



æon archaeology

**Site of Former Countrywide Warehouse,
Station Street, Bishops Castle,
Shropshire SY9 5DD
(23/01242/FUL)**

**Project Design for
Archaeological Monitoring and
Recording (Watching Brief)**

March 2024 v1.0



Project Code: A0475.1
Planning Ref: 23/01242/FUL



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1.0 INTRODUCTION

Aeon Archaeology has been commissioned by Aspect Developments Ltd, hereafter ‘the Client’, to provide a project design (PD) (formerly written scheme of investigation (WSI)) for carrying out a phase of archaeological monitoring and recording (formerly watching brief) at the Site of the former Countrywide Warehouse, Station Street, Bishop’s Castle, Shropshire SY9 5DD (centred on NGR **SO 32470 88651**), hereafter ‘the Site’.

Full planning permission (ref: **23/01242/FUL**) was secured by the Client from Shropshire Council, hereafter ‘the Council’, on the 30th August 2023 for the *demolition of no. 2 buildings and erection of a single storey retail unit (420sq.m) (Class E (a)) including installation of ATM and Lockers, plant area, creation of car parking area, cycle store with associated landscaping, boundary treatments and engineering operations*. The following condition concerning archaeology was applied to the permission:

Condition 7

Notwithstanding any demolition works, no development approved by this permission shall commence until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation (WSI). This written scheme shall be approved in writing by the Planning Authority prior to the commencement of works.

Reason: The site is known to hold archaeological interest and to accord with Policy CS17 of the Core Strategy and MD13 of the SAM(Dev)Plan.

The use of such a condition is in line with the guidance set out in Paragraph 205, Section 16 (Conserving and Enhancing the Historic Environment) of the National Planning Policy Framework (Revised 2021), published by the Department for Communities and Local Government; and Managing Significance in Decision Taking in the Historic Environment, Historic Environment Good Practice Advice in Planning: 2 (Historic England 2015).

This PD document outlines the aims and objectives of the archaeological monitoring and recording, as well as the methods by which they will be met in order to address the spirit and intent of condition 7 of permission 23/01242/FUL.

The work will adhere to the guidelines specified in The Standard for Archaeological Monitoring and Recording (Chartered Institute for Archaeologists, 2023).



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Figure 01: Site of Former Countrywide Warehouse, Station Street, Bishops Castle, Shropshire SY9 5DD (SO 32470 88651). Scale 1:20,000 at A4.

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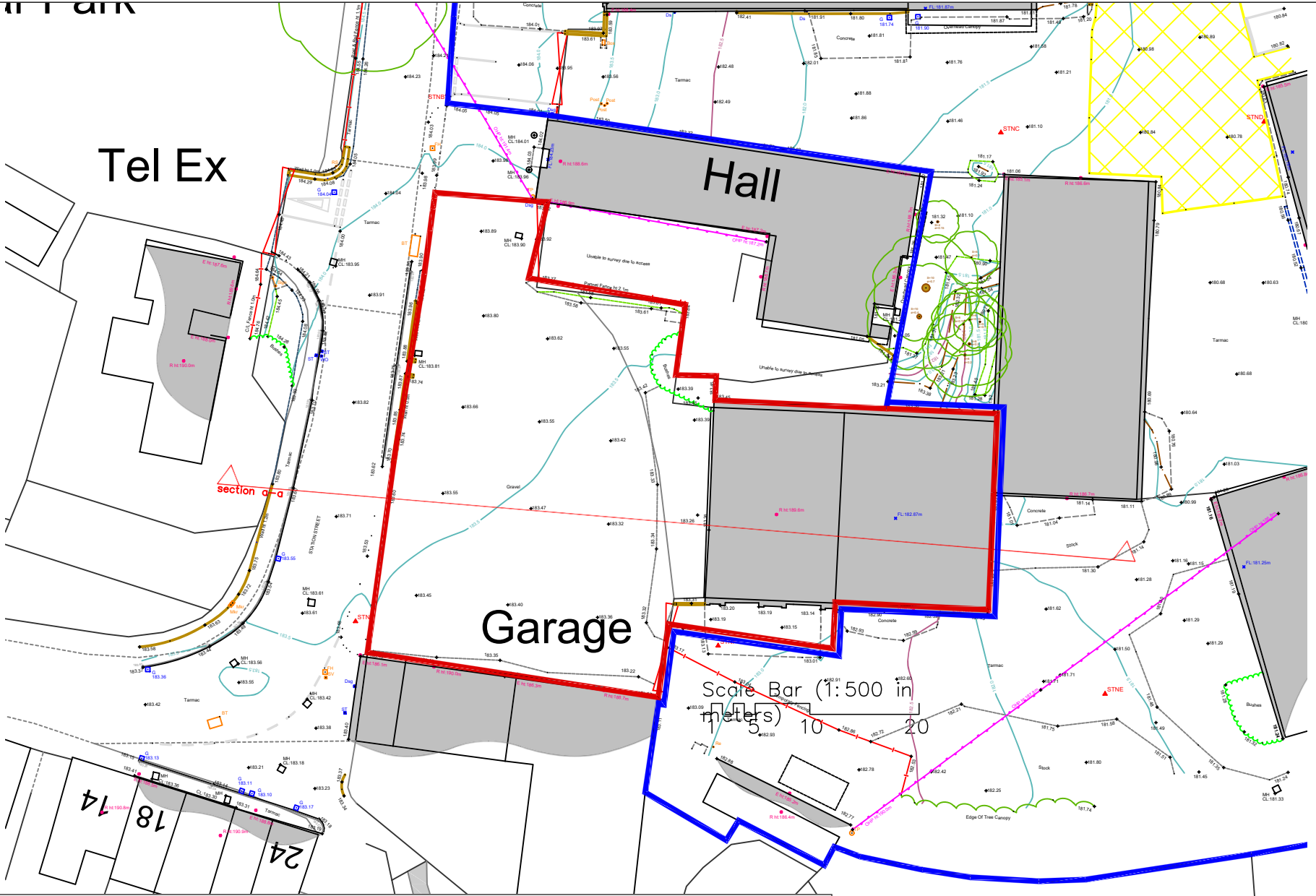
BISHOPS CASTLE

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Figure 02: Site of Former Countrywide Warehouse, Station Street, Bishops Castle, Shropshire SY9 5DD (SO 32470 88651). Scale 1:5,000 at A4.

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Figure 03: Site of Former Countrywide Warehouse, Station Street, Bishops Castle, Shropshire SY9 5DD (SO 32470 88651). Scale 1:500 at A4.

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2.0 HISTORICAL BACKGROUND

The Archaeological Planning Advisor (APA) at the Planning Services – Historic Environment Team Shropshire Council (HET SC) in their role as archaeological advisor to the Council made the following consultee comments regarding the proposed development:

The development site lies on the edge of the medieval town of Bishop's Castle as defined by the Central Marches Historic Towns Survey (HER PRN 05153) and lies adjacent to Station Street which follows the postulated line of the town defences (HER PRN 05145). The development site also lies on the site of the former railway station (HER PRN 05132). It is therefore possible that archaeological features and deposits relating to the medieval and later development of the town may survive below ground. The proposed development site can therefore be deemed to have some archaeological potential.

There exists no documentary evidence supporting the existence of a settlement at Bishop's Castle during the Anglo-Saxon period. Instead, historical records indicate that the site was situated within the manor of Lydbury in the 11th century, which formed part of the lands owned by the bishop of Hereford in Shropshire, a status maintained since before the year 1066. During the 11th century and likely in the late Saxon period, settlement activity was concentrated at Lydbury North.

The construction of the castle at Bishop's Castle occurred on a new location between 1085 and 1127 under the initiative of the Bishop of Hereford. Documentation from 1150 to 1163 confirms its existence. Initially referred to as Lydbury Castle in the 12th century, the name gradually transitioned to "Bishop's Castle" during the 13th century. This castle, serving as an episcopal palace, formed part of the ecclesiastical lordship of Bishop's Castle, which held significance within the Marches, being one of the three ecclesiastical lordships of note in the region.

Although there is scant documentary evidence detailing the structures within the castle, it is likely that they were of high quality, given that Bishop Cantilupe frequented the site in the mid-13th century, and it continued to be maintained as a residence by subsequent Bishop's of Hereford after 1356.

In 1203, the bishop granted a market charter to the settlement, indicating its burgeoning economic activity, even though it did not receive a borough charter until 1573. Despite this delay, there is no uncertainty regarding Bishop's Castle's urban status in the medieval era, with the town likely being laid out in the early 13th century. Records from The Red Book of the Bishop of Hereford, dated circa 1285, document 46 burgages within the town.

Some historians have described Bishop's Castle as one of the few towns in England exhibiting a clear grid pattern, though this assertion has been challenged by others who suggest that certain elements of the supposed grid are remnants of the town's defensive structures.

The castle faced adversity in 1263 when it was attacked and seized by John fitz Alan, resulting in substantial damage to both the castle and the town. While the church's existence is not documented until 1291, it likely had a chapel dating back to the early 13th century.

Throughout the post-medieval period, Bishop's Castle maintained its status as a market town, as evidenced by various documentary sources. In 1573, it received a royal charter establishing a borough corporation, and in 1584, it gained the right to return two members of parliament, thus becoming the fifth parliamentary borough in Shropshire.

The town endured hardships such as the plague in 1593 and conflict during the English Civil War in 1645 when the church was burned and the town plundered by parliamentary and royalist forces,

respectively. Despite these challenges, Bishop's Castle saw developments such as the establishment of a charity school in 1786 and a turnpike trust around 1768.

During the 17th and 18th centuries, Bishop's Castle's parliamentary history mirrored that of other small, politically corrupt boroughs. By the mid-19th century, the town played a significant role in the region, fulfilling various urban functions. However, it lost its parliamentary representation rights in 1832 and ceased to be an independent borough in 1967 (Hal Dalwood, Victoria Bryant (2005) Extensive Urban Survey - The Central Marches Historic Towns Survey 1992-6 [data-set]. York: Archaeology Data Service).

3.0 ARCHAEOLOGICAL MONITORING AND RECORDING - ARCHAEOLOGICAL AIMS

The archaeological monitoring and recording shall be maintained:

1. During intrusive groundworks including drainage and service runs.

The Cifa maintains a standard which states that archaeological monitoring and recording:

Will record and report on the archaeological resource within a specified area, using methods that are described in a project design that is fit for purpose. The programme of work undertaken will be carried out by suitably competent persons in accordance with that project design and the Cifa Code of conduct and give due regard to the guidance for archaeological monitoring and recording. All archaeological monitoring and recording will result in a report, published accounts where appropriate, and a stable, ordered, accessible archive (2023).

Archaeological monitoring and recording is defined by the Cifa as ‘a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons’ (Cifa 2023). The archaeological monitoring and recording will take place within a specified area within the Site where there is a possibility that archaeological deposits may be disturbed or destroyed.

The Cifa further identifies the purpose of archaeological monitoring and recording ‘as allowing, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established in advance of development or other potentially disruptive works’ (ibid).

It is also important to note that archaeological monitoring and recording provides an opportunity, if needed, for a signal to be made to all interested parties, before the destruction of the archaeological materials, that an archaeological find has been made for which the resources allocated to the archaeological monitoring and recording itself are not sufficient to support treatment to a satisfactory and proper standard.

Archaeological monitoring and recording, therefore, is not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

The aims of the archaeological monitoring and recording are:

- To allow, within the resources available, the opportunity to gain information about and record the presence/absence, nature and date of archaeological remains on the Site affected by excavations and groundworks, the presence and nature of which could not be established with sufficient confidence in advance of works which may disturb them.
- To provide the facility to signal to the relevant authorities, before irreversible impact to remains that an archaeological and/or historic find has been made for which the resources allocated to the archaeological monitoring and recording itself are inadequate to support their treatment to an adequate and satisfactory standard.

The specific objectives of the archaeological monitoring and recording are:

- To observe and recover any artefacts of archaeological significance.
- To record the location, dimensions and nature of any deposits, features, structures or artefacts of archaeological significance.

- To recover samples of any deposits considered to have potential for analysis for palaeoenvironmental data should the opportunity arise.

3.1 Research Framework, Aims and Objectives

The archaeological investigations will be implemented with reference to a research design which reflects the ambitions of the West Midlands Research Framework (2007), specifically relating to the Late Medieval Period.

As the presence/absence of any archaeological remains at the Site is unproven, preparation of a detailed research design is not possible during formulation of the aims and objectives, given the broad thrust of period-focused and theme-focused research imperatives in the Midlands. Some (but not necessarily all) of the specific research topics to be addressed relative to the Site are:

- Towns and their role within their wider landscapes. Small towns were not as varied or complex as large towns, but they none the less functioned as focal points in the local area. It is of fundamental importance that a closer understanding is developed, from an archaeological perspective, on how small towns worked within their hinterlands and the wider region.
- Development patterns. There are several issues to explore here. Small towns are generally considered to have developed in broadly similar ways, and to have similar economic structures. However, there is a need to investigate the diversity of small towns, particularly within the context of a region. The origins of small towns, their rates of growth, patterns of expansion and decline, and the factors that impacted on each of these are in need of closer study. The study of ‘failed’ towns, like that at Oversley (Warwickshire) also has a critical role to play in this theme.

4.0 METHODOLOGY

4.1 Archaeological Monitoring and Recording

The methodology for the archaeological monitoring and recording has been prepared with reference to the CIfA's document *The Standard for Archaeological Monitoring and Recording* (2023) and *The Standards and Guidance for Archaeological Watching Brief* (2020) and will be kept under constant review during the project, in order to see how far it is meeting the terms of the aims and objectives, and in order to adopt any new questions which may arise.

Curatorial monitoring of the archaeological work on behalf of the Council will be carried out by the APA) at HET SC. To facilitate the curatorial monitoring, the officer shall be provided with a minimum of two weeks' notice of the start of the archaeological work.

A suitably qualified and experienced archaeologist(s) from Aeon Archaeology will be commissioned for the maintenance of the archaeological monitoring and recording. On arrival on site, the archaeologist(s) will report to the site manager and conform to the arrangements for notification of entering and leaving site. The archaeologist(s) will keep a record of the date, time and duration of all attendances at site, the names and numbers of archaeologists deployed and any actions taken. The archaeologist will be provided with a Health & Safety Induction by the construction contractor and wear a safety helmet, safety footwear and high visibility jacket/vest at all times.

If deposits and or artefacts are exposed during excavations for the development which require recording and recovery, it may be necessary to delay works whilst the proper investigation and recording takes place. Archaeological monitoring and recording can often be undertaken without delay to groundworks, depending upon the specific circumstances and flexibility of all the staff on site.

Within the constraints of the terms of the archaeological monitoring and recording work, the archaeologist will not cause unreasonable disruption to the maintenance of the work schedules of other contractors on site. In the event of archaeological discoveries the treatment of which (either arising from the volume/quantity of material and/or the complexity/importance of the material) is beyond the resources deployed the Client will be notified and a site meeting/telephone consultation arranged with the APA at HET SC. The aim of the meeting will be to confirm that an archaeological find has been made for which the resources allocated to the archaeological monitoring and recording itself are not sufficient to support treatment to a satisfactory and proper standard and identify measures which would be sufficient to support treatment to a satisfactory and proper standard prior to destruction of the material in question.

Any archaeological deposits, features and structures identified which can be investigated and recorded under the terms of the archaeological monitoring and recording will be excavated manually in a controlled and stratigraphic manner sufficient to address the aims and objectives of the project – subject to the limitations on site access.

It may not be necessary to excavate the complete stratigraphic sequence to geologically lain deposits but the inter-relationships between archaeological deposits, features and structures will be investigated sufficient to address the aims and objectives of the project and the complete stratigraphic sequence to geologically lain deposits will be investigated where practicable.

The method of recording will follow the normal principles of stratigraphic excavation and the stratigraphy will be recorded in written descriptions even where no archaeological deposits have been identified. The archaeologist will record archaeological deposits using proformae recording forms and locate them on a large-scale site plan related to the Ordnance Survey National Grid and Datum references.

The groundworks excavations shall be undertaken using a mechanical excavator fitted with a toothless bucket.

The drawn record will comprise plans at scale 1:20 and sections at scale 1:10; propriety electronic hardware and software to prepare site drawings may be used as appropriate.

The photographic record will be maintained throughout using a digital SLR camera (Canon 600D) set to maximum resolution (72 dpi) and all archaeological features will be recorded photographically with photographs taken in RAW format and later converted to TIFF format for long-term storage and JPEG format for presentation and inclusion in the archive. The standards for the digital archive will adhere to those set out in 'Guidelines for Digital Archaeological Archives' (RCAHMW, 2015).

4.2 Archaeological Monitoring and Recording report

4.2.1 Post-excavation Assessment

A report on the results of the archaeological monitoring and recording, in accordance with the recommendations in *Management of Research Projects in the Historic Environment Project Manager's Guide* (English Heritage 2006; 2015), and in the Chartered Institute for Archaeologists *Standard for Archaeological Monitoring and Recording* (2023) will be required to be produced upon conclusion of the archaeological fieldwork. The report will be completed within a maximum of two months of completion of work on site and may include examination and quantification leading to the identification of function, form, date, method of manufacture, material/fabric type, source, parallels, attributes and condition of artefacts; of the exploitation of wild or domesticated resources; the reconstruction of environments; and the nature of human populations.

Full analysis of the results of the project, including: dating and interpretation of excavated features; pottery and other finds analysis; analysis of industrial residues by an appropriate specialist or specialists; analysis of samples for environmental data (including pollen, plant macrofossils and beetles) by an appropriate specialist or specialists; radiocarbon dating; discussion of the results in their local, regional and national context, including relating the excavated features and palaeoenvironmental data to evidence from nearby sites, and discussion of the results in their local, regional and national context may be required.

The scope of post-excavation assessment will subject to a specification for approval by the APA at HET SC, upon the conclusion of the fieldwork project and preliminary report.

4.2.2 Post-excavation Report

Following completion of the stages outlined above, a report will be produced that will include:

- A non-technical summary.
- A table of contents.
- An introduction with acknowledgements, including a list of all those involved in the project and the location and description of the site.
- A statement of the project aims.
- An account of the project methodology undertaken, with an assessment of the same to include a statement on preservation bias and the means of data collection and sampling strategies.
- A factual summary of the history, development and use of the site.
- A statement setting out the nature, quantity and condition of the material archive (artefacts and ecofacts) including commentary on any bias observed due to collection and sampling strategies and commentary on long-term storage requirements.
- A statement setting out the nature and quantity of the documentary archive (notes, photographs, drawings, digital data).
- A general site plan indicating the position and size of the areas subject to archaeological monitoring and recording and the locations of archaeological deposits identified and recorded during the works.
- Plans and sections at appropriate scales, augmented with appropriate photographs. All plans and sections will be related to the Ordnance Survey datum levels and to the National Grid.
- Other maps, plans, drawings, stratigraphic matrices and photographs as appropriate.
- Summary assessment reports on the artefact, bio-archaeological, dating and other assessments/analyses.
- A discussion of the location, extent, date, nature, condition, quality and significance of any archaeological deposits and finds identified during the project.
- A discussion of any research implications arising from the archaeological work.
- Notes on consultations with conservators and the nominated archive repository related to the immediate and long-term conservation and storage requirements for the data held in the site archive and recommendations of retention/discard of artefacts and ecofacts.
- A bibliography of sources consulted.
- Appendices to the report will include artefact catalogues, reports on assessments/analyses and an index to the project archive and a statement on its location/proposed repository.
- In addition the post-excavation report will summarise and draw together the findings of all of the phases of work.

Illustrations will include plans of the location of the study area and archaeological sites. Historical maps, when appropriate and if copyright permissions allow, will be included. Photographs of relevant sites and of the study area where appropriate will be included.

A draft copy of the report will be sent to the APA at HET SC and to the Client for comment and approval prior to production of the final report.

5.0 DIGITAL DATA MANAGEMENT PLAN

5.1 Type of study

Archaeological monitoring and recording at the Site of the former Countrywide Warehouse, Station Street, Bishop's Castle, Shropshire SY9 5DD (centred on NGR SO 32470 88651).

5.2 Types of data

- Photographs (RAW)
- Context sheets (paper)
- Photographic register (paper)
- Drawings (drafting film)
- Misc registers (paper)
- Compiled report

5.3 Format and scale of the data

Photographs taken in RAW format and later converted to TIF format for long term archiving and JPEG format for use in the digital report, converted using Adobe Photoshop. All photographs renamed using AF5 freeware with the prefix (project code_frame number) and a photographic metadata created using Microsoft Excel (.xlsx) or Access (.accdB).

Compiled report (including figures and plates) as .PDF files.

5.4 Methodologies for data collection / generation

Digital data will be collected / generated in line with recommendations made in the Chartered Institute for Archaeologists (CIfA) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (2014. Rev 2020). Sections 3.3.1 and 3.3.3 are relevant:

3.3.1 Project specifications, research designs or similar documents should include a project specific Selection Strategy and a Data Management Plan.

3.3.3 Project designs or schedules of works etc should outline the methodology used in recording all information, in order to demonstrate that all aspects of archive creation will ensure consistency; for instance in terminologies and the application of codes in digital data sets, highlighting relevant data standards where appropriate

5.5 Data quality and standards

Consistency and quality of data collection / generation shall be controlled and documented through the use of standardised procedure as outlined in the PD. This will include the use of standardised data capture file formats, digital proformas, data entry validation, peer review, and use of controlled vocabularies.

5.6 Managing, storing and curating data.

All digital data will be organised into Aeon Archaeology proforma project file systems and backed up to the cloud using *Acronis Cyber Protect* with additional copies made to external physical hard drive.

5.7 Metadata standards and data documentation

Digital metadata created using Microsoft Excel (.xlsx) or Access (.accdb) of all photographic plates.

Paper metadata created from Aeon Archaeology proformas for contexts, artefacts, environmental samples, archaeological monitoring and recording day sheets, trench sheets, and basic record sheets and then scanned to create digital .PDF copies.

5.8 Data preservation strategy and standards

Long term data storage will be through the submission of digital (.PDF) reports to the regional Historic Environment Record (HER); submission of digital (.PDF) reports and a project completion form to the Oasis database; and retention of copies of all digital files at Aeon Archaeology on physical external hard drive and uploaded to Acronis Cyber Protect.

5.9 Suitability for sharing

All digital data will be placed within the public realm (through the channels in 5.8) except for where project confidentiality restricts the sharing of data. All data sets will be selected / discriminated by the Senior Archaeologist at Aeon Archaeology and written permission will be sought from all project specific Clients prior to the sharing of data.

5.10 Discovery by potential users of the research data

Potential users of the generated digital data (outside of the organisation) will be able to source the data and identify whether it could be suitable for their research purposes through access granted via the Oasis website. Requests can also be made for data through the regional HER's and directly to Aeon Archaeology (info@aeonarchaeology.co.uk).

5.11 Governance of access

The decision to supply research data to potential new users will be via the associated website request (Oasis, HER) or via the Senior Archaeologist when made directly to Aeon Archaeology.

5.12 The study team's exclusive use of the data

Aeon Archaeology's requirement is for timely data sharing, with the understanding that a limited, defined period of exclusive use of data for primary research is reasonable according to the nature and value of the data, and that this restriction on sharing should be based on simple, clear principles. This time period is expected to be six months from completion of the project however Aeon Archaeology reserves the right to extend this period without notice if primary data research dictates.

5.13 Restrictions or delays to sharing, with planned actions to limit such restrictions

Restriction to data sharing may be due to participant confidentiality or consent agreements. Strategies to limit restrictions will include data being anonymised or aggregated; gaining participant consent for data sharing; and gaining copyright permissions. For prospective studies, consent procedures will include provision for data sharing to maximise the value of the data for wider research use, while providing adequate safeguards for participants.

5.14 Regulation of responsibilities of users

External users of the data will be bound by data sharing agreements provided by the relevant organisation or directly through Aeon Archaeology.

5.15 Responsibilities

Responsibility for study-wide data management, metadata creation, data security and quality assurance of data will be through the Senior Archaeologist (Richard Cooke BA MA MCIfA) at Aeon Archaeology when concerning data generation and early/mid-term storage. Upon deposition with digital depositories the study-wide data management, metadata creation, data security and quality assurance of data will be the responsibility of the specific organisations' themselves.

5.16 Organisational policies on data sharing and data security

The following Aeon Archaeology policies are relevant:

- Aeon Archaeology Archive Deposition Policy 2022
- Aeon Archaeology Quality Assurance Policy 2022
- Aeon Archaeology Conflict of Interest Policy 2022
- Aeon Archaeology Outreach Policy 2022
- Aeon Archaeology Digital Management Plan 2022

6.0 FURTHER ARCHAEOLOGICAL WORKS DESIGNS (FAWDs)

The discovery of substantial archaeological remains and/or features during the archaeological works may result in the requirement for an extended programme of archaeological mitigation. This may require the submission of revised quotes to the client as well as a new specification which will be required to be approved by the APA at HET SC prior to implementation.

7.0 ENVIRONMENTAL SAMPLES

Relevant archaeological deposits will be sampled by taking bulk samples (a minimum of 10.0 litres and maximum of 30.0 litres) for flotation of charred plant remains. Bulk samples will be taken from waterlogged deposits for macroscopic plant remains. Other bulk samples, for example from middens, may be taken for small animal bones and small artefacts.

Bulk environmental samples will also be taken from any fills, deposits or structures which yield archaeological artefacts, charcoal flecks/ fragments, bone, or any other historic remains.

Advice and guidance regarding environmental samples and their suitability for radiocarbon dating, as well as the analysis of macrofossils (charcoal and wood), pollen, animal bones and molluscs will be obtained from Oxford Archaeology.

For guidance purposes the following volume criteria represent the minimum feature sampling requirements:

- 50% of each discrete feature (e.g. pits and postholes)
- 25% of the exposed areas of each linear feature and all terminals/intersections
- 50% of structural features (e.g. beamslots, ring-ditches)
- 50%-100% of domestic/industrial working features (e.g. hearths and ovens)

8.0 HUMAN REMAINS

Any finds of human remains will be left *in-situ*, covered and protected, and both the coroner and the APA at HET SC and the Inspector of Ancient Monuments at Historic England informed. If removal is necessary it will take place under appropriate regulations and with due regard for health and safety issues. In order to excavate human remains, a licence is required under Section 25 of the Burials Act 1857 for the removal of any body or remains of any body from any place of burial. This will be applied for should human remains need to be investigated or moved.

9.0 ARTEFACTS

See Appendix I

All artefacts and ecofacts will be retrieved for identification and recording and will be treated in accordance with Guidelines for the collection, documentation, conservation and research of archaeological materials (Chartered Institute for Archaeologists, 2020).

All artefacts are the property of the landowner but it is recommended that finds are deposited with the rest of the project archive within an appropriate museum. Furthermore, the client agrees to granting access to all artefacts recovered by Aeon Archaeology for analysis, study and publication as necessary. All finds would be treated according to advice provided within *First Aid for Finds* (Rescue 1999). Aeon Archaeology staff will undertake initial identification, but any additional advice would be sought from a wide range of consultants.

The recovery policy for archaeological finds will be kept under review throughout the archaeological works. Any changes in recovery priorities will be under guidance from an appropriate specialist and agreed with the APA at HET SC. There will be a presumption against the disposal of archaeological finds regardless of their apparent age or condition.

All finds will be collected and processed including those found within spoil tips. Their location and height will be plotted; finds numbers attributed, bagged and labelled as well any preliminary identification taking place on site. Where specialist advice is required provision will be made to do so at the earliest possible convenience.

After processing, artefacts which are suitable will be cleaned and conserved in-house. Artefacts requiring specialist cleaning and conservation will be sent to the relevant specialist. All artefacts will then be sent to a specialist for analysis, the results of which will then be assessed to ascertain the potential of the finds assemblage to meet the research aims of the project. The value of the finds will also be assessed in terms of the wider educational and academic contributions.

Depending upon the material of the remains the following experts will be consulted regarding the conservation of waterlogged material:

- Organic material: Mr Phil Parkes, Cardiff Conservation Services (tel: +44(0)29 2087 5628)
- Non-organic material: Mr Phil Parkes, Cardiff Conservation Services (tel: +44(0)29 2087 5628)

Depending upon the material of the remains the following experts will be consulted regarding the conservation and analysis of artefacts:

- Bone: Nora Bermingham
- Glass: Hilary Cool, Barbican Research Associates.
- Metal artefacts: Phil Parkes, Cardiff Conservation Services, Cardiff.
- Slag, burnt clay, hammerscale: Dr. Tim Young, Geoarch, Cardiff.
- Stone artefacts: George Smith, Gwynedd Archaeological Trust, Bangor.
- Wood artefacts: Jane Foley, Foley Conservation, Builth Wells.
- Leather: Quita Mould, Barbican Research Associates.
- Environmental Material: Dr Mike Allen, Allen Environmental Archaeology.
- Numismatics: Peter Guest, Barbican Research Associates.
- Ceramics: Leigh Dodd

If well preserved materials are found it may be necessary to employ additional staff. Furthermore, it may be necessary to suspend work within a specific region of the site, or across the whole site, while conservation and excavation/recording takes place.

Upon written approval from the Client all finds will be offered to the Shropshire Museum Service for archiving.

10.0 UNEXPECTED DISCOVERIES: TREASURE TROVE

Treasure Trove law has been amended by the Treasure Act 1996. The following are Treasure under the Act:

- *Objects other than coins* any object other than a coin provided that it contains at least 10% gold or silver and is at least 300 years old when found.
- *Coins* all coins from the same find provided they are at least 300 years old when found (if the coins contain less than 10% gold or silver there must be at least 10. Any object or coin is part of the same find as another object or coin, if it is found in the same place as, or had previously been left together with, the other object. Finds may have become scattered since they were originally deposited in the ground. Single coin finds of gold or silver are not classed as treasure under the 1996 Treasure Act.
- *Associated objects* any object whatever it is made of, that is found in the same place as, or that had previously been together with, another object that is treasure.
- *Objects that would have been treasure trove* any object that would previously have been treasure trove, but does not fall within the specific categories given above. These objects have to be made substantially of gold or silver, they have to be buried with the intention of recovery and their owner or his heirs cannot be traced.

The following types of finds are not treasure:

- Objects whose owners can be traced.
- Unworked natural objects, including human and animal remains, even if they are found in association with treasure.
- Objects from the foreshore which are not wreck.

All finds of treasure must be reported to the coroner for the district within fourteen days of discovery or identification of the items. Items declared Treasure Trove become the property of the Crown.

The British Museum will decide whether they or any other museum may wish to acquire the object. If no museum wishes to acquire the object, then the Secretary of State will be able to disclaim it. When this happens, the coroner will notify the occupier and landowner that he intends to return the object to the finder after 28 days unless he receives no objection. If the coroner receives an objection, the find will be retained until the dispute has been settled.

11.0 ARCHIVING

A draft copy of the report will be produced within two months of the completion of the fieldwork and sent to the Client and the APA at HET SC for comment prior to finalisation of the report and dissemination. Digital copies of the report will be sent to the regional HER, and the Oasis online database for long term archiving. Furthermore, a summary of the project will be sent to a relevant journal for publication if required.

12.0 PERSONNEL

The work will be managed and undertaken by Richard Cooke BA MA MCifA, Archaeological Contractor and Consultant at Aeon Archaeology.

13.0 MONITORING AND LIAISON

Regular liaison and site monitoring meetings will take place during all stages of work. The APA at HET SC will be informed of the start date and of discreet subsequent stages.

14.0 HEALTH AND SAFETY

Aeon Archaeology has a Health and Safety Policy Statement which can be supplied upon request. Furthermore, site-specific Risk Assessments and Method Statements are compiled and distributed to every member of staff involved with the project prior to the commencement of works.

15.0 INSURANCE

Liability Insurance

Employers' Liability: Limit of Indemnity £10m in any one occurrence

Public Liability: Limit of Indemnity £2m in any one occurrence

Legal Defence Costs (Health and Safety at Work Act): £100,000

The current period expires 07/09/24

Professional Indemnity Insurance

Limit of Indemnity £500,000 any one claim

The current period expires 07/09/24

APPENDIX I - ARTEFACT SELECTION STRATEGY

Aeon Archaeology Artefact Selection Strategy	
Project:	Site of the former Countrywide Warehouse, Station Street, Bishop's Castle, Shropshire SY9 5DD
Location:	SO 32470 88651
Client:	Aspect Developments Ltd
Curator:	APA at HET SC
Receiving Institution:	Shropshire Museums Service
Landowner:	Aspect Developments Ltd

Stone		
Period	Retain	Dispose
<i>Prehistoric</i>	Consultation with both a museum curator and an expert will be undertaken to devise a selection strategy for specific knapping debitage, encompassing all collections, whether stratified or not, that enhance our understanding of prehistory or lithic technology.	Unstratified artefacts
<i>Roman</i>	Consultation with both a museum curator and an expert will be undertaken to devise a selection strategy for stratified assemblages.	Selected elements of common unstratified material.
<i>Early medieval</i>	All stratified and unstratified.	None
<i>Medieval</i>	Consultation with both a museum curator and an expert will be undertaken to devise a selection strategy for stratified assemblages.	Selected elements of common unstratified material.
<i>Early Post Medieval or Later Post-Medieval and Industrial</i>	Only rare or unusual examples.	Majority.
<i>Modern</i>	Only rare or unusual examples.	Majority.
Ceramic		
<i>Prehistoric</i>	All stratified and unstratified.	None.
<i>Roman</i>	Consultation with both a museum curator and an expert will be undertaken to devise a selection strategy for stratified assemblages.	Selected elements of common unstratified material.

<i>Early medieval</i>	All stratified and unstratified.	None
<i>Medieval</i>	Consultation with both a museum curator and an expert will be undertaken to devise a selection strategy for stratified assemblages.	Selected elements of common unstratified material.
<i>Early Post Medieval or Later Post-Medieval and Industrial</i>	Only rare or unusual examples.	Majority.
<i>Modern</i>	Only rare or unusual examples.	Majority.
Construction Building Material (CBM)		
<i>Prehistoric</i>	Not usually retained. Consultation with both a museum curator and an expert will be undertaken to devise a selection strategy.	Majority.
<i>Roman</i>	Not usually retained. Consultation with both a museum curator and an expert will be undertaken to devise a selection strategy.	Majority.
<i>Early medieval</i>	Not usually retained. Consultation with both a museum curator and an expert will be undertaken to devise a selection strategy.	Majority.
<i>Medieval</i>	Not usually retained. Consultation with both a museum curator and an expert will be undertaken to devise a selection strategy.	Majority.
<i>Early Post Medieval or Later Post-Medieval and Industrial</i>	Usually not retained.	Majority.
<i>Modern</i>	Usually not retained.	Majority.
Metal		
<i>Prehistoric</i>	All.	None.
<i>Roman</i>	All.	None.
<i>Early medieval</i>	All.	None.
<i>Medieval</i>	All.	None.
<i>Early Post Medieval or Later Post-Medieval and Industrial</i>	Only rare or unusual examples.	Majority.
<i>Modern</i>	Not normally retained.	All.
Glass		
<i>Prehistoric</i>	All.	None.
<i>Roman</i>	All.	None.
<i>Early medieval</i>	All.	None.
<i>Medieval</i>	All.	None.
<i>Early Post Medieval or Later Post-Medieval and Industrial</i>	Only rare or unusual examples.	Majority.
<i>Modern</i>	Not normally retained.	All.

Bone, antler and ivory		
<i>Prehistoric</i>	All.	None.
<i>Roman</i>	All.	None.
<i>Early medieval</i>	All.	None.
<i>Medieval</i>	All.	None.
<i>Early Post Medieval or Later Post-Medieval and Industrial</i>	Only rare or unusual examples.	Majority.
<i>Modern</i>	Not normally retained.	All.
Wood		
<i>Prehistoric</i>	All.	None.
<i>Roman</i>	All.	None.
<i>Early medieval</i>	All.	None.
<i>Medieval</i>	All.	None.
<i>Early Post Medieval or Later Post-Medieval and Industrial</i>	Only rare or unusual examples.	Majority.
<i>Modern</i>	Not normally retained.	All.

