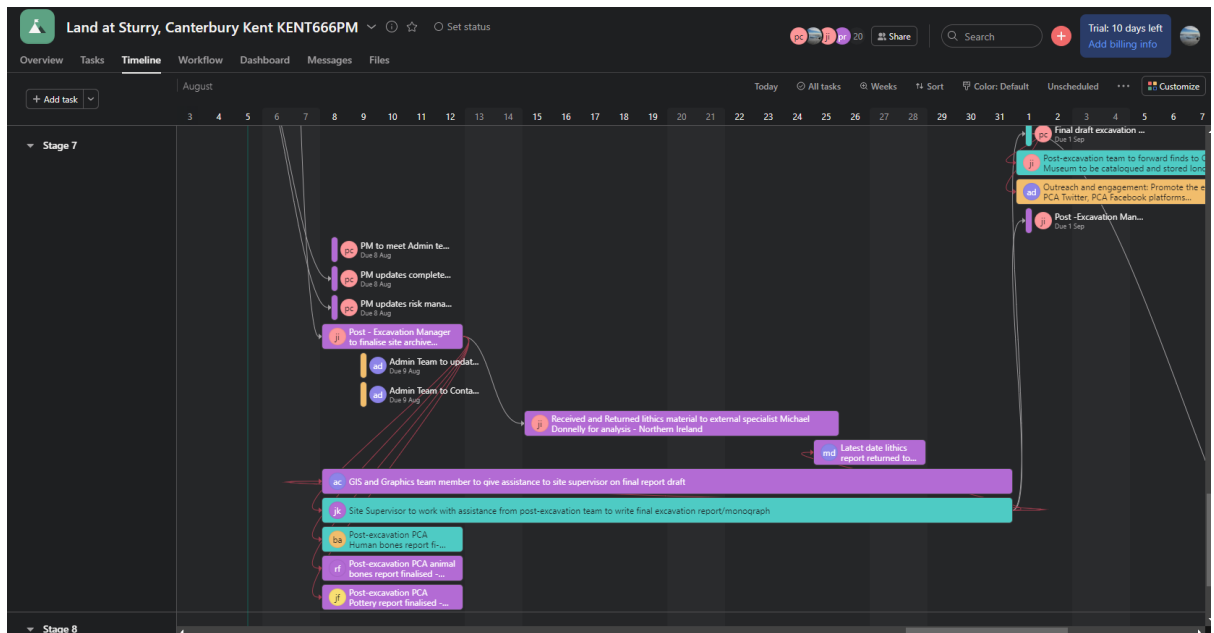
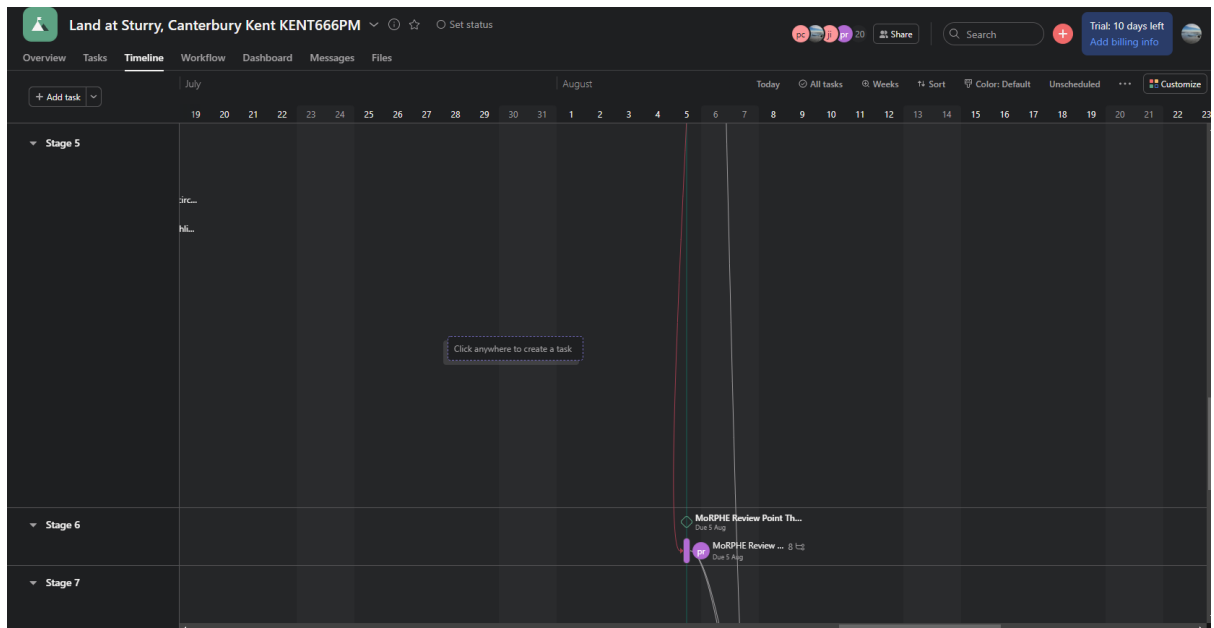
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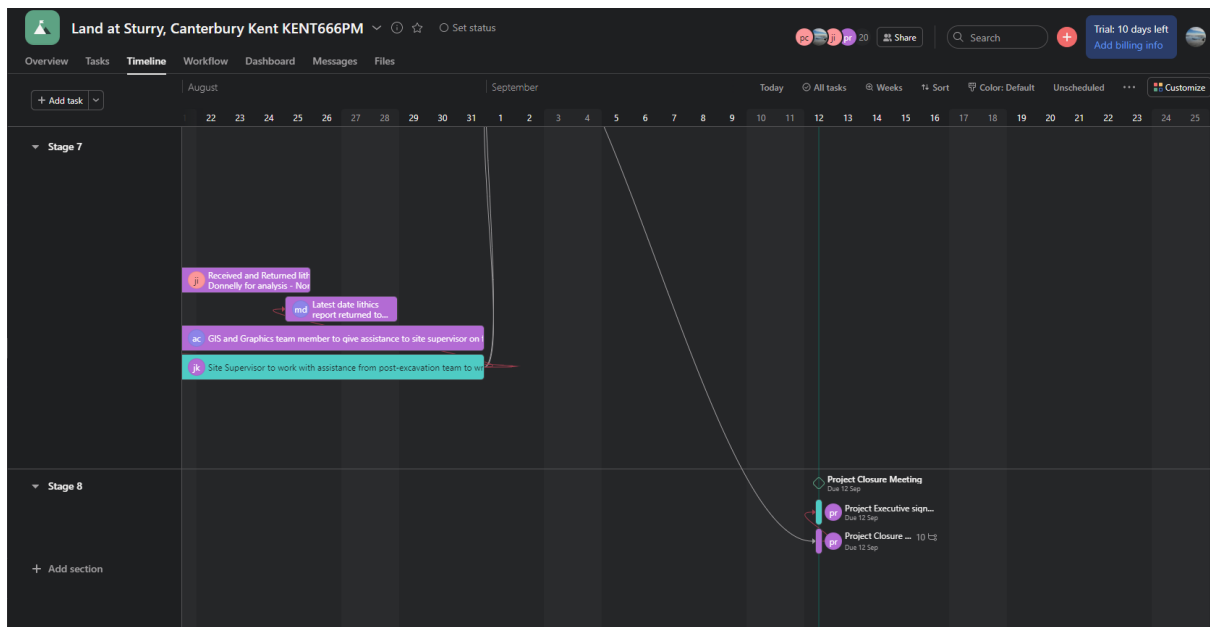
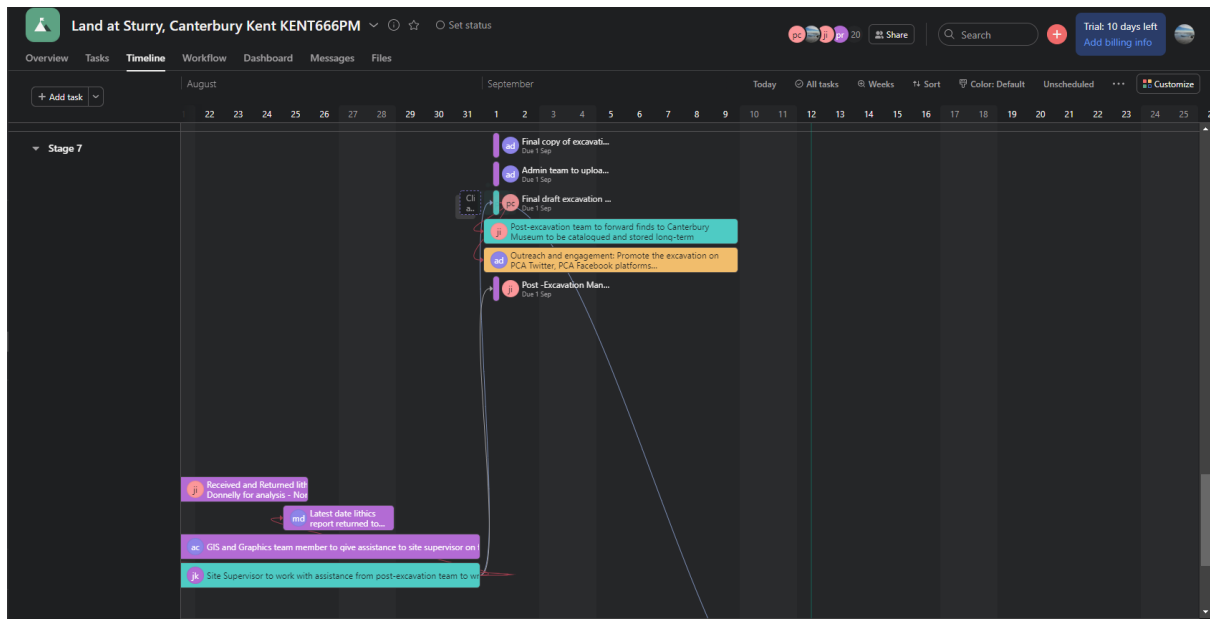
- Screenshots of project team GNATT chart at Asana.com











Appendix L:

Risk Log

PCA RISK LOG								
Project: Further Post-Determination of the Land at Sturry, near Canterbury Kent								
ID	Task	Description	Probability	Impact	Countermeasures	Estimated time/cost	Owner	Date this entry last updated
1	22	Project may not be competitively budgeted which could result in not being able to progress past review point 2.			Need to review project bid with comparative projects that have been accepted By client.	17 days planning / £2000?	PC	12th of April 2022
2	24	Loss of project data			Backup all project data in two locations.	4 days / £1000	PC	12-Apr-22
3	25	KCC will delay access to site			Keep in communications with KCC lead to ensure projects are on target	?	PC	13-Apr-22
4	25	KCC will not grant access to water on site resulting in problems with the methodology - wet sieving			Keep in communications with KCC lead to ensure projects are on target	10 days/£2000	PC	14-Apr-22
5	26	The health and safety assessment could identify risks that will make it difficult to excavate site -			Mitigate with full health and safety countermeasures and use of PPE for PCA and contracting staff.	5 days/ £3000?	PS	15-Apr-22
6	28	GPR survey effective			Use Oxford archaeology data	3 days / £432	NW	16-Apr-22
7	29	Sediment core sampling not effective			Use Oxford archaeology data	3 days /£864	SK	17-Apr-22
8	30	Geological deposit modelling not effective			Use Oxford archaeology data	1 day/£132	BD	18-Apr-22
9	35	Delayed - compound welfare hut, equipment store and excavation equipment arriving on site			Should not be a problem as the dig team does not arrive for another 20 days	N/A	PC	19-Apr-22
10	39	Plant cannot access site			Keep in communications with KCC lead to ensure projects are on target	7 days / £2000	PC	20-Apr-22
10	39	Plant cannot access site			Keep in communications with KCC lead to ensure projects are on target	7 days / £2000	PC	20-Apr-22
11	41	No signal for GPS data			data will have to be recorded manually via map survey	7 Days / £1000	PC	21-Apr-22
12	43	Topsoil stripping and previous data analysis might not be able to identify potential lithic			Use untargeted random sampling method	5 Days/ £1000	PC & JK	22-Apr-22
13	46	Illness / covid on site			Mitigate with covid policy see health and safety	7 Days to 14 Days / £4,000	PC & JK	23-Apr-22
14	46	Discover more archaeology than project has budgeted			Request for an extension and further funding or make hard choices about what to excavate?	30 extra days? / £10000?	PC	24-Apr-22
15	46	Delays due to bad weather and flooding or excessive amounts of heat and sunshine			Allocate extra staff to site and try to recuperate cost and days	4 days / £3000	PC	25-Apr-22
16	46	Metal detecting and nighthawking			Request developer puts up secure Harris fencing perimeter on site, Possible alarm system	2 days / £2000	PC	25-Apr-22
17	47	Transport cannot arrive at site to deliver extra equipment or retrieve samples and site archive data/finds			Retrieve the following week - Site supervisor to source items locally and charge back to project budget	1 week	PC	25-Apr-22
18	56	Post Ex-team become over committed			Source out (part of the work) to local archaeology trust	£7000/2 Weeks	JH	25-Apr-22
19	75	GDPR paradata			Insure consent given and signed in meeting	?	PC	
20	76	Logistics problems with site open day			Site supervisor to meet with developers before event.	1 day	JK	26-Apr-22
21	81	lithics lost in transit to NI			Send in small batches and use secure signed for delivery + insurance or deliver in person? Or pay travel and accommodation costs for	?	JH	27-Apr-22
22	91	Final draft delayed			Move back project closure meeting	1 week?/ £2000	PC & JK	28-Apr-22

Appendix M:

PCA Health and Safety Log

H&S Risk Assessment					
Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Electricity substations	Risk of death or injury by electrocution	H	Plant operator, PCA staff, other site personnel, general public	Personnel and plant must maintain a safe distance from electricity substations at all times, using signage, physical barriers and safety chains as appropriate. Appointed staff member to monitor all plant movement around electricity substations. No excavation works are proposed to take place near sub stations	L
Underground services (gas, water, electricity and communications)	Risk of death or injury by electrocution or explosion. Disruption of power or communication lines	H	Plant operator, PCA staff, other site personnel, general public	Operative trained in use of CAT will locate and mark out all known and suspected services using service drawings and CAT detection equipment, and hand investigation where appropriate. Statutory service plan searches have been checked and no services other than the overhead cables are present within or near to the strip and map area. Reliance should not be placed on the locating equipment alone and all services should be assumed by PCA to be live, unless proved safe by the relevant utility company, and due care taken if working in their vicinity. Where exposure of cables and pipes is unavoidable services will then be protected and supported as necessary to prevent damage or collapse. Services are not to be used for access across excavation areas.	L
Plant and vehicle movement	Risk of injury from collision, including trapping or crushing	H	PCA staff, other site personnel, general public	Ensure driver(s) have seen you and maintain visual contact at all times when within their working areas. All machining to be undertaken under constant archaeological supervision and due care taken. Machine should remain well clear of all exposed services at all times and should not operate in the immediate vicinity or track over any exposed services. Ensure that the banks person and driver(s) are fully briefed and clearly understand those signals to be used during machining and plant movement. Provide site staff with an alternate, designated, route away from plant/vehicle runs wherever possible	L
Traffic movement adjacent to site	Risk of death or injury	H	PCA staff, other site personnel, general public	PCA staff to only cross highways at locations where it is safe to do so and where they can be clearly seen in advance by oncoming traffic.	L
Deep Excavation	Risk of serious injury or death from partial or total collapse of trench sides. Risk of serious injury or death from falls into deep excavations.	H	PCA staff, other site personnel, general public	Client to make main site secure. If deep excavation are presented, 'Danger Deep Excavation' signs to be erected at site entrances and around areas of deep excavation as necessary and in accordance with the PCA Health and Safety Policy (2020). Evaluation trenches are not expected to exceed c.0.5m in depth. Fencing and signage arrangements to be reviewed by PCA Site Supervisor on a daily basis.	L
	Risk of injury or death from materials falling into trench from above. Risk of plant running into excavations. Risk of buildings or structures collapsing due to excavations.	M		The stability of any baulks and batters will be inspected daily by the PCA Site Supervisor and appropriate additional mitigation measures organised as necessary. Additional fencing, rigid barriers and/or toeboards may be necessary around areas of deep excavation and will be reviewed on a daily basis. A daily inspection record for each excavation will be maintained by the PCA site supervisor. Ensure visitors and members of the public are not put at risk by open trenches. Review daily and consider whether fencing arrangements are adequate. Provide means of safe access and egress from the trenches via either a gently sloping ramp, or shallow steps cut by machine into suitable ground or by a fixed ladder. High visibility vests or jackets, hard hats and steel toe-capped safety boots will be worn at all times on site.	L
Groundwater/Perched water	Risk of drowning. Risk of sudden collapse of trench sides. Risk of contamination	M	PCA staff, other site personnel, general public	Monitor any water ingress and use portable pumps as necessary to control groundwater.	L
Noise Dust Exhaust fumes	Risk of permanent hearing damage. Risk of breathing difficulties or permanent	H	PCA staff, other site personnel, general public	Manufacturer's data sheet on noise levels to be obtained for all noise generating plant or hire equipment and added to the site Health and Safety file. Site generators away from area of working to limit noise, wherever possible, and use ear defenders.	L
	damage Risk of illness or death from carbon monoxide poisoning	M		Assess noise levels and duration of exposure. Ventilate confined spaces where generators are being used and, where necessary, use portable fans/extractors to ensure a free flow of air. Use face masks with appropriate filters. Use ear defenders / ear plugs	L

Use of hired plant (lighting, breakers, floor saws, pumps, etc)	Risk of injury	H	PCA staff, other site personnel, general public	Check plant delivered to site is in good order and fitted with any necessary safety devices and guards. Inspect tools for faults regularly. Use only the appropriate tools for the job. Ensure staff are trained and, if appropriate, certified in use of equipment and are wearing appropriate PPE. Relevant certification of operatives to be photocopied and a copy added to site Health and Safety file.	L
Use of hand tools Vibration risks from some types of equipment	Risk of injury	M	PCA staff, other site personnel, general public	Check hand tools for damage, splinters, etc, and organise their repair or replacement as appropriate. Route all electrical leads or pipes to avoid tripping hazards by being kept up off ground or cordoned off.	L
Trip/fall hazards	Risk of injury	H	PCA staff, other site personnel, general public	Ensure spoil is mounded a safe distance from trench edges.	L
				Ensure tools and other site materials are placed/stored safely when not in use. Site to be kept in a tidy condition. Leads kept out of walkways, walkways kept clear of materials etc. Any additional health and safety issues noted by PCA staff on site should be reported immediately to the PCA Site Supervisor or deputy as soon as can be done safely.	
Manual handling	Risk of injury	M	PCA staff, other site personnel, general public	Wherever possible use mechanical means to lift and transport heavy and bulky items. Where use of mechanical means is impracticable, ensure sufficient persons are available to lift the relevant load taking into account the size, shape and weight of that load.	L
Unexploded bombs or ammunition	Risk of death or serious injury from explosion	M	PCA staff, other site personnel, general public	PCA staff to be vigilant during all machining and hand excavation. Any suspect objects must not be disturbed but should be reported to the Site Supervisor or deputy immediately. If obvious munitions are encountered, or if an object is suspected to be an explosive device, the area should be marked and cordoned off, the site evacuated and the PCA Project Manager and emergency services notified immediately.	L
Debris on site – may include sharps, needles, wire, fouled areas, etc	Risk of injury or infection	M	PCA staff, other site personnel, general public	Clean areas prior to working, preferably by machine. Take specialist advice to provide safe disposal.	L
Extremes of temperature	Risk of illness or death from exposure/hypothermia Risk of illness or death from heat	M	PCA staff, other site personnel, general public	PCA staff to wear warm and waterproof clothing as appropriate. Designated rest breaks to be taken during the course of each day. Heated cabins to be provided. PCA staff to carry a sufficient supply of fresh drinking water. Designated rest breaks to be taken during the	L
	exhaustion or heat stroke Risk of sunburn	L		course of each day. PCA staff advised to wear appropriate clothing ie 'cover-up'.	L
COVID 19	Illness, death	M	PCA staff other site personnel	PCA staff to follow PCA Site Operating Procedures in regards to Covid	L
Use of mobile telephones on site	Risk of injury due to distraction caused by mobile phone use	M	PCA staff	PCA staff to only use mobile phone for either emergency or office use whilst on-site in working hours. If necessary to use a mobile telephone the user will first ensure that their surroundings are safe. The mobile phone will not be used if the user is located within vehicular routes or if the surroundings pose a risk.	L
ADDITIONAL ENTRIES TO BE CONSIDERED AT THE INITIAL ON-SITE ASSESSMENT:					

- PCA Environmental Impact Assessment

Aspect	Cause/Risk	Impact	Before Control High= H Medium=M Low=Low	Control Measure	After Control High= H Medium=M Low=Low
Energy Use & management					
Transport to work	Staff using vehicles to travel to work	Unnecessary carbon emissions	H	Check local public transport and cycling options and advise staff accordingly ~~Crew vans to be provided where necessary~~	M - L
Heating office, changing rooms & mess facilities	Staff leaving generator, lights, heaters etc running when not required	Unnecessary carbon emissions	H	Switch off all generators, lights, heaters etc when not in use	M-L
Fuel storage area	Accidental fuel spills	Pollution of watercourse	H	Fuel & oil storage facilities should be located on impermeable surfaces with controlled drainage away from storm sewers, ~~surface~~	L
Fuel storage tanks and drums	Accidental fuel spills	Pollution of watercourse	H	Large tanks or bowsters of diesel must be protected by an impermeable or lined bund which has a 110% capacity if the storage contained ~~Steel drums should be stored upright on a spill tray~~	L
Refuelling diesel	Accidental fuel spills	Pollution of watercourse	H	When fuel pumps are not used to refuel vehicles, funnels should be used to prevent spillage Refuelling and maintenance of plant should not take place within ~~30m of a watercourse~~	L
Emergency response				A suitable spill kit should be available. Immediate action should be	
Water Pollution					
Pumping or drainage of surface and ground water	Discharge of silty water	Damaging to plant & wildlife	H	Establish cut off drainage ditches or lagoons to capture silty water	L
Ground water	Discharge of ground water	Unnecessary flooding	H	Groundwater should not be discharged into surface water drains or direct into watercourses. Ground water may be discharged into ~~foul~~	L
Contaminated ground	Spread of contaminated material	Damaging to human animal & plant life	H	Prevent the spread of contaminated soils. Make use of any decontamination facilities that are provided and follow the sited procedures. Do not cross contaminated areas. Use wheel washes Cover temporary spoil heaps	L
				Sheet vehicles removing contaminated material If you uncover unexpected contaminated material during excavation replace it carefully where it was found and recover. ~~Inform your~~	
Dust & dirt	Airborne dust & dirt	A nuisance and a health risk to site staff and members of the public	H	Dampen down spoil heaps, haul roads & vehicle routes. Sheet vehicles removing contaminated or fine material	L
Noise	Excessive noise	Damages hearing & may be a nuisance to site staff and members of the public	H	Locate plant (where possible) away from site boundaries, Make use of site huts & spoil heaps as noise shields Keep panels on generators and compressors closed Observe noise restriction. Breaking operations should be restricted to after 8.30 and before ~~4c~~	L
Spoil management & recycling	Off-site land fill	Increases carbon emissions & damages the environment	H	Keep separate tarmac & remove only to suitably licensed sites If possible crush concrete on site and re-use. Separate metal for recycling ~~Where possible backfill excavations with excavated spoil~~	L
Site office & canteen waste	Staff generating excessive waste paper	Unnecessary consumption & use of ~~earth's resources~~	H	Keep printing to a minimum, Only use recycled paper	L
	Single use plastic	Damage to wildlife and environment, ~~landfill increase~~	H	PCA staff not to use single-use plastic items wherever possible.	L
	Unauthorised disposal of canteen waste	Damaging the environment with landfill & unnecessary use of resources because of inefficient ~~recycling~~	H	Separate food waste, packaging and newspapers etc and dispose in the designated bins for later collection & appropriate disposal	L
Protected animal species	Disturbance of protected animal species & plant life	Loss of our natural flora & fauna	H	If protected animal or plant are expected there must be a targeted risk assessment. Follow the advice on working procedures and ~~avoidance strategies.~~	L
				If protected animals eg bats amphibians, reptiles, small mammals or nesting birds etc are encountered unexpectedly ~~report to supervisor~~	
Invasive plants	Inadvertent spread of invasive plants	Harmful to native species, reducing biodiversity. Damaging to local environment	H	The spread of Japanese Knot Weed, giant hogweed and Himalayan balsam must be prevented. You could be fined up to £5 000 or be sent to prison for up to 2 years if you allow contaminated soil or plant material to spread into the wild. You must be reported immediately to supervisor and project manager. Suspected plants should be not be disturbed and barriered off	L
ADDITIONAL ENTRIES TO BE CONSIDERED AT THE INITIAL ON-SITE ASSESSMENT:					

- Covid-19

Introduction

1. There are still cases of COVID-19 in England and there is a risk you could catch or pass on the virus, even once you are fully vaccinated. This means it is important that you understand and consider the risks of catching or spreading COVID-19 in all situations.
2. At PCA we are updating our guidance in line with the best advice from Government and the construction industry as well as consulting with professional bodies on a way forward.
3. This updated guidance is intended to introduce consistent measures on all PCA sites in line with the Government's current recommendations.
4. These procedures will be reviewed and if necessary updated as Government advice changes.

Self-isolation

5. If you develop COVID-19 symptoms, self-isolate immediately and get a PCR test, even if your symptoms are mild. This is because many people experience mild symptoms from COVID-19 but may still pass on the virus to others.
 - The most important symptoms of COVID-19 are recent onset of any of the following:
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell
6. You must self-isolate if you test positive. You must self-isolate from the day your symptoms started and the next 10 full days, or from the day your test was taken if you do not have symptoms and the next 10 full days. This is the law, regardless of whether you have been vaccinated.
7. What to do if you are told to self-isolate by the NHS Test and Trace or the NHS COVID 19 app because you have been in contact with someone who has COVID-19
 - self-isolate straight away and get a PCR test on GOV.UK as soon as possible only leave your home to get a test. The PCR test can be mailed to you.
 - try to avoid contact with anyone you live with as much as possible
8. Your self-isolation period includes the day you were last in contact with the

person who tested positive and the next 10 full days.

9. If you do not have symptoms, any people you live with do not need to self-isolate. They should still take extra care to follow advice on how to avoid catching and spreading COVID-19.
10. You do not need to self-isolate if any of the following apply:
 11. you are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
 12. you are taking part or have taken part in a COVID-19 vaccine trial
 13. you are not able to get vaccinated for medical reasons Even if you do not have to self-isolate, you should still:
 14. get a PCR test (a test that is sent to a lab) on GOV.UK to check if you have COVID-19
 15. follow advice on how to avoid catching and spreading COVID-19
 16. consider limiting contact with people who are at higher risk from COVID-19

Procedure If Someone Falls ill

17. If a worker develops symptoms of Coronavirus (Covid-19) they should:
 - Ensure their manager or supervisor is informed
 - Return home immediately
 - Avoid touching anything
 - Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
18. They should get a Coronavirus (Covid-19) PCR test They must then follow Stay At Home guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and not return to work until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell.

Travelling To Work/Site Public Transport

19. COVID-19 spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected person. The requirement to wear a face covering has been lifted. However, the government expects and recommends that people wear face coverings in crowded areas such as public transport.
20. For further information see www.gov.uk/guidance/coronavirus-covid-19

Appendix N:

Template of Highlight Report:

Report Date	Author	Project ID	Archive ID
01/01/2022	Paul Crame	XYZ	XYZ

Recipients:

Key:

Stakeholders:	High Importance
Project Team:	Medium Importance
Executive:	Low Importance
Assessor:	

Update:

...	

Budget:

....	

Stages and Timetable Overview:

....	

Project Risks:

....	

Appendix O:

Issue Log Template

Issue Number:	
Description:	
Raised By:	
Date:	
Resolution:	Proposed / Agreed?
Date updated:	
Priority	High/Medium/Low
Open/Closed:	

Issue Number:	
Description:	
Raised By:	
Date:	
Resolution:	Proposed / Agreed?
Date updated:	
Priority	High/Medium/Low
Open/Closed:	

Issue Number:	
Description:	
Raised By:	
Date:	
Resolution:	Proposed / Agreed?
Date updated:	
Priority	High/Medium/Low
Open/Closed:	

