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**WINSCOTT FARM  
SOULBURY,  
BUCKINGHAMSHIRE**

**WRITTEN SCHEME OF INVESTIGATION  
FOR  
ARCHAEOLOGICAL TRIAL TRENCHING**

**Albion**  
archaeology



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Daldorch Estates



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## Preface

*All statements and opinions in this document are offered in good faith. This document has been prepared for the titled project or named part thereof and was prepared solely for the benefit of the client. The material contained in this report does not necessarily stand on its own and should not be relied upon by any third party. This document should not be used for any other purpose without an independent check being carried out as to its suitability and the prior written authority of Albion Archaeology (a trading unit of Central Bedfordshire Council).*

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*This document was researched and written by Tori Guy (Assistant Archaeological Manager) under the management of David Ingham (Archaeological Manager). Albion Archaeology projects are under the overall management of Iain Leslie (Operations Manager).*

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## Version History

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1.0	13/11/2023	n/a

## Key Terms

The following terms or abbreviations are used throughout this document:

ADS	Archaeology Data Service
BCAS	Buckinghamshire Council Archaeology Service
Cifa	Chartered Institute for Archaeologists
HER	Historic Environment Record (of Buckinghamshire Council)
LPA	Local Planning Authority
PDA	Permitted development area
WSI	Written scheme of investigation



## 1. INTRODUCTION

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### 1.1 Background

Outline planning permission (19/04199/APP) was granted by Buckinghamshire Council for Land at Winscott Farm, Stewkley Road, Soulbury. The development work comprises the demolition of some existing structures and the erection of new buildings to provide a total of six dwellings on site, including extensions to the farmhouse and the extension and conversion of several existing barns.

The permitted development area (PDA) was subject to a heritage asset impact assessment (Albion 2012) followed by an updated heritage assessment (Albion 2019a). A further Heritage Statement (parts I & II) was compiled for a separate planning application (Albion 2019b & 2019c). Part I represents the main Heritage Assessment and part II presents additional survey work carried out on the farmhouse and a barn in the farmyard.

Buckinghamshire Council's Archaeological Service (BCAS) advised that any development would be likely to harm the heritage asset's significance. Accordingly, a condition was attached to the planning permission:

*No development shall take place, unless authorised by the Planning Authority, until the applicant, or their agents or successors in title, have secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the planning authority.*

To evaluate the site for the presence of any buried archaeological remains, Albion Archaeology was commissioned to compile this written scheme of investigation (WSI) for a programme of archaeological trial trenching. Completion of the trial trenching will allow the LPA to properly consider the effect of the application on the significance of non-designated heritage assets of archaeological interest, in line with paragraphs 194–197 of the *National Planning Policy Framework* (DLUHC 2023).

### 1.2 Status and Purpose of this Document

This WSI has been prepared in accordance with the *Generic brief for an archaeological evaluation (trial trenching)*<sup>1</sup>, issued by the Buckinghamshire Council Archaeology Service (BCAS).

The WSI details the proposed strategy for the trial trenching of the PDA. It describes the circumstances of the project, the scope of the work required, and the procedures, methodologies and resources that are to be employed for its successful completion. This information is provided to assist the BCAS in monitoring the archaeological work on behalf of the Local Planning Authority (LPA).

### 1.3 Site Location, Topography and Geology

Winscott Farm lies c.1 mile south-west of Soulbury at the end of a long access drive off the B4032 Stewkley Road, to the north. The farm buildings, including a Grade II

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<sup>1</sup> <https://www.buckscc.gov.uk/services/culture-and-leisure/archaeology/buckinghamshire-county-archaeological-service/archaeological-guidance/generic-brief-for-an-archaeological-evaluation-trial-trenching/> [accessed 01/11/2023]



listed farmhouse, lie in the western half of the plot; the eastern half is taken up by a former garden which now consists of rough grassland, trees and shrubs, and a former tennis court.

The farm itself consists of several buildings arranged around a central yard with access from the north-west. The verges of the farm complex are made up of rough grass and soil bunds. The site is surrounded on all sides by open fields. Winscott Farm lies at the eastern edge of a small triangular plateau at an elevation of *c.* 140m OD. The ground falls gently to the east and north towards Soulbury and into the River Ouzel valley.

Soulbury lies to the north of the Greensand Ridge in an area where much of the superficial geological deposits is Oadby Member Diamicton (glacial Till)<sup>2</sup>. However, the small plateau on which the site stands consists of Glaciofluvial sands and gravels formed in the Quaternary Period under Ice Age conditions. The underlying bedrock is Amptill Clay Formation mudstone, formed approximately 157–164 million years ago in the Jurassic Period.

## **1.4 Archaeological Background**

### **1.4.1 Heritage assessments**

Four heritage assessments (Albion Archaeology 2012 and 2019a–c) set out in detail the heritage assets within the PDA and its vicinity, and the potential impact which the development would have on these heritage assets and their setting.

An updated HER search (enquiry ref. 1480) was conducted during preparation of this report. The most salient information is presented below.

### **1.4.2 Undated**

Two sets of potentially archaeological crop-marks were identified from aerial photographs within the study area. One consists of a rectangular and two possible oval enclosures to the south-west of Hill Farm (HER 01731); the other consists of a rectangular enclosure and a linear feature (HER 06206) to the south of Winscott Farm.

### **1.4.3 Roman (AD43–c.410)**

A number of Roman artefacts have been retrieved from the fields around Winscott Farm. Eighteen bronze coins dating from Vespasian to Valentinian I (1st to 3rd centuries AD) and a small bronze phallus were found immediately north of the farm during a metal-detecting survey (HER 05656). The survey also revealed Roman and medieval pottery in the same field.

The nature and quantity of artefacts suggests the existence of a potential Roman settlement in the vicinity of Winscott Farm, though its precise location is unclear.

Stewkley Road may be on the line of a Roman road, as identified by the *Viatores* project (Margary 1973, no. 173 a–d). However, many of the identified roads have since been discounted (Simco 1984) and the road is not listed as an asset in the HER.

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<sup>2</sup> [BGS Geology Viewer - British Geological Survey](#) [accessed 01/11/2023]



#### 1.4.4 Anglo-Saxon (c.450–1066)

No assets dating to the Anglo-Saxon period are listed in the HER within the vicinity of the PDA. However, both the village of Soulbury and the hamlet of Hollingdon (HER 0162800100) are mentioned in Domesday Book, showing that several Anglo-Saxon estates existed in the area.

The largest estate consisted of 34 households and was valued at 9.7 geld units. At the time of the Domesday survey in 1086 it belonged to Fitz-Ansculf. It was later held by the Beauchamp family and was then passed by fine to Robert Lovett esq. and his wife Sarah. The area of the PDA was part of the Lovett's estate in the pre-enclosure period, with The Lovett family living on the main estate at Luscombe Park to the south-east of Soulbury until the 20th century.

#### 1.4.5 Medieval (1066–1550)

Earthworks and crop-marks suggesting the existence of a shrunken medieval settlement have been identified at both Soulbury and Hollingdon. The remains at Soulbury consist of two raised enclosures and a possible trackway south of the church (HER 01085) and remains of house sites, crofts, closes and boundary ditches near 'The Leases' in Soulbury (HER 05122). Excavations at Boot Field, Soulbury found evidence of a terrace and enclosure, likely with origins in the medieval period (Albion Archaeology 2021). The remains at Hollingdon suggest the existence of medieval house platforms, settlement/croft enclosures and a hollow-way (HER 01628, HER 0162801000, HER 0162802000). House platforms were also identified at Lower Hollingdon (HER 05124 and HER 01525).

Surviving ridge and furrow earthworks in the vicinity of the PDA can be seen in MoD aerial photographs from 1946. They indicate that the landscape around the PDA was purely agricultural. The estate map of 1769 mapped ridge and furrow ploughmarks which fall neatly into the surveyed lands and furlongs of the map. The exception is formed by the narrow marks drawn south of Winscott Farm, which are perpendicular to the strip fields shown on the map. However, it is possible that these are the remains of more modern ploughing.

Further components of the late medieval agricultural landscape are the site of a windmill (HER 0162803000) which is shown on the 1599 Salden estate map near Hollingdon, and Hill Farmhouse (HER 10546), a Grade II listed farmhouse with 15th-century features and later alterations.

##### 1.4.5.1 Post-medieval (1550–1900)

Winscott Farm itself is most likely post-medieval in origin. The farmhouse (HER 10548), in the south-eastern corner of the modern farm complex, consists of a small Grade II listed cottage with 17th-century origins, which was considerably altered and extended in the 18th, 19th and 20th centuries.

The origin of Winscott Farm is most likely to be found in the very early enclosure period. The parish of Soulbury was first enclosed as early as 1772 (Page 1925) but unfortunately no comprehensive enclosure map survives. The large fields created by the enclosure act, and the surviving pre-enclosure field boundaries, are first seen on the Ordnance Survey surveyors' map of 1814–15.



Other post-medieval assets within the study area of 18th- and 19th-century origin comprise the sites of gravel and clay extraction pits (HER 09254, HER 09257, HER 09264 and HER 09265).

#### 1.4.5.2 Modern (1900–present)

A modern gravel pit (HER 01086) is marked south-east of Hill Farm, Hollingdon. A second world war military depot (HER 43474), now demolished, is visible on MoD aerial photographs taken in 1946. The HER also has entries for the modern component of the settlement at Hollingdon (HER 07049) and Soulbury parish (HER 02763).

### 1.5 Project Objectives

The objective of the trial trenching is to provide further information on any below-ground archaeological remains within the PDA. This information will assist in determining the potential archaeological impact of the proposed development and in formulating the need, design and extent of any mitigation works that might be required.

Information on the following is required:

- Location, extent, nature, and date of any archaeological features or deposits that may be present within the PDA;
- Integrity and state of preservation of any archaeological features or deposits that may be present within the PDA.
- Nature of palaeo-environmental remains to determine local environmental conditions.

The relevant research framework for the region is the *Solent-Thames Research Framework*. This covers the historic counties of Oxfordshire, Berkshire, Buckinghamshire, Hampshire and the Isle of Wight and is a vital tool for the assessment of heritage assets within their local, regional and national historic environment setting.

The results of fieldwalking around the PDA suggest that a Roman settlement may be in the vicinity. There is the potential that the trial trenching will address themes relating to the characterisation of settlement and economy, specifically in the Vale of Aylesbury (Fulford 2014, 180–1).

The proximity of known medieval and post-medieval remains indicates potential for the investigation to contribute to research topics including landscape and land-use (Munby 2014, 256) and trade and industry (Munby 2014, 259–260).

As the project progresses and the archaeological potential of the PDA becomes clearer, the research objectives will be revised and expanded as required. Any revisions will be based upon the *Solent-Thames Research Framework*.





## 2. METHOD STATEMENTS

The methodological approach to the project is summarised below and detailed in Appendix 1.

### 2.1 Standards

The project will adhere throughout to the standards and requirements set out in the following documents:

• Albion Archaeology	<i>Procedures Manual: Volume 1 Fieldwork</i> (3rd ed., 2017).
• Archaeological Archives Forum	<i>Archaeological Archives: A Guide to best practice in creation, compilation, transfer and curation</i> (2nd ed., 2011)
• BCAS	<i>Generic brief for archaeological evaluation (trial trenching)</i>
• Discover Bucks Museum	<i>Procedures for Notifying and Transferring Archaeological Archives</i> (rev. 2013)
• Cifa <sup>3</sup>	<ul style="list-style-type: none"> <li>• <i>Charter and by-law</i> (2022)</li> <li>• <i>Code of conduct</i> (2022)</li> <li>• <i>Standard and guidance for archaeological field evaluation</i> (2020)</li> <li>• <i>Standard and guidance for the collection, documentation, conservation and research of archaeological materials</i> (2020)</li> <li>• <i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives</i> (2020)</li> <li>• <i>Toolkit for selecting archaeological archives</i><sup>4</sup></li> </ul>
• Historic England	<ul style="list-style-type: none"> <li>• <i>Management of Research Projects in the Historic Environment (MoRPHE)</i> (2015)</li> <li>• <i>Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation.</i> 2nd ed. (2011)</li> </ul>

### 2.2 Trial Trenching

The proposed trench layout is shown in Figure 2. A total of 210m of 1.8m-wide trenching will be opened, representing a 4% sample of the PDA (five trenches that are 30m long and three that are 20m long). A contingency (50m of additional trenching) will be available, if required by the BCAS to clarify findings in the initial trenches.

The trenches have been positioned to target areas of development impact and to provide an even coverage of the remainder of the PDA. A 5m buffer around any overhead power cables has been accounted for. Onsite conditions at the time may lead to minor adjustments to the trench locations, but any major alterations will be agreed in advance with Buckinghamshire Council's Senior Archaeology Officer.

<sup>3</sup> All Cifa codes, standards and guidelines are available at:

<http://www.archaeologists.net/codes/cifa>

<sup>4</sup> <https://www.archaeologists.net/selection-toolkit>



The trenches will be set out by dGPS survey and tied into the national grid. They will be opened using a mechanical excavator fitted with a flat-edged bucket, operated by an experienced driver under close archaeological supervision. All excavation and recording will be carried out by experienced Albion Archaeology staff with, external specialists consulted as necessary. An appropriate level of environmental and other sampling will be undertaken in accordance with standard guidelines.

If complex, important and/or deep archaeological deposits or features are uncovered, an appropriate strategy of investigation will be agreed with the client and the BCAS.

### **2.3 Post-fieldwork Analysis and Reporting**

Data gathered during all stages of the evaluation will be analysed and synthesised into a final report. The analysis will help determine the need for and scope of any further works that may be required to mitigate developmental impacts on archaeological remains.

The report will be sufficiently detailed to allow the results of the fieldwork to be interpreted without recourse to the site archive. It will place the results of the evaluation in their local, regional and national context, and will highlight any relevance to national and regional research frameworks.

A draft copy will be submitted to the client, and a copy of the subsequently approved document will be supplied in digital format to the BCAS and to the HER.

### **2.4 Archiving**

An integrated project archive (including both artefacts/ecofacts and project documentation) will be prepared upon completion of the project. All records and materials produced will be archived to recognised standards (see Section 2.1).

Details of the project and its findings will be submitted to the OASIS database (ref. albionar1-520279) in accordance with the guidelines issued by Historic England and the Archaeology Data Service (ADS). The digital archive will be deposited with the ADS in accordance with the project's digital data management plan (see Appendix 2).

Permission will be sought from the landowner to transfer the title of all finds to Discover Bucks Museum on completion of post-excavation analysis and reporting. The archive will be kept secure at all stages prior to its deposition at Discover Bucks Museum (accession number tbc). Digital archives will be submitted to the ADS.

Albion Archaeology employs a full time Archives Officer to ensure that all archives are completed to the correct standards and deposited according to the relevant guidelines.

### **2.5 Liaison with the Buckinghamshire Council Archaeology Service**

Monitoring will be carried out on behalf of the LPA by the BCAS, who will ensure that the WSI is complied with and that professional standards are maintained. All reasonable access to the site and site documentation will be afforded to the BCAS. Notice of work commencing will be given to the BCAS at least one week in advance.



Any variation to this WSI will be agreed with the client and the BCAS before its implementation. The trenches will not be backfilled before they have been inspected by the client and BCAS, unless both have agreed otherwise.

## **2.6 Health and Safety**

A risk assessment and method statement (RAMS) will be prepared before the start of fieldwork in accordance with Albion Archaeology's *Health & Safety Policy*. As part of the Project Briefing, all staff will be made aware of their responsibilities and the specific site hazards (identified under the risk assessment). The RAMS will be reviewed as the project progresses.

Albion Archaeology will comply fully with all operational and safety requirements of the client and/or landowner.

## **2.7 Project Timetable**

The fieldwork will take 1–2 weeks to complete (including any potential contingency). The trial trenching report will be issued within 4–6 weeks of the completion of fieldwork.



### 3. RESOURCES

#### 3.1 **Albion Archaeology Company Profile**

Albion Archaeology (originally established in 1974 as the Bedfordshire County Archaeology Service) is a commercial trading unit of Central Bedfordshire Council. In keeping with its commitment to the maintenance of the highest standards of professional practice, it has been a Registered Organisation with the Chartered Institute for Archaeologists since August 1997. Albion Archaeology is one of the region's leading archaeological organisations and has undertaken major fieldwork and evaluation projects throughout Bedfordshire and its surrounding counties. It offers a comprehensive service to local and national government, statutory bodies, and the private sector.

#### 3.2 **Albion Archaeology Staff Resources**

Albion Archaeology employs over 40 full-time, professional archaeological staff. Additional staff are recruited as required by the organisation's workload. The following individuals will be deployed on this project (detailed CVs are presented in Appendix 4).

Iain Leslie MA MCIfA, Operations Manager: *quality control and strategic management*

David Ingham FSA MSt MCIfA, Archaeological Manager: *operational management, budget management*

Tori Guy BSc ACIfA Assistant Archaeological Manager *day-to-day management*

To be confirmed - Project Supervisor: *on-site supervision, report preparation*

Jackie Wells MA, Finds Manager: *finds processing and reporting*

Joan Lightning, BA PCIfA, Geomatics Technician: *archive digitisation and production of illustrations*

Additional archaeological technicians will be assigned to the project as necessary.

#### 3.3 **External Sub-contracted Specialists**

Should the results of the investigation warrant additional input, external specialists will be consulted. All sub-contracted specialists employed by Albion Archaeology are established and well-respected in their fields of expertise. Each has a proven track record of providing quality services within set deadlines. *Pro forma* contracts are used to ensure work is correctly specified and delivered to time and budget. Albion Archaeology continually reviews the quality of work received from sub-contractors and seeks competitive quotes in order to avoid over-reliance on a single supplier.

The following external specialists will be used, as required, on this project:

Dr Corinne Duhig, Cambridge University: *human remains*

Dr Mike Allen: *soil formation processes and micromorphology*

John Giorgi, freelance: *plant remains*

Mark Maltby, Bournemouth University: *faunal remains*

Dr Peter Guest, Cardiff University: *coinage*

Rob Scaife, Southampton University: *palynology*

Drakon Heritage Ltd: *artefact X-ray and conservation*



## 4. QUALITY ASSURANCE

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Albion Archaeology's three principal organisational goals are:

- i. delivery of a first-class service to clients;
- ii. development of the highest professional standards;
- iii. rapid dissemination of the results of archaeological projects.

To meet these goals the following elements of Total Quality Management are under continuing development.

- A networked Projects Database and client contact *pro formae* which underpin our service delivery.
- A networked time and cost recording system which underpins project budget management.
- Use of Project Management software for scheduling both individual projects and the work of the organisation as a whole.
- Specific standards review at the completion of each project stage.
- Adherence to professional standards set out by the CIfA.
- Commitment to utilisation and development of regional and national research frameworks.
- Commitment to staff development to maintain professional expertise.
- Comprehensive Fieldwork Procedures Manual.
- Consistent approach to assessment, analysis and archiving by means of standardised database templates and procedures.
- Continual review of service standards provided by sub-contractors.
- Support for Albion Archaeology staff involved in national archaeological organisations.
- Regular publication of the results of fieldwork projects, in both stand-alone format and as part of regional and period-based summaries.
- Safe and secure storage of project archives prior to deposition with relevant museum or store.
- Provision of an education service for local schools.
- Maintenance of public display area at St Mary's Church, Bedford.



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## 6. APPENDIX 1: DETAILED METHOD STATEMENTS

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### 6.1 Archaeological Trial Trenching

- All ground reduction will be undertaken by a mechanical excavator fitted with a flat-edged bucket and operated by an experienced driver under the supervision of an archaeologist.
- The trial trenches will be 1.8m wide
- Staff will not enter any excavation deeper than 1.2m without prior agreement from the Archaeological Manager, and following the production of a risk assessment and the implementation of any necessary safety measures.
- The trenches will be spread throughout the site in order to provide even coverage of the footprint of the proposed development, as far as onsite constraints allow.
- Topsoil and subsoil will be stockpiled separately on either side of the open trenches, at least 1m from the trench edges.
- Overburden will be removed by machine down to the top of the archaeological or geological deposits, whichever is encountered first.
- All identified archaeological features or deposits will be investigated, unless otherwise agreed. A sufficient sample of each feature or deposit will be excavated in order to achieve the project objectives.
- Features such as hearths, burials, surfaces and key relationships between features will be investigated in such a way as to minimise unnecessary destruction.
- All excavated features and deposits will be fully recorded in accordance with Albion Archaeology's *Procedures Manual*.
- Features will be recorded at an appropriate scale, generally 1:20 or 1:50 for plans and 1:10 for sections, with all plans tied into the National Grid.
- Spoil will be scanned for artefacts by both eye and metal detector.
- A full photographic record in digital format (min. 12MP) will be compiled during the works. This will include working shots, feature record shots and publication shots. A register detailing the subject, direction, date and author of each photograph will be kept. The file format will be in accordance with the current ADS preferred file formats. Albion Archaeology currently uses Olympus TD-6 digital cameras with 12-megapixel BSI-CMOS sensors, raw image support and built-in GPS and compass to aid image location.
- If human remains are encountered, the client and BCAS will be informed immediately. If excavation of human remains is required, Albion Archaeology will liaise with the Ministry of Justice and acquire the appropriate Licence. Only in exceptional circumstances will human remains be removed during the trial trenching.
- The trial trenches will not be backfilled before the client and the BCAS have inspected them, or agreement has otherwise been obtained.

### 6.2 Artefacts

Artefacts will be collected and treated in accordance with the current CIfA *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*, and the Albion Archaeology *Procedures Manual*.

In summary, artefacts, including those recovered from spoil heaps, will be assigned to the relevant context number for the investigation area. Artefact processing will be undertaken concurrently with the investigation. This will comprise cleaning and



marking, documenting, and storing as appropriate. Documentation will comprise identification, dating and entry of data onto the Context Assemblage database. All ironwork, and other materials deemed suitable, will be submitted for x-radiography.

Significant artefact scatters which have the potential to provide information on site use or patterns of discard will be planned and located.

Any finds which are identified as Treasure, as defined in the Treasure Act 1996 and the 2002 and 2023 extensions of definition, will be reported to the Coroner and the appropriate Finds Liaison Officer upon their discovery/identification.

### **6.3 Environmental Sampling**

If suitable deposits are encountered and investigated, a programme of environmental sampling will be carried out in accordance with Historic England's guidelines (Historic England 2011) and Albion Archaeology's *Procedures Manual*.

Processing will be undertaken at Albion Archaeology's specialist facility at Colmworth, Bedfordshire, in accordance with the *Procedures Manual*. Specialist advice will be sought as necessary.

### **6.4 Post-Fieldwork Analysis and Reporting**

During or immediately after fieldwork, all excavation records will be checked and cross-referenced to ensure they are internally consistent. Recording, cleaning, and conservation of finds will follow the relevant CIFA guidelines. All soil samples will be processed and assessed as appropriate.

The data acquired during fieldwork will be analysed to a level that is appropriate to provide the information required to achieve the project objectives. Site drawings will be digitised and geo-referenced. Contextual, artefactual and ecofactual data will be entered onto the Albion database. This will be used to analyse and report on the results of the fieldwork.

The report will contain sufficient detail to enable the results of the evaluation to be interpreted without recourse to the site archive. This will include the tabulation of contextual and finds information. The report will consider the significance of any archaeological deposits in local, regional, and national terms.

The report will be laid out as follows:

- Non-technical summary;
- Details on the organisation and key personnel carrying out the work;
- Introduction (site location and description, planning background, archaeological background);
- Description of the investigation (method statement, results, limitations);
- Summary of results and significance, including reports on artefacts and environmental remains where appropriate;
- Bibliography;
- Appendix: summary of contexts;





- Figures, including a location plan and appropriate all-features plans, sections, and photographs. Plans will be related to the National Grid.

## **6.5 Archive**

A full project archive will be compiled in accordance with Historic England (MoRPHE) standards.

Albion Archaeology adheres to strict archiving standards and ensures that all archives are stored appropriately (Brown 2007). All storage material is of archival quality and includes photographic storage sleeves. As part of the archiving process all records are micro-fiched. The archive will be deposited with the Discover Bucks Museum. The digital archive will be deposited with the ADS.

An online OASIS form will be completed in accordance with the guidelines provided by Historic England and the ADS.



## 7. APPENDIX 2: DATA MANAGEMENT PLAN

<b>Project Manager</b>	David Ingham
<b>Project Number</b>	WF1896
<b>Project Name</b>	<i>Winscott Farm, Stewkley Road, Soulbury, Buckinghamshire</i>
<b>Author(s)</b>	David Ingham/Tori Guy
<b>Stakeholders</b>	Albion Archaeology, DP Architects, Daldorch Estates Ltd
<b>Origination Date:</b>	02/11/2023
<b>Reviser(s)</b>	n/a
<b>Date of last revision</b>	n/a
<b>Project stages covered</b>	Evaluation
<b>Version</b>	1
<b>Status</b>	Draft
<b>Summary of Changes</b>	n/a
<b>File Name/Location</b>	SharePoint\Project\Project_Buckinghamshire\WF1896_Winscott_Farm\Reports\WSI\Albion Archaeology WSI 2023-90.docx
<b>Related Policies</b>	CBC data management policies, IT policy, CBC Data Protection Policy, Information Security Policy, Records Management Policy, and IT Acceptable Use Policy.
<b>Data Collection/Creation</b>	
<b>Data to be Collected/Created</b>	<i>Specify what data you will collect or create. Indicate the likely types and formats of your data (e.g. Word Documents, Excel Spreadsheets) and volume. Outline and justify any deviation from Data Management Procedure or Policy in choice of format and consider the implications of data format and data volumes in terms of cost, storage, backup and access.</i>
	<p><b>Physical</b>  Site recording sheets  Site drawings  Correspondence (letters/logs)</p> <p><b>Digital</b>  Photographs (.JPEG/.TIF)  Spatial data (plans, sections), AutoCAD (.DWG), ESRI Shape file (.SHP)  Finds and context information (MS Access)  Reports (MS Word/Adobe Illustrator)  Correspondence (e-mail, logs)</p>
<b>How Data will be Collected/Created</b>	<i>Document the standards and methodologies used, and quality assurance processes. Document any deviation from Data Management Procedure or Policy on version control, file naming, folder structure and usage.</i>
	The data will be created according to Albion Archaeology's Procedures Manual and Data Management Procedure, CBC Data Protection Policy, Information Security Policy, Records Management Policy, and IT Acceptable Use Policy.
<b>Relations</b>	n/a
<b>Documentation and Metadata</b>	
<b>Metadata</b>	<i>Document any deviation from Data Management Procedure or Policy</i>
	None proposed
<b>Documentation</b>	None proposed
<b>Ethical and Legal Compliance</b>	
<b>Data Security Issues</b>	Client confidentiality where appropriate
<b>Intellectual Property Rights</b>	Copyright – Albion Archaeology
<b>Data Storage</b>	
<b>Storage and Backup</b>	<i>Document any deviation from Procedure for backing up data and transfer to network.</i>
	Data will be stored on the Albion Archaeology network, or CBC SharePoint account, managed by Central Bedfordshire Council's ICT Team. During fieldwork, data will be managed in line with Project Procedures for backing up data and transferring it to the network. Digital photographs will be downloaded to the network at frequent intervals.



Access and Security	<i>Document any deviation, to provide access to data and any security measures required.</i>
	Data will be made available to the project team through the CBC SharePoint account. Selected data will be made available to external specialists where appropriate. There are no specific security issues.
<b>Selection and Preservation</b>	
Preservation Plan	<i>Document what data will be preserved and the repositories for the archive.</i>
	The physical archive, documentary and material, will be transferred to the Discover Bucks Museum. The documentary archive will contain any hard-copy data reports the repository wishes to receive. The digital data will be deposited with the ADS and will also be stored on the Albion Archaeology network. A copy of the report will be uploaded to OASIS.
<b>Data Sharing</b>	
Data Sharing Plan	<i>Document any addition to the dissemination of the data, other than deposition with the repository, HER and publication. Consider how this may be affected by file types, size, complexity and sensitivity of the data. Consider how data will be shared with externals during the project.</i>
	The digital data will be deposited with the ADS. A copy will also remain with Albion Archaeology and will be available on request where appropriate.
Data Sharing Restrictions	<i>Document any restrictions on the use of the data after project completion.</i>
	There are no restrictions on the use of this data after project completion, subject to client confidentiality, copyright, GDPR etc.
<b>Responsibilities and Resources</b>	
Responsibilities	<i>Document any deviation to the responsibilities set out in Data Management Procedure or Policy.</i>
	The Project Manager and Archaeological Archive Officer are responsible for ensuring that the DMP is followed.
Resources	<i>Consider any resources needed to deliver the plan, e.g. software, hardware, technical expertise, etc. Where dedicated resources are needed, these should be outlined and justified.</i>
	Resources required to deliver this plan are covered by the project budget or by Albion Archaeology, as are the costs of deposition of the archive.



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## 8. APPENDIX 3: SITE CONSTRAINTS/HEALTH AND SAFETY CONSIDERATIONS

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The following issues will be taken into consideration when planning the site works:

1. Live overhead services and potential underground services
2. Potential presence of contaminated materials, including asbestos
3. Presence of potentially unsafe buildings
4. Proximity of trenches to standing buildings
5. Safe access onto site for plant and staff, including turning off and onto Stewkley Road
6. Provision of staff welfare facilities
7. Proximity of trees and hedgerows
8. Public safety, in particular in relation to unfenced access to neighbouring land.



## 9. APPENDIX 4: PROJECT STAFF CVS

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### **Iain Leslie: Operations Manager**

#### *Technical qualifications*

MA European Prehistory, University of Sheffield 2007

BA (Hons) Archaeology, University of Sheffield 2006

Member of the Chartered Institute for Archaeologists

#### *Core Skills*

Responsible for co-ordinating Albion Archaeology's resources and overall quality control. Experience includes management of a wide range of archaeological fieldwork, from inception to publication and archive. Has played a major role in revising and creating Albion Archaeology's procedures, with particular emphasis on the use of database and GIS software in post-excavation analysis. Interests include the use of Open Source software for the analysis and visualisation of archaeological data.

#### *Employment History*

2023 to present: Operations Manager with Albion Archaeology

2018 to 2023: Project Manager with Albion Archaeology

2015–2018: Project Officer with Albion Archaeology

2011–2015: Archaeological Supervisor with Albion Archaeology

2009–2010: Assistant Archaeological Supervisor with Albion Archaeology

2008–2009: Archaeological Technician with Albion Archaeology

### **David Ingham: Archaeological Manager**

#### *Technical Qualifications*

MSt Professional Archaeology, Hertford College, Oxford, 2002

MA Classics, Hertford College, Oxford, 2000

Member of the Chartered Institute for Archaeologists

Fellow of the Society of Antiquaries

#### *Core Skills*

Management of watching briefs, evaluations and open-area excavations in Bedfordshire and the surrounding counties. Post-excavation analysis and publication of large rural sites. Editor of *Bedfordshire Archaeology* journal.

#### *Employment History*

2018 to present, Project Manager with Albion Archaeology

2006–2018, Project Officer with Albion Archaeology

2004–2006, Archaeological Supervisor with Albion Archaeology

2002–2004, Archaeological Technician with Albion Archaeology

2001–2002, Archaeological Site Assistant with Hertfordshire Archaeological Trust

### **Tori Guy: Assistant Archaeological Manager**

#### *Technical qualifications*

BSc (Hons) Archaeology, University of Bradford, 2010

Associate of the Chartered Institute for Archaeologists

Site Management Safety Training Scheme (SMSTS)

#### *Core skills/experience*

Has assisted the management of a wide range of archaeological fieldwork projects as well as the preparation of client reports, AUPDs and publications. Developed Albion Archaeology's digital on-site surveying methodologies, allowing rapid feedback of information for delivering efficient excavation strategies. Has a particular interest in community archaeology, including visiting schools and teaching the value of archaeology to the wider public.

#### *Employment History*

2019 to present, Assistant Archaeological Manager with Albion Archaeology

2016–2019, Project Supervisor with Albion Archaeology

2012–2016, Archaeological Technician with Albion Archaeology

2011–2012, Project Archaeologist with Archaeological Solutions

2008–2009, Ministry of Defence (1 year placement), Environmental Advisor (Archaeology)



## **Project Supervisor – to be confirmed**

### **Jackie Wells: Finds Manager**

#### *Technical qualifications*

MA Post-Excavation Studies, University of Leicester, 1990

BA (Hons) Archaeology and History, University of Nottingham, 1988

#### *Core skills*

Processing and analysis of ceramic and non-ceramic artefact types. Computer-based artefacts analysis. Establishment and maintenance of County Ceramic Type Series. Jackie has written the ceramic and non-ceramic sections for articles published in *Bedfordshire Archaeology*, the Bedfordshire Archaeology and Albion Archaeology monograph series, and numerous Albion Archaeology client reports.

#### *Employment History*

Over 30 years' postgraduate experience in processing and analysing artefactual assemblages, gained mainly through work in Bedfordshire and its surrounding counties. Independent of Albion, she has analysed the artefacts from the Roman roadside settlement at Alfoldean, West Sussex. She is a member of the Study Group for Romano-British Pottery and Roman Finds Group.

### **Joan Lightning: Geomatics Technician**

#### *Technical qualifications*

BA (Hons) Archaeology and Prehistory

HND (Merit) Practical Archaeology

City and Guilds: AutoCAD 4351-01, and 4351-03.

#### *Core skills*

Experienced in using AutoCAD, Gsys versions 2 to 5.0, Aerial 5.12, Surfer 7, IntelliCAD, Access, Word 97, Corel Photopaint, Corel Draw and Corel Trace. Uses data collected from field survey to produce landscape survey plans and 3d models/deposit models. Experienced at aerial photographic interpretation using Aerial. Joan has also undertaken some building recording work.

#### *Employment History*

1999 to present: CAD / Survey Technician for Albion Archaeology

1996–1999: Archaeological Technician / AutoCAD operator for Bedfordshire County Archaeology Service

1985–1996: Excavator on a variety of archaeological excavations covering many periods and in various parts of the country.

### **Helen Parslow: Archives Officer**

#### *Technical qualifications*

HND Practical Archaeology, Dorset Institute of Higher Education, 1988

Member of the Chartered Institute for Archaeologists

#### *Core skills*

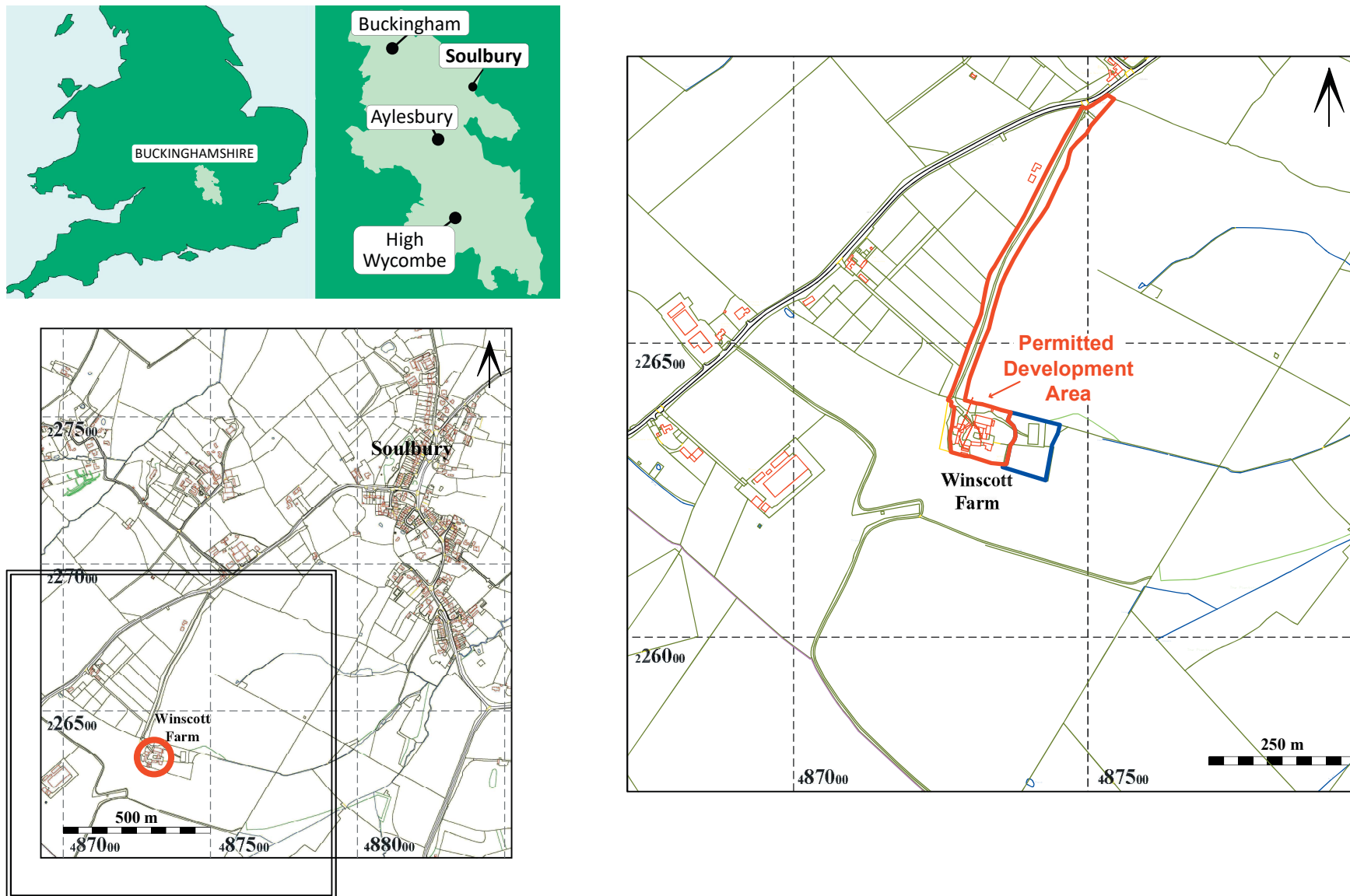
Overseeing the archiving and deposition of a variety of archaeological archives across a wide range of museums and other repositories.

#### *Employment History*

2004 to present, Archives Officer with Albion Archaeology

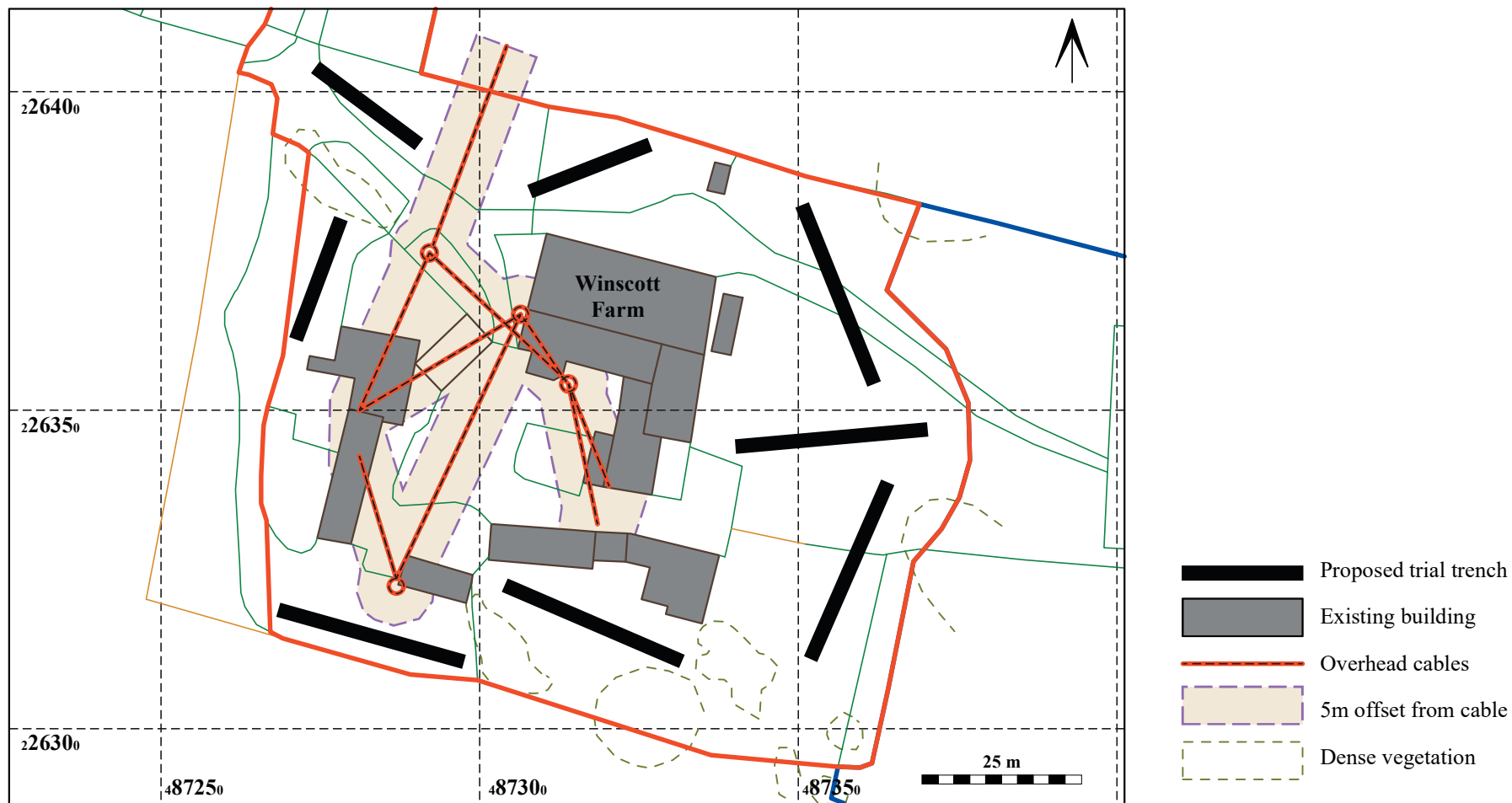
2001–2004, Archaeological Technician / Assistant Supervisor with Albion Archaeology

Prior to 2001, various archaeological employment as a site assistant



**Figure 1: Site location plan**

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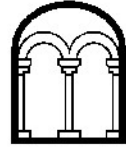
**Figure 2: Proposed trench layout**

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**Albion**  
archaeology



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