

Phoenix Exhumations Ltd

**St James Church, The Village
Castle Eden, County Durham, TS27 4SL**

**A Written Scheme of Investigation for
Programme of Below Ground Investigation – Test Pits**



St James Church, The Village Castle Eden, County Durham, TS27 4SL

A Written Scheme of Investigation, Programme of Below Ground Investigation – Test Pits

Written by

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Prepared on behalf of : Mr S Linford

Site Code: SJC/CE/24

Planning Ref: DM/21/02933/LB

NGR: NZ 442851 538306

Report No. PEL/2024/43

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- Monitoring and Recording
- Graveyard excavations and exhumations
- Post excavation reports
- Osteo analysis and report
- Promotion and outreach

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PREFACE

Czero Developmenets (Czero) acquired St James's Church, Castle Eden in June 2024, with an existing planning and listed building consent for conversion into a single dwelling. This sale was brought about by the Church Commissioners' 2018 disposal scheme. There was a Dispensing Order from the Ministry of Justice (MOJ) covering this land, as the Diocese was fairly sure that the development would not require or result in the disturbance of human remains, there being no planned development to the garden area under which there are burials. The land was therefore sold pursuant to a covenant prohibiting the disturbance of human remains.

Prior to completion of the land included in the 2018 disposal scheme, the Diocese agreed to sell Czero an additional strip of land running alongside the existing church path (marked red on Figure 1).

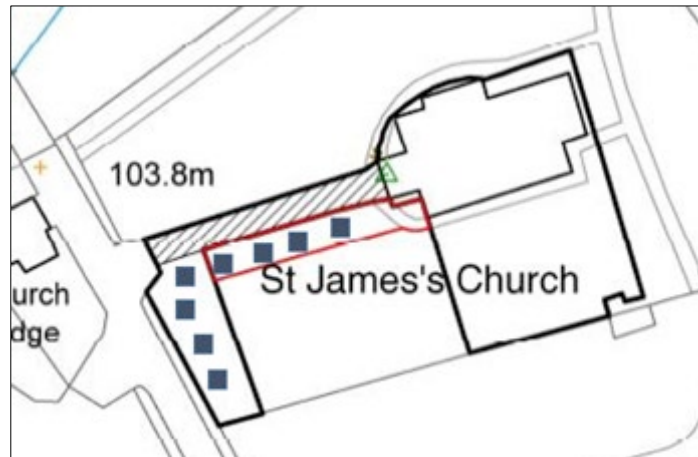


Figure 1: The black line represents the 2018 disposal, land now owned by Czero
The red line represents the S44 land

Czero requested this additional strip for three reasons:

- i the lack of a foul drainage solution requires the burying of a packaged wastewater treatment unit (septic tank) which would need slightly more space than provided under the 2018 disposal*
- ii there needed to be a route into the garden around the corner of the church*
- iii it would facilitate the inclusion of a turning head so a vehicle could be brought closer to the church for drop offs*

The strip of land (the S44 Land) is subject to a Section 44 scheme, which has been made for the additional land but which had not yet been brought into effect. This land therefore is still held under faculty jurisdiction and remains part of the churchyard.

There is a high likelihood of disturbing human remains within the S44 Land, making it impossible to obtain a Dispensing Order for this area without further investigation.

Czero is therefore making this application to cover investigations work on the S44 land needed to identify potential burials. These investigations are crucial to understanding how the development might impact any burials, which would enable either consent to be sought under faculty, of the Commissioners to apply for MoJ directions on how to deal with any remains. A stepped approach to this is anticipated because until the trial pits and archaeological investigation is started, the implications will not be known.

Finally, Phoenix Exhumations Limited and Czero have worked previously on a major exhumation scheme in Manchester, when approximately 100 sets of human remains were exhumed and reburied, with full archaeological recording of the remains. Our developer client is therefore well versed in the issues surrounding this work.

Phoenix Exhumations Ltd

A Written Scheme of Investigation
Programme of Below Ground Investigation – Test Pits
St James Church, Castle Eden

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Planning Status: Planning Condition (app. No. DM/21/02933/LB)

GRID REF: NGR: NZ 442851 538306

Site CODE: SJC/CE/24

Development Proposal: Provision of car parking, soakaway, septic tank and associated groundworks as part of the conversion of St James Church, Castle Eden, to form a two-storey, four bedroomed residential property with off road parking.

Current Land Use: Church and Graveyard

Commissioning Client: Mr S Linford

1.0 INTRODUCTION

This Written Scheme of Investigation (WSI) provides for an investigation in the form of the excavation of test pits as a means of assessing the extent and presence of burials in order to avoid their disturbance and to record any stratigraphy, features and finds of archaeological significance that may be discovered, as required, to allow for the development of St James Church at Castle Eden, specifically the S44 Land, although we will also be excavating pits on and already dispose of under the 2018 scheme. The WSI covers both areas and hence performs two functions – the LPA's pre development conditions AND the faculty petition for the S44 Land. Documentary searches for burial plans of the graveyard of St James Church have been made to inform this WSI, however viewing of documents has not been possible due to the relocation of Durham Record Office, which at the present time closed until the end of 2024.

The investigation area is to cover all areas of the development that will be subject to intrusive ground works associated with proposals for the development of St James Church, Castle Eden, County Durham, TS27 4SL (Figure 1: NGR: NZ 442851 538306. Planning Ref DM/21/02933/LB).

The WSI has been produced at the request of Mr S Linford of Czero to address the need to assess the presence of burials prior and in compliance with an archaeology condition within planning requirements prior to development (DM/21/02922/LB).

1.1 Site location

The development site is located at St James Church, on the northern edge of the village of Castle Eden. The village lies north west of Hartlepool and south east of Durham. The site is centred on NGR: NZ 442851 538306.

1.2 The Proposed Development Area lies within an associated closed graveyard with buried human remains and the potential for features and finds of archaeological significance. Prior to the commencement of

groundworks associated with the construction of a car parking area, turning head, soakaway, septic tank and associated groundworks, an agreed programme of below ground investigation is required before any development takes place. Only the turning head and possibly part of the septic tank however are on the S44 Land. The first phase of this work will be the excavation of test pits within the areas of groundworks associated with the development that will be located in the graveyard, with the aim of locating a grave free area.

This WSI sets out proposals for a programme of investigation in the form of test pitting and which will lead to the production of a plan to show the presence and extent of graves within the proposed area of development within the graveyard. The WSI also addresses the potential for remains of archaeological significance during test pitting. It is understood that this may lead to an alternative drainage solution needing to be found.

2.0 COMPLIANCE

When completing the work, Phoenix Exhumations Limited will adhere to the requirements, as appropriate, established by the Chartered Institute of Archaeologists (CIFA), in order to safeguard burial ground assets and any stratigraphy, features and finds of archaeological significance, within the approved development boundary from impacts relating to any groundworks associated with the development scheme and to ensure the proper and timely preservation and/or monitoring and recording of burial ground assets affected by this development.

Standards as stated within the following documents: *Easington Local Plan (saved policies 2001)*, *Standards for All Archaeological Work in County Durham and Darlington, Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide (Historic England 2015)*, *the national policies contained in the National Planning Policy Framework (revised September 2023)*, *the Standards and Guidance for Archaeological Monitoring and Recording (CIFA, 2023)*, *Guidelines for the Standards for Recording Human Remains (CIFA paper no 7)* and *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (2017, 2nd edition)*.

3.0 GEOLOGY

The underlying geology of the area is recorded as a bedrock of Ford formation – Dolostone. A sedimentary bedrock formed between 272.3 and 252.2 million years ago during the Permian period. Superficial deposits lying over the bedrock are those of glaciofluvial nature, namely Devensian sand and gravel formed between 116 and 118 thousand years ago during the Quaternary period (British Geological Survey).

www.bgs.ac.uk/map-viewers/bgs-geology-viewer

4.0 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

The development site is that of the conversion of Grade II listed St James Church (MLN 1120940) to a residential property, lying within the locality of Castle Eden in the parish of Castle Eden, County Durham, and centred on national grid reference: NZ 442851 538306. The archaeological and historical background of St James Church and of the lands surrounding it, have been succinctly recorded within the Heritage Statement ‘St James Church, Castle Eden, County Durham (NAA July 2017). A brief summary of points relevant to the St James Church and burial ground will be noted below to put this Written Scheme of Investigation into context.

4.1 The history of St James Church at Castle Eden is of some importance in assisting with an understanding of the graveyard. A Church has stood on the site since the 12th century and was referred to in a charter dated 1150 to Robert the Brus, witness by the Bishop of Durham. The medieval Church stood on the proposed development area until the mid-18th century when it was demolished and the current St James Church built on the site (NAA 2017, Church Care 2017). As a consequence masonry from the medieval church can be seen within the construction of St James Church.

4.2 The Churchyard

The churchyard of St James Church lies to the west of the church, the entry to which contains a pair of nineteenth century Grade II listed gates (MLN no 1120939) with the southern boundary to the churchyard being surrounded by a metal railing fence. A single recorded remnant of the 12th century graveyard remains in the form of a Grade II listed medieval tomb effigy (MLN no 1323120), which lies at present close to St James Church.

The churchyard contains a number of upstanding monuments and headstones of 18th to 19th century date, some of which in the southern part have been partially cleared. At the north eastern end of the churchyard lies a detached modern extension of the churchyard which dates to the 20th century.

4.3 Groundworks for the proposed development are intended solely for carparking, soakaway, the insertion of a septic tank and associated groundworks, and although small scale in nature, have the potential to impact on the significance of important buried remains and any stratigraphy, features and finds of archaeological significance, associated with St James Church and the churchyard.

5.0 PLANNING BACKGROUND

5.1 There is a medium/high potential for buried remains and any stratigraphy, features and finds of archaeological significance to be disturbed by this development. The proposed works may cause significant ground disturbance with the potential to damage any buried remains that exist.

5.2 Any development within the graveyard could disturb burials and associated deposits and any stratigraphy, features and finds of archaeological significance, and an agreed programme of work is needed to place before

development begins, and this would also fulfill the requirements of paragraph 205 of the National Planning Policy Framework to record and advance understanding of the significance of any heritage assets (that might be present at this location) before they are damaged or destroyed in a manner proportionate to their significance and impact, and to make this evidence accessible (MHCLG 2018).

A pre-application response dated 5th January 2017 ref PRE 28/16/03189 forms the basis of the formal planning and Listed Building Consent applications (Beaumont:Brown, 2017). Followed by an application for changed of use from a redundant place of worship (F1) to a single dwelling house (C3) DM/17/02620/LB and DM/21/02933/LB.

6.0 PROJECT OBJECTIVES

- 6.1 To enable any burial and associated deposits, and also any stratigraphy, features and finds of archaeological significance, both in quantity and extent, to be accurately recorded.
- 6.2 To identify the date, approximate form and purpose of any burial deposits and any stratigraphy, features and finds of archaeological significance, together with its likely extent, localized depth and quality of preservation as required.
- 6.3 To record the location, character, nature, function and quality of any surviving burial remains and any stratigraphy, features and finds of archaeological significance, in its cultural and environmental setting within the area of the proposed development. The characteristics of nature, function and character are what form the “significance” of a heritage asset and from which we derive its value for this and future generations (as defined by the NPPF, Annex 2).
- 6.5 To enhance the understanding of the layout of the burial ground and the archaeology within the burial ground, through the examination of the date, form and character within its local, and regional contexts as provided by Oake *et al* (2007), Glazebrook (1997), Brown and Glazebrook (2000) and Medlycott (2011) and the East of England Regional Research Framework available online <https://researchframeworks.org/eoe/> (2021).
- 6.6 To establish the relationship of any remains of burial and archaeological significance, found to the surrounding contemporary landscapes. [1]
[SEP]
- 6.7 The proposed development site is located within an area that has the potential to contain burial deposits and any stratigraphy, features and finds of archaeological significance, relating to the origin and development of the site of the earlier 12th century Church and 18th century St James Church, Castle Eden in medieval and post-medieval periods. Study of the pattern of rural settlements, its origins, and chronology have been identified as subjects requiring further investigation in Regional Research Agenda (Medlycott 2011, 70, 79; Oake 2007, 14). Post-medieval rural settlement,

is discussed by Edgeworth (2007, 121-123).

- 6.8 The research objectives of the project are not exclusive. Should the investigation produce evidence relevant to other objectives identified in the published Research Frameworks they will be added to the objectives included in the WSI during the course of the project.
- 6.9 To produce a permanent record of the site in an archive (paper records) that will be with the agreement of the landowner deposited with the appropriate Historic Environment Record office as necessary..

7.0 METHODOLOGY

- 7.1 A programme of test pitting is to be followed to ascertain the presence of burials in order to avoid disturbance and to record any stratigraphy, features and finds of archaeological significance discovered, within the proposed area of development. The areas to be excavated are those relating to all groundworks associated with the proposals for the insertion of a carpark, soakaway and septic tank. The results of which will be incorporated within a short report.
- 7.2 The site will be scanned for the presence of live services using a CAT scan prior to the commencement of fieldwork.
- 7.3 All constraints on fieldwork will be identified and appropriate measures to avoid damaging or illegal impacts will be put in place before the project commences; this includes the siting of live services (7.2), contaminated land, Tree Preservation Orders, public rights of way, areas of ecological interest and the habitats of protected species.
- 7.4 All groundworks associated with the insertion of a carpark, soakaway and septic tank likely to have an impact on burial deposits and any stratigraphy, features and finds of archaeological significance, will be done under continuous and constant supervision using a suitable machine with toothless ditching bucket, unless it is impossible to make progress without the use of a toothed bucket (in the case of breaking concrete).
- 7.5 Each exploratory test pit measuring 1m x 1m, will be excavated in approximately 10cm spits until the top of a grave or undisturbed stratigraphy is reached. Turf and subsoils to be set aside separately in order to be reinstated.
- 7.6 There are eight proposed test pits in total. Four of these are on the 2018 disposal land owned by Czero, and these are associated with the car parking, septic tanks and soakaway. Four of the test pits are on the S44 land, and these are associated with the septic tank and the turning head.
- 7.7 Of the test pits on the S44 Land, only the pit nearest to the entrance gates is likely to be of a depth greater than 200mm, as the remaining test pits are only associated with the turning head. The pit nearest the gates could affect

the position of the septic tank.

- 7.8 Provision will be made for shoring or stepping out in the event that deep stratigraphy is encountered which requires hand excavation.
- 7.9 On exposing the top of a grave or stratigraphy, features or finds of archaeological significance the excavation will cease. The exposed sub-soil or burial horizon will be cleaned by hand immediately after machine stripping if required and any burial deposits or related features planned in order to record the position of the grave and also any stratigraphy, features and finds of archaeological significance recorded.
- 7.10 A photographic record will be provided to assist with the location record and consist of the burials located and associated features and deposits, and also any stratigraphy, features and finds of archaeological significance as necessary. A photographic scale and north arrow will be included in each photo. Standard general and working shots will also be maintained. A Cannon EOS 1100 SLR digital camera will be used to maintain the digital archive.
- 7.11 Each test pit once undisturbed soil or the presence of a grave ascertained, is to be subsequently backfilled.
- 7.12 In the event of the discovery of burials and /or any stratigraphy, features and finds of archaeological significance within the proposed development area, further investigation or removal of any burials will be discussed and agreed upon. Further timescales and costs will be discussed with the client as necessary.
- 7.13 The investigation areas will be tied into the National Grid by GPS.
- 7.14 Site levels will be taken on all features, plans and sections and will tied into the Ordance Datum.
- 7.15 Phoenix Exhumations Limited will give the Client ten days notice of the commencement of the field work.
- 7.16 The relevant documents of the Chartered Institute for Archaeologist regarding the recording of the graveyard will be followed. That of particular relevance for this programme of works is the CIFA Standards and Guidelines for Monitoring and Recording (2023).

8.0 TIMETABLE

The timescales will depend upon groundwork progress. Working days are based on a 5 day working week (Monday to Friday 8am to 4pm), any adjustments to be arranged on discussion with the Client.

In the event of an “unexpected” discovery, the developer and the curatorial team at BBC HET will be immediately informed. An appropriate strategy

will then be decided upon to deal with the findings.

9.0 RESULTS

- 9.1 The full report will be submitted within a length of time (but not exceeding 4 months) from the end of the fieldwork, with a high quality digital copy supplied to the Diocese / LPA team. The report will contain the results of metal detectorist finds if any are found. Further copies will be deposited with the appropriate Historic Environment Record, the client, uploaded to OASIS for approval and the National Monument Record (NMR).
- 9.2 A copy of the Project Brief and WSI will be included as appendices in the final report. A draft copy of the report will be submitted to the Diocese / LPA Heritage Environment Team for final approval as required.
- 9.3 If after discussion with the Diocese / LPA Curatorial Officer the results are considered worthy of publication, a report (at least at summary level) will be submitted to an appropriate journal.
- 9.4 Every effort will be made to get the agreement of the landowner/developer to deposit the finds and full site archive with the appropriate Museum.

10.0 MONITORING

- 10.1 The Diocese / LPA will be responsible for monitoring progress and standards throughout the project, and will be kept regularly informed during fieldwork, post-excavation and publication stages.
- 10.2 All excavated test pits and features must be inspected by the Historic Environment Team officer prior to backfilling. Further test pitting may be a requirement of the site monitoring visit if unclear archaeological remains or geomorphological features present difficulties of interpretation, or to assist with the formulation of a mitigation strategy. Appropriate provision in the form of contingency costs and time to be made in negotiation with the client in case of eventualities, which could not be anticipated.
- 10.2 One weeks notification of the start of work will be given to the Diocese / LPA officer prior to commencement of works.
- 10.3 Any variations of the WSI shall be agreed with the Diocese / LPA officer in writing prior to them being implemented.
- 10.4 The Diocese / LPA should be kept regularly informed about developments both during the site works and subsequent post-excavation work.
- 10.5 An opportunity to visit the site during the fieldwork stage of the project to be extended to a representative of the appropriate Museum.
- 10.6 A draft copy of the final report will be submitted to the Archaeological Team (LPA) for approval.

- 10.7 The involvement of the Diocese / LPA shall be acknowledged in any report or publication generated by this project.

11.0 TREASURE ACT

- 11.1 Treasure Act 1996 and Treasure (Designation) Order 2002. In the event that artefacts are discovered and are subject to treasure act legislation, notification will be made to the coroner as per section 8 of the Treasure Act.
- 11.2 In the event that artefacts of significant monetary value are discovered and are not subject to treasure act legislation separate ownership arrangements may be negotiated.

12.0 ARCHIVE DEPOSITION

- 12.1 An appropriate archive will be prepared to a minimum acceptable standards outlined in the '*Guidelines for the Deposition of Archaeological Investigations/Fieldwork Archives at the appropriate Museum*', and *Management of Research Projects in the Historic Environment (MoRPHE, English Heritage 2015)*. The HET officer will be consulted regarding the requirements for the deposition of the archive.
- 12.2 Arrangements for the long term storage and deposition of all artefacts will be agreed with the landowner and HET during the reporting stage. Transfer of title and the transfer of the ownership of the archive to the appropriate Museum or another local registered depository will to be arranged at this time, and the arrangements indicated in the evaluation report. The guidelines within *Guidelines for the Deposition of Archaeological Investigations/Fieldwork Archives and Management of Research Projects in the Historic Environment (MoRPHE, English Heritage 2015)* will be consulted regarding the requirements for the deposition of the paper and material archive into the appropriate Museum on the completion of the archaeological investigation, recording, analysis and publication programme or following any publication of evaluation results.
- 12.3 The site archive will be deposited with the appropriate Museum and location confirmed to the HET within six months of completion of fieldwork.

In the event that finds are to remain with the landowner a full paper copy of the archive shall be housed with the appropriate Museum.

A summary of the contents of the archive shall be supplied to the appropriate Heritage Environment Team at the time of deposition to the museum.

- 12.4 Treasure Act 1996 (and subsequent amendments) and Treasure (Designation) Order 2002. In the event that artefacts which could be considered treasure and therefore subject to treasure act legislation, should be reported immediately to the FLO/PAS officer, so that it can be reported to the correct coroner within the legal requirement of 2 weeks.

- 12.5 All artefactual material recovered will be held in storage by PEL and ownership of all archaeological finds will be given the relevant authority to facilitate future study and ensure proper preservation of all artefacts.
- 12.6 The digital archive will be deposited with ADS. Contingencies for deposition costings will be made available within the original project costings and in consultation with the client.

13.0 HEALTH AND SAFETY

- 13.1 Phoenix Exhumation Limited takes all aspects of health and safety with utmost seriousness. All members of staff hold current CSCS cards and are issued with a copy of our comprehensive health and safety manual. All members of staff will undergo a site induction at the start of the project, with daily toolbox talks.
- 13.2 Site staff will wear protective clothing at all times on site (hard hat, high visibility vest, steel-toe cap boots). The Project Officer (PO) will report to the main contractor/developer at the beginning of each site visit.
- 13.3 Site staff will be made aware of the location of the nearest A&E unit and a vehicle will be on site at all times. It is likely that the relevant PO will be a qualified First Aider.
- 13.4 All potential risks will be assessed prior to works (Appendix 4). To include scanning for utilities, presence of overhead lines and checking for constraints on public rights of way, areas of ecological interest, habitats of protected species, ancient hedgerows and tree preservation.

14.0 COMPANY INSURANCE

Towergate Insurance Brokers

Archaeology and Heritage Combined Policy

Employers liability : £10,000,000
Public and Products liability : £5,000,000
Professional indemnity : £250,000

15.0 OASIS REPORTING

The site report will be supplied to the on-line OASIS project (Oasis reference id: archaeol15-417924). The final report will also include a copy of the completed OASIS data collection form.

REFERENCES

Beaumont : Brown Architects Design and Access (2017), Castle Eden, St James.

StatementChurch Care (2016), *Castle Eden, St James Church (613040) Church Buildings Report PM2379*

CIFA (2017, 2nd Ed.) *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England.*

CIFA, Mitchell and Brickley Eds., (2004). *Updated Guidelines to the Standards for Recording Human Remains.*

CIFA (2023), *Standards and Guidance for Archaeological Monitoring and Recording.*

Department for Communities and Local Government (2012), '*National Planning Policy Framework*'

Historic England (2015), *Management of Research Projects in the Historic Environment. The MoRPHE Project Manager's Guide.*

Historic England (2015) *Management of Research Projects in the Historic Environment: PPN3: Archaeological Excavation.* Historic England Guidelines available online at:

<https://content.historicengland.org.uk/images-books/publications/morphe-project-planning-note-3/morpheprojectplanningnote3.pdf/>

Historic Environment (2015) '*Good Practice Advice in Planning Note 2*'.

Mission and Pastoral Measure 2011 (c 3., Part 6 Buildings closed for regular public worship. Section 78.

Ryder, (undated), St James Church, Castle Eden

Treasure Act 1996 - Code of Practice (2nd Revision) 2002, England and Wales

Treasure (Designation) Order 2002

Internet sources

British Geological Survey Mapping (www.bgs.ac.uk/geoindex/geology.htm)

Opendomesday.org

APPENDIX 1 Site location

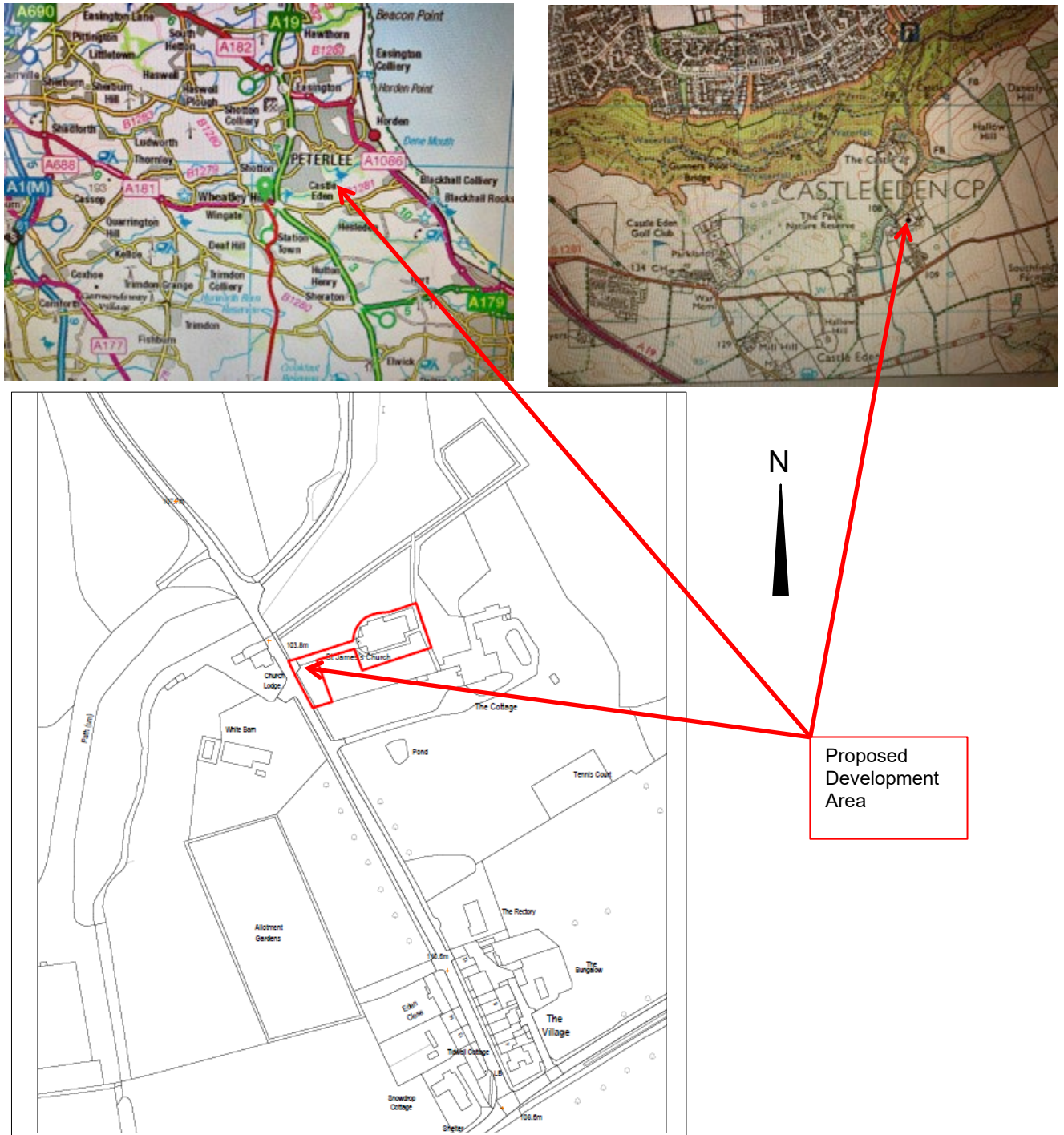


Figure 2: Site location and plan of proposed development area , scale 1:1250

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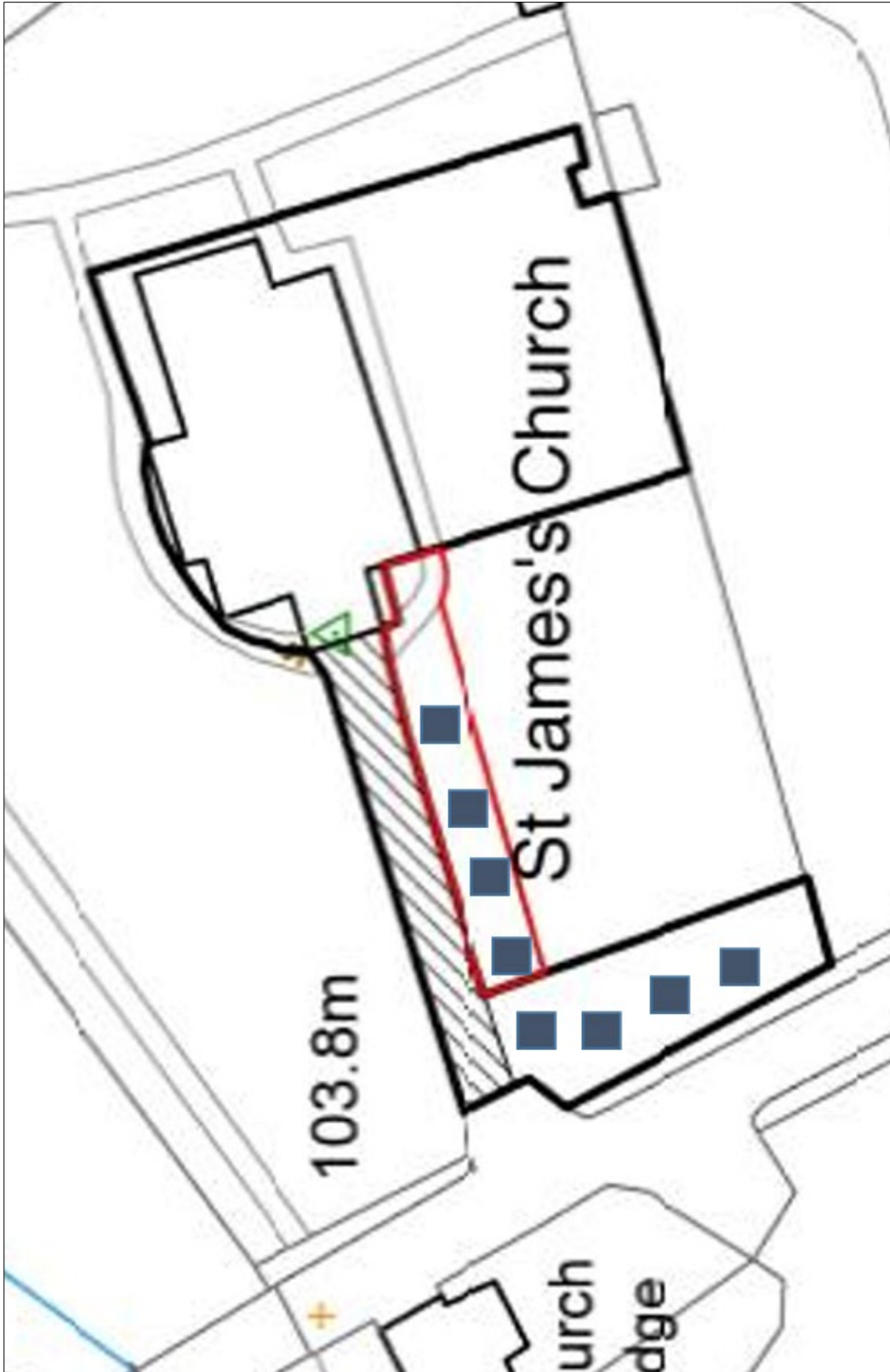


Figure 3: Proposed test pit location

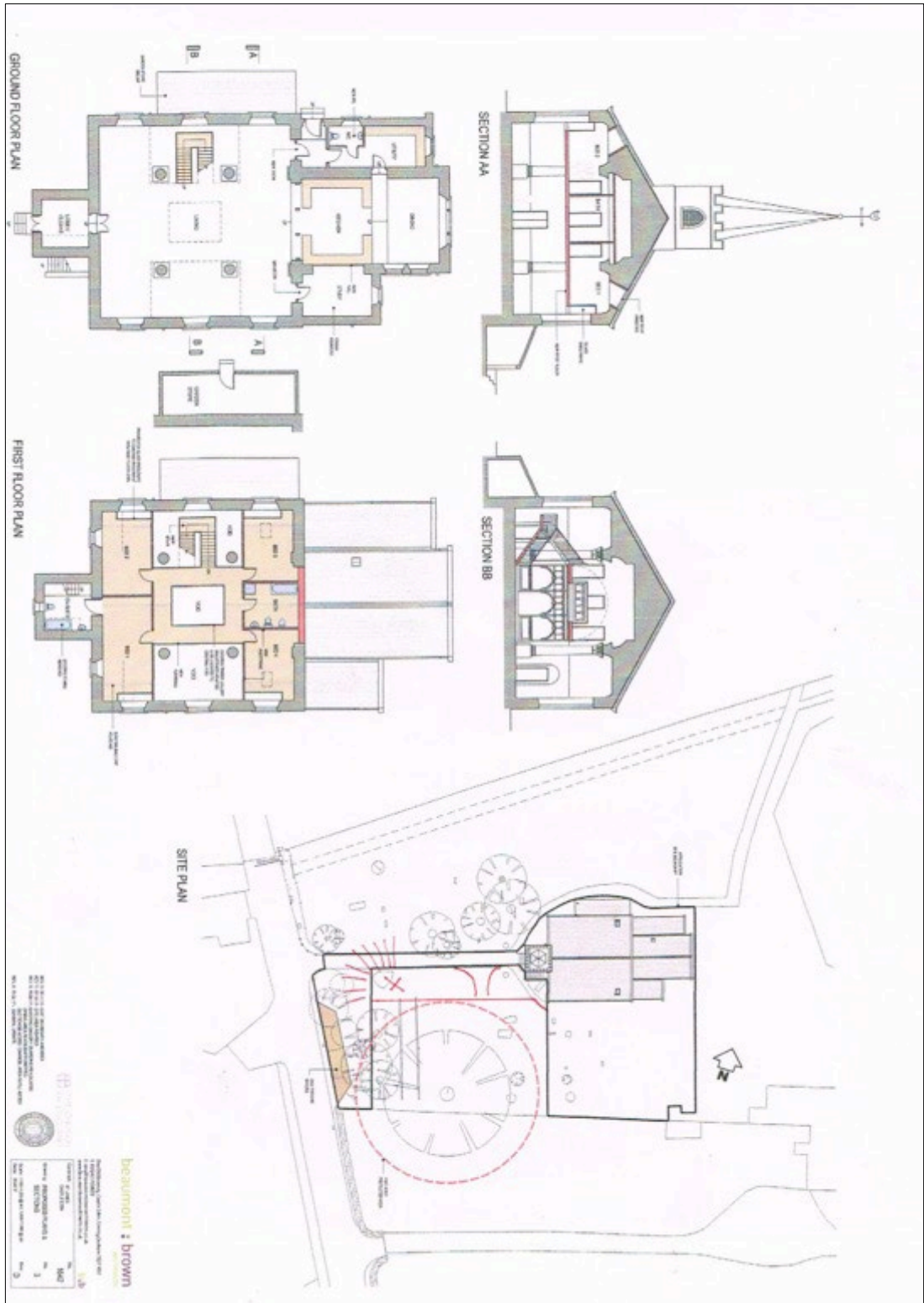


Figure 4: Proposed site plan



Figure 5: Annotated site photo

APPENDIX 2: Historic Environment Data

MLN No	Period	Description	Location
1120939	late 19thC	Churchyard gates at Church of St James	Castle Eden
1120940	18 th C	Grade II, Church of St James Incorporating masonry from 12 th C Church now demolished	Castle Eden
1323420	12 th C	Tomb Effigy located at Church of St James	Castle Eden

Figure 6: Historic Environment Record Data

APPENDIX 3 Recovery of finds

In addition to the visual recovery of artefacts additional measures will be taken to maximise recovery. These include metal detecting and sieving of spoil.

Metal Detecting A metal detector, with an experience operator will be used to scan all exposed areas of the site. In addition all spoil heaps will be scanned.

Sieving of Spoil In the event of significant features being identified the soil will be sieved to ensure maximise recovery.

Any finds of significance will be recorded three dimensionally.

POTTERY

Pottery assemblages can provide important evidence to date the structural history and development of the site.

The most important assemblages will come from sealed deposits, which are representative of the nature of the occupation at various dates, and indicate a range of pottery types and forms available at different periods.

HUMAN BONE

In the event that Human remains are discovered and require removal, the coroner will be informed and a licence from the Ministry of Justice immediately obtained. Environmental Health regulations must also be followed and the Environmental Health Officer informed. Both the client and BBCHET monitoring officer must also be immediately informed.

In the event that human remains are found during an evaluation, they can be left in situ, covered, protected when discovered, depending on site circumstances and cover soil depths. If the reburial of revealed human remains would be detrimental to survival, arrangements for their immediate excavation should be made to establish the date, condition and character of the burial, and absolute dating acquired where necessary. If removal is essential an MOJ exhumation licence should be requested. On obtaining the MOJ exhumation licence BBCHET expect the Project Manager of the archaeology programme to inform the MOJ of realistic timescales for analysis of the human remains and archive preparation for deposition so that the expiration date of the Exhumation Licence reflects this accordingly.

All human burials and disarticulated remains will be excavated according to the best principles and advice contained within 'The Role of the Human Osteologist in an Archaeological Fieldwork Project' (Historic England, 2018).

The appointed human osteologist will provide for the in-field recording of human remains. For a known burial sites, the Written Scheme of Investigation will include a methodology for excavation written by the appointed human osteologist, which will include sieving, sampling, analysis and recommendations for archive preparations,

ANIMAL BONE

Animal bone is one of the principal indicators of diet. It is important that bone assemblages are derived from dateable contexts. A zooarchaeologist will visit the site as appropriate.

ENVIRONMENTAL SAMPLING

The environmental sampling will adhere to the guidelines prepared by Drs Peter Murphy and Patricia Wiltshire, and the guidelines of Heritage England, *Environmental Archaeology, a guide to the theory and practice of methods, from sampling and recovery to post-excavation*, Centre for Archaeology Guidelines 2011.

Once the evaluation trenches have been opened, cleaned and the archaeology quantified, the environmental potential of the site will be assessed, initially by AES staff and if necessary in consultation with an environmental specialist.

If appropriate a strategy for the collection of soil samples and other appropriate material will be implemented for scientific dating and the recovery of palaeoenvironmental evidence, once the site has been assessed for its environmental potential and on the advice of Zoe Outram, (Cambridge Office), Historic England Science Advisor.

The number and range of samples collected will be adequate to determine the potential of the site, with particular focus on palaeoenvironmental remains including both biological remains (e.g. plants, small vertebrates) and small sized artefacts (e.g. smithing debris), and to provide information for sampling strategies on any future excavation.

Samples will also be collected for potential micromorphological and other pedological sedimentological analysis.

Sampling strategies, if required, will follow the strategies below:

- A bulk sample of 30 litres (or, if the volume of the deposit is less than 30 litres, the whole deposit) for wet-seiving from all deposits;
- A routine sample of 500g from every excavated soil context on site will be used in the characterisation of the sediment, through pollen analysis, particle size analysis, pH analysis, phosphate analysis and loss-on-ignition;
- A soil monolith, through buried soils/old ground surfaces, ditch fills and other deposits as appropriate to the needs of interpretation of site formation processes.

Soil monoliths will be used to recover complete archaeological sequences found within ditch sections or other features where multiple layers of archaeological significance are present. The use of centrally placed overlapping soil monoliths will allow other specialists to sub-sample the soils contained within for other specific environmental work (pollen/micromorphology/charcoal etc.).

The criteria for selection and frequency of positioning the soil monolith sites will depend on the shape and profile of the feature; for example a U-shaped ditch would be sampled down its centre.

- The selection of appropriate sequences to be subjected to thin-section analysis will follow from a preliminary field assessment and either recovery and sub-sampling from a larger monolith, or by using specific soil thin-section sampling tins.
- Thin section analysis will be carried out by a qualified soil micromorphologist.
- Deposits likely to yield high concentration of carbonised plant remains will, at the discretion of the Palaeoenvironmental Scientist, be subjected to a higher volume of sediment recovery in order to maximise the highest return of palaeoenvironmental

information;

- Extensive deposits, such as ditch fills, will be sampled at a greater volume than 30 litres. Multiple standard bulk and routine samples will be obtained from the fills present in any major ditch features. Specifically, these will be retrieved from the excavation baulks, so as to identify variation in the ditch fills not immediately observable during fieldwork.

Sampling will be carried out within the following guidelines:

- basal/primary fills of all cut features;
- all deposits in positive features (i.e. anthropogenic soil deposits not contained within a cut feature);
- all buried soils and old ground surfaces;
- organic rich deposits;
- all other anthropogenic soil deposits (secondary fills etc), including all deposits containing any visible charcoal or other carbonised material and all deposits considered to be of particular interest on the basis of artefactual content or other characteristics, or which are considered to be of key interest in the interpretation of the site for any reason;

All samples will be stored in an environment appropriate considering their long-term use. This will include rapid transfer to refrigerated or freezer storage where appropriate. All bulk samples will be processed by wet-sieve station which is able to process large volumes of sub-samples with a sieve size of between 350µm and 4mm. Flots and sample residues will be examined by an appropriate specialist using zoom microscopy to magnifications of between x10-x40. Fossil non-carbonised wood will be examined by thin section.

AES will make the results known to Historic England, who co-ordinates environmental archaeology in the region. The results will be maintained by AES and supplied to Heritage England regional co-ordinator as requested.

FINDS PROCESSING

The Project Officer will have overall responsibility for the finds and will liaise with AES's finds personnel and the relevant specialists. A person with particular responsibility for finds on site will be appointed for the excavation. This individual will ensure that the finds are properly labelled and packaged on site for removal to the AES office in Royston.

The finds processing will entail first aid conservation (if necessary), cleaning, marking (if appropriate), categorising, bagging, labelling, boxing, cataloguing.

The Project Officer will select material for conservation and arrange for specialists to view the finds for the purpose of report writing.

APPENDIX 4 Staffing and support

The project will be managed and directed by Dawn Keen, BA, MA, PCIFA, Senior Archaeologist/Exhumer of Phoenix Exhumations Limited.

Additional Site Supervisors and Assistants will be drawn from a pool of qualified and experienced staff if required including:

Caroline Sims BSc, MSc, PCIFA
Martin Coxall
Marie Buczak MA

APPENDIX 5 Phoenix Exhumations Limited: Principal specialists

PEL will use the following specialist services of Pre Construct Archaeology (Central): surveying, pottery I.D and faunal remains. In addition PEL will use the following external specialists:

Aerial Photographic Assessment	Rog Palmer, Air Photographic Services
Geo-physical Surveys:	Peter Masters, Cranfield University
Metal detectorists	D Walsh/R. Parker
Roman Pottery	Dr Philip Mills, MIFA
Iron Age Pottery	Paul Blinkhorn/ Dr. P. Mills
Saxon & Medieval Pottery	Paul Blinkhorn
Post-Medieval Pottery	Paul Blinkhorn
Flint	Dr T. Reynolds/ Dr B Bishop
Glass	Christine Sherd
Coins	FitzWilliam: Dept of coins and medals
Metalwork & Leather	Ms Q Mould & Ms N Crummy
Slag	Ms J. Cowgill
Animal Bone	Dr J. Cussans
Molluscs	Dr R. Preece
Pollen & Seeds	Dr R. Scaife
Charcoal/wood	Dr. J. Summers
Carbon-14 Dating	Heritage England Ancient Monuments Laboratory.
Conservation	Pre Construct Archaeology/MOLA
Molluscs	Dr R. Preece, Cambridge University
Illustration	Eddie Lyons
Environmental	Val Fryer
Osteology	Dr C. Duhig MCIFA/D. Keen PCIFA
Faunal	Kevin Reilly
GPS Surveying	PCA (Central)

APPENDIX 6: Phoenix Exhumations Limited Risk assessment

Risk Assessment 1 Working with plant machinery										
Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Direction & Supervision of wheeled or tracked excavators.	Various	Staff in close proximity to excavation (operation of bucket & manoeuvre of boom).	Accidental contact with boom or bucket or unexpected movements of machine.	Principally Project Officer and Supervisors	10	Only PO to supervise machinery. No personnel to be within radius of boom. All staff to wear high visibility clothing, hard hats and safety footwear at all times. Fully qualified plant operator with CPC card.	5	DEK	18/6/19	Call emergency services. First aid if required.

Likelihood		Likelihood		Severity		Risk (likelihood x severity)		
Severity	1	2	3	4	5	1. Highly unlikely	1. Slight inconvenience	1 – 5 Low
1	1	2	3	4	5	2. May occur but very rarely	2. Minor injury requiring first aid	
2	2	4	6	8	10	3. Does occur but only rarely	3. Medical attention required	6-12 Medium
3	3	6	9	12	15	4. Occurs from time to time	4. Major injury leading to hospitalisation	
4	4	8	12	16	20	5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High
5	5	10	15	20	25			

Initial Risk
Residual Risk

Risk Assessment 2 Manual excavation and outdoor working										
Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Hand excavation of archaeological features	Various	Extremes of heat, cold, and wet weather. Trip hazards	Hypothermia, heat stroke, sunburn. Minor injuries.	All Staff	9	All staff provided with appropriate clothing for weather conditions.	2	DEK	18/6/19	First aid if required. Call emergency services if necessary.

Likelihood		Likelihood		Severity		Risk (likelihood x severity)		
Severity	1	2	3	4	5	1. Highly unlikely	1. Slight inconvenience	1 – 5 Low
1	1	2	3	4	5	2. May occur but very rarely	2. Minor injury requiring first aid	
2	2	4	6	8	10	3. Does occur but only rarely	3. Medical attention required	6-12 Medium
3	3	6	9	12	15	4. Occurs from time to time	4. Major injury leading to hospitalisation	
4	4	8	12	16	20	5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High
5	5	10	15	20	25			

Initial Risk
Residual Risk

Risk Assessment 3 Deep excavations										
Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of trial trenches and archaeological features within	Various	Trench collapse, falls, and work in confined spaces.	Physical injury (minor to rare major examples), suffocation.	All Staff	12	No excavation beyond safe depth in any circumstances (not necessary for evaluation stage of works). No excavation of trenches beyond depth of 1.2m without adequate shoring or stepping. Access point to site fenced. All deep holes securely	2	DEK	18/6/19	First aid if required. Call emergency services if necessary.

	Likelihood						Likelihood		Severity		Risk (likelihood x severity)	
Severity	1	2	3	4	5	1. Highly unlikely	1. Slight inconvenience		1 – 5 Low			
1	1	2	3	4	5	2. May occur but very rarely	2. Minor injury requiring first aid					
2	2	4	6	8	10	3. Does occur but only rarely	3. Medical attention required		6-12 Medium			
3	3	6	9	12	15	4. Occurs from time to time	4. Major injury leading to hospitalisation					
4	4	8	12	16	20	5. Likely to occur often	5. Fatality or serious injury leading to disablement		13-25 High			
5	5	10	15	20	25							

Initial Risk
Residual Risk

Risk Assessment 4 Use of hand tools										
Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Excavation of archaeological features using shovels, mattocks, forks, wheelbarrows and small tools.	Various	Splinters from poorly maintained equipment, trip hazards from unused equipment, accidental striking of personnel in close proximity, some heavy lifting.	Physical injury (minor to rare major examples), suffocation.	Minor injury	8	Ensure all tools in serviceable condition. Careful policing of temporarily unused equipment (e.g. no discarded hand tools near trench edges). Ensure all tools are carried appropriately.	4	DEK	18/6/19	First aid if required.

	Likelihood						Likelihood		Severity		Risk (likelihood x severity)	
Severity	1	2	3	4	5	1. Highly unlikely	1. Slight inconvenience		1 – 5 Low			
1	1	2	3	4	5	2. May occur but very rarely	2. Minor injury requiring first aid					
2	2	4	6	8	10	3. Does occur but only rarely	3. Medical attention required		6-12 Medium			
3	3	6	9	12	15	4. Occurs from time to time	4. Major injury leading to hospitalisation					
4	4	8	12	16	20	5. Likely to occur often	5. Fatality or serious injury leading to disablement		13-25 High			
5	5	10	15	20	25							

Initial Risk
Residual Risk

Risk Assessment 5 Damage to services										
Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Machine cutting of trial trenches.	Various	Accidental damage to cables or services (water, electrical, gas etc.)	Electrocution, environmental damage/pollution, cost implications	Machine operator and PO and Sup	6	Obtain service plans prior to excavation. Use of CAT scanner. Carefully observe machine excavation.	2	DEK	18/7/19	Call emergency services. First Aid if required. Any pollution to be reported to Project Manager immediately.

Likelihood		Severity		Risk (likelihood x severity)	
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1 – 5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Initial Risk
Residual Risk

Risk Assessment 6 Soft Tissue										
Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Name	Date	Rescue procedures
Hand digging of single grave	Various	Diseases such as Small pox and Anthrax	Human health considerations	Operator and PO and Sup	1	Small pox and anthrax, if discovered stop works immediately and inform supervisor. Works area to be cleared and sealed off Works only to commence once remains have been deemed clear of disease and have been instructed by both your PEL supervisor and the client.	3	DEK	29/04/22	Call Environmental Health Services

Likelihood		Severity		Risk (likelihood x severity)	
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1 – 5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

Initial Risk
Residual Risk

Site Induction Register

I acknowledge that I have read the Written Scheme of Investigation and Risk Assessments for the site and have received a site induction.

Name (Print)	Employer	Signature	Date
	AES		
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	AES		

APPENDIX 7: Data Management Plan

Data Management Plan

Section A: Project Information			
HER# (Site Code):	OW/HND/24	Other Site Codes	
Site Full Location			
OASIS ID:	Archaeol15-521030	K-Code:	K
Museum Acc. #	TBC – awaiting reply	NGR #	TL 541453 213120
Planning Ref #:	3/23/0448/HH	Planning Authority	Hertfordshire County Council
DMP Written	21/02/2024	DMP Last Updated	21/02/2024
Project Manager/Primary Contact:	Dawn Keen BA MA Arch	Project Type:	Monitoring and recording
Client:	Mr P Hodgkinson	Site Supervisor:	C Sims
Data Sharing Agreement in Place?	Yes		
Data Management Responsibility	Archaeology, Excavations and Surveys	Who will take possession of the generated data at the end of the project	HCC

Section B: Estimated Volume of Data				
File types generated as part of the project archive by PCA:				
Data Type	Format	Estimated Volume	Details/Comment	
Spreadsheets	Excel (.xlsx), .csv		n/a	
Database	Access (.accdb)		n/a	
Text/Documents	.pdf, Word (.docx)	4.5mb	Report, HER data (maps), site drawings	
Images	.jpeg, .png, .DNG	.jpeg 1500mb	Site photographs	
Graphics	.dwg		n/a	
GIS	.shp		None requested	
Will existing or external data be utilised?			YES	
If yes, list type of data and source:				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG	.jpeg 1500mb	HER data	
Graphics	.dwg			
Text/Documents	.pdf, Word (.docx)	5.0mb	HER data	

Section C.: Data Acquisition, Processing, and Analysis
What methods and data standards will be undertaken?
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS whenever possible and will be updated as the project progresses, or as guidance is modified.
What file naming/structure is in place and how will version control be maintained? Display example below.
Example file name: AES_OWH/HND/24_Church Road_MON/REC_DK_rev1 Key: AES (Organisational identifier) OWH/HND/24 (site code) Church Road (Site name) MON/REC (report type) MH (author identifier) rev1 (version control identifier)
The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).
What Quality Assurances of the data are in place?
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.
Section D: Documentation and Metadata:
How can the data be read?
Data collected during the course of the project will include standard formats as listed within section B.
What documentation and metadata will be provided when the data is archived?
A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository
Section E: Ethics and Legal Compliance:
How can the identity of individuals be protected if required
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.
Is the data GDPR 2018 compliant?
All digital archive data is compliant with GDPR as outlined within AES's GDPR policy.
Who owns the data generated during the course of this project?
Copyright for all data generated or collected by the project team belongs to AES. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.

Section F: Storage and Backup:
Is sufficient storage in place?
All project data will be held on a server based at our regional office. The server has sufficient space to hold all data generated during the project.
What backups are in place?
Project data will be stored on a companywide intranet and on servers located at our regional office.
What data security is in place?
All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.

Section G: Selection and Preservation:	
Which data will be selected for inclusion within the project archive?	
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.	
What is the long-term preservation plan for the project dataset?	
The digital archive will be deposited with the ADS.	
If this is a larger project, has the ADS been contacted regarding accession of the project dataset?	N/A
Has the Museum or depository been contacted regarding accession of the project dataset?	YES Awaiting reply

Section H: Data Dissemination:
How will the dataset or parts of it be shared?
The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.

Section I: Responsibilities:		
Who will manage the data?		
The project manager will be responsible for implementing the data management plan and its security.		
Roles and Responsibilities:		
Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/ IT Specialist	
General Data backup	IT Specialist/Archives Officer	