



# 25 Porter Street, Staveley Derbyshire

Written Scheme of Investigation for Archaeological Watching Brief

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## Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	Project and planning background.....	1
1.2	Scope of document.....	2
1.3	Location, topography and geology .....	2
<b>2</b>	<b>ARCHAEOLOGICAL AND HISTORICAL BACKGROUND.....</b>	<b>2</b>
<b>3</b>	<b>AIMS AND OBJECTIVES.....</b>	<b>3</b>
3.1	Aims .....	3
3.2	Objectives.....	3
<b>4</b>	<b>FIELDWORK METHODS .....</b>	<b>4</b>
4.1	Introduction.....	4
4.2	Service location and other constraints .....	4
4.3	Watching brief methods .....	4
4.4	Recording .....	5
4.5	Survey .....	5
4.6	Monitoring.....	5
4.7	Finds.....	5
4.8	Environmental sampling.....	6
<b>5</b>	<b>POST-EXCAVATION METHODS AND REPORTING .....</b>	<b>7</b>
5.1	Stratigraphic evidence .....	7
5.2	Finds evidence .....	7
5.3	Environmental evidence.....	7
5.4	Reporting.....	8
<b>6</b>	<b>ARCHIVE STORAGE AND CURATION.....</b>	<b>8</b>
6.1	Museum.....	8
6.2	Transfer of title.....	8
6.3	Preparation of archive.....	9
6.4	Selection strategy .....	9
6.5	Security copy .....	9
<b>7</b>	<b>COPYRIGHT .....</b>	<b>9</b>
7.1	Archive and report copyright .....	9
7.2	Third party data copyright .....	10
<b>8</b>	<b>WESSEX ARCHAEOLOGY PROCEDURES.....</b>	<b>10</b>
8.1	External quality standards.....	10
8.2	Personnel .....	10
8.3	Internal quality standards.....	11
8.4	Health and safety.....	11
8.5	Insurance.....	12
	<b>REFERENCES .....</b>	<b>13</b>
	<b>APPENDICES .....</b>	<b>15</b>
	Appendix 1 Finds and environmental specialists.....	15

## List of Figures

**Figure 1** Site location



# 25 Porter Street, Staveley Derbyshire

## Written Scheme of Investigation for Archaeological Watching Brief

### 1 INTRODUCTION

#### 1.1 Project and planning background

1.1.1 Wessex Archaeology has been commissioned by Commonbond Architects Ltd to produce a written scheme of investigation (WSI) for an archaeological watching brief during groundworks related to the construction of a detached house with detached garage and associated landscaping works at 25 Porter Street, Staveley, Chesterfield, S43 3UY. The works to be monitored are centred on NGR 443355, 374746 (Fig. 1).

1.1.2 The proposed residential development comprises the construction of a two floor detached house with parking at the front and a rear garden. The works will include the demolition of the existing garage.

1.1.3 A planning application (CHE/23/00536/FUL) submitted to Chesterfield Borough Council, was granted subject to conditions. The following conditions relate to archaeology:

*21. No development shall take place until a Written Scheme of Investigation for archaeological work has been submitted to and approved by the local planning authority in writing, and until any pre-start element of the approved scheme has been completed to the written satisfaction of the local planning authority. The scheme shall include an assessment of significance and research questions; and*

*1. The programme and methodology of site investigation and recording*

*2. The programme for post investigation assessment*

*3. Provision to be made for analysis of the site investigation and recording*

*4. Provision to be made for publication and dissemination of the analysis and records of the site investigation*

*5. Provision to be made for archive deposition of the analysis and records of the site investigation*

*6. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.*

*Reason - To ensure the preparation and implementation of an appropriate scheme or archaeological mitigation in accordance with the NPPF.*

*22. No development shall take place other than in accordance with the archaeological Written Scheme of Investigation approved under condition 21.*

*Reason - To ensure that satisfactory arrangements are made for the recording of any possible archaeological remains on the site in accordance with the NPPF.*

*23. The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the archaeological Written Scheme of Investigation approved under condition 21 and*

*the provision to be made for analysis, publication and dissemination of results and archive deposition has been secured.*

*Reason - To ensure that satisfactory arrangements are made for the investigation, retrieval and recording of any possible archaeological remains on the site in accordance with the NPPF.*

## **1.2 Scope of document**

- 1.2.1 This WSI sets out the aims of the watching brief, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015a) and the Chartered Institute for Archaeologists' (CIfA) *Universal guidance for archaeological monitoring and recording* (CIfA 2023).
- 1.2.2 This document will be submitted to the Archaeology Team at Derbyshire County Council (DCC), archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the watching brief.

## **1.3 Location, topography and geology**

- 1.3.1 The proposed watching brief is located between Porter Street and Church Street in between mix commercial and residential premises which are varied in age and character. The site is within Staveley Conservation area and is surrounded by Grade II listed buildings to the south and west. The site is currently in two parts separated by a hedge.
- 1.3.2 Existing ground levels are approximately 75m aOD.
- 1.3.3 The bedrock geology is Pennine Middle Coat Measures Formation – Sandstone (British Geological Survey 2024).

## **2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND**

*Prehistoric, Romano-British, Anglo-Saxon and medieval (900,000 BC – AD 1539)*

- 2.1.1 There is sparse evidence for definitive activity within the wider landscape during these periods. Prehistoric evidence is limited to the findspot of a Bronze Age scraper/knife at Maston Moor and a 'mound', which may be prehistoric in origin although there is no definitive evidence to corroborate this assertion. An Iron Age enclosure was excavated at Mastin Moor in 2022 (Wessex Archaeology 2023).
- 2.1.2 Excavations carried out in 2018 identified part of a Romano-British period enclosed field system from which sherds of pottery dating to the late 2nd or early 3rd century AD were recovered (ASWYAS 2018). The field system is located approximately 1.5 km to the east from the proposed development area in a relatively similar position topographically and geologically and confirms the presence of populations from the prehistoric/Romano-British period within the surrounding area.
- 2.1.3 Staveley is first mentioned in the Domesday survey of 1086 as being owned by a local Saxon lord. The proposed development lies within the historic core of the town. The conservation area coincides with what we believe to be the centre of the Anglo-Scandinavian settlement. Surrounding the site are medieval Grade listed buildings for example, St John the Baptist Church and churchyard to the north, workers cottages named 'Ebenezer Row' to the south and to the west/north-west of the site are Grade II listed buildings 34 and 36, 38 and 40, 42 and 44 High Street.

*Post-medieval, 19th century and modern (AD 1540 – present)*

- 2.1.4 At the end of the 18th century, improvements to the country's infrastructure are evident within the wider area with the turnpiking of the Chesterfield to Worksop Road and the construction of the Chesterfield Canal, which opened in 1777. To the east of the proposed development area, the Norbriggs Cutting extension of the Chesterfield Canal provided a transport connection to a coal mine established east of the proposed development area, later named as 'Norbriggs Colliery'. By 1789, the owners of the colliery constructed a horse-drawn tramway leading from the colliery to the cutting, which was the first of its kind in Derbyshire.
- 2.1.5 By 1840, the Norbriggs Colliery appears to have fallen out of use although coal mining continues in the wider area throughout the 19th century. Seymour Colliery was located approximately 2 km to the south-east of the proposed development area, the workings for which required the sinking of a shaft at Norbriggs Cottages and the construction of a pumping engine linked to the main colliery by a 'tub track' surface tramway. In addition to the shaft at Norbriggs, cartographic evidence indicates a number of other mineshafts were located in the surrounding landscape.
- 2.1.6 There are several 19<sup>th</sup> century listed buildings in the surrounding area including some with grounds bordering the site. These include those registered as 1280881, 1205025, 1088318 and 1205038.
- 2.1.7 Historic mapping evidence shows the surrounding streets and houses set out similarly to today by the late 19<sup>th</sup> century. The proposed development area has remained generally open although a cluster of three small buildings are shown on mapping at the west of the site from the late 19<sup>th</sup> century through to the 1942 OS map. A further building is shown on the late 19<sup>th</sup> century mapping towards the south of the site. 25 Porter Street appears to have been constructed by the 1920's while the cinema to the north on Church Street was constructed by the 1960's.

### **3 AIMS AND OBJECTIVES**

#### **3.1 Aims**

- 3.1.1 The aims (or purpose) of the watching brief, as defined in the ClfA *Universal guidance for archaeological monitoring and recording* (ClfA 2023), are to:
- allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of the development or other works;
  - provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the watching brief itself are not sufficient to support treatment to a satisfactory and proper standard; and
  - guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

#### **3.2 Objectives**

- 3.2.1 In order to achieve the above aims, the objectives of the watching brief are to:



- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;
- record and establish, within the constraints of the works, the extent, character, date, condition and quality of any surviving archaeological remains (a preservation by record);
- place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
- make available information about the archaeological resource on the site by preparing a report on the results of the watching brief.

## **4 FIELDWORK METHODS**

### **4.1 Introduction**

- 4.1.1 Health and safety will override archaeological considerations in all works since, as stated in ClfA guidance, *Health and Safety regulations and requirements cannot be ignored no matter how imperative the need to record archaeological information; hence Health and Safety will take priority over archaeological matters* (ClfA 2023).
- 4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Archaeology Team at DCC and the client prior to being implemented.

### **4.2 Service location and other constraints**

- 4.2.1 The client and/or their principal contactor will be responsible for the identification and protection of any above- and below-ground services within the watching brief area/s. The client and/or their principal contactor will also be responsible for informing Wessex Archaeology of, and delimiting, any other areas of environmental, ecological or other constraints.

### **4.3 Watching brief methods**

- 4.3.1 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will, where possible, be undertaken using a toothless ditching bucket and will be constantly monitored by the watching archaeologist.
- 4.3.2 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.
- 4.3.3 Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the aims of the watching brief. Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.
- 4.3.4 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved watching brief WSI is insufficient, the watching archaeologist will halt the groundwork, delimit the area of archaeological interest, and report immediately to the





Wessex Archaeology project manager. Wessex Archaeology will then inform the groundwork contractor, the client and the Archaeology Team at DCC, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this WSI will need revising before any further fieldwork proceeds – the revised WSI will need the approval of the Archaeology Team at DCC, on behalf of the LPA.

- 4.3.5 If human remains are uncovered, the specific methods outlined below (section 4.7.2) will be followed.

#### **4.4 Recording**

- 4.4.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.4.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the Ordnance Survey (OS) National Grid.
- 4.4.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set.

#### **4.5 Survey**

- 4.5.1 The real time kinematic (RTK) survey of all archaeological features will be carried out using a Leica Global Navigation Satellite System (GNSS) connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.
- 4.5.2 If, due to unforeseen circumstances, it is not possible to survey using survey equipment prior to the destruction of the material, archaeological features will be located to either client plans that are related to OS mapping or structures/features that appear on OS mapping. This will be achieved using hand-held measuring tapes and the basic principles of triangulation.

#### **4.6 Monitoring**

- 4.6.1 The client will inform the Archaeology Team at DCC of the start of the watching brief and its progress. Reasonable access will be arranged for the Archaeology Team to make site visits to inspect and monitor the progress of the watching brief. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Archaeology Team at DCC.

#### **4.7 Finds**

##### *General*

- 4.7.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage

conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

#### *Human remains*

- 4.7.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.7.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and the Archaeology Team at DCC regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.7.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 1993). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.7.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

#### *Treasure*

- 4.7.6 Wessex Archaeology will immediately notify the client and the Archaeology Team at DCC on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the *Treasure Act* (i.e., finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

### **4.8 Environmental sampling**

- 4.8.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015b).
- 4.8.2 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.8.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Archaeology Team at DCC as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.8.4 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.8.5 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of

deposits with regard to microfossils (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

## **5 POST-EXCAVATION METHODS AND REPORTING**

### **5.1 Stratigraphic evidence**

5.1.1 All written and drawn records from the watching brief will be collated, checked for consistency and stratigraphic relationships. Key data will usually be transcribed into a database, which can be updated during any further analysis. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery.

5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by period and/or feature group as appropriate.

### **5.2 Finds evidence**

5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the watching brief. Recording and reporting will conform to the Type 1 (Description) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation. The report will include a table of finds by feature/context.

5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.

5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the ClfA (2014a).

### **5.3 Environmental evidence**

5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the range of environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).

5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm 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.

5.3.3 Any waterlogged samples will be processed by standard waterlogged flotation methods.

5.3.4 Recording and reporting will conform to the Type 1 (Description) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification and characterisation.



## **5.4 Reporting**

5.4.1 Following completion of the fieldwork and the assessment of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and the Archaeology Team at DCC for comment. Once approved, a final version will be submitted.

5.4.2 The report will include the following elements:

- Non-technical summary;
- Project background;
- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

5.4.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to watching brief.

### *Publication*

5.4.4 If no further excavation works are undertaken, a short report on the results of the watching brief will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the Archaeology Team at DCC.

### *OASIS*

5.4.5 An OASIS (online access to the index of archaeological investigations) record (<http://oasis.ac.uk>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

## **6 ARCHIVE STORAGE AND CURATION**

### **6.1 Museum**

6.1.1 It is recommended that the project archive resulting from the watching brief be deposited with Chesterfield Museum and Art Gallery. Provision has been made for the cost of long-term storage in the post-fieldwork costs. AS per the museum guidelines, an accession code will be assigned if necessary after a mid-project review is undertake

### **6.2 Transfer of title**

6.2.1 On completion of the watching brief (or extended fieldwork programme), every effort will be made to persuade the legal owner of any finds recovered (i.e., the landowner), with the

exception of human remains and any objects covered by the *Treasure Act 1996*, to transfer their ownership to the museum in a written agreement.

### 6.3 Preparation of archive

#### *Physical archive*

- 6.3.1 The complete physical archive, which may include paper records, graphics, artefacts and ecofacts, will be prepared following the standard conditions for the acceptance of excavated archaeological material by Chesterfield Museum and Art Gallery, and in general following nationally recommended guidelines (Brown 2011; ClfA 2014b; SMA 1995). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

#### *Digital archive*

- 6.3.2 The digital archive generated by the project will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata.

### 6.4 Selection strategy

- 6.4.1 It is widely accepted that not all the records and materials (artefacts and ecofacts) collected or created during the course of an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, i.e., the retained archive should fulfil the requirements of future researchers and the receiving Museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's internal specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 In this instance, given that the level of finds recovery is expected to be relatively low, decisions on selection will be deferred until after the fieldwork stage, and no detailed strategy is presented here. Any material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

### 6.5 Security copy

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

## 7 COPYRIGHT

### 7.1 Archive and report copyright

- 7.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with

all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*.

- 7.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

## **7.2 Third party data copyright**

- 7.2.1 This document, the watching brief report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

## **8 WESSEX ARCHAEOLOGY PROCEDURES**

### **8.1 External quality standards**

- 8.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of Conduct* (CIfA 2014c) and *Regulations for Professional Conduct* (CIfA 2019). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice, and will normally be members of the CIfA.

### **8.2 Personnel**

- 8.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager and fieldwork director will be involved in all phases of the investigation through to its completion.
- 8.2.2 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of finds and environmental specialists is provided in Appendix 1.
- 8.2.3 The following key staff are proposed:
- Project Manager John Winfer
  - Fieldwork Director TBC
- 8.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.





### **8.3 Internal quality standards**

- 8.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients.
- 8.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project including reporting. This includes monitoring progress and quality; controlling the budget from inception to completion; and all aspects of health and safety for the project. At all stages, the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.
- 8.3.3 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

### **8.4 Health and safety**

- 8.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999* and all other applicable health and safety legislation.
- 8.4.2 Wessex Archaeology is an ISO 45001 accredited organisation (certificate number OHS 744383), confirming the operation of an Occupational Health and Safety Management System that complies with the requirements of ISO 45001:2018. The award of the ISO 45001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to delivering effective risk management across all its activities.
- 8.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.
- 8.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.
- 8.4.5 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the



Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).

## **8.5 Insurance**

- 8.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.



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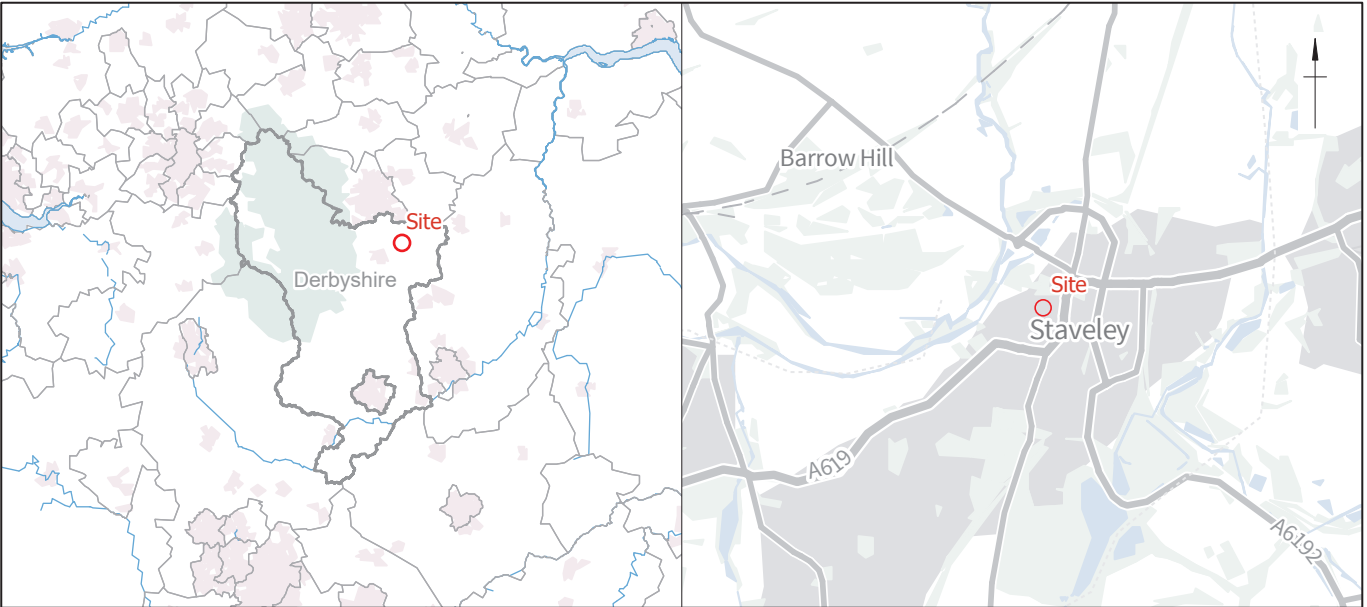


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## APPENDICES

### Appendix 1 Finds and environmental specialists

Name	Qualifications	Specialism
Sander Aerts	BA, MSc	Archaeoentomological remains, animal bone, marine shell and archaeobotanical remains (carbonised)
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Richard Bradley	BA; MA; MCIfA	Battlefield artefacts, particularly Civil War period lead shot
Ceridwen Boston	BSocSc; MA; MSc; DPhil	Osteoarchaeology; funerary archaeology
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Liz Chambers	BA; MSc	Geoarchaeology
Fiona Eaglesham	BSc; MSc	Archaeobotanical remains
Kirsten Egging Dinwiddy	BA; MA; MCIfA	Human remains (inhumations)
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Jessica Irwin	BSc	Post-medieval finds
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Emma Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA, MSc	Archaeobotanical remains
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Mark Stewart	BA; MPhil	Prehistoric flint. Worked stone, ceramic building material, glass, fired clay
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Ed Treasure	BSc; MRes; PhD	Archaeobotanical remains, including plant remains and charcoal/wood
Kevin Trott	BA	Pottery from the Iron Age to early modern period, with emphasis on later Iron Age/Romano-British and medieval to post-medieval periods. Ceramic building material, fired clay/briquetage, metalwork/small finds, clay tobacco pipes, worked bone, stone artefacts, shale, glass, wall plaster, leather, marine shell
Thomas Wicks	BA; MA	Conservation of objects



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Figure 1: Site location





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