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PROJECT DESIGN FOR ARCHAEOLOGICAL TRIAL TRENCHING

Client: National Grid Electricity Distribution Ltd
Scheme name: Holbeach Primary Substation

Project details

Project name	EP - Holbeach Primary Substation
Scheme number	22007610
NGR	TF 3696 2341
OASIS Reference	dalcourm1-541095
Site Code	HOPS26
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PREPARED BY

Name	Ruth Tipton (PCIfA), Archaeologist
Date	March 2026

APPROVED BY

Name	Nick Daffern, Associate Archaeologist
Date	March 2026

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Drawings

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Drawing 2	Trench Locations	1: 500 @ A3

Appendices

No.	Title
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1 Introduction

- 1.1.1 Dalcour Maclaren has been commissioned by National Grid Electricity Distribution Ltd on (hereafter referred to as ‘the Client’) to complete a Written Scheme of Investigation (WSI) for archaeological trial trenching works to support the construction of a new primary substation at Branches Lane, South Holland (NGR: TF 3696 2341) (hereafter referred to as ‘the Site’) (Drawing 1).

1.2 Circumstances of the Scheme

- 1.2.1 Dalcour Maclaren understands that the Client is proposing to install a new primary substation at a site adjacent to the junction of Branches Lane and Pike Dam Lane, Holbeach, South Holland (NGR: TF 3696 2341).

1.3 Site Location and Topography

- 1.3.1 The Site is located at the junction of Branches Lane and Pike Dam Lane, South Holland (NGR: TF 3696 2341) located c. 1km to the southeast of Holbeach.
- 1.3.2 The Site currently comprises the southeast corner of a larger cultivated field and, at the time of the Site visit was under crop.
- 1.3.3 The Site is bound to the north and west by open, cultivated agricultural land, to the south by a thin treeline adjacent to a drainage ditch with further agricultural land beyond, and to the east by the highways of Branches Lane and Pike Dam Lane.
- 1.3.4 The Site is flat, lying at approximately 2m above Ordnance Datum.

1.4 Requirement for Archaeological Works

- 1.4.1 A Desk-Based Assessment (DBA) was completed by Dalcour Maclaren (2023) which summarised that:
- Whilst no heritage assets are recorded within the Site, due to the undeveloped nature of the Site, buried archaeological remains, should they be present, could be well-preserved.*
- 1.4.2 Correspondence with Ruben Lopez Catalan, Historic Environment Officer, Lincolnshire County Council, established that a programme of geo/archaeological deposit modelling (Dalcour Maclaren 2026) and a geophysical survey (SUMO Geosurveys 2026), would be required to inform the design and delivery of further archaeological evaluation in the form of trial trenching to characterise the archaeological resource and confirm the findings of the DBA.
- 1.4.3 The geo/archaeological deposit modelling (Dalcour Maclaren 2026), based upon the findings and lithological descriptions from previous ground investigation (GIP 2023) concluded that the ‘within the present Site, no evidence for deposits of palaeoenvironmental potential i.e. organic alluvium, were identified during the deposit modelling and therefore the palaeoenvironmental and geoarchaeological potential of the Site is considered to be low – none’.
- 1.4.4 The geophysical survey (SUMO Geosurveys 2026) did not identify any magnetic responses that could be interpreted as being of definite archaeological interest. A former field boundary was detected which was corroborated by historic mapping, and a trend of uncertain origin has been identified which could be the result of agricultural practices or an unrecorded boundary / track. Responses caused by modern ploughing were also identified running northwest-southeast across the survey area.

- 1.4.5 A programme of archaeological evaluation by trial trenching is defined as ‘a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an inter-tidal zone or underwater (ClfA, 2023a).
- 1.4.6 The archaeological evaluation represents the first phase of archaeological intervention. Should significant archaeology be recorded, further mitigation may be required. Any additional mitigation shall be discussed and agreed with the Client and Lincolnshire County Council, and subject to a separate Project Design.
- 1.4.7 This Project Design has been written in accordance with, and the works will be undertaken in accordance with the following documents:
- Lincolnshire Archaeological Handbook (Lincolnshire County Council, 2024);
 - Standard for archaeological field evaluation, Chartered Institute for Archaeologists: Reading (ClfA, 2023a);
 - Universal guidance for archaeological field evaluation, Chartered Institute for Archaeologists: Reading (ClfA, 2023b);
 - Code of conduct: professional ethics in archaeology, Chartered Institute for Archaeologists: Reading (ClfA, 2022);
 - Standards and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials, Chartered Institute for Archaeologists: Reading (ClfA, 2020);
 - Preserving Archaeological Remains: Decision-Taking for Sites under Development, Historic England: London (Historic England, 2016); and
 - Management of Research Projects in the Historic Environment (MoRPHE), (Historic England, 2015).

2 Background

2.1 Geology

- 2.1.1 The BGS (2026) maps the bedrock geology of the Site as mudstone of the Ampthill Clay Formation, which is of Oxfordian Age, during the Late Jurassic Period.
- 2.1.2 The Site is underlain by superficial deposits comprising unconsolidated sediment, mainly mud and/or sand, representing tidal flat deposits, including mud flat and sand flat deposits (Ibid).

2.2 Archaeological and Historic Background

- 2.2.1 A DBA was undertaken by Dalcour Maclaren (2023), which provides a comprehensive review of the archaeological and historical background of the Site.
- 2.2.2 The following section provides a summary of the major historic periods.

Prehistoric to Early Medieval (up to AD 1066)

- 2.2.3 There are no heritage assets dating to the prehistoric, Roman, or Early medieval eras within the Site. The only non-designated heritage asset dating to these time periods comprises a sole Roman findspot, recovered c.1km northwest of the Site.

Medieval (AD 1066 – AD 1540)

- 2.2.4 Mossop and Elms (1984, 1) suggest that medieval exploitation of the fens and marshes of South Holland was restricted to a narrow zone c. 2 mile either side of the Long Sutton to Spalding Road with Raven's Bank likely representing the southern flood defence for this area.
- 2.2.5 Within this area, activity and settlement was restricted to narrow, linear strips defended by lateral banks known as headings which were connected to the main, Roman banks (Mossop and Elms 1984, 1).
- 2.2.6 There are no heritage assets dating to the medieval period recorded within the Site.
- 2.2.7 Within the 1km search area, one non-designated heritage asset of medieval date asset is recorded located 415m to the northeast of the Site at Fleet Lodge.
- 2.2.8 The asset (MLI22270) is the suspected site of the one of the three original manors of Fleet although no remains of any earlier buildings could be detected in the present fabric.

Post-Medieval & Modern (AD 1540 to Present)

- 2.2.9 There are no heritage assets dating to the post-medieval or modern periods period recorded within the Site.
- 2.2.10 Thirteen of the assets recorded by the LHER within the 1km search area date to the post-medieval and modern periods with eleven of these entries representing demolished, partially extant or extant farmsteads post-medieval farmsteads (MLI22204, MLI22270, MLI123414, MLI123415, MLI123420, MLI123429, MLI123496, MLI123497, MLI123498, MLI123499, MLI123513, MLI123514, MLI123515).
- 2.2.11 The closest post-medieval/ modern asset is the Cyprus Lodge which is located c. 260m northeast of the Site (MLI123497). This comprises a partially extant 19th century farmstead with a loose courtyard with a single side of the

courtyard formed by working agricultural buildings. The farmhouse is detached from the main working complex. There has been a partial loss (less than 50%) of traditional buildings (MLI123497).

- 2.2.12 The closest demolished post-medieval asset is the 19th century farmstead of Willow Lodge c. 375m to the southwest (MLI123498). This comprised a regular courtyard of L plan with the farmhouse being detached from the main working complex.
- 2.2.13 Other agricultural buildings within the search area are also represented, for example, the demolished corn mill of Dam Gate Mill (MLI22204) located 780m northwest.
- 2.2.14 The only other post-medieval asset identified within the 1km search area is the Spalding – Holbeach – Sutton Bridge Railway (MLI124894) located 990m to the north. The section between Spalding to Holbeach being opened in 1858 with the extension to Sutton Bridge being opened in 1862 and was later part of the wider Midland and Great Northern Railway which was formed in 1893. The line between Holbeach and Sutton Bridge was closed entirely by 1965, and the track was subsequently dismantled although its course is still preserved within field boundaries and can be identified as an earthwork.

2.3 Previous Archaeological Fieldwork

- 2.3.1 The DBA identified only one archaeological event within 1km of the Site comprising a site visit to assess the impact of proposed development on land adjacent to Damgate, Holbeach which identified no archaeological finds or features (ELI12634).
- 2.3.2 Associated with this application, three phases of archaeological fieldwork have been delivered, namely a DBA (Dalcour Maclaren 2023) , a scheme of geo/archaeological deposit modelling (Dalcour Maclaren 2026) and a magnetometer survey (SUMO Geosurveys 2026) . 2.3.3 The DBA concluded that : Whilst no heritage assets are recorded within the Site, due to the undeveloped nature of the Site, buried archaeological remains, should they be present, could be well-preserved.
- 2.3.3 The geo/archaeological deposit modelling (Dalcour Maclaren 2026), based upon the findings and lithological descriptions from previous ground investigation (GIP 2023) concluded that ‘within the present Site, no evidence for deposits of palaeoenvironmental p otential i.e. organic alluvium, were identified during the deposit modelling and therefore the palaeoenvironmental and geoarchaeological potential of the Site is considered to be low – none’.
- 2.3.4 The geophysical survey (SUMO Geosurveys 2026) did not identify any magnetic responses that could be interpreted as being of definite archaeological interest. A former field boundary was detected which was corroborated by historic mapping, and a trend of un certain origin has been identified which could be the result of agricultural practices or an unrecorded boundary / track. Responses caused by modern ploughing were also identified running northwest-southeast across the survey area.

2.4 Potential

- 2.4.1 A review of the above indicates that there is potential for medieval – post-medieval archaeological remains to be recovered during the works, likely agricultural or rural in nature.
- 2.4.2 Should dateable archaeological remains be recorded, they would likely be of local significance.

3 Aims and Objectives

3.1.1 The specific aims of this scheme of archaeological mitigation are to:

- Recover any isolated or residual findspots in order to further characterise the material from the Site and its environs to inform upon previous activity close by;
- Examine, assess and record the extent, preservation, characteristics, form and any further details available, of any archaeological remains present, in this instance evidence of medieval – post-medieval agricultural activity; and
- To investigate and / or recover and assess archaeological material to better define the dating of the Site.

3.1.2 The general aims of this scheme are to:

- determine the presence or absence of buried or upstanding archaeological remains within the proposed development site;
- determine the character, date, extent and distribution of any archaeological deposits revealed as well as their potential significance;
- determine levels of disturbance to any archaeological deposits from plough damage or from any other agricultural/industrial practices or later building activities;
- disseminate the results of the fieldwork through an appropriate level of recording.

3.2 Regional Research Frameworks

3.2.1 The current work and all future work will consider existing and developing research frameworks from the following sources ‘East of England Regional Research Framework’ (Research Frameworks Network, 2026).

3.2.2 The following research objectives have been deemed relevant to the scheme and will be considered throughout the programme of archaeological works:

- Med (Rural) 03: How can we improve our understanding of medieval agricultural practices?
- Med (Rural) 09: How can we characterise medieval rural settlement morphology and relationships?
- P-Med 06: How can we increase our understanding of post-medieval farms and farmsteads?
- P-Med 14: How can we characterise the post-medieval historic landscape and the factors which affected it?

4 Methodology

4.1 General Methodology

- 4.1.1 A programme of archaeological mitigation has been designed in order to satisfy the stated objectives of the project as set out under Section 3 above.
- 4.1.2 In advance of any fieldwork, Dalcour Maclaren will request the Client has demonstrated that all reasonable measures have been taken to identify any constraints and that they have provided all reasonable information regarding the presence of services, any ecological constraints, the presence of Public Rights of Way, any areas of potentially contaminated land and/or any other known risks to health and safety.

4.2 Archaeological Evaluation

- 4.2.1 A programme of archaeological trial trenching will be undertaken across the proposed development footprint.
- 4.2.2 The archaeological evaluation is intended to provide an appropriate data set to allow for the full characterisation of the proposed development area to be established. The evaluation will consist of an appropriate number of trenches, sited to maximise the potential recovery of archaeology.
- 4.2.3 It is anticipated that the trial trenching works will comprise the machine excavation of approximately 2no. 30m x 1.8m trenches are required.
- 4.2.4 The trenching plan shall be approved in writing by LCCAS prior to works commencing.
- 4.2.5 The trenches will be excavated by a 360° tracked excavator, fitted with a 1.8m wide toothless ditching bucket to the top of the archaeological horizon, or natural substrate, whichever is the highest.
- 4.2.6 The trenches are not expected to, nor will exceed 1m in depth without stepping or ramping to a 45° angle, dependent on the soil composition and stability of the edges.
- 4.2.7 All machine work, groundworks and mechanical excavation will be continuously supervised by a suitably experienced archaeologist, Dalcour Maclaren grade Senior or above, who will direct the excavation and highlight any potential archaeological features revealed to the groundworkers. Machine assistance may be required, with the approval of the LCC HEO, for the excavation of very large or deep features.
- 4.2.8 Should this occur then the client will provide the archaeologist with sufficient time to allow suitable investigation by hand. All surfaces will be cleaned, inspected and potential features/deposits excavated to retrieve artefactual and ecofactual material, as well as determine their character, significance and date.
- 4.2.9 All potential archaeological features will be investigated to their full depth and width and recorded unless otherwise agreed with the Historic Environment Officer. Investigation slots through all linear features will be no less than 1m in width.
- 4.2.10 The full section evidence will be shown in trenches. For sections at trench edges, the vertical sequence to the top of the ploughsoil or topsoil will be cleaned to establish the presence or absence of vestigial old land surface soils and other stratified deposits, photographed, drawn and discussed in the

report. As a minimum, a 1m-wide representative section will be cleaned and recorded in each trench.

- 4.2.11 A suitable amount of weathering time will be afforded to the opened-up trenches to allow any archaeological features that aren't immediately apparent to present themselves. This would usually be 24 hours although this may depend on circumstances and/or weather conditions.
- 4.2.12 Spoil heaps will be kept a minimum of 1m from trench edges to avoid material falling into trenches and compromising the quality of photographic records. No plant or vehicles will be permitted to track over exposed archaeology or excavated trenches prior to investigation and sign-off by the Historic Environment Officer.
- 4.2.13 Unless safety considerations require otherwise, backfilling of trenches will not take place until the Historic Environment Officer has visited the site and confirmed that the evaluation has been carried out in accordance with the agreed PD. Remote sign-off options will be considered on a site-by-site basis. Where health and safety considerations require trenches to be backfilled prior to HEO sign-off, appropriate measures will be put in place for the reopening of these trenches to ensure that the archaeology is appropriately evaluated and to enable monitoring by the HEO.
- 4.2.14 Sampling and recording of potential archaeological deposits and features will be undertaken as outlined from section 4.3 onwards.
- 4.2.15 Further feature or deposit testing may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties in interpretation, or to assist with the formulation of a mitigation strategy. An appropriate provision should be made for this eventuality.
- 4.2.16 LCCAS will be informed in writing at least 14 working-days in advance of the proposed start date for the project and kept regularly informed about developments both during the site works and subsequent post-excavation work.
- 4.2.17 The archaeological evaluation represents the first phase of mitigation. Should significant archaeology be recorded, further mitigation may be required. Any additional mitigation shall be discussed and agreed with the Client and LCCAS and subject to a separate Project Design.
- 4.2.18 Discussions regarding any potential contingency will be by agreement between the Client and LCCAS prior to use of any contingency. Additional contingency trenching of up to a further 1% of the evaluation area (00 trenches/00m) may be used, in agreement with the advising Historic Environment Officer, for further investigation or clarification of initial results, for instance to extend trenches over whole features, enable safe excavation where deposits are deep, and check the orientation or extent of significant remains should this prove necessary.
- 4.2.19 LHPT will have free access to the site, subject to health and safety considerations, and to all records to ensure that the works are being carried out in accordance with this WSI and all other relevant standards. During the carrying out of the project, the monitor may make an unannounced site visit to confirm that work is proceeding in accordance with the agreed project design and that the site archive is being produced in a satisfactory manner.

4.3 Sampling

- 4.3.1 In the event that archaeological features and/or deposits are encountered, they will be investigated and sampled sufficiently to characterise, date them,

understand their relationships and determine their significance. Features are to be excavated as follows (LCCAS, 2024):

- A minimum of 50% of the fills of general features is to be excavated. In some instances, 100% may be requested depending on the significance of the feature/deposit, and all potential archaeological features will be excavated to full depth and width unless otherwise agreed with the Historic Environment Officer;
 - For discrete features e.g. pits, 50% of their fills will be excavated and sampled for environmental evidence. In some instances, 100% excavation may be undertaken depending on the significance of the feature;
 - All early prehistoric features will be 100% excavated (with lithic scatters to be excavated in accordance with the relevant Historic England guidance documents, 2023 & 2024);
 - All structural features (e.g. postholes and hearths), burials, industrial features (e.g. ovens and kilns) etc. will be 100% excavated;
 - Other discrete features (e.g. pits) of late prehistoric or late date will be excavated to a minimum of 50% based on the potential for the recovery of important material or ecofactual assemblages;
 - Features of possible natural origin (e.g. variations in the geology) will be excavated until a full characterisation of the feature type, profile, fill and any other characterisations have been demonstrated adequately;
 - Linear features (e.g. ditches and gullies) will be excavated to a minimum of 10% or until a full understanding of the feature is ascertained. Investigation slots through all linear features will be no less than 1m in width. All intersections will be sampled to establish relationships, and a higher percentage of excavation will occur in areas of potential domestic activity;
- 4.3.2 Occupational layers will be excavated to a minimum of 50%, or 100% where required or to an alternative strategy agreed with the Historic Environment Officer, with a higher percentage for prehistoric layers as required to gain a full understanding of the various functions and variations. Fabricated surfaces within the excavation area e.g. yards and floors must be fully exposed and cleaned.
- Stratigraphic relationships will be illustrated by a stratigraphic (Harris) matrix or diagram within the report where stratified archaeological deposits are present.
- 4.3.3 Any variation to the above sampling strategy will be discussed with and agreed the National Grid Electricity Distribution Ltd and LCCAS.
- 4.3.4 Measures will be taken to protect particularly significant, valuable or sensitive archaeological remains from exposure, accidental damage and/or theft.
- 4.3.5 Metal detector searches will take place at all stages of the excavation, including the scanning of excavation areas before they are stripped, by a named and experienced metal detectorist.
- 4.3.6 Archaeological deposits and features will be recorded according to accepted professional standards. Sufficient data will be recorded to allow for a full characterisation of the context and its relationships to be made and allow for future studies to query and compare the dataset with confidence.

- 4.3.7 Archaeological contexts will be recorded and numbered individually on pro-forma context sheets with all relevant data such as drawings, photographic images, finds, environmental samples, height values and any other information cross-referenced. In addition, a further, more general record of the work comprising descriptions and discussions of the archaeology is to be maintained as appropriate. Context sheets are to be primarily filled in by the archaeologist excavating the feature/deposit.
- 4.3.8 All features will first be recorded in plan using a GPS unit with sub-centimetre accuracy, with each point recorded in relation to the OSGB36 geod model. This plan will also provide a three-dimensional geo-referenced visual representation of the archaeology present.
- 4.3.9 Stratigraphic relationships will be illustrated by a stratigraphic (Harris) matrix or diagram in the report where stratified archaeological deposits are present. Following a pragmatic approach, a matrix will not be required for blank trenches.
- 4.3.10 Once features have been excavated, they will be recorded again using a GNSS unit under a separate project file with all features recorded to sub-centimetre accuracy and coded to an internal database that records feature type, context number, associated drawing numbers and any other feature-specific information that may be relevant. In addition, features that require more detailed illustration will be undertaken by hand in relation to a feature-specific geo-referenced baseline and drawn at an appropriate scale on polyester based drafting film and labelled in relation to a site-specific drawing register.
- 4.3.11 Hand-drawn sections will be drawn at an appropriate scale, primarily 1:10. Likewise, plans of archaeological features will be drawn at a suitable scale to record them in detail. If appropriate a larger site plan will be produced at a scale between 1:100 and 1:1,250 to show the location of monitored works, if required, this plan would indicate the boundaries of the excavated area, the site grid and location and numbers of any smaller detailed plans and sections produced along with any other appropriate information appropriate. All plans will be accurately related to the National Grid.
- 4.3.12 All plans and sections will be levelled in respect to height AOD and are to be drawn on polyester based drafting film and clearly labelled in relation to a site-specific drawing register. All levels taken are to be clearly labelled on all drawings with any calculations and final height values provided and cross referenced with a site-specific level register.
- 4.3.13 A complete digital photographic record of the work is to be kept. All images are to be taken using a digital SLR camera with a suitable megapixel resolution (15MP or greater). The photographic record is to be regarded as part of the site archive and digital files will be appropriately filed, saved, labelled and cross-referenced in relation to a site-specific photography register.
- 4.3.14 The complete Site archive, including finds and paleoenvironmental samples, will be kept securely throughout the fieldwork and during all post-excavation activities.

4.4 Finds and Artefacts

- 4.4.1 All artefacts recovered during the archaeological mitigation are the property of the landowner/Client. It is expected that the full and complete archaeological archive will be deposited with Lincoln Museums, with accompanying title of transfer.

- 4.4.2 All artefacts revealed will be recovered regardless of date so that the provisional dating of as many contexts as possible can be ascertained, as in line with Historic England guidance (2015). In circumstances where the quantity of finds present preclude total recovery then a representative sample will be taken, and this noted on the context sheet.
- 4.4.3 Finds will be suitably bagged, boxed and marked in accordance with the Standards and Guidance for the Collection, Conservation and Research of Archaeological Materials (ClfA, 2020), and the Standard and Guide to Best Practice for Archaeological Archiving in Europe (Perrin et al., 2014).
- 4.4.4 Any finds that are considered potentially significant will be provided a unique registered artefact identification number, as provided by a site-specific registered artefact register. The location of the item will be recorded in three dimensions and marked on any relevant drawings as appropriate before being lifted. Also, if required, the item will be photographed, and an appropriate specialist will be on hand to ensure the object is lifted and transported in the most stable and suitable fashion to stop any potential degradation.
- 4.4.5 On completion of the project, modern material, unstratified remains and objects that have been assessed as having no obvious grounds for retention will be discarded after a period of six months, unless there is a specific request to retain them (and subject to the collection policy of the relevant depository and the ClfA selection and retention toolkit if adopted by the local depository).
- 4.4.6 The primary archive records will clearly state how all artefact assemblages have been recovered, sub-sampled and processed.

4.5 Treatment of Treasure

- 4.5.1 Finds falling under the statutory definition of treasure (as defined by the Treasure Act of 1996 and its revision of 2002) will be reported immediately to the relevant Coroner's Office, the landowner, Client and the Local Planning Authority. A treasure receipt (obtainable from either the Finds Liaison Officer (FLO) or the Department for Digital, Culture, Media and Sport (DCMS) website) will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding that the find is treasure. Failure to report within 14 days of discovery is a criminal offence.
- 4.5.2 The treasure receipt and report will include the date and circumstances of the discovery in addition to the identity of the finder (will be assigned as Dalcour Maclaren) and the location of the find in relation to Ordnance Survey.

4.6 Human Remains

- 4.6.1 All human skeletal remains (HSR) should be treated with dignity and respect and Dalcour Maclaren acknowledges its responsibilities to do so, any excavation of HSR will be undertaken in accordance with the standards set out in Updated Guidelines to the Standards for Recording Human Remains (ClfA, 2017), The Role of the Human Osteologist in an Archaeological Fieldwork Project (Historic England 2018) and Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (Advisory Panel on the Archaeology of Burials in England, 2017).
- 4.6.2 In the unlikely event that human remains, both inhumations and/or cremations, are exposed during the course of the archaeological evaluation then all works in that area are to cease immediately, and enough time allowed to establish any archaeological provenance. Should the burials not be archaeological in nature the local police and coroner will be informed. The area will be screened from view and discussions will be held with the Client and/or their

subcontractor, and LCCAS on options for their appropriate preservation in situ or for their removal in accordance with professional standards and guidelines once the antiquity of the remains has been suitably proven.

- 4.6.3 If it is decided that removal of the remains is the most appropriate option, a Ministry of Justice License will be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Ministry of Justice Licence applies to both inhumation and cremated remains. The application for a Licence will be made by Dalcour Maclaren.

4.7 Environmental Archaeology

- 4.7.1 The strategy and methodology for the sampling of deposits will be in accordance with English Heritage (Now Historic England) Centre for Archaeology Guidelines "Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation" (2011).
- 4.7.2 If significant or complex deposits are identified, Dalcour Maclaren's appointed specialist will be notified, and a sampling strategy will be agreed before proceeding. Historic England's Regional Science Advisor for the East of England, Zoe Outram, will also be contacted as necessary to advise on suitable sampling strategies.
- 4.7.3 All samples will be assigned a unique identification number accompanied with an appropriate sample form that will provide justification for sampling, the research questions which could be addressed and the methodologies to be employed to ensure that the appropriate techniques are used to maximise potential.
- 4.7.4 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will be sampled in isolation. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts.
- 4.7.5 Samples will not be taken from the intersection of features or where context horizons are not fully defined.
- 4.7.6 Mollusc samples of two litres each will be taken vertically from appropriate sections to investigate the changes of vegetation through time.
- 4.7.7 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with Dalcour Maclaren and LPA. Where bulk samples are to be taken a minimum of 20 litres will be taken from visible layers or spits for the retrieval of plant macro remains and insects.
- 4.7.8 Environmental samples from dry deposits will normally be processed by floatation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.

4.8 Post-Excavation and Reporting

- 4.8.1 Upon completion of the archaeological fieldwork Dalcour Maclaren, will produce a post-excavation assessment report that will interrogate the quality, quantity, character and potential of the archaeology recovered.

- 4.8.2 Through consultation with LCCAS the post-excavation report will identify and specify the need, if any, for further analysis of material with the view of producing a final report, which addresses regional research objectives for wider dissemination/publication.
- 4.8.3 A draft of this assessment document will be supplied to the Client for comment in the first instance. Once approved by the Client, a copy of the report will be provided to LCCAS to ensure their satisfaction and, in cooperation with the Client, determine the need and scope of any further post-excavation assessment and/or analysis.
- 4.8.4 At the assessment stage of post-excavation, external specialists will only be called upon if the nature of the archaeological resource cannot be adequately determined without their input.
- 4.8.5 Hard copies (one unbound paper copy and one. pdfa copy) of the approved final report will be deposited with the county HER, upon completion.

4.9 Archive Preparation, Deposition and Dissemination

- 4.9.1 The digital archive shall be compiled and ordered for deposition with the Archaeological Data Service (ADS) as per the Digital Data Management Plan (Appendix 1).
- 4.9.2 The physical archive will be retained by Dalcour Maclaren or the Client until it can be deposited with an appropriate repository, in this instance Lincoln Museums
- 4.9.3 Archive deposition charges will be charged by the receiving repository prior to the Site being signed-off. If a site does not require further work following the completion of the fieldwork, then a charge must be paid at excavation stage.
- 4.9.4 The Site archive will include all project records and cultural material produced by the archaeological mitigation and will be prepared and deposited in accordance with Guidelines for the Preparation of Excavation Archives for Long Term Storage (Brown, 2011), Preparation and A Standard Guide to Best Practice for Archaeological Archiving in Europe (Perrin et al 2014), with any variation agreed with the Client and the receiving repository, in this instance the Lincolnshire Archaeology Handbook (Lincolnshire County Council, 2024).
- 4.9.5 Dalcour Maclaren operate a 100% finds retention policy on Site to allow for the accurate characterisation and dating of as many contexts as possible. A selection and retention strategy, in line with the ClfA Toolkit will be undertaken during the post-excavation assessment of recovered materials by suitable specialists. Any discard of material will be agreed with LCCAS prior to disposal.
- 4.9.6 A Site Code has been requested from Lincoln Museums prior to the commencement of fieldwork; the results of this work will become publicly accessible via the HER under this unique Site Code – **HOPS26**
- 4.9.7 An Accession Number has also been requested from Lincoln Museums. This unique reference will be included in all relevant documentation to be included within the site archive – **LCNCC: 2026.45**
- 4.9.8 Dalcour Maclaren has registered the works with the Online AccesS to the Index of archaeological investigationS (OASIS). A digital copy of the archaeological report and any appropriate associated documentation from the archive will be made available upon its completion and will be accessible via the unique reference – **dalcourm1-541095**.

- 4.9.9 Should the results warrant it, a summary of the work, in addition to the findings from the wider archaeological works across the Scheme, will be compiled and submitted to an appropriate local journal and any relevant journals agreed with the Stakeholders, for example, a summary of results will be submitted to the Society for Lincolnshire History & Archaeology, for the annual round-up of fieldwork, published in the 'SLHA Journal: Lincolnshire History & Archaeology'.
- 4.9.10 Where appropriate, digital vector plans of trenches, recorded archaeological features and excavated sections, should be provided as georeferenced (EPSG:27700) ESRI shape or QGIS GPK files. These will have the relevant attributes recording the Primary Reference Number e.g. (Section Number; Context Number; Sample Number; Small Find number; etc); Group or Feature Number; Archaeological Periods and Phases. These GIS files will be provided to the HER following approval of the final report.

4.10 Health and Safety

- 4.10.1 Dalcour Maclaren will prepare a site-specific risk assessment and method statement outlining the potential health and safety.
- 4.10.2 All site staff will have an appropriate level of training to enable them to carry out fieldwork safely and appropriate personal protective (PPE) clothing will be worn by all staff and any visitors at all times.
- 4.10.3 All staff will assist the Client in maintaining the site in a safe condition. Hazards will be appropriately identified and managed including identification of buried and above ground services/utilities.
- 4.10.4 All staff and visitors will abide by the Client's Health and Safety methodology as well as abiding by any other site-specific and task-specific risk assessments and toolbox talks which may be provided/undertaken. Once on site, these documents will be assessed, and any variations will be highlighted and added to the appropriate assessment. These will be re-evaluated periodically during the course of the fieldwork to make sure that they remain consistent to the site-specific risks.
- 4.10.5 If there is conflict between the Client's risk assessment and that of the Dalcour Maclaren, then the Client's will take priority, unless it is perceived to be placing the staff of the Dalcour Maclaren at greater risk.
- 4.10.6 In addition to the risk assessment and method statement, where appropriate a COSHH assessment will also be undertaken.
- 4.10.7 All members of staff and any visitors will be required to be inducted on first arrival. Daily signing in sheets will be maintained to site to show that they have attended and understood a safety message conducted at the start of shift. Any variations will be communicated as required.
- 4.10.8 The Client will be asked to provide all information reasonably obtainable on contamination and the location of live services before the archaeological works commence.

4.11 Staffing and Standards

- 4.11.1 The project will be directly managed a full Member of the Chartered Institute for Archaeologists or an archaeologist of equivalent standing.
- 4.11.2 The standards and codes of conduct of the Chartered Institute for Archaeologists will be adhered to at all times.
- 4.11.3 Dalcour Maclaren will provide appropriate specialists as required and their details and experience can be provided on request.

- 4.11.4 All work will be managed, supervised and reported on by Dalcour Maclaren. Specialists, as per our approved supply chain (below) may be utilised dependent on findings. Further relevant details will be provided prior to commencement of work to LCCAS.
- 4.11.5 LCCAS will be contacted 10 working-days in advance of the start to allow for monitoring on Site if required.

NAME/ORGANISATION	DISCIPLINE
Paul Blinkhorn, Independent Consultant	Ceramics – Prehistoric and post-Roman
Jon Cotton, Independent Consultant	Ceramics – Prehistoric, Flint and lithic objects
Nick Daffern, Dalcour Maclaren	Palaeoenvironmental, archaeobotany, geoarchaeology and geomorphology
Dr David Griffiths, Independent Consultant	Ceramics - Roman
Robert Hedge	Metal objects and small finds
Dr Matt Law	Palaeoenvironmental Assessment
Dr Hannah Russ FSA, Independent Consultant	Zooarchaeology & molluscs
Gaynor Western, Independent Consultant	Osteoarchaeology
Mike Wood	Finds – Roman to Post-medieval
Forest Archer, Dalcour Maclaren	Finds – Post-medieval
Dee Archaeological Services	Paleoenvironmental sample processing

Table 1: Specialist Consultation

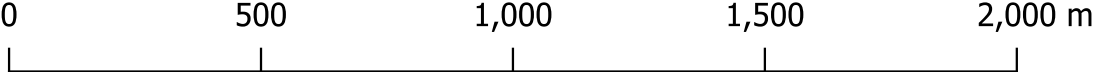
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Drawings



Key:
 Site Boundary



Created By: Ruth Tipton
Created Date: March 2026
Scale: 1 : 15,000 @A3



Key:

- Site Boundary
- Trench



0 10 20 30 40 m

Created By: Ruth Tipton
Created Date: March 2026
Scale: 1 : 500 @A3



Appendix 1 – Digital Management Plan

Section 1: Project Administration

SCHEME NUMBER/OASIS ID
- Scheme code: 22007610 - Oasis ID: dalcourm1-541095 - Site Code: HOPS26 - Accession Number: LCNCC: 2026.45
SCHEME NAME
EP - Holbeach Primary Substation
PROJECT DESCRIPTION
Dalcour Maclaren has been commissioned by National Grid Electricity Distribution Ltd to archaeological trial trenching works to support the construction of a new primary substation at Branches Lane, South Holland (NGR: TF 3696 2341). A Desk-Based Assessment (DBA) was completed by Dalcour Maclaren (2023) which identified that, whilst no heritage assets are recorded within the Site, the undeveloped nature of the Site means that buried archaeological remains, should they be present, could be well-preserved. As such, it was recommended that that archaeological evaluation in the form of trial trenching be undertaken so as to characterise the archaeological resource and confirm the findings of the DBA.
PROJECT FUNDER
Developer – National Grid Electricity Distribution Ltd
PROJECT MANAGER
Nick Daffern – Associate Archaeologist, Dalcour Maclaren
PRINCIPAL INVESTIGATOR(S)
Nick Daffern
DATA CONTACT PERSON
Nick Daffern
DATE DMP CREATED
12 / 03 / 2026
DATE DMP LAST CREATED
12 / 03 / 2026 – to be reviewed no later than 30 / 09 / 2026 or following on site works.
VERSION
001
RELATED DATA MANAGEMENT POLICIES
P4 Quality Policy Statement

- P5 Information Security Policy Statement
- P04 DM Quality Policy
- IS 01 DM Information Security Policy
- ISO 9001 – Quality
- ISO 27001 – IT Security
- DM GDPR Privacy Statement
- 20201109 - GDPR - Data Source Diagram - v3.pdf

Section 2: Data Collection

WHAT DATA WILL YOU COLLECT OR CREATE?

- Receive – Client site data, plans, primary and secondary contacts, sub-contractor contacts
- Receive – HER data (PBC HER & CHER)
- Collect – On site personnel (expected plant operator) H&S cards, such as CPCS number & expiry
- Collect – GPS on-site point data (extracted in CSV, shapefile & dxf)
- Retain – Internal DM H&S card data – names, numbers, expiry

HOW WILL THE DATA BE COLLECTED OR CREATED?

Data collected on site will be by written, photographic, drawn and GPS records.

Section 3: Documentation and Metadata

WHAT DOCUMENTATION AND METADATA WILL ACCOMPANY THE DATA?

- Cross-referenced registers for all records
- Attribute tables and coding for GPS data

Section 4: Ethics and Legal Compliance

HOW WILL YOU MANAGE ANY ETHICAL, COPYRIGHT, AND INTELLECTUAL PROPERTY RIGHTS (IPR) ISSUES?

- In accordance with DM policies:
- P5 DM Information Security Policy
- DMP12 – Information Security Manual
- P6 Anti-Bribery Policy
- P7 Conflict of interest Statement
- P9 Criminal Finances Act Policy
- P17 Biosecurity Policy
- P19 Modern Slavery Statement
- ISO 9001 – Quality
- ISO 14007 – Environment
- ISO 45001 – H&S
- ISO 27001 – IT Security

Section 5: Data Security: Storage and Backup

HOW WILL THE DATA BE STORED, ACCESSED, AND BACKED UP DURING THE RESEARCH?

- Primary storage (dynamic, accessible) – data collection equipment (GPS, camera, collector app)
- Secondary (controlled, raw data only) – Cloud storage, synced from devices
- Long-term – individual sharepoint scheme folder (connect), DM corporate ESRI package for GPS & shapefile data
- Access to primary storage to site staff & site manager for QA
- Access to secondary storage limited to data managers (Lee Bidwell)
- Access to long-term data to DM archaeological team only

Section 6: Selection and Preservation

WHICH DATA SHOULD BE RETAINED, SHARED, AND/OR PRESERVED?

- Receive – Client site data, plans, primary and secondary contacts, sub-contractor contacts
- Receive – HER data (PBC HER & CHER)
- Collect – On site personnel (expected plant operator) H&S cards, such as CPCS number & expiry
- Collect – GPS on-site point data (extracted in CSV, shapefile & dxf)
- Retain – Internal DM H&S card data – names, numbers, expiry

WHAT IS THE LONG-TERM PRESERVATION PLAN FOR THE DATASET?

Data collected on site will be by written, photographic, drawn and GPS records.

HAVE YOU CONTACTED THE DATA REPOSITORY?

Yes:

- Oasis form commenced
- Project Notification Form sent to Lincolnshire Historic Environment Record on 12/03/2026

HAVE THE COSTS OF ARCHIVING BEEN FULLY CONSIDERED?

Yes

Section 7: Data Sharing

HOW WILL YOU SHARE THE DATA AND MAKE IT ACCESSIBLE?

- Via oasis and long-term archive once available.
- DM will consider dissemination to any interested parties on contact, and in accordance with client wishes.

ARE ANY RESTRICTIONS ON DATA SHARING REQUIRED?

Site data will be Client dependent.
No personnel data will be shared.

Section 8: Responsibilities

WHO WILL BE RESPONSIBLE FOR IMPLEMENTING THE DATA MANAGEMENT PLAN?

Nick Daffern

Appendix 2 – Lincoln Museum Project Notification Form

ARCHAEOLOGICAL ARCHIVE SITE NOTIFICATION
FORM

Lincoln
Museum

CONTRACTOR DETAILS

Contractor name: Dalcour Maclaren
Contractor address: The East Wing, The Quadrangle Crewe Hall, Weston Cheshire, CW1 6UY
Contractor telephone: : +44 (7442) 54285
Contractor email: ruth.tipton@dalcourmaclaren.com

SITE DETAILS

Site name: Holbeach Primary Substation
Site address / location: Branches Lane, South Holland, PE12 8PD
National Grid Reference (at least 6 figure): TF 3696 2341
Planning Reference:
Nature of work: Archaeological trial trenching ahead of a substation development
Deposition window (highlight month and specify year): Feb Apr Jun Aug Oct Nov Dec Year: 2027

MUSEUM DETAILS

Contractor suggested site code: HOLPRISUB26
Museum confirmed site code: HOPS26 (for museum use only)
Museum Accession Number: LCNCC : 2026.45 (for museum use only)

Send form to archdeposition@lincolnshire.gov.uk

Contact

Dalcour McLaren HQ
T 0333 188 5310
E info@dalcourmclaren.com

The Barn, Bignell Park Barns
Chesterton, Bicester
Oxfordshire OX26 1TD

