



Figure 3: Proposed development

Appendices

Appendix A – General

Insurances

1. AOC holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
2. AOC will not be liable to indemnify the client against any compensation or damages for or with respect to:
 - damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
 - the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
 - any other damage which is the unavoidable result of the Project in accordance with the Agreement
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by AOC Archaeology or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto)
3. Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

Copyright and Confidentiality

4. AOC Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive license to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
5. AOC will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
6. AOC will advise the Client of any such materials supplied in the course of projects, which are not AOC's copyright.
7. AOC undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition AOC further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect AOC's and the Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

8. AOC conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Desk Based Assessments, Field Evaluations etc., and the British Archaeologists and Developers Liaison Group Code of Practice.
9. Where practicable AOC will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

Appendix B – Specialist Staff

The following specialist staff may be used on this project depending on the type of artefacts and soil samples recovered during the course of the fieldwork.

Macroscopic plant remains	Virgil Yendell	AOC
Soils and sediments analysis	Virgil Yendell	AOC
Palaeo-environmental archaeology	Virgil Yendell	AOC
Human remains	Alex Johnson	AOC
Conservation	Gretel Evans	AOC
Building material	Andrew Peachy	AS
Lithics	Jon Cotton	Freelance
Mammal and bird bone	Jackaline Robertson	AOC
Prehistoric pottery	Jon Cotton	Freelance
Roman pottery	Anna Doherty	ASE
Medieval	Luke Barber	Freelance
Post-medieval pottery	Kylie McDermott	AOC
Metal	Andrew Morrison	AOC
Glass	Andrew Morrison	AOC
Geo-archaeology	Virgil Yendell	AOC

Appendix C – Archaeological Archive Consent Form

SITE: [Site address]

SITE CODE: [Site code]

AOC ARCHAEOLOGY REF: [Project number]

RECEIVING MUSEUM: [Local recipient museum]

I agree to the finds archive recovered from this site being donated to the specified museum.

SIGNED [Signature]

PRINT [Name]

Landowner/Agent

LANDOWNER'S NAME: [Landowner name]

LANDOWNER'S ADDRESS: [Landowner address]

Please retain a copy of this form for your records

Appendix D – OASIS Form

Summary for aocarcha1-506991

OASIS ID (UID)	aocarcha1-506991
Project Name	Land at Friars Garth
Sitename	
Activity type	Evaluation
Project Identifier(s)	34569
Planning Id	21/00701/FUL
Reason For Investigation	Planning: Post determination
Organisation Responsible for work	AOC Archaeology Group
Project Dates	20-Jun-2022 - 24-Jun-2022
Location	Land at Friars Garth NGR : TQ 20958 60681 LL : 51.3323679750365, -0.265150287634965 12 Fig : 520958,160681
Administrative Areas	Country : England County : Surrey District : Epsom and Ewell Parish : Epsom and Ewell, unparished area
Project Methodology	Archaeological evaluation
Project Results	
Keywords	
Funder	
HER	
Person Responsible for work	
HER Identifiers	
Archives	

Appendix E – General Standards for Archaeological Projects in Surrey



General Standards for Archaeological Projects in Surrey

MAY 2022

Surrey County Council:
Historic Environment Planning



SURREY
COUNTY COUNCIL

General Standards for Archaeological Projects in Surrey

1. Introduction

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

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

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

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

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

Contacting the Historic Environment Planning Team:

Archaeological Advice: heritageconsultations@surreycc.gov.uk

Buildings Advice: buildingconsultations@surreycc.gov.uk

Surrey Historic Environment Record her@surreycc.gov.uk

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

2. Principal Standards

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

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

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

4. Methods

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

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

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

Evaluation

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

-
- 4.6** The minimum sampling strategy for archaeological deposits identified during evaluations is set out in table 1 below.
- 4.7** Evaluation trenches should not normally be backfilled without prior inspection by a representative of the HEP team. However, approval may be granted remotely subject to the circumstances of the project and appropriate consultation with HEP.

Excavation/Strip, Map and Sample

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

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

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

Watching Brief

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

Historic Building Recording

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

5. Recording

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

6. Finds and Environmental Materials

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

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

6.2 The requirements of the Treasure Act 1996 will be followed for the discovery, on any archaeological project in Surrey, of object(s) that fall within the Act's definition of 'treasure'. The Finds Liaison Officer for Surrey will be informed by the archaeological practice of all such discoveries, including those from archaeological investigations.

7. Human remains

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

8 Programme and monitoring through the process

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

9. Reporting

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

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

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

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

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

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

-
- 9.5** As a minimum, every fieldwork project, including those with a negative outcome, will be published in the annual round-up published in the [Surrey Archaeological Collections](#).
- 9.6** The HEP team welcomes innovative approaches to publication and dissemination of the results of major archaeological projects and practices should consult on report proposals during the preparation of the WSI, PD or UPD.

10. Archives

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

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

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

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

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

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

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

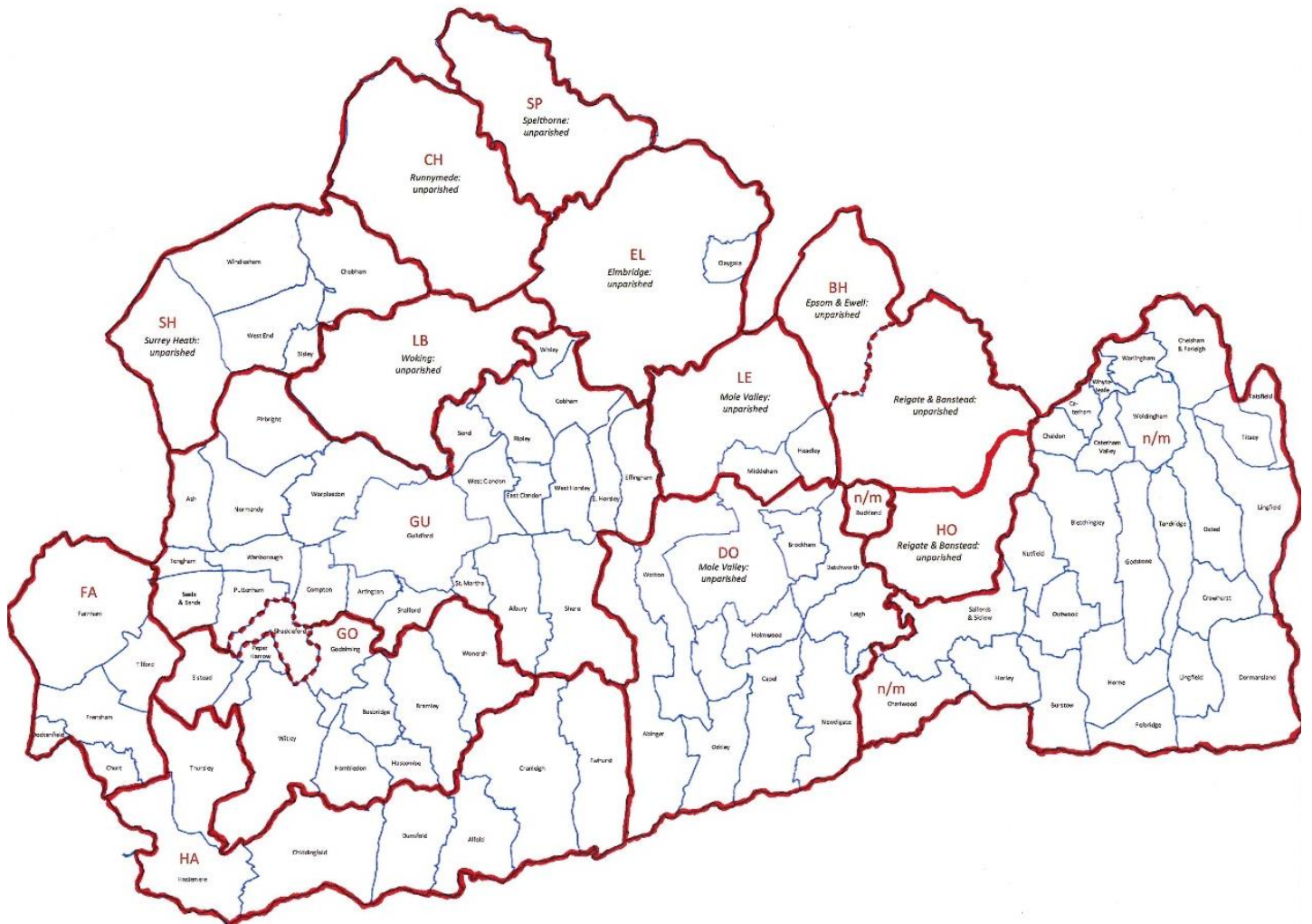


Figure 1: Museum Collecting Areas (see 10.2 above for abbreviations)

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- 10.5** Best practice for the preparation and transfer of archaeological archives is set out in *'The Transfer of Archaeological Archives in Surrey. A guidance note produced by the Surrey Archaeological Curators Group'* (Kayt Hawkins, November 2018).
- 10.6** If the relevant museum is currently unable to accept an archaeological archive, it may be acceptable for the archive to be deposited digitally with a trusted digital repository such as ADS if it constitutes only a documentary, drawn and photographic record and no accompanying finds or environmental archive. The appropriate level of archiving should be proposed on completion of the project for the agreement of the HEP team prior to deposition. The project will not normally be confirmed as completed until the archive has been deposited.

11. OASIS

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

12. Discharging Conditions

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

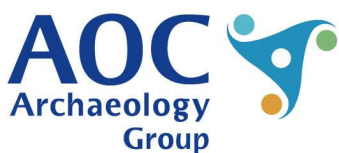
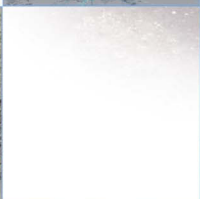
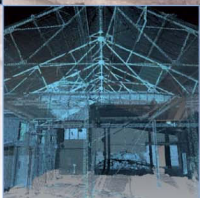
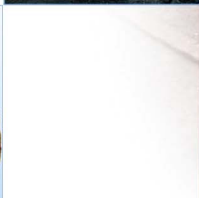
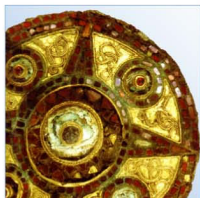


Questions or queries about this document and its contents should be addressed to:

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

May 2022

Cover photograph: excavation at Guildford Fire Station. T Howe
Rear cover photograph: excavation at Priory Orchard Cemetery, Godalming. T Howe



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