



CFA ARCHAEOLOGY

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WRITTEN SCHEME OF INVESTIGATION



The Old Corn Mill Thurlstone, Sheffield, South Yorkshire

Archaeological Watching Brief
[Planning Ref. 2021/0246](#)

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This document has been prepared in accordance with CFA Archaeology Ltd standard operating procedures.

**The Old Corn Mill
Thurlstone
Sheffield
South Yorkshire**

Archaeological Watching Brief Written Scheme of Investigation

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1 Background

Site Location

The Site is located at The Old Corn Mill off Manchester Road within the village of Thurstlestone, Sheffield, and is centred on national grid reference SE 23483 03474 (Fig. 1).

Context of the Project

This Written Scheme of Investigation (WSI) has been prepared by CFA Archaeology on behalf of MBooth Design Ltd acting on behalf of their client Mr G Trew. It outlines the details of an archaeological watching brief to be undertaken during groundworks associated with the erection of a single dwelling at The Old Corn Mill, Manchester Road, Thurstlestone, Sheffield (NGR SE 23483 03474).

An archaeological watching brief is required to comply with condition 11 of the associated planning application (Planning ref. 2021/0246) which states:

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 that the requirements of the WSI have been fulfilled or alternative timescales agreed.

Reason: To ensure that any archaeological remains present, whether buried or part of a standing building, are investigated and a proper understanding of their nature, date, extent and significance gained, before those remains are damaged or destroyed and that knowledge gained is then disseminated in accordance with Local Plan Policy HE6.

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As part of satisfying Condition 11 as outlined above, this WSI is submitted for approval. Following approval, the scheme of works set out in this document shall be undertaken and the report on the results of this work will be used to satisfy the remainder of Condition 11.

Project Timetable

The length of fieldwork will depend on the duration of groundworks requiring monitoring, and any additional time required in order to record any exposed archaeological remains. A draft report will be produced in 3-4 weeks following the completion the fieldwork should little or no archaeological remains be revealed.

SYAS will be given a minimum of one weeks' notice prior to the start of any fieldwork.

Review Points

During the watching brief consultation will be conducted with SYAS and the Client to review the results and identify where the presence, nature or absence of archaeological remains may justify changes to the scope of the fieldwork project, whether this is additions or reductions.

If it is necessary to make any minor changes to the agreed WSI then these will be submitted to SYAS for written approval. If any major changes are necessary, an updated WSI will be submitted to SYAS.

Once the report has been completed following the conclusion of the fieldwork then consultation will be conducted with SYAS and the Client to identify recommendations for additional post-excavation analysis and publication.

Monitoring Arrangements

SYAS will be responsible for monitoring the project and will be given a minimum notice of at least one week of the commencement of fieldwork for arrangements to be made.

Should features of unexpected importance or complexity be identified that would warrant special measures to record or protect them, then the supervising archaeologist should notify SYAS at the earliest opportunity to implement the appropriate strategy for their management.

If it becomes clear during the archaeological watching brief that little of archaeological interest is likely to survive on the site, CFA archaeology will discuss the work with the monitoring archaeologist for SYAS. A joint decision will be made on reducing the work to an intermittent watching brief or ceasing observation of groundworks.

2 Site information

Site Description

The site is located at the Old Corn Mill, Manchester Road, Thurlstone, South Yorkshire, centred on National Grid Reference SE 23483 03474 (Fig. 1). The Site is sub-rectangular in plan and comprises the garden attached to the western side of the property at the Old Corn Mill, situated on the northern side of the River Don and south of Manchester Road.

Geology and Topography

The Site occupies an area of relatively flat ground sitting 210m AOD.

The bedrock geology of the Site is recorded as Grenoside Sandstone to the north and Pennine Lower Coal Measures Formation (mudstone and siltstone) to the south. These sedimentary bedrocks were formed approximately 318 to 319 million years ago in the Carboniferous period. No superficial geology is recorded across the Site (BGS 2024).

The soils of the site are characterised as freely draining slightly acid loamy soils (Landis 2024). The most common inorganic archaeological materials survive in most burial environments, however, organic materials such as bone are less well preserved in acidic burial environments (Historic England 2016).

Archaeological Potential

An archaeological Desk-Based Assessment was conducted by CFA Archaeology in 2019 (Turner 2019). The following is a summary of the findings of this document.

Prehistory

There are no prehistoric date assets recorded in the South Yorkshire HER in the boundaries of the Site or within a 1km radius. However, there is evidence of prehistoric activity within the wider landscape. A Neolithic polished axe discovered near Penistone is displayed in the Barnsley Museum. Flint scatters and stone axes have been found on the surrounding moors, and probable prehistoric earthworks are recorded at Denby Common, Langsett and Roughbitchwood (Hey 2016).

Romano-British

There are no Romano-British assets recorded in the South Yorkshire HER in the boundaries of the Site or within a 1km radius. However, the Site exists within a Roman occupied landscape with the regional centres of South Yorkshire being located around Doncaster. The Doncaster fort had an associated *vicus*, and there was a nearby fortress at Rossington. Another fort with *vici* was located at Templeborough, near Rotherham and a possible roadside settlement at Thorpe Audlin (Chadwick 2019).

Early Medieval

The placename 'Thurlestone' is derived from the Old Danish personal name Thurulf and the Old English *tun* and means Thurulf's farmstead. The inclusion of the Scandinavian element to the name suggests a Scandinavian influence toward the end of the early medieval period (Hey 2016).

Thurlestone is recorded in the Domesday book of 1086 as *Turulfeston*, held by Ilbert de Laci. In 1066 it was valued at 4 pounds and the most valuable holding with the Wapentake. In 1086 Thurlston was recorded as waste (Open Domesday 2024).

Medieval to Modern

The old Thurlestone settlement is located on the high ground overlooking the river valley, the main thoroughfare and centre of Thurlestone along Manchester Road was developed in the

19th century. Thurlstone manor and township included most of the old mills of the Penistone district (Hey 2016).

The Site is located on what was formerly part of the Old Corn Mill or Hornthwaite Mill, a water mill dating to the late 15th century which was formerly part of the lands of Hornthwaite manor. The mill passed through several owners and was operational until the 1940s and was eventually sold to the Council. Some of the mill was demolished in 1960s, with part of the mill dam being infilled and used for pasture.

The proposed new build is located in close proximity to the former mill dam, as depicted on historic Ordnance Surveys mapping and evidence of this archaeological feature, as well as associated mill structures, could be uncovered during the proposed groundworks.

3 Project Details

Aims and Objectives

The aim of the watching brief is to determine and record the location, extent, date, character, condition, significance, and quality of any archaeological deposits located within the footprint of the proposed new dwelling which will be affected by their excavation.

The results of the watching brief will be contextualised with reference to any relevant agendas and research objectives identified within the *South Yorkshire Historic Environment Research Framework* (SYHERF; Research Frameworks 2022).

Excavation Rationale

The area of the Site which will be subject to archaeological watching brief is detailed on Figure 1. A visual inspection of the area will be undertaken in order to identify the following: confirm any surface features of potential archaeological interest; areas of potentially significant disturbance; and any hazards or constraints which may impact the archaeological work on site.

Outputs and Dissemination

It is expected that the project will generate a report, a physical archive including primary site records and any artefactual material recovered, and digital data including digital photographs.

The results of the archaeological watching brief will be disseminated to the wider public in a manner appropriate to their significance, to be agreed with SYAS and the Client.

The digital archive including a digital copy of the report will be deposited with the Archaeological Data Service (ADS). One digital copy (PDF-A format) and one bound hard copy of the final report will be deposited with the South Yorkshire Historic Environment Record (HER) within a suitable timescale following the completion of fieldwork. This will ensure that the report be made available as a public document as part of the Historic Environment Record.

4 Fieldwork Methodology

Statement of Conformity and Divergence from SYAS Standards

The SYAS Standards & Guidance for archaeological watching brief (Appendix 2) will be adhered to. Work will also be conducted with regard to ClfA's Code of Conduct (2022) and relevant standards documents (ClfA 2020a-b, 2023a-c); relevant Historic England guidance documents (Campbell et al. 2011; Historic England 2015a), the Regional Statement of Good Practice for Archaeology in the Development Process, Yorkshire, the Humber and the North-East (2019), and this WSI. Recording of all elements will be done following established CFA procedures. All fieldwork will be carried out in accordance with these guidelines.

Sampling Strategy

Samples of all features of archaeological interest will be retained in order to establish their likely date, nature, extent and condition, of such archaeological remains. All such sample excavation will be conducted by hand. The samples will be limited to remove only such deposits as necessary to achieve the general aims of the watching brief, and to answer any the projected SYHRF questions.

CFA's palaeoenvironmental scientist will assess the environmental potential of the Site and will advise on whether deposits offer potential for conducting palaeobotanical or other soils analyses, and to allow a sieving programme to be undertaken if appropriate. The palaeoenvironmental scientist will assess the potential for the preservation of faunal remains and ensure that sampling is carried out in accordance with current guidelines (Campbell et al. 2011).

5 Post-Investigation Assessment, Analysis and Reporting

Statement of Conformity and Divergence from SYAS Standards

The SYAS standards for archaeological watching brief concerning post-investigation assessment, analysis and reporting shall be adhered to (Appendix 2).

6 Archive

Statement of Conformity and Divergence from SYAS A Standards

The current guidance set out in the SYAS standards & guidance for archaeological watching briefs (Appendix 2) shall be conformed to regarding archiving. SYAS will be provided with a copy of the report for comment and faculty records.

Archive Deposition and Selection Strategy

An archive will be prepared in accordance with the current guidelines (ClfA 2020b), with reference made to the archival standards of the repository, and arrangements made for its deposit with an appropriate repository, anticipated to be Museums Sheffield. The archive will be the complete excavation archive, including primary site records, research archives, and finds.

Consent for full transfer of title of finds to the recipient museum will be agreed in principle with the landowner at the outset. Confirmation of transfer of title from the landowner and confirmation of assignment of copyright, along with a full archive inventory, will be submitted with a project completion form to the recipient museum, anticipated to be Museums Sheffield. SYAS will be provided with a copy of the completion form, including the assigned accession number.

The requirements of the receiving archive will be adhered to, and the South Yorkshire HER will be notified in advance. Museums Sheffield will be notified at set stages of the project, including at project initiation (comprising a project initiation form), a mid-point review, and completion stages to discuss archaeological archiving requirements. A selection Strategy for the archive will be decided during the project inception in conference with the Museum service and with reference to ClfA toolkit for selection archaeological archives.

CFA Archaeology is ISO 9001 accredited, and all internal archiving and digital record systems are fully compliant with ClfA Standards and Guidance, specifically guidance on Planning and Data Management Plans for Archaeological Projects (2022). The digital archive will be subject to a selection process, depending on the results of the works, and the resulting digital archive will be deposited with the Archaeological Data Service (ADS) in line with guidance from ADS (2023) and ClfA (2022).

7 Staffing

CFA Archaeology is a registered organisation with the Chartered Institute for Archaeologists (ClfA).

Key Personnel

Phil Mann (BA MCIfA) is Senior Project Manager for CFA Archaeology. Phil has project managed numerous archaeological projects of all periods throughout the country including those undertaken for large infrastructure projects.

A **Field Director** from CFA will be selected from CFA's pool of Field Officers, depending on availability, all of whom have appropriate experience. The CV for the selected Field Officer can be forwarded prior to the start of the project.

Dr Shelly Werner (BSc MPhil PhD) is CFA's Graphics Manager, responsible for the organisation and management of all GIS, CAD and Illustrative material. She is an experienced illustrator with specialist knowledge in GIS consultancy and standing building survey and has worked on a variety of projects in Scotland and England.

Post-excavation and environmental coordination will be managed by CFAs post excavation and archiving manager **Christina Hills**; CVs for CFA's 'in house' specialists or external consultants can be supplied on request.

Project Specialists

Archaeobotany	Mhairi Hastie BSc MSc ACIfA (CFA Archaeology)
Archaeozoology	Joshua Toulson MSc
Ceramic building material	David Griffiths
Clay pipes	Peter Hammond
Conservation laboratory	Ian Panter (York Archaeological Trust)
Dendrochronology	Ian Tyers
Industrial residue	Gerry McDonnell PhD
Leather	Quita Mould
Mollusca and fish remains	Hannah Russ MA PhD FSA
Neolithic and Bronze Age pottery	Alex Gibson PhD
Osteoarchaeology	Malin Holst MSc
Palynology	Robert McCulloch BA PhD (University of Stirling)
Post-medieval small finds	Gail Drinkall
Post-Roman pottery	Chris Cumberpatch BA PhD
Roman and Pre-Roman Iron Age pottery	Jamie Walker (CFA Archaeology)
Roman glass	Hilary Cool
Soil micromorphology	Clare Ellis BA PhD MCIfA
Worked bone	Gail Drinkall
Worked Flint and Stone	Ann Clarke

The above list is not exhaustive, should unusual or locally specific archaeological materials be discovered; appropriate specialists will be sort on the advice of the regional Historic England scientific advisor.

Project Directory

Project Manager-Phil Mann (BA MCIfA)

Telephone: 0113 271 6060

Email: pmann@cfa-arch.co.uk

South Yorkshire Archaeology Service

Telephone: 0114 273 6354

Email: syorks.archservice@sheffield.gov.uk

Historic England Science Advisor: Andy Hammon

telephone: 07747 486255

email: Andy.Hammon@HistoricEngland.org.uk

Finds Liaison Officer for South and West Yorkshire: Amy Downes

telephone: 0113 5350173

email: Amy.Downes@wyjs.org.uk

Bibliography

Archaeological Data Service (ADS) 2023 Guides to Good Practice. <https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/>.

Campbell G, Moffett L and Straker V 2011 *Environmental Archaeology; A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation*. Swindon: Historic England.

Chadwick A M 2019 *The Iron Age and Romano-British Periods*. Draft section produced for the South Yorkshire Archaeological Research Framework on behalf of Historic England and the South Yorkshire Archaeology Service.

Chartered Institute for Archaeologists (CIfA) 2014 *Code of Conduct*. Reading: CIfA (revised October 2022).

Chartered Institute for Archaeologists (CIfA). n.d. Toolkit for Selecting Archaeology [online]. Available: <https://www.archaeologists.net/selection-toolkit>

CIfA 2020a *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*. Reading: CIfA

CIfA 2020b *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* Reading: CIfA.

CIfA 2023a *Planning – Data Management Plan*.
<https://www.archaeologists.net/digdigital/planning>.

CIfA 2023b *Standard for archaeological monitoring and recording*. Reading: CIfA.

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Cumberpatch, C 2004 *South Yorkshire / North Derbyshire Medieval Ceramics Reference Collection*. York: Archaeological Data Service

Hey D 2016 *A History of the Penistone District* Barnsley: Wharncliffe Books

Historic England 2015a *The Management of Research Projects in the Historic Environment, (MoRPHE), Project Managers' Guide*. Swindon: Historic England.

Historic England 2015b *Digital Image Capture and File Storage*. Swindon: Historic England.

Historic England 2016 *Preserving Archaeological Remains: Decision-taking for Sites under Development* Historic England

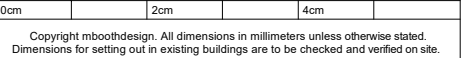
Medieval Pottery Research Group (MPRG) 2001 *Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Ceramics*. Occasional Paper 2.

Regional statement of good practice for archaeology in the development process, Yorkshire, the Humber & the North-East, 2019.

Research Frameworks, 2022, *South Yorkshire Historic Environment Research Framework*.

Turner J, 2019 *The Old Corn Mill, Manchester Road, Thurlstone, South Yorkshire: Archaeological Desk-Based Assessment* CFA Archaeology Report no. Y449/19

Figure



Appendix 1 Digital Data Management Plan

Section 1: Project Administration

Project ID / OASIS ID
Internal CFA ID: COMT2
OASIS ID: cfaarcha1-524206
Project Name
The Old Corn Mill, Thurlstone , Sheffield, South Yorkshire
Project Description
Watching Brief at The Old Corn Mill, Thurlstone, Sheffield. To be carried out during the groundworks on the site associated with the erection of a new dwelling.
Project Funder / Grant reference
Mr Gerry Trew
Project Manager
Mr Phil Mann, BA MCIfA, Senior Project Manager, pmann@cfa-arch.co.uk, (0113 271 6060)
Principal Investigator / Researcher
CFA Archaeology Ltd
Data Contact Person
<ol style="list-style-type: none">1. Mr Jamie Walker, BSc PCIfA, Project Manager, jwalker@cfa-arch.co.uk, (0113 271 6060)2. Ms Christina Hills, BA ACIfA, Post Excavation and Archives Manager, chills@cfa-arch.co.uk, (0131 273 4380)
Date DMP created
10/04/2024
Date DMP last updated
10/04/2024
Version
1
Related data management policies
CFA Quality Management Systems ISO 9001 Accreditation

Section 2: Data Collection

What data will you collect or create?		
Archaeological data will be collected to achieve the aims and objectives of the watching brief as set out in the Written Scheme of Investigation.		
It is envisaged that the resultant digital archive will comprise, but not be limited to:		
Type	Format	Estimated Volume (Data Archive)
Digital Photographs	.jpg, .tiff	Volume tbc
Spreadsheets	Excel .xlsx	i.e., typed up registers etc
Text/ documents	Word .docx, PDF .pdf	To include at minimum the WSI, Project Report and scans of onsite record sheets

How will the data be collected or created?
CFA Archaeology is a registered organisation with the Chartered Institute for Archaeologists (CIfA). Work will be conducted with regard to the Institute's Standards documents (CIfA 2020a-c), relevant Historic England guidance documents (Campbell et al. 2011; Historic England 2015), the Regional Statement of Good Practice for Archaeology in the Development Process, Yorkshire, the Humber and the North-East (2019). Details are set out in the WSI. Recording of all elements will be done following established CFA procedures.
Data Standards/ Methods
<ul style="list-style-type: none">• Paper records, digital photos and survey data is collected on site• Data collected on site is downloaded or scanned and stored in an appropriate folder.• On site records are typed up as part of report preparation.• Reports are created once the onsite works are completed and records checked, by an appropriate member of staff.• Project folders are named and ordered following the CFA Quality Management System (QMS)• CFA Data storage is described in Section 5.

Section 3: Documentation and Metadata

What documentation and metadata will accompany the data?
Full documentation and metadata will be supplied with the archive, in line with our own archiving requirements, as well as those from ADS. This will include, but is not limited to, metadata forms for each data type as well as overarching site metadata forms.
Any relevant selection forms will be included with the archive.

Section 4: Ethics and Legal Compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?
<ul style="list-style-type: none">• The WSI outlines the names and details of contractors and staff who are proposed to work on the project. CFA have a GDPR compliant Privacy Policy which dictates the management of personal data.• CFA is a Registered Organisation with CIfA and a minimum of 80% our staff have CIfA membership. All of our work practises are therefore in line with CIfA's ethical requirements.• Copyright for all data collected by the project team belongs to the organisation.

- The requirement of consent for the full transfer of title of finds regarding the landowner and recipient museum is set out in the WSI

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?

In addition to our Data Protection Policy and Privacy Notice, CFA has in place the following policies (and associated notes) which outline and instruct procedures relating to IT and data management: CFA Data Management Plan, CFA IT Policy, CFA Data Breach Response Plan, CFA IT Procedures (attachment 10a). At our Musselburgh office, digital data is stored on two primary servers with a back-up cycle controlled via a separate dedicated backups server. Back-ups are configured to provide daily, weekly, and monthly redundancy across all offices. We also back up incrementally to external devices weekly. At our Yorkshire and Milton Keynes offices, digital data is stored on primary servers using multiple virtual configurations. All network data from these offices is mirrored nightly to the Musselburgh network and is included in the Musselburgh back up. All digital files are protected both at server level using Linux proprietary protection, and by ESET Anti-Virus software on all desktops and portable devices where possible. Access to all CFA business networks is restricted, with variable user-level access to folders and password-protected files as appropriate.

Digital site records such as survey data and digital photographs are stored digitally on our network in compliance with our Security Copies Policy. Hard copy site records are scanned regularly throughout site works and stored digitally on our network in compliance with our Security Copies Policy.

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

The digital archive will be subject to a selection process, dependant on the results of the works and in line with ClfA and ADS guidance.

The selection will be fully recorded and resulting selection forms will be retained and included with the archive.

What is the long-term preservation plan for the dataset?

An online OASIS form will be completed as part of the archaeological work within three months of the completion of the work. An appropriately formatted copy of the report will also be uploaded to OASIS within three months of the completion of the work.

A digital copy of the project report will be deposited with the South Yorkshire Historic Environment Record (HER) within a suitable timescale. This ensures that the report will be made available as a public document as part of the Historic Environment Record.

The resulting digital archive will be deposited with the Archaeological Data Service (ADS) in line with guidance from ADS (2022) and ClfA (2020c; 2022).

This includes:

- A fully ordered and consistent digital data archive, with files named and structured in a logical and formalised manner, accompanied by relevant documentation and meta-data.

Have you contacted the data repository?

The requirements of the receiving archive will be adhered to, and the South Yorkshire HER will be notified in advance of works.

Museums Sheffield will be notified at set stages of the project, including at project initiation (comprising a project initiation form), a mid-point review, and completion stages to discuss archaeological archiving requirements

Have the costs of archiving been fully considered?

The estimated costs for the archiving of the project, including preparation and creation of the archive, have been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?

- An appropriately formatted copy of the report will be uploaded to OASIS within three months of the completion of the work.
- A digital copy of the final report will be deposited with the South Yorkshire Historic Environment Record (HER) within a suitable timescale following the completion of fieldwork. This will ensure that the report be made available as a public document as part of the Historic Environment Record
- The paper records will be deposited with Sheffield Museums, along with the selected digital archive and any finds recovered on site.
- The selected digital archive will be uploaded to ADS and be accessible through their portal/

Are any restrictions on data sharing required?

Consent for full transfer of title of finds to the recipient museum will be agreed in principle with the landowner at the outset. Confirmation of transfer of title from the landowner and confirmation of assignment of copyright, along with a full archive inventory, will be submitted with a project completion form to the recipient museum, anticipated to be Museums Sheffield. SYAS will be provided with a copy of the completion form, including the assigned accession number.

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

The Project Manager will have overall responsibility for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.

- Data capture and data quality is the responsibility of the Field Director, assured by the Project Manager.
- Storage and backup of data in the field is the responsibility of the Field team.
- Once data is incorporated into the organisations project server, storage and backup is managed as described in section 5.
- Data archiving is undertaken by the post excavation team under the guidance of the Post-Excavation Officer and Post-Excavation and Archives Manager, who are responsible for the transfer of the Archaeological Project Archive to the agreed repositories.
- Details of the core project team can be found in the WSI.

Appendix 2 SYAS Archaeological Watching Brief Standards and Guidance



Archaeological Watching Brief

Standards & Guidance

1 Requirement for Archaeological Watching Brief

- 1.1 An Archaeological Watching Brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons where there is a possibility that archaeological deposits may be disturbed or destroyed and where a more extensive programme of investigation is not warranted.
- 1.2 SYAS must be consulted in advance to agree the scope of necessary archaeological works and an appropriate methodology.
- 1.3 Note: All references are correct at time of publication, and it is the responsibility of the undertaking body to review the guidance and ensure that they refer to the most current.

Professional Standards

- 1.4 Archaeological work should be carried out using appropriate expertise and the archaeologists undertaking the work should be adequately qualified. It is good practice to use professionally accredited experts such as a ClfA Registered Organisation¹. SYAS also maintain an open list of archaeological contractors who operate in the region.²
- 1.5 All archaeological work needs to comply with:
 1. the Regional Statement of Good Practice for Archaeology in the Development Process;³
 2. the Chartered Institute for Archaeologist's (ClfA) standards and guidance;⁴
 3. Historic England's guidance on managing archaeological projects (MoRPHE)⁵
 4. Historic England's best practice guidance relevant to the project.⁶

Written Scheme of Investigation

- 1.6 The undertaking body may be required to produce a Written Scheme of Investigation (WSI) to set out a proposed methodology for the watching brief in sufficient detail.
- 1.7 The contents of a WSI on any given site should be agreed with SYAS.

¹ A register of Registered Organisations is available online: <https://www.archaeologists.net/lookingforanarchaeologist>

² Available online: <https://www.sheffield.gov.uk/home/planning-development/south-yorkshire-archaeology-service>

³ SYAS 2018

⁴ ClfA 2020a

⁵ Historic England 2015a

⁶ Available online: <https://historicengland.org.uk/advice/find/a-z-publications/>

- 1.8 The WSI should be formed in reference to relevant standards, and as a minimum contain:
1. Site location (illustrated on OS MasterMap or similarly detailed survey showing National Grid Coordinates);
 2. Context of the project (including planning background and consultations);
 3. Project stages and timetable;
 4. Monitoring arrangements;
 5. Description of the site identifying its geology, topography, condition etc.;
 6. Brief summary of the archaeological and historical background of the site and its environs;
 7. Detail implications (of 5 & 6 above) for archaeological and palaeo-environmental potential (of both buried and standing remains);
 8. Aims and objectives with reference to the South Yorkshire Historic Environment Research Framework;
 9. Detail the rationale behind the location of each recording area and a plan that clearly shows their location within the site;
 10. Summary of the specific outputs of the project (e.g. report, archives etc);
 11. Methodology for recording, sampling, assessment, analysis and reporting;
 12. Strategy for seeking preservation in-situ and/or additional recording of identified features of unexpected importance;
 13. Strategy for the deposition of the project archive (including a selection strategy and data management plan produced in accordance with ClfA guidance);
 14. Strategy for publication and dissemination of the results;
 15. Details of the competent person/persons or organisation undertaking the works.
- 1.9 The WSI must include an outline sediment sampling strategy based on suspected archaeology, and previous nearby discoveries. Provision should be allowed to revise this strategy in consultation with appropriate specialists, including the Historic England Science Advisor, during the fieldwork as appropriate to account for unexpected discoveries.
- 1.10 A template Written Scheme of Investigation covering archaeological watching briefs is available⁷, providing additional guidance and allowing any deviations from these standards to be identified and justified.

Selection Strategy & Data Management Plan

- 1.11 A proposed archive selection strategy must be included with the WSI, detailing the project-specific selection process, agreed by all stakeholders, for all records and materials arising from the work in creating the Archaeological Archive.
- 1.12 Where digital data is anticipated as an output of the project, the selection strategy must include a data management plan, setting out the methodology for data management from acquisition to deposition.
- 1.13 This should be produced in accordance with ClfA guidance.⁸

⁷ See guidance for archaeological projects, available online: <https://www.sheffield.gov.uk/syas>

⁸ Available online: <https://www.archaeologists.net/selection-toolkit> & <https://www.archaeologists.net/digdigital>

Monitoring

- 1.14 SYAS will be responsible for monitoring the contractor's work. The contractor must give a minimum of one week's notice of the commencement of fieldwork in order that arrangements for monitoring can be made.
- 1.15 Should features of unexpected importance or complexity be identified that would warrant special measures to record or protect them, then the supervising archaeologist should notify SYAS at the earliest opportunity to implement the appropriate strategy for their management.
- 1.16 If it becomes clear during the archaeological watching brief that little of archaeological interest is likely to survive on the site, the contractor should discuss their work with the monitor. A joint decision will be made on reducing the work to an intermittent watching brief or ceasing observation of groundworks.
- 1.17 Minor changes to an agreed WSI must be submitted to SYAS for written approval. Major changes will require the preparation of an updated WSI for submission to the approving body (SYAS or planning authority as appropriate).

2 Aims

- 2.1 The purpose of an archaeological watching brief is to allow the investigation of features and deposits of archaeological interest, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of disruptive works.
- 2.2 The work will be undertaken in reference to general aims and specific objectives formulated with reference to the South Yorkshire Historic Environment Research Framework⁹ and other period specific or thematic research frameworks/strategies, as applicable.

3 Scope

- 3.1 The archaeological watching brief will be maintained during all groundworks within the agreed area(s), including those for temporary works such as construction compounds, unless otherwise specified in the WSI.

Recommended Contingencies

- 3.2 Contingencies should be budgeted for and identified in the WSI, including, where relevant:
 1. Attendance of additional archaeologists to record areas of extensive or complex archaeology;
 2. Additional specialist sampling and scientific dating;
 3. Conservation of artefacts;
 4. Post-excavation analysis, in the event that detailed reporting is required;
 5. Publication of results.

⁹ Available online: <https://researchframeworks.org/syrf/>

4 Standards for Archaeological Watching Brief

- 4.1 Archaeological fieldwork will be undertaken in accordance with ClfA standards and guidance.¹⁰
- 4.2 Detailed procedures for investigation and recording will be undertaken in accordance with professional best practice, such as that established in Historic England's *Excavation Recording Manual*.¹¹
- 4.3 All records, finds and samples generated during the programme of works should be safely stored as part of a Working Project Archive (see Section 7).

Groundworks

- 4.4 During a continuous watching brief, all groundworks within the area(s) of the archaeological watching brief must be undertaken under archaeological supervision to allow for the identification and recording of any archaeological material that might be uncovered.
- 4.5 Machine excavation will be undertaken by backactor excavator, using a toothless bucket of appropriate width, to reduce ground levels in level spits. Excavated areas should not be smoothed with the back of the bucket. Under no circumstances will the machine be used to cut arbitrary trenches down to natural deposits.
- 4.6 Toothed buckets are only to be used in exceptional circumstances, and where express permission has been given by the supervising archaeologist.
- 4.7 During an intermittent watching brief, where archaeological remains are observed or suspected by contractors or plant operators outside of periods of archaeological supervision, they must immediately cease work in that area and notify the archaeological contractor.
- 4.8 Where features or deposits of potential archaeological interest are exposed or disturbed by groundworks, sufficient time will be allowed for the archaeological contractor to clean, assess, excavate, sample and record them.
- 4.9 Heavy plant or excavators must not be operated in the immediate vicinity of archaeological remains until the archaeological contractor has given explicit permission for operations to recommence at that location.

Investigation of Archaeological Features

- 4.10 Archaeological features and deposits will be cleaned and excavated by hand, where safe to do so, using appropriate tools and according to accepted principles of stratigraphic excavation.
- 4.11 Features and deposits will be investigated sufficient to characterise their nature and importance.
- 4.12 The stratigraphy of the area is to be recorded, even when no archaeological deposits have been identified.

¹⁰ ClfA 2020a

¹¹ Available from Historic England's website: <https://historicengland.org.uk/content/docs/research/historic-england-archaeological-recording-manual-2018/>

Removal of Contaminated Deposits

- 4.13 Wherever possible, the risk of contamination should be established prior to work commencing, and appropriate measures implemented to reduce or avoid risks in accordance with Historic England best practice guidance.¹²
- 4.14 Where hand excavation is not possible, any necessary machine excavation of archaeological features and deposits should be undertaken under the supervision of an archaeologist and in accordance with the agreed WSI.

Recording

- 4.15 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.
- 4.16 Stratigraphy will be recorded in all recording areas, even where no archaeological deposits have been identified, and a Harris Matrix diagram compiled.
- 4.17 All records will be checked for consistency and stratigraphic relationships.

Drawn Record

- 4.18 A range of survey methods may be applied depending on the nature of the archaeology encountered, including survey by hand, by total station, real-time kinematic global navigation satellite system (RTK GNSS), or photogrammetry. All measured survey will be undertaken in accordance with relevant guidelines.¹³
- 4.19 Hand-drawn and digital surveys will be annotated in the field to produce interpretative drawings with relevant context numbers and boundaries between features.
- 4.20 A drawing register will be maintained, recording the scale, location, date, subject, levels, and surveyor.
- 4.21 The extent of the excavated areas and archaeological features will be recorded in plan at an appropriate scale (1:500, 1:1250 or at most 1:2500), including the position of section lines, and tied into the National Grid.
- 4.22 All archaeological features will be drawn in plan and section at an appropriate scale (minimum 1:50 for plans and 1:20 for sections) with Ordnance Datum heights on each drawing.

Photography

- 4.23 Photographic recording (film or digital) will be required showing the site in context, all excavated areas and individual archaeological features, and including shots of work in progress.
- 4.24 Film photography will be undertaken using panchromatic black and white film no faster than ISO400, supplemented with colour slide film.

¹² Historic England 2017a

¹³ Including Andrews *et al*/2015 and Historic England 2017b.

- 4.25 Digital photography will be undertaken in accordance with standards set by Historic England and the recipient archive.¹⁴ All digital photography will be undertaken using a high-quality camera recommended to have 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.
- 4.26 Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale including, where colour is important factor, colour control patches.
- 4.27 A register recording the details of each image will be maintained, including subject, location, date, and photographer.

Finds and Samples

- 4.28 Provisions should be made for relevant specialists to visit the site where required.
- 4.29 The Historic England Science Advisor can be consulted for advice on appropriate approaches to sampling and other archaeological science components.

Artefact Recovery

- 4.30 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. Unstratified archaeological finds will be collected where they are determined to be of intrinsic archaeological interest. All artefacts will be bagged and labelled by context.
- 4.31 Removal, packaging, and labelling of finds will be undertaken in accordance with 'First Aid for Finds'¹⁵ and specific Historic England guidance as required.

Environmental/Sediment Sampling and Scientific Dating

- 4.32 All sampling must be undertaken to a site-specific strategy to be set out in the project WSI. It is to be produced in consultation with specialist advice, and in accordance with best practice guidance (including specific guidance on industrial residues, geoarchaeology, and animal remains where appropriate).¹⁶
- 4.33 The sampling strategy should also identify a process for determining when scientific dating will be considered, such as radiocarbon dating, luminescence dating, archaeomagnetic dating, or dendrochronology.
- 4.34 Provision should also be made in the WSI for the sampling strategy to be refined at suitable stages during the fieldwork programme, utilising appropriate specialists where necessary including the Historic England Regional Science Advisor.

Human Remains

- 4.35 Should any inhumation or cremation burials be encountered, their extent, number and state of preservation will be established and SYAS will be notified to discuss an appropriate strategy for their management. Remains should not be removed or chased beyond the existing limits of excavation prior to agreement with SYAS.

¹⁴ Historic England 2015b. and Archaeological Data Service 2009

¹⁵ Watkinson and Neal 1998

¹⁶ Historic England 2011, 2018b, 2019 & 2022.

- 4.36 Where necessary, a licence for removal will be requested from the Ministry of Justice, and SYAS notified, and no development should take place until burials are removed or alternate arrangements made.
- 4.37 The treatment of human remains will be in accordance with the requirements of Civil Law and all relevant best practice guidance.¹⁷ The remains will be recorded in-situ before lifting in accordance with best practice guidance.¹⁸

Treasure

- 4.38 Written agreement must be sought from the landowner to confirm that they waive their right to receive a reward under The Treasure Act 1996 should eligible finds be made.
- 4.39 Artefacts defined as treasure under the Treasure Act 1996 (as supplemented by the Treasure (Designation) (Amendment) Order 2023) will be treated in accordance with the Treasure Act 1996 Code of Practice.¹⁹ All finds of treasure must be reported to the local coroner within 14 days of discovery. In the first instance, it is recommended that details of the find are provided to the local Portable Antiquities Scheme Finds Liaison Officer to confirm that it constitutes treasure. They will then be able to apply for a Treasure Reference Number and declare the find to the coroner on your behalf. SYAS should also be notified.
- 4.40 A short Treasure Report will be compiled for submission to the coroner.²⁰
- 4.41 Where recovery of treasure cannot be undertaken on the same working day as the discovery, suitable security measures will be taken to protect the finds from theft.

Post-Excavation

- 4.42 All finds are to be treated in accordance with current best practice guidance. Finds are to be cleaned and marked, according to accepted principles and in line with appropriate period/material guidelines.
- 4.43 For all categories of material recovered, including finds, palaeo-environmental, industrial and other specialist samples, an assessment by an appropriately experienced specialist will be undertaken in accordance with best practice guidance.²¹
- 4.44 Basic stratigraphic information will be supplied to the project specialists.
- 4.45 All sediment samples collected in accordance with the project sampling strategy should be processed, sorted, and assessed (excluding samples from obviously mixed deposits, etc.).
- 4.46 Scientific dating of suitable material should be undertaken where required to provide chronostratigraphy of features of archaeological interest.
- 4.47 Advice from appropriate specialists should be sought on the storage and conservation of unstable artefactual remains (e.g. metallic, wood or leather).
- 4.48 Ferrous objects, and a selection of non-ferrous objects (including all coins), will be x-radiographed in accordance with Historic England guidance.²²

¹⁷ APABE 2017

¹⁸ Brickley, et al., 2017 & Historic England 2018c

¹⁹ DCMS 2008

²⁰ A template treasure report can be requested from the Finds Liaison Officer

²¹ Watkinson and Neal 1998, Historic England 2011 & Barclay *et al.* 2016)

²² Historic England 2006

- 4.49 The specialists will provide assessment reports describing the material, proposing selection for the permanent archive, and identifying recommendations for further detailed analysis and illustration in consideration of any research potential.
- 4.50 For ceramic assemblages, recording shall be carried out in a manner compatible with existing typological series in local pottery reference collections, e.g. the South Yorkshire / North Derbyshire Medieval Ceramics Reference Collection.²³
- 4.51 The guidelines for handling Post Roman Ceramics produced by the Medieval Pottery Research Group are also to be followed, for relevant material: MPRG, 2001 "Minimum Standards for the Processing, Recording, Analysis and Publication of Post-Roman Ceramics" Medieval Pottery Res Group Occ Paper 2.

5 Reporting

Reporting

- 5.1 Depending on the results of the archaeological watching brief, and in consultation with SYAS, it may be necessary to prepare a post-excavation assessment report and updated written scheme of investigation. These will provide a brief assessment of the potential of the data collected during the fieldwork stage and establish what additional work (post-excavation analysis) is required to achieve the project aims and objectives.
- 5.2 Following completion of any additional works agreed with SYAS, or where a post-excavation assessment is not required, an analysis report will be produced.

Post-Excavation Assessment & Updated Written Scheme of Investigation

- 5.3 A post-excavation assessment report shall contain:
 - 1. A summary of stratigraphy and finds and samples recovered (this should not be a detailed stratigraphic description of the entire site);
 - 2. A brief description of identified phases;
 - 3. A statement of potential for each component of data, carried out by appropriate specialists;
 - 4. Recommendations for further investigation and/or preservation, to be determined in consultation with SYAS.
- 5.4 Following finalisation of the post-excavation assessment report the WSI will be updated to:
 - 1. Identify any changes to the aims and objectives of the project;
 - 2. Identify any material that would merit further study;
 - 3. Update the Selection Strategy and Data Management Plan.

Analysis Report

- 5.5 An analysis report shall contain:
 - 1. An introduction including background information (with planning application details, where appropriate);
 - 2. The original research aims and objectives and rationale for selected area of investigation;
 - 3. An archaeological and historical baseline;

²³ Available online: http://archaeologydataservice.ac.uk/archives/view/ceramics_eh_2003/

4. A description of results;
5. A report of all find and sample categories, by appropriate specialists, including their future research potential;
6. The results of any scientific dating;
7. A discussion of the results including a phased interpretation of the site;
8. A summary of the results in their local, regional, and national context, and the extent to which the work has addressed the project aims and objectives;
9. Supporting illustrations, including as a minimum:
 - (a) A detailed location map;
 - (b) A detailed site plan showing all monitored areas, as excavated;
 - (c) All plans and sections;
 - (d) Detailed plans of archaeological features;
 - (e) Detailed sections of archaeological features;
 - (f) An overall (phased) site plan showing all archaeological features recorded;
 - (g) Selection of photographs of work in progress;
 - (h) Select artefact illustrations and/or photographs.
 - (i) Supporting tables of data, as relevant.
10. A detailed context index;
11. An archive index;
12. Acknowledgements identifying those involved in the project, including SYAS.

6 Standards for Publication and Dissemination

Public Engagement & Outreach

- 6.1 Archaeological work is undertaken for public benefit and SYAS encourage opportunities for public engagement to be integrated from the outset.
- 6.2 It is not anticipated that a watching brief will require public engagement and outreach from the outset, however the need for this should be reviewed and updated dependent on the results.

Dissemination of Results

- 6.3 Digital and physical copies of the report must be supplied to SYAS for incorporation into the South Yorkshire Historic Environment Record. Copies of any digital data must also be provided when requested.
- 6.4 Printed copies of reports will be included with the physical archive to the recipient museum.
- 6.5 Copies of the report, or details on where it can be accessed, should be provided to all external specialists involved in the project.
- 6.6 The archaeological contractor should initiate or update an online OASIS form²⁴ at commencement of the project. Details of the results and archive are to be added, along with a copy of all formal reports, upon completion of the project.

²⁴ Via the OASIS online portal hosted by the Archaeological Data Service <http://ads.ahds.ac.uk/project/oasis/>

Formal Publication

- 6.7 A summary report of an appropriate length, accompanied by illustrations (at 300dpi resolution), must be prepared and submitted in digital format, for publication in *Archaeology in South Yorkshire* or an equivalent SYAS publication.
- 6.8 Where results warrant it, and following discussion with SYAS, formal publication in the form of a journal article or monograph should be produced.

Furthering Research

- 6.9 Provision must be made for updating the South Yorkshire Historic Environment Research Framework where the results of a fieldwork project contribute towards agenda topics. This is to be achieved by adding 'comments' to relevant research questions briefly summarising the results and providing a bibliographic reference to the relevant report²⁵.

²⁵ The research framework is accessible online: <https://researchframeworks.org/syrf/> - new users must register for a new account to add comments.

7 Standards for Archaeological Archives

General

- 7.1 In accordance with regional policy,²⁶ the archaeological contractor must notify the relevant museum at project initiation, mid-point review and completion stages to discuss archaeological archiving requirements. The relevant form (Project Initiation Form/ Mid-point Review Form/ Completion Form) will be filled out and sent to the museum with a copy provided to SYAS. Template forms are available for download from the SYAS website.²⁷
- 7.2 Details of archiving arrangements should be confirmed with the client and landowner at the outset, and a budget allowed for to cover the museum's expected deposition charge.

Working Project Archive

- 7.3 All material (whether digital or physical) recovered or generated through the duration of the watching brief will be appropriately and securely stored in a working project archive. This will be undertaken in accordance with the selection strategy and digital data management plan set out at the commencement of the project (see paragraphs 1.11-1.13).

Physical Records

- 7.4 Any physical documents or drawings will be indexed, collated, and stored in a secure location when not in use.
- 7.5 Film photography will be processed at regular intervals throughout the duration of a project.
- 7.6 Digital security copies will be made of physical records at regular intervals, to be stored and backed up in a secure location. Documents and drawings will be scanned at an appropriate resolution (no less than 300dpi for documents and drawings, 600dpi for photographic prints, and 4000dpi for negatives or slides) and to an appropriate format (e.g. a lossless format, such as TIF, for scale drawings), and scans checked for quality.²⁸ Standards adhered to should be included in the Data Management Plan. If digitised data is to form part of the final digital archive it should be treated as set out for Born Digital Records below.

Born Digital Records

- 7.7 All digital records will be treated in accordance with a project data management plan.²⁹
- 7.8 Digital records will be routinely downloaded, stored, and backed up in a secure location.
- 7.9 All digital records will be consistently labelled, files logically structured, and embedded with appropriate metadata (or have their metadata stored in an accompanying spreadsheet).³⁰

²⁶ Turnpenny 2012

²⁷ See guidance for archaeological projects, available online: <https://www.sheffield.gov.uk/syas>

²⁸ For further guidance see: [Digitisation at The National Archives](https://www.nationalarchives.gov.uk/digital-archives/)

²⁹ ClfA guidance available online: <https://www.archaeologists.net/digdigital>

³⁰ Archaeological Data Service 2009

Final Archaeological Archive

Selection Strategy

- 7.10 On the completion of fieldwork, the relevant specialists and recipient museum will be consulted to update the selection strategy set out in the WSI in accordance with best practice guidance.³¹
- 7.11 This should consider all documents, finds, samples, and digital files generated during the project, including illustrations.
- 7.12 The aim of this 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 considered germane to future analysis.

Archive Deposition

- 7.13 The final archive will then be assembled in accordance with Archaeological Archives Forum, ClfA, and museum guidelines.³²
- 7.14 Agreement in principle for full transfer of title of finds to the recipient museum needs to be obtained at the outset. Confirmation of transfer of title from the landowner and confirmation of assignment of copyright, along with a full archive inventory, will be submitted with a project completion form³³ to the recipient museum. SYAS will be provided with a copy of the completion form, including the assigned accession number.
- 7.15 The recipient archive will be licensed to use the deposited material, in perpetuity, without restrictions; this licence will allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.
- 7.16 It is preferred practice for generated material to be archived in its original medium (i.e. physical or digital). Digitising of physical records will only be considered where it retains the same level of accessibility and information as the original medium.
- 7.17 The physical archive will be deposited with the appropriate museum. A copy of the archive receipt will be provided to SYAS.
- 7.18 The digital archive will be deposited with a Trusted Digital Repository (CoreTrustSeal certified). For archaeological archives this is presently limited to the Archaeology Data Service (ADS) at the University of York. A link to the final digital archive will be provided to SYAS.

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³¹ AAF 2011, SMA 2020 & ClfA toolkit for selection archaeology: <https://www.archaeologists.net/selection-toolkit>

³² AAF 2011, ClfA 2020e & Turnpenny 2012

³³ Utilising the proforma agreement available online: <https://www.sheffield.gov.uk/home/planning-development/south-yorkshire-archaeology-service/guidance-for-archaeological-projects>

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