

Land at Clifton Road Deddington Oxfordshire

Written Scheme of Investigation
for
Archaeological Watching Brief

Date: August 2021
By: Simon Roper
Client: Blue Cedar Homes
Project Code: RR0316



Red River
Archaeology

Land at Clifton Road Deddington Oxfordshire

Written Scheme of Investigation for Archaeological Watching Brief

Client Blue Cedar Homes

Project Code RR0316

Prepared By Simon Roper MCIfA

Illustrated By Hannah Sims

Rev Number	Description	Undertaken	Approved	Date
1.0	Draft for approval by Oxfordshire County Archaeology Service	SR	MC	26/08/2021

CONTENTS

1.	INTRODUCTION	1
1.1	Background	1
2.	Introduction	2
2.1	Project Background	2
2.2	Site Location and Description	2
2.3	Archaeological and Historic Background	2
3.	Aims	5
4.	Scope and Methodology of Works.....	6
4.1	Background	6
4.2	Methodology	6
4.3	Finds.....	6
4.4	Environmental Sampling.....	7
4.5	Reporting & Archiving	8
5.	Unforeseen archaeological remains found during construction works.....	11
5.1	Unforeseen Archaeological Remains of Significance.....	11
5.2	Human Remains	11
5.3	Treasure	12
6.	Programme and monitoring	13
6.1	Provisional Programme	13
6.2	Monitoring Responsibilities	13
7.	Additional information	14
7.1	Health & Safety.....	14
7.2	Personnel	14
7.3	Insurance	15
7.4	Variations.....	15
8.	References.....	16
	APPENDIX A	17
	Project Data Management Plan.....	17

FIGURES

Figure 1 Site Location

1. INTRODUCTION

1.1 Background

1.1.1 This document is a *Written Scheme of Investigation* (WSI) for an archaeological watching brief on land at Clifton Road, Deddington, Oxfordshire (NGR 447123 231768), prepared for Blue Cedar Homes.

1.1.2 The site has been granted planning consent by Cherwell District Council for residential development comprising the erection of 7 one and two storey age restricted dwellings for older people (60+ years), formation of means of access, and associated landscaping and infrastructure (planning ref. 20/03467/F). Two conditions (nos. 22 and 23) were applied to the consent in relation to archaeology:

22. Prior to any demolition and the commencement of the development a professional archaeological organisation acceptable to the Local Planning Authority shall prepare an Archaeological Written Scheme of Investigation, relating to the application site area, which shall be submitted to and approved in writing by the Local Planning Authority. s.

23. Following the approval of the Written Scheme of Investigation referred to in condition 22, and prior to any demolition on the site and the commencement of the development (other than in accordance with the agreed Written Scheme of Investigation), a staged programme of archaeological evaluation and mitigation shall be carried out by the commissioned archaeological organisation in accordance with the approved Written Scheme of Investigation. The programme of work shall include all processing, research and analysis necessary to produce an accessible and useable archive and a full report for publication which shall be submitted to the Local Planning Authority within two years of the completion of the archaeological fieldwork.

1.1.3 This WSI has been compiled to fulfil the requirements of those condition following discussion with Richard Oram of Oxfordshire County Council, acting as Archaeological Advisor to the Local Planning Authority. It has been guided in its composition by the *Standard and guidance: Archaeological Watching Brief* (CifA 2020), and the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (Historic England 2015).

2. INTRODUCTION

2.1 Project Background

- 2.1.1 The project entails a programme of archaeological monitoring and recording to be conducted in association with construction groundworks.

2.2 Site Location and Description

- 2.2.1 The village of Deddington is located on the western side of the River Cherwell valley. The site is approximately 0.5ha in area and comprises the north-western part of a paddock situated to the south of Clifton Road, Deddington. The site is located on the eastern side of the village, north of Deddington castle, and is bounded to the west by buildings fronting Castle Street, to the south by the remaining part of the paddock, bordered itself by a tree-lined boundary, on the east by residential properties fronting Clifton Road and a field to their rear, and to the north largely by trees lining the southern side of Clifton Road.
- 2.2.2 The site lies on higher, relatively flat ground above small, east flowing, tributary streams of the River Cherwell, at an elevation of around 125mAOD in an area which is characterised by a series of low ridges (CgMs 2013).
- 2.2.3 The underlying bedrock geology of the area is mapped as Marlstone Rock formation, a ferruginous limestone and ironstone. This is a sedimentary bedrock formed approximately 174 to 191 million years ago in the Jurassic Period, in a local environment previously dominated by shallow seas (BGS 2019). No superficial deposits are recorded. (British Geological Survey: Geology of Britain Viewer 2021).

2.3 Archaeological and Historic Background

- 2.3.1 The information in this section is largely drawn from an archaeological desk-based assessment submitted alongside an earlier planning application (CgMs 2013). In addition, LIDAR data available from DEFRA, and aerial photographs on the Britain from Above and University of Cambridge air photo websites, were consulted by Bristol & Bath Heritage Consultancy (BBHC 2019), as archaeological consultant on the most recent planning application but no useful coverage of the Site area or its immediate environs was available. The Archaeological Data Service (ADS) was also consulted by BBHC for additional detail of nearby works. A summary of this data can be found below:

Undated

- 2.3.2 No Undated remains are known within the immediate vicinity of the site.

Prehistoric

- 2.3.3 No prehistoric remains are known within the immediate vicinity of site.

Romano-British

- 2.3.4 No Roman remains are known within the immediate vicinity of site. In the wider area, Roman finds and a human skeleton were found in a rubbish pit some 215m east of the Site, just north of Clifton Road.

Early Medieval

- 2.3.5 No early medieval remains are known within the immediate vicinity of site. The pre-conquest development of the tun, or village, of Deda's people is unrecorded, but by 1086 it was one of the largest settlements and most valuable estates in Oxfordshire. Not long after the Norman Conquest it acquired a castle, and by 1275-6 it was called a borough, and was taxed as such at a higher rate in 1296. The early village may have formed around a manor, the location of which is unknown, but possibly lay to the west of the castle. The castle itself has been subject to investigation, within its ramparts, of the gate, undercroft and chapel, with an investigation outside of the ramparts only identifying ridge and furrow.

Medieval

- 2.3.6 No medieval remains are known within the immediate vicinity of site. In the wider area, a medieval wall foundation and pits of 12th-14th century date were identified 165m south-west of the Site. The medieval settlement is thought to underlie the modern village. The medieval settlement is thought to have reached its greatest extent by the late 13th or 14th century, with burgage plots to the west around New Street, some 500m to the south-west of the Site, and earthwork evidence for early crofts west of Earl's Lane, some 80m to the north-west of the Site.

Post-medieval and modern

- 2.3.7 An Enclosure Award map of 1808 suggests the potential for now demolished post-medieval houses to be located within two plots situated along the Clifton Road frontage, at the north-west of the Site area, although these had been removed by 1881, and the Site appears to have remained in agricultural usage since then.

Previous archaeological works

An evaluation was carried out on the site in January 2020 by Red River Archaeology (RRA 2020). Five trenches were excavated which revealed the remains of a single medieval pit within one of the trenches. The it contained two sherds of 11th to 14th

century pottery, a piece of residual Roman pottery and two pieces of faunal bone, one of which was butchered. No other trenches contained archaeological remains.

3. AIMS

3.1.1 The investigation will involve maintaining a watching brief during groundworks required for the development.

3.1.2 The aims of the watching brief proposed in this WSI are to:

- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered.
- Establish the nature of the activity on the site.
- Identify any artefacts relating to the occupation or use of the site.
- Provide further information on the archaeology of the site from any archaeological remains encountered.
- Determine the geological and soil formation at the site and establish the depths of topsoil.
- To make available to interested parties the results of the investigation subject to any confidentiality restrictions.

3.1.3 A specific research objective to be addressed by the project is to determine whether any sub-surface archaeological remains at the site provide evidence of medieval occupation in the area. Possible research topics in *The Solent Thames Archaeological Research Framework* (Hey & Hind 2014) to which this project may contribute to include:

- 16.4.1 The chronology of development and character of field systems and their relationship to settlement across the region needs to be further explored
- 16.6.8 Village shrinkage and abandonment; change from hamlets to farmsteads

4. SCOPE AND METHODOLOGY OF WORKS

4.1 Background

- 4.1.1 The proposed archaeological works will comprise a watching brief on all groundworks associated with the development on site.
- 4.1.2 These works will be undertaken by Red River Archaeology who will ensure that Health & Safety requirements are adhered to; the location of buried services data provided by the client; and compliance of any on-site constraints.

4.2 Methodology

- 4.2.1 Non-archaeologically significant deposits will be removed by the contractors under archaeological supervision. Where mechanical excavators are used, these will be equipped with a toothless bucket on a back-acting machine.
- 4.2.2 If archaeological deposits are found which are of sufficient significance to merit an alternative approach such as contingency excavation or physical preservation, the client and archaeological advisor to the local planning authority will be contacted immediately. Destructive work in that area will cease until agreement has been reached on an appropriate archaeological response.
- 4.2.3 All archaeological deposits encountered will be planned and recorded. The work will include, as a minimum: the recording of individual contexts on appropriate pro-formas; section drawings of appropriate single contexts and features (at 1:20 and 1:10 scales, as deemed commensurate with the subject); photographs and other appropriate drawn and written records.
- 4.2.4 All archaeological remains shall be located on appropriate scale site plans, with TBMs and OSBMs indicated. All levels shall be reduced to ordnance datum. Plans will be located using GPS with sub-centimetre accuracy. A geo-referenced digital boundary file will be created as an ESRI shapefile.
- 4.2.5 The photographic record shall consist of digital photographs taken at high resolution (12 megapixels and above). The photographic record shall include photographs of archaeological features, appropriate groups of features and structures. Photographs shall include an appropriate scale.

4.3 Finds

- 4.3.1 The artefact collection policy will be concerned with the provision of adequate samples for meeting the objectives of the work. If archaeological objects are recovered an appropriate retention/discard strategy will be agreed with Oxfordshire Museums Service. Discarded
-

artefactual materials will be described and quantified through assignment to broad categories in the field.

4.3.2 All retained finds and palaeoenvironmental samples are to be treated and conserved in accordance with the English Heritage guidance document *A Strategy for the Care and Investigation of Finds* (English Heritage, 1995) and the UKIC's document *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC, 1990). Assessment and analysis of finds and palaeoenvironmental samples will be undertaken, as necessary. Finds and sample storage will be at Red River Archaeology's Cardiff office unless an alternative is required.

4.3.3 Any artefacts, materials and each category of data recovered during the watching brief will be treated in accordance with the requirements and standards set by the following:

- *Guidelines and Minimum Requirements for Archaeological Excavation* (Red River Archaeology 2019)
- *Guidelines for on-site Retrieval of Archaeological Material and Data* (Red River Archaeology 2019)
- *Guidelines for on-site Treatment of Finds* (Red River Archaeology 2019)
- *Guidelines for Environmental Sampling* (Red River Archaeology 2019)
- *Standards and Guidance for Archaeological Watching brief - CIfA* (2020)
- *Digital Management Plan* (Appendix A)

4.3.4 In general finds will be treated in the following way:

- All finds, where appropriate, will be retained from each archaeological context excavated.
- All finds, where appropriate, will be washed.
- All pottery and other finds, where appropriate, will be marked with the site code and context number.
- Finds work will be undertaken in line with the Chartered Institute for Archaeologists *Standard and Guidelines for the collection, documentation, conservation and research of archaeological materials* (CIfA 2014).

4.4 Environmental Sampling

4.4.1 Where appropriate, contexts will be sampled in accordance with the guidelines provided by English Heritage (2011). Samples will be collected for technological,

pedological and chronological analysis as appropriate. Specialist technical advice will be sought if significant deposits are encountered.

- 4.4.2 Should archaeological remains be identified, soil samples will be taken as appropriate to contribute to the evaluation of the nature, date and extent of those remains. The exact sampling methodology can only be determined once the nature of archaeological remains becomes apparent. These charred plant remains would contribute to the assessment of features or the historic landscape if there was material suitable for dating, or could contribute to the interpretation of the function of features. Wherever possible samples will be taken in response to specific research questions.
- 4.4.3 Any bone recovered from stratified deposits will also be subject to assessment. Analysis will be limited to material that can provide metrical, ageing or sex information.

4.5 Reporting & Archiving

- 4.5.1 The results of the watching brief will be disseminated in the form of written and illustrated report, to be compiled following completion of all fieldwork.
- 4.5.2 The preparation of the report will follow the guidelines published by the Chartered Institute for Archaeologists (CIfA 2020). Details of style and format will be determined by Red River Archaeology Ltd but will include:
- A non-technical summary.
 - The site location.
 - Aims and purpose of the archaeological work.
 - The methodology of works.
 - A description of the project results.
 - An objective interpretation of the results, placing them in an appropriate local and regional context.
 - Site layout plans on an OS base, with the location of the watching brief areas.
 - Plans of each area in which archaeological features were recorded.
 - Sections and feature sections (with OD heights).
 - Site matrices where appropriate.
 - A consideration of evidence within its wider context.
 - Site photographs, including key features, and an index to the full photographic archive.

-
- A summary table and descriptive text showing the features, classes and numbers of artefacts located, and soil profiles, with interpretation.
 - An archive statement, which will summarise the contents, location, and projected deposition date of the archive, if required.
 - Supporting illustrations & plans, suitably captioned, at appropriate scales. These will include a location map and site plan; copies of historic map & historic photographs where relevant.
- 4.5.3 The results of the archaeological work will form the basis of a full archive to professional standards, in accordance with current Historic England guidelines (English Heritage, 2008; Historic England, 2015), and comply with the ADS digital records (archaeologydataservice.ac.uk/advice).
- 4.5.4 The Archaeological Archives Forum standards (Brown, 2007) will also be adhered to in relation to the compilation and treatment of the archive.
- 4.5.5 The deposition of a properly ordered and indexed project archive in an appropriate repository is considered an essential and integral element of all archaeological projects by the ClfA in that organisation's code of conduct (ClfA, 2019) and this will be adhered to in relation to the current project.
- 4.5.6 Copies of the final approved report in paper and digital format (including PDF/A standard and ESRI shapefiles as required), will be supplied to the County Historic Environment Record within three months of completion of the works, and an additional copy will be deposited with the site archive. The report will become a public document after a period not exceeding six months. Copyright of the report will remain with Red River Archaeology Limited, but will be licenced for use by the client, and the local Historic Environment Team for planning purposes and bona fide research purposes. A summary of information from the project will be entered onto the OASIS online database of archaeological projects. within 3 months of completion of the fieldwork. A copy of the final report will be uploaded to OASIS within 3 months of approval by the archaeological advisor to the planning authority. This final version will be the version submitted to and included in the HER.
- 4.5.7 All retained finds and palaeoenvironmental samples will be treated and conserved in accordance with the English Heritage guidance document *A Strategy for the Care and Investigation of Finds* (English Heritage, 1995) and the UKIC's document *Guidelines for the Preparation of Excavation Archives for Long Term Storage* (UKIC, 1990). Should no further work be required, an ordered, indexed, and internally consistent site archive will be prepared and deposited, along with the artefact collection (subject to agreement with the legal landowner(s), with Oxfordshire County Museums in accordance with *Archaeological Archives:*
-

A Guide to Best Practice in Creation, Compilation, Transfer and Curation (Archaeological Archives Forum 2007).

5. UNFORESEEN ARCHAEOLOGICAL REMAINS FOUND DURING CONSTRUCTION WORKS

5.1 Unforeseen Archaeological Remains of Significance

5.1.1 In the event of archaeological remains of unexpected or exceptional (i.e. of regional or national) importance that requires further investigation being encountered, during either archaeological or non-archaeological works on site, the following will be undertaken:

- The stripping of soil, ground reduction or ground disturbance will cease in that area.
- The archaeologist will examine the remains as soon as is practically possible, and certainly within 24 hours of the find.
- The Project Archaeologist will inform the archaeological advisor to the local planning authority and the client of the finds and arrange a site meeting at the earliest possible convenience to all parties.
- The Project Archaeologist will, if necessary, erect temporary fencing around the area of possible archaeological remains until such a meeting.
- The impact on archaeological remains will be mitigated in a manner appropriate to their importance. The archaeological advisor to the planning authority will be the final judge of significance in any case and may require full excavation of features to be destroyed by the proposals.

5.2 Human Remains

5.2.1 Any discovered human remains will be left *in situ*, covered and protected.

5.2.2 If removal is necessary the Project Archaeologist will inform the Archaeological Advisor to the Local Planning Authority, the Client, and the local Coroner as appropriate. Advice will be sought from the Ministry of Justice by the Project Archaeologist as to whether a licence may be required to exhume any or all remains.

5.2.3 A strategy for the excavation, analysis, retention and/or reburial of a) disarticulated and b) articulated human remains will be developed and specified in a discussion with the Archaeological Advisor to the Local Planning Authority covering the identified human remains. The cataloguing and analysis of all human remains will be undertaken, as necessary, by Carmelita Troy, osteoarchaeologist. All treatment of remains will follow industry-standard procedures (McKinley and Roberts, 1993).

5.3 Treasure

5.3.1 The 1996 Treasure Act defines "Treasure" as:

- Any object at least 300 years old when found which is: not a coin but has metallic content of which at least 10% is precious metal, or one of at least two coins with at least 10% precious metal content.
- One of at least 10 coins.
- Any object at least 200 years old designated as treasure by the Secretary of State.
- Any object which would have been 'Treasure Trove' before the 1996 Act but which is not covered above.
- Any object found with any of the above.

5.3.2 The Treasure (Designation) Order 2002 extends the definition of treasure to include:

- Finds of at least two base metal objects (other than coins) of prehistoric date; and
- Any object (other than a coin) of prehistoric date with any precious metal content.

5.3.3 Subject to the Provisions of the Treasure Act 1996, all material that is defined as Treasure is vested in the franchisee or, if none, the Crown.

5.3.4 With respect to Treasure finds, a reward may be payable to the finder, the landowner and/or the occupier. The Crown usually offers finds to a museum.

5.3.5 Any item which qualifies as Treasure under the 1996 Treasure Act will be reported to the local coroner as such. Contact will be made with the local Finds Liaison Officer or the treasure team at the British Museum (treasure@britishmuseumn.org) who will be able to assign a Treasure Number and report the find to the coroner. The Treasure Number will be quoted in the final report and a short report on the object and photographs will be included.

5.3.6 To protect the finds from theft, Red River Archaeology will record the finds and remove them to a safe place. Where recording and removal is not feasible or appropriate on the day of discovery we shall ensure, on liaison with the Archaeological Advisor to the Local Planning Authority and the Client, that adequate site security is provided.

6. PROGRAMME AND MONITORING

6.1 Provisional Programme

- 6.1.1 It is intended that the work shall commence in the autumn of 2021, however a project timetable is currently unavailable. The archaeological advisor to the planning authority will be informed of the construction phase once these are known.
- 6.1.2 The archaeological advisor to the local planning authority will monitor progress and standards throughout the project. Notification of the start of site works will be made by the client's heritage consultant to the archaeological advisor at least two weeks prior to commencement of work in order to arrange a date for the monitoring visit(s). This monitoring will either be in the form of site visits or it may be agreed that it can be done from photographs/video calls. A charge will be made by Oxfordshire County Council Archaeological Services for these visits.
- 6.1.3 Oxfordshire Museums Service shall be notified of the work by Red River Archaeology at least four weeks prior to fieldwork commencement, via the proforma in Appendix 3 of Oxfordshire Museums Service's *Requirements for Transfer of Archaeological Archives* (Oxfordshire County Council, April 2019).
- 6.1.4 The report on the results will be completed within six weeks of the completion of fieldwork.

6.2 Monitoring Responsibilities

- 6.2.1 Red River Archaeology will keep the archaeological advisor to the planning authority informed on the progress of works, including post-excavation works, as necessary.
- 6.2.2 Reasonable access to the site is to be arranged at all times for the archaeological advisor to the planning authority, should they request to make a site inspection to ensure that the archaeological watching brief is progressing satisfactorily.
- 6.2.3 Any variations to the WSI shall be agreed with the archaeological advisor to the planning authority, in writing, prior to them being carried out.

7. ADDITIONAL INFORMATION

7.1 Health & Safety

7.1.1 A RAMS for the archaeological watching brief will be produced and adhered to by all Red River Archaeology staff. It will be reviewed on a daily basis prior to commencement of work.

7.1.2 Red River Archaeology staff will adhere to all Health and Safety information and guidelines provided by the construction contractors on site.

7.1.3 The following statutory provisions and codes of practice will be adhered to where relevant:

- All statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work etc. Act 1974
- The Chartered Institute for Archaeologists Code of Conduct (CIfA 2019)
- The Chartered Institute for Archaeologists Standard and Guidance for Archaeological Watching Brief (CIfA 2020)

7.2 Personnel

7.2.1 The field team deployed by Red River Archaeology will include only full time professional archaeological staff. All staff in supervisory positions will be members, at an appropriate level, of the Chartered Institute for Archaeologists (CIfA) or equivalent.

7.2.2 The overall management of the various stages of the project will be done by Phil Weston MCIfA as Project Manager, who will oversee all phases of the archaeological programme of works, through to its completion.

7.2.3 The analysis of the finds and environmental data will be undertaken by appropriate specialists and Red River Archaeology under the overall direction of the Project Archaeologist.

7.2.4 The following key staff are proposed in relation to watching brief site works:

- Phil Weston Project Manager
- tbc Archaeological Project Supervisor (ACIfA or equivalent)

7.2.5 These would be supported by the following specialists as required:

- Carmelita Troy - Osteoarchaeologist
- Rose Calis - Zooarchaeologist
- Wendy Carruthers - Archaeobotanist

-
- Mark Lodwick - Small Finds

Further specialists may be required depending on the artefacts/ materials identified.

7.2.6 All the above are published specialists in their field, and members of the CIfA or equivalent professional bodies.

7.3 Insurance

7.3.1 Red River Archaeology holds Employers Liability Insurance and Public Liability Insurance up to £10m with Aviva plc, and Professional Indemnity Insurance through Hiscox to a limit of £5m.

7.4 Variations

7.4.1 Any variations to this Written Scheme of Investigation that may be needed as a result of the emerging results of works will be approved in advance with the Archaeological Advisor to the Local Planning Authority.

7.4.2 Any dispute or difference arising out of a contract in relation to the work shall be referred for a decision in accordance with the Rules of the Chartered Institute of Arbitrators, Arbitration Scheme for the Chartered Institute for Archaeologists applying at the date of agreement.

8. REFERENCES

BBHC 2019 *Land at Clifton Road, Deddington, Oxfordshire, Specification for an Archaeological Evaluation*. BBHC Project: 1828 / BBHC Report: 18015

Brickley, M. & McKinley, J. I. 2004 *Guidelines to the Standard for Recording Human Remains*, Institute of Field Archaeologists Technical Paper 7, BABAO University of Southampton.

Brown, D.H. 2007 *Archaeological Archives: a best practice in creation, compilation, transfer and curation*. Archaeological Archives Forum.

CgMs 2013 *Land at Clifton Road, Deddington, Oxon: Archaeological Assessment*.

Report Ref. MD 16096 CifA (Chartered Institute for Archaeologists), 2014 *Standard and Guidelines for the collection, documentation, conservation and research of archaeological materials*.

CifA (Chartered Institute for Archaeologists), 2019 *Code of Conduct*.

CifA (Chartered Institute for Archaeologists), 2020a *Standard and Guidance for Archaeological Watching Brief*

English Heritage 1995 *A Strategy for the Care and Investigation of Finds*. English Heritage Ancient Monuments Laboratory. London: English Heritage.

English Heritage 2008 *Management of Research Projects in the Historic Environment: PPN 3: Archaeological Excavation*.

English Heritage, 2011 *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation* (Second Edition). London: English Heritage.

Hey, G. and Hind, J. 2014 *Solent-Thames Research Framework for the Historic Environment Resource Assessments and Research Agendas*. Oxford/Wessex Archaeology

Historic England 2015 *Management of Research Projects in the Historic Environment*.

McKinley, J. & Roberts, C. 1993 *Excavation and post-excavation treatment of cremated and inhumed human remains*. Institute of Field Archaeologists Technical Paper 13.

Petts, D. & Gerrard, C. 2006 *Shared Visions: The North-East Regional Research Framework for the Historic Environment (NERRF)*

RRRA (red River Archaeology) 2020 *Land at Clifton Road, Deddington, Oxfordshire. Archaeological Evaluation*.

UKIC 1990 *Guidelines for the Preparation of Excavation Archives for Long Term Storage*.

Websites

British Geological Survey: Geology of Britain Viewer

(<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> accessed 20-08-21)

APPENDIX A

Project Data Management Plan

Project Data Management Plan



Project Code: **RR0316**

Project Name: **Land at Clifton Road, Deddington, Oxfordshire**

Project Manager: **Phil Weston MCIfA**

Overview

The Data Management Plan will conform to Policy and Procedures – Digital Archiving and Storage RRAPP004, and this plan should be read in conjunction with that document.

Data Collection

The born digital and derived digital data that is expected to be generated during the lifetime of the project will include:

Format	Volume	Description
.Doc	< 1MB	Text reports
.XLS	< 512KB	Project data including registers, artefact list, GANTT chart etc
.JPG	< 1GB	Image including site photography
.DXF	< 1MB	GPS data
.CAD	< 10MB	Drawing files including site plans, section and layout
.AI	< 10MB	Drawing files including site plans, section and layout
.PDF	< 20MB	Final report
.SHP	< 512KB	GIS data
.DBF	< 20KB	GIS data
.SBN	< 20KB	GIS data
.SBX	< 20KB	GIS data
.PRJ	< 20KB	GIS data
.MDX	< 5MB	GIS Data

Metadata

For images technical metadata is generated by the camera at the time of photography. Additional descriptive and administrative metadata will include project code, site code, photograph number, and description.

GPS metadata is generated at time of survey, with additional descriptive and administrative metadata will include project code and site code.

Storage

This will conform to document RRAPP004

Data Sharing

The project will create a digital archive that will be deposited in a public repository Sevenhills, Greenhills Business Park, Enterprise Way, Spennymoor; DL16 6JB and the Archaeology Data Service.

Responsibilities

The project team will be responsible for the implementation of the DMP, under the supervision of the Project Manager.

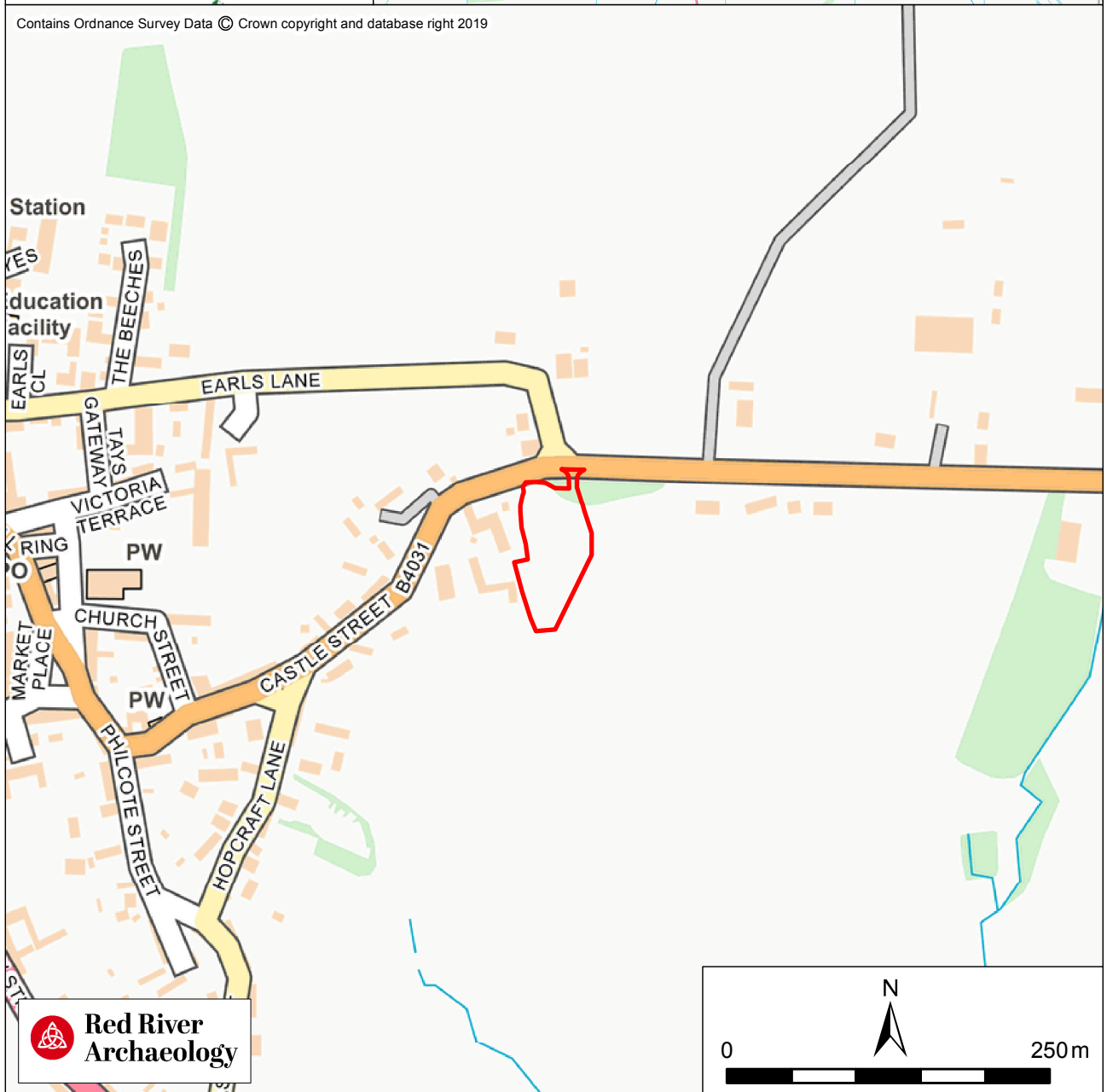
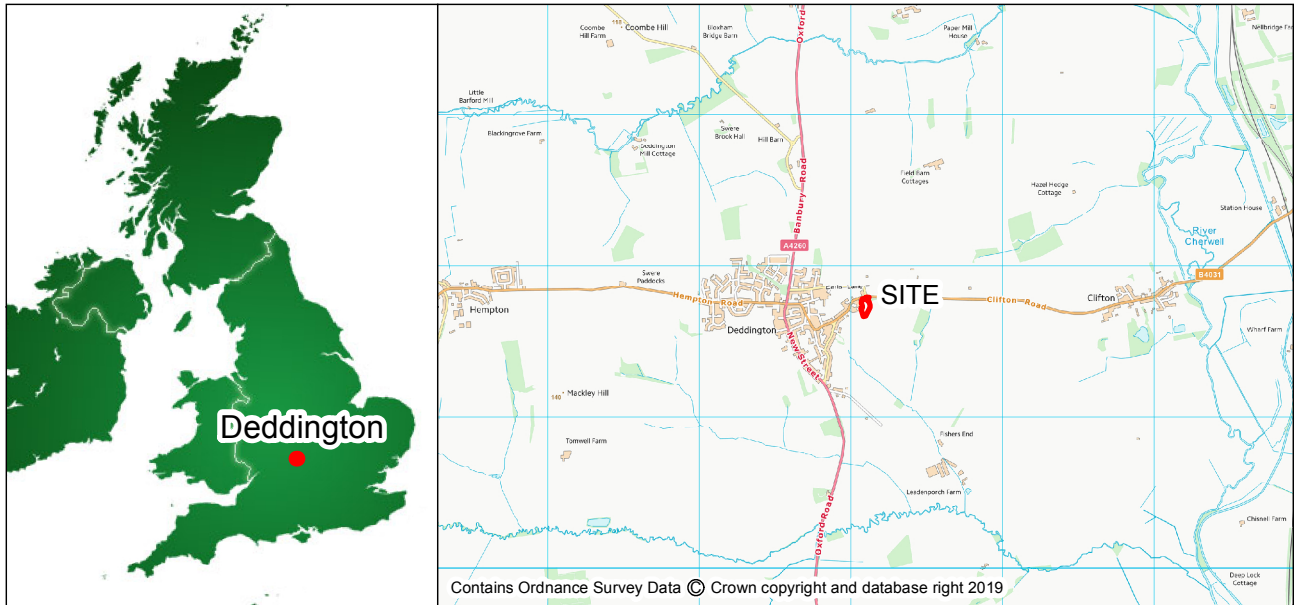


Figure 1 - Land at Clifton Road, Deddington, Oxfordshire: Site location.