

Project Design
for Archaeological Trenching

Drake Street

For Paul Butler Associates



Author: R Matthews

Report Number: 25-0010

Project Design
for Archaeological Trenching

Drake Street

Client:	Paul Butler Associates
Author(s):	R Matthews
Illustrator(s):	R Matthews
Planning Reference:	24/00143/FUL
Document Ref:	25-0010-WSI-v1.2
Date:	12 March 2025
NGR:	389811, 413286

Quality Control

Version	Reviewed by	Authorised by	Reason for Issue	Date
1.0	B Poole	R Matthews	Internal draft	04/03/2025
1.1		R Matthews	Client copy	05/03/2025
1.2		R Matthews	External edits	12/03/2025

Table of Contents

1 Introduction

2 Site Background

3 Aims and Objectives

4 Methodology

5 Finds & Samples

6 Report

7 Archive

8 Project Details

9 Data Management Plan

Bibliography

Figures

Appendices

Table of Figures

Figure 1- Site location

Figure 2- Trench location

Figure 3- Trench location with 1851 Town Plan

1 Introduction

- 1.1 This Project Design (PD) has been prepared by R Matthews of Dee Archaeological Services (DAS) on behalf of Paul Butler Associates. Full planning permission (24/00143/FUL) has been secured for the construction of a six storey building, comprising of 34 apartments (C3 Use) and a commercial unit (Class E) at ground level.
- 1.2 This document has been prepared in line with planning condition 8, which requires archaeological evaluation trenching, as requested by the Local Planning Authority Rochdale Borough Council and the archaeologist at Greater Manchester Archaeological Advisory Service (GMAAS).
- 1.3 The site is located on land at the junction of Drake Street and Nelson Street in Rochdale, OL16 1NU at NGR (SD) 389811, 413286 (Figure 1).
- 1.4 The archaeological works will entail a mix of machine and hand excavation of three evaluation trenches; one parallel to Drake Street, one parallel to Nelson Street and a third within the yard area seen on the historic mapping (Figure 2, Figure 3) as suggested by GMAAS. This will include the recording of all exposed deposits and features in line with the Chartered Institute for Archaeologists (CIfA) standards (CIfA, 2023a) & (CIfA, 2023b). This works will inform the necessity for a further phase of more detailed excavation and sampling, approved in advance of the onset of works by GMAAS.
- 1.5 This document sets out a detailed methodology to be employed for the fieldwork, reporting, and archiving at the above site and must be approved in writing by GMAAS prior to site works commencing. The site code allocated by DAS is 25-0010.
- 1.6 All site staff will undergo full site induction upon arriving for any relevant site visit, and all relevant health and safety procedures will be adhered to at all times during the site visits. Adequate notice must be given to GMAAS to allow for monitoring of the project.

2 Site Background

2.1 Planning

2.1.1 In December 2024 the Department for Levelling Up, Housing & communities issued the revised National Planning Policy Framework (NPPF) (DLUHC, 2024). Chapter 16 of the NPPF sets out policies for the conservation and enhancement of the historic environment.

2.1.2 The NPPF indicates planning decisions should be made based on the significance of Heritage Assets. These are defined as buildings, monuments, sites, places, areas or landscapes positively identified as having a degree of significance meriting consideration in planning decisions.

2.1.3 In considering any planning applications the Local Planning Authority is Rochdale Borough Council who take impartial advice from Greater Manchester Archaeological Advisory Service (GMAAS).

2.1.4 Planning permission 24/00143/FUL was secured for the construction of a new six storey building on the 16th August 2022. Consultation with GMAAS identified that the works have the potential to impact on buried heritage assets.

2.1.5 A desk based assessment (Price, 2024) was undertaken on the site, in order to assess the potential impacts on heritage assets by the proposed development. From this the archaeological advisor identified:

“the DBA does acknowledge that the site is located close to the original medieval town core of Rochdale and that a small area of the site along the north-west boundary has remained largely undeveloped and in use as a small yard from the early use of the plot through to the demolition of early 20th century buildings (Trafalgar Building fronting Drake Street and Iveson’s Warehouse along Nelson Street).

A limited scheme of archaeological evaluation trenching ought to be undertaken across the site to examine the potential for archaeological survival. There may be some survival of the 20th century buildings that were most recently demolished, whilst between any of those footings there might be some structural survival to denote the 19th century arrangement of buildings. Underneath it all, but particularly in the yard area, there may be some vestiges of intact pre-industrial strata, perhaps dating as far back as the medieval period.”

2.1.6 In line with recommendations from GMAAS, Rochdale Borough Council attached the following condition, as part of planning consent:

Condition 8

No development (other than works of site surface clearance) shall take place until a programme of archaeological works has been undertaken in accordance with an archaeological Project Design (PD) that has first been submitted to and approved in writing by the local planning authority. The PD shall cover the following:

- a) Informed by the North West Historic Environment Research Framework, a phased programme and methodology of investigation and recording to include:
- i) Archaeological evaluation trenching; and
 - ii) Informed by the above, more detailed excavation (subject of a new PD).
- b) A programme for post investigation assessment to include:
- i) Analysis of the site investigations records and finds; and
 - ii) Production of a final report on the investigation results.
- c) Deposition of the final report with the Greater Manchester Historic Environment Record.
- d) Dissemination of the results commensurate with their significance.
- e) Provision for archive deposition of the report and records of the site investigation.
- f) Nomination of a competent person or persons/organisation to undertake the works set out within the approved PD.

The development shall not be occupied until the site investigation has been completed and any findings disseminated as may be required in accordance with the approved PD.

Reason: To protect the significance of any archaeological remains on the site in accordance with Policy P2 of the adopted Rochdale Core Strategy, Policy JP-P2 of the adopted Places for Everyone Joint Development Plan and the National Planning Policy Framework.

Reason for pre-commencement condition: There is a risk of disturbance to below ground features of archaeological importance on commencement.

Reason for Pre-Commencement: Site clearance poses a threat to the amenity of nearby residents and to highways and pedestrian safety and a scheme therefore needs to be agreed in advance of any works taking place.

- 2.1.7 This report seeks to address point 1, discharge of any condition will only be enacted following approval of the subsequent report on the evaluation trenches.

2.2 Regional Research Agenda

- 2.2.1 The North West England Regional Research Framework specifies areas of research relating to the historic environment that require attention and must be considered in all commercial projects (Research Frameworks, 2024).

2.3 Statutory Designations & Previous Work

- 2.3.1 There are no known scheduled monuments or listed buildings on the site and the site does not lie within a conservation area. There are no registered battlefields or parks and gardens on or around the site.
- 2.3.2 A desk based assessment was carried out by Paul Butler Associates at the early stages of the project (Price, 2024).

2.4 Archaeology & History

- 2.4.1 This section represents a rapid summary of the site based on the Desk Based Assessment (Price, 2024) produced for the site in 2024, with extra research.
- 2.4.2 No Prehistoric activity or finds have been identified in or immediately surrounding the site.

- 2.4.3 A possible Roman road ran from Manchester to Rochdale and Littleborough (Margary 720a and 720aa), though its exact course is unknown. Its corresponding course from Littleborough heading northeast to Halifax, has however been identified (Margary, 1955, p. 135).
- 2.4.4 A settlement existed at Rochdale before the 11th century, held by the Saxon thane Gamal. By the time of the Domesday book in 1086 the land had shifted to Roger of Poitou, located within the Hundred of Salford in Cheshire.
- 2.4.5 During the 16th century the town grew with its importance in the manufacturing and mining industries; there were 1267 hearths noted in the 1666 hearth-tax returns. Later in the 17th century it was an established market town known for its woollen manufacturing, where it continued to prosper throughout the 18th and 19th centuries. Many new roads and layouts were constructed during this period to facilitate its growth, with Drake Street built c.1810 as part of these improvements.
- 2.4.6 The 19th and 20th century historic mapping shows the development of the site, with both commercial and domestic activity within the site. During the 1920s the buildings on the west side of Nelson street were demolished and replaced by a large warehouse, buildings survived in some form, within the site until 2016.

2.5 Geology & Topography

- 2.5.1 The British Geological Survey GeoIndex shows the site to be located on a bed rock of Pennine Lower Coal Measure Formation – mudstone, siltstone and sandstone; with superficial glaciofluvial deposits noted as devensian of sand and gravel (British Geological Survey, 2024).
- 2.5.2 The site lies within the centre of Rochdale, within an area of predominantly commercial buildings, with some domestic dwellings fronting Drake Street'; which is a major road running within this part of town.
- 2.5.3 The site is located on the junction of Drake Street to the east and Nelson Street to the south, with terrace housing to the north and back alley and further buildings to the west. The site is currently an undeveloped area of rectangular scrub, 380m² in size.

3 Aims and Objectives

3.1 Aims

3.1.1 The aims of the trial trenches are:

- To determine the presence or absence of archaeological deposits or remains within the defined area of interest (Figure 2).
- To record the character, date, location and preservation of any archaeological remains within the defined area of interest.
- To record the nature and extent of any previous damage to archaeological remains within the defined area of interest.
- To interpret the form, function and significance of the archaeological features present.
- To disseminate the information in a suitable format, dependant upon the results of the investigations.
- To archive the resultant archive with a suitable repository.

3.2 Objectives

3.2.1 The objectives of the project are:

- To make a detailed record of the archaeological and heritage assets revealed.
- To produce a formal report on the results of the work, which is fully illustrated and made accessible.
- To undertake appropriate research and work within the North West England Regional Research Framework:
 - LM05: How can we recreate the medieval land-use patterns within townships?
 - LM17: How can we identify the potential survival of Medieval urban fabric and stratigraphy?
 - LM21: How can below-ground archaeological investigations shed light on the role and nature of small towns?
 - PM10: Where does pre18th century enclosure survive in the region?
 - Ind21: How did industrial period towns affect the pre-existing historic landscape?

- Ind28: How have settlements expanded beyond their historic cores in the 20th century (eg. suburban growth, peripheral housing estates and industrial parks)?
- Ind33: How well studied and understood are the back yards of workers housing and what is their significance?

4 Methodology

- 4.1 This PD has been prepared in line with ClfA's current standards and in accordance with the ClfA Universal guidance for archaeological monitoring and recording (ClfA, 2023c) and ClfA Universal guidance for archaeological field evaluation (ClfA, 2023b).
- 4.2 At the commencement of works, all staff will undergo a site induction, at this time a toolbox talk will be given by the archaeologist to the groundworks crew regarding the WSI to ensure all staff are aware of the approved methodology.
- 4.3 Removal of topsoil and overburden will be under archaeological supervision and using appropriately sized plant if necessary as well as hand excavation. This will be a 360 degree tracked excavator with a toothless bucket. The overburden (topsoil) will be removed in layers, all underlying deposits will be removed in spits no greater than 0.2m in depth.
- 4.4 Three trenches, two 5m and one 10m in length by 1.8 m width, have been located in areas of interest within the site (Figure 2, Figure 3).
- 4.5 Examination and cleaning of all archaeological deposits will be by hand using appropriate tools. Any archaeological deposits will be examined and recorded using plan and section drawings as appropriate. Features that cannot be preserved *in situ* will be investigated as follows:
- At least 50% of intrusive features such as pits. If significant finds assemblages are present this will be increased to 100%.
 - 100% of domestic or industrial features such as hearths, floors and post-holes.
 - A minimum of 10% of the total area of linear features, including all terminals and intersections.
 - 50% structural features (beam slots, ring ditches etc).
- 4.6 The excavation area and spoil will be scanned with a metal detector for non-ferrous objects.
- 4.7 The site code 25-0010 has been allocated to the site. This code will be used to label (using appropriate materials not adhesive labels) all sheets, plans and other drawings; all context and recording sheets; all photographs (but not negatives); all other elements of the documentary archive.
- 4.8 The written recording system used will follow the Museum of London Archaeological Site Manual (Spence, 1994).
- 4.9 Context sheets will include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram will be employed. If there is any doubt over

recording techniques, the Museum of London Archaeological Site Manual will be used as a guide.

- 4.10 Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample registers, finds recording sheets, access catalogues, and photo record cards will also be used.
- 4.11 A site location plan (at an appropriate scale, usually OS 1:25,000) will be prepared showing investigation area and development site in relation to the surrounding locality.
- 4.12 This will be supplemented by a detailed plan (at an appropriate scale, usually OS 1:200 or 1:100), which will show the location of the areas investigated in relation to the investigation area. The excavation area and features will be located using a GPS unit, or Total Station where necessary, which will be tied to national grid references.
- 4.13 Detailed plans will be drawn at an appropriate scale, usually 1:10 or 1:20.
- 4.14 The extent of any visible archaeological deposits will be recorded in plan. Long sections showing layers and any cut features will be drawn at 1:50. Short sections, or representative sections, will be drawn at 1:20.
- 4.15 Sections containing significant deposits, including half sections, will be drawn at an appropriate scale, usually 1:10 or 1:20. All sections will be related to the Ordnance Datum using spot heights and registers of sections and plans will be kept.
- 4.16 Upon completion of each significant feature a minimum of one section will be drawn. The stratigraphy will be recorded, even if no archaeological deposits have been identified.
- 4.17 An adequate photographic record will be made of any significant archaeological remains in both plan and section. This will be in the form of digital images using a camera with a minimum of 12MP in accordance with Historic England guidelines (Historic England, 2015a). Photographs will illustrate in both detail and general context the principal features and finds discovered. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation. A register of all photographs taken will be kept on standardised forms.

4.18 Contingencies

- 4.19 Should significant archaeological deposits be encountered that are worthy of preservation *in situ*, excavation will cease. A site meeting will be held to assess the significance of the deposits and to decide on a strategy for sampling them to provide sufficient data for a useful assessment or subsequent mitigation strategy. Any contingency excavations will be addressed in an updated PD and quoted for in line with an agreed scope.

4.20 All works will be carried out in accordance with the Code of Conduct as set out by the Chartered Institute for Archaeologists (CIfA, 2022).

5 Finds & Samples

5.1 Finds

- 5.1.1 All artefactual and ecofactual material will be collected and retained prior to assessment, and, where appropriate, further analysis and will be treated in accordance with the Standard and Guidance for the collection, documentation, conservation and research of archaeological materials (ClfA, 2020a). Certain classes of building material (CBM) can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of the archaeological advisor to the local authority or their specialist advisor.
- 5.1.2 Excavated material will be examined in order to retrieve information to assist in the analysis of the spatial distribution of artefacts.
- 5.1.3 The finds assemblage will be retained for deposition with the site archive.
- 5.1.4 Marking of finds will follow the requirements of the Touchstones Rochdale. Bulk finds will be bagged in clear self-sealing plastic bags marked with the same details.
- 5.1.5 All finds which constitute Treasure under the Treasure Act for England and Wales (DCMS, 1996) will be reported to the coroner by the finder within 14 days of discovery.
- 5.1.6 Should finds that require immediate conservation be encountered, they will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation "Conservation Guideline No. 2" (UKIC, 1983). Appropriate guidance set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections" (Paine, 1992) and the current ClfA guidelines (ClfA, 2020) will also be followed. Packaging of all organic finds and metalwork will follow the UKIC/Rescue guidelines, 'First Aid for Finds' (Leigh, 1998). Any necessary conservation and treatment of metalwork will be arranged in conjunction with specialist conservators.

5.2 Environmental Sampling

- 5.2.1 Environmental sampling during the archaeological works will only be undertaken should suitable deposits be identified, with potential organic.
- 5.2.2 Should significant environmental deposits be encountered, they will be taken and processed in line with English Heritage guidelines (Historic England, 2011) and our internal policy (DAS 2023). Provision will be made for the requirement of the following samples:

- Bulk samples of 30-60 litres, or 100% of the context, for process using a floatation tank for the recovery of charred plant remains from the 'flot' and artefacts such as small bones, mineralised plant remains, charcoal and hammer scale from the residues.
- Samples of 1-5 litres from waterlogged deposits for analysis of waterlogged plant remains. These may be taken as sub-samples from bulk samples.
- Samples of 5-15 litres from waterlogged deposits for analysis of insect remains and other macroscopic artefacts. These may be taken as sub-samples from bulk samples.
- Bulk samples of 100 litres for coarse sieving on site for specific artefacts such as animal bone.
- Samples of 2 litres for mollusc analysis, with associated continuous column samples.
- Monolith samples which may be sub-sampled for diatom, spore or pollen analysis.
- Monolith samples for soil micromorphology.

5.2.3 All environmental samples will be assessed for potential through summary analyses by an environmental specialist.

5.2.4 Bulk samples will be processed as soon as possible or discarded with the agreement of the planning archaeologist. Residues will be treated as part of the finds assemblage.

5.3 Scientific Dating

5.3.1 Where appropriate, samples for scientific dating will be taken. Provision will be made for:

- C14 dating from organic material, which may be taken as sub-samples from bulk or monolith samples.
- Archaeomagnetic dating from hearths or other suitable deposits.

5.4 Following completion of the fieldwork and reporting, born-digital data, such as this PD, the resultant report, digital photographs, database and GIS data, with appropriate metadata, will be deposited with a CoreTrustSeal Repository, currently the Archaeology Data Service (ADS), making the archive publicly accessible. Each report, once approved, is subsequently made available for inclusion and publication by digital means through the Archaeological Data Service (ADS) via OASIS.

6 Report

6.1 A formal report on the results of the archaeological trenching will be prepared within 2 months after completing the fieldwork. The report will conform to the ClfA standard and universal guidance (2023) and will include:

- A non-technical summary (abstract).
- Introductory statements, additional research and historic background.
- Aims and methodology;
- A description of the nature, extent, date, condition and significance of all archaeological deposits recorded during the works, with specialist opinions and parallels from other sites if required.
- Illustrative material including maps and plans with at least four NGR reference points, sections, drawings and photographs as necessary.
- A catalogue of finds, including any specialist reports and images or other illustrative material.
- A discussion and summary of the results, including a statement of significance.
- An index of the contents and location of the archive.
- Sources consulted.
- Data management plan.
- A copy of the OASIS summary sheet.
- Appendices as appropriate

6.2 The Planning Archaeologist will be issued a draft copy of the report for agreement prior to issue of the final report. Final copies of the report will be submitted to the client, Local Planning Authority Archaeological Advisor, the Historic Environment Officer and uploaded to OASIS and ADS. Should the results of the work warrant publication the format for publication will be agreed with the GMAAS Planning Archaeologist.

6.3 DAS shall retain full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client in all matters directly relating to the project as described in this document. Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority. Any information deposited in the Historic Environment Record can be freely copied without reference to the originator for research or planning purposes.

7 Archive

- 7.1 The site code 25-0010 will be used to mark all plans, drawings, photographs, context and recording sheets. The site archive will be so organised as to be compatible with current requirements and prepared in line with a Guide to Historic Environment Records (HER's) in England (Historic England, 2019), and ClfA Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives (ClfA, 2020b).
- 7.2 The integrity of the site archive will be maintained. All finds and records will be properly curated by the HER and be available for public consultation.
- 7.3 Selection and retention of the archive material will be in line with specialist recommendations and DAS in-house policies.
- 7.4 Further guidance set out in the Guidance for the Submission of Data to the Historic Environment Records (HERS) (Historic England, 2019), Museums and Galleries Commission "Standards in the Museum Care of Archaeological Collections" (Paine, 1992) and the "Selection, Retention and Disposal of Archaeological Collections" (SoMA, 1993) will be followed in all circumstances.
- 7.5 The minimum acceptable standard for the archival report is defined in the "Management of Research Projects in the Historic Environment" (Historic England, 2015b). It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent.
- 7.6 United Kingdom Institute for Conservation Guidelines for the Preparation of Excavation Archives for Long-term Storage (Walker, 1990) and will be followed.
- 7.7 Pursuant to these agreements the archive will be presented to the appropriate museum, within six months of the completion of the fieldwork (unless alternative arrangements have been agreed in writing with the archaeological advisor to the Local Planning Authority). All digital data will conform with current Best Practices (Historic England, 2015a), ADS Guidelines, ClfA toolkit for managing digital data, and in-house policies. A Data Management Plan for the project has been started, this is a live document and will be updated throughout the project. This will help to determine an appropriate Selection Strategy as the project progresses.
- 7.8 The recipient museum, Touchstones Rochdale, shall be granted licence for the use of the archive for educational purposes, including academic research, as long as such use is non-profit making and conforms to the Copyright and Related Rights regulation 2003.

8 Project Details

8.1 Health & Safety

- 8.1.1 All relevant health and safety regulations will be followed. Safety helmets/boots and high visibility jackets will be used by all personnel as necessary for the site visit. Additional PPE will be issued where necessary for any specific tasks.
- 8.1.2 Before any site work commences, a full Risk Assessment Document will be produced setting out the site-specific health and safety policies that will be enforced in order to reduce to an absolute minimum any risks to health and safety.
- 8.1.3 No personnel will work in unsafe conditions. As such, where areas are inaccessible, these will be recorded as such and brought to the attention of the client.
- 8.1.4 All staff will be appropriately trained and experienced for the tasks they are to undertake.

8.2 Monitoring

- 8.2.1 The project will be monitored by the GMAAS Archaeologist to whom not less than one week notice must be given of the commencement of work to enable monitoring visits to be arranged.

8.3 Human Remains

- 8.3.1 Any human remains will be left *in situ*, covered and protected. If removal is essential it can only take place under appropriate government regulations. Furthermore, if removal is essential, such removal will be in accordance with the Excavation and Post Excavation Treatment of Cremated and Inhumed Human Remains (McKinley and Roberts, 1993) and the Guidelines for the Standards for Recording Human Remains as set out by the ClfA.

8.4 Contingency

- 8.4.1 A contingency allowance of both time and funding should be included in all project designs in the form of a maximum number of additional working days. This contingency must be separately accounted for. Should variations to the project be required due to unexpectedly complicated or significant remains, a meeting will be held to determine the most appropriate approach.
- 8.4.2 The variation contingency will not be expended without the prior express consent of the client and in agreement with GMAAS.

8.5 Staffing & Timetable

- 8.5.1 The project manager will be Blair Poole of DAS.
- 8.5.2 Blair Poole will be responsible for the overall coherency of the team and for the management of the survey works. Additional staff, when required on site, will be under her direction and will be responsible for tasks that she assigns to them.
- 8.5.3 The GMAAS Planning Archaeologist will be given notice of at least one week prior to the commencement of fieldwork and will be informed immediately of any changes to the agreed scope of works and any significant or unexpected findings on site.
- 8.5.4 It is anticipated that the work will be carried out in spring 2025, a time table of works are to be confirmed.

8.5.5 Continuing Professional Development

- 8.5.6 This project offers limited elements that can allow for CPD for staff and managers. Engagement with the public and lead to better development of both public engagement and understanding of the expectations of non-professional archaeologists who may visit site.

8.6 Stakeholder & Public Benefit

- 8.6.1 The public benefit of the project will be through the conservation of and advancement in knowledge of the past and heritage assets.
- 8.6.2 Knowledge and insight gained during this project will provide benefit to future projects and programmes, feed into the regional framework and historic environment record, show that the commissioning body has taken positive and engaging steps in the protection, management and publication of the historic environment resource. A copy of the report will be digitally deposited with the HER and OASIS.

8.7 Publication

- 8.7.1 It is not expected that the results of the works will warrant publication beyond grey literature. However, DAS are committed to publishing the results, if they so warrant, to disseminate the details to a wider audience.

9 Data Management Plan

9.1 Data Collection

9.1.1 The site archive will be deposited with Manchester Museums in line with their standards and relevant policies.

9.1.2 Related Policies:

- ClfA Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (2020)
- ClfA Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (2020)
- Selection Toolkit for Archaeological Archives, ClfA, 2018
- ADS Guides to Good Practice, ADS (2023)
- ADS Guidelines For Depositors v.4.0 (2020)
- ADAPt project 6896, (Historic England) Digital Preservation Policy (2016)
- DAS Digital Data and Preservation Policy (pending)
- DAS Archival Selection, Retention and Disposal Policy (pending)
- Museum Deposition Guidelines

9.1.3 The archaeological work will consist of archaeological evaluation trial trenching. The key archaeological techniques expected to be undertaken photography, survey, excavation, recording and reporting.

9.1.4 Given the nature of the work the following data types are anticipated to be created and stored (exact volumes are undeterminable prior to commencement of works):

9.1.5 Images

Type	Format	Estimated Volume
Digital SLR Images	.jpg / .tiff/ .raf	<300, av size 6.5MB
Mavic Air 2 Drone	.jpg/ .dnp / .MP4	<0 images, av size 6.5MB <0 footage, av size 30-200MB

9.1.1 Written and drawn

Type	Format	Estimated Volume
Text/documents -Reports	.pdf	2 objects, size <20MB
Text/documents - site fieldwork sheets and drawings)	.pdf	<10, av size <20, av size 60KB
Spreadsheets	.xlsx / .pdf	3, av size 300KB

9.1.1 Survey

Type	Format	Estimated Volume
Shapefiles	.shp	9 files, including associated layers <10MB
Geophys 3D Models	.obj	1 model, av <75MB
Laser Scan	.E57	0 files, <500MB

9.1.1 The standard method of data collection will be applied through out the project to all born data and digitised records, these will adhere to the Project Design (PD)/Written Scheme of investigation (WSI), Best Practice, Standards and Guidelines, as well as, DAS Archaeology's in-house styles and policies.

9.1.2 External contractors and specialists will be required to confirm to these standards and methods.

9.1.3 All born digital data and digitised records are kept within a specific project folder on Dee Archaeological Services (DAS) secure drive. These folders are organised using an in-house style, named with an identifier, descriptor and version.

9.1.4 To ensure quality assurance, all equipment and site data is regularly checked and reviewed by the appropriate project staff during the life or the project; with project folders maintained and back up by DAS in-house team.

9.2 Documentation and Metadata

9.2.1 The data collected will include standard formats, which abide by the project brief Museum Deposition Guidelines or Digital Repository Guidelines, and conform to the FAIR data principles: findable, accessible, interoperable and reusable.

9.2.2 Data will retain, as far as possible, the original metadata ascribed during creation. All metadata that is incorporated in the creation of the file, particularly date of creation, will be retained.

9.3 Ethics and legal compliance

9.3.1 DAS has policies regarding the ethical use of its data which comply with National law and Industry Guidelines. All data shared and preserved by DAS adheres to GDPR as specified in DAS GDPR Policy (2023).

9.3.2 DAS and any external contractors will not use Generative AI to collect or produce data, as per DAS Policies.

9.3.3 Copyright for all data collected or created the project team belongs to DAS.

9.3.4 The copyright from data collected and created from external specialists/contractors, as engaged by DAS, belong to DAS and will be specified in relevant contacts.

9.3.5 Data used under licence from external data providers, such as OS or HER, will only be used in terms of the licence and will not be included in the site archive unless permitted by the terms of the licence.

9.4 Data Security: Storage and Backup

- 9.4.1 DAS uses internal file servers and a cloud storage service provider, this is managed by an in-house team, with regular offline physical backups.
- 9.4.2 The server is accessible by staff on and off site through a secure log-in.
- 9.4.3 The physical site archive is the responsibility of the project manager, who will on completion of the work, upload the relevant information to the project folder.

9.5 Selection and Preservation

9.6 All data relating to the archaeological understanding of the site is kept within the working project archive.

- 9.6.1 It is understood that not all data accumulated needs to be retained and deposited with the Archaeological Archives. Prior to deposition a selection strategy and DMP will be reviewed and agreed with the appropriate stakeholders, with all relevant data then deposited.
- 9.6.2 Any de-selected data which is considered to have intrinsic value, may be kept by DAS within a secure company server. Any material selected for deletion will comply with the standards laid out within LDAS in-house standards.
- 9.6.3 The long term preservation plan for the dataset is for safe storage with DAS until it is securely deposited with Archaeological Data Service (ADS) and OASIS, or another appropriate digital repository.
- 9.6.4 The relevant Museum will be contacted at the project initiation stage, with confirmation of depositing with a trusted digital repository. ADS will be notified of the intended repository and updated at an appropriate time.
- 9.6.5 Exacting costs of the deposition of digital data are not possible to produce prior to commencement of works. All archaeological projects have the potential to produce a wide range and size of data sets, depending on the scale of the archaeological resource found, the techniques required to record and other environmental factors during works.

9.7 Data Sharing

- 9.7.1 Data will be uploaded to OASIS and ADS, a core seal Trust approved repository (unless otherwise stated), within 12 months of project completion.
- 9.7.2 The ADS will disseminate the digital archive online under a Creative Commons licence and the dataset will be assigned a unique identifier (DOI).
- 9.7.3 There are no known restrictions on data sharing.

9.8 Responsibilities

- 9.8.1 Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager.
- 9.8.2 Storage and backup of data in the field is the responsibility of the field team.

- 9.8.3 Once data is incorporated into the DAS server, it's storage and backup is managed by an in-house team.
- 9.8.4 Data archiving is undertaken by the project team under the guidance of the Archives manager who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.

Bibliography

British Geological Survey (2024) *Geology Viewer*, British Geological Survey. Available at: <https://www.bgs.ac.uk/map-viewers/geoindex-onshore/> (Accessed: 10 January 2024).

ClfA (2020a) 'Standard and guidance for the collection, documentation, conservation and research of archaeological materials'. Chartered Institute for Archaeologists.

ClfA (2020b) 'Standard and Guidance for the creation, transfer and deposition of archaeological archives'. Chartered Institute for Archaeologists.

ClfA (2022) 'Code of Conduct: Professional ethics in archaeology'. Chartered Institute for Archaeologists.

ClfA (2023a) 'Standard for archaeological monitoring and recording'. Chartered Institute for Archaeologists.

ClfA (2023b) 'Universal Guidance for Archaeological Field Evaluation'. Chartered Institute for Archaeologists.

ClfA (2023c) 'Universal guidance for archaeological monitoring and recording'. Chartered Institute for Archaeologists.

DCMS (1996) 'Treasure Act (England, Wales & Northern Ireland)'. Department for Culture, Media and Sport.

DLUHC (2024) 'National Planning Policy Framework'. Department for Levelling Up, Housing & communities. Available at: https://assets.publishing.service.gov.uk/media/65829e99fc07f3000d8d4529/NPPF_December_2023.pdf.

Historic England (2011) 'Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (2nd ed)'. Historic England.

Historic England (2015a) 'Digital Images Capture and File Storage'. Historic England.

Historic England (2015b) *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*. Historic England. Available at: <https://historicengland.org.uk/images-books/publications/morphe-project-managers-guide/>.

Historic England (2019) 'A guide Historic Environmental Records (HER's) in England'. Historic England.

Leigh, D. (1998) *First Aid for Finds: Practical Guide for Archaeologists*. United Kingdom Institute for Conservation.

Margary, I. (1955) *Roman roads in Britain vol II: North of the Foss way-Bristol channel (including Wales and Scotland)*. London: Phoenix House Ltd. Available at: <https://archive.org/details/in.gov.ignca.6846/page/n5/mode/2up>.

McKinley, J. and Roberts, C. (1993) *Excavation and post-excavation treatment of cremated and inhumed human remains*. Institute of Field Archaeologists.

Paine, C. (1992) 'Standards in the Museum Care of Archaeological Collections'. Museums & Galleries Commission.

Price, S. (2024) *42-46 Drake Street Rochdale OL16 1NU Archaeological Desk Based Assessment*. DBA. Manchester: Paul Butler Associates, p. 32.

Research Frameworks (2024) *The North West England Regional Research Framework*, <https://researchframeworks.org/>. Available at: <https://researchframeworks.org/nwrf/> (Accessed: 16 January 2024).

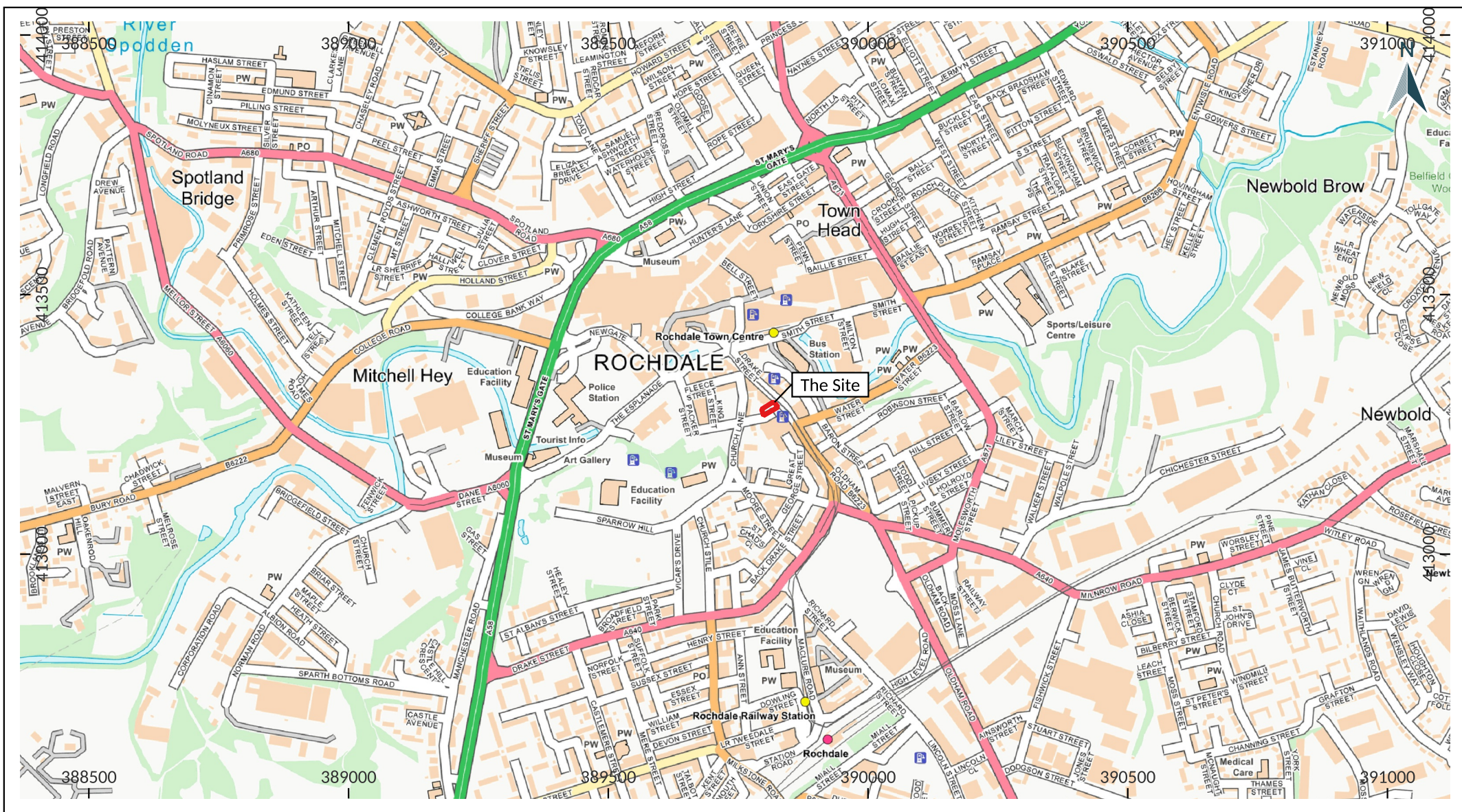
SoMA (1993) 'Selection, Retention and Dispersal of Archaeological Collections'. Society of Museum Archaeologists.

Spence, C. (1994) *Archaeological Site Manual*. London: Museum of London Archaeological Service.

UKIC (1983) 'Conservation Guidelines No.2'. United Kingdom Institute for Conservation.

Walker, K. (1990) 'Guidelines for the Preparation of Excavation Archives for Long-term Storage'. United Kingdom Institute for Conservation.

Figures



0 200 400 m

Scale 1:10000 @A4

Figure 1: Site Location

Project: Drake Street Rochdale 25-0010

Report ref: 25-0010-WSI-v1



0 5 10 m

Scale 1:250 @A4



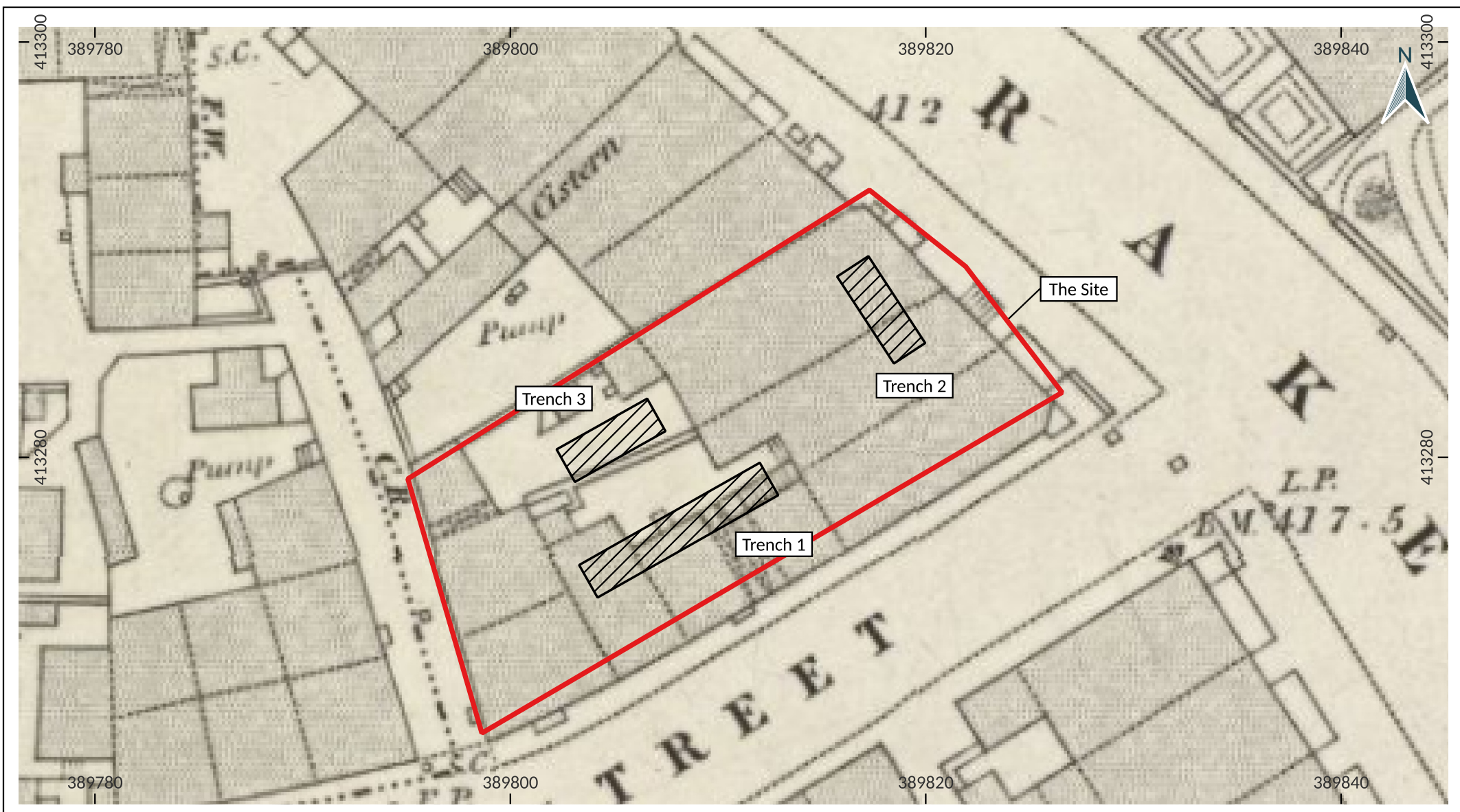
Figure 2: Trench Location

Project: Drake Street Rochdale 25-0010

Report ref: 25-0010-WSI-v1

*Open OS Data: Contains Ordnance Survey data © Crown copyright and database right [2024]

**Contains public sector information licensed under the Open Government License v3.0



0 5 10 m

Scale 1:250 @A4

Figure 3: Trench Location over 1851 Town Plan

Project: Drake Street Rochdale 25-0010

Report ref: 25-0010-WSI-v1