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MAP Archaeological Practice

Brookwood Military Cemetery
Brookwood
Surrey

Planning reference- 2022/1075 & 2022/1076

MAP Site Code- 5.17.23

Surrey County Council Project Code- CSE4411

Written Scheme of Investigation-Archaeological Watching Brief



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MAP Archaeological Practice

Client	Commonwealth War Graves Commission
Work Type	Archaeological Watching Brief
Address	Brookwood Military Cemetery, Brookwood, Surrey
LPA Archaeologist	Matthew Saywood- Surrey County Council
NGR	SU 94892 56606
Planning Ref.	2022/1075 & 2022/1076
Oasis Ref	maparcha1- 520219
Site Code	5.17.23
Surrey County Council Project Code	CSE4411
Project Manager	Charlie Puntorno
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Brookwood Military Cemetery
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Surrey

2022/1075 & 2022/1076
Archaeological Watching Brief

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1. Background

- 1.1 The site is located within the grounds of Brookwood Military Cemetery, to the south of Brookwood, Surrey. The proposed works will take place on land north of Long Avenue, north east of the existing 1939-1945 memorial for service personnel who have no known grave. (SU 94892 56606, Fig. 1).

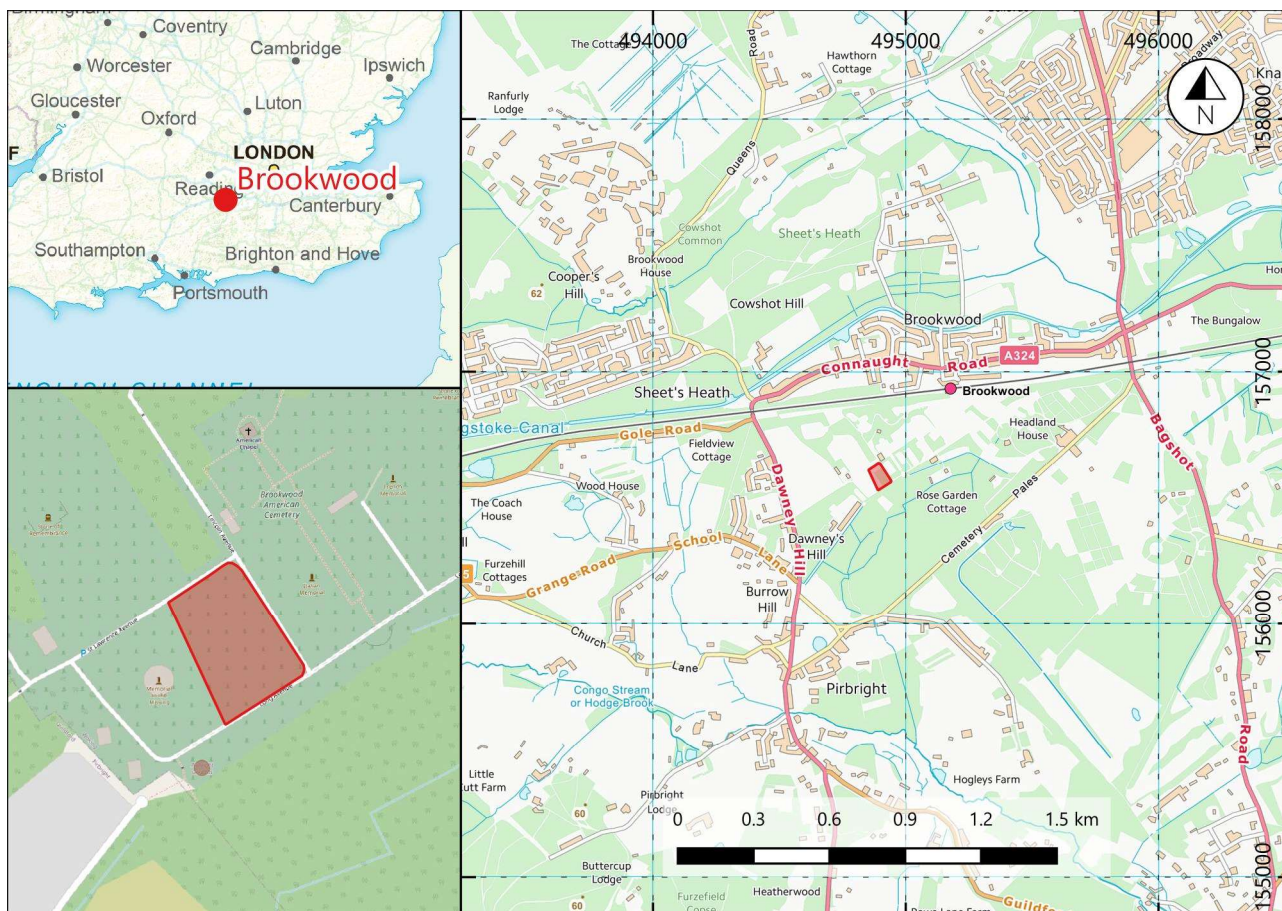


Figure 1: Site Location

- 1.2 Planning permission & Listed Building Consent has been granted by Woking Borough Council (2022/1075 & 2022/1076) for the 'construction of a memorial to replace the current Brookwood Military Cemetery 1914-1918 memorial, to allow for accommodation named casualties as discovered as well as provide future capacity and improve the biodiversity and landscaping of the site'. Condition 9, attached to the permission states that

No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work, to be conducted in accordance with a written scheme of investigation which has been submitted to and approved, in writing, by the Local Planning Authority.

- 1.3 Below-ground excavation with associated with the application will involve the construction of forty-eight stele which themselves will have a piled foundation in order to minimise below-ground impact. Three piling types are proposed, and will be executed depending on the on-site ground condition and proximity to existing trees. Furthermore 125 trees are proposed, including semi-mature, medium rootballed and smaller specimens. Herbaceous and wildflower planting is also proposed.
- 1.4 During consultation the Archaeological Officer at Surrey County Council, archaeological advisor to Woking Borough Council, advised that *'there is potential for excavations related to the planting of trees and any other facilitating works to impact previously unknown inhumation's*.
- 1.5 MAP will adhere to the principles of the ClfA Code of Conduct (ClfA 2022) throughout the project and to the ClfA *'Standards and Guidance for an Archaeological Watching Brief'* (ClfA 2020). This Written Scheme of Investigation has been written and the archaeological methodology contained within, conforms to Surrey County Council Historic Environment Planning *'General Standards for Archaeological Projects in Surrey'* (appendix 2).

2. Site Information

2.1 *Land Use, Topology and Geology*

- 2.1.1 The site, which currently consists of lawn containing a built memorial and mature trees, is bounded to the south by Long Avenue, and to the east and north by access associated with the cemetery. There is no physical boundary to the west, close to the 1939-1945 memorial.
- 2.1.2 The site lies on bedrock geology of sand, silt and clay of the Windlesham Formation (BGS 2023). The British Geological Society records no superficial deposits, although Soilscales (2023) describes 'Naturally wet very acid sandy and loamy soils.

2.2 *Archaeological Potential*

- 2.2.1 The application is supported by a design, access and heritage statement (November 2022) and as such a synopsis of the site's history will be presented within this document.
- 2.2.2 Brookwood cemetery was established in the mid-19th, at which time space for the burial of people from London was limited (Brookwood Cemetery. 2023). The cemetery also had a dedicated railway station, which carriages dedicated to passengers and also coffins (Ibid). The settlement of Brookwood

did not exist at the time of the cemetery's establishment, with development commencing around 1880. A plan dating to the 1890's (Plate 1), shows the area of proposed work as falling within an area of un-consecrated land, which allowed for the burial of communities outside of the Church of England (Exploring Surrey's past. 2023).

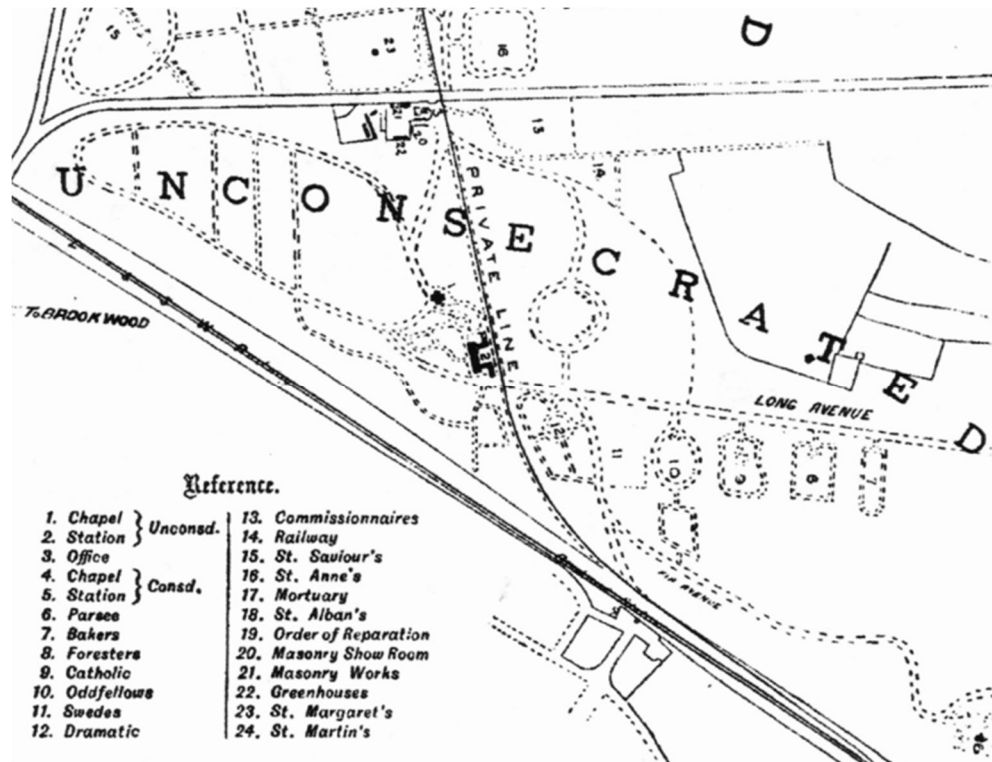


Plate 1: 1890s Plan of Brookwood Cemetery. John Clark's Collection (exploring Surrey's past. 2023).

2.2.3 Brookwood Military Cemetery, within which the site is located, is the largest Commonwealth military cemetery in the United Kingdom and has been in use since 1917 when an area of land was used for the burial of military personnel from within the London district (Commonwealth War Graves Commission. 2023).

2.2.4 Between April 1942 and August 1944, Brookwood (in particular the area within the Watching Brief Area) was the only permanent American Cemetery in Europe (American Battle Monuments Commission. 2023) with over 3600 individuals being interred in plots surrounding the American World War I burial sections (located to the east of the application site, and commemorated by the American Chapel). By September 1944 the remains at Brookwood were exhumed and transported either to a cemetery outside of Cambridge, or repatriated to the United States, at the request of next of-kin (Ibid).

2.2.5 The current 1914-1918 memorial was constructed in 20215, and replaced an earlier monument built in 2004, and commemorates casualties of the First World War, for whom no grave could be found. He current structure has the capacity to record 480 names, although it is anticipated that the release of 1921 census data, and ongoing research, may increase the number of names up to 2500, and as such the current memorial does not accommodate such an increase.

2.2.6 Given the former use of the site as un-consecrated land, there is the potential for unmarked or unrecorded burials to be present within the site boundary, although it is currently uncertain how the interment of American service personnel, and their subsequent exhumation, may have impacted the site.

3. Project Details

3.1 *Aims and Objectives*

3.1.1 The purpose of the Watching Brief is:

- to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works
- to provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard.

3.2 *Output and Dissemination*

3.2.1 It is anticipated that the project will produce the following output

Data type	Detail
Physical Archive	Drawn plans and sections- permatrace Site indices (context, photograph, drawing, samples) Finds collected during the project Environmental material retained from samples collected during the project- should archaeology be encountered
Digital Archive	Diggitt derived data (PDF context sheets and indices. .xlsx indices) GIS ESRI Shapefile (.shp & .shx & .dbf, plus associated files)

Data type	Detail
	Photographs.jpg,. raw (to be deposited as .tiff). to include all photographs taken during the project Reports (.docx & PDF). WSI, Watching Brief report and all associated specialist reports
Reports	Printed report

3.2.2 All digital data will be curated in line with the attached Data Management Plan.

3.2.3 MAP undertake public engagement for all appropriate projects. This will be offered in numerous ways to reflect the nature of the archaeological works. It is likely that public engagement will be via site notices and discussions with the public during the duration of the fieldwork. A copy of the report will be submitted to the Surrey Historic Environment Record for public access.

4. Fieldwork Methodology

4.1 *Excavation Methodology*

4.1.1 The Watching Brief will consist of an archaeologist from MAP Archaeological Practice Ltd observing all groundworks associated with the construction of the memorial and any associated landscaping of the site.

4.1.2 The watching brief will be carried out by the archaeologist in a manner that allows the contractor to proceed with their construction programme without unreasonable interference or delay. The contractor must inform the archaeologist of the schedule for any groundwork which falls under the remit of the Watching Brief and must allow the archaeologist reasonable access and resources to implement this archaeological scheme of investigation.

4.1.3 The archaeologist will record the presence or absence of archaeological features and deposits and make all appropriate written, drawn and photographic records of any archaeological deposits which are revealed. All excavation and recording of archaeological features will be carried out in line with SCC's General Standards for Archaeological Projects in Surrey (Appendix 2). All burials must be recorded and removed by the archaeologist; a Home Office burial licence must be obtained for this procedure.

4.1.4 Where structures, finds, soil features and layers of archaeological interest are exposed or disturbed by construction works, the archaeologist should be provided with the opportunity to observe, clean, assess, excavate, sample and record these features and finds. If the contractors or plant operators

notice archaeological remains, they should immediately tell the archaeologist. The sampling of deposits for environmental evidence should be a standard consideration, and arrangements should be made to ensure that specialist advice and analysis are available if appropriate.

4.1.5 Heavy plant should not be operated in the near vicinity of archaeological remains until they have been recorded, and the Archaeologist on site has allowed operations to recommence at that location. Sterile subsoils and parent materials below archaeological deposits may be removed without archaeological supervision. Where reinstatement is required, subsoils should be backfilled first and topsoil last.

4.2 *Recording Methodology*

4.2.1 All archaeological deposits and features will be recorded using DiggIt Archaeology, a digital recording system which is compatible with the MoLAS recording system. All indices will be produced using MAP's pro forma sheets. Should human remains be encountered, these will be recorded using MAP's proforma skeleton recording sheets.

4.2.2 A full written, drawn, and photographic record will be made of all material revealed during the course of the Watching Brief. Plans and section drawings will be drawn to a scale appropriate to the excavated feature.

4.2.3 Digital photography will be undertaken in accordance with standards set by Historic England and the recipient archive. All digital photography will be undertaken using a high-quality camera recommended to have no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in RAW to be converted to TIFF for archive and JPEG for reporting.

4.2.4 Appropriately sized scales will be used in all photography.

4.3 *Sampling Strategy*

4.3.1 All finds (artefacts and ecofacts) visible during the Watching Brief will be collected and processed, unless variations in this principle are agreed with the Local Authority. Finds will be appropriately packaged and stored under optimum conditions, as detailed in the RESCUE/UKIC publication First Aid for Finds. In accordance with the procedures outlined in MoRPHE, all iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy will be X-radiographed before assessment.

4.4 *Human Remains*

4.4.1 Should any inhumation or cremation burials be encountered, their extent, number and state of preservation will be established, and the Archaeological Officer will be notified to discuss an appropriate strategy for their management. Remains should not be removed or chased beyond the existing limits of excavation prior to agreement with the Archaeological Officer.

4.4.2 Removal of human remains will be carried out under the conditions of, and after the receipt of, licences for the removal of human remains (issued by the Ministry of Justice) and in accordance with the Burial Act (1857), '*Updated Guidelines to the Standards for Recording Human Remains*' (Brickley & McKinley. 2017), ClfA guidelines '*Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains*' (McKinley & Roberts 1993), and all Historic England and Advisory Panel on the Archaeology of Burials in England (APABE) guidance, to ensure that they are treated with due dignity. The preferred option would be for them to be adequately recorded before lifting, and then carefully removed for scientific study, and long-term storage with an appropriate museum; however, the burial licence may specify reburial or cremation as a requirement.

4.5 *Artefact recovery*

4.5.1 All stratified archaeological artefacts and ecofacts will be collected and will be bagged and labelled by type and context.

4.5.2 Removal, packaging, and labelling of finds will be undertaken in accordance with '*First Aid for Finds*' and specific Historic England guidance as required.

4.5.3 Artefacts defined as treasure under the Treasure Act 1996 (as supplemented by the Treasure (Designation) Order 2002) will be treated in accordance with the Treasure Act 1996 Code of Practice. All finds of treasure must be reported to the local coroner within 14 days of discovery. In the first instance, it is recommended that details of the find are provided to the local Portable Antiquities Scheme Finds Liaison Officer to confirm that it constitutes treasure; they will be able to apply for a Treasure Reference Number and declare the find to the coroner on your behalf. The Archaeology Officer will also be notified. A short Treasure Report will be compiled for submission to the coroner.

4.5.4 Where recovery of treasure cannot be undertaken on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

5. Post-Investigation Assessment, Analysis and Reporting

5.1 *Assessment & Analysis*

- 5.1.1 Upon completion of the works, the artefacts, soil samples and stratigraphic information will be assessed as to their potential and significance for further analysis.
- 5.1.2 A rapid scan of any excavated material will be undertaken by conservators and finds researchers in collaboration. Material considered vulnerable will be selected for stabilisation after specialist recording.
- 5.1.3 Where intervention is necessary, consideration will be given to possible investigative procedures (e.g., glass composition studies, residues in or on pottery, and mineral preserved organic material).
- 5.1.4 Allowance will be made for preliminary conservation and stabilisation of all objects and an assessment of long-term conservation and storage needs.
- 5.1.5 Assessment of artefacts will include inspection of X-radiographs of all iron objects, a selection of non-ferrous artefacts (including coins), and a sample of any industrial debris relating to metallurgy.
- 5.1.6 Once assessed, all material will be packed and stored in optimum conditions, as described in First Aid for Finds.
- 5.1.7 Processing of all samples collected for biological assessment, or subsamples of them, will be completed. Bulk and site-riddled samples from dry deposits will have been processed during excavation, where possible.
- 5.1.8 The preservation state, density and significance of material retrieved will be assessed, following methods presented in Environmental Archaeology (Historic England, 2011). Unprocessed subsamples will be stored in conditions specified by the appropriate specialists.
- 5.1.9 Assessments for any technological residues will be undertaken. Any required samples for dating will be submitted to laboratories promptly, so as to ensure that results are available to aid development of specifications for subsequent mitigation strategies.
- 5.1.10 Basic stratigraphic information will be supplied to the project specialists outlines in section 7.

5.2 *Reporting*

5.2.1 A brief, interim report may be required shortly after the completion of fieldwork.

5.2.2 On completion of the post-excavation assessment, an assessment report will be prepared, to include the following as a minimum:

- An introduction including background information (with planning application details, where appropriate)
- A location plan, with scale
- A plan of the developer's plan, with scale showing the areas monitored (e.g., the service trenches and any associated landscaping, construction of access routes etc.) and indicating the position of archaeological features in relation to the foundations etc.
- The original research aims and objectives and rationale for selected area of investigation
- An archaeological and historical baseline
- A description of results
- Section and plan drawings (where archaeological deposits are exposed), with ground level, Ordnance Datum and vertical and horizontal scales
- General site photographs. A high-resolution digital archive, including general as well as photographs of significant archaeological deposits or artefacts if encountered
- Specialist artefact and environmental reports, as necessary

5.2.3 Copies of the report will be submitted to the commissioning body, the Local Planning Authority and the Archaeological Officer within 3 months of the completion of the Watching Brief, unless an alternative timescale is agreed.

5.2.4 We will provide a physical and digital copy of the report to the Surrey Historic Environment Record. A digital copy will also be lodged with Oasis.

5.2.5 Unless the individual/organisation commissioning the project wishes to state otherwise, the copyright of any written, graphic or photographic records and reports rests with MAP.

6. Archive

6.1 *Working Archive*

6.1.1 All material (whether digital or physical) recovered or generated through the duration of the project will be appropriately and securely stored in a working project archive. This will be undertaken in accordance with the selection strategy and digital data management plan set out at the commencement of the project (appendix 1).

6.1.2 All physical documents or drawings will be indexed, collated, and stored in a secure location when not in use.

6.1.3 Secure digital security copies will be made of physical and born digital records at regular intervals, to be stored and backed up in a secure location. Documents and drawings will be scanned at an appropriate resolution (see appendix 1).

6.2 *Archive Deposition*

6.2.1 The requirements for archive preparation and deposition must be addressed and undertaken in a manner agreed with The Lightbox Museum, who will be contacted before commencement of fieldwork. In line with the *'The Transfer of Archaeological Archives in Surrey. A guidance note produced by the Surrey Archaeological Curators Group'* (Hawkins, 2018). The museum will also be contacted during a mid-point review of the project during which information will be passed to the museum regarding the archive and the proposed timescale for deposition, and following the completion of work.

6.2.2 Guidance set out in the ClfA Toolkit for Selecting Archives (2019) will be followed, prior to the commencement of fieldwork in order to establish project-specific strategies for the retention or discarding of material. The retention of material will also be discussed with the museum with regards to the significance and research potential of the archive.

6.2.3 Archive deposition will be arranged in consultation with the museum and the Archaeological Officer, and in accordance with their deposition policy relating to the preparation and transfer of archives. The timetable for deposition shall be agreed on completion of the site archive and narrative.

6.2.4 The digital archive will be deposited with the Archaeology Data Service (ADS) at the University of York. A link to the final digital archive will be provided to the Surrey Historic Environment Record.

7. Staffing

7.1 All on site staff hold valid CSCS cards. All Project Officers and Project Managers hold a valid First Aid at Work Certificate and Site Supervisor Safety Training qualifications.

7.2 At the time of writing the field work team is to be confirmed however as a minimum the following contacts will be relevant for the duration of the project.

- Charlie Puntorno -MAP Project Manager
Telephone- 07879791369
Email- charlie@maparchltd.co.uk
- Matt Saywood, Archaeological Officer- Surrey County Council
Telephone- 07816 372201
Email- heritageconsultations@surreycc.gov.uk

7.3 The following Specialists have been contacted as are available to work on the project:

- Prehistoric pottery – T. Manby
- Medieval & Post-medieval pottery – M. Stephens (MAP)
- Roman pottery – P Ware (MAP)
- Flint – P Makey
- Animal Bone – Jane Richardson
- Environmental Sampling – Diane Alldritt
- Conservation – York Archaeological Trust
- Human Remains – York Osteology
- Ceramic Building Material – Dr Phil Mills
- Clay Tobacco Pipe – M R Stephens (MAP)

8. Bibliography

American Battle Monuments Commission. 2023. Brookwood American Cemetery and Memorial. Available at <https://www.abmc.gov/sites/default/files/2021-02/Brookwood%20AC%20Cemetery%20Booklet%20-%20English%20version.pdf> [accessed 17.11.23]

British Geological Society. Geology of Britain Viewer. Available at: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html> [accessed 30.10.23]

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Exploring Surrey's Past. 2023. Into Brookwood Cemetery. Available at <https://www.exploringsurreyspast.org.uk/themes/subjects/diversity/the-living-and-the-dead-exploring-minority-burial-grounds-in-brookwood-cemetery/into-brookwood-cemetery/> [accessed 30.10.23]

Cranfield University. 2023. Soilscales Viewer. Available at <https://www.landis.org.uk/soilscales/#> [accessed 30.10.23]

Hawkins. K. 2018. 'The Transfer of Archaeological Archives in Surrey. A guidance note produced by the Surrey Archaeological Curators Group'

Appendix 1

Digital Data Management Plan

Project Administration	
Project Name	Brookwood Military Cemetery
Site Code	5.17.23
Project Description (E.g., number of trenches, area of excavation)	Watching Brief
OASIS ID	maparcha1- 520219
Museum Name & Accession code (where applicable)	The Lightbox, Woking Accession number TBC
Client/ Landowner (where applicable)	Commonwealth War Graves Commission
Project Lead	TBC
Project Manager	Charlie Puntorno
Date & Version	C. 20.11.23

Data Collection

Data to be Collected/ Created (to be updated throughout duration of project)		
Type	Format	Volume
GIS	ESRI Shapefile (.shp & .shx & .dbf, plus associated files) (Metadata to be deposited as .csv)	WSI= 2 shapefiles
CAD	.dwg, .dxf (Metadata to be deposited as .csv)	
Spreadsheets & databases	Excel (.xlsx) Access (.accdb) (to be deposited as .csv)	
Images	.jpg, .raw (to be deposited as .tiff)	WSI=1 .jpg
Text/ Documents	Word (.docx) PDF (.pdf)	WSI = 3.docx & 5 pdf

- All data will be collected in line with the project specific Written Scheme of Investigation, *Guides to Good Practice* produced by the ADS and MAP's guidance on the *Creation and Treatment of Documentary, Digital and Material Archives*.

- The digital archive will be stored in an appropriately named project specific folder which will be regularly backed up. All data raw data will be stored in the appropriate folder. Version control will be maintained throughout the project.

Documentation and Metadata

- Data collected will include standard formats which maximise opportunities for use and reuse in the future
- Data documentation will meet the requirement of the Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the Written Scheme of Investigation. Following the completion of the project all paper-based material will be digitised and included within the archive.
- A metadata form consistent with ADS examples will be completed for each dataset and included within the final archive. As a minimum the metadata will include a file name, keywords & dates, creator & date of creation, copyright holder, location (site address or coordinates as appropriate), software and version
- An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository (ADS).

Ethics and Legal Compliance

- MAP staff must only participate in work which conforms to accepted ethical standards and which they are able to competently perform. Where there is any doubt, which should be raised with management.
- MAP places an emphasis on internal peer review of documents and the discussion of results. All Written Schemes of Investigations are reviewed by the relevant Local Authority Archaeologists prior to submission. Where confidentiality is requested by a client, this is strictly upheld by MAP.
- The project archive will include the names of all individuals who contributed to the project unless it is requested otherwise. No personal data will be held within the project archive.
- MAP have a GDPR compliant Privacy Policy underpins the management of all personal data. Such data is not retained in project specific folders and is not accessible to unauthorised staff nor will it be shared with any third-party companies.

- Unless otherwise agreed at the inception of a project, the copyright of all data collected throughout the project belongs to MAP. The inclusion of data derived from external specialists and/or contractors is secured at the point of agreement of their participation on the project.
- By depositing an archive with an HER or museum MAP gives permission for the material presented to be used by the recipient, in perpetuity, although MAP retains the right to be identified as the author of all project documentation and reports as specified in the Copyright, Designs and Patents Act 1988 (Chapter IV, section 79).
- All relevant licences and permissions to reproduce external data are discussed in the site-specific Written Scheme of Investigation and all subsequent reporting, including Desk Based Assessment. Where site specific licences are required (i.e., for the removal of human remains), licence numbers and dates will also be included within site reports and a copy of the licence held within the archive.

Data Security: Storage and Backup

- MAP's current IT infrastructure is divided between SharePoint for documents and an NAS (Network Attached Storage) drive for larger data files (acting as back up of locally held files on work laptops). Both require username and password intrinsic to the individual users.
- Digital Recording is currently provided by DiggItArchaeology.com, who provide access to their mobile app and web app via email and password login. The backup of recorded material is provided by DiggIt's use of the three-point server system with automatic backups working in tandem. DiggIt's data is encrypted in transit and stored and backed up on a MongoDB Atlas server cluster of 3 replicate nodes in the Republic of Ireland (in the GDPR-compliant EEA). In the rare event that one server is down, a replicate node instantly replaces it with no perceptible change in behaviour or functionality. These servers are backed up daily, and the datacentres housing them are accredited to ISO 27001 (2005) or higher. In the very unlikely scenario that data must be restored from a backup, we estimate the Recovery Time Objective (RTO) for restoring this data to be approximately 10 minutes of downtime. At the close of the site material will be downloaded and stored using SharePoint.

- In regard to filing within the SharePoint and NAS, a folder template sets out the associated locations of files; these folders should be appropriately named and populated with file names for field data stored on the NAS. See section on “Naming Conventions”
- SharePoint is maintained/delivered under licence by Practical Networks with in-house maintenance by the Commercial Director. The NAS drive is a WD PR2100 and is maintained by the Archaeology and Geomatics Manager with weekly backups and checks of the data; field data such as photographs and survey data to be uploaded weekly by the Project Officer.
- Field and in-house access to the SharePoint and the NAS drive is limited/restricted by user email and password.
- Files such as databases, tables and documents required by the external specialists and in-house post-excavation team will be distributed using the SharePoint system. Any further data such as photographs, AutoCAD files, QGIS projects etc will be distributed via secure alternative means (WeTransfer or similar) to protect the integrity of the NAS Drive.

Selection and Preservation

- A selection strategy and the DMP for each project will be considered from the inception of the work. The process of selection should be devised in consultation with LPA frameworks, guidance and individual stakeholders, reviewed by the Appointed Project Manager at each milestone of a project’s lifespan; inclusive a peer review and appropriate consultation with stakeholders to provide quality assurance.
- The strategy should dictate which parts of the archive, both digital and analogue, are relevant and would provide future generations with a soundly curated archive. Documents and Data should be quality assured prior to deposition, checking for consistency and following any deposition guidance of the eventual repository
- All costs relating to the digital archiving have been factored into the original quote and intended repository will be notified. At each milestone costing considerations must be undertaken to ensure that deposition is not out of pocket or unexpectedly above factored levels.

Data Sharing

- A summary of the site will be made available at the earliest opportunity, latterly curated and adapted at each major milestone to reflect most up to date information regarding the site.
- All reports relevant to the site will also be curated and added to the OASIS record, updated at pertinent milestones of the project; the final report must be lodged with the HER in the first instance.
- Any archive material must be authorised for dissemination by the relevant stakeholders, primarily this is likely to be the client; though any such action will only be temporary, and usually as a result of planning issues.

Responsibilities

- The appointed Project Manager shall ensure the DMP is correctly followed, reviewed and adapted (where appropriate) at each milestone. In the unlikely event that the project changes hands, the responsibility will ultimately rest with the Managing Director, who will ensure the needs of the DMP are addressed and properly handed over to the next Project Manager.
- Curation of the field data, data synthesis/analysis, quality assurance should be the responsibility of senior figures of the project team, usually the Project Officer/Supervisor. They will make sure that all data is stored correctly and backed up to minimise any loss of integrity of the archive.
- Reports both internal and external shall be subject to MAP's ideal naming preferences of project files. It is the responsibility of each department to ensure their curated report/work is correct, quality assured and seek clarification from the authors (external or otherwise) of any document which contains errors.
- All work will be latterly audited by the Project Manager working towards creating an archive and level of reporting which is both ethically sound, accurate and reliable for future use by anyone internal or external to the company.

Naming Conventions

- Files and Folders should be named consistently throughout the project folder. The use of an _ (underscore) should be used to separate words instead of spaces e.g., use Pott_Asmnt instead of Pottery Assessment. File names vary according to the content of the file, the _ rule still applies here.
 - There should be no spaces in any file naming
 - No symbols (e.g., #?,) should be used as they are not ADS compliant
 - Full stops in file names are not accepted, except between file name and file type
 - Abbreviate where possible, losing extraneous vowels and consonants, as file paths are cumulative and cannot exceed a certain number of characters
 - Naming Examples.
- Reports and digitised registers
- Should follow the structure of: Site Code, Type of Work (Adding excavation Phase if required), Component, Version. Varied slightly for digitised registers as per example:
e.g., 05-08-20-TT_FINALReport_A210622
05-26-19-EXC_PhB_App01_CtxtListing
- Digital Photographs and Black & White Photographs
- Should include the Site Code, Type of Work (Adding excavation Phase if required), and Frame No, varied slightly for B&W film:
e.g., 05-08-20-TT_Digi_001
05-26-19-EXC_PhB_BW_FLM01-001
- NB be aware that jpegs and raw (as well as selected archive tiff's) should be in separate folders and be concurrent with each other
- Scanned Site Registers
- Should be scanned in pdf format and be formatted as: Site Code, Type of Work (Adding excavation Phase if required), Register Name.
e.g., 05-08-20-TT_CtxtReg
05-26-19-EXC_PhB_DrawReg

- Scanned Context Sheets & other site sheets
Should be scanned in pdf format and be formatted as: Site Code, Type of Work (Adding excavation Phase if required), Type of Sheet, Sheet Nos.
e.g., 05-08-20-TT_Ctxt-0001-0050
05-26-19-EXC_PhB_Ctxt0001-0050

- Site Drawings and Plans
Should be scanned as TIFF's and be formatted as: Site Code, Type of Work (Adding excavation phase if required), Drw, Sheet No
e.g., 05-08-20-TT_Drw_Sh-001
05-26-19-EXC_PhB_Drw_Sh-001

NB. The phase of work or field numbers may only be relevant at the time the work was undertaken, if work is part of a larger continuing outline, check where the next tranche of numbers will start and bare that in mind or check with PM prior to archiving reports.

List of Abbreviations

Registers

Ctxt

Drw

Digi

BW

Env

SF

Specialist Reports

Pott Pottery

ABn Animal Bone

FeR Iron Waste Residues

Crbn Carbonised Plant Remains

Cnsrv Conservation



General Standards for Archaeological Projects in Surrey

**Surrey County Council
Historic Environment Planning**

1. Introduction

1.1 The Historic Environment Planning (HEP) team of Surrey County Council provides strategic heritage planning advice within the County and advice and guidance on archaeological and heritage planning policy. The team also provides archaeological and built environment advice on County minerals and waste-related developments and developments for Surrey County Council's own properties (heritageconsultations@surreycc.gov.uk). The HEP team manages the County's Historic Environment Record (HER) (her@surreycc.gov.uk) and provides archaeological advice to the local planning authorities of the eleven Boroughs and Districts of Surrey:

- Elmbridge Borough Council
- Epsom and Ewell Borough Council
- Guildford Borough Council
- Mole Valley District Council
- Reigate and Banstead Borough Council
- Runnymede Borough Council
- Spelthorne Borough Council
- Surrey Heath Borough Council
- Tandridge District Council
- Waverley Borough Council
- Woking Borough Council

1.2 Advice on the historic built environment and landscape for the Boroughs and Districts is provided by their Conservation Officers or advisors, except for Tandridge District Council, which is advised by the HEP's Historic Buildings Officer. The Historic Buildings Officer also provides built heritage advice for the County's own proposals and properties (buildingconsultations@surreycc.gov.uk).

1.3 The HEP team provides historic environment advice in accordance with national policy, as set out in the [National Planning Policy Framework](#) (NPPF) and in accordance with the local plan and heritage policies of the eleven Borough and District Councils.

1.4 This document sets out general standards and procedures required of those undertaking historic environment and archaeological projects through the development process within the County. This *General Standards* document provides a framework for archaeological practices to prepare Written Schemes of Investigation (WSI), Project Designs (PD), Updated Project Designs (UPD) or similar. All projects are unique, and project specific strategies and approaches may be acceptable with appropriate consultation with the HEP team.

Contacting the Historic Environment Planning Team:

Archaeological Advice: heritageconsultations@surreycc.gov.uk

Buildings Advice: buildingconsultations@surreycc.gov.uk

Surrey Historic Environment Record her@surreycc.gov.uk

Surrey Finds Liaison Officer: simon.maslin@surreycc.gov.uk

2. Principal Standards

- 2.1 All historic environment projects must be undertaken to the highest standards and in accordance with best practice as set out in the following overarching standards documents.
- [Code of conduct](#) Chartered Institute for Archaeologists (October 2019)
 - *Standards and guidance for [archaeological desk-based assessment](#), [field evaluation](#), [excavation](#) and for an [archaeological watching brief](#)* (October 2020, Chartered Institute for Archaeologists)
- 2.2 Specific best practice guidance in relation to specialist areas (e.g. finds, environmental materials and archives) is set out under the relevant sections below.
- 2.3 The HEP team demonstrates its own commitment to best practice by adhering to the Chartered Institute for Archaeologists' [Standard and guidance for archaeological advice by historic environment service](#) (October 2020).
- 2.4 Historic England publishes a range of relevant *Good Practice Advice* relating to planning, including of note, [The Historic Environment in Local Plans](#), [Managing Significance in Decision-Taking in the Historic Environment](#), [The Setting of Heritage Assets](#) and [Enabling Development and Heritage Assets](#). Guidance specifically relating to Planning and Archaeology is forthcoming.

3. Written Schemes of Investigations, Project Designs and Updated Project Designs

- 3.1** All historic environment fieldwork projects will normally be undertaken in accordance with a Written Scheme of Investigation (WSI) or Project Design (PD), which will normally be submitted to and agreed by the HEP team in advance of the commencement of fieldwork. The ClfA's Standards and Guidance documents provide suitable guidance on the contents of WSIs and PDs.
- 3.2** All WSIs and PDs should include a clear set of aims and objectives for the project. Schemes of investigation on known heritage assets will also include specific research objectives, with reference to the appropriate research framework. An archaeological [research agenda for the South-East of England](#) is in preparation while the '[Surrey Archaeological Research Framework 2006](#)' also provides a useful framework.
- 3.3** WSIs and PDs will include provision for appropriate assessment, analysis, reporting, publication and archiving of the project results. For major projects, this information may be set out in an Updated Project Design (UPD) following an assessment of the project results. The UPD will also include revised and updated research objectives. Archaeological practices are advised to consult with the HEP team regarding the requirements for post-excavation assessments and analysis to ensure the most appropriate and effective procedures are followed.
- 3.4** The HEP team encourages opportunities for public engagement and outreach as part of achieving a public benefit project outcome where the project circumstances allow, and we are encouraging and supportive of any such proposals in this respect.

4. Methods

- 4.1 The WSI or PD prepared by the archaeological practice will set out the methodology to be employed during the project. When such documents are prepared in response to conditions attached to planning permissions, they will normally require formal approval by the relevant planning authority, following preliminary agreement with the HEP team.
- 4.2 The following section provides guidance to practices on sampling strategies for the principal fieldwork project types but the HEP team recognises that all projects are unique and that practices may propose alternative strategies and approaches that are appropriate to the specific circumstances, aims and objectives of any particular project.

Heritage Statements, Desk-based Assessments, Impact Assessments and Similar

- 4.3 The HEP team would not normally require a WSI or PD in advance of the preparation of heritage statements and desk-based assessments. However, practices are advised to consult with HEP regarding the scope, extent, and detail of such assessments prior to commencement to ensure that the appropriate aspects of the historic environment are considered and assessed. Annex 1 of the ClfA's [S&G for desk-based assessments](#) provides guidance on possible sources of information. All assessments must include consultation with [Surrey's Historic Environment Record](#) and practices should ensure they allow sufficient time for such consultation and to receive the appropriate data. Assessments which have been compiled without consultation with the Historic Environment Record will not be accepted.

Evaluation

- 4.4 Field evaluation techniques and requirements will be specific to the circumstances of each project but will always require a WSI. Where trial trenching is required, the HEP team will normally expect that trenching will sample a minimum of 5% of the area to be impacted by proposed development.
- 4.5 A contingency of up to 1% of the area to be impacted by proposed development should normally be provided for additional trial trenching to clarify the presence, extent, nature and importance of deposits recorded during the evaluation.
- 4.6 The minimum sampling strategy for archaeological deposits identified during evaluations is set out in table 1 below.

- 4.7 Evaluation trenches should not normally be backfilled without prior inspection by a representative of the HEP team. However, approval may be granted remotely subject to the circumstances of the project and appropriate consultation with HEP.

Excavation/Strip, Map and Sample

- 4.8 The purpose of excavation, as defined in the ClfA's Standard, is to examine the archaeological resource within a given area or site within a framework of defined research objectives, to seek a better understanding of that resource. All research objectives should be devised and make reference to the [Surrey Archaeological Research Framework](#). Evidence of consultation and regard to this document will be expected within excavation project designs.
- 4.9 The WSI or PD will set out the research objectives which will guide the excavation strategy. The HEP team's minimum sampling strategy for rural excavations is provided in the table above. The excavation of complex, stratified, urban sites will require specific strategies reflecting the circumstances of the project.
- 4.10 The minimum sampling strategy for archaeological deposits identified during archaeological mitigation is set out in table 1 below.
- 4.11 **All inhumation and cremation burials will be excavated in accordance with the Ministry of Justice (MoJ) licence. These will normally require total excavation and recovery. All associated deposits, e.g. pyre sites, mausolea and mortuary enclosures, will also be fully investigated and excavated**

Table 1: Table of minimum sampling strategy for evaluations, excavations and watching briefs

Percentage Feature sampling	Evaluations	Mitigation (Excavations and Watching Briefs)
Intrusive features (pits/postholes)	50%	50% total number fully excavated remaining 50% sampled. Large amorphous features e.g. quarries and hollows not less than 20% sampled by area.
Linear feature exposed area + all terminals and intersections	25%	15 – 25%
Structural Features (Beamslots/ring ditches) - actual surviving structural elements (walls, collapse/debris fields) just require exposure, cleaning & preservation for excavation in more appropriate circumstances.	50% - actual surviving structural elements (walls, collapse/debris fields) just require exposure, cleaning & preservation for excavation in more appropriate circumstances.	75 - 100% - actual surviving structural elements (walls, collapse/debris fields) may vary on case by case basis.
Domestic/Industrial working features (e.g. hearths, ovens) – unless large and structural, in which case see above.	50 - 100%	100%. Such features are to be sampled for archaeomagnetic dating as standard if appropriate (this applies to any in situ burnt features unless agreed otherwise following on site discussion).
<p>Additional excavation, up to complete removal, may be required of any feature should the excavated samples fail to provide the necessary information to enable their purpose or date to be ascertained.</p>		

Watching Brief

- 4.12** A watching brief will normally be required where this represents the proportionate archaeological response or where archaeology has been shown to be present on a site previously but where remains are thought to be of low significance and/or are widely dispersed. The WSI will detail the watching brief methods appropriate to the project aims and objectives, including specifying the construction works that will or will not be monitored. Consideration should always be given to ancillary and restoration works that may occur at a later stage, and their potential impact on surviving archaeology. The sampling strategy for deposits will normally be as for excavation.

Historic Building Recording

- 4.13** Programmes of historic building recording on listed buildings and structures will normally derive from the advice of the local planning authority's Conservation Officer or HEP's Historic Buildings Officer and queries regarding the scope of work should be addressed to them. Building recording of significant unlisted buildings and structures may derive from the HEP's archaeological advisors. The recording exercise should normally follow the requirements of '[Understanding Historic Buildings. A guide to good recording practice](#)' (Historic England, May 2016) and the ClfA's '[Standard and guidance for the archaeological investigation and recording of standing buildings or structures](#)' (October 2020).

5. Recording

- 5.1** The WSI or PD will set out the methods and standards to be employed to create a permanent record of the investigation. A *pro forma* recording system will normally be used. Details of the standards for the drawn, photographic and survey record will be set out in the WSI. Archaeological practices should ensure that they are aware of the receiving Museum's requirements for project archives so that they are satisfied that their record accords with the Museum's standards.
- 5.2** The use of high-quality digital photography is appropriate to secure a photographic record of a fieldwork project. There is no requirement for the use of black and white and colour transparency photography in addition to digital, unless specifically required by the HEP team.

6. Finds and Environmental Materials

6.1 The WSI or PD will set out the methods and procedures for recovering, sampling, recording, processing, assessing, analysing and retaining finds and environmental materials on-site and in the post-fieldwork stages of the project. WSIs, project designs and assessment reports should include the proposed specialists to be used in the assessment and analysis of finds and environmental materials. Where appropriate WSIs should also provide for scientific dating techniques. The methods and procedures should be in accordance with best practice as set out in:

- [Standard and guidance for the collection, documentation, conservation and research of archaeological materials](#) (ClfA, October 2020)
- [Environmental Archaeology. A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation](#) (Historic England, second edition 2011).

6.2 The requirements of the Treasure Act 1996 will be followed for the discovery, on any archaeological project in Surrey, of object(s) that fall within the Act's definition of 'treasure'. The Finds Liaison Officer for Surrey will be informed by the archaeological practice of all such discoveries, including those from archaeological investigations. Practitioners are reminded of the July 2023 revisions to the Treasure Act and required to take these into account both in drafting WSIs and when working on site. Where objects which may fall under the revised definitions of Treasure are recovered, or where there is ambiguity as to whether this is or is not the case, it is recommended to contact the Finds Liaison Officer and/or the County Archaeological Officer for adjudication as soon as possible, to avoid legal penalties.

7. Human remains

- 7.1 Archaeological organisations will inform the HEP team as soon as practicably possible of the discovery of human remains on site. Where those remains are to be excavated and recovered, this shall be undertaken in accordance with an appropriate licence obtained from the Ministry of Justice.
- 7.2 Excavation of human remains will be in accordance with the Chartered Institute for Archaeologists' [Updated Guidelines to the Standards for Recording Human Remains](#) (Mitchell and Brickley, 2017). Where remains are encountered in a known or former Christian burial ground, the '[Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England](#)' (Church of England and English Heritage, Second Edition 2017).

8 Programme and monitoring through the process

- 8.1** Archaeological organisations are advised to allow sufficient time for the HEP team to review and accept as satisfactory all project documentation, especially WSIs. Practices are also advised that the HEP team does not represent the planning authorities of Surrey's eleven districts and boroughs. Documents submitted as part of formal planning submissions will normally be responded to within 10 working days. Our acceptance of documents does not represent formal approval, which is required by the eleven authorities in compliance with planning conditions, and which are subject to statutory consultation periods.
- 8.2** All projects, both fieldwork and post-fieldwork, will be subject to a programme/timetable of work, monitoring and access to be agreed with the HEP team prior to the commencement of the project. A minimum of 10 working days notice is normally required prior to the commencement of a fieldwork project.
- 8.3** Monitoring of projects will be undertaken at appropriate project milestones. Remote monitoring through telephone conversations, emails or the provision of appropriate documentation and images, may be appropriate in certain circumstances.
- 8.4** The HEP team's monitoring of projects will not normally be considered to be complete until a report presented in accordance with the WSI or PD has been submitted and approved, and the project archive has been deposited with an appropriate museum, store or repository.

9. Reporting

9.1 The style and format of reports will be determined by the archaeological organisation. However, all reports must contain the minimum following information:

- Site name and grid reference
- Project type (evaluation, watching brief etc.)
- Date and duration of fieldwork
- Site code
- Area (in hectares) of the site
- An accurate site location and trench/survey plan based on up-to-date OS mapping, including heights aOD
- Museum accession number (if known)
- A completed OASIS summary record (see Section 11 below)

9.2 The archaeological organisation will otherwise determine the contents and structure of the report. The WSI, PD or UPD will set out the proposed report contents or publication synopsis. Guidance on best practice on report contents and structures should be followed as set out in the following documents:

- *Standards and guidance for archaeological [desk-based assessment](#), [field evaluation](#), [excavation](#) and an [archaeological watching brief](#)* Chartered Institute for Archaeologists (October 2020)
- *[Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide](#)* (Historic England 2015)

9.3 Archaeological organisations will provide a digital copy of the final approved report in .pdf format to the HEP team. The report will be lodged with the HER and will become a publicly accessible document after an appropriate period of time (normally after not less than 6 months). The HEP team will also be provided with at least one copy of any formally published report, paper or monograph either in hardcopy or digitally.

9.4 Where projects have been undertaken to meet the requirements of conditions of planning permission, a copy of the project report should be submitted to the appropriate planning authority for formal approval following submission to the HEP team. Copies of approved final versions of fieldwork reports should also be submitted to the library of the Surrey Archaeological Society in their preferred format.

9.5 As a minimum, every fieldwork project, including those with a negative outcome, will be published in the annual round-up published in the [Surrey Archaeological Collections](#).

9.6 The HEP team welcomes innovative approaches to publication and dissemination of the results of major archaeological projects and practices should consult on report proposals during the preparation of the WSI, PD or UPD.

10. Archives

10.1 The WSI or PD will set out the methods for creating a project archive that will contain all the data collected during the site investigation including records, finds and environmental materials. It must be quantified, ordered, indexed and internally consistent. The project archive will be assembled in accordance with best practice as set out in the following:

- [Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives](#) (ClfA October 2020)
- [Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation](#) (Archaeological Archives Forum, second edition 2011)

10.2 The following museums serve the eleven Boroughs and Districts of Surrey.

- Bourne Hall Museum, Ewell (BH)
- Chertsey Museum, Runnymede (CH)
- Dorking Museum, Mole Valley (DO)
- Elmbridge Museum, Esher, Elmbridge (EL)
- Museum of Farnham (FA)
- Godalming Museum, Waverley (GO)
- Guildford Museum, Guildford (GU)
- Haslemere Educational Museum, Waverley (HA)
- Holmesdale Natural History Museum (HO)
- Leatherhead Museum, Mole Valley (LE)
- The Lightbox, Woking (LB)
- Spelthorne Museum, Staines-upon-Thames, Spelthorne (SP)
- Surrey Heath Museum, Camberley, Surrey Heath (SH)

10.3 Not all of these museums are currently in a position to accept archaeological archives and the position of each museum changes over time. Archaeological practices are therefore advised to consult with the relevant museum as regards their collection policy and requirements and their ability to receive archaeological archives at the time of their archaeological project.

10.4 The following parishes are not currently served by a museum that is collecting archaeological archives (n/m in the figure below):

- Buckland and Charlwood in Mole Valley District
- Horley and Salfords & Sidlow in the Borough of Reigate & Banstead
- Betchingley, Burstow, Caterham on the Hill, Caterham Valley, Chaldon, Chelsham & Farleigh, Crowhurst, Dormansland, Felbridge, Godstone, Horne, Limpsfield, Lingfield, Nutfield, Outwood, Oxted, Tandridge, Tatsfield, Titsey, Warlingham, Whyteleafe and Woldingham in Tandridge District.

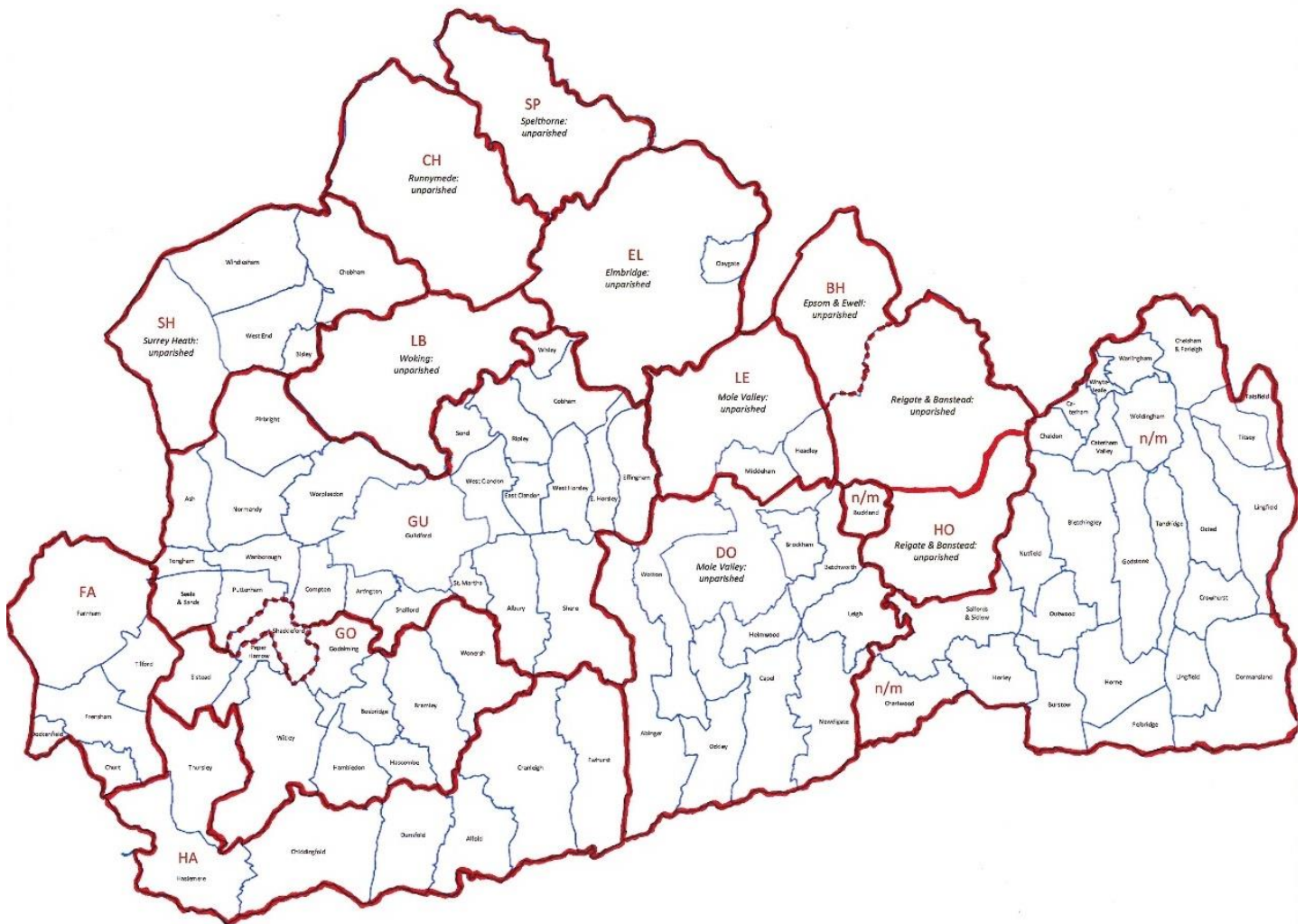


Figure 1: Surrey’s Museum Collecting Areas (see 10.2 above for abbreviations)

10.5 Best practice for the preparation and transfer of archaeological archives is set out in ‘The Transfer of Archaeological Archives in Surrey. A guidance note produced by the Surrey Archaeological Curators Group’ (Kayt Hawkins, November 2018).

10.6 If the relevant museum is currently unable to accept an archaeological archive, it may be acceptable for the archive to be deposited digitally with a trusted digital repository

such as ADS if it constitutes only a documentary, drawn and photographic record and no accompanying finds or environmental archive. The appropriate level of archiving should be proposed on completion of the project for the agreement of the HEP team prior to deposition. The project will not normally be confirmed as completed until the archive has been deposited.

11. OASIS

- 11.1 The HEP team supports the [Online Access to Index of Archaeological Investigations](#) (OASIS) project. The archaeological organisation must therefore complete the online [OASIS form](#) and this must be included in each fieldwork report submitted to the HEP team, for verification ahead of its system approval by the HER team. It will be the responsibility of the report's author to ensure that the final, correct, and approved version of the report is uploaded to OASIS.

12. Discharging Conditions

- 12.1** Planning conditions may be worded in different ways depending upon the type of site in question, the nature of any archaeological work being required or the particular stage of a project at which permission was agreed and granted. However most conditions will refer to a programme or scheme of working, and make reference to an agreed WSI.
- 12.2** It is important to remember that an archaeological “scheme” refers to a staged set of works, up to and including final publication of the results and archiving of any material. Therefore, the submission or receipt of a WSI document for a particular individual stage of work (e.g. evaluation) is not considered sufficient to trigger the overall discharge of the planning condition. The condition will be required to remain in place in order to secure any subsequent stages of archaeological work.
- 12.3** Where WSIs relating to stages of work are received and agreed, this will be communicated to planning officers with an outline of the agreed works, a confirmation that works/development can commence, and a stated confirmation that the planning condition should not be discharged.
- 12.4** Upon completion of any archaeological project, details will be required to be submitted regarding the publication and archiving of the results. Receipt of this information, agreement that the provisions are satisfactory, and confirmation that the appropriate resourcing is in place to enable the proposals to be carried out, will usually be sufficient to satisfy the terms of the “scheme” referred to in the planning condition. At this point, with no further stages of archaeological work remaining to secure, the condition can be discharged.



Questions or queries about this document and its contents should be addressed to:

Historic Environment Planning Team
Surrey County Council
C/O Quadrant Court
35 Guildford Road
Woking
GU22 7QQ
Email - heritageconsultations@surreycc.gov.uk

January 2023

Cover photograph: excavation at Guildford Fire Station. T Howe

Rear cover photograph: excavation at Priory Orchard Cemetery, Godalming. T Howe