

CANNON HALL PLUNGE POOL

Cannon Hall, Barkhouse Lane, Cawthorne, Barnsley,
South Yorkshire

Written Scheme of Investigation for an Archaeological Watching Brief

March 2023
Final v1.0

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SUMMARY OF PROJECT DETAILS

TJC Project Code: E38
OASIS ID: TBC
Project Type(s): Heritage Statement

National Grid Reference: SE 27448 08346 (centred)
Postcode: S75 4AR (nearest)
County: South Yorkshire
District/Unitary Authority: Barnsley Metropolitan Borough Council
Parish: Cawthorne
Elevation: c. 105m above Ordnance Datum

Planning Reference(s): 2021/1343
Designation Status(s): Situated within Grade II Registered Park and Garden of Cannon Hall (NHLE:1001159)

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Reviewed by: Andy Lines (SYAS)
Date: 20.03.23
Version: Final (v1.0)

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I INTRODUCTION

I.1. BACKGROUND

I.1.1. This document forms a Written Scheme of Investigation (WSI) for an archaeological watching brief at the plunge pool within the grounds of Cannon Hall, Cawthorne, Barnsley (**Figure 1**).

I.1.2. This WSI provides a detailed methodology for a proposed programme of archaeological recording at the site, and has been prepared to address a condition of planning consent for repairs to the side walls of the plunge pool (condition no. 7 of permission 2021/1343):

No development, including any demolition and groundworks, shall take place until the applicant, or their agent or successor in title, has submitted a Written Scheme of Investigation (WSI) that sets out a strategy for archaeological investigation and this has been approved in writing by the Local Planning Authority. The WSI shall include:

- *The programme and method of site investigation and recording.*
- *The requirement to seek preservation in situ of identified features of importance.*
- *The programme for post-investigation assessment.*
- *The provision to be made for analysis and reporting.*
- *The provision to be made for publication and dissemination of the results.*
- *The provision to be made for deposition of the archive created.*
- *Nomination of a competent person/persons or organisation to undertake the works.*
- *The timetable for completion of all site investigation and post-investigation works.*

Thereafter the development shall only take place in accordance with the approved WSI and the development shall not be brought into use until the Local Planning Authority has confirmed in writing

I.2. CONSULTATION

I.2.1. This programme of works has been designed in consultation with the South Yorkshire Archaeology Service as archaeological advisors to Barnsley Metropolitan Borough Council (hereafter the Local Authority Archaeological Advisor), who have been given the opportunity to comment on a draft of this WSI prior to final submission.

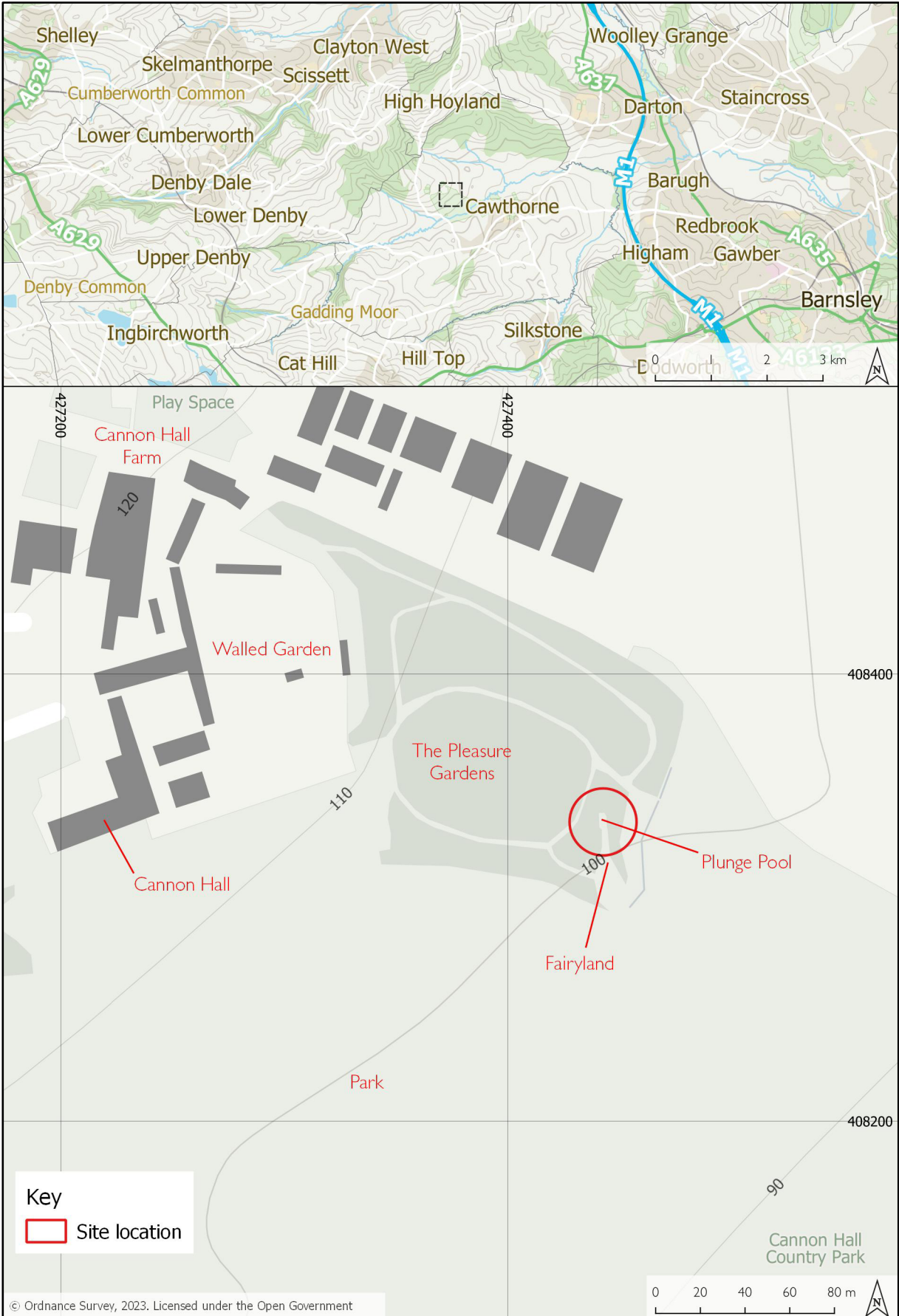


Figure 1: Site Location

2 PROJECT AIMS

2.1. AIMS

2.1.1. The principal aim of the project is to record structures and archaeological remains within the site, to make a permanent record in advance of their alteration or destruction, and to contribute to the understanding of the origin and development of the site.

2.1.2. The specific objectives of the programme of archaeological recording are to:

- to complete the descriptive and photographic record of surviving historic fabric within areas to be affected by the proposals, prior to any change;
- to identify and record any structural evidence for the development and use of the structure within areas to be opened up as part of the works;
- to investigate and record all below ground archaeological features, or deposits encountered during the course of the development works.

2.2. RESEARCH QUESTIONS

2.2.1. The following research questions are proposed to guide this programme of work. They have been formed in consideration of previous research (Cannon Hall Museum, Park & Gardens & Plincke, 2016; CFA, 2018 & TJC Heritage 2020) and the published research priorities in the South Yorkshire Historic Environment Research Framework (available: <https://researchframeworks.org/syrf/>) although it should be noted that there are no specific research questions relating to the development and use of historic parks and gardens:

1. What was the original form and appearance of the plunge pool and has it been adapted or changed from its original intended form?
2. How was the plunge pool constructed and does any evidence survive that will inform our understanding of the design and evolution of rockwork garden features?

3 SCOPE OF WORKS

3.1. HISTORIC RESEARCH

- 3.1.1. A history of the pool has previously been produced as part of a Heritage Lottery Fund bit (Cannon Hall Museum, Park & Gardens & Plincke, 2016) which will be used to inform the investigation and interpretation of the results. No further historic research is proposed as part of this project.

3.2. BUILDING RECORDING

- 3.2.1. An as-existing record of the structure was previously made in advance of the planning application (TJC Heritage 2021) with the intention that it would be enhanced with additional observations and included within the project archive of this watching brief. This was designed to be commensurate with a **Level 3 Record** as set out by Historic England (2016) with the level of proportionate to the significance and degree of proposed change within different parts of the site, comprising:

- Photographic record of the plunge pool, and surrounding gardens/yards;
- Measured plan of the plunge pool.

- 3.2.2. The methodology is set out in **Section 6**.

3.3. ARCHAEOLOGICAL RECORDING

- 3.3.1. An archaeological watching brief is to be maintained during the construction programme, comprising:

- Monitoring of removal of stone walling forming the west edge of the plunge pool; and
- Monitoring of ground reduction works within the area of removed wall.

- 3.3.2. The watching brief areas are illustrated on **Figures 2-3**, and the methodology set out in **Section 7**.

3.4. REPORTING AND ARCHIVING

- 3.4.1. The outputs deriving from this project will include:

1. An archaeological record collated into a fully indexed project archive with Bamsley Museum, or the Archaeology Data Service at the University of York;
2. A descriptive report presenting the results of the survey to be distributed digitally to the Client and made publicly available through Experience Bamsley, South Yorkshire Historic Environment Record (HER), and OASIS (Online AccesS to the Index of archaeological investigations).



Figure 2: Birdseye view of the Plunge Pool, looking north-west, showing the area to be rebuilt

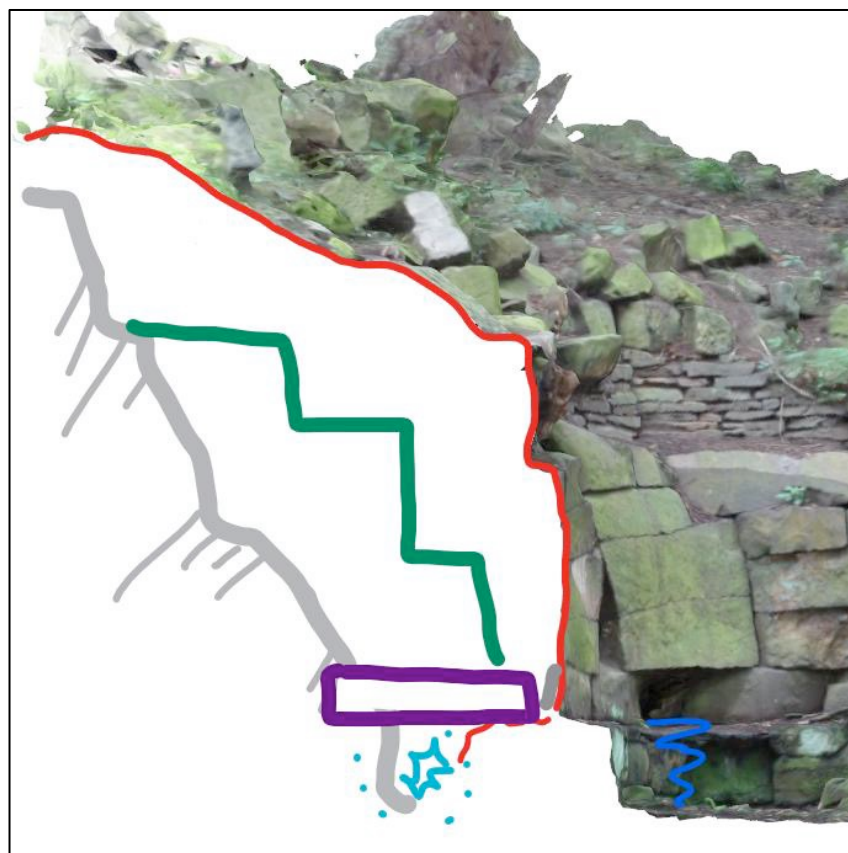


Figure 3: Cross section showing proposed new concrete lintel (purple) and benched bank core (green)

3.5. CHANGES TO SCOPE OF WORKS

- 3.5.1. Should unanticipated features of high archaeological significance, or of potential national archaeological importance, be identified then the archaeologist will notify the owner, project architect and Local Authority Archaeological Advisor to discuss how these features might be preserved or enhanced within the scheme. Where additional archaeological recording is recommended, then this WSI will be updated and resubmitted to the Local Authority Archaeological Advisor for approval.
- 3.5.2. Whereas, if during the course of the programme sufficient evidence is identified to indicate the absence of remains or structures of archaeological interest within the area of works, then the watching brief may be reduced to intermittent monitoring or halted with the written approval of the Local Authority Archaeological Advisor.

4 SITE DETAILS

4.1. SITE LOCATION

4.1.1. Cannon Hall Park is situated in South Yorkshire, 1.3 km north-west of Cawthorne Village. Cawthorne lies north of the A635 between Barnsley (6.3 km) and Penistone (5.5 km). The site encompasses Cannon Hall Museum and Country Park, comprising the central part of the registered park and garden of Cannon Hall, extending from the Hall to just beyond Daking Brook to the south-east (**Figure 1**). The area is essentially divided into two broad areas: with the hall, pleasure grounds and walled garden to the north; and the former deer park to the south.

4.1.2. The Plunge Pool is positioned c.200m to the east of the hall, centred on National Grid Reference SE 27448 08346 (**Figure 1**)

4.2. GEOLOGY

4.2.1. The bedrock geology at the site comprises mudstone, siltstone and sandstone of the Pennine Lower Coal Measures Formation (BGS, 2021).

4.3. DESIGNATION(S)

4.3.1. Cannon Hall Park is a Grade II registered park and garden (NHLE: 1001159).

5 HISTORIC AND ARCHAEOLOGICAL BASELINE

5.1. SUMMARY

- 5.1.1. The designed landscape of Cannon Hall is a Grade II registered park and garden and a significant majority of the 18th and 19th century structures within the grounds are grade II listed, with the hall being Grade II*. This national designation reflects the high architectural, artistic, historic and archaeological interest of the site.
- 5.1.2. The park was designed by Richard Woods, one of the foremost landscape designers of his day, and executed by the then owner, John Spencer, who documentary sources show to have been a particularly hands-on client. Whilst subsequent owners have all left their mark, the essential structure set out by Woods survives. The form, arrangement and content of landscaping and planting therefore have significant historical, aesthetic and archaeological value.

6 METHODOLOGY FOR AN ARCHAEOLOGICAL WATCHING BRIEF

6.1. INTRODUCTION

6.1.1. This methodology has been produced in reference to overarching national guidelines as set out in the Chartered Institute for Archaeologists' Standard and Guidance for the archaeological investigation of standing buildings or structures (CIfA 2020a); Standards and Guidance for an Archaeological Watching Brief (CIfA 2020b); and Historic England's good practice guides for recording historic buildings (2016a).

6.2. PHOTOGRAPHY

6.2.1. Photography will be undertaken in accordance with Historic England's guide for digital image capture (2015b) and the standards and guidance produced by the Archaeological Data Service (2011).

6.2.2. All photography will be undertaken using a high-quality camera with no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in TIF (v6) or unprocessed RAW format. Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale including. The details of each image will be recorded on pro-forma recording forms capturing subject, location, date, and photographer.

6.2.3. The record shall comprise:

1. General views of the structure in its wider setting prior to work commencing (HE 2016, photography item 1).
2. The structures external appearance (HE 2016, photography item 2).
3. A plan or plans identifying the location and direction of accompanying photographs (HE 2016, drawn record item 8).

6.3. MEASURED SURVEY

6.3.1. All measured survey will be undertaken in accordance with Historic England's specifications for metric survey (2015c), and guidance for creating interpretative drawings of historic buildings (2016b).

6.3.2. Existing site drawings will be used where available, otherwise archaeological fieldwork drawings will be produced with a hard, sharp, pencil on drafting film, taking measurements with hand-tape and laser disto (of typical +/- 1.5mm accuracy).

- 6.3.3. A scale bar, and survey details including location, date, subject and surveyor, will be included on each drawing, and coordinated to an overall drawing register.
- 6.3.4. The drawn record will comprise (see **Figure 2**):
 - 1. Annotated measured plans (drawn at 1:100 scale) and a transverse section if appropriate (drawn at 1:50 scale) illustrating all archaeological observations including the form and location of any structural features or evidence of fixtures of historic significance (HE 2016, drawn record items 2 and 6).
- 6.4. WRITTEN RECORD
 - 6.4.1. The measured survey will be supplemented with survey notes to document observations and details of features, phasing and construction not captured in the drawn record. This will be through a combination of hand-written notes on pro-forma building recording form or dictated to a speech-to-text application following a series of pre-set prompts. The level of detail will proportionate to the objectives of the project.

7 ARCHAEOLOGICAL MONITORING

7.1. INTRODUCTION

This methodology has been produced in reference to overarching national guidelines as set out in the Standards and Guidance for an Archaeological Watching Brief (ClfA 2020b).

7.2. EXCAVATION

7.2.1. Ground levels will be reduced by hand or by mechanical excavator fitted with a toothless bucket, mindful of the potential for archaeological remains to survive directly beneath.

7.2.2. All potential archaeological remains will be cleaned and recorded by hand.

7.2.3. Discrete features will be half-sectioned; linear features will be sampled a minimum of 20% along their length (each sample section to be not less than 1m), or a minimum of a 1m sample section, if the feature is less than 5m long.

7.2.4. The deposits at junctions or interruptions in linear features will be sufficiently excavated for the relationship between components to be established. All termini will be investigated.

7.3. RECORDING

7.3.1. A standard single context recording system will be used to keep a documentary record of all archaeological remains that are encountered. The individual contexts will be cross-referenced as appropriate to associated features that are exposed.

7.3.2. Stratigraphy will be recorded in all areas of monitoring, even where no archaeological deposits have been identified.

7.3.3. The extent of the excavated areas and the location of any archaeological features and deposits will be recorded in plan at an appropriate scale (1:500, 1:1250 or 1:2500), including the position of section lines.

7.3.4. All archaeological features will be drawn in plan and section at an appropriate scale (1:10, 1:20 or 1:50, with Ordnance Datum heights on each drawing.

7.3.5. All archaeological features will be photographed following cleaning and at appropriate stages during their excavation utilising a high-quality camera with no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in TIF (v6) or unprocessed RAW format. Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale

including, where colour is important factor, a KODAK colour scale. The details of each image will be recorded on pro-forma recording forms capturing subject, location, date and photographer.

7.4. ARTEFACT RECOVERY

7.4.1. All stratified archaeological finds will be collected, except for modern (mid-20th Century or later) finds from topsoil and subsoil contexts unless it is determined that they are of archaeological interest.

7.4.2. All artefacts will be bagged and labelled by context.

7.4.3. Recovered finds are to be returned to the JESSOP Consultancy office as part of a Working Project Archive, where they will be processed (cleaned, marked, and labelled as appropriate) and appropriately packed and stored in accordance with standard guidance as detailed within 'First Aid for Finds' (Watkinson and Neal 1998) and specific Historic England guidance as required.

7.5. ENVIRONMENTAL SAMPLING AND SCIENTIFIC DATING

7.5.1. It is not anticipated that environmental sampling will be undertaken as part of this project, however should suitable stratified deposits where there is a good potential for palaeo-environmental remains to survive will be sampled in accordance with guidance issued by Historic England (HE 2011). Where required, the Historic England Science Advisor will be contacted for support and advice.

7.5.2. Bulk samples of 40 litres will be taken from deposits with obvious potential for palaeo-environmental remains (e.g. burnt pit fills) and a selection of securely dated stratified contexts. Where the context is sufficiently large, bulk samples will be taken at different points to avoid spatial bias (HE 2011: 10). Artefacts recovered during the processing of the sample or material may be available for C14 dating.

7.5.3. Each sample will be taken from a cleaned surface, collected with clean tools, and placed in clean containers or double bagged, with internal and external plasticised/waterproof labels corresponding to a sample register.

7.5.4. Recovered samples are to be returned to the JESSOP Consultancy office as part of a Working Project Archive, where they will be appropriately stored in accordance with guidance issued by Historic England (HE 2011).

7.6. BURIALS

7.6.1. It is not anticipated that human remains will be encountered, however should any burials, human remains or cremations be encountered, their extent, number and state of preservation will be established and the client and Local Authority Archaeological Advisor will be notified to discuss an

appropriate strategy for their management. Where it is deemed necessary, a licence for removal should be requested from the Ministry of Justice, and Local Authority Archaeological Advisor notified, and no development should take place until burials are removed or alternate arrangements made.

- 7.6.2. The treatment of human remains will be in accordance with the requirements of Civil Law and all relevant best practice guidance (APBE, 2017). The remains will be adequately recorded in-situ before lifting in accordance with ClfA Technical Paper 13, Excavation and post-excavation treatment of cremated and inhumed human remains (McKingley, *et al.* 1993).

7.7. TREASURE

- 7.7.1. In the event of discovery of artefacts covered or potentially covered by the Treasure Act 1996 (as amended and the Treasure (Designation) Order 2002) their excavation and removal will be undertaken following notification of the local coroner and the Local Authority Archaeological Advisor. Where removal cannot be undertaken on the same working day as the discovery, suitable security measures must be taken to protect the finds from theft.

8 ARCHIVE

8.1. GENERAL

- 8.1.1. In accordance with Bamsley Museum conditions and standards (2018), the museum will be contacted at project initiation, mid-point review, and completion stages to discuss archaeological archiving requirements.

8.2. WORKING PROJECT ARCHIVE: PROCESSING AND STORAGE

- 8.2.1. All material (whether digital or physical) recovered or generated through the duration of project will be appropriately and securely stored in a working project archive.

Survey Archive

- 8.2.2. The project archive will be collated in a designated folder and stored in a secure location when not in use. On completion of the project, or at weekly intervals, digital security copies will be made of any physical documents. (no less than 300dpi for documents, 600dpi for photographic prints, and 4000dpi for negatives or slides), saved in lossless format (e.g. TIFF), and scans checked for quality.
- 8.2.3. All digital records will be treated in accordance with a project data management plan (**Appendix 2**).

Material Archive

- 8.2.4. The material archive will be returned for processing at regular intervals in accordance with best practice guidance (Watkinson and Neal 1998 & HE, 2011). As a minimum all artefacts will be cleaned, weighed, counted, marked, and boxed ready for assessment by the relevant specialists. Unstable artefactual remains (e.g. metallic, wood or leather) will be sent to the appropriate specialists to advice on conservation, including undertaking x-ray analysis where appropriate.
- 8.2.5. Finds and samples will be marked and boxed ready for transfer to the relevant specialists according to accepted principles and in line with appropriate period/ material guidelines.
- 8.2.6. Specialist dating of finds, or scientific dating of suitable recorded material, may be undertaken during the fieldwork programme where it would assist with meeting the aims of the project.
- 8.2.7. On completion of fieldwork recovered artefacts and samples will be assessed by appropriate specialists. Basic stratigraphic information will be supplied to the project specialists. The specialists will provide assessment reports describing the material, proposing selection for the permanent

archive, and identifying recommendations for further detailed analysis in consideration of the project research objectives and any unanticipated research potential.

8.3. SELECTION AND RETENTION STRATEGY

8.3.1. The site specific archive selection strategy is presented in **Appendix I**.

8.3.2. The entire project archive will be subject to a selection procedure in accordance with best practice guidance (AAF 2011; and SMA 2020). The aim of the selection process is to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

8.3.3. At the completion of the fieldwork stage, a mid-project review may be undertaken in consultation with relevant stakeholders to determine the final selection strategy. The archaeology curator of the nominated archive repository, and the Local Authority Archaeological Advisor, will be consulted on these recommendations to arrive at a final agreed selection for retention prior to compilation of the final project archive.

8.4. FINAL ARCHIVE

8.4.1. The final archive will be assembled in accordance with the national guidelines in '*Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*' (AAF 2011) and the Chartered Institute for Archaeologists' '*Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*' (CIfA 2020c).

8.4.2. The physical archive will be deposited with the Barnsley Museum Service prepared in accordance with their specifications. In the event that the project does not produce artefactual remains or samples selected for retention, then any remaining paper record will be scanned and incorporated into the digital archive for deposition with the ADS (see below).

8.4.3. The digital archive will be deposited with the Archaeology Data Service (ADS) at the University of York, a Trusted Digital Repository. The archive will be prepared in accordance with national guidance (DigVentures, 2011) and the standards and requirements of the repository (ADS, 2020).

9 REPORTING

9.1. INTERIM REPORT

- 9.1.1. On conclusion of the fieldwork stage, an interim report will be provided to the Local Authority Archaeological Advisor.

9.2. FINAL REPORT

- 9.2.1. At the end of the fieldwork programme a final report will be prepared to present the results and interpretations of the programme of works.

- 9.2.2. The final report will include:

- Project specific fieldwork codes and dates
- Non-technical summary
- Site location and relevant designations
- Aims, purpose and research objectives of the programme of work
- Methodology
- Discussion of the history of the site
- Discussion and Conclusion
- Acknowledgements
- List of contents of fieldwork archive
- Bibliography and References
- Illustrations and photographs

9.3. DISSEMINATION

- 9.3.1. If no other publication is recommended, a brief site summary in text format will be offered to Hunter Archaeological Society for inclusion in their journal, with a copy also provide to the HER.
- 9.3.2. Provision will be made for updating the South Yorkshire Historic Environment Research Framework where the results of a fieldwork project contribute towards agenda topics. This will be done using the interactive digital resource at <https://researchframeworks.org/syrf/> and noted explicitly in the conclusions of the relevant report.

10 MANAGEMENT OF THE ARCHAEOLOGICAL WORKS

10.1. STAFFING

10.1.1. The programme of works will be co-ordinated by Oliver Jessop a Corporate member of the Chartered Institute for Archaeologists (MCI(A) and members of the team at The JESSOP Consultancy, an approved Archaeological Organisation.

10.1.2. External specialists will undertake any post-excavation analysis of any finds, or environmental data that is recovered, including;

- Dr Angela Trentacosta (University of Oxford) – Animal Bone
- Dr Lizzie Craig (University of Sheffield) – Human remains
- Dr Chris Caple (University of Durham) - Waterlogged remains and archaeological conservation
- Dr Chris Cumberpatch (Freelance specialist) – Pottery - Iron Age/Roman/Saxon/Medieval
- Dr David Barker (Freelance specialist) – Pottery/Ceramics - Post-Medieval
- Prof Glynis Jones (University of Sheffield) – environmental analysis and archaeobotany

10.1.3. The University of Durham will be used for any archaeological conservation that may be required.

10.2. TIMETABLE AND MONITORING

10.2.1. It is presently understood that the programme of works will be undertaken as following:

- Spring 2023 – Archaeological monitoring;
- Late Spring/Early Summer 2023 – Interim report;
- Summer 2023 – Final Report;
- Autumn 2023 – Archive deposition

10.2.2. This timetable is liable to change as work progresses on account of the programme of works being tied to the construction programme, and the uncertainties therein. The Local Authority Archaeological Advisor will be updated with any changes to the timetable.

10.2.3. It is the responsibility of the client to ensure that the archaeologist is aware of the schedule for commencement of all groundworks within areas to be monitored in order that monitoring can be scheduled appropriately.

- 10.2.4. The Local Authority Archaeological Advisor will be offered the opportunity to undertake a site inspection, and sufficient notice of the commencement of fieldwork will be provided in order that this can be scheduled. All monitoring visits will be documented and agreed by each party.
- 10.2.5. A draft report on the archaeological recording will be finalised within 3 months of completion of the programme of works and provided to the Local Authority Archaeological Advisor for approval.
- 10.2.6. The project archive will be deposited with the appropriate repository within 6 months of completion of the fieldwork and reporting. Local Authority Archaeological Advisor will be notified upon receipt of confirmation of transfer from the repository.
- 10.2.7. Any deviation from this programme should be documented and agreed by each party.

II HEALTH AND SAFETY AND INSURANCE

II.1. HEALTH AND SAFETY

- II.1.1. The programme of works will be undertaken in accordance with the 1974 Health and Safety at Work Act. Appropriate Personal Protective Equipment (PPE) will be worn at all times.
- II.1.2. All equipment will be suitable for the purpose and in sound condition and comply with Health and Safety Executive recommendations.
- II.1.3. A project specific Risk Assessment will be prepared prior to work commencing on site and all personnel will be made aware of all Risks and Hazards associated with the project.

II.2. INSURANCE

- II.2.1. The JESSOP Consultancy currently holds (as of March 2023) Professional Indemnity cover of £2,000,000 (AXA, policy no: TG0058), Public Liability cover for £5,000,000. (Aviva, policy no: 24765101CHC/UN/000580), and Employers Liability cover for £10,000,000. (Aviva, policy no: 24765101CHC/UN/000580).

12 COPYRIGHT

12.1. PAPER AND DIGITAL ARCHIVE

- 12.1.1. The copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body – The JESSOP Consultancy. The JESSOP Consultancy will deposit the material with the recipient museum or repository on completion of the contracted works, whereupon and to whom they will transfer title and/or licence the use of the records. This licence will allow the repository to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.

12.2. REPORT

- 12.2.1. Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Developer will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination as part of the dissemination measures identified in **Section 4**.

13 SUPPORTING INFORMATION

GUIDANCE CONSULTED

- Advisory Panel on the Archaeology of Burials in England (APBE). 2017. *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England* (second edition). Historic England
- Archaeological Archives Forum (AAF), 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation*.
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- TJC Heritage. 2021. *The Plunge Pool, Cannon Hall Gardens, Barnsley, South Yorkshire: Historic Fabric Recording*. Report ref: TJC2021.167.
- Cannon Hall Museum, Park & Gardens & Plincke (eds.) 2016. *Cannon Hall Park: Restoring the Glory; Revealing the Secrets – Historical Report, Heritage Lottery Fund (Round 2)*. Report ref. 0292_PLI_RP_HR.

APPENDIX I:

ARCHIVE SELECTION STRATEGY

ARCHIVE SELECTION STRATEGY

INTRODUCTION

This strategy details a project-specific selection process agreed by all stakeholders which will be applied to the working project archive in order to create the archaeological archive.

The strategy should be attached to, and read alongside, the project Written Scheme of Investigation which identifies all relevant project information.

Project review stages:

- R1: Project Planning
- R2: Data Gathering
- R3: Analysis and Reporting
- R4: Archive Compilation

SELECTION STRATEGY

The aim of the selection process is to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

Note: details relating to the standards for the generation of digital data is set out in the accompanying Data Management Plan (**Appendix 2**).

	Type	Selection	Stage	Stakeholder
I.1	Digital Files: Project Text / Documents	All final documents in PDF/A format. Including: WSIs, interim reports, digitally generated fieldwork forms, final reports and specialist reports.	R4	TJC Heritage project lead Archaeological Data Service Museum curator
I.2	Digital Files: Survey Data / Vector Graphics	All final illustrations and record drawings in .SVG format. Including: plans, annotated plans, phase drawings, interpretative drawings, and photo location plans. Unprocessed survey data not identified as a project output and will be de-selected.	R4	TJC Heritage project lead Archaeological Data Service Museum curator
I.3	Digital Files: Record Images	Each record image from every unique viewpoint in .TIFF format. Duplicate or blurred images to be de-selected.	R4	TJC Heritage project lead Archaeological Data Service Museum curator

1.4	Digital Files: Photogrammetry	Ortho-photograph of each elevation in .TIFF format. Individual photos and processed files are not identified as a project output and will not be archived in their raw format.	R4	TJC Heritage project lead Archaeological Data Service Museum curator
2.1	Physical Documents: Project Text / Documents	All fieldwork forms.	R4	TJC Heritage project lead Museum curator
2.2	Physical Documents: Drawings	All fieldwork drawings. Including: measured survey drawings and dimensioned or interpretative sketch drawings.	R4	TJC Heritage project lead Museum curator
2.1	Physical Documents: Recovered Text / Documents	All documents encountered during fieldwork will be recovered for specialist analysis.	R4	TJC Heritage project lead Museum curator
3.1	Materials: Bulk Finds (if required)	All material gathered during the project will be recovered for specialist analysis with the exception of material post-dating the mid-20 th century which will be noted but not collected. Specialist assessment reports will be produced for each class of material, and recommendations made as to their research value in view of the project aims and objectives. Recommendations for selection for final archaeological archive will be made by the specialist and confirmed with the stakeholders prior.	R4	Specialist Museum curator
3.2	Materials: Environmental Remains (if required)	All material gathered from samples during the project will be recovered for specialist analysis. Specialist assessment reports will be produced, and recommendations made as to their research value in view of the project aims and objectives. Recommendations for selection for final archaeological archive will be made by the specialist and confirmed with the stakeholders prior.	R4	Specialist Museum curator

DISCARD STRATEGY

De-selected digital material will be deleted from the TJC servers.

De-selected physical material will be appropriately disposed of, with any sensitive physical documentation shredded.

APPENDIX 2:

DATA MANAGEMENT PLAN

DATA MANAGEMENT PLAN

DATA COLLECTION

Anticipated Forms of Data Created

Type	Format	Estimated volume (Data Archive)
Text / Documents	PDF (.pdf/a)	2 objects (size <100MB) (Written Scheme of Investigation / Final Report)
Vector Graphics	Existing CAD survey drawings to be checked and imported into Adobe Illustrator (.ai) for enhancement with archaeological information and conversion to HE drawing conventions. (Intended deposition format - .svg)	3 objects (size <100MB) (Annotated plans)
Images	Lossy image file (.jpg) & Unprocessed image file (.raw) (Intended deposition format - .tiff)	50 objects (size <1TB) (Record photography / photogrammetry)

Data Standards/Methods

Data will be created in accordance with the following standards and guidance:

- Archaeological Data Service 2021. *Guidance for Depositors* [online]. Available: <https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>
- Buxton Museum. 2016. *Procedures for the Deposition of Archaeological Archives from Derbyshire at Buxton Museum and Art Gallery*.
- DigVentures 2019. *Dig Digital : a guide to managing digital data generated from archaeological investigations*. Available: <https://www.archaeologists.net/digdigital>
- HE Digital Image Capture and File Storage: Guidelines for Best Practice 2015
- HE Metric Survey Specifications for Cultural Heritage 2015
- HE Understanding Historic Buildings 2016
- HE Photogrammetric Applications for Cultural Heritage 2017

Data will conform to the preferred file formats identified by the Archaeological Data Service, the intended repository (<https://archaeologydataservice.ac.uk/advice/Downloads.xhtml>).

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

The digital working project archive will be stored in a specific project folder and structured in accordance with a logically ordered template file hierarchy. File naming conventions will follow established organisational procedures, based on ADS file naming guidance, and include a project identifier, descriptor, and version number.

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.

DOCUMENTATION AND METADATA

Data collected will include standard formats which maximise opportunities for use and reuse in the future (see 'Data Collection' above).

Metadata will be captured at point of creation through the completion of registers recording relevant details, including date of creation, creator, and descriptors.

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 Trusted Digital Repository.

ETHICS AND LEGAL COMPLIANCE

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.

It is not intended that any personal data will be gathered or stored as part of this project. Should this change, a GDPR compliant privacy policy will be written and appended to this document.

DATA SECURITY: STORAGE AND BACKUP

The digital archive will be stored on secure cloud-based servers managed by an external data management provider (Dropbox), which is ISO certified (ISO 27001, 27017, 27018 & 22301) and

GDPR compliant. Unlimited storage space is available, and automatic backups are maintained of all file versions and deletions retained for a 180 day period.

Digital project files are accessibly remotely 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).

All files are encrypted, with secure log-ins and permission-based access provided to project staff.

SELECTION AND PRESERVATION

Data selection will be undertaken in accordance with the Archive Selection Strategy (**Appendix I**) and data will be compiled in accordance with this DMP.

The relevant Museum has been contacted during project initiation and confirmed that the digital archive component should be deposited with a trusted digital repository; and ADS have been contacted as the intended repository for digital data (a certified repository with Core Trust Seal).

Sufficient resources have been afforded in the project budget to account for deposition costs.

DATA SHARING

Data will be disseminated in accordance with the Written Scheme of Investigation including archival of digital project outputs, and reports, with the ADS.

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, quality assurance, storage, and archiving is the responsibility of the Project Team, assured by the Project Manager.

Data backup is managed by Dropbox.

Details of the core project team can be provided upon request.