



**Written Scheme of Investigation
for an Archaeological Evaluation**

Land At Basford View

Cheddleton

Staffordshire

ST13 7HJ

January 2026

Final

Heritage Consultancy and Planning Services Ltd T/A Groundworks Archaeology.
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S. Non-technical summary

- S1 An application (Ref: SMD/2024/0479) for the construction of a single dwelling on land at Basford View in Cheddleton was refused by Staffordshire Moorlands District Council. The application was granted on appeal (Ref: APP/B3438/W/25/3367834). Condition 5 requires the implementation of an archaeological evaluation.*
- S2 It is proposed to excavate a single 15m x 1.8m archaeological trial trench which equates to an approximate 4% sample of the development site.*
- S3 On the completion of the evaluation, a report will be produced detailing the results of the archaeological investigation. The report will consist of a narrative supported by illustrations and photographs.*

1. Site location and description

- 1.1 The proposed development site lies on the northern edge of Cheddleton, approximately 4km south of Leek in Staffordshire. It comprises of a single grass field with hedge boundaries fronting onto Basford View. It is bounded to the east and west by neighbouring dwellings, while an open field lies to the north. The site is centred on NGR SJ 97542 52723 at an approximate height of 156m AOD (see figure 1 for location plan).

Geology

- 1.2 The British Geological Survey (BGS) records the solid geology as the Chester Formation, a pebbly (gravelly) sandstone. These sedimentary rocks are fluvial in origin. They are detrital, ranging from coarse- to fine-grained and form beds and lenses of deposits reflecting the channels, floodplains and levees of a river. Superficial deposits are recorded as Till, Devensian-Diamicton. These sedimentary deposits are glacial in origin. They are detrital, created by the action of ice and meltwater, they can form a wide range of deposits and geomorphologies associated with glacial and inter-glacial periods during the Quaternary.

2. Planning background

- 2.1 An application (Ref: SMD/2024/0479) for the construction of a single dwelling on land at Basford View in Cheddleton was refused by Staffordshire Moorlands District Council. The application was granted on appeal (Ref: APP/B3438/W/25/3367834).
- 2.2 Condition 5 states that:
“The development hereby permitted shall not commence until an Archaeological Project Design shall be submitted for the written approval of the Local Planning Authority. The Archaeological Project Design shall provide details of the programme of archaeological works to be carried out within the site, including post-fieldwork reporting and appropriate publication. The archaeological site work shall thereafter be implemented in full in accordance with the Archaeological Project Design approved. The development shall not be occupied until the site investigation and post-excavation assessment has been completed in accordance with the Archaeological Project Design approved and the provision made for analysis, publication and dissemination of the results and archive deposition has been secured”.

3. Historical and Archaeological Background

- 3.1 A search of the Staffordshire Historic Environment Record (SHER) within a 1km radius of the proposed development site has identified 67 monuments and findspots, 4 events, 1 scheduled ancient monument and 36 nationally listed buildings.

Prehistoric

- 3.2 Scatters of flint are the most common evidence of Palaeolithic and Mesolithic activity and it is likely that these scatters represent camps, either temporary or permanent in forest clearings. As farming developed in the Neolithic the forest was cleared. Settlements of this period tend to be located in close proximity to sources of fresh water. The Bronze Age saw further development of farming communities with the establishment of field systems and more organised communities. The late Bronze Age witnessed a change in climate with warmer and wetter conditions which continued into the early Iron Age.
- 3.3 Within the study area a Neolithic flint scatter (MST1639) indicative of a knapping site has been identified 862m south-south-east of the site. A Bronze Age mace head (MSTT319) was also found 170m south of the site. There are a number of unprovenanced finds from the study area which include flint tools and Iron Age coins (MST318 and MST19941).

Roman

- 3.4 The Roman period introduced the concept of urbanisation which was linked with the establishment of a comprehensive road system. This increased the opportunities for movement of people and trade. Within the study area an enclosure (MST4597) located 368m north-north-west of the site has been interpreted as a possible temporary Roman marching camp.

Early-medieval and Medieval

- 3.5 There is no evidence of Early-medieval activity within the study area. The earliest reference to the village of Cheddleton is in the Domesday Book when it was held by Roger de Montgomery, Earl of Arundel and Earl of Shropshire.
- 3.6 The parish church of St Edward the Confessor (DST4653) was founded in the 13th century and lies c540m to the south-west of the site. The scheduled remains of a market cross (MST14163) dating from the 14th century are located within the churchyard (MST11325). The site of a possible grange (MST14163) belonging to Dieulacres Abbey lies 575m to the south-south-west.

Post-medieval to Modern

- 3.7 The earlier Post-medieval period witnessed little change in the agricultural outlook of Cheddleton. The present character of the village is dominated by a number of listed buildings dating primarily from the 17th to 19th centuries with a handful of earlier structures.
- 3.8 The opening of the Caldon Canal in 1778 (which runs approximately 260m south of the site) was particularly significant for the development of the area. The Caldon Canal was initially surveyed by engineer James Brindley, but

following his death in 1772 the work was completed by John Rennie and is thought to have opened in 1778. The canal was originally built to serve the quarries at Cauldon Low and also to provide a water supply to the Trent and Mersey Canal, but it had a dramatic influence on the character of the Churnet Valley, becoming a catalyst for new industries and later for recreation. The link to the Potteries meant that many of the textile mills that were working in the Churnet Valley converted to flint grinding for the pottery industry. Lime production also led to the appearance of numerous kilns along the canal side (e.g. MST4342 located 273m to the south-west) and in the 19th century the canal was also used for transporting ironstone and coal. A branch to Leek was opened in 1802. A paper mill (MST4428) was also constructed in the 18th century, only 342m to the south-east of the site

- 3.9 The former route of the Churnet Valley Branch of the North Staffordshire Railway, constructed in the mid-19th century runs approximately 540m east of the site. The branch opened in June 1849, with principal stations at Leek and Alton, and smaller ones at Cheddleton, Froghall, Oakamoor, Rocester and Uttoxeter. Sidings were also provided for many of the industrial sites along the course of the railway, including Consall Forge, Froghall and Oakamoor. The railway also carried passengers although this ceased in 1965, soon followed by a decline in industrial traffic.
- 3.10 The SHER records the site of an historic tannery (MST4341) in the immediate vicinity and possibly within the proposed development site. The consultee comments state that “this was recorded in a study entitled ‘The Industrial Archaeology of the Churnet Valley’ (study commissioned by SMDC and published in 1993), which notes that whilst there were no traces of the remains of the tannery sheds within the site, the stone lined pits and flagged areas onto which the hides were put to drain were very durable, and it might be that traces remain for archaeological evaluation”. It also notes that neither of the historic tannery sites in Cheddleton, as Basford View and Parkvale Cottages, were close to a river or stream, and as tanneries needed a large quantity of water, it is likely that these sites possessed wells.

4. Aims and objectives of the project

- 4.1 ClfA defines field evaluation as “a programme of non-intrusive and/or intrusive fieldwork which seeks to determine the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts. It may form a single or final phase of work within a defined area or site on land, in an inter-tidal zone or under water.” (ClfA 2023).
- 4.2 Its purpose is to gain information about the archaeological resource within a given area or site (including its presence or absence, character, extent, date, integrity, state of preservation and quality), in order to make an assessment of its merit in the appropriate context, leading to one or more

of the following:

- the formulation of a strategy to ensure the recording, preservation or management of the resource;
- the formulation of a strategy to mitigate a threat to the archaeological resource;
- the formulation of a proposal for further archaeological investigation within a programme of research.

4.3 Specific objectives of the project are:

- To establish the presence/absence of archaeological remains within the area of the development site.
- To determine the type, extent, condition, nature, character, quality, function, and date, of any archaeological remains encountered.
- To gain information about heritage assets identified within the area of the proposed development site.
- To mitigate potential threats.
- To interpret the archaeology of the site within its local, regional and national context.
- To provide sufficient data to formulate a suitable archaeological mitigation plan.

Research Objectives

- 4.4 The West Midlands Regional Research Framework (WMRRF) identifies areas where there are major gaps in our current understanding and key research questions that need to be addressed. The results of the investigation will be analysed, and provision will be made for updating the research framework where the results of the fieldwork contribute towards agenda topics.

5. Methodology

- 5.1 It is proposed to excavate a single 15m x 1.80m archaeological trial trench which equates to an approximate 4% sample of the proposed development site.

- 5.2 The proposed trench layout is presented in figure 2. The trench location will be semi flexible and will take into account both above and below ground constraints and/or hazards including trees, utility trenches, overhead cables and areas of modern disturbance and if necessary may be relocated. The trenches will be surveyed in via DGPS and related to the National Grid.
- 5.3 The evaluation trench will be excavated to a maximum depth of 1.2m or to natural geology if archaeology is not encountered first. If the trench is required to be excavated to a deeper depth, discussions will be held with the client to ensure a safe manner of working, e.g. trench supports. A financial contingency will be required in this case.
- 5.4 All work will be carried out according to the Chartered Institute for Archaeologists (CIfA) standards and will comply with CIfA (2023) *Standards and Guidance for Field Evaluation*. The evaluation will be undertaken by James Roberts and Michael Blake; other staff may be appointed as necessary. It is anticipated that the evaluation will take approximately 1 day.
- 5.5 A risk assessment will be prepared for the site and all work will be undertaken following statutory health and safety requirements and legislation in operation at the time of the fieldwork.
- 5.6 An OASIS online record has been initiated with key fields completed on details, location and creators forms (groundwo2-539656).
- 5.7 The removal of overburden will be undertaken by a tracked mechanical excavator using a toothless ditching bucket under continuous archaeological supervision in no more than 100mm level spits. Following the removal of topsoil and/or other overburden, the nature of the exposed and underlying deposits will be assessed by hand excavation. The trenches will then be cleaned by hand to enable the identification and analysis of any archaeological features and/or deposits exposed. All spoil heaps will be scanned by metal detector to aid recovery of finds.
- 5.8 Archaeological excavation may sometimes require the use of manual work by mattock and shovel, or by the occasional further use of a mechanical excavator. This will only be employed to remove homogeneous and/or non-archaeological layers.
- 5.9 The hand excavation of any exposed archaeological features and/or deposits will be undertaken to determine their date, form and function etc. This work will consist of the half sectioning or a 50% sampling of discrete individual archaeological features, the hand excavation of at least 15% by length of discrete linear features (with particular attention to terminals and intersections) and the sectioning of discrete individual archaeological layers

as required to ensure that sufficient sampling is undertaken. Structural remains such as stakeholes, postholes, gullies, masonry foundations and associated features such as hearths will be fully sampled. Should archaeological features be located, which are deemed to be worthy of preservation in situ or are better dealt with in a further investigation, then hand excavation will be limited to the absolute minimum necessary to interpret the form, function, date etc. of the features. Apparently natural features such as tree throws will be sampled sufficiently to establish their origin and to characterise any related human activity. However, if significant or complex features are identified that would be better investigated under full excavation conditions, then investigation will be limited to minimal intrusion sufficient to establish the stratigraphic sequence.

- 5.10 All archaeological features and/or deposits will be recorded on pro-forma context recording sheets using a single context recording system.
- 5.11 All archaeological features and/or deposits will be drawn at an appropriate scale, generally 1:20, and sections (including representative sections of deposit sequences within each trench) at a scale of 1:10.
- 5.12 A high quality un-interpolated digital photographic record will be maintained throughout the project. This will include all features along with working shots to represent more generally the nature of the fieldwork. Scale bars and a north arrow will be used in all photographs as appropriate (with vertical scales against deep sections in combination with horizontal scales). A high resolution digital SLR of not less than 12 megapixels with an APS-C or larger sensor will be utilised set to the highest quality setting. The images will be saved as Tiffs for archive purposes. Site photography will follow the Historic England guidance document 'Digital Image Capture and File Storage' (2015). All digital data will be downloaded to secure servers on a daily basis with appropriate backups.
- 5.13 The precise location of each trial trench and any archaeological features therein will be tied into the National Grid.
- 5.14 Any and all artefacts found during the monitoring and thought to come under the provisions of the *Treasure Act* (1996), will be removed from the site to a secure location, and will be promptly reported to the appropriate coroner's office.
- 5.15 Should human remains be encountered, they will be left in situ and reported to the planning archaeologist. It is not intended that such remains will be excavated at the evaluation stage, but should removal be required, the appropriate Ministry of Justice Licence will be obtained prior to the removal of the remains. In addition, any remains will be reported to the local

Environmental Health Department, coroner and the police will be informed, where appropriate.

- 5.16 Any finds recovered will be bagged and labelled according to the individual context from which they were recovered for later washing and further analysis. All relevant finds will be ordered into an archive with appropriate conservation and analysis e.g. X radiography for appropriate items. Most modern material will not be retained, although notes will be made of the appropriate context. An appropriate sample of materials such as ceramic building materials will be made. Appropriate provision will be made for the application of scientific dating techniques such as radiocarbon dating, dendrochronology, OSL and thermoluminescence. Should industrial features be identified (particularly those associated with the historic tannery) then the investigation and sampling methodology will follow the guidance set out in *Science for Historic Industries Guidelines* (Historic England 2018). The advice of the Historic England Regional Scientific Advisor will be sought in advance of the application of these techniques.
- 5.17 Environmental sampling will be undertaken (where appropriate) of the fills of relevant archaeological features and/or significant archaeological deposits as well as to allow the characterisation of soil profiles, plant remains, molluscs, faunal remains and pollen sequences. Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features. Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects. Environmental samples from dry deposits will normally be processed by flotation following the excavation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that have not floated. The samples will be extracted and recorded in accordance with *Environmental Archaeology* (Historic England 2025) and in consultation with the appointed specialist and Historic England.
- 5.18 In the event of discoveries of unexpected or exceptional importance being made during the evaluation, the archaeologist will signal the discovery immediately to the Planning Applicant or Agent, and the planning archaeologist in order to enable an appropriate mitigation strategy.

6. Monitoring arrangements

- 6.1 Provision will be made for the planning archaeologist to monitor the works during the fieldwork stage and any other aspect of the archaeological project as required including the post fieldwork analysis and report preparation stages of the project.
- 6.2 The contractor will give the planning archaeologist a minimum of one week's notice prior to the commencement of fieldwork and notification when it has been completed.
- 6.3 All aspects of the archaeological programme will be undertaken in accordance with this project specification.
- 6.4 Any variation to the project programme in terms of works or recording on or off site will be fully discussed and agreed with the planning archaeologist.
- 6.5 Arrangements will be made for the planning archaeologist to access the site to undertake monitoring visits, and such visits will be accounted for in the final report preparation.
- 6.6 The planning archaeologist shall be kept fully informed of any unexpected or unforeseen discoveries made during the course of the archaeological investigation.
- 6.7 Should the planning archaeologist require any additional investigation which is beyond the scope of this document, then the cost and duration of these supplementary works will be negotiated between the client and the contractor.

7. Post-fieldwork methodology

- 7.1 On the completion of the fieldwork, all of the written, drawn and photographic records produced during the project will be checked, ordered, labelled (where appropriate) and catalogued to compile a distinctive site archive. A stratigraphical matrix of the archaeological features and/or deposits present on the site will be compiled.
- 7.2 All finds recovered during the fieldwork will be washed and packaged according to the individual context from which they were recovered. They will also be ordered into (and form part of) the site archive. An assessment of significant finds will be made in light of general site information. Any finds requiring specialist treatment and/or conservation will be sent to Bianca Madden (ACR) and treated in consultation with the relevant curator.
- 7.3 Provision will be made for the post-excavation processing and analysis of the environmental samples taken (if any) during the course of the on-site fieldwork.

- 7.4 The site archive will be examined to enable the determination of various phases of activity on the site (if appropriate).
- 7.5 Relevant finds will be sent to specialists for identification and dating.
- 7.6 It is intended that all material will be collected, and a discard policy agreed with the specialists and other stakeholders in line with the ClfA toolkit for Recording Archaeological Materials. The ClfA toolkit for selecting archaeological archives will be applied to the physical and digital records generated by the project and agreement sought for discard at the archive stage (see 9.3 below).

8. Reporting Procedures

- 8.1 A report detailing the findings of the archaeological evaluation will be completed within one month after the finalisation of the fieldwork and submitted to the planning archaeologist for approval. Following acceptance of the draft report, a hard copy and a PDF/A digital copy will be submitted to the Staffordshire HER. The contractor will also deposit a full-colour paper copy of the report as part of the archive.
- 8.2 The report will consist of:
- A title page, with project name and location, National Grid reference, planning reference, site code, accession number, client name, author and date;
 - A contents page listing report sections, illustrations and appendices;
 - A non-technical summary of the results of the monitoring;
 - An introduction, site description and location;
 - Planning background to the project;
 - A section on the archaeological and historical background to the project;
 - A description of the methodology used in the project;
 - A section describing the results of the evaluation;
 - A consideration of the effectiveness of the project methodology and a confidence rating of the results;

- Location plan of excavated areas and/or other fieldwork in relation to the proposed development. At least two corners of the site shall be given 10 figure grid references;
 - Illustrations including plans and sections of all archaeological features;
 - Appendices comprising appropriate photographs of the site and of specific and significant archaeological features and representative sections, a list of contexts, any specialist reports on finds from the site and a photographic register.
- 8.3 The OASIS form will be completed at the end of the project and supplied to the Historic Environment Advisor (In lieu of the HER summary sheet). This will be completed in digital form.
- 8.4 Publication of the results at least to a summary level shall be undertaken in West Midlands Archaeology in the year following the archaeological fieldwork. If appropriate submissions may also be made to the *Transactions of Staffordshire and Historical Society*.
- 8.5 Should the results of the archaeological investigation merit it, then publication in an appropriate peer reviewed journal may also be necessary. If the results are worthy of publication in a relevant journal then these costs shall be funded by the client.

9. Archive and Deposition

- 9.1 The documentation and records generated by the archaeological investigation will be sorted and ordered in line with the *Conditions and Guidelines: Preparation and Deposition of Archaeological Archives* produced by The Potteries Museum and Art Gallery (PMAG). The process will also conform to *MoRPHE* (HE 2015) and the ClfA document *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2021b). The archive will include a digital security copy of the documentary archive and upload of digital media to the ADS.
- 9.2 Groundworks Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by The Potteries Museum and Art Gallery, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Groundworks Archaeology.

- 9.3 Groundworks Archaeology will endeavor to secure transfer of title for any finds at the beginning of the project. Should the legal owner(s) decide to retain all or any part of the finds archive they will be made aware of their responsibility for its future preservation and maintenance. The finds will only be transferred to the legal owner following the completion of analysis, conservation, publication and once provision for long term storage and accessibility has been established. If the finds are to remain with the landowner a full paper copy of the archive shall be housed with the receiving museum and digital files with ADS.
- 9.4 The archive, unless retained by the client, will be deposited with The Potteries Museum and Art Gallery under an accession number issued at time of deposition (temporary reference number PMAG_7026). A summary of the contents of the archive shall be supplied to the Historic Environment Team at the time of deposition to the museum.

10. Data Management Plan

- 10.1 The digital data management plan (DMP) is presented in Appendix 1.

11 Carbon Reduction

- 11.1 Groundworks Archaeology seeks to reduce its carbon footprint wherever possible. This is achieved through the following measures:

- Digital office with remote working where feasible to reduce commutes
- Car sharing
- Eco friendly welfare facilities
- Eco friendly plant where available
- Digital Recording on site
- Digital archiving of primary archive
- Rigorous selection strategy for material archive

12. Other factors (including contingency)

- 12.1 In the event of the discovery of any unexpected remains of archaeological importance, or of any changed circumstances, it is the responsibility of the archaeological contractor to inform the planning archaeologist.
- 12.2 Where important archaeological remains are discovered and deemed to merit further investigation, additional financial resources may be required to provide an appropriate level of investigation, recording and analysis.
- 12.3 Any additional financial contingency requirement for additional fieldwork or post-excavation analysis outside the scope of the proposed scheme of works will only be activated following full consultation with the planning

archaeologist and the client; this is only likely to occur if human remains are discovered which would require a separate WSI.

13. Variations to the proposed scheme

- 13.1 Variations to the proposed scheme will only be made following written confirmation with the planning archaeologist.

14. Resources

- 14.1 Post-excavation analysis will be undertaken by James Roberts and where available specialist analysis from:-

Paul Blinkhorn	Medieval and Post-medieval Ceramics
Alex Beaby	Neolithic, Iron Age and Roman Ceramics
Jayne Timby	Roman Ceramics
Dr Lynne Bevan	Flint and small finds
Wendy Rogers	Environmental
Malin Holst	Osteoarchaeology
Dr Tom Hoyle	Geoarchaeology
Dr Sheila Hamilton-Dyer	Zooarchaeology

- 14.2 Small finds requiring conservation will be conserved by Bianca Madden (ACR).
- 14.3 Recognised specialists will be sought in the event that other data are retrieved in the course of the monitoring.

15. Copyright

- 15.1 Copyright will remain that of the author. Licence will be given to the client to present any reports, copyright of the author, to the planning authority in good faith of satisfactory settlement of account.

16. General

- 16.1 The requirements of the WSI will be met in full where reasonably practicable. The scope of fieldwork detailed in the main part of the WSI is aimed at meeting the objectives of the project in a cost effective manner.
- 16.2 Any significant variations to the proposed methodology will be discussed and agreed with the planning archaeologist in advance of implementation.
- 16.3 Groundworks Archaeology attempts to foresee all possible site specific problems and make allowances for these. However there may on occasions be unusual circumstances which have not been included in the programme and costing, which will entail additional costs for the Planning Applicant/Developer. These can include unavoidable delays due to bad weather, vandalism etc; trenches requiring shoring or stepping; ground

contamination; unknown services; poor ground conditions; extensions to specified trenches or feature excavation sample sizes requested by the planning archaeologist, complex structures or objects, including those in waterlogged conditions, requiring specialist removal.

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Appendix 1

Project Data Management Plan

Project Code: **LBV25**
Project Name: **Land At Basford View, Cheddleton, Staffordshire**
Project Manager: **James Roberts**
Client: **Mr Peter Nixon**

Date Created	Revisions	Document Ref:
02/01/2026	-	V1

Overview

This Data Management Plan (DMP) is intended to cover the digital data created during the archaeological evaluation on land at Basford View, Cheddleton.

Data Collection

The born digital and derived digital data that is expected to be generated during the lifetime of the project will include:

Format	Volume	Description
.Doc		Text Reports
.XLS		Project data including registers, artefact list etc
.TIFF		Image including site photography
.DXF		GPS data
.CDR		Drawing files including site plans, section and layout
.PDF		PX Assessment, UPD and Final Report
.SHP		GIS data
.DBF		GIS data
.SBN		GIS data
.SBX		GIS data
.PRJ		GIS data
.MDX		GIS data

Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against *ADS Guides to Good Practice*. Specific or additional guidance relevant to this project are listed below, and will be updated as the project progresses.

Methods of collection are specified within the WSI and will meet the requirements set out in the Project Brief. The data collection will also conform to ADS guidance.

Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

- Specific guidance:
 - HE *Digital Image Capture and File Storage: Guidelines for Best Practice* 2015
 - HES *Applied Digital Documentation in the Historic Environment* 2018

Data Storage and File Naming

The working project archive will be stored in a project specific folder or data specific folder on the Groundworks Archaeology data server which is backed up daily to maintain a security copy of the data. The project folders are named following established organisational procedures based upon site code and location. The standard procedures followed are laid out below:

- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
- All files included as part of this project archive will include an organisational identifier, the Site ID (BSH22), the file descriptor (eg Project Design) and Version number (eg V2-0).
- Final versions of files will include 'FINAL' within the filename.

Quality Assurance

- Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.
- All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.
- Data collection and management are reviewed regularly including a quarterly review of internal project folders to ensure our organisational data management standards are being met.

Metadata

For images technical metadata is generated by the camera at the time of photography. Additional descriptive and administrative metadata will include project code, site code, photograph number, and description.

GPS metadata is generated at time of survey, with additional descriptive and administrative metadata will include project code and site code.

A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the Groundworks Archaeology server in the Project Folder. The Collection Level

Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and ADS deposition.

Ethics and Compliance

The project archive will include the names and contact details of individuals involved in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use. Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor. Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Storage and Backup

The Groundworks Archaeology server data is backed up daily with sufficient data storage space including two-factor authentication and permissions-based access. The server is accessible by staff on and offsite through a secure log-in. Off-site access to the project files on the Groundworks Archaeology server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).

Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.

Selection and Preservation

The Selection Strategy and DMP will be reviewed and updated as part of the Post Excavation Assessment and Updated Project Design, and following full analysis. Updated documentation will be included in all reporting stages.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS). Selection will be informed by the Project Design, defined

against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined above.

Data Sharing

A summary of the project will be included on the OASIS Index of Archaeological Investigation and the museum and digital archive repository, and will be updated as the project progresses. The investigations are likely to result in a number of documents: Project Design, Post Excavation Assessment and Updated Project Design, Final Report, Journal submission.

The final report is expected to be completed within 2 years of the completion of fieldwork. As the project progresses reports will be attached to the project OASIS record. A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location (s) of the final Archaeological Archive will be added to OASIS when appropriate. The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

Costing

A costing estimate has been produced using the ADS Costing Calculator and sufficient resources to cover these costs, and to allow for the preparation of the archive, have been included in the project budget.

Responsibilities

The Project Manager will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project. Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager.

Storage and backup of data in the field is the responsibility of the field team. Once data is incorporated into the Groundworks Archaeology project server, storage and backup is managed internally.

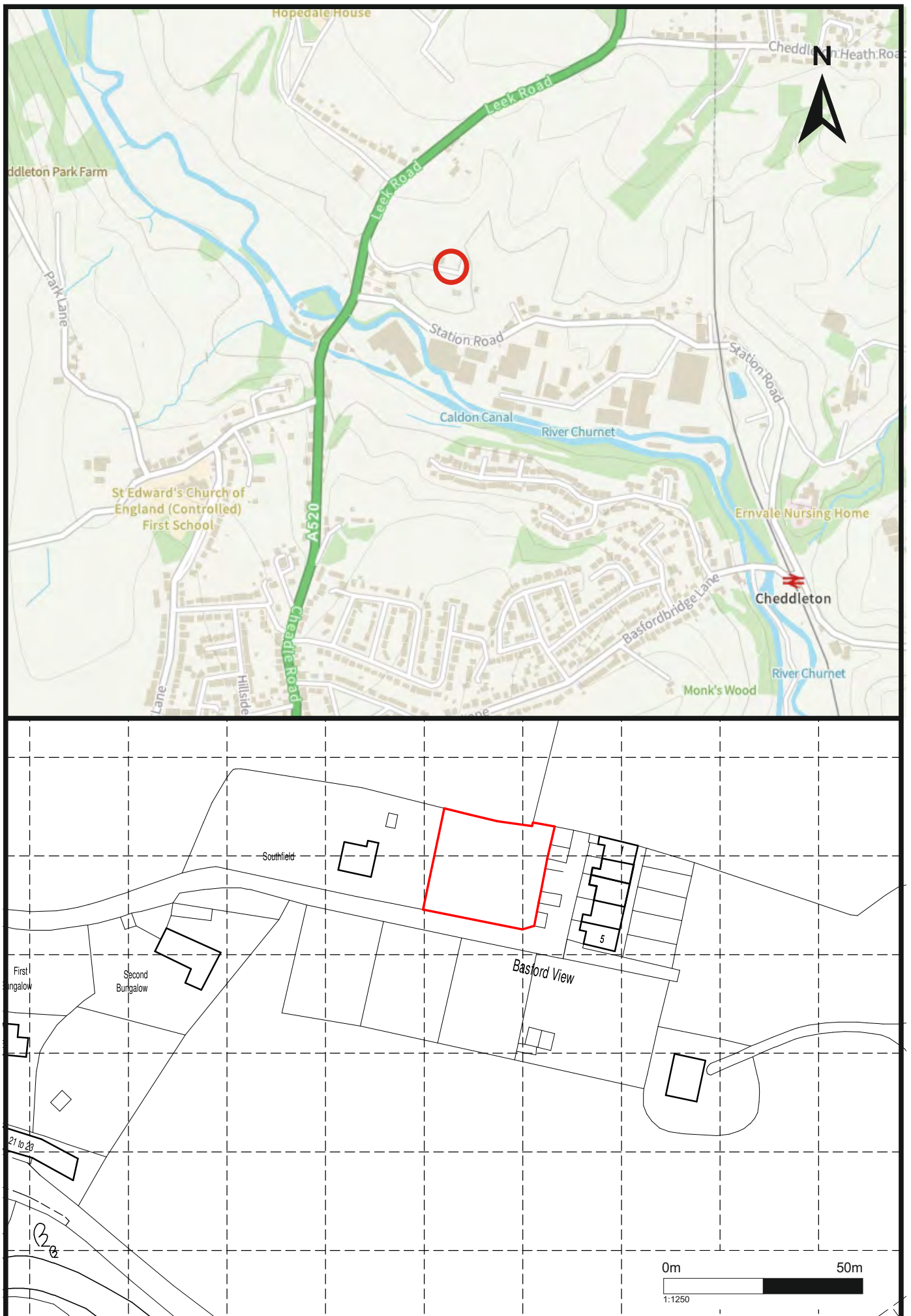


Figure 1: Site Location Plan

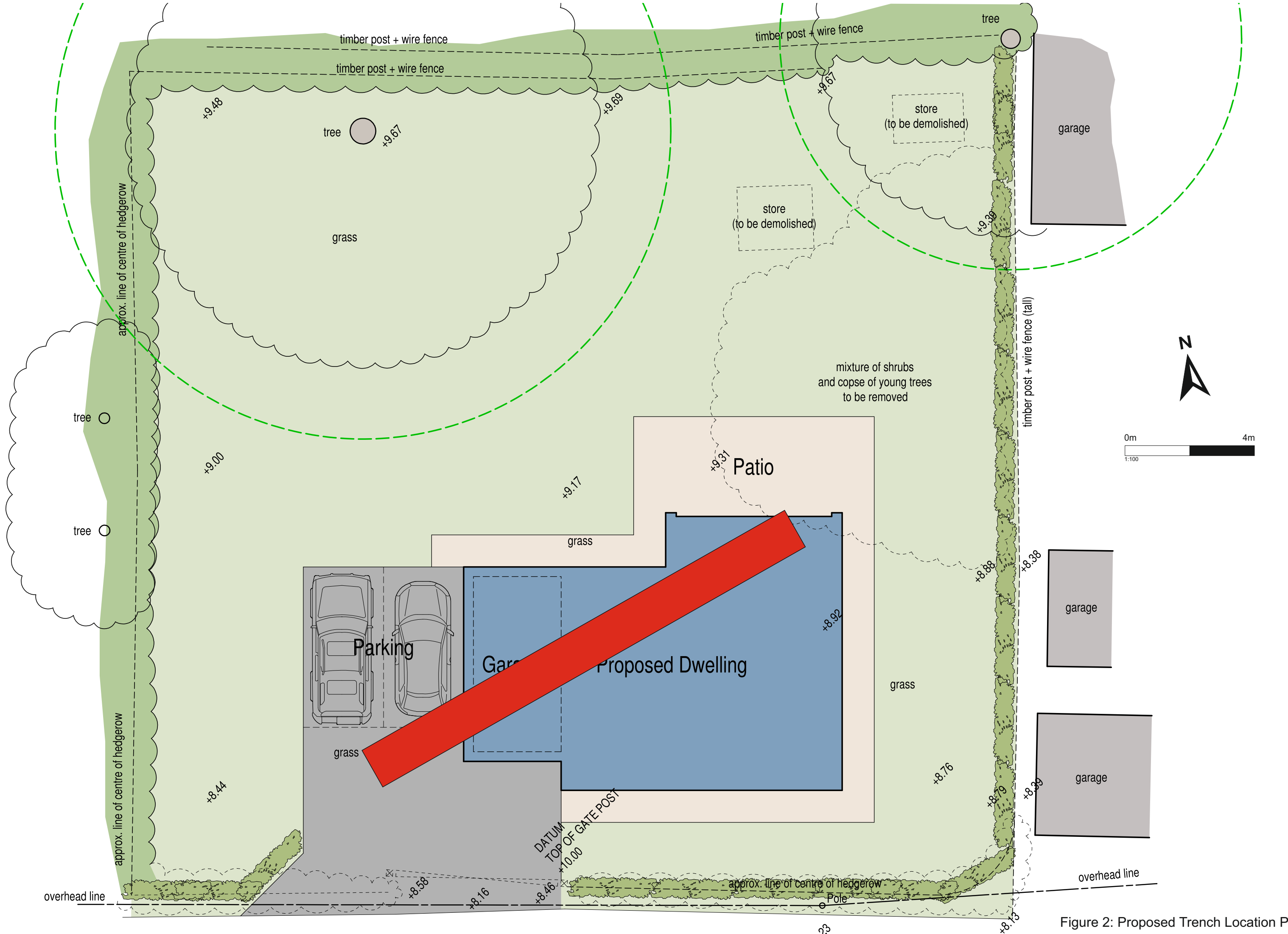


Figure 2: Proposed Trench Location Plan