

**Written Scheme of Investigation for
an archaeological watching brief on landscaping
works and garden improvements on land at Prebendal
House, Empingham,
Rutland
November 2023**

Author: Amelia Fairman

Illustrator: Hugh Gatt



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Rutland
November 2023**

Event Number: TBC

Planning Reference: 2023/0398/FUL

Project Manager: Amelia Fairman

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Archaeological Watching Brief on landscaping
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on land at Prebendal House
Empingham, Rutland
November 2023**

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SITE NAME: Prebendal House, Empingham, Rutland
NATIONAL GRID REF: SK 95133 08502
CLIENTS: Gateley Smithers Purslow
DATE: November 2023
EVENT NUMBER: TBC
PLANNING APP: 2023/0398/FUL
CONTRACTOR: MOLA
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1 INTRODUCTION

- 1.1 The client (Gateley Smithers Purslow on behalf of Mr and Mrs Eatough) have commissioned an archaeological watching brief on garden landscaping on land at Prebendal House, Empingham, Rutland (SK 95133 08502). Planning permission under reference 2023/0398/FUL was approved on 26th September 2023 for landscaping and garden alterations which include the following:
- Re-landscaping of the garden east of the house;
 - Installation of a ha-ha;
 - Replacement of a modern greenhouse and polytunnel;
 - Re-introduction of a walled garden;
 - Removal of a garden shelter;
 - Rebuilding of the southern wall and installation of gate piers and gates;
 - Installation of a tennis court;
 - Construction of a garden studio, and;
 - Adjustments to the southern boundary.
- 1.2 The scope of works is being submitted for approval by the Leicestershire and Rutland Council in accordance with the National Planning Policy Framework (MHCLG 2023). It is anticipated that the works will comprise the monitoring of all activities that involve ground reduction, barring demolition works to slab level and modifications/improvements to pre-existing structures.
- 1.3 This Written Scheme of Investigation (WSI) has been prepared by MOLA and sets out the proposed methodology to be undertaken for the archaeological mitigation works. It has been produced in accordance with current best archaeological practice as defined in the Chartered Institute for Archaeology's *Code of Conduct* (CifA 2022) and *Standard and Guidance for an Archaeological Excavation* (CifA 2020a). The procedural document *Management of Research Projects in the Historic Environment* (MoRPHE) (HE 2015a) was also adhered to.
- 1.4 An event number will be requested prior to works starting and will be used as the site code.

2 BACKGROUND

Location, topography and geology

- 2.1 The development site is located to the south of Empingham village, east of Stamford and west of Rutland Water (Fig 1). The current house and gardens covers an area of approximately 1ha, with all works confined to the gardens south and east of the house. The estate is bound to the north by Crocket Lane, to the west by St. Peter's Parish Church and churchyard and to the south by fields extending to the River Gwash. The eastern boundary is defined by gardens to the rear of properties off Willoughby Drive and Crocket Lane.
- 2.2 The British Geological Survey (BGS) indicates that the local bedrock geology comprises the Northampton Sand Formation – Ironstone, ooidal. No superficial deposits are

recorded. The site is located in an area of loamy, freely draining slightly acid but base-rich soils (CSAI 2023).



Scale 1:2,000

Site location Fig 1

Archaeological and historical background

- 2.3 A Heritage Impact Assessment (2023) and Heritage Report (2022) have previously been undertaken by Worlledge Associates. The following summary has been drawn from the reports referenced above. An updated search of the Leicestershire and Rutland Historic Environment Records (HER Reference: FS555978844) has been carried out.

Prehistoric

- 2.4 A limited potential for prehistoric activity is suggested by the single entry on the HER within a 1km radius. Fieldwalking in the late 1960s (MLE5203) recovered flint from c.920m south-west of the site. Further excavations revealed two oval shaped pits, which contained flint indicative of a prehistoric origin. The flints recovered suggested a late Mesolithic to early Neolithic date range.

Roman

- 2.5 Evidence relating to the Roman period is better represented on the HER. In the same vicinity as the prehistoric material (at Empingham I (Site 3)) were the possible remains of a Roman settlement (MLE5173) and evidence of an enclosure, trackway and burial were recorded. Additional Roman buildings were noted adjacent to Rutland Water (MLE5196 and MLE5210), and are likely to have been broadly contemporary. The former building comprised an aisled villa with at least eight rooms and a corn drier. Numerous finds of note were recovered during the excavations, and these included painted wall plaster, 30 coins and personal items, such as gaming pieces, pins, a catapult bot head and an antler handle. The latter building was investigated between 1968 and 1971 and also recorded an associated corn drier. The building itself was preserved in the form of sections of stone walling, but no overall plan could be identified. The surviving sections did however suggest multiple phases of use.
- 2.6 During the fieldwork that investigated the two villas, an inhumation cemetery (MLE5198) was identified. Despite machine damage, at least eight burials were identified, on an east to west alignment. A further isolated burial was identified during a watching brief to the south of Cow Croft Spinney (MLE5209).
- 2.7 A trial trenching evaluation in 2010 recorded a ditch and stone structures, including evidence for a hypocaust system, on Audit Hall Road c.120m south-west of the site (MLE18792). A follow up strip, map and record exercise identified a T-shaped ditch, and a series of stone structures indicative of a building. Roofing tiles, structural fittings and painted plaster inferred a high status property with a possible hypocaust system.
- 2.8 The extension of a Roman presence beyond the immediate vicinity of Rutland Water and into the wider area is suggested by the numerous finds of material recovered within a 1km radius of the site. Numerous coins have been found as a result of metal detecting (MLE8087, MLE8088, MLE8091, MLE19052). Other finds have included fragments of slag (MLE5204), a stylus (MLE8090) and pottery (MLE10434). An evaluation at St Peter's Churchyard, which defines the western boundary of the site, also identified a sherd of 2nd/3rd century greyware.
- 2.9 In close proximity to the site an additional cemetery was identified at 11 Church Street (MLE8659). Four inhumations were identified during a watching brief with associated mid to late Roman pottery (AD 250 and 409).

Early medieval and medieval

- 2.10 The Roman settlement at Empingham I (Site 3) showed evidence of continuity of use into the early medieval period. Two probable sunken-feature buildings were recorded, with associated pits and postholes likely to have been structural in nature (MLE5174). Finds recovered included metalworking debris and those associated with weaving (needle, spindle whorl and weft beater). One of the buildings had been cut into the former Roman trackway, implying that this had since fallen out of use or replaced.
- 2.11 Associated with the buildings was a cemetery (MLE5172) containing at least 14 burials. Numerous grave goods were recovered during the excavations, and included a number of buckets, brooches, arrow/spearheads and tweezers.
- 2.12 The village of Empingham is believed to have early medieval origins (MLE5171), with the suffix "ingham" denoting a settlement as the home of the clan of Empa. The Domesday survey records the village as Empingeham with 101 families. It is however likely the present-day village now covers a smaller area than its medieval predecessor. The latter is believed to have extended south towards the river, and east towards Chapel Hill.
- 2.13 The historic core of the village was centred around the parish church of St Peter (MLE21535; MLE5165). The church contains a number of elements dated to the 13th century including the south transept, and north and south doorways. A number of medieval wall paintings have also been preserved.
- 2.14 The HER records numerous entries relating to the medieval development and use of the village and wider area. Indications of former boundaries have been identified on Main Street (MLE19049), which may indicate former cultivation, and further field boundaries identified to the south of Empingham (MLE20240). Earthworks identified along Mill Lane (MLE5160) reflect an arm of the village which has since been depopulated.
- 2.15 Earthworks identified in Hall Field (MLE5177) relate to an enclosed area and boundaries to the north-west of a moated site. These were interpreted as garden or orchard plots within a manorial complex. The manorial complex (MLE5179; MLE23394) relates to that of Prebendal House. The moated site comprises a large rectangular moat, fishponds (MLE5178) and garden plots. A hollow way (MLE23676) extends to the west, cutting a number of enclosure boundaries. A documentary reference dating to AD 1221 refers to Ralph de Normanville obtaining six oaks from the king for the hall, and may indicate that the moat at Empingham may pre-date the predominant period of moat construction of 1250-1350.
- 2.16 A building survey of the dovecote of Prebendal House in 2017 suggested that various medieval remains had been incorporated into the north wall. These fragments may have derived from the medieval prebendal house. It is thought that the earlier house was demolished and replaced with the dovecote when the new house was constructed in the late 17th century.
- 2.17 Within the wider area, the HER testifies to the medieval development of the village. A chapel of St Botolph was thought to have been sited at Chapel Spinney (MLE5162) and numerous buildings and structural remains of the medieval period are noted (MLE5164; MLE9013; MLE18793; MLE9828). Archaeologically identified features of the same period have also been recorded and include a possible soakaway (MLE8660), paddock boundaries (MLE21544) and pitting (MLE19610). Isolated finds of this period include pottery (MLE6932; MLE8192), an arrowhead (MLE6933) and a possible lead pilgrims badge (MLE6931) which was uncovered during ploughing.

Post-medieval and modern

- 2.18 A full history of Prebendal House is contained within the Heritage Statement (2023), and as such is only summarised here. A review of documentary sources suggest that the existing house was constructed in the early 17th century with a number of substantial outbuildings dating from at least the mid 17th century, which have since been demolished. The tithe barn is tentatively dated to the early 18th century, although this may have earlier precursors, and the dovecote is listed as a former chapel dating to c.1619.
- 2.19 Prebendal House retains Grade II* listed status (Entry: 1361456). The associated dovecote (1177436), tithe barn (1073910) and cottage (1073909) retain Grade II listed status.
- 2.20 The HER entries relating to the post-medieval period are largely located in the centre of the village and relate to structures including walls and houses (MLE8661; MLE21491; MLE21493; MLE21494; MLE21495; MLE21496; MLE21497; MLE21498; MIE21499; MLE21500; MIE21501; MLE21502), or those associated with agricultural activities such as barns and animal pens (MLE5163; MLE21492; MLE26948; MLE20580).
- 2.21 A turnpike road (MLE21275) was positioned on the Stamford to Greetham Road during the late 18th century. The White Horse Inn and a new Methodist Church represent 19th century additions to the village.
- 2.22 Archaeological finds recovered dating from the post-medieval period include pottery (MLE18794) and discrete cut features indicative of domestic refuse (MLE19050).

3 AIMS AND OBJECTIVES

- 3.1 The principle aim of the archaeological investigation is to record the archaeological resource during ground investigation works (prior to evaluation) within the specified area and to determine and understand the nature, function and character of an archaeological site in its cultural and environmental setting. These works will be conducted under the appropriate methods and practices, and in compliance with the *Code of Conduct* (ClfA 2022) and, where relevant, *ClfA Standard and Guidance for an archaeological watching brief* (ClfA 2020a).
- 3.2 To examine the archaeological resource within the proposed development area the objectives of the investigation are to:
- Establish and record the date, extent, character, state of preservation and depth of burial of all archaeological deposits at the development site;
 - Establish the date, nature and extent of archaeological activity or occupation at the development site;
 - Establish the relationship of any archaeological deposits within the wider contemporary landscape;
 - Recover any artefacts that may assist in the development of type series within the region;
 - Recover palaeo-environmental remains that may assist in determining the local environmental conditions, and to;
 - Create a permanent archive and record of the archaeological information collected during the fieldwork and analysis.
- 3.3 Specific research objectives will be drawn from national and regional research frameworks as relevant depending upon the results of the work (EMHERF 2023). The *East Midlands Historic Environment Research Framework* is now available online at: <https://researchframeworks.org/emherf/> (EMHERF 2023).

4 METHODOLOGY

- 4.1 The archaeological watching brief will comprise monitoring ground investigation works across the development parcel. All works will be carried out in accordance with the Chartered Institute for Archaeologists *Code of Conduct* (CIfA 2022) and *Standard Guidance for archaeological watching brief* (CIfA 2020a). All works will conform to Historic England procedural document *Management of Research Projects in the Historic Environment* (MoRPHE, HE 2015a).
- 4.2 The works subject to monitoring comprise a series of landscaping alterations. These can be divided into those relating to the re-alignment of garden boundaries, built structures, and vegetation clearance/re-planting (see Figs 2-4).
- 4.3 The works can be summarised as follows:

Re-alignment of garden boundaries:

- Driveway reduced to constant width;
- Removal and replacement of concrete pavers and yorkstone flags;
- Walled garden path layout adjustment;
- Garden path boundary relocated and replaced with iron parkland rail fence, and;
- Grass turning circle removed and replaced with gravel.

Built structures:

- Removal and replacement of poly tunnel;
- Removal and replacement of aluminium glasshouses;
- Removal of open-sided pavilion;
- Removal of modern retaining wall, dwarf brick retaining wall, stone retaining wall and steps;
- Removal and replacement of a stone terrace;
- Alterations to an existing stone balustrade, with the latter dismantled and extended as a continuation of existing balustrade;
- Existing stone retaining wall extended and balustrade dismantled, and re-installed with stone pillars;
- Removal of planter and replaced with Yorkstone terrace;
- Improvements to existing garden wall to include restoration, repointing and creation of a new opening;
- Installation of new tennis court, and;
- Installation of a ha-ha.

Garden features

- Removal of box and Irish yew hedge;
- Removal of dense trees and shrubs to south of garden;
- Removal and replacement of beech hedge, and;

- Removal of yew hedge and flower borders to be replaced with lawn.

4.4 The following monitoring methodology is proposed:

Re-alignment of garden boundaries

All ground reduction below existing ground levels, i.e. following removal of existing pavers/slabs. Any additional reduction for bedding/foundation deposits will be monitored. Any re-alignment works that require ground raising, or additional materials laid upon existing ground levels will not be monitored.

Built structures

All demolition/removal from ground level will be monitored, i.e. removal of any foundation courses/subsurface brickwork. Any subsequent foundation trenches or ground reduction/levelling required for new installations will be monitored. If the latter excavations are wholly located within areas of previous modern disturbance (in terms of both depth and area) these will, at the discretion of the planning archaeologist, be omitted from the monitoring works.

Any ground reduction required for the installation of the ha-ha and tennis court will be monitored.

4.5 The following works are not anticipated to require monitoring:

- Removal/dismantling of above ground architectural features, and;
- Remediation of extant structures, including repointing and creation of new access within the garden wall.

4.6 The setting out of all below groundworks will be conducted by the client or appointed Principal Contractor. The location of any archaeological remains encountered will be planned and tied into the Ordnance Survey National Grid using a Leica Survey Grade RTK GPS operating to an accuracy of $\pm 0.05\text{m}$ to Ordnance Survey National Grid and Datum.

4.7 Machine/hand excavation will be monitored by a suitably experienced archaeologist.

4.8 The site archive will be organised to be compatible with other modern archaeological archives produced in Leicestershire and Rutland. Artefacts, environmental and organic material will be labelled, processed and analysed. All site recording procedures are detailed in MOLA's in-house *Archaeological Fieldwork Manual* (MOLA 2014), which is issued to all staff.

4.9 The machined surface of areas of ground reduction will be cleaned sufficiently to enhance the definition of features where necessary. If remains of archaeological interest are encountered, all intrusive works will cease until the archaeology is fully investigated and recorded by the attending archaeologist. The investigation will be sufficient to securely establish the character and if possible, date and stratigraphic relationships of any features present.

4.10 All spoil from the excavated ground will be scanned by metal detector (not discriminating against Iron). If necessary the requirements of the Treasure Act (2023) will be adhered to. All finds recovered will be included within the report.

4.11 Recording will follow standard MOLA procedures (MOLA 2014). All documentation produced will use the site code. All archaeological features will be given a separate context number. Deposits will be described on pro-forma context sheets to include details

of the context, its relationships, interpretation, and a checklist of associated finds. Finds will be collected from the individual deposits and appropriately packed and stored in stable conditions by context.

- 4.12 Artefacts will be collected by hand and retained, receiving appropriate care prior to removal from the site (Watkinson and Neal 2001, Walker 1990). Unstratified animal bones and modern material will not be collected. Material that comprises a large quantity of a standard product (e.g. brick or tile) will be retained as a sub-sample representing its typical composition. A photographic record will be maintained by high resolution digital photography exceeding 12 megapixels. Overall shots of the site will be taken prior to excavation. Detailed shots of individual features and feature groups will be taken as appropriate. All photographs, except general site shots or specific shots for publication will include a north arrow and suitable photographic scale.
- 4.13 If any burials are encountered, they will be investigated sufficiently to confirm identification and then left *in situ*. The planning archaeologist for Rutland County Council (RCC), H.M Coroner and the client will be informed immediately upon discovery of human remains. If removal is required by the monitoring officer this will take place under the appropriate licence and according to the conditions set out therein.
- 4.14 Advice from Historic England will be sought if waterlogged or delicate surviving organic remains are encountered during the project. All work will be carried out according to Historic England guidelines (HE 2015b). A revised programme, timetable and additional resources as a contingency may be required depending upon the scale of waterlogged material. A specialist in waterlogged wood and organic remains will be present on -site during excavation of waterlogged material, on-site conservation and removal. The minimum amount of wood will be exposed for the shortest possible time to characterise the deposit and five its extent if possible. The relevant receiving museum will be contacted as early as possible to ensure appropriate conservation and future curation. All palaeo-environmental investigation, assessment, scientific analysis and specialist reporting will be included within the final report and sent to the Historic England Science Advisor.
- 4.15 Following the approval of the planning archaeologist for RCC, ground investigation areas will be backfilled with the up-cast, lightly compacted by the mechanical excavator, unless otherwise agreed. Subsoil and topsoil will be backfilled separately.
- 4.16 The field data will be compiled into a site archive with appropriate cross-referencing.



Scale 1:1,000

Retention and removal plan Fig 2



Scale 1:1,000

Existing plan for reference Fig 3



Scale 1:1,000

Proposed plan for reference Fig 4

5 POST-EXCAVATION, REPORTING AND ARCHIVE

- 5.1 The post-excavation aspect of the project will be undertaken following the methodology set out in MoRPHE (HE 2015a) and the ClfA (ClfA 2020b). All finds will be cleaned, marked, sorted and analysed, catalogued and prepared for storage in accordance with the approved recording system and the practices and standards described in national and regional guidelines (Brown 2011; MGC 1992; SMA 1993).
- 5.2 A report on the watching brief will be prepared. This will include an introduction, the archaeological background to the project, the aims and objectives of the watching brief, a non-technical summary, the scope of the project, and the methodology used. The evidence will be presented with details of the results. The report will consider results in terms of survival and potential. The text will be supported by illustrations and photographs and will include a tabulated list of contexts by trial pit and details of the contents of the project archive. The report will consider any archaeological remains in the context of the regional and national research frameworks.
- 5.3 Specialist reports will be added as necessary, with acknowledgements, bibliography and contents included. If human remains are encountered and excavated, the post-excavation assessment will contain an analysis of the remains, address future research potential and options for reburial.
- 5.4 Accompanying illustrations will include a location plan at national, regional and local levels. A location plan of all interventions on the site, based on Ordnance Survey, will show main archaeological features. Scaled site plans and sections will be reproduced.
- 5.5 A copy of the report, clearly marked DRAFT, will be provided to the client and the planning archaeologist for Leicestershire and Rutland Council on conclusion of the evaluation work. The Historic Environment Record (HER) will be issued with two copies of the report (one bound 'hard copy' and one digital).
- 5.6 MOLA are preparing a strategy proposal for selection, retention and disposal of archive materials to meet the requirements of the county repository, the Rutland County Museum (RCC 2021). The details of this strategy are in preparation but will broadly be based upon the recommendations of specialists as to the research value and potential of the material in question. The purpose of the strategy will be to ensure that all material for deposition conforms to the museum requirements and is, in the view of the specialists, of research value. The implementation of this project-specific selection strategy will use the ClfA archiving toolkit under development by the ClfA Archives group, which can be found here: [The Toolkit | Chartered Institute for Archaeologists](#), (last accessed 30/10/2023).
- 5.7 The physical site archive will be available for deposition within six months following approval of the final archive report, under the event number (to be confirmed prior to fieldwork commencement). The site archive will be accompanied by the research archive, which will comprise all written, drawn and photographic records relating directly to the investigations undertaken. Digital drawings and digital site records produced during the fieldwork will form part of the digital archive and will be submitted and curated by the Archaeological Data Services (ADS). The digital record formats will comply with archiving standards and guides. The archive will be fully catalogued and prepared for deposition in accordance with the regional standard (RCC 2021) as well as national guidelines by Walker (1990), Brown (2011), ClfA (2020c) and the MGC (1992). Any material requiring special curation will be handled under the recognised guidelines (Watkinson and Neal 2001).
- 5.8 Following completion of the fieldwork and reporting, born-digital data, such as reports, digital photographs, database and GIS data, with appropriate metadata, will be deposited with a CoreTrustSeal Repository, currently the ADS, making the archive publicly

accessible. The unique Digital Object Identifier (DOI) will be passed to the HER team once it has been deposited. Each report, once approved, is subsequently made available for inclusion and publication by digital means through the Archaeological Data Service (ADS). All projects conducted by MOLA contain an Online Access to the Index of Archaeological Investigations (OASIS V) registration form in the front pages of the report. This data is used to keep the online database up to date with the most recent projects conducted by MOLA. When completed the digital report will be uploaded to OASIS for submission to the ADS website. Digital archiving will follow the guidelines outlined in MOLA's *Digital Data Management Policy and Procedures* (MOLA forthcoming).

- 5.9 Arrangements for the archive storage, selection and retention, will be made with the Curator at Rutland County Museum. Selection Strategy of finds from the site will follow ClfA Selection Strategy Toolkit and deposition of all artefacts will be agreed with the landowner and Rutland County Museum during the reporting stage. Transfer of Title (ownership) of the archive to Rutland County Museum, or another local, accredited and publicly accessible depository, will be arranged at this time and the arrangements will be indicated in the evaluation report. MOLA's Transfer of Title form will be signed by the landowner and the archaeological Project Manager and submitted to the Rutland County Museum .
- 5.10 A license to copyright for documentary material, in both physical and digital forms, will be given to the receiving repository. Recipients of the resulting archaeological evaluation archive will be Rutland County Museum.
- 5.11 If ownership of all or any of the finds is to remain with the landowner, provision and agreement will be made for the time-limited retention of the material and its full analysis and recording by appropriate specialists, to include a full drawn record of all artefacts retained.

6 KEY PERSONNEL AND TIMETABLE

- 6.1 MOLA is a CfA registered organisation, under the overall management of **Guy Hunt BA FSA MCIfA, Director**.
- 6.2 The project will be carried out under the management of **Adam Yates, BA MCIfA, Head of Developer Services (Northampton)** and **Amelia Fairman, BA MA MCIfA, Project Manager**. The fieldwork will be supervised by one of MOLA's qualified and experienced supervisors supported by Project Assistants drawn from MOLA's team of permanent and temporary staff if required.
- 6.3 Other project staff will be appointed as appropriate and may include these specialist staff:

Flint	Yvonne Wolframm-Murray (MOLA)
Prehistoric pottery	Lyn Blackmore (MOLA)
Roman and Iron Age pottery	Adam Sutton (MOLA)
	Anna Rebisz-Niziolek (MOLA)
	Lanah Hewson (MOLA)
Medieval pottery	Jennifer McNulty (MOLA)
	Nigel Jeffries (MOLA)
	Paul Blinkhorn (Freelance specialist)
Ceramic building materials, daub and fired clay	Rob Atkins (MOLA)
	Han Li (MOLA)
	Lanah Hewson (MOLA)
	Mary Ellen Crothers (MOLA)
Glass - all periods	Claire Finn (MOLA)
	Michael Marshall (MOLA)
Registered finds - all periods	Michael Marshall (MOLA)
	Owen Humphreys (MOLA)
	Chris Faine (MOLA)
	Tora Hylton (Freelance specialist)
Human bone analysis	Chris Chinnock (MOLA)
Archaeozoology	Chris Faine (MOLA)
	Adam Reid (MOLA)
Archaeobotany, molluscs	Dominika Kofel-Lubczynska (MOLA)
	Kate Roberts (MOLA)
	Wendy Smith (MOLA)
	Alan Pipe (MOLA)
Charcoal	Dominika Kofel-Lubczynska (MOLA)
	Marvin Demicoli (MOLA)

Metal working and industrial waste (Slag) David Dungworth (Freelance specialist)

Conservation/x-ray photography MOLA London

- 6.4 Pending approval of the WSI, the proposed start date for the watching brief is anticipated to be late 2023 for an unknown duration. The Local Planning Authority (LPA) will be given adequate advance notice of commencement of works via Gateley Smithers Purslow, to arrange for monitoring of the site. Reporting will follow the completion of fieldwork. All reports will be submitted to the LPA via Gateley Smithers Purslow.

7 HEALTH AND SAFETY

- 7.1 A site specific risk assessment and safety plan (RAMS) will be prepared before the start of the project and will be updated throughout the project if appropriate. All site staff are inducted in the site-specific risk assessment and made aware of potential hazards before they commence the works on site.
- 7.2 MOLA is a responsible employer, and all work is conducted in accordance with MOLA's established Health and Safety Policy. This provides a practical framework for the implementation of the Health and Safety at Work Act 1974, the management of Health and Safety at Work regulations 1992 and other relevant legislation.

8 BIBLIOGRAPHY

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- Worlledge Associates 2023 *Old Prebendal House, Empingham, Rutland: Heritage Impact Assessment: Landscape Works*

MOLA Northampton

November 2023

APPENDIX 1: DATA MANAGEMENT PLAN

Project details				
Project Manager	Amelia Fairman			
Project Name	Prebendal House, Empingham, Rutland			
Project Finance Code	P23-603			
Accession Code	TBC			
Project stages covered	Watching Brief			
Related Policies	MOLA's <i>Data Management Policy and Procedures</i> (comprising DM01 – <i>Digital Preservation Policy</i> (DPP); DM02 - <i>Data Management Procedures for Projects</i> ; DM03 - <i>Data Management Plan</i> (DMP); DM05A - <i>Finds Transfer Agreement</i> ; DM05B - <i>External Copyright Transfer Agreement</i> ; DM06A - <i>File Formats List for Digital Archiving</i> ; DM06B – <i>Digital photo capture guidance</i> ; DM07 - <i>File naming conventions</i> ; DM08 - <i>Digital Data Selection, Appraisal and Discard Policy</i> ; DM09-16 Metadata forms).			
Version control				
Version	Author(s)	Date:	Status	Summary of Changes
1	Amelia Fairman	23/10/2023	Draft	-
Data Collection/Creation				
Data to be Collected/Created	<p>All file formats created will meet the standards set out in MOLA's <i>Data Management Procedure</i> and <i>Fieldwork Manual</i>.</p> <p>The recording of mitigation areas, horizons, and all archaeological contexts encountered will be undertaken manually using pro-forma sheets and polyester film. They will during post excavation phase be scanned and digitally added to the archive. Sections and trench plans will also be hand drawn and added digitally during post excavation phase. The data will feed into the site's ORACLE CDE database.</p> <p>Overall photographic shots of the site and each trench will be taken prior to excavation and after backfilling, with detailed shots being made of individual features and groups as appropriate. The photographic record will consist of high-quality digital uninterpolated images of at least 12 megapixels. Digital photographs intended for archive purposes will comply with best practice i.e. high quality non-proprietary raw files (DNG) or TIFF images.</p> <p>The documentary archive for this phase of works will consist of:</p> <ul style="list-style-type: none"> - Text: PDF/A documents comprising completed site report, WSI, Brief - Databases: ORACLE dataset 			

	<ul style="list-style-type: none"> - Survey data: GIS DXF files - Illustration files: AutoCAD DWG, PDF/A, MapInfo files <p>This will be submitted to ADS at the completion of the project as a single archive.</p>
How Data will be Collected/Created	<p>The data will be created according to MOLA's <i>Fieldwork Manual</i>, MOLA's <i>Data Management Procedure</i>, and in accordance with project specific agreements with AACBC.</p> <p>The Site will utilize the standard MOLA <i>Data Management Procedure</i> used to record features using context sheets.</p> <p>Site data will be captured using pro-forma context sheets and the MOLA <i>Fieldwork Recording Manual</i>.</p> <p>Sections and plans will be drawn on site then captured digitally during post excavation and added to the digital archive.</p> <p>Images will be taken using a camera with an APS-C or larger sensor with 12 megapixel camera.</p> <p>Survey data will be recorded accurately using Leica Viva Survey Grade RTK GNSS using SMARTNET real-time corrections, operating to a 3D tolerance of $\pm 0.05\text{m}$ to Ordnance Survey National Grid and Datum. These data will be stored as DWG or similar file types.</p> <p>File structure will be created automatically by Union Square Knowledge Management System, and is thus controlled.</p>
Relations	N/A
Documentation and Metadata	
Metadata	<p>Metadata will be created to the standard set out in MOLA's <i>Data Management Procedure</i>. Metadata tables will be updated throughout the course of the project and will be archived along with the digital data at the end of the project.</p>
Documentation	<p>The data will be accompanied by the site report, site paper archive, polyester film sheets, databases, survey data and processed illustrations as PDFs.</p>
Ethical and Legal Compliance	
Data Security Issues	<p>The dataset may contain commercially sensitive data. MOLA will not make data available to any persons outside of the previously detailed project team without discussion with Leicestershire and Rutland County Council.</p>
Intellectual Property Rights	<p>The copyright of any written, graphic or photographic records and reports will rest with MOLA. The data and reports created by any external specialists will be MOLA Copyright; this will be managed through their contracts. Other data not owned by MOLA, such as OS data, HER datasets or historic maps, will be used under licence and any downloaded data will be deleted from MOLA systems at the end of the term of the licence agreement.</p> <p>Once the results of the work are deemed to have entered the public domain, Leicestershire and Rutland Councils will have permission to use the report for the purposes of the Historic Environment Record which may include limited photocopying by third parties.</p>
Data Storage	

<p>Storage and Backup</p>	<p>All data collected digitally will be backed up at the end of each day on the MOLA server.</p> <p>Quality assurance processes will include records being checked in the office by Team Leaders prior to scanning. Any amendments will be made prior to scanning such as cross referencing.</p> <p>MOLA will retain a back-up of the digital data of the project for a minimum of five years following the deposition of the site archive, in accordance with MOLA's <i>Digital Management Procedure</i>.</p> <p>Paper archives and documentation will form one archive that will be deposited ultimately at the Rutland County Museum.</p>
<p>Access and Security</p>	<p>Data recording platforms used including tabletop computers and laptops will be password protected to prevent un-authorized access.</p> <p>Data will be made available to the project team through the Union Square knowledge management system and controlled via password access, maintained and managed by MOLA IT support.</p>
<p>Selection and Preservation</p>	
<p>Preservation Plan</p>	<p>The physical and digital archives will be constructed in accordance with local and national guidelines, and specifically with reference to MOLA's Physical and Digital Data Retention/Discard policies. Discarded data that has been identified for deletion will be recorded as such within the metadata and site records, as appropriate.</p> <p>The physical site archive will be stored at MOLA Office, 30 Billing Road, Northampton upon completion of the evaluation fieldwork. Upon completion of full analysis, the physical project archive and hard copy of the evaluation report, will be deposited in the Rutland County Museum (Event No. TBC). The digital site archive comprising the report, database, digital photographs and survey data will be archived with the ADS. Further archiving decisions will be made in discussion with the LPA and ADS at project completion stage.</p>
<p>Data Sharing</p>	
<p>Data Sharing Plan</p>	<p>During the course of the project, site data will need to be shared with external persons for the acquisition of specialist reporting. External specialists will be given access to copies of data and not original documentation.</p> <p>The data generated from this project will be made publicly available through submission to the Archaeological Data Service (ADS) as a digital archive and the finished report will be submitted to the Online Access to the Index of archaeological investigations (OASIS V).</p> <p>The file types submitted will comply with ADS digital archiving guidance in order to ensure maximum compatibility and access.</p> <p>Proposals for publication and dissemination of the archaeological remains are at this stage restricted to Grey Literature style report.</p>
<p>Data Sharing Restrictions</p>	<p>There are no known restrictions on the use of this data after project completion although data will be kept confidential during the course of the project.</p>
<p>Responsibilities and Resources</p>	
<p>Responsibilities</p>	<p>In the absence of a dedicated Digital Data Officer, the Project Manager and the Senior Archaeological Archivist are responsible for ensuring the data management plan is followed.</p>

Resources	<p>Guidance on digital data will be given throughout the project by Peter Rauxloh (Chief Digital Officer) and James Ladocha (Geomatics Manager), supported by MOLA IT staff.</p> <p>The costs of deposition of the digital archive will be an additional cost to the project budget.</p>
References	<p>Brown, D H, 2011 <i>Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation, Second edition</i>, Archaeological Archives Forum</p> <p>ClfA 2020c <i>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives</i>, Chartered Institute for Archaeologists</p> <p>MGC 1992 <i>Standards in the museum care of archaeological collections</i>, Museums and Galleries Commission</p> <p>RCC 2021 <i>Rutland County Museum Archaeological Archives Standard</i> Rutland County Council</p> <p>SMA 1993 <i>Selection, retention and dispersal of archaeological collections</i>, Society of Museum Archaeologists</p> <p>Walker, K, 1990 <i>Guidelines for the preparation of excavation archives for long term storage</i>, United Kingdom Chartered Institute for Conservation</p>



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