Written Scheme of Investigation

Archaeological Evaluation

Church Farm

86 Winsover Road

Spalding

Lincolnshire

May2026

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Figure 1: Site Location

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S. Non-technical summary

S1 *Planning consent has been granted by South Holland District Council (Planning Ref: H16-1057-25) for the demolition of existing buildings and erection of 6 dwellings, gardens and car parking at 86 Winsover Road Spalding.*

S2 *Conditions 5, 6, 7 and 8 require the implementation of a scheme of archaeological mitigation which will comprise of an archaeological evaluation.*

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 proposed development area (PDA) lies to the north of the A151 Winsover Road, with residential properties in all directions. It is situated slightly west of Spalding town centre within the South Holland district centred on NGR TF 24141 22560 (figure 1).

1.2 The PDA comprises an irregularly shaped area in central Spalding measuring 1711m². The site has previously been developed with commercial buildings and tarmac covers most of the site. The ground level gently slopes from 4.4m OD at the southern entrance near Winsover Road, falling to 3.46m OD at its most northerly extent.

1.3 A borehole (TF22SW61; BGS 2025a) – located just south of the site on the opposite side of Winsover Road – recorded made ground deposits containing brick fragments to a depth of 1.2m below the ground surface, above a deposit of brown sandy silt (borehole excavation ceased at 1.5m).

1.4 The bedrock geology of the area is mapped as mudstone of the Oxford Clay Formation (BGS 2025b), sealed by superficial deposits of clay and silt (Lewis 2026).

2. Planning background

2.1 Planning consent has been granted by South Holland District Council (Planning Ref: H16-1057-25) for the "*demolition of existing buildings and erection of 6 dwellings, gardens and car parking"* at 86 Winsover Road 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:

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 of archaeological investigation (WSI).

Note: This WSI applies solely to the evaluation phase. If evaluation identifies the need for mitigation, a separate WSI covering mitigation works will be required under Condition 6.

***Reason:** To ensure and secure the appropriate preparation and archaeological evaluation, prior to development, in compliance with Section 16 of the National Planning Policy Framework, December 2024. 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 and Section 16 of the National Planning Policy Framework, December 2024.*

2.3 Condition 6 states that:

No development hereby permitted shall be carried out, other than those works detailed in accordance with the written scheme of investigation approved under Condition 5, until a separate Archaeological Mitigation Strategy for the mitigation phase, has been submitted to and approved in writing by the Local Planning Authority; unless the evaluation undertaken under Condition 5 explicitly demonstrates that archaeological mitigation is not required.

The Archaeological Mitigation Strategy shall set out:

1. The scope and methodology of the mitigation (e.g. strip, map and record, excavation, monitoring)
2. Provision for analysis, reporting, publication and dissemination
3. Provision for archive deposition
4. Nomination of a competent organisation to undertake the work
5. Compliance with the Lincolnshire Archaeological Handbook

The archaeological mitigation shall be undertaken in accordance with the approved Archaeological Mitigation Strategy, and shall be completed in its entirety prior to the first occupation or use of the development hereby permitted.

***Reason:** To ensure that any archaeological remains are appropriately mitigated in compliance with Section 16 of the National Planning Policy*

Framework (December 2024) and Policy 29 of the South East Lincolnshire Local Plan, 2019.

This Condition is imposed in accordance with Section 16 of the National Planning Policy Framework, December 2024 and Policy 29 of the South East Lincolnshire Local Plan (2019).

2.4 Condition 7 requires 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 Conditions 5 and 6 above in order to facilitate adequate monitoring arrangements.

Reason: *To ensure satisfactory archaeological investigation and retrieval of archaeological finds in compliance with Section 16 of the National Planning Policy Framework, December 2024. This Condition is imposed in accordance with Policy 29 of the South East Lincolnshire Local Plan, 2019 and Section 16 of the National Planning Policy Framework, December 2024*.

2.5 Condition 8 states that:

The development hereby permitted shall not be occupied or first brought into use, until a copy of the final report required in connection with the approved written scheme of investigation, as required by Conditions 5 and 6, is submitted to and approved in writing by the Local Planning Authority. This final report shall also be submitted to the Lincolnshire Historic Environment Record within three months of completion of the work.

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 and archiving of possible archaeological remains in compliance with Section 16 of the National Planning Policy Framework, December 2024.*

This Condition is imposed in accordance with Policy 29 of the South East Lincolnshire Local Plan, 2019 and Section 16 of the National Planning Policy Framework, December 2024.

3. Historical and Archaeological Background

3.1 An archaeological desk based assessment was produced for the PDA by Oxford Archaeology (Lewis 2026) which is summarised below and should be read in conjunction with this WSI.

3.2 Assessment of the historical and archaeological baseline data indicates that archaeological remains from the Prehistoric period onwards may be encountered at the PDA. The site was situated within the hinterland of Spalding throughout the Post-medieval period, eventually becoming enveloped by the town in the mid-19th century.

3.3 There is low potential for Prehistoric and Romano-British remains to be encountered at the site, and low to moderate potential for medieval agricultural remains. The potential for Post-medieval and modern remains related to domestic, light commercial and railway activities is considered high.

4. Aims and objectives of the project

4.1 CIfA 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.” (CIfA 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:

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

Specific Research Objectives

4.4 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.

Scope of Works

4.5 The WSI applies solely to the archaeological evaluation and does not cover any mitigation works. If mitigation is required, a separate WSI will need to be prepared, agreed in principle upon with the LPA archaeological advisor, and formally submitted to the planning portal before any mitigation work begins. Please note that the HEO will not recommend discharge the archaeological condition on the basis of this document alone. It will need to be fit for purpose before it can be agreed by the HEO and the relevant condition discharged. No works can commence unless the relevant planning condition has been discharged.

5. Methodology

5.1 All work will be carried out according to the professional standards of the Chartered Institute for Archaeologists, including its Code of Conduct. 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. The project will be undertaken in line with the Lincolnshire Archaeological Handbook (LCC 2024) and the agreed WSI. The evaluation will be undertaken by James Roberts and Michael Blake, other staff may be appointed as required.

5.2 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 the Lincolnshire HER. This will include an uploaded .PDF version of the entire report.

5.3 The proposed trench layout is presented in figure 2 and comprises of two 25m x 1.80m trial trenches which represents a 5% sample of the PDA. Their locations 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 trenches will be surveyed in via DGPS and related to the National Grid. A 1% contingency will be available and only utilised in agreement with the advising Historic Environment Officer for further investigation or clarification of initial results for instance to extend trenches over whole features, and to check orientations or extents of significant remains should this prove necessary.

5.4 The evaluation trenches will be excavated to a maximum depth of 1.2m or to natural geology 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. A financial contingency will be required in this case.

5.5 The removal of overburden will be undertaken by a tracked mechanical excavator using a toothless ditching bucket. This will be carried out under constant archaeological supervision in no more than 100mm level spits (a rapid sondage will be machine-excavated at one end of each evaluation trench to confirm the full stratigraphic sequence and to identify any deeply buried land surfaces). Spoil heaps will be kept a minimum of 1 metre from trench edges to avoid material falling in and compromising the quality of the photographic records. Following the removal of topsoil and/or other overburden the trenches will be cleaned by hand to enable the identification and analysis of any archaeological features and/or deposits exposed. Machine assistance may be required (with the approval of the LCC HEO) for the excavation of very large/deep features. Appropriate provision will be made for water management during the evaluation to ensure that the objectives of the evaluation can be met. No plant or vehicles will be permitted to track over any exposed archaeology or excavated trench prior to their investigation and sign-off by the Historic Environment Officer.

5.6 Archaeological features and their spoil heaps will be metal detected. The use of metal detectors on site to aid the recovery of artefacts will be performed by a competent metal detector user. The metal detector will not be set to discriminate against iron. Metal detected finds will be plotted on suitable plans within the report.

5.7 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.

5.8 The hand excavation of any exposed archaeological features and/or deposits will be undertaken to determine their date, form and function etc. This work will 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 a minimum slot width of 1m (with particular attention to terminals and intersections) and the full excavation of 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 excavated in sufficient detail to allow meaningful characterisation. Working hollows, quarry pits, etc. will be investigated and sampled at least 50% to define their extent, date and function, with all relationships defined. 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 necessary to interpret the form, function, date etc. of the features. However, if significant or complex features are identified that would be better investigated under full excavation conditions, then investigation will be limited to necessary intrusion sufficient to establish the stratigraphic sequence. This will be agreed in written with the HEO.

5.9 All archaeological features and/or deposits will be recorded on pro-forma context recording sheets using a single context recording system.

5.10 All archaeological features and/or deposits will be drawn at an appropriate scale, generally 1:20, and sections (including a minimum 1 metre wide representative section to be cleaned and recorded in each trench) at a scale of 1:10.

5.11 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 Tiffs 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.

5.12 The precise location of each trial trench and any archaeological features therein will be tied into the National Grid.

5.13 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.

5.14 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.

5.15 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 English Heritage Regional Scientific Advisor will be sought in advance of the application of these techniques.

5.16 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 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.

5.17 In the event of discoveries of unexpected or exceptional importance being made during the evaluation, the archaeologist will signal the discovery immediately to the Planning Applicant or Agent, and the planning archaeologist in order to enable an appropriate mitigation strategy.

5.18 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/CIfAS&GFinds_1.pdf

6. Monitoring arrangements

6.1 The planning archaeologist will be kept regularly informed of the project progress and provision will be made for monitoring of the works during the fieldwork stage and any other aspect of the archaeological project as required including the post fieldwork analysis and report preparation stages of the project.

6.2 The contractor will give the planning archaeologist a minimum of 10 working days' notice prior to the commencement of fieldwork and notification when it has been completed.

6.3 LHPT will have free access to the site (subject to Health and Safety considerations) and all records to ensure the works are being carried out in accordance with this WSI and all other relevant standards. (Lincs Arch handbook: 18.5.6).

6.4 During the carrying out of a given project the monitor may make an unannounced site visit. By doing this he/she will aim to ensure that:

a) work is proceeding in accordance with the agreed project design;
b) the production of the necessary site archive is taking place in a satisfactory manner).

6.5 Unless safety considerations require otherwise, no backfilling of trenches will take place until the Historic Environment Officer has visited the site and confirmed that the evaluation has been carried out to an acceptable standard. If health and safety considerations mean that trenches need to be backfilled prior to sign off by the HEO, then appropriate Health and Safety measures will be put in place for the reopening of these trenches so that these can be appropriately inspected by the HEO and ensure that evaluation objectives are met.

7 Public Engagement

7.1 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 planning archaeologist.

8 Digital Data Management Plan

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

9. Post-fieldwork methodology

9.1 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.

9.2 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 Bianca Madden (ACR)

9.3 Provision will be made for the post-excavation processing and analysis of any environmental samples taken during the course of the on-site fieldwork.

9.4 The site archive will be examined to enable the determination of various phases of activity on the site (if appropriate).

9.5 Relevant finds will be sent to specialists for identification and dating.

9.6 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 CIfA toolkit for Recording Archaeological Materials. The CIfA 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 11.2 below).

10. Reporting procedures

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

10.2 The report will consist of:

A title page, with project name and location, national grid reference, planning reference, site code, accession number, client name, author and date;
A contents page listing report sections, illustrations and appendices;

A non-technical summary of the results of the investigation;

An introduction, site description and location;

Planning background to the project;

A section on the archaeological and historical background to the project;

A description of the methodology used in the project;

A section describing the results of the investigation;

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

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

A stratigraphical matrix;

Illustrations including plans of all archaeological features (which will include representation of break of slope) and sections thereof (including representative sections); and

Appendices comprising appropriate photographs of the site and of specific and significant archaeological features and representative sections along with a Harris Matrix as appropriate..

11. Archive preparation and deposition

11.1 The documentation and records generated by the archaeological investigation will be sorted and ordered in line with *Conditions for the Acceptance of Project Archives* for Lincoln Museum. The process will also conform to MoRPHE (HE 2015) and the CIfA document Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (2020). The archive will include a digital security copy of the documentary archive and upload of digital media to the ADS.

11.2 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 Lincoln Museum, 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.

11.3 Groundworks Archaeology will endeavour to secure transfer of title for the finds at the beginning of the project. Should the legal owner(s) decide to retain all or any of the finds they will be made aware of their responsibility for their future preservation and maintenance. The finds 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 Lincoln Museum and digital files with ADS.

11.4 The archive will be deposited with Lincoln Museum under accession number LCNCC : 2026.61.

11.5 Should the investigation prove negative then the archive will comprise of a digital archive as specified in the CIfA toolkit “Archaeological archives from sterile projects” which will be uploaded as a single document via OASIS for curation by ADS.

12. Publication and dissemination

12.1 A draft report detailing the findings of the archaeological monitoring and any further mitigation works undertaken will be completed within two months after the finalisation of the fieldwork. The report will be submitted to the planning archaeologist for approval. Following acceptance of the draft report, a PDF/A digital copy will be submitted to the Lincolnshire HER. The contractor will also deposit a full-colour paper copy of the report as part of the archive.

12.2 A note will be placed in 'Lincolnshire History and Archaeology' describing the results. Should the results of the archaeological investigation merit it, then publication in an appropriate peer reviewed journal may also be necessary.

13. Other factors (including contingency)

13.1 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.

13.2 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.

13.3 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.

14. Variations to the proposed scheme

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

14.2 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.

14.3 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.

15. Resources

15.1 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
Andy Chapman	Prehistoric Pottery
Dr Adam Sutton	Roman Pottery and CBM
Dr Lynne Bevan	Flint and small finds
Wendy Smith	Environmental
Dr Tom Hoyle	Geoarchaeology
Dr Sheila Hamilton Dyer	Zooarchaeology
Malin Holst	Osteoarchaeology
Leigh Allen	Metalwork
James Wright	Stone

15.2 Small finds requiring conservation will be conserved by Bianca Madden (ACR).

15.3 Recognised specialists will be sought in the event that other data are retrieved in the course of the monitoring.

16. Copyright

16.1 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.

17. Ownership

17.1 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 Lincoln Museum.

18. Insurance

18.1 Public indemnity of £2,000,000 with Towergate Insurance.

19. General

19.1 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.

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

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Appendix 1

Project Data Management Plan

Project Code: **WRS26**
Project Name: **86 Winsover Road, Spalding, Lincolnshire**
Project Manager: **James Roberts**
Client: **Postland Management Ltd**

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Overview
This Data Management Plan (DMP) is intended to cover the digital data created during the watching brief at 86 Winsover Road, Spalding.

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.

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

- Specific guidance:

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

Data Storage and File Naming

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

- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on ADS file naming guidance, and include version control management.
- All files included as part of this project archive will include an organisational identifier, the Site ID (BSH22), the file descriptor (eg Project Design) and Version number (eg V2-0).
- Final versions of files will include 'FINAL' within the filename.

Quality Assurance

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

Metadata

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

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

A Collection Level Metadata Summary is included in all standard archaeological projects and will be completed as the project is delivered. A working copy will be kept on the Groundworks Archaeology server in the Project Folder. The Collection Level Metadata Summary brings together the overarching project details and includes a

register of data types and number of objects included in the archive, along with all other archive components.

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

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.

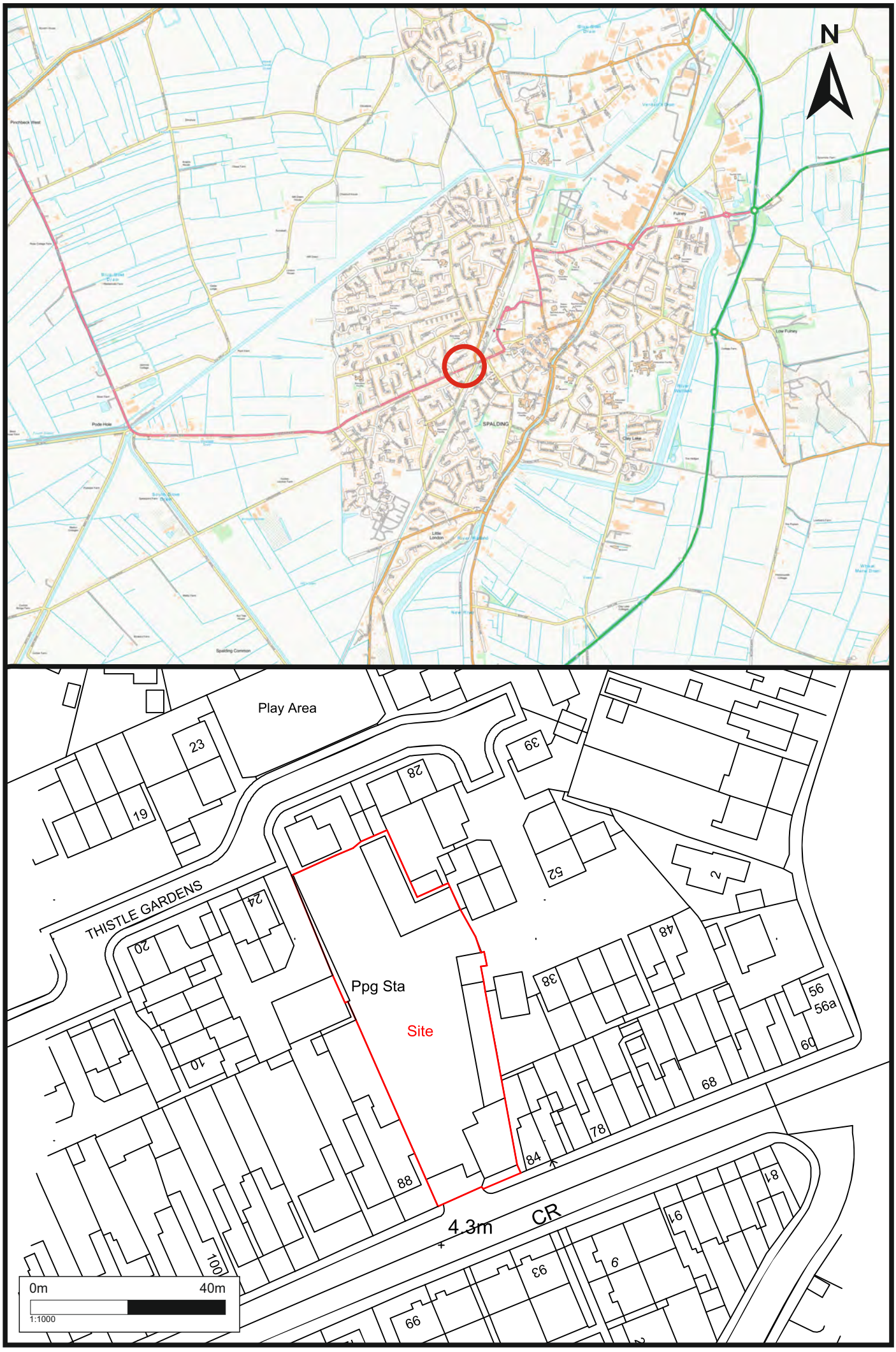
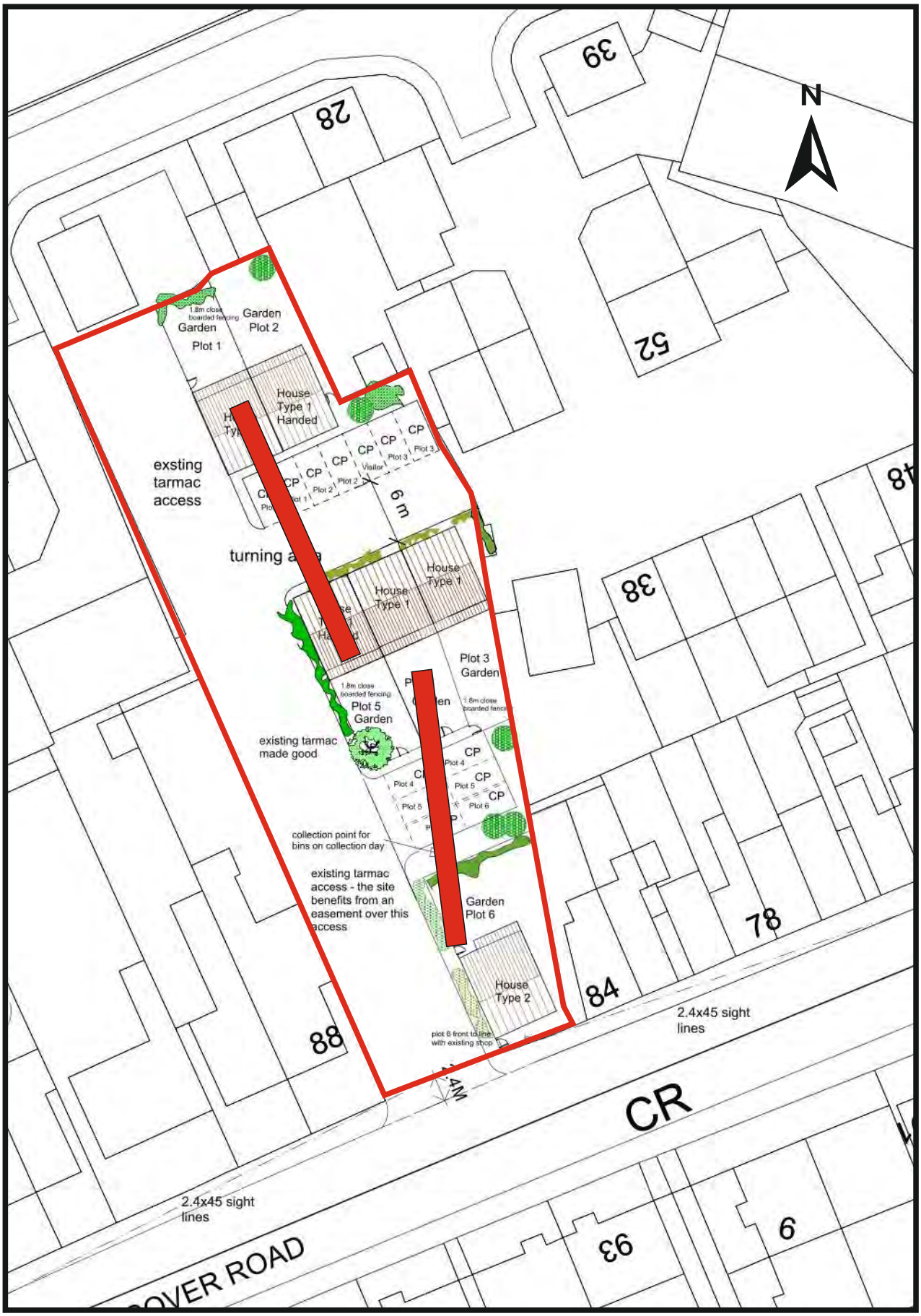


Figure 1: Site Location



Proposed Trench layout 2 x 25m x 1.80m trenches

0m 20m

1:500