



**Specification for an
Archaeological Watching Brief
Willow Farm
Fenn Lanes
Fenny Drayton**

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Final Issue

Heritage Consultancy and Planning Services Ltd T/A Groundworks Archaeology

Company Registration: 11534563 VAT number: 304037842

Client Name: Mr Chris Hunt

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Author: James Roberts

Illustration: James Roberts

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S. Non-technical summary

- S1 Planning consent has been granted by Hinckley and Bosworth Borough Council (Planning Ref: 21/00586/FUL) for the “creation of a new access track” at Willow Farm, Fenn Lanes, Fenny Drayton.
- S2 Condition 7 requires the implementation of a scheme of archaeological mitigation which will comprise of an archaeological watching brief.
- S3 On the completion of the investigation, 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 site is located on the north side of Fenn Lanes to the west of Willow Farm. The proposed trackway will be laid in a triangular shaped field to provide a new access to Willow Farm. The development is centred on NGR SP 36939 97739 at an approximate height of 94m AOD.
- 1.2 The British Geological Survey records the bedrock geology as the Gunthorpe Member, a siltstone dolomitic sedimentary bedrock formed between 247.1 and 237 million years ago during the Triassic period. Superficial deposits are recorded as the Thrussington Member, a diamicton sedimentary superficial deposit formed between 480 and 423 thousand years ago during the Quaternary period.

2. Planning background

- 2.1 Planning consent has been granted by Hinckley and Bosworth Borough Council (Planning Ref: 21/00586/FUL) for the “creation of a new access track” at Willow Farm, Fenn Lanes, Fenny Drayton.

- 2.2 Condition 7 states that:

No demolition/development shall take place/commence until a written scheme of investigation (WSI) has been submitted to and approved by the local planning authority in writing. For land that is included within the WSI, no demolition/development shall take place other than in accordance with the agreed WSI, which shall include the statement of significance and research objectives and

- i. The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works.
- ii. The programme for post-investigation assessment and subsequent analysis, publication & dissemination and deposition of resulting material. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI.

Reason: To ensure satisfactory archaeological investigation and recording.

3. Historical and Archaeological Background

- 3.1 An HER search was undertaken by the Leicestershire HER within a 1km radius of the site. This identified 18 archaeological activities and 21 monument records including one Registered Battlefield. There are no

Scheduled Ancient Monuments, or Registered Parks and Gardens within the search area.

Prehistoric

- 3.2 A number of Prehistoric finds have been made within the study area suggesting a considerable amount of activity in this period. Six possible Palaeolithic scrapers and an unfinished hand axe (MLE6078) were found 209m north of the site. A further scatter of Palaeolithic flints (MLE8245) have been found 806m to the south-east of the site. A fieldwalking exercise (ELE10695) undertaken 330m south of the site identified 5 Late Neolithic flints (MLE24093). A metal detector survey (ELE11463) undertaken by ULAS in 2018 265m south-south-west of the site identified 2 flint thumbnail scrapers of Early Bronze Age date (MLE26020). A Bronze Age flint arrowhead (MLE6365) has been found 495m south-west of the site.

Roman

- 3.3 During the Roman period, Leicester had become an important settlement in the area and was later to become the regional capital (*Ratae Corieltauvorum*). A network of roads connected settlements throughout the province, including Mancetter Road (MLE3019) which linked Leicester to Mancetter (Manduessedum). The present day Fenn Lanes follows this route which passes immediately south of the site.
- 3.4 In 1995 the Hinckley Fieldwork Group undertook a fieldwalking exercise (ELE1008) 978m east of the site. This recovered a collection of domestic pottery indicating the presence of a settlement (MLE3257). A metal detector survey (ELE10516) undertaken in 2007 recovered 40 fragments of metalwork and further pottery spread across a large area with several possible concentrations.
- 3.5 A metal detector survey (ELE20605) undertaken in the fields immediately east of the site recorded 4 bow brooches, a cosmetic grinder, 6 coins and 2 steelyard weights suggesting the presence of a further Roman site. The same survey also recovered a single Roman brooch (MLE20606) 759m north-east of the site.

Early Medieval and Medieval

- 3.6 Fenny Drayton is recorded in Domesday (1086) as *Draiton*. This derives from “*draeg*” to haul an object around an obstruction in a river and “*tun*”-settlement. The site lies within the village hinterland and was likely agricultural in nature.
- 3.7 The Wars of the Roses were fought from 1455 to 1487 and comprised a series of civil wars fought between two rival cadet branches of the royal house of Plantagenet, Lancaster and York for control of the English

throne. The wars extinguished the male lines of the two branches, leading to the Tudor family inheriting the Lancastrian claim to the throne. Following the war, the Houses of Lancaster and York were united, creating a new royal dynasty and thereby resolving their rival claims.

- 3.8 The Battle of Bosworth in 1485 resulted in the death of Richard III who was the last Plantagenet king, and the last English king to be killed in battle. This ushered in the Tudor dynasty which reigned for the next century.
- 3.9 The site lies within the registered battlefield area, and it is along Fenn Lanes that Henry Tudor is thought to have advanced to join battle.
- 3.10 A project was carried out between 2005 and 2012 to establish the true location of the battlefield (ELE8443) which comprised of a mixture of augur survey and metal detecting.
- 3.11 A further metal detector survey in 2017 recovered 7 more pieces of round shot ranging in diameter from 23mm to 95mm. The only other find thought to be contemporary with the battle was a fragment of a cast lead alloy object, possibly a badge or mount depicting a scaled or feathered creature. All the recovered shot appears to have been fired approximately east to west, fired by Richard III's army towards the forces of Henry Tudor. The royal artillery may have been positioned on the high ground to the east of the un-named stream that cuts through the centre of the battlefield.

4. Aims and objectives of the project

- 4.1 The general aims of the project are to undertake the detailed monitoring of all development works which have the potential to impact archaeological remains and to examine by hand, record and interpret all archaeological deposits, features, structures, artefacts and ecofacts which will be impacted by the development, in order to facilitate the preservation by record of archaeological remains ahead of their physical loss. The watching brief will also provide an opportunity to identify remains of greater than expected significance ahead of their destruction allowing for further appropriate mitigation measures to be agreed.
- 4.2 The objectives of the project are:
 - To establish the presence or otherwise of archaeological features within the proposed development site;
 - To mitigate the impact of the development on any identified archaeological remains;

- To record stratigraphic information (as detailed in the methodology);
- To retrieve finds including artefacts and ecofacts from stratigraphic contexts (as detailed in the methodology);
- To produce a photographic archive detailing any archaeological remains encountered;
- To produce a fully illustrated report drawing together the results and conclusions of the programme; and
- To consider the evidence within local and regional contexts, where appropriate.

Specific Research Objectives

- 4.3 Analysis of the East Midlands Historic Environment Research Framework (EMHERF) has identified a number of research themes that the project may contribute to depending on its results. The most significant research theme to which it may contribute is:

Strategy 7H, Investigate the Location and Character of Medieval Battlefields

- 4.4 *Medieval battlefield sites have long remained the preserve of the local historian more concerned and more familiar with documentary evidence than the landscape. Aside from castle sites that acted as foci for military actions, the region preserves a number of important battlefield sites that would repay further investigations. These include two key battlefields of the Wars of the Roses: a period which has been identified as a key focus of archaeological interest (in particular for evidence of the introduction of gunpowder weapons in England). The first is the pivotal Battle of Bosworth in Leicestershire, where Henry VII's defeat of Richard III in 1485 marks the beginning of the Tudor period[40]. The second is Stoke Field in Nottinghamshire, marginally beyond this period, where in 1487 Henry VII's forces crushed a Yorkist rebellion. At both of these sites, the evidence for the locations of battlefields would benefit from careful reviews of documentary sources and of the topographical and archaeological evidence (primarily in the form of unstratified artefact scatters and mass graves). Direct archaeological investigations of battle archaeology through metal detecting, as demonstrated at Bosworth and Towton, should be undertaken. Prospecting for mass graves through geophysical survey and excavation should also be considered.*

5. Methodology

- 5.1 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed on Details, Location and Creators forms.
- 5.2 All work will be carried out according to the Chartered Institute for Archaeologists (CIFA) standards for archaeological watching briefs.
- 5.3 All work will be undertaken following all statutory Health and Safety requirements and legislation in operation at the time of the investigation.
- 5.4 A Risk Assessment will be prepared for the site.
- 5.5 Stripped areas and trench sections will be continually observed to identify any archaeological features and/or deposits which may be exposed. Where archaeological features are identified excavation will cease to allow the area to be cleaned and investigated. Archaeological deposits will be excavated and recorded as appropriate to establish the stratigraphic and chronological sequence of deposits, recognising and excavating structural evidence and recovering economic, artefactual and environmental evidence. This should normally encompass a minimum sample excavation of: 50% of each discrete feature; 10% of each linear feature plus terminals and intersections, with slots measuring at least 1m in width wherever possible; 100% of special features/deposits including burials, structural remains, kilns, etc., unless otherwise agreed with the planning archaeologist.
- 5.6 Section drawings at a scale of 1:10 will be made of any archaeological features identified in the course of the groundworks, including representative sections of trenches at appropriate intervals. These will be related to a site plan drawing at a scale of 1:50, which may also record archaeological features and/or deposits identified. Any significant archaeological features in plan will also be recorded at a scale of 1:20.
- 5.7 Any and all artefacts found during the investigation 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.
- 5.8 Written descriptions detailing the nature of archaeological features and/or deposits encountered will be compiled on pro-forma context record sheets.
- 5.9 Where practicable, the contractor will metal detect and scan the spoil from the developer's ground works for objects relating to human exploitation of the area and will record their existence or will recover them.

- 5.10 A 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. A high resolution digital SLR of not less than 12 megapixels will be utilised set to the highest quality setting. The images will be saved as Tiffs for archive purposes. Site photography will follow the brief and Historic England guidance document 'Digital Image Capture and File Storage' (2015).
- 5.11 Should human remains be encountered, they will be left in situ and reported to the planning archaeologist. These remains will only be excavated if absolutely necessary, 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. Any excavation of human remains may require an addendum to the WSI.
- 5.12 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, dendrochronology, archaeomagnetic, OSL and thermoluminescence. The advice of the English Heritage Regional Scientific Advisor will be sought in advance of the application of these techniques.
- 5.13 Where appropriate the following (but not limited to) English Heritage/ Historic England Guidance and other specialist papers will be followed:

Archaeometallurgy (2001).

<http://www.english-heritage.org.uk/publications/archaeometallurgy/>

X-radiography of Archaeological Metalwork (2006).

<http://www.english-heritage.org.uk/publications/x-radiography-of-archaeologicalmetalwork/>

Investigative Conservation: Guidelines on How the Detailed Examination of Artefacts from Archaeological Sites can Shed Light on their Manufacture and Use (2008). <http://www.english-heritage.org.uk/publications/investigative-conservation/>

Watkinson, D and Neal V, *First Aid for Finds* (London: Rescue/UKICAS 2001)

Standard and guidance for the collection, documentation, conservation and research of archaeological materials.

http://www.archaeologists.net/sites/default/files/ClfAS&GFinds_1.pdf

- 5.14 Environmental sampling will be undertaken (where appropriate and if required by the County Archaeologist) 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 40-60 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 (English Heritage) and in consultation with the appointed specialist and English Heritage.
- 5.15 Where necessary consideration will be given to geoarchaeological assessment to aid in the interpretation of site formation processes.

Contingency Arrangements

- 5.16 In the event that archaeologically significant features, deposits, artefacts or structures are encountered which are beyond the scope of this WSI, the planning archaeologist will be immediately notified. Works may need to be temporarily suspended in the vicinity of significant discoveries. Any further works outside the scope of inspection and recording of archaeological features would be subject to a separate Written Scheme of Investigation. Should features be identified that warrant preservation in situ then detailed discussion will be held between all relevant parties. Where design modification is not practically possible the developer must allow sufficient time and financial resources for the full excavation, conservation, and curation of the archaeological resource before development continues.
- 5.16 The fieldwork will be undertaken by James Roberts and /or Peter Spencer (MCIfA).

6. Monitoring arrangements

- 6.1 The planning archaeologist will be kept regularly informed of the project progress and provision will be made for monitoring of 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.

7 Digital Data Management Plan

- 7.1 The digital data management plan (DMP) is included in appendix 1.

8. Post-fieldwork methodology

- 8.1 On the completion of the fieldwork, all of the written, drawn and photographic records produced by the archaeological monitoring will be checked, ordered, labelled (where appropriate) and catalogued to compile a distinctive site archive. A stratagraphical matrix of the archaeological features and/or deposits present on the site will be compiled.
- 8.2 All finds recovered during the fieldwork will be washed, marked 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 the Conservation Laboratory at The Collection, Lincoln, and in consultation with the relevant curator.
- 8.3 Provision will be made for the post-excavation processing and analysis of any environmental samples taken during the course of the on-site fieldwork.
- 8.4 The site archive will be examined to enable the determination of various phases of activity on the site (if appropriate).
- 8.5 Relevant finds will be sent to specialists for identification and dating.

9. Reporting procedures

- 9.1 A report detailing the findings of the archaeological watching brief will be completed within two months after the completion of the site fieldwork. Any delays will be relayed to the relevant authorities.

9.2 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 investigation;

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 investigation;

A section on the discussion and results of the project including a consideration of the findings of the project in a local and regional context;

A consideration of the effectiveness of the project methodology and a confidence rating of the results;

Illustrations including plans of all archaeological features and sections thereof (including representative sections); and

Appendices comprising appropriate photographs of the site and of specific and significant archaeological features and representative sections.

10. Archive preparation and deposition

10.1 The documentation and records generated by the archaeological investigation will be sorted and ordered in line with *The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections (2013)*. 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 (2020)'. The archive will include a digital security copy of the documentary archive and upload of digital media to the ADS.

10.2 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 Leicestershire Museums Service, 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.

- 10.3 Groundworks Archaeology will endeavour to secure transfer of title for the archive at the beginning of the project. Should the legal owner(s) decide to retain all or part of the site archive they will be made aware of their responsibility for the future preservation and maintenance of any material element of that archive. The archive will only be transferred to the legal owner following the completion of analysis, conservation, publication and 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 Leicestershire Museums Service and digital files with ADS.
- 10.4 The archive, unless retained by the client will be deposited with The Leicestershire Museums Service. A summary of the contents of the archive shall be supplied to the Historic Environment Team and the Leicestershire and Rutland HER at the time of deposition.
- 10.5 Should the investigation prove negative then the archive will comprise only of the final report lodged with Oasis.

11. Publication and dissemination

- 11.1 A digital copy of the summary report in PDF/A format shall be supplied to the office of the Historic Environment Team for verification and assessment. When the report has been agreed a final digital copy will then be supplied to the Leicestershire and Rutland HER and published to OASIS.
- 11.2 Publication of the results at least to a summary level shall be undertaken in summary of findings to the 'Transactions of the Leicestershire Archaeological and Historical Society'.
- 11.3 Should the results of the archaeological investigation merit it, then publication in an appropriate peer reviewed journal may also be necessary.

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 All aspects of the archaeological programme will be undertaken in accordance with this written scheme of investigation.
- 13.2 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.
- 13.3 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.

14. Resources

- 14.1 Post-excavation analysis will be undertaken by James Roberts and where necessary specialist analysis from MOLA (Northampton) and the named individuals below:-

Paul Blinkhorn	Medieval and Post-medieval Ceramics
Andrew Peachey	Neolithic, Iron Age and Roman Ceramics
Dr Lynne Bevan	Flint and small finds
Wendy Rogers	Environmental
Dr Tom Hoyle	Geoarchaeology
Malin Holst	Osteoarchaeology

- 14.2 Small finds requiring conservation will be conserved by the City and County Museum Laboratory, Lincoln.

- 14.3 Recognised specialists will be sought in the event that other data is 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. Ownership

- 16.1 It will be asked of the client, at the outset, that the ownership of any portable objects discovered in the course of the monitoring be deposited with the Leicestershire Museums Service.

17. Insurance

- 17.1 Public indemnity of £2,000,000 with Towergate Insurance.

18. General

- 18.1 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.
- 18.2 Any significant variations to the proposed methodology will be discussed and agreed with the archaeological curator in advance of implementation.

19. Bibliography

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Appendix 1

Project Data Management Plan

Project Code: **WFD23**
Project Name: **Willow Farm, Fenn Lanes, Fenny Drayton**
Project Manager: **James Roberts**
Client: **Mr Chris Hunt**

Date created: 18/04/2023

Date Created	Revisions	Document Ref:
18/04/2023	-	V1 Draft

Overview

This Data Management Plan (DMP) is intended to cover the digital data created during an archaeological watching brief at Willow Farm, Fenny Drayton.

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, *Transfer*

of Archaeological Archives to Leicestershire County Council Museum Collections (2013) and relevant ClfA Standards and 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. The data documentation will meet the requirement of the Project Brief, The Leicestershire Museum Service and the ADS.

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.



