

28 PADDOCK ROAD

Staincross, Barnsley

Written Scheme of Investigation for Archaeological Evaluation Trenching

July 2024
Version v1.0

Document No.: TJC2024.54
OASIS number: TBC



SUMMARY OF PROJECT DETAILS

TJC Heritage Project Code:	N/A
OASIS ID:	TBC
Project Type(s):	Archaeological Evaluation Trenching
National Grid Reference:	SE 33461 10237 (centred)
Postcode:	S75 6LG
County:	South Yorkshire
District/Unitary Authority:	Barnsley (Metropolitan Authority)
Parish:	Darton
Elevation:	c. 100m to 125m above Ordnance Datum
Planning Reference:	2022/0965
Designation Status(s)	None
Prepared by:	Tom Parker PCIfA
Reviewed by:	Oliver Jessop MCIfA
Date:	10.07.2024
Version:	Version 1.0

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I INTRODUCTION

I.1 BACKGROUND

I.1.1 This document forms a Written Scheme of Investigation (WSI) for a programme of archaeological evaluation trenching in advance of development on land to the south of 28 Paddock Lane, Staincross, Barnsley (**Figure I**). The WSI has been prepared in following consultation on the proposed development from the South Yorkshire Archaeology Service (SYAS). The brief for archaeological investigation required as part of the planning condition for this site was given by Andy Lines of SYAS and stated that geophysical survey should be carried out if practicable and effective. Provision was also required for up to six evaluation trenches should be excavated on site to assess the preservation and significance of below ground remains.

I.1.2 Outline planning permission was initially granted in December 2017 by Barnsley MBC for the demolition of existing the dwelling and outbuildings and erection of up to six dwellings (Planning Ref: 2017/1387) in the north-western part of the site. Following on from this Application 2022/0965 has been made for the development of 45 dwellings in the remaining limits of the site boundary to the south of the initial development.

I.1.3 During the preparation of this document it became clear that the levels of recent ground disturbance within the site had rendered geophysical survey to be of very limited potential. As a result of said truncation this WSI instead proposes the full six trenches as required by SYAS. It is expected that the recent trenching undertaken by G&M consulting (2022) may also have impacted upon the survival of archaeological remains on site.

I.2 CONSULTATION

I.2.1 This programme of archaeological monitoring has been designed in consultation with Andy Lines (SYAS) who was given the opportunity to comment on a draft of this WSI prior to final submission.

I.3 SITE DETAILS

I.3.2 The site is situated to the south of 28 Paddock Road, Staincross, Barnsley, approximately 4km north of Barnsley town centre (**Figure I**) and centred on National Grid Reference SE 33461 10237. The site is bordered to the north by properties facing onto Paddock Road, to the west by properties facing onto Ellison Avenue, to the south by sports fields and to the east by an area of allotments.

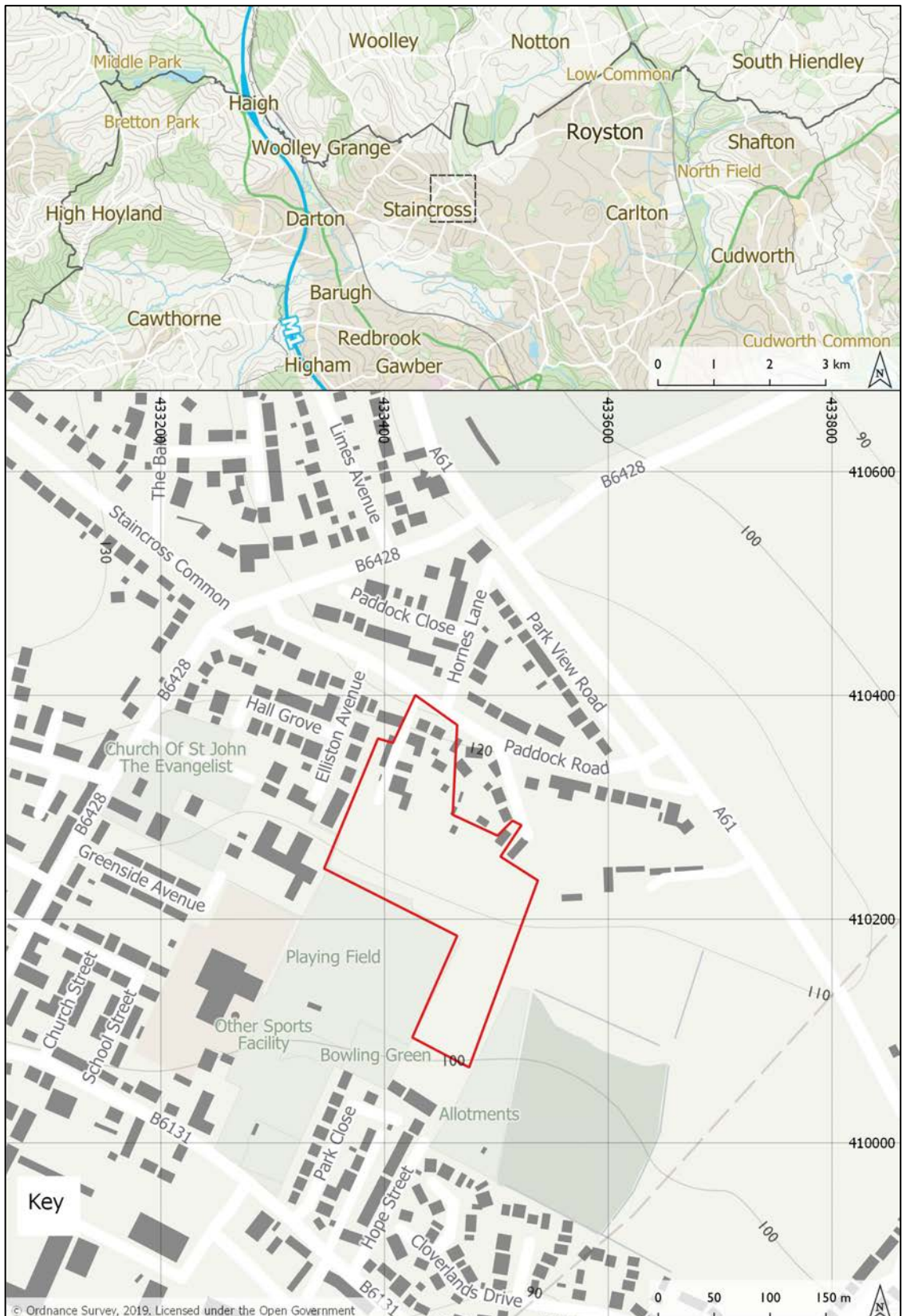


Figure 1: Site location plan

(OS map data reproduced under Licence No. 100056148. Ordnance Survey © Crown Copyright ©)

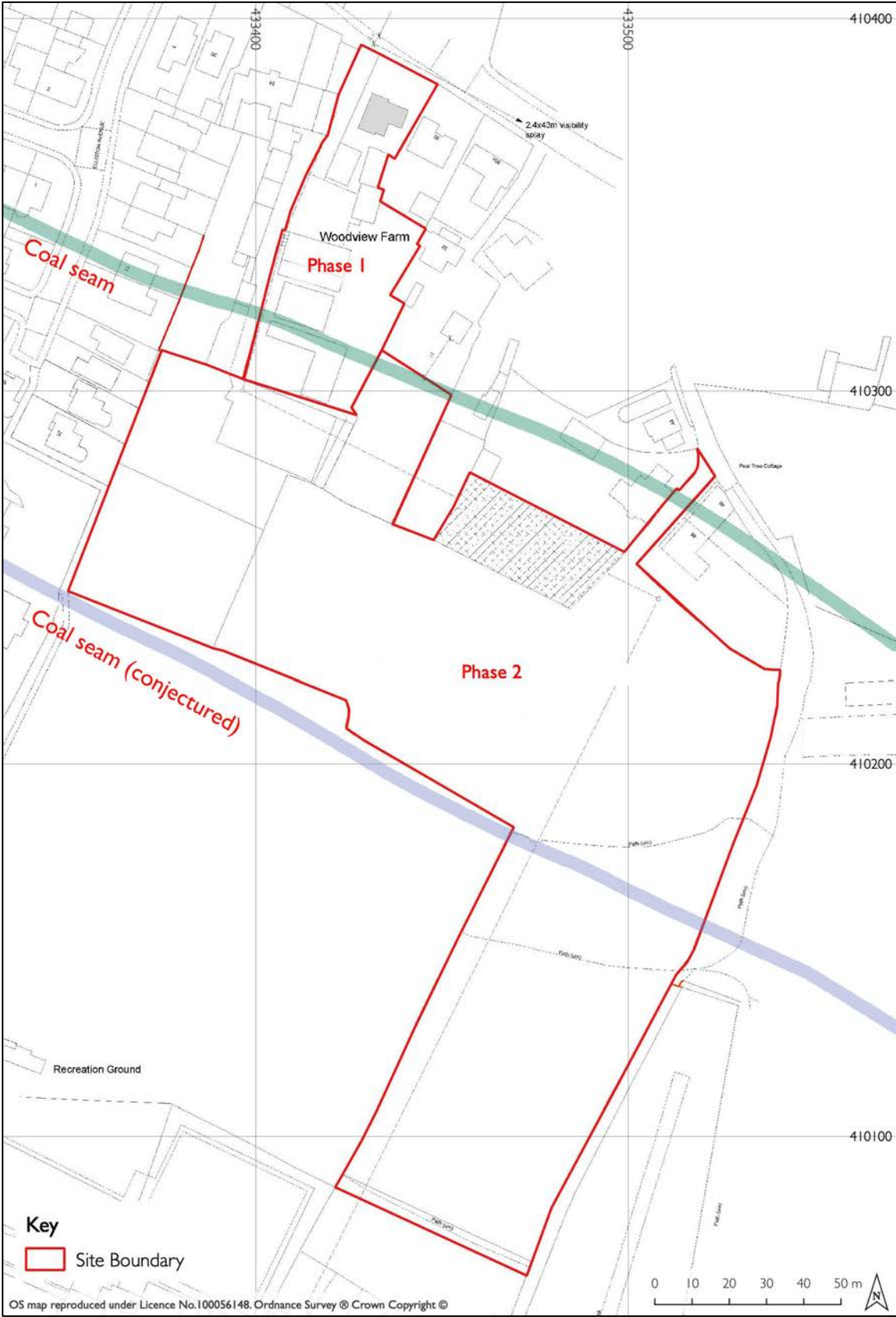


Figure 2: Site layout with red line boundary

I.3.3 The prevailing slope of the site runs from north to south with elevation dropping from approximately 125m above Ordnance Datum (aOD) close to Paddock road down to c.100m aOD at the sites southern end.

I.3.4 The site is currently a series of disused agricultural fields which have had the topsoil stripped.

I.4 GEOLOGY

I.4.1 The underlying bedrock geology at the site is siltstone and sandstone of the Pennine Middle Coal Measures Formation. No superficial deposits are recorded. Immediately north of the site underlying bedrock geology is sandstone of the Woolley Edge Rock Formation (BGS 2024).

I.4.2 A coal mining report by Swinburne (2020) previously identified the potential for two coal seams running across the site on an approximate west-east orientation (see **Figure 2**). This was followed by followed by a further mining investigation by G&M Consulting (2022) which carried out intrusive investigations across the site but uncovered no evidence of historic mining works within the site.

I.5 HISTORICAL SUMMARY

I.5.1 An in depth archaeological and historical summary was prepared for the site as part of a Heritage Statement prepared by TJC Heritage Ltd (formerly The Jessop Consultancy) in 2020 (Slatcher and Thomson, 2020). For ease of reference relevant parts of this historical and archaeological background has been summarised here.

I.5.2 No archaeological excavation or survey is known to have taken place on this site, however it is noted that trenches were excavated on the site in 2022 by G&M Consulting as part of their mining investigation.

Prehistoric

I.5.3 No evidence exists for prehistoric activity within the immediate surroundings of the site although a potentially Mesolithic flint findspot (HER SY9385) does exist approximately 1.1km west of the site.

Romano-British

- I.5.4 The site lies between a number of Roman roads, but is not known to have any connection to any of them. The presence of an inscribed Roman altar stone on Staincross Common (to the north-west of the site) indicates the potential for further Roman activity in the area.

Medieval

- I.5.5 No early medieval material exists for the wider area of the site.
- I.5.6 The parish in which the site lies (Darton) is first recorded in The Domesday Book of 1086, indicating that the estate is likely to have Anglo-Saxon origins pre-dating the Norman conquest. The name of the parish is indicative of a deer park in the area (Smith, 1961) though no remains associated with said park have been noted to date.
- I.5.7 Cartographic evidence for the area shows that the site formed one of the common fields of the parish during the medieval period onwards (Slatcher and Thomson 2020) although it is notable that there appears to be some evidence for medieval strip fields within the site and its surrounding field systems which may indicate a more managed system of enclosure from an earlier date.

Post Medieval and Modern

- I.5.8 Early OS mapping of the site (1854-1893) shows Staincross Hall (earlier 'Lodge'), to the west of the site. The hall was owned by Godfrey Wentworth (of Woolley Hall) and occupied by John Hainley. A kitchen garden is also recorded to the south. Wentworth also owned and Hainley occupied the two grass fields to the west of the site (Slatcher and Thomson, 2020). It is likely that these fields were used for grazing sheep as small sheepfolds are visible on the 1854-1913 OS maps of the site, seemingly only removed in the mid 20th century when the land there becomes recreation grounds.
- I.5.9 To the south of the site Pit Lane End (now Blacker Road) is marked. To the south of the road, a coal pit is shown, with further shafts and pits marked in the wider area. The Staincross Vitriol Works is also marked, as is Staincross Mill, described as a corn mill. A Wesleyan Chapel is also shown. Staincross Lodge, with grounds and gardens is shown to the west of the site (Slatcher and Thomson, 2020). No mining works were noted during any mapping of the site, and the two mining surveys carried out for the site (Swinburne 2020, and G&M Consulting 2022) detected any evidence of historic mineworks within the site limits.

2 PROJECT AIMS

2.1 AIMS

2.1.1 The principal aim of the project is to excavate six trenches (c.50m x 2m) on a variety of alignments in order to allow for the investigation of any below ground archaeology within the site. This exercise will aim to establish the preservation, form and potential significance of any buried archaeological remains within the site boundaries.

2.1.2 These trenches will act to inform SYAS as the scope of archaeological remains within the site in order to allow for accurate assessment prior to determination of the planning application.

2.1.3 Fieldwork aims for this project include:

- To identify the presence/absence of archaeological features and deposits within the site through the excavation of evaluation trenches.
- To create a detailed record of any features or deposits encountered in order to aid determination of the planning application.
- To sample sufficient of the archaeological features and deposits and gather sufficient information to establish relative sequence, character, extent, form, function and likely dating for any features or deposits uncovered.

2.2 RESEARCH QUESTIONS

2.2.1 Two research topics have been selected for this site from *South Yorkshire Historic Environment Research Framework* (Historic England 2022). These include:

Medieval

- QSY0186: What can documentary and archaeological evidence contribute to our understanding of medieval coal extraction and its use?

Post-Medieval

- How can we better understand the post-medieval mining landscape of South Yorkshire and the relationship between different components of that landscape?
- How can we better understand the relationship between the extractive industries and production sites in this period?

- 2.2.2 These questions have been selected due to the moderate potential for historic mining remains within the site as highlighted by Swinbourne (2020) in the mining survey. While no evidence was found during the subsequent Mining investigation (G&M Consultancy, 2022) it is noted that prior to soft strip several mounds were visible on LiDAR for the site which may represent the spoil from bell pits similar to those documented at Thorpe Hesley (Parker *et al*/2022).

3 SCOPE OF WORKS

3.1 ARCHAEOLOGICAL EVALUATION TRENCHING

3.1.1 In consultation with Andy Lines from South Yorkshire Archaeology Service, a total of six trenches will be excavated within the proposed development area. All trenches will measure 50m x 2m.

3.1.2 Trench 1 will target a raised earthwork, boundary ditch and terrace noted on the LiDAR data. The raised earthwork may possibly represent upcast material from bell pits or other mining work and forms part of a string of such features along the north part of the site.

3.1.3 Trench 2 will target the next earthwork visible to the east of Trench 1, it will also target the central part of the site.

3.1.4 Trench 3 will target the third earthwork visible along the north part of the site as well as checking for any sign of a field boundary continuing further north as part of the historic arrangement of the site.

3.1.5 Trench 4 is placed to target further potential field boundaries within the site and to provide general coverage of the north-east part of the area.

3.1.6 Trench 5 covers two features identified on Lidar as footpaths, and a further earthwork. There is potential that these footpaths (particularly the more southern of the two) follow the lines of further field boundaries.

3.1.7 Trench 6 targets further LiDAR features including a possible lynchet, a further footpath and another raised earthwork.

3.2 REPORTING AND ARCHIVING

3.2.1 The outputs deriving from this project will include:

1. An archaeological record collated into a fully indexed project archive with the physical record deposited with South Yorkshire Historic Environment Record (SYHER)
2. A descriptive report presenting the results of the survey to be submitted to South Yorkshire HER, and the Archaeological Data Service.

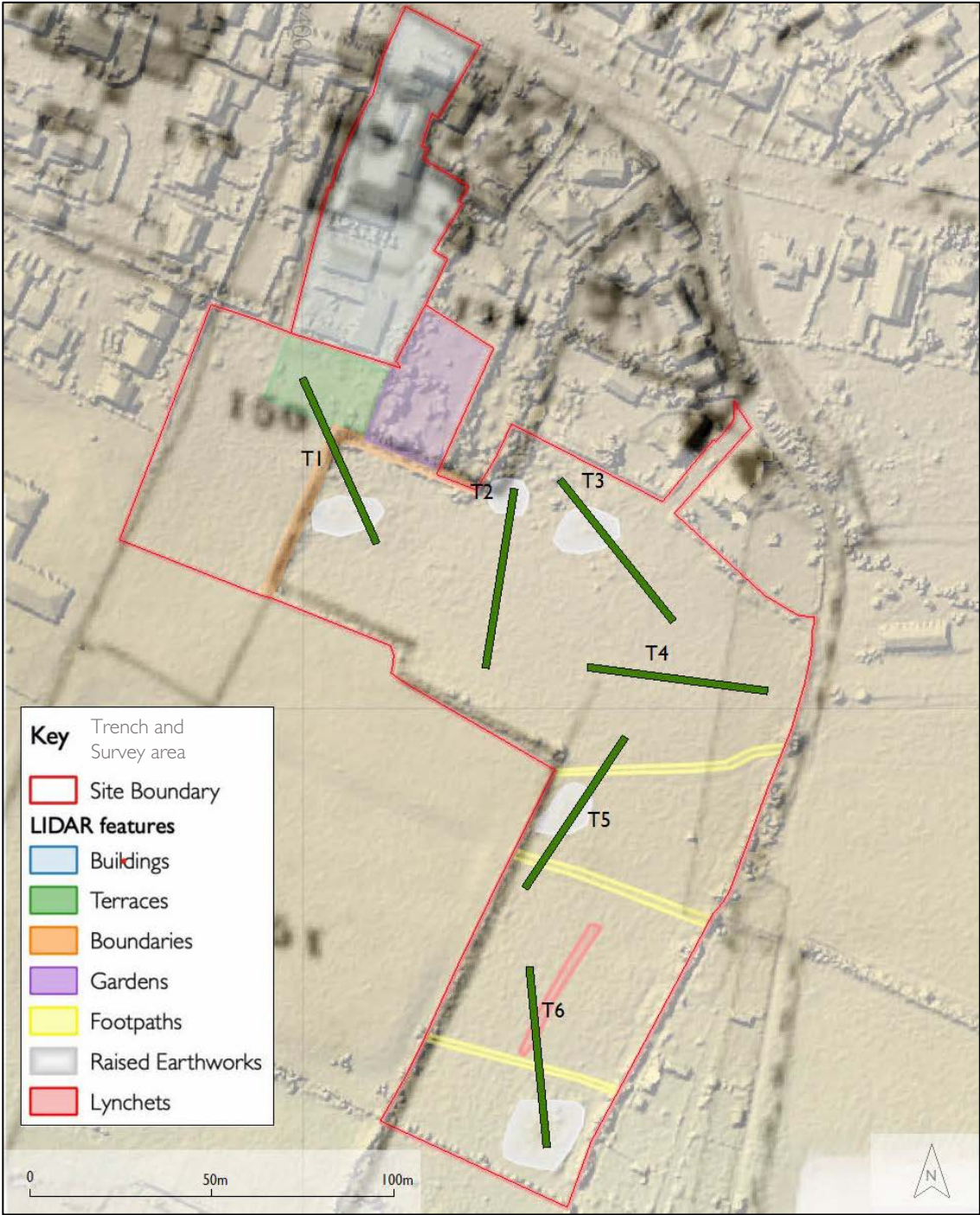


Figure 3: Trench Locations overlaid on LiDAR and 1844 Tithe Map.

3.3 REPORTING AND OUTPUTS

3.3.2 The outputs deriving from this project will include:

1. A fully indexed project archive for deposition with the South Yorkshire HER;
2. A comprehensive analytical and interpretive report presenting the results of the work to be submitted to South Yorkshire Historic Environment Record (HER) and the Archaeology Data Service (ADS) online database.

4 ARCHAEOLOGICAL MONITORING

4.1 INTRODUCTION

- 4.1.1 This methodology has been produced in reference to overarching national guidelines as set out in the Chartered Institute for Archaeologists' Standard and Guidance for archaeological evaluation (CIfA, 2023) and local SYAS evaluation standards (2022) (see Appendix 3)

4.2 EXCAVATION

- 4.2.2 Machine excavation will be undertaken down to the first significant archaeological horizon utilising a suitable tracked excavator fitted with toothless ditching bucket under archaeological supervision before hand-cleaning and excavation of any cut features.
- 4.2.3 All potential archaeological remains will be cleaned and recorded by hand.
- 4.2.4 Discrete features will be half-sectioned; linear features will be sampled a minimum of 20% along their length.
- 4.2.5 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.

4.3 RECORDING

- 4.3.1 Contexts and stratigraphy will be recorded in accordance with 6.30 -6.32 of the SYAS standards. Archaeological features will be drawn in accordance with SYAS standards 6.33-6.37 and trenches and archaeological features photographed in line with SYAS standards 6.38-6.43.
- 4.3.2 The extent and location of the excavated areas as well as any archaeological features and deposits will be recorded using suitable survey grade GPS or TST survey equipment including the position of section lines.

4.4 ARTEFACT RECOVERY

- 4.4.1 All stratified archaeological finds will be collected, except for modern (20th Century) finds from topsoil and subsoil contexts unless it is determined that they are of archaeological interest.
- 4.4.2 Bagged and labelled by context following SYAS standards (6.46-6.47) the recovered finds are to be retained as part of a Working Project Archive, where they will be processed 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.

4.5 ENVIRONMENTAL SAMPLING AND SCIENTIFIC DATING

4.5.1 Suitable stratified deposits where there is a good potential for palaeo-environmental remains to survive will be sampled in consultation with the appropriate specialist and in accordance with guidance issued by Historic England (HE 2011). **Where required, the Historic England Science Advisor will be contacted for support and advice.**

4.5.2 A quantification of all recovered material will be submitted to TJC Heritage Ltd following completion of the fieldwork but prior to any processing. This will allow for refinement of any discard or processing prior to continuing through the cleaning and archiving process. All finds will then 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.

4.6 BURIALS

Should any human burials or cremations be encountered, their extent, number and state of preservation will be established and reported to SYAS and Evaluation standards 6.52-6.54 followed.

4.7 TREASURE

4.7.1 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 SYHER (see SYAS standards 6.55-6.57).

5 ARCHIVE

5.1.1 Barnsley museum will be contacted during outset of the works and the South Yorkshire HER will be informed throughout the project and upon completion of stages of work to discuss archaeological requirements. A project initiation form will be submitted as per SYAS standard 8.1 (2022) followed by a completion form at the end of the project.

5.1.2 Archives for the project will be prepared in line with *Archaeological Archive Deposition Policy for Museums in Yorkshire and the Humber* (Turnpenny 2012).

5.2 WORKING PROJECT ARCHIVE: PROCESSING AND STORAGE

5.2.3 All material (whether digital or physical) recovered or generated through the duration of the project will be appropriately and securely stored in a working project archive following the guidance set out in SYAS standards 8.3-8.9

5.2.4 All digital records will be treated in accordance with a project data management plan (**Appendix 2**).

Material Archive

5.2.5 The material archive will be returned for processing at regular intervals in accordance with best practice guidance (Watkinson and Neal 1998). Unstable artefactual remains (e.g. metallic, wood or leather) will be sent to the appropriate specialists to advise on conservation, including undertaking x-ray analysis where appropriate.

5.2.6 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.

5.2.7 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.

5.2.8 On completion of fieldwork recovered artefacts and samples will be assessed by appropriate 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.

5.3 SELECTION AND RETENTION STRATEGY

5.3.9 The site-specific archive selection strategy is presented in **Appendix I** and follows SYAS Standards recommendations (8.10-8.12)

5.4 FINAL ARCHIVE

5.4.10 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, 2020b).

5.4.11 The physical archive will be deposited with Barnsley Museum, 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 Archaeology Data Service (ADS).

5.4.12 The digital archive will be deposited with the 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).

6 REPORTING

6.1 FINAL REPORT

6.1.1 At the end of the fieldwork programme a final report will be prepared to present the results and interpretations of the programme of works. Reporting will follow the standards set out in SYAS Evaluation Standards 2022 section 7.

6.1.2 The final report will include:

- Project specific fieldwork codes;
- Acknowledgements;
- A non-technical summary;
- A contents list, including lists of illustrations or figures;
- Site location and relevant designations, including the precise location of the building as an address and in the form of a National Grid reference;
- The date when the record was made, the name(s) of the recorder(s) and the location of any archive material;
- An introduction briefly setting out the circumstances in which the record was made its Aims, purpose and research objectives of the programme of work, scope, and limitations plus any constraints;
- A discussion of the history of the site and previous alterations/surveys, including an analysis of historic map evidence, published sources and a range of primary documentary sources alongside a critical evaluation of previous records of the site;
- A summary of the findings of any specialist reports (for example dendrochronology or paint analysis);
- An assessment of the potential for further investigative or documentary work, and of the potential survival of below-ground evidence for the site;
- Copies of historic maps, drawings, views or photographs illustrating the development of the site (with permission of owners or copyright holders);
- Full bibliographic and other references and details of sources consulted.

6.2 DISSEMINATION

6.2.1 Digital copies of the final report will be issued to South Yorkshire Historic Environment Record (HER), and the Archaeology Data Service (ADS).

7 MANAGEMENT OF THE ARCHAEOLOGICAL WORKS

7.1 STAFFING

7.1.1 The programme of works will be co-ordinated by Oliver Jessop a Corporate member of the Chartered Institute for Archaeologists (MCIfA) and Tom Parker (PCIfA) for TJC Heritage Ltd, a Registered Organisation (RO).

7.1.2 Archaeological fieldwork will be undertaken by appropriately trained staff supplied by Archaeological Services - West Yorkshire Advisory Service (AS-WYAS).

7.1.3 Where appropriate external specialists will undertake any analysis of material culture recovered. The University of Durham will be used for any archaeological conservation that may be required.

7.2 TIMETABLE AND MONITORING

7.2.1 Following confirmation of this WSI by SYAS a timetable of access and works will be agreed with the current landowner/developer, SYAS and AS-WYAS.

7.2.2 The proposed timetable is:

Week commencing	Proposed work
1 st July 2024	Submit and receive approval for WSI
15 th July 2024	ASWYAS commence work on site
November 2024	First draft of report submitted for approval
Spring 2025	Archive and report deposited with Barnsley Museum and report uploaded to ADS

7.2.3 Plant will be provided by the client for the purpose of these works, to be supervised by the attending archaeologist(s).

7.2.4 Full access to relevant parts of the site are expected to be reasonably afforded to the archaeologists during the course of the evaluation.

7.2.5 A draft report will be finalised within three months of completion of the programme of works and provided to South Yorkshire Archaeology Service.

7.2.6 The project archive will be deposited with Barnsley Museum within six months of the completion of the fieldwork and reporting or else in digital only form with the South Yorkshire HER and ADS.

7.2.7 Any deviation from this programme should be documented and agreed by each party.

8 HEALTH AND SAFETY AND INSURANCE

8.1 HEALTH AND SAFETY

8.1.1 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.

8.1.2 All equipment will be suitable for purpose and in sound condition and comply with Health and Safety Executive recommendations.

8.1.3 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.

8.2 INSURANCE

8.2.1 TJC Heritage Ltd currently holds (as of July 2024) Professional Indemnity cover of £2,000,000 (AXA Insurance Plc, policy no. TG0058), Public Liability cover for £5,000,000 (Aviva, policy no:247565101CHC/UN/000580).

9 COPYRIGHT

9.1 PAPER AND DIGITAL ARCHIVE

- 9.1.1 Following completion of the work the copyright and ownership of the paper and digital archive from the archaeological work will rest with the originating body – TJC Heritage Ltd. TJC heritage Ltd will deposit the material with the South Yorkshire HER and the Barnsley Museum 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.

9.2 REPORT

- 9.2.1 Full copyright of each report shall be retained by the originating body – TJC Heritage Ltd under the Copyright, Designs and Patents Act 1988 with all rights reserved, and the report will be made available for public dissemination as part of the dissemination measures identified in **Section 7**.

10 BIBLIOGRAPHY

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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 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: WSI, interim reports, digitally generated fieldwork forms, final reports and specialist reports.	R4	TJC Heritage project lead Archaeological Data Service National Trust 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 National Trust 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 National Trust curator

2.1	Physical Documents: Project Text / Documents	All fieldwork forms.	R4	TJC Heritage project lead National Trust curator
2.2	Physical Documents: Drawings	All fieldwork drawings. Including: measured survey drawings and dimensioned or interpretative sketch drawings.	R4	TJC Heritage project lead National Trust curator
2.3	Physical Documents: Recovered Text / Documents	All documents encountered during fieldwork will be recovered for specialist analysis.	R4	TJC Heritage project lead National Trust curator
3.1	Materials: Bulk Finds	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 National Trust curator

DISCARD STRATEGY

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

De-selected physical materials 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)	8-12 objects (size <100MB) (Written Scheme of Investigation / Interim Reports and 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)	12 objects (size <100MB) (Annotated plans)
Images	Lossy image file (.jpg) & Unprocessed image file (.raw) (Intended deposition format - .tiff)	0-200 objects (size <1TB) (Record photography)

Data Standards/Methods

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

- Archaeological Data Service (ADS). 2021. *Instructions for Depositors* [online]. Available at <https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/>
- DigVentures. 2019. *Dig Digital – A guide to managing digital data generated from archaeological investigations.*
- Historic England (HE). 2015. *Digital Image Capture and File Storage – Guidelines for Best Practice.*
- Historic England (HE). 2015. *Metric Survey Specifications for Cultural Heritage.*
- Historic England (HE). 2016. *Understanding Historic Buildings – A guide to good practice.*

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

Methods of data creation are specified within the Written Scheme of Investigation (report re. TJC2021.54).

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 South Yorkshire HER and ADS.

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.

Barnsley Museum will be contacted during project initiation and confirmed that the digital archive component should be deposited with a trusted digital repository; and ADS have been identified 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 (report ref. TJC2023. 54) 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 reviews and revised at each stage of the project.

Data capture, metadata production, quality assurance, storage, and archiving are 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.

APPENDIX 3: SYAS EVALUATION STANDARDS

