

WRITTEN SCHEME OF INVESTIGATION

8 and 8a St John Street, Manchester

Evaluation Trenching and Historic Building Recording

ARS24-192



**ARCHAEOLOGICAL
RESEARCH SERVICES LTD**

Digging with Purpose

Archaeological Research Services Ltd.

admin@archaeologicalresearchservices.com
www.archaeologicalresearchservices.com

Evaluation ▪ Excavation ▪ Watching Briefs ▪ All Aspects of Fieldwork
Environmental Impact Assessment ▪ Desk-Based Assessments ▪ Heritage Statements ▪ Historic Buildings
Geophysics ▪ Geoarchaeology ▪ Palaeoenvironment ▪ Design and Publication

Written Scheme of Investigation for an archaeological trial trench evaluation at 8 and 8a St John Street, Castlefield, Manchester

ARS Ltd Project No. ARS24/192



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Connect with us:



Issue	Author	Checked by	Approved by	Date approved	Reason for issue
1	Tom Collie	Emile Green	Tom Collie	24.01.25	Initial draft for consultation

Prepared on behalf of:
Planning References:
Local Authority:
Site central NGR:

Enabl
127944/FO/2020
Manchester City Council
SJ 83458 97922



CONTENTS

1	Introduction	5
1.1	Project and Planning Background.....	5
1.2	Site Location and Description	9
1.3	Geology and Soils.....	9
1.4	Archaeological and Historical Background	9
2	Aims and Objectives	11
2.1	Evaluation Aim.....	11
2.2	Evaluation Objectives	11
2.3	Relevant Research Aims and Objectives	Error! Bookmark not defined.
3	Evaluation Strategy	16
3.1	Coverage	16
3.2	Methodology	16
4	Monitoring Arrangements.....	19
5	Variations to the scope of works.....	19
6	Timetable, staffing and resources	20
7	Finds and sample processing.....	21
8	Reporting.....	21
8.1	Report	21
8.2	Provisions for publication	22
9	Project Archive	22
9.1	Site Records	22
9.2	Material Archive	23
9.3	Archive Deposition	23
10	Publicity, Engagement and Copyright	23
11	Professional Standards.....	24
12	Health and Safety	24
13	References.....	25
14	Appendix 1: Data Management Plan	28

LIST OF FIGURES

Figure 1. Site location	6
Figure 2: Site Plan	7

I INTRODUCTION

1.1 Project and Planning Background

- 1.1.1 This is a Written Scheme of Investigation (WSI) for archaeological evaluation trenching and historic building recording and that has been prepared by Archaeological Research Services Ltd (ARS Ltd) on behalf of Enabl.
- 1.1.2 The WSI sets out a scheme of evaluation trenching work to be undertaken as a condition (Condition 12) of the approved development at 8 and 8a St John Street, Manchester, comprising the construction of a new residential dwelling in the grounds of the property to the north. The works also comprise the conversion of a late 18th century terrace house from office to residential use (see Figures 1-2).
- 1.1.3 As this conversion takes place within a Grade II Listed Building, a Level 2 historic building recording (with elements of Level 3) has also been recommended by Greater Manchester Archaeological Advisory Service (GMAAS). This recommendation was given during discussion of the development with Ben Dyson, Planning Archaeologist of GMAAS (Dyson, Pers. Comm. 2025).
- 1.1.4 An archaeological desk-based assessment (DBA) was conducted by ARS Ltd in compliance with the planning application (Twining 2025). The assessment identified there was potential for archaeological remains relating to north-south aligned terraced housing within the area. A previous DBA was undertaken of the site by Nexus Heritage in 2020 (Martin & Nash 2020).
- 1.1.5 As the development area is considered to have potential to contain buried archaeological features, deposits and/or structures, an archaeological evaluation is required in line with the National Planning Policy Framework (NPPF). “...where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation” (MHCLG 2024).
- 1.1.6 Condition 12 was placed on planning permission by Manchester City Council requiring the implementation of a programme of archaeological work in accordance with an approved Written Scheme of Investigation:
- ◆ *No demolition or development shall take place until the applicant or their agents or successors in title has secured the implementation of a programme of archaeological works. The works are to be undertaken in accordance with a Written Scheme of Investigation (WSI) submitted to and approved in writing by Manchester Planning Authority. The WSI shall cover the following:*
 - (a) *A phased programme and methodology of investigation and recording to include:*
 - i) *an evaluation through trial trenching.*
 - ii) *dependent on the above, more detailed excavation (subject to a separate WSI.)*
 - (b) *A programme for post investigation assessment to include: - production of a final report on the investigation results*
 - (c) *Deposition of the final report with the Greater Manchester Historic Environment Record.*

(d) *Dissemination of the results of the archaeological investigations commensurate with their significance.*

(e) *Provision for archive deposition of the report and records of the site investigation.*

(f) *Nomination of a competent person or persons/organisation to undertake the work set out within the approved WSI.*

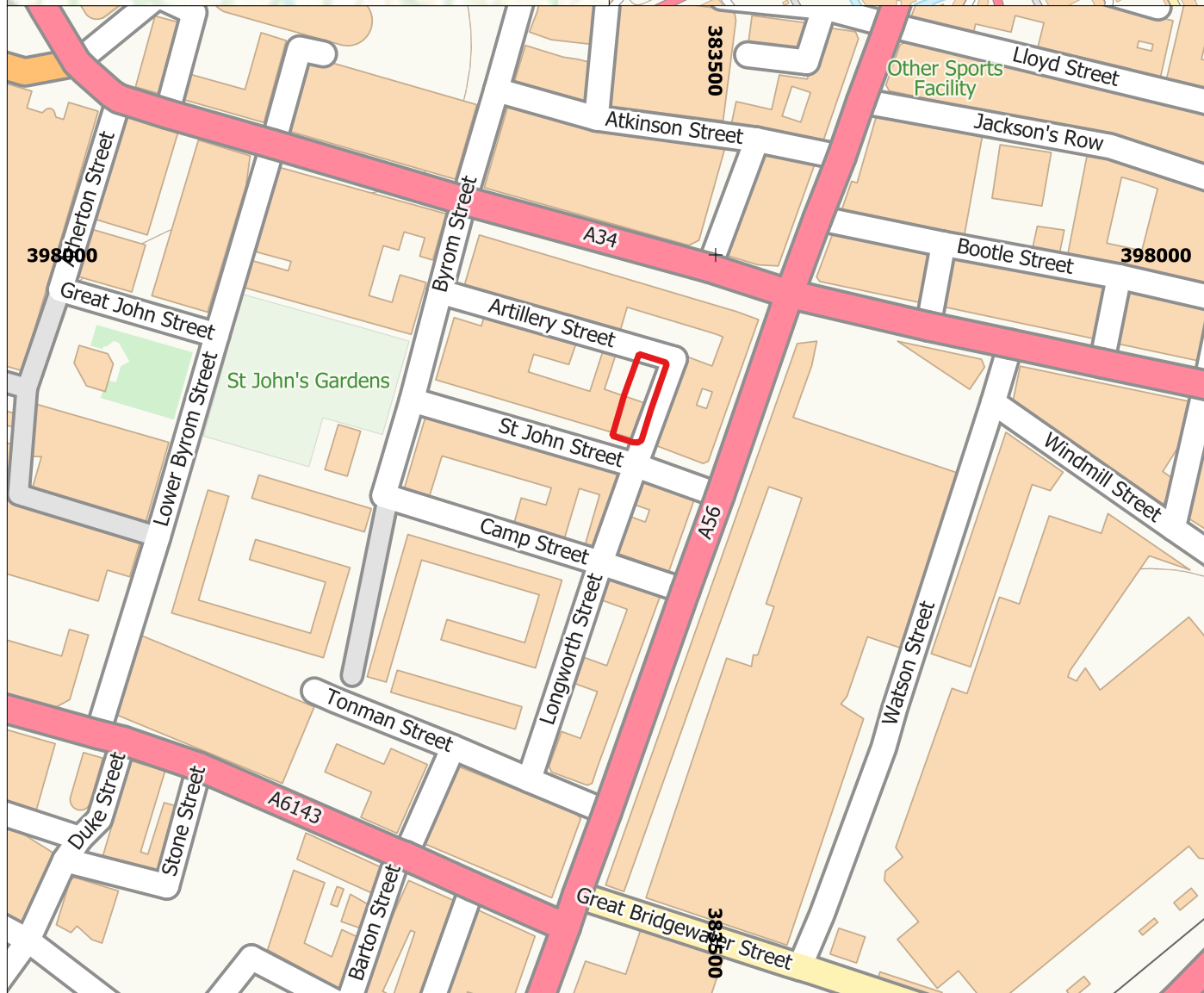
◆ *Reason: To record and advance understanding of heritage assets impacted on by the development and to make information about the heritage interest publicly accessible pursuant to policy EN3 of the Manchester Core Strategy (2012), saved policy DC20 of the Unitary Development Plan for the City of Manchester (1995) and the NPPF.*

1.1.7 The scope of this WSI is therefore to evaluate the impact of the development by the excavation of an evaluation trench, measuring 10 metres by 2 metres. It shall be orientated across the footprint of the proposed building to be built to the north of 8/8a St John Street.

1.1.8 The results of the evaluation will inform any further requirements from the senior planning archaeologist for GMAAS that may be necessary to achieve mitigation of the development impact in compliance with NPPF: *“Local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible...”* (MHCLG 2024).

1.1.9 Any variations/additions to this scope of works will be by agreement of the Client and the senior planning archaeologist. Should further mitigation requirements be deemed appropriate by the LPA that arise from discoveries during the works outside the scope of this WSI, then these will be informed to the Client and only proceed if agreed by both parties prior to implementation.

Figure 1. Site location



Site name: 8/8a St John Street
 Date: Dec 2024
 Drawn by: TC
 Scale: Varies

**Figure 1:
Site location**



Archaeological Research Services Ltd

Angel House
 Portland Square
 Bakewell
 Derbyshire
 DE45 1HB



ARCHAEOLOGICAL
 RESEARCH SERVICES LTD
 Trading with Purpose

Tel: 01629 814540

www.archaeologicalresearchservices.com

This drawing: © ARS Ltd

Contains Ordnance Survey data.
 © Crown copyright and database right 2025

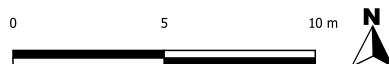


Proposed Development Area



Site name: 8 John Street
 Date: Jan 2025
 Drawn by: TC
 Scale: 1:250 @ A4

Figure 2: Site Plan



Archaeological Research Services Ltd

Angel House
 Portland Square
 Bakewell
 Derbyshire
 DE45 1HB



ARCHAEOLOGICAL
 RESEARCH SERVICES LTD
 Digging with Purpose

Tel: 01629 814540
www.archaeologicalresearchservices.com

This drawing: © ARS Ltd

Contains Ordnance Survey data.
 © Crown copyright and database right 2020.

- Proposed trench location
- Proposed Development Site
- Proposed Development Area

1.2 Site Location and Description

- 1.2.1 The development is located at the east end of a row of terraced houses, described as the last surviving Georgian terrace in Manchester City Centre (see Figure 2). The building at the front (south) of the development area consists of the Grade II listed properties of 8 and 8a St John Street (LEN 1270784). These would originally have comprised one house in the late 18th century but have been altered over the years becoming two dwellings and then most recently offices. The development will include the conversion of these houses but also the construction of a residence in the grounds to the north of the extant building.
- 1.2.2 This plot of land is bound by Artillery Street to the north, Longworth Street to the east, 8 St John Street to the south and the garden of 10 St John Street to the west. Number 8 St John Street forms the east end of a terrace of Georgian townhouses, which are also Grade II listed structures.
- 1.2.3 The development site to the rear of Number 8 is currently under modern brick paving. Three mature trees line its southern side, with another tree located in the north-east corner and modern brick planters constructed across the area. It is surrounded by a wrought iron fence with gated access from the north on Artillery Street. Access to the site for smaller sized plant (approximately 5 tonnes) should be possible through these gates or after fence panels have been removed.

1.3 Geology and Soils

- 1.3.1 The underlying solid geology of the PDA comprises Chester Formation Sandstone (BGS 2024). This is overlain by a superficial deposit of Glaciofluvial Sheet from the last glacial period (BGS 2024), which may contain palaeoenvironmental deposits forming evidence for early Prehistoric human activity within the area.
- 1.3.2 The soils of the PDA are classified as naturally wet, very acid sandy and loam (Soilscape 15, Cranfield University 2024). Due to this acidic nature, significant preservation of organic archaeological remains (ecofacts) is unlikely, particularly either human or animal bone.
- 1.3.3 The site is set within an urban area at c.34.6m Above Ordnance Datum (AOD), in a topographically flat landscape. The nearest watercourse is that of the River Irwell, which runs in a roughly north-east to south-west orientation c.500m to the west of the development. This river marks the boundary between the cities of Manchester and Salford within Greater Manchester.

1.4 Archaeological and Historical Background

- 1.4.1 This archaeological and historical background is drawn from the DBA written for the site in 2024. The information is summarised below. All references to heritage data are presented and can be located within the DBA appendices (Twining 2025).
- 1.4.2 Little to no evidence from the early or later prehistoric period is found within the PDA or the 250m study area. Only two isolated findspots of worked Neolithic flint were found and these were situated c.165m to the south-west of the development [MGM230] and c.250m to the north [MGM596] (see Twining 2025).
- 1.4.3 Equally, no recorded evidence from the Iron Age or the Romano-British period was located within the boundaries of the PDA. However, the PDA is approximately 300m to the northeast

of the vicus of the Roman fort of Mamucium so Roman archaeological remains may be expected. It is notable that excavations c. 250m to the south-west of the development nearby Barton Street [EGM3877] (cited in Twining 2025) suggest that large defensive ditches associated with the fort [MGM17485] were abandoned, infilled, and built over by wooden buildings (likely shops and houses) during the first phase of the vicus in the late 1st century AD.

- 1.4.4 No evidence for the Medieval period is recorded within the PDA. Evidence is largely limited to findspots of coins within the 250m radial study area of the DBA. Eight sceattas [MGM228] (cited in Twining 2025) dated roughly to 450-600AD were found during the digging of foundation trenches in the early 20th century, situated c.190m to the south-west of the site. Nine sceattas [MGM227] (cited in Twining 2025) were also found c.185m south of the site. The Middle and Later periods of the Medieval period were also not represented by evidence from the PDA, suggesting that the area acted as an agricultural hinterland to the city at this time, further exploiting the potentially rich alluvial soils of the Irwell.
- 1.4.5 The development area remained agricultural land into the Post Medieval period. Examination of maps from the middle and later 18th century clearly show the development area situated on the outskirts of the historic core of the city of Manchester. A map by Charles Laurent in 1793 (see Twining 2025) shows an increase of built development in and around the PDA, showing the terrace of houses for the first time. A yard can also be seen to the rear of the houses. Examination of the 1889 OS map reveals the yard behind 8 and 8a St John Street completely filled with smaller properties and yards.
- 1.4.6 Maps from 1908 up to 1948 show little change or development within the development area itself but after 1948 the properties in the plot of land to the north of Number 8 are incrementally demolished. Later 20th century OS maps show six properties can be seen facing onto Longworth Street to the east, each with a yard to the rear. They are numbered 6, 8, 10, 12, 14 and 16 from the north. Number 16 appears to abut the rear of Number 8 St John Street. Maps from 1955 show that Numbers 6 and 8 Longworth Street to the north were demolished. By 1962, the OS plan shows that only Number 16 remains and the plot of land to the north that once contained five terraced houses and yards is now an enclosed open space.

2 AIMS AND OBJECTIVES

2.1 Evaluation Aim

- 2.1.1 The aim of archaeological evaluation is to determine the presence or absence of archaeological remains that may be affected by the proposed development, and where possible to establish their significance.

2.2 Evaluation Objectives

- 2.2.1 The objectives of evaluation are to investigate the extent of the proposed development area in order to:
- ◆ record evidence for the absence/presence, location and extent of any archaeological features or deposits that may be present;
 - ◆ identify, where possible, the broad date and sequence of the remains;
 - ◆ establish the integrity and condition of preservation of any remains present;
 - ◆ assess potential for recovery of artefactual and/or environmental remains;
 - ◆ assess any palaeoenvironmental or other ecofactual potential of deposits; and,
 - ◆ where possible establish the significance of any archaeological remains.

2.3 Historic Building Recording Aim

- 2.3.1 The aim of the building recording is *‘to record and enhance understanding of the significance of any heritage assets to be lost during the proposed development in a manner proportional to their importance, and to make this evidence (and any archive generated) publicly accessible.’* (MHCLG 2024, para. 218).
- 2.3.2 The aim of the building recording is specifically to provide a descriptive and visual record of 8 and 8A St Johns Street, prior to development works taking place. This is particularly concerning the internal layout and significant features of the Listed Building, which have not yet been visited/recorded by a heritage professional (*according* to the current lack of descriptive record on either the Greater Manchester Historic Environment Record (GMHER) or the National Heritage List for England (NHLE).

2.4 Historic Building Recording Objectives

- 2.4.1 The objectives of the building recording are as follows.
- ◆ To produce a formal, analytical, description of the building, including its elevations, floor plan, roof structure, flooring, internal layout and spaces, detailing, form and fabric, and evidence for phasing and development.
 - ◆ To produce a full visual photographic record of the affected areas with photographic scales of the exterior and interior of the buildings with all photographs descriptively captioned and cross referenced to a plan(s) clearly showing the viewing position, direction and photographic image reference.
 - ◆ To produce measured and annotated survey drawings (where appropriate showing the location of features of historic interest).
 - ◆ To produce an account of the buildings’ origins, development and use.
- 2.4.2 The historic building recording will comply with a Level 2 standard (with elements of Level 3 within the reporting/analysis stage of the assessment), as outlined in the Historic England

volume *Understanding Historic Buildings. A Guide to Good Recording Practice* (Historic England 2016).

2.5 Relevant Research Aims and Objectives

- 2.5.1 The investigations will be conducted with a view to addressing research priorities set out in the North-West Regional Research Framework (NWRRF)
- 2.5.2 Research priorities that might become relevant, dependent on the survival of Roman archaeological remains, may include:
- ◆ *R03: To what extent is resistance to Roman occupation tangible in the archaeological record?*
 - ◆ *R14: What were the date, extent, function and changes over time of extra-mural settlement (vici) in the region?*
- 2.5.3 Research priorities that might become relevant may particularly include those relating to the Industrial Period and the early 20th century:
- ◆ *Ind22: How can we take forward our understanding of the impact of industrialisation on the working class and their living conditions?*
 - ◆ *Ind26: How can we take forward our understanding of the impact of industrialisation on the middle class, particularly their housing and its location?*
 - ◆ *Ind33: How well studied and understood are the back yards of workers housing and what is their significance?*
 - ◆ *Ind57: In what ways can we identify domestic buildings adapted for the textile industry?*
 - ◆ *Ind100: How do we capture the process of industrialisation?*
- 2.5.4 Concerning the Historic Building Recording, particular relevant research questions may include:
- ◆ *PM03: How do large domestic buildings relate to their wider social context?.*

3 HISTORIC BUILDING RECORDING STRATEGY

3.1 Coverage

- 3.1.1 The Listed Building of 8/8a St John Street shall be surveyed externally and internally, including any below ground elements (such as the basement).
- 3.1.2 The building will be recorded to the equivalent of Historic England's (2016) Understanding Historic Buildings – A guide to good recording practice Level 2 building survey standard, prior to conversion works. However, elements of the Level 3 building survey standard shall be implemented for surviving historic building fabric of significance, due to the lack of current understanding of the original internal structure of the building. This is particularly relevant concerning the analysis section of the assessment and report.
- 3.1.3 A methodology for the implementation of all elements of the historic building recording is presented below.

3.2 Methodology

- 3.2.1 The designated building shall be placed in its historical context, with an overall interpretation and phasing provided.
- 3.2.2 Adequate lighting for internal record photographs will be provided, including the use of portable lighting powered by a battery or generator if required.
- 3.2.3 The archaeologist on site will, where health and safety constraints allow, carefully examine all parts of the building prior to the commencement of the recording, in order to identify all features relevant to original and later use. As part of this exercise, the archaeologist on site will produce written observations (e.g. on phasing; on detailing, on building function), sufficient to permit the preparation of a report on the structure identified. Each external wall or internal space should be examined individually and the results of that examination noted in a systematic fashion. These site records will be adequate to allow a full architectural and archaeological description of the building to be included in the subsequent report, starting with setting, then progressing to all sides of the structure in sequence, and finally to the interior from the ground floor up.
- 3.2.4 The building recording drawn record will include the following:
 - ◆ *Site location plans at suitable scales (preferably indicating the position of the site within the country, within the county and a clear plan of the precise location/outline of the building i.e. 1:50).*
 - ◆ *A plan(s) indicating the position and orientation of photographs/images included in the report.*
 - ◆ *A set of detailed measured survey drawings including floor plans and, if accessible, one cross section through the identified building and one long section through the range (with a contingency allowance for an additional cross-section and an additional long-section, as required) with annotations and conventions following Historic England standards (2016). These will be based on an architect's drawings of the site provided by the client, but it is the responsibility of the archaeological contractor to check the drawings supplied and to make any necessary adjustments or corrections.*
- 3.2.5 High resolution digital photographs (16 megapixels) will be taken using a digital single lens reflex camera.

- 3.2.6 Where possible, photographs will include a graduated scale and cameras will be mounted on tripods for extra stability. Details of the photographs will be recorded on pro-forma index sheets, which include location, subject and orientation. The location and direction of the photographs will be plotted on scaled plans forming part of the general archive.
- 3.2.7 The photographic record will cover as a minimum:
- ◆ *Photographs of the setting, exterior and interior of the building. A two-metre ranging rod will be included in a selection of general shots in order that the scale of all elements of the building can be sufficiently established.*
 - ◆ *The external appearance of the building is to be recorded. Typically, a series of oblique views will show all external elevations of the structures and give an overall impression of size and shape. Where an individual elevation embodies complex historical information or have been conceived as formal compositions, views at right angles to the plane of the elevation may also be appropriate.*
 - ◆ *The overall appearance of principal rooms and circulation areas for all rooms and areas that are accessible.*
 - ◆ *Photographs of any external or internal detail, structural or decorative, which are relevant to the design, development, or use of the building, which does not show adequately on general views.*
 - ◆ *Copies of maps, drawings, views, photographs, dates, inscriptions, or contents present in the building and illustrating their development/use, or that of its site.*

3.3 Report

- 3.3.1 The report will contain the following as a minimum.
- ◆ *Non-technical executive summary*
 - ◆ *Introductory statement*
 - ◆ *Aims and purpose of the project*
 - ◆ *Methodology*
 - ◆ *Precise location of building, by name or street number, civil parish, town and National Grid reference*
 - ◆ *The date when the record was made, the names of the recorders and the archive content/character and location*
 - ◆ *A note of any relevant statutory designations*
 - ◆ *A discussion of the building's form, function, date, and sequence of development and significance. Together with a discussion of the names of architects, builders, patrons and owners if known. This will include a note of any evidence for demolished structures or removed plant associated with the building*
 - ◆ *An architectural and archaeological description of the buildings will be produced*
 - ◆ *A discussion of published sources relating to the building and its setting, an account of its history and an analysis of historic map evidence*
 - ◆ *Discussion and conclusions*
 - ◆ *References*
 - ◆ *Statement of intent regarding publication*
 - ◆ *Supporting data – tabulated or in appendices*
 - ◆ *A register of photographs taken*
 - ◆ *Photographic location plan showing the position and direction of photographs taken.*
 - ◆ *Confirmation of archive transfer arrangements*
 - ◆ *A copy of the WSI and OASIS form*

- 3.3.2 A draft report will be submitted to the archaeological planning advisor for agreement and comment before being issued as a planning document to the client.
- 3.3.3 For clarity, certain elements of a Level 3 survey shall be introduced into the analytical section of the report. Namely, this shall include the following requirements, according to HE 2016:
- ◆ An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended. 8
 - Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be reproduced.
 - ◆ Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be reproduced.
 - ◆ A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.
 - ◆ An account of the building's overall form (structure, materials, layout) and of its successive phases of development, together with the evidence supporting this analysis.
 - ◆ An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations. An analysis of a circulation pattern or of a decorative or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purpose. In an industrial building, a sequential account of the way in which materials or processes were handled.
 - ◆ Any evidence for the former existence of demolished structures or removed plant associated with the building
 - ◆ Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to include both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the full web address and the date on which the site was consulted should be noted
- 3.3.4 A digital copy of the report in PDF/A format will be deposited with the Historic Environment Record (HER). A copy of the report will be uploaded as part of the OASIS record, and a hardcopy will be included in the physical archive.

4 EVALUATION STRATEGY

4.1 Coverage

- 4.1.1 One trench will be excavated and positioned along the full length of the proposed building footprint (Figure 2). This is expected to be c. 10m in length (dependent on machine access and safety) and will be 2m wide. If the trench is deeper than 1m or the sides are unstable, having been dug through demolition and rubble deposits, the trench will be stepped or sloped to enable safe access and egress.
- 4.1.2 If significant archaeological remains are encountered there is a contingency to extend the excavation to the full proposed building footprint. This would be subject to a further WSI.
- 4.1.3 The exact location of the trench may be subject to repositioning to avoid utilities, overhead services, drains, tree preservation orders and/or other constraints. Any substantive change will be by agreement of the senior planning archaeologist.
- 4.1.4 The trench will target locations where archaeological remains may be expected, and areas where archaeological remains are less likely, such as the back yards of the demolished properties. This would be in order to investigate the possibility of extant yard surfaces, previous foundations as well as cellars of the terraced houses.

4.2 Methodology

- 4.2.1 The trench will be accurately tied into the National Ordnance Survey Grid and located at a suitable scale. Survey data of features will be collected using survey grade equipment typically providing accuracy of $\pm 0.05\text{m}$ (Historic England 2016). Digital data will be surveyed with equipment using Real Time Kinematic (RTK) corrections from a Global Navigation Satellite System (GNSS) network. The same equipment will be used to record known points on drawn plans and sections and to take spot heights to supplement other available planning/survey techniques as applicable.

Machine excavation

- 4.2.2 A suitably experienced archaeologist will direct machine excavation. The machine works will be undertaken using a toothless ditching bucket. Topsoil, subsoil, and non-archaeological modern overburden will be removed to the surface of the first archaeological horizon, or where this is absent the natural substrate. Where excavation requires digging through hard standing or tarmac, a breaker will be used. No trench will be excavated below 1.2m without stepping out the sides for safe working.
- 4.2.3 The trench will be machined cleanly, sufficient to identify and establish the extent of any archaeological features present. Pre-excavation photographs will be taken of the trench and any exposed archaeology within it.
- 4.2.4 During evaluation, unexpected, complex, or undated archaeological remains may be encountered. Care will be taken not to compromise the integrity of the archaeological record without first undertaking a full investigation. Where archaeological remains are encountered that are of greater significance, complexity or quality and preservation than anticipated (*e.g.* human burial, kilns *etc.*), then the Client will be informed, and the senior

planning archaeologist for GMAAS will be consulted. Burials are not typically excavated as part of evaluation work.

- 4.2.5 Any cellars exposed during machine excavation will be emptied checked for potentially hazardous waste or other contaminants and will be cordoned off/excluded if they are considered a risk to health. Where cellars are filled with soil or rubble without contaminants, the cellars will be emptied, cleaned and recorded.

Investigation and Recording

- 4.2.6 All archaeological features and deposits will be sample excavated to achieve the evaluation objectives. Archaeologically sensitive horizons will be subject to limited hand excavation and/or auguring in the following ways:
- ◆ Isolated discrete features such as non-structural pits or features representing industrial activities, will be half sectioned in the first instance (50% of each feature).
 - ◆ Archaeological linear features, such as ditches and gullies that are not of a structural nature will be sample excavated to a minimum 1m in width.
 - ◆ Postholes and stakeholes will be half-sectioned (50% of each feature).
 - ◆ Where it is desirable to understand the relationship of more than one intersecting feature, and this relationship cannot be viewed in plan following hand cleaning, sections will be strategically located and stratigraphically excavated to elucidate sequence and secure accurate finds provenance.
- 4.2.7 Where more structured deposition occurs, this may be subject to a variation in sampling strategy and/or quantity subject to the nature of the archaeological remains and in discussion with the senior planning archaeologist (*i.e.* pottery middens, cereal processing waste, demolition spreads *etc.*).
- 4.2.8 Features requiring specialist attention such as burials, kilns, wells, buildings, structures, floor levels and other significant industrial or domestic features or deposits will be cleaned, planned, and photographed but will be left intact pending a more suitable method of investigation. Samples or finds will only be retrieved for assessment purposes, leaving the majority undisturbed unless otherwise agreed with the senior planning archaeologist.
- 4.2.9 All excavated spoil will be visually scanned to retrieve any artefacts. Artefacts will be collected by hand and retained, provided they are uncontaminated, receiving appropriate care prior to removal from site (CIfA 2020; Walker 1990; Watkinson & Neal 2001). No contaminated finds or samples will be retained. Unstratified animal bones and modern material will not be collected. Selected examples of material that comprise a large quantity of a standard product, such as brick or tile, will be retained for assessment by a specialist.
- 4.2.10 Limited representative samples of bricks from brick-built structures, and selective products of the brick working process will be retained for specialist analysis where appropriate. For brick structures, the record will include details of brick dimensions, and type (handmade/machine made, plain/frogged), mortar (colour, composition, hardness) and the extent of structures (number of courses, thickness in skins).
- 4.2.11 Archaeological features will be recorded digitally to produce a trench plan at a scale appropriate to its complexity. Buildings and other significant remains (*i.e.* kilns, stone structures *etc.*) will be planned individually in greater detail using photogrammetry or hand planning, if necessary. Sections or profiles through features and stratigraphic sequences will

normally be drawn at a scale of 1:10, or 1:20 for long sections. All levels will be related to Ordnance Datum.

- 4.2.12 All archaeological deposits and artefacts encountered during the investigation will be fully recorded. Recording will follow the Company's field recording practices appropriate to the archaeology under investigation (ARS Ltd 2020). All archaeological features will be given a separate context number. Deposits will be described on digital *pro-forma* trench recording logs that will generate context records. The information given will include details of the context, its stratigraphic relationships, interpretation and a checklist of associated finds and samples.
- 4.2.13 Digital photographs will form the principal photographic record for report purposes and will follow the standards of Historic England where applicable (Historic England 2015a). A photographic record will be maintained by high resolution digital photography. Overall images of the site will be taken prior to excavation. Detailed images of individual features will be recorded. All photographs, except general site images or specific images for publication, will include a north arrow and suitable photographic scale.

Soil Samples

- 4.2.14 Deposits of clear archaeological origin, with the potential to provide paleoenvironmental evidence, industrial residues, small animal/fish bones, datable charred remains and/or micro artefacts significant to the interpretation of the site will be reviewed by the project manager and senior planning archaeologist to agree an appropriate sampling strategy. Should a sequence of superimposed deposits of note be present, column sampling may be considered.
- 4.2.15 Where there is evidence for industrial activity, macroscopic residues will be collected by hand as a sample. Separate samples (c.10ml) will be collected from micro-slugs (*i.e.* smithing hammer scale or glassworking spherical droplets) in accordance with best practice (Historic England 2015b);).
- 4.2.16 Sampling methods will typically follow guidelines issued by Historic England (Campbell *et al.* 2011) and will be targeted in order to assess the quality of organic preservation that may be present.
- 4.2.17 Typically, bulk environmental samples will be collected from contexts that have potential for further analysis. Bulk sample sizes will be 40 litres per context or the entire excavated portion of smaller features if less than 40 litres and collected and stored in sealable buckets.
- 4.2.18 The application of specialist sampling techniques such as column sampling, geoarchaeological sampling, or samples for scientific dating purposes will be considered where appropriate. If such a variation is required by the LPA, advice from the Historic England Regional Scientific Advisor (RSA) may be sought. Close attention will be paid to retrieve samples that have the potential to contribute to the proposed mitigation objectives.

Human Remains

- 4.2.19 If any human remains are encountered, they will be investigated sufficient to confirm identification and then left *in situ*. They will not be exposed, disturbed, cleaned, or recorded in detail. The Client, local Coroner and the senior planning archaeologist will be informed immediately upon discovery of human remains by the Project Manager.

- 4.2.20 If removal is deemed necessary and appropriate on the requirement of the LPA it will be completed following the issue of the relevant Ministry of Justice license in accordance with the relevant legislation and according to the conditions set out therein. Any exhumation will be undertaken following current best practice guidelines (APABE/Historic England 2017; Mitchell and Brickley 2017).

Treasure

- 4.2.21 Finds coming under the definition of 'treasure' as defined by the Treasure Act 1996 will be reported to the Portable Antiquities Finds Liaison Officer within 48 hours of discovery by the Project Manager and dealt with under the procedures of the Treasure Act and Code of Practice (DCMS 2023). This includes not only precious metals and base metals where they are of prehistoric date, but also artefacts with potential to be of historical or cultural significance. Suitable measures will be taken to ensure their security where removal cannot take place (*e.g.* they are within a human burial).
- 4.2.22 The senior planning archaeologist will also be notified and, if necessary, a meeting arranged to determine if further investigation in the vicinity of the find spot is required.

5 MONITORING ARRANGEMENTS

- 5.1.1 Notice is given prior to commencement of the archaeological works upon submission of this WSI to the senior planning archaeologist. Work will not commence until the WSI has been approved.
- 5.1.2 If the start date is not known, then the senior planning archaeologist will be kept informed of progress and will be notified when a start date has been set within 5 working days, assuming that the WSI has already been approved and there have been no changes to the proposal.
- 5.1.3 The senior planning archaeologist for Greater Manchester Archaeological Advisory Services (GMAAS) is Ben Dyson.
- 5.1.4 ARS Ltd will consult with the senior planning archaeologist at regular intervals throughout the course of the work. The senior planning archaeologist is invited to attend for monitoring purposes by appointment.
- 5.1.5 The Client will afford reasonable access to the senior planning archaeologist or representative officers, for the purposes of monitoring the archaeological work.
- 5.1.6 A visit on completion may be needed to advise on requirement for any mitigation stage. Backfill will not proceed without the agreement or prior arrangement of the senior planning archaeologist.

6 VARIATIONS TO THE SCOPE OF WORKS

- 6.1.1 If an archaeological find is made for which the resources allocated to the project itself are not sufficient to support treatment to a satisfactory and proper standard then work in the relevant area will cease until the Client and senior planning archaeologist have been consulted and appropriate resources put in place to meet the necessary disbursements. On occasion this may require a new WSI or an addendum to the approved WSI.

- 6.1.2 Any variations to the coverage, methodology or scope of works will be made in agreement with the Client and the senior planning archaeologist for GMAAS.
- 6.1.3 Variations prior to the commencement of works will be agreed in writing by updating and resubmitting the WSI or an addendum. Variations on site will be tracked by the Project Manager as part of the course of monitoring the works.
- 6.1.4 Additional works that trigger contingency items or extra overs will be notified to the Client and agreed before they are implemented. Where no contingency agreement exists such works will only be implemented where they are reasonably practicable with the resources already available, or unless the Client grants further resource.

7 TIMETABLE, STAFFING AND RESOURCES

- 7.1.1 ARS Ltd is a Chartered Institute for Archaeologists (CIfA) Registered Organisation. Registered Organisations are regularly assessed to ensure that high standards of work, processes and training are embedded in the organisation, in line with the professional *Code of Conduct* (CIfA 2022) and the Chartered Institute's Standards and Guidance documents, including the universal guidance on field evaluation (*Standard for Archaeological Fieldwork Evaluation*, CIfA 2023).
- 7.1.2 The fieldwork will be managed and conducted by Tom Collie and a Team Leader, supported by a team of archaeological staff and assistants, as necessary.
- 7.1.3 All staff employed on the project will be suitably qualified and experienced for their respective project roles and will be briefed on the archaeological context of the area and the work required by this specification.
- 7.1.4 All artefact and sample processing will be undertaken swiftly following the completion of fieldwork, whilst archive consolidation and post-excavation analysis of the plans and records are brought together.
- 7.1.5 Information will be provided to specialists by context and site location, appropriate to the relevant assemblages.
- 7.1.6 Specialist analysis will be undertaken by suitably qualified specialists.

Worked flint and prehistoric pottery:	Dr Robin Holgate
Iron Age/Roman pottery:	Dr Alice Lyons, Sarah Percival, Ian Rowlandson, or Dr Jane Tenby
Medieval and post-medieval pottery:	Paul Blinkhorn or Dr Chris Cumberpatch
Ceramic Building Materials:	Rob Atkins
Faunal remains:	Milena Grzybowska
Plant macrofossils (seeds and charcoal):	Emma Aitken

- 7.1.7 Sufficient time will be given for adequate specialist assessment of the materials recovered, and the production of the accompanying specialist reports.

8 FINDS AND SAMPLE PROCESSING

- 8.1.1 All finds processing, conservation work and storage of finds will be conducted in accordance with recognized industry standards and guidance (ClfA 2020; Walker 1990).
- 8.1.2 Artefact collection and discard policies will be appropriate to the contextual and stratigraphic circumstances of the material identified, its quality as a resource and the practicality of retention (*e.g.* stone gate posts would be photogrammetrically recorded and not retrieved).
- 8.1.3 Bulk finds worthy of retention will be washed and marked. Bone will only be marked where required by the receiving repository. Marking and labelling will be indelible and irremovable by abrasion. Bulk finds will be appropriately bagged, boxed, and recorded.
- 8.1.4 All small finds will be recorded and appropriately packaged according to context (*e.g.* lithics in self-sealing plastic bags, ceramic in acid-free tissue paper *etc.*). Vulnerable objects will be specially packaged and textile, painted glass and coins stored in appropriate specialist systems. Ceramics will be bagged by context, whereas small finds such as chipped lithics, coins *etc.* will be recorded as individual finds by context.
- 8.1.5 Bulk soil samples taken for environmental purposes will be sieved and scanned during processing by ARS Ltd using the flotation technique to retrieve botanical macrofossils, charcoal and mollusc remains. All the resultant residues will then be hand sorted to retrieve any other items such as bone, flint, and other finds.
- 8.1.6 During and after the fieldwork, all objects will be stored in appropriate materials and storage conditions to ensure minimal deterioration and loss of information. ARS Ltd undertake controlled storage, correct packaging, regular monitoring, and immediate selection for conservation of vulnerable material as part of the archive process. All storage will have appropriate security provision.
- 8.1.7 All retained artefacts and ecofacts will be cleaned and packaged in accordance with the requirements of the recipient museum.

9 REPORTING

9.1 Report

- 9.1.1 Following completion of the fieldwork, ARS Ltd will produce a report that will comprise:
- ◆ Non-technical summary
 - ◆ Introductory statement
 - ◆ Aims and objectives
 - ◆ Method statement
 - ◆ A location plan showing all excavated areas and any archaeological features with respect to nearby fixed structures and roads
 - ◆ An objective summary statement of results

- ◆ Illustrations of all archaeological features with appropriately scaled plans and sections
 - ◆ Specialists' assessments of artefacts and samples, where found
 - ◆ Discussion outlining conclusions
 - ◆ Supporting data – tabulated or in appendices to include Trial trench data and/or context information
 - ◆ Index to archive and details of archive location
 - ◆ Bibliography
 - ◆ Confirmation of archive transfer arrangements
 - ◆ A copy of the OASIS form
- 9.1.2 A draft report will be submitted to the senior planning archaeologist for GMAAS for agreement and comment before being issued as a planning document to the Client.
- 9.1.3 One bound copy of the final report (if required) and a digital copy of the report in PDF/A format will be deposited with the Historic Environment Record (HER). A copy of the report will be uploaded as part of the OASIS record, and a hardcopy will be included in the physical archive.

9.2 Provisions for publication

- 9.2.1 Any publication requirements contained within the archaeological planning brief will be reviewed between the Project Manager, Client, and senior planning archaeologist prior to preparation of the site report. In general, the publication of an evaluation would appear as a short note in an appropriate journal.
- 9.2.2 As a minimum publication would be as a c.300-word summary of the project with, if appropriate, selected illustration for inclusion in the annual round-up of fieldwork within the region. More significant sites may warrant a light article in a relevant county or period journal with, if appropriate, selected illustrations and photographs.

10 PROJECT ARCHIVE

10.1 Site Records

- 10.1.1 The site records shall comprise the original records created and collected during the archaeological works and the registers/indexes generated as a means to make these accessible. Where the digital recording app has been used, it is expected the majority of record will be in digital form and as this becomes more commonly used the paper record will be increasingly *de minimis*.
- 10.1.2 Interpretative materials generated during post-excavation will not be included. Any duplicate records (including photocopies) of original documents will be removed along with non-archaeological records and non-project related information (*i.e.* reports from other sites, planning documentation, H&S records *etc.*).
- 10.1.3 All digital data created over the course of this project will be collected, stored, and selected for final deposition in line with the project's Data Management Plan.

10.1.4 The key types of digital data produced will include:

Type	Data
Text	Digital copies of the WSI and final report
Images	Site photographs, scans of site drawings, report illustrations, digital drawings
Finds data	Finds reports and tables, conservation records, images

10.1.5 Digital data to be included in the final archive will be reviewed during the post-excavation and archiving phase of works. Digital photographs will be assessed and selected in line with Historic England guidelines (Cole and Backhouse 2015). High resolution digital photographs (.jpg) will typically be submitted to the Archaeological Data Service (ADS) with the associated photographic registers and metadata.

10.2 Material Archive

10.2.1 The retention of material finds and seed flots/charcoal will be based on specialist advice and their value to understanding the archaeological contexts from which they derive. This approach draws on guidance provided by the Chartered Institute for Archaeologists (CIfA 2019). Any items for deselection and disposal will be with agreement of the senior planning archaeologist. In general, where archaeological features/deposits have been recorded, the whole of the finds archive will be retained excluding unstratified material and artefacts of modern origin.

10.2.2 The planned deposition of artefacts will be agreed with the legal owner prior to the works taking place. All finds except treasure trove are the property of the landowner.

10.3 Archive Deposition

10.3.1 The archaeological archive will be deposited with The Manchester Museum. Should there be no archaeologically significant discoveries, then it is not deemed necessary to deposit a physical archive. ARS Ltd will contact the museum and the senior planning archaeologist following acceptance of the project report to confirm and finalise archiving requirements and whether a solely digital upload to the ADS is deemed acceptable.

10.3.2 Archaeologically significant finds and project archives will be prepared for deposition by ARS Ltd in accordance with accepted industry standards and best practice guidelines (SMA 1993; Brown 2011; CIfA 2020). The digital archive will be prepared in line with current best practice (ADS 2024). In addition, the recommendations of The Manchester Museum will be followed. The archive will be deposited at the next available opportunity following acceptance of the report.

10.3.3 All projects have an Online Access to the Index of Archaeological Investigations (OASIS) registration form within the report. All parts of the OASIS online form will be completed for submission to the Historic Environment Record (HER). This will include an uploaded PDF/A version of the entire report. Upon final completion of the project, a final copy of the report will be deposited with the county HER in an agreed format.

11 PUBLICITY, ENGAGEMENT AND COPYRIGHT

11.1.1 The Client will manage any publicity. ARS Ltd will not undertake media engagement except where approved and directed by the Client.

11.1.2 Any form of public community engagement, presentations, exhibitions or other opportunities will be by separate agreement with the Client.

11.1.3 ARS Ltd will retain the copyright of all documentary, photographic and video material under the Copyright, Designs and Patent Act 1988.

12 PROFESSIONAL STANDARDS

12.1.1 The project will be managed according to the Historic England guidance for research projects (Historic England 2015c).

12.1.2 As a Registered Organisation Archaeological Research Services Ltd follows the Chartered Institute for Archaeologists (CIfA) *Code of Conduct* (2022). All archaeological works will follow accepted with industry standards and best practice guidelines (CIfA 2023).

13 HEALTH AND SAFETY

13.1.1 All works will be undertaken in full compliance with the Health and Safety at Work Act 1974 and with the Management of Health and Safety Regulations 1992.

13.1.2 A risk assessment will be produced before commencement of the work that will be followed throughout the course of the project, and updated as necessary.

14 REFERENCES

- Archaeological Data Service (ADS). 2024. *Guidelines for Depositors*. Available online at: <https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/files-and-metadata/>.
- Advisory Panel on the Archaeology of Burials in England (APABE) and Historic England. 2017. *Guidance for Best Practice for the Treatment of Human Remains Excavated from Christian Burial Grounds in England (2nd edition)*. Advisory Panel on the Archaeology of Burials in England (APABE) and Historic England.
- ARS Ltd. 2020. *Field recording manual*. Archaeological Research Services Ltd.
- British Geological Survey (BGS). 2024. *Geoindex (onshore)*. Available online at: <https://www.bgs.ac.uk/map-viewers/geoindex-onshore/>.
- Brown, D H. 2011. *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation (2nd edition)*. Archaeological Archive Forum.
- 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*. 2nd edition. London, Historic England.
- Chartered Institute for Archaeologists (CIfA). 2019. *Toolkit for Selecting Archaeological Archives*. Reading, Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists (CIfA). 2020. *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*. Reading, Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists (CIfA). 2022. *Code of conduct: Professional ethics in archaeology*. Reading, Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists (CIfA). 2023a. *Standard for archaeological field evaluation*. Reading, Chartered Institute for Archaeologists.
- Chartered Institute for Archaeologists (CIfA). 2023b. *Universal guidance for archaeological field evaluation*. Reading: Chartered Institute for Archaeologists.
- Cole, S. and Backhouse, P. 2015. *Digital image capture and file storage: Guidelines for best practice*. London, Historic England.
- Cranfield University. 2024. *Soilscapes*. Available online at [LandIS - Land Information System - Soilscapes soil types viewer](#).
- Department of Culture, Media and Sport (DCMS). 2023. *The Treasure Act 1996: Code of Practice (3rd Revision)*. London, HM Stationery Office.
- Department for Levelling Up, Housing & Communities (DLUHC). 2023. *National Planning Policy Framework*. Available online at: <https://www.gov.uk/guidance/national-planning-policy-framework/updates>. London, Ministry of Housing, Communities and Local Government.
- Dyson, B.; 2025 Personal email communication between Ben Dyson and Harry Twining, on Monday 20th January 2025.
- English Heritage (EH). 1997. *English Heritage Archaeology Division Research Agenda*. London, English Heritage.
- Historic England. 2015a. *Metric Survey Specifications for Cultural Heritage*. Historic England.

- Historic England. 2015b. *Archaeometallurgy – guidelines for best practice*. Historic England.
- Historic England. 2015c. *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*. Historic England.
- Historic England. 2016. *Where on earth are we? The Global Positioning System (GPS) in archaeological field survey*. London, Historic England.
- Manchester Core Strategy; 2012-27; Manchester City Council: [Core Strategy 2012-2027 | Core Strategy 2012-2027 | Manchester City Council](#)
- Unitary Development Plan for the city of Manchester; 1995; Manchester City Council: [About the Unitary Development Plan | Unitary Development Plan \(UDP\) | Manchester City Council](#)
- Martin and Nash; 2020; Desk Based Assessment for 8 and 8a John Street, Manchester; Nexus Heritage (unpublished).
- Ministry of Housing, Communities and Local Government (MHCLG). 2024. *National Planning Policy Framework*. Available online at: National Planning Policy Framework - 16. Conserving and enhancing the historic environment - Guidance - GOV.UK (www.gov.uk). London, Ministry of Housing, Communities and Local Government. Last accessed 24/01/25.
- Mitchell, P.D. and Brickley, M. 2017 *Updated guidelines to the standards for recording human remains*. Reading, Chartered Institute for Archaeologists.
- Research Frameworks. 2024. *The Research Frameworks Network*. Available online at: <https://researchframeworks.org/nwrf/2489-2/> Historic England.
- Society of Museum Archaeologists (SMA). 1993. *Selection, retention and dispersal of archaeological collections*. London, Society of Museum Archaeologists.
- Twining, H; 2025; 8/8a St John Street, Manchester - Desk Based Assessment; Archaeological Resource Services Ltd
- Walker, K. 1990. *Guidelines for the preparation of excavation archives for long term storage*. London, United Kingdom Chartered Institute for Conservation.
- Watkinson, D. and Neal, V. 2001. *First aid for finds (3rd edition)*. London, United Kingdom Institute for Conservation.

15 APPENDIX I: DATA MANAGEMENT PLAN



Section 1 Project Administration

Project ID ARS24-192
OASIS ID: tbc
Project Name: An Archaeological Watching Brief at 8/8A St Johns Street, Manchester
Project Description: Archaeological Evaluation
Project Funder / Grant Mr Tony and Callum Ford
Reference: 127944/FO/2020
Project Manager: Tom Collie; Archaeological Research Services Ltd
Project Officer: tbc
Data Contact Person: Shannon Danter, Post-Excavation and Archives Supervisor, ARS Ltd.
Date DMP created: 12/20/2024
Date DMP last updated: 12/20/2024
Version: 1

Related data management policies:

Reference requirements stipulated in the following (delete if not appropriate):

Project WSI

Receiving Museum deposition policy: [Z:\Archiving Information\Deposition Guidelines - Museums Archaeology Data Service/ Digital Antiquity Guides to Good Practice \(ADS/ Digital Antiquity, 2011\)](#)

Archaeological Research Services Ltd (TBC) *Data Management Policy*

Section 2 Data Collection

What data will you collect or create?

A Desk Based Assessment has previously been undertaken at the site, the results of which will be used to inform the excavation strategy. The data and interpretation created during prior works are likely to be included within the project report with permission. However, the original copyright lies with the Archaeological Research Services Ltd and thus will not be deposited with the archive.

The table below summarises the types of data, formats and estimated archive quantities for data collected and created as part of this project. As the project develops, this DMP will be updated regarding file types and quantities.

Type	Format	Estimated Volume (Data Archive)
Text/ Documents	Word (.docx) PDF (.pdf/a)	Xxx (tbc) Objects (Size <100MB) (Written Scheme of Investigation / Final Report / Individual Specialist Reports / Security copy of archive)
Vector Images	Draftsight (.dwg)	Site Plan, average size 1MB Report Images (including Sections and Plans) x 4, average size 2MB
Raster Images	Lossy Graphics File (.jpg) Preferred Deposition Format (.tiff)	Archive shots x 80, average size 4MB
GIS	ESRI Shapefile (.shp & .shx & .dbf)	Overall GIS files x [XX - tbc], including [XX - tbc] shp layers

How will the data be collected or created?

Data Standards / Methods

- Standard methods of data collection will be applied throughout the project, working to the best practice guidance where applicable or available. Data acquisition standards are defined against *ADS Guides to Good Practice*.
- Data collection methods are specified in the Written Scheme of Investigation (see [INSERT FILE NAME].pdf/a) and will meet the requirements set out in ARS Ltd's Recording Manual and any relevant ClfA standards and guidance.
- Specific Guidance
 - *Data Image Capture and File Storage: Guidelines for Best Practice* (HE, 2015)
 - *Applied Digital Documentation in the Historic Environment* (HES, 2018)
 - *Archaeology Data Service/ Digital Antiquity Guides to Good Practice* (ADS/ Digital Antiquity, 2011)

Data Storage / File Naming

- The working project archive will be stored in a project specific folder on ARS Ltd's server. The server is regularly backed up to ensure an up to date security copy of company wide data.
- Project folders are named following established organisational procedures. The data collected will be downloaded to the server and saved in the appropriate project folder.
- File naming conventions will follow established organisational procedures, based on the file naming guidance provided by ADS, including version control management.
- All files included as part of the project archive will include the Site ID, file descriptor, and version number (e.g. HSQ19_WSI_V2.pdf/a)
- Final versions of files will include 'FINAL' within the file name.

Quality Assurance

- All equipment used in the collection of project data will be checked and calibrated prior to use to ensure they are in full working order.
- All site records and data collected will be reviewed regularly by the project team to ensure data is accurate and correct.

Section 3 Documentation and metadata

What documentation and metadata will accompany the data?

- The data collected will include standard formats to maximise opportunities for use and reuse in the future (see Section 2, above).
- A Project Metadata summary is included in all archaeological project reports and will be completed as the project is delivered. The Project Metadata Summary includes a register of data types, and number of objects included in the archive. Along with information relating to software and hardware used in the creation of the data.
- Metadata tables for each data type will be completed as post-excavation progresses, using the standard format as recommended by ADS, who are the intended repository for the digital archive.
- Documentation pertaining to the data created will meet the requirements set out in the Written Scheme of Investigation, the Museum Deposition Guidelines and ADS Guidelines.
- An archive index will be maintained and supplied to the recipient Museum.

Section 4 Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

- Any personal data gathered during the archaeological project will be removed from the project archive. If any individual's names are to be included in the archive, permission will be gained beforehand.
- The copyright for all data collected by the project team belongs to ARS Ltd.

Section 5 Data Security: Storage and Backup

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

- ARS Ltd's IT is managed by an external management provider. The external provider is responsible for the management and verification of daily back-ups and aid in access to security copies if required.
- Sufficient data storage space is available via ARS Ltd's server. The server is accessible by staff on and offsite through a secure log-in system.

Section 6 Selection and Preservation

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

- The project selection strategy and DMP will be reviewed and updated as part of the Post-Excavation phase of works.
- Prior to deposition, the selection strategy and DMP will be updated and finalized in agreement with all project stakeholders.
- The Selection Strategy will be based on the Written Scheme of Investigation, and defined by the research aims, regional and national research frameworks, specialist advice and the significance of the results of the project.
- The project will be published as an online technical report through OASIS, accessible via the ADS Grey Literature Library.
- The digital archive will be ordered, with files named and structured in a logical manner as outlined in sections 2 and 3 of this DMP.
- The digital archive will be accompanied by associated metadata.

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

- The digital archive will be deposited with the Archaeological Data Service, a certified repository with Core Trusted Seal.

Have you contacted the data repository?

- The Manchester Museum will be contacted prior to work commencement and to confirm that the digital archive should be deposited with them.
- ADS have also been contacted as the intended repository for the digital archive.

Have the costs of archiving been fully considered?

- A costing estimate has been produced using the ADS Costing Calculator and sufficient resources to cover these costs, and to allow for the preparation of the archive, has been included in the project budget.

Section 7 Data Sharing

How will you share the data and make it accessible?

- An OASIS record for the project has been created. This will be updated as the project progresses.
- The final report will be attached to the OASIS record for release into the ADS Grey Literature Library upon project completion.
- A final report is expected to be completed within [3 months] of the completion of fieldwork.

- A final copy of the report will be supplied to the Historic Environment Record, in a format required by them.
- The location of any resulting archaeological archive will be stated on the OASIS record as appropriate.
- The ADS will disseminate the digital elements of the Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

Are any restrictions on data sharing required?

N/A

Section 8 Responsibilities

Who will be responsible for implementing the data management plan?

- Tom Collie will be responsible for implementing the requirements of this DMP.
- Data capture, metadata production and data quality is the responsibility of the whole Project Team.
- Storage and backup of data onsite is the responsibility of the site team.
- As data is incorporated onto ARS Ltd's server, storage and backup is maintained by an external company.
- Data Archiving is undertaken by the Post-Excavation and Archives Supervisor, who is responsible for transferring the Archive to the agreed repository.
- Details of the project team is available in the Written Scheme of Investigation.