# WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL EVALUATION

## BLEACHCROFT WAY
## BARNSLEY
## SOUTH YORKSHIRE

**PREPARED BY LANPRO SERVICES**
**ON BEHALF OF**
**HARRON HOMES YORKSHIRE**

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Lanpro

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Figure 1. Site location

# 1 INTRODUCTION

1.1 This Written Scheme of Investigation (WSI) has been prepared by Lanpro Services Ltd on behalf of Harron Homes Yorkshire (the client). It details the methodology for undertaking a programme of archaeological evaluation on c.9.6ha of land at Bleachcroft Way, Barnsley South Yorkshire (Figure 1).

1.2 The archaeological evaluation will comprise a programme of trial trenching to establish the presence or absence of buried archaeological remains and their nature, date, extent and significance. The results of the evaluation will be used to inform decisions on the need for further archaeological mitigation investigation and should this be required, the scope of any additional excavation will be detailed in a further WSI.

# 2 SITE DESCRIPTION

2.1 The proposed development site is located to the south of Bleachcroft Way, in the Stairfoot region of Barnsley, South Yorkshire (SE 3722 0497). It currently forms scrub land to the south and west of a small retail park. The site is bounded by a railway line and allotments to the west and agricultural land to the south.

2.2 The site has a downward slope to the north. The highest recorded value is in the south of the site and is recorded at 70m above Ordnance Datum (aOD); the lowest value is in the north of the site and is recorded at 54m above Ordnance Datum (aOD).

2.3 The recorded bedrock geology within the south of the proposed development site comprises sandstone of the Oaks Rocks formation; the north of the site comprises mudstone, siltstone and sandstone of the Pennine Lower Coal Measures Formation. No superficial deposits were recorded within the site (BGS 2022). The site is recorded as containing freely draining slightly acid loamy soils in the south of the site and the north of the site comprises slowly permeable seasonally wet acid loamy and clayey soils (Cranfield University 2022).

# 3 PLANNING BACKGROUND

3.1 A planning application (2017/0753) for approximately 250 residential dwelling houses (Use class C3), means of access and associated works was approved in May 2021. Approval was subject to several conditions, Condition 19 relates to archaeology and states:

***Prior to the submission of any reserved matters application, an archaeological evaluation of the application area will be undertaken in accordance with a written scheme of investigation that has been submitted and approved in writing by the Local Planning Authority. Drawing upon the results of the field evaluation stages, a mitigation strategy for any further archaeological works and/or preservation in situ will be submitted to and approved in writing by the Local Planning A. Thereafter the approved scheme shall be implemented.***

***Reason: To ensure that the site is archaeologically evaluated in accordance with an approved scheme and that sufficient information on any archaeological remains exists to help determine any reserved matters and to comply with Local Plan policy HE6.***

3.2 In 2021, a desk-based assessment (MAP 2021) and Geophysical survey (ASWYAS 2021) were undertaken that identified a potential for infilled features of a possible archaeological origin to be present within the site along with areas of magnetic disturbance possibly due to stripping associated with previous development to the north. Following consultation with the South Yorkshire Archaeology Service (SYAS) it was agreed that the site should be subjected to an archaeological evaluation comprising 12 trenches equating to a 1.25% sample of the site (Figure 1) to confirm the results of the geophysical survey and determine if there is the potential for archaeological remains to survive beneath the previously stripped areas. Trenches has been placed to avoid areas of Japanese Knotweed within the site (Figure 1).

3.3 A reserved matters application for 230 dwellings considering the layout, scale, appearance and landscaping was submitted in May 2021 and is currently under consideration (2021/0668).

3.4 This WSI provides a detailed methodology for undertaking the programme of archaeological evaluation work across the proposed development site. In the first instance, the evaluation is aimed at identifying, recording and sampling any archaeological features that may be present, and assessing the need for further mitigation investigation if required.

# 4 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

## Introduction

4.1 The background information provided below is a precis drawn from the archaeological desk-based assessment of the site (MAP 2021).

## Recorded Heritage Assets

4.2 The site does not contain any designated heritage assets. One non-designated heritage asset is recorded in the HER and comprises the former Stairfoot and Cudworth rail line, which ran through the west of the site between 1889 and the 1960s.

4.3 There is no recorded evidence for prehistoric or Roman activity in the application site. Mesolithic flints were found in the wider environs to the north-east of the site and at Wombwell Woods.

4.4 Cropmarks of a possible late prehistoric or Romano-British enclosure system were identified from aerial photographs taken in 1979 in the field directly to the south-east of the site.

4.5 A Scheduled Roman-British settlement is located approximately 1.6km to the south of the site at Wombwell Woods (NHLE List number: 1004796). A geophysical survey was

undertaken in 1999 that mapped the fabric of the settlement and demonstrated it comprised an irregular series of enclosures largely defined by embankments and a trackway.

4.6 There is no recorded evidence of medieval occupational activity within the application site or its immediate hinterland. It can be postulated that the site formed agricultural land in the hinterland of nearby settlements during the medieval period.

4.7 The earliest records of medieval settlement in the vicinity of the site are focused on Ardley, which is located to the north-east of the site. Although Ardley doesn't appear in the Domesday book of 1086, it is referred to as '*Erdeslaia*' in the 12th century. Etymology of '*Erdeslaia'* suggests it has old English origins meaning a woodland clearance owned by Eored.

4.8 A Scheduled medieval Cluniac priory and Benedictine monastery lies approximately 1.3km to the north of the site (NHLE List number: 1010057)

4.9 There is no recorded evidence of post-medieval activity within the application site or its immediate hinterland.

4.10 It is probable that the site formed agricultural land during the post-medieval period that was administered by farmsteads such as the nearby Grade II Listed Swaithe Hall Farm. Swaithe Hall Farm is located c. 0.3km to the south of the site and has architectural elements surviving that date to the 16th century (NHLE List number: 1151076).

4.11 The first edition 6-inch 1855 Ordnance Survey (OS) map shows the site forming agricultural land to the south-west of Ardsley. The site is divided into four fields. An old sandstone quarry is recorded in the south-west of the site, and a marshy area—which is later shown on the 1892 OS map to form a reservoir—is present in the south-east. While the area surrounding the site became increasingly urbanised during the 19th and 20th centuries, the only alteration to the fabric of the site was the construction of the Stairfoot and Cudworth line in the west of the site in 1889. The Stairfoot and Cudworth line is first shown on the 25-inch 1906 OS map and linked the Chapeltown Branch Extension to the Midland Railway until it was decommissioned in the 1960s.

4.12 The Dearne and Dove canal is shown to form the eastern boundary of the site on 19th and 20th century historic maps. The canal ran for c.10 miles between Swinton to Barnsley until it fell out of use in the early 20th century, eventually being completely abandoned by the 1960's.

4.13 Land to the south of the site is shown on the historic maps map to largely have a rural character. Several industrial works are recorded to the north of the site on the 1855 OS map, including Stairfoot Bleach and Dye Works, Stairfoot Tan yard and Stairfoot Brick Yard. Of note is Stairfoot Bleach and Dye Works, which was likely to have belonged to the vibrant linen industry that thrived in Barnsley's during the 18th and 19th centuries. Buildings associated with the works were demolished in the 1970's and replaced by modern warehouses. The name 'Bleachcroft Way' memorialises the former function of the land to the north of the site.

4.14 Areas surrounding the site were increasingly urbanised during the 20th Century. By the 6-inch 1950 OS map vast areas of land to the north and west of the site had transformed into residential areas.

4.15 Land to the east of the site was converted into a retail park at the end of the 21st century, and a retail warehouse and garden centre was constructed on land directly to the north of the site at the beginning of the 21st century. Google Earth aerial imagery from 2002 shows soil striping undertaken for the retail warehouse and garden centre to the north of the site extended into the current site.

### Geophysical survey

4.16 A geophysical (gradiometer) survey was undertaken in October 2021 by Archaeological Services WYAS. The results of the survey identified several linear and curvi-linear anomalies that were considered likely to relate to infilled features. Although the exact origin of these anomalies was not known, it was postulated that they could be archaeological, and if so, plausibly related to the possible late prehistoric or Romano-British enclosure system recorded as cropmarks in the field to the south of the site. Other anomalies were suggested to be caused by agricultural activity including a former field boundary and ridge and furrow. A high level of magnetic disturbance was present in the north of the site and corresponded with the area stripped during ground works for the retail warehouse and garden centre development on the land to the north of the site (ASWYAS 2021).

## 5 RESEARCH DESIGN

### Aims and objectives

5.1 The overall aim of the archaeological evaluation trenching will be to obtain sufficient information to establish the presence/absence, character, extent, state of preservation and date of any archaeological remains within the proposed development site. This will allow reasoned and informed recommendations to be made on the application for development of the site, and any requirements for further archaeological mitigation, the scope of which would be detailed in a subsequent WSI in agreement with SYAS. This will be achieved through the following objectives:

- To determine the location, extent, date, character, condition and significance of any archaeological remains within the proposed development site
- To excavate and record identified archaeological features and deposits to a level appropriate to their extent and significance
- To assess vulnerability/sensitivity of any exposed remains
- To assess the impact of previous land use on the site
- To assess the potential for survival of environmental/industrial residue evidence
- To inform a strategy to avoid or mitigate impacts of the proposed development on surviving archaeological remains

- To undertake sufficient post-excavation assessment to confidently interpret identified archaeological features
- To report the results of the evaluation and place them in their local and regional context
- To compile and deposit a site archive with Experience Barnsley and to provide information for the South Yorkshire SMR to ensure the long-term survival of the excavated data.

### Research Framework

5.2 The programme of archaeological evaluation will be carried out with the aim of addressing the general research parameters and objectives defined by the *South Yorkshire Historic Environment Research Framework* (Research Frameworks 2021). Possible research questions include:

- Can we shed further light upon the development of field and boundary systems?
- How can we investigate relationships between Roman and Iron Age fields systems?
- How can we investigate the hypothesis that ditched field systems went out of use in the 3rd century?
- How and why did transport infrastructure develop during the post-Medieval period and what was the impact of this?

5.3 The evaluation will also take account of the national research programmes outlined in English Heritage's Strategic Framework for historic Environment Activities and Programmes in English Heritage (SHAPE) first published in 2008.

## 6 STANDARDS AND GUIDANCE

6.1 All work will be undertaken to fully meet the requirements of all nationally recognised guidance for such work, including standards laid down by the former English Heritage (now Historic England) and the Chartered Institute for Archaeologists (CIfA).

6.2 The programme of archaeological evaluation trenching will be managed in line with the standards laid down in the Historic England guideline publication *Management of Research Projects in the Historic Environment (MoRPHE): Project Managers Guide* (2015a) and the MoRPHE Project Planning Note 3: Archaeological Excavation (PPN3) (2008), as well as to meet the requirements of the National Planning Policy Framework (NPPF; Chapter 16: 'Conserving and enhancing the historic environment'; revised 2021). Any excavation carried out as part of the evaluation will be undertaken using recording standards detailed in the *Archaeological Field Manual* (MOLAS 1994).

6.3 Guidance of particular relevance to the programme of works are:

- *Regional Statement of Good Practice for Archaeology in the Development Process: Yorkshire, the Humber and the North East* (SYAS 2011)
- *Standard and guidance for archaeological field evaluation* (CIfA 2020a)
- *Standard and guidance for archaeological excavation* (CIfA 2020b)

- *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2020c)
- *Management of Research Projects in the Historic Environment: PPN3: Archaeological Excavation* (English Heritage 2008)

# 7 ARCHAEOLOGICAL EVALUATION METHODOLOGY

## Project Initialisation

7.1 Lanpro will inform SYAS at least one week in advance of the commencement of fieldwork.

7.2 Experience Barnsley will be contacted to arrange for the project archive to be created and deposited in accordance with their deposition and archiving standards, in advance of the commencement of fieldwork. All works will be archived under an accession number to be obtained by the appointed archaeological contractor from Experience Barnsley, who will complete the required archive deposition forms.

7.3 Note that in accordance with regional policy, the appointed archaeological contractor must notify Experience Barnsley at project initiation, mid-point review and completion stages to discuss archaeological archiving requirements (template forms are available from the SYAS website).

7.4 Before fieldwork commences the appointed archaeological contractor will compile an OASIS online record will be initiated and key fields completed on the Details, Location and Creator forms.

## Trial Trenching

7.5 The configuration of the trial trenches has been agreed with the SYAS Archaeologist and comprises 12 no. 50m by 2m trenches.

7.6 The trench locations will be accurately tied into the Ordnance Survey National Grid using survey grade GPS and all trenches will be scanned with a cable avoidance tool (CAT) and signal generator (Genny) prior to excavation. Copies of service plans will be made available prior to excavation.

7.7 Overburden across the trenches will be stripped using a mechanical excavator fitted with a 2m wide toothless grading bucketdown to the first archaeological horizon or natural sub-soil. All excavation by mechanical excavator will be undertaken under direct archaeological supervision, by a suitably experienced and qualified archaeologist, with one archaeologist responsible for monitoring each excavator. Mechanical excavation will cease at either undisturbed natural deposits or when archaeological deposits are identified.

7.8 Spoil from mechanical excavation will be scanned by eye and by metal detector to aid the recovery of artefacts, and topsoil and subsoil will be stored separately.

7.9 All archaeological features and deposits revealed will be cleaned and excavated in an archaeologically controlled and stratigraphic manner, in order to establish their extent, form, date, function and relationship to other features. All features will be investigated to understand the full stratigraphic sequence down to naturally occurring deposits. The depth and nature of colluvial or other masking deposits will be established across the site.

7.10 There will be a presumption of the need to cause the minimum disturbance to the site consistent with adequate evaluation. Significant archaeological features (e.g. solid or bonded structural remains, building slots or postholes), will be preserved intact even if fills are sampled. For linear features, minimum 1m wide slots should be excavated across their width. For discrete features, such as pits, 50% of their fills will be sampled.

7.11 Any excavation, by machine or by hand, will be undertaken with a view to avoiding damage to any archaeological features or deposits which are demonstrably worthy of preservation in situ.

7.12 Should the excavation of the trenches reach 1m in depth (or limit of safe working depth) without natural geology being encountered, a machine dug sondage will be excavated in order to establish the depth of natural geology. Where depth of excavation is required to be greater than 1m, suitable stepping will be employed.

7.13 All identified finds and artefacts will be collected and retained, and bagged and labelled according to their context. Finds of significant interest will be given a 'small finds' number, and information on their location will be entered on a separate pro-forma sheet. No finds will be discarded without assessment by an appropriate finds specialist.

7.14 A full written, drawn and photographic record will be made of all features revealed during the course of the archaeological evaluation. Plans will be completed at a scale of 1:20 (as appropriate), with section drawings at a scale of 1:10. All plans will be tied in with the Ordnance Survey National Grid with levels given to above OD.

7.15 The photographic record, will utilise 35mm black and white negative film, supplemented by high resolution digital photography of a minimum of 10 megapixels and in RAW format.

7.16 The photographic record will be maintained throughout the course of the fieldwork and will include as a minimum:

- the site prior to commencement of fieldwork
- the site during work, showing specific stages of fieldwork
- the layout of archaeological features within each trench
- individual features and, where appropriate, their sections
- groups of features where their relationship is assessed to be important

7.17 All digital photography will follow the Historic England guidance for digital image capture (Historic England 2015b). All images will have accompanying metadata specifying; photo ID,

capture device, converting software, colour space, bit depth, resolution, date of capture, photographer, caption, and any alterations made to the image.

### Palaeoenvironmental Sampling Strategy

7.18 Soil samples will be taken from all suitable features or deposits for palaeoenvironmental and industrial residue sampling. This will comprise the removal of a bulk sample from every securely sealed and hand-excavated context, excepting those with excessive levels of residuality or those with minimal 'soil' content (such as building rubble).

7.19 Bulk samples will comprise representative 40 litre samples. Where a context does not yield 40 litres of material, smaller samples will be taken (the maximum amount of material practicable to collect). Bulk samples will be used to recover a sub-sample of charred macroplant material, faunal remains and artefacts where necessary, and any industrial residues.

7.20 If buried soils or other deposits are encountered, column samples may be taken for micromorphological and pollen analysis. Environmental material will be stored in a controlled environment and specialists consulted during the course of the work if necessary.

7.21 The post-excavation processing of all palaeoenvironmental samples will be undertaken in line with the requirements of the former English Heritage's (now Historic England) publications *Archaeological Science at PPG16 Interventions: Best Practice Guidance for Curators and Commissioning Archaeologists* (2006) and *Environmental Archaeology: A guide to the theory and practice of methods from sampling and recovery to post-excavation* (2011).

### Human Remains

7.1 The discovery of human remains is not anticipated during the evaluation fieldwork. However, should these be encountered then the archaeological contractor must contact the Ministry of Justice for an appropriate licence and MEAS will be informed. The contractor will comply with all statutory consents and licences under the Disused Burial Grounds (Amendment) Act, 1981 or other Burial Acts regarding the exhumation and interment of human remains.

7.2 If human remains are encountered, they will be cleaned with minimal disturbance, prior to recording and removal, following receipt of the required Ministry of Justice licence. Investigation and excavation of human remains will be undertaken by, or under supervision of, suitably experienced specialist staff and in accordance with former Institute of Field Archaeologists (IFA) guidelines *Excavation and Post-excavation Treatment of Cremated and Inhumed Human Remains* (McKinley and Roberts 1993) and the *Updated Guidelines to the standards for recording human remains* (Mitchell and Brickley 2017). Assessment of excavated human remains will be undertaken in line with English Heritage guidelines *Human Bones from archaeological sites: Guidelines for the production of assessment documents and analytical reports* (English Heritage 2004). The archaeological contractor will comply with all reasonable requests of interested parties as to the method of removal, re-interment or disposal of the

remains or associated items. Every effort will be made, at all times, not to cause offence to any interested parties.

7.3 If required a qualified and experienced osteoarchaeologist will undertake site visits to discuss the recording and assist in the removal of any human skeletal remains.

### Scientific Dating

7.4 Provision will be made to recover material suitable for radiocarbon, archaeomagnetic, dendrochronological and other scientific dating. Where material suitable for dating is recovered, sufficient dating will be undertaken at a post-excavation stage to meet the aims of the evaluation.

### Other Finds

7.5 Finds will be exposed, lifted, cleaned, conserved, marked, bagged and stored in accordance with the guidelines set out in United Kingdom Institute for Conservation's Conservation Guidelines No. 2 (1990) and the CIfA guidelines *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* (2020d).

7.6 All finds and samples will be treated in a proper manner during the excavation and post-excavation stage and to standards agreed in advance with Experience Barnsley.

7.7 If required, conservation will be undertaken by approved conservators in line with the *First Aid for Finds* guidelines (Watkinson and Neal 1998). In accordance with the procedures outlined in English Heritage's MoRPHE PPN3 (2008), significant iron objects, a selection of non-ferrous artefacts (including all coins), and a sample of any industrial debris relating to metallurgy should be X-radiographed before assessment.

7.8 For ceramic assemblages, recording will be carried out in a manner compatible with existing typological series in local pottery reference collections. The guidelines for handling post-Roman ceramics produced by the Medieval Pottery Research Group will also be followed (MPRG 2001).

7.9 The terms of the Treasure Act 1996, as amended, and the Treasure (Designation) Order 2002 will be followed with regard to any finds that might fall within its purview. All finds of gold and silver, and associated objects, will be reported to the coroner according to the procedures relating to the Treasure Act 1996 (and the act's amendment of 2003 to include prehistoric objects such as Bronze Age metalworking hoards and other non-precious metal items), after discussion with the client, SYAS and the Finds Liaison Officer.

7.10 Ownership of any finds recovered during archaeological works rests with the landowner except where other law overrides this (e.g. Treasure Act 1996, Burial Act 1857). However, Lanpro will seek to obtain 'in principle' agreement from the landowner to donate the recovered artefacts to Experience Barnsley.

### Unexpectedly Significant or Complex Discoveries

7.11 Should unexpectedly extensive, complex or significant remains be uncovered that warrant, in the professional judgment of the archaeologist on site or SYAS, more detailed recording or extensive excavation than is appropriate within the terms of the WSI, the scope of the WSI will be reviewed.

7.12 In the event of a review of the WSI being required, Lanpro will contact the client and SYAS with the relevant information to enable them to resolve the matter. This is likely to require an on-site meeting between the relevant stakeholders to review the archaeological remains on-site and identify a way forward.

7.13 Any variations to this WSI will be put in writing and agreed by the relevant stakeholders including SYAS and the client.

7.14 Where further fieldwork is not to be undertaken but assessment has identified the need for further analysis, this will be completed drawing upon the contingency allowed.

### Plant and Equipment

7.15 The archaeological contractor on site will be responsible for the provision of all required welfare, plant, and health and safety equipment.

### Post-Excavation Assessment and Reporting

7.16 The post-excavation assessment work will comprise the following:

- checking of drawn and written records during and on completion of fieldwork
- production of a stratigraphic matrix of the archaeological deposits and features present on the site, if appropriate
- cataloguing of photographic material
- cleaning, marking, bagging and labelling of finds according to the individual deposits from which they were recovered.
- Processing and assessment of environmental samples
- Finds requiring specialist conservation will be sent to appropriate specialists for assessment, including identification and initial dating

7.17 Unless otherwise agreed with SYAS, an assessment report detailing the findings of the archaeological evaluation trenching will be prepared within six weeks of the completion of site works (dependant on receiving specialist reports) and will consist of the following:

- Title page detailing site address, site code and accession number, NGR, author / originating body, client's name and address
- Non-technical summary of the findings of the evaluation
- Description of the topography and geology of the site

- Description of the archaeological background to the site
- Description of the methodologies used during the evaluation
- Description of the findings of the evaluation
- Factual assessment of stratigraphic evidence
- Factual assessment of the artefactual evidence, where applicable
- Factual assessment of the environmental evidence
- Interpretation of the archaeological features exposed and their context within the surrounding landscape, and in their local and regional context
- An assessment of the archaeological potential of the stratigraphic, artefactual and environmental records
- Recommendations for further archaeological work, as required
- Conclusions
- Site and trench location plans and plans of each of the trenches
- Section drawings of the excavated archaeological features
- Specialist reports on the artefactual / ecofactual remains from the site
- Appropriate photographs of specific archaeological features
- A full context list
- Details of archive location and destination, together with a catalogue of what is contained in that archive
- Copy of the OASIS entry form and any entry updates
- Appendices, illustrations and figures, as appropriate
- References and bibliography of all sources used

7.18 For ceramic assemblages, recording will be carried out in a manner compatible with existing typological series in local pottery reference collections, e.g. the South Yorkshire and north Derbyshire medieval ceramics reference collection. The guidelines for handling post-Roman ceramics produced by the Medieval Pottery Research Group will also be followed (MPRG 2001).

7.19 Depending on the results of the evaluation trenching, recommendations for further archaeological investigation and/or post-excavation analysis will be made in the report, following discussion with SYAS. If further work is required, the methodology for this will be detailed in an additional updated WSI.

7.20 The results of the work will be related to the relevant known archaeological information held on the South Yorkshire SMR. It will include, where relevant, examination of all readily available cartographic sources to record evidence for historical or archaeological sites, and history of previous land uses. Where relevant and permitted, photographs, photocopies or traced copies will be presented in the report. This will also incorporate an assessment of the

potential for documentary research that would contribute to the archaeological investigation of the site.

7.21 A copy of the assessment report will be submitted to SYAS for approval within six weeks of the completion of fieldwork unless other arrangements are agreed, and subject to receipt of specialist reports. Following acceptance, a copy of the report will be provided to the South Yorkshire SMR. Where appropriate, a copy of the approved report will be sent to Experience Barnsley. A digital vector trench plan can be included with the report, compatible with industry standard GIS software for integration in the South Yorkshire SMR.

7.22 Provision will be made for publicising the results of the work locally, e.g. by the appointed archaeological contractors presenting a paper at South Yorkshire Archaeology Day, talking to local societies, and providing an illustrated summary of the results for SYAS's annual review Archaeology in South Yorkshire.

# 8 ARCHIVING AND DATA MANAGEMENT

## Introduction

8.1 If required, the full digital archive relating to the archaeological evaluation be submitted to the Archaeology Data Service (ADS). This will include copies of the reports on both elements of the work, records, digital data and photographic material. If any artefactual material is recovered during the archaeological evaluation, that is assessed to warrant retention, a copy of the archive, including these finds, will be accessioned to Experience Barnsley.

## Archive Content

8.2 The archive for all stages of the work will be prepared in accordance with the CIfA guidelines detailed in *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (CIfA 2020c) and the *Archaeological and deposition policy for museums in Yorkshire and the Humber* (Turnpenny 2012). The preparation of the archive will also be informed by the *Guidelines for the preparation of Excavation Archives for long–term storage* (United Kingdom Institute for Conservation, 1990), *Standards in the museum care of archaeological collections* (Museums and Galleries Commission 1994), and in accordance with any museum deposition guidelines.

8.3 The landowner will be encouraged to transfer ownership of any finds recovered during the evaluation to Experience Barnsley.

8.4 Adequate resources will be provided to ensure that all records are checked and internally consistent. Archive consolidation will be undertaken immediately following the conclusion of fieldwork and will include the following work:

- the site record will be checked, cross–referenced and indexed as necessary

- all retained finds will be cleaned, conserved, marked and packaged in accordance with all professional guidelines
- all retained finds will be assessed and recorded using pro forma recording sheets, by suitably qualified and experienced staff. Initial artefact dating will be integrated within the site matrix
- all retained environmental samples will be processed by suitably experienced and qualified staff

8.5 The archive will consist of paper records and digital data, as well as finds and samples as selected. Not all material collected or created during the course of the works will require preservation in perpetuity, and the final contents of the archive will be subject to selection prior to the accession of the archive to a relevant museum, in line with a Selection Strategy to be agreed with these institutions, the client and SYAS.

8.6 The selected contents of the archive will be appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities. Selection will be focused on selecting what is to be retained to support these future needs. Methods for disposing of de-selected material will be agreed with the landowner and other relevant stakeholders.

8.7 An OASIS form will be completed for the project and an electronic copy of the final report and the digital archive deposited with the ADS.

### Data Management

8.8 A Data Management Plan will be created and managed by the appointed archaeological contractor on commencement of the project, which will outline the strategy for the sharing and preservation of the project's digital data.

8.9 The Data Management Plan will be produced in line with CIfA standards (2020c) and guidance produced by the ADS (2014), and will include;

- Details of data that will be generated during the work
- Type of file formats to be used (e.g. .doc, .pdf., .dwg., .shp, etc.)
- Methods of data collection or capture (e.g. GPS/Total Station/digitising hard copies)
- File naming conventions (e.g. ADS naming conventions)
- Metadata, standards and quality assurance measures
- Plans for sharing data
- Ethical and legal issues or restrictions on data sharing (e.g client confidentiality etc.)
- Copyright and intellectual property rights of data
- Data storage and back-up measures
- Data management roles and responsibilities

- Costing or resources needed (ADS archiving costs etc.)

8.10 The digital archive will be produced using industry standard file formats, with a clear file structure that allows these to be easily shared with all stakeholders, and allows the data to continue to be preserved and shared with the public through, for example, the SMR.

8.11 The data comprising the digital archive will comply with the English Heritage (now Historic England) guidance on historic environment data standards, MIDAS Heritage; the UK Historic Environment Data Standard (English Heritage 2012).

8.12 It is anticipated that the repositories to which the digital archive are submitted (e.g. South Yorkshire SMR/ADS) will have in-house Data Management Plans to allow for the long term preservation of the digital archive data, including plans for data back-up and migration to new digital formats as these emerge.

# 9 TIMETABLE

9.1 The timetable for the fieldwork will be determined upon appointment of the archaeological contractor and in line with the clients programme of works. However, it is expected that the start date will be before 25th April 2022. SYAS will be notified of any changes to the start date.

9.2 It is estimated that the programme of archaeological evaluation trenching will take between one and two weeks on site depending on the nature and complexity of any archaeological remains identified, and the extent of work agreed with SYAS.

9.3 An assessment report will be produced within six weeks of completion of the evaluation fieldwork, subject to the complexity of any archaeological features encountered, and any requirements to undertake specialist assessment of finds and samples.

# 10 STAFFING

10.1 Karl Taylor (MCIfA; Principal Archaeologist, Lanpro) will oversee management of the project and will monitor the work on behalf of the client.

## Evaluation Trenching

10.2 The archaeological evaluation trenching and post-excavation works will be undertaken by a suitably qualified and experienced professional archaeological contractor, that will adhere to the CIfA Code of Conduct and all appropriate standards and guidance. Details of the CVs of key personnel and specialists will be provided to SYAS in advance of the commencement of fieldwork, following appointment of the archaeological contractor. The appointed archaeological contractor's Project Manager for the project will be able to demonstrate competence and experience of managing archaeological projects of a similar size, nature and complexity. Assessment and analysis of finds, environmental samples and human remains

will be undertaken by suitably qualified and experienced specialists, if required and a list of specialists will be sent to SYAS for approval prior to commencement of the fieldwork.

## 11 MONITORING

11.1 SYAS will be given at least one week's notice of the commencement of the archaeological works and will be free to visit the site by prior arrangement. SYAS will monitor implementation of the programme of archaeological works on behalf of Barnsley MBC and evaluate the work undertaken on site against the methodology detailed in this WSI.

11.2 SYAS will be responsible for considering any changes to the agreed scope of works. Any such changes will be agreed in writing with relevant stakeholders prior to commencement of on-site works, or at the earliest opportunity. SYAS will be afforded the opportunity to inspect the site and all records of the appointed archaeological contractor at any stage of the work.

## 12 COMMUNICATION

12.1 The appointed archaeological contractor will provide weekly updates to Lanpro via email and telephone. Any issues that arise on site or during the post-excavation stages should first be addressed by the archaeological contractor directly to Lanpro, who will then liaise with the client, SYAS and any other stakeholders in order to resolve the matter.

12.2 In the event of issues arising regarding the implementation of this WSI, or the scope or methodology of the proposed works, these will be resolved in the first instance by contacting Lanpro who will liaise with the client and the SYAS to determine a solution. Should the issue not be resolved remotely a meeting will be held between key stakeholders to facilitate discussion of the issues and identification of a suitable strategy for progress to be agreed by all parties.

## 13 COPYRIGHT AND PUBLICITY

13.1 Copyright of the documentation prepared by the archaeological contractor and specialist sub-contractors should be the subject of additional licences in favour of the client, Lanpro, Sheffield Archives and SYAS to use such documentation for their commercial, statutory or educational functions, and to provide copies to third parties as required, in perpetuity.

13.2 Under the *Environmental Information Regulations* (EIR 2005), information submitted to the HER becomes publicly accessible, except where disclosure might lead to environmental damage, and reports cannot be embargoed as 'confidential' or 'commercially sensitive'.

13.3 It is recognised that the project may identify remains which are of interest to the public and these may be publicised through appropriate media. Any publicity for the project proposed by the archaeological contractor should be approved by Lanpro and the client.

13.4 The appointed contractor will not issue any information on the work through media, internet or social media without prior agreement with Lanpro and the client.

13.5 Care will be taken to ensure that any publicity does not compromise the security of archaeological remains that may have been identified or recovered. Any approaches by the press to the archaeological contractor should be referred to Lanpro in the first instance.

## 14 INSURANCE

14.1 The archaeological contractor will produce evidence of Public Liability Insurance to the minimum value of £5m and Professional Indemnity Insurance to the minimum of £5m.

## 15 HEALTH AND SAFETY

15.1 All works will be undertaken in compliance with the Health and Safety at Work Act (1974) and all applicable regulations and Codes of Practice, and the Construction Design Management Regulations 2015, and a site-specific risk assessment will be undertaken prior to the commencement of work.

15.2 All staff will undertake their operations in accordance with safe working practices and will be CSCS certified. At least one First Aider will be present on site at all times.

15.3 A site-specific risk assessment and method statement (RAMS) will be produced by the appointed archaeological contractor, prior to the commencement of work on site, which will be subject to regular review.

15.4 All work will be undertaken in-line with the government's and the CIfA guidance for health and safety on construction sites during the Covid-19 outbreak (CIfA 2021). Documented procedures for safe working will be supplied by the appointed archaeological fieldwork contractor, in addition to the usual site specific RAMS.

15.5 Regular audits of health and safety practices will be carried out during the course of the fieldwork. Toolbox talks on health and safety issues will be conducted at minimum weekly intervals and/or after changes in working practices or identification of new threats/risks. The risk assessment will be reviewed and updated as necessary. Control measures will be implemented as required in response to specific hazards.

15.6 Suitable Personal Protective Equipment (PPE) will be provided by the archaeological contractor, including hi-visibility coats/vests, hard hats, safety boots and gloves, face masks and hand sanitiser, as well as safety glasses if required.

15.7 The appointed contractor will provide suitable welfare facilities for all site staff, in line with government Covid-19 guidance.

15.8 Safe working will take priority over the requirement to record archaeological features and, where it is considered that recording is dangerous, any such features will be recorded by photography at a safe distance.

15.9 All areas of excavation will be scanned with a Cable Avoidance Tool (CAT) prior to ground works commencing. Necessary measures will be taken to avoid disturbing any services.

15.10 Plant operators will be required to produce evidence of qualification within an industry accepted registration scheme. Sub-Contractors health and safety performance will be kept under review and action taken if necessary.

15.11 All spoil will be stored and managed safely in line with the standards of the Construction Code of Practice for Sustainable Use of Soils on Construction Sites (DEFRA 2009).

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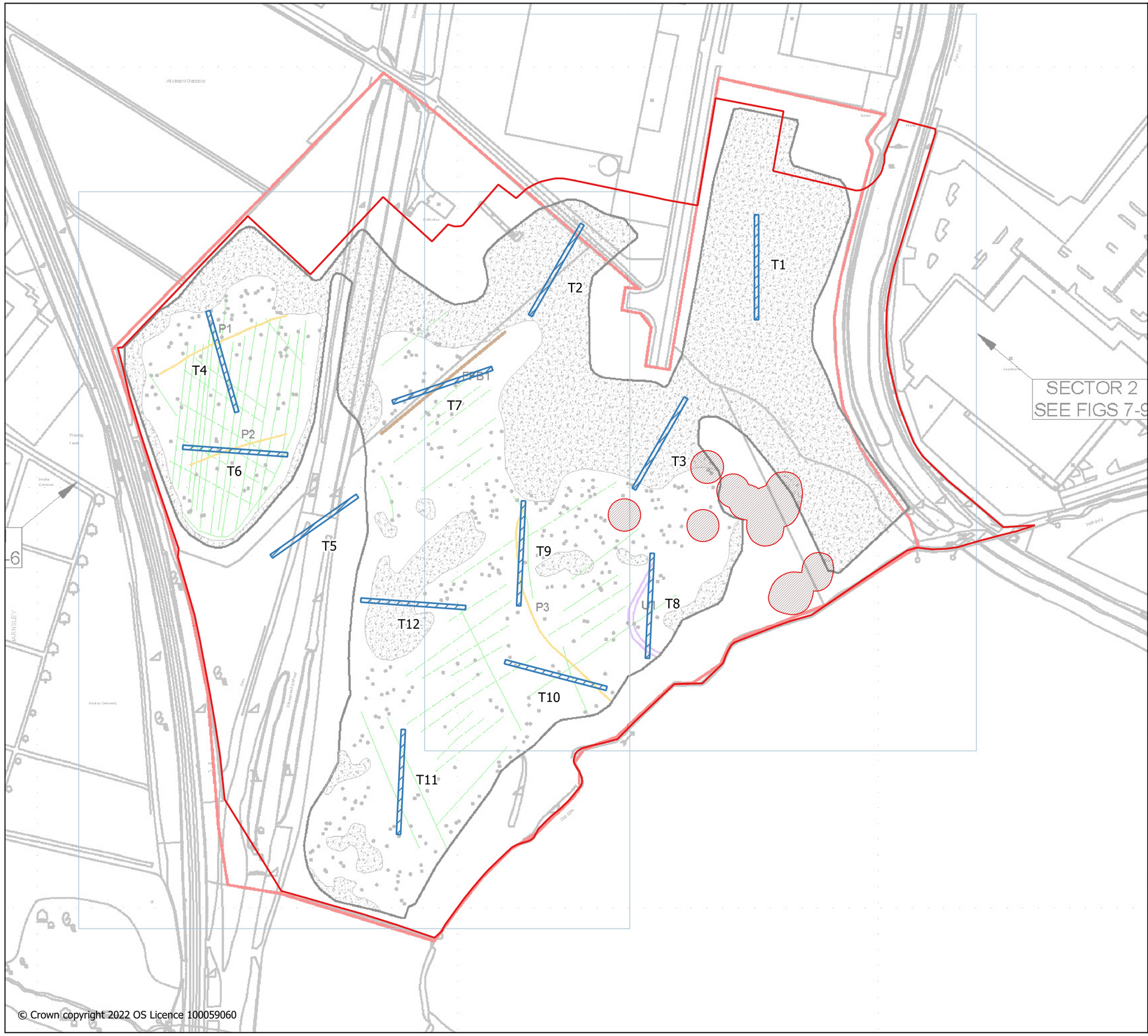
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Lanpro




Study Site

Trenches

Japanese Knotweed

N

0 50 100 m

Figure 1. Trench location plan overlaid onto geophysical survey

**Norwich:**

Brettingham House
98 Pottergate
Norwich
Norfolk
NR2 1EQ

01603 631 319

**Chelmsford:**

The Aquarium
101 Lower Anchor Street
Chelmsford
Essex
CM2 0AU

01245 929 074

**York:**

Stanley Harrison House
The Chocolate Works
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01904 803 800

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