

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.

HPAR7003_3



Great Linford Manor Park: Project Design for Supplementary Archaeological Investigation with Community Involvement.

CA PROJECT MK1097

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Title:	<i>Great Linford Manor Park: Project Design for Supplementary Archaeological Investigation with Community Involvement</i>
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Derivation:	CA Project: 661033 (GLMP19) AYBCM:2019:36, including Report; Discussion at Project Start-up meeting; Peer review comments from Version 0.2.
Origination Date:	24 March 2024
Revisor(s):	Anna Wolf; Dale Langford
Date of last revision:	12 May 2024
Version:	Version 0.3
Status:	Draft
Summary of changes:	• Edited Methodology • Updated Risk Log • Revised GANTT Chart
Circulation:	Anna Wolf
Required action:	Comment by 28 May to author.
File Name/Location:	Pearson_2317971_HPAR7003_3; Deltek/MK1097/Documents/12 Project Administration/12.10 Project Archive
Approval:	Not required

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Summary Description

This document sets out a project design for an extension to the archaeological investigation and community project at Great Linford Manor Park, Great Linford, Milton Keynes by Cotswold Archaeology [CA] (2020; Appendix A; Figure 1; Figure 2). The project design has been commissioned by The Parks Trust.

SECTION 1: INTRODUCTION AND SCOPE

1.2 Project Scope

The scope of the additional archaeological work, which will involve the expansion of trial trench 4, henceforth designated 'Trench 8', centred at National Grid Reference [NGR] 485178 242229, was defined between CA and Nick Crank, Senior Archaeological Officer, Milton Keynes Council [SAOMKC]. The scope extends to Key Landscape Character Area No.1, the 'Manor Entrance' (Appendix B; Figure 2), inclusive of the Manor; it does not extend to the remaining five areas.

1.2 Background

The formation of this project design has been directed by *Standard and guidance for archaeological field evaluation* (ClfA, 2014a), the *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3* (HE, 2008, p. 32-41), Historic England's [HE] (2015) *Management of Research Projects in the Historic Environment: The MoRPHE Project Manager's Guide (Version 1.2)* and other relevant standards or guidance contained within Appendix D. Further investigation of the Manor Entrance will assist the fulfilment of the 'Vision and Themes' of the *Great Linford Manor Grounds, Milton Keynes: Draft Conservation Management Plan* [DCMP] (AHL-AHaCL, 2013, p. 59-65).

1.2.1 The site

Great Linford Manor Park [GLMP] is a public park comprised primarily of open grass areas, mature trees and footpaths (CA, 2020; AHL-AHaCL, 2013). The privately owned Great Linford Manor is situated south-east of the centre of the park. To the north, the Grand Union Canal and the Newport Pagnell railway cut across the park, with denser woodland north of the canal. St Andrew's Parish church, the 17th century Almshouses and a series of ponds occupy central positions in the park (Taylor, 2021,

p. 55). The park's landscape gently undulates downwards (south to north), averaging 77m above Ordnance Datum [AoD] (AOC, 2017, p. 1).

The underlying sedimentary bedrock geology, the Blisworth Clay Formation, consists of mudstone formed during the Jurassic Period (BGS, 2024). No superficial deposits are recorded by the British Geological Survey.

1.2.2 Archaeological background

The archaeological background for the 'Manor Entrance', as well as the parkland leading to/including the Church Grounds and potentially affiliated structures to the south, is drawn from the DCMP (AHL-AHaCL, 2013). It is supplemented by Historic Environment Record [HER] data for the site, a geophysical survey of approximately 3.9 hectares of parkland (AOC, 2017, p. iv), a watching brief associated with hydrological works (CA, 2017a) and an archaeological investigation and community project featuring seven trial trenches across 4.8ha of parkland (CA, 2020, p. 5). Milton Keynes HER monument numbers are prefixed by 'MMK'.

Early medieval (AD410 – AD1066)

Abraded Saxon bone fragments and pottery were recovered from beneath St Andrew's Parish Church (MMK2084). Pottery sherds found in the graveyard suggest an early to mid-Saxon settlement in the vicinity. Excavation of the nave by Milton Keynes Archaeological Unit [MKAU] revealed church foundations predating AD1100.

Medieval – Post-medieval (AD1066 – AD1800)

A deer park, c.13th century, is recorded in a historic document from AD1283 (MMK2474). Subsequent manor accounts reference such a park. The community project in 2019 uncovered single sherds of Lyveden-Stanion ware pottery in Trenches 1 (106) and 4 (413). It is of probable late medieval date, c. 15th and 16th centuries (Bellamy 1983, 161; CA, 2020, p. 17, Appendix B, Table 1).

Immediately south of the 'Manor Entrance', a medieval fishpond and a stone-built oven (MMK5207), possibly medieval, were revealed by an evaluation and earthwork survey (OAU, 1994, Figures 2 and 3). They were located beside The Old Rectory

(MMK4382), an early 17th century Grade II listed building with an associated contemporary dovecote (MMK4383).

1.2.3 The medieval manor

The original, late 14th century manor house's foundations (MMK2473) were exposed approximately 40m west of Trench 4, beneath the South Pavilion/former stable (built c. 1725), by MKAU in the 1980s (CA, 2020, Figure 2; Mynard and Zeepvat, 1992, p. 97-104, Figures 37-39). The medieval manor house underwent several alterations. The final iteration was demolished in 1679 and a new manor built on the opposite side of what was then the main street (Heritage Gateway, 2024).

By 1992 estate ownership was split between the Milton Keynes Parks Trust (as it was known), Buckinghamshire County Council and the current private owners of Linford Manor.

1.2.4 Trench 4

Measuring 10m by 4m, Trench 4 was situated in an area of archaeological potential identified by the geophysical survey (AOC, 2017); earthworks are recorded by Mynard and Zeepvat (1992, Figure 5). The Community Project sought to investigate and better interpret these anomalies to relate the features to the manor ground's wider landscape (CA, 2020).

At the northern end of Trench 4, a possible wall foundation 403, measuring 0.95m wide, was aligned northwest-southeast and likely continued beyond the visible length (4.7m) (Figure 3). A silty clay layer 401/406, possibly occupational, with frequent charcoal inclusions covered the entirety of the trench south of the wall. The layer measured 0.15m in a small sondage slot. Close to wall 403, post-medieval ceramics, animal bone and a disarticulated human mandible fragment were recovered; the human remains were likely residual. Localised deposits of limestone rubble material (411) and (414) within 4m to the south may have originated from wall 403. In the trench's south-east corner was a partially revealed possible pit 412, at least 3m in length, with a single fill (413) containing medieval pottery fragments predating the manor and formal park landscape, c. 12th to 14th centuries (*ibid.*, Section DD).

The Parks Trust, CA and SAOMKC collectively decided not to investigate Trench 4 further and preserved it in-situ using geotextile to facilitate a future programme of works.

1.3 Summary of Products and Tasks

Table 1. Products and Tasks

Execution Stage	Products	Archive Products	Dissemination Products
Field Investigation	• Site infrastructure established. • Archive storage arranged. • Staff briefings conducted. • Data captured. • Data potential assessed. • Standards conformance checked.	• Digital archive established. • File metadata captured. • Paper archive established. • Artefact archive processed.	• Interim reports. • Social media updates. • Local news coverage.
Analysis	• Archive accessed. • Analysis undertaken. • Reports written. • Reports reviewed. • Graphics created.	• Report on analysis. • HER entries updated. • OASIS updated.	• Report published. • Signposting record updated to show progress.
Archive Deposition	• Title of Transfer signed. • Digital archive deposited with ADS. • Artefacts, ecofacts and paper archive deposited with MK Museum.	• Agreements with MK Museum filed.	• Signposting record updated to record archive location.

1.4 Interfaces and Partnerships

This project is conducted in partnership with The Parks Trust, to support their DCMF (AHL-AHaCL, 2013), Milton Keynes Museum, and Milton Keynes HER. This project directly follows in the wake of CA's archaeological investigation and community project at Great Linford Manor Park in April and July 2019 (CA, 2020), and is intended to gather additional information to fulfil the original project aims and objectives (*ibid.*, p. 9-11).

SECTION 2: RESEARCH AIMS AND OBJECTIVES

The project's aims are to contribute information about GLMP's archaeological resources, including presence/absence, character, extent, date, integrity, state of preservation and quality.

The specific objectives of Trench 8 will seek to make measurable contributions to goals outlined within the DCMP (AHL-AHaCL, 2013).

- Themes 1 and 2: enhancing visitors' experience and enjoyment of the park, to be achieved through improved interpretation of the park's aspects, history and changing use (*ibid.*, p. 60).
- Theme 5: in conjunction with Themes 1 and 2, improving understanding and interpretation of the former manor site to facilitate greater visitor appreciation of the park (*ibid.*, p. 62).
- Theme 3: utilising authentic plants to provide a similar experience to the original 18th century gardens; a more detailed understanding of past vegetation may be gained from dated soil samples (*ibid.*, p. 61).

Thus, the following research aims and objectives will be applied to this project:

Research questions:

1. What buildings/structures/features existed prior to the grounds' privatisation?
2. What is the extent of possible wall 403, and can it be dated?
3. Is there evidence of the medieval main street, and how does it relate to the High Street?
4. What are the social or economic implications of these structures or features?
5. What was the function of pit 412, and can further excavation yield dating evidence?
6. What can sampling reveal about the flora of the 18th century gardens?

Community objectives:

7. To enhance visitors' experience and enjoyment of the park.
8. To improve understanding and interpretation of the former manor site.

These goals are consistent with Hey and Hind's (2014) *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas*, addressing the origins (16.6.10) and character (16.6.12) of this manorial site (Munby, 2014). Furthermore, this project will aim to encourage continuously evolving

understanding of local heritage. Inclusion of volunteers and local residents will engage the community in archaeological research. Section 3.2 provides details on public engagement opportunities.

SECTION 3: BUSINESS CASE

3.1 Vision and Themes

This programme of work builds on previous archaeological investigations to help achieve the vision and themes of the Park's conservation management plan (AHL-AHaCL, 2013, p. 59) and The Parks Trust's (2023, p. 18) restoration proposals:

- enhance visitors' experience and enjoyment;
- improve their understanding/interpretation;
- increase awareness of the park, its historic setting and significance.

The fieldwork results will inform Community Objectives 7 and 8. It will enable Milton Keynes Council to assess the significance of identified heritage assets, consider the impact of any proposed development, and avoid/minimise conflict between conservation and proposed restoration works.

3.2 Public Engagement, Participation and Benefit

The project's goal is to facilitate public engagement and participation during the fieldwork. Work undertaken will seek to promote knowledge of local heritage and a sense of place in the local community via local residents' direct involvement in the archaeological research process (CIfA, 2024).

Feasible methods to involve school classes, local interest groups and/or individuals may include:

- Volunteer involvement in excavating and recording features in evaluation Trench 8. To regulate numbers, ensure suitable Health & Safety arrangements and guarantee qualified supervision, attendance numbers will be capped, and volunteers will be asked to notify their attendance for each day/half-day.
- A supervised table displaying artefacts from this project, supplemented by finds from the original community project (CA, 2020) and other local sites, and

providing information on the types of evidence recovered during fieldwork and their value in interpreting archaeological features;

- A public open day at the conclusion of the week's fieldwork (Saturday is recommended), providing opportunities to showcase the archaeological work, share results and potentially collaborate with local interest groups (e.g. historical societies);
- A public evening talk after analysis of the findings to present final results;
- Creating displays, leaflets or similar media to enhance existing information available to visitors (subject to sufficient fieldwork results);

SECTION 4: DISSEMINATION AND ARCHIVE

4.1 Dissemination and Archive

Academic dissemination

The project's limited scope will likely restrict its publication value. A short publication note will be produced for inclusion within an appropriate local archaeological journal. A summary of information will also be entered onto the OASIS online database of archaeological projects in Britain; this includes uploading a digital (PDF) copy of the final report (OASIS, 2024). Following verification of the OASIS record, the digital report will appear on the Archaeology Data Service [ADS] website (2024).

Public dissemination

In addition to the OASIS database and ADS website, the final report will also be made available for public viewing in digital (PDF) format via CA's *Archaeological Reports Online* within 12 months of the project's completion (2024). Information boards with the investigation's results will be publicly displayed in the Milton Keynes Arts Centre at the parklands.

Archive deposition

An ordered, indexed, and internally consistent site archive will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (AAF, 2007), ClfA's *Standard and guidance* (2014b), and the relevant museum's guidelines; this is currently Milton Keynes Museum [MKM] (2022, p. 29).

4.2 Ownership

Intellectual-property rights for written material (project report, journal articles, outreach information) and graphics (site plans, photography) produced by CA will be retained by CA. The archive (paper and digital) and finds are the property of the landowner and client, The Parks Trust. Subject to the landowner's agreement, a Title of Transfer agreement will enable the archive and finds to be deposited with MKM (2022).

SECTION 5: METHODOLOGY STATEMENTS

5.1 Fieldwork

The evaluation involves an extended excavation of one of the seven evaluation trenches (CA, 2020; The Parks Trust, 2019); the methodology for Trench 8 is outlined below and its location delineated in Figure 2. The trench will be plotted on OS NGR co-ordinates using Leica GPS and scanned for live services using CAT and Genny equipment by trained staff per CA's *Safe System of Work - Avoiding Services* (CA, 2022). Trench 8 will measure 20m by 14m. The exact trench position and excavation method will be determined on site, accounting for constraints, e.g. mature trees, roots and canopies (Appendix B), as well as a buffer zone and fencing for park visitors' safety due to proximity to the footpaths (*ibid.*, Figure 3.6).

Trench 8 will be mechanically excavated using a toothless grading bucket. Machining will be conducted under archaeological supervision, working from north to south to avoid the footpaths; it will stop upon encountering the first archaeological horizon or natural substrate. Topsoil and subsoil will be stored separately on tarpaulins, with sufficient space for a 2m buffer and HERAS fencing around the trench and a gazebo (3m by 3m) situated 3m from the southern limit of excavation.

All revealed archaeological features will be planned and recorded per *CA Technical Manual 1: Fieldwork Recording Manual* (CA, 2017b). Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (1:20 or 1:50 scale) or electronically using Leica GPS or Total Station [TST], and drawn sections (1:10 or 1:20 scale), as appropriate. Detailed feature planning undertaken using GPS/TST will be carried out per CA

Technical Manual 4: Survey Manual (CA, 2017c). Digital colour photographs will be taken as appropriate. All finds and samples will be bagged according to context. All artefacts will be recovered for processing and analysis per *CA Technical Manual 3: Treatment of Finds Immediately after Excavation* (CA, 1995). At the conclusion of the evaluation, Trench 8 will be covered by geotextile and backfilled by mechanical excavator. Volunteers will be supervised by qualified CA staff.

The following excavation strategy will be employed:

- all funerary/ritual activity and domestic/industrial deposits will be 100% excavated;
- all discrete features (e.g. postholes, pits) will be sampled by hand excavation, unless unlikely to yield significant new information;
- all linear features will be sampled to 10% (maximum) of their length;
- linear features associated with settlement, industrial structures or areas of specific activity will be sample excavated to 25% (minimum) of their length;
- bulk horizontal deposits will be hand excavated to 10% (minimum) of their area; in agreement with SAOMKC, the remainder may be removed with machinery.

The fieldwork conforms with ClfA's *Standard and guidance for archaeological field evaluation* (2014a) in its minimally intrusive/destructive design towards archaeological remains. The sampling strategy will be agreed with SAOMKC prior to implementation.

5.2 Retention and discard

Artefacts from topsoil, subsoil and unstratified contexts will be noted but not retained unless they are of intrinsic interest (e.g. featured pottery sherds, worked flint or flint debitage, and other potential 'registered artefacts' [RA]).

Human remains

If discovered, human remains (skeletal or cremated) should be treated with respect at all times. The following actions shall be undertaken:

- In line *Guidance for best practice for the treatment of Human remains excavated from Christian Burial Grounds in England* [APABE, 2017] human

burials should remain undisturbed unless there is good reasoning to act otherwise. However, investigation of human remains to an extent sufficient for adequate evaluation should be undertaken. Consequently, a suspected internment feature will be investigated using a small slot to establish presence and condition. Once confirmed as human, the buried remains will be left *in situ*.

- Where additional disturbance is unavoidable, or exhumation is deemed necessary, this will be conducted following the provisions of The Ministry of Justice Coroner's Office (*ibid.*, p.8). All excavation and post-excavation processes will abide by ClfA's *Updated Guidelines to the Standards for Recording Human Remains* (2017a).

Environmental remains

Deposits which may have environmental potential will be identified and, where appropriate, environmental sampling will be initiated. This will conform to HE's *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (HE, 2011), and CA *Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites* (CA, 2012). The sampling strategy will be adapted to the site's specific circumstances within the general parameters outlined below.

Secure and phased deposits will be considered for sampling for the recovery of charred plant remains, charcoal and mineralised remains, especially deposits associated with settlement activity and/or structures. Any cremation-related deposits will be sampled using appropriate methods. If evidence of *in situ* metal working is discovered, suitable samples for slag and hammerscale recovery will be taken.

Samples for waterlogged remains, insects, molluscs, pollen, and charred remains will be considered upon encountering sealed waterlogged deposits. Recovery of molluscs and/or waterlogged remains may be achieved by taking a sequence of samples through suitable deposits; barrow ditches, deep enclosure ditches and palaeo-channels are not anticipated. Monolith samples may be taken to allow soil and sediment description and interpretation, in conjunction with sub-sampling for pollen

and other micro/macrofossils. The need for additional specialist samples, such as optically stimulated luminescence [OSL], dendrochronology and archaeomagnetic dating, will be evaluated by the relevant specialist.

Flotation and wet sieve samples will be processed to 0.25mm. Specialist samples will be prepared by the relevant specialist. Details of CA's general sampling policy and processing methods are outlined in *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites* (CA, 2012).

Treasure

If treasure is discovered, CA will immediately notify the client and curators. CA will comply with the Treasure Act 1996 (DMCS, 2022) and the Code of Practice (*ibid.*, p. 46). Findings will be reported within 14 days to the coroner.

SECTION 6: RESOURCES AND PROGRAMMING

6.1 Project Team and Management Responsibilities

The project will be under the management of Laura Pearson, CA Project Manager; the team will comprise the following key roles and responsibilities (HE, 2015, p.13, Figure 3b):

- Project Executive and Project Manager, combined.
- Project Leader (Fieldwork supervisor) and Experts (Field archaeologists; post-excavation archaeologist(s); finds/environmental specialists; illustrator; geomaticist; archivist).
- Project Support provided by publications officer.
- Project Assurance, in collaboration with the Sponsor (The Parks Trust).

The Project Manager will direct the overall conduct of the fieldwork. Day-to-day responsibility will rest with the Project Officer.

6.1.1 Fieldwork

The field team will consist of a maximum of four staff: one Project Officer and three Archaeologists, including support in the Outreach gazebo and during the public Open Day. If required, Rory Bateman will conduct metal detecting. A roster of volunteers will supplement the field team.

6.1.2 Post-excavation

The report will be written by Grace Griffith. The following specialists will advise and report on specific aspects, subject to requirement:

Ceramics	Ed McSloy MCIfA (CA) / Peter Banks PCIfA (CA)
Metalwork	Alex Bliss ACIfA (CA)
Flint	Jacky Sommerville ACIfA (CA)
Animal Bone	Andy Clarke BA (Hons) MA (CA) / Matty Holmes BSc MSc ACIfA (Freelance)
Human Bone	Sharon Clough MCIfA (CA)
Environmental Remains	Sarah Wyles MCIfA (CA) / Carolyn Smith PCIfA (CA)
Conservation	Pieta Greeves BSc MSc ACR (Drakon Heritage and Conservation)
Geoarchaeology	Prof. Keith Wilkinson MCIfA (ARCA)
Building Recording	Peter Davenport MCIfA, FSA (CA)

Appendix E contains a full list of specialists contracted by CA. Illustrations will be produced by Helena Munoz-Mojado; Dale Langford will undertake geomatics tasks. The archive will be prepared for deposition by Clare Bond.

6.2 Communications

The project team will utilise internal communications, including scheduled meetings (MS Teams or in-person) and email dialogue, and likewise liaise externally with the client and other stakeholders, such as SAOMKC and Milton Keynes HER, including Highlight Reports; MKM will be consulted at Review Stage 3 and notified of the expected timeline.

6.3 Accommodation, Facilities and Equipment

The project will require the following facilities and equipment:

- Site Cabin for HQ, with seating, kitchen (sink, kettle, microwave), and toilet.
- Additional Portaloo.

- Hilux, or similar, to transport four field staff to site.
- Plant to strip and backfill (size-appropriate to High Street entrance).
- HERAS Fencing for public safety.
- Gazebo for Outreach area.
- Drone for ariel imagery.
- Sandbags as a precaution against flooding.

Overnight accommodation is not required. A cost breakdown is available (Appendix H).

6.4 Productions, Tasks and Timetables

Upon fieldwork completion, artefactual and environmental material will be processed, analysed, conserved and collated in accordance with CA Technical Manuals (Appendix D) and MKM's guidelines (2022); the latter will inform recommendations for retention/discard.

The fieldwork results and assessment of the artefacts, samples, etc., will be compiled into an illustrated report. The report will consist of:

- 1) an abstract comprising the essential components of the results;
- 2) a summary of the project's background;
- 3) a description and illustration of the site's location;
- 4) a methodology of work undertaken;
- 5) synthesis of appropriate documentary and cartographic evidence and the results of other research, where relevant to the interpretation of the project's results;
- 6) a description of the project's results;
- 7) an interpretation of the project's results in the appropriate context;
- 8) a summary of the project archive's contents and location, including summary catalogues of finds and samples;
- 9) an appropriately scaled site location plan on an Ordnance Survey base-map;
- 10) a plan showing the trench's location and the exposed archaeological features and deposits with regard to the site boundaries;
- 11) plans of the trench, or part of trench, where archaeological features are recognised, at an appropriate scale to allow exhibition and

understanding. Plans will display the trench's orientation. Section drawing locations will be displayed on these plans. Archaeologically sterile areas will not be illustrated unless this provides significant information about the site's stratigraphy;

- 12) appropriate section drawings of the trench and its features will be included, with Ordnance Datum [OD] heights, at appropriate scales to the stratigraphic detail; these will demonstrate the drawing's orientation. If archaeologically sterile, the trench will not be illustrated, except as above;
- 13) photographs illustrating significant features and deposits. All photographs will contain appropriate scales and the size will be noted in the caption;
- 14) a consideration of evidence within the wider local/regional context;
- 15) a summary table and descriptive text recording the classes, quantities and context details of artefacts recovered and soil profiles with interpretation;
- 16) specialist assessment or analysis reports, where appropriate;
- 17) an appraisal of the project's methodology and the results obtained.

Specialist artefact and palaeoenvironmental assessment will consider the wider local/regional context of the archaeology and will include:

- (i) specialist aims and objectives;
- (ii) processing methodologies, where applicable;
- (iii) any known biases involving recovery, or contamination/residuality concerns;
- (iv) statements on the quantity, distribution and types of material present;
- (v) statements on abundance, diversity and preservation (for environmental material);
- (vi) summary and discussion of the results, including significance in local/regional contexts.

At the conclusion of each Executive Stage [Review Point R3] (Table 1), Highlight Reports will be produced, the Project Design and Issue Log updated, subject to

requirement, and the Risk Log reviewed. The draft report will be distributed to the client and subsequently to SAOMKC for verification and approval. Thereafter, the approved report will be issued to the client, SAOMKC and Milton Keynes HER. Digital reports will be issued (PDF/PDFA), except where hard copies have been specifically requested, and supplied to the HER with shapefiles containing location data, if required.

6.4.1 Task List

The task list, indicating staffing, timescales and costs, and cross-referenced to the aims and objectives, is tabulated in Appendix F.

6.4.2 Project Review

Table 2. Outline for Project Review

Execution Stage	Estimated Timetable	Process for Continuous Review	Tolerances and Costs
Field Investigation	10 days	For review by Project Assurance and Sponsor.	2 days; £10,800
Analysis & Publication	31 days	For review by Project Assurance and Sponsor.	3 days; £23,118.75
Archive Deposition	3 days	For review by Project Assurance and Sponsor.	0.5 days; £1327.50
Post-project Outreach	2.5 days	For review by Project Assurance and Sponsor.	0.5 days; £900

6.4.3 GANTT Chart

A GANTT Chart showing critical path, timetable and milestones for the fieldwork and associated outreach is available in Appendix G.

6.5 Health and Safety

CA will conduct all works in accordance with the *Health and Safety at Work etc. Act 1974* (HM Government, 2024a) and subsequent Health and Safety legislation, in addition to ECI (2013) *Safety, Health & Environment* [SHE] management guidance and CA's Health and Safety and Environmental policies. A site-specific Construction Phase Plan (SHE 17) will be devised prior to fieldwork initiation. This will cover specific and appropriate arrangements to safeguard volunteer participants and members of the public.

CA holds Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

6.6 Budget and Resources

Staff, equipment, and travel costings are tabulated in Appendix H.

6.7 Risk Log

The Risk Log is detailed in Appendix I. It has been compiled in consultation with HM Treasury's guidance on risk management processes (2023, p.21-25) and *The Management of Health and Safety at Work Regulations 1999* (HM Government, 2024a).

Word Count: 4,043 words

[from 'Summary Description' to 'Risk Log', excluding Tables; 4,244 words including Tables]

Acknowledgements

I am grateful for the support, advice and expertise provided by Anna Wolf (CA, Management Assistant) and Dale Langford (CA, Geomatics Officer).

SECTION 7: REFERENCES

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APPENDIX A: GREAT LINFORD MANOR PARK MASTERPLAN (adapted from CA, 2020, Appendix E, p. 42-43)



APPENDIX B: KEY LANDSCAPE CHARACTER AREAS

(adapted from AHL-AhaCL, 2013, p. 36, Figure 3.6)



Figure 3.6 Key Landscape Character Areas

APPENDIX C: TREE SURVEY PLAN

(adapted from AHL-AhaCL, 2013, p. 35, Figure 3.4)

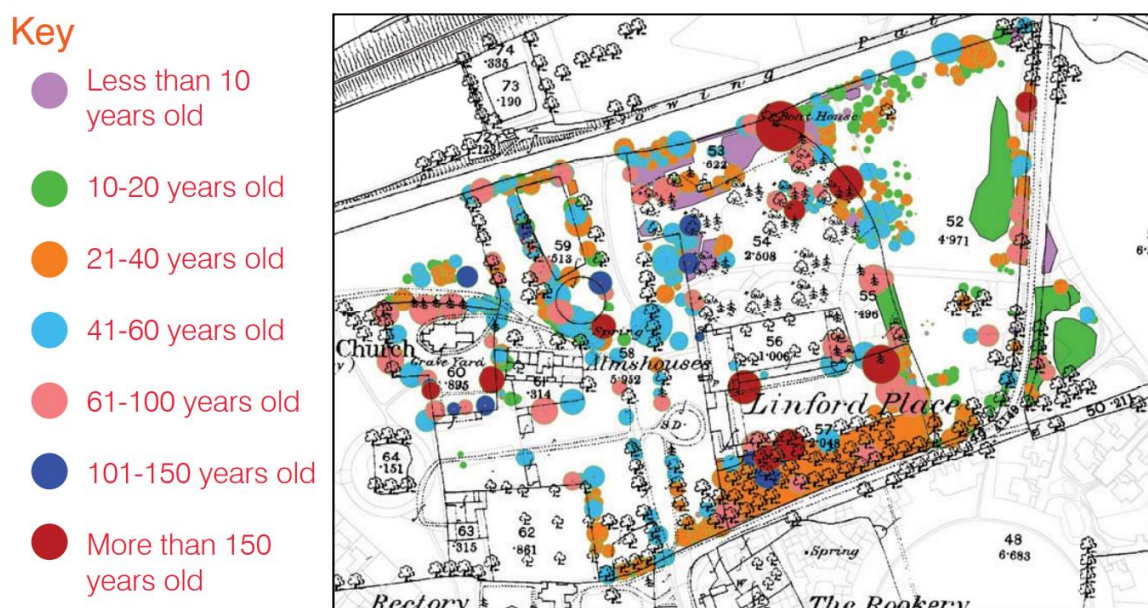


Figure 3.4 Tree Survey Plan (also showing 1881 features)

APPENDIX D: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

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APPENDIX E: COTSWOLD ARCHAEOLOGY SPECIALISTS

Ceramics

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Peter Banks PCIfA (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Peter Banks PCIfA (CA) Kayt Marter Brown BA MSc MCIFA (freelance)
(Samian)	Gwladys Montell MA PhD (freelance)
(Amphorae stamps)	Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Paul Blinkhorn BTech (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance)
Medieval/post-medieval	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTech (freelance) John Allan BA MPhil FSA (freelance)
South West	Henrietta Quinnell BA FSA MCIFA (Uni of Exeter)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance)
Ceramic Building Material	Ed McSloy BA MCIFA (CA) Dr Peter Warry PhD (freelance)

Other Finds

Small Finds	Ed McSloy BA MCIFA (CA)
Metal Artefacts	Alex Bliss ACIfA (CA) Katie Marsden BSc (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics (Palaeolithic)	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA ACIFA (CA) Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked Stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; Historic England)
Coins	Ed McSloy BA MCIFA (CA) Alex Bliss ACIfA (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance)
Leather	Quita Mould MA FSA (freelance)
Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD

Worked wood Michael Bamforth BSc MCIFA (freelance)

Biological Remains

Animal bone Andy Clarke BA (Hons) MA (CA)
Dr Philip Armitage MSc PhD MCIFA (freelance)
Dr Matilda Holmes BSc MSc ACIFA (freelance)

Human Bone Sharon Clough BA MSc MCIFA (CA)

Environmental sampling Sarah Wyles BA PCIFA (CA)
Carolyn Smith PCIfA (CA)
Sarah Cobain BSc MSc ACIFA (CA)
Dr Keith Wilkinson BSc PhD MCIFA (ARCA)

Pollen Dr Michael Grant BSc MSc PhD (University of Southampton)
Dr Rob Batchelor MSc PhD MCIFA (QUEST, University of Reading)

Diatoms Dr Tom Hill BSc PhD CPLHE (Natural History Museum)
Dr Nigel Cameron BSc MSc PhD (University College London)

Charred Plant Remains Sarah Wyles BA PCIFA (CA)
Carolyn Smith PCIfA (CA)
Sarah Cobain BSc MSc ACIFA (CA)

Wood/Charcoal Sarah Cobain BSc MSc ACIFA(CA)
Carolyn Smith PCIfA (CA)
Dana Challinor MA (freelance)

Insects Enid Allison BSc D.Phil (Canterbury Archaeological Trust)
Dr David Smith MA PhD (University of Birmingham)

Mollusca Sarah Wyles BA PCIFA (CA)

Carolyn Smith PCIfA (CA)

Dr Keith Wilkinson BSc PhD MCIFA (ARCA)

Ostracods and Foraminifera Dr John Whittaker BSc PhD (freelance)

Fish bones Dr Philip Armitage MSc PhD MCIFA (freelance)

Geoarchaeology

Geoarchaeology Dr Keith Wilkinson BSc PhD MCIFA (ARCA)

Soil micromorphology Dr Richard Macphail PhD (University College London)

Scientific Dating

Dendrochronology Robert Howard BA (NTRDL Nottingham)

Radiocarbon dating SUERC (East Kilbride, Scotland)
Beta Analytic (Florida, USA)

Archaeomagnetic dating Dr Cathy Batt BSc PhD (University of Bradford)

TL/OSL Dating Dr Phil Toms BSc PhD (University of Gloucestershire)

Conservation

Karen Barker BSc (freelance)

Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)

Building Recording

Peter Davenport MCIfA, FSA (CA)

APPENDIX F: TASK LIST

Task No.	Aims	Task	Performed by	Days	Cost (£)
Task group: Field Investigation				31.5	11340
1		Set up site	PO	1	360
2		Mark out	PO	1	360
3		Topsoil	PO	1	360
4	1, 2, 3, 4, 5, 6	Trench 1	PO	5	1800
5	7, 8	Outreach	FA	11	3960
			PO	1.5	540
			FA	7	2520
6	1, 2, 3, 5, 7, 8	Drone	FA	2	720
7		Backfill	PO	1	360
8		Close site	PO	1	360
Task group: Preparation				4.25	1620
9		Return site archive to office	PO	0.25	90
10		Security copy site archive	CB	1	450
11	1, 2, 3, 4, 5, 6	Process Finds and Samples	SK	3	1080
Task group: Specialist Analysis				8.5	3825
12	1, 2, 3, 4, 5	Documentary analysis	GG	2	900
13	2, 4, 5	Identify/analyse and report on ceramics	PB/EMcS	1.5	675
14	2, 4, 5	Ceramic input into site phasing	PB/EMcS	0.5	225
15	2, 4, 5	Produce updated phasing	GG	0.5	225
			GG	0.5	225
			GG	0.5	225
16	4, 5	Identify/analyse and report on metalwork, as applicable	AB	0.5	225
17	4, 5	Identify/analyse and report on lithics, as applicable	JS	0.5	225
18	4, 5	Identify/analyse and report on animal bone, as applicable	AC/MH	0.5	225
19	4, 5	Identify/analyse and report on human bone, as applicable	ShC	0.5	225
20	2, 4, 5, 6	Identify/analyse and report on environmental remains	CS/SW	1.5	675
Task group: Illustrations				2	810
21	2, 4, 5, 8	Produce pottery drawings	HMM	0.5	180

22	2, 4, 5, 8	Produce other finds drawings	HMM	0.5	180
23	1, 2, 3, 4, 5, 8	Produce site plans, sections, etc.	DL	1	450
Task group: Preparation of Publication Text				8.75	8268.75
24		Review Meeting	PO + PX	0.5	3082.5
25		Write strategraphic text	GG	2	900
26		Edit and intergrate specialist reports	PB	0.5	225
			GG	0.5	225
27		Write background/introduction	GG	1.5	675
28		Write discussions and conclusions	GG	1.5	675
29		Circulate text for internal comment/sign-off	PO + PX	0.25	1541.25
30		Collate report for referees and submit	LP	1	495
			GG	1	450
Task group: Update Project Design				4	2025
31		Receive and consider referee's comments	LP	0.5	247.5
			SC	0.5	270
			PB/EMcS	0.5	180
32		Meeting with Stakeholders	SC	1	540
33		Meeting with Editors	SC	0.5	270
34		Update Project Design for Editorial Execution Stage	LP	0.5	247.5
			SC	0.5	270
Task group: Signpost and Archive Deposition				3.5	1327.5
35		Update OASIS record	GG	0.5	180
36		Collate and deposit research archive	LP	0.5	247.5
			CB	2.5	900
Task group: Project Management				4.5	5242.5
37		General liaison / management; highlight report, issues log, risk log	SC	4	2160
38		End Stage Review Meeting	PO + PX	0.5	3082.5
Task group: Post-project Outreach				2.5	900
39	7,8	Design and produce information boards; prepare for event	PO	1	360
40	7,8	Host outreach day event	PO	1	360
41	7,8	Host outreach evening seminar	PO	0.5	180

APPENDIX G: GANTT CHART

Task No.	Task	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Event/Public Talk			Total	Day rate (£)	Other (£)	Cost for task (£)
																200		
1	Set up site	1												Set up site	1	200		200
2	Mark out	1												Mark out	1	200		200
3	Topsoil		1											Topsoil	1	200	300	500
4	Trench 1		2	3	3	3	3			2				Trench 1	16	3200		3200
5	Outreach		1	1	1	1	1	2				2.5		Outreach	9.5	1900		1900
6	Drone							1		1				Drone	2	400	200	600
7	Backfill										1			Backfill	1	200	300	500
8	Close site										1			Close site	1	200		200
	Total person days	2	4	4	4	4	4	3	0	3	2	2.5			32.5			
	Day rate																	
	£200	£400	£800	£800	£800	£800	£800	£600	£0	£600	£400	£500			6500	£6,500	£800	£7,300
	Machinery costs		300					100		100	300				800			
															7300			

APPENDIX H: BUDGET

Project name:		Great Linford Manor Park: Project Design for Supplementary Archaeological Investigation with Community Involvement									
Costing prepared by:		Laura Pearson, Project Manager									
Staff	Post	Name (if known)	Day rate	Overhead	Charge day rate	No. days	Total				
	Project Officer	Unknown	£200	0.8	360	13	4680				
	Archaeologist	Unknown	£200	0.8	360	6	2160				
	Archaeologist (Drone Op)	Unknown	£200	0.8	360	7	2520				
	Outreach Assistant	Unknown	£200	0.8	360	7	2520				
	Post-Ex. Archaeologist	SK	£200	0.8	360	4.25	1530				
	Ceramics Specialist	PB/EMcS	£250	0.8	450	4.25	1912.5				
	Other Finds Specialists	AB, JS	£250	0.8	450	3.5	1575				
	Other Enviro Specialists	AC, ShC	£250	0.8	450	3.5	1575				
	Environmental Officer	CS/SW	£250	0.8	450	2.75	1237.5				
	Assistant Illustrator	HMM	£200	0.8	360	2.25	810				
	Geomatics Officer	DL	£250	0.8	450	2.25	1012.5				
	Publications Officer	GG	£250	0.8	450	11.25	5062.5				
	Archive Officer	CB	£250	0.8	450	4.75	2137.5				
	Project Manager	LP	£275	0.8	495	3.75	1856.25				
	Project Assurance	SC	£300	0.8	540	7.75	4185				
TOTAL STAFF						83.25	34773.75				
Non staff	Item		Rate (including VAT charged)			No.	Total				
	Transport (per week)		200			2	400				
	Plant (per day)		300			2	600				
	Site Cabin (HQ; per day)		100			10	1000				
	Portaloo (per day)		50			10	500				
	HERAS Fencing (per day)		60			10	600				
	Sand bags (x50)		25			1	25				
	Outreach Supplies		50			1	50				
	Drone [CA equipment]		0			1	0				
	Gazebo [CA equipment]		0			1	0				
TOTAL NON STAFF							3175.00				
TOTAL COST							37948.75		VAT		TOTAL inc. VAT
									7589.75		45538.50

APPENDIX I: RISK LOG

PROJECT RISK LOG		Great Linford Manor Park: Project Design for Supplementary Archaeological Investigation with Community Involvement					
Risk no.	Description	Probability	Impact	Countermeasures	Est. time/cost	Owner	Date last updated
1	Manual handling (HERAS fencing, gazebo, etc.)	Low	Medium	HERAS fencing to be transported and set-up by suitably trained staff, adhering to the requirements as set out in Parks Trust RA (DW026). Use of competent people to specify suitable temporary equipment. Use of competent people to supervise erection of gazebos. Regular checks during set up, during event and take down. Use of suitable loading ramps or trolleys where necessary. Training and briefing of site crews, stewards and volunteers. All gazebos/marquees and flags to be well tethered with adequate guys ropes and/or weights against strong wind conditions. In wind conditions more than 18 mph small gazebos/marquees are not to be erected and are to be taken down if wind conditions exceed 18 mph. Gazebos/marquees to be made of fire retardant material.	1 day, £600	PL [Project Leader]	06/05/2024

2	Slips / trips / falls (uneven ground)	Low	Medium	Event manager will walk site prior to unloading fencing and materials, to identify any potential hazards. Only authorized personnel allowed in trenches; excludes the public. Sensible footwear and PPE to be worn. Routes in and out of trenches to be checked each morning. Trip hazards to be identified, highlighted and removed if possible. Participants to be briefed on expected behaviour within trench areas. Trenches to be closed at night with Heras fencing (locked at night). Sensible footwear and PPE to be worn at all times in trenches. Advisory signage to be in place.	1 day, £0	PL	06/05/2024
3	Vehicle movements	Low	High	All vehicle's movements to be limited to a speed of <=5mph. Hazard lights to be on when moving vehicles and a banksman to be used to guide vehicle through the park.	0 day, £0	PL	06/05/2024
4	Mechanical excavation	Low	High	All mechanical excavation to take place in designated areas which will be contained via HERAS fencing. Specialised sub-contractor employed to undertake work (see separate RAMs and insurance).	0 day, £0	PL	06/05/2024
5	Working at Height	Low	Medium	Only authorized personnel allowed in trenches. Trenches to be closed at night with Heras fencing (locked at night). Sensible footwear and PPE to be worn at all times in trenches. Participants to be briefed on expected behaviour within trench areas. Advisory signage to be in place.	0.5 days, £0	PL	06/05/2024

6	Hand tools	Low	Low	All use of hand tools to be supervised by trained contractors, and to be included in the briefing for the public.	0 day, £0	PL	06/05/2024
7	Fire and Emergency	Low	Medium	First aid kits and extinguishers to be included at control point. Central control point to be advertised to all contractors, volunteers and as part of any briefing sessions. Trained first aider on site at all times. Radio and mobile phone communication to be used between Parks Trust and CA teams. Public open space so several emergency exists already in place. Parks Trust staff to ensure public are assisted in leaving park in case of emergency by stewarding. Emergency vehicle routes kept open if required.	0.5 days, £100	PL	06/05/2024
8	First Aid	Low	Low	Trained first aider on site at all times. First aid kit will be made available at central control point.	£0, £50	PL	06/05/2024
9	Hygiene / welfare	Low	Medium	Toilets and washing facilities will be available on site for participants. Refreshments available at Central Control point.	0.5 days, £1500	FA [Field Arch.]	06/05/2024
10	Litter and waste	Low	High	Litter bags provided and emptied. Ensure regular checks to prevent built waste, especially flammable/ trade waste. Regular litter sweeps by volunteers wearing appropriate PPE.	1 day, £0	FA	06/05/2024

11	Extreme weather conditions	Medium	High	Weather forecast checked prior to event and throughout. Emergency access plan in place to clear site quickly and efficiently. Adequate first aid provision on site. Communication system in place. Use social media and website to issue advisory announcements e.g cover up and wear sunblock in sunny conditions. Drinking water available; hydrate and take shade breaks as required. Ensure storm plan liaison with suppliers and sub-contractors. Plan for removal of temporary structures in adverse conditions. Contingency plans for bad weather and water-logged ground. Sand bags (empty, x50) stored on site in case of flooding; fill using spoil. Temporary structures to be well tethered and wind speeds checked. Windy conditions over 18mph temporary structures to be take down.	1-5 days, £25	PL	06/05/2024
12	Safeguarding young / venerable persons	Medium	High	Ensure competent suppliers and operating staff for all activities. Ensure separate operating procedures/method statements/H&S/ risk assessments for key activities and/or equipment as appropriate. Awareness of the legal and insurance restrictions on non-adult volunteers. First aid provision on site. Parents / guardians and other supervisors to remain with young people in their care. Lost children procedure in place. Family meeting point to be located at event control point. All key staff to be safeguarding trained and DBS checked.	1 day, £72	PL	06/05/2024

13	Crowd control (esp. during the Open day)	Medium	Medium	Site designed for good pedestrian flow. Likely audience profiles and behaviours considered in planning. Security and event team to patrol and monitor the site. Appropriate signage in place. Public Address system in place to make announcements as required. Weather forecast checked prior to event. Drinking water available. First aid provided by professional event medical company with at least 2 trained medical operatives supported by Parks Trust staff who are first aid trained. Effective communication amongst Events and Security Teams. Suitable fencing used where appropriate. Attendance numbers monitored entering and leaving critical areas.	1.5 days, £50	PL	06/05/2024
14	Presence of dogs	Low	Low	Site inspected before set-up and dog waste removed. Ensure dog owners keep their dogs on lead and under control. Provide adequate signage. Provision of First aid on site.	0.5 days, £0	FA	06/05/2024
15	Topographical features in the park	Low	Low	Refer to Site specific Risk Assessment in planning and event set-up. Grass cut before set-up and removed where possible. Site inspected before open to the public. Any features creating slip/trip/fall hazard to be marked or taped off. Emergency Access Plan in place. Contingency plan for waterlogged ground.	0.5 days, £0	PL	06/05/2024

APPENDIX J: PRODUCT DESCRIPTION

Product 1	
Product No.	P1
Product Title	Social Media (MK1097)
Purpose of the Product	Engage with the public/local interest groups; to promote the Open Day
Composition	Provides details about the investigation: location, aims, interesting finds, Open Day dates
Derived from	Photos taken during the on-site investigation; short video clips of volunteers
Format and presentation	Posts on 'X' [formerly Twitter], CA's 'Community and Research' webpage and Facebook
Allocated to	Laura Pearson (Project Manager)
Quality criteria and method	Checked against standards and guidance; ClfA, 2107, p. 20-22
Person/group responsible for quality assurance	Rosanna Price (Digital Engagement Manager)
Person/group responsible for approval	The Parks Trust (Client)
Planned completion date	During Stage 1 (Field Investigation). LP to Draft immediately. Final agreed with 1 working day.
Product 2	
Product No.	P2
Product Title	Local News Coverage (MK1097)
Purpose of the Product	Engage with the public; to promote the Open Day
Composition	Provides details about the investigation: location, aims, interesting finds, Open Day dates
Derived from	Interview with PL/volunteers; soundbites/brief from Digital Engagement Manager
Format and presentation	PDF article to feature digitally or in-print with a local news outlet; possibly an appearance on local TV
Allocated to	Laura Pearson (Project Manager)
Quality criteria and method	Undertaken according to CA Standards
Person/group responsible for quality assurance	Rosanna Price (Digital Engagement Manager)
Person/group responsible for approval	The Parks Trust (Client)
Planned completion date	During Stage 1 (Field Investigation). LP to Draft immediately. Final agreed with 3 working days.

Product 3	
Product No.	P3
Product Title	Interim Reports (MK1097)
Purpose of the Product	Provide an overview of the fieldwork performance
Composition	Account of actions, decisions; assessment of success based on paradata
Derived from	Day Record Sheets, Cashe
Format and presentation	Word Document
Allocated to	(Project Leader)
Quality criteria and method	Checked against standards and guidance; ClfA, 2014a; HE, 2015
Person/group responsible for quality assurance	Laura Pearson (Project Manager)
Person/group responsible for approval	Adrian Scruby (Principal Fieldwork Manager)
Planned completion date	During Stage 1 (Field Investigation). PL to Draft by mid-July. Final agreed by end of July.
Product 4	
Product No.	P4
Product Title	Specialist Reports (MK1097)
Purpose of the Product	Provide analysis of artefactual/environmental material
Composition	Datasets; methods, assemblage condition, provenance, identification/typology, dating; interpretation of data
Derived from	Artefactual/Environmental material and associated datasets
Format and presentation	Word Document
Allocated to	(Specialists, as appropriate)
Quality criteria and method	Checked against standards and guidance; APABE, 2017; AAF, 2007; ClfA, 2017; HE, 2011
Person/group responsible for quality assurance	Line managers / Senior Finds Officers
Person/group responsible for approval	Finds Managers
Planned completion date	During Stage 2 (Analysis). Specialists to Draft by mid-November. Final agreed by end of November.
Product 5	
Product No.	P5
Product Title	Milton Keynes HER Entries
Purpose of the Product	Add/enhance detailed information about the historic environment of Great Linford

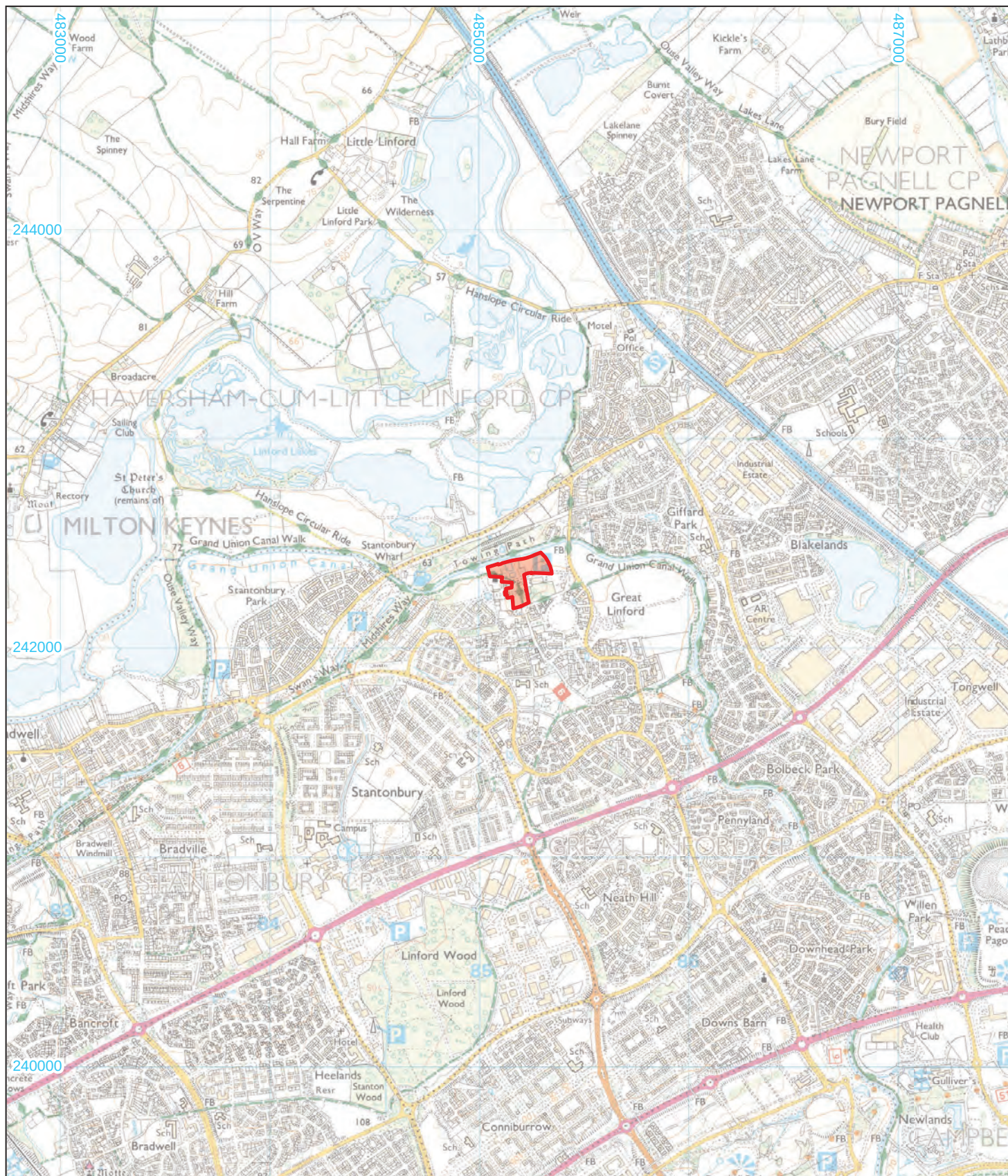
Composition	HER entries; metadata
Derived from	Fieldwork records (e.g. context sheets, GIS data), artefacts/ecofacts
Format and presentation	Online entries to the MK HER website
Allocated to	Grace Griffith (Publications Officer)
Quality criteria and method	Checked against standards and guidance; MKCC, 2024
Person/group responsible for quality assurance	Laura Pearson (Project Manager)
Person/group responsible for approval	Sarah Cobain (Project Assurance)
Planned completion date	During Stage 2 (Analysis). GG to Draft by mid-December. Final agreed by end of December.
Product 6	
Product No.	P6
Product Title	OASIS Summary (MK1097)
Purpose of the Product	Provide information about MK1097 to MK HER and relevant national heritage organisations
Composition	Project details, location, creators, monument types, significant finds, archives, bibliography
Derived from	Fieldwork records (e.g. context sheets, GIS data), artefacts/ecofacts
Format and presentation	Online reporting form
Allocated to	Grace Griffith (Publications Officer)
Quality criteria and method	Checked against standards and guidance; OASIS, 2024
Person/group responsible for quality assurance	Laura Pearson (Project Manager)
Person/group responsible for approval	Sarah Cobain (Project Assurance)
Planned completion date	During Stage 2 (Analysis). GG to Draft by mid-December. Final agreed by end of December.
Product 7	
Product No.	P7
Product Title	Project Report (MK1097)
Purpose of the Product	Present the project's archaeological findings, analyses results, and discusses interpretation
Composition	Background, aims/objectives, methods, results, material, discussion, archives, references, contexts, specialist reports
Derived from	Fieldwork records, Specialist reports, Geomatics graphics, Illustrations
Format and presentation	Word Document; eventual conversion to PDF
Allocated to	Grace Griffith (Publications Officer); Laura Pearson (Project Manager)

Quality criteria and method	Checked against CA standards and standards and guidance; HE, 2015
Person/group responsible for quality assurance	Jo Barker (Post-excavation Manager)
Person/group responsible for approval	Sarah Cobain (Project Assurance)
Planned completion date	During Stage 2 (Analysis). GG to Draft by early January. Final agreed by mid-January.
Product 8	
Product No.	P8
Product Title	Paper archive (MK1097)
Purpose of the Product	Collate all paper-based records related to the project and identified for long-term preservation
Composition	Site cache, context sheets, registers [drawings, photography, bulk finds, registered artefacts], photography, bound report, TOT
Derived from	All records compiled during the project
Format and presentation	Paper records in archival-quality boxes
Allocated to	Clare Bond (Archive Officer)
Quality criteria and method	Checked against standards and guidance; ClfA, 2014b; MKM, 2022;
Person/group responsible for quality assurance	Hazel O'Neill (Senior Archives officer)
Person/group responsible for approval	Milton Keynes Museum (Stakeholder)
Planned completion date	During Stage 3 (Archive Deposition). CB to compile by late January. Final agreed by early February.
Product 9	
Product No.	P9
Product Title	Digital Archive (MK1097)
Purpose of the Product	Collate all digital records related to the project and identified for preservation/dissemination
Composition	CAD files, databases, digital photographs, geophysical/other survey data, GIS files, images, spreadsheets, text files, 3D data; hardcopy list
Derived from	All digital data compiled during the project
Format and presentation	Digital files; relevant files burned to CD for MK Museum deposition
Allocated to	Clare Bond (Archive Officer)
Quality criteria and method	Checked against standards and guidance; ClfA, 2014b; ADS, 2024
Person/group responsible for quality assurance	Hazel O'Neill (Senior Archives officer)
Person/group responsible for approval	Milton Keynes Museum (Stakeholder)
Planned completion date	During Stage 3 (Archive Deposition). CB to compile by late January. Final agreed by early February.

Product 10	
Product No.	P10
Product Title	Artefact/Ecofact Archive (MK1097)
Purpose of the Product	Collate all artefactual/environmental material related to the project and identified for long-term preservation
Composition	Artefacts, human remains, animal bone, environmental samples
Derived from	Artefactual/environmental material recovered, subject to retention policy
Format and presentation	Artefactual material in archival-quality boxes
Allocated to	Clare Bond (Archive Officer)
Quality criteria and method	Checked against standards and guidance; ClfA, 2014b; MKM, 2022;
Person/group responsible for quality assurance	Hazel O'Neill (Senior Archives officer)
Person/group responsible for approval	Milton Keynes Museum (Stakeholder)
Planned completion date	During Stage 3 (Archive Deposition). CB to compile by late January. Final agreed by early February.
Product 11	
Product No.	P11
Product Title	Project Report on ADS
Purpose of the Product	Preserve data, and make it available for research, learning and teaching
Composition	Site report, as above (P7)
Derived from	Fieldwork records, Specialist reports, Geomatics graphics, Illustrations, as above (P7)
Format and presentation	PDF uploaded to ADS website
Allocated to	Grace Griffith (Publications Officer)
Quality criteria and method	Checked against standards and guidance; ADS, 2024
Person/group responsible for quality assurance	Jo Barker (Post-excavation Manager)
Person/group responsible for approval	Sarah Cobain (Project Assurance)
Planned completion date	During Stage 3 (Archive Deposition). GG to Draft by early February. Final agreed by mid-February.
Product 12	
Product No.	P12
Product Title	CA Reports Online

Purpose of the Product Composition Derived from Format and presentation Allocated to Quality criteria and method Person/group responsible for quality assurance Person/group responsible for approval Planned completion date	Preserve data, and make it available for research, learning and teaching Site report, as above (P7) Fieldwork records, Specialist reports, Geomatics graphics, Illustrations, as above (P7) PDF and accompanying summary uploaded to CA 'Reports' webpage Grace Griffith (Publications Officer) Published according to CA Standards Jo Barker (Post-excavation Manager) Sarah Cobain (Project Assurance) During Stage 3 (Archive Deposition). GG to Draft by early February. Final agreed by mid-February.
Product 13	
Product No. Product Title Purpose of the Product Composition Derived from Format and presentation Allocated to Quality criteria and method Person/group responsible for quality assurance Person/group responsible for approval Planned completion date	P13 Outreach Information Board (MK1097) Appraise visitors to the Park of the project's results Description of the site/investigation/results, photographs, QR code to CA 'Community and Research' webpage Synthesis of the Project Report, photographs of the volunteers/Open Day, artefacts Large Posterboards (Project Leader) Published according to CA Standards, to satisfy the DCMP (AHL-AhaCL, 2013) Caroline Adams (Outreach and Community Engagement Officer) The Parks Trust (Client) During Stage 4 (Post-project Outreach). PL to Draft by early February. Final agreed
Product 14	
Product No. Product Title Purpose of the Product Composition Derived from	P14 Outreach Evening Seminar (MK1097) Appraise the public/local residents/volunteers/local interest groups of the project's results Description of the site/investigation/results, photographs, link to CA 'Community and Research' webpage Synthesis of the Project Report, photographs of the volunteers/Open Day, artefacts

Format and presentation	In-person seminar with online webinar live-stream - recorded, to be uploaded to the CA YouTube account
Allocated to	(Project Leader)
Quality criteria and method	Published according to CA Standards, to satisfy the DCMP (AHL-AhaCL, 2013)
Person/group responsible for quality assurance	Caroline Adams (Outreach and Community Engagement Officer)
Person/group responsible for approval	The Parks Trust (Client)
Planned completion date	During Stage 4 (Post-project Outreach). PL to Draft by early February. Final agreed



**Cotswold
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PROJECT TITLE

Great Linford Manor Park: Supplementary
Archaeological Investigation, Great Linford Milton
Keynes

FIGURE TITLE

Site location plan

0 1km

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Ordnance Survey 0100031673

DRAWN BY LP PROJECT NO. MK1097
CHECKED BY DL DATE 07/05/24
APPROVED BY SC SCALE @A4 1:25,000

FIGURE NO.

1

Document Path: G:\Finds Admin\Laura Pearson\ProjectFolder\GIS\ArcGIS Pro\GLMP Location_Maps.aprx



Legend

- Proposed Excavation Area
- Previous features (CA 2019)
 - Previous trench/loe
 - Previous feature
 - Deposit
 - Previous structure



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Contains data from OS Zoomstack

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PROJECT TITLE
Great Linford Manor Park: Supplementary Archaeological Investigation, Great Linford
Milton Keynes

FIGURE TITLE
Proposed excavation area, overlying previous archaeological features (CA Project 661033; CA, 2020)

DRAWN BY	LP	PROJECT NO	MK1097	FIGURE NO.
CHECKED BY	DL	DATE	07/05/2024	2
APPROVED BY	SC	SCALE@A3	1:200	



Trench shot, looking south



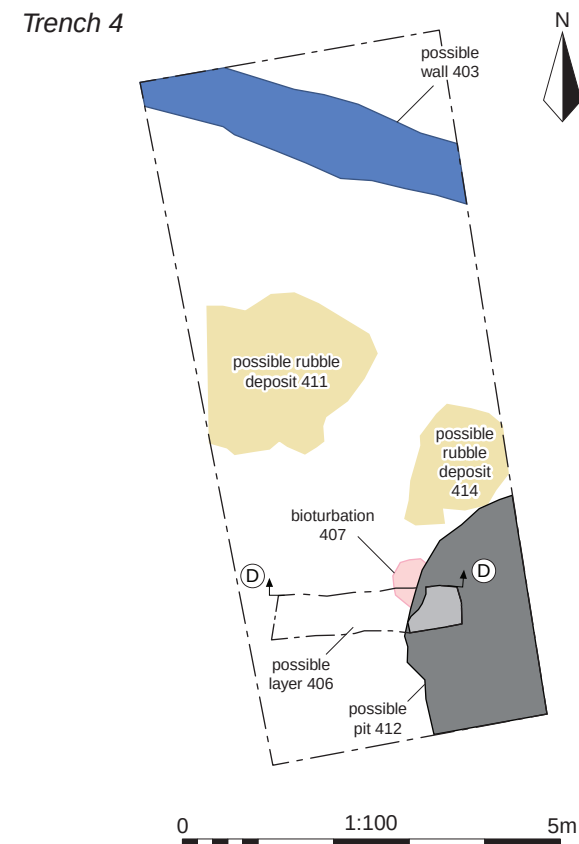
Possible wall 403, looking east (1m scale)



Possible layer 411, looking west (1m scale)



Possible layer 406, possible pit 412 and bioturbation 407, looking north (1m scale)



Section DD

