



WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MONITORING AND RECORDING

**Beech House
20 Gosberton Road
Surfleet
Spalding**

By Ruby Neale
February 2025

WITHAM Archaeology

Client	Seagate Homes
Site Name	Beech House, 20 Gosberton Road, Surfleet, Spalding
Project Type	Monitoring & Recording
Planning Reference	H17-1016-21
Grid Reference	TF 25051 28292
Site Code	BHGR25
Museum Accession Number	LCNCC: 2025.26
Curatorial Authority	The Historic Environment Officer, Lincolnshire County Council

WA File Name	J793_Surfleet_Beech_House_M&R_WSI_v2
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Contents

1. SITE LOCATION AND DESCRIPTION	2
2. PROJECT BACKGROUND	2
3. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND	3
4. AIMS AND OBJECTIVES	4
5. METHODOLOGY	4
6. POST FIELDWORK METHODOLOGY	6
7. REPORTING PROCEDURES	6
8. ARCHIVE PREPARATION AND DEPOSITION	7
9. PUBLICATION AND DISSEMINATION	8
10. MONITORING ARRANGEMENTS	8
11. RESOURCES & PROGRAMMING	8
12. INSURANCE STATEMENT	10
13. STANDARDS	10
14. BIBLIOGRAPHY	10

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BEECH HOUSE, 20 GOSBERTON ROAD, SURFLEET, SPALDING

SUMMARY

This Written Scheme of Investigation (WSI) sets out details of a programme of archaeological monitoring and recording to be carried out on the site of a proposed development on land, centred at NGR TF 25051 28292 ('the site'). The work has been commissioned by Seagate Homes Ltd to monitor groundworks associated with the construction of nine residential dwellings and associated infrastructure in order to meet the requirements of a condition attached to full planning permission (reference H17-1016-21) granted by South Holland District Council on 20th May 2022.

The WSI must be approved in writing by the local planning authority in advance of any works on the site.

The site, lies in an area of potential archaeological significance, in the core of the medieval village. Medieval pottery has been found during fieldwalking to the east of the site, with a post-medieval Inn built to the south of the site. The 12th century church is located 100m to the south-east of the site.

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 Lincoln Museum, Danes Terrace, Lincoln LN2 1LP and the Archaeological Data Service (ADS).

INTRODUCTION

This Written Scheme of Investigation (WSI), prepared by Witham Archaeology Ltd for Seagate Homes, sets out details of a programme of archaeological monitoring and recording to be carried out during groundworks associated with a proposed residential development at Beech House, 20 Gosberton Road, Surfleet, Spalding ('the site'). The requirements for these investigations 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 review by the Historic Environment Officer, Heritage Trust Lincolnshire. The WSI must be approved by the local planning authority in writing prior to any development on the site.

1. SITE LOCATION AND DESCRIPTION

- 1.1 The village of Surfleet, in the civil parish of the same name, is located in the administrative district of South Holland, approximately 5km north of Spalding, and is 31km to the north-north-east of Peterborough.
- 1.2 The site is centred at NGR TF 25051 28292 and is bounded by Gosberton Road to the east, residential dwellings to the north and south and open land to the west.
- 1.3 The area of the site is approximately 4551 sq m, and the local topography is largely flat at 5m AOD, with a slight slope down to 4m AOD in the north-west.
- 1.4 The site sits on a bedrock of mudstone of the Oxford Clay Formation dating to the Jurassic Period, overlain by superficial clay and silt deposits associated with tidal flats formed during the Quaternary Period (British Geological Survey website).

2. PROJECT BACKGROUND

- 2.1 Full planning permission (reference H17-1016-21) was granted by South Holland District Council on 20th May 2022 for the building of nine residential dwellings.
- 2.2 The local planning authority has requested the implementation of a programme of archaeological monitoring and recording during groundworks associated with the development, in accordance with advice provided by the Historic Environment Officer, Lincolnshire County Council .
- 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 as part of a formal application for discharge of the relevant planning condition.

3. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 3.1 No evidence of prehistoric, Roman or Saxon remains have been uncovered in the vicinity of the site. Surfleet appears to have its origins in the medieval period.
- 3.2 The Domesday Book of 1086 mentions eleven villagers and six smallholders at Surfleet, which lay on the hundred of Kirton in the county of Lincolnshire. In addition to arable lands, there is reference to two salthouses. The tenant-in-chief at the time of the survey was Heppo the Bowman. At the time of the conquest the land was said to have been held by Also, son of Godram (Open Domesday website).
- 3.3 The placename Surfleet probably results from the joining of the Old English 'ūr' for sour, damp or coarse (in respect of land), and 'flēot' for an estuary, inlet from the sea, or a small stream (Key to English Place-Names website).
- 3.4 The site is located in the core of the medieval settlement as defined by the Lincolnshire Historic Environment Record (MLI 120139).
- 3.5 St Laurence's church, located 100m to the south-east of the site, contains Norman and Early English features, but was restored in the 19th and early 20th century (MLI 122469).
- 3.6 Fieldwalking in 1963, after the ploughing of Town Field (located near the church and previously under grass), revealed two concentrated scatter of Stamford ware centred on areas of higher silt opposite the current site. Some other medieval wares were recovered (MLI 120139). It is not clear if further concentrations of pottery shown immediately to the south of the current site (MLI 122647) and to the north-west at TF 249 243 (MLI 122 469) are duplicate records of the same sites. The ploughing in 1963 is said to have uncovered (in addition to the medieval pottery mentioned above) possible evidence of 18th century brickmaking on land immediately south of the current site (MLI 22466).
- 3.7 Trial trenching to the south of the River Glen, on land off Sunnydale Close, revealed medieval salt-making waste in association with 11th to 13th century pottery (MLI 124942). A large medieval pit was recorded in a separate area (MLI 24944) and further pottery (12th to 14th century) is recorded under MLI 24949).
- 3.8 A post medieval ditch and pit (MLI 189197) and an undated feature (MLI 189196) were recorded during a watching brief on land off Stockhouse Lane, south of the current site and north of the river.
- 3.9 Trial trenching on land off Gosberton Road (ELI 11472), immediately to the north of the current site, revealed no evidence of archaeologically significant remains.
- 3.10 The 1887 six-inch Ordnance Survey map shows the site corresponding to a rectangular field, to the west of a brewery and to the south and east of further fields. A small square building can be seen towards the north-east of the site on the 1956 1:10000 OS map, corresponding to the location of the building on the present site.
- 3.11 The archaeological evaluation which was conducted on the site in order to inform Lincolnshire County Council about the archaeological potential of the site revealed a medieval pit towards the north of the site, which was used to dump medieval and post medieval refuse (Moulis 2024).

4. AIMS AND OBJECTIVES

4.1 The purpose of the investigation is to:

- Ensure an appropriate level of archaeological supervision and recording during construction groundworks.
- allow the preservation by record of any surviving archaeological deposits and artefacts exposed by the development groundwork within the constraints imposed by the contractor's working methods, programme and development design.
- produce a project archive for deposition with Lincoln Museum.
- 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 Witham Archaeology will monitor all groundworks.

5.2 An archaeological record will be made of any remains revealed by the excavations. This will comprise written context descriptions, scale plans and sections as necessary, together with a photographic record in RAW format. The latter will include general views detailing site circumstances as well as specific views of individual archaeological deposits and/or features. Representative section drawings will be produced to show the general stratigraphic sequence.

5.3 Our quotation assumes that archaeological recording will take place within the parameters of the main contractor's original groundworks programme. If the supervision and recording results in the discovery of extensive and/or significant remains, which cannot be dealt with adequately within the resources available, Witham Archaeology will notify the client and the relevant archaeological curatorial authority so that an appropriate course of action might be agreed.

5.4 A toothless ditching bucket will be used during all excavations where there is a potential for archaeologically significant deposits.

5.5 Pauses to the work may be necessary for the adequate recording of archaeological remains revealed during the excavations.

5.6 Within the terms of the above, any interruptions to the main contractor's programme of ground-works will be kept to the minimum consistent with achieving the project aims and objectives, and will only be carried out after consultation with the main contractor and in strict accordance with the current Witham Archaeology Health and Safety Policy and any specific requirements dictated by site conditions.

5.7 Witham Archaeology will report to the principal contractor and will conform to any requirements for notification of entering and leaving the Site.

5.8 The archaeological record will comprise:

- Notes detailing site circumstances at the time of each visit.
- Individual descriptions for archaeological contexts, made on pro forma recording sheets.
- Section drawings showing specific archaeological contexts as well as general stratigraphic sequences, produced at scales of 1:10 or 1:20 as appropriate.
- Plans of archaeological contexts (individually and/or multiply) at scale 1:20 or 1:50 as appropriate.
- Digital photographs in RAW format, showing individual archaeological features and overall site circumstances

5.9 The structure and media of the site record will be in accordance with archive guidelines issued by Lincolnshire Museum, Danes Terrace, Lincoln (see below).

5.10 In accordance with the Treasure Act 1996 and Code of Practice finds of gold and silver will be archaeologically removed to a safe place and reported to the Coroner and Portable Antiquities Scheme Officer immediately. Where it is not possible to remove finds on the same day as discovery, appropriate security arrangements will be put in place.

5.11 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).

5.12 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.

- 5.13 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.
- 5.14 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.
- 5.15 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).
- 5.16 All fieldwork will be carried out in accordance with the Chartered Institute of Archaeologists, *Code of Conduct: The Standard and Guidance for an Archaeological Watching Brief* (December 2014, Revised June 2020) and the *Lincolnshire County Council Archaeology Handbook* (Jennings 2019).
- 5.17 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 are identified and risks minimised.

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) and CIfa's Standard and Guidance for an Archaeological Watching Brief (2014, updated 2020).
- 7.2 A draft copy of the report, in digital format, will be submitted for approval by the Historic Environment Officer, Lincolnshire County Council.

7.3 The report will contain:

- A non-technical summary.
- An account of historical and archaeological background.
- A description of the data-gathering process, noting any constraints encountered as part of fieldwork.
- A descriptive account of the findings of archaeological.
- 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).
- Site and trench location plans.
- General plans showing 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.
- 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.

7.4 A digital copy of the report clearly marked DRAFT will be presented to the Historic Environment Officer 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 in pdfa format
Lincoln Museum	1 hard copy and 1 digital copy
OASIS online library	Digital copy in pdfa format
Archaeological Data Service	Digital copy included with archive

8. ARCHIVE PREPARATION AND DEPOSITION

8.1 The Project Archive, including all finds shall be deposited with Lincoln Museum, Danes Terrace, Lincoln. 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, revised 2024). The documentary and finds archive will be deposited under the accession number LCNCC: 2025.26 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 data management plan (DMP) 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.
- 8.6 In addition to guidelines issued by Lincoln Museum 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* (ClfA 2020).
- 8.7 The *ClfA 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 Historic Environment Officer, Lincolnshire County Council.
- 10.2 Witham Archaeology undertakes to notify the Historic Environment Officer at least fourteen days prior to the commencement of groundwork so that appropriate monitoring arrangements can be made. This is in line with Condition 6 of planning permission H18-106-21.

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
Lithics	Andrew Peachey
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 (Archaeological Project Services)
Roman ceramics	Ian Rowlandson

11.7 Resources allocated to the project will be as follows:

Fieldwork – 1 archaeologist to be in attendance during all groundworks.

Post-fieldwork stratigraphic analysis and report – to be completed within four weeks of the completion of fieldwork – approximately 1 day for each day of fieldwork.

11.8 Provision has been made for the processing, cataloguing, assessment and reporting of moderate assemblages of multi-period but primarily medieval and later finds, including pottery, lithics, bone and metalwork. 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 ClfA's *Standard and Guidance for an Archaeological Field Evaluation* (revised 2020).

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