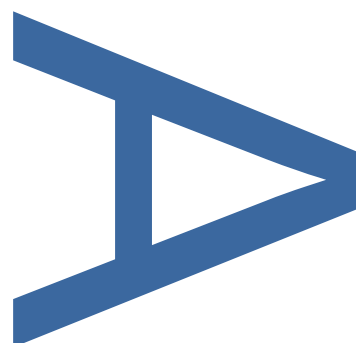


**Hill Farm, Fenn Lanes, Fenny Drayton,
Leicestershire**



**Written Scheme of Investigation for a
Programme of Archaeological
Monitoring and Recording**



SITE CODE: HFFL-24

ACCESSION REFERENCE: X.A96.2024

DATE: 02ND JULY 2024

PRE-CONSTRUCT ARCHAEOLOGY

Written Scheme of Investigation for a programme of archaeological monitoring and recording at Hill Farm, Fenn Lanes, Fenny Drayton, Leicestershire

Local Planning Authority:	Hinckley & Bosworth District Council
Central National Grid Reference:	SP 35830 97690
Planning Reference:	23/01172/FUL
Site Code:	HFFL-24
Accession Number:	X.A96.2024
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1 INTRODUCTION

1.1 General Background

- 1.1.1 Pre-Construct Archaeology Ltd (PCA) has been commissioned by Brown & Co. property and business consultants LLP on behalf of their client Mr Brian Williams (hereafter referred to as 'the client'), to undertake a programme of archaeological monitoring and recording at Hill Farm, Fenn Lanes, Fenny Drayton, Leicestershire (site centred NGR: SP 35830 97690; Figure 1). The investigations were commissioned to inform upon the potential archaeological resource and impact upon it from the change of use of the current agricultural buildings and associated hardstanding to flexible commercial business use, storage and distribution including the diversion and extension of the current access road, ancillary carparking, landscaping and associated infrastructure for which planning permission has been granted by Hinkley and Bosworth Borough Council (Planning Reference: **23/01172/FUL**).
- 1.1.2 The proposed development is known to lie within a wider landscape where Prehistoric and Romano-British activity is common and has potential to be present within the proposed development area. Given the limited knowledge of the archaeological resource and the potential for impact, by the new development, the Local Planning Authority (LPA) required a programme of archaeological evaluation by trial trenching to investigate this.
- 1.1.3 The definition of archaeological monitoring and recording is '*a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed*' (CIFA 2023b).
- 1.1.4 This document comprises the Witten Scheme of Investigation (WSI) for a programme of archaeological monitoring and recording and has been prepared in accordance to the guidelines and standards laid down in the following documents:

- *Toolkit for Selecting Archaeological Archives*, Chartered Institute for Archaeologists: Reading (CIFA 2022);
- *Regulations and Guidance for the Equality, Diversity and Inclusion (EDI) Committee*, Chartered Institute for Archaeologists: Reading (CIFA 2023a);
- *Standard for Archaeological Monitoring and Recording*, Chartered Institute for Archaeologists: Reading (CIFA 2023b);
- *Universal Guidance for Archaeological Monitoring and Recording*, Chartered Institute for Archaeologists: Reading (CIFA 2023c);
- *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials*, Chartered Institute for Archaeologists: Reading (CIFA 2020);
- *Regulations for Professional Conduct*, Chartered Institute for Archaeologists: Reading (CIFA 2021);
- *General Data Protection Regulation (GDPR) Policy*, Chartered Institute for Archaeologists: Reading (CIFA 2014a; updated February 2021);
- *Code of Conduct: Professional Ethics in Archaeology*, Chartered Institute for Archaeologists: Reading (CIFA 2014b; updated October 2022);
- *Management of Archaeological Research Projects in the Historic Environment (Morphe)*, Historic England: London (HE 2015);
- *Fieldwork Induction Manual: Operations Manual 1*, Pre-Construct Archaeology, London (Taylor and Brown 2018);
- *Transfer of Archaeological Archives to Leicestershire County Council Museum Collections*, Leicestershire County Council: Leicester (LCC 2014);
- *Fieldwork Operations Manual, Regional Variation Addendum*; Warwick

Office, Pre-Construct Archaeology Limited, Warwick (Webster 2018);

1.1.5 The general aims of these investigations are to:

- determine the presence or absence of buried archaeological remains within the proposed development site;
- allow the monitoring archaeologist to signal that potentially significant archaeology has been revealed before it is destroyed;
- provide the opportunity for an appropriate resource allocation to deal with the archaeology under the watching brief remit;
- determine the character, date, extent and distribution of any archaeological deposits revealed as well as their potential significance;
- determine levels of disturbance to any archaeological deposits from plough damage or from any other agricultural/industrial practices or later building activities;
- sufficiently investigate and record all deposits and features of potential archaeological interest within the areas to be disturbed during the current development;
- disseminate the results of the fieldwork through an appropriate level of recording.

2 GEOLOGY AND TOPOGRAPHY

2.1 Geology

2.1.1 The underlying geology for the site is mapped as dolomitic siltstone associated with the Gunthorpe Member laid down between 248 and 237 million years ago during the Triassic Period in a landscape of hot deserts. No superficial geology is mapped as being present within the site boundary although the edge of the Thrussington Member boulder clays is situated to the immediate northeast and is comprised of sedimentary diamicton deposited through glacial outwash up to 423 thousand years ago (BGS 2024). The soils for the site are mapped as slightly acidic loam and clay rich soils with impeded drainage (Landis 2024).

2.2 Topography

2.2.1 The site is located to the northeast of the village of Fenny Drayton to the north of Nuneaton and the Lindley airfield. The area of investigation is situated to the north of Fenn Lanes in the southern part of the extant Hill Farm complex. It is surrounded by arable fields on all sides. The site is broadly flat at a height of c.100m AOD (Above Ordnance Datum) descending to the west.

3 ARCHAEOLOGICAL BACKGROUND

3.1 Introduction

- 3.1.1 As part of the planning process for this development a basic preliminary review was undertaken of the known archaeological and historical background to the site and immediate environs to provide context to the investigations here proposed. This did not constitute a full HER search and was done in agreement with the LPA archaeologist.

3.2 Known Archaeological Activities

- 3.2.1 The proposed area of investigation is situated within a wider landscape of primarily Prehistoric and Romano-British activities. A scheduled Bronze Age barrow (NHLE Reference: **1010198**) is located roughly 250m to the southwest of the current site, whilst to the immediate west of the current development fieldwalking in 2003 revealed scattered worked flints of Mesolithic to Bronze Age date (HER Reference: **MLE9956**) as well as three sherds of Romano-British pottery (HER Reference: **MLE9957**). Of similar date, the projected route of the Romano-British Mancetter Road (HER Reference: **MLE3019**) running between Leicester (*Ratae Corieltavorum*) and Mancetter (*Manduessedum*) is thought to lie roughly 350m to the southeast.

3.3 Conclusions

- 3.3.1 Based on the information provided above it was believed that the landscape is likely to have remained agricultural for much of its history and that any archaeology, should it be present, would have a good potential for survival. These activities could range from currently unknown Prehistoric agricultural, occupational or migratory evidence and/or Romano-British roadside activities such as industrial or agricultural. There is also potential for later agricultural land management such as drainage, former field boundaries or ridge and furrow to be present.

4 METHODOLOGY

4.1 Introduction

- 4.1.1 The archaeological investigations will comprise the monitoring of all below ground intrusive works associated with the proposed redevelopment of the current agricultural yard, primarily focused on the extension and construction of the current access road, parking landscaping and associated infrastructure (Figure 2).
- 4.1.2 In advance of the fieldwork PCA will request that the client has demonstrated that all reasonable measures have been taken to secure the site area, identify all known constraints and have provided all reasonable information regarding the presence of services, any ecological constraints, the presence of Public Rights of Way, areas in use by members of the public, any areas of potentially contaminated land and/or any other known risks to health and safety.
- 4.1.3 Non archaeological deposits will be removed down to the first archeologically relevant level or limit of excavation, whichever is encountered first using a suitable mechanical excavator fitted with a **toothless bucket**, under close archaeological supervision. Any further mechanical excavation beyond that level will only be undertaken following consultation with the planning authority.
- 4.1.4 Metal-detecting is to be carried out during the topsoil and subsoil stripping. Spoilheaps created were scanned by metal-detector.
- 4.1.5 All works will be undertaken by a suitably experienced archaeologist. Following opening, all areas will be photographed and recorded. All areas will be inspected and any potential features/deposits excavated to retrieve artefactual and ecofactual material, as well as determine their character, significance and date. All areas will be inspected periodically where viable after sufficient weathering to ensure that no potential features or deposits are missed.

4.1.6 All possible archaeological features and deposits will be sampled as follows:

- All structural features (eg. postholes and hearths), burials, industrial features (eg. Ovens and kilns) etc will be 100% excavated;
- Other discrete features (eg. Pits) shall be excavated to a minimum of 50% based on the potential for the recovery of artefactual and ecofactual assemblages. Should features be characterized as 'common' to the point that further excavation is unlikely to yield significant new information then discussions on reducing this strategy will be held with all parties;
- Features of possible natural origin (eg. Variations in geology) will be excavated until a full characterisation of the feature type, profile, fill and any other characterisations are adequately demonstrated;
- Linear features (eg. Ditches and gullies) are to be excavated to a minimum of 10% or until a full understanding of the feature is ascertained. All intersections will be sampled to establish relationships and a higher percentage of excavation shall be undertaken in areas of potential domestic activity;
- Occupational layers are to be excavated to a minimum 10% with higher percentages for prehistoric layers as required to gain a full understanding of the various functions and any spatial variations.

4.1.7 Field excavation techniques and recording methods are detailed in the PCA Fieldwork Induction Manual (Operations Manual I; Taylor & Brown 2018) and PCA Fieldwork Operations Manual Regional Variation Addendum; Warwick (Webster 2018).

4.2 **Recording Methodology**

4.2.1 Deposits or the removal of deposits judged by the excavating archaeologist to constitute individual events will each be assigned a unique record number (often referred to within British archaeology as 'context numbers') and recorded on individual pre-printed forms (Taylor and Brown 2018; Webster 2018). Context sheets are to be primarily filled in by the archaeologist who excavated the feature/deposit.

- 4.2.2 The limits of excavations, heights above Ordnance Datum (m AOD) and all features/sections recorded by hand (See below) will be recorded by a Geomax Mesa² rover unit, utilising X-PAD Survey 3 software with RTK differential correction, giving three-dimensional accuracy of 20mm or better. Each point will be recorded in relation to the OSGB36 geod model and coded to an internal PCA database to provide a dataset which records feature type, context number, associated drawing numbers and any other information that may be relevant.
- 4.2.3 Hand drawn sections will be drawn at an appropriate scale, primarily 1:10. Likewise, plans of archaeological features will be drawn at a suitable scale to record them in detail. If appropriate, a larger site plan will be produced at a scale between 1:100 and 1:1,250 to show the location of individual investigations in relation to the wider site, detailed plans and sections and any other information appropriate. These plans will be accurately related to the National Grid. All plans and sections will be levelled in respect to AOD and are to be drawn on polyester based drafting film and clearly labelled.
- 4.2.4 All deposits will be recorded with sufficient data to allow for a full characterisation of the context and its relationships to be made and allow for future studies to query and compare the dataset with confidence.
- 4.2.5 The primary photographic record of the site will be undertaken using a Canon EOS 1300D digital SLR camera with an 18.0-megapixel resolution. Graduated metric scales of appropriate lengths will be used, vertical scales will be used against deep sections in combination with appropriate horizontal scales, a north arrow and chalk board with appropriate context information and site code will be used in all images. Digital photographs intended for archive purposes will comply with best practice available at the current time – i.e. high quality non-proprietary raw files (DNG or TIFF images). General site working shots will also be included within the photographic archive.
- 4.2.6 Photographs will be taken before start of works, during and of all deposits

and sections. All images will be labelled appropriately and cross-referenced in relation to a site-specific photography register. All photographic images and associated register will be regarded as part of the primary archive.

4.3 Human Remains

4.3.1 In the event that human remains, either inhumations and/or cremations, are exposed during the course of the archaeological investigations, then all works will cease immediately and the local police and coroner will be informed. The area will be screened from view and discussions will be held with the client and planning authority on their appropriate treatment.

4.3.2 Due to the nature of the proposed works, it is expected that any remains recovered would be, on agreement with all parties, recorded *in situ*, their location marked and then covered with an appropriate material to allow for easy recognition during future intrusive works. Only in circumstances where the remains are at imminent risk of destruction or damage would lifting be considered. In this event, a Ministry of Justice Licence would be required (in accordance with Section 25 of the Burial Act 1857) before the remains can be lifted. The need for a Ministry of Justice Licence applies to both inhumation and cremated remains. Application for a Licence would be made by PCA.

4.4 Finds recovery and processing

4.4.1 All artefacts recovered during the course of the archaeological investigations are the property of the landowner/client. They will be suitably bagged, boxed and marked in accordance with the *Standards and Guidance for the Collection, Conservation and Research of Archaeological Materials* (CIFA 2020) and the *Standard and Guide to Best Practice for Archaeological Archiving in Europe* (Perrin et al. 2014).

4.4.2 All finds encountered will be retained on site before returning to the office where they will be identified, quantified and dated to period. A *terminus post quem* will be produced for each stratified context and the dates used to help determine the broad date phasing for the site. Where possible all

pottery and ceramic building material will be examined under x20 magnification.

4.4.3 PCA intend to use the following specialists to undertake finds identification and assessment.

- Animal Bone – Karen Deighton or Kevin Reilly
- Human Bone - James Langthorne
- Prehistoric Pottery – Sarah Percival or Jon Cotton
- Roman Pottery – Alex Beeby or Jane Timby
- Post Roman Pottery – Berni Seddon or Chris Jarrett
- Ceramic Building Material, Stone and Structural Daub – Berni Seddon or Amparo Valcarcel
- Fired Clay Objects - Berni Seddon
- Slag and Industrial Waste - Gary Taylor
- Clay Tobacco Pipe and Glass - Gary Taylor or Chris Jarrett
- Roman Coins – Alex Beeby
- Medieval Coins – Murray Andrews
- Post-medieval Coins/Small/Metal Finds – Marit Gaimster
- Lithics – Barry Bishop or Tom Lane
- Environmental Archaeology – Jane Wheeler/ Quest

4.4.4 On completion of the fieldwork, the finds will be cleaned and packaged according to standard national (CIFA 2020) and local (LCC 2014) guidelines. Please note, the following categories of materials will be discarded after a period of six months following the submission of this report, unless there is a specific request to retain them (and subject to the collection policy of the relevant depository):

- where unstratified;
- modern pottery;
- material that has been assessed as having no obvious grounds for retention.

- 4.4.5 The primary archive records will clearly state how all artefact assemblages have been recovered, sub-sampled and processed.

4.5 **Treatment of Treasure**

- 4.5.1 Finds falling under the statutory definition of treasure (as defined by the Treasure Act of 1996 and later revisions) would be reported immediately to the relevant Coroner's Office, the landowner/client and the local authority. A treasure receipt (obtainable from either the FLO or the DCMS website) would be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding that the find is Treasure. Failure to report within 14 days of discovery is a criminal offence.

- 4.5.2 The Treasure receipt and report would include the date and circumstances of the discovery in addition to the identity of the finder (put as PCA/site contractor) and the location of the find in relation to Ordnance Survey.

4.6 **Palaeoenvironmental Sampling**

- 4.6.1 A structured programme of palaeo-environmental sampling appropriate to the specific aims of the project will be implemented following discussion and agreement with the planning authority. The strategy and methodology for the sampling of deposits will be in accordance with English Heritage (Now Historic England) Centre for Archaeology Guidelines "*Environmental Archaeology – A guide to the theory and practice of methods, from sampling and recovery to post-excavation*" (2011).

- 4.6.2 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. Each context will be sampled in isolation. 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 or where context horizons are not fully defined.

- 4.6.3 Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. The numbers to be taken will be agreed with the client and the planning authority. Where bulk samples are to be taken a minimum of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects.
- 4.6.4 Environmental samples from dry deposits will normally be processed by floatation following the fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that has not floated. Environmental samples from wet deposits will normally be sent to specialists for processing in laboratory conditions.
- 4.6.5 Where guidance is relevant the appropriate English Heritage (now Historic England) papers will be followed (EH 2005; 2006; 2007 & 2011).

5 SAFETY

- 5.1.1 All relevant health and safety legislation, regulations and codes of practice will be respected. The Health and Safety policies will be those of Pre-Construct Archaeology Ltd. and in accordance with all statutory regulations. A Health & Safety Risk Assessment for the site will be produced and made available to all staff.
- 5.1.2 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

6 TIMETABLE AND STAFFING

6.1 Timetable

6.1.1 The programme of archaeological monitoring and recording is currently unknown and will be dictated by the clients onsite methodologies.

6.1.2 Working days are based on a 38-hour, five day working week, Monday to Friday.

6.2 Staffing and Support

6.2.1 The project will be managed and led by Jonathan Webster, Project Manager at PCA Warwick who will ensure all staff are familiarised with the site, the archaeological background of the area and the ground conditions to maximise the effectiveness of the archaeological investigations.

6.2.2 The following staff will form the project team:

- 1x Project Manager
- 1x Archaeological Supervisor/Surveyor
- 1x Finds Supervisor
- 1x Palaeoenvironmental Supervisor
- 1x Illustrator for post-excavation work.

7 REPORTING

7.1.1 Upon completion of the fieldwork PCA will produce an appropriate report, a draft of which be supplied to the client for comment in the first instance. This will contain as a minimum;

- Plans at an appropriate scale showing all development intrusive works (as excavated) with all features included. All plans will have sufficient grid references to allow them to be geo-rectified;
- A table summarising all contexts and others for artefacts recovered and palaeoenvironmental samples;
- A consideration of the methodologies used and overall confidence in the dataset collected;
- Setting the archaeological results in relation to the wider landscape.

7.1.2 Once approved by the client a copy of the report will be formally submitted to the Local Planning Authority.

7.1.3 Should little or no archaeology be revealed during the archaeological monitoring and recording then it is expected that the production and submission of a suitable report will be completed within three to four weeks of the completion of fieldwork. Should complicated remains be revealed then these timescales may extend.

7.1.4 Should any additional external specialists be required that are not listed above then this will be agreed with the planning authority before commission.

7.2 Outreach

7.2.1 Once an appropriate report has been submitted and accepted, PCA will supply one digital copy for inclusion in the Leicestershire Historic Environment Records office in a pdf/a archival format. Contingency will be made for the publication of results. In addition to this, a summary account of the work will be submitted to the editor of the *Transactions of the Leicestershire Archaeological and Historical Society* and any other appropriate periodicals agreed by the Planning Archaeologist.

8 OWNERSHIP OF FINDS, STORAGE AND CURATION OF ARCHIVE

- 8.1.1 Prior to the start of the investigations, PCA will seek the transfer title of ownership of the complete project archive to a suitable local depository as approved with the local planning authority. This will be undertaken by issuing a “Deeds of transfer Agreement” form. The site archive will then be deposited with the depository as required by the planning authority who have been contacted ahead of these works taking place. The accession reference number for these investigations is **X.A16.2024**.
- 8.1.2 During the post-excavation assessment all artefactual material recovered will be held in storage at PCA Warwick. PCA will recommend that ownership of all such archaeological finds will be given over to the relevant authority to facilitate future study and ensure proper preservation of all artefacts. In the unlikely event that artefacts of significant monetary value are discovered, and if they are not subject to Treasure Act legislation, separate ownership arrangements may be negotiated.
- 8.1.3 The project archive shall be compiled in accordance with the guidelines contained in *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIFA 2023c), *Guidelines for the Preparation of Excavation Archives for Long term Storage* (Brown 2011), the *Standard Guide to Best Practice for Archaeological Archiving in Europe* (Perrin et al 2014) and the *Transfer of Archaeological Archives to Leicestershire County Council Museum Collections* (LCC 2017).
- 8.1.4 A copy of the report will accompany the archive when it is deposited.
- 8.1.5 The Leicestershire Historic Environment Record is registered with the Online Access to Index of Archaeological Investigations (OASIS) project. PCA will provide appropriate details relating to this project by completing the OASIS form via the Archaeological Data Service (ADS) at <http://ads.ahds.ac.uk/project/oasis>, in accordance with the guidelines provided by Historic England, ADS and our data management plan

(Appendix 1).

9 MONITORING AND LIAISON

- 9.1.1 PCA or the client's agents will provide the planning authority advisor a minimum ten working days' notice ahead of any intrusive activities taking place to arrange site visits as appropriate so that the works can be inspected.
- 9.1.2 PCA will allow the site records to be inspected and examined at any reasonable time during or after the archaeological fieldwork by the client or any designated representative of the Local Planning Authority.
- 9.1.3 PCA will liaise closely with the client and the local planning authority throughout the course of the project and will arrange for onsite meetings at key decision points, if necessary.

10 FURTHER CONSIDERATIONS

10.1 Insurance

- 10.1.1 Pre-Construct Archaeology Ltd is covered by Public and Employer's Liability Insurance. Professional Indemnity £5,000,000 RSA (Saturn) P8531NAECE/1026, Public & Products Liability £10,000,000 Aviva & Towergate Underwriting, 24765101CHC/000133, EOL001198/0104, Employers Liability £10,000,000 Aviva 24765101CHC/000133.

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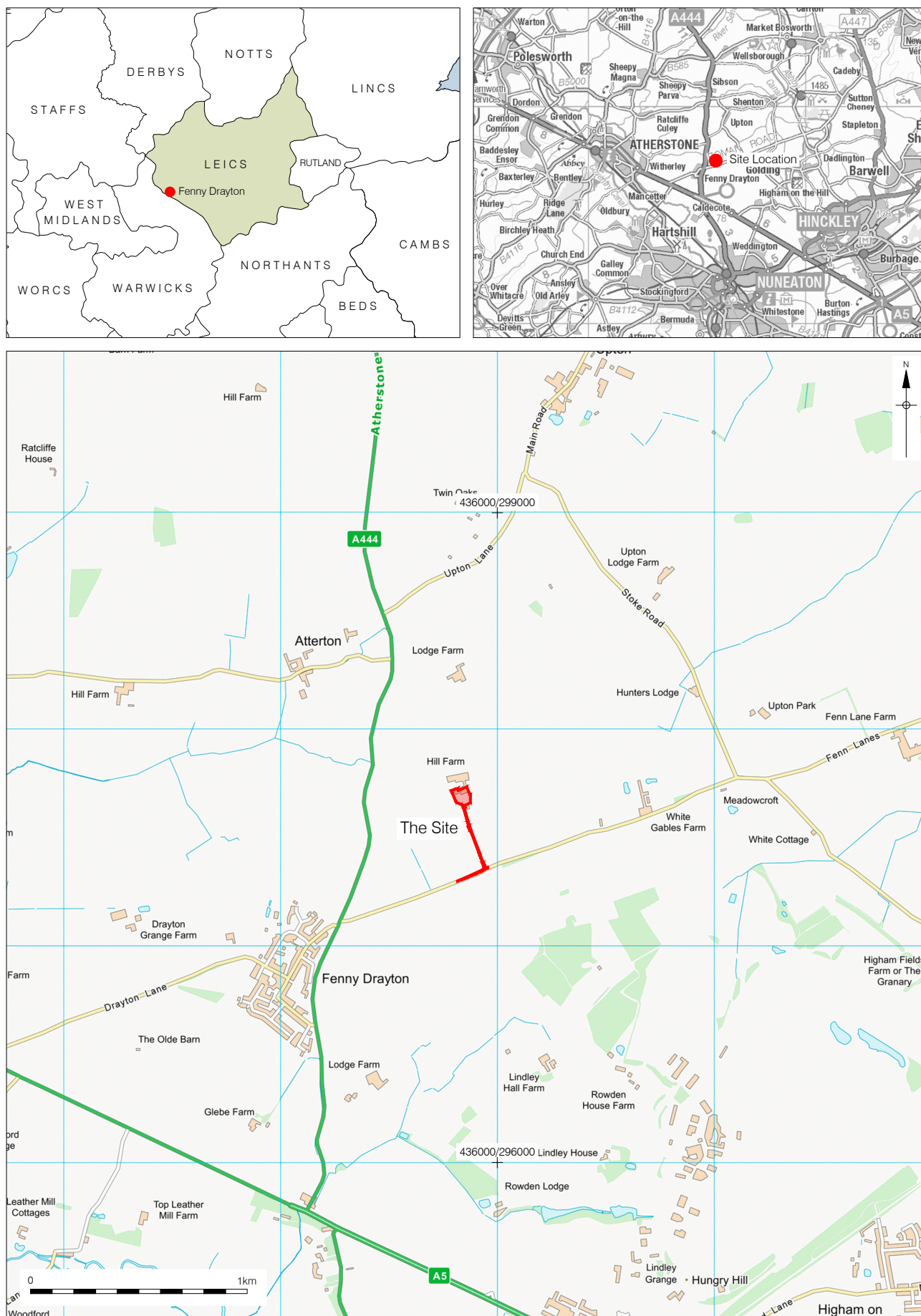
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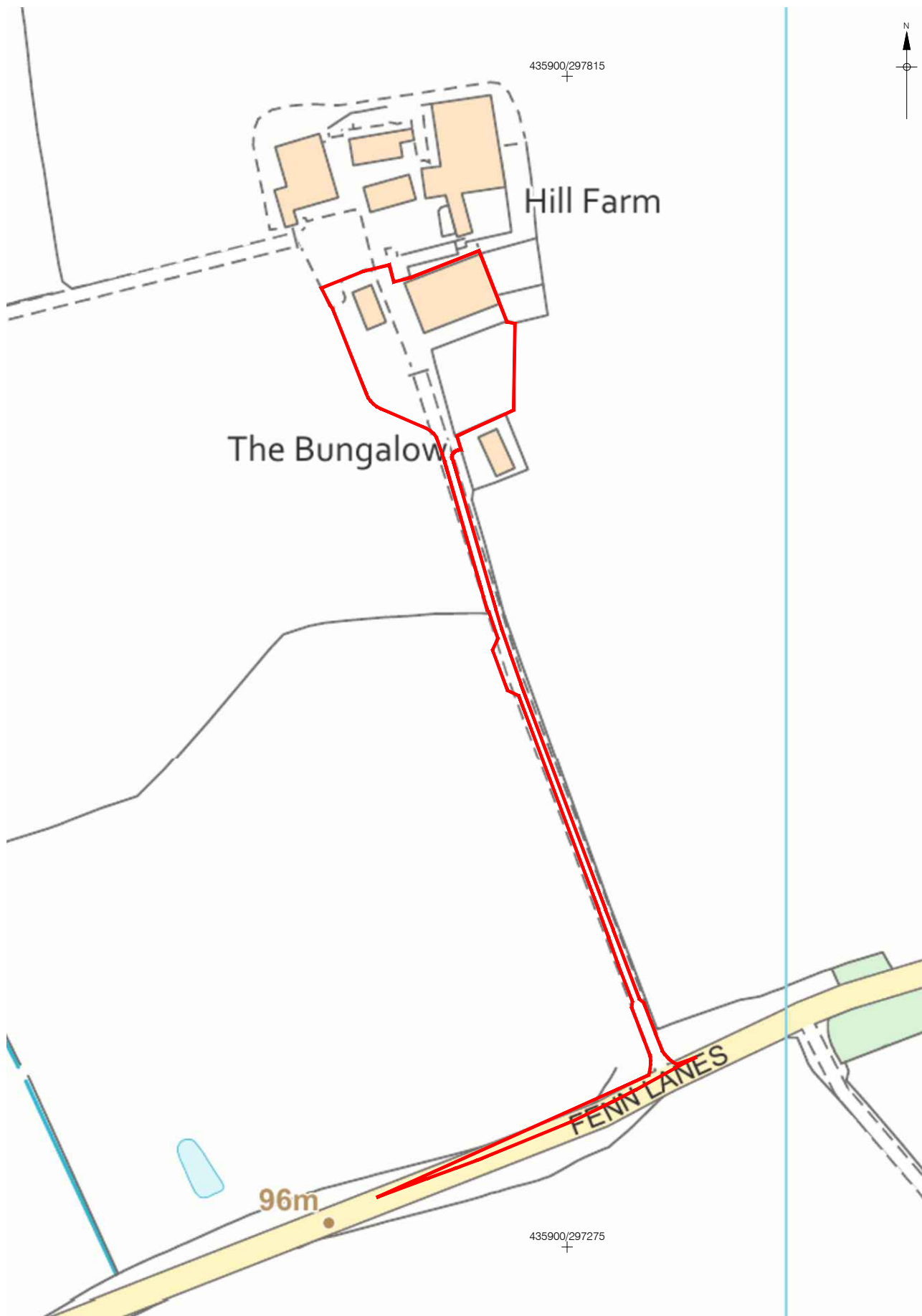
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0 100m

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20/06/2024 MR

Figure 2
Detailed Site Location
1:2,500 at A4

Appendix 1: Data management Plan

Section A: Project Information			
Site Code:	HFFL-24	Other Site Codes	N/A
Site Full Location	Hill Farm, Fenn Lanes, Fenny Drayton, Leicestershire		
OASIS ID:	tbc	K-Code:	K9102
Museum Acc. #	X.A96.2024	NGR #	SP 35830 97690
Planning Ref #:	23/01172/FUL	Planning Authority	Hinkley & Bosworth Borough Council
DMP Written	18/06/2024	DMP Last Updated	n/a
Project Manager/ Primary Contact:	J. Webster	Project Type:	Archaeological monitoring and recording
Client:	Mr B. Williams c/o Brown & Co.	Site Supervisor:	tbc
Data Sharing Agreement in Place?	no		
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	Archaeology Data Service (ADS)
Section B: Estimated Volume of Data			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	3	Finds, Environmental and context spreadsheets
Database	Access (.accdb)	1	Site database
Text/Documents	.pdf, Word (.docx)	1	Assessment report
Images	.jpeg, .png, .DNG	100	Estimated number of images to be taken.
Graphics	.dwg,	3	Site plan and possible sections
GIS	.shp	1	Geolocated site plan with relevant layers as per recording system

Will existing or external data be utilised?				YES
If yes, list type of data and source: Historic Environment Record data (original HER data will not be archived, but processed data will be part of the final archivable report)				
Data Type	Format	Estimated Volume	Source	Details/Comment
Images	.jpeg, .png, .DNG	0		
Graphics	.dwg,	2	Client	Client site plans
GIS	.shp	1	background layers	Licence No: 21-4644
Text/Documents	.pdf, Word (.docx)	0		Licence No: 21-4644
Section C.: Data Acquisition, Processing, and Analysis				
What methods and data standards will be undertaken?				
Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS, and will be updated as the project progresses, or as guidance is modified.				
What file naming/structure is in place and how will version control be maintained? Display example below.				
Example file name: 2023_01_01_K1234_site_address_County_project type_report_JW_001 Key: Date_Project Code_Site name_report type_author identifier_version control identifier The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).				
What Quality Assurances of the data are in place?				
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct. All staff will be trained appropriately and checks of the dataset by the project lead will be undertaken as part of the archive checking element of the project.				
Section D: Documentation and Metadata:				
How can the data be read?				
Data collected during the course of the project will include standard formats as listed within section B.				
What documentation and metadata will be provided when the data is archived?				

A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository	
Section E: Ethics and Legal Compliance:	
How can the identity of individuals be protected if required	
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.	
Is the data GDPR 2018 compliant?	
All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.	
Who owns the data generated during the course of this project?	
Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.	
Section F: Storage and Backup:	
Is sufficient storage in place?	
All project data will be held on a server based at our regional office and backed up at the end of each day. The server has sufficient space to hold all data generated during the project.	
What backups are in place?	
Project data will be stored on a companywide intranet and on servers located at our regional office.	
What data security is in place?	
All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.	
Section G: Selection and Preservation:	
Which data will be selected for inclusion within the project archive?	
Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.	
What is the long-term preservation plan for the project dataset?	
The digital archive will be deposited with the ADS.	
If this is a larger project, has the ADS been contacted regarding accession of the project dataset?	YES <u>NO</u>
Has the Museum or depository been	<u>YES</u> NO

contacted	
Section H: Data Dissemination:	
How will the dataset or parts of it be shared?	
The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.	



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