

WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION

Land east of Rightup Lane, Wymondham, Norfolk

Planning Ref: 2012/0371/O

August 2021

CONTENTS

CONTENTS	2
1 INTRODUCTION	3
2 GEOLOGY AND TOPOGRAPHY	7
3 AIMS AND OBJECTIVES	8
4 METHODOLOGY	10
5 ACCESS AND SAFETY	15
6 TIMETABLE AND STAFFING.....	16
7 REPORTING	17
8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE	18
9 FURTHER CONSIDERATIONS	19
10 BIBLIOGRAPHY	20
11 FIGURES.....	22
APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES	23
APPENDIX 2: DATA MANAGEMENT PLAN.....	24
FIGURE 1: PROPOSED TRENCH LAYOUT	22

1 INTRODUCTION

1.1 General Background

- 1.1.1 Pre-Construct Archaeology (PCA) has been instructed by RPS Consulting on behalf of their client Taylor Wimpey to undertake trial trenching as part of a programme of archaeological mitigatory work at land east and west of Rightup Lane, Wymondham, Norfolk NR18 9NB (planning reference 2012/0371/O). Following submission of an outline planning application in February 2012, and prior to a formal response being issued by the Historic Environment Services of Norfolk County Council (HES/NCC), consultation ensured a suitably worded planning condition was recommended for part, but not all of the proposed development site.
- 1.1.2 This WSI outlines the proposed archaeological project on land east of Rightup Lane (centred on TG 121 008) in advance of proposed development on this 14.94ha development area. Approximately 6.6ha of the land east of Rightup Lane has been the subject of post-medieval and modern gravel extraction (see historic map regression evidence outlined below in Smith 2010). Further definition on areas of made ground was subsequently provided by Geophysical Survey (Stratascan 2012).
- 1.1.3 The trench locations (Figure 1) will target the undisturbed ground where geophysical anomalies have been identified. The area of the site to be evaluated therefore measures 8.53ha. A 4% sample of the area will be 1650m of trenching or No.34 x 50m trench with a contingency of 100m which will be implemented if required to account for investigative trenching and to test the impact of the quarrying on any earlier archaeological remains.
- 1.1.4 The project will be managed and directed by Mark Hinman, Regional Manager of PCA Central.
- 1.1.5 This Written Scheme of Investigation (WSI) has been prepared according to requirements set out by HES/NCC and in line with the outline planning consent for the proposed development and specifically with reference to condition 11, which states:

No development shall take place on that part of the site north and east of Rightup Lane until a Written scheme of investigation for a programme of archaeological works has been submitted to and approved by the local planning authority in writing.

- 1.1.6 This document comprises a WSI for trial trenching as part of a programme of archaeological mitigatory work. This WSI includes a project design for the trial trenching. Any further mitigation, if required, will need a separate project design to be considered as an addenda to this approved WSI.

1.2 Archaeological Background

- 1.2.1 The archaeological background has been taken from the desk-based study prepared by CgMs (now RPS (Smith 2010)). For the purposes of this WSI, an overview of the significant archaeological remains has been included. For full information please refer to the desk-based assessment report.
- 1.2.2 Land to the south of Rightup Lane has also been subjected to a desk-based assessment (CgMs 2010) and previous trial trenching (TVAS 2009). The desk-based assessment highlighted the potential for some limited prehistoric, Roman, Saxon and medieval remains and modern gravel extraction. The trenches were targeted within areas of undisturbed ground although only a few modern features associated with allotments were found.

1.3 Prehistoric and Roman

- 1.3.1 Scattered finds have been recovered from fields surrounding the development area and an area of prehistoric activity is known at Browick Road to the northeast of the site, relating to the later Neolithic, Bronze Age and Iron Age periods (HER 41125).
- 1.3.2 The cropmark of an east-west Roman road can be seen to the north of the development area (19725), which is listed as connecting Caistor St Edmund to Watton and evidence of a probable Roman aisled building is known at Browick Road (HER41125). Roman metal finds, pottery and glass artefacts have also been found through fieldwalking and metal detecting across lands surround the development area (HER 25890, 30887, 33069 and 53759).

1.4 Medieval

- 1.4.1 Wymondham is thought to have originated during the Saxon era although the development area lies to the south of the historic core of the town. Early-Middle Saxon occupation evidence has been found at Browick Road (HER 41125) and metal detecting to the northeast of the site has recovered Saxon and medieval coins together with pottery (HER 33069)
- 1.4.2 Medieval pottery and metal artefacts have been found in fields surrounding the development area whilst there are three major early medieval sites within close proximity to site. Wymondham Abbey, on the west side of Wymondham, was established in 1107 AD (HER 9437) by William d'Aubigny and now designated as a Scheduled Ancient Monument. Oxehaghe deer park located 500m to the southwest of the development area was laid out by William d'Aubigny II and portions of its boundaries have been maintained by modern field layouts (HER 52767). The castle of Moot Hill (also a Scheduled Ancient Monument, 9438), which survives as a mound and series of earthworks, is located 800m to the northeast of the site and was constructed between 1088 AD and 1139 AD.

1.5 Post-Medieval

- 1.5.1 Faden's Map of Norfolk dated to 1797 and the Tithe Map of 1839 both show the site as undeveloped land although the 1st edition Ordnance Survey map of 1882 depicts areas of localised gravel extraction within the site. Similarly, gravel extraction is shown on the 2nd edition Ordnance Survey map of 1906 and by 1938, vast swathes of the site are shown as quarried or parts of active quarrying. The extraction appears to have terminated by 1957 but resumed by 1973 within the eastern end of the site. The present factory at the relative centre of the development area is also shown in 1973, but there have been no significant changes or other developments since this time.
- 1.5.2 There is moderate potential for archaeological remains within the development area. Although much of the site has been subjected to modern sand and gravel extraction, there are large swathes which have seemingly seen no ground disturbance or activity during the medieval or post-medieval periods. Given the archaeological evidence within the immediate vicinity and coupled with the

geological and topographical conditions of the site, there is moderate potential for prehistoric and Roman remains within the site and low potential for Saxon and medieval remains. There is moderate potential for some post-medieval remains, although the majority of this will undoubtedly relate to quarry activities.

1.6 Geophysical Survey

- 1.6.1 A gradiometry survey was conducted by Stratiscan over an area of 10.82ha to the east of Rightup Lane. Several anomalies have been identified as possible archaeological features including some evidence for ploughed out bank feature, pits and linear formations of pit-like features. The survey also highlighted that large swathes of the site, especially to the west and south, comprise disturbed or made ground, likely the result of post-medieval gravel extraction on the site (Biggs 2012).

1.7 Fieldwalking and metal-detecting survey

- 1.7.1 A programme of fieldwalking and trial trenching has been conducted to the west of the development area (TVAS, 2009). The trenches revealed significant ground disturbance associated with former gravel extraction works. Artefacts dating from the later prehistoric periods through to the medieval period were found throughout the trenches and trench spoil. Fieldwalking and metal detecting across rural lands surrounding the development area has also generated a number of prehistoric, Roman, Saxon and medieval finds although no areas of occupation have been identified within these fields.

2 GEOLOGY AND TOPOGRAPHY

2.1 Geology

2.1.1 The underlying solid geology of the site comprises Upper Chalk overlain with areas of superficial sands and gravel and Lowestoft Till deposits (Geological Survey of Great Britain). Excavations to the north of the site have revealed high quantities (up to 2m) of made ground directly overlying sand and gravel deposits where quarrying has taken place (Smith 2010).

2.2 Topography

2.2.1 The site lies between 40 and 45m AOD although the landscape has been significantly altered during the last hundred years through extensive sand and gravel extraction. The nearest watercourse is the Bays River stream, which runs c. 200m to the north of the study site.

3 AIMS AND OBJECTIVES

3.1 Broad Aims

3.1.1 The main aim of the archaeological works is to evaluate the archaeological potential of the site by trial trenching following the results of a geophysical survey across this portion of the development site east of Rightup Lane (Stratascan 2012). A further aim of the trenching is to examine the likely impact of past land uses upon the archaeological remains.

3.1.2 The broad aims of the project are to identify, excavate and record the location, extent, date, character and state of preservation of any archaeological remains on the site which are likely to be threatened by the proposed development, and to identify their significance in a local, regional and national context, as appropriate, with reference to the East Anglian regional research agendas:

- Research and Archaeology: A Framework for the Eastern Counties: 1. Resource Assessment (Glazebrook 1997)
- Research and Archaeology: A Framework for the Eastern Counties: 2. Research Agenda and Strategy (Brown and Glazebrook 2000)
- Regional Research Framework for the Eastern Region (Medlycott and Brown 2011)
- Research and Archaeology Revisited: A Revised Framework for the East of England (Medlycott 2011)
- East of England Regional Research Framework reviewed 2018-19 [online]. Available at: [East of England Research Framework \(researchframeworks.org\)](http://researchframeworks.org)

3.1.3 The trial trenching will aim to provide sufficient information to enable the formulation of a suitable management/investigation strategy for the site's heritage assets, in light of the current redevelopment proposals.

- 3.1.4 The trial trenching will provide a predictive model of any archaeological remains likely to be present on the site and will characterise and include an appraisal of the remains significance.

- 3.1.5 The trial trenches will cover an adequate representative sample of the proposed development area in order to fully understand and characterise the archaeology on the site.

4 METHODOLOGY

4.1 All aspects of the investigation shall be conducted in accordance with the Chartered Institute for Archaeologists' Code of Conduct, the Standard and Guidance for Archaeological Excavation (CIfA 2020), Standards for Field Archaeology in the East of England (EAA Occasional Paper 14, 2003) and Standards for Development-led Archaeological Projects in Norfolk', 2018, Robertson et al.

4.2 Machining and Site Planning

4.2.1 The trial trenches will be located according to the results of the geophysical survey (Stratascan 2012), geotechnical data and the cartographic survey within the desk-based assessment, all of which should be used in conjunction to determine those areas affected by modern quarrying and those areas, which have remained undeveloped (Figure 1).

4.2.2 The proposed development site east of Rightup Lane (c. 14.9ha) will be subjected to trial trenching. Due to known areas of modern quarrying the main focus of the project will be concentrated in those areas not impacted upon former quarrying, c.8.2ha. A trench sample of approximately 4% (34no. 50m x 2m trenches) will be targeted on those areas not thought to have been the subject of previous impacts and to characterise identified geophysical anomalies (Stratascan 2012). An additional 100m of trenching will be used on a discretionary basis as contingency to further clarify the impact of the quarrying upon earlier archaeological deposits. Site monitoring meetings between representatives of RPS and HES/NCC during the site work will ensure agreement on the need and location of any contingency.

4.3 Excavation

4.3.1 Trial trenches will be 2m wide.

4.3.2 Within each trench the topsoil, subsoil or man-made made ground deposits will be machine stripped by a mechanical excavator with toothless ditching bucket down to the archaeological horizon or geological horizon, whichever comes first. Upon encountering any archaeological features, the procedure followed is

detailed below.

- 4.3.3 Exposed archaeological features and deposits will be cleaned as necessary to define them using hand tools.
- 4.3.4 Metal-detecting will be carried out of any stripped deposits and all archaeological features and spoil heaps will be surveyed by metal-detector as they are encountered.
- 4.3.5 Limits of excavation of all trenches, pre-excavation and post-excavation plans of archaeological features and heights above Ordnance Datum (m OD) will be recorded using a Leica 1200 Global positioning System (GPS) rover unit with RTK differential correction, giving three-dimensional accuracy of 20mm or better.

4.4 Recording and Sampling

- 4.4.1 Field excavation techniques and recording methods are detailed in the PCA Fieldwork Induction Manual (Operations Manual I) by Joanna Taylor and Gary Brown (2009).
- 4.4.2 All works will be carried out in full accordance with the requirements specified in 'Standards for Development-led Archaeological Projects in Norfolk', 2018, Robertson et al.
- 4.4.3 All features will be investigated and recorded to properly understand the date and nature of the archaeological remains on the site and to recover sufficient finds assemblages to assess the chronological development and socio-economic character of the site over time.
- 4.4.4 Drawn records will be in the form of survey plans, drawn plans and section drawings of all archaeological features at an appropriate scale (1:10, 1:20, 1:50) while all individual deposits and cuts will be recorded as written records on PCA pro-forma context sheets.
- 4.4.5 Linear features will be investigated by means of slots excavated across their width and measuring at least 1m in length, positioned to avoid areas of

intercutting/ disturbance in order to provide uncontaminated finds assemblages. Feature stratigraphic relationships will be excavated and recorded unless decided otherwise by the NCCHEs case officer during the monitoring visit..

- 4.4.6 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated.
- 4.4.7 Significant features such as structural remains (e.g. eaves drip gullies, sunken feature buildings and beam slots), industrial features (kilns, ovens, domestic hearths, metalworking furnaces) and burials (cremation and inhumation) will be left in situ if possible.
- 4.4.8 High-resolution digital photographs will be taken at all stages of the project. Digital photographs will be taken of all archaeological features and deposits and black and white film photographs will be taken when considered appropriate by the excavator and supervisor. Horizontal and vertical scales will be used as appropriate.
- 4.4.9 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2020; Walker 1990).
- 4.4.10 A metal detector will be used during the trial trenching to enhance finds recovery and will not be set to discriminate against iron.
- 4.4.11 Bulk samples, 40 litres in volume when possible, will be taken by the excavator and in consultation with the project's environmental specialist where practicable, in order to recover micro- and macro-botanical environmental remains. The broad aim of such sampling is to recover evidence relating to the past environment and agricultural economy of the site, and how these changed over time under both natural and anthropogenic influence.
- 4.4.12 Environmental sampling will make reference to the following guideline documents:
- Historic England, 2011, Environmental Archaeology: A Guide to the Theory

and Practice of Methods from Sampling and Recovery to Post-excavation (second edition).

- Association for Environmental Archaeology, 1995, Environmental archaeology and archaeological evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England. Working Papers of the Association for Environmental Archaeology 2, 8 ff. York: Association for Environmental Archaeology;
- Dobney, K., Hall, A., Kenward, H. and Milles, A., 1992, *A working classification of sample types for environmental archaeology*. Circaea 9.1 (1992 for 1991), pg. 24-26;
- Murphy, P.L. and Wiltshire, P.E.J., 1994, A guide to sampling archaeological deposits for environmental analysis.

4.4.13 Consultation will also be made with the Historic England Regional Advisor for Archaeological Science in regard to appropriate sampling strategies.

4.5 Monitoring

4.5.1 PCA / the client will notify HES/NCC of the proposed start date at least 1 week in advance, allowing sufficient notice to arrange a monitoring meeting.

4.5.2 HES/NCC and the client will be kept regularly informed about developments and any significant discoveries during both the site works and subsequent post-excavation phase.

4.6 Treasure

4.6.1 All finds defined as Treasure will be removed to a safe place and reported to the local coroner according to the procedures outlined in the Treasure Act 1996 (as amended by the Treasure Designation Order 2002 No. 2666). Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft. Any finds that

could be considered treasure under the terms of the Act made during the process of fieldwork will be immediately reported to the Finds Liaison Officer, so that it is properly reported to the appropriate Coroner within 14 days of discovery in line with the Treasure Act.

4.7 Human Remains

- 4.7.1 If human remains are encountered, HES/NCC and the client will be informed. No further excavation will take place until removal becomes necessary, and will only be carried out in accordance with all appropriate Environmental Health regulations and only after a Ministry of Justice license has been obtained. Excavation may be required where the remains are under imminent threat or dating/preservation information is required for costing purposes. Due to the wide range of variables, costs of excavation, removal and analysis of human remains are not included in any statement of costs accompanying or associated with this specification.

5 ACCESS AND SAFETY

- 5.1.1 Permission to access to the site will be arranged by the client so that the field team can start work promptly on the first day of their arrival at site. It is expected that the site will be suitably clear of vegetation and other obstructions to allow the free movement of plant and the excavation of the trenches.
- 5.1.2 Any costs incurred to secure access, or incurred as a result of withholding of access, will not be PCA's responsibility. The costs of any delays as a result of withheld access or conditions obstructing archaeological excavation will be passed on to the client in addition to the project costs already specified.
- 5.1.3 A welfare cabin will be provided by PCA for the use of their site staff.
- 5.1.4 Site security is the responsibility of the client. All deep excavations (over c. 0.8m deep) will be secured by PCA with orange netlon fencing.
- 5.1.5 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of PCA and will be in accordance with all statutory regulations. A site-specific Risk Assessment and Method Statement (RAMS) will be prepared before fieldwork commences and all staff will be briefed on the content of the RAMS at an induction that they will be required to attend on arrival.
- 5.1.6 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

6 TIMETABLE AND STAFFING

6.1 Timetable

- 6.1.1 The duration of the trial trenching will take 10-12 days including backfilling with provision for one PCA Supervisor, one Surveyor and four Site Assistants. The timetabling and staffing for this smaller phase of work will be amended as necessary.
- 6.1.2 Working days are based on a 5-day working week, Monday to Friday.

6.2 Staffing and Support

- 6.2.1 The project will be managed and led by Mark Hinman, regional manager of PCA Central, who will ensure all staff are familiarised with the site, the archaeological background of the area and the ground conditions to maximise the effectiveness of the monitoring programme.
- 6.2.2 Key team members will include Mark Hinman, regional manager of PCA Central, and a PCA Supervisor with an appropriate level of archaeological experience. Additional Site Assistants will be drawn from a pool of qualified and experienced staff if required.
- 6.2.3 The following staff will form the project team:
- 1x Project Manager
 - 1x Supervisor
 - 4x Site Assistant (if required)
 - 1x Survey Supervisor
 - 1x Finds Supervisor
 - 1x Finds Assistant
 - 1x Illustrator for post-excavation work.
- 6.2.4 Specialists will be employed for consultation and analysis during post-excavation work as necessary. Specialists will be approached to carry out analysis as required from the list in Appendix 1.

7 REPORTING

- 7.1 The site will use the Event Number/Site Code TBC. This reference will be used to identify the archive.
- 7.2 Post-excavation tasks and report writing will take approximately 4-12 weeks following the end of fieldwork. Specialists will be employed for consultation and analysis as necessary.
- 7.3 PCA will provide the client with a copy or copies of the report (following completion). PCA will provide one digital copy and two hard copies of the report to HES/NCC, and a further copy to the Historic England Regional Advisor for Archaeological Science.
- 7.4 Further to its acceptance the contractor will supply an additional copy for inclusion into the Norfolk Historic Environment Record (NHER). PCA will include a copy of the OASIS form for the project (See section 8.5). The minimum requirement will be for a note to be made available in the appropriate regional journal(s). This summary should be included in the project report, or submitted to HES/NCC by the end of the calendar year in which the work takes place, whichever is the sooner.

8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 8.1 To assist with the creation and curation of the project's archive, the Project Manager will contact the NHER office to obtain an Event Number at the outset of the project. NHER use this number as a unique identifier linking all physical and digital components of the archive. The unique event number will be clearly indicated on this specification once received for this project. It will be shown on all paperwork created on site (context forms and plans etc), on relevant ensuing reports and on the OASIS data collection form. The Event Number will also be used as the unique Site Code for the site.
- 8.2 All artefactual material recovered will be held in storage by PCA Central and ownership of all such archaeological finds will be given over to the relevant authority to facilitate future study and ensure proper preservation of all artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to treasure act legislation separate ownership arrangements may be negotiated.
- 8.3 The project archive shall be compiled in accordance with the guidelines contained in Guidelines for the Preparation of Excavation Archives for Long term Storage (UKIC, 1990), and Standards and Guidance in the Care of Archaeological Collections (Society for Museum Archaeology 2020).
- 8.4 Two copies of the report will accompany the archive when it is deposited with the Norwich Castle Museum.
- 8.5 The Norfolk Historic Environment Record is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. PCA will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by Historic England and the Archaeology Data Service. This record will be included with the report.

9 FURTHER CONSIDERATIONS

9.1 Insurance

9.1.1 Pre-Construct Archaeology Ltd is covered by the following insurances:

- Public & Products Liability £5,000,000 with £5,000,000 Excess Layer (Aviva Insurance Ltd & Zurich Insurance Ltd), Policy nos: 000133 & PC00788;
- Employers Liability £10,000,000 (Aviva Insurance Ltd) Policy no: 000133;
- Professional Indemnity £5,000,000 (Hiscox Underwriting Ltd). Policy no: PL-PSC10002112906/00;
- Hired in Plant and Equipment £500,000 (Aviva Insurance Ltd) Policy no: 000133.
- Unmanned Aircraft Systems £5,000,000 (Tokio Marine Kiln Ltd) Policy no: B0831TMKDRO2020/8688.

10 BIBLIOGRAPHY

Association for Environmental Archaeology. 1995, Environmental archaeology and archaeological evaluations. Recommendations concerning the environmental archaeology component of archaeological evaluations in England. Working Papers of the Association for Environmental Archaeology 2, 8 ff. York: Association for Environmental Archaeology

Biggs, M. 2012, Geophysical survey report: Right Up Lane, Wymondham, Norfolk. Stratiscan Job ref. J3100

Brown, N. and Glazebrook, J. (eds.) 2000, Research and Archaeology: a Framework for the Eastern Counties, 2. Research Agenda and Strategy. East Anglian Archaeology Occasional Paper No. 8

CIfA. 2020, Standard and Guidance for Archaeological Excavation. CIfA: Reading.

Dobney, K., Hall, A., Kenward, H. and Milles, A. 1992, A working classification of sample types for environmental archaeology. *Circaea* 9.1 (1992 for 1991), pg. 24-26

Glazebrook, J. (ed.) 1997, Research and Archaeology: A Framework for the Eastern Counties, 1. Resource Assessment. East Anglian Archaeology Occasional Paper No. 3

Gurney, D. 2003, Standards for Field Archaeology in the East of England. East Anglian Archaeology Occasional Paper No.14.

Historic England. 2011, Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-excavation (2. Ed.).

Historic England. 2015, Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide (2. Ed.).

Lewis, J. 2009, Land to the south of Rightup Lane, Wymondham, Norfolk. Thames Valley Archaeological Services Ltd, unpublished report.

Medlycott, M. and Brown, N. 2011, Regional Research Framework for the Eastern Region. Available at: [East of England Research Framework \(researchframeworks.org\)](http://researchframeworks.org)

Medlycott, M. 2011., Research and Archaeology Revisited: A revised framework for the East of England. East Anglian Archaeology Occasional Paper 24

Murphy, P.L. and Wiltshire, P.E.J., 1994, A guide to sampling archaeological deposits for environmental analysis.

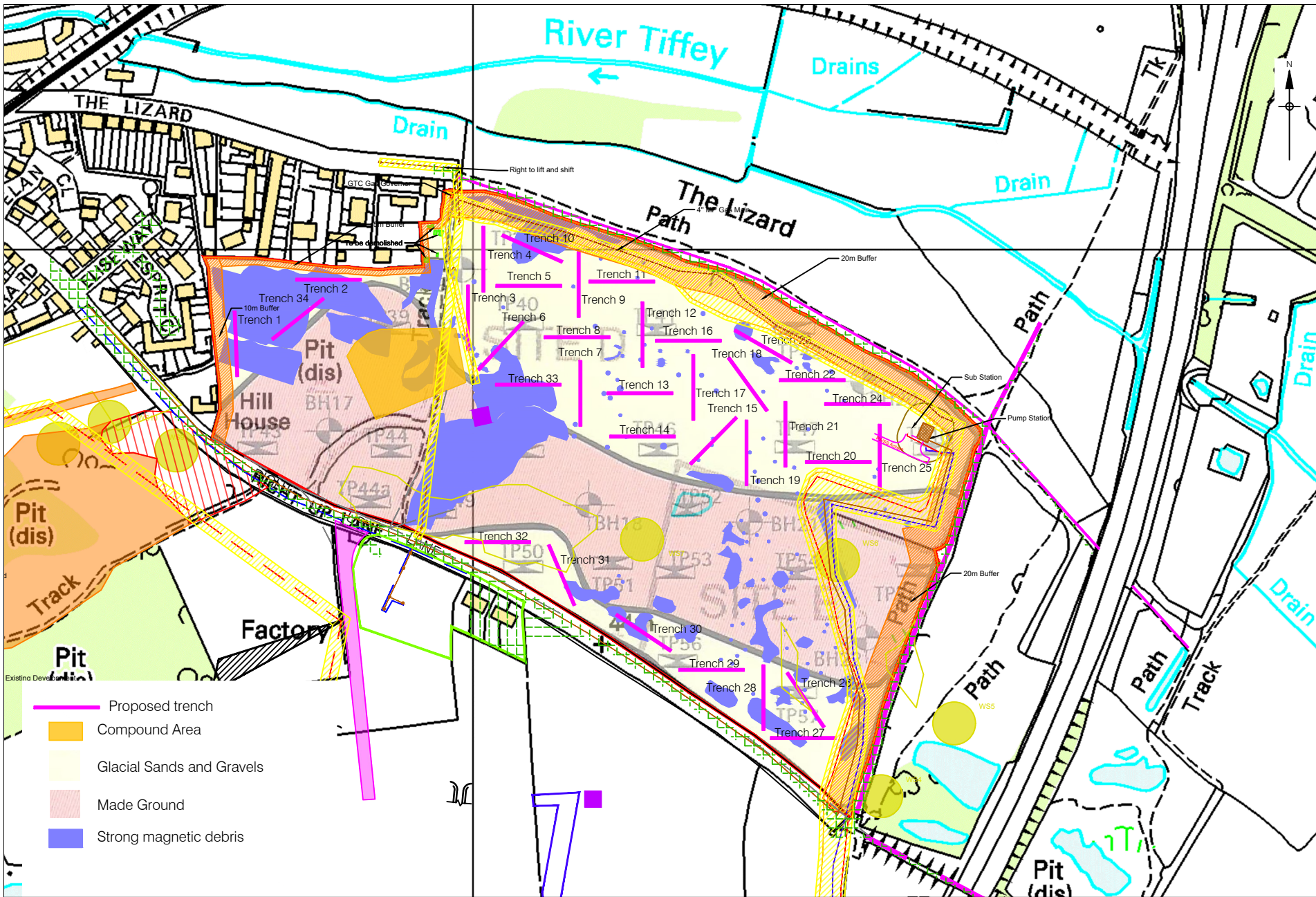
Robertson, D., Albone, J., Watkins, P., Percival, J.W., Hickling, S., Hamilton, H., Heywood, S., Shoemark, J., Tremlett, S. and Jarvis, C. 2018 Standards for Development-led Archaeological Projects in Norfolk. Norfolk County Council Environment Service unpublished document

Smith, M. 2010, Archaeological Desk Based Assessment Land at Rightup Lane, Wymondham, Norfolk. (CgMs unpublished document)

Society for Museum Archaeology 2020, *Standards and Guidance in the Care of Archaeological Collections*. Available at: [https://326gtd123dbk1xdkdm489u1q-wpengine.netdna-ssl.com/wp-content/uploads/2020/04/Standards and Guidance in the Care of Archaeological Collections.pdf](https://326gtd123dbk1xdkdm489u1q-wpengine.netdna-ssl.com/wp-content/uploads/2020/04/Standards_and_Guidance_in_the_Care_of_Archaeological_Collections.pdf) [Accessed 09/07/2020]

Taylor, J and Brown, G. 2009, PCA Fieldwork Induction Manual (Operations Manual I). PCA: London.

Walker, K. 1990, Guidelines for the Preparation of Excavation Archives for Long-Term Storage. UKIC Archaeology.



© Crown copyright 2014. All rights reserved. Terence O'Rourke Ltd 100019980
 © Pre-Construct Archaeology Ltd 2021
 15/05/14 JB: updated 16/05/14 HB
 25/08/2021 RS

Figure 1
 Proposed trench layout Option A, detailing the results of the geophysical survey in blue (Stratascan 2012) and the extent of extraction known from historic mapping in yellow 1:4,000 at A4

APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

Prehistoric Pottery: Matt Brudenell, Sarah Percival, Lawrence Morgan-Shelbourne (PCA)

Roman Pottery: Katie Anderson (PCA), Eniko Hudak (PCA), Kayt Hawkins, Jo Mills (samian), Gwladys Monteil (samian), Joanna Bird (decorated samian), David Williams (amphora)

Post-Roman Pottery: Chris Jarrett (PCA), Berni Seddon (PCA), Sue Anderson

Clay Tobacco Pipe: Chris Jarrett (PCA)

CBM: Berni Seddon (PCA), Kevin Hayward (PCA), Amparo Valcarcel (PCA)

Stone & Petrological Analysis: Kevin Hayward (PCA), Mark Samuel (moulded stone)

Glass: Chris Jarrett (PCA), John Shepherd (PCA), Ruth Beveridge, Hilary Cool, Rachel Tyson

Coins: James Gerrard (PCA), Ruth Beveridge

Inscriptions & Graffiti: Roger Tomlin

Animal Bone: Kevin Rielly (PCA), Karen Deighton (PCA), Ryan Desrosiers (PCA)

Philip Armitage, Robin Bendrey

Lithics (inc Palaeolithic): Barry Bishop (PCA)

Osteology: James Langthorne (PCA), Petra Ivanova (PCA)

Timber: Damian Goodburn, Nigel Nayling (Wales), Mike Bamforth

Leather: Quita Mould

Small Finds: Marit Gaimster (PCA), James Gerrard (PCA), Hilary Major, Ian Riddler (esp worked bone), Ruth Beveridge

Metal slag: Gary Taylor (PCA), Lynne Keys

Textiles: Sue Harrington, Penelope Walton Rogers

Conservation: Drakon Heritage, Karen Barker, Stefanie White (Colchester Museums), Emma Hogarth (Colchester Museums)

Dendrochronology: Ian Tyers

Archaeomagnetic dating: Mark Noel

Environmental: Tegan Abel (PCA), Kath Hunter, Val Fryer, Sheila Boardman QUEST, University of Reading

Documentary Research: Guy Thompson (PCA), Chris Phillpotts, Frederick Hamond (NI), Gillian Draper, Jeremy Haslam, Roger Leech

Industrial Archaeology: Gary Taylor (PCA), David Cranstone

Finds Illustration: Cate Davies (PCA), Rita Goncalves-Pedro (PCA), Mark Roughley (PCA)

APPENDIX 2: DATA MANAGEMENT PLAN

Section A: Project Information			
HER# (Site Code):		Other Site Codes	
Site Full Location			
OASIS ID:	preconst1-	K-Code:	K
Museum Acc. #		NGR #	
Planning Ref #:		Planning Authority	
DMP Written	DD/MM/YYYY	DMP Last Updated	DD/MM/YYYY
Project Manager/ Primary Contact:		Project Type:	
Client:		Site Supervisor:	
Data Sharing Agreement in Place?			
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	ADS/ Designated Archive Repository/Museum

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			
Database	Access (.accdb)			
Text/Documents	.pdf, Word (.docx)			
Images	.jpeg, .png, .DNG			
Graphics	.dwg,			
GIS	.shp			
Will existing or external data be utilised?			YES	NO
If yes, list type of data and source:				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG			
Graphics	.dwg,			
Text/Documents	.pdf, Word (.docx)			

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.
<p>Example file name: PCA_ECB6240_BRADLEY ROAD_EVAL_MH_rev1</p> <p>Key: PCA (Organisational identifier) ECB6240 (site code) BRADLEY ROAD (Site name) EVAL (report type) MH (author identifier) rev1 (version control identifier)</p> <p>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.).</p>

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 PCA'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 PCA. 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?	YES	NO
-----------------------------------------------------------------------------------------------------	-----	----

Has the Museum or depository been contacted	YES	NO
---------------------------------------------	-----	----

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	



rpsgroup.com