

# Archaeological Evaluation Written Scheme of Investigation

81-88 Beresford Street, Woolwich, SE18 6BG

Prepared with: **PCA**  
Pre-Construct Archaeology

JAC29000  
81-88 Beresford Street,  
Woolwich, Planning Ref:  
21/3143/F, Site Code: BEO23  
Archaeological Evaluation  
WSI Version 1  
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## 1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Limited has been commissioned by RPS Group to undertake an archaeological evaluation 81 – 88 Beresford Street, Woolwich, Royal Borough of Greenwich, SE18 6BG. The site is centred around National Grid reference TQ 43684 78905 (Figure 1).
- 1.2 The site comprises a building of the former Woolwich Catholic Club (now abandoned) and the area to its rear which was used as a storage and parking area (Figure 2).
- 1.3 Planning permission has been granted (Planning Ref: 21/4216/F) for redevelopment of the site comprising: the demolition and redevelopment of the former Woolwich Catholic Club site, to make way for a new building including a purpose-built student accommodation and associated amenity space (Sui Generis) and flexible community use (Use Class F1/F2) at part ground floor level, together with ancillary plant and servicing; and associated enabling works (Figure 3).
- 1.4 Advice was sought by the applicant from Historic England's Greater London Archaeological Advisory Service (GLAAS), archaeological advisors to the LPA, who recommended a staged programme of archaeological works. The advice was reflected within the archaeological planning conditions attached to the consent issued on 4<sup>th</sup> August 2022:

### *Condition 10 - Archaeology*

*A) No development other than demolition to existing ground level shall take place until the applicant (or their heirs and successors in title) has secured the implementation of a program of geo/archaeological evaluation in accordance with a Written Scheme of Investigation which has been submitted by the applicant and approved by the local planning authority in writing and a report on that evaluation has been submitted to and approved by the local planning authority in writing.*

*B) Under Part A, the applicant (or their heirs and successors in title) shall implement a program of geo/archaeological evaluation in accordance with a Written Scheme of Investigation.*

*C) No development other than demolition to existing ground level shall take place until the applicant (or their heirs and successors in title) has secured the implementation of a program of archaeological mitigation in accordance with a Written Scheme of Investigation which has been submitted by the applicant and approved by the local planning authority in writing and a report on that evaluation has been submitted to and approved by the local planning authority in writing.*

*D) Under Part C, the applicant (or their heirs and successors in title) shall implement a program of archaeological mitigation in accordance with a Written Scheme of Investigation.*

*E) The development shall not be occupied until the site investigation and post-investigation assessment has been completed in accordance with the program set out in the Written Scheme of Investigation approved under Parts (A and C), and the provision for analysis, publication and dissemination of the results and archive deposition has been secured.*

*Reason 10: Heritage assets of archaeological interest may survive on the site. The planning authority wishes to secure the provision of appropriate archaeological investigation, including the publication of results, in accordance with Section 12 of the NPPF.*

*Condition 11 - Archaeology Community Engagement*

*No development other than demolition to existing ground level shall take place until details of the public engagement framework pertaining to the site's archaeological program of work have been submitted and approved in writing by the local planning authority in consultation with Historic England. The development shall be carried out in accordance with the approved details.*

*Reason 11: The planning authority wishes to secure public value in respect of the site's geo/archaeological interest in accordance with the NPPF.*

- 1.5 In 2021, Oxford Archaeology Ltd prepared an archaeological desk-based assessment for the site (OA 2021). It concluded that the site had a potential mainly for the Iron Age, Romano – British, medieval and post-medieval archaeological remains.
- 1.6 In June and July 2023 PCA carried out a watching brief on geotechnical site investigation within the site (PCA 2023). The monitoring was limited to observation of one borehole and one test pit and did not reveal archaeological remains.
- 1.7 This document forms the Written Scheme of Investigation (specification) for the first stage of the project and details the methodology by which an archaeological evaluation will be undertaken. It is submitted for approval to GLAAS and the London Borough of Greenwich.
- 1.8 The works will be undertaken by a full-time archaeological supervisor and other archaeological staff working for PCA. The works will be monitored by GLAAS. PCA have been instructed for the work by RPS Group.
- 1.9 All works will be undertaken in accordance with the following documents:
  - This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
  - Management of Research Projects in the Historic Environment (MoRPHE; Historic England 2015)
  - Historic England Greater London Archaeology Advisory Service: *Guidelines for Archaeological Projects in Greater London* (HE GLAAS 2015);
  - Standard and guidance for an archaeological evaluation” (Chartered Institute for Archaeologists CIfA 2020)
- 1.10 PCA is a Registered Archaeological Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Conduct'.
- 1.11 PCA has the following accreditations:
  - ISO9001 registration
  - Construction Line registration
  - Achilles registration
  - SMAS SSIP registration

1.12 PCA carries the following insurance policies:

<b>Policy</b>	<b>Limit of Indemnity</b>	<b>Policy Number</b>	<b>Insurer</b>
Public & Products Liability	£10,000,000	PC007887 & 24765101CHC/000133	Zurich Insurance & Ecclesiastical Insurance Office
Employers Liability	£10,000,000	24765101CHC/000133	Ecclesiastical Insurance Office
Professional Indemnity	£5,000,000	RG BDX 7059494/TG0103	AXA Insurance UK
Hired in Plant & Equipment	£500,000	24765101CHC/000133	Aviva Insurance

## **2 BACKGROUND**

### **2.1 Geological and Topographical Background**

- 2.1.1 The British Geological Survey Viewer (BGS 2023) records the underlying bedrock geology as the Thanet Formation, a sand-based, sedimentary bedrock dating from the Paleogene Period as confirmed by the BGS recording for boreholes. The site is recorded as lying on a superficial geological deposit of mixed head clay, silt, sand, and gravel deposits formed in the Quaternary period (BGS 2023, OA 2021).
- 2.1.2 A recent site investigation on the site (PCA 2023) recorded natural strata from c. 8.50m OD. This took the form of two sandy gravel layers of Head deposits over sands of the Thanet Formation.
- 2.1.3 The site is located ca. 305m south of the River Thames and is bounded along its southwest perimeter by Beresford Street (A206), to the northwest by the Beefeater restaurant and to the north, northeast and southeast, by student accommodation accessed via Warren Lane and Beresford Street (Figure 2).
- 2.1.4 As previously mentioned, the site is currently abandoned (since April 2010), measures approximately 761m<sup>2</sup> and sits fairly level at ca. 19.24m above Ordnance Datum (OD).

### **2.2 Archaeological and Historical Background**

- 2.2.1 A site-specific DBA was produced for this project (OA 2021), using a 500m search radius (the “study area”), from which the following summary is derived. For a full and complete breakdown of the historic background including references to Historic Environment Records (HERs), bibliographic entries and maps, please consult this DBA.

#### ***Prehistoric Period (500 000 BP – AD 43)***

- 2.2.2 Topography, landscape, drainage, and climate of the Greater London area underwent various changes during this long range of time. Significantly, the Thames changed its course, and at c. 7000 BC, sea levels rose to cut Britain off from the Continent. Knowledge of the Mesolithic period is currently dominated by early Mesolithic sites and surface finds.
- 2.2.3 It is likely that due to higher sea levels during this period, that the northern half of the site would have been submerged.
- 2.2.4 A Mesolithic paleochannel is recorded c. 420m north of site, along with peat deposits uncovered during TFL works at the Woolwich-Arsenal DLR station which are known to have formed during the late Mesolithic and Bronze Age in the wetter, waterlogged conditions.
- 2.2.5 The River Thames itself would have provided an attractive opportunity for prehistoric peoples in that the interface between high ground, river and well drained gravels would have provided fertile soils, hunting prospects and easy navigation routes. The southern shore, located c. 305m north of site, is particularly associated with this period.
- 2.2.6 Several linear ditches and a multi-phased roundhouse were recorded c. 220m northwest of site. An additional set of three Iron Age ditches c. 50m east of site are also possibly related to that site. It was

speculated that the site may have contained Iron Age oppidum, but the theory had not been proved during the subsequent excavations.

### ***Romano-British Period (AD 43 – 410)***

- 2.2.7 The Roman town of Londinium was founded on the eastern hill to the north of London Bridge in the 1<sup>st</sup> century AD (Morris 1982, 74–5). As the settlement grew the strategic proximity of the River Thames and its various, easily navigable tributaries proved to be vital. The presence of traded goods, waterfront structures, and vessels along the River Thames indicates the importance of London as a port during this period. Evidence found at Erith and Rainham suggest that the post-Roman rise in river level may have buried other Thames-side settlements in the later marsh at Woolwich. Economic activity within the area is suggested by evidence of salt production at Charlton and at sites on the waterfront.
- 2.2.8 There is evidence of Roman material in the area directly east of the site, mainly located within the Royal Arsenal West (AHAP). A Roman cemetery, containing at least 140 graves, was excavated c. 150 to the east of site. A Roman cremation cemetery and other cremation findspots were found in proximity of the site c. 50m southwest.
- 2.2.9 Due to this documented funerary activity, it is assumed that there will be a high potential for Roman remains to have survived within the immediate area, c. 100m east of site, however it is also very likely that much of this will have been removed by later activity.
- 2.2.10 A watching brief conducted 30m northeast of site did not uncover any Roman funerary material.
- 2.2.11 Within the area of the Iron Age oppida site, features of Roman date, postholes, pits, and a possible gully were found near the Iron Age ditches. The large number of Roman coins found in one of these Iron Age ditches suggests a continuity of occupation in the area. Although definite evidence of Roman inhabitation of the oppidum has not yet been found, the continued use of oppida sites during the Roman period is well attested.

### ***The Anglo - Saxon Period (AD 410 – 1066)***

- 2.2.12 The Thames Estuary was used as one of the principal routes by which the Anglo-Saxons entered England, and it remained a vital routeway for commerce and raiding. The Saxon inhabitation of this area is confirmed by the suffix of the name, as 'wich' or 'wic' means fortified settlement (or sometimes market) so the name originally meant 'fortified Wool town' (Woolwich Conservation Area Character Appraisal SPD 2022). However, there is little evidence of archaeological remains dated to this time within the 500m study area.
- 2.2.13 The first historiographic evidence of Woolwich is in a charter dated AD 918, where it is mentioned by its Saxon name Vuluvic, as part of a gift given by King Alfred's daughter, Aelstrudis, to the Abbey of St Peter in Ghent. This might suggest that Woolwich was a significant settlement at the time. However, there has been only one certain recorded findspot within the study area dated to this period, an Anglo-Saxon coin recovered during excavations at the power station.
- 2.2.14 Coins dated very broadly to between 410 AD and 1065 AD were found on the southern shore of the

River Thames c. 250m northwest of the site.

- 2.2.15 Settlement in the area is poorly attested through documentary or other means. The former church of St. Lawrence (now St. Mary Magdalene) lies c. 550m west of site and is mentioned in 11<sup>th</sup> century sources. It is likely that it would have served as a focal point for a burgeoning community and that the later medieval settlement would have evolved from this origin.

***The Medieval Period (AD 1066 – 1550)***

- 2.2.16 The medieval town of Woolwich was likely situated along the High Street c. 250m northwest of site, above the marshy environs to the north. In fact, early maps of Woolwich, for instance Andrews and Drury's 1769 map show that in the 18<sup>th</sup> century the settlement was in that location, meaning that the medieval settlement was likely to have been in the same area. In the Domesday Book (1086), Woolwich is only recorded as a settlement within the Hundred of Greenwich and the county of Kent, with no recorded population. During this period, a greater degree of urbanisation and human activity occurs and has thus left more of a mark in the historic record.
- 2.2.17 At this time the marshy lands north of site were transformed by the creation of irrigation, sea defences and reclamation dated to the 13<sup>th</sup> century AD. This would have had the effect of boosting economic prospects via increasing the amount arable/pasture lands available. A 12<sup>th</sup> – 14<sup>th</sup> century AD paleochannel was excavated in 2012 and contained medieval pottery sherds at the base, as well as later pottery of post-medieval and modern origin in its upper fills, showing the depth of use-life and necessity for such drainage features.
- 2.2.18 A ferry service from Woolwich has been in operation since the 14<sup>th</sup> century.
- 2.2.19 The town of Woolwich later developed into a hub of industry initially associated with the production of tiles by 1440 AD and of pottery by the end of the century. The Royal Dockyard was established in 1513 AD further bolstering trade links and evidence of both pottery and tiles kilns have been found at Ferry approach c. 330m northwest of site. Additional kilns and associated 15<sup>th</sup> – 16<sup>th</sup> century AD wasters were recorded within the historic 'teardrop' area of settlement near the former Royal Arsenal.
- 2.2.20 Henry VIII established a dockyard, 'the King's Yard', at Woolwich in 1512 AD located 500m north-northwest of site. The area that comprised the future Royal Arsenal was previously a manorial estate with an associated Tudor manor house which likely stood c. 135m north of site. Several estate features including a rabbit warren, pond as well as riverside embankment were located in the grounds.
- 2.2.21 Other Tudor features found at the Royal Arsenal include structural elements, a garderobe and building set within a cellar structure with a number of pits and ditches also noted.

***Post-Medieval Period (1550-1900)***

- 2.2.22 Throughout this period the Royal Dockyard the largest industrial complex in the world (and later the Arsenal), continued to dominate the area east and northeast of site. In addition to the pottery and tile kilns previously mentioned, industrial activity in the area was further augmented by an earthenware and glassworks (17<sup>th</sup> century AD) c. 280m northwest of site wherein a significant amount of material related to both activities was recorded.



- 2.2.23 Between 1573-65, a ropeyard was built on the western edge of Woolwich as seen on Rocque's 1749 map of London and Barker's 1749 map of Woolwich and would have encroached on the southwestern portion of the site. A description of the facilities includes a 600ft by 30 ft cable house, a 300ft by 20ft way-house (with stairs and adjoining house for yarn), a 300ft by 7ft structure, 60ft by 21ft tar-house, a 55ft by 6ft hemp-house (with two little houses at each end and shed along the entire length of the hemp-house), a 60ft by 21ft storehouse 'by the water' (with a 27ft by 21ft cellar) and a 10ft by 8ft 'pryvie' (with a vault of stone and boarded floor).
- 2.2.24 The ropeyard was further expanded in 1614 and throughout the 17th century AD until it was partially destroyed by fire in 1759 and ceased operations in 1813. It was demolished in 1835.
- 2.2.25 The Crown acquired the area east of the site, formerly the Tower Place estate and turned it into a storage facility which would become the Royal Arsenal. En mass production of munitions began in 1696 and artillery pieces in 1717 when the Grade 1 Listed Royal Brass Factory was created c. 30m east of site. Elements of the former brass factory were uncovered in 2018.
- 2.2.26 During the 19<sup>th</sup> century further works included a new wharf and a complex of warehouses, whilst land to the east on Plumstead Marshes was annexed to the facility. Elements of the 1777 rebuilt west gable as well as a 19<sup>th</sup> century quadrangle and other structures related to the Officer's Quarters were recorded during excavations conducted on site.
- 2.2.27 Beresford Street, Square and Rope Yard Rail appear on cartographic sources after 1835.
- 2.2.28 The site occupies what used to be terraced housing and gardens, specifically for Beresford Place and Windsor Place. In 1895-96, the Baptist Tabernacle was built, which could seat 2,000 people and was run by John Wilson and is visible on the OS map of 1916.

### **Modern**

- 2.2.29 In the middle of Beresford Square there was a circular ornamental urinal that was joined in 1890 by an iron toll house. In that same place, public lavatories are shown on the 1916 Ordnance Survey map. It seems that there were also two open permanent shelters, built in 1923. On the National Grid maps of 1958 and 1971 this structure is labelled as 'Lavatory Shelter'. Another lavatory shelter is shown to stand in front of Holy Trinity Church. It is not clear if it was located underground. A structure with public lavatories is currently standing in the same place, and possibly also overlapping with part of the former location of the church.
- 2.2.30 The greater Woolwich area experienced a period of development and urbanisation from the 20<sup>th</sup> century which did not impact the site until after WWII when due to the threat of Luftwaffe bombing, several air-raid shelters are recorded c. 30 north and northeast of the site.
- 2.2.31 The tabernacle sustained minor damage, however the townhouses surrounding the site to the northwest were obliterated.
- 2.2.32 Bomb damage is in the 1956 National Grid Map of Woolwich which shows these areas now given over to car parks and open spaces.
- 2.2.33 The site including the tabernacle remained mostly unchanged until it was replaced by the Woolwich

Catholic Club in 1979 – 80. Though it underwent minor changes, the extant Woolwich Catholic Club was visible on the 1986-88 National Grid Map in much the same form. The site fell into disrepair sometime around 2009 though the surrounding area continued to upgrade as part of Berkeley Homes' development.

***Relevant Previous Site Investigation Work***

- 2.2.34 A site investigation was conducted in April 2009 (Idom Merebrook 2023: 90) during the Crossrail project where a single borehole was excavated c. 24m north of the current BH1. The sequence as found consisted of thick layer 20<sup>th</sup> century made ground from c. 10.18m OD, River Terrace Gravels from 7.13m OD, Thanet Sand Formation from 6.33m OD and Chalk from -8.27m OD. Only the presence of the River Terrace Gravels differs from the current investigation's findings and shall be discussed in Chapter 8.
- 2.2.35 In 2022 ground investigation has also taken place within the site (Ground Risk 2022). Deeper interventions comprised 6 boreholes. Four of them reached Thanet sands encountered at 7.26m – 7.6m OD. Above were Head deposits found at 8.35m OD and capped by various deposits of made ground. No River Terrace Gravels were seen during that investigation.
- 2.2.36 In 2023 PCA carried out an archaeological monitoring during the excavation of an exploratory test pit and a borehole as part of geotechnical site investigation works (PCA 2023). Natural strata were observed from c. 8.50m OD. This took the form of two sandy gravel layers of Head deposits over sands of the Thanet Formation. The watching brief found evidence of 20<sup>th</sup> century services as well as a made ground layer that likely relates to the construction of the former Catholic Club Building. No other archaeological evidence was observed during the course of the watching brief.

### **3 RESEARCH DESIGN**

3.1 The archaeological investigation is designed to determine the presence or absence of surviving deposits and features at the site which may be impacted by the development and, if present, to investigate and record them. The investigation will also seek to clarify the nature and extent of existing disturbance and intrusions and hence assess the degree of archaeological survival.

3.2 The following site-specific research questions are also posed:

- To establish the nature of the underlying geology and topography;
- To establish the presence or absence of any prehistoric remains;
- To establish the presence or absence of any Roman remains, with particular focus on burials and a road considering previous excavations to the north and east of the site;
- To establish the presence or absence of any Saxon/early medieval remains;
- To establish the presence or absence of medieval remains, with particular reference to the above to the medieval/Tudor manor known to the northwest and the extensive medieval pottery and tile production site known from the immediate area of the site, very likely extending onto the site;
- To establish the presence or absence of post-medieval remains, with particular reference to the Baptist Tabernacle;
- To understand the archaeological level in non-basement areas and extrapolate that across the basement area to model the site's likely past ground disturbance;
- To establish the extent of all past post-depositional impacts on the archaeological resource;
- To establish the impacts of the redevelopment of the site on any potentially underlying archaeological remains.

## 4 SITE METHODOLOGY

### 4.1 Evaluation

4.1.1 Five test pits are to be excavated on the site (Figure 2). Three test pits will measure 1.80m x 1.80m and will be 1.20m deep maximum whilst the other two test pits will measure 4.40m x 4.40m and will be stepped to a maximum depth of 2.40m. The steps will be 1.20m wide on each side of the test pit and no more than 1.20m deep. In addition, deeper sondages may be excavated within the selected test pits, if required, to assess natural deposits on the site. The test pit locations and dimensions may be adjusted to accommodate site conditions.

4.1.2 If the results of this evaluation suggest the site contains important archaeological evidence, then further works may be required, subject to a new WSI. The character of these works will be formulated by GLAAS and may consist of further evaluation test pits, an open archaeological excavation of certain areas of the site, with subsequent production of assessment report and publication of the results, or a watching brief (monitoring) on the ongoing construction works. Steps for preservation *in situ* of the most important findings can also be made with the agreement between GLAAS, the client and PCA.

4.1.3 PCA will use these methods during the evaluation:

- A CAT scanner will be used by PCA prior to the opening of each of the test pits to identify and avoid live services.
- Excavation will be carried out by mechanical tracked excavator, fitted with a toothless ditching bucket. The excavation will be undertaken under a strict PCA's supervision. Spoil will be mounded at least 1m from the edges of the test pits.
- If required, any hardstanding will be removed from test pits footprints using a hydraulic breaker attached to the mechanical excavator.
- Machine excavation will continue in spits of 100mm at a time until either significant archaeological strata are found or natural ground exposed, whichever is encountered first. Each test pit will be fully investigated and recorded, and features will be tested to ascertain their function, date and significance.
- Three of the proposed test pits are designed to reach a maximum depth of approximately 1.20m below existing ground level (BGL) depending on the stability of the test pit edges. Two test pits will be stepped to provide safe access and secure the sides and excavation will continue to allow recording of the structures. The steps will be 1.2m wide on each side of the test pit and no more than 1.2m deep.
- Machine-cut sondages may be excavated within the test pits deeper than 1.20m to locate the natural geology and assess present deposits. These will be immediately backfilled once the relevant levels are established.
- All arisings from each test pit will be carefully inspected to ensure that any artefacts are recovered.
- The test pits and spoil heaps will be scanned with a metal-detector during the excavation to

enable finds recovery.

- No exhumation of human remains is permitted or will be undertaken. If archaeological features are found which are suspected to be graves, they will either all be tested to confirm the presence of burials, or a select example will be tested.
- The test pits will be backfilled by the client using the same type of machine as for opening the test pits, replacing the excavated arisings in the reverse order of excavation; however, PCA will undertake no post-backfilling attendance to the site to re-instate or maintain the surfaces. Excess arisings, if present, will be left on site at a place to be agreed.

## 4.2 Investigation and Recording Techniques

- 4.2.1 Archaeological excavation may require work by 'pick and shovel'. Such techniques will be used only for the removal of homogeneous and 'low grade' layers where it can reasonably be argued that more detailed attention would not produce information of value. They will not be employed on complex stratigraphy, and the deposits to be removed must have been properly recorded first.
- 4.2.2 All archaeological features (stratigraphical layers, cuts, fills, structures) will be excavated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.
- 4.2.3 The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA as necessary with appropriate consultation to the GLAAS advisor to the LPA and if necessary, the Historic England Regional Science Advisor. Archaeological features or deposits, primarily which contain datable material, may be prioritised for sampling to inform on environmental conditions. Such samples will typically be bulk samples (minimum 40 litres) collected by hand into sterile plastic containers, and labelled, or monolithic samples (at least 0.5m length) recovered vertically through deposits, appropriately located, wrapped and labelled. The guidance contained within Campbell, Moffett, & Straker, 2011, will be adhered to. See Section 6.2 for more details.
- 4.2.4 All features will be investigated and recorded in order 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.
- 4.2.5 If articulated human remains are identified, the client and GLAAS will be notified immediately. If it is deemed that they can be left in situ, this will be the preferred option. However, if to complete the project objectives exhumation is unavoidable, then agreement will be sought from all necessary parties to do so. Assuming that this is granted then PCA will apply on behalf of the overall client for a Burial Licence to the Ministry of Justice. If this is granted, human remains must be excavated in the manner specified in the licence and screened from public view. Human remains will be excavated within the area of proposed impact only. Burials will not be 'chased' beyond the edges or base of the test pit, beyond construction impact depth. Excavation will be carried out in accordance with the English Heritage *Guidance for Best Practice for Treatment of Human Remains Excavated from Christian Burial Grounds in England* (2005). Burials will be excavated by hand and recorded using standard recording techniques. A rectified photograph of the excavated burial will be taken to assist in digitisation in post-

excavation. Charnel will be collected by hand and its location noted.

4.2.6 All gold and other precious metals will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. 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.

### 4.3 Access and Safety

4.3.1 The overall client will arrange access to the site on the notified start date. There will be no public access to the site during the evaluation works.

4.3.2 PCA will notify the Historic England of the date of commencement of the fieldwork no less than one week before that date.

4.3.3 Reasonable access to the site will be granted to Historic England, representatives of the overall client, advisory bodies or the local planning authority who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access will also be provided for the Client and their agents. If any of the above parties cannot attend the site, e.g. due to restrictions related to the coronavirus pandemic, then alternative arrangements will be made by PCA to allow remote site monitoring. This may involve live video calls and meetings, online provision of digital photographs and other means of communication.

4.3.4 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCAs H&S Policy Statement (2022) and Site Rules (2022) will be followed at all times. A site-specific Risk Assessment will be prepared; this will be reviewed and updated daily by the site supervisor.

4.3.5 A site-specific RAMS will be prepared prior to the commencement of the evaluation, this will be reviewed and updated daily by the site supervisor.

4.3.6 There is a duty of care for the overall client to provide all information reasonably obtainable on contamination and the location of live services before site works commence. Should services be encountered during excavation, it will be the assumption of PCA that they are live and will be avoided at all costs.

4.3.7 If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site.

4.3.8 Provision will be made by the Client for on-site welfare, tool storage and accommodation facilities.

4.3.9 All PCA's staff are CSCS card holders.

## **5 RECORDING SYSTEMS**

### **5.1 Site Code**

5.1.1 A unique 'site code' BEO23 that will serve to identify the site archive, including written, drawn, and electronic records, as well as artefacts was obtained by PCA from Museum of London.

### **5.2 Site Records**

5.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in LB Greenwich, which is those developed out of the Department of Urban Archaeology Site Manual and presented in PCAs *Operations Manual 1* (Taylor and Brown 2009, updated 2018). No alternative recording system will be adopted without the prior agreement of Historic England.

5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced for work within LB Greenwich. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.

5.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a test pit plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS benchmarks used and the site TBM will also be indicated.

5.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will be on polyester based drawing film, will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.

5.2.5 At least one long section of the evaluation test pit will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the test pit has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.

5.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

### **5.3 Stratigraphic Matrix**

5.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

#### 5.4 **Photographic Record**

5.4.1 An adequate photographic record of the investigations will be prepared. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context the principal features and finds discovered. 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. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual preservation by Museum of London Archaeological Archive (MLAA).

#### 5.5 **Survey**

5.5.1 Test pit/excavation areas positions and OS datums will be established on site by PCA using a GPS-system or using the Principal Contractor's engineering records.



## **6 TREATMENT OF FINDS AND SAMPLES**

### **6.1 General**

6.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

### **6.2 Environmental**

6.2.1 A structured programme of environmental sampling appropriate to the aims of the evaluation will be implemented. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.

6.2.2 In general, PCA's approach is that bulk samples will be taken from contexts deemed by the excavator, the supervisor or GLAAS to be environmentally significant. They are collected using 10L white plastic buckets. Standard sample volume is 40L, to obtain a representative sample, though more may be required if the deposit is especially significant (e.g. corn dryer). Bulk samples for purpose of finds recovery (i.e. pottery) may also be taken to provide dating evidence. Feature types from which bulk samples may be taken are wells, hearths, post holes, ditches, cesspits, rubbish pits, floor surfaces, corn dryers etc. Bulk samples may also be taken from each slot excavated within the linear features, including ditches termini.

6.2.3 Column sampling is used to obtain undisturbed material for lab analysis. These samples may cross stratigraphic boundaries. Taken by inserting 50cm metal tins/plastic guttering positioned perpendicular into the section. If multiple column samples are taken, they should have a 10cm overlap. A picture of the section should be taken before and after inserting the tin, and a specialist sample sheet filled in. In difficult to access areas a bulk column should be taken. Feature types from which column samples may be taken are palaeochannels, lakes, peat deposits, palaeosol, or sections containing multiple occupation layers/hearths etc.

6.2.4 PCA will use an appropriately qualified and experienced geoarchaeologist to record any deposits of particular significance such as buried soils or advise on depositional processes.

6.2.5 Where necessary the advice of the Historic England Regional Scientific Advisor will be sought regarding specialist sampling requirements and any scientific applications relevant to the archaeological evaluation of this site.

6.2.6 Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features.

6.2.7 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with GLAAS. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible

layers or spits for the retrieval of plant macro-remains and insects.

- 6.2.8 Where good conditions for the preservation of bone have been identified, all large bones will be collected by hand and sieving of bulk samples up to 100 litres will be undertaken as appropriate.
- 6.2.9 Subsequent on-site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.
- 6.2.10 A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.
- 6.2.11 Environmental samples from dry deposits will normally be processed by flotation following the evaluation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.
- 6.2.12 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be sieved and dried if necessary. The residues will be sorted, and any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the environmental remains present and their preservation. Results of the scan will inform further analysis and discard.
- 6.2.13 Dry preservation levels confirmed during the evaluation indicate that the only environmental indicators that may be recovered will be charred plant remains (charcoal may be particularly useful) and bones from small mammals/amphibians. Molluscs, if present, should also be sampled for.
- 6.2.14 In the case of samples from cremation-related deposits the flots will be retained on a 0.25mm mesh, with residues sieved into 4mm, 2mm and 1 mm sizes. In the case of samples from inhumation burial deposits, the sample will be wet sieved through 9.5mm and 1mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 6.2.15 Any waterlogged samples will be processed by standard waterlogged flotation methods.
- 6.2.16 More detailed strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with GLAAS, and if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on-site work and analysis of the processed samples and remains will be undertaken by PCA own consultants and specialist sub-contractors.
- 6.2.17 PCA will make appropriate provision for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic dating, OSL and thermoluminescence dating. The advice of the Historic England regional Scientific Advisor will be sought in advance of the application of these techniques. PCA will agree with GLAAS any necessary delay in completion of the reporting of the evaluation to enable provisional results to be included.
- 6.2.18 Where appropriate the guidance in the following English Heritage papers will be followed:
- “Guidelines on the recording, sampling, conservation, and curation of waterlogged wood” 1996

- “Dendrochronology – guidelines on producing and interpreting dendrochronological dates” 1997
- “Archaeometallurgy” 2001
- “Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (second edition)” 2011
- “Human bones from Archaeological Sites: Guidelines for Producing Assessment Documents and Analytical Reports” 2004
- “Geoarchaeology” 2004
- “Wet Wood and Leather”
- “Archaeomagnetic Dating: Guidelines on producing and interpreting archaeomagnetic dates” 2006
- “Guidelines on the X-radiography of archaeological metalwork” 2006

### 6.3 **Artefactual**

- 6.3.1 All finds retrieval policies of Museum of London will be adopted and all identified finds and artefacts will be retained according to the stated selection retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of the archaeological advisor to London Borough of Greenwich Council.
- 6.3.2 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation’s ‘*Conservation Guidelines No.2*’ and the Museum of London’s ‘*Standards for the Preparation of Finds to be Permanently Retained by the Museum of London*’. All metal objects will be x-rayed and then selected for conservation (except in those cases where Historic England agrees that this will not be necessary).
- 6.3.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the Museum of London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

## 7 ARCHIVES AND REPORTS

### 7.1 Site Archive Destination

7.1.1 After all reporting and when it is known that no further work is required for this phase of work, the resultant site archive will be deposited with the Museum of London Archaeological Archive (MLAA).

7.1.2 Upon completion of the fieldwork project, when the Archaeology Advisor to the LPA confirms that no further work is required and when all post-excavation reports have been approved by all relevant parties, a Deed of Transfer will be submitted allowing the custody of the site archive to be transferred to LAA. **The draft Deed of Transfer is located at Appendix 1 and is hereby issued to the client to be filled in and returned to PCA before site work commences.** With this in place, the archive will then be transferred to MLAA by PCA.

### 7.2 General

7.2.1 The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with LAARC, the *Guidelines for the Preparation of Archaeological Archives* will be followed.

7.2.2 If the finds are not to be donated to the local depository, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.

7.2.3 The minimum acceptable standard for the site archive is defined in the MoRPHE 2015. It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to MLAA. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.

7.2.4 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.

7.2.5 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the client and the Greater London HER along with the OASIS report form as soon as possible after the completion of archaeological works.

### 7.3 Report

7.3.1 Notwithstanding details included above all fieldwork and results will be fully recorded and an evaluation report prepared.

7.3.2 The evaluation report will include:

- Non-technical summary;

- Introduction;
- Planning Background;
- Previous archaeological work relevant to the project;
- Topography of the site;
- Research objectives;
- Methodology;
- The results of the fieldwork and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the fieldwork strategy;
- Statement of potential of the archaeology;
- Conclusions and recommendations, if appropriate;
- Impact assessment of the proposed development informed by design details and plans;
- Illustrations, drawn and photographic;
- Quantification of the archaeological archive;
- Bibliography;
- Acknowledgements;
- OASIS form;
- Appropriate shape or dwg/dxf files of the evaluation pits plans will also be provided.

7.3.3 The project resource agreed between PCA, and the client allows for the production of an evaluation report to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide a draft copy of the evaluation report for comment within three weeks of the completion of the evaluation, to then be provided to the GLAAS to the Local Planning Authority.

7.3.4 Minimum requirements for public dissemination are for OASIS report forms to be submitted to the OASIS Project as soon as possible within 6 months of completion of fieldwork. The provision for an article in London Archaeologist publication series is also made. Such publications will meet the minimum requirements set out in MoRPHE 2015. There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the Kent HER within 6 months of the completion of fieldwork. A copy of the client report will be sent to the Local Studies Library.

7.3.5 Where the review of the project indicates the need for further assessment and analysis the recommendations set out in the MoRPHE 2015 will be followed.

7.3.6 The final assessment report will include recommendations for the appropriate analysis and publication of the archaeology, discussed and agreed with GLAAS. Once approved by the GLAAS and with written confirmation of funding agreement from the client, the analysis work can begin.

## **8 SIZE AND STRUCTURE OF EXCAVATION TEAM**

- 8.1 The investigations will be supervised by a full-time member of PCA's staff who has considerable experience of working in archaeology and on the sites with multiphase archaeological remains, and who has an understanding of the issues associated with this site.
- 8.2 The supervisor will be assisted as necessary by one full-time archaeologist in the employment of PCA in addition to other support staff, such as archaeological geoarchaeologist, photographers, surveyors, finds specialists and logistics.
- 8.3 A standard working day is 08.00 - 16.30. A morning and afternoon tea break and 45-minute lunch break are included within this period.

## **9 PROGRAMME**

- 9.1 It is intended that the work can progress once this WSI is approved by the GLAAS and issued to the LB Greenwich planning officer, and once the Client is able to grant access to the site.
- 9.2 The on-site fieldwork start date is currently expected on 13<sup>th</sup> November 2023. The fieldwork is expected to take c. 3 working days. A report will be produced within approximately 2-3 weeks of the completion of the fieldwork.
- 9.3 Regular remote updates will be provided to GLAAS as daily results and photographs by email.

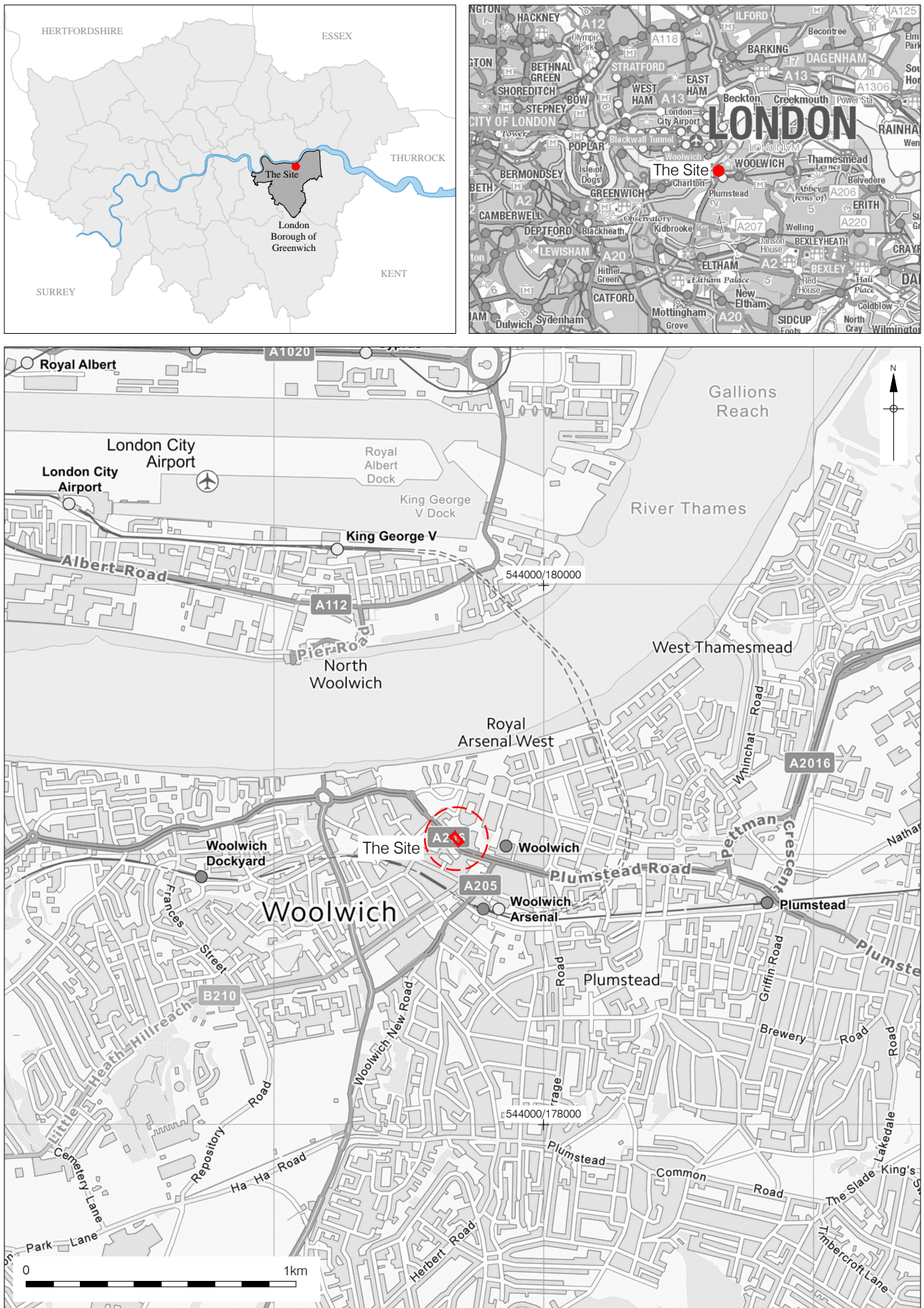
## **10 PUBLIC ENGAGEMENT**

10.1 No public engagement is proposed for the evaluation stage of the project.



## 11 BIBLIOGRAPHY

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- Ground Risk, 2022, *A Ground Investigation Report for Land 81-88 Beresford Street, Woolwich*. Unpublished report.
- Historic England Greater London Archaeology Advisory Service GLAAS, 2015. *Guidelines for Archaeological Projects in Greater London*.
- Historic England, 2015. *Management of Research Projects in the Historic Environment* MoRPHE
- Idom Merebrook Ltd, 2023. *81 – 88 Beresford Street, Woolwich, B. Woolwich Ltd. Geoenvironmental and Geotechnical Assessment*. Unpublished report.
- Oxford Archaeology, 2021. *81 – 88 Beresford Street, Woolwich, London: An Archaeological Desk-Based Assessment*. Unpublished client report.
- PCA, 2023, *81-88 Beresford Street, Woolwich, SE18 6BG. Archaeological Watching Brief on Geotechnical Site Investigation*. Unpublished report.
- Taylor, J with Brown, G 2009, *Fieldwork Induction Manual: Operations Manual 1*, Pre-Construct Archaeology Limited



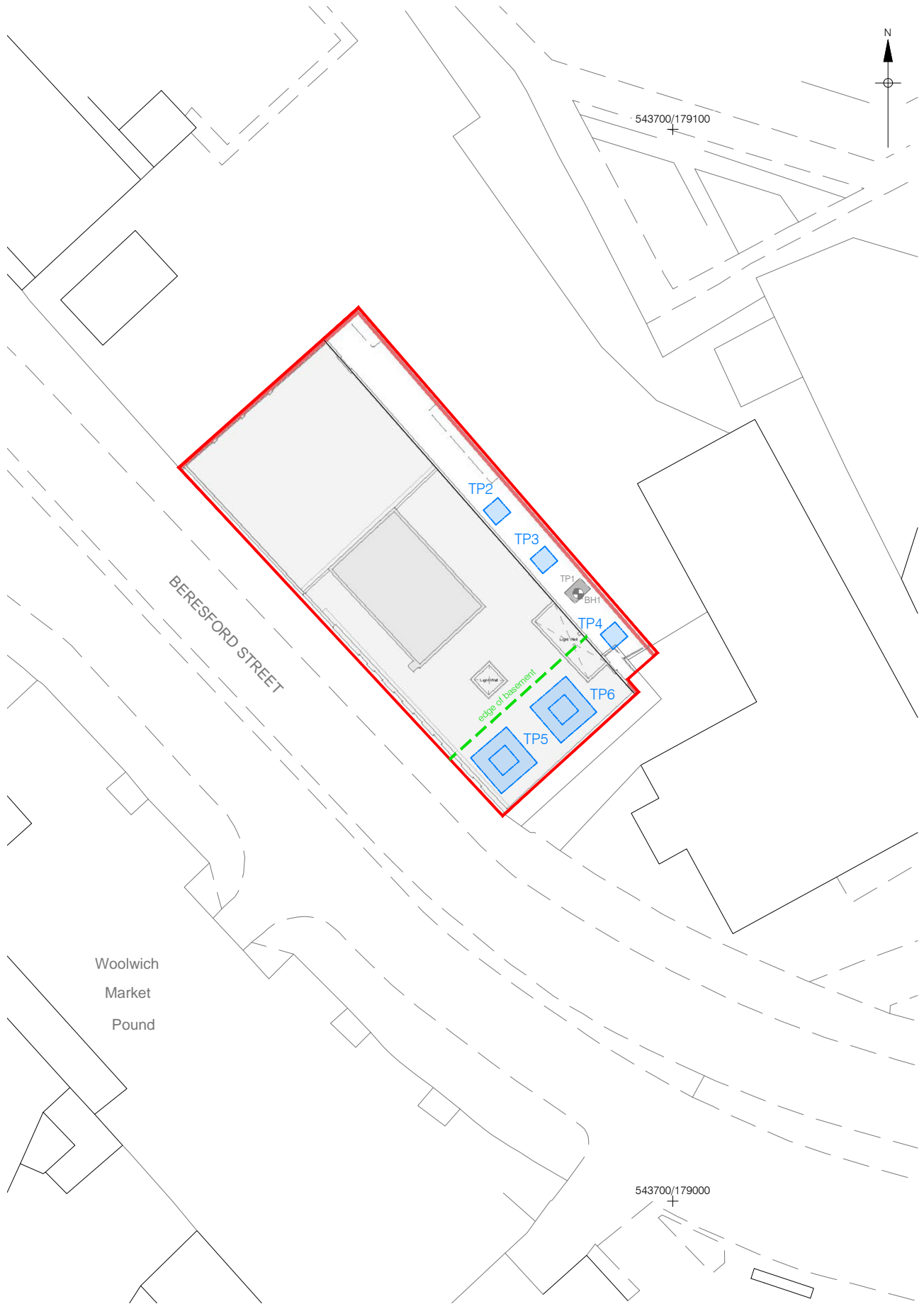


Figure 2  
Detailed Site Location showing Proposed Test  
Pit Locations and Previous Interventions  
1:500 at A4

## APPENDIX 1: LANDOWNER TRANSFER FORM



### PCA London Office

Unit 54 Brockley Cross Business Centre, 96 Endwell Road, Brockley, London, SE4 2PD



operations ~ 020 7732 3925

administration ~ 0207 358 2197

post-excavation services ~ 020 7639 9091



info@pre-construct.com



www.pre-construct.com

PCA Ltd is due to carry out an archaeological investigation on the site below:

Site Name: 81 – 88 Beresford Street, Woolwich

Site Address: 81 – 88 Beresford Street, Woolwich, Royal Borough of Greenwich, SE18 6BG

Site Code BEO23

We have been instructed / commissioned for the work by RPS Group, contact: James Archer [james.archer@rpsgroup.com](mailto:james.archer@rpsgroup.com) tel. 0207832 1473.

Following completion of the site, the full site archive including artefacts worthy of retention will be deposited by PCA with a museum or repository who are committed to curate this archive.

To action this, PCA requires the name and address of the Landowner so that a Transfer of Title can be arranged for the deposition of the archive, by Deed of Transfer between the recipient museum or repository and the Landowner.

Therefore, could you please complete the details below and return this letter by post or e-mail to the following:

Zbigniew Pozorski

zpozorski@pre-construct.com

Pre-Construct Archaeology Ltd

Unit 40, Brockley Cross Business Centre

96 Endwell Road, London SE4 2PD

### NAME AND ADDRESS OF SITE OWNER / FREEHOLDER

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPANY REGISTRATION NO. (Required for sites in Greater London) \_\_\_\_\_

## APPENDIX 2: DIGITAL DATA MANAGEMENT PLAN

Section A: Project Information			
HER# (Site Code):	BEO23	Other Site Codes	n/a
Site Full Location	81 – 88 Beresford Street, Woolwich, Royal Borough of Greenwich, SE18 6BG		
OASIS ID:	tbc	K-Code:	K8727
Museum Acc. #	tbc	NGR #	TQ 43678 79057
Planning Ref #:	21/4216/F	Planning Authority	Royal Borough of Greenwich
DMP Written	07/11/2023	DMP Last Updated	n/a
Project Manager/ Primary Contact:	Zbigniew Pozorski	Project Type:	Evaluation
Client:	RPS Group	Site Supervisor:	Wayne Perkins
Data Sharing Agreement in Place?	no		
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	Archaeology Data Service (ADS)

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	Tbc	
Database	Access (.accdb)	Tbc	
Text/Documents	.pdf, Word (.docx)	Tbc	

Images	.jpeg, .png, .DNG	Tbc		
Graphics	.dwg,	Tbc		
GIS	.shp	Tbc		
Will existing or external data be utilised?			YES	
If yes, list type of data and source: External specialist reports, external images				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG	Tbc		
Graphics	.dwg,	Tbc		
GIS	.shp	Tbc		
Text/Documents	.pdf, Word (.docx)	Tbc		

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, as well as any specific London guidelines, 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_BEO23_81-88_Beresfrod_Street,_Woolwich_Assessment_JB_rev1</p> <p>Key: PCA (Organisational identifier) BEO23 (site code) 81-88 Beresfrod Street, Woolwich (Site name) Assessment (report type) JB (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 London 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 London 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?	NO
Has the Museum or depository been contacted	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](http://rpsgroup.com)