Heneb: Clwyd-Powys Archaeology

Written Scheme of Investigation PD25-014

Stansty Chain Road, Wrexham

submitted on behalf of

Castle Green Homes

Archaeoleg Clwyd-Powys
Heneb
Clwyd-Powys Archaeology

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Clwyd-Powys Archaeological Trust

Heneb: the Trust for Welsh Archaeology

On 1st April 2024 the four Welsh Archaeological Trusts (Clwyd-Powys, Dyfed, Glamorgan-Gwent and Gwynedd) merged to form Heneb: the Trust for Welsh Archaeology. Heneb is the trading name of the Trust for Welsh Archaeology. The regional expertise and regional service delivery which was the hallmark of the four trusts continues under the auspices of Heneb while maintaining all regional offices - Clwyd-Powys Archaeology, Gwynedd Archaeology, Dyfed Archaeology and Glamorgan-Gwent Archaeology. Together, we work to protect, record and interpret all aspects of the historic environment. We advise developers and local authorities on archaeology and planning, undertake archaeological projects for public- and private-sector clients, and have wide-ranging programmes of community archaeology events and activities.

Heneb Field Services are the leading archaeological practice in Wales, and one of the longest-established commercial archaeology contractors in Europe.

Heneb is both a Limited Company (1198990) and a Registerer Charity (504616), and its activities are managed by a board of Trustees. It is also Registered Organisation (RO) with the Chartered Institute for Archaeologists (CIfA). Further information regarding Heneb and its regional offices can be found at www.heneb.org.uk

Heneb: Ymddiriedolaeth Archaeoleg Cymru

Ar 1af Ebrill 2024 unodd y pedair ymddiriedolaeth archeolegol Gymreig (Clwyd-Powys, Dyfed, Morgannwg-Gwent a Gwynedd) i ffurfio Heneb: Ymddiriedolaeth Archaeoleg Cymru. Heneb yw'r enw masnachu Ymddiriedolaeth Archaeolegol Cymru.
Mae Heneb yn gweithio i warchod, cofnodi a dehongli pob agwedd ar yr amgylchedd hanesyddol. Rydym yn cynghori datblygwyr ac awdurdodau lleol ar archaeoleg a chynllunio ac yn ymgymryd â phrosiectau archaeolegol ar ran cleientiaid yn y sectorau cyhoeddus a phreifat, ac mae gennym raglenni eang eu hystod o ddigwyddiadau a gweithgareddau archaeolegol cymunedol.

Tîm Gwasanaethau Maes Heneb yw'r prif bractis archaeolegol yng nghanolbarth a gogledd-ddwyrain Cymru, ac mae'n un o'r contractwyr archaeoleg masnachol mwyaf hirsefydlog yn Ewrop.

Heneb yw'r enw masnachdu Ymddiriedolaeth Archaeolegol Cymru. Cwmni Cyfyngedig (1198990) ynghyd ag Elusen Gofrestredig (504616) yw'r Ymddiriedolaeth. Mae Heneb yn Sefydliad Cofrestredig gyda'r Chartered Institute for Archaeologists. Mae mwy o wybodaeth am yr Ymddiriedolaeth, gan gynnwys adroddiadau cryno ar rai o'r prosiectau diweddar mwyaf arwyddocaol hefyd i'w gweld ar ei gwefan yn www.heneb.org.uk

1 Introduction

1.1. Heneb: Clwyd-Powys Archaeology has been instructed by Castle Green Homes (the client) to undertake a programme of archaeological monitoring and recording for the proposed development of land either side Stansty Chain Road off A483 trunk road and A541 Mold road, Stansty, Wrexham, LL11 4YF, (Figures 1 and 2 (planning reference GWE P/2019/0923)). A detailed plan for the proposed development is shown at the end of this document.

1.2. The land will be developed for multiple private dwellings (a maximum of 455 homes). The development will be on the edges of an area of Archaeological Preservation in Situ (Figure 4). This WSI highlights the monitoring required for any works around the preservation area.

Exclusion Area Condition

The area identified on the approved Parameters Plan as 'Archaeological Preservation in Situ Area' shall be brought forward in accordance with the Archaeological Management Plan (ref: 15003/21) or any subsequent updates as shall be submitted to and approved in writing by the Local Planning Authority.



Figure 1: Site boundary
(Google Imagery © 2025 Bluesky, Infoterra Ltd & COWI A/S, Maxar Technologies Map data ©2025)

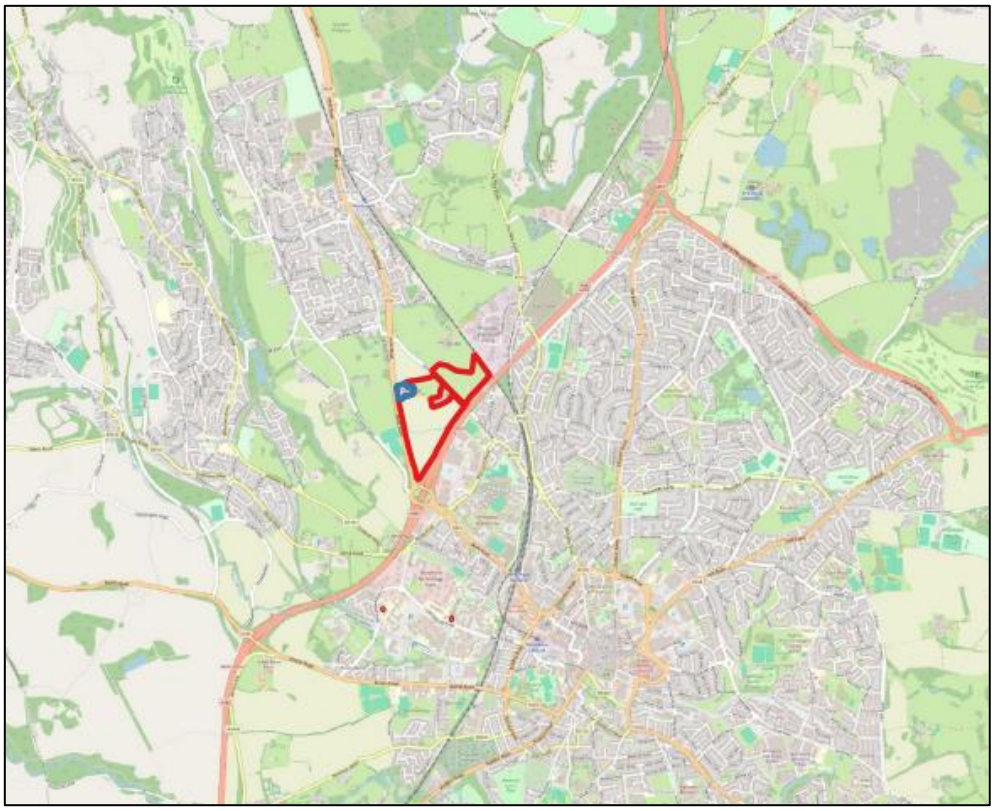


Figure 2: OS map showing the location of the site.
(Contains Ordnance Survey data © Crown copyright and database right 2025)

Location, geology and topography

1.3. The site is located at Stansty, approximately 1.8km from the centre of Wrexham, and is bisected on a north-west – south-east alignment by Stansty Chain Road. The site is formed of pastureland for grazing surrounded by modern developments with the A483 to the immediate south and the A541 road to the immediate west. Sparse tree coverage borders the site.

1.4. The geology consists of the Pennine Lower Coal Measures Formation and Pennine Middle Coal Measures Formation, formed of Mudstone, siltstone and sandstone. It contains sedimentary bedrock formed between 319 and 309.5 million years ago during the Carboniferous period. The till is Devensian, formed of Diamicton, a sedimentary superficial deposit formed between 116 and 11.8 thousand years ago during the Quaternary period (British Geological Society 2025).

Planning background

1.5. The local planning authority and their archaeological planning advisor Mark Walters (APA) has recommended the following programme of archaeological work as a condition of planning permission:

The developer shall ensure that a suitably qualified archaeological contractor is present during the undertaking of any ground works for the maintenance of the agreed exclusion area and during any ground reduction immediately adjacent to the exclusion area, so that an archaeological watching brief can be conducted. The archaeological watching brief must meet the standards laid down by the Chartered Institute for Archaeologists Standard and Guidance for archaeological watching briefs and will be completed in accordance with a written scheme of investigation, which has been approved in advance by the Local Planning Authority. A copy

of the resulting report should be submitted to the Local Planning Authority and the Development Control Archaeologist, Clwyd-Powys Archaeological Trust (The Offices, Coed y Dinas, Welshpool, Powys, SY21 8RP Email: mark.walters@cpat.org.uk). After approval by the Local Planning Authority a copy of the report and resulting archive should also be sent to the Historic Environment Record Officer, Clwyd-Powys Archaeological Trust for inclusion in the regional Historic Environment Record and to the National Monuments Record, RCAHMW, Aberystwyth

1.6. This report presents a design for archaeological investigation which addresses the local planning authority's requirements, and therefore provides the written scheme of investigation for their formal approval, prior to implementation of the scheme.

Historic background

1.7. Historical background information extracted from the evaluation report (Matthews & Matthews 2020) and Historic Wales.

Roman

1.8. There is significant Roman activity within 1km of the site boundary. A rectangular, ditched enclosure was identified in 2019 (confirmed by an evaluation in 2020) and is considered to be contemporary with, and possibly a continuation of, the Roman settlement at Plas Coch on the other side of the A483 (discovered in 1995).

1.9. The 1995 excavations to the south of the site boundaries revealed several ditches and post-holes and the stone foundations of a building, possibly hexagonal in layout. Additional excavations in 1996 discovered a 2-phased, 2-roomed, Roman stone building (presumably first encountered in 1995) set in an enclosure beside a probable trackway.

1.10. Post holes and linear wall slots were identified within the enclosure relating to a rectangular building of unknown function with associated 2-4th century pottery. A second building was also suggested, due to further wall slots that were on a different angle to the other building indicating a later addition.

1.11. Several other enclosures, 2 wells, possibly 2 corn-drying ovens, an area of dense postholes and a hearth were also visible. The stone building had clearly been preceded by a post-built structure, and there were three building phases in all. Roman ceramics found during the excavation suggest a date range from 2nd-4th centuries AD.

1.12. in 1991 a coin hoard was discovered during the construction of the Sainsbury supermarket. The coin hoard is thought to have been dispersed by workers and no evidence of it remains.

1.13. An archaeological evaluation in 2020 revealed evidence of industrial activity, including possible wall foundations, two, oval, clay lined ovens and an industrial refuse pit. Highly fired ceramic building material was found with the ovens and associated Roman pottery. The pottery, a coarse orange ware, was not considered to have been locally made and included narrow and wide necked jars, more in keeping with Severn Valley Wares dating from the later 2-4th centuries. The features were considered to represent a small tile-making industry.

Medieval

1.14. Bangor Is-y-Coed consists of a sandstone structure, approximately 5m long by 0.50m wide that was possibly used as a quayside for shallow draught boats. The stone blocks appear to be heavily worn with no apparent bonding material.

1.15. Acton Grange is located approximately 500m east of the site and was a part of Valle Cruce Abbey. The site's exact location is unknown, lost under modern developments.

Post Medieval

1.16. Stansty Clayworks appears on the 1872 historic OS maps (Figure 3) as within the site boundaries. It has since been demolished or destroyed as it is not shown on current maps.

1.17. Three Wrexham colliery buildings are present on the historic OS maps to the northeast of the site.

1.18. In 2020 historic infilled field boundaries were identified as part of an evaluation.

1.19. LP Archaeology undertook an archaeological evaluation in 2020 (report LP3280C-AER-v.1.3) comprising of 15 trenches targeting previously identified geophysical anomalies. Results found a large quantity of pottery ranging from Roman to post-medieval times, CBM, an unworked flint flake, and post-medieval copper alloy. It also showed multiple linear features which were identified as possibly defensive Romano-British features, and some structural features were also identified.



Figure 3: 1872 OS map showing the site as mostly undeveloped; six inch to one mile scale OS map of Denbighshire XXVIII. Reproduced with the permission of the National Library of Scotland.

2 Methodology

2.1. The archaeological monitoring and recording will be conducted according to the Chartered Institute for Archaeologists' (CIfA) (2023) *Standard and Universal Guidance for Archaeological Monitoring and Recording*.

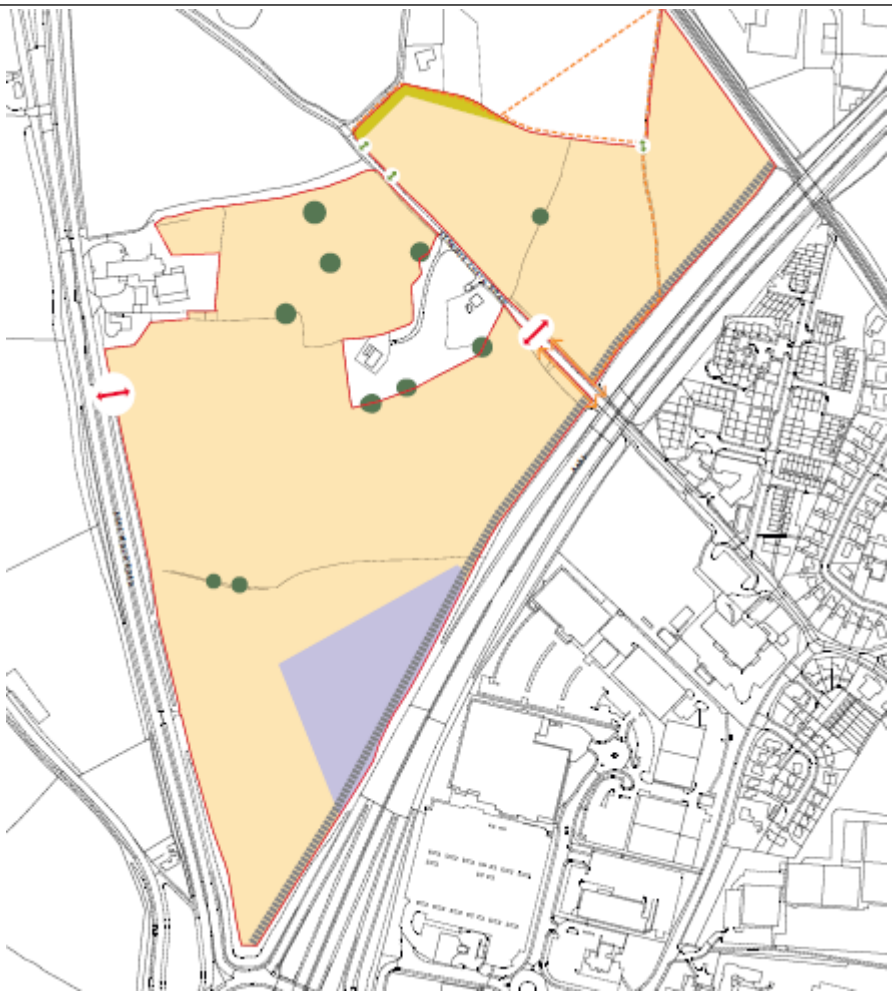


Figure 4: Site parameter plan with Archaeological Preservation in Situ Area shown as purple triangle. Image courtesy of the client.

2.2. All groundworks to install boundary and protection measures for the Archaeological Preservation in Situ Area and in adjacent land up to 50m distance from the boundary, will be monitored by a qualified archaeologist. If potential archaeological deposits or features are uncovered the machine excavation will cease and archaeological investigation will be conducted.

2.3. The excavation of any archaeological features or deposits will be undertaken by hand using the conventional techniques for archaeological excavation:

2.4. The presence or absence of archaeological features encountered will be noted;

2.5. Where features of archaeological interest are identified they will be systematically investigated by hand with sufficient work being undertaken to determine their date, character and function, using the conventional techniques for archaeological excavation and in accordance with CIfA Standard and Guidance;

2.6. All features will be located as accurately as possible using GPS and other survey techniques, to be plotted on an overall plan of the development at an appropriate scale, showing boundaries depicted on OS mapping, or located by the identification of OS grid lines;

2.7. Contexts will be recorded digitally or manually on individual record forms, using a continuous numbering system, and be drawn and photographed as appropriate;

2.8. As appropriate plans will be drawn on permatrace to a scale of 1:10, 1:20 or 1:50, and locations surveyed in by GPS;

2.9. Photography will be undertaken digitally with a suggested resolution of 12 mega pixels. Images will include a metric scale in each view and be logged in a photographic register;

2.10. In the event of human burials being discovered the Ministry of Justice (MoJ) will be informed. The remains will initially be left in situ, and if removal is required, a MoJ licence will be applied for under the Burial Act 1857; and

2.11. In the event of finding any artefacts covered by the provisions of the Treasure Act 1996 (amended), the appropriate procedures under this legislation will be followed.

Artefact selection strategy

2.12. In accordance with section 4 of *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* Archaeological Archives Forum 2007 (revised 2011) a rigorous process of selection and discard will be followed so that only those elements that are considered of significance for potential future study will be retained. Bulk items such as ceramic building materials, stonework, large quantities of undiagnostic pottery, and material that is difficult to conserve such as worked wood, may be selected for discard once appropriate recording and analysis has been undertaken, on site or in the laboratory post-excavation.

2.13. Selection and discard is detailed below, but in general unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. All artefacts will be retained from stratigraphically secure contexts of 18th-century date or earlier. In the case of later or disturbed contexts, all 18th-century or earlier material will be retained, together with a sample of later finds to assist with dating and phasing, unless later deposits/artefacts are deemed to be of high archaeological value.

2.14. Heneb has a retention policy for artefacts which prioritises as follows:

High priority for retention

- Rare finds from stratified and unstratified contexts
- Prehistoric and early medieval assemblages
- Key stratigraphic dating assemblages crucial to the structural development of the site
- Assemblages which are not well represented in museum collections

High priority for disposal

- Unstratified material unless intrinsically dateable and unusual/rare
- Artefacts from residual/intrusive contexts unless of key stratigraphic importance
- Assemblages already well represented in museum collections
- Unprocessed environmental/soil samples

Post-excavation and reporting

2.15. All artefacts and environmental samples will be treated in a manner appropriate to their composition and a sampling strategy will be developed as appropriate:

- All stratified finds will be collected by context, or where appropriate, individually recorded in three dimensions. Unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.
- All finds and samples will be collected, processed, sorted, quantified, recorded, labelled, packed, stored, marked, assessed, analysed and conserved in a manner appropriate to their composition and in line with appropriate guidance.

- arrangements will be made to assess and study any artefacts, assemblages and environment samples, should this be required to fulfil the objectives of the evaluation.
- Any artefacts recovered during the evaluations will be deposited with an appropriate museum, subject to the permission of the owner.

2.16. Following the on-site work an illustrated report will be prepared containing conventional sections to include:

- Non-technical summary
- Introduction
- Site location
- Archaeological Background
- Aims & objectives
- Methodology
- Evaluation results
- Conclusions
- References
- Appropriate appendices on archives and finds

2.17. If material evidence is recovered that requires specialist assessment, Heneb has a team of external specialists who advise and undertake the appropriate levels of study. For the Clwyd-Powys region these include the following:

- Lithics Pippa Bradley
- Prehistoric pottery Francis Lynch
- Roman pottery Peter Webster
- Medieval pottery Stephanie Ratkai or Julie Edwards, Grosvenor Museum
- Thin section analysis Chris Doherty University of Oxford
- Roman glass Hilary Cool
- Metalwork identification and conservation Phillip Parkes University of Cardiff
- Faunal remains Archaeological Services University of Durham
- Palaeoenvironment Archaeological Services University of Durham
- Pollen Fiona Grant or Lampeter University
- Metallurgy Tim Young University of Cardiff
- C14 and OSL SUERC

2.18. The report summary will be provided in English and Welsh, in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) V1* (July 2018).

Site archive

2.19. The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015, the CIfA (2020b) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales (NPAAW, 2017).

2.20. The paper and digital archive will be deposited with the National Monuments Record (NMR), RCAHMW, including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. A digital copy of the report (and any digital photographs or other data required) will also be lodged with the Historic Environment Record.

3 Digital Data Management Plan (DDMP) (Version 3: October 2023)

3.1. Heneb is committed to managing digital records generated though our work to the highest standards. The Digital Data Management Plan (DDMP) has been designed in accordance with current guidance from the Chartered Institute for Archaeologists (CIfA), Historic England's *Archaeological Digital Archiving Protocol* (ADAPt) (2016), The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2015) and the Archaeology Data Services (ADS) *Guidelines for Depositors* (2021). Heneb also employs the FAIR Principles, to ensure that all relevant data is Findable, Accessible, Interoperable and Reusable.

Data Collection

3.2. All digital project data will be stored within a standard folder template, utilizing digital proformas where required and following a strict file naming policy. All digital files selected for archive will be pre-fixed with the unique project code. An example of the folder structure and common data formats is provided below.

	Project Folder		
	Folder name	**Contents**	**Files**
	Admin		
	H&S - RAMS	Risk assessments	DOCX, PDF
	WSI	Written Scheme of Investigation	DOCX, PDF
	Client data	Planning documents, plans, background	JPG, PDF
	Correspondence	Emails and letters	PDF, Outlook.msg
	Drafting	Working drawings	AI
	Finance	Quote, purchase order, costings	DOCX, PDF, XLSX
	Finds data	Catalogues, specialist reports etc	DOCX, PDF, XLSX
	GIS data	Project generated GIS including HER data, Mapping data Geophysical Survey data etc	MAP, SHP, XLSX, PRJ, DXF, TAB, SHX, QPJ, DAT, DBF, ID, DXF, DWG, BMP, JPG, ASC, QGS, XML, PMW, XCP
	Metadata	Project specific metadata	XLS
	Photography	Original and reduced images	NEFF, JPG, TIFF
	Report	Project report	DOCX, PDF

	Report Illustrations	Illustrations selected for the final report	JPG, PDF
	Research data	Background research	DOCX, PDF, JPG
	Site data	Site registers, recording forms, plans etc	DOCX, PDF, XLSX
	Temporary files	Storage for temporary files to be deleted prior to archiving	N/A

3.3. Where projects require specialist archaeological techniques, additional datasets may be generated. These will be incorporated into the folder structure as required and re-named accordingly.

Data Storage

3.4. Throughout the course of the project, data will be stored securely on Heneb IT infrastructure.

Data Selection

3.5. Heneb works across the regions of both England and Wales in which the following guidance may apply, depending on the project location.

- CIfA *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020b).
- CIfA *Toolkit for selecting archaeological archives.*
- CIfA *Toolkit for managing digital data.*
- *Management of Research Projects in the Historic Environment: The (MoRPHE Project Manager's Guide* (2015).
- *National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales* (2017).
- The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2015)
- Guidance *for the Submission of Data to the Welsh Historic Environment Records (HERs) Version:2*
- Historic England's *Archaeological Digital Archiving Protocol* (ADAPt) (2016)
- Archaeology Data Services (ADS) *Guidelines for Depositors* (2021).
- *FAIR Guiding Principles for scientific data management and stewardship* (2016)

3.6. While some projects will generate a standard set of data, most project archives are unique and the creation of data is fluid, requiring periodic management and review throughout the course of the project to meet the specific requirements of individual stakeholders.

3.7. Data generated by a relatively small-scale project is likely to comprise; the final report (.pdf/.docx), digital photographs (.tif), site records including proformas/drawings (.pdf), metadata (.xls).

3.8. Larger projects may include additional data sets, such as site survey data, GIS polygons, specialist reports etc, and where required, additional digital sub-folders will be generated.

3.9. All project data, including digital, documentary, artefactual or environmental will be recorded in the final project selection strategy, a copy of which will be included in all project reports.

Data that has been selected for retention, and/or deposition with a suitable repository beyond Heneb is recorded therein.

3.10. Correspondence records, financial records, research data and temporary files will automatically be de-selected from the final archivable dataset, as these do not form part of the overall archaeological record and may contain sensitive data.

Metadata

3.11. All digital data generated by the project and selected for archive will be accompanied with appropriate metadata, where required.

Preservation

3.12. Digital data selected for preservation within Wales will be deposited with the Royal Commission on the Ancient and Historical Monuments of Wales.

3.13. A digital PDF report, along with relevant photographs will also be deposited with the relevant Historic Environment Record (HER).

3.14. Associated physical archive material will be summarised within the final grey literature report/selection strategy to ensure that the physical archive is also traceable once disseminated.

Accessibility

3.15. Data will use standard software and formats where possible to maximise opportunities for use and reuse in the future.

3.16. Data submitted for long term preservation will be discoverable to interested parties though the RCAHMW and HER websites and may also be promoted by Heneb via the website or social media.

Responsibilities

3.17. The Project Manager will be responsible for the implementation of the DDMP throughout the course of the project.

3.18. The Project Manager, Project Supervisor and Head of Technology, Information and Planning will be responsible for data accumulated during the project, including its appropriate management, storage and backup.

3.19. Data will be checked routinely by the Project Manager as a means of quality assurance.

3.20. The Information and Archives Officer will be responsible for the compilation of all project specific metadata and final deposition of the digital project data and wider archive.

3.21. Following deposition with the relevant digital repository, data management will become the responsibility of the receiving organization.

3.22. A copy of relevant files generated by the project may be retained and stored securely by Heneb for future reference should it be required.

Ethics and Legal Compliance

3.23. Heneb has security protocols and policies in place relating to the ethical use of data which comply National Law and Industry Guidelines. Our Privacy Policy can be viewed here.

3.24. All data, including any sensitive data is stored securely to protect against its loss, misuse and alteration.

3.25. Heneb will take steps to ensure that any businesses we share data with will have security protocols and policies in place to manage and record data privacy and preferences correctly and that data is stored correctly.

3.26. Copyright for all data belongs to Heneb. Formal permissions from external specialists and contractors will be secured upon their engagement, where appropriate.

Public engagement and outreach

3.27. Where appropriate to the circumstances of the work being undertaken and dependent on the archaeological results and health and safety concerns, avenues of public engagement with the local community and wider audiences will be explored. In the eventuality that such outreach is required by the local planning authority and/or their archaeological advisors, additional contingency funding would be needed from the client to cover the costs of provision for an agreed programme of work. Such outreach and public engagement would be a positive benefit for clients who care about their corporate social responsibilities and public relations.

4 Resources and programming

4.1. The archaeological monitoring and recording will be undertaken by a skilled archaeologist under the overall supervision of Tim Malim, a senior member of Heneb's staff who is also a member of the Chartered Institute for Archaeologists (CIfA). Heneb is also a CIfA Registered Organisation and as such agrees to abide by their *Code of Conduct* (2024).

4.2. All report preparation will be completed by or with the assistance of the same field archaeologist(s) who conducted the site work. Copies of the report will be deposited with the client and the regional Historic Environment Record within one month of the completion of on-site works, subject to possible delays should specialist investigation of artefacts, samples etc be necessary. If appropriate, a short report will be published in *Archaeology in Wales*.

4.3. The client should be aware that in the event that significant archaeological remains are revealed there may be a requirement for more detailed excavation and specialist services. Any further work over and above the original archaeological monitoring and recording and report would be the subject of a separate WSI and costing.

5 Appendix 1 Selection Strategy

PD25-014 Stansty Chain road, Wrexham (NGR SJ 32390 51620)

Archaeological monitoring and recording

May 2025

Selection Strategy v1.0

Project Management

Project Manager	Tim Malim

Project Supervisor	Sophie Cooledge
Archives Manager	Sophie Edwards
Project Stakeholders	
Project Lead / Project Assurance	Mark Walters, Development Control
Client / Landowner	Castle Green Homes
Other	
Collecting Institutions	
Regional Historic Environment Record	Clwyd-Powys
Digital Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Documentary Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Finds Archive Repository	Wrexham Museum
Other	N/A
Project Data	

Digital Project Data - Management

Digital data generated by the project will be managed in accordance with the Heneb Digital Data Management Plan (Version 3), which is outlined in full under section 3 of the WSI.

In summary, digital data will be subject to regular review and management to ensure the final dataset is of suitable quality and appropriately referenced and structured, resulting in a findable, accessible, interoperable and reusable archive which has been prepared in accordance with the *CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance* (2020b).

All digital files will be stored on Heneb infrastructure within a standard folder hierarchy and following a strict file naming policy. All digital files selected for archive will be data tagged with the

unique project code. An example of the folder structure and specific files selected for archive will be recorded in the final selection strategy for the project and included within every Heneb report.

Digital project data selected for archive will be accompanied by relevant project metadata and prepared according to the RCAHMW Guidelines for Digital Archives (Version 1). Digital data will be transferred via OneDrive upon the completion of the project as agreed with Helen Rowe (Senior Archivist - RCAHMW).

A copy of the digital report and a set of digital (.jpg) images will be submitted to the Historic Environment Record via HEDDOS in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* Version 2 (2022).

Project Specific Digital Data

Digital data expected for archaeological monitoring and recording includes the following;

Photographs (.jpg / .tif)

Photographic Catalogue (.xls) *Microsoft Excel*

Grey Literature Report (.docx / .pdf) *Microsoft Word*

De-Selected Digital Data

All digital data generated by the project will be recorded in the final selection strategy and selected/de-selected data will be recorded therein.

Unsuitable or surplus data, such as blurred images or duplicate files, will be deleted from the final dataset.

Sensitive digital data is stored within dedicated project folders named Client Data, Correspondence and Finance and these will be automatically de-selected due to the nature of the data within. Project data will be retained on the Heneb servers for a period of 6 years, at which point it will be reviewed and managed as required in accordance with relevant organisational policies.

Physical Project Data (Documentary)

All physical documentary data will follow standard formats and conventions with appropriate labelling and referencing, resulting in findable, accessible, interoperable and reusable data (FAIR)

which has been prepared in accordance with the *CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance* (2020b).

Written and drawn records will utilise Heneb proformas and use standard conventions and terminology. Documents selected for archive will be accompanied with a paper copy of the selection strategy to ensure all elements of the archive are linked and traceable at all times.

Physical documentary data expected for an archaeological watching brief includes the following;

Trench recording form

Context register

Context sheets

Site plans

Section drawings

Physical Project Data (Materials)

There is potential for artefactual material to be gathered during the fieldwork stage of the project.

The methodology for the treatment of materials is outlined in section 2of the Written Scheme of Investigation. In summary, artefacts and contextual evidence that can help address specific research questions will be prioritised for retention and where appropriate, external specialist assessment may be employed to help identify the research potential of cohesive assemblages. In addition, local curators may be consulted as to whether specific local knowledge might be enhanced through study and retention of the collected archive, beyond any broader regional research questions.

In the instance that significant artefactual material is identified, a suitable repository will be identified and contacted once the nature, quantity and condition is known. The decision would be made by Heneb field services in conjunction with the relevant stakeholders, informed by the research potential and heritage significance of the archaeological evidence uncovered.

Sophie Cooledge

Project Archaeologist

21/05/2025


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