

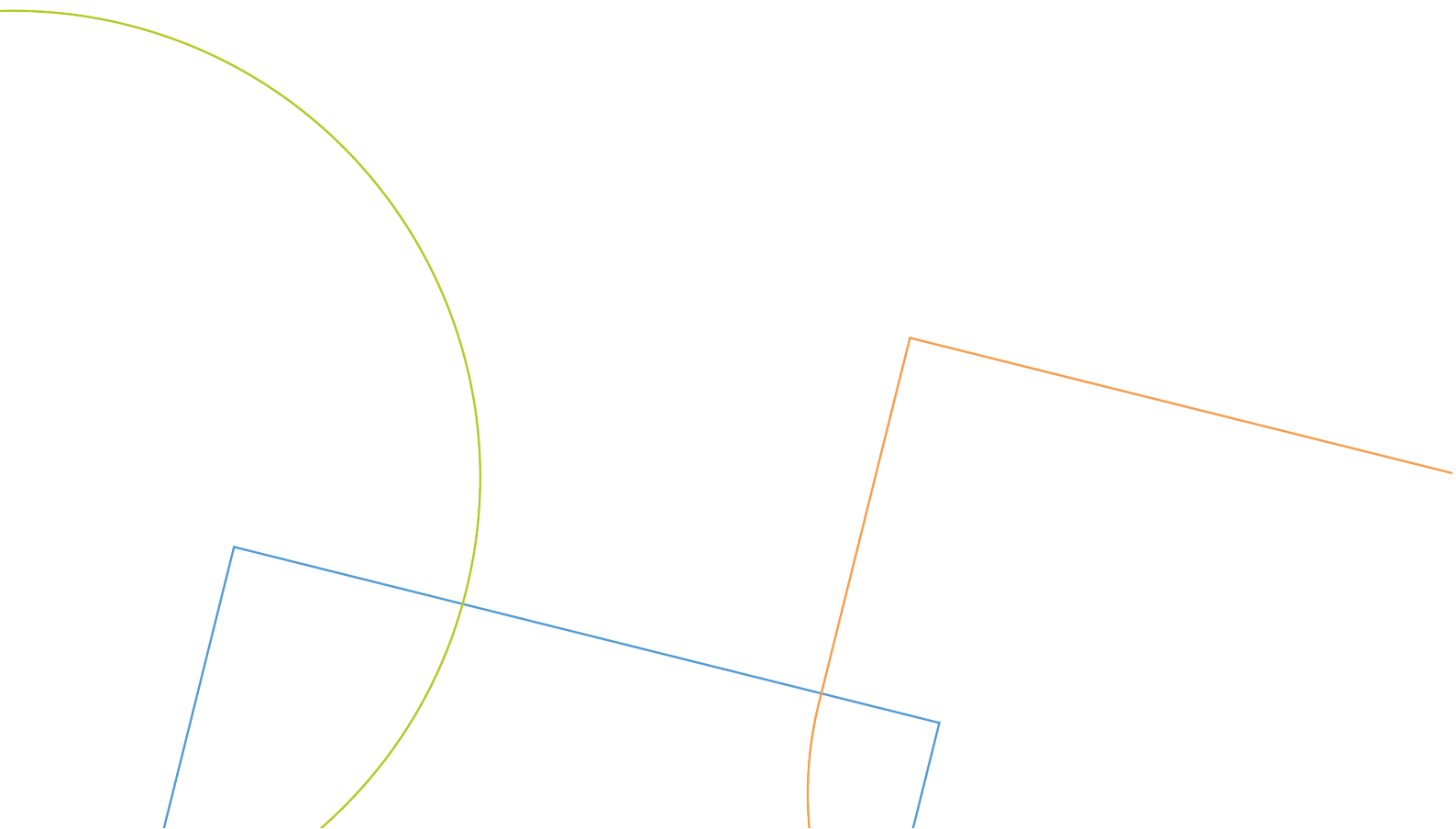
**Land off Normanton Road, Crowland, Lincolnshire**

**Written Scheme of Investigation for  
Archaeological Mitigation Excavation**

On behalf of Allison Homes

Project no. 6894

July 2026



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## Issue Sheet

Land off Normanton Road, Crowland, Lincolnshire  
Written Scheme of Investigation for  
Archaeological Mitigation Excavation

Document Prepared for: Allison Homes

Project no.: 6894

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Figure 1. The development site and proposed mitigation areas

## **1 Introduction**

- 1.1.1 This Written Scheme of Investigation (WSI) has been prepared by Lanpro on behalf of Allison Homes (hereafter ‘the client’) and details the methodology for undertaking a scheme of archaeological mitigation excavation in advance of proposed development of land off Normanton Road, Crowland, Lincolnshire (South Holland DC planning ref: H02-0759-25; Figure 1).
- 1.1.2 This follows phases of geophysical magnetometer survey (AOC 2025) and evaluation trenching undertaken across the site (PCAS 2026), which resulted in the identification of cut features including pits and ditches representing a palimpsest of archaeological activity possibly incorporating the Prehistoric to Medieval periods. However, dating evidence was notably sparse and insecure; the small artefact assemblage mostly comprised fragments that could have been residual/intrusive.
- 1.1.3 Consultation with the Lincolnshire County Council Historic Environment Officer advising South Holland District Council has confirmed that an archaeological excavation should be undertaken, targeted on areas of archaeological interest identified by the evaluation.
- 1.1.4 This WSI sets out details for a proportionate scope of mitigation, in cognisance of relevant planning policy and guidance, comprising four areas of archaeological excavation totalling ~0.4ha that target those features of archaeological interest.

## **2 Site Location and Description**

### **2.1 Site Description**

- 2.1.1 The proposed development site comprises c.3.4ha of agricultural land centred at NGR TF 2460 1099, located on the northern edge of Crowland, Lincolnshire. The site currently comprises an agricultural field and part of a second one divided by a hedgerow containing a field drain.

### **2.2 Geology and Soils**

- 2.2.1 The site is located on mudstone of the Oxford Clay Formation with superficial Abbey sand and gravel deposits (<https://geologyviewer.bgs.ac.uk/> ).
- 2.2.2 The Cranfield Soil and Agrifood Institute identifies the soils across the study site as loamy and sandy soils with naturally high groundwater and a peaty surface across the site (Soilscape 23; <http://www.landis.org.uk/soilsclapes/> -).
- 2.2.3 The topography of the site is relatively flat with ground levels at c.1.5m AOD at the northern edge of the site, and 2.0m AOD at the southern edge. North of the site, ground levels fall slightly as the edge of the Crowland peninsula is reached.

### **3 Planning Background**

- 3.1.1 A planning application (ref. H02-0759-25) for the development of 80 dwellings with access, landscape, drainage, open space and associated infrastructure has been made to South Holland District Council by the client.
- 3.1.2 As the site lies within an area of archaeological potential, in accordance with NPPF and policies of the South East Lincolnshire Local Plan, the client commissioned an archaeological desk-based assessment and geophysical survey to accompany the application.
- 3.1.3 In responding as a consultee to the application, Lincolnshire County Council Historic Environment Officer recommended that the results of a full archaeological evaluation also be provided prior to determination of the application, as *“Currently there is insufficient specific information on the archaeological potential for the site and the extent of impact to buried archaeological remains from the proposed development.”*
- 3.1.4 The client fulfilled this request, and a site-wide trial trench evaluation was undertaken in October 2025 (PCAS 2026).
- 3.1.5 On the basis of the evaluation results which identified a series of archaeological features, the Lincolnshire County Council Historic Environment Officer advised that a further phase of mitigation would be required to meet policy requirements and secure the archaeological interest of the site.
- 3.1.6 This document is the WSI for the mitigation excavation and sets out details for the programme of works in cognisance of relevant planning policy and guidance.

## **4 Archaeological and Historical Background**

- 4.1.1 A detailed background is included in the archaeological desk-based assessment (RPS 2025) produced in support of the current application. The following provides a relevant summary.
- 4.1.2 It is noted that almost all the sites, monuments and finds recorded by the Lincolnshire Historic Environment Record lie on the sand and gravel 'island' on which Crowland Abbey and the later town were founded: with the exception of three post-medieval farmsteads, there are none in the reclaimed fenland to the north of the site, and no archaeological works have taken place in that area.
- 4.1.3 Archaeological monitoring carried out during development approximately 150m to the south-west of the current application area in 2003 retrieved a Neolithic serrated blade and a Bronze Age flint scraper, although the sparse number of features recorded were either undated or post-medieval (HER Event ref. ELI4504). Archaeological investigations in advance of further tranches of development also recorded residual prehistoric struck flints and undated ditches on a site some 250m to the south-west of the application area, but encountered no features or finds on one approximately 100m to the south-west (ELI7454 and ELI13884).
- 4.1.4 The most significant archaeological discoveries in the vicinity of the present site were made during a programme of archaeological works on what proved to be a multi-period site approximately 200m to the south-east. (ELI7415-6, ELI3715). Mesolithic and Neolithic struck flints were retrieved and a Bronze Age round barrow was excavated, while evidence of Roman occupation towards the eastern end of the site was represented by quantities of Roman mosaic tesserae, some still attached to fragments of flooring material, with other Roman artefacts and ceramic building material fragments; the site had been deeply ploughed and no in-situ evidence of structures survived. Saxon and medieval features were thought to be potentially associated with the cell of SS. Guthlac and Pega and the succeeding medieval chapel.
- 4.1.5 The results of the geophysical survey carried out across the present site in 2025 were dominated by three strongly enhanced dendritic anomalies characteristic of infilled former creeks. Overlying these was a series of rectilinear positive anomalies on a different orientation from the current and historically attested landscape organisation, which the report interpreted as undated former field systems. Some scattered discrete anomalies may have derived from features such as pits. The layout of mapped post-medieval field boundaries also appeared, with groups of discrete positive anomalies of uncertain origin. Modern arable cultivation was also represented by a strong, regular linear pattern of anomalies oriented south-west to north-east in line with the observed ploughing regime at the time of survey, and a series of north to south-running field drains in the northern portion of the survey area.
- 4.1.6 The results of the subsequent trial trench evaluation on the site followed a similar pattern to the results on the adjacent land to the south-west, ie an overall picture of sparse, undated remains that mostly appeared to represent land management consisting of drainage gullies

or field boundaries. Perhaps the sole feature of note was a ditch in Trench 5 that produced an unusual assemblage of faunal remains, including a tine from a red deer antler and part of the ulna (lower wing bone) of a swan as well as fragments of cattle bone, one of which had been chopped.

- 4.1.7 The results of the evaluation support the landscape evidence that the area of the site is on the margins of occupation. No category is present in sufficient quantities to suggest settlement or other intensive activity.

## **5 Research Design**

### **5.1 Aims and Objectives**

- 5.1.1 The overall aim of the archaeological mitigation will be to build on the results of the trenching, obtaining sufficient additional information to further establish the character, extent, state of preservation, and date of any surviving archaeological deposits within the area of the proposed development.
- 5.1.2 This will be achieved through the following objectives:
- To establish the spatial extent date, character, condition and significance of the archaeological activity in the proposed excavation areas highlighted on Figure 1.
  - To recover information relating to the nature and function of past human activity represented by the surviving archaeological remains.
  - Excavate and record identified archaeological features and deposits to a level appropriate to their extent and significance.
  - Assess the potential for survival of environmental evidence.
  - To interpret the nature of human activity at the site and to place the site within its local, regional and national context as appropriate.
  - Assess the site formation processes and the effects that these may have had on the survival and integrity of the archaeological features and deposits.
  - Undertake sufficient post-excavation assessment to confidently interpret identified archaeological features.
  - Undertake sufficient post-excavation assessment and analysis of artefacts and environmental samples to interpret their significance.
  - Report and publish the results of the excavation and post-excavation analysis and place them within their local and regional context.
  - Compile and deposit a site archive to provide information for the Lincolnshire HER and The Collection (Lincolnshire's archaeological repository) to ensure the long-term survival of the excavated data.
- 5.1.3 Site specific research aims are:
- To characterise, record and interpret the nature of the activity within the excavation areas.

## **5.2 Research Framework**

- 5.2.1 The programme of archaeological mitigation has the potential to contribute to the general research parameters and objectives defined in the East Midlands Historic Environment Research Framework online resource (EMHERF 2025). Evidence may be identified that can inform the objectives of a range of periods.
- 5.2.2 The investigation will also take account of the national research programmes outlined in English Heritage's Strategic Framework for Historic Environment Activities and Programmes (SHAPE) first published in 2008.

## **6 Standards and Guidance**

- 6.1.1 All work will be undertaken to fully meet the requirements of all nationally recognised guidance for such work, including standards laid down by the former English Heritage (now Historic England) and the Chartered Institute for Archaeologists (CIfA).
- 6.1.2 The programme of archaeological investigation will be managed in line with the standards laid down in the Historic England guideline publication Management of Research Projects in the Historic Environment (MoRPHE): Project Managers Guide (2015), as well as to meet the requirements of the National Planning Policy Framework (NPPF; Chapter 16: 'Conserving and enhancing the historic environment'; revised 2025). All excavation will be undertaken using recording standards detailed in the Archaeological Field Manual (MOLAS 1994).
- 6.1.3 Guidance of particular relevance to the programme of works are:
- Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA 2020)
  - Code of Conduct (CIfA, updated 2022)
  - Standard for archaeological field excavation (CIfA 2023a)
  - Universal guidance for archaeological field excavation (CIfA 2023b)
  - Archaeological Handbook (Lincolnshire County Council 2024)

## **7 Methodology**

### **7.1 Project Initialisation**

- 7.1.1 Lanpro will give Lincolnshire County Council Historic Environment Officer (LCC) a minimum of 2 weeks' notice (ten working days) in advance of the commencement of fieldwork and will notify LCC of the supervisor/project manager's name for the project.
- 7.1.2 An event code shall be obtained from LCC and all works will be archived under the accession number obtained from The Collection. The appointed archaeological contractors will complete all archive deposition forms as required.
- 7.1.3 Before fieldwork commences an OASIS (Online Access to the Index of archaeological investigations) online record will be initiated and key fields completed on Details, Location and Creator forms.

### **7.2 Fieldwork**

- 7.2.1 Four areas of archaeological interest are proposed for mitigation excavation (see Figure 1):
- Area 1- 849 sq m-targeting Trenches 5 & 16 where a number of pits and ditch segments were encountered; one containing an unusual assemblage of faunal remains.
  - Area 2- 1,216 sq m-targeting Trenches 13 & 14 where a number of ditches were encountered.
  - Area 3- 189 sq m- targeting Trench 13 where a cluster of undated pits were recorded.
  - Area 4- 623 sq m- targeting Trenches 10 & 18 where a sequence of ditch segments was recorded. Dating evidence was very slight, but possibly indicated Iron Age/Roman and Medieval activity.
- 7.2.2 Should significant archaeological remains extend to within 10m of the limits of the above excavation areas, the areas will be sufficiently expanded at the appropriate location(s) to establish a minimum 10m buffer between archaeologically significant deposits and the limits of excavation. This excludes features previously identified and adequately sampled during the geophysical survey and evaluation. Any contingency extensions will only be enacted following discussions between the client, LCC and Lanpro.
- 7.2.3 Topsoil or overburden will be stripped across the mitigation excavation areas using mechanical excavators, using toothless, flat bladed, grading buckets supervised by a suitably qualified and experienced archaeologist. Stripping will need to be controlled to ensure that the archaeological horizon is exposed and is sufficiently clean to identify any archaeological features present. The spoil generated during the excavation will be mounded away from the edges of the stripped area or removed from the site. Topsoil, other overburden and subsoil will be stored separately. Mechanical excavation will cease

at either undisturbed natural deposits or when archaeological features are identified. The nature of these deposits will be assessed by hand excavation.

- 7.2.4 In the event that any archaeological remains which appear to be demonstrably worthy of preservation in situ are encountered, all excavation activities that may negatively impact such remains will cease until consultation with LCC, the client and Lanpro has been made and next steps agreed. Any decision to preserve archaeological remains in situ must be agreed with LCC.
- 7.2.5 If not already secure, the site will be secured with Heras-style fencing, provided by the Principal Contractor, to protect the archaeological excavation from vandalism and theft, and deep holes will be secured with netlon fencing.
- 7.2.6 The excavation area and spoil will be scanned with a metal detector to ensure maximum finds retrieval at all stages of the excavation by a named, experienced metal detector user. Metal detecting should be carried out before and after the excavation area is stripped and throughout the excavation process, including the scanning of spoil. Any metal finds will be located using survey-grade GPS and metal detectors will not be set to discriminate against iron.
- 7.2.7 All identified finds and artefacts will be collected and retained, bagged and labelled according to their context. Finds of significant interest will be given a 'small finds' number, and information on their location in three dimensions will be entered on a separate pro-forma sheet. No finds will be discarded without assessment by an appropriate finds' specialist, and/or the approval of LCC.
- 7.2.8 The base and sides of the stripped areas will be cleaned as required to show the soil profile and to define adequately any archaeological features present.
- 7.2.9 Following the initial soil strip, priority will be given to the cleaning of features as required to produce a pre-excavation plan. In association with the production of this plan initial sample excavation will commence to characterise the nature of the archaeological resource present. Early in this process an initial site review meeting will convene between the archaeological consultant, LCC and the appointed archaeological contractor to agree the application of the sample excavation strategy.
- 7.2.10 All potentially archaeological features should be investigated and recorded unless otherwise agreed with LCC and a stratigraphic matrix included in the post-excavation report contents.
- 7.2.11 Any archaeological layers potentially masking earlier archaeological remains shall be fully excavated and recorded, unless an alternative sampling strategy is agreed with LCC.
- 7.2.12 The following sampling levels will form the standard to be applied to features and deposits identified as contributing to the project objectives and any additional specific objectives identified.
  - A minimum of 10% of a linear feature (ditches, etc) are to be excavated with slots a minimum of 1m wide. Depending on the significance of the feature a higher

percentage sample may be requested, increasing in 10% increments until LCC are satisfied that research aims/objectives can be answered.

- Deposits at junctions, intersections and interruptions in linear features will be excavated over a sufficient length to determine the stratigraphic relationships between the different components.
- There will need to be provision to 100% excavate discrete features depending on the significance of the feature.
- Postholes forming a structure or other structural features (beam slots) will be 100% excavated.
- Pits will be 50% excavated. Depending on the significance of the feature a higher percentage sample may be requested.
- Although not anticipated on the basis of the evaluation results, in the event that working at depth is needed:
  - Large or deep features may be excavated in opposing quadrants in the first instance, or in other such gridded or systematic excavation as may be appropriate to the feature type, in agreement with LCC.
  - Provision should be made to fully investigate the depth of sequences and the depth of archaeological features; this may involve stepping or shoring.
- Appropriate provision should be made for extracting water from the sites and features as necessary.

### **7.3 Palaeoenvironmental sampling strategy**

7.3.1 In line with English Heritage guidelines *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (2025), the sampling strategy will be aimed at identifying:

- the nature of biological remains present
- the preservation of identified remains
- any patterns in concentration and distribution
- the significance of identified remains

7.3.2 Soil samples will be taken from all suitable features or deposits for palaeoenvironmental sampling. This will comprise the removal of a bulk sample from every securely sealed and hand-excavated context, excepting those with excessive levels of residuality or those with minimal 'soil' content (such as building rubble).

7.3.3 Bulk samples will comprise representative 40 litre samples. Where a context does not yield 40 litres of material, smaller samples will be taken (generally the maximum amount of material that it is practicable to collect). Bulk samples will be used to recover a sub-sample of charred macroplant material, faunal remains and artefacts where necessary, as well as any significant industrial residues.

- 7.3.4 If buried soils or other deposits are encountered, column samples may be taken for micromorphological and pollen analysis. Environmental material will be stored in a controlled environment and specialists consulted during the course of the work if necessary.
- 7.3.5 Depending on the nature of deposits being sampled, a qualified and experienced palaeoenvironmental specialist will be consulted. If required they will undertake site visits to discuss the sampling strategy and assist in any required fieldwork. The advice of the Historic England Regional Science Advisor will be sought as appropriate.
- 7.4 Human remains**
- 7.4.1 The discovery of human remains is not anticipated during the mitigatory fieldwork. However, should these be encountered then the client, the Ministry of Justice and LCC will be informed and a license from the Home Office sought immediately. Disturbance of human skeletal remains will be kept to a minimum. Any human remains encountered will be accurately recorded in plan to identify the date and character of the remains, including in situ examination by a palaeopathologist, but no further investigation will occur and the remains will be covered and protected. Human remains will only be removed where damage or desecration are to be expected, or in the event that analysis of the remains is shown to be a requirement of satisfactory evaluation.
- 7.4.2 Removal of human remains will only take place under appropriate government and environmental health regulations, in compliance with the Burial Act 1857 and after obtaining a Section 25 exhumation licence obtained from the Ministry of Justice.
- 7.4.3 If required a qualified and experienced osteoarchaeologist will undertake site visits to discuss the recording and assist in the removal of any human skeletal remains.
- 7.4.4 Human remains will be processed as part of the post-excavation assessment following national standards and guidance, including English Heritage (2004), Brickley and McKinley (2004) and the Church of England/English Heritage (2005).
- 7.5 Other finds**
- 7.5.1 Finds will be exposed, lifted, cleaned, conserved, marked, bagged and stored in accordance with the guidelines set out in United Kingdom Institute for Conservation's Conservation Guidelines No. 2 (1990) and the ClfA guidelines Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (2020b).
- 7.5.2 If required, conservation will be undertaken by approved conservators in line with the First Aid for Finds guidelines (Watkinson and Neal 1998). In accordance with the procedures outlined in Historic England's MoRPHE PPN3 (2008), significant iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy should be X-radiographed before assessment.
- 7.5.3 All finds of gold and silver will be moved to a safe place. Where removal cannot be effected immediately, suitable security measures will be taken to protect the artefacts

from theft or damage. All finds of gold and silver, and associated objects, will be reported to the coroner according to the procedures relating to the Treasure Act 1996 (and the act's amendment of 2003 to include prehistoric objects such as Bronze Age metalworking hoards and other non-precious metal items), after discussion with the client and LCC.

- 7.5.4 Ownership of any finds recovered from the archaeological works rests with the landowner except where other law overrides this (e.g. Treasure Act 1996, Burial Act 1857). However, Lanpro will seek to obtain 'in principle' agreement from the landowner to donate the recovered artefacts to the recipient museum (subject to statutory laws concerning human remains and treasure trove). Should the landowner not wish to donate the finds they must provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects) to the satisfaction of LCC. In line with paragraph 218 and footnote 76 of the NPPF (2025), the archive generated by the project must be made publicly accessible.

## **7.6 Unexpectedly significant or complex discoveries**

- 7.6.1 Should unexpectedly extensive, complex or significant remains be uncovered that warrant, in the professional judgment of the archaeologist on site, more detailed recording than is appropriate within the terms of the WSI, the scope of the WSI will be reviewed and an appropriate strategy agreed with LCC.
- 7.6.2 In the event of a review of the WSI being required, Lanpro will contact the client and LCC with the relevant information to enable them to resolve the matter. This is likely to require an on-site meeting between the relevant stakeholders to review the archaeological remains on-site and identify a way forward. Any variations to this WSI will be put in writing and agreed by the relevant stakeholders including LCC and the client.

## **8 Post-Excavation Assessment**

### **8.1 Initial assessment**

- 8.1.1 Upon completion of the fieldwork, the artefacts, soil samples and stratigraphic information will be assessed for their potential and significance for further analysis. An assessment report on the fieldwork will be produced within an agreed timetable following the completion of the fieldwork, which will inform the production of an Updated Project Design detailing the methodology for the analysis and publication stage if necessary (see Section 9).

### **8.2 Finds Processing**

- 8.2.1 If required, any finds will be cleaned, conserved, marked, bagged and stored in accordance with the guidelines set out in *United Kingdom Institute for Conservation's Conservation Guidelines No. 2* (1990) and the ClfA guidelines *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* (2020b).
- 8.2.2 In accordance with appropriate procedures outlined in *Guidelines on the X-radiography of archaeological metalwork* (Historic England 2006), significant iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy will be X-radiographed before issue of the final report.
- 8.2.3 All material will be packed and stored in optimum conditions, as described in *First Aid for Finds* (Watkinson and Neal 1998). Waterlogged organic materials will be dealt with in line with the Historic England guidance documents, *Waterlogged Organic Artefacts. Guidelines on their Recovery, Analysis and Conservation* (2018).
- 8.2.4 The preservation state, density and significance of material retrieved will be assessed, following the English Heritage (now Historic England) guidelines *Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post-excavation* (2011).
- 8.2.5 Any finds for dating will be submitted to specialists promptly, so as to ensure that results are available to aid development of a project design for the analysis stage, if required.
- 8.2.6 Where archaeological results do not warrant a post-excavation assessment then agreement will be sought from LCC to proceed straight to grey literature/publication.

### **8.3 Environmental Sample Processing**

- 8.3.1 If required, the processing of any palaeoenvironmental samples will be undertaken in line with the requirements of the English Heritage publications *Archaeological Science at PPG16 Interventions: Best Practice Guidance for Curators and Commissioning Archaeologists* (2006) and *Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post-excavation* (2025).
- 8.3.2 The samples will be processed, and ecofacts collected and assessed with regard to the potential for detailed analysis of pollen, charred plant macrofossils, land molluscs, faunal

remains (including small mammals and fish) and soil micromorphology. Samples suitable for radiocarbon, or other dating methods, will also be identified. The environmental assessment will be reported within the overall post-excavation assessment report for all phases of investigation and include proposals for full analysis if required. Unprocessed sub-samples will be stored in conditions specified by the appropriate specialists. Samples for dating will be submitted to specialists promptly, so as to ensure that results are available to aid development of the project design for any further analysis stage if required.

## **8.4 Human Remains Processing**

- 8.4.1 If discovered, human remains will be processed following national standards and guidance, including Human Bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports. Centre for Archaeology Guidelines (English Heritage 2004), Updated Guidelines to the Standards for Recording Human Remains (Mitchell and Brickley 2017), and Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (2nd edition) (APABE/Historic England 2017). Processing will be undertaken by experienced specialists trained in the identification of human remains and who are familiar with delicate areas of the skeleton that need careful preservation, important areas required for an individual identification (e.g. age and sex), as well as potentially pathologically altered bones.
- 8.4.2 Where specialist processing may be required, for example where samples may be required for DNA analysis, specialist advice will be sought to minimise potential contamination. The human remains will be placed in breathable bags and labelled and boxed protected by polyethylene 3mm foam sheeting and in line with any specific archive requirements.
- 8.4.3 Cremation burials will be processed by removing the fill of the vessel in 5 to 10mm spits, recording the distribution and density of the bone per spit following guidance by Mitchell and Brickley (2017). Fills will be wet sieved over a 1mm mesh with retrieval of burnt bone, pyre debris such as charcoal and botanical remains, and the remains air-dried and hand-sorted.

## **8.5 Conservation**

- 8.5.1 If required, conservation will be undertaken by approved conservators in line with the *First Aid for Finds* guidelines (Watkinson and Neal 1998). Material considered vulnerable will be selected for stabilisation after specialist recording. Where intervention is necessary, consideration must be given to possible investigative procedures (e.g. glass composition studies, residues in or on pottery, and mineral-preserved organic material).

## **8.6 Assessment Report**

- 8.6.1 The assessment report shall contain the following information:
- a title page detailing site address, site code and accession number, NGR, author / originating body, client's name and address

- full contents listing
- a non-technical summary of the findings of the excavation
- a description of the topography and geology of the excavation area
- a description of the archaeological background to the site including a HER search (search number to be quoted in the report)
- a description of the methodologies used during the excavation
- a description of the findings of the excavation
- site and trench location plans and plans of each of the mitigation areas
- section drawings of the excavated archaeological features
- interpretation of the archaeological features exposed and their context within the surrounding landscape
- specialist reports on the artefactual / ecofactual remains from the site
- appropriate photographs of specific archaeological features
- An Updated Project Design (UPD) detailing a programme of any detailed further post-excavation analysis, publication and archiving that may be required.
- a full context list
- the OASIS reference and summary form
- A copy of this WSI as an appendix

8.6.2 A draft copy of all reports will be provided to LCC in PDF format for comment.

8.6.3 Following approval, copies of the final reports in PDF format will be produced and submitted to:

- The client
- Lincolnshire HER
- Lincolnshire County Council Historic Environment Officer
- South Holland District Council

8.6.4 The GIS (shape) files should be provided to the HER.

8.6.5 Digital copies of the final assessment report will also be submitted to OASIS and ADS to allow the results to be accessible on-line to the wider archaeological community and general public.

## **9 Post-Excavation Analysis**

- 9.1.1 Following the results of the assessment report, the scope of work for the final post-excavation analysis stage will be detailed in an Updated Project Design (UPD) and a detailed publication quality report will be produced following the results of the analysis, if required.
- 9.1.2 The following is provided as a guide to the potential content of the analysis report, but this will be reviewed within the UPD as necessary. As a minimum the analysis report shall contain the following information:
- A title page, with the name of the project, the name of the author(s) of the report, the title of the report and date of the report
  - A non-technical summary of the scope, methodology and results of the work
  - Introduction which includes site code/project number, planning reference number, dates when the fieldwork took place, grid reference
  - A description of, and a background to the works and its aims and objectives
  - A description of the site location and the archaeological and historical context for the area
  - An account of the methods and results of the fieldwork, describing both structural data and associated finds and/or environmental data recovered
  - The results and interpretation of specialist analysis of stratigraphic records, artefacts, environmental and scientific samples, as necessary and based upon the requirements identified at the assessment stage and detailed in the UPD
  - An analysis of the archaeological significance of the deposits identified, in relation to other sites in the region. The report must also integrate the results of evaluation excavations undertaken for the scheme.
  - Details of archive selection strategy
  - Conclusions
  - Details of archive location and destination (with accession number, where known), together with a catalogue of what is contained in that archive
  - Appendices and figures, as appropriate, including a copy of the updated project design; and References and bibliography of all sources used
- 9.1.3 Digital copies of the report will be provided in draft form in MS Word and PDF format to Lanpro, the client and Lincolnshire County Council Historic Environment Officer. Two iterations of the draft analysis report based on consultee and client comments will be allowed for.
- 9.1.4 The appointed archaeological contractor shall rectify any defects and make any amendments as identified by Lanpro, the client and LCC and shall subsequently submit the final report within an agreed programme from receipt of any comments.

- 9.1.5 Final copies of the analysis report (in PDF/A format) will be produced, and submitted to the following, together with all other digital information in industry standard formats as required:
- The client
  - Lincolnshire HER
  - Lincolnshire County Council Historic Environment Officer
  - South Holland District Council
  - Historic England Regional Science Advisor
  - The Collection
- 9.1.6 Digital copies of the final analysis report and the digital archive will be submitted to OASIS and ADS to allow the results of the work to be accessible on-line to the wider archaeological community and general public.
- 9.1.7 The preparation of a publication report for an appropriate journal (or another agreed form) will be required if LCC considers the results significant enough to warrant dissemination to a wider audience. Provision will be made for publicising the results of the work locally, e.g. by presenting a paper, or talking to local societies etc.

## 10 Archiving and Data Management

### 10.1 Archive Content

- 10.1.1 The appointed archaeological fieldwork contractor will contact The Collection in advance of commencing any fieldwork to determine the preparation, and deposition of the archive and finds, and obtain an accession number for all archaeological works. The landowner will be encouraged to transfer ownership of the finds to The Collection. The archive will be presented to The Collection within two months of completion of all fieldwork, unless alternative arrangements have been agreed in writing with LCC.
- 10.1.2 The archive will be prepared in accordance with the ClfA guidelines detailed in *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020a) and The Collection's *Archaeological Archives Deposition Guidelines* (2016) which forms Chapter 17 of the *Lincolnshire Council Archaeological Handbook* (2024).
- 10.1.3 The preparation of the archive will also be informed by the Guidelines for the preparation of Excavation Archives for long-term storage (United Kingdom Institute for Conservation, 1990), Standards in the museum care of archaeological collections (Museums and Galleries Commission 1994), and in accordance with any of The Collection deposition guidelines. Provision will be made for the stable storage of paper records and their long-term storage.
- 10.1.4 Adequate resources will be provided during fieldwork to ensure that all records are checked and internally consistent. Archive consolidation will be undertaken immediately following the conclusion of fieldwork and will include the following work:
- the site record will be checked, cross-referenced and indexed as necessary
  - all retained finds will be cleaned, conserved, marked and packaged in accordance with the requirements of The Collection
  - all retained finds will be assessed and recorded using pro forma recording sheets, by suitably qualified and experienced staff. Initial artefact dating will be integrated within the site matrix
  - all retained environmental samples will be processed by suitably experienced and qualified staff
- 10.1.5 The archive will consist of paper records and digital data, as well as finds and samples as selected. Not all material collected or created during the course of the works will require preservation in perpetuity, and the final contents of the archive will be subject to selection prior to the accession of the archive to the Collection, in line with a Selection Strategy agreed with the client and LCC.
- 10.1.6 The selected contents of the archive will be appropriate to establish the significance of the results of the project and support future research, outreach, engagement, display and learning activities. Selection will be focused on selecting what is to be retained to support

these future needs. Methods for disposing of de-selected material will be agreed with the landowner and other relevant stakeholders.

10.1.7 A copy of the digital archive will be submitted to LCC on completion of all work, for integration into the Lincolnshire HER.

10.1.8 An OASIS form will be completed for the project and an electronic copy of the final report and the digital archive deposited with the ADS.

## **10.2 Data Management**

10.2.1 A Data Management Plan will be created and managed by the appointed archaeological contractor on commencement of the project, which will outline the strategy for the sharing and preservation of the project's digital data.

10.2.2 The Data Management Plan will be produced in line with ClfA standards (2020c) and guidance produced by the ADS (2014), and will include;

- Details of data that will be generated during the work
- Type of file formats to be used (e.g. .doc, .pdf., .dwg., .shp, etc.)
- Methods of data collection or capture (e.g. GPS/Total Station/digitising from hard copies)
- File naming conventions (e.g. ADS naming conventions)
- Metadata, standards and quality assurance measures
- Plans for sharing data
- Ethical and legal issues or restrictions on data sharing (e.g client confidentiality etc.)
- Copyright and intellectual property rights of data
- Data storage and back-up measures
- Data management roles and responsibilities
- Costing or resources needed (ADS archiving costs etc.)

10.2.3 The digital archive will be produced using industry standard file formats, with a clear file structure that allows these to be easily shared with all stakeholders and allows the data to continue to be preserved and shared with the public through, for example, the HER.

10.2.4 The data comprising the digital archive will comply with the English Heritage (now Historic England) guidance on historic environment data standards, *MIDAS Heritage; the UK Historic Environment Data Standard* (English Heritage 2012).

10.2.5 It is anticipated that the repositories to which the digital archive are submitted (i.e. HER/local museum/archive) will have in-house Data Management Plans to allow for the long-term preservation of the digital archive data, including plans for data back-up and migration to new digital formats as these emerge.

## **11 Timetable**

- 11.1.1 A timetable for the programme of archaeological mitigation fieldwork and post-excavation assessment reporting will be agreed between the appointed archaeological contractor and the client, and LCC Historic Environment Officer will be informed of this timetable prior to the commencement of fieldwork. The appointed archaeological contractor will ensure they have the required capacity to deliver the works.
- 11.1.2 The LCC Historic Environment Officer will be informed of the proposed start date for the project as soon as practicable, and at least two weeks (10 working days) before commencement of fieldwork.
- 11.1.3 A draft assessment report will be provided to the client and LCC within an agreed timeframe following completion of fieldwork, with a final version to be submitted following receipt of any comments within the agreed timeframe.

## **12 Monitoring**

- 12.1.1 Monitoring of the archaeological work will be undertaken by LCC Historic Environment Officer. A decision on the level of monitoring required for the fieldwork will be made by LCC, in consultation with the project manager and once the fieldwork has commenced. Any unexpected discoveries, or on-site complications, should be communicated to, and discussed with, LCC.
- 12.1.2 LCC will be free to visit the site by prior arrangement with Lanpro. LCC will monitor implementation of the programme of works on behalf of the Local Planning Authority and evaluate the work being undertaken on site against the methodology detailed in this specification.
- 12.1.3 No backfilling of the excavation areas shall take place until LCC has inspected the archaeological works and confirmed that the mitigation has been carried out to an acceptable standard, unless health and safety considerations require otherwise. Where early backfilling is required for health and safety reasons, appropriate arrangements shall be made to facilitate inspection by LCC.

## **13 Insurance**

- 13.1.1 The appointed contractor will produce evidence of Public Liability Insurance to the minimum value of £5m and Professional Indemnity Insurance to the minimum of £5m.

## **14 Health and Safety**

- 14.1.1 The management of all health and safety on site will be the responsibility of the appointed Principal Contractor. All works will be undertaken by the contractor in compliance with the Health and Safety at Work Act (1974) and all applicable regulations and Codes of Practice.
- 14.1.2 All archaeological staff will undertake their operations in accordance with safe working practices. At least one First Aider will be present on site at all times. A site-specific risk assessment will be produced by the appointed archaeological contractor, prior to the commencement of work on site, which will be subject to regular review.
- 14.1.3 Suitable Personal Protective Equipment (PPE) and welfare facilities will be provided by appointed archaeological contractor, including hi-visibility coats/vests, hard hats, safety boots and gloves, as well as safety glasses if required.
- 14.1.4 All staff will receive a health and safety induction prior to starting work on site to be provided by the Principal Contractor.
- 14.1.5 All areas of excavation will be scanned by the groundwork contractor with a Cable Avoidance Tool (CAT) prior to ground works commencing. Necessary measures will be taken to avoid disturbing any services.
- 14.1.6 Regular audits of health and safety practices will be carried out during the course of the project by Lanpro and appointed archaeological contractor in consultation with the site workforce. Toolbox talks on health and safety issues will be conducted at minimum weekly intervals and/or after changes in working practices or identification of new threats/risks. The risk assessment will be reviewed and updated as necessary. Control measures will be implemented as required in response to specific hazards.
- 14.1.7 Safe working will take priority over the desire to record archaeological features or remains, and where it is considered that recording is dangerous, any such features will be recorded by photography at a safe distance.
- 14.1.8 Site welfare accommodation and car parking should be located within the site and the location of these facilities will be agreed between the appointed archaeological contractor, Lanpro and the client in advance of the commencement of work.

## **15 Copyright and Publicity**

- 15.1.1 Copyright of the documentation prepared by the appointed archaeological contractor and specialist subcontractors should be the subject of additional licences in favour of the client and the HER to use such documentation for their statutory and educational functions, and to provide copies to third parties as required.
- 15.1.2 Under the Environmental Information Regulations (EIR 2004), information submitted to the HER becomes publicly accessible, except where disclosure might lead to environmental damage, and reports cannot be embargoed as 'confidential' or 'commercially sensitive'.
- 15.1.3 It is recognised that the project may identify remains which are of interest to the public and these may be publicised through appropriate media. Any publicity for the project proposed by the appointed archaeological contractor should be approved by the client in advance.
- 15.1.4 The appointed archaeological contractor will not issue any information on the work through media, internet or social media without prior agreement of the client. Care will be taken to ensure that any publicity does not compromise the security of archaeological remains that may have been identified or recovered. Any approaches by the press to the appointed archaeological contractor should be referred to the client in the first instance.

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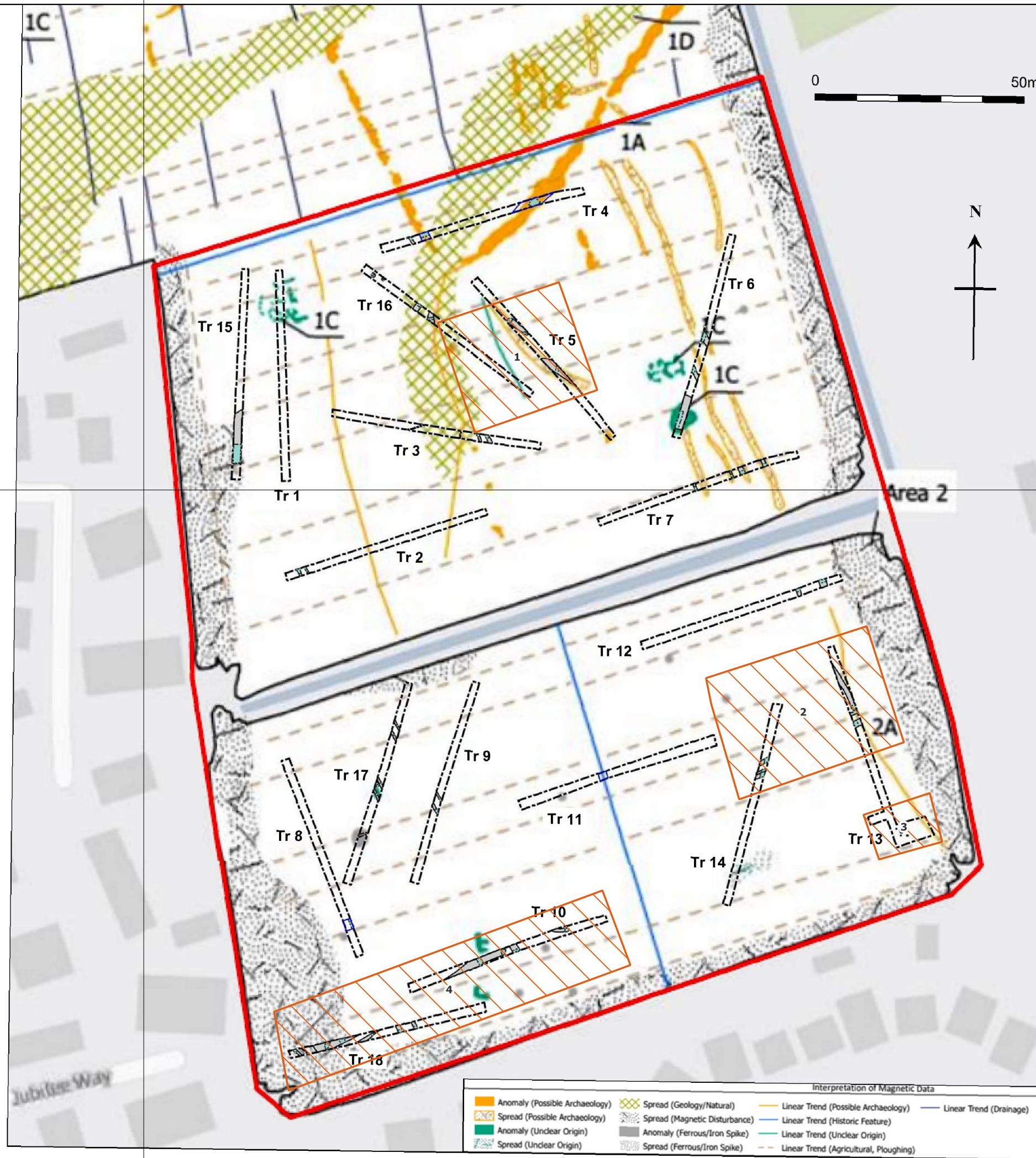
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## Figures



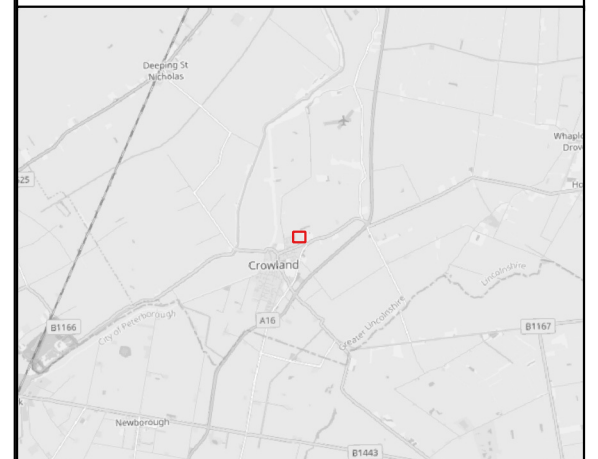
Land off Normanton Road, Crowland

Written Scheme of Investigation

Title:  
Figure 1. The site boundary and proposed excavation areas

- Legend:
- Site Boundary
  - Proposed excavation areas

Data: © Lanpro, 2026  
Base Maps: © Crown copyright and database rights 2026. Ordnance Survey  
AC0000862729



Co-ordinate system: OSGB36 / British National Grid

Scale: 1:1000 @ A3

