



**WRITTEN SCHEME OF INVESTIGATION
FOR AN ARCHAEOLOGICAL
TRIAL-TRENCH EVALUATION**

LAND SOUTH OF HORSESHOE ROAD
SPALDING
LINCOLNSHIRE

By Ruby Neale

March 2025

WITHAM Archaeology

Client	Seagate Homes (UK) Ltd
Site Name	Land south of Horseshoe Road, Spalding, Lincolnshire
Project Type	Trial-Trench Evaluation
Planning Reference	Pre-planning
Grid Reference	TF 22992 21598
Site Code	SPHO25
Museum Accession Number	LCNCC : 2025.41
Curatorial Authority	Historic Environment Team, Lincolnshire County Council

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Land South of Horseshoe Road, Spalding, Lincolnshire

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SUMMARY

This document sets out details of a programme of archaeological trial-trench evaluation to be carried out on the site of a proposed residential development on land south of Horseshoe Road, Spalding, Lincolnshire ('the site'). The work has been commissioned to provide information on the archaeological potential of the site, as part of the pre-planning phase of the development.

The site lies within an area of high archaeological potential, with known Roman cropmarks indicating possible settlements in the area. The projected route of the Baston Outgang Roman road would cross the site from the south-western corner running to the north-east. The site was bounded to the south by a railway line, which is present on 19th century maps. A geophysical survey undertaken prior to this phase of evaluation indicates low levels of possible archaeology, with large likely natural features (palaeochannels) crossing the site.

The site will be evaluated through the excavation of 17 trenches, 16 of which will be 30m long by 1.8m wide, and one measuring 15m in length and 1.8m in width. The trenches will be laid out in a rough grid pattern, with adjustments to ensure that geophysical anomalies are targeted.

The project will culminate in the production of a report describing and interpreting the main findings. Subsequent to this, the complete project archive will be deposited with the Lincoln Museum, Danes Terrace, Lincoln LN2 1LP and the Archaeological Data Service (ADS).

INTRODUCTION

This Written Scheme of Investigation (WSI), prepared by Witham Archaeology for Seagate Homes (UK) Ltd, sets out details of a programme of archaeological trial-trench evaluation to be carried out on the site of a proposed residential development on land south of Horseshoe Road, Spalding, Lincolnshire ('the site') in advance of a planning application for a residential development. The requirements for archaeological evaluation are set out in advice provided to the local planning authority by the Historic Environment Officer, Lincolnshire County Council.

This WSI is designed to comply with the usual requirements of the local planning authority. Prior to the commencement of any fieldwork, it should be submitted for approval by the Lincolnshire County Council Historic Environment Team, Lincolnshire County Council. The WSI must be approved in advance of any fieldwork.

This WSI includes full details only for the current phase of investigation comprising archaeological trial-trench evaluation. Further phases of work may be required as part of mitigation measures to comply with the requirements of the local planning authority.

1. SITE LOCATION AND DESCRIPTION

- 1.1 The site is located towards the south-west of the town of Spalding in the civil parish of the same name. This lies in the administrative district of South Holland District Council, with the town lying approximately 25km north-east of Peterborough and 55km south-east of Lincoln. The site is centred at NGR TF 22992 21598, and is bounded on its north-west side by Horseshoe Road, north of which are allotments, and on the east by a triangular piece of grassland. The Bourne and Lynn Joint Railway line used to run along the south boundary of the site, but was dismantled sometime after 1952. South of this is agricultural land.
- 1.2 The local topography is largely flat at an elevation of around 4m AOD.
- 1.3 The site lies on bedrock of mudstone of the Oxford Clay Formation, which formed during the Jurassic period. This is overlain by clay and silt, which are Tidal Flat Deposits formed during the Quaternary period (British Geological Survey website). Boreholes dug to the east of the site in 2003 show multiple layers of sand and silt, with a band of clay seen between 0.8m and 1m. A borehole excavated to the west of the site at Cuckoo Junction found layers of silt and sand which overlay deeper deposits of various types of clay (British Geological Survey website).

2. PROJECT BACKGROUND

- 2.1 This project forms part of the pre-planning investigations for the site, and will be used to support an application for planning permission, which will be submitted to South Holland District Council, for a residential development.
- 2.2 To provide information on the archaeological potential of the site, the local planning authority has requested the implementation of a programme of trial-trench evaluation in accordance with advice provided by the Lincolnshire County Council Historic Environment Team on 29th November 2024.
- 2.3 Prior to the commencement of fieldwork, a written scheme of investigation (WSI) must be submitted to the local planning authority and approved in writing. Following approval, all aspects of the project shall be undertaken in accordance with the WSI.

- 2.4 This WSI is designed to meet the requirements of the brief and will be presented for review and approval by the Historic Environment Office, Lincolnshire County Council, before it is passed to the client for submission to the local planning authority.

3. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 3.1 To the north-west of the site, evidence of Early Iron Age to Roman activity was found during the geophysical survey and fieldwalking conducted along the line of the proposed Spalding Western Relief Road. These were in the form of a ditched enclosure, evidence of salt works, together with a Roman artefact scatter and a trackway (MLI23204).
- 3.2 Late Iron Age to Roman activity was discovered in an area 85m north-east of the site, between Horseshoe Road and Bourne Road (MLI20553). Excavations revealed Late Iron Age to Roman rectangular enclosures, likely indicative of roundhouses, and a Late Iron Age to Roman rectangular enclosure. Evidence of salt making was found across the site, with unique briquetage illustrating the salt production processes of the Late Iron Age to Roman transition.
- 3.3 Spread over a large area, including Spalding Common, 220m south-west of the site at its nearest point, is a possible Romano-British complex of enclosures and field systems, identified as cropmarks on aerial photography, with occasional finds also being recovered (MLI22345). North of here, also straddling East Road and South Drove Drain, are further cropmarks of a Romano-British settlement, visible across a long stretch of land west of the site (MLI23614), and yet further north, on the east side of the road and near to Podge Hole, is another Roman settlement dated from pottery to the 2nd to 4th centuries (MLI22386).
- 3.4 The Baston Outgang Roman road has been identified on cropmarks to the south-west of the site (MLI22343). The projected route of the road would pass through the site, running from the south-west to the north-east. The geophysical survey undertaken prior to compilation of this WSI showed no signs of the road.
- 3.5 A probable small Romano-British farmstead lay at Saddlers Mead (MLI81540), 245m east of the site, where finds and features dating from the 1st to 2nd centuries have been recorded. A Roman salt working site was discovered between Horseshoe Road and Bourne Road, 355m north of the site (MLI23638).
- 3.6 The only monument of Saxon date close to the site is an area of possible enclosure cropmarks which are visible on aerial photographs at Spalding Common, 340m south of the site, believed to date to the Early medieval/Dark Age period (MLI82036).
- 3.7 The place-name Spalding means '*the people of Spalde*', which is an old district name derived from Old English '*spald*', meaning '*a ditch*' (KEPN). The earliest mention of Spalding may date to the Saxon period: *Spalde* is believed to reference a tribe mentioned in the '*Tribal Hideage*', a document dating from the 7th to the 9th centuries, listing thirty-five tribes south of the River Humber.
- 3.8 Although there is a paucity of Saxon activity recorded in the Spalding area, the settlement appears in Domesday Book of 1086, so must have been in existence by at least the late Saxon period. *Spallinge* was held in 1066 by Crowland Abbey, Earl Algar and Athelston son of Godram. In 1086 it was held by three Norman lords: Crowland Abbey, Ivo Tallboys and Guy of Craon, There were 91 households, with assets including six fisheries and four salthouses. No meadow or woodland was recorded.

- 3.9 A former moat and the site of a grange at Monk's House is the only record of medieval occupation close to the site, lying approximately 750m to the north-east of the site, abutting the north side of Bourne Road (MLI22356).
- 3.10 Trial trenching in the late 1990s revealed a square pit containing 19th century clay pipe approximately 275m to the east of the site.
- 3.11 The first series OS map published in 1824 shows little detail, but the area of the site appears to have changed little since 1815. The 1st edition OS map of 1889 shows the post-enclosure layout of the fields surrounding the site. The site is sandwiched between Horseshoe Road and the 'Bourn & Lynn Joint Railway' line, and is divided into three parts by two north-to-south trackways, depicted as double parallel dashed lines. The railway line was constructed in 1866 and forms the south boundary of the site (Bennett and Bennett 113). It crosses Horseshoe Road further to the west at Cuckoo Crossing and Pode Hole Farm, forming an elongated triangle of land, which comprises a further four closes west of the site, the nearest two of which each contain a building. By 1931, OS maps show that the westernmost track/field boundary within the site had gone, leaving it divided into two sections of equal width by the remaining boundary, which appears to be a trackway. This now crosses north over Horseshoe Road and through the allotment gardens as far as West Lode. Subsequent maps show that the land remained relatively unchanged throughout the following decades.

4. AIMS AND OBJECTIVES

4.1 The purpose of the investigation is to:

- provide information on the presence/absence, character, date and quality of survival of archaeological deposits and remains which might be contained within the Site, at the depth of proposed construction disturbance, and to assess such remains in terms of their local, regional and national context significance.
- assess the possible scale of development impact on any remains and provide information which might influence development design, so that impact on any remains can be avoided or minimised.
- provide information that will allow the local planning authority to reconcile development proposals with their policy for preserving archaeological remains and make an informed and reasoned decision on a planning application.
- provide site-specific archaeological information which (if necessary) would allow for the design and integration of timing and funding of any further archaeological work (or other mitigating strategy) which might be required in advance of or during any subsequent development programme.
- produce a project archive for deposition with the appropriate museum and from which the potential for further study and academic research could be assessed.
- provide information for accession to the Lincolnshire Historic Environment Record (LHER) and to the Archaeological Data Service (ADS) in the case of digital data.

5. METHODOLOGY

- 5.1 The site will be evaluated through the excavation of 17 trenches, 16 of which will be 30m long and 1.8m wide, with one 15m long trench, representing a sample of c. 3% of the site. The trenches will be placed at in a rough grid with adjustments to target geophysical anomalies. The layout is designed to provide an even coverage of the plot and to maximise the potential for recovering evidence of linear features. Provision has also been made for additional trenching to investigate the further extents of features or to enable the safe excavation of deep deposits should this be required by the HEO. Any additional trenching or deep excavation will only be undertaken at the specific request of Ruben Lopez Catalan, HEO at Lincolnshire County Council.
- 5.2 Provision has also been made for a 1% contingency (a maximum of five further 30m trenches) to further investigate the extents of features or to enable the safe excavation of deep deposits should this be required by the LCC HEO. Any additional trenching or deep excavation will only be undertaken at the specific request of the LCC HEO.
- 5.3 For the purposes of establishing the full sequence of deposits present on the site, both natural in origin and archaeological, a geoarchaeological rapid test pit survey will be undertaken by mechanical excavator, through sondages excavated at the end of each of the trenches. Information from this work will allow the modelling of deposits through the production of at least one cross section extending across the site, or additional sections if needed to fully characterise the stratigraphic sequence. Data collection will be undertaken by Witham Archaeology staff with longstanding experience in working with Fenland deposits, advised by James Rackham both during fieldwork and in collating and interpreting the data in post excavation. In the event that sondages need to be excavated to below the level of safe access to the trench, all subsequent recording will be from the trench side and fully consistent with all health and safety guidance in relation to deep excavations.
- 5.4 A record will be made of extant features and any factors such as previous or current land-use that might have affected the survival or condition of archaeological remains.
- 5.5 In determining the locations of trenches, prevailing site circumstances (for example, the locations of buried and overhead services) will be taken into consideration.
- 5.6 Care will be taken to avoid damage or disturbance to any archaeological deposits or remains other than is necessary to achieve the objectives of the project as set out above.
- 5.7 Topsoil and other deposits considered overburden will be removed by mechanical excavator fitted with a smooth-bladed/toothless ditching bucket under the supervision of a suitably qualified and experienced archaeologist. The trial trenches will be excavated to the depth of the geological horizons, or to the upper interface of archaeological features or deposits, whichever is encountered first.
- 5.8 No plant or vehicles will be permitted to track over any exposed archaeology or excavated trench before investigation and sign-off by the Historic Environment Officer. No mechanical excavators, earthmoving or other vehicles will enter an excavated trench before it has been signed-off by the Historic Environment Officer.
- 5.9 Spoilheaps will be scanned for unstratified artefacts displaced during machine excavation.
- 5.10 Any buried soils encountered during machine excavation will be left intact for subsequent investigation in accordance with advice from the Historic Environment Officer. These investigations may include sampling to assess artefact content and palaeoenvironmental

sampling. Once sampled, residual soils may be removed as required by the Historic Environment Officer, either by machine if deposits are general in the trench, or by hand if it is more practical (if for example, they are highly localised).

- 5.11 All potentially archaeologically significant features and deposits will be investigated unless otherwise agreed with the Historic Environment Officer, Lincolnshire County Council, adviser to the local planning authority, with the exception of repeated features such as furrows, in which case, a representative sample of the group will be excavated.
- 5.12 All archaeological features and deposits revealed in the trenches will be excavated by hand to determine character, extent, condition and position in the stratigraphic sequence. Linear features will be investigated through the excavation and recording of a single segment, at least 1m wide and positioned to obtain a maximum of stratigraphic information. As far as possible, sections across linear features will be excavated at 90° to the longitudinal axis. Discrete features will be half-sectioned, or excavated in quadrants, where they are large or found to be deep. The faces of cross-sections will be cut vertical and then carefully cleaned to ensure that stratigraphic relationships are as clearly defined as possible. Intersecting features will be investigated to determine stratigraphic relationships.
- 5.13 Structural remains will be excavated in sufficient detail to allow meaningful characterisation.
- 5.14 The full depth of deposits, including topsoil and any relict plough-soils, will be recorded in each trench, either through the hand-cleaning and recording of appropriately positioned sample sections, or by more extensive cleaning and recording if warranted by the character of the stratigraphic sequence (for example, if deposits visible in the trench side are discontinuous) in the trenches.
- 5.15 Provision has been made for additional machine excavation should this be required to investigate particularly large or very deep features. Very deep features will be investigated by augering if there is no other practicable means of assessment.
- 5.16 The site record will comprise:
 - Notes detailing the progress of archaeological fieldwork.
 - Pro-forma sheets recording general information for each trench.
 - Individual written context descriptions made on pro-forma recording sheets.
 - Measured section drawings showing specific contexts as well as general stratigraphic sequences, produced at scales 1:10 or 1:20 as appropriate.
 - Measured plans showing contexts individually and/or multiply at scale 1:20.
 - Spatial data (plans and levels etc) captured by survey grade GPS.
 - High-quality, uninterpolated digital images captured in RAW format and at least 10 megapixels in size, showing individual archaeological features and overall views of each trench and general site circumstances. The images will be captured by an SLR camera with an APS-C or larger sensor. Graduated metric scales of appropriate lengths will be used, ensuring the use of vertical scales used against deep sections in combination with horizontal scales.
- 5.17 All plans and sections will be referenced to Ordnance Datum and to National Grid coordinates by use of survey-grade GPS equipment.
- 5.18 Unless otherwise stated in our quotation, all trenches will be backfilled using excavated material only. Pre-existing surfaces will not be made good.

- 5.19 Archaeological deposits can be rich in palaeoenvironmental material providing evidence on general environmental conditions and the diets of local populations. Provision has therefore been made for a programme of sampling, processing, assessment and analysis of suitable material. The programme will be devised in consultation with an appropriately qualified specialist. From dry-land deposits, particular attention will be paid to the retrieval of charred-plant macro and microfossils, small faunal remains and land molluscs. From waterlogged deposits the emphasis will be on the retrieval of plant macro and microfossils, insects, faunal remains, molluscs, pollen and other biological remains. Bulk samples of 40 litres will be taken from suitable deposits. Buried soils and associated deposits will be inspected on site by a suitably qualified geoarchaeologist to advise on an appropriate sampling strategy, potentially including soils micromorphology. The assessment of environmental evidence will be in accordance with *Environmental Archaeology: A Guide to the Theory and Practice of Methods From Sampling and Recovery to Post-Excavation* (Historic England 2011, 2nd edition). Any results of palaeoenvironmental work will be sent to the Regional Scientific Adviser. Recovery, recording and processing of animal bones from archaeological features and deposits in accordance with *Animal Bones and Archaeology, Guidelines for Best Practice* (Historic England 2019).
- 5.20 Provision has been made for the application of absolute-dating techniques should they be required to date critical interfaces such as those between basal peats and underlying dry ground, key artefacts or assemblages, or other features, such as burials or environmental/economic information.
- 5.21 Human Remains – In dealing with human remains, all work will be carried out in accordance with guidance issued by the Ministry of Justice and in line with environmental health regulations. The local-authority archaeologist and the local coroner will be informed immediately upon the discovery of human remains. As a first option, any articulated human remains encountered during the investigation will be left *in situ*, with work being limited to preliminary identification and recording before they are reburied and protected. If reburial is likely to be detrimental to the survival of the remains, immediate arrangements will be made for their excavation, at the same time establishing their date (acquiring absolute-dating evidence where necessary), condition and circumstances of burial. Prior to removal, an exhumation licence will be obtained from the Ministry of Justice by Witham Archaeology on behalf of the client, and a realistic timescale for analysis and archive deposition will be communicated to the Ministry of Justice for inclusion on the Exhumation Licence. Human burials and disarticulated human remains will be excavated in accordance with guidance published by Historic England: *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (2018). Any requirement to remove human remains will represent a variation in the scope of the work set out in our quotation and this specification. Additional fieldwork will be valued at rates shown in the quotation.
- 5.22 In accordance with the Treasure Act 1996 and subsequent amendments, and the Code of Practice, all items classified as treasure under the terms of the Act will be excavated and recorded, transferred to a safe place and reported to the relevant Coroner within 14 days of discovery. The discovery will be reported on the relevant form produced in collaboration with the Lincolnshire Portable Antiquities Finds Liaison Officer and the Lincolnshire Coroner's Office.
- 5.23 Specialists will be invited to view significant remains *in situ*, if deemed necessary for the purposes of interpretation/identification or determining appropriate treatment.
- 5.24 A metal detector will be used to aid the recovery of metal artefacts from stratified contexts and spoilheaps. The metal detector will be used on a setting which will not discriminate against iron.

Metal-detecting will be undertaken either by Ray Hilliard or by another member of the project team with significant experience in the use of metal detectors.

- 5.25 All portable finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the United Kingdom Institute for Conservation (UKIC) *First Aid for Finds*, (1998).
- 5.26 All fieldwork will be carried out in accordance with the Chartered Institute of Archaeologists, *Code of Conduct: The Standard and Guidance for Archaeological Field Evaluations* (2020) and the *Lincolnshire Archaeology Handbook* (Jennings 2019).
- 5.27 A risk assessment will be carried out in advance of fieldwork. Witham Archaeology will liaise with the landowner/client to ensure that all potential risks and constraints, such as live services and footpaths, are identified and risks minimised.
- 5.28 Any other constraints such as Tree Preservation Orders will be identified in advance of fieldwork.
- 5.29 Unless health and safety considerations dictate otherwise, trenches will not be backfilled without the approval of the LCC HEO. Further trenching or deposit testing, to clarify relationships or interpretations and to assist in the design of an appropriate strategy of mitigation, may be required in the light of observations made during the monitoring visit. Provision has been made for this eventuality.

6. POST-FIELDWORK METHODOLOGY

6.1 Post-fieldwork tasks will be as follows:

- Checking and ordering of the site record to ensure a consistent archive
- Production of a stratigraphic matrix
- Cataloguing of photographic and other records
- Processing and dating of finds (together with any necessary X-ray and conservation treatment to stabilize fragile items)
- Compilation of a client report
- Accession of information to the Lincolnshire Historic Environment Record
- Preparation of the complete project archive for museum deposition.

6.2 All such work will be in accordance with *Standards and Guidance in the Care of Archaeological Collections* (Society for Museum Archaeology, 2020).

6.3 Any conservation work required on finds will be carried out by the Conservation Department, Norfolk Museums Service, Norwich.

7. REPORTING PROCEDURES

7.1 The report, in A4 format, will be produced in accordance with guidance set out in *Management of Research Projects in the Historic Environment: The MoRPHE Project Manager's Guide* (Historic England 2015), *Standard and Guidance for Historic Environment Desk-Based Assessment* (CIfA updated 2020).

7.2 A draft copy of the report, in digital format, will be submitted for approval by the Historic Environment Adviser on behalf of the planning authority.

- 7.3 An unbound hard copy of the approved report will be sent to the Lincolnshire Historic Environment record, together with a digital copy on disk and written in pdfa format.
- 7.4 The report will include an appraisal of the recorded evidence within its local, regional and national context, with reference to regional and national resource assessments and agendas, most notably *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight, Vyner and Allen 2012).
- 7.5 The report will contain:
- A non-technical summary.
 - An account of historical and archaeological background including LHER data made available with the brief.
 - A description of the data-gathering process, noting any constraints encountered as part of fieldwork.
 - A descriptive account of the findings of archaeological fieldwork (including summary details of the extant buildings), including an appraisal of the results in relation to evidence previously gathered by non-intrusive methods, such as aerial photography, LIDAR or geophysical survey.
 - An assessment of archaeological significance, appraising the recorded evidence in terms of its local, regional and national significance and with reference to regional and national resource assessments and agendas, most notably *East Midlands Heritage: An Updated Research Agenda and Strategy for the Historic Environment of the East Midlands* (Knight, Vyner and Allen, 2012).
 - An assessment of the likely impact of development upon the significance of any surviving remains, incorporating a predictive model of surviving remains matched against the development proposals.
 - Site and trench location plans.
 - General plans of each trench and individual features plans where necessary.
 - Section drawings showing the general stratigraphic sequence, as well as particular features/contexts.
 - A selection of photographs depicting general site circumstances, overall views of each trench and individual views of significant features, finds or deposit sequences.
 - Specialist reports on the artefact assemblages, presented in appendices with accompanying catalogues.
 - Specialist reports on palaeoenvironmental remains, industrial residues and other scientific analyses set out in appendices with accompanying catalogues (see 8.3).
 - The OASIS (Online Access to the Index of Archaeological Investigations) reference ID and Data Collection Form.
 - The site code and museum accession number assigned by Lincoln Museum.
- 7.6 A digital copy of the report clearly marked DRAFT will be presented to LHER within four weeks of the completion of site works unless there are reasonable grounds for more time. Following acceptance, the report will be distributed as follows:

Recipient	Copies
Client	Digital copy plus hard copies on request
Lincolnshire County Council HER	Digital copy
Lincoln Museum	1 hard copy and 1 digital copy

8. ARCHIVE PREPARATION AND DEPOSITION

- 8.1 The Project Archive, including all finds shall be deposited with Lincoln Museum. In English law all material collected from a site through archaeological fieldwork (except Treasure Trove) is the property of the landowner. At the reporting stage Witham Archaeology will therefore seek agreement to the transfer of ownership of the finds from the applicant/landowner to Lincolnshire County Council. Transfer of Title arrangements will be set out in the evaluation report, and the signed copy of the form will be included in the project archive.
- 8.2 The archive will be prepared for long-term storage in accordance with requirements set out in the *Lincolnshire County Council Archaeology Handbook* (Jennings 2019). The documentary and finds archive will be deposited under the accession number LCNCC : 2025.41. The accession number is a unique identifier, which will be shown on all paperwork forming the site record, all finds bags and sample containers, as well as reports and on the OASIS data collection form.
- 8.3 Digital photographs will be included in the archive in TIFF format.
- 8.4 To comply with GDPR regulations and in line with provisions in the project DMP (see below), permission will be secured to share recorded data of all individuals involved in the project, including landowners, agents, consultants and external specialists engaged by the company. A statement confirming these agreements will be included in the physical project archive and in data provided to ADS.
- 8.5 The digital archive will be deposited with ADS, a CoreTrustSeal-certified repository. A digital data management plan (DMP) is appended to this document, as required by LHER.
- 8.6 In addition to guidelines issued by Lincolnshire County Council and ADS, the site archive will be compiled in accordance with guidelines set out in the document *Management of Research Projects in the Historic Environment: The Project Managers' Guide (MoRPHE)* (Historic England, 2015) and *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (CIfA, 2020).
- 8.7 The *CIfA Toolkit for Selecting Archaeological Archives* will be used to inform decisions on discard and retention for long-term storage.

9. PUBLICATION AND DISSEMINATION

- 9.1 An OASIS online form will be initiated at the ADS internet site in advance of the commencement of fieldwork. A digital copy of the report (pdf format) will be uploaded to OASIS on completion of the project (subject to any provisions regarding confidentiality).
- 9.2 Copyright – Witham Archaeology retains full copyright of any commissioned reports and associated project material, excepting that exclusive licence is provided to the client for use of such material in all matters directly relating to the project.

10. MONITORING ARRANGEMENTS

- 10.1 This specification will form the basis for monitoring by the relevant Planning Archaeologist.
- 10.2 Witham Archaeology undertakes to notify the Historic Environment Adviser at least two weeks prior to the commencement of groundwork so that appropriate monitoring arrangements can be made.

11. RESOURCES & PROGRAMMING

- 11.1 Witham Archaeology will supply all necessary recording materials and tools, as well as arranging transport to and from site.
- 11.2 Witham Archaeology undertakes to comply with all statutory Health and Safety requirements pertaining to the work and the conditions under which it is being carried out. Witham Archaeology will also adhere to particular instructions of the client and/or the main contractor or site manager. A copy of the *Witham Archaeology Health and Safety Policy* can be provided upon request.
- 11.3 On appointment to undertake the project, Witham Archaeology will ask the client, developer or main contractor to complete a *pro-forma* project commencement form, collecting details on potential contamination, ecological constraints, potential hazards, access arrangements and welfare matters.
- 11.4 The client, developer or main contractor will provide:
- Details of the groundwork programme.
 - A plan(s) showing the scope of the groundwork, i.e. foundations, buried services, landscaping, etc.
 - Any information regarding possible contamination on the Site.
 - All necessary measures to allow safe access to trenches where this might be required by the archaeologist.
 - The free use of shelter and other general facilities as might be available on the Site.
- 11.5 Fieldwork will be carried out by a suitably experienced field archaeologist, either an Associate Member of CfA or with commensurate experience. The same Project Officer will undertake the majority of post-fieldwork tasks: ordering of the site archive, finds management/liaison with specialists, stratigraphic analysis, and report production.
- 11.6 All work relating to artefactual/palaeoenvironmental material from the Site will be carried out by suitably qualified and experienced specialists and will be strictly limited in scope to meet the primary objectives set out in this document. The principal specialists likely to be employed on this project are:

Finds Category	Specialist
Animal Bone	Julie Curl (Sylvanus)
Prehistoric ceramics	Sarah Percival
Conservation	Norfolk Museum Services
Environmental Analysis	Val Fryer or Charles Simpson

Human skeletal remains	Samantha Tipper
Post Roman Pottery and Ceramic Building Materials	Sue Anderson (Spoilheap Archaeology) or Ania Jedrzejewski (under the supervision of Anne Irving)
Radio-Carbon dating	Beta-Analytical (Miami) or SUERC (Glasgow)
Registered/Other Finds	Gary Taylor
Flints	Andrew Peachey
Roman ceramics	Ian Rowlandson

11.7 Resources allocated to the project will be as follows:

Fieldwork – Up to 36 person days have been allocated for archaeological fieldwork.

Post-fieldwork stratigraphic analysis and report – to be completed within a maximum of 14 person days.

11.8 Provision has been made for the processing, cataloguing, assessment and reporting of moderate assemblages of multi-period but mostly Roman, finds, including pottery, lithics, bone, metalwork and briquetage (salt-making debris). Provision has also been made for the processing, cataloguing, assessment and reporting of environmental samples if suitable deposits are located.

12. INSURANCE STATEMENT

12.1 Witham Archaeology maintains Public Liability with indemnity to the value of £5,000,000, Employers Liability insurance with indemnity to the value of £10,000,000, and Professional Indemnity insurance with indemnity to the value of £2,000,000.

13. STANDARDS

13.1 All work shall be undertaken to professional standards and in accordance with best current practice, the *Code of Conduct of the Chartered Institute for Archaeologists* (revised Oct 2022) and *CifA's Standard and Guidance for an Archaeological Field Evaluation* (revised 2020).

14. BIBLIOGRAPHY

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