CAMBRIDGE ARCHAEOLOGICAL UNIT

Written Scheme of Investigation for Archaeological Evaluation at

Land East of Church Street and South of Bicker Road, Donington

NGR: TF 2092 3601

Accession Number: TBC
Planning Application Ref: H04-0208-20

DRAFT

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University of Cambridge
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1. BACKGROUND

1.1 Context of the project

1.1.1 The client proposes to develop the area (PDA) for the erection of two retail units, car park, landscaping and associated works, including the demolition of the existing buildings.

1.1.2 In order to inform a planning decision, the Lincolnshire County Council Historic Places Team have requested a programme of post-determination archaeological evaluation in order to assess the preservation and significance of any archaeological remains within the site. The evaluation will consist of trial trenches.

1.1.3 This Written Scheme of Investigation details the methods to be used in the evaluation, and conforms to the requirements of the MoRPHE Project Manager's Guide (2015) and Project Planning Note 3: Archaeological Excavation (2008).

1.2 Site Description

1.2.1 The PDA is located on land east of Church Street and south Of Bicker Road (A52), Donington (TF 2092 3601). It covers an area of 0.34 hectares. An outline of the site is shown in Figure 1.

1.2.2 The PDA is currently in commercial use with existing buildings occupied by a vehicle sales company. There are associated parking areas comprising gravel, concrete/tarmac, and grass areas.

1.2.3 Access to the site is via Church Street. The services for the site are predominantly located around the perimeter of the site.

1.3 Geology and topography

1.3.1 The bedrock comprises mudstones of the Oxford Clay Formation, overlying this are Tidal Flat deposits of clay and silt (British Geological Survey; http://mapapps.bgs.ac.uk/geologyofbritain/home.html ; accessed April 2021)

1.3.2 The PDA's soils are loamy and clayey soils with naturally high groundwater (Landis website).

1.3.3 The topography of the site is relatively flat at c. 4.m OD.

2. ARCHAEOLOGICAL CONTEXT

2.1 Sources

2.1.1 The following information is summarised from a heritage statement prepared by Archaeological Project Services (APS 2020).

2.2 Archaeology in the wider area

2.2.1 There have been no previous archaeological investigations within the PDA. There is a Grade I Listed building within 1km of the site, the Church of St. Mary and the Holy Rood (ML22493; List no. 1064449), and a Grade II* Listed building Church House (MLI94316; List no. 106448), with three Grade II Listed buildings between 100-200m of the PDA.

Prehistoric

2.2.2 No definite prehistoric finds or features have been identified within the PDA, and indeed, there is very little evidence for activity in the wider area down to the end of the Bronze Age with Middle Bronze Age flints recovered to the west of the village. During this period the area was

subject to a series of marine and freshwater incursions resulting in several meters of alluvium over prehistoric levels.

Roman

2.2.3 In the Roman period, Donington was located at the eastern end of the Salter's Way, a Roman Road that connected Donington to Saltersford near Grantham. Despite this little Roman evidence has been recorded in the vicinity of the PDA.

2.2.4 To the southwest a silver antoninianus coin of Emperor Gallienus (AD 253-268) was found, while to the northwest a substantial quantity of 3rd and 4th century AD pottery was recorded.

Anglo-Saxon

2.2.5 It is likely that the village of Donington was founded sometime within the Early Medieval period, although no finds have been recorded within 500m of the PDA.

Medieval

2.2.6 The village is first recorded in the Domesday Book as *Donnicture* or *Duninctune* (homestead of Dunn(a)). At this time the land was owned by the Abbot of Peterborough and contained c. 22 saltpans and 54 acres of meadow.

2.2.7 The medieval village of Donington is thought to extend into the southern part of the PDA with the church of St. Mary and Holy Rood, built in 1228, located 60m southwest of the PDA with the edge of the churchyard 15m away.

2.2.8 West of the church several sherds of medieval pottery and a silver penny of Edward I (1272-1307) was recorded. 13th-14th century pits were excavated during an archaeological evaluation undertaken along Church Street. These pits were sealed by two alluvial layers, which had been cut by late medieval and post-medieval features.

Post-medieval and Modern

2.2.9 Maps from the 18th century show no activity on the PDA, although these lack any detail. The 1973 Ordnance Survey map is the first to show buildings and the boundaries in the PDA.

3. OBJECTIVES

3.1.1 The evaluation will investigate a representative sample of the PDA to determine the location, geoarchaeological context, extent, date, character, condition, significance and quality of any surviving archaeological remains potentially affected by the proposed development.

3.1.2 The results of the evaluation will be used by the Lincoln County Council Historic Places Team to:

- determine the character, date, condition and significance of the archaeological resources, and
- define the nature and extent of any mitigation works that may be required.

3.1.3 The evaluation report will provide sufficient information for an archaeological contractor to accurately plan and cost future mitigation that may be required.

3.1.4 The results of this evaluation, both positive and negative, will contribute to the Regional Research Framework. The Regional Historic Environment Research Framework is currently undergoing a comprehensive review the aim of which is to produce an updated Historic Environment Research Framework the encompasses the needs of the historic environment sector. The project will establish an accessible, interactive Framework that can be sustained and updated going forward through an online hub

(https://historicengland.org.uk/research/support-and-collaboration/research-frameworks-typologies/research-frameworks)

4. METHODS

4.1 Standards

4.1.1 The work will be carried out in accordance with the Written Brief prepared by Lincolnshire County Council Historic Places Team (2021) CIfA's *Code of Conduct* (2014) and *Standards and Guidance for Archaeological Field Evaluation* (CIfA 2014), and the Lincolnshire County Council *Archaeological Handbook* (Jennings 2019).

4.2 Background research

4.2.1 A heritage statement has previously been prepared for the site (APS 2020), which incorporated maps, previous archaeological work, and records. This material will be incorporated into the introductory section to the report, and set the results in their geographical, topographical, archaeological and historical context. It will also inform the design and conduct of the fieldwork.

4.3 Event number and site code

4.3.1 Before work commences on site, the CAU will obtain:

- an accession number from the The Collection, Lincoln,
- an OASIS number

4.3.2 The CAU will assigned a unique site code to the project. The site code and accession number will appear on all project records.

4.4 Trenching: pre-commencement

4.4.1 Before groundworks commence, the CAU will check service plans. Where required by the services providers, services will be surveyed and any set-off appropriately marked. In particular, overhead power cables will be surveyed by UK Power Networks, and crossing points for plant agreed.

4.4.2 The CAU will confirm the following with the client, in order to minimize disruption and damage:

- Access points for plant and vehicles, and access routes within the site
- Sites for the welfare, vehicle parking and fuel storage
- Any access routes to trenching locations (for example, tramlines in crops).

4.5 Trenching layout

4.5.1 Three trenches will be machine excavated, located within accessible space and measuring a total of c.80m long and 2m wide. Their proposed location is shown in Figure 1, although these may be amended based on site conditions and findings, in consultation with Lincolnshire County Council Historic Places Team.

4.5.2 The trenches have been positioned to fit within the current space and layout of the PDA.

4.5.3 The location and length of trenches may be altered during fieldwork, to avoid ecology, obstructions, services or modern disturbance.

4.6 Trenching methods

4.6.1 Trenches will be excavated by a 16-tonne 360 excavator fitted with a 2.0m-wide toothless ditching bucket.

4.6.2 Trenching will take place under the supervision of the site director or an experienced field archaeologist.

4.6.3 Deposits will be stored separately alongside the trenches (unless otherwise agreed with the landowner).

4.6.4 Soil will be stripped to the top of archaeological deposits, or natural subsoil, whichever is exposed first. The lower levels of topsoil/subsoil will be removed in spits of no more than 0.15m to cleanly expose the surface of the natural subsoil.

4.6.5 Significant archaeological deposits will not be removed by machine unless sanctioned by Lincolnshire County Council Historic Places Team.

4.6.6 During machining, surfaces and spoil heaps will be scanned with a metal detector, and all features will be scanned with metal detector after machining. The detector will not be set to discriminate against iron.

4.6.7 Bucket samples will be taken of machine-excavated soil from each trench. These will be hand sorted to retrieve artefacts in the topsoil, subsoil and other soil layers identified. As all of the trenches are less than 50m in length these will be at either end.

4.6.8 Trenches will only be backfilled with the approval of the Lincolnshire County Council Historic Places Team.

4.7 Excavation methods

4.7.1 All archaeological features will be planned and recorded, features will only be excavated where they are positively identified, and have potential to provide information on the nature of the exposed archaeology.

4.7.2 All archaeological features will be excavated by hand, unless otherwise agreed with Lincolnshire County Council Historic Places Team. Slots through linear features will be a minimum of 1m. Discrete features will normally be half-sectioned or excavated in quadrants, unless particularly large. Relationships between features, along with structural remains/layers will be fully excavated, where doing so does not compromise the integrity of the archaeological asset. Where apparently natural features (such as tree throws or solution hollows) are identified, a sample will be hand excavated to assess their nature.

4.7.3 Features will be hand excavated to their full depth (unless unsafe to do so), in order to record their full archaeological sequence. Where the water table is encountered a submersible pump can be used if safe to do so.

4.7.4 Deep features will be excavated according to safe working methods detailed in the FAME Health and Safety in Field Archaeology Manual (FAME 2010), where open excavation may persist to a depth of 1.2m and thereafter stepping or shoring would become necessary to complete the excavation. 1.2m should be considered a rough guide only as actually depth will be determined by soil cohesion and prevailing ground conditions. In the event that features are too deep to be excavated safely, they may be sampled using a hand augur, to assess their depth and structure.

4.7.5 Significant archaeological deposits—such as artefact scatters, burials, intact structural remains or kilns—will be preserved intact, unless agreed otherwise with Lincolnshire County Council Historic Places Team.

4.7.6 Should human remains be encountered within the trenches they will be recorded *in situ* and left in place pending advice from Lincolnshire County Council Historic Places Team and the

Coroner. All human remains will be treated with respect and screened from public view. Should removal be required, a license will be obtained from the Ministry of Justice. Appropriate detailed recording will be carried out of all excavated human remains under the guidance of the CAU human remains specialist and as detailed in the Site Manual.

4.7.7 Attention will be paid to the amount of truncation to buried deposits, the presence or absence of a palaeosol or 'B' horizon and the preservation of deposits within negative features, palaeochannels and site formation processes generally.

4.7.8 If any lower soil horizons survive, they will be bucket sampled in 90 litre samples.

4.8 Recording Procedures

4.8.1 The evaluation trenches will be surveyed into the OS grid and undertaken with an Electronic Distance Measurer (EDM) and a Global Positioning System.

4.8.2 Registers will be kept of trenches, contexts, features, section drawings, photographs, samples and small finds

4.8.3 Written records will be made using the CAU's proforma recording sheets. The CAU recording system is designed to facilitate effective organisation of stratigraphic data and finds plotting.

4.8.4 The accession number will be clearly indicated on the archive paperwork and reports.

4.8.5 Each feature, layer or deposit will be given a unique context number before any hand excavation. This includes contexts for which there is no archaeological interpretation or definition at the time of excavation. This number will be recorded on context sheets and drawings. The context sheet forms the basis of the written archive but can be supplemented by Feature sheets (for complex features) as well as 'specialist' sheets such as skeleton and cremation sheets.

4.8.6 All sectioned and excavated archaeological features will be drawn at a scale of 1:20 or 1:10, as appropriate, and plans of complex features such as cremations or inhumations will be hand-drawn at a scale of 1:10.

4.8.7 Soil profiles in each trench will be recorded, and changes in surface geology will be noted and plotted.

4.8.8 The photographic record will consist of uninterpolated high-quality digital images of at least 10 megapixels, taken using a camera with an APS-C or larger sensor. Objects and excavated features will be photographed with appropriate graded scales. Archive imagery will follow current best practice by using high-quality non-proprietary files (DNG) or TIFF images.

4.8.9 In the event of the discovery of finds identified as treasure in the Treasure Act 1996, the local Coroner will be informed within 14 days of discovery. The Portable Antiquities Finds Liaison Officer and Lincolnshire County Council Historic Places Team will also be informed.

4.9 Artefact Recovery

4.9.1 artefacts will be collected, stored and processed in accordance with standard methodologies and national guidelines, including:

- United Kingdom Institute for Conservators (2012) *Conservation Guidelines No. 2*
- CIfA (2014, updated 2020) *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*
- English Heritage (1995) *A Strategy for the Care and Investigation of Finds*.
- Baker, P. and Worley, F. (eds.) 2019. Animal Bones and Archaeology: Recovery to Archive. Historic England

- Bailey, J., Dungworth, D. and Paynter, S., 2015. Archaeometallurgy: Guidelines for Best Practice. Historic England in association with Historic Scotland, CADW, the Environment and Heritage Service and the Historical Metallurgy Society
- Campbell, G., Moffett, L. and Straker, V. 2011 (2nd ed.). Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation. English Heritage.
- Historic England, 2018. Waterlogged Organic Artefacts: Guidelines on their Recovery, Analysis and Conservation.
- English Heritage, 2010. Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood.
- Mitchell, P. and Brickley, M. (eds.) 2007. Updated Guidelines to the Standards for Recording Human Remains. Chartered Institute for Archaeologists.

4.9.2 All artefacts will be collected and retained unless agreed otherwise with Lincolnshire County Council Historic Places Team.

4.9.3 Small finds (called 'Special Finds' in the CAU system) will be given a unique number and their location recorded.

4.9.4 The site archive and finds will receive immediate conservation as part of the excavation process. Further conservation needs will be discussed following the fieldwork phase.

4.9.5 Waterlogged wood and other waterlogged finds will be kept wet and transferred back to the CAU's Cambridge facilities for appropriate treatment. Advice for specialist conservators will be sought as appropriate.

4.10 Finds Assessment

4.10.1 Ceramics: basic quantifications by sherd count and weight; provisional, quantified phasing of the assemblages; a description of the range of forms and fabrics in relation to existing type series.

4.10.2 Metalwork: full quantification (by count) according to context; basic identification by object type and material, conservation needs.

4.10.3 Building materials (e.g. brick, tile, worked stone): full quantification (by count or weight as appropriate) according to context.

4.10.4 Burnt clay: full quantification (by weight) according to context; basic characterisation (i.e. daub, artefact).

4.10.5 Lithics: full quantification and basic characterisation of worked flint by count and burnt flint by weight, according to context. Likely only to occur residually.

4.10.6 Other (e.g. slag, leather, wood, clay tobacco pipe): full quantification (by count or weight as appropriate) according to context. A sample of slag will be X-rayed.

4.10.7 Conservation: Items will be selected in consultation with the appropriate specialists: metalwork, slag etc. will be prioritised for X-ray (the intention would be eventually to X-ray the remainder of the material at the post-excavation analysis stage). All conservation and storage will be carried out in accordance with UK institute of conservators' guidelines.

4.11 Environmental potential

4.11.1 The environmental data recovered are likely to fall into three main categories: animal bone, bulk samples (for charred plant remains, insects, molluscs and other preserved macrofossils) and column samples (for pollen). The level of analysis at the evaluation stage will be as follows:

- Animal Bone: quantification (by count and weight) of assemblages by context; basic species identification (quantified) where possible; and description of the condition of the bone. This information will form the basis of assessing the potential for more detailed analyses in the future.
- Bulk samples: samples will be processed and sorted with quantified summaries of the range of plant and other species present, giving an indication of the value of data recoverable from the site.
- Column samples: selected profiles will be sub-sampled and processed, sorted and assessed for pollen species counts, giving an indication of the value of data recoverable from the columns. This may be done as part of future work.

4.11.2 The environmental sampling strategy will follow guidelines outlined in Historic England's *Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation* (Campbell *et al.* 2011). Samples will be 40 litres or 100% of features, whichever is less.

4.11.3 Assessment of the environmental potential of the site through examination of suitable deposits will be arranged with a suitably qualified specialist. This may include:

- retrieval of charred plant macro and microfossils, faunal remains and land molluscs from former dry land palaeosols and features
- retrieval of plant macro and micro fossils, insect, faunal remains, molluscs, pollen and other biological remains from waterlogged deposits
- absolute dating of critical contacts.

4.11.4 All environmental samples will be flotation sieved at the CAU using a modified version of the Sirāf tank. Samples (flots) are collected in 300µm aperture meshes and remaining heavy residues washed over a 1mm mesh. The flots and heavy residues are left to naturally dry indoors prior to analysis and sorted. The fractions of the heavy residues greater than 4mm are sorted by eye. Dry flots are separated through a stack of sieves; fractions are sorted and macro-remains identified under a low power binocular microscope (6× – 40× magnification)..

4.11.5 A copy of the report of results will be sent to the Historic England Regional Science Advisor.

4.12 Discard

4.12.1 During the evaluation analysis, specialists will be asked to make recommendations regarding the discard and retention of material.

5. POST-EXCAVATION ASSESSMENT, REPORTING AND ARCHIVING

5.1 Specialist assessment

5.1.1 Each category of data and material generated during the fieldwork (site records/ stratigraphic data, each category of artefact or other find, each category of palaeoenvironmental/ economic evidence, any other data) will be examined and assessed by a suitably qualified and experienced archaeologist or specialist in line with the principles set out in Section 3.5 of MoRPHE Project Planning Note 3 (PPN3, English Heritage 2008).

5.1.2 Specialists include:

• Finds Officer	E. Banfield (CAU)
• Flint	E. Beadsmoore (CAU), L. Billington
• Prehistoric Pottery	M. Knight (CAU), S. Percival (CAU)
• Roman Pottery	A. Lyons, C. Going
• Medieval & Post Medieval Pottery	D. Hall, C. Cessford (CAU), S. Anderson

• Metalwork/glass	A. Hall (CAU), V. Herring
• Faunal Remains	V. Radjkovača (CAU)
• Environmental	V. Fryer, E. Simmons
• Geoarchaeology	E. Machicado-Murillo (CAU)
• Pollen	S. Boreham
• Wood	I. Robinson-Zeke (CAU)
• Human remains	B. Neil (CAU)
• Worked bone and antler	I. Riddler
• Industrial residue	S. Timberlake
• Worked stone	S. Timberlake
• Ceramic building materials	P. Mills
• Architectural fragments	M. Samuel
• Survey Officer	J. Matthews (CAU)
• Graphics Officer	A. Hall (CAU)
• Photography	D. Webb (CAU)
• Documentary Sources	R. Horrox

5.1.3 The report will include scale drawings of selected artefacts and any specialist reports. A draft copy of the report will be submitted to Lincolnshire County Council Historic Places Team. Once accepted, a paper copy and a digital copy of the report will be submitted.

5.2 Reporting

5.2.1 Following completion of the fieldwork and specialist assessment, a report will be produced outlining the findings. All post-excavation work will follow the formula laid out in Historic England's *Management of Research Projects in the Historic Environment* (2015).

5.2.2 The report will include:

- a non-technical summary
- site code and project number
- Planning Reference number and CHER event codes
- dates when the fieldwork took place
- a description of the background to and circumstances of the work
- a brief description of the previously known archaeology of each site
- a description of the methodology used
- an objective description of the results ('factual data' in Appendix 1; P2 of MoRPHE PPN3)
- a specialist assessment of each category of data ('statement of potential' in Appendix 1; P2 of MoRPHE PPN3)
- details of archive location and destination (with accession number, where known), together with a catalogue of what is contained in that archive
- an assessment of the archaeological significance of the deposits identified, in relation to other sites in the region
- a conclusion with recommendations for further post-excavation work, if required
- a statement of the storage and curation requirements for each category of data
- general and detailed plans at appropriate scales, showing the location of each site accurately positioned on an up-to-date Ordnance Survey base
- plans of each site at appropriate scales, with keys and north points
- detailed plans and sections of individual features where necessary
- a copy of the specification and/or project design
- references and bibliography of all sources used
- a copy of the OASIS record sheet.

5.2.3 A draft digital copy of the report will be sent to Lincolnshire County Council Historic Places Team for comment. Once approved, an printed copy and digital version will be supplied to Lincolnshire County Council Historic Places Team and the Lincolnshire Historic Environment Record.

5.2.4 A summary report will be prepared for publication in a local journal.

5.3 OASIS

5.3.1 An OASIS record will be opened on commencement of the project and completed as part of submission of the report. A copy of the completed OASIS form will be included in the report. A PDF copy of the report will be uploaded to the OASIS database within three months of submission to the Lincolnshire County Council Historic Places Team.

5.4 Archive

Physical archive

5.4.1 The physical archive will comprise:

- all registers, records, plans, section, and notebooks created during fieldwork
- all finds and ecofacts recovered
- a printed copy of the Written brief, this WSI, the final report and the OASIS form.

5.4.2 The archive will be prepared in line with the requirements of the The Collection and follow the guidance set out in Chapter 17 'Conditions of Acceptance of Project Archives' in the Lincolnshire *Archaeological Handbook* (Jennings 2019).

5.4.3 Ownership of finds rests with the landowners. However, the CAU will seek the transfer title of ownership, so that the archive and archive can be transferred to the The Collection, Lincoln.

Digital archive

5.4.4 The digital archive will be held on the CAU's secure and managed servers during the working life of the project. For long-term digital archiving and storage, the CAU will use the University of Cambridge's Apollo repository (pending confirmation of CoreTrustSeal certification) as a means of digitally archiving the electronic data such as plans, GIS, context databases, specialists' spreadsheets, and reports. If this proves inadequate to the projects needs the digital archive will be deposited with the Archaeological Data Service (ADS). The Data Management Plan (DMP) for this project can be seen in the Appendix (below).

5.4.5 The archaeological archive and its deposition will be carried out in accordance with Chapter 17 'Conditions of Acceptance of Project Archives' in the Lincolnshire *Archaeological Handbook* (Jennings 2019).

6. RESOURCES AND PROGRAMMING

6.1 Staffing

6.1.1 All staff employed by the CAU are professional archaeologists. All field staff will have a minimum of three months' experience; most have a minimum of 6–12 months.

6.1.2 The Project Manager will be Ricky Patten.

6.1.3 The field team will consist of a Site Director and an experienced field archaeologist. The Site Director has experience supervising machine stripping as well as a demonstrated track record of use of metal detectors.

6.1.4 Post-excavation finds work will be co-ordinated by the CAU Finds Officer and conform to the practices and standards described in the CIfA *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2014 updated 2020).

6.2 Timetable

6.2.1 Trial trenching is expected to take a week to complete (including backfilling of trenches).

6.2.2 Post-excavation assessment and reporting is partly dependent on the availability of specialists, but the CAU aims to produce the report within eight weeks of completing the fieldwork.

6.2.3 If there is extensive preserved wood recovered, then additional specialist assessment, along with conservation, may be required. Radiocarbon dates typically take 3 months to return from the laboratory.

6.3 Health and Safety

6.3.1 The CAU conducts its health and safety procedures on site in line with the FAME *Manual of Health and Safety in Field Archaeology* (2010). A risk assessment has been drafted, and will be updated before fieldwork commences.

6.3.2 Before work on site commences, a Safety Method Plan will be drawn up, which will include a full risk assessment. Any Safety, Health and Environmental rules in force for the project will be strictly adhered to.

6.3.3 All CAU field staff hold the recognised CSCS card qualification in health and safety.

6.3.4 Before beginning work on site, all staff will take part in a project briefing so they are made aware of specific site hazards and appropriate mitigation required. All archaeological personnel will be made aware of safety documentation and requirements.

6.3.5 Weekly 'tool box talks' will be held to reinforce ongoing health and safety training.

6.3.6 Deep features will be excavated according to safe working methods detailed in the FAME *Manual of Health and Safety in Field Archaeology* (2010), where open excavation may continue to a depth of no more than 1m and thereafter stepping or shoring becomes necessary to complete excavation. 1m should be considered a maximum rough guide only as actual depth will be determined by soil cohesion and prevailing ground conditions.

6.3.7 CAU will provide suitable accommodation for staff to shelter in poor weather and during breaks. Hand washing and toilet facilities will be provided.

6.4 Budget

6.4.1 An adequate budget has been agreed with the Client to cover the cost of fieldwork, reporting and archiving.

6.5 External monitoring

6.5.1 Lincolnshire County Council Historic Places Team will monitor the on-site evaluation. The Regional Inspector for Ancient Monuments (Will Fletcher) and the Regional Science Adviser (Zoe Outram) at Historic England will be consulted by the CAU as appropriate.

6.5.2 Any changes to the specifications that the Project Manager may wish to make after approval by Lincolnshire County Council Historic Places Team will be communicated directly for approval.

6.5.3 Lincolnshire County Council Historic Places Team will be kept informed about developments during the fieldwork and post excavation process.

6.6 Insurance

6.6.1 The CAU carries the following levels of insurance:

- Employers Liability £50 million
- Public Liability £50 million
- Professional Indemnity £10 million
- Contractor's 'all risk' £0.5 million

7. REFERENCES

APS. 2020. Heritage Impact Assessment: Land at Church Street, Donington, Lincolnshire. Unpublished report no. HS/116.

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8. APPENDIX 1: DATA MANAGEMENT PLAN

8.1 A1. Standards and procedures

8.1.1 All digital data generated during the project will be managed according to the *CAU Digital Data Management Policy and Procedures* (2021). This is consistent with:

- Forster, M. 2019, *Dig Digital. Work Digital. Think Archive. Create Access*. Historic England, CIfA and DigVentures.
- CIfA, 2014 (updated 2020) Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives
- CIfA 2014 (updated 2020) Standard and Guidance for Archaeological Excavation.

8.2 A2. Data Collection and Responsibility

8.2.1 Final responsibility for the project's digital data lies with the Project Manager. The following table outlines the main types of data anticipated to be generated, and project staff who will be responsible for each, and where these documents and data will be stored.

Document type	*Responsibility*	*Storage location*
Project documentation Final project design Contract with client Site information	Project Manager	CAU server (Projects)
Health and Safety (RAMS)	Project Manager	CAU server (Projects)
Fieldwork site registers (spreadsheet) context sheets (database) working photographs (TIFFs)	Site Director	CAU Server (Projects)
Survey site plans (scanned) section drawings (digitised) GPS/CAD data	CAU Survey lead	CAU Server (Survey)
Specialist photography site photographs artefact photographs	Graphics	CAU Server (Photographs)
Specialist assessments databases spreadsheets report text	CAU specialists External specialists	CAU Server (Projects) subcontracted specialists' computers
Project reporting text	Site Director	CAU Server (Projects)
Report illustrations figure files formatted report	CAU graphics	CAU Server (Graphics)
GIS, photogrammetry	CAU Graphics	CAU Server (Survey)
Finds finds catalogue archive catalogue project metadata	CAU Finds	CAU Server (Finds)

8.3 A3. Identification

8.3.1 A unique identification code will be used to prefix all core digital documents created during the project. All core documents will also be identified with descriptive labels (e.g. context_register, pottery_catalogue, site_photo). Version numbers will be used to distinguish documents when substantial changes are made (v1, v2, v3, etc.).

8.4 A4. Storage and backup

8.4.1 Digital data will be stored on the CAU's main server, in the allocated folders indicated above. The server is backed up hourly to offsite storage, and is provided by the University of Cambridge Information Service. Staff homeworking will transfer documents to the CAU server weekly (minimally). No core documents will be stored on desktop PCs (as these are not backed up offsite) or outside the relevant folders.

8.5 A5. Ethics and legal compliance

8.5.1 Copyright will belong to the CAU.

8.5.2 The only digital data that has been identified as requiring copyright license are Ordnance Survey maps and British Geological Survey Maps. Appropriate licensing fees will be paid (costs have been included in the budget). In the final report to the client, all copyright vector data will be 'flattened' so that it cannot be digitally extracted.

8.6 A6. Data sharing and accessibility

8.6.1 To maximise re-use of the project data, digital information will be stored in widely-used formats wherever possible (although for some specialist analyses and read-outs, as well as photogrammetry this may not be feasible)

- Final public reports .pdf
- Text .doc or .txt
- Spreadsheets .xls or .csv
- Databases (if not converted to spreadsheets) .accdb
- Survey .dwg
- GIS .shp, .shx, .cpg, .dbf, .prj, .qpj
- Photographs (uncompressed, minimum 10MB) .tiff or .raw

8.7 A7. Selection and preservation

8.7.1 This DMP will be updated by the Project Manager following post-excavation assessment.

8.7.2 The digital archive will be transferred to the University of Cambridge digital repository at the conclusion of the project.

8.7.3 An OASIS record will be opened for the project on commencement.

8.7.4 The digital archive will comprise the final versions of the following documents:

- Project Design (the project budget will be redacted)
- Final project report (both .pdf and .doc)
- CAD/survey files
- Site registers (database or spreadsheet)
- Context sheets (database)
- Finds registers (database or spreadsheet)
- Scans of site plans and section drawings
- Specialist databases, spreadsheets, diagrams

- Selected site photographs

8.7.5 The following files will not form part of the public archive deposited:

- social media posts
- illustration files
- non-final versions of all documents
- working calculations
- financial and contractual information
- any information deemed confidential or data covered by GDPR

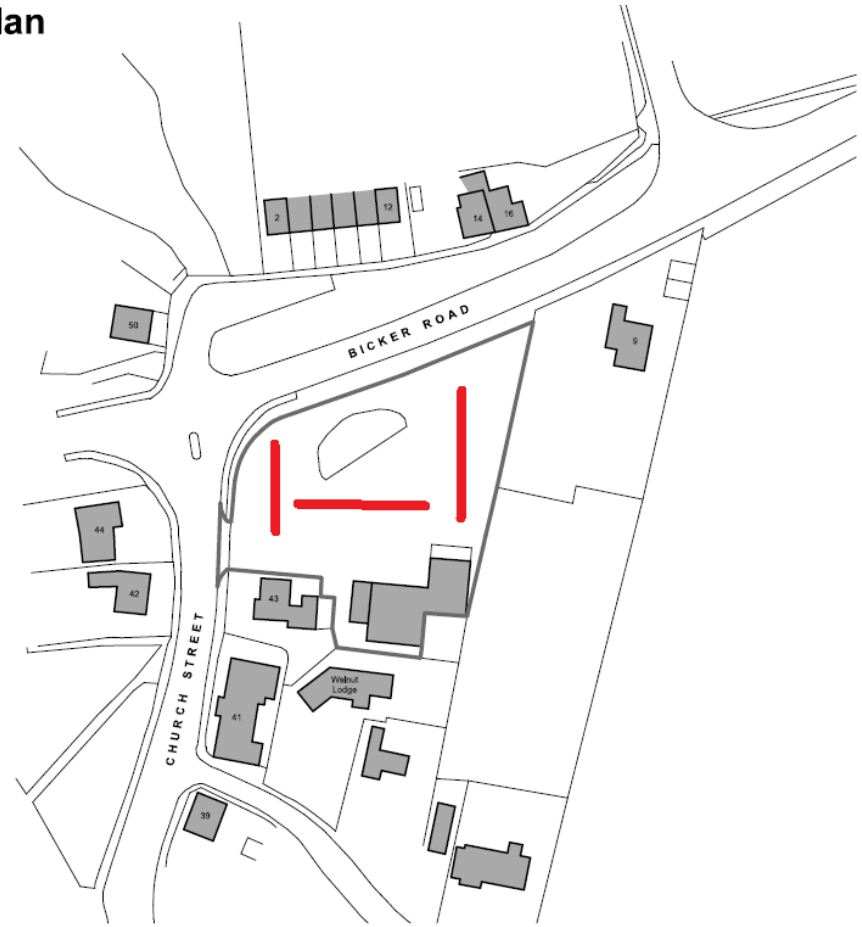
8.7.6 Site photographs will be assessed by the CAU's Graphics and Finds team, and only clear illustrative images will be included in the public archive deposited.

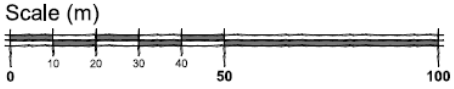
8.8 A.8 Documentation and metadata

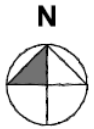
8.8.1 The archive will be accompanied by metadata listing the contents of the archive, with each file listed by name and file type, along with a brief description of the contents (where not apparent from the file name). The meta-data will also include descriptive lists of all the abbreviations and acronyms used.

9. APPENDIX 2: PROPOSED TRENCH PLAN

Site Location Plan
Scale: 1:1250







Disclaimer: This document and its design content is copyright protected © It shall be read in conjunction with all other associated project information including models, specifications, schedules and related consultants documents. Do not scale from documents. All scales stated correct at original paper size. All dimensions to be checked on site. Immediately report any discrepancies, errors or omissions on this document to the originator. If in doubt ask.

Source File:
19045 Model.pln

Rev	Date	Drawn	Note
P02	28/03/2020	JKG	Drawing status updated to 'Planning'.

MINSTER PROPERTY GROUP

JGA ARCHITECTURE & PLANNING
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Client:
Minster Property Group Ltd.

Project Title:
Proposed development at Land at Church Street, Donington

Drawing Title:
Site Location Plan

Drawing Status:
Planning

Scale	Original Paper Size
1:1250	A4
Drawn: JKG	Date: 25.03.20
Project Number: 19045	Drawing Number: 004
	Revision: P02