



## BAYSGARTH SCHOOL, BURTON UPON HUMBER

*Written Scheme of Investigation for a Programme of Archaeological Monitoring and  
Recording*

*for RSK Environment Ltd*

*February 2026*

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*Ver 1.1*

HA Job no.:	P26-004
NGR:	NGR 503492 , 421538
Parish	Barton-Upon-Humber
Council:	North Lincolnshire Council
Museum Accession Number	

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Version comments:	Final

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# 1. INTRODUCTION

## 1.1. CONTEXT

- 1.1.1. This Archaeological Written Scheme of Investigation (WSI) has been commissioned by RSK Environment Ltd (hereafter referred to as the Client) and prepared by Headland Archaeology (UK) Ltd (part of the RSK Group; hereafter referred to as the Archaeological Contractor).
- 1.1.2. The WSI describes a program of archaeological monitoring and recording to be undertaken during all groundwork to offset the harm to any archaeological remains that may be disturbed or destroyed by construction of the proposed track (hereafter referred to as the Site).
- 1.1.3. The programme of archaeological work described in this WSI will comprise archaeological monitoring and recording (also known as a watching brief) during the construction of the proposed track as described below.
- 1.1.4. Ordnance Survey data is produced under © Crown copyright and database rights Licence AC0000811465.

## 1.2. PLANNING BACKGROUND

- 1.2.1. The client has planning permission to install a 3m wide tarmac track around the perimeter of an existing sports field to enable the testing of electric cars (North Lincolnshire Council Ref PA/2025/815).
- 1.2.2. A memo received 05/08/2025 from the Historic Environment Record Officer stated that the application site is located in an area where Anglo-Saxon settlement remains have been found and there is potential that any below-ground construction works in this area will encounter archaeological deposits.
- 1.2.3. Condition 1 attached to the consent for the development states the following;

*No development shall take place until the applicant, or their agents or successors in title, has secured the implementation of an archaeological mitigation strategy, to be defined in a Written Scheme of Investigation that has been submitted to, and approved in writing, by the local planning authority. The strategy shall accord with a brief provided by North Lincolnshire Historic Lincolnshire Historic Environment Record and shall include details of the following:*

- i. Measures to ensure the preservation by record of archaeological feature within the footprint of the development*
- ii. Methodologies for the recording and recovery of archaeological remains including artefacts and ecofacts*
- iii. Post-fieldwork methodologies for assessment and analyses*
- iv. Report content and arrangements for dissemination, and publication proposals*
- v. Archive preparation and deposition with recognised repositories including the ADS*
- vi. A timetable of works in relation to the proposed development, including sufficient notification and allowance of time to ensure that the site work is undertaken and completed in accordance with the strategy*
- vii. Monitoring arrangements, including the notification in writing to the North Lincolnshire Historic Environment Record Office of the commencement of archaeological works and the opportunity to monitor such works*
- viii. A list of all staff involved in the implementation of the strategy, including sub-contractors and specialists, their responsibilities and qualifications.*

REASON

*To comply with paragraph 218 of the NPPF, policy CS6 of the Core Strategy, saved policy HE9 of the North Lincolnshire Local Plan because the site potentially contained archaeologically significant remains that the development would otherwise destroy. The implementation of the archaeological mitigation strategy is required in order to preserve archaeological evidence by means of a comprehensive record and creation of a permanent archive, to advance public understanding.*

1.2.4. Condition 2

*The applicant shall notify the planning authority in writing of the intention to commence the archaeological site works at least 7 days before commencement. Thereafter, the archaeological mitigation strategy shall be carried out in accordance with the approved details and timings. No variation shall take place without the prior written consent of the local planning authority.*

REASON

*To comply with paragraph 218 of the NPPF, policy CS6 of the Core Strategy, saved policy HE9 of the North Lincolnshire Local Plan.*

1.2.5. Condition 3

*The track shall not be utilised until any post-investigation assessment has been commissioned in accordance with the programme set out in the approved written scheme of investigation, and provision made for analysis, publication and dissemination of results and archive deposition has been secured.*

REASON

*To comply with paragraph 218 of the NPPF, policy CS6 of the Core Strategy, saved policy HE9 of the North Lincolnshire Local Plan*

1.2.6. Condition 4

*A copy of analysis, reporting, publication or archiving required as part of the mitigation strategy shall be deposited at the North Lincolnshire Historic Environment Record and the archive at the North Lincolnshire Museum within six months of commencement of the archaeological programme of work or such other period as may be agree in writing by the local planning authority.*

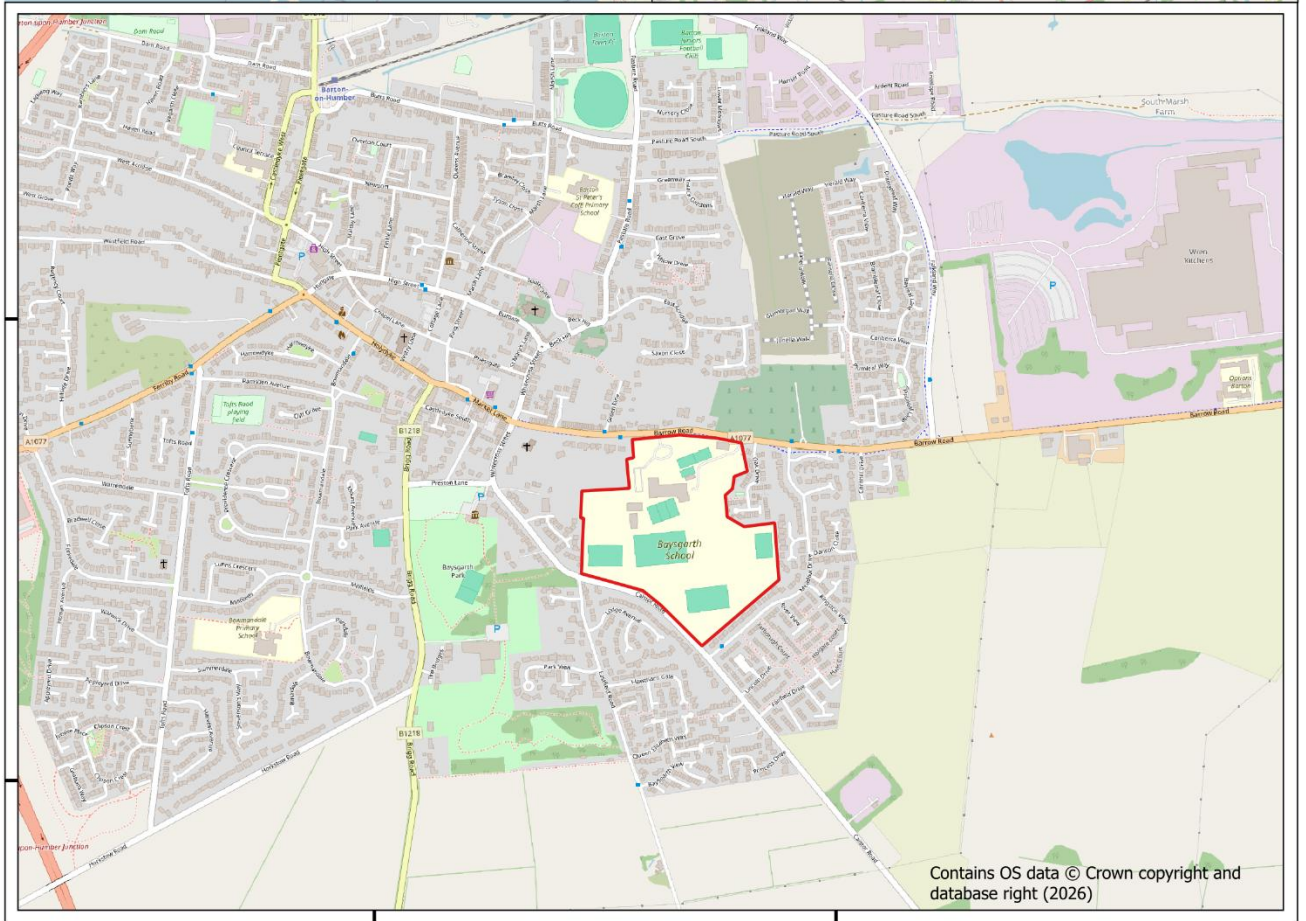
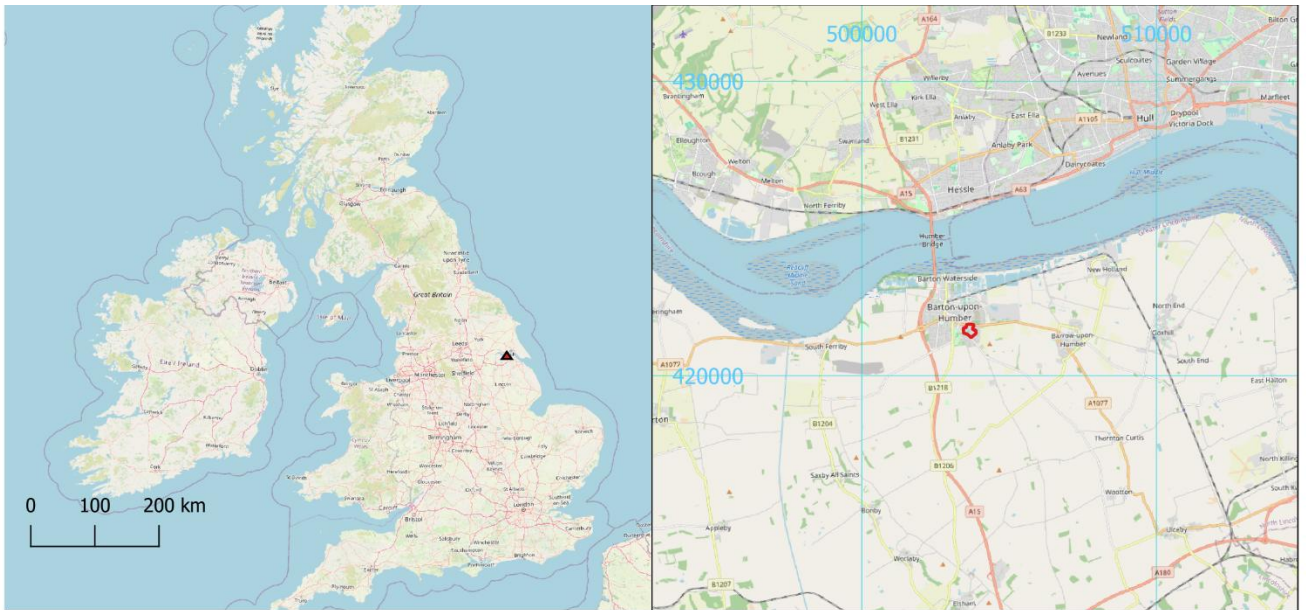
REASON

*To comply with paragraph 218 of the NPPF, policy CS6 of the Core Strategy, saved policy HE9 of the North Lincolnshire Local Plan.*

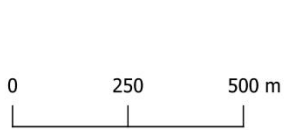
### 1.3. SITE LOCATION, TOPOGRAPHY AND GEOLOGY

- 1.3.1. The site is located within the grounds of the Baysgarth School, Barton-upon-Humber, Barrow Road, DN18 6AE (NGR 503492 , 421538) a small town approximately 1.8km to the south of the Humber Estuary.
- 1.3.2. The underlying solid geology is recorded as Welton Chalk Formation Chalk, these are sedimentary rocks deposited under shallow marine conditions.
- 1.3.3. Superficial deposits are recorded as Till, Devensian-Diamicton. These sedimentary deposits are glacial in origin, they are detrital, crated by the action of ice and meltwater.<sup>1</sup>

<sup>1</sup> <https://geologyviewer.bgs.ac.uk/> accessed 08/01/2026



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Key  
 Site Boundary



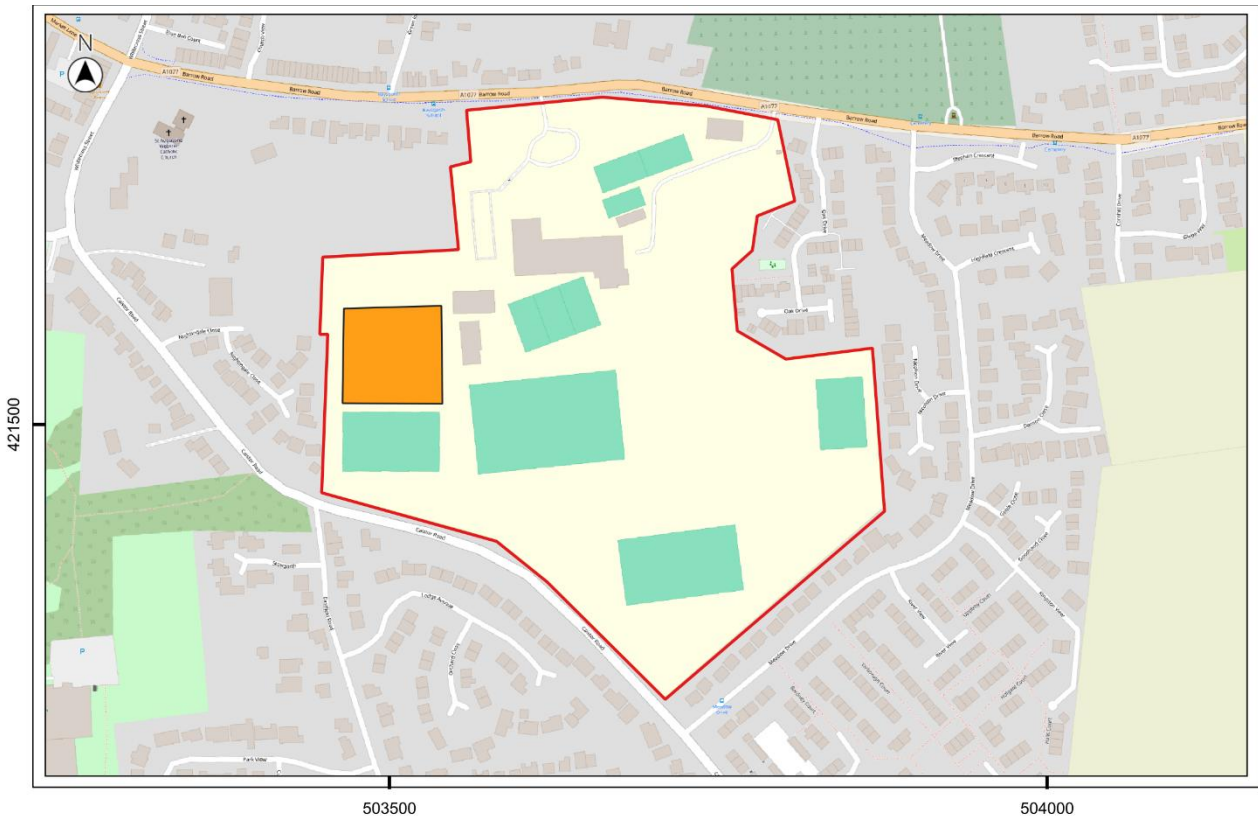
**Headland Archaeology North West**

RSK Fourways House  
 57 Hilton St  
 Manchester M1 2EJ  
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Illus 1. Site Location.

## 2. ARCHAEOLOGICAL BACKGROUND

- 2.1.1. The below is a brief summary of the historic and archaeological background of the proposed development area based on readily available online sources.
- 2.1.2. Within the site is a possible Grange (HER No. MLS19696) (manor of Bardney Abbey) dating to the medieval period, known as Bardney Hall.
- 2.1.3. To the immediate northwest of the site is evidence of medieval occupation (MLA27107) as part of a trial trenching excavation. This identified multiple phases of activity dating from the medieval to early modern periods, including early pits and postholes dating from the 13<sup>th</sup>-14<sup>th</sup> century.
- 2.1.4. As noted above there is potential for Anglo-Saxon remains to be present within the surrounding area and the site. Opposite Baysgarth School on the northern side of Barrow Road evidence of Anglo-Saxon and medieval occupation (MLS21444) was found in a total of 14 out of 16 trenches which were excavated prior to development (which was refused as the archaeological heritage assets on the site were assessed to be 'demonstrably of equivalent significance to scheduled monuments' by North Lincolnshire council). These remains were found to date from the mid-8<sup>th</sup> to 12<sup>th</sup> century and included pottery and evidence of iron smithing and metal work, the medieval Castledyke (MLS410) running northeast-southwest across the site which may have been at least 8m wide. Loom weights were found within the ditches which were present throughout the trenches as was a possible ice skate made from horse bone.
- 2.1.5. The Castledyke (MLA410) was a town ditch constructed in the 11<sup>th</sup> or 12<sup>th</sup> century although there have been the suggestions that this may be a 9<sup>th</sup> century Viking encampment.
- 2.1.6. Further north is a Sub-circular enclosure (MLS17906), which pre-dates the 10<sup>th</sup> century Church of St Peter, a possible Anglo-Saxon or Anglo-Danish defended site.
- 2.1.7. To the west of the site is the possible line of a 12<sup>th</sup> century defensive ditch (MLA21954). Excavation at the eastern end of St Peters Church revealed a substantial defensive ditch likely (MLS410). The ditch was preceded by a timber palisade, 2m east of an earlier Saxo-Norman boundary ditch. A conjectural reconstruction of the entire line of this ditch was suggested with the southern terminal line would have been at the point where Caistor Road meets Eastfield Road.
- 2.1.8. To the south of the site is 'Barton Street' Prehistoric-Romano-British trackway (MLA15492) which ran between Barton-upon-Humber and Alford. It was one of three major prehistoric routes across the Wolds, following the eastern edge of 70km.
- 2.1.9. The Baysgarth School was built in 1975, prior to this the site was part of the wider agricultural landscape.



*Illus 2 Location of the Track (in orange) within Baysgarth School grounds. The green areas are fields already present within the school grounds.*

## 3. POLICY CONTEXT

### 3.1. NATIONAL PLANNING POLICY FRAMEWORK (NPPF)

- 3.1.1. The National Planning Policy Framework (NPPF, 2024<sup>2</sup>) confirms that the historic environment, including archaeological remains, constitutes a material consideration in planning decisions, requiring applicants to describe the significance of heritage assets potentially affected by the development, including any contribution made by their setting.
- 3.1.2. Heritage and conservation forms one of the core planning principles of NPPF:
- 3.1.3. This WSI and any subsequent fieldwork and reporting contributes to meeting the following Policies on the historic environment contained in the document (paragraph numbers in bold text)<sup>3</sup>.

***(218)** Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. However, the ability to record evidence of our past should not be a factor in deciding whether such loss should be permitted.*

*(footnote 73) [Copies of evidence should be deposited with the relevant historic environment record, and any archives with a local museum or other public depository.]*

### 3.2. LOCAL PLANNING POLICY

- 3.2.1. The Conditions attached to planning permission for the development relate to two local policies as noted below.
- 3.2.2. Core Strategy adopted June 2011 policy CS6: Historic Environment, states:

The council will promote the effective management of North Lincolnshire's historic assets through:

- Safeguarding the nationally significant medieval landscapes of the Isle of Axholme (notably the open strip fields and turbaries) and supporting initiatives which seek to realise the potential of these areas as a tourist, education and environmental resource.
- Preserving and enhancing the rich archaeological heritage of North Lincolnshire
- Ensuring that development within Epworth (including schemes needed to exploit the economic potential of the Wesleys or manage visitors) safeguards and, where possible improves the setting of buildings associated with its Methodist heritage.
- Ensuring that development within North Lincolnshire's Market Towns safeguards their distinctive character and landscape setting, especially Barton upon Humber, Crowle and Epworth.

The council will seek to protect, conserve and enhance North Lincolnshire's historic environment, as well as the character and setting of areas of acknowledged importance including historic buildings, conservation areas, listed buildings (both statutory and locally listed), registered parks and gardens, scheduled ancient monuments and archaeological remains.

All new development must respect and enhance the local character and distinctiveness of the area in which it would be situated, particularly in areas with high heritage value.

Development proposals should provide archaeological assessment where appropriate.

- 3.2.3. The saved policy in the North Lincolnshire Local Plan Policy, HE9 – Archaeological Evaluation states:

<sup>2</sup> [https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF\\_December\\_2024.pdf](https://assets.publishing.service.gov.uk/media/67aafe8f3b41f783cca46251/NPPF_December_2024.pdf)

<sup>3</sup> Government guidance on the application of the policies contained within the NPPF is available at <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Where development proposals affect sites of known or suspected archaeological importance, an archaeological assessment to be submitted prior to the determination of a planning application will be required. Planning permission will not be granted without adequate assessment of the nature, extent and significance of the remains present and the degree to which the proposed development is likely to affect them.

Sites of known archaeological importance will be protected. When development affecting such sites is acceptable in principle, mitigation of damage must be ensured and the preservation of the remains in situ is a preferred solution. When in situ preservation is not justified, the developer will be required to make adequate provision for excavation and recording before and during development.

## 4. WRITTEN SCHEME OF INVESTIGATION (WSI)

### 4.1. INTRODUCTION

- 4.1.1. This section of the WSI describes the methodology for the archaeological monitoring and recording during construction.
- 4.1.2. **Any subsequent phases of archaeological mitigation will require an updated WSI.**

### 4.2. AIMS / OBJECTIVES

- 4.2.1. This WSI describes an archaeological programme designed to meet the aims outlined below, comprising investigation, excavation and recording of archaeological remains potentially impacted by the proposed development.
- 4.2.2. The primary aim of the programme of archaeological work is to ensure that any impact from the development is appropriately mitigated in a manner that is relevant to the significance of the known and potential remains at the site.
- 4.2.3. This will be achieved through the implementation of a programme of archaeological monitoring and recording which will seek to minimise disturbance to any below ground archaeological deposits.

### 4.3. ARCHAEOLOGICAL MONITORING AND RECORDING

- 4.3.1. The archaeological monitoring and recording is to take place during all excavation areas within the area of the consented track depicted on **Error! Reference source not found.2**.
- 4.3.2. Archaeological monitoring and recording is defined as follows:

*The purpose of archaeological monitoring and recording is to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works.*

*It also provides an opportunity, if needed, for the monitoring archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard.*

*It is not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits. "*

*Archaeological monitoring and recording are a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an inter-tidal zone or under water. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ." (ClfA, 2023)*

### 4.4. OBJECTIVES

- 4.4.1. The objectives of the archaeological monitoring and recording are therefore to:
- Ensure compliance with any relevant planning conditions for the proposed development and facilitate their discharge;

- Make a competent record of the location and character of any archaeological remains encountered.
- Recover any archaeologically significant artefacts disturbed during the works for specialist examination and reporting;
- Recover samples of any material which has potential for the survival of paleoenvironmental or dating evidence from secure archaeological contexts;
- Prepare a report on the findings of the archaeological monitoring and recording, any material recovered, and their significance; and
- Deposit the archive with an appropriate repository and submit the completed report to the online OASIS archaeological report library.

4.4.2. **Should a scheme of further, more detailed work be required to mitigate construction impacts on archaeological remains identified during this monitoring project, the scheme will be outlined in a further WSI for archaeological investigation.**

## 4.5. RESEARCH FRAMEWORK

4.5.1. The South Yorkshire Regional Research Framework is held online<sup>4</sup> and outlines specific research objectives for archaeological work in the region.

4.5.2. The following items in the Early Medieval Research Agenda are the most likely to be addressed by this project:

- How did the different landscapes related to geology and topography affect the settlement patterns established in all phases of the early medieval period? Can we create a model to start identifying settlement patterns in this period?
- Can Portable Antiquities Scheme data help up to refine our knowledge of Early Medieval settlement patterns and identify otherwise ephemeral settlements?

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<sup>4</sup> <https://researchframeworks.org/nwrf/> <https://researchframeworks.org/syrf/early-medieval/>

## 5. METHODOLOGY (GENERAL)

### 5.1. SCOPE OF WORKS

- 5.1.1. Any variations to the methodology of the programme of works specified in this WSI will be made only following consultation with, and the approval of, both the Client and the Planning Archaeologist at North Lincolnshire Council, except where H&S considerations require immediate cessation of work. Variations will be fully recorded and circulated to all parties.
- 5.1.2. The archaeological monitoring and recording will cover all intrusive groundworks within the Site as depicted on **Error! Reference source not found.** However, the extent of the archaeological monitoring and recording may be adjusted on the basis of evidence obtained during monitoring.
- 5.1.3. Any such changes will be agreed in advance by email with the Planning Archaeologist at North Lincolnshire Council.
- 5.1.4. Based on the findings of the monitoring, any potential future measures required to mitigate development impact would be described and agreed through a further WSI for archaeological mitigation.

### 5.2. HEALTH, SAFETY AND WELFARE

- 5.2.1. The Archaeological Contractor will operate in accordance with the health and safety procedures as set out in:
- The Health and Safety at Work Act (1974) and related legislation; and
  - The Federation of Archaeological Managers and Employers' Health and Safety Manual (2010).
- 5.2.2. Prior to commencing any stage of work on site a stage-specific health and safety risk assessment and method statement (RAMS) will be prepared by the Archaeological Contractor, to be read and acknowledged by all site staff. It is expected that measures will be introduced by the Archaeological Contractor to mitigate or control all identified hazards. Any permit to dig ahead of intrusive works will be issued in accordance with the Archaeological Contractor's RAMS.
- 5.2.3. The risk assessment will include for the following (not exhaustive):
- Utilities/Services
  - 'The Client's principal contractor will be responsible for ensuring all utilities and services are detected and avoided during the course of the groundworks
  - Personal Protective Equipment
    - Necessary personal protective clothing and equipment, including hard hats, reflective jackets, gloves and protective footwear will be used as a minimum.
    - Appropriate measures will be taken to ensure the health and safety of any staff who may come into contact with contaminants; measures may include on-site adaptation of the agreed works.
  - Deep Excavations
    - It is not anticipated that any excavation covered by this WSI will be greater than c. 1 m deep.
  - Competencies
    - All site staff, including subcontractors, machine operators and visitors, will prove that they have the necessary competencies (e.g. CITB training for machine operators) and any other necessary health and safety qualifications.

## 5.3. SITE SETUP

### WELFARE

- 5.3.1. Welfare facilities will be provided by the Client.

### PARKING

- 5.3.2. Provision will be made by the Client for off-road parking.
- 5.3.3. Measures to ensure road safety of site staff and other road users will be addressed in the RAMS, and care will be taken when entering and leaving site.

### SECURITY

- 5.3.4. The Client will be responsible for site security and fencing.

## 5.4. MONITORING

- 5.4.1. Each stage of work described in this WSI will be monitored by the Planning Archaeologist at North Lincolnshire Council.
- 5.4.2. The Archaeological Contractor will keep the Planning Archaeologist at North Lincolnshire Council regularly informed of the project's progress and facilitate the monitoring of the project at each stage, including post-excavation, archiving and publication.
- 5.4.3. The Planning Archaeologist at North Lincolnshire Council. will be promptly informed of any unexpected discoveries or issues, especially where these may result in a need to vary the WSI.

## 6. METHODOLOGY

### PROJECT ROLES AND STAFFING

- 6.1.1. All archaeological staff will be professional archaeologists. The project will be managed by a suitably qualified and experienced member of staff of Headland Archaeology who will also be responsible for preparing the report.
- 6.1.2. The Project Manager for this project will be Sarah – Jayne Harris ACIfA.
- 6.1.3. Day to day supervision of the site works will be the responsibility of a site supervisor qualified to at least ACIfA level or equivalent. All other site staff will be qualified to at least PCIfA level.
- 6.1.4. Processing and analysis of palaeo-environmental samples and finds will be undertaken by appropriately qualified Headland Archaeology staff.

### SURVEY

- 6.1.5. Excavation locations for the groundworks will be set out by the Client's principal contractor.
- 6.1.6. All survey for archaeological purposes, including the survey of archaeological features and temporary survey points will be conducted using survey grade GPS with control points tied to the OS National Grid marked with pegs as required.
- 6.1.7. Levels will be measured relative to Ordnance Datum, with temporary benchmarks surveyed onto site as required.

### MACHINE EXCAVATION

- 6.1.8. All removal of topsoil, subsoil, concrete or other hard surfaces is to take place under the direct supervision of an archaeologist.

- 6.1.9. During the Archaeological Monitoring the attending archaeologist(s) will observe the excavation of topsoil/overburden until the upper surface of the natural geology is exposed.
- 6.1.10. Machine excavation will be undertaken in level spits by a machine operating, where possible, with a toothless grading bucket and working under direct archaeological supervision to the surface of in situ archaeological deposits or structures.
- 6.1.11. Where archaeological deposits, or suspected archaeological deposits, are exposed machine excavation will cease and hand excavation commence to the specification below.
- 6.1.12. Archaeological deposits must not be removed by machine except where such a procedure has prior agreement with the Planning Archaeologist at North Lincolnshire Council.
- 6.1.13. Sondages within an area demonstrably devoid of archaeological remains may be used to check machining levels and to investigate the potential for the presence of buried deposits.

#### ARCHAEOLOGICAL EXCAVATION AND RECORDING METHODOLOGY

- 6.1.14. Archaeological remains will be excavated and recorded within the working area according to accepted professional standards, by qualified professional(s), and in accordance with the standards outlined in the Chartered Institute for Archaeologists' Code of Conduct (CIfA 2025) and Universal Guidance for Archaeological Field Evaluation (CIfA 2023).
- 6.1.15. Where exposed, archaeological features and structures will be recorded and excavated stratigraphically and all relationships will be investigated.
- 6.1.16. Ideally, a sufficient sample of any archaeological features or deposits will be hand excavated in order to provide the information required.
- 6.1.17. Each context will be recorded on a pro-forma context sheet by written and measured description.
- 6.1.18. The location of the area of the works shall be identified on a site plan that has been related to the OS National Grid. North shall be clearly indicated. Any archaeological features identified will be cleaned and recorded in plan at an appropriate scale.
- 6.1.19. All archaeological deposits will be recorded by drawn plans (scale 1:20 or 1:50 as appropriate) and sections (scale 1:10 or 1:20 as appropriate).
- 6.1.20. The Ordnance Datum height of all principal features and levels will be calculated and plans and sections will be annotated with Ordnance Datum heights.
- 6.1.21. Photographs (digital SLR to a minimum of 16 MP) will be taken as appropriate, to record each feature, the site, and landscape context, including an appropriate scale measure. Images will be saved in RAW and JPEG formats. The use of camera phones to take the primary record is not acceptable.

#### HUMAN REMAINS

- 6.1.22. Any finds of human remains during the course of the Project will be left in situ, covered and protected and the Coroner will be notified.
- 6.1.23. If removal is agreed it will take place under appropriate regulations (normally a licence is required from the Ministry of Justice) and with due regard for health and safety issues and the requirements of the Burial Act 1857.

#### ENVIRONMENTAL SAMPLING

- 6.1.24. Palaeoenvironmental samples will be taken where possible/appropriate, and according to standard and accepted environmental sampling policies outlined in the Chartered Institute for Archaeologists Standard and Guidance documents, and the Historic England guidance *Environmental Archaeology; A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)* (2011).

- 6.1.25. Bulk environmental soil samples for charred plant macrofossils, small animal bones, and other artefacts will be collected from appropriate, well-sealed and dated/datable archaeological contexts. Samples of 40 litres will be collected, or 100% of smaller contexts.
- 6.1.26. For deposits where anaerobic preservation is identified, 20 litre bulk samples will be collected for the retrieval of uncharred plant macrofossils and insects.
- 6.1.27. Appropriate provision will be ensured for the application of scientific dating techniques.
- 6.1.28. Where necessary, the regional Historic England Science Advisor will be consulted.

### SMALL FINDS POLICY

- 6.1.29. All artefacts identified during the course of the project will be collected, processed, sorted, quantified, recorded, labelled, packed and stored appropriately. The treatment of artefacts and environmental samples will be in accordance with the ClfA's *Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2020).
- 6.1.30. Sufficient artefacts will be retained to determine the date and function of the feature or deposit. If unsure as to the date of the context, all artefacts will be retained for further assessment.
- 6.1.31. Artefacts will be bagged by archaeological context. The location of special (or 'small') finds will be three-dimensionally recorded.
- 6.1.32. Excavated spoil will be examined for artefacts and these will be retained and recorded, except for material of a modern (i.e. obvious post-1900) date which will be noted but not retained.
- 6.1.33. Contingency will be made for external specialist advice and conservation needs on-site should unexpected, unusual or extremely fragile and delicate objects be recovered. X-raying and storing of metalwork and other delicate objects will be undertaken by an appropriate external specialist facility.

### METAL FINDS AND TREASURE

- 6.1.34. The Planning Archaeologist at North Lincolnshire Council and the North Lincolnshire PAS officer will be informed immediately by the archaeological contractor upon the discovery of any finds that could be considered treasure under the terms of the Treasure Act (and its subsequent amendments) which are made during the process of fieldwork. This will ensure the find is properly reported to the appropriate Coroner within 14 days of discovery in line with the Treasure Act. Advice and guidance on compliance with Treasure Act issues can be obtained from the Finds Liaison Officer of the Portable Antiquities Scheme for North Lincolnshire.
- 6.1.35. If any objects are recovered that are deemed to potentially qualify as treasure, Headland Archaeology will consult with the Planning Archaeologist at North Lincolnshire Council and the Finds Liaison Officer for North Lincolnshire Martin Foreman (Telephone 01724297055 email [Martin.Foreman@northlincs.gov.uk](mailto:Martin.Foreman@northlincs.gov.uk)) to determine the object's status. Objects that qualify as treasure will be notified to the local coroner within fourteen days of discovery, in accordance with The Treasure Act 1996 Code of Practice (Revised).

## 6.2. REPORTING

- 6.2.1. On completion of the fieldwork, the site records will be checked and cross referenced. Any artefacts and samples recovered will be issued along with contextual information to the relevant specialists for analysis.
- 6.2.2. The report will contain (as a minimum):
- a non-technical summary;
  - a table of contents;
  - an introduction with acknowledgements, including a list of all those involved in the project and the location and description of the fieldwork area;

- a statement of the project aims and objectives;
- an account of the investigation methodology undertaken, and an assessment of its effectiveness;
- a description of the archaeological findings;
- plans<sup>5</sup> and section drawings at appropriate scales;
- a description of any finds and palaeoenvironmental samples collected including an exposition of the methodologies employed, a statement on the presence or absence of material and an assessment of preservation. An interpretation of the finds including reference to any unusual or important features of the assemblage will also be included. Specialist assessments of all-important groups of finds, materials and samples as necessary, including proposals for any proportionate further analysis;
- a discussion and assessment of the results with a statement of the heritage significance of any identified archaeological features/sites on a local/regional/national scale;
- interpretive maps, plans, drawings and photographs as appropriate;
- a summary of any implication of the findings for the proposed development;
- a bibliography of sources consulted;
- a list of contents of the project archive and a statement of its location/proposed repository; and
- a copy of the OASIS reporting form.

- 6.2.3. The final report on the results of the archaeological fieldwork will be prepared within six weeks of completion of the site works, subject to receipt of specialist reports, and any specific requirements of the Planning Archaeologist at North Lincolnshire Council.
- 6.2.4. Any comments on the content of the final report made by the Client and the Planning Archaeologist at North Lincolnshire Council will be taken into account before the final version is issued. Digital copies of the report will be issued to the Client and to the Planning Archaeologist at North Lincolnshire Council.
- 6.2.5. Any observations on the content of the draft report made by the Client or the Planning Archaeologist will be taken into account before the final version is issued.
- 6.2.6. A copy of the report will be sent to the North Lincolnshire HER.
- 6.2.7. An OASIS record will also be completed for the project, which will include report texts. At a minimum a short (c.300) word summary of the project results will be published in the relevant local journal.

### 6.3. ARCHIVE

- 6.3.1. The project archive will consist of all original records, artefacts, ecofacts/samples and all documentation that relates to the archaeological works. Copies of the written scheme of investigation, report and any relevant correspondence will be included.
- 6.3.2. In accordance with Section 4 of *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Archaeological Archives Forum 2011) a rigorous process of selection and discard will be followed so that only those elements that are considered of significance for potential future study will be retained. Bulk items such as ceramic building materials, stonework, large quantities of undiagnostic pottery, and material that is difficult and costly to conserve such as worked wood, may be selected for discard once appropriate recording and analysis has been undertaken, either on-site or in the laboratory post-excavation.
- 6.3.3. It is proposed that all materials dating to, or believed to date to, prior to 1850 BCE are retained for assessment and a strategy for discard and retention adopted as part of the post-excavation assessment.
- 6.3.4. Selection strategies will take into account:

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<sup>5</sup> All plan drawings will include at least 4 NGR coordinates

- The specific aims and objectives of the project
- The South Yorkshire Regional Research Framework
- Relevant thematic or period specific research frameworks
- Specific material guidance documentation

6.3.5. It is proposed to deposit the physical archive with North Lincolnshire Museums.

6.3.6. Any artefacts discovered are the property of the landowner. The landowner will be contacted on completion of the site work to agree for the artefacts to be deposited with the North Lincolnshire Museums as part of the site archive.

6.3.7. The archive will comply with the United Kingdom Institute for Conservation (Archaeology Section) Guidelines for the Preparation of Excavation Archives for Long-Term *Storage* (1990), the Society of Museum Archaeologists *Towards An Accessible Archive* (1995), and to the reasonable requirements of the recipient museum.

6.3.8. The archive will be deposited within 12 months of the completion of the site works.

## 7. PUBLIC BENEFIT

- 7.1.1. The nature of the works and site security requirements (within an operational school) are such that the archaeological works would not be suited to direct public participation or access on site while the project is ongoing.
- 7.1.2. The results of the project will be disseminated to the North Lincolnshire Council Historic Environment Record and online OASIS library where they will be freely accessible to the public.
- 7.1.3. Should significant archaeological evidence be found additional public dissemination may be appropriate, this will be agreed with the Client and the Planning Archaeologist at North Lincolnshire Council and a separate WSI be prepared.

## 8. ENVIRONMENTAL PROTECTION

- 8.1.1. Headland Archaeology Ltd is committed to reducing its environmental impact and continually improving its environmental performance. This commitment is an integral part of our business strategy and operating methods. We recognise that our warehousing, analysis, reporting and distribution activities have significant environmental impacts, and we are dedicated to minimising these impacts through proactive management and continuous improvement.
- 8.1.2. A copy of Headland Archaeology's Sustainability Policy (SHEQ-E-ENV 006-04) is included as Appendix 1. In line with this policy locally based staff will be used where possible, minimising travel.

## 9. PROJECT STAFFING AND PROGRAMME

- 9.1.1. Headland Archaeology is a Registered Organisation with ClfA.
- 9.1.2. A summary of project staffing is given in Section 6.
- 9.1.3. Identification of specialist staff for post-excavation assessment and reporting will be confirmed to the Planning Archaeologist at North Lincolnshire Council in writing prior to the commencement of the assessment when requirements are known.
- 9.1.4. The programme for the archaeological works is subject to confirmation. The timing and duration of the project will be subject to the Client's construction programme and duration of the relevant groundworks.
- 9.1.5. The Planning Archaeologist at North Lincolnshire Council will be informed of the commencement of works with one weeks' notice.
- 9.1.6. It is anticipated that the post-excavation assessment and reporting will be completed within 6 weeks of the completion of fieldwork though this is subject the availability of the relevant specialists.

## 10. BIBLIOGRAPHY

Archaeological Archives Forum (2011) *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Creation*.

*Burial Act (1857)*.

Chartered Institute for Archaeologists (2020) *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*.

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Chartered Institute for Archaeologists (2025) *Code of conduct: professional ethics in archaeology*

*Health and Safety at Work Act (1974)*.

Historic England (2011) *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)*.

Institute for Conservation (Archaeology Section) (1990) *Guidelines for the Preparation of Excavation Archives for Long-Term Storage*.

Ministry of Housing, Communities and Local Government (2019) *National Planning Policy Framework*.

Society of Museum Archaeologists (1995) *Towards an Accessible Archive*.

*Treasure Act (1996)*.

Natural Environment Research Council (NERC) (2019) *British Geological Survey*.

# APPENDIX 1: HEADLAND ARCHAEOLOGY SUSTAINABILITY POLICY SHEQ-E-ENV 006-04

## General statement and objectives

Headland Archaeology Ltd is committed to continuous promotion of sustainable practices within Headland Archaeology Ltd sites and offices. Headland Archaeology Ltd acknowledge it is their legal duty to comply with all current environmental legislations and encourage best practice throughout the organisation. The Company seeks to ensure that targets are set to confirm that sustainable practices which are in place can be measured and continuously improved upon.

Headland Archaeology will integrate sustainability considerations into it's business decisions, working with suppliers to ensure that products with low environmental impact are sourced where practicable.

## Waste management and reduction

Headland Archaeology Ltd takes every opportunity to minimise avoidable waste, taking into account of the following hierarchy of principles:

- **Reduce at Source** – Discarding less material through the use of robust management practices and encouraging members of the supply chain to adopt the same principle. The relevant manager will, when making purchasing decisions, give due consideration to purchasing recycled materials or those containing the highest proportion of recycled materials.

Within the office, using and discarding fewer materials is a main focus; photocopying double-sided where possible, 2/4 per A4 sheet where this is possible, reducing margins on documents, so as not to create unnecessary pages; Switching off lights, taps and electrical equipment when not in use.

- **Re-Use** – Make use of existing materials wherever practically possible. Passing onto others re-useable equipment that is no longer required. Items will be repaired in preference to being replaced where this is cost effective.

- **Recycle** – Identify and segregate materials for recycling. Separate both on site and off, materials for recycling such as paper, cardboard, printer consumables, batteries, rain water and soil.

- **Responsibly Dispose** - Comply with current waste management legislation and company policy and procedure for the disposal of waste.

Headland Archaeology Ltd will raise awareness of waste management with all our employees, both at our office and on our construction sites, including sub – contractors that can be identified as producers of significant waste.

Continuous improvements will be guided by consideration of environmental benefits, and taking account of new legislation, regulatory compliance, and reviews of waste management procedures.

This Waste Reduction Policy, together with our environmental management system, will be annually reviewed to ensure our continued relevance and appropriateness to our activities.

## ENERGY

Headland Archaeology encourages regular reviews to reduce the consumption of energy in all of its premises', whilst continually considering options for energy efficiency and reduction of carbon footprint both on and off site. This includes, but is not limited to the following:

- Switching off lighting when not in use
- Switching off heating when not in use
- Preventing windows being open whilst heating is on and conserving heat where practicable
- Switching off work equipment when not in use.

Headland Archaeology gives consideration to energy and resource management at the design stage and on any refurbishment projects, with an emphasis on low-energy technologies.

## TRANSPORT AND TRAVEL

Headland Archaeology Ltd's understand that transport and travel equates for a significant proportion of their overall impact. The Company, through various measures, ensures that they monitor their carbon footprint, with a goal of reducing this in coming years against a percentage of profit.

Headland Archaeology ensure that

- Vehicles are well-maintained and are serviced in line with manufacturer's instructions.
- Where new vehicles are purchased, low emission vehicles are sourced.
- Journeys are planned prior to being carried out, ensuring the most efficient route is carried out.
- Car/van pooling is carried out in preference to lone travelling.
- Public transport is utilised where possible.
- Unnecessary trips are avoided where email, instant messaging, audio and video conferencing would suffice.
- Staff are encouraged to take part in the bike to work scheme.
- Consideration is given to emissions of all hire vehicles.

Headland Archaeology Ltd monitors fuel usage and sets targets to reduce these in relation to a percentage of profit.

## PROJECT SUSTAINABILITY

Headland Archaeology Ltd understand that individual projects may have additional impact on the environment not covered by the above. Therefore we ensure that:

- Local suppliers are used where practicable.
- Minimise distance travelled between site and accommodation on longer projects
- Design of archaeological mitigation work to minimise impact on environment.
- On site recording is digitised as much as possible.
- The environmental impacts and aspects of each site are reviewed in line with Headland Archaeology's master register.

## **COMMUNITY INVESTMENT AND SOCIAL IMPACT**

Headland Archaeology invests in its employees by providing training to meet the objectives of efficiency and service to clients. The company plays an active role in the communities it operates in. This has been shown on previous occasions through:

- Work experience placements
- Community engagement and open days
- School visit days