



Written Scheme of Investigation

Archaeological Evaluation

Land at The Coppice

Burbage

Hinckley

Final

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Appendix 1: Data Management Plan

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Figures

Figure 1: Site Location

Figure 2: Proposed Trench Plan

S. Non-technical summary

- S1 A planning application (21/00556/FUL) was submitted to Hinckley and Bosworth Borough Council for “No. 8 dwellings with associated access and landscaping” on land at The Coppice, Burbage; consent was refused on the 27th October 2021. A subsequent appeal (APP/K2420/W/22/3297466) was lodged with the planning inspectorate which was granted on the 27th September 2022.*
- S2 The planning conditions require the implementation of a scheme of archaeological mitigation. This will comprise of an initial phase of evaluation, the results of which will be used to formulate an appropriate mitigation strategy.*
- S3 On the completion of the evaluation, a report will be produced detailing the results of the phase 1 archaeological investigation. The report will consist of a narrative supported by illustrations and photographs.*

1. Site location and description

- 1.1 The site lies on northern edge of Burbage. Entry to the site is along a public footpath from Woodgate Road which is lined with trees and overgrown hedgerows, and also forms the south-eastern boundary. The site itself is laid to pasture. The north-western boundary is formed by the rear garden plots of dwellings fronting onto The Coppice while the south-western boundary is formed by an access road and dwellings facing the site. The north-eastern boundary is open to further fields with a small area of overgrown woodland to the east. The site is centred on NGR SP 44069 93728 at an approximate height of 113m AOD (Figure 1).

Geology

- 1.2 The British Geological Survey website identifies the bedrock geology as the Mercia Mudstone Group, a mudstone sedimentary bedrock formed between 252.2 and 201.3 million years ago during the Triassic period.
- 1.3 Superficial deposits are recorded as the Wolston Sand and Gravel, a sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period. The northern corner of the site is recorded as the Bosworth Clay Member. A sedimentary superficial deposit formed between 480 and 423 thousand years ago during the Quaternary period.

2. Planning background

- 2.1 A planning application (21/00556/FUL) was submitted to Hinckley and Bosworth Borough Council for “No. 8 dwellings with associated access and landscaping” on land at The Coppice, Burbage; consent was refused on the 27th October 2021. A subsequent appeal (APP/K2420/W/22/3297466) was lodged with the planning inspectorate which was granted on the 27th September 2022.
- 2.2 Consultee advice provided by Sophie Clarke (dated 14th June 2021) recommended a staged programme of archaeological mitigation, an initial trial trench investigation should be undertaken prior to the commencement of any permitted groundworks in order to devise an appropriate mitigation strategy.

2.3 The recommended condition wording was:

No demolition/development shall take place/commence until a staged programme of archaeological work, commencing with an initial phase of trial trenching has been undertaken. Each stage will be completed in accordance with a written scheme of investigation (WSI), which 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

- The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works.
- 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, recording, dissemination and archiving

2.4 The wording of condition 8 of the appeal decision was as follows:

“No development shall commence until an archaeological Written Scheme of Investigation has been submitted to and approved in writing by the Local Planning Authority. The scheme shall include an assessment of significance and research objectives. If indicated to be required, it shall include the programme and methodology of any necessary site investigation and recording, and the development shall be carried out in accordance with this approved methodology”.

3. Historical and Archaeological Background

3.1 A Desk-based assessment (Martin and Smith 2013) was prepared for a previous application, the results are summarised below and updated with more recent discoveries.

Prehistoric

3.2 The scatter of Prehistoric material across the Assessment Area indicates that there was Prehistoric activity in the area during this period, although the nature and extent is not fully known. Therefore there is moderate potential for remains dating to this period to be present within the Assessment site.

Roman

3.3 In 1933 three Roman jars were discovered in Burbage Sandpit at the corner of Sapcote and Burbage Road, c. 160m to the south of the site (LHER: MLE2829; NGR: 441 934). The jars included a pot of grey ware and a small decorated pot of Castor Ware, and it has been speculated that they may have been cremation urns. In 1950 two possible hearths were noted in this location and a quern was found on the site. A mosaic (MLE7936) was

reported as being found at Horsepool with a further site (MLE2846) located at White House Farm consisting of coins, brooches and pottery.

Early-medieval and Medieval

- 3.4 According to the LHER the establishment of Burbage as a settlement occurred in the late Anglo-Saxon period (LHER: MLE2848; NGR: 49SW). This has been deduced from historic mapping and place name evidence. According to Frank Shaw, there are two sources for the place name Burbach. The first was suggested by J. Nichols in 1787 and derives from *Burr*, a form of thistle and *Bach*, a small rivulet and the second suggestion derives from the Saxon for *Bur*, a hill and *Bach*, a spring. The latter is seen as the more credible explanation as the settlement has various springs and is situated on a hill (Shaw, 1996).
- 3.5 There have been a number of Early-medieval finds recorded from the area including Saxon pottery and a square-headed brooch (MLE20670).
- 3.6 Domesday records 'Burbece' which was originally part of the Sparkenhoe Hundred of Leicestershire, in Guthlaxton Wapentake and now lies in the Borough of Hinckley and Bosworth. The land was held by Coventry Abbey and was valued at four pounds, housing 20 villagers, with two smallholders and two slaves. Prior to Domesday, the 1043 Foundation Charter of the Monastery of the Blessed Mary of Coventry records that 'Burbagh' was amongst townships given by Leofric, Earl of Mercia, to Coventry Abbey. Leofric, the Abbot of Coventry Abbey was supposedly mortally wounded in the battle against the Norman invasion at Hastings. In 1100 King William took lands away from Coventry Abbey and the manor of Burbach was given to Robert de Flamville and later passed to John de Hastings. The manor remained with the de Hastings family until 1401. In 1401, the Manor became the property of the Greys of Ruthin and remained under their ownership until 1797 (Nichols 1811).
- 3.7 To the south of the site a linear hollow way has been recorded in the playing fields of Hastings High School and it is suggested that it was probably the old course of the road from Burbage to Hinckley (LHER: MLE2831; NGR: SP 440 931). This may suggest that the current Burbage road, adjacent to the site is not on its original alignment. At the junction of London Road and Castle Street, to the north-west of the site, there is St Mary's Well, which is recorded in the LHER as of Early-medieval origin (LHER: MLE2897; NGR: SP 432 939). According to Nichols, six gold coins of Edward III were found near the well in 1755, (LHER: MLE6792; NGR: SP 433 940).
- 3.8 Within the centre of Burbage, to the south of the site, a Medieval fishpond has been located within the Manor House Grounds although it is believed to be associated with Burbage Hall, (LHER: MLE2843; NGR: SP 444 927). The Hall, which externally is an early 18th century red brick house with 17th

century panelling, incorporates an earlier timber framed building which is believed to be the Earl of Gainsborough's hunting lodge, (LHER: MLE13024; NGR: SP 444 926).

Post-medieval

- 3.9 In 1564 the diocesan returns indicate the population was still small, consisting of 57 families; the settlement remained small, and the census of 1801 recorded only 1098 inhabitants. It was not until the 20th century that the population exceeded 2000. Between 1862 and 1864 the London & North Western Railways (LNWR) opened the South Leicestershire Line. The alignment of this effectively prevented Burbage from being swallowed by the expansion of Hinckley and thus the village remained a separate entity and also perhaps contributed to some extent to its relatively slow growth. Nevertheless Burbage did effectively become a suburb of Hinckley in the 1950s with the building of Sketchley Hill housing estate, which alone added over 3000 people to the population.

Previous Investigations

- 3.10 A geophysical survey (MLE28483) was undertaken on the site in 2013 (Parker 2013). It recorded a number of possible linear features running approximately south-west to north-east, one of which represents a probable field boundary and three further weak linear responses. Several discrete features that may represent pits were also identified (the geophysical survey interpretation from the Stratoscan report is shown on figure 2 in yellow). The consultee comments note that these anomalies may represent a continuation of the Roman features identified under HER reference MLE2829 and described in paragraph 3.3.

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:
- a. the formulation of a strategy to ensure the recording, preservation or management of the resource:
 - b. the formulation of a strategy to mitigate a threat to the archaeological

resource:

c. 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.

4.4 Subject to the results of the initial evaluation further archaeological mitigation may be required for which a separate WSI will be submitted and agreed with the Planning archaeologist.

Research Objectives

4.5 The East Midlands Historic Environment Research Framework (EMHERF) 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.

4.6 For the purposes of this project, archaeologically significant remains and contexts are defined as remains and contexts relating to pre 19th century human use of the area.

5. Methodology

5.1 It is proposed to excavate one 50m x 1.80m and six 30m x 1.80m evaluation trenches across the site which are located to test both the geophysical anomalies and the remaining 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 trench will be surveyed in via DGPS and related to the National Grid.
- 5.3 The evaluation trenches will be excavated to a maximum depth of 1.2m or to natural 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 etc. A financial contingency will be required in this case.
- 5.4 All work will be carried out according to the agreed written scheme of investigation and will comply with Chartered Institute for Archaeologists (CIfA) standards. 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 5 days.
- 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 At the start of work, immediately before fieldwork commences an OASIS online record will be initiated and key fields completed on details, location and creators forms. Transfer of title will also be secured prior to undertaking the fieldwork.
- 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 and only following agreement of the county archaeology service.
- 5.9 The hand excavation of any exposed archaeological features and/or deposits will be undertaken to determine their date, form and function etc. The level of sampling will be appropriate to the aims of the investigation and

is likely to 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 appropriately investigated, but no features will be subject to 100% sampling without prior agreement of the county archaeology service in advance. 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 jpegs 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 the evaluation trenches 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 and the planning archaeologist.

- 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. 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 40-60 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 (Historic England) and in consultation with the appointed specialist and Historic England.

6. Monitoring arrangements

- 6.1 The local curator (on behalf of the Local Planning Authority) will monitor the works during the fieldwork stage and post-excavation analysis. A minimum of one weeks notice will be given prior to commencement of the evaluation.

The trenches will not be backfilled until it has been monitored and signed off by the county archaeology service.

- 6.2 All aspects of the archaeological programme will be undertaken in accordance with this project specification.
- 6.3 Any variation to the project programme in terms of works or recording on or off site will be fully discussed and agreed in advance with the planning archaeologist.
- 6.4 The planning archaeologist shall be kept fully informed of any unexpected or unforeseen discoveries made during the course of the archaeological investigation.

7. Post-fieldwork methodology

- 7.1 On the completion of the evaluation, 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 stratagraphical 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 Drakon Heritage and Conservation 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 Based upon the relatively small scale of the investigation, 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. Public Engagement

- 8.1 Elements of public engagement, benefit and dissemination will be dependent on whether significant archaeological remains are found. Where remains of substantial interest have been found, there may be a need to formulate a project design which includes further engagement, publicity and publication. This would be agreed with the archaeological contractor, applicant and the county archaeology service.

9. Reporting Procedures

- 9.1 A report detailing the findings of the archaeological evaluation will be completed within two months after the finalisation of the 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 evaluation;

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

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.

An electronic copy of the report will be deposited with the OASIS project (On-line Access to the Index of Archaeological Investigations) <http://ads.ahds.ac.uk/project/oasis/index.cfm>.

- 9.3 The draft report will be 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 Leicestershire and Rutland HER. The contractor will also deposit a full-colour paper copy of the report as part of the archive.
- 9.4 If required, at the appropriate time the contractor will send a short report of the evidence for inclusion in the summaries of the County Journal and other relevant journals (these are defined as any or all of: "Past", "Britannia", "Medieval Archaeology", "Post-medieval Archaeology"). If full journal publication is required, the developer will be responsible for the costs involved. As a minimum a summary of the findings will be provided to the *"Transactions of the Leicestershire Archaeological and Historical Society"*.

10. Archive and Deposition

- 10.1 The archive will consist of the full written, drawn and photographic records (including working drawings, notes, digital records, etc). It will be quantified, ordered, indexed and internally consistent. The site Accession Number will be appropriately marked on all elements forming part of the site/project archive.
- 10.2 The documentation and records generated by the archaeological evaluation will be sorted and ordered in line with *The Transfer of Archaeological Archives to Leicestershire County Council Museum Collections* (Leicestershire County Council, 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" (2014b).
- 10.3 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 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.

- 10.4 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 receiving museum. The report will include details of the title to the finds.
- 10.5 The archive, unless retained by the client will be deposited with the Leicestershire County Council Museums Service under the accession number X/A13.2024. A summary of the contents of the archive shall be supplied to the Leicestershire and Rutland Historic Environment Team at the time of deposition to the ARC.
- 10.6 The digital archive will be deposited with the Archaeological Data Service (ADS).
- 10.6 Should the investigation prove negative then the archive will comprise of a digital archive as specified in the ClfA toolkit “Archaeological archives from sterile projects” which will be uploaded as a single document via OASIS for curation via ADS.

11. Data Management Plan

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

12. Variations to the proposed scheme

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

13. Resources

- 13.1 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
Alex Beaby	Neolithic, Iron Age and Roman Ceramics
Dr Lynne Bevan	Flint and small finds
Wendy Rogers	Environmental
Malin Holst	Osteoarchaeology
Dr Tom Hoyle	Geoarchaeology
Dr Sheila Hamilton-Dyer	Zooarchaeology

James Wright
CBM/Fired Clay
Leigh Allen

Stone
Phill Mills
Metalwork

- 13.2 Small finds requiring conservation will be conserved by Pieta Greaves of Drakon Heritage and Conservation.
- 13.3 Recognised specialists will be sought in the event that other data are retrieved in the course of the monitoring.

14. Copyright

- 14.1 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.

15. Ownership

- 15.1 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 donated along with the archive.

16. Insurance

- 16.1 Public indemnity of £2,000,000 with Towergate Insurance.
- 16.2 Groundworks Archaeology will not be liable to indemnify the applicant/owner/developer against any compensation or damages for or with respect to:
- damage to crops /plants being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor).
 - the use or occupation of land (which has been provided by the owner/applicant) by the project or for the purposes of completing the project or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the project in accordance with the Agreement
 - any other damage which is the unavoidable result of the project in accordance with the Agreement.
 - damage to buried services or utilities being on the Area or Areas of Work.
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the applicant or his agents, servants or their contractors (not being employed by Groundworks Archaeology) or in respect of any claims, demands proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto.

17. General

- 17.1 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.
- 17.2 Any significant variations to the proposed methodology will be discussed and agreed with the planning archaeologist in advance of implementation.
- 17.3 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: **TCB24**

Project Name: The Coppice, Burbage

Project Manager: **James Roberts**

Client: **Springbourne Homes**

Date Created	Revisions	Document Ref:
17/01/2024	-	V1

Overview

This Data Management Plan (DMP) is intended to cover the digital data created during an archaeological evaluation on Land at The Coppice, Burbage.

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 requirement set out in the Project Brief, relevant ClfA Standards and guidance and the receiving museum.

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.

Raw GPS data will be processed in QGIS. The metadata is generated in the post excavation phase, with additional descriptive and administrative metadata to include project code and site code.

A Collection Level Metadata Summary will be created within the project workflow document 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 will include the overarching project details with 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

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 or published publicly.

Personal data will be removed from the archaeological project archive and where relevant 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. Where projects produce limited results the selection strategy will be reviewed at the archive stage

The assumed selection will include:

- A selection of photographs relevant to the site archive
- Digitally created site records (including digitised hand drawn plans and sections)
- GIS Data (areas of excavation, cut features, any other site relevant data sets)

- Specialist catalogue and data bases)

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. 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. A final version of the project report will be submitted to OASIS and where necessary supplied to the Historic Environment Record.

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).

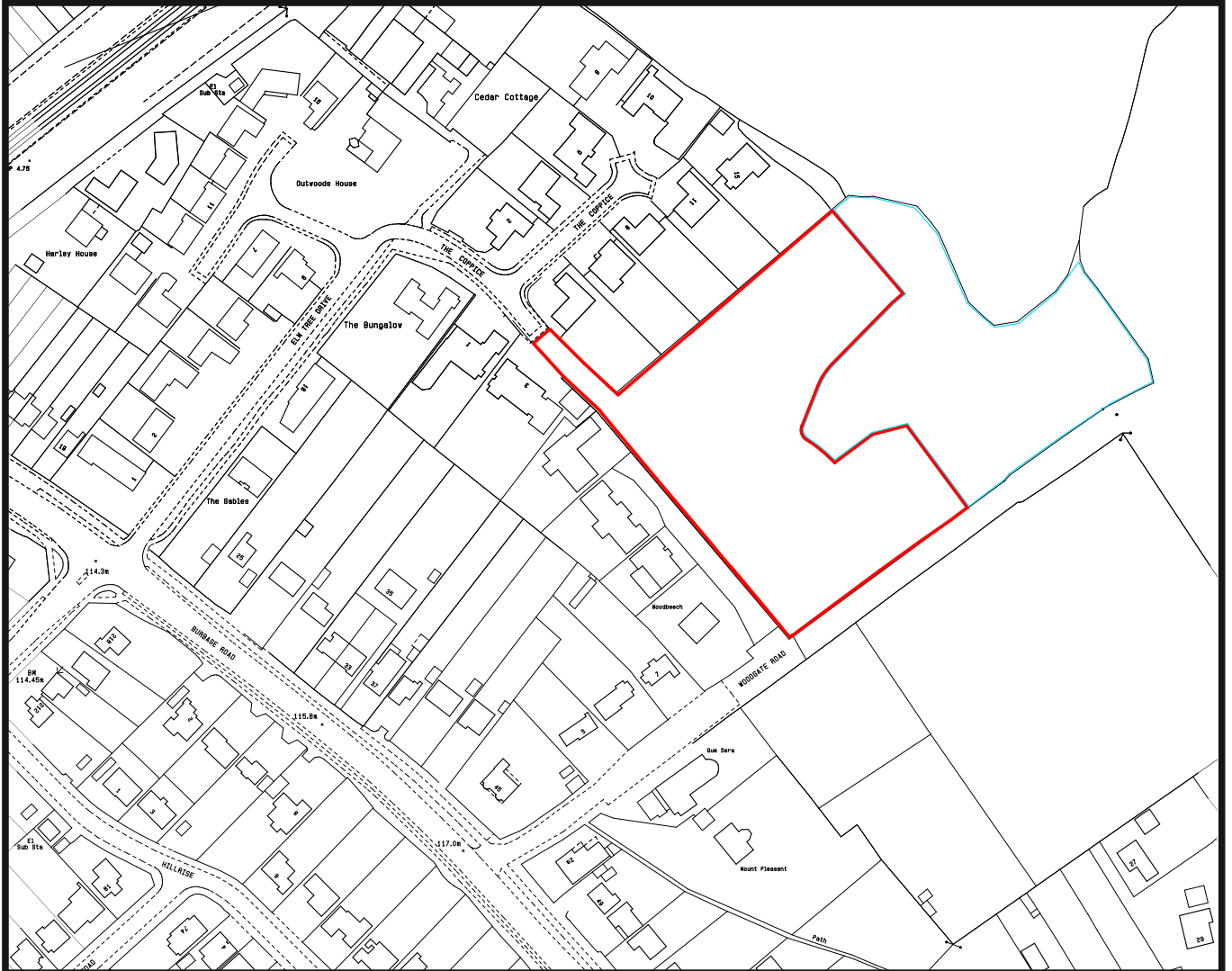
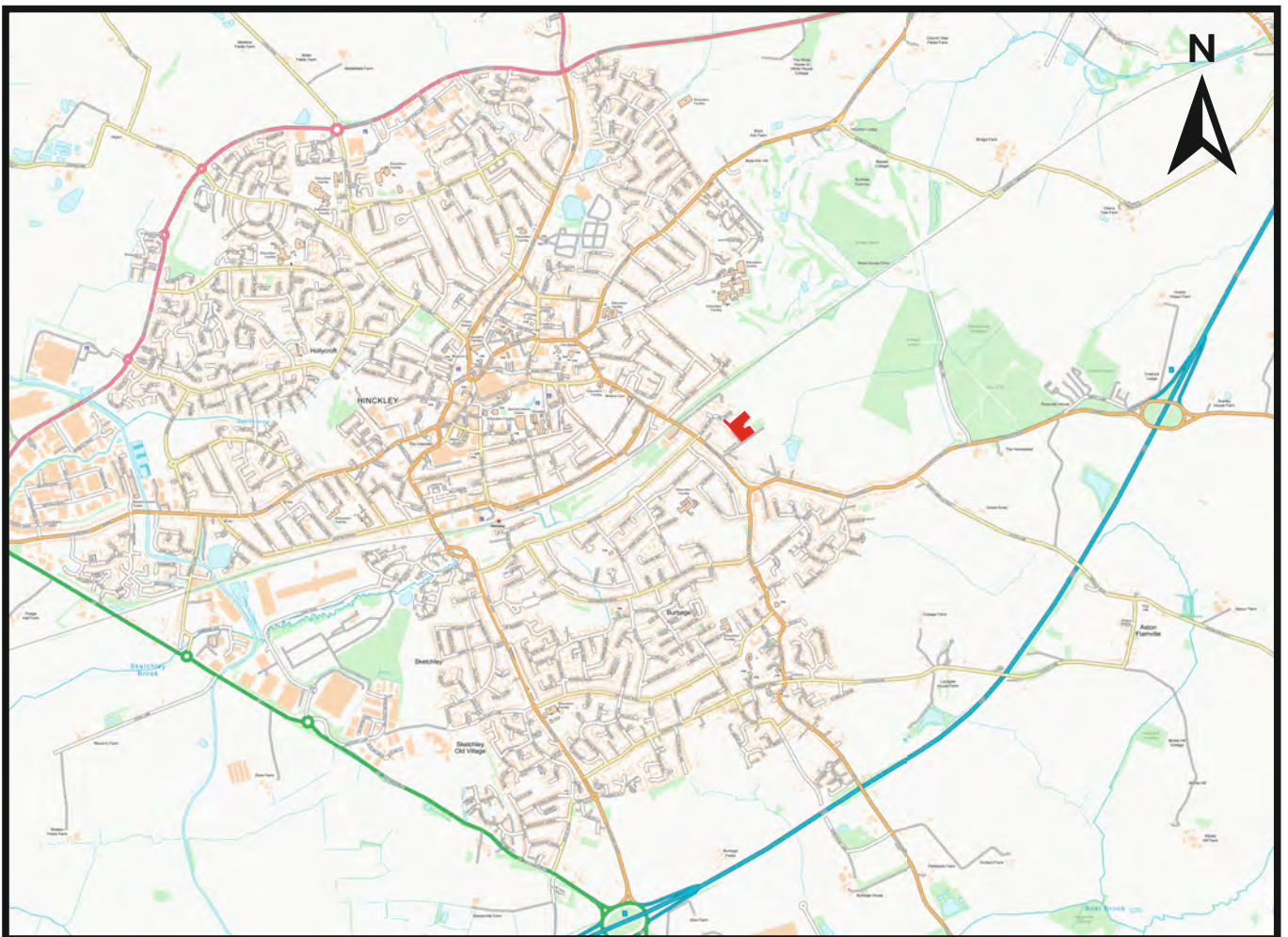
Costing

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 until the archive is deposited with the ADS (at which point the project files will be deleted from the Groundworks server).



0m 100m
1:2500

Figure 1: Site Location

