

SUNBURY BUILDING

Xaverian College, Lower Park Road, Manchester

Written Scheme of Investigation for Historic Building Recording & Structural Watching Brief

November 2023
Final v0.1

Document No: TJC2023.164
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SUMMARY OF PROJECT DETAILS

TJC Project Code:	G80
OASIS ID:	Thejesso I-520345
Project Type(s):	Historic Building Recording Structural Watching Brief
National Grid Reference:	SJ 85311 95385 (centred)
Postcode:	M14 5RB (nearest)
Local Authority:	Manchester
Elevation:	c.44m above Ordnance Datum
Planning Reference(s):	I37030/FO/2023
Designation Status(s):	Non-designated
Prepared by:	James Thomson MCIFA
Reviewed by	Oliver Jessop MCIFA
Date:	16.11.2023
Version:	Final v1.0

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I INTRODUCTION

I.1. BACKGROUND

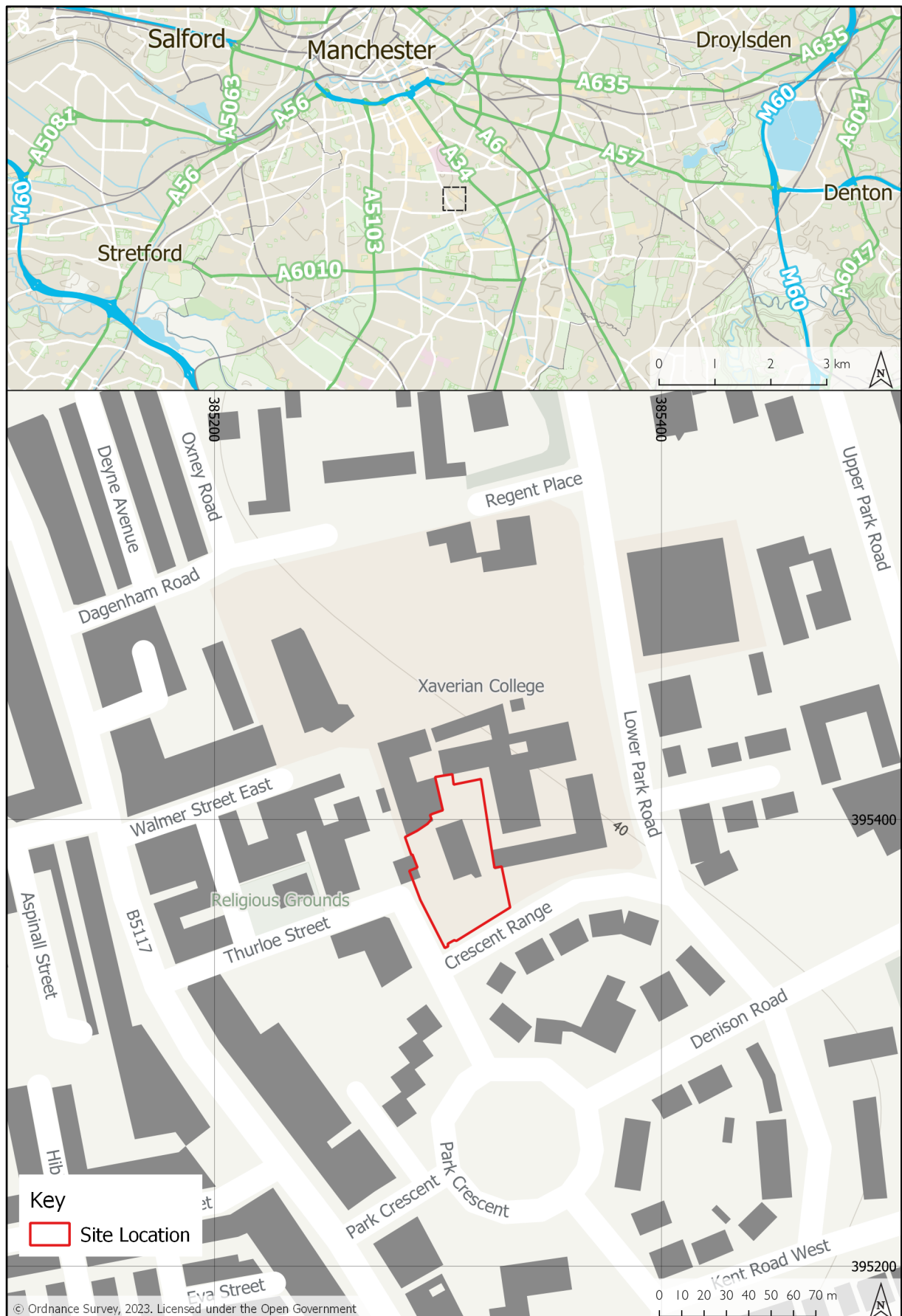
- I.1.1. This document forms a Written Scheme of Investigation (WSI) for a programme of historic building recording and a structural watching brief of the Sunbury Building at Xaverian College, Lower Park Road, Manchester (**Figure 1**), centred on National Grid Reference SJ 85311 95385.
- I.1.2. This WSI provides a detailed methodology for a proposed programme of archaeological recording at the site, and has been prepared to address condition 3 of planning consent I37030/FO/2023 for the “Erection of a three storey Class F1 (a)(Provision of education) building together with the reconfiguration of the existing car park, and associated landscaping following the demolition of the existing Sunbury building”.
- I.1.3. Previous heritage work undertaken at the site consists of a heritage statement (P4 Planning), the results of which have informed this document.

I.2. PROJECT TIMETABLE

- I.2.1. No development shall take place until the building recording element set out in this document has been completed to the written satisfaction of the Greater Manchester Archaeological Advisory Service (hereafter GMAAS). GMAAS has been given the opportunity to comment on a draft of this WSI prior to final submission.
- I.2.2. It is the responsibility of the client to ensure that the archaeologist is aware of the schedule for commencement of all works within areas subject to the watching brief in order that survey can be scheduled appropriately.
- I.2.3. The project start date is yet to be confirmed. A minimum of one weeks' notice of the fieldwork start date will be provided to GMAAS.
- I.2.4. A report on the archaeological recording will be finalised within 3 months of completion of the fieldwork, with the deposition of the project archive with the appropriate repository to follow within 6 months of completion of reporting.
- I.2.5. GMAAS will be updated with any changes to the timetable.

I.3. MONITORING ARRANGEMENTS

- I.3.1. GMAAS will be responsible for monitoring the project on behalf of the Local Planning Authority.



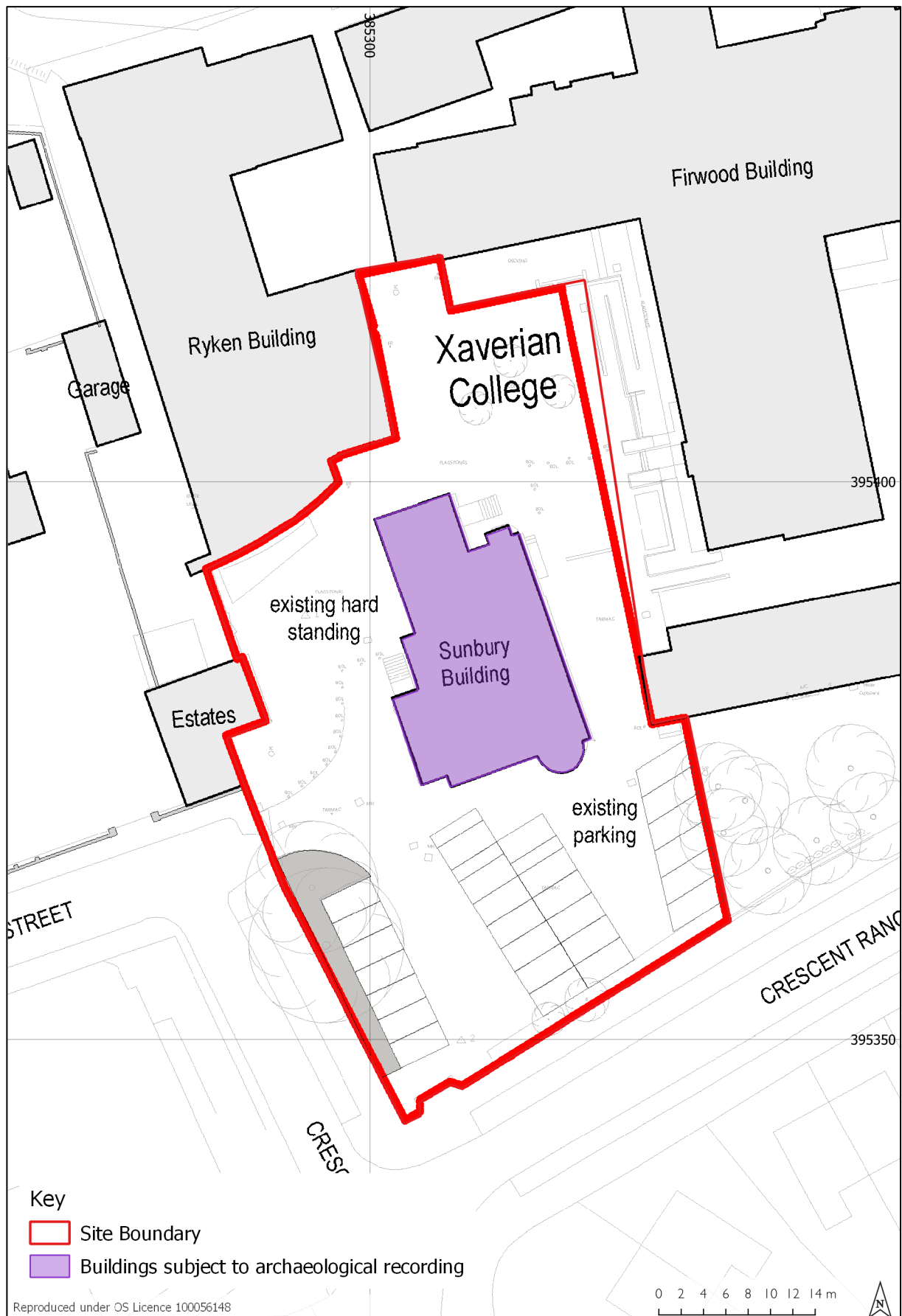


Figure 2: Site layout showing areas of recording

2 PROJECT AIMS

2.1. AIMS

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

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

- to complete the descriptive and photographic record of surviving historic fabric within areas to be affected by the proposals, prior to any change;
- to identify and record any structural evidence for the development and use of the building within areas opened up as part of the works and currently inaccessible;
- to investigate and record all below ground archaeological features, or deposits encountered during the course of the development works;
- to produce a report on the results of the monitoring and disseminate the findings;
- to deposit the project archive in a publicly accessible repository.

2.2. RESEARCH QUESTIONS

2.2.1. The results of the archaeological recording will be reviewed against the research objectives of the North West England Regional Research Framework (available: <https://researchframeworks.org/nwrf/>). In consideration of the documented archaeological potential of the site, the most relevant questions are considered to include:

1. Ind23: What evidence do we have for the improvement of urban public health during this period?
2. Ind26: How can we take forward our understanding of the impact of industrialisation on the middle class, particularly their housing and its location?
3. Ind30: How have buildings changed in response to planning regulations?

3 SCOPE OF WORKS

3.1. PRE-COMMENCEMENT

- 3.1.1. Prior to commencement of any site photography arrangements will be made with the owners to ensure that any stored materials have been removed and vegetation cleared sufficient to enable adequate visibility of rooms and elevations for the archaeological recording.

3.2. HISTORIC RESEARCH

- 3.2.1. A history of the property is to be produced with reference to relevant sources, including:

- Historic maps and plans;
- Census data;
- Historic newspapers;
- Historic trade directories;
- Wills and inventories;
- Other historic information as held by Manchester Archives.

3.3. BUILDING RECORDING

- 3.3.1. An as-existing record is to be made of the standing buildings at the site prior to the commencement of the construction programme. This is designed to be commensurate with a **Level 3 Record** as set out by Historic England (2016) with the level of proportionate to the significance and degree of proposed change within different parts of the site, comprising:

- Photographic record of the interior, exterior and setting of the Sunbury Building;
- Measured floor plans of the Sunbury Building

- 3.3.2. The pre-commencement recording will be followed by an intermittent structural watching brief during the demolition programme, comprising:

- Investigation following internal soft-strip;
- Monitoring during demolition

- 3.3.3. The area subject to recording is illustrated on **Figure 2**, and the methodology set out in **Section 6**.

3.4. REPORTING AND ARCHIVING

3.4.1. The outputs deriving from this project will include:

1. A fully indexed physical project archive for deposition Manchester Archives;
2. A fully indexed digital project archive for deposition with the Archaeology Data Service at the University of York;
3. A descriptive report presenting the results of the survey to be distributed digitally to the Client and made publicly available through Greater Manchester Historic Environment Record (HER), and OASIS (Online AccesS to the Index of archaeological investigations).

3.5. CHANGES TO SCOPE OF WORKS

3.5.1. This archaeological strategy will be reviewed following completion of the initial building recording to determine, in consultation with the client and GMAAS, whether the results warrant a change in the scope of works, either additional targeted recording or a reduction in the extent of the structural watching brief.

3.5.2. Minor changes to this WSI will be submitted to GMAAS for written approval. It is anticipated that should major changes be required than preparation of an updated WSI will be required for formal re-submission to the planning authority.

4 HISTORIC AND ARCHAEOLOGICAL BASELINE

4.1. DEVELOPMENT OF THE SITE

- 4.1.1. The 1850 edition of the 1:1056 scale Ordnance Survey (OS) plan (surveyed 1849) shows the site prior to its development, then comprising an irregular field with remnants of tree lined boundaries to its east and south. The 1848 tithe map for the Township of Rushulme depicts changes not shown on the OS map, including the formation of the roads to the west and south of the site, although the site itself remained undeveloped. The discrepancy between these sources could be put down to the rate of the high-status Victoria Park estate, with the tithe map potentially showing land divisions and roads which were staked out or imminent but not yet enacted on the ground. The site at the time of the tithe survey was “pasture land” owned by Joseph Denison and occupied by Thomas Cooper & Others.
- 4.1.2. By the production of the 1891 1:500 scale OS plan (surveyed 1889) a large, detached property had been built within the site, named “Sunbury”. It comprises a roughly rectangular plan structure with bow window to the south, projecting bay with porch to the west, and a canted bay to the north. Surrounding it were terraced grounds with winding paths and wooded borders, and gardens to the north-east with glasshouses. The northern part of the site was subdivided off, forming the gardens of Blagdon (later Firwood) House which faced onto Park Road.
- 4.1.3. Trade directories list the occupier of Sunbury in 1883 as Otho Horkheimer, merchant, and in 1895, 1903 and 1909 as Philip William Kessler, merchant. Sunbury is not identified in name in the 1876 directory, although three properties are listed on Crescent Range, occupied by two merchants and a confectioner – it is uncertain whether one of these represents the property at the site.
- 4.1.4. Greater Manchester Archives hold an application by F.C. Lynde (architect) dated 1890-98 depicting additions to Sunbury House listed as owned by P.W. Kessler & Stanley Grove of Oxford Street (ref: GB127.M900/1/1/2/1/585).
- 4.1.5. Xaverian College was established at the site in 1905, moving from previous premises in All Saints where it had occupied the Catholic Collegiate (formed in 1854 by Dr Turner) since 1862.
- 4.1.6. The boundaries between the Sunbury and Firwood were no longer shown on the 1922 OS map (revised 1915-16), and by 1935 were collectively named Xaverian College. No changes were made to the footprint of Sunbury during this period, although an extension to the north may have been added by the publication of the 1946 OS map (surveyed 1938).

- 4.1.7. Local newspapers record that by 1943 the house was occupied as the headquarters of the 174th Squadron Air Training Corps when instructors were advertised for navigation, mechanics, maths. P.T., and theory of flight.
- 4.1.8. A photograph of Sunbury from 1976 shows the property pretty much as it is now (Greater Manchester Archives ref: GB127.m40259).

5 METHODOLOGY FOR BUILDING RECORDING

5.1. INTRODUCTION

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

5.2. PHOTOGRAPHY

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

5.2.2. All photography will be undertaken using a high-quality camera with no less than an APS-C or DX size sensor of 10 megapixels and to be capable of generating images in TIF (v6) or unprocessed RAW format. Metric scales of appropriate size will be clearly and discreetly placed in photographs to preserve scale including, where colour is important factor, a colour separation guide. Appropriate task lighting will be used in the form of battery powered units to illuminate interior spaces. The details of each image will be recorded on pro-forma recording forms capturing subject, location, date, and photographer.

5.2.3. The record shall comprise:

1. General views of the buildings in their wider setting (HE 2016, photography item 1).
2. The buildings' external appearance (HE 2016, photography item 2).
3. The overall appearance of the principal rooms and circulation areas of each building (HE 2016, photography item 4).
4. Any external or internal detail, structural or decorative elements that relate to the buildings design, development use (HE 2016, photography item 5).
5. Any machinery or other plant, or evidence of its former existence (HE 2016, photography item 6).
6. Any dates, signage, graffiti, makers plates etc. (HE 2016, photography item 7).
7. Any building contents which have a significant bearing on the building's history (HE 2016, photography item 8).
8. A plan or plans identifying the location and direction of accompanying photographs (HE 2016, drawn record item 8).

5.3. MEASURED SURVEY

- 5.3.1. All measured survey will be undertaken in accordance with Historic England's specifications for metric survey (2015c), and guidance for creating interpretative drawings of historic buildings (2016b).
- 5.3.2. Existing site drawings will be used where available, otherwise archaeological fieldwork drawings will be produced with a hard, sharp, pencil on drafting film, taking measurements with hand-tape and laser disto (of typical +/- 1.5mm accuracy) and applying a combination of off-set and triangulation to capture the survey. Following completion, the accuracy of the survey will be checked.
- 5.3.3. A scale bar, and survey details including location, date, subject and surveyor, will be included on each drawing, and coordinated to an overall drawing register.
- 5.3.4. The drawn record will comprise (see **Figure 2**):
 - I. Annotated measured floor plans (drawn at 1:100 scale) illustrating all archaeological observations including the form and location of any structural features or evidence of fixtures of historic significance (HE 2016, drawn record item 2).
- 5.3.5. All drawings will be either annotated, or supplemented with survey notes, to document observations and details of features, phasing and construction. The level of detail will proportionate to the objectives of the project.
- 5.3.6. The description of the historic fabric will be discussed in relation to a series of room numbers that identify the level of the building and each individual room, for example: **F4** = First floor room 4.

5.4. SAMPLING STRATEGY

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

Documents and Material Culture

- 5.4.2. Loose material of potential archaeological or historical interest will be securely bagged and labelled by room and location of recovery. Fixed material will be photographed and recorded, or with the permission of the owners, removed for inclusion in the Working Project Archive.

Scheme of Decoration

- 5.4.3. Schemes of decoration of archaeological or historical interest (such as paint schemes, or paint effects; wallpaper; wall hangings including hessian, or silk; or effects applied to mediums such as plaster, timber, or stone) will, in the first instance, be photographed and recorded.
- 5.4.4. Samples of wall decoration will be recovered for inclusion in the Working Project Archive where it is deemed that decorative schemes are of sufficient interest, at risk of loss, and of potential further research interest. The scale and location of the samples and the methodology employed will depend on the nature of the material and will be informed through consultation with the Local Authority Archaeologist and the appropriate specialist.

6 ARCHIVE

6.1. WORKING PROJECT ARCHIVE: PROCESSING AND STORAGE

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

Survey Archive

- 6.1.2. The project archive will be collated in a designated folder and stored in a secure location when not in use. On completion of the project, or at weekly intervals, digital security copies will be made of any physical documents. (no less than 300dpi for documents, 600dpi for photographic prints, and 4000dpi for negatives or slides), saved in an appropriate format (e.g. PDF for documents and TIFF for drawings/photographs), and scans checked for quality.

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

Material Archive

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

6.2. SELECTION AND RETENTION STRATEGY

- 6.2.1. The site-specific archive selection strategy is presented in **Appendix 1**.

- 6.2.2. The entire project archive will be subject to a selection procedure in accordance with best practice guidance (AAF 2011; and SMA 2020). The aim of the selection process is to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.
- 6.2.3. At the completion of the fieldwork stage, a mid-project review may be undertaken in consultation with relevant stakeholders to determine the final selection strategy. The archaeology curator of the nominated archive repository, and GMAAS, will be consulted on these recommendations to arrive at a final agreed selection for retention prior to compilation of the final project archive.
- 6.3. FINAL ARCHIVE
- 6.3.1. The final archive will be assembled in accordance with the national guidelines in *'Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation'* (AAF 2011) and the Chartered Institute for Archaeologists' *'Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives'* (CIfA 2020c).
- 6.3.2. The physical archive will be deposited with Manchester Archives, prepared in accordance with their specifications. In the event that the project does not produce artefactual remains or samples selected for retention, then any remaining paper record will be scanned and incorporated into the digital archive for deposition with the ADS (see below).
- 6.3.3. The digital archive will be deposited with the Archaeology Data Service (ADS) at the University of York, a Trusted Digital Repository. The archive will be prepared in accordance with national guidance (DigVentures, 2011) and the standards and requirements of the repository (ADS, 2020).

7 REPORTING

7.1. INTERIM REPORT

- 7.1.1. On conclusion of the initial building recording stage, an interim report will be provided to GMAAS to evidence completion sufficient to enable demolition works to commence.

7.2. FINAL REPORT

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

- 7.2.2. The final report will include:

- Project specific fieldwork codes and dates
- Non-technical summary
- Site location and relevant designations
- Aims, purpose and research objectives of the programme of work
- Methodology
- Discussion of the history of the site
- Evidenced account of the building's overall form and its successive phases of development
- Discussion and Conclusion
- Acknowledgements
- List of contents of fieldwork archive
- Bibliography and References
- Illustrations and photographs

7.3. DISSEMINATION

- 7.3.1. If no other publication is recommended, a brief site summary in text format will be provided for *Post Medieval Archaeology's* annual fieldwork round-up.

8 STAFFING

8.1. STAFFING

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

9 HEALTH AND SAFETY AND INSURANCE

9.1. HEALTH AND SAFETY

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

9.2. INSURANCE

- 9.2.1. The JESSOP Consultancy currently holds (as of October 2023) Professional Indemnity cover of £2,000,000 (Hiscox, policy no: PSC10001920851/00), Public Liability cover for £5,000,000. (Aviva, policy no: 24765101CHC/UN/000580), and Employers Liability cover for £10,000,000. (Aviva, policy no: 24765101CHC/UN/000580).

10 COPYRIGHT

10.1. PAPER AND DIGITAL ARCHIVE

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

10.2. REPORT

- 10.2.1. Full copyright of each report shall be retained by the originating body (the archaeological organisation undertaking the work) under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that the Developer will be licensed: to use each report in all matters directly relating to the scheme; and to make each report available for public dissemination as part of the dissemination measures identified in **Section 3**.

11 SUPPORTING INFORMATION

GUIDANCE CONSULTED

- Archaeological Archives Forum (AAF), 2011. *Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation*.
- Archaeological Data Service (ADS), 2020. *Archaeology Data Service guide to Good Practice* [online]. Available: <http://www.guides.archaeologydataservice.ac.uk>
- Chartered Institute for Archaeologists (CIfA). 2020a. *Standard and Guidance for the archaeological investigation of standing buildings or structures*. CIfA: Reading
- Chartered Institute for Archaeologists (CIfA). 2020c. *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives*. CIfA: Reading
- Chartered Institute for Archaeologists (CIfA). n.d. *Toolkit for Selecting Archaeology* [online]. Available: <https://www.archaeologists.net/selection-toolkit>.
- DCC. 2013. *Checklist for a Data Management Plan. V.4.0*. Edinburgh: Digital Curation Centre (after ADS 2020)
- DigVentures, 2019. *Dig Digital. Work Digital. Think Digital. Create Digital. A guide to managing digital data generated from archaeological investigations*.
- Historic England 2015. *Management of Research Projects in the Historic Environment: The MoRPHE Project Manager's Guide*.
- Historic England. 2016. *Recording Historic Buildings – a guide to good recording practice*. English Heritage.
- Society for Museum Archaeology, 2020. *Standards and Guidance in the Care of Archaeological Collections*.
- Watkinson, D. and Neal, V. (eds). 1998. *First Aid for Finds*

BIBLIOGRAPHY

- P4 Planning 2023. *New Science Block Planning Statement on behalf of Xaverian College*.

Maps

- 1848 Plan of the Township of Rusholme with apportionment dated 1844 (accessible: www.thegenealogist.co.uk)
- 1850 1:1056 OS Manchester and Salford sheet 47 (accessible: <https://maps.nls.uk>)
- 1891 1:500 OS Lancashire Manchester sheet 114.15.22 (accessible: <https://maps.nls.uk>)
- 1922 1:2500 OS Lancashire sheet 114.15 (accessible: <https://maps.nls.uk>)
- 1935 1:2500 OS Lancashire sheet 114.15 (accessible: <https://maps.nls.uk>)

1946 1:10560 OS Lancashire sheet 114.SE (accessible: <https://maps.nls.uk>)

Directories

Slater's Manchester & Salford Directory 1876, 1883, 1895, 1903, 1909 & 1911 (listed under 'Victoria Park' until 1903)

Newspapers

Manchester Evening News 15.04.1943 p. 4

Manchester Courier 16.04.1892 p. 13

Manchester Archives

1890-98 Application – ref: GB127.M900/1/1/2/1/585

([http://www.gmlives.org.uk/results.html#imu\[rid=ecatalogue.552377\]](http://www.gmlives.org.uk/results.html#imu[rid=ecatalogue.552377]))

1976 Photograph – ref: GB127.m40259

([http://www.gmlives.org.uk/results.html#imu\[rid=ecatalogue.71027\]](http://www.gmlives.org.uk/results.html#imu[rid=ecatalogue.71027]))

APPENDIX I:

ARCHIVE SELECTION STRATEGY

ARCHIVE SELECTION STRATEGY

INTRODUCTION

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

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

Project review stages:

R1: Project Planning

R2: Data Gathering

R3: Analysis and Reporting

R4: Archive Compilation

SELECTION STRATEGY

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

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

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

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

DISCARD STRATEGY

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

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

APPENDIX 2:

DATA MANAGEMENT PLAN

DATA MANAGEMENT PLAN

DATA COLLECTION

Anticipated Forms of Data Created

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

Data Standards/Methods

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

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

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

Methods of data creation are specified within the Written Scheme of Investigation (report ref: TJC2023.164).

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

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

Quality Assurance

Instruments used in the collection of data are calibrated prior to use and checked to ensure they are in full working order.

All site records and data collected will be reviewed during project delivery to ensure data is accurate and secure.

DOCUMENTATION AND METADATA

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

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

Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by ADS, who are the intended repository for the digital data archive.

An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository.

ETHICS AND LEGAL COMPLIANCE

Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

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

DATA SECURITY: STORAGE AND BACKUP

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

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

Digital project files are accessibly remotely to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).

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

SELECTION AND PRESERVATION

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

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

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

DATA SHARING

Data will be disseminated in accordance with the Written Scheme of Investigation (report ref: TJC2023.164) including archival of digital project outputs, and reports, with the ADS.

RESPONSIBILITIES

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

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

Data backup is managed by Dropbox.

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