

Project Design for a Trenched Archaeological Evaluation at Land South of Existing Reservoir by Gravel Pit Wood, near Alderton Village, Alderton.

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1. Executive Summary

At the request of Reservoir Builders Ltd (RBL), Cotswold Archaeology (CA) have produced this project design for a trenched archaeological evaluation of land south of the existing reservoir by Gravel Pit Wood, near Alderton village in Suffolk.

The overarching aim of the project is to improve understanding of any archaeological resources present at the proposed development site, so that planning and development decisions can be made by the Local Planning Authority (LPA), Suffolk Coastal District Council Planning Authority, and RBL with reliable information. LPAs are mandated by law to consider the impact of development on heritage resources, and it is the responsibility of the developer to arrange and fund investigations to that end (*National Planning Policy Framework 2023*).

This project design includes a programme of systematic sample excavation at the site, followed by post-excavation assessment, reporting, archiving and publication. Work is assumed to begin on 13 May 2024, with the main project work concluding by 9 August 2024. Within that period, one week (five days) is expected to be spent on site undertaking sample excavation and recording tasks. Overall project management and post-excavation/archiving tasks will be undertaken primarily from CA's Suffolk premises. There will be no provision for away working or accommodations given the locality of CA's regional office in Suffolk.

The primary product of this project will be an evaluation report, disseminated to RBL, as well as the LPA and their archaeological advisors, Suffolk County Council Archaeological Services (SCCAS). Further products include digital and physical archives prepared for long-term storage and published for public benefit, and data submissions to OASIS and the Suffolk Historic Environment Register (HER), to systematically integrate the knowledge generated with wider heritage resources.

2. Introduction and Scope

Project background

Upon application by RBL, conditional planning consent has been granted by the LPA for an extension to the existing reservoir on 2.4Ha of land south of the existing reservoir by Gravel Pit Wood, near Alderton village, in East Suffolk (see fig. 1). RBL are both the proposed developers of the site, and current landowners.

SCCAS are archaeological advisers to the LPA, and act as their proxy in the oversight of development-led archaeological projects undertaken in the LPA's jurisdiction. SCCAS have advised the LPA and RBL that the proposed development site lies within an area of archaeological potential. In line with *National Planning Policy Framework* (Department for Levelling Up, Housing & Communities 2023), the LPA have made planning consent conditional upon the development and implementation of a

Written Scheme of Investigation (WSI). The WSI should outline an appropriate scheme of archaeological works to investigate the presence and character of any heritage assets at the site and, if necessary, mitigate negative heritage conservation impacts through preservation by record, and the recovery of artefactual and ecofactual material for archive.

To that end, this project design effectively forms a part of a Written Scheme of Investigation (WSI), outlining a plan for an initial evaluative stage of work to produce information to aid the LPA's development of conservation strategies if necessary. The programme of work presented is subject to scrutiny by SCCAS, and this document will be submitted to the LPA for formal approval.

The present project design complies with guidance from *The MoRPHE Project Managers' Guide* (Historic England 2015); it is further guided by *MoRPHE PPN 3: Archaeological Excavation* (Historic England 2015), and *Standards for Field Archaeology in the East of England* (Gurney 2003).

The Site

The entire area of the site, centred on grid reference TM 3316 4205 (see fig. 1) is located within land owned by RBL. The site lies on high ground over well-draining crag sands and gravels (BGS 2024), and roughly a kilometre from the nearest natural water source. In recent history the site and surrounding land has been in agricultural use for arable crops.

Archaeological background

No previous archaeological survey or intervention has been undertaken directly on the area of the site. However, it sits within an area of several fields with numerous fragmentary and dispersed cropmarks (Suffolk HER 2024, ADT 090; ADT 099; ADT 035; ADT 108); these have been suggested to represent Prehistoric and/or Roman field systems, but no formal archaeological interventions have confirmed dates for these features. With the lack of nearby watersources and its situation on very dry, high ground, the site does not obviously lend itself to settlement, industry, irrigation or well-digging; it is perhaps more likely to have suited pastoral utilisation in the past. Cropmarks on slopes 500m-1000m to the North, West and North East of the site are suggestive of ring ditches (Suffolk HER 2024, RMS 062; ADT 107; ADT 017; ADT 004), possibly indicative of Bronze Age funerary use of the nearby landscape.

Consultation of historical aerial photography shows two roughly straight, linear cropmarks are visible on the site itself, running South West – North East, broadly parallel to the modern day field boundary across the north of the site (see fig. 2). These may be indicative of an older field system at the site, though they do not show clearly in older images; while this may be because the older images available generally show poor crop coverage, there is a possibility that the cropmarks relate to the construction of the modern reservoir at the site, with which they are also broadly aligned.

Regardless, the richness of cropmark evidence in the immediate surroundings does suggest elevated potential for archaeology in the area of proposed development.

Project Scope

The scope of the evaluation project reflects the requirements of the project brief as set by the LPA (Monahan 2024): that is, a 5% trenched evaluation with a further 0.5% contingency, producing both a permanent archive of primary records, ecofacts and artefacts from archaeological deposits and materials encountered within the sample trenches, and a complete, published and accessible report of results.

Given the lack of any previous formal archaeological investigation either at or within the local vicinity of the site, the current project has potential to offer the first stratified, datable evidence for the past activity suggested by of the rich cropmark evidence in the area. The scope of the project to provide such insight, however, is necessarily curtailed by the limited nature of a sample evaluation: it is beyond the scope of the present project to provide a full interpretive account of all the archaeological evidence present at the development site. However, data generated through the course of the evaluation will help to inform conservation strategies for heritage assets in the immediate area going forward.

Though this project will produce a report on the archaeological assets possibly present at the site, it is beyond the scope of Cotswold Archaeology's role to draw conclusions regarding the fulfilment status of planning conditions, or to speculate as to the likelihood/scope of any further archaeological work being deemed necessary by the LPA.

Interfaces and Partnerships

This project is predicated on a contractual agreement between RBL and CA, wherein RBL is the client and CA the lead contractor. The project's completion by CA is therefore subject to this continued contractual relationship with RBL.

RBL have contracted CA to design and implement an evaluative project that will fulfil the initial requirements of a planning condition set by the LPA, on advice from SCCAS. As archaeological advisors to the LPA, all development-led archaeology projects in Suffolk are subject to SCCAS' scrutiny on behalf of the LPA. CA's design, execution, reporting and publication/dissemination of this project is therefore subject to their approval, inasmuch as it is necessary to acquiring the formal approval of the LPA necessary for the instigation, progress and eventual closure of the project. SCCAS will therefore be consulted by CA for approval on all formal project documentation, and any significant deviations from agreed strategies required as new project circumstances are encountered.

CA have longstanding relationships with subcontractors in Suffolk, such as Holmes Construction and Plant and Karzees Ltd, for the hire of on-site welfare facilities and plant. Beyond these subcontracts, however, execution of the present project is anticipated to be within the internal capacity of Cotswold Archaeology; no further partnerships or subcontracts have been established for this project. Nevertheless, depending on the nature of any archaeology encountered, further external subcontractors (i.e. specialists) may be required to adequately meet project aims; this need will be reviewed on an ongoing basis from the beginning of fieldwork through to the early stages of post-excavation assessment.

As a ClfA Registered Organisation, Cotswold Archaeology have also committed to undertake this and all projects in adherence to the ClfA *Code of Conduct* (2022) and all project-relevant ClfA standards (e.g. ClfA 2023; 2020a; 2020b).

3. Aims and Objectives

The overarching aim of the project is to generate sufficient understanding of any archaeological assets present at the site to inform assessment by the LPA (advised by SCCAS) of RBL's proposed development's impacts on heritage resources. In doing so, the project should result in increased ability on the part of SCCAS to advise the LPA in developing detailed conservation strategies for any archaeology present.

To that end, specific aims include:

- Establish and record the presence/absence, location and likely extent of archaeological assets within the area of the proposed development site.
- Characterise archaeological assets present by form, purpose and period.
- Characterise archaeological assets present by condition, degree of preservation, and potential for survival of environmental evidence.

A further fundamental objective of the current project is to make archaeological information and resources gained from the project readily accessible for current and future public benefit (see *Dissemination and Archive* below). To that end, specific aims include:

- Produce, publish and disseminate (in a timely fashion) a comprehensive report, also to be deposited for long-term storage and public access.
- Produce of stable, ordered and accessible project archives in digital and physical formats.
- Deposit digital and physical archives in formats and locations suitable for long-term storage and access, in line with FAIR principles (Wilkinson et al. 2016).

4. Business Case

The LPA's consideration for the conservation of the site's potential heritage resources before destructive groundworks is legally mandated (*National Planning Policy Framework 2023*); the current project as detailed here will facilitate the LPA's development of informed conservation strategies for buried archaeology at the site. Parallel to the potential costs of development to the heritage resource, the project will also provide a clearer picture for RBL of the possible financial and time costs that could be incurred by pursuing the development project if archaeology is present, thus enabling RBL to make better informed business decisions.

From the perspective of public and academic benefit, given the destructive nature of the planned development, the evaluative trenching project alone offers an opportunity to preserve, at least by record, a sample of any archaeology that would otherwise be destroyed. Despite rich cropmark evidence from aerial photography (see Archaeological Background above), the lack of formal archaeological investigation in the local area leaves significant ambiguity in the interpretation of this evidence. This project has the potential to provide stratified, datable evidence in relation to some of these cropmarks, and in doing so, indirectly inform our understanding of the wider archaeological landscape of the area. The project should also result in increased appreciation of the local area's potential to contribute to the East of England research frameworks (Research Frameworks 2021).

5. Dissemination and Archive

Physical Archives

A site archive will be created, indexed, and ordered in line with ClfA guidance (2022) (see Task list: s 8, 12, 14, 15, and 18). Physical paperwork generated, as well as artefactual and ecofactual evidence recovered, in the course fieldwork will be temporarily stored at CA's Suffolk premises while post-excavation reporting and archiving work is undertaken, starting with the transfer of primary site record data to digital formats. Should parts of the physical archive require further transportation to internal or external facilities for specialist analysis or conservation, records of transfers will be kept in both paper and digital form, and the archive will be reunified at the earliest opportunity.

All artefactual and ecofactual assemblages will be processed, conserved, recorded, and packed in preparation for long-term storage in line with relevant CA technical manuals (1995; 1998) and SCCAS' *Guidelines for Archive Preparation and Deposition* (2023a). However, at the close of this project, this archive may be retained until the scope of any further investigation has been determined by the LPA. Should further archaeological work be required by SCCAS and the LPA, and defined in an Updated Project Design (UPD), materials generated in all stages may then be integrated as a single coherent archive. Once it is determined that no further archaeological work is required, the site archive and, subject to landowner agreement, the artefactual and ecofactual archive, will be deposited for long-

term storage with SCCAS. If there is no further programme of works required beyond the current project, this final archive deposition will be undertaken within one year of the project's close, though CA will aspire to deposit the archive by December 2024 (see Appendix A: Gantt chart).

Digital Archive

CA will store all digital project data (born-digital and digitally transferred – see Task list: s 3, 8, 14-17) on secure local and cloud servers until all post-excavational work has concluded. At project closure, a final digital archive will be composed of selected files and photos prepared for storage according to CA's internal archiving guidance (2017a) and Historic England's *Digital Image Capture and File Storage: Guidelines for Best Practice* (2015) (see Task list: 18).

Dissemination

The draft report produced by this project will be first shared in draft version with RBL, the LPA and SCCAS for review (see Task list: Once comments and/or edits have been made, the finalised versions will be issued to these parties in digital format (.pdf).

An OASIS record will be created for the project immediately upon contractual agreement (see Task list: 1). A digital copy of the final report will be submitted to OASIS, along with summary details of the project, for inclusion in the Suffolk Historic Environment Register (HER) (see Task list: 18).

In addition to deposition with SCCAS, the project's digital archive and final report (in .pdf format) will be submitted to the Archaeological Data Service (ADS) for both long-term storage and online publication, in line with ClfA guidance (2020a, 3.5.5). The report will also be published on the Cotswold Archaeology website: <http://reports.cotswoldarchaeology.co.uk> (see Task list: 18).

If archaeology is positively identified within the evaluation area, a summary note will be prepared for publication in the *Proceedings of the Suffolk Institute of Archaeology and History*. In the event that archaeology judged to be of special significance is encountered, but no further publishable archaeological investigation is planned, specifically selected material may be fully recorded and briefly written up for publication in relevant academic journals as appropriate. However, given the limited scope of the present project, it is not anticipated that further academic publication of the results will be necessary.

6. Methods Statements

Fieldwork

Trench plan

The proposed sample excavation plan comprises eleven trenches, measuring 30m long and 1.8m wide, to effect a 5% sample of the development area (trench arrangement is shown in Fig. 2). A

further 0.5% (or 60sqm) contingency is also allowed for clarification of the nature of archaeology encountered, if required.

Trenches will be staked out with using GPS on OS National Grid coordinates (see Task list: 4). The proposed arrangement is based on a grid array to provide a representative sample. Historical aerial photography has been consulted using Google Earth Pro, revealing two notable linear cropmarks on the site area (see Introduction and Scope, Archaeological background, and Fig 2). Trenches have been re-positioned from the standard grid to allow the features to be tested, and a full sections recorded if appropriate. No geophysical survey has been conducted on the site to further inform trench placement, nor is such investigation required by the project brief (Monahan 2024).

The trench arrangement may require adjustment on site to account for unforeseen constraints or obstacles, such as farmer's tramlines or detection of buried services (see Task list: s 3-4); in this case, adjustments will be made with the agreement of SCCAS, as archaeological advisors to the LPA (see Task List: 11). The actual location of all excavated trenches (ground level and base level) will be recorded with GPS (see Task list: 7).

Excavation and recording

Prior to machine excavation, trench areas will be scanned for live services using CAT and generator by appropriately trained and qualified CA staff (see Task list: 4); where live services are detected, planned trenches will be moved as described above (see *Trench placement* above).

Trenches will be mechanically excavated (see Task list: 6) with a 1.8m wide, toothless ditching bucket attachment, under archaeological supervision by a sufficiently experienced member (Experienced Archaeologist or higher seniority). Spoil will be placed adjacent to the trench, with no secondary transport required, and topsoil and subsoil layers separated to facilitate sequential replacement of soil layers at backfilling.

Metal detection of overburden layers and trench bases will be carried out before and during machine excavation, by an experienced detectorist (see *Project Team*; also see Task list: 6). All spoil will also be subject to metal detector searches prior to backfilling. Metal detector equipment settings will be adjusted to include iron detection, as stipulated in the brief (Monahan 2024).

Excavation will stop at the level of the first archaeological horizon encountered, or in the absence of archaeology, at the upper level of natural substrate, whichever is encountered first. The only exception will be where deeper excavation poses a threat to health and safety, for instance though unsupported baulks of sandy soil (see *The Site*, above). Where such a situation is encountered, SCCAS will be consulted as archaeological advisors to the LPA, to determine the requirement for further excavation at this stage of works (See Task List: 11). Where further investigation is deemed necessary,

and stepped trenches are not deemed suitable solutions, additional shoring of the trench baulks may be required. Deep excavations may also require enhanced security while the site is unsupervised overnight. Once machine excavation of each trench is complete, the limits of excavation (ground level and excavated base) will be recorded with GPS, and the trench will be photographed showing the full extent of the excavated base; a representative section in the baulk of each trench will be cleaned, photographed, measured and drawn, with each layer assigned a stratigraphic identifier and described in detail (see Task List: 7).

All potentially archaeological deposits encountered will be tested through hand excavation (See Task List: 8), in line with *CA Technical Manual 1: Fieldwork Recording Manual* (2017b), unless otherwise indicated by SCCAS/the LPA (See Task List: 11). SCCAS may also be consulted to agree divergent excavation strategies for especially complex archaeology, or where machine excavation may be considered a practical approach (See Task List: 11).

Insofar as the project aims and objectives will be adequately met, approaches to sample excavation of features will prioritise minimising intrusion or unnecessary destruction of the archaeological deposits (See Task list: 8). This will maintain the greatest chance for long-term conservation, or allow for better-informed excavation strategies at a subsequent stage of work. An assumed minimum requirement for sample excavation will be 1m slots across the full width of linear, while discrete features should be 50% excavated, or 100% excavated where judged appropriate in agreement with SCCAS and by proxy, the LPA.

All archaeological deposits will be planned using Leica GPS and/or manually (at 1:20 or 1:50 scale), photographed and drawn in section (at 1:10 or 1:20 scale). Section points, intervention limits, breaks of slope and excavated bases will also be surveyed with GPS, in line with *CA Technical Manual 4: Survey Manual* (2021). Stratigraphic units will be identified by context numbers, measured and described; data will be captured through a combination of Digital Recording System (DRS) and paper pro-forma record sheets, both incorporated into digital and physical archives.

Artefacts

On-site recovery and selection of artefacts, separated by stratigraphic context, will be undertaken in accordance with *CA Technical Manual 3: Treatment of Finds Immediately after Excavation* (1995).

Unless demonstrably of significant archaeological interest, unstratified artefactual material will not be collected by default; the nature, presence and location of such finds will be noted in site records. Similarly, large groups of obviously modern material will not be retained, though a representative sample may be collected, and their nature, presence and location noted in site records. Assemblages will be bagged separately by context, with separate bags for any items of particular fragility.

Finds will be transported to CA premises for post-excavation processing, conservation, assessment and archive preparation. Specialist assessment, recording and reporting on finds assemblages will be undertaken by CA specialists by preference, though some categories of finds may require external expertise, drawn from CA's network of subcontracting specialists. All finds will be processed, recorded and reported to a basic level, in line with ClfA's *Standard and guidance for the collection, documentation, conservation and research of archaeological materials (2020b)* and *Toolkit for Specialist Reporting (2021)*.

Environmental Remains

Environmental samples will be collected in accordance with *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites (2012)*, and Historic England sampling guidelines (English Heritage 2011).

CA Environmental Officers will be consulted to agree specific sampling strategies adapted to the conditions on site, but in general terms, bulk environmental sampling strategies will prioritise recovery of securely stratified and phased contexts relating to:

- sealed, waterlogged deposits
- *in situ* structures of settlement activity
- good survival potential for charred plant remains
- *in situ* metalworking
- cremation of human bone or charred remains
- sequential deposits within deep ditches, palaeochannels, or including buried soils (monolith samples may also be recommended)

Minimum bulk sample size will be 40L, or 100% of the deposit if appropriate. Consultation with CA Environmental Officers and any other relevant specialists will determine the need for any more specialist samples (e.g. dendrochronology, OSL); any such samples will either be taken directly by, or with the close support of, relevant specialists (see Resources and Programming).

Treasure

Where items considered likely to qualify as Treasure (Treasure Act 1996) are recovered, the client and landowner (in this case, both constituted by RBL) will be informed immediately. SCCAS' Finds Liaison Officer for the Portable Antiquities Schemes (PAS) will be notified, along with the local Coroner, within 14 days of either initial discovery, or subsequent identification as Treasure. The relevant landowner will be offered the option of claiming or waiving their right to a Treasure reward; if the right is not waived, and no museum acquisition is forthcoming, the object will be returned to the project archive.

Human remains

Human remains encountered in fieldwork will be minimally disturbed or not at all. Immediately upon discovery, a Ministry of Justice licence will be sought, and no investigation will proceed until this is granted. SCCAS (and by extension the LPA) will also be notified immediately.

Excepting circumstances where consultation with SCCAS confirms further disturbance is inevitable, buried human remains (cremations or inhumations) will be left *in situ*. For the evaluative purposes, investigation of possible inhumations/cremations will be strictly limited to minimum disturbance necessary for adequate evaluation of the remains to confirm presence and condition. A circumstance-appropriate investigative strategy will be agreed with SCCAS.

Where full exhumation of the human remains is required, post-excavation processing, assessment, recording and reporting will be conducted in line with ClfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains (ClfA 2017), and consultation of all relevant industry guidance (*cf.* Historic England 2018).

7. Resources and Programming

Project Team

Table 1: Project team responsibilities

Project role	Role responsibilities	Name, Organisation	Job title	Special qualifications/skills
Project manager	(See Management Responsibilities)	Richard Mortimer, CA	Project Manager	Specialist
Finds Manager	(See Management Responsibilities)	Grace Jones, CA	Finds Manager	Finds specialist
Environmental Manager	(See Management Responsibilities)	Anna West	Senior Environmental Officer	Environmental specialist
Project leader	(See Management Responsibilities)	Becky Randall, CA	Supervisor	- Experienced metal detectorist - CAT and genny - First Aid - Driver (4x4 off-road trained) - GPS survey
Site support	- Machine watching support - CAT and genny - Hand excavation and recording - Sampling and artefact recovery	Sharon Martin, CA	Experienced Archaeologist	- Experienced metal detectorist - CAT and genny certified - First Aid - Driver (4x4 off-road trained) - GPS survey
Site support	- Hand excavation and recording - Sampling and artefact recovery	Emily Newman, CA	Archaeologist	GPS survey
Post-excavation processing (Records)	- Digital transfer of archive data - Paper archive preparation	Marionna Sandin-Catacora, CA	Post-Excavation archaeologist	
Post-excavation processing (Finds and Samples), Archive support	- Supervision of finds and sample processing team - Finds and environmental archive preparation - Health and safety for processing team	Clare Wootton, CA	Post-Excavation supervisor	First aid
Post-excavation processing (Finds and Samples)	- Finds and sample processing - Finds and environmental archive preparation	Megan Bulmer, CA	Post-Excavation archaeologist	
Post-excavation processing (Finds and Samples)	- Finds and sample processing - Finds and environmental archive preparation	Amber West, CA	Post-Excavation archaeologist	
Archive Manager	(See Management Responsibilities)	Zoe Emery, CA	Assistant Archives Officer	
Finds Specialist	- Producing overall finds report for inclusion in main report - Finds assessment and reporting	Ciar Gifford, CA*	Assistant Finds Officer	Finds specialist
Geomatics	- Services survey - Mapping - Production of report figures	Cameron Bate, CA	Geomatics Officer	Geomatics/GIS
Report illustration	Production of illustrations for publication	Ryan Wilson, CA	Illustrator	- Finds photography - Archaeological illustration

* Dependent on the nature of archaeology encountered, the need to programme further specialists may arise (for instance, where Treasure is recovered). A list of internal and external specialists regularly used by CA is included in Appendix D.

Management Responsibilities:

The Project Manager (Richard Mortimer) will be responsible for budgets and resourcing, subcontracts for equipment supply and programming. He is also responsible for regular and incidental communications with both RBL and SCCAS/the LPA; during the fieldwork stage, these may be daily, to allow resolution of any issues or delays occurring. Communications and consultation during post-excavation (see Appendix A, Milestone 3-6) will be less frequent focused primarily around notifying the client and SCCAS/LPA of relevant Milestones.

On-site delivery of the fieldwork will be the responsibility of Project Leader (Becky Randall), in addition to the maintenance of safe working environment and adherence to safe working practices. The Project Leader will be responsible for communicating daily updates to the Project Manager via telephone or email, or more often where injuries, delays or complications occur. The Project Leader is responsible for monitoring the progress of digitisation of site records, and reporting any obstacles or delays to the Project, Finds and Environmental Managers. She is also responsible for drafting the Evaluation Report, incorporating the Finds and Environmental reports, geomatics and illustration. During this stage, updates for the Project Manager will only be required where delays or obstacles are anticipated.

Immediate post-excavation processing of finds and samples is the responsibility of the Post-Excavation Supervisor (Clare Wootton), who will report any delays to the Finds, Environmental and Project Managers.

The production of a Finds Report will be managed by the Finds Manager (Grace Jones), who is responsible for programming finds specialists to produce contributions and/or synthesise results into an overall Finds Report. The Finds Manager will advise the Project Manager of any delays or additional resources requirements (specialist time, illustration, scientific dating). She is also responsible for QA of all specialist finds contributions.

The Environmental Manager (Anna West) will be responsible for advising on situation-specific sampling strategy during the fieldwork, and the production of an Environmental. The Environmental Manager will update the Project Manager if the report is delayed, or if additional resources are required. The Environmental Manager is also responsible for QA of all environmental contributions.

The Archive Manager (Zoe Emery) will be responsible for managing the final preparation and deposition of all archives. She will notify the Project Manager of any delays, to allow a review of approaches and resourcing.

Accommodation, Facilities and Equipment

Accommodation

Given the site's location within 45 minutes' drive of CA's Suffolk premises, no additional staff accommodation is required.

Transportation

Transportation will be arranged daily via two vehicles from CA's offices to the site for all staff. Subject to landowner permissions from RBL and sufficient available parking space at the site, some staff members may arrive in personal vehicles.

At least one CA vehicle will be a 4x4 truck to be used for any off-road driving deemed necessary over the course of works, for instance to avoid unnecessary manual handling risks. Any off-road driving will be undertaken only by sufficiently trained staff.

Welfare facilities

In line with *Workplace (Health, Safety and Welfare) Regulations 1992*, a purpose built welfare unit with sufficient toilet, washing and rest facilities for the number of CA staff working on site will be booked and delivered to the site for the commencement of work. The welfare unit's basic cleaning and restocking will be the responsibility of all site staff, overseen by the Project Leader on site. Given the short duration of planned work, it is not anticipated that the unit will require further maintenance during use.

Bottles of drinkable water will also be provided by CA, and the stores monitored by the Project Leader on site to ensure adequate supplies. In the event of hot weather forecasted or encountered unexpectedly, care will be taken to augment drinking water supplies at the earliest opportunity.

Plant

Machining time for excavation and backfilling of the 5% sample area with a 360 excavator, allowing additional provision for the 0.5% contingency, is estimated at 4.5 days. CA will arrange hire of a 13T excavator with 1.8m toothless ditching bucket and licensed machine operator for five days, to be delivered to site at or before the commencement of fieldwork and remain stored at the site until backfilling is completed. Holmes Plant and Construction Ltd are the preferred supplier. No further plant is required.

General equipment

CA will provide the basic site, excavation and recording equipment from its own stores, supplemented in part by team member's personal kit (as laid out below). Some more specific

sampling or artefact recovery equipment will be held in reserve at CA premises, but will be made available to the project if needed. Equipment provided from CA stores will include, but not be limited to:

- A Leica GPS unit,
- Digital camera with SD card
- Tablet, for using CA's Digital Recording System
- Metal detector and handheld metal detector pointer
- Variety of pro forma recording sheets
- Stakes/pins, flags
- Shovels, mattocks and hoes
- Finds bags, acid-free extra strong paper labels
- 10L bulk sample buckets

Site team personal kits will include:

- hand and survey tape measures, line and level
- Small tools
- 6H pencils, black ballpoint pens, permanent markers

Supplies will be checked for condition and quantity at the end of each day, and batteries will be recharged at CA premises.

Health and Safety Equipment

Personal protective equipment (PPE) is provided by CA to all staff working on or visiting site, including safety helmet, safety boots (S3-rated), high visibility and waterproof clothing, gloves and light eye protection. Each CA vehicle will carry a Vehicle Safety Kit equipped with a basic first aid kit and other road safety equipment. Radiodetection CAT and generator equipment will be provided by CA from company stores.

Products, Tasks and Timetable:

Task List

It is anticipated that the fieldwork phase of the project will require a team of three archaeologists for completion within five days on site (see Appendix A, Milestone 2; Tasks 4-8, 12-13).

A completed draft report will be submitted report for comments and approval from both SCCAS (and by proxy the LPA) and RBL within 7 weeks of the initiation of fieldwork (see Appendix A, Task 16; Milestone 5).

Subject to review by both SCCAS and RBL, a final version of the report should be submitted within two weeks of the first draft (see Appendix A, Milestone 6; Task 17). Report publication, dissemination and submission to OASIS will take place at this stage. The main part of the project will be considered complete with these tasks undertaken.

Outstanding archive tasks, including data deposition with the ADS, will be undertaken at the earliest opportunity within a maximum of one year from project closure. Physical and digital archives will be retained by CA until determination by the LPA/SCCAS of any further investigative stages of work. If no further work is required, all physical and digital archives will be deposited with SCCAS at the earliest opportunity within a maximum of one year of report publication.

Table 2: Task list and resource allocation

Task No.	Task	Task breakdown	Special requirements	Team allocation	Time allocation per staff (non-consecutive)
1	Preparatory communications	Contract finalisation OASIS record HER search order Timetable finalisation		1x Project manager (Richard Mortimer)	0.5 days
2	Preparatory resourcing	Arranging plant and welfare hire Booking CA fieldwork equipment		1x Project manager (Richard Mortimer)	0.5 days
3	Preparatory survey and mapping	Production of buried services survey Production of GPS stake out file	GIS/Geomatics training	1 x Geomatics (Cameron Bate)	0.25 days
4	On-site set up	Trench stake out CAT and genny scan	GPS training CAT and genny certified	1x Site support (Emily Newman) 1x Site support (Sharon Martin)	0.25 days 0.25
5	Machine & welfare delivery	Receiving delivery of hired machine and welfare Delivery of 360 excavator Delivery of welfare unit	Project leader	1x Project leader (Becky Randall)	0.25 days
6	Machine excavation and metal detector survey	Supervision of machine excavation (see Methods: Fieldwork); Metal detecting topsoil and subsoil during machine excavation Marking archaeological deposits for hand excavation	Experienced Archaeologist level or above; Experienced metal detectorist	1x Project leader (Becky Randall) / 1x Site support (Sharon Martin)	2-2.5 days
7	Trench recording	Trench photographs Representative sections GPS survey	GPS training	1x site support (Emily Newman)	0.75days
8	Hand excavation and recording, sampling and finds recovery	Supervision of hand excavation Daily progress updates to Project Manager	Supervisor level or above	1x Project leader (Becky Randall)	1 day
9	Finds and Sample processing	Sample excavation and recording, inc. GPS survey, photography. Sampling, finds recovery Washing and quantifying finds Processing samples Physical archive preparation	GPS training Finds and sample processing training	2x site support (Sharon Martin and Emily Newman) 2x Post-excavation archaeologists (Megan Bulmer and Amber West)	4 days 1 day
10	Finds ID, spot-dating, review specialist programming	Preliminary dating of stratified finds Review and notify of any need for additional finds specialists Internal dissemination of spot dates to reporting team/specialists Programming and booking any additional finds specialist time (internal or external)	Finds specialist list Finds Manager	1x Finds Specialist (Ciar Gifford) 1x Finds Manager (Grace Jones)	0.25 days 0.25 days

Task No.	Task	Task breakdown	Special requirements	Team allocation	Time allocation per staff (non-consecutive)
11	External fieldwork communications (progress updates, consultations, sign-offs)	Progress updates to client and SCCAS/LPA Consultation of SCCAS for agreeing strategy adjustments Arranging SCCAS visit/remote communication for fieldwork sign-off	Project Manager	1x Project Manager (Richard Mortimer)	0.5 days
12	On-site records check	SCCAS review and site visit Checking completion of paper and Digital Recording System records	Experienced Archaeologist level or higher	SCCAS 1x Project leader (Becky Randall)/1x Site support (Sharon Martin)	1 day 0.5 days
13	Machine backfilling and collection	Mechanical backfilling of trenches Supervision	Licensed machine operator Experienced Archaeologist or higher	Machine operator (external) 1x Project leader (Becky Randall) / 1x Site Support (Sharon Martin)	2 days 1 day
14	Data digitisation	Digital transfer of site data Paper archive collation and preparation Record checking	Database training	1x Post-excavation archaeologist (Marionna Sandin-Catacora)	1 day
15	Finds and environmental assessments and reporting	Assessment and reporting of specific finds assemblages Overall finds report writing/compilation Finds report QA	Finds specialists (appropriate to assemblages) Finds specialist Finds specialist; Finds Manager level or above	Est. 3x Finds Specialists (Ciar Gifford, others to be selected as necessary (see Appendix B)) 1x Finds specialist (Ciar Gifford) 1x Finds Manager (Grace Jones)	0.5 days 0.5 days 0.25 days
16	Evaluation reporting (draft)	Assessment and reporting of specific environmental assemblages Report writing, including assessment of fieldwork results and collation of specialist reports, HER search, figures Geomatics Illustrations for report General communications and updates, report QA, dissemination for review	Environmental specialist Supervisor level or above GIS trained Illustrator Project manager	1x Environmental Manager (Anna West) 1x Project leader (Becky Randall) 1x Geomatics (Cameron Bate) 1x Illustrator (Ryan Wilson) 1x Project Manager (Richard Mortimer)	1 day 1 day 0.25 days 0.5 days 0.5 days
17	Report finalisation and publication	Review of client/SCCAS/LPA comments, edits, and final approval from SCCAS/LPA.	Project manager	1x Project Manager (Richard Mortimer)	0.5 days
18	Final archive preparation and initial digital deposition	Final preparation of physical archives (finds and environmental, paper records) Final digital archive preparation, OASIS submission, ADS deposition	Archives training Archives training	1x Post-ex supervisor 1x Archive Manager (Zoe Emery)	0.5 days 0.75 days
19	Final deposition of all archives	Final deposition of all physical and digital archives with SCCAS	Archives training	1x Archive Manager (Zoe Emery)	0.25 days

Gantt Chart

See Appendix A (in Supporting Documents)

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Appendix A: Gantt Chart (see supporting document)

Appendix B: Risk Log (See supporting document)

Appendix C: Costs

Budget item	Cost
G.01 Management	£1,093
G.02 Fieldwork	£3,335
G.03 Site analysis and reporting	£671
G.04 Specialist analysis and reporting	£798
G.05 Finds and sample processing	£842
G.06 Illustration	£133
G.07 Geomatics	£144
G.08 Archiving	£353
Sub-total: time costs	£7,367
Plant	£750
Welfare	£1,250
Van costs and mileage	£540
Car mileage	£0
Fencing and matting	£0
Accommodation and subs	£0
Specialists	£42
Archiving and other costs	£500
GPS	£275
Sub-total: non-time costs	£3,357
Total estimated cost	£10,724

Appendix D: Cotswold Archaeology Specialists (See supporting document)

FIGURES

Fig 1. Location of proposed development site (reproduced from Deben Farms, 2023)

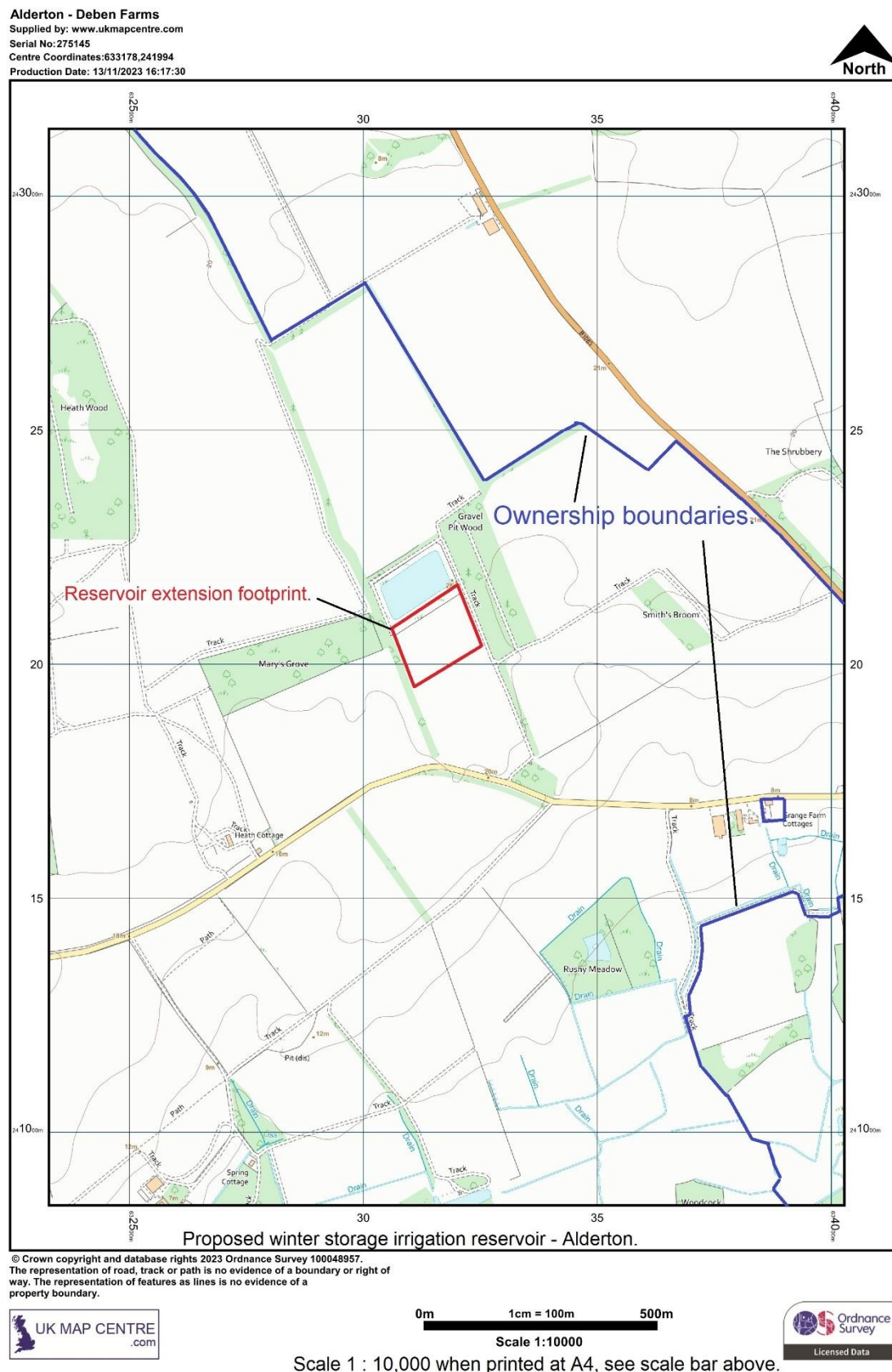


Fig 2. Proposed trench plan (figure adapted from Deben Farms, 2023)

