FORMER CROSSLANDS NURSERY, MAIN ROAD, QUADRING, SPALDING, LINCOLNSHIRE

NATIONAL GRID REF: TF 2240 3327

WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MONITORING

PREPARED BY CHRISTER CARLSSON

SEPTEMBER 2022

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79 Broadway, Peterborough, PE1 4DA Tel: 07733240156
contact@independentarchaeology.co.uk **www.independentarchaeology.co.uk**

NON-TECHNICAL SUMMARY

This document sets out details of the Specification for an Archaeological Scheme of Works at the Former Crossroads Nursery, Main Road, Quadring, Spalding, Lincolnshire. The document has been produced in accordance with the *Lincolnshire Archaeological Handbook*'s section 'Specification and Project Design' (1997, revised 2008/9) as well as discussions with Ian Marshman, Historic Environment Officer at Lincolnshire County Council. The Specification complies with the principles of the NPPF (2021).

The works will consist of a program of archaeological monitoring, and will mainly focus on the areas affected by the construction works, such as new footings and service trenches. All groundworks will be subject to constant archaeological monitoring. Should features or finds of archaeological interest be uncovered in the area they will be hand cleaned, excavated and fully documented.

After completion of the fieldworks a technical report of the results will be sent over to Lincolnshire County Council for approval together with the complete site archive.

This specification has been prepared by Independent Archaeology Consultants on behalf of the client. IAC is an archaeological consultancy company based in Peterborough, Cambridgeshire. The company subscribes to the *Chartered Institute for Archaeologists, Code of Conduct* (CIfA 2021). All relevant CIfA Codes of Practice will be adhered to throughout the course of the project. This Specification, and the methodology described within it, is subject to approval of the Historic Environment Officer at Lincolnshire County Council.

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1 SITE LOCATION AND DESCRIPTION

1.1 The site is located on land at the former Crossroads Nurseries, Main Road, Quadring, Spalding, Lincolnshire. The development site centers at NGR: TF 2240 3327, and encloses an area of some 4500m^2 at an average height of 3m AOD (Figure. 1-2). The geology of the site comprises Oxford Clays and Kellaway Beds of the Upper Jurassic (British Geological Survey).

2 PLANNING BACKGROUND

2.1 Lincolnshire Councty Council Historic Environment Team was not consulted regarding a new WSI for this stage of archaeological works, but the planning application for this site is otherwise approved (H15-1207-18 & H15-0942-20). The purpose of the archaeological monitoring project described in this specification is therefore to cover the need for archaeological documentation of potential remains within the development area.

2.2 The proposed development site currently comprises an enclosed field to the rear and north of an existing commercial nursery with modern glasshouses and associated offices. This in turn is situated off the north-eastern frontage of the Main Road and within the historic core of the village of Quadring. The modern settlement of Quadring is located within the modern civil parish of the same name, administrative district of South Holland, County of Lincolnshire.

2.3 The proposed development could have an impact on buried archaeological remains. Given this the developer is required to commission a Written Scheme of Investigation from the chosen archaeological contractor. (on the lines of 4.8.1 in the Lincolnshire Archaeological Handbook). This should be secured by South Holland District Council's standard conditions AR01, 02 and 03.

2.4 "Local planning authorities 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 16, paragraph 199.

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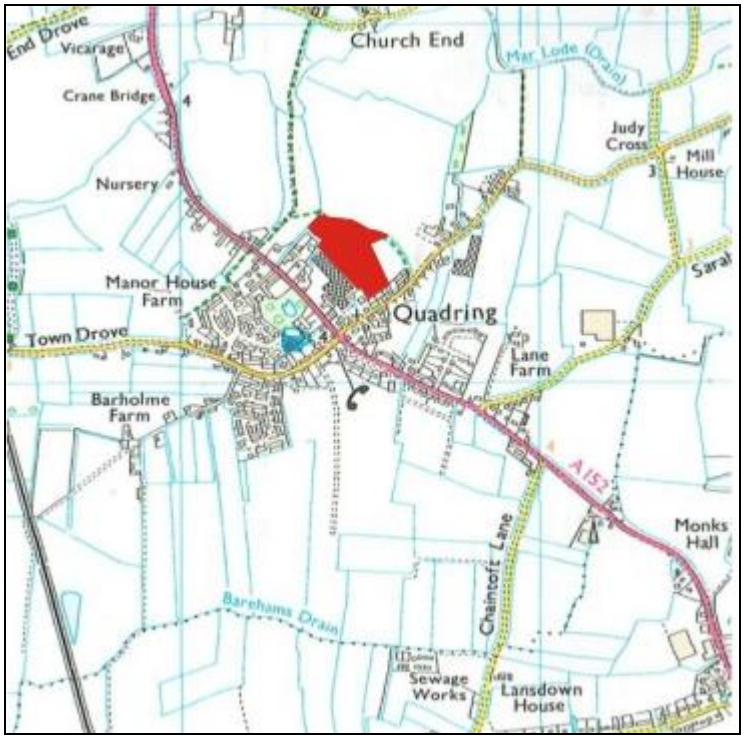


Figure 1. Site location.

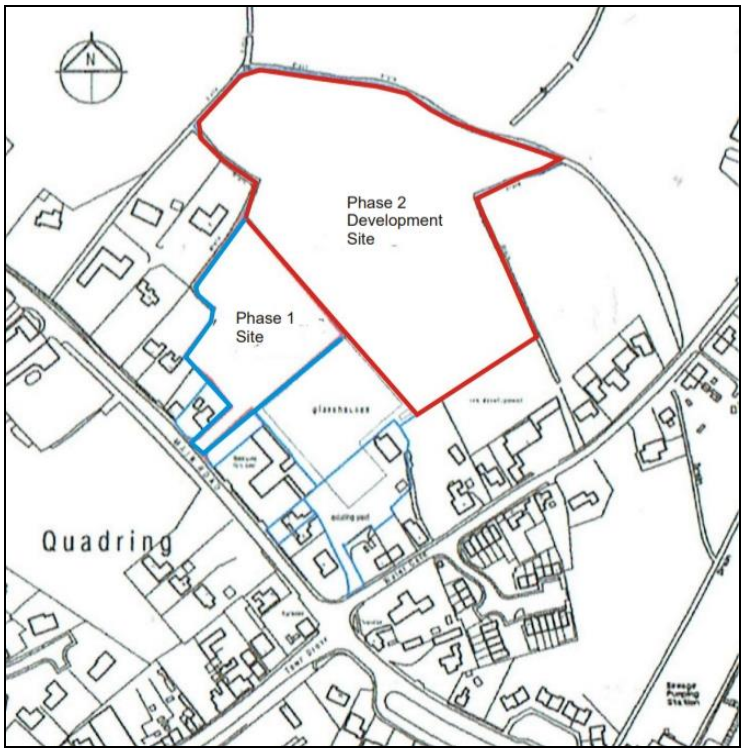


Figure 2. Site outline.

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3 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

3.1 Background research sources were consulted at the online National Library of Scotland and the Lincolnshire County Council Historic Environment Record (HER). A search of the Lincolnshire HER was conducted within a 0.25km radius of the development site.

3.2 The earliest documentary reference to the settlement of Quadring or Quedhaveringe or Quadheueringe in the Hundred of Donington is found in the Domesday Survey of AD1086. The place name itself appears to have had late Anglo-Saxon origins and is derived from the Old English Haeferingas or 'the people or followers of Haefer'. Later medieval documentary sources variously refer to this settlement as Quedhaveringa (AD1167); Quedhavering (AD1200) and as Quadhaueringe (AD1170). At the Domesday Survey, lands in Quadring were held by the Bishop of Lincoln and also by Count Alan. There are also references in one of the Domesday Survey entries to two salt houses. The settlement of Quadring appears to have shifted focus from the area around the church at Church End to the north to the present location to the south at some time in the late medieval to early post-medieval periods (Morris, 1986; Cameron, 1998; Ekwall 1991; Mills, 1991).

3.3 Later medieval documentary references variously detail the medieval settlement of Gosberton as Goseberdechirche (AD1177) and as Gosebirchirche (c.AD1180) (Cameron, 1998).

3.4 The site of a post-medieval dovecote at Manor House Farm is featured on the 1:10,560 scale O.S. map of 1956 (HER 23051). It is not however shown on the 1:2,500 scale O.S. map of 1977, probably having been demolished by this time.

3.5 No. 14, Town Drove is a Grade II listed cottage of late 18th century date, which has 19th century alterations (HER 25313).

3.6 A former Baptist Chapel is situated at 6, Water Gate (HER 25658). This is shown on the 1931 Edition O.S. map and is still marked as a 'chapel' on the 1:10,000 scale O.S. map of 1977. The former chapel building survives and has been converted to a residential dwelling. The building is marked as an 'Ebenezer Chapel on the 1888 O.S. map. A stone plaque on the building is inscribed 'Ebenezer Baptist Chapel, 1869'.

3.7 A Primitive Methodist Chapel on Town Road was constructed in 1840 and was closed in 1968 (HER 25760). The site has been rebuilt upon.

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3.8 Manor House Farm at Quadring is an extant 19th century farmstead (HER 25956). This was arranged around a regular courtyard with multiple regular yards. The farmhouse is attached to a range of working buildings. There has been a partial loss of traditional buildings. The farmstead was located within a church or manor farm group.

3.9 An unnamed farmstead at Quadring is a partially extant 19th century farmstead (HER 25954). This was arranged around a regular courtyard of an 'L'-plan with further detached buildings on the fourth side of the yard. The farmhouse is detached from the main working complex. There has been a significant loss of traditional buildings. The farmstead was within a village location.

3.10 There has been one previous archaeological investigation within the HER search area. An archaeological watching brief which took place on land adjacent to 6, Town Drove in 2020 on the groundworks for a new detached bungalow and garage did not identify any archaeological activity or finds (HER ELI13388) (Hall, 2020a).

3.11 In 2020, a Phase 1 pre-determination archaeological field evaluation took place to the south of the Phase 2 development site and within the area of the proposed Phase 1 development site. This identified a possible post-medieval buried soil or ploughsoil horizon, several 19th century land drains along with a modern drainage dyke. No significant archaeological activity was found here and there were no finds (Hall, 2020b).

3.12 In 2021 there was also a Phase 2 investigation carried out within the site. Trenches 3-5 and 8 of that archaeological evaluation all recorded archaeological features. At the southern end of Trench 4, the cut of a pond was recorded. This was sealed by an undated buried soil or ploughsoil horizon and was cut into the underlying natural horizon. This was considered to be a former livestock pond and an isolated landscape feature that was attributed to the medieval period from the find of a single sherd of medieval pottery that was recovered from one of its fills (but which was not retained) (Hall 2021).

3.13 Within Trenches 5, 4 and 3, the line of an approximately north east-south west orientated linear ditch was recorded. This was considered to be the line of a single landscape feature within these three trenches. These three ditch cuts were all sealed by an undated buried soil or ploughsoil horizon and were cut into the underlying natural horizon. No finds were recovered from the ditch cuts within Trenches 3 and 4. However, in Trench 5, a single sherd of late 9th-11th century AD pottery was recovered from the ditch fill here along with a single and undiagnostic fragment of fired clay. This may thus attribute a late

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Saxon origin to this linear feature, which is considered to have had a drainage and/or boundary function.

3.14 The cut of a further north west-south east aligned linear ditch cut was identified to the north-west within Trench 8. Although the ditch fill here did not produce any finds, this ditch cut is considered to be a part of the remnants of the late Saxon field system, which is represented both by this cut and also by the further ditch elements within Trenches 3-5 to the south-east.

3.15 Perhaps the most significant archaeological feature that was identified by this Phase 2 evaluation comprised the possible circular shaped drip gully that was recorded within Trench 5. This was considered, from previous experience, to represent the possible remains of a transitional late Iron Age/early Roman roundhouse. Although the gully fill yielded finds of two further fragments of undiagnostic fired clay. These unfortunately, are unable to ascribe a definitive date for this feature.

3.16 It is further considered that the probable late prehistoric/early Roman activity and the late Saxon field system may continue to the north, north-east and north-west."

3.17 Copies of published Ordnance Survey maps were obtained from the online National Library of Scotland. The earliest map consulted comprised an extract from the First Edition 25 inch to one mile scale Ordnance Survey map of 1888. This map shows the bulk of the site, comprising the northern and central portions within their current boundaries. The south-eastern portion of the site is occupied by the northern ends of three north west-south east orientated linear enclosures.

3.18 This same layout to the area of this Phase 2 development site is repeated on the subsequent Second Edition 25 inch to one mile scale Ordnance Survey map of 1904.

3.19 This same site layout is repeated on the subsequent 1931 Edition 25 inch to one mile scale Ordnance Survey map and on the 1:10,560 scale O.S. map of 1956.

3.20 The extract form the 1:2,500 scale Ordnance Survey map of 1973 the enclosures to the south-east having gone by this time with the site attaining its current; layout.

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4 AIMS AND OBJECTIVES OF THE PROJECT

4.1 The monitoring project will aim to determine the location, extent, date, character, condition, significance and quality of any surviving archaeological remains liable to be threatened by the proposed development. All areas where archaeological remains are potentially threatened will be fully documented.

4.2 The aims of the archaeological monitoring project will be achieved through pursuit of the following specific objectives:

i) to determine the character, date, condition and significance of the archaeological resource;

ii) to define the nature and extent of any mitigation works that may be required;

4.3 Specifically, the following investigative aims will be accommodated in the programme of archaeological works:

*characterisation of the site in the broader landscape;
*characterisation of the activities identified on the site;
*characterisation of changes affecting land-use through time

5 METHODOLOGY

5.1 Archaeological Monitoring

The archaeological monitoring project will consist of the continuous observation of removal of overburden within the footprints of the new footprints, followed by the investigation and recording of any archaeological features that are revealed. The area that will be focused on is described in the evaluation report from 2021, and a plan of areas with preserved archaeological remains is shown in a separate picture in this report (Hall 2021) (Figure 3 below).

On page 15 in the evaluation report is also described the future methodology that has been agreed between Neville Hall, the archaeological consultants who carried out the evaluation in 2021, and Ian Marshman, the local Planning Archaeologist:

"Following the site monitoring visit made by Ian Marshman on the 18th of October 2021, the local planning archaeologist, a plan of the proposed post-determination archaeological mitigation was submitted to and agreed upon. This plan shows the proposed area of the development site which will be green open space, thus

preserving in situ the archaeological features identified within Trenches 4 and 5 along with two areas of the development site which will be the subject of post-determination archaeological monitoring and recording, centred on the archaeological features identified within Trenches 3 and 8."

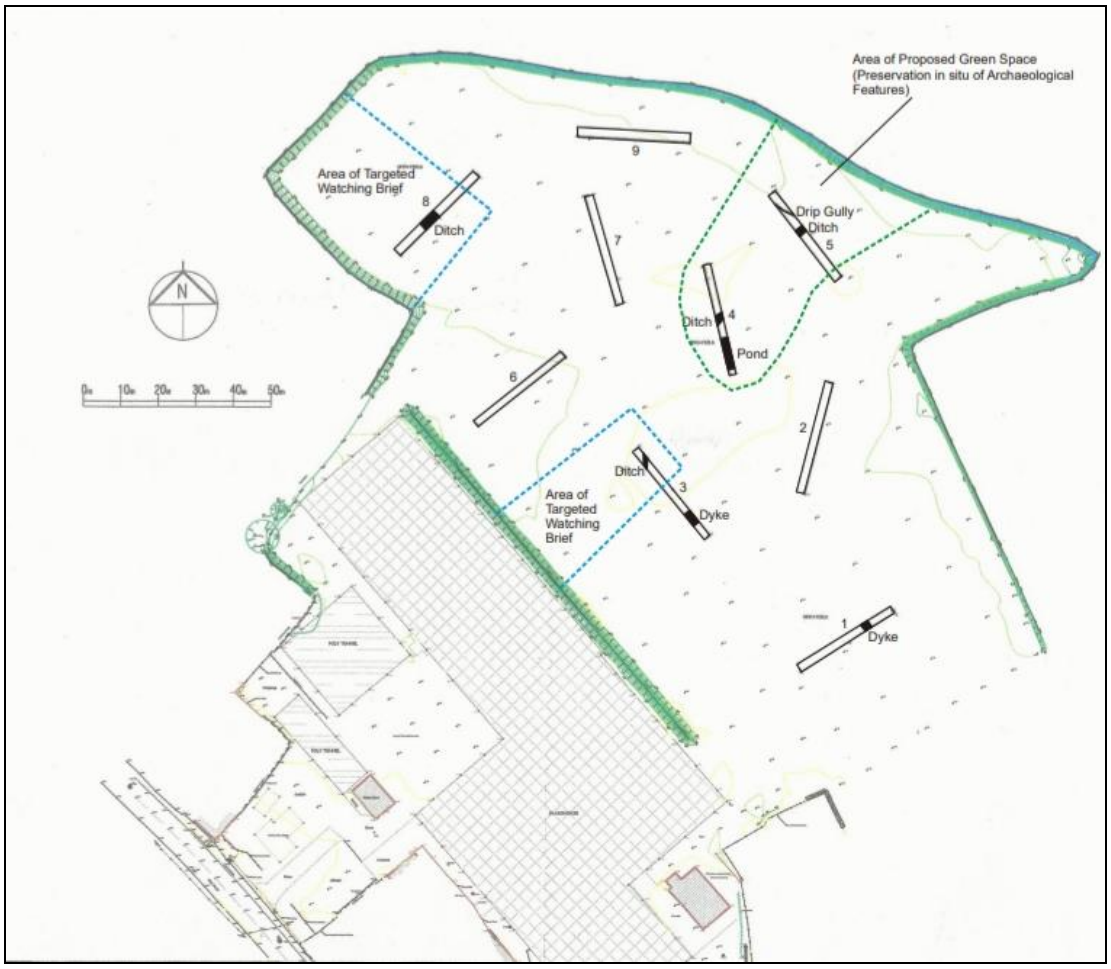


Figure 3. Area with preserved archaeological remains as shown in the evaluation report (Hall 2021).

All groundworks will be made under constant archaeological supervision using a flat bladed ditching bucket. When archaeological features are encountered they will be investigated and recorded according to the parameters described below. Revisions and amendments of the excavation methodologies may be required in consideration of further details and ongoing fieldwork results.

The program of fieldworks will take into consideration potential above- and below-ground constraints and/or hazards, such as trees, utility trenches, overhead cables and areas of modern disturbance.

The areas will be excavated to the upper interface of secure archaeological deposits or, where these are not present, to the upper interface of natural deposits. Thereafter, hand-excavation will be required to sample any features exposed.

The monitoring project will not be carried out at the expenses of the heritage assets and will be minimally intrusive to archaeological remains.

5.2 Metal Detecting

Metal detector sweeps of exposed features and spoil heaps will be carried out in advance of, and during, the excavation process. The metal detector will not be set to discriminate against iron.

5.3 Hand Excavation

All man-made features will be investigated. Apparently natural features (such as tree throws) will be sampled sufficiently to establish their origin and to characterise any related human activity. Hand excavation and feature sampling will be sufficient to establish the date and character, and to allow appropriate levels of recording.

Deposits and layers (including buried horizons of top- and subsoils) will be sampled sufficiently to enable a confident interpretation of their character, date and relationships with other features. The characterisation of the artefact contents of the ploughsoil will be attempted, to provide an understanding of the presence/absence and condition of underlying archaeological remains: Are the artefacts in the topsoil mixed, and of different periods, (as a result of ploughing or recent ground disturbance) or is the stratigraphy in the ground still intact, with older artefacts in lower deposits?

All exposed features will be subject to a minimum of 50% excavation. At least 15% (or a percentage sufficient to achieve information on the character, function and dating) of linear features and/or very large and deep features will be hand excavated. All slots through linear features will be at least 1m wide. Particular attention will be given to terminals and intersections, to ascertain stratigraphic and physical relationships.

Structural remains (stake holes, post holes and gullies, as well as masonry foundations or low masonry walls and associated features like hearths) will be excavated fully and in plan/phase, as appropriate to the requirements of the project.

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The monitoring project will provide a representative sample of the site's archaeology at no significant cost to the value or integrity of archaeological remains therein. Judgement regarding the removal of human remains, structural remains (*in situ* wood or masonry), or other special remains or deposits, will be led by this consideration, and will always be made in consultation with the Archaeological Officer for Lincolnshire County Council.

Special care will be taken when dealing with human remains, and the appropriate guidance issued by the Ministry of Justice will be followed. Environmental health regulations will also be followed. The Archaeological Officer from Lincolnshire County Council will be informed immediately upon discovery of human remains. The human remains may be left *in situ*, covered and protected when discovered, depending on the site circumstances and depths of cover soils. If the reburial of revealed human remains is considered arrangements for their immediate excavation will be made to establish the date, condition and character of the burial. If removal is essential an exhumation licence will be requested from the MoJ.

Should exceptional remains be encountered the Archaeological Officer will be notified immediately, and a new brief may be issued in conjunction with the present one. Normal conditions will apply with regard to finds ownership and the Treasure Act of 1996. Any finds that could be considered treasure under the terms of the Act made during the process of fieldworks will immediately be reported to the Finds Liaison Officer. Any item considered treasure will, if possible, be excavated and moved to a safe place the same day. Otherwise suitable security arrangements will be organized over night. Such security could consist of an archaeologist staying on site over night.

5.4 Palaeoenvironmental Sampling

The site is located in an area known for its many archaeoloogical fetaures and has, as such, good potential for the preservation of faunal/plant remains and/or waterlogged timber. For this reason viable baulk samples of 40 litres (if possible) to characterise soil profiles, as well as plant remains/charred plant remains, molluscs, small faunal remains and pollen sequences, will be taken from a representative selection of suitable deposits in accordance with the monitoring project aims.

Special care will be taken to understand the stratigraphy of the site: Where the investigated deposits created in dry or wet conditions, and what can this, in that case, tell us about the development and history of the site? Buried soils and deposits will be carefully studied in order to understand the processes behind their creations. Waterlogged timber will be kept wet to prevent cracking and shrinking, and to faciliate dating and analysis of the wood.

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Buried soils and associated deposits will be inspected on site by a suitably qualified geoarchaeologist whose advice will be sought as to whether soil micromorphology or other analytical techniques will enhance understanding of depositional processes and transformations at the site. If so, suitable samples will be taken from relevant deposits or features for assessment and inclusion in the report.

The assessment of the potential to inform on the general environmental and dietary evidence of the inhabitants of the site through examination of suitable deposits will also be arranged with a suitably qualified specialist. Special attention will be paid to: i); the retrieval of charred plant macro & microfossils, faunal remains and land molluscs from former dry-land palaeosols and cut features, ii); the retrieval of plant macro & microfossils, insect, faunal remains, molluscs, pollen and other biological remains from waterlogged deposits located; iii); provision for the absolute dating of critical contacts will be made: eg the basal contacts of peats over former dryland surfaces; distinct landuse or landmark change in rural contexts.

The monitoring project will also carefully consider the retrieval, characterisation and dating (including absolute dating) of artefact, burial or economic evidence to assist in the characterisation of the site's evidence and in the development of future mitigation strategies.

The project manager will ensure that the results of the palaeoenvironmental investigation, industrial residue assessments/analyses & scientific analyses are included in the full project report and sent to the Historic England Science Advisor.

Should features of uncertain age be discovered, as a result of the archaeological monitoring project, environmental samples can be used for extraction of material suitable for Carbon Dating. All samples will be extracted and recorded in accordance with the following publications: *Environmental Archaeology. A Guide to the Theory and Practice and Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011), *Association for Environmental Archaeology, 1995, Environmental archaeology and archaeological evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England (1995), A working classification of sample types for environmental archaeology (1992 for 1991), A guide to sampling archaeological deposits for environmental analysis (1994),* and in consultation with the appointed specialist and Historic England. The appointed Plant Remains and Environmental Samples Expert Val Fryer will also be available to assist throughout the project.

The following guidance documents will be consulted in order to provide an adequate strategy for the excavation, field treatment and conservation of any delicate organic materials. English Heritage, 2012, *Waterlogged Organic Artefacts: Guidelines on Their Recovery, Analysis and Conservation*; English Heritage, 2008, *Investigative*

Conservation: Guidance on How the Detailed Examination of Artefacts from Archaeological Sites Can Shed Light on Their Manufacture and Use; English Heritage, 2010, *Waterlogged Wood: Guidelines on the Recovery, Sampling, Conservation and Curation of Waterlogged Wood.*

5.5 Recording

A numbered single context-based recording system, written on suitable forms and indexed appropriately, will be used for all elements of the archaeological recording programme.

Measured plans will be produced, showing all exposed features (including natural features and modern features etc.) and excavated areas. Individual measured plans and sections will be produced for all excavated features and deposits. These will be accurately tied into trench plans/trench location plans, that in turn will be accurately related to the Ordnance Survey grid and to suitably mapped local features (boundaries, buildings, roads etc.). All sections and plans will be related accurately to Ordnance Datum. Samples will be marked up and transported to laboratories as soon as possible to prevent contamination.

A photographic record comprising monochrome and digital photos will form part of the excavation record. A selection of digital photographs may also be used in the final report (maximum of two photographs per A4 sheet).

5.6 In Situ Preservation

Should preservation *in situ* strategy be applicable, following appropriate excavation and recording, all exposed surfaces will be cleaned and prepared for re-burial beneath construction materials. If necessary, the laying out of geotextile and/or buffering materials will be carried out under archaeological supervision. All decisions regarding an *in-situ* strategy will be coordinated with the Archaeological Officer from Lincolnshire County Council.

5.7 Staff

The site team will consist of an experienced archaeologist, who may be supplemented by additional staff as required. The Site Manager will be Dr. Christer Karlsson who has 20 years of experience from running archaeological sites. The project will also be directed by Dr. Karlsson, who has wide experience from managing archaeological fieldwork projects of different periods throughout Britain. He is the Director of Independent Archaeology Consultants and a member of the Chartered Institute for Archaeologists.

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5.8 Health and Safety

The fieldwork will be undertaken with regard to all relevant Health and Safety legislation, in accordance with the *Independent Archaeology Consultant's Health and Safety Manual* (2021). All on-site work will also be carried out in accordance with the Health and Safety at Work Act 1974.

5.9 Insurance

Independent Archaeology Consultants carries appropriate levels of Public Liability, Employers Liability Insurance and Professional Indemnity Insurance. Copies of the certificates are available on request.

5.10 Timetable

The archaeological scheme of works can be conducted by Independent Archaeology Consultants as soon as all necessary permissions have been achieved, the WSI has been approved by the Council and the client gives the field team access to the site. It is anticipated, however, that the project can be conducted in the autumn of 2022 pending the approval of this document.

The time spent on each step of the investigation has been estimated in the following way: Preparations 2 days (including writing of the WSI etc), Fieldwork 10 days (Including digging within the development area, recording and site visits), Post Excavation Work 3 days (including cleaning and analysing of artefacts and samples), Reporting 3 days (including writing and publication of the site report, preparation of drawings and completion of an OASIS-form), Archiving 1 day (including deposition of artefacts and site archive). There will, however, be sufficient funding for possible delays due to bad weather, conservation of unstable items or unexpected finds.

6 POST-FIELDWORK METHODOLOGY

6.1 Following the completion of fieldwork, any finds and/or samples will be dispatched for specialist identification/assessment. IAC is cooperating with a number of specialists who will be consulted for various aspects of the Post Excavation work.

6.2 Specialists who are likely to advice and report on specific aspects of the project include Paul Blinkhorn (Saxon, Medieval and Post-medieval pottery), Jeremy Evans (Prehistoric and Roman pottery), Val Fryer (Plant Remains and Environmental Samples), Tania Kausmally at OSSA Freelance (Human and

Animal Bones), and Dr Sonia O'Connor (Archaeological Conservation). Any other categories of specialist reports will be provided by the Museum of London Specialist Services. The conservation specialists will be notified before the start of the project, so a stand-by system is in place should waterlogged artefacts, or other sensitive archaeological materials, be uncovered.

6.3 Stable finds (e.g. pottery and bones) will be washed, marked and packed at IAC prior to dispatch. Unstable finds will be dispatched for conservation and environmental samples will be processed.

6.4 All finds work will adhere to professional standards set out in *Standard and Guidance for the collection, documentation, conservation and research of archaeological material* (CIFA 2001); and *First Aid for Finds (UKIC 1998)*. Assessment of the artefacts will include inspection of X-radiographs of iron objects (if necessary).

6.5 Once assessed, all material will be packed and stored in optimum conditions, as described in *First Aid for Finds*. Waterlogged organic materials will be dealt with, following the English Heritage documents, *Guidelines for the care of waterlogged archaeological leather*, and *Guidelines on the recording, sampling, conservation and curation of waterlogged wood*.

7 MONITORING ARRANGEMENTS

7.1 Internal monitoring will be the responsibility of the IAC Director. In addition, the Archaeological Officer from Lincolnshire County Council will be responsible for the monitoring progress and standards throughout the project on behalf of the Local Planning Authority.

7.2 The Archaeological Officer will be given notice of when work is due to commence and will be free to visit the site by prior arrangement with the site director. The Archaeological Officer requires a minimum of ten working days' notice prior to the commencement of the work.

7.3 The Archaeological Officer will be kept informed of any unexpected discoveries and will be regularly updated on the project's progress.

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8 ARCHIVE PREPARATION AND DEPOSITION

8.1 It is a requirement of the Lincolnshire County Council that significant excavation archives pertaining to Lincolnshire should be held close to source and made readily available to the public and local and national researchers. The site archive will therefore conform to the guidelines in MoRPHE (2006), and be deposited within the County's archaeological archive storage facilities as soon as possible after completion of the siteworks.

8.2 If alternative arrangements for storage are agreed, the archive will be prepared to the requirements of MoRPHE (English Heritage 2006) and to the CIfA *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (IfA 2009), *Selection, Retention and Dispersal of Archaeological Collections* 1993 (Society of Museum Archaeologists, 1993), and Standards *in the Museum Care of Archaeological Collections* 1992 (Museums and Galleries Commission, 1992).

8.3 In either case, the requirement for conservation of significant items for long term storage and display will be anticipated. As a supplement to a paper archive, proposals for the creation of a digital archive will be submitted.

8.4 The entire archive will be prepared at the office of IAC. In accordance with any standard archaeological planning condition issued, the report will be prepared and deposited with the IAC and the Lincolnshire Historic Environment Record within three months of completion of the archaeological work. The site archive will then be deposited with The Collection (Lincolnshire Museums) as soon as possible. Depending upon the start date and completion of the fieldworks, transfer of the archive to the Collection is scheduled for December 2022, under a unique museum accession number.

8.5 In accordance with Lincolnshire Museum guidelines, the unique accession number will be assigned for this project in advance of the start of site works, together with the IAC Site Code.

9 REPORTING PROCEDURES

9.1 Following receipt of specialist reports, and within three months of completion of the fieldwork phase, a fully illustrated and appended text will be prepared in accordance with current guidelines (LCC Archaeological Handbook 2012).

9.2 Copies of this report will be submitted for approval to the commissioning body and the Archaeological Officer (electronic copies in PDF format).

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Copies of the approved report will then be submitted to the Archaeological Officer, the commissioning body, the local planning authority and the Lincolnshire HER. Deposition of the report is anticipated by the Summer of 2019. The report will include the following minimum information:

Accession number;

Location plans of the proposed development area at a minimum scale of 1:10,000;

Location plans of the area/s which have been investigated and the position of the excavated trenches;

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

Specialist descriptions of artefacts and ecofacts;

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

Photographs of the site scanned at a high resolution in colour (not photocopies);

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

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

A critical review of the effectiveness of the methodology;

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

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

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.

10 PUBLICATION AND DESSEMINATION

10.1 In order to place the results of the project in the wider public domain, the results of the investigation will be made public as follows: Following dissemination to the commissioning body, a copy of the site report will be presented to both the Lincolnshire HER and The Collection (Lincolnshire Museums), so that the results can be incorporated into their records and

databases; as part of the reporting process, the data will be entered on the On-line Access to the Index of Archaeological Investigations (OASIS entry). The OASIS online record will be initiated before fieldwork commences.

10.2 Should the fieldwork reveal finds of regional or national importance, provision for further publication will be made in an appropriate regional or national journal.

11 OTHER FACTORS

11.1 Any potential financial outlay which may be incurred over and above the basic costs (i.e. fieldwork, basic reporting and archive arrangements) has been calculated as provisional sums/contingencies. Contingency for unexpected costs, e.g. due to a large number of artefacts or ecofacts recovered, will only be activated after discussions between the different parties involved in the project.

12 INSURANCE STATEMENT

12.1 Independent Archaeology Consultants has the following insurance cover:

- Employers' Liability: £100,000
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79 Broadway, Peterborough, PE1 4DA Tel: 07733240156
contact@independentarchaeology.co.uk www.independentarchaeology.co.uk

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contact@independentarchaeology.co.uk www.independentarchaeology.co.uk