WRITTEN SCHEME OF INVESTIGATION

48 Store Street, Manchester

Archaeological Watching Brief



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Written Scheme of Investigation for archaeological watching brief at 48 Store Street, Manchester

ARS Ltd Project No. ARS25/247

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Issue	Author	Checked By	Approved By	Date Approved	Reason for issue
1	Erin Wheatley	John Duffy	John Duffy	18/09/2025	Initial draft for consultation

Prepared on behalf of: Shaw Street Homes Ltd
Planning Reference: 132626/FO/2022
Local Authority: Manchester City Council
Site central NGR: SJ 84986 98075

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1 INTRODUCTION

1.1 Project and Planning Background

1.1.1 This is a Written Scheme of Investigation (WSI) for archaeological watching brief that has been prepared by Archaeological Research Services Ltd (ARS Ltd) on behalf of Shaw Street Homes Developments Ltd.

1.1.2 The WSI sets out a scheme of archaeological watching brief during initial ground investigation works in support of a planning application for development at 48 Store Street, Manchester comprising *c.*0.07ha, centred on SJ 84986 98075 for the *'erection of 15 storey building comprising 54 apartments with associated residential facilities, 2 car parking spaces and 57 cycle parking spaces, landscaping, access and associated development'* (Planning application no. 132626/FO/2022).

1.1.3 An archaeological desk-based assessment (DBA) was conducted in support of a planning application for the proposed development (Burpoe 2021). The assessment identified no designated assets within the DA (Development Area) itself, although there were multiple listed buildings and non-designated historic structures within the wider study area for the site.

1.1.4 In addition, earlier evaluation works consisted of two window samples which were excavated in 2014 as part of an earlier planning application for the site (Geotechnics Ltd 2014). Unfortunately, due to the overgrown nature of the site at the time of the ground investigation, the two window samples were excavated within an area of the site historic mapping indicates was occupied only by a mid-20th century, single-storey timber structure (Burpoe 2021)

1.1.5 The development area (DA) is considered by Manchester City Council to have potential to host buried archaeological remains. 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 On the advice of Greater Manchester Archaeological Advisory Service (GMAAS) as archaeological advisors to the Local Planning Authority, a condition was set on planning permission requiring implementation of a programme of archaeological work in accordance with an approved Written Scheme of Investigation;

11) No 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 the local planning authority. The WSI shall cover the following:

1. Informed by the updated North West Regional Research Framework, a phased programme and methodology of investigation and recording to include:

i - an archaeological watching brief undertaken during site investigations (where intrusions will aid understanding of depths of made-ground and horizons of archaeological survival/truncation)

ii - (informed by (i) and in consultation with GMAAS) archaeological evaluation trenching (subject of a new WSI)

iii - (informed by (ii) and in consultation with GMAAS) more detailed excavation (subject of an addendum to the evaluation WSI)

2. A programme for post investigation assessment to include:

i - analysis of the site investigations records and finds

ii - production of a final report on the investigation results.

3. Deposition of the final report(s) with the Greater Manchester Historic Environment Record.

4. Dissemination of the results commensurate with their significance.

5. Provision for archive deposition of the report and records of the site investigation.

6. Nomination of a competent person or persons/organisation to undertake the works set out within the approved WSI.

Reason: In accordance with NPPF Section 16, Paragraph 205 - 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.

1.1.7 This WSI covers the archaeological works identified in Condition 11 Paragraph 1(i) and any subsequent work will be subject of a subsequent WSI after consultant with GMAAS.



Site name:	Piccadily Wharf, Manchester
Date:	August 2025
Drawn by:	EW
Scale:	Varies

This drawing: © ARS Ltd

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Figure 1:
Site location

Manchester City Council

Archaeological Research Services Ltd

Angel House
Portland Square
Bakewell
Derbyshire
DE45 1HB

Tel: 01629 814540

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1.2 Site Location and Description

1.2.1 The proposed development encompasses a total area of *c.*0.07ha and is located within central Manchester, (Figure 1; NGR SJ 84986 98075). The ground within the DA primarily consists of made ground containing mostly concrete and bricks with occasional industrial debris. To the north the site is immediately bounded by Ashton Canal Tow Path, to the east by Thomas Telford Basin, to the south by Comet Street and to the west by Store Street. At the time of the DBA, the site was solely accessible from the Piccadilly Village complex to the south-east of the site.

1.2.2 The site is positioned between 37m and 44m AOD (above Ordnance Datum). The area for development extends over *c.*0.07 ha and is almost completely level with an almost non-perceptible slope upwards from northeast to southwest. The site is bounded to the north and east by the Cheshire Ring canal

1.3 Geology and Soils

1.3.1 The underlying solid geology of the DA comprises sandstone of the Chester Formation, sedimentary bedrock formed approximately 247 to 250 million years ago in the Triassic period when the local environment was previously dominated by rivers. This is overlain by superficial deposits of Devensian Till – Diamicton (BGS 2025).

1.3.2 The soils of the DA are classified as 'Slowly permeable seasonally wet acid loamy and clayey soils' (Soilscape 17) (Cranfield University, 2025).

1.4 Archaeological and Historical Background

1.4.1 This archaeological and historical background is drawn from the DBA completed in 2021 identified during a forerunning assessment of the site (Burpoe 2021). The information is summarised below.

The Prehistoric Period

1.4.2 Scarce evidence for Prehistoric activity within the site boundary or its study area, however there have been flint flakes, microliths and axe fragments in the wider Manchester area.

The Romano-British Period

1.4.3 There is little evidence for Roman activity within the vicinity of the site, with the key area of Romano-British activity being centred around *Mamucium* Roman fort located *c.*1km west of the site in the Castlefield area. Several archaeological excavations in the Castlefield area have identified an expanded area of Romano-British expanding outwards from the fort.

The Early-Medieval – Medieval Period

1.4.4 There is little evidence for the Early Medieval and Medieval Period as the DA lay beyond the extent of Medieval Manchester. Much of the settlement at that time is recorded as being located around the Parish Church (now the cathedral) and Manchester Castle. No Early Medieval or Medieval remains have been recorded within the study area, suggesting that the DA was likely undeveloped agricultural land until the 18th century.

The Post-Medieval Period

1.4.5 There is strong evidence for Post-Medieval activity both within and outside of the DA. From the 16th to 17th centuries, industrial expansion begins, however there is exponential growth from the 18th century onwards with the development of canal and rail links around the DA. There are also new structures beginning to appear within the study area for the DA which are visible on Ordnance Survey Mapping with the 1891 OS plan being the first one to demonstrate development within the DA itself with three buildings and a yard associated with a Packing Case Manufactory on the site. The 1889 Goad Fire Insurance plan identifies that the buildings in the western part of the DA were five adjoining red-brick buildings, 2–3 storeys high with pitched slate roofs. The first-floor housed stables, accessed from Lomas Street, and the buildings were listed as 'sheet and saddlery stores. By contrast, the eastern part of the site was described as being a three-storey brick structure with a slate roof, while the adjacent building was a wooden structure with an open western façade, possibly a lean-to. These buildings were associated with the 'James W. Southern timber merchants and packing-case makers complex'.

The Modern Period

1.4.6 The 20th century shows minimal changes to the buildings, with OS plans showing few changes to the building footprints or the wider complexes even with the decline in use of the surrounding canal and rail routes for industrial purposes. In the 21st century this changes with much of the site being cleared in order to begin redevelopment.

2 Aims and Objectives

2.1 Fieldwork Aim

2.1.1 The aim of the fieldwork 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).

2.2 Fieldwork Objectives

2.2.1 The objectives of the fieldwork are to:

- monitor closely ground investigation works that may encounter archaeological remains and confer with the archaeological planning advisor to the LPA when archaeological remains have been found;
- investigate and record any archaeological features/deposits encountered;
- establish a relative chronological sequence and, if possible, recover datable materials from archaeological deposits and features; and,
- establish the character, extent, form, function and likely status of the archaeological remains where found;
- identify if archaeological deposits requiring further evaluation are present.

2.3 Research Aims and Objectives

2.3.1 The investigations will be conducted with a view to addressing objectives suggested by the published research priorities set out for the North West Regional Research Framework (Research Frameworks, 2025).

2.3.2 Research priorities that might become relevant are those that focus upon the transformation of Medieval burgage plots during the Post-Medieval period, the ways in which domestic properties incorporated commercial and industrial functions such as workshops and warehousing, and the influence of wider trading networks on the development and character of their surrounding areas.

2.3.3 Other research objectives may become relevant should any archaeological features investigated during investigations produce significant findings of regional or greater importance.

3 FIELDWORK STRATEGY

3.1 Coverage

3.1.1 The fieldwork will entail the continuous monitoring of all geotechnical test pits on the site (Figure 2), with a view to understanding the potential for surviving archaeological deposits on the site.

3.1.2 Should human remains, structures or deposits of archaeological interest be uncovered during the fieldwork, the archaeological planning advisor to the LPA will be consulted on the acceptable course of action. It is anticipated that this will entail the archaeological investigation, recording and recovery of artefacts/samples and other remains



Figure 2: Site Plan

Legend:

Site Boundary

0 25 50 75 100 m

Site name: Piccadilly Wharf, Manchester
Date: August 2025
Drawn by: EW
Scale: 1:500 @ A3

This drawing: © ARS Ltd

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3.2 Methodology

3.2.1 All mechanical excavation will be under the supervision of an attendant archaeologist who will be given the opportunity to stop excavation to investigate potential archaeological features/deposits where they arise. Adequate time will be allowed for recording any such remains.

3.2.2 There is to be no disturbance of archaeological remains until archaeological investigation and recording has been undertaken, and the archaeologist confirms that this has been completed.

3.2.3 As a minimum (i.e. where no archaeology is found) there will be an accurate site plan and photographic record. The stratigraphy of the site will be recorded even where no archaeological deposits have been identified.

3.2.4 The site 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 providing accuracy of ±0.05m (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

3.2.5 Excavation will be undertaken by a suitable mechanical excavator fitted with a toothless ditching bucket. Where excavation requires digging through hard standing or tarmac, a breaker will be used. No machinery will track over areas that have previously been stripped until investigation and recording has been undertaken.

3.2.6 Machine excavation will seek to avoid disturbing, breaking or grubbing out large foundations that may damage the surrounding archaeological remains. Where these are found they will be left *in situ* until recorded and then, if removal is necessary, broken up in manner to avoid disturbing any other surviving remains.

3.2.7 Excavation areas will be machined cleanly, sufficient to identify and establish the extent of any archaeological features present. Photographs will be taken during the machine works to record the process.

3.2.8 Machine operations will cease if unexpected, complex, or undated archaeological remains are encountered. The client will be informed, and the archaeological planning advisor will be consulted as to their requirements.

Investigation and Recording

3.2.9 Any of archaeological features and deposits will be sample excavated to achieve the mitigation objectives where they are exposed in plan during the monitoring of groundworks:

3.2.10 Isolated discrete features such as individual pits, postholes or scattered features without clear associations, will be half sectioned.

3.2.11 If features contain deposits of particular value or significant artefactual or environmental assemblages, these will be fully excavated and sampled.

3.2.12 Archaeological linear features, such as ditches and gullies that are not of a structural nature will be sample excavated at dispersed intervals where they are exposed. Where possible, interventions will be a minimum of 1m in width.

3.2.13 If the features are exposed in section only (i.e. they are in the side of a foundation trench) cut from a higher level. The sectional profile of the foundation trench will be recorded and its location/extent surveyed.

3.2.14 Features requiring more 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 in the first instance but will be left *in situ,* and will be protected/fenced off pending a suitable form of mitigation. The archaeological planning advisor will be consulted on their requirements and the client will be kept informed. Detailed investigations lie beyond the scope of this WSI and would require activation of contingency costs or rescoping of the agreement between the client, ARS Ltd, and the LPA.

3.2.15 Deep features such as wells or ponds will not be investigated by under the scope of these works. An augur may be employed to establish the anticipated full depth of a well or pond. Further excavation would be by consultation with the archaeological planning advisor and client (as deep excavations may affect foundation designs).

3.2.16 Area deposits, such as buried soils and former land surfaces, will be investigated by hand during the process of machining. Once the deposit is understood and has been recorded, provided that it represents a non-structural layer, machine excavation will be allowed to proceed.

3.2.17 Limited representative samples of bricks from brick-built structures, and selective products of the brick working proves 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). Brick samples will be taken for structures likely to pre-date the mid-19th century.

3.2.18 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 2020b; 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 comprises a large quantity of a standard product, such as brick or tile, will be retained for assessment by a specialist.

3.2.19 Archaeological features will be recorded on an all-features plan and related to the National Grid. Sometimes it will be possible to use the developers site plan to achieve this in relation to the foundation layout or design. 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.

3.2.20 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 *pro-forma* context sheets. The information given will include details of the context, its relationships, interpretation and a checklist of associated finds and samples. Stratigraphic matrices will be compiled where archaeological sequences can be discerned.

3.2.21 Digital photographs will form the principal photographic record for report purposes. 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

3.2.22 The use of systematic soil sampling would typically lie beyond the scope of archaeological works employed for archaeological monitoring works. Should environmental deposits be encountered that appear appropriate for sampling, the client and archaeological planning advisor will be consulted. One or two bulk soil samples may be collected for rapid assessment by agreement of the client. Only deposits of clear archaeological origin, with the potential to provide paleoenvironmental evidence, industrial residues, small animal/fish bones, datable charred remains and micro artefacts significant to the site will be considered.

3.2.23 The application of specialist sampling techniques such as column sampling, geoarchaeological sampling, or samples for scientific dating purposes lie beyond the scope of the present agreed works. If such a variation is required by the LPA, advice from the Regional Historic England Senior Scientific Advisor may be sought. Close attention will be paid to retrieving samples that have the potential to contribute to the proposed mitigation objectives.

3.2.24 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.

3.2.25 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.

Human Remains

3.2.26 If any human remains are encountered, they will be investigated sufficiently 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 archaeological planning advisor will be informed immediately upon discovery of human remains by the Project Manager.

3.2.27 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

3.2.28 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 both precious metals and base metals where they are of prehistoric date. Suitable measures will be taken to ensure their security where removal cannot take place (e.g. they are within a human burial).

3.2.29 The archaeological planning advisor will also be notified and, if necessary, a meeting arranged to determine if further investigation in the vicinity of the find spot is required.

4 MONITORING ARRANGEMENTS

4.1.1 Notice will be given prior to commencement of the archaeological works upon submission of this WSI to the archaeological planning advisor. Work will not commence until the WSI has been approved.

4.1.2 If the start date is not known, then the archaeological planning advisor 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.

4.1.3 The archaeological planning advisor for the Local Planning Authority (LPA) is Ben Dyson, Senior Planning Archaeologist for GMAAS.

4.1.4 ARS Ltd will consult with the archaeological planning advisor at regular intervals throughout the course of the work. The archaeological planning advisor is invited to attend for monitoring purposes by appointment. It is expected that archaeological monitoring will take place on a regular basis for large projects.

4.1.5 The client will afford reasonable access to the archaeological planning advisor for the LPA or representative officers, for the purposes of monitoring the archaeological work.

5 VARIATIONS TO THE SCOPE OF WORKS

5.1.1 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 the local planning authority's archaeological advisor have been consulted and appropriate resource put in place to meet the necessary disbursements. On occasion this may require a new WSI or an addendum to the approved WSI.

5.1.2 Any variations to the coverage, methodology or scope of works will be made in agreement with the Client and the archaeological planning advisor.

5.1.3 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 in monitoring the works.

5.1.4 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.

6 TIMETABLE, STAFFING AND RESOURCES

6.1.1 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.

6.1.2 The fieldwork will be managed and conducted by a suitably qualified Project Manager and Team Leader, supported by a team of archaeological staff and assistants, as necessary.

6.1.3 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.

6.1.4 The timetable for the archaeological works has not been confirmed and will reflect the programme of ground investigation.

6.1.5 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.

6.1.6 Information will be provided to specialists by context and site location, appropriate to the relevant assemblages.

6.1.7 Specialist analysis will be undertaken by the following individuals where needed, subject to availability, and if not, other specialists will be found as appropriate:

Worked flint and prehistoric pottery:	Robin Holgate
Iron Age/Roman pottery:	Adam Sutton
Medieval and Post-Medieval pottery:	Chris Cumberpatch, Paul Blinkhorn or Robin Holgate
Ceramic Building Materials:	Rob Atkins
Faunal remains:	Milena Grzybowska
Plant macrofossils (seeds and charcoal):	Emma Aitken

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

7 FINDS AND SAMPLE PROCESSING

7.1.1 All finds processing, conservation work and storage of finds will be conducted in accordance with recognised industry standards and guidance (CIfA 2020; Walker 1990).

7.1.2 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).

7.1.3 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.

7.1.4 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.

7.1.5 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.

7.1.6 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.

7.1.7 All retained artefacts and ecofacts will be cleaned and packaged in accordance with the requirements of the recipient museum.

8 REPORTING

8.1 Fieldwork reporting

8.1.1 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 archaeological features with appropriately scaled plans and sections
- Discussion outlining conclusions
- Supporting data – tabulated or in appendices to include
  - Specialist Reports
  - Context data
- Index to archive and details of archive location
- Bibliography
- Confirmation of archive transfer arrangements
- A copy of the OASIS form

8.1.2 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.

8.1.3 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.

8.2 Provisions for publication

8.2.1 Any publication requirements contained within the archaeological planning brief will be reviewed between the Project Manager, client, and archaeological planning advisor prior to preparation of the site report. In general, the publication of an evaluation would appear as a short note in an appropriate journal.

8.2.2 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.

9 Project Archive

9.1 Documentary Archive

9.1.1 The documentary archive shall comprise all original records created during the archaeological works. This includes (but is not limited to) the Written Scheme of Investigation (WSI), final reports, context sheets, drawings, registers, artefact and sample registers, and specialist reports.

9.1.2 Only project-specific and original documentation will be included in the final archive. Non-archaeological or irrelevant materials (e.g. unrelated site reports, planning documentation, health and safety records) will be excluded.

9.1.3 The documentary archive may be produced physically or digitally through the ARS digital recording application. Regardless of the format, all documentation will be created, consolidated and prepared for long-term archive storage.

9.2 Material Archive

9.2.1 The material archive will comprise artefactual and environmental material recovered during the course of project. All material will be collected, cleaned, recorded and stored in accordance with industry standards (Watkinson and Neal 2001) and ARS procedure.

9.2.2 The retention of artefactual and environmental material will be informed by the ARS retention and discard policy, specialist advice, and implemented with the agreement of the relevant planning authority and repository. This approach draws on guidance provided by the Chartered Institute for Archaeologists (CIfA 2019).

9.2.3 All artefacts intended for deposition will be accompanied by a signed Deed of Transfer, transferring legal ownership from the landowner to the repository. Artefacts that meet the definition of treasure will be treated in accordance with the Treasure Act (2023). The treatment of human remains will follow the relevant legislative policies and standard practices (Mitchell and Brickley 2017)

9.2.4 Deselected material will be returned to the landowner or, with landowner permission, discarded or retained as part of a handling or teaching collection.

9.3 Digital Archive

9.3.1 The digital archive comprises all digital born data created during the archaeological works. This includes, but is not limited to, digital photographs, survey data, AutoCAD and/or GIS site plans, 3D models and databases.

9.3.2 All digital data will be created, stored and managed in accordance with the Data Management Plan (Section 12), which includes relevant industry standards and guidance.

9.4 Archive Deposition

9.4.1 The archive deposition will be determined by the extent and significance of the archaeological features and finds. Archiving requirements will be confirmed with the archaeological planning advisor and relevant repository where necessary. At minimum, the approved report will be submitted to the local HER in their preferred format and uploaded via Online Access to the Index of Archaeological Investigations (OASIS).

9.4.2 Sites deemed “sterile” (CIfA 2022), with no significant archaeological features or finds, will be archived solely through submission of the report to the HER and OASIS, ensuring public accessibility via the Archaeology Data Service (ADS).

9.4.3 For sites with minimal archaeological features or finds, a digital archive containing site records, digital photographs, plans and reports will be uploaded via ADS. The digital data will undergo an assessment and selection process to ensure the final archive meets the quality and format standards outlined in the Data Management Plan (Section 12) and accepted standards (ADS 2025, Cole and Backhouse 2015).

9.4.4 Sites with significant archaeological features and finds will be prepared for physical and digital archiving as agreed upon with the archaeological planning advisor and relevant repository. Archive selection preparation will follow industry standards (SMA 1993; Brown 2011; CIfA 2020) and the guidance of the relevant repository to ensure the deposited archive is meaningful and appropriate for future re-use and research.

9.4.5 Projects conducted in areas without local repositories will be digitally recorded in their entirety so as to avoid loss of information. Where possible, the physical archive will then be returned to the landowner or discarded.

10 Publicity, Engagement and Copyright

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

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

10.1.3 ARS Ltd retain and will retain the copyright of all documentary, photographic and video material under the Copyright, Designs and Patent Act 1988. This report and produced reports may not be reproduced in part or in whole without the express permission of the authors.

11 PROFESSIONAL STANDARDS

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

11.1.2 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 2023a; b).

11.1.3 The archaeological fieldwork will be undertaken in accordance with the Manchester City Council guidelines (Manchester City Council, 2025).

12 DATA MANAGEMENT PLAN

12.1.1 This Data Management Plan (DMP) outlines how data will be collected, stored, documented, shared, and preserved throughout a project to ensure its integrity, accessibility, and long-term usability.

12.1.2 All digital data will be created, stored and managed in accordance with the Archaeological Data Service (ADS) Guides to Good Practice (2011), Historic England's Data Image Capture and File Storage: Guidelines for Best Practice (2015) and Applied Digital Documentation in the Historic Environment (2018), and relevant ARS policies, and the relevant museums deposition policy.

12.1.3 The Project Manager will be responsible for implementing the DMP. Data capture, metadata production and data quality is the responsibility of the whole Project Team. Data archiving is undertaken by the Excavation and Archives Supervisor, who is responsible for transferring the archive to the agreed repository.

12.1.4 The table below summarises the data types, formats and estimated archive quantities of data expected to be generated as part of this project. All data will be produced in ADS preferred file formats for future reuse and archiving. As the project develops, this DMP will be updated and a project data summary (including data types, metadata tables, file counts, and software used) will be compiled and included in all reports.

Type	Format	Estimated Archive Quantity
Text/ Documents	Word (.docx) PDF (.pdf/a)	3 x documents, <100MB
Raster Images	Lossy Graphics File (.jpg) Preferred Deposition Format (.tiff)	150 x images, average size 4MB
GIS	ESRI Shapefile (.shp & .shx & .dbf)	1 x GIS site plan, including 10 shp layers

12.1.5 Data will be stored within a project-specific folder on the ARS server, accessible via secure login on/off, and backed up daily by an external IT provider. Project folders will follow established company naming conventions using unique project identifiers. File names will include site code, descriptor, and version control number (e.g., HSQ19_WSI_V2.pdf/a) following standard conventions set forth by ADS.

12.1.6 The DMP and digital selection strategy will be reviewed in the post-excavation phase and finalized with relevant 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.

12.1.7 Prior to deposition, all personal data will be excluded from the archive unless explicit consent is obtained as to meet ethical, copyright and Intellectual Property Rights (IPR). Copyright for all project data belongs to ARS Ltd.

12.1.8 The digital archive will be deposited with the ADS, a certified repository with Core Trusted Seal. All files will be deposited in the ADS preferred file formats with associated metadata tables as required. 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).

12.1.9 Archiving costs have been assessed using the ADS Costing Calculator and are covered in the project budget.

12.1.10 In addition to the digital archive, an OASIS record has been created for the project and will be updated throughout the life of the project. The final report will be attached to the OASIS record and upon completion of the project, be released into the ADS Grey Literature Library and made publicly available.

12.1.11 A final copy of the report will be supplied to the Historic Environment Record in their preferred format.

12.1.12 If there is a physical archive deposition associated with this project, a complete digital archive index, DOI identifier and OASIS ID number will be provided to the repository.

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

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