Lincolnshire County Council
Historic Environment Team
Archaeological Brief for Scheme of Monitoring and Recording

Adjacent 27 Quadring Road
South Holland District Council
Planning Application Ref: H04-0912-12
Grid Reference: TF21374 3554
Issued: 7/4/2014

Issued by Lincolnshire County Council

This archaeological brief is only valid for a period of six months from issue. Any specification or project design resulting from this brief shall only be considered valid for a period of six months from its issue.

1.1 Notes for the applicant

This document sets out the brief for a scheme of monitoring and recording. A full report shall be prepared, and it is in the developer's interest to ensure the report is to an adequate standard.

This brief should be sent to archaeological contractors as the basis for the preparation of a detailed archaeological project specification. In response to this brief contractors will be expected to provide details of the proposed working methods, timescales and staffing levels necessary to complete the work.

Detailed specifications should be submitted by the applicant for approval by the planning archaeologist. Unless the specification is approved no groundworks should commence.

A phased approach to fieldwork may be adopted, with one stage leading on to another (if necessary) after each phase is reported upon and reviewed.

Employing an archaeologist is similar to employing any professional undertaking work on your behalf; you are free to get several quotations before making your final decision. Details of archaeological contractors may be found on www.archaeologists.net, www.bajr.org or the yellow pages.

The planning archaeologist will require at least ten working days' notice prior to the commencement of the work.

1.2 Notes for the contractor

The contractor's specification should be prepared according to requirements of this brief and the Lincolnshire Archaeological Handbook's section 'Standard Briefs for Archaeological Projects in Lincolnshire' (August 1997, revised 2012).

The professional archaeological contractors invited to tender for the work must be able to demonstrate, within their specification or project design, that they can provide sufficient staffing, relevant expertise and the appropriate experience in dealing with technology of the type and nature required in this brief.

Contractors will operate in line with professional Institute for Archaeologists (IfA) guidelines and standards and the IfA Code of Conduct.

The scheme of archaeological works will include, as appropriate, background research, fieldwork, assessment, analysis, preparation of report, publication and deposition of the project archive.

Specifications will be rejected if it is determined that they

- are insufficiently documented,
- do not meet the requirements specified in the brief, or
- the specification fails to demonstrate the archaeological contractor's competence and ability to undertake the project in accordance with the Lincolnshire Archaeological Handbook.

The relevant experience of the project team must be articulated within the specifications. In particular the person leading the project in the field must have significant experience of current archaeological methods, theory and safe practice.

The full report including all specialist assessments of artefact assemblages shall be submitted within three months of completion of the fieldwork phase. If this is not possible then the planning archaeologist must be consulted at the earliest possible opportunity.

A copy of the final report can be sent to the planning archaeologist for approval prior to its submission to the Local Planning Authority, but please be advised that Lincolnshire County Council Historic Environment Team is not responsible for writing, proof-reading or copy-editing draft reports.

It should be noted that the planning archaeologist will not recommend the discharge of any planning conditions until they have approved the report and the archive has been deposited.

An additional copy of the report should be submitted to the curator in a single PDF format.

1.3 Summary of brief

A planning application has been approved for the erection of two houses; this was subject to among others, an archaeological condition. This brief sets out the requirements for an archaeological scheme of monitoring and recording as stipulated by the local planning authority.

1.4 Site location and description

The site is located in South Holland district in the parish of Donington. The site grid reference is TF2134 3554.

The specification should include details of the area's geology, land use, vegetation and current land use.

1.5 Planning background

A planning application has been submitted to and approved by South Holland District Council subject to conditions, including an archaeological condition.

17. No development shall take place until a written scheme of archaeological investigation has been submitted to and approved in writing by the Local Planning Authority. This scheme should include the following and should be in accordance with the archaeological brief supplied by the Lincolnshire County Council Historic Environment advisor on behalf of the Local Planning Authority: 1. An assessment of significance and proposed mitigation strategy (i.e preservation by record, preservation in situ or a mix of these elements). 2. A methodology and timetable of site investigation and recording 3. Provision for site analysis 4. Provision for publication and dissemination of analysis and records 5. Provision for archive deposition 6. Nomination of a competent person/organisation to undertake the work 7. The scheme to be in accordance with the Lincolnshire Archaeological Handbook. The archaeological site work shall only be undertaken in accordance with the approved written scheme. Reason: To ensure the preparation and implementation of an appropriate scheme of archaeological mitigation in accordance with Section 12 of the National Planning Policy Framework, 2012.

18. The applicant shall notify the Lincolnshire County Council Historic Environment Department of the intention to commence at least fourteen days before the start of archaeological work required in connection with Condition 17 above in order to facilitate adequate monitoring arrangements. No variation shall take place without prior written consent of the Local Planning Authority. Reason: To ensure satisfactory archaeological investigation and retrieval of archaeological finds. This Condition is imposed in accordance with Section 12 of the National Planning Policy Framework, 2012.

19. A copy of the final report required in connection with Condition 17 above shall be submitted within three months of the work being carried out to the Local Planning Authority and the Lincolnshire Historic Environment Record (or according to an agreed programme). The material and paper archive required as part of the written scheme of investigation shall be deposited with an appropriate archive in accordance with guidelines published in The Lincolnshire Archaeological

Handbook. Reason: To ensure satisfactory arrangements are made for the recording of possible archaeological remains. This Condition is imposed in accordance with Section 12 of the National Planning Policy Framework, 2012.

'They [The local planning authority] should .... require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part), in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publically accessible' National Planning Policy Framework Section 12, para 141.

1.6 Archaeological and historical background

This site lies with the medieval core of Donington Settlement. The current settlement dates from the Anglo-Saxon period and is mentioned in Domesday.

1.7 Requirement for work

The archaeological research aims and objectives of the project will be clearly stated, and the method statement or specification will demonstrate how these will be met. Appropriate reference will be made to the East Midlands Research Frameworks and strategies or any national period-specific research frameworks.

Archaeological monitoring is required during all groundworks. The archaeologist should have the ability to stop works and record any features that are revealed, if appropriate.

This should be followed by a written report supported by any specialist reports as appropriate and the submission of the complete archive to the museum.

1.8 Methodology

In consideration of methodology the following details should be given in the contractor's specification:

1.8.1 An agreed projected timetable for the various stages of work (fieldwork and production of report and archive).
1.8.2 Details of the staff structure and numbers.
1.8.3 Compliance with the relevant Health and Safety legislation and due consideration of site security.

1.8.4 A full description of the recovery and recording strategies to be used.

1.8.5 A programme of investigation that provides a sound basis for developing the archaeological scientific component within the specification for any subsequent mitigation strategy.

1.8.6 An estimate of time and resources allocated for the post excavation work and report production. This should include lists of specialists and their role in the project. It is expected that finds will be encountered and therefore adequate provision should be made for specialists in these areas. If the specialists to be used are not IfA registered and are not locally recognised, a CV or other form of reference should be provided with the specification. There should be no change to any of the specialists listed in the specification unless previously discussed with the planning archaeologist.

1.8.7 The normal preferred policy for the scale of archaeological site plans is 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.

1.8.8 The site grid will be tied to the national grid.

1.8.9 Finds of potential Treasure must be reported to the local Coroner within fourteen days in accordance with the Treasure Act 1996. The Finds Liaison Officer can be contacted for advice in the first instance.

1.8.10 If human remains are encountered the contractor must comply with current legislation.

1.8.11 The use of an appropriate machine with a toothless ditching blade should be used during any monitored excavation. **All** groundworks should be monitored by an experienced archaeologist during machining.

1.9 Monitoring arrangements

The planning archaeologist, Louise Jennings, will be responsible for monitoring progress and standards throughout the project and will require at least ten working days' notice prior to the commencement of the work. The planning archaeologist should be kept informed of any unexpected discoveries and regularly updated on the project's progress. Any variations to the specification shall be agreed with the planning archaeologist in writing prior to them being carried out.

1.10 Health and Safety

All work should be carried out in a way that complies fully with the Health and Safety at Work Act 1974.

1.11 Finds

All finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the United Kingdom Institute for Conservation (UKIC) *First Aid For Finds*, 1998 (new edition).

1.12 Standards

Archaeological contractors should note that the Lincolnshire Archaeological Handbook stipulates basic *methodological* standards. It is considered axiomatic that all contractors will strive to achieve the highest possible *qualitative* standards, with the application of the most advanced and appropriate techniques possible within a context of continuous improvement aimed at maximising the recovery of archaeological data and contributing to the development of a greater understanding of Lincolnshire's historic environment. Monitoring officers will seek and expect clear evidence of commitment to the historic resource of Lincolnshire, with specifications being drawn up within a context of added value.

1.13 Reporting Requirements

The report content should conform to the minimum standards as defined in Section 14.6 of the Lincolnshire Archaeological Handbook, including:

1.13.1 Location plans of the proposed development area at a minimum scale of 1:10 000.

1.13.2 Location plans of the area/s which have been investigated and the position of any trenches.

1.13.3 Tables summarising features and artefacts together with a full description and brief interpretation.

1.13.4 Specialist descriptions of artefacts and ecofacts.

1.13.5 Accurate section and plan drawings, with ground level, Ordnance Datum, vertical and horizontal scales as appropriate.

1.13.6 Photographs of the site scanned at a high resolution in colour. Photocopies are not acceptable.

1.13.7 The archaeological potential of the proposed development site and its immediate surrounding area.

1.13.8 A consideration of the significance of the findings on a local, regional and national basis.

1.13.9 A critical review of the effectiveness of the methodology.

1.13.10 A complete bibliography of all reference material including sources consulted but not referred to in the text.

1.13.11 The online OASIS form http://ads.ac.uk/projects/oasis must be completed and the cover sheet included in the report.

1.13.12 The following appendices:

- All specialist reports or assessments.
- Context register with brief descriptions.
- Photographic register.
- Summary of archive contents, location and date of deposition.
- Archaeological brief.

Any recommendations for further work are the responsibility of the planning archaeologist. The report produced by the contractor, therefore, should not include any written recommendations concerning further works. Should the contractor wish to make recommendations to the planning archaeologist, this may be done in writing, separately from

the submitted report (IfA standard and Guidance for Archaeological Field Evaluation, paragraph 3.2.8).

1.14 Archive deposition

The integrity of the site archive should be maintained. All finds and records should preferably be properly curated by a single organisation, and be available for public consultation. The archive should be deposited within six months of the completed project or prior to the request for discharge of any relevant planning condition. The National Planning Policy Framework, section 12 para. 141 advise that planning conditions should not normally be discharged until archiving is complete.

The archive consists of all written records and materials recovered, drawn and photographic records, including a single copy of the final report. It will be quantified, ordered, indexed and internally consistent. It should also contain site matrices, a site summary and brief written observations on the artefactual and environmental data. **An accession number must be drawn prior to the commencement of archaeological works. An expected archive deposition date should also be included, this should be applied for at the same time as the museum accession code and site code. This is a compulsory requirement for the specification.**

If the receiving museum is to be The Collection, Lincoln then the archive should be produced in the form outlined in that museum's document 'Conditions for the Acceptance of Project Archives', Chapter 17 in the Lincolnshire Archaeological Handbook.

1.15 Public Dissemination

The deposition of a copy of the report with the Lincolnshire Historic Environment Record and with the planning archaeologist will be deemed to put all information into the public domain, unless a special request is made for confidentiality.

See Chapter 16 of the Lincolnshire Archaeological Handbook for further details.

1.16 Other factors (including contingency)

The specification should make adequate provision in contingency to allow for unexpected finds. The archaeological contractor should provide details of adequate insurance polices.
Contingency for unexpected costs e.g. due to more artefacts or ecofacts recovered than expected. This should only be activated after discussion with the planning archaeologist and the client.

1.17 Useful contact details

Louise Jennings
Lincolnshire County Council Planning Archaeologist
Development Directorate
Historic Environment Team
Unit 16 Witham Park House
Waterside South
Lincoln LN5 7JN
01522 554823
Louise.jennings@lincolnshire.gov.uk

Adam Daubney
Lincolnshire County Council Finds Liaison Officer
Address as above.
01522 552361
Adam.Daubney@lincolnshire.gov.uk

Museum/Archives
The Collection
1 Danes Terrace
Lincoln
LN2 1LP
01522 550961
www.thecollection.lincoln.museum

South Holland District Council
01775 761161
www.sholland.gov.uk

English Heritage – East Midlands Region
01604 735400
www.english-heritage.org.uk

1.18 Planning and The Historic Environment

There is a presumption in favour of preservation in situ of all important archaeological remains, whether they are designated or not.
The National Planning Policy Framework, section 12 para. 141 states 'Local planning authorities should make information about the significance of the historic environment gathered as part of the plan-making or development management publically accessible. They should also require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact and top make this evidence (and any archive generated) publically accessible. However the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted.'