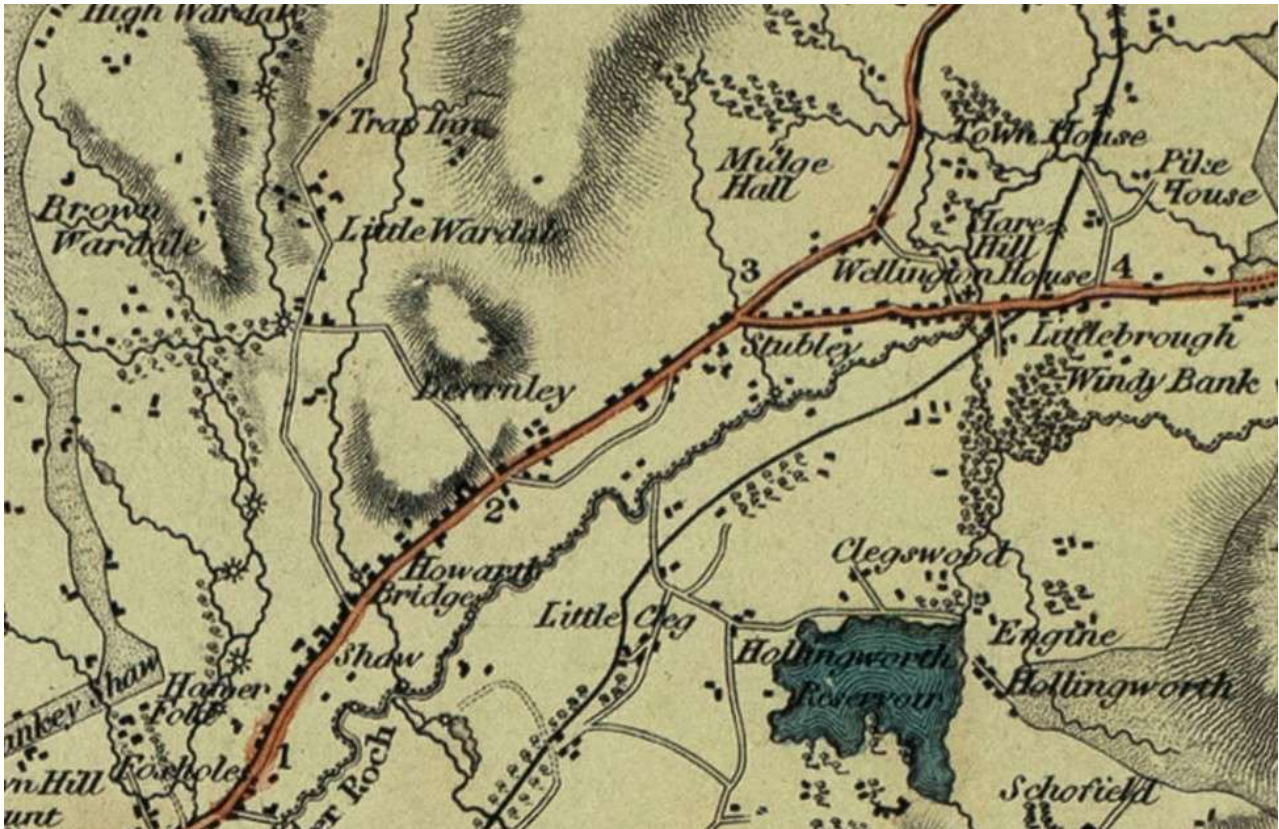


Project Design
for Archaeological Evaluation

New Street, Littleborough

For Orion Heritage



Author: Blair Poole

Report Number: 26-0014

Project Design
for Archaeological Evaluation

New Street, Littleborough

Client: Orion Heritage
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1 Introduction

- 1.1 This Project Design (PD) has been prepared by Blair Poole of Dee Archaeological Services (DAS) on behalf of Orion Heritage. A planning application has been submitted to Rochdale Borough Council for the erection of 61 dwellings at land to the west of New Street, Littleborough. Following submission of a desk based assessment (Ryan, 2022), and consultation with the archaeologist at Greater Manchester Archaeological Advisory Service (GMAAS), it has been determined that although the site has a low potential for archaeological remains, groundworks associated with development would impact any buried archaeology that may be present.
- 1.2 This document has been prepared in line with recommendation from GMAAS and seeks to address Condition 9 of planning consent (22/01039/FUL), as requested by the Local Planning Authority Rochdale Borough Council, that requires archaeological evaluation trenching.
- 1.3 The site located on land to the south of New Road and west of New Street, Littleborough, Rochdale, OL15 8HW at NGR (SD) 392628,415790 (Figure 1).
- 1.4 The archaeological works will entail a mix of machine and hand excavation of seven evaluation trenches, each 50m in length, to achieve a 3% sample area of the site (Figure 2) 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). These 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 26-0014.
- 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.
- 1.7 Updated CIfA standard and universal guidance now refers to Projects Designs rather than written schemes of investigation, although these documents may be called something different depending on the jurisdiction of the work. This WSI represents the Project Design as defined in those standards.

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 (RBC) who take impartial advice from Greater Manchester Archaeological Advisory Service (GMAAS).
- 2.1.4 RBC abide by the policies with the Rochdale Adopted Core Strategy (adopted October 2016), specifically P2 - Protecting and enhancing character, landscape and heritage. RBC also abide by those policies held within the Rochdale Borough Unitary Development Plan and Policies (adopted June 2006), specifically BE/10 Development affecting archaeological sites and ancient monuments.
- 2.1.5 Planning permission 22/01039/FUL was secured for the construction of a residential development for 61 dwellings (to include 2 no. Use Class C2 residential care dwellings for children), access, landscaping, open space, SUDs, and associated works. Consultation with GMAAS identified that the works have the potential to impact on unknown buried heritage assets.
- 2.1.6 A desk based assessment (Ryan, 2022) was undertaken on the site, in order to assess the potential impacts on heritage assets by the proposed development. From this GMAAS noted that groundworks would impact any unknown archaeological features, if present. Following consultation GMAAS commented that although there are some restrictions on the site some areas were suitable for trenching, including the northern field, and that historic mapping and lidar data may allow for targetting of trenches. A 3% sample for the site was suggested, which has been calculated as seven 50m by 1.8m trenches (Figure 2). Should the trenching identify areas of archaeological interest further work may be required. A separate project design would be required for those works.
- 2.1.7 In line with recommendations from GMAAS, Rochdale Borough Council attached the following condition, as part of planning consent:

Condition 9

No development shall take place prior to the implementation of a programme of archaeological works in accordance with a Written Scheme of Investigation (WSI) which has been submitted to and approved in writing by the local planning authority. The development shall not be occupied until the site investigation has been completed in accordance with the programme set out in the approved WSI and provision made for the completion of all elements of that programme. The WSI shall cover the following:

- 1. A phased programme and methodology of site investigation and recording to include:
 - a. an archaeological evaluation through trial trenching;*
 - b. pending results of the above, targeted open-area excavation and recording.**
- 2. A programme for post-investigation assessment to include:
 - a. analysis of the site investigation records and finds*
 - b. production of a final report on the significance of the heritage interest recorded.**
- 3. Deposition of the final report with the Greater Manchester Historic Environment Record.*
- 4. Dissemination of the results of the site investigations commensurate with their significance.*
- 5. Provision for archive deposition of the report, finds and records of the site investigation.*
- 6. Nomination of a competent person or persons/organisation to undertake the works set out within the approved WSI.*

Reason: In accordance with NPPF policy 16, paragraph 205: To record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) and to make this evidence (and any archive generated) publicly accessible.

Reason for pre-commencement: To protect from works which could disturb any potential archaeological findings.

- 2.1.8 This report seeks to address the fieldwork and post excavation methodologies to ensure each stage of the condition is appropriately addressed. Approval of this document will allow for discharge of the pre-commencement element of the archaeological condition. However, full discharge of the condition will not be possible until all stages have been fully satisfied, which will be informed by the results of the evaluation trenching. 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 At the early stages of the project a desk based assessment (Ryan, 2022) and heritage statement (Turley, 2022) were carried out on the site. The desk based assessment identified a series of previous works in the area, including:

- A site walkover was carried out in 2017 as part of a heritage appraisal undertaken in advance of a proposed flood management scheme.
- A desk based assessment was undertaken on the eastern extent of the site in 2015.
- An archaeological evaluation was carried out in 2020, approximately 285m to the north west of the site. This identified significant disturbance due to development in the area, with the only archaeological features recorded as poorly preserved wall footings and a stone capped drain.

2.4 Archaeology & History

- 2.4.1 The following is a summary of the data presented in the previous desk based assessment (Ryan, 2022).
- 2.4.2 The Iron Age is the only prehistoric period represented in the area, with evidence limited to stone heads present on guttering 1km to the west of the site. These have been dated to the Iron Age due to their appearance.
- 2.4.3 The only evidence of Roman activity within the search area comes from the presence of an urn containing a number of coins and a cup 210m to the north east of the site.
- 2.4.4 The majority of records of medieval date within the search area relate to the cores of settlements, which have largely been identified from scatters of buildings shown on historic mapping. These comprise Little Clegg, Wuerdle, Greengate, and Stubley.
- 2.4.5 Littleborough was not named in the Domesday Book but it is thought to have formed part of lands within the wider Rochdale area, which was owned by Richard of Pitou by 1086. The name 'Littleborough' is thought to be derived from Old English, meaning a "little fort or stronghold" (Mills, 2011), or potentially a small settlement along a waterway, likely in reference to the River Roch.
- 2.4.6 The grade II* listed Dearnley Old Hall lies around 300m to the north west of the study site and is thought to have laid within a medieval site.
- 2.4.7 Stubley Old Hall, a grade II* Listed Building is located approximately 185m to the northeast of the site and it is possible that the site formed part of the wider Stubley Hall estate (Turley, 2022). A manor house is known to have been present by the 14th century, when it was acquired by John de Holt, however, it is thought to have been rebuilt by Robert Holt in the early 16th century. Although there is evidence of medieval activity recorded in the wider area, the site likely formed part of outlying agricultural land.

- 2.4.8 The wider area became an important centre for producing cotton goods during the 19th century and mills were established across the area. Several mills are noted surrounding the site by the later 19th century.
- 2.4.9 No tithe map could be found for the area, with the earliest accurate map of the site being the Ordnance Survey (OS) 1891 Lancashire LXXXI-14 25 inch map (Figure 3). This map depicts the site as open fields with a water course crossing the northern part of the site along a northwest-southeast alignment. This appears to lead from a reservoir at the north towards the fields, and possibly on to sewage works at the southeast. Lower Mill Cottage can be seen to the east of the site and mill activity can be seen to the west, with Tenters noted. The gardens of Lower Mill Cottage extend into the site area in the southern section. The main settlement of Dearnley lies to the north, along New Road.
- 2.4.10 At this time the site is divided between four fields and part of the gardens of Lower Mill Cottage. There is little change by the time of the 1910 OS map (Figure 4). However, by the 1938 OS map (Figure 5) the area to the west of the site has been heavily developed into a housing estate and new houses have been erected along the eastern side of New Street, to the east of the site. The land to the east of Lower Mill Cottage has also been developed to include a sports complex with tennis courts and bowling green. To the north of the bowling green allotment gardens have also been established off New Street. A spring is also noted in the southwestern part of the site for the first time.
- 2.4.11 By the mid 20th century the site appears to have undergone some changes, with excavation for coal extraction in the north of the site. During geotechnical investigation on the site, the southern section was noted to be topographically level with limited undulations in comparison to the northern and eastern part of the site. The subsequent interpretation was that it is considered likely the southern part of the site has been subject to artificial levelling associated with the historical landfill (Rae, 2023).
- 2.4.12 Lidar data (2022) for the site (Figure 6) shows the southern area as being relatively level with some scarring to the western boundary. The central section of the site falls within what is now a regularly flooding pond and wetland area, seen on aerial images from the 1980s onwards (Figure 7). Previous field boundaries and undulations are noted in the northern and western parts of the site.

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 Devensian Till and Alluvium (British Geological Survey, 2026).

2.5.2 The site lies to the southwest of Littleborough and southeast of Wardle (Figure 1). To the north of the site is New Road, linking Littleborough and Wardle. To the east of the site is New Street, with Stubley Mill Road forming the southern boundary (Figure 2 & Figure 7). A residential estate forms the western boundary of the site.

2.5.3 The site is currently open fields, with a large pond and a northwest-southeast water course crossing the central part of the site (Figure 2). The site has a gentle slope from north to south, falling from an elevation of approximately 147m aOD to 140m aOD.

3 Aims and Objectives

3.1 Aims

3.1.1 The aims of the evaluation 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?
 - 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)?

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 Project Design 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 Seven trenches, 50m by 1.8m, have been located in areas of interest within the site based on historic mapping, Lidar and known constraints (Figures 2 to 7).
- 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 26-0014 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.
- 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 3 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. The HER will also be supplied with GIS shapefiles showing the limits of excavated areas for inclusion on the HER event record for the project. 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 26-0014 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 2026, 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 Rochdale Touchstones Museum 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 DAS 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.

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Figures



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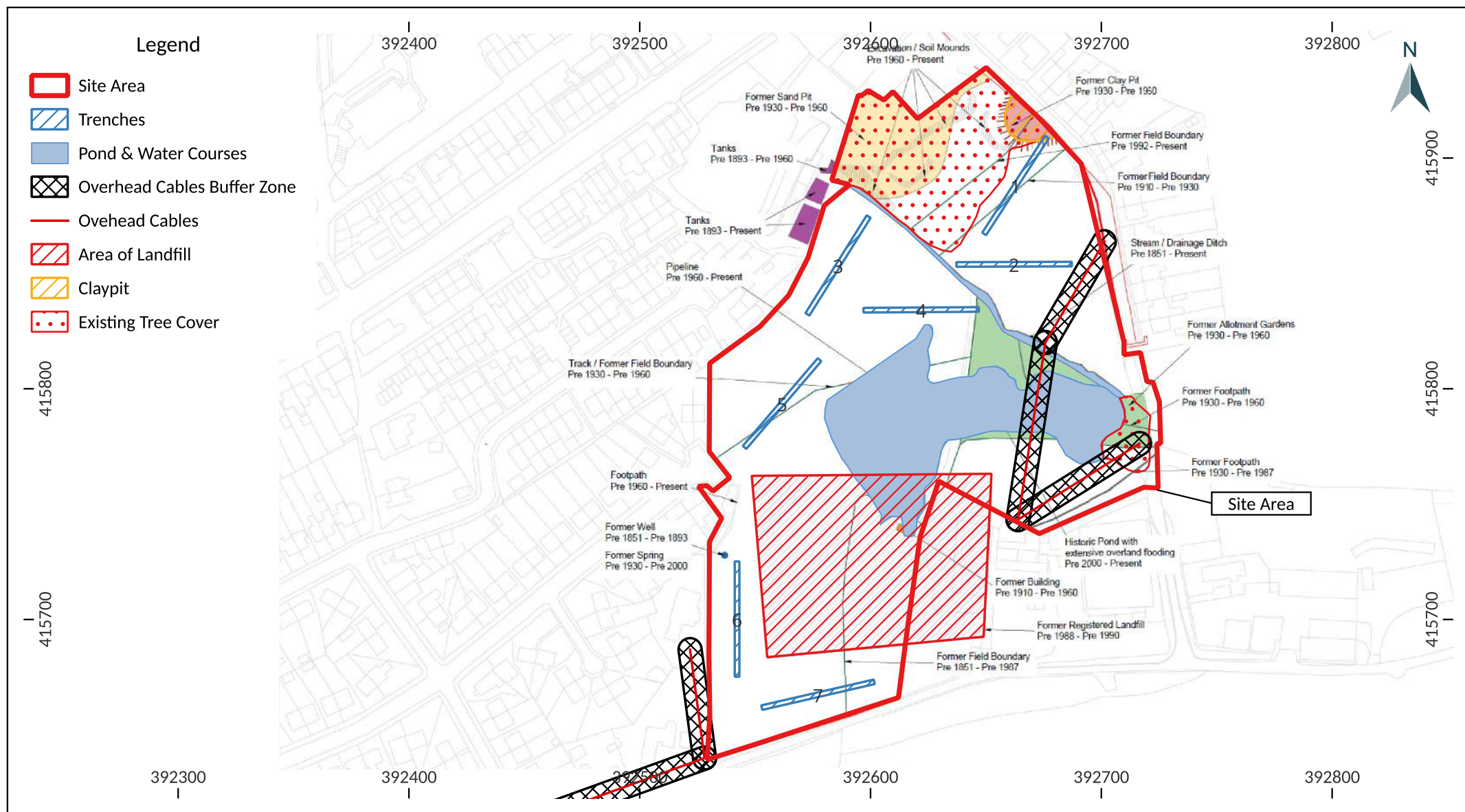
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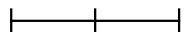
Figure 1: Site Location

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0 25 50 m

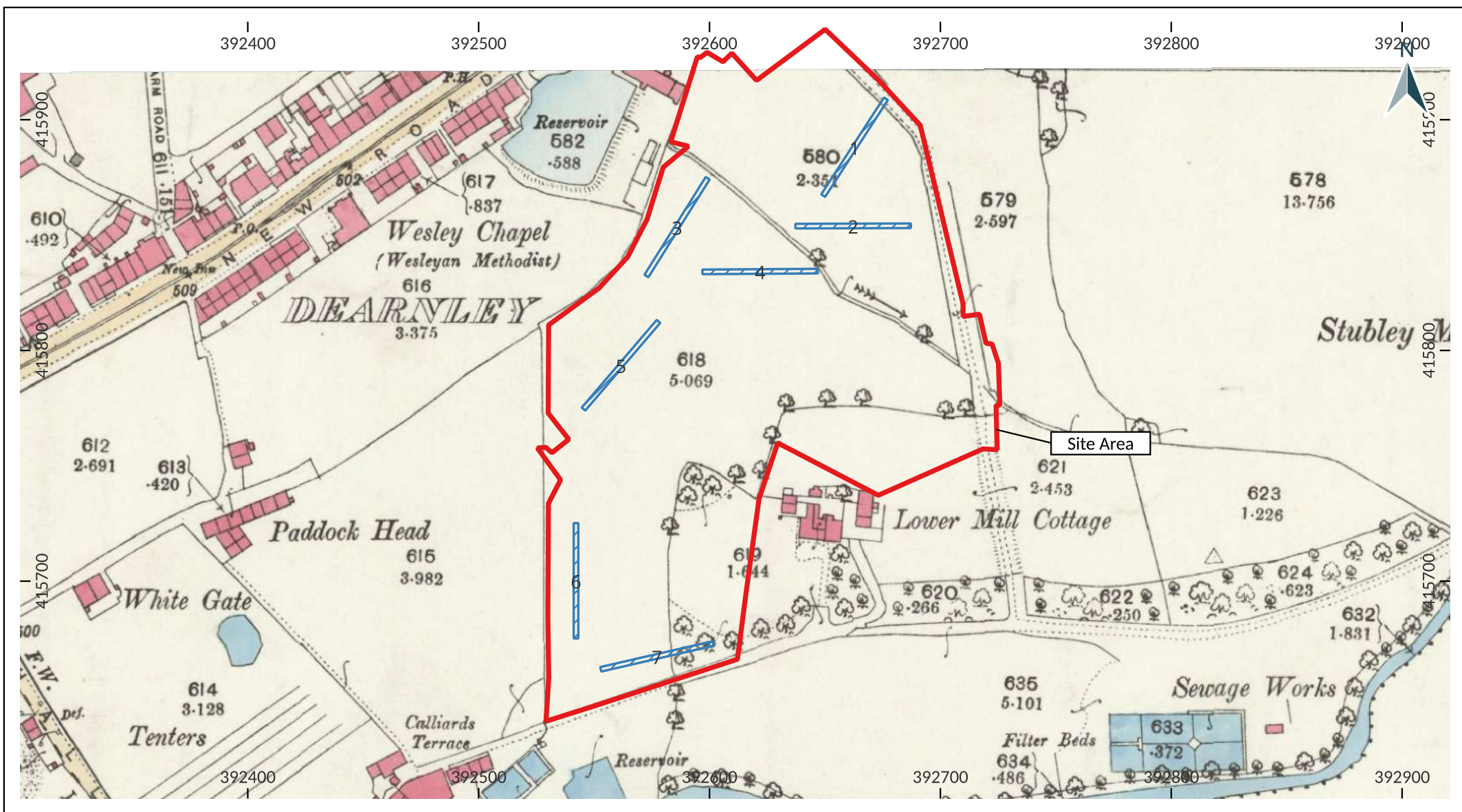


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Figure 2: Site Detail & Trench Locations

Project: 26-0014 - Littleborough

Report ref: 26-0014-WSI-v1



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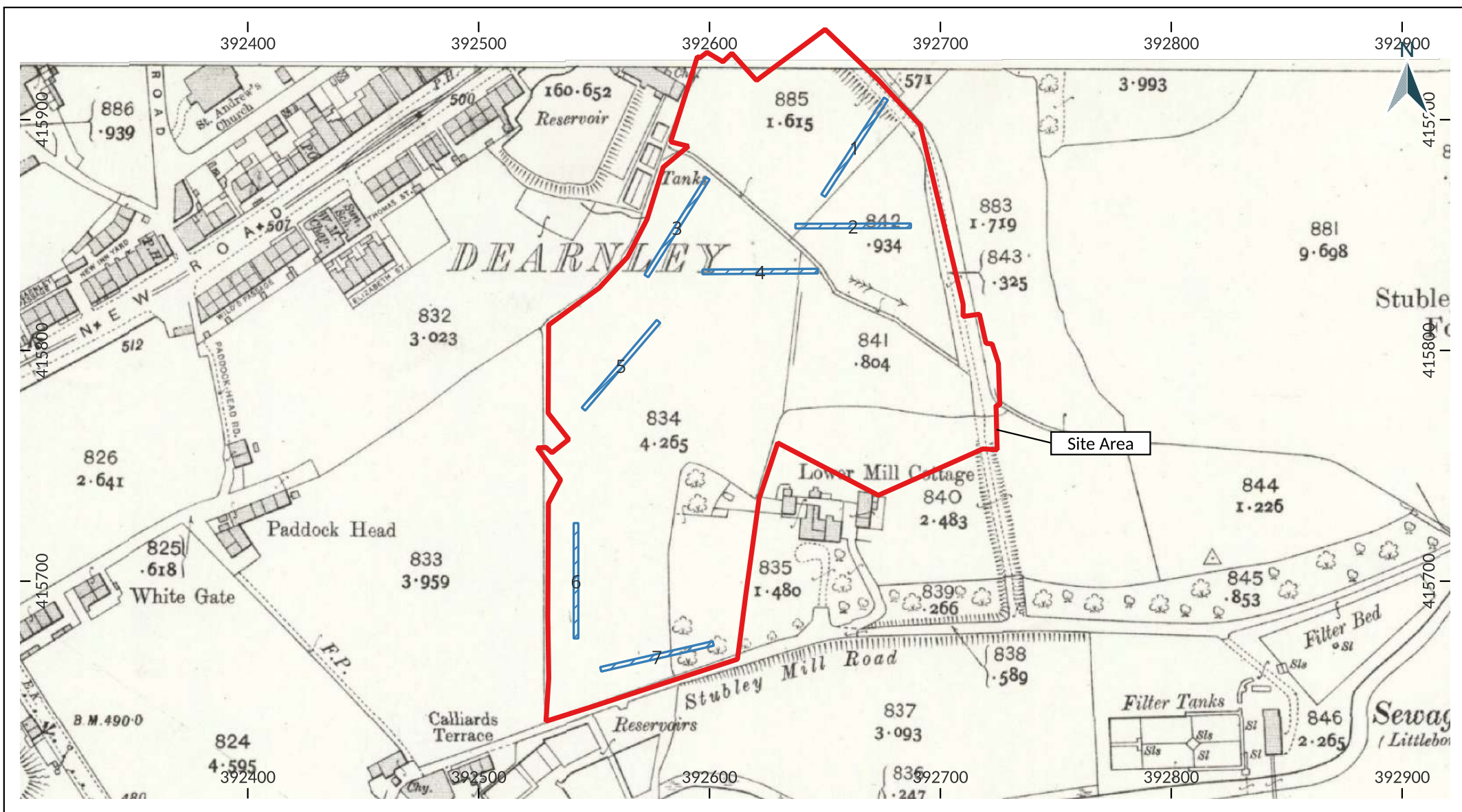
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Dee Archaeological Services

Figure 3: 1891 Lancashire LXXXI-14 OS Map

Project: 26-0014 - Littleborough

Report ref: 26-0014-WSI-v1



0 50 100 m

Scale 1:2250 @A4



Figure 4: 1910 Lancashire LXXXI-14 OS Map

Project: 26-0014 - Littleborough

Report ref: 26-0014-WSI-v1

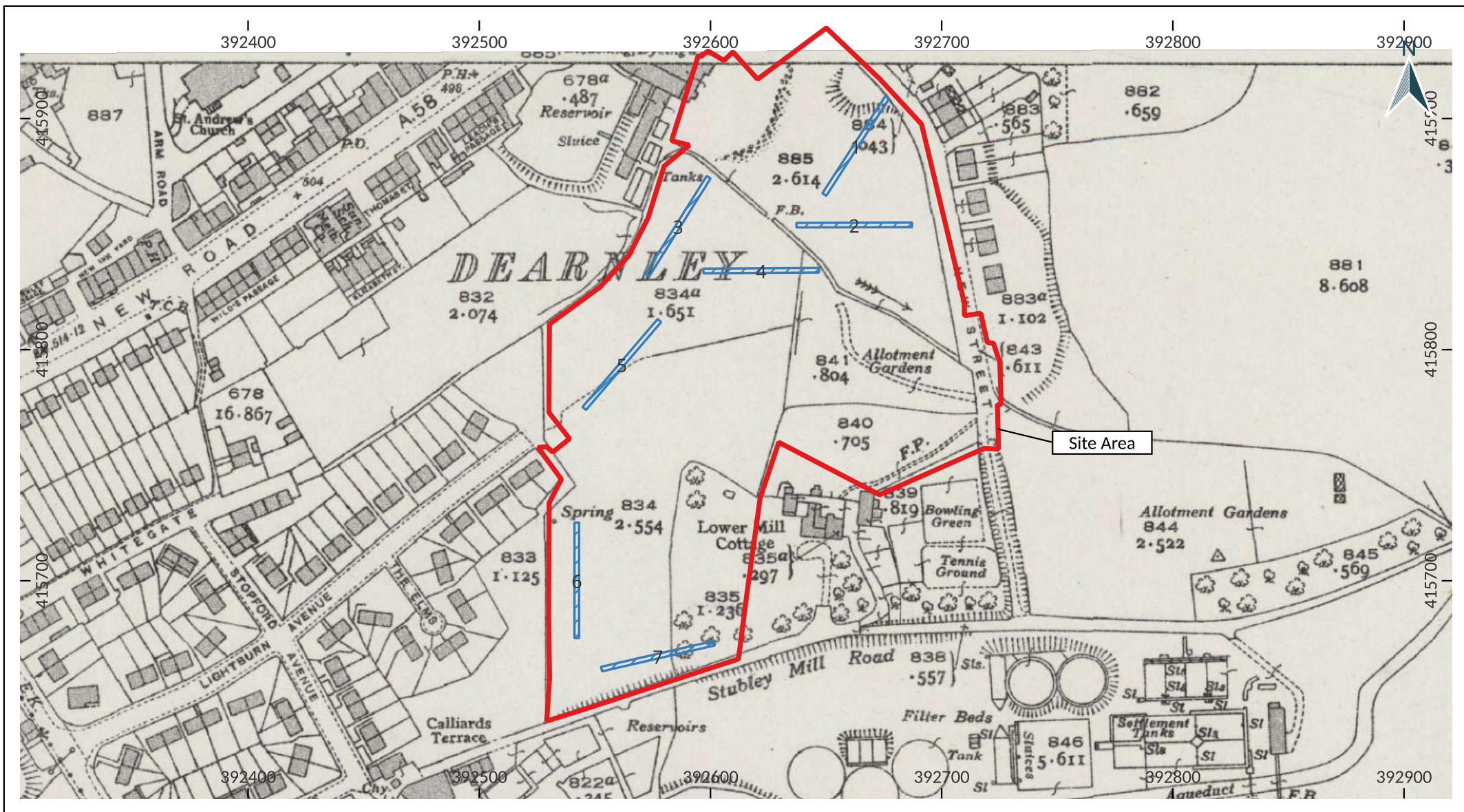
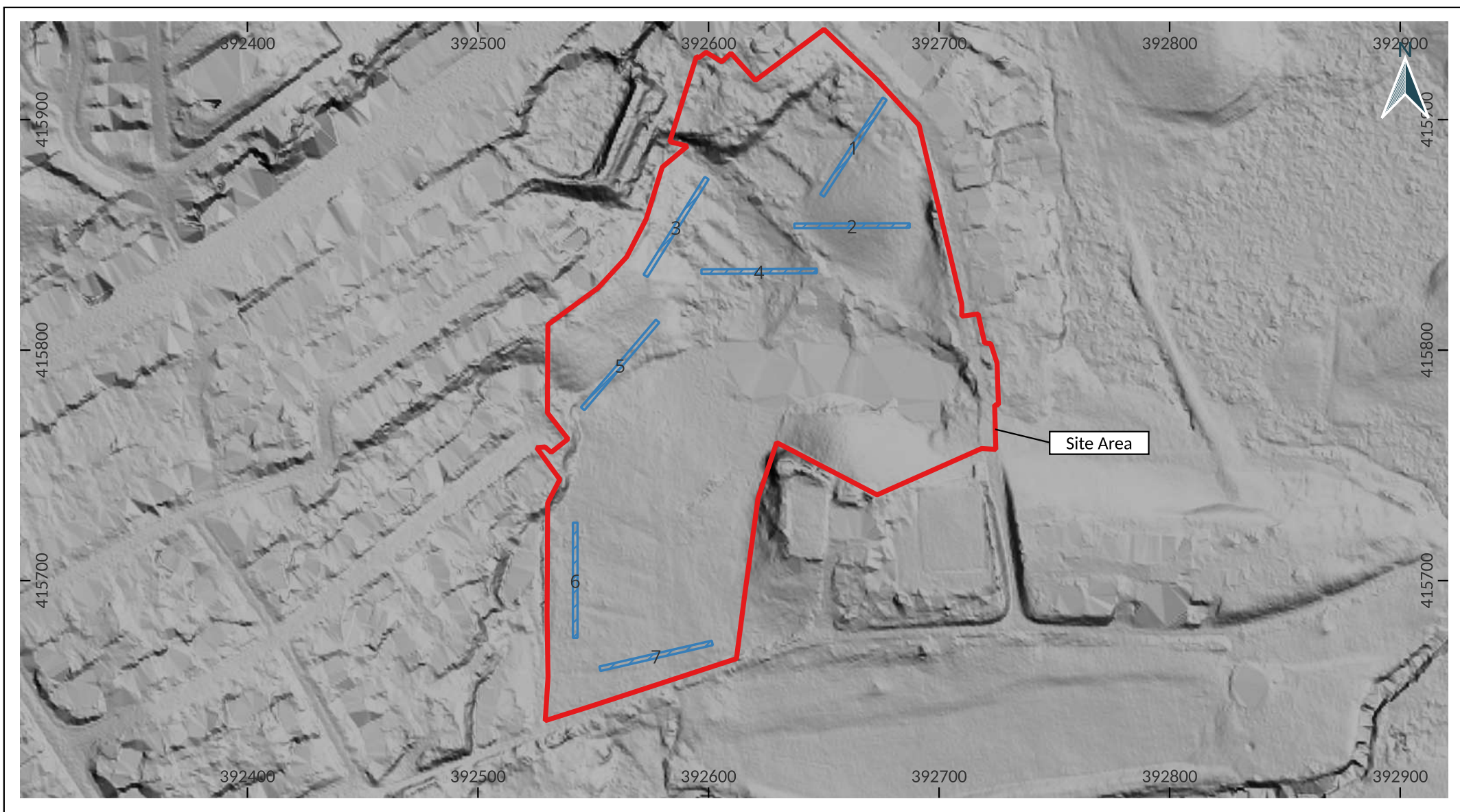


Figure 5: 1938 Lancashire LXXXI-14 OS Map

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0 50 100 m

Scale 1:2250 @A4



Figure 6: Lidar DTM 1m

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0 50 100 m

Scale 1:2250 @A4

Figure 7: 2023 Aerial Image (Google Earth)

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