



KDK ARCHAEOLOGY LTD

Written Scheme of Investigation for Archaeological Observation, Investigation & Recording

The Manor House

Church Walk

Weston Turville

Buckinghamshire



Site Data

<i>KDK project code:</i>	632WTM		
<i>OASIS ref:</i>	kdkarcha1-502160	<i>Event/Accession no:</i>	TBC
<i>County:</i>	Buckinghamshire		
<i>Village/Town:</i>	Weston Turville		
<i>Civil Parish:</i>	Weston Turville		
<i>NGR (to 8 figs):</i>	SP 8592 1040		
<i>Present use:</i>	Staff accommodation		
<i>Planning proposal:</i>	Extension and alterations to existing staff accommodation		
<i>Local Planning Authority:</i>	Buckinghamshire Council Aylesbury Vale		
<i>Planning application ref/date:</i>	21/02823/APP		
<i>Commissioned by:</i>	Lisa Shell Lisa Shell Architects Ltd Unit EG2 Norway Wharf 24 Hertford Road London N1 5QT		
<i>Client:</i>	Charlotte Warner 27 Chepstow Place London W2 4TT		

Quality Check

<i>Authors</i>	Karin Kaye MA MCifA & Derek Watson PhD	<i>Version</i>	632/WTM/1.1	<i>Date</i>	12.08.2021
<i>Editor</i>	David Kaye BA ACifA	<i>Version</i>	632/WTM/1.1	<i>Date</i>	13.08.2021
<i>Revision</i>		<i>Version</i>		<i>Date</i>	

© KDK Archaeology Ltd 2021 No part of this document is to be copied in any way without prior written consent.

Every effort has been made to provide as complete and as accurate a report as possible. However, KDK Archaeology Ltd cannot accept any liability in respect of, or resulting from, errors, inaccuracies, or omissions contained in this document.

© Ordnance Survey maps reproduced with the sanction of the Controller of Her Majesty's Stationery Office.
KDK Archaeology Licence No. 100053538



Unit 3 Leighton Road Leighton Buzzard Bedfordshire LU7 1LA
Tel: 01525 385443
Email: office@kdkarchaeology.co.uk
Website: www.kdkarchaeology.co.uk





CONTENTS

1. Introduction	1
2. Aims & Methods	5
3. Archaeological & Historical Background	10
4. Reporting	15
5. Archive	16
6. Staffing	17
7. Programme	20
8. Other Requirements	21
9. References	23

Figures:

1. General location	2
2. Site layout	3
3. Development Plan	4
4. HER data plan	14

Appendices:

1. Environmental Sampling Strategy	25
2. Archive Collection and Selection Strategy	27
3. Initial Risk Assessment	32



1 Introduction

1.1 This Written Scheme of Investigation has been prepared on behalf of Charlotte Warner as a specification for Archaeological Observation, Investigation & Recording on The Manor House, Church Walk, Weston Turville, Buckinghamshire. The work, which is part of a requirement of the National Planning Policy Frameworks (NPPF), has been defined by Philip Markham, Buckinghamshire Council Archaeological Service (BCAS), on behalf of the Local Planning Authority (LPA), Buckinghamshire Council Aylesbury Vale Area. The relevant planning application reference is 21/02823/APP.

1.2 This Written Scheme of Investigation incorporates the requirements set out by Historic England in *Management of Research Projects in the Historic Environment* (2015) and covers:

- The scope of the project
- The objectives and methodologies
- The archaeological & historical context
- Dissemination of the results
- Archive deposition
- Details of permanent and specialist staff
- The proposed programme of work
- Relevant additional information, e.g. insurance, copyright etc.
- Bibliography of professional and academic resources

1.3 *The Site*

Location

The proposed development site is situated in the village and civil parish of Weston Turville, within the administrative district of Buckinghamshire Council Aylesbury Vale Area at National Grid Reference (NGR) SP 8592 1040 (Fig. 1).

Description

The site is located at the northern boundary of the grounds belonging to the 18th century, Grade II* listed Manor House. Also within the grounds is a motte and bailey castle, now a Scheduled Monument (NHLE ref 1006937). These are discussed in more detail in Section 3.8 below. The site is bounded to the north by Bear Brook, to the west/southwest by a stables and a grassy area, and to the east by trees and farmland (Fig. 2).

Geology & Topography

The bedrock geology is clay of the Gault and Upper Greensand Formations (undifferentiated), (<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>). No superficial deposits have been recorded by the BGS, but it was noted during excavations in 1985 that the motte is located on the edge of a gravel spread on which the village has been built (Yeomans 1986: 169). The site lies within the flood plain of the stream bounding the site to the north, at an approximate elevation of 114m AOD.

Proposed Development

The proposed development requires the erection of an extension and alterations to the existing staff accommodation building (Fig. 3).

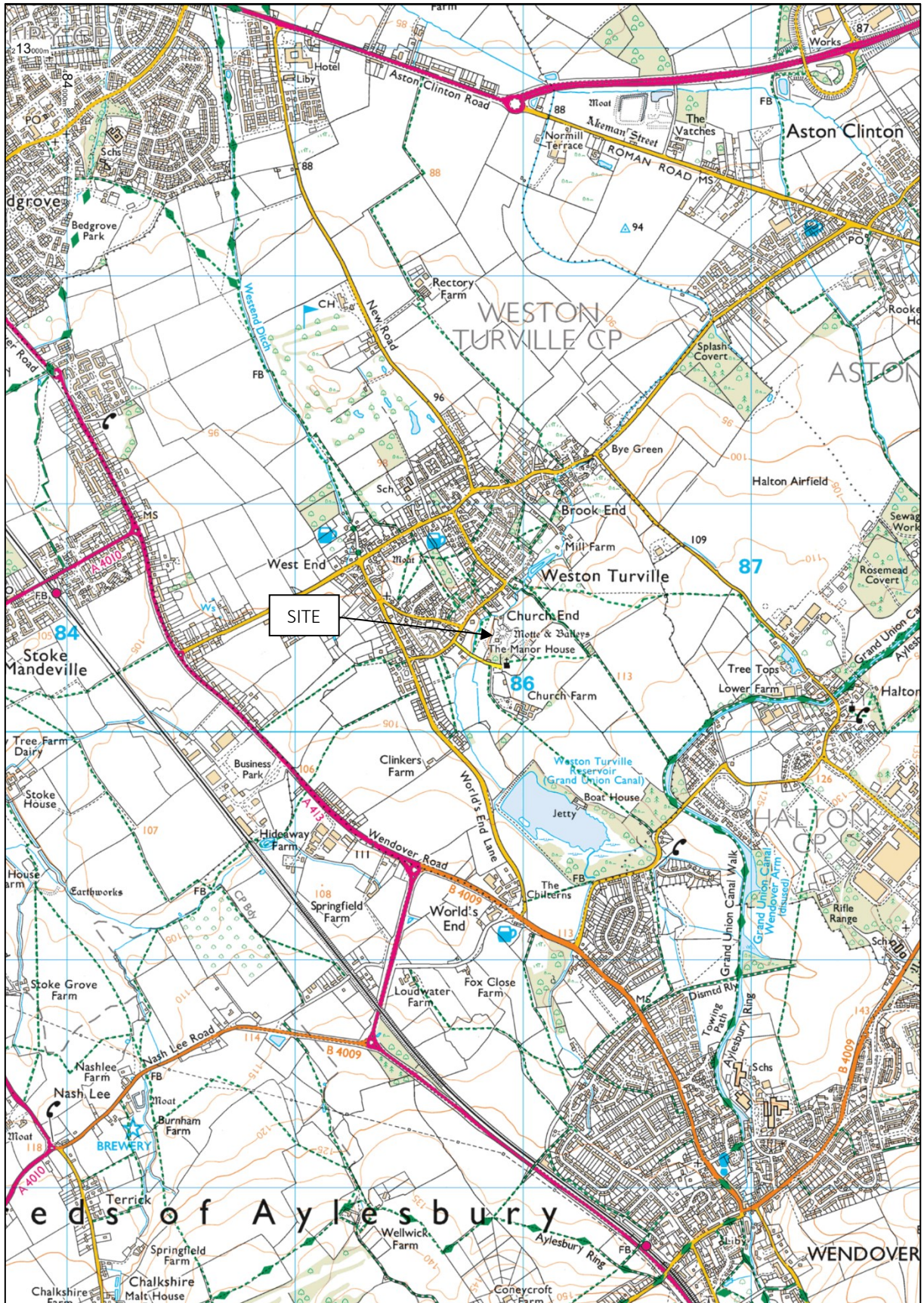


Figure 1: General location (scale 1:25,000)



Figure 2: Site layout (scale as shown)

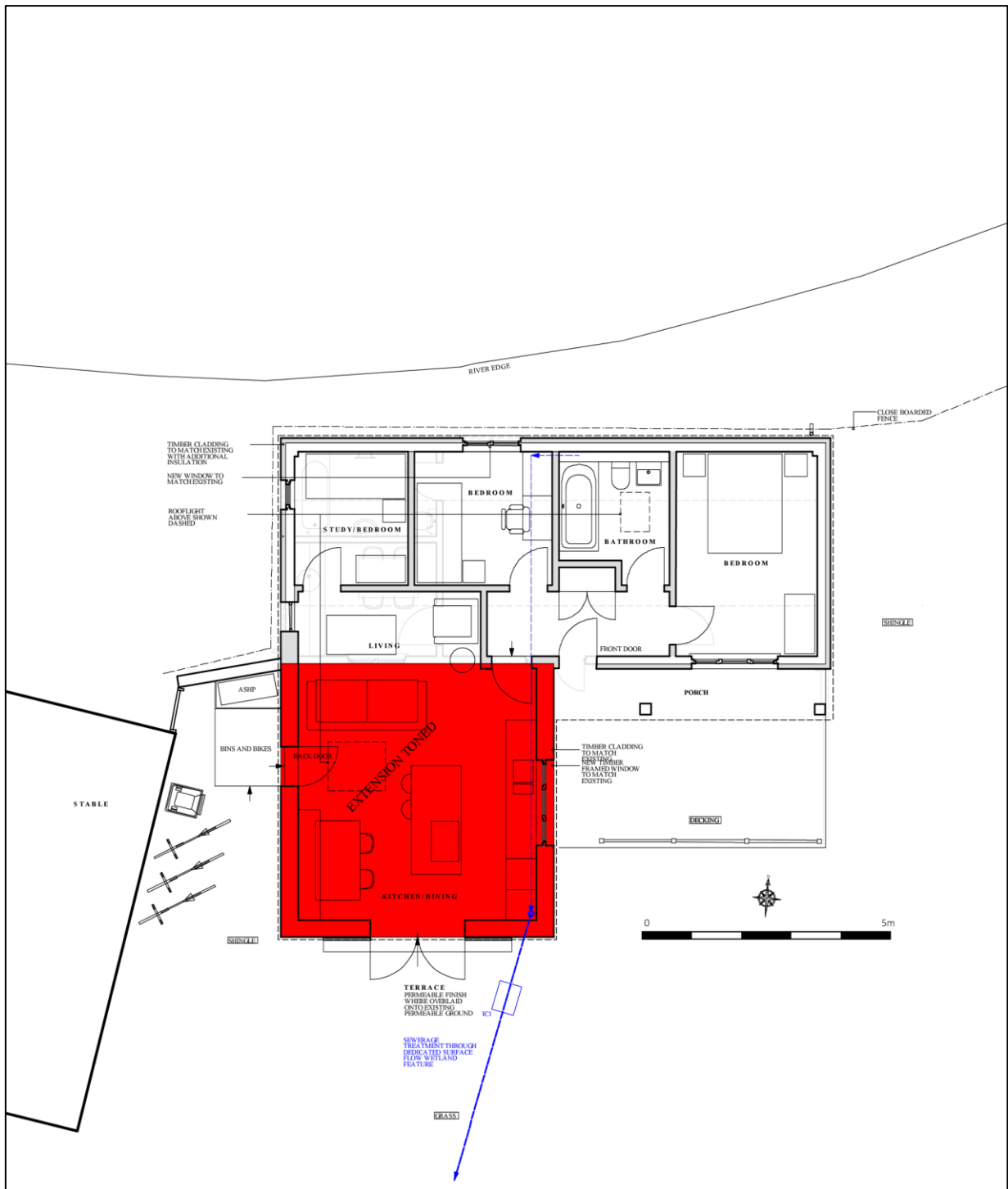


Figure 3: Proposed development plan (scale 1:125)



2 Aims & Methods

2.1 Aims

The aims of the project are:

- To establish the date, nature and extent of activity or occupation within the development area
- To establish the relationship of any remains found to the surrounding contemporary landscape
- To recover palaeo-environmental remains to determine local environmental conditions.

2.2 Standards

The work will conform to the following requirements:

- The relevant sections of the Chartered Institute for Archaeologists' *Standard & Guidance for an Archaeological Watching Brief* (ClfA 2020a)
- The Chartered Institute for Archaeologists' *Code of Conduct* (ClfA 2019b)
- Current Historic England guidelines (EH 2008, HE 2015)
- Data Protection Act 2018

2.3 Methods

The methods used will be as follows:

- The archaeological monitoring of all groundworks related to the development, including foundation trenches, service trenches, ground reduction, landscaping and any other ground impact. This will include a contingency for preservation or further excavation of any remains encountered
- The analysis of the results of the archaeological work with provisions for subsequent production of a report(s) and/or publication(s) of these results & an archive
- Provisions necessary to protect the archaeological interests of the site

2.4 Methodology: Watching Briefs

A programme of Archaeological Observation and Recording (also known as a Watching Brief) requires an experienced archaeologist to monitor groundworks such as footing and service trench excavation, ground reduction or landscaping on a development. This is undertaken in accordance with the building contractor's timetable and so requires close co-operation and communication between contractor and archaeologist.

Each site visit will generate observation records including sketches and photographs as appropriate. These will be entered on KDK *pro forma* sheets. Where possible professionally prepared plans of the development prepared for the client will be used as a basis for locating archaeological features and finds.

Should significant archaeological remains be revealed during the watching brief, an appropriate strategy will be agreed with the client and BCAS. Provision for this has been included in the project estimates. Detailed investigation will follow the methods set out in the following section.



2.5 **Methodology: Investigation** (if required)

Excavation

Archaeological features and deposits will be excavated by hand. All discrete features will be half sectioned, where safe to do so. At least 50% of each feature should be investigated. At least 10% of each linear feature will be sampled with slots at least 1m wide. Deeply stratified deposits will be investigated according to site conditions, location of deposits etc. and according to a site specific strategy agreed with BCAS.

Maximum depths of excavation will conform to current Health & Safety regulations.

Surveying

Temporary benchmarks will be established at the start of the fieldwork, which will allow all plans and section drawings to be located on the Ordnance Survey National Grid and accurate levels to be recorded.

Planning

Site plans will normally be drawn to a scale of 1:100 or 1:50. Where greater detail is required specific areas or features may be drawn to 1:20 or 1:10. Digital surveying equipment may also be used and the results presented in a CAD format. Sections will generally be drawn at 1:10, unless the size of the section is more appropriately illustrated at 1:20. Plastic film will be used for manual site drawings.

Recording

Each context will be recorded in either electronic format or on KDK's Context Record Sheet, which details dimensions, shape, fill type and inclusions, artefact content, samples and interpretation. A register of contexts will be maintained, and context records will be cross-referenced to all other records.

Photography

The primary photographic record will be compiled using a high resolution digital SLR (minimum 20 mmp) in both RAW and JPEG format, which may be supplemented by 35mm black and white photography if appropriate. Metric scales will be used in all photographs where appropriate. A cross-referenced photographic register will be maintained on KDK's Photographic Record Sheet.

Finds

All stratified finds will be collected by context and, if of particular significance, individually recorded in 3 dimensions on KDK's Object Record Sheet. Un-stratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.

Finds processing, which can take place during or after fieldwork, involves cleaning, marking, packaging, quantification and initial classification. In most cases the conservation of artefacts will take place after processing, but primary conservation of delicate artefacts may be required on site. First Aid for Finds by Watkinson and Neal (1998) is considered the standard reference for finds recovery, processing and packaging. Provision has been made for finds analysis and conservation in the project estimates.



Environmental

Environmental sampling strategies will be applied as appropriate and according to Historic England guidance (Campbell *et al.* 2011). See Appendix 1 for further details.

If appropriate, environmental samples will be taken from features to enable their date, nature, and condition to be described and analysed. Samples will be taken from the fills of features where organic materials may be preserved, such as pits, ditches and other deposits, especially if waterlogged.

Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) will be collected by hand. Separate samples (c. 10ml) will be collected for micro-slugs (hammer-scale and spherical droplets).

Samples will be taken for scientific dating (such as radiocarbon dating) where, for example, dating by artefacts is insecure or absent and where dating is necessary for the specification for subsequent mitigation strategies (see section on scientific dating below for more information).

Geoarchaeological assessment of buried soils and sediment sequences may also be undertaken if appropriate. This will be done by field inspection by a specialist geoarchaeologist who, following discussion with the Archaeological Advisor, may take samples for laboratory assessment where appropriate,

Deposits will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological remains. The sampling strategy will be developed in collaboration with KDK's consultant specialist. Flotation samples and samples taken for coarse-mesh sieving from dry deposits will be processed at the time of the fieldwork if possible, in order to allow a variation of sampling strategies if necessary.

Sampling strategies for wooden structures will follow the methodologies presented in English Heritage's *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (2010) and guidance (Campbell *et al.* 2011).

All samples will be recorded on KDK's Sample Record Sheet, and a register of samples will be maintained. Provision has been made for sampling, analysis and reporting in the project estimates.

Collection and Selection Strategy

A collection and selection strategy, relating to all aspects of the projects created data and found material, will be agreed between the KDK, BCAS and the Depositing Museum. This strategy is outlined in Appendix 2.

Scientific Dating

A number of scientific dating techniques are available. Radio-carbon or C14 dating is commonly used to date organic remains including human remains where no other means of dating is available. Archaeomagnetic or thermoluminescence dating may be applied to pottery or ceramic building materials, kiln linings etc. Dendrochronological dating may be possible on certain species of timber where sufficient growth rings have survived. Provision has been made for scientific dating in the project estimates.



Human Remains

An exhumation license from the Ministry of Justice is necessary if human remains are encountered (Section 8.6, below). Under the Human Tissues Act 2004, the Environmental Health Officer must also be notified if the remains are less than 100 years old. Although human remains are generally left *in situ*, if possible, during any investigation or removal of remains will be agreed between KDK, the client, and BCAS other appropriate authorities and will be undertaken in accordance with current guidelines (McKinley & Roberts 1993, Brickley & McKinley 2004). Any and all human remains will be treated with care and respect.

Security

The security of the archaeological remains, the archive and the site as a whole will be safeguarded as much as possible. The security of individuals on site, whether KDK staff or not, will perforce take precedence.

2.6 ***Requirements for the Building Contractor***

- Footings, service trenches, soakaways, and ground reduction are to be monitored
- Contractor needs to notify KDK in advance of work

2.7 ***Post-excavation work***

The archaeological fieldwork will be followed by a period of post-excavation processing and analysis, which will include the cataloguing and analysis of any finds and samples, and the preparation of the archive for the site report and its subsequent deposition.

Artefacts, biological samples and soils will be assessed for evidence of site and deposit formation processes and taphonomy, and especially for evidence of recent changes that may have been caused by alterations in the site environment. Assessment should include x-radiography of all iron objects, (after initial screening to exclude obviously recent debris), and a selection of non-ferrous artefacts (including all coins). Where necessary, active stabilisation or consolidation will be carried out, to ensure long-term survival of the material, but with due consideration to possible future investigations.

Assessment of any technological residues will be undertaken and where appropriate, samples will be submitted for scientific dating.

All soil samples collected for biological assessment, or sub-samples of them, will be processed in-house before being sent to the specialist(s) to assess the preservation state, density and significance of material retrieved. Special consideration will be given to any evidence for recent changes in preservation conditions that may have been caused by alterations in the site environment.

Samples collected for geoarchaeological assessment will be processed as deemed necessary by a recognised specialist, particularly where storage of unprocessed samples is thought likely to result in deterioration. Appropriate assessment will be undertaken. Where preservation *in situ* is a viable option, consideration should be given to the possible effects of compression on the physical integrity of the site and to any hydrological impacts of development.

Animal bone assemblages, or sub-samples of them, will be assessed by our in-house or consultant specialist as appropriate.



Assessment of human remains will have been based partly on in situ observation, but where skeletal remains have been lifted assessment will be undertaken by our in-house specialists.

Artefacts such as pottery, glass, small finds etc, will be assessed by the relevant specialist (see Section 6.2).



3 Archaeological & Historical Background

- 3.1 Weston Turville lies on the crossing of the Roman Road, Akeman Street, and the Lower Icknield Way (VCH online), yet there are only few remains within the archaeological record to testify to activity within the study area before the late Saxon period. Nonetheless, the discovery of an isolated 2nd century Romano British cremation burial and pottery spanning the entire Saxon period provide particular points of interest in the periods pre-dating the construction of a motte and bailey castle sometime after the Norman Conquest. The castle survived only until 1174, but the site remained an important moated manorial holding, with further moated sites constructed elsewhere in the village in the medieval period.

The medieval watermills recorded in the Domesday Survey continued in use throughout the medieval period; the last only ceased operating in 1938. The settlement remained otherwise rural, with agriculture and duck breeding being the main economic drivers in the early 20th century.

This section has been compiled with information from the Buckinghamshire Historic Environment Records (Ref:1191), reliable online resources and KDK's own library.

3.2 *Prehistoric* (before 600BC)

The earliest known evidence for human activity within the study area is a Mesolithic flint discovered during housing development west of the Manor House on the corner of School and Church Lanes (HER 0523700001). Two Neolithic-Bronze Age flint flakes have also been discovered around Burnside (HER 0411700002), to the southwest of the Manor.

3.3 *Iron Age* (600BC - AD43)

There is slight evidence for Iron Age activity in the form of a quern fragment found near Church Farm (HER 0105900000) and the late Iron Age-Roman pottery discovered whilst digging out the floor in a house in Church Lane (HER 02489000000).

3.4 *Roman* (AD43 - c.450)

Although some Roman artefacts have been discovered within the grounds of the Manor House (HER 0106201000), and close to the church (HER 0294200002 & 0248900000), there is no evidence for a settlement within the study area. Nonetheless, the cremated remains of a woman interred in an amphora were found in the Rectory Gardens by a labourer in the 1850s (HER 0015700000, 0015700001). Accompanying the burial were three Samian pots dating from c.150AD (HER 0015700002), four other pots (HER 0015700003), four bottles (HER 0015700005), bone pins (HER0015700006), a brooch in the shape of a running hare and another in the form of a fly (HER 0015700004), glass beads (HER 0015700009), the remains of a wooden casket (HER 0015700008), the remains of leather shoes or sandals (HER 0015700010) and fragments of a mirror (HER 0015700007).

3.5 *Saxon* (c.450 - 1066)

The existence of an early Saxon settlement in the area is indicated by the discovery of early, mid and late Saxon pottery in allotments around Burnside (HER 0411700001). A strap end dating from the 9th or 10th century was discovered in a nearby garden (HER MBC298180). Both finds are c.200msouthwest of the parish church which lies immediately to the south of the Manor. Whether there was continuous or intermittent settlement in the Saxon period has yet to be ascertained, but certainly by the time of the Battle of Hastings several landholdings had been established of which Earl Leofwine held 9½ hides and Godric the Sheriff 3½ hides. Two men of Godric also held 3½ hides, a man of Earl Tosti held 2 hides and two men of the Bishop



of Lisiuex held 1½ hides each (Williams & Martin 20021: 396). It was a valuable estate with 4 mills, woodland for 100 pigs and worth £15 during King Edward's reign (*ibid*).

3.6 **Medieval** (1066 - 1500)

Following the Norman Conquest, the landholdings were awarded to the Bishop of Bayeaux, whose estates were forfeited following his failed rebellion against William Rufus, the Conqueror's son, in 1088 (Hagerty 1986:179). The estate was held by Simon de Montfort in the early 13th century, but Weston Turville later became part of the Duchy of Lancaster (VCH online).

The late Saxon/early medieval settlement appears to have been focussed close to the south of the present Manor House and church. Medieval and post-medieval pottery has been found on allotments around Burnside, in the same area as early-late Saxon pottery was discovered (HER 0411700001). Possible medieval house platforms along with a possible holloway have been recorded 300m to the northwest of the church (HER 0294200000). Pottery found in association with these platforms were dated to the 14th century (HER 0294200001). Another series of house platforms and holloways was identified along the road to the church (HER 0412700000 & 0412702000).

Weston Turville watermill, a 17th century corn mill on the site of the medieval mill was in use until 1938 (HER 0069200000). This was situated to the north of the Manor House, in close proximity to a moated site at Brook End (HER 00411000000). Pottery dating from the 12-13th century was found nearby (HER 0294202000). Another mill is thought to have been located to the south of the church (HER 0412701000), and a third (HER 0412801000) was located 200m north of the manor where a ford is depicted on the 1799 Enclosure Map (HER 0412800000). Although the watermills to the north of the manor and south of the church have been largely identified by post-medieval bricks, the location of their medieval precursors would undoubtedly have been close by.

A new housing development at the corner of School and Church Lanes revealed considerable quantities of medieval pottery and other finds that may be indicative of a shrunken medieval village (HER 0523700000 & 0523700002).

The church of St Mary dates from the 13th century with a 15th century clerestory and tower (HER DBC 4227). It has been suggested that this was built to replace a chapel that stood within the grounds of the motte and bailey castle (HE R0105600000; Yeomans 1986: 177). The castle is discussed in more detail in Section 3.8 below.

3.7 **Post-medieval** (1500 - 1900)

A number of other buildings survive from the post-medieval period, including the 16th or early 17th century timber framed house at 1 Bates Lane, later divided into two cottages (HER DBC3319). 10 & 12 Church Lane probably dates from the second half of the 16th century and has a 17th century outshut (HER DBC3712). Number 26 School Lane is a 17th century timber framed building, as are numbers 3,4 and 5 Willow End, formerly a cottage and barn (HER DBC2217). The Chequers Inn dates from the 18th or early 19th century but has an earlier wing to the north dating from the 17th century (HER DBC2229). The churchyard gate is thought to have been constructed in the 18th century (HER DBC4132).

The 19th century architect, George Gilbert Scott, who is better known for his neo-gothic buildings, designed the former rectory in the classical style in 1838 (HER DBC3138).



In 1908 the parish of Weston Turville was described as being a mixture of arable and pasture with some 7 acres of woodland. Agriculture and duck breeding were the main sources of income, with some straw plaiting although that was already a dying craft (VCH online).

3.8 *Site specific*

The proposed development is located at the northern end of the grounds belonging to the Manor House, which is distinguished not only by the 18th century Grade II* listed house (HER 0105601001), but also by the remains of a motte and bailey castle (HER 0105600000), now a Scheduled Monument (NHLE 1006937). Trial trenching in 1985 was able to ascertain that the mound was constructed by heaping up the clay that had quarried from the ditch in layers that sloped from south to north (Yeomans 1986: 171). The mound is approximately 5m high although it is thought to have been at least 1m higher when first built. The motte ditch is c.9m wide with a stepped base and survives to the east and northeast of the mound, but the northwest was probably protected by the flood plain and a ditch would not have been necessary there. Two postholes discovered between the ditch and the edge of the mound base indicate the presence of either a palisade or a bridge abutment (*ibid*). The ditch appears to have been backfilled in the 13th or 14th century after which a stone structure was built as evidenced in a 2m long wall aligned northeast to southwest with a return at the eastern end survived within the evaluation trench (*ibid*: 173). Two 12th century stone voussoirs were discovered in the ditch along with unworked stone pieces and timber offcuts (HER 0105600003; Yeomans 1986: 176).

The castle was destroyed under king's orders in 1173/4 (Hagerty 1986) after which the site became a moated manor. A further moat was added to the east and another to the southeast. A rectilinear enclosure was formed to the east of this in the 18th century (Yeomans 1986: 169). John de Molyns and his wife Egidia were granted permission to crenellate their manor in 1334 and the stone wall mentioned above is probably part of this crenellated structure (HER 0105601000).

It is not recorded what the fate of this medieval manor was, but the present manor house was constructed in the 18th century and is Grade II* listed (HER 0105601001 & DBC4133). It is described as follows (NHLE 1332909):

Early C18 with later C18 west wing. Plum brick with red brick dressings. Remains of tuck pointing. Old tiled roof with end chimney stacks, heavy bracketted wood eaves cornice, Double pile plan. 3-storeys, front has 5 bays of sash windows with gauged brick segmental arches, C19 glazing pattern. Central 6-panel door with radiating and wreathed fanlight and panelled reveals under restored Doric pediment with panelled soffit, columns and pilasters, entablature with swags and reeding on frieze. Central 1st floor window semicircular arched with C20 radiating fanlight. West wing is brick with low hipped old tiled roof and coved moulded brick eaves cornice. 2- storeys, 1st floor band, west elevation has 3 bays of gothic patterned sash windows under gauged brick arches, semicircular to centre, venetian to side bays. Projecting central porch with canted sides and small Y traceried windows, C20 glazed door with semicircular radiating iron fanlight, Doric pilasters supporting entablature with dentil cornice.

Interior Entrance hall has re-used C17 oak panelling with fluted frieze. C18 panelled arch to staircase hall. C18 wooden staircase with shaped tread ends and turned balusters. LH front room has plain C18 paneling, moulded cornice and wood bolection moulded chimneypiece. LH 1st floor room has early C18 panelled stone chimneypiece with early C19 gothic pattern grate. West wing RH ground floor room has fine late C18 carved wood chimneypiece, frieze with central panel of shepherd and sheep, ceiling with original margin with moulded plaster vine pattern, C20 central panels and boss. 1st floor room above has C18 dentil cornice and floral



frieze, marble chimneypiece with enriched moulded cornice, C20 wall panels and ceiling pattern.

The 19th century Manor House Lodge is Grade II listed (HER DBC3482) and is described as follows (NHLE 1118359):

House. Early C19, red and blue brick, one gable now tile hung, tiled roof. 1 storey and attic. West elevation has central projecting gabled porch with stepped brick verge, elliptical arched opening with brick imposts, narrow semicircular arched openings to side walls. Side bays each have 2-light transomed diamond leaded windows with segmental arched head. S. elevation has 2 projecting gables, LH gable tile hung, with 2-light window to each floor, transomed to ground floor and 4 similar windows to recessed central section, all with diamond leaded glazing.

Of interest are the finds discovered in the grounds not directly associated with the medieval manor, which include Roman pottery (HER0106201000) and a 9th century plaited gold finger ring described as 'Viking' (HER 0106200000). Also of interest is the uncertainty of the date the motte and bailey castle was constructed. Although first mentioned in a document of c.1145, it has been suggested it could date from the Norman Conquest and strengthened during the Anarchy period (Hagerty 1986: 181).

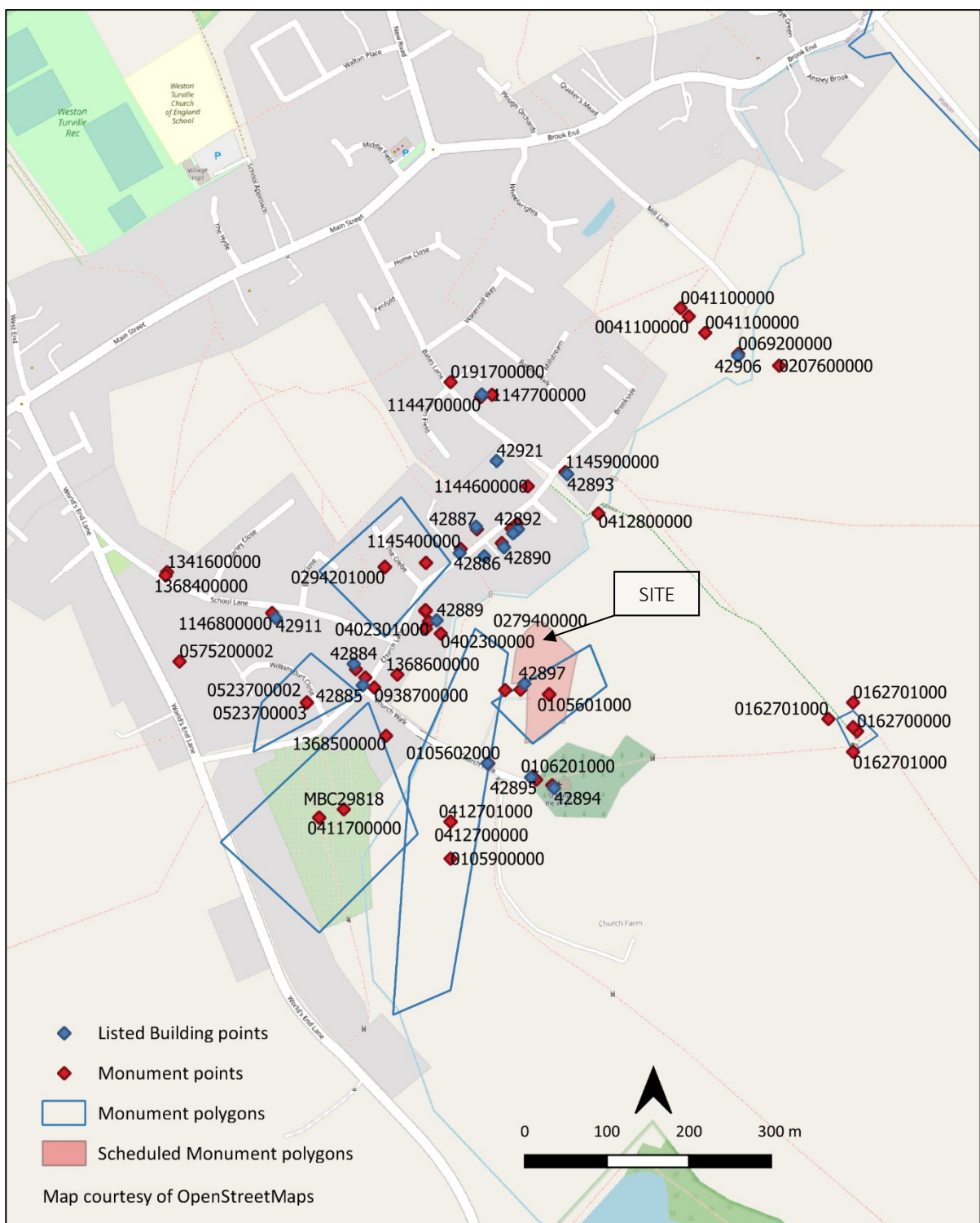


Figure 4: HER data plan (scale 1:7,500)



4 Reporting

- 4.1 A report will be compiled bringing together all the field-work and post-excavation results. The report will typically include:
- A concise non-technical summary of the results
 - The objectives of the project
 - The methodologies used
 - The circumstances and date at which it was undertaken
 - The identity of the organisation and individuals carrying out the work (in particular the names of the project director, site supervisor and any specialists), in line with GDPR requirements.
 - A summary of the history and archaeology of the site and its context
 - A written account of the results of the project with appropriate supporting illustrations.
 - A conclusion, summarising the results and examining their significance
 - Statement of confidence rating
 - References
 - An index to and the proposed location of the archive
 - Appendices as appropriate
- 4.2 Electronic and/or paper copies of the report will be provided for the client, BCAS and the HER as required.
- 4.3 Interim reports on the project will be submitted to any relevant regional and county journals (e.g. *Records of Buckinghamshire*), and to any relevant specialist journals (e.g. *Industrial Archaeology Review*, *Journal of the Historic Farm Buildings Group*), within one year of the project's completion.
- 4.4 The project has been registered with the Archaeology Data Service, which will allow an OASIS summary form and the report to be submitted once it has been approved.
- 4.5 Where the archaeological remains revealed require sufficient further analysis for a detailed academic report, a post-excavation strategy will be agreed between KDK and BCAS. This additional programme of work will follow guidelines established by Historic England (2015), consisting of successive stages of archive assessment, analysis, research and report preparation.



5 Archive

- 5.1 The project archive consists of the electronic and paper records, photographs, artefacts and environmental samples. On occasion associated records, photographs or finds are also acquired. It is essential that this primary information is stored in a suitable environment to allow it to be studied by anyone with an interest to do so.
- 5.2 During the course of the project the client will be asked to sign a Transfer of Title form to allow any artefacts found during the excavation to be deposited as part of the full archive with the local museum.
- 5.3 Buckinghamshire County Museum has been contacted to make preliminary deposition arrangements. On completion of the project, the archive will be prepared for long term storage in accordance with guidelines prepared by the ClfA (ClfA 2020b), the UK Institute of Conservation (Walker 1990) and the Museums & Galleries Commission (Paine 1992).
- 5.4 KDK Archaeology utilises the ClfA 'Toolkit for Selecting Archaeological Archives' (ClfA 2019a) and all stakeholders including specialists, will be consulted when devising the selection strategy for the site (see Appendix 2). The selection strategies take into account:
- The specific aims and objectives of the project
 - Relevant thematic or period specific research frameworks
 - Specific material guidance documentation
- 5.6 A Digital Data Management Plan will be compiled in consultation with Buckinghamshire County Museum and included in Appendix 2. It will also be maintained as a separate document for ease of updating. The plan will be reviewed during the course of the project, either during the fieldwork, at the post-excavation stage or both, and any amendments will be submitted to BCAS.



6 Staffing

6.1 *KDK Staff*

After many years of working in tourism and academic libraries, Karin Kaye fulfilled a long ambition in graduating from the Institute of Archaeology, UCL with an MA and first class honours degree in medieval archaeology. Since starting her career in commercial archaeology in 2000 she has gained considerable experience in managing all types of archaeological projects as well as specialising in historic buildings and church archaeology. She is a full member of the Chartered Institute for Archaeologists, the Cambridge Antiquarian Society, the Society for Church Archaeology, the Vernacular Architecture Society, the Dunstable History Society, St Albans and Hertfordshire Architectural and Archaeological Society and the Leighton Buzzard and District Archaeological and Historical Society.

David Kaye graduated with an honours degree from the Institute of Archaeology, UCL in 2004 following a long career in photography and graphic design. He joined Heritage Network whilst still a student and gained considerable experience in his seven years there and in the years since. Apart from the day to day site management, David has been responsible for training staff in how to survey sites and post-excavation CAD work. More recently he has developed a tablet-based electronic recording system for site records. David is an Associate member of the Chartered Institute for Archaeologists and the Leighton Buzzard and District Archaeological and Historical Society.

Laura Dodd graduated from the University of Reading in 2013 achieving a BA in archaeology. After graduating she continued her studies at Durham University where she achieved an MSc in Palaeopathology. As well as studying abnormality and diseases on the human skeleton she also has an interest in the isotopic analysis of human remains. During her time at Durham she assisted in a project to identify potential childhood origins of several individuals found in a mass grave. Laura has attended several large scale excavations such as the Roman field school at Silchester and the Amheida project in Egypt's Dakhla oasis. Laura is an Associate member of the Chartered Institute for Archaeologists.

Ellen Shlasko graduated from Yale University with a PhD in Anthropology. She also holds an MA in Anthropology with a specialization in Historical Archaeology from the College of William and Mary in Virginia. After a twenty year career in academic and commercial archaeology in the United States, she moved to the UK and has enjoyed getting back to one of her early interests, the archaeology of Roman Britain, which was the subject of her undergraduate dissertation.

Chris Martin-Taylor graduated from Bournemouth University in 2015 with a BSc in Archaeology. Prior to that, he studied for a foundation degree in Applied Architectural Stonework and Conservation in Dorchester and Weymouth, which included practical training in stonemasonry and historic building conservation. He has worked on several sites in the East of England, as well as volunteering on excavations at Bamburgh Castle and the Bradford Kaims, and taking part in the construction of Guédelon Castle in France, which is being built using only historically accurate tools and construction methods. Chris joined KDK in June 2017 and is keen to further develop his interest in the archaeology and conservation of historic buildings, as well as the Anglo-Saxon and medieval periods.

Nicola Bell joined KDK in 2016 after taking early retirement from a long career in senior management in the NHS. She manages post excavation work and is the company archivist, whilst also taking a part-time degree in archaeology at Leicester University.

Barney King began working in archaeology after a varied career as a projectionist, theatre technician and plumber's assistant, among other occupations. He started working on large



scale Romano-British sites in Hertfordshire and Buckinghamshire, after enjoying a stint of archaeological volunteer work. He joined KDK as field technician and company quartermaster in March 2017.

Derek Watson graduated from the Institute of Archaeology (IoA), UCL in 2004 with a PhD in Archaeology. Derek also has a BSc from the IoA and an MSc from the University of Sheffield in archaeological environmental science and palaeoeconomics. He has worked on both commercial and, predominantly, academic archaeological projects in North America, Europe, North and West Africa, and has directed his own research projects in Ghana.

Florian Weber graduated from the University of Zurich in August 2017 with an MA in Medieval Archaeology. After graduating he moved to the UK where he started his career in archaeology, having worked as a Business Travel Agent for several years. He worked on a number of sites in Milton Keynes and the South-East of England and was made Site Supervisor in 2019 when he became responsible for all types of archaeological projects, such as watching briefs, evaluations and open excavation sites. Florian joined KDK in May 2021 and is keen to further develop his career in archaeology and especially in the field of historic buildings. He is interested in medieval archaeology, art and architecture, the archaeology of the Roman Provinces and the classical archaeology of Greece.



6.2 *Specialists*

The following are KDK's preferred specialists:

Subject	Specialist	Organisation
Building materials: Roman	Rob Perrin	Freelance
Building materials: post-Roman	Karin Kaye	KDK Ltd
Ceramics: prehistoric	Emily Edwards	Freelance
Ceramics: Roman	Rob Perrin	Freelance
Ceramics: Post-Roman	Paul Blinkhorn	Freelance
Coins: Roman	Kris Lockyear	Inst. of Archaeology, UCL
Coins: Saxon	Anna Gannon	Freelance
Coins: Post-Saxon	Murray Andrews	Freelance
Environmental: seeds	Lisa Gray	Freelance
Environmental: archaeobotanical	Lisa Gray	Freelance
Environmental: mollusca	Mike Allen	Freelance
Environmental: soils	Mike Allen	Freelance
Environmental: animal bone	Derek Watson	KDK Ltd
Environmental: animal bone	Matilda Holmes	Freelance
Environmental: human bone	Laura Dodd	KDK Ltd
Environmental: human teeth	Patrick Mahoney	KORA
Environmental: pollen	Rob Scaife	Freelance
Bone antler & ivory small finds	Ian Riddler	Freelance
Glass	Hilary Cool	Freelance
Lithics	Sarah Bates	Freelance
Lithics	Lyndon Cooper	ULAS
Metalwork	Quita Mould	Freelance
Quernstones	Chris Green	Freelance
Industrial waste	Lynne Keys	Freelance
Saxon & medieval small finds	Rosie Weetch	Freelance
Timber	Damian Goodburn	Freelance
Illustration	Frances Saxton	Freelance



7 Programme

7.1 A programme of monitoring will be agreed with BCAS prior to the commencement of fieldwork and in full consultation with the client. KDK will keep BCAS and the client informed of progress.

7.2 Unless significant archaeological remains are encountered requiring further analysis, the report will normally be available no later than four weeks after the fieldwork has been completed. The archive will normally be ready for deposition within six months of completion of the report.

7.3 *Proposed Programme*

A provisional outline of the timetable and staffing of the different phases of the projects are as follows:

Stage	Days	Staff
Observation and recording	As required	Site Director
Investigation & Recording of Significant Archaeology	As required	Site Director/Site Assistant
Report	2 minimum	Site director
Specialist Reports	As required	Appropriate specialist
Archive	0.5	Archivist



8 Other Requirements

8.1 *Health & Safety*

All work by KDK staff will be carried out according to the relevant Health and Safety legislation. This includes, *inter alia*, the following:

- Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992
- Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992

A copy of KDK's *Health and Safety Policy* will be supplied if requested by client or BCAS. An Initial Risk Assessment (Appendix 3) has been completed prior to the commencement of the project, and will be checked and updated on site.

In the current situation with Covid-19, all health matters will be under constant review, and working practices will be adapted accordingly.

8.2 *Insurance*

KDK holds the following insurance cover (further details can be provided if required):

Employer's Liability	£10,000,000
Public Liability	£5,000,000
Professional Indemnity	£1,000,000

8.3 *Copyright*

Unless otherwise agreed, full copyright of any written, graphic, electronic or photographic records and reports rests with KDK, which will licence their use in relation to the specific project by the client or sponsoring body in all matters relating to the project, as described in this Written Scheme of Investigation.

KDK will assign joint copyright to the museum or repository undertaking curation of the archive, but retains the right to be identified as author of all project documentation and reports, as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, sec.79).

8.4 *Curatorial Requirements*

Monitoring is carried out by BCAS to ensure that project is being carried out in accordance with the brief and approved Written Scheme of Investigation, to enable the need for modifications to the project to be independently considered and validated and to control and validate the use of available contingencies. BCAS will be advised of the start date and the anticipated duration of the project at least one week before the commencement of the fieldwork. BCAS will be allowed access to the site as required, as will other professionals as required to ensure compliance with project health and safety requirements and access controls.

8.5 *'Treasure'*

The 1996 *Treasure Act* and its 2003 amendment specifies that the finders of specific types of artefacts it defines as treasure must report them to the Coroner within fourteen days of



discovery. Failure to do so could lead to a maximum penalty of three months in prison and a fine of £5000. Further details are available on the Portable Antiquities Scheme website at www.finds.org.uk. The Portable Antiquities Scheme will be notified of any finds that could be considered treasure within 48 hours of discovery.

8.6 ***Human Remains***

Under recent changes in legislation to Section 25 of the Burials Act 1857, an application for a licence should be made whether buried human remains are to be removed from the ground or intended to be left *in situ* (since excavation is likely to disturb them). A site-specific licence will be procured from the Ministry of Justice in advance of the project if human remains are thought to be encountered during the fieldwork.

8.7 ***General Data Protection Regulations***

As data controllers for personal information collected during the project, KDK will comply with the principles and letter of the GDPR regulations in the processing, management and archiving, where appropriate, of that data.



9 References

Standards & Specifications

- Allen J. L. & Holt A. St J. 1986 (with later updates) *Health & Safety in Field Archaeology*. London: Federation of Archaeological Managers & Employers
- Brickley M. & McKinley J. I. 2004 *Guidelines to the Standards for Recording Human Remains*. Chartered Institute for Archaeologists Technical Paper
- Buckinghamshire County Archaeology Service 2014 *Generic Brief for Archaeological Watching Brief*
- Campbell G, Moffett L & Straker V 2011 *Environmental Archaeology: a guide to the theory and practice of methods from sampling and recovery to post-excavation*. Portsmouth: English Heritage
- CIfA 2019a *Archaeological Archive Selection Toolkit*. Reading: Chartered Institute for Archaeologists
- CIfA 2019b *Code of Conduct*. Reading: Chartered Institute for Archaeologists
- CIfA 2020a *Standard and Guidance for an Archaeological Watching Brief*. Reading: Chartered Institute for Archaeologists
- CIfA 2020b *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*. Reading: Chartered Institute for Archaeologists
- CIfA 2020c *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Reading: Chartered Institute for Archaeologists
- EH 2008 *The Management of Research Projects in the Historic Environment. PPN3: Archaeological Excavation*. London: English Heritage
- Ferguson L. M. & Murray D. M. 1997 *Archaeological Documentary Archives: Preparation, Curation and Storage*. Chartered Institute for Archaeologists' Paper 1
- Gurney D. 2003 *Manchester: Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Paper 14
- HE 2015 *The Management of Research Projects in the Historic Environment: the MoRPHE Project Managers' Guide*. London: Historic England
- McKinley J.I. & Roberts C. 1993 *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains*. Chartered Institute for Archaeologists Technical Paper 13
- Paine C. (ed) 1992 *Standards in the Museum Care of Archaeological Collections*. London: Museums & Galleries Commission
- Walker K. 1990 *Guidelines for the Preparation of Excavation Archives for Long-Term Storage*. London: United Kingdom Institute for Conservation, Archaeology Section
- Watkinson D. & Neal V. 1998 *First Aid for Finds*. Hertford & London: Rescue

Secondary Sources

- British Geological Survey (BGS): <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>
- Hagerty, R.P. 1986 The Turvilles and the Castle of Weston Turville *Records of Bucks* Volume 28, 179-181
- Williams A. & Martin G.H. 2002 *Domesday Book: A Complete Translation*. London: Penguin



Yeoman, P. 1986 Excavations at the Motte, Weston Turville 1986 *Records of Bucks* Volume
28, 169-178



Appendix 1: Environmental Sampling Strategy

Stage 1: Pre-excavation

KDK's general environmental sampling strategy is outlined in Section 2.3. Where appropriate a more detailed site specific strategy will be formulated at the start of a project based on the advice of KDK's Environmental Specialist and/or Historic England's Regional Science Advisor. The sampling strategy will:

- Take into account the research aims and objective of each individual project
- Identify the different categories of environmental remained expected to be encountered
- Outline the environmental analysis to be completed

The sampling strategy will be regularly reviewed throughout the excavation to ensure that it remains appropriate to the specific research aims.

Stage 2: Excavation

The sampling strategy outlined during Stage I will be readdressed after the site has been stripped. The updated strategy will be discussed with all on site personnel as well as BCAS, the ES and HE where appropriate. The on-site collection and treatment of samples will be as follows:

- Sample sizes will normally comprise 40 litres of material; however, more or less than 40 Litres can be taken if deemed appropriate. <100% of smaller features such as postholes will be collected.
- Samples from wet or waterlogged contexts will be prioritized as these conditions are better suited for the preservation of organic material.
- When excavating human remains, multiple samples will be taken separately and clearly labelled with the areas they represent (e.g. head, pelvis)
- Samples will be placed into clean buckets which will then be labelled inside and out with the site code, context number, sample number and bucket number
- A register of all samples will be maintained and all samples will be recorded individually on KDK's Sample Records Sheet
- All samples will be removed from site and stored within a designated area at the KDK offices
- All unlabelled, duplicated or potentially contaminated samples will be discarded on site
- Modern and post-medieval samples, or those deemed unsuitable for sampling, will not be taken unless these features address specific research aims.

When dealing with waterlogged, insect and pollen, and deeply stratified sediments (e.g. peat) it may be necessary to seek advice from ES, HE and other environmental specialists (e.g. palynologists (pollen specialists) do discuss additional sampling methods.

Stage 3: Post-Excavation

Once excavation is complete, a final sampling strategy will be produced. This will highlight the samples most appropriate for processing and those which are to be deselected. This strategy will be discussed with and approved by BCAS and the ES. Some of the samples may be selected for a preliminary assessment where a single bucket of material will be processed to analyse the potential value of the sample. At this time if the sample is deemed unsuitable for further processing, no further action will be taken.



All bulk samples will either be subjected to dry sieving, or be processed using a flotation tank. The remaining material from this process will be fully dried, sorted and bagged before being sent to the relevant specialists for analysis (i.e. archaeobotanist, zooarchaeologist etc.) All other aspects of the processing, along with unsuitable samples, are discarded after the report has been approved by the planning archaeologist.



Appendix 2: Archive Collection and Selection Strategy

Project Details:

Name The Manor House, Church Walk, Weston Turville, Bucks **Site Code** 632WTM

Accession number TBC

Project Type Watching Brief

Contact Karin Kaye

Introduction:

This strategy, which concerns all of the data that is created and the archaeological material recovered during the course of the project, will be agreed between KDK, BCAS and the depositing Museum. It is consistent with the projects aims and objectives and local research framework.

An identical version of this Appendix will be created and kept up to date as the project progresses. Updates will be agreed with BCAS and the museum.

Digital Data Management Plan

Data Collection (*what will be collected and how?*):

Data will be collected in line with the Project Brief and WSI standards and requirements. Data acquisition standards are in line with the ADS guide to Good Practice. Specific data will be:

Excel Spreadsheets will be used on site to collect fieldwork data and registers

Word documents will be used to produce draft reports which will be finalised in pdf format

Digital images will be taken and saved as raw files (CR2) and JPGs

Digital survey data will be presented in an appropriate CAD format and converted to TIFF or PDF as required.

A working project folder will be maintained of all project related data on the company server. Tablets will be used on site and downloaded to the folder on the company server on a daily basis.

Documentation and Metadata:

A summary of all data sources and contributors will be provided as part of the final archive alongside a meta data summary. This will be prepared in line with ADS deposition guidelines.

Ethics and Legal Compliance (*how are any ethical, copyright and IPR issues being managed?*):

KDK have a GDPR compliant privacy policy which underpins the management of personal data.

Personal data is not stored in the project related folders but separately on the company server. Any personal data will be removed from the project archive and permission to use individuals' names in any reporting is gained prior to use.

Copyright of all data created by the team is owned by KDK and permission to include data from external sources is secured on the engagement of that source.

Where formal permission or licence agreements are required for data sharing these will be included in the project documentation.

Storage and Back up (*how will data be stored, accessed and backed up during the project?*):

Organisational IT is managed by an internal IT and data manager who is responsible for the management and verification of daily back-ups and who supports access to security copies as needed.

The onsite company server is automatically backed up 5 times a day to a secure off site server through an encryption process.

Sufficient data storage is available on the onsite company server, which includes single factor authentication and permissions-based access. The server is accessible by staff on and off site through a secure log-in.



Off site access to the project files on the server is provided to support back up of raw data while fieldwork is ongoing. Where internet access is not possible, the raw data is backed up to a separate hard drive until direct access to the server can be established.

Only KDK staff can access the server. External specialists and contractors are sent whatever documentation they need via email or WeTransfer, none of which contain sensitive information.

Selection and Preservation (*what will be retained, shared and/or preserved, what's the long-term plan for data preservation, are ADS informed and have costs been considered?*):

The collection and selection strategy, including the data management plan will be reviewed throughout the project and specifically at the end of fieldwork and/or before post excavation work starts and following full analysis. The updated plans will be included in all reporting stages.

Prior to deposition the plans will be updated and finalised in agreement with the planning archaeologist, museum, client and ADS if appropriate.

All versions of data will be retained until report approval. Final versions of digital documents will be archived in line with museum guidance. Duplicate documents will be deleted and the remaining data will be retained in the file structure on the company server.

The full costs of archiving in line with museum guidelines have been included in the project costs.

Data Sharing and Accessibility (how will data be shared and made accessible and are there any restrictions):

The project has been added to the OASIS Index of Archaeological Investigations (**kdkarcha1-502160**) and will be updated as the project progresses. A final version of the approved report will be added to OASIS along with details of the project archive location.

The final version of the report will be supplied to the Historic Environment Record when approved by the planning archaeologists. Any further data which they request will be provided directly.

No restrictions to data or data sharing are envisaged at this stage.

Responsibilities (who is responsible for data management):

The project manager is responsible for implementing the data management plan and ensuring it is reviewed at each stage of the project. The data capture, metadata production and data quality is the responsibility of the project team, quality assured by the project manager.

Storage and back up of data in the field is the responsibility of the field team and once data is on the organisational server it is the responsibility of the IT and data manager.

Data archiving is undertaken by the project team in conjunction with the archive officer and the archive officer is responsible for the transfer of the archive to the final repository.

Paper data

All project related paper documentation, for example fieldwork sheets, drawings, any black and white photographs, maps, as opposed to administration paperwork, will be archived as part of the document archive with the museum. Duplicate documentation will be recycled and any administrative paperwork will be scanned and retained digitally by KDK.

Small and Blank Projects

Where archaeological work results in no finds or features of archaeological significance a single all in one report will be prepared and, if agreed with the CAO and museum, will be uploaded as the digital archive to OASIS. Also, if agreed, there will be no paper archive deposited with the museum.

For small projects where the digital archive comprises of only digitally born photographs the data will be stored on OASIS using OASIS images.



Materials and Artefacts

The key finds groups and how these will be selected for retention or discard are outlined below:

Find Type	On site selection	Post Excavation selection
Pottery	All pottery sherds will be collected other than obviously post medieval sherds from unstratified contexts unless they appear archaeologically significant	The majority of pottery collected will be retained for archiving. Exceptions may be made for sherds recovered from unstratified contexts or repetitive and undiagnostic sherds. All pottery will be quantified and subject to specialist input. Deselection will be undertaken in discussion with the specialist, BCAS and the museum. All final decisions regarding retention/dispersal will be agreed with BCAS.
CBM	All CBM will be collected other than obviously post medieval CBM from unstratified contexts unless they appear archaeologically significant. However, where large quantities are found a further discussion between KDK, BCAS and the museum may result in an amended approach ie sampling	All collected CBM will be retained, although unidentifiable fragments from poor or unstratified contexts may be discarded subsequent to full quantification, specialist advice and discussion with BCAS and the museum. All final decisions regarding retention/dispersal will be agreed with BCAS.
Worked Stone	All worked stone found will be collected	All worked stone will be retained for archiving, in discussion with the museum. All unworked stone will be discarded following quantification
Flint Tools	All flint tools will be collected	All flint tools will be retained
Animal Bone (including worked bone, antler, horn and ivory)	All animal bone found will be collected	All animal bone will be retained. Disposal may be considered for very fragmented and poorly preserved objects or those which have been recovered from unstratified contexts and that have no further intrinsic interest
Ferrous and non-ferrous metals	All metal will be collected	All precious metals will be retained. Other ferrous or non-ferrous metals will be retained with the exception of unidentifiable fragments and those beyond conservation. Also common bulk finds such as nails may be subject to retention of a sample following discussion with the specialist and museum. All final decisions regarding retention/dispersal will be agreed with BCAS
Glass	All glass objects will be collected other than obviously post medieval glass	All items will be retained although post medieval and modern items may be



Find Type	On site selection	Post Excavation selection
	from unstratified contexts unless they appear archaeologically significant	sampled following discussion with BCAS and the museum. All final decisions regarding retention/dispersal will be agreed with BCAS
Clay Pipes	All clay pipes will be collected	All items will be retained unless fragments are plain or from poor or unstratified contexts
Worked Wood and other plant derived objects	All worked wood or other plant derived objects will be collected	All items will be retained unless items are deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with BCAS and the museum. All final decisions regarding retention/dispersal will be agreed with BCAS
Leather and Textiles	All leather and textiles will be collected	All items will be retained unless items are deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with BCAS and the museum. All final decisions regarding retention/dispersal will be agreed with BCAS
Other	All other items found will be collected	All medieval or older items will be retained. Post medieval items will be discussed with BCAS and the museum to agree retention strategy. All final decisions regarding retention/dispersal will be agreed with BCAS.
Environmental samples	<p>40l samples will be taken from archaeologically significant features in line with the agreed sampling strategy, see Appendix 2 for details. This means that environmental samples will not be taken routinely from backfilled contexts unless there are archaeologically significant reasons to do so. Environmental sampling will focus on areas of naturally silted fills and where organic matter, charcoal and carbon are more likely to be found</p> <p>The Environmental Specialist will be engaged to discuss more detailed strategies in areas of specific interest if they arise</p> <p>Securely stratified deposits that contain dating evidence will be targeted, particularly corn driers, hearths, kilns, pits and cesspits, of all</p>	<p>Tangible artefacts found through the environmental processing will be retained for archiving, this includes the flots from archaeobotanical analysis</p> <p>All other retention from the processing will be discarded</p>



Find Type	On site selection	Post Excavation selection
	<p>periods across the site</p> <p>Different parts or layers in kilns /ovens will be sampled to examine function</p> <p>10 litre samples for insect analysis from waterlogged deposits if present, and additional samples for plant macrofossils may also be taken.</p> <p>Pollen samples will be taken from a representative selection of contexts of different potential time spans</p> <p>20% of the pre-medieval quarry pits, if present, will be sampled to determine the presence of mineralised material</p>	



Appendix 3: Initial Health & Safety Risk Assessment

In accordance with current legislation and KDK's Health & Safety Policy, an Initial Health & Safety Risk Assessment has been prepared.

The Accident and Emergency Unit closest to the site is:	Stoke Mandeville Hospital Mandeville Road Aylesbury Buckinghamshire HP21 8AL
---	---

A risk assessment for tasks and hazards typical to this type of project appears on the following pages. An assessment of site-specific hazards appears below.

Site-Specific Hazards:	Risks:	Mitigation:
Close proximity to machinery	Danger of individuals being hit	<ul style="list-style-type: none"> • Clearly signal instructions / intentions to plant operators. • Maintain safe distance from plant. • Use appropriate PPE
Close proximity to people	Danger of transmitting Covid-19	<p>Follow most up to date guidelines as they are developed (https://www.gov.uk/government/topics/coronavirus-covid-19-uk-government-response)</p> <ul style="list-style-type: none"> • Maintain social distancing • Welfare provision to allow for social distancing and hand washing / sanitiser provision • Welfare facilities must be wiped down / disinfected regularly • Any shared equipment must be wiped down and disinfected after use • Provide disinfectant wipes / hand sanitiser • Wear appropriate PPE
NB: Asbestos, contaminants etc	Serious health risks	The developer is to ensure that the site is free of hazardous materials. Where such material is discovered during fieldwork, the developer will remove it or make it safe before KDK continues with onsite work.
Project:	The Manor House, Church Walk, Weston Turville, Buckinghamshire	
Project Code:	632WTM	
Date of Assessment:	10.08.2021	



Assessed By:	Karin Kaye MA MCIfA & Derek Watson PhD
Signed by site staff:	



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
Travel to and from workplace	Traffic accident	Major	Field staff, visitors, public	2	4	8	<ul style="list-style-type: none"> • Maintain vehicles in roadworthy condition. • Ensure suitable insurance is in place. • Only qualified staff to drive vehicles. • Staff to observe speed limits and other traffic regulations 	4
Access/egress workplace	Moving vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	<ul style="list-style-type: none"> • Observe site speed limits. • Park in designated area. • Transport by vehicle to excavation area if required. 	5
Access/egress workplace	Reversing vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	<ul style="list-style-type: none"> • Observe site speed limits. • Park in designated area. • No reversing without assistance/supervision. 	5
General site work	Trips/slips	Minor	Field staff, visitors	3	2	6	<ul style="list-style-type: none"> • Ensure good housekeeping. • Cease work if site conditions are extremely poor. • Use vehicles to traverse uneven ground if possible. • Use appropriate footwear. 	4
General site work	Manual handling	Moderate	Field staff	3	4	12	<ul style="list-style-type: none"> • Use equipment to transport heavy loads if possible. • Train staff to use equipment. • Instruct staff in correct lifting techniques. • Monitor staff compliance. 	4
General site work	Adverse weather	Minor	Field staff, visitors	2	2	4	<ul style="list-style-type: none"> • Wear appropriate clothing. • Provide welfare facilities 	2



							<ul style="list-style-type: none"> • Cease work in very adverse weather. 	
General site work	Presence of contaminants, pathogens and other hazardous substances	Major	Field staff	2	4	8	<ul style="list-style-type: none"> • Review results of available geotechnical assessments. • Conduct COSSH assessment if hazard identified. • Inform staff of identified hazards. • Restrict working areas if necessary. • Provide welfare/hygiene facilities. • Monitor staff health. • Use appropriate PPE. 	4
General site work	Environmental pollution	Moderate	Field staff, visitors, public	2	4	8	<ul style="list-style-type: none"> • Dampen down dry surfaces. • Restrict hours of plant operation if noise is an issue. • Seek to minimise landfill. 	2
General site work	Fire	Catastrophic	Field staff, visitors, public	2	5	10	<ul style="list-style-type: none"> • Compile fire risk assessment if required. • Maintain good housekeeping • Provide suitable firefighting equipment 	5