UNIVERSITY ACADEMY, NO. 84 LITTLE LONDON, LONG SUTTON, SOUTH HOLLAND, LINCOLNSHIRE

SPECIFICATION FOR ARCHAEOLOGICAL EVALUATION TRENCHING

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Prepared for

Bowmer & Kirkland

by

R. D. Savage

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PCAS Archaeology Ltd
47, Manor Road
Saxilby
Lincoln
LN1 2HX
Tel. (01522) 703 800
e-mail info@pcas-archaeology.co.uk

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Summary

A programme of archaeological evaluation trenching is to take place on the site of a replacement school building on the eastern side of Little London in the village of Long Sutton, in the South Holland district of Lincolnshire. If exposed, any archaeological deposits or remains will be assessed and recorded.

The proposed redevelopment site is located on the northern edge of the village, on the eastern side of Little London Road; it lies outside the Long Sutton Conservation Area. Although the school is attached to Long Sutton village, it lies within the southern edge of the civil parish of Lutton: both the modern and 19th-century parish boundaries follow this stretch of Little London Road and run along the southern boundary of the school site.

Little London Road follows the line of a sea defence bank known as Roman Bank, which dates from the beginning of the 14th century. Although both Long Sutton and Lutton were established in the early medieval period, the site, which lies on the seaward side of Roman Bank, is unlikely to have been reclaimed and brought into cultivation until the post-medieval period. The existing school buildings date from 1958: formerly the Peele School, it was designed by the architect Sir Anthony Wakefield Cox, who was associated with many schools of this style in the mid-20th century.

This document describes the archaeological methodology that will be adopted as part of the scheme of archaeological works in order to comply with conditions imposed on the planning permission for the redevelopment, and the reporting and archive procedures that will follow.

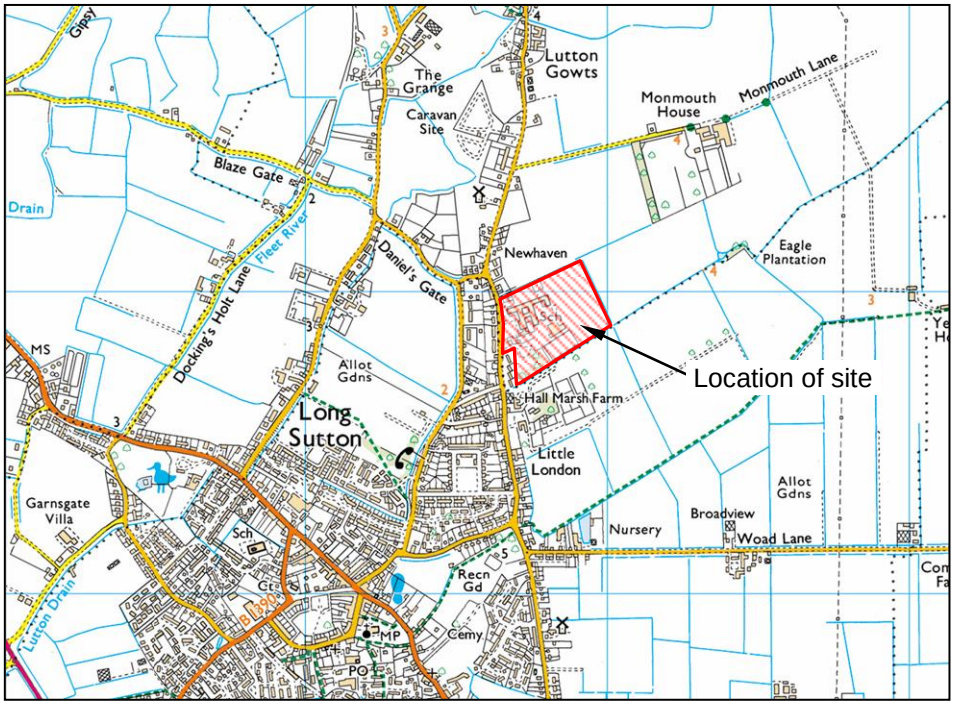


Figure 1: Location plan of the site at scale 1:25,000. The application area is hatched red. OS mapping © Crown copyright. All rights reserved. PCAS licence no. 100049278.

1.0 Introduction

PCAS Archaeology Ltd. was commissioned by Bowmer & Kirkland to prepare a specification for a scheme of archaeological evaluation trenching on the site of a replacement school building on the eastern side of Little London in the village of Long Sutton, in the South Holland district of Lincolnshire.

The proposed redevelopment site is located on the northern edge of the village, on the eastern side of Little London Road; it lies outside the Long Sutton Conservation Area. Although the school is attached to Long Sutton village, it lies within the southern edge of the civil parish of Lutton: both the modern and 19th-century parish boundaries follow this stretch of Little London Road and run along the southern boundary of the school site. A programme of archaeological evaluation trenching is to take place in order to ascertain the archaeological potential of the site: the results of the trial trenching will be used to inform the compilation of a mitigation strategy if archaeological remains are identified. The existing mid-20th-century school buildings have been identified as a heritage asset of local significance, and will be recorded prior to demolition in a separate programme of work.

This document is a specification (written scheme of investigation) for a programme of archaeological evaluation trenching. It follows current best practice and appropriate national guidance including:

- National Planning Policy Framework (NPPF), 2012, revised 2018, 2019, 2021 and 2023;
- Chartered Institute of Field Archaeologists (CIFA) Code of Conduct, revised 2014, 2019, 2020, 2021, 2022;
- CIFA Standard and Guidance for Archaeological Field Evaluation, revised 2014, 2020, 2023;
- Management of Research Projects in the Historic Environment (MoRPHE ver. 1.2, 2015)
- Lincolnshire Archaeological Handbook (Lincolnshire County Council, 2019 revision).

2.0 Site Location and Description (figs. 1-3)

The village of Long Sutton is in the south-eastern corner of the South Holland district of Lincolnshire, close to its borders with Cambridgeshire and Norfolk; it lies approximately 18km east of the town of Spalding in Lincolnshire, 14km north-north-west of the town of Wisbech in Cambridgeshire and 19km west of the town of King's Lynn in Norfolk. It lies within the level, artificially drained landscape of the Lincolnshire Fens, at the point where the main roads from the three towns formerly met, although the A17 now bypasses the village on the south side.

The proposed redevelopment site is located on the northern edge of the village, on the eastern side of Little London Road at the central National Grid Reference of TF 43736 23953; it lies outside the Long Sutton Conservation Area. Although the school is attached to Long Sutton village, it lies within the southern edge of the civil parish of Lutton: the parish boundary runs along this stretch of Little London Road and along the southern boundary of the school site. The application area is a roughly rectangular plot measuring approximately 8.9ha: it is bounded to the north, south and east by mature trees and fencing, and is open to the road on the west side. On three sides of the site, the landscape is largely agricultural, with a small solar farm occupying two fields immediately to the south. To the west, on the opposite side of Little London Road, the character of the neighbourhood is residential, with mid- to late 20th-century housing to the immediate west and the historic core of the village lying to the south-west. The existing school buildings, of mid-20th-century date, occupy the

centre of the western half of the plot. To the north of the school buildings are the car park and hard-surfaced playing areas. To its south-east are the Peele Leisure Centre and an all-weather hockey pitch, which lie within the red-line boundary of the planning application but do not form part of the school and are not expected to be affected by the redevelopment. The south-western corner of the application area is largely landscaped, with grass, trees and shrubs, but also contains two mobile buildings occupied by the Rainbow Nursery. The eastern half of the site consists entirely of grass playing fields (MMD, 2022).



Figure 2: As-existing location plan of the site at scale 1:2500. The application area is outlined in red. Plan supplied by developer.



Figure 3: Aerial photograph of the school site at scale 1:2500. The application area is outlined in red and the proposed trenching plan overlaid.

3.0 Topography and Geology

Long Sutton is situated at the eastern end of a slight ridge of higher ground, which also carries the villages of Fleet and Gedney. The local topography is formed by the crest of the ridge running north to south through the historic core of the village at heights between 4m and 5m above Ordnance Datum sea level, with the land dropping away to either side (Cope-Faulkner, 1998). The school site is on relatively level ground at approximately 3.5m OD (topographic survey supplied with planning documents).

The school site lies on a drift geology of Tidal Flat clay and silt deposits, laid down in the intertidal zone during the Quaternary period. The Tidal Flat deposits consist of unconsolidated sediment, mainly mud and/or sand, and consolidated soft silty clay, with

layers of sand, gravel and peat, and form a marshland environment of shifting, low-relief topography. The underlying solid geology is Ampthill Clay Formation mudstone (MMD, 2022). A geotechnical survey carried out in advance of the proposed development recorded a general ground profile of either topsoil or asphalt over made ground, overlying tidal flat deposits, overlying glacial till (Geotechnics Ltd., 2023).

4.0 Planning Background

Planning permission for the demolition of the existing school buildings and redevelopment to provide a new three-storey building for educational purposes, with revised internal vehicular and pedestrian circulation routes, sports and informal recreational spaces, landscaping, drainage, parking areas and all associated works, was granted subject to conditions by South Holland District Council in June 2024.

In accordance with Section 16 of the National Planning Policy Framework and Policy 29 of the South-East Lincolnshire Local Plan, Condition 6 of the planning decision requires a written scheme of archaeological investigation (WSI) to be submitted to and approved in writing by the Local Planning Authority before any development takes place, while Condition 7 requires the applicant to notify the Lincolnshire County Council Historic Environment Department in writing of the intention to commence at least 14 days before the start of the archaeological work required. Further conditions referring to a scheme of archaeological building recording will be addressed in a separate WSI.

5.0 Archaeological and Historical Background

An archaeological and heritage survey has already been carried out as part of the preliminary work for this project, and presented in support of the planning application (MMD, 2022).

The area would have been unsuitable for any settled activity during the prehistoric period, consisting of areas of intertidal salt marsh with localised areas of slightly higher ground. It would have provided a rich resource for transient, marginal activities such as hunting, fishing, reed-cutting and seasonal pasturage, but such activities leave few lasting remains, and the survey found no evidence for prehistoric activity within the site or the wider study area (*ibid.*).

The fenland is known to have been partially reclaimed during the period of Roman occupation, when the ability to undertake large-scale engineering projects coincided with a period of lower sea levels. However, although evidence for settlement and salt production is known within the region, none has been identified within the site or the wider study area (*ibid.*).

From the mid-Saxon period, permanent occupation became increasingly possible on drier areas of the former fenland; isolated settlements and small salt manufacturing sites developed into a landscape of small villages, each with its open fields, established on a long curve of fertile, slightly higher silt land running from King's Lynn to Wainfleet. Long Sutton, also known as Sutton St. Mary, in Elloe wapentake is likely to have been established during this period, as is the neighbouring village of Lutton, as both have names including the Old English element *-tun*, 'village'. At the time of the AD 1086 Domesday Survey there was no manor of Long Sutton: Domesday Book records it as a *berewic* – an outlying estate, or one performing a specialised function – of the manor of Spalding, formerly the property of Earl Aelfgar and granted at the Norman Conquest to the Norman nobleman Ivo Taillebois. The village had a population of ten households farming a substantial three carucates of arable land, largely held in demesne by Ivo: no other agricultural land or infrastructure such as meadow, woodland, a fishery or a salt-pan is mentioned, but the settlement did have a

church. Lutton, within whose boundary the school site lies, was a royal manor, also taken from Earl Aelfgar at the Conquest but kept by William the Conqueror for himself: this estate was larger than Long Sutton, with four carucates of arable land, sixty acres of meadow and a fishery, all producing a substantial taxable value of £8 per year (Williams and Martin, 2003, pp. 886, 914).

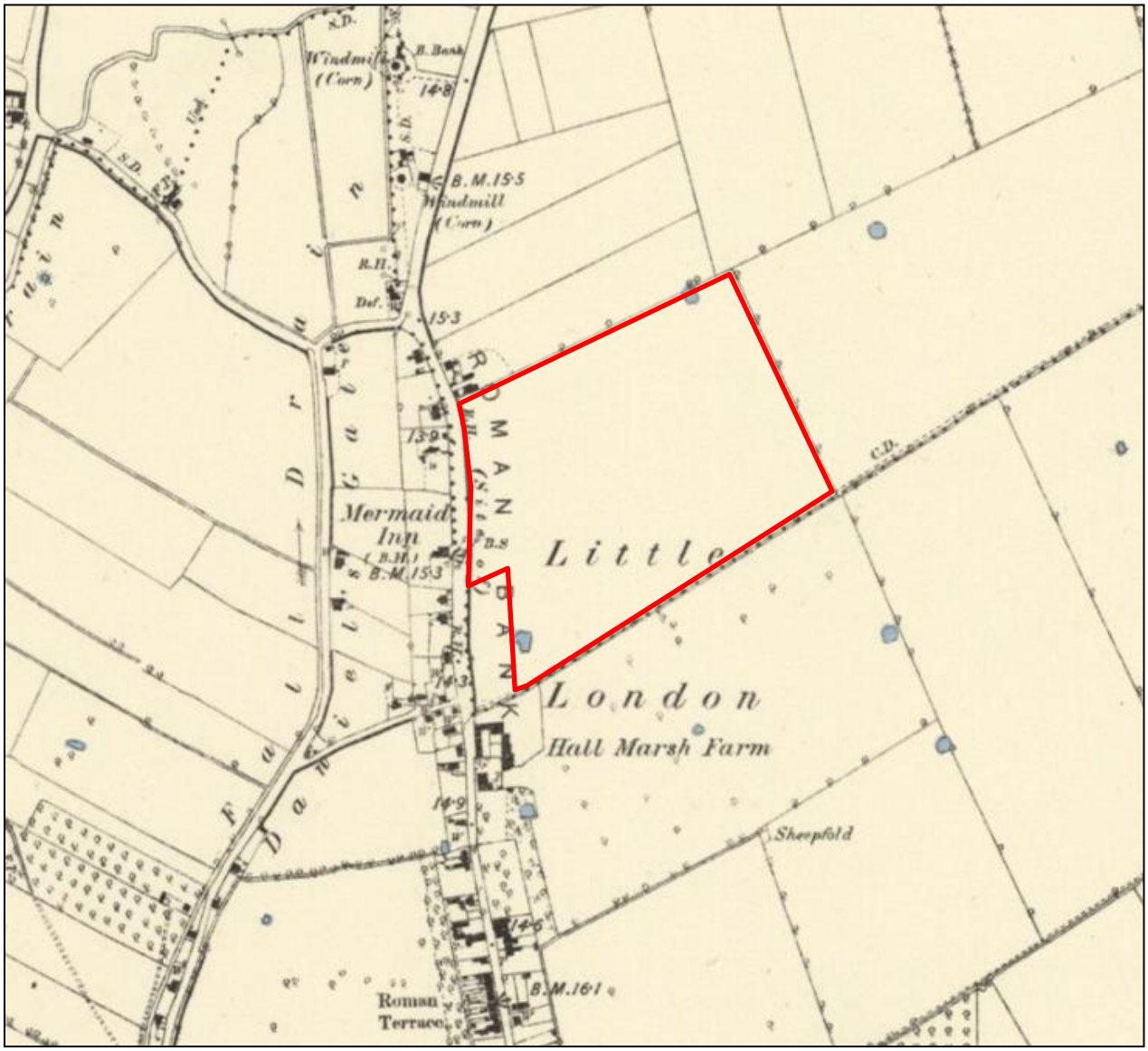


Figure 4: Extract from the 1887 1st edition 6" to the mile scale Ordnance Survey map (not reproduced to scale). The parish boundary is shown as a dotted line. The outline of the application area is overlaid in red.

The wider landscape demonstrates the successive reclamation of coastal marsh from the 13th century onwards and shows the different approaches to land drainage and enclosure. Relict sea-banks around the periphery of the Wash are associated with successive stages of coastal land reclamation. These sea-banks run roughly parallel to the coastline, such as 'Roman Bank' (dating from about 1300) with few perpendicular banks dividing inland areas. Roman Bank follows the line of the road now known as Little London Road and would have formed a boundary between the cultivable reclaimed land and the marginal coastal fen (MMD, 2022). The school site, lying to the east of the Roman Bank, is unlikely to have been reclaimed until a phase of post-medieval land drainage taking place between 1660 and 1811: the large, rectilinear fields shown on the 1st edition Ordnance Survey map are evidence that this part of the landscape was laid out at the time that the land here was drained and

enclosed (fig. 4). Hall Marsh Farm, on the south side of the school side, is recorded by the English Heritage Farmsteads Project as a partially extant 19th-century farmstead, with a farmhouse detached from the main working complex (HER ref. MLI123935). Other indications of large-scale agriculture in the post-medieval period are the windmills constructed within the study area – two appear to the north of the site on Figure 4 – while a sheep fold marked to the east of Hall Marsh Farm indicates that some of the land was used for grazing. Archaeological work at The Chase, directly opposite the site, recorded a series of post-medieval ditches and retrieved post-medieval pottery and clay pipe, including items imported from Germany and the Netherlands (MMD, 2022).

The school, originally the Peele School, was built in 1958: it was designed by the architect Sir Anthony Wakefield Cox, who was associated with many schools of this style in the mid-20th century, reflecting the great increase in demand for school building capacity that followed the 1944 Education Act, which established compulsory secondary education for all children, as well as the need to replace schools destroyed by air-raids during the Second World War and to cater for an increase in population (*ibid.*).

6.0 Archaeological Requirement

The evaluation is to consist of ten trenches, each measuring 30m x 2m, sampling all areas of proposed groundworks including the contractors' compound, haul road route and spoilheap locations and the site of a water attenuation basin at the south-eastern corner of the site. The total area of the buildings to be demolished and those to be erected is 8,476m^2, which would call for approximately 425 square metres of trenching as a 5% sample: this area has been increased to 600m^2 to allow for the additional space taken up by works areas and the water attenuation basin, with a further 1% sample, represented by an additional 30m length of 2m wide trenching, to be held in reserve as a contingency for further investigation or clarification of initial results. Contingency trenching will be introduced, in agreement with the advising Historic Environment Officer, to extend trenches over whole features, enable safe excavation where deposits are deep and to check orientations or extents of significant remains, should it prove necessary to do so. The plotted trench locations shown in Figures 5 and 6 are provisional, and may need to be altered on site if unanticipated obstructions or access restrictions are encountered or if hazards such as overhead or buried services are present on the site.

The purpose of the evaluation should be to gather sufficient information to establish the presence or absence, extent, depth, condition, character, quality and date of any archaeological deposits. Environmental evidence should be taken into account where possible; the geology of the site suggests that it is likely to be an unfavourable environment for the preservation of organic material.

The site should not be treated in isolation, and reference should be made to relevant historical sources and previous archaeological work in the area when interpreting the results.

The results of the evaluation will be used to assess the archaeological potential of the redevelopment site, allowing for a programme of archaeological mitigation to be devised and submitted, if necessary, in compliance with the relevant conditions of the planning permission.

An online record of the project data shall be initiated with the Archaeological Data Service (OASIS database) before fieldwork commences, and completed at the end of the project, including an uploaded digital copy of the report.

7.0 Methodology: Fieldwork and Recording

Trenching will need to be carried out in phases, as machine excavation cannot take place in some areas until the existing buildings have been demolished. By arrangement with the developer and with the agreement of the LCC Historic Environment Officer, four phases of archaeological investigation have been established. The first phase of evaluation trenching will consist of the excavation of Trenches 1-4 in the school grounds at the southern and eastern sides of the site (shaded blue on Figures 5 and 6), followed by Trench 5 in the car park in the north-western corner of the site (shaded orange). Phase 3 of the evaluation includes Trenches 6 and 7, in the school grounds to the north of the existing buildings (shaded yellow), while Trenches 8-10, investigating areas within or close to the existing buildings (shaded purple), will be excavated as Phase 4 post-demolition.

Interim reports will be produced for each phase of the evaluation: no development works are to take place in the area of any phase until the Historic Environment Officer has approved the relevant interim report and made a written recommendation on any potential archaeological mitigation required in that area.

The evaluation trenches will be located on the site by GPS, and their positions will be checked for live services both visually (for overhead cables) and by CAT (for buried services) before work commences; if live services or other hazards are identified, the trenches will be repositioned. The trenches will then be opened by machine under archaeological supervision to the first archaeologically significant horizon, the maximum safe working depth or the natural geology, whichever is encountered first: provision will be made for safe working practices (e.g. stepping/battering of trench sides) to extend the possible working depth if deep deposits of overburden are present and need to be removed. A sondage will be machine-excavated at one end of each evaluation trench to confirm the full stratigraphic sequence and to identify any deeply buried land surfaces. Archaeological deposits encountered will then be cleaned and defined by hand as far as safe working practice allows. Features that may be considered worthy of preservation *in situ* will be avoided as far as possible. Unless ground conditions (e.g. concrete or compacted rubble) dictate otherwise, a **toothless** bucket will be used for machine excavation; routinely, topsoil will be removed separately from underlying material and piled on the other side of the trench, in order to facilitate reinstatement. With the approval of the LCC Historic Environment Officer, machine assistance may be employed in the excavation of very large, deep features.

A metal-detector, operated by a trained, experienced member of PCAS staff, will be used to aid the recovery of artefacts. The metal-detector used will be a Fisher M-scope 1236-X2, set to a high sensitivity setting for maximum depth, and a relatively low discrimination to pick up a wide range of objects. Metal-detecting will be carried out within the trench footprints before excavation (unless hard surfacing or obviously modern overburden is present), on the exposed surfaces before the commencement of hand excavation and on any spoilheaps; stratified artefacts found in this way will be plotted as small finds (below).

Where identified, archaeological features will be examined sufficiently to determine their date, character and survival condition and then recorded by measured plan and section drawings at appropriate scales (normally 1:10 or 1:20), incorporating Ordnance Survey datum heights. All features will be investigated and recorded unless otherwise agreed with the LCC Historic Environment Officer. As a minimum, 50% of discrete features and 10% of linear features will be excavated where the whole of the feature is exposed, with a minimum sample of a 1m wide slot in a short exposed length of linear feature; partially exposed features at the edge of the trench will be excavated as practicable, up to the whole of the exposed portion, and the full height of the trench baulk will be cleaned and recorded in these situations. All stratigraphic relationships between intersecting features will be investigated. Features that appear to require more extensive excavation than can be accommodated within the evaluation trench, or to warrant preservation *in situ*, will be cleaned and recorded,

and excavated only so far as is necessary to ascertain their nature. Trenches in which archaeological remains are encountered will be planned at scale 1:20 or 1:50 as appropriate; where no features are encountered, the trench will be recorded by a sample section at least 1m wide. The full stratigraphic sequence to the top of the ploughsoil, topsoil or overburden will be recorded in each trench, including the relationships between archaeological features and subsoils/topsoil in trench sections; if no archaeological features can be sectioned against the trench baulk, an additional sample section, a minimum of 1m wide, will be cleaned and drawn.

A written record of each significant stratigraphic horizon and archaeological feature will be made on standard PCAS context recording forms. These will be supplemented by a narrative account in the form of a site diary. The archaeologist will pay due attention to the landscape aspect of any exposed remains – both the cultural and the natural landscape – which may require a brief assessment to be made of neighbouring conditions (e.g. visible earthworks in adjacent areas, surface observation, standing buildings, vegetation cover etc).

A digital photographic record will be maintained during the course of the archaeological intervention. Photographs will incorporate an identification board, north arrow and vertical/horizontal scales as appropriate. The photographic record will include:

- general location shots depicting the area of works;
- working shots chronicling the progress and recording the methodology of the groundworks;
- individual features in plan and/or section as appropriate;
- groups of features, where relationships are important.

If human remains are encountered, they will be left *in situ* where possible, covered and protected, and only disturbed if backfilling and re-excavation is likely to damage them or their state of preservation will deteriorate. The landowner and/or developer, the Historic Environment Officer and the coroner will be informed of the discovery; if excavation during the evaluation is necessary, a Ministry of Justice exhumation licence will be obtained. If the remains are likely to be affected by the proposed groundworks, a scheme for their excavation and retention or reburial will form part of the subsequent mitigation strategy.

All artefacts will be treated in accordance with UKIC guidelines, *First Aid for Finds* (Watkinson & Neale 1998). All artefacts encountered during the groundworks will be retrieved and returned to PCAS offices for initial assessment. A register of finds that are potentially of particular interest (‘small finds’) will be kept; recorded finds typically include all items of precious metal; recognisable base metal artefacts other than those identifiable as modern; complete ceramic or glass vessels other than those identifiable as modern; glass or ceramic sherds with dates, inscriptions or significant decoration (e.g. stamped mortarium); worked bone artefacts; wooden artefacts, and complete flint artefacts. All finds will be stored in polythene bags labelled with the site code and the context number of the individual deposit from which they were recovered, in order to be returned to PCAS premises for later cleaning, marking and in-house assessment or dispatch to external specialists. Finds will not be left on the site overnight. An initial record of the presence of finds by type will be made for each context as part of the written recording on site; a full record of the type and count of artefacts retrieved from each context will be made during initial processing (see section 8 below).

All finds that qualify as ‘treasure’ under the 1996 Treasure Act (Treasure Act Code of Practice – 3rd revision 2023) will be treated in accordance with the Act; HM Coroner and the regional Finds Liaison Officer for the Portable Antiquities Scheme will be informed, and the finds will be safely stored. PCAS will be deemed to be ‘the finder’ with regard to treasure (or potential treasure) as defined under the Treasure Act 1996, and the Applicants’ and PCAS’ obligations will cease with regard to the artefacts on the handing over of any such items to

the party designated by the Coroner (or to the Coroner's Office) and will not recommence unless the items are declared not to be Treasure under the Act or if they are returned further to being declined for acquisition by appropriate bodies.

In line with the recommendations made in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (English Heritage, 2011, 2nd edition), palaeoenvironmental samples will be taken from interpretable and datable archaeological deposits (*ibid.*, p.5). The local topography and geology suggest that that the site may present a favourable environment for palaeoenvironmental preservation, with the possibility of organic remains surviving in permanently wet conditions at the bases of deep features, and fills of this type will be prioritised for sampling, if present. Recommended sample sizes are 40-60 litres, or the whole of smaller features (*ibid.*, p.12). Bulk samples for environmental processing will be taken in 10-litre capacity lidded plastic buckets. All samples will be 'whole earth': visible finds will not be removed unless they are likely to be adversely affected by sample processing or their nature demands special treatment (e.g. precious metal, human remains or artefacts in need of immediate conservation). The removal of any such material will be noted on the sample record. All samples will be labelled with the site code, context number and sub-sample count (e.g. '1 of 4', '2 of 4') with indelible pen on plasticized labels; two labels will be sealed inside each bucket, and two attached to the exterior of each bucket. Smaller and specialised samples may be kept in polythene finds bags: these will be double-bagged, with the site code, context number and sub-sample count written on the white panels of both bags, and a label placed in the inner bag and between the inner and outer bags, duplicating this information.

As the site is located within a fenland landscape, on-site specialist advice will be sought if necessary from the appointed palaeobotanical specialist (C. Simpson) for consultation on the nature of any potential buried soils or palaeosols exposed and their potential for soil micromorphological analysis, and the development of an appropriate site-specific sampling strategy if such deposits are identified.

Unless safety considerations require otherwise, no backfilling of trenches will take place until the Historic Environment Officer has visited the site and confirmed that the evaluation has been carried out to an acceptable standard. No vehicle or plant is to enter any excavated trench until it has been signed off by the Historic Environment Officer.

8.0 Methodology: Post-Fieldwork

Following completion of all phases of site works, all archaeological records and finds will be taken to the offices of PCAS prior to processing and dispatch or in-house assessment.

Stable finds (e.g. pottery, bone etc) will be washed, marked and packaged at PCAS prior to dispatch. Unstable finds will be dispatched for remedial conservation as a prelude to assessment. Following the completion of the final phase of site works, the processed finds will be dispatched for specialist identification and assessment; bulk and specialist environmental samples, with any finds requiring conservation, are time-sensitive and will be dispatched for processing at the end of each individual phase. PCAS have used the services of the following specialists in the past and may use any/all of the following again, depending on suitability, availability etc.

Archaeological Contractors:

- University of Leicester Archaeological Services (ULAS) – provides a comprehensive service in all areas of post-excavation analysis.
- Durham University Archaeological Services (DUAS) – provides environmental archaeology services.

- York Archaeological Trust (YAT) – identification and assessment of registered special finds; X-Ray analysis and Conservation Services.
- Scottish Universities Environmental Research Centre (SUERC) – radiocarbon dating laboratories.

Other Freelance Specialists:

- M. Bamforth – specialising in the identification and assessment of waterlogged wood.
- J. Curl – specialising in the identification and assessment of animal bone.
- A. Daubney – specialising in the identification / assessment of small artefacts, including clay tobacco pipe, worked stone, metal objects etc.
- R. Devaney – specialising in the identification and assessment of lithic materials and tools.
- Dr. K. Leahy – specialising in the identification and assessment of post-Roman and early medieval artefacts, particularly metalwork.
- Dr. R. Mackenzie – specialising in the identification and assessment of waste metalworking residues.
- Q. Mould – specialising in the identification and assessment of leather artefacts.
- S. Percival – specialising in the identification and assessment of prehistoric pottery and ceramics.
- I. Rowlandson – specialising in the identification and assessment of Iron Age and Roman pottery.
- C. Simpson – specialising in processing, assessment and analysis of environmental remains.
- G. Taylor – specialising in the identification and assessment of general small-finds assemblages.
- Z. Tomlinson – specialising in the identification and assessment of general small-finds assemblages.
- . R. Tyson – specialising in the identification and assessment of medieval and post-medieval glass.
- J. Wood – specialising in the identification and assessment of animal bone & human remains.
- J. Young – specialising in the identification and assessment of post-Roman pottery and ceramic building material (with Z. Tomlinson).

A brief interim report for each project phase will be produced within two weeks of the completion of the fieldwork for that phase. At the completion of all four phases, a full report for all phases, including specialist assessment of the finds, will be compiled. The final report will be presented within two months of the completion of all fieldwork phases: if a full report cannot be made within this time, due to large or unusual finds assemblages requiring more specialist assessment time, an interim compilation report may be produced, in agreement with the client and the Historic Environment Officer.

The final report will be prepared in accordance with current guidelines and will include the following minimum information:

- A non-technical summary
- Museum accession number, site code and project number

- Planning reference number
- Grid reference, site location, topography and geology
- Archaeological and historical background
- A statement of aims and objectives of the project
- A description and analysis of the fieldwork undertaken
- A geo-referenced location plan at a minimum scale of 1:10,000
- A scaled overall site plan showing the accurately surveyed location of the development site in relation to known and speculated archaeological features (if appropriate)
- Scaled section and plan drawings of all archaeological features encountered within the excavation area
- Discussion and conclusions, including interpretation of the results and their context within the surrounding landscape, consideration of the importance of the findings in local, regional and national basis with reference to the East Midlands Archaeological Research Framework, and a critical review of the effectiveness of the methodology
- Tables summarising features and artefacts with full descriptions and brief interpretation
- Specialist artefact and environmental reports, as necessary, with reference made to appropriate published type-series
- Colour photographs, including general views and appropriate detail
- A stratigraphic (Harris) matrix for each trench
- Acknowledgements
- Bibliography of sources used
- Archive deposition location and agreed deposition date
- A summary of the report's presence and location on the OASIS online database

Copies of the project report will be sent to the client, the Lincolnshire Historic Environment Record (HER) and the Historic Environment Officer. Copies will also be deposited with The Collection, Lincoln (Lincoln City and County Museum) as part of an ordered and indexed project archive. The data from the project, along with a digital copy of the report, will be uploaded to the Archaeology Data Service OASIS (Online AccesS to the Index of archaeological investigationS) database for public consultation.

9.0 Archive and Deposition

Following acceptance of the report, a project archive (documentary and material) will be prepared in accordance with the guidelines contained in *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990) and *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission 1992). The entire archive will be prepared at the offices of PCAS prior to deposition with the appointed museum of record (Lincoln Museum). Archive deposition is anticipated in or before December 2021: following deposition, the archive will be available for public consultation under the unique LCNCC accession number 2024.153.

10.0 Publication and Dissemination

Deposition of the report with the HER, where it will be incorporated into their database for public consultation, and uploading the project data to OASIS will be considered as placing the results of the project in the public domain. Where the significance of the results warrants it, wider publication of the results will be considered: the content and place of publication will be dependent on what is found (e.g. discoveries of regional interest could appear in a county journal), and will be subject to discussion with the archaeological advisor to the planning authority.

Working under the terms of the Copyright, Design and Patents Act 1988, PCAS shall retain full copyright with regard to written, digital and graphic material. However, following project completion, the commissioning body, the Lincolnshire HER, Heritage Lincolnshire and the Archaeology Data Service may all, in the interest of informing and advancing the profession, make responsible use of the data, provided that any material copied or cited in reports is duly acknowledged and all copyright conditions observed.

11.0 Health and Safety

All work will be carried out in compliance with the Health and Safety at Work Act 1974 and its related regulations and codes of practice.

Employees and sub-contractors of PCAS Archaeology Ltd will perform their duties in accordance with company safety policy (revised 2023). Where employees are temporarily engaged at other workplaces, they are to respect relevant local regulations, both statutory and as imposed by other employers within the Health and Safety at Work Act.

In furtherance of the duty of care imposed by the Health & Safety at Work Act, the Employer shall make available to his employees whatever reasonable facilities are required by particular circumstances, e.g. appropriate protective clothing, safety equipment, rest breaks for specialised tasks, etc.

A site-specific risk assessment will be prepared prior to any site works taking place, and a copy of this will be kept available on site.

12.0 Insurance

PCAS Archaeology Ltd has the following insurance cover:

Employers' Liability:	£10,000,000
Public Liability:	£5,000,000
Professional Indemnity:	£1,000,000

13.0 Monitoring Arrangements

Internal monitoring will be the responsibility of Leigh Brocklehurst, Project Manager, PCAS. The Lincolnshire Historic Environment Officer advising South Holland District Council will be informed, with not less than two weeks' notice, of the start of the monitoring programme. He will be kept informed of any unexpected discoveries and regularly updated on the project's progress, and will be free to visit the site by prior arrangement with the site director.

14.0 Contacts

Ruben Lopez, Lincolnshire County Council	(01522) 782 070
Leigh Brocklehurst, Project Manager, PCAS	(01522) 703 800

15.0 References

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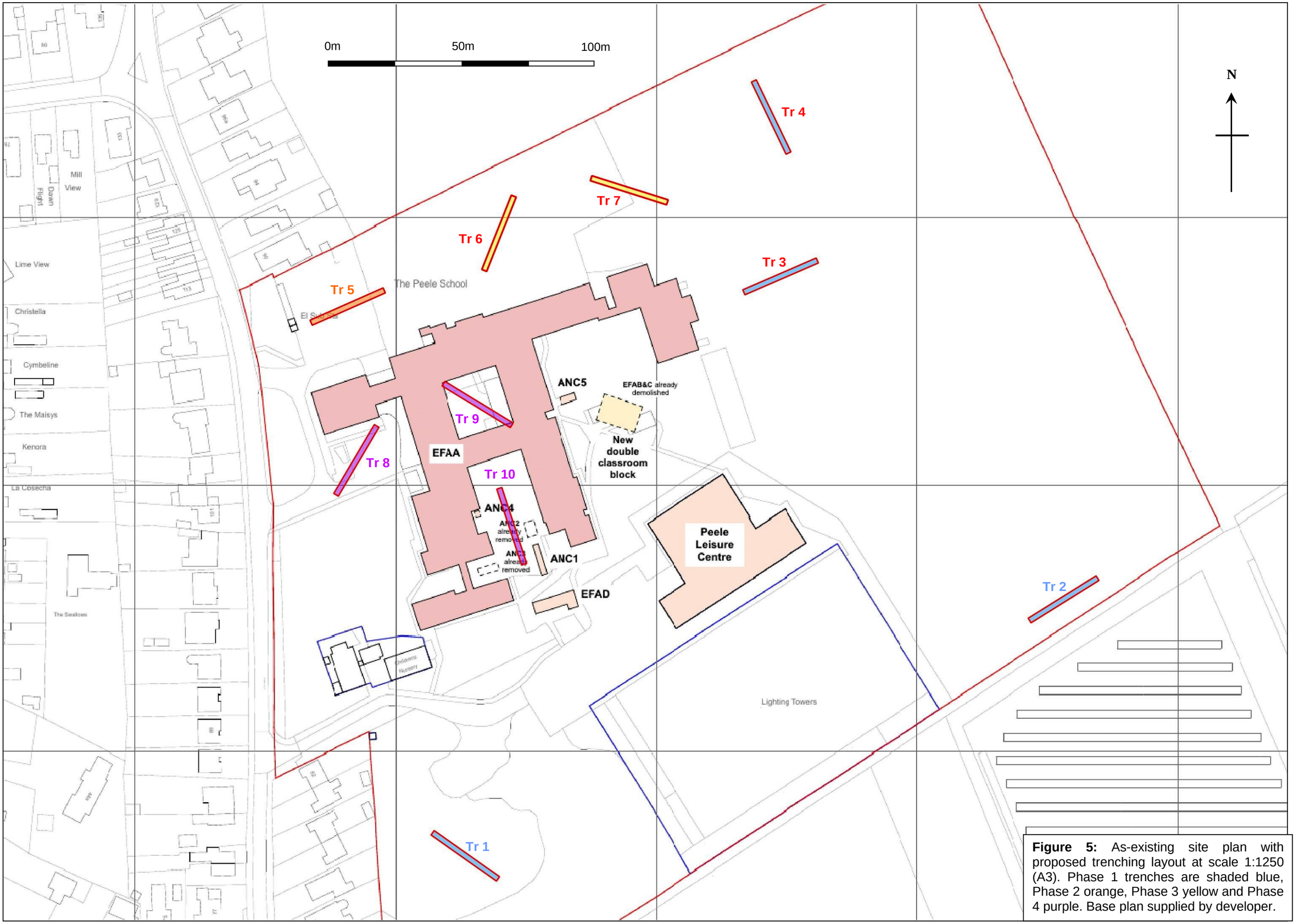


Figure 5: As-existing site plan with proposed trenching layout at scale 1:1250 (A3). Phase 1 trenches are shaded blue, Phase 2 orange, Phase 3 yellow and Phase 4 purple. Base plan supplied by developer.



Figure 6: As-proposed site plan with proposed trenching layout at scale 1:1250 (A3). Phase 1 trenches are shaded blue, Phase 2 orange, Phase 3 yellow and Phase 4 purple. Base plan supplied by developer.