



**Written Scheme of Investigation
Archaeological Watching Brief
Cecil Francis Business Park
Bear Lane
Pinchbeck
Spalding
Lincolnshire
PE11 3XA**

Prepared for Mr Andy Bowser

**National Grid Reference: TF 24061 25983
Planning Reference: H14-0012-22
Accession Number: LCNCC:2022.100
Site Code: BLP22
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S. Non-technical summary

- S1 Planning consent has been granted by South Holland District Council (Planning Ref: H14-0012-22) for the “Proposed demolition of commercial buildings and HMO and subsequent construction of 3 dwellings and the change of use of offices to dwelling together with a detached garage and associated external works.” at Cecil Francis Business Park, Bear Lane, Pinchbeck, Spalding.
- S2 Condition 5 requires the implementation of a scheme of archaeological mitigation which will comprise of an archaeological watching brief.
- S3 On the completion of the investigation, a report will be produced detailing the results of the archaeological investigation. The report will consist of a narrative supported by illustrations and photographs.

1. Site location and description

- 1.1 The site is located at Cecil Francis Business Park, Bear Lane, Pinchbeck, PE11 3XA approximately 60-100m north of the junction of Bear Lane and Knight Street. The north-east boundary is formed by Bear Lane itself while the south-eastern boundary is formed by the rear garden of a private dwelling. The south-western boundary is also a garden plot for a private dwelling and the north-western boundary is formed by a cottage located immediately adjacent Bear Lane, with a residential garden to the rear. The site lies at an approximate height of 4m AOD and is centered on NGR TF 24061 25983.
- 1.2 Topographically, the site is situated in a flat, low-lying area of the Lincolnshire fens at a height of approximately 4m AOD. The BGS indicates a broad ridge of Romney Series soils extending from Surfleet and into Pinchbeck. Romney Series are typically dark brown silt or sandy silt loam and develop on roddons (infilled creeks) and may indicate a former course of the River Glen (Robson 1990, 26). Either side of the surmised roddon are soils of the Wisbech Association, coarse silty calcareous alluvial gley soils developed in stoneless marine alluvium (ibid, 36-37). These soils are developed on young marine alluvium or former estuarine deposits and overlie a solid geology of Oxford Clay.
- 1.3 The local topography describes a south-west to north-east ridge of higher ground (c. 4m) running along the line of the possible roddon with levels on either side at about 3m OD. The River Glen flows alongside the northern edge of the roddon.

2. Planning background

- 2.1 Planning consent has been granted by South Holland District Council (Planning Ref: H14-0012-22) for the "Proposed demolition of commercial buildings and HMO and subsequent construction of 3 dwellings and the change of use of offices to dwelling together with a detached garage and associated external works." at Cecil Francis Business Park, Bear Lane, Pinchbeck, Spalding.
- 2.2 Condition 5 states that:

No development shall take place until a written scheme of archaeological investigation has been submitted to and approved in writing by the Local Planning Authority. This scheme should include the following and should be in accordance with the archaeological brief supplied by the Lincolnshire County Council Historic Environment advisor on behalf of the LPA.

1. An assessment of significance and proposed mitigation strategy (i.e. preservation by record, preservation in situ or a mix of these elements).

2. A methodology and timetable of site investigation and recording
3. Provision for site analysis
4. Provision for publication and dissemination of analysis and records
5. Provision for archive deposition
6. Nomination of a competent person/organisation to undertake the work
7. The scheme to be in accordance with the Lincolnshire Archaeological Handbook.

The archaeological site work shall only be undertaken in accordance with the approved written scheme.

Reason: To ensure the preparation and implementation of an appropriate scheme of archaeological mitigation in accordance with national guidance contained in Section 16 of the National Planning Policy Framework, 2021. This issue is integral to the development and therefore full details need to be finalised prior to the commencement of works. This Condition is imposed in accordance with Policy 29 of the South East Lincolnshire Local Plan, 2019.

2.3 Condition 6 states that:

The applicant shall notify the Lincolnshire County Council Historic Environment Department in writing of the intention to commence at least fourteen days before the start of archaeological work required in connection with Condition 5 above in order to facilitate adequate monitoring arrangements.

Reason: To ensure satisfactory archaeological investigation and retrieval of archaeological finds in accordance with national guidance contained in Section 16 of the National Planning Policy Framework, 2021. This Condition is imposed in accordance with Policy 29 of the South East Lincolnshire Local Plan, 2019.

2.4 Condition 7 states that:

A copy of the final report required in connection with Condition 5 above shall be submitted within three months of the work being carried out to the Local Planning Authority and the Lincolnshire Historic Environment Record. The material and paper archive required as part of the written scheme of investigation shall be deposited with an appropriate archive in

accordance with guidelines published in The Lincolnshire Archaeological Handbook.

Reason: To ensure satisfactory arrangements are made for the recording of possible archaeological remains in accordance with national guidance contained in Section 16 of the National Planning Policy Framework, 2021. This Condition is imposed in accordance with Policy 29 of the South East Lincolnshire Local Plan, 2019.

3. Historical and Archaeological Background

- 3.1 A search was made of the Lincolnshire Historic Environment Record, secondary sources including journal articles were also consulted in the production of the historical and archaeological background.

Prehistoric

- 3.2 Earlier Prehistoric activity has not been identified within the area under investigation. It is likely that most of Pinchbeck was typically salt marsh or submerged during the Prehistoric period, though the course of the River Glen may have come through this area at this time.

Roman

- 3.3 The Romano-British period was characterised by a period of marine regression resulting in a stabilisation of the salt-marsh and the gradual reclamation of marginal coastal land. The Fenland of this period was subject to the establishment of salt manufacturing sites and agricultural expansion. Settlement was focussed on the higher ground of roddens such as that on which the site is located. Although no known Roman settlement or activity is known within the immediate study area, the Fenland Survey demonstrated that roddens provided a focus for such settlement. A single coin of Commodus was found 157m east of the site in the gardens of Pinchbeck Hall in 1742 (HER 22418). It is likely that the marginal areas were generally exploited for salt production and waterfowl.

Early Medieval

- 3.4 In the early Christian period of Anglo-Saxon England, a number of Christians sought the isolation that could be found in the wilderness of the Fens. Later classified as saints, often with close royal links, they include Guthlac, Etheldreda, Pega, and Wendreda. Hermitages on the islands became centres of communities which later developed as monasteries with large estates. Monastic life was disrupted by Danish but was revived in the mid-10th century monastic revival. In the 11th century, the whole area was incorporated into a united Anglo-Saxon England. The Fens remained a place of refuge and intrigue. It was here that Alfred Aetheling was brought to be murdered and here where Hereward the Wake based his insurgency against Norman England.

- 3.5 The British Geological Survey data suggests that the Saxon shoreline ran close to the A17 approximately 12km east of the site. Although no Saxon finds or sites are recorded in the HER the earliest reference to Pinchbeck is in a Charter made by the Laity in AD 810. This was a grant of land to Siward, Abbot of Crowland and, later, in Royal Charters dating from AD 851 where Berhtwulf, King of Mercia, granted land to Siward, Abbot of Crowland and the abbey (JSAC 2001).

Medieval

- 3.6 Domesday (1086) records Pinchbeck (HER 20150) as Pincebec (Ekwall 1991). The name probably derives from the Old English *Pinca* meaning a minnow and Old Norse *Bekkr* meaning a stream (Cameron 1998). At the time of the survey Ivo Taillebois and Guy de Craon are recorded as landowners holding the land as sokeland of their manors, respectively Spalding and Holbeach. The survey recorded roughly 800 hectares of arable land with 22 freemen, 23 villagers and 12 smallholders with four fisheries rendering 1500 eels.
- 3.7 Although salterns (salt manufacturing sites) are not mentioned in Domesday it is likely that the industry was established in the area soon after. The earliest literary reference occurs c1230 with a grant of a saltern to Robert de Pinchbeck by the prior of Spalding (Hallam 1959-60, 89). The industry must have expanded rapidly as by 1260 up to 20 sokemen were paying rent for saltern works (ibid). Spalding Priory wasn't the only landowner exploiting salt production and continued expansion is indicated by further rent returns for salterns from John de Bath in 1291. In 1327 Nigel de Pinchbeck gifted land to Bourne Abbey to make salt, a grant confirmed by the King. The closest positively identified saltern is located 2.4km east of the site (HER 23663).
- 3.8 The major agricultural base in the area at this time was the growing of oats, and after c1300AD maslin, sheep, cattle and dairy products. Flax production was also a growing industry (Hallam and Thirsk 1988, 312).
- 3.9 Land reclamation continued throughout the period, with the Newlands known as *offoldfal*. These are recorded to the north-east of the site from the mid 13th century in the Spalding Priory cartulary (Hallam 1965, 159).
- 3.10 Pinchbeck was a typically dispersed settlement with small hamlets surrounding the main focus. Medieval activity is represented by the parish church of St Mary (HER 22431) located 414m south-south-east of the site. The present church replaced an earlier, Norman, church which was partially revealed during restoration work in the 18th century.

- 3.11 Reclamation led to increased land useage and Pinchbeck appears to have continued to grow in size and wealth; from the late 13th century it was recorded as holding 646 households with a population of over 3000 (Hallam 1965, 176). In 1386 the right to hold a market was granted to Edmund de Bohun, with a further market grant awarded to the prior of Spalding in 1339 (Platts 1985). Pinchbeck was paying £40 in tax, a sum higher than most Lincolnshire settlements (Darby 1974, 137). The primary crops grown in this period were flax and grain. Earthworks, representing moats and fishponds, are visible in several locations in Pinchbeck, notably (HER 22425) in the garden of the Vicarage (485m south-east of the site) and along Rose Lane 475m to the south. Ridge and furrow survives across the northern end of the village (HER 23536).
- 3.12 Unlocated Medieval remains include a Guildhall, suggested by the street name as being located in the vicinity of Guildhall Drive, and a chapel that was mentioned in 1363 (Owen 1975, 20).
- 3.13 An archaeological watching brief undertaken at Church Street, 197m north-east of the site in 2007 revealed six ditches, two pits, a pond which appeared to be of 12th century origin. These features were sealed by an alluvial subsoil and evidence of later ridge and furrow was also present suggesting a change of land use to agricultural, possibly in the 14th century.
- 3.14 Archaeological trial trenching undertaken 700m north-west of the site (HER 23702,23703, 23704) identified a 10th-12th century pit along with a substantial 12th-14th century ditch which contained much iron working slag, suggesting the presence of smithing in the area. A series of undated features were also identified along with Late-medieval demolition deposits.
- 3.14 Undated linear features (HER 23701) were identified along Milestone Lane 308m south-west of the site. Although undated they correspond to existing boundaries and may represent an earlier incarnation of the existing property boundaries.
- 3.15 An archaeological evaluation undertaken on Milestone Lane, c. 330m south-west of the site (HER 23700) identified 12th-13th century sunken featured buildings with associated pottery and occupation material.

Post-medieval

- 3.16 From the mid 16th century, Pinchbeck with Spalding were the two largest populations in the Elloe district (Thirsk 1957, 13). An indication of the size of the settlement is indicated by the erection of a workhouse in 1776 (Noble 1993, 70) which stood where Bacons Lane meets Milestone Lane.

- 3.18 Pinchbeck was subject to enclosure by a private act of land, not including open field arable in 1801 (Tate & Turner 1978). The Holland Award 10 (1819) which covers the Pinchbeck area is held by the Lincoln Record Office (dated 1819). The development site does not appear and therefore was not part of the enclosure at this date.
- 3.19 Flax production had continued from the Medieval period as evidenced by the construction of a flax mill in 1851 (WEA 1983, 16).
- 3.20 A number of farmsteads are present within 1km of the site, these include Sandpit Nurseries (HER 26207), the Stables, a redeveloped 19th century farmhouse (HER 26206) and Cuckoo Lane Farm (HER 26070). These indicate the predominantly agricultural nature of the area in the Post-medieval period.

4. Aims and objectives of the project

- 4.1 The general aims of the project are to undertake the detailed monitoring of all development works which have the potential to impact archaeological remains and to examine by hand, record and interpret all archaeological deposits, features, structures, artefacts and ecofacts which will be impacted by the development, in order to facilitate the preservation by record of archaeological remains ahead of their physical loss. The watching brief will also provide an opportunity to identify remains of greater than expected significance ahead of their destruction allowing for further appropriate mitigation measures to be agreed.
- 4.2 The objectives of the project are:
- To establish the presence or otherwise of archaeological features within the proposed development site;
 - To mitigate the impact of the development on any identified archaeological remains;
 - To record stratigraphic information (as detailed in the methodology);
 - To retrieve finds including artefacts and ecofacts from stratigraphic contexts (as detailed in the methodology);
 - To produce a photographic archive detailing any archaeological remains encountered;
 - To produce a fully illustrated report drawing together the results and conclusions of the programme; and

- To consider the evidence within local and regional contexts, where appropriate.
- 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 All work will be carried out according to professional standards of the Chartered Institute for Archaeologists, including its Code of Conduct (CIfA).
- 5.2 All work will be undertaken following all statutory Health and Safety requirements and legislation in operation at the time of the monitoring and a Risk Assessment will be prepared for the site.
- 5.3 At the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/project/oasis/> will be initiated and key fields completed on Details, Location and Creators forms. At the end of the project all parts of the OASIS online form will be completed for submission to Lincolnshire HER. This will include an uploaded .PDF version of the entire report.
- 5.4 The archaeological monitoring will be undertaken during the groundworks phase of development and will cover all excavation works including the grubbing out of foundations, ground reduction, foundation excavation and service excavation within the development site.
- 5.5 Section drawings at a scale of 1:10 will be made of any archaeological features identified in the course of the groundworks, including representative sections of trenches at appropriate intervals. These will be related to a site plan drawing at a scale of 1:50, which may also record archaeological features and/or deposits identified. Any significant archaeological features in plan will also be recorded at a scale of 1:20.
- 5.6 Any and all artefacts found during the investigation and thought to come under the provisions of the Treasure Act (1996), will be removed from the site to a secure location, and will be promptly reported to the appropriate coroner's office.
- 5.7 Written descriptions detailing the nature of archaeological features and/or deposits encountered will be compiled on pro-forma context record sheets.

- 5.8 Where practicable, the contractor will scan the spoil from the developer's ground works for objects relating to human exploitation of the area and will record their existence or will recover them.
- 5.9 Throughout the monitoring a digital photographic record will be compiled and will comprise an overview of the site prior to work starting, and during as well as after completion of the work, and will include any excavated features, sections and other relevant details that aid interpretation.
- 5.10 Should human remains be encountered, they will be left in situ and reported to the planning archaeologist. These remains will only be excavated if absolutely necessary, but should removal be required, the appropriate Ministry of Justice Licence will be obtained prior to the removal of the remains. In addition, any remains will be reported to the local Environmental Health Department, coroner and the police will be informed, where appropriate. Any excavation of human remains will require an addendum to the WSI.
- 5.11 Any finds recovered will be bagged and labelled according to the individual context from which they were recovered for later washing and further analysis. All relevant finds will be ordered into an archive with appropriate conservation and analysis e.g. X radiography for appropriate items. Most modern material will not be retained, although notes will be made of the appropriate context. An appropriate sample of materials such as ceramic building materials will be made. Appropriate provision will be made for the application of scientific dating techniques such as radiocarbon, dendrochronology, archaeomagnetic, OSL and thermoluminescence. The advice of the English Heritage Regional Scientific Advisor will be sought in advance of the application of these techniques.
- 5.12 Where appropriate the following (but not limited to) English Heritage/ Historic England Guidance and other specialist papers will be followed:

Archaeometallurgy (2001).

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

X-radiography of Archaeological Metalwork (2006).

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

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

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

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

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

- 5.13 Environmental sampling will be undertaken (where appropriate and if required by the County Archaeologist) of the fills of relevant archaeological features and/or significant archaeological deposits as well as to allow the characterisation of soil profiles, plant remains, molluscs, faunal remains and pollen sequences. Where deposits are dry, bulk samples for the recovery of charred plant remains, small bones and finds, will be taken from sealed and datable features such as pits, ditches, hearths and floors. Each context will normally be sampled. The size of the sample is expected to be in the range of 40-60 litres per context or 100% of smaller contexts. Samples will not be taken from the intersection of features. Where deposits are wet, waterlogged or peaty, monoliths will be taken along cleaned vertical surfaces for the retrieval of pollen, diatoms, ostracods and foraminifera. For wet, waterlogged or peaty deposits, bulk samples of 20 litres will be taken from visible layers or spits for the retrieval of plant macro-remains and insects. Environmental samples from dry deposits will normally be processed by flotation following the excavation fieldwork and the residues will be sorted to retrieve small bones, small finds and charcoal that have not floated. The samples will be extracted and recorded in accordance with Environmental Archaeology (English Heritage) and in consultation with the appointed specialist and English Heritage
- 5.14 The fieldwork will be undertaken by James Roberts and /or Michael Blake and Peter Spencer (MCIfA).

6. Monitoring arrangements

- 6.1 Provision will be made for the Lincolnshire County Council Historic Environment Team (on behalf of South Holland District Council, the Local Planning Authority) to monitor the works during the fieldwork stage and any other aspect of the archaeological project as required including the post-fieldwork analysis and report preparation stages of the project.
- 6.2 A minimum notice period of fourteen days will be given to the Lincolnshire County Council Historic Environment Team of the start date of works on the site.
- 6.3 All aspects of the archaeological programme will be undertaken in accordance with this project specification.

- 6.4 Any variation to the project programme in terms of works or recording on or off site will be fully discussed and agreed with the planning archaeologist.
- 6.5 Should the Lincolnshire County Council Historic Environment team require any additional investigation which is beyond the scope of this document, then the cost and duration of these supplementary works will be negotiated between the client and the contractor.
- 6.6 Arrangements will be made for the representative of the Lincolnshire County Council Historic Environment Team for access to the site to undertake monitoring visits, and such visits will be accounted for in the final report preparation.
- 6.7 The Lincolnshire County Council Historic Environment Team shall be kept fully informed of any unexpected or unforeseen discoveries made during the course of the archaeological investigations.

7 Digital Data Management Plan

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

8. Post-fieldwork methodology

- 8.1 On the completion of the fieldwork, all of the written, drawn and photographic records produced by the archaeological monitoring will be checked, ordered, labelled (where appropriate) and catalogued to compile a distinctive site archive. A stratagraphical matrix of the archaeological features and/or deposits present on the site will be compiled.
- 8.2 All finds recovered during the fieldwork will be washed, marked and packaged according to the individual context from which they were recovered. They will also be ordered into (and form part of) the site archive. An assessment of significant finds will be made in light of general site information. Any finds requiring specialist treatment and/or conservation will be sent to the Conservation Laboratory at The Collection, Lincoln, and in consultation with the relevant curator.
- 8.3 Provision will be made for the post-excavation processing and analysis of any environmental samples taken during the course of the on-site fieldwork.
- 8.4 The site archive will be examined to enable the determination of various phases of activity on the site (if appropriate).
- 8.5 Relevant finds will be sent to specialists for identification and dating.

9. Reporting procedures

- 9.1 A report detailing the findings of the archaeological watching brief will be completed within two months after the completion of the site fieldwork. Any delays will be related 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 plans of all archaeological features and sections thereof (including representative sections); and

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

10. Archive preparation and deposition

- 10.1 The documentation and records generated by the archaeological evaluation including all written records, drawings, photographic images and the project report will be sorted and ordered in the format acceptable to The Collection, Lincoln, and to the standards and requirements as laid

out in their *Conditions for the Acceptance of Project Archives*. The archive will include a digital security copy of the documentary archive and upload of digital media to the ADS.

- 10.2 Groundworks Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by The Collection, Lincoln, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Groundworks Archaeology.
- 10.3 Groundworks Archaeology will endeavour to secure transfer of title for the archive at the beginning of the project. Should the legal owner(s) decide to retain all or part of the site archive they will be made aware of their responsibility for the future preservation and maintenance of any material element of that archive. The archive will only be transferred to the legal owner following the completion of analysis, conservation, publication and provision for long term storage and accessibility has been established. If the finds are to remain with the landowner a full paper copy of the archive shall be housed with The Collection and digital files with ADS.
- 10.4 The archive, unless retained by the client will be deposited with The Collection, Lincoln under accession number LCNCC:2022.100. A summary of the contents of the archive shall be supplied to the Historic Environment Team at the time of deposition to the museum. A summary of the contents of the archive will be supplied to the Lincolnshire HER at the time of deposition.
- 10.5 Should the investigation prove negative then the archive will comprise only of the final report lodged with Oasis.

11. Publication and dissemination

- 11.1 Copies of the final report will be deposited with the clients, the local curator (on behalf of the local planning authority), South Holland District Council and with the Lincolnshire Heritage Environment Record (including a digital copy in a .pdf format).
- 11.2 A note will be placed in 'Lincolnshire History and Archaeology' describing the results.
- 11.3 The deposition of the site archive will be in accordance with guidelines outlined in the Lincolnshire Archaeological Handbook (LCC, 2017).

- 11.4 Should the results of the archaeological investigation merit it, a note will also be placed in appropriate national journals e.g. *Medieval Archaeology*.

12. Other factors (including contingency)

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

13. Variations to the proposed scheme

- 13.1 All aspects of the archaeological programme will be undertaken in accordance with this written scheme of investigation.
- 13.2 Any variation to the project programme in terms of works or recording on or off site will be fully discussed and agreed with the planning archaeologist.
- 13.3 Should the planning archaeologist require any additional investigation which is beyond the scope of this document, then the cost and duration of these supplementary works will be negotiated between the client and the contractor.

14. Resources

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

Paul Blinkhorn
Andrew Peachey
Dr Lynne Bevan
Wendy Rogers

Medieval and Post-medieval Ceramics
Neolithic, Iron Age and Roman Ceramics
Flint implements
Environmental

Dr Tom Hoyle
Malin Holst
Dr Lyn Bevan

Geoarchaeology
Osteoarchaeology
Small finds

- 14.2 Small finds requiring conservation will be conserved by the City and County Museum Laboratory, Lincoln.
- 14.3 Recognised specialists will be sought in the event that other data are retrieved in the course of the monitoring.

15. Copyright

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

16. Ownership

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

17. Insurance

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

18. General

- 18.1 The requirements of the WSI will be met in full where reasonably practicable. The scope of fieldwork detailed in the main part of the WSI is aimed at meeting the objectives of the project in a cost-effective manner.
- 18.2 Any significant variations to the proposed methodology will be discussed and agreed with the archaeological curator in advance of implementation.

19. Bibliography

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Appendix 1

Project Data Management Plan

Project Code: **BLP22**

Project Name: **Cecil Francis Business Park, Bear Lane, Pinchbeck, Lincolnshire**

Project Manager: **James Roberts**

Client: **Mr Andy Bowser**

Date created: **6/4/22**

Date Created	Revisions	Document Ref:
15/7/2022	-	V1

Overview

This Data Management Plan (DMP) is intended to cover the digital data created during an archaeological watching brief at Cecil Francis Business Park, Bear Lane, Pinchbeck, Lincolnshire.

Data Collection

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

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

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

Methods of collection are specified within the WSI and will meet the requirements set out in the Project Brief. The data collection will also conform to ADS guidance, the Lincolnshire *Archaeology Handbook* (2019) and relevant ClfA Standards and guidance.

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

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

Data Storage and File Naming

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

- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
- All files included as part of this project archive will include an organisational identifier, the Site ID (BLP22), the file descriptor (eg Project Design) and Version number (eg V2-0).
- Final versions of files will include 'FINAL' within the filename.

Quality Assurance

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

Metadata

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

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

A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the Groundworks Archaeology server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive. The data documentation will meet the requirement of the Project Brief, The Higgins and the ADS.

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

Ethics and Compliance

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

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

Storage and Backup

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

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

Selection and Preservation

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

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, ADS). Selection will be informed by the Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

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

Data Sharing

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

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

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

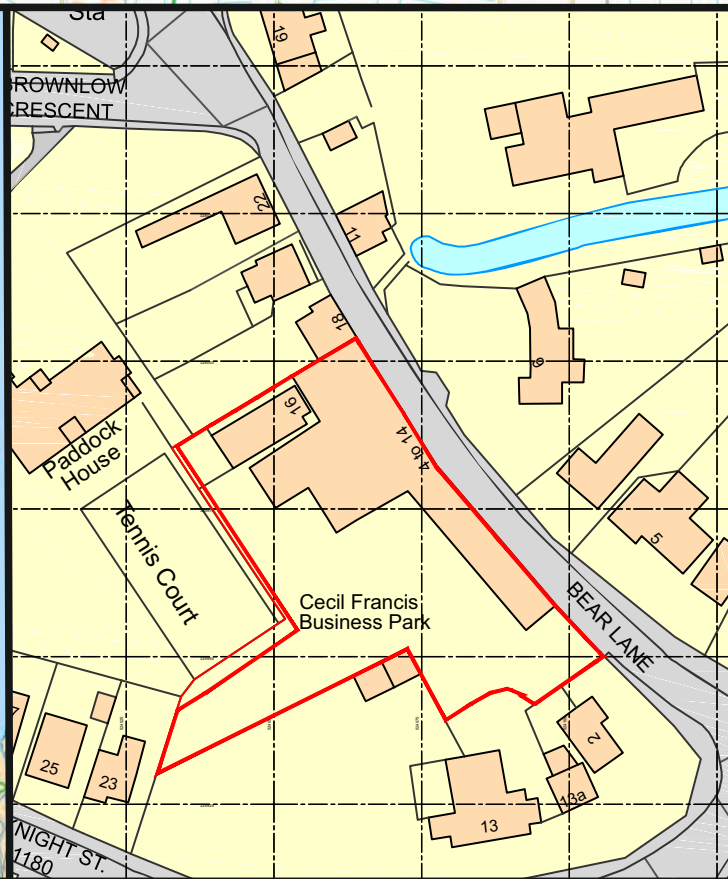
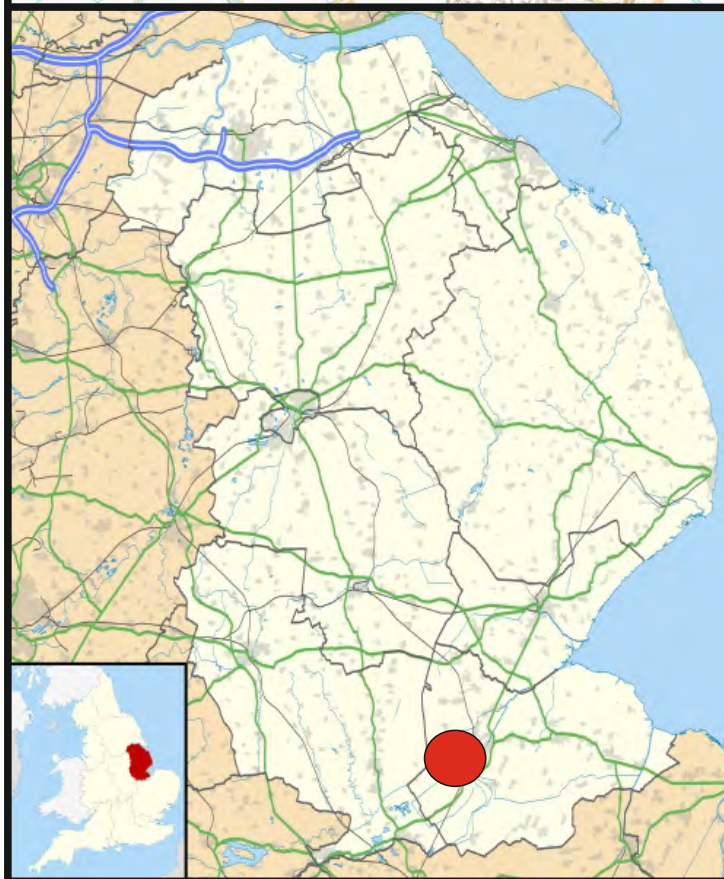
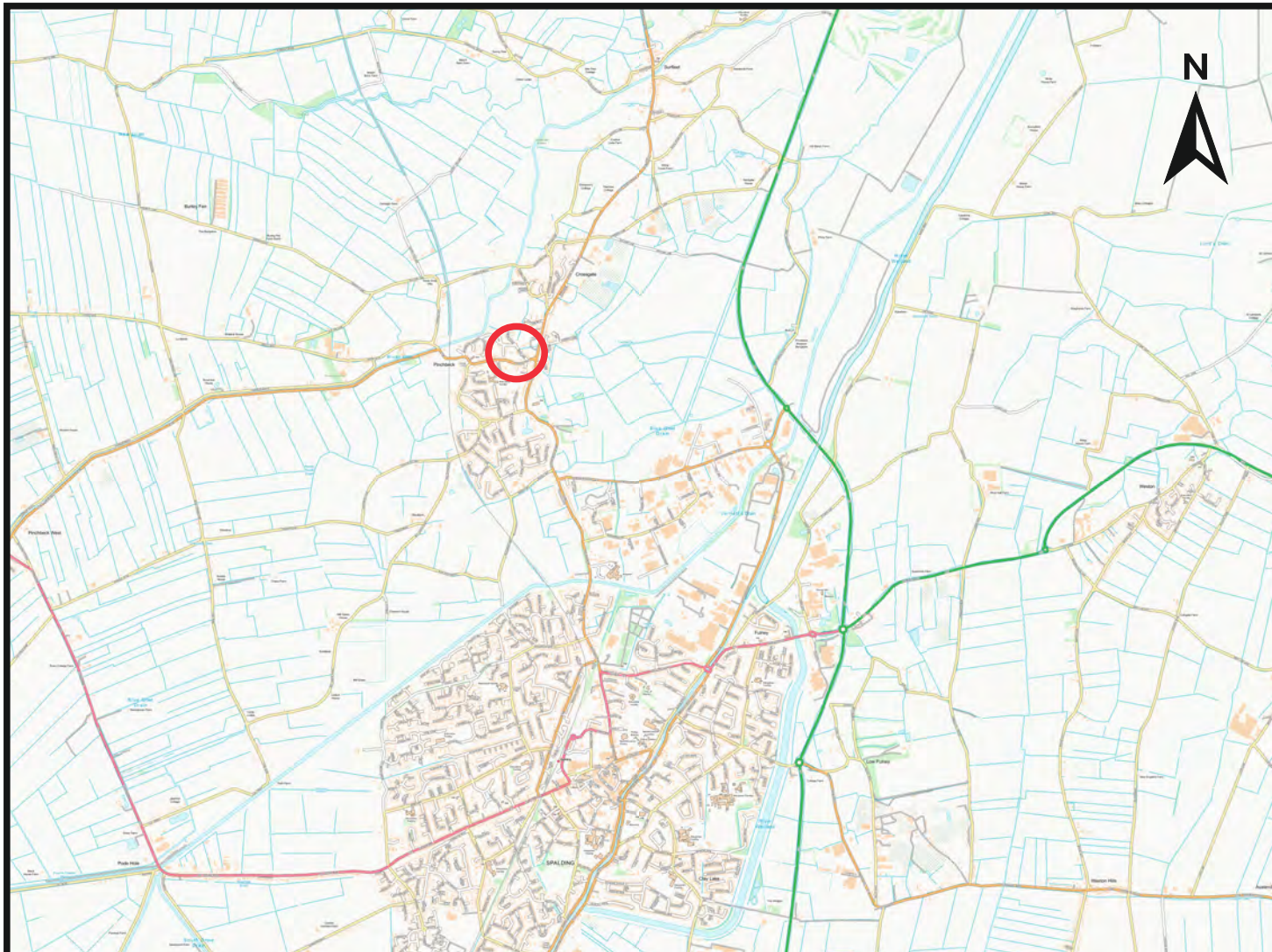
Costing

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

Responsibilities

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

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



Contains OS data Crown Copyright and database right 2020

0m 50m
1:1250

Figure 1: Site Location Plan

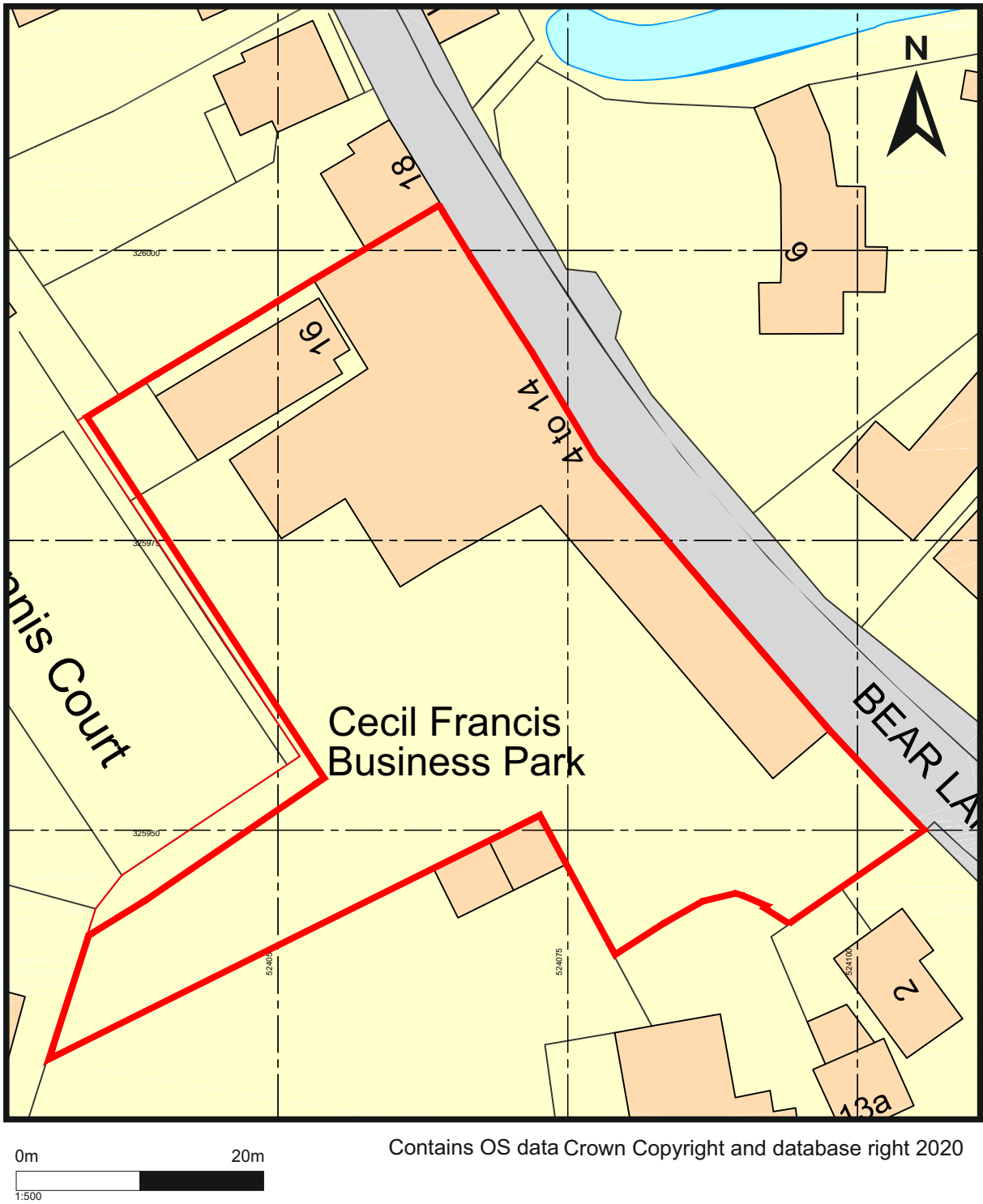


Figure 2: Site Plan