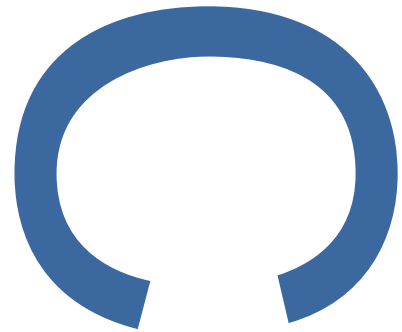


**BONNINGTON'S YARD
STATION ROAD
TAKELEY
ESSEX**



**WRITTEN SCHEME OF INVESTIGATION
FOR AN ARCHAEOLOGICAL EVALUATION**

**LOCAL PLANNING AUTHORITY:
UTTLESFORD DISTRICT COUNCIL**

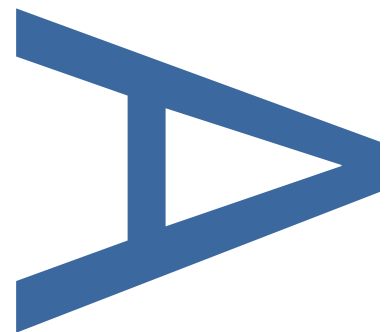


**PLANNING APPLICATION NO:
UTT/23/2617/FUL**

OASIS REFERENCE: preconst1-521956

SITE CODE: TABY24

JANUARY 2024



APPROVED

PRE-CONSTRUCT ARCHAEOLOGY

Bonnington's Yard, Station Road, Takeley, Essex: Written Scheme of Investigation for an Archaeological Evaluation

Local Planning Authority:	Uttlesford District Council
Planning Reference:	UTT/23/2617/FUL
Central National Grid Reference (NGR):	TL 56060 20956
Oasis Reference:	preconst1-521956
Site Code:	TABY24
Written and researched by:	Judy Mlynarska
Project Manager:	Simon Carlyle
Commissioning Client:	Foxley Group Ltd on behalf of Lioncrest Building Services Ltd
Contractor:	Pre-Construct Archaeology Ltd Cambridge Office The Granary, Rectory Farm Brewery Road, Pampisford Cambridgeshire CB22 3EN
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January 2024 (Version 1)

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FIGURES

Fig. 1: Site location, 1:15,000

Fig. 2: Trench plan overlain on proposed site layout, 1:800

Fig. 3: Trench plan overlain on 1830-1880 OS Map, 1:900

Fig. 4: Trench plan overlain on 1892-1914 OS Map, 1:900

Fig. 5: Trench plan overlain on Google Maps image, 1:800

QUALITY CONTROL

Version No.	Status	Date	Reason	Checked by
0	Draft	10th January 2024	For PSECC review	S Carlyle
1	Approved	15th January 2024	Approved by PSECC	R Havis

1 INTRODUCTION

- 1.1 This *Written Scheme of Investigation* (WSI) has been prepared by Pre-Construct Archaeology Ltd (PCA) for an archaeological evaluation of a plot of land at Bonnington's Yard, Station Road (B183), Takeley, Essex (site centred on NGR: TL 56060 20956; Fig. 1). The work, which has been commissioned by Foxley Group Ltd on behalf of Lioncrest Building Services Ltd, is being carried out to meet the requirements of conditions that were attached to planning consent for the residential development of the site by Uttlesford District Council (UDC planning ref.: UTT/23/2617/FUL, Conditions 11-15).
- 1.2 UDC were advised to attach the planning conditions by Place Services at Essex County Council (PSECC), providers of archaeological advice on planning matters in the county. This was in accordance with *National Planning Policy Framework*, Section 16, paragraphs 195 to 214 (MHCLG 2023), as the site was known to lie within an area of archaeological potential.
- 1.3 Following discussions between PCA and PSECC, it was agreed that the evaluation would consist of the excavation of 100 linear metres of trial trench at 1.8m wide (5no. 20m trial trenches; Figs 2-5), representing a 5% sample evaluation of the part of the site (0.38ha) that is to be occupied by the proposed new housing. This was in accordance with the requirements of the *Brief for Trial Trenching & Excavation* issued by PSECC (PSECC 2023).
- 1.4 Once approved by PSECC, all work relating to this project will be carried out in accordance with this WSI, *Standards for Field Archaeology in the East of England* (Gurney 2003) and the Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2022), *Standard for Archaeological Evaluation* (CIfA 2023a) and *Universal Guidance for Archaeological Field Evaluation* (CIfA 2023b).
- 1.5 The project will be managed in accordance with the Historic England procedural document *Management of Research Projects in the Historic Environment (MoRPHE): Project Manager's Guide* (HE 2015).
- 1.6 Depending on the results of the evaluation, UDC, in consultation with PSECC, may require further stages of archaeological investigation and/or mitigation prior to development. Any such work would be the subject of a separate instruction and WSI. Any changes to this WSI that may need to be made after approval of this document will be communicated to the PSECC for approval.

- 1.7 On completion of the project and following Transfer of Title, the site archive will be deposited with Saffron Walden Museum.

2 SITE BACKGROUND

2.1 Site location, topography and geology

2.1.1 The site, which covers an area of c. 1.1ha, is located on the southern outskirts of the Essex village of Takeley, which lies 4.5 miles (7km) to the east of Bishop's Stortford and 12 miles (19km) west of Braintree (Fig. 1). It comprises a former work yard with associated derelict buildings, and an area of scrub and trees, which have recently been cleared, to the west and north of the yard. The site is bordered by Bonnington's Farm Guesthouse and garden to the east, arable land to the south and west, and Flich Way, which follows the route of a disused railway line, to the north. The site is accessed via a private road off Station Road (B183). The proposed housing development will occupy the site of the former yard and buildings (0.38ha), with the remainder being landscaped and planted with trees (Fig. 2).

2.1.2 Topographically, the site is situated on a plateau of high ground between the valleys of the River Roding to the east and Pincey Brook to the west, with ground level lying at c. 104-106m above Ordnance Datum.

2.1.3 The geology of the site consists of Eocene clay, silt and sand of the London Clay Formation, overlain by superficial Quaternary glacial deposits (diamicton) of the Lowestoft Formation (BGS 2024).

2.2 Archaeological and historical background

2.2.1 The following archaeological and historical background has been taken from the *Brief for Trial Trenching & Excavation* issued by PSECC (PSECC 2023). For the evaluation report, the short archaeological and historical summary below will be expanded to include the results of a full search of the EHER, which will be based on a review of records of sites within a 1km radius of the site.

2.2.2 The site is located within the historic complex of Bonington's Farm, which is likely to have its origins in the medieval period (EHER 378009). The farm complex is evident on the first edition Ordnance Survey map of 1875. To the immediate south of the farm, excavations have shown an extensive medieval settlement, potentially a predecessor of the present site (EHER 45629-30). This has the potential to extend into the development area.

2.2.3 Roman querns, Late Iron Age artefacts, medieval coins and various other artefacts of prehistoric, Roman and medieval date have been located within the vicinity of the

proposed development. A programme of geophysical survey to the south and west of the site in advance of a previous application has identified extensive surviving archaeological deposits comprising a sequence of enclosures, probably of prehistoric and Roman date.

- 2.2.4 Evaluation and excavation of the access road entrance and associated working areas to a proposed golf course at Hatfield Park Farm in Takeley revealed settlement related activity in the form of ditches, which may be associated with the medieval predecessor of Bonnington's Farm. An excavation conducted by PCA in 2002 off Dunmow Road in Takeley (EHER 19572) revealed a previously unknown farmstead dating to the 13th century. Excavations undertaken at Brewers End, Takeley in 2015 revealed 1st century as well as medieval and post-medieval enclosures. A middle to late Iron Age ditch and late medieval to early post-medieval trackway were discovered during an evaluation at Chadhurst, Dunmow Road, Takeley (EHER 48742).
- 2.2.5 A geophysical survey (EHER 48342) conducted by Stratascan and subsequent archaeological works at off Dunmow Road, Takeley have revealed a Late Iron Age farmstead, and medieval and post-medieval field systems.
- 2.2.6 Post-medieval ditches were found during an evaluation at Priors Green Takeley (EHER 47605).
- 2.2.7 There are a number of Listed buildings in the village of Takeley, including: Beech Cottage (EHER 37470), a 16th-17th century timber-framed house; and Ivy Cottage and Stane Cottage (EHER 37454), 15th-16th century timber-framed buildings.

3 AIMS AND OBJECTIVES

- 3.1 The broad aim of the evaluation will be to identify, excavate and record the location, extent, date, character and state of preservation of any archaeological remains encountered in the trial trenches. In particular, the evaluation will seek to determine if the remains of farm buildings shown on 19th-century mapping of the site, which could denote the presence of an earlier medieval farmstead, survive within the northern part of the site.
- 3.2 The evaluation will aim to provide sufficient information to enable the formulation of a suitable management/investigation strategy for the site's heritage assets, in light of the current development proposals.
- 3.3 The evaluation will provide a predictive model of the archaeological remains present and likely to be present on the site and include an appraisal of their significance.
- 3.4 Where appropriate, soil samples will be taken for assessment, primarily to establish the palaeoenvironmental potential of the site but also to gain an insight into the range of activities (i.e. domestic, industrial, agricultural) that were undertaken at the site in the past.
- 3.5 The results of the evaluation will assist PSECC in determining the nature and extent of any mitigation works that may be required.
- 3.6 To determine the significance of the results of the evaluation in a local, regional and national context (as appropriate), reference will be made to the East Anglian regional research agendas listed in *East of England Regional Research Framework* (<https://researchframeworks.org/eoe/>).

4 METHODOLOGY

4.1 Introduction

- 4.1.1 The evaluation will consist of the excavation of 100 linear metres of trial trench at 1.8m wide (5no. 20m trial trenches; Fig. 2), representing a 5% sample evaluation of the part of the site that is to be occupied by new housing (0.38ha).

4.2 Survey and machine excavation

- 4.2.1 The trenches will be set out in accordance with the approved trench plan using a Geomax Global Positioning System (GPS). Prior to machine excavation, the locations of each trench will be scanned with a CAT (Cable Avoidance Tool) to check for services. With the agreement of PSECC, trenches will be moved to avoid any services or any other constraints that may be identified.
- 4.2.2 Using a mechanical excavator fitted with a toothless ditching bucket, the overburden will be removed in level spits down to the surface of the geological substrate or first significant archaeological horizon, whichever is encountered first. Topsoil and subsoil will be kept separate and stored in temporary bunds adjacent to each trench.
- 4.2.3 Exposed archaeological features and deposits will be cleaned using hand tools to define their boundaries and extent within the trenches. Limits and locations of all trenches, pre-excavation and post-excavation plans of archaeological features and heights above Ordnance Datum will be recorded using Geomax GPS.
- 4.2.4 Trenches will only be backfilled following inspection by or with the agreement of PSECC. They will be simply backfilled, topsoil uppermost, and tracked in by the machine.

4.3 Recording and sampling

- 4.3.1 Field excavation techniques and recording methods are detailed in the PCA *Operations Manual 1: Fieldwork Induction Manual* (Taylor and Brown 2009). Archaeological features and deposits will be sufficiently excavated to fulfil the project aims stated in Section 3 above.
- 4.3.2 Drawn records will be in the form of survey plans, drawn plans and section drawings of all excavated archaeological features at an appropriate scale (1:10, 1:20, 1:50), while all individual deposits and cuts will be recorded using PCA's digital tablet-based recording system.

- 4.3.3 Appropriate photographs of the archaeological remains encountered by the investigation, supported by general photographs of the site, its setting and working shots, will be taken using high resolution digital cameras with APS-C sensors (or larger), minimum 18 megapixels. Digital images for archiving purposes will be high quality non-proprietary raw files (DNG) or TIFF images.
- 4.3.4 Linear features will be investigated by means of slots excavated across their width and measuring at least 1m in length, positioned to avoid areas of intercutting/disturbance in order to provide uncontaminated finds assemblages. A minimum of 10% of each linear will be excavated. If stratigraphic relationships between features are not visible in plan, slots will also be positioned to determine inter-feature relationships, although care will be taken not to compromise the integrity of the archaeological record by excavating complex features or groups of features during evaluation that would be better understood if they were investigated at the mitigation stage.
- 4.3.5 Discrete features such as pits and postholes will be at least 50% excavated and when considered appropriate 100% excavated.

4.4 Finds and environmental sampling

- 4.4.1 Artefacts and ecofacts will be collected by hand and retained, receiving appropriate care prior to removal from site (ClfA 2020; Brown *et al.* 2016).
- 4.4.2 Bulk soil samples, normally up to 40 litres in volume (where obtainable), will be taken in order to recover micro- and macro-botanical environmental remains. The sampling strategy and subsequent assessment of the samples will be carried out in accordance with Historic England guidelines, as set out in *Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-excavation* (English Heritage 2011). Where appropriate, advice on the sampling strategy will be obtained from PCA's Environmental Archaeology specialist and/or the Historic England Regional Advisor for Archaeological Science (East of England).

4.5 Metal detecting and Treasure

- 4.5.1 The surface of the trenches will be scanned with a metal detector by a suitably experienced metal detectorist prior to mechanical stripping. Metal detecting will also be undertaken throughout the trench excavation process. Following trench excavation, the spoil heaps and any archaeological remains revealed by the investigation will be scanned to maximise the recovery of metal objects. The metal detector will not be set

to discriminate against iron.

- 4.5.2 All finds defined as 'Treasure' will be removed to a safe place and reported to the local coroner according to the procedures outlined in the Treasure Act 1996 (as amended by the Treasure Designation Order 2002 No. 2666). Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft. Any finds that could be considered treasure under the terms of the Act made during the process of fieldwork will be immediately reported to the Essex Finds Liaison Officer, so that it is properly reported to the appropriate Coroner within 14 days of discovery, in line with the Treasure Act.

4.6 Human remains

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

4.7 Monitoring visits

- 4.7.1 PCA will be responsible for notifying PSECC of the proposed start date of the investigation at least ten working days before commencement so that a monitoring visit can be arranged. The start date for the evaluation has been provisionally arranged for Monday 29th January 2024. The PCA project manager will keep PSECC updated on any significant discoveries made during the fieldwork.

5 ACCESS AND SAFETY

- 5.1 Permission to access to the site for the evaluation will be arranged by the client so that the PCA field team can start work promptly on the first day of their arrival at site. It is expected that the site will be suitably clear of vegetation, building materials and other obstructions to allow the free movement of plant and the excavation of the trenches.
- 5.2 Welfare facilities will be provided by the client for the use of their site staff, sub-contractors and visitors.
- 5.3 PCA staff will secure all deep excavations (over c. 0.8m deep) with orange netlon fencing secured on road pins.
- 5.4 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of PCA and will be in accordance with all statutory regulations. A site-specific Risk Assessment and Method Statement (RAMS) will be prepared before fieldwork commences and all staff will be briefed on the content of the RAMS at an induction that they will be required to attend on arrival on site.
- 5.5 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

6 TIMETABLE AND STAFFING

- 6.1 The project will be managed by Simon Carlyle MCIfA, Senior Project Manager at PCA Norwich, and the fieldwork will be directed by Thomas Revell, Project Officer, assisted by up to two Site Assistants drawn from PCA's team of qualified and experienced staff, as required.
- 6.2 The duration of the evaluation will be two working days (including backfilling). Working days are based on a 5-day working week, Monday to Friday, 8am–4pm. The start date for the evaluation has been provisionally arranged for Monday 29th January 2024. PCA will confirm the start date with PSECC at least ten working days before fieldwork commences.
- 6.3 Where required, the following PCA specialists may be invited to advise on aspects of the project and contribute to the evaluation report:
- Lawrence Morgan Shelbourne—prehistoric pottery
 - Sue Anderson—medieval pottery
 - Alice Lyons—Roman pottery
 - Barry Bishop—worked flint and prehistoric pottery
 - Amparo Valcarcel—CBM/stone
 - Karen Deighton—animal bone
- 6.4 Other specialists may be consulted, depending on the types of artefacts recovered or the nature of the deposits encountered by the evaluation. A full list of specialists currently used by PCA is presented in Appendix A. Illustrations will be prepared by the PCA Graphics Office.

7 REPORTING

- 7.1 Following completion of all fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with PCA guidelines (Brown *et al.* 2016). The MPRG's *A Standard for Pottery Studies in Archaeology* (Barclay *et al.* 2016) will be adhered to. Post-excavation tasks and report writing will take approximately 4-6 weeks to complete following the end of fieldwork. Specialists will be employed for consultation and analysis as necessary. Finds recording shall be carried out in a manner compatible with existing typological series for Essex, particularly in respect of pottery and ceramic tiles.
- 7.2 An illustrated report on the investigation will be prepared to present the results of the fieldwork and the assessment of the artefacts and palaeoenvironmental samples. The report will include: a non-technical summary; an archaeological and historical background to the site, supported by relevant historical maps; a description of the methodology employed; plans and sections showing the location and extent of any archaeology encountered; a site narrative, with a discussion of the archaeological results; specialist reports; photographs supporting the text. An Essex Historic Environment Record (EHER) form will be completed and included at the end of the report.
- 7.3 A draft copy of the report will be provided to the client for comment prior to its submission to PSECC. Once the draft report has been approved by PSECC, a final copy and a digital copy (in pdf/A format) will be presented to PSECC and the EHER, on the understanding that it will become a public document after an appropriate period of time (generally not exceeding six months).
- 7.4 The unique EHER site code for this project (**TABY24**) will be used as the project site code and will be clearly indicated on relevant ensuing reports and on the OASIS data collection form.
- 7.5 Contingency will be made for the publication of results. The minimum requirement will be for an appropriate note to be made available in the local journal *Essex Archaeology and History*. This summary will be included in the project report or submitted to PSECC within 12 months of the completion of fieldwork.

8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 8.1 The site will use the EHER site code as a unique identifier (**TABY24**). This reference will be used to identify the archive (including finds, paper and digital archive). It will be cross-referenced with any reports and the OASIS data collection form.
- 8.2 All artefactual material will be held in storage by PCA Cambridge until ownership of all such archaeological finds are transferred and the archive is deposited with Saffron Walden Museum. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to Treasure Act legislation, separate ownership arrangements may be negotiated.
- 8.3 The project archive shall be compiled in accordance with the advice contained in *Archive Guidelines* (PSECC 2017), *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC 1990), *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020) and *Standards in the Museum Care of Archaeological Collections* (Museum and Galleries Commission 1992).
- 8.4 A copy of the report will accompany the archive when it is deposited with the museum stores.
- 8.5 The EHER is registered with the *Online Access to Index of Archaeological Investigations* (OASIS) project. PCA will provide appropriate details relating to this project by completing the OASIS form at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by English Heritage and the Archaeology Data Service. An online OASIS record has been initiated (preconst1-521956).
- 8.6 All data will be gathered, collated and stored in accordance with PCA's data management plan (Appendix B).

9 INSURANCES

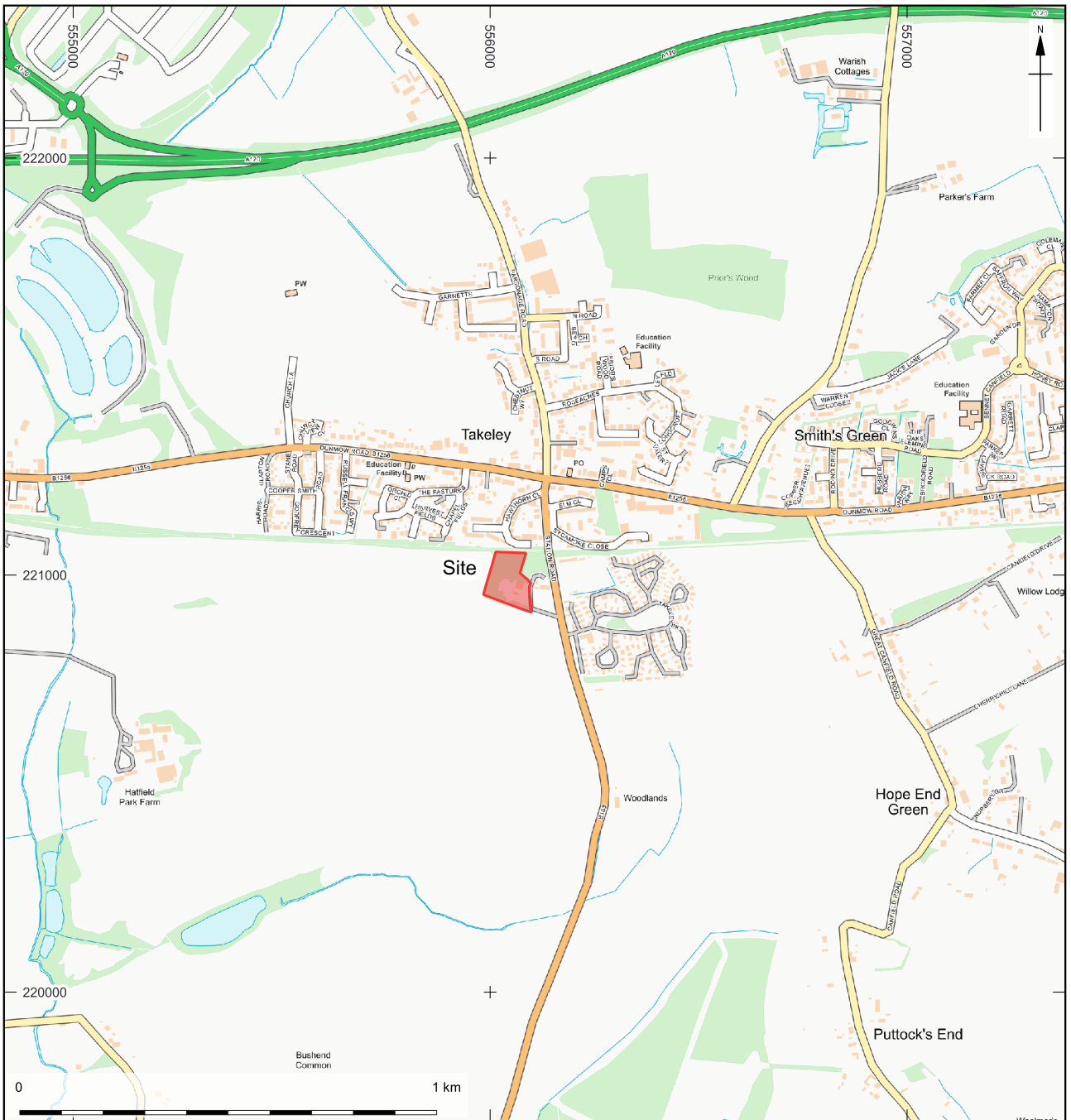
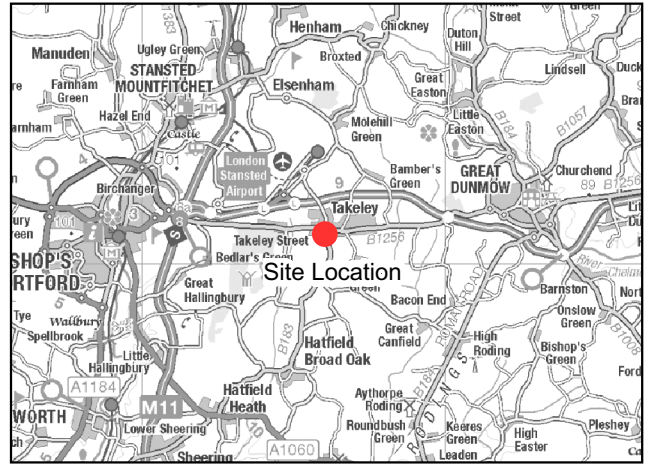
9.1 Pre-Construct Archaeology Ltd is covered by the following insurances:

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

10 BIBLIOGRAPHY

- Barclay *et al.* 2016 *A Standard for Pottery Studies in Archaeology*, <https://historicensland.org.uk/images-books/publications/standard-for-pottery-studies-in-archaeology/>
- British Geological Survey 2024 Online Viewer. Available at: <http://www.bgs.ac.uk/data/mapViewers/home.html> . [Accessed 3-1-24]
- Brown, G, Butler, J, Faine, C, Meddens, F and Riddler, I 2016 *Finds Manual: A Manual for the Retrieval, Processing and Care of Finds from Excavations* (revised 2017), Pre-Construct Archaeology unpublished document
- ClfA (Chartered Institute for Archaeologists) 2020 *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*
- ClfA (Chartered Institute for Archaeologists) 2022 *Code of Conduct*
- ClfA (Chartered Institute for Archaeologists) 2023a *Standard for Archaeological Evaluation*
- ClfA (Chartered Institute for Archaeologists) 2023b *Universal Guidance for Archaeological Field Evaluation*
- EH (English Heritage) 2011 *Environmental Archaeology: A Guide to the Theory and Practice of Methods from Sampling and Recovery to Post-excavation*
- Gurney, D 2003 *Standards for Field Archaeology in the East of England*, East Anglian Archaeology Occasional Paper **14**
- HE (Historic England) 2015 *Management of Research Projects in the Historic Environment (MoRPHE): Project Manager's Guide*
- MHCLG (Ministry for Housing, Communities and Local Government) 2019 *National Planning Policy Framework*, revised 2023
- Museum and Galleries Commission 1992 *Standards in the Museum Care of Archaeological Collections*
- PSECC (Place Services at Essex County Council) 2017 *Archive Guidelines*
- PSECC (Place Services at Essex County Council) 2023 *Brief for Trial Trenching & Excavation at Bonningtons Yard, Station Road, Takeley*, dated 20th December 2023
- Taylor, J and Brown, G 2009 *Operations Manual I: Fieldwork Induction Manual*, PCA unpublished document

*UKIC 1990 Guidelines for the Preparation of Excavation Archives for Long Term
Storage*



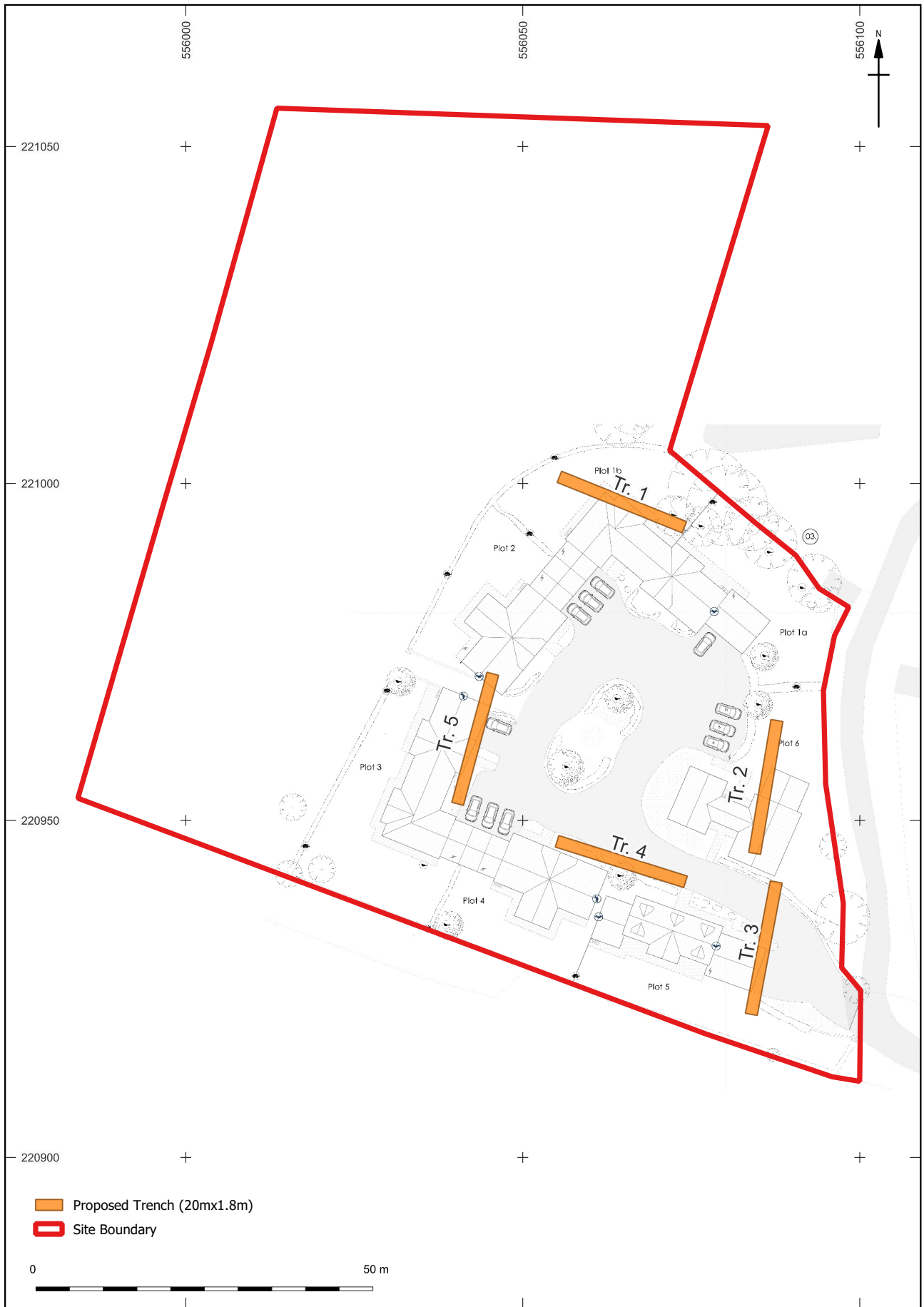
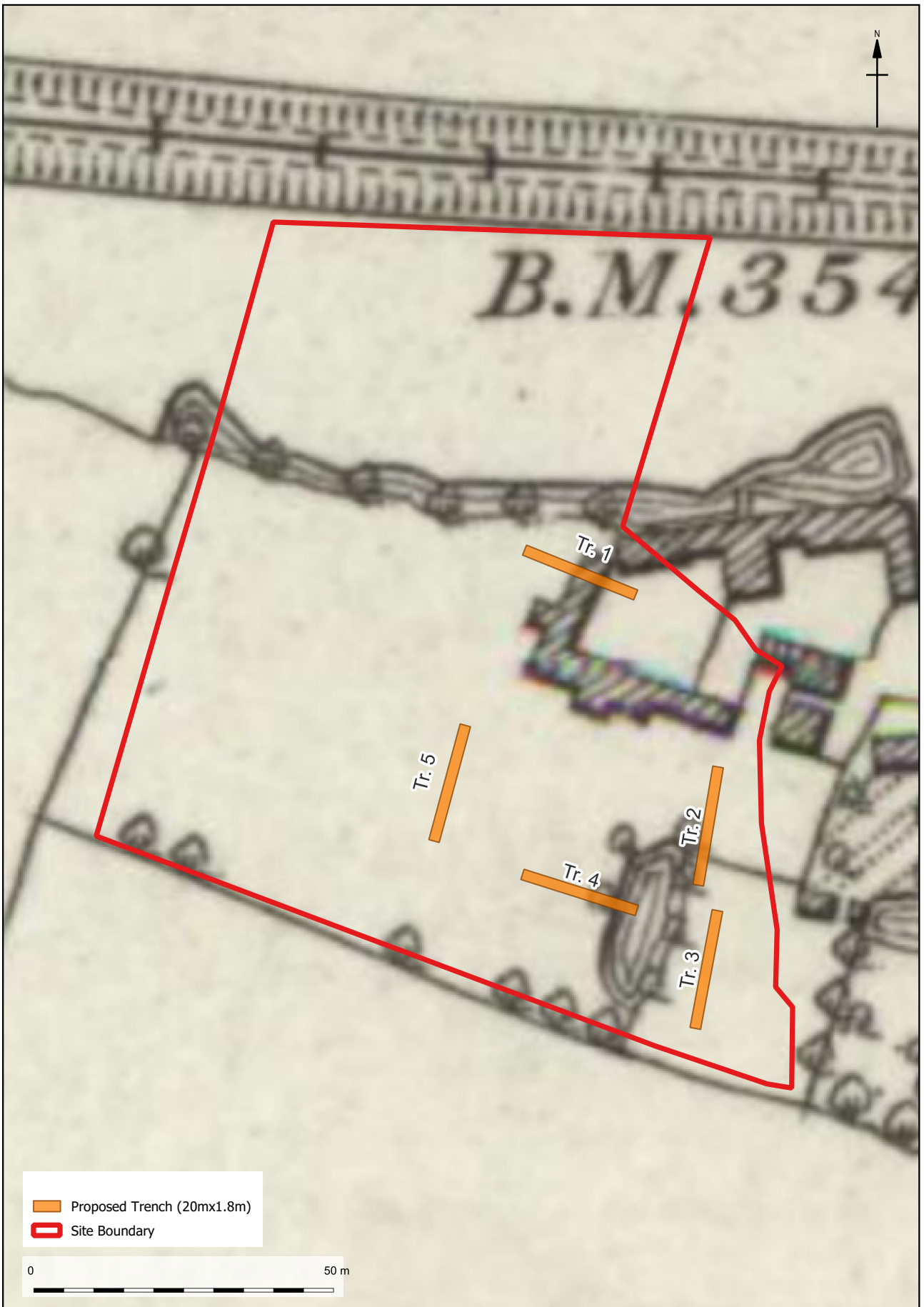


Figure 2
 Trench Plan Overlain on Proposed Site Plan
 1:800 at A4



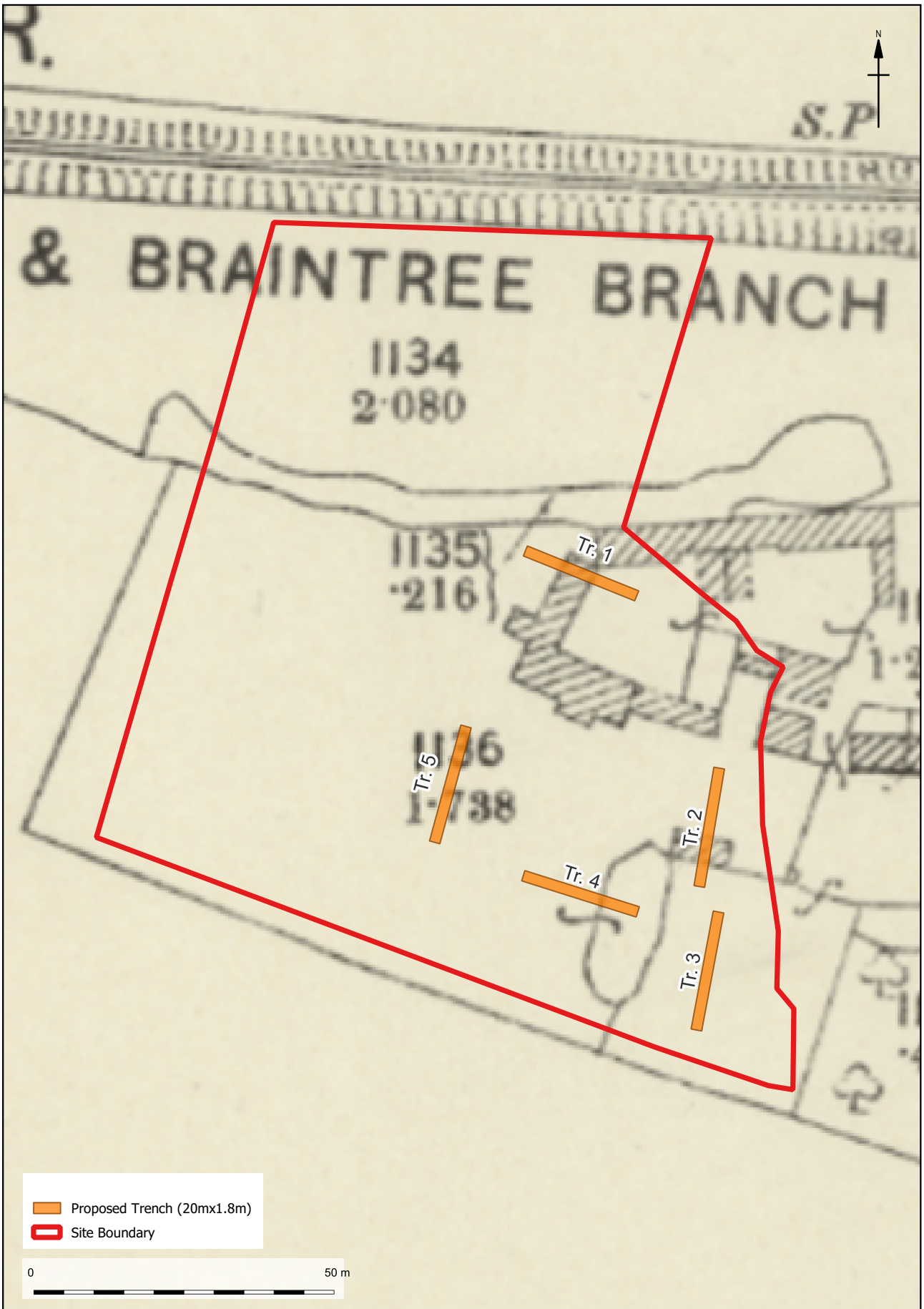


Figure 4
Trench Plan Overlain on 1892-1914 OS Map
1:900 at A4



APPENDIX 1: FINDS, ENVIRONMENTAL AND OTHER SPECIALIST SERVICES

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

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

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

Clay Tobacco Pipe: Chris Jarrett (PCA)

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

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

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

Coins: James Gerrard (PCA), Ruth Beveridge

Inscriptions & Graffiti: Roger Tomlin

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

Philip Armitage, Robin Bendrey,

Lithics (inc Palaeolithic): Barry Bishop (PCA)

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

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

Leather: Quita Mould

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

Metal slag: Gary Taylor (PCA), Lynne Keys

Textiles: Sue Harrington, Penelope Walton Rogers

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

Dendrochronology: Ian Tyers

Archaeomagnetic dating: Cathy Byatt (University of Bradford), Greg McIntosh (Christ Church Canterbury University)

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

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

Industrial Archaeology: Gary Taylor (PCA), David Cranstone

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

Metal Detecting: Tom Lucking (PCA)

APPENDIX 2: DATA MANAGEMENT PLAN

Section A: Project Information			
HER# (Site Code):	TABY24	Other Site Codes	n/a
Site Full Location	Bonnington's Yard, Station Road, Takeley, Essex		
OASIS ID:	preconst1-521956	K-Code:	K8796
Museum Acc. #	tbc	NGR #	TL 56060 20956
Planning Ref #:	UTT/23/2617/FUL	Planning Authority	Uttlesford District Council
DMP Written	08/01/2024	DMP Version	V1
Project Manager/ Primary Contact:	Simon Carlyle	Project Type:	Evaluation
Client:	Foxley Group Ltd on behalf of Lioncrest Building Services	Site Supervisor:	Thomas Revell
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	ADS/ Designated Archive Repository/Museum

Section B: Estimated Volume of Data			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	512MB	
Database	Access (.accdb)	512MB	
Text/Documents	.pdf, Word (.docx)	1GB	
Images	.jpeg, .png, .DNG	8GB	
Graphics	.dwg,	1GB	
GIS	.shp	1GB	
Will existing or external data be utilised?			NO

If yes, list type of data and source:				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG			
Graphics	.dwg,			
Text/Documents	.pdf, Word (.docx)			

Section C.: Data Acquisition, Processing, and Analysis
What methods and data standards will be undertaken?
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS and any county specific 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_ECB6240_BRADLEY ROAD_EVAL_MH_rev1</p> <p>Key: PCA (Organisational identifier) ECB6240 (site code) BRADLEY ROAD (Site name) EVAL (report type) MH (author identifier) rev1 (version control identifier)</p> <p>The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).</p> <p>Photo file name structure: SITECODE_C1B_2221</p> <p>Photos will be prefixed with the Sitecode/HER number, as well as the camera number (e.g. camera 1b would be listed as C1B or camera 22a would be 22A), and the final four digits being the photo number.</p>
What Quality Assurances of the data are in place?
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.

Section D: Documentation and Metadata:
How can the data be read?
Data collected during the course of the project will include standard formats as listed within section B.

What documentation and metadata will be provided when the data is archived?

A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository

Section E: Ethics and Legal Compliance:

How can the identity of individuals be protected if required

Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.

Is the data GDPR 2018 compliant?

All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.

Who owns the data generated during the course of this project?

Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.

Section F: Storage and Backup:

Is sufficient storage in place?

All project data will be held on a server based at our regional office. The server has sufficient space to hold all data generated during the project.

What backups are in place?

Project data will be stored on a companywide intranet and on servers located at our regional office.

What data security is in place?

All project data is restricted by permission-based access and multi-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. The material selected for retention will consist of the relevant photos used in the report, as well as a representative photo of each feature, with duplicates being selected for discard. All context databases, specialist catalogues, and survey data,

including CAD illustrations, will also be retained. Additionally, all final copies of reports or project admin (including the brief and Transfer of Title) will be retained in PDF format, this process of selection and discard will be undertaken by the Archive Officer and the Project Manager.	
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	



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